



CITY OF LYNNWOOD ARTS COMMISSION

AGENDA
June 17, 2014 6:30PM
LYNNWOOD RECREATION CENTER

10. CALL TO ORDER

20. ROLL CALL

	Elizabeth Lunsford	Chris Boyer, Council Liaison
	Marissa Heringer	Sarah Olson, Staff Liaison
	Craig van den Bosch, Chair	Nick Parr, Program Staff
	Kathleen Moore	Janiene Lambert, City Center Program Mgr.
	Paul Richards, Secretary	
	Kay Wood	
	Adam Segalla	

30. APPROVAL OF MINUTES – May 20, 2014

40. COMMISSIONER REPORTS

50. COUNCIL LIAISON REPORT

60. STAFF REPORT

60.1 Supervisor Olson

70. CITIZEN COMMENTS

80. BUSINESS ITEMS

80.1 By-Laws & Rules (adoption)

80.2 Vice Chair Election

80.3 City Hall Entrance Project Discussion (Ad Hoc Committee)

80.4 Citizen Engagement & Event Support

80.5 Mission, Vision, Goal Setting & Budget Request

80.6 City Center Prioritization (Janiene)

90. FUTURE BUSINESS

100. ADJOURNMENT

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 670-5503 with 24-hours advance notice for special accommodations.



Lynnwood Arts Commission
 Future Business Items Calendar
 Revised 6/10/14

MEETING DATE	LOCATION	ITEM	ACTION
July 15	TBD	EdCC Art Staff Budget Overview Shakespeare In the Park Celebrate! Mission/Vision/Goal Setting (cont)	Discussion Discussion Discussion Discussion Adoption
August 19	TBD	Public Art Tour 2014 Retreat Planning	Field Trip Discussion
September 16	TBD	Joint Board Meeting Budget Healthy Communities Strategic Plan Comprehensive Plan	Discussion
October 21	TBD	City Center Update Public Art Program Community Partnerships Marketing/Promotions	Discussion Discussion Discussion
November 18	TBD	Joint Meeting with Historical Comm.	Discussion
December 16	TBD	Retreat	Retreat



CITY OF LYNNWOOD ARTS COMMISSION

**MEETING MINUTES
MAY 20, 2014 6:30PM
LYNNWOOD RECREATION CENTER**

10. CALL TO ORDER 6:30

20. ROLL CALL

Members

✓	Elizabeth Lunsford	✓	Chris Boyer, Council Liaison
	Vacant, Position 2	✓	Sarah Olson, Staff Liaison
	Craig van den Bosch, Chair	✓	Nick Parr, Program Staff
	Kathleen Moore	✓	Mayor Nicola Smith
✓	Paul Richards, Secretary	✓	Tanner Boyle, Public Works
✓	Kay Wood		
✓	Adam Segalla		

30. APPROVAL OF MINUTES –

March 18, 2014 Motion by Com. Lunsford, Second by Com. Wood minutes approved with the amendments to include citizen visitors.

April 15, 2014 waiting on minutes

40. COMMISSIONER REPORTS

Com. Wood presented 2015-2016 budget requests for the Cultural Arts Program. Com. Woods emphasized investing in Anti-Theft Cable Kit to display artists’ pieces in the public library.

50. COUNCIL LIAISON REPORT

Mentioned the “Rise of the Creative Class Revisited” by Richard Florida

60. STAFF REPORT

60.1 Supervisor Olson

- Gave appreciation to the commissioners for participating citizen’s summit event.
- Marissa Heringer had her interview with City Council and will be appointment before the June Art Commission meeting.
- Amphitheater renovation is on schedule and there will be a ribbon cutting ceremony.
- Preview of the Shakespeare in the Park program was presented to the commissioners.

-Events

- May 26th at 11:00 AM Memorial Ceremony at Veterans Park

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 670-5503 with 24-hours advance notice for special accommodations.



