



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
MARLA KOOSSED, , Vice Chair
CLEMENT HANAMI, Commissioner
LUTHER HENDERSON, III, Commissioner
RONNIE JAYNE, Commissioner

CULTURAL AFFAIRS COMMISSION MEETING AGENDA TUESDAY, February 10, 2009

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.

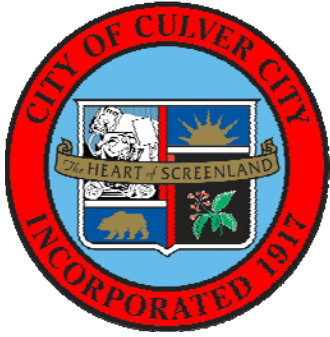
MEETING INFORMATION

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 10, 2009

7:00 p.m.

Mike Balkman Council Chambers – Meeting

CALL TO ORDER & ROLL CALL:

Chair Gayle Smashey
Vice Chair Marla Koosed
Commissioner Clement Hanami
Commissioner Luther Henderson, III
Commissioner Ronnie Jayne

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 the January 13, 2009 Town Hall. ***Approve minutes.***

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

A-1. Consideration of a Policy to Establish a Minimum Threshold for Individual Donations as Recommended by the Cultural Affairs Foundation Board. ***Make Recommendation to the City Council.***

A-2. Consideration of Potential Grant Opportunities as Recommended by the Cultural Affairs Foundation Board. ***Make Recommendation to the City Council.***

- A-3. Consideration of Cultural Affairs Foundation Letterhead as Recommended by the Cultural Affairs Foundation Board. ***Approve letterhead.***
- A-4. Report and Discussion of Commission Subcommittee Meeting with Council Subcommittee on Commissions. ***Provide report and make comments.***
- A-5. Overview of Proposed Fiscal Year 2009 – 10 Cultural Affairs Work Programs and Tentative Timeline. ***Provide comments.***

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 10, 2009
7:00 PM**

Upcoming Public Meeting Tentative Schedule —February, 2009

Date	Day	Time	Location
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City Council

February - 9	Monday	7:00 PM	Council Chambers
February - 23	Monday	7:00 PM	Council Chambers

Redevelopment Agency

February – 17	Tuesday	7:00 PM	Council Chambers
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Parks and Recreation Commission

February – 5	Thursday	7:00 PM	Council Chambers
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Planning Commission

February - 11	Wednesday	7:00 PM	Council Chambers
February - 25	Wednesday	7:00 PM	Council Chambers

Civil Service Commission

February - 4	Wednesday	7:00 PM	Council Chambers
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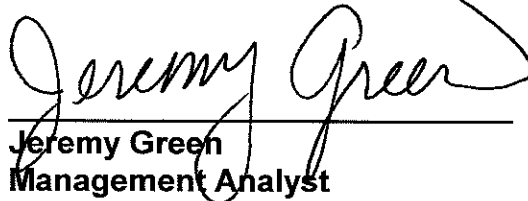
- Times and dates may be changed.
- Meetings may be added or changed

SECRETARY'S REPORT

On Thursday, February 5, 2009 at 1:00 PM, the agenda for the Tuesday, February 10, 2009, Adjourned Regular Meeting of the Cultural Affairs Commission was posted in the bulletin display case outside the Council Chambers at City Hall.

I declare under penalty of perjury the foregoing is true and correct.

Executed this 5th day of February, in Culver City, California.



Jeremy Green
Management Analyst

REGULAR MEETING OF THE
CULTURAL AFFAIRS COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

January 13, 2009
7:00 P.M.

Call to Order & Roll Call

The meeting of the Cultural Affairs Commission was called
to order at 7:04 P.M.

Present: Vice Chair Marla Koosed
Commissioner Clement Hanami
Commissioner Luther Henderson
Commissioner Ronnie Jayne

Absent: Chair Gayle Smashey (excused)

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Pledge of Allegiance

The Pledge of Allegiance was led by Julie Lugo Cerra.

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Public Comment - Items Not On the Agenda

None.

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Item C-1

**Consent Calendar
Agenda Posting**

MOVED BY COMMISSIONER JAYNE, SECONDED BY COMMISSIONER
HENDERSON, AND UNANIMOUSLY PASSED (ABSENT CHAIR SMASHEY) TO
RECEIVE AND FILE THE SECRETARY'S REPORT ON THE POSTING OF
THE AGENDA.

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Item C-2

Meeting Minutes

MOVED BY COMMISSIONER JAYNE, SECONDED BY COMMISSIONER HANAMI, AND UNANIMOUSLY PASSED (ABSENT CHAIR SMASHEY) TO APPROVE THE MINUTES OF DECEMBER 9, 2008.

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Action Items

Town Hall Meeting

Item A-2

Members of the public are invited to come forward and address the Commission with comments and ideas regarding existing or future Cultural Affairs programs

MOVED BY COMMISSIONER JAYNE, SECONDED BY COMMISSIONER HENDERSON AND UNANIMOUSLY PASSED (ABSENT CHAIR SMASHEY) TO REVERSE THE ORDER OF ACTION ITEMS A-1 and A-2 AND OPEN THE TOWN HALL PUBLIC HEARING.

The following members of the audience addressed the Commission:

Joan Potter, Vox Femina Los Angeles, announced upcoming events, noting that they were trying to get people to visit restaurants as part of the process.

Stuart Freeman, Culver City Historical Society, was looking forward to working with the City and hoped to bring up the City's rating on the Los Angeles Conservancy's 2008 Preservation Report Card.

Julie Lugo Cerra provided history of the Cultural Affairs Commission and the Culver City Historical Society, and she displayed a recent donation to the Society. She reported on recent exhibits at the Culver City Historical Society's Archives and Resource Center, noted the importance of communication, and suggested ways to proceed in updating the City's Historic Preservation Program, including a survey of historic structures and the ordinance.

Justin Jampol, Wende Museum, provided background on his organization, noting that they specialize in artifacts and archives of the Cold War covering the years 1945-1991 and invited everyone to the museum's film series.

Marlyn Musicant spoke about historic preservation, noting also that she worked at the Getty Research Institute which has tremendous resources. She expressed interest in architectural resources, offered to help in any way she could, and she encouraged the City to move forward with preservation efforts.

Sol and Martha Sigall, Co-Vice Presidents of the Culver City Historical Society Archives, invited everyone to come see the CCHS's displays and provided a brief history of the organization.

Ian Campbell, Beyond Marketing Group and working on the Toyota Scion's Art in Public Places Program, provided background on the program noting that they were looking to give back to the community and he expressed willingness to continue to collaborate with the City on various projects and programs.

Matthew Hetz, Culver City Symphony Orchestra, invited everyone to their free City-sponsored concert on January 31st and he described what pieces were included in the program.

