



# Memorandum

**TO:** EXECUTIVE COMMITTEE  
OF THE ARTS COMMISSION

**FROM:** Kerry Adams Hapner

**SUBJECT:** SEE BELOW

**DATE:** August 1, 2019

---

**SUBJECT: ARTS COMMISSION FY 2018-2019 ANNUAL REPORT AND  
FY 2019-2020 WORKPLAN**

## **RECOMMENDATION**

Forward a recommendation to the Arts Commission to review and accept the Arts Commission's annual report for the FY 2018-2019 and workplan for FY 2019-2020 for submission to the City Council's Community and Economic Development Committee as required.

## **OUTCOME**

With the approval of the FY 2019-2020 Workplan and FY 2018-2019 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 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.

EXECUTIVE COMMITTEE

August 5, 2019

Subject: ARTS COMMISSION FY 2018-2019 ANNUAL REPORT AND FY 2019-2020 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.

<b>Board or Commission</b>	<b>Designated Council Committee</b>
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 2019.

**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. CEDC has approved the Arts Commission work plan for FY 2017-2018 and FY 2018-2019 as well as the annual report for FY 2016-2017 and FY 2017-2018.

Cultural Affairs staff has prepared the attached draft FY 2018-2019 annual report and draft FY 2019-2020 workplan. The FY 2018-2019 Annual Report and FY 2018-2019 Workplan will be submitted to the CEDC for action on September 23, 2019.



KERRY ADAMS HAPNER  
Director of Cultural Affairs

Attachments:

- Arts Commission FY 2018-2019 Annual Report (draft)
- Arts Commission FY 2019-2020 Workplan (draft)

**ARTS COMMISSION**  
**ANNUAL REPORT: FY 2018-2019**

FY 2018-2019 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 2018-19 budget process & related Budget Messages	– 5/20/19 – 5/20/19 – 5/20/19 – 2/25/19, 3/18/19, 4/15/19 & 6/17/19
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. – Conducted a study session on Creating Connection: San Jose Cultural Plan for 2011-2020 during annual retreat.	– Monthly throughout year – January 2019
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 3. – Reviewed, discussed, and approved the Capitalization and Sustainability Grants. – Reviewed, discussed, and made recommendations on the Creative Industries Incentive Fund – Round 7 – Reviewed, discussed, and made recommendations for the administrative revisions to the guidelines for the Festival, Parade and Celebrations guidelines for FY 2019-2020. – Reviewed, discussed, and made recommendations on the status of the Trianon Theatre and on the assistance to grantees most impacted on sales.	– Periodically throughout year – 2/25/19 – 2/25/19 – 5/20/19 – 11/19/18 – 5/20/19 – 1/28/19 – 10/15/18 – 5/20/19

**ARTS COMMISSION: Annual Report FY 2018-2019**

	<ul style="list-style-type: none"> <li>- Formed an ad-hoc committee to further define what research questions that the Commission may be interested in for the arts ecosystem study.</li> </ul>	<ul style="list-style-type: none"> <li>- 5/20/19</li> </ul>
4. To steward the sustainability of City-owned cultural facilities	<ul style="list-style-type: none"> <li>- Received reports and provided input about cultural facility issues</li> <li>- Received reports on the Hammer Theatre Center reuse effort in partnership with San Jose State University.</li> <li>- Reviewed, discussed, and made recommendations to the CEDC to extend the agreement with SJSU through June 21, 2020 to operate and maintain the Hammer Theatre Center</li> </ul>	<ul style="list-style-type: none"> <li>- Periodically throughout year</li> <li>- 10/15/18</li> <li>- 10/15/18</li> </ul>
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	<ul style="list-style-type: none"> <li>- Received regular reports on the matters reviewed by and actions of the PAC.</li> <li>- Received presentation on Public Art in Private Development.</li> <li>- 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.</li> <li>- Received staff reports on current status of public artworks and initiatives.</li> <li>- Monitored public/civic meetings for public art project design including End of Watch Police Memorial and Neighborhood Gateway Galleries.</li> <li>- Made presentations at dedications, grand openings, and related events.</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing throughout year</li> <li>- 5/20/19</li> <li>- Periodically throughout year</li> <li>- Periodically throughout year</li> <li>- Periodically throughout year</li> </ul>
6. To provide oversight for the City Hall Exhibits Committee	<ul style="list-style-type: none"> <li>- Received reports on status of City Hall Exhibits.</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> </ul>
7. To monitor and provide input on matters related to City's Special Events Program policies, services and venues	<ul style="list-style-type: none"> <li>- Received reports on policy development, services and initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>- Periodically throughout year</li> </ul>
8. To review and advise on support for the arts industry and arts programs	<ul style="list-style-type: none"> <li>- Received ongoing reports from the OCA on programs and initiatives.</li> <li>- Received reports on Downtown and SoFA activation strategies.</li> <li>- Received an update on the San Jose Creates and Connects program.</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly</li> <li>- Monthly</li> <li>- 9/17/18 &amp; 4/15/19</li> </ul>

