



Culver CITY

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MARLA KOOSSED, Chair
REGINA KLEIN, Vice Chair
LEN DICKTER, Commissioner
THOMAS SMALL, Commissioner
JOHN B. WILLIAMS, Commissioner

CULTURAL AFFAIRS COMMISSION REGULAR MEETING AGENDA TUESDAY, MARCH 10, 2015

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
REGULAR MEETING

Tuesday, March 10, 2015
7:00 p.m.

CALL TO ORDER & ROLL CALL:

Chair Marla Koosed
Vice Chair Regina Klein
Commissioner Len Dickter
Commissioner Thomas Small
Commissioner John B. Williams

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – Items Not On the Agenda

RECEIPT OF CORRESPONDENCE

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 November 19, 2014 Special Meeting.
Approve minutes.

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

- A-1.** Discussion of 1) Presentation and Update From Staff on Cultural Affairs Work Programs and Budget for FY 2014-15; and, 2) Invitation to Commissions, Committees, and Boards to Provide Comment during the City's Fiscal Year 2015-2016 Budget Process. ***Receive the invitation from the City Council to provide comments during the City's Fiscal Year 2015/2016 Budget Process and provide comments as deemed appropriate.***

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

Next Cultural Affairs Commission Meeting
Dan Patacchia Room
April 14, 2015
7:00 PM

March 2015 Public Meetings - Tentative Schedule

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
City Council			
<i>Regular Meetings: March 9 and March 23, 2015</i>	Monday	7:00 PM	Rotunda Room (Veterans Memorial Building)
<i>Budget Meetings: March 9, March 10, and March 23, 2015</i>	Monday, Tuesday	4:00 PM	Rotunda Room (Veterans Memorial Building)
Civil Service Commission			
<i>March 4, 2015</i>	Wednesday	7:00 PM	Dan Patacchia Room
Parks, Recreation & Community Service Commission			
<i>March 3, 2015</i>	Tuesday	7:00 PM	Dan Patacchia Room
Planning Commission			
<i>March 11, 2015</i>	Wednesday	7:00 PM	Dan Patacchia Room
<i>Regularly scheduled meetings may be canceled and Special Meetings may be called</i> <i>Times and dates may be changed.</i> <i>Meetings may be added or changed</i> <i>The Successor Agency to the Culver City Redevelopment Agency, Culver City Housing Authority and Culver City Parking Authority meet on an as needed basis.</i>			

Compliance with Government Code Section 54957.5: Any writing determined to be a public record under subdivision 54957.5(a), which relates to an agenda item for an open session of a regular meeting of the legislative body of a local agency that was distributed less than 72 hours prior to that meeting, shall be made available for public inspection at the time the writing is distributed to all, or a majority of all, of the members of the legislative body. Such documents are available at the Office of the City Clerk, City of Culver City, City Hall, 9770 Culver Boulevard, Culver City, CA 90232 and may be inspected by members of the Public during normal business hours. Such documents may also be made available on the City's Website: www.culvercity.org

SPECIAL MEETING OF THE
CULTURAL AFFAIRS COMMISSION
CULVER CITY, CALIFORNIA

November 19, 2014
7:00 P.M.

Call to Order & Roll Call

Chair Koosed called meeting of the Cultural Affairs
Commission to order at 7:00 P.M.

Present: Chair Marla Koosed
Vice Chair Regina Klein
Commissioner Len Dickter
Commissioner Thomas Small
Commissioner John B. Williams

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Pledge of Allegiance

The Pledge of Allegiance was led by Mari Sullivan.

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Public Comment – Items Not On the Agenda

No cards were received and no speakers came forward.

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Receipt of Correspondence

Christine Byers, Public Art and Historic Preservation
Coordinator, reported that no correspondence had been
received.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER WILLIAMS, SECONDED BY VICE CHAIR KLEIN AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 9, 2014.

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Action Items

Item A-1

Consideration of a Recommendation from the Ad Hoc 2015 Performing Arts Grant Program Subcommittee and a Recommendation to the City Council Related to the 2015 Performing Arts Grant Program Awards

Susan Obrow, Special Events Coordinator, provided a summary of the material of record and extended gratitude to Gayle Smashey and Anissa Di Vincente for their help with the process.

