



Welcome to the Seattle Arts Commission!

<u>About the Seattle Arts Commission</u>	<u>2</u>
<u>Commission Roster</u>	<u>3</u>
<u>Office of Arts & Culture Staff Contact Information</u>	<u>9</u>
<u>City of Seattle Acronym Decoder</u>	<u>10</u>
<u>Committee Structure</u>	<u>13</u>
<u>Definition of a City Board / Commission</u>	<u>15</u>
<u>Seattle Arts Commission & Office of Arts & Culture Budget</u>	<u>17</u>
<u>City of Seattle Boards & Commissions Information</u>	<u>19</u>
 <i><u>Member Orientation Training (Required)</u></i>	
<u>City of Seattle Contact Subject Matter Experts</u>	<u>20</u>
<u>Seattle Arts Commission By-Laws</u>	<u>22</u>

(Last Updated October 2021)

About The Seattle Arts Commission

The 16-member Seattle Arts Commission, citizen volunteers appointed by the mayor and City Council, supports the ARTS office. Commission members include artists, arts professionals and other citizens with diverse backgrounds and strong links to Seattle's arts community. The mayor appoints seven of the commissioners; the City Council appoints seven, and a 15th member is selected by those 14. An additional commissioner is selected through the YMCA's "Get Engaged" program.

Mission

The Seattle Arts Commission supports the City by advocating for arts policy, creating access for equitable participation in the arts, and fostering enriching arts engagement for all residents.

Commitment to Racial Equity

The Seattle Arts Commission emphatically shares the Office of Arts & Culture's [Commitment to Racial Equity](#). As an advisory body grounded in our common pledge to fostering racial and social justice, we leverage our collective strength and breadth of knowledge to advocate for racial equity in arts policy, programming and funding. We do this work by centering communities of color in our united effort with the City to help build a just and liberated society for all.

Meetings

The Seattle Arts Commission remotely meets on the second Tuesdays of every month at 4pm, unless otherwise noted.

Seattle Arts Commission Roster

Name	Appointed by	Email	Bio
VACANT	City Council		
VACANT	Mayor		
Rick Araluce 	Mayor	rickaraluce@gmai.com	<p>Born in Encino, California in 1960, Rick has been drawing, painting, and making things since before he can remember. He drew dinosaurs, trees, houses, sailing ships, spaceships, anatomical cross-sections, geological cross-sections, made-up monsters—whatever appealed to his interest. He started out primarily as a painter, but at some point in the early 90s began to make miniatures a focus of his artwork. This he continues to this day.</p> <p>Rick also creates immersive multi-media artwork and installations, large and small. These have been some of his most noteworthy endeavors. Rick has been the recipient of a number of awards and grants, including the Pollock/Krasner in 2009, Adolph and Esther Gottlieb Award in 2010 and a 2015 Guggenheim Fellowship. Parallel to his career as a fine artist, he has created illustration for book covers and albums, art-directed several music videos, and has had artworks featured in film. For over 20 years he was a Lead Scenic Artist with Seattle Opera. Rick is essentially self-taught, eschewing university to follow his path of discovery. He believes this decision has served him well, as he is not necessarily captive to the dictates of art fashion and short-lived artistic trends. As a person coming from a low-resource working class background, there were many struggles along the way. Yet over the years, he believes these formative challenges have created an ironclad work ethic, forged within him the tools to help make him more resourceful and resilient, yielded empathy and understanding for those less fortunate and privileged who have chosen the artist's path.</p>

Ebony Arunga	Mayor	ebonyarunga@gmail.com	<p>Ebony Arunga is an Arts Manager, Advocate and Entrepreneur. She was born in Kisumu, Kenya and raised in the historically Black Central District of Seattle, Washington as part of a multi-faceted artistic family. In 2008 she graduated from Virginia Commonwealth University with a BFA in Theatre stage management and has since managed artists, projects and events both nationally and internationally. Her work spans across arts genres including theatre, film, music, dance, and literature.</p> <p>Ebony's presence in the Seattle arts scene grew prevalent through her work as an event producer at the legendary Faire Gallery Cafe. Carrying on the legacy of her mother, Marcia Tate Arunga, Ebony and her sister Nia relaunched Seaweed International in 2017, a Black owned business specializing in jewelry imported from Kenya with the mission to provoke a new consciousness in social justice and beauty. In 2020, she teamed up with Ijeoma Oluo, Gabriel Teodros and LANGSTON Seattle to manage the Seattle Artist Relief Fund (SARF), the largest COVID 19 relief fund geared towards directly supporting artists in Washington State. Ebony currently resides in Seattle, Washington with her husband and three children.</p>
Cassie Chinn	City Council	cchinn@wingluke.org	<p>Cassie Chinn, Deputy Executive Director at the Wing Luke Museum of the Asian Pacific American Experience, oversees planning and implementation of exhibition, collection, public programming and education initiatives in collaboration with community members. In her 20 plus years with the museum, she has worked with numerous community advisory committees and community members to create exhibitions, gather oral histories and produce other museum projects, including The Wing's recent multi-year exhibition on Bruce Lee. During the Museum's capital project, she led community-based program planning and served on the Design Team. She is the author of The Wing's Community-based Exhibition handbook. She currently serves on the Seattle Arts Commission and the 4Culture Heritage Advisory Committee. She holds a BA and MA in art history as well as a Master in Teaching.</p>
VACANT	City Council		
Kayla DeMonte	Mayor	kayla.demonte@gmail.com	<p>Kayla DeMonte is the Managing Director at Citizen University, a Seattle based non-profit working to build a culture of</p>

