



CITY OF MILPITAS

Arts Commission

SPECIAL MEETING

AGENDA

7:00 p.m.

Monday, February 24, 2020

Milpitas Library, Study Room A, 160 N. Main Street, Milpitas

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Seating of Alternates
5. Approval of Agenda: February 24, 2020
6. Approval of Meeting Minutes: November 18, 2019

7. Public Forum

Members of the audience are invited to address the Commission on any subject not on the agenda. Speakers must state their name (address is optional) for the record, and limit their remarks to three minutes or less. For items not listed on the agenda, no response is required of City staff or Commissioners. However, Commissioners may ask staff to place the item on a future meeting agenda.

8. Announcements

9. Business Items

- a. Election of Chair and Vice Chair
Recommendation: Nominate and vote on Arts Commission Chair and Vice Chair for 2020.
- b. Milpitas Better Block
Recommendation: Receive presentation on the upcoming Milpitas Better Block project.
- c. Milpitas Arts & Culture Grant Application for Center Stage Performing Arts
Recommendation: Review Milpitas Arts & Culture Grant Program guidelines. Approve Milpitas Arts & Culture Grant for Center Stage Performing Arts.
- d. Review of 2019-2020 Work Plan
Recommendation: Review outstanding 2019-2020 Work Plan items, and reassign as needed.
- e. Preliminary Discussion of 2020-2021 Work Plan
Recommendation: Discuss items to consider for next year's Work Plan.

10. City Liaison Reports

Report from staff, if any

Report from Councilmember, if any

11. Adjournment

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review.

For more information on your rights under the Open Government Ordinance or to report a violation, contact the City Attorney's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas, CA 95035
e-mail: cdiaz@ci.milpitas.ca.gov / Phone: 408-586-3040

The Open Government Ordinance is codified in the Milpitas Municipal Code as Title I Chapter 310 and is available online at the City's website www.ci.milpitas.ca.gov by selecting "I Want to . . . View " link.

Materials related to an item on this agenda submitted to the Commission after initial distribution of the agenda packet are available for public inspection at the Recreation and Community Services office at the Milpitas Community Center, 457 E. Calaveras Blvd., Milpitas and on the City website. Commission agendas and related materials can be

viewed online: <http://www.ci.milpitas.ca.gov/our-government/commission/> (select meeting date)

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Commission application forms are available online at www.ci.milpitas.ca.gov or at Milpitas City Hall. Contact the City Clerk's office at 408-586-3003 for more information.

If you need assistance, per the Americans with Disabilities Act, for a City of Milpitas public meeting, please call Recreation and Community Services Assistant Director Tegan McLane at (408) 586-3212, or send an e-mail to tmclane@ci.milpitas.ca.gov prior to the meeting. You may request a larger font agenda or arrange for mobility assistance. For hearing assistance, headsets are available in the City Council Chambers for all meetings.

CITY OF MILPITAS

MINUTES

ARTS COMMISSION

Minutes: Regular Meeting of the Arts Commission.

Date of Meeting: November 18, 2019

Place of Meeting: Barbara Lee Senior Center Room 140/141

I. Call to Order: Chair Agg called the meeting to order at 7:00 pm.

II. Pledge of Allegiance: Calaveras Hills High School student John Gamboa led the pledge.

III. Roll Call: Commissioners Present: Agg, Driggers, Hays and Strauss
Commissioners Absent: Besler, Phan and Santos
City Council Liaison: Absent
City Staff Present: Tegan McLane – Recreation Assistant Director
Justin Yount – Public Services Assistant

IV. Seating of Alternates None

V. Approval of Agenda: **MOTION** to approve the agenda for November 18, 2019 as submitted
M/S: Hays/Strauss **Ayes:** All

VI. Approval of Minutes: **MOTION** to approve minutes for October 28, 2019 as submitted.
M/S: Hays/Driggers **Ayes:** All

VII. Public Forum: Calaveras Hills High School student John Gamboa introduced himself and indicated he has submitted an application to serve as a Student Representative on the Commission and is excited to help the community by sharing a youth perspective regarding the arts.

