

# CULTURAL ARTS COMMITTEE CITY OF PALM DESERT, CALIFORNIA

## AGENDA

Wednesday  
May 10, 2023



9:00 a.m.  
Regular Meeting

**(HYBRID MEETING)**

City Hall, Administrative Conference Room  
73-510 Fred Waring Drive  
Palm Desert, CA 92260

Pursuant to Assembly Bill 2449, this meeting may be conducted by teleconference with in-person access to the meeting location.

- To participate via Zoom, use the following link: <https://palmdesert.zoom.us/j/82341417829> or call (213) 338-8477, Zoom Meeting ID: 823 4141 7829.
- Written public comment may also be submitted to [mlomeli@palmdesert.gov](mailto:mlomeli@palmdesert.gov). Emails received by 8:00 a.m. prior to the meeting will be distributed to the Committee. Any correspondence received during or after the meeting will be distributed to the Committee as soon as practicable and retained for the official record. **Emails will not be read aloud** except as an ADA accommodation.

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### 1. CALL TO ORDER

### 2. ROLL CALL

3. **NON-AGENDA PUBLIC COMMENT:** This time has been set aside for the public to address the Cultural Arts Committee on issues that are not on the agenda for up to three minutes. Because the Brown Act does not allow the Committee to act on items not listed on the agenda, members may briefly respond or refer the matter to staff for a report and recommendation at a future meeting.

### 4. PRESENTATIONS

#### A. CITY CLERK UPDATE ON THE BROWN ACT AND ROLES & RESPONSIBILITIES

5. **CONSENT CALENDAR:** All matters listed on the Consent Calendar are considered routine and may be approved by one motion. The public may comment on any items on the Consent Agenda within the three-minute time limit. Individual items may be removed by Committee Members for a separate discussion.

#### A. APPROVAL OF MINUTES

RECOMMENDATION: Approve the Cultural Arts Committee Regular Meeting minutes of April 12, 2023.

**CONSENT ITEMS HELD OVER:** Items removed from the Consent Calendar for separate discussion are considered at this time.

**6. ACTION CALENDAR**

**A. REQUEST FOR DIRECTION ON SCULPTURE PURCHASE FOR PALMA VILLAGE PARK**

RECOMMENDATION: Provide staff with direction regarding sculpture purchase for Palma Village Park.

**B. RECEIVE AND FILE INFORMATIONAL REPORT ON FIRST PUBLIC ART COMMUNITY ENGAGEMENT PROJECT FOR FY 2023-24**

RECOMMENDATION: Receive and file an informational report on Public Art Community Engagement Project: Summer Spray Day for Kids.

**C. RECEIVE AND FILE INFORMATIONAL REPORT ON APPOINTMENT OF A POET LAUREATE**

RECOMMENDATION: Receive and file an informational report on the appointment of a Poet Laureate.

**7. INFORMATIONAL REPORTS & COMMENTS**

**A. PLANNING COMMISSION LIAISON**

**B. ARCHITECTURAL REVIEW COMMISSION LIAISON**

**C. CULTURAL ARTS COMMITTEE MEMBERS**

**D. CITY COUNCIL LIAISON**

**E. CITY STAFF**

1. Project Status Report

**F. ATTENDANCE REPORT**

**8. ADJOURNMENT:** The next Regular Meeting will be held on June 14, 2023, at 9:00 a.m.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda for the Cultural Arts Committee was posted on the City Hall bulletin board and City website not less than 72 hours prior to the meeting.

/s/ Monique Lomeli, CMC

Recording Secretary

**PUBLIC NOTICES**

**Agenda Related Materials:** Pursuant to Government Code §54957.5(b)(2) the designated office for inspection of records in connection with this meeting is the Office of the City Clerk, City Hall, 73-510 Fred Waring Drive, Palm Desert. Staff reports for all agenda items and documents provided to a majority of the legislative bodies are available for public inspection at City Hall and on the City's website at [www.palmdesert.gov](http://www.palmdesert.gov).

**Americans with Disabilities Act:** It is the intention of the City of Palm Desert to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the Office of the City Clerk, (760) 346-0611, at least 48 hours prior to the meeting to inform us of your needs and to determine if accommodation is feasible.

# CULTURAL ARTS COMMITTEE CITY OF PALM DESERT, CALIFORNIA

## MINUTES

Wednesday  
April 12, 2023



9:00 a.m.  
Regular Meeting

Pursuant to Assembly Bill 2449, this meeting was conducted in-person, and there was hybrid teleconference and in-person public access to the meeting location.

