

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, February 8, 2011, 7:00 p.m.**
(or as soon thereafter as possible)

*****PLEASE NOTE LOCATION CHANGE*****

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. Speaker's Bureau Presentation: Overview on City of Tracy Business Friendly Efforts
5. Approval of Minutes from Regular Meeting on January 11, 2011, Civic Art Subcommittee Meeting Minutes on January 21, 2011; Budget Subcommittee January 27, 2011
6. Correspondence
7. Old Business
 - a. Approve Budget Subcommittee's Recommendation for FY 2011/2012 Budget Request to Staff for a total of \$20,200.
8. New Business-None
9. Items from the Commission
10. Items from Staff
11. Items from the Audience
12. Adjournment

POSTED: February 3, 2011

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
January 11, 2011**

1. **CALL TO ORDER:** Chairman Silveira called the meeting to order at 7:36 p.m.

2. **ROLL CALL:**

- a. Present: Barbara Howard; Mercedes Silveira, Anne Marie Fuller; Michael Hays, Ffjorren Zolfaghar
- b. Absent: Marlene Jones; Jass Sangha
- c. Staff Present: William Wilson, Gallery Supervisor; Jeffrey Haskett, Technical Theatre Supervisor
- d. Recorded By: Stacey Merjil, Administrative Assistant II

3. **ITEMS FROM THE AUDIENCE:** None

4. **APPROVAL OF REGULAR MINUTES FROM DECEMBER 14, 2010 AND SPECIAL MEETING JANUARY 4, 2011:**

GS Wilson informed the Commission that upon legal advice, the Brown Act does not provide any form of proxy or remote recording of votes. Commissioners can still submit opinions and will be treated as a member from the audience.

- Regular Minutes December 14, 2010
- a. Motion: Commissioner Fuller
- b. Second: Commissioner Howard
- c. Abstain: None
- d. Vote: Approved

- Special Meeting January 4, 2011
- a. Motion: Commissioner Howard
- b. Second: Commissioner Fuller
- c. Abstain: None
- d. Vote: Approved

5. **CORRESPONDENCE:**

6. **OLD BUSINESS:**

- a. **Review and Approve the Special Event Subcommittee's Recommendation for the 2011 Music in Park Series:** The Special Event Subcommittee met on January 4, 2011, to discuss the 2011 Music in the Park Series. Since Lincoln Park will be under renovation a change of day and location of the event was discussed. The Subcommittee recommended the Music in the Park Series be moved to Friday nights, combine with the Taste of Tracy and be held at Civic Center Plaza. The combination of the events would allow for cost effective event. Staff also informed the Commission that there will be an event on almost every Friday during the summer at Civic Center Plaza.

Commissioner Howard had concerns that the public might perceive they have to pay for the event. The public would only have to pay to participate in the Taste of Tracy and can still picnic for Music in the Park. However alcohol is only licensed for the Taste of Tracy.

- a. Motion: Commissioner Fuller
- b. Second: Commissioner Howard

- c. Abstain: None
- d. Vote: Approved

7. **NEW BUSINESS:**

a. **Review and Discuss the Special Event Subcommittee's Recommendation for 2011 Programming Budget and Use of Music in the Park for Fundraising Opportunities:**

On January 4, 2011, the Special Events Subcommittee met and discussed the budget required to continue offering the Arts Commission's annual events in FY 2011/2012. In the past the Commission had separate line items within the budget. GS Wilson is working toward that goal.

Commissioner Fuller suggested partnering with the Tracy Press for in kind services and promoting on Channel 26 with a short commercial.

The Commission accepted the report. No action was required.

b. **Appoint Two Additional Commissioners to the Budget Subcommittee and Task the New Committee with Proposing the Tracy Arts Commission's 2011/2012 Budget and Subsequent Budget Request to Staff Preparing the Cultural Arts Divisions 2011/2012 Budget, Setting Fundraising Goals and Levels for the Commission:**

Commissioners Fuller and Hays were appointed to the Budget Subcommittee. In preparation for staff to submit the new budget requests for FY 2011/2012 the Budget Subcommittee will need to meet and discuss the programming budget and put together a request to forward to staff. Staff will need the request in two separate parts. The first part shall induced line item allocations for programming and expense of the Arts Commission, including fundraising goals, and the second part shall include the overall total amount of General Fund monies requested with justifications. Phase 1 of the FY 2011/2012 budget is due February 18th. The Budget Subcommittee will meet on January 27, 2011, at 11:00 a.m.

