

City of West Des Moines
Public Arts Advisory Commission
Consolidated Master Plan

9 February 2015

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History of the City of West Des Moines Public Arts Advisory Commission

In 2014, the West Des Moines Public Arts Advisory Commission, City of West Des Moines (WDM) contracted Lynette Pohlman to: meet with the Public Arts Advisory Commission; develop an abbreviated Master Public Art Plan that condensed the 2008 Plan; add priority public art sites; and make recommendations for initial public art projects.

In 2011, the City of West Des Moines established a Public Arts Advisory Commission to advise and assist the WDM City Council in the promotion of public art within the city's physical environment and public spaces. (For additional information on service terms, organization, qualifications, powers and duties, reference Ordinance 1904, 1-24-2011.)

In 2008, the West Parks Foundation commissioned and hired public art consultant Jerry Allen to develop, author and submit a City of West Des Moines Public Art Program Plan. This extensive Public Art Program Plan provided basic fundamental elements used in this Master Public Art Plan (2014), and serves as an excellent resource of public art information and direction for the City of West Des Moines.

Vision

The vision of the City of West Moines Public Art Program is the creation of a diverse collection of public works of art of high aesthetic and intellectual quality and excellence, and a program that promotes cultural expression and artistic appreciation. At the heart of the aspiration for public art in West Des Moines is the wish for an authentic, rich and diverse arts culture that is seen and understood as uniquely arising from the community – an arts culture that benefits and enriches all those who are fortunate enough to live, work in, and to visit West Des Moines.

Over time, and with the acquisition of additional public art, the City of West Des Moines Public Art Program will establish and build the City of West Des Moines Public Art Collection.

Mission

The mission of the West Des Moines Public Art Program is to create a city with successful public spaces incorporating public works of art that offer moments of serendipity and opportunities for reflection--a city with public art woven into the fine grain detail of the public infrastructure. The Public Art Program should champion excellence in art, design, architecture and landscape. The Public Art Program and Collection should be the most visible symbols of West Des Moines' commitment to creativity, encouraging diversity of ideas and expression, and promoting tolerance of multiple opinions. A creative city provides humane environments for its residents, business communities and visitors, extending opportunities for life-long learning and helps preserve community histories.

Goals, 2015-2020

The Public Art Program and Collection of the City of West Des Moines will strive to align public art with community interests. Topical areas of interest, as defined by the community, will be expressed and responded to in the public art program. The Public Art Program will include permanent acquisition and placement of public art, as well as temporary exhibitions of public art, and diverse educational programs investigating community interests as expressed in the Public Art Program.

Public Art Acquisition

The Public Arts Advisory Commission shall concentrate its primary resources on commissioning one major, site-specific and/or site-integrated public work of art annually. The time needed to commission, design, fabricate and install a significant public work of art may require an 18-24 month schedule for each project. By 2017, the Public Arts Advisory Commission should be dedicating a major public work of art each year. By 2020, the City of West Des Moines Public Art Program should have commissioned five major public works of art that are integrated into the city's infrastructure and accessioned into the permanent Public Art Collection.

Public Art Care and Maintenance

Annually, a member of the Public Arts Advisory Commission and City staff will physically visit each public work of art in the City of West Des Moines Public Art Collection. During this visit, they will complete a condition report including photo-documentation, note any care requirements, and schedule maintenance and conservation requirements.

Public Art Engagement (Education and Public Relations)

For each new Public Arts Advisory Commission project, there will be a minimum of two community engagement opportunities inviting community participation into the public artist/art selection process and public art proposal review to ensure the artist is informed of community values and aspirations.

Continue the *Art on Campus* temporary exhibition series, and utilize it as an instructional tool to engage West Des Moines residents in public art education.

Plan and implement regular public relations project(s) targeted to West Des Moines residents by utilizing City electronic and print media.

Each new public art project shall have a complementary education and public relations plan woven into the project schedule.

Public Art Administration

As part of assigned position responsibilities integrated into job descriptions, the City of West Des Moines shall assign duties and responsibilities to City staff to officially support the West Des Moines Public Arts Advisory Commission.

The Public Arts Advisory Commission will create a Public Art Collection Checklist and Object Archive for all existing and new public works of art owned by the City of West Des Moines. This checklist will be updated annually. The Object Archive will exist to file all information regarding each accessioned public work of art in the permanent Public Art Collection

When feasible and appropriate, the City of West Des Moines will integrate the recommendations of the Public Arts Advisory Commission into the City's capital improvement projects.

The Public Arts Advisory Commission's annual budget, and a two-year projected budget, will be annually presented to City Council to allow for multi-year Public Arts Advisory Commission contracts. Fiscal allocation guidelines should approximate the following:

- 70-75% Allocation for the commissioning of major public work(s) of art

- 10-15% Allocation for care and maintenance of public art in the permanent collection (Major conservation, when required, should be fiscally addressed by line-item city budget as part of deferred maintenance.)

- 15% Allocation for public art engagement (education and public relations)

- 5% Contingency

The Public Arts Advisory Commission will create gifting and deeding processes within City of West Des Moines that allows individuals and business partners to support the mission of the Public Arts Advisory Commission. Support may be expressed through fiscal donations and gifts of appreciated property (including works of art appropriate for public spaces). In the event of a gift of public art, all acquisition requirements of the Public Art Collecting Policy must be adhered.

Public Arts Advisory Commission Work Schedule, 2015-2020

Each public art project work schedule may be modified. Special attention should be given to the schedule following the public artist selection process which requires different schedules for proposal development, review, fabrication and installation.

Year 2015

In July 2015, the project work schedule should be amended based upon progress from January-June.

Jan-Feb	Review, amend, and approve 3-5 Year Plan; present it in public hearings and to City Council for review and approval
Feb-March	Identify three public art projects to be initiated in 2015, 2016, and 2017 with fiscal budget for each project. For each public art project, select/appoint public art selection panels (composed of WDM citizens, representatives of Public Arts Advisory Commission (2), city staff, and others as appropriate. Define project scope, public art statement, public artist selection process and fiscal allocation.
April-June	Identify public artist solicitation process for the initial 2015 project; invite finalist(s). Engage public relations on project. Plan and implement education and community engagement activities for the public art project.
June	Contract Negotiations.
July-Dec.	Fabrication and possible visits to public artist's studio to view progress. Mediate, manage and motivate issues between artist, design team and Public Art Commission. Monitor and track project progress and status. Control change orders and eliminate unnecessary costs. Maintain schedule, confirm scale of work and appropriateness for site. Review and monitor details. Facilitate transportation of public art to site. Coordinate site construction/installation; monitor subcontractors; verify insurance, indemnification. Confirm copyright and transfer of ownership of public art from artist to City. Monitor and complete project documentation. Finalize and dedicate the public art project. Extend notes of appreciation to public artist, selection panels, contractors, and others as appropriate. Evaluate project and process, and incorporate improved processes in upcoming public art projects.
Dec. 2015	Define second (2016) public art project scope and repeat/implement above checklist.
June 2016	Define third (2017) public art project scope and repeat/implement above checklist.

