



**BENICIA CITY COUNCIL
SPECIAL MEETING AGENDA**

**Council Chambers
June 23, 2011
6:00 PM**

*Times set forth for the agenda items are estimates.
Items may be heard before or after the times designated.*

I. CALL TO ORDER (6:00 PM):

II. CONVENE OPEN SESSION:

A. ROLL CALL.

B. PLEDGE OF ALLEGIANCE.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC:

A plaque stating the fundamental rights of each member of the public is posted at the entrance to this meeting room per section 4.04.030 of the City of Benicia's Open Government Ordinance.

III. OPPORTUNITY FOR PUBLIC COMMENT:

This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the City Council from responding to or acting upon matters not listed on the agenda. Each speaker has a maximum of five minutes for public comment. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of your entire group. Speakers may not make personal attacks on council members, staff or members of the public, or make comments which are slanderous or which may invade an individual's personal privacy.

A. WRITTEN COMMENT.

B. PUBLIC COMMENT.

IV. BUDGET STUDY SESSION:

A. PRESENTATION AND DISCUSSION OF PROPOSED MUNICIPAL BUDGETS FOR FISCAL YEAR'S 2012 AND 2013. (Finance Director)

The proposed budgets are aligned with the updated Strategic Plan, meet the requirements of the Balanced Operating Budgets Policy and the Fund Balance Reserve Policy recently revised by the City Council and, most importantly, enable the City to continue to provide the services and facilities that are the foundation for the exceptional quality of life Benicia's residents, businesses and visitors enjoy. A copy of the Budget can be found on the City's website located at: www.ci.benicia.ca.us

RECOMMENDATION: City Council will continue to discuss the Proposed Municipal Budgets for Fiscal Year's 2012 and 2013.

V. CLOSED SESSION:

A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Subdivision (a) of Government Code Section 54956.9)

Name of Case: Lewis v. City of Benicia

VI. ADJOURNMENT (9:00 PM):

Public Participation

The Benicia City Council welcomes public participation.

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is not on the agency's agenda for that meeting. The City Council allows speakers to speak on non-agendized matters under public comment, and on agendized items at the time the agenda item is addressed at the meeting. Comments are limited to no more than five minutes per speaker. By law, no action may be taken on any item raised during the public comment period although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the City Council.

Should you have material you wish to enter into the record, please submit it to the City Manager.

Disabled Access or Special Needs

In compliance with the Americans with Disabilities Act (ADA) and to accommodate any special needs, if you need special assistance to participate in this meeting, please contact Anne Cardwell, the ADA Coordinator, at (707) 746-4211. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting Procedures

All items listed on this agenda are for Council discussion and/or action. In accordance with the Brown Act, each item is listed and includes, where appropriate, further description of the item and/or a recommended action. The posting of a recommended action does not limit, or necessarily indicate, what action may be taken by the City Council.

Pursuant to Government Code Section 65009, if you challenge a decision of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing. You may also be limited by the ninety (90) day statute of limitations in which to challenge in court certain administrative decisions and orders (Code of Civil Procedure 1094.6) to file and serve a petition for administrative writ of mandate challenging any final City decisions regarding planning or zoning.

The decision of the City Council is final as of the date of its decision unless judicial review is initiated pursuant to California Code of Civil Procedures Section 1094.5. Any such petition for judicial review is subject to the provisions of California Code of Civil Procedure Section 1094.6.

Public Records

The agenda packet for this meeting is available at the City Manager's Office and the Benicia Public Library during regular working hours. To the extent feasible, the packet is also available on the City's web page at www.ci.benicia.ca.us under the heading "Agendas and Minutes." Public records related to an open session agenda item that are distributed after the agenda packet is prepared are available before the meeting at the City Manager's Office located at 250 East L Street, Benicia, or at the meeting held in the Council Chambers. If you wish to submit written information on an agenda item, please submit to the City Clerk as soon as possible so that it may be distributed to the City Council. A complete proceeding of each meeting is also recorded and available through the City Clerks Office.

AGENDA ITEM
SPECIAL CITY COUNCIL MEETING: JUNE 23, 2011

DATE : June 20, 2011
TO : City Council
FROM : City Manager
SUBJECT: **PRESENTATION OF FUNDING RECOMMENDATIONS FROM HUMAN SERVICES BOARD AND ARTS & CULTURE COMMISSION**

RECOMMENDATION:

Receive funding recommendations for Human Services and Arts & Culture grants.

EXECUTIVE SUMMARY:

Both the Human Services Board and the Arts and Culture Commission have completed a comprehensive Request for Funding (RFF) process relative to funding requests from human services and arts and culture organizations. Each body has developed funding recommendations for Council to consider as part of the 2011-13 budget process.

STRATEGIC PLAN:

Relevant Strategic Plan Goals and Strategies:

- Strategic Issue 3: Strengthening Economic and Fiscal Conditions
 - Strategy 1: Implement economic development strategy
 - (f) Continue funding for non-profit arts and culture organization grants
- Strategic Issue 5: Maintain and Enhance a High Quality of Life
 - Strategy 3: Promote arts and culture
 - (a) Pursue funding sources for arts and culture activities
 - Strategy 5: Provide support to disadvantaged segments of the community
 - (c) Continue funding for Human Services grants

BUDGET INFORMATION:

Description		Proposed 2011-12	Proposed 2012-13
Human Services Grants	\$	146,000	146,000
Arts & Culture Grants	\$	60,540	60,540
Community Expenditures	\$	206,540	206,540

Note: Community Expenditures can be viewed in the Budget document and online at www.ci.benicia.ca.us . Go to Section 3, pages 6-12.

Background:

Following is a brief overview of the processes currently in place for recommending grant funding by the Human Services Board and Arts and Culture Commission.

Human Service Board Grants

The Human Service Board awards grants to organizations providing human service to the community. The Board has an application for a two-year funding cycle. They send letters about the application process to current grantees, as well as placing an ad in the newspaper and on the City website. This allows potential grantees to find out about the process. A copy of the Human Service Board's grant application letter and application packet are attached, along with the timeline for the RFF process. The Human Service Board's process is detailed and sets forth the specific criteria for evaluating the proposals as part of the RFF application packet. As part of the Board's responsibility to monitor the use of grant funds on an ongoing basis, the Human Services Board also requires quarterly reports from its grantees prior to the Board approving disbursement of grant payments. A sample of the report is included in the application packet. Board members also perform site visits and then provide a detailed review of their visit to the Board at the Board meetings.

