



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

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**March 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**
  - February 25, 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**  
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Manhattan Beach, CA 90266  
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**A. CALL TO ORDER**

The meeting was called to order at 6:04 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 Allard moved to approve the January 28, 2019 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.

Seeing none, the floor was closed.

**G. GENERAL BUSINESS**

**Discussion of Donation Policy** – Commissioner Turkmany reported that the ad-hoc committee met and he presented the most recent version to the commission.

Commissioner Greenberg asked the difference between Tier 2 and Tier 3 donations besides the dollar limit threshold. Commissioner Karger replied that Tier 3 donations need to be approved by the City Council.

Commissioner Greenberg believes that the policy document should include very prescriptive language that would apply to any and all donations. He would like to see very specific policy guidance with respect to recognition language and what is and is not allowed.

Commissioner Karger commented that the language might depend on the type of donation. Language for banners may be different than for a plaque or certificate.

Commissioner Greenberg stated that there should be some general rules that apply to all

publicly displayed recognition. He is proposing that any commemorative language on any public recognition should exclude “In Memorial” language and dates.

Commissioner Turkmany added that the specifics for recognition will be listed on each specific program description.

Commissioner Karger would like to keep the requirements, donation type specific. She has approached the policy as an umbrella with the specifics appearing in the catalog.

Commissioner Turkmany agreed that the policy is a long-term document and the catalog is more fluid.

Commissioner Greenberg stated that he thinks it should be in the umbrella policy so that it is not an easy thing to change.

Commissioner Nicholson is not opposed to each program having its own rules.

There was a general agreement that dates on recognition are not desired.

Commissioner Greenberg added that the policy should specify that all program descriptions must contain specific guidelines for acceptable recognition and language.

Commissioner Weiner is not clear on why the language for recognition guidelines is different for the different tiers. Director Leyman clarified that Tier 2 recognition language should be approved by the Parks and Recreation Commission and Tier 3 recognition should be reviewed by the Commission and recommended to City Council for final approval. He added that the recognition language rules will be clearly stated for each donation program.

Commissioner Weiner recommended other minor edits for continuity and clarity. He reiterated that the Liability language needs to be reviewed.

#### H. COMMISSION ITEMS

**Salute to the Troops** – Commissioner Karger reached out to Symbol Arts to start the process of ordering challenge coins. She reported that Councilmember Hersman will be the emcee. An application to secure the Coast Guard Honor Guard has been submitted and she has reached out to a local Girl Scout troop to accompany the color guard.

Commissioner Karger reported that the Coast Guard has one band located on the East Coast and is not available for the June 30 date. The commission decided to pursue the Satin Dollz to perform. Commissioner Weiner recommended Retro Swing and Patriotic Band Ensemble as back up options if the Satin Dollz do not work out.

Commissioner Karger asked if the pop up tents with the various organizations are effective and necessary. The commission agreed that one tent for challenge coins is necessary but the rest are not.

A brief discussion followed regarding the challenge coin design. The design chosen shows three saluting figures with a female service member front and center, a flag in the background and a blue ring around the edge of the coin.

Commissioner Greenberg mentioned that he had seen a blue tarp on the roof of Marine Avenue Hall and asked if the leak is affecting programming. Director Leyman replied that it has not affected programming and there is an RFP out to repair that roof as well as the roof at Live Oak Hall.

Commissioner Greenberg also asked about the purpose of the dumpster that has been parked on the south basketball court at Live Oak for the past two months. Director Leyman stated that it was there as part of a turfing project but may have served a dual purpose during the renovation of the storage area above the snack stand. He added that the rain has caused many delays in the turfing project.

**I. STAFF ITEMS –**

Director Leyman summarized recent City Council actions and gave the following updates.

The Manhattan Beach Open (MBO) will be going to City Council soon. It is the 3<sup>rd</sup> year of a three year contract with AVP. The MBO will be held August 16-18<sup>th</sup>, 2019.

Library Surplus recommendations from the Library Commission will be presented to the City Council on March 6<sup>th</sup>.

The Joint City Council/Commission meeting will be held on June 3, 2019.

The Manhattan Beach Art Center had an exhibition opening that involved a tea tasting/education event.

The Little League Parade and Summer Camp Expo will be held on March 2<sup>nd</sup>, unless it rains.

Fitness Court – Design services are still out for RFP. The hardware is due to deliver on March 5<sup>th</sup>. 80-90% of feedback from the text survey is positive.

Pickleball – 80% of feedback from the text survey is positive. 20% of the feedback is critical. Generally it is tennis vs. pickleball and most of the questions he has received are about clarification.

Polliwog Park Play Equipment – There will be a public input meeting with vendors making presentations. Based on the feedback received, the vendors will further develop their plans and present to the Parks and Recreation Commission. The Commission will make a recommendation of one of the vendors and RFP will be released based on the specs of the desired design.

**J. ADJOURNMENT**

Commissioner Turkany moved to adjourn. Commissioner Weiner seconded the motion. The motion passed. The meeting was adjourned at 7:40 pm.

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

**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).

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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 several times to draft the policy and presented their findings at the November 26, 2018, January 28, 2019 and February 25, 2019 Commission meetings.

**DISCUSSION:**

The Donation Program Ad-Hoc Committee has incorporated input from the November 26, 2018, January 28, 2019 and February 25, 2019 meetings. (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*

- Pavers  
to be installed outside of the post office pathway which is currently decomposed granite.
- Youth/Community tiles  
Locations and projects to be determined
- Mosaic community Mural – Civic Center Plaza  
Replaces the corrugated metal on walls of pathway

3) Military Banner Program

- 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. 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.

4) 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, and January and February 2019, Parks and Recreation Commission meetings.

**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 modification request which may include a general modification to the scope of the project
- c. Application denial

### 4. *Donation Tiers*

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

- Tier 1: All items included in the City Donation Catalog
- Tier 2: Items NOT included in the City Donation Catalog and cash donations, valued under \$10,000.
- Tier 3: Items NOT included in the City Donation Catalog and cash donations, valued at or 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 – method of recognition and allowable language for each donation type will be identified in the City Donation Catalog.

b) Tier 2 and 3 – Staff will work with donor to determine appropriate recognition, subject to Parks and Recreation Commission approval.

c) Capital Improvement Projects - Donors providing donations exceeding \$50,000 will work with staff to determine appropriate recognition, subject to Parks and Recreation Commission review and City Council approval.

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