



Culver CITY

MIKE BALKMAN COUNCIL CHAMBERS
9770 CULVER BOULEVARD
CULVER CITY, CALIFORNIA 90232-0507
CITY HALL Tel. (310) 253-5776
FAX (310) 253-5779

GAYLE SMASHEY, Chair
MARLYN MUSICANT, Vice Chair
MICHELLE BERNARDIN, Commissioner
RONNIE JAYNE, Commissioner
MARLA KOOSD, Commissioner

CULTURAL AFFAIRS COMMISSION ADJ. REGULAR MEETING AGENDA TUESDAY, SEPTEMBER 13, 2011

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

ADJ.REGULAR MEETING AGENDA

Cultural Affairs Commission

September 13, 2011

7:00 p.m.

Mike Balkman Council Chambers – Meeting

CALL TO ORDER & ROLL CALL:

**Chair Gayle Smashey
Vice Chair Marlyn Musicant
Commissioner Michelle Bernardin
Commissioner Ronnie Jayne
Commissioner Marla Koosed**

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. Minutes of the July 12, 2011 Regular Meeting. ***Approve minutes.***

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

A-1. (1) Review of Existing Subcommittees (Including the Potential Dissolution, Modification, and/or Reconfirmation of Subcommittees) and (2) Assignment of Commissioners to Subcommittees for Fiscal Year 2011-12. ***Review and Make Subcommittee Assignments.***

A-2. Nomination and Appointment of Board Member to the Culver City Cultural Affairs Foundation Board of Directors. ***Nominate and Appoint member.***

PUBLIC COMMENT - Items Not On the Agenda

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

**Next Cultural Affairs Commission Meeting
Mike Balkman Council Chambers
October 11, 2011, 2011
7:00 PM**

September 2011 Public Meeting Tentative Schedule –

Date	Day	Time	Location
<i>City Council & Redevelopment Agency</i>			
<i>September 12, 26</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Parks and Recreation Commission</i>			
<i>September 6</i>	<i>Tuesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Planning Commission</i>			
<i>September 14</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Civil Service Commission</i>			
<i>September 7</i>	<i>Wednesday</i>	<i>7:00 PM</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: 09/13/11		Item Number: <u>A-1</u>	
AGENDA ITEM: (1) Review of Existing Subcommittees (Including the Potential Dissolution, Modification, and/or Reconfirmation of Subcommittees) and (2) Assignment of Commissioners to Subcommittees for Fiscal Year 2011-12.			
Contact Person/Dept.: Jeremy Green/ Susan Obrow/Christine Byers, Cultural Affairs		Phone Number: (310) 253-5764, (310) 253-5762, (310) 253-5776	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Cultural Affairs Master E-Mail Notification List (09/07/2011)			
Department Approval: Sol Blumenfeld		City Attorney Approval: N/A	
Chief Financial Officer Approval: N/A		City Manager Approval: N/A	
<u>RECOMMENDATION:</u> Staff recommends that the Cultural Affairs Commission 1) Review existing subcommittees (including the potential dissolution, modification and/or reconfirmation of standing subcommittees and 2) Designate subcommittee assignments for Fiscal Year 2011/2012. <u>BACKGROUND:</u> At its first regular meeting in July of each year, the Cultural Affairs Commission ("CAC") generally assigns Commissioners to two or more of its existing subcommittees. This item was previously agendized for discussion at the July 12, 2011 CAC meeting; however, as the City Attorney's Office advised, all subcommittees of the City Council and Commissions were under review by the City Manager's and City Attorney's Offices to determine whether those subcommittees are subject to the provisions of the Brown Act, and it was requested that the Agenda Item be postponed until further information was provided by the City Manager and City Attorney.			

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

DISCUSSION:

This agenda item has been brought back this evening for consideration. Prior to moving forward, the CAC should be aware of the following issues:

Brown Act Requirements:

The Brown Act, specifically Government Code § 54952 (b), provides that a legislative body includes (emphasis added):

“A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, **except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.**”

The application of the Brown Act to subcommittees is not always clear. In general, an “ad hoc” subcommittee serves only a limited or single purpose, it is not perpetual and it is dissolved when its specific task is completed. Ad hoc subcommittees do not constitute a “legislative body” and are not subject to the Brown Act. A “standing” subcommittee, which has a continuing subject matter jurisdiction, is considered to be a “legislative body” and is subject to the requirements of the Brown Act. Therefore, its meetings must be noticed and open to the public. An example of a standing subcommittee is the existing Public Art Subcommittee, which discusses and makes recommendations to the full CAC regarding public art program related projects and issues. This Subcommittee has a continuing subject matter of a broad and general nature and is not limited in duration.

