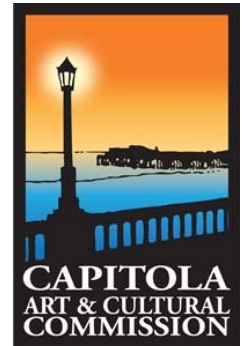


City of Capitola

Art & Cultural Commission

Tuesday June 13, 2023 – 6:30 PM

Council Chambers
420 Capitola Avenue, Capitola CA 95010



Chair: Roy Johnson

Vice Chair: Laurie Hill

Commissioners: Mary Beth Cahalen, Courtney Christiansen, Joe Clarke, Kelly Mozumder, James Wallace, Peter Wilk, Vacant Seat

Staff Representatives: Nikki Bryant LeBlond & Kelly Barreto

-
1. **Call to Order**
 2. **Additions and Deletions to the Agenda**
 3. **Public Oral Communication**
 4. **Approval of Minutes- Regular Meeting May 9, 2023**
 5. **General Business**
 - a. **Program Expenses**
 - b. **Ukrainian Art in the Park**
 - c. **Village Decoration Policy: Banner Project**
 - d. **Plein Air**
 - e. **Capitola Wharf Enhancement Project**
 - f. **Summer Concert**
 - g. **Driftwood Art Event**
 - h. **Commissioner Recommendation**
 6. **Commissioner Reports**
 7. **Staff Reports**
 8. **Future Agenda Items**
 9. **Adjournment**

Agenda and agenda Packet Materials: The Art and Cultural Commission Agenda is available on the City's website: www.cityofcapitola.org on Friday prior to the Tuesday meeting. If you need additional information, please contact the City Hall Department at (831) 475-7300

American with Disabilities Act: Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individual with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodation to participate in the meeting due to a disability, please contact the City Clerk's office at least 24-hours in advance of the meeting at (831) 475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.

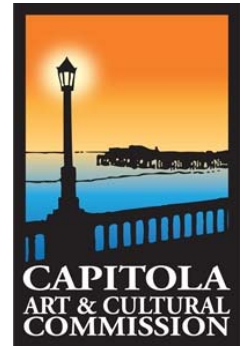
Appeals: Any person who believes that a final action of this advisory body has been taken in error may appeal that decision to the City Council. Appeals must be in writing and delivered to the City Clerk's Office within ten (10) working days from the time of the board's decision. The notice of appeal shall set forth appellant's name, phone number, address to which notices may be sent to the appellant, and the grounds upon which the appeal is made.

City of Capitola

Art & Cultural Commission: Draft Minutes

Tuesday, May 9, 2023 – 6:30 PM

Council Chambers
420 Capitola Avenue, Capitola CA 95010



Chair: Roy Johnson

Vice Chair: Laurie Hill

Commissioners: Mary Beth Cahalen, Courtney Christiansen, Joe Clarke, Kelly Mozumder, Laura Orantes, James Wallace, Peter Wilk,

Staff Representatives: Nikki Bryant LeBlond & Kelly Barreto

1. **Call to Order:**

The meeting was called to order at 6:33 PM. In attendance: Cahalen, Clarke, Hill, Mozumder, Wallace, Wilk, Johnson Absent: Christiansen, Orantes

2. **Additions and Deletions to the Agenda**

None

3. **Public Oral Communication**

None

4. **Approval of Minutes- Regular Meeting of April 11, 2023, Retreat Meeting of April 15, 2023 and Special Meeting of April 15, 2023**

Motion to approve all Minutes with edit to April 11, 2023, regular meeting minutes item 5.b.

Correction to change short sleeve to long sleeve: Council Member Clarke

Second: Commissioner Cahalen

Voting Yea: Commissioner Cahalen, Council Member Clarke, Vice Chair Hill, Commissioner Mozumder, Commissioner Wallace, Chair Johnson. Abstain: Commissioner Wilk

5. **General Business**

a. **Budget Presentation**

Report given by Staff. Commissioner Wilk questioned if the Public Art Code could be changed to include Art & Cultural program activities for funding.

Motion to approve: No Action Taken

b. **Ukrainian Art in the Park**

Report given by Vice Chair Hill stating the event is planned for August 26, 2023, and details of the event. Staff will be submitting the Special Event Permit.

Motion to approve the development of a subcommittee consisting of Vice Chair Hill, Commissioner Cahalen and Commissioner Wallace.

