

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, March 8, 2016, 7:00 p.m.**
(or as soon thereafter as possible)

Location: **Grand Theatre Center for the Arts, Visual Arts 1**
715 Central Avenue, 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.

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 2015-052, 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 the Meeting on February 9^h, 2016
5. Approval of Minutes from the Special Meeting of the Budget Subcommittee on February, 25th, 2016
6. Approval of the Minutes from the Special Meeting of the Special Events Subcommittee on March 2nd, 2016
7. New Business
 - A. Review and Approve FY2016-17 Budget Subcommittee Recommendations for Tracy Arts Commission Programming
 - B. Review and Approve FY2016-17 Special Events Subcommittee Recommendations for Tracy Arts Commission Programming
 - C. Review and Approve Tracy Arts Commission Shirt Order and Purchase
8. Correspondence
9. Items from the Commission
10. Items from Staff
11. Items from the Audience
12. Adjournment

POSTED: March 3rd, 2016

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
February 9, 2016, 7:00 p.m.

Grand Theatre Center for the Arts, 715 Central Avenue

Chair Fuller called the meeting to order at 7:01 p.m.

Roll call found Commissioners Borges-Soto, Dhugga, Jones, Fuller, Poole, Sandhu and Swanson present.

Staff Present: William Wilson, Cultural Arts Manager – Visual Arts

Recorded By: William Wilson, Cultural Arts Manager – Visual Arts

1. ITEMS FROM THE AUDIENCE

Jass Sangha, Jimmie Garcia, Carlos Franco, Bob Corsare, Carlos Collier and Vena Brewer representing the Central Latino Allstar Band. Ms. Sangha introduced the band to the Commission.

2. APPROVAL OF MINUTES FROM THE MEETING ON JANUARY 12th, 2016

ACTION Motion by Commissioner Poole, seconded by Commissioner Borges-Soto to approve the minutes. Voice vote found all in favor; motion carried 7:0.

3. CORRESPONDENCE

None

4. REVIEW AND APPROVE THE TRACY ARTS COMMISSION 2016 WORK PLAN

CAM Wilson presented a Work Plan for 2016 to serve as a new planning tool to assist the Commission in managing regular and specials meetings and projects. Commissioners discussed the value of the Work Plan as a guide that can be updated throughout the year as needed.

ACTION Motion by Commissioner Poole, seconded by Commissioner Dhugga to approve the Tracy Arts Commission 2016 Work Plan. Voice vote found all in favor; motion carried 7:0.

5. DISCUSS TRACY ARTS COMMISSION SHIRTS

Commissioner Poole led a discussion to consider options for Tracy Arts Commission shirts that could be worn at TAC programming to help identify members when interacting with the public. Commissioner Poole presented samples from Tracy Awards & Embroidery and estimated expenses to be

approximately \$20 per shirt in addition to a \$35 set-up fee, and applicable sales tax. Commissioners discussed their preference of a blue polo-style shirt but expressed that each Commissioner should be able to purchase a style and quality of shirt that suites them, with the understanding the color and embroidery would match. Commissioner Poole will bring additional samples and cost information to the meeting on March 8, 2016. Commissioners requested an agenda item to review and approve purchasing Tracy Arts Commission shirts at their own expense.

6. ITEMS FROM THE COMMISSION

Commissioners each gave brief summaries of their individual activities relating to arts and cultural activities within the past month.

7. ITEMS FROM STAFF

CAM Wilson informed the Commission that the webpage on the Grand site, www.athegrand.org/musicinthepark, has been updated with current call for performers information. The deadline for 2016 submissions is Friday, March 18.

8. ITEMS FROM THE AUDIENCE

Central Latino Allstar Band members introduced themselves as long-time active participants in the regional creative community and expressed their interest in performing at Tracy Arts Commission events.

9. ADJOURNMENT

ACTION The meeting was adjourned at 7:58 p.m.

