



ARTS COUNCIL SPECIAL VIDEO MEETING

Wednesday, October 25, 2023 | 6:30pm

BOARD MEMBERS:

Chair: Elizabeth Mitchell
Vice Chair: Suzanne Skone
Board Members: Rosemary Moore, Daniel Becker,
Jonathan Harrington, Hannah Youn, JB Gibson

LOCATION & CONTACT

Zoom Meeting
Phone: 206.275.7600 | www.mercerisland.gov

We strive to create an inclusive and accessible experience. Those requiring accommodation for meetings should notify the Staff Liaison's Office 3 days prior to the meeting at 206.795.8518 or by emailing Katie.Herzog@mercerisland.gov.

Virtual Meeting Notice

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

Registering to Speak: Individuals wishing to speak live during Appearances must register their request with the staff liaison at **206.795.8518** or [email](#) before 4 PM on the day of the Arts Council meeting. Please reference "Appearances" on your correspondence and state if you would like to speak either in person at Mercer Island Community & Event Center or remotely using Zoom. Each speaker will be allowed three (3) minutes to speak.

Join by Telephone at 6:30 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **841 6243 5946** Password **845925** 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 **841 6243 5946**; Enter Password **845925**

Join in person at Mercer Island Community & Event Center at 6:30 PM: Mercer Island Community & Event Center
8236 SE 24th Street.

CALL TO ORDER & ROLL CALL - 6:30 PM

PUBLIC APPEARANCES

DEPARTMENT REPORT

1. Department Report

REGULAR BUSINESS

2. Approve the minutes of the April 19, 2023 Regular Meeting
Recommended Action: Approve minutes.
3. Arts Council Officer Elections
Recommended Action: Appoint a Chair and Vice Chair.
4. Arts Council Bylaws Update
Recommended Action: Adopt the revised Bylaws.
5. Luther Burbank Waterfront Improvements (LBWI) Art in Public Places Project Recommendation
Recommended Action: Recommend the LBWI Art in Public Places Project and Appropriation Request be approved by City Council as part of the construction contract award.

6. 2022 Recreation Division Annual Report
Recommended Action: Receive Annual Report.

7. 2023-2024 City Arts and Culture Workplan Update: Q4 2023
Recommended Action: Receive staff report.

OTHER BUSINESS

8. Arts Council 2024 Planning Schedule Update

ADJOURNMENT

Department Report
Arts Council Meeting
October 25, 2023



City Hall Closure: Accessing City Services

Customer Service Team

(206) 275-7600

CustomerService@mercerisland.gov

(staffed Mon-Fri 8:30a-5:00p, except holidays)

- For the quickest and fastest service, community members should contact the City of Mercer Island Customer Service Team.
- The City’s Customer Service Team can help answer your questions about services, such as service requests, pet licensing, business licenses, or parking permits during the closure of City Hall.
- The Customer Service Team can also assist you in getting connected to other City department teams as needed.



Summer Celebration!



- Summer Celebration returned on July 15 – and fun was had by all!
- The day kicked off with the Community Parade, brought to you in partnership with Island Books, John L. Scott, & Island Treats.
- Activities throughout the afternoon included: live entertainment, food trucks, arts and craft vendors, non-profit and sponsor booths, City department booths, kid’s activities and entertainers and LOTS of sunshine!





- The evening activities were held at Luther Burbank Park – with live entertainment, food trucks, kid’s activities and ended with the fireworks show!

- Special thanks to the Mercer Island School District, who provided shuttles to and from the park. There was also paid parking available at the Community Center, all proceeds benefiting the event.



THANK YOU
SUMMER CELEBRATION
SPONSORS!

THE MERCER
Mercer Island
COMMUNITY
FUND
Parent
Map
Belle Harbour
ISLAND BOOKS
MERCER ISLAND
MARTIAL ARTS
Luther Burbank
Savings
Windermere
REAL ESTATE
MERCER ISLAND
island
treats
Jake
Jacobson

Mostly Music in the Park

- The Mostly Music in the Park series kicked off on Thursday, July 13 and ran for 6 weeks of shows!
- The community enjoyed outdoor concerts at Mercerdale Park, from children’s classic piano to rock ‘n roll!
- Our thanks for the support from 4Culture, The Mercer Island Community Fund, Classic Pianos, Island Treats – who sold s’mores onsite and MIVAL, who provided arts and crafts for kids of all ages!
- It was a fantastic 2023 season!



Shakespeare in the Park

- Shakespeare in the Park returned to the Luther Burbank Amphitheater this summer with 12 shows and amazing crowds throughout July and August.
- This is a long standing partnering between Wooden O, through Seattle Shakespeare Company and we look forward to their return in 2024!



Summer Camps



- We offered **15** different types of camps through community partnerships over 10 weeks which included a wide variety of programming: paddle camps, Youth Theatre NW, Movie Star, Curiosity Camps and Seattle Shakespeare Company.
- Approximately 1,600 kids were enrolled throughout the summer. We will be debriefing outcomes soon and are already planning for summer of 2024!

Trick or Treating in Town Center

Friday, October 27
4 - 6pm

Ghosties, unicorns, superheroes, and more are invited downtown to trick or treat with participating business. Look for the pumpkin decal in the windows!

This free-family-friendly event provides our community with the perfect start to their Halloween festivities!

A map of participating businesses will be posted at:
www.mercerisland.gov/mihalloweekend



Item 1.





PUMPKIN WALK



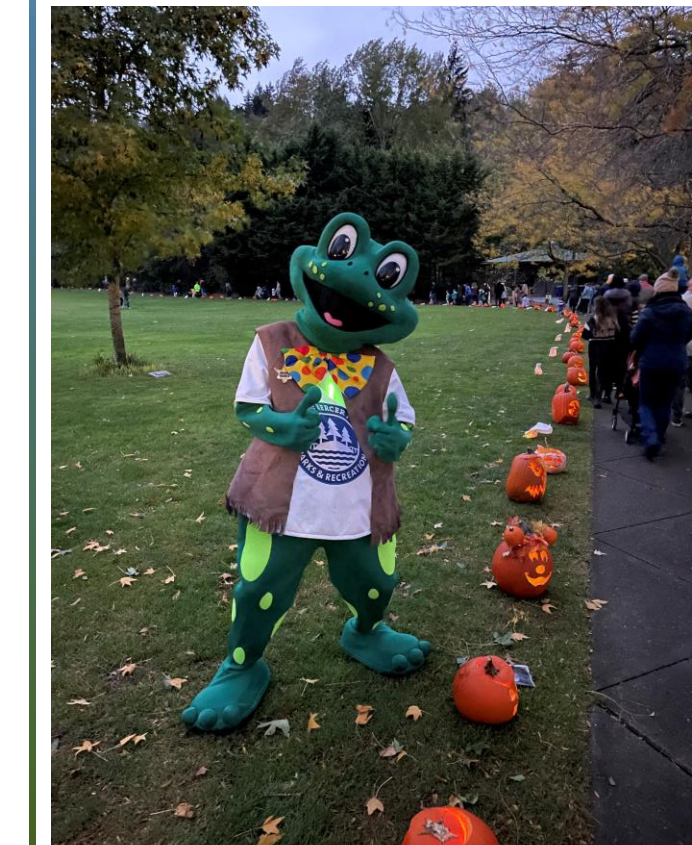
SUNDAY, OCTOBER 29 5 - 8 PM
MERCERDALE PARK

Join a fun, family friendly walk along the Mercerdale loop. The path will be lined with a glowing display of carved pumpkins. Music provided by 88.9, food trucks and more!

WE NEED YOUR PUMPKINS!

Carvers of all ages are encouraged to participate in the display. Carved pumpkins can be dropped off from 12pm - 4pm on the day of the event at Mercerdale Park.

TAKE A PUMPKIN TO CARVE FOR THE WALK!





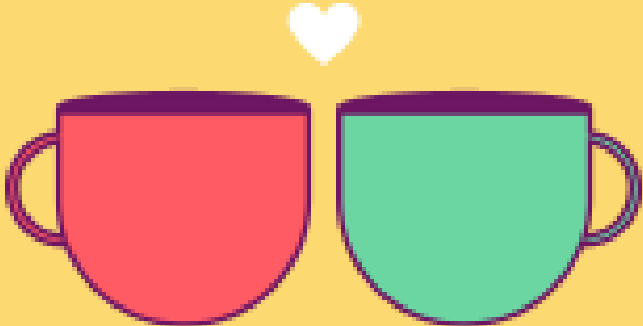
COMMUNITY COFFEE CELEBRATES
HALLOWEEN

9:30am - 11:30am

Costume Parade and Songs at 9:30am

Presented By the Students of Creative Learning Center

Sip 'n' Socialize!
**Community
 Coffee Hour**



**Every Tuesday & Friday
 9:30 - 11:30am**

Mercer Island Community & Event Center

Enjoy FREE coffee & tea and catch up with old friends or new acquaintances. No need to register; just show up, join us for a warm cup of joe, and start your day in a wonderful way.

MIVAL and Sister City Receptions

MIVAL Holiday Show 2023: October 23-December 15

- This years **MIVAL Annual Holiday Show** will be located at the Mercer Island Community & Event Center. The artist reception date is October 26 from 5-7PM. Refreshments and awards to winning artists will be presented.
- Exhibit is available to view during building open hours



SAVE THE DATE

SISTER CITY RECEPTION

TO WELCOME HIGH SCHOOL
STUDENTS FROM THONON LES
BAINS ON EXCHANGE



THURSDAY, OCTOBER 26, 2023
5:30 - 6:30 PM
THE LANDING AT MICEC

REFRESHMENTS WILL BE SERVED

Illuminate MI

- December 1: Tree Lighting & Firehouse Munch
- December 2: Holiday Market at MICEC
- December 7: Menorah Lighting at Mercerdale

- December 9: Girls Scouts Toy Drive
- December 17: Argosy Ship at Luther Beach



Island Lanterns

- The community art project will return this year!
- We will host painting days at the Community Center in January – stay tuned!
- Lanterns will be on display January – March (weather permitting).
- Looking to have displays at Mercedale and the Community Center.



Thank you!





ARTS COUNCIL MINUTES

REGULAR VIDEO MEETING

Wednesday, April 19, 2023

CALL TO ORDER

Chair Elizabeth Mitchell called the meeting to order at 5:32 pm via Zoom Online meeting.

ROLL CALL

Chair Elizabeth Mitchell, Daniel Becker, Jonathan Harrington, Rosemary Moore, and Lalo Bruhl were present for the Arts Council.

Vice Chair Suzanne Skone and Board Member Rachel Blum were absent.

Councilmember Ted Weinberg was present.

Staff present were Recreation Supervisor Katie Herzog, CIP Project Manager Sarah Bluvas, and Recreation Specialist Raven Gillis.

PUBLIC APPEARANCES

No public appearances.

DEPARTMENT REPORT

Katie Herzog, Recreation Supervisor, reported on the following:

- Island Lanterns
- Leap For Green Earth Day Fair – April 22!
- Summer Celebration!
- MIVAL at MICEC
- MICEC cultural events
- Annual Boards & Commissions Recruitment Underway

REGULAR BUSINESS

1. Approval of Minutes

Minutes from the January 18, 2023 Regular Meeting were presented.

It was moved by Becker; seconded by Bruhl to:

Approve the minutes from the January 18, 2023 meeting

Passed: 5 – 0

2. Luther Burbank Waterfront Improvements (LBWI) Art in Public Places – Artist Selection and Funding Allocation Recommendation

Sarah Bluvas, CIP Project Manager, provided an update, and introduced Arts Council Members Becker and Bruhl to provide additional updates.

It was moved by Becker; seconded by Harrington to:

Recommend City Council award the Luther Burbank Art in Public Places to Marsha Rollinger; and appropriate \$50,000 from the 1% for Art in Public Places Fund to develop the project in consultation with Anchor QEA

Passed: 5 – 0

3. 2023-2024 City Arts and Culture Workplan Update: Q1 of 2023

Katie Herzog, Recreation Supervisor presented. Arts Council members received update.

OTHER BUSINESS

4. Arts Council Planning Schedule and Committee Update

Katie Herzog, Recreation Supervisor provided the update to the Arts Council. Arts Council members received update.

ADJOURNMENT

The Regular Video Meeting adjourned at 6:20pm.



ARTS COUNCIL STAFF REPORT

Item 3
October 25, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Arts Council Officer Elections	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Appoint a Chair and Vice Chair	

STAFF:	Katie Herzog - Recreation Supervisor
COUNCIL LIAISON:	Ted Weinberg
EXHIBITS:	

SUMMARY

The purpose of this staff report is to present the process for the election of officers for the Mercer Island Arts Council.

BACKGROUND

The [Arts Council Bylaws](#) provide information on officer terms, duties, and the election process.

Per the bylaws, the term of office for Chair and Vice Chair is one year with the possibility of re-election. Each officer may serve a maximum of two consecutive terms. The election of officers takes place annually in July. Due to the Arts Council July meeting cancelation, elections will take place at the October 25, 2023 meeting.

DISCUSSION/PROCESS

Tonight, the Arts Council will elect a Chair and Vice Chair by utilizing the following process to elect new officers:

- Place motion to elect Chair and Vice Chair on the agenda.
- Take nominations for the position of Chair from the floor.
- Nominations do not require a second vote.
- If no further nominations, the Chair declares nominations closed.
- Voting takes place in the order nominations are made.
- If there is only one nomination, board members will vote on that nomination by a voice vote.
- If there is more than one nomination, each will be voted on separately by a roll-call vote of the members present.
- Once a nominee receives a simple majority vote, the nominee is declared elected to the position.
- If none of the nominees receive a majority vote, nominations are requested again, and the process is repeated until a candidate receives a majority vote.
- The process is repeated for Vice Chair.

NEXT STEPS

Following the election of officers, the new officers will immediately assume their respective roles. The Staff Liaison will assist in the transition as desired by the newly elected Chair.

RECOMMENDED ACTION

Appoint Chair and Vice Chair.



ARTS COUNCIL STAFF REPORT

Item 4
October 25, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Arts Council Bylaws Update	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Adopt the revised Bylaws	

STAFF:	Andrea Larson, City Clerk Katie Herzog, Recreation Supervisor
COUNCIL LIAISON:	Ted Weinberg
EXHIBITS:	1. Draft Arts Council Bylaws

SUMMARY

The purpose of this staff report is to align the Arts Council (Bylaws) with those of the other boards and commissions of Mercer Island and to seek the Arts Council’s adoption of the revised Bylaws (Exhibit 1).

BACKGROUND

In 1985, the Arts Council originally adopted Bylaws in accordance with Mercer Island City Code 3.55.040, which reads, in part: “The Arts Council shall determine the time and place of its meetings and other rules and regulations.” The Bylaws were reviewed and/or amended each year thereafter. The most recently amended version of the Bylaws were adopted in [July 2022](#).

Since the onset and sunset of the COVID-19 Pandemic, several internal procedures have been modified to meet current needs and address outdated or new practices. At the request of the City Clerk’s office, all board and commission bylaws will be reviewed and updated to address these changes and to ensure consistency. Significant changes include:

- 1. City Council Rules of Procedure, City Code, and State Law**
The Legislature recently amended the Open Public Meetings Act (OPMA), which requires a physical meeting location even if all meeting participants are remote. Additionally, appearances are now a requirement of all public meetings. The Bylaws were amended to address the changes in the OPMA and align with City Council Rules of Procedure, City Code, and state law.
- 2. Training and Elections**
Training requirements were added to address Code of Ethics and the Open Government Trainings Act. The election process for the Chair and Vice Chair was also revised to align with the City Council election of the Mayor and Deputy Mayor.
- 3. Meetings and Agenda Preparation**

Consistent with Council Rules of Procedure, sections on remote attendance, the “order of meeting agendas,” and printed agenda materials were added.

4. Arts Council Protocols

Like City Council, a section on Arts Council Protocols was added to address appearances, discussion, decisions, no surprises, and prohibited conduct.

5. Appendices

Consistent with the Council Rules of Procedure, appendices were added to address the following:

- Parliamentary Rules and Motions
- Arts Council Code of Conduct
- Arts Council - Staff Communication Guidelines
- How does the City use Nextdoor.com?

6. Housekeeping

Staff reviewed the Bylaws at length and language was updated throughout the document to correct scrivener errors, formatting, and reflect changes to staff titles, clarify references, gain consistency amongst the advisory board and commission bylaws, and align with City Council Rules of Procedure as appropriate.

RECOMMENDED ACTION

Adopt the revised Bylaws

MERCER ISLAND ARTS COUNCIL BYLAWS



ADOPTED
XXXX XX, 2023

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DRAFT

SECTION 1. PURPOSE – FUNCTION AND JURISDICTION

- 1.1** Pursuant to Mercer Island City Code (MICC) 3.55.020, the Arts Council shall serve in an advisory capacity to the City Council and any other board or commission on matters of the City and have the following duties and responsibilities:
- A.** 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.
 - B.** 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.
 - C.** Establish guidelines for the commissioning, selection and placement of permanent or temporary works of art in the City.
 - D.** Review the suitability and advise on the acceptance of art works intended as gifts to the city.
 - E.** Participate in the selection of artists and performers for programs and events sponsored by the Mercer Island Arts Council.
 - F.** Support and foster an inclusive arts community that embraces the cultural diversity of its citizens and recognizes their contributions to the cultural landscape, including honoring and featuring local artists.
 - G.** Explore opportunities to obtain private, local, state and/or federal funds to promote arts and cultural opportunities in the City.
 - H.** Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, art organizations, foundations and other community groups to bring artists and audiences together.
 - I.** Advise on other matters as directed by the City Council.