8. **ITEMS FROM THE COMMISSION**

- a. **Commissioner Silveira:** Welcomed Commissioner Zolfaghar and believes she will be a great asset to the Commission. Commissioner Silveira's goals for the Commission are to work in unity and harmony. All of the Commissioners have passions for certain things and she would like to put their passion to work.
- b. **Commissioner Fuller:** Wish everyone a Happy Holiday and welcomed Commissioner Zolfaghar.
- c. **Commissioner Hays:** Welcomed Commissioner Zolfaghar. His exhibition "I'm Still Beautiful" opens January 15, 2011.
- d. **Commissioner Howard:** Welcomed Commissioner Zolfaghar. She also stated that there are lots of opportunities to grow and wished everyone a Happy New Year.
- e. **Commissioner Zolfaghar:** Thanked the Commission for the warm welcome. She mentioned the Odd Couple play at the Grand Theatre January 14th to the 16th. She is also looking forward to the challenges in the upcoming year.

9. **ITEMS FROM STAFF:**

Gallery Supervisor Wilson: Welcomed Commissioner Zolfaghar. He invited the Commissioners to the opening of "I'm Still Beautiful" on Saturday, January 15, 2011. The Civic Art subcommittee will need to meet to discuss upcoming projects. Those projects include an art walk, aquatics center and the Civic Art Plan. The Commission was asked if they would still like to meet in room 109 or move to the Grand Theatre. The Commission would like to have their monthly meetings at the Grand Theatre. Next months meeting will reflect the location change.

Technical Theatre Supervisor Haskett: Informed the Commission that the Female version of the Odd Couple will be January 14th to the 16th. Doubt and At the Playground performances are coming in February. There is a possibility that At the Playground will be seen in Shanghi.

10. **ITEMS FROM THE AUDIENCE: None**

11. **ADJOURN:**

- | | |
|------------|---------------------|
| a. Motion: | Commissioner Fuller |
| b. Second: | Commissioner Howard |
| c. Vote: | Unanimous |
| d. Time: | 7:57p.m. |

DRAFT

**TRACY ARTS COMMISSION CIVIC ART SUBCOMMITTEE
SPECIAL MEETING MINUTES
Thursday, January 21, 2011**

1. **CALL TO ORDER:** Meeting called to order at 11:03 a.m.
2. **ROLL CALL:**
 - a. **Present:** Barbara Howard, Michael Hayes, Marlene Jones
 - b. **Absent:**
 - c. **Staff Present:** William Wilson, Gallery Supervisor
 - d. **Recorded By:**
3. **ITEMS FROM THE AUDIENCE:**
4. **2011-2012 CIVIC ART PROGRAM GOALS & BUDGET RECOMMENDATIONS:** GS Wilson distributed Civic Art Program Project Worksheet that tracks recent and current projects. The worksheet documents Program Goals. Also distributed was the Staff recommended FY 2011/2012 Civic Art Program Budget in the amount of \$3,000. Commissioners discussed the anticipated Program needs and agreed to forward this recommendation to the Budget Subcommittee for their consideration in preparation of the FY 2011-2012 TAC Budget recommendations.

5. **AQUATICS CENTER DESIGN REVIEW & DISCUSSION:** GS Wilson presented a video illustrating the master architectural and conceptual design for the new Aquatic Center in development. Commissioners identified and prioritized a list of recommendations fro civic art components and considerations that will be forwarded to the AC Design Team.

Recommendations are: 1. Entry Fountain and Entrance Courtyard; 2. Bridges; 3. Retention Walls/Seating throughout Center; 4. Signage/Wayfinding; 5. Other Seating/Benches; 6. Volley Ball Court-Net Posts.

In general, there is a strong preference to a universal approach to addressing the Center as opposed to individual, smaller projects. Bridges and retention walls are an attractive and interesting placeholder for a project (stamped concrete, tiles, mosaic, etc.) that would provide a significant impact to the overall design and experience for visitors/users. In addition, Commissioners inquired about the lighting plot/design of the center with the idea that having a Lighting Designer/Artist create a custom light-based project to add a highly unique feature to the facility. If considered, this would also have a high priority in the recommendations.

In discussing the potential cost-traders and savings, there were several questions about construction and finish materials including concrete, tiles, tree grates, barriers, planters, etc. This is particularly important to a discussion regarding a more universal (wide-application) approach to adding designed or fine art components. There was also a question as to how the wave rider barrier would be phased into the construction.

