



AGENDA

EL SEGUNDO ARTS & CULTURE ADVISORY COMMITTEE MEETING

TUESDAY, JANUARY 23, 2024

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

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

Linnea Palmer, Acting Recreation Superintendent

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.org 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.

Land Acknowledgement: We acknowledge that we are holding this meeting on the traditional, ancestral, and unceded territory of the Tongva. We recognize the Tongva people as the traditional land caretakers of Tovaangar (Los Angeles basin, So. Channel Islands). We also acknowledge that Los Angeles County is home to the largest Indigenous populations in the US.

A. CALL TO ORDER

B. ROLL CALL

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

Individuals who have received a 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)

D. PRESENTATIONS - None

E. CONSENT CALENDAR –

1. **APPROVAL OF THE MINUTES for the Arts and Culture Advisory Committee Meeting of October 24, 2023.** (Committee Action Required)

Recommendation: (1) Approval

2. **APPROVAL OF THE MINUTES for the Arts and Culture Advisory Committee Meeting of November 28, 2023.** (Committee Action Required)

Recommendation: (1) Approval

3. **APPROVAL OF THE MINUTES for the Arts and Culture Advisory Committee Meeting of December 18, 2023.** (Committee Action Required)

Recommendation: (1) Approval

F. NEW BUSINESS

1. West Basin Community Art (10 minutes)
E.J. Caldwell, General Manager, West Basin Municipal Water District

Recommendation:

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

2. Black in Mayberry's Juneteenth Event Grant Request (10 minutes)
Denise Harris, Black in Mayberry Board Member

Recommendation:

1. Vote to grant the funding request of Black in Mayberry for the Juneteenth Event.
2. Alternatively, discuss and take other action.

3. 2024 Goals and Processes
Lance Giroux, Councilmember (10 minutes)

Recommendation:

1. Receive and file.

2. Alternatively, discuss and take other action.
4. Election of New Chair and Vice-Chair.
Aly Mancini, Recreation, Parks and Library Director (10 minutes)

Recommendation:

1. Elect a new chair and vice-chair for the Arts and Culture Advisory Committee.
2. Alternatively, discuss and take other action.
5. Subcommittee Review, Appointment and Consolidation
John Pickhaver, Chairperson (10minutes)

Recommendation:

1. Discussion and provide feedback related to subcommittee appointments and consolidation.
2. Alternatively, discuss and take other action.
6. Recreation Park Reonvation Subcommittee Representative Appointment
John Pickhaver, Chairperson (10minutes)

Recommendation:

1. Elect a new Recreation Park Renovation Subcommittee representative.
2. Alternatively, discuss and take other action.

G. UNFINISHED BUSINESS –

1. Poet Laureate Reception and Book Review
Maureen Kingsley, Vice-Chairperson (10 minutes)

Recommendation:

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

H. ARTS & CULTURE ADVISORY COMMITTEE BUDGET & INITIATIVE UPDATES -

1. FY 23/24 Budget and Initiative Review
Linnea Palmer, Acting Recreation Superintendent

I. SUBCOMMITTEE UPDATES

Recreation Park Renovation
Community Engagement
Land Acknowledgement
El Segundo Art Walk
The Plunge

J. 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	David Bart

K. CITY COUNCIL LIAISON COMMENTS

L. DIRECTOR'S COMMENTS

M. ADJOURNMENT

Adjourn to the February 27, 2024, meeting.



**City of El Segundo
Arts and Culture Advisory
Committee**
Meeting Minutes
for October 24, 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: John Pickhaver, David Bart, Jane Burrell, Brian Mitchell, Joan Palmer, Michael Schepps, Tanya Taylor, Ioana Urma, Neal Von Flue.

City Council Liaison:
Councilmember Lance Giroux – Absent

2. City Staff Present: Recreation, Parks and Library Director, Aly Mancini and Senior Administrative Specialist, Brandee Thornton.

C. PUBLIC COMMUNICATIONS - None

D. PRESENTATIONS

1. Additional Designs to be Added to the Smoky Hollow Astronaut Mural.
Warren Brand, President of Branded Arts.

Warren Brand presented a new project focusing on an astronaut to be installed. The committee inquired as to the nature of the project and the need to have another astronaut mural in El Segundo.

2. Her Space Mural Proposal and Funding Request.
Ola Piasecki, Designer at Morpheus Space
This item was moved to Presentations from New Business

Ola Piasecki presented a space-themed mural inspired by her experience as a woman in the aerospace industry. She is requesting \$2,500 to complete her mural as well as a location to install the piece.

E. APPROVAL OF MINUTES

1. Approval of minutes of the Arts and Culture Advisory Committee Meeting of

September 26, 2023.

