



## ARTS AND CULTURAL AFFAIRS COMMISSION AGENDA

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**DATE:** Tuesday, May 28, 2019

**TIME:** 3:30 p.m.

**LOCATION:** Five Flags Center, Orpheum Room – 405 Main St, Dubuque, IA

### Regular Meeting

Call to order and assurance of Iowa Open Meeting compliance.

1. Minutes from April 23, 2019.
2. Commissioner Attendance requirements/Ordinance Review –

*Ordinance, Chapter 8-2-10(D).*

*Attendance:*

*1. In the event a commissioner has been absent for three (3) or more consecutive meetings of the commission, without being excused by the chairperson, such absence will be grounds for the commission to recommend to the city council that the position be declared vacant and a replacement appointed.*

*2. Attendance must be entered upon the minutes of all meetings.*

3. 2019-2020 Grant Recipient Selection – Operating & Special Projects
4. Open Commission Seats – deadline for application
5. Current Events Reporting from Commissioners

**Next meeting:** Tuesday, June 11, 2019



## ARTS AND CULTURAL AFFAIRS COMMISSION MINUTES

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**DATE:** Tuesday, April 23, 2019

**TIME:** 3:30 p.m.

**LOCATION:** Carnegie-Stout Public Library, Lacy Boardroom – 360 W. 11th Street

### Regular Meeting

Commissioners Present: Mary Armstrong, Ali Levasseur, Paula Neuhaus, Sue Riedel, Gina Siegert, David Schmitz (3:50 p.m.)

Commissioners Excused: Tyler Daugherty

Staff Present: Jill Connors, Eileen Ricchio

The meeting was called to order by Levasseur at 3:32 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

#### 1. Minutes of March 22, 2019

Minutes were reviewed and read aloud for the group. Motion by Armstrong, second by Siegert, to approve. Motion carries unanimously.

#### 2. Art on the River

Pamela White is now under contract to provide consultant services related to AOTR. Submissions are due May 13, 2019. White will review the submissions, selecting 10 sculptures and 3 alternates. White will then meet with staff from Public Works and Engineering to ensure there are no logistical issues with the chosen pieces. White will use any feedback from that meeting to potentially revise the recommendation, which will be brought to the Arts Commission for their approval at the May 28<sup>th</sup> meeting. The commission will then make a recommendation to City Council for the slate of sculptures to be included in the 2019-2020 exhibit. White will also attend the opening of the exhibit and plans to bring some of her Masters students along for the experience.

AOTR committee and City staff will meet with representatives of Port businesses and Travel Dubuque to review the possibility of combined marketing for Taste of Dubuque (Aug 1), Art on the River (Aug 2), and the Lighted Boat Parade (Aug 3).

### **3. Hiring Timeline**

The job posting generated 86 applicants. Phone interviews have been scheduled for this Friday, April 26<sup>th</sup>. 9 candidates are being interviewed. Staff hope to reduce the number to less than 5 for in-person interviews. The goal is to have an offer to a candidate before Memorial Day and hopefully have the new hire on board by mid-June.

### **4. Operating and Special Project Grants**

A committee of commissioners and City staff will do a preliminary review of the applications and funding schemes in order to bring a recommendation to the board at a special meeting on June 4<sup>th</sup>, with no changes during the commission meeting.

Schmitz enter 3:50 p.m.

### **5. Arts Master Plan Update (working groups, general progress)**

Working groups:

Branding and Communication: communications platform ready to roll out, waiting for new staff person to review the information. Taylor Cummings will report at the Task Force meeting this Thursday. Next several meetings of this working group will be working and brainstorming to develop goals.

Capacity and Investments: Geri Shafer convened the group to talk about investment in the arts.

Public Art & Infrastructure: meets at Museum, has seen slow progress, as the group is benchmarking their findings/work against other cities in between meetings.

Accessibility, Engagement and Inclusion: confirmed that they'll create a subcommittee to go through policy change information.

Connors reported there was a City staff meeting this morning about all arts offerings from the City. Multiple departments will begin meeting quarterly to identify ways to collaborate and measure what arts/culture efforts are being brought to residents.

### **6. Current Events Reporting from Commissioners**

JDIFF is this week. Festival has expanded to 5 days! Schedule can be found on website and phone app.

Hotel Julien is serving as box office and there's an info table at Five Flags. A "Meet and Mingle" event is being held at Five Flags tomorrow night. Attendees will have the opportunity to meet filmmakers. Thursday is free admission all day. Movie venues are downtown and at Phoenix theater on the west end.

Review of Task Force role. Working groups are "on the ground" doing the research and development of ideas to implement recommendations of the Master Plan. The Task Force is meant to be "non-arts" people and meant to act as a filter for the ideas brought by the working groups. The purpose is to provide feedback before ideas go to council, so that ideas have been vetted. They can be "champions" when bringing recommendations to council.

Discussion of how to bring recommendations to City Council. Staff arranges attendance at a council meeting or work session; the commission chair would act as support, and the Task Force would make the presentation.