6. **CIVIC ART PLAN 2011 REVISE UPDATE:** GS Wilson briefed the Subcommittee on the current status of the ongoing revision to the Civic Art Plan. Copies of the current draft were provided and a meeting was scheduled for February 10, 2011, at 11:00 a.m. to continue discussion and edits in preparation to send the revised Civic Art Plan to City Council by mid-year.
7. **ADJOURNMENT :**
 - a. **Time: 12:30 p.m.**

Tracy Arts Commission – Civic Art Program Budget Worksheet **January 2011**

Staff Recommendations

Categorical Expense	Estimated Cost
City Art Collection Annual Maintenance:	\$1,500
- Cleaning	
- Framing/Re-framing	
- Hardware	
- Signage/Signage Replacement	
- Contractor/Specialty Work	
City Art Collection Acquisitions:	\$500
- Exhibitions Program	
- Tracy Art League – Expressions	
- Exchange, Loan, Gift	
Civic Art Program Management/Administrative	\$1,000
- RFQ/RFP Development & Distribution	
- Artist Database, Files & Correspondence	
- Events, Marketing & Promotions	
- Collection Database, Hardware, Software	
Total FY2011-12 Funding Request	\$3,000

Tracy Arts Commission – Civic Art Program Project Worksheet January 2011

Project	Status/Notes
1. 2010-11 Revise of the 2003 City of Tracy – Civic Art Plan Currently updating Sections V & VI	In Progress
2. City of Tracy – City Art Collection Catalog Electronic/Hardcopy Document Pending Labels & Signage	In Progress Completed
4. Public Art Projects 2011 Downtown Park Plaza Landmark	Pending Council Approval
Aquatic Center	Project Review & Recommendations
City Wayfinding Project	Pending Assignment ED-DES
11 th Street Bridge	Pending Assignment DES
2009-10 Transit Station – Central Ave. & 6 th St. – 6 Projects	Completed
2008 City Hall – Tower Windows Project	Project Closed
2007 Lawrence Noble – After The Fire Firefighter Bronze – Fire Administration Building, Central Ave.	Completed
Timothy Rose – Arc Point Steel Mobile – Grand Theatre Center for the Arts Lobby	Completed
Mark Thomas – Hand-Dyed Nylon Panels Grand Theatre Center for the Arts Lobby	Completed
Lucy Wright-Rivers – Rose Garden Bench Mosaic – Lincoln Park Rose Garden	Completed
1995 L.H. (Jay) Wright – Tracy’s Child Bronze – Larsen Park *Not claimed within City Art Collection, but noted as an artwork-at-large owned by the City	P&CS Department Project

**TRACY ARTS COMMISSION BUDGET SUBCOMMITTEE
SPECIAL MEETING MINUTES
Thursday, January 27, 2011**

1. **CALL TO ORDER:** Commissioner Fuller called the meeting to order at 10:12 a.m.
2. **ROLL CALL:**
 - a. **Present:** Anne Marie Fuller, Michael Hayes, Ffjorren Zolfaghar
 - b. **Absent:**
 - c. **Staff Present:** William Wilson, Gallery Supervisor; Jeffrey Haskett, Technical Theatre Supervisor
 - d. **Recorded By:** Stacey Merjil, Administrative Assistant II
3. **ITEMS FROM THE AUDIENCE:**

PROPOSE THE TRACY ARTS COMMISSION'S FY 2011/2012 BUDGET AND SUBSEQUENT BUDGET REQUEST TO STAFF FOR APPROVAL BY THE TRACY ARTS COMMISSION : GS

Wilson informed the subcommittee that staff would like feedback for an itemized budget for the Tracy Arts Commission. The subcommittee needs to identify expense categories and not necessarily designate amounts. Phase 1 of the budget process is due February 18, 2011 with Phase 2, 3, and 4 to follow. The technical review will begin on March 15, 2011. City Council adoption is scheduled for June 7, 2011.

GS Wilson explained to the subcommittee that the Re-Granting program was a City Council directive but has been suspended due to budget cuts. The response to the program was small and may be looked at in the future. The subcommittee would like to keep the re-granting program as a line item with no allocation.

GS Wilson provided the subcommittee with the staff recommendations for the Civic Art Program totaling \$3,000.