A copy of the minutes from the April 2011 Human Services Board meeting are attached to this report, and these minutes detail the proposed recommendations of the Board for human services grants for the upcoming budget period. Due to the uncertainty of the City's budget situation at the time the recommendations were developed, the Board provided the Council with three recommendations based on different funding level assumptions: 1) Same as current General Fund funding, 2) 15% less and 3) 33% less than the current General Fund funding level. The proposed budget illustrates funding at current levels, which is consistent with

Council direction during review of proposed budget balancing measures in the fall of 2010.

Benicia Arts and Culture Commission

The Arts and Culture Commission awards grants to organizations providing arts and/or cultural services to the community. This is the first year the Benicia Arts and Culture Commission (BACC) has been involved in selecting and reviewing the grant applications. The BACC has followed the process established by the Human Services Board as the Human Services Board has been involved in grant awards for non-profit organizations for many years. Like the Human Services Board, the Arts and Culture Commission has an application for a two-year funding cycle. After modifying the applications to include cultural organizations as part of the 2011-13 RFP process, the Commission notified all previous grantees and posted the application on the Library's website. Two ads were placed in the Benicia Herald stating that the process was open and applications could be obtained online or picked up at the Library. A copy of the BACC's grant application letter and application packet is attached. The Commission followed the detailed process established by the Human Services Board in which specific criteria were established, an open forum of the applications was conducted, and final review of the grant applications was held in a public session.

A copy of the minutes from the April 2011 Arts and Culture Commission meeting are attached to this report, and these minutes detail the proposed recommendations of the Commission for arts and culture grants for the upcoming budget period. Due to the reduced level of funding approved by the Council for budget years 2011-13, the Commission established a set of budget numbers for arts and culture grantees. These numbers were based upon a percentage of the amount requested, using scores related to the established criteria. The amounts recommended are consistent with the direction provided by the Council in fall 2010.

Like the Human Services grantees, the BACC grantees submit quarterly reports for review and approval by the Commission. If problems arise, Commissioners contact the groups and do site visits when appropriate.

Attachments:

- ❑ Human Services RFF Packet and Timeline
- ❑ Human Services Board Minutes – April 2011
- ❑ Arts & Culture Commission RFF Packet
- ❑ Arts & Culture Commission Minutes – April 2011

**CITY OF BENICIA
 BENICIA HUMAN SERVICES BOARD
 FY 2011-2013 GRANT APPLICATION**

Part B – BUDGET INFORMATION

8. Provide a budget for the project. (Expenses listed in this document should be consistent with the Project Description.) This budget is only for the project utilizing grant monies.

PROJECT EXPENSES	TOTAL PROJECT COST (A)	AMOUNT OF GRANT REQUEST (B)	APPLICANT'S COST (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$	\$	\$
Benefits (Direct ¹)			
Personnel (Support ¹)			
Benefits (Direct ¹)			
Contract Services			
Project-Supplies			
Project Equipment			
Transportation (e.g. gas costs, rental)			
Other Direct Costs			
SUBTOTAL	0	0	0
INDIRECT COSTS			
(Administrative ¹) Personnel			
Benefits			
Space Rental			
Utilities			
Telephone			
Office Supplies			
Transportation (e.g. gas costs, rental)			
Other Indirect Costs			
SUBTOTAL	0	0	0
TOTAL COSTS	\$ 0	\$ 0	\$ 0

**Column A = Total cost of the proposed project.
 Column B = Amount you are requesting in this grant application.
 Column C = The difference between Column A and Column B, or the costs of the project that are not included in this grant request, if any.**

¹ Provide names, titles and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

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Part B – BUDGET INFORMATION – (continued)

9. APPLICANT SOURCES: Provide sources of other funds for the project. Total amount should correspond with Total C (previous page). Do not include your entire budget here (it should be attached).

Applicant Sources – Other Funding (be specific)		Amount or Value		Indicate if Cash or In-kind
	\$			
TOTAL	\$	0		

10. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicia residents served with the funds.

Fiscal Year	Program		Amount		Benicians Served
2010-11		\$			
2009-10					
2008-09					
2007-08					
2006-07					
2005-06					
2004-05					
2003-04					
TOTALS		\$	0		0

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FY 2011-2013 GRANT APPLICATION**

Part C - PROJECT / ORGANIZATION DISCUSSION (Please limit Part C to 5 pages.)

11. Brief Project Summary (Two to three sentences describing the grant proposal):

12. Describe organization's general purpose and activities:

13. List all financial liabilities or pending legal action:

14. Is your organization applying for other grants for fiscal years 2011-2013? If so, list the project, funding source(s), proposed budgets, and requested amount(s).

15. At what location will the proposed project take place and how long has the organization been at this location?

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Part C - PROJECT / ORGANIZATION DISCUSSION (continued)

- 16. What are your proposed hours of operations for this project? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to incoming calls, answer general questions, etc.?**
- 17. Describe the project associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of your program.**
- 18. Why is this project necessary for the citizens of Benicia? How will recipients benefit from your services?**
- 19. How will outreach be conducted?**

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FY 2011-2013 GRANT APPLICATION**

20. List the specific quantifiable goals of the project.

(Please state your goal in terms of number of individuals, families or groups served. For example, agency will provide X number of individuals counseling services per quarter.)

Report total services provided	Annual goal

Discuss how your organization will collect, organize and disseminate this data.

21. Is this project an existing program or activity provided by your organization? Please explain.

22. Identify similar programs in the community and how yours will differ.

23. Describe previous comparable projects or programs that your organization, has undertaken that demonstrate successful administration and implementation.

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 FY 2011-2013 GRANT APPLICATION**

24. REQUIRED ATTACHMENTS: Verify and check off confirmation indicating that the following required items are attached to the original application.

