



CITY OF SURPRISE
Arts & Cultural Advisory Commission Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Monday, January 9, 2023 @ 6:00 PM
MEETING CANCELLED

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Staff Reports
- E. 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 approval of the minutes of the December 5, 2022 Arts & Cultural Advisory Commission meeting. | Human Svcs and Comm Vitality |
| 2. | Citywide | Discussion pertaining to the FY2024 Arts & Culture Grant Program. | Human Svcs and Comm Vitality |
| 3. | Citywide | Discussion pertaining to the Dysart Festival of the Arts. | None
Human Svcs and Comm Vitality |

REGULAR AGENDA ITEM - PUBLIC HEARING:

- F. Other Business and Future Agenda Items
- G. Current Events and Reports
- 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: Thursday, January 05, 2023 3:55 PM Amended - Friday, January 06, 2023 at 2:30 PM (Meeting Cancelled and original posting date updated)

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

December 5, 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, Jo Grant, Christopher Whitwell, and Jay Lickus.

Staff: Danielle Osborne – HSCV Administrator, Kelsey Lamphier – Arts Culture & Library Acting Director, Robert Wingo – City Attorney, Seth Dyson – HSCV Director, and Karina Caraveo – HSCV Administrative Specialist.

Councilmember in attendance: Vice Mayor Aly Cline.

B. Pledge of Allegiance

C. Current Events Reports

Chair Miett mentioned the current events and reports will be skipped to allow more time on agenda items.

Staff Reports

Ms. Osborne reported on the following items:

- “Bloom Where You’re Planted” art piece – Artist Brad Oldham visited the site, tentative date for installation is end of January/early February.
- SciTech Festival is scheduled for Saturday, December 10th, from 10am – 2pm at Mark Coronado Park.

CALL TO THE PUBLIC:

None.

REGULAR AGENDA ITEMS – NON PUBLIC HEARING

Item 1 – Consideration and action pertaining to the minutes of the November 7, 2022 Arts & Cultural Advisory Commission meeting.

Commissioner deJong asked to remove the third sentence on page 2, item 4, as she does not recall making this statement. Chair Mielt acknowledged and asked staff to revise it.

Commissioner Lieu moved to approve the November 7, 2022 Arts & Cultural Advisory Commission meeting minutes with amendments. Commissioner Whitwell 2nd. 6 Yes votes. 1 abstain (Grant). Motion carried.

Item 2 – Presentation by the Friends of the Surprise Libraries regarding a bookmark contest.

President of the Friends of the Surprise Libraries Aly Cline provided an overview of their program. She stated that 6th, 7th, and 8th grade schools participate, there is a Mayor's Choice Award, a 1st place, and an Honorable Mention award for each grade. She said the program deadline is January 31st, the judging would take place in February, the date and location are forthcoming, and the awards will be presented during a council meeting.

Commissioner Lickus shared that highly talented students participate based on his experience with the previous year's contest. Ms. Cline invited the commission to judge the upcoming bookmark contest.

Item 3 – Discussion and action pertaining to a recommendation for art at the Surprise Stadium.

Ms. Osborne updated the commission on the qualified artists participating in stadium art solicitation, and stated the highest nominated artist was selected unanimously.

Chair Mielt pointed out that the proposed artwork to be installed outside of the 1st and 3rd base entrance gates at the Surprise Stadium is shown on page 25 of the agenda. She shared some highlights of the art piece, including a metal cut cotton pattern baseball bounce effect that represents the agriculture once in this area, lighting to reflect the art at night, and the bright red color that is reminiscent of the stitching on a baseball. She also mentioned that the proposal provided by the artists included a maintenance plan and an option for a landscape plan.

Commissioner Lieu inquired about a warranty period for the art and materials. Mr. Wingo advised that warranties are considered during contract negotiations.

Commissioner Grant moved to recommend the artwork at the Surprise Stadium not to exceed \$450,000. Commissioner Lieu 2nd. 7 Yes votes. Motion carried.

Item 4 – Discussion pertaining to use of the Municipal Arts Fund for a project at the new Multigenerational Community Resource Center.

Commissioner deJong recommended that an art piece be installed at the new Community Resource Center that will be built at the Original Townsite Surprise (OTS), suggesting a working group be formed to discuss the details.

Commissioner Lieu asked if there had been an approved plan for this project, Mr. Dyson responded that they're currently about 9-12 months out to receive from the architects. He also shared that members from the community were invited to complete a survey and share their vision of the center.

Commissioner Lickus showed interest in the visibility the Community Resource Center would have. Mr. Dyson shared that the proposed location would place the center facing Grand Ave., where thousands of vehicles drive by daily.