VIII. Announcements and Correspondence

Commissioner Strauss announced that she viewed the “Milpitas Monster” film and was very pleased with the showing. She had also mentioned that she spoke with Milpitas Beat Author Eric Shapiro in hopes of potentially working together and incorporating film into Milpitas Arts activities.

IX. Business Items

1. Presentation by SVCCreates Executive Director Connie Martinez

The Arts Commission received a presentation from Connie Martinez with SVCCreates, a regional grantmaking and professional development organization that promotes creative culture in the Silicon Valley through various avenues. This organization was established in 2013 with the merger of Arts Council Silicon Valley and 1stAct Silicon Valley.

2. Phantom Art Gallery Artist Application Julianna Wong

Fremont-based artist Julianna Wong presented two types of artwork: her painted glass objects which displayed Chinese painting techniques and her miniature sculptures and 3D pictures sculpted from polymer clay. The artist is hoping to display pieces as Holiday/Lunar New Year exhibits. The

Commission expressed concerns that, because of their small size, the artist may not have sufficient work to fill a Phantom art Gallery exhibit. They suggested a display case in City Hall would be a more appropriate location. However, the City is in the process of replacing the City Hall display case. The Commission asked Staff to follow up on the status of the new display case and indicated the artist should be invited back to present more work so they can feel confident she has enough small works to fill an exhibit.

3. Public Outreach Efforts

The Arts Commission discussed the possibility of having its own information booth at future City of Milpitas events. The goal of the outreach booth is to help promote commission goals, new/upcoming artists, potential new commissioners/alternates, etc. The commissioner reviewed the current events calendar to determine which events best align with their goals. They tentatively selected the LGBTQ Pride Celebration and Oktoberfest as good venues for a Commissions outreach booth. Staff will come back with finalized dates for the 2020 events.

X. Liaison Report

1. City Council – None

XI. Staff Reports

1. Staff Report – Tree Lighting Event on 12/2 featuring Jensens Performing Arts and Center Stage; Changes to Dancing Deers Public Art Piece; New location proposal for Circle of Time art piece at Higuera Adobe Park

XII. Future Agenda Items

Work Plan Update; Quarterly Update (Public Art Fund)

XIII. Adjournment

There being no further business, the meeting was adjourned at 9:01 pm to the next scheduled meeting on January 27, 2020.

AGENDA REPORT

Arts Commission



DATE: February 24, 2020

TO: Honorable Chair and Commissioners

FROM: Tegan McLane, Community Engagement and Inclusion Administrator /
Assistant Director, Recreation and Community Services Department

SUBJECT: Election of Chair and Vice Chair

Executive Summary:

The Arts Commission is required to elect a Chair and Vice Chair annually at the first meeting of the calendar year.

Staff Recommendation:

Elect a Chair and Vice Chair for 2020.

Financial Impact:

None.

Description:

Per the Arts Commission bylaws, "A Chair and Vice Chair will be selected annually at the first meeting of the calendar year from the appointed members for a term of one year. The Chair will call for meetings and preside over all sessions. In the absence of the Chair and Vice Chair, the member with longest continuous service on the Commission will preside."

The **Chair's** role is:

- Call the meeting to order.
- State the items to be discussed.
- Permit all members the opportunity to be heard.
- Allow comments from the public.
- Call for a vote as required.
- Work with City Staff liaison to ensure successful meetings.

The **Vice Chair's** role is:

- Serve as the Chair whenever the Chair is absent.

No Commissioner shall serve more than three years as the Chair or Vice Chair of any Milpitas Commission. Commissioner Agg has served one year as the Chair. No other current member has served in either capacity.

The typical procedure for election of officers is as follows:

- Accept nominations for the positions.
- Confirm that the nominated individuals are willing to serve if elected.
- Make a motion regarding the chair, second, and vote.
- Make a motion regarding the vice chair, second, and vote.

Noticing: N/A

Attachments: None

AGENDA REPORT

Arts Commission



DATE: February 24, 2020

TO: Honorable Chair and Commissioners

FROM: Tegan McLane, Community Engagement and Inclusion Administrator /
Assistant Director, Recreation and Community Services Department

SUBJECT: **Milpitas Arts and Culture Grant Application for Milpitas Children's Theatre Alliance**

Executive Summary:

The Arts Commission awards grants of facility space under the Milpitas Arts and Culture Grant program. Milpitas Children's Theatre Alliance has applied for use of the Milpitas Community Center Auditorium to present a showcase of song and dance by Center Stage Performing Arts.

