



DUBLIN
CALIFORNIA

**CITY OF DUBLIN
HERITAGE & CULTURAL ARTS COMMISSION
MEETING AGENDA**

**THURSDAY, DECEMBER 10, 2015, 7:00 P.M.
DUBLIN CIVIC CENTER, 100 CIVIC PLAZA**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATIONS

3.1 Public Comments

At this time, the public is permitted to address the Heritage and Cultural Arts Commission on non-agendized items. The Commission must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Commission may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Office of the Parks and Community Services Department related to the proper procedure to place an item on a future Heritage and Cultural Arts Commission agenda. The exceptions under which the Heritage and Cultural Arts Commission MAY discuss and/or take action on items not appearing on the agenda are contained in GC 54954.2(b)(1)(2)(3).

4. MINUTES OF THE REGULAR MEETING

4.1 Minutes of the September 10, 2015, Joint Meeting

The Commission will consider approval of the minutes of the September 10, 2015, joint meeting.

STAFF RECOMMENDATION:

Approve the minutes of the September 10, 2015 joint meeting.

4.2 Minutes of the October 8, 2015, Regular Meeting

The Commission will consider approval of the minutes of the October 8, 2015, regular meeting.

STAFF RECOMMENDATION:

Approve the minutes of the October 8, 2015 regular meeting.

5. WRITTEN COMMUNICATIONS – None.

6. PUBLIC HEARING – None.

7. UNFINISHED BUSINESS – None.

8. NEW BUSINESS

8.1 Heritage Programming Updates

The Commission will receive an update on new exhibits at the Kolb House and Little Classroom and planned changes to tour programs and hands-on history activities.

STAFF RECOMMENDATION:

Receive the Report.

8.2 Cultural Arts Needs Assessment Update

The Commission will receive an update on an upcoming Cultural Arts Assessment project, which will solicit public input on the types of arts programming and facilities most needed and valued in Dublin.

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Office of Parks and Community Services (925) 556-4500 at least 72 hours in advance of the meeting.

A complete packet of information containing Staff Reports and attachments related to each item is available for public review at least 72 hours prior to a Heritage & Cultural Arts Commission Meeting or, in the event that it is delivered to the Commission less than 72 hours prior to a Heritage & Cultural Arts Commission Meeting, as soon as it is so delivered. The packet is available in the Parks & Community Services Department at Civic Center.

STAFF RECOMMENDATION:

Receive the Report.

8.3 Change to Action Minutes for Commissions and Advisory Committees

The Commission will receive a report on the proposal to change the format of meeting minutes.

STAFF RECOMMENDATION:

Receive the Report.

9. **OTHER BUSINESS** – Brief INFORMATION ONLY reports from Commissioners and/or Staff, including Reports by Commission related to Meetings Attended at City Expense (AB 1234).
10. **ADJOURNMENT**



STAFF REPORT

HERITAGE AND CULTURAL ARTS COMMISSION

DATE: December 10, 2015

TO: Honorable Chair and Commissioners

FROM: Tegan McLane, Cultural Arts & Heritage Manager

SUBJECT: Minutes of the September 10, 2015, Joint Meeting
By: Jennifer Kransky, Senior Office Assistant

A handwritten signature in blue ink, appearing to be "Tegan McLane", is written over the "FROM:" line.

EXECUTIVE SUMMARY:

The Heritage & Cultural Arts Commission will consider approval of the minutes of the September 10, 2015, joint meeting of the Parks and Community Services and Heritage and Cultural Arts Commissions.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the September 10, 2015, joint meeting of the Parks and Community Services and Heritage and Cultural Arts Commissions.

DESCRIPTION:

The Heritage and Cultural Arts Commission will consider approval of the minutes of the September 10, 2015, joint meeting of the Parks and Community Services and Heritage and Cultural Arts Commissions.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the September 10, 2015, joint meeting of the Parks and Community Services and Heritage and Cultural Arts Commissions.



HERITAGE AND CULTURAL ARTS COMMISSION

SPECIAL MEETING

Minutes

CITY OF DUBLIN

September 10, 2015

The September 10, 2015, Special Meeting of the Heritage and Cultural Arts Commission was called to order at 7:52 PM at the Dublin Civic Center, Dublin, California, by Chair Iharosi.

PLEDGE OF ALLEGIANCE

Chair Iharosi led the Pledge of Allegiance.

