



## ADMINISTRATIVE DIRECTIVE

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### I. POLICY

The City of Tucson funds and supports public art in order to create a cityscape that contributes to the image and identity of the City. The City of Tucson's Public Art Program aspires to meet the following goals:

- ◆ Promote civic pride through the high quality of Tucson's public art collection
- ◆ Celebrate Southern Arizona's history, culture, and traditions
- ◆ Provide information and support for artists interested in creating public art
- ◆ Involve neighborhoods, users, and the general public in the public art process
- ◆ Complement and support the City of Tucson's economic development, neighborhood development, and downtown revitalization efforts.

### II. DEFINITIONS

- A. Artworks:** Tangible art forms that may include, but not be limited to, drawings, prints, photographs, collages, paintings, mosaics, murals, fiber artworks, stained glass, relief or free-standing sculptures, fountains, arches, mobiles, and environments. Works of art may be temporary as well as permanent.

Artworks shall not include objects that are mass-produced of standard design, such as playground equipment or fountains; reproductions of works of art, unless a numbered addition of a limited series; or landscaping or signage, except when designed by an artist as an integral part of a project.

- B. Conservation and Preservation:** Efforts made to maintain and save artworks from decay and decomposition. Such efforts may involve maintenance, repair, and protection.
- C. Deaccession:** To remove a work of art from the City's public art collection either by sale or demolition.
- D. Department:** A City department having administrative jurisdiction over any site, facility, or building or other space, existing or planned, which may be a potential site for development of an art project.
- E. Maquette:** A model of an intended work, such as a sculpture or piece of architecture
- F. Public Art Collection:** All artworks owned by the City of Tucson.
- G. Public Art Project Panel:** A group of individuals, of not less than seven members, who are selected for each art project and who represents constituencies and/or stakeholders in each art project. Through a consensus or voting process, the Panel selects the artist(s) for each art project and gives approval of the artist(s) design. This panel is fully described in AD 7.01-4 Public Art Program Selection Policy.



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- H. **Public Art Plan** An annual written work plan for public art to be commissioned in the City of Tucson for the following fiscal year.
- I. **Public Art and Community Design (PACD) Committee:** A standing committee of AFTSA composed of 21 voting members that participates in the development and implementation of the Public Art Plan and promotes the Public Art Program. The Public Art and Community Design Committee is composed of seven Mayor and Council appointees, one designee of the City Manager, five Pima County Board of Supervisors appointees, one designee of the County Administrator, and seven appointees of AFTSA.
- J. **Public Art Staff:** Arts Foundation for Tucson and Southern Arizona (AFTSA) staff persons who administer and coordinate the City's Public Art Program
- K. **AFTSA:** Arts Foundation for Tucson and Southern Arizona provides arts and cultural development services through direct funding, technical assistance, and commissions and contracts to artists and arts organizations. Its mission is to foster an environment in which arts and culture are recognized as critical to the quality of life in Tucson and Pima County. It is committed to the artistic expression, educational development and economic growth of Tucson's diverse community through support, promotion and advocacy of arts and culture. The City of Tucson contracts with AFTSA to administer the City's Public Art Program.

### III. **GENERAL PROVISIONS**

- A. The City of Tucson contracts with the AFTSA to administer the City's Public Art Program. The City will also manage or contract with an arts organization to manage the City's public art collection.
- B. All City departments will be encouraged to utilize the talents and vision of artists early in the planning and design phase of eligible Capital Improvement Program (CIP) projects.
- C. Regardless of funding source, the guidelines set forth in the public art policies and procedures shall be followed in the commissioning or acceptance of any donations of public art into the City's public art collection.
- D. Public Art is funded by 1% of the budget of selected City CIP projects as defined in the Public Art Funding Policy. (AD 7.01-2, Public Art Funding Policy)
- E. Artists and artwork will be chosen through a fair, equitable and informed public art selection process involving a broad array of stakeholders and the community at large. (AD 7.01-3, Public Art Public Involvement Policy, and AD 7.01-4, Public Art Selection Policy)



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- F. Because of its value, the City's public art collection will be periodically inventoried and monitored with sufficient funds will set aside for its maintenance AD 7.01-5, Maintenance, Conservation and Preservation Policy and AD 7.01-7, Public Art Relocation and Deaccession Policy)
- G. The City will consider accepting gifts or donations of artwork from other parties as defined. (AD 7.01-6, Public Art Gifts, Acquisition and Donations Policy)

### IV. **ROLES AND RESPONSIBILITIES**

- A. The City of Tucson shall administer all designated funds from eligible projects, and execute all agreements with artists and other appropriate contractors in obtaining or commissioning artworks.
- B. **Mayor and Council:**
  - 1. Establishes Public Art Program.
  - 2. Appropriates annually the allocation of funds to public art as part of the CIP plan.
  - 3. Reviews and adopts the CIP annual budget, which identifies projects with art components for the upcoming fiscal year.
  - 4. Consider funding AFTSA to staff the Public Art Program.
  - 5. Each City Council Member and the Mayor recommends one member to the Public Art and Community Design Committee to be approved by Mayor and Council
- C. **City Manager:**
  - 1. Considers the inclusion of an allocation of funds for public art as part of the CIP annual budget.
  - 2. Appoints a standing voting member of the PACD Committee.
  - 3. Reviews public art selection process to affirm that the selection procedures and public art involvement plan in this policy have been properly followed.
  - 4. Reviews and responds to the PACD Committee's comments regarding gifts and donations and determine if the artwork shall be accepted.
  - 5. Assures that the resources are made available to have City staff or, through contract, an arts organization or a combination of City and contract staff manage the City's public art collection.



