



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Monday, November 7, 2022 @ 6:00 PM
OVERFLOW ROOM

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Arts and Cultural Advisory Commission Agenda

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|--|--------------------------------------|
| 1. | Citywide | Consideration and action pertaining to the minutes of the October 3, 2022 Arts & Cultural Advisory Commission meeting. | Human Svcs and Comm Vitality |
| 2. | Citywide | Update and discussion pertaining to the Arts & Culture Grant Program FY23 cycle. | None
Human Svcs and Comm Vitality |
| 3. | Citywide | Update and discussion pertaining to the Arts and Cultural Advisory Commission's Fiscal Year 2023 budget. | None
Human Svcs and Comm Vitality |
| 4. | Citywide | Discussion pertaining to possible public art opportunities in city parks. | None
Human Svcs and Comm Vitality |
| 5. | Citywide | Discussion pertaining to the effective use of the Mobile Museum. | Human Svcs and Comm Vitality |
| 6. | Citywide | Discussion pertaining to participation in the SciTech Festival. | Human Svcs and Comm Vitality |
| 7. | Citywide | Discussion pertaining to participation in the Thunderbird Artists Fine Art & Wine festival. | None
Human Svcs and Comm Vitality |

REGULAR AGENDA ITEM - PUBLIC HEARING:

- G. Other Business and Future Agenda Items
- H. Executive Session

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: November 3, 2022 at 4:40 PM; Amended on Thursday, November 3, 2022 at 4:55 PM (location)

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.

CITY OF SURPRISE
ARTS AND CULTURAL ADVISORY COMMISSION

Meeting Minutes – DRAFT

October 3, 2022 / 6:00 PM

Community Room
16000 NORTH CIVIC CENTER PLAZA
SURPRISE, ARIZONA 85374

CALL TO ORDER:

A. Roll Call

Chair Rhiannon Miett, Vice-Chair Kathie Morgan, commission members, Susan deJong, Margaret Lieu, Christopher Whitwell, and Jay Lickus.

Staff: Danielle Osborne – HSCV Administrator, Lord Garcillano – HSCV Community Engagement Partner, Robert Wingo – City Attorney, Kelsey Lamphier – Arts Culture & Library Acting Director, Bambi Shelby – Branch Manager, Kathryn Smithyman – Library Manager, and Karina Caraveo – Administrative Specialist.

Absent: Jo Grant (excused).

B. Pledge of Allegiance

C. Current Events Reports

Chair Miett explained that the current events and reports would not be heard to allow more time on regular agenda items.

Staff Reports

Ms. Osborne reported on the following items:

- Stadium art solicitation
 - 7 semi-finalists have been contacted to develop their proposals by November 16th.
- E2 Innovations, replaced the acrylic pieces on the “Nature Unwinding” art piece with a different method that should let the color last much longer.
- Art promotional materials will be placed at HSCV table during the Fiesta Grande event.

CALL TO THE PUBLIC:

None.

REGULAR AGENDA ITEMS – NON PUBLIC HEARING

Item 1 – Consideration and action pertaining to the minutes of the September 12, 2022 Arts & Cultural Advisory Commission meeting.

Commissioner Lickus moved to approve the September 12, 2022 Arts & Cultural Advisory Commission meeting minutes. Commissioner deJong 2nd. 6 Yes votes. 1 absent (Grant). Motion carried.

Item 2 – Presentation and action pertaining to participation in the Black History Month project at West Valley Arts Council (WVAC).

Director Michael Denson gave the commission a background of the Black History Month project at WVAC. He mentioned their programming would include displays and activities as part of their newly developed program, IMPRINT, that celebrates culture and diversity in the arts, focusing on African American artists, American Indian artists, and Hispanic & Latin artists. He explained that the commission's sponsorship would support transportation for the Dysart Unified School District students to the West Valley Arts Council.

Commissioner Lickus moved to approve the commissions participation in the Black History Month project at a cost not to exceed \$1,700.00. Commissioner Lieu 2nd. 5 Yes votes. 1 absent (Grant). 1 abstain (deJong). Motion carried.

Item 3 – Presentation and action pertaining to participation in the Dysart Festival of the Arts.

