



City of Salina Community Art & Design Policy

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**CITY OF SALINA POLICY
COMMUNITY ART AND DESIGN**

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EXECUTIVE SUMMARY

Background

Throughout history, artists have been instrumental in creating distinctive, memorable public places that yield physical, social, educational and economic benefits for communities.

On July 17, 2000, the City of Salina City Commission adopted a resolution establishing a Community Art and Design (CAD) Program for the City. The resolution allows the City of Salina to initiate CAD Projects and educate community members, organizations, and businesses on the benefits of community art and design.

CAD Program Goals

The established goals of the CAD Program are to:

- Expand the opportunities for residents and visitors to experience the artistic, historic, and cultural aspects of our community in public places and facilities.
- Enhance the functional design of the City's infrastructure.
- Contribute to the City's economic development; promote cultural tourism and enhance the ability of Salina institutions to attract new employees and professionals to the community.
- Foster public/private partnerships for artistic beautification and expression.
- Increase community identity, pride and vitality.
- Provide a meaningful way to involve citizens in the design of their environments.
- Evoke a positive, thoughtful response to Salina's built environment from residents and visitors.
- Provide the public with information about the CAD Program and specific CAD Projects.

CAD Policy Summary

This CAD Policy document establishes rules and regulations for including CAD in selected City CIP projects and non-CIP projects involving art on public property or rights-of-way. The policy also establishes a Community Art and Design (CAD) Advisory Committee and serves as a guide for all City entities involved in the delivery of the CAD Program, fostering clear communication and effective implementation of the program.

- The Community Art and Design (CAD) Program was established by Salina City Commission resolution in July 2000.
- The CAD Allocation shall represent an amount up to 5% of the costs of construction for selected City CIP Projects. A minimum CAD Project budget of \$10,000 shall apply.
- CAD Project administration, including costs associated with the artist and artwork selection process, shall be included in the percent-for-art budget calculation for each eligible CIP Project.
- The City Manager, through the City of Salina Arts and Humanities Department (SAH), is responsible for the implementation of the CAD Program.

- A CAD Advisory Committee shall be appointed by the City Commission, serving as an advisory committee of and to the SAHC.
- CIP Projects shall be selected and CAD allocations established as part of the annual review of the CIP Plan by the City Manager based on review and recommendations from the CAD Advisory Committee and City Department Directors.
- The CAD Advisory Committee in consultation with City Departments shall prepare a CAD Project Annual Plan for review by the City Manager and for approval by the City Commission.
- To insure that CAD Project goals, local conditions, community representation and context are taken into account, a CAD Project Site Committee shall be established for each CAD CIP Project.
- Artists and proposals for artwork are reviewed on the basis of a defined set of criteria that emphasizes quality, context, feasibility and durability.
- Recommendations for CAD Project artists and proposed artwork are reviewed and recommended by the Project Site Committee and/or the CAD Committee to the SAHC and forwarded by SAHC Executive Director to the City Manager, who in turn presents them to the Salina City Commission for final action.
- SAH Department is the steward of the CAD collection and shall retain documentation on each CAD Project as a resource for maintenance and conservation of the artwork.
- Maintenance and conservation of artwork are the financial responsibility of the City department under whose jurisdiction the artwork is located.

**SECTION I:
PURPOSE**

- A. This policy is enacted to establish a Community Art and Design Program, a Community Art and Design Advisory Committee, rules and regulations for including CAD Projects in selected City CIP Projects and meeting the on-going day-to-day maintenance and conservation needs to preserve the works of community art and design.
- B. Implementation of this policy shall be governed by processes and procedures detailed in CAD Implementation Guidelines as authorized by the City Manager.

**SECTION II:
POLICY**

The City Commission recognizes the need for adequate funding for the creation, support and maintenance of public art as administered by the SAHC Department. The City Commission shall approve designated funding of up to 5% of identified CIP Projects for Community Art and Design as part of the annual City budgeting process. The funds shall be used for artist selection, design services, fabrication, installation and maintenance of the CAD collection.

