



Regular: April 17, 2020
Item # 3

A G E N D A
KILLEEN ARTS COMMISSION
REGULAR MEETING BY VIDEOCONFERENCE
April 17, 2020
12:15 PM
****REVISED****

This meeting will be conducted entirely via Zoom. The link to this meeting is
<https://zoom.us/j/96389134560?pwd=TlNydlJlCMTZsYlICVVKycFpHc1NYQT09>

Meeting ID: 963 8913 4560 Password: 010288
Telephone Dial-In for Audio: +1 346 248 7799 US (Houston)

1. **Call to order**

2. **Roll call**

Chairperson:

John Miller, Folk Art/Painting/Sculpture _____

Vice-Chairperson:

Darlene Golden, Dance/Drama/Writing _____

Commission members:

Nelson Santiago, At-Large _____

Elizabeth Blackstone, Educator/Arts _____

Vacant, Music/Radio/TV/Tape/Sound _____

Nina Cobb, At-Large _____

Morris Melton, At-Large _____

Roxanne Flores-Achmad, At-Large _____

Lana Husband, At-Large _____

City staff:

Traci Briggs _____
Deputy City Attorney

Tsui Cheung _____
Staff Accountant

3. **Consider approval of agenda for April 17, 2020 regular meeting**

4. **Consider approval of minutes for the February 14, 2020 regular meeting**

5. **Review Arts Commission attendance record for FY 20**

6. **Review and discuss account activity for administrative funds**

7. **Consider FY 20 Event Change Request from Killeen Sister Cities, Osan, Korea, Committee**

8. **Consider FY 20 Event Change Request from Vive Les Arts and Vive Les Arts Children’s Theatre**

9. **Consider FY 20 Event Change Request from Central Texas College Foundation**

10. **Consider FY 20 Event Evaluation for Armed Forces Natural Hair and Health**

11. **Consider FY 20 Event Change Request from Armed Forces Natural Hair and Health**

12. **Consider FY 20 Event Evaluation for IMPAC Outreach**

13. **Discuss Arts Commission Appreciation Night**



Regular: April 17, 2020
Item # 3

14. **Receive briefings by subcommittees**

- A. Rules and Regulations
- B. Marketing

15. **Next meeting date**

The next regular meeting is scheduled for Friday, May 8, 2020 at 12:15 p.m. in the Utility Collections Conference Room.

16. **Adjournment**

I certify that the above notice of meeting was posted on the Arts Commission website at www.killeentexas.gov on or before April 14, 2020.

Tsui Cheung
Staff Accountant

AMERICANS WITH DISABILITIES ACT

This meeting is being conducted in accordance with the Texas Open Meetings Law [V.T.C.A., Government Code, and 551.001 et seq.]. This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for sign interpretive services are available upon requests received at least 48 hours prior to the meeting. To make arrangements for those services, please call 501-7730, Finance Department, or (TDD) 1-800-RELAY TX (1-800-734-2989).



MINUTES
KILLEEN ARTS COMMISSION
REGULAR MEETING
UTILITY COLLECTIONS CONFERENCE ROOM
210 WEST AVENUE C
February 14, 2020
12:15 P.M.

Call to Order

Chairperson Miller called the meeting to order at 12:17 p.m.

Roll Call

Attending: Commission Members: Lana Husband, Nina Cobb, Nelson Santiago, Elizabeth Blackstone, Morris Melton, Darlene Golden

City Staff: Traci Briggs, Deputy City Attorney
Tsui Cheung, Staff Accountant

Absent: Commission Member: Sean Payton, and Roxanne Flores-Achmad

Consider Approval of Agenda for the February 14, 2020 Regular Meeting

Vice Chairperson Golden moved to approve the agenda, seconded by Commissioner Blackstone. The motion passed unanimously.

Consider Approval of Minutes for the January 10, 2020 Regular Meeting

Commissioner Husband moved to approve the agenda, seconded by Vice Chairperson Golden. The motion passed unanimously.

