



Commission for Arts and Culture

City of San Diego Commission for Arts and Culture

POLICY & FUNDING COMMITTEE

AGENDA

City Administration Building, 12th Floor, City Council Committee Room

202 C Street, San Diego, California 92101

Friday, December 8, 2017

9:30 a.m. – 11:00 a.m.

9:30 a.m.	I.	Call to Order	Janet Poutré, Chair
9:31 a.m.	II.	Non-Agenda Public Comment	
9:40 a.m.	III.	Chair's Reports	
		A. ACTION – October 20, 2017 Minutes	
		B. Commission Business	
		C. Update on Advocacy Efforts & Opportunities	
		D. Other Reports	
9:50 a.m.	IV.	ACTION – Proposal, in Concept, to Help City Balance FY19 Budget	
10:30 a.m.	V.	Staff Reports	Dana Springs, Executive Director
		A. PRESENTATION – Re: FY19 Funding Cycle: Anatomy of the FY19 Request for Qualifications (RFQ) for Organizational Support Program (OSP) and Creative Communities San Diego (CCSD) & Results of the FY19 RFQ	
		B. Department Business	
11:00 a.m.	VI.	Adjourn	

Meetings may be recorded. **NON-AGENDA PUBLIC COMMENT:** Any member of the public may address the Committee on any subject in its area of responsibility on any matter not presently pending or previously discussed at the Committee. Comments are limited to three (3) minutes and are non-debatable. At the conclusion of the comment, the Committee Chair shall have the discretion to determine appropriate disposition of the matter. To exercise this right, members of the public wishing to address the Committee under Public Comment must submit a Public Comment Request form prior to the meeting. Subject matter and time limitations are noted on the form. Pursuant to open meeting laws, no discussion or action, other than a referral, shall be taken by the Committee on any issue brought forth under Public Comment. The information contained in this agenda is available in alternative formats and can be requested by calling 619-236-6800 at least three (3) working days prior to the meeting in order to insure availability.



Commission for Arts and Culture

City of San Diego Commission for Arts and Culture

POLICY & FUNDING COMMITTEE

MINUTES

Friday, October 20, 2017

Members Present

Janet Poutré, Chair
Vernon Franck, Vice Chair
Ann Bossler
Kirin Macapugay
Jason Whooper

Members Absent

Doreen Schonbrun
Rebecca Smith

Staff Present

Dana Springs
Christine E. Jones
Leticia Gomez Franco
Whitney Roux
Aliscia Anderson

I. Call to Order & Chair's Report – Commissioner Janet Poutré called the City of San Diego Commission for Arts and Culture's Policy & Funding Committee to order at 9:31 a.m. at the City Council Conference Room A on Floor 12 of the City Administration Building, 202 C Street, San Diego, California 92101.

A. Commission Business – Commissioner Janet Poutré asked Commissioners to make any necessary conflict of interest disclosures. Commissioner Vernon Franck disclosed a non-interest as a volunteer advisor to nonprofit A Ship in the Woods Foundation.

B. **ACTION – September 15, 2017 Meeting Minutes** – Commissioner Vernon Franck made a motion to approve the Policy & Funding Committee minutes of the September 15, 2017 meeting. Commissioner Ann Bossler seconded the motion. The vote was 3-0-1; the motion passed.

Yea: Bossler, Franck, Poutré (3)

Nay: (0)

Abstention: Whooper (1)

Recusal: (0)

Commissioner Kirin Macapugay arrived.

C. Other Reports – Commissioner Janet Poutré reported on advocacy activities underway. She has been meeting with City Councilmembers to introduce herself as the new Commission Chair and Vice Chair Vernon Franck has attended along with Commissioners who are affiliated with specific Council Districts including Commissioner Kathi Diamant (CD9) and Commissioner Ben Meza (CD8).

Additional meetings are being scheduled to ensure each City Councilmember is reached.

She reported on the event held in Balboa Park on October 18, 2017 to announce the findings in the *Arts & Economic Prosperity 5* study conducted by Americans for the Arts. The findings were presented by Randy Cohen, Vice President of Research and Policy at Americans for the Arts and the event was attended by over a hundred people including Councilmember Lorie Zapf and Councilmember Chris Ward.

