



**ARTS AND CULTURE COMMISSION**  
Rita Baum      Maureen Cappon-Javey  
Amy Fasnacht    Laura Peak-Theuringer  
Dawn Rose      Thomas Spilsbury  
David Stonesifer

**TOWN OF LOS GATOS  
ARTS AND CULTURE COMMISSION  
AGENDA**

**WEDNESDAY, March 16, 2016, 4:00 P.M.**

**Los Gatos Library  
100 Villa Avenue  
Los Gatos, California**

**PARTICIPATION IN THE PUBLIC PROCESS**

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item NOT on the agenda, you may do so during the Verbal Communications period. The time allocated to speakers may change to better facilitate the Arts and Culture Commission meeting.

The purpose of the Arts and Culture Commission meeting is to conduct the business of the community in an effective and efficient manner. This is done by following meeting guidelines set forth in State law and in the Town Code. Conduct which is considered disruptive during Arts and Culture Commission meetings includes, but is not limited to:

- Addressing the Arts and Culture Commission without first being recognized;
- Interrupting speakers, Arts and Culture Commission members, and Town staff;
- Continuing to speak after the allotted time has expired;
- Failing to relinquish the podium when directed to do so; and
- Repetitiously addressing the same subject.

For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Arts and Culture Commission meetings and treat everyone with respect and dignity.

Writings related to an item on Arts and Culture Commission meeting agenda distributed to members of the Commission within 72 hours of the meeting are available for public review at the front desk of the Los Gatos Public Library, located at 100 Villa Avenue and are also published on the on the official Town of Los Gatos website. Copies of desk items distributed to members of the Commission at the meeting are available for review in the Los Gatos Library.

**In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Manager's Office at (408) 354-6832. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to the meeting. [28 CFR 35, 102-35.104]**

1. **ROLL CALL**
2. **COMMUNICATIONS**  
Verbal (Three minute time limit per speaker for subjects not agendized)  
  
Written
3. **APPROVAL OF MINUTES**  
3.1 February 24, 2016 (Attachment 1)
4. **STAFF UPDATES**  
4.1
5. **COMMITTEE UPDATES**  
5.1 Forbes Mill Footbridge Committee  
5.2 Grant Evaluation Committee
6. **PUBLIC HEARING**  
6.1 Consider the allocation of Community Grant funds for FY 2016/17, including:  
(Attachment 2)
  - Open and hold public hearing;
  - Close the public hearing;
  - Adopt a recommendation to the Town Council that it allocate \$19,800 for FY 2016/17 General Fund Arts, Cultural and Educational grants as shown in Exhibit A
7. **ADJOURNMENT**  
Adjourn to April 20, 2016

**ATTACHMENTS:**

1. February 24, 2016 Meeting Minutes
2. FY 2016/17 Arts, Cultural and Educational Grant Funding Memorandum (with Exhibit A: FY 2016/17 Arts, Cultural and Education Grant Funding Recommendations)
3. Arts, Cultural and Educational Grant application summaries

ATTENDANCE: Please contact the Town Manager's Office at (408) 354-6834 if you are unable to attend. The Town Attendance Resolution states that any commissioner who is absent from three regular meetings held in a consecutive twelve month period, shall surrender his or her office on the Commission.



MEETING DATE: 03/16/17  
ITEM NO: 2

## ARTS AND CULTURE COMMISSION REPORT

DATE: MARCH 14, 2016

TO: ARTS AND CULTURE COMMISSION

FROM: CHRISTINA GILMORE, ASSISTANT TO THE TOWN MANAGER

SUBJECT: FY 2016/17 ARTS, CULTURAL AND EDUCATIONAL COMMUNITY GRANT ALLOCATION RECOMMENDATIONS

### RECOMMENDATION:

Consider the recommended allocation of Arts, Cultural and Educational Community Grant funds for FY 2016/17, including:

1. Open and hold a public hearing;
2. Close the public hearing;
3. Adopt a recommendation to the Town Council that it allocate \$19,800 for FY 2015/16 General Fund Arts, Cultural and Educational Community grants as shown in Exhibit A.

### BACKGROUND:

The Community Grant program provides grants to non-profit agencies through the General Fund. Arts, Cultural and Educational grants are reviewed by the Arts and Culture Commission for recommendation to the Town Council; the Human services applications are reviewed by the Community and Senior Services Commission. The grant application process is on a one-year cycle; the applications discussed in this report are requesting funds for FY 2016/17.

