

BELLEVUE ARTS COMMISSION



Garard Tsutakawa (left) with Jerry Lee (right) and Josho #5.



Community Development

July 12, 2022
1E-109 & ZOOM

“The arts are an important expression of how people think of and experience the city and each other. Bellevue seeks to foster a strong arts and cultural community chiefly supported through a wide range of artists, art and cultural institutions, and arts groups offering a variety experiences to an engaged audience.”

-City of Bellevue, Comprehensive Plan, Urban Design & the Arts Element



Community Development

Agenda

Agenda

Tuesday, July 12, 2022

Bellevue Arts Commission

1E-109 or Zoom, 4:30 p.m.

Commission Staff Contact: 425.452.4064

The Bellevue Arts Commission meetings are conducted in a hybrid manner with both in-person and virtual options. You may attend the meeting:

- In-person
- By calling (253) 215-8782 and entering Webinar ID: 937 2227 1683
- [www.zoom.us](https://www.zoom.us/j/93722271683) and entering Webinar ID: 937 2227 1683, Password: 912035

<https://cityofbellevue.zoom.us/j/93722271683>

- 1. CALL TO ORDER** 4:30
Chair will call the meeting to order.
- 2. APPROVAL OF AGENDA AND MINUTES** 4:30 – 4:35
 - A. Chair will ask for approval of the agenda.
 - B. Chair will ask for approval of the May regular meeting minutes.
- 3. ORAL COMMUNICATIONS** 4:35 – 4:45
There will be no opportunity for oral communications at this meeting. All written comments received prior to 3 p.m. on July 12 will be read or summarized into the record at the meeting. If you wish to provide written comment to the Arts Commission, please email mstamm@bellevuewa.gov with the subject line “Written Communications – July 12”.
- 4. ACTION, DISCUSSION, AND INFORMATION ITEMS**
 - A. New member welcome 4:45 – 5:00
 - B. Arts Commission Bylaws 5:00 – 5:30
 - C. Bellwether Digital Residency Artist Selection 5:30 – 5:50
 - D. Bellwether Scope - Final RFP Review 5:50 – 6:20
- 5. COMMISSION QUICK BUSINESS** 6:20 – 6:25
 - A. Remote Participation Approval for next meeting
- 6. REPORTS** 6:25 – 6:30
 - A. Commissioners’ Committee and Lead Reports
 - B. Project Updates from Staff
- 8. ADJOURNMENT** 6:30 pm
Chair will adjourn the meeting.

Bellevue Arts Commission meetings are wheelchair accessible. Captioning, American Sign Language (ASL), or language interpreters are available upon request. Please phone at least 48 hours in advance 425-452-6168 (VOICE) for ADA accommodations. If you are hearing impaired, please dial 711 (TR). Please contact the Arts Program at least two days in advance at mstamm@bellevuewa.gov or call 425-452-4064 if you have questions about accommodations.

ARTS COMMISSION MEMBERS

Maria Lau Hui, Chair

Ashmita Gulati, Vice Chair

Erika Enomoto

Lydia Aldredge

Judy Gowdy

Monik Martinez

Bhavna Bhargava

COUNCIL LIAISON

John Stokes

STAFF CONTACTS

Lorie Hoffman, Arts Community Manager, 425-452-4246

Manette Stamm, Arts Program Analyst, 425-452-4064



Community Development

Minutes

BELLEVUE ARTS COMMISSION
REGULAR MEETING
MINUTES

May 3, 2022
4:30 p.m.

Bellevue City Hall
Virtual Meeting

COMMISSIONERS PRESENT: Chairperson Lau Hui, Commissioners Aldredge, Gowdy, Gulati, Martinez, Wolfteich

COMMISSIONERS ABSENT: Commissioner Bhargava

STAFF PRESENT: Manette Stamm, Lorie Hoffman, Kate Nesse, of Community Development Department

OTHERS PRESENT: Councilmember Stokes

RECORDING SECRETARY: Gerry Lindsay

I. CALL TO ORDER

The meeting was called to order at 4:33 p.m. by Chair Lau Hui who presided. All Commissioners were present with the exception of Commissioner Wolfteich, who arrived at 4:35 p.m., Commissioner Aldredge, who arrived at 4:36 p.m., and Commissioner Bhargava.

2. APPROVAL OF AGENDA AND MINUTES

A. Approval of Agenda

Motion to approve the agenda was made by Commissioner Gowdy. The motion was seconded was by Commissioner Martinez and the motion carried unanimously.

B. Approval of Minutes

Motion to approve the April 20, 2022, minutes as submitted was made by Commissioner Gulati. The motion was seconded was by Commissioner Martinez and the motion carried unanimously.

3. ORAL COMMUNICATIONS – None

4. ACTION ITEMS AND DISCUSSION ITEMS

A. Periodic Update to the Comprehensive Plan

Senior Planner Dr. Kate Nesse informed the Commissioners that on February 28 the City Council launched the Comprehensive Plan periodic update and directed the city's boards and commissions to contribute to the work in their specific areas of expertise. The Arts Commission has expertise in a number of areas.

Dr. Nesse explained that the Growth Management Act requires cities like Bellevue to plan for growth in the community, looking 20 years out. The Comprehensive Plan periodic update must be passed by 2024 and will have a horizon year of 2044. All comprehensive plans have specific required elements, including land use and transportation, and there are some optional

elements, such as urban design and parks. The Comprehensive Plan sets policy that guides city actions and decisions as well as capital investments. All city plans must align with the Comprehensive Plan. The work is currently focused on updating the Vision chapter to align with the Council's revised vision. Each element includes narratives describing the important features, and goals and supporting policies. Also included in the Comprehensive Plan is a map of land uses. Volume 2 of the Comprehensive Plan houses the subarea or neighborhood plans which will not be updated as part of the process.

State law requires cities to update their comprehensive plans every ten years. Previously the update time period was eight years. The update work is intended to address the changing regional requirements, including changes to the GMA, changes to the Puget Sound Regional Council's Multicounty Planning Policies and King County's Countywide Planning Policies and growth targets. Council's updated vision, which emphasizes housing options and housing affordability, maintaining economic innovation and protecting the environment, will also be reflected in the update.

Every time the Comprehensive Plan is updated, new growth targets are set for housing and employment. The targets are based on projections created by the state. The PSRC divides out the projections to the four-county area, and then each county works with the cities within its boundaries to divide their share of the growth and the share to the unincorporated areas. Bellevue participated in the negotiation process. The Comprehensive Plan must plan to achieve the targets of 35,000 housing units and 70,000 jobs. The city's current capacity for jobs is 26,859 and for job is 117,241, means the capacity in both categories will need to be increased. There should be at least one housing unit for every new job to avoid perpetuating sprawl and to reduce traffic congestion.

While planning for growth, housing options will be expanded. At the same time, there will be a focus on making sure the neighborhoods are vibrant. There is a mandate to employ equity in how the planning process is carried out and in addressing impacts from the revised policies. The work will also include planning for environmental sustainability and resilience. Overall the update will set the stage for future planning.

Dr. Nesse said there two elements in which the Arts Commission will be involved, Urban Design and Arts, and Economic Development. Additionally, there are policies in several element the Commission will want to weigh in on. When thinking about art, the focus extends beyond physical art to include the integration of arts, heritage and sciences; arts districts; and infrastructure in support of the arts.

There will be several streams of engagement ranging from public engagements events, surveys and discussions; strategy team engagement; public comment at city boards and commissions as well as before the City Council; and board and commissions comments. The strategy team is comprised of folks with expertise or lived experience in particular areas. All of the engagement work will feed into the work of the staff in drafting updates to the various elements. The various boards and commissions will make recommendations to the Planning Commission, and the Planning Commission will ultimately make a recommendation to the Council for adoption.

The community engagement strategy is currently in the first phase which is focused on affirming the vision in terms of the big picture and direction. The community is being asked if they want to see changes made. Beginning in June, exploration of livability will begin. During that phase the public will be taken on a deeper dive into some of the issues, such as the connection between housing and transportation, and how people recreate in Bellevue. The work will continue through the summer months. In the fall updates will be drafted for the policies that are not closely linked to growth, then in the first half of 2023 the focus will turn

to exploring the growth alternatives. In the second half of 2023 the work will focus on refining the draft plan and the policies.

Dr. Nesse explained that there are several ways in which the outreach activities are being carried out. There is a page on the engagingbellevue.com website. There are also in-person and virtual workshops planned in the community. Presentations will be made on request. There have already been some tabling events at area grocery stores. Questionnaires were sent out via direct mail in March and there have been several announcements made. There will also be a statistically valid survey conducted later in the year. The focus on equity has involved employing several cultural outreach assistants with connections to specific cultural communities, and all is being offered with translation and multi-lingual outreach.

The Arts Commission will be involved with the update again in the fall of the year when there will be some draft policies to review. The Commission will also be involved in the summer of 2023 once the full draft plan is in hand.

Chair Lau Hui asked if the Commission suggest housing prototypes for artist residences as part of the Comprehensive Plan update. Dr. Nesse said feedback of that sort will be welcomed. There is no deadline for gathering information. Most of the initial drafting work will happen over the summer months and into the fall.

Arts Community Manager Lorie Hoffman asked at what point should the Commission offer suggestions. Dr. Nesse offered to hold additional study sessions with the Commission to hear feedback. Arts Program Analyst Manette Stamm and Lorie Hoffman are being kept in loop as the staff team works on the drafts of the Urban Design and the Arts and Economic Development elements.

Answering a question asked by Commissioner Gulati, Dr. Nesse said the Comprehensive Plan addresses a wide variety of issues ranging from housing to transportation, commercial uses, economic development and capital facilities.

B. Bellwether Call

Lorie Hoffman noted that Bellwether is the city's free multi-disciplinary arts experience that has been produced by the city in collaboration with the arts community and with guidance from the Arts Commission. The event began as a biennial sculpture exhibition in 1992. Since 2018 Bellwether has been held annually to harness the city's growth and to support artists year-round. As previously determined, the Bellwether event in 2022 will be smaller as staff and the Commission work to bring forward a new vision for Bellwether 2023 and beyond. The 2022 event will include the new digital residency along with in-person or hybrid events produced in partnership with local area arts non-profits to round out the event.

Lorie Hoffman said there will be four digital residencies in the month of September. The artists will be selected through a competitive process. During their week-long residency, the artists will post artistic content on social media channels, including the city's Arts Program channel as well as their own channels, bringing new arts content to the community. The four selected artists will be given a stipend of \$1800 for each of the residencies. The call as drafted will be open to all artists in King County, though at the direction of the Commission that can be changed.

Once the Commission approves the call, staff will begin work on an outline for the online application before advertising the call, collecting applications, and forming a panel for reviewing the applications.

Commissioner Aldredge expressed an interest in opening the call to the tri-county area. Doing so would likely increase the number of artists submitting applications. Lorie Hoffman said it could go either way. On the one hand, Bellwether is viewed as a sign of things to come for emerging local artists, but opening it to the wider region would offer a broader reach.

