



Mercer Island Arts Council Regular Meeting

Agenda | December 12, 2018

7965 SE 67th Street, Mercer Island, WA 98040

- 6:30 PM CALL TO ORDER**
- 6:30 PM APPEARANCES**
- 6:35 PM APPROVAL OF MINUTES**
Regular Meeting Minutes, November 14, 2018
- 6:40 PM 2018 BUDGET REPORT, Sarah Bluvas**
- 6:45 PM OFFICER ELECTIONS & COMMITTEE INTEREST FORMS, Chair and Staff**
- 7:05 PM PLANNING FOR 2019, Staff**
Scheduling the 2019 Retreat
Update on the City Budget and Program Changes
Preparing for Goals & Priorities / Program Evaluation Exercises
- 7:15 PM CHAIR REPORT, Rene Stratton**
- 7:20 PM PROGRAM REPORTS, Committee Chairs**
- 7:35 PM OTHER STAFF UPDATES, Sarah Bluvas and Diane Mortenson**
Proposed Recommendations from Boards & Commission Council Ad Hoc Committee
4Culture Creative Consultancy
Handsome Bollards Restoration
- 7:50 PM OTHER BUSINESS**

Arts Council Members

- 1 Jessica Prince
- 2 Candace Chuck
- 3 Gaylene Vaden
- 4 Rene Stratton, Chair
- 5 Amy Barnes
- 6 Matt Lome
- 7 Erin Vivion, Vice Chair
- 8 An Tootill
- 9 Erik Gordon
- 10 Damian Schwiethale
- 11 Xixi Shakes

City Council Liaison

Salim Nice

Staff

Sarah Bluvas
Diane Mortenson

MIVAL Liaison

Claudia Zimmerman

FAAC Liaison

TBD

Next Meeting: January 9, 2019



ARTS COUNCIL MINUTES NOVEMBER 14, 2018

Call to Order

The meeting was called to order by Chair Rene Stratton at 6:34 pm at the Mercer Island Community & Event Center, 8236 SE 24th St., Mercer Island, WA 98040.

Roll Call

Members Present: Candace Chuck, Erik Gordon (arrived at 6:35 pm), Matt Lome (excused at 7:30 pm), Jessica Prince, Damian Schwiethale, Xixi Shakes, Rene Stratton, An Tootill (arrived at 6:35 pm), Gaylene Vaden, and Erin Vivion

Members Absent: Amy Barnes

City Council: Deputy Mayor Salim Nice absent

MIVAL Liaison: Claudia Zimmerman

Staff: Diane Mortenson and Sarah Bluvas

Appearances: None

Minutes:

It was moved by Prince; seconded by Chuck to:

Approve the minutes as presented.

Passed 10-0

FOR: 10 (Chuck, Gordon, Lome, Prince, Schwiethale, Shakes, Stratton, Tootill, Vaden, Vivion)

ABSENT: 1 (Barnes)

2018 Budget Report

Bluvas reported on the 2018 operational budget to actual/pending expenses. As of November 12, \$758.44 remains in the Arts Council's 2018 operational budget.

Update on Park Projects – Paul West, Parks Operations Superintendent

Aubrey Davis Park Master Plan: West presented an overview of the Aubrey Davis Park Master Plan process and timeline, which kicked off earlier in 2018 and will continue into 2019. He reminded members to attend the public forum on the arts, which takes place Thursday, November 29, at 6 pm, at the Mercer Island Community & Event Center.

Luther Burbank Dock & Plaza Project: West also presented about a project to repair the Luther Burbank docks/plaza and requested that the Arts Council consider repairing the *Handsome Bollards* public art installation in conjunction with the dock/plaza repair. Bluvas and West met with Artsite, a firm the City uses for art maintenance and conservation, and awaits a preliminary assessment of needs for the installation.

Update on Town Center Development RFQ Process – Staff

Bluvas and Jessi Bon shared that the City selected two developer finalists for the proposed development at the former Tully's site in Town Center. The finalists will present to City Council on Monday, November 26. Bon also reiterated that the planning and design phase for the proposed development will not begin until the spring.

Public Art Topics – Staff

1% for Art in Public Places Fund: Bluvas led an exercise to clarify any lingering questions about the 1% for Arts fund.

Public Art Story Map: GIS completed the Public Art Story Map, and staff developed an internal process to update the story map and associated master list going forward. Bluvas plans to cancel the City's Collector Systems account, effective at the end of the year, to avoid duplication of systems to manage the public art collection. Please send any errors, edits, questions, etc., regarding the story map to Bluvas.

