

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, May 11, 2021, 7:00 p.m.**
(or as soon thereafter as possible)

Location: **City Hall**
333 Civic Center Plaza, Tracy, CA 95376

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.

THIS REGULAR MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

RESIDENTS ARE STRONGLY ENCOURAGED TO PARTICIPATE REMOTELY AT THE MAY 11, 2021 MEETING.

Remote Access to City of Tracy Arts Commission Meeting:

In accordance with the guidelines provided in Executive Order N-29-20 on social distancing measures, the City of Tracy will allow for remote participation at the upcoming Tracy Arts Commission meeting on Tuesday, May 11, 2021.

Remote Public Comment:

Public comment via email will only be accepted for agenda items before the start of the Tracy Arts Commission meeting at 7:00 p.m. Please send an email to publiccomment@cityoftracy.org. Identify the item you wish to comment on in your email's subject line.

During the upcoming Tracy Arts Commission meeting public comment will be accepted via the options listed below. If you would like to comment remotely, please follow the protocols below:

- *Comments via:*
 - **Phone** by dialing (209) 831-6010, or
 - **Online by visiting** <https://cityoftracyevents.webex.com> and using the following **Event Number:** 182 400 1421 and **Event Password:** TRACYarts
 - **If you would like to participate in the public comment anonymously**, you may submit your comment via phone or in WebEx by typing "Anonymous" when prompted to provide a First and Last Name and inserting Anonymous@example.com when prompted to provide an email address.

- *Protocols for submitting comments by phone:*
 - *Identify the item you wish to comment on to Staff when calling in. Comments received by phone will be accepted for the "Items from the Audience/Public Comment" and "New Business" portions of the agenda.*
 - *Comments received by phone for the "Items from the Audience/Public Comment" portion of the agenda must be received by the time the Chairperson opens that portion of the agenda for discussion.*
 - *Comments received by phone on each "New Business" will be accepted until the Chairperson announces that public comment for that item is closed.*

- *Protocols for commenting via WebEx:*
 - *If you wish to comment on the "Items from the Audience/Public Comment" or "New Business" portions of the agenda:*
 - *Listen for the Chairperson to open that portion of the agenda for discussion, then raise your hand to speak by clicking on the Hand icon on the Participants panel to the right of your screen.*
 - *If you no longer wish to comment, you may lower your hand by clicking on the Hand icon again.*

- o Comments for the “Items from the Agenda/Public Comment” or “New Business” portions of the agenda will be accepted until the public comment for that item is closed.
- The total allotted time for public comment will be as follows:
 - o Items from the Audience: **15 minutes**
 - o New Business: **10 minutes**

Comments received by publiccomment@cityoftracy.org, phone call, or on WebEx outside of the comment periods outlined above will not be included in the record.

REGULAR MEETING AGENDA

1. Call to Order
2. Roll Call
3. Items from the Audience - *In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution 2019-240, a five-minute maximum time limit per speaker will apply to all individuals speaking during “Items from the Audience/Public Comment”. For non-agendized items, Commissioners may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to the Commission.*
4. Approval of Minutes from the Meeting of April 13, 2021
5. Old Business
 - A. Continue Discussion of FY20/21 Budget and Programming
 - B. Continue Discussion of the Granting Program Guidelines and Application
6. Correspondence
7. Items from the Commission
8. Items from Staff
9. Items from the Audience
10. Adjournment

POSTED: May 6, 2021

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
MEETING MINUTES
April 13, 2021, 7:00 p.m.
City Hall, 333 Civic Center Plaza

Due to the COVID-19 emergency, the regular meeting was conducted pursuant to the provisions of the Governor's Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act. Residents participated remotely via email, phone and WebEx during the meeting.

Chair Lees called the meeting to order at 7:00 p.m.

Roll call found Commissioners Anderson, Bordes, Dhugga, Lees, Reis and Sandhu present..

