

## **NEWPORT BEACH CITY ARTS COMMISSION ANNUAL RETREAT**

Newport Beach Community Room  
100 Civic Center Drive, Newport Beach, CA 92660  
Tuesday, August 29, 2017 – 4:00 PM

### **Welcome and Introductions**

## The Role of the City Arts Commission

Established by  
Charter of the  
City of Newport  
Beach,  
Article VII, Section  
712

- Act in an advisory capacity to the City Council in all matters pertaining to artistic, aesthetic, historical and cultural aspects of the City.
- Recommend to the City Council the adoption of such ordinances, rules and regulations as it may deem necessary for the administration and preservation of fine arts, performing arts, historical, aesthetic and cultural aspects of the community.
- On behalf of the City, actively encourage programs for the cultural enrichment of the community.
- Perform such other duties relating to the Arts as the City Council may require.

## Overview of City Arts Commission Programs

### **ART AT THE LIBRARY**

- Art is displayed in Central Library lobby.
- The Chair appoints an ad hoc subcommittee to review applications for exhibition in the Central Library. Application is available on Cultural Arts website.
- The ad hoc subcommittee reviews applications and brings recommendations back to the Arts Commission for approval.
- Staff coordinates the installation and display of the art.

Overview of City Arts  
Commission Programs

## **CONCERTS ON THE GREEN**

- Live musical performances are staged in the Civic Green during the summer months.
- The Chair appoints an ad hoc subcommittee in December to review performers' proposals.
- The ad hoc subcommittee reviews performers and brings recommendations back to the Arts Commission for approval.
- Staff reserves the Civic Green, contracts the performers and sound engineers, promotes the events, and assist the day of the concert.

Overview of City Arts  
Commission Programs

## **NEWPORT BEACH ART EXHIBITION**

- The Arts Commissions presents an annual juried art show.
- The Chair appoints an ad hoc subcommittee to plan the event, review art work for inclusion, and select a juror.
- Staff coordinates the call for entry and artist registration, contracts an event coordinator, promotes the event, and processes the awards.
- The Newport Beach Arts Foundation assists with managing the sale of art the day of the event.

Overview of City Arts  
Commission Programs

# **SCULPTURE EXHIBITION IN CIVIC CENTER PARK**

- The Newport Beach City Council authorized the City Arts Commission and City staff to implement a temporary sculpture exhibit in Civic Center Park.
- Visit Newport Beach funds are currently being used to pay for this program.
- The Chair appoints an ad hoc subcommittee to serve on a curatorial panel to select art.
- The City contracts Arts OC to coordinate the call for entry, select finalists with Arts Commission and City Council approval, and install and de-install the pieces.
- The City Arts Commission hosts a grand opening.

Overview of City Arts  
Commission Programs

# **SPECIAL EVENTS**

- Commissioners can bring proposals for special events to the Arts Commission for approval.
- Events have included Rex Brandt Centennial, Joan Irving Brandt Centennial, and the Cows4Camp exhibition.

## CITY ARTS COMMISSION BUDGET FOR 2017/18 FISCAL YEAR

This budget is allocated from the General Fund:

- |  |          |
|--|----------|
| • Programming:                         | \$35,000 |
| • Professional and Technical Services: | \$40,000 |
| • Cultural Arts Grants:                | \$40,000 |
| • Administrative:                      | \$12,500 |

## PROGRAMMING

- These funds are used to pay for the Concerts on the Green, the Newport Beach Arts Exhibition, and any special events held during the fiscal year.

## PROFESSIONAL AND TECHNICAL SERVICES

These funds are used to pay for art installations, event coordination, sound engineering, and contract services. Generally, these funds pay for services that City staff cannot provide.

## CULTURAL ARTS GRANTS

Each year, the City of Newport Beach distributes funds to arts organizations, enabling them to expand arts programs offered to the local community.

To apply, arts organizations are required to meet the following criteria:

- Only arts organizations are eligible; we do not award grants to individual artists.
- Arts organizations must propose projects/programs for funding that directly benefit children and adults living in Newport Beach, and schools only within the City's geographic boundaries. Collaborative events, such as public performances or programs implemented in conjunction with the City of Newport Beach are also eligible for grants.
- The Arts Commission funds only arts projects/programs which will be presented before September 28, 2018, not general operating expenses.
- Arts organizations that received cultural grants during 2016/2017 will not be considered unless they have completed and returned their [Cultural Arts Grant Completion Report](#), even if they have not completed some of the components of the project/program by the grant application due date.

## ADMINISTRATIVE COSTS

These funds are used for insurance, office supplies, marketing costs, and ASCAP and BMI dues.

### *Visit Newport Beach*

These funds are a portion of the Transient Occupancy Tax (hotel tax) that are reimbursed to the City.

These funds can be used for cultural activities, programs, beautification projects, etc. These are not strictly Arts Commission funds; for example, Council recently allocated some of these funds for the Boat Parade.

**To access these funds,**  
**City Council approval**  
**is required.**

- In fiscal year 2017/18, Council approved the use of *Visit Newport Beach* funds for the Sculpture Exhibition in Civic Center Park (\$155,000) and the Pacific Symphony concert (\$60,000).

*Balboa Performing  
Arts Theatre  
Foundation funds*

These funds came to the City when the  
Balboa Theatre Foundation dissolved in  
2014.

**To access these funds,  
City Council approval  
is required.**

- There are \$175,000 in this fund. Like the *Visit Newport Beach* funds, these funds can only be accessed with City Council approval. There are strict guidelines for these funds; they can only be used for performing arts programs on the Balboa Peninsula.

**With the addition of funds transferred from Visit Newport Beach to the City Arts Commission budget, the City Arts Commission budget for fiscal year 2017/18 is **\$342,500.****



## NEWPORT BEACH ARTS FOUNDATION

The NBAF supports, promotes, and broadens cultural activities within the local community as the fundraising organization for the Newport Beach Arts Commission.

Since its inception in 1990, the Newport Beach Arts Foundation, a private non-profit 501 (c) (3) organization, has been dedicated to supporting cultural arts activities of the Newport Beach City Arts Commission in the City of Newport Beach.

## STAFF RESPONSIBILITIES

Staff support and assistance is provided, but the City Arts Commission (CAC) does not have supervisory authority over City employees. While they may work closely with the CAC, staff members remain responsible to their immediate supervisors and ultimately to the City Manager.

The CAC members are responsible for the functions of the CAC and the Chair is responsible for compliance with the policies outlined in the *Handbook for City Boards, Commissions, and Committees*.

Staff support includes preparation of a summary agenda subject to approval by the Chair, and preparation of staff reports providing a brief background of the issue, a list of alternatives, recommendations and appropriate backup material, as necessary. Staff will assist the CAC in the conduct of public meetings and ensure that the business listed on the agenda is addressed. CAC members should have sufficient information to reach decisions based upon a clear explanation of the issues involved.

An assigned staff person serves as secretary, insuring that minutes are taken as needed.

# DISCUSSION

Challenges, opportunities, and questions.