



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

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**February 25, 2019  
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**
  - January 28, 2019
- E. CEREMONIAL**
  - None
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**
- G. GENERAL BUSINESS**
  - Discussion of Donation Policy
- H. STAFF ITEMS**
  - City Council re-cap and upcoming items
  - Parks and Recreation Department program and event updates
- I. COMMISSION ITEMS**
  - Salute to the Troops 2019
- J. ADJOURNMENT**

**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
Manhattan Beach City Hall  
1400 Highland Ave.  
Manhattan Beach, CA 90266  
January 28, 2019  
6:00 PM

CONTENTS

**A. CALL TO ORDER**

The meeting was called to order at 6:08 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

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

Absent: None

**D. APPROVAL OF MINUTES**

Commissioner Weiner moved to approve the November 26, 2018 minutes as written.

Commissioner Karger seconded the motion. The motion passed.

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

Noes: None

Abstain: None

Absent: None

**E. CEREMONIAL**

None

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

Commissioner Turkmany opened the floor to audience participation.

Presentation by Ann Pitts – Ms. Pitts gave a presentation on Eva Joseph Goldsheid: Shining a Light on Local artist and Gifted Teacher. Ms. Pitts suggested that a community center classroom be named in honor of Ms. Goldsheid, and that she be featured in a short Manhappenings article. More information about Ms. Goldsheid may be found at [www.evajoseph.com](http://www.evajoseph.com).

The floor was closed to public comment.

**G. GENERAL BUSINESS**

**2019/0128.1** – Jim Denevan, Outstanding in the Field – Mr. Denevan requested the Commission to consider allowing the long table dinner event to happen on the Pier in 2019. The event was held in 2018 on the sand. Mr. Denevan described his background as an artist and chef. The theme of Outstanding in the Field is to present the story of place and represent the people behind the food. He has brought events such as this to all 50 states and will be celebrating their 20<sup>th</sup> anniversary.

During the pier walk through, the issue of emergency vehicle access arose. In order to allow for

this, the table would need to be shifted toward the north or south side of the pier and some of the benches and trashcans will need to be moved. The general public may enjoy the pier at the same time. He likes it better if the pier is open to the general public because it looks great to see people eating together. Local chefs would be preparing the food at the base of the pier and a reception area will be at the end of the pier. The vision is for the table would go from the center of the pier outward. The table will be 400 feet long with the plan to seat 400 guests. The event fee would be \$285 and would happen rain or shine. A portion of the profit will be donated to the Roundhouse.

Outstanding in the Field is in communication with the California Coastal Commission. Commissioner Greenberg asked they would consider holding a certain percentage of tickets for residents. Mr. Denevan agreed that it would be possible to hold back a percentage. Kelly Stroman, who assisted in bringing this event to the City last year in her role as Executive Director of the Downtown Business Association, reported that a special code had been sent out in 2018 to some Manhattan Beach residents one day before they went on sale to the general public. The event sold out very quickly.

Commissioner Greenberg stated that increasing the ticket price and the number of guests would increase the revenue and asked if the donation to the Roundhouse would be proportionally increased. Mr. Denevan stated that the donation could be increased, but did not commit to an exact proportional increase. Commissioner Greenberg asked if the event was profitable last year. Mr. Denevan did not have specific information but stated that due to the lower price of the tickets and the expenses he does not think it was very profitable.

Chair Turkmany asked Ms. Stroman her opinion on how the downtown businesses feel about the precedent that the event might set for events on the pier. She replied that in her new role at the Chamber of Commerce, she cannot speak for the downtown business but that each event should be looked at individually. She added that at the 2019 event, our local chef's would be more in the spotlight. Commissioner Greenberg asked about the benefit of the event to the Downtown Business Association. Ms. Stroman replied that the long table dinner is part of a larger month long event called the LA Times Food Bowl. Last year, there were weekly activations at the Farmers Market and other events locally bringing business to downtown. The event showcases the downtown business scene. She added, speaking historically from her previous role, that she had not heard any negative feedback from the downtown businesses and that unlike many large events that happen downtown that cannibalize business, this event celebrates our local culinary scene. The positive feedback and the resulting publicity were long lasting.