SECTION 2. MEMBERSHIP AND TRAINING

2.1 Qualifications.

- A. 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.
- B. An intent of the appointment process shall be to evenly represent the areas of interest as stated above and reflect the city's diverse community. Appointed members shall represent the public interest and not specific interest groups.

2.2 Members.

- A. **Number.** The Arts Council shall consist of seven members, serving in nonpartisan positions.
- B. **Residency.** City residency is required.
- C. **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.
- D. **Term limits.** Preference shall be given to applicants who have served fewer than two full 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. In the event there are two or more applicants for a position, and an applicant has previously served two full consecutive terms, preference shall be given to the applicant(s) who has not previously served two full consecutive terms.
- E. **Staff liaison.** The City Manager shall appoint a staff liaison to assist with support services for the 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.
- F. **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.

- 2.3 **Appointment.** Appointments to the Arts Council will be made by a vote of the City Council during a regularly scheduled City Council meeting. Members shall serve without compensation.

2.4 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 absences from more than three 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.

2.5 Training.

- A. Code of Ethics.** All board and commission members are required to attend a Code of Ethics training provided by the City Attorney's office, regarding [MICC Chapter 2.60](#) and [Chapter 42.23 RCW](#).
- B. Open Government Trainings Act.** The Open Government Trainings Act enacted by the 2014 Legislature requires every member of a governing body subject to OPMA to receive in the fundamentals of the Open Public Meetings Act (OPMA), Public Records Act (PRA), and records retention requirements. Training must be completed no later than 90 days after assuming their duties. These trainings may be completed before assuming office, and each member must take a refresher course at least every four years.
- C. Violation of Open Government Trainings Act.** Those members that fail to complete the required training within 30 days' notice by the City Clerk will be referred to the Mayor and Deputy Mayor. Members found in violation of the OGTA may be removed for neglect of duty/just cause in accordance with Section 2.4 of the Bylaws and MICC 3.55.030(D).

SECTION 3. ARTS COUNCIL ORGANIZATION

3.1 Election of Chair and Vice Chair. The Arts Council shall elect a Chair and Vice Chair for a term of one year from among themselves at its July Arts Council meeting, or as soon as possible thereafter, or upon vacancy or resignation of the Councilor filling the Chair or Vice Chair position. The Staff Liaison shall conduct the elections for Chair as follows:

- A. Any Councilor may nominate a candidate for Chair; no second is needed.
- B. Nominees may accept or decline the nomination.
- C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the Staff Liaison to cast a unanimous ballot for that nomination for Chair. Approval is by majority vote of Commissioners present.
- D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
- E. To be elected, the nominee needs a majority vote of the Arts Council.
- F. Elections will continue until a Chair is elected by a majority vote of the Arts Council.
- G. The Staff Liaison shall declare the nominee receiving the majority vote as the new Chair.

This process is repeated for the election of the Vice Chair.

3.2 Duties of Officers.

A. Chair. The Chair serves as the Presiding Officer and acts as chair at all meetings of the Arts Council. The Chair may participate in all deliberations of the Arts Council in the same manner as any other member and is expected to vote in all proceedings unless recusing themselves. The Chair does not possess any power of veto.

In consultation with the Vice Chair, the Chair appoints Councilors to serve as liaisons to ad hoc committees.

B. Vice Chair. The Vice Chair serves as the Presiding Officer in the absence of the Chair and assumes the responsibilities of the Chair when needed. If both the Chair and Vice Chair are absent, the Chair will appoint another Councilor to serve as acting Chair. If the Chair fails to appoint an acting Chair, the Councilors present shall elect one of its members to serve as Presiding Officer until the return of the Chair or Vice Chair.

C. Presiding Officer. The Presiding Officer shall:

- 1. Preserve order and decorum during Arts Council meetings;
- 2. Observe and enforce these Rules;

3. Call the meeting to order;
4. Keep the meeting to its order of business; and,
5. Recognize Councilors in the order in which they request the floor. The Presiding Officer, as a Councilor, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilors.

3.3 Filling an Arts Council Vacancy. If a vacancy occurs in the office of Councilor, the City Council will follow the procedures outlined in Section 8 within the [City Council Rules of Procedure](#).

DRAFT

SECTION 4. MEETINGS

Pursuant to [MICC 3.55.040](#), the 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.

4.1 General Meeting Guidelines.

- A. **Open Public Meeting Act.** All Arts Council meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the Arts Council shall be open to the public.
- B. **Meetings.** All meetings as described in Section 4.2 may be held in-person, remotely, or as a hybrid, to the extent permitted by law.
- C. **Meeting Cancellation.** Any future Arts Council meeting may be canceled by a majority vote of the Arts Council. The Chair or Vice Chair may cancel an Arts Council meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- D. **Quorum.** Four members of the Arts Council shall constitute a quorum and are necessary for the transaction of Arts Council business. In the absence of a quorum, the members present shall adjourn that meeting to a later date.
- E. **Minutes.** The Staff Liaison (or authorized designee) shall attend all regular and special Arts Council meetings and keep an account of all proceedings of the Arts Council (minutes) in accordance with the statutory requirements RCW [42.30.035](#). The minutes from previous meetings will be posted on the City website in draft format prior to Arts Council meetings as part of the Arts Council packet. Councilors are encouraged to inform the Staff Liaison of any errors or proposed changes in advance of the meeting. If a Councilor wishes to make any corrections (except scrivener) to the minutes, they must make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the Arts Council has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.
- F. **Arts Council Meetings Code of Conduct.** The Arts Council Meetings Code of Conduct is attached as [Appendix B](#) to these Rules, which outlines acceptable behavior while in an Arts Council Meeting.
- G. **Attendance.** Attendance at regular and special meetings is expected of all Arts Council members.
 - 1. **Absence.** Any member anticipating absence from a meeting should notify the Chair and Staff Liaison from the Recreation Division.
 - 2. **Chronic Absences.** Chronic absences of any member may be referred by the Arts Council to the Mayor for a public hearing pursuant to Section 2.5

of these bylaws. "Chronic," for the purposes of this section, means unexcused absences from more than three consecutive meetings within a 12-month period.

H. Remote Attendance. Remote attendance by a Councilor who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:

- 1. Notice:** A Councilor shall contact the Chair and the Staff Liaison at least one day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the Staff Liaison has called the roll at a meeting, the Chair shall indicate any Councilor attending remotely, which will be noted in the minutes. If joining after roll call, the Staff Liaison shall note the time the Councilor joined and, if before adjournment, when the Councilor left in the minutes.
- 2. Remote Attendance Requirements:**
 - a.** Remote attendance by a Councilor shall be through the City's preferred teleconferencing platform.
 - b.** A Councilor's camera should be turned on when participating in the meeting.
 - c.** A Councilor attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
 - d.** A Councilor attending remotely must be able to hear public comment or testimony and staff's presentation in real time.

I. Roll Call Voting. All Arts Council voting will be done by roll call. Once a motion has been made, seconded, and discussion has concluded the Chair will ask the Staff Liaison to call the roll. The Staff Liaison calls the roll, and each Councilor, as their name is called, answers "aye" or "nay," or "abstain" if they do not wish to vote, and the Clerk notes the answers. Councilors shall refrain from additional comments about the motion or their vote when voting. If the vote count is not clear, the Staff Liaison reads the names of those who answered in the affirmative, and afterwards those in the negative, and then those who answered "abstain," and the Chair announces the result and the vote is recorded in the minutes of the meeting. .

4.2 Types of Meetings

All meetings of the Arts Council shall be conducted in accordance with these bylaws, Mercer Island City Code, and Washington state law. Where these bylaws fail to provide otherwise, the meetings shall be conducted in accordance with parliamentary rules and procedures in the most current edition of Robert's Rules of Order.

- A. Regular Meetings.** The Arts Council's regular meetings will be held on the third Wednesday of the month once each Quarter (January, April, July, and October) at 5:30 P.M in the Mercer Island Community & Event Center (8236 SE 24th Street, Mercer Island). Meetings will be held in a hybrid format including both in person and remote attendance using a videoconferencing platform. If any Wednesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 5:30 p.m., on the first business day following the holiday, or on another day designated by a majority vote of the Arts Council.
- B. Special Meetings.** A special meeting is any Arts Council meeting other than a regular Arts Council meeting. Notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special Arts Council meeting may be scheduled by the Chair, or in their absence, the Vice Chair, the Recreation Manager, Chief of Operations, or the City Manager. Final disposition cannot be taken on any matter not included on the special meeting notice.

4.3 Order of Regular Arts Council Meeting Agenda

- A. Call Meeting to Order & Roll Call.** The Chair calls the meeting to order. The Staff Liaison will take roll call and record names of those present and absent in the minutes.
- B. Appearances (Public Comment).** During the Appearances section of the regular meeting agenda, members of the audience are invited to address the Arts Council regarding any matter, or campaign-related matters. Each person wishing to address the Arts Council should register with the Staff Liaison by 4 p.m. on the day of the Arts Council meeting. When the speaker's name is called, the speaker will give their name and city of residence for the record and shall limit their comments to three (3) minutes. No speaker may convey or donate time for speaking to another speaker. The Chair may allow speakers to comment on individual agenda items at times during any regularly scheduled Arts Council meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the Arts Council as a whole, and not to individual Councilors or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Arts Council, may be requested by the Chair to leave the meeting. Pursuant to state law, the Arts Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions).

The Staff Liaison will summarize all public comments in the minutes. The Arts Council does not respond to comments made at a meeting; however, the Staff Liaison may follow up with the speaker as appropriate.

- C. **Staff Liaison's Report.** The Staff Liaison will discuss the meeting schedule and report on significant activities since the last meeting; provided, however, that Councilors may not enter into debate or discussion on any item raised during the Staff Liaison's Report.
- D. **Special Business.** Special Business may include Chair and Vice Chair Elections, review of bylaws or other presentations to the Arts Council.
- E. **Regular Business.** Regular Business items are all other regular Arts Council business, including but not limited to staff presentations and reports requiring Arts Council review including making recommendations to City Council.
- F. **Other Business.**
 - 1. **Absences.** The Arts Council will note upcoming Councilor absences and make a motion to excuse or not excuse a Councilor's absence.
- G. **Adjournment.** With no further business to come before the Arts Council, the Chair adjourns the meeting.

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SECTION 5. AGENDA PREPARATION

- 5.1 Agenda Setting.** In collaboration with Arts Council leadership an agenda shall be prepared and distributed by the Recreation Division to each member not less than 5 calendar days prior to the date of the meeting at which such agenda is to be considered. The agenda shall be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and other materials as may pertain to the agenda.
- 5.2 Agenda Modification.** All meetings shall be conducted in accordance with the agenda. To the extent it does not violate public notice requirements, a Regular Agenda may be modified, supplemented, or revised at the beginning of the meeting by an affirmative vote of the majority of Arts Council members present. The Arts Council, by a majority vote, can add matters for discussion to a Special Meeting agenda; however, in accordance with the OPMA, final disposition cannot be taken on any matter not listed in the special meeting notice.
- 5.3 Agenda Materials.** All agenda materials will be posted to the City's website and a link to the online packet will be emailed to an established mailing list by 5:00 p.m. no later than the Friday prior to the meeting, in accordance with section 4.1. If the deadline cannot be met, the Arts Council and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up at the Customer Service Counter upon Councilor request, with 24 hours' notice.

SECTION 6. ARTS COUNCIL PROTOCOLS

- 6.1 Governance and Procedures.** All Arts Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* and by these Bylaws. Examples of parliamentary rules and motions are shown in [Appendix A](#) to these Bylaws. In the event of a conflict, these Bylaws shall control. The Staff Liaison shall answer questions of a parliamentary nature that may arise during an Arts Council meeting. The Staff Liaison shall decide all questions of interpretations of these Bylaws.
- 6.2 Appearances (Public Comment).** The Arts Council agrees to adhere to the following protocols during Appearances:
- A. The Arts Council shall listen attentively to the speaker's comments.
 - B. The Arts Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions.
 - C. The Arts Council shall not engage in debate or discussion with any individual but Councilors may be recognized by the Chair to ask the speaker clarifying questions.
- 6.3 Discussion Protocols.** The Arts Council agrees to adhere to the following protocols for Arts Council discussion and debate:
- A. Be courteous and professional at all times.
 - B. Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
 - C. Be recognized by the Chair before speaking.
 - D. Be respectful of staff.
 - E. Speak in turn after being recognized.
 - F. Do not personally criticize other Councilors who vote against or disagree with you.
 - G. Do not be repetitive in your arguments or discussion.
 - H. Respect each other's differences, honor disagreements, vote and move on.
- 6.4 Recommendations.** The Arts Council's goal is to provide a consensus recommendation to the City Council and any other board or commission of the city; in all cases, however, a majority vote is taken.
- A. To document the recommendations of the Commission, the Recreation Division staff shall include the facts and the motion that was made for the final recommendations in the agenda bill that is presented to the City Council.
 - B. A Councilor is never required to state reasons for a dissenting vote; provided, however, that any member of the Arts Council shall have the right to state the reasons for their dissent from, or protest against, any action of the Arts Council. Such statement shall be noted in the minutes along with the record of the vote in the following format: "Councilor XX verbally stated their reasons for voting in the minority on this matter." No other statement is proper or will be allowed to be recorded in the minutes of the meeting.
 - B. The Chair has the responsibility to present the recommendations to the City Council on behalf of the Arts Council when requested by either the Arts Council or City staff.

C. Councilors recognize that they are part of an advisory body. As such, when the Arts Council has voted to recommend an agenda item, the members shall not contact staff to encourage actions inconsistent with such Arts Council recommendation or take other action adversely impacting staff resources.

D. Councilors, who voted on the prevailing side, may bring any approved recommendation up for reconsideration, only on the same day that the vote was taken, and immediately following Arts Council review and approval of such agenda item, before the Arts Council has moved on to other items. The Arts Council's goal is to make final recommendations and not to revisit or reconsider such decisions. (See [Appendix A](#) for more details).

- 6.5 No Surprises.** Councilors should use best efforts to contact the Staff Liaison to advise of emerging issues. Generally, Councilors agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and City staff at least 48-hours advance notice to review any written proposal. To provide staff the necessary preparation time, Councilors will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting.
- 6.6 Prohibited Conduct.** In addition to the requirements applicable under RCW Chapter 42.23, which establishes the minimum standards for officials, officials shall be subject to the City's Code of ethics as provided within MICC Ch. 2.60.

SECTION 7. AMENDMENTS TO BYLAWS

These bylaws may be amended by a majority vote (4 votes) of the entire membership of the Arts Council.

Date Approved by Arts Council

Arts Council Chair

Attest:

City Clerk

Date filed with City Clerk

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APPENDIX A PARLIAMENTARY RULES AND MOTIONS

1. Following the presentation of the item and questions of staff, a motion should be made before the Arts Council begins discussion to frame and guide the discussion.
2. If a motion does not receive a second, it dies and will not be included in the minutes. Motions that do not need a second include: nominations, withdrawal of motion, request for a roll call vote, and point of order.
3. When making motions, be clear and concise and do not include arguments for the motion within the motion.
4. No comments may be made or heard until there is a second on the motion.
5. After a motion and second, the Chair will indicate the names of the Councilors making the motion and second.
6. When the Arts Council concurs or agrees to an item that does not require a formal motion, the Chair will summarize the agreement at the conclusion of the discussion. Councilors may object to such summary if any feel the summary does not reflect the Arts Council's consensus.
7. If the maker of a motion wishes to withdraw their motion, the Chair shall ask the Arts Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the Arts Council will vote whether the motion can be withdrawn. The text of the withdrawn motion and the fact of its withdrawal will not be included in the minutes.
8. A **motion to table** is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
9. A **motion to postpone to a certain time** is debatable as to the reason for the postponement but not to the subject matter of the motion, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future regular or special Arts Council meeting.
10. A **motion to postpone indefinitely** is debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote.
11. A **motion to call for the question** shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
12. A **motion to amend** is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

13. Motions that cannot be amended, include motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
14. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
15. The motion maker, Chair, or Staff Liaison should repeat the motion prior to voting.
16. All votes of the Arts Council will be conducted by roll call voting.
17. When voting, Councilors will reply with “aye,” “nay,” or “abstain” and shall refrain from additional comments about the motion or their vote.
18. At the conclusion of any vote, the Chair will announce the results of the vote.
19. A Motion requires a majority of the quorum to pass.
20. A motion that receives a tie vote is deemed to have failed.
21. When a question has been decided, any Councilors who voted in the majority may move for reconsideration.
22. A **motion for reconsideration** can only be made by someone who voted on the prevailing side, and it must be made on the same day that the vote to be reconsidered was taken. All action that might come out of the original motion is stopped at the time that reconsider is made and seconded.

APPENDIX B ARTS COUNCIL MEETING CODE OF CONDUCT

The Mercer Island Arts Council welcomes the public to the Arts Council meetings and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe during Arts Council meetings. Audience members will be expected to treat all attendees with respect and civility.

1. **Appearances Ground Rules:**

Appearances is the time set aside for individuals to speak to the Arts Council about any issue during an Arts Council meeting. The ground rules are:

- A. Each person wishing to address the Arts Council should register with the Staff Liaison by 4 p.m. on the day of the Arts Council meeting.
- B. Please (1) speak audibly, (2) state your name and city of residence for the record, and (3) limit your comments to three minutes.
- C. The Arts Council does not respond to comments made at the meeting, but the Staff Liaison may follow up with the speaker if needed.
- D. Comments must be addressed to the entire Arts Council, not to individual Councilors, staff members, or the audience.
- E. Audience members shall refrain from applause, comments, or disapproval of individuals' comments.
- F. Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Arts Council, may be requested to leave the meeting.
- G. The Arts Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions), pursuant to state law.

