

NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular Meeting of the **TRACY ARTS COMMISSION** is hereby called for:

Date/Time: **Tuesday, December 11, 2012, 7:00 p.m.**
(or as soon thereafter as possible)

Location: **Grand Theatre Center for the Arts, Visual Arts 1**
715 Central Ave., Tracy, CA

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Tracy Arts Commission on any item, before or during consideration of the item, however, no action shall be taken on any item not on the agenda.

1. Call to Order
2. Roll Call
3. Items from the Audience - *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2008-140, any item not on the agenda brought up by the public at a meeting shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Tracy Arts Commission member to sponsor the item for discussion at a future meeting.*
4. Approval of Minutes from Regular Meeting on November 13, 2012
5. Correspondence
6. Old Business
 - A. Discuss Future Sponsorship and Grant Writing Efforts for Music in the Park Series
 - B. Discuss Future of the Multi- Cultural Festival
7. New Business
 - A. Review and Amend the Tracy Arts Commission Bylaws to Remove Advisory Committee Duties
8. Items from the Commission
9. Items from Staff
10. Items from the Audience
11. Adjournment

POSTED: December 6, 2012

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall at (209) 831-6000, at least 24 hours prior to the meeting.

Any materials distributed to the majority of the Tracy Arts Commission regarding any item on this agenda will be made available for public inspection in the Cultural Arts Division located at 715 Central Avenue, Tracy, CA during normal business hours.

**TRACY ARTS COMMISSION
REGULAR MEETING MINUTES
November 13, 2012**

1. **CALL TO ORDER:** Chairman Fuller called the meeting to order at 7:03 p.m.
2. **ROLL CALL:**
 - a. Present: Anne Marie Fuller; Tricia Hand; Marlene Jones; Grace Paget (arrived at 7:08 p.m.); Taranjit Sandhu; Mercedes Silveira
 - b. Absent: Nicole McClain
 - c. Staff Present: Jeffrey Haskett, Cultural Arts Manager-Performing Arts, William Wilson II., Cultural Arts Manager-Visual Arts
 - d. Recorded By: Stacey Merjil, Administrative Assistant II
3. **ITEMS FROM THE AUDIENCE:**
4. **APPROVAL OF REGULAR MEETING MINUTES FROM August 14, 2012**
 - a. Motion: Commissioner Hand
 - b. Second: Commissioner Silveira
 - c. Abstain:
 - d. Vote: Approved
5. **CORRESPONDENCE:** The Commission was reminded of the deadline for Nominations for the Youth Sports Fields. The deadline is November 19, 2012, at 5:00 p.m. They were also informed about the Street Photography Exhibition at the LH Horton Jr. Gallery which runs November 15 to December 14, 2012.
6. **OLD BUSINESS:** None
7. **NEW BUSINESS:** None
8. **ITEMS FROM THE COMMISSION:** The Commission engaged in a brief discussion of activities attended by the Commissioners since the last meeting. Commissioner Fuller and Hand requested sponsorships and the Cultural Festival be placed on next month's meeting. The Commission agreed they would like to both of those items on the next agenda.
9. **ITEMS FROM STAFF:**
 - a. **Cultural Arts Manager Wilson:** Informed the Commission that the bylaws will need to be amended since the Grand Foundation has relieved the Commission from their Advisory duties.
10. **ITEMS FROM THE AUDIENCE:**
11. **ADJOURN:**
 - a. Motion: Commissioner McClain
 - b. Second: Commissioner Sandhu
 - c. Vote: Unanimous
 - d. Time: 7:23 p.m.

**CITY OF TRACY
TRACY ARTS COMMISSION MEETING
December 11, 2012**

AGENDA ITEM 6.a.

