

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Enter Into a Two-Year Contract with the Shoreline-Lake Forest Park Arts Council for 2021 and 2022 in the Amount of \$120,000 to Provide Educational, Arts and Cultural Services
DEPARTMENT:	Recreation, Cultural and Community Services
PRESENTED BY:	Mary Reidy, Recreation and Cultural Services Superintendent
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 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.

This contract with the Arts Council is for two years (2021-2022) at an annual cost of \$60,000 per year, or a total contract cost of \$120,000. 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 is included in the 2021-2022 biennial budget of the Recreation, Cultural and Community Services Department for \$120,000. City purchasing policies require Council authorization for service contracts exceeding \$100,000.

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 in the amount of \$120,000 to provide educational and cultural opportunities for the Shoreline community.

ATTACHMENTS:

Attachment A: Shoreline-Lake Forest Park Arts Council Contract Scope of Work

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

EXHIBIT A
SCOPE OF WORK AND COMPENSATION

Shoreline-Lake Forest Park Arts Council Contract No. 9842
Term: 2021 and 2022

This scope of work includes programs and services this contract supports through unrestricted funding. It is not broken out in terms of funding for itemized programs but rather overall Arts and Cultural Service delivery to the residents of the City of Shoreline. 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, dba: ShoreLake Arts, (“Arts Council” hereafter) agrees to provide the following cultural programs and community outreach for the City of Shoreline citizens. Whenever possible, all programs and outreach will be made accessible to the entire Shoreline community with a focus on equity and inclusion.

A. Programs and Outreach

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 programming featuring a minimum of three different events in Shoreline throughout the year. Examples of such programming include: The Shoreline Short Short Film Festival, Create & Make Workshops, Art/Business Workshops, 6X6NW, and Dia de Muertos Celebration, Underground Holiday Market.

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.
- Promote other arts organizations and events in the community through website and social media.
- When possible work with other non-profits, such as the YMCA, Kruckenberg Botanic Garden, JHP Cultural and Diversity Legacy, King County Library System,

Shoreline-Lake Forest Park Senior Center and Shoreline Historical Museum, on arts and culture or related arts education projects.

Art Exhibitions

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

Arts Leadership

Provide regular updates from meetings as the recognized King County Arts Organization 4Culture for the City of Shoreline (Local Arts Agency -LAA).

City Public Art Plan

Work collaboratively with City Staff to update the City Public Art Plan.

Celebrate Shoreline

Secure main stage performers with the City's approval for the City's Celebrate Shoreline Festival. The City will establish parameters for the booking process and the City will execute the contract and pay the performers.

Hamlin Haunt

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

B. Public Health and Safety

All program and event activities shall be conducted in accordance with COVID-19 guidelines developed by Washington State or the King County Departments of Health in effect at the time of the activity. In addition, all activities should adhere to any proclamations or mandates issued by the Washington State Governor or other governmental officials.

2. 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 Recreation and Cultural Services Superintendent and Public Art Coordinator invitations to attend Arts Council Board meetings, when appropriate ,and provide meeting agendas and minutes from Board meetings.

3. City Regulations. The Arts Council agrees to comply with all applicable City regulations.

4. Sponsor Recognition. The Arts Council shall identify the City of Shoreline as a primary "co-sponsor" of the programs and services provided under this Agreement. This sponsor recognition may include the following:

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 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.
- 5. Marketing and Publicity.** The 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. 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.
- 6. Compensation.** Compensation shall be payable in four (4) equal quarterly payments. The Arts Council shall submit a Billing Voucher (Exhibit B) and a Program Attendance Log (Exhibit C) to be eligible for payment each quarter. Submittals shall be submitted no later than the last day of April (January – March); July (April – June); and January (October – December).
- 7. Reporting.** Quarterly reports denoting Program Attendance, as set forth in Exhibit C, must accompany each quarterly Billing Voucher. A report detailing how funds were expended in the prior year are due with the final quarterly Billing Voucher (due in January of the year following) An annual budget report illustrating organization funding sources and expenditures shall be provided to the City no later than December 31st of each year.