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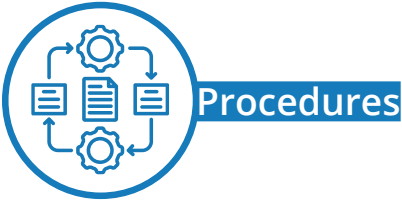
SAMMAMISH ARTS strategic PLAN



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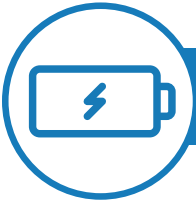
What's Inside



Procedures



Criteria



Resource Opportunities

This Arts Strategic Plan toolkit is intended to help the Arts Commission and City staff by providing clear procedures for choosing a program that aligns with City goals. The plan puts forward three strategies for building Sammamish’s arts and culture ecosystem, which include 1) providing best practices for the Arts Commission, 2) aligning arts and culture program with the City vision and community engagement feedback, and 3) finding new ways for the City to build its arts and culture resource base (both in terms of leadership capacity and funding). To work towards the first two strategies, the toolkit that follows includes a series of procedures and criteria for the Arts Commission to utilize while selecting their annual program. There are separate criteria to cover the Arts Commission’s three biggest roles; 1) artists grants administration, 2) arts & culture project selection, and 3) public art selection. Procedures include project management tools designed to help the Art Commission understand their role relative to City staff and City Council, and to balance their longer-term agenda with shorter-term project administration.

The toolkit also provides arts administration procedures for commissioning public artwork. These include the entire lifecycle of public art from an initial call for artists through decommissioning public art.

This toolkit is not a Council-adopted part of the Arts Strategic Plan. Though developed as part of the planning process, this seperation is deliberate to allow the Arts Commission to update the toolkit without Council approval throughout the planning horizon. The procedures and criteria are meant as a foundation to build off of as the Arts Commission grows its capacity and City resources change. The annual Arts Commission retreat discussed in the last chapter is an opportunity for the Arts Commission to revisit these tools and criteria and to refine and add to them as needed.



Arts Commission Procedures & Criteria

Procedures

- 1 2-year Priority Setting
- 2 Annual Workplan
- 3 Project Selection
- 4 Project Implementation

Criteria

Project Selection Criteria

The Sammamish Arts Commission is the driving body for Sammamish's arts & culture program. As a working commission, SAC not only makes recommendations to City Council on public art acquisitions, but also administers an arts grant program that allocates around \$20,000 a year, and leads a number of community arts and culture projects. This is a significant number of responsibilities for a volunteer organization with less than full-time staff support. Because of this, it's incredibly important that the Arts Commission choose projects that get a lot of bang for their buck. The tools that follow are meant to help the Arts Commission efficiently choose a high-impact program that aligns with the Arts Strategic Plan Action statement, set up an annual calendar that takes into account staffing resources and coordination times, and understand their responsibilities relative to City staff. These tools can be adapted over time to better support Arts Commission leaders.

Two-Year Priority Setting

The purpose of this worksheet is to help the Arts Commission zoom out and consider what it would like to accomplish.

Priorities

1. Ensuring all members of the community have access to an arts and culture offering that appeals to them.
2. Ensuring that arts offerings contribute to accomplishing the City's visions and the plan action statement.
3. Ensuring that arts offerings are strategically distributed to maximize impact.
4. Ensuring that projects help to support what is uniquely Sammamish and clarify the identity of the City.
5. Ensuring that arts offerings are inspiring and engaging to maximize the number of people who want to contribute to and participate in future arts and culture endeavors.

	Year 1			Year 2		
	Project 1	Project 2	Project 3	Project 1	Project 2	Project 3
Indicate all that apply - should have a strong connection.						
1. Who does the project serve/represent?						
1.1 All of Sammamish						
1.2 Youth						
1.3 Seniors						
1.4 LGBTQIA+						
1.5 Diverse ethnic group						
1.6 Local tribal nation						
2. Alignment with Comprehensive Plan Vision						
2.1 Active cultural scene						
2.2 Connected neighborhoods						
2.3 Sustainability & love of nature						
2.4 Inclusion						
3. Type of arts & culture offering						
3.1 Live music						
3.2 Performing arts						
3.3 Public art						
3.4 Class/workshop						
4. Location						
4.1 Sammamish Commons						
4.2 High visibility right-of-way						
4.3 Parks						
4.4 City Hall						
4.5 Trails						
4.6 CWU						
4.7 Schools						
4.8 Community nonprofits						

Year 1

Project 1

Description

Arts Commission Lead

Anticipated Budget

Project 2

Description

Arts Commission lead

Anticipated Budget

Project 3

Description

Arts Commission Lead

Anticipated Budget

Year 2

Project 1

Description

Arts Commission Lead

Anticipated Budget

Project 2

Description

Arts Commission Lead

Anticipated Budget

Project 3

Description

Arts Commission Lead

Anticipated Budget



The purpose of the Work Plan is to view the year as a whole to ensure that the program is balanced and reflects the priorities of the community.

