



**DUBLIN**  
CALIFORNIA

**CITY OF DUBLIN  
HERITAGE & CULTURAL ARTS COMMISSION  
MEETING AGENDA**

**THURSDAY, OCTOBER 8, 2015, 7:00 P.M.  
DUBLIN CIVIC CENTER, 100 CIVIC PLAZA**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ORAL COMMUNICATIONS**

**3.1 Employee Introduction: Laura Johnston**

A new member of City Staff will be introduced: Laura Johnston, Recreation Supervisor for Heritage & Cultural Arts.

**STAFF RECOMMENDATION:**

Welcome new City of Dublin Staff member.

**3.2 Public Comments**

At this time, the public is permitted to address the Heritage and Cultural Arts Commission on non-agendized items. The Commission must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Commission may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Office of the Parks and Community Services Department related to the proper procedure to place an item on a future Heritage and Cultural Arts Commission agenda. The exceptions under which the Heritage and Cultural Arts Commission MAY discuss and/or take action on items not appearing on the agenda are contained in GC 54954.2(b)(1)(2)(3).

**4. MINUTES OF THE REGULAR MEETING**

**4.1 Minutes of the September 10, 2015 Special Meeting**

The Commission will consider approval of the minutes of the September 10, 2015 Special meeting.

**STAFF RECOMMENDATION:**

Approve the minutes of the September 10, 2015 Special meeting.

**5. WRITTEN COMMUNICATIONS - None**

**6. PUBLIC HEARING - None**

**7. UNFINISHED BUSINESS - None**

**8. NEW BUSINESS**

**8.1 Summer Quarterly Report**

The Commission will receive a summary of cultural arts classes and Heritage Park & Museums activities conducted during summer 2015.

**STAFF RECOMMENDATION:**

Receive the report.

**9. OTHER BUSINESS – Brief INFORMATION ONLY reports from Commissioners and/or Staff, including Reports by Commission related to Meetings Attended at City Expense (AB 1234).**

**10. ADJOURNMENT**

*This AGENDA is posted in accordance with Government Code Section 54954.2(a)*

*If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Office of Parks and Community Services (925) 556-4500 at least 72 hours in advance of the meeting.*

*A complete packet of information containing Staff Reports and attachments related to each item is available for public review at least 72 hours prior to a Heritage & Cultural Arts Commission Meeting or, in the event that it is delivered to the Commission less than 72 hours prior to a Heritage & Cultural Arts Commission Meeting, as soon as it is so delivered. The packet is available in the Parks & Community Services Department at Civic Center.*



## STAFF REPORT HERITAGE & CULTURAL ARTS COMMISSION

---

**DATE:** October 8, 2015

**TO:** Honorable Chair and Commissioners

**FROM:** Tegan McLane, Cultural Arts & Heritage Manager 

**SUBJECT:** Minutes of the September 10, 2015 Special Heritage & Cultural Arts Commission Meeting  
*By: Jennifer Kransky, Senior Office Assistant*

### EXECUTIVE SUMMARY:

The Heritage & Cultural Arts Commission will consider approval of the minutes of the September 10, 2015 Special Heritage & Cultural Arts Commission meeting.

### FINANCIAL IMPACT:

None.

### RECOMMENDATION:

Approve the minutes of the September 10, 2015 Special Heritage & Cultural Arts Commission meeting.

### DESCRIPTION:

The Heritage & Cultural Arts Commission will consider approval of the minutes of the September 10, 2015 Special Heritage & Cultural Arts Commission meeting.

### NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

### ATTACHMENTS:

1. Draft Minutes of the September 10, 2015 Special Heritage & Cultural Arts Commission Meeting



# HERITAGE AND CULTURAL ARTS COMMISSION

## SPECIAL MEETING

### *Minutes*

CITY OF DUBLIN

September 10, 2015

The September 10, 2015, Special Meeting of the Heritage and Cultural Arts Commission was called to order at 7:52 PM at the Dublin Civic Center, Dublin, California, by Chair Iharosi.

#### **PLEDGE OF ALLEGIANCE**

Chair Iharosi led the Pledge of Allegiance.