Review Arts Commission Attendance Record for FY20

Attendance record was reviewed. Chairperson Miller reminded Commissioners to notify Ms. Cheung and provide a reason if they could not attend any meetings but wanted their absences to be excused.

Review and Discuss Account Activity for Administrative Funds

Ms. Cheung reported that no new expenses were incurred since the previous meeting.

Consider FY 20 Event Evaluation for Killeen Sister Cities, Osan Korea, Committee

Ms. Maureen J. Jouett representing the grantee explained that the hotel requirement was not met because the reservations were cancelled unexpectedly. She requested to waive the requirement or add the unfulfilled hotel room to the next event. Commissioner Blackstone said that the event was marvelous, and Commissioner Husband mentioned that some performers were from out of Killeen. The staff's recommended funding was \$0; Ms. Cheung said if the hotel requirement were fulfilled the recommended funding would be \$7,129. Commissioner Cobb moved to approve the funding of \$7,000, seconded by Commissioner Blackstone. Commissioner Blackstone, Husband, Melton, Cobb, and Chairperson Miller voted for the motion, Commissioner Santiago voted against the motion, and Vice Chairperson Golden abstained from voting. The motion passed with a majority.

Consider Event Change Request from Killeen Sister Cities, Osan Korea, Committee

Ms. Maureen J. Jouett representing the grantee requested to change the location of the Spring Cultural Events from Killeen High School to Ellison High School. She said the former location was under construction, so it was not available. She also requested to change the date from April 18, 2020 to April 4, 2020. Ms. Jouett said that the advertising would start once the request was approved. Commissioner Husband moved to approve the request, seconded by Commissioner Santiago. The motion passed unanimously.

Consider Name Badge Purchase for Replacement

Commissioner Husband moved to purchase new badges for all Commissioners, seconded by Commissioner Blackstone. The motion passed unanimously.

Discuss Arts Commission Appreciation Night

Commissioner Cobb reported that she had met with the City Manager regarding the reservation of the Killeen Civic and Conference Center on October 17, 2020 for the event, and she would work with the Community Development Executive Director Leslie Hinkle regarding the costs.

Receive briefings by subcommittees

A. Rules and Regulations

No updates were reported.

B. Marketing

Commissioner Husband said that she was working with local performers to get footages for the PSA project. She said it would have no costs. She also reported that digital billboard would cost about \$20 per day.

Discuss Arts Commission funded events attended by Commissioners

Commissioner Husband, Golden, and Melton attended the African American Art and History Showcase and said the event was successful. Commissioner Melton commented that the Commission was not shown as a sponsor in the playbill. Vice Chairperson Golden mentioned the event had a fund-raising purpose. Mr. Briggs said that the Commissioners could discuss these issues when they considered the event evaluation.

Commissioner Husband and Golden also attended the Veggie and Art Fest. Chairperson Miller asked if the event was artistic. Vice Chairperson Golden said the food was prepared and presented in a creative way. Commissioner Husband said the event attracted the culinary arts subculture groups from out of Killeen.

Discuss FY 21 Grant Application Cycle

Ms. Cheung explained the calendar of the FY 21 grant application cycle. She also explained the new funding allocation policy that would be submitted to the Council for approval, along with the proposed rules changes. Chairperson Miller requested Ms. Cheung to explain the details of how to conduct the application review in the May regular meeting.

Next Meeting Date

The next regular meeting is scheduled for Friday, March 13, 2020, at 12:15 p.m. in the Utility Collections Conference Room.

Adjournment

Vice Chairperson Golden moved to adjourn the meeting, seconded by Commission Blackstone. The motion passed unanimously. The meeting ended at 1:21 p.m.

