



ARTS COUNCIL VIDEO MEETING AGENDA

Wednesday, April 14, 2021

Zoom Virtual Platform
8236 SE 24th St | Mercer Island, WA 98040
Phone: 206.275.7706 | www.mercerisland.gov

BOARD MEMBERS:

Chair Erin Vivion
Vice Chair Amy Barnes
Board Members: Anumeha, Erik Gordon,
Xixi Shakes, Suzanne Skone, Gaylene Vaden
City Council Liaison: Salim Nice

LOCATION & CONTACT

Mercer Island City Hall – Zoom Meeting
9611 SE 36th Street | Mercer Island, WA 98040
Phone: 206.275.7706 | www.mercerisland.gov

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the Staff Liaison at least 24 hours prior to the meeting at 206.275.7706.

Virtual Meeting Notice

The virtual meeting will be broadcast live on Zoom and recorded and saved on the City's [YouTube Channel](#)

Join by Telephone at 6:30 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **815 8159 6132** and Password **370163** when prompted.

Join by Internet at 6:30 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **815 8159 6132**; Enter Password **370163**

For the safety and wellbeing of the public and staff, the City strongly recommends that community members attend the meeting by viewing the live feed on Zoom or watching the recording of the video conference on the City's [YouTube Channel](#), which will be available approximately 24 hours after the meeting.

CALL TO ORDER & ROLL CALL, 6:30 PM

APPROVAL OF MINUTES

1. March 10, 2021 Minutes

APPEARANCES

REGULAR BUSINESS

2. Arts Reset Planning – Update on Reset Planning Process and Review of Arts Reset Plan Draft

Recommended Action:

Approve the 2021 Arts Council financial resource request as recommended by staff;

Endorse staff's recommendation to include this request in the April 20th appropriation request to City Council; and

Provide feedback on the Arts Reset Plan draft.

3. 2021 Officer Extensions

4. Public Art Updates

OTHER BUSINESS

5. 2021 Meeting Schedule
6. Submit 2021 Volunteer Hours for [January](#), [February](#), and [March](#)

ADJOURN



ARTS COUNCIL MINUTES

REGULAR VIDEO MEETING

March 10, 2021

CALL TO ORDER & ROLL CALL

Chair Erin Vivion called the meeting to order at 6:37pm.

Anumeha, Erik Gordon, Xixi Shakes, Suzanne Skone, and Gaylene Vaden participated remotely using Zoom (video teleconferencing platform).

Staff members Sarah Bluvus and Ryan Daly, Councilmember Salim Nice, and consultant Emily Moon also participated remotely via Zoom.

APPROVAL OF MINUTES

It was moved by Vivion, seconded by Anumeha to:

Approve the February 10, 2021, Regular Meeting Minutes as presented.

Passed 6-0-1

FOR: Anumeha, Gordon, Shakes, Skone, Vaden, and Vivion

ABSENT: Barnes

It was moved by Vaden, seconded by Anumeha to:

Approve the February 23, 2021, Special Meeting Minutes as presented.

Passed 6-0-1

FOR: Anumeha, Gordon, Shakes, Skone, Vaden, and Vivion

ABSENT: Barnes

PUBLIC APPEARANCES

No public appearances.

STAFF REPORT

Sarah Bluvus, Economic Development Coordinator, reminded the board that the *Island Lanterns* community art project ends on Friday, March 12, 2021. Bluvus is working with MIVAL and other community partners to return lanterns.

REGULAR BUSINESS

1. Arts Reset Planning: Immediate Action Plan and Resource Needs

Bluvus and consultant Emily Moon continued guiding the board in discussion and development of the Arts Reset Plan. Bluvus, Chair Vivion, Vice Chair Barnes, and Councilmember Nice will to further refine ideas and create a budget proposal to present at the April 2021 Regular Meeting.

2. Update on City Projects and Related Public Art Elements

Bluvus provided an update on the Xing Hua development, the Luther Burbank Docks Repair/Reconfiguration capital project, public art maintenance activity/needs, and recent inquiries about future public art projects.

3. 2021 Officer Positions Extension

The board decided (under informal consensus) to postpone this discussion to the April 2021 Regular Meeting.

OTHER BUSINESS

Chair Vivion reminded Board members to report their January and February 2021 volunteer hours.

ADJOURNMENT

The Regular Video Meeting adjourned at 9:02pm.

