

Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Kerry Adams Hapner

SUBJECT: SEE BELOW

DATE: July 30, 2024

**SUBJECT: ARTS COMMISSION FY 2023-2024 ANNUAL REPORT AND
FY 2024-2025 WORKPLAN**

RECOMMENDATION

To forward the recommendation to the Arts Commission to review and accept the Arts Commission's FY 2023- 2024 Annual Report and FY 2024-2025 Workplan for submission to the City Council's Community and Economic Development Committee as required.

OUTCOME

With the approval of the FY 2023-2024 Annual Report and FY 2024-2025 Workplan, both items will be submitted to the City Council's Community and Economic Development Committee (CEDC) for approval and the Arts Commission will have fulfilled its annual requirement for submittal of both.

BACKGROUND

In FY 2010-2011, as part of the efforts to streamline staff support of boards and commissions, City Council began requiring each of the City's Boards and Commissions to submit an annual workplan and annual report to a Council committee for review and approval. Both documents must be submitted in the format determined by the City Clerk.

The workplan and annual report provide the City Council with clear detail about Board and Commission activity. The workplan identifies specific priorities, allowing direct and concise direction to the members of the bodies, while managing the time and available resources of the City support staff; the annual report documents implementation of the workplan.

Items on the workplan must clearly align to the Commission's purpose and be consistent with City

policies. Once approved, Boards and Commissions may not engage in activities that are not on the workplan without approval of a modified workplan.

In March 2017, the Rules and Open Government Committee (ROGC) approved the recommendation to change the following Council Committees for the following Boards and Commissions for submission of their annual workplan of activities.

Board or Commission	Designated Council Committee
Airport Commission	Transportation and Environment
Arts Commission	Community and Economic Development
Board of Fair Campaign & Political Practices	Rules and Open Government
Council Appointment Advisory Commission	Rules and Open Government
Downtown Parking Board	Transportation and Environment
Historic Landmarks Commission	Community and Economic Development
Housing and Community Development Commission	Community and Economic Development
Human Services Commission	Community and Economic Development
Library and Early Education Commission	Neighborhood Services and Education
Neighborhoods Commission	Neighborhood Services and Education
Parks and Recreation Commission	Neighborhood Services and Education
Senior Citizens Commission	Neighborhood Services and Education
Youth Commission	Neighborhood Services and Education

As a result, the CEDC will continue to review the workplan at its regular meeting in Fall 2024.

ANALYSIS

The Arts Commission fulfilled this requirement for the past years. The ROGC has previously approved the Arts Commission’s workplans for FY 2010-2011, FY 2011-2012, FY 2012-2013, FY 2013-2014, FY 2014-2015, FY 2015-2016, and has approved annual reports for FY 2010-2011, FY 2011-2012, FY 2012-2013, FY 2013-2014, FY 2014-2015, and FY 2015-2016. The CEDC has approved the Arts Commission work plan for FY 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, FY 2022-202, and FY 2023-2024 as well as the annual report for FY 2016-2017, FY 2017-2018, FY 2018-2019, FY 2019-2020, FY 2020-2021, FY 2021-2022, and FY 2022-2023.

Cultural Affairs staff has prepared the attached draft of the FY 2023-2024 Annual Report and FY 2024-2025 Workplan.

KERRY ADAMS HAPNER
 Director of Cultural Affairs

- Attachments:
 Arts Commission FY 2023-2024 Annual Report (draft)
 Arts Commission FY 2024-2025 Workplan (draft)

ARTS COMMISSION
ANNUAL REPORT: FY 2023-2024

FY 2023-2024 Objectives	Achievements	Timeframe
1. To monitor and advise on City’s funding for arts and culture through the Office of Cultural Affairs (OCA)	Reviewed, discussed, and recommended: <ul style="list-style-type: none"> – Received reports on FY 2023-24 budget process & related Budget Messages. – Annual allocation of funds for arts and culture. – Allocation and use of City’s Transient Occupancy Tax Funding and ARP Funding – Received reports on Arts, Destination Marketing, and Destination Events 	<ul style="list-style-type: none"> – 3/18/24; 5/20/24; and 6/17/24 – 5/20/24 – 5/20/24 – 9/18/23, 10/16/23, 2/26/24
2. To monitor progress on implementation of <i>Cultural Connection</i> Workplan items	<ul style="list-style-type: none"> – Received reports, provided input and as needed took action on recommended items for implementation. 	<ul style="list-style-type: none"> – Monthly throughout year
3. To monitor and advise on the Cultural Funding Portfolio: Investments in Art, Creativity and Culture comprised of grant programs: <ul style="list-style-type: none"> a. Festival, Parade & Celebration Grants b. Take pART Grants, and c. Arts Operating Grants d. Arts and Cultural Exchange Grants e. Capitalization and Sustainability Grants f. Creative Industries Incentive Fund 	<ul style="list-style-type: none"> – Reviewed and discussed annual grant programs’ guidelines, policies and procedures. – Reviewed and approved the relaunch of the Capitalization and Sustainability (CAPSUS) Grant Program. – Reviewed and approved the Capitalization and Sustainability (CAPSUS) Grant Awards. – Reviewed, discussed, and approved the 2024 Creative License Ambassadors – Reviewed, discussed, and made recommendations for annual allocations of funds between arts grants programs. – Reviewed, discussed, and approved the appointments on the grant review panel pools and included Commission representation on panels. – Received, reviewed, and discussed grant panel recommendations and made recommendations to Council for annual grant awards. – Received, reviewed, and approved the 2024 Resilient Artist Fellows. – Received, reviewed, and approved the Creative Economy Fund Awards 	<ul style="list-style-type: none"> – Periodically throughout year – 8/21/23 – 1/22/24 – 1/23/23 – 5/20/23 – 2/26/24 – 9/17/22 – 2/26/24 – 9/18/23
4. To steward the sustainability of City-owned cultural facilities	<ul style="list-style-type: none"> – Received reports and provided input about cultural facility issues. 	<ul style="list-style-type: none"> – Periodically throughout year