Priorities

1. Create a balanced portfolio of projects, partnerships, and public art procurement.
2. Prioritize high-impact projects and decide where to focus resources.
3. Think through high-level project implementation tasks and timeline to distribute projects throughout the year.
4. Designate project leads on the Arts Commission to manage projects.

Item	Project Lead
General Administration	
Annual Retreat	
Work Plan	
Monthly Meetings	
Update Resources	
Grants	
Art Grants	
Community Block Grants	
Projects	
Project 1:	
Project 2:	
Capacity Building	
Public Art Procurement	

[illegible]



Project Selection Criteria

The purpose of the selection criteria is to ensure that the Arts Commission chooses a complementary slate of projects that reflect community desires. Individual projects should create a balanced work plan that maximizes the number of fulfilled criteria.

Priorities

- 1. Ensuring all members of the community have access to an arts and culture offering that appeals to them.
- 2. Ensuring that arts offerings contribute to accomplishing the Arts Strategic Plan Action Statement.
- 3. Ensuring that arts offerings are strategically distributed to maximize impact.
- 4. Ensuring that the project helps to support what is uniquely Sammamish and clarify the identity of the city.
- 5. Ensuring that arts offerings are inspiring and invigorating to maximize the number of people who want to contribute and participate in making the city a wonderful place to live, work, and visit.

Non-negotiables (all answers must be yes)		Yes	No
1.	Is the project feasible with City resources and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
1.1	Can the project be accomplished within the budget?	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Can tasks and supplies be covered by the type of funds available?	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Can the project be accomplished within the required timeline?	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Can the project be accomplished with the current level of city staff?	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all necessary partners on board?	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Does the proposed project or art piece conflict with necessary activities in the preferred location? If yes, are there possible strategies to mitigate the conflict?	<input type="checkbox"/>	<input type="checkbox"/>
Project attributes			
2.	WHO does the project serve?		
2.1	Does the project serve Sammamish residents as a whole, and/or groups that are underserved or in need of new arts and culture offerings? (Check all that apply)	<input type="checkbox"/>	<input type="checkbox"/>
	All of Sammamish	<input type="checkbox"/>	<input type="checkbox"/>
	Youth	<input type="checkbox"/>	<input type="checkbox"/>
	Seniors	<input type="checkbox"/>	<input type="checkbox"/>
	LGBTQIA+	<input type="checkbox"/>	<input type="checkbox"/>
	Diverse ethnic group	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Does it help bring different kinds of people together as community? (I.e. multi-generational, newcomers/ old-timers, multi-cultural connections)	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Is the project or art piece developed, hosted or produced by a member or members of one of the groups identified in question 2.1 (other than "all of Sammamish")?	<input type="checkbox"/>	<input type="checkbox"/>
3.	WHAT kind of arts offering is it?		
3.1	Does it expand variety in the arts & culture programming available in Sammamish or fill an existing gap?	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Does it align with the goals and vision of the City & the public input in the Arts Strategic Plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Active cultural scene	<input type="checkbox"/>	<input type="checkbox"/>
	Connected neighborhoods	<input type="checkbox"/>	<input type="checkbox"/>

Sustainability & love of nature	<input type="checkbox"/>	<input type="checkbox"/>
Inclusion	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Is the art of high quality?	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Is the art community-based?	<input type="checkbox"/>	<input type="checkbox"/>
Project attributes cont.		
4. WHERE would the project be located?	Yes	No
4.1 Would the project be visible to many people?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Would it contribute to placemaking in its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Does the project contribute to consistent activation of the Sammamish Commons?	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Does the project fill an arts and culture geographic gap?	<input type="checkbox"/>	<input type="checkbox"/>
5. The SAMMAMISH factor		
5.1 Is the project unique to Sammamish, and if so, how?	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Does it help bring meaning and understanding? (I.e. highlighting history, Native American connections, awareness of the environment, wildlife etc)	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Does the project benefit Sammamish's artists and/or arts & culture organizations?	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Does it strengthen the identity of the city?	<input type="checkbox"/>	<input type="checkbox"/>
6. The SERENDIPITY factor		
6.1 It's the arts! Does the project hold promise to bring joy to the community, fun into people's lives, and/or inspire people in some way?	<input type="checkbox"/>	<input type="checkbox"/>
Total yeses for numbered items:		
Describe location (4):		
Please explain (5.1):		
Please explain (6.1):		



Project Implementation Worksheet

The purpose of this worksheet is to ensure that projects have assigned leadership, appropriate level of staff time, a feasible timeline, budget, and internal accountability. This worksheet should be filled out after completing the Project Selection Criteria worksheet.

Priorities

1. Accurately predict staff and arts commission time required to complete tasks to ensure project delivery without exceeding staffing resources.
2. Accurately predict budget required to accomplish the project.
3. Accurately predict project timeline to ensure resources are used within the prescribed period.

