



City of Culver City

Staff Report

File #: 24-585, **Version:** 1

Item #: A-3.

CAC - (1) Review and Discussion of Biannual Report of Cultural Affairs Commission Activities; and, (2) Authorization for Transmittal to City Council

Meeting Date: January 16, 2024

Contact Person/Dept: Lee Lawlor / City Manager - Office of Economic and Cultural Development

Phone Number: (310) 253-5772

Fiscal Impact: Yes ☐ No ☒ **General Fund:** Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☒

Public Notification: (E-Mail) Meetings and Agendas - Cultural Affairs Commission (01/11/24)

Departmental Approval: Jeremy Bocchino, City Clerk (01/11/24)

RECOMMENDATION

Staff recommends the Cultural Affairs Commission (CAC) review and discuss a biannual report of CAC activities and authorize transmittal to the City Council.

BACKGROUND/DISCUSSION

In accordance with the Section VI. of the updated City Council Policy No. 3002 titled, *City Commissions, Boards and Committees; Appointed Representatives to Outside Agencies and Boards*, “[p]eriodically, but no less than biannually, each CBC shall submit to the City Council a written report on their respective activities.” In an effort to implement this reporting requirement uniformly across all CBCs, the City Clerk’s Office notified staff that this item should be included on the July and January meeting agendas each year, and that all CBC reports will be compiled and presented to the City Council in February 2024.

Staff has prepared a draft summary report of accomplishments and actions that the CAC (and its subcommittees) has taken from July 1 to December 31, 2023, and a draft summary of activities and agenda items planned for January 1 to June 30, 2024. The report format is based on the template provided by the City Clerk. The report focuses on the work of the CAC and does not include the work plan of Cultural Affairs staff. Staff will continue to present a comprehensive mid-year workplan update, provided to both the CAC and City Council, in conjunction with development of the annual

budget.

FISCAL ANALYSIS

None.

ATTACHMENTS

1. 24-01-16_CAC_ATT Draft CAC Biannual Report of Activities January 2024

MOTION

That the Cultural Affairs Commission:

1. Approve the biannual report of activities; and,
2. Authorize transmittal to City Council.