All existing CAC subcommittees are discussed individually below.

Review and Evaluation of Subcommittees

It has been recommended by the City Manager’s and City Attorney’s Offices that the CAC undertake the following review: 1) carefully evaluate each existing

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

subcommittee to determine its utility and whether it is necessary to retain or should be dissolved; 2) evaluate the actual purpose of each subcommittee to determine if it should remain a standing subcommittee or be restructured so that it is a bona fide ad hoc subcommittee (which in general serves only a limited or single purpose, is not perpetual, and is dissolved when its specific task is completed); 3) limit the number of standing subcommittees retained or created; and 4) comply with noticing and other requirements for future meetings of any standing subcommittee that is retained.

From the City Manager's perspective (which is consistent with the City Council's general direction during this fiscally challenging time), given the shrinking amount of resources available to the City as a whole it is becoming critical that issues be addressed efficiently. As discussed above, should the CAC retain or create any standing subcommittees, such subcommittees would require the preparation of an agenda and be open to the public. With the CAC having potentially eight standing subcommittees (if it were to retain all existing subcommittees), a vigorous meeting schedule would significantly increase the amount of time staff would need to dedicate to production of agendas, creation of minutes, and attendance at such meetings. As such, the City Manager recommends that standing subcommittees be retained or created only when necessary.

In light of the foregoing, staff recommends the Commission review the structure and function of their advisory subcommittees and make adjustments, if deemed appropriate, before assignments are made. Adjustments may include refining a subcommittee's purpose, establishing new subcommittees (standing or ad hoc) and/or dissolving those subcommittees that have fulfilled their purpose. The table below notes staff's recommendations as to specific subcommittees.

Title / Brief Description	Type	Recommendation
Council/Commission - Represent the CAC in discussions with the City Council's Subcommittee on Commissions regarding Council / Commission / Staff working relationships.	Ad Hoc	Dissolve. This subcommittee has completed its work and should be dissolved.
Education in Life-Long Learning – Discuss opportunities for cultural accessibility and arts education in Culver City	Standing	Dissolve. Opportunities that may arise can be addressed by the full Commission.
Facilities – Discuss facility/venue opportunities for cultural programming.	Standing	Dissolve. Opportunities that may arise can be addressed by the full Commission.

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

Festivals and Events – Discuss elements of cultural events and/or festivals throughout the year.	Standing	Dissolve this subcommittee and create an Ad Hoc 2012 Culver City Music Festival Subcommittee (discussed below). Other issues relating to festivals and events that do not require action by the CAC should be handled administratively (i.e. Made in Culver City). Staff will update the CAC regarding such events so that they are fully informed regarding the cultural activities occurring in the City. Should other festivals or events arise that require a decision by the CAC, then the CAC can create an ad hoc subcommittee to assist staff if necessary at that time, which would be dissolved once the subcommittee's work was completed.
Fundraising – Advise on the development of the Cultural Affairs Foundation and discuss other fundraising opportunities	Standing	Dissolve. These activities are handled by the Cultural Affairs Foundation.
Grants and Artist Services - Discuss general issues relating to grants and artist services and provide input on the Performing Arts Grant Program.	Standing	Dissolve this subcommittee and create an Ad Hoc 2012 Culver City Performing Arts Grant Program Subcommittee (discussed below). Other general issues relating to grants and artist services that do not require action by the CAC should be handled administratively, with an information update being provided to the CAC. Should other issues relating to grants and artist services arise that require a decision by the CAC, then the CAC can create an ad hoc subcommittee for a specific project or purpose, which would be dissolved once the subcommittee's work was completed.
Historic Preservation - Discuss and make recommendations to the full CAC regarding Historic Preservation Program related projects and issues.	Standing	Dissolve. For any issues relating to historic preservation that arise which require a decision by the CAC, then the CAC can create an ad-hoc subcommittee for a specific project or purpose, which would be dissolved once the subcommittee's work was completed.

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

Image and Public Relations – Discuss and provide input on marketing and outreach of Cultural Affairs programs and activities.	Standing	Dissolve. Issues relating to image and public relations that do not require action by the CAC should be handled administratively, with an information update being provided to the CAC. Should other issues relating to image and public relations arise that require a decision by the CAC, then the CAC can create an ad hoc subcommittee for a specific project or purpose, which would be dissolved once the subcommittee's work was completed.
Public Art - Discuss and make recommendations to the full CAC regarding Art in Public Places Program related projects and issues.	Standing	Retain. Meetings of this subcommittee will need to comply with the requirements of the Brown Act. Specifically, they will need to be noticed (posted agenda) and open to the public. Staff is also recommending the creation of a new Art in Public Places Ordinance Ad Hoc Subcommittee (discussed below).

