



CIVIC ART POLICY

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I. PURPOSE

Artistic and cultural resources are key to the overall quality of life of a community. Civic Art contributes significantly to the economic vitality of a region by improving the quality of the environment and fostering a positive community identity. Historically, Artists have helped shape the great civic projects of other eras, from the federal monuments of our capital to the community treasures of the Works Projects Administration. The creation of the Los Angeles County Department of Art and Culture (Arts and Culture) Civic Art Division will integrate the skills of Artists into capital improvement, major development projects, County initiatives, programs and services, enhancing Los Angeles County for those who live here now and contributing to the creation of a legacy for generations to come.

II. GOALS AND OBJECTIVES

The Civic Art Division has the following goals:

- To enhance the quality of life of the residents of Los Angeles County through the creation of an improved physical and cultural environment;
- To provide leadership in the development of high-quality civic spaces;
- To enhance County work spaces for constituents and staff;
- To expand the economic vitality of the County through increased property values and new cultural tourism opportunities;
- To provide access to artistic experiences of the highest caliber for the residents of Los Angeles County; and
- To acknowledge the skills and creativity of Artists, which are key to the success of such a program.

Specific objectives include:

- To enhance the quality of selected County capital improvement projects through the incorporation of the skills of Artists;
- To encourage innovative approaches to Civic Art;
- To integrate Artists into the planning and design process at the earliest possible opportunity;
- To ensure access and the equitable distribution of commissions between local, regional and national Artists that are representative of diverse cultural backgrounds;
- To document, archive, preserve and conserve County-owned artworks; and
- To provide the public with information about Civic Art Projects.

III. CIVIC ART POLICY

The Civic Art Policy mandates that Eligible County Capital Improvement Projects, funded wholly or in part by the County, allocate 1% of eligible project costs for the design, construction, integration, acquisition, delivery and conservation of Civic Art, unless otherwise ordered by the Board of Supervisors. The Civic Art Allocation will represent an amount equal to 1% of the cost of design services and construction of County Capital Projects that are:

- Authorized by the Board of Supervisors to proceed;
- Included in the County's Capital Projects/Refurbishments Budget;
- Included in the County's Capital Projects/Refurbishments Budget and transferred to the Los Angeles County Development Authority (LACDA) for execution;
- County capital projects to be built by developer;
- Not yet contracted with a lead design/engineering firm; or
- Another County development or capital projects, as approved by the Board.

Civic Art Allocations received through the Civic Art Policy shall be deposited in the Civic Art Special Fund and shall be appropriately accounted for and expended. The Civic Art Division shall work with the Chief Executive Office (CEO) on alternative mechanisms to reimburse the Civic Art Special Fund for Civic Art Allocations with additional restrictions that are unable to be transferred to the Civic Art Special Fund, such as projects funded with commercial paper, bonds, state/federal grants and/or other restricted revenues.

The Civic Art Special Fund is authorized to accept funds from other County Departments for the creation of Civic Art or Conservation of Civic Art pursuant to Section V (Definitions). The Civic Art Division is also authorized to accept gifts, grants, and donations made to the County through the Civic Art Special Fund in accordance with County policy and department authority. Any funds received shall be expended, utilized, and disbursed, pursuant to the provisions of the Civic Art Policy and Procedures. Any gifts, grants, or awards received subject to a condition shall be expended in accordance with such condition.

If use of all, or a portion, of a project's funding is prohibited by the funding source for the purposes of the Civic Art Division, the Civic Art Allocation will reflect only that portion of the funding that is eligible for application to the Civic Art Division. For capital projects over \$100 million in eligible funds, the Civic Art Allocation will not exceed \$1 million. This cap shall be reviewed by the Board of Supervisors every five years.

Projects included in the County's Capital Projects/Refurbishment Budget and transferred to LACDA for execution or approved projects paid for and managed by other entities are subject to a 15% administrative fee from the 1% allocation.

IV. IMPLEMENTATION OF CIVIC ART PROJECTS

Arts and Culture will work with the Board offices, CEO, Department of Public Works (Public Works), LACDA, Internal Services Department (ISD) and County Departments to identify Civic Art Projects, conservation projects, community outreach and public education efforts, and any other activities anticipated to be undertaken in the upcoming fiscal year.

