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**Title:** Status Review and Update on Annual Commission Work Plans for the Library Commission, Cultural Arts Commission and Parks and Recreation Commission (Parks and Recreation Director Leyman).  
DISCUSS AND PROVIDE DIRECTION  
...Line

**Sponsors:**

**Indexes:**

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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, Senior Management Analyst  
Jessica Vincent, Communications and Civic Engagement Manager  
Eilen Stewart, Cultural Arts Manager  
Jan Buike, Recreation Manager

**SUBJECT:**  
Status Review and Update on Annual Commission Work Plans for the Library Commission, Cultural Arts Commission and Parks and Recreation Commission (Parks and Recreation Director Leyman).  
**DISCUSS AND PROVIDE DIRECTION**

**RECOMMENDATION:**  
Staff recommends the City Council provide direction on the Annual Commission Work Plans for the Library Commission, Cultural Arts Commission (CAC), and Parks and Recreation Commission.

**FISCAL IMPLICATIONS:**  
Staff has developed cost estimates associated with Commission work plan items. If approved, staff will return for Council approval and allocation of funds. Recommendations for funding each project will be included during the budget and CIP process for Council consideration.

## **BACKGROUND:**

The Work Plan section of the Boards and Commissions Handbook states:

“Prior to the annually scheduled Joint City Council/Commission meeting, the Staff Liaison will develop a list of ideas to discuss with City Council. At the Joint meeting, the commission will receive direction and prioritize ideas from the City Council.

Subsequently, at the next regularly scheduled commission meeting, the commission will further develop a Draft Work Plan based on City Council direction. Ideas will then be filtered to be consistent with City Policies and develop fiscal implications. Following the approved Draft Work Plan, Staff Liaisons shall provide a cover memo indicating whether the Commission’s Draft Work Plan corresponds with the Department’s Work Plan. The process allows staff and commissioners to draft a Commission Work Plan that properly accounts for their priorities and requests funding to meet their goals.”

The work of the Library, Cultural Arts, and Parks and Recreation Commission are advisory and at the direction of the City Council. The Work Plan was last discussed jointly by the City Council and Commissions on January 4, 2021. In preparation for the 2022 joint meeting, the Commissions discussed existing and potential Work Plan items at their November and December meetings.

## **DISCUSSION:**

The Work Plan serves as a planning document to provide updates and explore project options based on City Council direction. In preparing the Work Plan for each Commission, staff worked closely to develop options, recommendations and cost estimates for Council consideration. Each Ad-Hoc Committee submitted detailed program updates, which are included in the staff report. Based on City Council direction, staff will work with each Commission to create realistic timelines and return to Council for funding or further direction.

As there are a total of 30 work plan items and an additional nine department work plan projects, staff will prioritize these projects and create realistic timelines based on staff resources.

### **Parks and Recreation Commission Work Plan**

The Parks and Recreation Commission completed the Park Master Plan in 2020 and many of these work plan items were added as a response from community input gathered through the plan.

#### **1) El Porto Family Park**

##### *Overview*

- Explore development of plot of land on the sand at the north end of El Porto, which is owned by the County and maintained by the City.

##### *Background*

- El Porto residents have expressed interest in the development of a park on this site.
- An ad hoc committee was formed to conduct preliminary brainstorming, and background research. Additionally, the committee met with a vendor to develop conceptual designs and

preliminary cost proposals.

### *Preliminary Ideas*

- Re-develop the two non-contiguous areas:
  - South section for “active play” with a few pieces of playground equipment.
  - North section would be a passive park with some picnic tables.
- Keep some of the ice plants around the perimeter.
- Install low fencing to (a) keep dogs out of the playground area; (b) keep children from running onto the bike path; (c) not obstruct views.
- Place benches around play area.
- The committee met with a vendor to develop conceptual designs and preliminary cost proposals.

### *Summary of Public Outreach:*

- Conducted community outreach forums via Zoom with El Porto residents (July/August 2021).
- Conducted on-site community outreach forum (August 2021).
- County staff notified of the public outreach and input. Any changes require County approval.

### *Next Steps:*

- Community survey
- Develop plans and budget
- Develop recommendations and proposal for City Council consideration.

### **City Council Direction**

Staff recommends that the Council discuss and provide direction on preliminary plans for repurposing the park space.

## **2) Nature Areas & Trails**

### *Overview*

- Open the currently inaccessible area within Sand Dune Park for exploration and enjoyment on a pilot program basis.

### *Background*

- At the bottom of Sand Dune Park, a fence runs along the entire perimeter of the inaccessible area.
- The inaccessible area, especially the lower portion, is unkempt and minimally maintained. Most of the area has a steep slope, however, there are some sections that have a mild grade.

### *Duration of Pilot*

- Six months (began November 23, 2022)

### *Objective*

Open the currently inaccessible areas within Sand Dune Park for exploration and enjoyment. Monitor usage, enjoyment and issues to evaluate risks and rewards through objective data and analysis.

### *Due Diligence:*

- Conducted park cleanup
- Met with City's Risk Manager, Manhattan Beach Police Department, an Americans with Disabilities Act (ADA) expert, and the City's Urban Forester
- Opened two locked gates daily during parks hours
- Removed signage stating: "Keep Out. No Trail"
- Added signage stating: "Unmaintained nature area. Enjoy at your own risk. Parents should supervise children at all times."

### *Conclusion*

The accessible wilderness areas will be monitored during the pilot period and outcomes will be brought to Council for further direction.

### **City Council Direction**

1. Continue to explore options for nature areas at Sand Dune park
2. Develop a long-term landscape and trail plan, providing community outreach and cost estimates, returning for further Council direction.
3. **Dog Parks & Community Parkettes**

### *Overview of Work Plan Item*

Evaluate the condition of current dog parks and community parkettes within the City of Manhattan Beach. Determine the feasibility of adding any park space within the City to provide expanded opportunities for the community.