REQUEST

**DISCUSS FUTURE SPONSORSHIP AND GRANT WRITING EFFORTS FOR MUSIC
IN THE PARK SERIES**

DISCUSSION

On July 10, 2012, Staff informed the Commission that legal has reviewed their sponsorship activities and the Commission must follow the City Sponsorship Policy. Commissioners as individuals can accept petty cash donations and acknowledge the individual or business with a thank you. The individual or business cannot be provided with a table, banner or handout literature during the concert series.

On August 14, 2012, Staff gave an update regarding the Budget Subcommittee's meeting in July. There is \$4500 less to spend on the concerts for FY 12/13 and the subcommittee recommended five concerts resulting in a deficit of \$1400. The end result leaves the Commission to procure a sponsorship for the \$1400. The Commission must follow City Sponsorship policy which requires City Council action. However, grant writing is in the Commission's purview.

Commissioner McClain offered to write a grant for the entire series and the Commission agreed to support her efforts.

The total cost for five concerts is approximately \$15,000. The current amount in the donation account is \$1,025.85.

FISCAL IMPACT

There is no fiscal impact to the General Fund for this item at this time.

RECOMENDATION

Discuss Future Sponsorship and Granting Writing Efforts for Music in the Park Series

**CITY OF TRACY
TRACY ARTS COMMISSION MEETING
December 11, 2012**

AGENDA ITEM 6.b.

REQUEST

CONTINUE DISCUSSION OF 2013/2014 MULTI-CULTURAL EVENT

DISCUSSION

Commissioners discussed the vision and goals for a future multi-cultural event during the months of October, November and December 2011. The attached worksheet documents the Commission's current planning for the event.

The Commission agreed to strategize planning the event in 2013/2014 and beyond.

FISCAL IMPACT

There is no fiscal impact to the General Fund for this item at this time.

RECOMENDATION

Continue Discussion of 2013/2014 Multi-Cultural Event

Attachment – Summary Considerations for Annual TAC Cultural Event Worksheet V.3

Summary Considerations for Annual TAC Cultural Event – Worksheet V.3 11/28/12

1. Name Change of Event: from Multicultural to Cultural or Art(s)

> Festival/Fest

> Fair/Arts & Culture Fair/Street Fair or Stroll

IE: Tracy Arts Commission presents (the)

2013 Art & Wine Festival

2013 Arts & Cultural Festival

2013 Cultural Arts Fair

Culture Fest 2013

2. Mission Statement:

The Tracy Arts Commission presents the (insert name) to offer a fun, educational and interactive experience to the citizens of Tracy. An annual family event that occurs in summer and celebrates the cultural diversity of our community through arts, food and entertainment.

3. Eliminated or Altered Components:

Commissioners to accept and believe this is a new event and leave the past in the past

Commissioners are committed to this event if funding can be secured in FY2013-14

Secured funding must not compete with or deplete Summer Concerts resources

Multicultural Festival was modest and at times weak; new event must be vibrant and strong

Commission to identify who/what makes the community special & cordially invite participation

Partner with community groups and organizations who bring resources and support

Schedule of concise performances and activities (10 to 15 minute slots) to pace event

Eliminate Global Village in favor of a more connected festival village environment

4. Event Components:

Day-long (multi-hour) free and sponsored event

Cohesive event plot in Lincoln Park or the Downtown Park Plaza (stage, tents, banners, etc.)

Visual Art from local Artists and Arts Organization

Music from local Singers, Musicians, Collectives and Cultural Organizations

Performances from local entertainers of all kinds including dance, martial arts, theatrical, etc.

Professional Headline Act (paid invited regional performers)

Cross-section of authentic cultural collaborators (representative dress & educative experience)

Interactive (hands-on/maker/take away/prizes) arts, crafts and activities by collaborators

Significant and quality selection of food and beverage offerings

Market to and engage youth and families

5. Next Steps

- How much does it cost? (Staff – 2012-13 Research Project based on recommendations)
- Do we have the resources? (Staff & TAC – 2012-13 Special Events Subcommittee Project)

**CITY OF TRACY
TRACY ARTS COMMISSION MEETING
December 11, 2012**

AGENDA ITEM 7.a.