### 1. CALL TO ORDER

A Regular Meeting of the Cultural Arts Committee was called to order by Vice-Chair Hauer on Wednesday, April 12, 2023, at 9:03 a.m., in the Administrative Conference Room, City Hall, located at 73-510 Fred Waring Drive, Palm Desert, California.

### 2. ROLL CALL

**Present:** Committee Members Lori Flint, Tom Mitze, Ann Simley, Carol Adney, and Vice Chair Liz Hauer \*Committee Member Adney arrived at 9:15am.

**Absent:** Chair Maureen Boren.

#### Liaison(s)

**Present:** Mayor Pro Tem Karina Quintanilla, City Council Liaison; Wallace Colvard, Architectural Review Commission Liaison

#### City Staff

**Present:** Amy Lawrence, Deputy Director of Economic Development; Erica Powell, Management Analyst; Debbie Thompson, Administrative Assistant, and Michelle Nance, Acting Recording Secretary were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

### 3. NON-AGENDA PUBLIC COMMENT:

None.

### 4. CONSENT CALENDAR:

#### A. APPROVAL OF MINUTES

MOTION BY COMMITTEE MEMBER MITZE, SECOND BY COMMITTEE MEMBER FLINT, CARRIED 5-0, to approve the Cultural Arts Committee meeting minutes of February 8, 2023.

**CONSENT ITEMS HELD OVER:**

None.

**5. PRESENTATIONS****A. UPDATE ON RALPH M. BROWN ACT**

By request from Staff, this item was removed from the agenda.

**B. ARTISTS COUNCIL**

Wallace Colvard, Architectural Review Commission Liaison, provided a presentation on the Artists Council located at the Galen Center.

The Committee had a brief discussion and provided feedback to Liaison Colvard.

**6. ACTION CALENDAR****A. REQUEST FOR DIRECTION ON 2023/2024 PALM DESERT COMMUNITY GALLERY**

Management Analyst Powell presented the staff report and responded to Committee Member inquiries.

By consensus, the Committee provided directions and asked that Staff return to the Committee at a future meeting to finalize Exhibit dates and artists.

**B. RECEIVE AND FILE INFORMATIONAL REPORT ON FY 2023/2024 PUBLIC ART BUDGET AND PROJECTS.**

Management Analyst Powell presented the staff report and responded to Committee Member inquiries.

Following discussion, MOTION BY COMMITTEE MEMBER MITZE, SECOND BY COMMITTEE MEMBER ADNEY, CARRIED 5-0, to receive and file informational report.

**7. INFORMATIONAL REPORTS & COMMENTS****A. PLANNING COMMISSION:**

None; Lindsay Holt, Planning Commission Liaison, not present.

**B. ARCHITECTURAL REVIEW COMMISSION:**

Architectural Review Commission Liaison Wallace Colvard provided an update on the recent activities of the Architectural Review Commission.

**C. CULTURAL ARTS COMMITTEE MEMBERS**

Committee Member Flint provided an update regarding an open space near Palma Village that could accommodate the placement of an art sculpture.

Committee Member Adney requested that Planning and Architectural Review Commissions ask that developers incorporate Artists into their plans and thanked Cultural Arts Committee Staff for all they do.

Committee Member Mitze, thanked Wallace Colvard, Architectural Review Commission Liaison for the presentation on the Artists Council.

#### **D. CITY COUNCIL LIAISON**

Councilmember Quintanilla stated no report at this time.

#### **E. CITY STAFF**

Management Analyst Powell provided an oral report on the items listed on the Project Status Report that was included in the agenda packet.

#### **F. ATTENDANCE REPORT**

The attendance report was provided with the agenda materials. The Committee took no action on this matter.

### **8. ADJOURNMENT**

The Cultural Arts Committee adjourned at 10:20 a.m.

Respectfully submitted,

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Monique M. Lomeli, Senior Deputy Clerk  
Recording Secretary

ATTEST:

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Amy Lawrence, Deputy Director of Economic Development  
Secretary

APPROVED BY CAC: \_\_/\_\_/2023

**STAFF REPORT**  
**CITY OF PALM DESERT**  
**CULTURAL ARTS COMMITTEE**

MEETING DATE: May 10, 2023

SUBMITTED BY: Erica Powell, Management Analyst

REQUEST: REQUEST FOR DIRECTION ON SCULPTURE PURCHASE FOR  
PALMA VILLAGE PARK

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**Recommendation**

Provide staff with direction on sculpture purchase for Palma Village Park.