After further discussion, Commissioner deJong, Commissioner Whitwell, and Commissioner Lickus agreed to form a working group to further discuss an art piece at the new Multigenerational Community Resource Center after a plan is in place with the architects.

Item 5 – Discussion pertaining to the Joe Tyler bench at Arts HQ.

Ms. Osborne explained that during the construction of the new Xeriscape Garden, the leaf bench by Joe Tyler was relocated to accommodate an ingress/egress modification. She pointed out the attached quote and said the funds would come from the Municipal Arts Fund.

Commissioner deJong stated that Mr. Tyler is okay with the current location of the bench. Ms. Osborne advised that no further action is necessary if the commission agrees to leave it at its current location. The commission came to a consensus that no further action was necessary.

Item 6 – Discussion and action pertaining to the Dysart Unified School District exhibit reception.

Ms. Osborne advised the Dysart Unified School District exhibit reception is scheduled from January 27, 2023 through March 10, 2023. She advised the exhibition will be coordinated by West Valley Arts Council and that funds from the current budget for this reception would include refreshments and snacks. She reminded the commission that the Charter Schools exhibit takes place from March 17th through May 19th.

Chair Miett proposed to hold this reception on February 6th at 5pm, and suggested having the Surprise Youth Council involved as jurors.

Commissioner Lieu moved to approve the Dysart Unified School District exhibit reception. Commissioner Whitwell 2nd. 7 Yes Votes. Motion carried.

Item 7 – Discussion pertaining to the Dysart Festival of the Arts.

Ms. Osborne asked the commission for their input on the booth plan and features they would like to see during the event.

Chair Miett suggested bringing the Arts, Culture & Library team to table the booth. Commissioner deJong disagreed and suggested hiring an artist to do a demo. Chair Miett proposed that staff ask the Dysart School District for participation from their students at no additional expense.

After further discussion, the commission agreed staff would reach out to Dysart School District to inquire about student's participation and to have the booth unmanned if necessary.

Item 8 – Discussion pertaining to the Poetry Slam backdrop.

Ms. Osborne asked the commission for a draft design for the Poetry Slam backdrop since there had been conflicting directions.

Commissioner Grant suggested having the host acknowledge the commission on their marketing materials such as newsletters, social media, or on a backdrop. Commissioner Whitwell agreed and suggested having them design this backdrop.

After further discussion, the commission agreed that staff would follow up with WHAM Arts Association.

Other Business and Future Agenda Items:

Dysart Festival for the Arts
Poetry Slam Backdrop

ADJOURNMENT – Motion to adjourn 7:13 p.m. – Commissioner Grant. Commissioner deJong 2nd. 7 Yes votes. Motion carried.

	Rhiannon Miett, Chair
ATTEST:	Danielle Osborne, HSCV Administrator

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 December 5, 2022.

	Karina Caraveo, HSCV Administrative Specialist
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CITY OF SURPRISE
Arts & Cultural Advisory Commission Meeting

Council Meeting Date: January 9, 2023 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 FY2024 Arts & Culture Grant Program.

Motion:

None, discussion only.

Background:

The Arts & Cultural Advisory Commission established the grant program to award grants to non-profit organizations hosting events, programs or activities that further the Commission's mission to spur cultural growth in Surprise. This item has been placed on the agenda to allow the Commission to discuss and plan for the upcoming FY2024 grant cycle process.

Objective Analysis:

The Arts & Cultural Grant Program was designed to provide non-profit 501(c)3 organizations with options for funding art and cultural events, programs or activities.

Policy Compliant:

This action is consistent with city and council policies.

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. Art Grant Application 2022-23_Final
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ARTS & CULTURE GRANT PROGRAM

GUIDELINES AND APPLICATION

FY 2022-2023



Surprise Arts & Culture Grant Program FY 2022-2023

The City of Surprise is pleased to announce the Arts & Culture Grant Program. The Surprise Arts & Cultural Advisory Commission is proud to offer \$30,000 in available funding in the form of grants to community-based organizations located in Surprise that are pursuing arts and cultural events or activities that further the Commission's mission to spur cultural growth in Surprise.

To be considered for the program, applicants must meet eligibility requirements and submit a completed application.

Applications for FY 2022-2023 will be accepted until Friday, April 22, 2022.

Applications must be post-marked to:

**Human Service & Community Vitality
Attention: Karina Caraveo
City of Surprise
16000 N. Civic Center Plaza
Surprise, Arizona 85374**

Applications must be typed, concise, and filled out completely. Applicants who receive an award during one fiscal year must re-apply for consideration for any subsequent rounds of funding.

