

# MEMORANDUM OF UNDERSTANDING FOR ADMINISTRATION OF THE GATEWAY ARTS AND ENTERTAINMENT DISTRICT

THIS MEMORANDUM OF UNDERSTANDING FOR THE ADMINISTRATION OF THE GATEWAY ARTS AND ENTERTAINMENT DISTRICT ("**Agreement**") is made on June 5, 2024, by and between the Cities of Mount Rainier and Hyattsville and the Towns of Brentwood and North Brentwood (the "**Towns**"), Maryland municipal corporations, and Gateway Community Development Corporation ("**GCDC**"), a Maryland not-for-profit corporation.

**WHEREAS**, GCDC is the catalyst for arts-driven economic revitalization of the US Route 1 corridor and the surrounding Prince George's County communities within the Gateway Arts District through business and neighborhood development initiatives including promotion of the arts as a community building strategy;

**WHEREAS**, the Towns and GCDC desire to enter into this Agreement for the purpose of setting forth the responsibilities of the Parties with respect to the management and staff administration for the District;

**NOW, THEREFORE**, based on the foregoing recitals and in consideration of the mutual promises herein contained, the Parties agree as follows:

## AGREEMENT

### 1. LEADERSHIP.

- a. The District will be governed by the Arts District Management Team, with assistance from the Project Manager employed by Gateway CDC.
- b. The Towns will each nominate (2) candidates to the Management Team from any of the four Stakeholder Groups listed below.
- c. The Management Team will meet at least bi-monthly and more often as situations require. The Management Team will report to the Mayors and Councils. The Management Team will consist of 17-19 members including a representative, preferably the Executive Director, of the Prince George's Arts and Humanities Council; and a mix of the following:

# of members	Stakeholder Group
6-8	Artists from a range of disciplines and genres which make up the creative economy operating in the Gateway Arts District
4	Arts Organizations (groups whose primary mission is providing arts services)

2	Business Owners operating in the Gateway Arts District and/or Arts Landlords renting studio space to artists in the Arts District
4	Members of municipal staff and/or community representatives

- d. Membership is limited to (2) consecutive 2-year terms.
- e. The Management Team will be responsible for the Annual Priorities and Agenda Setting as well as the Open Studio Tour.
- f. Additionally, a subcommittee of the Management Team will be responsible for reviewing applications for new Management Team members.
- g. GCDC will be the fiscal sponsor for the Management Team, managing grants, reporting, and passing through funding.

## 2. STAFFING.

- a. GCDC employs a Project Manager whose role is to provide administrative support to the Management Team and is responsible for tasks including but not limited to: Scheduling Management Team meetings, Maintaining records (including notes and decisions), Facilitating the hire of an events coordinator for OST, Grant applications & management (including any reporting necessary), Agenda-setting for meetings, Keeping the annual schedule on track, Primary point of contact for external inquiries re: the Management Team / OST, Primary POC for inter-agency and inter-municipality communications and coordination, Financial management of stipends, consultants, grants, and/or expenses related to the Management Team and OST, Coordination of Annual Convening to set agenda for the year, including invitations, communications, advanced scheduling, creation of presentations and documents, collection of preliminary data, conducting of a survey (if applicable), and event follow up; Create application and coordinate application process for open Management Team spaces, Convene Mayors and Nominating Committee to make selections for the Management Team annually (note: The Gateway CDC team member does not vote in the nomination process).
- b. The Towns and GCDC desire to cooperate with each other to provide the citizens cultural and leisure-time art related activities and will therefore enter into this agreement to provide funding for a dedicated GCDC Project Manager.  
For so long as this agreement is in effect, the Towns, at each Town's sole discretion, shall provide funding as budgeted and agreed to by all parties involved for each fiscal year to cover the salary of the Project Manager for the work done specifically for the Gateway Arts & Entertainment District. As of the date of this agreement, each Town will be expected to provide no fiscal support for FY25. In the first 6 months of the active agreement, the Towns, at each Town's sole discretion, will identify the amount of funding each will contribute annually, from \$0 to \$25,000 annually.
- c. GCDC will invoice the Towns annually.
- d. The Project Manager will participate in the annual reporting process and will be available to provide an additional report to the Mayors, if requested.

- e. Daily supervision of the Project Manager will be done by the Executive Director of GCDC. Pursuant to section 1.(a) shown above, the Management Team will be the governing entity and make decisions related to the overall District management.
- f. GCDC will provide office space and various in-kind support to the Project Manager and the District including but not limited to phone and internet service and various office supplies.

**IN WITNESS WHEREOF**, the Parties have executed this Memorandum of Understanding for Administration of the Gateway Arts & Entertainment District, as of the date and year first referenced above.

**WITNESS:**

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Celina Benitez, Mayor, City of Mount Rainier

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Rocio Treminio-Lopez, Mayor, Town of Brentwood

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Petrella Robinson, Mayor, Town of North Brentwood

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Robert Croslin, Mayor, City of Hyattsville

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Angie Rodgers, Deputy CAO Economic Development