Project Description:	
Project Name:	
Lead Commissioner:	
Commission team:	
Project Objective:	
Project Selection Criteria this project fulfills:	
Resources:	
Budget:	
City Staffing needs (refer to resource budgeting tool):	
Partners:	
Organization Contact:	
Organization Contact:	
Schedule Milestones	
Task Description	Due date <input checked="" type="checkbox"/>
1.	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>
5.	<input type="checkbox"/>
6.	<input type="checkbox"/>
7.	<input type="checkbox"/>
8.	<input type="checkbox"/>
9.	<input type="checkbox"/>

Common Tasks and subtasks: indicate all that apply	
1. Budget and Contract Management	<input type="checkbox"/>
1.1 Budget tracking, invoicing	<input type="checkbox"/>
1.2 Contract negotiations, insurance collection, and coordination with the contracting team	<input type="checkbox"/>
2. Advertising & Promotion	<input type="checkbox"/>
2.1 Creating flyers, advertisements, and promotional content	<input type="checkbox"/>
2.2 Social media advertising	<input type="checkbox"/>
2.3 Updating web pages	<input type="checkbox"/>
3. Recruitment	<input type="checkbox"/>
3.1 Call for art	<input type="checkbox"/>
4. Art & Grant Review	<input type="checkbox"/>
4.1 Reviewing and grading grant and art applications	<input type="checkbox"/>
4.2 Coordinating with subcommittees for application assessments	<input type="checkbox"/>
4.3 Ensuring applications meet criteria and compiling summaries for recommendations	<input type="checkbox"/>
5. Event & Program Coordination	<input type="checkbox"/>
5.1 Scheduling, curating, and handling event logistics	<input type="checkbox"/>
6. Approval Processes & Compliance	<input type="checkbox"/>
6.1 Preparing City Council recommendations and ensuring compliance with regulations	<input type="checkbox"/>
6.2 Coordinating with other City departments for project feasibility and approvals	<input type="checkbox"/>
7. Other...	<input type="checkbox"/>
7.1 ...	<input type="checkbox"/>
7.2 ...	<input type="checkbox"/>

Use the staff time budgeting tool to complete the Gantt chart below.

	January	February	March	April	May	June	July	August	September	October	November	December
1. Budget & Contract												
2. Advertising & Promotion												
3. Recruitment												
4. Grant Review												
5. Coordination												
6. Approval & Compliance												
7. ...												



Staff Time Budgeting Tool

This tool includes the resources required for typical project subtasks including staff time and turnaround time to help the Arts Commission create an accurate work plan.

These are included as a rule of thumb and should be refined over time during project evaluation. Each line is resources on a per project basis.

Turn-around time should be used to help produce the Gantt chart on the Project Implementation Worksheet

	Staff	Art Commission
1. Budget and Contract Management		
1.1 Budget tracking, invoicing		
1.2 Contract negotiations, insurance collection, and coordination with the contracting team		
2. Advertising & Promotion		
2.1 Creating flyers, advertisements, and promotional content		
2.2 Social media advertising		
2.3 Updating web pages		
3. Recruitment		
3.1 Call for art		
4. Art & Grant Review		
4.1 Reviewing and grading grant and art applications		
4.2 Coordinating with subcommittees for application assessments		
4.3 Ensuring applications meet criteria and compiling summaries for recommendations		
5. Event & Program Coordination		
5.1 Scheduling, curating, and handling event logistics		
6. Approval Processes & Compliance		
6.1 Preparing City Council recommendations and ensuring compliance with regulations		
6.2 Coordinating with other city departments for project feasibility and approvals		

Staff time (approx)	Staff point person/department	Turn around-time (weeks)											
		1	2	3	4	5	6	7	8	9	10	11	12
5 hrs	Recreation & Cultural Services Manager/ Parks and Recreation/Finance Department												
5 hrs	Recreation & Cultural Services Manager/ Parks and Recreation/Finance Department												
1 hr	Recreation & Cultural Services Manager/ Parks and Recreation												
1 hr	Communications Manager												
1 hr	Recreation & Cultural Services Manager/ Parks and Recreation												
10 hrs	Recreation & Cultural Services Manager/ Parks and Recreation												
5 hrs													
1 hr													
10 hrs	Recreation & Cultural Services Manager/ Parks and Recreation												
20 hrs													
5 hrs													
10 hrs													

Roles & Responsibilities

In Sammamish, the Arts Commission is a working commission meaning that in addition to providing recommendations for arts & culture programming to City Council, they also administer an arts grant and organize projects and events. However, as a volunteer organization, the Arts Commission relies on City Staff to complete several key tasks including contracting and mediating communications with the Public. This worksheet shows who is responsible for what and when they should be reaching out to staff, and is meant to help the Arts Commission assign Commission members to designated tasks.

