



Agenda

DATE 4/10/15 TIME 8:16am
PREPARED BY Debra Garcia
APPROVED BY Alicia Blyth

ARTS COMMISSION
Monday, April 13, 2015
City Councilors' Conference Room
200 Lincoln Avenue
505-955-6707
5:00 PM

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - a) March 9, 2015
5. Report of Chair (Chip Chippeaux)
6. Report of Director (Debra Garcia y Griego)
7. Committee Reports and Updates
 - a) Art in Public Places (Gabe Gomez)
 - b) Community Gallery (Penelope Hunter-Stiebel)
 - c) Marketing (Shanan Campbell Wells)
8. Action Items
 - a) Request for approval: 2015 Art in Public Places Meeting Schedule (Anna Blyth)
 - b) Request for approval: Appointment of New Committee Member to Art in Public Places Committee (Anna Blyth)
 - c) Request for approval: Appointment of 2015 Grant Review Panelists (Anna Blyth)
 - d) Request for approval: Winter 2015 Exhibit Theme (Rod Lambert)
 - e) Request for approval: Community Gallery Artist Selection Criteria (Rod Lambert)
 - f) Request for approval: Community Gallery Theme Selection Criteria (Rod Lambert)
 - g) Request for approval: Cultural Affairs Working Group Framework (Debra Garcia y Griego)
9. Site Visits to Funded Events/Organizations
10. Adjourn

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520 five (5) working days prior to meeting date.

**ARTS COMMISSION
INDEX
April 13, 2015**

Cover Page		Page 0
Call to Order and Roll Call	Chair called the meeting to order at 5:00 pm in City Councilor's Conference Room, convened the Arts Commission meeting. A quorum was declared by roll call.	Page 1
Approval of Agenda	Ms. Perry moved to approve the agenda as presented, second by Mr. Lovato, motion carried by unanimous voice vote.	Page 1
Approval of Minutes Corrections: Page 2, 1 st paragraph – 3 rd line: of people we live and worth work with Page 3, Woven Products: Woven Oils Olla	Ms. Perry moved approve the minutes of March 9, 2015 as amended, second by Ms. Hunter-Stiebel, motion carried by unanimous voice vote.	Page 1
Report of the Chair	<i>Informational</i>	Page 2
Report of the Director	<i>Informational</i>	Page 2
Reports and Updates <ul style="list-style-type: none"> • Art in Public Places • Community Gallery • Marketing 	<i>Informational</i>	Page 2-3
Action Items <ul style="list-style-type: none"> • 2015 Art in Public Places Meeting Schedule • Appointment of New Committee Member to Art in Public Places • Appointment of 2015 Grant Review Panelists • Winter 2015 Exhibit Theme • Community Gallery Artist Selection Criteria • Community Gallery Theme Selection Criteria • Cultural Affairs Working Group Framework 	<p>Ms. Perry moved to approve the AIPP 2015 meeting dates, second by Mr. Lovato, motion carried by unanimous voice vote.</p> <p>Mr. Lovato moved to approve the appointment of Katelyn Peer to the Art in Public Places Committee, second by Mr. Gomez, motion carried by unanimous voice vote.</p> <p>Ms. Perry moved to approve the appointment of the 2015 Grant Review Panelists, second by Ms. Ritch, motion carried by unanimous voice vote.</p>	Page 4-6

	<p>Ms. Hunter-Stiebel moved to approve the Winter 2015 Exhibit, NARCISSUS, second by Mr. Lovato, motion carried by unanimous voice vote.</p> <p>Ms. Hunter-Stiebel moved to approve the Community Gallery Artist Selection Criteria, second by Mr. Lovato, motion carried by unanimous voice vote.</p> <p>Ms. Perry moved to approve the Community Gallery Exhibit Proposal, second by Ms. Ritch, motion carried by unanimous voice vote.</p> <p>Mr. Gomez moved to approve the Cultural Affairs Working Group proposal, second by Ms. Pena, motion carried by unanimous voice vote.</p>	
Site Visits to Funded Events/Organizations	<i>Informational</i>	Page 5
Adjournment	There being no further business to come before the Arts Commission, the meeting was adjourned at 5:45 pm	Page 5
Signature Page		Page 5

ARTS COMMISSION
Monday, April 13, 2015
5:00 PM – 5:45 PM

MINUTES

1. Call to Order

Chip Chippeaux, Chair for the Arts Commission called the meeting to order at 5:00 pm, City Councilor's Conference Room, Santa Fe, New Mexico. Quorum is reflected in roll call.