2. **General Rules:**

- A. Please silence cell phones, computers, tablets, and cameras while in the Arts Council meetings.
- B. Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

APPENDIX C ARTS COUNCIL-STAFF COMMUNICATION GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Arts Council's policies and priorities consistent with the Arts Council goals. The following are general guidelines to help facilitate effective communications between the Arts Council and City staff.

1. Channel communications through the appropriate City staff.

While any staff member is available to answer Councilor questions and requests for information, the Recreation Division (Rec) Staff Liaison is the primary information liaison between the Arts Council and City staff. Questions of staff should be directed to the Staff Liaison. When a Councilor makes a request to a particular staff member, it is important to inform/copy the Staff Liaison. In addition, staff will inform/copy the Staff Liaison when responding so that the Staff Liaison is aware of the Councilor's requests and needs.

2. All Councilors should have the same information with which to make decisions.

When one Councilor has an information request, the response will be shared with all members of the Arts Council so that each member may be equally informed.

3. Depend upon the staff to respond to concerns and complaints as fully and as expeditiously as practical.

A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

4. Code Compliance Complaints.

The Community Planning and Development Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form, and fill it out as completely as possible.

Go to <https://www.mercerisland.gov/cpd/webform/code-compliance-request-form> to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org. You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.

5. Complaints/Concerns Directed to Arts Council.

The Arts Council may receive public letters or emails directly. Due to limited staff resources to handle the amount of correspondence, if a response is warranted, appropriate or necessary the Staff Liaison or designee will direct the correspondence to the appropriate staff member. Correspondence related to matters outside of the purview of the Arts Council will be directed to the appropriate staff by the Staff Liaison or designee. Councilors should not respond to correspondence that is outside of the purview of the

Arts Council. On occasion, a letter or email is directed specifically to a Councilor. The Councilor should forward the correspondence to the Staff Liaison or designee to provide a response (if a response is warranted, appropriate, or necessary).

6. The Arts Council provides recommendations – City staff is responsible for administrative functions and City operations.

The purpose of the Arts Council is to serve in an advisory capacity to the City Council and any other board or commission of the City and have the following duties and responsibilities pursuant to Mercer Island City Code 3.55.020

- A. 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.
- B. 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.
- C. Establish guidelines for the commissioning, selection and placement of permanent or temporary works of art in the City.
- D. Review the suitability and advise on the acceptance of art works intended as gifts to the City.
- E. Participate in the selection of artists and performers for programs and events sponsored by the Mercer Island Arts Council.
- F. Support and foster an inclusive arts community that embraces the cultural diversity of its citizens and recognizes their contributions to the cultural landscape, including honoring and featuring local artists.
- G. Explore opportunities to obtain private, local, state and/or federal funds to promote arts and cultural opportunities in the City.
- H. Facilitate communication and cooperation with existing organizations including schools, businesses, nonprofits, art organizations, foundations and other community groups to bring artists and audiences together.
- I. Advise on other matters as directed by the City Council..

The primary functions of staff are to forward the Arts Council recommendations to City Council and keep the Arts Council informed. Staff is obligated to take guidance and direction only from the Staff Liaison, Department Director, or City Manager.

Individual Councilors shall not knowingly or willfully interfere with the administration of City business including, but not limited to: coercing, or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, permits, or public records requests, and the interpretation and implementation of the Arts Council policy.

7. **To provide the Arts Council with timely information, Councilors should submit questions on agenda items to the Staff Liaison and Chair in advance of the Arts Council meeting.**

Councilors are encouraged to submit their questions on agenda items to the Staff Liaison and Chair as far in advance of the meeting as possible so that staff can be prepared to respond before or at the Arts Council meeting. Having a practice of “no surprises” between the Arts Council and City staff and vice versa fosters a productive working relationship.

8. **Respect the will of the “full” Arts Council.**

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilors. However, if a request reaches a certain degree of workload, it will need to come before the “full” Arts Council. The Staff Liaison will consult with the Director and City Manager with the request to determine when it is appropriate to bring it before the full Arts Council for discussion and recommendation.

9. **Depend upon the staff to make independent and objective recommendations.**

Staff is expected to provide its best professional recommendations on issues, provide information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and/or Councilors. When this occurs, please refrain from attacking the messenger. Staff respects the role of the Arts Council in its advisory capacity to the City Council.

10. **The Staff Liaison and staff will transmit Arts Council recommendations to the City Council as accurately as possible.**

Staff will assist the Chair in preparing the written recommendation. The Chair will be provided the opportunity to address the City Council to verbally transmit the recommendation. Staff seek to accurately describe the Arts Council’s legislative review process and recommendation.

11. **Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.**

All critical comments about staff performance should be made only to the Staff Liaison or Director through private correspondence or conversation.

12. **Seeking political support from staff is not appropriate.**

The City is a non-partisan local government. Neither the staff liaison nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., Staff Liaison, the Chief of Administration, Chief of Operations, and City

Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

13. Support life-family-work balance.

In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff will respond to nonemergency emails or phone messages during business hours only.

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APPENDIX D HOW DOES THE CITY USE NEXTDOOR.COM?

NextDoor is a nationwide platform designed to encourage civil neighbor-to-neighbor interaction and discourse online, focused on highly local topics. The City joined NextDoor in October 2014 and uses its account to make general announcements, advertise meetings, solicit public engagement, provide crime and storm updates, highlight achievements, and more. The platform does not function in the same manner as the City's other social media outlets (i.e., Facebook, Twitter, Instagram). NextDoor is not a City-controlled page, but rather a private membership network that functions more like an online community bulletin board. The City merely has an official presence on the platform via its "Agency Account," but by design, NextDoor tightly limits Agency Accounts in important ways.

Most notably, the City can only see its own posts and replies to them, while ALL other neighbor-to-neighbor content is hidden. This is intended to prevent eavesdropping by the City on local discussions. The last name of anyone replying to a City post is just replaced with an initial and is not spelled out.

In addition, because the City is required to maintain public records of social media to comply with the Public Records Act, the City uses ArchiveSocial to backup Facebook, Instagram, Twitter, YouTube, and other accounts to retrieve records if requested. Unfortunately, NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor makes it extremely difficult and potentially risky for Councilors and staff to post about City business or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period.

If Councilors post on NextDoor about official City business, they **must** capture the text of the original post and all comments. If they comment on a post, they must capture the original post, all comments before AND after their comment. The Staff Liaison can provide additional guidance regarding public records retention requirements for NextDoor posts/comments.



ARTS COUNCIL STAFF REPORT

Item 5
October 25, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Luther Burbank Waterfront Improvements (LBWI) Art in Public Places Project Recommendation	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Recommend the LBWI Art in Public Places Project and Appropriation Request be approved by City Council as part of the construction contract award.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Sarah Bluvas, CIP Project Manager	
COUNCIL LIAISON:	Ted Weinberg	
EXHIBITS:	1. <i>Mercer Island Medallions</i> Final Concept for Approval UPDATED 10.25.23	

SUMMARY

SUMMARY

On [May 16](#), the Mercer Island City Council appropriated \$50,000 from the 1% for Art in Public Places Fund (1% fund) and authorized the City Manager to execute an artist agreement with Marsha Rollinger to complete Phase 1 of the Luther Burbank Park Waterfront Improvements Art in Public Places project. During the special Arts Council meeting on October 25, Rollinger, City staff, and members of the Mercer Island Arts Council Public Art Committee will present the final concept for 12 bronze medallions, which will be inlaid at the Luther Burbank waterfront during construction in 2024 (Exhibit 1). Staff ask the Arts Council to recommend that the City Council accept Rollinger’s designs and appropriate \$80,000 (\$75,000 from LBWI 1% contribution and \$5,000 from existing 1% fund) to complete fabrication and installation of the medallions and other art elements. This recommendation will be transmitted to the City Council as part of the construction contract award package.

BACKGROUND

The [Luther Burbank Waterfront Improvements \(LBWI\) capital project](#) is a major capital project to redesign and renovate the waterfront and docks at Luther Burbank Park. Construction is expected to begin in 2024 and will include replacement of the south piers, renovation of the north pier, expansion of the cobble beach, renovation of the waterfront plaza, stabilization of the Boiler Building, and other improvements.

This capital project is expected to generate a significant contribution to the 1% for Art in Public Places Fund (1% fund), and the Mercer Island Arts Council has been engaged throughout the process to determine how to use those anticipated public art dollars at the site. A timeline of Arts Council participation in this process is provided below.

August 6, 2020 – LBWI Design Charrette

An Arts Council representative participated in the initial Design Charrette hosted by City staff and the design team. The meeting collected input on four design areas – docks, breakwater, access, and placemaking. This input informed the development of the LBWI conceptual design. ([Video Recording](#))

September 14, 2021 – Special Arts Council Meeting

City staff and the design team presented an overview of the LBWI project and design progress to the Arts Council and sought input related to integrating the existing *Handsome Bollards* installation into the waterfront redesign. The Arts Council's feedback informed the 30% design, which was approved by the City Council on March 1, 2022. Additionally on September 14, the Arts Council learned about opportunities for integrating public art and/or placemaking elements into the final design. This discussion included potential themes, locations, and types of art/media that could be pursued using the project's 1% fund contribution. (Reference 09.14.21 Special Meeting Materials: [Agenda Packet \(Item 3\)](#) | [Video Meeting Recording](#))

September 14, 2022 – Special Arts Council Meeting

Staff provided the Arts Council a primer on the 1% fund and the related Art in Public Places Program (AIPP). At staff's request, the Arts Council reestablished the Public Art Committee, and Arts Councilmembers Daniel Becker and Suzanne Skone were appointed to the committee to collaborate with staff to steward public art projects. The Arts Council also received a presentation from the LBWI design team and discussed the preferred themes for types of artwork/media for the project as well as the process for engaging an artist in subsequent design phases. The Public Art Committee was tasked with working with staff to develop the Request for Proposals (RFP) for integrated art elements for the LBWI project. (Reference 09.14.22 Special Meeting Materials: [Agenda Packet \(Items 1 and 2\)](#) | [Video Meeting Recording](#))

January 18, 2023 – Arts Council Meeting

The Public Art Committee met three times from October 2022 to January 2023 to draft the RFP for integrated art elements for the LBWI project. After discussing the solicitation and selection process, the Arts Council approved the RFP for distribution. (Reference 01.18.23 Meeting Materials: [Agenda Packet \(Item 3\)](#) | [Video Meeting Recording](#))

April 19, 2023 – Arts Council Meeting

Staff and Arts Council Member Daniel Becker, the Chair of the LBWI Artist Selection Panel, presented the results of the artist selection process and sought the Arts Council's recommendation to award the project to artist Marsha Rollinger. The Arts Council voted to recommend to the City Council to award the project to Rollinger and appropriate \$50,000 from the 1% fund to develop the final concept in consultation with the design team. (Reference 04.19.23 Meeting Materials: [Agenda Packet \(Item 3\)](#) | [Video Meeting Recording](#))

PUBLIC PARTICIPATION PROCESS

Throughout summer 2023, Rollinger gathered community input to develop unique icons and phrases that represent themes identified in collaboration with the LBWI design team and the Arts Council:

- Local indigenous peoples' history
- Human powered boat construction as an artform
- Nautical themes
- Local/regional geography and natural history
- Mercer Island heritage/history at the site

Islanders provided input in-person at three community events – Mercer Island Farmers Market (June 25), Summer Celebration (July 15), and Mostly Music in the Park (August 10) – as well as on Let's Talk via the

Share Your Ideas tool at <https://www.mercerisland.gov/medallions>. Many community groups were also asked to share information and participate, including:

- Mercer Island Historical Society
- Mercer Island Visual Arts League (MIVAL)
- Stroum Jewish Community Center (SJCC)
- Mercer Island Chamber of Commerce
- Friends of Luther Burbank Park
- Mercer Island School District
- Mercer Island Preschool Association (MIPA)
- One MI
- Mercer Island Sister City Association
- Mercer Island Rotary Club
- Mercer Island Community Fund
- Mercer Island Boys and Girls Club

The artist also met directly with representatives from the Mercer Island Historical Society, MIVAL, MIPA, and Friends of Luther Burbank Park.

Wednesday's presentation will include images and highlights from the public participation process.

DEVELOPMENT OF FINAL MEDALLION CONCEPTS AND OTHER ART ELEMENTS

Rollinger used the community input collected throughout the summer to develop 12 individual bronze medallions that will be inlaid in the pavement at the renovated waterfront plaza. The designs were reviewed and refined through meetings with the City Manager and staff; the Public Art Committee; and representatives from the Historical Society, MIVAL, and Friends of Luther Burbank Park. The resulting works of art offer the viewer opportunities to discover the cultural, historical, and environmental landscape of Luther Burbank Park, Mercer Island, and the Lake Washington region. The medallions will be installed at the end of waterfront construction (tentative late 2024), and the pieces will also be added to [STQRY](#), the City's mobile platform for public art engagement.

The design team and Rollinger also identified three other integrated art components that foster vertical interest and extend the artist's visual aesthetic throughout the plaza area, creating continuity and cohesion at the site. These elements will be discussed during the meeting and include:

- Light pole fixture – Arts Council to choose 1 of the three figures.
- Vinyl decals for the Boiler Building – Includes salmon figures and park signage
- Kiosk art embellishments – Metal artwork that will be installed on top of the two-panel kiosk

Finally, Rollinger is also developing the historical bronze plaques that will be installed at the Boiler Building and other locations of interest throughout the park. These plaques are part of a new interpretive program developed in partnership with the Mercer Island Historical Society and funded by a grant from the Washington State Historical Society's Heritage Capital Project grant program. Viewers will be able to learn more about sites by scanning a QR code that links to STQRY. An example of the plaques is provided in the agenda packet to demonstrate their alignment with Rollinger's other designs.

PROJECT BUDGET UPDATE + APPROPRIATION REQUEST

This public art project is divided into two phases. The Phase 1 budget was \$50,000 and encompassed the design of the medallions and related artwork as well as work to integrate the artwork into the overall project design. These funds were appropriated from the existing 1% fund balance by the City Council on May 16. Phase 2 includes fabrication and installation of the medallions, light pole fixture, building decals, and kiosk embellishments. The budget for Phase 2 is outlined below.

LBWI ART IN PUBLIC PLACES PROJECT PHASE 2 BUDGET	
Bronze Medallions + Plaques	
Fabrication (medallions)	\$63,000
Fabrication (plaques)	\$13,000
Installation coordination	\$2,000
Documentation	\$1,500
Contingency	\$2,500
Light Pole Fixture	
Fabrication (Salmon)	\$3,600
Fabrication (Woodpecker)	\$1,000
Fabrication (Kingfisher)	\$1,300
Installation	\$2,000
Vinyl Decals	
Salmon (6 decals)	\$700
Luther Burbank Park sign	\$800
Installation	\$1,500
Kiosk Art Embellishments	
Fabrication	\$2,400
TOTAL	
w/ Salmon light pole fixture	\$93,000
w/ Woodpecker light pole fixture	\$90,400
w/ Kingfisher light pole fixture	\$90,700

The anticipated 1% fund contribution from the LBWI capital project is \$75,000, and the bronze historical plaques will be funded through the Heritage Capital Project grant referenced earlier in this staff report. This leaves \$2,700 to \$5,000 to fill in the project budget if the Arts Council wishes to add the additional art elements to the design package.

Staff recommend appropriating an additional \$5,000 from the existing 1% fund to include all the additional art elements in the design package, bringing the total Phase 2 budget funded from 1% fund dollars to \$80,000. The current 1% fund balance as of October 18 is \$105,936.

If recommended by the Arts Council, the Phase 2 work will be included in the contract for construction of the entire waterfront project, which will be bid in Q1 2024 and in Q2 2024.

RECOMMENDED ACTION

Recommend the LBWI Art in Public Places Project and Appropriation Request be approved by City Council as part of the construction contract award.



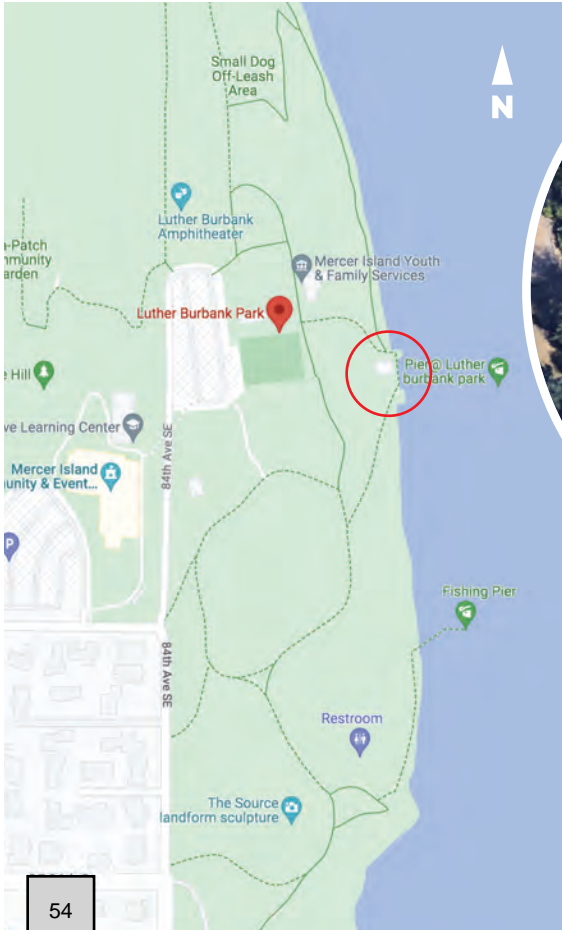
Mercer Island Arts Council | October 25, 2023 meeting
Designs by Marsha Rollinger

Project Summary & Location



Through various events, meetings, and other methods of community outreach, artist Marsha Rollinger and the City of Mercer Island worked together to collect input from the public on what they felt makes Mercer Island and Luther Burbank Park special to them. Input came in the form of words, stories, images, and poems. Marsha then created 12 unique medallion designs based on the responses received.

