

**CITY OF PORTERVILLE ARTS COMMISSION**

**May 28, 2014**

**5:30 p.m.**

**City Hall - Hamamatsu Conference Room**

**291 N. Main Street  
Porterville, California**

**AGENDA**

- 1. Call to order and Roll Call**
- 2. Oral/Written Communications**
- 3. Arts Commission Minutes of March 26, 2014 and  
Arts Commission Minutes of April 23, 2014  
Re: Adopt minutes of Arts Commission meeting**
- 4. Update regarding Oak Avenue Mural**
- 5. Review Ordinance**
  - Attendance**
  - Participation**
- 6. Procedure Handbook**
- 7. Long Range Work Plan: List of Venues and Organizations**
- 8. Next Meeting Scheduled for June 25, 2014**
- 9. Other Matters**
- 10. Adjourn**

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Arts Commission Meeting  
March 26, 2014  
Minutes

Members present: Joan Givan, Deana Worthington, Brenda Carrasco, Monte Reyes and Mel Gosage.

Absent: Judy Holloway

Staff Present: Lupe Diaz, Christina Tank and Carolina Gamboa

Members of the Public: none

**Item No. 1 – WELCOMING REMARKS AND INTRODUCTION**

The meeting was called to order by Monte Reyes at 5:37 p.m.

**Item No. 2 – ORAL/WRITTEN COMMUNICATIONS**

There were no oral or written communications.

**Item No. 3 – ARTS COMMISSION MINUTES OF FEBRUARY 26, 2014**

**COMMISSION ACTION**

MOVED by Deana Worthington and SECONDED by Mel Gosage to accept the minutes for February 26, 2014 as written.

AYES: 5  
NOES: 0  
ABSENT: 1  
No Discussion.

**Item No. 4 – LONG RANGE WORK PLAN – CONTINUED DISCUSSION**

Monte Reyes reported on the presentation to City Council on March 18, 2014 regarding the Long Range Work Plan. He mentioned that he informed City Council that there will be a bi-monthly update by the Arts Commission. He suggested having a slide show to present to CC during a future meeting.

**COMMISSION ACTION**

MOVED by Deana Worthington and SECONDED by Mel Gosage to appoint Monte Reyes as the representative of the Arts Commission with the Chamber of Commerce.

AYES: 5  
NOES: 0  
ABSENT: 1  
No Discussion.

**Item No. 5 – DISCUSSION TO ASSIGN COMMISSIONER LIAISONS AS FOLLOWS:**

- |  |                               |
|--|-------------------------------|
| <b>Liaison to Chamber of Commerce</b>                          | - Monte Reyes                 |
| <b>Theatrical/Performing/Film Making Arts</b>                  | - Joan Givan & Mel Gosage     |
| <b>Visual/Graphic Arts</b>                                     | - Monte Reyes & Judy Holloway |
| <b>Music</b>   | - Deana Worthington           |
| <b>Youth (to include Middle and High school &amp; College)</b> | - Brenda Carrasco             |

**COMMISSION ACTION**

MOVED by Mel Gosage and SECONDED by Deana Worthington to appoint the commissioners listed above as liaisons.

AYES: 5  
NOES: 0  
ABSENT: 1  
No Discussion.

Lupe Diaz asked permission from the Committee members to post the liaison categories on the Arts Commission web page so that a citizen can contact the liaison connected with certain aspects directly and the Committee were in agreement that this was a good idea.

**Item No. 6 – NEXT MEETING SCHEDULE**

The next meeting is scheduled for April 23, 2014.

**Item No. 7– OTHER MATTERS**

Lupe reminded commissioners to send updated photos and to submit bios to be included on the AC website page. Also, regarding the list of venues and organizations that the appointed liaisons will be compiling, Lupe asked that the information be submitted to staff no later than Monday, April 14, 2014.

**Item No. 8 – ADJOURN**

Meeting adjourned at 6:22 p.m.

Arts Commission Meeting  
April 23, 2014  
Minutes

Members present: Deana Worthington, Monte Reyes and Mel Gosage.

Excused: Judy Holloway, Joan Givan, and Brenda Carrasco

Vacant: 1 seat

Staff Present: Lupe Diaz, Christina Tank and Carolina Gamboa

Members of the Public: none

**Item No. 1 – WELCOMING REMARKS AND INTRODUCTION**

The meeting was called to order by Monte Reyes at 5:31 p.m.

**Item No. 2 – ORAL/WRITTEN COMMUNICATIONS**

There were no oral or written communications.

**Item No. 3 – ARTS COMMISSION MINUTES OF March 26, 2014**

There is not a quorum so this item is tabled and moved to the next meeting.

**Item No. 4 – LONG RANGE WORK PLAN – LIST OF VENUES AND ORGANIZATIONS**

Lupe Diaz informed the Commissioners that staff received a list of organizations from Mel Gosage and a few from the Art Association's handbook. The Art Association has allowed the Commissioners to use the listing as long as the Arts Commission shares its updated information. Lupe Diaz informed the Commissioners that Carolina Gamboa has called all the contacts and updated all the information on the list which is provided in the staff report in the Agenda packet for the Commissioners. Deana Worthington gave an update on her research that she has done since the last meeting. Lupe Diaz recommended contacting anyone personally as the personal connection is more likely to get a response. Deana will get this information to Lupe Diaz for printing and sharing to the other Commissioners. There is discussion over what types of literature and marketing materials to sign up for and which programs to look further into. Mel Gosage suggested bringing military bands to Porterville to perform. He also recommended looking at Dixie Land music and Mariachi Music. Deana Worthington thanked everyone for their suggestions. This topic was continued to the next meeting.

