



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

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**October 22, 2018  
Manhattan Beach City Hall  
Council Chambers  
1400 Highland Ave.  
Manhattan Beach, CA 90266  
6:00 PM**

**A G E N D A**

- A. CALL TO ORDER**
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**
  - Commissioner Turkmany
  - Commissioner Allard
  - Commissioner Greenberg
  - Commissioner Weiner
  - Commissioner Karger
  - Commissioner Nicholson
  - Commissioner Apostol
- D. APPROVAL OF MINUTES**
  - July 16, 2018
  - September 17, 2018
- E. CEREMONIAL**
  - None
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**
- G. GENERAL BUSINESS**
  - Donation Policy
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
  - Update on Fitness Court
  - Update on Field Policy
  - Update on Pickleball
  - Update on Department Programs and Events
- J. ADJOURNMENT**

**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
**Manhattan Beach City Hall**  
**1400 Highland Ave.**  
**Manhattan Beach, CA 90266**  
**July 16, 2018**  
**6:00 PM**

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**A. CALL TO ORDER**

The meeting was called to order at 6:02 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Karger, Turkmany, Nicholson, Allard, Weiner, Greenberg

Absent: Commissioner Apostol

**D. APPROVAL OF MINUTES**

Commissioner Greenberg moved to approve the June 25, 2018 minutes as written.

Commissioner Weiner seconded the motion. The motion passed.

Ayes: Commissioners Karger, Turkmany, Nicholson, Allard, Weiner, Greenberg

Noes: None

Abstain: None

Absent: Commissioner Apostol

**E. CEREMONIAL**

None

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

Commissioner Turkmany opened the floor to audience participation.

Lee Barr, resident – Mr. Barr congratulated the commission on the Salute to the Troops concert. He mentioned that a previous commissioner had worked really hard on a project that had gone to City Council and it looked like it was going to be approved but at the final meeting for approval, one citizen stood up to speak and the whole project went down. He advised the commission to keep thinking outside of the box and not to be discouraged by setbacks.

The floor was closed to public comment.

**G. GENERAL BUSINESS**

None

**H. COMMISSION ITEMS – Donation policy** – Commissioner Turkmany gave an update on progress of the donation policy.

Presentation to City Council has been moved to October 16<sup>th</sup> so there is a little more time to work on the draft. The subcommittee was not able to get together since the last meeting and will be meeting at the end July to do further work on the policy.

Commissioner Nicholson inquired if the donation policy includes objects but not donations for events. There was some discussion about the distinction between a donation and a sponsorship.

**Salute to the Troops debrief** – Director Leyman reported that the police department estimated 4,000 attendees. Commissioner Weiner stated that overall, it went off well and there are some things to think about.

- Booth banners were a little too long. Could have been about 16 inches long so that people could get into the booths. Overall, the booth participants were satisfied.
- Seemed like fewer challenge coins were given out
- Mayor pro tem Napolitano did a good job
- Band did the job but was not mind blowing
- Tool kit would be useful
- It is difficult to get the crowd to listen the announcements
- Commissioner Turkmany thought that the letter writing booth might have benefitted from circulating through the crowd
- Commissioner Allard stated that a vocalist would have been nice

Commissioner Greenberg asked if the composition of the Salute crowd is different from a regular Concert in the Park. Commissioner Nicholson replied that in his opinion, there were less younger families than at a regular Concert. Commissioner Greenberg asked the commission if they want to try to attract a younger family crowd in the future. Commissioner Karger stated that she was thrilled with 4,000. Commissioner Nicholson added that attendance is driven by the music and younger people usually do not gravitate towards the military marches.

Commissioner Karger stated that she really liked the Jazz Band portion of the concert and that the first part should not be exclusively military songs. Commissioner Weiner agreed that next year the playlist should be opened up to non-military songs.

Commissioner Allard recommended making the Color Guard process easier.

Commissioner Nicholson stated that he thought there was more security than was necessary. Director Leyman informed that security staffing levels are determined by the Police Department. Commissioner Nicholson added that the signage was better for handicap parking and the number of porta potties was sufficient.

Commissioner Weiner reported that the side speakers are not effective and that the announcements only go through the front speakers. He also mentioned that the trash is overflowing.

**Field Policy** - Commissioner Weiner asked about the Field Policy as that was a big reason that the meeting was rescheduled for this date. Director Leyman reported that the intention was to present the field policy but with summer schedules being very busy, it was not possible to get stakeholders together for a meeting. There will be a meeting on July 18<sup>th</sup> and then one additional meeting with the policy coming back to the commission in August. The policy is scheduled to go to City Council on September 18<sup>th</sup>. It was decided to move the August meeting from August 27<sup>th</sup> to August 20<sup>th</sup>.