Public Art Program and Collection Guidelines, Principles, and Procedures¹

1.0 Purpose

The purpose of these public art guidelines and principles is to establish procedures for the implementation of the Public Art Program and Collection for the City of West Des Moines.

2.0 Goals

The primary goals of the Public Art Program and Collection are to develop an aesthetically interesting environment, to integrate public works of art into public spaces and to promote tourism and economic vitality of West Des Moines through the enhancement of public spaces.

Specifically, the City seeks to develop a Public Art Program and Collection that:

1. Creates a collection of public works of art that reflects a unique municipal aesthetic vision.
2. Reflects West Des Moines' diverse history, citizenry and natural beauty.
3. Promotes the integration of public art with the community, architecture and landscape of the City of West Des Moines.
4. Enables significant, professionally accomplished, local and regional artists to create in the public sector, while also involving public artists with national or international reputations.
5. Advances imaginative design as a component of the city's community development goals.
6. Involves the community directly through participation in the public art processes (acquisition, care, education) and through community engagement.
7. Fosters innovation and promotes artistic excellence.
8. Strengthens community identity and pride.

3.0 Funding

The Public Art Program budget is primarily and annually funded through allocation of the City of West Des Moines, as appropriated in the City's public art ordinance. Grant funds and private gifts of appreciated property and cash may also be sought for special projects and to augment the public art budget.

Public art funds may be pooled/accrued and expended on appropriate City projects, unless specifically prohibited by law or funding source.

¹ Jerry Allen and Associates, *City of West Des Moines, Public Art Program Plan*, November 11, 2008. Excerpts from pages 34-53 were adapted for this Master Plan (2015).

Public Arts Advisory Commission projects may also be funded through allocations from the Capital Improvement Program of the City, including buildings, parks, decorative or commemorative structures, parking facilities, bridges, viaducts or pedestrian overpasses, interstate highways, street construction or reconstruction, streetscapes, road beautification, bikeways, trails, transit and aviation facilities, and above-grade utilities.

The City Capital Improvement Program is reviewed annually by the Public Arts Advisory Commission and the City’s public art staff, in conjunction with city departments and the respective budget offices, for recommendations on public art allocations to the WDM City Council, as part of the presentation of the annual Public Works of Art Plan. This plan shall include the proposed public art projects for the upcoming year, with budgets and conceptual approaches.

The Public Work of Art Plan presentation by the Public Arts Advisory Commission shall take place on a schedule that coincides with the adoption of the City capital budget each year. The Public Arts Advisory Commission shall also give a written report of the status of all ongoing public art projects and projects completed within the last year. With the passage of the annual work plan, monies shall be transferred to a Public Art Fund. The Fund’s budget shall be managed by the City’s public art staff. The Public Arts Advisory Commission may from time to time during the course of the year modify the annual work plan. The City Council shall review any significant changes that are proposed.

4.0 Use of Public Art Funds

Monies in the Public Art Fund may be used for public artist design services and the acquisition or commissioning of public works of art for the West Des Moines Public Art Collection. Monies may be expended for public artist design fees; proposals/drawings/maquettes; artist travel and expenses; art purchases and commissions; art fabrication and/or materials; shipping and crating; insurance; the preparation, installation or placement of public works of art; public programs; and/or other purposes as decided by the Public Arts Advisory Commission for the implementation of the Public Art Program and Collection.

Fifteen percent of the dollars allocated for public art monies should be utilized for program administration and community engagement, artist selection processes, community outreach and public relations, project documentation and other appropriate and/or related purposes deemed necessary by the Public Arts Advisory Commission. Ten to fifteen percent of the public art monies, to the extent permitted by law and funding sources, should be set aside in a separate account within the Public Art Fund for curatorial and conservation services and for the preservation and maintenance of the Public Art Collection.

5.0 Eligible Public Works of Art

In general, all forms of artistic expression created by professional public artists (see sec. 5.1) are eligible for inclusion in the Public Art Program and Collection. These may be in a wide variety of styles, media and genre. They may include freestanding works of art, as well as art that has been integrated into the underlying architecture or landscape of a site. They may include permanently installed works of art, as well as temporary installations, if such projects contribute to the community understanding and participation. They may also include public artist-designed infrastructure elements, such as sound walls and utility structures, as well as public artist designed street furniture, such as benches, bus stops, tree grates, etc.

5.1 West Des Moines Public Art Definition and Collecting Statement

What is public art? As all artistic definitions expand, contract and evolve over time, so has the contemporary view of public art. Today, public art has moved beyond that of permanence and solidity, seeking to engage the community in a manner that, while not excluding the methods of the past, brings them to life as part of the community. Contemporary public art is not simply an aspect of the landscape, expanding to examine the ideas of personal and community engagement, the context and recontextualization of place and fomenting the exchange of ideas and identity within a community.²

The Public Arts Advisory Commission, in collaboration with each Public Art/Artist Selection Panel, will define the specific outcomes of each Public Arts Advisory Commission acquisition by writing a public art statement that is derived by community engagement in each public art project.

Overall, the City of West Des Moines Public Arts Advisory Commission desires to concentrate on commissioning site-specific and site-integrated public works of art for municipal locations throughout the city. Professional public artists, with previous accomplishment as revealed/identified in professionally juried and curated regional, national and international exhibitions and public collections, will be given priority.

5.2 Public Art Sites and Zones

5.2.1 Priority Public Art Sites and Zones, 2015-2020 are: *(Listed in alpha order)*

1. City/School Campus
2. Grand Prairie Parkway Bridge and I-80 Interchange/Gateway
3. I-35 Mills Civic Parkway Interchange/Gateway
4. Major trail entrances in West Des Moines
5. Raccoon River Park
6. Valley Junction

² Forecast Public Art website. Public Art Toolkit: *What is Public Art?* (2011). Accessed February 8, 2015. <http://forecastpublicart.org/toolkit/didactic.html>

5.2.2 Proposed Public Art Zones:

- New building projects and major renovations projects that are City of West Des Moines facilities
- All main road business corridors throughout city

5.3 Public Art Collection Ownership, Accessioning into the Permanent Collection

It is the desire of the Public Arts Advisory Commission to commission/acquire public art owned by the City, and formally accessioned into the City of West Des Moines Permanent Collection public works of art. The permanent Public Art Collection is specific and unique to WDM, and accessioning of public works of art into the permanent collection must be recommended by the Public Arts Advisory Commission to the City Council. Only accessioned public works of art in the permanent Public Art Collection will receive care, maintenance, conservation, community engagement (education), and other resources as defined under the City of West Des Moines Public Art Program and Collection.