Manette Stamm added that for the past three years, calls have not extended beyond King, Snohomish and Pierce counties. There have not been any calls that were limited just to King County with the exception of the Eastside Artists Roster.

Chair Lau Hui pointed out that artists participating in digital residencies would not need to do so locally; they could do it from their homes or studios. Commissioner Aldredge said that argued in favor of opening the call to the tri-county area, adding that the stipend is not large enough to take the call nationally.

A motion to approve the 2022 Bellwether digital residency call as written and with the modification to extend the call to the King, Snohomish and Pierce counties was made by Commissioner Aldredge. The motion as second by Commissioner Wolfeich and the motion carried unanimously.

C. Utility Box Wraps Final Design

Manette Stamm said the call that went out was for artists to wrap a series of signal and utility boxes, primarily in the Downtown. In February the Commission approved ten artists to submit drafts and final designs for ten locations. Since then staff have been working closely with the artists and now has a comprehensive set for all ten boxes. One of the ten boxes is located outside the Downtown between Downtown and BelRed, making a nice connection between the first call and the current call. The project is funded by Amazon but by request the company will not be listed on the boxes, leaving the full credit for the project to the city.

All of the artist submissions were shown to the Commissioners.

Commissioner Aldredge commented positively on the diverse artwork selection, noting that they are all colorful and suggesting that they will be well received by the public.

A motion to approve the final designs as presented was made by Commissioner Gowdy. The motion was seconded by Commissioner Martinez and the motion carried unanimously.

D. Portable Artworks for Purchase

Manette Stamm explained that the selection panel met twice to work through all of the artist submissions. There were 200 submissions in all, though two did not qualify, amounting to over a thousand artworks made available for purchase. The selection panel consisted of Commissioner Wolfeich and Lane Eagles, Associate Curator for the Bellevue Art Museum, and Sudeshna Dixi, Director of Cultural Connections for EastHUB. The total budget was \$38,000 plus sales tax, with a maximum price of \$3800 per artwork and artist. Additional budget dollars are available for framing and installation costs.

The recommendation of the panel was to purchase 29 artworks from 24 artists for a total of \$39,315, exceeding the budget by \$1315. Manette Stamm said the additional cost can be covered by the separate framing and installation budget. The recommended works were shown to the Commissioners.

Commissioner Gulati stated that the recommended works are all stunning.

Commissioner Wolfeich allowed that in the end the selection committee came up with a fairly wide range of works spanning a number of different media and art forms. The panel worked very well together in reviewing the submissions and making recommendations. There was a lot of give and take and the outcome was a very diverse collection.

Chair Lau Hui asked if the works will be rotated throughout the city. Manette Stamm said the works will first be sited at City Hall along the second floor. Hopefully some works will be sited in community centers and other venues and will be rotated. Over time both temporary and permanent locations will be found for the portable works.

A motion to approve the purchase of the recommended artworks by the Portable Art Selection Panel was made by Chair Lau Hui. The motion was seconded by Commissioner Aldredge and the motion carried unanimously.

E. BelRed Mural Artists Selection

Manette Stamm noted that the selection panel met to review the 55 artist submissions for the mural pilot program in BelRed. The panelists were Commissioner Gulati; Angelina Villalobos, muralist and Seattle artist; and Kathleen Warren, owner of a creative firm that facilitates mural installations.

Over the course of a number of discussions, the panel drew up a ranking of artists based on the selection criteria. The ranking order was selected due to the unique wall opportunities in BelRed and other possible walls under review by staff, including transportation staff, regarding future murals. Some walls in BelRed are textured, which means they may not be suitable for all works and all artists. The panel ultimately recommended ten artists and thirteen alternates for other mural opportunities. Works from each of the artists were shared with the Commissioners.

Commissioner Gulati said a number of great works from excellent artists were submitted, making the work of the panel more challenging. The pilot project hopefully will be only the beginning of something fabulous for the city, especially as a way of highlighting the BelRed Arts District.

Manette Stamm pointed out that the panelists had previously worked with some of the artists and spoke highly of their work.

Answering a question asked by Commissioner Gulati, Manette Stamm said the selected artists will be designing murals specific to their chosen sites. Staff will work with the artists on their draft designs which will be submitted to the Commission for review and approval. The projects that exceed \$5000 will need to be contracted or otherwise addressed within the confines of state law. Permits for each of the murals will need to be obtained. Only city-owned walls were selected to avoid also having to have agreements from private property owners. Installation will occur during the summer and fall months when the weather is good.

Manette Stamm said ten different walls have been identified for murals by the ten artists. The hierarchy that has been established will be followed in assigning walls to artists. The artist drafts are slated to be before the Commission in July. Final designs will be needed before seeking the permits.

A motion to approve the commission of mural designs from the selection of artists recommended was made by Commissioner Gowdy. The motion was seconded by Commissioner Wolfeich and the motion carried unanimously.

5. COMMISSION QUICK BUSINESS – None

6. REPORTS

A. Commissioners' Committee and Lead Reports – As Noted

B. Project Updates from Staff

Lorie Hoffman reported that the contract with ArtSpace has been finalized for the study artist housing and commercial space. The work to contract for the arts market study is continuing with an eye on having an deliverable from the study in the fall.

Lorie Hoffman reported that (inaudible) with Americans for the Arts to begin data collection during the summer on the arts and economic prosperity study. The national study will involve the participation of 400 municipalities across the nation. The focus will be on the economic impact of non-profit arts and culture organizations, audiences and (inaudible).

The Commissioners were informed that an intern from the Seattle University arts leadership masters program will be brought on board to assess the study.

Lorie Hoffman updated the Commission regarding the BelRed Arts District, noting that there have been a number of recent meetings between staff and developers and landowners, creative businesses and other stakeholders. The focus has been on orienting folks to upcoming projects and issues specific to the BelRed Arts District. The opening of the light rail line will represent a seismic change for the neighborhood and there is a desire to get ahead of that and to be prepared.

The fabrication and installation contract for the 130th public art project is slated to be before the Council on June 21.

Manette Stamm marked the fact that the meeting was Commissioner Wolfteich's last as a Commissioner, who has been on the Commission since 2014. Manette Stamm stated that it had been an honor to work with Commissioner Wolfteich over the years.

Commissioner Wolfteich expressed that it had been a privilege to serve as a member of the Commission alongside so many talented persons. Serving on various panels over the years was very enjoyable and helped to elevate the experience. The leadership brought to bear by the staff has been exemplary in keeping things organized and the Commission on track.

Chair Lau Hui thanked Commissioner Wolfteich for his service on the Commission. Not counting work on panels and the like, Commissioner Wolfteich likely spent some 280 hours in Commission meetings over eight years as a Commissioner.

Lorie Hoffman praised Commissioner Wolfteich for always giving a hundred percent to the work of the Commission and when reviewing artist submittals.

Commissioner Gulati expressed looking forward to seeing Commissioner Wolfteich at the art fairs. Commissioner Gulati thanked Commissioner Wolfteich for serving on the Commission.

Manette Stamm stated that the staff are working with Council liaison Councilmember Stokes on getting a replacement for Commissioner Wolfteich.

Manette Stamm also reported that the Commission would soon be moving to the Legistar system, which is used by the City Council and many other boards and commissions. All

meeting materials will be made available electronically through Legistar. The Commissioners will be issued iPads as well to access the system.

Asked if the Commission would soon be meeting in person again, Manette Stamm said as things stand meetings will for the foreseeable future continue to be held remotely. The city is working on the details of how to move forward with a hybrid approach.

8. ADJOURNMENT

Chair Lau Hui adjourned the meeting at 5:54 p.m.



Community Development

Action & Discussion

Information

Tuesday, July 12, 2022

Bellevue Arts Commission

1E-109 and Zoom, 4:30 pm

Commission Staff Contact: 425.452.4064

New Member Welcome and Hybrid Meetings

At this meeting, staff will welcome a new member to the Arts Commission and review the new hybrid meeting procedures.

NEW MEMBER

On June 21st, Council member John Stokes recommended the appointment of Erika Enomoto to the Arts Commission which was subsequently approved by the full Council and Mayor. We would like to formally welcome Commissioner Enomoto to the Arts Commission and allow everyone to introduce themselves and learn a little about each other.

HYBRID MEETINGS AND IPADS

As we transition into a new format for Commissions, the Arts Commission will begin using Legistar for uploading meeting packets, including agendas, memos, minutes, and meeting audio. All other Boards and Commissions and City Council uses Legistar. Physical or digital meeting packs that the Arts Commission has been using will no longer be distributed to the Commission. Instead, Staff will send out a link to the meeting's agenda from which Commissioners can read all upcoming meeting materials.

At this meeting staff will briefly go over how to access all meeting materials online through Legistar and assign iPads to each member to use for Arts Commission-related business.

STAFF CONTACT

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Manette Stamm, Arts Program Analyst
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Information

Tuesday, July 12, 2022

Bellevue Arts Commission

1E-109 and Zoom, 4:30 pm

Commission Staff Contact: 425.452.4064

SUBJECT

Required and Recommended Updates to Arts Commission Bylaws.

REQUEST OF THE ARTS COMMISSION

ACTION



DIRECTION



INFORMATION ONLY



The Arts Commission will review and discuss proposed updates to its Bylaws. At the Arts Commission's next regular meeting, it will take final action by adopting the amended Bylaws in order to bring the Commission's Bylaws into conformance with Ordinance 6662 and current City requirements.

BACKGROUND

On June 1, 2020, and in response to the COVID-19 pandemic, the City Council amended the Bellevue City Code (BCC) to eliminate the restrictions that prevented all members of City of Bellevue boards and commissions from participating remotely in board or commission meetings. This amendment was intended to be temporary, in order to allow the boards and commissions to meet fully remotely while in-person meetings were not available due to the COVID-19 pandemic.

Prior to the COVID pandemic, the BCC limited remote participation by board and commission members to no more than two members per meeting and no more than four meetings per year. This limitation is included in the current version of the Arts Commission Bylaws at Article V, Paragraph G. When the City Council eliminated the remote participation restrictions from the BCC in response to the pandemic, the Arts Commission took action to suspend Article V, Paragraph G of the Bylaws on July 7, 2020.

In person attendance at City board and commission meetings is now possible, and on May 16, 2022, the City Council adopted Ordinance 6662. This Ordinance amends the City's Personnel Code, Title 3 BCC, to reinstate limitations on members of commissions and boards attending meetings remotely.

The changes mandated by Ordinance 6662 provide more flexibility with respect to remote participation than existed prior to the pandemic, but Ordinance 6662 does limit remote participation by board and commission members. For example, the limit on the number of board and commission members who can participate remotely at any one meeting has been expanded from two to three, and the previous restriction that a member could not participate remotely more than four times a year was eliminated. There is also a requirement that the presiding officer (PO) attend meetings in person. For meetings where the PO is authorized to attend remotely, the PO must pass the PO role for that meeting to another board or commission member who will be attending in person.

