

Cultural Arts Commission
Special Meeting Agenda

Wednesday, December 14, 2016

6:30 P.M.

**City Hall – Multi-Purpose Room
23825 Stuart Ranch Road**

Call to Order

Roll Call

Approval of Agenda

Report on Posting of Agenda – December 13, 2016

1. Ceremonial/Presentations

None.

2. Written and Oral Communications from the Public and Commissioners

A. Communications from the Public concerning matters which are not on the agenda but for which the Commission has subject matter jurisdiction. The Commission may not act on these matters at this meeting.

B. Recreation Manager Updates

C. Commissioner Reports

1. Commission Ad Hoc Committee Reports

- a. Legacy Park Art Enhancement
- b. Arts in Education
- c. Fundraising
- d. Arts Foundation
- e. City Hall Public Art

3. Consent Calendar

A. Previously Discussed Items

None.

B. New Items

1. Approval of Minutes

Recommended Action: Approve the minutes for the November 22, 2016 Regular Cultural Arts Commission meeting.

Staff contact: Administrative Assistant Saleaumua, 310-456-2489 ext. 349

4. Old Business

A. Review of Concert on the Bluffs Budget (continued from August 23, 2016)

Recommended Action: Review the budget for the 2016 Concert on the Bluffs (Concert) prepared by Vice Chair Brickman.

5. New Business

A. Mid-Year Report for City Council on Commission Activities July 2016 – December 2016

Recommended Action: Review the draft of the Cultural Arts Commission activities report covering the period of July 2016 – December 2016 and approve the report for submittal to City Council.

Staff contact: Recreation Manager Crittenden, 456-2489, ext. 337

B. Malibu Poet Laureate

Recommended Action: Review the proposed criteria for the Malibu Poet Laureate Committee and provide committee nominations for consideration.

Staff contact: Recreation Manager Crittenden, 456-2489, ext. 337

Future Agenda Items

Adjournment

Future Meetings

Tuesday, December 27, 2016	6:30 p.m. Cancelled	City Hall Multipurpose Room
Tuesday, January 24, 2017	6:30 p.m. Regular Meeting	City Hall Multipurpose Room
Tuesday, February 28, 2017	6:30 p.m. Regular Meeting	City Hall Multipurpose Room

Guide to the City Commission Proceedings

The Oral Communication portion of the agenda is for members of the public to present items which are not listed on the agenda, but are under the subject matter jurisdiction of the Commission. Although no action may be taken, the Commission and staff will follow up, at an appropriate time, on those items needing response. Each speaker is limited to (3) three minutes. Time

may be surrendered by deferring (1) one minute to another speaker, not to exceed a total of (8) eight minutes. The speaker wishing to defer time must be present when the item is heard. In order to be recognized and present an item, each speaker must complete and submit to the Recording Secretary a Request to Speak form prior to the beginning of the item being announced by the Chair (forms are available at the entrance to the meeting room). Speakers are taken in the order slips are submitted.

Items in Consent Calendar Section A have already been considered by the Commission at a previous meeting where the public was invited to comment, after which a decision was made. These items are not subject to public discussion at this meeting because the vote taken at the previous meeting was final. Resolutions concerning decisions made at previous meetings are for the purpose of memorializing the decision to assure the accuracy of the findings, the prior vote, and any conditions imposed.

Items in Consent Calendar Section B have not been discussed previously by the Commission. If discussion is desired, an item may be removed from the Consent Calendar for individual consideration. Commissioners may indicate a negative or abstaining vote on any individual item by so declaring prior to the vote on the motion to adopt the entire Consent Calendar. Items excluded from the Consent Calendar will be taken up by the Commission following the action on the Consent Calendar. The Commission first will take up the items for which public speaker requests have been submitted. Public speakers shall follow the rules as set forth under Oral Communication.

