



Culver CITY

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CULTURAL AFFAIRS COMMISSION MEETING AGENDA TUESDAY, FEBRUARY 14, 2006

PUBLIC COMMENT

The Cultural Affairs Commission will listen to the public on any item on the agenda or item of interest that is not on the agenda. The Cultural Affairs Commission cannot legally take action on any item not scheduled on the agenda. Such items may be referred for administrative action or scheduled on a future agenda.

If you wish to speak to the Commission, please complete a Speaker's Card and present it to the Secretary before the agenda item is called. You will be called to the podium by name when it is your turn to speak to the Commission.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Persons wishing to speak on agenda items will be called at the time the agenda item is brought forward. Comments will generally be limited to five minutes per speaker; however, a three-minute limit may be declared by the Chair from time to time for agenda items for which many Speaker Cards have been submitted.

NOTE: AT OR ABOUT 11:00 P.M., COMMISSIONERS WILL DETERMINE WHETHER TO CONTINUE WITH DISCUSSION OF REMAINING ITEMS ON THE AGENDA OR TO CARRY SOME/ALL OF THE ITEMS OVER TO A FUTURE MEETING DATE.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

A total of twenty minutes shall be devoted to audience participation at the beginning of the agenda. Speakers will be called on in the order cards were received by the Secretary. If additional time is needed, the Chair will allow for some at the end of the agenda.

When the Secretary calls your name, please advance to the podium, state your name and city of residence. Speakers must limit their comments to five minutes in length. A three-minute time limit may be declared by the Chair if there are a large number of individuals desiring to address the Commission.

CELL PHONES AND OTHER DISTRACTIONS

Use of cell phones, pagers and other communication devices is prohibited while the Commission meeting is in session. Please turn all devices off or place on a silent alert and leave the Chambers to use. During the meeting, please refrain from applause or other actions that may be disruptive to the speakers and the conduct of City business.

MEETING INFORMATION

Cultural Affairs Commission meetings are regularly scheduled for the second Tuesday of every month. Commission Agenda information is available 72 hours before each meeting.

Cultural Affairs Commission meetings can be viewed live on Channel 35 by most Comcast subscribers. Meetings are also broadcast on the City's Radio Station AM 1690. To view the commission meetings on line please visit <http://www.culvercity.org/webcast>.

ALD

Assisted Listening Devices are available through Cultural Affairs staff



Agendas are
available on the web @
www.culvercity.org

AGENDA

Cultural Affairs Commission

February 14, 2006

7:00 p.m.

Mike Balkman Council Chambers - Meeting

CALL TO ORDER & ROLL CALL:

Chair Ronnie Jayne
Vice Chair Susan Deen
Commissioner Clement Hanami
Commissioner Luther Henderson
Commissioner Gayle Smashey

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – Items Not On the Agenda

CONSENT CALENDAR *Note: Consent Calendar items are considered to be routine in nature and may be approved by one motion. Public requests to discuss Consent Calendar items must be filed with the Secretary before the Consent Calendar is called.*

C-1. Receive and file Secretary's Report on Posting of Agenda. ***Approve report.***

C-2. Minutes of December 13, 2005 Regular Meeting. ***Approve minutes.***

ACTION ITEM *Public requests to discuss Action Items must be filed with the Secretary before the item is called.*

A-1. Consideration of Culver City Cultural Affairs Foundation (501(c)(3)).

Approve recommendation.

A-2. Consideration of Request for Qualifications/Request for Proposal for Public Art Concept on West Washington Blvd.

Approve recommendation.

PUBLIC COMMENT - Items Not On the Agenda (Continued)

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

Cultural Affairs Commission Meeting

Mike Balkman Council Chambers

March 14, 2006

7:00 PM

Upcoming Public Meeting Schedule –Tentative – February-March 2006

Date	Day	Time	Location
<i>City Council</i>			
<i>February 27</i>	<i>Monday</i>	<i>7:00PM</i>	<i>Council Chambers</i>
<i>Redevelopment Agency</i>			
<i>February 20</i>	<i>Monday</i>	<i>7:00PM</i>	<i>Council Chambers</i>
<i>Civil Service Commission</i>			
<i>March 1</i>	<i>Wednesday</i>	<i>7:00PM</i>	<i>Council Chambers</i>
<i>Cultural Affairs Commission</i>			
<i>March 14</i>	<i>Tuesday</i>	<i>7:00PM</i>	<i>Council Chambers</i>
<i>Parks & Recreation Commission</i>			
<i>March 7</i>	<i>Tuesday</i>	<i>7:00PM</i>	<i>Council Chambers</i>
<i>Planning Commission</i>			
<i>February 22</i>	<i>Wednesday</i>	<i>7:00PM</i>	<i>Council Chambers</i>

- *Times and dates may be changed*
- *Meetings may be added or changed*

**City of Culver City, California
Cultural Affairs Commission Agenda Item Report**

Meeting Date: February 14, 2006		Item Number: <u>A-1</u>	
AGENDA ITEM: Consideration of Culver City Cultural Affairs Foundation (501)(c)3)			
Contact Person/Dept.: Susan Evans		Phone Number: 310-253-5702	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List			
Department Approval: Susan Evans		CAO Approval: N/A	
City Controller Approval: N/A			

RECOMMENDATION:

That the Culver City Cultural Affairs Commission consider the development of a 501(c)(3) entity to support the cultural affairs work program within the City of Culver City and direct staff to bring this item to the City Council for approval and implementation.