A Project Coordination Committee will be established at the beginning of each new Civic Art Project and will participate in the project from artist selection through dedication, and work to ensure close coordination among Departments. The Project Coordination Committee will meet to review and approve the following:

- Artist selection. Artists will be selected for each new Civic Art project through one of the methods outlined in Civic Art Procedures, Section II (Artist Selection).
- The Artist's proposals at the conceptual and final design phases. In some cases, the conceptual design review may take place as part of the Artist selection process. After comments are received at each phase, Civic Art Division will work with the Artist to refine the design. If the Artist is not in agreement with the Committee's recommendations, Civic Art Division will mediate discussions to arrive at a consensus among all parties. In each case, if revisions are called for, the revised conceptual or final design will be presented to the Project Coordination Committee for approval.
- Proposed alterations to the final design. The Artist's contract will contain language specifying that no change to the approved final design may take place without written permission.

- Plans for the dedication and unveiling of the facility. These include placement of appropriate informational signage at the project site, the inclusion of the Artist and information regarding the artwork at any unveiling ceremonies or community outreach events associated with the dedication of the new facility.

All County departments will adhere to the roles and responsibilities detailed in Section VI (Roles and Responsibilities of County Departments).

The Civic Art Policy will be reviewed and updated by the Board of Supervisors. The Civic Art Procedures which guide implementation of, and are in accordance with, the Civic Art Policy will be updated by Arts and Culture in collaboration with the CEO.

V. DEFINITIONS

Art Consultant is an organization or individual working as a professional administrator of the arts who realizes income through the provision of services relating to the arts such as, but not limited to, facilitating artistic and cultural programs and services, contracting Artists and arts media for venues with public audiences or providing oversight of on-site logistics, and who demonstrates previous success in project management and provides leadership in completion of Civic Art.

Artist means a person who has established a reputation of artistic excellence in the visual, performing or literary arts, as judged by peers, through a record of exhibitions, public commissions, sale of works and/or educational attainment.

Civic Art Project Manager is the lead staff person for each Civic Art Project. The project manager is responsible for staffing the Project Coordination Committee but does not vote on artist selection.

Civic Art means artistic and cultural facilities, objects and amenities, whether created before or after the adoption of this policy, such as:

- Sculpture: Free standing, wall supported or suspended, kinetic, electronic or mechanical in material or combination of materials;
- Murals or portable paintings: In any materials or variety of materials, with or without collage or the addition of nontraditional materials and means;
- Works on paper: Photographs, prints, calligraphy, watercolors, drawings, pastels, charcoal, documents, maps, letters, and other paper ephemera;
- Textiles: Tapestries, quilts, flags, banners, costumes, embroideries and other forms of woven or non-woven fiber art;
- New media: Including but not limited to new technologies in light, sound, film, holograms, virtual reality, digital media, and any hybrids of media and new genres;
- Other media: Neon, glass, earthworks, mosaics, tile, ceramics, printmaking, collage, mixed media, assemblage;
- Standardized fixtures: If rendered by an Artist for unique or limited editions, standardized fixtures including but not limited to, grates, street lights, signage and other design;
- Cultural Facilities: Public gallery, exhibition space, public performance spaces, theaters, public artistic studio spaces, and public art education facilities; and
- Conservation of County-owned artworks, or restoration or replication of original decorative ornamentation or Civic Art as part of the rehabilitation of the County's historic, cultural and architectural landmarks;
- Performing Arts: Theatre, dance, music and performance art;

- Literary Art: Poetry readings, storytelling and creative writing;
- Media Art: Film, video, or digital media;
- Education: Lectures, presentations and training in and about arts and culture;
- Special events: Parades, festivals and celebrations; and
- Similar arts services, facilities and amenities as approved by Arts and Culture.

Civic Art Committee is a committee of the Arts Commission made up of one Commissioner from each Supervisorial District.

Civic Art Division a unit within the Department of Arts and Culture that oversees all Civic Art Projects, programs and services for the benefit of the residents of LA County.

Civic Art Report means an annual report issued to the Board of Supervisors which describes the Civic Art activities for the previous fiscal year. The report will detail new and ongoing Civic Art Projects, conservation projects, community outreach and public education efforts, and other activities undertaken during the year, as well as changes to the Civic Art Procedures approved by Arts and Culture. This report may also set priorities for use of Civic Art funds in future years.

Civic Art Project is a plan for the creation of Civic Art, from inception through completion, with the objective of fulfilling the purpose of the Civic Art Policy.

