



THE CITY OF KEY WEST  
1300 White St. Key West, FL 33040 (305) 809-3700

## EXECUTIVE SUMMARY

**TO:** Art in Public Places Board  
**FROM:** Art in Public Places Administrator  
**DATE:** April 10, 2017  
**SUBJECT:** AIPP Operational Guidelines\_Propose and Approve New Workshop Date and Time

### **ACTION STATEMENT**

The Administrative Coordinator has proposed a new date and time for the Operational Guidelines Workshop for the AIPP Advisory Board and is seeking Board approval of the proposal.

### **BACKGROUND**

A Workshop was previously scheduled for Thursday March 23, at 5pm and was cancelled. The attendance of Board members would have been significantly low and therefore the meeting was not held.

### **PURPOSE & JUSTIFICATION**

The Board has collectively agreed that a Workshop is the avenue by which the development of the Operational Guidelines should be approached. 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. Additionally, the Workshop will provide Board members with insights and guidance from the relevant City Departments.

### **RECOMMENDATION**

The newly proposed date and time is Monday, May 1, 2017 at 5pm in the City Commission Chambers. 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 projects and funds in accordance with City standards; thereby improving the efficiency and effectiveness of the AIPP Board.

ART IN PUBLIC PLACES SUMMARY