WORKSHOP, JULY 24, 2004
CULTURAL AFFAIRS COMMISSION

PRESIDING: CHAIR ALICIA MILLIKAN

Call to Order The Chair called the meeting to order at 9:09 a.m.

Roll Call Present: Julie Lugo Cerra; Susan Deen; Luther L. Henderson, III; Ronnie Jayne, and Alicia Millikan. Mayor Steven Rose and Mim Shapiro were also in attendance.

Pledge of Allegiance Mim Shapiro led the Pledge of Allegiance to the Flag of the United States.

Staff Present Christine Byers, Public Art & Historic Preservation Coordinator; Susan Evans, Community Development Director; Elaine Gerety, Event Supervisor; and, Heather Iker, Deputy City Attorney.

Agenda Posting It was moved by Commissioner Deen, seconded by Commissioner Henderson and unanimously carried, to receive and file the Secretary's Report regarding the agenda posting for this meeting.

Item #6. **Discussion Items:**

The role of the Commission and Subcommittees

Susan Evans led a presentation on this topic. She began by stating that due to the appointment of a new Cultural Affairs Commissioner and a new Planning Commissioner, she was using this opportunity to develop an overview of the role of Commissions and subcommittees that, in the future, may become a standard handout for all future newly appointed Commissioners.

Ms. Evans reviewed the list of primary entities that comprise Culver City and it's government: the community, the City Council, the executive staff, the Chief Administrative Officer, the City Attorney, City staff and Commissions. She stated that commissions are a formalized means of access back to the Community and an advisory body to the City Council. In discussing various examples, Ms. Evans said that at times, decisions made at the City Council level may not require Commission input. At other times, community input may be sought through a meeting with a sub-committee prior to going to the City Council or the Redevelopment Agency for consideration.

Ms. Evans noted that unlike the Planning Commission, the Cultural Affairs Commission's purview is much wider and touches upon redevelopment, economic development, planning and cultural issues.

At the conclusion of her presentation, Ms. Evans asked if there were any questions. Commissioner Henderson asked for clarification regarding the distinction between the City Council and the Redevelopment Agency. Ms. Evans stated that the Redevelopment Agency is an entity of the State of California and operates under a different legal jurisdiction than the City Council.

9:37 a.m. **Brown Act Review**

Heather Iker, Deputy City Attorney, gave a summary of her July 20, 2004 memorandum to the Cultural Affairs Commission on the Ralph M. Brown Act. She provided definitions for a legislative body and meetings, role of staff in noticing, violations to the Brown Act, the distinction between a Special Meeting and an Emergency Meeting, and the "Headline Test" with regard to public perception. Discussion ensued with regard to communication via e-mail, Commissioner conflict of interest regarding specific agenda items, combining sub-committees from different Commissions or a Commission sub-committee and a City Council sub-committee, and alternates to sub-committees and the potential for having serial meetings. Ms. Iker ended the discussion by saying that she was available for follow-up questions at any time.

10:18 a.m. **Policy Review and Update**

Ms. Byers lead the discussion on this topic and opened by noting that two matrices were provided to the CAC regarding policy: a list of fifteen City Council adopted policies and a second list entitled, "Proposed Policies" many of which had already been implemented. The CAC was provided with this opportunity to review the language and order of the City Council adopted policies.

During the discussion, Vice Chair Cerra made a comment about the timing of forwarding Commissioner mail. Ms. Byers explained that typically all mail addressed to Commissioners is given to her and that, with the exception of mail arriving the week of delivery of a CAC meeting packet, staff forwards that mail immediately to the addressee via the US Post Office. Chair Millikan made a comment regarding forwarding of e-mail through the City.

After review, there were no additional changes to language of the City Council adopted policies. Ms. Byers noted that with regard to the Art in Public Places in-lieu fees, language had already been incorporated into the City's Municipal Code consistent with the policy language.

Staff and the Commission continued by reviewing the matrix of proposed policies, making some language changes to what had been provided.

Chair Millikan asked about progress on the Cultural Affairs database and whether or not a layout could be provided to the CAC at the next meeting.

Regarding acceptance of invitations and filing a Form 700 with the City for gifts received, Ms. Iker said that she would review the memorandum drafted last year by the City Attorney's office and forward that back to staff and the Commission with any updates.