John Miller, Chairperson

Tsui Cheung, Staff Accountant

FUND 214 HOTEL OCCUPANCY TAX			DEPT/DIV 2020 FINANCE/ACCOUNTING							ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
41		FINANCE										
415		FINANCE										
41		SUPPLIES										
41	10	OFFICE	10	.00	0	68	18.98	28	.00	137	118.02	14
41	15	POSTAGE/CARRIER SERVICE	5	.00	0	30	.00	0	.00	60	60.00	0
41	**	SUPPLIES	15	.00	0	98	18.98	19	.00	197	178.02	10
44		SUPPORT SERVICES										
44	25	LEGAL AND PUBLIC NOTICES	85	.00	0	290	612.30	211	.00	800	187.70	77
44	**	SUPPORT SERVICES	85	.00	0	290	612.30	211	.00	800	187.70	77
55		GRANTS										
55	43	GRANTS TO THE ARTS	32779	.00	0	144627	87757.00	61	206651.00	341303	46895.00	86
55	59	KAC ADMINISTRATIVE EXPENS	113	.00	0	890	.00	0	.00	1573	1573.00	0
55	**	GRANTS	32892	.00	0	145517	87757.00	60	206651.00	342876	48468.00	86
415	**	** FINANCE	32992	.00	0	145905	88388.28	61	206651.00	343873	48833.72	86
41	**	** FINANCE	32992	.00	0	145905	88388.28	61	206651.00	343873	48833.72	86
DIV	2020	TOTAL ***** ACCOUNTING	32992	.00	0	145905	88388.28	61	206651.00	343873	48833.72	86
DEPT	20	TOTAL ***** FINANCE	32992	.00	0	145905	88388.28	61	206651.00	343873	48833.72	86
FUND	214	TOTAL ***** HOTEL OCCUPANCY TAX	32992	.00	0	145905	88388.28	61	206651.00	343873	48833.72	86
GRAND		TOTAL *****	32992	.00	0	145905	88388.28	61	206651.00	343873	48833.72	86



EVENT CHANGE NOTIFICATION FORM

***NOTE: Exhibit I of the Municipal Hotel Occupancy Tax Revenues Recipient Contract must be completed and attached.**

A. CONTACT INFORMATION

Name of Organization Killeen Sister Cities Osan Korea Committee, Inc
 Contact Name/Title Lisa Humphreys/President
 Contact Email Address killeenosan@gmail.com
 Contact Telephone # 254-681-7616

B. PREVIOUSLY APPROVED EVENT INFORMATION

Input information from your approved grant application.

Event Title	Performance Dates	Event Location
Spring Cultural Event	4/4/2020	Ellison High School

C. PROPOSED CHANGES TO EVENT INFORMATION

Input only information from your approved grant application that you are proposing to change.

Event Title	Performance Dates	Event Location
Cultural Event	9/12/2020	Ellison High School

Lisa Humphreys
 Signature of Applicant

Lisa Humphreys
 Printed or Typed Name

President
 Printed or Typed Title

3/6/2020
 Date

EXHIBIT I

FY 2019 MUNICIPAL HOTEL OCCUPANCY TAX REVENUES RECIPIENT CONTRACT ("THE ARTS")

Grantee: Killeen Sister Cities Osan Korea Committee, Inc.

Event	Date	Location	Awarded Grant Amount	Event Evaluation Report Due Date	Final Evaluation Report Due Date
Spring Cultural Event	4/4/2020	Ellison High School	\$22,500	5/19/2020	5/19/2020

The above events are correct as listed. I understand that any changes must be submitted in writing by completing the section below and sending to the City of Killeen Finance Department, with an Event Change Request Form, no later than 45 days prior to the event(s) that have a change. If you have any questions, please contact Finance staff at (254) 501-7730. **Any changes to the original contracted dates above must be reviewed and approved by the Arts Commission prior to your event.**

I understand that failure to submit a change notification or Evaluation Report by the due dates above may result in forfeiture of grant funds.


Lisa Humphreys, President
3/6/2020

 Signature Printed Name & Title Date
 To: City of Killeen Finance Department

Our event information has changed as listed below.

Note: You MUST also calculate your new Evaluation Report due dates and enter below. Evaluation Reports are due on or before 45 days after completion of your event. For multiple events and year-long events, your Final Evaluation Report must be submitted no later than September 30 of the current grant year or within 45 days after completion of your final event, whichever is later.

Event	Date	Location	Awarded Grant	Event Evaluation	Final Evaluation
Cultural Event	9/6/2020	Ellison High School	\$22,500	10/20/2020	10/20/2020

I understand that failure to submit a change notification or Evaluation Report by the due dates above may result in forfeiture of grant funds.


