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On agenda: 1/4/2021 **Final action:**

Title: Approval of Annual Commission Work Plans for the Cultural Arts Commission, Library Commission, and Parks and Recreation Commission (Parks and Recreation Director Leyman).
APPROVE

Sponsors: Mark Leyman

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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TO:
Honorable Mayor and Members of the City Council

THROUGH:
Bruce Moe, City Manager

FROM:
Mark Leyman, Parks and Recreation Director
Linda Robb, Management Analyst
Jessica Vincent, Senior Recreation Manager
Eilen Stewart, Interim Cultural Arts Manager
Jan Buike, Recreation Manager

SUBJECT:
Approval of Annual Commission Work Plans for the Cultural Arts Commission, Library Commission, and Parks and Recreation Commission (Parks and Recreation Director Leyman).
APPROVE

RECOMMENDATION:
Staff recommends the City Council approve the Annual Commission Work Plans for the Parks and Recreation Commission, Library Commission, and Cultural Arts Commission.

FISCAL IMPLICATIONS:
There are no fiscal implications with the Commission work plan items.

BACKGROUND:
The Commission Handbook includes a work plan process for each commission. During the annual joint meeting with City Council and the Parks and Recreation, Cultural Arts and Library Commission,

potential work plan items are discussed.

DISCUSSION:

Annually, each commission presents their ideas for work plan items for the upcoming year and seeks Council direction and approval.

Parks and Recreation Commission Work Plan

The Parks and Recreation Commission discussed and approved the following items for City Council's consideration:

- Salute to the Troops Concert in the Park: Established in 2015 by the Parks and Recreation Commission to salute veterans and active-duty military personnel and the families who support them.
- Donation Policy: Implement Paver Donation Program. Complete inventory and pricing for park amenities. Currently researching costs and materials for the Military Recognition Wall.
- Parks Master Plan: Annually review the approved Parks Master Plan to make recommendations for projects.

Top Commission Park Master Plan priorities for 2021 include:

- Explore funding options for proposed projects, making recommendations to City Council on park maintenance, replacement, and Capital project funding.
- Identify and develop options for wilderness areas in Manhattan Beach.
- Provide public outreach and develop a survey to identify community needs for El Porto Family Park.
- Provide public outreach and develop a survey to identify community input for a community garden on the west side of Begg Field.
- Develop cost estimates for proposed projects.

Additional Master Plan projects to be reviewed annually include:

Quick Wins:

- Evaluate potential use options at 6th and Aviation or Rowell and Voorhees.
- Replace existing fitness equipment at the Strand Fitness Station.
- Install shade structures at Live Oak Park Dog Run.

Mid-Range:

- Review agreement between Racquetball Club of America and the City to determine if there is an option to repurpose the land and/or building currently occupied by the Pay-N-Play.
- Design and build a stage with a pavilion at Polliwog Park.

- Replace Sand Dune building with prefabricated building.
- Repurpose the common area outside Marine Avenue Park Community Center.
- Incorporate skateable art equipment throughout parks.
- Install prefabricated building for Historical Museum at Polliwog Park.
- Replace fitness equipment at Polliwog Park.
- Seek to rent vacant spaces downtown to utilize as pop-up art galleries.
- Increase public art throughout streetscapes and in parks.

Long-Term:

- Design and build a community Aquatic Center.
- Renovate or replace Joslyn Community Center.
- Renovate or replace the ceramics, tennis and recreation hall buildings at Live Oak Park.
- Explore opportunities for acquiring the Armory land for use as a recreational facility.
- Explore opportunities for acquiring the small lot located at 26th and Bell to dedicate as park space.

In-Progress:

- Lower Polliwog Park Play Equipment and Surfacing: The Commission helped to solicit public input and make final recommendations for playground equipment and surfacing. Based on the input received by the community, the Parks & Recreation Commission selected a playground design in May 2019. The project is currently in the design and request for proposals phase, with expected completion of construction in September 2021.
- Senior/Scout House: Continue role in supporting and providing outreach, with updates provided through the liaison to the Senior Advisory Committee.
- NFC Fitness Court: Receive updates and make recommendations to City Council, as needed.
- Begg Field: Employees from the Public Works and Parks and Recreation Departments developed an agreement with the Peck Reservoir contractor to enhance Begg Field in exchange for use of the field as a staging area for the project. Enhancements include upgrading lights and replacing sod and irrigation.

Cultural Arts Commission Work Plan

The Cultural Arts Commission (CAC) discussed and approved the following items, which are continued from last year's work plan for City Council's consideration.

Projects have been evaluated based on nearness to completion and priority. Projects closest to completion and/or those with highest urgency have been assigned to Category A, those furthest from completion, paused due to the pandemic, COVID-19 or with less pressing priority have been assigned to Categories B and C in receding order.

Category A:

- Public Relations and Marketing Campaign: Examine and establish an overarching plan to promote the Arts in the City of Manhattan Beach
- Community Arts Grant Program: Reevaluate and develop an annual program to award monetary grants to individuals and groups in Manhattan Beach to provide art and cultural services, experiences, and projects

Category B:

- Manhattan Beach Art Center (MBAC) Revamp: CAC has developed the following three-phase plan to address the needs of MBAC and seeks direction from City Council:
 - Phase I: Small exterior clean up and repairs. Repair/replace damaged John Van Hammersveld frieze panels. Increase landscaping and ground maintenance frequency. Power-wash and clean building and surrounding walls, walkways, and concrete areas.
 - Phase II: This phase is still being developed and will continue to evolve. Develop and institute a pole banner program to promote MBAC and its programs. Solicit and install creative mural signage on several high visibility walls around the building. Replace existing front sign with a more visible/artistic one.
 - Phase III: This phase is still being researched and developed and will evolve. Engage a Landscaping/Architectural Designer to modernize and make more usable the outdoor landscaping surrounding the building. Create permanent installation plinths for sculpture to be placed outside of MBAC.