#### **ROLL CALL**

Commissioners (Cm.) Present: Blackburn, Deets, Iharosi, Minniear, Szollos, and Tutino  
Commissioners Absent: He

#### **ORAL COMMUNICATIONS**

**3.1 PUBLIC COMMENTS** None.

#### **APPROVAL OF MINUTES**

**4.1 July 9, 2015**

On a motion by Cm. Minniear, seconded by Cm. Blackburn, and by a vote of 5-0-1 with Cm. He absent, the Commission voted to approve the minutes of the July 9, 2015, meeting as presented. Vice Chair Tutino abstained as she was not present for the July meeting.

**WRITTEN COMMUNICATIONS** None.

**PUBLIC HEARING** None.

**UNFINISHED BUSINESS** None.

#### **NEW BUSINESS**

**8.1 Dublin Camp Parks Military History Center Management Plan**

Ms. Tegan McLane, Cultural Arts and Heritage Manager, presented the specifics of the item as outlined in the Staff Report.

Cm. Blackburn asked about the Dublin Camp Parks Military History Center's (DCPMHC) exhibit timeline. Ms. McLane stated Staff's next step would be to send a Request for Proposal (RFP) to museum design firms this fall. Staff hopes to have the same firm design and build the exhibit. Mr. McCreary, Parks and Community Services Director, stated that he met with the Garrison Commander, Lt. Col. Jones, to discuss building improvements the Army would make in preparation for the exhibit space. The new Command Staff is very supportive. The City's goal is to have the DCPMHC open within a year.

Vice Chair Tutino commended the DCPMHC Working Group for their efforts.

Chair Iharosi asked about the storage of the Camp Parks collection. Mr. McCreary stated the collection is currently stored at the Dublin Library in the expansion space. The development of the expansion space at the Library is at least five years out, which would give Staff time to find an appropriate long-term storage location.

Cm. Minniear commended Staff and members of the Work Group for creating the Management Plan. Cm. Minniear commented on the importance of the Management Plan, establishing a time frame and feedback for improvement opportunities. Cm. Minniear also stated he felt more Staff would be needed for the additional responsibilities to effectively run the DCPMHC. Outside organizations may be willing to partner with the City. Mr. McCreary stated the Management Plan was presented to City Council with the intent for outside funding and support.

Cm. Deets had questions pertaining to the security of the collection. Ms. Elizabeth Isles, Heritage Center Director, stated the collection's documents regarding care and treatment are identical to the Heritage Center. There are some variances between short and long term loans.

Ms. Georgean Vonheeder-Leopold, City Historian, stated she is glad the City has the collection from the Army on permanent loan and is excited for the DCPMHC to open. Ms. Vonheeder-Leopold commented on shortening the time frame.

Cm. Minniear inquired about use of the DCPMHC before exhibit construction is finished to raise visibility and recognize progress thus far. Mr. McCreary stated Staff could look into doing ground-breaking events in stages.

Mr. Rich Guarienti, Dublin Resident, suggested using the DCPMHC for a Veterans' Day event and agrees establishing a time line would help the progress of the project.

Cm. Minniear recommended presenting the Management Plan to City Council.

***On a motion by Cm. Minniear, seconded by Vice Chair Tutino, and by a vote of 6-0-0 with Cm. He absent, the Heritage and Cultural Arts Commission voted to recommend the City Council approve the Dublin Camp Parks Military History Center Management Plan.***

## **8.2 Parks and Community Services Department Re-Organization**

Mr. Paul McCreary, Parks and Community Services Director, presented the specifics of the item as outlined in the Staff Report.

Cm. Minniear asked about the new organizational structure in regards to heritage and cultural arts activities. Mr. McCreary stated positions have been added to the Heritage and Cultural Arts Division. The additional positions would help catch up with the speed and pace of current programs. The new Supervisor position may oversee an arts grant program. Ms. McLane added the new Supervisor would take some of the facility and class responsibilities from Ms. Isles to allow her to focus more on the heritage programs. The event staff providing extra support for heritage events will be a welcome addition as well.

Cm. Deets asked if the DCPMHC would fall under the Heritage and Cultural Arts Division. Mr. McCreary stated the DCPMHC is within the Heritage and Cultural Arts Division and additional needs would come from other resources.

Vice Chair Tutino left at 8:34 PM.