4Culture Creative Consultancy: 4Culture received more than 80 consultant applicants for this pilot grant program. Staff and Arts Council members reviewed the applications and decided on three consultant candidates to interview. Bluvas, Mortenson, West, Prince, and Vivion will conduct interviews on Friday, November 16. They will update the group on takeaways and next steps at the December meeting.

Update Following the Levy Failure – Jessi Bon, Parks & Recreation Director

Bon updated the Arts Council about impacts to the Parks & Recreation department following the failure of 2018 Proposition 1: Levy Lid Lift. Staff will continue to update the Arts Council as information is available.

Chair Report – Rene Stratton

Mercer Island Gallery Wall Renovations: Barnes e-mailed Chair Stratton, Vivion, and Bluvas to request that the Arts Council revisit the decision to support wall renovations in the Mercer Island Gallery using money from the 1% for Arts fund (Passed 10-0, June 13, 2018).

It was moved by Vivion; seconded by Tootill to:

Rescind the June 13 vote to repaint the Mercer Island Gallery walls for further discussion.

Passed 10-0

FOR: 10 (Chuck, Gordon, Lome, Prince, Schwiethale, Shakes, Stratton, Tootill, Vaden, Vivion)

ABSENT: 1 (Barnes)

The group discussed reasons for maintaining financial support for the wall renovations and reasons for withholding financial support for the wall renovations.

Reasons For:

- The Arts Council has a responsibility to maintain public artworks and the art spaces it manages on the Island.
- The Mercer Island Gallery is one of the primary art spaces managed by the Arts Council, and the group has worked to raise the profile of the gallery in recent years. Ensuring that the appearance of the space is well-maintained will further enhance the gallery.
- The Parks & Recreation department does not have funds available for gallery maintenance.

Reasons Against:

- Funds may be needed for other projects, such as the *Handsome Bollards* restoration, and the Arts Council doesn't currently have a timeline in place to plan for projects.

- The Arts Council needs more information about the current fund balance and projected revenues for the fund in 2019-2020.

Other comments:

- The Arts Council is “doing too much,” so any new projects related to the 1% for Arts program should be more spaced out over time given resources, staff/volunteer capacity, and ability to build awareness about projects.

It was moved by Tootill; seconded by Prince to:

Reinstate approval to use the 1% for Art in Public Places fund to repaint the Mercer Island Gallery walls in 2020.

Passed 5-4

FOR: 5 (Gordon, Prince, Schwiethale, Stratton, Tootill)

AGAINST: 4 (Chuck, Shakes, Vaden, Vivion)

ABSENT: 2 (Barnes, Lome)

Literary – Erik Gordon

Classics on Film: Aljoja hosts four more film screenings this year.

- November 16: *Dangerous Moves* (sponsored in partnership with the Mercer Island Sister City Association)
- November 30: *The Chess Players*
- December 7: *The Seventh Seal*
- December 14: *Queen of Katwe*
 - Lance Rhoades confirmed that both students from the film will attend this screening.

Community Relations – Damian Schwiethale, Chair

No report.

Mostly Music in the Park –Jessica Prince, Co-Chair

2019 Selection Committee: Prince and Lome have begun soliciting bands for the 2019 series and request Arts Council members to participate on the selection committee, which will convene in January or February 2019 to evaluate

Public Art – Erin Vivion, Chair

- Vivion shared insights from the 2018 Art Law Institute, hosted by Washington Lawyers for the Arts.

Gallery – Amy Barnes, Chair

No report.

Special Projects – An Tootill, Chair

ideaX @ Mercer Island Library: The ideaX series wrapped on Saturday, November 10. More than 40 people attended the final workshop about learning the ukulele. Tootill will follow-up with Vicki Heck at the Library for results/takeaways from the series and partnership.

Arts Council Resignation: Tootill plans to step down from the Arts Council following the December meeting.

MIVAL Liaison – Claudia Zimmerman

No report.

Other Business

No other business.

Staff Report – Sarah Bluvas and Diane Mortenson

SeaJAM Festival: Bluvas asked for volunteers to attend performances during the SeaJAM Festival, December 8-9, and represent the Arts Council during the Festival. She recorded the following volunteers:

- Saturday, December 8 – Opening Night with Abraham Inc., 6:30 pm
 - Prince
 - Vivion
- Sunday, December 9 – The LeeVees, 1 pm
 - Prince
- Sunday, December 9 – birds sing a pretty song, 5 pm
 - Schwiethale
 - Chuck
 - Shakes
- Sunday, December 9 – Cathy Ladman, 6:30 pm
 - Gordon
 - Stratton
 - Vaden
 - Tootill

Bluvas will prepare promotional materials for the sponsor table and deliver to Pamela Lavitt. She will also follow-up with more information about issuing tickets.