A non-mandatory virtual pre-application meeting will be available to all applicants. This meeting will include information about the Arts & Culture Grant Program and application process. To participate, please send an e-mail to Karina Caraveo with your RSVP to the meeting. You will then receive an invitation with Webex information. This meeting will be held on:

**Wednesday, March 30, 2022
2:00pm
Webex Meeting**

Recommendations made by the Surprise Arts & Cultural Advisory Commission will be presented to the Surprise City Council for final approval. Official notification will be sent to all applicants following official action by the Surprise City Council. Successful applicants must sign and return the acceptance form before funds are awarded. **All funding decisions made by the City Council are final.**

Thank you for your interest. For questions about the application or the program, please contact Karina Caraveo at (623) 222-3243 or Karina.Caraveo@surpriseaz.gov.



Guidelines

1. All Arts & Culture Grant Program funding decisions made by the Surprise City Council are final.
2. Approved funds shall be used for the event, program, or activity as proposed by the respective applicant and may not be used or otherwise repurposed for any other event, program, or activity. Further, the approved funds shall be spent within one (1) year of the date of award. Any funds not spent will be forfeited.
3. Awarded applicants must seek reimbursement for spent, approved funds between July 1, 2022 and June 15, 2023.
4. Receipt of an award does not guarantee continued support in subsequent years.
5. Applicants must have enrichment of community arts & culture as their primary mission.
6. Applicants must provide an event, program, or activity that makes Surprise better.
7. The proposed event or organization must take place or be based in the City of Surprise and be open to the public.
8. New applications are required for every round of funding.
9. Applications must include any pertinent financial data, including a proposed budget.
10. Applications must be typed, with an original signature and include supporting materials.
11. Late or incomplete applications will not be accepted.
12. Final reports are due within thirty days of the completion of the program/event/activity. Late or incomplete final reports may hinder an applicant's future funding eligibility.
13. Quarterly updates and a final presentation to the Commission may be required.
14. Award recipients will acknowledge the award in all programs, press releases, and other publicity with the following credit line: "_____ is supported by an award from the City of Surprise Arts & Cultural Advisory Commission." Additionally, event or activity details such as date, time, and location must be submitted to Karina Caraveo. An event flyer or invitation is acceptable.
15. Award recipients must comply with the [latest city and/or state regulations](#) for public gatherings during the COVID-19 pandemic. This includes, but is not limited to:
 - a. Executive Order 2020-59 issued by Governor Doug Ducey
 - b. [Public Event Registration](#)
 - c. [Temporary Use Permit \(TUP\)](#) for special events
16. All applicants agree by accepting the award that all activities surrounding the function will be open to all members of the public and no person shall be denied access to, or



participation in, the events on the basis of race, color, national origin, sex, religion, or disability.

17. Funds are provided on a reimbursement basis; no upfront monies will be distributed.
18. Applicants must provide 501(c)(3) verification by providing a list of the organization's board of directors, a copy of the non-profit federal tax status 501(c)(3), a copy of the 501(c)(3) Arizona Corporate Commission annual report and W9 Form. Or the applicant must partner with a 501(c)(3) organization.
19. Applicants utilizing third-party venue space must submit a Conditional Letter of Approval from the venue host affirming that arrangements have been made and agreed to by both parties in the event that the program/event/activity is funded.
20. Awarded applicants do not have authority or privileges associated with City sponsorship, donations and/or in-kind not identified within the grant award letter (example: Channel 11, Progress Magazine, rental equipment, etc.).

Applicants must present their proposal to the Arts & Cultural Advisory Commission during the **May 2, 2022** meeting. The meeting is currently scheduled for **6:00PM** at Surprise City Hall, Community Room, 16000 N. Civic Center Plaza. Additional meeting information will be sent upon receipt of application.



**ARTS & CULTURE GRANT PROGRAM
FY 2022-2023 FUNDING APPLICATION**

Section 1

Date: _____

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Person/Title: _____

Proposal Due Date: Friday, April 22, 2022 by 5:00 p.m.

Name of the project/activity for which you are requesting funding: _____

Please indicate the amount of funding you are requesting: \$_____

Did you receive City grant funding last year? _____

Have you applied for other grant funding such as Community Outreach Program funding from the city?: Yes No

Authorized Agency Representative

Title

Date



Section 2

Eligibility Criteria

1. Grant-funded activities must occur between July 1, 2022 and June 15, 2023.
2. Applicants must provide direct services which enhance the community for Surprise residents through arts and cultural events or activities. The Arts & Cultural Advisory Commission is interested in seeing proposals focus on the following areas in Surprise:
 - a. Community building events
 - b. Programs, activities or services which provide public benefit
 - i. Projects that support art programs, events and services that include Surprise's diverse culture and values
3. Applicants that received previous city grant funding, regardless of the funding source, must be current in their reporting and have submitted timely and accurate reports.
4. Applicants must demonstrate the ability to leverage funding from other sources.

