

PUBLIC ART POLICY MANUAL

I. GENERAL INFORMATION

The City of Chico Arts Commission was formed in 1990. The subsequent adoption of the Arts Master Plan by the City Council in 1993, and additional project and funding source commitments made by the Council, demonstrates the City's commitment to involve the arts in the daily lives of its residents. As a result of these efforts, public art in Chico has a major impact on the built and natural environment, further contributing to the community as an attractive and aesthetically pleasing place in which to live, work, and visit.

A. PURPOSE

1. The purpose of the City of Chico Public Art Programs is to expand the public experience with the visual arts, to promote the artistic and cultural development of the community, and to encourage the active participation of all citizens in making art a valuable aspect of their daily lives.
2. These programs represent a key supporting element for the achievement of the goals and objectives of the City of Chico Arts Master Plan.
3. In addition to contributing to a vital public art program, further purposes are to involve the voice of the community and to incorporate expert input into our art processes throughout all stages, as well as to ensure integrity of the media and quality of the projects.

B. DEFINITION OF PUBLIC ART

1. Public Art is defined as artworks in any medium planned and executed with the specific intention of being sited or staged in the public domain. Whether installed in outdoor spaces or exhibited inside public buildings, they are accessible to all.

Artwork includes, but is not limited to, monuments, statues, and memorials, enhancements to the built environment (such as murals, street furniture, lighting, aerosol art, and landscape treatments), as well as non-durable art works such as dance, theater, poetry or other performances.

2. Public Art entails a working practice of site specificity, community involvement and collaboration, and fiscal accountability.

C. GOALS

The City of Chico Public Art Programs, through a variety of approaches to site specific art projects, seek to achieve the following goals:

1. Enhance Community Identity: Humanize the built environment through "place-making" symbols of civic pride and community expression.
2. Foster Public Dialogue: Seek input for public art works from the community and from individual experts in their fields. Encourage artistic statements that invite public interaction and critical thinking.
3. Increase Accessibility of the Arts: Bring art experiences to the public in spaces outside the gallery and institutional walls. Increase awareness of art through print and broadcast media, Internet resources, and artists' interaction with diverse segments of the community.
4. Promote Artistic Contribution: Foster the concept of artists as "aesthetic decision-makers" to be actively utilized in the development and planning of the built and natural environment. Encourage collaborations between artists and planners, developers, building and landscape architects, engineers and other urban designers.
5. Provide a Range of Artistic Styles: Promote diversity of artistic production by local and regional artists selecting varied styles, media, and points of view. Provide diverse and challenging funding opportunities for emerging and established artists.
6. Encourage Civic Involvement of Artists: Engage a broad segment of the artistic community through focus groups, workshops and technical assistance, a process handbook, artist registries, and sustainability planning.
7. Maintain Process Transparency: From the inception of the project to the installation celebration, continually work for public input and awareness.

II. ROLES

The creation of public art for the City of Chico is a collaborative process involving the City Council, the Arts Commission, City staff, the general public, artists, and selection panelists. Each performs a specific role.

A. CITY COUNCIL

1. Appoints the members of the Arts Commission.
2. Adopts City policy documents governing art, such as the Arts Master Plan.
3. Considers the Arts Commission recommendations and allocates funding for community arts organizations, individual artists, capital art projects or other art-related services, projects, or programs through adoption of the budget.

4. Makes final determinations on Arts Commission recommendations regarding art selection, site selection, and the technical or aesthetic aspects of proposed community art, if required.
5. Refers matters regarding the arts to the Commission for recommendation.
6. May initiate public art projects.

B. ARTS COMMISSION

The Arts Commission serves as an advocate for the arts and as a partner in the community's artistic and cultural development, recognizing the complexities of balancing the needs of artists and the public for an attractive, unique, and humane urban environment. The Arts Commission respects and seeks to achieve cultural diversity in all of its programs and administration by: (1) ensuring demographically diverse representation in decision-making through the appointment of selection panel members and committees; and (2) developing policies, guidelines and procedures which provide equitable distribution of funding to arts organizations, artists, and activities which represent the various cultural communities of the City.

The Arts Commission's role is a bridge between the arts community, the general public, and the built environment. These considerations should outweigh individual personal preference in the Arts Commission's decision-making process.