December Meeting: The Arts Council will hold a short regular meeting and then host a social gathering to the end the year in December. Chair Stratton will send more information about what to bring to the gathering.

Adjournment

Chair Stratton adjourned the meeting at 8:48 pm.

Mercer Island Arts Council - 2018 Operating Budget *(Budget to Actual - As of 12.10.18)*

Expense Area	2018 Budgeted	2018 Actual	2018 Pending	Additions
PR5200: Public Art				
Greta Hackett Outdoor Sculpture Gallery sign	\$ 800.00	\$ 543.00	\$ -	\$ -
Permits	\$ -	\$ 193.64	\$ -	\$ -
Call for Artists - Town Center Banners	\$ -	\$ 184.00		
Public Art Collection signage	\$ -	\$ 290.00	\$ -	\$ -
West Mercer Way mural unveiling	\$ -	\$ 311.76	\$ -	\$ -
Street Banner exhibit at the Chamber of Commerce	\$ -	\$ 65.66	\$ -	\$ -
PR5300: Community Arts Support				
Arts Council Swing Dance	\$ 1,900.00	\$ 2,402.92	\$ -	\$ -
Art Uncorked music performances	\$ 500.00	\$ 800.00	\$ -	\$ -
Support for Youth Theatre Northwest	\$ -	\$ 750.00	\$ -	\$ -
Support for SeaJAM Festival	\$ -	\$ 2,500.00	\$ -	\$ -
Support for Community Dances	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
PR5400: Gallery				
Operating supplies (reception food, etc.)	\$ 1,500.00	\$ 842.25	\$ -	\$ -
Professional services (outdoor gallery installation stipend)	\$ 1,400.00	\$ 400.00	\$ -	\$ -
Musicians at receptions	\$ 1,650.00	\$ 1,050.00	\$ -	\$ -
Advertising	\$ 400.00	\$ 170.00	\$ -	\$ -
Printing	\$ 50.00	\$ -	\$ -	\$ -
Permits	\$ -	\$ 272.30	\$ -	\$ -
PR5500: Literary Program				
Classics on Film honoraria (Lance Rhodes)	\$ 2,750.00	\$ 1,200.00	\$ 1,500.00	\$ -
Classics on Film honoraria (<i>Queen of Katwe</i> students)	\$ 400.00	\$ 400.00	\$ -	\$ -
Event supplies	\$ 50.00	\$ 10.00	\$ -	\$ -
PR5600: Cultural & Performing Arts				
Event supplies	\$ 600.00	\$ 5.26	\$ -	\$ -
Mostly Music in the Park sound engineering	\$ 6,520.00	\$ 4,827.90	\$ -	\$ -
Mostly Music in the Park bands	\$ 6,300.00	\$ 6,750.00	\$ -	\$ -
Shakespeare in the Park performances	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
Poster design	\$ 800.00	\$ 314.60	\$ -	\$ -
Poster printing	\$ 1,500.00	\$ 618.75	\$ -	\$ -
Poster delivery	\$ 500.00	\$ 2,097.64		
Advertising	\$ -	\$ 760.00	\$ -	\$ -
PR5700: Special Programs				
Operating supplies (office supplies, retreat supplies, etc.)	\$ 575.00	\$ 232.20	\$ -	\$ -
Dues & Subscriptions (Collector Systems, STQRY, etc.)	\$ 1,900.00	\$ -	\$ -	\$ -
TOTAL	\$ 38,095.00	\$ 35,991.88	\$ 1,500.00	\$ -
Remaining	\$			603.12

Mercer Island Arts Council Role Descriptions



Arts Council Chair:

1. Presides over all regular and special meetings of the Arts Council.
2. Calls for special meetings as necessary.
3. Appoints chairs of all committees, both standing and ad hoc.
4. Serves as primary Arts Council representative and spokesperson to the City Council, the City at-large, and related entities.
5. Appoints other Arts Council members to specific tasks as he/she deems necessary.
6. Works with staff liaisons to organize the annual MIAC retreat.
7. Appoints replacement committee chairs in the event of a resignation with the confirmation of the entire MIAC.
8. Serves as a member of all committees but need not actively participate in any.
9. May serve as the chair of an ad hoc committee.
10. Ensures that all committee chairs submit their yearly budget requests for the Annual Work Plan and Biennial Budget in a timely fashion to staff liaisons and provides all recap information for the Annual Report.
11. Provides a Chair Report at each scheduled MIAC meeting.