Chair Koosed invited public comment.

The following members of the audience addressed the Commission:

Laura Boccaletti, Culver City Public Theatre, thanked the Commission for its support and discussed upcoming performances.

Arlette Cardenes, Culver City Chamber Orchestra, thanked Susan Obrow for her assistance; appreciated the recommendation for support; and announced upcoming events.

Matthew Hetz, Culver City Symphony Orchestra, appreciated the recommendation; thanked staff for their support; expressed appreciation for new sound panels at Veterans Auditorium; thanked Sony for funding the grant; discussed Culver City Symphony efforts to attract a younger audience; City efforts for Veterans Memorial Building; he suggested ways to attract and engage people; and he announced upcoming performances.

Myles Lee, Los Angeles Doctors Symphony Orchestra, thanked the City for their support; provided background on the orchestra; discussed their mission; the challenge of keeping the audiences young; and he announced upcoming events.

O-Lan Jones, Overtones Industries, discussed upcoming performances and thanked the City for its support.

Juliana Scott, No Limits Theatre Group, thanked the City for their support and provided background on No Limits Theatre Group.

Cynthia Ettinger, The Actors' Gang, discussed their goals; previous and upcoming performances; and she thanked the City for its support.

Jeff Gauthier, The Jazz Bakery, thanked the City for its support; provided background on The Jazz Bakery; and he discussed the proposed grant performance.

Carl Weintraub, We Tell Stories, discussed their programs and past performances; the Front and Center Program; engaging the audience; and he thanked the City for its support.

Commissioner Williams received clarification from Mr. Weintraub regarding library construction and scheduling.

Brian Elerding, Lineage Dance Company, discussed past performances and upcoming events, and he thanked the City for its support.

Discussion ensued between Commissioners regarding the process this year; technology; options for applicants; the smooth process; the review panel discussion; appreciation to those who collaborated on the process; fundraising; encouragement to the applicants to keep the Commission and Foundation apprised of upcoming performances; promoting art and culture in the City; support for the suggestion for a Cultural Affairs logo; marketing and promotion of Cultural Affairs in the City; continued support after the grant; and appreciation for the quality of programming.

Sky Palkowitz, Los Angeles Women's Theatre Festival, thanked the City for its support and discussed past performances.

Additional discussion ensued between staff and Commissioners regarding programming geared to the 100th anniversary of the City; positive comments about improvements made at Veterans Auditorium; the suggestion to put lights on the trees; total performances scheduled for 2015; the revised art ordinance; and encouragement to the organizations to attend the Commission meeting just before their performance to promote their event.

MOVED BY COMMISSIONER DICKTER, SECONDED BY COMMISSIONER SMALL AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS COMMISSION: CONSISTENT WITH THE RECOMMENDATION FROM THE AD HOC 2015 CULVER CITY PERFORMING ARTS GRANT PROGRAM SUBCOMMITTEE, RECOMMEND TO THE CITY COUNCIL THAT 2015 PERFORMING ARTS GRANT PROGRAM AWARDS BE ALLOCATED AS OUTLINED IN THE STAFF REPORT.

Chair Koosed indicated that the City Council would be voting on the item at the December 8 meeting.

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Public Comment – Items Not On the Agenda

Chair Koosed invited public input.

No cards were received and no speakers came forward.

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Items from Staff

Susan Obrow, Special Events Coordinator, announced an upcoming performance by the Los Angeles Doctors Symphony Orchestra at Veterans Auditorium on November 23, and discussed the recent lunch forum for music companies in the City.

Christine Byers, Public Art and Historic Preservation Coordinator, reported meeting with the Commission subcommittee on the Creative Economy Report; an update from the developer for PLATFORM; she discussed the update of the vinyl wrapped utility boxes; and an upcoming Swiss International Air Lines inflight magazine article that

includes several references to Culver City, including a public artwork.

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Items From Commissioners

Commissioner Dickter received clarification regarding the Culver City Public Theatre performance on December 14 at Veterans Auditorium.