- June 11th, 2014 Mayor State of City Address, please RSVP
- June 7th, Heritage Park Interurban Trolley Car 55 tour opens
- June 12th Grand Opening of the Farmer's Market
- July 19th Celebrate
- July 27th BayFest Theater – youth performance
 - Shakespeare in the Park. Half the acting groups fee has been raised in donations, hoping the other half will be fulfilled by pass the hat. Café Ladro will be selling coffee beverages, which proceeds from the sells will be going to support the event.
 - There will be volunteer opportunities for the commissioners at the Farmers Market, Shakespeare at the park and Celebrate!
 - There will be an online park recreation survey in a rapid response format.

60.2 Mayor Smith - At the citizen summit, Mayor Smith acknowledged that parks and recreation, art programs and cultural activities made a strong presence at the summit. That in addition to the commissions and board members, that many citizens that are not involved with the boards or commissioners voted for the parks and recreation activities.

70. CITIZEN COMMENTS

Marissa Heringer attended and provided comments related to business item 80.3.

80. BUSINESS ITEMS

80.1 Vice Chair Election

- Postponed to next Art Commission Meeting

80.2 City Hall Entrance Project

- Mayor Smith recommended coordinating with the Lynnwood branding point of contact about the designs of the aluminum Lynnwood City Hall sign.
- Planned date for pouring the City Hall entrance cement is in August/September.
- Com. Segalla presented a “Welcome to Lynnwood City Hall” plan to create a more inviting entrance to City Hall. In addition to the suggested poured cement design, this plan included additional light, garden boardwalk, sculpture, signs, maps, bench and bicycle rack. Segalla made the following recommendations for the
 - Check LEED certification for the City Hall 2009 renovation.
 - Plan for electrical wiring in advance.
 - Bicycle rack and bench should be considered before concrete pad is constructed (may be bolt to the cement).
 - Place sleeves for the wires now to prevent cutting the concrete later.

80.3 Farmers Market Entertainment Selection

A sound clip for each artist who submitted an application to the Lynnwood Farmers Market Call for Artist was presented to the Commissioners. Commissioners decided that Staff Liaison Sarah Olson could use her best judgment to schedule the artists' performances.



80.4 By-Laws & Rules Review

Commissioners suggested to change ARTICLE VIII: Amendments: decrease the amount of days from 30 to 10. This will allow Bylaws revisions or amendments voted in one meeting to be implemented in the next monthly meeting.

“These Bylaws may be revised or amended at any regular meeting by majority vote provided that notification of the proposed amendment(s) have been presented in writing at least 30 days prior to the vote and that a quorum is present.”

90. FUTURE BUSINESS

100. ADJOURNMENT 8:45 meeting adjourned

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City of Lynnwood Arts Commission
Bylaws

To Be Adopted June 17, 2014

ARTICLE I: Authority - Name

The Arts Commission of the City of Lynnwood was established by the City Council by adoption of Ordinance 1605 (Chapter 2.26 LMC) and operates under authority of that ordinance and Chapter 2.24 LMC.

ARTICLE II: Purpose and Mission

The Commission is an advisory board of the City of Lynnwood whose duties as set forth in LMC 2.26 to advise and recommend to the mayor and city council in regards to the display of art in public places within the city of Lynnwood, means of furthering appreciation of art within the city, and to perform such other duties as the mayor may direct.

The mission of the Arts Commission is to support the arts to enrich the quality of life in Lynnwood by:

- Providing visual, performing, cultural and educational arts programs;
- Forming partnerships with businesses, schools, community organizations and individuals;
- Developing and maintaining the public art collection;
- Supporting the arts with public and private funds;
- Promoting the arts and its benefits.

ARTICLE III: Members

The Arts Commission for the City of Lynnwood consists of seven (7) members who are appointed by the Mayor and confirmed by the City Council. Commissioners shall be appointed for a term of three years (or fulfillment of an unexpired term).