With respect to the Arts Commission, Section 2 of Ordinance 6662 amends BCC 3.56.030 to provide the following:

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Amended BCC 3.56.030.E:

E. Remote Participation.

- 1. Commission members are encouraged to attend meetings in person when practicable. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved by the commission in advance of the meeting.*
- 2. The presiding officer must be physically present for a meeting. If the presiding officer is unable to be physically present, the presiding officer must pass the presiding officer role to a commission member who is physically present at the meeting.*
- 3. No more than three members may participate remotely during any one commission meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.*

Following adoption of the updated Arts Commission Bylaws, the Commission's Bylaws will comply with the remote participation requirements in Ordinance 6662 and with BCC 3.56.030.E. For the Commission's convenience, a red-lined version of the updated Arts Commission Bylaws is included as Attachment A; Ordinance 6662 is included as Attachment B; and Chapter 3.56 BCC is included as Attachment C.

The City Council intends to revisit the updated remote participation parameters adopted through Ordinance 6662 in a year to determine their effectiveness. That assessment will include input from the boards and commissions, the public, and relevant city staff.

In addition to complying with recently adopted City legislation, the updated Bylaws provide clarity and consistency, fix typos, and update incorrect citations in the current Bylaws. The updates contain amended language in Article II – Membership and Organization of the Commission to clarify that quorum must be maintained throughout the entirety of the meeting and correct typographical errors; Article V – Meetings to correct typographical errors and citations; Article VII – Public Comment to clarify procedure to allow public comment in both in-person and remote components of meetings; Article X – Conflict of Interest to correct reference to Board; Article XI – Minutes – to ensure consistency with other advisory commission bylaws; and Article XIV – Records to ensure consistency with other advisory commission bylaws and correct citations.

With respect to the updated language in Article VIII.A, the purpose of “seconding the motion” and the Chair announcing the motion is to be sure that at least two people on the Commission want to discuss the proposed action prior to the Commission entertaining and debating the motion. Even in the absence of seconding the motion or the Chair announcing the motion, if a majority of the Commission votes to pass the motion, then it is self-evident that at least two people wanted to discuss the motion, and did. Although all motions should be seconded and announced by the Chair, the minor update to Article VIII provides flexibility so that failure to second the motion or formally announce the motion does not invalidate later action on the motion taken by a majority of the Commission.

All of these updates to the Bylaws will further the City's requirement of uniformity and consistency among the City Council-appointed boards and commissions. The Arts Commission is advisory to the City Council. However, the Arts Commission's authority, as well as the authority of other boards and commissions in the City, is limited to the specific functions set forth in the City's Personnel Code, Title 3 BCC.

More broadly, the Arts Commission must comply at all times with the requirements of the OPMA, the Public Records Act (Chapter 42.56 RCW), and the City's Ethics Code (Chapter 3.92 BCC)—all of which are incorporated by reference into the Arts Commission's authorizing statute, chapter 3.56 BCC. By requiring uniformity and consistency for the board and commission Bylaws, the City ensures that each set of Bylaws also complies with the OPMA, the Personnel Code, and the Ethics Code.

STAFF RECOMMENDATION

Discuss proposed recommendations and provide direction (if any) to Staff.

OPTIONS

N/A

NEXT STEPS

Per Art XVI of the Arts Commission Bylaws, a two-step process is required to amend said bylaws. Final revisions will be presented at the Arts Commission's next regular meeting. Amendments will not be valid unless two-thirds of the membership vote in favor of amending the bylaws.

ATTACHMENTS

Attachment A: Redlines

Attachment B: Ordinance 6662

Attachment C: Chapter 3.56 BBC

STAFF CONTACT

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ARTS COMMISSION BYLAWS

These Bylaws constitute the official rules of procedure for the Arts Commission. Where rules of procedure are not addressed in these Bylaws, the Arts Commission shall be governed by the City Council's adopted Rules (Resolution No. 8928) and/or by *Robert's Rules of Order, Newly Revised*.

ARTICLE I- Scope of Authority/Responsibility

The members of the Arts Commission accept the responsibility of the office and declare their intention to execute the duties defined under the State law and Bellevue City Code (BCC) to the best of their ability and to respect and observe the requirements established by the Bellevue City Council.

The authority of the Arts Commission is limited to those specific functions set forth in Chapter 3.56 of the BCC. The purpose of the Commission is advisory to the City Council.

The Commission shall have no authority or responsibility relating to the following activities:

- A. The Commission or its individual members shall not speak for or advocate on behalf of the City or Commission, or act in a manner that may be construed as representing the City, unless specifically authorized to do so by the City Council.
- B. The Commission or its individual members have no supervisory authority and shall not direct administrative operations, maintenance, or hiring of consultants and other independent contractors except for artists, consistent with the guidelines of the Public Art Program.
- C. The Commission shall not participate in regional issues not specifically assigned to the Commission by the City Council.

A member of the Commission is not authorized to speak for the Commission unless the Commission has expressly authorized the member's communication.

An individual member is free to voice a position, oral or written, on any issue after making it clear that the member is not speaking as a representative of the City or as a member of the Commission.

ARTICLE II - Membership and Organization of the Commission

A. Membership.

- 1. Each person at time of nomination and continuing uninterrupted thereafter while serving on the Commission shall be a resident of the City of Bellevue.
- 2. Each person to be appointed shall be nominated by the Council Liaison for a specific, numbered position on the Commission.
- 3. Appointees shall commence service after confirmation by the City Council and the effective date of the previous member's resignation or expiration of the existing term for the position, as applicable.

4. Each confirmation motion by the Council shall include the ending date and term for the position to which the member is appointed and that information shall be entered into the Council meeting minutes and maintained in the Commission's records by the Deputy City Clerk.

- B. Election of Officers. The Arts Commission shall elect a Chair and Vice-Chair, and any other officers the Commission deems necessary, for a term of one year at their first regular meeting in June of each year, or as soon thereafter as feasible based on seating of newly- appointed members.

The election process shall be in accordance with Roberts Rules of Order Newly Revised.

In the event of the resignation of the Chair or Vice-Chair, the Commission shall expeditiously elect a new officer to fill the vacancy.

In the absence of the Chair and Vice-Chair, a Chair pro tem~~ma~~ shall be elected informally by the members present to conduct the meeting.

- C. Committees. The Chair, with the concurrence of the Commission, may appoint standing committees or special committees of the Commission and assign one or more members to such committees.
- D. Quorum. At all meetings of the Commission, quorum shall consist of a majority of the members. Quorum must be maintained throughout the entirety of the meeting.
- E. Ex officio members. The Council may approve the appointment of an ex officio member to the Commission. Ex officio members are authorized to sit at the table and participate in discussions, but are non-voting members.
- F. Resignation. A member may resign by giving written notice to the City Clerk and the Chair of the Commission.
- G. Removal from office. Members of the Commission may be removed at any time by the ~~ma~~Mayor, upon approval of a majority of the Council, for neglect of duty, conflict of interest, unexcused absence from three consecutive regular meetings of the Commission, or for any reason deemed sufficient by the majority of the Council. The decision of the Council shall be final and there shall be no appeal.
- H. Vacancies. Vacancies shall be reported immediately to the City Clerk.
- Vacancies occurring for reasons other than the expiration of a term shall be filled for the unexpired portion of the term by appointment by the Mayor upon approval of a majority of the Council.
- I. Staffing. The Community Development Director shall assign staff support to the Commission.

ARTICLE III - Duties of Officers

- A. Presiding Officer. The Chair shall be the presiding officer of the Commission. In the temporary absence of the Chair, the Vice-Chair shall perform the duties and responsibilities of the Chair. The Presiding Officer is required to attend meetings in person. If the Presiding Officer is authorized to participate in a meeting remotely under Article V.G of these Bylaws, the Presiding Officer must pass the Presiding Officer role for that meeting to a commission member who will attend that meeting in person.

It shall be the Presiding Officer's duty to see that the transaction of Commission business is in accord with these Bylaws.

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B. Presiding Officer Duties. It shall be the duty of the Presiding Officer to:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control the discussion in an orderly manner.
 - a. Introduce the agenda topic, provide for staff presentation and questions from the Commission, and call for discussion among the Commission members.
 - b. Give every Commission member who wishes an opportunity to speak.
 - c. Permit audience participation at the appropriate times.
 - d. Require all speakers to speak to the question and to observe the rules of order.
 - e. Give pro and con speakers opportunities to speak to a question when practicable.
 - f. Guide the Commission in providing direction to staff and making recommendations to the City Council.
4. State each motion before it is discussed and before it is voted upon.
5. Put motions to a vote and announce the outcome or summarize consensus direction achieved by the Commission.
6. Decide all questions of order, subject to the right of appeal to the Commission by any member.

The Presiding Officer may at his or her discretion call the Vice-Chair or any member to take the Chair so the Presiding Officer may make a motion.

- C. Commission Staff. The Commission staff, or an authorized designee, shall attend all meetings of the Commission. The Commission staff shall:
- a. Provide for noticing of special meetings or changed locations of meetings;
 - b. Post agendas and Commission packet materials for each meeting;
 - c. Record and retain, by electronic means, each meeting for the official record;
 - d. Provide for timely preparation of summary minutes of all Commission meetings;
 - e. Maintain the Commission's official records;
 - f. Manage correspondence on behalf of the Commission.

ARTICLE IV - Council Liaison

- A. The Mayor, with the concurrence of Council, shall appoint a Councilmember to serve as Liaison to the Arts Commission.
- B. The Council shall identify roles and responsibilities for Liaisons to the Council's appointed Boards and Commissions.

ARTICLE V -- Meetings

Public notice of meetings of or hearings before the Commission shall be provided as required by law. Noticing of special meetings and public hearings is provided by the Deputy City Clerk.

- A. Regular meetings. The regular meetings of the Arts Commission shall be held at 4:30 pm on the first Tuesday of each month; unless there is critical or time-sensitive work, the Commission may recess for either the month of August or December.

Regular or continued meetings that fall on a holiday shall be rescheduled by the Commission.

- B. Special meetings. Special meetings may be held by the Commission subject to notice requirements prescribed in state law. The notice for special meetings shall state the subjects to be considered, and no subjects other than those specified in the notice shall be considered.

Electronic mail shall be considered written notice to members for purposes of this rule.

- C. Meeting place. Meetings of the Arts Commission shall be held at Bellevue City Hall unless otherwise noticed.
- D. Open Public Meetings. No legal action may be taken by the Commission except in a public meeting. "Action" is defined as the transaction of official business, but is not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.

All meetings of the Commission shall be open to the public; provided, the Commission may hold Executive Sessions as permitted by law (RCWs 42.30.110 ~~and 43.30.140~~).

