



CITY OF DUBLIN  
HERITAGE & CULTURAL ARTS COMMISSION  
REGULAR MEETING AGENDA

THURSDAY, AUGUST 11, 2016, 7:00 PM  
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 SPECIAL AND REGULAR MEETINGS**
  - 4.1 **Minutes of the July 14, 2016 Special Meeting**

The Commission will consider approval of the minutes of the July 14, 2016 Special Meeting.  
**STAFF RECOMMENDATION:**  
Approve the minutes of the July 14, 2016 Special Meeting.
  - 4.2 **Minutes of the July 14, 2016 Regular Meeting**

The Commission will consider approval of the minutes of the July 14, 2016 Regular Meeting.  
**STAFF RECOMMENDATION:**  
Approve the minutes of the July 14, 2016 Regular Meeting.
5. **WRITTEN COMMUNICATIONS** – None.
6. **PUBLIC HEARING** – None.
7. **UNFINISHED BUSINESS** – None.
8. **NEW BUSINESS**
  - 8.1 **Spring 2016 Quarterly Report**

The Commission will receive a report on cultural arts classes and events held during spring 2016.  
**STAFF RECOMMENDATION:**  
Receive the Report.
  - 8.2 **PokemonGo Response and Cemetery Rules**

The Commission will receive a report on PokemonGo activity at the Cemetery and will consider Cemetery Rules, prompted by recent PokemonGo game activity.  
**STAFF RECOMMENDATION:**  
Recommend City Council adopt the proposed Cemetery Rules proposed by Staff, or recommend modified Cemetery Rules.

*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.*

**8.3 Informational Report on Heritage and Cultural Arts Division Work Program**

The Commission will receive an informational report on the Cultural Arts and Heritage Division Work Program for 2016-17.

**STAFF RECOMMENDATION:**

Receive the Report.

**9. OTHER BUSINESS**

**9.1 Brief Informational-Only Reports**

Brief INFORMATIONAL-ONLY reports from Commissioners and/or Staff, including Reports by Commission related to Meetings Attended at City Expense (AB 1234).

**9.2 Discussion of Future Agenda Items**

Staff will offer a preview of agenda items expected in the next two months. The Commission may suggest topics it would like to see added to future agendas with consensus of the majority of the Commission.

**10. ADJOURNMENT**



## STAFF REPORT HERITAGE AND CULTURAL ARTS COMMISSION

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**DATE:** August 11, 2016

**TO:** Honorable Chair and Commissioners

**FROM:** Tegan McLane, Cultural Arts & Heritage Manager

**SUBJECT:** Minutes of the July 14, 2016 Special Meeting  
*Prepared by Rhonda Franklin, Management Analyst*

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 July 14, 2016 Special Meeting of the Heritage and Cultural Arts Commission.

### FINANCIAL IMPACT:

None.

### RECOMMENDATION:

Approve the minutes of the July 14, 2016 Special Meeting of the Heritage and Cultural Arts Commission.

### DESCRIPTION:

The Heritage and Cultural Arts Commission will consider approval of the minutes of the July 14, 2016 Special Meeting of the Heritage and Cultural Arts Commission.

### NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

### ATTACHMENTS:

1. Draft Minutes of the July 14, 2016 Special Meeting of the Heritage and Cultural Arts Commission.



# HERITAGE AND CULTURAL ARTS COMMISSION

## SPECIAL MEETING

### *Draft Minutes*

CITY OF DUBLIN

July 14, 2016

The July 14, 2016 Special Meeting of the Heritage and Cultural Arts Commission (HCAC) was called to order at 6:15 PM at the Dublin Civic Center, Dublin, California, by Chair Blackburn.

#### **ROLL CALL**

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

#### **PLEDGE OF ALLEGIANCE**

Chair Blackburn led the Pledge of Allegiance.

