

**TOWN OF FLORENCE
COMMUNITY SERVICES ADVISORY BOARD
REGULAR MEETING AGENDA**

Vice-Chair Carolyn Davis
Joseph Bracco Jr.
Ruben Gutierrez
Amber Hitchcock
Kathleen Leaman
Tabitha Macfie
Marian Palaia
Christina Little
Vacant
Vacant Youth Liaison



Viney Jones Library and
Community Center
778 N. Main Street
Florence, AZ 85132
(520) 868-7500
www.florenceaz.gov
Meet 2nd Thursdays

Thursday, June 13, 2024

6:00 PM

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Town of Florence Community Services Advisory Board and to the general public that a Regular Meeting of Florence Community Services Advisory Board will be held on Thursday, June 13, 2024, at 6:00 p.m. at the Town of Florence Viney Jones Library and Community Center, 778 N. Main Street, Florence, AZ.

To attend the meeting noticed below by technological means, members of the public may:

1. *Join virtually using the link below:*

[Join via ZOOM](#)

2. *To call in and listen, please dial:*

Telephone: (346) 248 7799 or (669) 900 6833

Meeting ID: 861 2832 5319

Passcode: 840108

Members of the public may submit written comments relating to this meeting to Teresa Graciano-Bustillos, Community Services Administrative Assistant, by emailing Teresa.Graciano@FlorenceAZ.gov at any time until one hour prior to the posted start time for the meeting. Please be sure to include your name and address for the record as well as the meeting date (and Agenda Item #, if applicable) in the subject of your email.

1. CALL TO ORDER:

- 2. ROLL CALL:** Vice-Chair Davis___, Boardmember Bracco___, Boardmember Gutierrez___, Boardmember Hitchcock___, Boardmember Leaman___, Boardmember Little___, Boardmember Macfie___, Boardmember Palaia ___

3. PLEDGE OF ALLEGIANCE

4. NEW BUSINESS

- a. Discussion/Approval/Disapproval of Recommendation of regular meeting minutes of May 9, 2024.
- b. Nominate and majority select Chair, and Vice-Chair positions
- c. Discussion/Approval/Disapproval of the Aquatic Center Public Art Mural renderings (Paul King)
- d. Discussion of Capital Improvement Projects for Fiscal Year 2025 (Paul King)
- e. Discussion/Approval/Disapproval of the updated draft for the Community Services Advisory Board Public Art Program Guidelines (Paul King)

5. DEPARTMENT UPDATES – INFORMATION ONLY

- a. Rodeo Grounds Sound Project
- b. Library Survey
- c. 4th of July reminder
- d. Padilla Park 10-year anniversary

6. CALL TO THE PUBLIC/BOARD RESPONSE

Call to the Public for Comment is limited to issues within the jurisdiction of the Town of Florence Community Services Advisory Board. Council rules limit public comment to three minutes. Individual board members may respond to criticism made by those commenting, may ask the staff liaison to review a matter raised, or may ask that a matter be placed on future agenda.

7. CALL TO THE BOARD – CURRENT EVENTS ONLY

8. ADJOURNMENT

POSTED THIS 6TH DAY OF JUNE 2024, BY PATRICIA BUCHANNAN, DEPUTY TOWN CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT WWW.FLORENCEAZ.GOV.

*****PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA), THE TOWN OF FLORENCE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY REGARDING ADMISSION TO PUBLIC MEETINGS. PERSONS WITH A DISABILITY MAY REQUEST REASONABLE ACCOMMODATIONS BY CONTACTING THE TOWN OF FLORENCE ADA COORDINATOR, AT (520) 868-8300 OR 711 TDD. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION. *****

TOWN OF FLORENCE COMMUNITY SERVICES ADVISORY BOARD

MINUTES OF FLORENCE COMMUNITY SERVICES ADVISORY BOARD REGULAR MEETING HELD ON THURSDAY, MAY 9, 2024, AT 6:00 P.M.

CALL TO ORDER

Vice-Chair Davis called the meeting to order at 6:00 P.M.

ROLL CALL:

Present: Vice-Chair Davis, Boardmember Bracco, Boardmember Gutierrez, Boardmember Hitchcock, Boardmember Leaman, Boardmember Palaia

Absent: Boardmember T. Macfie

PLEDGE OF ALLEGIANCE

Vice-Chair Davis led the Pledge of Allegiance.

