LIVERMORE
CALIFORNIA

COMMISSION FOR THE ARTS

AGENDA
TUESDAY, JUNE 24, 2025

COMMISSION FOR THE ARTS REGULAR MEETING – 4:30 PM

MEETING PARTICIPATION INFORMATION CAN BE FOUND AT THE END OF THE AGENDA

CIVIC CENTER MEETING HALL
WILLIAM M. MENDENHALL COMMUNITY ROOM
1016 S. LIVERMORE AVENUE

Laurence E Milder, Chair
Natalia T Custodio, Vice Chair
Tauheeda Babar, Commissioner
Cathleen deOrnelas, Commissioner
Thomasin J Dewhurst, Commissioner
Robert Gausman, Commissioner
Rajagopal R Kowligi, Commissioner
Monya Lane, Commissioner
Tracy Sahn, Commissioner

1. CALL TO ORDER

2. ROLL CALL

Commissioner Tauheeda Babar
Commissioner Cathleen deOrnelas
Commissioner Thomasin J Dewhurst
Commissioner Robert Gausman
Commissioner Rajagopal R Kowligi
Commissioner Monya Lane
Commissioner Tracy Sahn
Vice Chair Natalia Custudio
Chair Laurence E Milder

3. OPEN FORUM

- In conformance with the Brown Act, no Commission for the Arts action can occur on items presented during Open Forum.
- To provide public comment, please submit a speaker card. When your name is called, walk to the lectern to address the Commission.
- Comments are limited to a maximum of 3 minutes per person, per item. The Chair may reduce the amount of time based on the number of persons wishing to speak.
- Open Forum will conclude after 30 minutes; however, if there are additional speakers, Open Forum will reconvene after Matters for Consideration.

4. CONSENT CALENDAR

Consent Calendar items are considered routine and are acted upon by the Commission with a single action. Members of the audience wishing to provide public input must submit a speaker card.

4.1 Approval of Draft Minutes - May 27, 2025, Commission for the Arts Regular Meeting

Recommendation:
Staff recommends the Commission for the Arts approve the draft minutes.
Attachments:
1. DRAFT Commission for the Arts - May 27, 2025 - Regular Meeting Minutes

5. MATTERS FOR CONSIDERATION

5.1 Brown Act Training for the Commission for the Arts

Recommendation:
Staff recommends the Commission for the Arts receive Brown Act Training from Deputy City Attorney Daniel Gonzales.
Staff Report
Attachments:
1. Brown Act Training Presentation

5.2 Report from Recurring Grants Ad Hoc Committee

Recommendation:
Staff recommends the Commission for the Arts receive the oral report.
Staff Report

5.3 Discussion to determine whether the Commission for the Arts should seek additional ways for the City to Support the Bothwell Center

Recommendation:
Staff recommends the Commission for the Arts discuss whether they would like to seek additional ways for the City to support the Bothwell Center.
Staff Report

5.4 Discussion and direction related to Annual Ad Hoc Committees for Grant Review

Recommendation:
Staff recommends the Commission for the Arts receive the report, provide feedback, and direction related to the establishment of annual ad hoc committees.
Staff Report

6. COMMITTEE REPORTS AND MATTERS INITIATED BY STAFF AND COMMISSIONERS

7. ADJOURNMENT

To a regular Commission for the Arts meeting on Tuesday, July 22, 2025 at 4:30 pm, Civic Center Meeting Hall, William M. Mendenhall Community Room, 1016 S. Livermore Avenue.

8. HOW TO PARTICIPATE IN THE COMMISSION MEETING

You can participate in the meeting in a number of ways:

Open Forum is an opportunity for the public to speak regarding items not listed on the agenda. Speakers are limited to a maximum of 3 minutes per person. To address the Commission, you must submit a speaker card to the liaison prior to the start of that item. You should be aware that the Commission is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the Commission may place it on a future agenda or direct staff to work with you and/or report to the Commission on the issue.

Other Agenda Items are also open for public input including Consent Calendar or Matters for Consideration items. These comments are also subject to the 3-minute limit.