As discussed above, many of the CAC's existing subcommittees met periodically to discuss specific projects or programs but these meetings did not always culminate in a recommendation from the subcommittee to the full CAC for consideration in conjunction with an agenda action item. The newly created ad hoc or standing subcommittees will make recommendations for review by the Commission or City Council. The creation and dissolution of subcommittees must occur at a CAC meeting and new subcommittees may be created in the future as necessary. For example, a Historic Preservation Ordinance Update Ad Hoc Subcommittee may be created in the future, when the need arises.

Based on the foregoing, staff recommends that the following subcommittees be created:

NEW AD HOC SUBCOMMITTEE(S)

- 2012 Culver City Music Festival Ad Hoc Subcommittee
 - For review of 2011 CCMF to make recommendations for 2012 Festival.
 - Schedule: Approximately July-December, 2011
- 2012 Culver City Performing Arts Grant Program Ad Hoc Subcommittee
 - For purposes of updating the application, observing the Peer Review Panel, and providing grant award recommendations to the full Commission which will be forwarded to Council for approval.

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

- Schedule: approximately June-December, 2011
- Art in Public Places Ordinance Ad Hoc Subcommittee
 - Schedule: TBD

NEW STANDING SUBCOMMITTEE(S) AS FOLLOWS:

- Public Art Standing Subcommittee
 - All meetings to follow Brown Act requirements

FISCAL ANALYSIS:

As mentioned above, creation of standing subcommittees increases the amount of staff time needed to comply with the requirements of the Brown Act and, in these challenging fiscal times, it is important to address issues in an efficient manner.

ATTACHMENTS:

1. FY 2010 – 2011 Cultural Affairs Commission Subcommittee Assignments.

MOTION:

That the Cultural Affairs Commission:

1. Dissolve all existing subcommittees; and
2. Create the following new subcommittees and make Commissioner assignments as follows:

Subcommittee

Commissioners

AD HOC:

2012 Culver City Music Festival

_____ / _____

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

2012 Culver City Performing Arts Grant Program _____ / _____

Art in Public Places Ordinance _____ / _____

STANDING

Public Art _____ / _____

MEETING DATE: September 13, 2011

AGENDA ITEM: **(1) Review of Existing Subcommittees (Including the Potential Dissolution, Modification, and/or Reconfirmation of Subcommittees) and (2) Assignment of Commissioners to Subcommittees for Fiscal Year 2011-12.**

ATTACHMENTS

	<u>Pages</u>
1. FY 2010 – 2011 Cultural Affairs Commission Subcommittee Assignments .	1

ATTACHMENT 1

CULTURAL AFFAIRS COMMISSION SUB-COMMITTEE ASSIGNMENTS

FY 2010 – 2011

**Ronnie Jayne (Chair)
Marla Koosed (Vice Chair)
Michelle Bernardin
Marlyn Musicant
Gayle Smashey**

SUB-COMMITTEE

COMMISSIONERS

Education in Life-Long Learning	Koosed / Bernardin
Facilities	Koosed / Smashey
Festivals and Events	Bernardin /Musicant
Fundraising	Jayne /Koosed
Grants and Artist Services	Jayne / Smashey
Historic Preservation	Koosed / Bernardin
Image and Public Relations	Musicant / Smashey
Public Art	Koosed / Musicant
Cultural Affairs Commission/City Council	Jayne / Smashey

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

Meeting Date: September 13, 2011		Item Number: A-2	
AGENDA ITEM: Nomination and Appointment of Board Member to the Culver City Cultural Affairs Foundation Board of Directors			
Contact Person/Dept.: Jeremy Green / Community Development		Phone Number: (310) 253-5764	
Fiscal Impact: Yes ☐ No ☒		Fiscal Impact: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Cultural Affairs Master Notification List (09/07/2011); Culver City Cultural Affairs Foundation Board (09/08/2011).			
Department Approval: Sol Blumenfeld			

RECOMMENDATION:

That the Culver City Cultural Affairs Commission (CAC) nominate and appoint a new Board member to the Culver City Cultural Affairs Foundation's (Foundation) Board of Directors.

BACKGROUND:

The Foundation was established in June 2006 by the City Council to pursue outside funding sources in order to promote and support existing Cultural Affairs work programs. The Foundation enables Cultural Affairs programs to be competitive for a wide selection of private foundation grants.

The Bylaws and Articles of Incorporation for the Foundation (Attachment 1) state the purpose of the Foundation as follows:

- 1) To promote and support historic preservation, public art and cultural programming services in Culver City;
- 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;
- 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

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

- 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 City.