Mel Gosage mentioned that there is an art group that is not represented on the Arts Commission and that is the Literary Group. He would like to see a writer or such represented. Lupe Diaz agreed, and mentioned that there has been no applications received for the vacant position. Monte Reyes brought up the topic of expanding the number of Commissioners on the Arts

Commission and notes that a larger group would be more effective when there are multiple Commissioners not at meetings, but this topic can be broached after the vacant seat has been filled. Lupe Diaz informed him that if this is what is wanted, then the Procedure handbook would need to be amended to reflect. Monte Reyes talked about some of the events that have went on in the community that are art-affiliated.

Lupe Diaz clarified what would be on the agenda for the next meeting with the Commissioners. Monte Reyes asked about the deadline to have suggestions for the next agenda and Lupe Diaz explained the City Council agenda process for City staff and let the Commissioners know that he deadline to have the information to her for this particular meeting would be by May 19, 2014.

#### **Item No. 5 – NEXT MEETING SCHEDULE**

The next meeting is scheduled for May 28, 2014.

#### **Item No. 6– OTHER MATTERS**

Mel Gosage gives an update on auditions for a play happening at the Barn Theater and invites anyone to attend the performance in June. Deana Worthington praised her son for his achievement in the military services. Monte Reyes brought up the passing away of an Art supporter and how he will be missed. He also reminds everyone about the Iris Festival coming up soon and encourages attendance. Mel Gosage brought up the suggestion of the Arts Commission getting a booth at the Porterville Fair next year. Deana Worthington reminded him that it costs money, about \$2,000-\$3,000 for the week. Mel Gosage thought that there was some sort of special rate so he suggested checking into it. Monte Reyes thought that City of Porterville has a booth at the Fair every year but Lupe Diaz is not certain so she offered to check on it. Suggestions to possibly having a booth at the Irish Festival which is \$75. An Arts Commission brochure is suggested to be created for the booth for exposure by Deana Worthington. Mel Gosage suggested a packet with several things inside from the Arts Commission and he offered to create a logo for the Arts Commission as a donation to the Arts Commission and at no charge. Lupe Diaz let him know that this topic can be placed on the agenda and it probably would have to be decided and approved amongst the Commissioners and presented to the City Council. Monte Reyes would like to have on the agenda for next meeting is the mural on the Subway building and he thought that the time that had been allotted for the funds will expire in June. Lupe Diaz gave a brief update on this topic, explaining that there are other building requirements that have come up and the RFP has not been sent out yet and that the deadline has been extended. She assured them that the funding for the art is part of the grant so the mural will be done, just not as soon as they had all hoped. Deana Worthington asked Monte Reyes if he had an update with the Chamber as the Arts Commission representative. Monte Reyes said he had no update to give. Deana Worthington said a group she is part of is hosting a Chamber event and would like to have some artists there. She would like Monte Reyes to mention it at his next meeting is possible.

#### **Item No. 7 – ADJOURN**

Meeting adjourned at 6:22 p.m.

ARTS COMMISSION AGENDA: MAY 28, 2014

SUBJECT: OAK AVENUE MURAL UPDATE

SOURCE: ARTS COMMISSION STAFF

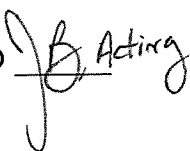
COMMENT: Staff has been working with Public Works department to revise the language in the Request for Qualifications/Request for Proposal (RFQ/RFP) to comply with the regulations of the grant. The language that must be included is very specific, therefore, precautions are being taken so there will not be any issues regarding payment.

Public Works department has received clearance from Caltrans to proceed in the advertising for a Request for Qualifications/Request for Proposal (RFQ/RFP). As soon as the contract is completed, staff will mail RFQ/RFP to muralist on the mailing list adopted by Arts Commission on May 15, 2013.

RECOMMENDATION: That the Arts Commission:

1. Direct staff to continue to work with the Public Works department until an agreement is reached regarding the required language that must be included in the RFQ/RFP; and
2. Direct staff to mail the RFQ/RFP to any muralists on the previously adopted list, once the correct language has been added.

ATTACHMENTS: None

DD  Acting

Item No. 4

SUBJECT: SCHEDULED MEETINGS AND COMMISSIONERS ATTENDANCE

SOURCE: COMMUNITY DEVELOPMENT DEPARTMENT

COMMENT: On October 19, 2010, the City Council of the City of Porterville adopted Ordinance No. 1767 forming the Arts Commission with a vision to encourage the development and enjoyment of performing, visual and cultural arts in the Community. Following the ordinance's adoption, the Council appointed four (4) members to serve on the Commission and to initiate an effort to identify prospective commissioners for the Council's appointment to the Commission. Section 5A-6 states: The Arts Commission shall hold meetings regularly as determined by the Commission and shall designate the time and place thereof. The meetings shall be held in compliance with the Brown Act and all applicable laws, and the meetings and records of attendance shall be public. The Commission shall keep a record of its proceedings. A record of attendance shall be kept regularly and reported to the City Council at least one time per year. Members are expected to have 75% attendance based on the commission's regular meeting schedule (e.g. 9 out of 12 meetings if held monthly, and 3 out of 4 if held quarterly). Members who fail to meet the attendance requirement automatically vacate their seat and the vacancies shall be filled per Section 5A-5.