Submission of Comments Prior to the Meeting:

Email Comments may be submitted by the public to the Commission for the Arts Liaison (arts@LivermoreCA.gov). Items received no later than 12:00 pm on the day of the meeting will be provided to the Commission and available on the City website prior to the meeting. These items will NOT be read into the record.

eComments may be submitted by the public using the eComment link here. Comments may

be up to 1000 characters in length and will be accepted up until 3:30 pm the day of the meeting. These items will NOT be read into the record and are viewable by the Commission and the public upon submittal.

Submission of Comments During the Meeting:

Speakers are limited to a maximum of 3 minutes per person. To submit a comment, you must complete a speaker card for each item. Speaker cards are available in the Civic Center Meeting Hall lobby. Indicate on the card the item number you wish to comment on and submit the card directly to the liaison prior to the start of the item. You should be aware that the Commission is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the Commission may place it on a future agenda or direct staff to work with you and/or report to the Commission on the issue.

If you would like to deliver written materials to the Commission for the Arts as part of your public comments, please provide 12 copies to the liaison with your speaker card.

The Commission Agenda and Agenda Reports are prepared by City staff and are available for public review on Thursday evening, prior to the Commission for the Arts meeting at 10162 South Livermore Avenue, Livermore. The Agenda is also available on the City's website, http://livermoreca.gov/agenda.

Under Government Code §54957.5, any supplemental material distributed to the members of the Commission for the Arts after the posting of this agenda will be available for public review at City Hall, 1052 South Livermore Avenue, Livermore, and included in the agenda packet available on the City's web site at http://livermoreca.gov/agenda.

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (CODIFIED AT 42 UNITED STATES CODE SECTION 12101 AND 28 CODE OF FEDERAL REGULATIONS PART 35), AND SECTION 504 OF THE REHABILITATION ACT OF 1973, THE CITY OF LIVERMORE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY, AGE OR SEXUAL ORIENTATION IN THE PROVISION OF ANY SERVICES, PROGRAMS, OR ACTIVITIES. TO ARRANGE AN ACCOMMODATION IN ORDER TO PARTICIPATEIN THIS PUBLIC MEETING, PLEASE CONTACT THE ADA COORDINATOR AT ADACOORDINATOR@LIVERMORECA.GOV OR CALL (925) 960-4170 (VOICE) OR (925) 960-4104 (TDD) AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING

LIVERMORE
CALIFORNIA

COMMISSION FOR THE ARTS
MINUTES
MAY 27, 2025

REGULAR MEETING

1. CALL TO ORDER - The meeting of the Commission for the Arts was called to order by Chair Laurence E. Milder at 4:30 p.m., held in person at 1016 S. Livermore Avenue.

2. ROLL CALL - Present: Chair Laurence E Milder, Vice Chair Natalia Custodio, Commissioner Cathleen deOrnelas, Commissioner Thomasin Dewhurst, Commissioner Robert Gausman, Commissioner Rajagopal Kowligi, Commissioner Monya Lane, Commissioner Tracy Sahn.

STAFF PRESENT – Management Analyst II Allen McFarland, Management Analyst I Leng Kutil.

3. OPEN FORUM

Chair Milder opened the public comment period.

There were no speakers, and the public comment period was closed.

4. CONSENT CALENDAR

4.1 Approval of draft minutes – March 25, 2025, Commission for the Arts Regular Meeting.

Recommendation: Staff recommended the Commission for the Arts approve the draft minutes.

Chair Milder opened the public comment period.

There were no speakers, and the public comment period was closed.

ON THE MOTION OF COMMISSONER LANE, SECONDED BY COMMISSIONER KOWLIGI, AND CARRIED ON A 6-0 VOTE, WITH CHAIR MILDER AND COMMISSIONER DEORNELAS INELIGIBLE TO VOTE DUE TO ABSENCE, THE COMMISSION FOR THE ARTS APPROVED THE MINUTES.

