ORDINANCE NO. 29058

AN ORDINANCE amending Chapter 1.55 of the Municipal Code, relating to Tacoma Creates, by amending various sections to restructure funding categories to better reflect administrative costs and identified needs in the community, expand support for the Public School Cultural Access Program, and update language for consistency.

WHEREAS Tacoma Creates ("Program") is a Cultural Access Program, approved by voters in 2018 and funded by a local sales tax of one tenth of one percent, and

WHEREAS, overseen by the Arts & Cultural Vitality Division of the City's Community and Economic Development Department, the Program helps fund nonprofit organizations with a primary purpose to provide public programming in arts, culture, heritage, and science, and

WHEREAS the Program also aims to reduce barriers to access and expand programming offerings citywide, and

WHEREAS, since 2019, the Program has provided over $30 million in funding to more than 100 cultural organizations, who in turn have produced more than 5,000 programs and events, reaching more than four million participants, and

WHEREAS the Tacoma City Council is considering reimposing Tacoma Creates with councilmanic authority, creating an opportunity to make updates to the original code, and

WHEREAS several updates are being proposed that would uphold the intention of the voter-approved ordinance, while also bringing the code up to date with current needs and standards, including:

- Making stylistic edits to update new office names and ensure consistency with current City terminology, such as updating the name of “Office of Arts & Cultural Vitality” to the “Arts & Cultural Vitality Division.”

- Restructuring funding categories to better reflect administrative costs and identified needs in the community. Specifically, the “administration funding” percentage needs to be increased to keep delivering high-quality work and customer service as the program workload grows. In addition, the new “cultural organization funding” category should include support for capital expenditures to ensure the growth and longevity of our cultural organizations, particularly amid potentially declining alternative resources.

- Expanding support for the Public School Cultural Access Program to reflect the City’s collaboration with Tacoma Public Schools and partner organizations on new out of school time programing, such as Summer Late Nights.

Now, Therefore,

BE IT ORDAINED BY THE CITY OF TACOMA:

Section 1. That the City Council hereby adopts the Recitals of this Ordinance as its formal legislative findings.

Section 2. That Chapter 1.55 of the Municipal Code, entitled “Tacoma Creates”, is hereby amended, as set forth in the attached Exhibit “A.”

Section 3. That the City Clerk, in consultation with the City Attorney, is authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Passed _____

_____
Mayor

Attest:

_____
City Clerk

Approved as to form:

_____
Chief Deputy City Attorney

EXHIBIT "A"

CHAPTER 1.55
TACOMA CREATES

1.55.010 Creation of Tacoma Creates.

There is hereby established a Cultural Access Program in the City of Tacoma, enabled by RCW 36.160 and approved by Tacoma voters in November 2018 by a vote of 67.2 percent, to be known as "Tacoma Creates." This chapter may also be referred to as the "Tacoma Creates Code."

1.55.020 Declaration of purpose.

It is hereby declared, as a matter of public policy, that support for arts, culture, heritage, and science organizations throughout the City is in the public interest, and will serve multiple public purposes including, among others, enhancing and extending the education reach and offerings of cultural organizations; ensuring continued and expanded access to the facilities and programs of organizations by economically and geographically underserved populations; and providing financial stability to organizations to continue and extend the numerous public benefits they provide. Tacoma Creates will invest in cultural organizations of all types and sizes, and Tacoma Creates will ensure that equity and access goals are central in all funding programs. Funds raised from dedicated revenues must be used in alignment with the Municipal Code uses of Tacoma Creates funding.

The purpose of Tacoma Creates is to:

A. Systemically support existing and nascent efforts of the cultural sector and aligned partners to actively engage the community, reach traditionally underserved populations, increase civic participation, and grow the talent, participation, and creativity across the City.

B. Leverage and grow the significant public and private investment that has been committed to the revitalization of Tacoma through its cultural sector; expand investments to reach deeper into the neighborhoods; and expand access for all Tacoma residents to arts, culture, heritage and science events, venues, performances, large-scale City events, exhibits, and neighborhood activities.

C. Increase and expand access to arts, culture, heritage, and/or science activities and experiences by creating welcoming places, relevant and diverse programming, and affordable and free programs.

D. Support an increase in cultural activities in neighborhoods that reflect diverse cultures, lifestyles and interests, including, but not limited to, community festivals, street fairs, and creative place-making.

E. Invest in organizations whose primary purpose is to advance or preserve arts, culture, heritage, and/or science, and who provide public programming in these areas.

