

**DRAFT**  
**CITY OF MANHATTAN BEACH**

*MINUTES OF THE CULTURAL ARTS COMMISSION*  
*June 14, 2005*  
6:00 p.m.

CONTENTS

I. CALL TO ORDER

The Cultural Arts Commission of the City of Manhattan Beach, California met on Tuesday, June 14 , 6:00 p.m.. in the City Council Chamber Conference Room.

II. ROLL CALL

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

Absent: None

Commissioner Greco introduced and welcomed new members: Commissioners Susannah Rosenthal and Francey Seckinger.

III. APPROVAL OF MINUTES May 10, 2005

Commissioner Duncan suggested a clarification for minutes taken on May 25<sup>th</sup> under subject heading of budget of the RFQ/P for the strand/ alcove bench project: Artists are to present designs to Cultural Arts Commission first and then obtain approval from City Council.

Commissioner Greco pointed out a discrepancy from minutes taken on May 25<sup>th</sup>. A sentence that appeared in the minutes did not appear in draft 2 of RFQ/P commission has been working on.

Commissioner Greco clarified her quote from minutes taken May 10<sup>th</sup>  
Her recommendation was to look into the costs to resurface benches. Commissioner Greco later learned that benches could not be resurfaced.

Commissioner Greco pointed out discrepancy about the commission consensus on mosaic tile as a medium for the Strand bench/alcove project. Mosaic tile was a favorite with the commission as discussed in previous sessions, but no decision was made on its use.

Minutes were approved as corrected.

#### IV. AUDIENCE PARTICIPATION

None

#### V. GENERAL BUSINESS

Ms. Purner suggested the review of the RFQ draft be placed at the end of General Business.

##### 06/1405.1 Work Plan Items

Commissioner Phillips presented the commission with a proposal for a range of (8) sites that could incorporate a performance space (Theater) that the City could invest in at varied costs.

Richard Gill, Director of Parks and Recreation, was introduced to the new Commissioners, Francey Seckinger and Susannah Rosenthal.

Commissioner Seckinger made the following suggestions: to add a mission statement to the existing document that addresses why there is a need for a performance space in the city of Manhattan Beach; define the audience; how would the production companies be obtained and how many performances per year? Would an in-house Manhattan Beach performance art group be considered?

Commissioner Seckinger also suggested not to limit the document to just the eight options that are listed by Commissioner Phillips. Commissioner Seckinger would add the following sites: Polliwog Park amphitheater, Manhattan Beach Middle School's outdoor performance facility, Manhattan Village's circular outdoor facility and Raleigh Studios Facility.

Richard Gill explained the nature of the City Council work plan meeting to help prepare a document and acknowledged the "hunger" for theater among residents.

Commissioner Duncan expressed concern over the issue of parking at each proposed site which was not specifically addressed in the document.

Commissioner Phillips made a motion to approve the document as is. Commissioner Duncan suggested that the parking issue be addressed in document.

Commissioner Greco urged the addition of an overall feeling of having a theater for the City be expressed in an opening mission statement. She is opposed to renting a facility.

Commissioner Duncan moved that Commissioner Phillips and Commissioner Greco work to draft and finalize a mission statement cover letter that will address issues brought up during prior discussion; also, that the document is recommended by the Cultural Arts Commission to City Council for the upcoming work plan meeting.

Motion is passed unanimously.

Commissioner Phillips introduced another proposal for a Children's Theater Program for Summer 2006.

Richard Gill points out that Cultural Arts division is presently short staffed and this is a contributing factor as to why this program has not come to fruition.

Commissioner Phillips looked for direction as to whether this proposal needs to be included on the work plan for City Council, or is it a program which the Cultural Commission can fund and support.

Ms. Purner suggests that this issue is an in-house programming issue and should be discussed at a later date among the commissioners.

05/0412.3 Strand Bench and Alcove Program RFQ Draft 2 review

The commission reviewed a second draft of the document.  
RFP/Q Draft II was reviewed as follows:

**A. INTRODUCTION**

- Commissioner Greco suggested the introduction should be inclusive, so the audience reading the document will know exactly what the project is about by reading the introductory paragraph. She suggested inserting the following sentences /corrections.
  1. After first sentence insert: "As part of this project, 44 alcoves each containing a seating area, will be created adjacent to the strand."
  2. Second sentence delete the word "other" and replace with "remaining."
  3. Third Sentence add "/" between the words bench and alcove, and add a comma after alcove and Strand.
  4. Insert a sentence "There is a desire to make these 44 alcoves along the Strand a aesthetically pleasing and restful place to enjoy the beach an surrounding area."

5. Delete last sentence in paragraph.

**B. The RFQ has two Designations:**

- Commissioner Phillips  
“Cultural Arts Commission” and “Public Art Advisory Committee,”  
instead of what is listed in document.

**C. ELIGIBILITY**

- Last sentence: list in parenthesis please delete “and/ or” and add “etc.”  
at end of list.