Cathy Zermeno, Culver City Historical Society, provided background on the organization and thanked the City for its support.

Jeannine Stehlin, Circus Theatricals Foundation, provided background on her organization and described their programming. She reported that they were looking for a large space in the City for rehearsals and in which to produce plays.

Eric Sims, Kirk Douglas Theatre, was honored to be part of the City and he discussed Center Theatre Group's activities at the Kirk Douglas Theatre.

Dolores Aguanno, Dee-Lightful Productions, provided background on her organization and spoke of recent and upcoming events.

Diana Tanaka, We Tell Stories, thanked the City for the grant, and she spoke of upcoming events.

Douglas Newton, Culver City Hotel and Culver City Historical Society, presented a Culver City umbrella created by the CCHS as a fundraising item.

Elizabeth Doran, The Actors' Gang, invited the Commission to the opening of their next show, thanked the City for its support, and reported on upcoming events.

Ross Hawkins, Backlot Film Festival, provided background on himself and his organization. He announced that the Backlot Film Festival would be on hold until the end of June due to the difficult economy and he requested the City's endorsement.

James McDemas expressed support for preservation of historic sites within the City and willingness to work with staff to help in any way he could.

Keith Jeffreys, United States Veterans Artists Alliance (USVAA), thanked the City for its support and reported that they were working with The Actors' Gang. He indicated that they would like to see the AmVets building expanded into a full-blown performance space and he reported that they wanted to put on a Shakespeare Festival in the City in one of the parks.

April Fitzsimmons thanked staff for the award of a performing arts grant and she reported that she was currently a part of the USVAA and a member of The Actors' Gang.

Jeremy Green, Cultural Affairs Administration & Special Projects Coordinator read comment cards submitted by:

Carole Gustin, Culver City Historical Society, who asked for City support of the CCHS and emphasized the importance of preservation; and

Inez Bush, Arts Coordinator for the Culver City Unified School District, who reported that the School District participated in the Arts for All program and she provided information about their goals.

Two additional speakers addressed the Commission:

Mary Ann Greene, Martin Luther King Committee, announced events sponsored by the Committee on January 16-17.

Commissioner Henderson encouraged everyone to attend the Martin Luther King activities.

Steven Rose cited issues with the way the reports had been posted for the meeting; he questioned what type of non-profit the Cultural Affairs Foundation was; he wanted to see a designation regarding which City film studios were historic; he asserted that the ARTWALK benefits private businesses, and he felt that government should not endorse or subsidize private business; he expressed concern that the list of museums posted on the website was incomplete; he pointed out that the 2003 Culver City Fact Sheet in the Community Cultural Plan had not been updated; he asserted that staffing for the Culver City Music Festival had grown disproportionately in relation to the size of the event; and he reported that the Chamber of Commerce had abandoned plans to hold a music concert series in the City as it was too difficult.

Arlette Cardenas, Culver City Chamber Orchestra, thanked the Commission for the grant, she complimented the Kirk Douglas Theatre and staff; and she announced a performance of *A Look Into the Future* on August 16 at the Kirk Douglas Theatre.

Discussion between the Commission and staff included: thanks to the public for their comments; acknowledgement of issues that still need to be addressed; preserving the historical fabric of the City; plans to address problems with downloading the reports; the importance of an annual Town Hall meeting; a suggestion that the Cultural Plan be examined in 2013 to see what goals have been met and how things should be adjusted; updating City information; ensuring that all arts organizations in the City are listed on the website; and acknowledgement of the work still to be accomplished.

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Item A-1

Town Hall Meeting

Staff will open the annual Cultural Affairs Town Hall Meeting by presenting an overview of the proposed Cultural Affairs work plan for 2009, including projects pertaining to the City's Historic Preservation Program, as well as an update on projects completed in 2008

With the aid of slides, staff provided an overview of the proposed Cultural Affairs work plan for 2009 and an update of projects completed in 2008.

Sol Blumenfeld, Community Development Director, provided an overview of the Community Development Department's efforts on updating the Historic Preservation Program, including a city-wide historic structures survey. He explained why the survey was important to the development and permitting process, and he discussed the California Environmental Quality Act, Mitigated Negative Declarations, and Environmental Impact Reports.

Todd Tipton, Redevelopment Administrator, talked about the timeline for the historic survey noting that the goal was to make it inclusionary with public comment encouraged. He summarized each task and sought input from the Commission.

Discussion between the Commission and staff included: clarification that CAC referred to the Cultural Affairs Commission, not the Community Advisory Committee; clarification of staff's role in each task; the ramifications of not updating the historic survey; including stakeholders in the process; clarification that the committee would be a Brown Act Committee; the timing of the survey; the importance of compliance; public outreach; membership of the committee; concerns with the impact on staff; and use of consultants.

The following members of the audience addressed the Commission:

Julie Lugo Cerra emphasized the need to protect historic resources and she provided suggestions on the survey process and composition of the advisory committee.

Marlyn Musicant suggested that the advisory committee include an architect and that the Getty Foundation funded summer intern be dedicated to the project.

Stuart Freeman questioned whether there was merit to having a Planning Commissioner participate in the process.

Additional discussion between the Commission and staff included: clarification that a Planning Commissioner would be involved; support for including residential districts; soliciting people with architectural and historic preservation backgrounds; composition of the Committee; and keeping the application process flexible.

MOVED BY COMMISSIONER HENDERSON, SECONDED BY COMMISSIONER HANAMI, AND UNANIMOUSLY CARRIED (ABSENT CHAIR SMASHEY) THAT THE CULTURAL AFFAIRS COMMISSION ACCEPT THE DRAFT CITYWIDE HISTORIC STRUCTURES SURVEY AND UPDATED HISTORIC PRESERVATION ORDINANCE TIMELINE WITH THE STIPULATION THAT THE ACRONYM FOR THE COMMUNITY ADVISORY COMMITTEE BE CHANGED; AND REMOVE FROM TASK 2 THE REFERENCE TO RESIDENTIAL DISTRICTS, CHANGE AT-LARGE MEMBERS FROM 2 TO 5 AND INCREASE CIVIC ORGANIZATIONS FROM 2-3.

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Public Comment for Items Not on the Agenda

None.

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Receipt of Correspondence

Jeremy Green, Cultural Affairs Administration & Special Projects Coordinator, distributed correspondence.

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Items From Staff

None.

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Items From Commissioners

Commissioners thanked the Cultural Affairs and Redevelopment Agency staff.

Commissioner Jayne encouraged everyone to attend the Martin Luther King Day celebrations.

