

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

August 30, 2021

Meeting by teleconference (Zoom) – in accordance with procedures on agenda  
1400 Highland Avenue  
Manhattan Beach, CA 90266

**A. CALL TO ORDER**

Chair Marcy called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

Present: Manna, Ryan, Spackman, Tokashiki (until 7:10 pm), Rubino, Chair Marcy

Absent: None

Staff present: Eilen Stewart, Cultural Arts Manager (CAM), Linda Robb, Parks and Recreation Management Analyst, Rosemary Lackow, Recording Secretary.

**C. APPROVAL OF MINUTES - July 19, 2021**

It was moved and seconded (**Rubino/Manna**) to approve the minutes as submitted; the motion passed by a roll call vote 6 – 0 (Ayes: Manna, Rubino, Ryan, Spackman, Tokashiki, Chair Marcy)

**D. CEREMONIAL – None**

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

**F. GENERAL BUSINESS**

**Discussion of Work Plan Items**

a) **MBAC (Art Center) Revamp:** Manna, Rubino, Spackman

**Comm. Rubino** reported that the committee is looking into a digital “artistic” type of large digital sign at the front of the building. **CAM Stewart** clarified that, in order to use Public Art Trust Fund allocation, the lead on the design/project needs to be an artist – who would design the sign structure as a qualifying expression of “art” that incorporates a sign as an incidental element. Sign companies may however still be a good resource – for a recommendation for an artist or for budgeting purposes.

**CAM Stewart** updated that staff is planning is to seek approval from Council in October for allocation of trust funds for the repair (re-painting) of the Van Hamersveld frieze as has been discussed in prior meetings.

In discussion that followed, it was agreed that the Commission would have a more robust discussion regarding the CAC’s position on this at the next meeting.

In a brief discussion regarding communication protocols, **CAM Stewart** advised the commissioners against soliciting input from the City Council directly. Commission recommendations as well as possible options will be identified in the staff report to the City Council. **Chair Marcy** reminded the commissioners to monitor and respond to emails as soon as possible, no later than within 72 hours.

b) **PR and Marketing Campaign:** Manna, Spackman

**Commissioner Manna** stated there was nothing significant to report. **CAM Stewart** advised the Committee to arrange a meeting with her to discuss, including the project objectives.

c) **Rainbow Crosswalk:** Marcy, Rubino, Ryan

**CAM Stewart** advised that staff will be taking the Commission recommendation to the City Council in October. It was confirmed that the Commission's preferred location is MBB at Peck Avenue and as an alternative, MBB at Morningside in downtown.

d) **Arts Grants – General Guidelines:** Spackman, Marcy, Tokashiki

**Commissioner Spackman** walked the Commission through, and solicited input and discussion regarding a draft of general guidelines for grant applicants. He highlighted some elements he feels deserve more discussion such as eligibility, funding categories, time limits (to complete), and a "score sheet". The Commission proceeded to review and comment on the document, section by section as follows:

Purpose/Contact/Overview sections: **CAM Stewart** noted that the city website domain has changed from @citymb.info to @manhattanbeach.gov and staff will update on the draft document.

Eligibility/Requirements:

- 5<sup>th</sup> bullet (arts organizations partnering with schools): **Commissioner Rubino** expressed concern about the wording that does not allow a school to be the applicant; Commissioner Spackman noted the intent of this is to ensure that the project will be carried out. **CAM Stewart** suggested that this is an issue that could be subject to modification on a case-by-case basis.
- 9<sup>th</sup> bullet: It was noted that as drafted, exclusions for participating include city staff and current CAC members to potential conflict of interest. After detailed discussion it was agreed that staff would a "catch-all" category of entities that would be excluded from participating – such as "any city organization that reports to the city council...".

*At 7:10 p.m. Commissioner Tokashiki's connection was lost and she was unable to continue participating.*

COVID-19 Compliance: It was discussed and agreed that flexibility was important and this provision could be an addendum; staff will ask the city risk manager and legal staff to review.