This report summarizes the recommendation of the Arts, Cultural and Educational Grant Evaluation Committee, developed at its February 17 meeting. A report on the preliminary FY 2016/17 funding requests and grant evaluation committee recommendations was provided to the Town Council at its March 1 meeting.

At its March 16 meeting, the Arts and Culture Commission will hear verbal presentations from the applicants, consider this preliminary recommendation, and adopt a final recommendation to the Town Council. The Town Council will consider the Commission's recommendation at its May 17 meeting as part of the FY 2016/17 General Fund Budget adoption.

PREPARED BY: CHRISTINA GILMORE  
Assistant to the Town Manager

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Reviewed by:  N/A  Assistant Town Manager  N/A  Town Attorney  N/A  Finance

MARCH 14, 2016

DISCUSSION:

The Town received four applications for funding in the Arts, Cultural and Education category. Summaries of these applications are attached as Attachment 2. As noted above, the Arts, Cultural and Educational Grant Evaluation Committee members met on February 17 to discuss the services provided by the applicants, the benefit received by Los Gatos residents, and the agencies' funding requests. The Commission is recommending allocation of \$19,800 for agencies in the FY 2016/17 budget year.

**Funding Recommendations**

The Arts, Cultural and Educational Grant Evaluation Committee carefully considered the applications of the agencies, their past performance, their benefit to the Los Gatos community, and the funding available. Based on this evaluation, the Committee is presenting the following recommendations for Commission consideration.

*Art Docents of Los Gatos*

Fund the Art Docents of Los Gatos in the amount of \$4,000 to provide docent led arts programs to all K-5 and grades 6, 7, and 8 classrooms in the Los Gatos Union School District during schools hours throughout the school year. The program consists of:

- Print presentations; a mix of digital slides and poster-size hand-held, mounted prints;
- Hands-on workshop lessons that use traditional art materials;
- The production of the district-wide Student Art Show, held annually at Fisher Middle School; and
- Sponsorship of visiting professional guest artists for classroom art demonstrations

*Los Gatos Community Concert Association*

Fund the Los Gatos Community Concert Association in the amount of \$3,000 for the following:

- A concert series of four musical performances at the Los Gatos High School Theatre on four Sunday afternoons;
- Subsidized ticket prices for senior citizens; and
- Free encore performances, as available, to local community groups such as the non-mobile residents of Los Gatos retirement communities and the students of Los Gatos High School

*New Museum of Los Gatos*

Fund the New Museum of Los Gatos in the amount of \$7,000 to fund the following art program:

- The Museum Explorer! Program, a monthly program held throughout the school year with an additional week in February and April, serving elementary school students K-5<sup>th</sup> grade;
- The Museum Explorer Program offers 70 minute tours consisting of a guided gallery tour, an art appreciation lesson, an instructed art project based on the current exhibition, and an imaginative story telling session with a professional storyteller.

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ARTS AND CULTURE COMMISSION

SUBJECT: FY 2016/17 ARTS, CULTURAL AND EDUCATIONAL COMMUNITY GRANT  
ALLOCATION RECOMMENDATIONS

MARCH 14, 2016

DISCUSSION (cont'd):

*Youth Science Institute*

Fund the Youth Science Institute (YSI) in the amount of \$5,000 to fund hand-on, inquiry-based, science education programs to K-6 grade students at public schools serving Town of Los Gatos residents within the Los Gatos Union School District, Campbell Union School District, Union Elementary School District, and Cambrian Elementary School District. The program consists of:

- 9 different School and Group Programs that are age-appropriate and impactful for students along the broad spectrum from at risk to high achieving.
- Hands-on, inquiry-based, life, physical, earth, and social science programs that enrich traditional school-based curricula and spark interest and engagement

A summary of these recommendations is included in Exhibit A.

CONCLUSION AND NEXT STEPS:

The Arts, Cultural and Educational Grant Evaluation Committee recommends that the Arts and Culture Commission review and approve this recommendation to present to the Town Council as part of the FY 2016/17 General Fund Budget adoption process for the FY 2016/17 Community Grant funds for Arts, Cultural, and Educational programs.