Commissioner Small reported that he would be attending Creative Week on behalf of the Commission as part of the downtown Las Vegas project from December 3-6.

Commissioner Williams reported enjoying the recent performance by the Culver City Symphony; he discussed acoustics in the performance space; the new panels; and he thanked Susan Obrow for her efforts.

Vice Chair Klein echoed Commissioner Williams' comments and she received clarification regarding the exploration of a marquee for Veterans Auditorium.

Chair Koosed observed that more performances were being done at the Veterans Memorial Complex; reported attending an event at the new space for the Wende Museum; announced the Prison Project by The Actors' Gang on December 9 at the Chino Women's Prison; provided an overview of the September Cultural Affairs Foundation meeting; and she extended belated birthday wishes to Mim Shapiro.

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Adjournment

There being no further business, at 7:58 P.M., the Cultural Affairs Commission adjourned its meeting to a meeting to be held at 7:00 P.M. on December 9, 2014 in the Mike Balkman Council Chambers at City Hall.

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SECRETARY of the Cultural Affairs Commission

APPROVED _____

MARLA KOUSED
CHAIR of the Culver City Cultural Affairs Commission
Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.

Martin R. Cole
CITY CLERK

Date

**City of Culver City, California
Agenda Item Report**

Meeting Date: 03/10/15		Item Number: A-1	
CULTURAL AFFAIRS COMMISSION AGENDA ITEM: Discussion of 1) Presentation and Update From Staff on Cultural Affairs Work Programs and Budget for FY 2014-15; and, 2) Invitation to Commissions, Committees, and Boards to Provide Comment during the City's Fiscal Year 2015-2016 Budget Process.			
Contact Person/Dept: B. Christine Byers, Cultural Affairs Coordinator/ City Manager's Office		Phone Number: (310) 253-6003	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Meetings and Agendas – Cultural Affairs Commission (03/05/15)			
City Manager's Office Approval: Martin R Cole (03/05/15)			
<u>RECOMMENDATION:</u> Staff recommends 1) the Cultural Affairs Commission (CAC) receive a presentation with an update on Cultural Affairs work programs and adopted budget for FY 2014-15; and, 2) consider upcoming steps in the Fiscal Year 2015-16 budget process. <u>BACKGROUND:</u> Pursuant to the direction of the City Council, the City Manager implemented an enhanced budget process for preparation of the Fiscal Year 2014-15 budget. As was the case last year, in calendar year 2015, each of the City's Commissions/Committees/Boards have a specific opportunity (in some cases several opportunities) to provide staff, the City Manager, and City Council with input and comment related to the proposed budget for FY 2015-16. Based upon comments and action taken by the CAC, together with recommendations from staff and the City Manager, the City Council adopted a Cultural Affairs budget and work program for FY 2014-15 that included implementation of: 1) the Historic Preservation Program (includes development projects affecting specific properties and an update of sections of the Municipal Code as relate to the Historic Preservation Program); 2) Performing Arts Programming (including the Performing Arts Grant Program); and, 3) the Art in Public Places Program (includes development projects affecting specific properties as well as maintenance of the current portfolio of public art throughout the City). In addition, the City Council approved the development of a report on the Creative Economy as specifically relates to Culver City and the reinstatement of one full-time position (Cultural Affairs Coordinator) in the City Manager's Office.			

City of Culver City, California
Agenda Item Report

DISCUSSION:

This is the first of three opportunities for the CAC to provide input on the FY 2015-16 budget prior to the final budget Public Hearing and adoption by the City Council on June 22, 2015 (see attached budget development calendar). The CAC may wish to begin by providing general comments and suggestions for FY 2015-16 as pertain to Cultural Affairs programming. Taking the CAC's comments into consideration, staff will prepare a preliminary outline for uses of money from the Cultural Trust Fund for FY 2015-16 and include that in the April 14, 2015 CAC meeting packet. The CAC's comments from both the March 10th and April 14th meetings, together with Cultural Affairs staff's preliminary budget outline, will be forwarded to the City Manager in mid-to late April. The City Manager will prepare his recommended budget for FY 2015-16 and present that to the City Council on May 11, 2015. The CAC will have a third opportunity to comment on the City Manager's proposed budget at its meeting on May 12, 2015.