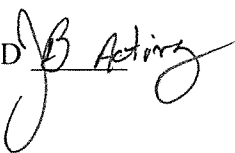
On August 20, 2013, City Council approved Ordinance 1797 which amended Ordinance 1767, Section 5A-4 to reflect that all appointments shall be made by the Council for three (3) year terms with staggered terms, with the exception of the youth commissioner that would serve a one (1) year term. This amendment does not affect the above referenced Section 5A-6.

As required by Section 5A-6, Staff recently prepared an attendance report for the City Council's annual review. During this effort, it became apparent that regular attendance is an issue for some Commissioners, which could jeopardize their ability to continue serving on the Commission. As a result, Staff recommends that the Commission consider amending the schedule of regular meetings to once quarterly, with the intent to increase commissioner attendance.

RECOMMENDATION: That the Arts Commission:

1. Consider changing the meeting schedule from monthly to quarterly; and
2. Direct staff to change meeting schedule on the website

ATTACHMENT: Attendance Record

DD 

	A	M	N	O	P	Q	R	S	T	U	V
1	<b>Arts Commission Attendance</b>										
2	<b>Member</b>	7/17/2013	9/25/2013	10/23/2013	11/13/2013	12/18/2013	1/22/2014	2/26/2014	3/26/2014	4/23/2014	
3	Joan Givan	x	x	(canceled)	x	x	x	excused	x	excused	
4	Roger Merryman	x									
5	Monte Reyes (current Chair)	absent	x		x	x	x	x	x	x	
6	Sandra Romero	x									
7	Alex Schooler	x	absent		absent	absent	absent/ resigned by vote				
8	Deana Worthington	x	x		absent	x	x	x	x	x	
9	Rebecca Ybarra	absent									
10	Judith Halloway		x		x	absent	x	x	absent	excused	
11	Mel Gosage		x		x	x	excused	x	x	x	
12	Brenda Carrasco		x		x	x	x	x	x	excused	
13											
14	<b>City Staff</b>										
15	Brad Dunlap	x	x					x			
16	Christina Tank		x			x	x	x	x	x	
17	Denise Marchant										
18	Lupe Diaz	x	x		x	x	x		x	x	
19	John Lollis										
20	Carolina Gamboa	x			x	x	x	x	x	x	

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[ahoo.com](http://ahoo.com)  
[ec21.com](http://ec21.com)



A		B	C	D	E	F	G	H	I	J	K	L
Arts Commission Attendance												
1	Member	9/27/2012	10/17/2012	10/29/2012 joint mtg	11/7/2012 joint mtg	11/14/2012	1/16/2013	2/20/2013	3/20/2013	4/17/2013	5/15/2013	6/19/2013
2	Joan Givan	x	x	x	x	x	x	x	x	x	x	x
3	Roger Merryman	x	x	x	x	x	absent	x	x	absent	x	x
4	Monte Reyes (current Chair)	x	x	x	x	absent	x	x	x	x	x	x
5	Sandra Romero	x	x	absent	x	x	x	absent	absent	x	absent	x
6												
7	Alex Schooler	x	absent	x	x	absent	absent	x	x	x	x	x
8	Deana Worthington	absent	x	absent	x	x	absent	x	x	x	absent	x
9	Rebecca Ybarra	x	x	x	x	x	x	x	x	x	x	x
10	Judith Holloway											
11	Mel Gosage											
12	Brenda Carrasco											
13												
14	<b>City Staff</b>											
15	Brad Dunlap	x	x	x	x	x	x	x	x	x	x	x
16	Christina Tank		x	x	x	x	x	x	x	x	x	x
17	Denise Marchant	x	x	x	x	x	x	x	x	x	x	x
18	Lupe Diaz											
19	John Lollis	x										
20	Carolina Gamboa											
21												
22												
23												
24												
25												
26												
27												
28												
29												

**Contact**

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Deana Worthington	281 S Argyle St, Porterville, CA 93257	559-920-1233	dlworthin@hotmail.com
Alex Schooler	392 Westside, Porterville, CA 93257	559-361-6191	Schooler.alex@ya.com
Mel Gosage	839 N Woods St, Porterville, CA 93257	559-791-9455	melgosagephoto@yahoo.com
Joan Givan	522 N Murry St, Porterville, CA 93257	559-310-1076	joan.givan@portervill

ARTS COMMISSION AGENDA: MAY 28, 2014

SUBJECT: PROCEDURE HANDBOOK

SOURCE: COMMUNITY DEVELOPMENT DEPARTMENT

COMMENT: On February 20, 2013, as part of the Short Range Work Plan, the Arts Commission moved to create Bylaws. Staff was directed to present a draft of bylaws during the next scheduled meeting.

On March 20, 2013, as part of the Short Range Work Plan, Staff presented Bylaws Handbook for the Arts Commission review. It was moved to continue during the next scheduled meeting so that Staff could make the changes requested by the Art Commission.

On April 17, 2013, the Arts Commission moved to change the handbook title from Bylaws to Procedure Handbook. A second draft was presented by Staff and the motion carried for revisions to be made and a revised draft presented during the next schedule meeting.

On May 15, 2013, the Arts Commission reviewed the revised draft of the Procedure Handbook as presented by Staff. Motion carried for a final draft to be presented during the next scheduled meeting.

On June 19, 2013, the Arts Commission moved to approve the Procedure Handbook and agreed to present it to City Council on August 6, 2013, as part of the Short Range Work Plan.

On July 17, 2014, no action was taken by the Arts Commission to sign the Procedure Handbook since both the chair and vice-chair were absent.

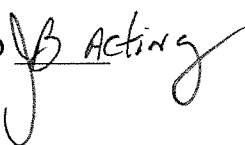
August 21, 2013 – meeting was cancelled.