**ORAL COMMUNICATIONS** – None.

**APPROVAL OF MINUTES** – None.

**WRITTEN COMMUNICATIONS** – None.

**PUBLIC HEARING** – None.

**UNFINISHED BUSINESS** – None.

#### **NEW BUSINESS**

##### **8.1 Brown Act Training**

Ms. Tegan McLane, Cultural Arts and Heritage Manager, introduced Mr. Kris Kokotaylo, Attorney with Meyers Nave, who led the Brown Act refresher training and discussion.

**OTHER BUSINESS** – None.

#### **ADJOURNMENT**

Being no further business, the meeting adjourned at 6:55 PM.

Minutes prepared by Rhonda Franklin, Management Analyst.

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Kathy Blackburn  
Chairperson

ATTEST: \_\_\_\_\_

Tegan McLane  
Cultural Arts and Heritage Manager



**STAFF REPORT**  
**HERITAGE AND CULTURAL ARTS COMMISSION**

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**DATE:** August 11, 2016

**TO:** Honorable Chair and Commissioners

**FROM:** Tegan McLane, Cultural Arts & Heritage Manager

**SUBJECT:** Minutes of the July 14, 2016 Regular Meeting  
*Prepared by Rhonda Franklin, Management Analyst*

**EXECUTIVE SUMMARY:**

The Heritage & Cultural Arts Commission will consider approval of the minutes of the July 14, 2016 Regular Meeting of the Heritage and Cultural Arts Commission.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Approve the minutes of the July 14, 2016 Regular Meeting of the Heritage and Cultural Arts Commission.

**DESCRIPTION:**

The Heritage and Cultural Arts Commission will consider approval of the minutes of the July 14, 2016 Regular Meeting of the Heritage and Cultural Arts Commission.

**NOTICING REQUIREMENTS/PUBLIC OUTREACH:**

None.

**ATTACHMENTS:**

1. Draft Minutes of the July 14, 2016 Regular Meeting of the Heritage and Cultural Arts Commission.



# HERITAGE AND CULTURAL ARTS COMMISSION

## REGULAR MEETING

### *Draft Minutes*

CITY OF DUBLIN

July 14, 2016

The July 14, 2016 Regular Meeting of the Heritage and Cultural Arts Commission was called to order at 7:08 PM at the Dublin Civic Center, Dublin, California, by Chair Blackburn.

#### **ROLL CALL**

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

#### **PLEDGE OF ALLEGIANCE**

Chair Blackburn led the Pledge of Allegiance.

#### **ORAL COMMUNICATIONS**

**3.1 Public Comments** – None.

#### **APPROVAL OF MINUTES**

**4.1 June 9, 2016 Regular Meeting**

On a motion by Cm. Deets, seconded by Cm. Minniear, and by a vote of 6-0-0 with Cm. Tutino absent, the Commission took the following action:

##### *ACTION:*

Approved minutes of the June 9, 2016 Regular Meeting with one amendment to Item 7.1.

**WRITTEN COMMUNICATIONS** – None.

**PUBLIC HEARING** – None.

#### **UNFINISHED BUSINESS**

**7.1 Wallis Ranch Public Art Proposal**

Ms. Tegan McLane, Cultural Arts and Heritage Manager, presented the specifics of the item as outlined in the Staff Report. She stated that Ms. Roxanne Recinos-Serna, Plan Check Engineer, and the artist, Mr. Eric Powell, were present and available for questions.

Chair Blackburn asked if the letter from the Interim Risk Management Officer (Attachment 2 of the Staff Report) recommended placing a permanent barrier around the art to discourage the public from climbing on the sculptures. Ms. Recinos-Serna stated the Building Code does not require that a barrier be placed around the art. Ms. McLane clarified that the letter was not recommending a barrier, but rather was stating this as an option to consider. She noted the Risk Manager also suggested warning signs as a possible option and indicated that would be preferable, from a public art standpoint, because it would not impede the view of the artwork.

Cm. Deets asked if the horseshoe sculpture could be inverted to discourage skateboarders from trying to ride on it. Mr. Powell stated he considered that; however, to remain true to the integrity and historical significance of the artifact from which it was designed, he would prefer to leave the horseshoe sculpture as proposed.