		<p>powerful, responsible citizenship across the US. Prior to this role, she was Director of Programs & Partnerships at the Seattle Metro Chamber of Commerce and began her career at One Reel, where she managed festival sponsorships, partnerships, and special projects for Bumbershoot and the Family 4th. In addition to her years on staff at One Reel, Kayla has done work with a variety of major festivals and events such as Bonnaroo, Outside Lands, and Northwest Folklife, and has been an event consultant for Seattle's Mayor's Arts Awards for the past several years. Kayla has served in volunteer leadership roles with ArtsFund, The Vera Project, and Leadership Tomorrow and is a proud graduate of Cal Poly San Luis Obispo.</p>
Steven Galatro 	Commission	<p>sgalatro@pratt.o rg</p> <p>Steve Galatro has been the Executive Director for Pratt Fine Arts Center in Seattle since 2012. He was honored in 2014 for his rejuvenation of Pratt as one of the top 40 Under 40 business leaders in the region by the Puget Sound Business Journal. Prior to joining Pratt, Steve gained extensive experience through various leadership positions at The Empty Space Theatre and Seattle University's Department of Fine Arts. Steve holds a BA in Theatre Arts from Arizona State University (2001) and an MFA in Arts Leadership from Seattle University (2009). Steve currently serves as a member of the Historic Central Area Arts & Cultural District and the Seattle Arts Commission where he also serves as co-Chair of the Public Art Advisory Committee for the City of Seattle.</p>
Vivian Hua 	City Council	<p>vivian@nwfilmfo rum.org</p> <p>Vivian Hua 華婷婷 is a writer, filmmaker, and organizer. As the Executive Director of Northwest Film Forum in Seattle and Editor-in-Chief of the interdisciplinary arts publication, REDEFINE, much of her work unifies her metaphysical interests with her belief that art can positively transform the self and society. She regularly shares human-centered stories through her storytelling newsletter, RAMBLIN' WITH VEE! In 2021, she will [hopefully] begin production on a comedic Asian-American series entitled Reckless Spirits.</p>
Holly Jacobson 	Mayor	<p>holly@pathwitha rt.org</p> <p>With a background in non-profit management, strategic planning and communications, Holly's professional background spans both for-and non-profit institutions. She has created strategic marketing and product solutions for Microsoft, The City of Seattle, The Seattle International Film Festival, and other entertainment and education institutions. A passionate advocate for social justice, in 2003, Holly co-founded Voter Action, a national non-profit organization with the aim to secure accurate election</p>

			<p>systems, especially for underserved communities. Voter Action led a national effort to develop reliable and fair voting practices which helped improve access and standards across the country. Having studied film at San Francisco State University, she has worked in film and is a strong believer in the power of story telling to elevate often unheard voices. Since 2013, Holly has been the Executive Director of Path with Art, an organization on the forefront of connecting the arts to low income adults living in or recovering from trauma. She has been engaged with the steering committee of With One Voice, an organization supporting International Arts and Homelessness organizations and practitioners across the globe.</p>
<p>Yeggy Michael</p> 	<p>City Council</p>	<p>info@yeggystudio.com</p>	<p>Yeggy is a Seattle visual artist who created public art murals and mosaics that adorn: Parks, banks, residences, restaurants, and museums and whose work has been widely exhibited throughout Africa, Europe and the United States. Yeggy's vision is to provoke questions about natural cycles, provide a sense of place and to reflect on the movement of time. Currently, Yeggy is the Art Program Director at DNDA, a nonprofit community organization. He is active in the communities organizing art programs and activities for Seattle youth.</p>
<p>James Miles</p> 	<p>Mayor</p>	<p>jamesmilesjunior@gmail.com</p>	<p>James Miles is the Executive Director of Arts Corps. Prior to joining Arts Corps in 2017, he was the Director of Education at Urban Arts Partnership, in New York City, and a multidisciplinary teaching artist for 20 years. James came to education after working as an accountant, actor, model, and garbage man. As an educator, he found students disinterested and disengaged with the material. Yet, when he connected the curriculum to the language of youth culture, the students discovered a passion for learning. Today he uses his culturally responsive approach to leading and learning, to build more inclusive and creative environments. James is on the Advisory Board for SXSW EDU, and is a mayoral appointee to the Seattle Arts Commission. He can be frequently found on social media, as @fresh_professor, writing about arts education, educational policy, and academic inequity.</p>

