

Alexandria Commission for the Arts - Regular Meeting

Tuesday, January 17, 2023

7:00 p.m.

Lee Center, Activity Room

MEETING NOTES

- I. Call to Order. With a quorum present, Chair Brian Kelley began the meeting at 7:00 pm. See [Attachment 1](#) for the meeting agenda.
- II. Roll Call. See [Attachment 2](#) for the Attendance Sign-In Sheet.
- III. Public Comment. Jason Longfellow, President of the Alexandria Arts Alliance, introduced himself.
- IV. Approval of Minutes/Record
 - a. Tuesday, December 13, 2022, Special Meeting. The December minutes were approved without edits.
- V. Chair Report. Brian Kelley gave the Chair Report. See [Attachment 3](#).
- VI. Committee, Liaison, and Task Force Updates.
 - a. Outreach Committee – No report
 - b. City Council Committee – No report
 - c. Waterfront Commission Liaison – Marcee Craighill reported on the Waterfront Commission January meeting.
 - d. Alexandria Arts Alliance Liaison – Gayle Converse reported on the last Alexandria Arts Alliance meeting.
 - e. Torpedo Factory Art Center Stakeholder Task Force – Judy Heiser reported on the upcoming Torpedo Factory Art Center Stakeholder Task Force meeting.
- VII. South Circle Park Public Art Task Force. Diane Ruggiero gave an overview of the draft Public Art Project Plan for South Circle Park at Block 32, Eisenhower Avenue. See [Attachment 4](#) for a copy of the Public Art Task Force recommended plan.
 - a. Approval of the Plan. After discussion, Dawn Rogala moved, with a second by Tiffany Williams, to approve the Public Art Project Plan. See [Attachment 5](#). The motion passed 14-0-0.
- VIII. Ballyshanners St. Patrick's Day Parade.
 - a. Discussion of Participation in the Parade on Saturday, March 4. Brian Kelley led the discussion.
- IX. Office of the Arts Division Update. Diane Ruggiero gave an update on the status of public art projects and Office of the Arts activities. See [Attachment 6](#).
- X. New Business.
 - a. Paul Painter offered to be on the Grants Committee.

- XI. Good of the Order and Announcements.
- XII. Adjournment. Brian Kelley ended the meeting at 8:30 pm.

Alexandria Commission for the Arts - Meeting

Tuesday, January 17, 2022

7:00 – 9:05 pm

Lee Center

Activity Room, 1st Floor

1108 Jefferson St., Alexandria, VA 22314

- I. Call to Order (7:00 pm)
- II. Roll Call (5', 7:00 – 7:05 pm)
- III. Public Comment (5', 7:05 – 7:10 pm)
- IV. Approval of Minutes/Record (5', 7:10 – 7:15 pm)
 - a. Tuesday, December 13, 2022 Special Meeting
- V. Chair Report (10', 7:15 – 7:25 pm)
- VII. Committee, Liaison, and Task Force Updates (20', 7:25 – 7:45 pm)
 - a. Outreach Committee – No Meeting This Month
 - b. City Council Committee – No Meeting This Month
 - c. Waterfront Commission Liaison – Marcee Craighill (10', 7:25 – 7:35 pm)
 - d. Alexandria Arts Alliance Liaison – Gayle Converse (10', 7:35 – 7:45 pm)
 - e. Torpedo Factory Art Center Stakeholder Task Force – Next Meeting is January 18
- VIII. South Circle Park Task Force (20', 7:45 – 8:05 pm)
 - a. Approval of Project Plan
- IX. Ballyshanners St. Patrick's Day Parade (20', 8:05 – 8:25 pm)
 - a. Discussion of Participation in the Parade, Saturday March 4, 12:30 – 2:00 pm on King St., Old Town. Application deadline is February 2.
- XII. Office of the Arts Division Update – Diane Ruggiero (20', 8:25 – 8:45 pm)
- XIII. New Business (10', 8:45 – 8:55 pm)
- XIV. Good of the Order and Announcements (10', 8:55 – 9:05 pm)
- XV. Adjournment (9:05 p.m.)

**Times are approximate. Please allow for the possibility that some items or the meeting in general may run longer than announced.*