ARTS COMMISSION
ANNUAL REPORT: FY 2024-2025

<p>5. To review actions of the Public Art Committee (PAC) and provide oversight for the Public Art Program including: approval of updates to the Five Year Public Art Work Plan as part of the City’s Capital Improvement Program (CIP) Budget, review of public art projects and initiatives, and monitoring the Public Art Collection Maintenance & Conservation Plan</p>	<ul style="list-style-type: none"> – Received regular reports on the matters reviewed by and actions of the PAC. – Received staff reports on current status of public artworks and initiatives. – Monitored public/civic meetings for public art project designs. – Made presentations at dedications, grand openings, and related events. – Received, reviewed, approved and made a recommendation to Council for the Five-Year Public Art Workplan as part of the FY 2024-2029 Capital Improvement Program (CIP) budget. 	<ul style="list-style-type: none"> – Ongoing throughout year – Periodically throughout year – Periodically throughout year – Periodically throughout year – 4/15/24
<p>6. To provide oversight for the City Hall Exhibits Committee</p>	<ul style="list-style-type: none"> – Received reports on status of City Hall Exhibits. 	<ul style="list-style-type: none"> – Ongoing
<p>7. To monitor and provide input on matters related to City’s Special Events Program policies, services and venues</p>	<ul style="list-style-type: none"> – Received reports on policy development, services and initiatives. 	<ul style="list-style-type: none"> – Periodically throughout year
<p>8. To review and advise on support for the arts industry and arts programs</p>	<ul style="list-style-type: none"> – Received ongoing reports from the OCA on programs and initiatives. – Received reports on Downtown and SoFA activation strategies. – Received a report on the Cultural Activation and Creative Placemaking. – Received a report on the San Jose Climate Art Program 	<ul style="list-style-type: none"> – Monthly – Monthly – Periodically throughout Year – Periodically throughout Year
<p>9. To monitor operations of community-based partners through Commission liaison relationships and other forms of engagement with City’s arts, cultural, and civic sectors.</p>	<ul style="list-style-type: none"> – Received reports from Council Liaison. – Received presentations and reports from and about key partners including: Team San Jose, Silicon Valley Creates, Silicon Valley Arts Coalition, SoFA Committee and others. – Received presentations by arts and cultural organizations on a regular basis. – Attended virtual arts and cultural events and related activities. – Maintained relationships with key cultural organizations through Commissioner liaison assignments with regular reports from liaisons. 	<ul style="list-style-type: none"> – Monthly and on an ongoing basis through the year – Monthly and on an ongoing basis through the year – Monthly and on an ongoing basis through the year

ARTS COMMISSION
ANNUAL REPORT: FY 2023-2024

<p>10. To review actions of the Executive Committee</p>	<ul style="list-style-type: none"> - Received regular reports on the matters reviewed by and actions of the Executive Committee, to include program updates and special issues. 	<ul style="list-style-type: none"> - Monthly and on an ongoing basis through the year
<p>11. To advise on the annual Cornerstone of the Arts Award and annual recognition event</p>	<ul style="list-style-type: none"> - Participated in event planning for the annual Cornerstone of the Arts presentation as assigned by Chair. - Reviewed, discussed, and took action on the revisions to the Cornerstone of the Arts Awards nomination guidelines - Reviewed, discussed, and took action on the selections for the 2024 honorees for Cornerstone of the Arts Award, Creative Impact Award, and Community-based/Business Support for the Arts Award. 	<ul style="list-style-type: none"> - July through October 2023 - 3/18/24 - 6/17/24