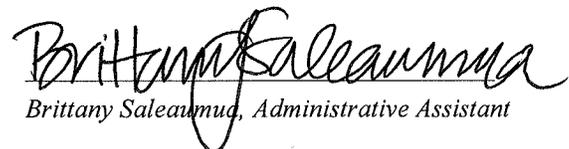
Old Business items have appeared on previous agendas but have either been continued or tabled to this meeting with no final action having been taken. Public comment shall follow the rules as set forth under Oral Communication.

Items in New Business are items which are appearing for the first time for formal action. Public comment shall follow the rules as set forth under Oral Communication.

Copies of the staff reports or other written documentation relating to each item of business described above are on file in the Parks and Recreation Department, Malibu City Hall, 23825 Stuart Ranch Road, Malibu, California and are available for public inspection during regular office hours which are 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m., Friday. Written materials distributed to the Commission within 72 hours of the Commission meeting are available for public inspection immediately upon distribution (Government Code Section 54957.5(b)(2)). Copies of staff reports and written materials may be purchased for \$0.10 per page. Pursuant to State law, this agenda was posted at least 72 hours prior to the meeting.

The City Hall phone number is (310) 456-2489. To contact City Hall using a telecommunication device for the deaf (TDD), please call (800) 735-2929 and a California Relay Service operator will assist you. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Environmental Sustainability Director Craig George, (310) 456-2489, ext. 229. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADD Title II]. Requests for use of audio or video equipment during a Commission meeting should be directed to Alex Montano at (310) 456-2489, ext. 227, or amontano@malibucity.org before 12:00 p.m. on the day of the meeting.

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 13th day of December 2016.


Brittany Saleaumua, Administrative Assistant



Cultural Arts Commission Agenda Report

To: Chair Gibbs and Members of the Cultural Arts Commission

Prepared by: Brittany Saleaumua, Administrative Assistant *BS*

Reviewed by: Amy Crittenden, Recreation Manager *AC*

Approved by: Jesse Bobbett, Parks and Recreation Director *JB*

Date prepared: December 7, 2016 Meeting date: December 14, 2016

Subject: Approval of Minutes

RECOMMENDED ACTION: Approve the minutes for the November 22, 2016 Regular Cultural Arts Commission meeting.

DISCUSSION: Staff has prepared draft minutes for the November 22, 2016 Regular Cultural Arts Commission meeting. Staff hereby submits the minutes for Council's approval.

ATTACHMENTS: November 22, 2016 Regular Cultural Arts Commission meeting

MINUTES
CULTURAL ARTS COMMISSION
REGULAR MEETING
NOVEMBER 22, 2016
MALIBU CITY HALL
6:30 P.M.

CALL TO ORDER

Chair Gibbs called the meeting to order at 6:41 p.m.

ROLL CALL

The following persons were recorded in attendance by the Recording Secretary:

PRESENT: Chair Richard Gibbs; Commissioners Suzanne Keith Zimmer and Eric Myer; and Ex-Officio Member Graeme Clifford

ABSENT: Vice Chair Catherine Brickman and Commissioner Scott Hosfeld

ALSO PRESENT: Jesse Bobbett, Parks and Recreation Director; Amy Crittenden, Recreation Manager; and Brittany Saleaumua, Recording Secretary

APPROVAL OF AGENDA

Vice Chair Gibbs requested Item No. 4.A. be continued to the December 14, 2016 meeting due to Vice Chair Brickman's unplanned absence from the meeting.

MOTION Commissioner Myer moved and Chair Gibbs seconded a motion to approve the agenda, continuing Item No. 4.A. to the December 14, 2016 meeting. The motion carried 3-0, Vice Chair Brickman and Commissioner Hosfeld absent.

REPORT ON POSTING OF AGENDA

Recording Secretary Saleaumua reported that the agenda for the meeting was properly posted on November 15, 2016.

ITEM 1 CEREMONIAL/PRESENTATIONS

None.

