

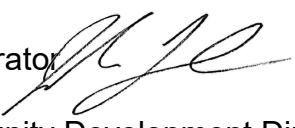




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Amy Ainslie, Planning & Community Development Director 
Kevin Knox, Parks & Recreation Coordinator 

Date: March 20, 2024

Subject: Performing Arts Center Management

Background

In 2019, the City and Borough of Sitka (CBS), the Sitka School District (SSD) and Alaska Arts Southeast, Inc. (AASE), entered into a cooperative agreement for professional management and custodial services for the Performing Arts Center (PAC) at Sitka High School. In short, each organization provided the following under this agreement:

- CBS: Payment of utilities (electricity, water, sewer, and garbage), and parking lot snow removal
- SSD: Heating, janitorial supplies up to \$5,000 per year, property and liability insurance for the PAC, annual building maintenance, and sidewalk snow removal.
- AASE: Event booking and marketing, event management, technical management, and custodial services.

AASE was not paid directly under this agreement, but retained all revenue generated from PAC rentals, had routine user fees waived, and also received priority use for the facility when Fine Arts Camp was in session. SSD was not charged fees for use of the facility.

The term for this agreement was one year (7/1/2019 – 6/30/2020) with four (4) annual extensions. We are currently in the last extension year which will expire on 6/30/2024. As all three parties came together to start discussions on a new agreement, AASE notified CBS and SSD staff that they would require payment to continue operating the PAC with a request of \$125,000 per year. CBS staff determined that such payment would require budget approval from the Assembly, and also be subject to CBS procurement requirements.

Analysis

To continue operating the PAC, the Assembly could consider issuing a Request for Proposals (RFP) to seek all potential interest, including from AASE, for management of the facility.

In order to issue an RFP, staff would like further Assembly direction on the following:

- If the RFP should be based on the continuance of a cooperative agreement model in which the operator would retain revenues made from the facility. This structure is recommended by staff in order to minimize “out of pocket” expenses on the part of CBS.
- Whether CBS’ current contributions (in the form of covering utility and snow removal expenses) should be offered in an RFP; these expenses are currently included in the draft FY25 budget.
- Whether there are any particular provisions or priorities for PAC management the Assembly would like to include in the RFP.

Alternatively, the Assembly could consider in-house management of the facility. If so, staff would bring an analysis of estimated costs and operating needs for in-house management before the Assembly in conjunction with review of the best-value proposal to then determine which will be funded in the FY25 budget.

Fiscal Note

Our FY24 contribution to the PAC under the current agreement is \$66,000. Direction to proceed with an RFP is needed to better establish the fiscal impacts associated with different management models for the PAC.

Recommendation

Staff recommends moving forward with an RFP for PAC management, and requests direction on whether:

- The RFP should be based on the current cooperative model
- Current CBS contributions should be included in the RFP
- There are provisions/priorities for PAC management that should be in the RFP
- An analysis of in-house management should be prepared in conjunction with the RFP

Encl: Current MOA for PAC Management



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Memorandum of Agreement (MOA)
Between
Sitka School District (SSD), City & Borough of Sitka (CBS),
and Alaska Arts Southeast, Inc. (AASE)
For
Professional Management and Custodial Service of the
Performing Arts Center at Sitka High School

The Performing Arts Center (PAC) is a critical building to our schools. It is the high school auditorium. Over 1000 school children perform on its stage each year. Over 50 events are staged (not including rehearsals) each year. It is a crown jewel for the Sitka community, that raised \$17 million dollars to have it built, and it is critical to the summer programs of AASE which brings substantial outside revenue into our economy. CBS recognizes this economic value to the City of Sitka and there-by joins this agreement in supporting the operation of the PAC. To assist our community with budget costs, AASE hereby agrees to continue to professionally manage the PAC at no annual cost to the CBS and SSD, thereby keeping the building open for year-round use.

AASE will provide the professional management for the PAC from July 1, 2019, to June 30, 2020, with an annual extension for up to (4) four additional years.

AASE provides and agrees to:

- Event booking and marketing
- Event management onsite
- Ushering and coordinating volunteers
- Technical Management
- Custodial Services
- Any necessary supplies as needed for the general operations of the PAC
- Be responsible for Accounts Payable and Receivable, and therefore receives all revenue generated by the rental of PAC
- Carry General Liability Insurance with SSD named as an additional insured with all rights of subrogation waived against SSD
- Carry Workers Compensation Insurance for employees
- Require proof that all users of the PAC carry General Liability Insurance with a minimum of \$1,000,000; users should name both AASE and SSD as insured

The Technical Director responsibilities will include:

- Recommending lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates
- Designing, creating, maintaining and operating lighting and sound systems for theater, dance, music, and other productions and projects; assists guest designers and arts with technical matters
- Designing, supervising and assisting with set and stage construction and management
- Training students and community members in technical theater
- Overseeing stage crews and volunteer staff
- Developing job duties and providing oversight of interns or other paid employees hired as AASE deems necessary
- Orienting facility users and visiting productions to safety, technical characteristics and other areas of facility operations; facilitating the use of the technical facilities by user groups
- Monitoring the condition of equipment including lighting, sound, and rigging equipment; arranging for the repair and replacement within budgetary constraints; performing preventive maintenance on equipment
- Assisting with the preparation and control of production budgets; maintaining inventory and requesting specialized supplies

“Sitka Schools: Discovering potential, nurturing growth, and inspiring lifelong curiosity.”

Technical Director Job requires:

- Experience with a wide range of technical issues
- Working knowledge of techniques, methods, and procedures for theater, dance, and music productions and presentations
- Capability with stage, set, sound and lighting design and implementation; stage management; computerized lighting systems; stage carpentry; appropriate safety precautions and procedures

The TD must also have the ability to analyze and evaluate the need for planning, developing, scheduling and providing the technical support required for each event or performance.

The TD should have a Bachelor's degree in technical theater arts, dance, music, communications or related field from an accredited college or university and can demonstrate responsible work experience in the technical aspects of theater, dance, and music production.

The Custodial Technician responsibilities will include:

- Cleaning, dusting, and polishing all restrooms, water fountains, glass surfaces, walls, doors, elevators, countertops, furniture, mirrors, and all other areas inside of the PAC
- Sweeping, dust mopping, vacuuming, mopping, and other general maintenance of all floors in the PAC
- Emptying, cleaning, and re-lining waste receptacles
- Any other cleaning duties as assigned or requested by the SSD Maintenance Department or Superintendent's Office

The Custodial Technician Job requires:

- Experience with cleaning facilities and working around highly technical equipment.
- Knowledge of cleaning products and equipment and their appropriate application.
- Ability to work professionally with multiple groups and organizations.

City and Borough of Sitka agrees to:

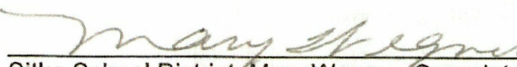
- Pay all utilities including electricity, water, sewer, and garbage for the PAC. Current billing account number is 5417-002.
- Parking lot snow removal.

Sitka School District agrees to:

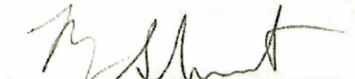
- Work together and include Alaska Arts Southeast, Inc. in decisions impacting the technical management of the PAC during the dates of management outlined in this agreement.
- Provide Alaska Arts Southeast, Inc. priority use of PAC during Sitka Fine Arts Camp session. Routine user fees will be waived.
- Janitorial cleaning materials, equipment, and supplies up to \$5,000 per year
- Pay for the heating expenses, property and liability insurance of the PAC.
- Annual building maintenance and sidewalk snow removal.

Other Considerations:

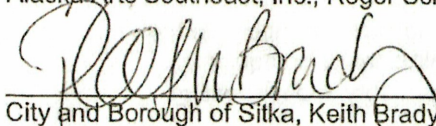
AASE Executive Director and the SSD Superintendent will meet periodically to evaluate the MOA. A review between AASE, SSD, and CBS will occur annually to improve and/or amend this agreement. Amendments can be made if mutually agreed to by all parties.


Sitka School District, Mary Wegner, Superintendent

4/29/19
Date


Alaska Arts Southeast, Inc., Roger Schmidt, Executive Director

4/29/19
Date


City and Borough of Sitka, Keith Brady, City Administrator

4/25/19
Date