



## *Sandpoint Arts Commission*

### Public Art Policy

## **Sandpoint Arts Commission**

Proposed public art projects on City of Sandpoint property shall be reviewed by the Sandpoint Arts Commission ("SAC").

### **2-5-2: STATEMENT OF PURPOSE:**

It is the purpose of the commission to act in an advisory capacity to the mayor and city council to create and maintain an atmosphere conducive to the fullest expression of all forms of the arts in order to enrich the lives of all Sandpoint citizens and visitors through public art. (Ord. 1106, 2-18-2004)

#### **A. Advisory responsibilities include:**

1. Develop parameters for and initiate public art projects
2. Collaborate with city staff, and agency representatives to identify possible projects
3. Recommend selection panel members
4. Recommend direction for projects and finalists
5. Receive recommendations from selection panel
6. Provide recommendation to City Council

B. SAC may generate monies for the Public Art Fund through fundraising efforts and grant writing.

## **Mission Statement**

The Sandpoint Arts Commission works collaboratively to enhance the public spaces of the City with high quality works of art and to promote the City as a center for artistic and cultural excellence.

## **Goals**

Artists are valuable members of planning or design teams and primary resources in the revitalization of the downtown and revitalization/development of neighborhoods throughout the city.

The goals of the Public Art Program include broadening the role of the artist in the community by:

- Advancing Sandpoint as an arts and cultural destination.
- Ensuring those responsible for the selection and placement of public art are broadly representative of the community.

- Recognizing the achievements and excellence of outstanding artists and increasing public access to their works.
- Developing a public collection of artworks with strong inherent aesthetic quality, representing diverse communities, and a wide range of artistic style and disciplines.
- Providing opportunities for artists to advance their art forms.
- Ensuring that public agencies and community representatives participate in the selection of public art.

### **Dedication and Disbursement of Funds**

- A. Monies collected for public art will be held in the City's general fund and dedicated as such by the City. Sources for public art monies may include:
  - a. Private donations and fundraising efforts through such programs as Art by the Inch
  - b. Donations from the City or other public entities
  - c. Monies from grants
  - d. A Percent for Art Program or Urban Renewal funds
- B. The City Council is responsible for approving contracts with artists and authorizing payment.

### **Conflict of Interest**

- A. Existence of a conflict of interest requires recusal from participation in the selection and recommendation process.
- B. It is a conflict of interest for a SAC member, or a person with whom he/she shares a household or professionally represents, to be involved in a project that comes before the commission.
  - a. No associate of a SAC Project Group Member's firm may submit a public art proposal for that project.
  - b. No artist appointed to a selection panel for a project may submit a public art proposal for that project.

### **Application of Public Art Monies: Inclusions**

Monies collected for public art may be spent for:

- A. Project finalist payments for design work and/or travel expenses

- B. Artist's fees for design, production and installation
- C. Administrative tools such as call-for-entry management systems
- D. Educational activities
- E. Creation of an inventory of public art
- F. Dedications and publicity
- G. Identification plaques and labels
- H. Frames, mats, mounting, anchorage, pedestals, cases or other materials necessary for the installation and/or security of the work
- I. Photographic documentation
- J. Fees for consultants to a selection panel, project group, or SAC
- K. Maintenance of public art collection

### Application of Public Art Monies: Exclusions

Public Art Fund monies may not be spent for:

- A. Artworks which are not original
- B. Decorative or functional elements designed by project group members, landscape architects or their consultants, without artist collaboration
- C. Art objects which are mass produced of standard design, such as playground equipment or fountains
- D. Directional elements such as signs, maps and color coding, unless designed and/or executed by an artist
- E. Standard Architect's/Landscape Architect's/Engineer's fees

### SAC Project Group Procedures & Responsibilities

- A. Develops the project's goals and sites for artwork
- B. Chooses a method to facilitate open competition
- C. Recommend the project budget based on a review of similar project budgets in the professional public art industry
- D. Chair appoints SAC members to a project group to develop project. The Project Group is not to include a quorum of SAC Members
- E. Project
- F. Makes recommendation to the Mayor for selection panel members
- G. Receives and votes on finalist recommendation from selection panel
- H. Present project recommendations to City Council, SURA and any other granting organizations
- I. If approved by the City Council, the completed artwork becomes property of the City of Sandpoint.

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## SAC Project Groups

Project Groups facilitate the mission of the Sandpoint Arts Commission by assigning small groups from the SAC to collaborate in an organized manner. This allows the SAC to develop multiple projects simultaneously without overburdening individual commission members. All Project Group Members are appointed by the SAC Chairperson, who shall also appoint one member as Project Group Leader.

