

Civic Arts Commission Minutes
Community Chambers Conference Room
Monday, July 9, 2007

Commissioners Present: Casey Hutchins (Chair), Stacey Vetter (Vice Chair) (7:40 pm), Roy Engoron, Rebecca Ryland (Alternate) (7:40 pm), Robert Smith, Joanna Stone
Commissioners Absent: Suzanna Duffy-Tajeldin
Staff Present: Esther Polito, Cultural Services Manager; Katherine Hess, Community Development Director

Chair Hutchins called the meeting to order at 7:35 p.m.

1. Approval of agenda.

Action: By consensus, the Commission approved the agenda as submitted.

2. Approval of Minutes from June 11, 2007 meetings. Commissioner Engoron asked one sentence in “Item B, City Flag Competition” be amended to insert “and/” as follows: “Commissioners discussed potential for posting entries at City Hall and/or on the Internet...”

Action: Commission Stone moved, and Chair Hutchins seconded, approval of the minutes as amended. Motion passed unanimously.

3. Public Communications None.

4. Written Communications

A. Regular art-related publications were circulated.

5. Commissioner Communications

A. Juried Art Show Commissioner Vetter reviewed the final plans for the reception and award ceremony. Staff Polito will contact Pence to request that the fragile ceramic pieces are moved to a more secure location for the event. Commissioner Engoron will confirm cake delivery arrangements with the Pence. Staff Polito, Chair Hutchins and Commissioner Engoron will handle set up starting at 5 pm. Chair Hutchins will give the welcoming remarks, and Commissioner Vetter will handle the award announcements. All Commissioners were asked to stay to help with clean up if at all possible.

B. Facility Planning CD Director Hess informed the Commission that the Council adopted a goal to find a way to locate the Nelson Gallery in downtown Davis until their permanent facility on campus is built. Director Hess explained that she has been consulting with Renny Pritikin of the Nelson Gallery to confirm their space needs and will now report back to Council to get more direction on how to proceed.

- 6. Civic Art Planning** Director Hess referred the Commissioner to the Request for Qualifications included in the agenda packet, which was based on the discussion she had with the Commission in June. Responses are due on Friday, July 13.

Commissioner Vetter said she had reflected on the concept following the June meeting, and had questions as well as comments. In terms of evaluating responses, she asked whether one or two Commissioners could be involved in evaluating and interviewing. In response, Director Hess said that Commissioner assistance would be helpful. Vetter then asked whether the staff member who will be assigned has been chosen yet. She went on to explain that staff, contractor and Commissioners will need to work as a team and that therefore it would be preferable to have the staff as part of the evaluation process. Hess answered that staff has not yet been assigned, in large part because the staff's expertise will depend on whether a qualified contractor is available.

Vetter stated that she is concerned about the lack of public art coverage in the RFQ. She confirmed with Hess that the city's current intent is to handle public art under a separate contractual relationship. Vetter stated that multiple contractors may have a negative impact on the overall program. She explained that community art planning overlaps between projects, and is best served by having someone in the lead with knowledge of the field who can assist with both vision and administration. She stated that working with a single agency, rather than multiple contractors, would be more desirable. She asked whether the RFQ can be amended to ask applicants about their ability to extend beyond the programs described in the announcement.

Commission Engoron stated that the Commission needs long term goals to ensure that whoever administers the programs knows what the Commission wants to accomplish.

Commissioner Stone stated that she found the scope of work in the RFQ not to be sufficiently inclusive. She asked whether the scope could be broadened to seek contractors who are willing to take on new tasks or change direction as needed. Stone said that there needs to be an art administrator who can come up with new ideas and do research in areas that are not covered in the scope of this RFQ.

Director Hess stated that these are all excellent points that can be used to formulate questions for applicants. She stated that the city will consider a contract's scope in relationship to the ability of the applicants and the needs of the Commission.

Chair Hutchins said that he thought the projects described in the RFQ were examples, not intended to be the only areas of a contractor's involvement. He asked Director Hess if the scope describes what the city wants. She responded that the scope describes what the city staff thinks is wanted, but more information will be needed.

Commissioner Stone said that it would be ideal if the scope could be broadened such that the contractor provides the professional art administration guidance and staff provides the city process interface.

Action By consensus, the Commission appointed Commissioners Vetter and Engoron to serve on the applicant review panel with Director Hess. Commissioner Ryland will be an alternate member.

7. **2008 Art Contract Competition Guidelines and Schedule** Staff Polito referred Commissioners to the updated guidelines and application that were included in the packet. The only change that was made from the 2007 competition was the schedule. Polito asked the Commissioners to consider whether a competition should begin in fall, as has been done historically, or whether it should be delayed until January. The delay would give time for the city to select a contractor and staff. Polito explained that she drafted the January alternative because, in her experience, having a long application period has been invaluable for her to work with community groups on developing strong projects. However, Polito also said that it would be possible to truncate the application time, particularly if the guidelines were revised to allow for some project development after a conceptual approval was given by the Commission. The Commission discussed alternatives.

Action Commissioner Stone moved, and Commissioner Smith seconded, a motion to consider the schedule at the September meeting. Motion passed unanimously.

Staff Polito recommended that the Commission issue a press release as soon as possible after the schedule has been set, and also send updated information to all artists and groups on the city's mailing list.

8. **Adjourn** The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Esther Polito
Cultural Services Manager