

**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
**Manhattan Beach City Hall**  
**1400 Highland Ave.**  
**Manhattan Beach, CA 90266**  
**July 25, 2016**  
**6:30 PM**

**CONTENTS**

**A. CALL TO ORDER**

The meeting was called to order at 6:34 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Allen, Karger, Jones, Allard and Turkmany

Absent: Commissioners Paralusz and Lauson

Others present: Director of Parks and Recreation, Mark Leyman and Linda Robb,  
Recording Secretary

**D. APPROVAL OF MINUTES**

Commissioner Turkmany moved to approve the June 27, 2016 minutes as written. The motion was seconded by Commissioner Karger. The motion passed.

Ayes: Commissioners Allen, Karger, Jones, Allard and Turkmany

Nays: None

Abstain: None

Absent: Commissioners Paralusz and Lauson

**E. CEREMONIAL**

None

**F. AUDIENCE PARTICIPATION (3-MinuteLimit)**

Commissioner Allen opened the floor to audience participation.

Seeing none, the floor was closed to public comment.

**G. GENERAL BUSINESS –**

**15/1027.1 Discussion of Salute to the Troops 2016 Event –**

Commissioner Jones gave some feedback on the event. She met with former commissioner, Steve Rothans and put together a list of lessons learned. The day after the event, Commissioner Jones received a message from Councilmember Burton stating how much he and his wife enjoyed the event.

1. More volunteers and staff needed – Director Leyman agreed and stated that the roles next year would be a little different with set up handled by staff. Commissioner Allen stated that the Salute to the Troops is transitioning in the Concerts in the Park series. Commissioner Karger has a relationship with the Air Force and they may be willing to volunteer at the next event.
2. Military Honor Guard and Boy Scouts are a must have.
3. The small flags were great. Commissioner Jones stated there was some confusion as to whether or not they were free and that it might be nice to have someone dress up as Uncle Sam to pass out flags.

4. Dennis McNeil did a really good job and was positive and patriotic.
5. Proud to Be an American should be sung directly after the National Anthem.
6. Sound system and crew were great.
7. Military band was better than last year – Commissioner Allard stated that she really liked the variety of the music but has friends who were not thrilled by the newer music. Commissioner Allen stated that this is a good thing to consider for next year. He has heard some mixed reviews.
8. The Beach Reporter and MB Patch did a great job of covering the Salute and getting the word out. Director Leyman praised the Parks and Recreation Department Communications Team for spreading the word through social media and email blasts.
9. The flags on the street were very effective.
10. A banner is needed for the Challenge Coin booth. Approximately 300 challenge coins were distributed at the event. The leftover coins will be distributed at the Veterans Day event in November along with the excess flags.
11. A local military presence should be requested to speak.
12. Concert should be advertised to start at 5:00pm, not 4:00pm.
13. Raffle drawing – need to consider whether it is necessary. If it is to continue, it needs to be clear how to enter. There was some confusion because people did not know they were entered by collecting a challenge coin.
14. Water bottles- need to have water at the event, preferably donated
15. Food vendors should be available
16. Food for the band was great but should be separate from the changing tent.
17. Having a photographer there was great. The department uses a photographer and the paper will usually send an additional photographer out. Commissioner Jones recommended preparing a shot list to ensure that we get the right shots for publicity.
18. A schedule needs to be developed for the planning and fundraising so that everything gets done well in advance.
19. A suggestion was made by Councilmember Burton for a patriotic singalong.
20. We can use the emails from the Challenge Coin list to solicit feedback from veterans who attended.
21. It was nice that there was no intermission.
22. Caskey & Caskey came in late in the game but will be doing the tags on their flags announcing the concert next year.
23. We should include photos and Beach Reporter articles when sending out sponsor letters next year.

Commissioner Allen asked what needs to happen in order to get this included as part of the Concert Series. Director Leyman stated that this is where a work plan comes in. The Commission will be developing a work plan for the next calendar year to present to the City Council for consideration.

Commissioner Jones stated that the Commission is not married to having the concert the weekend before the 4<sup>th</sup> of July. Director Leyman said that the date is flexible as long as there is enough lead time. Commissioner Turkmany asked what the difference would be in the budget. Director Leyman stated that we are budgeted for a 10 week series which includes the Salute regardless of the date.

- H. **COMMISSION ITEMS** - Director Leyman spoke of the Commission work plan. He is working with the City Clerk's office to set a date in September for an informal meeting with the City Council and the Parks and Recreation commissions including a tour of the City on a Dial-a-Ride bus with a casual reception at the Manhattan Beach Art Center to develop ideas for a potential work plan for City Council consideration. He added that the Park Master Plan will involve extensive public outreach and will probably be a big work

plan item.

Director Leyman explained that the Park Master Plan was approved in the previous fiscal year but with so many other public outreach meetings, it has been delayed so that it would not be overshadowed. The last park master plan was done about 30 years and creates a roadmap for the future amenities and spaces. For example, near one parkette, the turnover was 60% and residents said that the play equipment is for older children but there are now more younger children in the areas so needs have changed.

Staff will be looking at and developing the scope of work. Director Leyman would like the plan to hit the high points and be efficient. There is \$100,000 allocated for a master plan which is on the low end for an extensive park master plan.

Commissioner Allard referenced the Facilities Strategic Plan that was done some years ago. Director Leyman stated that information that can be pulled from that report and will be a great resource.

Commissioner Jones asked if the Commission should have a list prepared by the September meeting. Director Leyman did not think it would be necessary as he would like to get City Council direction for the work plan first and avoid any controversial topics.

Commissioner Jones moved to agendize the discussion of potential projects to explore for 2017 as part of the City Council work plan topics. The motion was seconded by Commissioner Karger.

The motion passed with a unanimous vote.

Commissioner Jones requested for each Commissioner to bring 1-3 ideas to the meeting.

Commissioner Allen stated that traditionally the Commission does not meet in August. The Commission decided to meet if they get approval to discuss the work plan and will not meet if it is not approved.

- I. **STAFF ITEMS** –Director Leyman thanked the Commission for their support and participation in recent events. International SurfFest August 4-7 - 6-Man Volleyball Tournament, Sandcastle Contest and lifeguarding events included.

Skatepark is moving forward as quickly as possible. Reaching out to a few organizations to coordinate the youth employment program requirement for the grant. The youth employment plan will assist with painting, priming and repainting the back wall and removal of the par course equipment.

The drawings are at 60% completion and were submitted to Engineering. Engineering has sent back their revisions. We are currently waiting for Stantec to complete drawing and then the job will go out to bid.

Commissioner Jones asked if we could donate the par course equipment after it is removed. Director Leyman stated that if anyone wants it we may be able to.

Commissioner Jones asked about the Sandcastle contest. She thought that it might be a good opportunity for a fun competition between Commissions.

Commissioner Turkmany complimented the department on the 75<sup>th</sup> Anniversary Celebration. Commissioner Allard added that the attention to small details was great.

J. **ADJOURNMENT**

Commissioner Turkmany moved to adjourn. Commissioner Allen seconded the motion. The motion passed. The meeting was adjourned at 7:35 pm to August 22, 2016 in the City Council Chambers.

Ayes: Commissioners Allen, Karger, Jones, Allard and Turkmany

Nays: None

Abstain: None

Absent: Commissioners Paralusz and Lauson