2. Roll Call

Present:

Chip Chippeaux, Chair
Todd Lovato
Penelope Hunter-Stiebel
Kathlene Ritch
Ashlyn Perry
Gabe Gomez
Bernadette Pena

3. Not Present/Excused:

Shannan Wells
Sandra Deitch

Others Present:

Ms. Debra Garcia y Griego, Executive Director Arts Commission
Julie Bystrom, Project Manager, Arts Commission
Anna Blyth, Program Planner, Arts Commission
Fran Lucero, Stenographer

4. Approval of Agenda

Ms. Perry moved to approve the agenda as presented, second by Mr. Lovato, motion carried by unanimous voice vote.

5. Approval of Minutes

a) March 9, 2015
Corrections:

Page 2, 1st paragraph – 3rd line: of people we live and ~~worth~~ work with
Page 3, Woven Products: Woven Oils Olla

Ms. Perry moved to approve the minutes as amended, second by Ms. Hunter-Stiebel, motion carried by unanimous voice vote.

6. Report of Chair (Chip Chippeaux)
The Chair introduced Ms. Bernadette Pena. Ms Pena provided a short brief on herself; life-long resident of Santa Fe, Dance Teacher at Capital High School for the last 17 years and also directs theater.

Mayor's Arts Award is October 8, 2015

7. Report of Director (Debra Garcia y Griego)
Arts Commission 2015 Meeting Schedule is included in the meeting packet. It also lists Special Meetings/Events. (Exhibit A)

Nomination forms are on the website for the Mayor's Awards. Ms. Garcia y Griego stated that right now they have approximately 15 applicants. Ms. Garcia y Griego encouraged the Arts Commission members to get the word out.

Ms. Debra Garcia y Griego and Mayor Gonzales recently met with Veronica Gonzales at the Department of Cultural Affairs. There are many similarities between the work that the city does and the state. As a result in order to collaborate more closely, they will enter in to an MOU (being prepared by the State). It will be quick timing and turnover; the project will need to be framed in an order to use the identified funding before the end of both the state and city fiscal year.

8. Committee Reports and Updates
 - a) Art in Public Places (Gabe Gomez)

Mr. Gomez reported on their recent meeting. It was nice to meet the new committee members. This coming Thursday a second meeting will be held and it will be chaired by Michael Namingha in the absence of Mr. Gomez. The topic of discussion was on art that has moved away. Each meeting will be strategically planned in order to provide a report on accomplishments.

Katelyn Peer – Application in packet indicating her desire to serve in Art in Public Places. Ms. Peer is presently the Director of Community Initiatives for Creative Santa Fe. She brings a great deal of experience and will be an asset to the committee.

Mr. Gomez asked how the action from the NM Legislature is going to affect Art in Public Places. Ms. Garcia y Griego said it is going to have a big impact with some of the galleries. Decrease in their funds also results in a decrease of funds to the city. It is important to contact your NM Legislator and to get support to put this back in to effect.

Ms. Blyth passed out the Art in Public Places guidelines. (Exhibit B)

- b) Community Gallery (Penelope Hunter-Stiebel)
Ms. Hunter-Stiebel said they have met and had a lively meeting. Mr. Lambert will report in more detail later in the meeting.
 - c) Marketing (Shanan Campbell Wells) (Reported by Ms. Debra Garcia y Griego)
The Marketing Committee meeting on Friday went very well. The Committee strategized their work and discussion was related to a universal goal. Discussion

evolved on social marketing, creation of collateral and collaboration with the Community Gallery, and starting to work on the creation of a strong initiative.

Ms. Garcia y Griego said that she has done radio announcements to promote the Gallery and the Arts Commission. Ms. Ritch would like to receive information so she can do the same on her radio show. Ms. Garcia y Griego will provide Ms. Ritch with information

9. Action Items

- a) Request for Approval: 2015 Art in Public Places Meeting Schedule (Anna Blyth) AIPP 2015 Committee Meeting Dates were presented to the Arts Commission members.