4.2 Approval of draft minutes – April 22, 2025, Commission for the Arts Regular Meeting.

Recommendation: Staff recommended the Commission for the Arts approve the draft minutes.

Chair Milder opened the public comment period.

There were no speakers, and the public comment period was closed.

ON THE MOTION OF COMMISSONER KOWLIGI, SECONDED BY COMMISSIONER DEORNELAS, AND CARRIED ON A 6-0 VOTE, WITH VICE CHAIR CUSTODIO AND COMMISSIONER DEWHURST INELIGIBLE TO VOTE DUE TO ABSENCE, THE COMMISSION FOR THE ARTS APPROVED THE MINUTES.

5. MATTERS FOR CONSIDERATION

5.1 Appointment of Ad Hoc Committee to Review Mini Grant Applications.

Management Analyst II McFarland gave the report.

Recommendation: Staff recommended the Commission for the Arts appoint an ad hoc committee to review Mini Grant applications received for the June 1, 2025, cycle.

Chair Milder opened the public comment period.

There were no other speakers, and the public comment period was closed.

ON THE MOTION OF COMMISSIONER DEORNELAS, SECONDED BY COMMISSIONER GAUSMAN, AND CARRIED ON A 8-0 VOTE, THE COMMISSION FOR THE ARTS APPROVED APPOINTMENT OF AN AD HOC COMMITTEE TO REVIEW MINI GRANT APPLICATIONS AND APPOINT COMMISSIONER DEORNELAS, COMMISSIONER LANE, AND VICE CHAIR CUSTODIO TO REVIEW MINI GRANT APPLICATIONS, WITH COMMISSIONER DEORNELAS SERVING AS THE CHAIR.

5.2 Selection of a Commission for the Arts Representative for the 2025 High School Senior Arts Awards Presentation during the City Council Meeting of June 9, 2025.

Management Analyst II McFarland gave the report.

Recommendation: Staff recommended the Commission for the Arts select a commissioner to represent the Commission during the 2025 High School Senior Arts Awards Presentation during the City Council Meeting of June 9, 2025.

Chair Milder opened the public comment period.

There were no speakers, and the public comment period was closed.

COMMISSIONER SAHN VOLUNTEERED TO PARTICIPATE IN THE 2025 HIGH SCHOOL SENIOR ARTS AWARDS PRESENTATION ON BEHALF OF THE COMMISSION FOR THE ARTS AT THE CITY COUNCIL MEETING OF JUNE 9, 2025.

5.3 Discussion on Managing Recurring Grant Requests

Management Analyst II McFarland gave the report.

Recommendation: Staff recommended the Commission for the Arts discuss recurring grant applications and their applications and if deemed to be necessary by the Commission, appoint an ad hoc committee to research and consider options related to these grant requests.

Chair Milder opened the public comment period.

There were no speakers, and the public comment period was closed.

ON THE MOTION OF COMMISSIONER SAHN, SECONDED BY COMMISSIONER DEWHURST, AND CARRIED ON A 6-2 VOTE WITH CHAIR MILDER AND COMMISSIONER DEORNELAS VOTING NO, THE COMMISSION FOR THE ARTS APPROVED APPOINTING AN AD HOC COMMITTEE TO RESEARCH OPTIONS RELATED TO RECURRING GRANT REQUESTS.

ON THE MOTION OF COMMISSIONER DEORNELAS, SECONDED BY COMMISSIONER KOWLIGI, AND CARRIED ON A 8-0 VOTE TO APPOINT COMMISSIONER DEWHURST, COMMISSIONER KOWLIGI AND CHAIR MILDER TO THE AD HOC COMMITTEE TO RESEARCH OPTIONS RELATED TO RECURRING GRANT REQUESTS WITH COMMISSIONER DEWHURST SERVING AS COMMITTEE CHAIR.

5.4 Discussion on Issuance of Name Badges for Commissioners

Management Analyst II McFarland gave the report.

Recommendation: Staff recommended the Commission for the Arts receive the report and provide feedback.

Chair Milder opened the public comment period.