Civic Art Project Costs:

- **Allowable Civic Art Project Costs:** The Civic Art Allocation may be used to fund the following expenditures: purchase or design and fabrication of Civic Art, fees and travel expenses for Artist services, transportation and installation of Civic Art, preservation, conservation, documentation, insurance, identification plaques, community workshops and other reasonable expenses associated with the initiation, development and completion of Civic Art Projects. Fees paid to a limited number of Artist finalists for development of concept ideas or concept designs as part of the selection process are allowable. All work products submitted by Artists to the County during the selection process will become the property of the County. Fees and related expenses paid to finalists are deducted from the Civic Art Project's budget.
- **Allowable Civic Art Administrative Costs:** The administrative budget may be used to fund the following expenditures: administration and project management by Arts and Culture, panelist fees and other reasonable expenses associated with the initiation, development, completion, public education, documentation, public information and conservation of Civic Art Projects.
- **Ineligible Civic Art Project Costs:** Civic Art Allocations shall not be expended for directional elements, signage, mass produced objects, reproductions, or for architectural elements, landscape architecture or gardening, except as they relate directly to an Artist's concept for a Civic Art Project or to the preservation or conservation of County artworks.

Conservation means the protection of County historical and cultural property through activities that minimize chemical and physical deterioration and damage, and that prevent loss of informational content.

County Civic Art Collection is comprised of Civic Artworks that have been accessioned by Arts and Culture on behalf of the County, as outlined in the Civic Art Procedures, Section VIII (Acquisitions and Accessions).

Eligible County Capital Project means any new building or facility and any expansion or Refurbishment of an existing facility or system, paid for wholly or in part by funds appropriated by the County or by any other public entity for which the Board is the governing body, with the exception of the following:

Exemptions

- New or Refurbishment projects with Eligible Project Costs of less than \$500,000,
- Open space acquisition,
- Streets,
- Underground projects,
- Portable trailers,
- Technical equipment or structures acquired at a set price through a purchase order,
- Flood control channels,
- Airport runways and airport lighting,
- Paving,
- Projects funded by LACDA and/or administered by LACDA including but not limited to economic redevelopment projects, modernization of public housing, or affordable housing rehabilitation or development projects,
- Residential or commercial projects or project components, and
- Developer built project subject to Civic Art regulations of other municipalities.

Eligible Project Costs used to calculate the Civic Art Allocation means the estimated cost of design services and construction at the time of adoption of the facility program on Eligible County Capital Projects.

Project Coordination Committee is a committee established at the beginning of each new Civic Art Project that will participate in the project from artist selection through dedication and will work to ensure close coordination among departments. Each Project Coordination Committee may consist of:

- A representative of the County Supervisor in whose District the project is located;
- A representative of the CEO;
- A representative of Public Works if Public Works is providing project management;
- A representative of LACDA if LACDA is providing project management;
- A representative of the tenant department(s);
- An Arts Commissioner in whose District the project is located;
- An arts professional from the District;
- The project architect;
- A community member identified by either the Board office or Arts and Culture;
- The Civic Art Project Manager; and
- A representative of the developer, when applicable.

Refurbishment means the reconfiguration of a facility or system or a portion of a facility or system that is included in the County's Capital Project/Refurbishment Project Budget which does not increase the gross square footage of facilities. For the purposes of this policy, Refurbishment projects do not include repairs, maintenance or installation or replacement of building systems or furniture.

VI. ROLES AND RESPONSIBILITIES OF COUNTY DEPARTMENTS

This section is intended to serve as a guide for all County entities involved in the implementation of the Civic Art Division. These roles and responsibilities will foster clear communication and effective implementation of the program.

