

I. 2:00 P.M. GHAC Packet 03/23/23

Documents:

[GHAC AGENDA PACKET 03 23 23.PDF](#)

AGENDA
GIG HARBOR ARTS COMMISSION SPECIAL MEETING

Thursday, March 23, 2023 – 2:00 p.m.
Civic Center's Community Rooms A/B or Virtual Meeting via Zoom

Virtual Meeting Link: <https://us06web.zoom.us/j/97936452399>
Call-in: (253) 215-8782 Meeting ID: 979 3645 2399

CALL TO ORDER / ROLL CALL

STAFF REPORTS:

1. 2023 Creative Endeavors Grant Awards
2. Expectations of Commissioners

ADJOURN



MEMORANDUM

DATE: March 22, 2023
TO: Arts Commission
FROM: Josh Stecker, City Clerk
SUBJECT: Creative Endeavor Grant Awards

The city annually accepts applications for funding of artistic events and projects through the Creative Endeavor Grant program. The city council's stated purpose for these grants is "supporting and encouraging creative endeavors — especially those that provide 'hands on' experiences — within Gig Harbor's varied and diverse arts organizations. Preference will be given to events and experiences that take place outside of tourist season."

Applications are reviewed by the arts commission, which then makes funding recommendations to the mayor and city council.

This year, the city received almost \$85,000 in total requests. The annual budget for the grant program is \$35,000. The commission reviewed all of the applications and put forward funding recommendations up to the \$35,000 budget.

The mayor and staff have reviewed the applications received and the arts commission's recommendations. Because of the high level of interest in the program and an increased number of worthy proposals, staff recommended increasing the budget for the grant program to \$50,000 this year.

Attached to this memo is a table of Creative Endeavor Grant applicants. The table shows each applicant's request, the arts commission's recommend funding amount, and an increased funding amount recommended by the mayor and staff. Council has directed staff to bring forward these recommended awards for approval at the March 27 city council meeting.

The funding increases were recommended because of their intersection with several of council's strategic plan objectives. These include:

- Support funding for youth and teen activities;
- promoting and enhancing a dynamic and robust economy;
- increasing the vitality of the city's small businesses;
- expanding support for arts in the city; and
- support the Downtown Waterfront Alliance and Harbor History Museum

We value the commission's contributions to this process. As such, the recommended budget and allocations constitute an increase over the commission's recommended amounts in order to further city strategic priorities.

Applicant	Event/Project	Ask	Arts Commission Recommended	Staff Recommendation
Kiwanis Club of Gig Harbor	Gig Harbor Has Talent!	\$1,500.00	\$0.00	\$0.00
Peninsula Hands On Art	Hokusai Waves	\$2,000.00	\$1,400.00	\$2,000.00
Peninsula Hands On Art	Collagraph Printmaking	\$2,000.00	\$1,400.00	\$2,000.00
Narrows Music Society	Harbor Winds Band Spring Concert	\$1,000.00	\$1,000.00	\$1,000.00
Downtown Waterfront Alliance	Coloring the History of Gig Harbor	\$6,120.00	\$3,000.00	\$6,000.00
Gallery Row Gallery	Art Walk	\$3,000.00	\$3,000.00	\$3,000.00
Harbor History Museum	Humanities in the Harbor	\$4,900.00	\$2,000.00	\$4,800.00
Gig Harbor Now	Gig Harbor Fishing Fleet: Yesterday & Today	\$3,500.00	\$0.00	\$0.00
Spectrum Choral Academy	Gig Harbor Sings!	\$7,000.00	\$4,500.00	\$4,500.00
Local Makers LLC	Gig Harbor Spring Market & Festival	\$14,000.00	\$0.00	\$7,500.00
Peninsula Youth Orchestra	Rocking Strings w/Aaron Meyer & PYO	\$6,000.00	\$4,500.00	\$4,500.00
Gig Harbor Open Studio Tour	2023 Open Studio Tour	\$3,500.00	\$2,000.00	\$2,500.00
Olympic Civic Services	Authors & Artists	\$1,500.00	\$500.00	\$500.00
Village Green Project/NW Choir Resources	2023 Gig Harbor Community Chorus	\$5,300.00	\$0.00	\$0.00
TCC Gig Harbor	Write in the Harbor Conference: Youth Summit	\$4,000.00	\$4,000.00	\$4,000.00
GH High School Band Booster	Festival Season	\$8,000.00	\$3,700.00	\$3,700.00
United by Music North America	Fest4All Make Music Day	\$5,000.00	\$4,000.00	\$4,000.00
Garden of Peace	Creative Healing in the Garden	\$1,500.00	\$0.00	\$0.00
Harbor Happiness	Community Enneagram Workshop	\$4,600.00	\$0.00	\$0.00
		\$84,420.00	\$35,000.00	\$50,000.00