Motioned by Member Palmer and Seconded by Member Bart to approve the minutes. Motion Carried 9-0.

F. NEW BUSINESS

1. Create a Process for the Arts and Culture Advisory Committee to Grant Funds to External Organizations.

Members Urma and Burrell proposed their plans for cultural programming and events for the remainder of FY 23/24 and a grant funding program. Director Mancini informed committee members that a grant funding program will need to be presented to the City Council so they may have the opportunity to provide input and clarity on the possibility of a grant process. The committee requested clarification about the requirement for the grant program to be presented to Council. The committee voted to allocate community engagement funding.

Member Urma moved to split the approved community engagement fund into funding for events planned by the acc and grant funding with the ability to shift funding from the events portion and grants portion of the budget.

Motioned by Member Urma and Seconded by Chairperson Pickhaver. Motion Carried 8-1. Member Mitchell stands in opposition.

Members requested changes to the language of the grantmaking guidelines and requested the cultural engagement subcommittee return with revisions and a draft scorecard.

Motioned by Chairperson Pickhaver and seconded by Member Burrell. Motion carried 8-1. Member Mitchell stands in opposition.

2. Closing Reception Funding Request for the Poet Laureate and Artist Debrief.

Senior Librarian, Julie Todd requested \$350.00 of funding from the ACC to host a Thank You Reception for the poet laureate and print a small batch of poetry books.

Motioned by Chairperson Pickhaver and seconded by Member Von Flue. Motion carried 9-0.

3. Dracula Ballet Funding Request for their Dracula Performance.

Chairperson Pickhaver opened a discussion about finding Due to the boards previous action, limiting grant funding to free events, Member Mitchell motioned to grant \$1000 of funding to West Coast Ballet to

fund their Dracula performance.

Motioned by Member Mitchell and seconded by Chairperson Pickhaver.
Motion does not carry 2-7.

4. Arts and Culture Advisory Committee Debrief of the Art Walk and Election of Two Members to Represent the ACC at Art Walk Planning Meetings.

Member Von Flue, Member Taylor, and Member Schepps volunteered join the ACC Art Walk subcommittee. Chairperson Pickhaver motioned to select Members Von Flue and Taylor as representatives. Member Schepps will serve as an alternate to the subcommittee. The committee tabled the debrief of the event.

Motioned by Chairperson Pickhaver and seconded by Member Von Flue.
Motion carried 9-0.

5. Overview of the Destination El Segundo Website.
This agenda item has been moved to a later meeting.
6. Joy Around the World Event Planning Update
Director Mancini provided updates on the vendors, cultural performers, and crafts that are confirmed at the Joy Around the World, Festival of Holidays event. The event will take place on Thursday, December 7th.
7. Digital Housekeeping Request

Member Palmer requested more information about digital space for the ACC to hold their committee documents, a tab on a website that holds ACC information, ideas and plans. The committee agreed that a website update would be beneficial. Director Mancini informed the committee that staff will work on updating the ACC webpage.

G. UNFINISHED BUSINESS

1. Land Acknowledgement
Chairperson Pickhaver informed the committee that the City Council approved the land acknowledgement being included on the ACC agendas. Council also requested that the ACC provide an update about the history of land acknowledgements. Director Mancini suggested the ACC create an ad hoc subcommittee to research the land acknowledgment that is included on their agendas, with a recommendation that it be included on all Commissions Committees and Boards. Members requested that an ad hoc subcommittee is created to research and gather data related to their land acknowledgement.

Motioned by Member Von Flue and seconded by Member Mitchell.
Motion carried 9-0.

H. ARTS & CULTURE ADVISORY COMMITTEE BUDGET & INITIATIVE REVIEW

Members of the committee requested access to the funding that was allocated to the Cultural Arts Coordinator position to other activities.

I. SUBCOMMITTEE UPDATES

Recreation Park Renovation – no comment.

Community Engagement Fund – update was provided during agenda item F.1.

J. ADVISORY COMMITTEE MEMBER COMMENTS

Jane Burrell – no comment

Brian Mitchell – no comment

Chairperson John Pickhaver thanked everyone for their dedication to adding the land acknowledgement to the agenda.

Joan Palmer – no comment

Vice Chairperson Maureen Kingsley – no comment

Tanya Taylor – no comment

Neal Von Flue – no comment

Ioana Urma shared instructions on submitting artwork to the public art archive.

David Bart – no comment

Michael Schepps – no comment

K. CITY COUNCIL LIASON COMMENTS – Absent

L. DIRECTOR'S COMMENTS –

Director Mancini will be reviewing Cultural Arts Coordinator applications tomorrow.

