



Culver CITY

9770 CULVER BOULEVARD
CULVER CITY, CALIFORNIA 90232-0507
CITY HALL Tel. (310) 253-5776
FAX (310) 253-5779

JERRY FULWOOD, CEO
MERCEDES PAZ-SLIMP, CHAIR
CHRISTINE HARDIN, VICE CHAIR
RENAE WILLIAMS NILES, TREASURER
SOFIA KLATZKER, SECRETARY
MARLA KOOSSED
RICK NOGUCHI
GAYLE SMASHEY

CULTURAL AFFAIRS FOUNDATION BOARD SEMI-ANNUAL MEETING AGENDA TUESDAY, JANUARY 27, 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 Foundation Board
Semi-Annual Meeting

January 27, 2009
4:00 p.m.
Cathedral Conference Room, Third Floor
City Hall

CALL TO ORDER & ROLL CALL:

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

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 July 29, 2008 Semi-Annual Meeting ***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 Recommendation to the Cultural Affairs Commission of a Financial Policy to Establish a \$1,000 Minimum Threshold for Individual Donations. ***Make Recommendation.***

- A-2. Consideration of Recommendation to the Cultural Affairs Commission of Potential Grant Opportunities. ***Make Recommendation.***
- A-3. Consideration of Letterhead Layout for the Cultural Affairs Foundation. ***Make Recommendation.***
- A-4. Update on Advisory Committee Selection Process. ***Provide Comments.***
- A-5. Review of the Proposed Cultural Affairs Work Plan for 2009 and Update on Projects Completed in 2008. ***Receive and file.***
- A-6. Selection of Date and Time for the Semi-Annual Meeting of the Cultural Affairs Foundation Board in July, 2009.

PUBLIC COMMENT - Items Not On the Agenda (Continued)

ADJOURN

**Cultural Affairs Foundation Board
Special Meeting
City Hall
July ____, 2009**

Upcoming Public Meeting Tentative Schedule — February 2009

Date	Day	Time	Location
<i>City Council</i>			
<i>February – 9</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>February –23</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Redevelopment Agency</i>			
<i>February – 2</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>February – 17</i>	<i>Tuesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Parks and Recreation Commission</i>			
<i>February –5</i>	<i>Thursday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Cultural Affairs Commission</i>			
<i>February – 10</i>	<i>Tuesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Planning Commission</i>			
<i>February – 11</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>February – 25</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Civil Service Commission</i>			
<i>February – 4</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
• <i>Times and dates may be changed.</i> • <i>Meetings may be added or changed</i>			

City of Culver City, California
Cultural Affairs Foundation Board Agenda Item Report

Meeting Date: January 27, 2009		Item Number: <u>A-1</u>	
AGENDA ITEM: Consideration of Recommendation to the Cultural Affairs Commission of a Financial Policy to establish a \$1,000 Minimum Threshold for Individual Donations.			
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 (01/23/2009)			
Department Approval: Sol Blumenfeld		City Manager Approval: Jerry B. Fulwood	
<u>RECOMMENDATION:</u> That the Cultural Affairs Foundation Board (the “Board”) consider a financial policy to establish a \$1,000 minimum threshold for individual donations and make a recommendation to the Cultural Affairs Commission. <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 Foundation Board 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 Foundation Board 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. 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 recommends that a minimum be established for individual donations and that the minimum check amount be One Thousand Dollars (\$1,000.)

The Finance Department is 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.

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 Foundation Board:

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

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

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.

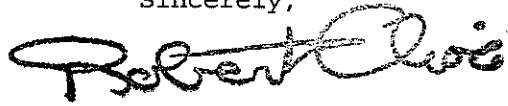
Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

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.