**City of Gig Harbor
City Council Meeting Agenda Bill**

Meeting Date: March 13, 2023

SUBJECT: Creative Endeavor Grant Agreements

SUBMITTED BY: Josh Stecker, City Clerk

DEPARTMENT: Administration

PHONE: 853-7613

SUGGESTED MOTION: Move to authorize the mayor to execute Creative Endeavor Grant agreements as listed.

BACKGROUND INFORMATION: The city annually accepts applications for funding of artistic events and projects through the Creative Endeavor Grant program. Applicants are reviewed by the arts commission, which then makes funding recommendations to the mayor.

This year, the city received almost \$85,000 in total requests. The annual budget for the grant program is \$35,000, though the grant program was overlooked and not mentioned in the 2023-24 budget. The commission reviewed all of the applications and put forward funding recommendations up to the \$35,000 budget.

The mayor and staff have reviewed the applications received and the arts commission's recommendations. Because of the high level of interest in the program and an increased number of worthy proposals, the mayor and staff recommended increasing the budget for the grant program to \$50,000 this year.

At the March 16 study session, council expressed its support for increasing the program budget to \$50,000 and directed staff to bring forward the list of grant awards (as recommended by the mayor and attached to this agenda bill) for approval on the March 27 consent agenda.

FISCAL CONSIDERATION: Funding for Creative Endeavor grants was not specifically notated in the Parks Operating budget in the 2023-24 Budget. A \$35,000 expenditure was accounted for as a budget line item and there is room in the General Fund to absorb the additional \$15,000 expense.

Expenditure Required: \$50,000.00	Amount Budgeted: \$35,000	Appropriation Required: \$0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: As noted above, the Arts Commission provided recommendation for funding up to the initial \$35,000 budget.

ATTACHMENTS: Recommended 2023 Creative Endeavor Grant Awards

STRATEGIC PLAN PRIORITY: Maintain small town character and historic preservation while growing responsibly



MEMORANDUM

DATE: March 22, 2023
TO: Arts Commission
FROM: Josh Stecker, City Clerk
SUBJECT: Expectations of Commissioners

In April of 2022, the city council adopted a set of guidelines for the city's various boards and commissions as Article 5 of its Guidelines & Procedures (attached). In May of last year, I reviewed these guidelines with the arts commission. I will be reviewing these again with you at the March 23 arts commission special meeting.

The guidelines were adopted to help close communication gaps, provide increased transparency on commission activities, and make efficient use of staff and council's time. Many of the provisions have been long-standing practices of the commissions or already codified in state law or the city's municipal code.

Recently, councilmembers and staff have raised several concerns that the expectations put in place in these guidelines have not been adhered to and I have been asked to remind the arts commission of some of these provisions.

ARTICLE 5 – ADVISORY BOARDS, COMMISSIONS, & COMMITTEES

5.1 Purpose and Application

The purpose of this section is to establish general provisions applicable to all Advisory Boards. The provisions of this article govern Advisory Boards unless otherwise specifically provided by ordinance, motion, or resolution of the City Council, or as may be required by State law.

An “Advisory Board” means any board, committee, or commission created by the City Council to give advice on subjects and perform such other functions as prescribed by the City Council. Advisory Boards also include task forces, informal committees, or working groups formed by City Council resolution for short periods of time or for specific tasks.

The City of Gig Harbor’s Advisory Boards are fundamental to encouraging the use of citizen talent and interest in affairs of the City. Our residents have enjoyed a long tradition of participation in City government. Through representation on boards and commissions, Gig Harbor residents are offered an important avenue to help create effective and equitable policies. Citizen involvement contributes to the success of government and the quality of life enjoyed by everyone in the community.

5.2 Formation of Advisory Boards

All standing Advisory Boards shall be established in the Gig Harbor Municipal Code. Current standing Advisory Boards include:

- Arts Commission
- Civil Service Commission
- Design Review Board
- Lodging Tax Advisory Committee
- Parks Commission
- Planning Commission
- Salary Commission

Council may also create *ad hoc* Advisory Boards, such as blue ribbon work groups and task force groups, by resolution. Such Advisory Boards are subject to the same provisions of this article.