<p>Chieko Phillips</p> 	<p>City Council</p>	<p>chieko.phillips@4culture.org</p>	<p>Chieko Phillips is the Heritage Lead at 4Culture, where she manages the program that supports organizations and practitioners who preserve and share the history and material culture of King County, Washington. Previously the Director of BlackPast, an online resource for global African and African American history, she has also held positions at the Northwest African American Museum, the United Negro College Fund, and Photographic Center Northwest. Chieko currently serves on the boards of the Washington Museums Association and Association of King County Historical Organizations, both organizations that serve the cultural sectors in Washington and King County. A graduate of Davidson College, Chieko holds an BA in History and an MA in Museum Studies from the University of Washington.</p>
<p>VACANT</p>	<p>Mayor / Get Engaged Member</p>		
<p>Vanessa Villalobos</p> 	<p>City Council</p>	<p>vanessavillalobos@gmail.com</p>	<p>Vanessa C. Villalobos is an experienced and professional choreographer/dancer, arts administrator educator, consultant/coach and founder of Balorico Dance, since 2009. Originally from Peru, she has produced hundreds of traditional, Latin and contemporary solo and group performances with a range of local, regional, and international companies like The Seventh Principle dance company-New Jersey, ellen stokes shadle/DanceWorks-New York, Cecilia Bracamonte touring ballet-Peru/U.S.A., and worked with director of photography/engineer Richard Reiss to create VANICH Multimedia-New York. Throughout her career, Vanessa has balanced art creation with leadership roles such as achieving the competitive Studio Manager position at the American Ballroom Dance Studio in NY and prior, working as Marketing Director of the contemporary dance studio, Dance Forum-NY. Her training is in Ballroom Theatre Arts, International Latin/Standard, Capoeira, Peruvian folk dance and is a certified instructor in American Rhythm & Smooth ballroom dance. Film credits include Walt Disney's Enchanted and MadHot Ballroom. Her performance, instruction and consulting services empower adult and youth communities to use dance as a leadership tool and healing practice. She has influenced arts funding by serving as a grant panelist for the Washington State Arts Commission, 4 Culture and the City of Seattle Office of Arts & Culture. Vanessa is a board member of La Sala, a Latinx multi-disciplinary artist network, has served on the Dance Educators Association of</p>

			Washington for five years, and is part of the 501 Commons' Executive Service Corps Leadership Council in Seattle.
Mikhael Mei Williams 	Mayor	MikhaelM@SeattleArtMuseum.org	As a Seattle native, Mikhael Mei Williams credits the city's vibrant arts and cultural landscape as the impetus for her nearly 20-year career promoting arts and entertainment organizations across the private, nonprofit, higher education and public sectors. She holds a Master of Public Administration from the University of Southern California School of Policy, Planning, and Development where she studied abroad in Berlin, Germany exploring the impact arts and cultural events have on the economic revitalization and social vibrancy of cities. Currently, Ms. Williams is the Regional Director of Marketing & Events for Entercom, a multi-media entertainment organization. In this role, she oversees marketing for 12 commercial radio stations in both Seattle and Portland along with the development of strategic business partnerships. Additionally, she produces events and festivals, ranging from 500 to 40,000 attendees, across the region. She has previously worked for Vulcan, Seattle Office of Film + Music, AEG Presents, and One Reel focused on promoting and supporting local artists, musicians, events and festivals.

Office of Arts & Culture Staff Contact Information

Please find ARTS staff bios and contact information here: <https://www.seattle.gov/arts/about-us/staff>



General Office Information and Additional Contacts	
Public Art Service Center	615-1742 (SMT – Suite 601)
City Directory Assistance	386-1234
Mayor's Office	684-4000
Mayor Fax	684-5360
Mayor's Office Mail Stop:	CH-07-01
Citizen Service Bureau	684-CITY (or 684-2489)
CBRE (Bldg. Mgmt.)	9-624-7005
Amtrak Lost & Found	382-4713
 Police SMT Security	 9-911 9-624-7490
 LHPAI	
Address 104 17th Ave S, 98144	
Phone # (206) 684-4758	
Fax # (206) 709-7508	

City of Seattle Acronym Decoder

This acronym decoder was created by the Facilities & Equitable Development Committee, therefore many of the terms listed may be specific to topics discussed at this committee.

(Last Updated July 2020)

CITY OF SEATTLE DEPARTMENTS/COMMITTEES

ARTS - This is how the City officially abbreviates the Office of Arts & Culture (gets called "ARTS")

OFM - Office of Film + Music, which joins at the FED table.

OPCD - Office of Planning and Community Development (Zoning, Community Engagement)

SDCI - Seattle Department of Construction and Inspections (Building Codes, Land Use Codes)

OED - Office of Economic Development

OH - Office of Housing

OIRA - Office of Immigrant and Refugee Affairs (gets called "Oh-Eye-Ra")

DON - Department of Neighborhoods (gets called "Don")

CED – Community Economic Development Committee of the Seattle City Council

CITY OF SEATTLE FACILITIES

SMT - Seattle Municipal Tower, OH, SDCI, SDOT, etc.