No action has been taken since the adoption of the Procedure Handbook in May 2013. Therefore, Staff is recommending an overview of the handbook.

RECOMMENDATION: That the Arts Commission:

1. Review the approved Procedure Handbook
2. Authorize the Committee Chair to sign the Procedure Handbook approved on June 19, 2013; and
3. Direct Staff to post the Procedure Handbook on the City's website

ATTACHMENT: Procedure Handbook

DD  Acting

Item No.   6



**Procedure Handbook  
Of the  
Arts Commission  
City of Porterville, California**

**2013**

# Arts Commission Procedure Handbook

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## **ARTICLE I – NAME AND/OR AUTHORITY**

The Name of this organization shall be the Arts Commission of the City of Porterville, California; hereinafter referred to as the Commission.

## **ARTICLE II – PURPOSE**

The Arts Commission is established in and for the City of Porterville. The Arts Commission shall serve in an advisory capacity to the City Council. (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

The seven-member Commission helps guide implementation of City Arts programs, advocates for public art and cultural activities that enhance the identity and enjoyment of our city, and encourages community collaborations that help the city achieve its cultural goals.

## **ARTICLE III – DUTIES AND RESPONSIBILITIES**

The Arts Commission shall have the ability, as vested by the City Council, and be required to:

- Make recommendations to the City Council regarding development and promotion of practices and policies pertaining to the arts, keeping in mind the adoption of policy is the prerogative of the City Council.
- Foster the development and enjoyment of visual, cultural, performing, and other arts in the City of Porterville.
- To work cooperatively with City entities and other advisory commissions to include an arts element in as many areas of City planning and development as possible.
- Develop and submit a work plan to the Council on an annual basis detailing the goals and objectives of the arts commission over the next year, five (5) years and/or twenty (20) years. (Ord. 1767, 10-1-2010) (Ord. 1797, 8-20-2013)

## **ARTICLE IV – MEMBERSHIP**

### **Section 1. Membership**

The Arts Commission shall consist of up to eleven (11) Arts Commission members, hereinafter referred to as members. Membership, term of office, and procedures for removal of members and the filling of vacancies shall be as established by the City Council. (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

The term of the seats appointed via subcommittee recommendation shall be one (1) year. All commission members shall serve at the pleasure of the City Council and may be removed by a majority vote of the City Council at any time and for any reason. (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

### **Section 2. Qualifications**

Appointed by the City Council a minimum of three and a maximum of seven (7) commissioners shall be qualified electors of the city. The appointees for the remaining four (4) seats shall be recommended by the initially appointed members of the “open” seats, via subcommittees representing four (4) areas of arts: a) theatrical/performing arts; b) visual/graphic; c) music; and d) youth, with final approval by the City Council. (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

### **Section 3. Application for Membership**

Prospective members shall file an application in the office of the City Clerk. Prospective applicants are encouraged to contact staff and attend an Arts Commission meeting in advance of filing an application.

### **Section 4. Method of Appointment**

The Arts Commission shall consist of up to seven (7) members appointed by the City Council and serving thereafter at the pleasure of the City Council and maybe removed by a majority vote of the City Council at any time and for any reason. (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

### **Section 5. Good Standing and Reporting of Absences**

Council members and the chairperson of each permanent city advisory body shall receive annual attendance reports prepared by Staff. Absences will be identified as "with notification" or "without notification." An absence is considered as "with notification" if the member notifies the chairperson or the staff prior to the meeting. If there has been no prior notification, the absence is considered "without notification." It is important to notify staff of any absences for the purposes of determining a quorum. Members are expected to have seventy five percent (75%) attendance based on the Commission's regular meeting schedule (e.g., 9 out of 12 meetings if held monthly; 3 out of 4 meetings if held quarterly). Members who fail to meet the attendance requirement automatically vacates their seat and the vacancies shall be filled per section 5A-5 of Chapter Article I – Formation of an Arts Commission. (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

### **Section 6. Termination**

All commission members shall serve at the pleasure of the City Council and may be removed by a majority vote of the City Council at any time and for any reason. (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

### **Section 7. Ex-Officio Membership “Optional”**

The Arts Commission may find that, because of the complexity of its work, it is desirable to add member(s) at-large to the Arts Commission to serve as non-voting ex-officio members to lend other opinions or expertise to the work of the Arts Commission. The City Council will authorize the Chair of the Arts Commission to nominate member(s)-at-large for Council approval to be nonvoting ex-officio members for a determined period of time.

## **ARTICLE V – OFFICERS AND ELECTIONS**

### **Section 1. Officers**

Officers of the Arts Commission shall consist of a Chair and Vice Chair.

### **Section 2. Election of Officers**

As soon as is practicable following the appointment of the sub-committee members, there shall be elected from among the membership of the Arts Commission a Chair and Vice Chair.

### **Section 3. Compensation**

Members of the Arts Commission shall serve without compensation. (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

### **Section 4. Term of Office/Removal**

The term of office shall be three (3) years with terms staggered to prevent concurrent expiration of terms with the exception of the youth representative. No member may serve more than two (2) consecutive terms. The term of the student/youth commissioner shall be of one (1) year. The term

of office for the Chair and Vice Chair is one (1) year. Officers may not serve in the same position for more than two consecutive terms. All commission members shall serve at the pleasure of the City Council and may be removed by a majority vote of the City Council at any time and for any reason. (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

**Section 5. Vacancy of an Officer**

Vacancies occurring otherwise than by expiration of the terms, shall be filled by appointment as in the first instance (by either direct appointment by the City Council or appointment by the Council via subcommittee/commission recommendation) as soon as possible; such appointee to serve for the unexpired term of the vacant office. (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

**Section 6. Duties of the Chair**

The Chair shall preside at all regular meetings and may call special meetings. The Chair shall decide upon all points of order and procedure during the meeting; his/her decision shall be final unless overruled by a vote of the Arts Commission, in compliance with Article VIII, "General Conduct of Meetings." The Chair may not make motions, but may second motions on the floor. The Chair acts as primary contact for staff and shall represent the Arts Commission before City Council whenever the Arts Commission or Council considers it necessary. The Chair and staff shall jointly set the meeting agenda.

