



## AGENDA

### REGULAR MEETING OF THE ARTS AND CULTURE COMMISSION

Monday, May 24, 2021 at 7:00 p.m.

**Staff Liaison**

Alexandra Orologas | 510-215-4302  
[aorologas@ci.el-cerrito.ca.us](mailto:aorologas@ci.el-cerrito.ca.us)

**VIA TELECONFERENCE**

<https://zoom.us/j/92058874648?pwd=enQ5eXpSV1IRdTIMczZyaFhRd2Uwdz09>

**Webinar ID:** 920 5887 4648

**Webinar Password:** 05242021

**Join by Phone:** (408) 638-0968

**Passcode:** 05242021

Pursuant to Executive Orders N-25-20 and N-29-20, and in Response to the COVID-19 Pandemic, Teleconference Restrictions of the Brown Act Have Been Suspended, as Well as the Requirement to Provide a Physical Location for Members of the Public to Participate in the Meeting.

Any person wishing to speak to the Arts and Culture Commission on any of these matters is invited to participate via teleconference as described above.

The City encourages submission of written comments in advance to the Arts and Culture Commission via email to [aorologas@ci.el-cerrito.ca.us](mailto:aorologas@ci.el-cerrito.ca.us) prior to the meeting or by contacting the staff liaison listed above.

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#### **7:00 p.m. CONVENE REGULAR MEETING**

- 1. ROLL CALL** – Chair Allison Cooper; Vice-Chair Blake Washington; Members: George Gager, Courtney Helion, Bill Nichols, Alan Pavlosky, Ann Wiens
- 2. COMMISSIONERS' REPORTS, COUNCIL LIAISON AND STAFF LIAISON REPORTS**
- 3. ORAL COMMUNICATIONS FROM THE PUBLIC**  
*Remarks are typically limited to three minutes per person, and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first; remarks on agenda items will be heard at the time the item is discussed.*
- 4. APPROVAL OF MINUTES**  
Consider approval of the minutes of the April 26, 2021 meeting. (Attachment)

- 5. OVERVIEW OF THE BROWN ACT AND MEMBER ROLES**  
Recieve a presentation from Holly M. Charléty, City Clerk on the Requirements of the Brown Act and a Overview of Roles and Responsibilities (Attachment)
- 6. CITYWIDE DEVELOPMENT UPDATE**  
Receive update from Sean Moss, Planning Manager on Citywide Development
- 7. EL CERRITO FOLK ART FESTIVAL**  
Receive a presentation from Bob Helliesen regarding the El Cerrito Free Folk Festival in October for Discussion and Possible Action (Attachment)
- 8. EVALUATION OF NEWLY ESTABLISHED AD-HOC SUBCOMMTTEES & MEMBER ASSIGNMENTS**  
Discussion and possible action on the four newly established ad-hoc subcommittees (Workplan & Mini Grant, Long-Term Vision/Sustainability, Community Outreach & Marketing, and Artist Engagement) and the assignment of subcommittee membership
- 9. UPCOMING ACC-SPONSORED EVENTS**  
Discussion and possible action on upcoming ACC-sponsored events
- 10. AD-HOC SUBCOMMITTEE UPDATES**
  - a. Workplan & Mini Grant Subcommittee (Cooper, Helion, Washington)
  - b. Long-Term Vision/Sustainability Subcommittee (Gager, Nichols, Wiens)
  - c. Community Outreach & Marketing Subcommittee (Gager, Washington, Wiens)
  - d. Artist Engagement Subcommittee (Cooper, Helion, Nichols)
- 11. ITEMS FOR NEXT MEETING**
- 12. ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, (510) 215-4302. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).

Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at [www.el-cerrito.org/acc](http://www.el-cerrito.org/acc).