ATTENDANCE SIGN-IN SHEET
 ALEXANDRIA COMMISSION FOR THE ARTS
 ALEXANDRIA, VIRGINIA

Meeting: Regular

Date: Tuesday, January 17, 2023

Meeting Place: Lee Center

COMMISSION MEMBERS:	(Please Sign Name)
Brian Kelley, Chair	<i>Brian Kelley</i>
Allison Heck, 1 st Vice Chair	<i>Allison Heck</i>
Ryan Belmore, 2 nd Vice Chair	<i>Ryan Belmore</i>
Gayle Converse, Secretary	PHONE IN
Sumrien Ali	SUMRIEN ALI
Betty Amron	<i>Betty Amron</i>
Christina Calloway	<i>Christina Calloway</i>
Marcee Craighill	<i>Marcee Craighill</i>
Mary Beth Giairin	PHONE IN
Judy Heiser	<i>Judy Heiser</i>
Chris Kurowski	
Paul Painter	<i>P. Painter</i>
David Pritzker	<i>David Pritzker</i>
Dawn Rogala	<i>Dawn Rogala</i>
Tiffany Williams	<i>Tiffany Williams</i>
CITY STAFF	
James Spengler, Director, RP&CA	<i>James Spengler</i>
Diane Ruggiero, Deputy Director, Cultural Arts	<i>Diane Ruggiero</i>
Cheryl Anne Colton, Program Director	<i>Cheryl Anne Colton</i>
Brett Johnson, TFAC Director	<i>Brett Johnson</i>
Matthew Harwood, Public Art Manager	<i>Matthew Harwood</i>

Chair Report

January 2022

Introduction

**Yes, even though the day prior to this meeting is federal holiday, we do have a meeting this month as regularly scheduled.*

I hope that everyone had a restful and relaxing holiday and is ready to roll our sleeves up for 2023. This January meeting, much like last month's, will be light. As such you will notice that the agenda is expected to run short (around 9:05 pm) rather than our usual 9:30 pm time.

January Items

Our main agenda item will be project plan for the South Circle Park Task Force, with a more minor discussion of the Ballyshaners St. Patrick's Day Parade. Should we decide to participate in the parade, we will want to commit in January so as to meet the application deadline. For updates, this will also be light, a number of our groups did not meet over the last month.

Upcoming Items

In February, we will be appointing two Commissioners to the Grants Task Force (usually one returning Commissioner with experience and one new Commissioner). While all Commissioners are required to review grant applications, the Grants Task Force has an additional level of review, such as scoring the submissions. This task force in many ways is something of a fulcrum to the Commission's larger grants operations. As such, I want you to start seriously thinking now about the possibility of serving on this task force, a month before there will be any appointment. Do not let the fact that you have not served on this task force deter you from considering. Please contact me if you are interested or have questions about this task force.

The submission deadline for the DASHing Words in Motion Poetry Contest is Friday, January 27. Please spread the word.

As always, if you have any questions or comments, please feel free to reach out to me.

Sincerely,

Brian Kelley

Chair, Alexandria Commission for the Arts



PUBLIC ART PROJECT PLAN

FOR SOUTH CIRCLE PARK
Block 32, Eisenhower Avenue

Date Approved: TBD

DRAFT

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I. Introduction

The City of Alexandria's Public Art Implementation Plan outlined a vision and goals for the public art program and established three Creative Directions: Time and Place, Neighborhoods & Gathering Spaces, and Natural and Urban Systems.

The Plan also sets out a process for the commissioning of new public art. For each project approved in the Annual Public Art Work Plan, the Commission for the Arts appoints a Public Art Project Task Force to advise on the entire project development process. The staff and the Project Task Force develop a Project Plan that sets out the project scope, project goals, artist selection process, budget, timeline, and communications strategy. The Project Task Force then selects an artist, through a process set out in the Project Plan. The artist develops a concept, which is then approved by the Project Task Force and the Commission for the Arts.

This document is the Project Plan for public art at South Circle Park.

II. Site and Context

About the City of Alexandria

Alexandria, Virginia is a small historic seaport city of about 150,000 residents located on the Potomac River, minutes from Washington, D.C. It is best known for its historic Old Town but is also home to federal agencies such as the U.S. Patent & Trademark Office, the Defense Department and the headquarters of the National Science Foundation.

About South Circle Park/Eisenhower East Gateway

As part of the new development on Block 32 at the corner of Eisenhower Avenue and Holland Lane, a new city park will be created (currently called South Circle Park). Since this park will be a city-owned property, the City of Alexandria's Office of the Arts will commission public art for the site with funds provided by the developer. The park design is schedule to begin in early 2023 as part of Phase 1 of the development design, but construction of the park (and the installation of the artwork) will be part of Phase 2 and commence at a later date.