Item 4 – Presentation and action pertaining to participation in the 2022 Surprise SciTech Festival.

Item 5 – Presentation and possible action pertaining to the sponsorship of the 2023 Dr. Martin Luther King Jr. Day of Celebration and Service.

Chair Mielt asked for guidance on whether the commission could listen to the presentations before coming to a consensus on sponsorships. Mr. Wingo read items 3, 4, and 5 into the record and explained that the commission may have their discussion after all three presentations. He advised that there should be three different motions to distinguish the actions for each item.

Dysart Director of Arts Danae Marinelli made the presentation on the Dysart Festival of the Arts to the commission.

HSCV Community Engagement Partner Lord Garcillano made the presentations on the 2022 Surprise SciTech Festival and 2023 Martin Luther King Jr. Day of Celebration and Service to the commission.

Vice-Chair Morgan suggested that the sponsorship to the Dysart Festival of the Arts be divided up between their gold and silver sponsorship levels. She asked if sponsorships to the SciTech Festival and Martin Luther King Jr. Day of Celebration and Service can differ from the levels presented. She felt that support of materials is not art related.

Chair Mielt suggested in-kind donations towards the SciTech Festival and Martin Luther King Jr. Day of Celebration and Service. She questioned whether the events are considered cultural events.

Commissioner Lieu felt that the Dr. Martin Luther King Jr. Day of Celebration and Service event has a higher need and is more of a cultural event than the SciTech Festival. She recommended funding

Dysart Festival of the Arts \$2,000, \$1,000 to the SciTech Festival, and \$2,000 for the Dr. Martin Luther King Jr. Day of Celebration and Service.

Commissioner Lickus stated that the Dysart Festival of the Arts has more categories, unlike the other two events.

Commissioner deJong showed concerned about in-kind donations, which would not allow for the commission's name to be placed on sponsorship banners. She suggested sponsorships as follows: \$3,000 to Dysart Festival of the Arts, and \$1,000 each for the SciTech Festival and Dr. Martin Luther King Jr. Day of Celebration and Service

Commissioner Whitwell suggested that after their recommendation of \$3,000 to the Dysart Festival of the Arts, the remaining of their budget be split amongst the SciTech Festival and Dr. Martin Luther King Jr. Day of Celebration and Service events.

Commissioner Lieu moved to approve the sponsorship for the Dysart Festival of the Arts at a cost not to exceed \$3,000.00. Commissioner Whitwell 2nd. 6 Yes votes. 1 absent (Grant). Motion carried.

Commissioner Whitwell moved to approve the sponsorship to the 2022 Surprise SciTech Festival at a cost not to exceed \$1,000.00. Commissioner deJong 2nd. 6 Yes votes. 1 absent (Grant). Motion carried.

Commissioner Lickus moved to approve the sponsorship to the 2023 Martin Luther King Jr. Day of Celebration and Service not to exceed \$1,000.00. Commissioner Lieu 2nd. 6 Yes votes. 1 absent (Grant). Motion carried.

The commission came to a consensus that the Dysart Festival of the Arts sponsorship costs would be directed towards one Gold Stage sponsorship worth \$2,000, and one Silver Stage sponsorship worth \$1,000.

Item 6 – Discussion pertaining to Art Week.

Commissioner Lieu commenced by pointing out that hosting an art week aligns with the commission's strategic plan, providing education to the community, and outreach through partnerships. Although this art week event would not take place until the year 2024, she expressed the importance of starting the planning as soon as possible to allow other art organizations to plan accordingly.

Chair Miett suggested waiting for the new Arts and Culture Manager to be onboarded to allow them to lead this project.

After further discussion, Commissioner Whitwell, Commissioner deJong, and Commissioner Lieu agreed to form a working panel to get started on the planning and development of a framework for a Art Week in 2024.

Item 7 – Discussion and possible action pertaining to the Fiscal Year 2024 recommended budget.

Ms. Osborne provided an overview of the commissions total budget of \$50,700.00 for the Fiscal Year 2023 and her recommendations for the Fiscal Year 2024. She pointed out that some line items should not be altered due to requirements for existing service agreements, and asked for the commission's

recommendation on line item adjustments based on last year's trends. Ms. Osborne stated that the commission might fully expend its current year budget due to the increase in the grant line item.