**Discussion**

At its April 12, 2023, Cultural Arts Committee meeting, Committee Member Flint noted that a tree was removed from Palma Village Park and the location would be ideal for placement of a sculpture. The purchase, installation, and maintenance of a sculpture in this location require funding not currently allocated in the FY 2023/24 budget.

For consideration, this location can be identified as a contender for a sculpture selected and purchased from the 2023/24 El Paseo Sculpture Exhibition, funding for which will be included in the FY 2024/25 budget. If a sculpture is purchased and approved for install in this location, approximate timeframe for install would be October 2024.

**Fiscal Analysis**

Fiscal analysis is unknown at this time.

**Attachments**

1. Images of location at Palma Village Park submitted by Member Flint







**STAFF REPORT**  
**CITY OF PALM DESERT**  
**CULTURAL ARTS COMMITTEE**

MEETING DATE: May 10, 2023

SUBMITTED BY: Erica Powell, Management Analyst

REQUEST: RECEIVE AND FILE INFORMATIONAL REPORT ON  
APPOINTMENT OF A POET LAUREATE

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**Recommendation**

Receive and file informational report on appointment of a Poet Laureate.

**Discussion**

At its regular meeting of March 9, 2023, the City Council appointed a subcommittee including Mayor Pro Tem Quintanilla and Councilmember Harnik to work with staff on the process of appointing Poet Laureate for the City of Palm Desert. At the subcommittee meeting of April 10, 2023, direction was given to staff on eligibility, length of term, honorarium, identifying a jury panel, selection process, final appointment, and expectations of the position which can all be found in the draft Call for Nominations.

Specifically, the appointed Poet Laureate shall:

- Uplift the artistic achievement of the City and local communities through active participation in ceremonial, educational, and/or community activities.
- Raise awareness of the power and beauty of poetry.
- Provide access to poetry, spoken word and the literary arts within the city of Palm Desert.
- Encourage community members to develop their own creative interests.

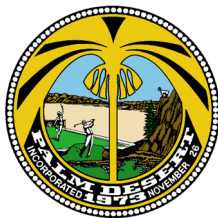
The Call for Nominations is due for release in May 2023 with a submittal deadline of June 30, 2023. Appointment is projected for September 2023.

**Fiscal Analysis**

The subcommittee recommended an annual honorarium in the amount of \$3,500 plus reimbursement of mileage expenses for the appointee. Funding for this position will be requested as part of the FY 2023/2024 General Fund budget.

**Attachment:**

1. Draft Call for Nominations



# City of Palm Desert Poet Laureate Call for Nominations

(DEADLINE FOR ENTRIES – June 30, 2023)

## **STATEMENT OF PURPOSE:**

The City of Palm Desert is accepting nominations for the position of Palm Desert Poet Laureate for the 2023-2024 term. The appointed Laureate shall:

- Uplift the artistic achievement of the City and local communities through active participation in ceremonial, educational, and/or community activities.
- Raise awareness of the power and beauty of poetry.
- Provide access to poetry, spoken word and the literary arts within the City of Palm Desert.
- Encourage community members to develop their own creative interests.

## **ABOUT THE POSITION:**

The Poet Laureate for the City of Palm Desert is an honorary position. The Laureate serves a one-year term from October 2023 – September 2024.

The City will award the Poet Laureate an annual honorarium of \$3,500 to encompass all civic and official work performed or produced in the position. The Laureate may also be offered reimbursement of mileage expenses.

## **ELIGIBILITY:**

Any organization or member of the Palm Desert community may nominate a poet, self-nominations are welcome.

Candidates must:

- Be at least 18 years of age.
- Be a resident of Palm Desert for at least one (1) year.
- Be a primary Palm Desert resident during the appointment term.
- Demonstrate publication of poems, via print or online platforms, including social media.
- Demonstrate a connection and/or commitment to the literary community.
- Demonstrate excellence in promoting awareness or enjoyment of poetry by special awards, honors, or recognition.
- Understand and embrace the City's culture and history with a strong interest in serving and being a representative of the City.
- Demonstrate the ability to engage audiences.
- Be able and willing to travel between locations around the city.

**EXPECTATIONS:**

In addition to the Statement of Purpose, the Poet Laureate shall be expected to perform the following duties:

**Ceremonial:**

The Poet Laureate will participate in at least five (5) civic functions, including but not limited to the following:

- Veterans Day observed event, November 11, 2023
- State of the City, date TBD in 2024
- Independence Day Celebration, July 4, 2024

Additionally, the Poet Laureate shall aim to create a City poem that will be read at the City of Palm Desert's 50<sup>th</sup> Anniversary Celebration on November 18, 2023, and published on the City's website.