## **OTHER BUSINESS**

### **9.1 BRIEF INFORMATION ONLY REPORTS FROM HERITAGE & CULTURAL ARTS COMMISSIONERS AND/OR STAFF**

Chair Iharosi reported she attended the last Dublin Crossings Task Force Meeting and stated she likes the new Farmers' Market location at Emerald Glen Park.

Cm. Minniear commented on a video showing the art throughout the City.

Cm. Szollos left at 8:39 PM.

Cm. Deets commended Staff on the Wallis Ranch Public Art Proposed Project and the DCPMHC Management Plan.

Mr. McCreary followed up on a previous request regarding fencing along the Iron Horse Trail; the City salvaged the fence and it is in storage.

Ms. McLane provided information on the Splatter Festival and other Heritage programs and events.

**ADJOURNMENT**

Being no further business, the meeting adjourned at 8:44 PM.

Minutes prepared by Jennifer Kransky, Senior Office Assistant.

---

Timea Iharosi  
Chairperson

ATTEST: \_\_\_\_\_  
Tegan McLane  
Cultural Arts and Heritage Manager



## STAFF REPORT HERITAGE & CULTURAL ARTS COMMISSION

---

**DATE:** October 8, 2015

**TO:** Honorable Chair and Commissioners

**FROM:** Tegan McLane, Cultural Arts & Heritage Manager

**SUBJECT:** Summer Quarterly Report  
*By: Tegan McLane, Cultural Arts & Heritage Manager*

A handwritten signature in blue ink, appearing to be "Tegan McLane", is written over the "FROM:" line of the report.

### EXECUTIVE SUMMARY:

The Mission of the Heritage and Cultural Arts Division is to preserve Dublin's history, encourage cultural activities and increase public understanding, appreciation and enjoyment of the arts and diverse cultures. The Division reports quarterly to the Heritage and Cultural Arts Commission on cultural arts class enrollments and Heritage Park and Museum activities and attendance. This report is a summary of programs conducted during summer 2015.

### FINANCIAL IMPACT:

None.

### RECOMMENDATION:

Receive report.

### DESCRIPTION:

#### Cultural Arts Classes

Registration for Cultural Arts classes increased significantly for summer 2015, in comparison to summer 2014. Four fewer classes were offered, but the number of classes actually held was on par with the previous year. However, the average number of participants enrolled per class was up by 33-percent.

The increase is primarily due to additional arts summer camp offerings and strong enrollments in all types of arts summer camps. The Division offered additional sections of Tri-Valley Young Performers drama camps, All 4 Dance pop dance camps and Ever Pro Kids' Art Explosion Camps. Arts Camps with the strongest enrollment were those offered in conjunction with the Camp Connector program, which provides extended early morning, lunchtime and a late afternoon supervision, making it easier for working parents to enroll children in multiple camps at the same site.

Fewer adult cultural arts classes were offered during the summer and more adult classes were cancelled, including Advanced Ballroom, Beginning Tap, Bollywood Dance, Latin Dance and Ukulele for Adults. Last year some adult classes ran with just two or three people enrolled. Historically adult enrollments drop in the summer.

<b>SUMMER QUARTER COMPARISON: Cultural Arts Classes</b>						
<b>Attendance Type</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>
<b>Resident</b>	477	408	376	255	349	282
<b>Non Resident</b>	65	54	79	72	77	88
<b>Total Registration</b>	<b>543</b>	<b>462</b>	<b>455</b>	<b>327</b>	<b>426</b>	<b>370</b>
<i>Classes Held</i>	51	50	56	36	40	45
<i>AVG Registration per Class</i>	12	9	8.13	9.08	10.65	8.22
<i>Classes Offered</i>	65	69	89	52	52	55
<i>Cancellation Rate</i>	22%	28%	37%	31%	23%	18%

## Heritage Programs

Summer is typically a slower period for Heritage programs. There are no special events scheduled during the summer. The Heritage exhibit on “The Wonder Years: Being a Teen in Dublin during the 1960s and 1970s,” which opened during the spring quarter, and remained on display until the end of July, with 145 people viewing it during its final month. The next exhibit, which focuses on the history of Dublin’s schools, will open in October to coincide with the Harvest Fair, which is one of the Heritage Park’s busiest events.