**SECTION III:
DEFINITIONS**

- A. **“Artist”** means a person who has established a reputation of artistic excellence in the visual and design arts as judged by peers, through a record of exhibitions, public commissions, sale of artwork and/or educational attainment.
- B. **“Artist Selection Panel”** means the panel appointed by the Community Art and Design Advisory Committee, on a project-by-project basis, to review and recommend to the Project Site Committee appropriate artists and artwork according to the criteria and procedures set forth in this Policy.
- C. **“Artwork”** means all forms of original creations of permanent and temporary visual art by an Artist and conceived in any discipline or medium, including architecture and landscape architecture.
- D. **“Capital Improvement Program (CIP)”** means the City of Salina’s program for capital development.
- E. **“Community Art and Design (CAD)”** means original artwork accessible to the public and conceived in any discipline or medium, including visual, performance, literary, media and temporary works.
- F. **“Community Art and Design (CAD) Advisory Committee”** means a standing committee appointed by the City Commission to develop overall CAD Program policy and procedures, to provide review responsibility for the provisions of this, and to advise the City Commission on the CAD Program.
- G. **“Community Art and Design (CAD) Collection”** means the artwork owned by the City resulting from this policy or the Community Art and Design Program that preceded this policy.

- H. **“Community Art and Design (CAD) Project Coordinator”** means the staff person designated by the SAHC Executive Director to oversee all functions of CAD Projects. The CAD Project Coordinator is responsible for administration of CAD Projects, including the facilitation of the Artist and Artwork Selection Processes.
- I. **“Conservation”** means the treatment of a deteriorated or damaged artwork to approximate as nearly as possible its original form, design, color, and function with minimal further sacrifice of aesthetic and historic integrity.
- J. **“Deaccession”** means the process of removing an artwork permanently from the CAD collection.
- K. **“Project Designer”** means the consultant under contract with the City to provide design services for a CIP project.
- L. **“Maintenance”** means actions taken to retard or prevent deterioration or damage to artwork by control of the environment and/or treatment of the artwork on a routine basis.
- M. **“Project Site Committee”** means a committee comprised of City and community stakeholders that is established at the beginning of each new CIP project to develop the CAD Project scope and criteria, outline CAD Project information for the Request for Qualifications and Request for Proposal development, review artwork proposals and select the CAD Project artist and artwork from finalists recommended by the Artist Selection Panel.
- N. **“SAH Executive Director”** means the Executive Director of Salina Arts and Humanities or her/his designee.

**SECTION IV:
ESTABLISHMENT OF A COMMUNITY ART AND DESIGN REQUIREMENT**

There is hereby established a Community Art and Design requirement applicable to the City’s Capital Improvement Program.

- A. The City Manager shall include in all estimates for necessary expenditures and all requests for authorization or appropriations for City CAD Projects, an amount to be set aside and used for selection, artist design services, fabrication, and installation of artwork of up to 5% of the related CIP construction costs.
- B. Each year in adopting the City’s annual CIP budget, the City Commission shall consider the appropriation of up to 5% of the total amount budgeted for selected CIP Projects to be set aside and identified as funds to be appropriated and expended for artwork in accordance with this policy.
- C. If the source of funding or other applicable law or regulation with respect to any particular CIP Project prohibits or restricts the use of funds for CAD artwork, the CIP appropriation of up to 5% of the total amount budgeted for the CIP Project shall be provided from CIP Project funds other than those restricted.
- D. Funds for CAD Projects shall be expended in accordance with the restrictions of any applicable bond, loan, or grant covenants and conditions.

**SECTION V:
CAD PROJECT IDENTIFICATION**

- A. The CAD Advisory Committee shall review with City departments all planned CIP Projects to determine if they are eligible for the CAD Program. In general, CAD Projects shall be identified in the earliest stages of the CIP planning process.
- B. The CAD Advisory Committee, in cooperation with the City departments, shall identify and recommend CIP Projects suitable for CAD based on the (1) available opportunities for CAD Projects within the CIP Project site, (2) size and scope of the CAD Project, (3) diversity of the community served and (4) ability to include artists and create artwork in a timely and cost-effective manner.
- C. The CAD Advisory Committee shall develop a CAD Annual Plan to be submitted to the City Manager, and City Commission for approval. The CAD Annual Plan shall identify selected CAD Projects and recommend:
 - 1. A budget allocation up to 5% of the CIP Project construction budget with a minimum CAD Project budget of \$10,000.
 - 2. An amount for administrative expenses within the budget allocation. In estimating the budget for the administration of the artist and artwork selection process, the CAD Advisory Committee shall consider travel, lodging, and artist finalist fees associated with site visits, interviews, panel fees, and proposal development.
 - 3. Recommend any conservation of CAD artwork, community outreach and public education efforts or other activities to be undertaken by the program.
- D. If final CIP Project estimates are higher than initially budgeted, any reductions in CIP Project scope due to budgetary issues shall be applied proportionately to the CAD Project budget, preserving CAD artwork in the CIP Project.
- E. CIP Projects identified for CAD will be reviewed with regard to the extent of potential structural integration of the art into the CIP project in order to assist in identifying the preferred artist and artwork selection method.

