

DRAFT
CITY OF MANHATTAN BEACH

MINUTES OF THE CULTURAL ARTS COMMISSION

August 9th, 2005

6:00 p.m.

CONTENTS

I. CALL TO ORDER

The Cultural Arts Commission (CAC) of the City of Manhattan Beach, California met on Tuesday, August 9th, 2005 in the City Council Chamber Conference Room.

II. ROLL CALL

Present: Commissioners
Sharon Greco (Chair), Shelby Phillips (Vice-chair)
Francey Seckinger
Susannah Rosenthal
Richard Gill, Director Parks and Recreation
Juanita Purner, Cultural Arts Manager
Maya Thomas, Sr. Recreation Leader

Absent: Candy Duncan

III. APPROVAL OF MINUTES

The minutes from July 12th, 2005 were approved with no corrections.

IV. AUDIENCE PARTICIPATION

None

V. GENERAL BUSINESS

Commissioner Greco opened the meeting with a concern as to whether any donor would put \$50,000 into the Stand Alcove/Bench project considering the varying size of individual alcoves.

Points that were raised are as follows

- Perhaps a range (i.e., \$30,000- \$50,000) should be introduced into the donor guidelines document.

- By setting a price range for the project, would the quality of individual bench alcove designs be consistent?
- Is \$ 50,000 dollars too much?
- If a donor pays \$50,000, will they be able to select their own alcove location, or will there be an obligation to choose from the completed alcoves?
- Having a pre-qualified pool of artists as an option is much more expedient for donors than individual donors choosing their own artist (a much more lengthy process).
- Should a deposit be part of the contractual agreement?

The Commission agreed the above issues will be resolved when the Donor Policy/Guidelines and RFP are finalized.

05/0412.6 Strand Bench /Alcove Program

A. Finalize RFP. Commissioners agreed to make the following changes.

INTRODUCTION

- The commission changed “pre approved” to “pre qualified” throughout the document. The term first appears under section titled “ The RFP has two purposes.”

ELIGIBILITY

No change in this section.

SITE

- Second paragraph, second sentence “alcoves” is changed to “alcove.”
- Dimensions should read 5’by 15’ in size.

BENCH GUIDELINES

- TITLE of section should read “ ALCOVE/ BENCH GUIDELINES”
- Last bullet: Artist/Donor should remain the same.

PROJECT GOAL

- First sentence, delete: “The goal of this project is to...”
- Capitalize the “t”: “To create an artistic...”
- The last bullet/ sentence: “is” should be replaced with “ are”

BUDGET

- Delete “Prototype:” from first sentence.
- First Sentence delete the second “a” i.e., “...a contract for design, fabrication and installation...”
- Second sentence: “Artist” should be a lower case “a.”

- Third sentence: delete “There are,” begin with “No extra funds [insert “are”] available...”
- Second paragraph delete “pre-approved artists” replace with “Artist Pool:”
- “Pre-qualified” should be inserted in first sentence for consistency.
- Fourth paragraph should read: “Four finalists will receive a \$500 stipend to provide a maquette. The final selection will be presented to City Council for approval.”

SELECTION CRITERIA

- First bullet should include digital images i.e., “...by slides/digital images, resume and professional capacity...”
- Second bullet add “and” installation of the artwork for public places.
- New bullet should read – “appropriateness to the site.”

PROPOSAL REQUIREMENTS

- Number 7. “material” should be plural.

TIMELINE

No Change

PROPOSAL DELVIERY DEADLINE

No Change

MAIL MATERIALS TO

No Change

05/0712.3 Strand Bench/Alcove Donor Guidelines

B. Review of final draft

INTRODUCTION

- The last sentence of the second paragraph was deleted.

PROCESS

- **A. Selection from Pre- approved pool of Artists**
Add second paragraph from budget section; to be added as second paragraph in this section; “Proposal budgets for the pre approved pool will be reviewed each year. Budget revisions, due to fluctuations in the cost of materials, will be submitted for approval to the CAC and City Council.”

- **B. Donor’s Artist Option**
First sentence, first paragraph: the word “list” is changed to “catalogue.”
- Last sentence, first paragraph: delete “The”
Sentence should begin with: “Designs that focus on memorializing [delete “the”] lives of individuals...”
- Insert: “has two purposes” statement of RFP document into donor guideline after second paragraph.
- Italicize ADA compliant bullet point.
- Insert **GUIDELINES**, **GOALS** and **DIMENSIONS** sections of RFP document under letter **B.** of donor guidelines.

STRAND BENCH/ALCOVE LOCATION

- “Location” should be capitalized. Section C. “Strand Bench/Alcove Location.”
- Add last bullet, “Alcove/Bench location is on a first come first served basis and with an approved design the donor can choose from available locations.”

ARTIST/DONOR RECOGNITION

- Should read: “Recognition of the artist and donor for each bench/alcove will be placed in a discreet location with lettering no larger than one inch in height. The format is: *Donated By: Rodney Scattergood – Artist – Joe Johnson*”

BUDGET

- First paragraph, first sentence: change the word “estimated” to “approximately” and change the word “estimated” to “itemized”
- Second sentence should read: Cost estimates must be provided during the approval process with paid invoices submitted upon project completion.”
- Combine last sentence with the first “...an itemized budget , design, artist fee, travel expenses, engineering, fabrication, delivery, art and liability insurance and installation.”

DEPOSIT AND CONTRACTUAL ISSUES

Consideration was given to requesting a good-faith deposit from potential donors for Alcove/Bench sites. The issues were:

- Does the deposit serve as a safeguard for the City, should the donor decide not to complete the Alcove/Bench project?
- Is this deposit needed to hold the site, should another donor want the same location?
- Can a “deposit” clause be part of the contract between the City and Donor?

- Location selection is made on a first come first served basis and held with a \$5,000 refundable deposit. Legality of the City holding deposit funds was raised

Richard Gill stated the Alcove/Bench space is not allocated until the design is approved by the City Council and the Cultural Arts Commission. Upon approval of the design from City Council, the donor may select their alcove location. He will take these issues to the City Manager's meeting the next day and report the outcome.

STRAND ALCOVE/BENCH STAFF REPORT

Richard Gill requested that the Commissioners review the Staff Report for content.

VII. REPORTS AND OTHER BUSINESS

None

VIII. ADJOURNMENT

With no further business, the Cultural Arts Commission adjourned at 9:45 p.m.