Attachments:

1. FY 2016/17 Arts, Cultural and Educational Grant Funding Memorandum (with Exhibit A: FY 2016/17 Arts, Cultural and Education Grant Funding Recommendations)
2. Arts, Cultural and Educational Grant application summaries

Arts, Cultural and Educational Grants

FY 2016/17 Funding Recommendation

Agency	FY 2015/16 Award	FY 2016/17 Request	FY 2016/17 Evaluation Committee Recommendation
Art Docents of Los Gatos	\$4,000	\$4,000	\$4,000
Art Commission	\$8,400	-	-
Festival Theater Ensemble	\$1,400	-	-
Los Gatos Community Concert Association	\$1,000	\$1,000	\$3,800
New Museum Los Gatos	\$5,000	\$7,000	\$7,000
Youth Science Institute	\$0	\$5,000	\$5,000
<b>TOTAL</b>	<b>\$19,800</b>	<b>\$17,000</b>	<b>\$19,800</b>

JAN 22 2016

Town of Los Gatos  
FY 2016/17 Community Grant Program  
Application Summary

CLERK DEPARTMENT

**Project:** Project/Program: Art Education Services to Los Gatos Union School District  
Program Manager: Frances Barnes

**Agency:** Name of Agency: Art Docents of Los Gatos, Inc.

Name of Executive Director: Michelle Abene, President

**Project Description:** Provide brief description of agency, agency goals, and agency services. List direct services and quantity below.

Direct Services

Service	FY 2016/17 (proposed/estimated)	FY 2015/16 (actual)
Sequential art appreciation lessons	469	469
Hands-on art lessons	152	152
Professional Guest-Artist visits	5	5
Annual Student Art Show	1	1

**Program Funding:** Provide prior year fiscal year actual budget amounts and proposed amounts for new fiscal year.

Program Funding:	FY 2016/17 (requested)	FY 2015/16 (adopted)	Clients:	FY 2016/17 (proposed)	FY 2015/16 (actual)
Town annual funding amount	\$4,000	\$3,000	Unduplicated annual Los Gatos clients	3457	3457
Total annual program budget	\$59,550	\$58,550	Total unduplicated annual clients	3457	3457
Town \$ as % of annual total	6.72	5.12	Los Gatos clients as % of annual total	100	100
			Annual services per Los Gatos client	9	9

ATTACHMENT 3

JAN 20 2016

Town of Los Gatos  
FY 2016/17 Community Grant Program  
Application Summary

CLERK DEPARTMENT

**Project:** Los Gatos Community Concerts  
Kevin Hayashi, President

**Agency:** Los Gatos Community Concert Association  
P.O. Box 1116  
Los Gatos, CA 95031  
Kevin Hayashi, President

**Project Description:** The Los Gatos Community Concert Association is a 501(c)(3) non-profit organization. Our mission is "To provide the community access to live performing arts concerts at an affordable cost." We have provided an annual concert series for the past 68 years consisting of four top quality musical performances presented for the local community at a very affordable cost. In addition, as an outreach program, we also try to arrange for free encore performances by some of our artists, at a local venue for a community group such as students or non-mobile elderly.

Direct Services

Service	FY 2016/17 (proposed)	FY 2015/16 (actual)
Musical Concert Performances	4	4

**Program Funding:** Provide prior year fiscal year actual budget amounts and proposed amounts for new fiscal year.

Program Funding:	FY 2016/17 (requested)	FY 2015/16 (adopted)	Clients:	FY 2016/17 (proposed)	FY 2015/16 (actual)
Town annual funding amount	\$1,000	\$1,000	Unduplicated annual Los Gatos clients	295	290
Total annual program budget	\$25,500	\$25,500	Total unduplicated annual clients	455	445
Town \$ as % of annual total	3.9%	3.9%	Los Gatos clients as % of annual total	65%	65%
			Annual services per Los Gatos client	4	4

JAN 22 2016

Town of Los Gatos  
FY 2016/17 Community Grant Program  
Application Summary

CLERK DEPARTMENT

**Project:** Project/Program: Museum Explorer  
Program Manager: Madeleine Crow  
**Agency:** Name of Agency: Los Gatos Museum Association (New Museum Los Gatos)  
  
Site Address: 106 E Main Street, Los Gatos, CA 95030  
Name of Executive Director: Lisa V Coscino

**Project Description:** Provide brief description of agency, agency goals, and agency services. List direct services and quantity below.

The Mission of New Museum Los Gatos:  
Engaging community at the intersection of art, history and education through innovative, locally connected and globally relevant exhibits, programs and experiences.