Staff Recommendation:

Review the application and approve a Milpitas Arts and Culture Grant for the Milpitas Children's Theatre Alliance to present a showcase of song and dance by Center Stage Performing Arts.

Financial Impact:

The value of this Milpitas Arts and Culture Grant is estimated at approximately \$3400.

Description:

The Arts Commission is responsible for granting Milpitas Arts and Culture Grants. These in-kind grants provide up to 40 hours of free use of City facilities (limits: two events per year and two consecutive days use of a facility), including waiver of security deposit, application fee and staff time associated with the rental. Limited in-kind marketing support is also included.

The Milpitas Arts and Culture Grant program is intended to foster the arts in Milpitas and make a wide variety of arts programs available to Milpitas residents. Priority is given to Milpitas-based organizations and artists, and others offering free or discounted programming, open to the public.

Milpitas Children's Theatre Alliance, a community group whose purpose is supporting Center Stage Performing Arts has requested one day's use of the Milpitas Community Center Auditorium to produce a showcase performer of song and dance by Center Stage Performing Arts performers.

Center Stage Performing Arts (CSPA) has provided youth musical theatre training and performing opportunities in Milpitas since 2012 as a contractor to the City. The group is offers recreation classes year-round and will be directing/choreographing Milpitas Community Theatre's production of *Annie*.

Milpitas Children's Theatre Alliance is proposing a cabaret style performance, possibly a dinner theatre show, in May. Staff has confirmed that space is available and has tentatively reserved a date, pending the Arts Commission review and approval of the grant request.

Milpitas Children's Theatre Alliance has requested 12 hours' worth of time in the Milpitas Community Center Auditorium. Because the organization is not a non-profit organization, its rental time is calculated at the resident rate of \$200/hour, so the value is \$2400 in waived rental fees.

The grant also waives the application fee (\$30), deposit (\$500) and staff time. The value of Special Projects staff time (lighting/sound) associated with the space use is expected to be approximately \$400



**Milpitas Arts and Culture Grants
Application**

About the Milpitas Arts and Culture Grant Program

The City of Milpitas partners with the arts and cultural community by making in-kind grants to allow arts organizations and artists limited rent-free use of certain city facilities, for the purpose of offering unique high-quality arts and cultural programming for the public. Milpitas Arts and Culture Grants are intended to foster the arts in Milpitas and make a wide variety of arts programs available to Milpitas residents. Priority is given to Milpitas-based organizations and artists, and others offering free or discounted programming, open to the public.

Under the Milpitas Arts and Culture Grant program, arts organizations and artists may apply to use selected City of Milpitas facilities at no charge for up to two events, totaling up to 40 hours per organization, per year. Events are limited to two days of consecutive use of a facility. The City will also provide some in-kind marketing support by promoting award recipients' programs through normal City channels on a space-available basis. Apply at least six months prior to your event to be included in the Activity Guide. Apply at least two months prior to your event to be included in online and social media posts.

Please note, this program does not provide space for arts teachers wishing to offer fee-based arts recreation classes at City facilities.

Milpitas Arts and Culture Grant applications are reviewed and approved by the Arts Commission. Applicants are strongly encouraged to apply at least six months in advance in order to benefit from having their programs publicized in the Milpitas Activity Guide. At minimum, apply at least two months in advance to allow time for application review by the Commission. Staff will coordinate facility use, on a space-available basis, for applicants that are approved by the Arts Commission.

Applicants receiving Milpitas Arts and Culture Grants are required to submit a brief report at the completion of their space use, documenting participation – ticket sales, photos, etc. – and describing how well the program met the Objective/Outcome/Measures identified in their application.

Download an application or apply online at: www.ci.milpitas.ca.gov/arts

Eligibility

To be considered:

- Applicant must have the resources to obtain special event or general liability insurance, just as would be required of any other renter of City-owned property.
- Applicant must have no prior unpaid bills for damage or time overstay at City facilities.