ROLL CALL

Commissioners (Cm.) Present: Blackburn, Deets, Iharosi, Minniear, Szollos, and Tutino
Commissioners Absent: He

ORAL COMMUNICATIONS

3.1 PUBLIC COMMENTS None.

APPROVAL OF MINUTES

4.1 July 9, 2015

On a motion by Cm. Minniear, seconded by Cm. Blackburn, and by a vote of 5-0-1 with Cm. He absent, the Commission voted to approve the minutes of the July 9, 2015, meeting as presented. Vice Chair Tutino abstained as she was not present for the July meeting.

WRITTEN COMMUNICATIONS None.

PUBLIC HEARING None.

UNFINISHED BUSINESS None.

NEW BUSINESS

8.1 Dublin Camp Parks Military History Center Management Plan

Ms. Tegan McLane, Cultural Arts and Heritage Manager, presented the specifics of the item as outlined in the Staff Report.

Cm. Blackburn asked about the Dublin Camp Parks Military History Center's (DCPMHC) exhibit timeline. Ms. McLane stated Staff's next step would be to send a Request for Proposal (RFP) to museum design firms this fall. Staff hopes to have the same firm design and build the exhibit. Mr. McCreary, Parks and Community Services Director, stated that he met with the Garrison Commander, Lt. Col. Jones, to discuss building improvements the Army would make in preparation for the exhibit space. The new Command Staff is very supportive. The City's goal is to have the DCPMHC open within a year.

Vice Chair Tutino commended the DCPMHC Working Group for their efforts.

Chair Iharosi asked about the storage of the Camp Parks collection. Mr. McCreary stated the collection is currently stored at the Dublin Library in the expansion space. The development of the expansion space at the Library is at least five years out, which would give Staff time to find an appropriate long-term storage location.

Cm. Minniear commended Staff and members of the Work Group for creating the Management Plan. Cm. Minniear commented on the importance of the Management Plan, establishing a time frame and feedback for improvement opportunities. Cm. Minniear also stated he felt more Staff would be needed for the additional responsibilities to effectively run the DCPMHC. Outside organizations may be willing to partner with the City. Mr. McCreary stated the Management Plan was presented to City Council with the intent for outside funding and support.

Cm. Deets had questions pertaining to the security of the collection. Ms. Elizabeth Isles, Heritage Center Director, stated the collection's documents regarding care and treatment are identical to the Heritage Center. There are some variances between short and long term loans.

Ms. Georgean Vonheeder-Leopold, City Historian, stated she is glad the City has the collection from the Army on permanent loan and is excited for the DCPMHC to open. Ms. Vonheeder-Leopold commented on shortening the time frame.

Cm. Minniear inquired about use of the DCPMHC before exhibit construction is finished to raise visibility and recognize progress thus far. Mr. McCreary stated Staff could look into doing ground-breaking events in stages.

Mr. Rich Guarienti, Dublin Resident, suggested using the DCPMHC for a Veterans' Day event and agrees establishing a time line would help the progress of the project.

Cm. Minniear recommended presenting the Management Plan to City Council.

On a motion by Cm. Minniear, seconded by Vice Chair Tutino, and by a vote of 6-0-0 with Cm. He absent, the Heritage and Cultural Arts Commission voted to recommend the City Council approve the Dublin Camp Parks Military History Center Management Plan.

8.2 Parks and Community Services Department Re-Organization

Mr. Paul McCreary, Parks and Community Services Director, presented the specifics of the item as outlined in the Staff Report.

Cm. Minniear asked about the new organizational structure in regards to heritage and cultural arts activities. Mr. McCreary stated positions have been added to the Heritage and Cultural Arts Division. The additional positions would help catch up with the speed and pace of current programs. The new Supervisor position may oversee an arts grant program. Ms. McLane added the new Supervisor would take some of the facility and class responsibilities from Ms. Isles to allow her to focus more on the heritage programs. The event staff providing extra support for heritage events will be a welcome addition as well.

Cm. Deets asked if the DCPMHC would fall under the Heritage and Cultural Arts Division. Mr. McCreary stated the DCPMHC is within the Heritage and Cultural Arts Division and additional needs would come from other resources.

Vice Chair Tutino left at 8:34 PM.

OTHER BUSINESS

9.1 BRIEF INFORMATION ONLY REPORTS FROM HERITAGE & CULTURAL ARTS COMMISSIONERS AND/OR STAFF

Chair Iharosi reported she attended the last Dublin Crossings Task Force Meeting and stated she likes the new Farmers' Market location at Emerald Glen Park.