II. **ACTION– FY19 Funding Application Evaluation Panel Operations** – Springs introduced the item and explained that these concepts are pertinent to FY19 only.

- A. **Allowing Two-Phase, In-Person Commentary by Applicants** – Springs introduced the concept that a two-phase, in-person commentary by an applicant could allow an applicant to give a short oral overview of their application to the panelists, which would be followed by panel deliberations. Then the second part of an applicant's commentary could be a brief opportunity for the applicant to clarify or correct any inaccurate panel comments. The panelists' scoring of an application would occur after the second commentary by the applicant. Springs explained that this concept was developed in response to complaints from some applicants that the panelists don't have a uniform understanding of nonprofit business and arts and culture programming and, therefore, the judging of applications can be uneven or unfair. Whitney Roux, Arts and Culture Funding Program Coordinator, provided additional analysis of the pros and cons of this concept.
- B. **Panel Deliberations: Open to All or Only for the Applicant?** – Springs introduced the concept that panel deliberations regarding an applicant could be limited to just the applicant as a way of protecting the privacy of the applicant. Springs explained that this concept was developed in response to complaints from some applicants who have said they don't like having their peers overhear the panelists' judgment of their applications. Springs explained that limiting panel deliberations would be a change in tradition, which has been to hold open-to-the-public panel deliberations for all applicants. Roux provided additional analysis of the pros and cons of this concept.

Public Comment

- Todd Schultz (San Diego Symphony) commented in favor of panel deliberations being open to all.
- Peter Comiskey (Balboa Park Cultural Partnership) commented in favor of panel deliberations being open to all.
- Molly Puryear (Malashock Dance) commented in favor of allowing the two-phase, in-person commentary by applicants and in favor of the panel deliberations being open to all.

Discussion among the committee members ensued.

Commissioner Ann Bossler made a motion to 1) allow the two-phase, in-person commentary by applicants with the stipulation that an applicant not be penalized if they elect not to provide in-person commentary and 2) to keep panel deliberations open to all. Commissioner Kirin Macapugay seconded the motion. The vote was 5-0-0; the motion passed.

Yea: Bossler, Frank, Macapugay, Poutré, Whooper (5)

Nay: (0)

Abstention: (0)

Recusal: (0)

Commissioner Kirin Macapugay departed.

- III. Workshop – Preliminary Concept for FY18 Arts Education Enrichment Initiative – Leticia Gomez Franco, Arts and Culture Services Coordinator, introduced the preliminary concept for the FY18 Arts Education Enrichment Initiative. Gomez proposed that the goal of the initiative is to fund nonprofits to partner with living, local artists to present arts education programs at public schools in the city of San Diego. The funding opportunity would be open to only FY18 OSP contractors to provide multi-visit services at K-12 public school sites located in the city of San Diego within school hours and result in final art product (visual, music, performance, etc.). With \$220,000 available, the proposal is to offer 22 awards in amount of \$10,000 with no matching requirements and applicants can submit multiple proposals to work with multiple artists at multiple sites. Gomez explained that awards would be added as augmentations to existing FY18 contracts and reflected as an additional exhibit to the contract with a specific scope of services. Gomez summarized examples of question that would appear on the application and presented a case study that served as inspiration or the concept.

Discussion ensued. The committee members arrived at consensus to recommend that 11 awards in the amount of \$20,000 should be offered and the committee recommended to the Commission Chair that the concept for the initiative be presented as an action item to the Commission at its October meeting.

Commissioner Bossler volunteered to provide insights from her work as a Program Manager at Price Charities and an experienced grantmaker in the arts education field and she volunteered to review and evaluate applications for this initiative as a member of a panel.