DISCUSSION/APPROVAL/DISAPPROVAL GAME & GRUB (ALISON FELIZ)

Recreation Coordinator, Alison Feliz, updated the Board of the mobile food truck series called Game & Grub Event. The Community Services Advisory Board previously had wanted a mobile food truck event to occur downtown. In January, we started what we call the Game and Grub Event, and this is where we had food trucks come down, we changed locations each month. And we did different recreational activities to coincide with that series. We've had about 20 people at each of those events each month. At the April event we didn't have anybody show up. We realized that there were a lot of different events happening simultaneously with the food truck series. Ms. Feliz asked if there were any suggestions, or feedback from Boardmembers that attended those events or may have received any feedback from members of the community.

Boardmember Hitchcock stated her, and her grandkids attended a couple of the food truck events, and they had a great time but suggested to have local food businesses be made of aware of these type of events in case they would like to participate and possibly have a concert or movie in the park to draw more participants.

Ms. Feliz asked for the Board's opinion on changing the event to a different time of the year because there are so many events October through April. There's something pretty much every weekend and sometimes multiple things going on each weekend and the intent of this program was to bring activity into the downtown, and there's a lot of activity going during this period.

Boardmember Leaman asked, other than social media, how was the community informed of the events as she didn't recall seeing any signage promoting the event.

Ms. Feliz stated the marketing outreach for this event included a poster was on the Main Street kiosk, flyer in the activity guide which was mailed out 14,000 households within Florence, the flyer was distributed throughout the Downtown and Anthem areas, and the social media advertising reached about 21,000 people.

Council Liaison Buccellato mentioned that the 3rd Friday events at the beginning had a slow start and it takes some time to pick up and thrive. Starting in the off season may help get a good footing and see what works and what doesn't in time for when the busy season starts.

Boardmember Gutierrez suggested including event information or flyers in the Florence Courier that is sent out after Council meetings or doing advertisements in the newspaper. Mr. Gutierrez also suggested changing the event day to not be the day after a 3rd Friday event, maybe the Friday prior.

Boardmember Palaia suggested maybe sticking to one location for the event for consistency and keeping in an area that is highly visible on Main Street.

Vice-Davis asked if the program would run through the summer.

Ms. Feliz stated that the program will restart in the fall.

Boardmembers Gutierrez and Hitchcock suggested to continue the program but maybe offer it at the Aquatic Center.

Ms. Feliz mentioned that on Fridays, the Aquatic Center hosts a Family Night that may be tied into with the Game and Grub event.

Ms. Feliz thanked the Board for their feedback and suggestions and hopes to come back to them with a plan.

ADOPT A FLOWER BOX PROGRAM (ALISON FELIZ)

Ms. Feliz updated the Board that the Adopt-a-Flower Box volunteer program will be transitioning to a staff managed program. The decision was made due to inconsistencies in the planters on Main Street. The Park Maintenance division will resume the care and maintenance of the planters starting June 3, 2024. Ms. Feliz has invited all the volunteers to the June 3rd Council meeting to publicly thank them for their dedication and support in helping beautify Main Street.

DISCUSSION/APPROVAL/DISAPPROVAL OF THE AQUATIC CENTER PUBLIC CENTER ART MURAL (PAUL KING)

Staff Liaison, Paul King, informed the Board that staff is working with a local artist for a mural idea at the Florence Aquatic Center. There are two spots that kind of pop out about six inches

on the north side of the aquatic center. It's right by the entrance, exactly where people line up to get in. It's a great interactive space for people to enjoy while they're waiting in line. It keeps the kids entertained and builds excitement about entering the aquatic center. We can customize it with an aquatics theme for specific renderings, which we expect to receive in draft form soon. If we receive them, we'd like to move forward quickly so that everything will be ready for the opening, which is very close. We plan to present the renderings to both the Council and the board, possibly in a special meeting. We want to gather feedback from the board, and then we'll take it to council as well. Moving forward, we'll establish a process for providing feedback on the artwork and the pieces. We don't have a timeline for the rendering at the moment. The artist we're working with is local - Annie Jaimes, who has been a great colleague to work with and has created a lot of local art. She comes from a family of artists, and we're excited to have her on board.

DISCUSSION OF THE UPDATE DRAFT FOR COMMUNITY SERVICES ADVISORY BOARD PUBLIC ART PROGRAM GUIDELINES (PAUL KING)

Liaison King briefly discussed the updated draft for the Community Services Advisory Board Public Art Program Guidelines. Liaison King did note there was a spelling error which will need to be fixed before the Board can approve the document.

