



**Office of the City Manager**  
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# Memo

**To:** Members of Dublin City Council  
**From:** Dana L. McDaniel, City Manager  
**Date:** February 16, 2021  
**Initiated By:** Matt Earman, Director of Parks and Recreation  
**Re:** Art in Public Places Master Plan

## Summary

Led by the Dublin Arts Council (DAC), City staff and noted Los Angeles public art consultant, Helen Lessick, attached is the proposed Art in Public Places (AiPP) Master Plan for Council's consideration for adoption.

In 2019, the original Plan was adopted by the DAC board of directors and was advanced to the Public Services Committee of City Council (PSC), which favored the Plan's content on June 5, 2019. This Plan was slated to be brought to City Council with a recommendation for approval in spring of 2020; however, the priorities of Council's agendas were interrupted due to the COVID-19 pandemic. In February 2021, DAC and City staff made revisions to the original document to better align with the changes in context of the emergency situation. The document before you in this packet is an updated version that take these new conditions into consideration (Appendix A.)

This document is a master plan that memorializes much of the way we have conducted the AiPP in the past, and sets a way forward with milestone achievements. This Plan can also tie in as another comprehensive subset to the City's 2035 Framework Plan. This Master Plan is intended to establish today's priorities and can be amended over time as needed to align with future conditions. Attached is a memo from the DAC's Executive Director Dr. David Guion regarding his reflections and brief summary of the proposed AiPP Master Plan (Appendix B.)

## Recommendation

Dr. Guion and staff will provide an overview of the AiPP Master Plan and reflect on the revisions to the original Plan at the upcoming February 22<sup>nd</sup> Council meeting. A copy of this presentation is currently being developed and will be provided to Council members prior to the meeting for your preview. Staff recommends approval of this AiPP Master Plan. If you have any questions, please feel free to contact David Guion, Matt Earman or me directly.



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OFFICE OF THE CITY MANAGER  
CITY OF DUBLIN, OHIO

## MEMO

TO: City of Dublin, City Manager Dana McDaniel *DM*  
FR: Dublin Arts Council, Executive Director David S. Guion, Ph.D.  
RE: Public Art Master Plan  
DA: February 7, 2021

### Introduction:

In 2019, Dublin Arts Council's board of directors adopted the organization's first Public Art Master Plan. The plan was advanced to City of Dublin Public Services Committee on June 5, 2019. The plan, developed in collaboration with City of Dublin staff and led by noted Los Angeles public art consultant Helen Lessick, is a guiding document designed to inform program development and growth. The plan was approved by the Public Services Committee on June 5, 2019 and was slated to be brought before full Council for recommendation in the spring of 2020.

In February 2021, DAC and City staff made revisions to the document to better-align with the changes present in the context of the emergency situation caused by the COVID-19 pandemic. The document presented today is the red-lined version updated on February 3, 2021.

### Summary Notes:

The Public Art Plan streamlines the partnership and process between DAC and the City to strengthen and revitalize the Art in Public Places Program by:

- Designating public art staff members from DAC and the City of Dublin to address public art commission opportunities, educate and engage the community with the Art in Public Places Program, and maintain Dublin's public art collection.
- Establishing the Public Art Review Committee (PARC) to provide advisory review and recommendations to City Council regarding Dublin's public art collection, programs, new proposals and sites.

The Master Plan also expands the definition of public art in the community to include artist-led permanent, temporary, community and participatory artworks, using best-in-21<sup>st</sup> century practice.

We thank Council for its leadership in developing and maintaining a world-class public art collection. With your vision, Dublin will continue to be recognized for its innovation and creativity. I welcome any questions as we seek your approval for adoption of the Public Art Masterplan this evening.

# Dublin Ohio

## Public Art Master Plan Final Recommendations

*A Guiding Document*

Presented by  
Dublin Arts Council  
February 22, 2021

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Prepared by Helen Lessick Consulting for Dublin Arts Council and the City of Dublin, Ohio

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## **I. Overview: Dublin Public Art Goals and Planning Recommendations**

### **Introduction**

The Dublin Public Art Master Plan is a framework to guide the vision, growth and realization of the extraordinary potential of public art in Dublin, Ohio. This plan is made possible by the leadership and dedication of Dublin Arts Council staff, City of Dublin, the arts and culture communities and cultural research from the past five years, and the efforts of artists and their non-profit, for-profit and municipal supporters over the past three decades.

### **Goals**

The Dublin Public Art Master Plan is intended as a tool to develop processes to achieve overarching goals articulated in the Public Art Master Plan working document created by a joint Dublin Arts Council / City of Dublin public art committee in 2016 - 2017. The goals for the Dublin Public Art Program are to:

- Position Dublin as the premiere city for public artists and public art;
- Emphasize Dublin's identity and enhance community pride, cultural and civic engagement;
- Provide for strategic growth of community investment in city infrastructure;
- Provide a framework for creativity and innovation in civic art, design and landscape; Identify art sites throughout the visual landscape to leverage maximum impact;
- Enhance public art's role in parks and community development, and to cultural tourism, creative place making and quality of life;
- Provide advice and encouragement for art in development projects by early planning for art; and
- Support the Public Art effort through education, offering consulting services and collection maintenance.

### **Public Art Plan Foundation**

A public art master plan is typically undertaken within an overarching arts planning effort. It is a testament to the vision and commitment to public art shown by Dublin Arts Council and City of Dublin leadership, and current and former staff of both agencies, that this Plan is now completed.

Dublin's Public Art provides substantial cultural impact for and on the community. Opportunities exist within the vision and planning for commissioning new and innovative public artworks. This report is the continuation of a now-formalized process to engage Dublin residents, visitors, staff and businesses for years to come.

## **Planning Recommendations**

Planning recommendations to achieve these Goals, below, are itemized in the following pages.

- **Staff** DAC and City agencies with professionals to adequately support public art;
- **Streamline** DAC/City partnership for realizing the public art program;
- **Re-define** public art to include artist-led permanent, temporary, community and participatory artworks in 21<sup>st</sup> century practice;
- **Establish** the Dublin Public Art Review Committee;
- **Develop public review processes** for art donations and community and staff initiatives;
- **Commission** new public art within defined milestones;
- **Increase** public art funding through multiple sources;
- **Educate** the general community and artists through public art education platforms;
- **Communicate** to artists on public artists' opportunities;
- **Maintain** the public art collection objects and centralize art records.

## **II. Dublin Public Art in Community**

Public Art is a process of collaboration and cooperation.

Dublin Arts Council, a 501(c) (3) nonprofit organization, was incorporated in 1984. The Dublin Art in Public Places Program (AIPP) was formed in 1988 with Dublin Arts Council and City of Dublin. The Art in Public Places (AIPP) program is still managed in a cooperative effort between Dublin Arts Council and City of Dublin with Dublin City Council authority. Public art is recognized as a tool to engage community and deliver public value to residents and business of Dublin and visitors to the City.

In 2016, Dublin Arts Council and City of Dublin staff agreed that a Public Art Master Plan was an important next step in the City's cultural and community growth. The 30<sup>th</sup> anniversary of Dublin's AIPP program was in 2018, providing an excellent opportunity to reassess the program and move the partnership, policies and procedures of public art into the 21<sup>st</sup> century of artists' practices and community and business expectations for civic engagement. The Public Art Master Plan is a document to guide the next steps to achieve the program's goals, and to implement the next decade of public art program commissions, cultural promotion and community art education efforts.

### **Process**

Dublin Arts Council (DAC) is the City of Dublin's cultural expert for cultural programs and projects. The City and DAC collaborate on a range of public projects including the unique partnership to realize Public Art and other programming. The partners build consensus on public art program vision, roles, staff, opportunities and processes to ensure the program grows and thrives through inevitable staff and community changes.

## **III. Dublin Arts Council and City of Dublin Public Art Partnership**

Dublin Arts Council provides a broad range of cultural services, including public art, to the Dublin community with support from a percentage of the City's hotel / motel tax. This Public Art Master Plan reflects 21<sup>st</sup> century public art best practices. Moving forward, this will serve as the guiding document for the Arts Council / City partnership to realize various facets of Dublin's public art program.

### **Dublin Public Art Administration**

City and DAC agree to the following for the administration of the Public Art Program.

#### **Dublin Arts Council will:**

- (a) engage professional art administration staff, trained in public art practice, to guide and support the Public Art Program in the City of Dublin;



- (b) provide staff and appoint program representatives to the Public Art Review Committee;
- (c) provide input to the Public Art Review Committee and City on locations for public art;
- (d) provide input to the Public Art Review Committee and City on diversity of public art themes and topics;
- (e) develop Public Art opportunities for the Public Art program and advertise, publish and manage an artist selection process. DAC will consult with the City regularly during the process and will secure approval prior to advertising a call for public artists.
- (f) engage Dublin residents in the selection process by appointing individuals to each selection committee established for acquiring Public Art. Prior to making appointments, DAC shall review the identity and qualifications of proposed committee members with City staff and the Public Art Review Committee, and will seek comment and suggestions;
- (g) administer Public Art programming regularly; with the goal of commissioning a minimum of one artwork every two years effective the date of this plan;
- (h) make recommendations of artists to the Public Art Review Committee and City Council;
- (i) develop and implement art education materials and a promotion strategy for each artwork including the public dedication event after installation;
- (j) provide input to Public Art Review Committee and City on the maintenance and conservation of Public Art works across the City.