**DRAFT MINUTES**



**REGULAR MEETING OF THE  
ARTS AND CULTURE COMMISSION**

**Monday, April 26, 2021 at 7:00 p.m.**

This meeting was held via teleconference

**Staff Liaison**

Alexandra Orologas | 510-215-4302

[aorologas@ci.el-cerrito.ca.us](mailto:aorologas@ci.el-cerrito.ca.us)

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**CONVENE REGULAR MEETING** Chair Cooper called the meeting to order at 7:01 p.m.

1. **ROLL CALL** – Chair Allison Cooper; Vice-Chair Blake Washington; Members: George Gager, Courtney Helion, Bill Nichols, Ann Wiens

2. **COMMISSIONERS' REPORTS, COUNCIL LIAISON AND STAFF LIAISON REPORTS**

Chair Cooper announced the press release issued by Staff Liaison Orologas on the completion of the Utility Box Public Art Pilot Program and thanked everyone for the great work. She has also been contacted by the Free Folk Festival organizer for support on the annual event coming up in October.

Staff Liaison Orologas also reported on the formal press release on the Utility Box Public Art Pilot Program. She explained the reasons of the delay on sending out the press release and planned to improve the program from the lessons learned and feedback received.

3. **ORAL COMMUNICATIONS FROM THE PUBLIC**

None.

4. **APPROVAL OF MINUTES**

**Moved/Second:** Member Wiens/Member Gager **Action:** Motion to approve March 22, 2021 meeting minutes with two typographical corrections.

**Ayes:** Chair Cooper; Vice Chair Washington; Members Gager, Helion, Nichols, and Wiens. **Noes:** None.

**Action:** Minutes approved.

5. **APPOINTMENT OF CHAIR AND VICE CHAIR**

**Moved/Second:** Member Helion/Member Nichols **Action:** Motion to reappoint Chair Cooper as Chair and Vice Chair Washington as Vice Chair for another term. **Ayes:** Chair Cooper; Vice Chair Washington; Members Gager, Helion, Nichols, and Wiens. **Noes:** None. Passed unanimously.

6. **NEIGHBORHOOD STORIES EVENT UPDATE**

Update from Erin Merritt on Neighborhood Stories Event.

**Action:** Received update.

**7. BUDGET UPDATE**

**Action:** Received Budget Update from Staff Liaison Orologas.

**8. EVALUATION OF NEW AD HOC SUBCOMMITTEES & MEMBER ASSIGNMENT**

Discussion and established four new ad hoc subcommittees with members assigned to each subcommittee.

**Moved/Second:** Member Helion/Member Nichols **Action:** Motion to Approve creating four ad hoc subcommittees and their assigned members as listed below:  
Workplan & Mini Grant Subcommittee (Cooper, Helion, Washington)  
Long Term Vision/Sustainability Subcommittee (Gager, Nichols, Wiens)  
Community Outreach & Marketing Subcommittee (Gager, Washington, Wiens)  
Artist Engagement Subcommittee (Cooper, Helion, Nichols)

**Ayes:** Chair Cooper; Vice Chair Washington; Members Gager, Helion, Nichols, and Wiens. **Noes:** None. Passed unanimously.

**9. UPCOMING ACC-SPONSORED EVENTS**

Discussion on hosting Chalk Day as an event for Arts Month in October and its possible locations.

**10. SUBCOMMITTEE UPDATES**

- a. Community Outreach Subcommittee (Gager, Washington) No update
- b. Visual Arts Subcommittee (Cooper, Helion, Nichols) Reported completion of subcommittee noted great work on Utility Box Public Art project.

**11. ITEMS FOR NEXT MEETING**

Update from Planning Manager, Sean Moss. Discussion on phase two of Utility Box Public Art Program. Evaluation of the new subcommittees and member assignment. Brown Act training by City Clerk, Holly M. Charléty.

**12. ADJOURNMENT**

The meeting adjourned at 8:57 p.m.

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Allison Cooper, Chair


This is to certify that the foregoing is a true and correct copy of the minutes of the Arts and Culture Commission meeting of April 26, 2021 as approved by the Arts and Culture Commission.

