

Cultural Council Meeting Agenda

**Thursday, July 16, 2020
Virtual Meeting
4:00PM**

We promote arts and culture in Louisville. We program cultural events, advocate for and support artists, and advise City Council. By doing so we engage our diverse social, cultural, and creative community.

This meeting will be held electronically. Residents interested in listening to the meeting should visit the City's website here to link to the meeting:

<https://www.louisvilleco.gov/government/boards-commissions/cultural-council>

The Council will accommodate public comments as much as possible during the meeting. Anyone may also email comments to the Council prior to the meeting at KZoss@LouisvilleCO.gov.

I.	Call to Order	3 min
II.	Roll Call	(items I–VI)
III.	Approval of Today's Agenda	
IV.	Public Comments: Items Not on the Agenda	
V.	Correction and/or Approval of May Meeting Minutes	
VI.	Chair's Report (Adam)	5 min
VII.	Staff Report (Katie)	10 min
VIII.	Budget Update (Katie)	5 min
IX.	Sculpture Installation Update (Kate)	10 min
X.	ARTirondack Chair Program Update and Discussion (Kim)	15 min
XI.	2020/2021 Programming Discussion and Brainstorming	15 min
XII.	Adjourn	

Attachments:

May 2020 Minutes, Budget, BCPH Safer at Home Guidance for Special Events 06.23.20

Citizen Information

Persons with disabilities planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact Katie Zoss at 303.335.4581 or kzoss@louisvilleco.gov. A forty-eight-hour notice is requested.

City of Louisville

City Manager's Office 749 Main Street Louisville CO 80027
303.335.4536 (phone) 303.335.4550 (fax) www.LouisvilleCO.gov

Cultural Council Meeting Minutes

**Thursday, May 28th, 2020
Virtual Meeting
4:00PM**

We promote arts and culture in Louisville. We program cultural events, advocate for and support artists, and advise City Council. By doing so we engage our diverse social, cultural, and creative community.

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- I. Call to Order 3 min
- II. Roll Call
- III. a. Present: Mark Cathcart, Leah Franks, Beth McLennan, Tami Owen, Robby Pitt, Kim Poletti, Kate Ward, Rachel Weaver, Katie Zoss
- IV. b. Absent: Adam Sloat, Debbie Davies

- V. Approval of Today's Agenda - Kim, Robby seconded
- VI. Public Comments: Items Not on the Agenda
- VII. Correction and/or Approval of April Meeting Minutes - Mark Cathcart is not a member of the concerts sub committee. KIM approved, KATE seconded
- VIII. Chair's Report - Kim chairing the meeting, notes from Adam: Unknown about concerts in the park, nothing more to report on virtual streaming.

- IX. Staff Report - City is looking at budget cuts, 10% and 20% cut to Katie's budget. Budget is for special events and arts. Special events are cancelled so will require less money, more focus on public arts. Part-time city staff have been furloughed, other members will take reduced hours. No direction yet on the Center for the Arts to reopen. Art association is doing virtually til the end of 2020 due to higher risk member.
- X. Budget Update : working on plans to closing main street between cross streets to allow restaurants to open up seating in the street. Possibly also allowing Steinbaugh Pavillion to have spaced tables and single musicians to play, possibly in July

- XI. Sculpture Installation Update (Kate/Debbie/Katie) - The check is approved, Kate reported that the sculpture is working on producing photo's and will be available at the next meeting.

- XII. Summer Concerts Contingency Plan Subcommittee Beth, have not had a meeting yet. Will schedule a meeting for June. Most bands are interested in any live streaming possibilities. Committee will meet to discuss money options and availability. Robby asking if there are copy right issues with cover band and live streaming. Do we hold off on summer concerts or be rolled into the Front Porch series, or market it as concerts in the park. Subcommittee will meet on Wednesday. Robby asking if the bands can stream from their location, may need to set up a temporary internet set up for consistency. No bands have the capability of live streaming. . The LCC has given the Summer Concerts subcommittee permission to make decision about the concerts going forward in June/July
- XIII. Public Art Subcommittee (Kim). The goal of the Adirondack chairs project is a public art project and a fun event for Louisville. The LCC will not be auctioning off the chairs they will be raffled off to Louisville Residents. The artists will receive \$300 to paint/design the chairs, the LCC will assemble

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the chairs for pickup by the artist. Call for entry out to artists, we will give them a few weeks to respond, final decisions will be made the end of June.