Staff Present: William Wilson, Cultural Arts Supervisor
Kim Scarlata, Cultural Arts Division Manager

Recorded By: William Wilson, Cultural Arts Supervisor

1. ITEMS FROM THE AUDIENCE

None

2. APPROVAL OF MINUTES FROM THE REGULAR MEETING ON APRIL 13, 2021

ACTION Motion by Commissioner Bordes, seconded by Commissioner Sandhu to approve the minutes as submitted. Voice vote found all in favor; motion carried 6:0.

3. REVIEW AND APPROVE DEACCESSION OF FABRIC PANEL #5 ARTWORK FROM THE CITY ART COLLECTION

CAS Wilson provided the Staff Report documenting irreparable damage incurred in 2020-21 to *Fabric Panel #5* by Mark Thomas. The artwork was on display in the Lobby at the Grand Theatre Center for the Arts for 13 years and the damage was a result of prolonged humidity, UV, and IR exposure. Commissioners asked about the possibilities to have another artwork occupy the location and CAS Wilson explained the location is an excellent placeholder for a future Civic Art Project.

ACTION Motion by Commissioner Dhugga, seconded by Commissioner Sandhu to approve deaccession of Fabric Panel #5 Artwork from the City Art Collection. Voice vote found all in favor; motion carried 6:0

4. CONTINUE DISCUSSION OF FY20/21 BUDGET AND PROGRAMMING

CAS Wilson provided the Staff Report with programming updates for the Tracy Arts Commission's participation in Tracy Arts Month in April. He reported 11 videos were recieved by artists and arts organizations, in addition to debut of the Window Shades Project video. CAS Wilson also provided an update for the virtual concert (Dancing into Spring – A Time of Renewal and Hope) presented on April 10 featuring the Ken Cefalo Band with special guests.

Commissioners expressed and reported positive feedback for the creative community videos project. Commissioner Dhugga requested Staff to report the views for each video when available.

Commissioners expressed positive feedback for the virtual concert including the set list and vocalist, as well as the Tracy Nursery venue, suggesting that future events could also be held there. Commissioner Bordes commented on the planning and technical challenges. Chair Lees noted 161 views and CAS Wilson asked if Commissioner Bordes could request Mr. Cefalo to continue to host the concert online through the month of April in order to allow more views; he agreed to pursue. Chair Lees asked Commissioners to consider what could be achieved with more timely marketing.

5. CORRESPONDENCE

CAS Wilson read a note card from Abhilasha Natarajan of Chestnut Hill, MA (formerly of Tracy) into the record, thanking the Tracy Arts Commission for their effort to present creative community videos as part of Tracy Arts Month in April, 2021.

6. ITEMS FROM THE COMMISSION

Commissioners gave brief summaries of their activities relating to arts and cultural activities within in the last month.

Commissioner Bordes asked if Staff had any updates regarding City Council's recent changes to the structure of City Commissions, and if it was related to cuts in arts funding. CAS Wilson advised Staff is working on a timeline to update Bylaws, will provide additional updates as they become available, and that a \$3,600 savings was reported to occur with restructure of Boards and Commission. Commissioner Sandhu asked for a clarification regarding the number of Commissioners to serve. CAS Wilson advised that all Commissions are to have five members.

Commissioner Dhugga asked for details for the upcoming Stockton Symphony performance at the Farmers' Market. CADM Scarlata advised the marketing materials are expected soon for a performance on April 24 at 10 am, in front of the Grand, with underwriting support from the Grand Foundation.

7. ITEMS FROM STAFF

Cultural Arts Division Manager Kim Scarlata provided an update to questions from Commissioners about their concerns with City Council changes to Commissions and the 2021-22 budget. She advised that Commissioners could participate in Items from the Audience by phone or by email at City Council in order to effectively advocate for the arts. CADM Scarlata explained the Council Budget Subcommittee may make additional recommendations at the budget meeting, and that we may not know what the budget recommendations are until the agenda is posted for the meeting in May.

In response to questions about the reopening of the Grand, she advised the City is in the process of working on the reopening plan. Collaboration with the Parks and Recreation Department is being considered to bring back the Block Parties this summer. The Grand

is expected to open the 2021-22 Season with modifications in late September with the Grand Foundation's Dancing with the Tracy Stars.