Commissioner Henderson echoed previous comments and noted that any cultural entities in the City should make themselves known to the Commission. He expressed pride at the establishment of the Cultural Affairs Foundation which is a 501(c)(3) entity and he discussed the many programs and amenities the City provided to support the arts in Culver City. He pointed out that while the Mayme Clayton Library and Museum were not listed on the website, they are in the Cultural Plan and would be posted on the website when they open in 2010.

Vice Chair Koosed received clarification that the City Council Subcommittee and Cultural Affairs Subcommittee meeting was scheduled for January 27 and a second meeting would be scheduled in February. She thanked the public for their participation.

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Adjournment

There being no further business, at 9:43 P.M., the Cultural Affairs Commission adjourned its meeting to a Regular Meeting to be held at 7:00 P.M. on February 10, 2009 in the Mike Balkman Council Chambers at City Hall.

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GAYLE SMASHEY
CHAIR of the Culver City Cultural Affairs Commission

Minutes Preparation: Kristi Callan

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

Meeting Date: February 10, 2009		Item Number: <u>A-1</u>	
AGENDA ITEM: Consideration of a Cultural Affairs Foundation Financial Policy to Establish a Minimum Threshold for Individual Donations as Recommended by the Cultural Affairs Foundation Board.			
Contact Person: Jeremy Green, Cultural Affairs		Phone Number: (310) 253-5764	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Cultural Affairs Master Notification List (02/6/2009)			
Department Approval: Sol Blumenfeld		City Manager Approval: N/A	
<u>RECOMMENDATION:</u> That the Cultural Affairs Commission consider a Cultural Affairs Foundation financial policy to establish a minimum threshold for individual donations as recommended by the Cultural Affairs Foundation Board. <u>BACKGROUND/ DISCUSSION:</u> The start-up costs for the Cultural Affairs Foundation ("Foundation") are currently provided through an allocation by the Redevelopment Agency as part of the Redevelopment Agency budget. The allocation for Fiscal Year (FY) 2008-09 is \$6,500 and the allocation for FY 2009-10 is \$8,000. The Foundation already has a Tax Identification number and received its 501(c)(3) designation in 2008 from both the Internal Revenue Service and the State of California (Attachments 1 and 2.) At the recommendation of the City's Chief Financial Officer, staff met with Shally Lin to discuss the financial organization of the Foundation. Ms. Lin has a background in developing and implementing financial processes for non-profit organizations, as well as expertise in Culver City financial procedures. During this meeting, staff discussed fiscal procedures regarding check processing, financial statements, independent audits, financial documents for grant applications and individual donations.			

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

Since the Foundation is a component unit of the City of Culver City, the following will be handled by the City's Finance Department:

Check Processing

A Foundation checking account will be established with Bank of America and will be independent from Culver City accounts. An allocation of Redevelopment Agency funds, already appropriated for the Foundation, will be utilized to start the account. The exact amount required to open the account is still being determined. Checks will be ordered and kept in a vault in the Finance Department.

An endorsement stamp will be ordered for incoming checks. Deposit into the Foundation account will occur through a transaction by the Finance Department. For check issuance, it has been recommended that there be a requirement of two signatories for a check to be processed, with a total of 4 acceptable signatures.

Financial Statements

Treasurer's Report

A Treasurer's Report will be produced quarterly and provided to the Foundation's Treasurer.

Taxes

There are funds already appropriated in the Finance budget for completion of tax forms such as the Internal Revenue Service 990 and other forms to be completed by the Finance department.

Independent Audits

There are funds already appropriated in the Finance budget to conduct an independent audit of the Foundation on an annual basis.

Financial Documents for Use in Grant Applications

The City of Culver City and Culver City Redevelopment Agency budgets and financial documents will be supplied in the requested format, and as deemed appropriate by the Finance Department, for submission as part of grant applications.

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

The Foundation's sole activity is to raise funds to support the existing work programs of Cultural Affairs in the City of Culver City. As a non-profit organization, the Foundation is able to seek grants from private foundations, as well as other government entities. The Finance Department is also investigating whether bequests might be another source of funding for the Foundation. An update will be provided when there is more information regarding the potential process for bequests. Additionally, the Foundation is able to accept individual donations. Due to staff work programs, there are time constraints with regards to solicitation of individual donations as well as for the processing of numerous small donations. Information regarding individual donation opportunities will be marketed through a posting on the City website to reduce solicitation time. As a result of discussions with the Finance Department, staff recommended that a minimum be established for individual donations and that the minimum check amount be One Thousand Dollars (\$1,000.)

At the Cultural Affairs Foundation Board Meeting, on Tuesday, January 27, 2009 at 4:00pm, the Cultural Affairs Foundation Board voted unanimously to approve a recommendation to the Commission that the minimum check amount be One Thousand Dollars (\$1,000.)

FISCAL ANALYSIS:

There is no fiscal impact associated with this action at this time.

ATTACHMENTS:

1. Designation letter from IRS
2. Designation letter from Franchise Tax Board, State of California

MOTION:

That the Cultural Affairs Commission:

1. Recommend to the City Council that the Cultural Affairs Foundation minimum threshold, for individual donations, be \$1,000.

MEETING DATE: February 10, 2009

AGENDA ITEM: **Consideration of a Cultural Affairs Foundation Financial Policy to Establish a Minimum Threshold for Individual Donations as Recommended by the Cultural Affairs Foundation Board.**

ATTACHMENTS

	<u>Pages</u>
1. Designation letter from IRS	1-4
2. Designation letter from Franchise Tax Board, State of California	5-6

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

ATTACHMENT 1

DEPARTMENT OF THE TREASURY

AUG 04 2008

Date:

CULVER CITY CULTURAL AFFAIRS
FOUNDATION
C/O JEREMY GREEN
9770 CULVER BLVD 3RD FLR
CULVER CITY, CA 90232

Employer Identification Number:
84-1697150

DLN:

17053144012038

Contact Person:

CHRIS BROWN

ID# 31503

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

June 30

Public Charity Status:

· 170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

September 26, 2006

Contribution Deductibility:

Yes

Advance Ruling Ending Date:

June 30, 2011

Addendum Applies:

No

RECEIVED
C.C.R.A.

2008 AUG 11 AM 10:30

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

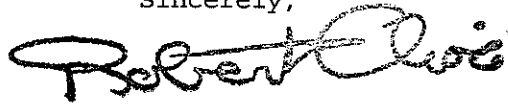
Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

CULVER CITY CULTURAL AFFAIRS

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" being more prominent than the last name "Choi".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC
Statute Extension

RECEIVED
C.C.R.A.