Available Spaces

Applicants may request space for up to two events per year, totaling of 40 hours of free use (maximum of two consecutive days) per year at the following spaces:

Milpitas Community Center (MCC) – Auditorium, Dance Studio, or Classroom Space
Barbara Lee Senior Center – Community Room, Dance Studio, or Classroom Space
Higuera Adobe
Sal Cracolice Building
Bob McGuire Park Amphitheater
Milpitas City Hall Lobby
Milpitas Civic Center Grounds
Milpitas Library Auditorium
Milpitas Mobile Stage
City of Milpitas Parks and Other City-owned facilities

Milpitas Arts and Culture Grants cover facility rental fees and facility staff costs associated with the rental.

Security deposits are waived. However, if an applicant overstay their approved reservation time and/or leaves behind damage or mess they will be billed accordingly. Failure to reimburse the City as requested will make the applicant ineligible to apply for future Milpitas Arts and Culture Grants.

User is responsible for event insurance.

Application & Grant Process

- Applications may be submitted at any time. Applications are reviewed by the Arts Commission at its next scheduled meeting. Applicants are encouraged to submit at least six months in advance of desired date, but no less than two months in advance.
- Expect email notification from City Staff within 10 business days of submission confirming that your application has been received and is under review, and that the requested dates are available, should your application be approved. If none of your requested dates/locations are available, Staff will provide possible alternate dates/locations. In the event of conflicting requests, requests are considered on a first-come, first-served basis.
- Staff may call for additional information regarding your proposed activity and/or your proposed means of measuring success.
- Upon approval by the Arts Commission, grant recipients will have 10 business days to provide the following documentation:
 - General liability insurance or special event insurance (\$1 million single occurrence, \$2 million aggregate), plus endorsements naming the City as additionally insured and the grant recipient's insurance as primary and non-contributory
 - Completed rental application
 - If applicable, on programs being offered for minor participants, applicant must provide a written statement that the applicant is aware of and will comply with all applicable state laws regarding background checks, TB tests and mandatory reporting training for adults supervising minors.
- Upon completion of the project, Milpitas Arts and Culture Grant recipients will have two weeks from the last date of arts space use to complete a brief project report. Those who fail to submit a report in a timely fashion may not be considered for future Milpitas Arts and Culture Grants.

Questions?

Contact Recreation and Community Services Assistant Director Tegan McLane, tmclane@ci.milpitas.ca.gov, or (408) 586-3212.

2/21/20
Date

About Your Proposed Event:

Event Name: __MCPA Showcase 2020__

Event Genre:

- | | | |
|--|--------------------------------|--|
| ☐ Fine Art | ☐ Dance | ☐ Literary Arts |
| ☐ Folk Art | X Theater | ☐ Cultural Art |
| ☐ Film/Digital Arts | ☐ Music | ☐ Multidisciplinary/Other |

Event Type:

- | | | |
|---|--|--|
| ☐ Jam or Open Studio | ☐ Group Art Project | ☐ Literary Arts |
| ☐ Exhibit or Screening | ☐ Rehearsal | ☐ Cultural Art |
| X Performance | ☐ Workshop or Class | ☐ Other |

Requested Location:

- | | |
|--|--|
| X MCC Auditorium | ☐ Higuera Adobe |
| ☐ MCC Dance Studio | ☐ Sal Cracolice Building |
| ☐ MCC Classroom | ☐ Bob McGuire Amphitheater |
| ☐ BLSC Community Room | ☐ Milpitas City Hall Lobby |
| ☐ BLSC Dance Studio | ☐ Milpitas Civic Center Grounds |
| ☐ BLSC Classroom | ☐ Milpitas Mobile Stage |
| ☐ Milpitas Library Auditorium | ☐ Other park/facility: _____ |

Requested Date:

First Choice Date: May 16, 2020 - 10 a.m.- 10 p.m.

Second Choice Date: May 29, 2020 - 10 a.m.- 10 p.m.

Third Choice Date: May 2, 2020 10 a.m.- 10 p.m.

Description of proposed event (3000 characters max): Ten to fifteen youth performs will present a performance of "Greatest Showman" Medley and cabaret songs.

