



## Legislation Text

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**File #:** 17-0314, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Mark Leyman, Parks and Recreation Director

Anne McIntosh, Community Development Director

**SUBJECT:**

Approval of Annual Commission Work Plans (Parks and Recreation Director Leyman and Community Development Director McIntosh).

**APPROVE**

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**RECOMMENDATION:**

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

**FISCAL IMPLICATIONS:**

There are no fiscal implications with the Commission work plans. However, particular items within the workplans may have expenditures associated with them. Each item with a fiscal implication will be presented to the City Council for review and approval.

**BACKGROUND:**

At a prior City Council meeting this past Spring, the City Council discussed updates to the Commission Handbook. One of the Handbook updates included a work plan process for each of the Commissions. On June 5, 2017 a joint meeting was held with the City Council and the Parks and Recreation, Cultural Arts and Library Commissions to discuss potential workplan items. At this meeting, the City Council approved discussion of the following items listed below, by commission.

**DISCUSSION:**

**Planning Commission Work Plan**

The City Council met with the Planning Commission in a joint session on June 21, 2017 to discuss policy matters that will be coming before the Planning Commission in Fiscal Year 2017/2018. The Planning Commission will have discussion, and in some cases conduct public hearings, and provide direction to the City Council on the following policies:

- General Plan Circulation Element (Mobility Plan)
- Land Uses, Zoning Regulations, Project Review Procedures for the Sepulveda Corridor

- Evaluation of the Historic Preservation Program

### **Parking and Public Improvement Commission Work Plan**

The City Council met with the Parking and Public Improvement Commission in a joint session on June 21, 2017 to discuss policy matters that will be coming before the Commission in the Fiscal Year 2017/2018. In addition to the review of petitions brought by the community and matters brought forward by the Traffic Engineer, the Parking and Public Improvement Commission will discuss and make recommendations on the following policies:

- General Plan Circulation Element (Mobility Plan) - portions relating to the business of the Commission
- Bicycle Master Plan projects - specifically those relating to the business of the Commission

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

The City Council met with the Parks and Recreation Commission in a joint meeting on June 5, 2017 to provide direction and approve topics for the 2018 Parks and Recreation Commission work plan. The following topics were approved for discussion only. Any items needing further direction or with any fiscal implication will return for City Council approval.

- Salute to the Troops Concert in the Park
- Commissioners attend and support Parks and Recreation Department activities and events, acting as ambassadors of the department
- Park Master Plan -provide cost estimates for Park Master Plan, facilitate community outreach, input, survey collection and resident engagement, review the current and past City plans to gain knowledge from previous studies, plan should also include pool research and information.
- User Group Field Allocation Policy - review and make recommendations to City Council regarding policy including fees
- Senior/Scout House - role in supporting or providing outreach
- Receive updates on capital projects and make recommendations to City Council as requested (i.e. Synthetic turf at Marine Avenue Baseball, Begg Field, and Manhattan Village Turf)

One new item that staff would like added to the work plan is for the Commission to evaluate the installation of a permanent pickle ball court at Manhattan Heights. Pickle ball use has grown exponentially and the players are requesting a more permanent space. The Commission can collect data, review use, and will return to the City Council with recommendations.

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

The City Council met with the Cultural Arts Commission in a joint meeting on June 5, 2017 to provide direction and approve topics for the 2018 Cultural Arts Commission work plan. The following topics were approved for discussion only. Any items needing further direction or with any fiscal implication will return for City Council approval.

- The Sculpture Garden program - Has been reorganized to be a two year program with a

competition for three artists as opposed to the original 1 year program for six artists. The intent is to be able to solicit better quality work by increasing the artist's honorarium with a longer viewing time.