Department of Arts and Culture

- A. Adopt policies and procedures regarding implementation of the Civic Art Division. Obtain Board of Supervisors' approval of Civic Art Policy changes and CEO concurrence for Civic Art Policies and Procedures that impact the County's capital program.
- B. Provide oversight and coordination for all aspects of the Civic Art Division and its projects in conjunction with the Board of Supervisors, CEO, Public Works, LACDA and other County departments.
- C. Develop and carry out Civic Art Projects in conjunction with the capital project programming and design schedule, with the goal of minimizing construction and scheduling impacts. Mutually cooperate with the Board of Supervisors, CEO, and Public Works to determine when Civic Art Projects are initiated.
- D. Administer the Civic Art Division, including the development and presentation of budgetary recommendations regarding staffing costs, consultant costs and other reasonable expenses associated with the administration of the Civic Art Division.
- E. Document and archive historic County artworks and new Civic Art Projects into the County Civic Art Collection. Electronic and hard-copy data on artworks includes but is not limited to, Artist information, fabrication information, contracts, construction drawings, maintenance instructions, press coverage, an assessment of the condition of each work, a plan for conservation and repair, if applicable, and visual documentation.
- F. Maintain the County Civic Art Collection and make it accessible to County staff and the public through regular website updates.
- G. Issue an updated inventory report to the Board of Supervisors at least once every five years.
- H. Make the Civic Art Division accessible to the public through Arts and Culture's website, technical assistance workshops, media outreach and other outreach activities as appropriate.
- I. Determine the acceptance of gifts, long-term loans of artwork and loans of County-owned artwork to other organizations or institutions as outlined in the Civic Art Procedures, Section VI (Donations and Gifts) and Section VII (Loans). This will not apply to any County art institution with a governing body established to approve such purchases, gifts or loans.
- J. Convene Project Coordination Committee meetings, provide regular updates to the Committee throughout the course of the project and document key decisions and approvals.

- K. Negotiate, execute and administer contracts with artists and other vendors and approve invoices and other payments arising out of these contracts.
 - L. Advise the CEO of upcoming contracts that will be encumbered in the Capital Projects budget, if applicable.
 - M. Within the Civic Art Special Fund, create District and Departmental (when applicable) Civic Art Accounts of an Eligible County Capital Project and ensure that transferred Civic Art Allocations are placed in the respective District Civic Art Account. Each District will have the option of creating a sub-account to pool funds for a specific long-range project.
 - N. Assist Public Works and LACDA in the resolution of any issues or differences regarding the project art component, and review and approve all plans and bid documents as they pertain to the implementation of the Civic Art Division.
 - O. Work with the CEO, Public Works and LACDA to develop methodologies for integrating Civic Art into the design/build process.
 - P. Convene and facilitate public meetings, in conjunction with tenant departments, as needed for the implementation of the Civic Art Division and/or specific projects and provide feedback from meetings.
 - Q. Oversee the maintenance and conservation of existing artworks, in conjunction with the Board of Supervisors, CEO and tenant departments.
 - R. Provide written maintenance instructions to tenant departments upon completion of every new Civic Art Project and conservation or repair of existing artworks.
 - S. Establish a Civic Art Committee, made up of one Commissioner from each District, to:
 - Advise and provide recommendations to Arts and Culture on Civic Art Policy and Procedures;
 - Approve Artist selection panelists and lists of prequalified Artists, ensuring equal access for project consideration to all qualified Artists;
 - Designate a member to serve on the Project Coordination Committee for each project.
- The Director of the Civic Art Division will staff this committee and participate as an ex officio member.
- T. Recommend revisions in the Civic Art Policy at least every five years to the Board of Supervisors.

Chief Executive Office

- A. Inform Arts and Culture of new capital or refurbishment projects at the conclusion of the programming phase to allow for adequate review and planning, to determine which projects might benefit from the inclusion of Civic Art and to ensure that Civic Art Projects are fully integrated into the capital project process beginning in the design phase.

- B. Work with Arts and Culture, Board of Supervisors, and Public Works to determine the applicability of Civic Art to proposed capital or refurbishment projects and in developing the annual Civic Art Project and administrative budgets.
- C. Provide Arts and Culture with a copy of all capital project related Board Letters that may be applicable to the Civic Art Policy or specific allocations at least two weeks prior to Board meeting date.
- D. In the case of County capital projects to be built by developer, include the Civic Art requirement in the contract with the developer.
- E. Calculate and present proposed Civic Art Allocations for each Eligible County Capital Project throughout the year as new projects are considered.
- F. Budget, transfer and reimburse Civic Art Allocations and/or other Civic Art funds as outlined in the Civic Art Policy to the Civic Art Special Fund, along with other capital project budget transfers, unless otherwise agreed upon by CEO and Civic Art Division, during the major budget actions throughout the fiscal year (Proposed, Supplemental, Mid-Year and Final) or more frequently.
- G. Advise Arts and Culture of any Board actions, ordinances, resolutions, regulations or limitation on funding sources that may affect a specific project.
- H. Designate a representative to serve on the Project Coordination Committee.

