



Memorandum

TO: EXECUTIVE COMMITTEE
OF THE ARTS COMMISSION

FROM: Kerry Adams Hapner

SUBJECT: SEE BELOW

DATE: August 4, 2017

**SUBJECT: ARTS COMMISSION FY 2016-2017 ANNUAL REPORT AND
FY 2017-2018 WORKPLAN**

RECOMMENDATION

Recommend that the Executive Committee review the Arts Commission's annual report for FY 2016-2017 and workplan for FY 2017-2018 for submittal to the City Council's Community and Economic Development Committee as required.

OUTCOME

With the approval of the FY 2017-2018 Workplan and FY 2016-2017 Annual Report, 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 the CEDC 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 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 the modified workplan.

August 2, 2017

Subject: ARTS COMMISSION FY 2016-2017 ANNUAL REPORT AND FY 2017-2018 WORKPLAN

Page 2

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 (formerly Ethics Commission)	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 review the workplan at its regular meeting in Fall 2017.

ANALYSIS

The Arts Commission fulfilled this requirement for the past six 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.

Cultural Affairs staff has prepared the attached draft FY 2016-2017 annual report and draft FY 2017-2018 workplan. The FY 2016-2017 Annual Report and FY 2017-2018 Workplan will be submitted to the CEDC for action in Fall 2017.



KERRY ADAMS HAPNER
Director of Cultural Affairs

Attachments:

Arts Commission FY 2016-2017 Annual Report (draft)

Arts Commission FY 2017-2018 Workplan (draft)

ARTS COMMISSION
ANNUAL REPORT: FY 2016-2017

FY 2016-2017 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 approved staff recommendations of: – Budget resources for public programs. – Annual allocation of funds for arts and culture. – Allocation and use of City’s Transient Occupancy Tax funding. – Received reports on FY 2017-18 budget process & related Budget Messages	– 5/15/17 – 5/15/17 – 5/15/17 – 8/15/17, 2/27/17, 3/20/17, & 6/19/17
2. To monitor progress on implementation of <i>Cultural Connection</i> Workplan items	– Received reports, provided input and as needed took action on recommended items for implementation.	– Monthly through year
3. To monitor and advise on the Cultural Funding Portfolio: Investments in Art, Creativity and Culture comprised of grant programs: a. Festival, Parade & Celebration Grants b. Take pART Grants, and c. Arts Operating Grants d. Arts and Cultural Exchange Grant e. Capitalization and Sustainability Grant f. Creative Industries Incentive Fund	– Reviewed and discussed annual grant programs’ guidelines, policies and procedures. – Reviewed, discussed, and made recommendations for annual allocation of funds between arts grant programs. – Approved and discussed appointments to grant review panel pools and included Commission representation on such panels. – Reviewed and discussed grant panel recommendations and made recommendations to Council for annual grant awards. – Reviewed, discussed, and took action on the panel recommendations for Arts and Cultural Exchange Grant, Round 2. – Reviewed, discussed, and approved the pilot Capitalization and Sustainability Grant guidelines. – Reviewed, discussed, and took action on the revised grant guidelines and funding allocation for Creative Industries Incentive Fund – Round 5	– Periodically through year – 3/20/17 – 2/27/17 – 5/15/17 – 11/28/16 – 10/17/16 & 1/23/17 – 1/23/17
4. To steward the sustainability of city-owned cultural facilities	– Received reports and provided input about cultural facility issues – Received reports on the Hammer Theatre Center reuse effort in partnership with San Jose State University.	– Periodically through year – 1/23/17 & 6/19/17

ARTS COMMISSION: Annual Report FY 2016-2017

<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 presentation on Public Art in Private Development. - Received reports on the financial status of the Public Art Program; reviewed, discussed, and recommended to Council inclusion of updates to the Five-Year Public Art CIP Work Plan as part of annual CIP Budget. - Received staff reports on current status of public artworks and initiatives - Monitored public/civic meetings for public art project design including End of Watch Police Memorial and Neighborhood Gateway Galleries. - Made presentations at dedications, grand openings, and related events including the dedications for the Urban Rooms and <i>Voxel Cloud</i> at The Pierce. - Discussed and took action on the Percent for Art and Regional Wastewater Facility Capital Improvement Project. Discussed alternative sources and strategies for the Public Art Funding. - Approved appointment of new member to the Public Art Advisory Committee. 	<ul style="list-style-type: none"> - Ongoing through the year - 5/15/17 - Periodically through year - Periodically through year - Periodically through year - 4/17/17 & 6/19/17 - 2/27/17
<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 through 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 presentation by the Friends of Levitt Pavilion San Jose. Exploratory Committee of a report about their work and follow up report. - Received an update on the San Jose Creates and Connects program. - Received report on San Jose's involvement in the national "Building Public Will for the Arts" initiative and related funding for it. - Received reports on the DeVos Technical Assistance Program involving a cohort of 20 arts organization. 	<ul style="list-style-type: none"> - Monthly - Monthly - 4/17/17 - 10/17/16 & 2/27/17 - 9/19/16 - Periodically through year