The above agenda was posted at the Tracy City Hall on February 4, 2016. 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.

TRACY ARTS COMMISSION – BUDGET SUBCOMMITTEE
SPECIAL MEETING MINUTES
February 25, 2016, 8:45 a.m.

Grand Theatre Center for the Arts, 715 Central Avenue

Staff called the Meeting to order at 8:45 p.m.

Roll call found Commissioners Borges-Soto, Fuller and Swanson present.

Staff Present: Willam Wilson, Cultural Arts Manager – Visual Arts

Recorded By: Willam Wilson, Cultural Arts Manager – Visual Arts

1. ITEMS FROM THE AUDIENCE

None

2. DISCUSS AND RECOMMEND FY2016-17 BUDGET RECOMMENDATIONS FOR TRACY ARTS COMMISSION PROGRAMMING

CAM Wilson provided a budget worksheet for the Subcommittee to review FY2015-16 estimated expenses and assist in formulating FY2016-17 recommendations. Commissioners then considered projected revenue and estimated expenses for TAC programming.

Commissioners discussed the need to modestly increase revenue through fundraising in the amount \$721, \$103 per Commissioner. The Subcommittee identified the need to assess ten booth rentals at a fee of \$125 each in order to grow the Tracy Arts & Cultural Festival accordingly. Additional discussion included cutting expenses to the Music in the Park summer concert series with funding to support four concerts with modestly lower talent and hospitality expenses.

The Subcommittee also agreed to lower the talent fees for headliner performers at the Tracy Arts & Cultural Festival to \$2,000, a \$500 decrease from FY2015-16. The Subcommittee felt the continued expense of \$450 to support artist hospitality at the Downtown Tracy Artwalks is valuable.

CAM Wilson explained the two large-format bronze sculptures in the City Art Collection on Central Avenue are recommended for cleaning and waxing by a professional company this year and has estimated that expense to be \$1,000. The work can be scheduled at an appropriate time of year, weather dependent.

CAM Wilson recorded all of the Subcommittee recommendations on the budget worksheet, which will be presented as exhibit with an action item at the meeting on March 8, 2016.

3. ADJOURNMENT

Time: 9:50 a.m.

The above agenda was posted at the Tracy City Hall on February 24, 2016. 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.

TRACY ARTS COMMISSION – SPECIAL EVENTS SUBCOMMITTEE
SPECIAL MEETING MINUTES
March 2, 2016, 6:30 p.m.

Grand Theatre Center for the Arts, 715 Central Avenue

Staff called the Meeting to order at 6:36 p.m.

Roll call found Commissioners Dhugga, Poole and Sandhu present. Commissioner Fuller was absent.

Staff Present: Willam Wilson, Cultural Arts Manager – Visual Arts

Recorded By: Willam Wilson, Cultural Arts Manager – Visual Arts

1. ITEMS FROM THE AUDIENCE

None

2. DISCUSS AND RECOMMEND 2016 PROGRAMMING: EMERGING ARTISTS, MUSIC IN THE PARK, TRACY ARTS & CULTURAL FESTIVAL AND DOWNTOWN TRACY ARTWALK

CAM Wilson provided an overview of the Budget Subcommittee's recommendations to assist the Special Events Subcommittee in their discussion. The SES reviewed 2016 programming and agreed to the following:

1. to present the Emerging Artists program with auditions to be held on Saturday, April 23rd from 10 am to 12 pm, and on Saturday, May 7th from 12 to 2 pm at the Grand Theatre Center for the Arts. More one singer can be presented at the summer concerts, with one singing the National Anthem and another performing a song at intermission.

2. to present the Music in the Park summer concert series on Thursdays, June 30th, July 7th, July 14th and July 21st at 7 pm in Lincoln Park. Preferred genres of music are County/Folk, Latin, Jazz, R&B/Soul, Pop/Rock/Party and Reggae/Ska.