These designs, presented today, will be cast in bronze and set into the new Luther Burbank Park dock plaza paving as part of the renovations there. The bronze medallions are three different sizes: (4) 18", (4) 24" and (4) 30".



The bronze medallions will be installed in the plaza area paving next to the Luther Burbank Park Boiler Building.

Mercer Island Medallions



Mercer Island Medallions

12 total unique bronze inlays

★ = 18" (qty. 4)

▲ = 24" (qty. 4)

◆ = 30" (qty. 4)

Community Engagement



Print materials were designed and posted in various locations containing info about the project, the outreach events, and a QR code linking to the Mercer Island Let's Talk webpage. City of Mercer Island social media platforms also helped spread the word.

IN-PERSON EVENTS: Mercer Island Farmers Market
Summer Celebration
Mostly Music in the Park

COLLABORATORS: Friends of Luther Burbank Park (Sue Stewart & Judith Roan)
Mercer Island Historical Society (Jane Meyer Brahm & Terry Moreman)
Mercer Island Visual Arts League (Anne Hritzay)
Mercer Island Preschool Association (Fan Yuan)

Posters and A-Boards

MERCER ISLAND MEDALLIONS

Help us make a splash at the Luther Burbank Park waterfront!

Join the City and local artist Marsha Rollinger in creating unique bronze medallions for the Luther Burbank Park waterfront plaza.

Share your ideas for artwork designs by attending a community event or submitting on Let's Talk.

Scan the QR code for more information or visit www.mercerisland.gov/medallions

2023 COMMUNITY EVENT SCHEDULE

SUNDAY JUNE 25	SATURDAY JULY 15	THURSDAY AUGUST 10
10:00am - 3:00pm	11:00am - 4:30pm	6:30pm - 8:30pm
Mercer Island Farmers Market	Summer Celebration	Mostly Music in the Park
7700 SE 32nd St.	Mercerdale Park 3009 77th Ave SE	Mercerdale Park 3009 77th Ave SE

This public art project is funded by the 1% for Art in Public Places Fund. Learn more about public art on Mercer Island at www.mercerisland.gov/publicart.

Postcards

2023 COMMUNITY EVENT SCHEDULE

SUNDAY, JUNE 25
10:00am - 3:00pm
Mercer Island Farmers Market
7700 SE 32nd St.

SATURDAY, JULY 15
11:00am - 4:30pm
Summer Celebration

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Have Fun Coloring!

Stickers

Coloring pages

Business cards

Mercer Island Medallions



Mercer Island Medallions



LET'S TALK
MERCER ISLAND



IM
3 months ago

2 dogs sitting on the beach watching the sunset with a stand-up paddleboard next to them

This can symbolize the power of friendship, our island beaches, and the large number of dogs on the island. Idea and art by Sofia and Romy, 3rd graders who live here on the island.

Community engagement for the Luther Burbank Docks & Waterfront Art in Public Places project has concluded. The artist will present her designs based on community input to the Arts Council on October 25. Meeting details will be shared on Let's Talk when available.

LhonMI
4 months ago
The dragon from dragon park with kids playing.

Islander
4 months ago
Teacher teaching in a classroom
Education is so important - let's memorize it

Adrienne Van Strander
4 months ago
Farmers Market, Music in the Park, MI Summer Celebration, Art Uncorked
Depict events that provide a backdrop for shared memories for man...

Maddie
4 months ago
Tentacles coming out of the water and onto the dock

IM
3 months ago
2 dogs sitting on the beach watching the sunset with a stand-up paddleboard next to them

Evelyn
4 months ago
Hands together

Sarah Bluvax
4 months ago
We want to hear from YOU!

MH
4 months ago
Apple trees
I grew up on the island next to 2 families who homesteaded their ...

Carolyn Boatsman
3 months ago
Songbirds feed only insects, esp. caterpillars to nestlings. Chickadees bring 1000/day to nest. STRICTLY local native plants feed the bugs. Caterpillars, and strictly local native plants, e.g. ocean spray...

mijslandinfo
4 months ago
Cyclomates bike statue & info re: Fran Call, former MI teacher and Citizen of the Year

DNR
4 months ago
A "splash pad" at Luther Burbank park for kids- there is none on the island.
Art sculpture of kids swimming/ canoeing and enjoying the lake

Judith
3 months ago
A bronze medallion depicting the Bald Eagle

DNR
4 months ago
Pickle ball players, pea patch gardeners, kids on zip-line on playground, theatre stage performance, fireworks show
Activities at Luther Burbank

SandyBrownGlass
4 months ago
Some concepts that we brainstormed with 3-5th graders in 2016 for Luther Burbank Playground Mosaics:
Things that grow: Trees, Flowers/Things in the water: Fish, sail ...

Bald Eagles are seen and heard daily at Luther Burbank Park

Mercer Island Medallions

The Designs





This medallion is an educational piece featuring phases and stages, focusing on the life cycle of salmon.

Starting at the center and moving outwards, this design includes:

- Sun or water waves (interpretation is up to the viewer)
- Moon phases—the moon has an effect on nature—creating tides, etc.
- Salmon life stages with terms



This medallion represents two aspects of Mercer Island—the indigenous peoples’ belief the island would sink every night, and the sunken forest(s) off the island’s coastline.

Starting at the center and moving outwards, this design includes:

- Moon and stars
- Underwater trees with fish swimming among them



This medallion honors education and schools on Mercer Island, past and present.

Starting at the center and moving outwards, this design includes:

- Sun icon for "school days"
- Apples, textbooks and pencils represent education at the Boys Parental School at Luther Burbank Park, and all of the schools on Mercer Island
- Architecture from the 1890 East Seattle School building
- A mushroom shape is "hidden" above the graduation cap as an homage to "The Mushroom" building at Mercer Island High School that was torn down in 1997
- Graduation caps
- Mascots from each of the six public schools on the island: snail, wolf, owl, lion, eagle, and gator



This medallion pays homage to all of the people throughout history that have walked the land of Mercer Island.

Starting at the center and moving outwards, this design includes:

- A spiral—one of the oldest shapes in the ancient world that has many symbolic meanings: passage of time, growth, rebirth, change, etc. It is also the shape of eddies and whirlpools
- Trigrams, a geometric shape often used in indigenous Pacific Northwest peoples' artwork—here with the spiral they look like a sun
- Gooseberries, relating to the Lushootseed word *TsEjtsEjka'bats* for Mercer Island meaning "place where gooseberries grow"
- A haiku submitted by poet Kalehua Kim (bio at kalehuakim.com)
- Footprints, relating to the haiku title as well as people who have, and do, walk upon this land. As an "easter egg" the footprint above the poem's title contains the shape of Mercer Island



This medallion features some of the beloved arts and events at Luther Burbank Park.

Starting at the center and moving outwards, this design includes:

- Music notes (Summer Celebration)
- Fireworks (Summer Celebration)
- Theater comedy and tragedy masks (Shakespeare in the Park)
- *The Source* (public art piece)
- *Handsome Bollards* (public art piece)



This medallion celebrates play and friendship—making memories in the special places on Mercer Island.

Starting at the center and moving outwards, this design includes:

- Hearts (love, connection, kindness)
- Dogs at the docks or Calkins Point, watching the sunrise or sunset—many dogs live on the island and play together at the off-leash area of Luther Burbank Park, etc.
- *Kenton's Dragon* at Deane's Children's Park (Dragon Park), showing past and present versions of the dragon's face
- People holding hearts (community, friendships and togetherness—people working together saved and helped establish parks and other special places on Mercer Island)



This medallion honors the gardening and farming aspects of the Boys Parental School at Luther Burbank Park, as well as the Community & Event Center pea patch and Farmers Market.

Starting at the center and moving outwards, this design includes:

- Sunflower and leaves
- Slugs, a maligned garden dweller
- Pigs, cows and chickens that were raised by the students at the Boys Parental School at Luther Burbank Park
- Earthworms—a gardener's friend
- Various things found or grown in the island's gardens, farms and orchards: fruits, vegetables, milk, bugs, flowers, etc.
- As an "easter egg", three plants attributed to Luther Burbank are side by side in this design: Shasta daisy, Russet Burbank potato and the Himalayan blackberry



This medallion highlights the Great Blue Heron, which can be seen daily at Luther Burbank Park and in other natural places on Mercer Island.

Starting at the center and moving outwards, this design includes:

- Flower
- Great Blue Heron with fish
- Anchors



This medallion features several elements from Mercer Island's rich history.

Starting at the center and moving outwards, this design includes:

- Sun (relates to *Dawn*, below)
- Rowboats—early means of travel around the island
- *Dawn* passenger ferry
- Calkins Hotel architecture
- The Roanoke Inn sign shape
- Trees and logging saws



This medallion celebrates the water-related activities seen and participated in at Luther Burbank Park and other places on Mercer Island.

Starting at the center and moving outwards, this design includes:

- Oars
- Sailboats
- Kayaks
- Fish and life preservers



This medallion is a tribute to Mercer Island's wonderful natural spaces and the creatures who live there.

Starting at the center and moving outwards, this design includes:

- Blackberry
- Ducks
- Butterfly
- Dragonfly
- Deer tracks
- Bald eagle
- Bewick's Wren with caterpillar
- Rabbit (hiding from eagle)
- Garry Oak and Big Leaf Maple leaves
- Pacific treefrog
- Trillium



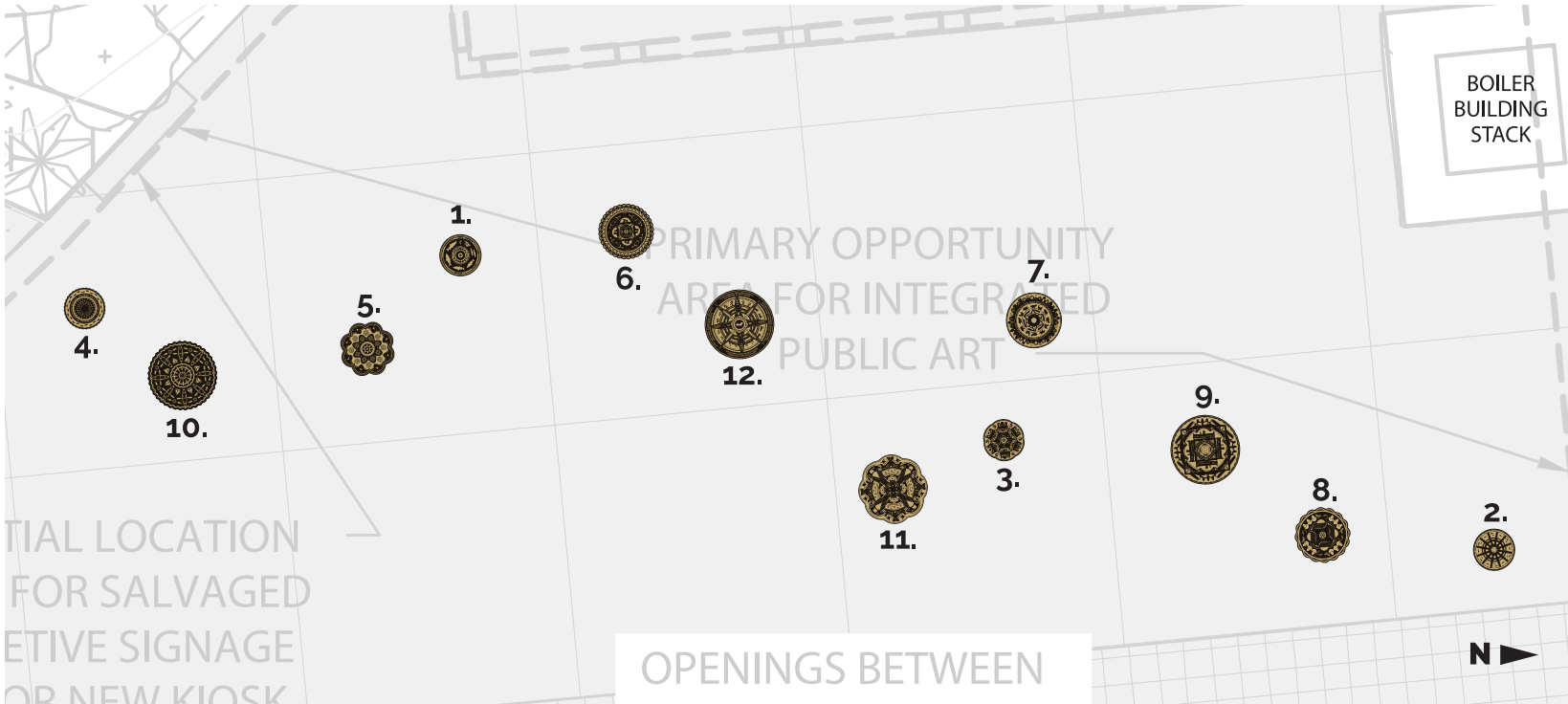
This medallion is based on a nautical compass rose, and is meant to be a helpful, general wayfinding tool for folks at the dock area.

Starting at the center and moving outwards, this design includes:

- Mercer Island shape
- Ship's wheel
- Tentacle representing the fables about "monsters" who live in deep waters of lakes and seas
- Fishing hook
- Fern design
- Bubbles
- Off-leash dogs running, kayaks/canoers, swimmers, and tennis/pickleball players
- Distant mountain ridge line
- Directions to general, important areas of Luther Burbank Park and nearby cities

Item 5.

Mercer Island Medallions



Additional Art Elements

A white wavy line graphic that spans the width of the page, positioned below the main title.



Mercer Island Medallions



These are temporary decals made from printed and cut 3M Envision Print Wrap Film, (LX480mC). The expected service life of this material is seven years.

In addition to adding visual interest to the views from the water, the decals would act as a sign, identifying the park to those coming to the docks by boat.

The decals also add verticality to offset the horizontal plane of the bronze inlays.



Belted Kingfisher design

This is a black aluminum silhouette art piece that would be designed to screw onto existing light pole banner brackets.

The art would be added to the light pole that will remain along the waterfront, near the Luther Burbank Park Boiler Building.



Pileated Woodpecker design

This is a black aluminum silhouette art piece that would be designed to screw onto existing light pole banner brackets.

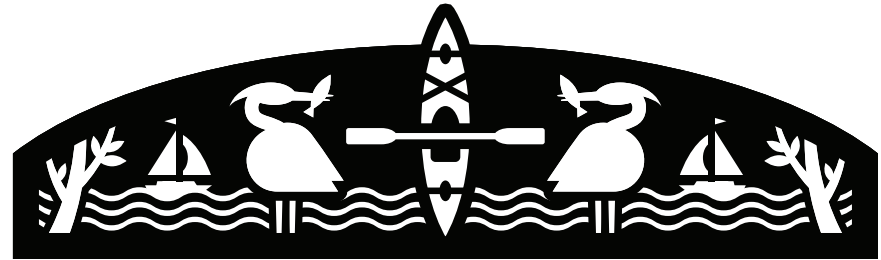
The art would be added to the light pole that will remain along the waterfront, near the Luther Burbank Park Boiler Building.



Salmon design

These are three separate black aluminum silhouette art pieces that would be designed to screw onto existing light pole banner brackets.

The art would be added to the light pole that will remain along the waterfront, near the Luther Burbank Park Boiler Building.



This artwork is a black 36.5" x 10.75" cut metal silhouette art header that goes on top of the kiosk that will be down in the dock plaza area.