**SECTION VI:
ALLOCATION FOR CAD PROJECTS**

Once the CAD Project budget is approved, the subsequent accounting of funds shall be handled through the City's Finance Department. Based on available information on the CIP Project, the following considerations shall be used in determining an appropriate budget allocation of up to 5% for CAD:

- A. CIP Project goals
- B. CAD budgets for comparable CIP Projects in other communities
- C. Desired scope of artist involvement
- D. Interest in working with emerging and/or established artists
- E. Preferences concerning the nature of the artwork (i.e., medium, form)
- F. Preferences for the purchase or commission of artwork

- G. Potential locations for the work and limitations or opportunities presented by the site
- H. Costs associated with preparation of the site such as foundations, landscaping and lighting
- I. Costs associated with the mechanical certification, structural certification and production of construction drawings from a licensed project designer, as needed
- J. A contingency fund of at least 10% of the CAD budget is advisable

**SECTION VII:
ALLOWABLE EXPENSES**

Subject to restrictions on expenditures of revenues, the CAD Project allocation may be expended for, but is not limited to, the following:

- A. CAD Program administration for expenses incurred in the process of artist and artwork selection, development and installation of artwork, and media/community outreach efforts.
- B. Artist's fee for professional design, execution, and installation of the artwork including architectural, structural, mechanical and engineering drawings, written specifications, structural and engineering calculations, shop drawing, mock-ups, models, material samples and product data, as required.
- C. Fees for fabricators and other sub-contracted labor.
- D. Supplies and materials.
- E. Equipment rental.
- F. CAD Project related travel.
- G. Transportation of the artwork to the site.
- H. City and county permits, as required.
- I. Taxes, where applicable.
- J. Frames, mattes, pedestals, containments, and other devices necessary for the security, preservation, and display of the artwork.
- K. Site modifications necessary for the installation of the artwork.
- L. Fire retardant treatments, when necessary.
- M. Insurance, as required.
- N. Waterworks, electrical, and mechanical devices, lighting or other equipment that is an integral part of the artwork.
- O. Images and other documentation.
- P. Purchase of existing artwork.
- Q. Other costs as deemed eligible by City Manager.

**SECTION VIII:
UNALLOWABLE EXPENSES**

In general, the CAD Program allocation may not be expended for the following:

- A. Reproductions of original visual artwork. Limited editions signed by the artist of artwork such as original prints, cast sculpture, and photographs may be included.
- B. Elements generally considered components of the CIP Project designed by the CIP Project designer or other CIP Project consultant engaged by the CIP Project designer.
- C. Art objects that are mass-produced of standard design, such as playground equipment or fountains.
- D. Directional elements such as signs, maps, color coding, unless designed and executed by an artist.
- E. Expenses related to the ongoing operation of the artwork such as utility costs and electrical, water, or mechanical service required to activate the artwork.
- F. Insurance, ongoing maintenance and long-term conservation of the artwork.

**SECTION IX:
MANAGEMENT AND OVERSIGHT**

- A. **City Manager**
 - 1. Direct and oversee City Department participation in the CAD Program.
 - 2. Authorize establishment of CAD Implementation Guidelines.
- B. **Salina Arts and Humanities Department**
 - 1. Provide oversight and coordination for all aspects of the CAD Program and CAD Projects in conjunction with the City Manager and other City departments.
 - 2. Administer the CAD Program, including the development and presentation of budgetary recommendations regarding staffing costs, consultant costs, and other reasonable expenses associated with the administration of the CAD Program.
 - 3. Work with the City Departments to develop CAD Project criteria and budget for each selected CIP Project and facilitate inter-departmental communication and interaction throughout the life of the CAD Project.
 - 4. Work with the City Department and CIP Project team to coordinate the roles and responsibilities of project designers, artist, and general contractor relative to each CAD Project.
 - 5. Assist City Manager with the negotiation and administration of contracts with artists, participate in the resolution of any issues or differences regarding the CAD Project component and review and approve all plans and bid documents as they pertain to the implementation of each CAD Project in accordance with this policy. The exception is when an artist is a sub-consultant to the project designer for design of structurally integrated artwork. In this case, the project designer is responsible to negotiate and administer the contract between her/himself and the artist in accordance with this policy.
 - 6. Manage a comprehensive public information and community education initiative on the CAD Program and specific CAD Projects

7. Oversee maintenance and conservation components of the CAD Program, in conjunction with the City Manager and other City departments.

C. City Departments with CIP Projects

1. Plan, develop and coordinate with SAH Director or CAD Project Coordinator regarding existing and future sites for the incorporation of artwork and artist services for review by the CAD Advisory Committee.
2. With the SAH Director or CAD Project Coordinator, establish a timeline for the development of the CAD Project that is consistent with the CIP Project timeline. The timeline shall identify specific milestones for review and set the requirements for completion of the successive stages of artist and artwork selection, development and installation of artwork, and media/community outreach efforts.
3. Provide the SAH Director or CAD Project Coordinator with CIP Project design drawings and complete and accurate schedule information.
4. Direct the CAD Project designer to work within the intent of the CAD Program as described in this Policy.
5. Include the cost of design services related to the coordination and implementation of the CAD Project in the total CIP Project construction budget.
6. Incorporate language into the CIP Project designer's contract scope of services that describe the project designer's responsibilities in relation to the CAD Project.
7. Ensure that any work relative to the CAD Project that is to be performed by the General Contractor is integrated into the contract bid documents and provide the SAH Director or CAD Project Coordinator with a copy of a draft bid document pertaining to the artwork for review, comment and approval prior to it being issued.
8. Coordinate with SAH staff to ensure appropriate outreach to any advisory groups, neighborhood groups or others that may be impacted by or be interested in the development of a specific CAD Project.

D. Community Art and Design Advisory Committee

1. The CAD Advisory Committee shall be appointed by the City Commission as a committee of SAHC with consideration of recommendations from SAHC in addition to the list of interested citizens. Representatives should be persons with an interest in art and arts activities and be knowledgeable about the community.
2. The CAD Advisory Committee shall be comprised of one non-voting SAH Commissioner recommended by the SAH Commission and appointed by the Mayor, one practicing artist, one arts administration or arts education professional, one architect or design professional, and three community members at large.
3. Each member is eligible to serve for two full consecutive terms of three years. A member who has served two full consecutive terms may be reappointed if at least one year has passed before consideration for reappointment.
4. Under the direction of the SAHC Director and CAD Project Coordinator, the CAD Advisory Committee shall:

- a. Prepare a CAD Annual Plan in consultation with City Departments that incorporates designated CAD Projects into the annual City budget process.
- b. Appoint each Artist Directory Jury and Artist Selection Panel.
- c. Review and approve Artist Directory Jury recommendations for artists to be included in the Pre-qualified Artist Directory.
- d. Review and approve recommendations from each CAD Project Site Committee for selection of CAD Project artists and artwork and for any alterations to CAD Project artist's final designs.
- e. Conduct advocacy, community education, general community art and CAD awareness, including presentations to and forums with civic, neighborhood, school, and special interest groups.

E. CAD Project Site Committee

1. A CAD Project Site Committee shall be established for each CAD Project by the SAH director and shall function in an advisory capacity to the CAD Advisory Committee.
2. The CAD Project Site Committee is assigned to develop the CAD Project scope and criteria, outline CAD Project information for the Request for Qualifications and request for proposal development, review artwork proposals and select the CAD Project artist and artwork from finalists recommended by the Artist Selection Panel.
3. The CAD Project Site Committee shall be comprised of individuals and groups most closely affected by the CIP Project, such as users of the building and residents of an adjacent neighborhood. This includes, but is not limited to, at least one representative each of the City department providing CIP Project management, the tenant City department, the CAD Project designer, and one member of the CAD Advisory Committee; at least one representative of the Salina artist community; and at least one at-large community member.

F. Artist Selection Panel

1. Each Artist Selection Panel shall be selected by the CAD Advisory Committee and comprised of arts professionals familiar with contemporary art and public art who have the ability to comment on the qualifications and appropriateness of the artists under consideration.
2. Each Artist Selection Panel shall be comprised of no fewer than three and no more than five arts professionals selected on the basis of her/his expertise relative to the specific goals and objectives of each CAD project.
3. The Artist Selection Panel shall be responsible to review artist qualifications submittals for CAD Projects and make recommendations of finalists to the CAD Project Site Committee.