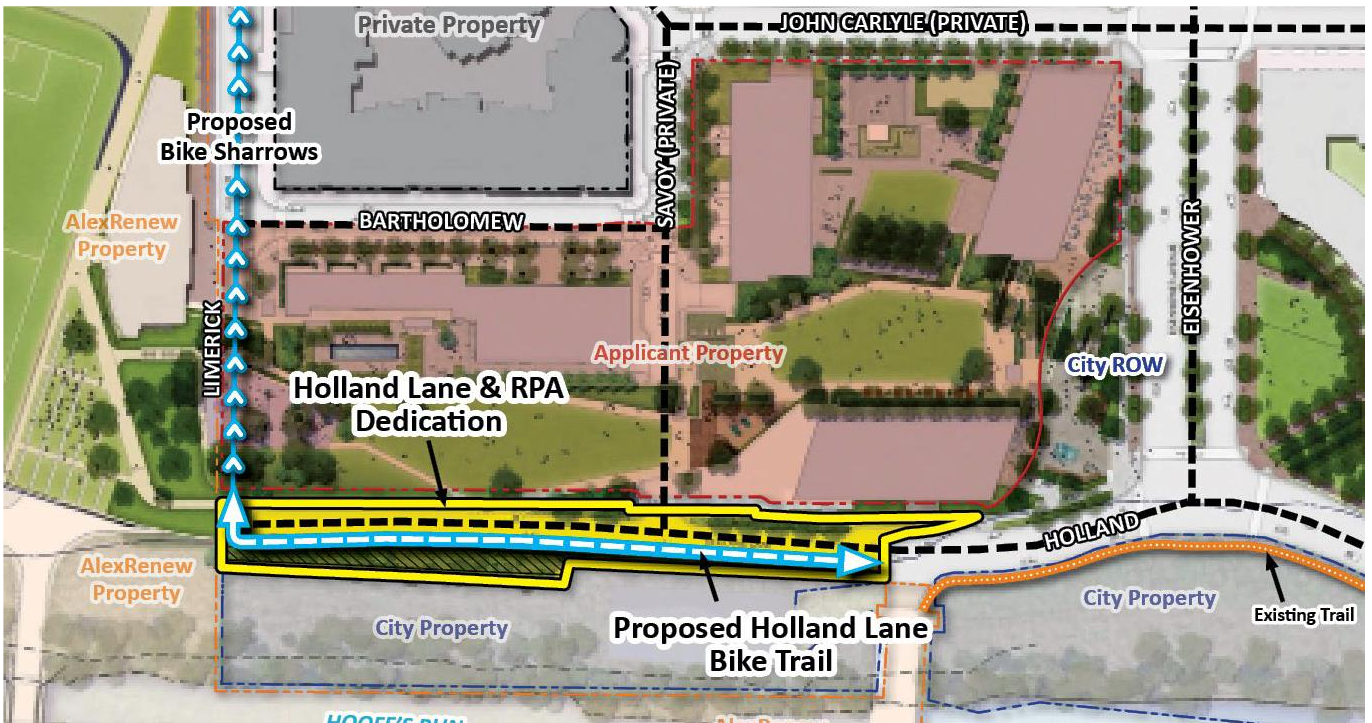
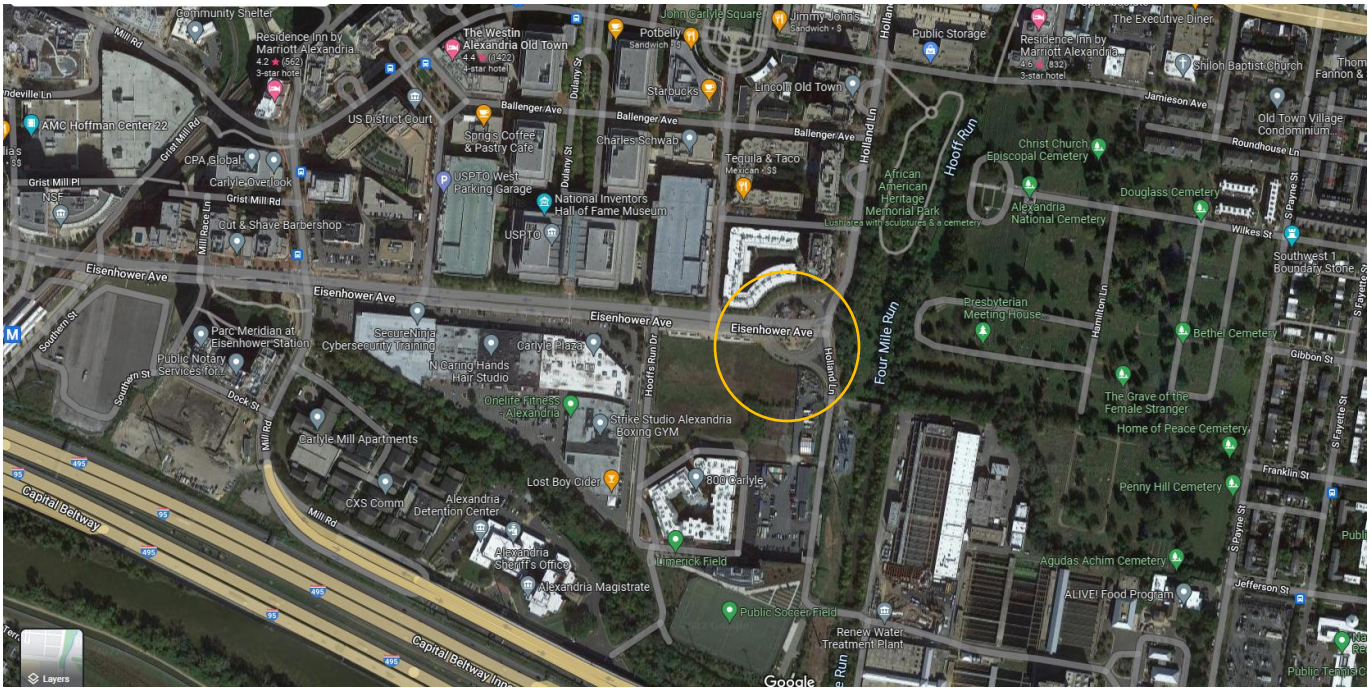
When constructed, the South Circle Park will serve as a visual gateway into the Eisenhower neighborhood for those travelling south on Holland Lane and turning onto Eisenhower Avenue and will be the most visible open space within the development. The public art will provide both a visual gateway into the Eisenhower neighborhood and a bold landmark that fosters a sense of identity for the neighborhood. The artwork could also be designed to encourage visitors of the park to travel upwards to the public open space deck.