There were no speakers, and the public comment period was closed.

5.5 Report on Unsolicited Grant Program

Management Analyst II McFarland gave the report.

Recommendation: Staff recommended the Commission for the Arts receive the report.

Chair Milder opened the public comment period.

There were no speakers, and the public comment period was closed.

5.6 Calendar of Recurring Commission for the Arts Tasks and Events

Management Analyst II McFarland gave the report

Recommendation: Staff recommended the Commission for the Arts receive the report.

Chair Milder opened the public comment period.

There were no speakers, and the public comment period was closed.

5.7 Report on Matters Initiated

Recommendation: Staff recommended the Commission for the Arts receive the report.

Management Analyst II McFarland gave the report.

Chair Milder opened the public comment period.

There were no speakers, and the public comment period was closed.

6. COMMITTEE REPORTS AND MATTERS INITIATED BY STAFF AND COMMISSIONERS

Chair Milder encouraged commissioners to re-read the Creative Livermore Toolkit to familiarize themselves with the tasks proposed in the document. Chair Milder requested staff send out the toolkit to Commission Members.

Commissioner Dewhurst initiated examining what the City or Commission for the Arts can do to assist LVA with their efforts to offer affordable studio spaces.

Commissioner Dewhurst initiated an item to discuss outreach materials the Commission can present as part of the mural unveiling at the upcoming July 4th celebration.

Commissioner Gausman mentioned that he drove by the new parking garage and inquired as to whether there could be a future agenda item on possibilities of public art projects.

Commissioner Lane initiated discussion on the status of the parking garage project and requested staff provide an update on this project.

Commissioner Sahn wanted to confirm that the item related to review the entire grant

process would be on a future agenda. Staff confirmed that the updating the grant process is a current effort and will be brought back to the Commission.

All initiated items received the collective support of the Commission for the Arts.

7. ADJOURNMENT - at 6:16 p.m. to a Commission for the Arts regular meeting on Tuesday, June 24, 2025, at 4:30 p.m., William M. Mendenhall Community Room, Civic Center Meeting Hall, 1016 S. Livermore Avenue.

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COMMISSION FOR THE ARTS STAFF REPORT **ITEM NO. 5.1**

DATE: June 24, 2025

TO: Chairperson and Members of the Commission for the Arts

FROM: Allen McFarland, Management Analyst II

SUBJECT: Brown Act Training for the Commission for the Arts

RECOMMENDED ACTION

Staff recommends the Commission for the Arts receive Brown Act Training from Deputy City Attorney Daniel Gonzales.

SUMMARY

Upon their appointment to the Commission for the Arts, new commissioners shall receive Ralph M. Brown Act Training from the City Attorney's Office. For existing commissioners, this presentation shall act as a refresher and update training.

DISCUSSION

This presentation helps ensure that newly appointed commissioners have a clear and functional understanding of the Brown Act, its requirements, and how it impacts the work of the Commission.

This item is the first actionable item on the agenda for new commissioners to ensure that they have received training prior to beginning the fulfillment of their duties.