March 26, 2015	April 16, 2015	May 21, 2015	June 18, 2015
July 16, 2015	August 20, 2015	September 17, 2015	October TBD
November 19, 2015	December 17, 2015		

Ms. Perry moved to approve the AIPP 2015 meeting dates, second by Mr. Lovato, motion carried by unanimous voice vote.

- b) Request for Approval: Appointment of New Committee Member to Art in Public Places Committee (Anna Blyth)

Mr. Lovato moved to approve the appointment of Katelyn Peer to the Art in Public Places Committee, second by Mr. Gomez, motion carried by unanimous voice vote.

- c) Request for Approval: Appointment of 2015 Grant Review Panelists (Anna Blyth) (Names included in packet) The Grant Review Panelists hold 50% of the vote as the Arts Commission the matching 50%.

Gina Browning, Music and Arts Education	John Feins, Poetry/Literacy Arts, Marketing & Public Relations	Ruthanne Greeley, Arts Education
Jackie M. – Nonprofits, Visual and Performing Arts, Arts Education, Arts Consulting	Nicole Phelps, Theater Arts, Improvisation Workshops	John Rochester, Wealth Management, Nonprofits

Ms. Perry moved to approve the appointment of the 2015 Grant Review Panelists, second by Ms. Ritch, motion carried by unanimous voice vote.

- d) Request for Approval: Winter 2015 Exhibit Theme (Rod Lambert)
Mr. Lambert provided a description in the packet related to the NARCISSUS – Winter 2015/2016 Exhibit. Accompanying the rise of social media, the term “selfie” was recently added to the Oxford Dictionary. Narcissus will explore the historical legacy of the portrait and its present role in modern culture.

Mr. Lambert said they do a call for Artist and normally it is an additional 30 artists outside of the portfolio.

Ms. Pena said that she would love to see the teens be involved in this project. Mr. Lambert said he has great information on self portraits for students.

Ms. Hunter-Stiebel moved to approve the Winter 2015 Exhibit, NARCISSUS, second by Mr. Lovato, motion carried by unanimous voice vote.

- e) Request for Approval: Community Gallery Artist Selection Criteria (Rod Lambert) Included in the packet, Community Gallery Exhibit Proposal Criteria, along with the exhibit form application. Mr. Lambert would like to work with staff on a reconciliation of those who have participated in shows to open future artists and widen the participation.

Ms. Perry asked if there is a way to mention this. Mr. Lambert said he could mention it in the Press Release. Ms. Garcia y Griego said we need to figure out a way to broaden participation.

Mr. Gomez asked if the Artist do any self-marketing of their shows. Mr. Lambert said that he has worked closely with them to assure they have personalized information when doing their self promotions.

Ms. Hunter-Stiebel moved to approve the Community Gallery Artist Selection Criteria, second by Mr. Lovato, motion carried by unanimous voice vote.

- f) Request for Approval: Community Gallery Theme Selection Criteria (Rod Lambert)

Ms. Wells asked how often we get suggestions from the community.

Mr. Lambert said approximately 50% of the time they receive suggestions from the Community.

Ms. Perry moved to approve the Community Gallery Exhibit Proposal, second by Ms. Ritch, motion carried by unanimous voice vote.

- g) Request for approval: Cultural Affairs Working Group Framework (Debra Garcia y Griego) (Included in Packet)

The Chair asked if everyone was comfortable with the goals and outcome, roles and responsibilities as noted in Exhibit C.

The Chair said this document has not really been addressed in detail by the Arts Commission. It seems logical and within our purview; it will take a fair amount of action and we should discuss who from the Arts Commission will participate in this work group.

Mr. Gomez said that this group shows strong character for the city.

Mr. Lovato said that it is broad but it reminds the commission that we too are broad and it fits in to the Arts Commission goals that have been identified.

The Chair reiterated; is everyone OK with this framework?

Ms. Garcia y Griego said that next steps would be to create the members for this working group. "This is an Arts Commission working group."

Mr. Gomez moved to approve the Cultural Affairs Working Group proposal, second by Ms. Pena, motion carried by unanimous voice vote.

10. Site Visits to Funded Events/Organizations

Gabe Gomez, Ms. Ritch and Anna Blyth – Attended the 10 Minute Theater Festival which was held in the lobby of Greer Garson. It was very well attended and nice to see all of the artists who collaborated and combined forces.