The Foundation's 501(c)(3) status requires the existence of a Board of Directors. The Board of Directors consists of eight (8) members as follows:

- 1) Each member of the Cultural Affairs Commission shall appoint one member to the Board;
- 2) The Chair and Vice-Chair of the Commission shall each serve as a member to the Board; and
- 3) The City Manager of the City of Culver City, or a person designated by the City Manager, shall serve as the Chief Executive Officer (the "CEO") of the Foundation.

The five appointed members of the Board shall serve a maximum of two terms, for so long as the Commissioner who appointed that member remains on the Commission, for up to eight years.

According to the Foundation's Bylaws, an individual must live, work or own property or a business within Culver City or have a special, widely-recognized interest in improving cultural affairs of the community or region in order to be eligible for appointment to the Board.

Staff and the CAC specifically addressed the following four criteria when discussing Board nominations at the March 2006 Cultural Affairs Commission meeting:

- 1) Commitment to supporting cultural and historic preservation programs in Culver City;
- 2) Ability to make connections to private foundations for possible grants;
- 3) Experience serving on a Board of Directors for a non-profit, fundraising organization;
- 4) Capacity for cooperation and collaboration to create the most effective working panel possible; and,
- 5) Availability to attend semi-annual Board meetings of the Foundation and to accept responsibility for preparation for those meetings.

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

The overall composition of the Board reflects the diversity of Culver City's larger community. The original slate of Board members was appointed by the Cultural Affairs Commission four years ago, during the August 8, 2006 meeting.

DISCUSSION:

Board Member Mercedes Paz-Slimp was appointed by Commissioner Susan Deen in 2006. Commissioner Deen left the Commission in July 2007, which ended Ms. Paz-Slimp's first term. Commissioner Deen was replaced by Marla Koosed. Ms. Koosed reappointed Mercedes Paz-Slimp for a second term of up to four years, which ended this past June, 2011.

Commissioner Koosed recommends the nomination and appointment of Culver City resident Leslie Jones to fill the empty Board seat. Ms. Jones is the Curator of Prints and Drawings at the Los Angeles County Museum of Art, as well as a resident of Culver City. Ms. Jones' biographical statement is attached to this report (Attachment 1).

FISCAL ANALYSIS:

There is no anticipated fiscal impact.

ATTACHMENTS:

1. Biographical Statement for Ms. Leslie Jones

MOTION:

That the Culver City Cultural Affairs Commission:

Nominate and Appoint Ms. Leslie Jones to the Board of Directors of the Culver City Cultural Affairs Foundation.

MEETING DATE: September 13, 2011

AGENDA ITEM: **Nomination and Appointment of Board Member
to the Culver City Cultural Affairs Foundation
Board of Directors**

ATTACHMENTS

Pages

- | | |
|--|---|
| 1. Biographical Statement for Ms. Leslie Jones | 1 |
|--|---|

ATTACHMENT 1

Leslie Jones - Biography

Leslie Jones is Curator of Prints and Drawings and the Los Angeles County Museum of Art (LACMA), where she specializes in modern and contemporary works on paper. She has been at LACMA since 2005 and organized the following exhibitions and permanent collection installations: *John Baldessari: Pure Beauty* (2010), *Contemporary Projects 12: Robin Rhode* (2010), *Transparent Reflections: Richard Pousette-Dart, Works on Paper, 1940-1992* (2006), "Surreal Incisions: Etching in the 1930s and 1940s" (2011), "R.B. Kitaj's *Covers for a Small Library*" (2010), "Pop Prints" (2009), and "Salvador Dalí and *Les chants de Maldoror*" (2009). Currently, she is organizing a major loan exhibition, *Drawing Surrealism*, which explores the importance of works on paper to experimentation and innovation in the surrealist era. *Drawing Surrealism* will open at LACMA in October 2012.

In addition to organizing exhibitions, Leslie is responsible for the care of LACMA's permanent collection of modern and contemporary prints and drawings, working closely with museum paper conservators and registrars. She also works closely with the board of the Prints and Drawings Council (PDC)—the department's major support group—advising on educational programming, commissioned prints, the annual print fair ("LA Print"), and acquisitions.

Leslie lectures regularly about art, most recently at USC on "Contemporary Drawing and Printmaking in L.A." She has also taught contemporary art at Whittier College and the Museum of Contemporary Art. From 2000-2009, she was a regular contributor of articles and exhibition reviews to the journal *Art on Paper*.

A California native, Leslie lived for 13 years in New York City where she worked at the Museum of Modern Art, the Whitney Museum of American Art, and the Guggenheim Museum. She also attended the Institute of Fine Arts at New York University where she received a M.A. and Ph.D in art history. Her undergraduate degrees are in art history and French from U.C. Berkeley.

Leslie lives in Culver City with her husband, daughter, and dog Sadie.