ATTACHMENTS

1. Brown Act Training Presentation

Prepared by: Allen McFarland
Management Analyst II

The Brown Act & Rules of Procedure

City of Livermore
Commission for the Arts

Deputy City Attorney
Daniel Gonzales
2025

The Brown Act

California's Open Meeting Law

Cal. Gov't Code Section 54950 et seq



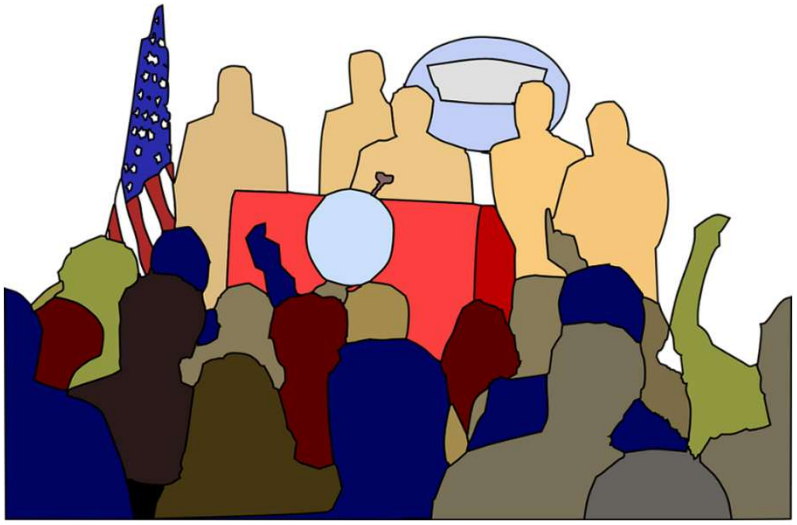
General Rule

*"All meetings of the **legislative body** of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the **legislative body** of a local agency, except as otherwise provided in this chapter."*

Cal Gov't Code § 54953 (a)

Purpose

Local decision-making bodies must deliberate publicly and act openly, with ample opportunity for the public to attend, hear, and participate in meetings.



"The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."

Cal. Gov't Code sec. 54950

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Understanding the Brown Act

- What is a "legislative body"?
- What is a "meeting"?
  - Quorum requirements
  - Types of meetings
- How does the public participate?
  - Notice and agendas
  - Public comment
- Are there penalties for violating the Act?

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What is a legislative body?

- Governing body of a local agency
  - Includes newly elected members
- Commission or committee created by charter, ordinance, or formal action of the legislative body
  - May be temporary or permanent
  - May be decision-making or advisory

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What is NOT a legislative body?

- Temporary advisory committee comprised of less than a quorum of the body
  - Must serve for a limited purpose and duration
  - Must be dissolved after specific task is completed
- Groups advisory to a single decision-maker or appointed by staff

What is a meeting?

- Any gathering of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate, or take action upon any item(s) within its subject matter jurisdiction



★Be careful to avoid informal meetings

Is there a quorum?

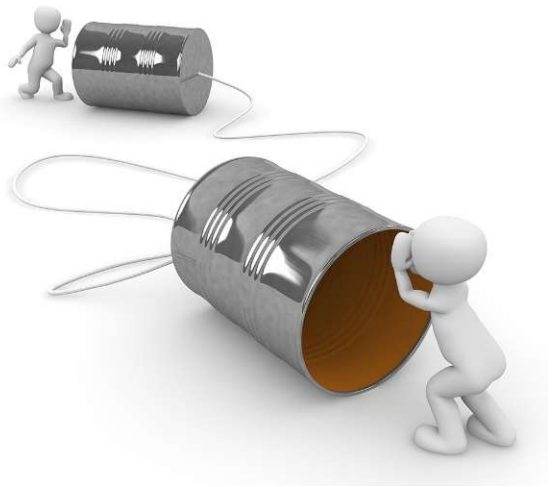
- Is a majority of the Commission present?
  - Based on the members of the established body
  - Not based on the number of seats filled
- Here, a quorum is five members
  - The Commission consists of nine members

Types of Meetings

- Formal Meetings
  - Regular meeting
  - Special meeting
  - Adjourned meeting



- Informal Meetings
  - Daisy Chain
  - Hub and Spoke
  - Email/other technology



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Regular Meetings

- Must be held at the time and place set by ordinance, resolution, or other formal action of the body
- An agenda must be posted at least 72 hours in advance



Special Meetings

- May occur at any time
- Called by the Commission chair, Commission liaison, or a majority of the Commissioners
- Require written notice 24 hours before the meeting
  - delivered to each member and to all media outlets that have requested notice in writing
- Only business stated in the notice may be considered at the meeting

Adjourned Meetings

- Regular or special meetings
- Called by Chairperson, Commission liaison, or by majority of the Commissioners
- Consultation with the City Attorney
- Notice of adjournment posted within 24 hours
  - Exception if the meeting reconvenes in less time

Exceptions

- Individual contacts
  - **Caution**: serial meetings
- Conferences
- Community meetings
- Other legislative bodies
- Standing committees
- Social or ceremonial events



★ *But remember, a majority of Commission Members may not discuss business of a specific nature that is within the Commission's subject matter jurisdiction.*

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Serial Meetings

"A majority of the members of a legislative body shall not, outside a meeting . . . use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body."