M. ADJOURNMENT – The meeting adjourned at 7:39 PM.

Motioned by Chairperson Pickhaver and Seconded by Member Mitchell.
Motion Carried 9-0.

NEXT MEETING: Tuesday, November 28, 2023, at 5:30 p.m.



City of El Segundo
Arts and Culture Advisory Committee
Meeting Minutes
for November 28, 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: John Pickhaver, Maureen Kingsley, David Bart, Jane Burrell, Joan Palmer, Michael Schepps, Ioana Urma, and Neal Von Flue.

City Council Liaisons:
Councilmember Lance Giroux – Absent

2. City Staff Liaisons Present: Brandee Thornton, Senior Administrative Specialist.

C. PUBLIC COMMUNICATIONS

D. PRESENTATIONS- None

E. CONCENT CALENDAR- None

F. NEW BUSINESS

1. Poet Laureate Book of Poetry

Vice-Chairperson Kingsley provided an update on the poetry book. The committee requested more information at the next meeting.

2. El Segundo Art Walk, Arts and Culture Advisory Committee

Members Von Flue and Schepps were appointed to represent the ACC's Art Walk Committee.

Motioned by Chairperson Pickhaver seconded by Burrell. Motion carried

3. Create a Land Acknowledgement Subcommittee and Elect Members to Serve

Member Burrell and Chairperson Pickhaver were selected to serve on the land acknowledgement subcommittee. The committee also directed staff to contact members that were absent from this meeting to inquire about their interest to serve on the land acknowledgement subcommittee.

Motioned by member Von Flue and seconded by Chairperson Pickhaver. Motion carried

4. Public Art, West Basin

Member Pickhaver shared that there is interest from West Basin to have the air-vacs painted in town. He informed that more information will be provided at an upcoming meeting.

G. UNFINISHED BUSINESS

1. Destination El Segundo Website

Member Palmer requested that the City staff that manages the Destination El Segundo website attend an upcoming ACC meeting.

2. Community Engagement Related to Grants

Chairperson Pickhaver requested that the scorecard be included in the grant program paperwork. The committee requested the grant guidelines are more detailed in their explanation of City staff needing to approve of grants recommended by the ACC.

3. Festival of Holidays, Joy Around the World Update

A brief update was provided to the committee about Festival of Holidays, Joy Around the World event plans.

4. Exit Interviews

The committee requested a process is created to hold exit interviews for the artists that come through the ACC's programs.

5. Halloween Frolic Event Review

An update will be provided by Director Mancini at the next meeting of the ACC.

H. ARTS & CULTURE ADVISORY COMMITTEE BUDGET & INITIATIVE REVIEW - none

I. SUBCOMMITTEE UPDATES

- Recreation Park Renovation - none
- Community Engagement Fund - none

J. ADVISORY COMMITTEE MEMBER COMMENTS

Jane Burrell none

Brian Mitchell none

Chairperson John Pickhaver met with Councilmember Giroux and discussed the Cultural Development Fund.

Joan Palmer none

Vice Chairperson Maureen Kingsley attended the Dracula Ballet and thoroughly enjoyed herself.

Tanya Taylor none

Neal Von Flue none

Ioana Urma requested adding an option for grant applicants to include video material and supporting documents to their applications.

David Bart none

Michael Schepps none

K. RECREATION, PARKS AND LIBRARY DIRECTOR COMMENTS –

One member of the ACC can be included in the interviews for the Cultural Arts Coordinator interviews. Members selected Chairperson Pickhaver to be their representative on the hiring panel for the Cultural Arts Coordinator role.

L. CITY COUNCIL LIASON COMMENTS – Absent

M. ADJOURNMENT – The meeting adjourned at 7:44 PM.

NEXT MEETING: on Tuesday, December 18, 2023, at 5:30 p.m.



**City of El Segundo
Arts and Culture Advisory
Committee**

Special Meeting Minutes
for December 18, 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: John Pickhaver, David Bart, Jane Burrell, Brian Mitchell, Joan Palmer, Maureen Kingsley, Ioana Urma, Neal Von Flue.

City Council Liaison:
Councilmember Lance Giroux – Absent

C. City Staff Liaisons Present: Recreation, Parks and Library Director, Aly Mancini.

D. PUBLIC COMMUNICATIONS - None

E. PRESENTATIONS - None

F. CONSENT CALENDAR - None

G. NEW BUSINESS

1. Vote to Approve Additional Designs to be Added to the Smoky Hollow Astronaut Mural as Presented by Warren Brand of Branded Arts at the October 24, 2023, Arts and Culture Advisory Committee Meeting (10 minutes)

Motioned by Member Von Flue and Seconded by Member Burrell. Motion Carried 8-0.