### *Background:*

In March 2019, the Parks and Recreation Commission commenced a "fact finding tour" of the entire City to evaluate current recreational sites, review possibilities for expansion or improvement of those sites, and assess the potential for new development within the City. An extensive report was completed that graded items by urgency and community value. Many of the "imminent danger" items were submitted to the Public Works Department for immediate attention while more discretionary and costly wish list items were evaluated.

### *Due Diligence and Stakeholders*

The Commission held town hall meetings, conducted virtual and in-person surveys, and talked to homeowners to gauge interest in the possibility of adding dog parks and parkettes in various parts of the City which had some degree of open space. Both concepts received great interest from dog owners, dog walkers, and parents in areas where park space is not within close walking distance of their residences.

### *Current State of the Project*

- The City has three specified dog parks; Polliwog Park, Marine Park, and Live Oak/Dorsey Park. Visits were made to each dog park and a checklist made of specific items that would allow those venues to operate more safely with adequate fencing/gates, lighting, comfort, and sun protection in the form of seating and shade cloth, proper signage, and proper water supply for dogs and owners.
- The City has two parkettes: one located on 8<sup>th</sup> Street and the other on Larsson Street. Both of these sites are predominantly used and enjoyed by young toddlers. Staff and the Commissioners are constantly looking for any new sites that might become available for dog run or parkette development.

### *Status of Project*

*Dog Park-* The evaluation of each of the three existing dog parks has generated a list of items to be completed that includes, depending on location, new fencing, new ground cover, repairing/adding shade coverings, repairing/adding seating, repairing/adding signage, adding/improving water supplies, and insuring adequate site lighting. In all cases, assessment was made of any opportunity to expand the size of the existing footprint of each of the areas in any way possible.

An exploratory effort was made to find new land for additional dog parks in the City. We looked at:

- Small triangular lot on 6<sup>th</sup> and Aviation (former City pump/controller site).
- Newly vacant site on Bell and 26<sup>th</sup> Street (private).
- The wooded area on the west part of the parcel in which the Manhattan Beach Unified School District Administration building sits.
- El Porto Beach triangle.
- Sand Dune Park/Armory property line.
- Former Aviation High land east of the gym (City of Redondo Beach property).

### *Conclusion*

- Members of the public who participated did not want a dog park residing next to their properties.
- The school district was not interested in utilizing the plot near their administrative building behind Mira Costa High School.
- Future opportunities may exist, if new, non-resident adjacent sites develop (i.e. El Porto Park, Sand Dune expansion, a partnership with Redondo at Aviation site).
- Manhattan Beach has little open space, therefore, it is important to make the best of what we have currently.
- Improve and maintain current dog parks.

### *Parkettes*

The evaluation of each of the current parkettes has generated a list of items to be completed that include safety mitigations relating to elevations, fence coverings, equipment repair and safety lighting.

### *Conclusion*

- The City's nine parks and nine school grounds are currently serving as play and recreation space for all ages of our residents. All parks also have a component of play activity for children.
- These small park opportunities are well maintained and serve as a great controlled play space for small children in their local area.
- The cost to the City to buy a lot for development of a parkette is becoming less reasonable due to increasing property values.
- Maintain what we have, continue to look for new opportunities in the future and provide an opportunity for estate gifts of land for future parkettes.

### *Fiscal Implications*

- The Parks and Recreation Department has begun working with the Public Works Department on submitted work orders for repairs on both the dog park and parkette facilities. Total estimated repairs and new infrastructure could range from to \$200,000-\$300,000. This, along with other maintenance and replacement items will be identified and brought to Council for direction during the budget process.

### **City Council Direction**

1. Commission to develop list of parkette and dog run enhancements for Council to consider during the budget process.
2. Continue to explore and identify future sites.

#### **3. Polliwog Park Enhancements**

Polliwog Park enhancements include the lower playground replacement, National Fitness Court (NFC) Equipment proposed replacement of the existing Greenfields equipment, Polliwog Pavilion and Begg field upgrades. These projects are now in staff's hands and will be brought to Council for further direction. Enhancements that were completed in 2021 include the replacement of park benches and pour in place (rubberized) surfacing at the upper playground.

### **City Council Direction**

1. Staff will bring future Polliwog Park projects to Council for further direction.
2. **Replace Sand Dune building**

#### *Overview:*

Replace current building and other improvements near the restroom and picnic gazebo, parking refurbishments, curb ramps, and installation of travel paths to address all current ADA guidelines.

*Background:* To provide an up-to-date and safe work area for staff.

#### *Current State:*

The life expectancy of the current building is past due, and access such as parking and pathways do not meet current ADA guidelines.

#### *Stakeholders:*

Staff and members of the public who visit the staff.

*Summary of Due Diligence:*

Estimates completed.

*Conclusions/Recommendations:*

*Project Costs:* Sand Dune building approximately \$1,200,000 based on a 2,000 square foot prefab building. Estimate includes permitting/surveying fees, architecture, demolition and 20% for required ADA upgrades.

**City Council Direction**

Cost estimates will be brought to Council during the budget process

**3. Explore repurposing Pay-N-Play Racquetball Land/Building**

*Overview:*

Since the mid-80's, the popularity of racquetball has fallen dramatically, and the use of the facility has declined consistently over the past several years. City Council determined the Parks and Recreation Commission should actively explore options to repurpose the land and/or building for higher-value recreations activities and building improvements and repurposing for a broader community appeal.

*Background:*

The Pay N Play contract agreement was for a term of 35 years, plus two (2) 10-year extensions. The original agreement was set to expire at the end of 2021.

*Current state*

Staff is currently reviewing the lease end date.

*Stakeholders*

The Pay-N-Play facility is primarily used by non-residents. To maximize our recreational space as identified in the Park Master Plan, we would like to re-purpose this space for greater Manhattan Beach resident usage.

*Due Diligence*

The Commission Ad-Hoc Committee and staff met on site in March 2021 to evaluate the facility and use options. There was significant damage seen on the outside, facia boards are warped and rotting, all windows need to be replaced due to vandalism, window frames have corrosion, all doors and door frames have corrosion and should be replaced, painting needed both inside and outside. In June 2021, the Committee, staff and operator met to discuss the building conditions, needed upgrades, graffiti, safety issues, and possible conversion to alternate uses. The operator was not interested in investing in facility or security upgrades at the time.