The general powers and duties of the Arts Commission, as established by Chico Municipal Code Section 2.62.020¹ are as follows:

1. Advises the City Council on proposed funding for various community arts organizations;
2. Advises the City Council on proposed funding for community art projects;
3. Assists in the site selection of community art projects;
4. Reviews and makes recommendations on the technical and aesthetic aspects of proposed community artwork;
5. Organizes competitions for artistic works in public places;
6. Implements the goals, objectives and policies of the Arts Master Plan adopted by the City Council; and
7. Performs such other duties pertaining to art as the Council from time to time may require.

¹ See Appendix B

The Arts Commission has the following subcommittees charged with specific responsibilities in relation to public art programs:

1. Art in Public Places Committee

The Arts Commission has assigned the Art in Public Places Committee with the initial identification, development and funding recommendations for public art. Typical duties of the Committee include:

- a. Makes recommendations to the Arts Commission for the use of art set-aside funding, matching funds, and the Art in Public Places Fund.
- b. Plans and coordinates activities for the National Endowment for the Arts (NEA) October Arts and Humanities month, particularly the Window Art Project.
- c. Develops criteria and specifications for “Call for Artists” for public art projects.
- d. Performs other duties as assigned by the Arts Commission.

2. Outreach and Education Committee

The Arts Commission recognizes that public education is a necessary component in an effective public art program. The Outreach and Education Committee is the publicist for all the Arts Commission activities. It is responsible for recommendations to the Arts Commission regarding activities designed to bring the general public into closer contact with public artwork, artists, and other City arts programs. Typical duties of the Committee include:

- a. Develops an education program for each commissioned artwork which might include an exhibition, artist visits to schools, pamphlets describing the work, slide shows, television interviews, or artist public appearances.
- b. Develops information and education for artists, particularly with regard to funding opportunities.
- c. Promotes art-related signature events, integrating public art into marketing efforts.
- d. Encourages cultural tourism and economic development as guided by the City's adopted Economic Development Strategy.
- e. Facilitates media coverage of arts activities in the City of Chico.
- f. Performs other duties as assigned by the Arts Commission.

C. CITY STAFF

Under the general direction of the City Manager, City staff provides technical and administrative support in implementation of the City's public art programs, projects, and services. This staff support is provided within the budgeted appropriations in accordance with adopted City programs and policies relating to the arts, such as the Arts Master Plan.

D. PUBLIC

The public is encouraged to participate in the following ways:

1. Attends public art-related meetings.
2. Serves on selection panels.
3. Provides input on proposed projects.
4. Initiates ideas.
5. Communicates with the Commission in person, by e-mail, or in writing.
6. Volunteers in support of the arts.

E. ARTIST

The prospective, contracted, or consultant artist's responsibilities in a public art project include:

1. Takes initiative to be completely informed and involved in the project.
2. Takes responsibility for adhering to guidelines.
3. Presents a clear and concise description, narrative, and/or drawing of the art project.
4. Attends informational workshops.
5. Provides documentation of fabrication and installation.
6. Provides a final report on completed project.
7. Actively seeks assistance, taking advantage of all resources.
8. May participate in process as selection panelist or citizen-artists.

F. PANELIST²

The role of the art selection panelist includes:

1. Attends all panel meetings and participates in panel discussions.
2. Contributes expertise for the benefit of the selection process.
3. Considers public input in making a selection.
4. Evaluates the project according to defined or set criteria.
5. Makes selection(s) from all the entries which meet the defined or set criteria.
6. Participates in the development of the official report presented to the Arts Commission regarding the panel's recommendation.
7. Chooses the panelist and alternate who will present the recommendation to the Arts Commission which includes a presentation of public comments.

² See Appendix D

III. PUBLIC ART FUNDING SOURCES

The following funding sources are available for Public Art:

A. GENERAL FUND

The General Fund is a source of discretionary funding for the City, which may be used for art, if allocated by the City Council.

B. ART IN PUBLIC PLACES FUND³

This fund is administered by the City's Finance Department and is the fund into which all money designated for the Public Art Program originating from private development projects or other non-city sources will be deposited.

If there are funds on deposit in the Art in Public Places Fund, the Art in Public Places Committee will annually consider and make recommendations to the Arts Commission regarding the use of the funds for an art treatment or installation at a City-owned site or project. These Commission-approved recommendations will be made as part of the budget development process subject to final City Council approval.