Commissioner Weiner asked that if there is a change and the subject will not be up for discussion at the next meeting, that the commission be informed prior to the meeting.

Commissioner Greenberg made the following comments:

- Congratulated staff on the Day in the life of Manhattan Beach event at the Manhattan

Beach Art Center.

- His youngest son is participating at the Teen Center and the staff is great and the programming is great. He stated that Teen Center should be marketed better because many don't even know it exists.
- The 14U Beach Softball Girls All-Star team has qualified for the USA Softball Western National Championships in Salem, Oregon and he would like to bring it to the attention of the City Council. Director Leyman recommended finding out the name of the coach and directing the coach to the City Clerk. The City Clerk can coordinate with the Mayor and City Council. If City Council cannot fit it on their calendar, they can give it to the Commission.
- Update on the 2028 Olympics initiative - He had a good call with Mayor pro tem Napolitano to see if he was supportive of bringing the Olympic volleyball events to Manhattan Beach. Mayor pro tem Napolitano is supportive with any or all of the beach volleyball events coming to Manhattan Beach with the caveat that the City has no budget for this and the project must be budget neutral. Commissioner Greenberg will continue to charge ahead now that he knows he has the support.
- There has been a lot of discussion on Nextdoor regarding what seems to be the problem with the homeless population. He is curious to know the impacts in the parks. Director Leyman reported that there has not been a significant uptick in park issues with homeless and that the City Manager's office is working on this initiative.

Commissioner Nicholson reported that he has had people approach him about the blanket situation at Concerts in the Park and the change in policy. He stated that the amphitheater is blanketed by 9:00 a.m. if the band is good. Director Leyman reported that the current policy to not remove unattended blankets is a City Attorney recommendation based on personal property. He added that the situation will be monitored and reviewed at the end of season.

Commissioner Karger added that she loves the idea of the teen bands and stated that the band the week before was great.

Commissioner Weiner stated that the City has done a great job of introducing people to pickleball and people are asking about courts and where to play. It will be something to consider moving forward. Commissioner Greenberg stated that this was presented many months ago and there was going to be a proposal to repurpose some existing tennis courts to pickleball courts. Director Leyman stated that this would be a consideration for the Parks Master Plan and added that Net ball is also gaining in popularity so may also be considered. Commissioner Greenberg asked about new beach tennis courts mid-strand. Director Leyman stated that it was a resident request that was worked out with LA County. Commissioner Greenberg asked about a new sport that appears to be a soccer league playing soccer on the basketball court. He stated that it looks like an organized group that he thinks it is a league being played on Saturday afternoons. Director Leyman will check with Recreation Supervisor Archie Sherman to see if he is aware.

**I. STAFF ITEMS** – Director Leyman gave the following updates.

1. Village Field update – photos shown of the reurf project. Musco lighting will eventually be swapped out and will use the Control Link module allowing for automation. For now, the bulbs and shields will be replaced but will not be LEDs until next year. The new lights will be lighter, brighter and have better shields. The ribbon cutting is scheduled for September 8, 2018.

2. Dorsey netting project is still active with estimated completion within 30 days. Live Oak was a previous landfill and there is soil testing that is being done. The project cannot move forward until soil samples are tested.
3. Pay and Play Racquetball Courts – The lease has been reviewed by the City Attorney and the City has almost no leverage. The tenant has two, ten-year options to renew after 2021. Commissioner Greenberg asked if there is a buyout possibility. Director Leyman stated that as we look at future usage, we may be able to look at a buyout as an option. Commissioner Nicholson asked if there were any maintenance requirements that might cost a lot of money. Commissioner Greenberg asked what would be the next step and Director Leyman stated that it would be a conversation with the City Manager and a reach out to the Pay and Play owner. Commissioner Greenberg asked that it be a standing item for updates.
4. Day if the Life of Manhattan Beach exhibition – There were over 600 attendees at the opening. It was a great collaboration and is likely to become an annual event.
5. MBO Tennis Tournament will be held July 26-July 29, 2018 at Live Oak and Mira Costa with finals at Manhattan Beach Country Club.
6. AVP MBO Volleyball Tournament will be held August 16-August 19, 2018. – no significant differences. Setup is very similar with the main stadium increasing capacity about 20% bringing seating to about 4,000.
7. International Surf Festival – 6-Man will be Friday and Saturday, August 3<sup>rd</sup> & 4<sup>th</sup>. Jr. 6-Man and the Sandcastle Contest will be Sunday August 5<sup>th</sup>.
8. 10<sup>th</sup> Annual Kids Extreme 10<sup>th</sup> annual will be on August 19<sup>th</sup>.
9. Manhattan Beach Grand Prix will be on July 22<sup>nd</sup> and will be adding a one mile run to the event, resurrecting the old Manhattan Mile.