BACKGROUND:

On November 24, 2003, the Cultural Affairs Community Cultural Plan ("The Plan") was adopted by the City Council. One of the objectives noted in the plan was the exploration of developing a 501(c)(3) entity that would support the initiatives and programs of the Cultural Affairs Commission. As a result of this directive, staff began researching the feasibility of establishing such an entity in Culver City.

A workshop was held on Thursday November 18, 2004, with the entire Cultural Affairs Commission that discussed examples of existing 501(c)(3)s and potential models for Culver City. Then on January 25, 2005, a joint Redevelopment Agency Economic Development Subcommittee and Cultural Affairs Commission 501(c)(3) subcommittee meeting was held. The direction from all of these meetings was to continue to work toward the establishment of a Cultural Affairs 501(c)(3) that would promote and support the cultural affairs work programs of the City of Culver City.

DISCUSSION:

Staff has developed, with the assistance of the Cultural Affairs 501(c)(3) subcommittee (Dr. Luther Henderson and Ms. Ronnie Jayne) and input received in the Cultural Affairs Commission workshop and joint subcommittee meeting, draft

City of Culver City, California
Cultural Affairs Commission Agenda Item Report

bylaws and articles of incorporation for a Culver City Cultural Affairs Foundation. These documents outline that the purpose of this foundation is:

- 1) To promote and support the historic preservation, public art and cultural programming services in Culver City; and
- 2) To act as an additional funding source to municipal financing for the public support required for historic preservation, public art and cultural programming services in Culver City; and
- 3) To carry out the mission of the Culver City City Council and Cultural Affairs Commission, as it so relates to historic preservation, public art and cultural programming in Culver City; and
- 4) To act as a coordinating organization to foster, promote, encourage and increase the knowledge, appreciation and practice of Cultural Affairs in the City of Culver.

In addition to providing a tax free entity into which individuals and businesses can fiscally support Cultural Affairs, the 501(c)(3) will enable the Cultural Affairs organization and its existing programs to be competitive for a wider selection of grants that are limited to only non-profit, exempt organizations.

The overall structure of the proposed entity is as follows:

- 1) The Board will consist of seven (7) members selected as follows:
 - a. Each current member of the Cultural Affairs Commission shall appoint one member to the Board; and
 - b. The then current chair and vice-chair of the Commission shall each serve as a member to the Board.
- 2) The Foundation budget will be approved by the City Council.
- 3) The Foundation will be aided by an advisory committee comprised of persons who have demonstrated an interest in assisting the Foundation in fulfilling its purpose. These individuals will be invited to serve as members of the Advisory Committee by staff, the City Council, staff and the Commission. Members of the Advisory Commission will not be required to attend meetings of the Board.
- 4) There will be two meetings per year in July and January and additional special meetings may be called as needed.

**City of Culver City, California
Cultural Affairs Commission Agenda Item Report**

If the Commission decides to recommend this entity to the City Council, the Council will consider this item on February 27th. If the City Council does approve this foundation, the following are the next steps for the foundation:

- 1) Staff will submit to the Secretary of State the Articles of Incorporation.
- 2) Within 90 days of submittal of Articles of Incorporation, Board members need to be chosen in order to complete the necessary paper work which requires a listing of at least three board members.
- 3) Additional forms will then be submitted to the Secretary of State, IRS and Federal Tax Board.
- 4) Estimated approval of these documents averages between 6 months and a year.

FISCAL ANALYSIS:

There is no anticipated fiscal analysis.

ATTACHMENTS:

- 1) Draft Bylaws
- 2) Draft Articles of Incorporation

MOTION:

That the Culver City Cultural Affairs Commission:

Recommend the development of a 501(c)(3) entity to support the cultural affairs work program within the City of Culver City and direct staff to bring this item to the City Council for approval and implementation.

