



Culver CITY

MKE BALKMAN COUNCIL CHAMBERS
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MARLA KOOSSED, Chair
REGINA KLEIN, Vice Chair
MICHELLE BERNARDIN, Commissioner
JOHN B. WILLIAMS, Commissioner

CULTURAL AFFAIRS COMMISSION REGULAR MEETING AGENDA TUESDAY, JUNE 10, 2014

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
REGULAR MEETING

Tuesday, June 10, 2014
7:00 p.m. (Regular Session)

CALL TO ORDER & ROLL CALL:

Chair Marla Koosed
Vice Chair Regina Klein
Commissioner Michelle Bernardin
Commissioner John B. Williams

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – Items Not On the Agenda

RECEIPT OF CORRESPONDENCE

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.** Minutes of the May 13, 2014 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.** Administration of the Oath of Office to Newly Appointed Commission Member.
Administer oath.
- A-2.** Consideration of Making Comments Related to the City Manager's Proposed Budget for Fiscal Year 2014/2015.
Make comments as deemed appropriate.

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

Next Cultural Affairs Commission Meeting
Mike Balkman Council Chambers
July 8, 2014
7:00 PM

Upcoming Public Meetings Tentative Schedule

Date	Day	Time	Location
<i>City Council</i>			
<i>June 23, 2014</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>July 14, 2014</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Parks and Recreation Commission</i>			
<i>July 1, 2014</i>	<i>Tuesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Planning Commission</i>			
<i>June 11, 2014</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>Civil Service Commission</i>			
<i>July 2, 2014</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
• <i>Regularly scheduled meetings may be canceled and Special Meetings may be called</i> • <i>Times and dates may be changed.</i> • <i>Meetings may be added or changed</i> • <i>The Successor Agency to the Culver City Redevelopment Agency, Culver City Housing Authority and Culver City Parking Authority meet on an as needed basis.</i>			

Compliance with Government Code Section 54957.5: Any writing determined to be a public record under subdivision 54957.5(a), which relates to an agenda item for an open session of a regular meeting of the legislative body of a local agency that was distributed less than 72 hours prior to that meeting, shall be made available for public inspection at the time the writing is distributed to all, or a majority of all, of the members of the legislative body. Such documents are available at the Office of the City Clerk, City of Culver City, City Hall, 9770 Culver Boulevard, Culver City, CA 90232 and may be inspected by members of the Public during normal business hours. Such documents may also be made available on the City's Website: www.culvercity.org

REGULAR MEETING OF THE
CULTURAL AFFAIRS COMMISSION
CULVER CITY, CALIFORNIA

May 13, 2014
7:00 P.M.

Call to Order & Roll Call

Chair Koosed called the meeting of the Cultural Affairs Commission to order at 7:06 P.M.

Present: Chair Marla Koosed
Vice Chair Regina Klein
Commissioner Michelle Bernardin
Commissioner John B. Williams

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Pledge of Allegiance

The Pledge of Allegiance was led by Rusty Citron.

Chair Koosed acknowledged Councilmember Clarke in the audience.

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Public Comment – Items Not On the Agenda

Chair Koosed invited public input.

The following member of the audience addressed the Commission:

Rusty Citron announced the 75th Anniversary of *Gone with the Wind* on September 22 at The Culver Studios; he thanked the City for assistance; and discussed the permanent home for The Actors Hall of Fame.

Discussion ensued between Mr. Citron and Commissioners regarding the September 22 event; a proclamation; additional events; publicity for the event; the Google grant; the non-profit status of the organization; restoring dramatic arts education in schools; the event as a fundraiser for Dramatic

Choices and Young Shakespearians; the age range of youth served; and partnerships with other groups.

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Receipt of Correspondence

Christine Byers, Public Art and Historic Preservation Coordinator, reported that no correspondence had been received.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER BERNARDIN, SECONDED BY COMMISSIONER WILLIAMS AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS COMMISSION APPROVE MINUTES FOR THE SPECIAL MEETING OF APRIL 22, 2014.

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Action Items

Item A-1

(1) Consideration of a Request for Proposals for Production Services for the 2015 Summer Concert Series and (2) Recommendation to the City Council Related Thereto

Chair Koosed invited public input.

No cards were received and no speakers came forward.

Susan Obrow, Special Events Coordinator, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding the process; the draft; decreasing attendance; delegation of marketing to the artists; City Volunteers in Patrol; security guards; producer responsibilities; what the City provides;

reorganizing information and questions; the City's standard RFP template; clarification that the questionnaire is separate from the Executive Summary; the narrative for the questionnaire regarding the scope of services; the total response; abbreviating the document to make it more user friendly; incorporating Commissioner comments into the final draft; researching musical artists that satisfy the taste of the City's current demographic; radio promotion; regional marketing; current media contacts; advantages to consistently having the event at the same location; a suggestion to consider other days and times; conflicts with other performances at the same time; providing information on recent City demographics to the producer; additional revenue raising activities; food and beverage vendors; partnerships with Culver City businesses; the City's permitting process; attracting new and repeat visitors to the City; differentiating the festival from those of neighboring cities; selection and focus; suggesting an impact report on business in the downtown area; appreciation for including staff, Commission and City Council participation in the evaluation process; how to incorporate consideration of the date and time into the process; satisfaction surveys and evaluations; documenting the concert; artist agreements; possible duplication with Fiesta La Ballona; work of the subcommittee; leaving the door open to other suggestions; consistency; the original twice per week format of the festival; and possible Commission feedback on returned proposals.