Minutes will be prepared for all regular and special meetings and presented as soon as practicable for Commission review and approval. Minutes will include all pertinent information, motions, decisions made, and actions and votes taken. Minutes are not required to be taken at an Executive Session (RCW 42.32.03~~59~~).

- E. Public Notice. Public notice of meetings or hearings before the Commission shall be provided as required by law. Notice of special meetings will be delivered in writing by mail or electronic mail at least 24 hours in advance to Commission members and to the City's newspaper of record and other media publications that have filed written requests of the City to be notified. The notice will specify the time and place of the special meeting and the business to be transacted.
- F. Attendance. Attendance at regular and special meetings is expected of all Commission members.

Any member anticipating absence from an official meeting should notify the Chair ~~or~~ and the City staff assigned to the Commission ~~staff~~ in advance.

Unexcused absences from three consecutive regular meetings shall be reported to the City Council for appropriate action as prescribed by BCC 3.56.010.

- ~~G. Remote participation. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved in advance, by majority vote of the Commission, either at an earlier Commission meeting or before joining a current meeting. A member may participate remotely no more than four times per year, unless absent for medical reasons, and only two members may participate remotely during any one Commission meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum. Commission members are encouraged to attend meetings in person when practicable. A member not able to attend a meeting in person may participate remotely using approved teleconferencing equipment. However, remote participation must be approved by the Commission in advance of the meeting.~~

~~G. No more than three Commission members may participate remotely during any one Commission meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.~~

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- H. Recess. The Commission may, by a majority vote or consensus, recess for a short break. The proposal to recess may set a time limit or run until the Chair calls the meeting back to order.
- I. Continuation. The continuation of a meeting shall be to a definite time and place and approved by majority vote.

- J. Adjournment. Regular meetings of the Arts Commission shall adjourn by 6:30pm. The adjournment time may be extended to a later time certain upon approval of a motion carried by a majority of Board members.

At the conclusion of the agenda, after calling for any additional business, the Chair may declare the meeting adjourned.

ARTICLE VI- Order of Business/Agenda

- A. Preparation of meeting agendas will be the duty of the Commission staff in coordination with the Chair.
- B. Copies of the agenda will be available to all Commission members at least two days prior to a regular meeting and 24 hours in advance of special meetings.
- C. The agenda will indicate whether formal action is intended to be taken by the Commission on a particular matter.
- D. The order of business for each regular meeting shall be as follows:
1. Call to Order
 2. Approval of Agenda and Minutes
 3. Oral Communications
 4. Action Items and Discussion Items
 5. Commission Quick Business
 6. Reports
 7. Written Communications and Other Information
 8. Adjournment
- E. The printed agenda of a regular meeting may be modified, supplemented or revised by a majority affirmative vote of the Commission members present.
- F. A topic on the agenda may be continued to subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
- G. The order of business does not apply to Special Meetings.

ARTICLE VII - Public Comment

- A. Timing of Communications. The Commission shall not take public comment at regular meetings except for that given at a public hearing or at Oral and Written Communications. Written comments may be submitted to the Commission staff in advance of the meeting.
- B. Addressing the Chair. Speakers shall address all statements to the Chair. Commission members may direct questions to speakers only with the Chair's permission.
- C. Public hearings. The purpose of a public hearing is to gather information and opinions on a specific subject the Commission is studying. The following rules shall be observed during any public hearing:
1. The Chair shall, at the opening of a public hearing, state the purpose of and process for the hearing and may request that staff provide an introductory staff report.

2. Persons wishing to speak, either in person or through remote participation, shall sign in on the paper or electronic sign-in sheet. ~~Speakers provided and~~ will be called to speak in the order in which they signed in, subject to the Chair's discretion to modify the order in the interest of a fair public hearing that allows an opportunity for everyone wishing to speak.
3. Speakers will be allowed three minutes in which to make their comments. Additional time will not be allowed unless the Chair or a majority of the Commission determines to allow additional time.
4. Speakers are encouraged to indicate support for or opposition to previous comments rather than repeating prior testimony.
5. No specific time limitations are placed on the length of public hearings.
6. The Commission may continue a hearing to a future date or close a hearing after everyone wishing to speak has spoken.
7. All written material provided before or during the hearing will be included in the hearing record.
8. The Chair may allow additional time for receipt of written comments when needed.

D. Oral Communications.

1. The time allowed for Oral Communications shall not exceed 30 minutes.
2. Persons wishing to speak, either in person or through remote participation, shall sign in on the paper or electronic sign-in sheet provided and will be called to speak in the order in which they signed.
3. Speakers will be allowed to speak for three minutes. Additional time will not be allowed unless the Chair or a majority of the Commission determines to allow additional time.
4. Suspension of these rules will require a majority vote of the Commission members present and must be consistent with the requirements of the Open Public Meetings Act, Chapter 42.30 RCW.

E. Decorum. Persons participating in Commission meetings are strongly encouraged to aid the Commission in maintaining the decorum and orderly progression of the meeting agenda. Engaging in shouting, use of profanity or slurs against others, disruptive noise, or comments that are off-topic detract from the ability of the Commission to conduct business. Where such conduct results in actual disruption of the meeting, the Chair may issue a verbal warning to the speaker and, if the behavior continues, have the speaker removed from the meeting room. Repeated disruption may result in the speaker being excluded from participating in public comment at one or more subsequent Commission meetings. If the Chair issues an exclusion to any speaker, he or she shall inform the person of the basis for the exclusion and the term of the exclusion. The Chair shall also notify the speaker that if he or she desires to address the Commission during the period of exclusion from public comment, he or she may submit written comments which will be received by the Commission staff and provided to each of the Commission members.

F. Timekeeping. The City staff assigned to the Commission ~~staff~~ shall be the timekeeper.

ARTICLE VIII - Motions

A. No motion ~~shall~~should be entertained or debated until ~~seconded and~~ announced by the Chair.

~~A.~~B. The motion shall be recorded and, if desired by any member, read by the Clerk before it is debated. With the consent of the Commission, a motion may be withdrawn at any time before action is taken on the motion.

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B.C. Motions shall be entertained in the order of precedence outlined in *Robert's Rules of Order Newly Revised*.

ARTICLE IX - Voting

- A. Action. Action may be taken by a majority of the members present when a quorum exists.
- B. Votes on Questions. Each member present or participating remotely shall vote on all questions put to the Commission except on matters in which he or she has been disqualified for a conflict of interest or under the Appearance of Fairness doctrine. Such member shall disqualify himself or herself prior to any discussion of the matter, stating the reason for the disqualification unless there is a legal impediment to disclosure. The disqualified member will then leave the meeting room.
- Voting shall be accomplished by voice or through a showing of hands. Secret balloting is prohibited. Proxy votes of members not present are not valid votes. All votes shall be recorded in the Summary Minutes.
- C. Tie Vote. The passage of a motion is defeated by a tie vote, provided that the question may be brought forward again at the request of any member at the same meeting or at the next meeting when any members who were absent or disqualified at the time of the tie vote are present.
- D. Failure to Vote. Any Commission member who fails to vote without a valid disqualification shall be declared to have voted in the affirmative on the question.
- E. Six-month Time Limitation. Except as otherwise provided in these Bylaws, once a matter has been voted on and the time for reconsideration has passed with no action, the matter may not be taken up again for six months unless there is a showing of a substantial change of circumstances.
- F. Decisions. The Commission shall act as a body in making its decisions and in announcing them. The Chair or the Chair's designee shall serve as the spokesperson for the Commission in reporting decisions.

ARTICLE X- Conflict of Interest, Appearance of Fairness, and Legal Assistance

Commission members are held to high ethical standards and shall at all times comply with the provisions of Chapter 3.92 of the BCC, as they exist now or as amended in future.

Any member of the Commission who, in his or her opinion, has an interest in any matter before the ~~Board-Commission~~ that would tend to prejudice his or her actions shall so publicly indicate and shall step down and refrain from voting and participating in any manner on the matter in question to avoid any possible conflict of interest or violation of the appearance of fairness.

When there is doubt concerning the legality of an issue, the City Attorney (or designee) may be called upon to advise members as to the legality of the proposed action. If necessary, a hearing or deliberation may be continued until legal matters can be clarified. Care must be taken in maintaining records of the proceedings when litigation is a possibility.

ARTICLE XI - Minutes

- A. Minutes are the official record of a meeting. Electronic recordings of meetings (if made) are retained for six years. ~~After that period, the minutes are the only source of information~~

~~about what took place at a meeting. For this reason, it is important that minutes accurately reflect what occurred.~~

Minutes should be sufficiently detailed to provide what was done, by whom, and why, in order to provide an accurate summary of the main points of the discussion. Minutes are written to provide a readable, concise record of lengthy meetings, and as such not every speaker's comments on every topic are included.

If a Commission member wishes to ensure that a particular statement is included in the minutes, he or she should indicate, "For the record, ~~I believe...~~ " to signal the desire to have this comment included.

- B. Draft minutes presented for approval in the meeting packet may be amended if a legally sufficient reason to do so exists.

Once approved, that page of amended minutes will subsequently show the following wording next to the spot of the amendment: "Corrected - see minutes of ~~Arts Commission~~ [Insert Date]."

ARTICLE XII - Compliance with Laws

All Commission members shall comply with all federal, state, and local laws and ordinances, including but not limited to Chapter 49.60 RCW (Washington's Law Against Discrimination) and 42 U.S.C. 12101 et. seq. (ADA), BCC 3.92 (Code of Ethics), RCW 42.56 (Public Records Act), RCW 42.30 (Open Public Meetings Act), BCC 2.26 (Public Records) and the Civil Rights Act of 1964 (Public Law 88-352).

ARTICLE XIII- Communications

- A. Communications with Council. The Commission shall provide at least quarterly communications to the Council, either at Reports of Boards and Commissions or in written form. Reports should highlight major activities, future work plans, changes in work plans, and request any policy direction needed from Council. All communications with Council shall comply with BCC 3.56.040.
- B. Communications among Commission members. To avoid possible violations of the Open Public Meetings Act, Commission members shall refrain from back-and-forth exchange of information, viewpoints, positions, or other dialogue via email, telephone, or in person among a quorum of the membership about the business of the Commission outside of a public meeting. Communications among less than a quorum that are then relayed by a participant to other members, who together constitute a quorum, are also prohibited.