Task
Arts Commission Administration
Orientation and Training
Meeting Materials
Budget and Contract Management
Budget tracking, invoicing
Contract negotiations, insurance collection, and coordination with the contracting team
Advertising & Promotion
Creating flyers, advertisements, and promotional content
Social media advertising
Updating web pages
Commissioning Public Art
Artist recruitment
Artwork idea development
Design development and review
Fabrication and installation
Dedication
Curating temporary art exhibit
Art & Grant Review
Grant Application materials
Advertising & promotion
Creating and updating grant application materials
Collecting and preparing applications for review by SAC
Ensuring applications meet criteria and preparing recommendation for City Council
Notify applicants of decision
Contracting and payment
Event & Program Coordination
Scheduling, curating, and handling event logistics.
Advertising & Promotion
Contract and payment
Approval Processes & Compliance
Preparing City Council recommendations and ensuring compliance
Coordinating with other city departments for project feasibility and approvals
Additional Community Engagement
Answering public inquiries and facilitating community participation
Engaging with the public through programs and spotlight features

Subtasks	Staff	SAC
Preparing and updating orientation materials, onboarding		
Meeting minutes		
Agenda creation		
Recording meetings and following public records guidelines		
Invoicing to pay arts grants and performer on ad-hoc basis		
Collecting W9s from artists		
Negotiations on SOW and fee for services		
Coordination with contracting team		
Collecting insurance		
Working with communications manager to produce content for projects including the artists grant, events, workshops etc.		
Working with communications manager to produce content for projects		
Working with P & R staff to ensure content on Arts Commission page is up to date		
Call for art (see toolkit for example)		
Contract covering initial concept development and final concept after review		
Review of initial concept development and recommendation for final concept		
Review of final design packet with comprehensive schematics		
Potential coordination with public works, inspection of artwork prior to installation		
Artwork added to City collection with plaque provided by City and dedicating event		
Schedule, determine exhibit themes, call for art, review of submissions and promotion		
Periodically updating application and information online		
Advertising grant opportunity: See advertising and promotion task		
After selection, promotion of grantees' programs		
Periodically updating grading rubric (artists grant subcommittee)		
Application review and grading by grants subcommittee		
Compile summary for presenting to full Commission to get full SAC recommendation		
Staff review of committee's recommendations to ensure grantees meet requirements		
Prepare grant award recommendation for City Council		
Notify applicants of decision		
See budget and contract management		
See advertising & promotion		
See budget and contract management		
Agenda bills for Council		

Implementation & Administration

Grants for Arts & Culture in Sammamish (example)

Grants support projects and programs that benefit Sammamish residents and visitors by cultivating a creative and vibrant arts community; providing meaningful arts engagement opportunities for all ages and abilities; supporting local arts and cultural organizations and artists; and celebrating the community's cultural diversity.

Applicants may submit only one application in one category:

- Arts Partnerships:** General support for Sammamish-based nonprofit arts organizations that have arts and culture as the singular focus of their mission. These grants acknowledge the benefits of thriving arts organizations as part of a healthy, vibrant community and support their sustainability through operating support. Arts Partnership requests may be up to 10% of an organization's annual operating budget, but no greater than \$35,000.
- Arts Projects:** Project support to organizations, informal groups or individual artists to deliver an arts or cultural project or event to benefit Sammamish residents and visitors. Arts project grant requests should not exceed \$XXXX.



Eligibility Criteria

- Arts Partnerships:** Any nonprofit arts organization, based in Sammamish, WA that has arts and culture as the singular focus of its mission. Organizations awarded funding will be required to show proof of an active City of Sammamish business license and be in good standing with the Washington Secretary of State.
- Arts Projects:** Any group or individual offering cultural arts programming that has a clear community benefit for Sammamish, WA in 20XX. Applicants do not need to have an arts-based mission. Please note, only projects that are delivered within Sammamish city limits are eligible for funding. Individuals and groups awarded funding will be required to obtain a City of Sammamish business license.

Selection Criteria

- Public Benefit:** Project/program includes meaningful efforts to create community participation in arts and culture and reach diverse audiences in Sammamish.
- Artistic Value:** Project/program is well-conceived, compelling, has art as the primary component, and promotes meaningful arts engagement.
- Feasibility and Managerial Capacity:** The applicant has demonstrated ability to produce the project/program and capacity to manage grant funds (may be based on past management of Sammamish arts grants or other city contracts). The project/program has a clear and realistic budget. There is evidence of community involvement and support.

Projects, subjects, and works that reflect Sammamish's richly diverse cultural communities are highly encouraged to apply.

Additionally, the Arts Grant Program encourages creative efforts to provide virtual and digital experiences as a part of artistic projects. Documentary materials such as audio and video interviews with artists and performers, time-lapse photography of an installation, music recordings, context on the creation of the work, and efforts towards recording, streaming, and distributing live performances allows the City of Sammamish to provide greater access to local arts.

Building the Arts and Culture Database

Cultivating a strong network of arts and culture leaders takes significant time and effort, but can pay dividends in the long-run by expediting artists calls, identifying opportunities for partnerships, and supporting independent programming. During the planning process, staff and the project team compiled a list of names of local creatives that the City and the Arts Commission can continue to build. That database is held internally by the Parks and Recreation department. Over time, the Arts Commission should consider actions to build the list as well as provide opportunities for those individuals to meet, collaborate, and cross-pollinate. The Arts Commission’s “Artist Spotlight” is a great jumping-off point for identifying and celebrating community artists. Next steps could include organizing a quarterly happy hour for the people on the list, or soliciting Arts Commission projects from those individuals and organizations.

Plan development also included the creation of an arcGIS storymap showing the City’s public art inventory. The story map can help the Arts Commission to decide where to site future arts acquisitions, and to quickly consider where there are possible gaps in content and types of art. That inventory should also be built on over time. The story map will be shared with the City’s GIS team for updates over the planning horizon.

