



**CITY OF MANHATTAN BEACH  
CULTURAL ARTS COMMISSION MEETING  
Monday, March 15, 2021  
5:00 PM  
Location: Virtual – Instructions within Agenda**

**A G E N D A**

**A. CALL TO ORDER**

**B. ROLL CALL**

Commissioner Marcy	Commissioner Rubino
Commissioner Manna	Commissioner Ibaraki
Commissioner Ryan	

**C. APPROVAL OF MINUTES**

February 1, 2021

**D. CEREMONIAL**

**E. AUDIENCE PARTICIPATION (3-Minute Limit)**

The public may address the Commission regarding City business not on the agenda.

**F. GENERAL BUSINESS**

Discussion of Work Plan items:

- a) MBAC Revamp Project
- b) PR and Marketing Campaign
- c) Rainbow Crosswalk
- d) Arts Grants
  - a. Murals
  - b. Utility Infrastructure Beautification
  - c. Sculpture Garden
  - d. Performing Arts
  - e. Digital Wall Art
  - f. School/Education
  - g. Permanent Sculpture

**G. STAFF ITEMS**

Cultural Arts Division updates  
PATF Budget update  
City Council updates

**H. COMMISSION ITEMS**

**I. ADJOURNMENT**

Pursuant to Governor Newsom's Executive Orders No. N-25-20 and No. N-29-20, City Council Chambers is not open to the public. In the interest of maintaining appropriate social distancing, the Cultural Arts Commission encourages the public to participate by submitting comments on agenda items or other subject matter within the jurisdiction of the Library Commission via email to both [estewart@citymb.info](mailto:estewart@citymb.info) and [lrobb@citymb.info](mailto:lrobb@citymb.info), no later than 4:00 PM, March 15, 2021 (the day of the meeting), if you are unable to join the meeting via Zoom.

**Zoom Meeting Instructions:** There are multiple ways to join the meeting. Please Note - the Cultural Arts Commissioners and Staff will be visible via video, members of the public may choose to turn on their video during public comment during their turn.

If you plan to speak during the meeting, join via Zoom at 4:45 p.m. in order to request to be on the speakers list.

1. Join Zoom Meeting via the internet (download app if needed): Direct URL: <https://comb.zoom.us/j/92330757540> , Meeting ID: 923 3075 7540  
Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.1 – Jane Smith.
2. Join Zoom Meeting via Phone Application (download app if needed): Download Mobile Apps: <https://zoom.us/download>, Enter Meeting ID: 923 3075 7540  
Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.1 – Jane Smith.
3. Join Zoom Meeting via Phone Conference (Voice Only): Phone Numbers: +1 669-900-6833 or +1 346-248-7799. Meeting ID: 923 3075 7540.  
Find your local number: <https://comb.zoom.us/j/aByWMRmYK>. Upon calling in, you will be “muted” until you are prompted by the Host to state which item you wish to comment on. Your mic will be unmuted when it's your turn to provide Public Comment.

Please Note - All microphones for non-Commissioners or Staff will be muted during the meeting, except during Public Comment periods for which you have requested to speak.

The City strongly advises you of the following:

1. Download the Zoom app to your respective device well ahead of the meeting time. Visit <https://zoom.us/> for the download link. Please make sure you have downloaded the most recent version available.
2. Familiarize yourself with the Zoom application prior to the meeting.
3. Check the condition of all personal electronic equipment, internet and phone connections, and microphone/speaker functionality. The City is unable to support this equipment.
4. Join the meeting prior to the start time. Due to security or technical limitations, admittance to the meeting may not be possible after the meeting begins.
5. Every effort will be made to “rename” participants on Zoom as quickly as possible, so that phone numbers are hidden, however, phone numbers may be partially visible for a brief time.

**DATE:** March 15, 2021

**TO:**

Members of the Cultural Arts Commission

**FROM:**

Eilen R Stewart, Interim Cultural Arts Manager

**SUBJECT:**

Cultural Arts Commission Work Plan for 2021-2022

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**RECOMMENDATION:**

Discuss Cultural Arts Commission Work Plan items approved by the City Council on January 4, 2021 at the City Council and Commissions joint meeting.

**FISCAL IMPLICATIONS:**

Fiscal implications, if any, will be developed on a project-by-project basis and presented to the City Council as necessary.

**DISCUSSION:**

The City Council met with the Cultural Arts Commission in a joint meeting on January 4, 2021 to provide direction and approve the following topics for the 2021-2022 Cultural Arts Commission Work Plan.