Each accessioned public work of art should be uniquely numbered with a permanent collection accession number (never to be reused, even if the object itself is deaccessioned from the permanent collection). The permanent collection accession number should utilize the year accessioned into the collection, followed by the serial, numerical number of objects accessioned in that year, example 2015.1, followed by 2015.2. The accession number should be physically and permanently applied to the public art. The accession number is the dominant designation for creating and maintaining the Public Art Collection Archive. (see Sec. 5.4)

5.4 Public Art Collection Checklist and Object Archive for the Permanent Record

It is the desire of the Public Arts Advisory Commission to develop an aesthetically and intellectually diverse, high-quality public art collection.

The following object information shall be collected and maintained as part of the permanent record for each public work of art accessioned into the Public Art Collection.

Artist, life dates, nationality

Title of public work of art, year of completed work of art

Dimensions

Media

Site of public art

Years of the public art project, from beginning through installation and dedication

Artist's statement regarding public art

Selection Panel's Public Art Statement

Members of commissioning Selection Panel and Public Arts Advisory Commission during project

The City's public art staff will establish and maintain a permanent file for each accessioned public work of art into the permanent Public Art Collection. The archive record should include the following: budget, commissioning contracts, procurement documents and title; all

correspondence regarding the communication related to the commissioning, fabrication, installation of the public work of art; public art statement; artist statement of the public works of art; artist's recommended care/maintenance statement; annual condition reports; photo-documentation fully documenting the work of art with date and image identification; public artist's professional resume; and, any relevant information relating to the public work of art. This Public Art Collection Archive is intended to be an expanding archive for each public work of art.

6.0 Responsibilities

6.1 The Public Arts Advisory Commission shall:

- Be responsible for the ongoing oversight of the Public Art Program and Collection.
- Establish policy and procedures under which the Public Art Program and Collection operates.
- Advise on the acquisition, siting/placement, maintenance and recommend removal of all exterior public art on property of the City of West Des Moines, regardless of funding source. These Public Arts Advisory Commission recommendations will be made the City Council.
- Advise on the acquisition, siting/placement, maintenance and removal of all interior public art which is funded by the Public Art Fund. These Public Arts Advisory Commission recommendations will be made to the City Council.
 - Privately funded interior art may be installed and/or removed without the Public Arts Advisory Commission's review and recommendation.
 - No existing exterior public art or interior public art funded by the Public Art Fund on City property shall be removed without review and recommendation by the Public Arts Advisory Commission.
- Oversee the management of the Public Art Collection.
- Review and recommend to the City Council the annual Public Work of Art plan and the proposed annual budget for public art.
- Make recommendations regarding the care, maintenance, conservation of the Public Art Collection to the city's public art staff.
- Identify pool(s) of potential Public Art Selection Panel members.
- Act as liaisons to the individual public artist selection panels.
- Ensure community engagement and citizen participation in the Public Art Program.
- Review and recommend proposed gifts of public art to the City, as well as loans and long term exhibitions of public art on City-owned property.
- Review and recommend accessioning and deaccessioning of public works of art to and from the Public Art Collection.
- Periodically review and recommend changes to the Public Art Program guidelines, policies and procedures.

- Recommend permanent text plaques identifying each public work of art accessioned into the Public Art Collection. Plaque text should include object information: artist name, nationality, life dates, title of public art, year of completion, medium, dimensions, donor, collection identification, and object interpretation.

- Example:

Artist: Mac Adams, (British-American, born 1943)

Title: ***The Moth***, 2008

Media: Vermont Marble

The term 'debug' used to describe fixing a problem with a computer, was actually a moth that landed on an early vacuum tube computer and rendered it temporarily inoperable. The artist has used the moth image as a metaphor embodying the concepts of invention, perception, precision and interactivity as relates to electrical and computer engineering. This sculpture requires participation of the viewer to locate the optimal spatial position from which to discover ***The Moth***. The image only exists as a virtual image and is a relational factor between the marble stones. When the viewer changes position, ***The Moth*** vanishes and the voids and sculptural elements acquire other meanings, as interpreted by the viewer, with ongoing narratives affected by the prevailing light conditions that offer surprises and new perceptions.

Funding: City of West Des Moines

Collection: This public work of art is in the Public Art Collection, City of West Des Moines, Iowa.

Accession number: 2015.1

- Be sensitive to the public nature of the project and the necessity for cultural diversity in the Public Art Program and Collection.

6.2 The City Public Art Staff shall:

- Steer the overall work objectives of the Public Art Program and Collection, such as staff project administration, artist project management, strategic planning and community outreach.
- Monitor the overall development of the Public Art Program and Collection, including ensuring that local, regional, national and international public artists are represented in the Public Art Collection and ensuring the Public Art Collection is reasonably balanced over time with respect to media and genre and artists' gender.
- Oversee an annual maintenance survey of the Public Art Collection and manage routine maintenance/care of public art.
- Make recommendations to the Public Arts Advisory Commission.
- Prepare and recommend the annual work plan to the Public Arts Advisory Commission. This plan shall include identification of eligible Capital Improvement Projects and funding appropriations.
- Oversee all public artists' contracts in association with the Public Art Program.
- Present approved recommendations to the West Des Moines City Council.
- Fabricate and install permanent plaques identifying public works of art.
- Oversee maintenance and care of the public art collection. Oversee conservation of the public art collection. When required the staff will consult with large object conservators for recommendation of treatment proposals and treatments for public art works of art.

6.3 The Public Art/Artist Selection Panels shall:

- Consist of approximately 5 to 8 members. Subject to additional members if the public art project warrants expanded representation.
- Be ad-hoc panels formed for a limited period of time and charged by the Public Arts Advisory Commission with recommending public artists for individual projects or groups of projects for specific public art sites.
- Consist of individuals broadly representative of the following categories: artists, arts professionals, community members, donors, project architects and/or engineers, landscape architects, project managers, and others as deemed appropriate.
- Author and approve a public art philosophy statement for each proposed public art project. The public art statement will outline community values, beliefs to be expressed by the public art project, and share this statement with the community and selected public artists. The public art statement must be officially approved by the Public Arts Advisory Commission prior to moving forward with public artist/art selection and public artist proposal submissions.
- Review professional credentials, prior work, proposals and other materials submitted by public artists for particular projects.
- Recommend to the Public Arts Advisory Commission public artist(s) to be commissioned for a project, or who will be engaged to join the design team for public art projects.
- Respond to the charges outlined in the public art project prospectus and project guidelines, concerning the requirements and concerns addressed within the particular project.
- Be sensitive to the public nature of the project and the necessity for cultural diversity in the Public Art Program and Collection.
- Continue to meet, when appropriate, to review the selected public artist's design concepts.