## Heritage Park Visitors

The Visitors Comparison chart shows the number of people who visit the Heritage Park and Museums as part of a formal tour, as walk-in guests during public exhibit hours, or for those who took a tour during a special event at the Heritage Park. Tour guests were counted and recorded by the tour guide. The volunteers at the Visitor Center in the Murray Schoolhouse recorded the walk-in guests. For ticketed special events, guest attendance was drawn from ticket sales data. For non-ticketed events, such as the Spring Faire, attendance was estimated.

Visitor Comparison numbers neither include people who attended the Heritage Park for City-run classes (counted in class attendance numbers), nor does it include the people who attended private rental functions.

Going forward, Staff will report Visitor numbers annually to the Commission at fiscal year-end, instead of quarterly, per the Heritage and Cultural Arts Commission’s request to provide a more complete picture. Exhibit attendance will no longer be reported separately, as it is virtually identical to the visitor count, since the visitor center was relocated to the Murray Schoolhouse.

There were no formal tours or special events this summer, so there are no visitors in those categories.

<b>VISITOR COMPARISON</b>									
<b>Attendance Type</b>	<b>2015</b>					<b>2014</b>		<b>2013</b>	
	<b>Jan-Mar</b>	<b>Apr-Jun</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>YTD TOTAL</b>	<b>Jul-Sep</b>	<b>YTD TOTAL</b>	<b>Jul-Sep</b>	<b>YTD TOTAL</b>
Adult Tour	26	151	0		177	44	151	49	196
Youth Tour	100	595	0		695	99	714	30	557
Walk-In	269	360	354		629	440	1845	349	2,337
Special Events	157	530	N/A		687	0	2247	50	2,208
<b>Total Visitors</b>	<b>552</b>	<b>1,636</b>	<b>354</b>		<b>2,188</b>	<b>783</b>	<b>5,435</b>	<b>478</b>	<b>5,298</b>

In addition to the number of visitors, the City also tracks the number and type of formal tours offered. Tours for school groups are the most common type offered, as Heritage Park’s history dovetails with Dublin Unified School District’s third grade curriculum on local history. There are typically far fewer tours offered in the summer. This summer, there were no school tours and no camp tours.

<b>TOURS COMPARISON</b>									
<b>Attendance Type</b>	<b>2015</b>					<b>2014</b>		<b>2013</b>	
	<b>Jan-Mar</b>	<b>Apr-Jun</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>YTD TOTAL</b>	<b>Jul-Sep</b>	<b>YTD TOTAL</b>	<b>Jul-Sep</b>	<b>YTD TOTAL</b>
School Tour	4	23	0		27	3	21	0	18
Community Tour	2	2	2		6	1	4	4	11
Camp Tour	0	0	0		0	8	8		
<b>Total Tours</b>	<b>6</b>	<b>25</b>	<b>2</b>		<b>33</b>	<b>12</b>	<b>33</b>	<b>4</b>	<b>29</b>

### Heritage Park Volunteers

Staff tracks both the number of volunteers and the number of hours of service each volunteer provides. The Heritage Park and Museums currently has 35 active volunteers, which is an increase of six people from spring, due to stepped-up recruitment and teen volunteers remaining involved over the summer. Volunteers do a variety of tasks, including greeting visitors, conducting tours, assisting with collections and gardening. Volunteers were instrumental in leading hands-on history activities for Camp Dublin campers. Fifty children attended the camp, and a different hands-on history activity was featured each day.

<b>VOLUNTEER HOURS COMPARISON</b>									
<b>Volunteer Type</b>	<b>2015</b>					<b>2014</b>		<b>2013</b>	
	<b>Jan-Mar</b>	<b>Apr-Jun</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>YTD TOTAL</b>	<b>Jul-Sep</b>	<b>YTD TOTAL</b>	<b>Jul-Sep</b>	<b>YTD TOTAL</b>
Museum Volunteer	618	612	638		1868	620	1,884	696	2,702
Student Volunteer	76	144	144		364	90	390	309	669
Intern	N/A	N/A	N/A			0	140	60	213
<b>Total Hours</b>	<b>694</b>	<b>756</b>	<b>782</b>		<b>2,232</b>	<b>710</b>	<b>2,414</b>	<b>1,065</b>	<b>3,584</b>

*\* Museum volunteers also include garden volunteers, who tend to the flower and vegetable gardens immediately surrounding the heritage building and historic cemetery. The lawn and other plantings are maintained by MCE, the City’s maintenance contractor.*

### Heritage Facility Rentals

Summer rentals of Heritage Park facilities were up slightly from 2014, though not nearly at the high level seen during summer 2013. Overall year-to-date rentals are lagging slightly from 2014. Rentals during this period included: 3 weddings, 1 memorial, 2 receptions, 3 board meetings and 2 picnics.