Commissioner Nicholson is concerned with the idea of monetizing the pier. He stated that he was skeptical of the event last year but heard nothing but positive feedback afterward. He would support the event if 35% of tickets are saved for Manhattan Beach residents and if the donation to the Roundhouse is increased to \$15,000.

Commissioner Karger sees it as a win-win for the City adding that there are many sporting events in town and this event celebrates our chefs and great food scene.

Chair Turkmany is concerned that this will set a precedent for the pier as an event venue. Commissioner Greenberg is concerned that this would open up the pier to weddings and other private events. Commissioner Allard stated that the Coastal Commission requirement may deter future applicants.

Commissioner Weiner has attended Outstanding in the Field events in the past and has experienced difficulty obtaining tickets due to the popularity. He supports a set aside of tickets so that residents are able to participate.

Commissioner Greenberg commented that events should either benefit the businesses, the community in a big way, or be a big fundraiser. Therefore, he supports moving the event forward if 75% of seats are reserved for Manhattan Beach residents and to consider increasing the Roundhouse donation to \$25,000. Mr. Denevan agreed to set aside 50% of the tickets for presale to Manhattan Beach residents. Commissioner Nicholson supports a proportional increase in the donation, arriving at \$15,000. Commissioner Greenberg appreciates that there is no request to shut down the pier but stated that it will appear to visitors that the pier is closed.

Commissioner Allard moved to approve the event to move forward to the City Council with 50% of the tickets be offered presale to Manhattan Beach residents and \$15,000 donated to the Roundhouse. Commissioner Nicholson seconded the motion. The motion passed.

Ayes: Commissioners Karger, Allard, Weiner, Greenberg, Nicholson and Apostol

Noes: Commissioner Turkmany

Abstain: None

Absent: None

### **Donation Policy -**

Commissioner Weiner pointed out that the terms “Donations” and “Donated items” are not interchangeable and need to be placed appropriately throughout the document. He stated that he read the proposed policy both as the author of the policy and as someone who might like to donate and found it difficult to read both ways. His suggested edits to clarify language, which will be examined by the ad-hoc committee for inclusion and reviewed again by the Commission at the February meeting.

Commissioner Greenberg asked questions related to the donation tiers. As a result, the language in this section will be cleaned up to be more clear. He suggested additional edits that will be reviewed by the ad-hoc committee.

He suggests that there should be a global policy, with programs and other types of donations addressed separately.

Director Leyman envisions a long-term umbrella policy with programs coming and going.

Commissioner Greenberg made the following suggestions:

- 1) Think in terms of reordering the content and restructured, The first part should be the high level, global policy that applies to everything. He believes that recognition should be clarified in this section and should not be buried in a brochure.
- 2) the second section should refer to the programs

Chair Turkmany commented that programs will change so the recognition parameters may change depending on the program. Commissioner Greenberg thinks that the wording should not be variable and that an exhaustive list of allowable recognition language should be identified in the global policy. He agrees that the specifics of the dimensions of the recognition plaque should be specific to the program but the language should be the same for all programs.

Director Leyman stated that donations language has been all over the map. If the commission would like to set down standard language, donors may always approach City Council with exceptions. He also mentioned that a certificate for a tree donation is different than a plaque on a bench, because it is not seen by the general public so a challenge has been to decide whether the certificate wording should be more flexible.

Commissioner Greenberg suggested that dates should not be allowed on donation plaques and the location of the bench plaques should be moved from the seat back to a less prominent location on the side of the bench.

Commissioner Weiner pointed out that Bruce's Beach is not included in the bench donation brochure. He added that for the Strand Bench program, he offered that the seven remaining locations could be auctioned off.

Military Banner Program – Commissioner Karger showed the Commission a sample of the military banner. There are multiple designs available and cost \$88 each to produce. The proposal is to hang the pole banners on Manhattan Beach Boulevard between the Salute to the Troops and Veterans Day. Commissioner Greenberg feels that the cycle is a bit long.