REQUEST

**REVIEW AND AMEND THE TRACY ARTS COMMISSION BYLAWS TO REMOVE
ADVISORY COMMITTEE DUTIES**

DISCUSSION

Currently two Tracy Arts Commissioners are appointed to the Arts Education, Grand Galleries and Grand Presenting Advisory Committees. On May 11, 2012, the City entered into a new Memorandum of Understanding (MOU) with the Grand Foundation.

Under this current agreement the Grand Foundation is responsible to serve in a cooperative and advisory capacity to the City staff managing the Grand, and thereby replace the existing Arts Education, Exhibitions and Presenting Program Advisory Committees. By resolution City Council will be asked to review and adopt the amended Tracy Arts Commission Bylaws.

Staff recommends the removal of language outlining advisory committee duties. This action will eliminate Commissioner participation in the advisory committees.

FISCAL IMPACT

There is no fiscal impact to the General Fund for this item at this time.

RECOMENDATION

Review and Amend Tracy Arts Commission Bylaws to Remove Advisory Committee Duties

Attachment – Tracy Arts Commission Bylaws

BYLAWS OF THE
TRACY ARTS COMMISSION
CITY OF TRACY, CALIFORNIA

A. PURPOSE

The purpose of the seven-member Tracy Arts Commission (TAC) is to preserve and cultivate the expression and appreciation of the Arts in Tracy.

B. ROLE AND RESPONSIBILITIES

The role and responsibilities of the Tracy Arts Commission are to:

1. Maintain the Civic Art Plan, adopted by City Council (Resolution 2003- 002) on January 7, 2003 and as City Council may revise from time to time; pursuant to current and future Council adopted policy to achieve the following;
 - a. Contribute to the quality of life of the residents of Tracy through the high quality civic spaces and access to a broad array of artistic experiences;
 - b. Expand the knowledge and understanding of the community's history and culture;
 - c. Support the economic vitality of the city through increased property values and cultural tourism;
 - d. Reinforce downtown as a cultural destination;
2. Advise the City Council on the subject of citywide public art; including private development and public/private partnerships.
3. Foster public/private partnerships for the creation of civic art;
4. Support individuals and organizations involved in the arts by promoting their events, offering resources, educational tools, and advising on policies to city council that will support those endeavors;
5. Commit to nourishing artistic vision, honoring diversity, supporting creativity and promoting cooperative partnerships through the re-granting program;
- ~~6. Appoint one commissioner for a term of two years, to review applications, interview applicants, and select Advisory committee members for the Grand Theatre Center for the Arts advisory committees;~~
- ~~7. Appoint two commissioners, for a term of two years, to the Arts Education Advisory Committee (AEAC) to assist staff in evaluating and ranking proposals for the arts education programming;~~
- ~~8. Appoint two commissioners, for a term of two years, to the Grand Galleries Advisory Committee (GGAC) as advisory to staff to assist in evaluating and ranking proposals for the exhibition season;~~
- ~~9. Appoint two commissioners, for a term of two years, to the Grand Presenting Advisory Committee (GPAC), as advisory to staff in evaluating and ranking performers for the Presenting season.~~
- 10.6. Advise staff on approved Arts Commission activities such as Music in the Park and the Multi Cultural Festival subject to the annual budget;

C. MEMBERSHIP GUIDELINES

1. **Membership.** The Tracy Arts Commission shall consist of seven members who reside within the city limits of Tracy, but not City officials or employees of the City. Preferably, the composition of the Tracy Arts Commission will include seven residents with desirable background and expertise in the arts or related field(s).
 - a. Three members: arts patron, architectural/ engineering, historical preservation, and/or interior/graphic design.
 - b. One Member: Arts Administration/ arts organization
 - c. One Member: Arts Education/ Education administration
 - d. One Member: Visual Arts or Gallery/museum curator
 - e. One Member: Performing Arts/ Producer/presenting/agent

Although a diverse Commission composition is preferred, the composition of the Commission may vary based on: (1) the applicants available at any one time in the community; and (2) the community interest; therefore, flexibility on composition may be necessary.