**ARTS COMMISSION: Annual Report FY 2018-2019**

	<ul style="list-style-type: none"> <li>- Received a report on the Cultural Activation and Creative Placemaking.</li> </ul>	<ul style="list-style-type: none"> <li>- Periodically throughout year</li> </ul>
<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"> <li>- Received reports from Council Liaison.</li> <li>- Received presentations and reports from and about key partners including: Team San Jose, Silicon Valley Creates, Silicon Valley Arts Coalition, SoFA Committee and others.</li> <li>- Received presentations by arts and cultural organizations on a regular basis.</li> <li>- Attended arts and cultural events and related activities.</li> <li>- Maintained relationships with key cultural organizations through Commissioner liaison assignments with regular reports from liaisons.</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly and on an ongoing basis through the year</li> </ul>
<p>10. To review actions of the Executive Committee</p>	<ul style="list-style-type: none"> <li>- Received regular reports on the matters reviewed by and actions of the Executive Committee, to include program updates and special issues.</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly and on an ongoing basis through the year</li> </ul>
<p>11. To advise on the annual Cornerstone of the Arts Award and annual recognition event</p>	<ul style="list-style-type: none"> <li>- Participated in event planning for the 6<sup>th</sup> Cornerstone of the Arts presentation as assigned by Chair.</li> <li>- Reviewed, discussed, and took action on the selection of 2019 honorees for the Business Support for the Arts Award, Creative Impact Award, and Cornerstone of the Arts Award.</li> </ul>	<ul style="list-style-type: none"> <li>- July – Oct. 2018</li> <li>- 6/17/19</li> </ul>

**ARTS COMMISSION  
FY 2019-2020 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"> <li>- Review budget resources for public programs.</li> <li>- Make recommendations for annual allocation of funds for arts and culture.</li> <li>- Advise on the allocation and use of City's Transient Occupancy Tax funding.</li> <li>- Advise on funding for Public Art Program.</li> </ul>	<ul style="list-style-type: none"> <li>- Spring 2020</li> <li>- Spring 2020</li> <li>- Spring 2020</li> <li>- Spring 2020</li> </ul>
2. Monitor progress on implementation of <i>Cultural Connection Cultural Plan</i>	<ul style="list-style-type: none"> <li>- Receive reports, provide input and as needed, take action on recommended items for implementation.</li> </ul>	<ul style="list-style-type: none"> <li>- Periodically throughout</li> </ul>
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"> <li>a. Festival, Parade &amp; Celebration Grants</li> <li>b. Take pART Grants</li> <li>c. Arts Operating Grants</li> <li>d. Creative Industries Incentive Funds</li> <li>e. Arts and Cultural Exchange Program</li> <li>f. Capitalization and Sustainability Grants</li> </ul>	<ul style="list-style-type: none"> <li>- Review and make recommendations as needed to annual grant programs' guidelines, policies and procedures.</li> <li>- Review and make recommendations for annual allocation of funds between arts grant programs.</li> <li>- Approve appointments to grant review panel pools and include Commission representation on such panels.</li> <li>- Review grant panel recommendations and make recommendations to Council for annual grant awards.</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> <li>- Spring 2020</li> <li>- Spring 2020</li> <li>- Throughout year</li> </ul>
4. Steward the sustainability of City-owned cultural facilities and venues	<ul style="list-style-type: none"> <li>- Receive reports and provide input about cultural facility issues.</li> <li>- Monitor the process for developing a sustainable, long-term use plan for the Hammer Theater in partnership with San Jose State University.</li> <li>- Monitor the potential development of a Levitt Pavilion at St. James Park.</li> </ul>	<ul style="list-style-type: none"> <li>- Periodically throughout year</li> <li>- Fall 2019 and periodically through year</li> <li>- Periodically throughout year</li> </ul>
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	<ul style="list-style-type: none"> <li>- Receive regular reports on matters reviewed by and actions of the PAC.</li> <li>- Receive reports on the financial status of the Public Art Program, including reports on the City's CIP budget relative to public art.</li> <li>- Review and recommend to Council inclusion of updates to the Five-Year Public Art CIP Work Plan as part of annual CIP Budget.</li> <li>- Review annual Public Art Collection Maintenance &amp; Conservation Plan.</li> <li>- Receive staff reports on current status of public artworks and initiatives.</li> <li>- Monitor public/civic meetings for public art project design.</li> <li>- Represent Commissioners at dedications, grand openings, and related</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> <li>- Annually: Spring 2020, with updates as needed</li> <li>- Annually: Spring 2020, with updates as needed</li> <li>- Annually</li> <li>- Periodically, as needed</li> <li>- Periodically throughout year</li> </ul>

**ARTS COMMISSION  
FY 2019-2020 Workplan**

	events.	- Periodically throughout year
6. Provide ongoing oversight for City Exhibits Committee	- Receive reports on City Hall Exhibits Program.	- As needed, periodically or annually
7. Monitor and provide input on matters related to City's Special Events Program policies and services	- Receive reports on policy development, services and initiatives. - Advise Council as needed on staff recommendations related to policy changes related to events.	- Periodically throughout year - Periodically throughout year
8. Review and advise on support for the arts industry and arts programs	- 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."	- Monthly - Periodically throughout year - Periodically  - Periodically - Fall 2019 and Spring 2020 - Periodically throughout year
9. Monitor operations of community-based partners through Commission liaison relationships and other forms of engagement with City's arts and cultural sector	- 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.	- Periodically throughout the year on an ongoing basis
10. Review actions of the Executive Committee	- Receive regular reports on the matters reviewed by and actions of the Executive Committee, to include program updates and special issues.	- Ongoing
11. Advise on the annual Cornerstone of the Arts Award and annual recognition event	- Nominate and take action to identify annual awardees. - Participate in event planning activities as assigned by Chair and in the award event.	- Spring 2020 - July through September, with event planned for early October 2020