2. 2024 Vision and Process

Chairperson Pickhaver informed the Committee that City Council Liaison Giroux will be attending the January 23, 2024 Arts and Culture Advisory Committee to discuss how the committee can better engage the local and business community, and their goals for 2024.

3. Halloween Frolic Event Review
Director Mancini provided a recap of the Día de los Muertos craft at the

Halloween Frolic event. She has hopes to provide more detailed crafts at future events. The committee requested images of the crafts done at Halloween Frolic.

4. Festival of Holidays Event Review

Director Mancini provided a brief review of the Festival of Holiday, Joy Around the World event budget and crafts. The committee provided feedback on the location of crafts and performers.

5. Thank You Event

Member Urma started a conversation about possibly thanking the developers in the community for their contributions to the community development fund. Director Mancini proposed holding a reception at the Art Walk. Member Mitchell requested that the ACC provide a plaque or some other form of recognition that the businesses can share with their employees. Member Von Flue suggested recognizing the developers and businesses at the State of the City event.

H. UNFINISHED BUSINESS

1. Poet Laureate Book of Poetry

Vice-Chairperson Kingsley provided a brief update on the Poet Laureate book. As it stands the book will be approximately 64 pages, titled *Word Mongers*. The book will include the work of 10 or 11 poets, 2 poets per person, a color cover, a thank you to the City Council and the Arts and Culture Advisory Committee, and poet bio. The committee requested 150 copies of the book. Vice-Chairperson Kingsley requested up to \$1500 of funding to be allocated to this project.

Member Von Flue and Vice-Chairperson Kingsley will work together on an ad hoc subcommittee to decide on cover art for *Word Mongers*.

The Poet Laureate reception will be scheduled in February.

Motioned by Member Von Flue and seconded by Chairperson Pickhaver.

Motion carried 8-0.

2. Confirm Land Acknowledgement Subcommittee Members

Chairperson Pickhaver opened discussion for the ACC to select members to join a subcommittee related to the land acknowledgement. Chairperson Pickhaver suggested that he and Vice-Chairperson Kingsley work together to meet the requests of the City Council as it relates to the land

acknowledgement.

3. Discuss and Vote to Approve Community Engagement Guidelines Related to Grants.

Member Burrell informed of the changes that have been made to the Community Engagement Guidelines related to grants. The committee made recommendations about minor language changes to the guidelines and the addition of social media being included in the impact portion of the grant application. Lastly, the committee requested to make the language surrounding non-profit's requesting funding for events clearer.

4. Cultural Arts Coordinator Position Update

Director Mancini informed the Committee that she and Chairperson Pickhaver interviewed two applicants for the Cultural Arts Coordinator role. They are hoping to have the new staff member onboard by February.

I. ARTS & CULTURE ADVISORY COMMITTEE BUDGET & INITIATIVE REVIEW

J. SUBCOMMITTEE UPDATES

Recreation Park Renovation has no update

Community Engagement Fund has no update

Land Acknowledgement has no update

K. ADVISORY COMMITTEE MEMBER COMMENTS

Jane Burrell none

Brian Mitchell none

Chairperson John Pickhaver none

Joan Palmer none

Vice Chairperson Maureen Kingsley none

Tanya Taylor none

Neal Von Flue thanked Director Mancini for her work on events during the holiday season.

Ioana Urma none

David Bart thanked Maureen and Neal for their work.

Michael Schepps none

L. CITY COUNCIL LIASON COMMENTS – Absent

M. DIRECTOR'S COMMENTS – None

N. ADJOURNMENT – The meeting adjourned at 6:47 PM.

Motioned by Chairperson Pickhaver and Seconded by Vice Chairperson Kingsley. Motion Carried 8-0.

NEXT MEETING: Tuesday, January 23, 2024, at 5:30 p.m.



WEST BASIN

Municipal Water District

*El Segundo Arts & Culture
Advisory Committee*

President Scott Houston

January 23, 2024

www.westbasin.org

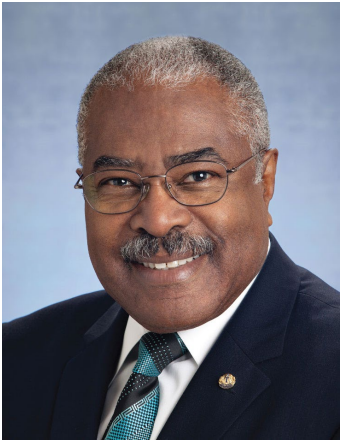


Mission



Provide a **safe** and **reliable** supply of **high-quality water** to the communities we serve.