Desire of commissioners to present to City Council quarterly. Consensus to give the new hire time to get acclimated and to present to Council in October, as this is Arts & Humanities month. Would want the Task Force to present the workings from the past year – the history of how the groups have got to where they are today. Agreement that it is best to schedule a work session with the Council before approaching them with a recommendation, to give them plenty of background information and provide a chance for them to give feedback before a recommendation would be brought at a regular meeting.

Meeting adjourned 4:20 p.m.

**Next meeting:** Tuesday, May 28, 2019

Respectfully submitted:  
Jill Connors  
Economic Development Director

These minutes were passed and approved on \_\_\_\_\_, 2019.

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David Schmitz, Chair



**TO:** Arts & Cultural Affairs Advisory Commission  
**FROM:** Cori Burbach, Assistant City Manager  
**DATE:** May 22, 2019  
**RE:** Recommendation for FY20 Operating Grants

## INTRODUCTION

The purpose of this grant is to provide a recommendation to fund organizations for the Arts & Culture Operating Grants for FY 20.

## BACKGROUND

\$210,000 was approved by the City Council for FY20 for Operating Grants. The City received eighteen applications with operating budgets totalling \$12,000,001.\*

(\*Note that because of some confusion in application instructions regarding the field Operating Request amount, applicants answered using either the *last fiscal year, actual* or *current fiscal year, budgeted* to answer. For consistency, I used all organization's current fiscal year, budgeted in my recommendations. This guidance can be clarified as part of the update to next year's grant application.)

A jury panel comprised of the following individuals reviewed the applications:

- Jennie Knoebel, Arts Learning Manager & Accessibility Coordinator for the Iowa Arts Council
- Nicole Shalla, Community Investment Specialist for Bravo Greater Des Moines
- Ellie Moore, Administrative & Communications Coordinator for the Iowa Council of Foundations

Applications were scored on a 15 point scale, with one bonus point available for organizations who attended the grants workshop.

## DISCUSSION

Attached is a worksheet with potential funding scenarios identified. After they were ranked based on the aggregated jurors' scores, organizations were given a "blind" identified because some commissioners are associated with individual applications. Once a funding scenario is approved, I will share the names of the organizations with the Commission.

Three tiers of applicants were identified based on natural breaks in the scoring. If the Commission intends to give all applicants at least some funding, I respectfully

recommend Option 3. This option awards 3.75% or \$30,000 (whichever is less) to Tier 1 applicants, 2.75% or \$30,000 (whichever is less) to Tier 2, and 1.25% to Tier 3.

I will bring the funding scenario worksheet to the Commission meeting should you wish to consider additional funding options.

All applicants will also receive a summary of jurors' comments as part of their award letter.

**REQUESTED ACTION**

I respectfully request approval of the Option 3 funding recommendation for the FY20 Operating grants in the amount of \$209,793.

Cc: Jill Connors, Economic Development Director

FY 20  
Operating  
Support  
Grant  
worksheet

tal points availa.

45

Maximum \$ 30,000 or 6%  
Average 2-5%  
Total Available \$ 210,000

Aggregated	Combined & Ranked	Requested Amt		Current FY Operating Budget	Correct Req'd Amt	Option 1 = 6% or max, all	Option 2 = 4% or max, 3% or max, none	Option 3 = 3.75% or max, 2.75% or max, 1.25% or max
A	48	\$ 251,813	last fy actual	\$ 286,433	\$ 286,433	\$ 17,186	\$ 11,457	\$ 10,741
B	47	\$ 5,424,380	last fy actual	\$ 5,646,065	\$ 5,646,065	\$ 30,000	\$ 30,000	\$ 30,000
C	46	\$ 385,427	last fy actual	\$ 285,100	\$ 285,100	\$ 17,106	\$ 11,404	\$ 10,691
D	46	\$ 679,600	current fy budget	\$ 679,600	\$ 679,600	\$ 30,000	\$ 27,184	\$ 25,485
E	46	\$ 699,102	current fy budget	\$ 699,102	\$ 699,102	\$ 30,000	\$ 27,964	\$ 26,216
F	44	\$ 349,914	last fy actual	\$ 344,898	\$ 344,898	\$ 20,694	\$ 13,796	\$ 12,934
G	44	\$ 65,554	last fy actual	\$ 55,417	\$ 55,417	\$ 3,325	\$ 2,217	\$ 2,078
H	43	\$ 930,730	last fy actual	\$ 1,048,253	\$ 1,048,253	\$ 30,000	\$ 30,000	\$ 30,000
I	43	\$ 231,400	current fy budget	\$ 231,400	\$ 231,400	\$ 13,884	\$ 9,256	\$ 8,678
J	40	\$ 82,741	unknown	\$ 90,763	\$ 90,763	\$ 5,446	\$ 2,723	\$ 2,496
K	39	\$ 1,287,748	unknown	\$ 1,305,000	\$ 1,305,000	\$ 30,000	\$ 30,000	\$ 30,000
L	37	\$ 278,348	last fy actual	\$ 300,452	\$ 300,452	\$ 18,027	\$ 9,014	\$ 8,262
M	37	\$ 106,500	current fy budget	\$ 106,500	\$ 106,500	\$ 6,390	\$ 3,195	\$ 2,929
N	36	\$ 20,241	last fy actual	\$ 21,051	\$ 21,051	\$ 1,263	\$ 632	\$ 579
O	35	\$ 18,858	current fy budget	\$ 18,858	\$ 18,858	\$ 1,131	\$ 566	\$ 519
P	32	\$ 173,639	last fy actual	\$ 122,138	\$ 122,138	\$ 7,328	\$ -	\$ 236
Q	29	\$ 513,835	current fy budget	\$ 513,835	\$ 513,835	\$ 30,000	\$ -	\$ 1,527
R	28	\$ 243,935	last fy actual	\$ 245,136	\$ 245,136	\$ 14,708	\$ -	\$ 6,423
				\$ 12,000,001	\$ 306,489	\$ 209,407	\$ 209,793	