Since these monies are not derived from public sources, once placed into this fund, they may never be appropriated for any purpose other than Public Art. Monies derived from public sources designated for future Public Art's projects, may be placed into this fund by majority vote of the Council. These sums are then also to be held for no expenditure other than Public Art.

C. PUBLIC PROJECTS EXCEEDING \$200,000

For any City project with a cost of \$200,000 or more, involving the construction, rehabilitation, remodeling, or improvement of a City building or facility, an amount of money equal to one percent (1%) of the total project cost is set aside for the commissioning, purchase and installation of artworks, either as an integral part of the construction project, or at another City owned site. In the alternative, such funds may be deposited in a City Art in Public Places Fund for future public art projects' expenditures(Administrative Procedure and Policy Number 11-54).⁴

E. OTHER CITY FUNDS

The City Council may allocate from other discretionary City funds for public art.⁵

F. DONATIONS, LEGACIES AND BEQUESTS

³ See Appendix E., Exhibit 2, Section III.A.

⁴ See Appendix E., Exhibit 2, Section III.B.

⁵ See Appendix E., Exhibit 3

Individuals, corporations or other entities may donate funds specifically designated for public art subject to City policy (Council Budget Policy and Administrative Procedure and Policy Number 11-37).⁶

G. GRANTS

The City has the ability to receive grant funding for public art projects and programs and may partner with private and/or non-profit organizations, with any such funds received budgeted by the City Council for expenditure.

H. PRIVATE DEVELOPMENT (VOLUNTARY)⁷

Private developers are encouraged to consider a voluntary expenditure of an amount equal to one percent (1%) of the building project valuation on artworks or art treatments as part of the project. In the alternative, developers may choose to contribute funds to a City Art in Public Places Fund to be utilized for public art projects at sites within the City, as determined by the Commission after consultation with contributing developers, in lieu of funding art within their own projects. Projects can include, but not be limited to, artistic consultation, design and features applied to architecture, landscaping, lighting, signage, super-graphics, fountains, sidewalks, seating, and flags, which are eligible if artistically conceived and are one of a kind.

I. PRIVATE SPONSORSHIPS

Private entities may contribute a portion or all of the funding for specific public art projects.

J. CHICO ARTS FOUNDATION

The Chico Arts Commission has created the Chico Arts Foundation, a 501.c.3 non-profit corporation that, as one of its missions, may contribute funding to the City for public art.

IV. PUBLIC ART PROGRAMS

A. COMPETITIVELY SELECTED ART PROGRAM

These art projects may be stand-alone, site-specific or integrated as part of other projects. Public art commissions will be distributed among a wide number of artists and will strive for overall diversity in styles, scale, and intent.

1. Purpose

The purpose of this program is to provide the City of Chico with a vital, interesting collection of public art pieces in the community or to obtain

⁶ See Appendix E., Exhibits 4 and 5

⁷ See Appendix E, Exhibit 2, Page 2

unique public artworks by artists who are renowned for their specific skills and signature talent. These projects collectively create a community identity that reflects the unique spirit and character of our citizens, and also serve as historical reference points for our future.

2. Funding Source

The funding sources vary according to the projects as recommended by the Art in Public Places Committee. Recommendations for use of the General Fund or other City funding sources are also subject to final approval and allocation by the City Council through the budget process.⁸

3. Project Identification/Site Selection

The Art in Public Places Committee will recommend projects and sites appropriate for the Competitively Selected Art Program to the Arts Commission. Recommended sites and projects are then presented to the City Council as part of the annual budget approval process.

The Art in Public Places Committee may identify an opportunity for a unique acquisition or a creative solution which requires the selection of an artist renowned for specific skills or signature talent.

If a project is defined as community-based, recommendations regarding the type of art project and its proposed location may be solicited through meetings with the neighborhood in which the project is proposed to be sited and with people who have an interest in the project or program. The project is developed by taking into consideration the ideas, concerns, and comments from the community. The final recommended project which integrates the vision of the artist and the community is presented to the City Council for final approval. The resulting artwork or art treatment will reflect the interests of the Chico community.

4. Artist Residency

An appropriate residency preference is determined by the Arts Commission at the time of the determination of the artist selection method, and takes into consideration the cost, nature, and scope of the proposed art project.