Mercer Island Medallions



LBWI Art in Public Places Recommendation

Mercer Island Arts Council | October 25, 2023



Agenda

- A. Project Background + Overview
- B. Public Art Committee Input
- C. Presentation of Design Package
- D. Arts Council Discussion + Action

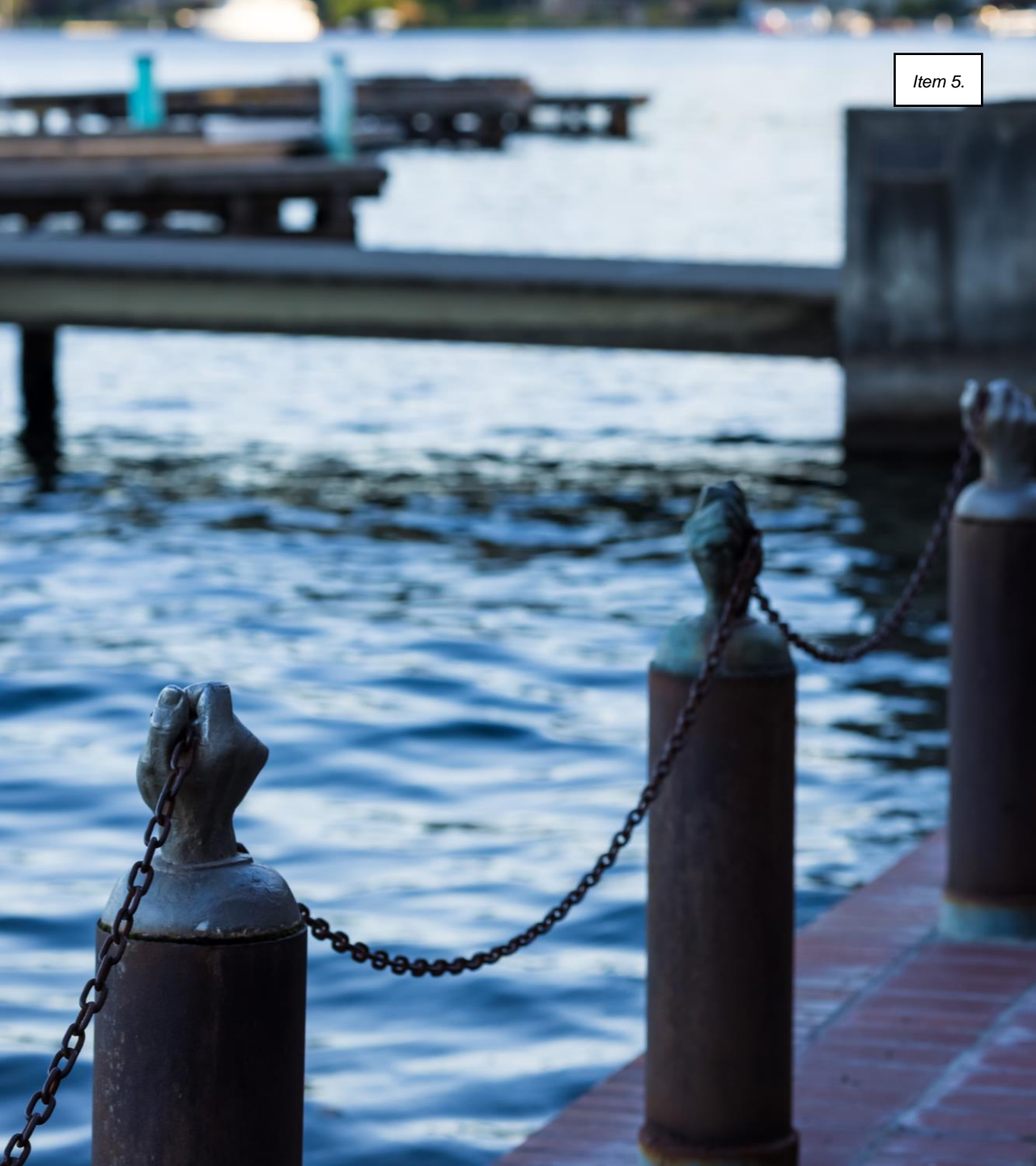
Luther Burbank Park Waterfront Improvements (LBWI)

- Began project design in 2020
- 90% design begins May 2023
- Comprehensive project includes:
 - New accessible floating docks and renovated fixed pier dock
 - Accessible features such as expanded cobble beach with ramp and beach mats and new overwater stairs
 - New plaza paving including permeable pavers and a Silva Cell biofiltration array
 - New furnishings, landscaping, informational/interpretive signage, and integrated art elements



Art in Public Places (AIPP) Program

- City’s program to acquire and care for public art assets.
- Projects are funded by the 1% for Art in Public Places Fund (1%).
- 1% of total project costs of qualifying capital improvement projects transferred to 1%.
- Arts Council recommends projects to City Council for approval.
- LBWI project will contribute estimated \$60k-\$70k to 1%.



LBWI AIPP Project Timeline

- **September 14, 2021:** Arts Council provided input for locations and preferred themes for integrating public art into LBWI design.
- **September 14, 2022:** Arts Council received update on the LBWI design process and reestablished the Public Art Committee to steward the artist selection process; Daniel Becker & Suzanne Skone were appointed to the committee.
- **January 18, 2023:** Arts Council endorsed Request for Proposals (RFP) and Artist Selection Panel (ASP) for selection process.
- **January 19-April 3, 2023:** Artist Selection Process chaired by Daniel Becker.
- **April 19, 2023:** Arts Council voted to recommend Marsha Rollinger for LBWI AIPP to City Council.
- **May 16, 2023:** City Council accepted recommendation and appropriated \$50,000 for Phase 1.
- **May-October 2023:** Site meetings, research, community engagement, artwork development.





Arts Council Decision #1: *Mercer Island Medallions*

Tonight, staff, the artist, and the Public Art Committee request the full Arts Council recommend to the City Council to:

- Accept the designs for the *Mercer Island Medallions* as presented; and
- Appropriate 1% funds to complete fabrication and installation of the medallions during construction of the LBWI capital project.

Mercer Island Medallions Phase 2 Budget Request

Project Element + Details	Budget
Fabrication: 12 bronze medallions	\$63,000
Installation: Coordination with paving installer + City	\$2,000
Documentation: Professional photos and video for City/artist use	\$1,500
Contingency: Covers unforeseen costs and price increases	\$2,500

TOTAL: \$69,000

Estimated 1% Contribution from LBWI Capital Project

\$75,000



Arts Council Decision #2: Additional Art Elements

- The artist will also present designs for three additional art elements that could be created for the waterfront.
- If the Arts Council desires, they may recommend that the City Council also accept any/all these art elements and appropriate additional dollars from the 1% fund.
- Process to determine whether to add these elements will be a thumbs up / thumbs down for each item.

Additional Art Elements Project Budgets

Light Pole Fixture	Budget
Fabrication (salmon, kingfisher, OR woodpecker piece)	\$1,000-\$3,600
Installation	\$2,000

Vinyl Building Decals	Budget
Fabrication (salmon, kingfisher, OR woodpecker piece)	\$1,000-\$3,600
Installation	\$2,000

Light Pole Fixture	Budget
Fabrication (salmon, kingfisher, OR woodpecker piece)	\$1,000-\$3,600
Installation	\$2,000

Process for Additional Art Elements

- Thumbs up / thumbs down whether to add each element to the project
 - Phase 1: Design development (during 90% Design phase in summer 2023)
 - Phase 2: Fabrication/installation (during LBWI Construction in 2024/2025)
- Staff previously recommended appropriating funds from the existing 1% reserve to support Phase 1. **The current fund balance is \$170,936.**
- We are still refining Phase 1 budget needs with the artist and Anchor QEA and request that the Arts Council recommend appropriating **up to \$50,000** to fund Phase 1.
- The Phase 1 budget will be finalized with real numbers for the May 16th City Council agenda packet/appropriation request.



Recommended Actions + Next Steps

- Recommend that City Council award the Luther Burbank Park Waterfront Improvements Art in Public Places project to Marsha Rollinger.
- Additionally, endorse staff's plan to request up to \$50,000 from the 1% for Art in Public Places Fund to develop the public art project in consultation with Anchor QEA. **The exact budget request will be refined during budget discussions with Rollinger and Anchor QEA prior to May 16.**

If approved by the Arts Council, the artist selection recommendation and budget request will be transmitted to City Council on May 16, 2023.



ARTS COUNCIL STAFF REPORT

Item 6
October 25, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	2022 Recreation Division Annual Report	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive Report	

STAFF:	Ryan Daly - Recreation Manager Katie Herzog - Recreation Supervisor Alex Lee - Recreation Facility Supervisor
COUNCIL LIAISON:	Ted Weinberg
EXHIBITS:	1. 2022 Recreation Division Annual Report

SUMMARY

The purpose of this staff report is to introduce the 2022 Recreation Division Annual Report (Exhibit 1). The Annual Report is designed to remain high-level and to provide information on overall Division services offered, the cost recovery of the Division as a whole, and the recovery of direct costs by program tier. This report is not intended to provide a detailed account at the program level, but rather a broad overview and highlights.

BACKGROUND

In 2021 the Recreation Division successfully completed the *Strategy for Mercer Island Community and Event Center and Recreation Programs and Services* ([Reset Strategy](#)). The Reset Strategy was developed in collaboration with the Arts Council and Parks and Recreation Commission, and accepted by the City Council. The Recreation Division has been dedicated to following the Reset Strategy as a roadmap for restoring and establishing services, and to providing transparency to the public on Division operations.

As part of the Reset Strategy development process staff committed to providing an annual report to the Parks and Recreation Commission and Arts Council.

Last year was the first submittal of a Recreation Division Annual Report ([2021 Annual Report](#)). This report set a baseline to track Division outcomes for cost recovery and participation rates over time. It is anticipated that subsequent reports will be adapted and be refined annually to demonstrate the success of the Division and to identify areas needing improvement or service alterations.

2022 RECREATION DIVISION ANNUAL REPORT

In 2022 staff sought to further implement the Reset Strategy, and to refine and expand services offered in 2021. The 2022 Annual Report expands on the 2021 report by including additional narrative information for the (3) functional areas which make up the Division. These functional areas include Administration, Mercer Island Community and Event Center, and Programs and Events.

In addition to narrative information, staff has included program participation and facility rental booking data to complement financial data and has included a Success and Challenges section to further inform on the on the outcomes of 2022 and potential areas of focus for the future.

DISCUSSION

Tonight, staff are submitting the 2022 Recreation Annual Report to the Arts Council. Staff will be providing a brief introductory presentation. This report was previously provided to the Parks and Recreation Commission at their June meeting.

RECOMMENDED ACTION

Receive Report



CITY OF MERCER ISLAND RECREATION DIVISION ANNUAL REPORT 2022

DIVISION OVERVIEW

The City of Mercer Island strives to offer the community a wide variety of recreational services and opportunities through city-coordinated efforts, partnerships, and private providers. The municipality's recreation services are important to the quality of life on Mercer Island and play a unique role in creating equitable access and promoting community values and goals.

The Recreation Division is housed within the Public Works Department. The Division has been dedicated to following the *"Strategy for Mercer Island Community and Event Center & Recreation Program and Services"* (established in 2021) as a roadmap to reset how and what recreational services are delivered post-pandemic. Division staff offer a core set of services including Arts Council and Parks and Recreation Commission support, Marketing and Community Engagement, Park and Facility Scheduling, Special Event Permitting, coordination of Recreation Programs, and operation of the Mercer Island Community and Event Center (MICEC).

IMPLEMENTATION OF 2022 SERVICES

In 2020 most Recreation Division services were eliminated or suspended. To enable future recreation services, the City Council adopted the 2021-2022 City Budget to include \$400,000 for "2021 Recreation Recovery Plan Startup Funding." These funds were set as a placeholder and not appropriated at that time. Funds were not originally allocated for 2022 during the City's biennial budgeting process.

The following ambitions and approaches guided the Recreation Division's supplementary 2022 budget proposal and corresponding workplan. They are deemed necessary for long-term division success:

- Professional management and smart business operations.
- Increased community access to the MICEC.
- Flexible, cross-trained staff.
- Leveraging community partnerships and service provider contracts.
- Developing more programs and services, consistent with Division goals and evaluations.
- Boosting self-service possibilities and reducing staff inefficiencies.
- Increasing staffing resources as pandemic conditions improve.

On December 7, 2021 (Reference: [AB 5954](#) and [AB 5992](#)), the City Council allocated \$1.83M in funding for the Recreation Division through a Mid-Biennial Budget Adjustment to further enable the delivery of recreation services in 2022.

2022 GOALS, SUCCESS MEASURES AND SERVICES OFFERED

The goals for 2022 were to expand upon 2021 services by continuing to implement the Reset Strategy, to develop a budget for the 2023-2024 biennium, and to deliver the following services:

- Implement additional recreation programs through community partnerships, contracts, and rentals.
- Continue summer camp programming.
- Continue MICEC drop-in activities.
- Open MICEC Fitness Center access.
- Expand MICEC operating hours from 41 hours to 60 hours per week.
- Implement MICEC facility rentals, with availability up to 92 hours per week.
- Develop donation management and sponsorship policies.
- Restart 2022 City-hosted special events including Mostly Music in the Park, Shakespeare in the Park, Illuminate MI, Juneteenth, and TBD Seasonal/Town Center focused events, and to explore associated partnerships and sponsorships.
- Coordinate and implement the return of Summer Celebration.

2022 SUMMARY OF SERVICE DELIVERY

The Recreation Division met and exceeded the stated objectives above. Staff made significant strides in expanding facility access and engagement opportunities with the Mercer Island community. By the conclusion of 2022, the MICEC was at full operational status offering a variety of rental opportunities and drop-in programs. The automation of processes and the implementation of new policies has placed the Division in a position to expand on current service offerings in the future.

2022 BUDGET AND COMPARISON

	2021 Budget	2021 Actual	2022 Budget	2022 Actual
Expenditures	\$ 1,265,003	\$ 1,125,649	\$ 1,942,250	\$ 1,590,642
Revenue	\$ 180,880	\$ 591,665	\$ 1,051,452	\$ 1,046,245
Cost Recovery	14%	53%	54%	66%

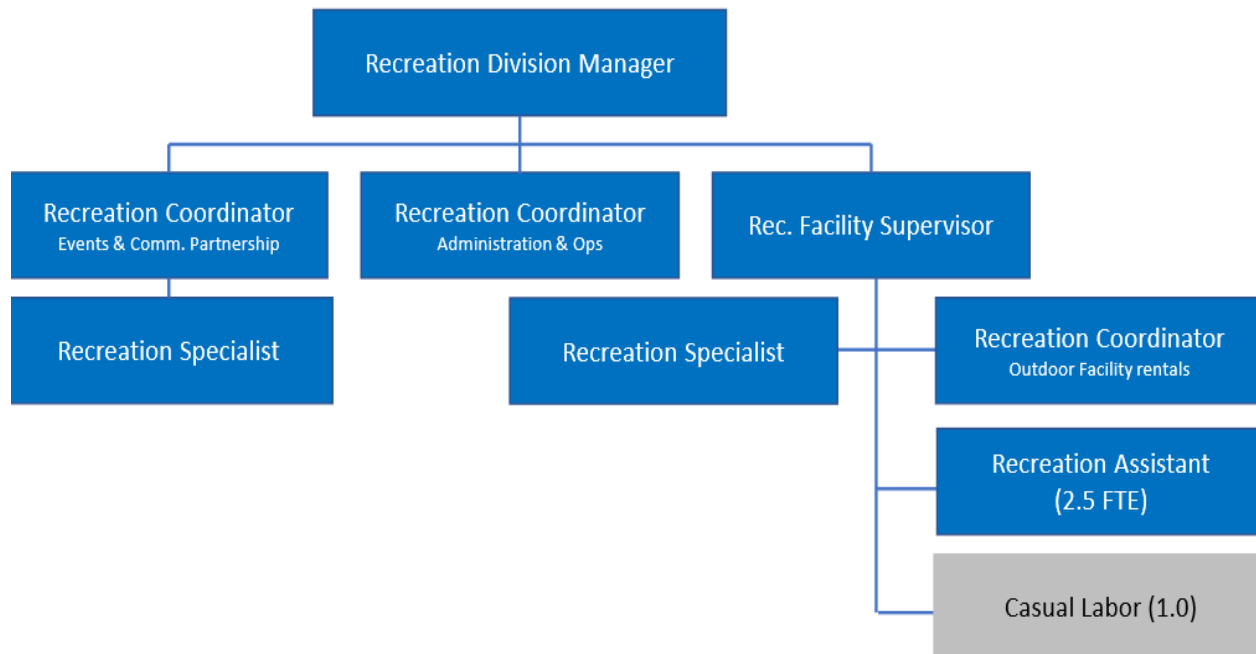
Note: 2021 and 2022 Revenue shown above includes Turf Sinking Fund contributions not included in the 2021 Annual Report.

Revenue by Service Area				
Revenue Area	2021 Budget	2021 Actual	2022 Budget	2022 Actual
Grants	\$ 12,480	\$ -	\$ 11,950	\$ 62,805
Concessions	\$ -	\$ 184	\$ 500	\$ 328
Boat Launch	\$ 67,800	\$ 55,168	\$ 54,402	\$ 35,552
Ball Fields	\$ 13,100	\$ 97,080	\$ 165,000	\$ 67,038
Picnic Shelter Rentals	\$ -	\$ 11,968	\$ 10,000	\$ 24,473
Special Event/Use Permits	\$ 1,000	\$ 8,366	\$ 18,000	\$ 8,399
Special Events /SC!	\$ -	\$ -	\$ 51,000	\$ 49,404
MICEC Drop-ins	\$ -	\$ 20,937	\$ 50,000	\$ 73,247
Recreation Programs/Camps	\$ -	\$ 95,254	\$ 114,000	\$ 96,500
MICEC Rentals	\$ 80,000	\$ 89,548	\$ 480,000	\$ 425,387
Donations / Misc. Revenues	\$ 5,000	\$ 2,904	\$ 76,600	\$ 33,176
Registration System Fee	\$ 1,500	\$ 10,283	\$ 20,000	\$ 10,727
Turf Replacement- Sinking Fund		\$ 200,000	\$ -	\$ 159,209
Total:	\$ 180,880	\$ 591,692	\$ 1,051,452	\$ 1,046,245

Expenditure by Service Area				
Service Area	2021 Budget	2021 Actual	2022 Budget	2022 Actual
Administration (PR)	\$ 821,841	\$ 769,220	\$ 677,079	\$ 643,983
ARPA-Recreation Restart	\$ -	\$ -	\$ 416,000	\$ 347,218
Recreation Programs	\$ 3,983	\$ 7,988	\$ -	\$ 5,308
Aquatics Programs	\$ -	\$ -	\$ 26,000	\$ 12,216
Special Events	\$ 50,000	\$ 33,849	\$ 141,400	\$ 66,256
Sports & Leagues	\$ -	\$ -	\$ -	\$ 2,083
Senior Services	\$ 17,553	\$ 17,553	\$ -	\$ 10,677
Community Center	\$ 339,046	\$ 278,647	\$ 527,971	\$ 389,024
Public Art	\$ -	\$ -	\$ 900	\$ -
Community Arts Support	\$ -	\$ -	\$ 5,500	\$ 3,496
Gallery Program	\$ 4,000	\$ -	\$ 3,900	\$ 231
Cultural & Performing Arts	\$ 26,580	\$ 18,392	\$ 33,000	\$ 25,493
Summer Celebration	\$ -	\$ -	\$ 110,500	\$ 84,658
Special Programs	\$ 2,000	\$ -	\$ -	\$ -
Total:	\$ 1,265,003	\$ 1,125,649	\$ 1,942,250	\$ 1,590,642

2022 RECREATION DIVISION STAFFING SUMMARY & ORGANIZATIONAL CHART

Full Time Equivalent (FTE)			
Position Area	2019	2021	2022
Administration	6	-	3
MICEC/Rentals	7	-	5.5
Events/Programs	1.3	0.75	1
Total FTEs	14.3	0.75	9.5
Limited Time Equivalent (LTE) / Casual Labor			
Administration	0.83	3	-
MICEC/Rentals	0.54	3.4	1
Events/Programs	4.15	0.25	-
Total LTEs	5.52	6.65	1
Total FTEs & LTEs	19.82	7.4	10.5



SUMMARY BY FUNCTIONAL AREA (ADMINISTRATION/ MICEC / PROGRAMS AND EVENTS)

The Recreation Division is segmented into three basic functional areas: Administration, Mercer Island Community & Event Center Operations, and Programs & Events. The sections below provide a summary of 2022 areas of focus and outcomes, as well as anecdotal information regarding the outcomes and service delivery for each section.