IV. Staff Reports

- A. Department Business – Springs reported on the outcome of the Arts & Economic Prosperity 5 event and Randy Cohen's visit to San Diego. Springs provided updates on the recruitment underway for the Program Manager position. Springs reported that there are two major Civic Enhancement public art projects currently in progress: "here comes the neighborhood" and The Presidio. The scale and nature of these projects are of interest to the Mayor and City Council, who have been briefed by staff. Springs encouraged Commissioners to promote these projects. Springs called on Roux to provide updates for FY18 contracts. Roux reported that approximately 80% of contracts have been routed for signature and over 40 contracts have been processed and turned into purchase orders, which is a significant improvement from the prior year.

- B. Other Reports – None

V. Non-agenda Public Comment –

- Peter Comiskey (Balboa Park Cultural Partnership) commented in favor of the *Arts & Economic Prosperity 5* report.

VI. Adjourn – Commissioner Janet Poutré adjourned the meeting at 10:54 a.m.

**Policy & Funding Committee
of the Commission for Arts and Culture**

**Recommending a Proposal to Help the
City Achieve a Balanced FY19 Budget**

December 8, 2017



Helping the City Achieve a Balanced FY19 Budget

1. [FY2019 - FY2023 Five-Year Financial Outlook](#)
forecasts greater expenses than revenues in FY19
2. City departments directed to help identify solutions by submitting budget reduction proposals Nov. 13, 2017

Memorandum from Financial Management Department Director

- Proposals are just proposals. Proposals will be considered, but may not be accepted for the FY19 Proposed Budget
- The proposal must reflect a reduction of 2% of the Commission's FY18 base budget
- The proposal should not impact the City's ability to provide core services or programs
- The proposal is due December 20, 2017

Receive options for budget reduction proposals from the Executive Director, receive any public comment, deliberate, and vote to recommend to the Commission which proposal, in concept, to submit.

- Today's action is not the same as recommending how to distribute the FY19 Proposed Budget.
- Recommending how to distribute the FY19 Proposed Budget, including the addition of any new items, will occur at committee then the full Commission in the spring.
- The numbers for the City's expenses and revenues naturally fluctuate over time, which is why a conceptual proposal is appropriate.
- Some line items in the Commission's budget are determined by the City's financial managers.

1. Meet legal obligations
2. Preserve core services by finding reductions in special initiatives
3. Sustain same percentage levels as prior-year budgets
 - Target 3% of total budget for Civic Art Collection management
 - Target 8% of total budget for Creative Communities San Diego (CCSD)
 - Target 70% of total budget for Organizational Support Program (OSP)



City's Core Services via Commission

1. Directed by [San Diego Municipal Code \(SDMC\) 26.0722-26.0723](#):
 - **“Control” & “Management” of Artworks (a.k.a. Civic Art Collection)**
2. Directed by [SDMC 26.0716](#):
 - **Manage Developers' Compliance with Civic Enhancement Allocation Regulations**
3. Directed by [SDMC 26.0718](#):
 - **Expend “In-Lieu” Civic Enhancement Allocations Within 5 Years of Deposit**
4. Directed by [Council Policy 900-11](#):
 - **Include Public Art in Selected Capital Improvement Projects**
5. Directed by [Council Policy 100-03](#):
 - **Administer the application process for TOT through OSP and CCSD**



Considerations for Decision-Making

1. Public Will/Customer Satisfaction (Citizens)
2. Citywide Executive Priorities (Mayor)
3. Citywide Legislative Priorities (City Council)
4. Branch/Department Priorities (Commissioners & Staff)
5. Stakeholder Expectations (Current and Potential Contractors)
6. Media Interest and Interpretation
7. Current Position of Commission among Regional and National Peers
8. Current State/Forecast of the Local Arts Ecosystem
9. Current State/Forecast of the Regional and National Arts Ecosystem