Boardmember Gutierrez suggested adding an objective/purpose at the beginning of the guidelines. And providing a list on facilities for potential projects.

Council Liaison Buccellato asked if there was a max number of art projects for the year and how are these projects funded.

Liaison King stated that funds will be budgeted in the department's operating budget and that will dictate the number of art projects we can do in a fiscal year.

DEPARTMENT UPDATES – INFORMATION ONLY

Recruitment for Advisory Board Members

Liaison King thanked the Board for volunteering their time and patience as we haven't been able to have a quorum.

Mr. King introduced the newest Boardmember, Mr. Ruben Gutierrez.

Boardmember Gutierrez mentioned he was born and raised in Florence; he is a math teacher at the Florence K-8 school. Mr. Gutierrez joined the board as he wanted to have more community involvement.

Liaison Hughes mentioned there are a few new members that are coming as soon as they complete their oath and if available, he will introduce them at the next meeting.

Poston Butte Preserve

Liaison King informed the Board that there are two access point issues for Poston Butte that he hopes may be addressed in the next fiscal year.

Library Hours

Liaison King informed the Board that the library is open on Mondays and is running a pilot program for extended hours for Tuesdays and Thursdays. A survey is currently being worked on for community feedback on the extended hours.

CALL TO THE PUBLIC/BOARD RESPONSE

CALL TO THE PUBLIC FOR PUBLIC COMMENT ON ISSUES WITHIN THE JURISDICTION OF THE TOWN OF FLORENCE COMMUNITY SERVICES ADVISORY BOARD. COUNCIL RULES LIMIT PUBLIC COMMENT TO THREE MINUTES. INDIVIDUAL MEMBERS MAY RESPOND TO CRITICISM MADE BY THOSE COMMENTING, MAY ASK STAFF TO REVIEW A MATTER RAISED OR MAY ASK THAT A MATTER BE PUT ON A FUTURE AGENDA. HOWEVER, MEMBERS SHALL NOT DISCUSS OR TAKE ACTION ON ANY MATTER DURING AN OPEN CALL TO THE PUBLIC UNLESS THE MATTERS ARE PROPERLY NOTICED FOR DISCUSSION AND LEGAL ACTION.

Ms. Lisa Garcia stated that under the Code ordinances for Boards and Commissions, it's important to remember that once sworn in as a board member, you are expected to continue serving until a replacement is appointed. Finding a replacement is important to ensure a quorum for meetings. Special meetings can be scheduled for pending business without waiting for a full month. Additionally, meetings should not be held solely for the purpose of approving minutes. If there are no items pending, consider canceling the meeting.

Also, I am a big fan of art, and I've noticed that in other countries, art is an integral part of their culture. Even when they're constructing buildings, they allocate a small percentage of the budget for creating art. For example, they might say that 1% or 0.05% of the budget should be dedicated to producing art for the building. I understand that there's a limited budget of \$5,000 for the coming fiscal year, but when it comes to statues and other forms of art, the procurement process is significant. We have to comply with state laws, issue requests for proposals (RFPs), and undergo various procedures to meet the required standards. It's crucial to ensure that the funding is secure if the cost of the art exceeds \$25,000. In other countries, art is used to tell the story of their history, especially in government buildings. This approach can also be applied at the local level, for example, installing a brass sculpture depicting the town's historic moments. It's essential to create stable funding sources for art because without them, we might find ourselves struggling to pay for art after exhausting the municipal budget. Therefore, establishing revenue streams for art is a vital consideration.

CALL TO THE BOARD – CURRENT EVENTS ONLY

Boardmember Palaia commented that the Dog Park is looking better, but there is bench that needs to be replaced, it's rusted and has sharp edges, the water fountain is leaking, and it attracts bees, and the new trees are nice.

Boardmember Bracco asked to have Capital Improvement Projects for the new fiscal year put on next month's agenda for discussion.

ADJOURNAMENT

On motion by Boardmember Hitchcock, seconded by Boardmember Bracco, and carried (6-0) to adjourn the meeting at 7:16 P.M.

