

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection on the City of Oxnard website. Commission agendas are available on the City of Oxnard website 7 days prior to regular meetings, at www.oxnard.org/city-meetings



AGENDA
Cultural Arts Commission
Regular Meeting
Council Chambers, 305 W. Third Street
October 4, 2023
4:30 p.m.

To join remotely, click on the link below:

<https://us06web.zoom.us/j/83703997290?pwd=Tw4Nv6dluHoGI0sEk1IHdy7UpCqjig.1dsxF0OKU7cK1a8h>

Or telephone (toll-free): 877 853 5257 US Toll Free 888 475 4499 US Toll Free 833 548 0276 US Toll Free
833 548 0282 US Toll Free
Meeting ID: 837 0399 7290
Passcode: 053827

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call in steps listed above. Once the Chair calls for public speakers, press *9 to raise your hand, or if online, click the raise hand icon in the Zoom interface to inform the Chair you would like to speak during the public speaking section for that particular item on the agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE OR VIA ZOOM
2. EMAIL COMMENTS OR REQUESTS TO SPEAK BEFORE THE MEETING
 - a. Submit a request to speak no later than 1:00 p.m. on the day of the meeting by contacting the Commission Liaison Julie Estrada at julie.estrada@oxnard.org. Please indicate the agenda item number in the subject line.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. To provide a public comment during the meeting dial 833 548 0276 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Chair announces the particular item on the agenda you want to speak on, press *9 to raise your hand. Once called on, press *6 to unmute your phone.
 - b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public shall have three minutes to register or otherwise be recognized for the purpose of providing public comment.

A. ROLL CALL/PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of August 2, 2023.
RECOMMENDATION: Approve.

C. PUBLIC COMMENTS

At a regular meeting, a person may address the Cultural Arts Commission only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three minutes. The Commission cannot enter into detailed discussion or take action on any item presented during public comments not on the agenda. Such items may only be referred to the

Commission Secretary for administrative action or scheduled on a subsequent agenda for discussion. Unless otherwise approved by the Commission, persons wishing to speak on items not on the agenda should do so during public comments.

D. REPORTS

1. SUBJECT: Staff Update on Possible City-Offered Art in Public Places Mural Grant Proposal.
RECOMMENDATION: That the Commission receive an update on a possible City Arts in Public Places Mural Grant program to local artists and non profit organizations.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/TN-fpeR00ZM>

E. AD-HOC COMMITTEE REPORTS

1. SUBJECT: Update from the Downtown Mural Project Call for Artists Ad-Hoc Committee.
RECOMMENDATION: That the Commission receive an update on the Downtown Mural Project Call from Artists from Chair Sandra Diaz.

F. REPORT OF THE COMMISSION SECRETARY

The Commission Secretary shall report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any items presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

G. COMMISSIONER COMMENTS

Commissioners may individually report on items of interest or concern outside of Ad Hoc Committee reports. The Commission cannot enter into detailed discussion or take action on any item presented during these reports. The Commissioner's report shall not exceed three minutes.

H. ITEMS FOR FUTURE CONSIDERATION

Commissioners may request that items be placed on future agendas for extended discussion.

I. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Julie Estrada at 805-385-7997. Notification at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.



TO: Cultural Arts Commission

FROM: Julie Estrada, Management Analyst, julie.estrada@oxnard.org, (805) 385-7995

DATE: October 4, 2023

SUBJECT: Staff Update on Possible City-Offered Art in Public Places Mural Grant Proposal

RECOMMENDATION

That the Commission receive an update of the proposed Arts in Public Places Mural Grant program to local artists and non profit organizations.

DISCUSSION

In 2020 the Arts in Public Places Grant Program was suspended due to changes in the applicable uses for the Arts in Public Places funds. Since then it has been a topic of concern for the commission as grants are a goal in the Cultural Master Plan. In 2022 the Commission began discussions on what a mural grant could look like and how we can meet the goal listed in the Cultural Master Plan as well as support local artists that need help completing projects. At the start of 2023 the Cultural Art Commission (CAC) had a large turnover of commissioners and these discussions were put on pause.

The requirement for the grant program that have been discussed are:

- This grant program is open to all Oxnard-based artists and nonprofit organizations. All organizations will be required to provide proof of their 501(c)3 status.
- \$15,000 will be awarded on a competitive basis for Repairs to Public Art, with grants ranging in size from \$1,000 - \$5,000 through a simplified application.
- \$95,000 will be awarded on a competitive basis NEW Public Art Projects, with grants ranging in size from \$1,000 - \$15,000 through a simplified application.
- Applicants are required to make a specific grant request. A non-profit arts organizations request may not exceed 10% of its annual budget.
- Grant funding will be recommended by a panel of no less than three (3) Jurors. Jurors may include Art experts, community partners, staff, or City of Oxnard Commissioners. Every effort will be made to include jurors who are experts in their field in the arts, examples include arts educators; arts executive directors; performers; curators; playwrights; poets; authors; arts philanthropists; art critics; etc. The list of jurors (both at the pool and selected levels) will be confidential. Cultural Arts Commissioners are not eligible for the Juror panel, however they may recommend jurors to City staff but will not be involved in the final juror selection.
- Chosen jurors will undergo training by City staff that covers the intent of the RFP, which is reflective of the mission and vision of the CAC, and knowledge of the evaluation process, scoring, and criteria tool.