*Fiscal implications, project and maintenance costs*

The Commission has identified several Next Use Options use for the park space and building based on current recreational demand patterns.

*Property specifications for Next Use*

- Building Square Footage-5643 square feet

- Building Footprint-45 feet x 90 feet
- Interior includes-4 Racquetball Courts-20 feet x 40 feet

*Next Use Indoor Options for the existing building:*

- Classrooms for arts and crafts, exercise, language or indoor games such as chess, bridge and mahjong-which would relieve Joslyn Center space
- Yoga, exercise classes
- After-school teen, homework club or learning center to relieve Manhattan Heights space
- Community rooms
- Marine Park storage, which would eliminate the variety of portable units and crowded conditions in the Recreation Building

*Cost estimate of bringing the building up to standard*

- Outside Paint-\$30,000
- Inside Paint and Repairs-\$15,000-20,000
- Replace Windows-\$4,000
- Cracks in the cement would require further inspection
- *Security Requirements: \$2,200 minimum*
- Change the hours of operation to match the park operation hours
- Lock the doors overnight (the facility is currently open 24/7)
- Better lighting around the facility (\$50 per light, \$200 for 4 estimate)
- Security Cameras (\$2,000 estimate)
- Approximately \$50,000 to \$60,000 of improvements needed

*Next Use Outdoor options for building removal*

- Pickle Ball -44 feet x 20 feet (court size) 40 feet x 70 feet (play space)
- Tennis-Singles-78 feet x 27 feet (court size) 60 feet x 120 feet (play space)
- Tennis-Doubles 78 feet x 36 feet (court size) 60 feet x 120 feet (play space)
- Basketball (94 feet x 50 feet (court size) 97 feet x 53 feet (play space)
- Paddle Ball -50 feet x 20 feet (court size) 78 feet x 36 feet (play space)
- Additional dog run space
- Green space with seating

*Cost estimate of demolishing the building ranged from \$25,000-\$35,000.*

**City Council Direction**

1. Await final disposition of existing lease.
2. The Commission may explore repurposing options in the future.
3. **Explore acquiring armory land**

*Overview:*

- 4.4 acres located next to the City Yard on Bell Avenue
- Used as storage facility for military equipment and as a National Guard training post
- Home to the 578th Brigade Engineer Battalion. This unit is part of the 79th Infantry Brigade Combat Team, California Army National Guard.

**Background:**

- 1948: City Council voted to give 11.4 acres of land to the California National Guard for a training and storage facility.
- 1963: National Guard said it did not need six of the acres and returned the land to the City.
- 1970: the City gained one additional acre from the National Guard when the two sides agreed to redraw a property line. This left the guard with its current 4.4 acres.
- 1989: National Guard considered selling some of its Southern California properties, including the Manhattan Beach armory, to raise money to modernize other facilities.

**Current State:**

- Identified and contacted local armory leadership.
- Drafted letter from then Mayor Hadley to Major General David S. Baldwin.
- Letter mailed by City on May 25, 2021.
- No response from armory leadership to date.

**City Council Direction**

Staff will proactively explore potential acquisition of this land for future City Use.

**4. Explore feasibility of developing aquatics facility**

**Overview**

The Aquatics sub-committee was formed to:

- Assess the current status of recreational aquatic facilities available in Manhattan Beach
- Explore alternatives to meet increasing demand from the community for water time.

**Background:**

- Expanded and improved aquatics opportunities were the first priority of a broad cross-section of residents in all Manhattan Beach Parks and Recreation pop-up surveys at special events, online surveys, and community forums held in 2020.
- Begg Pool is the only publicly available swimming facility in Manhattan Beach. It is 25 yards long, six lanes, 3.5-4 feet deep
- Alternative water recreation locations:
  - Private: the Manhattan Country/Bay Club and the Badminton Club
  - Mira Costa High; pool not available to the general public
  - Ocean swimming

**Current State of Existing Aquatic Facility**

- Begg Pool was constructed in the late 1940s.
- Owned by Manhattan Beach Unified School District (MBUSD)
- Operated by the Parks and Recreation Department
- Last renovation in 2011-12 with less than \$400,000 in funding
- Jesus Sandoval, the Aquatics Supervisor, and his team are performing continued maintenance in operating Begg Pool.
- It is at the end of its useful life.
- Examples of Current Condition:
  - Locker/shower rooms are aged and inadequate
  - Paint and 15-year old plaster have deteriorated substantially. Ceiling is peeling and

- falling. Previous and current leaks have required extensive patching
- Shower capacity decreasing and non-functioning shower heads cannibalized to keep others working. Rust prevalent; many spigots and pipes no longer function
  - “New” pump room built in 1996-97. Severe peeling and eroding of walls; floor cracking.
  - All equipment aging: filter equipment from 1996-97 has 3-5 years left on 30-40 year lifespan; heaters have 3-5 years left on 10 year lifespan, pumps have 5 years left on 10 year lifespan. Chemical controller has a few years left.
  - Concrete around pool is cracked and deteriorating; patched by staff as needed.
  - Water drainage from any rain backs up into the facility and overflows. Manual siphoning and drainage are done by staff.
  - Lighting poles have literally failed by falling down
  - Canopy over bleachers is 15 years old and heavily deteriorated
  - Pool cover is completely deteriorated and is unusable
  - Vehicle access is via a one-lane sloped road; parking shared with Begg Field

*Current Status of Project:*

- In-depth evaluation of Begg restoration or site expansion now required
- In-depth evaluation of Village site for new and/or additional aquatics facility required

*Stakeholders/Constituencies Creating Demand*

- Youth swim teams--currently have 150 members
- Masters swim
- Lap swim for recreation/workouts
- Therapy sessions/classes like water aerobics-huge demand for these by seniors
- Swimming lessons for all ages
- “Parent and me” classes for youngest swimmers
- Water polo club team
- CPR/Water safety classes
- Manhattan Beach Middle School required swim classes
- Parks and Recreation Department summer programs
- Swim parties/celebrations