8. ITEMS FROM THE AUDIENCE

None

9. ADJOURNMENT – Time: 7:57 p.m.

ACTION Motion by Chair Lees, seconded by Vice Chair Reis to adjourn.
Roll call vote found all in favor; passed and so ordered.

The above agenda was posted at the Tracy City Hall on April 8, 2021. The above are action minutes. Materials distributed to the majority of the Tracy Arts Commission, staff records and/or audio recording is available in the Cultural Arts Division located at 715 Central Avenue.

**CITY OF TRACY
TRACY ARTS COMMISSION MEETING
May 11, 2021**

AGENDA ITEM 5.a.

REQUEST

CONTINUE DISCUSSION OF FY20/21 BUDGET AND PROGRAMMING

DISCUSSION

The Tracy Arts Commission (TAC) approved FY20/21 budget and programming recommendations that include participation in Downtown Tracy Arts Month in April of 2021. A Call For Videos project that featured promotional and educational videos from the local area creative community were presented online. At the Meeting of April 13, the TAC requested Staff to report the website visitation data associated with this project. Staff will provide updates for discussion.

FISCAL IMPACT

Appropriation of Tracy Arts Commission funding in the Cultural Arts Division budget in the amount of \$800 has been approved for Tracy Arts Month programming.

RECOMMENDATION

Continue Discussion of FY20/21 Budget and Programming

Prepared By: William Wilson, Cultural Arts Supervisor

Reviewed By: Kim Scarlata, Cultural Arts Division Manager

Approved By: Kim Scarlata, Cultural Arts Division Manager

**CITY OF TRACY
TRACY ARTS COMMISSION MEETING
May 11, 2021**

AGENDA ITEM 5.b.

REQUEST

CONTINUE DISCUSSION OF GRANTING PROGRAM GUIDELINES AND APPLICATION

DISCUSSION

As part of the Tracy Arts Commission's on going efforts to offer new and relevant programming in the community, and provide resources to the creative community, new Granting Program (GP) Guidelines and Application were approved at the meeting of February 11, 2020. The subsequent COVID health emergency and Cultural Arts Division FY20-21 budget constraints prevented possible implementation of the program in 2020, however Staff continued work and the documents went through initial executive review. Staff will present the revised GP Guidelines and Application for continued discussion.

ATTACHMENT B

Tracy Arts Commission Granting Program Guidelines and Application

FISCAL IMPACT

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

RECOMMENDATION

Continue Discussion of Granting Program Guidelines and Application

Prepared By: William Wilson, Cultural Arts Supervisor

Reviewed By: Kim Scarlata, Cultural Arts Division Manager

Approved By: Kim Scarlata, Cultural Arts Division Manager

**Tracy Arts Commission
Granting Program Guidelines & Application 202X**

Revised Copy V4

Program Overview & Purpose

On behalf of the City of Tracy, the Tracy Arts Commission (TAC) welcomes applications for a new Granting Program for Tracy-based artists of all kinds, arts educators, and arts organizations who seek to develop and presents arts and cultural-based projects in Tracy. Projects must be accessible to the public in the form of events and activities such as classes, exhibits, festivals, performances, screenings, readings, and workshops.

The purpose of the Granting Program is to:

- Strengthen resources available to the creative community;
- Encourage and support collaborative projects;
- Promote arts education while serving diverse audiences;
- Increase public access to the arts.

Projects that receive grant support in the current fiscal year 202X-2X must occur in the fiscal year following award, July 1, 202X through June 30, 202X.

The Tracy Arts Commission intends to award up to \$4,000 in grants:

- Three grants in the amount of \$1,000 each;
- Four mini-grants in the amount of \$250 each;
- Matching funding is not required.

Eligibility Requirements

Tracy resident artists, arts educators, and arts organizations (both collectives and non-profits) are eligible to apply. Tracy residency is defined as having primary residence in the City, and/or teaching at **a school within the City limits of Tracy.**

All artistic disciplines including (but not limited to) dance, drama, literary arts, music, new media, and visual arts are eligible. Cultural projects relevant to the City's architecture, diversity, and history are eligible. Temporary public art projects are eligible.