Lisa Humphreys, President
3/6/2020

 Signature Printed Name & Title Date

EXHIBIT I

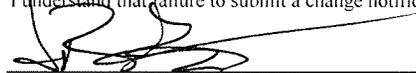
FY 2019 MUNICIPAL HOTEL OCCUPANCY TAX REVENUES RECIPIENT CONTRACT ("THE ARTS")

Grantee: VIVE LES ARTS - MAINSTAGE

Event	Date	Location	Awarded Grant Amount	Event Evaluation Report Due Date	Final Evaluation Report Due Date
THE 39 STEPS	MARCH 20-29	3401 SWS YOUNG			
MATILDA	JUNE 5-14	3401 SWS YOUNG			7-29-20

The above events are correct as listed. I understand that any changes must be submitted in writing by completing the section below and sending to the City of Killeen Finance Department, with an Event Change Request Form, no later than 45 days prior to the event(s) that have a change. If you have any questions, please contact Finance staff at (254) 501-7730. **Any changes to the original contracted dates above must be reviewed and approved by the Arts Commission prior to your event.**

I understand that failure to submit a change notification or Evaluation Report by the due dates above may result in forfeiture of grant funds.


JAMI R. SALTER - EXECUTIVE DIRECTOR
3-27-20
 Signature Printed Name & Title Date

To: City of Killeen Finance Department

Our event information has changed as listed below.

Note: You MUST also calculate your new Evaluation Report due dates and enter below. Evaluation Reports are due on or before 45 days after completion of your event. For multiple events and year-long events, your Final Evaluation Report must be submitted no later than September 30 of the current grant year or within 45 days after completion of your final event, whichever is later.

Event	Date	Location	Awarded Grant	Event Evaluation	Final Evaluation
THE 39 STEPS	MAY 8-17				
MATILDA	JULY 10-19				9-20-20

I understand that failure to submit a change notification or Evaluation Report by the due dates above may result in forfeiture of grant funds.

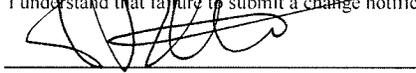

JAMI R. SALTER - EXECUTIVE DIRECTOR
3-27-20
 Signature Printed Name & Title Date

EXHIBIT I

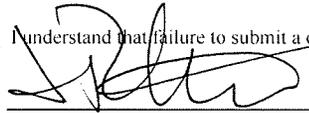
FY 2019 MUNICIPAL HOTEL OCCUPANCY TAX REVENUES RECIPIENT CONTRACT ("THE ARTS")

Grantee: VIVE LES ARTS - CHILDREN'S THEATRE

Event	Date	Location	Awarded Grant Amount	Event Evaluation Report Due Date	Final Evaluation Report Due Date
<u>BEAUTY AND THE BEAST</u>	<u>MAY 8-17</u>	<u>3401 S.W.S. YOUNG</u>			<u>JULY 1, 2020</u>

The above events are correct as listed. I understand that any changes must be submitted in writing by completing the section below and sending to the City of Killeen Finance Department, with an Event Change Request Form, no later than 45 days prior to the event(s) that have a change. If you have any questions, please contact Finance staff at (254) 501-7730. **Any changes to the original contracted dates above must be reviewed and approved by the Arts Commission prior to your event.**

I understand that failure to submit a change-notification or Evaluation Report by the due dates above may result in forfeiture of grant funds.


JAMI R. SALTER - EXECUTIVE DIRECTOR
3-27-20
 Signature Printed Name & Title Date

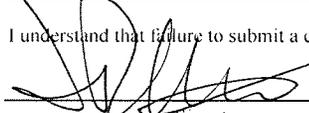
To: City of Killeen Finance Department

Our event information has changed as listed below.

Note: You MUST also calculate your new Evaluation Report due dates and enter below. Evaluation Reports are due on or before 45 days after completion of your event. For multiple events and year-long events, your Final Evaluation Report must be submitted no later than September 30 of the current grant year or within 45 days after completion of your final event, whichever is later.