**J. ADJOURNMENT**

Commissioner Karger moved to adjourn. Commissioner Allard seconded the motion. The motion passed. The meeting was adjourned at 7:05 pm to August 20, 2018.

Ayes:	Commissioners Karger, Turkmany, Nicholson, Allard, Weiner, Greenberg
Noes:	None
Abstain:	None
Absent:	Commissioner Apostol

**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
Manhattan Beach City Hall  
1400 Highland Ave.  
Manhattan Beach, CA 90266  
September 17, 2018  
6:00 PM

CONTENTS

**A. CALL TO ORDER**

The meeting was called to order at 6:07 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Karger, Turkmany, Nicholson, Weiner, Greenberg, Apostol  
Absent: Commissioner Allard

**D. APPROVAL OF MINUTES**

The approval of the July 16, 2018 minutes will be delayed until the October 22<sup>nd</sup> meeting as the minutes were not attached to the agenda.

**E. CEREMONIAL**

None

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

Commissioner Turkmany opened the floor to audience participation.

Gary McAulay, resident – Mr. McAulay wanted to comment that this is the second time two commission meetings were scheduled on the same date. It was clarified that the Cultural Arts Commission meeting had been rescheduled to the following week.

The floor was closed to public comment.

**G. GENERAL BUSINESS**

**Donation Policy** – Commissioner Turkmany informed the commission that the subcommittee has discussed this policy a few times with the commission and has restructured so that procedures will be in one document and the actual programs in another.

Commissioner Weiner stated that there is no lending type program, such as for the LOVE sculpture, addressed in the document. Language will be corrected to reflect lending donations. Tier 3 – cash donation issues, language needs to clarify how the money will be used.

#6 also mentions donations in public parks. Commissioner Weiner stated that it is confusing to call the tiles a purchase.

Commissioner Greenberg - section 5, Vandalism and maintenance –he recommended adding “in a manner consistent with City property.” The City will make “every effort”, should be changed to “reasonable effort.”

Commissioner Greenberg likes that the policy was separated from the programs. He stated that there

should be a section that talks about programs and how they will work. He observed that in its current form, it looks like in order to do anything, you have to write a proposal. Director Leyman stated that he is taking down all the notes and the committee should take it all in and then the committee can sift through. All input is valuable so that the committee can further discuss.

Commissioner Greenberg's 2<sup>nd</sup> piece of feedback – putting those items aside, how does someone propose a donation? His takeaway is that it is at the discretion of City Staff. He stated that what we are trying to get to is more prescriptive. In its current state, the policy is so vague that all of the discretion is left to City staff. Commissioner Turkmany stated that the donation list will have specifics for the turnkey items. Commissioner Greenberg stated that he is suggesting that if the policy throws everything back to staff discretion, that is fine, but is no different than not having a policy.

Commissioner Karger mentioned that she had seen some military tribute banners when she was on the East Coast and would like to consider adding the banners as an option for the donation program.

Director Leyman stated that there is a challenge in doing an umbrella project; staff doesn't necessarily want to make every call. There are trigger points that need to be addressed. There is a big range of different types of donations that have different requirements.

Commissioner Nicholson stated that the policy is difficult to understand. He asked if it is correct that Public Works will make recommendations for every donation. Director Leyman clarified that since Public Works will be assisting with the installation of tiles or location of trees, for example, they would be providing input.

Commissioner Greenberg stated that it would be helpful to see the policy and the program documents together. He would like to see one program laid out so that they could look at the process.

Chair Turkmany opened the floor to public comment.

Gary McAulay, resident – offered his thoughts on the donation policy and said it looks good overall. He likes the recommendation to reserve the last 6 Strand benches for City Council consideration. It is mentioned in the staff report to maintain the tree and bench donation program, updating the donor agreement and price, however, he is not in favor of the existing wording for plaques. He does not think that the public lands should be for sale for people to purchase private memorials. He feels that memorials on public land should be for public figures. He stated that the staff report made reference to an appropriate historic commission, and asked if there is a historic commission. It is vaguely worded. Regarding section 4, City reserves right to amend and reject location, but there is no catch all allowing the City to reject a request for whatever purpose the City deems. Regarding the capital improvement projects, he feels that it seems almost tailor made for a current project and he cannot agree with a dedication plaque on public property. He feels that chipping in on a project does not seem like a good enough reason to put a dedicatory plaque on a public structure. Lastly, there is no section mentioning what cannot be done. He recalled ghost bikes and memorials on telephone poles, effectively creating a shrine for a death at any particular location. He believes that it should be addressed in the policy.

**Rotary Special Event** – Dr. Chris Ullman of the Manhattan Beach Rotary described the VetBeerBq event he is proposing for Veterans Day, honoring Veterans, Active Duty Military and First Responders in the Kinecta Parking lot.