Arts Council Vice-Chair:

1. Presides over all regular and special meetings of the Arts Council in the absence of the chair, until the Chair returns.
2. Assumes the position of the Chair, if the Chair resigns.
3. Chairs one of the MIAC committees.
4. Assists the Chair in the implementation of MIAC goals.

Committee Chairs:

1. Schedule and preside over committee meetings.
2. Oversee completion of program area duties (described in detail in section 3.7 Committee Information) and delegate where necessary.
3. Submit yearly budget requests for the Annual Work Plan and Biennial Budget to staff liaisons in a timely fashion and provide recap information for the Annual Report.
4. Provide a Committee Report as-needed at each scheduled MIAC meeting.

Mercer Island Arts Council Committee Information



Each member of the Arts Council serves as a chair or an associate of a committee. The six committees are detailed below.

Community Relations

This committee manages a variety of efforts related to public relations and community outreach. These may include managing the Arts Council's grant program, providing marketing and promotional support for the Arts Council as a whole, and staying abreast of current technology and social media trends/working with staff to use these tools to advertise programs and events. This committee familiarizes the Mercer Island community with the Arts Council and its programs as well as cultivates communications and networking channels through local publicity resources, the Mercer Island School District, other arts organizations, and art round tables and other events. Community Relations also works with 4Culture, the Cultural Development Authority of King County that funds arts and culture opportunities in the county.

Current Community Relations Chair: Damian Schwiethale

Gallery

This committee manages programming and operations for the Mercer Gallery at the Mercer Island Community & Event Center and the Greta Hackett Outdoor Sculpture Gallery. Projects include coordinating the rotating exhibits and artists' receptions hosted at the Mercer Gallery; working with the Arts & Culture Coordinator to assess outdoor gallery needs and updates; and partnering with the Public Art Committee to manage and update the STQRY public art collection platform. In the past, this committee has featured two co-chairs – one who oversees the indoor gallery and one who is responsible for the outdoor gallery.

Current Gallery Chair: Amy Barnes

Literary

This committee fosters appreciation of literature in the community by sponsoring literary artists, groups, and events. Committee members plan events such as poetry readings, writing workshops, the Classics on Film series, and storytelling events. The committee may also work with the Arts & Culture Coordinator to foster the relationship with Wooden O Theatre, who produces the annual Shakespeare in the Park performances on Mercer Island.

Current Literary Chair: Erik Gordon

Mostly Music in the Park

This committee facilitates the Mostly Music in the Park (MMIP) series, a long-standing tradition on Mercer Island. Supported by generous donations and grants from local and county businesses, service groups, and other organizations, MMIP brings quality music performances

to Mercerdale Park and provides free summertime entertainment to community members. This large and dynamic committee recruits bands, including screening band submissions, curating the lineup, and negotiating fees and performance dates with the selected bands. The group also coordinates at least one volunteer to work each concert and emcees the concerts by introducing bands and making announcements.

Current Mostly Music in the Park Co-Chairs: Matt Lome and Jessica Prince

Public Art

This committee works with City staff, other Boards and/or Commissions, and the Arts Council to manage, showcase, and acquire new artworks for the City's Public Art Collection. Duties include working with the group to identify and select potential sites for new large-scale sculpture or works of art; assisting in updating and following the maintenance plan for the current collection; and partnering with the Public Art Committee to manage and update the STQRY public art collection platform.

Current Public Art Chair: Erin Vivion

Special Projects

The Special Projects Committee manages special programs and projects that arise. These may include Arts Council Anniversary celebrations, the Annual Arts Council Retreat, or other special ad-hoc events and opportunities that develop.

Current Special Projects Chair: An Tootill

Serving on Committees

Arts Council members are encouraged to take on the duties of more than one program area during their four-year term of service to add value both to the Arts Council and to their own individual development. An Arts Council member may serve as chair of one committee for his or her entire four-year term of service, or any yearly increment less than four, at the discretion of the Arts Council Chair and staff liaisons. The Arts Council Chair serves as a member of all committees but need not actively participate in any.

Committee chairs and associates are appointed according to the following process:

- At the December meeting, staff liaisons will distribute the **Committee Interest Form** to members. The form asks members to rank their interest in working on the standing committees.
- Members will return the forms to the Chair elect within two weeks.
- The Chair elect, Vice-Chair elect, and staff liaisons will collaborate to appoint members to committee chair and committee associate positions of the standing committees.

- The Chair elect will announce appointments at the January meeting. Appointed committee chairs serve for one year, beginning with the regular January meeting.

Some committees more than others require seamless transitions between leadership to maintain continuity of programs. In those cases, incoming chairs are encouraged to work with outgoing chairs to maintain consistency and momentum. The Arts Council also values the talents and opinions of both new and experienced members. Committee chairs will have the freedom to implement new ideas in support of the mission of the Arts Council and the specific program area the committee oversees.

If an Arts Council member needs to shift from one committee to another during the year, both affected committee chairs must be consulted before the decision to switch is made.

Additional Information for Officer Elections + Committee Interest Forms

Officer Expectations

- The Chair and Vice-Chair should be able to attend an Executive Team meeting with the staff liaison at least once every other month; we will use this time to review meeting agendas, plan for future meetings, and address any concerns, issues, opportunities, etc., to resolve.
- The Chair and Vice-Chair must attend a training on Robert's Rules of Order and meeting protocol (TBC for early 2019).
- In collaboration with the staff liaison, the Chair and Vice-Chair will lead the process to update/align the Arts Council's goals and priorities and to evaluate current Arts Council program offerings. These areas will be the focus of the Arts Council Retreat, and the Chair and Vice-Chair will be expected to contribute to the planning and preparation leading up to these discussions at the Retreat.

Key Projects/Focus Areas for a Few Committees

- **Public Art:** I would like this committee to focus on two major areas/projects in 2019.
 - Work with staff to update public art processes and develop a long-range (3 to 5 years) spending plan for the 1% for Art in Public Places fund
 - In collaboration with the Gallery committee, serve as the primary Arts Council representatives in the 4Culture Creative Consultancy process
- **Gallery:** As mentioned above, I hope this committee will be very involved in the 4Culture Creative Consultancy process.
- **Community Relations:** I would like this committee to participate in developing and implementing a cohesive brand and message for the Arts Council to build more public awareness and support for the Council's programs and initiatives.
- **Special Projects:** The focus of this committee has been driven by individual interests/projects in the past; however, in 2019, I hope this committee will redirect its focus to stewarding the Certified Creative Districts project on behalf of the Arts Council.

Mercer Island Arts Council Committee Interest Form

The Chair and Vice-Chair elect will use this form to make committee chair and associate appointments for the following calendar year. Please select up to three (3) preferred interests, and rank them in order of greatest preference (1-3).

Name: _____

Current Position: _____

Committee Positions

☐ Mostly Music in the Park Chair

☐ Mostly Music in the Park Associate

☐ Literary Chair

☐ Literary Associate

☐ Gallery Chair

☐ Gallery Associate

☐ Public Art Chair

☐ Public Art Associate

☐ Community Relations Chair

☐ Community Relations Associate

☐ Special Projects Chair

☐ Special Projects Associate

Additional Comments

Notes from Committee Chairs

Gallery – Amy Barnes, Chair

- MIVAL Holiday Show closes this Friday, December 14
- Next exhibit: Northwest Artists in Action Guild, January 7-February 22, 2019
 - We need volunteers to install the show on Saturday, January 5.
- We will meet on Thursday, December 13, at the Community Center to evaluate applications to fill two remaining slots in 2019. Let Amy or Sarah know if you would like to attend.

Literary – Erik Gordon, Chair

- Met with Stesha Brandon from the Seattle Public Library about the annual Seattle Reads event and possibilities for bringing a similar program to Mercer Island

Proposed Recommendations from Boards & Commission Council Ad Hoc Committee

BACKGROUND

The Boards & Commission Council Ad Hoc Committee was created to review the process and determine if a new process should be recommended and implemented for appointments to the Planning Commission, Design Commission and Utility Board.