Approved:

David Lewis, Board Chair



**TOWN OF FLORENCE
COMMUNITY SERVICES
ADVISORY COMMITTEE
ACTION FORM**

**AGENDA ITEM
4b.**

MEETING DATE: June 13, 2024

DEPARTMENT: Community Services

STAFF PRESENTER: Paul King, Community Services Director

SUBJECT: Nomination and Majority Select Chair and Vice-Chair

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

STRATEGIC PLAN REFERENCE

- Community Vitality
- Economic Prosperity
- Leadership and Governance
- Partnerships and Relationships
- Public Safety
- Transportation and Infrastructure
- Statutory
- None

RECOMMENDED MOTION/ACTION:

Discussion/Approval/Disapproval of the Community Services Advisory Board Nominations and vote for Majority selection of the Chair and Vice-Chair positions.

BACKGROUND/DISCUSSION:

The Board will except individual nominations of current board members to serve as Chair and Vice-Chair positions. The board will also vote to majority select these board positions from the nominations submitted.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

N/A



**TOWN OF FLORENCE
COMMUNITY SERVICES
ADVISORY COMMITTEE
ACTION FORM**

**AGENDA ITEM
4c.**

MEETING DATE: June 13, 2024

DEPARTMENT: Community Services

STAFF PRESENTER: Paul King, Community Services Director

SUBJECT: Aquatic Center Art Mural renderings feedback

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

STRATEGIC PLAN REFERENCE

- Community Vitality
- Economic Prosperity
- Leadership and Governance
- Partnerships and Relationships
- Public Safety
- Transportation and Infrastructure
- Statutory
- None

RECOMMENDED MOTION/ACTION:

Staff will ask for feedback on the four submitted design renderings provided by the artist for town review. Staff is requesting each board member indicate your favorite two drawings (if you have a preference), your favorite aspects and any specific comments/feedback

BACKGROUND/DISCUSSION:

Attached are four renderings of concepts the mural artist submitted for town comment/feedback for the Aquatics Center wall mural(s). Two of the concepts will be selected to move forward with final design based on comments/feedback from Mayor and Council, the Community Services Advisory Board, and key Town Administrative staff.

Some initial edit requests discussed with staff include:

- Bring in more specific history and identifiers to Florence, Gila River, Florence water tower, Poston Butte, etc.
- Include items specifically that can be used for “selfies” by patrons waiting to enter the pool or visiting the park.
- Add the town branding.

Staff is asking for members to indicate your favorite two drawings (if you have a preference), your favorite aspects and any specific comments/feedback.

While a consensus is not needed via a vote, each member's feedback will be collected and submitted back to the artist for inclusion in the final rendering, where possible.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

Four renderings submitted by the artist.