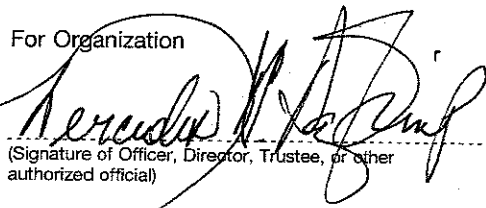
2008 AUG 11 AM 10:30

Part X Public Charity Status (Continued)

- e** 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f** 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g** 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☒
- h** 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐
- i** A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐
- 6** If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.
- a Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☐

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization



(Signature of Officer, Director, Trustee, or other authorized official)

Mercedes Paz-Slimp

(Type or print name of signer)

2/26/2008

(Date)

Board Chair

(Type or print title or authority of signer)

For IRS Use Only



IRS Director, Exempt Organizations

AUG 04 2008

(Date)

- b Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐
- (i) (a)** Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. ☐
- (b)** Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐
- (ii) (a)** For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box. ☐
- (b)** For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐
- 7** Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ Yes ☒ No

Part X Public Charity Status (Continued)

- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☒
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐
- 6 If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.
- a **Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☐

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization

(Signature of Officer, Director, Trustee, or other authorized official)

Mercedes Paz-Slimp

(Type or print name of signer)

2/26/2008

(Date)

Board Chair

(Type or print title or authority of signer)

For IRS Use Only

IRS Director, Exempt Organizations

AUG 04 2008

(Date)

- b **Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐
- (i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. ☐
- (b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐
- (ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box. ☐
- (b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐
- 7 Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ Yes ☒ No



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 1286
RANCHO CORDOVA CA 95741-1286

ATTACHMENT 2

In reply refer to
755:G :RW

August 19, 2008

THE CULVER CITY CULTURAL AFFAIRS FOUNDATION
JEREMY GREEN
9770 CULVER BLVD FL 3
CULVER CITY CA 90232-2703

RECEIVED
C.F.R.A.
2008 AUG 21 AM 11:05

Purpose : CHARITABLE
Code Section : 23701d
Form of Organization : Corporation
Accounting Period Ending: June 30
Organization Number : 2931175

EXEMPT DETERMINATION LETTER

We determined you are exempt from California franchise or income tax under the California Revenue and Taxation Code section shown above.

The tax-exempt status is effective as of 09/26/2006.

To retain exempt status, organizations are required to be organized and operating for nonprofit purposes within the provisions of the above section. An inactive organization is not entitled to exemption.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address must also be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012(a)(2).

August 19, 2008
THE CULVER CITY CULTURAL AFFAIRS FOUNDATION
ENTITY ID : 2931175
Page 2

For the organization's filing requirements, read enclosed Pub. 1068, Exempt Organizations - Requirements for Filing Returns and Paying Filing Fees. You may download the publication at www.ftb.ca.gov.

Note: This exemption is for state franchise or income tax purposes only. For information regarding sales tax exemption, contact the Board of Equalization at (800) 400-7115 or website www.boe.ca.gov.

A copy of this letter has been sent to the Registry of Charitable Trusts.

R WILLIAMS
EXEMPT ORGANIZATIONS
BUSINESS ENTITIES SECTION
TELEPHONE (916) 845-6543
FAX NUMBER (916) 843-6151

EO :

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

Meeting Date: February 10, 2009		Item Number: <u>A-2</u>	
AGENDA ITEM: Consideration of Potential Grant Opportunities as Recommended by the Cultural Affairs Foundation Board.			
Contact Person: Susan Obrow, Cultural Affairs		Phone Number: (310) 253-5762	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Cultural Affairs Master Notification List (02/6/2009)			
Department Approval: Sol Blumenfeld		City Manager Approval: N/A	
<u>RECOMMENDATION:</u> That the Cultural Affairs Commission ("Commission") considers selected private foundation and government grant opportunities for Calendar Year 2009 and makes a recommendation to the City Council. <u>BACKGROUND:</u> The Cultural Affairs Foundation ("Foundation") is a non-profit organization and is able to seek grants from private foundations as well as from government entities to support the Cultural Affairs work programs of the City of Culver City and the Culver City Redevelopment Agency. Cultural Affairs staff is responsible for implementing the annual, City Council-approved work plan. As a result, a grants consultant has undertaken the responsibility of researching grant possibilities for Calendar Year 2009. Christopher Reiner is a free-lance consultant who is also the Director of Planning and Institutional Relations for the Armory Center for the Arts in Pasadena, California. Previously, he held the position of Director, Corporate and Foundation Relations for the Natural History Museum of Los Angeles County and Director of Foundation and Government Relations/Associate Director of Development for Center Theatre Group in Los Angeles.			
1			

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

DISCUSSION:

Mr. Reiner researched grant opportunities for the current performing arts, visual arts and historic preservation work programs of Cultural Affairs and proposed the following options:

CULTURAL AFFAIRS
WORK PROGRAMS

POTENTIAL GRANT OPPORTUNITIES
CALENDAR YEAR 2009

Music in the Chambers

Roth Family Foundation
Flora L. Thornton Foundation

Rainbow Day
(Children's Event)

Dwight Stuart Youth Foundation
The Kenneth T. and Eileen L. Norris Foundation

ARTWALK Culver City

National Endowment for the Arts /
Fast Track Grant

Historic Preservation

Ralph M. Parsons Foundation
Kresge Foundation

Temporary Art Exhibits

Andy Warhol Foundation for the Visual Arts

The majority of the private foundations would require that a letter of intent be submitted for review. Mr. Reiner recommends that the proposed requests would range between \$5,000 and \$25,000, based on his research and experience, which would make an impact on those specific work programs. Mr. Reiner will prepare the individual letters of intent, under staff supervision, as well as the National Endowment for the Arts Fast Track Grant application. Should any of the potential funders respond favorably to letters, then depending on application deadlines, the grant writing duties may be split among Mr. Reiner and other Los Angeles-based grant writers.

Since the Foundation is a component unit of the City of Culver City, and the City Council and Commission have an intrinsic interest in the Cultural Affairs work programs, the Board has reviewed and approved a recommendation to the Commission to pursue the suggested grants. The Commission, in turn, shall make a recommendation for final approval from the City Council. Staff will continue to research new grant opportunities and the Board and Commission are encouraged to propose more options for grant support directly to staff throughout the year.

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

FISCAL ANALYSIS:

The start-up costs for the Foundation are currently provided through an allocation by the Redevelopment Agency as part of the Redevelopment Agency budget. The allocation for Fiscal Year (FY) 2008-09 is \$6,500 and the allocation for FY 2009-10 is \$8,000. This budget is utilized for financial organization, legal fees and grant administration.

MOTION:

That the Cultural Affairs Commission:

1. Recommend to the City Council that the selected private foundation and government grant opportunities be approved for calendar year 2009.

