



**CITY OF MANHATTAN BEACH  
CULTURAL ARTS COMMISSION MEETING**

**Monday, May 15, 2023**

**4:00 PM**

**Location: Manhattan Beach City Hall and  
Hybrid virtual**

**A G E N D A**

**A. CALL TO ORDER**

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Chair Rubino	Commissioner Tokashiki
Commissioner Karger	Commissioner Marcy
Commissioner Spackman	Commissioner Attam

**D. APPROVAL OF MINUTES**

January 30, 2023  
February 8, 2023  
March 20, 2023

**E. CEREMONIAL**

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

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

**G. GENERAL BUSINESS**

1. Selection of new Chair and Vice Chair
2. Work Plan Item Discussion
  - a. Utility Box Beautification
  - b. Murals
  - c. Sculpture Garden
  - d. Velzy Plaque
  - e. New Art Initiatives

**H. STAFF ITEMS**

Cultural Arts Division updates  
PATF Budget update  
City Council updates

**I. COMMISSION ITEMS**

**J. ADJOURNMENT**

If unable to attend in person, the Cultural Arts Commission encourages the Cultural Arts Commission encourages the public to participate by submitting comments on agenda items or other subject matter within the jurisdiction of the Cultural Arts Commission via email to both [estewart@manhattanbeach.gov](mailto:estewart@manhattanbeach.gov) and [lrobb@manhattanbeach.gov](mailto:lrobb@manhattanbeach.gov), no later than 3:00 PM, the day of the meeting.

**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 4:00 PM 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/aByWMMRmYK>. 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.

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

January 30, 2023

Hybrid format: by teleconference (Zoom) and in person in accordance with procedures on agenda  
1400 Highland Avenue  
Manhattan Beach, CA 90266

**A. CALL TO ORDER**

Chair Rubino called the meeting to order at 4:01 p.m.

**B. ROLL CALL**

Present: Karger, Marcy, Tokashiki, Attam (remote - arrival 4:22 pm) Vice Chair Spackman, Chair Rubino

Absent: None

Staff present: Eilen Stewart, Cultural Arts Manager, Eric Brinkman, Ceramics Supervisor, Linda Robb, Senior Management Analyst, Rosemary Lackow, Recording Secretary.

**C. APPROVAL OF MINUTES - November 21, 2022 and December 19, 2022**

November 21, 2022:

It was moved and seconded (Karger/Tokashiki) to approve the minutes of November 21, 2022 as submitted.

Roll Call:

AYES: Karger, Marcy, Tokashiki, Chair Rubino

NOES: None

ABSTAIN: None

ABSENT: Attam

December 19, 2022:

Commissioner Tokashiki expressed concern regarding the accuracy of statements on page 5. However, after discussion and input from other commissioners, it was decided that the December 19 minutes would be postponed to the next meeting, allowing staff a chance to review and revise as needed.

**D. CEREMONIAL – None**

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

**F. GENERAL BUSINESS**

**1. Velzy plaque Proposal**

The Commission received a presentation from Tom Horton, President of the South Bay Board Riders Club and Jacquelyne May, summarizing a request from Ms. May, Bing Copeland, and Matt Velzy to install a commemorative plaque in the public sidewalk adjacent to 117 Manhattan Beach Boulevard. The plaque will recognize the adjacent site as the putative first surf shop and while they prefer option one, their original request: "...world's first retail surf shop", an alternative wording "the world's first known retail surf shop" is acceptable.

After a series of questions and answers, and brief discussion, the Commission came to a consensus to recommend approval of option two for the plaque wording.

Chair Rubino called for public comment and seeing none, called for a motion.

It was moved and seconded (Spackman/Rubino) to recommend approval of the request, with wording as presented in “option two”. It was confirmed that no public funding is being requested and the lead contact for the requestors is Tom Horton, South Bay Boardriders Club.

Roll Call:

AYES: Marcy, Karger, Tokashiki, Spackman, Attam, Chair Rubino  
NOES: None  
ABSENT: None  
ABSTAIN: None

It was announced that the motion passed unanimously 6-0. This recommendation will be placed on a future City Council agenda with the Commission’s recommendation as stated.

## 2. Bruce’s Beach Artwork Request for Proposals

**CAM Stewart** introduced Policy and Management Analyst (PMA) **Alexandria Latragna**, who gave an overview of the project including prior city council actions. **Ms. Latragna** explained that an inaccurate plaque had been on the site; it has been removed and the council directed that a public artwork commemorating the accurate history of the site be installed. Today the Commission’s task is to review and make a recommendation for a proposed request for proposals (RFP).

**SMA Stewart** asked and it was confirmed that all the Commissioners have read the RFP.

**Chair Rubino** opened the floor to public comment; seeing none, she opened the floor to commission questions, and discussion.

Staff clarified in response: 1) The artwork will be sculptural and the entire site is open for locating the piece but an important factor will be compliance with American Disabilities Act (ADA) regulations. 2) ADA compliance is triggered when, in order to be experienced, the artwork requires being viewed up close; 3) Staff believes that the most straightforward and least costly location, in complying with the ADA, is the flat upper area adjacent to Highland; 4) the draft RFP calls for not obstructing the “serene view of the ocean”; 5) the selection process calls for as much public input as is reasonable and the numbers of applications are based on past experience and a recommendation by the APCC (Art in public places committee); 6) staff recommends having no moving parts and no water incorporated into the design in order to minimize liability and to be longer lasting and to be “waterwise” during times of drought.

**Chair Rubino** suggested that equity and inclusion, if very important, could be emphasized by being added into the project goals.

**Chair Rubino** opened the floor to public input, seeing none, invited Commission discussion and a motion.

**CAM Stewart** clarified that while the public can weigh in ultimately the City Council selects an artist. Prior to selection, the process calls for a townhall meeting with mockups presented, and then 5 final candidates’ proposals will be presented to the APCC, then Cultural Arts Commission, who will make a recommendation to city council which will make the final selection.

It was moved and seconded (Tokashiki/Marcy) that the commission accept the RFP as presented, and recommend its adoption and approval by the City Council.

Roll Call:

AYES: Marcy, Karger, Tokashiki, Spackman, Attam, Chair Rubino

NOES: None

ABSENT: None

ABSTAIN: None

It was announced that the motion passed unanimously 6-0.

### 3. Work Plan Item Discussion

**Director Leyman** gave a brief overview, instructing that for each item, working in subcommittees, a scope of work and timeline for implementing is to be determined for: 1) Murals, 2) Sculpture garden, 3) Utility box beautification, 4) Digital art at city hall, 5) MBAC upgrades, and 6) Explore new opportunities for art such as musical instruments installed in parks.

The floor was opened for Commission questions with staff.