5. Artist Eligibility

For public art commissions of \$50,000 or more, a period of two years must lapse between the completion of one project and the anticipated signing date to perform another contract by the same artist. For projects less than

⁸ See Appendix F, Exhibit 1, Section C

\$50,000, a period of one year must lapse between the completion of one project and the anticipated signing date of another contract.

Not eligible to be selected for commissions are the project architects or members of consulting architectural firms, members of the project selection panel, other project design professionals (interior designers, landscape architects, design subcontractors, etc.), members of the Arts Commission, or City support staff.

6. Artist Selection Method

The Art in Public Places Committee will establish an artist selection method for each recommended project from the following:

- a. Open competition
An open competition is a selection process using either a Request for Proposals (RFP) or a Request for Qualifications (RFQ) and is open to all artists who wish to apply from a specified geographic area. Project criteria for the Call for Artists will be determined during the Art in Public Places Committee's project development. Definitions of RFP and RFQ are in the Glossary. An art selection panel determines the artist for recommendation to complete the project.
- b. Limited competition
A limited competition is a selection process in which a small number of artists may be paid to develop proposals. A Request for Proposals (RFP) shall include such information as a description of the project, the project site, and the criteria for artist eligibility such as field of expertise, the desired media, and other relevant artistic qualifications developed by the Art in Public Places Committee. An art selection panel determines the artist for recommendation to complete the project.
- c. Juried competition
A juried art competition is a selection process that may use a RFQ or a RFP to solicit artist applicants. An arts professional, acting as a juror, selects the finalist to complete the project.
- d. Artist Invitation
The Art in Public Places Committee will determine whether or not there is only one potential artist to produce the desired work(s), based upon the following criteria:
 - (1) The acquisition will make a one-of-a-kind significant addition to the City's public art collection;
 - (2) The potential artist to be selected possesses the unique skill set or intellectual property necessary to undertake the desired project;

- (3) The potential artist to be selected will bring local or national recognition; and
- (4) The project will generate breadth of appeal.

Once the site, budget and artist are determined and approved by the Arts Commission, the artist will be paid a fee to provide a publicly displayed model. The model shall be to-scale and site specific. Public feedback shall be discussed in an Arts Commission meeting, at which time the artist(s) will present the full proposal. The Arts Commission then may either request changes to the proposal or forward the recommendation to the City Council for approval.

Insufficient response to the RFP or RFQ may result in extension of the application deadline, or modification of the project, or a recommendation to the City Council for reallocation of the funds to another project.

In all cases, the Arts Commission must review and approve the panel's final selection. The Commission may choose to recommend or not recommend this final project to the City Council.

7. Art Selection Panels

In both Open and Limited Competitions a project artist selection panel established by the Arts Commission and comprised of public stakeholders, a building or landscape architect, and arts professionals with experience in media suitable to the site, reviews all entries and selects a predetermined number of semifinalists in an open public meeting. These selected artists then further refine their proposals.

If the Arts Commission selects a method of competition requiring an art selection panel, the following guidelines apply:

- a. For projects with a budget of less than \$6,000, the Arts Commission serves as the selection panel.
- b. For projects with a budget of \$6,000 and over, selection panel of seven members recommends the artist or artwork to the Arts Commission.

- (1) Art selection panelists are appointed by the Arts Commission. Each panel will be comprised of three visual arts professionals, two community members, one facility user or neighborhood representative, and one architect or project manager. As used herein, visual arts professionals are defined as artists, curators, art critics, art historians, or architects with a visual arts background who are recognized in their field as knowledgeable about contemporary visual art. Community members are selected by the Arts Commission from

- (2) applicants responding to a recruitment process.
- (2) A non-voting facilitator, typically a City staff member, assists the panel through the selection process. Staff is also responsible for taking notes in order to establish a record of the process.
- (3) Panelists will be provided with a criteria checklist developed by the Art in Public Places Committee.
- (4) In order to ensure perspectives which reflect the diversity of the City of Chico, no panelist may serve more than once in any two-year period. The Arts Commission, through the staff, establishes and maintains a file of potential panelists, containing information regarding the experience of individuals wishing to serve in this capacity. Panel meetings will be advertised and open to the public. The public will be informed of all meetings and kept current regarding developments arising out of the selection process. Any artist presentations that take place will include an opportunity for the public to ask the artist(s) questions.
- (5) Finalists' models will be displayed in a public space in order to receive public comment. All written public comments shall be provided to the selection panel for consideration. The panel will elect one of their members to present a prepared summary justifying their final project selection, along with background information regarding the artist(s), to the Arts Commission. The artist shall be present to make comments and answer questions directed by the Arts Commission.

