

## **CITY ARTS SERVICES**

### **I. INTRODUCTION**

The Irving Arts Board has revised its financial assistance program. There are three aspects of this revised financial assistance program: (1) the Founders Fund, designed to support the Founding Arts Organizations; (2) the Community Activities Fund, designed to provide minimal support to a wide variety of community arts activities; and (3) City Arts Services. The Founders Fund and the Community Activities Fund have been approved by the Arts Board and the City Council.

### **II. PURPOSE**

The purpose of this aspect of the final assistance program is to create a program that allows for greater input by Irving residents on the artistic experiences available at the Irving Arts Center. This program will focus on the type of artistic experience rather than focusing on who is providing the experience.

It is anticipated this aspect of the financial assistance program will build on the foundation of services already provided by the Founding Arts Organizations. It is not designed to displace or diminish any of the activities offered by the Founding Arts Organizations. It is a “contract for services” program and not a “grant” program or “limited sponsorship” program.

### **III. CITIZENS IN-PUT PANEL**

The Arts Board and the Irving City Council will appoint a Citizens’ In-Put Panel to accomplish the purpose of the City Arts Services.

- A. *Qualifications.* The members of the Citizens’ In-Put Panel shall be residents of the City of Irving who are eligible to vote in City elections.
- B. *Appointment of members and Terms of Service.*
  1. Each Arts Board member and each City Council member will make one appointment to the Citizens’ In-Put Panel. Regular appointments shall be made on the date of the first official Arts Board meeting in January of each year.
  2. Appointees will serve a one year term with the expiration of the appointment falling on the date of the first official Arts Board meeting in January during the year in which the term shall expire. The individual appointees may be reappointed to the panel after sitting out for one year. When a member is

appointed to complete a partial term, that partial term shall not count in computing the one-year term.

3. Any member of the Citizens' In-Put Panel may be removed from the panel by the Arts Board for any cause deemed by the Arts Board as sufficient for removal.
4. If any panel member is unable to complete his or her one-year term, a successor will be appointed to that place to complete that term of office.
5. Any vacancy in the membership for the panel shall be filled by the Arts Board member or City Council member or his or her successor whom appointed the prior member.

C. *Powers, Duties, and Responsibilities.* The panel shall review the cultural and artistic offerings provided by the Irving Arts Center and its Resident Arts organizations and analyze and identify areas not being served. The panel shall make recommendations in the form of a menu to the Arts Board on artistic areas that the Arts Board may wish to address. The panel's menu recommendations will be presented to the Arts Board. It is anticipated that the Arts Board may select one or two items from the panel's menu recommendations to actively pursue.

D. The Vice Chairman of the Irving Arts Board will serve as the Chair of the Citizens' In-Put Panel.

#### **IV. PROCESS OF ARTS BOARD'S SELECTION**

After the Arts Board receives the menu from the panel, the Board will select from the menu the artistic areas it wishes to address. The Board would then have two techniques to address these selected areas.

First, the Arts Board may instruct the Arts Center staff to issue a request for proposals to address the specific areas. Again, the focus will be on the proposed service provided, not who the provider is. Staff will recommend to the Arts Board an artist or artistic program based upon the responses to the requests for proposals, and the Arts Board will analyze the responses to the request for proposals.

If the Arts Board finds adequate responses to its request for proposals, then it will instruct the Arts Center staff to negotiate with the selected artist/provider. If the Arts Board is not satisfied with the responses to the request for proposals, then the Board would instruct the staff to go to the market place to see what might be available to specifically address the selected areas.

The results of staff work in the market place would be presented to the Arts Board. The Arts Board would make the final decision as to whom we would negotiate and contract with to provide the desired service, subject to the contract requirements of the Irving City Code.

The Arts Center would then take the role of a presenter and see that the service is provided.

## **V. TIME TABLE OF THE FIRST TWO YEARS**

- Appoint the Citizens' In-Put Panel – January
- Meetings of Citizens' In-Put Panel – January, February, March
- Citizens' Panel reports to the Arts Board – April
- Arts Board decides the target areas – April
- RFQ's issued; responses analyzed – May, June, July
- Results of the RFQ process will go to the Arts Board – August
- Decision as to whether the Board wants to go to the market place – August
- Shop the market place – September-January
- Results and final decisions – February
- Negotiate contract with service providers
- Activity to place during October-September

The initial phase will take two years to put in place. However, afterward the process would remain seamless.