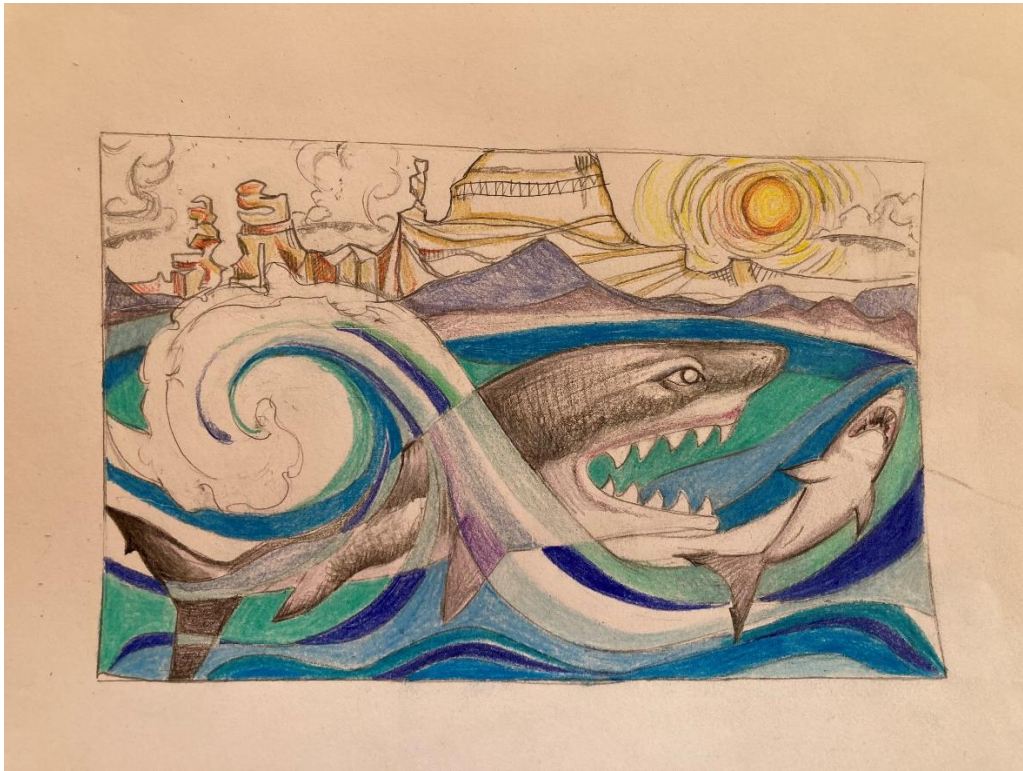
#1



#2



#3



#4





**TOWN OF FLORENCE
COMMUNITY SERVICES
ADVISORY COMMITTEE
ACTION FORM**

**AGENDA ITEM
4d.**

MEETING DATE: June 13, 2024

DEPARTMENT: Community Services

STAFF PRESENTER: Paul King, Community Services Director

SUBJECT: FY 25 CIP Plan Review

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

STRATEGIC PLAN REFERENCE

- Community Vitality
- Economic Prosperity
- Leadership and Governance
- Partnerships and Relationships
- Public Safety
- Transportation and Infrastructure
- Statutory
- None

RECOMMENDED MOTION/ACTION:

N/A

BACKGROUND/DISCUSSION:

The FY25 Capital Improvement Plan budget has been approved by town Council. Staff will review capital projects and purchases scheduled for this coming funding year.

A VOTE OF NO WOULD MEAN:

N/A

A VOTE OF YES WOULD MEAN:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

FY25 CIP list



**TOWN OF FLORENCE
COMMUNITY SERVICES
ADVISORY COMMITTEE
ACTION FORM**

**AGENDA ITEM
4e.**

MEETING DATE: June 13, 2024

DEPARTMENT: Community Services

STAFF PRESENTER: Paul King, Community Services Director

SUBJECT: Draft Community Services Advisory Board Public Art program guidelines and proposal form review.

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

STRATEGIC PLAN REFERENCE

- Community Vitality
- Economic Prosperity
- Leadership and Governance
- Partnerships and Relationships
- Public Safety
- Transportation and Infrastructure
- Statutory
- None

RECOMMENDED MOTION/ACTION:

Discussion/Approval/Disapproval of the Community Services Advisory Board Public Art Guidelines and proposal form.

BACKGROUND/DISCUSSION:

Staff will present the updated Community Services Advisory Board Art Guideline edits for the Board's comments and suggestions from the May 9, 2024, regular meeting.

A VOTE OF NO WOULD MEAN:

The Community Services Advisory Board Public Art Guidelines and proposal form will not go into effect.

A VOTE OF YES WOULD MEAN:

The Community Services Advisory Board Public Art Guidelines and proposal form will be forwarded to for legal review and implementation.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

Draft of Community Services Advisory Board Public Art Program Guidelines and proposal form.



Community Services Advisory Board

Public Art Program Guidelines

Definition of Public Art

“Public Art” means any work of art created by visual artists or public contest designers that is sited in a public place for people to experience. This can include but is not limited to murals, sculptures, memorials, integrated architectural or landscape architectural work, community art, digital new media, installations, event performances and festivals. It is art that people encounter on a daily basis in the public sphere.

All public art must meet these criteria:

- Is appropriate on subject, technique, and style for intended location and audience
- Is appropriate for public viewing, is free of unsafe conditions and unable to cause harm
- Does not promote the financial profit of any individual, organization, political party, or commercial enterprise
- Does not promote violence, unlawful or illegal goods, services, or activities
- Does not infringe on copyright, trade or service mark, title, or slogan
- Does not demean or disparage individuals or groups on the basis of race, color, religion, national origin, ancestry, gender, age, disability, ethnicity, or sexual orientation
- Does not promote a particular political party, candidate, religious, or political message
- Does not include obscenities, be defamatory, or result in invasion of privacy
- Does not promote goods or behavior or contain images that are inappropriate for family enjoyment

Design and Content

- Relevance to the Town, its values, culture, and people – public art within the Town of Florence should be based on one or more of the following themes: natural beauty; history and/or cultural heritage; local trades or other relevant themes of recreational activities in facilities and parks managed by the Community Services Department.
- Sustainability of the work for outdoor display, including its maintenance and conservation requirements.
- Relationship of the work to the intended site use and the community.
- Appropriateness of the scale of the artwork