*Due Diligence Summary:*

On-site tours of:

- El Segundo/Wiseburn Aquatics Center with management (February 21)
- Redondo Beach High School Aquatics with management (March 21)
- Torrance Aquatics Center with management (April 21)
- Begg Pool with management (April 21)
- Former Aviation High School site (July 21)
- Alondra Park Splash Pad (September 21)

Meetings with the following experts:

- Matt Wunder (CEO, DaVinci High) regarding ES/Wiseburn Aquatics origin (February 21)
- Sherry Kramer (Continental Development) regarding financing and 501(c)(3) created for El Segundo/Wiseburn Aquatics fundraising (March 21)
- Keith Fuchigami (Gensler Project mgr./Dev. Director of Sports Studio and key individual leading MCHS Athletic Center design) regarding project and willingness to brainstorm pro

bono with us (Mar. 21)

- Tom Bakaly (CEO of BCHD) regarding BCHD's new complex, possible partnership/plans
- Keith Fuchigami, Steve Chung, Ron Turner from Gensler-regarding two main sites being evaluated and possibility of pro bono consulting/schematics/costing
- Steve Chung (Gensler principal and sr. designer in Gensler's Sports Studio--on site visits to Village and Begg pool sites (Sept. 21)
- Keith Fuchigami (Gensler)-confirmed he made on site visits to Village and Begg pool sites (Oct. 21)

Documents reviewed:

- Plans from 2016 aquatics center assessment
- Contract between Manhattan Village Mall and City of Manhattan Beach for parking at Village site
- Contract between City of Manhattan Beach and MBUSD for management of Begg Pool
- Joint use agreements/fee schedules/user rates for Begg Pool, El Segundo/Wiseburn, Torrance Aquatics, RBHS Pool, Torrance Public Pool
- Redondo Beach Public Works Aviation report regarding possibility of an aquatics center
- Beach Cities Health District feasibility study and survey for possible aquatics facilities on site
- Zoning regulations on Village site

*Conclusion:*

- Very broad and diverse constituencies within the community want more water time.
- Heightened desire for outdoor recreation and health-promoting activities
- Community demand for pool time already far exceeds availability at Begg, our only public pool
- Seniors are one of the most pressing constituencies wanting more water time
- Begg Pool is at the end of its physical useful life.
- The needs of the Manhattan Beach community at large are not capable of being met by this small, deteriorating single pool.
- A new aquatic facility and/or a renovation of the Begg site would be a huge benefit to the Manhattan Beach community

*Recommendations/Observations:*

- Construct a new Manhattan Beach Aquatics Center with priority placed on recreation and secondarily on competitive use. These would be Manhattan Beach community pools-not pools targeted for competitive clubs/swimmers outside Manhattan Beach
- Construct a new aquatics facility at the Village site for use by youth swim teams, water polo, masters, senior programs, and lap swim.
- Village site is much larger and more project ready
- originally donated by Chevron under Quimby Act for park and recreational purposes
- limited density and residential impact,
- parking contracts should be negotiable given the scope of parking at the renovated mall
- excellent vehicle ingress/egress with limited traffic flow issues
- Two pools: one 35 meter X 25 yards X 7 feet deep lap swim/water polo pool (evaluate 50 meter alternative); one shallower 25 yards X 45 feet X 3.5 deep therapy pool with ADA graded entry
- Additional amenities to include: "wet" classroom, administrative offices, dual use bathrooms/showers/lockers for public and swim teams, limited bleachers, timing/scoreboard,

grass area for picnics, operational equipment room, team equipment storage, lane lines, possible pool covers

- Renovate Begg pool for use by Manhattan Beach Middle School (MBMS) and youth/summer/family programs. Existing pool to remain; all surrounding buildings and infrastructure to be replaced.
- Begg site already exists
- MBMS swim classes can continue
- Potential site for community splash pad
- Location central to Manhattan Beach
- Much more difficult site issues include grade/slope, parking, surrounding residences, transition school site, shared limited parking with Begg fields
- Land is underused and existing buildings are poorly positioned on the land
- Pool availability can remain while new Village aquatics facility is under construction

*Fiscal Implications/Costs:*

- Current estimated Village project cost \$17M. Maintenance cost estimates net \$300,000-400,000/year.
- Current estimated Begg renovation cost \$3.5-4.0M.
- Fees charged for use; memberships available to Manhattan Beach residents.

**City Council Direction**

Approval to move forward with Aquatics Facility Exploration

- If Council approves moving forward, the Commission recommendations for consideration include:
  - Joint committee with City Council representative and community members
  - Provide additional Community outreach
  - Explore location - Manhattan Village and/or Begg pool site
  - Determine design/programming options - provide more detailed schematics for each site
  - Explore funding options - community interest, non-profit/private funding, bond

**5. Park Master Plan**

City Council directed staff to include an annual project list in addition to a maintenance and replacement schedule. These documents are being put together by the Parks and Recreation and Public Works staff for Council consideration during the budget and CIP discussions. These documents will provide cost estimates for short-term, mid-range and long-term capital projects in addition to maintenance/replacement schedules and funding options

**City Council Direction**

These items will be reviewed by the Commission annually with a prioritized list of recommendations for Council consideration during the budget/CIP process.

## 6. Donation Policy and Programs

### *Overview:*

The Donation Policy was approved by the City Council to consist of an amenity catalog, including tree and bench donations, a paver program to be installed in front of the Post Office at 15<sup>th</sup> and Valley, and a Military Recognition Wall to complement the existing Veterans Memorial.

### *Background:*

At the January 4, 2021, Joint Commission meeting, in addition to implementing the programs above, the Commission was instructed to explore a legacy donation program. An Ad-Hoc Subcommittee was established to research and develop options for Council consideration.

### *Current State:*

Donation programs have been on hold since the start of the pandemic.