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Alexandra Orologas, Staff Liaison

**ADVISORY BODY TRAINING  
THE BROWN ACT  
ROLES & RESPONSIBILITIES**

May 2021




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**Part 1:  
Brown Act Overview**

- Definitions
- Types of Meetings
- Agendas and Materials
- Meeting Discussion
- Teleconference
- Meeting Remotely
- Enforcement and Penalties



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## The Ralph M. Brown Act

- Part of Government Code - an access to information law regarding open **meetings** and open **deliberations**
- Meetings must be open and public with a posted agenda, all persons are permitted to attend, all persons are allowed to speak before a vote is taken on any action item, and must be held within the jurisdiction
- All city advisory body meetings are subject to the requirements of the Brown Act
  - Not applicable to Ad-Hoc committees



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## Definitions

- **Meeting** – when a majority of members meet to hear, discuss, deliberate or take action on an item within its subject matter jurisdiction
- **Ad-Hoc Committee** – sometimes referred to as a “temporary Committee” is less than a quorum of members formed for a limited period of time, for a single or limited purpose, and dissolved when the task is complete (NOT subject to the Act)
- **Standing Committee** – less than a quorum of members permanently formed for discussion on a particular and ongoing topic within the advisory body’s jurisdiction



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## Regular Meetings

- Occur at a date, time, and location set by resolution or ordinance
- Require an agenda to be posted **72** hours in advance (physical and online by law)
- Public comments can be made on any matter within the subject matter jurisdiction of the advisory body



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## Special Meetings

- Any meeting held outside of the date, time, and location set by resolution or ordinance
- Require an agenda to be posted **24** hours in advance (physical and online by law)
- Public comments can be made **only on items on the agenda**



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## Serial Meetings

- **Serial Meetings** are illegal!
- A majority of members engaging in a series of communication (direct or indirect) to discuss, deliberate, or take action on any item of business or potential business
  - **Daisy Chain** – verbal or written  
Member A calls Member B, Member B calls Member C, Member C calls Member D, etc.
  - **Hub and Spoke** – A person or a document  
Member A calls Member B, Member A calls Member C, Member A calls Member D, etc.



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## Agendas

- Must include the time, date and location of meeting, ADA accommodations, and a description of each item of business (typically limited to 20 words)
  - **Items not listed on the agenda CANNOT be discussed**
- Public comment on agenda items (any meeting type) or anything within the jurisdiction of the advisory body (regular meetings)
- Posted (physically and online) 72 hours in advance (24 hours for special/emergency meeting)




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## Meeting Materials

- Materials distributed to the advisory body less than 72 hours prior to the meeting must be simultaneously made available to the public
- If materials are distributed by the agency during the meeting, copies for the public must be available **during** the meeting
- If materials are provided by the public during the meeting, they must be made available after the meeting




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## Meeting Discussion

- Discussion at that meeting is **limited** to what is **on** the agenda
  - Exception at a regular meeting with 2/3 vote for an immediate need to take action (forgetting does not count!)
- **Brief** responses to statements or questions, announcements, request for report back, or future agenda items is acceptable dialogue for items **not** on the agenda



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## Teleconferencing

- All locations must be accessible to the public, and listed on the agenda
- Agenda must be posted at all locations
- At least a quorum of members must participate from within the jurisdiction
- All votes **must** be done by roll call



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## Meeting during COVID

- A physical location is not required
- Members of the public must still be given the ability to provide public testimony (achieved via Zoom or email)
- Members can participate from any location.
- Public notice is only required at City Hall and on the City's website.
- Attendance and ALL votes require a roll call vote.
- **All other provisions of the brown act still apply.**



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## Enforcement and Penalties

- Criminal Action - Misdemeanor
  - When intention to deprive public of information and action is taken in violation of the act
- Civil Remedies
  - District Attorney or any interest Party can pursue
  - Invalidation of action taken
  - Demand to remedy
  - Attorney's fees if prevail