**City of Dublin will:**

- (a) engage professional administrative staff to guide and support the Public Art Program in the City of Dublin;
- (b) provide staff and appoint representatives to the joint Public Art Review Committee;
- (c) recommend site(s) for public art to DAC and the Public Art Review Committee, and participate in each site selection and approval process;
- (d) evaluate safety and maintenance concerns, as determined collaboratively by DAC and the City for each public artwork;
- (e) negotiate artist's commission contracts and, if satisfactory terms are met, provide contract administration;

- (f) provide project management and related services during design review, refinements, construction and installation;
- (g) provide regular updates to DAC and the Public Art Review Committee on project status during design review, design refinement, construction and installation; and
- (h) provide artist identification materials onsite.

## **IV. Public Art Staffing**

### **Discussion**

Dublin's Public Art Program is fully realized by collaboration between Dublin Arts Council and City of Dublin staffs. The collaborators, acknowledging the importance of its current public art program and potential for future programs, will staff two positions who will be in close communication:

Dublin Arts Council Public Art Manager

City of Dublin Representative As Determined by the City Manager

Both positions will require understanding of 21<sup>st</sup> century public art practices, including national legal and professional standards, and the ability to identify and promote local opportunities for the commissioning of new works of public art of all types.

DAC's Public Art Manager (PAM) will provide the Public Art Program with vision and focus; will be knowledgeable about the current collection, community needs, and will be able to identify any curatorial gaps in the collection as well as public artist's opportunities in civic sites.

The City Representative will provide Public Art Program contracting and implementation services; will provide appropriate expertise regarding fine art construction, engineering and lighting and will identify and assess locations for public art within public areas, such as parks and facilities.

The City Representative operates with municipal support, accessing facility and event planning discussions and implementation of both permanent public art and temporary public art.

### **Recommendations**

The recommendation is for DAC's Public Art Manager (PAM) to operate the cultural organization's public art program established to serve an ever-increasing public with high expectations. This public art position will be responsible for DAC's public art services and will staff the Dublin Public Art Review Committee.

## V. Establishing the Dublin Public Art Review Committee

### Establishing the Dublin Public Art Review Committee

The recommendation is to establish the Dublin Public Art Review Committee, an appointed body comprised of subject matter experts from the fields of contemporary public art, community engagement, municipal services and business interests, to review public art projects and program proposals made to the Dublin Arts Council; and by consensus, recommend prioritized projects to Dublin City Council including but not limited to:

- commissioning new works of public art
- reviewing public art collection depth, diversity, appearance and maintenance
- reviewing proposals from artists, community members and/or businesses
- reviewing proposed donations of permanent art
- reviewing moving or deaccessioning existing works of public art

### Purpose

The Public Art Review Committee is an advisory body to Dublin Arts Council, City staff and Dublin City Council. This Committee shall be comprised of seven (7) members who serve four-year staggered terms. The Committee considers and makes recommendations to the City Council on public art matters including public art projects, art collections, mission and maintenance. This Committee will review and recommend public art projects proposed for installation or execution, for permanent or temporary display in City of Dublin, whether by commission, gift or other sources, regardless of ownership, on property owned or leased by the City, in public right-of-way or in civic events, and evaluate and prioritize each proposal to align with the purpose, goals and mission of the Public Art program.

### Composition

The Public Art Review Committee shall be comprised of nine (9) members representing the collaboration between Dublin Arts Council; the City of Dublin staff, an independent artist and members of the community. Committee members should be knowledgeable about Dublin Public Art; aware of general public art goals, purposes and procedures; and have awareness of art and aesthetics in central Ohio and beyond. Committee members may be reappointed up to three consecutive terms.

**Three** members shall be appointed by Dublin Arts Council to represent:

- DAC Executive Director
- (2) members DAC Public Art staff

**Two** City of Dublin staff members shall be appointed by the City Manager:

**Four** members shall be appointed by consensus to represent:

- Artist/ at large
- Business / at large
- (2) members Community / at large

All members should be made aware of the City's public art collection and public art practices

### Process

The Public Art Review Committee (PARC) provides advisory review and recommendations of the Dublin public art collection, programs, new proposals and sites. Dublin Arts Council staff will be responsible for convening the Committee, organizing the agenda, receiving proposals and writing recommendations for discussion; and submitting a written report to City Council on Committee action.

The Public Art Review Committee recommendations may be presented to Dublin City Council and/or a Board of Council as designated by City Council. The final decision on contracting public art services falls to City Council. Execution of the artist(s) contract falls to City staff.

The Public Art Review Committee will operate under a code of regulations, developed, reviewed and approved by Dublin Arts Council staff and DAC Board of Directors. In keeping with best civic practices, this code shall be reviewed every five years, and amended as needed, or as deemed necessary by its members and/or the authorizing bodies.

### Records

Records of the PARC meetings will be maintained as determined by the City of Dublin. Meeting minutes will be recorded by DAC staff and will be kept on file with DAC and the City of Dublin.

## **VI. Dublin Public Art Master Plan Vision and Policy**

Dublin Public Art is a living resource comprised of new and heritage works of art, and comes with ancillary responsibilities of collection maintenance, asset management and community education. The collaboration between DAC and the City requires discussion and consensus on the definition, goals, staffing and advocacy for public art.

The following chart addresses eight areas of opportunity for public art planning, parsed into three categories outlining the current practice; a better option, and the best option based on national public art standards. Acknowledging public art is a process, the best option may be a goal for a decade ahead. The better option is a necessary step in the process to understand the purpose and potential of public art locally, and respond to the challenges of change, growth, and funding priorities.

Eight broad areas of public art opportunity, pose questions to be answered:

### **1. Public Art Vision:** What is public art and how is it practiced in the 21<sup>st</sup> century?

Public art today encompasses a broad field of practices, media, technology and techniques.

**Recommendation:** Agree on public art as artists' efforts spanning permanent and temporary projects and spectacles; and participatory and community events led by a professional artist and/or team of artists.

**2. Public Art Opportunities:** What are the opportunities for public art in civic life?

Many places within the Dublin community should be considered for art for residents, corporate residents and visitors to experience.

**Recommendation:** Agree that public art opportunities are everywhere, in public spaces, infrastructure construction and community gatherings, in public/private partnerships and businesses. Public artworks are artist-led projects that may result in sculpture, installation, participatory events, artist-initiated projects including dance, and/or spectacle performances in or outside of the context of festivals or fairs, or as pop-up experiences presented to a general public without tickets or admission fees.

**3. Public Art Staff:** Who staffs the public art effort?

Professional public art staff, with the vision and drive to coordinate artists, sites, collaborators and policies, are needed to realize an outstanding public art program. Both primary collaborators have committed to maintaining professional staff position(s) to address public art commission opportunities and maintenance.

**Recommendation:**

DAC will provide the primary professional expertise, advice and support for the Art in Public Places program, develop opportunities for the Public Art program and advertise, publish and manage an artist selection process for commissions. The City of Dublin will execute necessary contracted work for maintenance of the existing art collection and provide the associated funding, negotiate artist's commission contracts and, if satisfactory terms are met, provide contract administration. The City of Dublin will also provide the appropriate staff support for the selection process and construction management of new art that is commissioned.

**4. Public Art Policy:** What are the policies and procedures guiding the overall public art effort?

**Recommendation:** Agree to use this Public Art Master Plan to guide the collaboration; identifying roles, responsibilities and creating procedures, including establishing a Public Art Review Committee to formalize civic review, funding and priority for the shared public art effort.

**5. Public Art Funding:** What are the funding sources for Dublin public art?

The current primary funds for permanent art commissions are provided by the Hotel/Motel Tax Fund, which includes funding other DAC services. DAC secures grants for alternative public art projects including Riverboxes™ and temporary projects such as the creation of a sand mandala during a community festival. DAC staff working on the grants, publicity and project management are spread across the organization. The City uses hotel/motel tax funds to realize public art.

**Recommendations:** Assess the expenditures on public art staff and programs made by both partners, and leverage the Hotel/Motel tax funding for public art programs as determined and appropriated by Dublin City Council; and DAC shall consider establishing and managing a Friends of Public Art group for the purpose of DAC receiving additional and general donations from interested Contributors. The Friends program could seek and receive financial donations from individuals or businesses for general program expenses or specific project or initiative costs.

**6. Public Art Process:** What process leads to the realization of public art in Dublin?

Current processes are varied, with staff, elected officials, artists and donors individually approaching City Council, DAC or City Parks Department personnel with ideas for public art. This is confusing for both partners and for general public policy.

**Recommendation:** Establish a Public Art Review Committee (outlined in Section V) and institute a policy for all public art proposals and ideas to be submitted in writing to DAC, for internal discussion with City management; and as appropriate create a staff report for Public Art Review Committee review and recommendation.