Commissioner Karger is waiting for the labor costs from Public Works in order to determine an appropriate price. Torrance charges \$220 and produces the banners in house. She sees the program as an opportunity to honor our resident Veterans and active duty military, not as a money maker. She added that it should be priced such that the City does not lose any money. Commissioner Nicholson is in favor of the banner program.

**Tile Donation program** – small handmade tiles and/or pavers at select locations, to be determined

Commissioner Weiner recommends getting all installation costs before finalizing a donor price. He would also like to offer location alternatives for the paver program, instead of only one location.

Director Leyman feels that the commission should review the policy at least one more time before it goes to City Council. If the Commission can agree on which programs to present, they can be better fleshed out. All proposed programs are community based. The Commission should consider if other more commercial options are desired for fundraising programs. He mentioned that the amphitheater at Polliwog Park has previously been discussed.

Commissioner Weiner added Metlox Plaza as a potential recognition area.

Chair Turkmany opened the floor to public comment.

Gary McAulay, resident – thought that the policy would be an umbrella program about memorials in general, but it has narrowed down to specific donations programs.

Regarding private memorials and private plaques on public property, he has always stated his belief that there should be no private memorials or plaques on public property. He understands that there is a desire for people to have their names on things so he somewhat likes the tile program. The City can afford benches and the program should not be used to line the City's coffers. He mentioned that he is disappointed with the extensive donor recognition at the Roundhouse aquarium. He feels that it is tacky to have plaques on everything when the City can afford to buy these items. He would like to see a removal date, and finite shelf life for plaques. He mentioned that the plaque in the bench brochure does not match the 14 x 2 inch description. He recommended leaving the seven remaining strand benches blank. He does not want dates on plaques and wants all plaque language, including positive wording to be carefully reviewed.

Regarding the military banner program, it sounds like a good idea on the surface but now the City is in a position of honoring those whose families will buy a banner for them. The City should be honoring all veterans and service members. He is all for recognizing veterans but maybe that is something the City could pay for.

The floor was closed to public comments.

## H. COMMISSION ITEMS

Salute to the Troops – Coast Guard Band and Color Guard need to be requested. Director Leyman stated that if a military band is not available, a commercial band could be a back-up

option.

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

Still gathering public input on Pickleball and Fitness Court items.

Fitness Court – RFP for design will go out in February. Looking at completion by the end of the year.

Pickleball – The current proposal is to maintain one paddleball court with two pickleball courts. There is feedback from paddle ball players that the courts should be mixed use. Commissioner Greenberg mentioned a letter to the editor about a resident complaining about noise from pickleball. Director Leyman stated that he has not heard any specific complaints in recent years. There are screens to dampen sounds. The City is aware and will look into sound mitigation options.

Polliwog Playground – The surfacing and equipment are at the end of their useful life. Equipment will need to be updated in advance of the Park Master Plan. A community input meeting will be held. Playground equipment representatives will present potential designs to the community and then bring recommendations back to the Commission. The Commission will then make a recommendation to the City Council. Commissioner Greenberg stated that it is very important to get feedback from the constituents who use the parks. This may mean conducting an input meeting in the daytime. Director Leyman asked commissioners if they see a great playground anywhere to please send him a link. There is currently \$1,000,000 allocated to the Begg Field synthetic turf project and some of those funds may be used towards the Polliwog Park project to replace equipment and resurface the lower and upper playground areas. Some of the funds may also be used to find a safety solution and lights for Begg Field.

Park Master Plan – Director Leyman would like to establish an ad-hoc committee to inventory, assess and identify the needs in each of the City’s parks. Commissioner Greenberg is hesitating and questions what the City Council will do with the Master Plan. Director Leyman replied that this project is different in that we are doing it in house and the final will not be a 300 page booklet that will sit on a shelf. It will share where we were, where we are now and where we want to be and become a blueprint for staff and capital improvement projects. It will also share the community’s priorities. It will be a simple document with much value. Commissioners Greenberg, Nicholson and Weiner will comprise the Parks Master Plan ad-hoc committee.

The Parks and Rec Department is near finalizing the department mission and values.