2. **Term.** Each member shall serve a four-year term; commencing in July.
3. **Attendance.** If a member of the Tracy Arts Commission fails to attend four regular meetings in any calendar year, his or her position on the Tracy Arts Commission shall become vacant and the staff liaison shall so inform the City Clerk. There are no excused absences, however a Commissioner may request a leave of absence as outlined in section 4.

For quorum confirmation, a member who is unable to attend a meeting shall inform the staff liaison designated by the relevant City Department at least 48 hours before the meeting.

Arts Commission Subcommittee meetings shall be set as needed to complete assignments. Members appointed to a Council mandated program (Civic Art, ~~Grand Advisory Selection, Grand Presenting, Grand Galleries and Grand Arts Education, are required to attend all scheduled meetings.~~ Should a member fail to attend three subcommittee meetings in a term year, they will be removed from the subcommittee and the three absences on the subcommittee will count as one absence on the regular scheduled commission meetings.

4. **Leave of Absence.** A Tracy Arts Commission member may submit a written request to the City Council for a leave of absence of up to six months which may be approved at the City Council's discretion.
5. **AB 1234 Training and Form 700 Completion.** If a member of the Tracy Arts Commission who is required to complete AB 1234 training (State Mandated Ethics Training) and/or is required to complete form 700 (Statement of Economic Interest), does not do so in a timely manner, the City Clerk's Office will send two written notices at least 10 days apart to the member. If the member does not complete the required training and/or form, and provide proof of compliance to the City Clerk's Office, within 30 days of receiving the second written notice, his or her appointment will automatically terminate

D. QUORUM

A quorum of the Tracy Arts Commission shall consist of a majority of the members (four members). A quorum must be present in order for the Tracy Arts Commission to hold a meeting.

E. OFFICERS AND DUTIES

1. The officers of the Tracy Arts Commission shall be:
 - a. The Chairperson and
 - b. The Vice-Chairperson
2. The Chairperson shall:
 - a. Preside at all regular and special meetings.
 - b. Rule on all points of order and procedure during the meetings.
 - c. Provide recommendations to staff liaison regarding agenda items.
3. The Vice-Chairperson shall assume all duties of the Chairperson in his or her absence or disability.
4. In case of the absence of both the Chairperson and Vice-Chairperson from any meeting, an Acting Chairperson shall be elected from among the members present.

F. TERMS AND VACANCIES

The officers will be selected by the membership for a one-year term. The annual election of officers shall take place at the last regular meeting in June of each term year. The terms of officers shall commence as of July^{1st} following the election and shall continue through June 30th of the following year. Officers may be re-elected for no more than one additional successive term of office.

G. MEETINGS

1. Regular meetings of the Tracy Arts Commission shall be held on the second Tuesday of each month and shall begin at 7:00 p.m.
2. If the scheduled date of a regular meeting conflicts with a holiday period or for other reasons, the Tracy Arts Commission shall reschedule that meeting to be conducted within that month.
3. Any regular meeting may be adjourned, or any item on the agenda continued to the next or any subsequent regular meeting of the Tracy Arts Commission by a majority of the quorum. If a meeting is adjourned or an item is continued to a special meeting to be held on a date other than a regular meeting date, the time, place, and date of such special meeting shall be specified in the motion for adjournment or continuance.
4. All meetings are subject to the Brown Act as set forth in Government Code sections 54950 and following. Accordingly, all meetings shall be noticed and agendas for all

meetings shall be prepared and posted in accordance with the current City Council meeting procedures.

5. All meetings shall be conducted in accordance with the current City Council meeting procedures and the Brown Act.
6. All agendas shall be prepared and distributed in accordance with City Council meeting procedures and the Brown Act.

