

## **CITY OF LAUREL ARTS COUNCIL (LAC) FUND POLICY**

The Mayor and City Council of Laurel passed and approved Ordinance No. 1908 on April 24, 2017, establishing the City of Laurel Arts Council (LAC) to encourage appreciation and investment in the visual arts, performing arts and art education; to coordinate the display of art in public places throughout the City; and to foster a vibrant arts community that enriches the lives of Laurel's residents by promoting the arts and providing art programs. To support the LAC in carrying out this mission, the Mayor and City Council shall approve a Laurel Arts Council Fund (LAC Fund).

This document describes policies and criteria for the use of the LAC Fund. It also specifies the LAC's rules and procedures for handling money from donations or sales and for requesting expense reimbursement from the City.

The funding policy described in this document does not preclude additional funding of public art through the City's budget (see Table 1), private donations, grants or partnerships with organizations including nonprofit or charitable organizations, community groups, businesses, or schools.

Current sources of funding for LAC expenses are: (a) contributions and donations to LAC held in escrow, (b) Department of Parks and Recreation budget, and (c) Mayor's Office/Community Promotions budget. (d) other funding sources to include but not be limited to: State, County and local grants or endowments.

### **Section 1. Procedures for managing funds raised by the LAC from donations or sales**

#### **A. Escrow Account.**

1. The City of Laurel will manage the LAC Fund as an escrow account in partnership with the LAC.

#### **B. LAC Treasurer's Role.**

1. Acts as custodian of the LAC Fund in partnership with the City of Laurel Department of Budget and Personnel Services (BAPS).
2. Secures and submits payments by direction of the LAC's Fund Policy in coordination with the Department of Parks and Recreation and BAPS.
3. Requests reimbursement for any authorized expenditure of the LAC that is validated by a receipt through the Director of the Department of Parks and Recreation.
4. Keeps a full accurate accounting of deposits, receipts, and expenditures of LAC Funds.
5. Develops budgets as needed, in conjunction with subcommittees, for approval by the LAC.
6. Prepares and presents a Treasurer's report at LAC meetings when deposits or expenditures have been made.
7. Prepares and submits an end of fiscal year financial report.

#### **C. Handling of Income and Deposits.**

1. Count all monies with two (2) people present
  - a. If \$150 or less, submit all monies to BAPS within 5 working days.
  - b. If \$150 or more, submit all monies to BAPS within 5 working days

#### **D. Expenditures.**

1. The Chair, with concurrence of the Treasurer, shall have the authority to approve necessary expenditures totaling not more than \$150 in the interim between meetings without prior approval by the LAC. In the absence of the Chair, the Vice Chair may approve these expenditures with the concurrence of the Treasurer. Treasurer shall report all such expenditures at the next LAC meeting.
2. Expenditures totaling more than \$150 must be approved by majority of the LAC at a meeting where a quorum is present.

#### **Section 2. Procedures for Requesting Reimbursement by the City for City-Authorized Expenses.**

- A. The LAC may participate in projects or events sponsored by the City, such as Second Saturday fairs, or may host projects or events on behalf of the City, such as art workshops. On occasion, LAC Members may individually purchase materials or supplies needed to carry out these projects and events. Such expenses may be reimbursed in accordance with Section 1.B.3 above.
- B. Expenses are considered authorized and LAC members may seek reimbursement from the City in the following cases:
  1. LAC participation in a project or event has been agreed upon by a majority of the LAC at a quorum meeting with concurrence by the Director of Parks and Recreation or designee, who serves as an ex-officio non-voting member of the LAC.
  2. Materials proposed for purchase are not available from the City.
  3. Proposed purchases and estimated costs are discussed with the Director of Parks and Recreation or designee prior to purchase.
  4. To receive reimbursement for authorized expenditures, the LAC member who incurred the expense shall provide an itemized receipt to the City of Laurel through the LAC Treasurer.

#### **Section 3. Policy, procedures, criteria for LAC selection of arts projects to be funded by the City (through the LAC Fund)**

- A. Purpose. The City of Laurel intends to fund art in public places throughout the City, with the goal of creating a vibrant arts environment that enhances the quality of life within the City while fostering economic growth and building community spirit and identity. This section provides guidelines for the use of the City-established LAC Fund, with examples focused on art in public places.
- B. Responsibility. The City has designated the LAC as the body responsible for planning, budgeting and selecting candidate public art projects and their placement. The LAC shall make recommendations to the Mayor and City Council, for approval of arts projects funded by the City.
- C. Scope. All art in public places shall receive prior review and approval of the LAC. None shall be removed, altered or changed without the prior review and approval of the LAC.
- D. Budgeting. Initial works of public art have been created by the LAC at no cost apart from materials. Beyond these LAC created works, the LAC shall propose a yearly budget for public

art and submit that budget to the City for consideration in its annual budget process. Included in this proposal shall be a general breakdown of the budget by project, and for each proposed project, a concept (accompanied by an illustrative design sketch), a location, and a motivation (for example, a historically themed mural might be motivated by a desire to promote placemaking and create visual interest in a park or other area).

- E. Selection. Within the project concepts and budget that have been approved by the City, the LAC shall use a fair and competitive process to select project performers where applicable.

