Passed 9-0

RESOLUTION 97-28

TO APPROVE THE PERCENT FOR THE ARTS GUIDELINES

WHEREAS, Ordinance 94-66 established a Percent for the Arts Program for the City of Bloomington with the purpose of putting art in public places; and

WHEREAS, the ordinance directed the Bloomington Community Arts Commission to prepare a set of guidelines to be submitted to Board of Park Commissioners and Board of Public Works prior to consideration by the Common Council; and

WHEREAS, the Commission has prepared the guidelines which have been submitted both boards, which have made recommendations to the Common Council;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

The Percent for the Arts Guidelines, which are attached and made a part of this resolution, are hereby approved.

PASSED and ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this 17 day of December, 1997.

ANTHONY PIZZO, President
Bloomington Common Council

ATTEST:

PATRICIA WILLIAMS, Clerk
City of Bloomington

PRESENTED by me to the Mayor on this ____ day of December, 1997.

PATRICIA WILLIAMS, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this 17 day of December, 1997.

JOHN FERNANDEZ, Mayor
City of Bloomington

SYNOPSIS

This resolution approves the guidelines for the Percent for the Arts Program which have been prepared by the Bloomington Community Arts Commission pursuant to Ordinance 94-66.

Signed copies to:
Public Works
Parks Dept
Legal Dept.
Arts Commission

Percent for the Arts Guidelines

City of Bloomington, Indiana

I. Purpose

The City of Bloomington through the Commission seeks to expand the community's experience with art by bringing art to public places. Public art has enabled people in all societies to better understand and enrich their individual and collective lives. In order to sustain our economic and cultural vibrancy, the City supports public art and the artists who make it possible. A policy is therefore established to include works of art and/or design services of artists in certain capital projects.

II. Goals

To expand the opportunities to experience public art in Bloomington and to encourage the creative expression of artists in public places of the City. To sustain the City's cultural vibrancy and economic vitality, and to reflect and strengthen its sense of community. To enhance public places in the City and further Bloomington's standing as a regional center for the arts, which will result in economic benefits in the form of increased tourism, and the consequent increase in retail activity.

III. Definitions

"Annual Public Art Projects Plan" means a prioritized list of art projects, with budgets and recommended design approach, developed by the Commission in consultation with City departments anticipating capital projects.

"City Building" means a fixed structure with walls and a roof that will be owned by the City of Bloomington.

"City Capital Project" means any permanent capital project paid for, wholly or in part, by the City of Bloomington to construct or remodel any building, structure, park, utility, street, sidewalk, or parking facility, or any portion thereof, that will be owned by the City.

"Commission" means the Bloomington Community Arts Commission.

"Construction Costs" means the cost of the project excluding costs for acquisition of land, design, and financing.

"Funds" means a source of money for construction projects from which art is not precluded as an object of expenditure.

"Guidelines" means a document that outlines how the city will implement the arts program, which shall include but not be limited to methods for the selection of artists, for selection and placement of works of art and for public art education, and for the promotion of public art.

"Inventory" will include title of art work, artist, medium, location, cost, sources of funds and contributions, date of completion, and other relevant information.

"Landscaping" means areas, including the pedestrian portions of streetscapes, where by grading, placing concrete or rock, or planting vegetation, the natural features of a site are made more attractive.

"Municipal Arts Fund" means a dedicated fund for administration of the public art program.

"Parks Facilities" means amphitheaters, fountains, pools, pedestrian ways, sports areas and other improvements where people gather or play.

"Public Art" is an original work of art of the highest quality created by an artist, artists, or a collaboration of design professionals which belongs and is accessible to the public, is integrated into the site, and enhances the quality of city life.

IV. Procedure for Establishing Annual Public Art Projects Plan

A. Public Arts Planning Committee - Establishment and Schedule

1. The Commission shall convene the Public Art Planning Committee (PAPC). This committee shall be composed of three members of the Commission, plus a member appointed by the Mayor, a representative of the Council, and representatives from Parks and Recreation, Public Works and the Utilities Departments.