(Cal Gov't Code sec. 54952.2(b)(1))

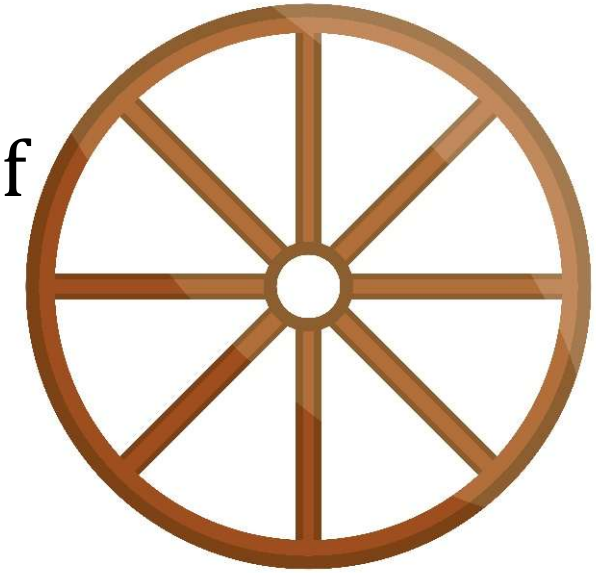
Serial Meetings

- **Daisy Chain**: Commissioner A contacts Commissioner B, and Commissioner B contacts Commissioner C, and so on, until a quorum has been involved



Serial Meetings

- **Hub and Spoke**:
  - Commissioner A talks to Commissioner B, then Commissioner C, then Commissioner D and so on until a quorum has been contacted
  - An intermediary contacts a majority of members one-by-one for discussion, deliberation, or a decision



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Methods of Communication

The communication is what creates the violation, not the method of communication.

- Electronic Communications
  - The Brown Act applies to internet-based social media platforms
  - Use of e-mail or other technology/media by a majority of a legislative body to discuss, deliberate, or take action on items within the body's jurisdiction violates the Brown Act

Emails and Electronic Communications

- Commission Members should not use email, text, internet-based social media, or other technology:
  - To develop a collective consensus, agreement, or decision; or
  - Exchange information about their views or positions on public business

Social Media and the Brown Act

- Officials subject to the Brown Act may communicate with the public on social media. This includes:
  - Answering questions
  - Providing information
  - Soliciting information

- Officials may not respond or react to anything posted or shared on social media regarding business of the legislative body by another member of the same legislative body
  - This includes "liking" a social media post

Private Emails and Public Records

Communications related to the conduct of public business, even if in a private account, may be subject to disclosure under California Public Records Act



(*See City of San Jose v. Superior Court* (2017) 2 Cal.5th 608)

Basic Requirements of a Meeting



Meeting must be:

- Properly noticed;
- Include only business described in the agenda;
- Take place within the geographic boundaries of the territory over which the commission has jurisdiction; and
- Be completely accessible to the public

Notice

- A written agenda must be prepared for each regular or adjourned regular meeting of each legislative body
- The agenda for a regular meeting must be posted at least 72 hours before the meeting
- Notice of all meetings must be posted on the City's website



Agendas

- Agendas must contain a brief description of every item to be discussed and each action to be taken
- Descriptions must be:
  - clear enough to be understood by members of the public and
  - detailed enough to inform the public of the items to be discussed and the actions to be taken
- Agendas for regular meetings must include a time for public comment

Items Not on the Agenda



Action or discussion of items not on the agenda is generally prohibited

Public Comment

- Public comment period must be on the agenda for any matter in the jurisdiction of the legislative body
- Public may also comment on items on the agenda prior to, or during, consideration of the item
- Chairperson may limit the duration of the comment
- May request public to fill out speaker cards