**7. Public Art Collection:** What constitutes the Dublin Public Art Collection?

DAC web pages represent permanent public art as Art in Public Places ([dublinarts.org/visual-arts/public-art/](http://dublinarts.org/visual-arts/public-art/)). It also includes artworks from the DAC Titration temporary public art exhibition series; Playing Through, a participatory and mobile piano; and Daily Chores, a commission by the City of Dublin sparked by a community member.

City of Dublin's outdoor art collection, including Dancing Hares and Grounds of Remembrance, are not currently represented on the DAC website.

**Recommendation:** Acknowledge permanent, temporary and thematic artworks as facets of the entire spectrum of Dublin public art and create a more comprehensive online presence for it, with links to relevant sites such as the Dublin Irish Festival and Grounds of Remembrance; and posting of archival material relating to projects such as the Gravity's Ripple site-specific contemporary dance project, B.R.E.A.D. Festival cultural performances and mandala creation by *The Mystical Arts of Tibet* featuring the Monks of Drepung Loseling Monastery.

**8. Public Art Education:** What is the role of public art education and where are its opportunities to engage diverse residents, visitors, businesses and representative groups?

DAC Engagement staff prioritizes awareness and understanding of public art as a conversation, citing the public art collection goal ‘to enhance the quality of life for Dublin’s residents and to strengthen the city as a destination for visitors.’ Engagement is accomplished through ongoing partnership with educators from Dublin City Schools, Columbus City Schools and neighboring districts, colleges and universities, and other institutions. Artwork dedication events, public forums and charrettes, mobile apps and tours, and additional programs and projects, such as Riverboxes reach lifelong learners who live, work, visit, play and learn in Dublin.

**Recommendation:** Enhance online representation of the public art collection; compile an overview of the diversity and range of Dublin’s public art efforts, and develop a 40<sup>th</sup> anniversary (2028) awareness campaign (see Section VII).

Dublin Public Art Master Plan Vision and Policy

	Existing Scenario	Enhanced Scenario	Optimal Scenario
<b>Public Art Vision</b>	City AIPP commissions every 2 - 4 years; maintains AIPP artwork as needed; DAC supports AIPP artists' outreach, artist selection process, dedication and collection info; initiates Riverboxes and spectacle events through grants; maintains Riverboxes	DAC and City schedule regular meetings to determine priorities for public art in permanent sites and in conjunction with public events and stay informed. Partners agree on public art project leads on a case-by-case basis	Public Art Review Committee appointed and staffed to review all proposals for Public Art projects, events, spectacles and donations, and prioritize collection maintenance, education and promotion
<b>Public Art Opportunities</b>	AIPP only: Permanent public art by contract. DAC and City create permanent, temporary and spectacle projects independently	Public Artworks are works by artists displayed in public spaces and funded by DAC and supported by City (including AIPP, donation, Parks events, outdoor festivals) with grants from various sources and sponsorships	21st C. public art includes permanent public art, and artist-led temporary project, events, community initiatives, spectacles. DAC and City agree these public art works are civic assets and reflect the Dublin's cultures, diversity, and collaborate in execution and promotion of all Public Art projects
<b>Public Art Staff</b>	Public art services are additional duties for existing DAC and city staffs; public art proposed by all	DAC and City dedicate public art professionals to identify public art opportunities and collaborate on new art commissions for specific events and facility locations	DAC & City collaborate to identify opportunities for new projects, assess collection for representation and diversity
<b>Public Art Policy</b>	Current agreement includes DAC to provide public art services to City; and City to allocate \$75,000 annually for an AIPP commission. Art maintenance is separate	Public Art Master Plan serves as DAC & City Agreement on Public Art services, establishing policy and process to review, prioritize and implement permanent and temporary public art, perform artists' outreach and promote Public Art collection locally, nationally and internationally	City requires documented consideration of public art opportunities within City construction and remodelling; DAC staff participates in Public Art planning and presentations



## Dublin Public Art Master Plan      Vision and Policy

	Current Option	Better Option	Best Option
<b>Public Art Funding</b>	\$75,000 annual Hotel/Motel fund allocation for AIPP commission; accumulating to sufficient value; plus administration percentage for DAC for artist outreach and artist selection process; on approval City staff manages artist commission contract; other DAC projects by grant	Consider increase of annual Hotel/Motel allocation plus funding for temporary and event-based public art; DAC administrative percentage for all contract values; grants and special funds are raised by DAC	Build on elements in "Better" option and consider percent for art for select municipal construction; explore developer /HOA/ private percent for art; DAC consults with developers on request; provides services and expertise; Establish Friends of Dublin Public Art
<b>Public Art Process</b>	Public Art proposals from community, artists, staffs, elected officials and donors are made to diverse entities including DAC, Parks, Elected Officials; public process obscure	Increased transparency and cooperation as DAC is acknowledged as City's public art expert; all proposals go to DAC for review and comment, and issuing RFQ for professional artists	Public Art Review Committee established; reviews proposals from DAC, City, artists, at-large community and donors, recommends priorities for new commissions to Council
<b>Public Art Collection</b>	Comprised of permanent AIPP projects; sculpture donations; festival artifacts; Riverboxes, temporary and mobile collection, artist-led community-created projects	DAC web pages reflect City and DAC public art efforts comprehensively, distinct from DAC curated gallery exhibits; update map for permanent sites including links to appropriate external web pages	Public Art collection is represented on DAC website by one voice, with consistent information on each Public Art project. Temporary, community and spectacle projects have a special set of archival records
<b>Public Art Education</b>	DAC maintains website, cell tour audio, mobile app content and QR codes with AIPP and Riverboxes project descriptions; web site features public art news stories	DAC provides City with website link so visitors may find public art maps, projects, artists and public art education materials. Partners share art information and list contact information for public to report public art maintenance needs	DAC represents all facets of public art in Dublin online: AIPP, City-initiated projects, spectacles, events and community works; provides educational access to general populations online and in print

## VII. Public Art Strategic Milestones

Dublin's Public Art effort is the result of collaboration between DAC and the City. Although this planning effort is contracted through DAC, Master Plan goals and milestones must be set for both partners. Realizing the potential of public art in Dublin requires commitment and perseverance.

The two spreadsheets establish goals and milestones for Dublin's Public Art efforts, parsed into strategies and milestones.

**Spreadsheet 1: Goals and Strategies** structures the goals listed in Section I with a recommendation to address the goal and a strategy to realize that goal, built on prior steps.

For example, the **Year One Goal** to provide a framework for creativity in public art recommends consideration for site-related performed public art on an annual basis. This builds on the six-month goals of establishing the Public Art Review Committee, and adopting PARC code of regulations.

The **Year Five Goal**, to support Public Art to build progressive, business-friendly public spaces, recognizes DAC as the cultural leader in Dublin and recommends DAC provide public art consulting services to Dublin businesses.

**Spreadsheet 2: Milestones for Program Activities** structures public art elements with distinct steps and timeframes for milestones Process, Public Art Projects, Public Art funding, and Public Art Collection/Education.

For example, within six months of adopting the Master Plan, the **process** milestone is DAC nominating members for the Public Art Review Committee.

**Funding** milestones are based on the current annual \$75,000 AIPP allocation from the Hotel/Motel Tax Fund. Within one year, the funding milestone is to begin the process for the next art commission and also allocate a portion of the remaining funds to contract for temporary public art efforts. All future funding levels associated with the Hotel/Motel Tax Fund will be assessed annually according to the milestones herein, and any adjustments will be determined and appropriated by Dublin City Council. Funding sources may be combined and a voluntary or mandatory percent for art program may be established

## Public Art Masterplan Goals and Strategies

	Dublin Goals	Recommendation	Strategy
<b>3 mos</b>	Outstanding Public Art program	DAC + City adopt Public Art Master Plan	Consultant worked w/ DAC, City staff and Council to refine, review, adopt.
<b>6 mos</b>	Engage citizens in public life through public art	Establish Public Art Review Committee; adopt code of regulations	Appointments by DAC & City
	Position Dublin as premiere City for public art, artists	Establish DAC Public Art staff	Staff hired by DAC
		Public Art Review Committee Kick off	PARC reviews Master Plan, short-term goals; develops code of regulations
	Emphasize Dublin's identity and enhance community cultural pride	PARC collection assessment for diversity, inclusiveness goals	PARC evaluates collection maintenance plan
<b>Year 1</b>	Provide framework for creativity	Include performed public art in plans	PARC reviews performed/spectacle public art proposals
	Support understanding of existing art collection	Enhance online public art collection information	Enhance online collection with temporary & performed projects
	Encourage public art in City planning, community development, tourism	Establish regular meetings between collaborators	Link to City Community Events and collaborator web pages
<b>Year 2</b>	Strategic growth of community infrastructure investment	Explore potential new sites for public art	DAC reviews collection diversity; propose new art to PARC
<b>Year 3</b>	Benefit civic life, business and tourism through public art	Maintain permanent public art	City starts annual collection assessment; regular maintenance, cleaning; evaluate maintenance plan
	Public art in development during planning	New permanent & temp. art; Revisit Public Art site priorities	DAC & City publicize contact info to report public art maintenance concerns
<b>Year 5</b>	Public Art builds progressive, business-friendly public spaces	Recognize Cultural Art leadership by DAC	DAC provides Public Art services to private businesses (consulting)
<b>Year 10</b>	Emphasize Dublin's identity and enhance community cultural pride	AIPP 40th anniversary campaign (2028)	Execute campaign with new art, panels, print & e-publications
		Public/Private partnerships	Consider municipal percent for art and percent for art maintenance plans
		HOA/developer public art	Consider developer support from TIFS or a Percent for Art program