Description of planned publicity (1000 characters max): We will post on Eventbrite ticket sales and cast ticket sales and social media (Facebook, NextDoor, Twitter, Instagram, and Snapchat). We also plan to reach out the Milpitas Beat and Go Milpitas.

Please attach 3 supporting materials demonstrating your ability to produce the type of event you are proposing. Materials will not be returned. Check which forms you are submitting:

- X Video – not to exceed 3 minutes
- ☐ Audio – not to exceed 3 minutes
- X High-res Photos – not to exceed 6 images
- X Newspaper or magazine article - not to exceed three pages
- ☐ Program, publicity material - not to exceed three pages
- ☐ Award or testimonial letter – not to exceed three pages

Other details:

How many performers or artists do you expect to participate? 10-15

How many performers or artists are Milpitas residents? 8

How many audience members can attend? 100

If this is a class or workshop, how many participants can enroll? n/a

How many spots are you willing to guarantee for Milpitas residents? n/a

What, if anything, are you charging to participate? _____

What, if anything, are you charging to attend as an audience member? \$30 ticket with dinner, \$15-\$20 w/out.

What discounts, if any, are you offering Milpitas residents? None

Which of these City of Milpitas Arts and Culture goals does your program meet? (Check all that apply)

- ☒ Create more opportunity for Milpitas audiences to experience arts and culture in public places
- ☒ Create more opportunity for Milpitas artists to perform or exhibit work
- ☒ Celebrate, support and market the arts and culture of Milpitas
- ☒ Build community and promote understanding/respect for diversity through arts and culture

Describe how your event will meet the above City of Milpitas Arts and Culture goals and your organizational goals or mission (3000 character max). Milpitas Arts said they wanted to have a diverse program. This program is creating the program of having different types of performances. This allows them to showcase the talent of Milpitas through singing and dancing and inclusion, bringing our community together through artistic performances. This also meets the goal of inclusion. Every single ethnic background has been a part of the showcase for the past 8 years. This supports Center Stage Performing Arts, which is an organization that has been in the community since 2012. It allows us to fundraise for the that program and allow the kids to do what they love and give back to the community.

Choose how you will quantitatively measure the success of your program. (Check all that apply and estimate the quantity you expect to achieve. You will be asked to document these after your event.)

- ☒ Number of participants (artists, performers, enrollees) 10-15
- ☒ Number of viewers (audience, attendees) 100 (less if dinner show)
- ☐ Total participant hours (number of participants x length of time they participated in the space) _____
- ☐ Percentage of participants satisfied or very satisfied, based on a survey _____
- ☐ Percentage of participants increasing knowledge or skill, based on pre- and post-test _____

What other evidence will you be able to provide afterward to show how successful your event was? (Check all that apply)

- ☐ Critical reviews
- ☒ Audience reviews/testimonials – not to exceed 3
- ☒ Participant reviews/testimonials – not to exceed 3
- ☒ Hi-Res Photos of the event – not to exceed 6 images
- ☒ Video of the event – not to exceed 3 minutes
- ☒ Performance or exhibit program

RETURN YOUR APPLICATION TO:

Mail to: Tegan McLane
Community Engagement and Inclusion Administrator/ Assistant Director
City of Milpitas – Recreation and Community Services Department
457 E. Calaveras Blvd.
Milpitas, CA 95035

Email to: tmclane@ci.milpitas.ca.gov

Online at: www.ci.milpitas.ca.gov/arts

Attachment for Item 9C- 3









[Art](#) | [Children](#) | [Community](#) | [Entertainment](#)

Production of “The Little Mermaid” a smashing success

A

By admin 📅 January 17, 2020

The Milpitas Children’s Theater Alliance would like to acknowledge Director Mei-Wan Chai and all Center Stage Performing Arts (CSPA) cast members and volunteers for their dedication and commitment to the Milpitas Community Theater. During the second week of January, many community members anxiously gathered to enjoy a production of “The Little Mermaid” performed by a double cast of 53 young people, ages 5 to 19.

