



## THE CITY OF KEY WEST

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# EXECUTIVE SUMMARY

**TO:** Art in Public Places Board  
**FROM:** Art in Public Places Administrator  
**DATE:** March 13, 2017  
**SUBJECT:** AIPP Operational Guidelines

### ACTION STATEMENT

The Administrator has provided a draft document for Board review and comment. This document has significant relevance to the functioning of the Board and merits adequate consideration. The Board should consider convening a Workshop to develop, discuss, and revise the AIPP Operational Guidelines.

### BACKGROUND

The AIPP Ordinance Sec. 2-486 declares that, "The art in public places board shall:

- (1) Develop written guidelines for the location and display of public art.
- (2) Develop written guidelines for the competitive selection of and purchase of public art consistent with the goals of the city's purchasing procedures.

Board members have made significant contributions to the draft document. The Administrator is tasked with producing a concise, working document based on the standards and policies of the City, established best practices in Public Art Administration, and guidance from the Board of Directors. The Guidelines will reiterate the Ordinance, but will establish processes for operationalizing the objectives and requirements of the Ordinance Sec. 2-481 through 2-487.

### PURPOSE & JUSTIFICATION

Monthly AIPP Board meeting agendas are varied and address a number of significant items with public audience. In order to focus adequate AIPP Board member time and consideration of the Guidelines document a separate meeting should be considered. Such a meeting would take the form of a workshop, be open to the public, and provide the Board members ample opportunity to discuss and develop their operational guidelines. This format will strengthen communication between the Board members and the Administrator pertaining to the Guidelines and provide the Administrator with the necessary insights of the Board members.

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### **RECOMMENDATION**

The dates of March 23 or March 24 were determine to be the most appropriate by the City Clerk's office for such a Workshop. The public meeting will be held in the Commission Chambers and the Board should determine if they would prefer an afternoon or evening meeting. This Action item will require a Board vote for finalization.

### **FINANCIAL IMPACT**

Minimal costs will be associated with the use of the Commission Chambers to host this public Workshop for AIPP Guideline development planning. Implementation of the final Guidelines document will establish processes for operationalizing the ordinance, financial oversight mechanisms, and procedures for handling AIPP funds in accordance with City standards; thereby improving the efficiency and effectiveness of the AIPP Board.