**City of Culver City, California
Cultural Affairs Commission Agenda Item Report**

Meeting Date: February 14, 2006		Item Number: A-2	
AGENDA ITEM: Consideration of Request for Qualifications/Request for Proposal for Public Art Concept on West Washington Blvd.			
Contact Person/Dept.: B. Christine Byers/ Cultural Affairs		Phone Number: (310) 253-5776	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: January 24, 2006 West Washington Blvd. Advisory Panel (Notified 02/02/06); Cultural Affairs Master Notification List (Notified 02/08/06)			
Department Approval: Susan Evans		CAO Approval: N/A	
City Controller Approval: N/A			
<u>RECOMMENDATION:</u> That the Cultural Affairs Commission (CAC) consider the attached <i>Call to Artists</i> (Request for Qualifications (RFQ)/Request for Proposal (RFP)) for a public art concept on West Washington Boulevard and forward a recommendation to the City Council. <u>BACKGROUND:</u> At the May 10, 2005 meeting, the CAC considered staff's recommendation to include funding for public art on West Washington Boulevard (west of the 405 Fwy.) in the FY 05-06 Cultural Affairs budget and work program. Per the CAC's recommendation, \$100,000 from the Art Fund – a restricted fund -- was included in the proposed FY 05-06 and approved by the City Council. <u>DISCUSSION:</u> Pursuant to adopted Cultural Affairs policy, staff convened an Advisory Panel comprised of eight residents of the proposed project area (West Washington Boulevard between the 405 Fwy. and Lincoln Blvd.), plus one representative of the Culver City Rotary Club. (The Rotary Club expressed an interest in contributing up to \$6,000 toward an art project on West Washington Boulevard.) Included among the nine panelists were representatives of the three area neighborhood associations (Culver West, Herbert Street, and Culver Triangle).			

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Cultural Affairs Commission Agenda Item Report

The Advisory Panel met on January 24, 2006 with staff, the CAC Public Art sub-committee (Susan Deen and Gayle Smashey) and one of the City Council's sub-committee members (Alan Corlin) for this project area to review possible concepts and discuss general themes. Mr. Corlin, Ms. Deen, and Ms. Smashey were present as observers and as an additional resource for questions.

Staff began the meeting with a short presentation accompanied by images of examples of completed installations or proposals for art concepts. Examples included narrative-based art forms (i.e., art that told a story with pictures or words over time or over distance) and also installations that utilized light or lasers. Examples were chosen by staff in part for their appeal to vehicular traffic and for the ability to rotate or alter the installation to help perpetuate a sense of change and movement. Discussion among panel's members ensued. At the end of the discussion, which lasted about an hour, the following criteria were identified as important considerations for art concepts in the immediate and/or near future:

- Art work should be along Washington Boulevard (between 405 Fwy. and Lincoln Blvd.);
- Art work should help unify the project area;
- The cultural/ethnic diversity of the project area should be considered;
- Regional artists should be targeted;
- This installation could be part of a multi-phase, temporary installation;
- Culver City's unique identity (or history) within the larger context of Los Angeles should be considered;
- After de-installation, art work could be sold at auction to raise money for future art work in the project area; and,
- Other areas to consider for future installations (possibly using light) are Washington Blvd. at Wade St.; Washington Blvd. at Inglewood Ave.; and, Washington Blvd. at Lincoln Blvd. (as a "gateway" into Culver City feature);

The attached *Call to Artists* (which comprises an RFQ and RFP) incorporates many of these themes but intentionally remains broad in its guidelines so as to encourage the widest possible range of proposals. The *Call to Artists* does specify using the approximately 176 light poles on both sides of Washington Boulevard as a venue for original outdoor artwork.

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Pending City Council approval, the first step will be to reach out to as many California-based artists via mailing lists, listservs and web postings requesting statements of qualification which include a resume and images of past work. All qualified submissions (deemed timely and complete) will then be reviewed by a Selection Panel comprised of arts professionals and up to two members of the Advisory Panel who met on January 24th. The Selection Panel will recommend a short list of qualified artists to the CAC Public Art sub-committee and staff. Short listed artists will be given further details about the scope of the project and proposal submission criteria and asked to prepare an original art concept and detailed cost estimate. The Selection Panel will reconvene to review the final proposals and interview the artists. The Selection Panel's recommendation for a finalist or finalists will be forwarded to the CAC via the sub-committee for consideration and then to the City Council. (The CAC Public Art sub-committee will attend both meetings of the Selection Panel as observers and as an additional resource for questions.)

The CAC Public Art sub-committee met with staff to review the attached draft *Call to Artists* on Wednesday, February 1, 2006. The attached document incorporates the sub-committee's comments.

The City Council is scheduled to consider this item on February 27, 2006.

FISCAL ANALYSIS:

\$100,000 is allocated in the FY 05-06 budget from Fund 413 (Art Fund). Depending on the scope of the proposals selected, staff estimates the costs to range from \$50,000 - \$85,000. Based upon the high end estimate (\$85,000), the remaining \$15,000 allocated for this project area, would be held in reserve to off-set potential in-house installation costs, publicity or other related expenses.

ATTACHMENTS:

1. *Call to Artists* which incorporates both a Request for Qualifications (RFQ) and Request for Proposal (RFP).

MOTION:

That the Cultural Affairs Commission:

Approve the *Call to Artists* (RFQ/RFP) for an art project on West Washington Boulevard and direct staff to bring this item to the City Council for consideration.