**Director Leyman** clarified: 1) staff does not always have time to share information with the entire commission but will be happy to work closely with each committee and there definitely should be discussion between staff and committee prior to formulating a final draft for council consideration on March 7<sup>th</sup>; 2) keeping tabs on all work plan items often is very labor intensive and while this is good for both the Commission and public, there's no one best/easy way to do this but the more transparent, the better; 3) in developing a timeline, some projects will have some lag time (e.g. city hall digital art) and that should be taken into consideration in developing an overall timeline; 4) the Work Plan should reflect the Commission's priorities while keeping in mind council direction broadly to bring more art into the public space (emphasizing murals, sculpture such and utility boxes); and 5) maintenance plans as needed, will be developed by staff separately and is not part of the committees' tasks.

**Commissioner Marcy** commented that he felt that the Commission should sharpen its focus and simplify the work plan and realistically, 6 is too many projects and within each, perhaps fewer sites, e.g. maybe there should be 3 murals, not 10. For MBAC he suggests that the signs (those that are on an approved city template of types) be turned over to Public works. **Commissioner Tokashiki** agreed and **Commissioner Spackman** added that more budget or financial information be entered into the discussion. Chair Rubino stated her disagreement and feels 6 projects is not too much – this is less than prior year(s) and there is time to flesh out details for the February meeting.

**Director Leyman** and **CAM Stewart** advised that two approaches are valid. One is to reduce the number of projects to the three that council prioritized: Murals, Sculpture Garden and Utility box beautification. Another option is to take a larger/longer view, to focus on the top three while the remaining three could be on the docket, ready to go after the first three are completed.

**Director Leyman** stated he is confident that the plan that will be reviewed by council in March will have full agreement between the commission and staff. **Director Leyman and CAM Stewart** affirmed that staff will have the resources needed for all six work plan items and the exact number of items within each category can be fleshed out later.

**Director Leyman** also clarified the division of labor for signs at the MBAC: that if a desired sign at the art

center meets the template already for approved signs, then the entry signs as well as monument sign can become a staff level item that could be added to the public works list, but it should be acknowledged that there may be a significant lead times, perhaps 4 years.

The Commission discussed each item as to whether to be included on the March list of work plan items as follows.

1. Utility boxes: unanimous to be a high priority: bring back actual numbers and location (map available from staff).
2. Murals: unanimous to be high priority – to include any murals city-wide, potentially to include MBAC
3. Digital art at city hall: could be a quarter 4 item keep on plan for now and revisit if and when LCD projector is installed.
4. Sculpture Garden (temporary/rotating): less expensive, manageable has been done in the past – unanimous to keep on work plan, potentially could include MBAC.
5. MBAC upgrades: unanimous agreement that this will be taken off the plan since sculptures and mural(s) will go into murals and sculpture garden categories and wayfinding signs would become a staff level item for implementation by Public Works. The monument sign identifying the center on the MBB frontage, would also become a staff level item, to be one of several park and facility maintenance deficiencies that has been funded from the general fund. Director Leyman noted that once staff works out the new or refurbished sign, he will inform the CAC.
6. Investigate opportunities to add new art (such as but not limited to music instruments in the park): keep on work plan, with qualifiers: installation by outside vendor/contractor and may possibly be a Leadership Manhattan project (scope to be kept broad).

**Chair Rubino** summarized that there are now 5 work plan items (numbers 1, 2, 3, 4, and 6 above as discussed).

**Chair Rubino** reported that the sculpture ‘Dragon Tales’ is now installed at the MBAC – this was originally a Sculpture Garden (Temporary) artwork. Thank you to Public Works.

CAM Stewart requested by February 8<sup>th</sup> all information for the March 7<sup>th</sup> City Council review should be submitted to her. Commissioner Marcy has some presentation material that he will share. It was determined that the next meeting will be on February 8<sup>th</sup> at 5:00 pm and all remaining issues can be fleshed out at that meeting in time for the March city council meeting. Committees were affirmed: (Eilen / Linda: PLEASE CONFIRM assignments)

1. Utility boxes – Marcy, Tokashiki, Spackman
2. Murals – Rubino,
3. Digital art – Marcy, Spackman
4. Sculpture Garden – Attam, Rubino, Tokashiki
5. Explore new art opportunities – all commissioners at this point

CAM Stewart will send to committee the background info on the Sculpture Garden.

## **G. STAFF ITEMS**

Eric Brinkman, Ceramics Supervisor, reported/updated:

- MBAC exhibit: next will feature five local artists
- Winter classes started last week (ceramics and children classes expanded)

- Glaze lab going strong and will be a summer camp
- Staffing: one new part time employee on board

Cultural Arts Manager Stewart reported:

- History Associates Inc. now in Phase 2 of art assessment, and phases 3, 4 will go for council review later; staff is currently reviewing a proposed guiding document and will report to council on 3/7/23 as to rehousing and inventorying assets.
- Public art:
  1. Dragon Tales sculpture: permanently installed at the MBAC and Egrets is at the Polliwog botanical garden;
  2. Beau Bridges mural at City Hall: the artist will be giving staff a timeline after receiving permit to install;
  3. Manhattan Education Foundation donor wall: expected to be installed in May/June;
  4. North MB BID surfboard sculpture: working with artist;
  5. Velzy plaque: staff working with requestors;
  6. MBAC frieze repair: contract with RLA to assess condition and propose repair and then will work on a second contract for a maintenance plan.
- Concerts in the Park: staff is working on stage planning and looking at bands.
- PATF update: \$2.1 million total in fund; \$1 million allocated; \$1.1 million unallocated; Expiring funds: \$123 thousand in December, 2023 and \$499 thousand in 2024, and \$46 thousand in 2025. CAM Stewart will double check how the expiring amounts are affected by the expenditures on crosswalk repairs.
- Council updates:
  1. Council approved re-installing decorative crosswalks in north end (\$326,000 allocated)
  2. Council approved \$25,000 purchase of C.J. Rensch sculpture (red O, Polliwog Park) Artist to create a new permanent piece that will be rust and graffiti resistant

**H. COMMISSION ITEMS - None**

**I. ADJOURNMENT**

At 7:10 p.m. with no objection, Chair Rubino adjourned the meeting to February 8, 2023 at **5:00** p.m. (time to be confirmed).

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

February 8, 2023

Hybrid format: by teleconference (Zoom) and in person in accordance with procedures on agenda  
1400 Highland Avenue  
Manhattan Beach, CA 90266

**A. CALL TO ORDER**

Chair Rubino called the meeting to order at 5:07 p.m.

**B. ROLL CALL**

Present: Karger, Marcy (remote), Tokashiki, Attam (remote), Vice Chair Spackman, Chair Rubino  
Absent: None

Staff present: Eilen Stewart, Cultural Arts Manager, Linda Robb, Senior Management Analyst, Andrew Booras, Cultural Arts Coordinator, and Rosemary Lackow, Recording Secretary.