8. Artist Fee Schedule

Following is the proposal fee schedule to be used for paying artists who are selected to develop a proposal in an open or limited competition or by invitation:

<u>Commission Amount</u>	<u>Proposal Fee</u>
\$ 1,000-\$4,999	Up to \$250
\$ 5,000-\$24,999	\$250-\$500
\$ 25,000-\$49,999	\$500-\$1,000
\$ 50,000-\$99,999	\$1,000-\$3,000
\$100,000-\$300,00	\$3,000-\$5,000

The specific proposal fee amount will be determined by the Arts Commission at the time the issuance of a Call for Artists is approved. The proposal fees are assumed to include travel expenses, cost of materials, artist's time, and delivery of the model, unless otherwise arranged.

9. Selection Process Interruption

At any stage, the artist selection process may be interrupted by a majority vote of the appropriate body. At that point, the following options are available:

- a. The Artist Selection Panel may:
 - Ask artist for clarification or redesign of proposal;
 - Select another artist; or
 - Make no selection.

- b. The Arts Commission may:
 - Ask panel for clarification;
 - Ask panel for new artist;
 - Develop new program;
 - Convene new panel; or
 - Abandon project entirely.

In reviewing the panel's recommendations the Arts Commission takes into account the City's goal for developing a diverse art collection, its commitment to the panel process, the breadth of appeal to the community of the proposed artwork, and the Arts Commission's role as a bridge between the arts community, the general public, and the built environment. These considerations should outweigh individual personal preference in the Arts Commission's decision-making process.

10. Eligible Costs for the Competitively Selected Art Program include:

- a. Professional fees for the artist(s)
- b. Materials for all artwork.
- c. Permanent or portable landscape items, including the artistic placement of natural materials or other functional art objects may be included.
- d. Labor of assistants, materials, and contracted services required for the design, preparation and production and installation of the work of art.
- e. Coordination with project architect/manager/advisory group.
- f. Permit or certificate fees.
- g. Business and legal costs directly related to the project.
- h. Insurance as required by contract.
- i. Studio and operating expenses.
- j. Dealer's fees, if necessary (the Arts Commission, in concurrence with the recommendation of the National Endowment for the Arts, recommends that no more than 10% of the artist's fee be paid as a dealer/gallery commission).
- k. Hiring of consultants, if needed.
- l. Communication and other indirect costs (insurance, utilities).
- m. Travel expenses of the artist for site visitation and research.
- n. Preparation of the site to receive art work.
- o. Installation of the completed work of art.
- p. Contingency for unanticipated cost overruns.
- q. Structures that enable the display of artwork.
- r. Administrative costs for project administration, artist selection, community education, publicity and other related costs.

- s. Documentation of the artwork fabrication and installation and a plaque to identify the artwork.⁹
- t. Artist's fee for serving on a design team with the project architect.
- u. Other related costs not specified above.

11. Ineligible Costs for the Art in Public Places Program include:

- a. Directional elements such as super graphics, signage, or color-coding except where these elements are integral parts of the original work of art.
- b. "Art objects" which are mass-produced of standard design such as playground equipment or fountains unless defined as an integral part of the design and concept of the art work.
- c. Reproductions, by mechanical or other means, of original artworks, except in cases of film, video, photography, printmaking or other media arts.
- d. Decorative, ornamental, or functional elements which are designed by the building architect as opposed to an artist commissioned for this purpose.
- e. Landscape architecture and landscape gardening except where these elements are designed by the artist and are an integral part of the work of art by the artist.
- f. Services or utilities necessary to operate or maintain the artwork over time.

B. CAPITAL IMPROVEMENT PROGRAM—AESTHETIC TREATMENTS

The City of Chico Arts Master Plan (1993) states, "Visual art and art treatments should be integrated into the design of public works projects undertaken by the City, including bridges, streets and sidewalks, parks and public buildings, and medians and roundabouts."¹⁰

The incorporation or integration of aesthetic treatments into the design and/or construction process of public works projects shall not adversely affect City staff management of the project schedule, project cost, or jeopardize funding sources of any qualifying capital project. The process for systematically incorporating aesthetic treatments or visual art elements into appropriate City capital improvement projects has been established.