City Hall - Home of the Mayor's Office, OPCD, DON, etc.

KSS / King Street Station - Amtrak station, home of the ARTS office and community cultural space

Denny Substation - New City Light power substation, will house a 4,000 square foot cultural space programmed by ARTS

LHPAI – Langston Hughes Performing Arts Institute

Georgetown Steam Plant - Retired City Light facility, as of 4-18 there's an open RFP for a cultural anchor tenant

CITY OF SEATTLE ACTIVITIES RELATED TO EQUITY AND AFFORDABILITY

RSJI - Race and Social Justice Initiative

RET - Racial Equity Toolkit, a series of questions that ensure that large programs stay responsive to communities of color

EDI - Equitable Development Initiative

MHA / HALA - Mandatory Housing Affordability (legislation moving through council starting in mid-2018) / Housing Affordability and Livability Agenda (the report that inspired the MHA)

OFFICE OF ARTS & CULTURE INITIATIVES / PROJECTS

SpaceFinder - A website that connects space-seekers with available cultural rental spaces

SpaceLab - A website that maps cultural assets with overlays including demographics, transit, health outcomes, educational outcomes, and more.

Cultural Facilities Fund - \$1mm annual fund for capital improvements to cultural facilities

SAC - Seattle Arts Commission

SMC – Seattle Music Commission (also Seattle Municipal Code)

FED - Facilities & Equitable Development Committee (formerly Facilities & Economic Development)

PAAC - Public Art Advisory Committee

CAP Report - 30 ideas for the Creation, Activation, and Preservation of Cultural Space, published in 2017 and offering a roadmap for cultural space work in Seattle.

BASE Certification – Building Art Space Equitably cohort training program

Square Feet Seattle - (Roughly) Annual convening around cultural space issues.

GEOGRAPHIC FOCUS

HCAACD - Historic Central Area Arts & Cultural District

CHAD - Capitol Hill Arts District

UACC - Uptown Arts & Cultural Coalition

GENERAL TERMS

FUNDING/LEGAL STRUCTURES

PDA - Public Development Authority

CDC - Community Development Corporations

LLLC - Low-Income Limited Liability Company

CLT - Community Land Trusts

B-Corp - Mission-driven for-profit certification

REAL ESTATE & DEVELOPMENT TERMS

Zoning - Defines both building type, maximum height, and allowable uses for a given area / property

Building Code -

Land Use Code

Fire Code

Energy Code

FAR - Floor-to-Area Ratio

TDR - Transferable Development Rights

ADA - Americans with Disabilities Act

Leasable Space / Usable Space -

CAM - Common Area Maintenance

Condominiumized / Commercial Condo - A commercial space ownership model where a portion (typically a ground floor, or a storefront, but any unit in a larger building) of a project is sold to another entity, while the rest of the building is maintained by the developer as rental units. This creates a “condo association” of two; the developer and the owner of the commercial unit.

Social capital- The (unofficial) recognition that relationships can be as valuable as tangible assets.

Asset-based- A theory of community development that focuses on the existing assets within a community, as opposed to a focus on their deficits and on solutions that come from outside of the community.

URM – Unreinforced Masonry

FINANCING

Capital Stack - The financing required from various sources to develop a commercial project -- various sources being “stacked” on one another and paid back based on their order in the stack.

NNN - Triple Net Lease charges (aka common area maintenance charges)

CDBG - Community Development Block Grants

NMTC - New Market Tax Credits

HTC - Historic Tax Credits

MFTE - Multi-Family Tax Exemption

Affordable Housing Tax Credits -

Equity - The same word used in conversations about racial equality is used in real estate circles to mean an ownership stake. For this reason you'll hear us talk about “Equitable Equity,” meaning the drive to extend ownership opportunities to those who typically and historically have not had access to those opportunities.

Committee Structure

(The Seattle Arts Commission works in partnership with the Seattle Music Commission and other creative economy stakeholder groups that advise the City. Commissioners are welcome to attend any of the below committee meetings.)

Seattle Arts Commission

Facilities and Equitable Development Committee (Lead: Cassie Chinn & Chieko Phillips)

The Facilities and Equitable Development Committee advises the work of the Office of Arts & Culture (ARTS) around issues of cultural space and its impact on equitable development.

For the purposes of this committee, equitable development:

- **Calls on strengths** of the communities to invest in, build, and sustain wealth within communities.
- **Acknowledges 6% of cultural space reflect communities of color and works to rectify** the impacts of systemic disenfranchisement, racism, displacement, and lack of investment within policies and practices of land ownership and economic development, specifically for generations of BIPOC communities. (30% of this city is reflected through 6% of its cultural space, which is one of the deepest racial disproportionalities we see anywhere in the arts sector)
- **Makes reparative and restorative investments** in communities that have been inequitably invested in. These investments prioritize solutions that are self-determined by communities, narrow wealth gaps for BIPOC communities, build community wealth, placekeeping, and reclaim space for those already displaced.