It is worth noting, due to the drought, the Heritage Park grounds are significantly less attractive than in past years. Construction of piping to bring recycled water to the Heritage Park is almost finished, and landscaping is expected to recover this fall as the park is able to resume a more consistent irrigation schedule. Due to the recent construction, street parking has been impacted. Several prospective renters have indicated that the construction has prompted them to consider other venues.

<b>FACILITY RENTAL COMPARISON</b>									
<b>Rental Type</b>	<b>2015</b>				<b>YTD TOTAL</b>	<b>2014</b>		<b>2013</b>	
	<b>Jan- Mar</b>	<b>Apr- Jun</b>	<b>Jul- Sep</b>	<b>Oct- Dec</b>		<b>Jul- Sep</b>	<b>YTD TOTAL</b>	<b>Jul- Sep</b>	<b>YTD TOTAL</b>
St Raymond Church	9	9	3		21	4	28	21	74
Sunday School Barn	6	11	8		25	3	21	8	14
<b>Total Rentals</b>	<b>15</b>	<b>20</b>	<b>11</b>		<b>46</b>	<b>7</b>	<b>49</b>	<b>29</b>	<b>88</b>

**NOTICING REQUIREMENTS/PUBLIC OUTREACH:**

None.

**ATTACHMENTS:**

1. Cultural Arts Classes Registration Report - summer 2015

## ATTACHMENT 1

<b>CULTURAL ARTS ACTIVITIES - SUMMER 2015</b>	<b>TOTAL</b>	<b>RESIDENT</b>	<b>NON RESIDENT</b>
Acrylic Painting Camp	10	8	2
Acrylic Painting Camp	10	9	1
Acrylic Painting Camp	9	7	2
Adult Tap II	8	5	3
All 4 Dance Disney POP Camp!	20	20	0
All 4 Dance Taylor Swift Camp	24	21	3
Art Explosion I by EverPro Kids	21	21	0
Art Explosion I by EverPro Kids	19	17	1
Art Explosion I by EverPro Kids	11	11	0
Art Explosion I by EverPro Kids	13	13	0
Ballroom Basics	13	10	3
Beginning Irish Dance	11	9	2
Beginning Ukulele	4	4	0
Beginning Violin	4	3	1
Bollywood Bugs	7	6	1
Bollywood Dance for Kids	8	7	1
Broadway Stars- Annie the Musical	32	24	8
Comedy Improv Camp	11	9	2
Discover the Artist in You	10	10	0
East Coast Swing Dance	6	5	1
Fairytale Princess Camp	12	11	1
Fun Sculpting for Kids	12	9	3
Fun with Watercolors	6	6	0
Give me a "C" for Cheerleading	7	7	0
Guitar & Bass I	9	8	1
Hip Hop Dance for Children and Tweens	22	21	1
Hip Hop Dance for Children and Tweens	14	14	0
Imagination Flix	12	12	0
Intermediate Irish Dance	7	6	1
Introduction to Drawing	10	10	0
Irish Dance - Teens/Adults	7	1	6
Kinder Drama Camp	14	14	0
Kinder Drama Camp	18	18	0
Kindermusik (TM) Wiggle & Grow with Siblings	5	4	1
Kindermusik (TM) Wiggle & Grow with Siblings	12	8	4
Learn to Draw Manga	10	10	0
Let's Make Movies! Video Production	16	16	0
Little Hands Art Class	10	10	0
Live Action Flix	6	6	0
Minecraft Flix	20	18	2
Open Art Time	5	5	0
Peter Pan, Jr - Musical	22	13	9
Sculpting for Teens and Adults	5	2	3
Special Effects: Video Production	11	11	0
Television News Production	9	7	2
Tink and the Pirate Fairies Dance Camp	11	11	0
<b>GRAND TOTAL</b>	<b>543</b>	<b>477</b>	<b>65</b>