- XIV. June Meeting – Discuss Virtual Meeting - Katie - the City said no committee are expected to meet unless it's essential. Kim - Leave the meetings to the subcommittees to make any decisions for the summer going forward. Mark agreed. Can report back to the LCC via email on decision made by the subcommittee. Will discuss meetings going forward as the situation changes.
- XV. Adjourn - Meeting was adjourned at 4:52 Mark motions to close, Beth seconds the motion

updated 7/13/20

ORG	OBJ	ACCOUNT DESCRIPTION	BUDGET	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
101122	537010	Fourth of July	\$ 31,800	\$ 31,800	\$ -	\$ 20,300	0%
101122	537020	Fall Festival	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	0%
101122	537040	Festival of Lights	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	100%
101122	537080	Other Special Event Costs	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	0%
101122	537091	Street Faire DBA	\$ 75,000	\$ 75,000	\$ 47,500	\$ 27,500	63%
101122	537092	Downtown Flowers/Winter Lights	\$ 75,000	\$ 75,000	\$ 4,868	\$ 57,919	6%
		Grand Total	\$ 210,800	\$ 210,800	\$ 54,368	\$ 132,719	26%

ORG	OBJ	ACCOUNT DESCRIPTION	BUDGET	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET4	% USED5	notes
101730	511000	Regular Salaries	\$ 40,080	\$ 40,080	\$ 19,533	\$ 20,547	49%	
101730	512000	FICA Expense	\$ 3,060	\$ 3,060	\$ 1,387	\$ 1,673	45%	
101730	512100	Retirement Contribution	\$ 2,200	\$ 2,200	\$ 1,074	\$ 1,126	49%	
101730	512200	Workers Compensation	\$ 490	\$ 490	\$ 231	\$ 259	47%	
101730	513000	Medical Insurance	\$ -	\$ -	\$ 150	\$ (150)	0%	
101730	513100	Dental Insurance	\$ 370	\$ 370	\$ 363	\$ 7	98%	
101730	513300	Life, AD&D & LTD Insurance	\$ 410	\$ 410	\$ 196	\$ 214	48%	
101730	513400	Employee Assistance Plan	\$ 10	\$ 10	\$ 7	\$ 3	68%	
101730	520100	Office Supplies	\$ 200	\$ 200	\$ 128	\$ 72	64%	
101730	522500	Non-Capital Furn/Equip/Tools	\$ 500	\$ 500	\$ 180	\$ 320	36%	
101730	522900	Miscellaneous Supplies	\$ 4,500	\$ 4,500	\$ 556	\$ 3,945	12%	
101730	530815	Arts Grants	\$ 10,000	\$ 10,000	\$ 8,350	\$ 1,650	84%	
101730	530820	Public Art	\$ 25,000	\$ 49,580	\$ 8,341	\$ 32,239	17%	ARTIronduck = \$7,926; Romero final = \$9,000
101730	532000	Advertising/Marketing	\$ 5,000	\$ 5,000	\$ 950	\$ 4,050	19%	
101730	532200	Printing	\$ 1,000	\$ 1,000	\$ 452	\$ 548	45%	
101730	532230	Dues/Subscriptions/Books	\$ 100	\$ 100	\$ -	\$ 100	0%	
101730	535030	Comm Svcs-Internet/Cable	\$ 1,200	\$ 1,200	\$ 660	\$ 540	55%	
101730	538101	Travel, Training, & Meetings	\$ 2,000	\$ 2,000	\$ 17	\$ 1,983	1%	
101730	538330	Arts Programming	\$ 20,000	\$ 20,000	\$ 3,219	\$ 16,781	16%	
101730	538999	Other Services and Charges	\$ 1,500	\$ 1,500	\$ 1,080	\$ 420	72%	
		Grand Total	\$ 117,620	\$ 142,200	\$ 46,874	\$ 86,326	33%	