Strategic Milestones for Public Art Program						
Milestones	Staffing	Process	Public Art Projects	Funding	Collection + Education	
6 Months	DAC establishes dedicated public art staff	Nominate Public Art Review Committee Members	Commission temporary public art projects	Accumulated funds for public art projects	Documented w/ still, video, audio, text	
9 Months	City establishes public art staff	Inaugurate Public Art Review Committee.	Appointees adopt code of regulations	NA	Collection maintenance review	
One Year	DAC & City representatives	Public Art Review Committee establish quarterly meetings	RFQ for next permanent Public art commission	Accumulated public art funds	DAC promotes opp; develops RFQ; convenes selection panel	
			Annual Collection assessment, maintenance	Parks funding allocation	DAC expands collection on website	
Two Years	DAC, City Mgr.	Revised DAC/ City Public Art responsibilities solidified, executed	Permanent public art installation	Consider increased annual Hotel/Motel allocation percent; Establish Friends of Public Art	DAC promotes events; adds to collection records	
			Annual temporary public art project	Consider increased funding allocation	DAC to document events, artists	
Three Years	DAC, City, PARC reps	Biennial public art commission	Develop RFQ for perm. Public art; identify site	Accumulated funds for public art project	DAC promotes opps; develops RFQs; convenes selection panels	
	DAC staff	Consulting services to HOAs and/or commercial developers	As identified by developer	HOA and/or developer fund artist selection and project	Collaboratively with HOA and/or developer	
Five Years		Permanent public art in civic infrastructure	Public art in new civic construction	Adopt percent for art for new infrastructure construction		
		Permanent art maintenance as line item	Support art maintenance managed by Parks	Adopt percentage for art maintenance	Preserving public art and records; permanent & temporary	
Ten Years	DAC & City Public Art staff	Design 40th anniversary campaign; build team to execute	Overview of perm., temp, events, participatory	NEA, OAC grants & Friends	Public Art 40th anniversary campaign executed (2028)	

## **VIII. Dublin Public Art Locations: Revised Policies and Procedures**

This Plan acknowledges that final approval of recommended sites shall always be the responsibility of Dublin City Council. The Dublin Public Art Master Plan prioritizes locations to include sites and events for permanent, temporary and/or spectacle public art as follows:

### **Site Selection Criteria**

The minimum criteria for a Public Art project site is that it be accessible to all; considers public safety; and is feasible for installation or performance of the proposed artwork. Some sites might satisfy some but not all selection criteria. Variety in project siting is desirable, given the possibilities of monumental-scale, intimate-scale and geocached artworks.

Ideal locations for public art projects should include but not be limited to the following:

1. Highly visible, highly trafficked and easily accessible areas such as City Parks, the interior and exterior of City-owned buildings, major roadways and thoroughfares.
2. Walkable locations providing the viewer with 360-degree access to the proposed artwork and educational components including on site signage and cell phone tour information.
3. Locations with historic significance to Dublin and/or residents of the Dublin area.
4. Locations where public art might not be expected or can be discovered by the viewer such as trails, bike paths and unique areas of City parks.
5. Locations should be City-owned property; although, under special circumstances, private property could be considered.
6. Locations that lend themselves to a specific project, audience or desired form of public art.
7. Locations that, when activated by unique art, create a strong sense of place.
8. Locations that are secure and can be accessed for routine maintenance.

### **Policy**

This policy for site selection applies to public art projects proposed by Dublin Arts Council and City of Dublin Staff to the Public Art Review Committee for review and formal recommendation to Dublin City Council for approval as part of the ongoing Public Art program.

Policy and individual project decisions must be guided by the Goals outlined in Section I:

- Position Dublin as the premiere city for public artists and public art;
- Emphasize Dublin's identity and enhance community pride, cultural and civic engagement;
- Provide for strategic growth of community investment in city infrastructure;
- Provide a framework for creativity and innovation in civic art, design and landscape;
- Identify art sites throughout the visual landscape to leverage maximum impact;
- Enhance public art's role in parks and community development, and to cultural tourism, creative place-making and quality of life;
- Provide for public art in development projects by early planning for art; and
- Support the Public Art effort through education and collection maintenance.

Further, public art policy must address the entirety of the Dublin Public Art collection. Considerations for new public art commissions must be made after review of the Dublin Public Art collection for diversity in content, form and community cultural context.

## **Procedures**

The sequence of action for the selection of permanent or temporary Public Art site must include the following:

1. In advance of initiating an Art in Public Places project or call for artists, Dublin Arts Council and City of Dublin public art staffs shall meet to discuss potential artwork themes and mediums for the artwork and prepare a preliminary list of potential sites suitable for permanent or temporary works. This preliminary list of potential sites shall include a review of current permanent public art locations, newly created public sites, venues or traffic patterns, and locations recommended by the community.
2. City of Dublin Staff shall inspect potential sites with Dublin Art Council Public Art Manager, and prepare an engineering assessment if necessary, to ensure they are capable of serving as an adequate pad for permanent artwork and the mediums of art being considered. Any sites that do not meet minimum criteria for safety, accessibility, and feasibility shall be removed from consideration.
3. City of Dublin and Dublin Arts Council staff shall conduct a review of sites and discuss the strengths and weaknesses of each site in terms of public visibility, suitability, sustainability,

foot traffic and more. Following the tour, they shall create a prioritized list of potential sites and recommendations. This list should include notes on each potential site including strengths, potential drawbacks, as well as possible themes and mediums for permanent public art. Temporary and event-based public art endeavors, outlined in Section VI: Vision, shall also be considered as public art opportunities,

4. City of Dublin and Dublin Arts Council Staff shall reach out to the community to gather feedback about the top potential sites. City staff will provide advance notice to any and all property owners adjacent to the proposed site.
5. City of Dublin and DAC staff shall present the potential sites, including community feedback, to the Public Art Review Committee and then present PARC recommendations to City Council.
6. From the list of potential sites, Public Art Review Committee shall recommend a single site for the next scheduled project and, when feasible, list preferred site(s) for the next one to two projects. Recommendations are brought forward by Dublin Arts Council and City staff for City Council action.
7. Should Council find none of the submitted sites satisfactory, City of Dublin and Dublin Arts Council Staff shall prepare a new list of potential sites and resubmit to the PARC and Council.
8. Once a site is selected, DAC Public Art staff will lead the process for artist selection.
9. Once a site is approved and an Artist selected, City of Dublin staff shall work directly with that Artist and any necessary contractors to contract the work, and shall manage the contract to meet artwork creation deadlines as stipulated in the contract, prepare the site and oversee the installation of the artwork.

### **Example of Public Art Events on City Sites: Dublin Community Calendars**

This section explores the opportunities for contemporary public art practice to be part of planned civic event. As discussed in Section VI: Vision, in the 21<sup>st</sup> century practice of public art includes public artists' temporary and time-based works.

The sites for public art include public sites where audiences gather. DAC and the City of Dublin

host multiple public events for general audiences that are free and open to the public. Similar to public art experiences in physical contexts such as parks, event-based public art is experienced in the context of general public gatherings.

DAC's special events include festivals and musical performances, site-specific dance and diverse site-related installations including Riverboxes. The Public Art program does not encompass the DAC gallery exhibitions. These curated exhibitions are artworks temporarily displayed in a gallery and may be available for purchase.

The City of Dublin presents multiple public events through Parks and Community Events. Many of these events offer unique context for public art performances, artist-led participatory projects, parades and/or spectacles. Event-based public art may be large or intimate leveraging grand gestures or personal connections.

Notable City cultural events include the St. Patrick's Day Festival, Independence Day celebration, Dublin Irish Festival and Halloween Spooktacular, among others. Annual thematic events provide audience and context for collaborative development of temporary or performed public art commissions.

Unique community events, scheduled to celebrate major civic accomplishments, also offer great potential for collaboratively developed public artists' commissions including:

- Ongoing Pedestrian Bridge event(s) and opportunities
- Riverside Park openings and public dedication event(s)
- Dublin Public Schools/ new construction or school-adjacent afterschool events
- Dublin Farmers Markets
- Traditional and social media (print publications and/or online versions) provide a framework for public art prose projects, serial narratives, artists' book projects and inserts through no- or low-cost partnerships

Events and publications present unique opportunities for public artist-led participatory projects to engage Dublin community and fulfill many of the stated public art goals. With DAC and City partnership, and staff charged with identifying public art opportunities eligible for the current or enhanced public art funding, Dublin's public art effort would expand and engage audiences and artists in shared civic spaces.