Attachment Confirmation	Item No.	Item Description
()	1.	IRS Letter of Tax Exempt Status
()	2.	Organization's total budget for the current year
()	3.	Copy of most recent audit or financial statement
()	4.	Names and addresses of Board of Directors
()	5.	List of paid principal staff and positions
()	6.	Job descriptions for principal staff and personnel <u>to be paid partially or in full with grant funding</u>
()	7.	Copy of resolution or board meeting minutes indicating organization's support of the project application.
()	8.	If a partnership, then of letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility are required.

Thank You!

**2011-2013 RFF & Budget Recommendations
Proposed Timeline**

<u>Date</u>	<u>Task</u>
October 4, 2010	Review proposed schedule
October 8, 2010	Notice of special meeting sent to potential applicants
November 8, 2010	Special meeting to assess community needs and review RFF process with potential grantees. Update recipient list as needed.
November 18, 2010	Finalize and send out RFF Form to potential grantees.
January 21, 2011	Due date for completed RFFs
February 14, 2011	Meeting - Board reviews RFF packets received from applicants
February 25, 2011	Reminder Notice of Public Hearing sent to potential grantees.
March 14, 2011	Public Hearing – Council Chambers
March 28, 2011	Special Meeting for Board to review information received at Public Meeting
April 11, 2011	Board finalizes recommendations to Finance Director for inclusion in the City’s 2011-2013 budget

**BENICIA HUMAN SERVICES BOARD
MEETING AGENDA MONDAY, APRIL 11, 2011 7:15 PM *APPROVED Minutes*
COMMISSION ROOM – CITY HALL
250 EAST L STREET
BENICIA, CA 94510**

I. Called to Order at 7:15 by Board Chair Petrellese.

II. Convene Meeting:

A. Roll Call

Present –

**Board Members Petrellese, Caplin, Blaufarb, Pollard,
Donaldson, Mann, Lessenger, Salazar, Worthington**

Staff Present –

**Administrative Services Director – Anne Cardwell
Management Analyst – Tonya Gilmore**

B. Pledge of Allegiance

C. Reference to the Fundamental Rights of the Public

A plaque stating the Fundamental Rights of each member of the public is posted at the entrance to the Commission Room per Section 4.04.030 of City of Benicia Ordinance No. 05-6 (Open Government Ordinance).

III. Monthly Board Approvals:

A. Adoption of Agenda – all in Favor

**B. Approval of Minutes for March 14, 2011 and March 28, 2011.
Upon correction of March 28, 2011 minutes to reflect the
presence of Board Member Mann, minutes were approved as
submitted.**

**C. Approval of Financial Reports for January and February 2011
– All in Favor**

IV. Opportunity for Public Comment:

V. Informational Items:

A. Correspondence

VI. Grantee Reports:

A. Discussion of Grantee Quarterly Reports.

The Board discussed and reviewed grantee quarterly reports for FIT, CAC, BCG, CSS and CNP. Staff was directed to prepare claim forms for payment of the 3rd Quarter grant funding.

B. Discussion on the status and review of Quarterly Reports for Special Friends for fiscal year 10-11.

Board members received details on the status of the Quarterly Reports for Special Friends from Keith Jordan and directed staff to prepare claim forms for payment of the 1st, 2nd and 3rd quarter of grant funding.

C. Discussion of Grantee Site Visit Report Log.

Site Visit log was reviewed and staff was directed to update all grantee information through the 3rd quarter.

VII. Action Items:

A. Discussion of outreach and fundraising efforts.

The Board discussed the proposed outreach/fundraising event to be held at Winterhawk Winery on July 24, 2011.

Staff was directed to include a signup sheet with the next Board packet for scheduling attendance at the Farmer's Market.

B. Consideration of the 2011-2013 Request for Funding (RFF) Grant Applications.

The Board reviewed the Board rankings of the Request for Funding Grant Applications from prospective grantees and developed funding recommendations under three different funding scenarios:

- Current funding level
- 15% reduction from current funding levels
- 33% reduction (which is consistent with recommendation for 2011-12 that was presented to Council by staff with the 2010 budget balancing measures)

An updated Grant Funding matrix is attached which reflects the Board's recommendations.

The following approach was taken by the Board in order to determine recommended funding amounts:

Consistent with the previous funding recommendations, RFFs scoring below 70 were not included in consideration for recommendations for funding (i.e., Cooking Matters and Emani Inc.).

In terms of defining the various levels of funding, the 2009-11 level, the Board started with the current Human Service Fund budget which is \$176,035, which is comprised of the current General Fund transfer amount of \$144,305 plus projected donations.

Projected donations appear to have been forecasted as higher than what will be actually received this year, and so for the next fiscal period, the projected donations have been decreased to \$24,500 to reflect what is expected in terms of actual donations for the current fiscal year. This brings the projected level of funding, assuming the same General Fund transfer of approximately \$145,000, to \$169,500 (i.e., \$145,000 + 24,500). The \$169,500 was then defined as the "current funding level".

Top tier of grantees was defined as RFFs receiving the top 3 scores, which were Community Action Council (CAC), Families in Transition (FIT) and Catholic Social Services (CSS) were recommended to receive 95% of funding request.

The 2nd tier was defined as the next three RFFs, which scored below the top tier, but above 70. These were Children's Nurturing Project (CNP), Benicia Community Gardens (BCG) and Special Friends (SF) and were recommended to receive 85% of funding request.

- 15% less = \$147,750 or (\$123,250 + \$24,500)
 - Top tier of grantees defined as top 3 scores (CAC, FIT CSC) recommended to receive 83% of funding request.
 - 2nd tier – next three (CNP, BCG, SF) recommended to receive 73% of funding request.

- 33% less = \$121,650 or (\$97,150 + \$24,500)

In this scenario the Board preserved the 15% reduction level of funding recommendations for the top tier and then recommended \$2,000 for the 2nd tier to maintain an expression of support for those programs. The Board felt strongly that under this more extreme reduction scenario, it was important to provide funding to those organizations working to meet the most basic needs of the community.

C. Identification of Board Recommendations for the City's 2011-2013 Strategic Plan.

The Board did not have any recommendations for the City Council regarding updates to the City's Strategic Plan for 2011-2013 relative to the functions of the Human Services Board.