Commissioner Lieu advised that due to the success and continued support for various projects from the commission, and the projection of a fully expended budget this year, more money should be requested for the budget. Vice-Chair Morgan and Commissioner deJong agreed. They pointed out that their current partnerships, such as their grant program and sponsorships, as well as their projects, such as the art week event and the use of the mobile museum at city events, will necessitate a budget increase.

Mr. Wingo advised the commission first to recommend their current budget allocation to staff. He then explained that the commission can come to a consensus on what budget increase they would like to recommend to the City Councils.

After further discussion, the commission came to a consensus on the budget allocation. Chair Miett reviewed the line items affirming the proposed FY2024 budget as follows:

\$5,000.00 for Printing Services, \$200.00 for Special Event Hosting (food for receptions), \$1,750.00 for Professional Outside Services (miscellaneous service agreements), \$30,000.00 for the Arts & Culture grant program, \$5,750.00 for Professional Service Agreements, \$5,000.00 for Community Relations Supplies (sponsorships), and \$3,000.00 for Rentals/Leases.

Commissioner Lieu moved to approve the recommended Fiscal Year 2024 budget in the amount of \$50,700.00 with the amended line items. Commissioner Whitwell 2nd. 6 Yes votes. 1 absent (Grant). Motion carried.

The commission continued their discussion for a recommendation of an increase to the operating budget. They came to a consensus that they would like to see an increase of \$17,500.00 in total. Ms. Osborne reviewed the line items where the increases would be requested: \$5,000.00 for Community Relations Supplies, \$300.00 for Special Event Hosting, \$10,000.00 for the Arts & Culture Grant Program, \$1,500.00 for Printing Services, and \$500.00 to Professional Outside Services.

Item 8 – Discussion and and possible action pertaining to the effective use of the Mobile Museum.

Vice-Chair Morgan shared a list of special events with the commission, including Fiesta Grande, Sunday in the Park, Surprise Fine Art & Wine Festival, DUSD Festival of the Art, and Spring Training as events recommended for the commission's participation. She suggested the formation of a new working group to plan each event, and encouraged them to consider the menu of options that was previously created and supplied to the commission.

Commissioner Whitwell and Commissioner deJong agreed to create a working group. Commissioner Grant will be invited to participate in the working group as well.

Other Business and Future Agenda Items:

Update on art sculptures at Surprise Park
Thunderbird event

ADJOURNMENT – Motion to adjourn 8:05 p.m. – Commissioner Lickus. Commissioner Whitwell 2nd. 6 Yes votes. 1 absent (Grant). Motion carried.

	Rhiannon Miett, Chair
ATTEST:	Karina Caraveo, Administrative Specialist

CERTIFICATION:

I, Danielle Osborne, HSCV Administrator for the City of Surprise Human Service & Community Vitality Department, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Arts and Cultural Advisory Commission meeting held on October 3, 2022.

	Danielle Osborne, HSCV Administrator
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CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting

Council Meeting Date: November 7, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations: None

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Update and discussion pertaining to the Arts & Culture Grant Program FY23 cycle.

Motion:

None, discussion only.

Background:

The Arts & Cultural Advisory Commission has allocated \$30,000 of its FY2023 budget for the award of grants to non-profit organizations hosting arts & cultural events or programs for the city. This item has been placed on the agenda to provide an update on the FY2023 art grant recipients.

Objective Analysis:

The mission of the Surprise Arts & Cultural Advisory Commission is to spur cultural growth through education and advocacy, and to assist the city to create and implement a plan for the placement of public art within the community.

Policy Compliant:

This item is City and Council policy compliant.

Financial Impact:

None at this time, however future action may lead to financial impact.

Budget Impact:

None at this time, however future action may lead to budget impact.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:

1. The Vista Center 1

2. The Vista Center 2
 3. Drum Arizona LLC
 4. Ottawa University
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Narrative

Completed by [REDACTED] on 10/7/2022 1:47 PM

Case Id: 32387

Name: THE VISTA CENTER 1 - 2023

Report Id: 853: 7/1/2022-9/30/2022

Narrative

Please provide the following information.