The Eastside Arts and Culture Ecosystem Mapping and Inventory found in the Appendix is an updateable Google My Maps meant to help the Arts Commission and staff evaluate where to prioritize future programming. That inventory can be built over time, and can also provide a starting point for partnerships beyond Sammamish’s borders in alignment with Arts Strategic Plan goal 3.1 (see page 28 of the Arts Strategic Plan). This inventory is held internally by the Parks and Recreation department.

Contracting

Most arts and culture activities in Sammamish involve the City entering into contracts with arts & culture providers. These activities include administering the annual arts grant, engaging performers for community events, commissioning public art, and partnering with community service providers. Each contract outlines the scope of work, compensation, obligations of each party, and risk assumed if something goes wrong.

Often, artists are required to purchase general liability insurance for the services they provide, and professional arts organizations typically hold those insurance policies. For small commissions, it can be a burden for artists to provide their own insurance coverage. When the City or other event organizer can cover the insurance for the event, it can make it easier for community-based performers, artists, or vendors by covering them under the insurance for the event itself. In the event that the City is not able to waive this requirement, it can provide resources for prospective performers and applicants to quickly identify qualifying policies for their situation.

Contracts for Public Art Procurement

Writing appropriate contracts for public art procurement is fundamental to an art program, and contracts will be subject to review of the City Attorney. It is important that contracts are specific to the art activities rather than generic contracts and there are many “best practice” examples that the City can use from organizations like Americans for the Arts, which clearly set out a process, timeline, obligations, and required deliverables for each party and includes common contingencies if things do not go to plan. Contracts may also include expectations on the longevity of the art (especially for art that will have a limited lifespan, such as a mural), maintenance, and decommissioning.

It is likely that there will need to be more than one type of contract. Some contracts will be suitable for “gigs,” such as guest artists that teach a class or work as vendors at an event. A different contract would be appropriate for permanent commissioned work that spells out the process and expectations. Like any contract, the City will need to know what they expect from the contracted entity, and will need to work with their legal team so that they understand the intended outcome of the work, the risks, and best practices specific to arts and culture.

Budget Allocation Guidance

Currently, Sammamish's arts and culture budget is primarily dedicated to staff support for the Arts Commission (for a full list of staff responsibilities, see the staff time budgeting worksheet), buying supplies for Arts Commission projects, funding Arts Commission grants, and hosting events and exhibits. Public art installations are funded separately, typically using capital facilities funds.

A persistent question is how to use these fairly limited resources to maximize benefit. Currently, the most significant constraint on arts and culture programming is identifying and implementing projects that can be accomplished with minimal staff time and leadership. Allocating more of the existing budget to staff support and administration would increase the City's ability to support partnerships with cultural organizations and support additional Arts Commission activities. Although Sammamish's Parks & Recreation staff do not currently have extra time to dedicate to arts and culture, contracting an arts administrator on a part-time or project-by-project basis is a possible strategy.

The Opportunities section of the Arts Strategic Plan provides several high impact project ideas that align with the Action Statement and Goals. Below are three possible strategies that can incorporate these projects, each with different budget implications. An underlying assumption is that without additional resources, the Arts Commission cannot increase programs; they would need to decide which elements of their existing program to retain, and those that would be replaced with other priorities. The options below are meant to reflect similar budget constraints, while illustrating different ways to focus resources in the short term. Committing to consistent and predictable programming (both geographically and temporally) will yield higher turnout and engagement over time. These options should also be evaluated by how motivating they are to the Commissioners; without their leadership, these options are non-starters. The program that they choose needs to "fill their cup" in addition to being high impact.

Future Ambitions

The current level of resources reflected in these options can be allocated as suggested below, but as this is a strategic plan, the options should be considered as a part of the ambitions set out in the Vision and Action Statement. Along with alignment to City goals and the efficiencies expected from the use of this plan's toolkit, the options for allocating the current budget should be strategic. The choices for allocating the current budget should be considered as an investment, setting up Sammamish for a level of service in arts and culture that meets community ambitions in the long term. The current budget cannot fully meet community wants and needs for arts and culture, however it can be used to help "make the pie bigger" in the longer term.

Option 1: Continuity

Currently, the Arts Commission plays a number of different roles including funder, host, owner, and information hub. Commissioners spread their time between administering an annual arts grant, hosting various events and classes, and organizing interactive community art projects. This approach favors breadth over depth - it provides something for everyone, including the varied interests of Arts Commissioners. However, this approach diffuses resources rather than focusing them to a specific end.

This option continues the current approach, improving its effectiveness by using criteria for grant-making and choices within existing programs.