Direct Services

Service	FY 2016/17 (proposed)	FY 2015/16 (actual)
Adult Art & History Education	<p><b>Lectures</b> Continue with topics supporting current exhibitions and expanding the network of local and regional speakers.</p> <p><b>Conversations</b> Increase offerings with all exhibiting artists that are able to come to the museum.</p> <p><b>Docent Program</b> Expand outreach to local community and offer quarterly trainings, encompassing public speaking, VTS, and exhibit history and information.</p> <p><b>Artist Demos</b> Plan to include more local artists relevant to the museum's mission and current exhibitions.</p> <p>NUMU Studio <b>Atelier Adult Painting and Drawing</b> Continue with current offerings, weekly</p>	<p><b>Lectures</b> Art and history related topics presented by experts from around the bay area. Lectures coincide with current History and Art Exhibitions, and are all in support of the Museum's Mission. These include panel discussion and book signings. There have been a total of 14 lectures from June 2015 – January 2016. This number has increased from last year.</p> <p><b>Conversations</b> Free with admission, current exhibiting artists bring additional art works and discuss their artistic process and inspiration to museum guests. Total of 10 from June 2015 – January 2016.</p> <p><b>Docent Training Program</b> Volunteers are trained on exhibit information, VTS (visual thinking strategies) and public speaking skills, in order to serve as ambassadors for the museum and offer tours to the public.</p>

	<p>classes and monthly Visiting Artist Workshops have been scheduled through 2016.</p> <p><b>MakerSpace</b> Offer open studio hours Thursday, Saturday &amp; Sunday, art and history projects and Maker Activities for all ages.</p>	<p>There have been two trainings and a scheduled training for February 2016.</p> <p><b>Artist Demos</b> Free demos held at the museum by professional artists total of 5.</p> <p>NUMU Studio: <b>Atelier Adult Painting and Drawing</b> Weekly lessons with individualized instruction and monthly visiting artist workshops.</p> <p><b>MakerSpace Monthly adult workshops</b> Presented by local professional artists with a variety of artistic mediums ranging from printmaking, landscape painting and screen-printing.</p>
<p>Children's Art &amp; History Education</p>	<p><b>Museum Explorer</b> Continue efforts to expand program offer four weeks through out the school year. The business model has been adjusted to cover most costs, although the program still requires outside funding.</p> <p><b>Annual Juried Exhibitions</b> Continue with current program, expand outreach and continue to develop the programming supporting the exhibition.</p> <p><b>MakerSpace Workshops</b> Continue to build relationship with local professionals and organizations. Develop open studio hours and Maker tools and activities.</p>	<p><b>Museum Explorer</b> K-5 program offered school tours and attendance has increased since last year, with 200 having already participated (students, teachers and parents) and another 450 registered. The program expanded to offer additional dates throughout the school year and two title one scholarships. The business model has been adjusted to cover most costs, although the program still requires outside funding.</p> <p><b>Annual Juried Exhibitions</b> Maintaining a partnership with the Santa Clara Office of Education. The Office of Education helped with outreach, access to teacher outreach distribution, printing all of our collateral materials (brochures, posters, banners &amp; postcards), as well as the cost of mailing information to all high school art instructors. Increasing sponsorship opportunities with local businesses. With many schools incorporating the program into their curriculum. Students are supported this year by an addition program offering workshops in writing an artist statement,</p>

		<p>framing artwork and answering any submission questions they may have.</p> <p><b>MakerSpace Workshops</b> Partnering with Learn to Discover, LGS Rec and local art, history and technology professionals. The MakerSpace provides a variety of workshops presenting different mediums and approaches, all in support of the museum's mission and current exhibitions.</p>
<p>Community Cultural Events / Local Outreach</p>	<p><b>Historic Home Tour</b> Although highly successful, due to the expansion of the museum in other areas, the Home Tour has become a biennial event. With the intention to have a tour in 2017.</p> <p><b>Plein Air</b> Plan to continue to support the Plein Air, plan to support event by offering our venue as a space for artist to pick-up their easels or to host a corresponding event.</p> <p><b>Los Gatos Art Association</b> Continue supporting local artists and their organization.</p> <p><b>Los Gatos Library</b> Continue to collaborate on events and volunteer activities. Work on cross promotion of our events.</p> <p><b>Los Gatos Union School District</b> Collaborating to include our workshop and class information in weekly school newsletters, and work to promote our events with their Home and School Clubs.</p> <p><b>Los Gatos Education Foundation</b> Continue relationship with LGEF, by holding their annual donor appreciation</p>	<p><b>Historic Homes Tour</b> The tour had a total of 7 historic home in Los Gatos, attracting over 500 participants. 30 local volunteers, as well as, the museum staff and tour committee supported Historic Homes.</p> <p><b>Los Gatos Art Association</b> Hosted the Greater Bay Area Open in which 60 works were selected by the LGAA to be exhibited at NUMU in August.</p> <p><b>Los Gatos Library</b> Merged History committees. Collaborated on History Floor Opening.</p> <p><b>Local Businesses</b> Collaborated with Village House of Books, Galleria del'Arte and Yogurt and Love.</p> <p><b>Plein Air</b> The Museum hosted the Plein air pick-up of easels. Also promoted the event in the museum. Would have offered the Museum as a venue for more, but construction was not permitting.</p> <p><b>Art Docents</b> Had a curatorial lead tour through the museum. Unable to offer more due to construction.</p>