Cm. Minniear commented on a video showing the art throughout the City.

Cm. Szollos left at 8:39 PM.

Cm. Deets commended Staff on the Wallis Ranch Public Art Proposed Project and the DCPMHC Management Plan.

Mr. McCreary followed up on a previous request regarding fencing along the Iron Horse Trail; the City salvaged the fence and it is in storage.

Ms. McLane provided information on the Splatter Festival and other Heritage programs and events.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:44 PM.

Minutes prepared by Jennifer Kransky, Senior Office Assistant.

Timea Iharosi
Chairperson

ATTEST: _____
Tegan McLane
Cultural Arts and Heritage Manager



STAFF REPORT HERITAGE & CULTURAL ARTS COMMISSION

DATE: December 10, 2015

TO: Honorable Chair and Commissioners

FROM: Tegan McLane, Cultural Arts & Heritage Manager

SUBJECT: Minutes of the October 8, 2015, Regular Meeting
By: Jennifer Kransky, Senior Office Assistant

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EXECUTIVE SUMMARY:

The Heritage and Cultural Arts Commission will consider approval of the minutes of the October 8, 2015, regular meeting of Heritage and Cultural Arts Commission.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the October 8, 2015, regular meeting of Heritage and Cultural Arts Commission.

DESCRIPTION:

The Heritage and Cultural Arts Commission will consider approval of the minutes of the October 8, 2015, regular meeting of Heritage and Cultural Arts Commission.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the October 8, 2015, regular meeting of Heritage and Cultural Arts Commission.



HERITAGE AND CULTURAL ARTS COMMISSION

REGULAR MEETING

Minutes

CITY OF DUBLIN

October 8, 2015

The October 8, 2015, Regular Meeting of the Heritage and Cultural Arts Commission was called to order at 7:02 PM at the Dublin Civic Center, Dublin, California, by Chair Iharosi.

ROLL CALL

Commissioners (Cm.) Present:

Blackburn, Iharosi, Minniear, Szollos, and Tutino

Commissioners Absent:

Deets and He

PLEDGE OF ALLEGIANCE

Chair Iharosi led the Pledge of Allegiance.

ORAL COMMUNICATIONS

3.1 Employee Introduction: Laura Johnston

Ms. Tegan McLane, Cultural Arts and Heritage Manager, introduced Ms. Laura Johnston, Supervisor for Heritage and Cultural Arts, to the Commission.

3.2 Public Comments – None.

APPROVAL OF MINUTES

4.1 September 10, 2015 Special Meeting

On a motion by Cm. Minniear, seconded by Cm. Blackburn, and by a vote of 4-0-0 with Cm. Deets, He and Szollos absent, the Commission voted to approve the minutes of the September 10, 2015, Special meeting as presented.

WRITTEN COMMUNICATIONS – None.

PUBLIC HEARING – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

8.1 Summer Quarterly Report

Ms. Tegan McLane presented the specifics of the item as outlined in the Staff Report.

Cm. Blackburn asked Staff about the change in reporting the visitor comparison annually. Cm. Minniear stated quarterly reports cause confusion as they are not comparable between quarters. Ms. McLane added exhibits may start in the middle of a quarter and the Dublin school schedule may affect tours which would skew the numbers for a specific quarter. Generally an annual report has comparable numbers.

Cm. Minniear commented on the decrease in volunteer hours. Ms. McLane stated the number of volunteers has increased, however the number of hours volunteered has decreased. Cm. Minniear asked how services are being provided that were previously operated by volunteers. Ms. McLane stated she would need to refer to the Heritage Park Director, Ms. Elizabeth Isles, on the matter. Cm. Minniear commented on fewer volunteer hours offered for tours of the Kolb House and museum. Ms. McLane stated tour hours may be a factor in the decrease of volunteer hours as the museum is now closed on Fridays due to low attendance.

Cm. Minniear asked if the budget for heritage programs is expected to be self-sufficient. Ms. McLane stated heritage programs are not expected to be self-sufficient, but fiscal sustainability and increasing the amount of revenue generated is one of the City Council's goals. Cm. Minniear commented on his concern with the concept of heritage programs being a revenue generator. He feels the purpose of the programs is to provide history to the community. Cm. Blackburn asked Staff how much of the budget is expected to be funded by generated revenue. Ms. McLane stated the budget's projected revenue is modest and attainable. However, Staff strives to have successful programs with high attendance that maximize cost recovery appropriate to the program and market.