D. Human Services Annual Report.

The Board directed staff to follow up with Kevin Nelson and thank him for his offer to the Human Services Board to develop an annual report to tell the story of what Fund does for the community, but the Board is not able to take on the additional cost of Mr. Nelson's services at this time due to limited funds in their budget.

A Communications Marketing subcommittee (Worthington, Mann and Lessenger) was formed to focus on a means of creating a communication source for the Board.

VIII. Adjournment: Meeting was adjourned at 10:06 pm.

Public Participation

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period although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the Human Services Board. Should you have material you wish to enter into the record, please submit it to the Administrative Services Director.

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GRANT EVALUATION SUMMARY

Benicia Human Services Board

Budget Cycle 2011-13

Board Member	CNP	Cooking Matters	BCG	Emani	CSC	CAC	FIT	Special Friends
BD	69	N/A	80	38	84	97	97	N/A
EB	66	N/A	79	19	75	100	100	N/A
DW	93	61	97	96	99	100	98	95
JM	90	20	70	45	88	87	85	73
JP	80	63	77	70	86	97	91	83
LL	72	34	68	71	100	95	91	83
MC	81	53	65	70	72	81	83	78
RS	80	74	81	70	85	71	77	69
SP	91	21	88	70	96	96	94	86
Total Points	722	326	705	549	785	824	816	567
Average Points	80	47	78	61	87	92	91	81

* A minimum score of 70 must be received to be a grant recipient

DRAFT - GRANT FUNDING MATRIX - Results from 4-11-11 Meeting

Benicia Human Services Board

Budget Cycle 2011-2013

Item	CNP	Cooking Matters	BCG	Emani	CSS	CAC	FIT	Special Friends	Total Human Services
Year 1 Request	\$ 5,000	\$ 20,000	\$ 4,800	\$ 15,000	\$ 18,347	\$ 85,343	\$ 35,000	\$ 35,000	\$ 218,490
Year 2 Request	\$ 5,000	\$ 20,000	\$ 4,800	\$ 15,000	\$ 18,347	\$ 85,343	\$ 35,000	\$ 35,000	\$ 218,490
Total Request	\$ 10,000	\$ 40,000	\$ 9,600	\$ 30,000	\$ 36,694	\$170,686	\$ 70,000	\$ 70,000	\$ 436,980

Board Recommended at Various Budget Availability Levels:

*City Funding at 2009-11 level: \$169,500	4,200	0	4,000	0	17,400	81,000	33,200	29,700	169,500
15% less \$147,750	3,600	0	3,500	0	15,300	71,000	29,100	25,200	147,700
33% less \$121,650	2,000	0	2,000	0	15,300	71,000	29,100	2,000	121,400

* A minimum score of 70 must be received to be a grant recipient

December 15, 2010

To Whom It May Concern:

The biennial Arts and Culture Commission's "Request for Funding" and application instructions are enclosed for your use in seeking grant awards for the 2011-2013 two year funding cycle of the Benicia Arts and Culture Commission. A downloadable application form will be available on the City's website at www.ci.benicia.ca.us at the Announcement tab, for your convenience. The deadline for submissions is Monday, January 31, 2011. See "Instructions" for further detail.

A notice will be placed in area newspapers and on the City of Benicia website announcing the availability of funding so that those who do not yet receive grants from the fund may be made aware of grant opportunities.

The Benicia Arts and Culture Commission will evaluate proposals using the following criteria:

- Artistic and/or Cultural Merit of programs and services
- Organizational Capacity
- Relationship to the Community
- Equitable Compensation
- Arts and/or Cultural Advocacy
- Application Presentation
- Service commensurate with Commission's Mission and Goals

Should you have any question or comments concerning the Request for Funding, please call me at (707) 746-4358

Sincerely,

Helaine Bowles
Outreach/Volunteer Coordinator
Helaine.Bowles@ci.benicia.ca.us

**CITY OF BENICIA
ARTS AND CULTURE COMMISSION
FY 2011-2013 GRANT APPLICATION**

INSTRUCTIONS

SECTION I - PROPOSAL SUBMISSION REQUIREMENTS

A. DEADLINE FOR SUBMISSION: Monday, January 31, 2011, by 5:00 pm at:

City of Benicia
Benicia Public Library
150 East L Street
Benicia CA 94510
Attn: Helaine Bowles

Hand-carried proposals may be delivered **ONLY** to the aforementioned address Monday through Friday between the hours of 10:00 a.m. and 5:00 p.m., excluding holidays observed by the City.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

B. MODIFIED PROPOSALS

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the Proposal Due Date. The Benicia Arts and Culture Commission will only consider the latest version of the proposal. Add new categories as needed but make sure an adequate description is included.

C. WITHDRAWAL OF PROPOSALS

Proposals shall be irrevocable until grant award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to Helaine Bowles at the address noted above, prior to the Proposal Due Date.

D. LATE PROPOSALS AND LATE MODIFICATIONS

Proposals received after the Proposal Due Date are late and will not be considered. Modifications received after the Proposal Due Date are also late and will not be considered.

The responsibility for submitting a proposal to Helaine Bowles on or before the stated time and date is solely and strictly the responsibility of the Proposer. The Benicia Arts and Culture Commission is not responsible for delays caused by any mail, package or couriers service, including the U.S. mail, or caused by any other occurrence.

**CITY OF BENICIA
ARTS AND CULTURE COMMISSION
FY 2011-2013 GRANT APPLICATION**

INSTRUCTIONS

SECTION I - PROPOSAL SUBMISSION REQUIREMENTS (continued)

E. GRANT APPLICATION INSTRUCTIONS

ALL PROPOSALS MUST BE SUBMITTED ON THE SEVEN (7) PAGE APPLICATION.

- Applications must be typed.
(These instructions and a downloadable application will be made available on the City's website for your convenience. Section C may be expanded, but may not to exceed 5 pages.)
- All questions must be answered. If not applicable, write N/A. Do not leave blank.
- Focus on your project description and budget information.
- The application must be signed by an officer who is legally authorized to enter into a contractual relationship in the name of the proposers.