**C. APPROVAL OF MINUTES – None (December 19 to be reviewed at next meeting)**

**D. CEREMONIAL – None**

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

**F. GENERAL BUSINESS**

1. Work Plan Item updates

Chair Rubino gave introductory remarks noting that the commission will discuss each work plan item for inclusion on a review by City Council on March 7<sup>th</sup>. The Commission will discuss in this order: Utility Box Beautification, Murals, Sculpture Garden, and Exploring Opportunities for Art.

a. Utility box beautification (Phase II)

Commissioner Marcy presented a Power Point “Diversity and Inspiration: Utility Box Project,” going over the verified locations, timeline and budget, and installation date. After discussion and with staff input, the timeline was revised to be;

February 8, 2023: CAC approval  
March 7, 2023: CC approval  
March 20, 2023: CAC RFP discussion  
April 17, 2023: CAC RFP approval  
May 1 - 31, 2023: Post RFP, artists submission  
June 19, 2023: CAC artist selection  
July 18, 2023: CC artist approval  
September, 2023: Installation

CAM Stewart will prepare a budget for up to 12 locations with alternates and asked whether the artist stipend should be increased. Artists will generate a high resolution digital image that can be printed out on vinyl. There was no objection to raising the stipend by \$100 each for \$7,200 total for 12 boxes and it was decided that the stipend amount should not be higher for locations with multiple boxes. No objections were heard



for the locations which will be spread out and east Manhattan Beach will be well represented. It was determined that minors would be eligible to apply.

b. Murals.

Commissioner Karger led discussion with a presentation that covered the background and a tentative project description: 5 total murals to be installed in public spaces; funding to be through the Public Art Trust Fund. (PATF). Local artists to be solicited, the murals shall reflect the city's lifestyle aesthetic and the RFP will stipulate that the locations shall be assumed to be in an "as is" condition and the artist shall apply the paint to the surface in the existing condition. It is up to the artist to install including anti-graffiti coating.

CAM Stewart noted that it will be desirable to have a contract template that can be posted with the RFP. Various contract issues were discussed such as completion time required and schedule for paying artists. CAM Stewart noted that typically the artist will get 50% at contract execution and the remainder at mural completion; it was determined that the artist should have 60 days from contract execution, to complete installation. Commissioner Spackman noted that contracts typically have a "force majeure" clause that provides flexibility due to things that could happen out of the artist's control.

Locations both coastal and inland on public property were discussed and those to be recommended were: building walls at Manhattan Heights Park, Polliwog Park, MBAC, the Pier restroom, stairs between the Strand and bike path, fire station at civic center, and 12 Street parking structure.

At 7:20 p.m. the Chair called for a break; the Commission reconvened at 7:27 p.m.

A timeline was discussed and agreed to be refined by staff and recommended to council – with key dates established with consideration for staff resources. The timeline starts with tonight's commission approval, then follows with RFP development and posting in August, CAC review of proposals in September, City Council review in October and ends with installation in December, 2023. Staff will check and refine.

c. Sculpture Garden:

Commissioner Tokashiki presented using a Power Point showing a proposed budget (starting at \$75k) and 14 potential locations with photos. The Commission discussed, raising the budget (\$85k total) for 5 sculptures. The following locations were polled:

"Plan A" (higher recommendation):

1. Waterwise parkette on Aviation Boulevard, at Aviation Way. Yes 5-1
2. MBAC, Manhattan Beach Boulevard frontage. Yes 5-1 (Marcy concern may appear cluttered)
3. Manhattan Heights Park. Yes 6-0
4. Civic Center. (3 sites "first star" preferred, 1 sculpture) Yes 6-0
5. Strand, front of restroom north of pier, existing pedestal. Yes 6-0
6. Metlox Plaza. No 6-0
7. Marine Avenue Park (front of Rocketship Hall, possibly fill in empty planter). Yes 6-0
8. 8<sup>th</sup> Street parkette. No 4-2 (include as Plan B)
9. Water tower park. Yes 5-1
10. Polliwog Park. No 6-0
11. Beltway across from Joslyn Center. No 6-0
12. North End city parking structure, upper level, south west corner; weight to be limited and staff to

confer with Public Works about constraints. Yes 6-0

Regarding two park sites on 8<sup>th</sup> street (parkette and water tower park) CAM Stewart commented that for both parks, care is needed to not impede existing use of parks. Director Leyman reminded that council direction was to increase visibility and the 8<sup>th</sup> Street parkette has less visibility than the water tower park and may also have negative resident reaction. Commissioner Marcy, in favor of both, expressed that perhaps adding a compelling artwork to 8<sup>th</sup> Street may increase use of that park.

“Plan B” (alternates) to include:

1. Civic Center, a 2<sup>nd</sup> sculpture
2. 8<sup>th</sup> Street parkette (water tower park, install concrete pad, public outreach needed)
3. Sand Dune Park (pedestal and public outreach needed) 6-0

CAM Stewart went over the council presentation noting that accomplishments and status of work plan items “in the works” will be included (e.g., City Hall digital wall display, frieze repair at MBAC, MBAC wayfinding signage).

At 8:27 pm the Chair called for a brief recess.

At 8:30 pm the Chair reconvened; Commissioner Attam left the meeting.

d. Exploring New Art Opportunities

Chair Rubino gave introductory remarks noting that the objective is to consider new ideas for both performing and visual art. The Chair presented five potential and went over general timelines and budgets. The Commission discussed and landed on the following three as having the highest potential: Musical instruments in a park; Walking/bus tour of city artworks (use Dial-a-Ride, PATF funding ok) and MBAC entertainment (City to hire entertainers at art events).

Director Leyman suggested that staff can mention in the staff report all possible future projects to council and that more details will be worked out at a future Commission meeting and these can be brought back to City Council. Commissioner Spackman suggested and it was agreed that slide 2 showing all six potential future projects can be mentioned in the staff report but not be part of the presentation.

Director Leyman emphasized that the City Council can discuss and approve the concept of exploring projects even if there is not a dedicated slide for this. Until the projects are more developed, the recommendation to the Council can be such that once high priority projects are started other lower priority projects such as the new art opportunities can be started in later quarters and information will be brought back to the Council.

**G. STAFF ITEMS**

Cultural Arts Manager Stewart reported/updated on

- Cultural Arts Division updates: 1) Tomorrow staff will meet with a contractor regarding frieze repair at MBAC and a proposal will then be forthcoming; 2) Bo Bridges wall mural is slated to be installed by March 31, 2023; 3) MBEF Donor Recognition Wall installation will be in May, 2023; 4) Staff is working with LA County on MOU for the Catalina Classic sculpture; 5) Staff is working on the North MB sculpture project; and 6) the Velzy plaque to be incorporated in the CAC Work Plan for council authorization on March 7, 2023.