Chair Iharosi asked about the Youth Fee Assistance Program (YFAP). Ms. Jennifer Kransky, Senior Office Assistant, explained the YFAP process.

Cm. Szollos arrived at 7:27 PM.

Vice Chair Tutino asked about Heritage Park volunteers versus special event volunteers. Ms. McLane stated Heritage Park volunteers typically volunteer for special events held at the Heritage Park as they would be conducting many of their regular responsibilities. For large events such as the Splatter and St. Patrick's Day Festivals, additional recruitment through local community organizations, Dublin school clubs and the general public is necessary to fill the amount of volunteers needed. Cm. Tutino asked about training for the regular Heritage Park volunteers. Ms. McLane stated it is an easy process to become a volunteer. Some volunteer positions require more training than others. Cm. Minniear elaborated that many high school students need volunteer hours and will often volunteer for special events at the Heritage Park.

OTHER BUSINESS

9.1 Brief Information Only Reports from Heritage & Cultural Arts Commissioners and/or Staff

Cm. Szollos reported she gave a Dublin history presentation for a St. Raymond's Church group.

Cm. Szollos, Vice Chair Tutino and Chair Iharosi provided feedback from the Splatter Festival.

Vice Chair Tutino suggested the Valley Children's Museum (VCM) give a presentation to the Commission on their organization's status in opening a children's museum in Dublin. Ms. McLane stated she will look into inviting VCM to a Commission meeting.

Cm. Minniear commented on the need for an outlet to promote and inform the community of local cultural arts organizations and events. The Commission discussed possible ways to share the information.

Cm. Minniear commented on the Dubliner sculpture not working properly and asked when it will be repaired. Ms. McLane stated she will look into what repairs are needed for the sculpture.

Cm. Minniear informed the Commission that Cm. Szollos will be speaking at the Ghosts of Dublin event. Cm. Szollos and Ms. McLane provided details of the event scheduled for October 30, 2015.

The Commission provided feedback regarding the electronic distribution of the meeting's Agenda Packets.

Ms. McLane presented images of artist Mr. Todji Kurtzman's changes to the Emerald Glen Recreation Aquatic Complex Public Art Piece based on the Public Art Selection Committee's comments. The Commission gave their feedback on the changes. Commissioners Blackburn, Szollos and Tutino commented that they did not particularly favor the new design of the sculpture's face as it now resembled more of a mask and does not match the energy of the overall theme. Cm. Minniear and Vice Chair Tutino commented that they enjoyed the look of the water.

Cm. Szollos left at 8:11 PM.

Ms. McLane provided program and event updates.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:21 PM.

Minutes prepared by Jennifer Kransky, Senior Office Assistant.

Timea Iharosi
Chairperson

ATTEST: _____
Tegan McLane
Cultural Arts and Heritage Manager



STAFF REPORT

HERITAGE AND CULTURAL ARTS COMMISSION

DATE: December 10, 2015

TO: Honorable Chair and Commissioners

FROM: Tegan McLane, Cultural Arts and Heritage Manager

SUBJECT: Heritage Programming Updates
By: Tegan McLane, Cultural Arts and Heritage Manager

EXECUTIVE SUMMARY:

In line with a national trend for historic houses and local history museums, the Dublin Heritage Park and Museums have experienced a decline in visitation in the past few years. Based on examples of museums that are successfully bucking the trend, Staff successfully piloted interpretive changes – including more self-directed and hands-on history experiences – this fall during the Harvest Festival and Ghosts of Dublin event. Staff is now expanding these changes, which are designed to have broader community appeal and offer more flexible museum experiences. Staff will present a report detailing changes planned for the remainder of this fiscal year.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive the report.

DESCRIPTION:

Visitor attendance at Dublin's Heritage Park and Museums has dropped noticeably since the initial enthusiasm for the addition of the Kolb House and barns. The facilities currently draw an estimated 5,435 visitors a year, down from its peak in 2012 of 7,935. Attendance is not keeping pace with Dublin's population growth. This is consistent with findings that museum attendance has dropped nationwide. A 2013 survey from the National Endowment for the Arts revealed that 83% of reporting institutions saw flat or declining attendance from 2009 to 2013.

