



AGENDA

EL SEGUNDO ARTS & CULTURE ADVISORY COMMITTEE REGULAR MEETING TUESDAY, AUGUST 22, 2023 5:30 PM – 7:00 PM

EL SEGUNDO PUBLIC LIBRARY
SUE CARTER COMMUNITY ROOM
111 W. MARIPOSA AVENUE, EI SEGUNDO, CA 90245

Chairperson John Pickhaver
Vice Chairperson Maureen Kingsley
David Bart
Jane Burrell
Brett Goodwin
Brian Mitchell
Joan Palmer
Michael Schepps
Tanya Taylor
Ioana Urma
Neal Von Flue

CITY COUNCIL LIAISON
Councilmember Lance Giroux

CITY STAFF
Aly Mancini, Recreation, Parks & Library Director
Brandee Thornton, Sr. Administrative Specialist

The Arts and Culture Advisory Committee, with certain statutory exceptions, can only take action upon properly posted and listed agenda items.

Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the subject matter jurisdiction of the Arts and Culture Advisory Committee, and items listed on the Agenda during the **Public Communications** portion of the meeting. The time limit for comments is five (5) minutes per person, maximum 30 minutes.

Before speaking to the Arts and Culture Advisory Committee, please state: your name, residence, and the organization you represent, if desired. Please respect the time limits. While comments are welcome, the Arts and Culture Advisory Committee may not take action on any matter not on this Agenda. Arts and Culture Advisory Committee members may respond to comments after the Public Communications is closed.

Members of the Public may provide comments electronically by sending them to Senior Administrative Specialist, Brandee Thornton (bthornton@elsegundo.com/310-524-2774) with a limit of 150 words and accepted up until 30 minutes prior to the meeting. The emails will be read to the Arts and Culture Advisory Committee during public communications and are subject to disclosure under the Public Records Act.

REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can also be found on the City's website at <https://www.elsegundo.org/government/departments/city-clerk>. Please contact the City Clerk's Office at (310) 524-2308 to make an accommodation request or to obtain a copy of the policy.

A. CALL TO ORDER / ROLL CALL

B. PUBLIC COMMUNICATION – (RELATED TO ARTS & CULTURE ADVISORY COMMITTEE BUSINESS – 5 MINUTE LIMIT PER PERSON, 30 MINUTE LIMIT TOTAL)

Individuals who have received value of \$50 or more to communicate to the Arts & Culture Advisory Committee on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing Committee. Failure to do so shall be a misdemeanor and punishable by a fine of \$250. While all comments are welcome, the Brown Act does not allow the Arts & Culture Advisory Committee to take action on any item not on the agenda. City Staff will respond to comments after Public Communications is closed.

CITY STAFF FOLLOW-UP COMMENTS – (Related to Public Communications)

C. PRESENTATIONS

West Coast Ballet's - Dracula
Gina Downey

D. CONSENT CALENDAR

1. Approval of the Revised Minutes of the Arts & Culture Advisory Committee meeting of July 25, 2023. (Committee Action Required)

Recommendation:

1. Approval of the July 25, 2023 Arts & Culture Advisory Committee meeting minutes.
2. Alternatively, discuss and take other action.

D. NEW BUSINESS

1. Downtown Beautification Project Update
Aly Mancini, Recreation, Parks & Library Director

Recommendation:

1. Receive and file.
2. Alternatively, discuss and take other action.

2. Cultural Development Program (CDP) Guidelines (Options for Developers)
John Pickhaver, Chairperson

Recommendation:

1. Receive and file.
2. Alternatively, discuss and take other action.

3. Poet Laureate Request for Qualification Update
Aly Mancini, Recreation, Parks & Library Director

Recommendation:

1. Receive and file.
2. Alternatively, discuss and take other action.

4. Request for El Segundo Youth Drama Funding
Aly Mancini, Recreation, Parks & Library Director

Recommendation:

1. Discuss and approve funding for the El Segundo Youth Drama Program.
2. Alternatively, discuss and take other action.

5. Discuss and Vote on ACC Meeting Dates in November & December
John Pickhaver, Chairperson

Recommendation:

1. Discuss and vote on ACC meeting dates for November & December.
2. Alternatively, discuss and take other action.

E. UNFINISHED BUSINESS –

1. Public Art/ Recreation Park Renovation Project
Aly Mancini, Recreation, Parks & Library Director

Recommendation:

1. Receive and file.
2. Alternatively, discuss and take other action.

2. Land Acknowledgement
Aly Mancini, Recreation, Parks and Library Director

Recommendation:

1. Receive and file.
2. Alternatively, discuss and take other action.

3. Embassy Suites Art
Aly Mancini, Recreation, Parks and Library Director

Recommendation:

1. Receive and file.
2. Alternatively, discuss and take other action.

G. ARTS & CULTURE ADVISORY COMMITTEE BUDGET & INITIATIVE UPDATES

1. FY 23/24 Budget and Initiative Review
Aly Mancini, Recreation, Parks and Library Director

I. ADVISORY COMMITTEE MEMBER COMMENTS

Jane Burrell	Tanya Taylor
Brian Mitchell	Neal Von Flue
Joan Palmer	Ioana Urma
John Pickhaver	Michael Schepps
Vice Chairperson Maureen Kingsley	Brett Goodwin
David Bart	

J. CITY COUNCIL LIASON COMMENTS

K. DIRECTOR'S COMMENTS

L. ADJOURNMENT

Next Regular Meeting – Tuesday, September 26, 2023 – 5:30pm-7:00 pm



City of El Segundo
Arts and Culture Advisory Committee
Meeting Minutes
for July 25, 2023, 5:30 p.m.

A. CALL TO ORDER

1. The meeting was called to order at 5:30 p.m. by Chairperson John Pickhaver.

B. ROLL CALL

1. Members present David Bart, Michael Schepps, John Pickhaver, Maureen Kingsley, Tanya Taylor, Brian Mitchell, Joan Palmer, Neal Von Flue, Ioana Urma, and Jane Burrell.

City Council Liaisons:
Councilmember Lance Giroux – Absent

2. City Staff Liaisons present: Recreation, Parks and Library Director, Aly Mancini, Senior Administrative Analyst, Linnea Palmer, Senior Administrative Specialist, Brandee Thornton.

C. PUBLIC COMMUNICATIONS

Kristen Dorsey, an El Segundo Resident, shared her support for the continued inclusion of the Land Acknowledgment in the ACC agenda.

Chairperson Pickhaver read several additional written comments in support of the inclusion of the Land Acknowledgment on the ACC agenda.

Director Mancini informed the Committee that the possible removal of the Land Acknowledgment language was initiated by the recommendation to staff by the City Attorney's office due to potential legal concerns.

D. PRESENTATIONS –

1. Welcoming New Arts & Culture Advisory Committee Members Michael Schepps, David Bart, and Brett Goodwin.
The committee welcomed the new members.

E. APPROVAL OF MINUTES

1. Approval of minutes of the Arts and Culture Advisory Committee Meeting of May 23, 2023.

MOTIONED by Neal Von Flue and SECONDED by John Pickhaver to approve the minutes pending change requests. Motion CARRIED 10-0.

2. Approval of minutes of the Arts and Culture Advisory Committee Meeting of June 27, 2023.

MOTIONED by John Pickhaver and SECONDED by Tanya Taylor to approve the minutes pending change requests. Motion CARRIED 10-0.

F. NEW BUSINESS

1. Approval of Land Acknowledgment language to be presented to the City Council for consideration to be included in the Arts & Culture Advisory Committee agendas.
The committee discussed and recommended keeping the Land Acknowledgement language as it stands on their agendas beginning with their next meeting. Director Mancini will talk further with City Manager about options for the Land Acknowledgement language.

MOTIONED by Jane Burrell and SECONDED by Joan Palmer to approve the minutes. Motion CARRIED 9-1.

2. Procedures and Agenda Item Review
The Chair and Vice-Chair informed that governance meetings will resume. The committee requested an email be sent monthly for the deadline to submit agenda items.
3. Creation of a Community/Public Engagement Fund Subcommittee
City Council expressed a desire to see the Cultural Development Fund budget to be broken down into line items for FY24/25. Director Mancini wants this subcommittee to take a more active role in programming. The ad hoc Community/Public Engagement Fund Subcommittee was formed including members Ioana Urma, Tanya Taylor, and Jane Burrell.

MOTIONED by John Pickhaver and SECONDED by Jane Burrell.
Motion CARRIED 10-0

4. Request from the Recreation, Parks & Library Department for Support of City Events.
Director Mancini request \$1,500 from the community engagement fund to fund art projects at selected City events. The committee agreed that the ad hoc community engagement fund subcommittee can work with staff to select one or two events for this project.

Motioned by Neal Von Flue and Seconded by John Pickhaver.
Motion Carried 10-0.

G. UNFINISHED BUSINESS

1. Create and Appoint Two ACC Members to the Ad Hoc Grants Subcommittee
The committee requested an update on who the City uses for grant writing. The formation of the ad hoc grants committee was postponed until the ACC receives clarification from the City Manager and City Council on the expectations surrounding providing grants to non-profit organizations.

H. ARTS & CULTURE ADVISORY COMMITTEE BUDGET & INITIATIVE REVIEW

Director Mancini reviewed the budget and initiatives for the ACC FY 23/24. Discussion ensued about the Tree Lighting take and Festival of Holidays being moved back to separate events. The ACC recommended having the events be combined again this year but scaled down from the production that took place last year. The committee also discussed the augmented reality map, the Visual Artists in Community program, and their role in the Downtown Beautification Project.