F. REQUIRED ATTACHMENTS

Proposals submitted that do not include the following items may be deemed non-responsive and may not be considered for a grant award. The documents must be attached to the original application **only**, in the following order:

- IRS Letter of Tax Exempt Status
- Organization's total budget for the current year
- Copy of most recent audit or financial statement
- Names and addresses of Board of Directors
- List of paid principal staff and positions
- Job descriptions for principal staff and personnel to be paid partially or in full with grant funding
- Copy of resolution or board meeting minutes demonstrating support of the project application.
- If a partnership, then submittal of letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility is required.

G. SUBMISSION PACKAGE

An unbound original and ten (10) copies [a total of eleven (11)] of the complete application must be submitted in a sealed envelope or container. The outside of the envelope or container must include: the proposer's name, address and telephone number.

H. QUESTIONS

Please submit questions regarding the application to Helaine Bowles at Helaine.Bowles@ci.benicia.ca.us or via fax at (707) 747-8122. Responses to questions will be shared with all applicants.

**CITY OF BENICIA
ARTS AND CULTURE COMMISSION
FY 2011-2013 GRANT APPLICATION**

INSTRUCTIONS

SECTION II - REVIEW/EVALUATION/SELECTION PROCESS

Each application will be reviewed to determine if the application is responsive to the submission requirements outlined in the RFF. A responsive application is one that follows the requirements of the RFF, includes all documentation, is submitted in the format outlined in the RFF, and is of timely submission. Failure to comply with these requirements may deem your application non-responsive.

Applications will be reviewed and scored for qualitative and technical merit according to the criteria described below.

EVALUATION CRITERIA	POINTS
A. Artistic and/or Cultural Merit of Programs and Services	25.00
B. Organizational Capacity	25.00
C. Relationship to the Community	25.00
D. Equitable Compensation	5.00
E. Arts and/or Cultural Advocacy	5.00
F. Application Presentation	5.00
G. Service commensurate with Board’s Mission and Goals	10.00
TOTAL POSSIBLE POINTS	<u>100.00</u>

Benicia Arts and Culture Commission’s evaluation of the proposals will include the appropriateness of a particular project or program, subject to the established criteria, as defined below.

A. Artistic and/or Cultural Merit of Programs and Services

Merit can be described by, but not limited to:

- Extent to which programs and services address the applicant’s mission
- Artistic and/or Cultural qualifications of individuals involved in the delivery of program, project and/or services
- Innovative program or project
- Production or exhibition, education, or event values (Culturally and/or Artistically), importance to the field and exposure of the audiences to the best quality
- How program, project and/or service is valued by peers, such as professionals in your field or colleagues

B. Organizational Capacity

- Effectiveness of managerial structure and decision-making process
- Other sources of funding
- Short and long range planning
- Qualifications and effectiveness of board and staff
- Overall fiscal health
- Past history of performance

**CITY OF BENICIA
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FY 2011-2013 GRANT APPLICATION**

C. Relationship to the Community

- Benefit of program, project and/or service to the community and/or region it serves
- Effort to involve traditionally underserved or diverse populations as appropriate to the program, project and/or service
- Efforts to aggressively promote accessibility to programs
- Extent of outreach and promotion methods
- Number of people served

D. Equitable Compensation

- Commitment to adequate compensation to artists given the organization's resources through payment of fees, services or appropriate benefits.

E. Arts and/or Cultural Advocacy

- Evidence of organization's commitment to arts or cultural advocacy within the community

F. Application Presentation

- Organization's application is well planned, complete in all areas, and correct in all information provided.

G. Service commensurate with the Arts and Culture Commission's Mission and Goals:

Mission

The City of Benicia Arts and Culture Commission exists to ensure that arts and culture are integral to our community's quality of life, economic vitality, and central identity.

Purpose

The purpose of the Benicia Arts and Culture Commission is to:

- 1. Advise and inform the City Council and staff on culture and arts related issues.*
- 2. Evaluate the needs and resources of local culture and arts organizations.*
- 3. Facilitate, encourage, promote and stimulate arts and culture in Benicia.*
- 4. Promote and increase public awareness, locally and beyond the city, of arts and cultural resources and activities.*
- 5. Support and promote arts and culture as a major element in Benicia's community identity.*
- 6. Ensure that cultural and artistic elements are integral to the City's quality of life and economic vitality.*
- 7. Engage youth in culture and arts.*
- 8. Assume Grant applications responsibilities and make recommendations to the city council on prospective grantees.*

**CITY OF BENICIA
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SECTION III - GENERAL GRANT AWARD PROVISIONS

A. CONTRACT AWARD

Awarding of grants is dependent upon Benicia City Council approval.

B. CONTRACT TERM

The contract period for all grants awarded through this RFF must fall within City of Benicia two-year funding cycle, which begins on July 1, 2011 and ends on June 30, 2013. Grants will be awarded for a period not to exceed twenty-four (24) months. The effective starting date will be no earlier than July 1, 2011.

INSTRUCTIONS

SECTION IV - CONTRACTUAL AWARD PROCESS—SPECIAL TERMS AND CONDITIONS

A. CONTRACTING PROCESS

Grantees (awarded applicants) will be required to complete certain contract documents (a sample contract is included as Attachment A). They will be required to submit quarterly reports to the Benicia Arts and Culture Commission (a sample quarterly report is included as Attachment B; please note that quarterly reports will be refined following contract award to reflect an assessment of the grantee's scope of work per the final agreement). These reports will include, but not be limited to:

- 1) Up to date information regarding the services provided.
- 2) Up to date information regarding the specific quantifiable goals of the project.
- 3) The outreach efforts for the period.
- 4) Evaluation of the outstanding project objectives and the methods to be used to meet the objectives.

SAMPLE
GRANT AGREEMENT
BETWEEN
THE CITY OF BENICIA ARTS AND CULTURE COMMISSION
AND

This agreement is made this ____ day of _____, 200_, by and between the City of Benicia Arts and Cultural Commission (hereinafter called “BACC”) and _____, (hereinafter called “Grantee”).