At the March 6 Council meeting the Committee's charter was changed to:

- Revise the application form and cover page
- Develop membership criteria for Planning Commission, Design Commission and Utility Board
- Develop membership criteria for Arts Council and Community Services Board
- Propose amendments to the code for all boards and commissions for consistency

At the June 9, Mini-Planning Session, the full Council also agreed to:

1. Sunset the Community Advisory Board (formerly the Youth, Senior and Family Services Advisory Board) immediately; and
2. No change to the Mercer Island Library Board (scheduled to sunset on December 31, 2018 per the charter).
3. Revise the application form and cover page
4. Develop membership criteria for Planning Commission, Design Commission, Utility Board, Arts Council and Parks & Recreation Commission
5. Propose code amendments to all boards and commissions for consistency

PROPOSED RECOMMENDATIONS

The Committee and staff met over the summer and fall and are proposing the following changes to the full Council on December 18:

- Creation of a "Membership" section in each boards and commissions chapter to identify: qualifications and representation
- Creation of a "Members" section to identify: number of members, residency requirements, terms, term limits, staff liaisons
- Creation of an "Appointment," "Removal," and "Vacancies" to outline the process for members joining and leaving the board or commission.
- Addition of a "Parks & Recreation Commission" to begin in June 2019.
- Adopting the revised boards and Commissions application which clarifies the application and appointment process.
- Two-term limit for Planning Commissioners
- The "Purpose – Function and jurisdiction" section of the Arts Council code was updated to reflect current practices and values of the group.
- The Arts Council membership has been reduced from 11 to 9 at the recommendation of the Parks & Recreation Director and City Clerk. While the Arts Council is a working board, reducing the number of positions better aligns with other City boards and commissions (which all have 7 positions) and with best practice for advisory boards. Reducing the size of the board will also help focus work and resources where needed.

Chapter 3.55 MERCER ISLAND ARTS COUNCIL

Sections:

- 3.55.010 Established.
- 3.55.0~~32~~0 Purpose – Function and jurisdiction.~~Functions and duties.~~
- 3.55.0~~23~~0 Membership~~Term.~~
- 3.46.040 Meetings – Organization.
- 3.55.040 1% for art in public places fund.
- ~~3.55.050 Staff support.~~

3.55.010 Established.

There is established a municipal arts council for the city of Mercer Island which shall be known as the “Mercer Island arts council.”

3.55.0~~30~~020 Purpose - Functions and jurisdictionduties.

A. The purpose of the Mercer Island arts council is to advise and make recommendations to the city council and any other board or commission of the city on matters including, but not limited to those set forth herein.

B. In fulfillment of its purpose, the duties and responsibilities of the Mercer Island arts council shall be to:~~The activities of the Mercer Island arts council shall include, but not be limited to, the following:~~

1. Develop the arts and culture plan as a component of the city's comprehensive plan and provide recommendations on periodic updates to the plan as directed by the city council.

2. Provide a forum for the community to express their views on arts and culture and serve as a central body to promote, develop, stimulate, and encourage arts organizations, artists and arts participation in the city.

3. Establish guidelines for the commissioning, selection and placement of permanent or temporary works of art in the city.

4. Review the suitability and advise on the acceptance of art works intended as gifts to the city.

5. Participate in the selection of artists and performers for programs and events sponsored by the Mercer Island arts council.

6. Support and foster an arts community that embraces the cultural diversity of its citizens and recognizes their contributions to the cultural landscape, including honoring and featuring local artists.

7. Explore opportunities to obtain private, local, state and/or federal funds to promote arts and cultural opportunities in the city.

8. Facilitate communication and cooperation with existing organizations including schools, businesses, non-profits, art organizations, foundations and other community groups to bring artists and audiences together.

9. Advise on other matters as directed by the city council.

- ~~1. Determination of the method of selection and commissioning of artists and performers for reviewing the design of, execution and placement of, and acceptance of works of art and art performances;~~
- ~~2. Representation of the city's interest in art matters and provision of information to the city council on matters pertaining to the arts;~~
- ~~3. To be a central body to whom art organizations, artists and anyone interested in the advancement of art in the city can come for information or assistance;~~
- ~~4. To provide encouragement and aid to programs for the enrichment of art in the city;~~
- ~~5. Coordination and strengthening of existing organizations in the field of art and the development of cooperation with the schools and local, regional and national art organizations;~~
- ~~6. The exploration of methods of obtaining private, local, state and federal funds to promote works of art and art performances in the city;~~
- ~~7. Initiating, sponsoring or conducting, alone or in connection with other public or private agencies, of public programs to further the development and public awareness of and interest in the arts;~~
- ~~8. To review and make recommendations as to studies, acquisition and construction of cultural facilities and all works of art by the city;~~
- ~~9. To render any advice and assistance in the field of art deemed necessary by the arts council or the city council;~~
- ~~10. To make an annual report to the mayor and city council on behalf of the arts council covering its respective activities for the past year and the recommended scope of activities for the forthcoming year;~~
- ~~11. The arts council shall prepare guidelines and procedures for approval by the city council.~~

3.55.020030 Membership — Term.

A. Qualifications.

1. Applicants who have an interest in the performing, visual, literary and other arts, culture, and heritage programs, projects, and/or events as evidenced by training, experience or actions will be given preference for appointment; however, a broad mix of occupational backgrounds and experiences is desired.
2. An intent of the appointment process shall be to evenly represent the areas of interest as stated above, as well as provide a geographic balance among the members. Appointed members shall represent the public interest and not specific interest groups and reflect the city's diverse community.