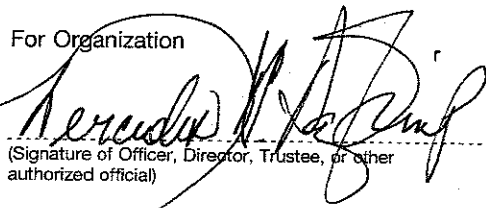
2008 AUG 11 AM 10:30

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.
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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

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 Foundation Board Agenda Item Report

Meeting Date: January 27, 2009		Item Number: <u>A-2</u>	
AGENDA ITEM: Consideration of Recommendation to the Cultural Affairs Commission of Potential Grant Opportunities.			
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 (01/23/2009)			
Department Approval: Sol Blumenfeld		City Manager Approval: Jerry B. Fulwood	

RECOMMENDATION:

That the Cultural Affairs Foundation Board (the "Board") considers selected private foundation and government grant opportunities for Calendar Year 2009 and makes a recommendation to the Cultural Affairs Commission.

BACKGROUND:

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.

City of Culver City, California
Cultural Affairs Foundation Board 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 Cultural Affairs Commission have an intrinsic interest in the Cultural Affairs work programs, the Board will review, adjust and approve a recommendation to pursue the suggested grants to the Cultural Affairs Commission which will, in turn, make a recommendation for final approval from the City Council. Staff will continue to research new grant opportunities and the Board is encouraged to propose more options for grant support directly to staff throughout the year.

City of Culver City, California
Cultural Affairs Foundation Board 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 Foundation Board:

1. Recommend to the Cultural Affairs Commission that the selected private foundation and government grant opportunities be approved for calendar year 2009.

**City of Culver City, California
Cultural Affairs Foundation Board Agenda Item Report**

Meeting Date: January 27, 2009		Item Number: A-3	
AGENDA ITEM: Consideration of Letterhead Layout for the Cultural Affairs Foundation.			
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 (01/23/09);			
Department Approval: Sol Blumenfeld		City Manager: Jerry B. Fulwood	
<u>RECOMMENDATION:</u> That the Cultural Affairs Foundation Board (the “Board”) review the letterhead layout. <u>BACKGROUND & DISCUSSION:</u> Draft letterhead was created for the Cultural Affairs Foundation (“Foundation”) and reviewed with the City Manager. In creating stationery, staff was conscious of the need to distinguish the Foundation from the City of Culver City while remaining complementary to the design of City government letterhead for the purpose of sending out letters of intent to private foundations. Other cities with non-profit foundations – e.g., City of Santa Monica – have developed separate stationery for this reason. Per the Board’s recommendation, staff will review the proposed letterhead layout with Christine Hardin prior to the meeting on January 27, 2009. <u>FISCAL ANALYSIS:</u> The fiscal impact of this item is unknown at this time. <u>ATTACHMENTS:</u> 1. Foundation letterhead layout.			

1

City of Culver City, California
Cultural Affairs Foundation Board Agenda Item Report

MOTION:

That the Cultural Affairs Foundation Board:

Approve the Foundation letterhead layout.

ADVISORY COMMITTEE

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

City of Culver City, California
Cultural Affairs Foundation Board Agenda Item Report

Meeting Date: January 27, 2009		Item Number: <u>A-4</u>	
AGENDA ITEM: Update on Advisory Committee Selection Process for the Culver City Cultural Affairs Foundation.			
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 (01/23/2009)			
Department Approval: Sol Blumenfeld		City Manager Approval: Jerry B. Fulwood	

RECOMMENDATION:

That the Cultural Affairs Foundation Board (the "Board") reviews the update on the Advisory Committee selection process and provides comment.

BACKGROUND:

The Bylaws of the Cultural Affairs Foundation ("Foundation"), as approved by the City Council, include the formation of an Advisory Committee (the "Committee"). The Committee would be comprised of diverse, distinguished representatives of the arts who have achieved national prominence and who have a connection to Culver City. The names of the Committee members would be eventually printed on Foundation stationery and potential funders, especially national foundations that are grant-givers to the arts, would note the support of cultural affairs programs in Culver City by these arts leaders. The Committee would not meet as a body; however, each member could be consulted regarding possible funding sources. They would be regularly invited to Cultural Affairs activities in Culver City.