In the 8 days leading up to the show, parent, community and teen volunteers invested approximately 90 hours collecting into dressing room, concession stand, and stage setting duties and management to support the 10 shows presented over the course of 4 days. Four of the performances were for local schools, with student attendance totaling approximately 600, and 6 of the shows were put on for the community, with sold-out performances and approximately 1,000 total audience members. Due to the community performances’ high popularity, additional seating was added, yet still some theatergoers intending to purchase tickets at the door had to be turned away and asked to return during later shows.

Cast members’ family and friends, as well as other families and residents looking to enjoy a night out, were among the audience members. Mayor Tran and all City Council members, along with their guests, were in attendance for the closing show. The production elicited laughter and amusement from its audience.

and was deemed successful.



Despite CSPA serving hundreds of community members and creating artistic opportunities in Performing Arts for Milpitas youth, the program is currently under budget review. The Milpitas Children's Theater Alliance asks community members to show their support for the program by attending the City's Preliminary Budget Study session on January 28, 2020, at 5:30 pm.

Submitted by the Milpitas Children's Theater Alliance

 **Patelco**
CREDIT UNION

Visit your local Milpitas branch

601 E Calaveras Blvd
Milpitas, CA 95035

AGENDA REPORT

Arts Commission



DATE: February 24, 2020

TO: Honorable Chair and Commissioners

FROM: Tegan McLane, Community Engagement and Inclusion Administrator /
Assistant Director, Recreation and Community Services Department

SUBJECT: 2019-2020 Work Plan

Executive Summary:

This is a check-in on the Council-approved 2019-2020 Work Plan, including a Staff review of accomplishments thus far and opportunity to discuss how new Commissioners can be included in the Commission's work.

Staff Recommendation:

Review progress on the approved Work Plan and reassign tasks as needed.

Financial Impact:

None.

Description:

At its November 19 meeting, the Milpitas City Council approved the attached Work Plan for the Arts Commission.

Chair Agg previously volunteered to work on promoting Milpitas Arts and Culture Grants and review public art maintenance needs .

Commissioner Driggers previously volunteered to assist with the review of maintenance needs.

Tasks that the outgoing Commissioners has volunteered to work on were:

Identifying potential public art locations and options for additional low-cost, non-traditional art projects.

Making presentations to businesses on the benefits of adding public art to enhance their properties.

Researching and proposing a Milpitas Film Festival.

Staff recommends that all Commissioners review the Work Plan and volunteer to assist in areas that best suit their skills, experience and interests

Arts Commission FY 2019-20 Work Plan

Topic/Advisory Area	Tasks	Required Resources	Goal Deadline
Milpitas Arts and Culture Grant Program	Promote public awareness campaign to encourage applications.	Commission, Staff	October 2019
	Select four grant recipients.	Commission, Staff	December 2019
	Research and propose reinstatement of cash grants to accompany space grants.	Commission, Staff	January 2020
Phantom Art Gallery	Review all existing commitments to exhibit work at MCC, Library.	Commission, Staff	October 2019
	Promote public awareness campaign to encourage visitors to Gallery.	Commission, Staff	December 2019
	Review any new artist applications received and recommend scheduling	Commission, Staff	Ongoing
Public Art Installations	Complete selection of Higuera Adobe Park public art.	Commission, Staff, Community	August 2019
	Determine specifications for Montague Expressway Pedestrian Over-Crossing public art.	Commission, Staff, Coordination with VTA	TBD
	Identify at least two additional prospective locations for public art and options for additional low-cost non-traditional art projects.	Commission, Staff	February 2020
	Prioritize and calendar all public art installation locations.	Commission, Staff	February 2020
	Make presentations to local companies illustrating how public art could be used to enhance their properties and promote their businesses.	Commission	Ongoing
City Public Art Collection	Review existing City-owned public art for maintenance, repair needs.	Commission, Staff	February 2020
	Recommend maintenance process for City-owned public art.	Commission, Staff	April 2020

Arts Commission FY 2019-20 Work Plan

Performing Arts Program	Promote public awareness campaign for Performing Arts.	Commission, Staff	December 2019
	Support at least one new Performing Arts opportunity.	Commission, Staff	June 2020
Digital Arts	Research and propose a Milpitas Film Festival to showcase Milpitas filmmakers, and short films about or filmed in Milpitas.	Commission, Staff	February 2020