ITEM 2.A. PUBLIC COMMENTS

Julia Holland expressed her concerns over the recent sale of the Malibu Playhouse and what it would mean for future theater productions and shows in the City of Malibu. She stated it was important to have a theater in the community. She stated

the new owners of the theater would take control of the building in the new year and have offered the Malibu Playhouse a month to month lease with a 90-day vacate notice. She stated the Malibu community should support the theater and make donations. She stated she was doing her best to keep the Playhouse running and was planning to rent the building on a monthly basis.

Commissioner Zimmer stated the potential loss of the Malibu Playhouse was an important issue. She stated she wanted to be able to talk further about the topic and suggested placing the matter on a future meeting agenda.

Ex-Officio Clifford stated that there were no other public facilities in Malibu capable of holding a theater production.

Ms. Holland stated that if she was able to keep the equipment, she would be able to host pop-up theaters.

Commissioner Myer discussed creating a concept for possible pop-up theaters in case the theater was shut down.

In response to Recreation Manager Crittenden, Ms. Holland stated she would like to come back at a future meeting but would need to get additional support from others in order to put a proposal together.

Chair Gibbs suggested reaching out to the local press for additional support and outreach.

ITEM 2.B. RECREATION MANAGER UPDATES

Recreation Manager Crittenden updated the Commission about the Malibu Poet Laureate Program, which was approved by the City Council on November 14, 2016. She stated the submission period for the Poet Laureate would run from November 30, 2016 through January 11, 2017. She stated the panel would be lead by Dr. John Struloeff, Chair of the Creative Writing Department at Pepperdine University. She stated Chair Gibbs provided Commission updates to the City Council at the November 14, 2016, meeting. She stated the City Council would be adding a new task to the Commission's assignments pertaining to working with the Planning Department to help develop a Zone Text Amendment regarding the display of art in public places.

In response to Vice Chair Gibbs, Parks and Recreation Director Bobbett stated that because Commissioners were on a public board they are not allowed to talk about items until the meeting for which they had been agendized .

Recreation Manager Crittenden stated that the Harry Barovsky Memorial Youth Commission was looking for the Commission's help in finding judges for its Music and Arts Festival.

ITEM 2.C. COMMISSIONER REPORTS

Commissioner Zimmer expressed concern about promotion and advertising for the Malibu Poet Laureate Program and stated funds were needed for promotion and advertising of the program.

Recreation Manager Crittenden stated that Ann Buxie was relying on Dr. Struloeff's expertise and help in promoting the program.

Commissioner Zimmer stated she had attended the November 14, 2016 City Council meeting where she suggested the City Council completely fund the 2017 Concert on the Bluffs.

Chair Gibbs stated his monthly composer's breakfast club meetings had resulted in two events being created; a Salon Series with Peter Asher and a Library Speaker Series with Scott Freiman, both of which would be held in January 2017.

1. Commission Ad Hoc Committee Reports

a. Legacy Park Art Enhancement Plan

Commissioner Zimmer indicated she would have more to report at a later date.

Recreation Manager Crittenden stated a native type of rye grass was covering about an acre of the park, which would be left to spread.

b. Arts in Education

Recreation Manager Crittenden stated that Vice Chair Brickman is still working with Juan Cabrillo on the rain barrel project and would possibly have a visiting artist program soon.

c. Fundraising

None.

d. Arts Foundation

Commissioner Zimmer stated that an update would be provided by Commissioner Hosfeld at the next meeting.

e. City Hall Public Art

Commissioner Myer stated that he and Recreation Manager Crittenden would meet with Chris Ward on November 28, 2016, to decide which photos in the current Fred Ward exhibit would be replaced with new ones. He stated he met with a photographer interested in adding her photographs of Tyrus Wong to the future exhibit of Mr. Wong's kites. He stated he was also expecting an answer from Mr. Wong's daughter regarding the future exhibit at City Hall. He stated that he contacted the son of the artist that painted the Pink Lady (originally on the Malibu Tunnel) and had inquired about restoring the painting, which could be a Salon Series event or possible future exhibit.

