



City of Culver City

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Staff Report

File #: 22-529, **Version:** 1

Item #: C-5.

CC - (1) Award of an Off-Cycle Special Events Grant in the Amount of \$1,037.00 and Designation of the Second Annual Small Book Publishers Fair as a City-Sponsored Event, as Recommended by the Special Events Grant Program City Council Ad Hoc Subcommittee; and (2) Authorization to the City Manager to Administratively Approve Applicable City Permits and Licenses Needed to Conduct the Event.

Meeting Date: January 10, 2022

Contact Person/Dept: Darren Uhl/PRCS

Phone Number: (310) 253-6655

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

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

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (Email) Meetings and Agendas - City Council (01/05/2022)

Department Approval: Armando Abrego, PRCS Director (12/23/2022)

RECOMMENDATION

Staff recommends the City Council (1) award \$1,037.00 in an off-cycle special event grant and designate the Second Annual Small Book Publishers Fair a City-Sponsored event, as recommended by the Special Events Grant Program City Council Ad Hoc Subcommittee; and (2) authorize the City Manager to administratively approve applicable City permits and licenses needed to conduct the event.

BACKGROUND

Due to the suspension of 2020's Special Events Grant Program application cycle, the City Council is currently considering off-cycle special event support requests as outlined in the Special Events Grant Program Policy.

On December 10, 2021, the City Council referred Culver City Arts Foundation's Second Annual Small Book Publishers Fair to the Special Events Grant Program City Council Ad Hoc Subcommittee

(Subcommittee) for consideration of its off-cycle Special Events Grant Program and City-Sponsorship request. The members of the Subcommittee, Mayor Daniel Lee and Vice Mayor Albert Vera, indicated their support of the event and made their recommendation to staff on Wednesday, December 22, 2021.

DISCUSSION

Second Annual Small Book Publishers Fair

The Second Annual Small Book Publishers Fair (the "Fair") will take place on February 26, 2022, from 10:00 AM until 5:00 PM. This event is co-sponsored by the Culver City Arts Foundation and will take place at the Wende Museum of the Cold War, 10808 Culver Blvd., Culver City, CA, 90230. The Fair brings together small presses throughout the greater region to Culver City to display their literary works and to engage the community with voices in the Literary Arts world. There will be a small fee (about \$25.00) for each publisher for a display table. As well as tabling, it is anticipated that authors will be available to provide lectures and sign books.

This is the second time that the Wende Museum is hosting the Fair. Organizers do not anticipate that there will be any traffic issues. Security will be the standard security measures provided by the Wende Museum for on-site events.

The 2019 special event grant previously awarded and the Subcommittee's current recommendation are as follows:

Small Book Publishers Fair	
Grant	\$1,000
Staff Costs	\$250
2019 Total	\$1,250
Grant	\$870
Staff Costs	\$167
12/22/2021 Recommendation	\$1,037

City Sponsorship

To be categorized as a "sponsored" event by the City, an event must meet the criteria set forth in Culver City Municipal Code (CCMC) Section 17.330.040.B.7.b.ii and City Council Policy No. 2502 (Special Events Grant Program), confirming that the City is (a) participating in an official capacity in the planning, preparation or promotion of the event or activity; and (b) contributing 25% of the total estimated costs of the civic event or activity or at least \$1,000, whichever is less. This contribution may take the form of funds, labor, staff time, materials, a coverage of fees, or any combination thereof.

The CCMC and Policy require both (a) and (b) conditions be satisfied. Additionally, City Council Policy requires that in order for an event to be considered City-sponsored, the City Council must

determine, by specific action, that the above criteria have been met.

The Second Annual Small Book Publishers Fair meets the criteria for City sponsorship.

FISCAL ANALYSIS

The Fiscal Year 2021/2022 Adopted Budget included \$25,000 for the Special Events Grant Program (Account No. 10116100.517560). On August 23, 2021, the City Council approved a carryover of \$22,493.50 in Fiscal Year 2020/2021 funds resulting in a total of \$47,493.50.

The previous Special Events Grant Program awarded this fiscal year are:

SEGP Awards as of 12/23/2021	
Beginning Balance	\$47,493.50
Tito's Fiesta Mexicana	-\$8,000.00
Leela's ReSound Dance Pop-Up	-\$1,259.00
Art Walk and Roll Festival	-\$10,000.00
Car Show	-\$1,788.00
Asian World Film Festival Art Show	-\$3,021.00
Remaining Balance	\$23,425.50

The City Council may wish to consider using \$1,037.00 of the \$23,425.50 amount to assist Second Annual Small Book Publishers Fair. If so, the remaining amount available for other off-cycle special event grants will be \$22,388.50.

ATTACHMENTS

None.

MOTIONS

That the City Council:

1. Award \$1,037.00 in an off-cycle special event grant and designate the Second Annual Small Book Publishers Fair as a City-Sponsored event, as recommended by the Special Events Grant Program City Council Ad Hoc Subcommittee; and,
2. Authorize the City Manager to administratively approve applicable City Permits and Licenses needed to conduct the events, provided such Permits and Licenses are consistent with the scope of the event as set forth in the Grant application (such authority shall not apply to the required Special Events Permit, which shall continue to be issued by the Committee on Permits and Licenses).

