

Alexandria Commission for the Arts - Meeting

Regular Meeting - Tuesday, April 16, 2024

7:00 – 9:30 pm

Lee Center

Activity Room, 1st Floor

1108 Jefferson St., Alexandria, VA 22314

- I. Call to Order: Chair Brian Kelley began the meeting at 7:04 p.m. with a quorum present (*see Attachment 1 for meeting agenda*)
- II. Roll Call (*Attachment 2*)
- III. Public Comment
- IV. Approval of Minutes
 - a. Tuesday, February 20, Regular Meeting (*Attachment 3*)
 - b. Tuesday, March 19, Regular Meeting (*Attachment 4*)
- V. Chair Report (*Attachment 5*)
- VI. Guest Speaker: City Attorney, David Lanier (Virtual)
- VII. Committee and Liaisons
 - a. City Council Committee – Dawn Rogala
 - b. Waterfront Commission Liaison – Marcee Craighill
 - c. Nominating Committee – Appoint Two Commissioners to Nominating Committee (*Attachment 6*)
 - d. Social Media (Outreach Committee) – Appoint up to Two Commissioners
- VIII. Torpedo Factory Art Center Stakeholder Task Force Reconvening
 - a. Appoint One Commissioner (First Meeting Scheduled for Thursday, May 2, 6:00 pm, City Hall) (*Attachment 7*)
- IX. Gifting of Olalekan Jeyifous’ “Wrought, Knit, Labors, Legacies” (2020) to City
 - a. Accepting Artwork as Gift to City (*Attachment 8*)
- X. Time & Place Public Art Task Force
 - a. Approving Artist Selection (*Attachment 9*)
- XI. West End Transit Public Art Task Force
 - a. Appoint One Commissioner to Task Force (*Attachment 10*)
- XII. Office of the Arts Staff Updates
 - a. Office of the Arts Division Update (*Attachment 11*)
- XIII. New Business
 - a. Spring Retreat, Saturday, May 18, 10:00 – 2:00 pm (lunch provided), Mount Vernon Recreation Center, 2701 Commonwealth Ave.
 - b. Reminder and Notes on Grant Review
 - c. Scheduling Orientation for New Commissioners
 - d. City Council Commission of the Year Impact Award (Application/Nomination Due May 1)
- XIV. Good of the Order and Announcements (meeting ended at 9:46 p.m.)

Alexandria Commission for the Arts – Meeting Agenda

- a. Party For the Arts, Saturday, April 27, 11:00 am – 7:00 pm, Canal Center Plaza
- XV. Adjournment (9:30 pm)

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

Alexandria Commission for the Arts - Meeting

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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 (5', 7:10 – 7:15 pm)
 - a. Tuesday, February 20, Regular Meeting
 - b. Tuesday, March 19, Regular Meeting
- V. Chair Report (10', 7:15 – 7:25 pm)
- VI. Guest Speaker: City Attorney, David Lanier (Virtual) (20', 7:25 – 7:45 pm)
- VII. Committee and Liaisons (30', 7:45 – 8:15 pm)
 - a. City Council Committee – Dawn Rogala (5', 7:45 – 7:50 pm)
 - b. Waterfront Commission Liaison – Marcee Craighill (5', 7:50 – 7:55 pm)
 - c. Nominating Committee – Appoint Two Commissioners to Nominating Committee (10', 7:55 – 8:05 pm)
 - d. Social Media (Outreach Committee) – Appoint up to Two Commissioners (10', 8:05 – 8:15 pm)
- VIII. Torpedo Factory Art Center Stakeholder Task Force Reconvening (10', 8:15 – 8:25 pm)
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 - a. Approving Artist Selection
- XI. West End Transit Public Art Task Force (10', 8:45 – 8:55 pm)
 - a. Appoint One Commissioner to Task Force
- XII. Office of the Arts Staff Updates (15', 8:55 – 9:10 pm)
 - a. Office of the Arts Division Update
- XIII. New Business (15', 9:10 – 9:25 pm)
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 - b. Reminder and Notes on Grant Review
 - c. Scheduling Orientation for New Commissioners
 - d. City Council Commission of the Year Impact Award (Application/Nomination Due May 1)
- XIV. Good of the Order and Announcements (5', 9:25 – 9:30 pm)

Alexandria Commission for the Arts – Meeting Agenda

- a. Party For the Arts, Saturday, April 27, 11:00 am – 7:00 pm, Canal Center Plaza
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Attachment 2

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

Meeting: Regular

Date: Tuesday, April 16, 2024

Lee Center

COMMISSION MEMBERS:	(Please Sign Name)
Brian Kelley, Chair	Brian Kelley
Paul Painter, 1 st Vice Chair	Paul Painter
Scott Abeles	
Stacey Becker	Stacey Becker
Catherine Dehoney	Catherine Dehoney
Marcee Craighill	Marcee Craighill
Robin Jordan	
Chris Kurowski	
Jason Longfellow	
David Pritzker	David Pritzker
Trena Raines	
Dawn Rogala	virtual
Hosai Rasuli	
Ashley Smith	Ashley Smith
CITY STAFF	
James Spengler, Director, RP&CA	
Diane Ruggiero, Deputy Director, Cultural Arts	Diane Ruggiero
Cheryl Anne Colton, Program Director	
Brett Johnson, TFAC Director	
Meika Daus, Public Art Senior Manager	Meika Daus
Matthew Harwood, Public Art Manager	

ATTACHMENT 3

Alexandria Commission for the Arts – Regular Meeting

Tuesday, February 20, 2024

7:00 pm

Lee Center, Conference Room #4

1108 Jefferson St., Alexandria, VA 22314

MEETING NOTES

- I. Call to Order. Chair Brian Kelley began the meeting at 7:00 pm with a quorum present. See [Attachment 1](#) for the meeting agenda. Note: City Council appointed Trena Raines to the Arts Commission since the last meeting. She is sworn in and eligible to vote.
- II. Roll Call. See [Attachment 2](#) for the Attendance Sign-In Sheet.
- III. Public Comment. There was no public comment.
- IV. Approval of Minutes/Record
 - a. Tuesday, January 23, 2024, Special Meeting. The Arts Commission approved the January minutes with edits.
- V. Chair Report. Brian Kelley gave the Chair Report. See [Attachment 3](#).
- VI. Committee, Liaison, and Task Force Updates
 - a. City Council Committee – See item VI.d.
 - b. Waterfront Commission Liaison – Marcee Craighill reported.
 - c. Alexandria Arts Alliance Liaison – Gayle Converse reported.
 - d. City Council Coffee Report — Brian Kelley and Dawn Rogala met with Councilman Canek Aguirre to discuss arts-related issues, including the potential of the Performance Art Center proposed by Monumental Sports as part of the Entertainment District at Potomac Yard.
- VII. Vision Zero Task Force. Meika Daus gave an overview of the project. See [Attachment 4](#) for the staff's memo.
 - a. Appoint Community Stakeholders. With a second by Chris Kurowski, Dawn Rogala moved to approve the staff's recommendation and appoint Amy Anda, Casey Lane, and Eli Pollard as community Stakeholders, and Alexandria Carroll (TE&S) and Daniel Scolese (TE&S) as Project Stakeholders. See [Attachment 5](#). The motion passed 14-0-0.
- VIII. Time and Place. Meika Daus gave an overview of the project. See [Attachment 6](#) for the staff's memo.
 - a. Approve Public Art Project Plan. Gayle Converse moved, with a second by Jason Longfellow, to approve the staff's draft project plan for the Time and Space public art project in conjunction with the City's 275th Anniversary celebration. See [Attachment 7](#). The motion carried 14-0-0.
- IX. Potomac Yard and Performance Art Center. Brian Kelley led the discussion. See [Attachment 8](#) for the PowerPoint slides presented by the Alexandria Economic

Development Partnership to Arts Commissioners on February 13.