2. The PAPC shall prepare an Annual Public Art Projects Plan in accordance with procedures set forth in these guidelines.

3. The Public Arts Projects Plan shall be included in the city budget.

B. Review of the Percentage for the Arts Program

1. Ongoing projects

a. The PAPC shall determine whether the projects carried over from previous years are on schedule and within budget.

b. The PAPC shall review and if necessary propose modified budgets to assure that ongoing projects are adequately funded.

2. Completed Projects

a. An inventory of art already in the public art collection shall be prepared by the Commission.

b. The PAPC shall review the inventory and determine if maintenance or other expenses are necessary for the preservation of the collection, and shall identify a source of funds to meet these needs.

C. Identifying city allocations of funds for public art

1. The PAPC shall use the City's annual Capital Improvement Plan in their discussions with department heads to identify projects subject to the Percent for Arts ordinance. These discussions shall take place in order that the Public Art Projects Plan may be developed in time for the planning of the city budget.

2. Capital projects eligible for public art include the following:

a. Mandated projects - are those capital projects where at least one percent of the cost of construction shall be used for public art at that or another site. According to the ordinance, only capital projects involving the construction or renovation of municipal buildings fall into this category. Where the project is owned by multiple parties, only one percent of the City's contribution shall be set aside for public art.

b. Discretionary projects - are other projects that may have money set aside for public art. According to the ordinance these include capital projects which involve the construction of parks facilities or the landscaping portion of major projects, and which have been incorporated into the Annual Public Art Project Plan. The PAPC shall meet with the department heads to discuss the possibility of public art for such projects and whether sufficient funds for public art are available.

c. Unforeseen projects - are other opportunities for a public art project which may arise,

but are not specifically covered in the ordinance. The PAPC and the department heads shall be free to explore these opportunities and agree to include them in the Annual Public Art Projects Plan.

D. Identifying new public art projects

1. General Considerations

a. Because of the time and energy required to complete an art project, in order for a project to be eligible for incorporation in the Annual Public Art Projects Plan, the PAPC must find that the benefits of the project clearly outweigh the costs of administering the project.

b. Because support of a given project is essential to its success, it is recommended that those affected by a project be fully and actively informed about the project.

c. For the purpose of better coordinating aesthetic initiatives, it is recommended that the PAPC consult with community organizations active in beautification, restoration and public art efforts when developing the Public Art Projects Plan.

2. Selection of site for a public art project

a. The site must be highly accessible and located in an area where residents and visitors live and congregate. Examples of these sites are the city's entryways, downtown, neighborhoods, and the parks, all of which are separate areas that deserve special attention.

b. The site must hold artistic promise.

c. Selection of site should best serve the overall purposes of the Public Art Projects Plan. The PAPC shall decide whether the relative merits of this site are greater than other sites under consideration in the near or long term.

3. For mandated projects not selected for public art projects, Percent for Art monies shall be pooled in the Municipal Arts Fund for use in future projects. In planning use of pooled funds, consideration will be given to the departments from which the funds were received.

4. Selection of type of art for site

a. The type of art shall enhance the aesthetic quality of the site.

b. The type of art should be long lasting and able to withstand environmental conditions at the site. The department or departments that will incur the costs of maintenance shall be identified and consulted to determine labor and other maintenance related costs. Based upon these consultations, reasonable estimates of the maintenance and upkeep requirements for proposed art project shall be prepared and considered when selecting art.

c. The type of art should best serve the purposes of the overall public art projects plan, including plans for future art projects and types of art work already in the public art collection.

d. In selecting the type of art, the PAPC shall consult with any design professionals already associated with the capital project. Design professionals should ensure that plans for art are incorporated early on into plans for construction of the capital project.

e. If the members of the PAPC have questions or concerns regarding the type of art for a given site, they may choose to consult with experts who may be paid for their services.

E. Refining the Public Art Projects Plan

1. Ongoing and completed projects - the PAPC shall decide whether or not to commit funds to these projects, based on funds available in the MAF and/or Percent for Art funds available in the next fiscal year.

2. New Projects - the PAPC shall decide which capital projects are best for public art, based upon the above criteria, and rank them in order of preference.

3. The overall plan shall be prepared on an annual basis, but have a plan horizon of at least 5 years, and shall include the following:

a. An inventory of the existing Public Art collection (which may be inserted as an appendix).

b. A list of any actions necessary for the preservation of the collection, and the source of funds to be used for this purpose.

c. A list of ongoing projects including schedule for completion and a budget.

d. A proposal for new art projects. Projects to be undertaken in the next Fiscal Year shall include budgets and recommended design approach, created in time for the planning of the city budget.

e. A five-year plan outlining potential projects.

f. A budget summary including the expenditures and sources of revenue for all the above art projects. Sources of funds may include but are not limited to monies from the Municipal Arts Fund, current FY allocations for Percent for the Arts, additional city contributions, private donations and grants. This budget will conform to the standard city budget format or another form acceptable to the Office of Controller.

F. Approving the plan

1. The PAPC and city officials shall establish a time line for review and approval of the Public Art Projects Plan as early in the fiscal year as possible. Once formulated, the Plan shall be submitted:

a. To the Commission for their approval; and

b. To the appropriate board, i.e. the Board of Public Works, the Board of Parks Annual Plan Committee, the Public Transit Corp., and the Utility Services Board in the form of a resolution for their recommendations; and

c. To Common Council and Mayor for their approval.

2. The PAPC may periodically meet with the department heads and review the Public Art Projects Plan for possible revision or amendment. Any revisions or amendments recommended by the PAPC shall be forwarded to the Commission, the appropriate board and, if indicated, the Mayor and Council for review and approval.

V. Appropriation and Allocation of Funds

A. Municipal Arts Fund. The Municipal Arts Fund (MAF) was created by the Percent for the Arts ordinance. Except as specified in these Guidelines, all funds for Percent for the Arts program shall be deposited into the Fund.

B. City Contribution for Percent for the Arts Projects.

1. Mandated projects - are those capital projects where at least one percent of the cost of

construction shall be used for public art at that or another site. According to the ordinance, only capital projects involving the construction or renovation of municipal buildings fall into this category. Where the project is owned by multiple parties, only one percent of the City's contribution shall be set aside for public art.

2. Discretionary projects - According to the ordinance, these include capital projects which involve the construction of parks facilities or the landscaping portion of major projects, and which have been incorporated into the Annual Public Art Project Plan. The PAPC shall meet with the department heads to discuss the possibility of including public art with such projects and funding the art through the Annual Art Projects Plan.

3. Unforeseen projects - are other opportunities for a public art project which may arise, but are not specifically covered in the ordinance. The PAPC and the department heads shall be free to explore these opportunities and agree to fund them through the Annual Public Art Projects Plan.

C. Other Contributions or Sources of Funds.

1. Grant monies and private donations of funds for Percent for the Art projects received by the City shall be deposited in the Municipal Arts Fund.

2. Proposed gifts of funds for the acquisition of works of art if restricted or dedicated in any way shall be reviewed by the appropriate board, commission or council to ensure that such restrictions or dedications are consistent with the goals of the Percent for the Art Program, the Bloomington Community Arts Commission and the City of Bloomington.

3. Where the funds for capital projects are provided by third parties - as with grants from the state or federal governments and with long term financing through financial institutions - the City shall include Percent for the Art projects as an approved use for those funds unless such use is prohibited by the third party or by operation of law.

D. Funds that are necessarily deposited with other monies.

E. Pooling. Percent for Art funds not designated for public art projects shall be pooled in the Municipal Arts Fund for use in future public art projects. In planning use of pooled funds, consideration will be given to the departments from which the funds were received.

F. Use of Funds.

1. Expenditures from the Municipal Arts Fund may be used for design services of artists; the selection, acquisition, commissioning, installation, display and maintenance of art works; community education programs, publicity and dedications; and other costs related to the administration of the program.

2. The primary purpose of the MAF is to produce enduring works of public art. The funds for administering the program should be kept to a minimum.

3. Wherever possible the maintenance required for percent for the arts projects shall be incorporated into departmental budgets.

G. Authorizing Expenditures. An annual budget shall be prepared which is consistent with the Annual Projects Plan. This budget shall be submitted to the Common Council in concert with the annual budget approval process. Expenditures shall be authorized by the Board of Public Works.

H. Review and Monitoring Funds.

1. The Bloomington Community Arts Commission annually shall review, with city officials, new and projected capital project allocations as listed on the City's annual Capital Improvements Plan, and shall confirm with the Controller's Office that annual appropriations have been made and

moneys transferred to the Municipal Arts Fund.

2. The Commission shall review with the Controller's Office the status of accounts (or funds) for projects carried over from previous years.

VI. New Projects Committee

A. The Commission shall establish the New Projects Committee (NPC) to oversee a particular public art project designated in the annual public art projects plan. The Commission shall appoint five members to the NPC, including at least two of its own members. The NPC shall be in existence until the completion of the project.

B. Overview of Committee responsibilities

1. The NPC shall monitor the project budget, as outlined in section VI. C.

2. The NPC shall create a time line for jury selection process and jury activities.

3. The NPC shall establish and oversee a jury to select artists or art work for the art project, as specified in sections VI. D-G.

4. The NPC shall appoint or hire a project manager and together they shall work to develop a plan, detailed project budget, and time line for completion of the project. They will accomplish this in consultation with the project engineer and officials of the departments involved.

5. The NPC shall monitor the work of the project manager and the progress of the art project in keeping with the annual Public Art Projects Plan, as discussed in sections VI. H and I.

6. The NPC shall be responsible for public information and documentation of the arts project, as described in sections VI. J and K.

7. The NPC shall encourage public education and involvement in the project, as specified in section VI. L.

C. Project budget - The project budget may include the following items:

1. Selection process

   a. Design, printing, mailing of prospectus
   b. Honoraria for jurors
   c. Artist's site visits
   d. Design/maquette fees
   e. Miscellaneous expenses

2. Project manager fees
3. Artist's fees and expenses
4. Fabrication, shipping
5. Site preparation
6. Installation
7. Insurance
8. Documentation, signage
9. Dedication, public events
10. Other

D. Establishing the jury

1. The NPC shall, by majority vote, select a new jury for each art project.

2. The NPC shall solicit recommendations for potential jurors at Commission events and from city staff and mayor and Common Council as needed.

3. The jury shall be composed of a minimum of 4 voting members:

a. At least one person from the area and/or constituency in which the art work will be located

b. At least two artists

c. A representative of the city department city agency collaborating on the project

4. Additional jurors may be appointed as voting members or non-voting consultants, depending on the scope of the project, and selected from the following categories:

a. Design engineer
b. Project manager from the city agency collaborating on the project
c. A member of the NPC

5. At no time will the number of additional jurors referred to in item VI. D. 4., whether voting or non-voting, exceed the number of jurors referred to in item VI. D. 3.

6. Juries may be advised by individuals whose knowledge and experience could enhance the jury's ability to select an outstanding artist and/or art work.

E. Instructing and overseeing the jury

1.The NPC shall develop a written charge to the jury of the desired characteristics of the art project, based on the Public Art Projects Plan, and on the input from the user department, the project designer, and the risk manager.

2. In defining for the jury the desired characteristics of an art project, the NPC shall seek guidance from the following:

a. The Public Art Projects Plan, for guidance regarding the nature of the art project and site for the project.

b. The City department director, to confirm his/her ideas and desires for the art project.

c. The project designer (and/or project site manager), to review options regarding the format of the art work (i.e., a design feature or a free-standing piece)

3. The jury shall meet and be chaired by the NPC member who will vote only to break a tie.

F. Seeking the artist(s) - The jury may choose artists through open competition or through competition by invitation.

1. Open Competition

a. Artists may be selected by open, juried competition in which any professional artist is eligible to enter.

b. NPC will publicize project, including a general description of the type of art work desired and a call for proposals and resumes from artists. Calls for proposals may be made to the local and national news media and disseminated by means of direct mailings to artists.

c. Projects shall be announced at least two months before selection juries are scheduled to meet.