WHEREAS, the City of Benicia has established an Arts and Cultural Commission from different revenue sources, including voluntary donations, inter-fund transfers, investment earnings, and other fund raising activities;

WHEREAS, the Benicia City Council has given the Arts and Cultural Commission authority to evaluate and advise the City Council on the Grant Applicants for services, programs or activities which benefit the artistically or cultural well-being of Benicia residents of all ages;

NOW THEREFORE, the parties agree to the following terms and conditions set forth as follows:

1. **Amount and Disbursement of Fund**: BACC shall provide to the city an award from the Arts and Cultural Commission in the amount of \$_____. No disbursement of funds shall be made beyond the one-year term of this agreement unless pursuant to written agreement as set forth in Sections 3 and 4 below.
2. **Arts and Culture Program/Activity**: The Grantee shall use the funds received from the city solely in furtherance of the services, programs and/or activities described in the Arts and Cultural Commission application and shall not use the funds for any other purpose without written authorization from the Board.
3. **Term of Agreement**: The term of this agreement shall be for a twelve month period, beginning on the date of execution of this agreement. An extension of the agreement for up to an additional twelve month period may be made as needed upon mutual written agreement by both parties.
4. **Unused Funds**: Any funds not expended or utilized as agreed by the end of the term of this Agreement shall revert back to the city. BACC may recommend that such unused funds be carried forward and spent for the services, programs and/or activities, providing they continue beyond the term of this agreement.
5. **Reporting, Recordkeeping, and Monitoring**: Grantee shall be responsible for maintaining detailed records to document all expenditures of the funds awarded by the city:

ATTACHMENT A

- A) **Proposed Budget:** Prior to the first disbursement of Funds, Grantee shall provide to the Board a proposed budget of how the award money will be spent to accomplish the attached application.
 - B) **Expenditure Report:** Grantee shall be responsible for providing the Board with a detailed final accounting of how the award money was spent, including dates, amounts, payments, expenditures, amount of any unused funds, etc. Such report shall be made either: (1) at the conclusion of the event or program; (2) when the funds are actually used or spent completely; or (3) within thirty (30) days after the completion of the term of this Agreement, whichever is sooner.
 - C) **Miscellaneous Reporting:** The Grantee shall also notify BACC in writing of any changes in the services/programs/activities outlined in the application, any required deviations from the proposed budget, or any changes in the organizational structure, key personnel or policies that might impact the use of the award of funds by the Board.
 - D) **Monitoring/Audit by Board:** At any time after execution of this agreement, the Board may elect to conduct a monitoring or audit to determine that the terms and conditions of this agreement are being met by Grantee. Such monitoring/audit shall consist of reviewing both the financial records as well as the progress of the services/programs/activities of Grantee with respect to the commitments outlined in the application.
6. **Violation of Terms and Conditions:** If it is determined by the commission that the Grantee has violated any of the terms of this agreement and/or has used the awarded funds for expenditures that are not solely for providing the agreed upon activities or services, Grantee shall be obligated to repay the city any or all of the monies that were awarded, plus any interest at the current market rate.
7. **Hold Harmless/Indemnification Agreement:** Grantee shall indemnify, defend, save, and hold City, its Council, members boards, and commissions, agents, officers, employees, and designated volunteers, harmless from and against any losses, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorney's fees regardless of the merit or outcome of any such claim or suit arising from the term of the Agreement. Approval of any necessary insurance coverage does not relieve Grantee of liability under this indemnification clause.
8. **Entire Agreement:** This Agreement contains the entire understanding of the parties and constitutes the sole and only Agreement between them concerning the subject matter herein and the rights and obligation in connection therewith.

ATTACHMENT A

Dated: _____

BENICIA ARTS & CULTURE
COMMISSION

GRANTEE

By: _____

By: _____

APPROVED AS TO FORM:

Heather McLaughlin
City Attorney

SAMPLE

**Benicia Arts & Culture Commission
Agency Quarterly Report**

Agency:		For the Quarter Ending:	
Project:		Date Submitted:	
		Annual Funding Amount:	

The following is an overview of the progress for the above project for the quarter just ended.

SERVICE DELIVERY

Report total services provided to actual number of individuals, demographic information as needed.	Services - Quarter		Services Year-To-Date	
	Duplicated	Unduplicated	Duplicated	Unduplicated
TOTALS				

(Duplicated = Single Customer Multiple Times; Unduplicated = Single Customer Single Time)

OBJECTIVE INFORMATION

Measurable Objectives from RFF	Percentage	
	Completed this Quarter	Completed Yr-To-Date

OUTREACH EFFORTS FOR THE QUARTER

<Discuss the outreach efforts specifically for the quarter>

UNMET PROJECT OBJECTIVES

<Address unmet project objects and the method to be used to meet the objectives.>

This report, to the best of my knowledge, is an accurate representation of <AGENCY> efforts provided on this project through the City of Benicia's Human Service Fund.

Signature: _____

Title:

Type Name:

Date:

**CITY OF BENICIA
ARTS AND CULTURE COMMISSION
FY 2011-2013 GRANT APPLICATION**

TITLE PAGE

PART A

1. Organization Submitting Proposal:

2. Amount of Funding Request: \$ 0

3. Project or Special Program Name (if applicable):

Organization Data:

Name: _____
 Address: _____

 Phone: _____
 Fax: _____
 Fed. ID #: _____

Contact Person:

Name: _____
 Title: _____
 Phone: _____
 Email: _____
 Fax: _____

4. Year organization legally established:

State:

5. Project, Event or Program Category (please describe: example: music, literature, heritage, etc.):

6. Serving clients (check all that apply):

<input type="checkbox"/> Children Under 5	<input type="checkbox"/> Youth (5-18)	<input type="checkbox"/> Adults (19 to 59)	<input type="checkbox"/> Seniors Over 60	<input type="checkbox"/> Family Unit
<input type="checkbox"/> Low-Income	<input type="checkbox"/> Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Anticipated Number of Unduplicated Benicia Residents to be Served: _____

ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE A SIGNATORY ON BEHALF OF AN ORGANIZATION REQUESTING FUNDS FROM THE CITY OF BENICIA.

 Authorizing Signature

 Title

 Date

Typed name: _____

**CITY OF BENICIA
ARTS AND CULTURE COMMISSION
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Part B – BUDGET INFORMATION

8. Provide a budget for the project. (Expenses listed in this document should be consistent with the Project Description.)