B. Members

1. Number. The Mercer Island arts council shall consist of nine members.
2. Residency. City residency is required.
3. Terms. The term of each member is four years and expires on May 31 of the last year of the term or until the member's successor is appointed and qualified. The year of expiration of the terms of the positions shall be staggered with the following groups of positions expiring in successive years: Positions 1, 2 and 3; Positions 4 and 5; Positions 6 and 7; Positions 8 and 9.
4. Term Limits. No member shall serve more than two consecutive terms. If a member is appointed to a vacancy with two or more years remaining on the term, that term will be deemed

a full term. If a member is appointed to a vacancy with less than two years remaining in the term, that term will not count toward the two-consecutive term limit.

5. Staff Liaison. The city manager shall appoint a staff liaison to assist with support services for the Mercer Island arts council. Such staff support shall include, but not be limited to, the development of work plans and schedules, guidelines and procedures, correspondence, and agenda preparation and distribution.

6. Council Liaison. The mayor and deputy mayor shall annually designate one councilmember to serve as a liaison between the city council and the Mercer Island arts council.

C. Appointment. Members shall be appointed by the mayor and deputy mayor subject to confirmation by the city council. Members shall be appointed and confirmed without respect to political affiliations and shall serve without compensation.

D. Removal. Members may be removed by the mayor and deputy mayor, with the concurrence of the city council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absence from more than three (3) consecutive regular meetings. The decision of the city council shall be final and there shall be no appeal therefrom. Members finding themselves unable to regularly attend meetings are expected to resign and notify the chair and staff liaison.

E. Vacancies. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as described previously herein.

~~A. The Mercer Island arts council shall consist of 11 members who shall be appointed by the mayor and confirmed by the city council.~~

~~B. —~~

~~1. The term of membership shall be four years and shall expire on May 31 of the last year of the term. The year of expiration of the terms of the positions shall be staggered with the following groups of positions expiring in successive years: Positions 1, 2, and 3; Positions 4, 5 and 6; Positions 7 and 8; Positions 9, 10 and 11.~~

~~2. Any appointment to a position vacated other than by the expiration of the term shall be to fill only the unexpired portion of the term.~~

~~3. The initial positions for each member shall be determined by the mayor upon appointment and all members shall serve at the pleasure of the mayor.~~

3.46.040 Meetings – Organization.

The Mercer Island arts council shall determine the time and place of its meetings and other rules and regulations, which shall be on file with the city clerk.

3.55.040 1% for art in public places fund.

The Mercer Island arts council shall recommend projects to the city council, using appropriations from qualifying capital improvements projects that are pooled into the 1% for art in public places fund, in accordance with MICC 4.40.200(F) and (H).

~~3.55.050 — Staff support.~~

~~The city manager shall provide staff support services for the Mercer Island arts council. Such staff support shall include, but not be limited to, the development of work plans and schedules, budgets, guidelines and procedures, correspondence, gathering and presentation of information related to arts programs, and the implementation of arts programs approved by the arts council.~~

Updates about 4Culture Creative Consultancy

Program Participation (to-date)