3. to present the Tracy Arts & Cultural Festival on Saturday, July 30th from 12 to 4 pm in Lincoln Park. Seven to ten community collaborators should be invited, including those that participated in 2015. Three headliner acts and two community-based acts should be presented with headliners on the main stage and community performers on the grounds, scheduled in-between headliners. Three hospitality vendors should be invited to provide Mexican/Latin, Asian and Indian food and beverages. The City Staff and the TAC should host the central activity tent and allow scheduled community-collaborator usage throughout the event. Ten additional booths should be available to grow the Festival with five dedicated to artists/crafters/non-profits/social/community groups and five

dedicated to retail/commercial vendors. Booths will be available on a first-come, first-served basis for a fee.

4. to participate in the Downtown Tracy Artwalks on Fridays, June 10th, July 8th and August 12th. The TAC would not offer a reception at the Grand Theatre Center for the Arts as in 2015, but instead be available to network across the events and provide delivered hospitality service to participating artists and performers.

The SES recommendations will be presented as an action item at the meeting on March 8, 2016.

3. ADJOURNMENT

Time: 8:03 p.m.

The above agenda was posted at the Tracy City Hall on February 24, 2016. 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
March 8, 2016**

AGENDA ITEM 7.a.

REQUEST

REVIEW AND APPROVE FY2016-17 BUDGET SUBCOMMITTEE RECOMMENDATIONS FOR TRACY ARTS COMMISSION PROGRAMMING

DISCUSSION

The Budget Subcommittee met on February 25th to discuss and provide fiscal recommendations for FY16-17. Recommendations include estimated revenue and expenditures related to Tracy Arts Commission programming including Music in the Park, the Tracy Arts & Cultural Festival, the Downtown Tracy Artwalk and the Civic Art Program.

FISCAL IMPACT

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

RECOMMENDATION

Review and approve FY2016-17 Budget Subcommittee Recommendations for Tracy Arts Commission Programming

Prepared By: William Wilson, Cultural Arts Manager – Visual Arts

Reviewed By: Kim Scarlata, Division Manager II

Approved By: Kim Scarlata, Division Manager II

ATTACHMENT: Exhibit A

EXHIBIT A

FY2016-17 Budget Subcommittee Recommendations

Projected FY16-17 Revenue:

General Fund:	\$10,500
Donations Account:	\$1,155 (current balance +\$2,642 from FY15-16 fundraising)**
TAC Fundraising:	\$721 (fundraising goal of \$103 per Commissioner)
Fees:	\$1,250 (10 festival booth rental fees @ \$125 each)
Total Revenue	\$13,626

Projected FY16-17 Expenses:

Programming	FY15-16	FY16-17
Music in the Park	\$6,600 (5 @ \$1,400 ea.)**	\$4,400 (4 @ \$1,200 ea.)**
	\$600 (tech support)	\$600 (tech support)
	\$400 (hospitality)**	\$200 (4 @ \$50 ea.)**
	\$600 (design & marketing)	\$500 (design & marketing)
	\$150 (Insurance @ \$30 ea.)	\$120 (Insurance @ \$30 ea.)
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	\$8,350	\$5,820
Tracy Arts & Cultural Festival	\$1,858 (\$2,058 event support)	\$2,000/\$1,250
	\$2,500 (talent)	\$2,000 (talent)
	\$50 (hospitality)	\$50 (hospitality)
	\$500 (tech support)	\$500 (tech support)
	\$485 (design & marketing)	\$350 (design & marketing)
	\$50 (Insurance)	\$50 (Insurance)
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	\$5,443 (est. \$6,000)	\$6,200
Downtown Tracy Artwalk	\$450 (3 @ \$150)	\$450 (3 @ \$150)
City Collection Maintenance	\$0	\$1,000 (bronze cleaning & waxing)
City Collection Framing	\$20	\$150 (new acquisitions display)
Totals	\$14,263 (-\$3,763)	\$13,620 (+\$6)

**CITY OF TRACY
TRACY ARTS COMMISSION MEETING
March 8, 2016**

AGENDA ITEM 7.b.