Please describe how your organization has successfully implemented the program/project/activities that the Surprise Art and Culture Grant Program funded.

The Reimbursement for Complimentary Promotional Tickets is in its 1st phase and is continuing with community outreach initiatives as approved for project objectives.

At this time, no receipts for reimbursement have been submitted towards the \$10,000.00 award for the Reimbursement for Complimentary Promotional Tickets project. However, the nonprofit has been hosting multiple tabling events in which purchased tickets have been distributed as promotional items and will subsequently be submitted in the coming weeks.

Please submit the number of participants that attended the program/project/activity, including a breakdown of Surprise vs. non-Surprise residents.

During the Diamondback's Hispanic Heritage weekend and the Surprise Sunday in the Park event, we had a total of 91 participants utilize our ticketing raffle weekend opportunity (9/16-18/2022). 4 pairs of tickets were awarded (2 pairs unclaimed). Of those 91 participants, 62 did not utilize our QR Code process and were subsequently unable to track zip code information. We have since adjusted data capture tools to increase opportunities to account for continued outcome reporting

Have you experienced any issues in completing the project and/or expending the funds? If yes, please explain.

No.

Do you anticipate any issues in completing the project and/or expending the funds? If yes, please explain.

No.

Narrative

Completed by [REDACTED] on 10/7/2022 2:22 PM

Case Id: 32386

Name: THE VISTA CENTER 2 - 2023

Report Id: 832: 7/1/2022-9/30/2022

Narrative

Please provide the following information.

Please describe how your organization has successfully implemented the program/project/activities that the Surprise Art and Culture Grant Program funded.

The Subsidized Program Expenses/Tickets is in its 1st phase and is continuing as approved for project objectives.

No monies have been expended for reimbursement towards the \$5,800.00 award for the Subsidized Program Expenses/Tickets project. However, the nonprofit has been working on identifying which performance can best utilize the award. Subsequent information will be forth coming as confidential contractual agreements are made public.

Please submit the number of participants that attended the program/project/activity, including a breakdown of Surprise vs. non-Surprise residents.

At this time the project has not been fully implemented, therefore participant data is unavailable.

Have you experienced any issues in completing the project and/or expending the funds? If yes, please explain.

No.

Do you anticipate any issues in completing the project and/or expending the funds? If yes, please explain.

No.

Narrative

Completed by [REDACTED] on 10/20/2022 10:54 PM

Case Id: 32385

Name: DRUM ARIZONA LLC - 2023

Report Id: 829: 7/1/2022-9/30/2022

Narrative

Please provide the following information.

Please describe how your organization has successfully implemented the program/project/activities that the Surprise Art and Culture Grant Program funded.

We will be holding the event on Saturday, November 19, 2022, from 10:00 - 12 noon. Participants are signing up now. That is all that has been done to date.

Please submit the number of participants that attended the program/project/activity, including a breakdown of Surprise vs. non-Surprise residents.

N/A

Have you experienced any issues in completing the project and/or expending the funds? If yes, please explain.

N/A

Do you anticipate any issues in completing the project and/or expending the funds? If yes, please explain.

N/A

Narrative

Completed by [REDACTED] on 10/3/2022 3:55 PM

Case Id: 32362

Name: OTTAWA UNIVERSITY - 2023

Report Id: 826: 7/1/2022-9/30/2022

Narrative

Please provide the following information.

Please describe how your organization has successfully implemented the program/project/activities that the Surprise Art and Culture Grant Program funded.

We have completed the audition process for "You're A Good Man Charlie Brown" and are in the rehearsal phase. Set construction, marketing, props/costumes have also been started.

Please submit the number of participants that attended the program/project/activity, including a breakdown of Surprise vs. non-Surprise residents.

So far we have about 25 people who are participating in this part of the process. All are Surprise residents.

Have you experienced any issues in completing the project and/or expending the funds? If yes, please explain.

Nope. :)

Do you anticipate any issues in completing the project and/or expending the funds? If yes, please explain.

No. Right now, everything is on track.