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**D. Each City Department:**

1. Includes public art projects in all eligible CIP projects.
2. Provides information to AFTSA regarding CIP projects within the department's jurisdiction.
3. Notifies and coordinates with AFTSA public art staff and appropriate Ward Office staff when an eligible project is being implemented.
4. Administers all designated funds from eligible projects, and implement all agreements with artists and other appropriate contractors in obtaining or commissioning artworks.
5. Participates and assists AFTSA in the preparation and implementation a Public Involvement Plan that shall be prepared in collaboration with Ward Office representative and project consultants, as appropriate to the project.
6. Designates a responsible party for each departmental project regardless of funding source.
7. Facilitates internal City communications and permit processes regarding the departmental art project.
8. Designates a departmental representative for Public Art Project Panels.
9. Informs or includes public art staff and the selected artist in public meetings regarding the CIP project.
10. Consults with AFTSA regarding any conservation or preservation activities involving artworks in the Public Art Collection, including artworks that predate the Public Art Program.
11. Notifies AFTSA of all gifts, donations and potential commissions of artwork.

**E. Arts Foundation for Tucson and Southern Arizona (AFTSA):**

The Arts Foundation for Tucson and Southern Arizona is responsible for the overall administration of the Public Art Program. AFTSA shall hire public art staff to be paid from the City's annual allocation to AFTSA.

**F. AFTSA Board of Directors:**

1. Appoints seven (7) of the twenty-one (21) members of PACD Committee.
2. Reviews and approves an annual Public Art Plan.
3. Reviews and approves the PACD Committee's recommendations of artists and/or artworks to be purchased or commissioned.
4. Recommends professionals in the visual arts and design fields to serve on Public Art Project Panels to the PACD Committee.

**G. AFTSA Public Art and Community Design (PACD) Committee:**

1. Participates in the development of the Public Art Plan, recommend changes to the plan and oversee its implementation.
2. Conducts a program of community education for the Public Art Program in conjunction with public art staff.
3. Recommends professionals in the visual arts and design fields or others for Public Art Project Panels.
4. Participates in the public involvement process for each art project.



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5. Constitutes subcommittees as appropriate to address pertinent public art issues.
6. Recommends policies to ensure the preservation of artworks that are purchased, commissioned, or received as donations.
7. Reviews and comments on gifts and donations in the areas of aesthetic qualities and appropriateness of the artwork; placement of the artwork; and maintenance, preservation and conservation implications.
8. Facilitates annual inventory and periodic conservation assessments of the public art collection.
9. Addresses the relocation and deaccession of artworks in the public art collection.
10. Establishes policies and guidelines appropriate to encourage financial contributions and facilitate the donation of quality artworks to the City.

**H. AFTSA Public Art Staff:**

1. Consults with departments regarding CIP projects for each upcoming fiscal year.
2. Develops an annual Public Art Plan.
3. Convenes and provides staff support to the PACD Committee and program subcommittees.
4. Maintains a database or file listing artists and potential panelists.
5. Maintains a web site with information on existing, current, and upcoming public art projects.
6. Facilitates a selection process for each art project.
7. Prepares and implements a Public Involvement Plan in collaboration with the appropriate City Department(s), Ward Office representative and project consultants, as appropriate to the project.
8. Prepares scope of services for the Requests for Qualifications (RFQs) or Requests for Proposals (RFPs) in consultation with the City department.
9. Prepares project-related contracts, in consultation with the City's Contract Administrator, appropriate departmental staff, and the selected artist for approval and execution by the City's Procurement Department.
10. Convenes the Project Panel at intervals consistent with artist selection, design concept review, preliminary and final design reviews before the artist enters into production as appropriate to the project.
11. Monitor production to assist artists in producing and installing artworks within established budgets.
12. Inspect the art project to certify progress and authorize payments to the artist as scheduled in the contract.
13. Provide information from the initial risk review to the Project Manager and artist.
14. Track expenses against art project allocations and monitor administrative costs.
15. Facilitate a program of community education for the Public Art Program with the PACD Committee.
16. Prepare estimated and actual costs for elements of the program.
17. Perform other duties as required to effectively coordinate the public art program.



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**Appendices**                      None

**References**

- AD 7.01-2, Public Art Funding Policy
- AD 7.01-3, Public Art Public Involvement Policy
- AD 7.01-4, Public Art Program Selection Policy
- AD 7.01-5, Maintenance, Conservation and Preservation Policy
- AD 7.01-6, Public Art Gifts, Acquisition and Donations Policy
- AD 7.01-7, Public Art Relocation and Deaccession Policy

**Review Responsibility and Frequency**      The Deputy City Manager will review this directive annually, based on date of publication. Last review date: September 8, 2016.

**Authorized**




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City Manager's Office

*9/19/16*

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Date

Michael Ortega