



# City of Culver City

Mike Balkman Council  
Chambers  
9770 Culver Blvd.  
Culver City, CA 90232

## Staff Report

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**CAC ACTION ITEM - (1) Dissolution and Creation of Subcommittees to Reflect the FY 2025 - 2026 Cultural Affairs Work Plan; and (2) Assignment of Commissioners to Standing and Ad Hoc Subcommittees**

**Meeting Date:** July 15, 2025

**Contact Person/Dept:** Sally Unsworth / City Manager - Office of Economic and Cultural Development

**Phone Number:** (310) 253-6003

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐

**Action Item:** ☒

**Attachments:** ☐

**Public Notification:** Meetings and Agendas - Cultural Affairs Commission (07/10/25)

**Department Approval:** N/A

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### **RECOMMENDATION**

Staff recommends that the Cultural Affairs Commission (CAC): (1) dissolve and create subcommittees to reflect the FY 2025 - 2026 Cultural Affairs work plan which includes dissolution of three (3) Ad Hoc Subcommittees that have completed their specific task, creation of an Ad Hoc 2026 Performing Arts Grant Program Subcommittee; creation of an Ad Hoc Communications and Outreach Subcommittee; Subcommittee name changes as needed; and (2) Assign Commissioners to Ad Hoc and Standing Subcommittees for the fiscal year.

### **BACKGROUND/DISCUSSION:**

At its first regular meeting in July of each year, the Cultural Affairs Commission typically reviews its subcommittees considering the City Council adopted budget and work plan for Cultural Affairs for the coming year, and two Commissioners are assigned to two or more of the CAC's subcommittees.

Subcommittee meetings are held on an as-needed basis and the frequency and agendas of subcommittee meetings are primarily staff driven. The requirements of the Ralph M. Brown Act (Brown Act) include important differences between a "Standing Committee" and "Ad Hoc Subcommittee."

“Standing Subcommittees” (e.g., the Public Art Subcommittee) have a continuing subject matter jurisdiction, are considered to be a legislative body; and are required to comply with the provisions of the Brown Act, including public notification and public participation.

In general, “Ad Hoc Subcommittees” do not constitute a legislative body, serve only a limited or single purpose, are not perpetual, are dissolved when their specific task is completed, and are not subject to the Brown Act.

For FY 2024-2025, the CAC had the following Standing and Ad Hoc subcommittees:

Standing:

- Public Art (Mesghali / Williams)

Ad Hoc:

- Artist Laureate (Fleischer / Williams)
- Creative Economy & Cultural Plan (Fleischer / O’Carroll)
- Culver City Arts Foundation Liaison (O’Carroll / Willick)
- 2025 Performing Arts Grant Program (Fleischer / Willick)
- Historic Preservation Ordinance & Program Update (Mesghali / Willick)
- 2028 Olympics (Mesghali / O’Carroll)
- Fiesta La Ballona Entertainment (Mesghali / O’Carroll)

***Proposed Action 1 - Dissolution of Ad Hoc Subcommittees***

The following three (3) Ad Hoc Subcommittees have completed or postponed their tasks, and the Commission should now dissolve the subcommittees: 2025 Performing Arts Grant Program, Historic Preservation Ordinance & Program Update, Fiesta La Ballona Entertainment.

The other four (4) Ad Hoc subcommittees have not completed their tasks, and they should not be dissolved at this time.

***Proposed Action 2 - Creation of Ad Hoc Subcommittees***

For the upcoming year, staff recommends the CAC create the following two (2) new Ad Hoc subcommittees with limited scope: 2026 Performing Arts Grant Program Subcommittee, Communications and Outreach Subcommittee.

***Proposed Action 3 - Change Names of Ad Hoc Subcommittees***

For the upcoming year, staff recommends the CAC change the names of the following two (2) Ad Hoc subcommittee to more accurately describe their limited scope and tasks: FY 2025-26 Culver City Arts Foundation Subcommittee, 2028 Olympic and Paralympic Games/Cultural Olympiad.

***Proposed Action 4 - Appointments to Subcommittees***

After the FY 2025-26 subcommittees are established and named, the CAC may appoint new members or reappoint existing members to its ad hoc and standing subcommittees.

**FISCAL ANALYSIS:**

There is no direct fiscal impact. However, convening and preparing for subcommittee meetings does require the allocation of staff time and resources.

**ATTACHMENTS:**

None.

**MOTION:**

That the Cultural Affairs Commission:

1. Dissolve three (3) Ad Hoc Subcommittees including: 2025 Performing Arts Grant Program, Historic Preservation Ordinance & Program Update, Fiesta La Ballona Entertainment; and
2. Create two (2) Ad Hoc Subcommittees with the following limited scope: 2026 Performing Arts Grant Program, Communications and Outreach; and
3. Change the name of two (2) Ad Hoc Subcommittees with the following limited scope: FY 2025-26 Culver City Arts Foundation, 2028 Olympic and Paralympic Games/Cultural Olympiad; and
4. Make subcommittee assignments for Fiscal Year 2025 - 2026 as follows:

**Subcommittee**

**Commissioners**

**STANDING:**

Public Art

\_\_\_\_\_ / \_\_\_\_\_

**Subcommittee****Commissioners****AD HOC:**

Artist Laureate

\_\_\_\_ / \_\_\_\_

Communications &amp; Outreach Plan

\_\_\_\_ / \_\_\_\_

Creative Economy &amp; Cultural Plan

\_\_\_\_ / \_\_\_\_

FY 2025-26 Culver City Arts Foundation

\_\_\_\_ / \_\_\_\_

2026 Performing Arts Grant Program

\_\_\_\_ / \_\_\_\_

2028 Olympic and Paralympic Games/Cultural Olympiad

\_\_\_\_ / \_\_\_\_