

**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