The LAC will adhere to City of Laurel purchasing policies and guidelines. This process shall include:

1. A "Call to Artists" to submit proposals for specific art projects, disseminated to a wide range of local and regional artists, and describing the project theme, dimensional constraints, location and site features, selection criteria, cost range, and selection and award timelines. LAC members are excluded from competing.
2. An evaluation of qualified proposals conducted by an expert Selection Panel, consisting of the following:
  - a. at least two LAC members, one of whom chairs the Selection Panel
  - b. An arts professional who resides in Laurel (designer, curator, collector, public art administrator)
  - c. a community representative, preferably from the neighborhood where the public art is to be located
  - d. a representative selected by the Mayor and City Council
  - e. if feasible, an art teacher from a City of Laurel school
  - f. be a member of the Laurel Arts Guild (or Montpelier Art Center) or other local art group or enterprise.

Except for the City-selected representative, the LAC shall choose the members of the Selection Panel.

3. A set of evaluation criteria focused on:
  - a. The professional qualifications of the artist (or artist team) as demonstrated by past work, by educational and training credentials, and by markers of recognition from arts experts such as professional reviews, juried exhibits, and awards.
  - b. Relevance of the artist's proposed design to the project themes described in the Call.
  - c. Merit of the design concept in terms of originality and esthetic quality (e.g., internal sense of order, appropriateness of proposed materials, textures, colors, and organization to the expression of the design concept).
  - d. Compatibility of the proposed design with the current function of the site, with its historical character (if relevant), and with the immediate natural and built surroundings.
  - e. Contribution of the design to diversity within the City's public art collection (keeping a balanced inventory of art in public places), such that the collection as a whole reflects a broad variety of tastes representative of the community.
  - f. Probability of successful completion of the project given the financial resources available and the history of the artist's work.

- g. Environmental impact — degree to which the piece preserves and integrates natural features of the site.
  - h. Consideration of possible public safety risks posed by the piece or its installation
  - i. Implications of the design for cost and complexity of on-going maintenance of the piece
  - j. Preference for regional and local artists.
3. Recommendations to City.
- a. The Selection Panel will provide a recommendation to the LAC for an artist or team to execute the proposed public artwork.
  - b. Upon concurrence by the LAC, representatives of the LAC will make a formal recommendation to the Mayor and City Council through the Director of Parks and Recreation and the Director of Budget and Personnel Services. The City retains the right to approve all projects and funding levels.
4. Acquisition of Art. For cases in which the City may acquire a pre-existing piece of art by purchase or donation, as opposed to funding the creation of a new piece of art, the LAC may review the proposed acquisition against the same criteria used in evaluating proposals for new art creation.
5. Ownership. All artwork paid for by the City of Laurel or installed/placed on City of Laurel owned property shall become the property of the City upon payment and acceptance of the artwork, and the title shall be held by the City. Any copyrights shall be retained by the artist, with reproduction rights allowed by the City for appropriate promotional and educational purposes. The Department of Parks and Recreation and BAPS will record the artwork in the City fixed asset records.
6. Placement. Sites proposed for City-funded works of art may include any public place or building (in, on, or about) or, by agreement with the owner, any private property with substantial public exposure in the City.
- a. Installation on private property requires a written agreement between the City and the property owner. That agreement shall specify the proprietary interests in the artwork and other provisions given by the City Attorney. In addition, the written agreement shall stipulate that the private property owner assures the following:
    - i. The installation of the work of art will be done in a manner that protects the work of art and the public.
    - ii. The work of art will be maintained in good condition for a term designated by LAC.
    - iii. Insurance and indemnification will be provided as appropriate.
  - b. Installation, maintenance, alteration, refinishing and moving of art in public places shall be done in consultation with the artist whenever feasible.
7. Documentation: The Director of Parks and Recreation shall maintain a record of art in public places, including site drawings, photographs, designs, names of artists and names of architects. The Director shall attempt to give appropriate recognition to the artists and publicity and promotion regarding art in public places. This information shall be shared with the office of the Clerk to the City Council who is responsible for all City records and is designated as the City Archivist.

Table 1. Creating Public Art in Laurel — LAC vs. External Grantees

	<b>Art Created by LAC</b>	<b>Art Created by Grantees</b>	<b>Comments</b>
<b>CITY FUNDING</b>	Materials & supplies	Materials, supplies, labor, travel	P&R budget, Escrow = LAC Fund, other City accounts
<b>SELECTION PROCESS</b>			For City funded art grants:
- <b>Concept</b>	- LAC vote* - DPR approves (w/Mayor)	-LAC vote* -City Council, Mayor approve	1.LAC propose concept, site, + estimated cost
- <b>Performer</b>	- N/A	-Juried competition	2.City OKs concept, site, cost 3. LAC holds open competition
<b>PLACEMENT*</b>	City permission or Private Owner permission	City permission or Private Owner permission	LAC recommends location; City obtains location approvals *No Taxpayer Dollars Used on Private Property*

\*Note - Director of Department of Parks and Recreation, or designee, serves as an ex-officio member of the LAC and attends LAC meetings; thus, decisions about LAC-created art receive informal City review at time of meeting.