Chair Blackburn asked about placing bumpers on the horseshoe sculpture to deter skateboarders, and Mr. Powell stated that bumpers would be placed on the sculpture.

Vice Chair Szollos stated that the concerns about children climbing on the sculptures are valid; however, it is ultimately the parent's responsibility to tell their children not to climb on the art. She stated she likes the art, as well as the accessibility of the art to the public, as proposed.

Chair Blackburn opened the floor for Public Comment.

Mr. Kane Wong, Dublin resident, commented in favor of the art, but expressed concern about children tying a rope through the eye of the hook sculpture.

Seeing no further comment, Chair Blackburn closed Public Comment.

Cm. Deets suggested placing mesh or plexiglass in the eye of hook to close the opening.

Chair Blackburn commented that the art does not appear to pose any greater risk than existing art pieces in the City.

Cm. Iharosi stated she spoke with acquaintances regarding their opinion of the safety risks that might be associated with the art and received favorable feedback that community members agreed it is the responsibility of parents to keep children from climbing on the art.

***On a motion by Cm. Minniewar, second by Vice Chair Szollos, and by a vote of 4-2-0 with Cms. Deets and He opposed, and with Cm. Tutino absent, The Commission voted to reconsider the vote of June 9, 2016 and voted in favor of recommending City Council approval of the art as proposed.***

**NEW BUSINESS** – None.

## **OTHER BUSINESS**

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

Cm. Iharosi reported that she visited the Heritage Park and Museums and saw many people playing the new Pokémon Go game. She expressed her concern about potential damage to the cemetery area while people are playing the game.

Cm. Szollos reported on her recent visit to an aquatics center outside of Dublin.

Cm. Deets commended Ms. McLane on her work on the Cultural Arts Survey.

Ms. McLane provided program and event updates.

### **9.2 Discussion of Future Agenda Items**

Ms. McLane provided an overview of upcoming agenda items for the Commission.

Cm. Minniewar stated he would like Staff to come up with a draft policy to deal with issues like the Pokémon Go phenomena and other inappropriate uses of City facilities. With Cm. Tutino absent, the Commissioners voted in favor of agendaing this item for a future meeting.

Chair Blackburn stated she would like to hear about Staff’s work plan for the new Fiscal Year. With Cm. Tutino absent, the Commissioners voted in favor of agendizing this item for a future meeting.

**ADJOURNMENT**

Being no further business, the meeting adjourned at 7:52 PM.

Minutes prepared by Rhonda Franklin, Management Analyst.

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Kathy Blackburn  
Chairperson

ATTEST: \_\_\_\_\_

Tegan McLane  
Cultural Arts and Heritage Manager






## STAFF REPORT HERITAGE AND CULTURAL ARTS COMMISSION

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**DATE:** August 11, 2016

**TO:** Honorable Chair and Commission Members

**FROM:** Tegan McLane, Cultural Arts & Heritage Manager 

**SUBJECT:** Spring 2016 Quarterly Report  
*Prepared by Tegan McLane, Cultural Arts & Heritage Manager*

### **EXECUTIVE SUMMARY:**

The Commission will receive a report on the classes, activities, and events conducted during the spring 2016 season.

### **RECOMMENDATION:**

Receive the Report.

### **FINANCIAL IMPACT:**

None.

### **DESCRIPTION:**

The Parks and Community Services Department develops and implements quality programs that strengthen community image, provides recreational experiences, encourages healthy lifestyles and preserves the City's heritage. This is accomplished by providing innovative recreational and social programs. The following is a summary of the cultural arts programs and events offered by the Heritage and Cultural Arts Division during the spring 2016 quarter.

### **CULTURAL ARTS CLASSES:**

Cultural Arts Classes provide a unique social setting for meeting new people and for sharing cultural arts experiences with friends and family members. The variety of classes offered provides opportunities for community members of all ages to try new experiences or practice and develop artistic and performance skills. Classes are taught by contracted specialty instructors and are typically offered from four to eight weeks in duration.