Commissioner Weiner asked about parking. Dr. Ullman stated there will be limited parking and the organizers are encouraging Uber and Lyft. Dr. Ullman stated that the event will cover about an acre and a half and will include tables around the dance floor. Commissioner Weiner suggested standing

cocktail tables throughout the area. Dr. Ullman reported that this is a 21 and over event.

Commissioner Greenberg stated that it looks like a fantastic event for a fantastic cause.

Commissioner Greenberg moved to approve the recommendation to City Council. Commissioner Weiner seconded the motion. The motion passed.

Ayes:	Commissioners Karger, Turkmany, Nicholson, Weiner, Greenberg and Apostol
Noes:	None
Abstain:	None
Absent:	Commissioner Allard

**Field Use and Allocation Policy** – Jessica Vincent, Recreation Manager – at the April meeting, the commission approved staff to present a formal recommendation to the City Council for the Field Use and Allocation Policy. When heard at the May City Council meeting, City Council redirected staff to create a sports committee to develop alternatives for a few of the challenges for the user groups. Those challenges included defining residency, the draft allocation model, efficient use of fields and revisiting the fees for youth sport organizations (YSO) only. That sports committee was formed and is comprised of one to two members of each sport organization; eight organizations total. The group met three times over the summer and developed a few potential changes to the policy. Those changes include:

- Defining the residents to include participants residing in Hermosa Beach as well as students attending schools in Manhattan Beach
- Changing field allocation procedures to increase optimal time for diamond field groups. Diamond field users have 3 weekday hours and 2 weekend hours per team during the season.
- Deleting the draft and pro-rata formula from the allocation procedures. This would only be in place if there was any sort of appeal made to the Parks and Recreation Commission. We would be allocating based on the model, 1 ½ weekday hours for all field groups and diamond groups will be allocated 3 weekday hours and 2 weekend hours. This draft would then be taken to the groups for review and finalization.
- Staff is looking at changing to a per-player model with additional fees assessed for closed registration and a non-resident rate.

Commissioner Greenberg stated that it is still a pro-rata field allocation model that would be done by staff. He suggested modifying the language in the staff report for City Council to make it less confusing.

Commissioner Nicholson asked why we are extending residency to Hermosa Beach residents and if there was reciprocity with Hermosa Beach. Manager Vincent replied that historically, several organizations have included residents of Hermosa and Manhattan Beach. The AYSO charter for the region is specific to Manhattan Beach and Hermosa Beach, so Hermosa Beach does not have their own AYSO region. Each organization has their own policies in place regarding residency.

Commissioner Greenberg clarified that the non-resident rate does not apply to Hermosa Beach kids. He added that one of the things we heard was that groups were very opposed to lowering the residency threshold and now this is broadening the definition to include Hermosa Beach residents as well as students who live outside of Manhattan Beach but attend school here. He asked if the Little League president is on board with this. Manager Vincent replied that he had been at all of the meetings and that it is a very collaborative group that understands the challenges we are facing by keeping at the

80% residency rate. They were open to the change and look at it as potential penalties by adding the fee, so that is where the compromise was made. Another point was that many Hermosa Beach kids will ultimately end up going to a Manhattan Beach school (Mira Costa).

Commissioner Weiner asked for clarification of the term “closed registration”. Manager Vincent explained that open registration means everyone plays, closed means you might not make the team because there is a draft. Commissioner Weiner suggested that the term “closed registration” be added to definitions.

Commissioner Turkmany asked if there was a big sticking point with the user groups. Manager Vincent stated that the group is working very well together and that the fact that there is only one representative present at the meeting says a lot.

Commissioner Greenberg stated that a fee escalation clause should be considered because if the fee structure is working well, it may be easier if it automatically ratchets up instead of having to come back in five years to consider a new fee model. He added that it is also important to consider a clause in the fee policy for, as the composition and usage patterns for the groups change, there should be a threshold at which the allocation changes, for example if a group’s usage changes, up or down, by more than x% that fees will be recalculated according to the established formula.

This policy is tentatively scheduled for the October 16<sup>th</sup> City Council meeting. Parks and Recreation has many staff reports going to the City Council in the next 2 meetings so it may be moved.

Commissioner Weiner mentioned that the entities are allowed to have clinics during their season. Manager Vincent stated that if an organization wants to have a clinic for the kids, they would need to submit a separate application. Commissioner Weiner inquired about appeals to allocations. Manager Vincent stated that if an organization is unhappy with their allocation, they can appeal to the Parks and Recreation commission. Based on commission recommendation, this may result in a 5 round draft.