In response to declining attendance, Staff has been actively researching successful programs elsewhere in the country that are maintaining or increasing attendance. The Hughes Ranch House at Cape Blanco, Oregon,

eliminated its guided tour to create a more welcoming environment for visitors. The Tenement Museum in Manhattan, Drayton Hall in South Carolina, and Hempstead House in Sands Point, New York, have achieved success by moving beyond inventories of the family and their possessions into discussions of the larger historical context in which the family lived. Discussions of special topics, hands-on activities, effective multimedia experiences and collaborations with local arts groups help to meet unique community needs and make these sites relevant to wider audiences. Heritage Staff is incorporating some of these new techniques where appropriate.

Kolb House Reinterpretation

Based on changing public preferences for historic houses that look more “lived in” and exhibits that tell a story, rather than simply displaying period memorabilia, Staff experimented with new displays at the Kolb House this fall. The back porch was arranged as if family members had just stepped away from their morning harvest-time chores of canning tomatoes and doing laundry. Harold and Elsie’s room, which serves as the Kolb House’s main entrance, was arranged to depict the family’s evening pastimes, such as mother Elsie’s Halloween costume sewing project. The kitchen table was set for a traditional breakfast of soft boiled eggs and oatmeal.

Additional efforts at the Kolb House will include Schanging displays seasonally to interpret farm life on the Kolb Ranch from 1938 to 1958 and Kolb family traditions.

Senior facility attendants and volunteers will be trained to provide interpretation throughout the house and help visitors better understand and relate to the lives of the Kolb family members. New, more flexible tour scripting is being developed to replace the fixed tour script docents had used for many years. The new scripting will allow Staff and volunteers the ability to focus on aspects that resonate most with them and to tailor interpretive comments to the interests and attention spans of the visitors.

Self-Guided Tours

Because Dublin’s Heritage Park and Museums are open during daylight hours year-round and visitor attendance is unpredictable, Staff and volunteers are developing a self-guided walking tour brochure that will allow those who visit, when the museum is closed, to explore the grounds at their own pace. The printed brochure will identify points of historical interest throughout the park and in the surrounding neighborhood. Staff is also exploring the possibility of adding a digital version that visitors can access on their cell phones.

Kolb Ranch Truck

Dublin has been offered, and plans to formally accept in February 2016, Carol Kolb Strom’s donation of the Kolb Ranch Truck, a beautifully restored 1929 Model A Truck, which was used by her father, Harold Kolb, for daily ranch chores and weekly trips to market until the 1960s. The vintage vehicle will make its inaugural appearance in the St. Patrick’s Day Parade and at the St. Patrick’s Day Festival. The City plans to display the Kolb Truck at various special events and public functions and incorporate it into Heritage Park and Museums programs. This iconic truck provides a unique opportunity to tell the story of Dublin’s authentic farming heritage and help residents and visitors connect with the past.

Other Planned Improvements

Funds have been included in the budget for signage and outdoor improvements at Heritage Park. The project will included attractive, functional way-finding signs designed to help park visitors successfully orient themselves and navigate the park; outdoor interpretive signs to allow visitors to better understand and connect with specific historic points of interest throughout the park and surrounding neighborhood; and Hay Barn exhibits that will provide visitors outdoor interpretation of life on the Kolb Ranch.

The City has also applied for funding from the California Cultural Historical Endowment which, if received, would enable construction of additional interpretive signage; four outdoor interpretive stations, where volunteers or Staff could demonstrate hands-on history activities; an information kiosk to provide materials

during hours the museum is closed; and a “farm yard” that would allow visitors, including school tour groups, to try garden chores.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



STAFF REPORT

HERITAGE AND CULTURAL ARTS COMMISSION

DATE: December 10, 2015

TO: Honorable Chair and Commissioners

FROM: Tegan McLane, Cultural Arts and Heritage Manager

SUBJECT: Cultural Arts Needs Assessment Update
By: Tegan McLane, Cultural Arts and Heritage Manager

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EXECUTIVE SUMMARY:

The Parks and Recreation Master Plan, adopted by the City Council on May 19, 2015, identified a need for a cultural arts facility. In order to plan for a cultural arts facility that best serves the community, Staff is preparing to engage an independent firm to survey the community's needs and wishes related to arts programming and arts facility spaces.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive the report.

DESCRIPTION:

The Parks and Recreation Master Plan, adopted by the City Council on May 19, 2015, identified that Dublin has a general need for a cultural arts facility. Before any facility planning begins, the City needs to determine what arts facility features and programming the community most desires. This is typically done through a formal needs assessment.

