

**CITY OF MANHATTAN BEACH  
MINUTES OF THE CULTURAL ARTS COMMISSION**

July 16, 2018

City Hall – City Manager Conference Room  
1400 Highland Avenue  
Manhattan Beach, CA 90266

**A. CALL TO ORDER**

Chairperson Manna called the meeting to order at 6:07 PM.

**B. ROLL CALL**

Present: May, Matsumoto, Rubino, Ryan, Taner, Chairperson Manna

Absent: none

Others present: Cultural Arts Supervisor Eilen Stewart, Recording Secretary Rosemary Lackow

**C. APPROVAL OF MINUTES June 18, 2018**

It was moved and seconded (May/Rubino) to approve the June minutes with the following corrections:

Pg 1: Approval of Minutes: correct the vote to reflect 3 abstentions, including Commissioner Ryan.

Pg. 2: First line, second paragraph from top: delete m in meetingsm.

Pg. 3: Public input: McAuleay (correct spelling)

Pg. 4: Paragraph regarding Art in the Park concept – correct spelling:

The event would feature booths.....of art, ~~where visual~~ either visual or performing.

The motion carried with a 5-0-1-0: Ayes: 4 (Matsumoto, May, Rubino, Ryan, Chair Manna), Noes: 0, Abstain:1 (Taner)); Absent: 0

**D. CEREMONIAL**

Chair Manna welcomed new Commissioner Orhan Taner who gave a brief self-introduction noting he is honored to serve. He and his family moved to Manhattan Beach two years ago from New York City where he had a career as an investment banker. Over the last 20 years he has attended many museums and art openings and after his formal career he got very involved in the arts, owning an art studio and having organized an internationally known art fair; is particularly interested in the interaction between the art and the business of art, and supports bringing world-class art to Manhattan Beach.

**E. AUDIENCE PARTICIPATION (3-Minute Limit) - None**

**F. STAFF ITEMS – Eilen Stewart**

Cultural Arts Division Update

Cultural Arts Supervisor Stewart provided the following updates:

- Concerts in the Park: the series has begun; no problems to report. The Salute to the Troops concert was well attended.
- “Day in the Life of Manhattan Beach” exhibit opening: June 29 was extremely well attended (650 – biggest turnout ever – more than double normal attendance). Public feedback was overwhelmingly positive; attendees commented that they enjoyed that it was very inclusive age-wise and media-wise (About 50% of the items exhibited were from 55+ adults while 30% of the

items exhibited in the Instagram component were from young adults, or younger than 21).

Commissioners gave their input: the City's reputation for its openings seems to be growing more and more and this is drawing more artists; the event was especially fun with local organizations represented; there was good food and local vendors, the topics seemed to be of great interest and appeal as a good variety of art media was represented. Cultural Arts Supervisor Stewart noted this year there was a change in that smaller openings were consolidated. Staff wants to have this event on an annual basis but unfortunately cannot do this event more than once a year due to staffing constraints.

Chair Manna mentioned that it might be worth checking as to whether the City could be a location where LACMA, while undergoing remodeling, might be loaning its art out to satellite locations. Arts Supervisor Stewart noted that staff can look into this, but she anticipates challenges because the City does not have a facility that would meet museum quality conditions that she anticipates would be required, such as security or interior climate control.

#### Request For Proposals for Utility Box Beautification Project

Cultural Arts Supervisor Stewart stated that two items that need Commission input are: 1) locations of 10 utility box sites City-wide to recommend to the Council for inclusion in this project, and 2) review of the draft RFP document.

#### Commission Discussion – Utility Box Locations

**Locations:** Ms. Stewart led a discussion of 33 total identified utility box locations distributed throughout the city, using a slide presentation that included reference map of all locations, and photos of individual locations. Ms. Stewart noted certain locations have multiple boxes and that the City Council, budget-wise has authorized **10** locations. Of the 33 locations, 16 are not considered feasible by staff because the owners of the boxes have not been identified: (4 - 8 in the North End, and 1, 3, 17, 18, 22-24, 30-32 in other areas), which leaves 17 possible participating locations. Chair Manna suggested, and the Commission agreed, to proceed by first discussing key issues for desirable locations, and then identifying which 7 of the 17 feasible locations should be eliminated.