	<p>night and working on ways to extend elementary school programming into the community.</p> <p><b>Kids and Art</b> Continue to host annual Kids and Art Workshops to help benefit children with cancer.</p> <p><b>NCL – Heritage Oaks</b> Continue to have NCL volunteers active in our museum and host annual meetings in the NUMU Studio.</p> <p><b>Local Businesses</b> Continue current collaborations with Village House of Books, Galleria del’Arte and Yogurt and Love. Expand outreach to local bars and restaurants.</p> <p><b>Art Docents</b> Continue and strengthen relationship with Art Docents and continue to provide a venue for their meetings.</p>	<p><b>Los Gatos Education Foundation</b> Fortified relationship with LGEF, by holding their annual donor appreciation night and working on ways to extend elementary school programming into the community.</p> <p><b>Kids and Art</b> Hosted the annual Kids and Art Workshops to help benefit children with cancer.</p> <p><b>NCL – Heritage Oaks</b> Continued to have NCL volunteers active in our museum and host annual meetings in the NUMU Studio.</p>
Art and History Exhibitions	18 Rotating Exhibitions are planned for this next year.	18 rotating exhibitions were presented by New Museum Los Gatos from June 6, 2015 – May 2016.
Regional Outreach	Plan on building new relationships with regional leaders in the Arts, as well as fortifying the collaborative relationships we have already established.	Succeeded in increasing regional partnerships and collaborative efforts. Partnered with NASA Ames Research Center, SETI, The Smithsonian, Woody Guthrie Archives,

**Town of Los Gatos  
FY 2016/17 Community Grant Program  
Application Summary**

**RECEIVED  
TOWN OF LOS GATOS  
JAN 19 2016**

**Project:** Project/Program: **Hands-on Science Programs for K-6 Students** **CLERK DEPARTMENT**  
 Program Manager: **Julie Smith, Education Director**

**Agency:** Name of Agency: **Youth Science Institute**  
 Site Address: **296 Garden Hill Drive, Los Gatos, CA 95032**  
 Name of Executive Director: **Diane M. Riccio, Ph.D.**

**Project Description:** Provide brief description of agency, agency goals, and agency services.  
**See attached.**

List direct services and quantity below.

Direct Services Service	Individuals Served By Agency	Individuals Served By Agency
	FY 2016/17 (proposed)	FY 2015/16 (actual)
School & Group Programs	28,502	28,502
Summer Science Camps	759	724
Science Safaris	191	191
Community Events	800	800
<b>TOTAL SERVED BY YSI</b>	<b>30,252</b>	<b>30,217</b>

**Program Funding:** Provide prior year fiscal year actual budget amounts and proposed amounts for new fiscal year.

Program Funding:	FY 2016/17 (requested)	FY 2015/16 (adopted)	Clients:	FY 2016/17 (proposed)	FY 2015/16 (actual)
Town annual funding amount	<b>\$5,000</b>	<b>\$0</b>	Unduplicated annual Los Gatos clients	<b>1,924*</b> Students	<b>1,924*</b> Students
Total annual program budget	<b>\$740,253 (1,082 Programs)</b>	<b>\$740,253 (1,082 Programs)</b>	Total unduplicated annual clients	<b>28,502</b> Students	<b>28,502</b> Students
Town \$ as % of annual total	<b>&lt;1%</b>	<b>0%</b>	Los Gatos clients as % of annual total	<b>7%*</b>	<b>7%*</b>
			Annual services per Los Gatos client	<b>\$26</b> Per Student	<b>\$26</b> Per Student

**\*Represents students at public schools serving the residents of the Town of Los Gatos (private schools not included).**