ARTICLE XIV -- Records

The term "public records" applies to any paper, correspondence, completed form, bound record book, photograph, film, audio or video recording, map drawing, machine-readable material, video stream, email, text message, or social media that has been created or received by any state or local government agency during the course of public business and legislative records described in RCW 40.14.100. The following requirements apply to the Arts Commission and its

individual members:

- A. Public records are the property of the City and must be managed (preserved, stored, transferred, destroyed, etc.) according to the provisions of RCW 40.14.
- B. Tools are in place to manage all emails sent to the Commission's email account (artscommission@bellevuewa.gov) as well as individual City of Bellevue email accounts of Commission members according to state law.
- C. Commission members are responsible for including Commission staff on all Commission-related communications, including forwarding any emails sent to the member in his/her individual capacity to the artscommission@bellevuewa.gov address. Any hard copy records shall also be transferred to staff for long-term maintenance.
- D. Members may be required to produce emails or documents that relate to the activities or operations of the Commission in response to a public disclosure request. Members may also be required to produce their personal notes taken at Commission meetings that relate to the activities and deliberations of the Commission. To the extent that those notes contain information that is purely personal or material that is exempt under the Public Disclosure Act, they may not need to be provided to the requestor.
- E. As required by WAC 44-14-04003(23) and the City's Public Records Act Rules, the City must provide the fullest assistance in response to public disclosure requests. The City's Public Records Officer and a representative of the City Attorney's Office will review any documents that may be exempt from disclosure and will provide the necessary explanations of any exemptions to the requestor if access to particular records is denied. Courts may award monetary penalties should the City not respond fully or promptly.
- F. Commission members are advised to establish a separate, clearly-named file within their personal email account and/or on the hard drive of their personal computer to which they file all materials relating to the Commission.

ARTICLE XV - Compensation and Reimbursement of Expenses

Members of the Commission shall serve without compensation. Members shall be reimbursed for authorized travel or other expenses incidental to that service, which are authorized by the City Manager or City Council. Members should seek pre-authorization for any proposed expense.

ARTICLE XVI - Amendments

These Bylaws may be amended, revised, or repealed by the entire Commission at any regular meeting or any special meeting, provided that notice of such changes is included on the agenda and the vote to change takes place at the next regular meeting. Amendments will not be valid unless two-thirds of the membership of the Commission vote in favor of amending the Bylaws.

ARTICLE XVII- Validity

If any part or parts of these Bylaws are found to be invalid, that part or parts will not invalidate the remainder of the Bylaws.

Approved this day of , 2022.

<u>Chair</u>	<u>Director</u>
	Community Development Department

_____, Commission Staff

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 6662

AN ORDINANCE amending Sections 3.55.030, 3.56.030, 3.61.030, 3.62.030, 3.63.030, and 3.64.030 of the Bellevue City Code to reinstate limitations on members of commissions and boards attending meetings remotely.

WHEREAS, on June 1, 2020, the City Council adopted Ordinance 6516, amending the Bellevue City Code (BCC) to eliminate the restrictions that prevented all members of the Environmental Services Commission, Arts Commission, Human Services Commission, Parks and Community Services Board, Transportation Commission, and Planning Commission from participating remotely in board or commission meetings; and

WHEREAS, this amendment was intended to be temporary, to allow the boards and commissions to meet fully remotely while in-person meetings were not available due to the COVID-19 pandemic; and

WHEREAS, in-person attendance by board and commission members is now possible; and

WHEREAS, the Council desires more flexible parameters than previously existed in the BCC for remote participation by board and commission members, to accommodate all abilities to attend meetings, and also desires consistency between all boards and commissions; and

WHEREAS, the Council intends to revisit these parameters in a year to determine their effectiveness, now, therefore,

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 3.55.030 of the Bellevue City Code is hereby amended to read as follows:

- A. The commission shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the commission may recess for either the month of August or December.
- B. All meetings shall be open to the public; provided, the commission may hold executive sessions as permitted by law. Commission business shall be conducted in compliance with the requirements, as applicable, of the Open Public Meetings Act, Chapter 42.30 RCW, and the Public Records Act, Chapter 42.56 RCW, as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

E. *Remote Participation.*

1. Commission members are encouraged to attend meetings in person when practicable. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved by the commission in advance of the meeting.

2. The presiding officer must be physically present for a meeting. If the presiding officer is unable to be physically present, the presiding officer must pass the presiding officer role to a commission member who is physically present at the meeting.

3. No more than three members may participate remotely during any one commission meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

Section 2. Section 3.56.030 of the Bellevue City Code is hereby amended to read as follows:

A. The commission shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the commission may recess for either the month of August or December.

B. All meetings shall be open to the public; provided, the commission may hold executive sessions as permitted by law. Commission business shall be conducted in compliance with the requirements, as applicable, of the Open Public Meetings Act, Chapter 42.30 RCW, and the Public Records Act, Chapter 42.56 RCW, as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

E. *Remote Participation.*

1. Commission members are encouraged to attend meetings in person when practicable. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved by the commission in advance of the meeting.

2. The presiding officer must be physically present for a meeting. If the presiding officer is unable to be physically present, the presiding officer must pass

the presiding officer role to a commission member who is physically present at the meeting.

3. No more than three members may participate remotely during any one commission meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

Section 3. Section 3.61.030 of the Bellevue City Code is hereby amended to read as follows:

A. The commission shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the commission may recess for either the month of August or December.

B. All meetings shall be open to the public; provided, the commission may hold executive sessions as permitted by law. Commission business shall be conducted in compliance with the requirements, as applicable, of the Open Public Meetings Act, Chapter 42.30 RCW, and the Public Records Act, Chapter 42.56 RCW, as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

E. *Remote Participation.*

1. Commission members are encouraged to attend meetings in person when practicable. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved by the commission in advance of the meeting.

2. The presiding officer must be physically present for a meeting. If the presiding officer is unable to be physically present, the presiding officer must pass the presiding officer role to a commission member who is physically present at the meeting.

3. No more than three members may participate remotely during any one commission meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

Section 4. Section 3.62.030 of the Bellevue City Code is hereby amended to read as follows:

A. The board shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the board may recess for either the month of August or December.

B. All meetings shall be open to the public; provided, the board may hold executive sessions as permitted by law. Board business shall be conducted in compliance with the requirements, as applicable, of the Open Public Meetings Act, Chapter 42.30 RCW, and the Public Records Act, Chapter 42.56 RCW, as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

E. *Remote Participation.*

1. Board members are encouraged to attend meetings in person when practicable. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved by the board in advance of the meeting.

2. The presiding officer must be physically present for a meeting. If the presiding officer is unable to be physically present, the presiding officer must pass the presiding officer role to a board member who is physically present at the meeting.

3. No more than three members may participate remotely during any one board meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

Section 5. Section 3.63.030 of the Bellevue City Code is hereby amended to read as follows:

A. The commission shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the commission may recess for either the month of August or December.

B. All meetings shall be open to the public; provided, the commission may hold executive sessions as permitted by law. Commission business shall be conducted in compliance with the requirements, as applicable, of the Open Public Meetings Act, Chapter 42.30 RCW, and the Public Records Act, Chapter 42.56 RCW, as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

E. Remote Participation.

1. Commission members are encouraged to attend meetings in person when practicable. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved by the commission in advance of the meeting.

2. The presiding officer must be physically present for a meeting. If the presiding officer is unable to be physically present, the presiding officer must pass the presiding officer role to a board member who is physically present at the meeting.

3. No more than three members may participate remotely during any one commission meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

Section 6. Section 3.64.030 of the Bellevue City Code is hereby amended to read as follows:

A. The commission shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the commission may recess for either the month of August or December.

B. All meetings shall be open to the public; provided, the commission may hold executive sessions as permitted by law. Commission business shall be conducted in compliance with the requirements, as applicable, of the Open Public Meetings Act, Chapter 42.30 RCW, and the Public Records Act, Chapter 42.56 RCW, as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

E. Remote Participation.

1. Commission members are encouraged to attend meetings in person when practicable. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved by the commission in advance of the meeting.

2. The presiding officer must be physically present for a meeting. If the presiding officer is unable to be physically present, the presiding officer must pass the presiding officer role to a board member who is physically present at the meeting.

3. No more than three members may participate remotely during any one commission meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

Section 7. This Ordinance shall take effect and be in force five (5) days after its passage and legal publication.

Passed by the City Council this 16th day of MAY, 2022 and signed in authentication of its passage this 16th day of MAY, 2022.

(SEAL)



L. Robinson
Lynne Robinson, Mayor

Approved as to form:

Kathryn L. Gerla
Kathryn L. Gerla, City Attorney

Attest:

Charmaine Arredondo
Charmaine Arredondo, City Clerk

Published 5/19/22

Chapter 3.56 ARTS COMMISSION

Amended



Sections:

- 3.56.010 Arts commission established.
- 3.56.020 Officers.
- 3.56.030 Meetings. Amended
- 3.56.040 Council communications.
- 3.56.050 Bylaws and procedures.
- 3.56.060 Staff support.
- 3.56.070 Powers and duties.
- 3.56.080 Limitations.

3.56.010 Arts commission established.



There shall be an arts commission of the city of Bellevue. As used in this chapter, the term “art” or “arts” shall include, but not be limited to, all graphic and visual arts, performing skills and crafts.

A. *Membership and Appointment.* The arts commission shall consist of seven members appointed by the mayor following the consent of a majority of the city council. Commission members shall be appointed without respect to political affiliation and shall serve without compensation. The council liaison may recommend appointment of a nonvoting ex-officio member.

B. *Eligibility.* Members of the arts commission must be residents of the city of Bellevue. A member of the commission may not serve on the board of directors of an arts organization receiving city funding.

C. *Terms of Office.* The term for all positions on the commission shall be four years. Each position shall expire on May 31st of the last year of the term. The expiration date of the terms of the positions on the commission shall be staggered so that no more than four positions expire in the same year.

No person shall serve more than two consecutive terms, provided a person appointed to fill an unexpired term of less than two years is eligible to serve two successive four-year terms, and provided further, a person who is ineligible to serve for having served two consecutive terms may again serve after two years have elapsed from the end of the second such term.

D. *Vacancies, Removal of Commission Members, and Filling of Unexpired Terms.*

1. The position of a member of the arts commission shall become vacant upon such member ceasing to be a resident of the city.
2. Members of the commission may be removed at any time by the mayor, upon approval of a majority of the city council, for neglect of duty, conflict of interest, unexcused absence from three consecutive regular

meetings of the commission, or for any reason deemed sufficient by a majority of the council. The decision of the council shall be final and there shall be no appeal.

3. Vacancies occurring for reasons other than the expiration of a term shall be filled for the unexpired portion of the term by appointment by the mayor upon approval of a majority of the council.

E. *Ethical Standards.* Commission members shall be held to high ethical standards and shall at all times comply with the provisions of Chapter [3.92](#) BCC, as they exist now or may be hereafter amended. (Ord. 6238 § 2, 2015.)

3.56.020 Officers.



A chair, vice chair and other officers as the commission deems necessary shall be elected annually from its members. The chair shall preside at meetings; the vice chair shall preside at meetings in the absence of the chair. (Ord. 6238 § 2, 2015.)

3.56.030 Meetings.



 This section has been amended by Ordinance 6662, which is pending codification.

A. The commission shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the commission may recess for either the month of August or December.