- PATF update: no new information.
- Council updates: none

**H. COMMISSION ITEMS** – Chair Rubino recognized and thanked all the Commissioners and staff for the amazing amount of work done in a short time frame; is looking forward to the March 7<sup>th</sup> council presentation and recognition for work that has been done.

Director Leyman clarified that the presentation will be done by staff but the CAC will be copied on the staff report. The Chair plans to be present and encourages other Commissioners to also attend.

**I. ADJOURNMENT**

At 9:07 p.m. with no objection, Chair Rubino adjourned the meeting to March 20 2023 at 4:00 pm.

DRAFT

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

March 20, 2023

Hybrid format: by teleconference (Zoom) and in person in accordance with procedures on agenda  
1400 Highland Avenue  
Manhattan Beach, CA 90266

**A. CALL TO ORDER**

Vice Chair Spackman called the meeting to order at 4:00 p.m.

**B. ROLL CALL**

Present: Karger, Marcy, Tokashiki, Attam (remote), Vice Chair Spackman, Chair Rubino (seated at 4:05 pm)

Absent: None

Staff present: Eilen Stewart, Cultural Arts Manager, Linda Robb, Senior Management Analyst, Andrew Booras, Cultural Arts Coordinator, and Rosemary Lackow, Recording Secretary.

**C. APPROVAL OF MINUTES – December 19, 2023**

Commissioner Tokashiki asked whether the second paragraph in Section F 2, which starts “CAM Stewart clarified....” is accurate or should be struck or reworded. It was discussed that several weeks have passed and there have been subsequent meetings in which the Commission has discussed the work plan and revisions have occurred. CAM Stewart stated based on her recollection, said paragraph generally accurately summarizes a lengthy discussion on that date. She advised the Commission to approve the December meeting minutes today and suggested that she can, as a stipulation of approval, review the recording and make changes to the cited paragraph as needed.

It was subsequently moved and seconded to approve (Spackman/Rubino ?) subject to CAM Stewart going back over the recording and making changes as appropriate to ensure the record is accurate.

Roll Call:

AYES: Chair Rubino, Vice Chair Spackman, Tokashiki, Karger, Marcy, Attam.

NOES: None

ABSENT: None

ABSTAIN: None

The motion passed 6-0.

**D. CEREMONIAL –None**

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

**F. GENERAL BUSINESS**

1. Work Plan Item Discussion

Chair Rubino started discussion by noting that the commission has two tasks today: to discuss each work plan item and related RFP, based on input from the City Council on March 7, and to form committees to work on the items. Commissioner Spackman requested that they hold discussion regarding each work plan item first and then form committees; no objection - it was so ordered.

CAM Stewart noted that the Utility Box beautification project may not need a committee as this project is so advanced. Once the RFP is posted and the submission window closes, staff will vet the applications and bring a list to the whole Commission which will evaluate them for a recommendation to council.

CAM Stewart gave a brief recap of city council action on Marcy 7<sup>th</sup>. City Council basically approved all main plan items (Utility Box Beautification, Murals, and Sculpture Garden); as recommended with one change: they left all identified mural and sculpture garden locations open as potential for the project (up to 7 murals and up to 8 sculptures) and left it to staff and the Commission in reviewing, to make final selections. In general, the council was very supportive and pleased.

The Commission gave kudos to CAM Stewart for an excellent presentation.

Prior to beginning discussion, Commissioner Karger asked if there was some way the three main project timelines could be formalized as a working document that could be updated for each meeting and provided as a staff report attachment to the entire Commission. After considerable discussion CAM Stewart advised that this was something that she had tried with prior commissioners and found the process cumbersome. She advised the commissioners once the committees are formed, to meet and evaluate and harden the timelines. The committees could incorporate all timelines into a single spreadsheet and circulate to the entire Commission before each monthly meeting. This would not need to be sent to and reviewed by CAM Stewart but can be done within and between committees - however the material should be emailed via a blind copy distribution to avoid violations of the Brown Act. The timeline should have just the main timeframe benchmarks.

CAM Stewart will provide copies of the Power Point slides that have the timelines and encouraged all to make use of the city website for information as much is available (e.g. meeting minutes and staff reports for council as well as the commission).

a. Utility box beautification (RFP review)

CAM Stewart made opening remarks, explaining that the draft RFP submitted today is cut and pasted from the Phase 1 utility box project with some revision and updating. She suggested going through and commenting on the draft and the goal is to finalize the document at the next meeting.

Chair Rubino opened the floor for questions.

In response to a question from Commissioner Spackman, CAM Stewart explained that the first round stipend was \$500 location and the council approved increasing this to \$600, so this will be updated .

Changes agreed to be made to the RFP included:

1. Cover page: change the image to an existing Round 1 utility box that exists in Manhattan Beach and update the blurb text to reflect Round 2, and Round 1 was completed in 2019 and Round 2 takes place in FY 2023 – 2024 (to be completed in 2024). Also in burb, eligibility of artists to include MB, HB, RB

- and El Segundo.
2. B. Artist stipend: change stipend to \$600 and 50% payment to \$300.
  3. C. City responsibilities: fix typo in number 1 (delete “be”). Add a provision 7, to guarantee a minimum of 3 years as time period that the artwork must remain, excepting in certain cases, e.g. where utility company removes (staff to word smith).
  4. G. Artwork Themes: In 3, add b. to read “Reflect Manhattan Beach’s commitment to Diversity, Inclusion and Inspiration” and in c. revise by adding parentheses to read: “Reflect the specific neighborhood or area of the box location (for historical images of Manhattan Beach please feel free to visit the....org)”.
  5. H.1: CAM Stewart to see if can eliminate requirement to print, and see if can be set up to be a “live” document that can be submitted digitally online and if can do that, revise the requirements as needed.
  6. H.3: change to clarify that designs are accepted only as pdfs (not jpg).
  7. Artist Application Form: change submission deadline to 5pm, May 31, 2023 but add a window for submissions that starts April 17. Add an electronic signature at bottom.
  8. Add an optional artist bio, additional information about yourself or your proposal. (perhaps make it a requirement for larger projects such as murals, sculptures.
  9. Map and location chart: to be updated and correlated including legend; globally update project title to read Phase (not Round) 2.
  10. Check with Communications team and see if logo as opposed to city seal should be used.

A motion was made and seconded (Tokashiki/Marcy) to accept the Utility Box Beautification RFP with these revisions.

Roll Call:

AYES:	Chair Rubino, Vice Chair Spackman, Tokashiki, Karger, Marcy, Attam.
NOES:	None
ABSENT:	None
ABSTAIN:	None

The chair announced that the motion passed 6-0.

b. Velzy Plaque

CAM Stewart gave introductory remarks; noting that in March City Council approved the wording of the plaque as recommended by the Commission. The next steps will involve staff coordinating with the South Bay Board Riders Club which will produce a final rendering and then installation details will be worked out. This project will not be coming back to the Commission; it will come back to council only for approval of the contract.