Artwork Submittal /Approval Procedure

- Community Services Board member(s) proposing public artwork must submit a completed application to staff liaison at least 10 business days prior to board meeting, so it can be reviewed, agenda~~d~~ized and posted.
- If recommended by the Advisory board, Community Services staff liaison will prepare any additional town required processes for the project, work to secure funding, and recruit and procure an artist, based on board's recommendations.
- Town administration and legal review will determine final scope and budget/cost approvals.
- Public input process will likely be used whenever time permits to establish community feedback from the neighborhood in or around the artwork location and the community in general. Scope and breadth of the public input will be determined by Town administration, but it is critical to include input from the Community Services Advisory Board as a connection to the Florence community.
- Staff will provide routine project updates to the Board

Community Services Advisory Board Role

- A Community Services Advisory Board member may submit a proposal to complete a Public Art piece in a Community Services managed park or facility.
- Once on a meeting agenda, the board will discuss, form a motion, then formally vote on the project. The recommendation will be recorded in the minutes for the meeting and staff will begin logistical planning for the project.
- Board member(s) may work directly with staff liaison to formalize the scope and assist with research on project planning.
- If desired, the Board may work with staff liaison to help plan and implement a commemorating activity for the project.

Methods of Artist(s) Recruitment and Selection

Procurement staff with the Town will dictate and lead the recruitment and selection process, so all laws, rules and town policies are carefully followed.

- The Advisory Board members may share artist contact information to help gain interest from artists and any advertised projects from the town.
- In each of the following cases, the role of the advisory board will be to review the submittals and provide a recommendation of the project to the staff liaison. Action items can include: moving forward with the project, obtaining additional information, rejecting the project, etc.

Requests for Qualifications Process

Artists submit their qualifications and examples of past work. The Board will review and make recommendations based on artists' submittals of completed work.

Following the designation of finalists, the selection process will continue in one of two ways:

- Finalists are invited to interview with an approved procurement selection panel, at which time they discuss their work, possible approach and working methods relevant to the project. The panel recommends the artist based upon the submittals and interview responses.

DRAFT

- Finalists are invited to submit proposals. Town staff briefs finalists on the project and introduces them specific scope of the project. Proposals must include visual representations of the finalists' concept, scale drawings showing the concept in site, budget and timeline information.

Request for Proposals (Open Competition)

- A Request for Proposals is appropriate for smaller projects that might interest artists who have not yet entered the public art field. Reviewing proposals rather than qualifications will provide the selection panel with a reliable insight into the artist's vision and approach. The selection panel will ask a small group of finalists to meet for interviews prior to the final selection. Artists are not compensated for submitting proposals in an open competition.

Invitational Competition

- Town of Florence staff invites a limited number of artists of their choosing to submit qualifications or proposals. This may be conducted in two phases; the first phase based on qualifications; the second phase based on a proposal. An Invitational Competition is appropriate for projects that are extremely complex, where only a limited number of artists may be capable of completing the job successfully.

Direct Selection

- In some circumstances, the Town of Florence may need to move forward without delay. This usually implemented on smaller scope projects that are under \$5,000 and appropriately themed for the location.

Advisory Board's Criteria for recommendations

- Quality and general theme of art.
- Artist's experience, training, and professional recognition.
- Artist's ability to successfully complete the project within the proposed budget and timeline.
- Artist's ability to respond to the project's contextual issues, community, audiences, and users.
- The proposed relationship of the artwork to existing or anticipated environmental conditions, including architecture, landscaping, urban design and development, traffic and circulation.
- The creativity and originality of the artist's response to the program.
- The relationship of the proposed artwork to other work's in the Town's collection and the artwork's ability to become a noteworthy addition.
- If the artwork is part of a larger construction project, feasibility within limitations of the overall development schedules.
- An artist's statement as to whether or not the artwork is a unique, site-specific edition of one and has not and will not be duplicated, or alternatively, is one of a limited edition of multiples.
- Mass-produced artwork and artwork from catalogue ordering outlets will not be purchased or commissioned.

Review and Selection

Staff liaison will work with Procurement to establish these areas of focus during recruitment efforts of Artists.