PROJECT EXPENSES	TOTAL PROJECT COST (A)	AMOUNT OF GRANT REQUEST (B)	APPLICANT'S COST (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$	\$	\$
Benefits (Direct ¹)			
Personnel (Support ¹)			
Benefits (Direct ¹)			
Contract Services			
Project-Supplies			
Project Equipment			
Transportation (e.g. gas costs, rental)			
Other Direct Costs			
SUBTOTAL	0	0	0
INDIRECT COSTS			
(Administrative ¹) Personnel			
Benefits			
Space Rental			
Utilities			
Telephone			
Office Supplies			
Transportation (e.g. gas costs, rental)			
Other Indirect Costs			
SUBTOTAL	0	0	0
TOTAL COSTS	\$ 0	\$ 0	\$ 0

Column A = Total cost of the proposed project.
Column B = Amount you are requesting in this grant application.

¹ Provide names, titles and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

**CITY OF BENICIA
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Column C = The difference between Column A and Column B, or the costs of the project that are not included in this grant request, if any.

Part B – BUDGET INFORMATION – (continued)

9. APPLICANT SOURCES: Provide sources of other funds for the project. Total amount should correspond with Total C (previous page).

Applicant Sources – Other Funding (be specific)	\$	Amount or Value	\$	Indicate if Cash or In-kind
	\$			
TOTAL	\$	0		

10. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicia residents served with the funds.

Fiscal Year	Project or Program	\$	Amount	\$	Benicians Served
2007-08		\$			
2006-07					
2005-06					
2004-05					
2003-04					
TOTAL		\$	0		0

**CITY OF BENICIA
ARTS AND CULTURE COMMISSION
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Part C - PROJECT / PROGRAM / ORGANIZATION DISCUSSION (continued)

Relationship to the community

9. Describe the community/communities your organization serves.

10. How does your program, project or service enhance the quality of life and contribute to the cultural identity of our community

11. Approximately how many individuals benefited from your organization's arts and/or culture activities during the past two years?

- A. Ticketed audience _____
 - B. Non ticketed audience (complimentary/free) _____
 - C. Audience development, e.g., schools, institutions,
and/or special constituents: This count should not be
reflected in A or B above
- | | |
|----------|-------|
| Ticketed | _____ |
| Free | _____ |
- Total audience (sum of A through C, above) _____

12. Briefly describe your relationship to the community, including partnerships, collaborations, and/or sponsorships with organizations, community groups, schools, businesses, or individuals.

13. Explain your organization's plans to include constituents that reflect the diversity of the community.

**CITY OF BENICIA
ARTS AND CULTURE COMMISSION
FY 2011-2013 GRANT APPLICATION**

Part C - PROJECT / PROGRAM / ORGANIZATION DISCUSSION (continued)

Equitable compensation

- 14. Describe your organization's current policy of payment and/or providing other benefits to artists and cultural personnel.**

Arts and/or Cultural Advocacy

- 15. Describe your organization's efforts in advancing the importance of the arts and/or culture in the community.**

16. REQUIRED ATTACHMENTS: Verify and check off confirmation indicating that the following required items are attached to the original application.

Attachment Confirmation	Item No.	Item Description
()	1.	IRS Letter of Tax Exempt Status
()	2.	Organization's total budget for the current year
()	3.	Copy of most recent audit or financial statement
()	4.	Names and addresses of Board of Directors
()	5.	List of paid principal staff and positions
()	6.	Job descriptions for principal staff and personnel to be paid partially or in full with grant funding
()	7.	Copy of resolution or board meeting minutes indicating organization's support of the project application.
()	8.	If a partnership, then of letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility are required.

Thank You!

**ARTS AND CULTURE COMMISSION
COMMISSION ROOM – CITY HALL
THURSDAY, APRIL 14, 2011
MINUTES**

Chair Wilder Snider called the meeting of the Arts and Culture Commission of the City of Benicia to order at 6:30 p.m. on Thursday, February 10, 2011, in the City Hall Commission Room, 250 East L Street.

ROLL CALL

Commissioners Eisner, Gavin, Hall, Ryll, Summerfield Kozak, Surratt, Waranietz and Wilder Snider were present. Commissioner Donaldson arrived at approximately 7:00 p.m. Staff present: Helaine Bowles, Volunteer and Outreach Coordinator and Library Director Smikahl. Finance Director Rob Sousa was in attendance to answer any questions.

PLEDGE OF ALLEGIANCE

Chair Wilder Snider led the salute to the Flag

REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC

A plaque stating the Fundamental Rights of each member of the public is posted at the entrance to the Commission Room per Section 4.04.030 of the city of Benicia Ordinance No. 05-6 (Open Government Ordinance).

ANNOUNCEMENTS/PRESENTATIONS:

ANNOUNCEMENTS: None

PRESENTATIONS: None

ADOPTION OF AGENDA

Commissioner Wilder Snider asked under Action Items if we could switch Items C and A. Commissioner Eisner made a motion to adopt the agenda with the change and Commissioner Surratt seconded. The motion was passed.

OPPORTUNITY FOR PUBLIC COMMENT:

WRITTEN: None

PUBLIC COMMENT: Kimble Goodman of BOTTG wanted to let everyone know that their new play will start on April 27 and will last for 4 weeks.

CONSENT CALENDAR:

A motion was made by Commissioner Waranietz and seconded by Commissioner Eisner that the March 16 minutes be approved. The motion passed unanimously.

A motion was made by Commissioner Summerfield Kozak and seconded by Commissioner Eisner that the March 24 minutes be approved. Commissioner Summerfield Kozak had two corrections. On Page 6 change "Commissioner

Summerfield Kozak wants to change the form and state the amount asked is annually **and for two years**.

Also on Page 7 add the word several to – They have changed their board members and personnel over the past **several years**.

The motion was passed unanimously with the changes.

COMMISSION TRAINING

None

ACTION ITEMS:

Discussion and vote on 2011-13 Applications

Commissioner Wilder Snider stated that during the budget cuts in October, the Council approved an additional reduction in art and culture funding, giving a tentative figure of \$60,375 for the Commission to allocate.

Finance Director Sousa said we can probably expect changes from the Council in the amount allocated, but we don't know whether this will impact the grantees or not. The Human Services Board is providing more than one model so they will not need to revisit this later. Director Smikahl reminded the Commission that the Arts and Culture Grant funding has already been reduced, while Human Services grants have not yet been cut.