Ms. Ritch went to Site Santa Fe – 20 Years/20 Shows in celebration of Site Santa Fe 20 year anniversary. She went during Farmer's Market as it is free during that time. It did not have many people there at this early time. The rooms were empty and it was disappointing.

Ms. Perry – Susan Graham Concert – not quite sold out, she was wonderful.


Penelope Hunter-Stiebel – Dan Hoyle – Lensic – refreshing and a real talent. Members tours for the History Museum and Art Museum with the curators.

Todd Lovato – David Bradley Show – It was nice to see his work all in one place.

11. Adjourn

There being no further business to come before the Arts Commission the meeting was adjourned at 5:45 pm.

SIGNATURE SHEET



Chip Chippeaux, Chair



Fran Lucero, Stenographer



THE CITY OF SANTA FE
ARTS COMMISSION

2015 Meeting Schedule

Monthly Meetings

Meetings begin at 5:00 PM and take place in the City Councilor's Meeting Room in City Hall, 200 Lincoln Avenue, unless otherwise specified.

The following are the meeting dates for the 2015 calendar year.

- Monday, January 12, 5:00 PM
- Monday, February 9, 5:00 PM
- Monday, March 9, 5:00 PM
- Monday, April 13, 5:00 PM
- Monday, May 11, 5:00 PM
- Monday, June 8, 5:00 PM
- Monday, July 13, 5:00 PM
- Monday, August 10, 5:00 PM
- Monday, September 14, 5:00 PM
- Tuesday, October 13, 5:00 PM
- Monday, November 9, 5:00 PM
- Monday, December 14, 5:00 PM

Special Meetings/Events

These meetings/events are considered an essential part of your role as a Commissioner. Please be sure to mark them in your calendar.

- Friday, May 1, 8:30 AM-5:00 PM, Grant Application Reviews (all day)
- Thursday, September 17, 5:00-6:00 PM, Judging of "Common Ground" Art Prize & Exhibit
- Thursday, October 8, 5:30-7:00 PM, Recipient Reception, Mayor's Awards for Excellence in the Arts
- Thursday, October 15 6:00-9:00 PM, Mayor's Awards for Excellence in the Arts

Art in Public Places Guidelines

I. Background

In 1985 the City of Santa Fe passed the Art in Public Places Ordinance 1985-42, whereby up to one percent of the construction cost of each city capital construction project, whether new construction or renovation, is set aside for the acquisition of art. Implementation of the ordinance is the responsibility of the Santa Fe Arts Commission (SFAC). All purchased or commissioned work becomes a part of the SFAC permanent public art collection.

The purpose of the 1% for Art in Public Places is to create sites of community significance in public places, to encourage private and public awareness and interest in the visual arts, to increase employment opportunities in the arts, and to encourage the integration of art as an integral part of the architecture of municipal structures or other public property. It is a high priority of the Santa Fe Arts Commission that there be cultural diversity in all aspects of the Art in Public Places program.

In that area of this unique City that is designated the historic district, the art commissioned under these guidelines that is to be permanently located in the public walkways, as differentiated from those enclosed in buildings and court yards, shall comply with the provisions of the ordinances establishing the historic district.

All meetings in the process described hereafter are open to the public pursuant to the Open Meetings Act.

The Art in Public Places Program complies with program and facility accessibility requirements of the Americans with Disabilities Act of 1990, and in general does not discriminate against persons with disabilities.

II. Definitions

- A. **Allowable Expenses**
1. plaques and labels, i.e. identification;
 2. frames, mats, mountings, anchorages, containments, pedestals, or materials necessary for installation, location or security of works of art;
 3. photographs of completed work;
 4. extraordinary maintenance or repairs;
 5. expenses for special advisors or consultants;
 6. maquettes and final renderings presented for final competition;
 7. publicity, dedication, promotional materials; and
 8. utility expenses to projects.
- B. **Ad hoc committees:** May be appointed as needed. An example would be a site planning team.
- C. **Architect:** The person or firm designing the project.
- D. **Art in Public Places (AIPP) Committee:** A standing committee appointed by the SFAC. It ideally should consist (if possible) of at least one Commissioner (the chair) with additional members which include (1) community representative(s), (2) art historian, (3) visual artist, (4) sculptor, (5) arts professional such as curator, critic, appraiser, (6) area historian and (7) architect, landscape architect, or urban planner. Seven members total. Preference shall be given to qualified persons who

demonstrate understanding of the unique characteristics of Santa Fe.