## **IX. Funding Public Art Programs and Services**

Dublin Arts Council and the City both strive for excellence in all their public services, including public art. Public Art enhances Dublin's public parks, streetscapes and facilities. Currently the City draws on diverse revenue streams to staff and realize new public art commissions, maintain



public art projects and promote awareness of public art opportunities and understanding of the entire public art collection.

Principal line item expenditures across DAC and in diverse City departments are:

- Public Art Staffing
- Public Art Commissions including permanent, temporary and event-based art
- Public Art Collection Management including maintenance, education and records
- Public Art Advocacy including identifying and promoting public art opportunities to artists, artwork dedications, public/private partnership opportunities, marketing Dublin's public art collection, and providing community engagement and education.

**DAC public art services include but are not limited to:**

Developing and proposing new public art opportunities and sites

Developing artists' outreach, selection panel and dedication event for permanent public art commissions in partnership with the City

Developing and managing temporary public art commissions

Receiving and creating public art proposals and preparing reports for PARC review

Maintenance for temporary projects (such as Playing Through piano moving, tuning; Riverboxes repair)

Developing and posting information about artist selection and the collection in mobile apps, databases and on websites (DAC and other)

Promoting Dublin Public Art at regional, national and international conferences

Conducting public art tours

**City public art services include:**

Developing sites and proposing new public art opportunities and sites in partnership with DAC  
Withholding \$75,000 per year from Hotel/ Motel tax funds for Public Art, or as determined and appropriated by Dublin City Council.

On approval, contracting public artist; managing contract through design development, artwork creation milestones, engineering, installation, lighting and on-site signage

Contracting permanent public art maintenance as determined / needed based on assessment of maintenance needs

Maintaining Grounds of Remembrance, a public art memorial

As is evident, support for public art works and experiences, and thinking about programs and projects is deep and broad. The sum total of the public art expenditures is from diverse program and department budgets working in collaboration.

The chart on the following page has a menu of options for consolidating public art tasks and funding to streamline the process and get clearer understanding of the costs and commitments.



<b>PUBLIC ART FUNDING</b>	<b>Current Funding</b>	<b>Better Funding Option</b>	<b>Best Funding Option</b>
<b>Artists' Commissions</b>			
Permanent Art Commission	\$75k annual allocation; accumulates for sufficient commission contract	Consider Public Art siting in new construction planning opps	Explore options for percent for art in civic infrastructure construction in addition to Hotel/Motel tax funding
Temporary Art Commission	DAC grant writing for project; general support	Explore options for annual RFQ for temporary Public Art	Formalize temporary public art program with annual call for projects
Performed & Festival Public Art Commissions	DAC grant writing & sponsors; City Events allocation & sponsors	DAC, City Events partner on pop ups, participatory public art works w/existing funds	DAC and City Events coordinate planned temporary Public Art projects
<b>Collection Management</b>			
Public Art Collection	City staff; As needed assignment in DAC	Annual assessment of perm. + temp maint. needs; develop. sched priorities	Develop Percentage for art maintenance fund from potential percent for art program
Public Art Education	DAC Engagement staff services	DAC Public Art staff coordinates with Engagement & Education	DAC Public Art staff leads coordination with DAC Engagement & City PIO
Permanent Art Maintenance	\$15,000 annual through Parks; as needed from DAC for Riverboxes and piano	City line item for art & memorial maintenance	Combined art maintenance line item supports all Public Art maintenance services
<b>Public Art Advocacy</b>			
Promotion & Mktg	DAC Engagement staff responsibility	DAC Public Art staff coordinates with Engagement & Education	DAC Public Art staff leads coordination with DAC Engagement & City PIO
Public/Private Art Partnerships	As needed project assignment	Developer opt-in program with DAC Public Art services by negotiated fee	Optional developer Percent for Art, with DAC services in collaboration with City
Special Art Projects/ Intl Partnerships	DAC Grants & City special allocations	Special Projects team, Friendship City initiatives, Friends of Dublin Public Art	Consider establishing Public/Private Art Fund, % from developers; accepts donations

**City Public Art Funding:**

A Percent for the Arts allocation is, in the long term, the best option to support public art services.

The \$75,000 allocation for public art has been unchanged for at least ten years. A strategy for developing a percent for art allocation can be viable for long term additional funding of the Public Art Program. This is an optional, and aspirational, public art funding opportunity.

DAC and the City may find public art opportunities in civic facilities such as the new City Hall. For example, cost effective, value engineered projects might include designing and pouring a sculpture pad in conjunction with planned sewer connection replacement in a beloved park.

**Recommendation** Establish an overall funding program which includes additional funding sources such as foundation, government, corporate and individual support.

**Dublin Arts Council Public Art Funding:** DAC, a non-profit organization, has an opportunity to develop public art funding through a Friends of Public Art program. Established by DAC, the Friends program could seek and receive financial donations from individuals or businesses for general program expenses or specific project or initiative costs. Membership levels could be established with specific benefits such as exclusive invitations to preview works of art and meet the artist, attend exclusive special events, and/or join private tours. DAC will also seek out funding from sources such as the National Endowment for the Arts, the Ohio Arts Council, Franklin County and other foundations and corporations.

**Recommendation:** Establish Friends of Dublin Public Art to fund the continued growth and awareness of the City's public art collection, and partner with interested donors and businesses.

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# Dublin Ohio

## Public Art Master Plan Part II

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## **A. Public Art and Practice Description**

Public art is a unique field of inquiry, encompassing a wide variety of creative expressions and explorations in the public realm. Public art allows people to connect with the broader context of the world around them, instilling meaning and a greater sense of connection with the environment in which they live, work, play, learn and visit.

Public art may activate civic dialogue and may also provide personal experience in public space. A vehicle for a community to express its identity through creative place-making, public art requires consultation and collaboration with artists and the community. Whether temporary or permanent, public art can take a wide range of scales and forms, activating time and space and contributing to a community's sense of discovery. The practice of public art requires advocacy.

Public art can include murals, sculpture, memorials, architecture, landscape, light, sound, digital media, performance, and festivals, among other mediums and forms. The public art field today encompasses place-making, environmental activism, cause-related art, interdisciplinary performance events, community-based initiatives, and much more. Whatever form it may take, public art instills meaning and facilitates memorable experiences for all.

Public art is free and accessible to everyone. It is important to distinguish between public art, which takes into account its site and other contextual issues, and art in public places. Simply placing a sculpture on a street corner is not the same as designing a sculpture specifically for that site by considering issues such as its audience, environmental conditions and the history and character of the site.

Finally, Dublin Arts Council and City of Dublin recognize that public art is a mutable and evolving creative practice. In every case, a professional artist is required to develop and realize the public art experience, which may involve physical form, performed actions, sound, light, non-artist participants.

## **B. Recommended Public Art Policies**

### **i. Americans for the Arts: Best Practices for Public Art Commissions**

Public art administrators require specific tools and resources to advance public art in their communities. The national standard adopted by Americans for the Arts' Public Art Network in 2016 is the policy recommended for Dublin public art program.

#### **DEFINED TERMS**

**Administrator:** includes public art administrators, public art program representatives, art consultants, developers and any other person or team working on behalf of a commissioning body or entity.

**Agreement:** includes any written agreement pertaining to the planning, design, development, fabrication, delivery and/or installation of an Artwork, including but not limited to letters of intent (LOIs), memoranda of understanding (MOUs), commission agreements, contracts and construction agreements.

**Artist:** includes individual artists as well as artist teams.

**Artwork:** unless otherwise restricted by the language of the particular statement, and excluding ancillary deliverables such as budgets and maintenance manuals, "Artwork" includes any permanent and/or temporary work as defined in the scope of work of an Agreement.

#### **BEST PRACTICES FOR PUBLIC ART PROJECTS**

1. Administrators should clearly represent the scope and budget of project in Calls for Artists and communications.
2. Artists should truthfully represent their role and the nature of past work when presenting portfolios.
3. Artists should design to available budgets and propose what they can realistically deliver within budget, especially during design competitions.
4. Administrators/Consultants should not ask Artists to appropriate or use designs proposed by other Artists in a competition, nor should Artists use other Artists' proposed ideas or concepts.
5. Any organization or entity commissioning Artwork should pay Artists for design proposals.
6. Administrators should ensure a legal and fair process for developing projects and selecting Artists.
7. All organizations and entities commissioning Artwork should consider their process for developing projects and selecting Artists in light of the principles in Americans for the Arts Statement on Cultural Equity. *(See section iv below)*
8. As reasonably possible and consistent with existing privacy policies and legal requirements, Agencies should protect Artists' private information.
9. Arts professionals should be involved in the Artist selection process.
10. Administrators/Consultants should not receive funds from Artists considered for or awarded a project.
11. To avoid actual conflict or the appearance of impropriety, real or perceived conflicts of interest must be disclosed; impacted decision-makers should abstain from involvement in the process.
12. All projects should have a written Agreement that includes a clear articulation of scope of work,



