

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0014-07-01 LGL 2007-29
TITLE: MUNICIPAL ARTS PLAN EFFECTIVE DATE: October 1, 2004 REVISION EFFECTIVE DATE: September 26, 2007	

1.0 GENERAL

- 1.1 In recognition of the facts that artists and artistic institutions of Spokane contribute to and provide cultural, educational, entertainment and recreational benefits available to and used by the citizens of Spokane and enhance the public environment and welfare, the Spokane Arts commission is established to promote and encourage public programs to further the development of public awareness of and interest in the fine and performing arts and preservation of the cultural heritage of the City in connection with the artistic and cultural development of the City.

The Arts Commission, with the approval of the City Council, prepares and amends from time to time a municipal arts plan to guide selection, procurement, placement, maintenance and management of tangible art works on City property.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments, except as otherwise provided.

3.0 REFERENCES

- SMC 4.05.050
- SMC 7.06.420

4.0 DEFINITIONS

- 4.1 "Agency Arts Project Committee" is the committee formed by the Arts Commission to represent interested parties in defining the scope of the art project, providing a link with the Selection Committee, providing a link with the public on the project, and assisting with non-administrative details throughout the project to the dedication of the artwork. The Arts Commission appoints an Agency Arts Project Committee, consisting of one (1) or two (2) Arts Commission representatives, one (1) community artist, one (1) member of the community at large and one (1) member of the "user population" (an employee who will work in the building or the building project manager). Optional members of this committee are the building architect and/or the project manager.
- 4.2 "Art" means visual art, including but not limited to, sculpture, painting, weaving, photography, print-making, drawing, calligraphy and the fine crafts.
- 4.3 "Artists Resource Bank" is an inventory of existing artists and samples of their work created for the purpose of art selection as set forth in section 6.1.3.
- 4.4 "Arts Commission" is the Spokane Arts Commission, which acts in an advisory capacity to the Arts Department and City Council.
- 4.5 "Arts Department" is a department of the City of Spokane government.
- 4.6 "City" is the City of Spokane, Washington.
- 4.7 "Municipal Arts Plan" is developed by the Arts Commission, with the approval of the City Council. It guides selection, procurement, placement, maintenance and management of tangible art works on City property.
- 4.8 "Percent for Art Pool" is that portion of construction funds set aside for purchase of art under SMC 7.06.420.
- 4.9 "Selection Panel" is the committee formed by the Arts Commission, with representation from the Agency Arts Project Committee to review submissions by artist, recommend finalist for concept development and/or select the artist for a specific project or the Artist Resource Bank.

5.0 POLICY

- 5.1 This policy sets forth the Arts Commission's municipal arts plan as required by SMC 4.05.050. The plan will provide, without limitation, for such matters as
- a. the methods of selecting artists and art works;
 - b. the placement and related design considerations of art works in City facilities;
 - c. meeting any extraordinary operational and maintenance expenses a work of art may require; and
 - d. procedures for commission review of art proposals.

6.0 PROCEDURE

6.1 Methods of Selecting Artists and Art Works

- 6.1.1 The selection is a two-tiered process, involving an Agency Arts Project Committee and a Selection Panel.

The Agency Arts Project Committee will choose an artist selection procedure from the following methods:

- a. Open Competition - 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 - The Selection Committee will recommend to the Agency Arts Project Committee and the Arts Commission a list of artists who will be invited to submit. The list will reflect the Selection Committee's judgment of artists who are best able to meet the criteria of the specific project.
- c. Direct Selection - An artist will be recommended as the artist for a project by the Selection Committee based on criteria specific to the project devised by the Agency Art Advisory Committee.