**Section 7. Duties of the Vice Chair**

The Vice Chair shall assume all duties of the Chair in the absence or disability of the Chair.

**Section 8. Duties of the Acting Chair**

In case of absence of both the Chair and the Vice Chair from any meeting, an Acting Chair shall be elected from among the members present, to serve only during the absence of the Chair and Vice Chair.

**ARTICLE VI – STAFF SUPPORT**

**Section 1. Staff**

Staff support and assistance is provided, but advisory bodies do not have supervisory authority over City employees. While they may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately to the City Manager and Council. The Community Development Department Director shall designate appropriate staff to act as staff person(s) to assist and support the Advisory Body. Staff shall attend all regular and special Arts Commission meetings. Staff shall be responsible for coordination of such reports, studies, and recommendations as are necessary to assist the Arts Commission in the conduct of its business according to City Council Ordinance and the Brown Act, and Bylaws of the City of Porterville Arts Commission. Staff may enlist the assistance of other departments as required. Staff shall be responsible for all public notifications regarding all regular and special Arts Commission meetings. Staff shall record the minutes of the meetings in accordance with the guidelines established in the "Preparation of Minutes" section of the City Council members' Handbook, shall supervise volunteers and interns, shall work closely with the Chair between meetings, shall make recommendations, prepare reports and proposals to the Arts Commission, may represent the Arts Commission at other meetings, presentations, and other public functions as requested, and shall perform administrative tasks. Staff shall be responsible for the maintenance of proper records and files pertaining to Arts Commission business. Staff shall receive and record all exhibits, petitions, documents, or other materials presented to the Arts Commission in support of, or in opposition to, any question before the Arts Commission. Staff shall sign all notices prepared in connection with Arts Commission business, shall attest to all records of actions, transmittals, and referrals as may



be necessary or required by law, and shall be responsible for compliance with all Brown Act postings and noticing requirements.

### **Section 2. Staff Relationship to the Advisory Body**

Given limited staff resources, the Chair or individual members shall not make separate requests of staff without approval of the Arts Commission. If a member has a research or report request, it shall be brought to the Arts Commission for discussion, consideration, and recommendation prior to making the request of staff. If not approved by the Arts Commission, the individual member shall be responsible for his/her own research or report. Staff and the Chair shall jointly set the meeting agenda.

## **ARTICLE VII – MEETINGS**

### **Section 1. Time and Location of Meetings**

The Arts Commission will hold its regular meetings on the third Wednesday of each month, which shall begin at 5:30 p.m. at City Hall, unless otherwise noticed, and will adjourn no later than 8:00 p.m., unless the Chair, with concurrence of the Arts Commission, extends the time of adjournment. If the scheduled date for a regular meeting falls on a holiday, such meeting shall be rescheduled in accordance with Council policy.

### **Section 2. Cancellation**

If a majority of the membership deems it necessary or desirable, a scheduled regular meeting may be cancelled or rescheduled upon giving notice, unless a public hearing has previously been noticed.

### **Section 3. Special Meetings**

The Chair of the Arts Commission, staff, or a majority of the membership of the Arts Commission may call a special meeting. Notice of such meeting shall state the purpose or the business to be transacted during such special meeting. No other business may be transacted at such special meeting other than as stated in the notice.

## **ARTICLE VIII – CONDUCT OF MEETINGS**

### **Section 1. Compliance with the Brown Act and Council Policies**

All regular, special, and adjourned meetings of the Arts Commission shall be open meetings to which the public and the press shall be admitted in compliance with the Brown Act. Meetings will be held at City facilities which are accessible to persons with disabilities.

### **Section 2. General Conduct of Meetings**

Points of order and conduct, including those not addressed by this Procedure Handbook, shall be settled by the Chair, unless overruled by a majority vote of the Arts Commission. Points of order and conduct shall comply with the Brown Act, this Procedure Handbook, and the City Council members' Handbook. The Chair will consult with staff as necessary.

### **Section 3. How Items Are Placed on the Agenda**

A request to have an item placed for consideration on a future agenda may be made by staff, any Arts Commission member or a member of the public. The Chair and staff will consider the validity (within the approved scope of work) and urgency of the request and determine when and if that item should be placed on an Arts Commission agenda. Issues can be referred to an advisory body

by the City Council and may have time sensitive deadlines. The items must comply with the procedures in Article XI, Section 1, "Agenda Reports to Arts Commission."

**Section 4. Quorum**

A presence of a majority of the members of the established number of commissioners, as set via resolution of the City Council, shall constitute of a quorum for the transaction of business (i.e., at least 4, as many as 6). (Ord. 1767, 10-19-2010) (Ord. 1797, 8-20-2013)

**Section 5. Absence of a Quorum**

In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by the Chair, Vice Chair, or staff. A meeting may be declared adjourned for lack of a quorum after a 15-minute period has elapsed from the scheduled time of the start of the meeting. A meeting may also be declared adjourned in advance, if absence notifications received by staff provided for lack of a quorum. Adjournment may be declared by any member or staff.