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## Part Two: Roles and Responsibilities

- Roles
- General Rules/Limitations
- Powers and Duties
- Membership Tools



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## Roles

- **Advisory Body Chair**
  - Sets the agenda with staff liaison
  - Presides over meetings
  - Represents the body before City Council
- **Staff Liaison**
  - Facilitates meetings and materials
  - Ensures compliance with Brown Act and Parliamentary Procedure
  - Advises members and provide technical expertise
  - Acts as conduit for communication with city staff
  - Are **not** employees of the advisory body



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## Roles

- **Council Liaison**
  - Reports on council actions and activities quarterly
- **City Clerk**
  - Ensures compliance with municipal code and other advisory body policies
    - Term limits, attendance rules, eligibility
  - Manages Advisory Body Membership
    - Application, interview and appointment process
    - Membership training and filing requirements
  - Advises staff liaisons
    - Standards and resources based on policies



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## General Rules/ Limitations

- Members should not become involved in the administrative or operational matters of City departments unless specifically provided for in the body's enabling legislation
- Unless specifically authorized by City Council, members may not represent the policy of the city and may not directly communicate with outside agencies



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## General Rules/ Limitations

- Members should not ask staff to commit to work that has not been budgeted or approved, or in any way try to direct the priority of work for the department providing technical advisory staff.
- Advisory bodies may not take any financial actions (such as endorsing grant applications) which commits or indicates the intention to commit the city



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## General Rules/ Limitations

- Members may not ask for individual reports, favor or special consideration. Requests and communication shall be restricted to the framework of the advisory body's assignment.



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## Powers and Duties

City Advisory bodies advise City Council on **specific** City program areas and **related** policies. Responsibilities are set by ordinance or resolution.

The **Arts and Culture Commission**, per El Cerrito Municipal Code §2.04.310, have the following Powers and Duties:

1. To act in an advisory capacity to the City Council in all matters pertaining to arts in the community;



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## Powers and Duties

2. Make recommendations on resources and needs of the community on the subject of the arts, opportunities for participation of artists and performers in city-sponsored activities, and ways to encourage community involvement in the arts;
3. Work cooperatively with other entities and group in creating and promoting art and cultural programs and activities within the city;
4. Coordinate and strengthen existing organizations in the arts and develop cooperation with regional organizations;



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## Powers and Duties

5. Make recommendations regarding funding of community art projects, including the search for private and public grants, and regarding the disbursement of revenues consistent with the needs of the community;
6. Make recommendations on all works of art to be acquired and installed in the city on public property;
7. Recommend adoption of such ordinances or policies as it may deem necessary for the administration and preservation of the arts and cultural development of the city.



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## Membership Tools

- [www.el-cerrito.org/110/Membership-Tools](http://www.el-cerrito.org/110/Membership-Tools)

### MEMBERSHIP TOOLS

- [Handbook for City Advisory Body Members \(2021\)](#)
  - [Printable version w/attachments](#)
- [Guidelines for Council and Staff Relations Resolution \(Resolution 2013-68\)](#)
- [Conflict of Interest Resources](#)
  - [Conflict of Interest and Ethics for Local Government](#)
- [Ethics Training Requirements \(Resolution 2013-67\)](#)
  - [Online Ethics Training](#)
- [City of El Cerrito General Member Provisions \(Municipal Code Section 2.04.220\)](#)
- [Open and Public V: A Guide to the Ralph M. Brown Act \(April 2016\)](#) (The League of California Cities)
- [Rosenburg's Rules of Order \(Parliamentary Procedure\)](#)
- [THE PEOPLE'S BUSINESS: A Guide to the California Public Records Act \(April 2017\)](#) (The League of California Cities)



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## Questions?