Chair Rubino invited Commission input; seeing none the Chair opened the floor to audience comment.

Jacki May, project proponent, offered her assistance if needed and asked if the Commission had an idea as to when this will be implemented. Chair Rubino responded that she expects Ms. May will be contacted with that information.

Commissioner Spackman commented that he hopes the city can give as much lead time as possible.

CAM Stewart will contact the city communications team to see about arranging a ribbon-cutting when installed.

c. Murals.

CAM Stewart advised that it would be appropriate to now form ad hoc committees and then input can be given to each of the committees. Ad hoc committees will meet with staff and then report back to the commission on a regular basis.

Chair Rubino invited input.

It was noted that terms for Commissioners Attam and Rubino will be expiring; Commissioner Marcy is eligible for a second term.

The committees were formed as follows with one Commissioner to act as the lead.

1. Murals: Karger and Marcy (Karger lead).
2. Sculpture Garden: Attam, Tokashiki, Spackman (Tokashiki lead).
3. New Art Initiatives: Rubino, Spackman (Rubino lead). It was noted that a basic schedule will be important to get started.

CAM Stewart advised that a committee is not needed for the utility box project.

Chair Rubino invited comments on the murals project. Commissioner Karger noted that she will not be attending the April meeting but she will have a presentation ready.

CAM Stewart requested that all presentations for the April meeting be submitted no later than Wednesday before the meeting (minimum 72 hours needed to post the agenda and packet).

CAM Stewart went over council concerns with two locations including the restroom by the pier—for possible oversaturation and ownership issues—and at the public safety (police/fire) facility at the civic center—there was a discussion about the wall and the narrative relative to the 911 memorial nearby. But the council felt that submissions may be received for both locations and a great submittal could override these concerns.

d. Sculpture Garden:

Commissioner Tokashiki commented that the first and important steps will be to look at the schedule and meet with staff to get input on locations and any important issues.

Chair Rubino invited comments, seeing none, discussion closed on this project.

e. New Art Initiatives

Chair Rubino suggested that they touch on these several items and she presented a slide overview (basic schedule and costs) and images for the suggested initiatives which include: Art Walk, Digital Art and Performance, Instruments in the Park, Entertainment at MBAC, Art Nights, and lastly a list of suggestions from Mayor Napolitano. She noted some items such as Instruments in the Park, Digital Art and Entertainment at MBAC have already been flushed out, but some, such as Art Nights would take a lot of

work, is open ended and would involve working with the Chamber of Commerce (a longer term project).

Some commission comments including the mayor's list include (but are not limited to):

1. Commissioner Karger: likes art night, entertainment at MBAC, digital art; thinking one item about murals could become a murals phase 3.
2. Commissioner Spackman: likes digital art, MBAC entertainment, Art Nights (collaborations with the Chamber good), Veterans Parkway sculptures, Polliwog Park landscape art and intersections.
3. Commissioner Tokashiki: likes the intersections, and a mural at Dorsey Field. Has concerns for adding sculptures in the greenbelt area as this has been problematic. Create a small performance space may be a way to get into the Art Nights.
4. Commissioner Attam: likes Art Nights and Veteran's Parkway sculptures.
5. Chair Rubino: like all the projects and would like to add a "Chalk Art Day" in Polliwog Park.

CAM Stewart added two ideas that came from residents: 1) an additional performance in Polliwog Park (Good Man Charlie Brown -would need significant funding) and 2) performing arts musical performance – an outdoor classic music series in the Polliwog Park amphitheater.

Commissioner Spackman stated he feels the biggest challenge will be to narrow the focus if adding to the work plan. Commissioner Tokashiki suggested that the list can be a living document that can be updated as they go and provide new work plan items; perhaps the committee can narrow the list down.

Chair Rubino summarized the committees: Murals: Marcy and Karger\*; Sculpture Garden: Attam, Tokashiki\* and Spackman; and New Art Initiatives- Rubino\* and Spackman. The committees shall meet with staff separately to determine next steps and report back to the Commission.

\* = lead.

## **G. STAFF ITEMS**

Cultural Arts Manager Stewart and Cultural Arts Supervisor Brinkman reported/updated on

- Cultural Arts Division updates: 1) Staff is firming up the summer class schedule and will include a major increase in programming at the MBAC (classes for kids, art camps adult journaling, workshops). 2) Glaze Lab continues to increase its popularity and its being used for birthday parties and larger groups. 3) The current exhibition continues to draw large crowds as the craft component is popular; staff is engaging with area schools and groups with gallery tours; 5) The next exhibit which opens April 21<sup>st</sup>, is inspired by surfing and the city will be partnering with Dennis Jarvis, owner of Gallery 208; and 6) The summer concert series has been booked.
- PATF update: total funds: about \$2.1 million; allocated: about \$1.5 million; unallocated is about \$674 thousand. The soonest funds will expire is December 2024 (\$280 thousand), and in December, 2025 another \$46,000 could expire. The addition of money to the fund occurs on a continuous basis and are reported to the Commission when they land into the account (currently very incremental). Redoing of crosswalks in the North End recently used about \$300k.
- Council updates: none other than approval of the Cultural Arts Work Plan.
- Other items: The Bo Bridges mural at City Hall is about to be installed given clear weather; the new permanent C.J. Rensch sculpture (big red circle) for Polliwog Park is about to be delivered from the



artist; in mid-April; in May the MBF donor wall in Metlox plaza will be unveiled; staff continues to work with the South Bay Riders Club on the Catalina Classic sculpture (requires coordination with LA County); and on April 4<sup>th</sup> the Highland Avenue north end surfboard sculpture will be considered by City Council.

- New rules for councilmembers and commissioners attending meetings: for the next and future meetings attendance is required in person. If by Zoom, the location needs to be publicly noticed and accessible. There also is a 30-minute grace period before you would be considered absent (will check if this applies to commissioners).

Responding to Commissioner inquiries: the sculpture at the Botanical Garden is installed, and some submissions have been received for Bruce's Beach RFP, that submission window has been extended and last, the Commission meeting time cannot be changed (later than 4:00 pm) as the Council established the time for all city Commissions. Per the Brown Act, for the commissions, for the next meeting and going forward all meetings will be in person. Director Leyman added that if traveling a remote participation can be done but with specific conditions and criteria and staff will doublecheck and clarify working both while on travel and at home. Basically the meetings will also be more structured.

#### **H. COMMISSION ITEMS**

Commissioner Spackman asked if, offline staff could send him a link to the copy of the March 7 city council staff report regarding the CAC work plan. She showed how to find online with the pathway: city website/government/council minutes/date of meeting/agenda/links for each staff report.

