

TO: CITY ARTS COMMISSION

FROM: Tim Hetherton, Library Services Director
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PREPARED BY: Tim Hetherton, Library Services Director

TITLE: Formation of a Citizens Advisory Committee

RECOMMENDATION:

The Cultural Arts Collaboration Subcommittee has requested that the City Arts Commission pass a resolution to create a Citizen’s Advisory Committee to advise the Cultural Arts Collaboration Subcommittee on fundraising activities. Staff recommends that a citizen’s advisory committee be formed with Cultural Arts Collaboration Subcommittee Chair Selich as liaison to the citizen’s advisory committee.

FUNDING REQUIREMENTS:

No funding requirement.

DISCUSSION:

The Cultural Arts Collaboration Subcommittee has been tasked with identifying potential sources of funds in the private sector to supplement the City Arts Commission budget. Boards and Commissions are sometimes confronted with projects where it is worthwhile to seek the advice from local citizens who have special knowledge and expertise. Citizen’s advisory committees can offer expertise that may not be available from members of the Commission or city staff. Such citizens often can help guide the Commission on important issues, generally at little or no expense. The formation of a Citizen’s Advisory Committee can lend credibility to the final decisions made by the Arts Commission, as the decisions of the CAC are more likely to be seen as fair and considerate of residents who have a stake in the outcome after being properly advised by the committee.

Before the committee is formed, the Arts Commission must provide a specific plan for the committee that includes a clearly written mission statement and set of objectives. The objectives should be stated in writing and explicitly detail the type of recommendations being sought. Advisory committee members must clearly understand and accept that the Arts Commission will make the final decision on any recommendations it receives and that the final decision may not align with the committee’s advice. Since the Cultural Arts Collaboration Subcommittee deals primarily with fund raising, subcommittee members should be familiar with Council Policy A-5, *Fund Raising/Contracts By City Boards, Commissions Or Committees*.

Following these guidelines, staff recommends that a citizen’s advisory committee be formed with Cultural Arts Collaboration Subcommittee Chair Selich as liaison to the citizen’s advisory committee.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Arts Commission considers the item).