Cultural Investments Committee (Lead: James Miles)

The Cultural Investments Committee, comprised of Arts Commissioners, ARTS staff, and community advocates, supports and guides ARTS' racially equitable investment strategies in Seattle's cultural sector that address structural racism in support of a fully thriving artistic and cultural community.

Public Art Advisory Committee (Lead: Steve Galatro)

The Public Art Advisory Committee (PAAC) serves to review and recommend public art projects and programs, develop and amend the Municipal Art Plan, and advocate for percent-for-art projects in public/private partnerships. The PAAC operates, promotes, and supports the development of art in public places including parks, libraries, community centers, roadways, bridges, and other public venues to enrich citizens' daily lives and give voice to artists.

Director Search Advisory Committee – Ad hoc committee (Lead: Mikhael Mei Williams)

The Director Search Advisory Committee's purpose is to create an opportunity for public engagement on the future of the Office of Arts & Culture, and specifically the skills, values and expertise needed in the role of the Director. The committee will synthesize data and prioritize information for the Seattle Arts Commission to engage and communicate those needs to incoming elected officials.

Executive Committee

The Executive Committee is comprised of committee leads and meets monthly to discuss commission meeting agendas and administrative issues.

Seattle Music Commission (Partnering Commission – Chair: Kitty Wu / Vice Chair: Daniel Pak)

Youth and Community Committee (Lead: Paula Madrigal & Jason Clackley)

The Youth and Community Committee advocates for youth and the community at large, focused on ensuring music education opportunities, developing and facilitating career pipelines and youth access to the music industry, and supporting vibrant micro-music communities and economies. A key effort of this committee is to actively build relationships and engage with individuals, organizations, and groups (e.g. teaching artists, program managers, organizational leaders, students) who are working in music and the arts to ensure that their interests are driving the work.

Advocacy and Economic Development Committee (Lead: Nate Omdal)

The Advocacy and Economic Development Committee is responsible for cultivating key industry partnerships to advance and support the development and growth of Seattle's music industry, identifying and analyzing issues affecting the music community, and advocating for policies that foster a healthy and innovative music industry.

Film Taskforce

(Co-chairs: Shellea Allen & Anthony Tackett / Staff Lead: Chris Swenson)

The Film Taskforce is made up of stakeholders from film industry and community disciplines, including labor, crew, AR/VR business, non-profit organization, independent film production, commercial film production, and educational organizations. The City of Seattle supports and advocates for the film industry and community through the work of the Office of Film + Music.

Special Events Partners

The Special Events Partners Group is made up of stakeholders in the local events industry, including leadership from ASSET (A Seattle Special Events Team) co-chairs, Seattle Center cultural events, Special Event Committee Citizen Representatives, neighborhood event organizations, and others. The City of Seattle supports and advocates for major events in Seattle through the Special Events Office and leadership of the Special Events Committee.

Definition of a City Board / Commission

- The City does not differentiate between "board" and "commission" and generally uses the terms interchangeably. This appears to be true at the State level as well.
- While we understand that many Arts Commissioners may have served or are serving on non-profit organization boards, there are key differences in the roles and responsibilities between those of a non-profit board and a City commission/board.
 - The purpose of a non-profit board is to ensure the success of its organization by determining a mission, providing financial oversight, ensuring adequate resources, ensuring legal integrity, and ensuring effective organizational planning.
 - The purpose of a City commission/board is to provide advice to the City regarding a specific sector's needs, programs, or policies. Unlike a non-profit board, a City commission/board is an independent advisory body that does not report to or need to always be in concert with the Mayor. Serving the public interest should be its top priority. A City commission/board has the agency to work on behalf of the community they represent.
- Below is language from the State's [Boards and Commissions Membership Handbook](#) that also applies to the advisory role of boards and commissions at the City level:
 - *The Advisory Role: Members of advisory bodies provide an important link among the public and agencies, the Legislature and the Governor. The information that members provide about community needs and opinions can have a profound effect on state policies and lead to better service. Advisory board members play a very special role in creating recommendations on important societal and governmental issues. If you are appointed as a member of an advisory board, you will be expected to:*
 - *Interpret community opinions, attitudes and needs to agencies, the Legislature and the Governor.*
 - *Study programs and services and analyze issues and needs.*
 - *Offer proposals and recommend changes in programs, policies and standards.*
 - *Provide the public with information and interpretation of department and state policies, programs and budgets.*
 - *Advisory boards support and counsel departmental and gubernatorial staff. They make important recommendations about policy. Most advisory boards, however, do not create or administer policy, programs or services, unless this power is granted to them by their governing statute. When presenting recommendations to an agency, the Legislature or the Governor, it is essential that board members keep the following in mind:*
 - *Recommendations should be in written form.*
 - *Ideas should be expressed in clear and concise language.*
 - *Proposed solutions should be viable and cost-effective.*
 - *Recommendations should identify reasons for the changes suggested.*
 - *Advice should reflect the views of a consensus or a majority of board members.*