### Project Group Responsibilities:

- Develop project parameters, descriptions, proposed timelines and RFP documents in concert with city staff.
- Work with SAC Chairperson and City staff liaison to ensure viability of project
- Present progress on project at regular SAC meetings
- Hold a collaborative meeting with City Hall stakeholders (e.g. Parks & Rec, Public Works, City Administrator) to insure practical viability of project.
- Once the project is approved by SAC and City Council, the Project Group Leader will collaborate with city staff liaison to:
  1. Post the RFP (Request for Proposal) in the appropriate call-for-entry management system
  2. Recommend selection panel members to SAC
  3. Pre-qualify applications prior to viewing by the selection panel to ensure that all applications are complete and meet the objective, measurable requirements of the call
  4. Hold an orientation for each selection panel to include a review of the specific project
  5. Schedule a selection panel meeting to review the applications and make a recommendation to SAC

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### Procedures and Processes:

SAC Project Groups work collaboratively in meetings and via email, being careful not to include a quorum of SAC members in these interactions. The Project Group Leader is responsible for all communications with city staff and the SAC Chairperson. If conflicts arise in the Project Group, members will bring the topic of disagreement to the full SAC for a vote. While the Project Group has some latitude in the development of artistic direction for the project, all implementation and communication must follow SAC and City of Sandpoint procedures and protocols and be approved by SAC and City Council.

### Project Group Member Responsibilities:

#### Project Group Leader:

- Schedules and facilitates all Project Group meetings
- Submits all project documents in digital format to the Staff Liason
- Ensures that a quorum of SAC members does not exist in any meeting or email
- Presents committee work to SAC and City Hall Stakeholders
- Communicates project needs to city staff liaison
- Leads selection panel meetings and reports selection panel recommendations to SAC.

#### Project Group Members:

- Attend and contribute to Project Group meetings
- Conduct research as needed to further the interests of the project

### Selection Panel Appointments for Specific Projects

#### A. Method of Appointment:

Upon SAC development and City Council approval of a specific project, SAC recommends selection panel members to the Mayor. SAC takes into account the established formula listed below, requests by individuals to serve, and staff recommendations. Selection panel members shall serve at the discretion of the Mayor.

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- B. Panel structure consists of seven members:
  - 1. Voting members:
    - a. The project’s representative, i.e., the project’s architect or landscape architect or engineer or the project manager;
    - b. At least three arts professionals, two of whom must be artists;
    - c. Two citizens from the City of Sandpoint; and
    - d. One SAC member, elected by a majority vote of SAC
  - 2. Non-voting members:
    - a. City Council member; and
    - b. City staff.
  - 3. For complex projects, a selection panel may appoint a sub-committee to make recommendations to the full panel. At least two of sub-committee members must be artists.
  - 4. Length of term:
 

Each panel serves through the completion of one public art project or such other term as may be set by SAC at the time of appointment.

### Selection Panel Procedures & Responsibilities

- A. Attend orientation meeting to become familiarized with RFP (Request for Proposal), project parameters, and timeline.
- B. Review project proposals
- C. Meet as needed to discuss project proposals
- D. Select and invite finalists to make personal presentations, as necessary.
- E. Vote on a finalist to recommend to SAC

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### Selection Criteria

- A. Criteria for artists may include the following:
  - 1. Project proposal’s structural and aesthetic quality
  - 2. Previous artwork
  - 3. Career history and professional accomplishments
  - 4. Design Team Projects. In addition to the above Selection Criteria, additional criteria to be considered for selecting artists for design teams may include but not be limited to the following:
    - a) Proven ability to work effectively in collaborative situations;
    - b) Experience in architecture or landscaped-based projects;
    - c) Experience working with design professionals and integrating artistic concepts into construction documents.

- B. Criteria for artwork shall include consideration of the following:
  1. Artistic quality, the strength of the artist’s concept, vision, craftsmanship and originality of the artwork.
  2. Content, architectural, historical, geographical and socio-cultural context of the site.
  3. Permanence, the structural and surface soundness, warranty provisions and the inherent resistance to theft, vandalism, weathering, and excessive maintenance or repair costs.
  4. Builds diversity in the City’s art collection, incorporating a variety of media, subject matter and content.
  5. Feasibility, project budget, fee schedule, artist’s experience, permanence of materials, construction schedule and city permitting.
  6. Local and regional artists may be given preference.
  7. Public safety: each work shall be evaluated to ensure that it does not present a hazard to public safety.

**Relocation, Modification and Decommissioning of Artwork**

- A. Relocation: If relocation of public artwork becomes necessary, SAC, in consultation with the City of Sandpoint, may recommend relocation of the artwork for one or more of the following reasons:
  1. The condition or security of the artwork can no longer be reasonably guaranteed at its current site.
  2. The artwork has become a hazard to public safety in its current site.
  3. The site has changed so that the artwork is no longer compatible with the site.
  4. A more appropriate location has been identified.
  
- B. Modification:
  1. A public artwork in the City collection may be modified if such action is approved by majority vote of SAC and City Council.
  2. Reasons for such modification may include:
    - a. Structural or surface degradation
    - b. The aesthetic function of the work merits revision
  
- C. Decommission:
  1. A public artwork in the City collection may be decommissioned if such action is approved by majority vote of SAC and City Council.
  2. Reasons for decommission may include:
    - a. Structural damage
    - b. Public safety issues

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### **Maintenance of Public Art**

SAC will assist in the creation of an inventory and detailing maintenance needs of all public artwork in the City of Sandpoint.