6.4 The Public Artist(s) shall:

- Submit professional public art credentials, visuals, proposals and/or project materials as directed for consideration by public artist/art Selection Panels.
- Conduct necessary research, including attending project orientation meetings and touring project sites, when possible and appropriate.
- If selected, execute and complete the public work of art, conceptual work or design work, and fabrication, or transfer title of an existing work of art, in a timely, fiscally sound and professional manner.
- Work closely with the project manager, City Staff, design architect and/or other design professionals associated with the project.
- Make presentations to the Public Arts Advisory Commission and other reviewing bodies at project milestones as required by contract.
- Make public presentations, conduct community education workshops or do a residency at appropriate times and forums in the community where the public work of art will be placed, as required by contract.

6.5 The City Departments (agencies where the public work of art is sited) shall:

- Determine, in consultation with the City public art staff, which projects are eligible for public art inclusion, the amount of eligible project costs available for public art, and whether the project is appropriate for public artist involvement.
- Provide the City public art staff with information on the Capital Improvement Program, budgets and schedules.
- Designate a departmental representative to participate in the public artist selection process.
- Include City public art staff on architectural or engineering services selection panels, where feasible.
- Review the maintenance needs survey for public works of art located at the site agency.
- Inform the project architect, landscape architect or engineer of the public artist involvement in the Capital Improvement Project and involve the project designers in artist selection.
- Designate, in consultation with the appropriate leadership, a City representative or project manager for the Capital Improvement Project to act as the Department's agent for all coordination issues related to public art and the overall project.

6.6 The City Council shall:

- Review and approve the annual work plan presented by the Public Arts Advisory Commission that shall include identification of eligible Capital Improvement Projects and funding appropriations.
- Appropriate monies for individual Capital Improvement Projects which shall be transferred into the Public Art Fund as part of the annual Capital Improvement Program budgeting process.
- Approve contracts with public artists as required by the City's purchasing policy.

6.7 The Advising Agencies (City Attorney, Finance Department, etc.) shall:

- Work with the Public Arts Advisory Commission on the development of the annual budget for program administration and budget allocations, including verification of eligible construction projects.
- Review contracts for selected public artists and make recommendations regarding liability, insurance requirements and artists' rights.
- Provide consultation and information regarding particular needs and concerns of the Public Art Program.
- Coordinate with the Public Arts Advisory Commission City staff to determine program success.

6.8 The Construction Project Managers (City staff and/or Contractors) shall:

- Collaborate with the City public art staff on the development of public art projects.
- Coordinate with the Public Arts Advisory Commission's City staff on all issues related to the Public Art Program and the overall project including safety, liability, timeline, code requirements and installation deadlines, etc.

- Provide the Public Arts Advisory Commission’s City staff and public artist with the appropriate documentation necessary for project compatibility and completion (i.e., architectural/engineering design drawings and specifications, as-built drawings, structural drawings, mechanical drawings, electrical drawings, materials to support public outreach efforts, etc.).

7.0 Public Art/Artist Selection Process

7.1 Goals

The overarching goal of the public art/ artist selection process is to acquire public work(s) of art of the highest aesthetic quality. Selecting a public artist whose skill, experience, expression, style, commitment to collaboration, and community facilitation skills match the needs of the project is critical to the success of any project. Specifically, the goals of the selection process are to:

- Encourage the highest level of creative engagement and vibrant thinking with regard to individual works of public art or those in tandems with public or private architectural projects.
- Select a professional public artist or artists whose existing public works of art or past collaborative efforts have maintained a level of quality and integrity.
- Implement the goals of the overall Capital Improvement Program or private development project through an appropriate public artist selection.
- Further the mission and goals of the Public Art Program and Collection, and the Public Arts Advisory Commission.
- Identify the optimal approach to public art that is suitable to meet the demands of the particular capital project.
- Select a public artist or artists who will best respond to the distinctive characteristics of the site and the community it serves.
- Select a public artist(s) who can work successfully as members of an overall project design team.
- Ensure the selection process represents and considers the interests of all parties concerned, including the public, the arts community and the City department involved.

7.2 Methods of Selecting Public Artists

The method of selection for individual public art projects shall be determined by City of West Des Moines Public Arts Advisory Commission’s City staff, in consultation with the Public Arts Advisory Commission, in accordance with the adopted Public Art Program guidelines and principles. Any of the following methods may be used, depending upon the requirements of a particular project.

The following recruitment and public art acquisition methods are all legitimate forms for seeking the best public art as well as talented and qualified public artists. Each process has advantages and limitations; deciding with methods to use is dictated by the vision and criteria set forth by the Public Artist /Art Selection Panel for each individual public art project.

Open Competition: An open competition is a call for public artists for a specific project in which artists are asked to submit evidence of their past public works of art, proposal concept and/or completed projects. Any public artist may submit credentials and/or proposals, subject to any

limitations established by the Art/Artist Selection Panel or the Public Arts Advisory Commission. Calls for entries for open competitions will be sufficiently detailed to permit public artists to determine whether their art is appropriate for the project under consideration. This type of competition involves public advertisement, requests for qualifications, letters of interest, and applications or proposals.

Limited or Invitational Competition: A limited number of public artists shall be invited by the public artist/art Selection Panel to submit professional credentials and/or proposals for a specific project. Artists shall be invited, based on their past public art projects (proposed and/or completed) and demonstrated ability to successfully respond to the conditions posed by the particular public art project (i.e., water features, light works, paintings, sound works, landscape works, design team efforts, etc.), or based on other non-aesthetic Public Art Program goals (i.e., artists who reside in a particular community or neighborhood where a project is occurring, local, regional or national artists, etc.).

Direct Selection: At times the Public Arts Advisory Commission may elect to recommend a direct selection in which it contracts with a specific public artist for a particular project. Such an election may occur for any reason, but will generally occur when circumstances surrounding the project make either an open or limited competition unfeasible (for example; project timeline, community or social considerations, client demand, etc.). This type of commission is often used when the project is such that after a period of research and review of a specific public artist's art is exclusively appropriate and meets the goals of the specific public art project.

Public Art Consultant: The Public Arts Advisory Commission may contract with a public art consultant with expertise in public art curating and administration to recommend a short list of potential public artists for the Public Arts Advisory Commission and Selection Panels' consideration/review of a particular public art project. This type of artist selection process is often time efficient, and assures a high quality pool of public artists to select from that fits the project. (Over time, public artists presented in these consultant reviews create a future list of potential artists for invitation for other public art projects, and affords an opportunity for time and project savings).