DISCUSSION:

The proposed selection process is currently under review by Foundation Counsel, the City Attorney's Office and the City Manager's Office due to concerns related to the Brown Act which governs open meetings for local legislative bodies.

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FISCAL ANALYSIS:

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

MOTION:

That the Cultural Affairs Foundation Board:

1. Provides comment on the Advisory Committee selection process update.

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Meeting Date: January 27, 2009		Item Number: A-5	
AGENDA ITEM: Review of the Proposed Cultural Affairs Work Plan for 2009 and Update on Projects Completed in 2008.			
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 (01/23/09);			
Department Approval: Sol Blumenfeld		City Manager: Jerry B. Fulwood	

RECOMMENDATION:

That the Cultural Affairs Foundation Board (the "Board") review the updates included herein and provide comments.

BACKGROUND & DISCUSSION:

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. Since adoption of the Plan in 2003, the staff and the CAC review the list of outcomes and update the list of corresponding accomplishments for the prior year. These updates are then presented to the City Council at the beginning of the next year.

In keeping with a policy established by the CAC in 2004, the regular January CAC meeting will be an annual Town Hall to provide the public an opportunity to come forward with comments and suggestions. January is also the beginning of the next fiscal year's budget and work program planning cycle and allows time for new programs to be incorporated into the proposed budget for FY 2009-10.

A copy of the Community Cultural Plan is available via the City's website at <http://www.culvercity.org/cultural/culturalplan.asp?sec=arts> (staff will provide Board members with a hard copy of the updated Cultural Plan at the meeting on January 27, 2009). Below are the six goals as included in the adopted plan, a list of

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accomplishments for calendar year 2008 and a brief overview of staff's work program priorities for calendar year 2009. The Cultural Affairs Commission received this update as part of its annual Town Hall on January 13, 2009.

Adopted Goals as Included in the Community Cultural Plan:

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

For calendar year 2008, accomplishments include (in approximate chronological order):

- Implemented the **2008 Performing Arts Grant Program**; working closely with grant recipients by offering marketing advice and creating a pocket calendar and flyers promoting performances by grant recipients. Fourteen performing arts organizations served the Culver City community with presentations of music, theatre and dance:

2008 GRANT RECIPIENTS

Benita Bike's DanceArt	Dance
Collage Dance Theatre	Dance
Culver City Chamber Orchestra	Music
Culver City High School's	
Academy of Visual and Performing Arts	Multi-Discipline
Culver City Public Theatre	Theatre

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Culver City Symphony Orchestra	Music
The Definiens Project	Music
Los Angeles Area Veterans' Artists Alliance	Theatre
L.A. Contemporary Dance Company	Dance
Los Angeles Doctors Symphony Orchestra	Music
Three Chairs Theatre Company	Theatre
Vox Femina Los Angeles	Music
WCB Arts Foundation	Dance
We Tell Stories	Theatre

Culver City was selected, by the Los Angeles County Arts Commission, as one of six municipalities to participate in the California Cultural Data Project, which streamlined grant applications in 2008.

- Completed the 7th ***Music in the Chambers*** classical music series in winter 2008. Performances were presented to full houses in the Mike Balkman Council Chambers at City Hall.