ADMINISTRATION

The Administration functional area is primarily directed by the Recreation Manager and supported by various Division staff. This functional area is responsible for prioritizing resources, developing policies and procedures, providing Division budget development and oversight, managing the Division's various systems, contracting services, and establishing and reviewing performance measures and workplan outcomes. Additionally, the Administration functional area is responsible for providing staff liaison support to the Arts Council and Parks and Recreation Commission, as well as indirectly supporting other boards, commissions, and the City Council.

Administration Functional Area Outcomes:

- Developed and implemented 2021 Recreation Division Annual Report.
- Developed, implemented, and/or updated to the following policies: Special Event Sponsorships, Athletic Field Use and Allocation, Gift Acceptance.
- Coordinated and implemented CivicOptimize software.
- Updated the Division's web pages and marketing materials.
- Reviewed, developed, updated, and implemented new division fees.
- Ongoing and regular communications to City Council through City Manager emails and reports.
- Developed the 2023-2024 Recreation Division Biennial Budget.

Parks and Recreation Commission Outcomes:

- Recommended the *Parks, Recreation and Open Space Plan (PROS)* to City Council.
- Recommended the *Luther Burbank 30% Design* to City Council.
- Recommended the *Bike Skills Area location* to City Council.
- Endorsed the *Special Event Sponsorship Policy* (received City Council adoption).
- Endorsed the *Athletic Field Use and Allocation Policy*.
- Developed the *Aubrey Davis Trail Safety Project 30% Design* (work continuing into 2023).
- Developed the *Gift Acceptance Policy* and provided input toward procedural elements.
- Engaged King County Library System and provided input for expansion of hours and services.
- Cut the ribbon at the new Mercerdale Inclusive Playground!

Arts Council Outcomes:

- Established committees to support special events, Public Art, the Mercer Island Arts Summit, and various policy work.
- Hosted the *Mercer Island Arts Summit*.
- Adopted the *2023-2024 Arts & Culture Priorities*.

MERCER ISLAND COMMUNITY AND EVENT CENTER (MICEC)

The Mercer Island Community and Event Center functional area is guided by the Recreation Facilities Supervisor. Services included under this area are: MICEC gym and meeting room rentals, community facility access, drop-in programming, division-wide customer service, Mercer Island Art Gallery, and supporting Emergency Operations functions such as a back-up Emergency Operations Center. The MICEC also provides an emergency shelter location for heating, cooling, and smoke relief.

The year began with a focus to refine and expand the operations of the facility, specifically for rentals and community access. Highlighted below are quarterly outcomes.

1st Quarter (January-March)

- Opened facility for passive drop-in and community access.
- Opened Fitness Room.
- Began accepting Gym Rental reservations for immediate use.
- Began accepting Meeting Room and Mercer Room bookings for rentals to begin in Q3.

2nd Quarter (April-June)

- Hosted Mercer Island Preschool Circus throughout facility.
- Developed rental marketing information and implemented facility-rental tours.
- Hosted 11 large Mercer Room rentals in May (the month of re-opening the opportunity).
- Rotary Club meetings returned! (Every-other week schedule)
- Served as Emergency Cooling Center in late-June.

3rd Quarter (July-September)

- Hosted weekly summer camps and weekend weddings/events.
- Closed the Fitness Room due to leak in upstairs HVAC.
- Served as Emergency Cooling Center in July/August and Smoke Relief Area in September.
- Renewed the Annex lease.

4th Quarter (October-December)

- Vacancy of Recreation Facilities Supervisor. (Oct. through year-end)
- Renovated the Fitness Room, including removing/reinstalling flooring, replacing drywall, and assembling new fitness equipment. (Oct.)

- Re-opened the Fitness Room on Nov. 21. (Free of charge through Feb. 2023)
- Annual Facility Maintenance closure Dec. 19-Jan. 2.
- Prepared to expand operating hours in Jan. 2023. (M-Th 9am - 7pm, Fri/Sat. 9am - 5pm)

Challenges related to staffing vacancy were persistent in 2022. The Division saw delayed recruitment and hiring of staff due to lingering pandemic-related impacts, and some key staff members transitioned from the organization. The service delivery model of the MICEC relies heavily on casual/seasonal labor to provide support for rental and program operations. Unfortunately, due to limited casual labor hires, this workload was transitioned to supervisory and managerial staff. This delayed the expansion and development of services as well as the immediate implementation of the fully proposed operating hours of the MICEC, and at times overwhelmed available resources. These challenges were compounded periodically by absenteeism related to Covid-19, requiring the staff to maintain a flexible and measured approach to service delivery.

Restructuring of the Division from 2020-2022 proved beneficial to meeting varied scheduling needs at the MICEC. Full-time coordinating, supervisory, and managerial staff had been broadly trained and were able to adapt and alter schedules to address immediate rental and programming needs caused by vacancies. Though not a sustainable approach, this structure allowed for staff to meet immediate rental and event demands, which led to revenues that may otherwise have not been realized.

Staff is confident the business model and work to streamline other service offerings will provide enhanced opportunity for manageable growth of the programmatic services offered, meeting the larger community need while increasing revenues and community satisfaction. In addition to the stated objectives for 2022, staff found ways to expand recreational opportunities by utilizing partnerships and recreation-focused rentals. These rental partnerships included: Jazzercise, Yoga Bliss, OSHER Life-Long Learning (senior program), and personal training provided by 212 Fitness.

The MICEC finished the year exceeding revenue expectations and has received a significant number of bookings for the 2023 calendar year. It is anticipated that full-time staffing vacancies will be filled by March 2023, and additional casual labor will be available for the 3rd quarter.

RECREATION PROGRAMS AND EVENTS (INCLUDING PARK RENTALS AND ARTS & CULTURE)

The Recreation Programs and Events functional area is guided by the Recreation Manager with significant support from Recreation Coordinators in specific areas. Staff re-engaged the community through an expansion of special events, including the much appreciated and anticipated return of Summer Celebration. City-coordinated special events were delivered on a scale not seen since 2018 and have a renewed focus on supporting the local business community as well as including arts and cultural elements. Special events in 2022 were widely supported through generous sponsorships and the in-kind donation support of businesses, volunteers, and community groups.

Park rentals and permits for athletic fields, picnic areas, and private special events and usages also increased in 2022. Staff dedicated resources early in the year to improve processes and ease access for

users. Most notably, developing the Special Event Sponsorship Policy and online booking for picnic areas contributed to increased usage rates of these facilities.

The year began with a focus to refine and expand opportunities for the community to access park areas and events. Highlighted below are quarterly outcomes.

1st Quarter (January-March)

- Planned the return of community-wide, city-coordinated events.
- Hired and onboarded a new Recreation Specialist.
- Developed Special Events Sponsorship Policy, endorsed by Parks and Recreation Commission and approved by City Council.

2nd Quarter (April-June)

- Hosted Mercer Island Preschool Association’s Circus at MICEC.
- Partnered with One MI and MI High School’s Black Student Union to host Juneteenth celebration at Mercedale Park.
- Partnered with One MI to host Pride event at Mercedale Park.

3rd Quarter (July-September)

- Hosted Mostly Music in the Park at Mercedale Park (5 concerts).
 - Sponsored by: The Mercer Island Community Fund, 4Culture and MIVAL – who brought arts and crafts for kids each week.
- Hosted Shakespeare in the Park at Luther Burbank Amphitheater (19 performances).
- The return of Summer Celebration occurred in July!
 - Sponsors included: The Mercer Island Community Fund, The Mercer Apartments, John L. Scott, Island Books, Windermere, Mercer Island Martial Arts, the Kimball Agency, Jake Jacobson, Healthcare Reimbursement Solutions, and Recology.
- Received a one-time grant of \$30,000 to support Summer Celebration 2022.
- Supported the Kirk Robinson Skate Park Dedication.

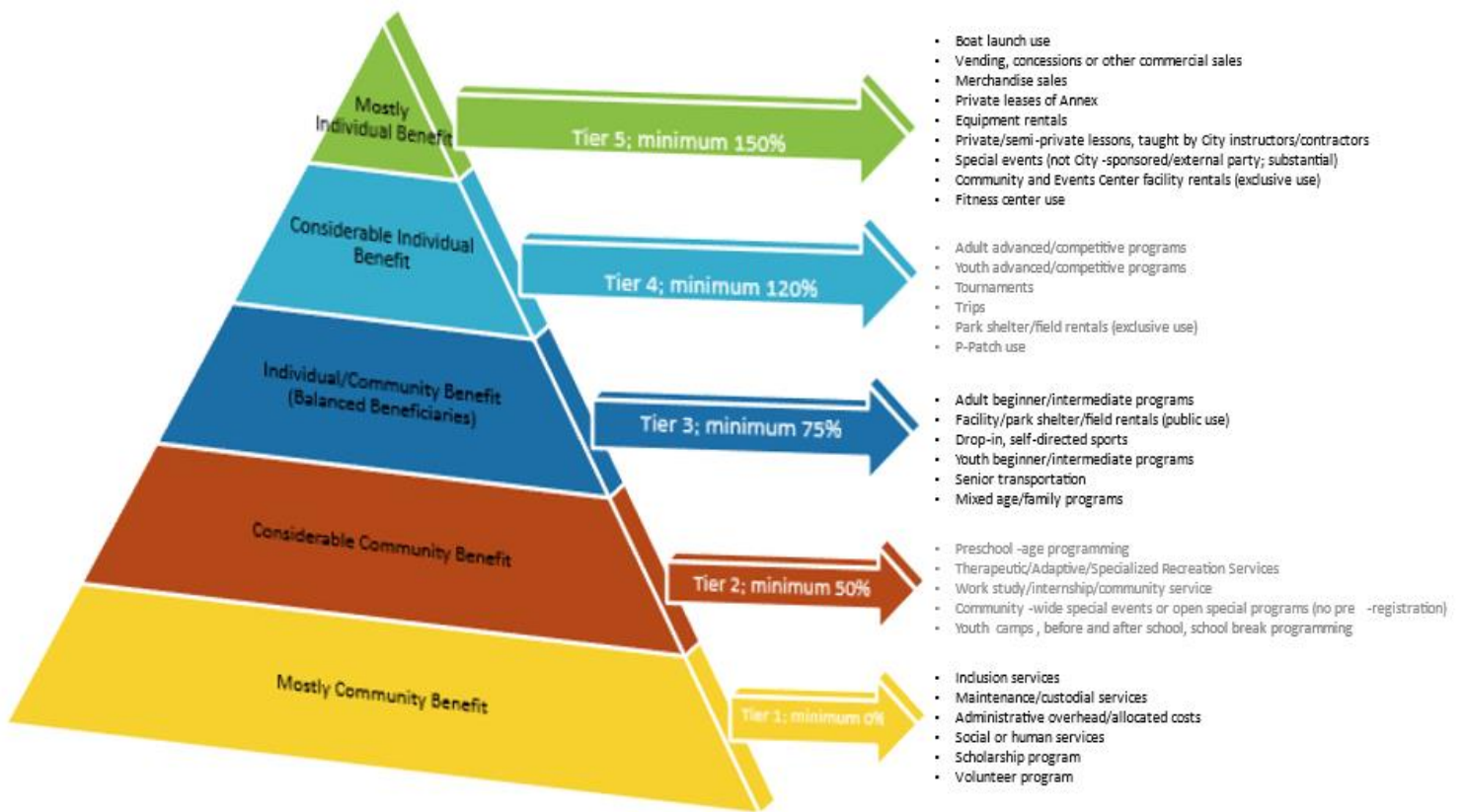
4th Quarter (October-December)

- Hosted “Rocktober” Senior Lunch, sponsored by Aljoia.
- Coordinated and hosted the Pumpkin Walk.
- Supported Town Center Trick or Treating; coordinated with the Mercer Island Chamber of Commerce.
- Coordinated Illuminate MI: Tree Lighting at Mercedale & Firehouse Munch; partnered with the MI Fire Union.
- Coordinated Argosy Christmas Ships at the Luther Burbank Beach.
- Partnered with Chabad Mercer Island for a Menorah Lighting in Mercedale Park, Mercer Island Girl Scouts Toy Drive in Mercedale Park.

OUTCOMES BY TIER / COST RECOVERY

In 2020, the Parks and Recreation Commission assigned various services based upon the criteria shown below within each section of the pyramid as tiers.

The following sections display recreation services by cost recovery tier and indicate the cost recovery of direct costs and participation rates for 2022 programming, rentals, and events. In some cases, where applicable, the service is compared to previous years to demonstrate changes over time. The image below demonstrates the Pyramid Methodology for Resource Allocation/Cost Recovery.



TIER 5, 150% MINIMUM - 2022 ESTIMATED COST RECOVERY RATE: 807%

Tier 5 has a minimum cost recovery requirement of 150% for all services within this level. Services identified within Tier 5 are for “mostly individual benefit”.

Tier 5 Services offered: Boat Launch, Vending/Concessions/Merchandise Sales, Annex Lease, Community Center Rentals, Fitness Center Use, Special Events (Private). **Equipment Rentals, *Private/semi-private lessons (*not offered).*

Community Center Rentals

Bookings:

2021: 31 (+486 City Business)

**Gym Bookings began June 2021*

2022: 1,041 (+256 City Business)

Resident Booking Percentage: N/A / *37%

**Doesn't include City Business*

Hours Booked:

2021: 38 (+4,163 City Business)

2022: 3,379 (+809.25 City Business)

Boat Launch (2021/2022)

Annual Passes: 98 / *71

Daily Passes: 2,334 / 2034

Resident Percentage of annual passes: 28% / 41%

**Construction in 2022 limited spaces available.*

Special Event Permits (private) 2021/2022

Bookings: 4 / 39

Resident Percentage: 75% / 33%

Examples: MIHS Cross Country Meet, Sukkot Festival, weddings, company events, other private park/special usage.

Fitness Center (2021/2022)

Visitors: *0 / 2034

Punch Passes Sold: 0 / 112

Resident Percentage: 0 / 86%

**Service not offered in 2021, closed July 2022 to December 2022 due to HVAC leak.*

Recommendation: Move *Fitness Center* to Tier 3 to align with other drop-in activities.

TIER 4, 120% MINIMUM - 2022 ESTIMATED COST RECOVERY RATE: 186%

Tier 4 has a minimum cost recovery requirement of 120% for all services within this level. Services identified within Tier 4 are for “considerable individual benefit”.

Tier 4 Services offered: Park Field Rentals, P-Patch Use, **Advance/Competitive Programs, *Tournaments, *Trips (*not offered)*

P-Patch (2021/2022)

Users: 44 / 44

Resident Percentage: 98% / 98%

Park Field Rentals (2021/2022)

Hours Rented: 8,617 / 9,803.5

Bookings: 2,713 / 2,987

Resident Percentage: 63% / 59%

Recommendation: Staff recommend reviewing requirements for P-Patch program and evaluating if residency should be required.

TIER 3, 75% MINIMUM - 2022 ESTIMATED COST RECOVERY RATE: 306%

Tier 3 has a minimum cost recovery requirement of 75% for all services within this level. Services identified within Tier 3 are for “individual/community benefit” resulting in balanced beneficiaries.

Tier 3 Services offered: *Facility/park/field rentals (public use), Drop-in Sports, *Beginner/Intermediate programs, *Senior Transportation, *Mixed age/Family programs (*not offered).*

Drop-in Sports (2021/2022):

Punch Passes Sold: 295 / 488

Resident Percentage: 35% / 38%

Participants: 4,806 / 15,030

Resident Percentage: 23% / 32%

2022 Offerings: Pickleball, volleyball, basketball, indoor playground, ping-pong, open gym, senior walking, badminton.

Picnic Shelter Rentals (2021/2022):

Bookings: *53 / **142

Resident Percentage: 57% / 30%

**Bookings began July 2021*

***Added Deane’s Children’s Picnic Shelter as a rentable space in 2022.*

Recommendation: Staff have no recommended changes at this time.

TIER 2, 50% MINIMUM - 2022 ESTIMATED COST RECOVERY RATE: 173%

Tier 2 has a minimum cost recovery requirement of 50% for all services within this level. Services identified within Tier 2 are for “considerable community benefit”.