Public Comment

Cautions

- Speakers should not be restricted or otherwise limited based on their viewpoints
- Do not prevent speakers from participating for failure to provide name or address
- Even if no speakers filled out a speaker card, ask if anyone wishes to speak before closing the public comment period
- Must allow for negative comments but not willful interruptions

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Penalties

- Invalidation of action/decision
- Criminal misdemeanor



Rules of Procedure

City Council has adopted rules of procedure for the orderly, consistent, and fair conduct of meetings consistent with applicable law



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See also, City of Livermore Commission for the Arts Rules of Procedure

Sources of Rules of Order

- City Council Rules of Procedure
- Commission for the Arts Rules of Procedure
- Rosenberg's Rules of Order (Revised 2011)
  - In the event of a conflict between City Council Rules of Procedure and Rosenberg's Rules of Order, City Council Rules of Procedure prevail

Rules of Order

- The starting point for a meeting is the establishment of a quorum
  - A quorum must be present to conduct any business. Quorum = 5 Commissioners
  - If no quorum → adjourn meeting
- The Chair is charged with applying the rules of conduct of the meetings
- Points of order shall be settled by the Chair

Format for Agenda Item Discussion

The Chair should:

1. Announce agenda item number and state agenda item subject
2. Invite staff to report on item
3. Ask Commissioners if they have technical questions of clarification
4. Participating parties address the Commission
5. Open for public comment
6. Announce when public comment has concluded
7. Commissioners deliberate and discuss the item
8. Invite a motion
    - Commissioners can make motions based on staff recommendations or something else
9. Determine if another Commissioner wants to second the motion
10. Take a vote
11. Announce the result of the vote and what action the body has taken

Voting

- For a 9-member commission, you must have at least 5 to hold a meeting; If all commissioners are present, a vote of 5-4 passes a motion. A majority vote of commissioners present passes a basic motion.
- A motion fails if there is a tie vote. If 8 commissioners attend, 4-4 vote = motion fails
  - Commissioners may continue to deliberate after a tie vote to determine if they can break the deadlock
  - Can continue the item if vote tied due to absent Commissioner with no conflict of interest

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Abstentions
Council Rules of Procedure

- City Council policy discourages abstentions, without impeding any member's right to choose not to speak
- Commissioner must announce abstention when item is first called for consideration and must not participate in consideration of item
- If Commissioner fails to announce abstention when item is first called for consideration or the Commissioner participates in the consideration of the item → abstention is tabulated as a vote in favor of the motion
- Silence of a Commissioner shall be tabulated along with the majority of votes cast by the Commissioners present and voting on the motion since the silent Commissioner is conceding to the majority's wishes

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Recusals

- Commissioner should recuse themselves from a decision from which they are disqualified due to a conflict of interest. Disqualified Commissioners are prohibited from:
  - Directing a decision
  - Voting
  - Providing information or a recommendation
  - Contacting or appearing before any other Commissioner
- Commissioner must:
  - Identify the potential conflict of interest when item is first called for consideration
  - Announce recusal from the vote
  - Leave the room until after the matter is concluded – must still have quorum
- Consider appearance of a conflict of interest
- Consult with the City Attorney's Office

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Media, Recording Meetings, and Workshops

- Meetings of a Commission shall be open to the media
- Meetings may be recorded by the public and the media as long as recordings don't interfere with orderly conduct of meetings or constitute a persistent disruption of proceedings

Transparency Laws

- California Constitution
- Brown Act
- Public Records Act
- Political Reform Act
    - Form 700 Economic Interest Disclosure

Key Points to Remember

- All meetings shall be open and public except when the Brown Act provides for exceptions
- Applies to local agencies, legislative bodies, and individuals elected to legislative bodies even before assuming office
- Applies to social media

Pitfalls to Avoid

- Discussing an item that is not on the agenda
- Serial meetings
- Discussing business with a quorum of members outside of a public meeting



Questions?