ORG	OBJ	ACCOUNT DESCRIPTION	BUDGET	REVISED BUDGET	YTD EARNED	AVAILABLE BUDGET	% EARNED
101055	421700	Special Event Permit	-6,000	(6,000)	(2,940)	(3,060)	49%
101055	432560	State Grant - Libraries	\$ -	\$ -	\$ (11,429)	\$ 11,429	0%
101055	437100	Superior IGA - Library	\$ (352,830)	(352,830)	(350,689)	(2,141)	99%
101055	441210	Fall Festival	\$ (16,150)	(16,150)	\$ -	(16,150)	0%
101055	441220	Fourth of July	\$ (6,170)	(6,170)	\$ -	(6,170)	0%
101055	441520	Art Center Rentals	\$ (15,910)	(15,910)	(1,010)	(14,900)	6%
101055	441910	Cultural Council Ticket Sales	\$ -	\$ -	(2,575)	2,575	
101055	447610	Library Account Pymnt Machine	\$ (5,000)	(5,000)	(732)	(4,268)	15%
101055	447620	Library Copies	\$ -	\$ -	(15)	15	
101055	447650	Library - Rentals	\$ (1,800)	(1,800)	(73)	(1,728)	4%

101055	452100	Library Fines	\$	(17,000)	\$	(17,000)	\$	(5,209)	\$	(11,791)	31%
101055	464143	Cultural Council Donations	\$	-	\$	-	\$	(14,689)	\$	14,689	
101055	469160	Library Cash Over/Short	\$	-	\$	-	\$	1	\$	(1)	
Grand Total			\$	(420,860)	\$	(420,860)	\$	(389,360)	\$	(31,500)	93%



SAFER AT HOME Guidance for Special Events

Updated: June 23, 2020

The latest statewide [Safer At Home Order](#) allows for limited in-person gatherings with appropriate social distancing and precautions. **All events must comply with the related state guidance:**

- Indoor Events: <https://covid19.colorado.gov/safer-at-home/indoor-events>
- Outdoor Events: <https://covid19.colorado.gov/safer-at-home/outdoor-events>
- Life Rites (i.e. funerals, weddings, graduations, etc.) and Places of Worship: <https://covid19.colorado.gov/worship-guidance>

Note: All events must comply with all applicable laws, local codes, ordinances, permitting requirements, and public health orders. Check with the local jurisdictions for any applicable restrictions or requirements.

Event organizers are strongly encouraged to use virtual electronic platforms and alternative activities less conducive to public gathering whenever possible.

Recommended Alternative Virtual Event Formats

- **Virtual Run/Bike Ride:** Participants complete a specified distance at the location and time of their choosing, then share their times and photos online. Afterwards, have a virtual ceremony recognizing participants and awarding prizes.
- **Window Scavenger Hunt:** Encourage members of the community to put specific items in their windows, visible from the street. Have participants bike or drive around at separate times - and always socially distancing - in groups of ten or less to find the items. Share photos and stories online.
- **Virtual Volunteer Event:** Have a video call while individually creating care packages or making face coverings for community members.
- **Virtual Movie Night/Art/Games/Crafts:** Pick an activity and invite others to join virtually. Watch a movie together-apart. Try Netflix's Party Feature. Be creative!



Requirements for Vehicle-Based Events such as Motorcades

- Vehicle-based events must not create opportunities for in-person interaction.
 - Do not distribute any items to participants during the motorcade.
 - Ensure all participants understand that they are expected to remain inside their vehicle at all times.
- Coordinate with local law enforcement.
- All participants must obey rules of the road.
- All staff and participants/patrons must follow basic social distancing and use masks.
- Routes are encouraged to be a loop instead of point to point to discourage congregating.
- Routes/event plans, including social distancing requirements and reminders, should be clearly communicated to all participants in advance of the event in a digital form. The use of GPS/navigation devices is encouraged where applicable
- Any signage should be approved by local law enforcement, not block or affixed to traffic control devices (i.e. stop signs, speed limit signs), and removed promptly after conclusion
- Avoid areas where people are likely to exit their cars and gather.
- Check with the local jurisdictions for any applicable restrictions or requirements.