Existing program elements:

Funder:

- Arts Grant (roughly \$20,000 awarded in 2024)

Host:

- Winter Concerts at the Lodge
- Art Classes in the Park
- Rotating art exhibit at City Hall (currently hosting High School art pieces)

Owner:

- Fairy Trail
- Before I Die Wall (moveable boards that solicit community responses for bucket list items)

Information Hub:

- Monthly artists spotlight

Option 2: Nourish arts and culture

Option Two invests a portion of Arts Commission resources to build arts and culture capacity in Sammamish, shifting some budget toward the roles of funder, host, and information hub. Priority program elements could include hosting monthly or bi-monthly happy hour events for arts and culture leaders in the community to help them network, holding regular grant application writing workshops to help local artists hone their grant writing skills and to increase the quality of art grant applications, and using more City communications resources to drive turnout for events hosted by partner organizations. The intent of this approach is building capacity and seeding more arts and culture leadership that over the longer term could yield new partners, additional programming, and attract outside grant funding. Consistency and predictability are key to the success of this option.

Possible program elements:

Funder:

- Arts Grant
- Arts grant writing workshops

Host:

- Bimonthly arts and culture happy hour
- Rotating art exhibit (including hosting receptions for new exhibits), and potentially identifying and coordinating new locations for temporary art exhibits.

Information Hub:

- Creating a consolidated events calendar and sending out information on behalf of partner organizations

Option 3: Light up the Commons

At the moment, the Sammamish Commons is the heart of the City, and the place most residents expect to find arts and culture events, activities, and public art pieces. Option three capitalizes on this high visibility, highly trafficked location to start to build an arts and culture hub. The key focus is consistent activation throughout the year to increase the presence and impact of arts and culture. In the long term, public art should be spread throughout the community, but in the short term, focusing art in the Commons could be a way to build arts administration expertise, test different types of art and events, and help build a more coherent city identity.

Possible program elements:

Owner:

- Temporary art display along 228th to highlight the presence of the Commons

Partner

- Work with community organizations for regular programming in the Commons during warmer weather months

Host:

- A multicultural event
- Monthly art or culture events that are time of year appropriate
- Monthly art class or workshop at the Lower Commons

Public Art Life Cycle Procedures

- 1

Commissioning public artworks
- 2

Relocating public artworks
- 3

Decommissioning public artworks

Sammamish’s public art collection is vibrant and growing! Sammamish’s collection includes over 25 public artworks distributed throughout the City. Commissioning public art is an opportunity to build Sammamish’s civic identity, support artists, and activate priority locations like the Sammamish Commons, parks, trails, and community gateways. All new artworks should further the Arts and Culture Action Statement and align with project selection criteria. The following section includes procedures to help the Arts Commission and the City select and maintain public art from artist call to end of life.

There are many different types of public art, and not surprisingly, there are different best practices for procuring different types. For instance, temporary art may require a less stringent selection process because it is less resource intensive, while functional art installed on City property is often funded using a percent for arts ordinance. The procedures that follow are not exhaustive; as the Arts Commission and City Council consider future public art investments, they should think about contracting an arts administrator to help navigate the procurement process.

Commissioning of an Artwork

Commissioning public art includes an extensive process

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- Step 1
- Determine artwork purpose, whether temporary or permanent, potential locations, and possible focus in alignment with project selection criteria
- Step 2
- Put out artists call
- Step 3
- Artwork development and concept selection
- Step 4
- Design development
- Step 5
- Fabrication & installation
- Step 6
- Dedication

Artwork Relocation

Relocation means a procedure for the movement of an artwork from one location to another. The intent is to ensure that the process honors the artist’s vision and complies with legal requirements. Each step aims to preserve the integrity of the artwork while facilitating its move to a new location.

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- Step 1
- Identify new location
- Step 2
- Contact the artist and review VARA laws/rights
- Step 3
- Engineering review of the artwork (can it be moved w/ out damage? Is the artist ok with new location?)
- Step 4
- Modifications to the artwork. If needed, give the artist first right of refusal
- Step 5
- Sign contract
- Step 6
- Celebrate the art’s new home!

Decommissioning Public Artworks

Decommissioning refers to the formal process of removing an artwork from the City’s public art collection. This process ensures that the artwork’s future is determined responsibly, transparently, and in alignment with City goals and community values.

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- Step 1
- Document the artwork, recording the condition, location, and any historical or cultural significance of the artwork.
- Step 2
- Announce the intent to decommission publicly and notify City Council.
- Step 3
- Explore donation or public sale to support future arts initiatives. If the work is irreparably damaged or no longer aligns with community goals, follow environmentally responsible disposal methods.

A Step-by-Step Guide to Commissioning Public Art

From Vision to Installation

The work by the artist commissioned for a public art project can be divided into two phases with a separate contract covering each phase – one for concept development with an associated artist fee and another for fabrication & installation.

The first contract is for artwork concept development to final idea in a detailed form with fabrication and installation details included. The second is for fabrication and installation costs. Each contract has milestones for payment of contract amount.

01. Artwork Idea Development

Initial Concept Development

Early themes and ideas flow back and forth between the artist and the client for a pre-determined period of time. Artist meets with community members and City staff associated with the project location. Concepts are presented to the team. Artist moves on with the strongest idea.

Final Concept

Artist prepares a written narrative of concept with schematics detailing the ethos and ideas behind the artwork. This may include a “mood board,” or cite other sources of inspiration (poems, quotes, site-specific details, etc). The artist may talk with consultant designer or City agency folks at this point to discuss site-based issues. Depending on the project, the City and/or consultant and the artist may work collaboratively during this phase.

Design Development

The artist works independently (with their own team) to determine fit, form, and function of the artwork, preliminary engineering, materials selection, and site selection

Final Design with Appropriate Representation of Final Artwork Concept

The final design packet is presented to the City for approval including:

- Comprehensive Schematics (multiple views, dimensioned drawings, final materials)
- Final Construction and installation Documents
- Final Stamped Engineering if necessary

Final artwork materials are presented to the city with colors, finish, and coatings as necessary for the concept (anti-graffiti, marine-grade paint products, etc...) Representation of the artwork – could be a scale model or computer-generated file.

02. Fabrication & Installation

Site Preparation

May include installation necessities in an architectural site, or if outdoors, earthwork, pouring a concrete plinth, integrating lighting, and/or landscaping.

Fabrication

The artist works independently, or with hired fabricators to construct artwork. The city can request 30/60/90% completion photos as fabrication is underway. Or staff can visit during the fabrication process to see development of artwork. Once fabrication is complete, photo documentation can be provided to the city.

Delivery/Installation

- The artwork is delivered to the site and inspected by the City prior to installation.
- Both the artist and the City (or representatives for each) oversee the installation.
- Process is completed either by a consultant contractor working on the project or the artist’s hired installers. Dedication
- The artwork is officially added to the City’s collection with a community celebration and artist presentation to mark the occasion.
- A plaque is installed (provided by the City).

Guiding Questions for Developing a Public Art Piece

Creating a project description and selecting a final design concept are essential parts of commissioning a public art piece. Below are guiding questions for commissioning art pieces to align with the Strategic Plan’s Action Statement and project selection criteria.

1. Is the public art piece feasible with City resources and procedures? *(Can the art piece be accomplished with existing staffing resources, interdepartmental coordination, and budget?)*
2. Who should the art piece center in terms of content, function, and/or location? *(Should the art piece be for Sammamish residents as a whole, or a specific group or groups that are under-represented by the City’s public art collection?)*
3. How does the content, function, and/or location align with the action statement & goals of the Arts Strategic Plan? *(Does it contribute to an active cultural scene, connected neighborhoods, environmental sustainability and love of nature, and/or inclusion?)*
4. Where are some potential locations to site the art piece? *(Do these locations maximize visibility, contribute to placemaking, and/or fill a geographic gap?)*
5. Should the art piece be temporary or permanent? Consider the benefits and drawbacks of each format.
6. How does the content, function, authorship, and/or location strengthen the identity of the city? *(Does it bring meaning and understanding of Sammamish, benefit local artists, and/or bring something unique to the city?)*
7. It’s the arts! Does the project hold promise to bring joy to the community, fun into people’s lives, and/or inspire people in some way?

Selecting an Artist

Selecting the right artist is essential for a successful public art installation. Selected artists should create artworks of redeeming quality that advance the understanding of visual art and enhance public space in Sammamish. Artists commissioned through the City of Sammamish Art in Public Places Program will be selected through the City’s public art process. Artist applications are reviewed based on the following criteria:

1. Artistic merit of body of work.
2. Appropriateness of past work and qualifications for the project.
3. Appropriateness of submitted art proposal to requirements listed in the Call for Art.
4. Strong conceptual skills with innovative and effective approaches demonstrated in other creative projects.
5. Demonstrated ability to design artwork that is sensitive to social, environmental, historical, and/or other relevant contexts.
6. Demonstrated ability to translate artistic concepts into materials that are appropriate for public space, taking into consideration maintenance, safety, and longevity.
7. Potential for work to enrich and diversify the City of Sammamish’s Art in Public Places Collection.
8. Ability and willingness to collaborate with City staff, Arts Commissioners, design and engineering professionals, stakeholders, contractors, and community members as appropriate and contractors.
9. Probability of successful execution and completion of project within the proposed timeline and budget.
10. Effective communication and organizational skills.
11. Completeness of application.

Choosing & Siting Public Art Overview

Public art can help the city express identity, highlight community assets and attributes, enhance livability, and support community building. Public art serves many different purposes from promoting play to piloting new ways of using space. The type of art the City decides to invest in should be strategic and should further the goals of this Arts Strategic Plan.



Functional Art:

- What it can do:**
- Add meaning and identity to common site fixtures like seating, lighting, and structures.
- Possible locations:**
- Public parks
 - Town Center proposed plaza



Temporary Art:

- What it can do:**
- Provide a relatively low-investment opportunity to increase public art diversity & lower barriers to community produced art. Temporary art is a great way to identify what people like and build city identity.
- Possible locations:**
- Sammamish Commons
 - Town Center



Community Gateway:

- What it can do:**
- Provide a sense of community identity and placemaking.
- Possible locations:**
- Neighborhood entrances to reflect neighborhood identity
 - City entrances like 228th & Pine lake Road and on Sahalee Way
 - Above the Sammamish Commons on 228th



Art for Play:

- What it can do:**
- Infuse whimsy & meaning into playful pursuits. Make play appealing to more people, beyond just kids.
- Possible locations:**
- Sammamish public parks
 - Sammamish Commons
 - Town Center proposed plaza



Public Space Pilots:

- What it can do:**
- Activate public space to test different space configurations in a playful, engaging, and lower-investment way.
- Possible locations:**
- Town Center build out
 - The Plaza beside Town Hall
 - Sammamish Highlands

Sample Call for Art

Date
Artist Name
Address

Dear Artist:

The City of Sammamish is seeking a Northwest artist (or: Sammamish-based artist, artist within city limits, United States artist) to develop a site-specific artwork for the [PROJECT]. If you are interested in being considered for this work, please submit a letter of interest and portfolio relevant to the scope of work by [DATE] for review by a selection committee. If you are selected as a finalist, you will be asked to interview and present a proposal no sooner than six weeks and no later than eight weeks following notification that you have made the final round.