Purchase of Existing Art: The purchase of existing works of art may be rare for the West Des Moines Public Art Collection, but may be suitable under certain circumstances. The approach may limit or omit the involvement of commissioning public artists if a project is multi-phased and requires design development. Purchased works of art may be designed and conceived into a public space that reflects community values, and thus may be site-specific.

Mixed Process: A mixed process may include any combination of the above approaches.

Pre-Qualified Public Artists List: The Public Arts Advisory Commission may, from time to time, use an Artist Selection Panel to create a pool of pre-qualified artists who can be utilized by Public Arts Advisory Commission to select artists for small, community-based projects where a separate artist selection panel may not be warranted. The pre-qualified artists list should be reviewed annually by the Public Arts Advisory Commission. The pre-qualified artist list may include

emerging public artists, and/or professional studio artist seeking entry-level Public Arts Advisory Commissions' acquisitions. The Public Arts Advisory Commission and Selection Panels may also utilize the Iowa Arts Council's Public Art Registry as an educational tool for committee members, and to become informed on pre-qualified artists known to the Iowa Arts Council.

7.3 Criteria for Selection of Public Artists or Public Works of Art

- *Qualifications:* Professional public artists shall be selected based on their professional qualifications as demonstrated by previously completed public works of art and/or proposals, and the appropriateness of their concepts to the particular project. Quality standards will be reviewed and based upon previous, professionally curated and/or juried art competitions at significant, non-profit fine art institutions.
- *Quality:* Of highest aesthetic priority are the intellectual, expressive and design capabilities of the artist and the inherent quality of art.
- *Media:* All forms of visual arts shall be considered, subject to any requirements set forth by the public art project prospectus.
- *Style:* Artists whose art is representative of all schools, styles, expressions and tastes shall be considered.
- *Appropriateness to Public Site:* Public art designs shall be appropriate in scale, material, form and content to the immediate social and physical environments with which they relate.
- *Permanence:* Consideration shall be given to structural and surface integrity, permanence and protection of the proposed public art against theft, vandalism, weathering and excessive maintenance and repair costs.
- *Elements of Design:* Consideration shall be given to public art as a genre that is created in a public context and must be judged by standards that include factors in addition to the aesthetic. Public art may also serve to establish focal points; terminate areas; modify, enhance or define specific spaces; establish identity; address specific issues of urban design; and/or commemorate.
- *Community Values:* While free artistic expression shall be encouraged, consideration must be given to the appropriateness of public works of art in the context of local community and social values.
- *Public Liability:* Safety conditions or risk factors that may bear on public liability must be considered in selecting a public artist or work of art.
- *Diversity:* The Public Art Program shall strive for diversity of style, scale, media and artists, including ethnicity and gender of artists selected. The program shall also strive for an equitable distribution of public works of art throughout the City.
- *Communication:* The ability of public artists to effectively communicate (verbal, written, and electronic) with a variety of groups, including other design professionals, public officials and community members, should be taken into consideration.

8.0 Collection Review

At least once in every five-year period, the Public Art Collection should be evaluated by the Public Arts Advisory Commission staff or an independent agency, for the purposes of collection management and in order to assess the Public Art Program and Collection's future. The City, with the advice of the Public Arts Advisory Commission, shall retain the right to deaccession any public

work of art in the City of West Des Moines Public Art Collection, regardless of the source of funding for the particular public work of art.

8.1 Objectives

- To establish a regular procedure for evaluating art in the Public Art Collection.
- To establish standards and best practices for the acquisition of public works of art by the Public Arts Advisory Commission.
- To ensure that deaccessioning is governed by careful, best practice procedures.
- To insulate the deaccessioning process from fluctuations in taste – whether on the part of the Public Arts Advisory Commission, the City, or the public.

8.2 Public Art Acquisition Review Standards

- Acquisitions should be directed toward public works of art of the highest quality.
- Acquisition of art into the Public Art Collection implies a commitment to the ongoing preservation, protection, maintenance and exhibition and education of the art for public benefit.
- Acquisition of public art, whatever the source of funding, should imply permanency within the City of West Des Moines Public Art Collection, so long as physical integrity, identity and authenticity are retained, and so long as the physical sites for the public art remain intact.
- Public works of art will be acquired/accessioned into the Public Art Collection without legal or ethical restrictions as to future use and disposition. The public work of art must be solely owned/titled to the City of West Des Moines, without restriction.

8.3 Deaccessioning Review Standards

Any proposal for deaccessioning, including the destruction or removal of a public work of art in the collection – or relocation of a public work of art shall be reviewed by the Public Arts Advisory Commission according to the policy and procedures contained herein, and shall be as deliberate as those practiced during the initial selection. The deaccession process should operate independently from short-term public pressures and fluctuations in artistic or community taste. During the review process, the public work of art shall remain accessible to the public in its original location. The final decision with respect to deaccessioning of public works of art shall reside with the Public Arts Advisory Commission.

Deaccessioning should be a seldom-employed action that operates with a strong presumption against removing public art from the City of West Des Moines permanent Public Art Collection.

Public art may be considered for review toward deaccessioning from the Public Art Collection if *one or more* of the following conditions apply:

- The condition or security of the public art cannot be reasonably guaranteed.
- The public work of art requires excessive maintenance, has faults of design or workmanship, and repair or remedy is impractical or unfeasible.
- The public art has been damaged and repair is impractical or unfeasible.
- The public art's physical or structural condition poses a threat to public safety.

- 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 public work of art.
- Significant adverse public reaction has continued unabated over an extended period of time (at least five years).
- Deaccessioning is requested by the artist.
- The site and/or agency housing the public work of art is undergoing privatization.

Whenever a public work of art in the collection is being considered for deaccessioning, the artist shall, whenever practical, be given the first right of refusal to purchase the work at current fair market value.

9.0 Public Works of Art Donations and Loans

From time to time, private individuals, organizations and agencies make donations of art (or funding to acquire or commission art) to the City for general or specific purposes. This policy outlines the procedures that the City will follow in accepting donations of art. This policy shall also apply to art that is proposed for long-term loan to the City.

Acceptance of a public work of art into the City of West Des Moines Public Art Collection implies a commitment of its long-term care and preservation, as well as education program. Therefore, the acceptance of such donations must be deliberate, maintain high aesthetic standards and further the goals of the City of West Des Moines. Recognizing that West Des Moines' public spaces are a valuable and limited public resource, each proposed public work of art must add significant and long-term value to the space in which it is proposed to occupy.