The Commission discussed and agreed on the following:

1. Where there are multiple boxes at a location, all boxes collectively would count as a single location and artists should submit a design for all boxes at the location (e.g. 16); and,
2. The priorities in choosing locations should be: 1) high pedestrian activity such as downtown (25, 26, 28), or near parks or schools (16, 20, 21, 33) and 2) high traffic streets (e.g. Rosecrans) at signalized intersections where the boxes would be visible to stopped cars. (11, 12, 13, 29). Areas to avoid would be adjacent to residences (14, 15) and high volume streets where cars would be travelling fast past the utility box (9, 10, 19). It was noted that location 16 where there are 6 boxes presents a unique opportunity for a creative, unified design.
3. There should be a good effort to include a location in the Highland North End area. It was discussed that location 2 (Highland/Marine) did not have good visibility, but location 8 at Poncho's restaurant is desirable due to its good visibility. It was agreed that the North End BID group should be asked if they had a preferred location; Cultural Arts Supervisor Stewart indicated that a staff member could make contact with the BID and the City would pursue obtaining permission for a BID preferred location.
4. If possible, the number of locations should be expanded from 10 to 12, including in the commercial North End, Downtown, near the Manhattan Beach Middle School and Mira Costa

High School, as well as on Rosecrans Avenue and Sepulveda at signalized intersections which will give excellent city-wide coverage.

It was moved and seconded (Ryan/Matsumoto) to recommend that the City Council approve the following 12 box locations for the Utility Box Beautification Program as indicated on the "Citywide Utility Boxes" Map dated May 2018: 8, 11, 12, 13, 16, 20, 21, 25, 26, 28, 29, 33.

**ROLL CALL:**

Ayes: Matsumoto, May, Rubino, Ryan, Taner, Chair Manna

Noes: None

Absent: None

Abstain: None

Cultural Arts Supervisor Stewart noted she will confirm all locations with multiple boxes and will double check the program budget.

**Commission Discussion – Draft RFP**

**Draft RFP document.** Cultural Arts Supervisor Stewart led the Commissioner through the 5-page draft RFP package and requested input regarding the content - to make sure there are no major omissions and that everything makes sense. Ms. Stewart noted that only the cover page will be distributed in paper copy to potential applicants; the remaining application and information packet will be available on the city website.

The Commission discussed and agreed on the following changes (in italics):

Call to Artists Flyer: *Cover up the cover page, and the words "Belmont Heights" on the penguin box photo*

**Call to Artists – Main RFP document:**

- Background: *Revise this paragraph - the first sentence is too long and should be broken into two shorter sentences. Flip the order of information: the first sentence should name and describe the project, followed by how the project is managed (under the direction of City Council etc.).*
- Overview:
  - *Change second sentence: "This original artwork "will be" (as opposed to "can be") designed /created.....*
  - *"For this phase one 10...." - Replace "one" with Roman Numeral "I" to read "For Phase I, 10 boxes "*
- Artist Guidelines and Requirements
  - Eligibility: *Include the names of 3 beach cities, consistent with Section A.*
  - City Responsibilities: *Add the City owns the artwork and will be responsible for maintenance.*
  - General Guidelines – No. 5: *Add City can use/reproduce the artwork and artist retains copyright.*
  - Artwork Themes: *add "present or past" in (a.)*
  - Application Requirements: 1.c.: *1) refer to map where a note is to be added calling attention to location 16 - that there are multiple boxes at this location, and either a single artist with a design for all boxes OR a collaboration by multiple artists for all the boxes is encouraged; 2) add verbiage that primary and secondary boxes are to be labeled as such where there are*

*multiple boxes.*

- Application Requirements: 2: Provide samples: 1) Reposition “NOTE: Student applicants....” visually to clarify that it relates to the statement above; 2) Switch (c) with (b); 3) in (c) provide examples of “other” projects (“other than utility boxes”);

**Artist Application Form:**

- Affiliation to MB: *name the three beach cities Manhattan Beach, Hermosa Beach, Redondo Beach for clarification.*
- Affiliation: *Change Mira Costa High School to Manhattan Beach school and add a box or include in an existing box: If a student in Manhattan Beach, please indicate name of school.*
- Box “Please list your preferred box/boxes”: *add a note that checking this is optional and add a box “No preference”*
- Accompanying map: *add a note to indicate locations where there are multiple utility boxes.*

Ms. Stewart noted that accompanying the RFP will be a revised map and a diagram of a splayed view and the final draft will be submitted to the City Attorney for review.

Chair Manna asked for public input; seeing none, he called for a motion.

It was moved and seconded (Rubino/Ryan) to direct Staff to make revisions on the draft RFP packet as discussed.

**ROLL CALL:**

Ayes: Matsumoto, May, Rubino, Ryan, Taner, Chair Manna

Noes: None

Absent: None

Abstain: None

Cultural Arts Supervisor Stewart noted she will send out the documents as revised tonight within a week to the Commission for any last changes

City Council updates - no new information

**G. COMMISSION ITEMS**

Chair Manna asked if any Commissioners were planning to attend an arts event in Culver City this Thursday, at the invitation of Senator Ben Allen. The Commission discussed possibly car-pooling to the event.

**H. ADJOURNMENT**

At 8:00 P.M, Chair Manna adjourned the meeting to the regular meeting at 6:00 P.M. on August 20, 2018 in the Council Chambers at City Hall, 1400 Highland Avenue; there being no objections, it was so ordered.