G. CIP Project Designer

1. For projects in which the artist is contracted by the City, the project designer shall be required to coordinate closely with the project artist.
 - a. Project designer's contract shall take into consideration all projected time and cost associated with artist coordination and related policy requirements.
 - b. Project designer shall be responsible to provide all engineering and architectural services in support of the artist's design for structurally-

integrated artwork, including preparation and review of construction documents and specifications.

2. For projects identified to have significant structural integration in which the artist is sub-contracted by the project designer, the project designer shall be required by contract to follow CAD Policy guidelines and selection methods.
 - a. Project designer's contract with the City shall take into consideration such integration of CAD process and role as required.
 - b. Once the accepted artist design concept is identified and authorized, the project designer shall identify project construction integration requirements, including, but not limited to utilization of artist and/or artist's sub-consultants for design integration, method of pre-purchase or vendor verification needed to ensure custom product availability, and timeliness and cost for custom project component fabrication that will not be completed either by the artist or general contractor.
 - c. The project designer and project artist shall determine the role of the general contractor for integrating the art component into the project.

H. City Commission

1. Appoint CAD Advisory Committee.
2. Review and approve the CAD Annual Plan presented by the SAH Director and staff which identifies selected CIP Projects and funding appropriations.
3. Approve designated CAD Project funds for selected CIP Projects as part of the annual City budget process.
4. Review and approve recommendations for CAD Project artists and proposed artwork.
5. Approve contracts with artists over \$20,000.
6. Authorize formal CAD Policy.

I. Conflict of Interest

1. Anyone in a position to receive financial gain from the selection of the artists shall be ineligible to serve on any CAD committee or panel. Committee members and panelists must declare any conflict of interest and abstain from voting if a conflict of interest arises.
2. Artists or members of their immediate family who are employed by the City of Salina or who serve on the Salina Arts and Humanities Commission or Salina City Commission shall not be commissioned or receive any direct financial benefit from the CAD Program during their tenure on either of those bodies. This restriction shall extend for the period of one-year following the end of service and indefinitely for CAD Projects that were developed or acted upon during her/his tenure on either of those bodies.

**SECTION X:
ARTIST AND ARTWORK SELECTION PROCESSES**

A. Pre-Qualified Artist Directory

1. An Artist Directory of pre-qualified artists shall be developed by SAH to be used

to implement any of the Artist and Artwork Selection methods.

2. The Artist Directory shall include artists selected on the basis of the quality of their past work and shall be updated every two years by an ad hoc Artist Directory Jury.
3. The Artist Selection Panel may consult the Artist Directory prior to making artist selections. However, no requirement is made that the artists selected to participate in the CAD Program must be represented in the Artist Directory.

B. Methods of Artist Selection

1. **Open Competition.** A call to artists is broadly advertised and any artist is eligible to submit qualifications for consideration according to the requirements established in the call. Eligibility and distribution may be local, regional, national, or international as appropriate. Each call to artists is routinely distributed to artists listed in the Pre-Qualified Artist Directory.
2. **Limited (Invitational) Competition.** A list of artists is recommended by the Artist Selection Panel, arts and project designers, curators, and/or SAH Director and CAD Project Coordinator and invited to submit qualifications for a specific CAD Project. The list is developed based on specific criteria for the CAD Project, such as proficiency in a particular material or construction method. As appropriate, the competition may be limited to artists listed in the Pre-Qualified Artist Directory.
3. **Direct Selection.** One artist is selected for a commission or an existing artwork is purchased utilizing a curatorial, non-competitive process. A direct selection may be warranted when there is a single clear choice or sole source in terms of the artistic solution for the CAD Project and when there is a time constraint or an extremely limited CAD Project budget. This method may be used when the art component is determined to have significant structural integration with the CIP project. As appropriate, direct selection may be limited to artists listed in the Pre-Qualified Artist Directory

C. Selection Criteria

1. **Artist Selection Criteria**
 - a. Judged quality of past work and appropriateness of artistic expression.
 - b. Professional experience.
 - c. Assessed ability to successfully execute the project within the CAD project budget and timeline.
2. **Artwork Selection Criteria**
 - a. **Quality.** The consideration of highest priority is the inherent quality of the artwork. Commissioned artwork shall be, in the judgment of recognized art experts, of exceptional quality and enduring value.
 - b. **Context.** Consideration is given to the architectural, historical, geographical and socio-cultural context of the site.
 - c. **CAD Project Goals.** Each artist and artwork shall be judged on the ability to meet the goals established by the participating City Department.
 - d. **Media.** All forms of visual art are eligible, including media that have a temporary, limited lifetime and/or may exist only through documentation.

