



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 22-416      **Version:** 1      **Name:** Culver City Arts Foundation Annual Plan FY 2021-2022 and Quarterly Reports  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 10/14/2021      **In control:** CULTURAL AFFAIRS COMMISSION  
**On agenda:** 10/19/2021      **Final action:**  
**Title:** CAC - Update from the Culver City Arts Foundation Including Consideration of the FY 2021-2022 Annual Plan and Two Quarterly Reports.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 21-10-19\_ATT No. 1\_Annual Plan - July 2021 to June 2022, 2. 21-10-19\_ATT No. 2\_Quarterly Report - July 1 to September 30, 2021, 3. 21-10-19\_ATT No. 3\_Quarterly Report - April 1 to June 30, 2021

Date	Ver.	Action By	Action	Result
10/19/2021	1	CULTURAL AFFAIRS COMMISSION		

**CAC - Update from the Culver City Arts Foundation Including Consideration of the FY 2021-2022 Annual Plan and Two Quarterly Reports.**

**Meeting Date:** October 19, 2021

**Contact Person/Dept:** B. Christine Byers / Administrative Services - Cultural Affairs

**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 (10/14/21); Culver City Arts Foundation Board (10/14/21))

**Department Approval:** Serena Wright-Black, Assistant City Manager (10/14/21)

### RECOMMENDATION

Staff recommends that the Cultural Affairs Commission (CAC) consider the information provided by and provide input as appropriate.

## **BACKGROUND/DISCUSSION**

Section 7 of the Memorandum of Understanding between the City of Culver City and Culver City Arts Foundation (the Foundation) dated April 5, 2018 and amended on June 24, 2019, Section states:

CCCAF shall provide a written plan of activities (the "Plan") no later than thirty (30) days following the commencement of the fiscal year (July 1). The Plan shall include a general outline of the CCCAF proposed activities to assist in fundraising to carry out the goals of the Cultural Affairs Work Plan. The Plan shall also outline a per project budget for any planned fundraising activities as well as a disbursement schedule. The Plan shall be considered by the Commission at its regularly scheduled monthly meeting following submission. [NOTE: "CCCAF" relates to the former name of the Foundation which was "Culver City Cultural Affairs Foundation".]

Due to extenuating circumstances related to the Covid-19 pandemic, the Foundation was not able to hold it's annual strategic planning retreat until September, hence the delay in submitting the Annual Plan for the period July 2021 - June 2022.

Additionally, per the MOU, the Foundation is to provide oral and/or written reports to the CAC on a quarterly basis on its events and activities. The last two quarterly reports are attached hereto (dated July 8, 2021 and October 12, 2021) and include some additional details not summarized in the Annual Plan. The quarterly report dated July 8, 2021 was submitted to staff just as the August CAC meeting agenda was being posted so it was decided to forward this to the CAC together with the Annual Plan.

Going forward, staff recommends including an item pertaining to the Foundation on the January, April, July, and October CAC meeting agendas to ensure adhering to the reporting schedule as outlined in the current MOU.

## **FISCAL ANALYSIS**

Currently there is no fiscal impact to the City in conjunction with this agenda item.

## **ATTACHMENTS**

1. 21-10-19\_ATT No. 1\_Annual Plan - July 2021 to June 2022
2. 21-10-19\_ATT No. 2\_Quarterly Report - July 1 to September 30, 2021
3. 21-10-19\_ATT No. 3\_Quarterly Report - April 1 to June 30, 2021

## **MOTION**

That the Cultural Affairs Commission:

1. Approve the Culver City Arts Foundation FY 2021-2022 Annual Plan.