Department of Public Works

These responsibilities will also apply to any department that has its own construction project managers and does not use a Public Works project manager.

- A. Coordinate the integration and delivery of Civic Art components in capital or refurbishment projects with Civic Art Project Manager, ensuring that selected Artists are fully integrated into the project design process for all capital or refurbishment projects with a Civic Art component.
- B. Work with Arts and Culture, Board of Supervisors and the CEO in determining the applicability of Civic Art to proposed capital improvement projects.
- C. Notify Arts and Culture in writing of all Eligible County Capital Projects whose programming phase has been completed. Include in the written notification an estimate of the Civic Art Allocation or notice that the project is exempt from the allocation with indication of reason for exemption.
- D. At the beginning of each project's design phase, work with the tenant department representative to brief the Artist(s) on the project's goals, opportunities and constraints.
- E. With the Civic Art Project Manager, establish a timeline for the development of the Civic Art component that is consistent with the capital improvement project's timeline. The timeline will identify specific milestones for review and set the requirements for completion of the successive stages of conceptual design, final design, fabrication and installation.

- F. Provide the Civic Art Project Manager with art component submittals at all phases for review and approval.
- G. With the assistance of the Civic Art Project Manager, resolve differences that may arise regarding project art components. Refer differences that cannot be resolved to CEO.
- H. Designate a representative to serve on the Project Coordination Committee.

Los Angeles County Development Authority (LACDA)

- A. Coordinate the integration and delivery of Civic Art components in capital or refurbishment projects with the Civic Art Project Manager, ensuring that selected Artists are fully integrated into the project design process for all County-funded capital or refurbishment projects with a Civic Art component.
- B. Work with Arts and Culture, Board of Supervisors and the tenant department in determining the applicability of Civic Art to proposed capital improvement projects.
- C. In the case of County capital projects to be built by developer, include the Civic Art requirement in the contract with the developer.
- D. LACDA will transfer the project's Civic Art Allocation to the Civic Art Special Fund so that Arts and Culture can carry out a Civic Art Project for the capital project in a timely fashion. Fifteen percent of the 1% Civic Art Allocation will be set aside for the administrative costs to manage LACDA projects.
- E. Notify Arts and Culture in writing of all Eligible County Capital Projects whose program phase has been completed. Include in the written notification an estimate of the Civic Art Allocation or notice that the project is exempt from the Civic Art Allocation with the indication of the reason for exemption.
- F. At the beginning of each project's design phase, with the tenant department representative, brief the Artist(s) on the project's goals, opportunities and constraints.
- G. With the Civic Art Project Manager, establish a timeline for the development of the Civic Art component that is consistent with the capital improvement project's timeline. The timeline will identify specific milestones for review and set the requirements for completion of the successive stages of conceptual design, final design, fabrication and installation.
- H. Provide the Civic Art Project Manager with art component submittals at all phases for review and approval, when appropriate.
- I. Assist the Civic Art Project Manager, as needed, to address differences that may arise regarding project art components. Refer differences that cannot be resolved to the appropriate Board office.
- J. Designate a representative to serve on the Project Coordination Committee.

Departments, Agencies or Authorities

- A. Work with Arts and Culture in determining the applicability of Civic Art to proposed capital or refurbishment projects.
- B. At the beginning of each project's design phase, the tenant department representative, along with Public Works, LACDA or another department project manager, will brief the Artist on the project's goals, opportunities and constraints.
- C. Coordinate with Arts and Culture to ensure appropriate outreach to any advisory groups, neighborhood groups or others that may be impacted by or have interest in the development of a specific project.
- D. Assist in the resolution of differences regarding the Civic Art component as appropriate.
- E. Work with Arts and Culture and individual Artists to develop artwork maintenance plans for all department-owned Civic Art, and integrate the maintenance of art within the department or agency's annual operating budget.
- F. Work with Arts and Culture to identify found or existing non-accessioned artworks.
- G. Designate a representative to serve on the Project Coordination Committee for each departmental Civic Art project.
- H. Departments, Agencies or Authorities who manage their own capital projects shall notify Arts and Culture and CEO, in writing, of all Eligible County Capital Projects whose programming phase has completed. An estimate of the potential Civic Art Allocation shall be included in the notice.