- **General Applicant Requirements:**

- No grant funds may be used for the payment of any debt, debt interest or deficit reduction; commercial enterprises; any fines and penalties; building or remodeling of facilities, furniture or fixtures; lobbying any public agency or office; out of state travel; hospitality or food costs; placement of grant funds into trust, endowment or contingency funds; expenses for projects that have already been completed.
- Governmental organizations and non profit organizations that receive line item budgetary support from the City of Oxnard independent of the Cultural Arts Commission Grants Program are not eligible to apply.

- **Non-profit Organization Requirements:**

- Be an Oxnard-based nonprofit arts organization with 501(c)3 status, upload proof of 501(c)3 certificate of good standing.
- Be in compliance with all City codes, laws, and ordinances.
- Certify, by means of a signature on the application, that they are not delinquent in paying the City any debt, whether the debt arises from a tax, bill, loan, lease, or other financial obligation. Organizations with a delinquent indebtedness to the City are ineligible to receive funding through this grant.
- Have satisfied the requirements of any previously awarded Cultural Funding Grant from the City of Oxnard, including completion of a final report.
- If a non-profit group is receiving, during the grant period, financial or in-kind support from the City of Oxnard, this information must be disclosed in the proposal (to include the value of such City support, such as grant funds). Depending on the funds available, this may have an impact on the amount of funding granted to that group. Failure to report City Support will result in your disqualification for this grant period.
- Operate so as not to discriminate on the basis of race, religion, gender, sexual orientation, age, national origin, or disability.

- **Individual and Collaborative Artists:**

- Be an Oxnard-based artist and submit proof of residency with your application.
- Have created an independent body of work in the arts or as part of a cultural arts program within the last three years.
- Be in compliance with all City codes, laws, and ordinances.
- Certify, by means of a signature on the application, that they are not delinquent in paying the City any debt, whether the debt arises from a tax, bill, loan, lease, or other financial obligation. An individual artist with a delinquent indebtedness to the City is ineligible to receive funding through this grant.

Staff has met with the Commission Chair to review the document as prepared to date. The draft document is not ready for review at this time and staff will bring this document to the Commission at the next regularly scheduled meeting. The CAC is being asked to discuss the requirements of this program prior to submission for review.



Attachments:

- A. CAC Agenda Item D.1 - AIPP Mural Grant Prop. Update 10-4-23



SAMPLE

TO: Cultural Arts Commission

FROM: Julie Estrada, julie.estrada@oxnard.org

DATE: July 6, 2022

SUBJECT: Volunteer Poet Laureate Proposal

RECOMMENDATION

That the Commission review the updated proposal and recommend that the City Council establish an Oxnard Poet Laureate Program.

DISCUSSION

In 2019, the Cultural Arts Commission had initial discussions about a poet laureate program within the City of Oxnard. Due to COVID, the discussions halted until the beginning of 2022 when the Commission started to discuss and develop the proposed program. At its meetings of February 2, March 2, May 4, and June 23, the Cultural Arts Commission reviewed and updated the proposed Oxnard Volunteer Poet Laureate Program. The program would establish the honorary position of *City of Oxnard Poet Laureate*, who would serve a two-year volunteer term as a representative of the City's literary community. The Oxnard Poet Laureate would strive to advance awareness of and appreciation for literary arts and humanities within the City through participation in various public functions through the year, involvement with local colleges and schools, and engagement with Cultural & Community Services programs to promote community awareness of literary arts.

The program proposal is attached to this report and includes specific details on the term of service, expectations, application and nomination process, selection criteria, and process timeline. At the July 6, 2022 meeting, this proposal will be reviewed and the Cultural Arts Commissioners will be asked to make a recommendation that the City Council establish the Oxnard Poet Laureate Program.

The proposed program does not have any financial impact, however it will require an ongoing time commitment from staff in the Cultural & Community Services Department to administer the program for the nomination and selection process, as well as throughout the year to track and support the Poet Laureate's time commitment requirements.

Attachments:

- A. Volunteer Poet Laureate Program Updated Proposal

Art In Public Places Mural Grant Proposal Update

Julie Estrada, Management Analyst
Cultural Arts Commission Liaison

- In 2020 the previous grant process was terminated based on updated parameters for the use of Public Art Funds
- In 2022 discussion for a new process to be created to expand public art in Oxnard.
- The Cultural Arts Commission (CAC) discussed what a new grant might look like.
- In 2023 the CAC had a large turnover of commissioners and the discussion paused.
- Grants is listed as a goal in the Cultural Master Plan

- What is the Public Art Grant?
 - The City of Oxnard Public Art Grant Program was designed to assist Oxnard artists and local non profit organizations in providing Public Art experiences to the community. Each grant cycle, collectives, organizations, and a variety of Oxnard Artists may receive funding through this grant to install Public Art to support initiatives and increase arts culture in the City of Oxnard.