Board of Directors



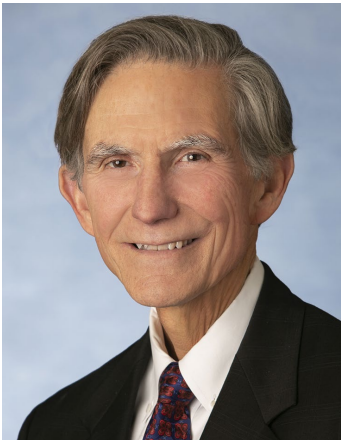
Division I

Harold C. Williams
Treasurer



Division II

Gloria D. Gray
Secretary



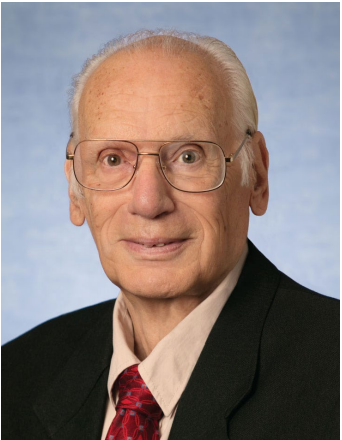
Division III

Desi Alvarez
Vice President



Division IV

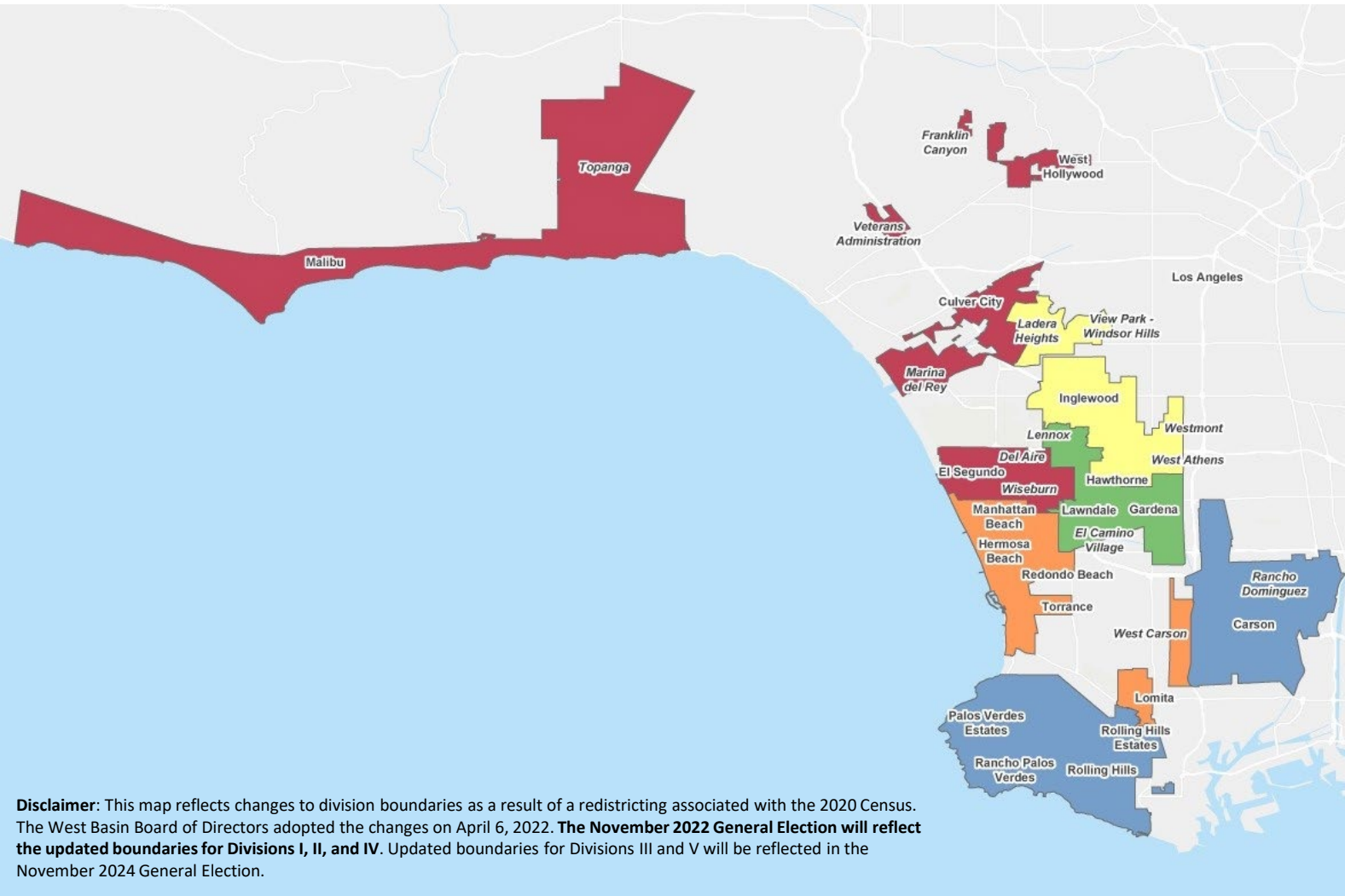
Scott Houston
President



Division V

Donald L. Dear
Immediate Past
President

Service Area



Division I

Carson, Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates, and the unincorporated LA County areas of Rancho Dominguez

Division II

Inglewood, portions of the cities of Gardena and Hawthorne, and the unincorporated LA County areas of Ladera Heights, View Park-Windsor Hills, West Athens, and Westmont

Division III

Hermosa Beach, Lomita, Manhattan Beach, Redondo Beach, a portion of the city of Torrance, and the unincorporated LA County area of West Carson

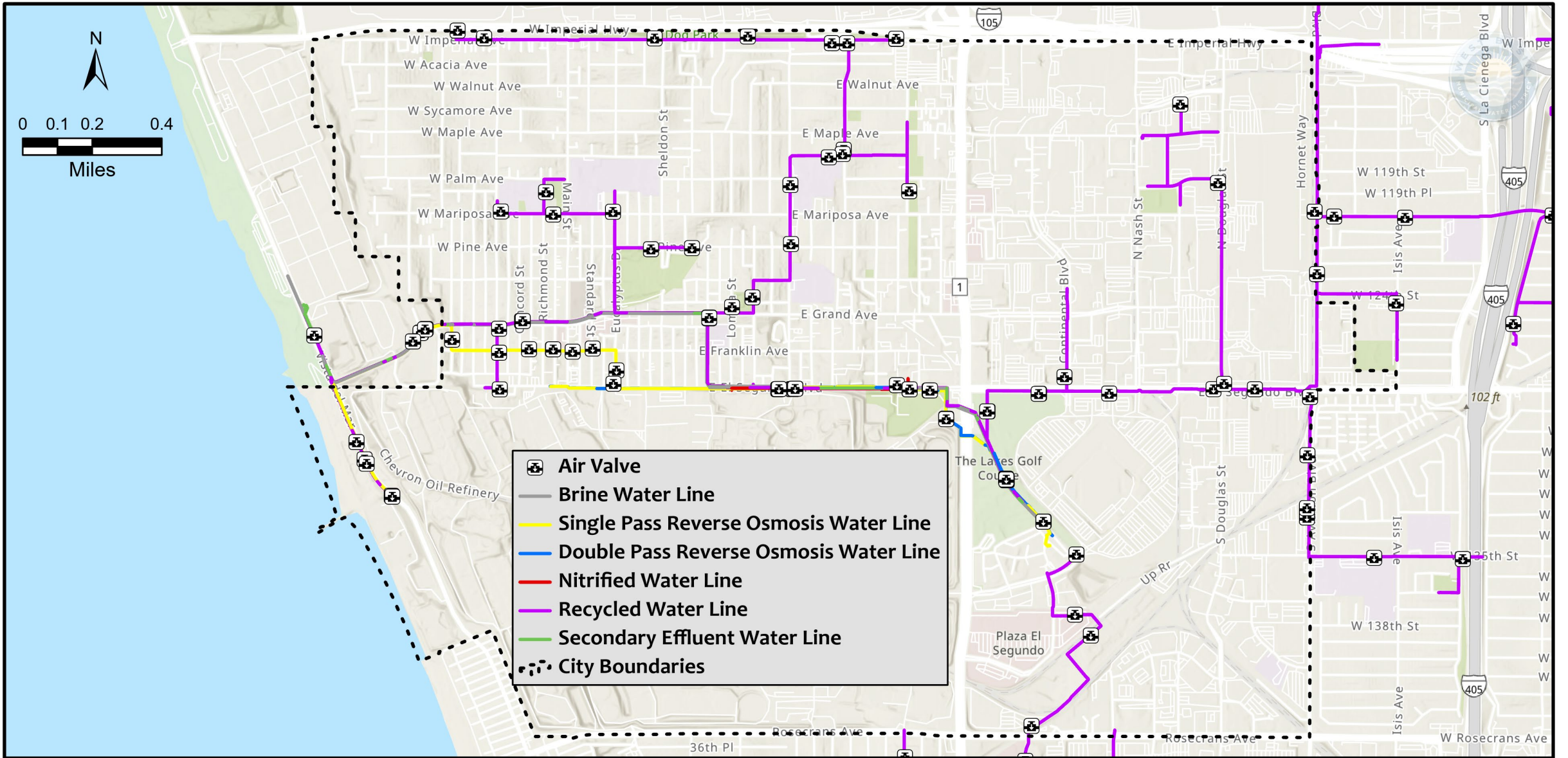
Division IV

Culver City, El Segundo, Malibu, West Hollywood, a portion of the city of Hawthorne, and the unincorporated LA County areas of Del Aire, Marina del Rey, Topanga, and Wiseburn