Commissioner Marcy asked about a protocol for Commissioners networking or collaborating with other city similar commissions and CAM Stewart stated that such is welcomed but to request that they attend a meeting may be onerous.

Staff clarified that the pledge of allegiance will be returned to the agenda and reordering of the agenda can be done at the beginning or throughout the meeting. The items themselves cannot be changed.

Director Leyman thanked the Commission for their leadership on the work plan items and noted that the utility box project is ahead of schedule.

#### **I. ADJOURNMENT**

At 6:26 p.m. with no objection, Chair Rubino adjourned the meeting to April 17, 2023 at 4:00 pm.

**DATE:** May 15, 2023

**TO:**

Members of the Cultural Arts Commission

**FROM:**

Eilen R Stewart, Cultural Arts Manager

**SUBJECT:**

Cultural Arts Commission Work Plan for 2023

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**RECOMMENDATION:**

Discuss Cultural Arts Commission (CAC) Work Plan items based on the input received from City Council at the March 7, 2023 City 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:**

City Council met with the Cultural Arts Commission in a joint meeting on January 9, 2023 to provide direction for the 2023 Cultural Arts Commission Work Plan. Upon discussion, City Council directed the Commission to present a new work plan for consideration. This work plan was presented to and approved by the City Council on March 7, 2023.

The Commission identified three priority work plan items:

- 12 Utility Boxes
- 5 – 7 Painted Murals on City Property
- 5 – 8 Sculptures for Sculpture Garden at preapproved locations
- Velzy commemorative plaque
- Proactive research of additional arts opportunities



## **Call to Artists RFP Mural Project City of Manhattan Beach**

In an attempt to add visual interest to the City of Manhattan Beach and under the direction of City Council, the City of Manhattan Beach and the Cultural Arts Commission are seeking proposals for artwork to be painted on outdoor wall spaces throughout the city. The second round of this project will take place in FY 2023–2024. All artists are encouraged to submit a proposal for this second round of the project. . Artists will receive a stipend for any artwork that is selected and installed.

For more information and to apply, please visit our website at [www.manhattanbeach.gov/murals](http://www.manhattanbeach.gov/murals)

# Call to Artists RFP for Manhattan Beach Murals Project

**Please read and review ALL application materials including Artist Application Form before applying and/or to answer your questions.**

The City of Manhattan Beach is issuing a **Call to Artists** for Artists interested in creating artwork for highly visible publicly owned spaces throughout the City of Manhattan Beach. Submitted applications will be reviewed and selected by the City's Cultural Arts Commission with final approval by the City Council.

**BACKGROUND:** The MB Murals Project, is a public art program designed to transform publicly owned exterior spaces into distinctive works of art, creating a more vibrant, attractive cityscape. This program is under the direction of City Council and is supervised and facilitated by the Cultural Arts Commission and City Staff. The program celebrates local California artists and their artwork, acts as a deterrent to graffiti, and involves the City and County residents in contributing to the beautification of the city.

**OVERVIEW:** In multiple stages of execution, the City of Manhattan Beach will select and install artwork on exterior public spaces throughout the city. For this phase II, 7 wall spaces located in different sections of the City have been selected. For this phase I, only artists from Southern California will be eligible to apply with preference given to those living, working or attending classes in the City of Manhattan Beach.

## **ARTIST GUIDELINES AND REQUIREMENTS:**

### **A. Eligibility**

1. All Southern California artists are eligible.
2. For this round one, residents, students and those working in the City of Manhattan Beach will receive preferential acceptance status.
3. Entries must be the original design and artwork of the entrant and suitable for viewing by all ages.

### **B. Artist Stipend**

1. Artists will be awarded a stipend, according to the project size. This is inclusive of all artist fees, supplies, and time spent. Upon selection of the design and execution of the Artist Agreement, artists will receive an initial disbursement of funds at 50% (with the remaining 50% paid upon completion of the project).
2. Completion of the project must be verified by the Cultural Arts Commission and City Council before funds are disbursed.

### **C. City Responsibilities**

1. City will provide artist with detailed specs of the wall space assigned to each artist.
2. City will install the selected designs as a paint to surface only for each space
3. City is responsible for maintenance of artwork.
4. The City owns all installed artwork and reserves the right to copy, reproduce and adjust the artwork as it sees fit, in perpetuity.
5. The artist retains the copyright of the artwork.
6. City reserves the right to remove, replace or adjust the artwork as necessary for the duration of the project and/or the artwork.
7. Artwork will stay up minimum of \_\_\_\_\_ years

### **CI. Artist Responsibilities**

1. It is the responsibility of the artist to submit a complete application, by the due date listed at the top of the application, as well as to include all required materials.
2. Artist will be responsible for creating artwork in a format suitable for \_\_\_\_\_
3. The artist retains the copyright of the artwork.

### **CII. Description & Location**

1. The dimensions of the outdoor spaces vary at each location.
2. The specific sites and information about the walls on each site can be found on the Location Map.
3. Artist will be assigned a location, unless the artist specifically requests a location. The City cannot guarantee that the requested location will be assigned to the Artist.

### **CIII. General Guidelines**

1. Art should be visible from a distance.
2. Installation will begin only after design approval and completion of all required liability and contract forms.
3. Artwork is a long-term installation and becomes the property of the City of Manhattan Beach.

4. Artists must complete the project within a stipulated time frame. On acceptance, a time frame will be established.

### **G. Artwork Themes**

1. All artwork must be original, created by the applying artist(s) for this project.
2. Creativity and innovation of design are encouraged.
3. Artwork theme **is encouraged** but is not required to:
  - a. Represent various aspects of the City's iconic history, past and present
  - b. Reflect the specific neighborhood or area of the wall space location, for historical images of Manhattan Beach, please feel free to visit the MB Historical Society at [www.manhattanbeachhistorical.org](http://www.manhattanbeachhistorical.org)
  - c. **Reflect the Diversity, Inclusion and Inspiration that Manhattan Beach strives for.**
4. Artwork must **not** contain:
  - a. Political statements or persons
  - b. Religious references, symbols or numbers
  - c. Copyrighted or trademarked materials. Corporate or organizational branding

### **H. Application Requirements**

1. Complete and sign an application form, and:
  - a. Include a detailed description outlining your design theme. Indicate if your theme has specific relevance to the City of Manhattan Beach history, culture, heritage or geography; or to a specific location. This must be attached to the application. Please limit description to one page.
  - b. On the application form, you may request a location, although there is no guarantee any artist will be assigned their requested location.
  - c. Create full color, detailed concept drawings.
  - d. **A description of the approach to the project such as methods of surface preparation, primer applications, varnish or other material to secure the longevity of the mural**
  - e. There is no limit on how many designs an artist may submit, however each design **MUST** be accompanied by its own application filled out in full with all required information and images.
  - e. Any incomplete applications may be subject to dismissal from the process.
  - f. **A suitable maintenance program that includes among other things applications of anti-graffiti/anti-ultraviolet coating, inspections, surface cleanings, additional coats of protective paint. Artwork longevity of murals must display for at least five (5) years and the maintenance program must incorporate a schedule of costs and timeline for maintenance**
2. Provide samples of previous work on a similar scale\*:
  - a. Provide 3 – 5 images of similar work you have completed in the past.