DRAFT



ARTS COUNCIL STAFF REPORT

Item 1
April 14, 2021
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Arts Reset Planning – Update on Reset Planning Process and Review of Arts Reset Plan Draft	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	<ol style="list-style-type: none">1. Approve the 2021 Arts Council financial resource request as recommended by staff;2. Endorse staff's recommendation to include this request in the April 20th appropriation request to City Council; and3. Provide feedback on the Arts Reset Plan draft.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Sarah Bluvus, Economic Development Coordinator	
COUNCIL LIAISON:	Salim Nice	
EXHIBITS:	<ol style="list-style-type: none">a. Phase 1 Accelerated Resource Plan – DRAFTb. Arts Reset Plan – DRAFT	

SUMMARY

The Arts Council continued its work to develop the Arts Reset Plan at its regular meeting on March 10, 2021. The board discussed and provided feedback on key items proposed by staff and the reset planning consultant for an Immediate Action Plan (IAP). Staff then met with the Arts Council officers and City Council liaison on March 19, 2021, to further refine ideas for and resource requests to implement the IAP. The officers and City Council liaison instructed staff to develop a budget proposal to support the following:

- Present a limited Mostly Music in the Park concert series in late summer 2021
- Reopen the Mercer Island Gallery at the Mercer Island Community and Event Center
- Coordinate a Community Arts Project that reflects on and responds to Mercer Island's COVID-19 experience

Staff planned to present a budget proposal for these IAP items at the April 2021 Regular Meeting. However, recent changes to COVID-19 activity restrictions and more clarity about available financial resources provide the opportunity to consider accelerating the Arts Council's resource request.

PLANNING PROCESS UPDATES

On March 22, 2021, King County moved into Phase 3 of Governor Inslee's Healthy Roadmap to Recovery plan, which allows more activities to resume during the pandemic. Staff has also received more clarity about available financial resources, which prompted the reset planning team to draft resource needs for an accelerated Phase I Resource Plan (Exhibit A) for Recreation and the Mercer Island Community & Event Center (MICEC). The Parks & Recreation Commission endorsed the accelerated plan at its April meeting, and the plan will be presented to City Council on April 20, 2021. As part of that City Council presentation, staff recommend the Arts Council include the following financial requests:

- Appropriate \$20,000 to support operating needs of 2021 arts programs;
- Authorize acceptance of the City's 2021 4Culture Arts Sustained Support grant award of \$10,580; and
- Appropriate the full grant amount to support operating needs of 2021 arts programs

This request results in a total operating budget of \$30,580 to offer Arts Council programs in 2021.

2021 ARTS RESET PLAN DRAFT

Although staff propose making a general financial request on April 20, the Arts Council still needs to articulate its plan for resuming arts programs and services post-pandemic as well as identify the necessary staff resources. The reset planning team anticipates returning to City Council in May to ask for authorization of staffing resources to execute the accelerated Phase 1. This will be the best opportunity for the Arts Council to articulate its staff resource needs and seek support.

During tonight's meeting, the Arts Council will receive a draft of the Arts Reset Plan (Exhibit B) and will be asked to provide feedback in preparation for the April 20 City Council meeting. Staff will return in May to discuss staffing needs and next steps for executing 2021 program offerings (pending authorization of funding).

RECOMMENDATION

1. Approve the 2021 Arts Council financial resource request as recommended by staff;
2. Endorse staff's recommendation to include this request in the April 20th appropriation request to City Council; and
3. Provide feedback on the Arts Reset Plan draft.

Phase 1 Accelerated Resource Plan

The Reset Team has developed a recommended approach to implement and restore recreation services. This recommendation is accompanied by a resource request for programs and services within the Immediate Action Plan and Phase 1 of implementation. Items shown in blue are services recommended by the Parks & Recreation Commission to be included in an accelerated Phase 1 implementation and resource allocation plan.

IMMEDIATE ACTION PLAN AND PHASE 1 SERVICES & PROGRAMS (APRIL – DECEMBER 2021)

Immediate Action Plan Services

Administrative Services (Tier 1):

Implement and coordinate the ongoing administrative functions required for the delivery of recreation services.

Emergency Operations Center (Tier 1):

Continue to support City-wide Emergency Operations functions through the COVID-19 Global Pandemic.

Youth Camps (Tier 2):

Coordinate, implement, and evaluate summer camp programs for 2021. Camp offerings to be conducted and staffed by 3rd party providers.

Athletic Field Rentals (Tier 3 & 4):

Provide athletic field rental opportunities to various groups and individuals.

Boat Launch Permits (Tier 5):

Provide coordination support to the issuance of permits.

Private Annex Leases (Tier 5):

Actively manage MICEC annex lease agreements. Coordinate maintenance, facility improvements and contract extensions as needed.

P-Patch Coordination (Tier 4):

Coordinate P-Patch communications, registrations, and usage.

Special Use approvals for parks (Tier 5):

Review Special Use requests, evaluate resource needs, apply policy guidance and communicate if usage is permitted.

Phase 1

To include all services of Immediate Action Plan.