- *Being an Effective Board Member: Despite the different sizes and types of Washington boards and commissions, it is imperative that board members recognize they are in a critical position to shape and influence board decisions and actions. It is important that each member keeps informed and up-to-date on issues, legislative activity and statutes affecting their board.*
 - *Attend all board meetings.*
 - *Are well prepared for meetings.*
 - *Recognize that serving the public interest is the top priority.*
 - *Recognize that the board must operate in an open and public manner.*
 - *Are knowledgeable about the legislative process and issues affecting the board.*
 - *Examine all available evidence before making a judgment.*
 - *Communicate well and participate in group discussions.*
 - *Are aware that authority to act is granted to the board as a whole, not to individual members.*
 - *Exhibit a willingness to work with the group in making decisions.*
 - *Recognize that compromise may be necessary to reach consensus.*
 - *Do not let personal feelings toward other board members or staff interfere with their judgment.*

Seattle Arts Commission & Office of Arts & Culture Budget

City of Seattle Budget Process Summary

In its simplest terms, the City budget is:

- **proposed by the Mayor (Executive);**
- **checked for compliance with the law (City Attorney);**
- **amended and passed by the City Council (Legislative);**
- **returns to the Mayor for approval and signature**

The budget itself is composed of two main documents: an operating budget and a capital improvement program (CIP) budget. The CIP budget consists of large expenditures on infrastructure and other capital projects. The operating budget is primarily composed of expenditures required by the City to deliver the day-to-day array of City services.

ARTS Budget Summary

The Office of Arts & Culture (ARTS) is funded by Admission Tax revenue and the 1% for Art Program. This funding supports arts-related programs and capital expenditures to keep artists living and working in Seattle, builds community through arts and cultural events and the placement of public art, and increases arts opportunities for youth. ARTS commits to an anti-racist work practice that centers the creativity and leadership of people of color – those most impacted by structural racism – to move toward systems that benefit us all.

In 2020 and 2021, ARTS' Admission Tax budget is based on revenue collected two years prior (e.g. 2020's budget is based on the amount of Admission Tax collected in 2018). The lack of events in 2020 due to COVID-19 meant that the department would face very steep cuts for 2021-2022 to manage the revenue losses that would hit the Arts and Culture Fund in 2022. To address this shortfall, beginning in 2022, ARTS' Admission Tax budget will switch from appropriating based on revenue collections two years prior to appropriating based on projected collections in the same year as the City receives them.

Timeline & SAC Involvement/Advocacy

February – April

- Prepare budget priorities letter. By May 1 of each year **the Arts Commission shall submit a letter to the Mayor** on its priorities for the funds solely allocated for the use of ARTS for the following budget year.

May 1

- Budget priorities letter due to Mayor

June

- Department budget submittals due to Mayor first week of June

September

- Mayor presents the Proposed Budget and CIP to City Council on the last Monday of the month.

September – November

- Within 15 days of the Mayor's presentation of the proposed budget, the Arts Commission shall submit a letter to City Council on the proposed ARTS budget, including how the proposed budget reflects the funding priorities set forth in the budget priorities letter to the Mayor.
- Council develops a list of issues for review during October and November.
- During Council's review period, the Arts Commission should keep an eye on City Council's website as they open up their meetings for public comment and advance sign-up is required to do so. The Arts Commission should share its funding priorities with community/networks and invite them to participate in public comment.

November – December

- Council adopts operation budget and CIP.

Additional Info

- For more information on the City's budget visit this link: <https://www.seattle.gov/city-budget-office/budget-archives/2021-adopted-budget>
- For budget-specific questions, you may reach out to ARTS' Finance Manager Kelly Davidson at kelly.davidson@seattle.gov

City of Seattle Boards & Commissions Information

Main Point of Contact:

Thao Madsen, Boards & Commissions Program Manager
Office of the City Clerk
thao.madsen@seattle.gov
206-684-8152

Seattle Arts Commission Liaison:

Allie Lee, Executive Assistant
Office of Arts & Culture
allie.lee@seattle.gov
206-733-9378

Member Orientation Training:

Congratulations on your City of Seattle Boards and Commissions appointment! **All board and commission members are required to complete the Member Orientation Training Series upon appointment.** Please follow [this link](#) to begin the online training. If you have trouble accessing the link, please email boardscommissions@seattle.gov or contact the Office of the City Clerk at 206-684-8344.

Thank you for completing the online training and for your service to the City of **Seattle!**

Link: http://clerk.seattle.gov/public/boards-commissions-training/story_html5.html

City of Seattle Contact Subject Matter Experts

Do you have questions? Contact the experts.