Second: Commissioner Cahalen

Voting Yea: Commissioner Cahalen, Council Member Clarke, Vice Chair Hill,

Commissioner Mozumder, Commissioner Wallace, Commissioner Wilk, Chair Johnson.

c. **Monterey Ave Railing Project**

Report given by Chair Johnson. The subcommittee selected 4 artists to review from the 11-submission received by the City. The Commission reviewed the selected 4 artists and

directed staff to reach out to 3 of the 5 for concept proposal to be presented at the August regular meeting.

Motion to approve invitation for concept proposal be extended to artist Harman, Goldlust and Standteiner: Commissioner Wilk

Second: Chair Johnson

Voting Yea: Commissioner Cahalen, Council Member Clarke, Vice Chair Hill,

Commissioner Mozumder, Commissioner Wallace, Commissioner Wilk, Chair Johnson

d. Begonia Art Project

Report given by Vice Chair Hill. The subcommittee selected 5 artists to review from the 14-submission received by the City. The Commission reviewed the selected 4 artists and directed staff to reach out to 3 of the 5 for concept proposal to be presented at the July regular meeting.

Motion to approve invitation for concept proposal be extended to artist Litman, Nelson and Lea de Wit: Vice Chair Hill

Second: Commissioner Wilk

Voting Yea: Commissioner Cahalen, Council Member Clarke, Vice Chair Hill,

Commissioner Mozumder, Commissioner Wallace, Commissioner Wilk, Chair Johnson

e. Merchandise Sale at Twilight Concerts

Report given by Commissioner Cahalen. Directed staff to obtain quote for shirts.

Motion to approve: No Action Taken

f. Art at the Beach: Revisioning Committee

Report given by Chair Johnson

Motion to approve: No Action Taken

g. Village Decoration Policy: Banner Project

Report given by Chair Johnson.

Motion to approve: No Action Taken

h. Tree Stump Art Project

Report given by Staff on the proposed contract for Anthony Heinz May.

Motion to approve the contract with Anthony Heinz May for installation of proposed Tree Stump Public Art be taken to City Council for approval on the May 26, 2023 meeting: Commissioner Mozumder

Second: Commissioner Wilk

Voting Yea: Commissioner Cahalen, Council Member Clarke, Vice Chair Hill,

Commissioner Mozumder, Commissioner Wallace, Commissioner Wilk, Chair Johnson.

i. Plein Air

Report given by Vice Chair Hill. Sponsorship obtained and site confirmed for Capitola Community Center.

Motion to approve: No Action Taken

j. Fete de la Musique: World Music Day

Report given by Staff. Commissioner Cahalen commented to appoint a subcommittee chair if the commission would like to move forward. Vice Chair Hill asked if any commissioner were interested, and none responded.

Motion to approve: No Action Taken

k. Wharf Enhancement Kickoff Event

Report given by Vice Chair Hill. Reported on activity of the wharf enhancement group.

Motion to approve: No Action Taken

1. Summer Concerts

Report given by Staff. Sponsorships are still needed and duties of volunteers.

Motion to approve: No Action Taken

6. Commissioner Reports

Chair Johnson commented on Seymore center partnership with the Wharf.

7. Staff Reports

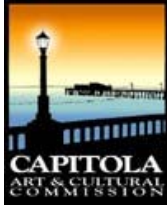
New commissioner announcement

8. Future Agenda Items

Program expenses and process, Ukrainian Art in the Park, Village Decoration Policy, Plein Air, Wharf Enhancement, Driftwood Art Event, Twilight Concerts

9. Adjournment

The meeting was adjourned at 8:53 PM to the next regular Art & Cultural Commission meeting on June 13, 2023.



Item #: 5.a

ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF June 13, 2023

FROM: STAFF
DATE: June 6, 2023
SUBJECT: Art & Cultural program expenses and processing

Recommended Action: Receive report on process for purchasing for program.

BACKGROUND

The Capitola Art & Cultural Commission operates within two different budgets. The first is a general fund program budget that details income and expenditure for all events the commission produces throughout the year. The second is the Public Art Special Revenue Fund which is restricted for the use of Public Art projects the commission identifies and vets' to occur with the budget year.

DISCUSSION

The Art & Cultural Program budget has revenue and expense accounts for each program offered: Twilight Concerts, Movies at the Beach, Art at the Beach. One new revenue account will be added for Plein Air and include detailed expenses (i.e., contract services, supplies) However, for Plein Air at the end of each fiscal year the revenue in excess of the expenditures will move to a deposit account so that the funds remain with the Art & Culture program budget. This is similar to how donations are tracked for the City Museum activity.