Event	Date	Location	Awarded Grant	Event Evaluation	Final Evaluation
<u>BEAUTY AND THE BEAST</u>	<u>JUNE 5-14</u>	<u>3401 S.W.S. YOUNG</u>			<u>JULY 19</u>

I understand that failure to submit a change notification or Evaluation Report by the due dates above may result in forfeiture of grant funds.


JAMI R. SALTER
3-27-20
 Signature Printed Name & Title Date



Memorandum

To: City of Killeen Arts Commissioners
From: Tsui Cheung – Staff Accountant
Date: March 13, 2020
Subject: Armed Forces Natural Hair and Health FY 2020 Event Evaluation Funding Recommendation

The FY 2020 Arts Commission Rules and Regulations (“The Rules and Regulations”) set forth numerous guidelines for all grantees to follow. Those guidelines are what City staff uses to make a determination as to whether funding is owed to the grantee.

No deficiencies regarding supporting documentation were identified during the staff review. The grantee also provided proof of the required number of hotel rooms for this event.

The grantee was awarded \$10,711 for this event. Eligible expenses of \$17,680 were submitted and all were approved. In conclusion, it is the City staff’s recommendation that the Arts Commission approve funding in the amount of \$10,711.



City Staff Review for Evaluation Report

Organization: Armed Forces Natural Hair and Health
Event: Veggies and Art Fest
Approved Award: \$ 10,711
Required Cash Match: 50%

3/7/2020

Category	Budget	Claimed	Approved	Disapproved	Reclassified	Comments
2. Outside Professional Services	8,205					\$725 budget transfer from Category #9 to Category #1 by reviewer.
Item #1		800	800	-		
Item #3		700	700	-		
Item #4		1,850	1,850	-		
Item #5		700	700	-		
Item #6		315	315	-		
Item #7		200	200	-		
Item #8		474	474	-		
Item #9		200	200	-		
Item #10		700	700	-		
Item #11		240	240	-		
Item #12		3,500	2,026	1,474		Exceeds the approved budget of this category.
		9,679	8,205	1,474		
3. Space Rental	650					
Item #1		725	650	75		Exceeds the approved budget of this category.
Item #2		100	-	100		Exceeds the approved budget of this category.
Item #3				-		
		825	650	175		
4. Equipment Rental	550					
Item #1		400	400	-		
Item #2		150	150	-		
Item #3		30	-	30		Exceeds the approved budget of this category.
		580	550	30		
5. Supplies & Materials	-					
Item #1		40	-	40		Exceeds the approved budget of this category.
		40	-	40		
6. Costumes	254					\$4 budget transfer from Category #8 to Category #6 by reviewer.
Item #1		338	254	84		Exceeds the approved budget of this category.
		338	254	84		
8. Insurance	196					\$4 budget transfer from Category #8 to Category #6 by reviewer.
Item #1		196	196	-		
		196	196	-		

City Staff Review for Evaluation Report

Organization: Armed Forces Natural Hair and Health
Event: Veggies and Art Fest
Approved Award: \$ 10,711
Required Cash Match: 50%

3/7/2020

Category	Budget	Claimed	Approved	Disapproved	Reclassified	Comments
9. Promotion, Media, Printing & Postage	7,225					\$725 budget transfer from Category #9 to Category #1 by reviewer.
Item #1		434	434	-		
Item #2		279	279	-		
Item #3		3,080	1,580	1,500		Exceeds the approved budget of this category.
Item #4		4,050	4,050	-		
Item #5		500	500	-		
Item #6		298	298	-		
Item #7		84	84	-		
Item #8				-		
		8,725	7,225	1,500		
10. Other	600					
Item #1		1,560	600	960		Exceeds the approved budget of this category.
		1,560	600	960		
Total	17,680	21,943	17,680	4,263		

Calculated Funding	\$ 11,787
Required Cash Match	\$ 5,893
Total Eligible Expenses	\$ 17,680

Hotel Requirement:
 Hotel Rooms per Contract 4
 Proof Submitted by Grantee 6

Recommended Funding \$ 10,711



Memorandum

To: City of Killeen Arts Commissioners
From: Tsui Cheung – Staff Accountant
Date: March 25, 2020
Subject: IMPAC Outreach FY 2020 Event Evaluation Funding Recommendation

The FY 2020 Arts Commission Rules and Regulations (“The Rules and Regulations”) set forth numerous guidelines for all grantees to follow. Those guidelines are what City staff uses to make a determination as to whether funding is owed to the grantee.