Budget Reduction Proposal Options

	A	J	K	L	M	N	O	P	Q	R	S
1	City of San Diego Commission for Arts and Culture Total Departmental Budget Development	FY18 ADOPTED BUDGET	% of Total	FY18 BASE BUDGET	% of Total	FY19 2% CUT PROPOSAL OPTION #1	% of Total	FY19 2% CUT PROPOSAL OPTION #2	% of Total	FY19 2% CUT PROPOSAL OPTION #3	% of Total
3	Funding Programs										
4	Organizational Support Program (OSP)	\$ 10,197,147	69.80%	\$ 5,983,205	59.62%	\$ 6,883,832	70.00%	\$ 6,785,492	69.00%	\$ 6,637,981	67.50%
5	Horton Plaza Theatre Foundation (Req'd RDA Obligati	\$ 435,000	2.98%	\$ 435,000	4.33%	\$ 420,000	4.27%	\$ 420,000	4.27%	\$ 420,000	4.27%
6	Creative Communities San Diego (CCSD)	\$ 1,168,789	8.00%	\$ 1,168,789	11.65%	\$ 786,724	8.00%	\$ 786,724	8.00%	\$ 786,724	8.00%
7											
8	Public Art Program										
9	Collections Management	\$ 438,296	3.00%	\$ 482,250	4.81%	\$ 295,021	3.00%	\$ 295,021	3.00%	\$ 295,021	3.00%
10	Commission-Initiated Public Art Projects	\$ 357,130	2.44%	\$ -		\$ -	0.00%	\$ -	0.00%	\$ 147,511	1.50%
11											
12	Department Administration	\$ 1,392,632	9.53%	\$ 1,344,735	13.40%	\$ 1,344,735	13.67%	\$ 1,344,735	13.67%	\$ 1,344,735	13.67%
13											
14	Special Initiatives										
15	Cultural Tourism Promotions	\$ -		\$ -		\$ -		\$ -		\$ -	
16	Arts & Culture Festival Revolving Fund	\$ -		\$ -		\$ -		\$ -		\$ -	
17	Conversion to Online Applications	\$ -		\$ -		\$ -		\$ -		\$ -	
18	Building Capital Grants Fund	\$ -		\$ -		\$ -		\$ -		\$ -	
19	Arts Education Enrichment Initiative	\$ 220,873	1.51%	\$ 220,915	2.20%	\$ -		\$ -		\$ -	
20	Arts & Culture Contractor "Nonprofit Academy"	\$ -		\$ -		\$ -		\$ -		\$ -	
21	Commission Professional Development	\$ -		\$ -		\$ -		\$ -		\$ -	
22	Community Engagement & Training: Building Public W	\$ -		\$ -		\$ -		\$ -		\$ -	
23											
24	Mayor/City Council Allocations (a.k.a. "ACCF")	\$ 400,000	2.74%	\$ 400,000	3.99%	\$ 100,000	1.02%	\$ 200,000	2.03%	\$ 200,000	2.03%
25											
26	TOTAL	\$ 14,609,867	100%	\$ 10,034,741	100%	\$ 9,834,046	100%	\$ 9,834,046	100%	\$ 9,834,046	100%
29				\$ 200,695	-2%						
30				\$ 9,834,046							

*Greater detail is included in a spreadsheet that accompanies this slide deck



What Happens Next?