Children's dance classes had the largest number of registrations (154 participants). Classes with the largest enrollments included hip-hop dance, Irish Dance, and Ballet and Tap. Parent & Me classes also had strong

attendance with 54 participants, including Pee Wee Playtime, Pee Wee Art Time and the Kindermusik™ programs.

A total of 372 participants registered for Cultural Classes during March-May 2016. This was a 26.5% increase in overall attendance and was largely due to an increase in the number of classes offered and the return of current students into existing classes. The cancellation rate decreased 16% due to the classes' popularity among current students.

<b>Attendance Type</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Resident	333	242	288	231	197
Non-Resident	39	52	50	56	53
<b>Total Registration</b>	<b>372</b>	<b>294</b>	<b>338</b>	<b>287</b>	<b>250</b>
Courses Held	43	28	41	41	28
<i>Avg. Registration/Class</i>	8.6	10.5	8.2	7.0	8.9
Courses Offered	59	49	68	67	
<i>Cancellation Rate</i>	27%	43%	40%	39%	

## **SPECIAL EVENTS:**

### ***Spring Eggstravaganza***

The Spring Eggstravaganza was held at Emerald Glen Park on March 26, 2016. This popular family event featured an egg hunt, jump houses, Police and Fire Department displays, “bubble artist,” arts and crafts provided by Valley Children’s Museum, and photos with Peter Rabbit and Flopsy Rabbit. Three seating times were offered to accommodate 199 participants for each seating. There were 597 registered participants this year. Realtor Adam Golden donated \$600 to sponsor the event and Lucky Stores provided snacks and drinks for participants. The following is a summary of registration:

<b>Spring Eggstravaganza Registration Summary</b>					
	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Resident	413	415	395	392	360
Non-Resident	184	162	155	155	139
<b>Total Registration</b>	<b>597</b>	<b>577</b>	<b>550</b>	<b>547</b>	<b>499</b>

### ***St. Patrick’s Day Festival***

The 33<sup>rd</sup> Annual St. Patrick’s Day Festival took place on Saturday and Sunday, March 12 and 13, from 10:00 AM to 5:00 PM, at the Dublin Civic Center. Although rain dampened attendance numbers at this year’s St. Patrick’s Day Festival with an estimated 17,000 visitors over the course of the weekend. One positive note, festival sponsorships reached a record high, with 26 businesses giving \$64,500 in cash sponsorships. Attached is a staff report to City Council listing the St. Patrick’s Day festival sponsors.

### ***Spring Fair***

The Spring Fair was held at the Heritage Park and Museums on Saturday, May 7, 2016, from 12:00 to 5:00 PM. Weather was damp, and Staff estimates 350 people attended. Concurrent with the Spring Fair, Heritage Center volunteers hosted a Farm Tea for 20 guests in the Sunday School Barn.

Volunteers helped implement a number of family farm activities, including wagon rides, churning butter, making ice cream, arts and crafts, plus planting vegetables in the farm yard. Twenty-five craft vendors, business vendors and community groups participated with sales and information booths. Challenge Butter donated \$700 to sponsor the event.

**NOTICING REQUIREMENTS/PUBLIC OUTREACH:**

None.

**ATTACHMENTS:**

None.




## STAFF REPORT HERITAGE & CULTURAL ARTS COMMISSION

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**DATE:** August 11, 2016

**TO:** Honorable Chair and Commission Members

**FROM:** Tegan McLane, Cultural Arts & Heritage Manager 

**SUBJECT:** PokemonGo Response and Cemetery Rules  
*Prepared by Tegan McLane, Cultural Arts & Heritage Manager*

### **EXECUTIVE SUMMARY:**

Staff will review existing laws, policies and practices pertaining to the public's use of the cemetery and receive an update on how the PokemonGo craze is affecting the cemetery. If it deems appropriate, the Commission will make any recommendations to City Council regarding Cemetery Rules.

### **FINANCIAL IMPACT:**

None.

### **RECOMMENDATION:**

Recommend City Council adopt the proposed Cemetery Rules proposed by Staff, or recommend modified Cemetery Rules.