**Educational:**

The Poet Laureate shall select and mentor a junior poet laureate from a Palm Desert local elementary, middle, or high school.

**Community:**

The Poet Laureate shall propose and execute at least one (1) community outreach event during their term, to make poetry available and accessible to people in their everyday lives.

**Communication:**

The Poet Laureate shall:

- Work with City staff to develop and produce online and social media communications.
- Provide regular updates to the Cultural Arts Committee, including where and when presentations take place.
- End of Term Summary: Summarize her/his impressions and experiences during their term as Poet Laureate (including workshops, readings, judging of competitions, publication, etc.) to help the City of Palm Desert improve, adjust or adapt the parameters of the position and/or the appointment process.

**NOMINATION SUBMISSION MATERIALS:**

Nominations should demonstrate the nominee's artistic accomplishments, a history of community involvement, and a vision for the program during his/her term. Eligible candidates can be nominated for the position by submitting the following:

- A letter of nomination describing, in 500 words or less, why you feel you (or the person you are nominating) are the most appropriate candidate for the City of Palm Desert Poet Laureate.
- Three original works of poetry by the nominee.
- The nominee's current resume or CV.
- A current list of publications and any teaching experience.
- Any relevant social media handles and/or website.
- Poet Laureate candidate information including address, phone number, and email address. If nominating, please include your contact information.

### **REVIEW CRITERIA AND PROCESS:**

Submissions are reviewed by the Poet Laureate Jury Panel. The Jury Panel will consist of the City Council Cultural Arts Committee Liaison, the Chair of the Cultural Arts Committee, a representative of the Palm Desert Public Library, a representative from the Creative Writing and Writing for the Performing Arts Committee at UCR Palm Desert Center, a member from the creative community, as well as a member of the English department at College of the Desert. The panel will select three top candidates based upon the following criteria:

- Artistic merit, including publication history.
- Quality of work/creative excellence, including aural facility.
- Community commitment to cultural life and literary community.
- Ability of effectively inspire and engage others.

The Poet Laureate shall be appointed by the Palm Desert City Council based upon the recommendation of the Poet Laureate Jury Panel.

### **TIMELINE:**

The following dates represent the schedule that will be followed. The City reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary.

May 8, 2023	Call for Submissions released
June 30, 2023	Deadline to apply.
July 2023	Review of applications
August 2023	Interviews for final candidates
September 14, 2023	Recommendation to City Council
September 2023	Contracting
October 2023	City Poet Laureate term begins
October 2024	City Poet Laureate term ends

Completed applications must be submitted by Friday, June 30, 2023, at 11:59 p.m. PST

May 2023 – Poet Laureate

Call for Nominations

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Nominations may be submitted online (<http://www.palmdesert.gov/connect/poet-laureate>), by email to [epowell@palmdesert.gov](mailto:epowell@palmdesert.gov) or mailed to the address below. Materials will not be returned. **Online applications are strongly encouraged.**

City of Palm Desert  
C/O Poet Laureate Jury Panel  
Attn: Erica Powell  
73-510 Fred Waring Drive  
Palm Desert, CA 92260-2578



**INFORMATION:**

For more information, please contact Erica Powell, Management Analyst, at [epowell@palmdesert.gov](mailto:epowell@palmdesert.gov) or (760) 776-6346.

**STAFF REPORT**  
**CITY OF PALM DESERT**  
**CULTURAL ARTS COMMITTEE**

MEETING DATE: May 10, 2023

SUBMITTED BY: Erica Powell, Management Analyst

REQUEST: RECEIVE AND FILE INFORMATIONAL REPORT ON FIRST  
PUBLIC ART COMMUNITY ENGAGEMENT PROJECT FOR FY  
2023/2024

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**Recommendation**

Receive and file informational report on Public Art Community Engagement Project: Summer Spray Day for Kids.

**Discussion**

At its February 8, 2023, Cultural Arts Committee meeting, members approved three community engagement projects for FY 2023/2024: Summer Spray Day for Kids, Senior Spray Day, and a 4-Day Mural Project. Each project will be taken forward individually as plans are solidified and according to the date of activity.