- a. Discussion and Consideration of Letter Campaign. With a second by Paul Painter, Allison Heck moved to delegate the Chair to draft a letter to the City Council supporting the Performing Arts Center as part of the proposed Potomac Yard Entertainment District. The Executive Committee will review the draft at their March meeting and then present it to the Arts Commission for approval at the March regular meeting. [See Attachment 9](#). The motion carried 13-1-0.
- X. Office of the Arts Staff Updates.
 - a. Office of the Arts Division Update. [See Attachment 10](#).
 - XI. New Business. There was no new business.
 - XII. Good of the Order and Announcements.
 - a. Reminder: Ballyshanners St. Patrick's Day Parade, March 2.
 - XIII. Adjournment. Brian Kelley ended the meeting at 9:01 pm with no further business to conduct.

Alexandria Commission for the Arts - Meeting

Regular Meeting - Tuesday, February 20, 2024

7:00 – 9:30 pm

Lee Center

Conference Room #4

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)
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 - a. City Council Committee – Dawn Rogala (5', 7:25 – 7:30 pm)
 - b. Waterfront Commission Liaison – Marcee Craighill (5', 7:30 – 7:35 pm)
 - c. Alexandria Arts Alliance Liaison – Gayle Converse (5', 7:35 – 7:40 pm)
 - d. City Council Coffee Report – Canek Aguirre – Brian Kelley, Dawn Rogala (5', 7:40 – 7:45 pm)
- VII. Vision Zero Task Force (15', 7:45 – 8:00 pm)
 - a. Appoint Community Stakeholders
- VIII. Time and Place
 - a. Approve Project Plan
- IX. Potomac Yard and Performance Art Center (30', 8:00 – 8:30 pm)
 - a. Discussion and Consideration of Letter Campaign
- X. Office of the Arts Staff Updates (30', 8:30 – 9:00 pm)
 - a. Office of the Arts Division Update
- XI. New Business (15', 9:00 – 9:15 pm)
- XII. Good of the Order and Announcements (15', 9:15 – 9:30 pm)
 - a. Reminder: Ballyshanners St. Patrick's Day Parade, March 2
- XIII. Adjournment (9:30 pm)

*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

14 MEMBERS PRESENT
8 QUORUM.

Meeting: Regular

Date: Tuesday, February, 20, 2024

Lee Center

COMMISSION MEMBERS:	(Please Sign Name)
Brian Kelley, Chair	<i>Brian Kelley</i>
Paul Painter, 1 st VICE CHAIR	<i>Paul Painter</i>
Allison Heck, 2 nd Vice Chair	<i>Allison Heck</i>
Gayle Converse, Secretary	<i>Gayle Converse</i>
Christina Calloway Baucom	<i>Christina Calloway Baucom</i>
Stacey Becker	<i>Stacey Becker</i>
Catherine Dehoney	<i>Catherine Dehoney</i>
Marcee Craighill	<i>Marcee Craighill</i>
Robin Jordan	<i>Robin Jordan</i>
Chris Kurowski	<i>Chris Kurowski</i>
Jason Longfellow	<i>Jason Longfellow</i>
David Pritzker	
Trena Raines	<i>Trena Raines</i>
Dawn Rogala	<i>Dawn Rogala</i>
Hosai Rasuli	<i>Hosai Rasuli</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	
Brett Johnson, TFAC Director	
Meika Daus, Public Art Senior Manager	<i>Meika Daus</i>
Matthew Harwood, Public Art Manager	<i>Matthew Harwood</i>

Signature, AA.

Chair Report

February 2024

Introduction

Perhaps February is a month of contrasts. Spring flowers and late winter dustings of snow and ice. While our agenda for this month is not particularly heavy, it might feel a bit busier than normal as there have been so many town halls, AEDP presentations, newsletters, and discussions around Potomac Yard. We also had our January meeting a little later than normal. If you had made it to all Commission meetings, AEDP presentations for the Commission and Arts Alliance, and the Executive Committee meeting (like I did), you would have had four meetings in the last month, not counting this February main meeting or anything you might be doing in a Public Art Task Force.

Speaking of the Potomac Yard Presentation...

I want to thank AEDP's Marian Marquez for presenting to the Commission on Tuesday, February 6, as well as all the Commissioners who attended. It was helpful at giving us more information about the proposal with Monumental Entertainment, which was the main rationale for holding this presentation. I will be including with our meeting documents this month a copy of Marquez's slide presentation for your reference.

Unfortunately, this presentation was not a special meeting, as we did not make quorum. This lack of quorum may have been related to the issue that the meeting could not be virtual, as we had already exhausted that option by having our last meeting in January as a virtual meeting, which was in part an even deeper dominoed consequence of concern around holding the regular January meeting as planned when wintry weather was forecast. At any rate, I think there are some big lessons that I want to emphasize for everyone. First, attendance is important. When we apply for Commissions, we do so knowing we are committing to attend meetings and that poor attendance can lead to getting removed from Commissions. This is in no small part because the Commission is a team that depends on all its members. If too many Commissioners do not attend a meeting and we fail to reach quorum, then the meeting never happens and the Commission cannot move to do anything until the next month. Second, I would recommend that we only move to hold a special meeting if we think that we can make quorum, which is to say we treat it more like a normal meeting. If we move to hold a meeting, but too many of us treat the meeting as *optional*, then we are making a mistake.

If you did miss the presentation, I strongly urge you to go over the slides. The most important discussion I think we will have in our meeting this month will be over whether we write a letter to City Council regarding the proposal. We were unable to do that last month, as many wanted to know more about the proposal. Our chance to learn more was this presentation. Any new requests to delay to learn more about the proposal now exist in the context that the opportunity to ask someone from AEDP direct questions about the proposal has come and gone.

Task Forces and Updates

We will be appointing Community Stakeholders for the Vision Zero Task Force. Also, Dawn Rogala and I will be reporting on a City Council Coffee meeting with Canek Aguirre.

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

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 20, 2024
TO: ALEXANDRIA COMMISSION FOR THE ARTS
FROM: MEIKA DAUS, PUBLIC ART SENIOR MANAGER, OFFICE OF THE ARTS 
RE: VISION ZERO TASK FORCE APPOINTMENT

Request

The City of Alexandria Public Art Program is requesting the appointment of Vision Zero Task Force members.

Background

The City of Alexandria Public Art Program is requesting the appointment of Task Force members in accordance with the Public Art Implementation Plan to assist with the planning and implementation of public art to support the City's *Vision Zero* initiatives. Vision Zero is an international movement founded on the belief that traffic deaths and severe injuries are unacceptable. The FY2024-2026 Public Art Annual Workplan identified *Vision Zero* coordination as a top public art priority and describes numerous areas for project development and potential for coordination in order to meet the *Vision Zero* goal of eliminating fatal and severe traffic injuries in the City of Alexandria by 2028.

The Public Art Annual Workplan recommends that a prototype project (or pilot) be initiated. An asphalt art pilot location has been identified through coordination with the Department of Transportation & Environmental Services in an area where curb extensions are planned. The appointed task force members would coordinate on the implementation of the pilot project and establish criteria, guidelines, or a similar decision-making framework that could be considered for future projects.

Discussion

The Arts Commission has previously appointed two Commissioners to the Task Force (Stacey Becker and Hosai Rasuli). As additional members, the Office of the Arts proposes:

Community Stakeholders

Amy Anda is a City resident and President of the Warwick Village Citizens Association (WVCA). The Warwick Village area includes the location of the anticipated pilot project.

Casey Lane is a City resident, and member of the Transportation Commission and the Traffic & Parking Board.

Eli Pollard is a practicing artist and co-founder of Galactic Panther Gallery in Old Town.

Project Stakeholders

Alexandria Carroll is the Complete Streets Program Manager with the Department of Transportation & Environmental Services. She also manages the City's Safe Routes to School program.

Daniel Scolese is a Civil Engineer IV with the Department of Transportation & Environmental Services.

Staff Recommendation

Staff recommends appointment of the above members to the Vision Zero Task Force.

Attachment

Vision Zero project description from the FY24-26 Public Art Annual Work Plan

New Projects

Vision Zero (Priority 1)

In December 2017, City Council adopted Alexandria's *Vision Zero Action Plan*, with a goal to eliminate fatal and severe traffic injuries by 2028. Several components of the Action Plan provide opportunities to utilize artistic intervention:

- The first involves building safe streets for everyone, emphasizing safety treatments and infrastructure projects. Use of art driven interventions to the streetscape can facilitate slower, calmer, and more attractive streets for residents.
- The second focuses on promoting a culture of safety: educating the public about traffic safety, encouraging city-wide, interdepartmental Vision Zero initiatives, and strengthening enforcement.

The Action Plan acknowledges that artistic intervention is a national best practice in enhancing public knowledge of the subject. Projects that engage the public around safety and commemorate those lost or injured are a means by which public education on the subject can be achieved. Alexandria will be following nearby cities (Baltimore, Washington D.C.) others in utilizing these interventions to help achieve Vision Zero goals.

Artistic interventions can also support Alexandria's GO Alex initiative, which encourages increasing mobility and the improvement of air quality by enhancing walkability, bicycling and public transit usage, thereby reducing automobile dependence. By their nature, artistic interventions that prioritize pedestrian and cyclist safety support the experience of non-automobile dominated mobility. These interventions would therefore make the area more comfortable, safe, and accessible to walk or bike.

T&ES's Vision Zero and Complete Street teams are eager to collaborate. They have identified four near-term intersection opportunities (Commonwealth Avenue, Rayburn Avenue/Winston Court, Hickory Street/Kennedy Street, Uhler Avenue/Clyde Avenue), and have suggested placemaking/wayfinding at trailheads and artistic lighting at World Day of Remembrance as additional opportunities.

Examples of opportunities for public art toward to support these initiatives could include:

- Barrier Beautification: Murals painted on protective Jersey barriers beside bike lanes and sidewalks.
- Streetscape Improvements: Asphalt art and hardscape improvements, such as curb extensions; wayfinding and signage, planters, painted utility boxes, and boulders that calm traffic.
- Murals: Themed to commemorate those lost to traffic fatalities and/or encourage roadway safety.
- Events: Commemorating World Day of Remembrance for Road Traffic Victims through temporary art installations, performances and events.
- Artists in Residence: Utilizing an artist in residence program to develop artistic interventions such as those above, as well as curriculum and public service materials.

An important opportunity is to collaborate with artists from Baltimore and Washington to develop toolkits or standard techniques that local artists can learn to implement projects. Also, Vision Zero projects are good opportunities to collaborate with schools and community groups.

Implementation Plan Theme: Urban and Natural Infrastructure

Collaborator: Department of Transportation and Environmental Services

Proposed Budget: \$20,000 for a prototype project

Planning Area: *TBD*

ALEXANDRIA COMMISSION FOR THE ARTS

REGULAR MEETING

Tuesday, February 20, 2024

Lee Center – Conference Room #4

7:00 pm

^{1st} Drew Fogal	^{2nd} Chris Korowski	VOTE COUNT: 14
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MOTION:

To appoint The Community Stakeholders + Project Stakeholders for The Vision Zero Task Force as listed in The Office of The Arts Memorandum.

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 20, 2024
TO: ALEXANDRIA COMMISSION FOR THE ARTS
FROM: MEIKA DAUS, PUBLIC ART SENIOR MANAGER, OFFICE OF THE ARTS *MD*
RE: PUBLIC ART PROJECT PLAN FOR TIME & PLACE: EXHIBITIONS OF PUBLIC ART AND HISTORY

Request

The City of Alexandria Public Art Program is requesting the approval of a Public Art Project Plan for Time & Place projects associated with Alexandria's 275th anniversary.

Background

The Public Art Implementation Plan outlined a vision and goals for the public art program and established three Creative Directions: Time & Place, Neighborhood Identity, and Urban and Natural Systems. The Plan suggests that a key component of the Time & Place creative direction should be periodic, curated exhibitions of temporary public art projects in a variety of media that examine aspects of the city's history, and that the focus of each exhibition would be determined by a curator through conversation with the Office of the Arts, the Office of the Historic Alexandria (OHA), and relevant boards and commissions.

The Alexandria Commission for the Arts previously appointed a Project Task Force for Time & Place, including Gayle Converse (Arts Commissioner), Jason Longfellow (Arts Commissioner), Katherine Glennon (Community Stakeholder), Turner Houston (Community Stakeholder), Linda Powell (Community Stakeholder), Melanie Gonzalez (Project Stakeholder, Office of Historic Alexandria), and Michele Longo (Project Stakeholder, Office of Historic Alexandria). The Task Force selected Via Partnership as the public art curator for the project after a competitive process. Via Partnership coordinated with staff and the Project Task Force to develop a draft Project Plan for the 2024 Time & Place project associated with the City's 275th birthday. The Project Plan sets the project goals, artist selection process, budget, timeline, and communications strategy for the public art project.

Discussion

The Task Force met on the Time & Place Project Plan on Wednesday, February 7, 2024, and supports the concepts in the Draft Project Plan.

Recommendations

The Task Force recommends approval of the Draft Project Plan.

Attachments

Draft Project Plan for Time & Place: Exhibitions of Public Art and History

TIME & PLACE:

EXHIBITIONS OF PUBLIC ART AND HISTORY

DRAFT 2024 PROJECT PLAN

DRAFT

Table of Contents

- I. Introduction
- II. Time & Place 2024 Curatorial Focus
- III. Time & Place 2024 Goals
- IV. Venues and Exhibition Locations
- V. 2024 Project Process
- VI. Timeline
- VII. Budget
- VIII. Community Engagement, Marketing, and Communications

DRAFT

I. Introduction

The Public Art Implementation Plan outlined a vision and goals for the public art program and established three Creative Directions: Time and Place, Neighborhood Identity, and Urban and Natural Systems. The Plan suggests that a key component of the Time and Place creative direction should be periodic, curated exhibitions of temporary public art projects in a variety of media that examine aspects of the city's history, and that the focus of each exhibition would be determined by a curator through conversation with the Office of the Arts, the Office of the Historic Alexandria (OHA), and relevant boards and commissions. Artists would be given the opportunity to draw on and draw inspiration from the historic, archival, and archaeological resources that the City has available.

Exhibitions of public art and history are a unique aspect of Alexandria's Public Art Program, distinguishing it from its peers in the region, and establishing national leadership in the field while also allowing artists to play a central role in Alexandria's ongoing dialogue with history.

In 2017, the Office of the Arts commissioned the *Time & Place* pilot projects. Three artists – Sheldon Scott and the team of Lauren Adams and Stewart Watson – were selected to explore and create work at Gadsby's Tavern Museum. Both projects won the Americans for the Arts' Public Art Network Year in Review Award for the best projects completed in 2017.

In December 2023, the Office of the Arts issued an RFP for a consultant to develop and implement the 2024 Time and Place project in recognition of the City's 275th anniversary related to the theme for the anniversary, "One Alexandria, Many Stories." The selected consultant, Via Partnership, has been working with the Office of the Arts and OHA to develop an overall strategy for the 2024 project. And with the approval of the *Time & Place* Task Force, they facilitated the development of this Project Plan for the *Time & Place* 2024 Project for the approval of the Commission for the Arts.