1. Purpose

The purpose of this program is to include artists as consultants early in the design phase of a capital improvement project. In order to integrate aesthetic

⁹ See Appendix F

¹⁰ See Appendix A, Page 6

treatments into larger capital projects artists may be included to assist the project designers, architects and planners of these projects, and to assist with implementation of the aesthetic treatments.

2. Funding Source

Funding is included in the design and construction budget for the Capital Improvement Projects. Many aspects of aesthetic treatments are integral to a particular item of work (e.g., texturing or coloring of surfaces, walls, sidewalks, crosswalks, etc.).

3. Project/Site Selection Method

- a. An annual written report by staff to the Arts Commission shall identify projects in the City's 10-Year Capital Improvement Program. The Arts Commission will review and recommend possible projects appropriate for the integration of aesthetic treatments. If changes or opportunities occur between reports, staff shall provide an interim report.
- b. The Capital Project Services Director and staff identify projects, sites or opportunities, guided by a checklist or other aesthetic treatment criteria as established by the Arts Commission.
- c. Interested citizens may make site suggestions to the Arts Commission for its recommendation to the Capital Project Services Director or City staff.
- d. Identification of sites or projects within or adjacent to City parks or within the airport shall be made only after consultation with and approval from the Park Commission or Airport Commission respectively.

4. Artist Selection Method

Once the location or potential design opportunity is identified, the project architect, engineer, or contractor shall be encouraged to review the Resource List of Pre-Qualified Artists.¹¹ An artist appropriate for the project shall then be brought in during the development or design stage as one member of the capital project design team. The artist's role may be designer, fabricator, or both.

¹¹ A pre-qualified artist pool, which was first established by the Arts Commission in 2009, identifies artists who are qualified to work on Capital Improvement Projects. Pre-qualified artists are selected for a three-year period. This list is available on the City's website.

The artist may be selected from the Resource List of Pre-Qualified Artists, or the project architect, engineer, or contractor may select an artist of their choice.

5. Design Review ¹²

When the artist has been selected for the project design team and the project has been defined, the selected artist and appropriate staff shall present the design concepts to the Arts Commission for suggestions and public comment. An adequate time shall be given for the Arts Commission and other stakeholders identified by the project manager to consider, review, and provide comments. This review and comment period shall not impede the timely completion of the project design or commencement of construction.

A final presentation to the Commission shall be made after completion of design prior to construction.

C. FUND MATCHING PROGRAM

1. Purpose

The purpose of this program is to foster participation from the private sector through investments that encourage community expression. This collaboration provides a means for public ownership of public art.

2. Funding Source

Projects are funded from the General Fund, as recommended by the Arts Commission and allocated by Council. The amount to be placed in the Fund Matching Program may vary from year to year and provides up to one half of the funds needed to complete approved projects. Matching funds from the private sector (sponsor) are required.

3. Project/Site Selection Method

Projects must be sited within the Chico Urban Area and be accessible to the public. The property owner of the project site must execute an agreement, which addresses maintenance issues among other things, and also must convey a five-year easement to the City of Chico. The easement will be recorded against the owner's property.

4. Artist Selection Method

Sponsor(s) of project select artist. Sponsor(s) and artists develop a proposal,

¹² See Appendix F, Exhibit 1, Section D

which is presented to the Art in Public Places Committee for recommendation to the Arts Commission.

D. MINI-GRANTS

Mini-grants are targeted for artists' production of either small-scale art projects or arts programming. Completion of the contracted project shall be within the fiscal year of granting. Payment to the artist is made upon receipt of documentation of project completion. Each artist is required to make a presentation regarding the completed project to the Arts Commission following completion of the project.

1. Purpose

The purpose of this program is to encourage emerging or established local artists to create original art projects or programs with City funding. This is an opportunity for artists to further their artistic skill level and development or to undertake a new direction achievable only through financial assistance. These projects may be permanent or temporary.

2. Funding Source¹³

Mini-grants are funded from the General Fund as part of the annual competitive Community Organization Funding in the Arts Category. The Arts Commission may first subtract any recommended special expenditures from the annual recommended General Fund allocation. Following any recommended special expenditures, up to 15% is set aside as the maximum amount to be recommended for mini-grants.