**TO:** Arts & Cultural Affairs Advisory Commission  
**FROM:** Cori Burbach, Assistant City Manager  
**DATE:** May 22, 2019  
**RE:** Recommendation for FY20 Special Projects Grants

## INTRODUCTION

The purpose of this grant is to provide a recommendation to fund organizations for the Arts & Culture Special Projects (Special Projects) Grants for FY 20.

## BACKGROUND

\$35,000 was approved by the City Council for FY20 for Special Projects Grants. The City received six applications with a total requested funding of \$32,133.

A jury panel comprised of the following individuals reviewed the applications:

- Jennie Knoebel, Arts Learning Manager & Accessibility Coordinator for the Iowa Arts Council
- Nicole Shalla, Community Investment Specialist for Bravo Greater Des Moines
- Ellie Moore, Administrative & Communications Coordinator for the Iowa Council of Foundations

Applications were scored on a 30 point scale, with one bonus point available for organizations who attended the grants workshop.

## DISCUSSION

All applications are recommended for funding. Recommended funding is as follows:

*Dubuque Museum of Art* Museum Apprenticeship Program to develop and retain Dubuque's creative workforce and to expose young people to career pathways in the arts and museum fields (\$4,000. Full funding recommended.)

*Dubuque County Historical Society* Home for the Holidays to present humanities through interpretation of Victorian life at the Ham House Historical Site (\$7,000. Full funding recommended.)

*Steeple Square* for stained glass restoration workshop, educational tour of Dubuque's religious architectural sites, and presentation at Dubuque Museum of Art as part of ArchiTREK series (\$4,123 of requested \$7,131 is recommended for funding to comply with the 1:1 match requirements.)

*Julien Dubuque International Film Festival* for a Winter Film Awareness series to be held monthly Jan-March, 2020 (7,202. Full funding recommended.)

*Dubuque Symphony Orchestra* to welcome the Heartland Marimba Quartet for their final Classics concert of the 2019-20 concert season (\$4,000. Full funding recommended.)

*Fly-by-Night Productions Inc* to produce *The Mountaintop*, a play by African-American playwright Katori Hall to coincide with the 52<sup>nd</sup> anniversary of Dr. King's assassination (\$2,800. Full funding recommended.)

Of note, jurors noted several times in their comments that in order to support applicants in furthering the Commission's priorities of diversity, equity and inclusion, further training and support is needed regarding how to intentionally incorporate these concepts into project design, and how to measure impact. Additionally, jurors noted that some projects did not seem to meet the requirement of a partnership "with one or more organizations that is new or substantially different than previous collaborations".

**REQUESTED ACTION**

I respectfully request approval of the funding recommendation for the FY20 Special Projects grants in the amount of \$32,133.

Cc: Jill Connors, Economic Development Director

**FY 20 Special Projects Grant  
worksheet**

	<b>Maximum</b>	\$ 8,000
	<b>Minimum</b>	\$ 1,500
<i>Total points available</i>	<b>90 Total available</b>	\$ 35,000

<b>Aggregated</b>	<b>Combined &amp; Ranked</b>	<b>Requested Amt</b>	<b>Recommended Funding</b>	
Dubuque Museum of Art	77	\$ 4,000	\$ 4,000	
Dubuque County Historical Society	67	\$ 7,000	\$ 7,000	
Steeple Square	62	\$ 7,131	\$ 4,123	\$4,122.50 is the match provided. To meet the 1:1 requirement, recommended funding amount is decreased.
Julien Dubuque International Film Festival	60	\$ 7,202	\$ 7,202	
Dubuque Symphony Orchestra	59	\$ 4,000	\$ 4,000	
Fly-by-Night Productions Inc	58	\$ 2,800	\$ 2,800	
<b>Total</b>		<b>\$ 32,133</b>	<b>\$ 29,125</b>	