ITEM 3 CONSENT CALENDAR

The Consent Calendar consisted of the following items:

A. Previously Discussed Items

None.

B. New Items

1. Approval of Minutes

Recommended Action: Approve the minutes for the October 25, 2016 Regular Cultural Arts Commission meeting.

MOTION

Commissioner Myer moved and Commissioner Zimmer seconded a motion to approve the minutes for the October 25, 2016 Regular Cultural Arts Commission meeting. The motion carried 3-0, Vice Chair Brickman and Commissioner Hosfeld absent.

ITEM 4 OLD BUSINESS

A. Review of Concert on the Bluffs Budget (continued from August 23, 2016)

Recommended Action: Review the budget for the 2016 Concert on the Bluffs (Concert) prepared by Vice Chair Brickman.

This item was continued to the December 14, 2016 meeting upon approval of the agenda.

ITEM 5 NEW BUSINESS

A. Review of Salon Series Program

Recommended Action: 1) Discuss the current Salon Series invitation selection process; 2) Review and discuss potential participants for future Salon Series events; and 3) Recommend changes or adjustments to the Salon Series as applicable.

Recreation Manager Crittenden reviewed the selection process and how participants were chosen for each Salon Series invitation.

Commissioner Myer stated there had not been as many Salon Series events held as the Commission had originally intended.

Recreation Manager Crittenden stated that the categories of actor, actress and film director had not been filled with featured guests, which had resulted in low attendance.

Vice Chair Gibbs stated he would like more artists outside of the music category. He also stated he would send Commissioners a set dialogue to use when approaching future speakers about hosting a Salon Series event.

Ex-Officio Clifford stated he would reach out to people he knew to see if they would be interested in participating.

B. Cultural Arts Program Budget for Fiscal Year 2016-2017

Recommended Action: 1) Review the proposed Cultural Arts Program Budget (Budget) for Fiscal Year 2016-2017; 2) Make a recommendation to City Council to approve the proposed Budget for the remainder of the fiscal year; and 3) Provide staff with any changes or additions to the proposed Budget.

Recreation Manager presented the staff report. She stated a majority of the funding included in the proposed budget was for the 2017 Concert on the Bluffs.

In response to Chair Gibbs, Recreation Manager Crittenden stated the Salon Series was already included in the budget for Fiscal Year 2016-2017, and would be included when the Commission work on the Fiscal Year 2017-2018 budget.

Commissioner Zimmer expressed interest in including funding for an International Women's Day event with the understanding that the budget amount would need to be significantly increased depending on keynote speakers.

Commissioner Myer indicated support for the proposed budget.

Chair Gibbs questioned the possibility of adding funds in the cases of a rare opportunity.

Parks and Recreation Director Bobbett stated the Commission should keep in mind that the City Council would be reviewing the Fiscal Year 2016-2017 budget at its annual mid-year review meeting and it was important to be realistic about what the true programming needs were. He stated that staff would have to advocate for the amounts being asked for and the Commission should be as realistic as possible.

MOTION Commissioner Myer moved and Commissioner Zimmer seconded a motion to approve the proposed Cultural Arts Program Budget for Fiscal Year 2016-2017 and recommend the proposed Budget to City Council. The motion carried 3-0, Vice Chair Brickman and Commissioner Hosfeld absent.

ITEM 6 FUTURE AGENDA ITEMS

Mid-Year update
Concert on the Bluffs Budget
1 Year Budget

ADJOURNMENT

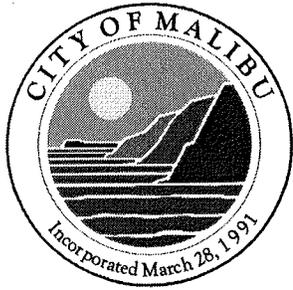
MOTION At 9:05 p.m., Commissioner Myer moved and Chair Gibbs seconded a motion to adjourn the meeting. The motion carried 3-0, Vice Chair Brickman and Commissioner Hosfeld absent.

Approved and adopted by the Cultural Arts Commission of the City of Malibu on December 14, 2016.

RICHARD GIBBS, Chair

ATTEST:

BRITTANY SALEAUMUA, Recording Secretary



Cultural Arts Commission Agenda Report

To: Chair Gibbs and Members of the Cultural Arts Commission

Prepared by: Amy Crittenden, Recreation Manager *AC*

Approved by: Jesse Bobbett, Parks and Recreation Director *JB*

Date prepared: November 10, 2016 Meeting date: December 14, 2016

Subject: Review of Concert on the Bluffs Budget (continued from August 23, 2016)

RECOMMENDED ACTION: Review the budget for the 2016 Concert on the Bluffs (Concert) prepared by Vice Chair Brickman.

DISCUSSION: On August 23, 2016, the Commission received a financial report which outlined all expenses and revenues that the City of Malibu administered under the Adopted 2015-16 Fiscal Year Budget.

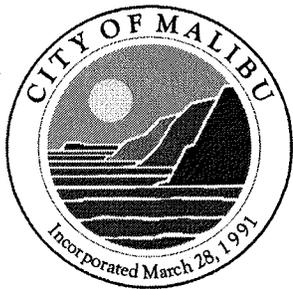
However, the City's final expenses of \$89,478 did not reflect in-kind donations, additional sponsorships and funding sources that contributed to the success of the Concert.

In order to build on the Concert's success, it is important to conduct a thorough review of the programs costs.

At the request of Vice Chair Brickman, the Commission is asked to review the Concert Budget. According to Vice Chair Brickman, the budget details all in-kind donations and actual costs associated with the Concert.

The detailed budget will be presented by Vice Chair Brickman at the meeting.

ATTACHMENTS: None.



Cultural Arts Commission Agenda Report

To: Chair Gibbs and Members of the Cultural Arts Commission

Prepared by: Amy Crittenden, Recreation Manager *Ae*

Approved by: Jesse Bobbett, Parks and Recreation Director *JB*

Date prepared: December 1, 2016 Meeting date: December 14, 2016

Subject: Mid-Year Report for City Council on Commission Activities
July 2016 – December 2016

RECOMMENDED ACTION: 1) Review the draft of the Cultural Arts Commission Mid-Year Activities Report covering the period of July - December 2016; and 2) Approve the report for submittal to City Council.

DISCUSSION: At the meeting on June 13, 2016, the City Council approved a list of assignments for the Cultural Arts Commission to complete during Fiscal Year 2016 - 2017 (Attachment 1). Each Commission is required to provide a mid-year written report to the Council updating them on the activities and status of the Commission's work plan. This report will cover July - December 2016 only.

Staff has prepared a draft of pertinent activities completed by the Commission since July 2016 (Attachment 2). The Commission is asked to review the draft and provide feedback on any needed changes or additions. Once approved, the report will be sent to the City Manager to be included in the mid-year update to City Council.

The report will be presented to City Council on January 23, 2017. It is requested that the Commission have a representative present at this meeting to answer any questions that Council may have regarding the report.

ATTACHMENTS: 1) Cultural Arts Commission Assignments 2016 - 2017
2) Mid-Year Report to City Council for July 2016 - December 2016



City of Malibu

MEMORANDUM

To: Cultural Arts Commission

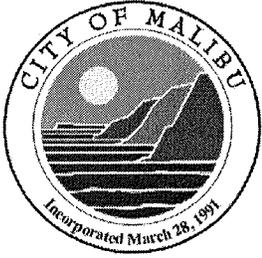
From: Reva Feldman, City Manager 

Date: June 21, 2016

Re: Cultural Arts Commission Assignments for Fiscal Year 2016-2017

At its Regular meeting of June 13, 2016, the City Council approved the following items for the Commission's annual work plan for Fiscal Year 2016-2017:

1. Provide guidance and input to staff regarding the Malibu Arts and Culture website
2. Facilitate implementation of regular art exhibits, utilizing the halls and foyer of the Malibu Civic Theater and Malibu City Hall
3. Research the feasibility of creating an independent, non-profit 501(c)(3) Arts Foundation to work with the City on acquiring grant funding and private donations
4. Provide staff with support and guidance on the implementation of the Legacy Park Public Art Enhancement Project phasing
5. Review projects for implementation of the City's Public Art Policies and Procedures, in accordance with the Art in Public Places Ordinance
6. Collaborate with local arts-based school groups for the purpose of offering educational outreach programs in Malibu schools
7. Work with City staff to produce the annual Concert on the Bluffs event for the Malibu community
8. Investigate the potential for a performance and visual arts center in Malibu
9. Create dialogues with local artists to encourage their involvement in the community
10. Offer support to local arts-based organizations by promoting and attending their events and offering networking resources
11. Make bimonthly oral reports to the City Council on Commission activity
12. Submit a mid-year written report to the City Council on Commission activity



City of Malibu

MEMORANDUM

To: Mayor La Monte and the Honorable Members of the Malibu City Council

From: Chair Gibbs and Members of the Cultural Arts Commission

Date: December 14, 2016

Re: Mid-Year Commission Activity Report 2016-2017

As directed by the City Council at its Regular Meeting on June 13, 2016, the Cultural Arts Commission submits the following summary of its activities from the first half of Fiscal Year 2016-2017 (July through December), approved at the Commission's Special Meeting on December 14, 2016.

- The Commission has hosted two public art installations inside Malibu City Hall; The Art of the Board exhibit was removed September 16, 2016 and the Fred Ward Retrospective Photography exhibit opened October 1, 2016 with a commemorative celebration and memorial co-hosted by the Ward Family.
- The Commission created an Arts Foundation Ad Hoc Committee to research the feasibility of creating an independent 501(c)(3) foundation to help facilitate funding for the arts. The committee has reached out to several well established foundations to attain information on the methods and practices of foundations who work with municipalities or government agencies.
- The Arts in Education Ad Hoc Committee began collaborating with the City's Environmental Programs Department on "The Bucket Project," an arts driven children's program that supports environmental awareness which is currently in place at Juan Cabrillo Elementary School. The committee has also established a visiting artist program at Cabrillo which will soon be offered at Point Dume Marine Science Elementary School.
- The Commission reviewed and approved the installation of Funny Zoo, a temporary public art sculpture exhibit in city parks. The exhibit was installed in Malibu Bluffs Park from June-September and in Legacy Park from June-December.
- The Commission worked with staff to create a Cultural Arts Commission program calendar and budget. The calendar and budget will cover the remainder of Fiscal Year 2016/17 year and will be sent to City Council for approval during the mid-year budget review in January.
- Based on a proposal from a Malibu resident, the Commission created the Malibu Poet Laureate. Once selected, the candidate will be recommended for final approval by Council in March. The Commission will also create a Laureate Advisory Committee that will work with the selected candidate on creating programs, events and festivals related to poetry.



Cultural Arts
Commission Meeting
12-16-16
Item
5.B.

Cultural Arts Commission Agenda Report

To: Chair Gibbs and Members of the Cultural Arts Commission

Prepared by: Amy Crittenden, Recreation Manager *AC*

Approved by: Jesse Bobbett, Parks and Recreation Director *JB*

Date prepared: December 1, 2016 Meeting date: December 14, 2016

Subject: Malibu Poet Laureate Committee

RECOMMENDED ACTION: 1) Review the proposed criteria for the Malibu Poet Laureate Committee; and 2) Provide committee nominations for consideration.

DISCUSSION: On September 27, 2016, the Cultural Arts Commission approved sending a recommendation to the City Council to establish a Malibu Poet Laureate program. This program was unanimously approved by the City Council on November 14, 2016 along with criteria associated with the candidate selection process. Per the report presented to Council, once a Laureate is selected by the Commission, their recommendation will be forwarded on council approval along with recommended members for a new Poet Laureate Committee.

This Committee will be an integral part of creating a successful Poet Laureate program as it will support and guide the candidate and the program. The submission period for the Poet Laureate is November 30, 2016 – January 11, 2017. Before the selection process begins, it is important to have the Committee in place so that members are ready to begin working with the Laureate candidate upon selection.

Vice Chair Brickman and Malibu resident Ann Buxie created criteria outlining the role of the Poet Laureate Committee (Attachment #1) and the qualifications required for its members. The proposed committee will be composed of seven representatives from the following organizations and groups: Poetry by the Sea, Pepperdine University Poetry Society, Malibu Friends of the Library and members of the community. Additionally, one member of this Committee will be from the Cultural Arts Commission.

The estimated timeline for the selection and appointment of the Poet Laureate is:

- January 11 - Submission period ends
- January 16-27 - Jury review of submissions
- First week of February - Selection Panel to finalize candidate selection
- February 28 - Cultural Arts Commission review and approval of Poet Laureate candidate
- March 13 - City Council approval and announcement of Poet Laureate

The Commission is asked to review the attached Malibu Poet Laureate Committee Criteria and provide feedback. Commission is also being asked to provide recommendations for Committee members so staff can begin reaching out to schedule the first Committee meeting in early January.

ATTACHMENTS:

1. Malibu Poet Laureate Committee Criteria

Malibu Poet Laureate Committee Criteria

Integral to the success of the Poet Laureate program is input from members of the community and literary specialists familiar with poetry. To achieve this, a Laureate Committee will be formed.

Committee Structure and Qualifications

The Laureate candidate will be supported by a Laureate Committee composed of seven representatives from Poetry by the Sea, Pepperdine University Poetry Society, and Malibu Friends of the Library, members of the community, and one representative from the Cultural Arts Commission. *The Committee may also have up to two at-large members who will advise as needed and not be present at meetings.*

Membership of the Poet Laureate Committee shall be open to public query and by invitation. The selection includes consideration of the candidate's skills and interests in poetic forms of writing. The ideal candidate is familiar with Malibu's Mission Statement and is engaged and invested in the literary arts.

The Cultural Arts Commission will oversee the makeup of the Laureate Committee and make adjustments as needed.

Role of the Committee

The Poet Laureate Committee will assist the Poet Laureate with the development of programming in the community, such as workshops in the schools, public readings, poetry festival and events related to creating a greater literary awareness.

The Poet Laureate Committee will develop the program to meet the needs of the Malibu community and to raise awareness, interest and support for the art of poetry. The Committee is encouraged to develop a network of participating Poet Laureate groups in neighboring communities.

The Poet Laureate Committee may receive strategic and creative support through the Cultural Arts Commission and by working with Commission Ad Hoc Committees relevant to the subject or program. The Poet Laureate Committee will work also with City staff to provide quarterly updates to the Cultural Arts Commission.

The Poet Laureate Committee will receive administrative support from City staff in the following ways:

- Staff will provide guidance regarding City policies as they apply to the Poet Laureate and Laureate program
- Staff will be the liaison between the Cultural Arts Commission and the Committee
- Staff will oversee the program budget as it relates to Poet Laureate programming (City staff will have final approval on all expenditures and matters related to the budget)
- Staff will schedule use of city meeting rooms, if available, for Committee meetings
- Staff will provide printed materials as needed

The Poet Laureate and Laureate Advisory Committee will continue to develop the program as it evolves to meet the needs and interests of the community. The Poet Laureate will continue to act as an advisor to the Laureate Committee for one year following his/her tenure.