- b. This must include images of at least 3 separate projects with up to 2 details.
- c. Projects may be other than Murals, but must be similar in size and scope. Examples included must demonstrate the artist's ability to work on a large-scale outdoor projects completed

All images must be in pdf format and labeled as follows: ArtistLastNameArtist 1st InitialSample1.pdf. For example, Jo Smith would label his/her sample files as follows: SmithJSample1.pdf, SmithJSample2.pdf

\*NOTE: Student applicants under the age of 18 are exempt from this requirement and need NOT submit previous work

- 3. Designs are accepted ONLY in the following format:
  - a. pdf files of full color scanned or computer generated art created using the template provided as a guide. Images should be between 150-180 dpi. Save the files as follows: ArtistLastNameArtist 1st InitialSubmission1.jpg/pdf. For example, Jo Smith would label his/her submission design files as follows: SmithJSubmission1.jpg, SmithJSubmission2.jpg etc.

### **I. Submission of Entry**

- 1. Complete and sign the **Artist Application Form**.
- 2. Attach a detailed description of your design. Please limit to one page.
- 3. Attach samples of past work, 3 – 5 images of at least 3 artworks, in pdf format.
- 4. Attach 3 images of your proposed design, submitted in pdf format.
- 5. Email application to [submissions@manhattanbeach.gov](mailto:submissions@manhattanbeach.gov)
- 6. You MUST include subject: MB Mural Project- RFP Submission Your Name
- 7. Only completed, emailed applications will be accepted and reviewed. No printed out/physical/paper applications will be accepted.
- 8. All applications must be received by the date/time at the top of the application.

### **J. Selection Process and Criteria**

- 1. Designs will be reviewed and selected by the City of Manhattan Beach Cultural Arts Commission and City Staff.
- 2. All applications will be prescreened by staff to assure completion of application, adherence to guidelines, appropriateness of subject matter and quality of submission before being presented to the Cultural Arts Commission for review.
- 3. The Cultural Arts Commission will submit recommendations for final approval to the City Council. All decisions are final.

### **K. Questions**

Contact: Eilen R Stewart by email only at [estewart@manhattanbeach.gov](mailto:estewart@manhattanbeach.gov)



## ARTIST APPLICATION FORM

**All applications and materials are due  
no later than 5pm, July 31, 2023.**

**Please complete in full. Incomplete applications may be rejected**

Name: (First, Last)

Address:

Phone Number:

Email Address:

Affiliation to Manhattan Beach and/or other Beach Cities:

Are you a student in Manhattan Beach: Yes/No

If so, which school?

Are you over 18 years old? Yes/No

Preferred Location:

- 1.
- 2.
- 3.

Artwork Description:

**Artist Bio:**

Signature of Application:

### **Check your application**

Did you read through and understand the entire RFP preceding the application?

Did you fill out all the fields in the application above?

Did you include 3-5 images of previous work?

Did you include 3 images for your proposed design?

Did you correctly label all of your images?

Did you email your application and materials to [submissions@manhattanbeach.gov](mailto:submissions@manhattanbeach.gov)?

Did you include your name and Mural RFP Submission in the subject of your email?