To assist the CAC with this process, below is a brief summary of current Cultural Affairs programs, projects and staff resources.

Art in Public Places & Historic Preservation Programs

Since reinstatement in August 2014, the Cultural Affairs Coordinator position (Christine Byers) has focused on projects relating to both the Historic Preservation and Art in Public Places Programs (currently 15 – 20 projects in various stages of development) that trigger either (or in some cases both) the City's Historic Preservation and Art in Public Places Programs. Implementation includes continuous monitoring of the City's permitting system, coordination and meeting with Planning Division staff, developers, artists, preservation consultants, scheduling CAC subcommittee meetings, preparing reports for CAC and/or City Council consideration and follow-up. With regard to the development process only, these two programs can generate between 6 – 12 action items for CAC consideration in one year.

With over 100 individual artworks commissioned through the City's Art in Public Places Program (APPP) since 1988, collection management and conservation (includes routine maintenance and periodic restoration) has become a significant component of the APPP. While some artworks in downtown have received treatment or been restored in the last few months, going forward, it will become necessary to augment existing staff resources with contract labor and/or graduate student interns.

Cultural Affairs Administration

The Cultural Affairs Coordinator position also serves as primary staff to both the CAC and Cultural Affairs Foundation (CAF) Board. In this capacity, duties include the preparation and/or posting of meeting agendas, staff reports and minutes. The

City of Culver City, California
Agenda Item Report

CAF's bylaws require the tracking of revenue and expenditures, review of bank account statements and generating quarterly reports for CAF Board review.

In December 2013, the CAF Board approved three fundraisers for FY 2014-15 (titled, *architectureTALKS*), the first two of which were held on January 25 and February 23, 2015, with a third scheduled for June 7, 2015. While CAF Board members have taken responsibility for most of the planning and tasks associated with the *architectureTALKS* fundraisers, staff support and involvement is necessary as relates to insurance issues, drafting and execution of agreements, payments to vendors, ticket sales, and coordination of publicity content and dissemination through City outlets.

The City Clerk's Office, together with the Information Technology Department, is taking the lead on setting up and implementing a new legislative content and government transparency network (Granicus). Granicus will be the vehicle by which staff create meeting agendas, staff reports (with attachments), manage and track voting and public comment during meetings, and generate minutes. Granicus will also be the tool used by the City Clerk's Office for managing applications and appointments to City Commissions, Committees and Boards. The Cultural Affairs Commission will be one of the first City commissions to begin implementation of Granicus in April. Ms. Byers has been working closely with the City Clerk's office on set up and training since the kick-off meeting in November 2014.

Performing Arts Programs / Performing Arts Grant Program

The Performing Arts Grant Program, is managed by the City's Special Events Coordinator (Susan Obrow) with the assistance of a contractor, volunteer, and summer intern. Sixteen performing arts organizations were approved for grants in 2015 and they require on-going contract management and publicity coordination. Ms. Obrow also manages the Veterans Memorial Building Rental Operation and co-manages the City's annual Fiesta La Ballona weekend. In FY 2014-15, Ms. Obrow has focused on the technical enhancement of Veterans Memorial Auditorium with the intent of increasing public performances and film screenings in that venue. Technology Artists has been engaged as a technical consultant for the replacement of the lighting and projection equipment. Lighting equipment lists have been prepared and submitted to theatrical lighting companies for quotes. The review of the projection equipment is on-going.

Grants

In January, the City submitted a National Endowment for the Arts "Our Town" grant application for the development of the Culver City Cultural Corridor. The project includes a group of five non-profit partners (The Actors' Gang, The Jazz Bakery, Center Theatre Group at the Kirk Douglas Theatre, the Mayme A. Clayton Library & Museum, the Wende Museum, and the United States Veterans Artists' Alliance). These organizations, along with Sony Pictures Entertainment, will work with the City to activate public and private arts venues along a 1.4-mile thoroughfare and build Culver City's collaborative capacity as an arts destination. The project, which

City of Culver City, California
Agenda Item Report

includes a marketing campaign, features a 24-month schedule of performances, art events, and programming in the Culver City Cultural Corridor including the summer concert series in City Hall Courtyard, performances presented by grantees, and performances presented by renters and recreation programs at Veterans Memorial Building.