Requirements for Drive-In Events

- Use electronics inside the car (i.e. cell phones) or a radio channel to broadcast audio whenever possible.
- Ensure participants/patrons stay in their vehicle at all times. This includes the following:
 - No playing outside prior to the event
 - No setting up lawn chairs or blankets outside of your vehicle
 - No sitting in the bed of a pickup truck
 - The only exception to this rule is for the use of restroom facilities and/or concession pickup
- Masks must be worn by staff at all times and patrons when outside of vehicles or if windows are down.
- Staff of sponsoring organization/business is limited to 10 people except where additional staff are on premises to monitor social distancing and other safety precautions.
- If admission is charged or donation is requested, should use contactless payment whenever possible. If not possible, must clean and sanitize frequently.
- Socializing is not permitted through open vehicle windows.
- Do not provide opportunities for gathering outside vehicles; restrooms and minimal concessions are permitted subject to the requirements below.

Restrooms for Drive-In Events

- If restrooms are available, they must be cleaned frequently and have signage posted that they should be used by only one person at a time or block off stalls and sinks so there are at least 6 feet between patrons when using the facilities.
- Have a staff of sponsoring organization/business on hand to monitor lines and clean frequently.
- Social distancing markers should be placed to ensure safety.
- Use of cell phones or other technology to form virtual restroom queues are encouraged.



Parking for Drive-In Events

- Event staff (wearing safety vests) should coordinate parking to ensure proper placement of vehicles.
- Vehicles should only be parked facing the screen/front.
- Staff should park vehicles roughly 9 feet apart or leave one empty space between vehicles (if using an existing striped parking lot) to ensure a safe distance among vehicles.
- Large/tall vehicles (SUVs, Trucks, Vans, etc.) should be parked towards the rear of the venue to allow smaller vehicles a clear view.

Concessions for Drive-In Events

- The sale of concessions is discouraged to avoid congregating.
- Event staff must follow all [Colorado Department of Public Health and Environment restaurant related requirements and guidance](#).
- Must follow [Boulder County Public Health requirements including licensing](#)
- Event planners and staff are strongly encouraged to use online/phone ordering with delivery to vehicles or a pickup system (i.e. patron receives text when order is ready for pickup.) Any pickup counter must implement social distancing measures.

Requirements for In-Person Events

- Life rite events (e.g. weddings (excluding receptions), graduations, funerals) and places of worship: <https://www.bouldercounty.org/wp-content/uploads/2020/06/safer-at-home-guidance-life-rites-and-worship-062320.pdf>
- Indoor Events: <https://covid19.colorado.gov/safer-at-home/indoor-events>
- Outdoor Events: <https://covid19.colorado.gov/safer-at-home/outdoor-events>
- Events serving food and/or beverage, also see the Restaurants and Food Services guidance: <https://covid19.colorado.gov/safer-at-home/restaurants-food-services>

General Requirements for All Events

- Individuals who are sick must remain at home.
- Vulnerable individuals are strongly recommended to remain at home.
- Face coverings are required for all attendees, employees, and operators unless doing so would inhibit the individual's health, in which case reasonable accommodations should be pursued.
- Give reminders to observe at least 6 feet social distance before, during, and after events.
- Performers are not included in capacity limits as long as they do not join the spectator or patron areas at any time and remain at least 25 feet from attendees and use a separate entrance and exit.
- Develop plans for:
 - [A protocol for symptom screening](#)
 - Cleaning bathrooms and high touch surfaces
 - Direction of movement and seating for guests/patrons during arrival and departure and at all times to manage traffic flow between activities and insure capacity limits and social distancing are maintained per activity



- Collect contact information for guests or attendees through ticket sales, reservations, RSVPs, or having sign-in sheets. Include times of arrival and departure, to help with potential exposure notification

Capacity Limits For Indoor Events

Please use the [Social Distancing Calculator](#) to calculate the maximum occupancy of your space, up to a maximum of 100 people.

Capacity Limits for Outdoor Events

Please use the [Social Distancing Calculator](#) to determine the maximum occupancy of your space, up to a maximum of 175 people.

Reminder: All events must comply with all applicable laws, local codes, ordinances, permitting requirements, and Public Health Orders. Check with the local jurisdictions for any applicable restrictions or requirements.

Boulder County Public Health can help identify options and planning logistics for safe and legal events during the COVID-19 pandemic. Please email covidbiz@bouldercounty.org to discuss your special event.