II. Curatorial Focus

At 275, Alexandria is a lively city with a deep and storied history and a diverse and dynamic population. In recognition of the city's 275th anniversary and its theme of "One Alexandria, Many Stories," *Time & Place* 2024 will focus on capturing this moment in time by collecting, sharing, and documenting Alexandrians' stories.

The project will support and extend the efforts of the [Alexandria Oral History Center](#) and draw inspiration from the core principles of the field of oral history, which aims to document people's lived experiences through personal stories and memories to ensure the inclusion of diverse voices and experiences in the historical record and create a fuller understanding of the present and past for future generations.

Specifically, *Time & Place* 2024 will ask an artist to develop a line of inquiry exploring Alexandrians' relationship to the city, what it means to be an Alexandrian, and why they choose to (or how they have come to) call this place home. The project will capture the voices and experiences of diverse Alexandrians – whether they have recently arrived to the city or been here for generations – and document Alexandrians' thoughts and ideas around community, connection, belonging, and what makes Alexandria home.

III. Time and Place 2024 Goals

Time & Place 2024 will invite an artist to create a visually compelling, multi-site temporary public art installation that documents and preserves the current moment in Alexandria's history. The project will be grounded in community engagement, growing out the core principles of collecting oral histories and the goals of the Alexandria Oral History Center. It will ultimately contribute to the Center's purpose to "create a more nuanced and critical record of Alexandria's past and present by documenting and preserving a diverse range of voices and experiences" and contribute to the City of Alexandria's efforts to capture Alexandrians' stories in conjunction with the City's 275th anniversary.

The goals of *Time & Place 2024* are to:

- Reflect or dovetail with the theme for Alexandria's 275th anniversary, "One Alexandria, Many Stories" by focusing on individuals' stories and capturing a diverse range of voices and experiences.
- Engage an artist or artist team in developing thought-provoking new work that is grounded in community engagement and documents Alexandrians and their stories, both to share with viewers today and to preserve for future generations.
- Support the Alexandria Oral History Center's goal of fostering tolerance, understanding, and a sense of community among residents in Alexandria.
- Foster exploration and generate dialogue about Alexandria's multiple and many-layered stories.
- Result in visually compelling and impactful artworks that attract viewers and pique their interest.
- Be legible and accessible to a broad audience throughout the City of Alexandria.
- Continue to distinguish the Alexandria Public Art Program from its peers in the region and establish national leadership in the field.

IV. Venues and Exhibition Locations

Reflecting the theme for the City's 275th anniversary "One Alexandria, Many Stories" the artist will create a temporary public art installation that can be presented at multiple sites throughout the City and be accessible to a wide range of Alexandrians in their daily lives. The following venues or platforms are available for displaying the work:

- Advertising spaces in [DASH](#) transit: bus shelter posters, inside bus placards
- Projection: the Office of the Arts can provide use of a projector
- City Buildings: City Hall, Recreation Centers, Schools, Torpedo Factory, etc.
- City Parks
- Office of Historic Alexandria's [Lyceum](#)
- Online/Web Content
- Digital content for screens in Recreation Centers, City's government access television channel AlexTV, etc.
- Other sites identified by the artist and approved the Office of the Arts

It is expected that copies of the artwork or documentation of the artwork, depending on the nature of the project, will become part of the collection of the Office of Historic Alexandria. The Office of the Arts

may be able to provide additional support to document the artist's work, if the work itself does not take the form of materials that can be added to the collection.

V. 2024 Project Process

The Office of the Arts has engaged the consulting firm Via Partnership to facilitate artist selection and manage the overall project. To meet the timeline of the project and install work in conjunction with the 275th anniversary, Via will work with City staff and the *Time & Place* Task Force to facilitate a limited invitational selection process.

Time & Place Task Force

The *Time & Place* Task Force helps shape the Project Plan for the exhibition and recommends selection of an artist and approval of concept.

The two Commission for the Arts representatives on the *Time & Place* Task Force, appointed by the Commission are:

- Gayle Converse
- Jason Longfellow

The additional members recommended for the Task Force include:

- Katherine Glennon, Community Stakeholder
- Turner Houston, Community Stakeholder
- Linda Powell, Community Stakeholder
- Melanie Gonzalez, Project Stakeholder, Office of Historic Alexandria
- Michele Longo, Project Stakeholder, Office of Historic Alexandria

Artist Selection Process

A limited invitational process will be used to select artists for *Time & Place* 2024.

Based upon the approved Project Plan, the Office of the Arts, working with its project consultants, will draft an Artist Brief that will be sent to a short-list of artists developed by the project consultants. Interested artists will submit a letter of interest and qualifications.

The Task Force will review the letters of interest and qualifications and recommend an artist for the project. The Task Force may choose to interview artists as part of the selection process. The selected artist will be approved by the Commission for the Arts.

The artist will come to Alexandria for a kickoff meeting and tours before developing an initial work plan outlining their intended line of inquiry and their research and engagement strategy. The work plan will be reviewed and approved by Office of the Arts staff and consultants and provided as an update to the Task Force and Commission for the Arts. The research and engagement will inform the development of the Concept Proposal. The Concept Proposal will include a rendering, narrative description, fabrication methods, siting strategy, budget and timeline. The Concept Proposal will be reviewed for feedback by the

Task Force. The Concept Proposal will be approved by the Commission for the Arts prior to execution of the final artwork.

VI. Timeline

February 2024	Task Force reviews and approves Project Plan.
February 2024	Project Plan to Commission for the Arts for approval.
Feb-March 2024	Artist brief sent to prospective artists
March 11, 2024	Submittals due.
March 2024	Task Force reviews submittals and selects Artist.
April 2024	Commission for the Arts approves artist.
April 2024	Artist kick off meeting and tour.
May 2024	Artist submits initial work plan.
May - August – 2024	Research, community engagement, story collection and proposal development.
By July 2024	Artist submits Proposal. Proposal approved by Task Force, Commission for the Arts.
September 2024	Installation/Project Launch

VII. Budget

<i>2024 Exhibition – From Public Art Fund</i>	
Exhibition costs (artist fees, fabrication, installation, de-installation)	\$20,000

VIII. Community Engagement, Marketing and Communications

Community Engagement should be geared toward reaching a broad audience in Alexandria and engaging participants and visitors in meaningful dialogue. Marketing and Communications should be aligned with the overall activities and marketing related to Alexandria’s 275th anniversary.

Stakeholders

Community engagement, marketing and communications should build upon the existing stakeholder base for art and history in Alexandria, as well as representatives from the communities the artist engages with. This will be a natural audience for participation, engagement and for spreading the word about the project. As the artist develops their line of inquiry and further defines the project, additional stakeholders will emerge.

Community Engagement

The artist will work with the project consultants and staff to develop a strategy to engage with community members and document their stories. Project consultants and staff can provide some contacts within the community and events at which engagement could take place or connections can be made, including the Alexandria Community Cookouts through the summer. Working with the project consultants and the artists, the Office of the Arts and OHA will also explore other areas of programming to engage broad audiences in a dialogue about the exhibition.

Marketing and Communications

The Office of the Arts staff, working closely with OHA and Visit Alexandria, will develop a marketing and communications strategy that will align with other activities throughout the city celebrating Alexandria's 275th anniversary and will include:

- Web-based information about the exhibition.
- Social media announcements about specific events.
- Print materials about the exhibition to be distributed throughout the community and at OHA sites and other local tourist information areas.
- Media releases to local and national publications and blogs.
- Print and/or online advertising in local and regional publications.