Commissioner Greenberg stated that the ad hoc steered toward the hourly model with the objective to ensure efficient usage of fields. The policy has now moved to a per capita model. He does not want to lose sight of the objective of efficient utilization of fields. At the bottom of page 8 of the policy, there should be some language as follows - “It is not the intent of the City to allocate 100% of available field time. It is the intent of the City to allocate an amount of time based on the demonstrated needs of the youth sports organizations. Unallocated field time will be reserved for the City for use by emerging youth sports organizations, unforeseen needs of the existing youth sports organizations participating in the field allocation process and other organizations. He also suggests a way to measure field utilization. He added that if you don’t measure it, you can’t manage it. We still need a way to measure and manage field utilization. There should be a simple online portal for reporting non-use of a field. It could be as simple as a Google doc. Park staff should also monitor non-use as part of rounds. Manager Vincent reported that park staff does monitor and log non-use of fields.

Commissioner Nicholson asked about the provision for ensuring that all players play. He asked if each league makes their own rules. Manager Vincent confirmed that to be the case.

Chair Turkmany opened the floor to audience participation.

An audience member stated that the \$10 non-open registration fee appears in the staff report but not the policy document. She asked if all of the fees are going to be discussed as a separate item.

Commissioner Greenberg asked if the policy is coming back to next month’s meeting. Director Leyman stated that the commission can approve the policy with the changes proposed. If not today, a

special meeting may be necessary to approve. Commissioner Greenberg says that the policy and fees have to work together and he does not feel comfortable moving forward without all of the pieces. Director Leyman will work with the City Manager and explain the timing, if the City Council wants to see the item, we will call an emergency meeting. If it is pushed to a later date, it can be held off until the next meeting.

Manager Vincent will bring a revenue projection to the next meeting so Commissioner Nicholson can see a before and after. The goal is to increase revenue by \$100,000.

## H. COMMISSION ITEMS

**Pickleball** – *this item was addressed after Ceremonial, before General Business to accommodate the number of people present to discuss the subject.*

Chair Turkmany opened the floor to public comment.

Lynn Mayo, resident – Ms. Mayo stated that the pickleball facilities are limited and the equipment is old and damaged. Currently, the equipment must be set up by players and it is difficult. Play is limited to 3 days a week in Manhattan Beach. As a result, it is easier to travel to other cities to play on permanent courts., She requested the City convert a single tennis court at Manhattan Heights to four pickleball courts.

Mary Chieffe, Manhattan Beach – Ms. Chieffe loves pickleball and thanked commission for considering and supporters for coming to the meeting. She stated that since Pickleball was introduced in Manhattan Beach, the sport has grown and data has been collected. She gathered sign in sheets that showed about 214 unique players between March and July of 2018. There were 1195 sign ins in the same period, which does not include those who didn't sign in or regular players who may have been away on vacation. She added that permanent courts would give Manhattan Beach residents a chance to play when their families can gather. A beginners court is available in Manahattan Beach which is important to make new players welcome. To keep up with growing demand for pickleball many cities have started the process of converting tennis courts. Because of high usage and interest, Ms. Chieffe requested this to be fast tracked to top of the Parks and Recreation project list or piggybacked onto an existing project within the next six months. She added that the people who got the pickleball courts in Hermosa Beach are willing to help and that now is the time for permanent pickleball courts in Manhattan Beach.

Tom Kreig, resident – grateful for city starting pickleball. Mr. Kreig stated that pickleball is a very social sport and that the classes offered are well utilized. The demand requires a need for accessibility. He mentioned that pickleball is not necessarily only a sport for older adults. If the schools start teaching, the kids will want to play as well. He reiterated that it is time for Manhattan Beach to make permanent courts and is asking for the Commission to figure out how to convert some tennis courts at Manhattan Heights to permanent pickleball courts.

Lois Tuey – Ms. Tuey came to Manhattan Beach in 2014 and asked if the City wanted to start a pickleball program. It started and grew so big that another gentleman took over. Grandparents are coming out and playing with the kids. The sport is getting bigger all the time and you don't want Hermosa to out do you.

Commissioner Weiner confirmed with Ms. Mayo that Hermosa has 4 permanent courts that are first come first served. El Segundo has dedicated nets but not permanent courts. Ms. Mayo informed the commission that there are adjustable nets that convert paddleball courts into pickleball courts.

Commissioner Greenberg asked if there is any reason why the pickleball courts need high fencing around the perimeter. Ms. Mayo stated that you would lose balls without the fencing.

Commissioner Weiner asked about side setback. Member of audience answered 7 or 8 feet on the side. Commissioner Greenberg asked Director Leyman if we should have good data on usage. Commissioner Greenberg thinks it's great how the sport has emerged and how the group has unified and before we can take away tennis court, we need to evaluate tennis usage and if the change can be made without adverse effect on the tennis players.

Commissioner Nicholson also would like to know about paddle tennis usage and if it is a rational tradeoff. Ms. Mayo stated that there is no need to make a tradeoff. There are lines that could be drawn on the paddle tennis courts.