Division V

Lawndale, portions of the cities of Gardena and Hawthorne, and the unincorporated LA County area of El Camino Village and Lennox

Disclaimer: This map reflects changes to division boundaries as a result of a redistricting associated with the 2020 Census. The West Basin Board of Directors adopted the changes on April 6, 2022. **The November 2022 General Election will reflect the updated boundaries for Divisions I, II, and IV.** Updated boundaries for Divisions III and V will be reflected in the November 2024 General Election.



Air Valves in El Segundo

Air/Vacuum Valves El Segundo - Photos

- Air/Vacuum Valves release air or allow air to enter pipeline.
- 89 Air/Vacuum Valves in El Segundo, varying sizes. Covers are mostly metal, some plastic. Replacements are usually plastic covers.
- Require scheduled maintenance every 2 years, and if needed if they leak.



El Segundo Blvd, east of Illinois St.



227 Grand Avenue

Air/Vacuum Valves El Segundo - Photos

- Air Vacuum Valves at times are vandalized and need to be repainted or replaced. West Basin distribution operators will note these when they are maintained, and schedule for painting or replacement if needed. For example, air valve in photo below near Center Street Elementary School has discoloration. Will be scheduled for repainting.





Scott Houston, President
West Basin Board of Directors

info@scotthouston.org

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www.westbasin.org



West Basin



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West Basin Municipal
Water District

Bylaws of the Arts and Culture Advisory Committee

“ARTICLE VI - OFFICERS

Officers of the ACC shall be a chair and a vice-chair. Term of chair and vice-chair shall be for one (1) year. Duties of the officers shall conform to the regular parliamentary duties as set for by Robert's Rules of Order or similar rules of parliamentary procedure, e.g. Rosenberg's Rules of Order. These bylaws' terms will supersede any conflicting parliamentary procedural rule. Failure to strictly follow parliamentary guidelines will not itself invalidate any committee action.

Section I - Chair

The chairperson shall preside over the meetings of the ACC.

Section II – Vice-Chair

During the absence, disability or disqualification of the chair, the vice-chair shall perform all the duties and be subject to all the responsibilities of the chair. The vice-chair shall succeed the chair if he/she/they vacates the office before the term expires. A new vice-chair shall be elected at the next regular meeting.

Section III - Duties of the ACC

It is intended that the ACC shall be an advisory body to the City Council. Nothing herein contained should be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.”

Officer Election Instructions

1. The Chairperson of the ACC opens discussion providing the opportunity for any member of the ACC to be nominated, or to self-nominate, for the position of Chairperson.
2. Each member of the ACC is handed a piece of paper and asked to write the name of the nominated member they wish to elect as Chairperson.
3. The papers are collected from each member and the city staff liaison is responsible for tallying the names and announcing the member with the most votes.
4. Any member of the ACC can motion to confirm the vote for the new Chairperson.
5. Repeat the steps to elect a new Vice-Chairperson.
6. Once the vote for the new Chairperson and Vice-Chairperson are confirmed, the new ACC Chairperson runs the remainder of the ACC meeting.