Category C:

- Public Art Conservation Assessment: Staff continues conducting an assessment to document the location and condition of artwork and is working with the CAC on potential actions required for each public work of art owned by the City of Manhattan Beach.
- Performing Arts Campaign: Explore opportunities for performing arts in Manhattan Beach and at MBAC.

Unassigned:

- City Hall Lobby Public Art Project: The former lobby art has been decommissioned. A Request for Qualifications process selected a design and artist for installation; however, due to City Hall closures as a result of the pandemic and in response to public concerns about cost, City Council has paused work on the project in its current state. CAC seeks further direction from City Council regarding the future of this initiative.

The CAC is proposing the following items be removed from the work plan as they have been completed to the extent that is possible:

1. Sculpture Garden Program: Staff will work with the Commission to explore options for the sculpture garden program in the future. The current structure has faced challenges with providing the proper structural drawings to plan check and ensuring safe installation. This process can be streamlined by updating the guidelines and including this in the arts grant program.
2. Utility Box Beautification Project: Install decorative artwork on Utility Boxes throughout the City.
 - This project has been completed in full: CAC was asked to complete 10 utility boxes and has installed 12.

- If further interest in beautifying utility boxes (or other City infrastructure such as parking meters or fire hydrants) exists, CAC recommends adding it to the Community Arts Grant program.
3. Murals in Manhattan Beach: A program to place murals on City-owned buildings and other prominent structures within Manhattan Beach. Three murals have been installed and two more are awaiting prompt installation.
- Three murals remain uninstalled from the initial approval: Charles Bragg (Joslyn Center), Trek Kelly, Josh Barnes; none of these have a viable location for installation. Available locations on public property present significant challenges in installation and visibility and no legal parameters currently exist to allow for the Public Arts Trust to fund murals to be installed on private property.
 - CAC recommends completing this program and considering all future murals through the Community Arts Grant program once a public/private mural ordinance is developed. This will include reaching out to the outstanding formerly identified artist's as first participants in the Community Arts Grant Mural Program.
4. AC Conner Exhibition: A mini exhibition has been installed in City Hall. To feature Manhattan Beach's history, a more thorough exploration into the art of AC Conner and other Manhattan Beach icons will take place at the Manhattan Beach Art Center in January 2021.
- CAC recommends considering this item complete and removing it from the work plan.

The above named projects are in various stages of completion. Consequently, the CAC requests one additional item be added to the work plan:

1. Rainbow Crosswalk: Consider installation of rainbow crosswalk in order to celebrate diversity and inclusion in Manhattan Beach (Manhattan Beach Boulevard and Redondo Avenue).

Library Commission Work Plan

The Library Commission proposes the following projects for City Council consideration. These are continued from last year's work plan:

- Library Appreciation Event: The annual Library Appreciation Event was modified this year due to COVID-19. A lunch was delivered on site to library staff on November 17, 2020 to express appreciation for all their efforts. Plans for 2021 are to continue this event in a similar fashion if circumstances require.
- Library Summer Reading Program Outstanding Readers: An annual event that invites six outstanding readers from the Library's Summer Reading Program to be recognized by the Library Commission.
- Afternoon with an Author (previously Library Supper Club): The Commission has rebranded this event into a weekday afternoon happening with speakers of interest to community members, arranged in conjunction with the Library. This year's event was postponed due to COVID-19. The 2021 Afternoon with an Author, with Jan Dennis as the planned speaker is on hold pending gatherings being allowed.
- Manhattan Beach Writer Awards: An annual event that would allow the Library Commission to recognize select writers, journalists, bloggers, etc., including both school-age and adult writers in the community. Criteria and details are still being discussed. The event is projected to occur

in 2021.

- The Commission is seeking direction on East Manhattan Beach Library Service: The original direction was to determine the need for library services for East Manhattan Beach residents with the possibility of providing a physical library presence. A survey was prepared and scheduled to be distributed when services were shut down by COVID-19. The commission felt it would not receive a true response due to the extenuating circumstances and decided to wait until normal library services resumed. Once the Commission receives Council direction on the library services at Mira Costa, they can move forward with the survey, if desired. In addition, alternative east side service such as a bookmobile or book vending machine can be explored, if directed.
- The idea of an eastside study place during the school year after school hours, continues to come up in discussions. Commissioners are in touch with school district personnel and will wait on City Council's direction.
- Local Happenings: Events hosted by the Library Commission, such as Blind Date with a Book, Valentine's Day at the Library, Book and Cooks, and the Library's fifth anniversary celebration to take place in May 2020 were postponed due to COVID-19.

The Library Commission is requesting an additional item be added to the work plan:

- Welcome Back Community Event: The Commission is proposing to host an event welcoming the community back to the library should the library be fully reopened and restrictions lifted enough to permit. If necessary, the Commission will come back to Council to request funds.

One final work plan item that has been discussed and previously included in each commission work plan was to attend, support and offer community outreach for programs and events, acting as a Commission Ambassador. This item was removed from each work plan, however, will be an ongoing responsibility of commissioners and possibly added to the Commissioner Handbook in the future.

Staff recommends the City Council approve the Annual Commission Work Plans for the Parks and Recreation Commission, Library Commission, and Cultural Arts Commission.