B. All meetings shall be open to the public; provided, the commission may hold executive sessions as permitted by law. Commission business shall be conducted in compliance with the requirements, as applicable, of the Open Public Meetings Act, Chapter [42.30](#) RCW, and the Public Records Act, Chapter [42.56](#) RCW, as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative. (Ord. 6516 § 2, 2020; Ord. 6238 § 2, 2015.)

3.56.040 Council communications.



Formal communications with, or feedback to, the council shall represent the official majority and/or minority opinions of the commission, and not those of individual commission members. Members wishing to express an individual opinion shall provide their comments at the public comment opportunities on the meeting agenda. (Ord. 6238 § 2, 2015.)

3.56.050 Bylaws and procedures.



The commission shall adopt bylaws and procedures not inconsistent with any requirements established in the Bellevue City Code for the conduct of its meetings and hearings, setting of times of hearings, and giving of notice to the public. (Ord. 6238 § 2, 2015.)

The community development department shall provide technical and clerical support for the commission. (Ord. 6420 § 3, 2018; Ord. 6238 § 2, 2015.)

3.56.070 Powers and duties.



The commission shall act in a policy advisory capacity to the city council. The commission may hold public hearings and shall conduct studies, perform analyses, and prepare reports requested by the council. The commission may perform the following functions in order that Bellevue may provide leadership in the arts:

- A. Keep the city council informed and represent the community interest in matters of art;
- B. Serve as the central commission to whom individuals and groups take their concerns and ideas with regard to the arts;
- C. Seek to enlarge the art consciousness of the city and its citizens;
- D. Encourage multi-age working, sharing, learning, teaching, and participation in the arts;
- E. Provide recognition and encouragement to local artists and arts organizations, both those established and those as yet unrecognized;
- F. Develop recommendations for acquiring public artwork consistent with guidelines and priorities approved by city council;
- G. Establish a long-range plan for the development and operation of a cultural center;
- H. Review and make recommendations on the suitability of any work of art intended as a gift to the city;
- I. Establish and maintain a long-range plan and strategic vision for the arts and culture in Bellevue (i.e., Cultural Compass), including participation with the planning commission in preparing, reviewing and recommending comprehensive plan updates and subarea plans; provided, that the planning commission shall review and make final recommendations to the city council on all matters which will be adopted by the city council as part of the comprehensive plan; and
- J. Recommend priorities for funding and allocation of small grants to arts organizations based on eligibility and selection criteria approved by council.

In addition, the commission:

- K. May provide the public with opportunities for involvement in the commission's activities;
- L. May recommend particular concepts for inclusion in the city's vision, subject to approval by council;
- M. May research and provide suggestions on new matters and/or initiatives that council may wish to consider;
- N. Shall provide at least quarterly communications to the council highlighting major activities, future work plans, changes in work plans, and any policy direction requested;
- O. Shall cooperate and coordinate with other council-appointed boards, commissions, committees and task forces as appropriate; and
- P. Shall perform other duties directed by the city council. (Ord. 6238 § 2, 2015.)

3.56.080 Limitations.



The commission shall have no powers or duties related to the following activities:

- A. Advocacy on behalf of the city or the commission without express council permission;
- B. Supervision of staff, administrative operations, maintenance, or hiring of consultants and other independent contractors except for artists, consistent with the guidelines of the Public Art Program; and
- C. Regional issues not specifically assigned to the commission by the city council. (Ord. 6238 § 2, 2015.)

The Bellevue City Code is current through Ordinance 6658, passed April 11, 2022.

Disclaimer: The city clerk's office has the official version of the Bellevue City Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

Note: This site does not support Internet Explorer. To view this site, Code Publishing Company recommends using one of the following browsers: Google Chrome, Firefox, or Safari.

City Website: www.bellevuewa.gov

City Telephone: (425) 452-6800

Code Publishing Company

Action

Tuesday, July 12, 2022

Bellevue Arts Commission

1E-109 and Zoom, 4:30 pm

Commission Staff Contact: 425.452.4064

Bellwether Digital Residency Recommended Artists

At today's meeting, staff will present the selection panel's recommended artists for Bellwether 2022 Digital Residencies.

Motion: A motion to approve the Panel Recommended Artists that will participate in the 2022 Bellwether Digital Residency.

BACKGROUND

For this call, the City of Bellevue Public Art Program sought to select artists for several opportunities to participate in the 2022 Bellwether Arts Festival's "Digital Residency" program. Selected artists will work with City Staff to present art and digital experiences throughout the week of their residency and be featured on Arts Program social media channels. Artist stipends for the residency are \$1,800 (plus 10.1% sales tax). The call was open to all professional and emerging artists living in King, Pierce and Snohomish counties, WA

A panel reviewed all application materials, including bios, statements, resumes, work samples, and proposals. The criteria for selection included artistic merit and compelling themes relevant to this call. The selection panel consisted of:

- Maria Lau Hui, Arts Commission chair
- Monik Martinez, Arts Commissioner
- Larine Chung, local artist and instructor at the EAC Studio
- Enid Smith Becker, local artist and instructor at Seattle University

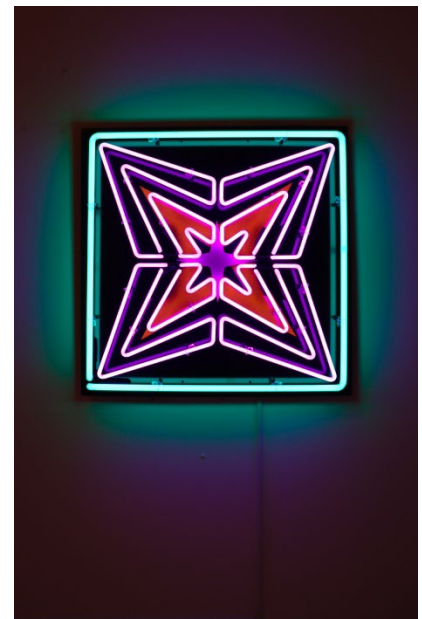
RECOMMENDED ARTISTS

KT Hancock, Seattle

Mixed media

For this residency, I will be making a series of informational (and FUN) videos on creating a piece of neon art. By creating a series of videos that focus on the fire, glass, and overall amazing qualities of neon art, I will bring the audience in. My posts will be compilations of different videos from different angles. Photos and captions will also be used to explain the processes as they happen. By incorporating a variety of different media with the neon, I can showcase different techniques and what other materials have to offer as well. My strategy for this residency is to post twice a day, with scheduled content already made.

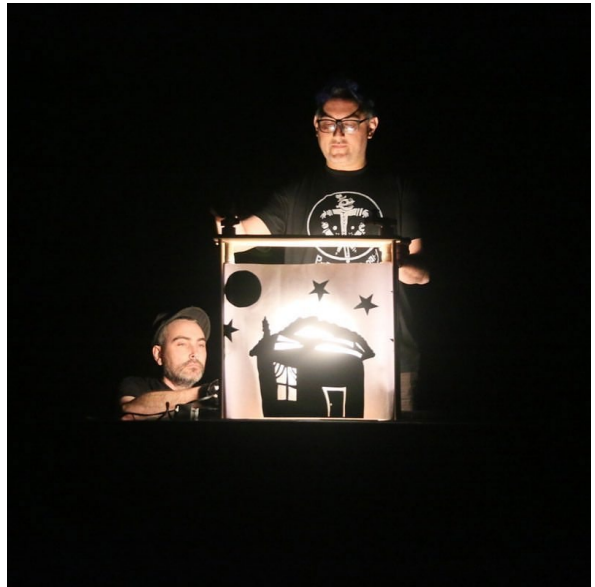
By having the videos post-ready beforehand, I can make sure that posting will happen regularly throughout the residency. My preferred social media platform is Instagram (@velvet_nugget_studios) but I have recently started a TikTok (velvet_nugget_studios.) In regards to what will be made during the residency, I have a few ideas in mind that might create a really awesome correspondence with Bellwether. One idea might be to bend the word "Bellwether."



Another idea I thought might be fun would be to install the artwork somewhere during Bellwether (if this is possible) and post content related to all the steps to make the artwork, so it can “unfold” for the audience.

Dustin Curtis, Seattle
Puppetry/Video

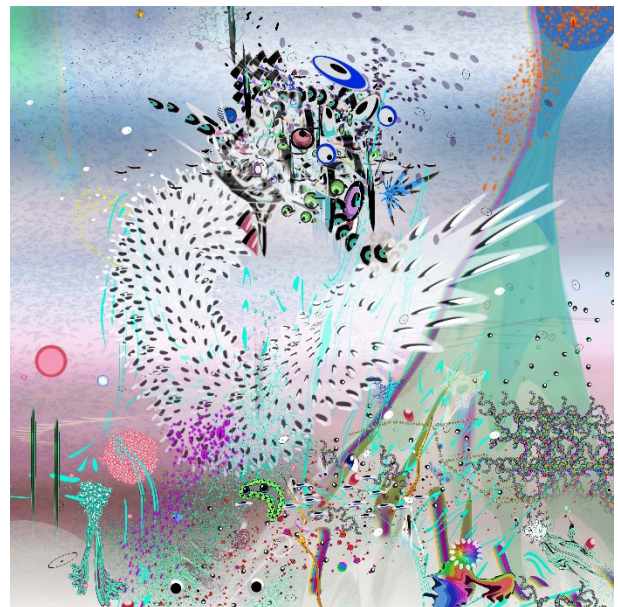
I purpose to create short shadow puppet shows to be filmed for and digitally distributed each day of the residency. A new theme would be explored daily with topics that would include: CityScape, The Strawberry Festival, Transportation, Snowflake Lane, Historical Ferries/Lake Washington, Downtown/Festivals, and surrounding nature. The films would be short vignettes around 1:00-1:30 minutes, which is optimized for social media distribution. Photos from the construction process or "making-of/behind the scenes" photos/videos would be provided for additional posting each day. I would also be open to recording artist interviews talking about the inspiration or techniques or demonstrations. Proposed timeline: If accepted, the storyboarding, recording, and construction would occur in the month of July and be delivered by August 1st as indicated in the guidance.



I would be able to cross-post on all my social media and actively monitor during the engagement to ensure audience engagement. My primary channels would be Instagram and TikTok, with secondary posting to Facebook (personal and puppet studios) and Twitter. I am willing to cross-post and work in a direction that best suits Bellwether's preferences.

Warren Armando Pope, King County
Digital / Hybrid

My initial concept for content strategy would be to overwhelm, creating delirium, and abundance. I would want to explore how we relate to the overwhelm of constant content, and transience of digital media. Living with ADHD, I am constantly overwhelmed by this digital age and the internet. And so many people I know are in the same boat regardless of whether they are neurotypical or neurodiverse. Right now I have at least 10 windows open and each window has at least 50 tabs open. I have over 6000 unread emails and more photos and digital media saved than I will ever be able to consume.