H. ADMINISTRATIVE PROCEDURES AND POLICIES

City Boards and Commissions shall follow all applicable City administrative policies and procedures.

I. AD HOC SUBCOMMITTEES

The Tracy Arts Commission may form ad hoc subcommittees in accordance with the Brown Act, and make appointments to that subcommittee, as it deems necessary. A quorum of Tracy Arts Commission members may not be appointed to serve on a single ad hoc subcommittee. Before forming an ad hoc subcommittee, the Tracy Arts Commission shall establish a specific charge and term for the subcommittee.

The Council has outlined mandated subcommittees, which include the following:

- ~~1. **Committee to Select Advisory Members:** Appointment of one commissioner, for a term of two years, to review applications, interview applicants, and select Advisory committee members for the Grand Theatre Center for the Arts advisory committees;~~
- ~~2. **Arts Education Advisory Committee (AEAC):** Appointment of two commissioners, for a term of two years, to the (AEAC) to assist staff in evaluating and ranking proposals for the arts education programming;~~
- ~~3. **Grand Galleries Advisory Committee (GGAC):** Appointment of two commissioners, for a term of two years, to the (GGAC) as advisory to staff to assist in evaluating and ranking proposals for the exhibition season;~~
- ~~4. **Grand Presenting Advisory Committee (GPAC):** Appointment of two commissioners, for a term of two years, to the (GPAC), as advisory to staff in evaluating and ranking performers for the Presenting season.~~
- 5.1. **Civic Art Subcommittee:** Appointment of three commissioners, for a term of one year, to the Civic Art Subcommittee to serve the TAC and work with staff. The TAC advised City Council on priority projects for civic art, reviews capital improvement projects for artistic enhancement, evaluates artist's concepts and proposals, and serves as ambassadors to the community-at-large regarding the Civic Art Program.
- 6.2. **Re-Granting Subcommittee:** Appointment of two commissioners, for a term of one year, to the Re-Granting Subcommittee to serve on the grant selection panel. Evaluating the applicants on the approved criteria and made recommendations on funding awards to the Arts Commission.

Given the large number of standing committees, the Tracy Arts Commission shall limit the number of adhoc subcommittees to only those reasonably necessary to increase the efficiency of conducting Commission business. Under the Brown Act, ad hoc subcommittees may only be formed for matters of limited duration, not likely to reoccur and within the subject matter jurisdiction of the Tracy Arts Commission.

J. STAFF LIAISON

The Tracy Arts Commission shall have a staff liaison designated by the relevant City Department. The staff liaison shall:

1. Receive and record all exhibits, petitions, documents, or other materials presented to the Commission in support of, or in opposition to, any question before the Commission.
2. Sign all meetings minutes and resolutions upon approval.
3. Prepare and distribute agendas and agenda packets.

K. ADOPTION

Community Cultural Arts Commission Established by Ordinance 501 on March 5, 1991 (Bylaws included in Ordinance)

Bylaws Adopted by Resolution 92-005 on January 7, 1992

Ordinance 1031 repealed Ordinance 501 on December 4, 2001

Resolution 2001-431 Established the Community Cultural Arts Commission on December 4, 2001

Bylaws Amended by Resolution 2002-003 on January 15, 2002

Bylaws Amended by Resolution 2006-291 on December 19, 2006

Bylaws Amended by Resolution 2007-114 on June 5, 2007 (Name changed to Tracy Arts Commission)

Bylaws Amended by Resolution 2009-191 on October 20, 2009

Bylaws Amended by Resolution 2009-198 on October 20, 2009

Bylaws Amended by Resolution 2010-022 on March 2, 2010

This document, as adopted and amended by City Council on October 20, 2009, by Resolution 2009-198, shall serve as the Bylaws for the Tracy Arts Commission.

On March 2, 2010, the Council adopted Resolution 2010-022 which amended the bylaws of the City's various boards and commissions to include new regulation related to AB 1234 training and Form 700 filings.