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	City of San Diego Commission for Arts and Culture Total Departmental Budget Development	FY14	% of Total	FY15	% of Total	FY16	% of Total	FY17	% of Total	FY18 ADOPTED BUDGET	% of Total	FY18 BASE BUDGET	% of Total	FY19 2% CUT PROPOSAL OPTION #1	% of Total	FY19 2% CUT PROPOSAL OPTION #2	% of Total	FY19 2% CUT PROPOSAL OPTION #3	% of Total
3	Funding Programs																		
4	Organizational Support Program (OSP)	\$ 6,460,000	67.19%	\$ 6,792,356	67.65%	\$ 8,679,887	71.63%	\$ 10,633,603	70.24%	\$ 10,197,147	69.80%	\$ 5,983,205	59.62%	\$ 6,883,832	70.00%	\$ 6,785,492	69.00%	\$ 6,637,981	67.50%
5	Horton Plaza Theatre Foundation (Req'd RDA Obligation)	\$ -		\$ -		\$ -		\$ 440,838	2.91%	\$ 435,000	2.98%	\$ 435,000	4.33%	\$ 420,000	4.27%	\$ 420,000	4.27%	\$ 420,000	4.27%
6	Creative Communities San Diego (CCSD)	\$ 650,000	6.76%	\$ 935,792	9.32%	\$ 1,155,230	9.53%	\$ 1,189,847	7.86%	\$ 1,168,789	8.00%	\$ 1,168,789	11.65%	\$ 786,724	8.00%	\$ 786,724	8.00%	\$ 786,724	8.00%
7																			
8	Public Art Program																		
9	Collections Management	\$ 102,814	1.07%	\$ 108,709	1.08%	\$ 299,643	2.47%	\$ 454,195	3.00%	\$ 438,296	3.00%	\$ 482,250	4.81%	\$ 295,021	3.00%	\$ 295,021	3.00%	\$ 295,021	3.00%
10	Commission-Initiated Public Art Projects	\$ -		\$ -		\$ -		\$ 215,094	1.42%	\$ 357,130	2.44%	\$ -		\$ -	0.00%	\$ -	0.00%	\$ 147,511	1.50%
11																			
12	Department Administration	\$ 1,021,372	10.62%	\$ 1,053,584	10.49%	\$ 1,057,526	8.73%	\$ 1,136,983	7.51%	\$ 1,392,632	9.53%	\$ 1,344,735	13.40%	\$ 1,344,735	13.67%	\$ 1,344,735	13.67%	\$ 1,344,735	13.67%
13																			
14	Special Initiatives																		
15	Cultural Tourism Promotions	\$ 150,000	1.56%	\$ 300,000	2.99%	\$ 340,000	2.81%	\$ 374,802	2.48%	\$ -		\$ -		\$ -		\$ -		\$ -	
16	Arts & Culture Festival Revolving Fund	\$ 750,000	7.80%	\$ 300,000	2.99%	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
17	Conversion to Online Applications	\$ 100,000	1.04%	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
18	Building Capital Grants Fund	\$ 50,000	0.00%	\$ 50,000	0.50%	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
19	Arts Education Enrichment Initiative	\$ -		\$ 100,000	1.00%	\$ 100,000	0.83%	\$ 147,244	0.97%	\$ 220,873	1.51%	\$ 220,915	2.20%	\$ -		\$ -		\$ -	
20	Arts & Culture Contractor "Nonprofit Academy"	\$ -		\$ -		\$ 75,000	0.62%	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
21	Commission Professional Development	\$ -		\$ -		\$ 10,000	0.08%	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
22	Community Engagement & Training: Building Public Will	\$ -		\$ -		\$ -		\$ 147,244	0.97%	\$ -		\$ -		\$ -		\$ -		\$ -	
23																			
24	Mayor/City Council Allocations (a.k.a. "ACCF")	\$ 380,000	3.95%	\$ 400,000	3.98%	\$ 400,000	3.30%	\$ 400,000	2.64%	\$ 400,000	2.74%	\$ 400,000	3.99%	\$ 100,000	1.02%	\$ 200,000	2.03%	\$ 200,000	2.03%
25																			
26	TOTAL	\$ 9,614,186	100%	\$ 10,040,441	100%	\$ 12,117,286	100%	\$ 15,139,850	100%	\$ 14,609,867	100%	\$ 10,034,741	100%	\$ 9,834,046	100%	\$ 9,834,046	100%	\$ 9,834,046	100%
29												\$ 200,695	-2%						
30												\$ 9,834,046							
31	<i>ED recommends that any surplus left in "tray" following percentage calculations and flat allocations goes to OSP</i>																		
32	<i>Likewise, ED recommends that the OSP line item be the source for covering any deficit, if found following percentage calculations and flat allocations</i>																		