What We Fund

Organizations may apply for event-based funds, including directly related administrative costs. Some examples that will be considered:

- Funding artistic staff (salaries, wages, fees)
- Supporting a public presentation, production, exhibit, outdoor community celebration, arts fair or festival which takes place within Surprise city limits
- Arts-related supplies/materials
- Venue space
- Marketing, promotion, and publicity expenses

What We Don't Fund

- Activities occurring outside of Surprise city limits
- Bad debt – Deficit and debt reduction (e.g. loan fees, finance charges, etc.)
- Funding general operations/administrative staff (salaries, wages, fees)
- Most general operating costs
- Closed subscription series
- Projects already funded wholly by other sources
- Projects which are part of a post-secondary academic degree program



- Fellowships
- Awards
- Social functions, parties, receptions, or similar “invitation-only” events
- Fundraising events
- Tuition assistance
- Schools (public or private) or other arts-in-education projects
- Out-of-state travel
- Food and beverages
- Capital construction
- Activities with a political or religious purpose

***As a note,** faith-based organizations are eligible to apply for an Arts & Culture Grant to support the non-religious cultural and arts programming that they provide and proposals should outline the care taken to separate, in time or location, their inherently religious activities from any arts or cultural programming funded through a Surprise Arts & Culture Grant.



Application Directions

- a. Please ensure that your proposal comprehensively and clearly addresses each of the evaluation factors below. If a factor does not apply to your proposal; indicate this by responding “Not Applicable”. Times New Roman or Arial 12 point font and black type must be used. It is preferred that completed applications be emailed to Karina.Caraveo@surpriseaz.gov. If it is not possible to email the application, please call Karina Caraveo at (623) 222-3243.
- b. Completed application will be ranked on a point system of up to **50 points** based on the evaluation factors listed below [each factor is ranked on a scale of zero (0) to five (5)]:
 1. The proposed project aligns with the Arts & Cultural Advisory Commission’s mission.
 2. There is an identifiable need and client population for the proposed project.
 3. The proposed project addresses, at a minimum, one of the five areas of focus identified in the Surprise Public Art Master Plan.
 4. The proposed use of grant funds is clearly articulated and makes sense.
 5. The proposed project's budget is sound and reasonable.
 6. The applicant is able to demonstrate their ability to leverage other funding.
 7. The proposed project timeline is reasonable.
 8. The proposed project offers measurable results that will benefit the Surprise community.
 9. The overall proposal is compelling.
 10. Prior funding was effectively utilized (if applicable).

The City of Surprise reserves the right to reject any and all applications and to waive any requirements in an application when it deems it necessary and in the best interest of the City.



Application Checklist

- ☐ Completion of Application -- sections b 1 through 6
- ☐ Application typed and signed
- ☐ Proposed budget
- ☐ 501(c)(3) verification includes all items listed below or the applicant must partner with a 501(c)(3) organization:
 - o List of Board of Directors
 - o Copy of the non-profit federal tax status 501(c)(3)
 - o Copy of the 501(c)(3) Arizona Corporate Commission annual report
 - o Completed W9 Form
- ☐ Conditional Letter of Approval from any third-party venue space agreeing to host applicant's program/event/activity (if applicable)
- ☐ Any additional documentation supporting your proposed project

Turn in this checklist, the application, and all corresponding items no later than 5pm Friday, April 22, 2022.

Late or incomplete applications will not be accepted.

Section 3

Budget

Arts & Culture Grant Expense Report 2022-2023

PROGRAM: Arts & Culture Grant Program 2022-2023

Request \$

Start Date 07/01/2022

Other Funds \$

End Date 06/15/2023

APPLICANT INFORMATION:

Name: _____

Address: _____

Email: _____

Total Cost \$

Program Manager _____

Phone Number _____

	Description	Cost	ACGP Request	Other Funds	Total
1					-
2					-
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
TOTAL:					-

CEO Signature: _____
(Or authorized representative)

Provide a brief justification of all line items on a separate sheet.



CITY OF SURPRISE
Arts & Cultural Advisory Commission Meeting

Council Meeting Date: January 9, 2023 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 the Dysart Festival of the Arts.

Motion:

None, discussion only.

Background:

The commission agreed to participate in the Dysart Festival of the Arts, scheduled for March 25, 2023 from 10am - 3pm. Sponsorship of the event affords the commission an opportunity to host a booth. This item has been placed on the agenda to allow the commission an opportunity to discuss details related to their booth.

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:

None.

ATTACHMENTS:
