

Summary of research on administrative costs for Art in Public Places programs in Florida in which coordinators' salaries are paid from the 1% of construction costs as stated in the ordinances.

City of West Palm Beach

The APP Coordinator is an independent contractor paid from the APPT General Account which consists of monies from the Art in Public Places budget that have not been set aside for specific projects. The position is currently open, but in 1997 the Coordinator received \$9,000 per year, or \$750 per month. This rate is based upon a workload of 25-40 hours per month. The contractor was also reimbursed for expenses up to \$1,000 for postage, mileage, phone and copying costs.

Sarasota County

The resolution states that "a portion of allocated funds shall be set aside for maintenance, administration, and insurance costs. Any excess funds from a particular project may also be used for these costs." The Coordinator, a contractor, currently is paid \$1,800 per month, or \$21,600 per year plus up to \$1,000 in expenses from these funds.

Hillsborough County

Hillsborough County's ordinance allows the for administrative costs including operations and maintenance, "Monies from the Fund (1% assessment for Art in Public Places) may be used for the selection, commissioning, acquisition, administration, installation, maintenance and insurance of works of art." The County does pay the Coordinator's salary from a separate fund. She works for approximately 30 hours per week, earning \$35,235 annually including benefits. (She also works 10 hours in another department and is paid separately for this.)

Broward County

Broward has a very large program which receives 2% of construction costs instead of the usual 1%. Of this, 70% is used for artwork, 15% is for maintenance, and 15% is for outreach and support services. The Coordinator is paid from the general fund (over \$50,000 annually) but the 15% support services is currently being used to pay two consultants managing specific projects.

\$9,000 per year for overall duties plus
\$3,000 per project

Overall Responsibilities

- Conduct APPT meetings; write agendas, minutes, provide notice
- Research and track projects which develop outside of 1% ordinance*
- Network with other departments*
- Meet with budget staff*
- Meet with building staff*
- Ordinance revisions*
- Comp plan revisions*
- Participation in Master Design Team*
- Advice from City Attorneys*
- Data base/mailling lists
- Tracking APPT members terms, roles*
- Writing up agenda items for City Commission meetings*
- Sending minutes and back-up to clerk for Commission meetings*
- Attending Commission meetings with APP items on agenda*
- Coordinate maintenance/upkeep for artwork
- Status Reports, meetings with Cultural Affairs Manager
- Staff Assistance to APPT members
- Carry out functions needed for each project (see below)

* Starred items currently performed by Cultural Affairs staff

Specific Tasks for 1% Ordinance Projects (and sometimes other projects)

A. Minimum of five meetings:

1. organizational meeting with APPT; introduce architect, department director and project; preview building plans and discuss desires of occupants, department, vision of architect
2. site visit (at least one)
3. discussion, brainstorming, input for Call to Artists, artwork site locations
4. slide preview of entries (present data for blind review), selection of finalists
5. presentations by finalists, vote, selection of project/artist

B. Writing Call to Artists

- draft
- review, revise with APPT
- finalize camera ready for printer
- deliver to printer
- coordinate bulk mailing, print labels
- inquiry phone calls from artists
- advertising, newsletters, statewide and local media
- distribute Call around town
- return SASEs to artists with Call

C. Finalists selection

- load slides, study resumes to present to APPT
- after selection call top three finalists, coordinate questions for architect, department director to prepare final proposal
- send non-finalists rejection letters, unload & return slides

D. Presentation of Recommendations to City Commission

- minutes, prepare agenda item
- write script for APPT chair
- display maquettes, deliver to City Commission meeting
- bring maquettes back to Thomas Center, return to artists

E. Approval by City Commission

- call finalists to inform of selection/rejection
- write contract for selected artist
- coordinate installation of artwork
- order plaques & install
- plan reception if needed
- press release, media