No deficiencies regarding supporting documentation were identified during the staff review. The grantee also provided proof of the required number of hotel rooms for this event.

The grantee was awarded \$12,006 for this event, which had an approved budget of \$12,006. Eligible expenses of \$11,906 were submitted and approved. The grantee’s required cash match is \$3,969. In conclusion, it is the City staff’s recommendation that the Arts Commission approve funding in the amount of \$7,937.



City Staff Review for Evaluation Report

Organization: IMPAC Outreach
Event: African American Art and History Showcase
Approved Award: \$ 12,006
Required Cash Match: 50%

3/25/2020

Category	Budget	Claimed	Approved	Disapproved	Reclassified	Comments
1. Paid Personnel	-					\$381 is transferred by reviewer from Category #1 to Category #2.
Item #1		150	-	150		Not employee; reclassified to Category #2 by reviewer
Item #2		50	-	50		Not employee; reclassified to Category #2 by reviewer
Item #3		580	-	580		Not employee; reclassified to Category #2 by reviewer
		780	-	780		
2. Outside Professional Services	8,806					\$381 is transferred by reviewer from Category #1 to Category #2.
Item #1		6,000	2,981	3,019		Exceeds the approved budget of this category.
Item #3		895	895	-		
Item #4		500	500	-		
Item #5		3,000	3,000	-		
Item #6		150	150	-		
Item #7		3,100	-	3,100		Food expenses are no reimbursable.
Item #8		500	500	-		
Item #9		150	150	-		Reclassified from Category #1 by reviewer.
Item #10		50	50	-		Reclassified from Category #1 by reviewer.
Item #11		580	580	-		Reclassified from Category #1 by reviewer.
		14,925	8,806	6,119		
	1,430					\$738 is transferred by reviewer from Category #3 to Category #4. \$82 is transferred by reviewer from Category #3 to Category #9.
3. Space Rental						
Item #1		2,068	1,330	738		Only space rental are counted in this category; reclassified the equipment rental to Category #4 by reviewer.
		2,068	1,330	738		
4. Equipment Rental	738					\$738 is transferred by reviewer from Category #3 to Category #4.
Item #1		738	738	-		Reclassified from Category #3 by reviewer.
		738	738	-		
5. Supplies & Materials	-					
Item #1		29	-	29		No approved budget in this category.
Item #2		169	-	169		No approved budget in this category.
Item #3		80	-	80		No approved budget in this category.
		278	-	278		
8. Insurance	200					
Item #1		253	200	53		Exceeds the approved budget of this category.
		253	200	53		

City Staff Review for Evaluation Report

Organization: IMPAC Outreach
Event: African American Art and History Showcase
Approved Award: \$ 12,006
Required Cash Match: 50%

3/25/2020

Category	Budget	Claimed	Approved	Disapproved	Reclassified	Comments
9. Promotion, Media, Printing & Postage	832					\$82 is transferred by reviewer from Category #3 to Category #9.
Item #1		100	100	-		
Item #2		1,360	732	628		Exceeds the approved budget of this category.
Item #3		238	-	238		Exceeds the approved budget of this category.
Item #4		300	-	300		Exceeds the approved budget of this category.
Item #5		370	-	370		Exceeds the approved budget of this category.
Total	12,006	21,410	11,906	9,504		

Calculated Funding	\$ 7,937
Required Cash Match	\$ 3,969
Total Eligible Expenses	\$ 11,906

Hotel Requirement:
 Hotel Rooms per Contract 4
 Proof Submitted by Grantee 5

 Recommended Funding \$ 7,937