REQUEST

**REVIEW AND APPROVE FY2016-17 SPECIAL EVENTS SUBCOMMITTEE
RECOMMENDATIONS FOR TRACY ARTS COMMISSION PROGRAMMING**

DISCUSSION

The Special Events Subcommittee met on March 2nd to discuss and provide programming recommendations for FY16-17. Recommendations include Emerging Artists, Music in the Park, the Tracy Arts & Cultural Festival, and the Downtown Tracy Artwalk.

FISCAL IMPACT

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

RECOMMENDATION

Review and approve FY2016-17 Special Events Subcommittee Recommendations for Tracy Arts Commission Programming

Prepared By: William Wilson, Cultural Arts Manager – Visual Arts

Reviewed By: Kim Scarlata, Division Manager II

Approved By: Kim Scarlata, Division Manager II

ATTACHMENT: Exhibit B

EXHIBIT B

2016 Special Events Subcommittee Programming Recommendations

Tracy Arts Commission Programming Outline:

Emerging Artists 1. to present the Emerging Artists program with auditions to be held on Saturday, April 23rd from 10 am to 12 pm, and on Saturday, May 7th, 2016 from 12 to 2 pm at the Grand Theatre Center for the Arts.

Performers will be sought to sing the National Anthem at each of the Music in the Park summer concerts as well as the Tracy Arts & Cultural Festival. In addition, should the auditions identify additional performers, vocalists can sing a song during intermission at each of the summer concerts.

Music in the Park 2. to present the Music in the Park summer concert series on Thursdays, June 30th, July 7th, July 14th and July 21st, 2016 at 7 pm in Lincoln Park.

Preferred genres of music are County/Folk, Latin, Jazz, R&B/Soul, Pop/Rock/Party and Reggae/Ska.

Tracy Arts & Cultural Festival 3. to present the Tracy Arts & Cultural Festival on Saturday, July 30th, 2016 from 12 to 4 pm in Lincoln Park.

Seven to ten community collaborators should be invited, including those that participated in 2015. Groups can partner in booths if needed.

Three headliner acts and two community-based acts should be presented with headliners on the main stage and community performers on the grounds, scheduled in-between headliners.

Three hospitality vendors should be invited to provide Mexican/Latin, Asian and Indian food and beverages.

The Cultural Arts Division and TAC should host the central activity tent and allow scheduled community-collaborator usage throughout the event.

Ten additional booths should be available to grow the Festival with five dedicated to artists/crafters/non-profits/social/community groups and five dedicated to retail/commercial vendors. Booths will be available on a first-come, first-served basis for a fee.

Downtown Tracy Artwalk

4. to participate in the Downtown Tracy Artwalks on Fridays, June 10th, July 8th and August 12th, 2016

The TAC would network across the events and provide delivered hospitality service to participating artists and performers

**CITY OF TRACY
TRACY ARTS COMMISSION MEETING
March 8, 2016**

AGENDA ITEM 7.c.

REQUEST

REVIEW AND APPROVE TRACY ARTS COMMISSION SHIRT ORDER AND PURCHASE

DISCUSSION

The Commission discussed the out-of-pocket purchase and use of Tracy Arts Commission shirts at the meeting on February 9, 2016. Commissioner Poole is leading this project, working with Tracy Awards & Embroidery, to specify shirts that can be worn at TAC events, and will present additional style and cost information for the Commission to review and approve.

FISCAL IMPACT

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

RECOMMENDATION

Review and approve Tracy Arts Commission Shirt Order and Purchase

Prepared By: William Wilson, Cultural Arts Manager – Visual Arts

Reviewed By: Kim Scarlata, Division Manager II

Approved By: Kim Scarlata, Division Manager II