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

Meeting Date: February 10, 2009		Item Number: A-3	
AGENDA ITEM: Consideration of Cultural Affairs Foundation Letterhead as Recommended by the Cultural Affairs Foundation Board.			
Contact Person: Christine Byers, Cultural Affairs		Phone Number: (310) 253-5776	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Cultural Affairs Master Notification List (02/6/09);			
Department Approval: Sol Blumenfeld		City Manager: N/A	

RECOMMENDATION:

That the Cultural Affairs Commission ("Commission") consider the letterhead layout for the Cultural Affairs Foundation ("Foundation").

BACKGROUND & DISCUSSION:

Draft letterhead was created for the Cultural Affairs Foundation and reviewed with City Manager Jerry Fulwood. In creating stationery, staff was conscious of the need to distinguish the Foundation from the City of Culver City for purposes of applying for grants from private foundations. Other cities with non-profit foundations – e.g., City of Santa Monica – have developed separate stationery for this reason. City Manager Jerry Fulwood directed staff to incorporate the City Council approved scripted "Culver City" logo into the Foundation letterhead. The proposed design for the Foundation letterhead is distinguishable from that used by many City departments which incorporate the official City seal into the design (see attached).

The Foundation Board unanimously approved a motion to recommend that the Commission consider the attached letterhead layout. The Foundation Board asked that the current Board members be listed in addition to the Advisory Committee. Once the Advisory Committee is established, its members will be added to the letterhead under the list of Board members. For purposes of the Commission's review, staff have added a fictional list of Advisory Board members on the attached draft layout as a placeholder.

In keeping with current practice, staff will use an electronic template for the Foundation letterhead rather than print letters on pre-printed customized stationery.

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

An electronic template would also be used for envelopes and address labels which keeps costs to a minimum and allows for making changes as necessary.

FISCAL ANALYSIS:

The fiscal impact of this item is unknown at this time.

ATTACHMENTS:

1. Sample of City letterhead with City seal
2. Cultural Affairs Foundation letterhead

MOTION:

That the Cultural Affairs Commission:

1. Approve the layout of the Cultural Affairs Foundation letterhead.

MEETING DATE: February 10, 2009

AGENDA ITEM: **Consideration of Cultural Affairs Foundation
Letterhead as Recommended by the Cultural
Affairs Foundation Board.**

ATTACHMENTS

Pages

- | | |
|---|---|
| 1. Sample of City letterhead with City seal | 1 |
| 2. Cultural Affairs Foundation letterhead | 2 |



Sol Blumenfeld
Community Development Director

ATTACHMENT 1

CITY OF CULVER CITY

9770 Culver Boulevard, Culver City, California 90232

(310) 253-5700
(310) 253-5779 fax

Culver City Employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of more than seventy-five years of public service, by our present commitment, and by our dedication to meet the challenges of the future.

ATTACHMENT 2



CULTURAL AFFAIRS FOUNDATION

BOARD OF DIRECTORS

March 11, 2002

Jerry Fulwood, Chief Executive Officer
Mercedes Paz-Slimp, Chair
Christine Hardin, Vice-Chair
Sofia Klatzker, Secretary
Renae Williams Niles, Treasurer
Marla Koosed
Rick Noguchi
Gayle Smashey

Mr. Hugh Westerly
Principal
The Modern School for Secretaries
12 Harrington Place
Greenpoint, NJ 07021

Re: Project Name

ADVISORY COMMITTEE

Dear Mr. Westerly:

Jon Smith
Jane Doe
Jonathan Doe
Allison Smith
Jane Doe
Allison Doe
Jonathan Doe
Jon Smith
Allison Doe
Jonathan Doe
Jon Smith
Jonathan Doe
Jane Doe
Allison Doe

This is a standard letter format example in the full block style for setting up formal letters at Sussman/Prejza. As you can see, there are no indentations. everything, including the date and the complimentary close, begins at the extreme left.

The text is in Scala typeface, 11 point typizesize and 14 point leading. The date, the name, title and address of the person this letter is going to and the RE: (regarding) line should visually align with the top of the S/P logo on the left side of the stationary. The RE: line is in Scala Sans Bold 11 point.

Type the complimentary close two lines beow the last line of the letter. In letters of more than one page, at least two lines should be on the page with the close. The signature to a business letter consists of the signature of the writer, his or her typed name and business title.

Please note that there is a 1 3/4" margin on the left side of the letter format and a 1" margin on the right side. A 1" margin has been left on the bottom and the last lien of your letter should never exceed this.

Sincerely,

Lynn Alverstone
Associate

cc: DS

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

Meeting Date: February 10, 2009		Item Number: A-4	
AGENDA ITEM: Report and Discussion of Commission Subcommittee Meeting with Council Subcommittee on Commissions.			
Contact Person: Christine Byers, Cultural Affairs Susan Obrow, Cultural Affairs		Phone Number: (310) 253-5776 (310) 253-5762	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Cultural Affairs Master Notification List (2/6/09);			
Department Approval: Sol Blumenfeld		City Manager:	
<u>RECOMMENDATION:</u> That the Cultural Affairs Commission ("CAC") provide comments on the CAC Subcommittee meeting with Council Subcommittee on Commissions. <u>BACKGROUND & DISCUSSION:</u> The first Cultural Affairs Commission Subcommittee meeting with Council Subcommittee on Commissions occurred on Tuesday, January 27, 2009 at 6:00pm in the Patio Room on the third floor of City Hall. The 2nd meeting of the Council and Commission subcommittees, previously scheduled for February 10th at 5:30pm, has been changed to allow the Cultural Affairs Commission subcommittee to report back to the full Commission prior to the next meeting. The 2nd meeting will now take place on Thursday, February 19th at 5:30 p.m. In addition, a 3rd meeting previously scheduled for February 26th will be taken off calendar. If a 3rd meeting is determined necessary by the Council and Commission subcommittee, scheduling issues will be discussed at the next meeting. <u>FISCAL ANALYSIS:</u> There is no fiscal impact.			

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

ATTACHMENTS:

None.

MOTION:

That the Cultural Affairs Commission:

Discuss and Provide comments on the Commission Subcommittee Meeting with Council Subcommittee on Commissions.