The Parks and Rec Department received a CPRS Award of Excellence for the Day in the Life of Manhattan Beach Community Art Show.

Director Leyman did a quick review of current unfunded CIP projects and recent City Council actions.

Director Leyman shared some documents from the Beach Cities Health District regarding student mental health and well-being. His view is that it is incumbent upon all of us community members to consider how we can get the word out about the resources available to kids.

Lee Barr, Homeless Task Force member and resident, updated the commission on the status of the Homeless Task Force. Through Measure HH, the beach cities were awarded \$150,000 to aid in the homeless effort. The funds will be shared between Manhattan Beach, Hermosa

Beach and Redondo Beach. The task force will be expanded to 11 people with the goal of developing a plan to address some homeless issues. Mr. Barr wanted to clarify that there are no plans for a shelter in Manhattan Beach. He reported that the homeless count was done the week prior. Last year 41 homeless were counted in the City, including those sleeping in cars. The current numbers will not be available for 3-4 months. Overall, he thinks they counted between 15 and 20 people. Commissioner Greenberg asked about the new rules and enforcement. Mr. Barr replied that the Police can use the new rules to an extent but if there is no shelter available, they cannot make them move.

**J. ADJOURNMENT**

Commissioner Turkany moved to adjourn. Commissioner Apostol seconded the motion. The motion passed. The meeting was adjourned at 9:43 pm February 25, 2019.

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

DRAFT

**TO:**

Parks and Recreation Commission

**FROM:**

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

**SUBJECT:**

Proposed Donation Policy from the Parks and Recreation Commission and Provide Recommendations to the City Council on Donation Program Options (Parks and Recreation Director Leyman).

**1) APPROVE POLICY**

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**RECOMMENDATION:**

Staff recommends that the Parks and Recreation Commission approve the proposed Donation Policy from the Parks and Recreation Commission and provide recommendations to the City Council on donation programs.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the donation policy. Fiscal implications will vary based on final City Council direction for donation program options.

**BACKGROUND:**

The City Council directed staff to draft a comprehensive donation policy and explore donation program options beyond the tree and bench donation programs. The Parks and Recreation Commission created an ad-hoc committee to draft the donation policy and evaluate program options. The Committee met three times to draft the policy and presented their findings at the November 26, 2018, Commission meeting. The Commission discussed the draft proposal and asked the Ad-Hoc Committee to further refine the policy to focus on process and guidelines, and separately, provide detailed language for each donation program.

The draft Donation Policy was reviewed at the January 28, 2019, Parks and Recreation Commission meeting.

**DISCUSSION:**

The Donation Program Ad-Hoc Committee met on February 21, 2019 to discuss the proposed edits from the January 28 meeting. Substantial changes were made to simplify the policy and clarify language. (Attachment)

Previously, the Donation Program Ad-Hoc Committee updated the policy to include the Commission recommendations. These updates included:

- Tiered guidelines for addressing donation options

- Timelines and review process
- Recognition and maintenance
- Liability and indemnification

The Ad-Hoc Committee also developed a variety of donation program options for the Commission's review. In creating the programs, the Committee established a "*Donation Program Mission*":

- For community members to become a permanent part of the City by honoring their family, remembering a loved one or commemorating a special occasion on a purchased tile
- To promote greater community unity
- To improve the appearance of City amenities
- To establish a funding source (if we choose) for Parks and Recreation projects

The Committee proposed four primary donation program options:

1) *Catalogue of Park Amenities*

- Trees
- Benches
- Park Amenities (Picnic Pads, Trash Receptacles, barbecues, etc.)

2) *Donor Tiles/Pavers Program* - (attachment)

- Pavers
  - to be installed outside of the post office pathway which is currently decomposed granite.
- Youth/Community tiles  
Locations and projects to be determined

3) Mosaic community Mural – Civic Center Plaza (Attachment)

- Replaces the corrugated metal on walls of pathway

4) Military Banner Program (Attachment)

- Program would recognize our community's men and women in uniform who are currently serving the Armed Forces, veterans who have served in the past, or veterans of the past
- Recommended location: Manhattan Beach Boulevard. Available space to be Uses existing pole banner hardware on Manhattan Beach Boulevard to be determined on a first-come, first-served basis, and all banner locations shall be determined by the City.