### *Park Amenity/Tree and Bench Program:*

Staff has installed four benches since the donation policy was approved. In evaluating the effectiveness and efficiency of the tree and bench program and Park Amenity Catalogue (which permits donors to purchase barbecues, water filling stations, trash cans, etc.), staff and the Commission would like to reevaluate the program to present options for Council, to determine if the program should continue or be placed on hold indefinitely and have these park amenities be installed in-house. These items could be funded through a maintenance and replacement fund that will be presented during the budget process.

### *Community Pavers*

The Community Paver program has been on hold since COVID-19, but will be brought back for further direction and explore other potential locations, as this was a concern when it was originally approved by Council.

### *Military Wall*

This project has been on the backburner due to staffing shortages and COVID-19 priorities. The Ad-Hoc Subcommittee met on-site to review possible dimensions and layouts for the wall along with expansion options. Some options being considered are for a 20-24 foot long by four foot tall wall constructed of marble with bronze cast plaques or concrete covered in marble engraved plaques. The wall will mirror the curve of the hedge just south of the Veterans Memorial parallel to 15<sup>th</sup> Street. Program process will need to be developed. The commission would like to present a program framework, designs and cost options to the City Council in April 2022.

In discussion about funding for projects in the future, the Ad-Hoc Subcommittee has explored the possibility of a non-profit to fund park projects and the development of a Legacy Donation Program.

### *Exploration of Nonprofit*

Create a 501(c)(3) Foundation to promote, enhance and preserve parks and recreation programs and open space. The foundation would assist with lower budget projects and may alleviate potential delays due to normal City budgetary limitations and provide a vehicle for residents and businesses to contribute to the betterment of the community at-large.

The sub-committee reviewed a similar program/foundation in the City of Santa Barbara and discussed many details with the Santa Barbara Parks & Recreation Director.

#### Exploration of Legacy Gift Policy (Gift Acceptance Policy)

Create a “Gift Acceptance Policy” to govern the acceptance of gifts to the City of Manhattan Beach and provide guidance to prospective donors.

This type of policy and the guidelines and procedures for the following gift examples: *cash, securities, real estate, remainder interests in property, charitable gift annuities, charitable remainder trusts, retirement plan beneficiary designations, bequests, and life insurance beneficiary designations*, should be developed by a legal entity, such as the City Attorney.

If the City Council would like to move forward with creating a Gift Acceptance Policy, the subcommittee will work with the City Attorney to determine costs and timeline.

#### City Council Direction

The current Donation Policy and associated programs need to be reevaluated and updated for further Council direction.

Request approval to:

1. Place Donation policy programs on hold for further Commission review, and to develop options for: legacy gifts, nonprofit exploration.
2. In addition, return with Military wall and community paver program updates.

#### **New for 2022 Work Plan:**

##### **Develop Options for Red House**

- This is currently a City Council/Parks and Recreation Department Work Plan item. If Council directs staff to look at options for a building, the Parks and Recreation and Library Commissions could assist with developing options for east side library service and historical museum space.

##### **Lighted Beach Volleyball Courts on the south side of the Pier**

- This item was identified in the Park Master Plan. The Commission identified this as a priority item in 2022 and would like to explore lighting options for evening beach volleyball use.

#### **Cultural Arts Commission Work Plan**

The CAC discussed and approved the following items, which are continued from last year’s Work Plan for City Council’s consideration.

##### **1) Rainbow Crosswalk**

###### *Overview and Background:*

A proposal to create a rainbow crosswalk in the city, introduced by the Cultural Arts Commission in 2020. Opportunity to increase public art while emphasizing our values as a community - diversity,

equity and inclusion.

***Project Status:***

City Council approved the rainbow crosswalk at Manhattan Beach Blvd. and The Strand on October 19, 2021. Staff will come back with options for a second location at Polliwog Park and to bring the item back if the project will exceed \$20,000. Staff is working to incorporate rainbow installation with other road enhancements. Staff needs to present design options to CAC and City Council for final approval of design. Staff is reviewing options for secondary location within Polliwog Park pathways as a potential hands-on project with the community.

***Recommendations:***

Prioritize project above others on the Work Plan to allow staff necessary time to complete the project and assure timely execution.

***Fiscal Implications:***

Up to \$20,000 has been allocated for the installation of the crosswalk on Manhattan Beach Boulevard and the Strand. Additional funds may be requested once the project is developed by staff and brought back to City Council for approval and allocation of funds.

**City Council Direction**

Urgency to complete project before June 2022 Pride Month. Would like to coordinate a ceremony with community leaders.

**2) Manhattan Beach Art Center Revitalization**

***Overview and Background:***

In 2020 City Council approved the revitalization of the Manhattan Beach Art Center (MBAC) exterior and grounds. CAC created and City Council approved a 3-phase plan. The project was partially paused due COVID-19. As part of the revitalization, the CAC and staff identified, and City Council approved, an urgent need to repair the John Van Hamersveld mural on the top frieze of the building as it is rapidly deteriorating.

***Project Status:***

In 2021, City Council approved the repair of the John Van Hamersveld mural on the upper frieze of MBAC. Staff has obtained permission from the artist to complete the repair and is working on an RFP to be issued for the completion of the work.

CAC is working on a proposal for replacement signage for the front of the building, allowing better visibility from Manhattan Beach Blvd. As this research is completed, it will be submitted to the CAC for review before being presented to City Council for final approval and allocation of funds.

Additionally, Leadership Manhattan Beach (LMB) has proposed a community mural to be installed either on the inside or outside of the south parking lot wall in the Heights/MBAC parking lot. This project would bring visibility and artistic cadence to the area as well as possibly include directional signage towards MBAC and the Heights complex. Staff and LMB will be bringing this proposal to

City Council at a later date for approval.

*Recommendations:*

CAC and staff recommend the continuation of the MBAC Revitalization Plan, with the emphasis on repairing the frieze mural as well as completing the LMB mural, if approved. Next phases of the MBAC Revitalization plan will continue to be researched and will be proposed to the CAC and City Council as they are completed.

*Fiscal Implications:*

Council has approved the use of Public Arts Trust Funds in the amount not to exceed \$40,000 for the Van Hamersveld frieze repair. Staff and CAC will return to City Council for further allocation of funds as additional facets of this project are developed.