Maintenance/custodial services (Tier 1):

Coordinate, develop and implement processes and schedules to preserve recreation facilities and equipment.

Gym rentals (Tier 5):

Develop and implement policies and procedures for the coordination and usage of the MICEC gym for rentals.

Community and Events Center facility rentals (exclusive use) – partial scale (Tier 5):

Develop and implement policies and procedures for the coordination and delivery of limited facility rentals at the MICEC.

Inclusion services (Tier 1)

Review and develop required services designed to assist community members with special needs in participating in a program/event.

Scholarship program (Tier 1)

Review, coordinate and implement financial assistance program to provided individuals or households enhanced equity in service access and delivery.

Fitness center and drop-in/self-directed sports (Tier 5/Tier 3)

Develop and implement maintainence and access protocols for public use of the MICEC Fitness center and drop-in sport activities in the gym and game room.

Development of school break programming (Tier 2)

Evaluate, partner, and coordinate opportunities for school break programming.

Development of preschool-aged programming (Tier 2)

Evaluate, partner, and coordinate opportunities for preschool-aged programming.

Development of programming for seniors that are social service-focused (Tier 1)

Evaluate, partner, and coordinate opportunities for socially focused senior programming.

Park Shelter Rentals (Tier 4)

Develop and implement policies and procedures for the coordination and delivery of Park Shelter rentals.

Community partnerships, park permitting, & volunteers (various)

Develop a process of engagement for evaluating, implementing, and coordinating community partnerships to leverage community resources. Develop policies and procedures for park permitting evaluation and implementation. On a limited scale, engage with potential volunteers to utilize as a resource in various program offerings.

MICEC available as gallery space for Arts Council programming (Tier 3)

Coordinate resources and maintain open public hours to assist the Arts Council in the implementation of gallery programing and related services.

RESOURCE ALLOCATION: APRIL 2021 - DECEMBER 2021
Current Approved Staffing Resources (not included in funding request):

- Operations & Transition Team Manager (1.0 LTE)
- Recreation & Operations Coordinator (1.0 LTE)
- Recreation & Operations Coordinator (.75 FTE)
- Recreation Specialist (1.0 LTE)

Additional Staffing Resources to Implement Phase 1/Phase 1 Accelerated:

- 1.75 LTE + 2.5 (LTE)= 4.25 (LTE)
- Casual Labor (8-20 hrs. per week) + Casual (20-80 hrs. per week)

Total funding request for Phase 1 + Phase 1 Accelerated (estimate): \$168,000 + \$208,000 = \$376,000

- Salary/Benefits: \$122,000 + \$202,000= \$324,000
- Landscape/Custodial/Maintenance: \$35,000
- Supplies: \$3,000 + \$3,000= \$6,000
- Marketing: \$5,000 + \$3,000= \$8,000
- Scholarship Program (funds): \$3,000

Estimated Earned Revenue for Services in Immediate Action Plan/Phase 1 Accelerated (Apr.- Dec. 2021):

\$325,000 + \$75,000= \$400,000

2021 Arts Reset Plan

Immediate Program Offerings + Long-Term Reset Approach

Background

The City of Mercer Island (“City”) needs tailored plans to help it emerge from a global pandemic that occurred while the municipality was already reducing programs and services. The reset plan gives the City an opportunity to apply a “zero-based” approach¹ to its programming and budget for recreation, the Mercer Island Community & Event Center (“MICEC”), and arts. The reset will allow the City to align the organizational and programmatic design to its strategic priorities and available resources.

As the emergency continues to evolve, the reset plans need to include ample flexibility. The plans also need to be reviewed periodically and adjusted as conditions and guidance change. The response to this emergency is not sequential. From time to time, the City - like all entities - may need to repeat or take backward steps. Iterative attempts may be required to find the right solution. The City will continue to move on this initial, interim path toward its future state of sustainable services, all while trying to mitigate the impacts of the pandemic.

City staff and the reset planning consultant are working with the Mercer Island Arts Council (“Arts Council”) to develop the arts element of the reset plan. Over four working sessions, the Arts Council identified areas where it would like to focus efforts through the end of 2021, both to provide arts-based programs to the community in the near-term and to plan for the long-term reset of the Arts Council work plan and resource needs. This document outlines the program offerings and long-term planning needs the Arts Council plans to mount in the second half of 2021 as well estimated operating budget needs to accomplish this work.

Notably, this document outlines the potential staffing resources required to assist in executing the outlined programs and projects but does not specify from where those resources will come. Prior to the pandemic, the Arts Council was supported by a full-time Arts & Culture Coordinator, but that position was eliminated due to budget constraints caused by the pandemic. Currently, the City’s Economic Development Coordinator temporarily supports the Arts Council and will continue to do so through 2021. However, a more sustainable staff resource must be identified to support the Arts Council in the long-term. The reset planning team is assisting the Arts Council with quantifying the staff resource need(s), with the goal of securing sustainable staff support by the end of 2021.