F. Support a diversity of arts, culture, heritage, and/or science programs that are Tacoma based and occur in Tacoma.

G. Prioritize equity and access in programming and funding decisions.

H. Invest in youth education opportunities and the partnerships and systems that increase access to these opportunities; and enhance and extend arts, culture, heritage, and science education for young people, especially through ~~Tacoma Public Schools students through~~ the Public School Cultural Access Program ("PSCAP") and programming for court-involved youth.

I. Provide capacity building funding, training, and programs to support to strengthen, sustain and grow the ability of organizations to thrive and meet the needs of the community.

J. To increase public awareness and highlight the importance of tribal cultural resources and the history of all the region's native and indigenous peoples.

1.55.030 Allocation of funding.

A. Cultural Organization Funding

Minimum of 76 percent of all revenues will equitably support accessible cultural organization programming and sustainability across the City of Tacoma, for the benefit of all residents of Tacoma.

6 percent of these funds will be budgeted starting in 2027 to support capital expenditures for cultural organizations. Any unallocated portion will roll over biennially into programming.

Funding will support access to cultural and educational programming: this may include the development or expansion of free or reduced-price admission programs or scholarship programs; expansion of open public hours at cultural facilities; expansion of programming locations or transportation options; expansion of inclusive programming that considers cultural relevance, language access, and ADA accessibility; strengthening and supporting existing work in any of these areas; and/or other efforts to reduce barriers to accessing cultural opportunities for people across Tacoma. It may also help support operating expenses related to producing cultural programming, including staffing, insurance, and facilities costs.

At least 50 percent of funds allocated to programming will support opportunities outside of the downtown core but within the boundaries of the City of Tacoma.

~~Pursuant to Resolution No. 40046, the following funding allocations were proposed and approved by the voters:~~

~~A. Neighborhood Funding.~~

~~A minimum of 52 percent of all revenues will equitably support programming located throughout Tacoma's neighborhoods.~~

~~Programming in neighborhoods will include all public programs, youth education programs, and community events that occur outside of Tacoma's downtown core but within the boundaries of the City of Tacoma.~~

~~Funding for the Public School Cultural Access Program will be a portion of Neighborhood Funding.~~

~~B. Increased Public Access.~~

~~Up to 26 percent of all revenues will support enhanced access to cultural sector programming for the benefit of Tacoma residents.~~

~~This may include the development or expansion of free or reduced-price admission programs or scholarship programs; expansion of open public hours at cultural facilities; expansion of programming locations or transportation options; displays and installations in all communities that raise awareness of cultural resources within the City; expansion of inclusive programming that considers cultural relevance, language access, and ADA accessibility; strengthening and supporting existing work in any of these areas; and/or other efforts to reduce barriers to access for people across Tacoma.~~

~~C~~B. Capacity Building.

Up to 5~~6~~ percent of all revenues will support efforts that build capacity for developing and implementing Tacoma Creates programming.

This may include funding for cultural organizations to improve or expand their internal capacity to deliver equitable public programs; professional development programs for cultural organization staff to enhance skills related to Tacoma Creates programming; providing technical support for cultural organizations in responding to Tacoma Creates application, grant management, or reporting requirements; and other opportunities to support growth and development for the cultural sector.

This may also include funding for shared resources that strengthen the cultural sector, including shared equipment, space, training, systems, services, and convenings.

~~D~~C. Transportation.

Up to ~~8~~5 percent of all revenues will support transportation options for students enrolled in Tacoma Public Schools, Chief Leschi Schools, and public charter schools within Tacoma city limits to increase their access to Tacoma Creates-supported cultural ~~sector~~ programming.

~~E~~D. Administration.

Up to 14~~8~~ percent of all revenues will support administrative costs related to program management.

1.55.040 Definitions.

An "Arts organization" ~~means an organization that provides~~ has a primary focus on programming across one or more of the following artistic fields: creative place-making, dance, design, folk and traditional arts, literary arts, multi-disciplinary arts, music, media arts, theater, and visual arts.

"Capital Expenditures" means acquisition of or construction of improvements to real property including additions to or renovation of existing structures; and new technology, fixtures, and other equipment designed to be in service for at least five years that is reasonably related to or necessary for public programming supported under this chapter.

"Cultural organizations" and/or "Cultural sector" means, collectively, organizations whose primary purpose is to advance and/or preserve arts, culture, heritage, and/or science, and who provide public programming in these areas.

A "Culture organization" has a primary focus on public programming that seeks to advance or preserve the traditions, language, knowledge, skills, cuisine, or achievements of a particular nation or people with a shared and immutable personal identity trait.

~~"Culture organization" means an organization that provides programming that focuses on extending or sustaining the traditions, customs, language, knowledge, skills, trades, and/or celebrate the achievements of a particular nation, people, or other social identity group.~~

"Downtown core" means the area within the following boundaries: North border is 6th Avenue; West border is Thea Foss Waterway and East L Street; South border is I-5; East border is Tacoma Avenue South.

"Equity" means minimizing historical, systematic, and institutional disparities and maximizing opportunities for all people. Equity takes into account context: history, current realities, and future outcomes. The purpose of equity in Tacoma Creates programming is to foster greater inclusiveness, increase diversity, and broaden participation in arts, culture, science, and heritage experiences.

"Fiscal sponsorship" means a formal arrangement in which a 501(c) (3) ~~501©(3)~~ organization, based in Washington State, provides financial management and other administrative services for an organization that provides public benefit but lacks 501(c) (3) ~~501©(3)~~ status. Fiscal sponsors will be eligible to receive and manage a funding contract from Tacoma Creates on behalf of the sponsored organization; fees charged by the fiscal sponsor to cover administrative costs may not exceed 10% of any funding contract.

A "Heritage organization" has a primary focus on public programming centered on the identification, documentation, exhibition, interpretation, celebration, and/or preservation of a community's history.

~~"Heritage organization" means an organization that provides programming that focuses on the identification, documentation, exhibition, interpretation, and/or preservation of the past, including the people, places, events, and physical spaces of any community of people.~~

"Panel" means a group of individuals convened by staff to review applications or nominations using published review criteria, and make recommendations to the Advisory Board.

A "Science organization" ~~means an organization that provides~~has a primary focus on public programming across one or more of the following scientific fields: physical sciences, life sciences, natural sciences,

earth and space sciences, engineering, ~~technology, and work that applies scientific methods or engineering design cycles~~ and/or technology.

"Tacoma Creates Administration" means the ~~Office of~~ Arts & Cultural Vitality Division within the ~~Tacoma Venues and Events~~ Community and Economic Development Department, or its successor within Tacoma's administration.

1.55.050 Eligibility.

A. Organizations which fulfill the following eligibility criteria may apply for Tacoma Creates funding programs. Specific eligibility and criteria may vary, depending on the funding program, and may be revised from time to time by the Tacoma Creates Administration, in consultation with the Tacoma Creates Advisory Board, based on experience with the program to ensure it continues to fulfill its purpose.

1. Eligibility Category A – Organizations meet all five primary eligibility criteria.

a. Primary Purpose: The organization's primary purpose must be to advance and/or preserve arts, culture, heritage, and/or science.

b. Non-Profit Status: The organization must be a 501(c)(3) nonprofit corporation, incorporated under the laws of the state of Washington and recognized by the Internal Revenue Service.

c. Location: The organization's official business address is in the City of Tacoma.

d. Program Delivery: The organization must directly provide programming or experiences to the general public in the City of Tacoma.

e. Track Record: The organization must have a two-year track record of providing programming or experiences to the general public in the City of Tacoma.

2. Eligibility Category B – An organization that does not meet the Track Record criteria, but meets all other criteria listed in Category A.

3. Eligibility Category C – An organization that does not meet the Non-Profit Status criteria, and may not meet the Track Record criteria, but does meet all other criteria listed in Category A. Organizations in this category may apply with a Fiscal Sponsor.

4. Eligibility Category D – An organization that does not meet the Location criteria, but meets all other criteria listed in Category A, and has a business address within Pierce County, and is able to demonstrate that at least ~~65~~ 75 percent of its public programming occurs within the City of Tacoma.

5. Eligibility Category E – Affiliate Cultural Programs within a larger non-profit. Established and distinct cultural programs that meet the Primary Purpose, Location, and Program Delivery criteria, and are part of a larger non-profit, public-serving organization, may apply if the following additional eligibility criteria are met:

a. Independent mission: Have a published mission statement independent of the parent organization.

b. Independent board: Have a board or steering committee that guides the program, independent of the parent organization's board.

c. Independent budget: Have a distinct, balanced budget, independent of the parent organization.

d. Track record: Five years providing public programming in arts, culture, heritage, and/or science.

e. Staff: Have dedicated, paid staff, equal to at least one full-time employee.

f. Matching Funds: Provide a 1:1 cash match for Tacoma Creates funds.

g. The parent organization must:

(1) Be a public-serving 501(c)(3) or 501(c)(6) non-profit organization.

(2) Be based in the City of Tacoma.

(3) Retain no more than 10 percent of any Tacoma Creates grant to support administrative services.

6. Eligibility Category F – Business District Associations and Neighborhood Councils.

Business District Associations (Tacoma Municipal Code ("TMC") 1.47) and Neighborhood Councils (TMC 1.45) recognized by the City of Tacoma may apply for funding for neighborhood-based arts, culture, heritage, and/or science programs or events, especially fairs and festivals, but must have a Fiscal Sponsor that is a 501(c)(3) organization in Tacoma that meets the Primary Purpose criteria of advancing or preserving arts, culture, heritage, and/or science.

B. Eligibility exclusions.

The specific eligibility exclusions noted in RCW 36.160 apply to all eligibility categories:

Funding cannot be distributed to any agency of the state or any of its political subdivisions; any municipal corporation; any organization that raises funds for redistribution to multiple cultural organizations; or any radio or television broadcasting network or station, cable communications system, internet-based communications venture or service, newspaper, or magazine.

1.55.060 Funding Programs.

Tacoma Creates funding programs will be designed to support a variety of types and sizes of organizations and programs that will provide public benefit in Tacoma, with a demonstrated commitment to improving equity and access. Organizational requirements for equity and inclusion, which will be detailed in funding application guidelines and evaluation criteria, will be designed to ensure a rigorous focus on addressing historical inequities in the cultural sector and in Tacoma.

Funding programs may be revised from time to time by the Tacoma Creates Administration, in consultation with the Tacoma Creates Advisory Board, based on experience with the program to ensure it continues to fulfill its purpose.

A. Funding Category 1.

Organizations in any eligibility category may apply for funding that will support public programs in arts, culture, heritage, and/or science, and will address one or more of these primary public benefit areas:

1. Increasing public access to cultural programs and/or facilities;

2. Providing neighborhood and community-based programs; or

3. Providing educational programs for youth.

Funding levels in this category will be determined by the Advisory Board; capital funding will not be included in the maximum for programming.

B. Funding Category 2.

Organizations in Eligibility Category A may apply for funding in this category if they commit to meeting all three primary public benefit areas:

1. Increasing public access to cultural programs and/or facilities;

2. Providing neighborhood and community-based programs; and

3. Providing educational programs for youth.

Organizations applying in this funding category will be encouraged to demonstrate collaborative efforts and continuous improvement towards sustainability of the organization. Funding levels in this ~~grant~~ category will be determined by the Advisory Board, but set at a maximum of 15 percent of an organization's total budget, up to a maximum of $400,000 per year, not including capital funding.

Eligible organizations may apply in either Funding Category 1 or Category 2, but not both.

Eligible organizations may participate in the PSCAP.

Additional funding programs may be developed over the life of the Tacoma Creates program in order to meet emerging needs and opportunities.

1.55.070 Application review Panels.

A. An independent panel will be convened to review applications for each round of funding. The application review panel will consist of members of the Advisory Board, in addition to a diverse representation of community members who provide content expertise and community-based knowledge.

B. Panel members may be recommended by the Advisory Board, as well as staff.

C. A unique group of individuals will be convened for each application review panel.

D. Panels will review applications using published review criteria, and submit funding recommendations to the Advisory Board for review and approval.

1.55.080 Public School Cultural Access Program ("PSCAP").

Pursuant to RCW 36.160.110, Tacoma Creates must designate a percentage of total funds available annually to be reserved for a public school cultural access program established and managed by the City to increase access to cultural activities and programming for public school students resident in the City. Tacoma Creates will budget 30 percent of planned expenditures ~~dedicate 15-30 percent of total funds~~ to support PSCAP, inclusive of systems support. PSCAP expenses may be funded through any funding category outlined in 1.55.030; PSCAP programming dollars may be allocated only to eligible cultural organizations.

PSCAP programs will be developed for the benefit of Tacoma Public Schools ("TPS") students ~~and teachers~~. Tacoma Creates will invest in cultural organizations that provide programming, and in the partnerships and systems that increase access to these opportunities.

PSCAP will offer benefits to every public school in TPS, while prioritizing schools based on various indicators of gaps in equity and opportunity, including free and reduced-price meals percentages. PSCAP also covers Chief Leschi Schools and public charter schools within Tacoma city limits.

Tacoma Creates will support a wide range of programming within the PSCAP, as described ~~below~~in the Application Guidelines.

Tacoma Creates will build the capacity of cultural organizations to develop and deliver high quality and inclusive programs that help TPS meet their goals for student success, academically and socially, and in alignment with the Whole Child Initiative. Tacoma Creates will support the development of tools and materials to support alignment with school curricula and state standards.

Tacoma creates will collaborate with TPS on Out of School Time (OST) programming for TPS students, including Summer Late Nights, Beyond the Bell, Club B, and/or any designated successor programs.

~~A. Programming that may be covered by PSCAP funds:~~

~~1. Expanded Learning Opportunities ("ELO"): Before/after school classes, summer classes, offered in partnership with and on the campuses of TPS, and in collaboration with one or more ELO partners that manage logistics required to enable successful programming.~~

~~2. Systems support for ELO: Tacoma Creates will help support ELO partner(s) expenses related to staffing, marketing, coordinating registration, transportation, snacks, etc. necessary to support a comprehensive ELO system that serves all students.~~

~~3. School Day Programs at TPS sites: Learning opportunities offered by Tacoma Creates-funded organizations that occur during the regular school day, as part of basic education.~~

~~4. School Day and School Break Field Trips: TPS classes traveling off-campus to an arts, culture, heritage, and/or science learning experience led by a Tacoma Creates-funded organization. Tacoma Creates funding would cover bus transportation as well as the cost of the learning experience.~~

~~5. Professional Development and Curriculum Support: Tacoma Creates-supported organizations may collaborate with TPS to offer professional learning programs for certified teachers/district staff, and/or collaborative curriculum development, in order to improve schools' capacity to deliver high-quality learning experiences in arts, culture, heritage, and science.~~

~~6. Capacity Building for Cultural Organization Educators: Professional learning programming offered by Tacoma Creates to support high-quality instruction in PSCAP programs. This may include, but not be limited to, topics such as instructional design, social justice and racial equity in K-12 education, social emotional learning, and trauma-informed practice.~~

~~7. Early Learning Programs: Arts/culture/heritage/science education programs offered in collaboration with TPS pre-school programs (Head Start and Early Childhood Education and Assistance Program ("ECEAP")).~~

~~8. High School Internships: Opportunities for students in grades 9-12 to earn relevant work experience within an arts, culture, heritage, and/or science organization.~~

~~9. Emerging Opportunities: Additional opportunities not detailed here, but which support arts, culture, heritage, and/or science learning for TPS students and teachers may be included in PSCAP funding.~~

1.55.090 Tacoma Creates Advisory Board.

A. Composition of Tacoma Creates Advisory Board.

The Advisory Board will consist of 12 volunteer members appointed by City Council. All members will be residents of the City of Tacoma. All members will have interest in and familiarity with public programming in the arts, culture, heritage, and/or science. All members will have an interest in Tacoma Creates goals regarding equity, access, and programs that provide public benefit for residents across Tacoma.

The Advisory Board, as a whole, will reflect the diversity of the City; board appointments will take into account racial and ethnic backgrounds, gender, age, and other aspects of personal and professional identity.

B. The Advisory Board shall consist of members who represent the following:

1. A community member from Council District 1.

2. A community member from Council District 2.

3. A community member from Council District 3.

4. A community member from Council District 4.

5. A community member from Council District 5.

6. Professional expertise in the arts, culture, heritage, science, and/or community engagement~~arts~~.

7. Professional expertise in arts, culture, heritage, science, and/or community engagement~~culture~~.

8. Professional expertise in arts, culture, heritage, science, and/or community engagement~~heritage~~.

9. Professional expertise in arts, culture, heritage, science, and/or community engagement~~science~~.

10. Professional expertise in arts, culture, heritage, science, and/or community engagement

~~10~~11. Professional expertise in Pre-K-12 public education in Tacoma.

~~11. Expertise in community engagement/community development~~

12. Youth/Young Adult Seat: A representative from the Mayor's Youth Commission, or an individual with interest or background in the cultural sector between the ages of 16 and 24.

C. Terms of Advisory Board Members.

~~For the initial board appointments, the terms will be staggered as follows: four seats, for a one-year term; four seats, for a two-year term; and four seats, for a three-year term. Thereafter, all~~All terms shall be for three years, except the youth/young adult seat, which shall be a one-year appointment. Members may be reappointed ~~for a second term~~, but shall serve no more than six consecutive years (or three consecutive years for the youth/young adult seat). In the event that a position is vacated before the expiration of the term, the position shall be filled by the City Council for the remainder of the unexpired term.

D. Authority of the Advisory Board.

1. The Advisory Board will be advisory to the Tacoma Creates Administration on funding programs to support public benefit in arts, culture, heritage, and science programs throughout Tacoma.

E. Roles and Responsibilities of the Advisory Board. The Advisory Board will:

1. Act in an advisory capacity to the Tacoma Creates Administration on matters related to Tacoma Creates.

2. Review and recommend funding guidelines and review criteria, including funding levels.

3. Participate in application review panels, along with additional community member representatives.

4. Review and approve funding recommendations from review panels to ensure fidelity to review criteria and process.

5. Review and provide input on reporting processes to ensure alignment with public benefit goals.

6. Review outcomes from funded organizations to ensure compliance with Tacoma Creates mandates and to ensure effective stewardship of Tacoma Creates funds.

7. Participate in the preparation of annual reports to the City Council.

8. Review and provide input on a variety of Tacoma Creates efforts in addition to grant funding, such as capacity building efforts to support the sector, building collaborative partnerships, and advancing the visibility of the program in the community.

9. Serve as outreach ambassadors of Tacoma Creates to arts, culture, heritage, and science organizations, and the general public.

F. Meetings of the Advisory Board.

The Advisory Board shall convene during a regular time and place of meeting, and shall hold a minimum of six regular meetings a year.

G. Organization and procedures.

1. In consultation with the Tacoma Creates Administration, the Advisory Board may make and alter any rules and regulations governing its organization and procedure not inconsistent with this chapter or any other ordinance of the City.

2. A simple majority of appointed, filled positions shall constitute a quorum.

3. A majority vote of the quorum is required to pass any motion.

4. A Chair and Vice-Chair will be elected by the Advisory Board, from among the Advisory Board members, to serve one-year terms. Chair and Vice-Chair terms are renewable by vote of the Advisory Board.

5. The Chair shall preside over all meetings of the Advisory Board. In the absence of the Chair, the Vice Chair is authorized to perform and carry out all of the duties and obligations of the Chair.

6. If the Chair relinquishes authority or quits before the Chair's term ends, the Vice Chair automatically becomes Chair.

7. In the event that the Vice Chair relinquishes authority or quits before the Vice Chair's term ends, a new general election will take place, electing a new Vice Chair for the completion of the term.

8. Committee chairs may be appointed by the Chair or elected by the Advisory Board as a whole.

1.55.100 Administration.

Tacoma Creates will be administered by the ~~Office of~~ Arts & Cultural Vitality Division. Staff from the ~~Office of~~ Arts & Cultural Vitality Division will be dedicated to implementing Tacoma Creates and supporting the Advisory Board.

The ~~Office of~~ Arts & Cultural Vitality Division will adopt an Equity and Inclusion strategy to guide the work of the Office, the Advisory Board, grantmaking, and programming.

Staff will keep accurate records of the Advisory Board's proceedings and transactions, conduct official correspondence, organizing meetings and providing technical support to the Advisory Board to the extent required to administer this chapter.

In addition, the ~~Office of~~ Arts & Cultural Vitality Division staff will:

A. Implement and administer Tacoma Creates funding programs;

B. Develop and implement programming that supports the purposes of Tacoma Creates;

C. Act as resource and ombudsman for Tacoma Creates;

D. Coordinate the development of funding guidelines and review criteria, for review and approval by the Advisory Board;

E. Manage and implement the application review panels;

F. Manage contracting according to City procedures;

G. Make public presentations on issues related to Tacoma Creates;

H. Recommend such policies, rules, and regulations for adoption by the Advisory Board as are deemed necessary to carry out the purposes of this chapter;

I. Respond to requests for interpretations of the codes, policies, and procedures related to Tacoma Creates, as defined herein and within related documents adopted by the Advisory Board.

J. In addition to the Advisory Board, convene one or more technical work groups including perspectives such as, but not limited to, arts, culture, heritage and science sector representatives from various sized organizations, education, transportation delivery, and equity and inclusion to better inform and provide input on a regular basis on the delivery of Tacoma Creates for the benefit of the public.

K. Perform other duties as required to carry out the intent and purpose of Tacoma Creates.

L. Present an annual report. The annual report shall include, but not be limited to, a summary of organizations funded, number of community members served, number of events and other such information that helps demonstrate the impact of funding.

M. Present on an annual basis a spending plan to City Council. The spending plan shall include, but not be limited to, a detailed accounting of expenditures from the prior year, a plan for expenditures in the next program year, including the use of any one-time funds, and any other information appropriate to demonstrated how funds are expended.

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