



Culver CITY

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CLEMENT HANAMI, Commissioner
RONNIE JAYNE, Commissioner
MARLA KOOSSED, Commissioner

CULTURAL AFFAIRS COMMISSION MEETING AGENDA TUESDAY, July 8, 2008

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

July 8, 2008

7:00 p.m.

Mike Balkman Council Chambers – Meeting

CALL TO ORDER & ROLL CALL:

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

PLEDGE OF ALLEGIANCE

PRESENTATION ITEMS

P-1. Administration of the Oath of Office to the Reappointed Member.

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 June 10, 2008 Regular Meeting. ***Approve minutes.***

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

A-1. Election of Officers and Assignment of Commissioners to Sub-Committees for Fiscal Year 2008 - 2009. ***Elect Chair, Vice Chair and Make Sub-Committee Assignments.***

- A-2. Consideration of Draft Notice of Funding Availability (NOFA) for the 2009 Performing Arts Grant Program. **Approve Changes.**
- A-3. Consideration of Request for Proposals (RFP) for a Consultant to Complete a Citywide Historic Resources Inventory Update and Recommendation to the City Council/Redevelopment Agency. **Approve RFP and make recommendation.**

PUBLIC COMMENT - Items Not On the Agenda (Continued)

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

**Cultural Affairs Commission Meeting
Mike Balkman Council Chambers
August 12, 2008
7:00 PM**

Upcoming Public Meeting Tentative Schedule --July, 2008 -TBD

Date	Day	Time	Location
City Council			
July -7	Monday	7:00 PM	Council Chambers
July -14	Monday	7:00 PM	Council Chambers
July - 21	Monday	7:00 PM	Council Chambers
July - 28	Monday	7:00 PM	Council Chambers
Redevelopment Agency			
July -7	Monday	7:00 PM	Council Chambers
July - 21	Monday	7:00 PM	Council Chambers
Parks and Recreation Commission			
July -1	Tuesday	7:00 PM	Council Chambers
Cultural Affairs Commission			
July - 8	Tuesday	7:00 PM	Council Chambers
Planning Commission			
July - 9	Wednesday	7:00 PM	Council Chambers
July 23	Wednesday	7:00 PM	Council Chambers
Civil Service Commission			
July - 2	Wednesday	7:00 PM	Council Chambers
• Times and dates may be changed. • Meetings may be added or changed			

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

Meeting Date: 07/08/08		Item Number: <u>A-1</u>	
AGENDA ITEM: Election of Officers and Assignment of Commissioners to Sub-Committees for Fiscal Year 2008 – 09.			
Contact Person/Dept.: 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 E-Mail Notification List (07/02/08)			
Department Approval: Sol Blumenfeld		City Attorney Approval: N/A	
Fiscal Impact Review: N/A		City Manager Approval: N/A	

RECOMMENDATION:

Staff recommends that the Cultural Affairs Commission elect a Chair and Vice Chair for the Cultural Affairs Commission and make sub-committee assignments for Fiscal Year 2008-09.

BACKGROUND:

At its first regular meeting in July of each year, the Cultural Affairs Commission (“CAC”) elects a Chair and Vice Chair and two Commissioners are assigned to two or more of the CAC’s eight regular sub-committees. Sub-committee meetings are held on an as-needed basis.

At the June 10, 2008 Cultural Affairs Commission meeting, a ninth sub-committee was formed and Commissioners Ronnie Jayne and Chair Luther Henderson appointed for the Cultural Affairs Commission/City Council Subcommittee.

PROCEDURE:

The current Chair of the Cultural Affairs Commission conducts the election of the new Chair. The new Chair then conducts the election of new Vice Chair and the sub-committee assignments.

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FISCAL ANALYSIS:

There is no fiscal impact.

ATTACHMENTS:

1. FY 2007 – 2008 Cultural Affairs Commission Sub-Committee Assignments;

MOTION:

That the Cultural Affairs Commission:

Elect _____ as the Chair and _____ as the Vice Chair and makes the following sub-committee assignments for Fiscal Year 2008 – 09:

Sub-Committee

Commissioners

Education in Life-Long Learning

_____ / _____

Facilities

_____ / _____

Festivals and Events

_____ / _____

Fundraising

_____ / _____

Grants and Artist Services

_____ / _____

Historic Preservation

_____ / _____

Image and Public Relations

_____ / _____

Public Art

_____ / _____

Cultural Affairs Commission/City Council
Subcommittee (appointed 6/10/2008)

Henderson/ Jayne

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

Meeting Date: July 8, 2008		Item Number: <u>A-2</u>	
AGENDA ITEM: 1) Consideration of Draft Notice of Funding Availability (NOFA) for the 2009 Performing Arts Grant Program; and 2) Consideration of the Culver City Funder Report from California Cultural Data Project for the 2009 Performing Arts Grant Program.			
Contact Person/Dept.: Susan Obrow & Jeremy Green/Cultural Affairs		Phone Number: (310) 253-5762 or 5764	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List (07/03/2008)			
Department Approval: Sol Blumenfeld		City Manager Approval: N/A	
City Controller Approval: N/A			