May 2018	<ul style="list-style-type: none"> Arts Council submitted Community Profile to 4Culture
June-August 2018	<ul style="list-style-type: none"> Creative Consultants submitted letters of interest to 4Culture
August 2018	<ul style="list-style-type: none"> 08.08: Arts Council unanimously voted to focus a potential Creative Consultancy project on the Greta Hackett Outdoor Sculpture Gallery and Town Center gateway 08.16: Sarah Bluvas and Diane Mortenson met with Kirsten Taylor to share information about Creative Consultancy program and determined that the project could align with other Town Center developments proposed for/happening in the area 08.22: Sarah Bluvas and Paul West met about the Aubrey Davis Park Master Plan process and determined that the Creative Consultancy program could align with the master plan process 08.27: Jessi Bon supported the decision to continue moving forward in the program, provided that timing continues to align with other planning processes/projects
August 31, 2018	<ul style="list-style-type: none"> Deadline for Creative Consultants to apply 4Culture received 82 artist/consultant applications
September 7, 2018	<ul style="list-style-type: none"> 4Culture sent artist/consultant applications to LAAs for review and directed them to choose up-to five applicants to interview
Sept. 7-Oct. 10, 2018	<ul style="list-style-type: none"> Parks & Rec. staff and Arts Council officers reviewed applications Selected four candidates to interview
October 10, 2018	<ul style="list-style-type: none"> 4Culture notified Creative Consultant candidates about selection for interviews with Mercer Island
Oct. 10-Nov. 16, 2018	<ul style="list-style-type: none"> Parks & Rec. staff created evaluation criteria/rubric for interviews
November 16, 2018	<ul style="list-style-type: none"> Panel of three Parks & Rec. staff and two Arts Council members conducted interviews with George Lee, Ann Marie Schneider, and Lesley Bain from Framework (unable to meet with Scott James due to scheduling conflicts)
November 28, 2018	<ul style="list-style-type: none"> Interview debrief and candidate ranking Submitted candidate preference to 4Culture
November 30, 2018	<ul style="list-style-type: none"> Notified by 4Culture that the City matched with preferred candidate George Lee
Dec. 4-5, 2018	<ul style="list-style-type: none"> Confirmed with Kirsten Taylor and Juliet Vong/HBB Seattle that moving forward in the program still aligned with timing for other planning processes/projects Confirmed with 4Culture the City's desire to move forward with George Lee

Timeline/Next Steps

December 2018	<ul style="list-style-type: none">• 4Culture sends proposal guidelines to LAAs and consultants
January-February 2019	<ul style="list-style-type: none">• Collaborate with George Lee to create project proposal• Known meetings:<ul style="list-style-type: none">○ 01.09: George Lee attends Regular Arts Council Meeting○ 02.07: Open House for Aubrey Davis Park Master Plan process (opportunity to gather community feedback)
February 28, 2019	Proposals due to 4Culture
March 1-8, 2019	4Culture reviews proposals
March 8, 2019	4Culture notifies LAAs of funding decisions

Who should participate in the proposal-writing process?

- Primary participants:
 - Arts Council – Public Art Chair, Gallery Chair
 - Parks & Recreation department – Arts Council liaison, Parks Operations Superintendent, Recreation Superintendent
 - City Manager’s Office – Senior Project Manager
- Other participants (if possible/time allows):
 - Tully’s site developer
 - WSDOT/Sound Transit
 - Town Center residents
 - Town Center businesses/organizations

Proposal Guidelines from 4Culture

Create a Collaborative Proposal

LAA's and their consultant will work together to create a collaborative project proposal, which will be submitted to 4Culture for review. Each consultant will be paid \$1,500 by 4Culture for this work. The **DEADLINE** for collaborative proposals will be **Thursday February 28, 2019**. Proposals will be evaluated by a review panel and allocations finalized by **March 8**. 4Culture will then draft a contract and MOU for the consultant and LAA based upon the scope of the proposal.

Proposal Content

Proposals should consist of a written narrative not to exceed 1,000 words, a project budget, and any relevant media (photos, drawings, etc.) you wish to include. Please Note: Your original letter of interest and work samples will be automatically included with the proposal.

In addition to the general project scope proposals should contain the following:

- Proposed schedule of engagement
- Project goals/Desired outcomes
- Agency staff involved with the project.

Proposals may be submitted in PDF format to: Charlie Rathbun by February 28, 2019 at charlie.rathbun@4culture.org.

Review Criteria

Proposals will be selected for funding based on a panel review process. They will be evaluated based on the following criteria:

- The residency addresses a new issue or innovative approach to existing challenges.
- The proposal outlines a feasible timeline and impactful process.
- Consultant demonstrates experience and understanding of the collaborative process.
- The city demonstrates a commitment and capacity to host the consultancy.

Award and Contracting

If selected, 4Culture may contract with either the consultant or LAA to complete the project outlined in their proposal. Consultants will receive compensation in the following amounts based on the length of their collaboration:

- 6–8 weeks: \$5,000
- 4-6months: \$15,000
- 10–12 months: \$30,000

It is recommended that proposals for 6 to 12 months provide a phased option to allow more flexibility in the allocation process. Matching LAA funds are encouraged but not required.

Award notification will take place by March 8th and contracting and projects may begin.