The first project, Summer Spray Day for Kids, is scheduled to take place on August 5, 2023, from 1 p.m. to 4 p.m., at Flat Black Art Supply in Palm Desert. The workshop is designed for 20 kids, ages 8 through 16, that sign up on a first-come, first-serve basis. Snacks and drinks will be provided.

The City would provide an 8' X 8' wall on casters and deliver to Flat Black Art Supply prior to the event. The selected artist would prepare the wall with design outlines on the front and back. On the day of the event, the featured artist would teach participants how to handle the paint and techniques for application while painting one side of the wall. On the reverse side of the wall, participants would apply what they learned. The outcome would be a completed mural. After the event, the mural wall would be available for display in the Visitor's Services building at City Hall.

**Fiscal Analysis**

The City would pay Flat Black Art Supply a total of \$2,000 for the event which includes the artist fee, custom t-shirts for participants, and all paint and supplies. Funds for this have been included in the FY 2023/2024 Public Art budget.

**Attachments:**

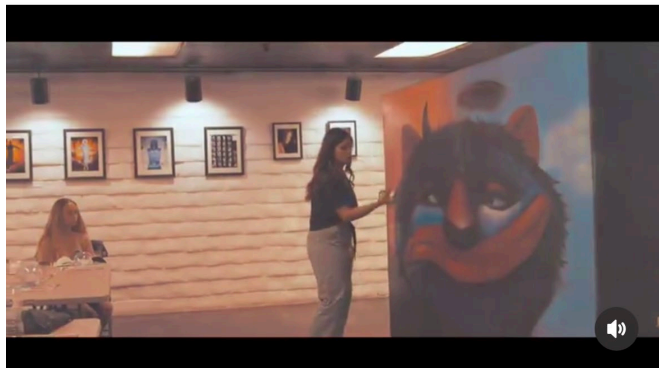
Images of previous one-day workshop at Flat Black Art Supply

May 10, 2023 – Cultural Arts Committee Staff Report  
Receive and File Informational Report – Summer Spray Day for Kids  
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coachellavalleycare  
Flat Black Art Supplies

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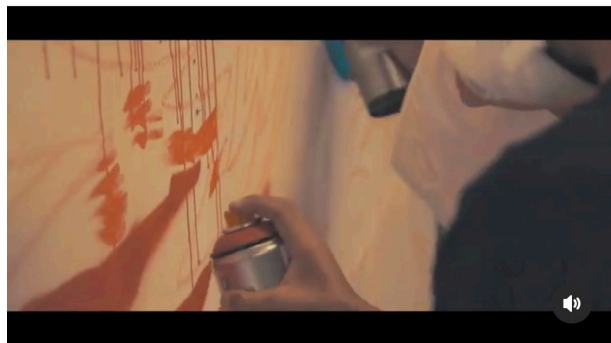
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Flat Black Art Supplies

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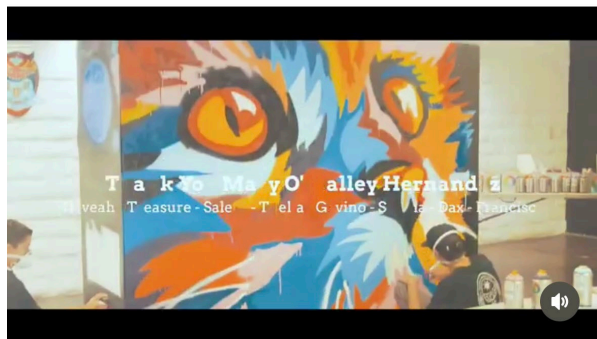
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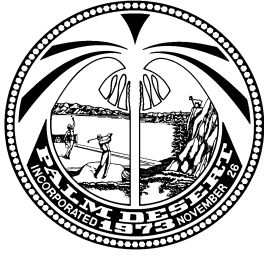


coachellavalleycare  
Flat Black Art Supplies

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**CITY OF PALM DESERT**  
**CULTURAL ARTS COMMITTEE**  
**MEMORANDUM**

To: Cultural Arts Committee (CAC) Members

From: Erica Powell, Management Analyst

Date: May 10, 2023

Subject: Project Status Report for the May 10, 2023, Cultural Arts Committee Meeting