Commissioner Karger stated that we need to see the data and trends.

An audience member asked why the Manhattan Beach Middle School courts are not being utilized.

Another audience member added that she teaches pickleball and it is a great family activity.

Chair Turkmany thanked the audience for their participation and input and stated that the commission will continue to evaluate the request for permanent pickleball courts.

Commissioner Nicholson asked about the Dorsey netting project. He reported that it is done but there is one gap leaving an opportunity for a foul ball to go through the netting toward the ceramic building. Manager Vincent stated that at this point the project is closed out but is being monitored closely. No complaints have been made by the ceramics studio. Commissioner Nicholson offered to provide information about how many times a game it occurs. He stated that it would be somewhat unlikely for a ball to escape.

Commissioner Greenberg stated that Village Field looks great.

Commissioner Weiner asked about City Council recognition for recent winning teams. Archie reported that they had been forwarded to the City Clerk and he hasn't heard anything.

Commissioner Weiner mentioned that the November and December meetings may need to be rescheduled. The Commission decided to leave the November meeting as scheduled for the 26<sup>th</sup> and the December meeting could possibly be scheduled for Wednesday, December 19<sup>th</sup>.

**I. STAFF ITEMS** – Director Leyman gave the following updates.

Sand Dune reservations was added to the agenda because an email was received regarding exceeding the 20 per hour limit. Staff has been looking on an ongoing basis on how to make the process more efficient. We are looking at a third party reservation system. Commissioner Nicholson said the resident seemed to have an issue with groups showing up. Manager Vincent stated that one of the challenges with groups is that each person registers individually but they work out as a group. Staff is looking to mitigate this practice.

City Council summary – Director Leyman spoke with Councilmember Montgomery regarding the LA 2028 committee members and potential contacts. Staff is reaching out to potential candidates for committee members and will pass on leads to Commissioner Greenberg.

This past summer, the department brought in \$1.5 million with close to 7,500 registrations. For the two sessions in the Fall, so far there are over 2,000 reservations for over \$270,000. Summer revenue is up and number of registrations are down. This was expected because swim lessons

went from two to three weeks, REC program summer field trips were included in the weekly registration, and there were fewer tot camps.

City Council Updates:

- Approved a raise in parking meter rates to \$1.75/hour for street parking and \$1.50/hour in city owned lots.
- Adopted an urgency ordinance prohibiting shared mobility devices, such as scooters and e-bikes. There will be a 6-month moratorium.
- Adopted a 5-year plan to address homelessness. A task force will be created.
- Directed staff to gather information on the Transit Occupancy Tax and increase to 12, 13 or 14 %.
- Received a report on Leadership Manhattan Beach and gave LMB 60 days to evaluate leadership and return.
- New Mayor Napolitano, and Mayor Pro Tem Hersman.
- Directed Cultural Arts Commission to come back with revised list of Sculpture Garden options. Will be reevaluating 60 pieces.

Commissioner Greenberg asked what Parks and Recreation items are coming up to council – Director Leyman reported the following items: Field Policy; Fitness Court resolution (through CIP process); Prop A exchange to purchase Prop A funds; Historical Society inventory and potential facilities to house the historical collection; Sculpture Garden; RFQ for City Hall mural; Library surplus funds; Donation Policy; Walkabout event proposals; Community Grants; licensing, merchandising and branding; Wrapping utility boxes; Botanical Garden agreement; close out current grants; creating a private mural ordinance; and Rotary event.

Commissioner Weiner asked about the Pay and Play racquetball courts. Director Leyman stated that the owner will be approached at some point to discuss the future of the facility.

Commissioner Greenberg announced that the Metlox Art Walk will be held Saturday, September 22<sup>nd</sup> from 10:00 a.m. - 6:00 p.m.

Commissioner Turkmany welcomed Commissioner Apostol to the commission.

**J. ADJOURNMENT**

Commissioner Turkmany moved to adjourn. Commissioner Greenberg seconded the motion. The motion passed. The meeting was adjourned at 8:17 pm to October 22, 2018.

Ayes:	Commissioners Karger, Turkmany, Nicholson, Weiner, Greenberg and Apostol
Noes:	None
Abstain:	None
Absent:	Commissioner Allard

**TO:**

Parks and Recreation Commission

**FROM:**

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

**SUBJECT:**

City of Manhattan Beach Donation Policy  
**DISCUSS AND PROVIDE DIRECTION**

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**RECOMMENDATION:**

Staff recommends that the Parks and Recreation Commission discuss and provide options for the Donation Policy and recognition options for City Council consideration.

**FISCAL IMPLICATIONS:**

Fiscal implications will vary based upon donor recognition programs.