The purposes of this policy are to:

- Provide uniform procedures for the review and acceptance of donations or loans of public works of art to the City.
- Vest in a single agency the responsibility of insuring the management and long-term care of donated public works of art.
- Facilitate planning for the placement of public works of art on City-owned property.
- Preserve the City's public spaces for the greatest enjoyment of the citizens and visitors.
- Maintain high aesthetic standards for public works of art exhibited and/or installed in City facilities.
- Provide for appropriate recognition for donors of public works of art to the City.

9.1 Public Art Donation Policy

Any time a donation or long-term loan (2-5 years) of a work of art is proposed for the City of West Des Moines, the City agency or department that operates or maintains the site of the proposed public work of art shall consult with the Public Arts Advisory Commission, which shall have final responsibility of reviewing and approving such proposed public art donation or long-term loan.

The City of West Des Moines may place public works of art on loan for a period of two years, renewable for up to five years. The City of West Des Moines Public Arts Advisory Commission does not engage in permanent loans (over five years) of public art.

9.2 Donations Guidelines

9.2.1 When a donation or long-term loan (2-5 years) of a work of art has been proposed, the City department or agency receiving the proposal shall notify the Public Arts Advisory Commission and City staff. The Public Arts Advisory Commission shall contact the prospective donor to inform the donor of the City’s donation policy and gather information about the proposed donation.

9.2.2 Under the guidance of the Public Arts Advisory Commission, the prospective donor and the Department shall meet with City public art staff and prepare written and visual documentation of the proposed donation.

This documentation shall include, at a minimum, the following:

- Images, slides, drawings, photographs or a model of the proposed art
- Biography and professional resume of the public artist
- List of professional fine art exhibitions, public and private collections
- Provenance of the work of art
- Proposed site and installation plans
- Budget for site preparation and installation
- Ongoing operating costs for the art, if applicable
- Maintenance requirements for the public work of art
- Conditions or limitations on the loan as proposed by the lender
- Contact information for the donor, lender and the artist
- Fair market value of art to be determined by an independent professional appraisal
- Plans for the creation of a maintenance endowment for the purpose of caring for the public work of art over time

9.2.3 The Department shall:

- Inform the Public Arts Advisory Commission of the relationship of any advisory boards to the department.
- Confer with City public art staff concerning the financial and practical responsibilities for maintaining or operating the public work of art.
- Refer proposals for donation of art to the advisory board which shall in turn make a recommendation to the department head and the Public Arts Advisory Commission.
- Convey the department’s or advisory board’s recommendation to the Public Arts Advisory Commission in writing.

9.2.4 The Public Arts Advisory Commission shall review the donation proposal and determine whether they will accept or reject the donation.

The Public Arts Advisory Commission and the advisory panel shall consider the following criteria in making their decision:

- *Aesthetic Considerations:* To ensure art of the highest quality, proposed donations must be accompanied with a detailed written proposal and visual documentation, the artist's professional resume and, if appropriate, a current certified appraisal of the work of art.
- *Financial/Legal Considerations:* Based on the cost of installation, the proposal should identify sources of funding for the project and the projected cost of operation, maintenance and repair of the work of art over the expected life of the art. Careful consideration should be given to any proposed donation that will create substantial, ongoing costs for the maintenance and/or operation of the work of art.
- *Liability:* The proposal should discuss susceptibility of the work of art to damage and vandalism, any potential danger to the public, and any special insurance requirements and City liability.
- *Environmental Considerations:* The proposal should address appropriateness of the public work of art to the site, and the scale and nature of the work of art in relation to its immediate physical and social context.
- *Maintenance Considerations:* The proposal should identify resources needed for the long-term maintenance of the art and should be accompanied with a commitment to provide an endowment for such maintenance.

9.2.5 Upon reviewing the proposed donation, the Public Arts Advisory Commission shall decide to accept the donation or reject the donation. The Public Arts Advisory Commission shall not accept donations with contractual limitations on the future use, exhibition or disposal of the public work of art. When appropriate, the Public Arts Advisory Commission shall ask the donor to provide funds to permanently endow the maintenance of the work of art. If a specific City department operates and maintains the site of the public work of art, City public art staff shall consult with the department head to discuss the financial and practical responsibilities of maintaining or operating the public work of art.

9.2.6 If the Public Arts Advisory Commission chooses to accept the public work of art as a donation or a loan, the Public Arts Advisory Commission shall obtain either a legal instrument of conveyance of title or an executed loan agreement as appropriate. Any conditions the City or donor place on a loan shall be stated in writing and attached to the instrument of conveyance.

9.2.7 Once the public work of art has been accepted and the City becomes the legal owner, the City public art staff shall coordinate all processes relating to the installation, maintenance, removal or relocation of public work of art on City-owned property. The Public Arts Advisory Commission will recommend siting/placement of all exterior public works of art on City of West Des Moines property to the City Council.

9.2.8 Proposed public art donations shall be submitted to the City Council for final acceptance.

9.2.9 The Public Arts Advisory Commission, working with the department head and the donor, shall provide for appropriate recognition of the donor's contribution to the City.

9.3 Exception to the Guidelines for Donation of Public Works of Art

Gifts of state presented to the City by foreign governments or by other political jurisdictions of the United States – municipal, state or national – which may be accepted by the Mayor, City Council or City Manager shall be reviewed as follows:

- Permanent placement of art suitable and accessible for public display shall be determined jointly by the appropriate City department and the Public Arts Advisory Commission.
- Appropriate recognition and publicity shall be the responsibility of the City department with jurisdiction over the site of permanent placement, in consultation with the Public Arts Advisory Commission.
- If not provided by the donor, maintenance of the art shall be the responsibility of the department with jurisdiction over the site.

9.4 Acquisition of Art by City Agencies outside the Public Art Program and Collection

Recognizing that many City facilities were developed without a public art project, City departments are encouraged to allocate funds on a voluntary basis beyond the formal or codified process to enhance their offices and facilities through utilization of the Public Art Program's annual work plan.

Proposed art acquisitions by city departments of *interior works of art* shall not be reviewed by the Public Arts Advisory Commission, and exhibition, care and other related duties are not part of the charge of the Public Arts Advisory Commission.

The Public Arts Advisory Commission will review, advise on and recommend all exterior public works of art for acquisition, including siting/placement and maintenance, regardless of funding source, by the City of West Des Moines, and make recommendations to the City Council. No public art shall be installed or existing work of public art removed without a review and recommendation by the Public Arts Advisory Commission to the City Council.

Proposed exterior public art acquisitions by City Departments shall be reviewed by the Public Arts Advisory Commission. Proposed exterior public art acquisitions shall be accompanied by the following information:

- Images, slides, photos or a model of the proposed art
- Biography and professional resume of the artist
- Proposed site and installation plans
- Cost of the art and budget for installation
- Maintenance requirements for the art.