### **DESCRIPTION:**

Dublin Pioneer Cemetery has recently experienced a huge surge of new visitors, especially teens and young adults, due to the PokemonGo phone app game. This is posing both opportunities and challenges for Heritage Park Staff.

The game was released July 1, and shortly thereafter Staff began noticing hundreds of cemetery visitors daily. The PokemonGo app uses a global positioning system (GPS) to lead players to locations where they will find animated Pokemon characters appearing on the phone screens. Players point their phone at a location and swipe the screen to "catch" the Pokemon character. Most play in small groups of two to three people and can be seen walking while watching their phone screens. This PokemonGo craze is nationwide, and we are aware of other cemeteries experiencing similar issues.

There is a concern that PokemonGo players are so engrossed by the action on their phone screens that they may not notice obstacles and could trip and injure themselves or damage a headstone. To date, Staff is not aware of any trip and fall injuries or damage to any headstones.

There is also a concern – voiced by Cm. Iharosi at the July Heritage and Cultural Arts Commission meeting – that PokemonGo players may be walking across graves, which is considered disrespectful to the dead and potentially upsetting to people who have loved ones buried in the Cemetery. Staff is aware of one complaint from a family member who found it offensive that people were playing a game in the cemetery.

Staff has not observed players walking across graves, and in fact the game appears to keep players on the designated cemetery paths. However the paths are becoming well-worn, and wildlife appear to have retreated.

The unexpected volume of players at the Cemetery and elsewhere in Heritage Park is generating increased garbage. Garbage is generally piled in the vicinity of trash cans but frequently overflows the cans. Litter is frequent in the picnic areas, though Staff is not seeing discards in the Cemetery itself. Staff has noticed more smoking in the park and more discarded cigarette butts. Also, traffic to the restrooms during open hours has increased significantly, resulting in more mess than usual. Restrooms are not open when there are no formal activities scheduled at the park; on one occasion Staff has caught players urinating in the park when restrooms were locked.

Cars have been trapped in the Parking lot when the gate is locked, and Staff has observed tire tracks through grass as trapped cars have driven out after the gate has been locked.

Local businesses appear to be getting post-PokemonGo customers, and food trucks sometimes set up in the U.S. Bank lot to take advantage of the crowds.

Staff has already taken the following actions to monitor and remedy the situations caused by the PokemonGo craze.

- Notified Dublin Police, requesting increase patrols of the park.
- Notified MCE and Tri-Valley Janitorial, but not requesting service beyond the City's current contracted level.
- Installed a more visible sign informing visitors of the parking lot closing time.
- Used a megaphone to announce parking lot closing times and remind crowds to pick up after themselves.
- Conducted a TV30 interview at the Cemetery and explained the need for visitors to take care not to damage historic buildings and headstones.
- More actively patrolled the cemetery during shifts, distributing walking tour maps and talking with visitors to encourage them to explore the historic features of the park.
- Contacted Niantic, maker of the game, to request that PokemonGo targets be moved out of the cemetery proper. (We have not had a reply from the company, but the in the last 24 hours traffic has died down considerably and the Cemetery does not appear to be listed on the PokemonGo site.)

Staff does not believe it is practical to prohibit PokemonGo in the Cemetery. The PokemonGo craze is expected to peak and die down eventually. Without a locked fence to keep the public out and with limited staff resources to monitor the Cemetery at all times, players will simply continue to come in during hours when staff is not present.

However, to manage this and similar situations in the future, Heritage and Cultural Arts Commission may wish to recommend formal adoption of Cemetery Rules and new, more visible signage. No specialized park rules exist for the Cemetery. These general City of Dublin Park Rules apply:

- Hours are sunrise to one hour after sunset.
- Prohibited: archery, camping, dogs walking/playing off-leash, fireworks, golfing, operating powered model crafts, operating drones, paintball, smoking within 100 feet of play and picnic areas.

- Prohibited items: alcohol, glass containers, personal barbecues, sounds equipment, generators, inflatable jumpers, vehicles on park property.