- Strand Alcove Bench Program - Donated benches located on the strand between 4th street and Gull Street. There are approximately fifteen bench locations still available in the program, a majority of which are in the North end of the City.
- Community Arts Grant Program - Address the need for community members to fund small scale art projects within Manhattan Beach. In addition, fund special school art projects on a yearly basis. The Community Arts Grant Programs support projects and activities in all disciplines that provide quality arts and cultural programming to the Community of Manhattan Beach. Their purpose is to reinforce the artistic and cultural opportunities and experiences for residents and visitors. The Cultural Arts Commission manages these funding programs to provide financial support to organizations and individuals through a competitive application and review process. Programs and activities supported through the Community Arts Grant Program take place within the calendar year.
- Public Art Conservation assessment - As a follow up to the Public Art Decommissioning Policy adopted in 2015 The Cultural Arts Commission will oversee the contracting of an Art Conservation professional to develop a report that lists the location and condition of all public art works owned by the City of Manhattan Beach. This report will also include provenance information, history of the artist, conservation, repair, and recommend decommissioning if needed. A separate report detailing the yearly maintenance of each work will also be included.
- Special Exhibit materials and bus tours to the Manhattan Beach Art Center for students at MBUSD - The Cultural Arts Division will develop a program offering transportation of MBUSD Students to MBAC for tours and workshops related to the exhibitions. This will also include the development of a program brochure and classroom educational materials. (Possible additional sponsorship from MBEF and corporate partners) Staff will be designing this program.
- Digital Sculpture program - As a community that looks into the future, there is an interest in exploring the concept of developing a virtual reality/Augmented reality sculpture program.
- Public Sculpture - Located by the Pier.

### **Library Commission Work Plan**

The City Council met with the Library Commission in a joint meeting on June 5...

The Library Commission proposes the following projects for City Council consideration:

- To attend, support and offer community outreach for Library activities including the annual Birthday Celebration of the Library (May).
- A yearly Meet & Greet event to bring County and MBUSD Librarians together with Commissioners and members of the community in January, 2018. The budget for this event would include refreshments totaling approximately \$100. Commissioners will coordinate the meeting space and invite all parties. Staff time will be approximately one hour and will include the Commission liaison's time in assisting with purchasing refreshments.

- A twice yearly event that invites six (6) Outstanding Readers from the Library's Summer Reading Program and MBUSD to be recognized by and speak before the Library Commission, thus adding public speaking to their reading skills. The first "Readers Speak" programs would be held in September 2017 and March or April 2017. The budget for these events would include six certificates totaling approximately \$25, and refreshments for a reception totaling approximately \$100 for the year. Commissioners will coordinate with the Library and School District to determine how outstanding readers will be selected and how their appearances before the Library Commission will be arranged. Staff time will include the graphic artist creating a total of 6 certificates each year, for about one hour of staff time.
- One or two informal Business Lunches with speakers of interest to local merchants, arranged in conjunction with the Library and possibly Pages Bookstore. The budget would include a \$500 stipend to each speaker and lunch for up to 80 attendees at \$15 per person for a total budget of \$1,700 per event. If there are two events, then the total would be \$1,000 in speaker stipends and \$2,400 for lunches for a total of \$3,400. The Library Commission would attempt to find a free speaker and seek donations from local merchants and others to offset the budget. The Library Commission would coordinate the speakers, develop a plan to publicize the event and arrange with Library personnel for use of the multi-purpose room and/or outdoor patio area. City staff time will be approximately one hour and will include the Commission liaison's time to order the lunches.
- A discussion and exploration of activities to support and enhance the Library's impact within the community and the City's interface with the Library including (1) an informal survey of residents to find out: How do you use the Library? How does the Library fit in your life? What do you want from your Library? (2) a periodic review of Library hours, the availability of parking for Library users, and the maintenance of the Little Free Libraries in the community; and (3) an exploration with Eve Kelso, Recreation Services Manager, of ways in which the Library can support and interface with various recreation services and community events. The Library Commission will also discuss transportation options for the Library, how to enhance service opportunities for seniors, especially on the east side of Manhattan Beach, and how to integrate the Los Angeles County's MakMo program.
- The Library Commission also requests that a few questions about library services be added to the City's biannual survey.

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

The Council has had a number of duly noticed Council meetings to discuss this matter, and invited public input.

#### **LEGAL REVIEW**

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