CITY OF SURPRISE Arts and Cultural Advisory Commission Meeting

Council Meeting Date: November 7, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations: None

Consent: No Regular: No Public Hearing: Yes Report/Discussion: No

Agenda Wording:

Update and discussion pertaining to the Arts and Cultural Advisory Commission's Fiscal Year 2023 budget.

Motion:

None, discussion only.

Background:

This item has been placed on the agenda to allow staff to provide an update on the commission's Fiscal Year 2023 budget.

Objective Analysis:

The mission of the Surprise Arts & Cultural Advisory Commission is to spur cultural growth through education and advocacy, and to assist the city to create and implement a plan for the placement of public art within the community.

Policy Compliant:

This item is City and Council policy compliant.

Financial Impact:

This item has been placed on the agenda to allow an opportunity for staff to provide an update on the commission's Fiscal Year 2023 budget. There is no immediate financial impact associated with this item.

Budget Impact:

This item has been placed on the agenda to allow an opportunity for staff to provide an update on the commission's Fiscal Year 2023 budget. There is no immediate budget impact associated with this item.

FTE Impact:

There is no FTE impact associated with his item.

ATTACHMENTS:



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting

Council Meeting Date: November 7, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations: None

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion pertaining to possible public art opportunities in city parks.

Motion:

None, discussion only.

Background:

Parks & Recreation staff have provided a few potential public art locations for the commission's discussion and consideration. This item has been placed on the agenda to allow an opportunity to discuss the possibility of integrating public art into these spaces.

Objective Analysis:

The mission of the Surprise Arts & Cultural Advisory Commission is to spur cultural growth through education and advocacy, and to assist the city to create and implement a plan for the placement of public art within the community.

Policy Compliant:

This item is City and Council policy compliant.

Financial Impact:

None at this time, however future action may lead to financial impact.

Budget Impact:

None at this time, however future action may lead to budget impact.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting

Council Meeting Date: November 7, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion pertaining to the effective use of the Mobile Museum.

Motion:

None.

Background:

The Mobile Museum is a tent display that the commission has purchased for the purpose of sharing information and educating the public about the city's growing public art collection and cultural initiatives. This item has been placed on the agenda to allow the working group to provide an update and plan on the use of the Mobile Museum.

Objective Analysis:

The mission of the Surprise Arts & Cultural Advisory Commission is to spur cultural growth through education and advocacy, and to assist the city to create and implement a plan for the placement of public art within the community.

Policy Compliant:

This item is City and Council policy compliant.

Financial Impact:

There is no financial impact associated with this item, however future action may lead to financial impact.

Budget Impact:

There is no budget impact associated with this item, however future action may lead to budget impact.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting

Council Meeting Date: November 7, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion pertaining to participation in the SciTech Festival.

Motion:

None.

Background:

The Surprise SciTech Festival is a free, fun-filled educational event featuring interactive science, technology, engineering, art, and math exhibits and demonstrations. This item has been placed on the agenda to discuss the details of participation in the SciTech Festival by the Commission.

Objective Analysis:

The mission of the Surprise Arts & Cultural Advisory Commission is to spur cultural growth through education and advocacy, and to assist the city to create and implement a plan for the placement of public art within the community.

Policy Compliant:

This item is City and Council policy compliant.

Financial Impact:

There is no financial impact associated with this item.

Budget Impact:

There is no budget impact associated with this item.

FTE Impact:

No FTE impact is related to this item.

ATTACHMENTS:



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting

Council Meeting Date: November 7, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations: None

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion pertaining to participation in the Thunderbird Artists Fine Art & Wine festival.

Motion:

None, discussion only.

Background:

This item has been placed on the agenda to discuss the details of participation in the Thunderbird Artists Fine Art & Wine Festival. The 11th Annual Surprise Fine Art & Wine Festival is scheduled to take place January 13-15, 2023.

Objective Analysis:

The mission of the Surprise Arts & Cultural Advisory Commission is to spur cultural growth through education and advocacy, and to assist the city to create and implement a plan for the placement of public art within the community.

Policy Compliant:

This item is City and Council policy compliant

Financial Impact:

There is no financial impact associated with this item.

Budget Impact:

There is no budget impact associated with this item.

FTE Impact:

There is no FTE impact associate with this item.

ATTACHMENTS:
