

City of Lawrence Outside Agency Annual Report For Calendar Year 2017

Reports on activity should be submitted electronically to Danielle Buschkoetter, at dbuschkoetter@lawrenceks.org by Thursday, February 15th 2018 at 5:00pm. For the following questions please refer back to your [2017 application for funding](#).

Reporting Period: Calendar Year 2017

Agency Name: Lawrence Arts Center

1. Refer to the program in which your agency received funding; provide a participant success story that helps demonstrate the accomplishments of the program.

The Lawrence Arts Center would like to thank the City of Lawrence for many years of support. We are pleased to report on this last year of facilities and maintenance grant funding. This year the Lawrence Arts Center embarked on an unprecedented upgrade of its security system. Details of this upgrade may be found below. As an unanticipated, yet welcome, result of the security upgrade, the Lawrence Arts Center now leads Lawrence in safety and security measures. During a meeting with the Lawrence Police Department, Arts Center staff members learned that Lawrence Arts Center has developed and is implementing one of the most comprehensive and up to date security procedures citywide. We are proud to lead by example, and are eager to work with the police department to serve as a model for local organizations as they revise their own security protocols.

2. Refer to your 2017 application for funding; provide a brief narrative of the activities funded with City funds.

Maintenance at the Lawrence Arts Center is a daily necessity and a long-term investment. Thanks to the City of Lawrence, the Lawrence Arts Center was able to retain a Facilities Manager and full-time custodian. These positions are essential to the daily operation of the Arts Center, the cleanliness and safety of the building. In our grant application, the Lawrence Arts Center discussed four additional funding areas, 1) a new security system, including security cameras and keyless locks, 2) improved internet connectivity, 3) new carpet for interior offices, and 4) new toilet seats throughout the building.

As a result of decreased funding from the City in the area of facilities and maintenance, the four funding areas listed were funded by other means, or the need was left unmet. Briefly: upgrades to the Arts Center security system were a priority, and were funded by a grant from Douglas County Community Foundation and by private money raised by the Arts Center. As planned, this has involved the installation of sixteen security cameras at various points around the Arts Center. Our second goal as part of the security upgrade was to install keyless entry on all ten of the building's external doors, enabling staff to lock and unlock doors remotely from any authorized computer terminal or mobile device. This installation is still in progress as adding additional locks has proved cost prohibitive. Happily, we were able to carry out our most critical goal: violent intruder response training. The Arts Center worked closely with the Lawrence Police Department to deliver up-to-date, realistic, and thorough training to the staff. The Lawrence Arts Center additionally funded improvements to the wireless internet and toilet seat replacement using money raised from tuition, ticket sales, art sales, rental fees, sponsorships, and donations. Carpet replacement was not financially feasible in 2017. We will continue to pursue sources of funding to support carpet installation.

3. Refer to your 2017 application for funding; provide specific detail (use supportive documents, if needed) to demonstrate what progress was made toward your proposed outcomes.

In our 2017 grant application, the Lawrence Arts Center laid out the following program objectives:

- I. "Maintain full-time technical/operations staff to work with the public during extended business hours and provide qualified technical assistance for community and public events."
This objective was met. In 2017, the Lawrence Arts Center retained a full time custodian, and facilities were overseen and managed by the Arts Center's Chief Operating Officer Stacy Galloway Haywood and Facility Maintenance Manager Steve Richardson. Arts Center staff provided technical assistance at community and public events, including venue rentals.
 - II. "Increase facility usage by 10% through better management of the facility rental and availability policies of the Lawrence Arts Center."
This objective has been met. The Lawrence Arts Center allocated space for several large rentals for businesses and organizations, and free rentals for City departments (e.g. police, fire department, ATF).
 - III. "Extend the life of the current building and its technical equipment through proper care, use, and maintenance."
This objective is being met. On a daily basis, Arts Center custodians keep facilities clean and presentable, a necessity for a visual and performing arts organization that welcomes 200,000+ visitors and participants each year. As described above, Stacy and Steve oversee upgrades to the building and its systems, ensuring that upgrades and changes are efficient and adhere to best practices.
 - IV. "Protect children and adults engaged in Arts Center programming, as well as works of art, from intruders and vandals."
This objective was met with the upgrade to the Lawrence Arts Center's security system and practices.
4. Refer to the line-item budget provided in your 2017 application for funding; is this accurate to how your allocation was actually spent? If no, what changed and why?

Our request for \$156,434 from the City of Lawrence yielded a \$55,000 grant, following the reasoning that as per Section 13 of the Lawrence Arts Center lease agreement, the Arts Center is responsible for maintenance inside the building. As a result, our estimates as to how the allocation would be spent shifted. Approximately 90% of funds from the City of Lawrence for facilities and maintenance in 2017 went to portions of salary for the Facilities Manager and custodian. Approximately 10% of funds went to portions of benefits for the facilities manager and custodian.