**City Council Direction**

Approval to proceed with this project in its current state, prioritizing the repair of the frieze mural and Leadership Manhattan Beach mural project if approved.

**3) Art Grants - Digital Wall Art**

*Overview and Background:*

Pivoting from the initial City Hall Lobby Art Project, City Council and CAC have identified a digital art display opportunity. A large LED Display will be installed in the upstairs City Hall Lobby, allowing digital artwork to be featured and rotated throughout the day. Once the display is installed and operational, an art grant would be created to allocate small sums of moneys from the Public Art Trust Fund (PATF) for artists to create/submit digital content for view. The wall surrounding the digital display will be rehabilitated to create the necessary substructure to support the weight and connectivity needs of the display as well as achieve a cohesive look for both the upstairs and downstairs lobbies.

*Project Status:*

City Council approved the Digital Wall in City Hall on October 19<sup>th</sup>, 2020. Staff is working on executing the approved project based on the parameters. Staff has obtained preliminary cost estimates for the digital display and is working on obtaining estimates for the wall rehabilitation.

*Recommendations:*

Continue working on this project to develop and issue an RFP for the rehabilitation of the current wall and installation of the Digital LED Display. Once the display is installed and operational, artwork will be solicited from local artists through the Digital Wall Art Grant. Open source artwork as well as images from the Manhattan Beach Art Center, and Parks and Rec art activities for youth and adults will be projected on the display until the Art Grant is launched.

*Fiscal Implications:*

\$150,000 was allocated from the Public Arts Trust fund to complete the rehabilitation of the wall and installation of the digital display. Once the Art Grant for the Digital Artwork is developed, staff will return to City Council for review and allocation of Grant funds.

**City Council Direction**

Approval to move forward with this project in its current state and prioritize it on the CAC and staff Work Plan, allowing necessary resources to complete the work in a timely manner.

**4) Arts Grants - Murals**

*Overview and Background:*

This is a program to install murals on highly visible privately owned spaces. Continued from the previous Work Plans, the Mural program was incorporated into the Arts Grants program in 2020 to allow artists and local property owners to apply for PATF dollars to install murals in the City.

Significant interest in this program has been expressed by multiple artists, business owners and other community members.

*Project Status:*

Staff is working with city legal counsel to develop a contract template capturing all necessary parameters and limitations of this program.

*Recommendations:*

Prioritize this program above others on the Work Plan to allow ample time for Cultural Arts and legal staff to develop and implement this project in a timely manner.

*Fiscal Implications:*

Staff will return to City Council for allocation of funds once the final elements of the project have been completed.

**City Council Direction**

Prioritization of this project for a timely completion by Cultural Arts and legal staff.

**5) Arts Grants - Utility Infrastructure Beautification**

*Overview and Background:*

An opportunity for artists to create digital artwork to be applied as vinyl wrap on utility infrastructure (i.e. Utility Boxes, Parking Meters, etc.). A selection of utility boxes have already been vinyl wrapped, with very positive public response. Significant interest in this program has been expressed by multiple artists, business owners, Business Improvement Districts, and other community members.

*Project Status:*

Staff is working on assembling all information to bring the final grant proposal to City Council for consideration and allocation of funds.

*Recommendations:*

Proceed with the execution of the program as stated, prioritizing it above other Work Plan items to allow completion in a timely manner.

**City Council Direction**

Approval to move forward with this project in its current state and prioritize it on the CAC and staff Work Plan, allowing necessary resources to complete the work in a timely manner.

## 6) Arts Grants - Performing Arts

### *Overview and Background:*

In 2021, City Council approved the continuation of this Work Plan item (combining it with the Arts Grants Program). Commission is to evaluate and propose options for Performing Arts opportunities in Manhattan Beach.

While CAC is developing a Performing Arts Grant, it has come to the attention of the CAC and staff that the popular Shakespeare by the Sea (i.e. Shakespeare in the Park) program has been incurring higher costs in the past several years, which far exceed the allocated budget of \$4,000 for two performances annually. Rising gas, labor, and production costs have made it not feasible to continue to provide the two performances per year typically scheduled in Polliwog Park at that cost. While the production company enjoys working with the city, it has been agreeing to do so at a financial loss to themselves for the past several years. The CAC and staff agree that additional funds from the PATF should be allocated to properly fund the two performances at \$10,000 annually.

### *Project Status:*

CAC is working on a draft of a pilot Performing Arts Grant program. The pilot will concentrate on a musical performance for MBAC exhibition opening. The only currently available performance date is 01.20.2023.

Staff has tentatively reserved dates for Shakespeare by the Sea performance in Polliwog Park for summer 2022. Increased funding will be included in the Fiscal Year 2022-2023 budget.

### *Recommendations:*

A draft of the Performing Arts Pilot Grant has been completed. Upon staff review and development, the Grant proposal will return to City Council for approval and allocation of funds.

Staff recommends that more work be done by the CAC prior to launching this program. Significant outreach has not been done to determine that there is sufficient interest from applicants for this program as currently proposed. MBAC currently provides musical entertainment for its openings by soliciting and contracting performers on as needed basis. Cultural Arts staff reach out and engage a wide variety of artists, prioritizing local and youth acts. As currently proposed, this grant would schedule one performance in 2023, however a significant amount of work would need to be completed by Cultural Arts, Communications, and Legal staff in order to solicit and fund this performance as a Grant. Staff recommends continuing to book Exhibition Opening performers through internal contracts until it is clear that there is abundant interest in altering this practice.

Staff and CAC recommend allocating \$10,000 for two Shakespeare by the Sea performances in 2022 while a more robust Performing Arts Grant can be developed. Staff recommends removing the \$4,000 line item currently funding the Shakespeare performance through the general budget for Parks and Recreation. This would result in net new allocation of additional \$6,000 for the project. Once the Performing Art Grant is developed, this would become a competitive process, awarding

the necessary funds to any performing group(s) selected, not just Shakespeare by the Sea.