- MBAC Revamp Project
- Performing Arts Campaign
- PR and Marketing Campaign
- Sculpture Garden
- Utility Box Beautification
- City Murals
- Arts Grants
- City Wide Arts Assessment
- City Hall Lobby Art
- AC Conner Exhibition
- Historical Archiving Project

Ad-hoc committees have been assigned for each project. Committees will provide updates and take necessary actions to move each project forward.

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

February 1, 2021

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

**CALL TO ORDER**

**Chair Ryan** called the meeting to order at **5:02 PM**.

**A. ROLL CALL**

Present: Ibaraki, Davis, Manna, Marcy, Rubino, Chair Ryan

Absent: None

Staff present: Eilen Stewart, Interim Cultural Arts Manager (ICAM), Linda Robb, Cultural Arts Division staff (Host Participant).

**B. APPROVAL OF MINUTES** - December 21, 2020

**Commissioner Manna** noted that the vote (3-2) on page 2 for the Utility Box Beautification program (Category B) is an incorrect total; after a brief discussion it was directed that the minutes on Page 2 for this matter be corrected to read as follows:

“It was moved/seconded (Ryan/Manna): vote: 4-2; ayes: Rubino, Manna, Marcy, Ryan and absent: Davis, Ibaraki), with reservations/caveat expressed by **Commissioner Rubino** as described. “

There being no further corrections, **Chair Ryan** moved for approval with one change as stated, second by **Manna**; there being no objection, it was so ordered.

**C. CEREMONIAL** – None

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

**E. GENERAL BUSINESS** – **Discussion of Work Plan Items**

**ICAM Stewart** confirmed that at the joint council meeting in January, the Council had affirmed a revised Work Plan as recommended by the Commission and the main focus and business tonight was to review the list of work plan items, restructure and reassign Commissioners to Ad Hoc Committees – the notion being that the Arts Grants program would be broadened. One project – the City Hall Lobby artwork – has a major change and she will update the group on that.

**ICAM Stewart** reminded of a few “housekeeping” items: 1) please keep track of personal absences from meetings – a maximum of two are allowed, calculated within the fiscal year June to July, with an exception for the student Commissioner, in which case the summer months are not counted.; 2) her work schedule provides for working four 10-hour days, which means her Fridays are “off” days – while she can still be reached, she asked that the Commissioners endeavor to schedule their consultations with her (which she highly recommends having) on the ten-hour days; 3) Zoom meeting protocols: all Commissioners are “co-hosts” so that they can share their screens during presentations, however, the city staff will control the “waiting room”; 4) using the Rainbow Crosswalks as an example, she asked that the group touch base with her before creating a document/putting a lot of work into a project – to make sure everyone involved in the project, including those outside the Commission

(e.g. Public Works, Community Development) is “on the same page”. Things like RFPs and RFQs should be viewed as “last steps” and in most cases those will be done by staff.

### **City Hall Lobby Artwork and Discussion**

**ICAM Stewart** updated on the City Hall Lobby Art – proving insight as to a City Council decision to not go forward with the project; and instead, the concept of doing a digital art wall (such as a large TV monitor) most likely only in the upstairs lobby to display local artwork - has been the focus. This could include performing arts and artists of all ages.

Moderate discussion followed with a focus on communication with the Commissioners on the disposition of Work Plan items and a sense of the Commission being “out of the loop”, e.g., murals and sculpture garden. **ICAM Stewart** explained that the changes by the Council are within their authority and discretion. Main points were: 1) this is a time to find opportunities for better communication (**Marcy**); 2) the agenda at each monthly meeting includes staff updates although the timing can feel disjointed (**Rubino**); and 3) the Commission did a great job at the joint meeting and the Council listened (**Ryan**).

### **Work Plan Discussion**

Referring to an email sent to the Commissioners, **ICAM Stewart** initiated and a lengthy discussion followed on re-structuring the Ad Hoc Committees to fold some existing into a more broadly categorized arts grants program.

**ICAM Stewart** gave a background noting that the community Arts Grants program has become too broad for just two Commissioners to oversee and will be restructured to identify grant areas and assign two Commissioners to each area. Staff has worked to identify the areas for grants, keeping in mind previous Council direction, community interest, as well as Commission ideas.

In response to a question from **Chair Ryan**, **ICAM Stewart** noted that each two-person committee would make a proposal to the whole commission as to what the parameters of that sub-program would be and the Commission would approve that concept; once approved, staff would consult with City Legal department before finalizing the language and structure of each award.