ARTS COMMISSION: Annual Report FY 2016-2017

	<ul style="list-style-type: none"> - Received a report on the Cultural Activation and Creative Placemaking. - Received a presentation on Artists Live/ Work Space Survey. 	<ul style="list-style-type: none"> - 9/19/17 - 1/23/17
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.	<ul style="list-style-type: none"> - Received reports from Council Liaison. - Received presentations and reports from and about key partners including: Team San Jose, Arts & Culture Roundtable, Silicon Valley Creates, Silicon Valley Arts Coalition, SoFA Committee and others. - Received presentations by arts and cultural organizations on a regular basis. - Attended 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
10. To review actions of the Executive Committee	<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
11. To advise on the annual Cornerstone of the Arts Award and annual recognition event	<ul style="list-style-type: none"> - Participated in event planning for the 4th Cornerstone of the Arts presentation as assigned by Chair. - Nominated and took action to designate the next annual awardees 	<ul style="list-style-type: none"> - July – Sept. 2016 - 6/19/17 and 8/21/17

ARTS COMMISSION
FY 2017-2018 Annual 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. - Form an ad hoc subcommittee to consider additional Public Art funding strategies. 	<ul style="list-style-type: none"> - Spring 2018 - Spring 2018 - Spring 2018 - Fall 2017 - Fall 2017
2. Monitor progress on implementation of <i>Cultural Connection</i> Workplan items	<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 through year
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, and c. Arts Operating Grants d. Creative Industries Incentive Funds e. Arts and Cultural Exchange Program 	<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 and take action on staff recommendations about the Creative Industries Incentive Fund. - Review and take action on staff recommendations about Arts and Cultural Exchange Program. 	<ul style="list-style-type: none"> - Ongoing - Spring 2018 - Spring 2018 - Spring 2018 - Winter 2018 - Fall 2017
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 process for developing a sustainable, long-term use plan for the Hammer Theater in partnership with San Jose State University. - Monitor the potential development of a Levitt Pavilion at St. James Park. 	<ul style="list-style-type: none"> - Periodically through year - Fall 2017 and periodically through year - Periodically
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	<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. 	<ul style="list-style-type: none"> - Ongoing - Annually: Spring 2018, with updates as needed - Annually: Spring 2018, with updates as needed - Annually

ARTS COMMISSION
FY 2017-2018 Annual Workplan

initiatives, and monitoring the Public Art Collection Maintenance & Conservation Plan	<ul style="list-style-type: none"> - Receive staff reports on current status of public artworks and initiatives. - Monitor public/civic meetings for public art project design. - Make presentations at dedications, grand openings, and related events. 	<ul style="list-style-type: none"> - Periodically, as needed - Periodically through year - Periodically through year
6. Provide ongoing oversight for City Exhibits Committee	<ul style="list-style-type: none"> - Receive reports on City Hall Exhibits Program. 	<ul style="list-style-type: none"> - As needed, periodically or annually
7. Monitor and provide input on matters related to City's Special Events Program policies and services	<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 through year - Periodically through year
8. Review and advise on support for the arts industry and arts programs	<ul style="list-style-type: none"> - Receive ongoing reports from the OCA on programs and initiatives. - Receive report on Downtown and SoFA activation strategies. - Review and take action on staff recommendations about the Creative Industries Incentive Fund. - Receive reports and take action on staff recommendations about Creative Entrepreneur Program. - Receive reports on capacity-building programs offered through OCA. - Receive report on potential strategies to increase private sector support for the arts. - Receive reports on the San Jose Creates and Connects Program. - Receive reports on the DeVos Technical Assistance Program with a cohort of 20 arts organizations. - Receive reports on the strategies and outcome on Building Public Will for the Arts. 	<ul style="list-style-type: none"> - Monthly - Periodically through year - Winter 2018 - Periodically - Periodically - Periodically - Spring 2018 - Periodically through year - Periodically through year
9. Monitor operations of community-based partners through Commission liaison relationships and other forms of engagement with City's arts and cultural sector	<ul style="list-style-type: none"> - Receive presentations and reports from and about key partners including: Team San Jose, Arts & Culture Roundtable, 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
10. Review actions of the Executive Committee	<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

ARTS COMMISSION
FY 2017-2018 Annual Workplan

11. Advise on the annual Cornerstone of the Arts Award and annual recognition event	<ul style="list-style-type: none">- Nominate and take action to identify annual awardees.- Participate in event planning activities as assigned by Chair and in the award event.	<ul style="list-style-type: none">- Spring 2018- July through September, with event planned for early October 2018
-------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------