Upcoming Steps in the Fiscal Year 2015-16 Budget Process

The City Council will be considering work plan items at budget meetings on March 9, March 10 and March 23, 2015. As mentioned above, the City Manager's Proposed Budget for Fiscal Year 2015-16 is scheduled to be presented to the City Council on May 11, 2015. There will also be budget study sessions scheduled for May/June along with the City Council's consideration of adoption of the budget at a Public Hearing to be held on June 22, 2015. All CAC members are welcome to attend any/all of these meetings.

ATTACHMENTS:

1. FY 2014-15 Budget Appropriations from the Cultural Trust Fund
2. 2015 Budget Development Calendar

MOTION:

That the Cultural Affairs Commission:

Consider the presentation from staff and provide comment and feedback as deemed appropriate.



Cultural Affairs Budget - FY 14/15
(Cultural Trust Fund - CTF)

Based on Payments to CTF of \$400,000 in FY 13/14

CULTURAL TRUST FUND (Formerly ART FUND)

NOTES

41300502	PZ502	Fund Administration (Max. 15% of \$400,000)	\$	60,000	
		Office Expenses - 512100	\$	2,000	
		Printing and Binding - 512200	\$	1,000	
		Departmental Special Supplies - 514100	\$	4,000	
		Training & Education - 516100	\$	-	
		Conferences & Conventions - 516500	\$	4,000	Includes City representation at annual AFTA conference and/or GIA conference.
		Special Events & Meetings - 516600	\$	2,000	
		Memberships & Dues - 516700	\$	2,000	Includes AFTA and Arts of LA dues; BMI, SESAC and ASCAP licenses.
		City Commission Expenses - 517000	\$	5,000	Includes Grant Panel honorarium of \$100/panelist
		Subscriptions - 517100	\$	100	
		Advertising and Public Relations - 517300	\$	3,000	
		Other Contractual Services - 619800	\$	35,000	Includes \$25,000 for Cultural Corridor Coordinator if NEA awards grant
		IT Equipment (Hardware) - 732150	\$	900	
		IT Equipment (Software) - 732160	\$	1,000	
41300614	PZ614	Performing Arts (Max. 25% of \$400,000)	\$	100,000	Supplemented by additional funding from SPE (\$15,000 for PAG & \$2,000 for summer concerts)
		Performing Arts Grant Program	\$	50,000	Program support from volunteer, City Manager's office and summer intern
		Summer Concert Series	\$	50,000	Program managed by City Manager's office staff
NEW	NEW	Cultural Facility Enhancement	\$	10,000	Allows for research phase only due to lack of adequate staff resources; SPE to augment CTF allocation with \$10,000
41300634	PZ634	Art Maintenance (Max. 5% of \$400,000)	\$	60,000	Includes funding for sculpture conservator to complete annual inspections and routine cleaning/maintenance of City-owned artworks.
41300676	PZ676	Temporary Art Displays and Exhibits	\$	-	
41300822	PZ822	Historic Designation Plaques	\$	5,000	Per CCMC 15.05.100 et seq. City to provide plaques for "Landmark" and "Significant" designated structures.
41300824	PZ824	Art Conservation (Restoration) Program	\$	60,000	Includes estimated costs associated with restoration of Don Merk's artwork at Transportation Facility.
41300877	PZ877	Historic Structures Survey	\$	-	
41300954	PZ954	Historic Preservation Consulting Services	\$	10,000	For on-call preservation consulting services to include those relating to City's Historic Preservation Program.
41300959	PZ959	Community Cultural Plan	\$	-	Focus on Performing Arts, Public Art, and Historic Preservation Outcomes/Tasks in current plan
Totals			\$	305,000	