Funding Categories: As currently drafted, disbursements for all projects would be done 80% / 20%. **CAM Stewart** noted that the city typically disburses funds in a 50%/50% split instead. Discussion followed. **Commissioner Spackman** opined that giving only 50% at the approval may be a significant hurdle for an artist/performer and suggested that the initial disbursement should be substantial with subsequent disbursements tied to the degree of project completion and a less amount held until project completion. **Commissioner Manna** agreed with having disbursements tied to completion and suggested that perhaps the intervals and amounts can be negotiated. **CAM Stewart** noted that staff and City legal Counsel has leaned towards 50/50 and recommends that if negotiated, then this must be signed off by the city's legal staff and will be outlined in the contract.

**Commissioner Spackman** suggested that perhaps a funding category can be carved out that addresses small budget projects, e.g., requesting \$5,000 or less. **CAM Stewart** noted that all participants, regardless of the grant amount, will be required to enter into a contract.

**Commissioner Rubino** suggested that this section be more generalized to be flexible in its application.

**Commissioner Manna** raised a concern that perhaps penalties should be set if the project time frame is exceeded. **CAM Stewart** noted that the contract itself will address penalties for non-performance which would cover the situation described. The city would have options, such as cancellation or amendment, depending on the degree of completion.

**CAM Stewart** suggested and it was agreed that for the next meeting, each committee member should look at and suggest funding disbursement amounts for each of its project categories. **Commissioner Rubino** again noted she thought the guidelines should be more generalized compared to the application and contract documents.

Score Sheets: **Commissioner Rubino** questioned whether each grant should have its own score sheet and perhaps this should not be specified in the guidelines. **Chair Marcy** suggested that the Commission continue its discussion on this at the next meeting.

- e) **Arts Grants – Murals:** Ryan, Tokashiki.  
Nothing new reported.
- f) **Arts Grants – Utility Infrastructure Beautification:** Marcy, Rubino.  
Noting new reported. CAM Stewart suggested that an idea that sewer manholes be included in items potentially beautified should be carefully considered as it will be very costly and difficult to execute.
- g) **Arts Grants - Sculpture Garden:** Manna, Ryan, Tokashiki.  
Nothing new reported.
- h) **Arts Grants - Performing Arts:** Rubino, Spackman, Tokashiki  
Noting new reported.
- i) **Arts Grants - Digital Wall Art (City Hall):** Manna, Spackman.  
**CAM Stewart** reported that staff will be taking this item to the City Council in October – but only for budget purposes. The content of what will be displayed will not be reviewed or decided at this time.
- j) **Arts Grants - School/Education:** Rubino, Ryan.  
Nothing new reported.
- k) **Arts Grants - Permanent Sculpture:** Manna, Ryan, Tokashiki.  
Nothing new reported.

#### **G. STAFF ITEMS**

**CAM Stewart** reported:

- PATF (trust fund) status: no change since last meeting: total is approximately \$2.1 million including \$1 million allocated and about \$1.1 million unallocated; no funds will expire until 2023.
- Cultural Arts Division: The *Annual Community Exhibition: 80 Years of Creating Community* will continue until September 12<sup>th</sup>. Planning is underway for the next exhibit which will be brought by Homeira Goldstein’s Time4Art organization. The ceramics program continues to be well supported by the community; classes at the Art Center are being restructured.
- City Council updates: as noted, the staff report going to the City Council in October will include requests for allocations for four projects that will involve the CAC: The MBAC Van Hamersveld

frieze repainting; installation of a Rainbow crosswalk; the City Hall digital wall art (for budget only), and a permanent stage at Polliwog Park.

- **CAM Stewart** went over a project proposal template that each Committee can follow in preparing for their report/proposal for each of their work plan projects.

**H. COMMISSION ITEMS**

- **Chair Marcy** reminded the Commissioners to pick up their name badges from City Hall.
- **Commissioner Rubino** mentioned she had received an invitation for a community event on Thursday September 9<sup>th</sup>.

**I. ADJOURNMENT**

At 8:04 P.M, Chair Marcy, seeing no objection, adjourned the meeting to September 20, 2021 at 6:00 p.m.