Tier 2 Services offered: *Youth summer camps, Pre-school programming, Community-wide special events, *Before and after school programs, School break programming, Therapeutic/Adaptive/Specialized Recreation Services, Work Study/Internships/Community Service (*not offered).*

Summer Camps (2021/2022):

Participants: *1,388 / 1,311

of weeks provided 10 / 11

of different options: 8 / 10

2022 Offerings: JCC, LEGO, Paddle Camp, TGA, Challenger Soccer, Seattle Shakespeare, Cartooniversity, Pedalheads, Movie Star, Active Art & Science

**2021 participant numbers were recorded incorrectly in the 2021 Annual Report. Above shows the correct participant numbers.*

Special Events (2021/2022):

of City-Coordinated Events: 1 / 10

of City-Partnered Events: 8 / 7

of Special Event Sponsorships issued: 0 / 9

MICEC Gallery (2021/2022):

of Shows: 1 / 5

of Artists displayed: 15 / 109

Recommendation: Staff recommend adding Senior Programs/Classes to this tier.

TIER 1, 0% MINIMUM - 2022 ESTIMATED COST RECOVERY RATE: 0%

Tier 1 is expected to be 0% and is not calculated at the line-item level.

Inclusion services

Maintenance/Custodial services

Administrative costs/overhead

Scholarship program: No participants in 2022

Recommendation: Staff recommend evaluating collaboration opportunities with Youth and Family Services Department for Scholarship Program to expand access to recreation services.

2022 DIVISION SUCCESSES AND CHALLENGES

SUCCESSES:

- Onboarded new staff members!
- Exceeded overall Division budget cost recovery goals (by 12%), while remaining within expenditure budget.
- Restored Summer Celebration as a 1-day event and received excellent community feedback.
- Supported new community events through partnerships, sponsorships, and facility access (Art Uncorked, Rotary Dance for Peace, MIPA Toy Swap, MIPA Carnival, Menorah Lighting, and more).
- Secured more than \$60K in grant funding for Arts and Events.
- Renewed Annex Lease.
- Updated facility access systems: key card system for batting cages/concession stands.
- Expanded implementation of online picnic rentals and locations.
- Implemented the Event Sponsorship Policy.
- Restored MICEC access and services to pre-pandemic levels.
- Expended the Mercer Island Art Gallery to City Hall.

CHALLENGES:

- Limited hiring of casual labor and vacancy of Recreation Facility Supervisor position.
- Training predominantly new staff team/loss of historical knowledge.
- Impacts to staff attendance due to Covid-19.
- MICEC building infrastructure issues: HVAC failures in danceroom, Mercer Room Floor replacement.
- Communication/Marketing: limited resources and preparation dedicated to community-wide communications.
- Community desire for delivery of recreation programs (specifically Senior Programs), which were not resourced in 2022.

2023 PREVIEW

In 2023, the Recreation Division will focus operations on continuing and enhancing 2022 services, with the addition of the following services:

- Accept Donations and Gifts.
- Re-establish limited educational, social, and fitness based Senior Programs.
- Expand Youth and Specialized Recreation Programs.
- Utilize community partnerships and contractors to deliver expanded opportunities.
- Expand Division marketing and communications.
- Target market to recreation service providers to utilize MICEC to generate additional revenues and meet community recreational needs.
- Expand MICEC and facility rental business functions to generate additional revenues.
- Increase passive and drop-in access at MICEC.

At the time this report was developed, the Recreation Division concluded Q1 of 2023. All full-time staff positions have been filled (as of March 1), and some casual labor hiring has occurred. Staff has initiated some additional recreation programming, is developing 1-2 Senior focused fitness programs, and is offering a variety of passive social opportunities (coffee hours, meet-up groups, Senior Golf) to accompany the full slate of events scheduled.

A strong end to 2022 has positioned the MICEC to exceed the goal of 1,500 rental bookings in 2023. To date, the MICEC has accepted more than 1,200 rental bookings. In addition to rentals, drop-in activities are expected to exceed projected revenues by more than \$20,000. This success does present challenges to the team. This increase in patronage and services will potentially require additional resources to successfully implement and maintain user experiences. Management and supervisory staff continue to evaluate scheduling and hiring options to maximize efficiency and utilization of existing resources.



Recreation Division 2022 Annual Report

October 10, 2023

*Previously delivered to the Parks and Recreation Commission on June 1, 2023

Agenda

1. Who is the Recreation Division
2. What We Did
3. 2023 Update



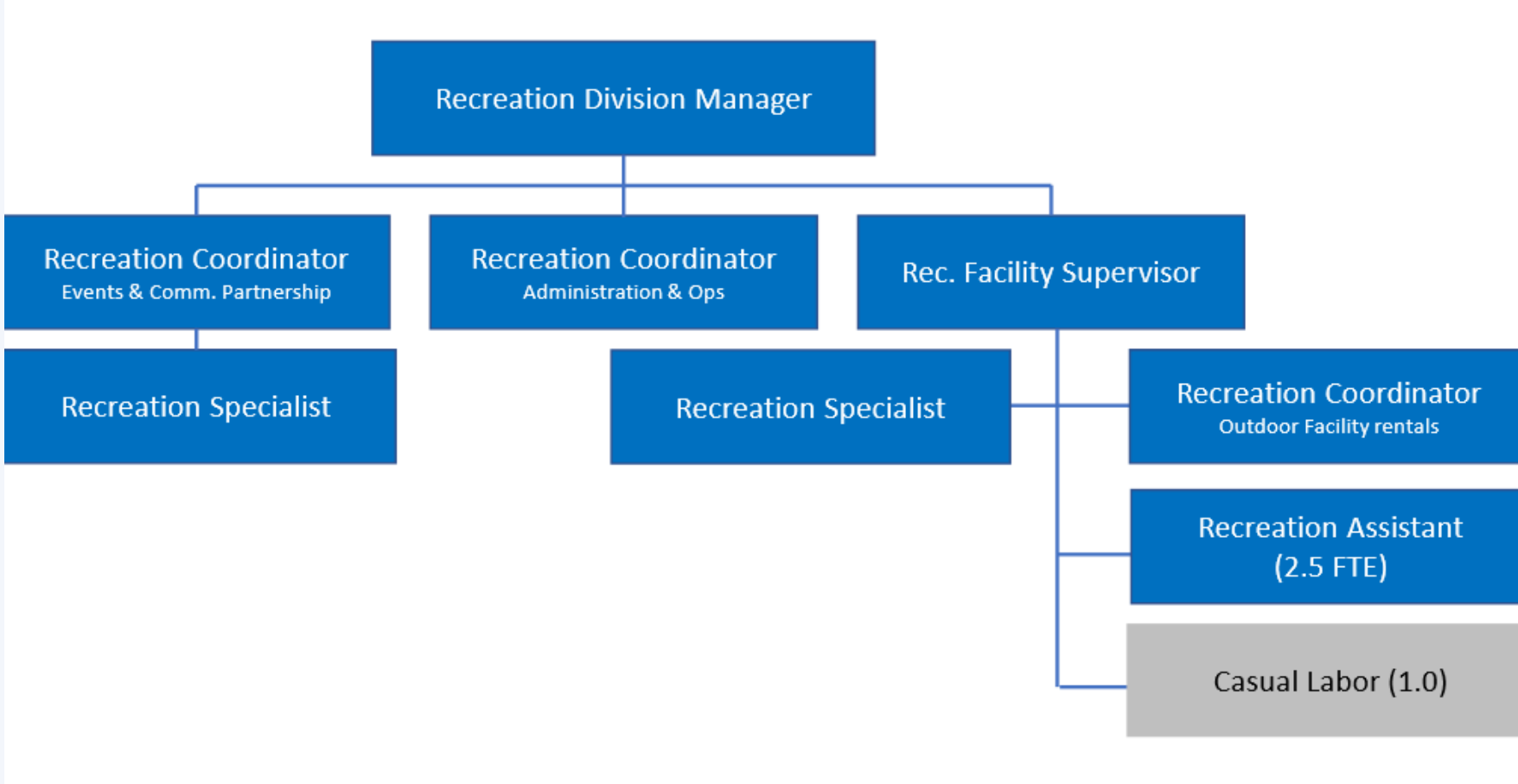
Who We Are

We are a team of full-time and part-time individuals who:

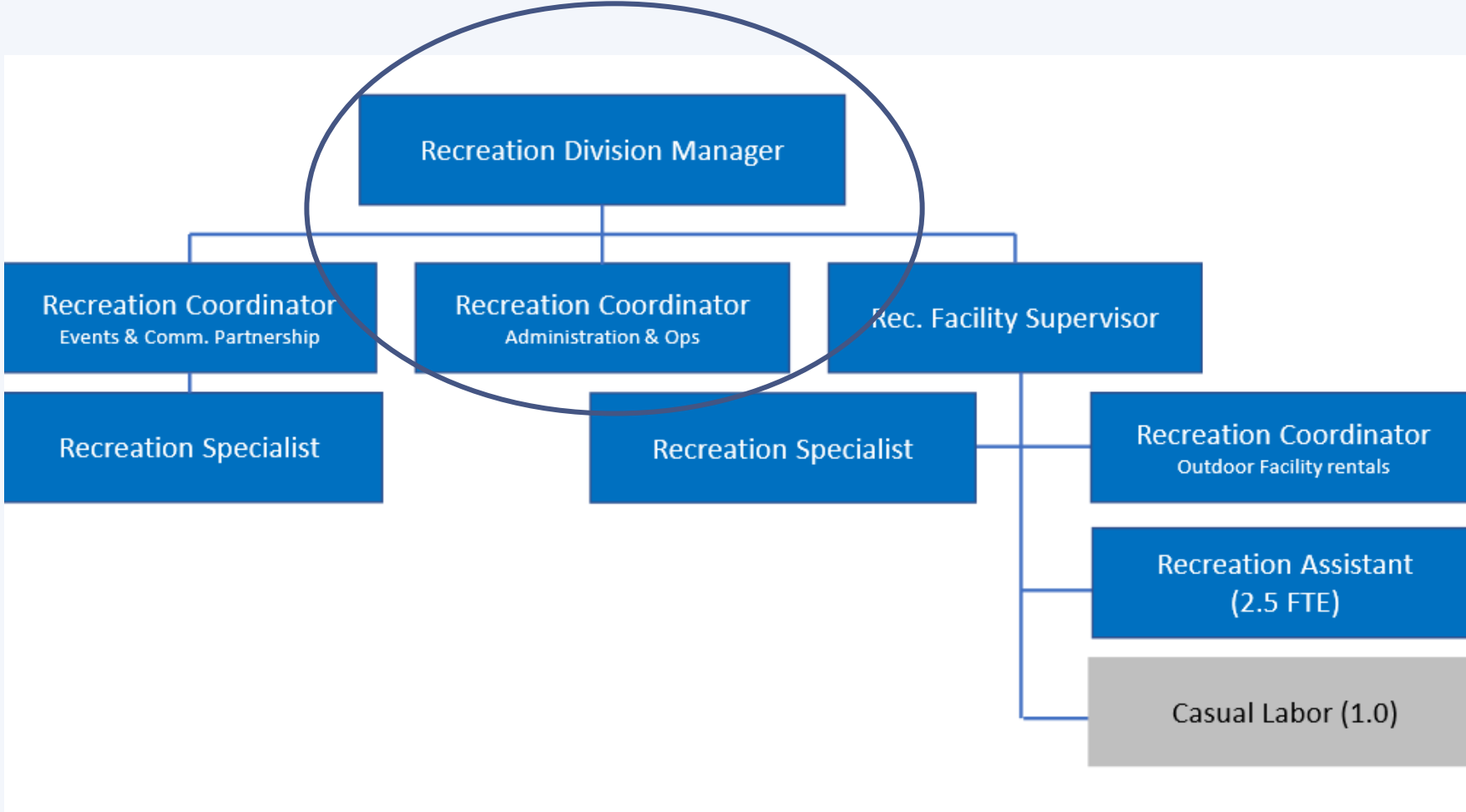
- Strive to deliver life improving recreation services
- Focus on creating access and opportunities for all community members
- Connect community members and neighborhoods together
- Support community organizations
- Consistently seek improvement



Who We Are



Administration



Administration: What We Did

The Administration Functional area is responsible for developing the division budget, prioritizing resources, developing policies, establishing and reviewing the Division's Work Plan and supporting city-wide emergency operations.

Administration Functional Area Outcomes:

- **Developed and implemented 2021 Recreation Division Annual Report.**
- Developed, implemented, and/or updated to the following policies: Special Event Sponsorships, Athletic Field Use and Allocation, Gift Acceptance.
- **Coordinated and implemented CivicOptimize software.**
- Updated the Division's web pages and marketing materials.
- **Reviewed, developed, updated, and implemented new division fees, and facility use and booking procedures.**
- Ongoing and regular communications to City Council through City Manager emails and reports.
- **Developed the 2023-2024 Recreation Division Biennial Budget.**



Administration: What We Did

The Administration Functional Area also provides staff support to the Parks and Recreation Commission and the Arts Council.

Parks and Recreation Commission Outcomes:

- Recommended the *Parks, Recreation and Open Space Plan (PROS)* to City Council.
- Recommended the *Luther Burbank 30% Design* to City Council.
- Recommended the *Bike Skills Area location* to City Council.
- Endorsed the *Special Event Sponsorship Policy* (received City Council adoption).
- Endorsed the *Athletic Field Use and Allocation Policy*.
- **Developed the *Aubrey Davis Trail Safety Project 30% Design* (work continuing into 2023).**
- Developed the *Gift Acceptance Policy* and provided input toward procedural elements.
- Engaged King County Library System and provided input for expansion of hours and services.
- **Cut the ribbon at the new Mercerdale Inclusive Playground!**



Administration: What We Did

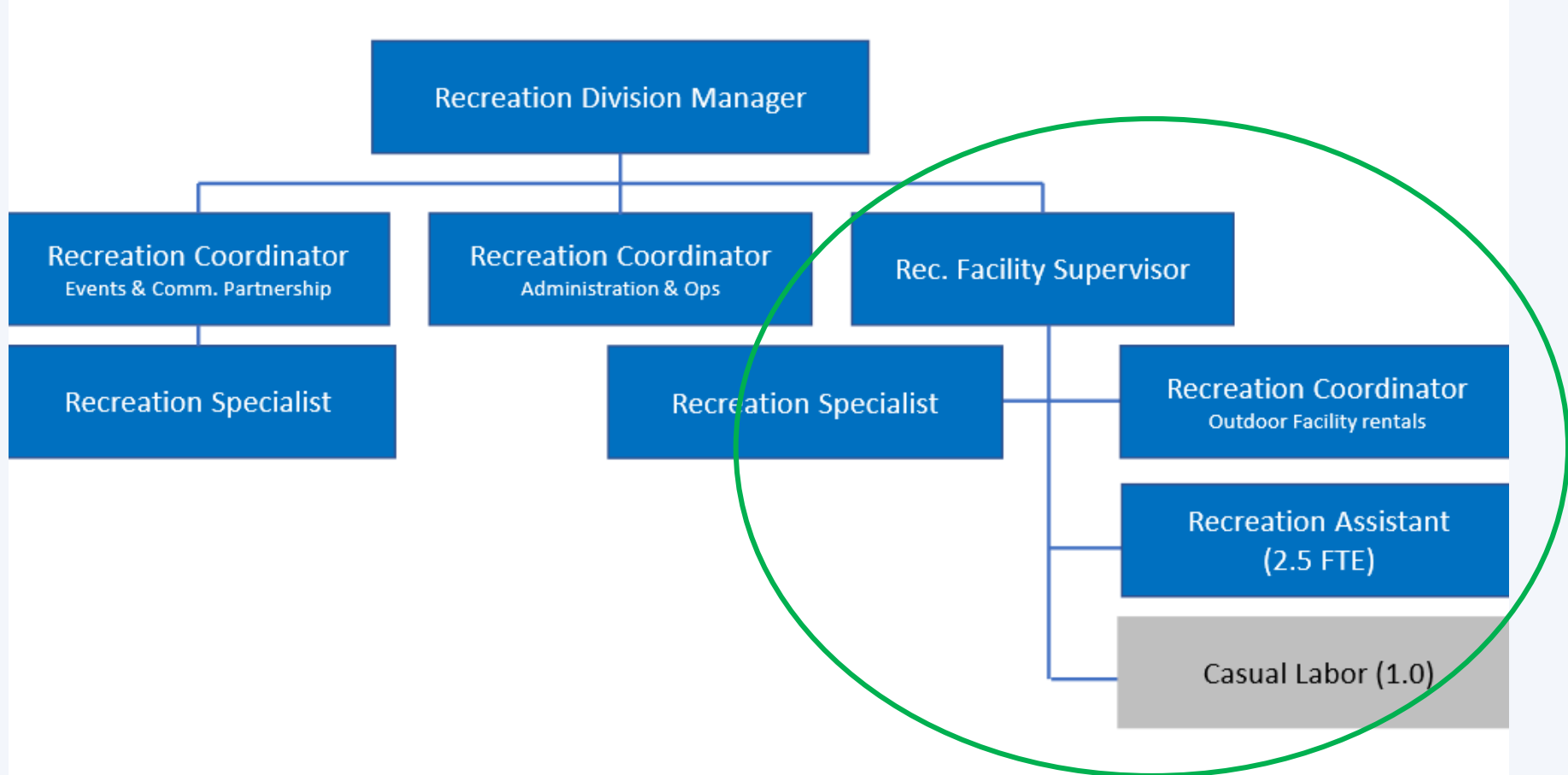
The Administration Functional Area also provides staff support to the Parks and Recreation Commission and the Arts Council.