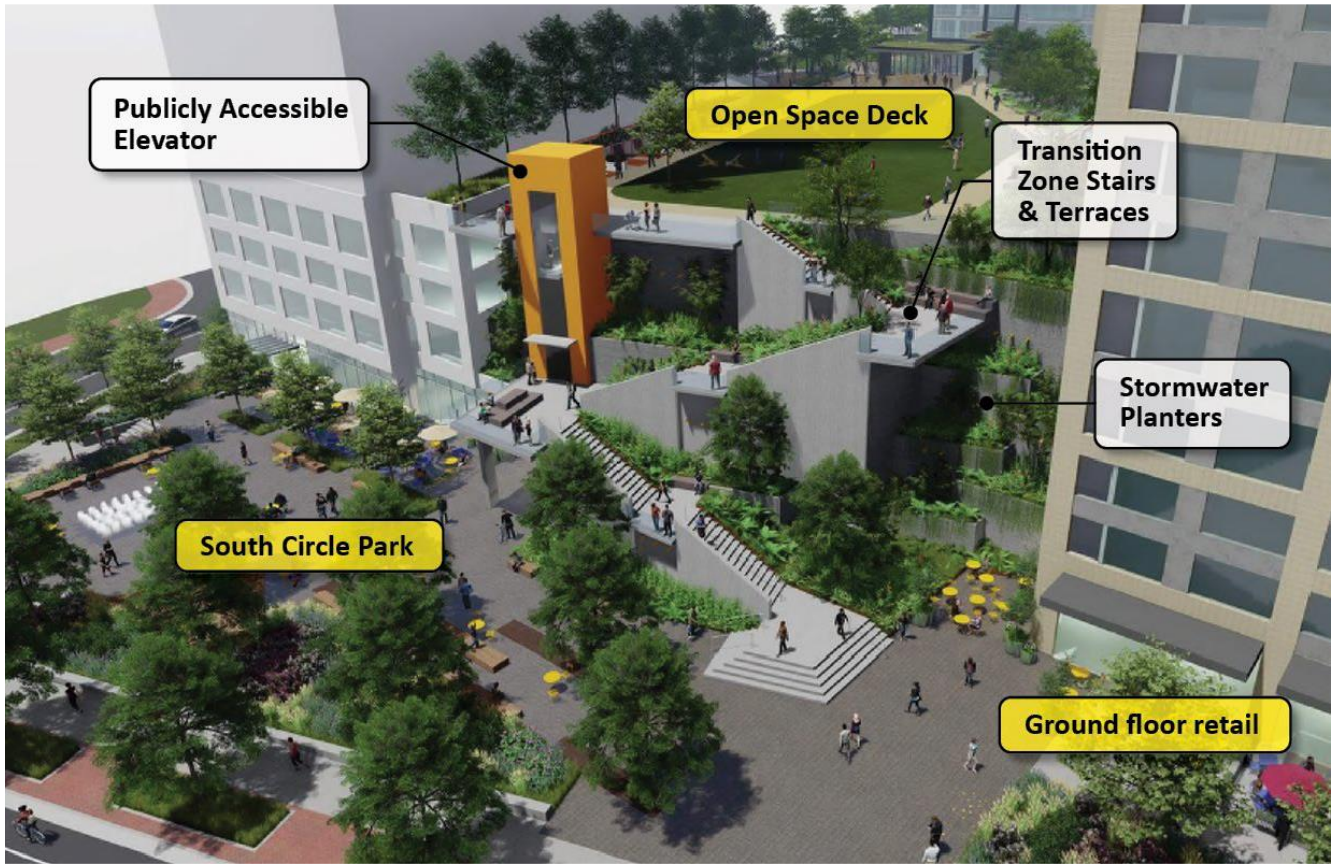
Public art will be incorporated into the landscape of the South Circle Park with the potential to extend into the Transition Zone, creating both a destination for the park as well as an invitation into the greater park and open space system of the block. As the majority of the South Circle Park is land owned by the City, the artist selection process will follow the City's Public Art Policy. The Applicant's public art contributions will be focused within this area to provide maximum impact, and the conditions of approval address a timeframe and process that will ensure that the artist and artwork are integrated into the landscape design process for the development.