Applicants may apply for a maximum of \$2,000.00 or amounts declining by \$500.00 increments. Selected artists execute a contract with the City in which they agree to receive reimbursement for completed projects. The projects must be completed within the contractual year or the grant is forfeited.

3. Artist Selection Method

Applications are submitted to the City Council annually in February and forwarded to the Arts Commission in April for review and recommendation. To be recommended for funding, all artists must be represented at the April meeting of the Arts Commission's review to briefly present their project/proposal and to answer questions. Once the Arts Commission has made its selection, these recommendations are forwarded to the City Council during June budget sessions for final approval. Artists may not receive awards for more than two consecutive years. After two consecutive years,

¹³ See Appendix E, Exhibit 6, Section F.2.

artists must wait a year before applying again.

E. DIRECT PURCHASE

1. Purpose

The purpose of this program is to add to the City of Chico's collection of Public Art by obtaining completed artworks for display in public areas. These pieces uniquely reflect the community identity either by design, theme, and/or media, or by the artist's affiliation with the community and identification as a "Chico Artist."

2. Funding Source

Funding will be recommended by the Arts Commission, and approved and allocated by the City Council.

3. Artist Selection Method

Artists will be recommended by the City Council and/or the Arts Commission.

F. LOANS OF PUBLIC ART

1. Purpose

The purpose of this program is to provide the City of Chico residents and visitors with exposure to unique artwork, portable exhibits, collections, or national touring public artworks at little cost to the City. It also provides artists with a public venue for the exhibition of their artwork.

2. Artwork Selection Method

A letter of interest is submitted to the Arts Commission with a description of the artwork art, including dimensions, medium, title, year of creation, images, and artist(s) resume. The letter shall also include a list of maintenance and installation requirements, and an indication of whether the work is suitable for outdoor installation.

If the loaned artwork is an exhibit or collection, a letter of interest would be given to the Arts Commission describing the exhibit, including length of time it would remain for public view on City property, and any requirements for display.

In the event that the City agrees to insure the artwork, an appraisal of the value of the artwork shall be submitted.

The Arts Commission shall make a recommendation to the City Council for

final approval. If approved, both the owner of the artwork or exhibit and the City shall sign an agreement. The agreement may be subject to conditions and provisions set out in Administrative Policy and Procedure 11-51.20.¹⁴

G. PERMANENT DONATION OF PUBLIC ART ¹⁵

1. Purpose

The purpose of this program is to encourage and increase citizen involvement in expanding the City's permanent public art collection through the acceptance of donations of commissioned or existing public art which augments the collection for the benefit of the public at little cost to the City.

2. Artwork Selection Method

A letter of interest is submitted to the Arts Commission with a description of the artwork, including dimensions, media, title, year of creation, images, and artist resume. The letter shall also include a list of maintenance and installation requirements, an indication of whether the work is suitable for outdoor installation, and a statement indicating that the artwork is free from any and all encumbrances. An appraisal of the value of the artwork, if available, shall be submitted.

If the value is \$10,000 or less, the Arts Commission shall consider the offer of donation and provide a recommendation to the City Manager as to acceptance or rejection, and any other appropriate matters such as location for placement. If the value exceeds \$10,000, City Council approval is required. In considering the donation, the Commission will be guided by the inherent quality of the object or work offered for donation and its appropriateness for display in public sites and buildings. In the event that the donation is accepted by the City, the donor shall be required to sign a release for the artwork. All donations accepted become the sole property and responsibility of the City of Chico, which shall have the unlimited right to install, display, store, donate, sell or otherwise dispose of donated artworks.¹⁶

H. CITIZEN-INITIATED PROJECTS

The Arts Commission shall once a year provide an opportunity for the public to make proposals for public art projects. The public includes individuals, community organizations, artists or artist teams.

¹⁴ See Appendix E, Exhibit 7

¹⁵ See Appendix E, Exhibits 8 and 9

¹⁶ See Appendix E, Exhibit 5

1. Purpose

The purpose of this program is to provides an opportunity for the public to initiate a project, which encourages creative, innovative input. This program facilitates requests for public art outside the established programs.

2. Funding Source

The funding sources vary according to the projects as recommended by the Art in Public Places Committee. Recommendations for use of the General Fund or other City funding sources are also subject to final approval and allocation by the City Council through the budget process.