- E. **Artist:** The person or persons selected by the SFAC and contracted by the City of Santa Fe to execute an art work. The artist must not be a member of the project architectural firm.
- F. **Community Advisory Committee:** Appointed by the AIPP Committee when appropriate. This committee is to be a liaison between the project and the community. Composition of this committee may include area historians, the Historic Design Review Board or persons with pertinent knowledge of a particular project. This committee shall also be a resource to the artist.
- G. **A Conflict of Interest exists between a juror and an applicant artist in the following cases:**
- a family relationship exists;
 - joint financial interests exist;
 - employer/employee relationship exists; and/or
 - any other situation in which the juror could benefit from the selection of an artist
- H. **Exclusions**
Works of art do not include:
1. reproductions of original works of art;
 2. decorative, ornamental, or functional elements designed by an architect;
 3. elements of a landscape design that are not integral to the project as designed by the artist;
 4. art objects which are mass-produced of standard design, such as playground sculptures, fountains, rocks, pools, screens, benches and other types of street furniture;
 5. directional or other functional elements, such as super graphics, signs, color coding, maps etc.;
 6. architects' fees;
 7. structural building modifications; and
 8. art exhibitions or curricular education activities.
- I. **Jury:** A jury or selection panel is appointed for each specific project by the AIPP Committee and approved by the SFAC. It ideally should consist (if possible) of at least (1) community representative(s), (2) Arts Commissioner (3) artist, based on medium of project, (4) area or art historian, (5) arts professional, and (6) AIPP Committee member. It may also be composed of the AIPP Committee itself. Generally the jury may consist of five voting members, one alternate and one chairperson. Preference shall be given to qualified persons who demonstrate understanding of the unique characteristics of Santa Fe.
- Prior to meeting, the individual jurors shall review the list of artists applying in order to reveal any possible conflicts of interest. Jurors sign a conflict of interest statement confirming no conflicts at the first jury meeting. If a conflict arises, that juror is excused and an alternate is selected by the SFAC executive director from a list of potential and previous jurors who have been approved by the AIPP Committee and the SFAC.
- J. **Project:** The creation of a work of art by an artist which is subject to ordinance 1985-42.

8-a
Exhibit A

- K. **Request for Proposal (RFP):** Prepared by staff in accordance with current City procurement procedures and policies. The Art in Public Places Guidelines and Professional Services Agreement between the City of Santa Fe and the selected artist are equal components of the RFP.
- L. **Santa Fe Arts Commission (SFAC):** A nine member volunteer commission appointed by the Mayor and ratified by City Council to oversee the Art in Public Places Ordinance 1985-42.
- M. **User Agency:** The department or agency of the city which is the recipient of the work of art.
- N. **Work of Art:** Any work of original visual art including but not limited to drawings, paintings, murals, frescos, sculptures, mosaics, fine art photography, calligraphy, original graphics, cement, earthworks, clay, fiber, glass, metal, plastic, stucco, textile, wood, and like materials or mixed media including collage, assemblage or any combination of the foregoing art media.

III. Project Identification

- A. A proposal for a project may be submitted by any member of the community, city government, the AIPP Committee, or the SFAC, to the SFAC executive director.
- B. Preliminary evaluation of proposed project is conducted to determine validity by the AIPP Committee for recommendation to SFAC in accordance with the public art master plan.
- C. The AIPP Committee evaluates the proposed project and makes recommendations to the SFAC for concept approval. The proposal shall include project budget, potential site, concept for piece and selection method.
- D. The public is informed of proposed projects through a public hearing before the SFAC. This allows for objections to surface before time and energy are spent on research. Community input and public education also begin at this point.

If concept approval is given by SFAC:

- E. The recommendation of SFAC is forwarded by the SFAC executive director to: the Capital Improvements Committee, Finance Committee, the Historic Design Review Board (if applicable) and the City Council.
- F. After all applicable approvals have been received, The AIPP Committee appoints a jury or a selection panel (and other committees as needed) for each individual project, which is then submitted to the SFAC for ratification.