Holly M. Charléty, MMC  
City Clerk  
510-215-4305  
[hcharley@ci.el-cerrito.ca.us](mailto:hcharley@ci.el-cerrito.ca.us)



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**San Francisco Folk Music Club**

**1609 Woolsey Street**

**Berkeley, CA 94703**

May 14, 2021

The City of El Cerrito Arts and Culture Commission  
10890 San Pablo Avenue  
El Cerrito CA 94530

Dear Commissioners,

The San Francisco Folk Music Club respectfully requests your support as a co-sponsor in putting on a tenth El Cerrito Free Folk Festival.

What? A tenth El Cerrito Free folk music festival, the seventh at this site.

Where? El Cerrito High School.

When? On or near Saturday, October 9, 2021, from 12 PM to 9:00 PM.

Who? The festival will be put on by 40 Volunteers from the Folk Music Club and friends including the bands, also volunteers. The festival will be attended by more than 300 members of the public.

How? We have much experience in putting on this festival. Because this is an all-volunteer event, the only personnel expense is for the custodial staff provided by the high school. Other direct expenses include printed promotional material, chairs and tables and a rented truck to deliver them, and the rental of a backdrop for the stage.

The largest expense is for custodial to the school district, which totaled almost \$3000 last year. Other direct expenses should come to around \$800. We also maintain insurance.

Why? The festival is popular among attendees and has been described as a signature event in El Cerrito.

The Commission as co-sponsor has supported the festival with a donation to help cover both custodial expenses and publicity. This year we propose you support us by in the amount of \$1,750 to be applied to custodial costs and publicity.

Robert Helliesen, Board Member, San Francisco Folk Music Club  
Co-chair, El Cerrito Free Folk Festival Committee

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Alexandra Orogas](#)  
**Subject:** Online Form Submittal: Arts & Culture Commission Support Application Form  
**Date:** Friday, May 14, 2021 12:31:15 PM

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## Arts & Culture Commission Support Application Form

### INFORMATION

Contact/Applicant Name:	Robert Helliesen
Organization Name (if applicable):	El Cerrito Free Folk Festival - San Francisco Folk Music Club
Contact Phone:	[REDACTED]
Contact Email:	[REDACTED]
Contact Address:	[REDACTED]
City/Zip	Berkeley, CA 94708
Location of proposed event/project:	El Cerrito High School
Anticipated number of attendees?	320
Date(s) & Time(s) of the event:	October 9, 2021, 12 noon to 9:00 PM

### REQUEST

Type of Support Requested:	Publicity, Financial support, Venue/Space
If financial support, how much are you asking from the ACC?	\$1,750
If venue/vpace, which spaces or venues would you like help procuring?	El Cerrito
What is your basic budget, and how will it be spent? If you've received funding from	The festival was on-line only last year due to covid, and was entirely volunteer with no costs to the ACC. In 2019, ACC contributed \$1750 towards \$3,800 total cost. The major cost in 2019 was \$3000 to the school district for janitorial services. Other

ACC in the past, please indicate the history for how much you were awarded. If you're requesting more than you were awarded in the past, please provide justification for the increase. From where else will you receive support? You are welcome to include an additional sheet.

costs included printing and chair rental.

Please upload your budget (if applicable)

*Field not completed.*

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## PROJECT DESCRIPTION

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Include project description here:

The festival includes music performances by local artists as well as music and dance workshops, jamming, and a children's program

The Arts & Culture Commission cares about diverse audiences and environmental sustainability. Can you tell us how you will address those concerns?

We also care about diverse participants and sustainability, We find our audiences and participants include all who enjoy folk music. Our environmental footprint is light.

Have you done a similar event or project before?

Yes

If yes, 1) what worked well and 2) what would you do differently this time?

We have put on this festival for a number of years and feel it worked well. We always seek to improve, but expect any changes to be small.

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## STAFF/PERSONNEL

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# paid staff

0

# volunteers

40

If applicable, load

*Field not completed.*

additional documents  
here:

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Email not displaying correctly? [View it in your browser.](#)