Across from this site, another park is being created (currently called North Circle Park). While funding from the developer is not provided for public art on that site, the Commission for the Arts may consider expanding the scope of the public art to include that site based on a recommendation from the Project Task Force.

North Circle Park is programmed as a primarily passive open space with neighborhood-serving amenities. Elements of the design include a large open green space, flexible seating, fixed interactive seating elements, and multi-functional pavement areas.

III. Maps & Photos





IV. Scope

- Public art will align with overall site development for the park
- Uses developer funds (\$300,000 total) for South Circle Park
- Phase 1 for design concept only (\$50,000 budget)
- Consideration of adding North Circle Park to the scope (paid for with City funds)
- Public art final design, fabrication, and installation with Phase 2
- Timeline for Phase 2 TBD

V. Goals

The Alexandria Public Art Program is interested in commissioning artists to join the development and landscape architecture team to create a site-specific, permanent work of art for South Circle Park as part of the park's creation. The overall park design will be influenced by the public art.

The program goals for public art at South Circle Park are to:

- Creates a bold landmark that fosters a sense of identity for the Eisenhower East neighborhood.
- Establishes a visual gateway into the Eisenhower East Neighborhood.

- Encourages visitors of the park to travel upwards to the public open space deck.
- Provides an interactive environment to keep visitors engaged.
- Invokes a welcoming experience for a diverse audience, with an artistic theme accessible to the general public.
- Create a new work of art for Alexandria that is informed by the context of the site and recognizes the past, present, and future of the park and surrounding neighborhood.

VI. Selection Process

For the South Circle Park project, the Office of the Arts will issue an open Request for Qualifications (RFQ) for artists. The Task Force will review the applications and select an artist to join the design team.

South Circle Park Task Force

The South Circle Park Task Force helps shape the Project Plan for the project and recommends selection of artist(s) and approval of concept(s).

The two Commission for the Arts representatives on the Task Force are:

- Tiffany Williams
- Dawn Rogala

The Community Stakeholders for the Task Force include:

- Robert Arzola
- Tristan Wright

Project Stakeholders for the Task Force include:

- Ana Vicinanza, Park Planner
- Don Hoover, Oculus Landscape Architecture

Artist Selection Process and Concept Approval

A National call will be used to select artists for the project.

In accordance with the Public Art Implementation Plan and Policy, the Office of the Arts, will draft a Request for Qualifications (RFQ) based on the information provided in the Project Plan. This call will be issued via an online application system. Interested artists/artist teams will be welcome to submit a letter of interest, qualifications, and work samples.

The Task Force will review the letters of interest and qualifications and recommend an artist for the project. The selected artist/artist team will be approved by the Commission for the Arts.

The selected artist/artist team will join the project's design team to develop a Concept Proposal in collaboration with the Office of the Arts staff, consultants, and other partners. The Concept Proposal/s will include a rendering, narrative description, fabrication methods, and cost estimates. The Concept Proposal will be reviewed for feedback by the Task Force and be recommended for approval by Commission for the Arts. At the appropriate phase, the selected artist will be contracted to develop the final design, timeline, fabrication, etc.

VII. Timeline

January	Task Force reviews and approves recommends the Project Plan
January 17	Project Plan submitted to Arts Commission for approval
Jan/Feb	Staff develops call to artists
February	Issue Call for Artists (30 days)
March	Call to Artists closes
March?	Task Force review and score artist qualifications and select artist/team
April	Artist Interviews (optional)
May	Task Force meets and makes final artist recommendation
May 16	Arts Commission approves task force recommendation
June	Artist contract signed
June/July	Artist site visit and community engagement
Sept/Oct	Selected artist presents proposal
October	Proposals reviewed by Task Force, and approved by Arts Commission
Phase 2	Artist submits final design for technical review
Phase 2	Final design is submitted to fabricator
Phase 2	Fabrication
Phase 2	Installation
Phase 2	Completion

VIII. Budget

This phase of the project is for community engagement and design only with a budget of \$50,000. The selected artist will be contracted for the fabrication and installation of the designed artwork at a later phase of the project. Alexandria's Office of the Arts will provide additional support to the project through marketing, publicity, and assistance with site permits.

IX. Community Engagement, Marketing and Communications

Community engagement, marketing and communications should be geared toward engaging with existing stakeholders as well as bringing new audiences to experience the artwork.

Stakeholders

Community engagement, marketing, and communications should build upon the existing stakeholder base for the Eisenhower East Small Area Plan Update and other planning initiatives. This will include, but not be limited to, representatives from:

- Residents of Eisenhower East and Carlyle
- Adjacent businesses
- Carlyle Community Council
- AlexRenew
- Parks and Recreation Commission

Marketing and Communications

The Office of the Arts staff will develop a marketing and communications strategy that could include:

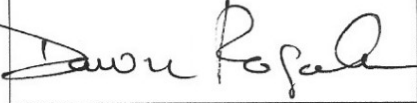

- Materials in languages relevant to the surrounding community.
- Web-based information about the project.
- Media releases to local and national publications and blogs.
- Print and/or online advertising in local and regional publications.
- Micro-targeted online / social media advertising.
- Word of mouth, outreach.