2008 PERFORMERS

Canadian Brass
Patrice Rushen
Jesus Florido

- Continued to develop a stronger relationship with Culver City resident performing arts companies and provide better communication and assistance with marketing, fundraising, and facility code and maintenance requirements; encouraged organizations to apply for grants and nurtured connections to Culver City Unified School District ("CCUSD"). Organized first "Meet and Greet" between artists working in Culver City and representatives of CCUSD. The event was presented in March at the Ivy Substation in association The Actors' Gang and CCUSD's District Community Arts Team.
- Presented ***Halfway Down the Stairs with Uncle Ruthie and Friends*** in March 2008, an interactive children's music event featuring Uncle Ruthie of KPFK Radio. The event was presented at The Help Group on the west end of Washington Boulevard and featured in the Calendar section of the *Los Angeles Times*.
- Completed third annual ***ARTWALK Culver City*** in May 2008 with 42 professional galleries and exhibition spaces, in and adjacent to Culver City, participating. Estimated attendance of 10,000 due to marketing partnerships with the MOCA Contemporaries program of The Museum of Contemporary Art, Los

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Angeles and KCRW Radio. The event was listed in the Los Angeles Times and featured on LXTV on KNBC-TV.

- Hosted the Los Angeles County Arts Commission's "Arts Tune-Up" for visual and performing artists at the Teen Center.
- Continued summer intern program participation (in collaboration with the Getty Foundation and the Los Angeles County Arts Commission) and continued partnerships with the USC Theatre and Public Art Studies Programs for interns during the fall, winter and spring months.

Completed 14th Annual **Culver City Music Festival** in July and August 2008. Transferred responsibility of marketing, production and house management to Festival Producer Gary Mandell of Boulevard Music.

- Facilitated the premiere of The Actors' Gang's family version of *King Lear* titled *King O'Leary* in Media Park during summer.
- Continued to assist Center Theatre Group at the Kirk Douglas Theatre. Coordinated the **Kirk Douglas Theatre Community Access Program**, as per lease agreement, and facilitated performances there by 2008 Performing Arts Grant recipients, Culver City Chamber Orchestra and the Los Angeles Area Veterans' Artists Alliance, in August 2008.
- Presented 2nd annual **Made in Culver City** in September 2008. *Made in Culver City* paid homage to the City's unique film history and featured Tom and Jerry's *The Two Mouseketeers* and MGM's *Anchors Aweigh* in City Hall Courtyard. The event was presented in association with the UCLA Film & Television Archive with permission granted by Warner Bros. The event was listed in the Los Angeles Times and featured on LXTV on KNBC-TV.
- Continued development of the **Cultural Affairs Foundation**. The Cultural Affairs Foundation is intended for government and private foundation grants for existing Cultural Affairs programs. In August 2008, the Cultural Affairs Foundation received its official designation as a tax exempt organization from both the Internal Revenue Service and the State of California.

The Foundation Board held both of its semi-annual meetings in 2008. The first, occurred on January 29, 2008 and the second on July 29, 2008. At each meeting the Board discussed the further development of the Cultural Affairs Foundation, including processes associated with developing an Advisory Committee, identification of grant funds, and logo development and Board insurance. As per the Bylaws of the Foundation, the Chair and Vice-Chair of the Cultural Affairs

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Commission serve on the Board. In July 2008, Marla Koosed became Vice-Chair of the Cultural Affairs Commission and was introduced as the newest member of the Cultural Affairs Foundation Board, replacing Dr. Luther Henderson. The next regularly scheduled semi-annual meeting of the Board will be on January 27, 2009. At this meeting, the Board will consider, among other items, a list of specific foundation grants that staff should pursue in the coming year to augment funding of existing Cultural Affairs programs.

The current Foundation Board members are:

Jerry Fulwood, City Manager, City of Culver City
Christine Hardin, Interior Designer
Sofia Klatzker, Policy and Planning Manager, LA County Arts Commission
Marla Koosed, Vice-Chair, Culver City Cultural Affairs Commission
Rena Williams Niles, Director of Dance Presentation, The Music Center
Rick Noguchi, Program Officer of the Arts, The James Irvine Foundation
Mercedes Paz, Member, President's Committee on the Arts & Humanities
Gayle Smashey, Chair, Culver City Cultural Affairs Commission

The current Officers of the Foundation Board are:

Jerry Fulwood, Chief Executive Officer
Mercedes Paz-Slimp, Chair
Christine Hardin, Vice-Chair
Sofia Klatzker, Secretary
Rena Williams Niles, Treasurer

- **Speak Easy.** Presented an evening of spoken word and live jazz, featuring Sandra Tsing Loh and Patrice Rushen, at the Culver Events Center on the west end of Washington Boulevard in November 2008. The event was featured in the Los Angeles Times.
- Continued outreach of Culver City's **Art in Public Places Program.** This included updating the existing inventory of 80+ art works on the City's web site, adding a downloadable (and printable) walking tour map, and developing the script of a Podcast tour (to be recorded and uploaded on the City's web site in 2009).

A 44-page brochure about the Art in Public Places Program was created in the summer/fall of 2008. The Cultural Affairs Commission considered the draft layout at its meeting on December 9, 2008. Printing and distribution of the brochure is anticipated for January/February 2009. This publication is designed to inform and inspire the developer as well as the general public.

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- Continued **maintenance of public art.** The Getty Foundation sponsored a summer intern in 2008 who completed annual condition inspections of all public art on private property. Property owners were notified of the general condition of their art work and the requirement for maintenance. Staff continues to follow up with property owners.

Maintenance included the implementation of a contract for major restoration/repair work to Ed Carpenter's art work, *Hanging Garden*. The scope of services included replacement of sections of the supporting framework, and restoration of the stained glass panels. This is a one-time project deemed necessary due to the original materials used and design for the structural framework combined with the lack of regular maintenance. After completion of this project, a regular annual maintenance contract will be implemented.

- Continued implementation of the City's **Historic Preservation Program.** This included providing an informational memorandum to the Cultural Affairs Commission and City Council in May regarding the need to update the 1987 historic structures survey. Updating the last City-wide survey ensures more streamlined planning for all development projects and compliance the California Environmental Quality Act. The memorandum also included the need to evaluate the City's Historic Preservation Ordinance in light of current California and Federal requirements as well as current best practices in preservation; updating other City planning documents and tools after completion of an updated survey, and applying for Certified Local Government status with the California Office of Historic Preservation. Staff also researched and prepared a draft Request for Proposals ("RFP") for a consultant to perform an updated survey which includes developing and implementing a community outreach program. The CAC considered the draft RFP on July 8, 2008; release of the RFP is subject to City Council review which will be scheduled in the spring of 2009. A draft master timeline was created for the various projects – including the survey and ordinance update – associated with managing the City's historic preservation program. The City Council will consider the master timeline in early 2009.
- Continued implementation of the City's Art in Public Places Program. This included the development of a concept for a city-wide temporary art program incorporating various nodes and gateways that was considered for comment by the CAC in February 2008. A temporary art installation by Jedediah Caesar in conjunction with the 2008 California Biennial was supported by the CAC and approved by the City Council in the fall; installation of the art work (entitled, *The Gleaner's Stone*) is scheduled for January 2009. With regard to private development, staff continued to monitor and coordinate the commission of art work for projects subject to a public art requirement, including Westfield's

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expansion of the Fox Hills Mall, a project at 9900 Culver Boulevard, an office building at 700 Corporate Pointe and a project at Sony Pictures Entertainment. The CAC approved a concept by artist Julio Simms for a condominium project on Huron Avenue in October 2008.

- Continued to search for new permanent performing arts spaces for use by the recipients of the City's performing arts grants as well as for use by theatre companies choosing to serve the Culver City community.