- e. **Durability.** Due consideration shall be given to the structural and surface soundness and to inherent resistance to theft, vandalism, weathering, and excessive maintenance and repair costs. On-going maintenance and operating costs also shall be considered.
- f. **Public Safety.** Each artwork shall be evaluated to ensure that it does not present a hazard for public safety.
- g. **Range.** The overall program strives for a range of style, scale, media, and artists. There shall be encouragement of established visual art forms and exploratory types of artwork.
- h. **Feasibility.** Each artwork shall be examined for its feasibility and convincing evidence of the artist's ability to successfully complete the work as proposed.

D. Approval

- 1. Each recommended CAD Project artist and proposed artwork must be approved by the CAD Advisory Committee, Salina Arts & Humanities Commission, City Manager, and City Commission.
- 2. The City Manager shall coordinate the presentation of the proposed artwork to the City Commission for review during a Study Session.
- 3. Prior to review by the City Commission, technical feasibility and maintenance acceptability are investigated by the SAHC-Director and staff in consultation with the departments responsible for the site and with the assistance of technical consultants, as needed.
- 4. CAD Project authorization by the City Commission shall be based on CAD Project goals, technical, financial and business considerations.
- 5. If the City Commission deems the proposed artist or artwork unacceptable, the SAHC-Director shall discuss options for resolution with the CAD Advisory Committee.

**SECTION XI:
CONTRACTS WITH ARTISTS**

A. Administration

- 1. All contracts with artists are held and managed by the City Manager or her/his designee with the exception of contracts with artists serving as sub-consultants to the project designer for the design of structurally integrated artwork.
- 2. The SAH Executive Director and CAD Project Coordinator shall act as liaisons between CAD Project artists and the CIP Project manager, CIP Project designers, City Departments, and CAD Advisory Committee, among others.
- 3. Standard artists' contract templates shall be developed by the SAH Director in consultation with the City Attorney, recognizing that these contracts need to be customized to fit each specific project. Contract terms and conditions shall include, but not be limited to:
 - a. Acknowledgment of artist rights under the federal Visual Artists Right Act and the federal Copyright Act.
 - b. Insurance requirements.

- c. Maintenance and conservation expectations.
 - d. Artwork relocation policy.
4. All contracts for art shall meet the requirements of this policy and shall be reviewed by SAH staff prior to execution. Copies of all contracts are to be provided to the SAH Department.

B. Options

1. **Single Contract Inclusive of All Phases of Work.** Issued after the CAD Project artist and artwork have been selected and approved by the CAD Advisory Committee. Requires the artist to produce the artwork based upon an approved preliminary design, and covers all phases of work and related costs, including final design, fabrication, transportation, installation, insurance and conservation/maintenance plan.
2. **Phased Contract Options**
 - a. **Design Contract.** For development of a comprehensive design proposal resulting from a thorough investigation of the site and meetings with the City Department, CAD Project designer, community representatives, and any other artists on the CAD Project. The final design must be approved by the CAD Advisory Committee before the actual work is commissioned.
 - b. **Fabrication Contract.** For implementation of a CAD Project including expenses for fabrication, transportation and installation of artwork once final design and construction documents have been completed and approved by the CAD Advisory Committee through a design contract.
 - c. **Planning Contract.** For development of a written plan outlining the art program for a site and identifying opportunities for artist involvement without proposing or designing the actual artwork. The artist participates as a team member with CAD Project designers and City staff to develop the art program master plan.
3. **Artist as Sub-consultant to Project designer**
 - a. In select CIP projects that include structurally-integrated artwork for construction by the general contractor, the artist may enter into an agreement with the project designer as a sub-consultant to provide design services as a member of the design team.
 - b. When this option is exercised, the project designer shall be responsible to provide all engineering and architectural services in support of the artist's design for structurally-integrated artwork, including preparation and review of construction documents and specifications. This requirement shall be defined in the scope of work between the City and the project designer.
 - c. If the artist designs artwork in addition to structurally-integrated artwork that requires fabrication by the artist, the City shall enter into a contract with the artist for fabrication, transportation, and installation of the artwork.