ALEXANDRIA COMMISSION FOR THE ARTS

SPECIAL MEETING

Tuesday, January 17, 2023

Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
		Yes-- 14 No-- 0 Abstained-- 0
ACA Motion		
Agenda Item #: VIII.a.		
Motion: Motion to approve The Public Art Project Plan for South Circle Park (Block 32) Eisenhower Ave..)		

OFFICE OF THE ARTS DIVISION SUMMARY

This summary is a brief narrative of activities and actions that have been taken since the previous Division Update. The Office of the Arts ACA Update is also shared with other Recreation, Parks & Cultural Activities commissions and staff and becomes part of the monthly minutes for the Arts Commission.

If you have any questions or require additional information/clarification, please review the following section(s) of this report or contact the appropriate staff in the Office of the Arts.

Highlights

- Everyone is invited to a welcome reception for Rob Ley, artist for the Potomac Yard Metro Station on Thursday, January 26 at 7pm at Torpedo Factory Art Center. RSVP encouraged but not required.
- The installation of the public art at Potomac Yard Metro is expected to be completed in April 2023 to coincide with the opening of station.
- The City is currently working with a new vendor our grant application software, which will delay the launch of the FY24 Arts Program Grant applications to February 2023. We do not expect this delay to impact when grant funds are distributed which is anticipated to be August 2023.
- Save the date: the public opening of *Two Boxes of Oranges and Admonia Jackson* by Nina Cooke John at Waterfront Park will be on Saturday, March 18 with an event and artist reception on Saturday, March 25.

Public Art At-A-Glance:

Public Art Project	Status
Wilkes Street Park	Developing the Concept Proposal
Old Town North Stormwater Covers	Fabrication
Colasanto Spray Park	Fabrication
Site/See 2023	Fabrication
Site/See 2024	Developing the Artist Pool
South Circle Park (Block 32)	Setting Project Goals & Parameters

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PUBLIC ART PROJECTS – PLANNING/DESIGN PHASE

Wilkes Street Park

Lead Agency

Office of the Arts

Artist

Eto Otitigbe

Project Scope

Commission permanent public art for the redesigned park

Task Force Members

Chris Kurowski, Judy Heiser, Ana Vicinanza

Current Status (per project development process)

Developing the Concept Proposal

Next Steps

Staff is working with the artist to refine the concept and bring it back to the task force for review and discussion.

Anticipated Completion

TBD

Site/See: New Views in Old Town 2023

Lead Agency

Office of the Arts

Artist

Nina Cooke John

Project Scope

Commission new, temporary, site-specific public art for the new Waterfront Park at the foot of King Street

Task Force Members

Christina Calloway, Tiffany Williams, Claire Mouledoux, Clint Mansell, Jack Browand, and Nicole McGrew

Current Status (per project development process)

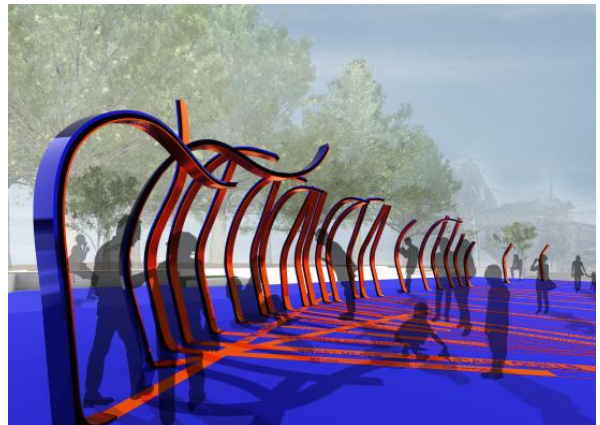
Developing the Final Design & Fabrication

Next Steps

Nina has selected muralist Eric B. Ricks from Silver Spring, Maryland to paint the mural for her installation.

Anticipated Completion

March 2023



PUBLIC ART PROJECTS – PLANNING/DESIGN PHASE

Old Town North Stormwater Covers

Lead Agency

Office of the Arts

Artists

Yoshiko Ratliff, Matt Long, and Dana Scheurer

Project Scope

Work with the community to bring City-commissioned public art to the OTN Arts District

Task Force Members

Gayle Converse, Carolyn Griffin, Ryan Whitaker, Gavin Pellitteri

Current Status (per project development process)

Fabrication

Next Steps

Staff is working to get the designs to fabricators for development.

Anticipated Completion

TBD

Colasanto Spray Park

Lead Agency

City of Alexandria Park Planning

Artist

Béatrice Coron

Project Scope

Commission a permanent artwork for redesigned park space and gateway

Task Force Members

Beth Znidersic, Amol Deshpande, Bernard Johnson, Gayle Reuter

Current Status (per project development process)

Fabrication

Next Steps

Béatrice has begun fabrication of the stelles. Due to procurement delays, the construction of the park may be later than originally anticipated.