Art proposed for long-term loan (up to five years) to a City department shall be subject to the same considerations outlined above. Art proposed for placement in private offices or in non-public areas of City facilities shall not be subject to the Public Arts Advisory Commission review.

10.0 Conservation and Maintenance of the Public Art Collection

The Public Arts Advisory Commission shall survey the entire Public Art Collection annually in order to meet the following objectives:

- Provide for the regular inspection of public works of art.
- Establish a regular procedure for effecting necessary repairs to public works of art.
- Ensure regular maintenance of public works of art.
- Ensure that all maintenance of public art is completed with the highest standards of professional care and conservation.

10.1 Responsibilities

10.1.1 The Artist shall:

- Guarantee and maintain the public work of art against all defects of material or workmanship for a period of five years, or as defined by the Public Arts Advisory Commission, following installation, within the terms of the contract.
- Provide the Public Arts Advisory Commission with: detailed drawings of the installation; detailed specification list of all products and materials used in fabricating the public work of art; a minimum of 24 images depicting the fabrication through installation of the public work of art; and, with detailed instructions regarding routine maintenance/care of the public work of art.
- As City of West Des Moines planning evolves in future decades, the artist shall be given the opportunity to comment on, and participate in, all relocating, repairs and restorations that are made during his/her lifetime, provided the artist has supplied the City with current contact information.
- Hold the copyrights for all works of art (preparatory and final) and designs created under City contracts, provided that the artist shall grant the City an irrevocable license to reproduce the work in two-dimensional form for the purposes of education and promoting the City of West Des Moines and the Public Art Program and Collection and other non-commercial purposes.
- Provide current contact information to the City.

10.1.2 The City Department shall:

- Be responsible for routine maintenance of public art, upon the advice of City's public art staff, and shall perform all maintenance work in a manner that is consistent with care and conservation requirements supplied by the artist.
- Be responsible for reporting to the Public Arts Advisory Commission any damage to a work of art at a site over which it has jurisdiction.
- Not intentionally destroy, modify, relocate or remove from exhibit any work of art without prior consultation with the Public Arts Advisory Commission and artist.
- Not cause or undertake any non-routine maintenance or repairs to works of art without prior consultation with the Public Arts Advisory Commission.

10.1.3 The Public Arts Advisory Commission shall:

- Provide oversight for conducting an annual comprehensive maintenance survey of the Public Art Collection. This survey shall include a report on the location and condition of

each public work of art, photographic documentation, prioritized recommendations for the care, restoration or repair or maintenance of art and estimated costs.

- Communicate with the artist directly to report any necessary modifications to his or her public work of art.
- On the basis of the condition report, the Public Arts Advisory Commission may, for those works of public art in need of attention, recommend:
 - 1) That no action be taken
 - 2) That City staff work to ensure the work of art is properly restored
 - 3) That a professional conservator be engaged to evaluate the condition of the work, provide a treatment proposal, or effect repairs/conservation to the public work of art
 - 4) That the artist be asked to repair the art for a fair market value fee
 - 5) That the public work of art be considered for deaccessioning

Public Art Program Principles

1.0 Artist Rights

The City of West Des Moines Public Arts Advisory Commission is committed to a climate wherein artists will thrive and receive the economic benefits of, and recognition for, their work(s) and art. For that reason, it is important that artists retain reasonable control over the integrity of their art and receive equitable compensation for their creative endeavors. At the same time, the Public Arts Advisory Commission must also stay aware of the City's need to balance artists' rights with the necessity of making changes from time to time to City-owned buildings and structures that house public art or have public art incorporated into them.

1.1 Principles

The City of West Des Moines Public Arts Advisory Commission should assure the following rights to artists, which should be embodied in artist contracts for the commissioning or purchase of works of art.

- Recognizing that successful public art is generally inseparable from the site for which it is created, the Public Arts Advisory Commission should encourage the City to acknowledge artists' rights under the federal Visual Artists Rights Act (VARA) and should encourage City departments or site agencies not to move or remove a work of art unless its site has been destroyed, the use of the space has changed, or compelling circumstances require relocation of the work of art. Should it become necessary to move or remove a public work of art, the Public Arts Advisory Commission should encourage the City to make reasonable efforts to consult with the artist before effecting any removal or relocation. However, the Public Arts Advisory Commission and the City should reserve the right to move or remove the public work of art without notification under emergency circumstances where an immediate threat to property or public safety is present.
- Although the City, in its contract with an artist, may ask the artist to waive his or her federal and state rights in order to protect the City's interests, if a public work of art is significantly altered, modified, or destroyed, whether intentionally or unintentionally, the artist retains the right under VARA to disclaim authorship of the public work of art. Should an artist choose to exercise this disclaimer, the Public Arts Advisory Commission should, upon artist's request, officially request that the City department or site agency remove any plaques, labels or other identifying materials that associate the work with the artist.
- The integrity of a work of art depends upon regular conservation and maintenance. The Public Arts Advisory Commission is committed to inspect periodically the public works of art in its collection and make reasonable efforts to ensure that each object is properly and professionally maintained.

- The Public Arts Advisory Commission should use its best efforts to ensure that all maintenance of and repairs to public works of art are accomplished in accordance with any maintenance and repair instructions the artist has provided to the Public Arts Advisory Commission at the time of accession, and that all such maintenance and repairs adhere to the highest professional standards of public art conservation. The Public Arts Advisory Commission should make reasonable efforts to notify the artist before the City departments or site agencies undertake repairs or restorations to the art during the lifetime of the work of art. Where practical, the Public Arts Advisory Commission should seek to ensure that the artist be consulted and given an opportunity to accomplish the repairs or restorations at a reasonable fee for the lifetime of the work of art. The Public Arts Advisory Commission and the City department or site agency reserve the right to make emergency repairs without prior notification to the artist, if an immediate threat to property or public safety is present.
- The artist shall retain all copyrights associated with public works of art accessioned into the permanent collection under this program, including those acquired for the City. The Public Arts Advisory Commission agrees that it should not copy or reproduce the works of art in any way without prior written permission of the artist, except those rights which should be obtained when the artist and City enter into their agreement. Notwithstanding this policy, the Public Arts Advisory Commission and the City reserve the right to make photographs or other two-dimensional representations of the public works of art for public, noncommercial purposes, such as catalogues, brochures, guides and electronic media/social media and websites.

2.0 Artistic Freedom of Expression

The Public Arts Advisory Commission recognizes that free expression is crucial to the making of public works of art of enduring quality. At the same time, public art must be responsive to its immediate site in community settings, its relatively permanent nature, and the sources of its funding.