After lengthy discussion, **Chair Ryan** summarized that **ICAM Stewart** will be a guide, but the CAC will take it one step at a time, and start by proposing parameters or categories for Arts Grants. She emphasized that the Commission’s work is mainly research – e.g., looking at what other cities have done with murals or utility boxes and understanding a range of costs and then an agreement that would be put together with the with the city’s legal department.

**ICAM Steward** went through each program to determine re-structured Committee composition. For even distribution each of the Commissioners was asked to volunteer for up to four committees.

The Commissioners volunteered for the following committees:

- a) **Arts Grants (AG) – Murals: Davis/Rubino**  
Notes: Very few locations are available on public sites; for private sites, an ordinance may need to be passed.
- b) **Arts Grants (AG) – Utility Infrastructure Beautification: Ibaraki/Marcy**  
Notes: Have a template from the Utility Boxes Beautification program.
- c) **Arts Grants (AG) – Sculpture Garden: Ryan/Manna**  
Notes: temporary (rotating) sculptures (can rename later).
- d) **Arts Grants (AG) – Digital Wall Art: (City Hall) Marcy/Manna**

Notes: replaces City Hall Lobby Artwork project.

- e) **Arts Grants (AG) – Performing Arts: Rubino/Davis**
- f) **Arts Grants (AG) – Schools/Educational Opportunities: Ibaraki/Ryan**  
Notes: targeting school age children.
- g) **Arts Grants (AG) – Permanent Sculptures: Ryan/Manna**  
Notes: projects such as Catalina Classic, North End BID sculpture.
- h) **Rainbow Crosswalk: Marcy/Rubino**
- i) **PR Marketing Campaign: Ibaraki/Davis**  
Notes: overall any PR or marketing opportunities to promote arts.
- j) **MBAC Revamp: Manna/Rubino**
- k) **Arts assessment: Davis** (others are welcome, currently not a high priority – Council has directed this be paused in its work plan, until staffing can be increased)

#### Summary - Committees by Commissioner

**Davis:** AG Performing Arts, Arts Assessment, PR Marketing, AG Murals

**Ibaraki:** AG School/Education, PR Marketing, AG Utility Infrastructure

**Manna:** AG Digital Wall Art, AG Sculpture Garden, MBAC Revamp, AG Permanent Sculpture

**Marcy:** AG Digital Wall Art, Rainbow Cross Walk, AG Utility Infrastructure

**Rubino:** AG Performing Arts, Rainbow Cross Walk, MBAC Revamp, AG Murals

**Ryan:** AG Sculpture Garden, AG Permanent Sculptures

**ICAM Stewart** clarified 1) up to three Commissioners can sit on an Ad Hoc Committee. The next step for Committees is to make an appointment to meet with her; and 2) no target timeline has been determined, all committees should be thinking about what is a viable and reasonable timeframe that can be controlled.

#### **F. STAFF ITEMS**

1. Cultural Arts Division Updates - **ICAM Stewart** reported: A.C. Conner/Eva Goldsheid exhibition is up as of February 22; there is a walk-through video and additional content is being created. For link to exhibition, visit MB City webpage and go to Parks and Recreation/Cultural Arts Division/Exhibits. Historical Archiving is progressing - about 1,800 items have been inventoried. Also, a Council work plan item, Council has approved looking into possibility of using Library surplus funds to utilize LA County staff to digitize and archive the historical collection. The Cultural Arts Division has relaunched subscription service for ceramics, micro classes for children have re-started and staff is researching more workshops. The *Puff of Wind* sculpture has been removed from Civic Center plaza (relocated to Long Beach area).
2. PATF Budget Update: no new information (fund at \$2.1 million/\$750,5000 allocated/no expirations until the end of 2023).
3. City Council Updates: has reviewed and approved Commission workplans.

#### **G. COMMISSION ITEMS**

1. **Commissioner Davis** asked whether the graffiti issue at schools can be something worked on by the CAC; **ICAM Stewart** affirmed that could be possible for a future Work Plan.
2. **Commissioner Marcy** asked if there had even been any structured networking with neighboring city cultural arts commissions? If so, what worked, what did not?
3. **Chair Ryan** encouraged all to seek out guidance directly from **ICAM Stewart**.

#### **H. ADJOURNMENT**

At 6:40 P.M, Chair Ryan, seeing no objection, adjourned the meeting to March 15, 2020 at 5:00 p.m. via Zoom.