

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 2023-2024 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 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 Parks, special events such as Lantern Festival, the Short Short Film Festival, Dia de Muertos and hands on art projects at community events throughout the year. The agreement with the Arts Council is for two years (2023-2024) for a cost of \$60,000 per year (\$120,000 total). Contingencies are included in this contract based upon the City's Economic Development Office receiving the Port of Seattle Creative Economies grant which would add additional funds for specific items related to the parameters and goals of that grant. 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 2023-2024 Recreation, Cultural and Community Services budget for \$60,000 each year (\$120,000 total). 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 for two-year maximum amount of \$120,000 to provide educational and cultural opportunities for the Shoreline community.

ATTACHMENTS:

Attachment A: 2023-2024 Shoreline-Lake Forest Park Arts Council Agreement Scope of Work

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

**EXHIBIT A
SCOPE OF WORK AND COMPENSATION**

**Shoreline-Lake Forest Park Arts Council/ShoreLake Arts
Contract No. 10528
Term: 2023 and 2024**

This scope of work includes a variety programs and services that is not broken out in terms of funding for itemized programs of services but, rather overall Arts and Cultural Service delivery to the residents of the City of Shoreline. The City of Shoreline and the ShoreLake Arts 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 ShoreLake Arts, dba: ShoreLake Arts, (“ShoreLake Arts” 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 at a free or pay what you can cost to the participant and/or have scholarships available with a focus on reflecting the diversity of the community though equity and inclusion.

A. Programs and Services in Shoreline

Public Festivals, Concerts, and Exhibitions within the City of Shoreline:

- One (1) Lantern Festival
- One (1) Short Short Film Festival
- Four (4) Summer Concerts (one of the four (4) must be held during the Celebrate Shoreline week at a City of Shoreline park or facility)
- One (1) Dia de Muertos Festival
- Free hands-on Art projects at two (2) mutually agreed upon community events per year. (ie. Celebrate Shoreline, Swingin Summer Eve, Hamlin Haunt.....)

B. Contingent Programs and Services

If the City of Shoreline receives grant funding for which the following programs, services, or events are eligible, the Arts Council agrees to the following:

- 1.) Participate in leadership meetings with the City and Shoreline Community College Film program supporting the growth of the media production industry in Shoreline and annually produce the following:
 - Cinema Shoreline: celebration of films made in Shoreline for the local community and area filmmakers.
 - BIPOC Film Project: videos on BIPOC-owned Shoreline businesses produced by BIPOC professionals.
- 2.) Provide the community with a one-day outdoor holiday craft market in either November or December.

C. Public Health and Safety:

All program and event activities shall be conducted in accordance with public health guidelines, including but not limited to COVID-19, developed by Washington State or the King County Departments of Health in effect at the time of the activity.

2. Collaboration.

- A. Meet a minimum of four (4) times a year with community partners and City RCCS staff to maximize marketing for heritage, cultural and art activities. This is in addition to regular communication with RCCS staff on recreation guide submittal information and specific program collaboration.
- B. ShoreLake Arts will provide the Recreation and Cultural Services Superintendent and Public Art Coordinator invitations to attend ShoreLake Arts Board meetings, when appropriate, and provide meeting agendas and minutes from Board meetings.
- C. Provide regular updates from meetings as the recognized King County Arts Organization 4Culture for the City of Shoreline (Local Arts Agency -LAA).
- D. Work collaboratively with City Staff to update the city's Parks, Recreation, Open Space and Art Plan.
- E. Respond to and work with a variety of community organizations, including the City, on arts related projects. Promote other arts organizations and events in the community through website and social media.
- F. Offer Community Project Grants to support groups presenting arts projects that benefit the community.
- G. Work with community agencies to provide hands on youth art classes on a pay as you can basis when possible.
- H. Work with other non-profits, such as 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.

3. City Regulations. The ShoreLake Arts agrees to comply with all applicable City regulations.**4. Sponsor Recognition.**

The ShoreLake Arts 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, in partnership with the City of Shoreline for any program that involves more than discrete financial support. All financially only supported programs must say '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 ShoreLake Arts 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. Have the City logo included on event banners at outdoor events and give verbal recognition of support at indoor events. When possible, display City's identification banner.
- D. The ShoreLake Arts will be recognized as a collaborator on all marking for City arts and cultural events where the ShoreLake Arts has provided consultation, booking, or marketing.

5. **Marketing and Publicity**

The ShoreLake Arts agrees to assist with marketing of City sponsored arts events and Shoreline Film Office partner events, including sharing Calls for Art and featuring City arts events on ShoreLake Arts calendar and sharing arts events with ShoreLake Arts e-news list. In an effort to increase program publicity, ShoreLake Arts will provide information and photos on upcoming activities for submittal in the RCS Recreation Guide. RCS staff will notify the ShoreLake Arts well in advance of deadlines.

6. **Compensation.**

Compensation of \$60,000 per year shall be payable in four (4) equal quarterly payments. The ShoreLake Arts 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); October (July-September) and January (October – December).

If the City receives grant funding for programs, services, or events as contemplated in Section 1(B) above, compensation for those shall be payable as follows and are in addition to the \$60,000 per year compensation:

- A. Cinema Shoreline: \$5,000 per year, payable as follows:
 - i. \$2,500 upon confirmation of venue and date approved by City
 - ii. \$2,500 upon City acceptance of final event report
- B. BIPOC Film Project: \$21,000 per year, payable as follows:
 - i. \$8,000 upon successful completion of RFP and filmmaker selection process
 - ii. \$8,000 payment upon receipt of videos to be completed by September 2021
 - iii. \$5,000 upon receipt of final report
- C.

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.