2. Invitation with Public Notice - In projects where the budget for art work is small, or where there is limited time, the NPC may commission artists or invite artists to submit proposals. However, the NPC must provide notice and an opportunity for the public to comment prior to taking this action.

3. Exclusions - Specifically excluded from consideration are the design architect and other design professionals and members of the firm(s) under contract by the city; city employees; and artists who are members of the Park and Recreation Board, Board of Public Works, or the Commission.

G. Identifying the artist(s)

1. The jury will review credentials, proposals, slides and/or other materials submitted by artists, bearing in mind the following criteria for the selection and placement of public art:

a. Quality - Of highest priority are design capabilities of the artist(s) and the inherent quality of the art work(s). Artists will be selected on the basis of their qualifications as demonstrated by past work, especially in providing services or creating art works similar to those desired.

b. After artistic quality, art work selection shall be based on appropriateness of the proposal to the particular site, its probability of successful completion within the available funding, permanence of the work in light of surrounding environmental conditions, safety, maintenance requirements, and works of art already in the public art collection.

c. Since public art has a significant effect on the lives of those who frequent public places, public art should reflect enduring, and not transitory, artistic concepts.

d. Public art shall reflect the cultural and ethnic diversity of the City of Bloomington without deviation from a standard of excellence.

e. Submissions shall be accepted from all eligible artists. However, some projects may give preference to local and in-state artists.

2. The jury shall present their selection to the NPC.

3. The NPC shall help jury prepare a statement detailing the jury's selection process.

4. The jury shall present selection to the Commission for formal approval.

5. The NPC shall notify artist(s) of selection.

6. The NPC shall prepare a statement for the public, describing art work chosen.

H. Implementing the project

1. Once artist is selected, NPC will appoint or hire a project manager.

2. City staff shall be responsible for negotiating the contract with the artist, working with the project manager as liaison. Approval shall be obtained from the appropriate board or commission.

3. The NPC will monitor project in cooperation with appropriate city staff and project manager.

I. Responsibilities of the project manager

1. Once the format of the art work is determined, the Project Manager shall consult with project engineer to incorporate the art work into construction plans, to finalize a detailed project budget, and to create a time line for completion.

2. The Project Manager will consult with the Department of Risk Management to learn of any safety concerns regarding the proposed art work.

3. The Project Manager will serve as a liaison with the artist and city staff in negotiating a contract.

4. The Project Manager shall reach agreement with the artist regarding the following:

a. Limitations and/or constraints inherent in project or required by the City
b. Time line and detailed budget
c. Payment schedule
d. Monitoring or review process
e. Public education/outreach requirements
f. Structure of working relationship with individuals involved in project

5. Project manager shall monitor art project construction time line in consultation with NPC, appropriate city staff, and project engineer.

J. Publicity, Public Information and Public Comment

1. Public support is essential to the success of any project.

2. NPC shall be responsible for publicity and public information about the project which may include the following: media releases, feature stories, and other contact with print and broadcast news media. Such publicity shall be coordinated with other publicity released by the city regarding the larger project of which the art work is a part.

3. Publicity and public comment are particularly appropriate at the following points in the life of the project: approval of the project plan, call for proposals, selection of artist, work in progress, special public or educational events, and completion and dedication of the art work.

4. Publicity shall include reference to the Percent for the Arts ordinance and shall further acknowledge sources of public and private contributions.

K. Documentation

1. The NPC, with the help of the project manager and city staff, shall fully document the administration of the art project. Records shall include, but not be limited to, the following:

a. Records of the actions of the Commission, the committee, and the jury that bear on the project.

b. Interdepartmental agreements relating to the location or implementation of the project.

c. Correspondence, memoranda relating to the project.

d. Records of all billings made in connection with the project.

e. All proposals submitted and other visual or written materials relating to the artist's design or method of execution.

f. Activities of the jury serving on a project such as communications, letters to and from, presence or absence at a jury meeting.

2. NPC shall document and file information on artist and art work.

a. Art work/artist shall be clearly and permanently identified, as appropriate on the work itself or on nearby signage.

b. The art work shall be catalogued, including pictures of the art work, the artist's resume,

and maintenance and other records as appropriate. This catalogue shall serve as the source of the inventory included in the Public Arts Plan.

L. Public Education and Involvement - A program of educational and promotional activities shall be part of each public art project. In addition to involving citizens in advisory panels and art selection juries, public involvement will be achieved through artists interaction with the community, use of the media, special events, exhibitions, tours, publications and public meetings.

Percent for the Arts Guidelines

City of Bloomington, Indiana

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2. The PAPC may periodically meet with the department heads and review the Public Art Projects Plan for possible revision or amendment. Any revisions or amendments recommended by the PAPC shall be forwarded to the Commission, the appropriate board and, if indicated, the Mayor and Council for review and approval.

V. Appropriation and Allocation of Funds

A. Municipal Arts Fund. The Municipal Arts Fund (MAF) was created by the Percent for the Arts ordinance. Except as specified in these Guidelines, all funds for Percent for the Arts program shall be deposited into the Fund.

B. City Contribution for Percent for the Arts Projects.

1. Mandated projects - are those capital projects where at least one percent of the cost of

construction shall be used for public art at that or another site. According to the ordinance, only capital projects involving the construction or renovation of municipal buildings fall into this category. Where the project is owned by multiple parties, only one percent of the City's contribution shall be set aside for public art.

2. Discretionary projects - According to the ordinance, these include capital projects which involve the construction of parks facilities or the landscaping portion of major projects, and which have been incorporated into the Annual Public Art Project Plan. The PAPC shall meet with the department heads to discuss the possibility of including public art with such projects and funding the art through the Annual Art Projects Plan.

3. Unforeseen projects - are other opportunities for a public art project which may arise, but are not specifically covered in the ordinance. The PAPC and the department heads shall be free to explore these opportunities and agree to fund them through the Annual Public Art Projects Plan.

C. Other Contributions or Sources of Funds.

1. Grant monies and private donations of funds for Percent for the Art projects received by the City shall be deposited in the Municipal Arts Fund.

2. Proposed gifts of funds for the acquisition of works of art if restricted or dedicated in any way shall be reviewed by the appropriate board, commission or council to ensure that such restrictions or dedications are consistent with the goals of the Percent for the Art Program, the Bloomington Community Arts Commission and the City of Bloomington.

3. Where the funds for capital projects are provided by third parties - as with grants from the state or federal governments and with long term financing through financial institutions - the City shall include Percent for the Art projects as an approved use for those funds unless such use is prohibited by the third party or by operation of law.

D. Funds that are necessarily deposited with other monies.

E. Pooling. Percent for Art funds not designated for public art projects shall be pooled in the Municipal Arts Fund for use in future public art projects. In planning use of pooled funds, consideration will be given to the departments from which the funds were received.

F. Use of Funds.

1. Expenditures from the Municipal Arts Fund may be used for design services of artists; the selection, acquisition, commissioning, installation, display and maintenance of art works; community education programs, publicity and dedications; and other costs related to the administration of the program.

2. The primary purpose of the MAF is to produce enduring works of public art. The funds for administering the program should be kept to a minimum.

3. Wherever possible the maintenance required for percent for the arts projects shall be incorporated into departmental budgets.

G. Authorizing Expenditures. An annual budget shall be prepared which is consistent with the Annual Projects Plan. This budget shall be submitted to the Common Council in concert with the annual budget approval process. Expenditures shall be authorized by the Board of Public Works.

H. Review and Monitoring Funds.

1. The Bloomington Community Arts Commission annually shall review, with city officials, new and projected capital project allocations as listed on the City's annual Capital Improvements Plan, and shall confirm with the Controller's Office that annual appropriations have been made and

moneys transferred to the Municipal Arts Fund.