IV. Site Identification

The AIPP Committee can identify sites individually or collectively or appoint a Site Planning Team when applicable. Priority shall be given to those sites previously identified as included in the Public Art Master Plan. A Site Planning Team shall work with the City User Agency, Historic Design Review Board (if applicable), Community Advisory Committee, neighborhood groups and architects/landscape architects. A Site

Planning Team can be implemented at any time during the project identification.

V. Artist selection methods are:

- A. **Open Competition:** Competition is open to entries from all artists within the geographic limits set by the AIPP Committee. Geographic limits may include local, region or national boundaries.

1. Open Competition Process

- a. Request for Proposals include:
 - i. advertisement/deadline for entry
 - ii. information on project components/name and number of the project for which the proposal is submitted
 - iii. special conditions
 - iv. proposal review/selection schedule
 - v. scope of services
 - vi. copy of AIPP Guidelines
 - vii. copy of City of Santa Fe Professional Services Agreements (Copy and reproduction rights, removal and relocation are in these sections.)
 - viii. list of jurors, as well as site planning team and community advisory committee when applicable.
 - ix. a proposal form to be addressed by the artist, which shall include but not be limited to community involvement plans, materials to be used and a brief description of any possible conflict of interest with any of the listed jurors. Jurors should not be used as a reference.
 - x. Sample score sheet.
 - xi. Initial submission by artists shall include least ten color slides documenting three to five different works done in the last five years. Slides must be labeled with name, title of work, medium, size, date completed, value and in view order, presented in clear plastic sleeves.
 - xii. Evaluation Criteria:

Initial screening:

- 60% Qualifications as demonstrated by the art work created and completed within the last three (3) to five (5) years.
- 25% Appropriateness of proposal to site, compatibility in scale, material, form and content with project surroundings and installation methods, where applicable.
- 15% Ability to communicate, involve and work with the community through all facets of the work of art.

Final screening:

- 30% Quality of art work proposed.
- 30% Appropriateness of proposal to site compatibility in scale, material form and content with project

surroundings and installation methods, where applicable. Qualifications of consultant team, if any.

- 20% Ability to communicate, involve and work with the community through all facets of the work of art.
- 20% Realistic project budget, safety, and appropriate proposed project time table.

Certain unusual circumstances could alter the above criteria to be compatible with a particular situation or project.

- b. The jury is convened by the SFAC executive director to review:
 - i. The RFP;
 - ii. The AIPP Guidelines;
 - iii. The history of the subject or location of the proposed project and a report on community input from the Community Advisory Committee;
 - iv. Conflict of interest definition and sign a conflict of interest statement; and
 - v. The jurying process itself.
- c. The Jury meets to review the submissions.
 - i. Slide review of all artists is anonymous (by applicant number only).
 - ii. Round 1 of the slide review is a silent round in which the jurors will see all submissions. There is no scoring or discussion.
 - iii. Round 2: Slides are reviewed again. Jurors may ask staff for information from resumes and proposal forms other than identification of the applicant at this time. Applicants may be eliminated at this time if all jurors agree.
 - iv. Round 3 and beyond: Slide review continues. Elimination of applicants occurs by majority vote.
 - v. The jury may choose up to three finalists and one alternate. If the jury chooses to select one artist (winner) then an alternate artist must also be named in case of default.
 - vi. The jury then invites the three finalists or the one winner to develop a proposal (maquette or drawing) using the RFP, Community Advisory Committee, City staff and the AIPP Committee as resources. An appropriate time line is given to the artist(s) for delivery to the SFAC executive director.
- d. Review of Proposals by the Jury
 - i. Within 45 days of receipt of the proposal(s), the jury meets to select the winner. In cases where it is financially feasible, the artist(s) will be invited to make a presentation.
 - ii. If a winner cannot be selected:
 - a. The alternate is asked to submit a proposal.
 - b. If the alternate's proposal is not acceptable, the competition can be reopened or another selection method may be proposed.

iii. The jury recommendation is forwarded to the AIPP Committee and the AIPP recommendation is then forwarded to the SFAC. If approved, the contract is then sent for approval by the Finance Committee and the City Council.