## Proposed Locations

1600 Manhattan Beach Blvd – Manhattan Heights Community Center STIPEND \$30-40K



1560 Manhattan Beach Blvd – Manhattan Beach Arts Center – North Side STIPEND \$15-20K



1625 Marine Ave – Marine Ave Park Rocketship Hall STIPEND \$15-20K



The Strand and the Pier – Restrooms next to the Pier STIPEND \$100K



Street and the Strand STIPEND \$20-30K



15th Street & Valley Drive – Fire Station 1 – North Facing Wall STIPEND \$75-80K



12th Street & Highland Ave – Parking Lot 2 North Side STIPEND \$15-20K



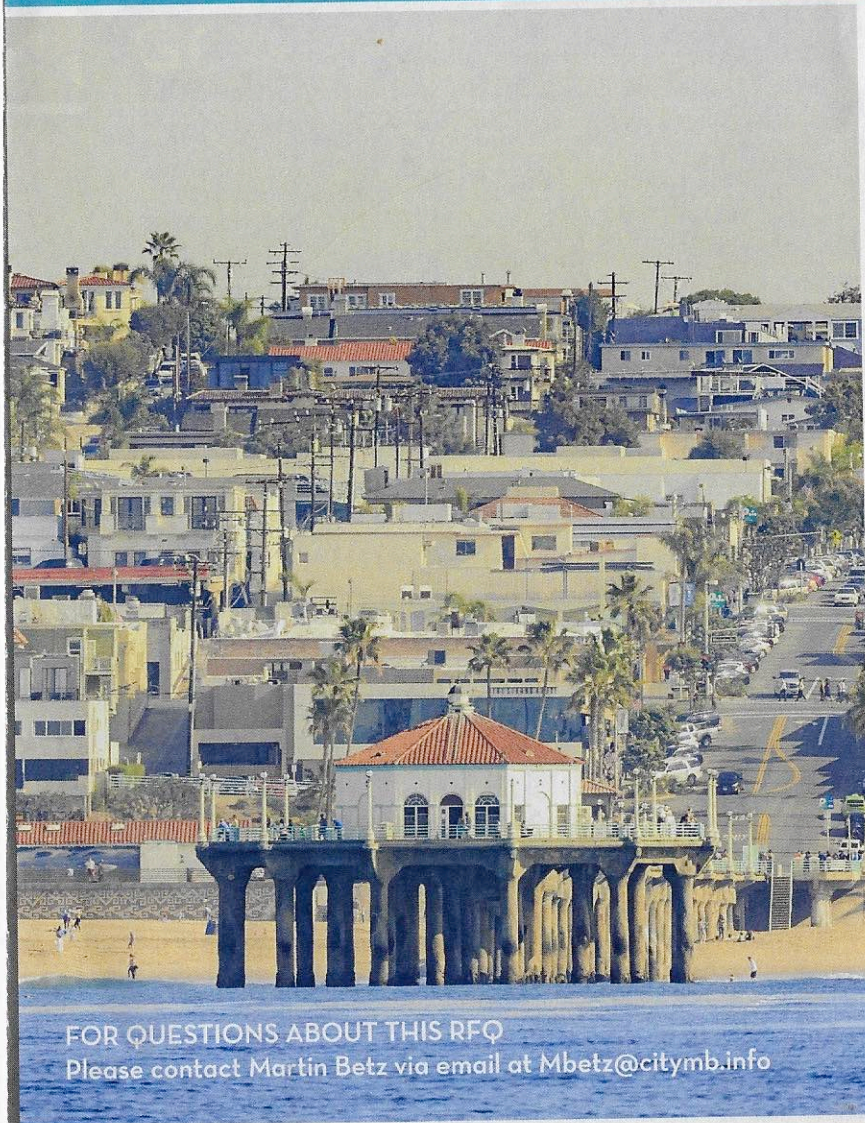
  
**Recommended  
Locations**



Spring 2018

City of Manhattan Beach Parks and Recreation

# MURALS IN MANHATTAN BEACH



FOR QUESTIONS ABOUT THIS RFQ  
Please contact Martin Betz via email at [Mbetz@citymb.info](mailto:Mbetz@citymb.info)

# INTRODUCTION

# ROSTER



The City of Manhattan Beach Cultural Arts Commission is creating a Roster of Pre-Qualified Artists to be part of the Manhattan Beach Murals program (MB Murals). The purpose of the Roster is to streamline the artist selection process for a range of upcoming mural projects. Artists who are chosen for inclusion in the Roster will be eligible to be considered for future public art mural projects in Manhattan Beach. Inclusion in the final Roster will be for a period of three years.

Responding to the City Council's work plan, The MB Murals program is funded with \$150,000.00 from the Public Arts Trust fund and the Cultural Arts Commission is seeking Requests for Qualifications (RFQ) from artists located in the South Bay. Preference for the first two projects will be given to artists living in Manhattan Beach. The approximate award for each mural is between \$10,000.00-\$15,000.00.

Inclusion in the final Roster of pre-qualified artists will be for a period of three years. Artists on the Roster of Pre-qualified Artists for MB Murals will be considered for mural projects that come up during this time. Inclusion in the Roster does not guarantee a commission. Artist(s) included in the Roster may be individually-contacted regarding specific projects. Artists on the Roster may be considered and selected for specific mural projects through the use of project based selection committees. Depending on the specific goals and design criteria of each project, some mural projects may use a proposal-based selection in which a short list of artists may be invited to submit a proposal; for other projects an artist may be commissioned to work with the community and develop a design proposal. All final designs for projects must be approved by the City of Manhattan Beach Cultural Art Commission and ultimately by the City Council. Artists included in the Roster may update their work samples and related information during the duration of the Roster.



# EXPECTATIONS

## SCOPE OF WORK

The design, size, and imagery for each project will be determined on a case by case basis.

## GOALS

To create a successful mural program that will:

- Enhance our city with a variety of unique original artwork
- Educate the public about art, specifically public art
- Fit the criteria of the Public Art Master Plan

## SELECTION PROCESS

Proposals will be selected by the Cultural Arts Commission with recommendations to the City Council for approval. Artists selected to proceed with a mural project will be required to enter into a professional services contract with the City of Manhattan Beach.



# SUBMITTALS

Submissions (described below) must be received as a complete application by **May 2, 2018** by **4pm Pacific Standard time**. Submissions should be sent to

Martin Betz, Cultural Arts Manager at  
Mbetz@citymb.info

Subject line: Mural Roster

The application submission must include the information and materials described below:

### ARTIST STATEMENT OF INTEREST:

Submission must include an Artist Statement of Interest that specifically addresses perspective on, and interest in, participating in public mural commissions. The Artist Statement of Interest will be an important aspect of the review process.

### Please address the following in your statement

(3000 character maximum):

- i. What is your interest in creating public murals?
- ii. Please describe your experience in public mural-type art projects?
- iii. Please describe your approach to involving community input in your process of design and/or creation of mural art projects.

### 1. RESUME + REFERENCES:

Submission must include a current resume that outlines your professional accomplishments as an artist (maximum of 2500 characters/equivalent of 2 pages; if a team, then 4000 characters maximum for the team).

### 2. IMAGES OF PAST WORK:

Submission must include visual representations of samples of your past artwork appropriate to this project. In order to be considered for this project, the applicant must include a total of 8 images that represent previously completed projects. Proposal images from prior projects may be submitted, but should be clearly marked as proposals and cannot be more than 3 of the requested 8 images.

### 3. CHECK YOUR APPLICATION FOR COMPLETENESS:

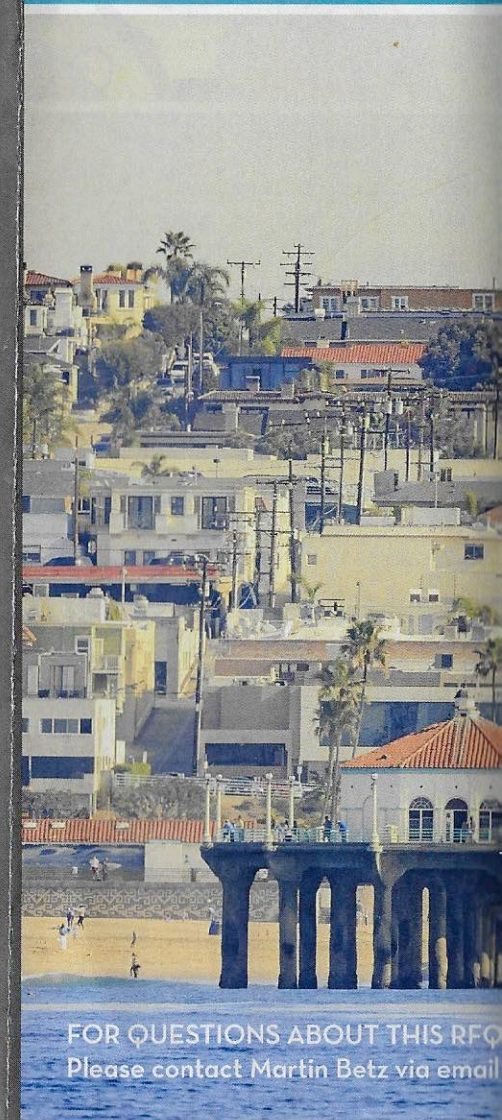
Incomplete applications will not be reviewed. Please confirm that your application includes all of the required materials listed below.

- \_\_\_ Artist statement of interest (3000 character maximum)
- \_\_\_ Resume (2500 character maximum or 4000 for a team)
- \_\_\_ Images of Past Work (up to 8)
- \_\_\_ Descriptions of Images of Past Work

Spring 2018

City of Manhattan Beach P

## MURALS IN MANHATTAN



FOR QUESTIONS ABOUT THIS RFP  
Please contact Martin Betz via email