I. ADVISORY COMMITTEE MEMBER COMMENTS

Jane Burrell – no comment

Brian Mitchell welcomed the new ACC members.

Chairperson John Pickhaver welcomed the new ACC members

Joan Palmer - no comment

Vice Chairperson Maureen Kingsley noticed the DWP mural on Grand Ave is faded. She is requesting to investigate the maintenance agreement for that piece.

Tanya Taylor welcomed the new ACC members and shared her gratitude for the governance meeting that took place.

Neal Von Flue welcomed the new ACC members.

Ioana Urma inquired about the length of time commissioned art pieces are required to be in place. She would like to discuss the maintenance of public art at a future meeting. Additionally, she requested that City staff hire someone to assist with the public art archive map. Director Mancini suggested adding that position to the ACC initiatives for the next FY. Lastly, she provided an update on the Recreation Park Renovation Subcommittee.

David Bart thanked everyone for the welcome.

Michael Schepps asked why the ACC does not have any social media presence. Director Mancini will discuss this with the City Attorney.

J. CITY COUNCIL LIASON COMMENTS – Absent

K. DIRECTOR'S COMMENTS

Director Mancini recommended the ACC meetings are no longer than 90 minutes moving forward. She also updated that the Cultural Arts Coordinator position is being amended to assist 50% with the special events permit process for the City. She is anticipating the role will remain vacant for a few months.

L. ADJOURNMENT – The meeting adjourned at 7:36 PM.

MOTIONED by John Pickhaver and SECONDED by Tanya Taylor. Motion CARRIED 10-0.

NEXT MEETING: on Tuesday, August 22, 2023, at 5:30 p.m.

Expenditure Status Report

CITY OF EL SEGUNDO
 7/1/2023 through 6/30/2024

704 Cultural Development Fund

400 EXPENDITURES

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0000 NON DESCRIPTION						
0000-4100 ***EMPLOYEE SALARIES***						
0000-4101 Salaries Full Time	63,429.60	2,123.57	2,123.57	0.00	61,306.03	3.35
0000-4102 Salaries Part Time	0.00	0.00	0.00	0.00	0.00	0.00
0000-4103 Overtime	0.00	0.00	0.00	0.00	0.00	0.00
0000-4117 Opt - Out Payments	0.00	0.00	0.00	0.00	0.00	0.00
Total ***EMPLOYEE SALARIES***	63,429.60	2,123.57	2,123.57	0.00	61,306.03	3.35
0000-4200 ***EMPLOYEE BENEFITS***						
0000-4201 Retirement CalPERS	5,657.92	216.39	216.39	0.00	5,441.53	3.82
0000-4202 FICA	4,852.36	307.73	307.73	0.00	4,544.63	6.34
0000-4203 Workers' Compensation	2,613.30	87.49	87.49	0.00	2,525.81	3.35
0000-4204 Group Insurance	15,643.17	642.70	642.70	0.00	15,000.47	4.11
0000-4207 CalPERS UAL	0.00	0.00	0.00	0.00	0.00	0.00
0000-4210 OPEB liability	0.00	0.00	0.00	0.00	0.00	0.00
Total ***EMPLOYEE BENEFITS***	28,766.75	1,254.31	1,254.31	0.00	27,512.44	4.36
0000-5200 ***SUPPLIES***						
0000-5204 Operating Supplies	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total ***SUPPLIES***	10,000.00	0.00	0.00	0.00	10,000.00	0.00
0000-6200 ***SERVICE CHARGES***						
0000-6206 Contractual Services	156,000.00	35,500.00	35,500.00	35,500.00	85,000.00	45.51
0000-6214 Professional & Technical	0.00	0.00	0.00	0.00	0.00	0.00
Total ***SERVICE CHARGES***	156,000.00	35,500.00	35,500.00	35,500.00	85,000.00	45.51
0000-6300 ***SERVICE CHARGES***						
0000-6301 Legal Council	0.00	0.00	0.00	0.00	0.00	0.00
Total ***SERVICE CHARGES***	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF EL SEGUNDO
 7/1/2023 through 6/30/2024

704 Cultural Development Fund

400 EXPENDITURES

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0000-8100 ***FIXED ASSETS***						
0000-8103 Other Improvements	40,000.00	0.00	0.00	0.00	40,000.00	0.00
Total ***FIXED ASSETS***	40,000.00	0.00	0.00	0.00	40,000.00	0.00
0000-9300 ***INTERFUND TRANSFERS***						
0000-9301 Transfer-Capital Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total ***INTERFUND TRANSFERS***	0.00	0.00	0.00	0.00	0.00	0.00
Total Cultural Development Fund	298,196.35	38,877.88	38,877.88	35,500.00	223,818.47	24.94
Grand Total	298,196.35	38,877.88	38,877.88	35,500.00	223,818.47	24.94