33	<i>All numbers subject to variability in the final amounts due to the nature of the City's accounting processes and City-wide critical strategic expenditures</i>																		
34																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	City of San Diego Commission for Arts and Culture Total Departmental Budget FISCAL YEAR 2018	FY18 Commission's Budget "CUT" Recommendation* <u>-February 24-</u>	FY18 Mayor's PROPOSED Budget <u>-April 13-</u>	FY18 Policy & Funding Committee's Confirmation of Budget Distribution Recommendation* <u>-April 21-</u>		FY18 Commission's Confirmation of Budget Distribution Recommendation* <u>-April 28-</u>		FY18 Tray* Adjustment (Presented to BRC) <u>-May 8-</u>		FY18 Mayor's MAY REVISE Augmentation (\$2.4 M) <u>-May 16-</u>	FY18 Policy & Funding Committee's Recommendation for Distribution of May Revise Augmentation <u>-May 19-</u>		FY18 Commission's Recommendation for Distribution of May Revise Augmentation <u>-May 26-</u>		FY18 Council's 2nd Budget Hearing Recommended Augmentation (\$1.8 M) <u>-June 5-</u> <u>+Mayor's Veto</u> <u>-June 9-</u> <u>+Council's Veto</u> Override <u>-June 13-</u>	FY18 Policy & Funding Committee's Recommendation for Final Budget Distribution <u>-June 19-</u> RATIFIED BY COMMISSION <u>-JUNE 23-</u>	
2	Special Promotional Programs - Business Area 1414:																
3	Creative Communities San Diego (CCSD)	\$ 1,189,847	\$ 1,155,230	\$ 831,677	8.02%	\$ 831,677	8.02%	\$ 831,677	8.00%		\$ 1,021,429	8.00%	\$ 1,021,429	8.00%		\$ 1,168,789	8.00%
4	Organizational Support Program (OSP)	\$ 10,633,602	\$ 7,293,462	\$ 6,842,177	65.98%	\$ 6,842,177	65.98%	\$ 6,868,839	66.07%		\$ 8,502,507	66.59%	\$ 8,502,507	66.59%		\$ 10,197,147	69.80%
5	Horton Plaza Theatre Foundation/RDA Obligation	\$ 435,000		\$ 435,000	4.20%	\$ 435,000	4.20%	\$ 435,000	4.18%		\$ 435,000	3.41%	\$ 435,000	3.41%		\$ 435,000	2.98%
6	Arts Education Enrichment Initiative	\$ -		\$ -		\$ -		\$ -			\$ 220,873	1.73%	\$ 220,873	1.73%		\$ 220,873	1.51%
7	Mayor/City Council Allocations	\$ 400,000	\$ 400,000	\$ 400,000	3.86%	\$ 400,000	3.86%	\$ 400,000	3.85%		\$ 400,000	3.13%	\$ 400,000	3.13%		\$ 400,000	2.74%
8	SUBTOTAL		\$ 8,848,692	\$ 8,508,854		\$ 8,508,854		\$ 8,535,516			\$ 10,579,809		\$ 10,579,809			\$ 12,421,809	
9																	
10	Commission for Arts and Culture - Business Area 1412:																
11	Public Art Fund**	\$ 669,289	\$ 154,643	\$ 467,819	4.51%	\$ 467,819	4.51%	\$ 467,819	4.50%		\$ 795,426	6.23%	\$ 795,426	6.23%		\$ 795,426	5.44%
12	Department Administration (TOT Fund)	\$ 1,392,632	\$ 1,392,632	\$ 1,392,632	13.43%	\$ 1,392,632	13.43%	\$ 1,392,632	13.40%		\$ 1,392,632	10.91%	\$ 1,392,632	10.91%		\$ 1,392,632	9.53%
13	SUBTOTAL		\$ 1,547,275	\$ 1,860,451		\$ 1,860,451		\$ 1,860,451			\$ 2,188,058		\$ 2,188,058			\$ 2,188,058	
14																	
15	DEPARTMENTAL BUDGET TOTAL	\$ -	\$ 10,395,967	\$ 10,369,305	100%	\$ 10,369,305	100%	\$ 10,395,967	100%	\$ 12,767,867	\$ 12,767,867	100%	\$ 12,767,867	100%	\$ 14,609,867	\$ 14,609,867	100%
18																	
19	*Funds in the "tray" go to OSP																
20	**Includes Civic Art Collection Management and Commission-Initiated Public Art Projects																
21																	
22	There will be minor variability in the final amounts due to the nature of the City's accounting processes																