As a digital artist engaging modern digital tools possibilities, I have a vast library of countless digital assets and artwork in varying styles (that often clash much like content on the web). I see a unique opportunity to post a barrage of artwork seemingly by different artists flooding the digital residency's media pages (Instagram, tiktok, and perhaps twitter) like spam filling up an inbox. The goal will be to overwhelm and bury content that has already been posted (the opposite of well-timed and paced commercial social media campaigns). The posting will be accumulated for several days and peak towards the middle of the week after which posts will gradually be deleted until there is a record of just 3-6 posts to document the show.

Xin Xin, Bellevue**Acrylic, watercolor, marker**

My social content focus on healing through a slow art movement. The repetitive nature of my practice helps viewers to slow down in their days. Through this partnership with the City of Bellevue on Instagram, I want to bring communities together to enjoy a moment of serenity through a device that often triggers anxiety in us. My video content is a combination of elegant artwork in progress and classical music to bring a sense of calmness. Sometimes I create in the studio and others in nature.

There will also be gentle daily reminders to breathe, relax and be in the present.

**OPTIONS**

Option 1: Commission motions to approve the selection of artists recommended.

Option 2: Commission elects not to approve the selection of artists recommended.

NEXT STEPS

If the commission votes to approve the selection of artists, staff will notify artists and confirm final proposals and content for the Digital Residency.

STAFF CONTACT

Manette Stamm, Public Art Analyst
425-452-4064, mstamm@bellevuewa.gov

Lorie Hoffman, Arts Community Manager
425-452-4246, lhoffman@bellevuewa.gov

Request for Proposals Bellwether 2023-2024 Event Management

At today's meeting, staff will present a final draft Request for Proposals (RFP) for Bellwether 2023-2024 event management.

Motion: A motion to approve the 2023-2024 Bellwether Arts Festival Event Management RFP, as recommended by the Bellwether Committee.

BACKGROUND

The City of Bellevue has historically created and produced Bellwether through independent projects and building partnerships with Downtown arts organizations and stakeholders to create a multi-disciplinary and sensory event. Last majorly updated in 2018, Bellwether has continued to test ideas, new media and technology and address issues in the community, while city staff have worked to build a foundational network of partners and collaborators.

This approach however has required a significant amount of staff time, affecting our ability to make progress on other arts goals and objectives, while also not delivering the attendance impacts, we feel the event is capable of.

After Bellwether 2021, City staff met with participating organizations including EastHUB, Bellevue Arts Museum and Creative Directors SuttonBeresCuller to hear feedback and suggestions for the event moving forward in a more sustainable way. Next, the City hired a consultant to look at best practices for the event and help staff to move the event into a more sustainable long-term model.

Across the nation, exhibitions and events have created innovative and catalytic programs through public- and private-sector partnerships. Bellwether is ready to take its next leap by shifting to a model primarily run by an outside organization with support from the City of Bellevue. This transition will allow the event to grow creatively, but also in scope and impact.

The attached RFP is the result of the consultant's work, staff feedback, and feedback from the Bellwether Committee of the Arts Commission.

STAFF RECOMMENDATION

Staff recommends the approval of the 2023-2024 Bellwether Event Management RFP

OPTIONS

Option 1: Commission motions to approve the 2023-2024 Bellwether Event Management RFP

Option 2: Commission elects not to approve the 2023-2024 Bellwether Event Management RFP

NEXT STEPS

If approved staff will release the RFP in July 2022, with applications due by October 3, 2022. A committee will review and selected the final vendor.

ATTACHMENTS

Attachment A: Request for Proposals: Bellwether Art Festival Management

STAFF CONTACT

Lorie Hoffman, Arts Community Manager
425-452-4246, lhoffman@bellevuewa.gov



Request for Proposals

Bellwether Art Festival Management

Project Title: 2023-2024 Bellwether: Art + Tech. Event Management

Project Sponsor: Community Development Department

Project Manager: Lorie Hoffman, Arts Community Manager
(425) 452-4246
lhoffman@bellevuewa.gov

RFQ Closes: Friday, September 30, 2022
5:00pm PDT

Project Contact: Manette Stamm, Arts Program Analyst
(425) 452-4062
mstamm@bellevuewa.gov

ABOUT BELLEVUE

Bellevue is building the community of the future. Our welcoming, international, and innovation-focused community attracts technology pioneers, outdoor enthusiasts, and family-focused professionals from around the world. Bellevue is Seattle's most prominent technology-focused neighbor and home to global corporations like Alibaba, Bungie, Concur, Microsoft, T-Mobile, and Valve. We are a community of diverse people, transit-connected neighborhoods, and a solid platform for personal and professional growth.

Bellevue's diversity is our strength, a fact clearly on display within our arts and culture community. Home to organizations like Tasveer: presenting the South Asian Film Festival, Japan Fair, the Pacific Ukrainian Society, Theater33, Hindi Time Kids, and many other organizations that enrich our cultural lives; Bellevue is a community that values cross cultural experiences, and actively supports a multitude of cultural events.

The mission of Bellevue's Arts Program is to encourage and support the arts as a vital part of community life. We believe arts and culture are the soul of the city: bringing people together, building bridges to cultural understanding and providing a sense of community identity.

The Arts Program is located within the Cultural and Economic Development (CED) team, which supports the business and artistic communities with proactive services and believe the fresh, inventive ideas they are building here will change the world. Our goal is to support the expansion of a world-class creative community, recruit global businesses to the Eastside, and support economic empowerment through entrepreneurship.

ABOUT BELLWETHER



Bellwether is a multi-disciplinary arts experience, which activates the Grand Connection, a pedestrian-focused 1.5 mile stretch through the heart of Downtown Bellevue and beyond.

A bellwether is a sign of things to come. The name was chosen as a symbol of the overarching **mission of the event**: to showcase Bellevue's creative future and to turn that future into reality.

Bellwether got its start as a free biennial sculpture exhibition in 1992. Now in its 17th series, the event has evolved to encompass emerging media, art forms and expressions of culture. Since 2018, Bellwether has been held yearly to harness the city's growth and support artists year-round. It has been produced by the City of Bellevue in collaboration with Bellevue's arts community and with guidance from the city's Arts Commission.

BACKGROUND

As a sign of things to come, it is crucial that Bellwether can swiftly adapt, change, and innovate in step with the creative community and emerging trends.

The City of Bellevue has historically created and produced Bellwether through independent projects and building partnerships with Downtown arts organizations and stakeholders to create a multi-disciplinary and sensory event. Since 2018, Bellwether has continued to test ideas, new media and technology and address issues in the community, while city staff have worked to build a foundational network of partners and collaborators. In recent years, Bellwether has taken place during the month of September, but the specific timing of Bellwether in 2023 and 2024 will be up to the selected managing organization or team.

Across the nation, exhibitions and events have created innovative and catalytic programs through public- and private-sector partnership. Bellwether is ready to take its next leap by shifting to a model primarily run by an outside organization with support from the City of Bellevue. This transition will allow the event to grow creatively, but also in scope and impact.

The Cultural and Economic Development team is seeking an organization or team which shares our calls for action, love for big ideas, and customer focus to lead program management and artistic direction of this keystone community event. The work of this partner will translate into tangible event-based cultural and economic development, reinforce the image of Bellevue as an innovative leader at the forefront of art + technology, and ensure stable program growth for years to come.

Ultimately, this partnership is intended to cement the Bellwether Arts Festival as a major regional arts attraction, by emphasizing Bellevue's unique cultural, economic, and technological position.

OVERVIEW AND OBJECTIVES

The selected organization or individual will be responsible for all work required to develop, market, produce and execute the Bellwether program for the years 2023 and 2024, with the ability to renew through 2027. Key to the success of this work will be not only producing strong events in these years



but hitting targeted metrics each year that build the program's community and economic impact, its independence from the city, and its financial sustainability over time.

Project Objectives

- 1. Support for Artists:** The show's logistics/backend should be a high-quality experience for participating artists. Participating artists should reflect the diversity of Bellevue's artistic community, highlighting our unique cultural mix. Artists' budgets and stipends must be consistent with industry standards and representative of their time spent on the proposed project. Additionally, artists need to be supported with professional project management and adequate and consistent communication from the managing organization or team. There should be a clear relationship between the format of the show, the number and scope of artworks, the budget and available staffing capacity to meet this objective.
- 2. Cultural Inclusivity:** The management team will recruit, showcase, and support a diverse roster of artists, ensuring a high-quality experience for both artists and the public, and highlighting Bellevue's unique cultural mix. The management organization is encouraged to work with partner organizations to leverage additional cultural expertise. There should be heightened outreach to historically underserved communities to participate in all aspects of the event.
- 3. Attendance & Social/Branding Reach:** By the completion of Bellwether 2024, measurable audiences should reach a minimum of 50,000. Attendance should be primarily in-person but may include digital participation up to 25%. Preferably, measurable marketing reach should be at minimum 25,000 interactive engagements (like/comment/share/link click/article follow, etc) between social and traditional media by 2024. Although, we do acknowledge there are several pathways to successful marketing reach; for example, an article in the New York Times might not have as much interactive engagement but would have extremely large reach. We invite organizations to tell us what's achievable, and we will work together on a measurable metric.
- 4. Sponsorship:** Sponsorship development is key to the long-term growth and sustainability of Bellwether. Sponsorships of the 2024 Bellwether program should reach a minimum of \$150,000.
- 5. Art and Technology:** Bellevue hosts many of the most innovative technology companies in the world and is a major video game development center. Bellwether should explore the confluence of art and technology, new media, gaming, ideas on innovative futures and more. The objective is not only to showcase the creative arts and technology existing in Bellevue but for Bellwether to be a thought-leading program – a destination where creative leaders in art and technology and the broader community come to be inspired, learn, and connect.



ANTICIPATED SCOPE OF WORK FOR SELECTED ORGANIZATION

The selected organization or team will develop and execute the Bellwether art events in 2023 and 2024, with an option to extend the contract for further years if mutually agreeable. Specific components not listed in the below scope of work will be considered.

The anticipated scope of work will focus on four areas:

1. Bellwether Format and Budget
2. Arts Experiences and Industry Panels/Lectures/Workshops
3. Marketing
4. Sponsorship

Elements of the existing Bellwether programming may be incorporated, and the Event Manager is encouraged to work with partner organizations or artists to leverage additional expertise.

Item 1: Bellwether Format and Budget

Develop a format for Bellwether that meets all project objectives outlined in this request for proposals. These objectives will be initial targets achieved along the way towards building Bellwether into a signature regional event. Specific deliverables will include:

1. Bellwether Elevator Pitch to Arts Commission for 2023 and 2024 – this will detail the type of show, emphasis on specific media or not, what each year is trying to accomplish, and how these are connected to, and build towards, a long-range future vision for Bellwether.
2. Draft Budget per year with a breakdown by Arts Experiences and artist stipend budgets (or percent of the overall budget), marketing, and your managing organization or team fees. Each component should also list a targeted budget in five (5) years. Budget will be updated in 2024 and provided to the City of Bellevue with a description of changes.
3. Two presentations per year to the Arts Commission. One ahead of the event on the overall vision for Bellwether and a second presentation, post-event, to report on outcomes and metrics.

Item 2: Arts Experiences and Industry Panels/Lectures/Workshops

An arts experience could be a performance, a virtual or physical artwork or another component. Industry panels, lectures, and workshops could be focused on learning and discussions that explore art and technology with a different lens, particularly within a cross-cultural or cross discipline theme. These should focus on meeting each of Bellwether's project objectives:

- Support for artists: The proposed format ensures that a diverse roster of artists and creatives will be adequately resourced and staffed.
- Attendance/Reach: They are formulated to build a growing and dedicated audience. Art experiences should be free to the public. Some exceptions may be made for premium paid events like fundraisers or exclusive experiences to help offset costs.
- Sponsorship: They are developed to draw sponsorship. This could be through utilizing specific technologies, partnerships between artists and technology workers, linking sponsorship with specific artworks, or other means.



- Art and Technology: Proposed arts experiences utilize technology in some way to develop new meaning, new formats for storytelling, etc. Art experiences can, but don't have to, explore the relationship between art and technology but should use technology or be a discourse on technology in some way.

To assist in producing arts experiences, city staff will provide guidance and connections with stakeholders to help the managing organization or team develop arts experiences. The managing organization or team will be responsible for all other aspects of each experience from planning and curation, development, permitting (if needed) and installation (if installed). Specific deliverables include:

1. Curation of all art experiences and panels, lectures or workshops included in Bellwether. If an organization separate from the managing organization or team requests to produce their own art experience or panel as part of Bellwether, the managing organization or team may allow that if they feel it fits with the overall focus and curation of the show.
2. Payments to all vendors, artists, and others required to produce the Bellwether event will be the responsibility of the managing organization or team.
3. Procurement of all required pedestals, vitrines, stanchions, audio/visual technology or other elements needed to present artwork.
4. Coordination of the installation of all artworks or presentation of art experiences depending on media including any equipment needed for installation or removal.
5. Coordination with stakeholders and property owners of locations for art experiences.
6. Coordination with the City of Bellevue's Special Events Committee if needed.
7. Permitting or engineering if required.
8. Removal of any physical artworks or other art experiences and repair sites back to original condition, unless agreed upon by all associated parties (stakeholder, artist, managing organization, city) following the conclusion of Bellwether.

The City of Bellevue has two (2) projectors and ten (10) 55" LED monitors, and display pedestals, that may be lent to the managing organization for use with an arts experience or a panel, lecture or workshop. If needed, the city will draft an agreement detailing the loan between the city and the managing organization.

Item 3: Marketing

Develop a marketing plan that builds awareness and attendance of Bellwether. The marketing plan should include, at a minimum, the following:

1. 2023 Marketing Plan with approach overview, and specific marketing campaign elements listed with key deadlines including anticipated engagement.
2. Marketing of Bellwether 2023 and 2024.
3. Following 2023, prepare a report that identifies new approaches/areas for improvement to drive additional awareness in 2024.
4. 2024 Marketing Plan with approach overview, budget, and specific marketing campaign elements listed with key deadlines including anticipated engagement.

The Contractor will be the primary contact for all media inquiries and management.



The City of Bellevue has a pre-established website (www.bellwetherarts.org), logo and multiple social media channels available for the managing organization or team to use and manage during the contract period.

Item 4: Sponsorship

Develop a sponsorship infrastructure specific to Bellwether. The City of Bellevue's contribution to Bellwether will reduce over time. To replace these funds and continue to build the show, sponsorships will increasingly be needed. Sponsorship should meet a minimum of \$150,000 by the end of 2024. Sponsorship can be in-kind or financial. To meet the requirements of this objective, the managing organization or team will provide the following to the city:

1. Quarterly updates to the city, for the life of this contract, on sponsorship activities.
2. Following the conclusion of 2023, a review of Bellwether's format, arts experiences, and marketing and how these elements could best be utilized to drive additional sponsorship.
3. Following 2024, a summary of sponsorship achieved and identified opportunities for growth.

PAYMENTS, INCENTIVES, PENALTIES, AND BUDGET

The City anticipates offering a **firm, fixed-price contract** that awards payment gradually based on achievement of project milestones or delivery of project documents. It may choose to include incentives, bonuses, or penalties for contract performance.

Penalties

A performance penalty for late delivery of \$500 will apply for each business day the deliverable is late. (These dates are subject to change, with mutual agreement, during the contract performance period.)

Budget

At present, the city's budget for this contract is **\$125,000 - \$150,000 per year**.

Yearly Payment Schedule

Payments will be made at receipt of three yearly deliverables:

- 50% - Upon agreement of event dates, timeline, and program outline.
No later than March 1, each year.
- 25% - Upon delivery of final event program and presentation to Arts Commission.
No later than June 1, each year.
- 25% - After completion of event and review meeting with city arts staff.
No later than November 30, each year.

Renewal

The selected vendor will be offered a two-year contract covering 2023 and 2024. The contract will have an option for renewal for up to three additional years, with city financial support decreasing as the project management organization ramps up sponsorship operations and other funding.

Anticipated renewal funding schedule: 2025 – \$125K; 2026 – \$100K; 2027 – \$75K



TO APPLY

SUBMITTAL REQUIREMENTS

Submissions shall include the following documents, at a minimum:

- **Written proposal**, providing information about the vendor's experience and an outline of the potential project approach. This document, submitted as a PDF, should be no longer than 15 pages and include, at minimum, the following elements at approximately one page each:
 - **Cover letter or statement of interest:** Should summarize Proposal contents and be signed by an officer of the organization authorized to execute a contract with the city. This should also include a statement of capacity to complete the work to the best of your abilities.
 - **Bellwether 2032 Vision:** Outline your overall vision of what Bellwether would look like in five years in terms of scope and location, projected and achievable budget with sponsorship, and attendance.
 - **Summary of project approach:** Outline the proposed project methodology and workplan. List specific tasks and any specific considerations, options, or alternatives.
 - **Preliminary timeline:** Propose a timeline for project completion, including start date, milestones, and final delivery date, in line with the city timeline. Please note any assumptions regarding turnaround time or review from city staff.
 - **Preliminary Diversity Equity and Inclusion plan:** Outline the approach to recruit, showcase, and support a diverse roster of artists, ensuring a high-quality experience for both artists and the public, and highlighting Bellevue's unique cultural mix.
 - **Preliminary budget:** Outline a proposed budget by % of the budget for the four (4) item areas detailed in the Anticipated Scope of Work for 2023 and 2024
 - **Preliminary marketing plan:** Outline the proposed marketing approach for the Bellwether event, including preliminary plans for engaging historically underserved communities. List specific traditional outlets when appropriate or any innovative or gorilla marketing.
 - **Preliminary sponsorship plan:** Propose a preliminary plan for soliciting corporate or philanthropic sponsorship of the event beyond city funding.
 - **Overview of organizational experience:** Provide brief descriptions of similar art events conducted for other organizations, or internally developed, including techniques utilized and the project's outcomes.
 - **Overview of key personnel:** Include a proposed project management structure, including key contacts and a description of their skills and experience.

Two-Three (2-3) work examples: Include two-three (2-3) work examples of previously managed public events, including number of artists involved, and number of attendees served in-person or



virtually. Submitting organizations must provide a minimum of two (2) work examples to be considered for this scope of work.

EVALUATION CRITERIA

Responses will be carefully evaluated by a committee of Arts Commissioners, City of Bellevue staff, contract administrators, and subject-matter experts, based on a set rubric. All proposals will be evaluated based on the same standards. Other than the contractor's name and the proposal's contents, no other information will be considered by the committee. (In other words, the city will not consider submission time, past submissions or contracts, etc. in making its determinations. All submissions will be evaluated equally.)

Individual Proposers or organizations that don't excel in all required components of this scope of work are strongly encouraged to coordinate with other firms, consultants, agencies, or organizations to submit a joint proposal.

Proposals will be evaluated using the following criteria:

- Cost to City of Bellevue
- Completeness and applicability of the submitted materials
- Experience in managing an organization or team in executing all aspects of this scope of work
- Connection of the proposed format of art and technology and the community
- Relevance and successfulness of work examples
- Interview, if needed

If needed, interviews may be scheduled. The city will share more information if it deems them necessary to narrow down the pool or ultimately select a vendor.

TIMELINE FOR CONTRACTING & NEXT STEPS

The city is operating under an extremely tight project timeline, which is subject to change depending on contracting needs and City Council considerations. Depending on the outcome of this solicitation, the city may choose to select a vendor or begin a new solicitation, if this one does not yield responses that meet its satisfaction. **The city is under no obligation to select a vendor.**

A preliminary contracting schedule is included below.

RFP opens	July 2022
RFP closes	October 3, 2022
Evaluation	October 2022
Vendor selection	November 2022
Contracting	November 2022 – January 2023
Contract performance	February 2023 – November 2023
Close-out	November 2023, with option to renew



Community Development

Reports

PROJECT UPDATES

GENERAL

CIP Cultural Arts Fund

No update to report.

2022 Funding Cycle and Allocations Committee

No update to report.

2023 Funding Cycle and Allocations Committee

No update to report.

PLANNING PROJECTS

Artspace

Update: The first “Core Group” meeting for the Artspace Arts Market Study took place on June 13, 2022. The Core Group are artists and community who will help with survey development feedback, survey promotion, focus group outreach and final report reading and feedback. Members include Arts Commission Chair Maria Lau Hui, Arts Commissioner Ashmita Gulati, Katie Miller, Angela Cheung, Eden Helstein, Xin Xin, and Rita Meher.

Arts & Economic Prosperity

No update to report.

BelRed Arts District

Update: A BelRed Arts District Stakeholder/Insight group meeting took place on June 23, 2022. At this meeting stakeholders had the option to review previous reports and studies around issues of the Arts District as well as the recent BelRed Arts District Implementation Plan. The group then started work on building a draft organizational charter for an eventual BelRed Arts District management organization. Their will be another Stakeholder meeting in July. Time and Date TBD.

Cultural Compass

No update to report.

PUBLIC ART

130th Streetscape Public Art

Update: A fabrication and installation contract with artist Po Shu Wang was approved by consent at the June 27, 2022 Bellevue City Council Meeting.

121st and Spring Artwork

No update to report.

Bellwether 2022

Update: An update will be given at this meeting.

Downtown Park Public Art

No update to report.

East Link Public Art

No update to report.

Eastside Artist Roster

Update: 127 submitted applications, 97 in progress.

Grand Connection

No updates to report.

Mural Program

No updates to report.

Public Art Collection & Maintenance

No updates to report.

Portable Art Collection

Update: All but one artwork has been acquired and are now being framed or stored, ready for installation at City Hall.

Utility Box Wraps Program

No updates to report.



Community Development

Information