3. Project Selection Method

The Art in Public Places Committee will advertise a call to solicit ideas. Members of the public can propose projects, which will be referred to the Art in Public Places Committee. The Committee will evaluate the ideas in relation to the City's budget guidelines to determine if any projects are feasible. If any projects are selected, they will be presented to the Arts Commission for approval and recommendation to the City Council.

I. PRIVATE DEVELOPMENT PROJECTS (VOLUNTARY PROGRAM)

1. Purpose

This program is an opportunity for private developers to consider a voluntary expenditure of one percent (1%) of the project valuation on artworks or art treatments. Participating developers will receive formal City recognition for their contribution to the City's public art program. The developer may use the recognition for promotion or marketing of the project.

2. Funding Source

The funding source is one percent (1%) of the project budget. The funds may be used for art or artistic treatments to the project site, or the developer may choose to contribute funds to the Art in Public Places Fund to be used for public art projects at sites within the city.

3. Project Selection Method

- a. The types of development projects which could be included in this program are single and multi-family projects with more than 25 units, commercial and industrial projects with a value exceeding \$200,000, and any remodeling project of an existing building in excess of \$200,000 which improves or enlarges spaces in the building regularly frequented by the general public, or which is located in a highly visible public area. Once installed, the developer/landowner of the

building or site is responsible for maintenance and conservation. The developer/landowner retains ownership of the work.

- b. The developer shall submit an art plan to the City for review.
- c. Projects involving remodeling for maintenance purposes or remodeling only for health and safety reasons or compliance with the Americans with Disabilities Act are excluded.

J. TEMPORARY PUBLIC ART

Non-permanent events/projects located within the public space may contain the element of surprise; it may cause reaction or communicative interaction. Such projects may raise public consciousness, excite, and even educate the public about public art. It creates community spirit and identity.

1. Purpose

The purpose of this program is to encourage interaction between the project and the audience on site. Temporary public art strives to defy expectations and create dialogue. Examples are:

- a. Window Art Project; the collaboration between local artists and downtown businesses to exhibit in storefront windows throughout the month of October. Through the annual event/walking tour, the City of Chico participates in the National Endowment for the Arts (NEA) "Arts and Humanities Month."
- b. Municipal Facilities Rotating Art Exhibit; on an ongoing basis.
- c. Juried Competition; such as plein air, graffiti gallery, sculptural, or festival events.
- d. Other impermanent art projects, exhibits, events, shows, performances, temporarily arranged objects, man-made or natural, such as the Chico Palio event.

2. Funding Source

The funding sources vary according to the type and fiscal requirements of the temporary art and may be funded from public or private sources, or a combination of both.

3. Project Selection Method

The project selection method is defined by the nature of the project.

V. CONTRACTS

The notice for an artist to proceed with an approved art project will be formalized with either a City purchase order or an executed written contract in a form approved by the City Attorney. A written contract will detail terms such as the parties' performance requirements, the scope of work, insurance requirements, maintenance, ownership/title, project schedule

and compensation.

VI. REPORTS

A. FUNDING REPORTS

An annual written status report for the previous fiscal year's expenditures for each budgeted art project shall be presented to the Arts Commission by City staff at the regular September meeting.

B. CAPITAL IMPROVEMENT PROJECT REPORT

Staff shall provide the Arts Commission with an annual written report of qualifying capital projects in the 10-Year Capital Improvement Program following adoption of the City's budget. This report shall be presented at the regular August meeting.

VII. PUBLIC RECORDS AND ARCHIVES

Public records and archives of public art serve various purposes: documentation of completed projects; provision of accessible reference system for artists, officials and the public; promotion of the arts as part of our community for economic purposes, i.e., tourism and economic growth; promotion of City identity; and celebration of the arts.

City staff shall maintain official records relating to public art projects or policies, according to standards established by City guidelines and state or federal regulations.

Visual records of completed permanent City art projects will be maintained in a binder and on the City's website.¹⁷

VIII. TITLE/OWNERSHIP OF ART WORK

The City of Chico maintains ownership of any commissioned permanent artwork and the maquette (model) or a mutually agreed-upon portion of the commissioned proposals.

IX. MAINTENANCE

The ongoing upkeep and maintenance of art work, except for artwork placed in private development projects, is the responsibility of City staff. Artists will provide a maintenance plan following project installation.

X. GLOSSARY

For purposes of clarification, terms relating to public art are defined in Appendix H.

¹⁷ See Appendix G