**Section 6. Agenda**

The Chair and staff shall jointly set the meeting agenda and its format shall conform to the template set by Council Policy.

**Section 7. Order of Business**

The Chair or a majority vote of the Arts Commission may change the order of business.

**ARTICLE IX – MOTIONS**

**Section 1. Call for Motion**

Upon conclusion of preliminary discussion, any member other than the Chair may place a motion on the floor. The motion shall contain the proposed action.

**Section 2. Seconding a Motion**

The Chair shall receive all motions and shall call for a second to each motion. The Chair may second a motion.

**Section 3. Lack of a Second**

If, after a reasonable time, no second has been made, the motion shall be declared dead for lack of a second, and the Chair shall state this. This shall not be considered an action of the Arts Commission and shall not be included in the minutes.

**Section 4. Discussion/Debate**

After a motion has been made and seconded, the Chair shall call for a discussion of the question. All discussion shall be limited to the motion on the floor. At the close of the discussion, the Chair shall put the matter to a vote.

**Section 5. Time Limits on Discussion/Debate**

The Chair may, at his/her discretion, limit debate of any motion; except that each member shall have the opportunity to speak.

**Section 6. Amending a Motion**

A motion to amend may be made by any member to revise a motion on the floor; but it cannot be a freestanding motion on its own, nor can it substitute for a main motion. The motion to amend must be voted upon, unless the maker and the second, accepts it as a friendly amendment, and, if it passes, it then becomes part of the main motion.

### **Section 7. Withdrawing a Motion**

Any motion may be withdrawn by the maker and the second and shall not be included in the meeting minutes.

### **Section 8. Motion to Table**

A motion to table may be made to suspend consideration of an item that appears on a meeting agenda for reasons of urgency or to end an unproductive discussion. A motion to table is not in order when another member has the floor. A motion to table requires a second, is not debatable, is not amendable, requires a majority vote for passage, and, if adopted, cannot be reconsidered at the meeting at which it is adopted. Members will refrain from using a motion to table as a means of capriciously limiting debate among members, to suppress a minority of the Arts Commission, or to avoid public input on an agenda item under consideration by the Arts Commission.

### **Section 9. Results of Voting**

The Chair shall state the results of each vote, e.g., “The motion passes by a vote of five to two.”

## **ARTICLE X – VOTING**

### **Section 1. Statements of Disqualification**

All members present at any meeting must vote unless disqualified, in which case the disqualification shall be publicly declared and a record thereof made.” No member may abstain from voting on any item, except on the approval of the minutes, when that member was absent. The City of Porterville has adopted a Conflict of Interest Code, that Code states that “no person shall make or participate in a governmental decision which she/he knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally.” Any member who has a disqualifying interest on a particular matter shall do all of the following:

- 1) Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required;
- 2) Recluse himself or herself from discussing and voting on the matter, or otherwise acting in violation of government code Section 87100;
- 3) Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter has been placed on the portion of the agenda reserved for uncontested matters;
- 4) Notwithstanding paragraph 3, a public official may speak on the issue during the time that the general public speaks on the issue. Any question regarding conflicts of interest shall be referred to the City Attorney.

### **Section 2. Voice Vote**

All questions shall be resolved by voice vote. Each member shall vote “Aye” or “No” and the vote shall be so entered into the minutes, noting the vote of each member. A member may state the reasons for his or her vote, which reasons shall also be entered into the minutes of the meeting. All

members including the Chair shall vote on all matters, except where s/he has a disqualifying interest.

### **Section 3. Roll Call Vote**

Any member may request a roll call vote, either before or immediately after a voice vote. A roll call vote shall be taken without further discussion. The Arts Commission staff shall call the roll and each member shall state his/her vote for the record.

### **Section 4. Adoption of a Motion**

Adoption of a motion shall be made by a simple majority of the members present, except as otherwise provided. The Chair shall restate the vote for the record, e.g., "The motion is approved by a vote of five to two."

### **Section 5. Tie Votes**

Tie votes will be resolved as follows:

Statement of Disqualification: A tie vote resulting from a Statement of Disqualification of one or more members, with no members absent and no vacancies on the Arts Commission shall constitute a defeat of the motion. Absence: A tie vote during the absence of one or more members, or when there is a vacancy on the Arts Commission, shall cause the item to be automatically continued to the next meeting; except that, as to matters on which action must be taken on a date prior to the next meeting, a tie vote shall constitute a denial of the requested action. Successive Tie Vote: A tie vote at the next meeting on a matter that has been continued as a result of a tie vote shall constitute a denial of the appeal or defeat of the motion.

## **ARTICLE XI – REPORTS**

### **Section 1. Agenda Reports to Arts Commission**

All agenda items require a written report or an oral report. Written reports serve as the analysis, detail, history, and justification for each agenda item. Oral and written reports shall include recommendation(s) and background. If a report is initiated by an Arts Commission member, a draft of that report shall be provided to staff for formatting at least 10 business days prior to the meeting. Staff shall then format reports to be consistent with content, style, and formatting of City Council agenda reports. Items initiated by a member or committee shall be processed in the same manner. Draft reports not submitted in a timely manner shall be placed on a future agenda.

### **Section 2. Committee Reports**

Committee reports may be verbal or written and may be accompanied by written documentation.