ACC-Expenditure Projections for Fiscal Year 23/24

EXPECTED FUND STARTING BALANCE		\$	752,214.24
TOTAL EXPENSES		Budget	Expenses
Personnel Expenses		\$ 110,000.00	\$ 4,866.78
Personnel	Salaries	\$ 75,000.00	\$ 2,123.57
	Benefits	\$ 35,000.00	\$ 2,743.21
Operating Expenses		\$ 10,000.00	\$ 474.75
Operating	Operating Supplies	\$ 10,000.00	\$ 474.75
Contractual Services & Professional Technical		\$ 126,000.00	\$ 95,015.64
Initiatives	Literary Arts Fund*	\$ 10,000.00	
	Festival of Holidays	\$ 25,000.00	\$ 21,283.96
	Signage		\$ 186.16
	Craft Bazaar Rentals		\$ 4,850.57
	Stage Rental		\$ 1,695.00
	Sound System		\$ 2,400.00
	Porta Potties (2 years worth)		\$ 2,122.76
	Crafts, passport, decorations, and others		\$ 9,064.47
	Performers		\$ 965.00
	Visual Artists in Community	\$ 25,000.00	
	Community Engagement Fund	\$ 25,000.00	\$ 2,731.68
	Jazz Performance		\$ 1,800.00
	Halloween Frolic Craft		\$ 931.68
	Art Walk	\$ 41,000.00	\$ 41,000.00
	Snap Map	\$ 30,000.00	\$ 30,000.00
Capital Improvements		\$ 40,000.00	
TOTAL EXPENSES		\$ 286,000.00	\$100,357.17
EXPECTED REVENUE		Unfunded	Unfunded
Revenue			
	Joy Around the World Craft Vendor Fee		\$ 360.00
TOTAL REVENUE		\$ -	\$ 360.00
EXPECTED FUND BALANCE		\$ 466,214.24	\$651,857.07

City of El Segundo Arts and Culture Advisory Committee (ACC)

Grant Funding Application Procedures & Requirements

The El Segundo Arts and Culture Advisory Committee (ACC) has established a grant opportunity for organizations to create art and/or cultural events to benefit the El Segundo community.

GRANT APPLICATION REQUIREMENTS

1. The event benefits the El Segundo community by providing educational content or furthering cultural and/or historical understanding.
2. The organization is a non-profit or local community organization.
3. The organization must submit an application and all required materials to the Cultural Arts Coordinator for the City of El Segundo four months prior to the first day of the month in which the event occurs, to allow time for review and for funds to be distributed. Events that apply under this timeframe are not eligible for funding.
4. The ACC funding must be acknowledged in all event marketing materials and at the site of the event, using one of the following credit lines: “Funded in Part by the El Segundo Cultural Development Program” or “Funded by the El Segundo Cultural Development Program.”
5. After the event occurs, the Grantee will be required to present a final accounting to the Cultural Arts Coordinator, including a detailed budget, the number of attendees, and its impact.

Although not required, the applicant may make a presentation regarding the grant request to the Arts and Culture Advisory Committee (ACC) at a regularly scheduled public meeting. This presentation needs to occur at least three months prior to the first day of the month in which the event occurs and needs to be added to the agenda seven days before the ACC meeting occurs by informing the Cultural Arts Coordinator. Meetings are held the fourth Tuesday of the month at 5:30 pm.

Supporting documentation such as website address, videos, or printed or digital materials, may also be included with the application but are not required.

REVIEW PROCESS

1. The application will be reviewed by City of El Segundo staff.
2. After this initial review, the ACC membership will vote on the proposal.

PAYMENT

Following the Review Process outlined above, approved applicants will receive payment from the City of El Segundo.

APPLICATION

Grantee Organization Information:

Name _____

Address _____

Individual submitting the application:

Name _____

email _____ phone _____

Will the event organizers be seeking additional funding?

If so, please list possible funding sources _____

Is this a fundraising event for the organization? _____

Event Information:

Event Title _____

Date _____ Location _____

Starting Time (including set-up) _____

Duration (including break-down) _____

Marketing Plan _____

Anticipated Attendance _____

Target Audience _____

Please list board members or affiliated individuals below:

Please submit the following together with this application:

1. The budget, outlining all expenses and any funding that has been received or is anticipated.
2. Proof of nonprofit status or a description of the community organization.
3. A description of the event (no more than 250 words), indicating:
 - a. how it benefits the community of El Segundo
 - b. how it provides educational content or furthers cultural and/or historical understanding.

ACC Scorecard (for internal use only and not included with the application)

Event Name and Date:

<u>Category</u>	<u>Comments</u>	<u>Score</u>
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Type of Organization

- Resident of El Segundo/Non-profit (10)
- Non-Resident Non-profit (6)
- Community-based organization (5)

Benefit to the community of El Segundo (1-10)
Provides educational or cultural understanding (1-10)

Fundraising Status

- Non-fundraising (5)
- Fundraising for organization (3)

Target Audience

- El Segundo residents (5)
- General Public (4)

Demographic

- Adults and Children (4)
- Adults only (3)
- Children only (3)

Cost to Participate

- Free to attend (5)
- Fee charged (1-3)

Impact on the City of El Segundo

- Street Closure (-1)
- Property Wear and Tear (-1)
- Sound Impact (-1)

Total Score (out of 50) _____ Amount Requested: _____ Amount Funded: _____

Internal Score:

- 45-50 – up to \$6,000
- 40-45 – up to \$3,000
- 35-40 – up to \$1,000