Background

The City of Sammamish believes that public artistic expressions of all kinds enhance the cultural, economic, educational, and social life of the community and benefit the health and welfare of residents. The Sammamish Arts Commission makes recommendations to the City Council on public art acquisitions with the purpose of supporting the following aims:

- Foster the development of a local arts community, encouraging an environment for the success of working individual artists.
- Promote high impact public art that strengthens community identity.
- Further the vision of Sammamish as a vibrant community with incredible natural beauty.

As part of the 2025 Sammamish Arts Strategic Plan, the City, the community, and consultant, Framework Cultural Placemaking, worked together to target the following priorities for artistic enhancement within the city. More about the Sammamish Arts Strategic Plan can be found at: [WEBSITE].

Project Description

Location, budget, goals (landmark, wayfinding, gateway, integrated, interior, exterior, etc...), project partners (public works dept., parks dept., transportation dept., etc...) Is the artwork to reflect the heritage/history of Sammamish? Is the artwork to be interactive? Who are the other project partners within Sammamish? Public Works? Parks? Etc...?

Artist’s Scope of Work

The selected artist will work with City of Sammamish staff, Sammamish Arts Commission, and community members to develop artwork for the [PROJECT]. Possible locations for art include [MORE HERE]. The artist will have the opportunity to consult with [artist’s point person in the city], in the development of design, coordinating with staff, and understanding the potential artistic opportunities. The artist should anticipate 1-2 community meetings with interested community members to share ideas and receive feedback. Additionally, the artist should be willing to independently research, investigate, and learn in-depth about the communities within and history of Sammamish.

Application

A complete application includes:

- A one-page letter of interest describing why this project is of interest to you, summary of relevant professional experience, artistic approach, link to website/social media, and biographical summary.
- Two-page resume
- Up to three professional references (one is required)
- A portfolio of 10 work samples with the following requirements:
 - IMAGES: 1-10
 - AUDIO: 1-10 (not to exceed 10 min. total)
 - VIDEO: 1-10 (not to exceed 10 min. total)
 - PDF: 1-10 (not to exceed 20 pages total)

If you are a multi-disciplinary artist or would like to submit your portfolio in more than one format, there is a maximum of ten work samples total, from all categories above.

Artist websites and social media pages are not acceptable as portfolio samples.

Project Budget

Up to four artists will be paid [\$ AMOUNT] each to develop a proposal from which the final artwork will be selected. This proposal shall include final concept, initial design development, and preliminary engineering as shown in a scale model, storyboard, and/or digital 3D rendering.

Once a final decision is made, The selected artists will receive [\$FULL BUDGET AMOUNT], inclusive of all costs, payments, insurance and taxes to design, fabricate, and install the artwork.

Timeline

- Application due date: DD/MM/YY
- Finalists interviewed: DD/MM/YY
- Project awarded: DD/MM/YY
- Project schedule: DD/MM/YY

Selection Criteria

- Artist finalists will be selected on the basis of the following criteria:
- Strength and artistic quality of past works
- Innovation and creativity of approach to past projects
- Ability to collaborate with design professionals/community members
- Ability to communicate their ideas and approach
- Ability to produce durable (indoor or) outdoor objects.
- Experience managing commissioned artwork budgets up to [\$BUDGET AMOUNT].

Selection Process

During the first round of the selection process, a panel of stakeholders will review all applications and develop a short list of artists who will create and present proposals. If chosen as a finalist, the artist will be invited to attend a workshop to learn more about the project.

The panel will reconvene approximately six weeks later for artist interviews, to hear short presentations by the finalists, and review their proposals to determine which artist will be recommended for the commission. The Sammamish Arts Commission will make the final selection.

Inclusivity

The City of Sammamish fosters respect for all. The City believes that artists of diverse ages, races, religions, cultures, abilities, genders, sexual orientations, and personalities add cultural richness to the city. Artists of all ages and backgrounds are encouraged to apply for this opportunity.

Notification of Results

The artist selected for the commission will be notified after the interviews take place. The City of Sammamish reserves the right not to select any of the applicants.

If you have questions please contact: [\[CONTACT INFORMATION\]](#)

Sincerely,
[\[SIGNATURE\]](#)

Public Art Attribution Specifications

The guidelines below are included to support the City in creating consistent public art attributions in line with the City’s brand. The City will provide a public art plaque that follows these specification when dedicating newly commissioned public art. The artist statement has a maximum length of 500 characters.