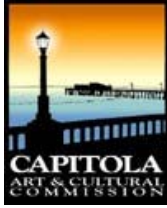
With the elimination of the Friends Checking Account all expense and income activity will be done under the purchasing authority of Staff using the standard invoicing and reimbursement policies of the City. Staff will provide quarterly financial reports to the committee on the following tentative schedule: Oct. (July – Sept.), Jan. (Oct. – Dec.), April (Jan. – Mar.), and July (Apr. – June) as well as the July – June annual financial report.

FISCAL IMPACT

The Friends Checking account will be deposited into the City Fund and used for Plein Air related expenses as well as other Art & Cultural Committee directed activities subject to availability of funds.

ATTACHMENT

Report Prepared By: Nikki Bryant LeBlond
Recreation Division Manager



Item #: 5.b

ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF June 13, 2023

FROM: Commissioner Hill
DATE: June 6, 2023
SUBJECT: Ukrainian Art in the Park

Recommended Action: Receive Commissioner Hills Report

BACKGROUND

Commissioner Hill proposed adding a cultural event to the Art in the Park series produced by the Art & Cultural Commission. Commissioner Hill has identified champion Natalia Aandewiel who would be the primary partner for this event. The Commission approved the addition of this event for the 2023 summer calendar and allocated \$2000 for expenses related to the event.

The subcommittee consists of Vice Chair Hill, Commissioner Cahalen and Commissioner Wallace.

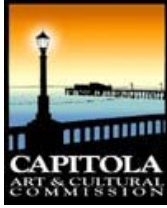
DISCUSSION

Commissioner Hill to provide update on event progress. Kelly Barreto is processing the Special Event Permit for August 26, 2023.

FISCAL IMPACT

ATTACHMENT

Report Prepared By: Nikki Bryant LeBlond
Recreation Division Manager



Item #: 5.c

ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF June 13, 2023

FROM: Chair Johnson
DATE: June 6, 2023
SUBJECT: Village Decoration Policy: Banner Project

RECOMMENDED ACTION: Receive report and provide direction.

BACKGROUND

In May of 2019, City Council implemented Administrative Policy V-16 Village Streetscape Decorations. The policy outlines a process for the review and authorization of decorations placed in the Village, which includes banners hung from streetlights. The policy identifies the review procedure to begin with the Public Works Department, who will then route City Manager or City Council for approval. The policy prohibits banners that would advertise any specific business or product. All new proposed banners must be approved by the City Council.

Subcommittee consists of Chair Johnson, Commissioner Hill and Commissioner Cahalen.

DISCUSSION

At the April 2023 meeting the commission requested a map that identifies all the Lamppost located in the Village.

FISCAL IMPACT

Unknown Fiscal Impact

ATTACHMENT

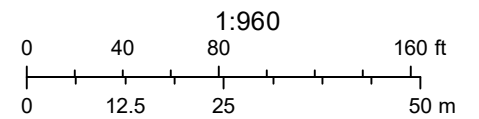
1. Lamppost Map

Report Prepared By: Nikki Bryant LeBlond
Recreation Division Manager

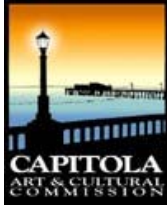
Lampost-banner



May 2, 2023



County of Santa Cruz



Item #: 5.d

ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF June 13, 2023

FROM: Vice Chair Hill

DATE: June 6, 2023

SUBJECT: Plein Air

Recommended Action: Receive report from Vice Chair Hill and appoint additional subcommittee members.

BACKGROUND

The Capitola Plein Air event is a seven-year-old event planned for October 30 to November 5, 2023 with an exhibition to take place at the Capitola Community Center.

Vice Chair Hill serves as the Plein Air subcommittee chair.

DISCUSSION

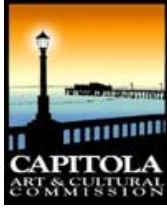
Receive updates from Vice Chair Hill.

FISCAL IMPACT

The Plein Air event will be tracked in the FY 2023/24 budget as other similar Art & Cultural Commission events.

ATTACHMENT

Report Prepared By: Nikki Bryant LeBlond
Recreation Division Manager



Item #: 5.e

ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF June 13, 2023

FROM: Vice Chair Hill
DATE: June 6, 2023
SUBJECT: Wharf Enhancement Kickoff Event

Recommended Action: Receive Commissioner Hills Report

BACKGROUND

Commissioner Hill added this item to the agenda during the April 2023 meeting.