MOVED BY COMMISSIONER WILLIAMS, SECONDED BY VICE CHAIR KLEIN AND UNANIMOUSLY CARRIED, THAT THE CULTURAL AFFAIRS COMMISSION RECOMMEND THAT THE CITY COUNCIL: APPROVE THE REQUEST FOR PROPOSALS FOR PRODUCTION SERVICES FOR THE 2015 SUMMER CONCERT SERIES AND AMENDMENTS TO THE RFP MADE BY THE COMMISSION.

Martin Cole, Assistant City Manager/City Clerk, expressed appreciation to the subcommittee for their efforts and discussed next steps in the process.

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Item A-2

**Consideration of Making Comments Related to the City
Manager's Proposed Budget for Fiscal Year 2014/2015**

Chair Koosed reported that the City Manager had proposed adding one Cultural Affairs Coordinator under his department, and she questioned whether the Parks, Recreation and Community Services Department had allocated any additional support.

Martin Cole, Assistant City Manager/City Clerk, discussed information gathered over the past year; the Commission recommendation; balancing the needs of the City; he clarified that there was no proposal to move Ms. Obrow but the performing arts portion of what used to be one department would continue; and he read the language that the City Manager included in his budget message to the City Council relating to Cultural Affairs.

Discussion ensued between staff and Commissioners regarding appreciation to the City Manager and the City Council; the addition of a fully dedicated position to execute tenets of the Municipal Code; Winston Churchill's arts quote; the timeline for changes; impacts to the Commission; scheduling; getting items that had been put on hold back in motion; next steps in the process; review of the budget document; the desire for the continued involvement of Mr. Cole in Cultural Affairs and in the Cultural Affairs Foundation; a reminder that the original staff of three for Cultural Affairs would now consist of one position; the Art in Public Places Program; historic preservation; maintenance of public art; the new Cultural Affairs Commissioners; the importance of ensuring that the work of Ms. Byers and Ms. Obrow is acknowledged as well as the work of Mr. Cole and Ms. Green; the 2014-2015 work plan; staff resources; what is possible; acknowledgement that the changes are a step in the right direction but only a step; participation in interim programs; the Cultural and Creativity Candidate Forum for the Board of Supervisors Third District; taking an integrated approach to interdepartmental solutions; putting the Cultural Affairs Coordinator in the City Manager's Office; the L.A. County Arts Commission; innovative partnerships; the Commission's recommendation; the spirit of collaboration; transmission of Commission comments to the City Council; and the forum held

by the City of Long Beach at the Museum of Latin American Art.

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Public Comment – Items Not On the Agenda

Chair Koosed invited public input.

No cards were received and no speakers came forward.

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Items From Staff

Susan Obrow, Special Events Coordinator, reported on the recent Veterans Memorial Auditorium Lunch Forum for Culver City based theatre companies with a subcommittee of the Foundation; a similar forum planned for music and dance representatives; building consensus from local groups on what is necessary to improve the facility; she announced a dee-Lightful Productions presentation of Aladdin Jr. in VMA May 16-18; upcoming Culver City grantee performances; and she discussed use of the Kirk Douglas Theatre for grant performances.

Christine Byers, Public Art and Historic Preservation Coordinator, reported that the Public Art Subcommittee was scheduled to meet on May 27 to review an item relating to a permanent public artwork at 5901 Green Valley Circle.

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Items From Commissioners

Commissioner Williams suggested bringing more culture into the Cultural Affairs Commission meetings.

Martin Cole, Assistant City Manager/City Clerk, indicated that staff would await City Manager direction before moving forward; noted that the new position would spend much time catching up; and he acknowledged that staff took Commissioner

comments to heart noting that he would update them as soon as possible.

Vice Chair Klein thanked staff for their hard work, and in particular acknowledged Susan Obrow for her work at the VMA Lunch Forum.

Chair Koosed apologized for inaccurate comments regarding the full endorsement of the Commission's recommendations by the Historical Society noting that they in fact endorsed Cultural Affairs staffing only; she reported full endorsements from numerous businesses in the City; reported meeting with Vice Mayor O'Leary; thanked the Culver City Chamber Executive Board, the Downtown Business Association, the Center Theatre Group, and United Parents of Culver City for their input; she thanked Vice Chair Klein and Ms. Bernardin for their efforts; and she encouraged everyone to attend the City Council budget meeting on May 19 at 4:00 P.M.

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Adjournment

There being no further business, at 8:53 P.M., the Cultural Affairs Commission adjourned its meeting to a meeting to be held at 7:00 P.M. on June 10, 2014 in the Mike Balkman Council Chambers at City Hall.

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SECRETARY of the Cultural Affairs Commission

APPROVED _____

MARLA KOUSED
CHAIR of the Culver City Cultural Affairs Commission
Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.

Martin R. Cole
CITY CLERK

Date