Anticipated Completion

Fall, 2023 (tentative)



Site/See: New Views in Old Town 2024

Lead Agency

Office of the Arts

Artist

TBD

Project Scope

Commission new, temporary, site-specific public art for Waterfront Park at the foot of King Street for 2024.

Task Force Members

Christina Calloway, Tiffany Williams, Claire Mouledoux, Clint Mansell, Jack Browand, and Nicole McGrew

Current Status (per project development process)

Developing the Artist Pool

Next Steps

Approximately 40 artists were added to list for the invitational and have until mid-January to reply. The task force will meet in February to discuss artist selection.

Anticipated Completion

March 2024

South Circle Park (Block 32)

Lead Agency

Office of the Arts

Project Scope

Commission an artist to join the park design team and design public art for South Circle Park.

Task Force Members

Tiffany Williams, Dawn Rogala, Tristan Wright, Robert Arzola, Don Hoover, Ana Vicinanza

Current Status (per project development process)

Setting Project Goals & Parameters

Next Steps

The Task Force met to develop the project plan. Once the plan is approved, staff will issue a call to artists.

Anticipated Completion

Fall, 2023



West End Transit Corridor

Lead Agency

Transportation & Environmental Services (T&ES)

Project Scope

Work with T&ES to integrate new public art into the project.

Task Force Members

Allison Heck, Brian Kelley

Current Status (per project development process)

Setting Project Goals & Parameters

Next Steps

Staff will set a meeting with the appointed members to identify community stakeholders.

Anticipated Completion

TBD

MISCELLANEOUS PROJECT(S)

Potomac Yard Metro

Lead Agency

WMATA

Project Scope

Include public art in the new Potomac Yards metro station.

Task Force Members

N/A

Next Steps

Artist Rob Ley has been contracted for the project.

Anticipated Completion

April, 2023



Public Art Task Force Roster

Public Art Project Task Forces

The Commission for the Arts will form an ad hoc Public Art Project Task Force for each project that the Program undertakes. The ad hoc Task Force will convene on an as needed basis to advise on the development of each project.

The Task Force will: Advise Office of the Arts staff on the development of Public Art Project Plans and recommend the Plan to the full Commission; Review artist portfolios and recommend selection of an artist to the full Commission; Report to the Commission on its activities on a monthly basis, and; Review artist concepts and recommend approval of concepts to the full Commission.

Artist Residency (on hold)

1. Chris Kurowski*
2. TBD (Arts Commissioner)

Site/See: New Views in Old Town

1. Tiffany Williams*
2. Christina Calloway*
3. Jack Browand (proj. stakeholder)
4. Claire Mouledoux (proj. stakeholder)
5. Clint Mansell (comm. stakeholder)
6. Nicole McGrew (comm. stakeholder)

Old Town North Stormwater Cover Task Force

1. Gayle Converse*
2. TBD (Arts Commissioner)
3. Gavin Pellitteri (proj. stakeholder)
4. Carolyn Griffin (comm. stakeholder)
5. Ryan Whitaker (comm. stakeholder)

Public Art Annual Workplan Task Force

1. Paul Painter*
2. Christina Calloway*
3. Gina Baum
4. Betsy Hennigan
5. Thomas Sullivan

Block 32 Task Force

1. Dawn Rogala*
2. Tiffany Williams*
3. Don Hoover (proj. stakeholder)
4. Ana Vicinanza (proj. stakeholder)
5. Tristan Wright (comm. stakeholder)
6. Robert Arzola (comm. stakeholder)

West End Transit (WET) Corridor

1. Allison Heck*
2. Brian Kelley*
3. TBD (proj. Stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. TBD (comm. stakeholder)

Wilkes Street Park Task Force

1. Chris Kurowski*
2. Judy Heiser*
3. Ana Vicinanza (proj. stakeholder)
4. Jim Simmons (proj. stakeholder)
5. TBD (comm. stakeholder)
6. Trini Rodriguez (ex-officio)

Del Ray Gateway Task Force

1. TBD (Arts Commissioner)
2. TBD (Arts Commissioner)
3. Beth Znidersic (proj. stakeholder)
4. Amol Deshpande (LSG) (proj. stakeholder)
5. Gayle Reuter (comm. stakeholder)
6. TBD (comm. stakeholder)