Vice Chair Cerra asked that a policy be implemented regarding the Art Fund report and that a copy thereof be furnished to the CAC on a quarterly basis. Mim Shapiro asked about the funds available for maintenance and the cumulative carryover amounts of unspent funds allocated for maintenance since the inception of the Art in Public Places program. Discussion ensued about the 5% maintenance fund allocation and the need to change the Municipal Code to better meet the needs of the program.

The need for a policy on community input for new capital improvement projects generated further discussion. It was decided that an annual community input meeting would be held in January – or at other times if necessary – to allow for a collective review of the next fiscal year's proposed work program and available funds.

It was decided that the list of proposed policies that had not yet been adopted by the City Council as a collective group would be brought back to the CAC for consideration with the amendments discussed and then forwarded to the City Council for further consideration. The five proposed policies that were noted as requiring additional research would be brought back to the CAC in the future.

Upon conclusion of the discussion of policies, the Commission took a short break.

11:50 a.m. **Community Cultural Plan Accomplishment Review**

Ms. Gerety led the discussion on this topic by reviewing the Action Plan matrix with the adopted list of short- and long-term outcomes. Additions and changes to the matrix since the adoption of the Community Cultural Plan by the City Council in November 2003, were under the accomplishments column.

Vice Chair Cerra noted that one outcome relating to performing arts had been omitted in the update. Ms. Gerety noted that she would add this back in and took comments from Commissioners regarding other correction or additions. She noted that a revised draft copy would be sent to the Commission via e-mail before the final presentation to the Commission in August.

At 12:15 p.m., Mayor Steven Rose joined the workshop during the discussion of this item.

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1:15 p.m. The Commission and staff broke for lunch.

1:43 p.m. **Discussion of 2004 – 2005 Work Program**

Ms. Gerety reviewed the list of approximately nineteen short- and long-term Community Cultural Plan outcomes as proposed accomplishments for the current fiscal year.

It was decided that the annual report to the City Council be presented in a joint meeting with the Commission. The Mayor added that this should occur no later the December 31st of each calendar year.

There was additional discussion of the role of staff and subcommittees with regard to implementing the annual work program.

The three outcomes that were listed as occurring on an annual basis – review of the scope of work for public art, review of the Ordinances, and report to the City Council – would be added to the work program for each fiscal year.

There was considerable discussion about a community calendar, its role, outlets for distribution and potential sources of information.

At the conclusion of this item, each Commissioner designated which of the outcomes were considered a priority. The three outcomes that received the most votes as priorities were:

- Partnerships with community organizations that assist in providing arts education opportunities
- Public attention and recognition of Culver City for its heritage and Cultural diversity, and
- A community calendar of events.

Summary and Closing

In summarizing the accomplishments of the workshop, Ms. Gerety stated that an updated Action Plan would be brought back to the Commission for review and consideration as well as updates to the policies.

Commissioner Henderson asked how many speakers were scheduled to be included in the Art of … speaker series to which Ms. Gerety replied that twelve were planned altogether.

Item #7. **Commissioners' Comments.**

Commissioner Henderson spoke about the importance of establishing a 501(c)(3) for future fundraising toward cultural activities.

Commissioner Deen stated that she felt the workshop had been both wonderful and productive.

Commissioner Jayne said that she was energized and excited by the discussions.

Vice Chair Cerra stated that Cultural Affairs was on the right path and suggested that for a newly established 501(c)(3), the community calendar of events might serve as the first fundraising event.

Chair Millikan thanked staff for their work.

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Item #8. **Announcements.**

There were no announcements at this time.

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Item #9. **Director's Report.**

The Director had nothing to add at this time.

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Item #10. **Adjournment.**

With no further business for the Commission to consider, the Chair entertained a motion for adjournment.

MOVED BY COMMISSIONER HENDERSON, SECONDED BY COMMISSIONER DEEN AND UNANIMOUSLY CARRIED, TO ADJOURN THE MEETING AT 2:56 P.M. TO THE NEXT REGULAR MEETING ON TUESDAY, AUGUST 10, 2004 AT 7:00 P.M. IN THE MIKE BALKMAN COUNCIL CHAMBERS, CITY HALL.

Respectfully submitted,

Alicia Millikan, Chair

Christine Byers, Public Art & Historic Preservation Coordinator