*Fiscal Implications:*

The Fiscal Year 2022-2023 budget will include an additional \$6,000 (increase from the current \$4,000 budget) for Shakespeare by the Sea.

Once developed the Performing Arts Grant will return to Council for approval and allocation of funds.

**City Council Direction**

Request direction to return to the City Council for a Performing Arts Grant pilot program.

**7) Arts Grants - Sculpture Garden**

*Overview and Background:*

This program underwent several revisions in the past several years, culminating in its addition into the Arts Grants program in 2021. New locations, installation parameters, and sculpture criteria need to be developed before moving forward with this program.

*Project Status:*

Program has been paused due to COVID-19 regulations and staffing shortages. Several sculptures from the last active Sculpture Garden cycle have been installed (some have since been removed, while others are still in the City's possession). While the program needs to be reviewed before continuing, the CAC and staff have noted great positive response from the public to the *Circles* (red circle) sculpture by CJ Rench, currently located in Polliwog Park. The sculpture is visually appealing, engaging, and has become a favorite spot to take photos, rest and recreate for residents and visitors alike.

*Recommendations:*

Continue to keep the program on pause until COVID-19 restrictions are lifted, other work plan items are completed, and staff shortages are alleviated. To bridge the gap while the program is on pause, the CAC and staff recommend purchasing and permanently installing the CJ Rench *Circles* sculpture in its current location in Polliwog Park at the cost of \$19,000.

*Fiscal Implications:*

There are no fiscal implications associated with the paused Sculpture Garden program. However, if City Council elects to permanently install the *Circles* sculpture, \$19,000 would need to be allocated for its purchase.

**City Council Direction**

1. Request direction to move forward with the purchase and permanent installation of the *Circles* sculpture. If approved, the Commission will return with a recommendation to allocate \$19,000 from the PATF in addition to a proposed budget for maintenance.
2. Continue the pause of the Sculpture Garden program until COVID-19 restrictions lift and other

projects on the Work Plan are completed.

## 8) Arts Grants - Permanent Sculpture

### *Overview and Background:*

This project was approved as part of the original Art Grant Program and was intended to allow a clear path for permanent sculptures to be installed in Manhattan Beach. Once completed, initiatives such as the Catalina Classic Paddleboard Sculpture and the North Manhattan Beach Business Improvement District Surf Board Sculpture could be applied for and vetted through this program, allowing for a faster and more streamlined process.

### *Project Status:*

This project has been paused due to COVID-19 and staffing limitations.

### *Recommendations:*

Staff and CAC recommend keeping this grant on the Work Plan, but pausing work on it to allow resources to be diverted to more pressing opportunities. Staff and CAC will return to this item, once other grants and initiatives are completed.

### *Fiscal Implications:*

None at this time.

### **City Council Direction**

Allow the continued pause of this item, while keeping it on the Work Plan.

## 9) Art Grants - School/Education

### *Overview and Background:*

This item was approved as part of the original Art Grant Program. The program intended to allocate funds to students, teachers, schools, and other educational art organizations to create art opportunities in Manhattan Beach.

### *Project Status:*

Staff has met with representatives from the Manhattan Beach Middle School and Mira Costa High School to discuss needs and opportunities for this grant. Due to COVID-19 limitations and several member changes to the CAC Ad Hoc Committee working on this project, the efforts have been paused.

### *Recommendations:*

Staff and CAC recommend keeping this Grant on the Work Plan, but pausing work on it to allow resources to be diverted to more pressing opportunities. Staff and CAC will return to this item, once other grants and initiatives are completed.

*Fiscal Implications:*

None at this time.

**City Council Direction**

Allow the continued pause of this item, while keeping it on the Work Plan.

**10) Public Outreach and Marketing Campaign**

*Overview and Background:*

In 2020, CAC requested to begin researching a public outreach and marketing campaign, focusing on Cultural Arts projects and events throughout the City.

*Project Status:*

It was identified that the City has a robust marketing strategy that encompasses Cultural Arts and other City-sponsored endeavors; a secondary campaign is not needed at this time.

*Recommendations:*

CAC recommends removing this item from the Work Plan as it has been explored and is no longer necessary.

*Fiscal Implications:*

No fiscal implications.

**City Council Direction**

Approval of the discontinuation and removal of this item from the CAC Work Plan.

**Library Commission Work Plan**

**1) Afternoon with an Author**

*Overview*

Afternoon with an Author is intended to be an annual event featuring a local author. Local historian Jan Dennis will be discussing her latest book on the Manhattan Beach Fire Department at the next event.

*Status of project - ongoing*

The event was postponed due to COVID-19.

*Next Steps*

We will use the Library Meeting Room when COVID-19 restrictions are relaxed.

*Estimated Costs per event*

Estimated cost is approximately \$100 (miscellaneous expenses). Urban Plates will be donating the food.

**City Council Direction**

The Library Commission recommends keeping this item on the Work Plan and approval of budget.

**2) East Manhattan Beach Library Services**

*Overview*

The Commission is developing a survey to determine the need for east side library services.

*Status of project*

The survey was due to be distributed in March 2020. Due to COVID-19, the Commission decided to wait until the library reopened, feeling that the results of the survey may be skewed if library services were limited due to the discontinuation of in-person services.

*Next Steps*

Reevaluate the survey and distribute to the community.

*Estimated Cost*

Work to be completed by staff and Commission.

**City Council Direction**

The Library Commission recommends keeping this item on the Work Plan and returning with recommendations to Council. Possible utilization of Library surplus funds for east side service.

**3) Library Poetry Event**

*Overview*

This intergenerational event is designed to bring together Mira Costa students and the Older Adult Poetry Circle. It will feature poetry recitations and readings.

*Status of project-Ongoing*

Scheduled to take place when the Library Meeting Room is available.

### *Next Steps*

Outreach to Mira Costa High School English staff and Older Adult Poetry Circle point of contact. The date and time of this event are to be determined.

### *Estimated Costs per event*

Approximately \$100 (miscellaneous expenses).

### **City Council Direction**

The Library Commission recommends keeping this item on the Work Plan.