ALEXANDRIA COMMISSION FOR THE ARTS

REGULAR MEETING

Tuesday, February 20, 2024

Lee Center – Conference Room #4

7:00 pm

1st	2nd	VOTE COUNT
Gayle Converse	Jason Longfellow	
<p>MOTION: TO APPROVE THE TIME AND PLACE PROJECT PLAN IN CONJUNCTION WITH ALEXANDRIA CITY'S 275th ANNIVERSARY. "ONE CITY, MANY STORIES."</p>		



MONUMENTAL OPPORTUNITY



JBG SMITH



MONUMENTAL
SPORTS & ENTERTAINMENT

Monumental Opportunity

- **30,000 Jobs**
- **\$12 Billion in economic impact for Alexandria & the Commonwealth**
- **\$2 Billion of direct investment**
- **2 professional sports teams**

This is a once-in-a-generation opportunity to create a world-class Entertainment District in Alexandria at Potomac Yard through an innovative public-private partnership.



This is a Once in a Lifetime Opportunity

Here are the 5 most important things to know:

- 1 This deal is like NOTHING ever done before.**
 - Two teams moving at once
 - Creates 30,000 new jobs
 - Direct, positive cash returns to the City and State
- 2 There is no taxpayer subsidy.**
 - No Upfront Cash Commitment by the Commonwealth
 - No new taxes created and no tax increases
 - Only part of newly-created revenue used to pay bonds
- 3 This project continues workforce commitments.**
 - Will include a labor framework similar to Amazon HQ2
 - Monumental Sports will continue to use organized labor for operations, as they currently do in D.C.
- 4 This is a 40-year agreement between the state and the company.**
 - Mandates lease payments for 35 years after opening
 - Teams are required to play games in the arena
- 5 The project will include new transportation improvements for the area.**
 - \$310 million in transportation and infrastructure improvements already identified as part of the project with no general fund commitment from the Commonwealth

Entertainment & Innovation Corridor

Monumental will join Amazon HQ2 to create the nation's premier sports, entertainment and innovation corridor complete with an arena, concert venue, hotel and conference center, and mixed-use housing, retail, and restaurants.



District Development Area





Alexandria's Approach to Catalysts

Build on a multi-decade history of attracting and investing in catalytic, neighborhood-defining projects.

- Commercial uses **viable in a post-pandemic world**
- **Fiscal and economic evaluation** of “base case” and market realities
- **Compare impacts of opportunity** with base case
- Investments only when inducement **makes the project possible**
- Secure **commitments from partners**
- Incentivize **AND invest in community**



Base Case

KEY FACTS:

1. Shopping Center remains, anchored by 20 year extension for Target
2. RE Tax revenue grows 2% annually, sales tax revenue remains consistent
3. Metro ridership remains at currently levels- no meaningful increase
4. Existing surface parking remains
5. Some additional residential to follow once market recovers on "arena" parcel



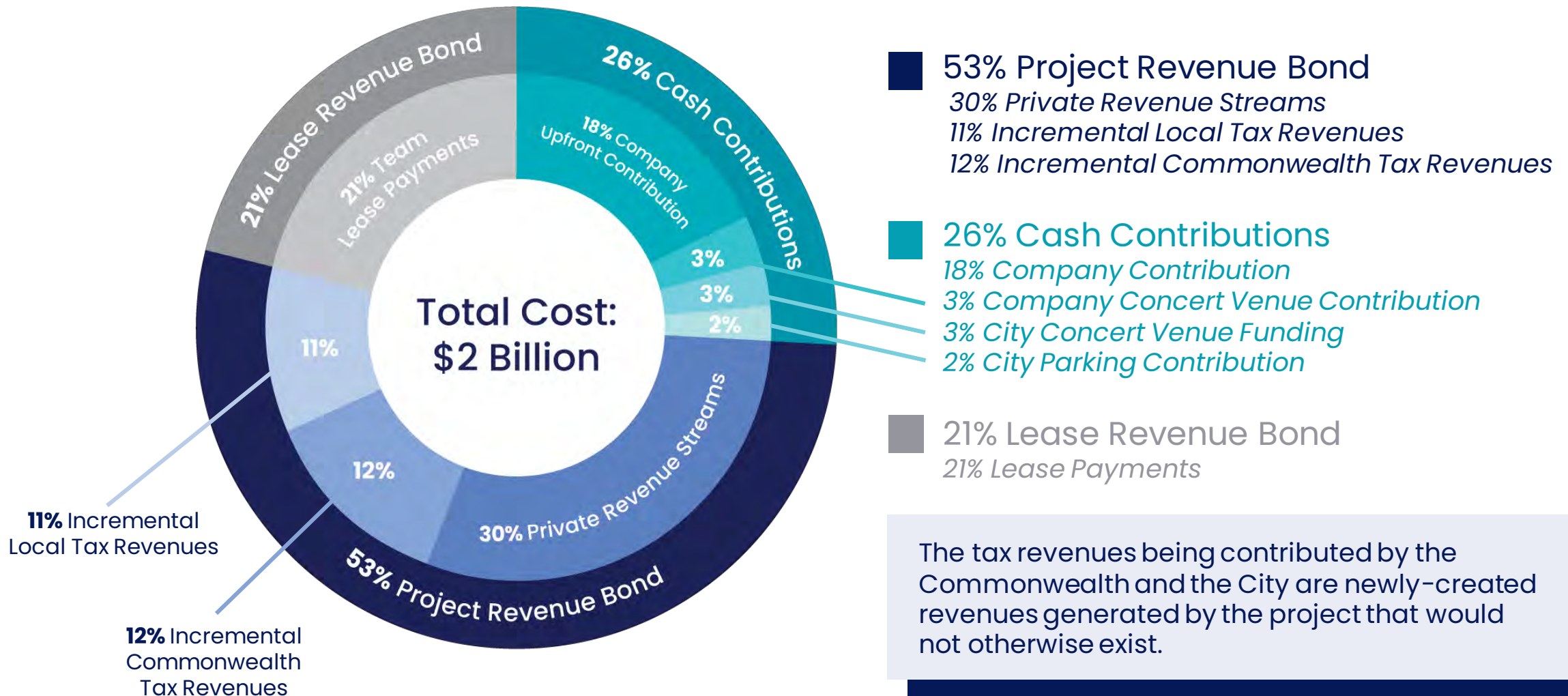
Entertainment District Case



KEY FACTS:

1. The arena development catalyzes over 9 million square feet of sports, entertainment, innovation, and mixed-use housing development that otherwise would not occur.
2. JBG SMITH commits to work with Target to retain a store on site.
3. The arena development is consistent with the total density and vision already approved as part of the site's existing entitlements.

The financing structure for this project is unlike any sports financing structure ever put together before.



City-owned Performance Venue

The performance venue will be owned by the City of Alexandria (or related entity) on ground leased from the **Virginia Sports and Entertainment Authority**

The venue will be managed by a Partnership and Operations Agreement between the City and MSE.

- 4,000 – 8,000 person capacity
- Ability to flex outside into the surrounding plaza
- Number of City events to include things like:
 - High school graduation
 - Community celebrations
- Exploring Alexandria-based group discount program
- New asset for Visit Alexandria sales team promotion and booking



The project will address important housing creation and preservation goals in Alexandria and Northern Virginia.



5,400+ New Housing Units

There are more than 5,400 new multifamily units proposed over three phases which will help to address a regional housing shortage.



100-150 Dedicated Affordable Units

Part of the plan includes a new school site which could accommodate 100-150 units of dedicated affordable housing.



At Least 500 Units of Preserved Workforce Housing

JBG SMITH has committed to preserving at least 500 additional units of workforce housing. Since 2020, JBG SMITH has helped local non-profits and other mission-driven housing operators to acquire almost 3,000 units of committed affordable workforce housing across the region.



\$25 Million Affordable Housing Fund Contribution

Near-term development is expected to drive \$25 million in Voluntary Monetary Affordable Housing Contribution Fund commitments. These contributions will only be made if development proceeds. Data from RLB, a leading data provider on construction costs, suggests the \$25 million contribution could pay for up to 175 units.