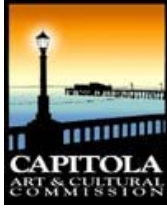
DISCUSSION

Consider Capitola Wharf Enhancement Project and identify intent of Commission's involvement.

FISCAL IMPACT

ATTACHMENT

Report Prepared By: Nikki Bryant LeBlond
Recreation Division Manager



Item #: 5.f

ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF June 13, 2023

FROM: Staff
DATE: June 6, 2023
SUBJECT: Summer Concerts

Recommended Action: Receive report on the 2023 Summer Events

BACKGROUND

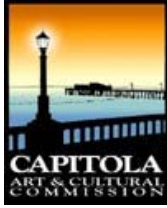
The summer events are schedule and staff if working on the sponsorship program for all the summer events.

Staff will send a signup sheet to the Commissioners for staffing of the Concerts.

FISCAL IMPACT

ATTACHMENT

Report Prepared By: Nikki Bryant LeBlond
Recreation Division Manager



Item #: 5.g

ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF June 13, 2023

FROM: Commissioner Wallace

DATE: June 6, 2023

SUBJECT: Driftwood Art Event

Recommended Action: Consider producing a Driftwood Art Event

BACKGROUND

At the April 15, 2023, Art and Cultural Commission Retreat, Commissioner Wallace proposed the commission to consider producing a Driftwood Art Event.

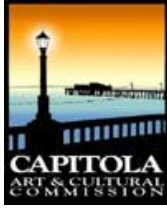
DISCUSSION

Consider producing a Driftwood Art Event.

FISCAL IMPACT

ATTACHMENT

Report Prepared By: Nikki Bryant LeBlond
Recreation Division Manager



ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF June 13, 2023

FROM: STAFF
DATE: June 9, 2023
SUBJECT: Commissioner Recommendation

RECOMMENDED ACTION: Determine Commissioner Appointment recommendations to City Council for the following seats: One (1) At-Large Commissioners.

BACKGROUND

The Art & Cultural Commission consists of nine members. Due to a recent resignation the City has opened recruitment to fill one At-Large commissioner seat. The City received an application from Jennifer Major to serve as an At-Large Commissioner. If appointed, the Commissioner will have term through December 31, 2024.

The Capitola Municipal Code requires that the commissioners be appointed by the City Council upon recommendation by the Art & Cultural Commission and shall serve a two-year term. According to the Bylaws, members do not need to be Capitola residents. At the September 26, 2019 City Council meeting, term limits for Commissioners were removed from the Art and Cultural Bylaws.

The Commission recommendations for appointment will be set for consideration at the June 22, 2023 City Council meeting.

FISCAL IMPACT

No fiscal impact

ATTACHMENT

1. Jennifer Major Application

Report Prepared By:

Nikki Bryant LeBlond
Recreation Division Manager



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Art & Cultural Commission
<i>[Artist; Arts Professional; At Large Member]</i>
<u>Please underline category above.</u> | <input type="checkbox"/> Architectural & Site Committee
<i>[Architect; Landscape Architect; Historian]</i>
<u>Please underline category above.</u> |
| <input type="checkbox"/> Finance Advisory Committee
<i>[Business Representative; At Large Member]</i>
<u>Please underline category above.</u> | <input type="checkbox"/> Traffic & Parking Commission
<i>[Village Resident; Village Business Owner; At Large Member]</i>
<u>Please underline category above.</u> |
| <input type="checkbox"/> Historical Museum Board | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Library Advisory Committee | <input type="checkbox"/> Other Committee _____ |

Name: Major Jennifer
Last First

Residential Neighborhood: Upper Hill

Occupation: Customer Experience Manager at Adobe

Describe your qualifications and interest in serving on this Board/Commission/Committee: _____

I believe that art and culture are an important part of our community and I would like to ensure that the art and cultural events thrive. I love our community and value contribution and growth.

I have 20 years of experience working with organizations and companies to manage customer programs and events. I have been a Girl Scout in our community for over 12 years, and I am also a volunteer at the SSCAS, and believe the only way to have a healthy community is to give back and contribute.

(Use additional paper, if necessary)

Please Note: Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

06/06/2023
Date

Jennifer Major
Signature of Applicant

**Mail or Deliver Application to:
Capitola City Hall
Attn: City Clerk
420 Capitola Avenue, Capitola, CA 95010**

All information contained in this page of the application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Capitola. All information in this page will be provided to the Capitola City Council in a public forum and will be reviewed in public. It will therefore be part of the public record.