- Quality: The public art piece demonstrates originality and artistic excellence.
- Media: All visual forms and media may be considered, subject to approval.
- Sculpture - in the round, bas-relief, mobile, kinetic, electronic, in any material or combination of materials.
- Painting - all media, including but not limited to, murals.
- Mosaics - pictures or decorative designs made by setting small colored pieces, such as stone or tile, into a surface.
- Artwork - in clay, wood, metal, plastics, glass and other materials.
- Mixed Media - any combination of forms or media, including collage.
- Unique Features - One-of-a-kind building features and site enhancements such as gates, benches, water features, walkways or bridges, and public use items including decorative trash receptacles provided that it has been commissioned by a visual artist or public context designer.
- Style: Public art of all schools, styles, and tastes should be considered.
- Response to Site: Public art and art places should be appropriate in scale, material, form, content, and value for the immediate, general, social, and physical environments with which they are to relate.

- Durability: Consideration should be given to structural and surface integrity, permanence, and protection against theft, vandalism, weathering, excessive maintenance, and repair costs.
- Elements of Design: Consider that public art, in addition to meeting aesthetic requirements, may also serve to establish focal points, terminate areas, modify, enhance, or define specific spaces, or establish identity.
- Public Liability: Public art and art places should be examined for unsafe conditions or factors that may bear on public liability.
- Diversity: Strive for diversity of style, scale, media, designers, community values, forms of expression, and equitable distribution of public art throughout the Town.

Construction and Maintenance

- For the purposes of the Community Services Advisory Board goals, public artwork will only be focused on Community Services managed parks or facilities.
- Public artworks must remain on public display under optimum conditions in which they were originally installed.
- Artwork projects may have a small plaque not to exceed twenty-four (24) square inches in size identifying the work, artist and contributors.
- Continued maintenance of the artwork shall be the responsibility of the Town.
- The artwork shall be maintained to preserve its intended appearance. Faded paint, missing or damaged parts, or deteriorated finishes represent unacceptable maintenance conditions.
- The original artist shall be offered the opportunity to provide maintenance and repair services for the artworks they create.
- On-site activity in connection with the artwork installation will be coordinated with the Community Services Department, with the Advisory Board's input.
- In the case of sites under development, the appropriate Town staff(s) within the Department will coordinate the concurrent site development and the artwork installation in the most efficient manner possible.
- In the case of existing sites not undergoing development, the appropriate Town staff within the Department shall oversee and facilitate the installation of the artwork. In such cases, cost of necessary site alteration or restoration shall be borne by authorized funds.
- Town staff will formally survey the condition of public art twice per year and report the condition of each piece of public art to the Town Manager and make prioritized recommendations for restoration and preservation where needed.
- The Town has the authority to modify or replace any and all public artwork at any time, as unpredictable circumstances and legal implications apply.
- Public art shall be professionally designed and incorporate high-quality materials that enhance the overall appearance of the site and not adversely affect safe and efficient movement of vehicles and pedestrians. Materials may include paint or other media

appropriate for exterior use, such as tile or mosaic. Materials shall be long-lasting and graffiti-resistant to the greatest extent possible.

- The public art shall be designed and painted by a qualified, vetted artist(s) with sufficient knowledge and experience with the application of public materials.
- Mural size shall be determined by the wall surface to be covered. Smaller walls may be completely covered. On large walls, murals should be large enough to dominate the wall surface, but not so large as to overwhelm the local streetscape.
- No business advertising, logos, political or religious messages will be approved by the town related to Public Art. The artist's signature may appear, provided that it is not so prominent as to detract from the display.
- The proposed public art, by its design, construction, and location, shall not obscure or detract from the significant architectural and landscape features, nor should a structure's architecture be altered to accommodate the art.
- The proposed public art, by its design, construction, and location, shall not have an adverse impact on adjacent properties or permitted uses. If the public art requires special lighting or other related construction, all applicable permits will be required as part of installation.

DEFINITION PAGE

Procurement

The purchasing, renting, leasing, or otherwise obtaining any supply, or service. The term includes all functions that pertain to the obtaining of any supply, or service, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Request for Proposals

all documents, whether attached or incorporated by reference, utilized for soliciting proposals.

Invitational Competition

“Invitation for Bids” all documents, whether attached or incorporated by reference, utilized for soliciting bids.