Nearly 1,800 Units for Families

There are almost 1,600 and 200 two- and three-bedroom units in the plan, respectively.



Increased Supply to Ensure Long-Term Affordability

A recent report from the District of Columbia Office of the Chief Financial Officer indicates that rents are nearly 6% lower than they would have been without new supply delivered from 2012-2018. We expect similar benefits of new supply in Alexandria.

Ahead of the announcement, a preliminary transportation analysis was completed to understand initial transportation priorities for the project.

Transportation Planning Timeline

- **Summer–Fall 2023** – preliminary on-site analysis and planning conducted in cooperation with VDOT to shape initial budget
- **Late 2023** – Kimley Horn engaged to undertake next phase of study
- **Early 2024** – Preliminary findings and further community feedback
- **2025+** – Final engineering and implementation

Initial Findings + Key Principles

- Development density of Potomac Yard with and without the arena is roughly equivalent
- Main traffic impact difference is in **peak loads** on event days
- Top priorities for infrastructure improvements are mitigating peak loads and protecting surrounding neighborhoods

Robust Budget Capacity

- \$25 million for transportation and \$85 million for on-site infrastructure improvements
- Additional \$200M to address needed regional improvements and mitigation
- Continued collaboration with Amazon HQ2 planning to fund comprehensive corridor solution

We are now engaging the community, alongside nationally-recognized transportation expert Kimley Horn, to create a world-class transportation plan that starts by addressing four key issues.



Traffic During Games & Events

Move people in and out of events with minimal disruptions to the local community with a 2,500-space underground parking garage, shuttle access to other nearby parking, improved Metro access, dedicated rideshare areas, and rideshare promotions.



Protecting Neighborhoods

Protect nearby neighborhoods, ensuring eventgoers do not park on local streets and that traffic does not disrupt daily life.



Existing Route 1 Multi-Modal Improvements

Complete a number of important transportation improvements in the Route 1 corridor, including DASH upgrades, intersection and turn lane upgrades, and additional EV charging stations.



Transit Access

Address capacity at nearby stations and strengthen transit access within the local community.

Summary and Detail Reports



Kimley Horn Transportation Analysis

KEY TAKEAWAYS

- 1** THE TRANSPORTATION PLAN AROUND THE ARENA IS FOCUSED ON ADDRESSING PEAK TRIPS THAT COMES FROM THE NEW USE SINCE THE SITE IS ALREADY PLANNED FOR THE SAME DENSITY WITH OR WITHOUT AN ARENA.
- 2** INITIAL MODEL SHOWS THE ARENA WILL CREATE MORE PEAK TRIPS THAN PLANNED GROWTH – WITH IMPACTS BEING GREATEST ON ~40 HOME GAME DAYS THAT OVERLAP WITH RUSH HOUR.
- 3** THE PLAN ALLOCATES UP TO \$200M+ OF ADDITIONAL FUNDING FOR IMPROVEMENTS TO ADDRESS THIS PEAK TRAFFIC BUT THOSE INVESTMENTS IMPROVE THE TRANSPORTATION EXPERIENCE EVEN IN OFF-PEAK PERIODS.
- 4** THE EXPECTED TRAFFIC IMPACTS FROM THIS PROJECT AND THE PLANNED IMPROVEMENTS TO ADDRESS THEM ARE FULLY COMPATIBLE WITH THE TRANSPORTATION INVESTMENTS TO SUPPORT AMAZON HQ2 INCLUDING THE ROUTE ONE URBAN BOULEVARD.
- 5** THIS IS AN INITIAL CONCEPT PLAN AND IT WILL CONTINUE TO EVOLVE AND BE FINALIZED THROUGH THE IMPORTANT PROCESS OF COMMUNITY INPUT.

Development-Wide Capital Improvements



The Game Plan

- **Summer 2023** – MSE & the Commonwealth enter discussions
- **December 2023** – MEI Commission Unanimously Endorses Deal on a Bipartisan Basis
- **December 13** – Governor Youngkin Announces Monumental Opportunity
- **December 21** – Virginia's Debt Capacity Advisory Committee determines Commonwealth CMO will not be considered tax-supported debt and backs framework
- **January-March 2024** – General Assembly to Finalize Major Economic Development Package
- **2024+** – Alexandria City land use process, public input on building and site design
- **2025** – Groundbreaking
- **2028** – Complex Opens

Project Websites

The Opportunity to Bring a World-Class Entertainment District and Monumental Sports & Entertainment Campus to Alexandria, Virginia

Here's what you need to know about what happens next for this monumental opportunity to become a reality.



The Vision

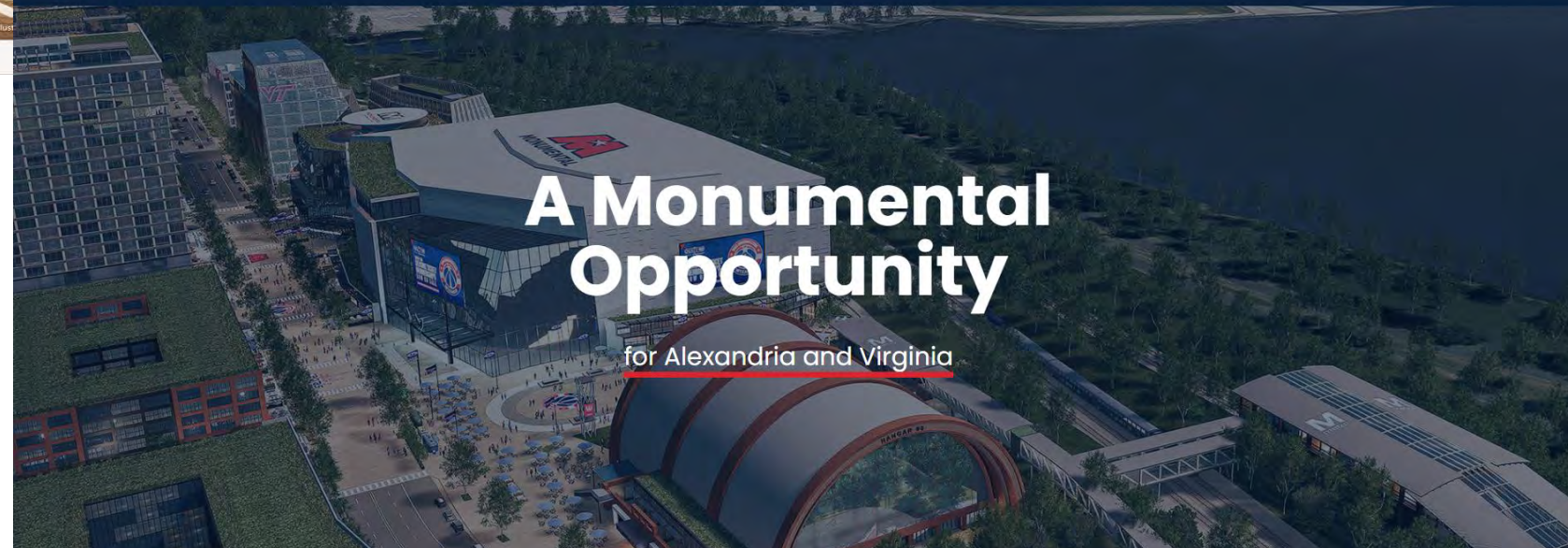
Monumental Sports & Entertainment, the Commonwealth of Virginia, the City of Alexandria, and JBG SMITH announced a framework of an agreement for a public-private partnership to create a world-class Entertainment District in Alexandria at Potomac Yard.