2.1 Principle

It is the policy of the Public Arts Advisory Commission to encourage free expression by artists participating in the Public Art Program and Collection, consistent with due consideration of the values and aspirations of the citizens of West Des Moines. Community representatives will be invited to serve on Artist/Art Selection Panels to ensure discussion of community sensibilities. Artists selected to participate in the program will be required to engage the community directly in the process of developing their artistic concepts and designs.

3.0 Community Participation and Outreach

The purpose of the Public Art Program and Collection is to serve the citizens of West Des Moines. By building a regular program of educational and promotional activities, a sense of community ownership can be instilled and cultivated. Such activities can generate broader community appreciation of public art and recognition of the role of public art in reflecting the community's culture.

3.1 Principles

The Public Arts Advisory Commission shall make community participation a part of each public art project, as well as of the Public Art Program and Collection as a whole. This goal will be met by utilizing community-based advisory committees, community representation on artist selection panels, and artist interaction with the community.

The Public Arts Advisory Commission will develop a comprehensive approach to educational outreach concerning the Public Art Program and Collection. Elements of this ongoing educational policy shall include programs in public schools, the city library, the parks and recreation department and special events, such as exhibitions, public art tours, artist-in-residence programs, education and/or school programs, publications, brochures, films/videos, social media, websites and public meetings. In addition, avenues such as print and broadcast media will be cultivated in order to give access to the Public Art Program and Collection to the widest possible audience.

In order to implement this policy, the Public Arts Advisory Commission shall create an *ad hoc* community outreach committee to oversee efforts to increase community understanding and participation in the Public Art Program.

4.0 Conflicts of Interest

The Public Arts Advisory Commission recognizes it is essential for local artists and other related professionals to serve as members of the Public Arts Advisory Commission, its subcommittees and selection panels. It further recognizes that artists and other related professionals may have a real or perceived conflict of interest when serving in such a capacity while competing for projects. In general, a conflict of interest may arise whenever a Public Arts Advisory Commission member, advisory committee or panel member has a business, familial or personal relationship that would make it difficult to render an objective decision or create the perception that an objective decision would be difficult. A conflict may also arise whenever a Public Arts Advisory Commission, advisory committee or panel member possesses inside information or has a role in the decision-making process that could influence the outcome of a public art process or project. Therefore, the Public Arts Advisory Commission has established principles to govern service on the Public Arts Advisory Commission and its panels.

4.1 Principles

Members of the Commission

- Must disclose any real or potential conflict of interest.
- Are not eligible for any competition, commission or project during their tenure on the Public Arts Advisory Commission.
- Must withdraw from participating or voting on any competition, commission or project for which any family member or business associate has any financial interest or personal gain.
- Are ineligible for participation in any competition, commission or project of the Public Arts Advisory Commission for a period of one year following the end of an individual's term on the Commission and/or committee.
- Are ineligible for any competition, commission or project on which they voted during service on the Public Arts Advisory Commission, regardless of the length of time that has elapsed following Public Arts Advisory Commission service.

Members of Artist/Art Selection Panels

- Must disclose any real or potential conflict of interest.
- Must withdraw from participation, discussion and voting on any artist who is a family member, business associate or with whom the panel member has a gallery affiliation.
- May not enter any competition, commission or project on which they are serving as panelists or advisory committee members.

5.0 Balance of Local and Non-Local Artists

The Public Arts Advisory Commission recognizes that, while the primary objective of a program is the enhancement of public spaces in the City for the general benefit of its citizenry, a public art program can also be an important tool in developing the community of artists who reside in the city, county, state, region, and internationally.

5.1 Principles

The Public Arts Advisory Commission shall seek a balance over time in the awarding of contracts for public art projects among local, state, regional, national and international artists. Factors such as the size of the public art project, projected budget allocation and fiscal resources, the level of visibility of the public site, and the availability of overall funding, all may influence the decision on the part of the Public Arts Advisory Commission to seek artists from a local, state, regional or national pool of artists. Over time, the Public Arts Advisory Commission is committed to ensuring that a share of public art projects is awarded to local and regional artists, to the extent permitted by law.

6.0 Non-Discrimination

The Public Arts Advisory Commission recognizes the City of West Des Moines' diversity of citizens and seeks to be inclusive in all aspects of the Public Art Program and Collection.

6.1 Principles

The Public Arts Advisory Commission will not discriminate against any artist, program participant or community member, based on race, gender, age, ethnicity, socio-economic status, religious preference, sexual orientation, or political affiliation.

The Public Arts Advisory Commission will take all reasonable and appropriate steps to ensure that the City's public art collection is accessible to all persons, in accordance with the Americans with Disabilities Act.

Appendices

Appendix A

Sample project management schedule for public art projects.

Each public art project management schedule should be reviewed and customized.

The Public Arts Advisory Commission shall annually review and amend as needed a 3-5 Year Plan; and present in public hearings and to City Council for review and approval.

1. The Public Arts Advisory Commission shall identify public art projects/sites to be initiated with the fiscal budget for each project. Broad community engagement may be involved in site selection and fiscal determinations.
2. The Public Arts Advisory Commission shall for each public art project, select/appoint a public art/artist selection panel composed of citizens, representatives of Public Arts Advisory Commission (2), city staff, and others as appropriate.
3. The Artist/Public Art Selection Panel shall define the public art project scope, author the public art statement, and determine the public artist selection process and fiscal allocation. Broad community engagement beyond the selection panel may be involved. These determinations shall be reviewed and approved by the Public Arts Advisory Commission.
4. Finalize public artist solicitation process; invite and/or solicit finalist(s).
 - i. Engage public relations on project.
 - ii. Plan and implement education and community engagement activities for project.
5. Contract Negotiations with public artist and City procurement procedures.
6. Fabrication and possible visits to public artist's studio to view progress.
7. Mediate, manage and motivate issues between artist, design team, selection panel, community and Public Arts Advisory Commission.
8. Monitor and track project progress and status.
9. Control change orders and eliminate unnecessary costs.
10. Maintain schedule, confirm scale of work and appropriateness for site.
11. Review, project, and monitor details.

12. Facilitate transportation of public art to site.
13. Coordinate site construction/installation, monitor subcontractors, verify insurance, and indemnification.
14. Confirm copyright and transfer of ownership (title) of public art from artist to City.
15. Formally accession public work of art into the permanent Public Art Collection, and add accession number to the object.
16. Monitor and complete project documentation. Creation of object file/record, photo-documentation of object and update Public Art Collection checklist.
17. Finalize and dedicate the public art project.
18. Extend notes of appreciation to public artist, selection panels, contractors, and others as appropriate.
19. Evaluate public art project and process, and incorporate improved processes in future public art projects.