RECOMMENDATION:

That the Cultural Affairs Commission ("CAC"):

- 1) Review the attached draft Notice of Funding Availability ("NOFA") for the 2009 Performing Arts Grant Program, provide staff with any comments or changes, and approve the document (as amended by the CAC during discussion of this item).
- 2) Review the attached draft Culver City Funder Report from the California Cultural Data Project for the 2009 Performing Arts Grant Program, provide staff with any comments or changes, and approve the document (as amended by the CAC during the discussion of this item).

BACKGROUND:

Since 1994, the City of Culver City has sponsored a Performing Arts Grant Program with funds allocated each year from the Art Fund. Section 15.06.120 of the City's Municipal Code stipulates that 25% of the money paid into the Art Fund during the previous fiscal year shall be allocated toward the Performing Arts Grant Program the following fiscal year. For FY 08-09, \$50,000 has been allocated for this program from the Art Fund. In addition, \$15,000 is the amount that staff will be recommending the City Council allocate to the 2009 Performing Arts Grant Program from a larger grant that is expected from Sony Pictures Entertainment ("SPE"). If the City Council approves the recommended amount from the SPE donation, the total funding available for the 2009 calendar year Performing Arts Grant Program will be **\$65,000**.

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There are minimal administrative costs associated with this program which include expenses for the grant workshop, peer review panel meeting, pocket calendar and office materials. These administrative costs are taken from this program for budget tracking purposes.

DISCUSSION:

The City of Culver City, along with other funders in California, will require 2009 applicants to complete a Cultural Data Profile through the California Cultural Data Project ("CDP"). The California CDP is a state-wide, collaborative effort of public and private funders throughout California and consists of an online system for collecting and standardizing historical, financial and organizational data.

Additionally, the Los Angeles County Arts Commission guided a working group of municipal funders to develop common questions for each city's grant application and standardize the language to further simplify the grant process for Los Angeles County performing arts organizations. The common questions focus on aspects of the grant application other than financial and organizational information. They include questions regarding a company's artistic mission, its staffing, artists, and board of directors, the project budget and artistic documentation. The intent of each question remains the same as it has been in the past; however, there is now a common vocabulary and phraseology among municipal funders which will benefit the applicants.

Staff generated drafts of the 2009 NOFA, which included the CDP information and the common questions, as well as the CDP Funder Report for review and comment by Commissioners Henderson and Jayne who serve on the CAC Grants and Artist Services Sub-committee. Subsequently, the attached draft was developed to elucidate the adjustments for the 2009 application.

Substantive changes to the 2009 NOFA include:

- **p. 3**

Language was added to advise recipients that the Culver City logo should be placed on all marketing materials for projects sponsored by the City.

Language was adjusted for the credit line to further brand the Culver City Performing Arts Grant Program.

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▪ **p. 4**

Information regarding the California Cultural Data Project was added to the Application Guidelines section.

Information regarding the new Performance Venue – Letter of Intent form was added to the Application Guidelines section.

▪ **p. 9 - 14**

The new Los Angeles County common questions, notated in the application by a sunburst symbol, replace the previous application's questions resulting in standardized language used by municipal funders for the following sections:

- o Organizational Background
- o Staff and Artists
- o Board of Directors.

Further, the Los Angeles County Arts Commission's working group examined the following sections and standardized language with the understanding that each City would retain the flexibility for alterations:

- o Proposal Expenses
- o Proposal Support
- o Artistic Documentation

▪ **p. 20**

The new *Performance Venue – Letter of Intent* form

▪ **p. 21 - 25**

Application Instructions were added to the grant application for further clarification.

▪ **p. 26 - 27**

Information on the California Cultural Data Project was added to further explain the benefits of the project and offer contact information so that applicants may start their profiles.

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Substantive Changes to Culver City Performing Arts Grant Application related to 2009 Culver City Funders Report:

- Information provided through previous application table titled Summary of Organization's Total Fiscal Activity provided in new Funder Report.
- Information provided through previous application table titled Organizational Budget Summary provided in new Funder Report.

As was the case in previous years, a panel of five individuals comprised of performing art professionals from a variety of disciplines, Janice Pober of Sony Pictures Entertainment, and one Culver City community member will meet to score the applications and make grant recommendations to staff and the CAC Grants and Artist Services sub-committee. (The CAC sub-committee will be at the panel meeting as observers and as a resource for questions.) Staff and the sub-committee will take the panel's recommendations, make any changes they deem appropriate, and forward a recommendation to the Cultural Affairs Commission who will make its final recommendation to the City Council at the November 11, 2008 meeting. The City Council makes the final grant awards.