Monumental Sports & Entertainment:
www.MonumentalOpportunity.com

City/AEDP website:
www.MonumentalALX.com



Home The Opportunity Fact Check News Events **Action Center** ▾





For Illustrative Purposes Only

Backup Slides

This vision will be brought to life through a unique public-private partnership financed exclusively with private investment and new revenue growth, with no upfront cash commitment by the Commonwealth.



The Project

- New state of the art arena for Washington Wizards and Washington Capitals as well as a performing arts venue
- New mixed use development including housing, offices, retail, and restaurants
- Enhanced multi-modal transportation access



The Partnership

- Innovative public private partnership
- New Sports & Entertainment Authority created by General Assembly
- Equity investment of \$403 million by Monumental Sports & Entertainment
- Commonwealth owns site and arena at the end of the lease

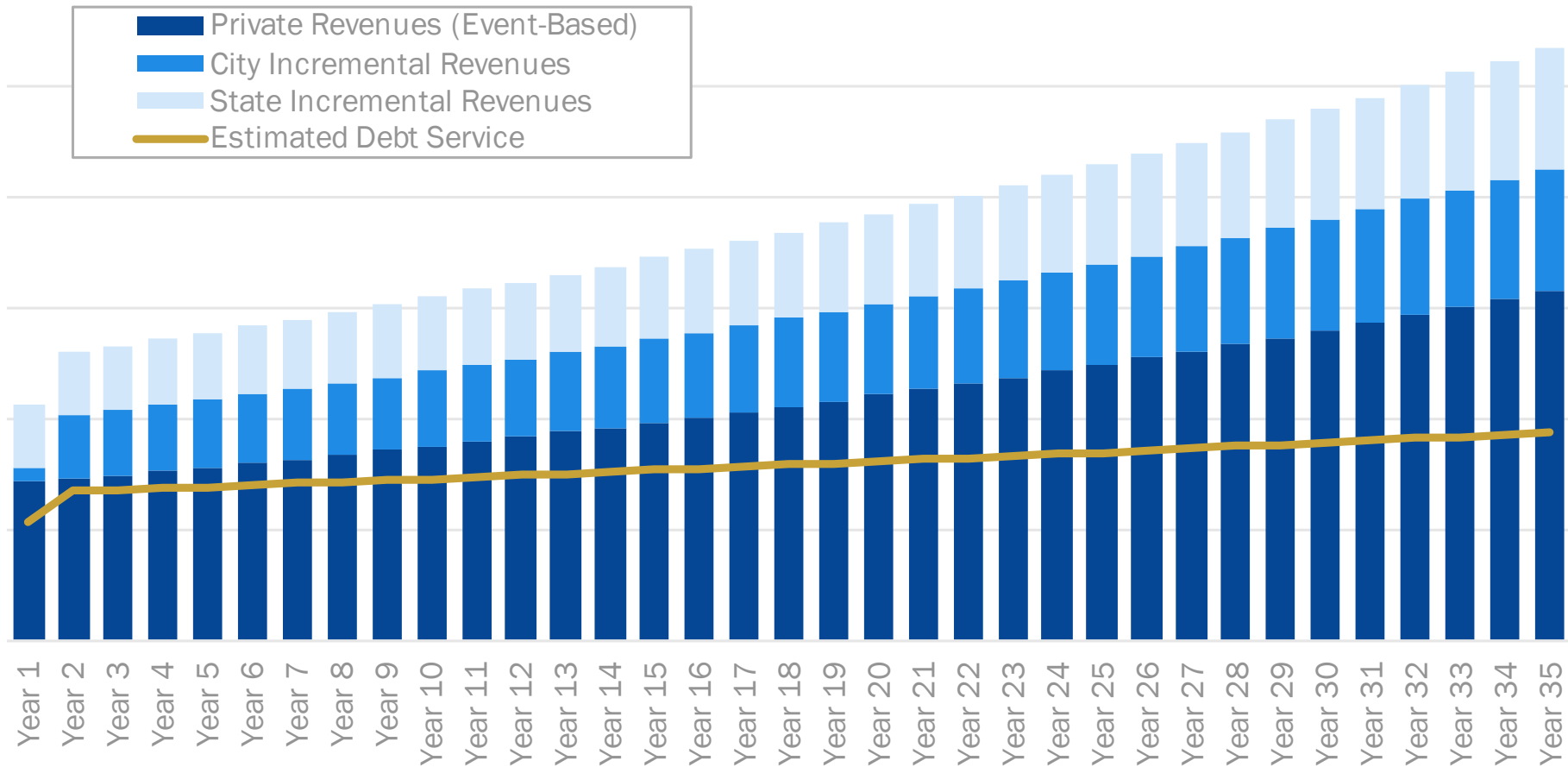


The Financing

- No upfront cash commitment by the Commonwealth and no new taxes
- Bonds repaid exclusively through lease payments, private revenue streams and new site-specific revenues generated by the project
- \$12 Billion economic impact after debt servicing for the Commonwealth and the City of Alexandria

Projected revenues generated by project will cover debt, providing excess distribution to City and State from Year 1.

Project Revenue Bonds:
Projected Pledged Revenues vs. Debt Service



The tax revenues being contributed by the Commonwealth and the City are newly-created revenues generated by the project that would not otherwise exist.

Each year, the project is modeled to provide double the amount of funding required to pay the debt service.

Labor Agreements

The agreement proposes to use a labor agreement similar to the framework of the Amazon HQ2 project, which includes a number of protections for organized labor on sites receiving public investment. The parties are developing a Memorandum of Understanding as quickly as possible that stipulates:

- Maximizing the use of local workforce
- Ensuring opportunities for qualified subcontractors, excluding unqualified or 1099 contractors
- Ensuring wages consistent with the Davis Bacon Act for all workers and including compliance protocols to eliminate wage theft
- Supporting small business and providing workforce development

Monumental Sports uses organized labor for operations at Capital One Area in Washington, D.C., and will continue to do so at the new state-of-the-art arena in Virginia.

THE ALEXANDRIA PROCESS

Following the announcement of the framework agreement (STEP 1), we immediately move into a multi-layered process to engage the community and stakeholders.

STEP 2 begins with today's presentation of the project, deal structure and community benefit.

In 2024, the partners will engage with the community to discuss, review and bring forward the following land use proposals for consideration by Planning Commission and City Council (STEP 3):

- Master Plan Amendments (to the North Potomac Yard Small Area Plan)
- CDD Amendments
- Development special use permits (DSUPs)



ALEXANDRIA COMMISSION FOR THE ARTS

REGULAR MEETING

Tuesday, February 20, 2024

Lee Center – Conference Room #4

7:00 pm

1st	2nd	VOTE COUNT:
Allison Fleck	Paul Painter	13, yes ; 1 no ; 1 absent
MOTION:		
<p>Delegate to the Chair to draft a letter to city council outlining the Commission's support for the proposed performing arts center associated with the Monumental Development proposal and the importance of ACA's seat at the table to help inform its potential development to meet the needs of the arts community community. The letter will be reviewed ^{by Exec committee} at the next arts Commission meeting in March and voted on for approval prior to signature + transmission to City Council.</p>		

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

- The *Time and Place* task force met to review the draft project plan and recommended it for approval. The curator will develop a list of artists to be invited to participate and share that with the task force who will then have the opportunity to review applications from interested artists.
- In partnership with WMATA Art in Transit, the Office of the Arts will be hosting an artist talk on Tuesday, April 30th with Brennan Buck of FreelandBuck who created *Tunnel Vision*, the new public art installation at WMATA's Alexandria headquarters. Stay tuned for more information.