Residency Requirement

At the time of nomination and continuing uninterrupted thereafter while serving on the Arts Commission, at least five (5) Commissioners must live within Lynnwood City Limits and be a registered voter. No more than two (2) positions are open to anyone with a Lynnwood address who meets one of the following criteria: Volunteer history with the City of Lynnwood; Work for an organization that serves the City of Lynnwood; Has children that attend school in the City of Lynnwood; or Owns and operates a business in the City of Lynnwood.

Appointment

Commissioners are appointed by the Mayor with approval of the City Council. Vacancies shall be filled for an unexpired term in the same manner as the original appointment.

Resignation

Whenever a Commissioner is no longer qualified to serve, or is unable to fulfill the responsibilities of a Commissioner and desires to resign, then a resignation may be tendered in writing to the Mayor.

Attendance

Commission members commit to attending a minimum of 75% of all regularly scheduled meetings, workshops, special meetings and events. Commission members whose attendance does not conform to these requirements, taking into account any unique circumstances that may affect attendance based on discussion between the Staff Liaison and the Chair, may be recommended to the Mayor for removal from the Commission by formal action of the Commission at a regular meeting.

Removal

The Arts Commission may recommend to the Mayor the removal of any Commissioner who misses twenty-five percent (25%) or more of the regularly scheduled, meetings workshops, special meetings and events within any twelve (12) month period without being excused by the Chair.

Recommendations for removal to the Mayor must be adopted at a meeting of the commission.

Unofficial Members

The Commission may appoint community members on Ad Hoc committee, work with community member volunteers on programs and projects or allow students to participant in a non-voting role on the commission.

ARTICLE IV: Officers

The elected officers of the Arts Commission include a Chair and a Secretary. Their duties are:

The Chair shall preside over the Arts Commission and exercise all the powers incidental to the office which includes: preside at all meetings, appoint all committees, be a spokesperson for the Commission, and authorize calls for any special meetings.

The immediate past Chair shall serve as Vice Chair and perform the duties of Chair in his/her absence unless the past Chair's term is expiring in which case, the commission shall nominate an elect a Vice Chair.

During the absence, disability or disqualification of the Chair or Vice Chair, the commissioners shall elect a temporary chair for the meeting.

A presiding officer shall retain the full right as a member of the Arts Commission to vote to deliberate and vote on all issues coming before the Arts Commission and to propose and second motions.

The Secretary shall keep a true and accurate account of all proceedings of the Commission Meetings.

Elections of officers shall take place annually in the month of December. Nominations shall be made from the floor. The election shall follow immediately thereafter. Nominee receiving a majority vote shall be declared elected.

The elected officers shall immediately assume their positions at the conclusion of the elections and shall serve one (1) year.

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

ARTICLE V: Meetings

The regular meetings of the Commission shall be held on the third Tuesday of every calendar month at a time set in advance by the Arts Commission.

Special meetings may be called at any time by the Chair or, in the Chair's absence, by the Vice-Chair. Notice of special meetings shall be provided to each member at least 24 hours in advance. The notice shall specify the time and place of the special meeting.

All meetings of the Arts Commission will be open to the public and held in a designated City facility.

A quorum is required for the transaction of business at all meetings. A quorum consists of a majority of the members of the Commission.

A City of Lynnwood staff designee shall serve as a liaison and ex-officio member of the Arts Commission.

Except as provided by these bylaws, Roberts Rules of Order (as amended) shall govern the conduct of all commission meetings.

The order of business at a regular meeting shall be as follows:

10. Call to Order
20. Roll Call
30. Approval of Minutes
40. Commissioner Reports
50. Council Liaison Report
60. Staff Report
70. Citizen Comments
80. Business Items
90. Future Business
100. Adjournment

ARTICLE VI: Committees

The Commission may create standing and ad hoc committees as necessary. Commission Members may volunteer for standing or ad hoc committees. If there are no volunteers, the Chair of the Arts Commission shall appoint the members of each committee, not to exceed three (3) members.

Committees shall complete assigned tasks expeditiously and report findings, in writing, to the entire Arts Commission.

No standing or special committee shall have the power to commit the Arts Commission to the endorsement of any action, plan or program without its submission to the body of the Arts Commission.