## **4) Library Appreciation Event(s)**

### *Overview*

The Library Appreciation Event honors the library staff members annually by providing lunch as a thank you for their work.

### *Status of Project*

#### Ongoing

The 2021 event was held November 16 at the library and is planned to occur in November 2022.

### *Next Steps*

Continue to hold the event on an annual basis. If COVID-19 restrictions are lifted, hold an in-person event to include the City Council and Commission.

Consider adding a smaller event (i.e., Breakfast, Ice Cream Giveaway) in May 2022.

### *Estimated Costs per event (2 events per year)*

Lunch: \$400-\$600 (food), \$100 (invitations), \$50 (decorations)

Breakfast or Ice Cream Social: \$300-\$400 (food), \$100 (invitations), \$50 (decorations)

2000 bookmarks \$150, \$100 (reprint)

### **City Council Direction**

The Library Commission recommends keeping this item on the Work Plan and adding a second event in 2022.

## **5) No Strings Attached**

### *Overview*

No Strings Attached is an ongoing program that will be held in conjunction with the Light Gate sunsets, and other local events as requested. Unwrapped books are organized, grouped by categories and offered to guests free of charge.

*Status of project - ongoing*

Three successful events were held in 2021:

- Library Beatles tribute band event - August 10, 2021
- Light Gate Sunset - November 14, 2021
- North Manhattan Beach Holiday Stroll - December 3, 2021

*Next Steps*

- Continue to collect donated books
- Work with City and Library staff to coordinate logistics
- Plan Valentine's Day event at the library February 14, 2022

*Estimated Costs per event (4-5 events per year)*

- \$25 treats for booth
- \$15 miscellaneous supplies
- \$150 for banner (one-time)
- \$200 lighting (for events that happen after dark)

**City Council Direction**

The Library Commission recommends keeping this item on the Work Plan. The event costs will be included in the Parks and Recreation Department supplies budget.

**6) Story Adventure**

*Overview*

Story Adventure is a program that encourages children to read by placing pages of a book along a path. The pages are enclosed in weatherproof cases and children read the book by going to each case along the path. The books will be changed once per quarter, with that process facilitated by the student representative on the Library Commission.

*Status of project - ongoing*

An Eagle Scout candidate is constructing the cases with an estimated completion of May 2022. The Public Works Department will install these cases along the Braille Trail in Polliwog Park. This installation will be temporary and evaluated during a pilot time-period.

*Next Steps*

Continue to work with the City and the Eagle Scout candidate on design and placement. Work with Manhattan Beach Librarian on the selection of books.

*Estimated Costs*

The Eagle Scout candidate will fund the materials and construction of the cases. We will need to fund the purchase of books and lamination of each page. The estimate for this is \$1,200 annually. The Commission will seek support through Friends of the Library and private citizens.

- \$300 - Books (12 books x\$25/book)
- \$720 - lamination of pages
- \$180 - miscellaneous expenses

### **City Council Direction**

The Library Commission recommends keeping this item on the Work Plan.

## **7) Spring/Summer Reading Program/Teen Librarian update**

### *Overview*

This item recognizes the outstanding achievers in the Library's Spring/Summer Discovery Program. The Library conducts the program and selects outstanding participants who are recognized at a Library Commission meeting. This item has been combined with a monthly update from the Teen Librarian.

*Status of project - ongoing*

### *Next Steps*

Work with the Teen Librarian to stay up to date on events and receive names for recognition.

### *Estimated Costs*

None

### **City Council Direction**

The Library Commission recommends keeping this item on the Work Plan.

## **New for 2022 Work Plan:**

### **1) Photo Op Event**

#### *Overview*

The Library Photo Op Event will be held annually on a Saturday in April from 11:00 am-2:00 pm to offer free professional photos of residents to be taken at the Light Gate Sculpture with the library as the backdrop. Portraits will be made available on a website and will be displayed on the windows facing Highland. Attendees will be led into the library for food and entertainment on both floors. The purpose of the event is to focus attention on the library and all its offerings. A local business has agreed to sponsor several aspects of the event.

#### *Rationale/Benefit*

To assist in reminding patrons and potential patrons that the library is “open for business” and welcomes their presence.

*Estimated Costs of Event (Approximate Total: \$2,100)*

- Photographer: \$500
- Food: (based on 200 attendees) provided by the Zislis Group
- Live music outdoor: \$300
- Live music indoor: \$300
- Magician indoor: \$600 (3 @ \$200/ea.)
- Signage: \$200
- Miscellaneous costs: \$200

**Council Direction**

The Library Commission recommends approving the item. The Commission will solicit sponsorship to offset costs.

**2) Entertainment Series**

*Overview*

The Library Entertainment Series will be held up to four times per year and will present an array of entertainment from professional speakers (authors, experts) to dance companies to musicians. Most events will be held outdoors behind the library (Seating Capacity: 200). Various events will be aimed at adults, teens or children. The purpose of the series is to make the library the cultural showpiece of the South Bay. Michael Zislis of the Zislis Group has agreed to sponsor some of the artists and will include a stay at the Shade Hotel after their appearances.

*Rationale/Benefit*

To assist the Library in fortifying its presence within the community by offering high-end, talked-about entertainment to residents of all ages.

*Suggested Speakers/Performers/Experts:*

- Beatles Expert and Author Scott Freiman
- Magician and Teen Motivational Speaker Trent Lockwood
- Bestselling Author (and Manhattan Beach Resident) Glennon Doyle

*Estimated Costs of Series (\$35,000)*

- Speakers, Performers \$30,000
- Advertising \$2000
- Graphics, signage: \$1000
- Miscellaneous costs: \$2000

**Council Direction**

The Library Commission recommends approving the item. The Commission will solicit sponsorship to offset costs.

**PUBLIC OUTREACH:**

Public outreach for Commission Work Plan items have been discussed monthly at each Commission meeting.

**RECOMMENDATIONS:**

Staff recommends the City Council provide direction on each Work Plan item and approve the Annual Commission Work Plans for the Library Commission, Cultural Arts Commission, and Parks and Recreation Commission.

**LEGAL REVIEW:**

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