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

Meeting Date: February 10, 2009		Item Number: A-5	
AGENDA ITEM: Consideration of an Overview of the Proposed Fiscal Year 2009 – 10 Cultural Affairs Work Programs and Tentative Timeline.			
Contact Person:		Phone Number:	
Christine Byers, Cultural Affairs		(310) 253-5776	
Jeremy Green, Cultural Affairs		(310) 253-5764	
Susan Obrow, Cultural Affairs		(310) 253-5762	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	
Attachments: ☒			
Public Notification: Cultural Affairs Master Notification List (02/6/09);			
Department Approval: Sol Blumenfeld		City Manager: N/A	
<u>RECOMMENDATION:</u> That the Cultural Affairs Commission (“Commission”) review the Cultural Affairs work program and tentative timeline included herein and provide comments. <u>BACKGROUND & DISCUSSION:</u> Cultural Affairs is a component of the Culver City Redevelopment Agency (“Agency”) which is part of the Community Development Department of the City of Culver City (the “City”). The Cultural Affairs work programs of the City and the Agency will be reviewed by the City Council and the Agency Board this spring as part of the annual budget process. The Commission’s comments and recommendations will be forwarded to the Agency Board and City Council for consideration during the budget process. The City of Culver City’s Art Fund is a restricted, capital improvement fund paid into by developers choosing to opt-out of commissioning site-specific art work for their project. The Culver City Redevelopment Agency allocates funding for cultural programs that provide economic impact and garner positive publicity for the Agency’s project areas including Downtown Culver City, the east end of Washington Boulevard, the west end of Washington Boulevard, Sepulveda Boulevard and the Fox Hills area.			
1			

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

Staff assigned to Cultural Affairs includes the Public Art and Historic Preservation Coordinator, the Performing Arts and Special Events Coordinator and a Management Analyst who is responsible for the administration of Cultural Affairs including coordinating the Commission and the Cultural Affairs Foundation meetings and Agendas. The Management Analyst also coordinates special projects for the Redevelopment Agency such as the Farmers' Market and Media Park as well as special events throughout the year including *Taste of the Nation*, *The Culver City Car Show* and the Chamber of Commerce Business Expo.

Adopted Goals as Included in the Community Cultural Plan

In November 2003, the City Council adopted a Community Cultural Plan ("Plan") for Culver City that included six goals and a list of short- (achievable within a five-year time period) and long-term (achievable within a ten year time period) outcomes. Each outcome corresponds with one or more of the six goals.

A copy of the Plan is available via the City's website at <http://www.culvercity.org/cultural/culturalplan.asp?sec=arts>. The Cultural Affairs Commission received this update as part of its annual Town Hall on January 13, 2009.

Below are the six goals as included in the adopted plan. Staff and Commission regularly consider the following goals as programs are developed and implemented:

1. NURTURE AND PROMOTE CULVER CITY'S RESOURCES FOR LIFELONG LEARNING IN AND THROUGH ARTS AND CULTURE.
2. STRENGTHEN CULVER CITY'S ARTS AND CREATIVITY IMAGE, CAPITALIZING ON AND STRENGTHENING ITS LEGACY OF FILM HISTORY, CULTURAL HISTORY, PUBLIC ART AND HISTORIC PRESERVATION.
3. FACILITATE THE DEVELOPMENT OF DIVERSE ARTS AND CULTURAL FACILITIES.
4. DEVELOP A NETWORK OF CULTURAL RESOURCES THROUGHOUT CULVER CITY.
5. SUPPORT CULVER CITY'S ARTS AND CULTURAL ORGANIZATIONS AND ARTISTS.

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

**6. ESTABLISH THE INFRASTRUCTURE AND FUNDING TO SUPPORT
ONGOING CULTURAL DEVELOPMENT IN CULVER CITY.**

Proposed Work Programs for Fiscal Year 2009 – 10 and 2010-11:

Proposed work programs for Fiscal Year 2009-10 and Fiscal Year 2010-11 remain consistent with the last two-year budget plan prepared in 2008. The proposed budget will be presented to the full Commission for review prior to final review by the Agency and City Council. The work programs for Calendar Year 2009 were presented to the Commission as part of the annual Town Hall in January 2009. This next evaluation of annual programs allows the Commission to participate early in the review process for the upcoming fiscal year and provides an opportunity for the Commission to contribute new ideas that may be presented during the budget hearings. A proposed timeline for 2009-10, detailing the work load for Cultural Affairs staff, is attached to this report. New or expanded programs in the coming fiscal year may necessitate the elimination of current programs, or the scope of programs, detailed in this report.

The Performing Arts Grant Program, *Culver City Music Festival*, Public Art Program, Art Maintenance Program and Historic Preservation Program are year-round programs while others are seasonal or time-specific. This upcoming fiscal year, staff plans to research the possibility of new temporary art programs which would be supported by the Art Fund as well as other cultural programs funded by the Agency for specific project areas.

A brief overview of staff's proposed work program priorities for fiscal year 2009-10 is found below and includes funding sources:

- **Performing Arts Grant Program (ART FUND).** Continue to attract prominent performing arts companies to Culver City and explore possibilities for new performing arts spaces throughout the City. Develop and distribute marketing materials to promote performances.
- ***Culver City Music Festival* (RA).** Facilitate presentation of summer concert series, featuring eight concerts, working closely with contracted Producer. Facilitate review and recommendation process for the Commission.
- ***Made in Culver City* (RA).** Continue to celebrate the City's film legacy with an annual, free screening of a classic film produced in "The Heart of Screenland".

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

- ***Speak Easy (RA)***. Develop and present an event featuring spoken word and live jazz, with distinguished performers, at the Culver Events Center on the west end of Washington Boulevard.
- ***Music in the Chambers (RA)***. Continue to present outstanding musicians in this unique chamber music series of three concerts set during the winter in the Mike Balkman Council Chambers of City Hall.
- ***Rainbow Day (RA)***. Develop and present quality children's programming in the springtime on the west end of Washington Boulevard.
- ***ARTWALK Culver City (ART FUND)***. Continue to present this free, one-day self-guided tour of the art galleries and exhibition spaces in the Culver City area.
- ***Special Events (RA)***. Funds available for un-programmed cultural events, enhancement of current work programs, the Town Plaza opening, and/or piloting of new programs.
- ***Historic Preservation Program (ART FUND & RA)***. Continue implementing City's Historic Preservation Program including an updated City-wide historic structures survey, updating City's Historic Preservation Ordinance, updating other City planning documents and codes (e.g., General Plan), and review of future projects involving designated historical resources. (See attached draft timeline.)
- ***Art in Public Places Program (ART FUND)***. This includes:
 - Art in Public Places Ordinance update;
 - Continue implementing maintenance of City-owned and privately owned art work;
 - Continue monitoring and phased de-installation of *Here Now There Then* Art Banners on Washington Boulevard;
 - Continue development of City-wide temporary art program to include nodes and gateways;
 - Continue coordination of commissions of new public art on private property; and,
 - Continue public outreach and City-web site enhancements to highlight program.