Collaborative proposals, in which two or more artists, arts educators, and/or arts organizations are working together, must designate a Project Leader. The Project Leader will serve as fiscal agent, receive award, and manage the project from start through completion and evaluation.

Grantees and Project Leaders must be adults, age 18 years of age or older. However, minors may participate in collaborative projects.

Grantees may receive awards for two consecutive years, and must wait one year before re-applying.

Grantees must submit required project evaluations after project completion in order to be eligible for future awards.

Non-residents and for-profit/corporate businesses are not eligible.

Grant Application Review Process

The Tracy Arts Commission, with Cultural Arts Division (CAD) Staff support, will serve to review and evaluate Granting Program applications. The TAC will use the following criteria with **each review providing a total** possible high score of 15 points per **application**:

Artistic and/or Educational Excellence – 5 points:

Measure of the creativity (new, original and/or interesting ideas), quality (technical skills) and strength of content (concept and educational value) of the project.

Community Impact – 5 points:

Measure of the diversity and representation of the intended audience(s), activity/event location(s), viewer/participant engagement, and the applicant's collaborations within the project (if applicable).

Ability to Fulfill Project – 5 points:

Measure of the ability to develop and complete the project as described, the experience of the applicant and collaborators, and the project budget.

Each reviewer may score an application between 3/15 (lowest) and 15/15 (highest). After review, total scores will be determined and the TAC will award funds to those with the highest overall scores. In the event of tie scores, the TAC will continue discussion as needed to determine awards.

Tracy Arts Commissioners who have an employment or professional affiliation with an applicant or project leader within two (2) years of the application, shall recuse themselves from the evaluation of any related applications.

Grant Award & Responsibilities

Cultural Arts Division Staff will manage the Grant Award to grantees. Awards are typically paid in full at the start of the project, when the grant agreement is fully executed (signed). In some cases, partial payments may be applicable and determined on a case-by-case basis.

Each grantee must meet the following requirements:

Acknowledge Tracy Arts Commission Granting Program support in all marketing and promotional materials, in print and electronic media. The CAD will provide **to the grantee the** required copy, logo, etc.

Submit **monthly** project updates and changes, including schedule, to CAD Staff in writing for review and approval.

Grantee shall complete project within one year of award, or return of Grant Award in full.

Submit a final written report (including itemized revenue and expenditures) and project evaluation (feedback and outcomes) to the CAD within 30 days of completion of project. CAD Staff will provide the required document.

Granting Program Schedule

Applications Released:	March, 202X
Granting Program Workshop:	April, 202X
Application Deadline:	May, 202X
TAC Review:	May, 202X
Grant Agreements & Awards:	May/June 202X
Project Completion:	July 202X – June 202X
Final Reports: Completion	Due Within 30 Days of Project

202X Granting Program Application Checklist

Please provide one complete copy of the application, loose (do not staple or bind) and in order inside of a large labeled envelope, with the following components:

Application Form

Project Description

Project Budget

Project Leader(s) & Collaborators

Support Materials

1. Advertising/Marketing:
2. Facility/Rental:
3. Travel:
4. Supplies/Materials:
5. Other:

Total Project Expenses:

Project Leader(s) & Collaborators

Please identify the roles of all project leaders (important contributors) and attach resumes and/or biographies for all project leaders as needed. Please identify the roles of all project collaborators (project supporters in auxiliary roles).

Support Materials

Please include up to three relevant and recent samples of your artist work that will help the Tracy Arts Commission evaluate the quality and characteristics of your work. Samples may include electronic or printed promotional materials, images, audio and video samples, etc. Electronic samples can be provided on a CD/DVD/flash drive.

All materials submitted to the City of Tracy, as part of the application/proposal(s) are public records subject to the California Public Records Act. Submission of proposal(s) constitutes the acceptance of these terms.