**ARTS COMMISSION
FY 2024-2025 Workplan**

Objectives	Actions	Timeframe
1. Monitor and advise on City’s funding for arts and culture through the Office of Cultural Affairs (OCA)	<ul style="list-style-type: none"> - Review budget resources for public programs. - Make recommendations for annual allocation of funds for arts and culture. - Advise on the allocation and use of City’s Transient Occupancy Tax funding. - Advise on funding for Public Art Program. - Receive ongoing reports on the strategies and final recommendations of the Arts, Destination Events and Destination Marketing Funding Report. The report will be presented to City Council. 	<ul style="list-style-type: none"> - Fall 2024 and Spring 2025 - Spring 2025 - Spring 2025 - Fall 2024 and Spring 2025 - Fall 2024
2. Monitor progress on implementation of <i>Cultural Connection Cultural Plan</i>	<ul style="list-style-type: none"> - Receive reports, provide input and as needed, take action on recommended items for implementation. 	<ul style="list-style-type: none"> - Periodically throughout
3. Monitor and advise on the Cultural Funding Portfolio: Investments in Art, Creativity and Culture comprised of grant programs: <ul style="list-style-type: none"> a. Festival, Parade & Celebration Grants b. Take pART Grants c. Arts Operating Grants d. Creative Industries Incentive Funds e. Arts and Cultural Exchange Program f. Capitalization and Sustainability Grants 	<ul style="list-style-type: none"> - Review and make recommendations as needed to annual grant programs’ guidelines, policies and procedures. - Review and make recommendations for annual allocation of funds between arts grant programs. - Approve appointments to grant review panel pools and include Commission representation on such panels. - Review grant panel recommendations and make recommendations to Council for annual grant awards. - Review reports on the Arts Funding Report - Review and make recommendations to the Capitalization and Sustainability guidelines and grant awards. 	<ul style="list-style-type: none"> - Fall 2024 and ongoing - Spring 2025 - Spring 2025 - Throughout year - Fall 2024 - Fall 2024 and Spring 2025
4. Steward the sustainability of City-owned cultural facilities and venues	<ul style="list-style-type: none"> - Receive reports and provide input about cultural facility issues. - Monitor the potential development of a Levitt Pavilion at St. James Park. 	<ul style="list-style-type: none"> - Periodically throughout year - Periodically throughout year

<p>5. Review actions of the Public Art Committee (PAC) and provide oversight for the Public Art Program including: approval of updates to the Five-Year Public Art Work Plan as part of the City's Capital Improvement Program (CIP) Budget, review of public art projects and initiatives, and monitoring the Public Art Collection Maintenance & Conservation Plan</p>	<ul style="list-style-type: none"> - Receive regular reports on matters reviewed by and actions of the PAC. - Receive reports on the financial status of the Public Art Program, including reports on the City's CIP budget relative to public art. - Review and recommend to Council inclusion of updates to the Five-Year Public Art CIP Work Plan as part of annual CIP Budget. - Review annual Public Art Collection Maintenance & Conservation Plan. - Receive staff reports on current status of public artworks and initiatives. - Monitor public/civic meetings for public art project design. - Represent Commissioners at dedications, grand openings, and events. 	<ul style="list-style-type: none"> - Ongoing - Annually: Spring 2025, with updates as needed - Annually: Spring 2025, with updates as needed - Annually - Periodically, as needed - Periodically - Periodically
<p>6. Provide ongoing oversight for City Exhibits Committee</p>	<ul style="list-style-type: none"> - Receive reports on City Hall Exhibits Program. 	<ul style="list-style-type: none"> - As needed, periodically or annually
<p>7. Monitor and provide input on matters related to City's Special Events Program policies and services</p>	<ul style="list-style-type: none"> - Receive reports on policy development, services and initiatives. - Advise Council as needed on staff recommendations related to policy changes related to events. 	<ul style="list-style-type: none"> - Periodically throughout year - Periodically throughout year
<p>8. Review and advise on support for the arts industry and arts programs</p>	<ul style="list-style-type: none"> - Receive ongoing reports from the OCA on programs and initiatives. - Receive report on Downtown and SoFA activation strategies. - Receive reports and take action on staff recommendations about Creative Entrepreneur Program. - Receive reports on capacity-building programs offered through OCA. - Receive reports on the San Jose Creates and Connects Program. - Receive reports on the strategies and outcomes of "Creating Connection." 	<ul style="list-style-type: none"> - Monthly - Periodically - Periodically - Periodically - Fall 2024 and Spring 2025 - Periodically
<p>9. Monitor operations of community-based partners through Commission liaison relationships and other forms of engagement with City's arts and cultural sector</p>	<ul style="list-style-type: none"> - Receive presentations and reports from and about key partners including: Team San Jose, Silicon Valley Creates, Silicon Valley Arts Coalition, SoFA Committee and others. - Receive presentations by arts and cultural organizations on a regular basis. - Attend arts and cultural events and related activities. - Maintain relationships with key cultural organizations through Commissioner liaison assignments with regular reports from liaisons. 	<ul style="list-style-type: none"> - Periodically throughout the year on an ongoing basis
<p>10. Review actions of the Executive Committee</p>	<ul style="list-style-type: none"> - Receive regular reports on the matters reviewed by and actions of the Executive Committee, to include program updates and special issues. 	<ul style="list-style-type: none"> - Ongoing

<p>11. Advise on the annual Cornerstone of the Arts Award and annual recognition event</p>	<ul style="list-style-type: none"> - Participate in event planning activities as assigned by Chair and in the award event. - Revisions to the Cornerstone of the Arts Guidelines - Nominate and take action to identify annual awardees. 	<ul style="list-style-type: none"> - July through September, with event planned for early October 2024 - March 2024 - Spring 2025
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