5.3 Scope of Work

Each Advisory Board, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the City Council to determine its effectiveness. This statement of purpose, as well as other information regarding duties and responsibilities, will be made available to all members when appointed.

The City Council may determine any specific guidelines or tasks to be referred to the Advisory Board by motion or resolution.

Each Advisory Board may develop an annual work plan, within the jurisdiction and area of responsibility assigned to the board in the Gig Harbor Municipal Code. All work plans must be approved by the City Council and carried out under the direction of the Mayor.

5.4 Membership and Residency Requirements

The number of members and any specific qualifications of each standing Advisory Board shall be set forth in the Gig Harbor Municipal Code.

Unless otherwise specifically provided in the Gig Harbor Municipal Code, or as may be required by State law, each person at the time of nomination, and continuing uninterrupted thereafter while serving on an Advisory Board, shall be a resident of the greater Gig Harbor area within Pierce County (west of the Tacoma Narrows Bridge and east of the Purdy Bridge).

5.5 Appointment Process

Appointments to Advisory Boards shall be made by the Mayor as specified in the Gig Harbor Municipal Code.

The City Clerk shall be responsible to recruit applicants for Advisory Board vacancies. Upcoming vacancies will be noticed on the City's website and through various other outreach methods, as appropriate. The City Clerk will establish an application form and application deadlines to facilitate timely appointment of candidates.

All interested candidates must submit an Advisory Board application on the City's website to be eligible for consideration. Current members seeking reappointment are required to submit an application.

Following selection for appointment by the Mayor, candidates will be introduced to council at a study session. Candidates shall be deemed appointed and shall commence service after confirmation by the City Council on the consent agenda of a regular City Council Meeting.

5.6 Appointment Terms

Each appointee shall be assigned a specific numbered position on each Advisory Board. Each confirmation motion by the council shall include an ending date and term for the position to which the person is appointed and such information shall be entered into the council minutes.

Unless otherwise specified in the Gig Harbor Municipal Code or by State law, all appointment terms shall be for a period of three years.

At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the council.

5.7 Vacancies

Vacancies shall be filled for the unexpired term in the same manner as the original appointment. Membership vacancies shall be filled for the unexpired term.

Any member may be removed by the Mayor, if, in the Mayor's determination, that removal is in the best interest of the City. Removal should not occur for disagreement with an official recommendation of the board or its members. The Mayor may also remove any member who has violated the provisions of these Guidelines or the Gig Harbor Municipal Code. The Mayor may also remove members who have three or more consecutive unexcused absences from regular Advisory Board meetings.

5.8 Expectations of Advisory Board Members

It is imperative that board members recognize they are in a critical position to shape and influence board decisions and actions. It is important that each member keeps informed and up to date on issues and statutes affecting their board.

Regular attendance is essential so that decisions will represent the opinions of the board as a whole. In addition, regular attendance enables board members to keep abreast of board concerns and helps ensure that issues are examined from a variety of perspectives. A person may forfeit their position on the board as a result of poor attendance.

Effective board members will:

- Attend all board meetings and be well prepared for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the board must operate in an open and public manner.
- Be knowledgeable about the legislative process and issues affecting the board.
- Examine all available evidence before making a judgment.
- Communicate well and participate in group discussions.
- Remain aware that authority to act is granted to the board as a whole, not to individual members.
- Exhibit a willingness to work with the group in making decisions.
- Recognize that compromise may be necessary to reach consensus.
- Ensure personal feelings toward other board members or staff do not interfere with their judgment.

If a member is unable to complete their term, they should inform the City Clerk's Office and the staff liaison for the board. An email or letter of resignation should

be sent to the City Clerk indicating the date the resignation is effective and whether the member is able to serve until a replacement is named.

5.9 Chair and Vice Chair - Identification and Election

Each Advisory Board shall elect from its membership a presiding officer who shall be referred to as Chair, and such officer shall serve for one year. Each Advisory Board shall also elect from its membership a Vice Chair who shall perform the duties of the Chair in the absence of the Chair, and such officer shall serve for one year. Elections should be held at the first regular meeting of each year.

The Chair shall:

- Work with staff liaison to prepare agendas
- Preside at all meetings
- Call the meeting to order at the scheduled time
- Verify the presence of a quorum
- “Process” all motions (state the motion prior to discussion, restate the motion just prior to the vote, announce the result of the vote)
- Facilitate meetings by staying on track and adhering to time constraints
- Rule on any points of order using Roberts Rules of Order as guidance
- Conduct the meeting in a fair and equitable manner
- Maintain neutrality to facilitate debate
- Serve as official representative of the commission or designate another commissioner

The Vice-Chair shall:

- In the absence of the Chair, assume the role of the Chair
- Preside at any meeting where the Chair is absent
- Work in partnership with the Chair

5.10 Quorums, Transacting Business

A majority of the appointed members of the Advisory Board shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition.