- This grant program is open to all Oxnard-based artists and nonprofit organizations. All organizations will be required to provide proof of their 501(c)3 status.
- \$15,000 will be awarded on a competitive basis for Repairs to Public Art, with grants ranging in size from \$1,000 - \$5,000 through a simplified application.
- \$95,000 will be awarded on a competitive basis NEW Public Art Projects, with grants ranging in size from \$1,000 - \$15,000 through a simplified application.
- Applicants are required to make a specific grant request. A non-profit arts organizations request may not exceed 10% of its annual budget.

- How Does it Work?
 - Eligible parties can apply for a mural, sculpture, or mosaic installation or repair grant using the current Public Art Grant Cycle applications. Applications are judged on a rubric which is used to rank applications and determine final award amount. Award amounts are determined by the "program ask" as outlined in the applications budget sample.

- Grant funding will be recommended by a panel of no less than three (3) Jurors. Jurors may include Art experts, community partners, staff, or City of Oxnard Commissioners. Every effort will be made to include jurors who are experts in their field in the arts, examples include arts educators; arts executive directors; performers; curators; playwrights; poets; authors; arts philanthropists; art critics; etc. The list of jurors (both at the pool and selected levels) will be confidential. Cultural Arts Commissioners are not eligible for the Juror panel, however they may recommend jurors to City staff but will not be involved in the final juror selection.
- Chosen jurors will undergo training by City staff that covers the intent of the RFP, which is reflective of the mission and vision of the CAC, and knowledge of the evaluation process, scoring, and criteria tool.

- Who is Eligible?
 - Oxnard-based artists and 501(c)3 organizations are eligible to apply for the Public Art Grant grant process. All applicants must have a viable Oxnard address and will be asked to provide proof of residency. Additional application requirements listed on pages () of this packet in the eligibility portion of the Public Art Grant. All Public Art Grant applicants are required to attend one of the grant orientation meetings as listed in the application document.

- Will Every Application be funded?
 - Unfortunately, every application cannot be funded. Although it is the intent of the City of Oxnard, Cultural Arts Commission, and staff to award the entire amount of funds appropriated, the commission reserves the right to:
 - Reject any or all applications deemed to be non-responsive
 - Reallocate funds between the award categories based on circumstances such as the number of applications
 - Not award the entire appropriated amount from the Art In Public Places Trust
 - Suspend or cancel the grant program at any time.
 - Primary focus is in Downtown.



Requirements

- General Requirements
- Organization Requirements
- Individual Requirements

- No grant funds may be used for the payment of any debt, debt interest or deficit reduction; commercial enterprises; any fines and penalties; building or remodeling of facilities, furniture or fixtures; lobbying any public agency or office; out of state travel; hospitality or food costs; placement of grant funds into trust, endowment or contingency funds; expenses for projects that have already been completed.
- Governmental organizations and non profit organizations that receive line item budgetary support from the City of Oxnard independent of the Cultural Arts Commission Grants Program are not eligible to apply.

- Be an Oxnard-based nonprofit arts organization with 501(c)3 status, upload proof of 501(c)3 certificate of good standing.
- Be in compliance with all City codes, laws, and ordinances.
- Certify, by means of a signature on the application, that they are not delinquent in paying the City any debt, whether the debt arises from a tax, bill, loan, lease, or other financial obligation.
Organizations with a delinquent indebtedness to the City are ineligible to receive funding through this grant.
- Have satisfied the requirements of any previously awarded Cultural Funding Grant from the City of Oxnard, including completion of a final report.

- If a non-profit group is receiving, during the grant period, financial or in-kind support from the City of Oxnard, this information must be disclosed in the proposal (to include the value of such City support, such as grant funds). Depending on the funds available, this may have an impact on the amount of funding granted to that group. Failure to report City Support will result in your disqualification for this grant period.
- Operate so as not to discriminate on the basis of race, religion, gender, sexual orientation, age, national origin, or disability.

- Be an Oxnard-based artist and submit proof of residency with your application.
- Have created an independent body of work in the arts or as part of a cultural arts program within the last three years.
- Be in compliance with all City codes, laws, and ordinances.
- Certify, by means of a signature on the application, that they are not delinquent in paying the City any debt, whether the debt arises from a tax, bill, loan, lease, or other financial obligation. An individual artist with a delinquent indebtedness to the City is ineligible to receive funding through this grant.



Next Steps

- Legal Review
- Administrative Review
- Final Details (Timeline, application, etc.)
- Commission Recommendation Memo to City Council via City Manager's Office



THE END