Categorical Expense	Civic Art	Estimated Cost
City Art Collection Annual Maintenance		\$1,500
Cleaning		
Framing/Re-framing		
Hardware		
Signage/Signage Replacement		
City Art Collection Acquisitions		\$500
Exhibitions Program		
Tracy Arts League-Expressions		
Exchange, Loan, Gift		
Civic Art Program Management/Administrative		\$1,000
RFQ/RFP Development & Distribution		
Artist Database, Files & Correspondence		
Events, Marketing & Promotions		
Collection Database, Hardware, Software		
Total FY 2011/2012 Funding Request		\$3,000

Music in the Park Series recommendations:

Music in the Park	
Categorical Expense	Estimated Cost
Talent	\$8,400
Tech	\$3,000
Temp Stage (24x18)	\$2,100
Hospitality	\$350
Vehicle	
Total FY 2011/2012 Funding Request	\$13,850

Multi-Cultural Event recommendations:

Multi-Cultural Event	
Line Item	Estimated Cost
Stage	\$1025
Sound	
Hospitality	
Labor	
Marketing/Location	
Total FY 2011/2012 Funding Request	\$5,000

Administrative recommendations:

Administrative	
Line Item	Estimated Cost
Marketing	\$1700
Consulting	
P/T Staff	\$1150
Total FY 2011/2012 Funding Request	\$2,850

Total Expenses for FY 2011/2012 amount to \$24,700. The Taste of Tracy will have \$2,000 to spend on talent making the total expenditure \$22,700. The subcommittee agreed to recommend to the Tracy Arts Commission to ask for \$20,200 for FY 2011/2012 from the General Fund. After much discussion the subcommittee agreed to recommend the fundraising amount of \$2,500.

4. **ADJOURNMENT :**

- a. **Time: 12:14 p.m.**

**CITY OF TRACY
TRACY ARTS COMMISSION SPECIAL MEETING
February 8, 2011**

AGENDA ITEM 7.a.

REQUEST

Approve Budget Subcommittee's Recommendation for FY 2011/2012 Budget Request to Staff for a total of \$20,200.

DISCUSSION

On January 11, 2011, the Tracy Arts Commission appointed Commissioners Fuller and Hays to serve on the Budget Subcommittee along with newly appointed Commissioner Zolfaghar. The subcommittee was tasked with proposing the Tracy Arts Commission's FY2011/2012 budget request to staff for approval by the Tracy Arts Commission.

On January 27, 2011, the Budget Subcommittee met to discuss the FY 2011/2012 budget proposal and recommend allocations to the Civic Art, Music in the Park, Multi-Cultural Event and Administrative budgets.

Recommended Allocations are as follows:

Categorical Expense	Civic Art	Estimated Cost
City Art Collection Annual Maintenance		\$1,500
Cleaning		
Framing/Re-framing		
Hardware		
Signage/Signage Replacement		
City Art Collection Acquisitions		\$500
Exhibitions Program		
Tracy Arts League-Expressions		
Exchange, Loan, Gift		
Civic Art Program Management/Administrative		\$1,000
RFQ/RFP Development & Distribution		
Artist Database, Files & Correspondence		
Events, Marketing & Promotions		
Collection Database, Hardware, Software		
Total FY 2011/2012 Funding Request		\$3,000

Music in the Park

Categorical Expense	Estimated Cost
Talent	\$8,400
Tech	\$3,000
Temp Stage (24x18)	\$2,100
Hospitality	\$350
Vehicle	
Total FY 2011/2012 Funding Request	\$13,850

Multi-Cultural Event

Line Item	Estimated Cost
Stage	\$1025
Sound	
Hospitality	
Labor	
Marketing/Location	
Total FY 2011/2012 Funding Request	\$5,000

Administrative

Line Item	Estimated Cost
Marketing	\$1700
Consulting	
P/T Staff	\$1150
Total FY 2011/2012 Funding Request	\$2,850

The total FY Expenditures amount is \$24,700. The Taste of Tracy will offset this amount by \$2,000 and the subcommittee also recommends a minimum fundraising goal of \$2,500 to go towards FY 2011/2012 programming. The total FY 2011/2012 Budget request is for \$20,200.

FISCAL IMPACT

There is no fiscal impact at this time.

RECOMMENDATION

Approve Budget Subcommittee's Recommendation for FY 2011/2012 Budget Request to Staff for a total of \$20,200.