**BACKGROUND:**

At the June 6, 2018 Joint Commission/City Council meeting, City Council directed the Parks and Recreation Commission to develop a donation policy and create recognition options to be placed throughout the City.

The Commission created an ad-hoc committee to draft a donation policy and donor recognition options. The full Commission reviewed the draft policy and recognition options at their June 25, 2018 Commission meeting. Upon review, the Commission thought that the draft policy included too much detail for each donor program (i.e. tree and bench and strand bench donation programs). The Commission asked the ad-hoc Committee to draft a general "umbrella" donation policy, and include detailed information for each donation program separately.

The Donation Policy is tentatively scheduled to be presented to City Council on December 18, 2018.

**DISCUSSION:**

The ad-hoc committee updated the donation policy to reflect the changes discussed at the June 25, 2018 Parks and Recreation Commission meeting and discussed separate donation program options.

The Commission shared additional updates to the Donation Policy at their September 17, 2018 Commission meeting to include: updates to the vandalism and maintenance section, separation of the policy from the programs, process for proposing donations, specifics for turn-key items, adding military tribute banners as a donor option, trigger points for different types of donations, and additional input from Public Works.

The draft umbrella donation policy that the ad-hoc committee created provides a clear purpose, process and implementation plan.

The previously proposed donor program options from the ad-hoc committee include:

*Tree and Bench Donation Program*

Maintain the existing program, updating the pricing and donor agreement to address maintenance, liability, etc.

*Strand Alcove Bench Donation Program*

The ad-hoc committee discussed the Strand Alcove Bench Donation Program that was placed on hold by the City Council. The committee recommends that the 6 existing bench locations be reserved for City Council discretion for placement of future benches. They would like to see a variety of benches and artists in the remaining locations.

*Donor Tiles*

- Community-based option to be purchased at a low cost and placed at a park or civic center
- Corporate higher-priced option such as tiles in the civic center
- Artist wall with ceramic tiles including the names of community donors (possibly using the Public Arts Trust Fund).
- Locations to be determined for all options including: Polliwog Park amphitheater, civic center, Manhattan Heights Park, etc.

*Military Tribute Banners*

- Community-based option to be purchased at a low to moderate cost and placed in designated street areas in the City
- Pole banners honoring Veterans, Active Duty, Reserve and National Guard members, both living and deceased.
- To promote greater community awareness of the military individuals in our city
- Locations to be determined for all options including major thoroughfares under City jurisdiction and possibly Sepulveda Blvd. under the jurisdiction of CalTrans.

The ad-hoc committee will meet in the future to further develop the donor options, but seeks the full Commission's input on prioritizing the donor program options.

In reviewing donation policy options, staff found a draft policy from 2002. This information will be shared with the Commission to review the history and incorporate content that may be applicable to the proposed draft.

**PUBLIC OUTREACH/INTEREST:**

This item was discussed at the June 25, July 16, and September 17, 2018 Parks and Recreation Commission meetings.

**LEGAL REVIEW:**

The City Attorney will review the draft policy after the Parks and Recreation Commission approves the policy and donation options.

**Attachments:**

1. Draft City of Manhattan Beach Donation Policy

## MANHATTAN BEACH DONATION POLICY

### I. Purpose

To establish a policy for contributions proposed for public parks, facilities, open space and trails on City property or on public easements.

### II. Authorization

The City Council shall retain final authority for accepting donations and/or authorizing any use of City owned property.

### III. Objectives

- Ensure uniformity and a timeline for requests
- Facilitate and encourage contributions to the City
- Protect the integrity of City property
- Provide opportunities for residents to augment the provision of City services and create a vested connection to place and community
- Provide customer service consistent with open and responsive government

### IV. Qualifying Donations

- Community project enhancements, campaigns and/or services, such as Eagle Scout and youth program projects
- Memorial items, such as benches or trees
- Artistic donations will be considered under the Art Donation Policy administered by the Cultural Arts Commission.
- Capital Improvement Projects (over \$50,000)

### V. City of Manhattan Beach 'Donation List'

City of Manhattan Beach has created a list of items that may represent a benefit to the community but are not currently funded within the budget. It is recommended that all applicants with proposals review this list of approved items. Donations identified on this list have a very high probability of being approved.

### VI. Process

The purpose of this policy is to establish a uniform process for donations in public parks, facilities, open space and trails on City property or public easements.

The following guidelines will be used when donating items:

#### 1. Written Proposal/[Application](#)

[Applications are submitted for all items on the Donation List. For items not on the Donation List, A-a](#) written proposal must be submitted to the City of Manhattan Beach Department of Parks and Recreation for review. The proposal submitted should include: an explanation or scope of the proposed donation; specifications, including type, dimensions, material and proposed location; estimated value of the donation; and any other pertinent information.