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1. ***Palm Springs Life* 8-month feature content** – This year the City contracted with *Palm Springs Life* to promote Palm Desert's Public Art program. See schedule of articles below that include links to the articles that have been published:
  - a. February: [El Paseo Sculpture Exhibition](#)
  - b. March: [Murals, artist profile: John Cuevas](#)
  - c. April: [Civic Center Park/E. Tyler Burton](#)
  - d. May: El Paseo Sculpture Exhibition/Artist profiles: Delos Van Earl and Lynn Jaye
  - e. September: Citywide Virtual Art Tour
  - f. October: El Paseo Sculpture Exhibition/Artist profiles: Karen and Tony Barone and T. Barny
  - g. November: Community Projects
  - h. December: San Pablo Phase I roundabout sculpture installation and artist profile: *Sunburst* by Donald Gialanella.
2. ***Swim Dive Play Repair*** – Due to locker room improvements at the Palm Desert Aquatic Center, a small portion of *Swim Dive Play* by Paul Hobson was removed in the thresholds of the women's and men's locker rooms. Removal of the flooring was required to upgrade the flooring to a non-slip surface. Locker room improvements and replacement of the artwork should be complete by May 2023.
3. **FY 2022/2023 Project List** – Listed below is an update of projects that staff is currently working on or will soon be working on:
  - 2023 *Desert X* sponsorship: Exhibition Dates March 4 – May 7, 2023
  - Student Art and Essay – artwork is being returned to students and reproductions of winners' murals are displayed in the Palm Desert Community Gallery.
  - 2023/24 El Paseo Sculpture Exhibition – completed installations, new signposts and virtual tour, which now includes audio.

- *Anza-Borrego* – lighting installation is complete.
- San Pablo Phase I roundabout sculpture installation: bidding for a general contractor to install the engineered pads, hiring a professional installer, and working out logistics for installation. Projected installation in October 2023.
- San Pablo Phase II roundabout contracting and installation.
- Replacement of stolen artwork (*For Our Freedom*) at Freedom Park: concrete rehab complete and installation scheduled for late June.
- Replacement of artwork on the traffic signal cabinet on Fred Waring x Cook (*Sun Crawlers* by artist John Cuevas)
- Work w/DSRT Surf on implementation of public art into project.
- Artwork implementation for Discover Palm Desert Visitor Center, Haystack ATP and other City projects.
- Palm Desert Community Gallery (five exhibits pending): contacting artists and organizing the exhibition schedule.
- City wide virtual public art tour: ongoing photography and copy is being worked on to complete each mapped artwork.
- Design and print updated public art rack card/brochure.
- City wide review of public art signage: starting in Civic Center Park.
- Implementation of bottle filler and SCE utility box art wraps.
- Waring Plaza developer artwork maintenance: property manager hiring art conservationists.
- Develop the Public Art website for strategic program content.
- Possible deaccession of artwork at the Palm Desert Community Center: construction estimated to begin in December 2023 – Joslyn Center pending, requesting quotation to rebuild housing, deinstall, transport and install.
- *Charger* damage: working with the insurance company; artist Ted Gall working on replacement of the tail.
- Poet Laureate: confirm jury panel, release Call for Nominations and schedule review process.
- Artist Registry website ([www.palmdesertartistregistry.com](http://www.palmdesertartistregistry.com)) is live and categories have been added to accommodate the creative writing community.
- *Palm Desert Rose Garden* at the Civic Center Park will be getting repainted; working to clean up and repair tile work..
- Working with the Planning Department to notify applicants of the Public Art fee and offer help prior to the design phase.
- Developing a maintenance database of all City owned artwork.
- Public Art Documentary Film Series with UCR Palm Desert Center: identify and select films for 2024 and secure moderators and guest speakers.
- Other proposed projects are coming soon!!

# CITY OF PALM DESERT ATTENDANCE REPORT

**Advisory Body:** Cultural Arts Committee

**Prepared By:** Monique Lomeli

	Year	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023	2023	2023		
	Month	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total	Total
	Date	11	8	13	10	14	11	9	14	11	8	-	12	Absences	Unexcused Absences
Adney, Carol		P	P	P	-	P	P	-	E	A	P	-	P	2	1
Boren, Maureen		P	P	P	-	P	P	-	P	P	A	-	A	2	2
Flint, Lori		P	P	P	-	P	P	-	P	P	P	-	P	0	0
Hauer, Liz		P	P	P	-	P	P	-	P	P	P	-	P	0	0
Mitze, Tom						P	P	-	P	P	P	-	P	0	0
Simley, Ann									P	P	P	-	P	0	0

**Palm Desert Municipal Code 2.34.010:**

**Monthly:** Three unexcused absences from regular meetings in any twelve-month period shall constitute an automatic resignation of members holding office on boards that meet monthly.

Present  
Absent  
Excused  
No meeting