**SECTION XII:
COMMUNITY EDUCATION AND INFORMATION**

The SAHC Director shall develop methods of educating and communicating with community members on the CAD Program and individual CAD projects as follows:

- A. To achieve community participation in CAD projects, there shall be at least one community representative serving as a member of each Project Site Committee. Feedback and opinions on proposed CAD artwork shall be elicited from the community through public forums scheduled for that purpose, components of other community group meetings, and through internet.
- B. Implement a comprehensive program of community education and outreach on public art directed to the general public and to the numerous special constituencies affected by the CAD program. These include artists and design professionals, schools, neighborhoods and diverse communities, corporate and private development interests, and public sector officials.
- C. Engage artists experienced in public art and public art administrators to train project managers, engineers, architects, contractors and other design professionals to work effectively with artists during the creative process.
- D. Formulate a specific marketing plan for each new CAD artwork to introduce and educate the public about the project.
- E. Develop a marketing program that includes greater utilization of the internet, an expanded website, maps to the individual artworks, and a database of the City's CAD collection.
- F. Develop strategic alliances with the print and electronic media to better promote the CAD Program and opportunities throughout the community.
- G. Provide seminars and workshops to educate local and regional artists who would like to enter the public art field.

**SECTION XIII:
MAINTENANCE AND CONSERVATION**

- A. **CAD Project Documentation**
Salina Arts and Humanities shall develop and maintain in its archives and records documentation of each CAD Project.
- B. **Maintenance and Conservation**
 - 1. It is the responsibility of the related City Department to finance routine maintenance, repair, and conservation of CAD artwork in facilities within its jurisdiction. It is the responsibility of the SAH Director to facilitate maintenance and conservation of all works in the CAD collection.
 - 2. The SAH Director shall maintain a computer database inventory of works of CAD owned by the City of Salina.

3. The SAH Director shall conduct an annual survey of the condition of the works of CAD to evaluate conservation needs and recommend action, as needed.
4. The CAD Project artist shall be given the opportunity to make or personally supervise repairs and restoration of her/his original artwork for a fee to be negotiated at the time, notwithstanding warranties negotiated between the artist and the City for faulty or defective workmanship or materials.
5. A professional art conservator or persons trained by a conservator may be consulted or hired to provide maintenance and conservation work for the City's CAD collection
6. Participating City Departments must notify the SAH Director immediately if a CAD artwork is either damaged or stolen, or if the participating department plans to move the CAD artwork or in any way alter its site.

C. Relocation and Deaccession of Artwork

1. The City Manager, in consultation with Department Directors, shall consider any proposed temporary or permanent relocation or removal of a CAD artwork on City-owned property. The relocation or deaccession of a CAD artwork may be considered for one or more of the following reasons, among others defined in the CAD Implementation Guidelines:
 - a. The condition or security of the CAD artwork can no longer be reasonably guaranteed at its current site.
 - b. The CAD artwork has been damaged and repair is impractical or unfeasible.
 - c. The physical or structural condition of the CAD artwork poses a threat to public safety.
 - d. No suitable site is available, or significant changes in the use, character or design of the site have occurred which affect the integrity of the CAD artwork.
 - e. Relocation or deaccession of the CAD artwork is requested by the artist.
2. Remedies for the relocation and deaccession of a CAD artwork shall be articulated in the CAD Implementation Guidelines and referenced in the contract agreement with the CAD Project artist.

SECTION XIV:

**PROCESS FOR DEVELOPMENT AND APPROVAL OF ART PROJECTS
OUTSIDE THE CITY OF SALINA CAPITAL IMPROVEMENT PROGRAM**

It is important to differentiate between art projects and signage or other design initiatives such as logos. Signage/design initiatives should remain under the jurisdiction/approval of committees in existence such as the Business Improvement District #1 Design Review Board (DRB) within the Lee District or Planning Commission in other city applications.

Introduction

The City of Salina Community Art Design (CAD) Program resolution promotes community art and design to foster public/private partnerships for artistic beautification and expression. The Program was established for the creation and integration of art into our community's public and private spaces, and to the public appreciation thereof. The Program is also endorsed by the Salina Area Chamber of Commerce and the USD 305's 1998 Statement of Intent for incorporating art projects into facility upgrades within the District. Salina Arts and Humanities (SAH) staff will assist with resources and guidelines for project development and facilitation.

A. Art Projects Not Included in the City of Salina's (City) Capital Improvement Program (CIP), and/or Not On or Involving City Property

1. The City of Salina Community Art & Design (CAD) Program encourages the incorporation of art and design initiatives in the private sector of the community. The City's Arts & Humanities Department offers artist resource and project development assistance for such project initiatives.

