

CITY OF SPOKANE
ADMINISTRATIVE POLICY AND PROCEDURE

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0470-26-02 LGL 2026-0021
TITLE Selection of Artists for Public Art Projects EFFECTIVE DATE August 27, 2026 This policy supersedes Admin 0014-07-01	

1.0 GENERAL

1.1 PURPOSE AND INTENT

Artists and artistic institutions of Spokane contribute to and provide cultural, educational, entertainment, and recreational benefits available to and used by the residents and visitors of Spokane. The Arts, Culture, and Historic Preservation Department and the Spokane Arts Commission encourage and facilitate public programs that foster awareness of, interest in, and engagement with the fine and performing arts and the preservation of the City's cultural heritage.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all departments and divisions.

3.0 REFERENCES

- 3.1 City of Spokane Comprehensive Plan – Arts & Cultural Enrichment
- 3.2 Spokane Municipal Code 04.05
- 3.3 Spokane Municipal Code 07.06.400 – 07.06.430
- 3.4 City purchasing administrative policy 5500-25-01

4.0 DEFINITIONS

- 4.1 All definitions relevant to this policy may be found in SMC 07.06.410 (as may be amended from time to time).

5.0 POLICY

- 5.1 City departments shall include works of art in qualifying capital improvement projects of the City in accordance with section 7.06.420 of the Spokane Municipal Code (as may be amended from time to time).
- 5.2 The Arts, Culture, and Historic Preservation Department and other relevant City departments will work with the Arts Commission to define the scope of the artwork for a qualifying capital improvement project, including recommending where the work is to be placed and the types of artwork that may be appropriate for the qualifying capital improvement project. City departments should incorporate the artist selected to provide artwork for a qualifying capital improvement project on the project design team, when appropriate.
- 5.3 The City of Spokane will contract with any artist selected for a project in accordance with City procurement and contracting policies.
- 5.4 The division/department sponsoring the qualifying capital improvement project that includes a 1% for Public Art project is responsible for any routine maintenance of the artwork. The Arts, Culture, and Historic Preservation Department is responsible for leading any extraordinary repair or unscheduled maintenance required to restore a structurally or aesthetically diminished artwork to its original intent or function. The Public Art Project Fund shall serve as the first source of funding for maintenance activities, prior to the use of any other funds.

6.0 PROCEDURE

6.1 Methods of Selecting Artists

6.1.1 The selection of artists for specific projects is as follows:

The City, in consultation with the Spokane Arts Commission, will choose an artist selection procedure from the following methods:

- a) Open Competition – for art with an estimated cost equal to or above the City's formal competition threshold for services. Participation is open to any qualified professional artist. Artist qualifications will be demonstrated through submission of resume materials and slides or images of current, representative artwork.
- b) Limited Competition – for art with an estimated cost equal to or above the City's competition threshold but less than the formal competition threshold for services. The Spokane Arts Commission may recommend a list of regional artists who will be invited to submit. The list will

reflect the Spokane Arts Commission's judgment of artists who are best able to meet the criteria of the specific project.

- c) Direct Selection - An artist will be selected as the artist for a project by the City and Spokane Arts Commission based on criteria specific to the project. The Direct Selection of an artist is allowed only for artwork projects under the City's competitive threshold for services.

6.1.2 Artists are responsible for submitting proposals in accordance with specifications set forth by the Spokane Arts Commission. All submissions must include an anticipated care and maintenance plan.

7.0 RESPONSIBILITIES

The Arts, Culture, and Historic Preservation Department, in consultation with the Spokane Arts Commission, is responsible for the implementation of this policy.

8.0 APPENDICES

None.

APPROVED BY:

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