### **Section 3. Preparation of Arts Commission -Generated City Council Agenda Reports**

All resolutions and recommendations adopted by the Arts Commission and addressed to the City Council shall be delivered to the City Clerk as soon as possible. If the action requests City Council action, the item shall be placed on a future City Council agenda. Agenda reports to the City Council from the Arts Commission shall be written reports consistent with content, style, and formatting of City Council agenda reports. In the event that staff and the Arts Commission disagree, an analysis of both recommendations shall be included.

## **ARTICLE XII – RECORD KEEPING**

### **Section 1. Maintenance of Records**

All records shall be maintained according to the City of Porterville Records Retention Schedule.

## **Section 2. Action Agenda**

Action agendas are required for Arts Commission with direct City Council appointments. An action agenda is an unofficial record of the meeting and shall consist of attendance; motion maker and seconder of the motion; and an actual tally of the votes for all actions taken. The action agenda shall be made available to the Advisory Body and Staff within four working days of the meeting.

## **Section 3. Minutes**

Action-only minutes will be produced for all Arts Commission meetings in the same format as that used for City Council meetings. Arts Commission members who want a particular comment included in the minutes must state “for the record” before making such comment. Minutes shall be reviewed, corrected as appropriate, and or amended and approved by the Arts Commission at a subsequent meeting. Subcommittee reports presented orally in a meeting shall be summarized in the minutes.

## **Section 4. Audio and Video Recording of Meetings**

Proceedings for all Arts Commission meetings shall be audio-recorded whenever possible. The audio files shall be retained pursuant to the City of Porterville Records Retention Schedule. As appropriate and/or when requested by the Arts Commission or City Council, a meeting of the Arts Commission may be video recorded or televised. Members of the public have the right to make recordings of a meeting without disrupting the proceedings under any circumstances.

# **ARTICLE XIII – COMMITTEES**

## **Section 1. Ad Hoc Committees**

Ad hoc committees are established by an Arts Commission to gather information or deliberate on issues deemed necessary to carrying out the functions and purpose of the Arts Commission Ad hoc committees generally serve only a limited or single purpose, are not perpetual, and are dissolved once their specific task is completed. An ad hoc committee shall have fewer members than a simple majority of the membership of the appointing Arts Commission. Ad hoc committees shall bring back information to the Arts Commission in either oral or written form. Following ad hoc committee input, the Arts Commission shall then discuss, deliberate, and make recommendations on the designated issue, thereby providing the public with the opportunity to participate in the decision-making process. This shall take place in the presence of a quorum of the Arts Commission at a properly noticed public meeting. Ad hoc committees shall not be subject to the Brown Act. City staff shall not be required to be present at ad hoc committee meetings. All ad hoc committees shall provide a final report to the Arts Commission in lieu of minutes.

## **Section 2. Standing Committees**

Standing committees are bodies established to gather information or deliberate on issues deemed necessary to carrying out the functions and purpose of the Arts Commission. Standing committees are ongoing in nature and are created to deal with issues and make decisions on behalf of the Arts Commission. The public has a right to participate in this process. Standing committees are subject to the Brown Act and staff will provide only such support as to ensure such compliance.

## **Section 3. Staff Support to Committees**

City staff shall normally not be required to attend or provide support for standing or ad hoc committee meetings, unless directed by the department head. All ad hoc committees shall provide a final report to the Arts Commission in lieu of minutes. Unless otherwise approved by the Arts Commission, all standing committees shall provide reports, no less than quarterly, to the Arts Commission.

**Section 4. Appointments**

The Commission may establish, by majority vote of the members, any standing or temporary committee deemed necessary to carry out the functions and purposes of the Commission and may delegate such authority to the committee as the Chairperson or Commission deems appropriate. The Commission shall make all assignments and appoint the Chairperson of each committee. The Chair of the Arts Commission may designate or solicit participation for standing and ad hoc committees.

**Section 5. Committee Meetings**

All standing or ad hoc committee meetings shall be held upon call of the Committee Chair.

**ARTICLE XIV – AMENDMENTS**

A majority of the full membership of the Arts Commission may amend this Procedure Handbook, subject to the approval of the City Council.

**ARTICLE XV – ADOPTION OF PROCEDURE HANDBOOK**

Immediately upon favorable vote of not less than a majority of the full membership of the Arts Commission of the City of Porterville this Procedure Handbook shall be in full force and effect.

Approved: \_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_

\_\_\_\_\_  
Date

ARTS COMMISSION AGENDA: MAY 28, 2014

SUBJECT: LONG RANGE WORK PLAN – VENUES AND ORGANIZATIONS LIST

SOURCE: COMMUNITY DEVELOPMENT DEPARTMENT

COMMENT: On March 26, 2014, as part of the Long Range Work Plan, liaisons were assigned as representatives to four areas of arts: 1) Theatrical/Performing Arts; 2) Visual/Graphic; 3) Music; and 4) Youth. The Arts Commissioners were to submit a list of venues and organizations to Staff no later than April 14, 2014. Staff was then to prepare a draft for the commissioner's review during the scheduled meeting of April 23, 2014.


On April 23, 2014, as part of the Long Range Work Plan, Staff presented a list of venues and organizations as directed by the Arts Commission. Only one commissioner submitted a list of venues for Theatrical/Performing Arts. The list was deemed incomplete since several commissioners were absent and information was not submitted to Staff. A motion carried to review this item during the next scheduled meeting on Wednesday, May 28, 2014.

The Commissioners were requested to submit a list of venues to Staff by Monday, May 19, 2014. Staff will then prepare a complete list of venues for all four areas of the arts. After approval, the Venues and Organizations list will be posted on the Arts Commission webpage.