ARTICLE VII: Conduct

Any commissioner having a direct or indirect interest in or who would benefit from any matter of business must disclose this interest and, if deemed inappropriate by the commission or required by law or city policy or ordinance, must refrain from participating and voting on the matter at hand.

Any Arts Commissioner has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech. 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 the Arts Commission.

ARTICLE VIII: Amendments

These Bylaws may be revised or amended at any regular meeting by majority vote provided that notification of the proposed amendment(s) have been presented in writing at least 10 days prior to the vote and that a quorum is present.

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1 **6/17/14 ARTS COMMISSION**

2 **CITY CENTER PROJECT PRIORITIZATION SUMMARY & BACKGROUND**

3
4 **ACTION**

5 Receive updated information on the City Center Project Prioritization for discussion and provide
6 comments to Staff. This agenda item is provided for informational purposes only. No action by
7 the commission is required.

8 **BACKGROUND**

9 The Lynnwood City Center, part of the City's Regional Growth Center, is an area designated to
10 accommodate much of Lynnwood's projected growth. Governing plans for growth in the
11 Regional Growth Center are guided by the Washington State Growth Management Act and
12 Puget Sound Regional Council's Vision 2040 and Transportation 2040 planning. Local plans and
13 policies include the Comprehensive Plan, Economic Development Action Plan, City Center Sub-
14 Area Plan, Our Community Vision Report and the Citywide Branding Report.

15 The City Center Sub-Area Plan adopted in 2005 provides policies for guiding the
16 implementation of the City Center including setting priorities for infrastructure and investment.
17 Subsequent Seed Money studies were created that provided refined roadway infrastructure
18 requirements including the City Center Access Study (Pertee Inc., Sept. 2007), City Center
19 Street Master Plan and Mode Split for City Center Street Master Plan (David Evans & Associates,
20 Dec. 2009) and parks infrastructure in the City Center Parks Master Plan (Berger Partnership,
21 Aug. 2007).

22 Ordinance 2937 adopted by City Council on February 27, 2012 refined City Center grid street
23 infrastructure and parks implementation. This was based on the recommendations of the Seed
24 Money studies, City Center staff work group members, public meetings and the Lynnwood
25 Planning Commission. With the refined public City Center street system and parks
26 implementation, the city is now able to prioritize the identified projects based on evaluation
27 criteria that best implements the City Center.

28 On December 5, 2012, Staff proposed evaluation criteria to the Planning Commission to be
29 used to score and prioritize the identified City Center projects. Additional outreach was held on
30 the criteria including with the Parks and Recreation Board, Neighborhood and Demographic
31 Diversity Commission, City Center stakeholders, and the Public Facilities District Board. On
32 March 31, 2014, City Council reviewed and commented on the evaluation criteria and
33 authorized the City Center Work Group to proceed with the prioritization.

34 The City Center Work Group staff has evaluated the projects against the criteria and identified
35 several possible funding, partnership and project linkage opportunities for the priority projects.

36 Attached is the resulting City Center Project Prioritization Package. It is organized with the
37 Prioritization Steps at the front and Background information following. The package includes
38 the following:

39 **PRIORITIZATION STEPS:**

- 40 • Step 1: Project Evaluation Criteria
- 41 • Step 2: Project Scoring
- 42 • Step 3: Possible Project Funding, Partnerships, and Project Linkages
- 43 • Recommendation: Summary of Priority Projects

44

45 **BACKGROUND:**

- 46 • Background & Policy Guidance
- 47 • Prioritization Process
- 48 • Public Comments on the Evaluation Criteria
- 49 • Project Descriptions
- 50 • Possible Funding Options

51

52 **SCHEDULE**

53 Following the presentation, additional outreach to the boards, commissions and public will
54 provided in June prior to presentation to City Council for consideration.

55 **RECOMMENDATION**

56 Discuss and comment on the proposed City Center Project Prioritization.

57 **ATTACHMENTS**

58 A. City Center Project Prioritization Package (42 pages)

59