#### 2. General Criteria

In general, the following criteria will be considered: Any existing agreements, regulations or deeds, proposal, scope, easements, utilities, existing structures, quality and/or quantity of an object(s), size, future or ongoing maintenance, public safety, estimated value, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, environmental concerns, visibility and accessibility and if the item is identified on the City of Manhattan Beach "donations list."

Public Works, Parks and Recreation Commission and/or City Council may review all applications before making a decision. Should the donation be proposed for a historic building, site or district, City of Manhattan Beach will consult with the Planning staff and the appropriate Historic Commission. Finally, donations made on property with a conservation easement or deed restriction shall require approval from the easement holder if required per the applicable easement or deed.

The City Council shall retain final authority for all use of City owned property.

3. Timeline and Review Process

Once an application is considered complete, (verified in writing) staff will process and respond to each application within 60 days of submittal. One of the following responses will be provided::

- a. Application acceptance and next steps for approval.
- b. Application denial
- c. Application modification request which may include a general modification to the scope of the project

4. Location and Process

Donations will be processed appropriately within a tier system dependent on the proposals location.

Tier 1:- Donations included in the City of Manhattan Beach Donations List with proposed location within City parks and facilities

Public Works staff will make their recommendation to the Parks and Recreation ~~Department Commission~~ for approval of Tier I donations.

Tier 2: - Donations NOT included in the City of Manhattan Beach Donations List with proposed location within City parks or facilities

Tier 2 donations shall be reviewed by the Parks and Recreation Commission in a regularly scheduled work session meeting, for recommendation to City Council.

Tier 3: - Cash donations ~~or physical items for a park facility improvement~~  
~~Tier 3 donations may be accepted by the city manager.~~ Gifts of funds may be designated for restricted or unrestricted use. The Parks and Recreation Commission may approve gifts of cash with a restriction before being presented to the City Council for final approval.

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**VII. Implementation**

The following guidelines are provided for the installation, construction or placement of any donation:

1. Project and Process

An agreement will be prepared for each donation.

2. Funding

All costs including initial installation, labor and materials are the responsibility of the donor. All donations with an estimated value over \$5000 need to be reported to the Finance Department.

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3. Installation

The Manhattan Beach Parks and Recreation Department will oversee and provide for the installation of all donations. Donations requiring installation services outside of the Parks and Recreation Department's regular duties may require an outside contractor at the applicant's expense. Furthermore, the Parks and Recreation Department shall approve

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final locations and the installation timeline for all donations.

4. Location

**City of Manhattan Beach reserves the right to amend and/or reject any location provided by the applicant, based on any existing agreements, regulations or deeds, scope, proposal, easements, utilities, existing structures, quality and/or quantity of an object(s), size, maintenance, public safety, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, proximity to other donations, environmental Concerns, visibility and accessibility and if the item is identified on the City of Manhattan Beach "Donations List." Unless specifically agreed to in writing, the City may, at any future date, elect in its sole discretion to remove or relocate the donation. No permanent right, title, or interest of any kind shall vest in the Donor's behalf by virtue of this agreement.**

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5.

5-6. Vandalism & Maintenance

When an element is donated, City staff makes a commitment to reasonably maintain that donation for its useful life in a manner consistent with other City property. The City will make reasonable every efforts to repair damaged donations. However, the City is not responsible for replacing items, including plaques, due to excessive damage of loss or elements at the end of their life span.

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6-7. Plaques/Recognition

Plaques are reserved for donations meeting the following criteria:

- a) Bench –Donors providing donations may elect to provide a dedicatory plaque not exceeding (identify appropriate plaque size) with a name designated by the donor preceded by one of the following: "Donated by", "In recognition of", "In Honor of". Prices are listed in the City Donation Catalog.
- b) –Capital Improvement Projects (over \$50,000)-Donors providing donations that matches or exceeds 75% of the total value of the project which recognize individuals or organizations that have provided distinguished long term and/or significant service to the City may include a dedicatory plaque, but must work with the staff to determine the appropriate size.

Recognition includes:

- a) Trees- Donors receive a certificate identifying location, type of tree and recognition.
- b) Community Donations-Donors will have the opportunity to either have their names on a tile or paver.
- c) Cash Gifts-A letter of acceptance and terms of the donation will be sent to the donor along with a certificate of recognition.

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7-8. Materials

All donated benches and species of trees are listed in the City Donation Catalog. Materials or items not specified within this document will be reviewed and approved by the Director, Parks and Recreation Commission or the City Council when appropriate City Engineer.

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8-9. Liability

In no event shall the City be liable for value or tax assertions/claims by the Donor. The Donor(s) agree(s) to hold the City harmless and indemnify the City for any and all claims which might arise from any person, entity or corporation, resulting from the Donor's use of the City property or right-of-way for installation purposes, or arising from the Donor's performance or improvement/item donated pursuant to this policy.

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