The 2009 NOFA is scheduled to be released the week of July 21, 2008. Vehicles for notification will include a press release, various listservs and networking organizations (e.g., Los Angeles Culture Net, Los Angeles Stage Alliance and Dance Resource Center), and the City website.

A workshop to assist applicants will be held on Wednesday, August 6, 2008 at 7:00 p.m. in the Rotunda Room at the Veterans Memorial Complex. The workshop date and location are included in the 2009 NOFA.

FISCAL ANALYSIS:

Of the \$65,000 allocated for calendar year 2009 for the Performing Arts Grant Program, \$50,000 has been appropriated per Municipal Code from the Art Fund (Account number 41300614.619800). The remaining \$15,000 is expected to come from a larger grant donated by Sony Pictures Entertainment pending City Council approval.

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ATTACHMENTS:

1. Draft 2009 Notice of Funding Availability
2. Final 2008 Notice of Funding Availability
3. Draft 2009 Culver City Funder Report from California Cultural Data Project

MOTION:

That the Cultural Affairs Commission:

1) Approve the 2009 Notice of Funding Availability with any changes noted during discussion.

AND

2) Approve the 2009 Culver City Funder Report from the California Cultural Data Project with any changes noted during discussion.

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

Meeting Date: 07/08/08		Item Number: <u>A-3</u>	
AGENDA ITEM: Consideration of Request for Proposals (RFP) for a Consultant to Complete a Citywide Historic Resources Inventory Update and Recommendation to the City Council/Redevelopment Agency.			
Contact Person/Dept.: B. Christine Byers/Cultural Affairs		Phone Number: (310) 253-5776	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Cultural Affairs Master E-Mail Notification List (07/02/08)			
Department Approval: Sol Blumenfeld		City Attorney Approval: N/A	
Fiscal Impact Review: N/A		City Manager Approval: N/A	

RECOMMENDATION:

Staff recommends that the Cultural Affairs Commission (CAC) review the draft Request for Proposal (RFP) for a Citywide Historic Resources Inventory Update and make a recommendation to the City Council/Redevelopment Agency to approve the RFP.

BACKGROUND & DISCUSSION:

At the May 13, 2008 CAC meeting, staff provided a written memorandum outlining the necessity, process and estimated timeline for an updated citywide historic resources (also referred to as historic structures) inventory survey. A similar memorandum was provided to City Council as an information item.

The memorandum addressed certain California and Federal legal requirements (e.g., the California Environmental Quality Act and Section 106 of the National Historic Preservation Act of 1966) for maintaining an updated inventory of historic resources which involves completing surveys every 5 – 10 years.

Research included speaking with staff at the Cities of West Hollywood and Santa Monica where citywide surveys are currently underway, and reviewing guidelines with staff at the California Office of Historic Preservation. Cultural Affairs staff prepared a draft RFP based on best-practices provided from various sources. This document was distributed for review and comment to the CAC Historic Preservation Sub-Committee (Commissioners Koosed and Hanami), City Historian Julie Lugo Cerra, Culver City Historical Society President Stu Freeman, and Todd Tipton,

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Redevelopment Administrator. A copy was also forwarded to staff at the California Office of Historic Preservation for comment.

Staff is recommending that the due date for submitting proposals be one month from the RFP's release date. Copies will be sent to all eligible firms in California, including but not limited to:

- Architectural Resources Group
- John Ash Group Architects
- ASM Affiliates
- Chattel Architecture, Planning & Preservation, Inc.
- Christopher A. Joseph & Associates, Inc.
- EDAW, Inc.
- Galvin Preservation Associates, Inc.
- Historic Preservation Partners
- Historic Resources Group
- ICF Jones & Stokes
- PCR Services Corporation
- Sapphos Environmental, Inc.

Consideration of the RFP with the CAC's recommendation is tentatively scheduled as a joint City Council/Redevelopment Agency agenda item for August 18, 2008.

Concurrently, staff is moving forward with an updated draft Historic Preservation Ordinance and Post-Disaster Ordinance for Historic Structures; the updated Historic Preservation Ordinance will be placed on the CAC agenda for review for August 12, 2008. Staff is also preparing recommendations and a report for an advisory committee who will assist with outreach, serve as community liaisons, and provide input at significant junctures during the survey process.

FISCAL ANALYSIS:

The total amount available in the FY 2008 – 09 budget for a Citywide historic structures survey is \$200,000. \$165,000 is to be appropriated from the Art Fund; \$35,000 will be paid for by the Redevelopment Agency and is proportional to the number of properties included in the survey that fall within Redevelopment Agency component areas.

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ATTACHMENTS:

1. Draft Request for Proposals for Citywide Historic Resources Inventory Update.

MOTION:

That the Cultural Affairs Commission:

Recommend that the City Council and Redevelopment Agency approve the Request for Proposals (RFP) for a Citywide Historic Resources Inventory Update and authorize staff to proceed.