Dublin has conducted one previous Cultural Arts Needs Assessment in 1999 and included the arts as a topic in a more general Community Needs Assessment conducted in 2008. Data from those earlier surveys was instrumental, as it helped the City articulate arts-related goals and to appropriately allocate both Staff time and financial resources to accomplish those goals. However, the City has grown and experienced demographic changes since these surveys were conducted. The public's level of interest in specific art forms may have changed since the last surveys, and new art forms, including digital creation, have arisen, so it will be

important to have the most up-to-date information to plan for a new cultural arts facility. The data will also help Staff to modify existing programs and events to better meet current needs.

Needs Assessment Process

Needs assessments for public entities are most often done through third party firms specializing in surveying and statistical analysis. Staff plans to issue a Request for Proposals from qualified firms to conduct the actual assessment and provide raw data, statistical analysis and recommendations.

The vendor will conduct a statistically valid survey of the general public which will include both demographic questions and questions about the respondents' active and passive participation in arts activities and interest in the arts. The vendor will also conduct interviews and/or focus groups with key stakeholders, such as arts organizations, professional artists, business owners, and educators.

The vendor will analyze and present the results and preliminary recommendations.

Staff will use this information to write a final report on the needs assessment results that outlines strategies and goals related to arts programming and development of a cultural arts facility.

Needs Assessment Objectives

The 2015 Cultural Arts Needs Assessment will identify a current profile of Dublin's arts community, including arts organizations, professional and hobbyist artists, arts enthusiasts and occasional attendees. It will rank art forms the public most frequently participates in, either actively or as passive spectators; determine existing locations within Dublin, the Tri-Valley and the extended Bay Area where the public participates in the arts; and identify perceived arts education needs and interests in the community. Perhaps most importantly, as far as a cultural arts facility is concerned, the assessment will identify any specialized arts facilities and participation opportunities that the Dublin community strongly desires, but currently lacks.

Needs Assessment Timeline

The Request for Proposals will be released December 18, with proposals due back January 29. Staff anticipates a vendor will be selected in by the end of February, and the assessment will be completed by the end of May (timeline dependent on plan developed by selected consultant).

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



STAFF REPORT

HERITAGE AND CULTURAL ARTS COMMISSION

DATE: December 10, 2015

TO: Honorable Chair and Commissioners

FROM: Tegan McLane, Cultural Arts and Heritage
Manager

A handwritten signature in blue ink, appearing to be "Tegan McLane", is written over the name in the "FROM:" field.

SUBJECT: Change to Action Based Minutes for Commissions and Advisory Committees
By: Rhonda Franklin, Management Analyst

EXECUTIVE SUMMARY:

The Heritage and Cultural Arts Commission will receive a report on the proposal to change the format of meeting minutes from summary minutes to action minutes for the Department's Commissions and Advisory Committees.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive the report.

DESCRIPTION:

In October 2015, the Human Services Division, which includes the City's Community Development Block Grant (CDBG) and Human Services Grant programs, and the Human Services Commission, was assigned to the Parks and Community Services Department. The Parks and Community Services Department is now providing Staff support to five (5) advisory bodies: Heritage and Cultural Arts Commission, Human Services Commission, Parks and Community Services Commission, Senior Center Advisory Committee, and Youth Advisory Committee. As a result, Staff has developed a plan to streamline processes and gain efficiencies Department-wide while continuing to meet established requirements.

Staff is required to keep a record of minutes of Commission and Advisory Committee meetings. This requirement, however, is not specific as to the format or content of the minutes. There are generally three formats for meeting minutes: action, summary, or verbatim. Action minutes usually contain only the motion and the vote(s) with very little, if any, narrative. Summary minutes include a narrative of Commission, Staff, and public comments. Verbatim minutes are a word-for-word transcript of the meeting.

Staff currently prepares summary minutes for the Commission and Advisory Committee meetings. The minutes are prepared within a week of the meeting and presented to the Commission for approval at the following meeting. The preparation of summary minutes is very time-consuming and requires dedicated time for accurate transcription. It takes up to three (3) hours for each hour of the meeting to prepare the detailed summary minutes that are currently being provided. Staff that prepare minutes are non-exempt employees. In order to maintain this schedule and level of detail with the addition of another Commission, it is estimated that overtime hours to prepare the meeting minutes may be required on an ongoing basis.