Commissioner Wilder Snider passed out possible funding scenarios that provided three options: one for funding all applicants at 59%; one that eliminated organizations with total scores of less than 70 and funding the remaining organizations at 70%; and one that used a two tier system, with the top tier being funded at 72% and the lower tier being funded at 50%. This reflects the process that was adopted by the Human Services Board during their funding discussions.

The Commissioners discussed whether the Commission should fund all the non-profits, including those that scored low. Return on investment (ROI) and the applications of Benicia Community Arts (BCA) and Benicia Performing Arts (BPA) ensued. The discussion revolved around whether BCA and BPA provided a high ROI. The history of BCA and the number of years it has served the City were considered and weighed against the low score they received on the application. The question of whether Arts in the Park would continue without funding was discussed, as most commissioners felt that this is a valuable event.

Commissioner Ryll stated that we are making an assumption that BCA will not go forward if we don't fund them. She asked Finance Director Sousa what would happen if BCA suspended their organization and there is \$6,000 left that we have not used to fund them for the last two quarters of fiscal year 2010-11. Finance

Director Sousa stated that it would go back into the General Fund and the Council would have to approve what happens to the money.

Several commissioners felt that if guidelines were established, the commission needed to abide by these guidelines. The commission then made several motions to establish a rating for the grantees that could be used for guidance.

MOTION Commissioner Eisner made a motion that the Commission remove the 57 and 61 rated organizations (BPA, BCA). Commissioner Ryll seconded the motion.

Discussion on the motion.

Two commissioners felt that these organizations provide great benefit to the community and that 70 points is an arbitrary cutoff figure.

One Commissioner noted that just because something was done one way in the past, this is not necessarily how the Arts & Culture Commission should do things. If BPA reaches 25 students, how does it compare with groups that reach hundreds? Discussion ensued on the number attending these performances, with a reminder that for movies in the park, BPA performances can be in front of hundreds.

A suggestion was made that in the future the application's rating matrix might add a value for the number of years of service in the community.

The Chair reminded the commission that this is an advisory body with the charge of recommending the best use of the money.

Call for vote on Motion: Yes 4 No 4 Abstain 1 Motion fails.

Motion: Commissioner Summerfield Kozak made a motion that we fund all organizations that ranked 50 or above. Commissioner Surratt seconded the motion.

Call for vote on Motion: Yes: 2; No: 6; Abstain: 1.

Motion: Commissioner Eisner made a motion that all applicants with a rank of less than 70 not be considered because of budget constraints. Commissioner Ryll seconded the motion.

Call for Vote on Motion – Motion passed. Yes: 7 No: 2

Discussion took place on how the \$60,375 would be divided up and the Commission came up with the following numbers:

Arts Benicia	75% of request	\$37,500 per year
BOTTG	75% of request	\$ 9,260 per year
Voena	60% of request	\$ 8,280 per year
Benicia Ballet	50% of request	\$ 3,750 per year
Tula	50% of request	\$ 1,750 per year

TOTAL \$60,540

Commissioner Ryll made a motion to accept the figures as recommended. Commissioner Warnietz seconded the motion. The motion carried unanimously.

Discussion and vote on Quarterly Reports

Arts Benicia – No Questions

A motion was made by Commissioner Donaldson to accept the quarterly report. Commissioner Eisner seconded the Motion. Motion carried unanimously

BOTTG – No Questions

A motion was made by Commissioner Gavin to accept the quarterly report. Commissioner Summerfield Kozak seconded the Motion. Motion carried unanimously.

BPA – Commissioner Eisner stated that the report was extremely improved from past reports. Commissioner Ryll stated that according to the report there were only 70 people who attended their last concert.

A motion was made by Commissioner Donaldson to accept the quarterly report. Commissioner Waranietz seconded the motion. The motion carried unanimously.

Discussion and Vote on Strategic Plan Input

Commissioner Wilder Snider brought attention to the change that is recommended for the City’s Strategic Plan by BACC. A motion was made by Commissioner Donaldson and seconded by Commissioner Summerfield Kozak that staff submit the strategic plan change to the City Manager. The motion passed unanimously.

INFORMATION ITEMS:

Moving Forward

Commissioner Wilder Snider talked about sending out a 10 question survey to the Commissioners about the strategy of the Commission. She will send the survey out on Friday and hopes everyone can return it the following Thursday. Commissioner Wilder Snider also passed out a draft of short-term goals that will be discussed at the next meeting.

COMMISSIONER COMMENTS:

Commissioner Hall stated that it would be nice if the Commission could have another offsite meeting to discuss these issues. Commissioner Ryll suggested that we discuss these at our next meeting and see if we need to have an extra meeting. Commissioner Donaldson stated that when we created the Commissions Strategic Plan we had goals and objectives, but no outcome.

Commissioner Wilder Snider asked that committee chairs email her with their next committee meetings.

Commissioner Ryll talked about the next non-profit forum. Susan Mann has a background in fundraising, grant writing and promotion. She thought she might be a good person to talk at the next forum. The Commission would need a group of people to put together the next forum and she would like to see it move forward. She asked who would be interested in putting this together. Commissioners Hall, Eisner, Donaldson, Ryll, Summerfield Kozak, and Surratt offered to help.

ADJOURNMENT

Commissioner Donaldson made a motion to adjourn the meeting and Commissioner Waranietz seconded. The motion carried and the meeting was adjourned at 9:25 p.m.

GRANT EVALUATION SUMMARY
Benicia Arts and Culture Commission
Budget Cycle 2011-13

Member #	VOENA	TULA	BPA	BOTTG	BCA	BENICIA BALLET	Arts Ben.	Member Name (Referenc e Only)
1	82	80	69	94	71	74		LWS
2	100	78.5	64.5	95	65	85	100	KH
3	97	90	25	97	16	62	98	PR
4	75	46	69	83	56	67	73	BS
5	77	61	50	86	38	60	99	EE
6	76	81	60	100	76	92	100	PG
7	87	81	75	95	86	95	94	SSK
8	83	73	35	87	73	72	95	JD
9	85	81	64	92	69		92	SW
Total Points	762	672	512	829	550	607	751	
Average Points	85	75	57	92	61	76	94	