- 6.1.2 The artist is responsible for submitting slides, materials, and/or proposals in accordance with specifications or digital images set forth by the Arts Commission.
- 6.1.3 The Artist Resource Bank shall be used for selecting works where commissioning site-specific work may not be appropriate due to the scale of the project and/or the funding pool. The Agency Art Advisory Committee shall make its selection of an artist or artworks from the pool of available artists and works of art in the Artist Resource Bank. In this process, examples of representative work are solicited from artists in a variety of media. The artist is responsible for submitting slides, materials, and/or proposals in accordance with specification set forth by the Arts Commission. A selection panel is constituted to review these slides and select artists who evidence artistic excellence to the Arts Commission for includes in the Artist Resource Bank.
- 6.1.4 The Agency Arts Project Committee shall define the scope of work for the project – where is the work to be placed, what kinds of work might be appropriate, what concerns of media, siting, public access and safety. It shall define the purpose of a building and what the goals of the project are and choose the artist selection procedure. This committee shall also recommend an appropriate scope for the artist selection (local, regional, etc.) as well as provide a link to the public on the project (plan and execute community education plan for the project). The Committee shall also appoint two (2) members of the Selection Panel.
- 6.1.5 The Arts Commission's Visual Arts/Exhibiting Committee will review each Art in Public Places project upon completion for consistency with this Municipal Arts Plan. Response to the project may be requested from its members of the Agency Arts Advisory Committee, the Selection Committee and other members of the affected public.
- 6.2 Placement and Related Design Considerations of Art Works in City Facilities
 - 6.2.1 City departments and divisions shall include works of art in public works of the City in accordance with section 7.06.420 of the Spokane Municipal Code.
 - 6.2.2 The Arts Commission strongly encourages the incorporation of artists on construction project design teams. This approach allows the inclusion of art and artistic considerations as an integral part of the design of the building or other structure, rather than as an

"embellishment" or afterthought. Under special circumstances, monies from the Percent for Art Pool may be made available for the inclusion of artists on the design team, or additional funding may be sought from other funding sources.

6.3 Extraordinary Operational and Maintenance Expense Requirements

6.3.1 Routine maintenance responsibility lies with the tenant agency of the space housing the piece. Such routine maintenance shall be specified by the artist in his or her maintenance specifications report, delivered to the agency when the artwork is installed.

6.3.2 The Arts Department is responsible for any extraordinary repair or unscheduled maintenance required to restore a structurally or aesthetically diminished artwork to its original intent and function. The Arts Department will request funds other than normal departmental funds to accomplish this maintenance. Capital Improvement Program funds or pooled funds from Municipal Arts Project Funds as set aside by the Arts Commission are a potential source for this maintenance.

6.4 Commission Review of Art Proposals.

6.4.1 The Selection Committee shall review all art proposals. For art proposals whose cost is under the then current minor contract threshold, the Committee's recommendation shall be final. For art projects whose cost exceeds the then current minor contract threshold, the Agency Arts Project Committee shall review the Selection Committee's recommendation and then make its own recommendation to the City Council for action.

6.5 Loaned Artwork

6.5.1 The Arts Commission will accept loaned objects for public display subject to conditions and in accordance with this policy. Acceptance of a loaned object does not imply that the object(s) will be on extended public display. The City retains the sole discretion as to the method and manner of display and length and frequency of display.

6.5.2 The City will on occasion loan public art to private locations subject to conditions and in accordance with this policy.

6.6 Relocation of Art on Temporary Basis

6.6.1 Any temporary relocation of an artwork initiated by a City department other than the Arts Department must be done in consultation with the Arts Director.

6.7 Deaccessioning of Artwork

6.7.1 Works of art will be removed from the City's art collection if it has been determined by the Arts Commission that the work has been lost or stolen (after a reasonable effort has been made to recover the artwork); presents a safety hazard in its present condition; or, the restoration of the work's structural or aesthetic integrity is technically infeasible or disproportionate of the value of the work.

6.7.2 The Arts Commission, under the guidance from the Visual Arts / Exhibiting Committee and Arts Department staff, will recommend the appropriate method of disposition (sale, exchange, or other method) to the City Council.

6.7.3 The Arts Department, in cooperation with other City departments, will administer the deaccession of all artwork.

6.7.4 Proceeds from the sale of artworks shall be placed into the Municipal Arts Fund, and used for purchase of artwork or artwork maintenance.


7.0 RESPONSIBILITIES

The Arts Department shall administer this policy.

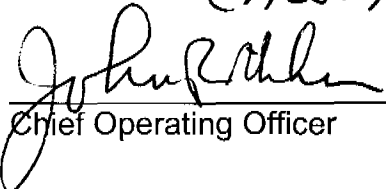
8.0 APPENDICES

None

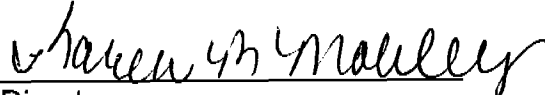
APPROVED BY:



City Attorney (Asst)



Chief Operating Officer



Director

9-11-07

Date