Additionally, staff manages other related programs and tasks under the direction of the Agency but not designated in the Cultural Affairs budget. These include:

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

- **Fire/Seismic Rehabilitation of Culver City Art Galleries (RA).** As liaison to Culver City's art galleries, Cultural Affairs will work with the City's Building Official, contract engineer and CDD staff to implement a program that would bring art galleries' structural compliance closer to standards currently mandated by code.
- **Banners for Certain City Districts, Including Washington Blvd. Area Improvement Plan (RA).** Cultural Affairs to coordinate banner design and installation in conjunction with other improvements planned for certain City neighborhoods. Specific programming for banner design and budget still to be determined.
- **Kirk Douglas Theatre Community Access Program (RA).** Cultural Affairs manages the annual program which is a requirement of the lease agreement with Center Theatre Group.
- **Ivy Substation (RA).** Cultural Affairs shares responsibility with other Agency staff for the maintenance of the building and the management of the lease agreement with The Actors' Gang.

FISCAL ANALYSIS:

Cultural Affairs work programs are budgeted in both the Agency and the City of Culver City budgets. The Art in Public Places Ordinance allows for specific percentages of the money deposited into the Art Fund each year to be spent for certain programs that receive funding through the Fund. Both work programs are reviewed and approved annually, based on a two-year rolling budget. The anticipated 2009-2010 budget with exceptions as noted in the staff report above will approximate what was approved for 2008-2009. The actual fiscal impact will not be finalized until the work programs and budget for Cultural Affairs programs have been approved by the Agency and City Council.

ATTACHMENTS:

1. Proposed Timeline for Fiscal Year 2009-10 Work Programs
2. Draft Timeline for Updating City Historic Preservation Program

MOTION:

That the Cultural Affairs Commission:

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

Provide comment on the proposed work programs for Fiscal Year 2009-10 and 2010-11.

ATTACHMENT 1

MEETING DATE: February 10, 2009

AGENDA ITEM: **Consideration of an Overview of the Proposed Fiscal Year 2009-10 Cultural Affairs Work Programs and Tentative Timeline.**

ATTACHMENTS

Pages

1. Proposed Timeline for Fiscal Year 2009-10 Work Programs 1-4
2. Draft Timeline for Updating City Historic Preservation Program 5-7

PROPOSED TIMELINE FOR FY 2009-10 WORK PROGRAMS

<u>MONTH-YEAR</u>	<u>WORK PROGRAM</u>	<u>MANAGER</u>
JUL 2009	Performing Arts Grants	Susan Obrow / Jeremy Green
	<i>Culver City Music Festival</i>	Susan Obrow
	<i>Made in Culver City</i>	Susan Obrow
	<i>Speak Easy</i>	Susan Obrow
	Cultural Affairs Commission	Jeremy Green
	Cultural Affairs Foundation	Jeremy Green
	Historic Preservation Ordinance Update	Christine Byers
	Historic Structures Survey	Christine Byers
	Banners for Washington Blvd. Area Improvement Plan	Christine Byers
	Maintenance of Public Art	Christine Byers
	Development of Temporary Art Program	Christine Byers
	Rehabilitation of Culver City Art Galleries	Christine Byers
	Coordinate Public Art Commissions on Private Property	Christine Byers
AUG 2009	Performing Arts Grants	Susan Obrow / Jeremy Green
	<i>Culver City Music Festival</i>	Susan Obrow
	<i>Made in Culver City</i>	Susan Obrow
	<i>Speak Easy</i>	Susan Obrow
	Cultural Affairs Commission	Jeremy Green
	Historic Structures Survey	Christine Byers
	Maintenance of Public Art	Christine Byers
	Development of Temporary Art Program	Christine Byers
	Rehabilitation of Culver City Art Galleries	Christine Byers
	Coordinate Public Art Commissions on Private Property	Christine Byers
SEPT 2009	Performing Arts Grants	Susan Obrow / Jeremy Green
	<i>Culver City Music Festival</i>	Susan Obrow
	<i>Made in Culver City</i>	Susan Obrow
	<i>Speak Easy</i>	Susan Obrow
	Cultural Affairs Commission	Jeremy Green
	Historic Structures Survey	Christine Byers
	Maintenance of Public Art	Christine Byers
	Development of Temporary Art Program	Christine Byers

	Rehabilitation of Culver City Art Galleries	Christine Byers
	Art in Public Places Ordinance Update	Christine Byers
	Coordinate Public Art Commissions on Private Property	Christine Byers
OCT 2009	Performing Arts Grants	Susan Obrow / Jeremy Green
	<i>Culver City Music Festival</i>	Susan Obrow
	<i>Speak Easy</i>	Susan Obrow
	<i>Music in the Chambers</i>	Susan Obrow
	Cultural Affairs Commission	Jeremy Green
	Historic Structures Survey	Christine Byers
	Maintenance of Public Art	Christine Byers
	Implementation of Temporary Art Program	Christine Byers
	Rehabilitation of Culver City Art Galleries	Christine Byers
	Art in Public Places Ordinance Update	Christine Byers
	Coordinate Public Art Commissions on Private Property	Christine Byers
NOV 2009	Performing Arts Grants	Susan Obrow / Jeremy Green
	<i>Culver City Music Festival</i>	Susan Obrow
	<i>Speak Easy</i>	Susan Obrow
	<i>Music in the Chambers</i>	Susan Obrow
	<i>Rainbow Day</i>	Susan Obrow
	Cultural Affairs Commission	Jeremy Green
	Historic Structures Survey	Christine Byers
	Maintenance of Public Art	Christine Byers
	Implementation of Temporary Art Program	Christine Byers
	Rehabilitation of Culver City Art Galleries	Christine Byers
	Art in Public Places Ordinance Update	Christine Byers
	Coordinate Public Art Commissions on Private Property	Christine Byers
DEC 2009	Performing Arts Grants	Susan Obrow / Jeremy Green
	<i>Culver City Music Festival</i>	Susan Obrow
	<i>Music in the Chambers</i>	Susan Obrow
	<i>Rainbow Day</i>	Susan Obrow
	Cultural Affairs Commission	Jeremy Green
	Historic Structures Survey	Christine Byers