Fiscal Year 2008 – 09 Work Program Updates:

- **2009 Performing Arts Grant Program.** The City Council has approved grants for twelve performing arts organizations; a pocket calendar as well as additional materials to market performances in a series will be created:

2009 GRANT RECIPIENTS

Benita Bike's DanceArt	Dance
Collage Dance Theatre	Dance
Culver City Chamber Orchestra	Music
Culver City Symphony Orchestra	Music
Dancessence	Dance
The Definiens Project	Music
Great Leap	Multi-Discipline
Los Angeles Choreographers and Dancers	Dance
Los Angeles Doctors Symphony Orchestra	Music
Rogue Artists Ensemble	Theatre
Vox Femina Los Angeles	Music
We Tell Stories	Theatre

- ***Music in the Chambers.*** The chamber music series will be presented in association with the Los Angeles Philharmonic and feature LA Phil musicians. The concerts will occur in the Mike Balkman Council Chambers:

2009 PERFORMERS

February 13 Arco Nova String Quartet
March 6 Robert Gupta and Ben Hong
March 7 The Catgut Trio

- ***Rainbow Day.*** Negotiations are underway for the spring children's event which will occur in late March / early April 2009. The event will be presented with assistance from The Music Center Education Division.

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- **ARTWALK Culver City.** The Museum of Contemporary Art's MOCA Contemporaries group is slated to return as a marketing partner. Galleries will meet in January to discuss the date which will occur in late spring 2009.
- **Culver City Music Festival.** Planning is underway for next series which will occur in July and August 2009. Gary Mandell of Boulevard Music is slated to return as Festival Producer.
- **Made in Culver City.** Continue to celebrate the City's film legacy with an annual, free screening of a classic film produced in "The Heart of Screenland". Partnerships with the UCLA Film and Television Archive and Warner Bros. Classics are in place.
- **Speak Easy.** Develop and present another evening of spoken word and live jazz, with distinguished performers, at the Culver Events Center on the west end of Washington Boulevard in late autumn 2009.
- **Kirk Douglas Theatre Community Access Program.** Continue to nurture local performing arts organizations by encouraging grant requests to support their participation in the program.
- **New performing space.** Continue to identify possible sites to serve performing arts grant recipients.
- **Special Events.** Continue to nurture and support other cultural events in Culver City such as the Pan African Film Festival in February 2009.
- **Art in Public Places Ordinance Update.** Staff and the CAC Public Art sub-committee (Vice Chair Koosed and Commissioner Hanami) have reviewed various areas of the current ordinance (Culver City Municipal Code Sections 15.06 et seq.) requiring updating. Staff plans to present a draft of the updated ordinance to the CAC for comment in 2009. Areas to be addressed include: expanding the definitions of what constitutes art work, incorporating specific language regarding ADA accessibility, specific criteria on the selection of artists for projects, and allowances for incorporating art consultants into a project. Updates are necessary in order to keep our program progressive and compliant with regional, national and professional standards.
- Continue implementing City's **Historic Preservation Program** including an updated City-wide historic structures survey (see attached draft task timeline), and review of future projects involving historical resources.

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- Continue implementing City's **Art in Public Places Program**, including coordinating concept development of public art for private development projects, continued updates to the City's web site and enhanced public outreach and further development of a temporary art program to include various gateways and nodes within Culver City.
- **Children's Art Program.** This is conceived of as a temporary art program to beautify City and Redevelopment Agency construction sites. Next steps include drafting of an RFP for an art coordinator (a less than \$10,000 contract) who will work with the CCUSD and Cultural Affairs staff to implement the project. Staff met with representatives of the CCUSD earlier in 2007 and the idea received an enthusiastic response.

FISCAL ANALYSIS:

FY 2008 – 09 programs are included in the currently adopted Cultural Affairs budget. A mid-year budget review, together with a proposed budget for FY 2009 – 10, will commence end of January/early February. The City Council will consider the FY 2009 – 10 / 2010 – 11 budget in June 2009.

ATTACHMENTS:

1. Adopted Community Cultural Plan with Updates for 2008 (a hard copy will be provided to the Board at the meeting).

MOTION:

That the Cultural Affairs Foundation Board:

Receive and file information provided for 2008 Cultural Affairs work programs and projects for the coming year.