

City of Sacramento  
**Arts, Culture, and Creative Economy Commission**  
**Report**  
915 I Street Sacramento, CA 95814  
www.cityofsacramento.org

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**File ID:** 2025-00475

2/10/2025

**Consent Item 2.**

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**Arts, Culture, and Creative Economy Commission Follow Up Log**

File ID: 2025-00475

**Location:** Citywide

**Recommendation:** Pass a **Motion** adopting the Arts, Culture, and Creative Economy Commission Follow Up Log.

**Contact:** Jason Jong, Cultural and Creative Economy Manager, Office of Arts and Culture, (916) 808 -5105, jjong@cityofsacramento.org, Convention and Cultural Services Department

**Presenter:** None

**Attachments:**

1-Description/Analysis

2-Arts, Culture, and Creative Economy Commission Follow Up Log

**Description/Analysis**

**Issue Detail:** The Follow Up Log is a running list of items of interest that the Commission would like to add to the agenda. Commissioners may submit items for consideration of inclusion on a future agenda by orally making the request to add an item to the log during “Commission Ideas - Comments and Questions.”

When requesting to add an item to the Follow Up Log, the following information should be provided:

1. Item Title
2. Question to be answered/specific request
3. Commission Duty (which of the 19 identified by City Council)
4. How does it respond to the Commission’s Race and Cultural Equity Statement (1 sentence)
5. Cultural Equity Plan Goals (which of the 6 goals does the proposed item address)

The item will be included in the Follow Up Log on the Consent Calendar at the subsequent regular meeting, at which the Commission will have the opportunity to approve the addition by motion.

Should an item necessitate more expediency, a commissioner may take the log off the consent agenda during that item and make it a discussion item. The commissioner may offer an addition for immediate consideration and approval by motion. The motion would need to reflect that it is being approved as revised during the meeting.

Under either scenario, additions to, and approval of, the Follow Up Log happen during the public meeting in accordance with the Brown Act.

**Policy Considerations:** Adding items to the Follow Up Log does not have a policy impact.

**Economic Impacts:** None.

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** Under section 15061(b)(3) of the CEQA guidelines, a project is exempt from CEQA if it has no potential for causing a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. These actions will have no direct effect on the environment and are therefore exempt from CEQA review.

**Sustainability:** Not applicable.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** To develop the Follow Up Log into a more effective and efficient tool, Commissioners can present future agenda items with accompanying criteria to be added to the Follow Up Log through passing a motion.

**Financial Considerations:** Not applicable.

**Local Business Enterprise (LBE):** Not applicable.

**Commission Follow-Up Log Template (Pending Requests)**

Item #	Subject Matter	Requested by:	Meets Which Powers & Duties (Scope) of Commission	Commission Priority (High, Medium, Low)	Staff Time Required (High, Medium, Low)	Dated Added to Log	Scheduled To Be Heard (Future Meeting Date or TBD)	Notes / Status
	What is the subject or topic and specific request for follow up?	Which Commissioner(s) requested this follow up item?	How does this request meet the scope of the Commission? Align with powers & duties as described in forming docs (i.e. city code, bylaws, resolution, etc.)	What is the priority of the Commission?	How much staff time will be required to accomplish this request?	What was the meeting date this request was made?	What is the meeting date when this request will be brought back to Commission for consideration?	Provide a status of the request prior to each meeting. Note date request was completed then move to Completed Requests tab.
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