¹ In a “zero-based” budgeting approach, income equals expenses, meaning program costs are recovered by program revenue.

2021 Program Offerings

As the Arts Council continues to plan for the long-term reset of City arts programs and services, the board will focus on providing limited offerings of its two most well-known and well-supported programs: Mostly Music in the Park and the Mercer Island Gallery. Additionally, the board aims to engage residents in a community arts project suitable for all ages.

MOSTLY MUSIC IN THE PARK (LATE SUMMER 2021)

Mostly Music in the Park (“MMIP”) was the Arts Council’s longest-running program prior to the pandemic, attracting 300-400 participants each week to enjoy music in Town Center’s Mercerdale Park. As an outdoor event, MMIP provides the opportunity to reconnect community members with the arts while adhering to State restrictions on activities during the pandemic.

In 2021, the Arts Council requests resources to produce a limited series of no more than three (3) concerts in August or September. The Arts Council will form a committee to plan the series in partnership with staff and/or a contracted event coordinator. Additionally, staff support will be needed for marketing assistance and day-of concert operations, including being on-site for sound and band setup, setting up/taking down necessary COVID-19 safety measures, emptying trash receptacles, etc.

Operating Budget Proposal

Performer Fees	\$3,600.00
Sound Engineering	\$3,000.00
Marketing & Promotion	\$4,000.00
COVID-19 Protocols	\$2,000.00
Contract Event Coordinator	\$2,400.00
Total Operating Budget	\$15,000.00

Staff Assistance Required

- Event planning and contracting
- Marketing and promotion
- Concert operations

MERCER ISLAND GALLERY (PENDING REOPENING OF MICEC)

Prior to the pandemic, the Arts Council mounted seven exhibits at the Mercer Island Gallery (indoor gallery) and generated \$10k-\$12k in sales annually. Reopening the gallery during the phased reopening of MICEC not only provides a bright and creative atmosphere to welcome visitors back to MICEC but also will restore a valuable space for local artists to exhibit their artwork. Managing the indoor gallery previously took considerable staff and volunteer time, so the Arts Council suggests contracting with the Mercer Island Visual Arts League (MIVAL) to curate, install/deinstall, promote, and coordinate other

needs for a maximum of three (3) exhibits in 2021. Additionally, staff support will be needed to facilitate installation days, conduct gallery sales, etc.

Operating Budget Proposal

Contract Curator	\$3,000.00
Marketing & Promotion	\$1,500.00
Operating Supplies	\$500.00
Total Operating Budget	\$5,000.00

Staff Assistance Required

- Install and deinstall operations
- Marketing and promotion
- Gallery sales

COMMUNITY ARTS PROJECT (THROUGH END OF 2021)

Arts and artmaking have long been used as tools for creating connection, inspiring optimism, and promoting healing during dark and difficult times. As the community continues to navigate the pandemic, the Arts Council hopes to document residents' individual experiences through a community arts project. This project will be suitable for all ages, open to the entire community, and coordinated in partnership with other community organizations (e.g. MIVAL, YTN, SJCC). It could also culminate in a future major public art project that tells the Mercer Island COVID-19 story and provides space for community members and visitors to remember and reflect. (Note: Any ideas for a future public art project would be explored in the long-term reset planning and would not be intended to be completed in 2021.)

The Arts Council will form a committee to partner with community organizations and staff to coordinate this community project. Additional staff and volunteer support is needed to solicit participants, distribute supplies, etc.

Operating Budget Proposal

Operating Supplies	\$8,000.00
Marketing & Promotion	\$2,580.00
Total Operating Budget	\$10,580.00

Staff Assistance Required

- Project coordination and execution

Long-Term Reset: Programs, Policies, Public Art

The Arts Council will continue to develop a reset strategy for the long-term horizon (2022-2024) with the goal of recommending a flexible work plan to City Council in Q4 of 2021. This plan should address the following:

- Outline of programs/projects the Arts Council proposes to offer in 2022 and respective operating budget request
- Prioritized list of policies the Arts Council plans to update and/or develop to guide future arts-related work (e.g. 1% for Art guidelines, art in private development process, etc.)
- Prioritized list of public art needs (e.g. maintenance and collection safety updates, 1% for Art Fund 6-year spending plan, signage/interpretation plan, etc.)
- Staff resources required to execute the plan

The Arts Council will use regular meeting time and/or assign a sub-committee to develop this flexible work plan as well as engage the local arts community and general residents in creating it.

Staff Assistance Required

- Arts Council meeting preparation and facilitation
- Policy development
- Program evaluation and budget preparation
- Staff transition planning