"Local Vendor" a vendor

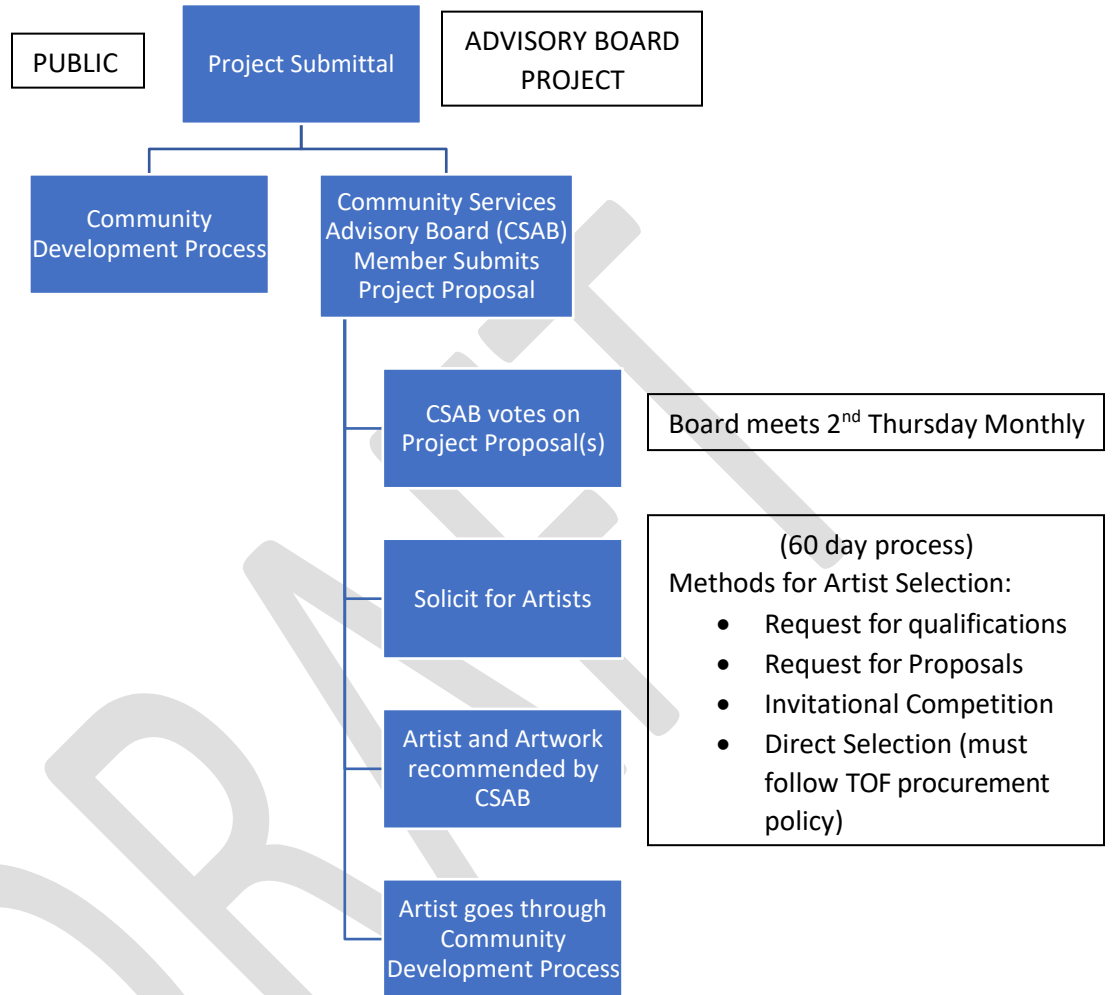
Direct Selection –

Allowances within the procurement laws and policies that provide staff to select a vendor based on established criteria.

Proposal from board member

Artwork proposal with description and estimated costs submitted to the Committee for project approval.

Public Art Process





Town of Florence Community Services Advisory Board Art Proposal

Boardmember Name:	
Address:	
Phone:	E-Mail:

Proposed Location: _____

Provide a brief description of your project idea and scope of work:

--

Describe how this project will positively impact Community Services:

--

Describe the economic impact of this project:

--

Materials needed for the project:

--

What is your estimated timeline for this project?

How will this project be funded?

What is your recommended budget for this project? _____

This portion is for arts and cultural activity or event proposals only:

*If would like the Town of Florence to run the program or event check this box

Instructor/Event Producer Name:	
Phone:	E-Mail:
Signature:	Date:

**Special Event Application or Special Interest Program Proposal may be required.*

Proposals will be reviewed by Town staff and presented to the Board for their approval. Budget, timeline, and staff time will be factored in.