- B. Acquisition: Purchase of an already existing work of art. (Refer to city of Santa Fe Procurement Code 1984 as amended.)
- C. Commission: (1) To invite an artist to work with a special set of circumstances within special limitations of media styles or (2) To provide for a partial gift or unique economic advantage. (Refer to city of Santa Fe Procurement Code 1984 as amended.)

VI. PROJECT IMPLEMENTATION

- A. Upon designation of an artist, the city and the artist enter into a professional service contract for the purchase and installation of the work of art. The contract requires the artist to produce and deliver the work of art at a guaranteed cost. A reasonable completion date shall be established between the artist(s) and the city.
- B. Contract provisions may include:
 - 1. artists fee
 - 2. labor and materials for production of work
 - 3. artist's operating costs
 - 4. travel related to the project
 - 5. site preparation
 - 6. transportation of work to the site and installation
 - 7. guarantee of workmanship and material
 - 8. maintenance instructions
 - 9. gross receipts taxes
 - 10. termination of projects
 - 11. copy and reproduction rights
 - 12. repairs and restoration
 - 13. removal or relocation
 - 14. ownership of documents and models
 - 15. liability insurance
 - 16. completion bond
 - 17. re-evaluation of completion dates
 - 18. a damage or default clause.

VII. MAINTENANCE

- A. Only the SFAC may recommend removal and/or relocation of works of art, along with the consent of the user agency, and a reasonable effort must be made to locate the artist involved.
- B. Recipients (user agency) of works of art must notify SFAC immediately if a work of art is damaged, stolen, or not in compliance with the project.
- C. Routine maintenance of art works (i.e., cleaning and repair) shall be the responsibility of the department that houses the art work, as specified in the acceptance agreement and user agency may consult with AIPP Committee on other necessary maintenance.
- D. The AIPP Committee will be responsible annually to report to the Santa Fe Arts Commission on inventory and condition of all City-owned art works.

(Approved by AIPP Committee 8/31/92)
(Approved by SFAC Committee 9/14/92)

Cultural Affairs Working Group
03/27/15

Introduction

Santa Fe is home to an exceptional concentration of historic, cultural, artistic and creative resources, amassed over the city's 400-year history. Artists, museums, galleries, performance venues, public places, festivals and fairs, historic architecture, landmarks, heritage industries, cultural tourism, educational institutions, cultural facilities, and numerous cultural and creative institutions together establish a unique sense of place, identity and creativity that make Santa Fe an attractive community to live, work, and visit. It is critical for the City of Santa Fe to explore ways of protecting our cultural assets and reputation while building the unique Santa Fe brand through innovative strategies and youth education opportunities that effectively engage arts, culture, history and creativity.

Goal and Outcome

The goal of the Cultural Affairs Working Group is to explore innovative ways for the City to leverage and educate cultural, artistic, creative and historic assets; establish effective policies; and more effectively move forward city-wide cultural and creative placemaking initiatives. The Group will:

- 1) Conduct case studies of A, B, C and D cities to determine how they manage their city's cultural resources.
- 2) Inventory the City's internal cultural assets, programs and services.
- 3) Catalog external cultural resources.
- 4) Create prioritized recommendations for reaching the stated goal; and
- 5) Present its studies, findings and recommendations to the Arts Commission.

The Group's recommendations should address key issues affecting implementation including budget, personnel and existing legislation. The recommendations should include suggested legislative and policy changes as well as identify possible new financial resources.

Within six months of being appointed, the Group will deliver its recommendations to the Arts Commission.

Roles and Responsibilities

The Cultural Affairs Working Group will consist of up to 15 members representing diverse cultural experience, who will work with the assigned City staff to complete the five assignments. The Group Chair and City staff will be responsible for developing a work plan, convening meetings, setting agendas and establishing deadlines. The Chair will be responsible for directing the work of the Group members. The assigned City staff will serve as the communication point between the Chair, Group members, City officials, City staff and the public. At the direction of the City Manager, through the assigned City staff, the Group will be provided meeting spaces, access to information and documents related to its charge, and administrative support as mutually agreed upon.

Exhibit C

Taskforce Membership

The Taskforce should consist of volunteers from the following areas:

- 1) Arts Commission
- 2) Education
- 3) Cultural Industries
- 4) Urban/Community Planning
- 5) Economic Development/Entrepreneurship
- 6) Nonprofit Cultural Institution
- 7) Community Representative