Arts Council Outcomes:

- Established committees to support special events, Public Art, the Mercer Island Arts Summit, and various policy and Public Art work.
- Hosted the *Mercer Island Arts Summit*.
- Adopted the *2023-2024 Arts & Culture Priorities*.



MICEC



MICEC: What We Did

- Restored MICEC access and services to pre-pandemic levels.
- 1,041 Bookings totaling 3,379 total hours.
- 15,030 participants for drop-in sports.
- 2,034 visitors to our fitness center. That's with the fitness center being closed for 6 months.



MICEC: What We Did

- Began accepting reservations and rentals to provide overall access availability up to 92 hours per week
- Passive access to Game Room, landing, lobby, and Art Galley were restored. With expansion of Gallery to City Hall.
- Provided Cooling and Warming Center functions, while maintain preparation as an emergency shelter.



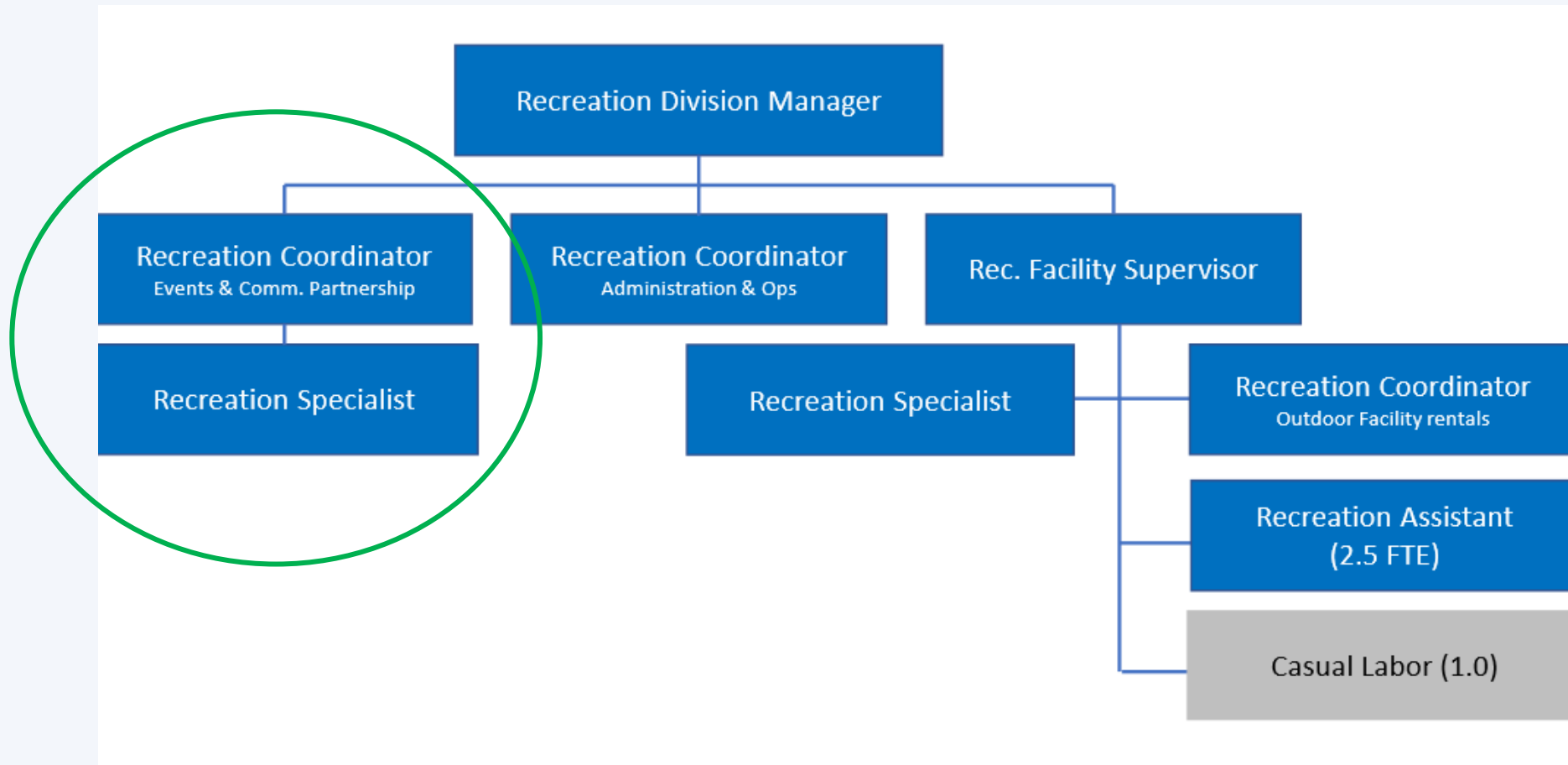


Outdoor Facility Rentals

- Park rentals for athletic fields, picnic areas, and private special events and usage increased in 2022.
- Added Deane's Children's Picnic Shelter as a rentable space and increased to 142 picnic bookings.
- 2,987 Park Field Rentals.
- 9,803 Park Field Rental Hours.



Recreation Programs and Events



Programs/Events: What We Did

Coordinated the return of city-wide special events, some which hadn't occurred since 2018:

- Summer Celebration
- Mostly Music in the Park
- Shakespeare in the Park
- "Rocktober" Senior Lunch
- Town Center Trick or Treating
- Pumpkin Walk
- Illuminate MI – Tree Lighting and Argosy Ship

Partnered with Mercer Island organizations to put on community events

- MIPA Circus at the Community Center
- Juneteenth Celebration
- Pride in the Park
- Firehouse Munch
- Menorah Lighting
- Girl Scouts Toy Drive



Programs/Events: What We Did

- Offered 10 different summer camp options serving over 1300 registrations.
- Permitted 39 third party (private) events in the park.
- Sponsored 9 events through the new special event sponsorship program.





2023 Update

Off to a GREAT Start!

- Started the year with a FULL TEAM! (Currently a .75 FTE vacancy)
- New casual labor was hired (available through summer)
- MICEC Rentals and Drop-in's have exceeded pre-pandemic volumes
- Summer events and camps were very successful
- Senior –Age opportunities are occurring: OSHER, Community Coffee Hour, Lunches, and Golf
- Numerous MICEC Art Gallery Shows have occurred
- And...your community Center is being used in a flexible capacity to support the closure of City Hall, while still meeting community usage needs. .



Questions?





ARTS COUNCIL STAFF REPORT

Item (7)
October 25, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	2023-2024 City Arts and Culture Workplan Update: Q4 2023	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	RECOMMENDED ACTION:	

STAFF:	Katie Herzog
COUNCIL LIAISON:	Ted Weinberg
EXHIBITS:	

SUMMARY

BACKGROUND

The 2023-2024 City Arts and Culture Priorities were endorsed by the Arts Council at the [October 19, 2022](#), meeting. At the [January 18, 2023](#) Arts Council meeting, staff presented objectives to meet the priorities based on upcoming projects, available resources, city-wide goals, and balancing the changing needs of the community. These objectives assist in prioritizing staff’s work related to arts and culture initiatives and are woven into the Recreation Division’s workplan. At the [April 19, 2023](#) Arts Council meeting, staff presented a Q1 update in relation to prioritizing staff’s work toward the arts and culture objectives and relevant next steps.

PROGRESS ON ARTS AND CULTURE WORKPLAN ITEMS

The 2023-2024 priorities and objectives are listed below. Staff have provided narrative on work entering the fourth quarter (Q4) of 2023 and has projected the percentage of completion for the biennium, as well highlighting relevant next steps.

Priority 1: Strengthen community awareness of and support for Mercer Island’s arts and culture ecosystem.

**1.1 Develop and facilitate communication tools to easily share arts and culture events with the Mercer Island community.
(10% Complete)**

Staff have evaluated current practices and reviewed how arts and culture event information is currently shared on Mercer Island. This work has been combined with a review of overall Recreation Division communication efforts.

During Q1 of 2023, the Recreation Division began initial implementation of a new software tool through CivicOptimize to create and manage form submittals. The tool is currently being utilized for a sample of Community Center services. Staff are exploring how this tool may further integrate with

other City systems and the possibilities for expansion of usage. The desired outcome is to integrate arts and culture event form submittals with calendar functions to publicly solicit and display information. It is anticipated that this new process for public submittals will be operational in Q2-Q3 of 2024.

Next steps:

- Engage the City's Communications Manager and evaluate CivicOptimize integration for calendar functions, and access by third parties for submitting data.
- If integration is possible, establish approval criteria for arts and culture event submissions, including engaging the Arts Council to develop the criteria and have the City Attorney's Office perform a legal review.
- Develop processes for the public submitting and publishing event entries.
- Evaluate and establish resource needs, including identifying a Recreation Division staff lead for implementation and management.
- Determine feasibility for public implementation and request additional resources if required.
- Implement a new tool through the STQRY app.

1.2 Create presence and exposure at events for the Arts Council to engage with the community. (75% Complete)

The Arts Council Events Committee met on February 2, 2023, to discuss opportunities for the Arts Council to engage the community through events. The Committee determined that Mostly Music in the Park would provide the best opportunity for members to attend and engage the community. For the 2023 event schedule, two Arts Council members signed up and attended concerts this summer.

Next steps:

- Enhance and promote opportunities for Arts Council Members to attend other community events for engagement opportunities.
- Engage the Arts Council Events Committee to establish what, if any, additional level of active participation is desired, identify and secure required resources.
- Empower and encourage Arts Council Members to be present at City events.

1.3 Maintain long-term perspectives on sustainability for arts and culture events and programming. (Ongoing)

Staff has developed the following guidelines for arts and culture event and program vendors and partners for immediate implementation:

- Use of commercially compostable food packaging, such as trays, plates, bowls, utensils, straws, and napkins will be required.
- Beverages must be provided in marked compostable cups, unless sold in recyclable aluminum cans, glass, or plastic bottles will be required.
- Compost and recycling bins will be provided throughout all our events. The Mercer Island Community and Event Center (MICEC) will add additional compost bins and related signage.

Next steps:

- Align arts and culture event and programming guidelines with sustainability work plan items identified in the City's 2023-2024 biennial budget for Public Works and in alignment with the City's Climate Action Plan.
- Develop and update materials to communicate new requirements.

- Evaluate opportunities through facility capital projects to enhance sustainability efforts.

Priority 2: Invite new dialogues and partnerships to support emerging arts and culture themes in the community.

2.1 Engage in partnerships to expand activities for people of all ages within existing community arts and culture events. (Ongoing)

To date, staff have engaged and cultivated the following partnerships to enhance arts and culture work in 2023-2024:

- **MIVAL:** Fine art sales at City events; free arts and crafts at Mostly Music in the Park (MMIP); *Island Lanterns* community art project; local art exhibits at the Mercer Island Gallery at MICEC
- **Mercer Island Chamber of Commerce:** Art Uncorked, Women's Day of Wellness, Holiday Market
- **Mercer Island Community Fund:** Funding partner for various arts and culture events
- **Seattle Shakespeare Company:** New summer camp offerings
- **4Culture:** Funding partner for MMIP, Shakespeare in the Park, and other projects/events
- **ArtsWA:** Funding partner for *Island Lanterns* community art project
- **National Endowment for the Arts:** Funding partner for *Island Lanterns* community art project
- **Youth Theater NW:** New summer camp offering at the MICEC
- **Penguin Productions:** Youth-based organization, held productions at/during City events
- **Local Artist Community:** Had 15 arts and craft vendors at Summer Celebration, selling their work

Next Steps:

- Further identify service area gaps and opportunities.
- Communicate and solicit future partnership opportunities.

2.2 Work with event partners to engage in environmentally friendly efforts. (Ongoing)

Staff continue to coordinate with event partners and vendors alike with a focus on increasing environmentally friendly efforts.

In April 2023, Leap for Green, the City's Earth Day and sustainability fair, returned for the first time since 2018 and included art, live entertainment, and environmental & sustainability focused vendors. The event has been coordinated in partnership with many businesses and community organizations.

Next steps:

- Engagement with the City's new Sustainability Manager on current practices and opportunities.
- Develop a post-event evaluation process seeking partner input for continuous improvement.
- Engage partners for promotion and support on environmentally friendly efforts.
- Update requirements and education in conjunction with Sustainability Managers input.

2.3 Foster communication between arts and culture providers to enrich the community. (Ongoing)

The Recreation Division took immediate steps to reorganize the division staffing model in Q1 of 2023- further committing to a flexible and adaptive strategy. The Division can now more effectively identify

opportunities for collaboration between organizations. This was and will be evident through work at Summer Celebration between the City and numerous providers and supporters.

Next steps:

- Identify and develop information-sharing tools and processes.
- Establish ongoing community communication opportunities.
- Promote Arts Council meetings as a forum for community input on arts and culture collaboration on Mercer Island.
- Facilitate opportunities for the Arts Council to further engage with the arts and culture community.
- Identify an Arts Council member to attend Eastside Culture Coalition meetings.
- Identify a staff member and Arts Council member to attend 4Culture LAA network meetings.

2.4 Welcome arts and culture work that promotes sustainability, equity, diversity, and inclusion. (Ongoing)

Staff have cultivated partnerships with community organizations, such as the Mercer Island School District (various clubs), OneMI, Stroum Jewish Community Center, Friendship Circle, MI Pride, and the Mercer Island Chinese Association to enhance and expand program offerings.

We welcome partnership opportunities that focus on sustainability, equity, diversity, and inclusion and will continue to promote that through many different organizations.

We also have a Special Event Sponsorship policy to reduce barriers for organizations to host public events in partnership with the City or as 3rd party providers.

Next steps:

- Seek input from partners, vendors, and users to inform future changes and enhancements to ease of access.
- Provide ongoing review of current policies to enhance access to City facilities for arts and culture programming, events, and partnerships.

Priority 3: Complete two major City arts and culture policy projects:

Update the Comprehensive Arts & Culture Plan (appendix to the Citywide Comprehensive Plan)

Staff are engaged with the Community Planning and Development Department and are currently in the process of identifying next steps on the feasibility of updating the Comprehensive Arts and Culture Plan during the 2023-2024 biennium.

Develop a Six-Year Spending Plan for the 1% for the Art in Public Places Fund

Staff educated the Arts Council on the 1% for Art in Public Places Fund, including how it is funded and how dollars may be used. Staff anticipate returning to the Arts Council in January 2024 to kick off the work to develop a six-year spending plan.

Priority 4: Deliver high-quality arts and culture programming to the Mercer Island community.

4.1 Work with partners to bring ongoing, diverse programming to the community, including a wide range of cultural and artistic themes.

(-Ongoing)

To date, staff have coordinated or are coordinating the following 2023 programs and events in collaboration with community partners:

- **Mercer Island Chinese Association-** 2024 Chinese New Year Celebration
- **Stroom Jewish Community Center-** Summer Camp offerings, Sukkot at Mercerdale, Illuminate MI
- **Chabad Mercer Island-** Menorah at Mercerdale
- **Cultural Recreation Rental Partners-** Tai Chi, Naginata, Kendo, Salsa, Seattle Folk Dance
- **MIVAL:** Fine art sales at City events; free arts and crafts at MMIP; *Island Lanterns* community art project; local art exhibits at the Mercer Island Gallery at MICEC; artist selection panel for Luther Burbank Park Waterfront Improvements Art in Public Places (LBWI AIPP) project
- **Nancy Stewart:** Family Sing-Alongs, drop-in guitar and other programs
- **Mercer Island Chamber of Commerce:** Art Uncorked, Women's Wellness, Holiday Market
- **Local businesses:** Live entertainment at Town Center events, First Friday Art Walks
- **Youth Theatre Northwest:** Various summer camp offerings
- **Mercer Island Historical Society:** Coordination for heritage and cultural components / funding for LBWI capital project
- **Mercer Island Sister City Association:** Lectures and French films, support student exchange activities.
- **Music Together:** Family music classes
- **Seattle Shakespeare Company:** Shakespeare in the Park / Wooden O; summer camp offerings
- **Movie Star and Cartooniversity, YTN, Incrediflix:** Summer camp offerings
- **OSHER Lifelong Learning Institute:** Senior lectures
- **4Culture:** Funding partner for MMIP, Shakespeare in the Park, and other projects/events
- **ArtsWA:** Funding partner for *Island Lanterns* community art project
- **National Endowment for the Arts:** Funding partner for *Island Lanterns* community art project

Next steps:

- Staff will continue to seek partners, promote rental space, and solicit opportunities to bring new programming to the Mercer Island community for participants of all ages.

2023-2024 Work Plan Next Steps:

Staff anticipates continuing progress on work plan items as identified and will provide the next update Work Plan update at the April 2024 Arts Council Meeting in conjunction with establishing Arts and Culture Priorities for 2025-2026.

RECOMMENDED ACTION

No Action Required



Arts Council

2024 Planning Schedule

Quarterly Meetings: 1/17; 4/17; 7/17 10/16

Updated: 10.18.2023

Meeting Date	Meeting Type	Agenda Item
17-Jan	Regular	2024 Events and Opportunities for AC Engagement
		Sub-Committee Appointments
17-Apr	Regular	2023 Annual Report
		2025 - 2026 Priorities
17-Jul	Regular	Public Art Policy
		Chair & Vice Chair Elections
		2025 - 2026 Priorities
Oct. 16	Regular	Workplan Update
		2025 Planning Schedule
		Greta Hackett Outdoor Sculpture Gallery Improvements
		Bylaws Review
OTHER ITEMS TO BE SCHEDULED		Mercerdale and Clarke/Groveland Master Plans