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COMMISSION FOR THE ARTS STAFF REPORT ITEM NO. 5.2

DATE: June 24, 2025

TO: Chairperson and Members of the Commission for the Arts

FROM: Allen McFarland, Management Analyst II

SUBJECT: Report from Recurring Grants Ad Hoc Committee

RECOMMENDED ACTION

Staff recommends the Commission for the Arts receive the oral report.

SUMMARY

During the April 22, 2025, Commission for the Arts meeting, a matter was initiated to discuss ongoing recurring grant applicants and their respective applications at a future meeting. The Commission for the Arts collectively expressed support for bringing this item to a future meeting.

At the May 27, 2025, Commission for the Arts meeting, the aforementioned matter was discussed, and an ad hoc committee was established to further discuss and review recurring grant applicants and their respective applications.

The recurring grants ad hoc committee has requested agendizing of this matter to share an oral report of their preliminary findings at this month's Commission meeting.

DISCUSSION

At the conclusion of the ad hoc committee's oral report, they may receive direction from the full Commission for the Arts to continue their work, focus on specific topics or identified needs, potentially return to the full Commission with additional information, or take no further action.

ATTACHMENTS

Prepared by: Allen McFarland
Management Analyst II

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COMMISSION FOR THE ARTS STAFF REPORT ITEM NO. 5.3

DATE: June 24, 2025

TO: Chairperson and Members of the Commission for the Arts

FROM: Allen McFarland, Management Analyst II

SUBJECT: Discussion to determine whether the Commission for the Arts should seek additional ways for the City to Support the Bothwell Center

RECOMMENDED ACTION

Staff recommends the Commission for the Arts discuss whether they would like to seek additional ways for the City to support the Bothwell Center.

SUMMARY

During the May 27, 2025, Commission for the Arts meeting, Commissioner Dewhurst initiated a matter to discuss whether the Commission should work to find ways for the City to provide additional support to the Bothwell Center. The Commission for the Arts collectively expressed support for bringing this item to a future meeting. This matter is being agendized for this meeting based on that action.

DISCUSSION

ATTACHMENTS

Prepared by: Allen McFarland
Management Analyst II

LIVERMORE
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COMMISSION FOR THE ARTS STAFF REPORT **ITEM NO. 5.4**

DATE: June 24, 2025

TO: Chairperson and Members of the Commission for the Arts

FROM: Allen McFarland, Management Analyst II

SUBJECT: Discussion and direction related to Annual Ad Hoc Committees for Grant Review

RECOMMENDED ACTION

Staff recommends the Commission for the Arts receive the report, provide feedback, and direction related to the establishment of annual ad hoc committees.

SUMMARY

The Commission for the Arts regularly establishes ad hoc committees lasting up to one year, to consider grant applications that are received at the end of each cycle, and to provide recommendations on approval to the full Commission. Current practice is to establish an individual ad hoc committee for each type of grant offering at the meeting that precedes the deadline for applications.

- Mini Grants have cycle deadlines on March 1, June 1, September 1, and December 1
- Project and Program Grants have cycle deadlines on March 1 and September 1
- Unsolicited Grants have a cycle deadline of October 1

Chair Milder has requested that the Commission discuss whether it would be preferrable to move to establishing ad hoc committees for the entire calendar year.

DISCUSSION

If the Commission decides to move to annual ad hoc committees, staff will solicit for separate ad hoc committees for Mini Grants, Project and Program Grants, and Unsolicited Grants at the next regular meeting of the Commission. The Mini Grants ad hoc committee would consider grants received by September 1 and December 1 deadlines; the Project and Program Grants ad hoc committee would consider grants received by September 1; and the Unsolicited Grants ad hoc committee would consider grants received by October 1.

The Commission may want to take into consideration that ad hoc committees are generally comprised of three members each - as there are nine commissioners and three ad hoc committees to be established, to create balance, the Commission could ask that each Commissioner be a part of one of the grant ad

hoc committees.

Established ad hoc committees remain active and in effect for up to one year or until their designated work is completed; whichever comes first.

ATTACHMENTS

Prepared by: Allen McFarland
Management Analyst II