#### 5) Strand Alcove Bench Donation Program

In addition to the above donation programs, the Parks and Recreation Commission suggests eliminating the Strand Alcove Bench Donation program. The Commission recommends elimination, as there are only seven remaining locations, of which most of the recent donations are of a single design. The Commission believes that the City Council should select the benches and artists for the remaining alcoves.

#### **PUBLIC OUTREACH/INTEREST:**

The ad-hoc committee met six times to draft the policy and investigate program options. The donation policy was also discussed at the September, November and December 2018, Parks and Recreation Commission meetings.

#### **LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

#### **Attachment/Attachments:**

1. Donation Policy revised draft

# CITY OF MANHATTAN BEACH DONATION POLICY

## I. Purpose

The purpose of this policy is to establish a uniform process for donations in public parks, facilities and open space on City property or 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 donations to the City
- Protect the integrity of City property
- Provide opportunities for residents to create a vested connection to place and community

## IV. Qualifying Donations

- Community project enhancements, campaigns and/or services, such as Eagle Scout and youth program projects
- Tribute items, such as benches or trees, park amenities, banners, pavers and tiles
- Capital Improvement Projects (over \$50,000)

Artistic donations such as paintings, sculptures and murals will be considered under the Art Donation Policy from the Public Art Master Plan.

## V. City Donation Catalog

The City of Manhattan Beach has created a catalog 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 catalog of approved items.

## VI. Process

The following guidelines will be used when donating items:

### 1. *Application/Written Proposal*

Applications should be submitted for all items in the City Donation Catalog and will be approved based on item availability. For items not in the City Donation Catalog, a written proposal must be submitted to the City of Manhattan Beach of Parks and Recreation Department 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*

The following criteria will be considered:

- any existing agreements
- any existing regulations or deeds
- proposal/scope
- easements/utilities
- existing structures
- quality/quantity of an object
- size of an object
- environmental concerns
- 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
- visibility and accessibility
- Identification in City Donation Catalog

Public Works, Parks and Recreation Commission and/or City Council may review applications before making a decision. Donations made on property with a conservation easement or deed restriction shall require approval from the easement holder per the applicable easement or deed.

The City Council shall retain final authority for all use of City owned property. The Donor shall give up: ownership rights, right to alter, move or remove said donations without reservation, and maintenance obligation rights.

### 3. *Timeline*

Once an application is considered complete, (verified in writing) staff will process and respond to each application within 60 days of submittal (to allow time to process through Commission and City Council if needed). 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. *Donation Tiers*

Donations will be processed appropriately within the following tier system dependent on the proposal location.

- Tier 1: All items included in the City Donation Catalog
- Tier 2: Items NOT included in the City Donation Catalog and cash valued under \$10,000.
- Tier 3: Items NOT included in the City Donation Catalog and Cash donations valued over \$10,000 - May be designated for restricted or unrestricted use. The Parks and Recreation Commission will review gifts of cash with a restriction before being presented to the City Council for final approval.

## **VII. Implementation**

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

### 1. *Project and Process*

An application, or agreement between the donor and the City will be prepared for each donation.

### 2. *Funding*

All costs including initial installation, labor and materials are the responsibility of the donor.

### 3. *Installation*

City staff will oversee and provide for the installation of all donated items. With the exception of Tier 1 donations, donor may be responsible for installation costs.

### 4. *Location*

City of Manhattan Beach reserves the right to amend and/or reject any location

provided by the applicant. Unless specifically agreed to in writing, the City may, at any future date, elect in its sole discretion to remove or relocate the donation.

5. *Vandalism & Maintenance*

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

6. *Recognition*

- a) Tier 1 – recognition identified in the City Donation Catalog.
- b) Tier 2 and 3 – Staff will work with donor to determine appropriate recognition.
- c) Capital Improvement Projects - Donors providing donations exceeding \$50,000 will work with staff to determine appropriate recognition.

7. *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