Additionally, dogs must be leashed per the Dublin Municipal Code.

California State Laws also apply. State law makes cemetery vandalism of all sorts punishable by up to one year in County Jail and prohibits killing birds or destroying nests in cemeteries.

A small sign near the entrance of the cemetery lists some of the above rules, plus these additional rules that do not appear to have been formally adopted by the City:

- Walk on pathways and do not enter plot areas. Do not lean, sit or stand on grave markers.
- Grave markers may not be touched or cleaned. The making of gravestone rubbings is prohibited.
- Only relatives, friends and designees may place flowers or tributes within grave plot areas.
- The Cemetery shall have the right to remove objects for maintenance and appearance purposes.

The existing sign is in disrepair. As the City intends to install way-finding signs at Heritage Park this year, new Cemetery Rules signs could possibly be installed at that time.

Staff recommends Heritage and Cultural Arts Commission consider the following wording for rules:

Welcome to Dublin Pioneer Cemetery!

To maintain respect for the deceased and their families,  
and ensure an enjoyable historic experience for all,  
please abide by the following rules:

- Cemetery hours are sunrise to one hour after sunset. For your safety, do not enter after dark.
- Stay on designated pathways. It is considered disrespectful to walk across graves.
- To help preserve the grave markers, do not touch them.
- To help maintain a peaceful atmosphere, do not play in the cemetery.
- Keep dogs on leash, on designated pathways. Keep pets from urinating or defecating in the cemetery. Dog waste bags are located in the park area. Please clean up after your pet.
- Do not disturb the wildlife.
- Do not enter plots without the family's permission.
- Please report any vandalism. Cemetery vandalism is crime in California.

This cemetery is maintained by the City of Dublin. For more information or to report concerns, call Heritage Park Staff at (925) 452-2100.

**NOTICING REQUIREMENTS/PUBLIC OUTREACH:**

None.

**ATTACHMENTS:**

None.




## STAFF REPORT HERITAGE & CULTURAL ARTS COMMISSION

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**DATE:** August 11, 2016

**TO:** Honorable Chair and Commissioners

**FROM:** Tegan McLane, Cultural Arts & Heritage Manager 

**SUBJECT:** Informational Report on Heritage and Cultural Arts Division Work Program  
*Prepared by Tegan McLane, Cultural Arts & Heritage Manager*

### **EXECUTIVE SUMMARY:**

Staff will provide the Commission with an informational report on the Cultural Arts and Heritage Division Work Program for 2016-17.

### **FINANCIAL IMPACT:**

None.

### **RECOMMENDATION:**

Receive the Report.

### **DESCRIPTION:**

The City Council sets its Strategic Goals on an annual basis. These goals, along with goals from the City Manager's Office and the Parks and Community Services Department, result in an annual work program for the Heritage and Cultural Arts Division. New items may be added mid-year, and items may be delayed for a variety of reasons.

The Cultural Arts and Heritage Division's items for 2016-17 are:

- Establish procedures for donation and sponsorship solicitation.
- Completion of Cultural Arts Needs Assessment.
- Open Dublin Camp Parks Military History Center.
- Establish public art maintenance schedule and hire a contract conservator.
- Create publicly accessible database of public art.
- Create publicly accessible cemetery database.
- Develop a plan for implementing Cultural Arts Needs Assessment goals.
- Coordinate hay barn exhibit and interpretive signage project at Heritage.
- Coordinate directional signage project at Heritage.

- Oversee completion of Emerald Glen and Fallon public art projects.
- Develop Arts Space Grant program.
- Review and update Public Art Master Plan.
- Review and update Cemetery Master Plan and its feasibility analysis.
- Review and update Heritage Park and Museums Master Plan and related capital projects.

This, of course, is in addition to Division's day-to-day functions including facilities management, programs, events, budget, serving on City and Department committees and Department management team, preparing and presenting Council reports, providing Commission support and "other duties as assigned."

**NOTICING REQUIREMENTS/PUBLIC OUTREACH:**

None.

**ATTACHMENTS:**

None.