5.11 Conflicts of Interest

If any members of an Advisory Board conclude that they have a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Advisory Board so that they cannot discharge their duties on such an Advisory Board, they shall disqualify themselves from participating in the deliberations and the decision-making process with respect to the matter.

5.12 Liaisons and Representatives

The Mayor shall designate a staff person to function as the primary support person for each Advisory Board. The designated staff person will serve as the liaison between the Advisory Board and the City Council, other Advisory Boards, and City staff. The designated staff liaison may request the assistance of the Chair or Vice Chair in relaying Advisory Board matters to other bodies.

The primary function of the staff liaison is to carry out the rules, policies, and programs developed by the board. In addition, staff members notify board members of pertinent issues and legislative activity. They also arrange meetings, prepare meeting materials, compile background information, and conduct research.

5.13 Procedures, Records, and Minutes

Rules of order not specified by statute, ordinance, or council resolution shall be guided by the principles of Robert's Rules of Order. Advisory Boards should not allow strict adherence to Roberts Rules of Order to impede the board in conducting its business.

The City Clerk shall provide for the taking of action minutes, as defined in Section 2.10 of these Guidelines, and maintaining the records of all regular and special meetings.

5.14 Meetings

Each Advisory Board shall hold regular public meetings at such times and places as determined by the Advisory Board with the concurrence of the Mayor. All meetings of an Advisory Board shall be subject to all requirements of the Open Public Meetings Act (OPMA). All members of governing bodies must complete OPMA training. Training must be completed within 90 days of assuming duties.

Advisory Boards are required to take oral public comment at each of their regular meetings. Oral comments may be made in person or by remote connection using the Zoom (or similar) meetings platform. Comments are subject to a 3-minute time limit and the other provisions of Section 2.3 of these Guidelines.

Advisory Boards may request special meetings to deal with specific matters. Special meetings may only be held with the consent of the Mayor.

5.15 Subcommittees

Advisory Boards may form subcommittees to address specific tasks or issues assigned to an Advisory Board. All subcommittees must be approved by the Mayor and all meetings of subcommittees are subject to the Open Public Meetings Act.

5.16 Communications with City Council

Expressions of an Advisory Board's position, recommendation, or request for any action shall be in the form of a motion or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication, and shall be directed to the City Council. Such communications shall be conveyed to council by the staff liaison designated to support the Advisory Board. Staff liaisons shall regularly report to the City Council on board activities.

Advisory Board members are appointed by the City Council on the basis of their expertise or passion for the subject matter of each Advisory Board. As such, councilmembers should not attempt to influence or persuade Advisory Board members on matters referred to the Advisory Board. Similarly, Advisory Board members should not reach out individually to councilmembers to seek direction or guidance. Communications between the City Council and an Advisory Board should be conducted through the designated staff liaison for each Advisory Board.

5.17 Communications with the Public

In general, Advisory Board communication with the public should be restricted to the staff liaison assigned to each Advisory Board. Members should not represent themselves as Advisory Board members unless they have specifically been directed to do so by the Advisory Board in consultation with the staff liaison.

5.18 Communications with Other Advisory Board Members

Advisory Board members should not communicate directly with other members of the same Advisory Board on official Advisory Board business outside of their meetings. Such communications should be directed toward staff liaisons who can inform other board members as necessary in advance of the next meeting.

Communications between individual board members can easily lead to “serial meetings” which violate the Open Public Meetings Act. A serial meeting occurs when a majority of members have a series of smaller gatherings or communications that results in a majority of the body collectively discussing board matters, even if a majority is never part of any one communication.

5.19 Lobbying Efforts

Advisory Boards shall not lobby on legislative or political matters unless specifically directed or authorized to do so by the City Council or the Mayor. A member of the Advisory Board is not authorized to speak for the board, unless the board has expressly authorized the member's communication and no board member is authorized to speak on behalf of the City. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City or as a member of an Advisory Board.

5.20 Compensation and Reimbursement of Expenses

Members of Advisory Boards shall serve without compensation. Members shall be reimbursed for authorized travel expenses incidental to that service, which are authorized in advance by the Mayor.