

City of Culver City, California
City Council Agenda Item Report

Meeting Date: February 27, 2006		Item Number: <u>A-4</u>
AGENDA ITEM: Consideration of Culver City Cultural Affairs Foundation (501C3)		
Contact Person/Dept.: Susan Evans		Phone Number: 310-253-5702
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒
Public Hearing: ☐		Action Item: ☒ Attachments: ☒
Public Notification: Master Notification List (02/22/2006)		
Department Approval: Susan Evans (02/15/06)		CAO Approval: Martin Cole for Jerry B. Fulwood (2/21/06)
City Controller Approval: Marlee Chang (02/20/2006)		
<u>RECOMMENDATION:</u> Staff recommends that the City Council approve the development and implementation of a 501(c)(3) entity to support the cultural affairs work program within the City of Culver City. <u>BACKGROUND:</u> On November 24, 2003, the Cultural Affairs Community Cultural Plan ("The Plan") was adopted by the City Council. One of the objectives noted in the plan was the exploration of developing a 501(c)(3) entity that would support the initiatives and programs of the Cultural Affairs Commission. As a result of this directive, staff began researching the feasibility of establishing such an entity in Culver City. A workshop was held on Thursday November 18, 2004, with the entire Cultural Affairs Commission that discussed examples of existing 501(c)(3)s and potential models for Culver City. Then on January 25, 2005, a joint Redevelopment Agency Economic Development Subcommittee and Cultural Affairs Commission 501(c)(3) subcommittee meeting was held. The direction from all of these meetings was to continue to work toward the establishment of a Cultural Affairs 501(c)(3) that would promote and support the cultural affairs work programs of the City of Culver City. On February 14, 2006 the Cultural Affairs Commission considered this item and recommended that staff bring this item to the City Council for approval and implementation.		

City of Culver City, California
City Council Agenda Item Report

DISCUSSION:

Staff has developed, with the assistance of the Cultural Affairs 501(c)(3) subcommittee (Dr. Luther Henderson and Ms. Ronnie Jayne) and input received in the Cultural Affairs Commission workshop and joint subcommittee meeting, draft bylaws and articles of incorporation for a Culver City Cultural Affairs Foundation. These documents outline that the purpose of this foundation is:

- 1) To promote and support the historic preservation, public art and cultural programming services in Culver City; and
- 2) To act as an additional funding source to municipal financing for the public support required for historic preservation, public art and cultural programming services in Culver City; and
- 3) To carry out the mission of the Culver City City Council and Cultural Affairs Commission, as it so relates to historic preservation, public art and cultural programming in Culver City; and
- 4) To act as a coordinating organization to foster, promote, encourage and increase the knowledge, appreciation and practice of Cultural Affairs in the City of Culver.

In addition to providing a tax free entity into which individuals and businesses can fiscally support Cultural Affairs, the 501(c)(3) will enable the Cultural Affairs organization and its existing programs to be competitive for a wider selection of grants that are limited to only non-profit, exempt organizations.

The overall structure of the proposed entity is as follows:

- 1) The Board will consist of seven (7) members selected as follows:
 - a. Each current member of the Cultural Affairs Commission shall appoint one member to the Board; and
 - b. The then current chair and vice-chair of the Commission shall each serve as a member to the Board.
- 2) The Foundation budget will be approved by the City Council.
- 3) The Foundation will be aided by an advisory committee comprised of artists, artistic leaders and civic leaders who have demonstrated an interest in assisting the Foundation in fulfilling its purpose. These individuals will be invited to serve as members of the Advisory Committee by the City Council, staff and the

City of Culver City, California
City Council Agenda Item Report

Commission. Members of the Advisory Committee will not be required to attend meetings of the Board.

- 4) There will be two meetings per year in July and January and additional special meetings may be called as needed.

If this item is approved, the following are the next steps for the foundation:

- 1) Cultural Affairs Commission will choose the Foundation Board at their March 14, 2006 meeting.
- 2) Staff will submit to the Secretary of State the Articles of Incorporation.
- 3) Within 90 days of submittal of Articles of Incorporation, Board members need to be chosen in order to complete the necessary paper work which requires a listing of at least three board members.
- 4) Additional forms will then be submitted to the Secretary of State, IRS and Franchise Tax Board.
- 5) Estimated approval of these documents averages between 6 months and a year.

FISCAL ANALYSIS:

The anticipated fiscal impact is negligible due to the 501(c)(3) board meeting so infrequently. However there will be a minimal impact resulting from copying and other meeting items.

ATTACHMENTS:

- 1) Draft Bylaws
- 2) Draft Articles of Incorporation

MOTION:

That the City Council:

Approve the development and implementation of a 501(c)(3) entity to support the cultural affairs work program within the City of Culver City.