- budget and schedule.
13. All parties should have time to read and understand agreements prior to signing, and may seek legal and/or business counsel.
  14. Agreements should clearly articulate the process by which project changes are approved and any changes should always be made in writing.
  15. If substantial redesign of a contracted artwork or an entirely new proposal is requested, due to no fault of the Artist, the Artist should be compensated.
  16. Realistic life span of an Artwork should be mutually agreed by all parties and written into the Agreement.
  17. Artists should choose appropriate materials for artwork based on the expected life. Care should be taken when integrating components into the Artwork that are not warranted for the minimum warranty period required in the Agreement. Attention should be paid to integrated components that may void underlying warranties.
  18. Artist warranties should not exceed two years.
  19. With regard to manufacturer warranties for integrated components, Artists should be required to only pass along those warranties provided by the manufacturer.
  20. Where reasonable, obtainable insurance is required by law, municipal policy and/or in an Agreement, Administrators should work with Artists to assess the true cost of this insurance so that Artists can budget. As only licensed professionals can obtain professional liability and/or errors and omission progressive insurance, Artists who are not licensed professionals should have this requirement waived. However, Agreements may require licensed sub- contractors carry professional liability or errors and omissions insurance.
  21. Administrators should not ask Artists to take on unreasonable or inappropriate liability.
  22. Artists should have Agreements with their subcontractors, and include all relevant requirements of the prime contract in the sub-contract Agreement.
  23. Project payment schedule should meet the cash flow needs of the Artwork schedule of deliverables.
  24. Artists should retain copyright to their Artwork. However, Artists should expect to grant license to the contracting agency or ultimate owner for reasonable use of images of the Artwork for publicity, educational, and reasonable promotional purposes upon which the parties agree.
  25. Artists and commissioning bodies and/or owners should provide reciprocal credit for their respective roles in commissioned Artworks.
  26. Maintenance and conservation plans should be discussed and mutually agreed upon and Artists should prepare a detailed and feasible maintenance and conservation plan.
  27. Commissioning bodies and/or ultimate owners should have collection management policies in place and notify Artists of these policies.
  28. If an Artwork is damaged, Administrators should make a good faith effort to consult the Artist about repairs. Administrators are not obligated to work with Artists to make repairs, but should use best conservation practices.
  29. If Visual Artist Rights Act (VARA) rights are waived, Agreements should nonetheless provide that, in the event of damage, alteration, or destruction of an Artwork that is not remedied to Artist's satisfaction, or relocation without Artist's approval, if the Artist believes the Artwork no longer

represents his/her work, the Artist should have the right to remove his/her name from the Artwork.

*Courtesy Americans for the Arts/Public Art Network 2019*  
[americansforthearts.org/sites/default/files/pdf/2016/by\\_program/networks\\_and\\_councils/pan/tools/](http://americansforthearts.org/sites/default/files/pdf/2016/by_program/networks_and_councils/pan/tools/)

## **ii. Public Art Collection Records and Maintenance**

### **DUBLIN PUBLIC ART COLLECTION**

The Dublin Public Art Collection is a municipal and public asset valued for both the enjoyment and cultural expression it adds to civic space and also for the investment of public funds and staff time.

Dublin Arts Council and the City of Dublin agree the Public Art Collection needs to be maintained to professional standards of public art display. Artworks in the collection will be, to the extent possible, maintained to preserve the appearance and stability of the artwork in like-new conditions. This is done through Public Art Collection records in authoritative digital and hard copy files.

### **PUBLIC ART RECORD**

A baseline record shall be established for each Artwork in the Public Art Collection, including temporary and time-based work. A sample form is on the following page. The record will be comprised of an Art Record form, images (with date), method of acquisition, including contract, donation or gift documents, artist's maintenance recommendations and inspection and treatment reports. A City Asset number or tag should be assigned to each permanent work of public art to ensure the works are included in civic property inventory.

### **ART INSPECTION**

Each work in the collection will be regularly inspected by DAC and City Public Art staff and on an annual or biannual basis by public art conservators contracted by City of Dublin. Photographic documentation shall be made of each artwork when installed to establish new conditions. The artwork will be re-photographed each subsequent year for comparison. An annual report on the State of the Public Art Collection will be produced and submitted to the Public Art Review Committee.

### **SITE INSPECTION**

As site is an important part of the public art experience, the site conditions will also be inspected. Public Art staff will note need for site maintenance including but not limited to grounds maintenance (lawn, trees, weeds, concrete, and/or wall conditions); lighting maintenance (day and night visibility) and signage. Detrimental site conditions shall be remedied by the appropriate department.

### **REPORTING PUBLIC ART DAMAGE**

Works of public art shall be inspected by Public Art staff once a year, but remain in public display 365 days a year. To protect the public investment in art, Dublin Arts Council and City of Dublin shall identify and

supply contact information to report damage to the Public Art Collection. Reported damage shall be investigated within 14 days of report, with an action plan within 30 days. This report shall be kept for 2 years and will be considered when developing the annual public art maintenance budget and site security considerations.

## DUBLIN PUBLIC ART COLLECTION

### Art Asset Intake Form

#### Part 1: Artwork

Artwork title:

Artist name:

Medium/materials:

Dimensions:

Year of Completion/Installation/Donation:

Accession number/ City Asset Tag:

Artwork Location (GPS):

Facility Site (street address)

City Dept / Facility:

Facility Manager Contact information: \_\_\_\_\_ (email & phone)

Commission Funding or Donation Source(s):

Artist Selection Process (artist-initiated; selection panel; other) \_\_\_\_

Label/ QR code: y / n

Lighting: y / n

Online information: y/n

Photo documentation as originally installed: y/n

Photographer:

#### Part 2: CONDITION/Annual Assessment

Annual Assessment Date: \_\_\_\_\_ Assessor name \_\_\_\_\_

Artwork condition (excellent/good/fair/poor; not any damage, dirt)

Need for maintenance: (attach Maintenance Plan)

Need for conservation:

Display conditions (i.e. ground, wall)

Attach or insert photo of work as installed; update with maintenance treatments.

#### Part 3: ARTIST INFORMATION

Artist phone:

email:

Artist mailing address:

Artist's web site:

Attach Artist's Resume or CV

### **iii. Public Art Lifespan and Deaccessioning Procedures**

#### **PERMANENT PUBLIC ART MAINTENANCE**

Dublin Arts Council, the City and Public Art Review Committee is dedicated to the maintenance of its public art collection artworks and records. Staff assigned by the City will oversee the maintenance, installation, restoration and, if and when needed, deaccession a collection artwork in consultation with DAC Public Art staff and the Public Art Review Committee.

#### **Responsibilities of the Public Art Program**

The Maintenance of the City's public art collection shall be overseen by the Public Art staff with the Public Art Review Committee. These responsibilities include:

- Create and maintain authoritative files on all artworks in the Public Art Collection;
- Create and maintain an inspection schedule; all permanent and temporary artworks in the collection shall be inspected by the assigned Public Art staff a minimum of once a year;
- Create and maintain a collection database in digital and hard copy, with the recommended maintenance plan, maintenance notes and treatment dates for each artwork.
- Regularly perform routine maintenance (i.e. washing, cold-paste waxing) and oversee related work performed by City Staff;
- Hire and oversee professional fine art conservators and contractors for more complex maintenance work (i.e. major restorations, hot-waxing, repair work);
- Prepare and submit an annual budget for anticipated annual maintenance and restoration needs.

As the Dublin Public Art Collection grows, the need for the annual collection assessment, and planning for and performing annual fine art maintenance grows apace. Therefore, maintenance requirements for all art commissions must be a significant consideration in creating and placing new works of public art.

#### **Maintenance Plan for New Public Art Works**

As new public art works are commissioned and sited, City Public Art staff will work with each artist to plan for art maintenance. A comprehensive art maintenance plan is a contract requirement and must be submitted at project completion. Knowledgeable Public Art staff or a fine art maintenance consultant will review the submitted maintenance plan and, if accepted, add it to the collection database under the detailed entry for that work. Public Art staff will consider the access to the art location and art exposure to intended and unintended interaction when evaluating a maintenance plan.

### **Lifespan / Deaccessioning policy**

#### **LIFESPAN OF ARTWORK**

At the beginning of each public art commission, the Public Art Review Committee shall establish the intended lifespan of the artwork. DAC and the City of Dublin shall strive to maintain the artwork in its original condition during the established lifespan of the artwork. The lifespan of major projects should be made clear to the Public Art Review Committee and Dublin City Council.

On recommendation of the Public Art Review Committee, the City may choose to extend the life of particular artworks beyond the original lifespan, accepting additional maintenance services and costs. In general, the lifespan of individual works shall fall into the following categories:

**Permanent I:** Artworks made of durable material such as bronze or marble that is able to withstand the elements and last fifty years with consistent routine maintenance in the Ohio climate.

**Permanent II:** Artwork intended to last 15-30 years, typically building-integrated works of art with the understanding that the site may be altered during the work's lifetime.

**Planned Short Term:** Artwork of less durable materials, artwork that relies on technology that will realistically only last 5-10 years with routine maintenance, and site-specific artworks affected by formally planned alteration, development or demolition of the site.

**Temporary:** Artwork designed to be experienced in time; and created with the intention of not remaining on display after the agreed-upon time frame.