2. The Commission shall review with the Controller's Office the status of accounts (or funds) for projects carried over from previous years.

VI. New Projects Committee

A. The Commission shall establish the New Projects Committee (NPC) to oversee a particular public art project designated in the annual public art projects plan. The Commission shall appoint five members to the NPC, including at least two of its own members. The NPC shall be in existence until the completion of the project.

B. Overview of Committee responsibilities

1. The NPC shall monitor the project budget, as outlined in section VI. C.

2. The NPC shall create a time line for jury selection process and jury activities.

3. The NPC shall establish and oversee a jury to select artists or art work for the art project, as specified in sections VI. D-G.

4. The NPC shall appoint or hire a project manager and together they shall work to develop a plan, detailed project budget, and time line for completion of the project. They will accomplish this in consultation with the project engineer and officials of the departments involved.

5. The NPC shall monitor the work of the project manager and the progress of the art project in keeping with the annual Public Art Projects Plan, as discussed in sections VI. H and I.

6. The NPC shall be responsible for public information and documentation of the arts project, as described in sections VI. J and K.

7. The NPC shall encourage public education and involvement in the project, as specified in section VI. L.

C. Project budget - The project budget may include the following items:

1. Selection process

   a. Design, printing, mailing of prospectus
   b. Honoraria for jurors
   c. Artist's site visits
   d. Design/maquette fees
   e. Miscellaneous expenses

2. Project manager fees
3. Artist's fees and expenses
4. Fabrication, shipping
5. Site preparation
6. Installation
7. Insurance
8. Documentation, signage
9. Dedication, public events
10. Other

D. Establishing the jury

1. The NPC shall, by majority vote, select a new jury for each art project.

2. The NPC shall solicit recommendations for potential jurors at Commission events and from city staff and mayor and Common Council as needed.

3. The jury shall be composed of a minimum of 4 voting members:

a. At least one person from the area and/or constituency in which the art work will be located

b. At least two artists

c. A representative of the city department city agency collaborating on the project

4. Additional jurors may be appointed as voting members or non-voting consultants, depending on the scope of the project, and selected from the following categories:

a. Design engineer
b. Project manager from the city agency collaborating on the project
c. A member of the NPC

5. At no time will the number of additional jurors referred to in item VI. D. 4., whether voting or non-voting, exceed the number of jurors referred to in item VI. D. 3.

6. Juries may be advised by individuals whose knowledge and experience could enhance the jury's ability to select an outstanding artist and/or art work.

E. Instructing and overseeing the jury

1.The NPC shall develop a written charge to the jury of the desired characteristics of the art project, based on the Public Art Projects Plan, and on the input from the user department, the project designer, and the risk manager.

2. In defining for the jury the desired characteristics of an art project, the NPC shall seek guidance from the following:

a. The Public Art Projects Plan, for guidance regarding the nature of the art project and site for the project.

b. The City department director, to confirm his/her ideas and desires for the art project.

c. The project designer (and/or project site manager), to review options regarding the format of the art work (i.e., a design feature or a free-standing piece)

3. The jury shall meet and be chaired by the NPC member who will vote only to break a tie.

F. Seeking the artist(s) - The jury may choose artists through open competition or through competition by invitation.

1. Open Competition

a. Artists may be selected by open, juried competition in which any professional artist is eligible to enter.

b. NPC will publicize project, including a general description of the type of art work desired and a call for proposals and resumes from artists. Calls for proposals may be made to the local and national news media and disseminated by means of direct mailings to artists.

c. Projects shall be announced at least two months before selection juries are scheduled to meet.

2. Invitation with Public Notice - In projects where the budget for art work is small, or where there is limited time, the NPC may commission artists or invite artists to submit proposals. However, the NPC must provide notice and an opportunity for the public to comment prior to taking this action.

3. Exclusions - Specifically excluded from consideration are the design architect and other design professionals and members of the firm(s) under contract by the city; city employees; and artists who are members of the Park and Recreation Board, Board of Public Works, or the Commission.