**D. SITE**

- First Paragraph, last sentence: “each artist designed bench/alcove will  
be treated as a whole unit.” to be moved to the beginning of second  
paragraph.
- Second Paragraph: “The alcove dimensions are 5’ by 13’ in size: the  
concrete curb ( insert: surrounding the alcove ) is 10” ( insert: high)  
delete “and” there is no access....”

**E. BENCH DEFINITON**

- Change title of section to BENCH GUIDLEINES.
- Delete Sentence “Artists finalists should be prepared....”
- First bullet point: Be more specific on what ADA compliance is, list  
the specific qualifications.
- Second Bullet point: “Back rest ( delete: “optional”) (add: “and arm  
rest optional”)
- Third bullet point: “Free standing” ... decisions was not reached on  
this bullet point
- Fifth bullet point: Delete “ Installation/mounting” (insert “i.e.” bolted  
in place)
- Note: put in sentence about donor recognition.

**E. PROJECT GOALS**

- First sentence: The goal of this project is to create (Insert: “art walk”  
or “artistic walk”) along the strand.

**F. PROPOSAL REQUIREMENTS**

- Changes for this section had been discussed at the previous meeting  
and it was decided will remain “Proposal Requirements.”
- A request for an elevation drawing is part of the Proposal  
Requirements.
- Reinsert the Proposal Requirements section after Proposal Criteria.
- Add the \$500.00 stipend under Budget and move budget to Project  
Goals.
- Confirmed the number of finalists as ten..

## G. BUDGET

- Second paragraph change: If selected as one of the finalists, the artists or Artist/design team will be included in the pre-approved pool making themselves available for donor sponsored bench/alcoves for future projects.
- Third paragraph change: The artist selected to complete the prototype bench/alcove will provide a model that the CAC and Public Art Advisory Committee will present to City Council for approval.
- Discussion regarding the RFP's two-tiered format and the fee (\$50,000) assigned for both the bench/alcove prototype and for future donors determined the City was seeking a specific level of quality for this project.
- Commissioner Phillips confirmed all the artists in the pool will submit conceptual designs and budgets at the \$50,000 level. The designs will be placed in a catalogue, or binder and made available to potential bench/alcove donors. If the donors do not select from the pre-approved artist pool, they have the option to engage their own artist and go through the approval process.
- Commissioner Greco made reference to the Keller Bench project as an recent example of persons undergoing the "outside" artist design approval process.
- Commissioner Seckinger questioned the donor's preference for a customized bench. It was pointed out that donors have the option to design a bench but with the approval process would provide a check and balance. Seckinger suggested RFP might too ambitious in attempting to produce a bench/alcove prototype and an artist pool for future donors interested in this project.
- Commissioner Greco indicated the artist pool concept arose out the lack of City guidelines for donated benches on the Strand. Benches donated in the past presented a memorial theme that drew response from the community. A process headed by the CAC and PAAC is now in place approving artists and their concepts.
- Commissioner Phillips raised the issue of the expiration time for budgets. How long are proposal budgets good for, especially with the possibility the project could take five to ten years? This needs to be explored. Also, does this document address how the donor is recognized?
- Commissioner Greco clarified no the document is focused on the prototype selection and the creation of an artist pool for future donors.

- Commissioner Seckinger shared her opinion that the process could be taken in smaller steps and the document could become a two phase format.
- Director Richard Gill stated City Council requested the sole finalist be presented and not groups of semi-finalists. He also indicated a specialized guide was needed for the donor.
- Commissioner Greco indicated that is a separate document and is not included in the RFP. This document is for the artist.
- Commissioner Duncan mentioned it was important to communicate to the artists if they are selected as finalists they are part of the pool open to donor selection.

#### **H. SELECTION PROCESS**

- Everyone agreed this section is complete.

#### **I. TIME LINE**

- Time line for bench/alcove project is: RFP completed in July; City Council reviews RFP in August; if approved RFP is mailed out August 30; and October 1<sup>st</sup> is the proposal deadline.
- The commission asked that Ms. Purner investigate whether an expiration date should be placed on proposal submissions. This is a concern given the extended length of this project.

The Commissioners were concerned with an artist orientations meeting and a site walk through. This information will be mailed to the artists who are identified as the project finalists.

#### **06/1405.2 Selection of Commission Officers**

Richard Gill explained the selection process can be based on seniority shifting the office to the next person. Or, the new chair could be elected as the result of three votes governing. Commissioner Phillips motions that Sharon Greco remain in place and that Shelby gladly take the Vice Chair position. Her reasoning was based on good news, she is expecting a new child in February! The motion was passed unanimously.

### **VII REPORTS AND OTHER BUSINESS**

Wayne Powell former Cultural Arts Commissioner was awarded a commemorative plaque by Commissioner Greco for his enthusiastic support of the arts and his contributions to the Commission. He will be missed by all and we wish he all the best with the PPPIC. Wayne stated his experience with the Commission “was wonderful and

it was a pleasure working with the Commission even when they didn't see eye to eye and hashed it out."

#### VIII. ADJOURNMENT

Commissioner Greco adjourned the meeting at 8:33 p.m.