



City of Culver City

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Staff Report

File #: 22-660, **Version:** 1

Item #: A-2.

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

Meeting Date: January 18, 2022

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

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

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

Public Notification: (E-Mail) Meetings and Agendas - Cultural Affairs Commission (01/13/22)

Departmental Approval: Jesse Mays, Assistant City Manager (01/12/22)

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 recently notified staff that this item should be included on the January meeting agenda and that the reports are due to their office by February 1, 2022. Staff is aware that there is overlap with the more comprehensive February/March mid-year workplan update provided to both the CAC and City Council in conjunction with development of the next year's budget. It is anticipated that the next biannual report will be due in July or August.

Staff has prepared a draft summary report of actions the CAC (and its subcommittees) has taken since July 1, 2021 based on the example provided by the City Clerk for the Finance and Advisory Committee (FAC). As noted in the attached, the report focuses on the work of the CAC and does include the work of Cultural Affairs staff.

FISCAL ANALYSIS

None.

ATTACHMENTS

1. 22-01-18_CAC_ATT_Draft CAC Biannual Report of Activities for July 1 - December 31, 2021

MOTION

That the Cultural Affairs Commission:

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