In addition to the written meeting minutes that are prepared, the Commission discussions and actions are also captured by a full digital audio recording of the meeting. The action minutes would be presented to the Commission for approval, and then placed on the website along with the audio recording which can be referenced by Staff or the public to hear the Commission's discussion and direction for each item.

By accepting action minutes as the official record for all of the Department's Commission and Advisory Committee meetings, the City would realize the following benefits:

- Staff would be able to prepare action minutes that would be available to the public within two business days.
- The action minutes would be posted to the City's website with a link to the audio recording for each item providing easier access to the details of the meeting.
- Action minutes would save Staff time to focus on other high priority projects and initiatives.

As required by the City's Record Retention Schedule, meeting minutes are permanent records. The City's website contains up to four years of meeting minutes. Meeting minutes that are older than four years are contained in the City's records repository and are available to the public, as needed.

At the December 20, 2011 City Council meeting, the City Council unanimously voted to approve the move to accept action minutes for City Council meetings.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Sample Action Minutes
2. Current Summary Minutes Format

SAMPLE ACTION MINUTES FORMAT

**HERITAGE AND CULTURAL ARTS COMMISSION****REGULAR MEETING***Minutes***CITY OF DUBLIN**

October 8, 2015

The October 8, 2015, Regular Meeting of the Heritage and Cultural Arts Commission was called to order at 7:02 PM at the Dublin Civic Center, Dublin, California, by Chair Iharosi.

ROLL CALL

Commissioners (Cm.) Present: Blackburn, Iharosi, Minniear, Szollos, and Tutino
 Commissioners Absent: Deets and He

PLEDGE OF ALLEGIANCE

Chair Iharosi led the Pledge of Allegiance.

ORAL COMMUNICATIONS**3.1 Employee Introduction: Laura Johnston**

Ms. Tegan McLane, Cultural Arts and Heritage Manager, introduced Ms. Laura Johnston, Supervisor for Heritage and Cultural Arts, to the Commission.

3.2 Public Comments – None.**APPROVAL OF MINUTES****4.1 September 10, 2015 Special Meeting**

On a motion by Cm. Minniear, seconded by Cm. Blackburn, and by a vote of 4-0-0 with Cm. Deets, He and Szollos absent, the Commission voted to approve the minutes of the September 10, 2015, Special meeting as presented.

WRITTEN COMMUNICATIONS – None.**PUBLIC HEARING – None.****UNFINISHED BUSINESS – None.****NEW BUSINESS****8.1 Summer Quarterly Report**

Ms. Tegan McLane presented the specifics of Staff Report pertaining to the cultural arts classes and Heritage Park and Museums activities conducted during summer 2015.

The Commission received the report.

OTHER BUSINESS

9.1 Brief Information Only Reports from Heritage & Cultural Arts Commissioners and/or Staff

Brief information only reports were provided by Commissioners and Staff, including committee reports and reports by Parks and Community Services Commission related meetings attended at City Expense (AB1234).

Ms. McLane provided updates on the Emerald Glen Recreation Aquatic Complex Public Art, and programs and events.

Cm. Szollos left at 8:11 PM.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:21 PM.

Minutes prepared by Jennifer Kransky, Senior Office Assistant.

Timea Iharosi
Chairperson

ATTEST: _____
Tegan McLane
Cultural Arts and Heritage Manager

CURRENT SUMMARY MINUTES FORMAT

**HERITAGE AND CULTURAL ARTS COMMISSION****REGULAR MEETING***Minutes***CITY OF DUBLIN**

October 8, 2015

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ROLL CALL

Commissioners (Cm.) Present: Blackburn, Iharosi, Minniear, Szollos, and Tutino
 Commissioners Absent: Deets and He

PLEDGE OF ALLEGIANCE

Chair Iharosi led the Pledge of Allegiance.

ORAL COMMUNICATIONS**3.1 Employee Introduction: Laura Johnston**

Ms. Tegan McLane, Cultural Arts and Heritage Manager, introduced Ms. Laura Johnston, Supervisor for Heritage and Cultural Arts, to the Commission.

3.2 Public Comments – None.**APPROVAL OF MINUTES****4.1 September 10, 2015 Special Meeting**

On a motion by Cm. Minniear, seconded by Cm. Blackburn, and by a vote of 4-0-0 with Cm. Deets, He and Szollos absent, the Commission voted to approve the minutes of the September 10, 2015, Special meeting as presented.