	Maintenance of Public Art	Christine Byers
	Implementation of Temporary Art Program	Christine Byers
	Rehabilitation of Culver City Art Galleries	Christine Byers
	Art in Public Places Ordinance Update	Christine Byers
	Coordinate Public Art Commissions on Private Property	Christine Byers
JAN 2010	Performing Arts Grants	Susan Obrow / Jeremy Green
	<i>Culver City Music Festival</i>	Susan Obrow
	<i>Music in the Chambers</i>	Susan Obrow
	<i>Rainbow Day</i>	Susan Obrow
	<i>ARTWALK Culver City</i>	Susan Obrow / Christine Byers
	Cultural Affairs Commission	Jeremy Green
	Cultural Affairs Foundation	Jeremy Green
	Historic Structures Survey	Christine Byers
	Maintenance of Public Art	Christine Byers
	Rehabilitation of Culver City Art Galleries	Christine Byers
	Coordinate Public Art Commissions on Private Property	Christine Byers
FEB 2010	Performing Arts Grants	Susan Obrow / Jeremy Green
	<i>Culver City Music Festival</i>	Susan Obrow
	<i>Music in the Chambers</i>	Susan Obrow
	<i>Rainbow Day</i>	Susan Obrow
	<i>ARTWALK Culver City</i>	Susan Obrow / Christine Byers
	Cultural Affairs Commission	Jeremy Green
	Historic Structures Survey	Christine Byers
	Maintenance of Public Art	Christine Byers
	Rehabilitation of Culver City Art Galleries	Christine Byers
	Coordinate Public Art Commissions on Private Property	Christine Byers
MAR 2010	Performing Arts Grants	Susan Obrow / Jeremy Green
	<i>Culver City Music Festival</i>	Susan Obrow
	<i>Music in the Chambers</i>	Susan Obrow
	<i>Rainbow Day</i>	Susan Obrow
	<i>ARTWALK Culver City</i>	Susan Obrow / Christine Byers
	<i>Made in Culver City</i>	Susan Obrow
	Cultural Affairs Commission	Jeremy Green
	Historic Structures Survey	Christine Byers
	Maintenance of Public Art	Christine Byers

	Rehabilitation of Culver City Art Galleries	Christine Byers
	Coordinate Public Art Commissions on Private Property	Christine Byers
APR 2010	Performing Arts Grants <i>Culver City Music Festival</i> <i>ARTWALK Culver City</i> <i>Made in Culver City</i> Cultural Affairs Commission Historic Structures Survey Maintenance of Public Art Rehabilitation of Culver City Art Galleries Coordinate Public Art Commissions on Private Property	Susan Obrow / Jeremy Green Susan Obrow Susan Obrow / Christine Byers Susan Obrow Jeremy Green Christine Byers Christine Byers Christine Byers Christine Byers Christine Byers
MAY 2010	Performing Arts Grants <i>Culver City Music Festival</i> <i>ARTWALK Culver City</i> <i>Made in Culver City</i> Cultural Affairs Commission Historic Structures Survey Maintenance of Public Art Rehabilitation of Culver City Art Galleries Coordinate Public Art Commissions on Private Property	Susan Obrow / Jeremy Green Susan Obrow Susan Obrow / Christine Byers Susan Obrow Jeremy Green Christine Byers Christine Byers Christine Byers Christine Byers Christine Byers
JUN 2010	Performing Arts Grants <i>Culver City Music Festival</i> <i>ARTWALK Culver City</i> <i>Made in Culver City</i> Cultural Affairs Commission Historic Structures Survey Maintenance of Public Art Rehabilitation of Culver City Art Galleries Coordinate Public Art Commissions on Private Property	Susan Obrow / Jeremy Green Susan Obrow Susan Obrow / Christine Byers Susan Obrow Jeremy Green Christine Byers Christine Byers Christine Byers Christine Byers Christine Byers

ATTACHMENT 2

DRAFT

Historic Preservation Tasks & Timeline, Including City-Wide Historic Structures Survey & Updated Historic Preservation Ordinance

TASK

DATE

1. City Council reviews general issues related to updating the Historic Preservation Ordinance, completing a City-wide historic structures survey, and establishment of an Community Advisory Committee (“CAC”), including protocol for CAC.

FEBRUARY 2009

- Prepare staff report outlining legal and policy issues and RFP process for survey
- Outline public information effort related to City-wide historic structures survey and Historic Preservation Ordinance revisions and adoption
- Identify form, organization and composition of CAC
- Identify Historic Preservation Ordinance planning and financial implementation issues
- Identify other historic preservation implementation measures related to General Plan, Zoning Code, etc.

2. City Council identifies CAC members based on Cross-section of potentially affected interests. Potential CAC Member Recommendations:

**FEBRUARY/
MARCH 2009**

- The City's two main movie studio lots (1 each – total 2)
- The three members from currently designated historical residential districts (Braddock, Lafayette & McConnell Historic Districts) (1 each – total 3)
- Culver City Historian (1 representative)
- Culver City Historical Society (2 representatives)
- Culver City Chamber of Commerce (1 representative)
- Downtown Business Association (1 representative)
- Culver City Unified School District (1 representative)
- Two Culver City civic organizations/clubs (2 total)
- At-Large Members (2 total)
- A representative from the City's Planning and Cultural Affairs Commissions (1 each – total 2)

TASK**DATE****3. Apply for Certified Local Government Status****APRIL 2009**

- Complete resolution and application and present to City Council for consideration
- Submit application to OHP

4. Commence Historic Preservation Ordinance Update

- Staff and CAC work together on Historic Preservation Ordinance update
- Relevant Commissions provide comments to updated draft Historic Preservation Ordinance
- City Council considers revisions/updates to Historic Preservation Ordinance at first reading
- City Council considers revisions/updates to Historic Preservation Ordinance at second reading

**MARCH/
APRIL 2009****APRIL/MAY 2009****JUNE 2009****JULY 2009****5. Commence Historic Survey Update**

- City Council authorizes staff to release RFP for consultant to perform historic structures survey
- Staff to begin implementing Mills Act Property Tax Abatement Program
- Interview and selection of consultant to perform historic structures survey
- City Council considers recommendation regarding consultant to perform historic structures survey
- Consultant works with staff to develop timeline or survey, creating an educational/community outreach program, and establishing dates for CAC meetings and wider community meetings
- City Council and all community stakeholders updated with detailed timeline and critical benchmarks

MAY 2009**JULY 2009****JULY 2009****JULY/
AUGUST 2009****AUGUST/
SEPTEMBER 2009****SEPTEMBER 2009**

TASK

DATE

6. Data collection, perform survey & documentation:

SEPTEMBER 2009 –
APRIL 2010

- Development of context statement and eligibility criteria
- Reconnaissance survey of all parcels containing structures in or prior to 1964
- Complete DPR forms for eligible properties based on initial reconnaissance survey
- Review and verify survey results

7. Identify Whether Survey Results Merit Additional Designation Nominations and Make Recommendations to City Council

MAY 2010

- Prepare additional documentation (if necessary) for nominations and make recommendations to City Council consideration
- Update all City permitting, GIS, OHP and County Assessor databases as necessary

8. Implementation of Other Planning Tools

JULY –
SEPTEMBER 2010

- Identify other City documents and Planning tools that require updating to remain consistent with survey results, possible additional designations and Historic Preservation Ordinance updates (e.g., General Plan and Zoning Code)
- Identify and outline tasks, process and timeline for implementing the additional update and present to Commissions and/or City Council as necessary
- Implement updates