RECOMMENDATION: That the Arts Commission:

1. Review the draft list of Venues and Organizations
2. Direct Staff to prepare a final copy of the list; and
3. Direct Staff to post Venues and Organizations list on the City's website

ATTACHMENT: Draft list of Venues and Organizations

DD  Active

Item No. 7

## Venues & Organization List

<p>Alliance of California Artist (ACA) P.O. Box 821 Clovis, CA 93612</p>	<p>President: Trudy Sweet 877-384-7852 (toll free) Web: <a href="http://www.alianceofcaliforniaartists.com">www.alianceofcaliforniaartists.com</a></p>
<p>Arts Consortium (Tulare County) 425 E. Oak Ave., Suite 301 Visalia, CA 93257</p>	<p>Coordinator: Caroline Koontz Phone: 559-713-4324 e-mail: <a href="mailto:ckoontz@ci.visalia.ca.us">ckoontz@ci.visalia.ca.us</a> Web: <a href="http://ci.visalia.ca.us/depts">ci.visalia.ca.us/depts</a>.</p>
<p>Arts Visalia Gallery 214 East Oak Avenue Visalia, CA 93291</p>	<p>Gallery Director: Kevin Bowman Phone: 559-739-0905 e-mail: <a href="mailto:info@artsvisalia.org">info@artsvisalia.org</a></p>
<p>Bakersfield Art Association P.O. Box 386 1817 Eye Street Bakersfield, CA 93302</p>	<p>Manager: Tony Lott Phone: 661-869-2320 Web: <a href="http://www.bakersfieldartassociation.org">www.bakersfieldartassociation.org</a></p>
<p>Clark Center for Japanese Art &amp; Culture 15770 Tenth Avenue Hanford, CA 93277</p>	<p>Director: Yoko Phone: 559-582-4915 Web: <a href="http://wwwcejac.org">wwwcejac.org</a> Hours: Tues. – Sat., 12:30-5:00pm Docent tours at 1:00pm</p>
<p>College of the Sequoias 915 S. Mooney Blvd., Visalia, CA 93277</p>	<p>Gallery Location: Kaweah Bldg. 214 Phone: 559-730-3700 Web: <a href="http://www.cos.edu">www.cos.edu</a></p>
<p>Exeter Historical Museum &amp; Courthouse Gallery 125 S. "B" Street Exeter, CA 93221</p>	<p>Director: Chris Brewer 559-592-5900 Web: <a href="http://www.exeterhistoricalmuseum.com">www.exeterhistoricalmuseum.com</a></p>
<p>Fresno Art Museum 2233 North First Street Fresno, CA 93703</p>	<p>Associate Director: Eva Torres Phone: 559-441-4221 Web: <a href="http://fresnoartmuseum.org">fresnoartmuseum.org</a> Hours: Thurs. – Fri., 11:00am -5:00pm</p>
<p>Kings Art Center 605 North Douty Street Hanford, CA 93230</p>	<p>Phone: 559-584-1065 Web: <a href="http://www.kingsartcenter.org">www.kingsartcenter.org</a> E-mail: <a href="mailto:info@kingsartcenter.org">info@kingsartcenter.org</a></p>
<p>Kingsburg Art Center Gallery 1332 Draper Street Kingsburg, CA 93631</p>	<p>Manager: Gale Daley Phone: 559-896-1618 E-mail: <a href="mailto:gaildaley@sbcglobal.net">gaildaley@sbcglobal.net</a> Hours: Tues.- Sat., 11:00am-3:00pm</p>



<p>Lindsay Art Association  P.O. Box 90657  Lindsay, CA 93247</p>	<p>Virginia Wilson &amp; Margie Rueda  Phone: 559-562-2684/559-562-3578  e-mail: <a href="mailto:ginny.wilson@gmail.com">ginny.wilson@gmail.com</a>  e-mail: <a href="mailto:mrueda4@verison.net">mrueda4@verison.net</a></p>
<p>Lindsay Cultural Arts Council - City Hall  251 E. Honolulu Street  Lindsay, CA 93247</p>	<p>President: Pam Kimball  Phone: 562-1027  e-mail: <a href="mailto:pamkimball@hotmail.com">pamkimball@hotmail.com</a></p>
<p>Pastel Society of the West Coast  7251 Baldwin Dam Road  Folsom, CA 95630</p>	<p>Phone: 530-938-2342  Web: <a href="http://www.pswc.ws">www.pswc.ws</a></p>
<p>Porterville College  100 East College Avenue  Porterville, CA 93257</p>	<p>Art Department Chair: Jim Entz  Phone: 559-791-2257  Web: <a href="http://www.portervillecollege.edu">www.portervillecollege.edu</a></p>
<p>Porterville Historical Museum  115 N. "D" Street  Porterville, CA 93257</p>	<p>Curator: Sheila Pickering  Phone:  Web:</p>
<p>Society of Western Artist  San Joaquin Valley Chapter  P.O. Box 3742  Pinedale, CA 93650</p>	<p>President: Sally Moss  Web: <a href="http://www.societyofwesternartists.com">www.societyofwesternartists.com</a></p>
<p>Tulare Hist. Mus. &amp; Heritage Gallery  444 W. Tulare Avenue  Tulare, CA 93275</p>	<p>Director: Terry Brazil  Phone: 559-686-2074  Web: <a href="http://www.tularehistoricalmuseum.org">www.tularehistoricalmuseum.org</a>  Hours: Thurs.-Sat., 10:00am-4:00pm</p>
<p>Tulare Palette Club  P.O. Box 1073  2182 N. Adams  Tulare, CA 93274</p>	<p>President: Nancy Quinn  Phone: 559-686-1945</p>