Culver CITY
Budget Calendar
Fiscal Year 2015 - 16

OB=Operating Budget

CIP=Capital Improvement Program

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP	11/24/2014	Budget & Finance	Preliminary General Fund Year-End Report on FY13-14
OB/CIP/SA	Week of 1/19/2015	Budget & Finance	Mid-Year Budget Review Process Kick-Off
OB/CIP	2/9/2015	Budget & Finance	Print Public Notice (for 2/23/2015)
OB/CIP/SA	Week of 2/9/2015	City Manager/ Executive Management/ Budget & Finance	Mid-Year Review Departmental Meetings with City Manager (if needed)
OB/CIP/SA	2/23/2015	City Council/ City Manager / Budget & Finance / Executive Management	City Council Presentation - Presentation of Mid-Year Results - Projection for year-end and Updated 5-Year Forecast - Pre-Proposed Budget Public Comment Period
OB/CIP/SA	2/2 - 4/8/2015	Commissions / Boards / Committees	Commissions, Boards & Committee Discussion on Budget/Work Plan Recommendations
OB/CIP	3/9/2015, 3/10/2015, 3/23/2015	City Council/ City Manager / Budget & Finance / Executive Management	- Department Presentations & Discussions of FY14-15 Work Plan Status Updates & Proposed FY15-16 Work Plans - Department Presentations & Discussions of Grant Funding Utilization and Opportunities - City Council Input on Work Plans & Priorities and Grant Funds
OB/CIP/SA	3/9/2015	Budget & Finance	Public Notification of Budget Input Box
OB/CIP/SA	3/24/2015	Budget & Finance / Executive Management	Budget Kickoff - Distribute work packets/guidelines, and other materials - Distribute Capital Project Forms - Presentation on Budget Preparation
OB/CIP/SA	4/8/2015	Commissions / Boards / Committees	Commission, Boards & Committees Recommendations Due to Applicable Department Director and City Manager
OB/CIP	4/13/2015	Executive Management	Budget Materials Due from Departments - Departments Submit Proposed Budget - Departments Submit Proposed Capital Improvement Projects

Culver CITY
Budget Calendar
Fiscal Year 2015 - 16

OB=Operating Budget

CIP=Capital Improvement Program

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP/SA	4/14 - 4/24/2015	City Manager/ Executive Management/ Budget & Finance	Departments meet with City Manager (as necessary)
OB/CIP	4/27/2015	Budget & Finance	Print Public Notice (for 5/11/2015)
OB/CIP/SA	4/27- 5/6/2015	Budget & Finance	Prepare and assemble 2015-16 Proposed Budget and Related Documents / Prepare Gann Limit / Prepare "Budget at a Glance"
OB/CIP/SA	Week of 5/4/2015	Information Technology Dept. - Graphic Services	Print Proposed Budget Documents
OB/CIP/SA	5/11/2015	City Council/City Manager/Budget & Finance	Presentation of Proposed Budget / Public Comment
OB/CIP/SA	5/26/2015 & 6/8/2015 (Tentative)	City Council/City Manager/Budget & Finance/Executive Management	Departmental Presentations to City Council
OB/CIP	5/26/2015	Budget & Finance	Print Public Notice (for 6/8/2015)
OB/CIP	6/8/2015	City Council	2nd Public Comment Period on Proposed Budget
OB/CIP	6/8/2015	Budget & Finance	Print Public Notice (for 6/22/2015)
OB/CIP/SA	6/22/2015	City Council/City Manager/Budget & Finance	Final budget Public Hearing / Budget Adoption - Adopt 15-16 Budget and Prop 4 Gann Limit - Adopt 15-16 Capital Budget
OB/CIP/SA	7/1/2015	Budget & Finance	Implement Adopted 2015-16 Budget
OB/CIP/SA	July / August 2015	Budget & Finance	Update budget book to reflect City Council decisions and update final 2014-15 accomplishments
OB/CIP/SA	July / August 2015	IT/Graphic Services	Print Adopted Budget Document
OB/CIP/SA	July / August 2015	Budget & Finance	Post Adopted Budget on City Website