## **DEACCESSIONING**

Deaccessioning, removing a work of permanent public art from the civic collection, shall be considered only after a minimum of seven years has elapsed from the date of installation of artwork, except in the case of shorter term planned, portable and temporary works or under special circumstances recommended by the Public Art Review Committee and approved by the City. Special circumstances may include a work damaged beyond repair; planned modification or destruction of the artwork site; or if the work has or may reasonably be expected to become, a public safety hazard.

Once the City has decided to begin the art deaccession process, City Public Art staff will work with Dublin Arts Council Public Art staff to make all reasonable efforts to notify the artist whose art is considered for deaccessioning, if living, or the estate of the artist, if deceased. If an artwork was a gift to the City from any donor, the City will make reasonable efforts to notify the donor or the donor's estate.

### **Eligible Works**

All works of public art, memorials, and monuments owned by the City, acquired through the Dublin Public Art process, donations, gifts, or other method, are eligible for deaccessioning. In the case of donations and gifts, all legal documents relating to the donation will be consulted prior to deaccessioning.

### **Deaccessioning Procedure**

City of Dublin and Dublin Arts Council staff familiar with the artwork are responsible for recommending works for consideration for deaccessioning. The City also reserves the option of hiring or seeking advice from conservators, consultants and community members to guide the deaccessioning process.

As part of the ongoing evaluation of the collection, staff will review specific artworks when deemed appropriate or upon the request of City Council or the Dublin Arts Council.

When an artwork with a value greater than \$10,000 is identified as a work for potential deaccession, Public Art staff must formally present the recommendation to the Public Art Review Committee who will review the recommendation and through Dublin Arts Council and City staff, will recommend action to Dublin City Council. If approved by Council, staff shall finalize the deaccessioning of the artwork—working with Dublin Arts Council and the City’s legal counsel as needed.

For works of lesser value, the Public Art Review Committee and Public art staff may initiate the deaccessioning of the work without a formal recommendation to City Council.

### **Criteria for Deaccessioning**

The City may consider the deaccessioning of a work of art, monument, or memorial for one or more of the following reasons:

1. The site in which a work is currently located is planned for destruction or other modification that demands that the work be relocated, and said work cannot be reinstalled at another location for reasons including but not limited to: relocation would destroy the work itself; any new site would destroy the artistic meaning or appropriate representation of a site-specific work.
2. The work is not, or is only rarely, on display because of lack of a suitable site.
3. The condition or security of the work cannot be reasonably guaranteed.
4. The work has been damaged or has deteriorated and repair is impractical or unfeasible.
5. The work requires excessive maintenance or has inherent design or engineering failures.
6. The work endangers public safety in unanticipated ways in its original siting and is anticipated to continue to do so in a new site.
7. In the case of a site-specific work of art, the work is destroyed or its impact negated by altering its relationship to the site.
8. The work has been determined to be significantly incompatible or of inferior quality or aesthetic within the context of the City’s Public Art collection.
9. The Public Art Review Committee and City of Dublin wishes to replace the work with a work of greater significance by the same artist.

### **Methods of Deaccession**

The following methods of deaccession are available to the Public Art Review Committee and City under this policy.

1. Sale or Exchange: Sale for replacement value shall be in compliance with state and local laws and policy governing sale of property.
  - a. Artist, or estate of the artist, will be given first option to purchase or exchange the artwork(s) for its fair market value as determined by a professional credentialed art appraiser.

- b. Sale may be through auction or direct bidding by individuals, in compliance with state and local law and policies governing surplus property.
  - c. No works of art shall be sold or traded to members of Dublin Art Council, City staff or elected officials.
  - d. Proceeds from the sale of any work of art shall go into the Public Art account.
2. By sale for scrap value if the artwork can be shown to have minimal or no residual market value in its current form.
  3. Destruction of artwork deteriorated or damaged beyond repair and deemed of negligible value.
  4. If the City is unable to dispose of the artwork in a manner outlined above, Public Art Review Committee shall make a recommendation to City Council for an alternative method, which may include the donation of the artwork to a non-profit organization or government agency.

### **Sequence of Action**

1. An artwork, memorial or monument is identified for possible deaccessioning by DAC or City Public Art staff who informs the Public Art Review Committee for recommendation.
2. For works with a replacement value of \$10,000 or greater, Public Art staff must present a formal recommendation to deaccession to the Public Art Review Committee, who make formal recommendation through Dublin Arts Council and City staff to City Council who approve or disapprove the deaccessioning of the work.
3. If a decision to deaccession cannot be immediately made, City Council may request that staff obtain additional information regarding the work from artists, art galleries, curators, appraisers, Dublin Arts Council staff or other professionals and present a report to Council.
4. City Council will review the additional information and vote for or against deaccession.
5. Upon City Council confirmation of the recommendation, Public Art staff will proceed to complete the deaccession of the work and the authoritative file on the artwork shall remain in Art Collection Records in a deaccessioned category. Both DAC and City Public Art staff shall retain documentation of the reasons for deaccession in the Collection files.

### **iv. Equity and Inclusion Statement**

Dublin Arts Council is committed to equal opportunity and nondiscrimination in all programs and services, and does not discriminate on the basis of race/ethnicity, color, religion, sex, including marital status, national origin, ancestry, age, sexual orientation, disability or veteran status.



## C. Related Considerations

### i. DUBLIN ARTS COUNCIL JOB DESCRIPTION: Public Art Program Manager

**Overview:** The Dublin Arts Council Public Art Program Manager will assist in the visualization, research, development, selection and implementation of permanent, temporary and performed contemporary public art projects in coordination with the City of Dublin municipal team. This staff member will develop and support realization of regular contemporary public art projects within a newly adopted Public Art Master Plan and new Public Art Review Committee. The manager will liaise with the Dublin Arts Council staff, board and Boards; City of Dublin's Representative and City Manager office; and local, regional, national and international peers and artists, to promote, help process and realize new public art opportunities and events.

**Role description:** The Dublin Arts Council Public Art Program Manager reports to the Executive Director and represents the Council in the public art partnership with the City of Dublin. The Manager is responsible for the development and coordination of public art tasks including:

1. Develop, discuss and present public art programs, projects and collections to internal and external groups;
2. Develop, prioritize and discuss potential public art sites within Dublin;
3. Provide administration to realize the Dublin Art in Public Places program artist's outreach and communications within Dublin Arts Council;
4. Provide administration support, from application to fulfillment and interim and final reporting to the Arts Council and relevant funders.

#### 5. Key duties / Responsibilities:

Staff the Dublin Public Art Review Committee meetings, develop agendas and recommendations;

Organize and strategize on Dublin Public Art initiatives, opportunities and partnerships;

Assist in implementation of the Riverboxes<sup>TM</sup> public art initiative, facilitate new commissions, maintain existing works online and in the field and respond to online communications;

6. Support grant application, administration and sponsorship and development staff;
7. Special public art event support, including planning, execution and evaluation;
8. Contribute content to the Dublin Arts Council e-mail newsletter;
9. Support the creation of collateral including signage, fliers and brochures;

10. Contribute to website and social media content on request;
11. Stay informed on local and regional public art trends and developments;
12. Additional duties and responsibilities may be assigned.

**Qualifications:** Undergraduate degree in relevant discipline is required, i.e. Public Art, Arts Education, Arts Administration, Fine Art or Art History, with a master's degree or experience presenting art in public places, desired. Combination of education and experience may be substituted. Program administration experience is a plus, as is experience in outdoor sculpture projects. Software proficiency in Microsoft Office suite (Word, Excel and PowerPoint) and social media. Excellent written and verbal skills required. One to three years of relevant experience is required.

Additional requirements & considerations of the Public Art Program Manager are:

- Knowledge of public art purposes, procedures and policies;
- Creative, collaborative and possessing a positive work ethic;
- Able to work independently toward internal and external approval processes;
- Responsive to evaluation, input and direction from other professionals;
- Excellent record keeping skills in digital and hard copy;
- Experience working with Boards, elected officials and/or community groups;
- Detail-oriented, well-organized and able to multitask;
- Able to communicate with a variety of audiences, both internal and external.

A valid driver's license and personal vehicle are required. Approved mileage is reimbursed. Evening and weekend work may be required. Comp time is tracked and utilized. Dublin Arts Council provides a generous benefits package to full-time employees.

## **ii. Three Public Art Program Job Descriptions**

### **a. Cultural Affairs and Public Art Program Assistant, Culver City, CA**



#### **Cultural Affairs & Public Art Program Assistant**

Salary range \$20.00 - \$30.00 / hour, commensurate with experience.

The City of Culver City seeks a part-time assistant for its Cultural Affairs Division who will be responsible for collections management as relates to the Art in Public Places Program (Public Art Program) which was established in 1988 and currently includes nearly 100 permanent artworks installed throughout the city. Duties will also include projects and tasks associated with operations and management of the Cultural Affairs division. This is an excellent opportunity for someone on a career track focused on arts administration. This is a non-benefited, 20-30 hour per week contract position, with flexible hours between Monday – Friday, 7:30 am – 5:30 pm. Candidate must be available to attend the regular Cultural Affairs Commission meeting (3<sup>rd</sup> Tuesday of each month, starting at 7:00 p.m.).