G. Identifying the artist(s)

1. The jury will review credentials, proposals, slides and/or other materials submitted by artists, bearing in mind the following criteria for the selection and placement of public art:

a. Quality - Of highest priority are design capabilities of the artist(s) and the inherent quality of the art work(s). Artists will be selected on the basis of their qualifications as demonstrated by past work, especially in providing services or creating art works similar to those desired.

b. After artistic quality, art work selection shall be based on appropriateness of the proposal to the particular site, its probability of successful completion within the available funding, permanence of the work in light of surrounding environmental conditions, safety, maintenance requirements, and works of art already in the public art collection.

c. Since public art has a significant effect on the lives of those who frequent public places, public art should reflect enduring, and not transitory, artistic concepts.

d. Public art shall reflect the cultural and ethnic diversity of the City of Bloomington without deviation from a standard of excellence.

e. Submissions shall be accepted from all eligible artists. However, some projects may give preference to local and in-state artists.

2. The jury shall present their selection to the NPC.

3. The NPC shall help jury prepare a statement detailing the jury's selection process.

4. The jury shall present selection to the Commission for formal approval.

5. The NPC shall notify artist(s) of selection.

6. The NPC shall prepare a statement for the public, describing art work chosen.

H. Implementing the project

1. Once artist is selected, NPC will appoint or hire a project manager.

2. City staff shall be responsible for negotiating the contract with the artist, working with the project manager as liaison. Approval shall be obtained from the appropriate board or commission.

3. The NPC will monitor project in cooperation with appropriate city staff and project manager.

I. Responsibilities of the project manager

1. Once the format of the art work is determined, the Project Manager shall consult with project engineer to incorporate the art work into construction plans, to finalize a detailed project budget, and to create a time line for completion.

2. The Project Manager will consult with the Department of Risk Management to learn of any safety concerns regarding the proposed art work.

3. The Project Manager will serve as a liaison with the artist and city staff in negotiating a contract.

4. The Project Manager shall reach agreement with the artist regarding the following:

a. Limitations and/or constraints inherent in project or required by the City
b. Time line and detailed budget
c. Payment schedule
d. Monitoring or review process
e. Public education/outreach requirements
f. Structure of working relationship with individuals involved in project

5. Project manager shall monitor art project construction time line in consultation with NPC, appropriate city staff, and project engineer.

J. Publicity, Public Information and Public Comment

1. Public support is essential to the success of any project.

2. NPC shall be responsible for publicity and public information about the project which may include the following: media releases, feature stories, and other contact with print and broadcast news media. Such publicity shall be coordinated with other publicity released by the city regarding the larger project of which the art work is a part.

3. Publicity and public comment are particularly appropriate at the following points in the life of the project: approval of the project plan, call for proposals, selection of artist, work in progress, special public or educational events, and completion and dedication of the art work.

4. Publicity shall include reference to the Percent for the Arts ordinance and shall further acknowledge sources of public and private contributions.

K. Documentation

1. The NPC, with the help of the project manager and city staff, shall fully document the administration of the art project. Records shall include, but not be limited to, the following:

a. Records of the actions of the Commission, the committee, and the jury that bear on the project.

b. Interdepartmental agreements relating to the location or implementation of the project.

c. Correspondence, memoranda relating to the project.

d. Records of all billings made in connection with the project.

e. All proposals submitted and other visual or written materials relating to the artist's design or method of execution.

f. Activities of the jury serving on a project such as communications, letters to and from, presence or absence at a jury meeting.

2. NPC shall document and file information on artist and art work.

a. Art work/artist shall be clearly and permanently identified, as appropriate on the work itself or on nearby signage.

b. The art work shall be catalogued, including pictures of the art work, the artist's resume,

and maintenance and other records as appropriate. This catalogue shall serve as the source of the inventory included in the Public Arts Plan.

L. Public Education and Involvement - A program of educational and promotional activities shall be part of each public art project. In addition to involving citizens in advisory panels and art selection juries, public involvement will be achieved through artists interaction with the community, use of the media, special events, exhibitions, tours, publications and public meetings.