

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Enter into a Two-Year Agreement with the Shoreline Lake Forest Park Arts Council in the Amount of \$120,000 for 2019-2020 to Provide Educational, Arts and Cultural Services
DEPARTMENT:	Parks, Recreation and Cultural Services
PRESENTED BY:	Eric Friedli, PRCS Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City of Shoreline has contracted with the Shoreline-Lake Forest Park Arts Council since 1996 to assist in providing educational and cultural opportunities for the Shoreline community. Since that time, the City and the Shoreline-Lake Forest Park Arts Council have enjoyed a positive relationship serving the Shoreline community with a variety of programs and events that would not be possible without this partnership.

Programs funded by the City and provided by the Arts Council include, but are not limited to, Concerts in the Park, a Children's performance series, the annual Shoreline Arts festival and various workshops throughout the year. The agreement with the Arts Council is for two years (2019-2020) for a cost of \$60,000 per year (\$120,000 total). The scope of work for the Arts Council contract is included in this staff report as Attachment A.

RESOURCE/FINANCIAL IMPACT:

The financial impact for this contract was included in the 2019/2020 Parks, Recreation and Cultural Services budget for \$60,000 each year. City purchasing policies require Council authorization for service contracts exceeding \$50,000.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a two-year contract between the City of Shoreline and the Shoreline-Lake Forest Park Arts Council for two-year maximum amount of \$120,000 to provide educational and cultural opportunities for the Shoreline community.

ATTACHMENTS:

Attachment A: 2019-2020 Shoreline-Lake Forest Park Arts Council Agreement Scope of Work

Approved By: City Manager **DT** City Attorney **MK**

AGREEMENT FOR SERVICES
TO BE PROVIDED BY
SHORELINE-LAKE FOREST PARK ARTS COUNCIL

SCOPE OF WORK AND COMPENSATION

Annually for 2019 and 2020
Contract #9249

This scope of work is intended to provide a general sense of what kinds of programming the Arts Council plans to offer. It is not broken out in terms of funding for itemized programs. The City of Shoreline and the Arts Council are united in sharing a deep commitment to residents for an art-filled city with an abundance of art activities, events, and opportunities.

1. **Cultural Programs and Community Outreach.** The Shoreline-Lake Forest Park Arts Council (“Arts Council” hereafter) agrees to provide the following cultural programs and community outreach for the City of Shoreline citizens:

Shoreline Arts Festival

Two-day summer event presenting a wide variety of arts for all ages, including visual, performing, cultural and literary events, activities, exhibits, and programs and arts installations/happenings before the Festival. Identify the City as a primary sponsor in media releases.

Concerts/Performances in the Parks

Minimum of five evening summer concerts/performances in Shoreline parks and facilities.

Arts & Culture Events

Adult/family programing featuring a minimum of three different events in Shoreline throughout the year. Examples of such programing include: The Shoreline Short Short Film Festival, Create & Make Workshops, Art/Business Workshops, and 6X6NW.

Family Events

Children/family series featuring a minimum of three different events during the winter and spring.

Community Outreach

Respond to and work with a variety of community organizations including the City on arts related projects including:

- Advise and consult with the City, as representative of the arts community, on Public Art projects such as Pop-Up Pianos, Groundswell, Artscape, and other programs as needed.
- Advise and consult with the City on possible live theater at City Hall Campus.

- Offer Community Project Grants to support groups presenting arts projects that benefit the community.
- Maintain a community arts event calendar to help promote art events presented by other organizations, or that are taking place in the community.
- Work with other non-profits like the YMCA, Kruckeberg Botanic Garden, JHP Legacy, KCLS, Shoreline –LFP Senior Center and Shoreline Historical Museum on arts and culture or related arts education projects.

Arts Education

Fund up to 20 teaching artists to work with Shoreline Schools per year to enhance arts education in visual, performing, and literary arts.

Art Exhibitions

Enhance City facilities by making selections available from the Portable Works collection upon 14-days prior request, delivery and install.

2. Performer Contracts/Event Support.

Hamlin Haunt

Support the City’s Hamlin Haunt event with a hands-on art activity during the event.

Holiday Crafts Market

Support the City’s Holiday Market with artist call, artist selection and event management, with the intent of entering into a partnership in supporting the Market from 2020 onward.

3. Collaboration.

- A. The Arts Council agrees to meet no less than four times per year with the City and other community partners to discuss partnership development in programming, marketing and sponsorships.
- B. The Arts Council will provide the PRCS Director and Public Art Coordinator announcements of Arts Council Board meetings, meeting agendas and minutes from Board meetings in a timely fashion.

4. City Regulations. The Shoreline Lake Forest Park Arts Council agrees to comply with all City regulations.

5. Recognition. Identify the City of Shoreline as a primary “co-sponsor” of these programs, defined as follows:

- A. For all printed program promotional materials, appropriately list the words, “with support from the City of Shoreline.” Separate listing will include City logo and standard phrasing. Printed program promotional materials including, but not limited to, posters, signs, flyers, newsletter listing, media advertising, etc. The City recognizes that publications of articles may be subject to edits by the new media, but that the Shoreline-Lake Forest Park Arts Council will make every attempt to acknowledge the City by name.
- B. Inclusion, when appropriate, of the City’s name in City-funded programs in Public Service Announcements, and any other non-print media.

- C. Display of City’s identification banner, or have the City logo included on event banners at outdoor events and give verbal recognition of support at indoor events,
 - D. The Arts Council will be recognized as a collaborator and sponsor on all marking for City arts and cultural events where the Arts Council has provided consultation, collaboration, booking, or marketing.
6. **Marketing and Publicity.** The Shoreline Lake Forest Park Arts Council agrees to assist with marketing of City sponsored arts events, including sharing Calls for Art and featuring City arts events on Arts Council calendar and sharing arts events with Arts Council e-news list. The City’s Public Art Program has two primary art opportunities with no deadlines that can be featured at least quarterly in Arts Council e-news, and social media: “Groundswell,” and “Future Exhibitions”. In an effort to increase program publicity, Arts Council will provide information and photos on upcoming activities for submittal in the PRCS Recreation Guide. PRCS staff will notify the Arts Council well in advance of deadlines.
7. **Showmobile Use.** The Arts Council agrees to allow the City of Shoreline the use of the Showmobile for City sponsored events. The City agrees to provide in-kind labor from the Parks, Recreation and Cultural Services and/or Public Works Department to assist with the transportation, set-up and take down of the Showmobile for Arts Council events in the City of Shoreline.
8. **Compensation.** Annual compensation shall be payable in four equal payments. Each payment shall equate to 25% of the amount approved by the City Council in the annual city budget. Billing Voucher (Exhibit B) shall be submitted each quarter. Requests are to be submitted at the end of March, June, September and November. A completed Program Attendance Form must accompany each Billing Voucher. A Taxpayer Identification Number must be submitted prior to any requests for funds. A yearly narrative of how funds were allocated should accompany the final Billing Voucher in November.