Culver City, comprising 5 square miles and nearly 40,000 residents, is strategically located on the Westside of Los Angeles County at the intersection of the 405 (San Diego) and 10 (Santa Monica) freeways. The city is recognized as a creative and cultural nexus within greater Los Angeles, featuring a high concentration of artists, architects, place makers, communications firms, cultural and creative start-ups, major movie studios and postproduction houses.

Responsibilities: Reporting to the Cultural Affairs Coordinator, the Cultural Affairs & Public Art Program Assistant plays a pivotal role in public art collections management, as well as operations and management of the division. Examples of duties include:

- Implement a collections management program for all permanent artworks commissioned under the City's Art in Public Places Program. This includes condition inspections, and follow-up coordination with property owners, artists and conservators regarding maintenance and restoration requirements;
- Maintain collections management database (FileMaker Pro);
- Contract preparation and tracking;
- Update program information on City website and other regional or national databases (e.g., Public Art Archive);
- Track development projects in City-wide permitting system (Accela Automation);
- Track Cultural Trust Fund revenues and expenditures;
- Maintain artist image registry;
- Conduct administrative studies of programs, projects and practices;
- Coordinate project status and other reports;
- Assist in the coordination of new public art projects, including artist recruitment, selection process and project data management;
- Assist in preparation of Cultural Affairs Commission and Cultural Affairs Foundation Board meeting agendas and post-meeting tasks;
- Operate legislative management software (Granicus) in City Council Chambers during Cultural Affairs Commission meetings;

- Process invoices for payment and enter requisitions into the City's financial software program (Tyler Munis);
- Coordinate information requests from the public, media, artists and other public art programs; and,
- Provide general administrative support to the Cultural Affairs Coordinator.

Qualifications: Candidates should have a B.A. degree and a minimum of (2) two years' experience in a responsible administrative role, with a focus on the visual arts and/or the built environment. The successful candidate will have knowledge of, or interest in, public art and contemporary visual art; proven organizational skills; excellent oral and written communication skills; and advanced knowledge of the Microsoft Office 2013 or Microsoft Office 2016 software suite (especially Word and Excel). Database and/or collections management software experience (FileMaker Pro or similar) is a plus. A candidate with a degree in the visual arts, public administration, urban design or a related field is desirable.

How to Apply: Apply immediately by submitting a cover letter stating why the position is of interest and with that include a résumé a list of three professional references and your salary history. Submit materials via email to [christine.byers@culvercity.org](mailto:christine.byers@culvercity.org)

Note: Cover letter and résumé will be reviewed for immediate placement. Position will remain open until filled and may close without advance notice.

Equal Opportunity Employer

Note: Special assistance for persons with disabilities may be available to help with the process upon request. Contact the Human Resources Department, P.O. Box 507, Culver City, CA 90232-0507. (310) 253-5640 V/TDD (310) 253-5647 (Hearing Impaired Only). – Women, Minorities & Disabled Encouraged to Apply.

## **b. City Arts Program Manager, City of Portland OR**

A position to oversee the performance of operations and implementation of art policies by the City's contracted non-profit arts services provider the Regional Arts and Culture Council (RACC).

The City of Portland's Office of Management and Finance is seeking a City Arts Program Manager to join the Strategic Projects and Opportunities Team (SPOT). The City Arts Program Manager, a newly created position, develops and oversees program activities, agreements and contractor work plans for major elements of the City's arts and culture program, which are principally implemented with the Regional Arts and Culture Council (RACC), a non-profit organization. The City Arts Program Manager collaboratively develops clear goals, objectives and performance measures for a program of work; manages the contractual relationship with RACC; serves as the main point of contact for the City's public art and culture goals, policies, and practices for RACC, City bureaus, and other arts partners; and prepare and presents a variety of analysis and documents in writing and orally. The City Arts Program Manager will have significant responsibility for developing and implementing a new program; addressing political considerations, transparency and accountability; adjusting current practices; collaborating with multiple bureaus within the City and with external partners with a high degree of independence and discretion.

### **c. Art in Public Places Specialist, Sacramento Metropolitan Arts Commission, CA**

Under general direction, the Art in Public Places Specialist oversees and coordinates projects within the Art in Public Places Program; provides recommendations for the maintenance and management of the City/County art collection; serves a liaison between City/County departments and community groups; coordinates the work of consultants; and monitors the Art in Public Places Program budget.

#### **DISTINGUISHING CHARACTERISTICS**

The Art in Public Places Specialist performs professional level project management duties within the City's Art in Public Places Program requiring knowledge of the City/County ordinance. Art in Public Places Specialist is distinguished from Art in Public Places Administrator in that the latter has broader administrative responsibilities over the Art in Public Places Program and provides direct and indirect supervision to professional and technical staff.

**SUPERVISION RECEIVED AND EXERCISED** General direction is provided by the Art in Public Places Administrator. Responsibilities include overseeing and coordinating the work of contractors.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees the projects related to the Arts in Public Places Program; confers with City/County departments and developers regarding projects.
- Prepares and presents information and staff reports regarding projects; serves as a resource and represents the Arts Commission to City or County Departments, community groups, artists, contractors, and the public; coordinates special events, dedications, and workshops related to Art in Public Places.
- Assists in the preparation and monitoring of program budget; develops Request for Proposals and Request for Qualifications; monitors contracts.
- Facilitates artist selection process including the recruitment of qualified jurors; reviews and approves artwork proposals and recommends contracts for artwork.
- Assists in the development or revision of policies and procedures related to the Public program.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed may necessarily be performed by each individual holding this classification.

#### **QUALIFICATIONS:**

Knowledge of: • Art in Public Places issues and national program trends.

- Principles and practices of project management.
- Principles and practices of budget preparation and monitoring.
- Event planning and production.
- Architecture and design principles.

Skill in: • Use of computers, computer applications, and software.

- Ability to:
- Communicate effectively, both verbally and in writing.
  - Establish and maintain effective working relationships with the arts community, City and County departments, and other governmental agencies, developers, consultants, architects, contractors, and the public.
  - Understand and apply budget processes and procedures.
  - Effectively manage multiple projects and coordinate the work of contractors.

#### **EXPERIENCE AND EDUCATION**

Experience: • Two years of experience planning and overseeing art in public places projects or similar art related program. -AND-

Education: • A Bachelor's degree from an accredited college or university in art, arts administration, or related field.

### **iii. Friendship Cities and Friendship Artists' Public Opportunities**

The City of Dublin Ohio maintains an active role in international relations through Friendship City agreements. A Friendship Cities Program fosters international relationships on a municipal government to municipal government basis. Friendship City relationships may include the exchanges between Mayors, City Councilmembers and other community leaders regarding areas of mutual interest. A Friendship City relationship has potential to evolve into Sister City generally by increased frequency of annual cultural exchanges.

The cities of Dublin, Ireland and Mashiko, Japan became friendship cities in 2017 and 2015 respectively. The groundwork was laid with art exhibitions by master ceramicist Masayuki Miyajima at the Dublin Arts Council gallery and on the grounds of the Dublin Arts Center. The Dublin Harp, a ceramic sculpture created in 2016 without DAC involvement, was created for the site of the City's annual Dublin Irish Festival. Both artworks reflect the tradition of each city's visual arts.

The Friendship City cultural partnerships provide significant opportunity for contemporary art and artists. Public art, an international practice which expands the media and reference of traditional form, offers the opportunity to expand conversations about civic symbols while building on these original exchanges of cultural symbols.

#### **Public Art Opportunity for Japanese artist:**

Commission a Japanese public artist as an artist in residence with Dublin Arts Council Education Programming. The artist would be contracted to make public art using Ohio clays or soils. On site for one to two months, the artist could hold open studio sessions, meet with youth or children's classes, or present a public lecture. The resulting artworks could range from fired tiles assembled in a mural to raku-fired cups dipped into the Scioto River to unforeseen creative collaboration with the site and community.

#### **Public Art Opportunity for Dublin Ireland artist:**

Commission an Irish artist to create a 21<sup>st</sup> century harp in permanent or temporary form to continue the conversation about the image and presentation of the Irish harp. This might result in transforming the new pedestrian bridge into an enormous harp through pick up microphones on the suspension cable; a carved wooden harp made from a local fallen tree; or a participatory harp parade with workshop on making paper harps from craft supplies.

#### **Public Art Opportunity for Dublin Ohio artist:**

Commission or otherwise contract a Dublin Ohio artist to serve as Dublin's public art ambassador to Ireland or Japan with the requirement of making and documenting a work of temporary public art. This might result in an international Riverbox geocache, a ceramic platter made in the host country for public display, or another creative work presented in public. The documentation would become part of the City's Public Art Program records.

#### **D. Selection Process for PARC Members**

The initial selection process for PARC members will begin with a call published by DAC and the City. The call will be posted on both DAC and City websites. Applications will be reviewed by members of DAC and City staff and interviews with candidates will be conducted to select representatives.

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