*Arts Commissioner

Public Art Planning & Project Development Process

	DESCRIPTION
Identifying the Project in the Annual Plan	<ul style="list-style-type: none"> Projects are identified in the Public Art Workplan, a document developed annually by the Office of the Arts with input from the Workplan Task Force. The Public Art Workplan is approved by the Arts Commission and by City Council.
Setting Project Goals and Parameters	<ul style="list-style-type: none"> Once a project has been initiated, the Arts Commission establishes a Public Art Project Task Force specifically for that project. Office of the Arts staff, with input from the Project Task Force, develops a Public Art Project Plan. This plan includes goals, location, timeline and budget; the artist selection process and community engagement process; and a list of internal and external stakeholders for the project. The Project Plan is approved by the Arts Commission.
Developing the Artist Pool	<ul style="list-style-type: none"> Based upon the approved Project Plan, the Office of the Arts develops a pool of artists and collects qualifications for the Project Task Force to review. The pool of artists can be collected through an open competition, pre-qualified artist list, curatorial process or invitational. Artist qualifications generally include a cover letter from the artist expressing their interest in the project, a resume, and examples from the artist's portfolio with a corresponding description of each project.
Selecting the Finalists	<ul style="list-style-type: none"> The Project Task Force reviews artist qualifications based on criteria outlined in the approved Project Plan. Depending on the process in the approved Project Plan, the Project Task Force can select a single artist based upon qualifications, or a small number of finalists (generally three to five).
Selecting the Artist	<ul style="list-style-type: none"> If finalists are selected, they may be: <ul style="list-style-type: none"> Paid a stipend to develop a concept proposal and present that proposal to the Project Task Force. Interviewed by the Project Task Force. A combination of the above. The Project Task Force recommends selection of an artist to the Arts Commission based upon the Concept Proposal and/or interview.
Approving the Contract	<ul style="list-style-type: none"> The Office of the Arts develops a contract agreement with the artist. The agreement is approved by the City Manager or City Council, depending on the size of the contract.
Approving the Concept Proposal	<ul style="list-style-type: none"> The selected artist develops a Concept Proposal, if that was not a part of the artist selection phase. The Office of the Arts facilitates community engagement conducted by the artist as part of their process of developing a Concept Proposal. The Project Task Force reviews the Concept Proposal and recommends it to the Arts Commission for approval.
Approving Final Design	<ul style="list-style-type: none"> The Office of Arts conducts a review of the final design documentation provided by the artist for both technical considerations and to ensure it is in conformity with the approved concept proposal. The Office of the Arts facilitates technical reviews by other City staff as required. The Office of the Arts signs off on the Final Design.
Fabrication	<ul style="list-style-type: none"> In most cases, the artist is responsible for fabrication. The Office of the Arts monitors fabrication to ensure it is on schedule and in conformity with the approved design. In some cases, the Office of the Arts will play a more direct role in overseeing the fabrication of artwork, with the artist acting in an advisory role.
Installation	<ul style="list-style-type: none"> The Office of the Arts works with the artist, relevant City Departments, and other stakeholders to schedule and facilitate installation.

ARTICLE K - Alexandria Commission for the Arts¹¹

• **Sec. 2-4-90 - Creation, composition and organization.**

(a) There is hereby established a standing commission known as the Alexandria Commission for the Arts.

(b) The commission shall consist of 16 members to be appointed by the city council. The composition of the commission shall be as follows:

- (1) four members shall have expertise in the arts, including, but not limited to, arts educators, professional practitioners of various art disciplines and professional administrators working in the arts;
- (2) three members shall have specific expertise in visual arts either as professional practitioners of visual art, curators of visual art, or as professional arts administrators currently working in the field;
- (3) three members shall represent the public at large, as arts consumers or participants;
- (4) three members shall be professionals in fields relevant to arts and cultural development, including cultural planning, marketing, finance, funding, tourism, promotion, non profit organizational development, and real estate development;
- (5) two members shall be professionals in the field related to the visual appearance of the cityscape, such as architecture, environmental design, landscape architecture or urban design; and
- (6) one member shall be a student who resides in the city and attends a high school located in the City of Alexandria.

(c) Members of the commission shall be appointed in the manner prescribed by article A of this chapter. The members shall serve for a term of three years, except in the case of an appointment to fill the unexpired portion of a term. (Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)

• **Sec. 2-4-91 - Function; powers; duties.**

(a) The functions of the commission shall be as follows:

- (1) to advise city council with regard to policies that will strengthen the arts and further public access to the arts and cultural matters identified by the city council;
- (2) to establish and periodically review criteria and standards for arts grant applications for city funds and accountability for the use of such funds; the allocation from such funds to eligible organizations and activities as may be appropriated by the city council for such purpose;
- (3) to review the public art annual work plan as developed by the office of the arts and a work plan task force and make recommendations to the city council as part of the budget process;
- (4) to review and approve public art project plans for specific public art projects, and to review and approve artist selection and concept development;
- (5) to create committees and task forces, as necessary, to focus on public art project development and artist selection;
- (6) to review proposals for donations of public art and commemorative art and make recommendations to the city council;

- (7) to collaborate with the office of the art on public art project evaluations; and
 - (8) to support public communication and outreach as related to the arts and;
 - (9) to serve as citizen liaisons to city planning initiatives when public art is involved.
- (b) The commission is empowered to adopt rules and regulations in regard to procedure and other matters so long as the same are not inconsistent with the city code, including, but not limited to, the establishment of committees, through which to carry on its functions and purpose.
- (c) A commission chair, vice-chair and secretary shall be elected annually by the commission members at the organization meeting designated in the commission's bylaws. (Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)