B. Art Projects Not Included in the City's CIP, but On or Involving Shared Access To City Property.

1. Proposal Process

The following Process Steps must be reviewed and/or completed in the following order:

- a. Initiating entity contacts the Salina Arts & Humanities who will provide resource information for project development, outline and help facilitate the project approval process and with assistance from CAD Advisory Committee to provide aesthetic review of the project proposal.
- b. City Risk Management review (safety and accessibility)
- c. Structural consultation (if necessary)
- d. Project Information Review with City Department managing the City Property affected
- e. Artwork Approval from the CAD Advisory Committee Review process
- f. Project communicated to the Design Review Board (for projects within the Lee District)
- g. Project Approval from Heritage Commission (for projects affecting buildings on the National Historic Registry)
- h. Project presentation to City Manager's Office
- i. Project presentation to City Commission to include CAD Advisory Committee recommendation, final Staff recommendation and formal, written Art Project Agreement.

2. Aesthetic Development Methodology

- a. Initiating body will contact and provide SAH with description of proposed project, identifying the selected artist/s or seeking names of pre-qualified artists appropriate to the project's scope and definition.

- b. Artist/s artwork proposal should be complete with specifications such as:
 1. Media
 2. Size/scale
 3. Process
 4. Technical needs
 5. Possible collaborations
 6. Whether it is intended to be permanent or temporary (and if temporary, its duration expectancy)
 7. Maintenance plan
 8. Written project statement with resume
 9. Past project experience and drawings or examples

- c. The proposal will be reviewed by SAH for completeness and presented to the CAD Advisory Committee for review and design/artwork approval.

3. Project Timeline

- a. The CAD committee meets on a monthly basis. It is highly recommended that the project proposal be given enough time to allow for **up to one month for CAD review process**. Should the project need modifications, or be subject to review by the Heritage Commission, the approval process could take longer.

4. Interfacing with City of Salina's BID #1 Design Review Board (DRB)

- a. The City of Salina's DRB guidelines neither dictate artistic taste nor assure good design. Rather they support the traditional qualities of the architecture and streetscape in the Lee District. Part of what makes Salina's downtown an interesting and attractive destination is the variety, detail, and quality of architecture in materials and design that survive in few other places. Downtown art projects are intended to celebrate both visual harmony and a variety of new creative design.

- b. In interfacing with DRB, certain aspects of the Design Guidelines for Downtown Salina, as referenced below, may be helpful for artists to consider when developing projects such as:
 1. Compatible scale and materials
 2. Not obscuring architecturally important features

3. Not appearing to replicate an era or a period of time frozen in history
4. Promoting a pedestrian atmosphere
5. Visual impact of exterior lighting should be minimized through the use of low-level lighting and shielded to focus light sources.

DRB guidelines can be obtained at the City website www.salina-ks.gov or requested at SAH.

5. Project Documentation

SAH shall develop and maintain in its archives and records documentation of each approved and completed Art Project.

6. Maintenance and Conservation

a. It is the responsibility of the initiating entity to provide and finance routine maintenance, repair, and conservation of artwork. The initiating entity shall conduct an annual survey of the condition of the works to evaluate conservation needs and recommend action, as needed.

b. Initiating entities must notify the SAH Director immediately if an artwork on public property is either damaged or stolen, or if there are plans to move the artwork or in any way alter its site. Continued artwork monitoring is highly recommended.

c. If artwork needs repair or reconditioning, the artist shall be given the opportunity to advise or personally supervise repairs and restoration of her/his original work for a fee to be negotiated by the artist and the initiating entity. Prior to commencing any repair or reconditioning of artwork, the initiating entity and/or his/her assigned party must first coordinate access and use of the public space with the SAH to ensure safety and a lack of disruption.

d. If artwork needs repair or reconditioning, the artist shall be given the opportunity to advise or personally supervise repairs and restoration of her/his original work for a fee to be negotiated by the artist and the initiating entity.

e. Initiating entities must notify the SAH Director immediately if an artwork on public property is either damaged or stolen, or if there are plans to move the artwork or in any way alter its site.

7. Removal or De-installation of Artwork.

a. The de-installation of an artwork must be considered in collaboration with SAH

and cannot occur within the prescribed display timeframe as proposed without the express, written permission of the City.