

## Arts Commission Responsibilities Matrix

Simplified overview of Arts Commission current responsibilities and functions. Includes potential changes depending on Task Force recommendations

Function	Current Staff Role	Current Commission Role	Future Commission Role: Governance Template	Future Commission Role: Advisory Template
<b>Civic Design Review (CDR)</b>  Charter function. Reviews design for municipal buildings and buildings that extend onto municipal land.	<ul style="list-style-type: none"> <li>Determines type of CDR review needed.</li> <li>Administers the program day-to-day.</li> <li>Issues administrative review approvals to eligible projects.</li> </ul>	Civic Design Review Committee: <ul style="list-style-type: none"> <li>5 members; 2 architects, 1 landscape architect.</li> <li>Reviews and approves plans.               <ul style="list-style-type: none"> <li>4-stage review process for projects over \$5m</li> </ul> </li> <li>Adopted CDR guidelines.</li> </ul>	<b>TBD</b> <ul style="list-style-type: none"> <li>Function could remain with the Commission, but is unusual to have this function be part of an Arts Commission.</li> </ul>	<b>No role</b> <ul style="list-style-type: none"> <li>No longer part of Arts Commission (body or department) work.</li> <li>Planning Department staff have required design expertise and could assume this role.</li> <li>May hear reports and updates</li> </ul>
<b>Oversight of the Civic Art Collection</b>  All artworks accessioned by the Arts Commission on behalf of the City and County	Administration of 2% for the arts program. Includes planning and integration of art in capital improvement projects and the care and maintenance of artwork in the Civic Art Collection.	Visual Arts Committee oversees all aspects of acquiring, maintaining or de-accessioning artwork for the Civic Art Collection.	No changes to current state	<b>Advisory role</b> <ul style="list-style-type: none"> <li>May advise on acquisition and de-accessioning of artwork.</li> <li>May hear reports and updates</li> <li>Department Director and staff provide oversight; could delegate final approval of some decisions to BOS.</li> </ul>
<b>Review and approve public art installations</b>	Administration and coordination of art installations on City property or funded with City funds	Visual Arts Committee approves installation designs, locations, and duration.	No changes to current state	<b>Advisory role</b> <ul style="list-style-type: none"> <li>Continue review of public art installations, make recommendations, and allow for public input.</li> <li>May hear reports and updates</li> </ul>
<b>Oversight of gallery installations</b>	Day to day administration and oversight of gallery installations	Approval of expenditures (artists and curators)	No changes to current state	<b>Limited role</b> <ul style="list-style-type: none"> <li>No role in budget approvals.</li> <li>May provide recommendations; hear reports and updates</li> </ul>

Commission Streamlining Task Force | Supplemental material for 12/3/25 meeting

Function	Current Staff Role	Current Commission Role	Future Commission Role: Governance Template	Future Commission Role: Advisory Template
<b>Cultural center oversight and administration</b>	Day to day administration, including: <ul style="list-style-type: none"> <li>Overseeing major capital improvement and seismic renovation projects</li> <li>Coordinating routine maintenance and repair projects.</li> </ul>	<ul style="list-style-type: none"> <li>Oversight of the buildings (maintenance, leases, etc.)</li> <li>Approving uses through RFPs</li> <li>Approves grants and contracts to nonprofits to run programming (leases attached to those grants)</li> </ul>	<b>Some changes to role</b> <ul style="list-style-type: none"> <li>Director may choose to have commission consult/advise on grants</li> <li>Continue to advise on building uses, RFPs</li> </ul>	<b>Advisory role</b> <ul style="list-style-type: none"> <li>May provide recommendations; hear reports and updates</li> <li>Director and staff provide oversight and approval</li> </ul>
<b>Administration of the Public Art Trust, Cultural Equity Endowment, Arts Impact Endowment</b>  Funds from defined sources, set aside for specific purposes	<ul style="list-style-type: none"> <li>Develops grant guidelines, administers RFP process, and manages grants.</li> </ul> For Public Art Trust, may also include management of permanent or temporary art installation.	<ul style="list-style-type: none"> <li>Approves grant guidelines (grant categories, etc.)</li> <li>Approves grant awards at end of process</li> <li>Establishes policies related to programs (e.g. advance payment policies).</li> <li>Approves use of Public Art Trust funds</li> </ul>	No changes to current state	<b>Advisory role</b> <ul style="list-style-type: none"> <li>May provide recommendations; hear reports and updates</li> <li>Because these operate similar to other set-asides, normal administrative processes would then oversee these trusts/endowments.</li> </ul>
<b>Review and approve grants and contracts</b>  Grant programs fund artists, art organizations, and communities.	<ul style="list-style-type: none"> <li>Administers RFP process</li> <li>Day-to-day grants administration</li> </ul>	Final approval after panelists review and select applications <ul style="list-style-type: none"> <li>Grants for artists</li> <li>Grants for special projects</li> <li>Grants for cultural centers</li> </ul>	<b>TBD</b> <ul style="list-style-type: none"> <li>Depends on Task Force decision on contract approval status quo (agendized for 12/12)</li> <li>Director (or BOS depending on amount) is final approver for contracts/grants</li> </ul>	<b>No role</b> <ul style="list-style-type: none"> <li>May hear reports and updates</li> <li>Director (or BOS depending on amount) is final approver for contracts/grants</li> </ul>
<b>Approve Arts Commission budget</b>	Develops proposed departmental budget	Final approval after department develops proposed budget	No changes to current state	<b>No role</b> <ul style="list-style-type: none"> <li>May hear reports and updates</li> </ul>
<b>Department Head hiring/firing</b>	No role	Sole authority to appoint and remove Director	<b>Consultative responsibilities only</b>	<b>No role</b> <ul style="list-style-type: none"> <li>Mayor has authority</li> </ul>