City Record Retention Program / Email Management Legislative Department, Office of the City Clerk

Jennifer Winkler
Jennifer.winkler@seattle.gov
City Records Manager
Phone: [206-684-8154](tel:206-684-8154)

Andrea Bettger
andrea.bettger@seattle.gov
Records Management Analyst
Phone: [206-615-1609](tel:206-615-1609)

Steven Anderson
steven.anderson@seattle.gov
Records Management Analyst
Phone: [206-615-1080](tel:206-615-1080)

Ethics Seattle Ethics & Elections Commission

Wayne Barnett
wayne.barnett@seattle.gov
Executive Director
Phone: [206-684-8577](tel:206-684-8577)

Marc Mayo
marc.mayo@seattle.gov
Ethics Advice & Training
Phone: [206-684-0595](tel:206-684-0595)

Kate Flack
kate.flack@seattle.gov
Ethics Advice & Investigation
Phone: [206-684-8578](tel:206-684-8578)

Open Public Meetings Act & Public Records Act Law Department

Gary Smith
gary.smith@seattle.gov
Assistant City Attorney
Phone: [206-733-9318](tel:206-733-9318)

Jeff Slayton
jeff.slayton@seattle.gov
Assistant City Attorney
Phone: [206-233-2154](tel:206-233-2154)

Race & Social Justice Initiative Office of Civil Rights

Iman Ibrahim
iman.ibrahim@seattle.gov
Training & Education Coordinator
Phone: [206-684-8500](tel:206-684-8500)

Seattle Arts Commission By Laws

ARTICLE I

Organization

Membership	Sec. 1	The Seattle Arts Commission will be composed of 16 members; 15 members will be appointed to serve for two years beginning on January 1 and one member will be selected through the YMCA's "Get Engaged" program to serve for one year beginning on September 1.
Appointment	Sec. 2	The Commission, in consultation with the Mayor's Office and/or the City Council if requested, will publicly solicit nominations to fill vacant positions, review applicants' credentials, and make recommendations. Applicants should be committed to programs and objectives of the Office of Arts & Culture. Membership as a whole should represent, as much as is possible, the diversity of Seattle's cultural community and the city's demographics. Membership may include, but is not limited to professional artists, arts educators, art administrators, and arts advocates.
Attendance	Sec. 3	Attendance at Commission and committee meetings is expected. Commissioners are required to inform the office of anticipated absences. In the event of three or more absences in a year, the Chair and/or the Director will take appropriate action, including, but not limited to, recommending removal from the commission.
Leave Policy	Sec. 4	Subject to majority vote by the Commission, a Commissioner may take a leave of absence for personal or professional reasons and temporarily be removed for the Commission service for up to 12 months, relinquishing voting privileges and committee chair or co-chair positions; and resume their Commission position in full for the same amount of time as leave taken or until the end of that calendar year. An interim, At-Large Commissioner may be appointed by the Commission for the duration of the leave or until the end of that calendar year; the selected At-Large Commissioner is not precluded from serving a full term on SAC if appointed to serve a normal term of Commission service.
Removal	Sec. 5	The Mayor may remove any appointed members subject to confirmation by a majority of the City Council.
Extension of Time	Sec. 6	Terms may be extended to accommodate scheduling and the confirmation of new commission appointees.
Vacancies	Sec. 7	Vacancies will be filled for unexpired terms in a manner similar to original appointment.

Officers	Sec. 8	A Chair or Co-Chairs will be appointed annually by the commissioners in consultation with the Director. The Chair or Co-Chairs will appoint committee chairs, subject to the approval of the full Commission.
Duties of Chair	Sec. 9	<p>The Chair shall exercise general supervision over the Commission's business and affairs, performing all the duties incidental to the office and those required by the Charter of the City of Seattle, law, ordinance, and these by-laws, as well as those duties that are properly delegated by the Commission.</p> <p>S/he will preside at all meetings and have those powers generally assigned such an officer. S/he will act as spokesperson for the Commission and as its representative at meetings with other organizations and committees unless such representation is otherwise authorized by the Commission. The Chair may, however, delegate to any Commission member or the staff performance of any duties imposed by this section. No pronouncement made as spokesperson or representative will obligate or commit the Commission except as provided by these by-laws or unless authorized by the Commission.</p> <p>The Chair may adjust, for good and sufficient reason, the regular convening time of meetings and hearings as set forth in these by-laws. Every effort will be made to advise, at least twenty-four (24) hours in advance of adjusted convening time, each Commission member, the press, and the public.</p>
Committees	Sec. 10	The Commission, by resolution adopted by a majority of Commissioners, may designate or appoint one or more standing or ad-hoc committees, each of which shall consist of two or more Commissioners. Such committees shall have and exercise the authority of the Commissioners in support of the Commission. The designation and appointment of any such committee and delegation thereto of authority shall not relieve the Commission or any individual Commissioner of any responsibility imposed upon him or her by appointment.
Chair Ex-officio	Sec. 11	The Chair serves ex-officio on all committees.
Representatives	Sec. 12	With the approval of the Commission, the Chair may designate representatives from the Commission and staff, or other individuals with the appropriate qualifications, to serve on special purpose committees or organizations, as is deemed necessary. Such representation shall be in an advisory or observation capacity only. When such representatives are appointed, their duties and terms will be defined in writing and attached to these by-laws.
Act as Body	Sec 13.	The Commission acts as a body in making its decisions announcing them. No member may use agency letterhead or speak or act for the Commission without prior authorization from the Chair.

Address Sec. 14 The address of the Commission shall be:

Office of Arts & Culture
City of Seattle

Mailing Address:
PO Box 94748
Seattle, WA 98124-4748

Street Address:
303 S. Jackson Street
Top Floor
Seattle, WA 98104

ARTICLE II

Meetings

Public Meetings Sec. 1 All meetings of the Seattle Arts Commission that reach quorum, as defined below in Sec. 5, will be open to the public with the exception of Executive Session.

Place of Public Sec. 2 Meetings Unless otherwise determined by the Commission, all regular public meetings or hearings will be held at 303 S. Jackson Street (King Street Station Top Floor). In the event a change in location is necessary, effort will be made to so inform the public in advance.

Meetings Sec. 3 Meetings of the Commission, which are open to the public, will be held on the second Tuesday of each month at 303 S. Jackson Street (King Street Station Top Floor). Additional meetings may be scheduled as necessary.

Agenda & Sec. 4 Advance Notice for
Advance Notice for
Regularly
Scheduled Public
Mtgs. The staff will prepare and the Chair will approve an agenda for each public meeting, prior to the meeting. Additional agenda items may be proposed by any member of the Commission. Each Commission member will receive advance notice of each regularly scheduled Commission meeting, and the agenda.

Quorum Sec. 5 A majority of the current members of the Commission constitute a quorum in Commission meetings. In committee meetings, the majority of all committee members is a quorum. Provided there is a quorum, a majority of those present are required to ratify a vote.

Special Meetings	Sec. 6	Special meetings of the Commission may be held whenever and wherever the Commission may determine. The Chair may call such meetings. The Chair will issue such a call upon the written request of five (5) or more Commission members.
Committee Meetings	Sec. 7	Committee meetings are open to the public and will be held at the Commission offices unless reason exists to hold them at another location. Meetings will be scheduled in advance by the Committee Chair, in consultation with staff; an agenda will be prepared at the direction of the Chair and its substance conveyed to all Commissioners, and public notice given.

ARTICLE III

Records, Publications, and Reports

Books & Records	Sec. 1	All books and records of the Commission will be open to public inspection.
Annual Report	Sec. 2	The Commission will annually request that the Director make a report to the Mayor and City Council outlining the Commission's goals and objectives, and progress toward achieving them; describing its programs and the amount of business transacted; and containing recommendations as to any legislation deemed necessary or advisable by the Commission to improve the service rendered by the Office of Arts & Culture. Members of the Commission will be given an opportunity to review the draft of the annual report.
Meeting Minutes	Sec. 3	Minutes of all Commission public meetings will be promptly recorded and maintained and available for public inspection.
Meeting Minutes	Sec. 4	Meeting minutes will consist primarily of a record of action taken and shall be framed generally in accord with Robert's Rules of Order Newly Revised. Minutes of each meeting will be subject to approval by the Commission and will be signed by the Chair. Minutes in proposed form for any particular meeting will be forwarded to each Commission member prior to the subsequent meeting for appraisal and action at such subsequent meeting.
	Sec. 5	By May 1 of each year the Commission shall submit a written report to the Director of the Office of Arts and Culture on its priorities for the funds solely allocated for the use of the Office of Arts and Culture for the following budget year.

Sec. 6 Within fifteen (15) days of the Mayor's presentation of the proposed budget the Commission shall provide the City Council with written comments on the proposed Office of Arts and Culture's budget, including how the proposed budget reflects the funding priorities set forth in the Commission's written report to the Director as more fully described in Section 5 immediately above.

ARTICLE IV

Accounting and Funds

Annual Budget Sec. 1 The Commission will review the annual budget submitted by the Director to the City Budget Office.

The Chair of the Commission and the Director will represent the Commission at the City Council budget hearings.

Sec. 2 The Commission shall comment on the draft policies developed by the Office of Arts and Culture concerning the use of Arts Account funds prior to those draft policies being submitted to the City Council for formal review and consideration.

ARTICLE V

Adoption and Revision of By-Laws

Adoption Sec. 1 The Commission will adopt these by-laws for the conduct of its business. Copies of such by-laws shall be made available for public inspection.

Sec. 2 The rules contained in Robert's Rules of Order Newly Revised will govern this Commission in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Sec. 3 These by-laws, as adopted by the Commission, may be revised or amended at any regular meeting by a vote of at least two-thirds (2/3) of the members of the Commission, provided that notification of such proposed revision or amendment had been made to Commissioners thirty (30) days prior to vote.

ARTICLE VI

Ethics

City Code of Ethics	Sec. 1	The Seattle Arts Commission complies with the provisions of the Code of Ethics of the City of Seattle.
Accepting Tickets	Sec. 2	Commissioners and staff may accept tickets according to the Commission's "Policy on Site Visits," adopted June 1992 and appended to these by-laws.
Ineligibility for Funding	Sec. 3	A Commissioner is not eligible to apply for funding, as an individual, from the Commission for one year from the date his/her term of office ends; nor to participate, as an individual, in any specific project developed for the Municipal Art Plan during his/her term of office.
Panels	Sec. 4	Commissioners shall not be paid for any services.