WRITTEN COMMUNICATIONS – None.**PUBLIC HEARING – None.****UNFINISHED BUSINESS – None.****NEW BUSINESS****8.1 Summer Quarterly Report**

Ms. Tegan McLane presented the specifics of the item as outlined in the Staff Report.

Cm. Blackburn asked Staff about the change in reporting the visitor comparison annually. Cm. Minniear stated quarterly reports cause confusion as they are not comparable between quarters. Ms. McLane added exhibits may start in the middle of a quarter and the Dublin school schedule may affect tours

which would skew the numbers for a specific quarter. Generally an annual report has comparable numbers.

Cm. Minniear commented on the decrease in volunteer hours. Ms. McLane stated the number of volunteers has increased, however the number of hours volunteered has decreased. Cm. Minniear asked how services are being provided that were previously operated by volunteers. Ms. McLane stated she would need to refer to the Heritage Park Director, Ms. Elizabeth Isles, on the matter. Cm. Minniear commented on fewer volunteer hours offered for tours of the Kolb House and museum. Ms. McLane stated four hours may be a factor in the decrease of volunteer hours as the museum is now closed on Fridays due to low attendance.

Cm. Minniear asked if the budget for heritage programs is expected to be self-sufficient. Ms. McLane stated heritage programs are not expected to be self-sufficient, but fiscal sustainability and increasing the amount of revenue generated is one of the City Council's goals. Cm. Minniear commented on his concern with the concept of heritage programs being a revenue generator. He feels the purpose of the programs is to provide history to the community. Cm. Blackburn asked Staff how much of the budget is expected to be funded by generated revenue. Ms. McLane stated the budget's projected revenue is modest and attainable. However, Staff strives to have successful programs with high attendance that maximize cost recovery appropriate to the program and market.

Chair Iharosi asked about the Youth Fee Assistance Program (YFAP). Ms. Jennifer Kransky, Senior Office Assistant, explained the YFAP process.

Cm. Szollos arrived at 7:27 PM.

Vice Chair Tutino asked about Heritage Park volunteers versus special event volunteers. Ms. McLane stated Heritage Park volunteers typically volunteer for special events held at the Heritage Park as they would be conducting many of their regular responsibilities. For large events such as the Splatter and St. Patrick's Day Festivals, additional recruitment through local community organizations, Dublin school clubs and the general public is necessary to fill the amount of volunteers needed. Cm. Tutino asked about training for the regular Heritage Park volunteers. Ms. McLane stated it is an easy process to become a volunteer. Some volunteer positions require more training than others. Cm. Minniear elaborated that many high school students need volunteer hours and will often volunteer for special events at the Heritage Park.

OTHER BUSINESS

9.1 Brief Information Only Reports from Heritage & Cultural Arts Commissioners and/or Staff

Cm. Szollos reported she gave a Dublin history presentation for a St. Raymond's Church group.

Cm. Szollos, Vice Chair Tutino and Chair Iharosi provided feedback from the Splatter Festival.

Vice Chair Tutino suggested the Valley Children's Museum (VCM) give a presentation to the Commission on their organization's status in opening a children's museum in Dublin. Ms. McLane stated she will look into inviting VCM to a Commission meeting.

Cm. Minniear commented on the need for an outlet to promote and inform the community of local cultural arts organizations and events. The Commission discussed possible ways to share the information.

Cm. Minniear commented on the Dubliner sculpture not working properly and asked when it will be repaired. Ms. McLane stated she will look into what repairs are needed for the sculpture.

Cm. Minniear informed the Commission that Cm. Szollos will be speaking at the Ghosts of Dublin event. Cm. Szollos and Ms. McLane provided details of the event scheduled for October 30, 2015.

The Commission provided feedback regarding the electronic distribution of the meeting's Agenda Packets.

Ms. McLane presented images of artist Mr. Todji Kurtzman's changes to the Emerald Glen Recreation Aquatic Complex Public Art Piece based on the Public Art Selection Committee's comments. The Commission gave their feedback on the changes. Commissioners Blackburn, Szollos and Tutino commented that they did not particularly favor the new design of the sculpture's face as it now resembled more of a mask and does not match the energy of the overall theme. Cm. Minniear and Vice Chair Tutino commented that they enjoyed the look of the water.

Cm. Szollos left at 8:11 PM.

Ms. McLane provided program and event updates.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:21 PM.

Minutes prepared by Jennifer Kransky, Senior Office Assistant.

Timea Iharosi
Chairperson

ATTEST: _____
Tegan McLane
Cultural Arts and Heritage Manager