Public Art At-A-Glance:

Public Art Project	Status
Wilkes Street Park	Developing the Concept Proposal
Colasanto Spray Park	Fabrication
Site/See 2024	Approving the Final Design
South Circle Park (Block 32)	Developing the Concept Proposal
West End Transitway	Developing the Artist Pool
Torpedo Factory Garage Door Mural	Developing the Artist Pool
Time & Place 275 th and 250 th	Setting Project Goals & Parameters
Del Pepper Community Resource Center	Setting Project Goals & Parameters

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PUBLIC ART PROJECTS

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, Marcee Craighill, Ana Vicinanza

Current Status (per project development process)

Developing the Concept Proposal

Next Steps

The park will experience further design development which will require additional community engagement and a redesign of the artwork. Staff will work to identify community members to serve on the Task Force.

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, 2024 (revised)



PUBLIC ART PROJECTS, cont'd

Site/See: New Views in Old Town 2024

Lead Agency

Office of the Arts

Artist

StudioKCA

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 Mouldoux, Clint Mansell, Jack Browand, and Nicole McGrew

Current Status (per project development process)

Approving the final design.

Next Steps

Fabrication is underway and installation of the sculpture will begin in mid-March.

Anticipated Completion

March 2024



South Circle Park (Block 32)

Lead Agency

Office of the Arts

Artist

DeWitt Godfrey

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)

Developing the Concept Proposal

Next Steps

DeWitt is working with the design team on the design but the timeline has been extended by approximately one month.

Anticipated Completion

Early 2024 (design)



PUBLIC ART PROJECTS, cont'd

West End Transit Corridor

Lead Agency

Transportation & Environmental Services (T&ES)

Artist(s)

TBD (multiple artist will be selected)

Project Scope

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

Task Force Members

Allison Heck, Brian Kelley, Gus Ardura, Donna Fossum, Reginald Arno

Current Status (per project development process)

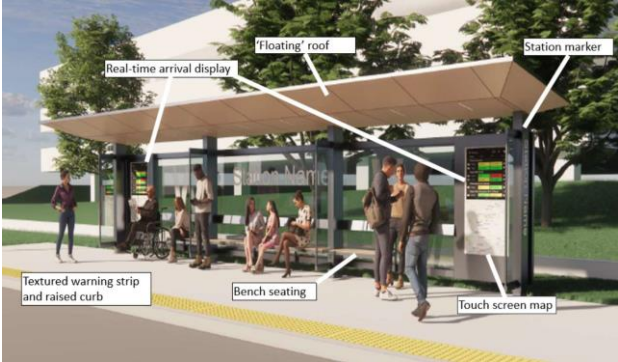
Developing the Artist Pool

Next Steps

The Task Force will review and score the applications and meet in early March to discuss the applications.

Anticipated Completion

Varied



Torpedo Factory Art Center Garage Door Mural

Lead Agency

Office of the Arts

Artist

TBD

Project Scope

Paint a mural on the new garage door on Union Street at Torpedo Factory Art Center.

Task Force Members

Marcee Craighill, Paul Painter, Taylor Chauncey, Saya Behnam, Jacqueline Michel, Lisa Schumaier, Matt Wise

Current Status (per project development process)

Developing the Artist Pool

Next Steps

47 eligible applications were received and have been sent to the Task Force for review and scoring.

Anticipated Completion

Late Spring, 2024



PUBLIC ART PROJECTS, cont'd

Time & Place Alexandria's 275th & America's 250th

Lead Agency

Office of the Arts

Artist(s)

TBD

Project Scope

Commission public art projects that foster exploration and dialogue about our region's history and its continued reverberations within our community today specifically tied to Alexandria's 27th anniversary in 2024 and America's 250th anniversary in 2026.

Task Force Members

TBD

Current Status (per project development process)

Setting Project Goals & Parameters

Next Steps

The task force has met with the curator to develop the project plan and artist selection process. The curator is developing the artist invitational list of artists.

Anticipated Completion

April – October 2024 and 2026



Del Pepper Community Resource Center

Lead Agency

Office of the Arts

Artist

TBD

Project Scope

Commission an original work of public art for the main lobby and adjoining wings of the Center.

Task Force Members

TBD

Current Status (per project development process)

Setting Project Goals & Parameters

Next Steps

The Task Force will meet to develop the project plan.

Anticipated Completion

TBD



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.

Site/See: New Views in Old Town Task Force

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

South Circle Park Task Force

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

TFAC Garage Door Mural Task Force

1. Marcee Craighill*
2. Paul Painter*
3. Lisa Schumaier (proj. stakeholder)
4. Saya Behnam (proj. stakeholder)
5. Taylor Chauncey (comm. stakeholder)
6. Jaqueline Michel (comm. stakeholder)

Pepper Community Resource Center Task Force

1. Brian Kelley*
2. Chris Kurowski*
3. TBD (proj. stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. TBD (comm. stakeholder)

Vision Zero Task Force

1. Stacey Becker*
2. Hosai Rasuli*
3. TBD (proj. stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. TBD (comm. stakeholder)

West End Transit (WET) Corridor Task Force

1. Allison Heck*
2. Brian Kelley*
3. Reginald Arno (proj. stakeholder)
4. Christopher Ziemann (proj. stakeholder)
5. Donna Fossum (comm. stakeholder)
6. Gus Ardura (comm. stakeholder)

Wilkes Street Park Task Force

1. Chris Kurowski*
2. Marcee Craighill*
3. Ana Vicinanza (proj. stakeholder)
4. Sydney Strickland (proj. stakeholder)
5. Tanya Quinteros (comm. stakeholder)

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)

Time & Place Task Force

1. Jason Longfellow*
2. Gayle Converse*
3. Michele Longo (proj. stakeholder)
4. Melanie Gonzalez (proj. stakeholder)
5. Katherine Glennon (comm. stakeholder)
6. Turner Houston (comm. stakeholder)
7. Linda Powell (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)

Alexandria Commission for the Arts – Regular Meeting

Tuesday, March 19, 2024

7:00 pm

Lee Center Conference Room 4

1108 Jefferson St., Alexandria, VA 22314

- I. Call to Order Chair Brian Kelley began the meeting at 7:01 p.m. with a quorum present. See [Attachment 1](#) for the meeting agenda.
- II. Roll Call See
- III. Public Comment There was no public comment.
- IV. Approval of Minutes Approval of the February 20, 2024 minutes has been deferred until April.
- V. Chair Report Brian Kelley gave the Chair Report. See [Attachment 2](#) for the Chair Report and related attachments.
- VI. Committee, Liaison, and Task Force Updates
 - a. City Council Committee – Dawn Rogala No update at this time
 - b. Waterfront Commission Liaison – Marcee Craighill was not present so no update was provided.
- VII. Potomac Yard and Performance Art Center (20', 7:35 – 7:55 pm)
 - a. Approval of Letter to City Council The Chair provided a draft letter. The Commission discussed updates to the letter and how the letter would be shared with City Council. See [Attachment 3](#) for the draft letter.
 - b. David Pritzker moved with a second by Paul Painter to approve the Chair letter on the Potomac Yard Entertainment District as edited in the meeting. The motion carried 12-0-1
- VIII. TFAC Loading Dock Door Mural Public Art Task Force Artist Selection Meika Daus gave an overview of the project and of the Task Force review and discussion of the artist applications and concept designs. See [Attachment 4](#) for the staff memo.
 - a. Paul Painter moved with a second by Gayle Converse to approve the selection of artist Silas Baker and his concept design for the Torpedo Factory Art Center Loading Door mural as recommended by the Project Task Force. The motion carried 13-0-0.
- IX. Office of the Arts Staff Updates
 - a. Conservation Assessment a copy of the 2023 Conservation Assessment will be shared at the April meeting.
 - b. Office of the Arts Division Update See [Attachment 5](#).
- X. New Business There was no new business.
- XI. Consideration of Letter to City Council Regarding City Budget
 - a. After a discussion, it was determined that a letter would be better in the fall in advance of the FY26 budget process.
- XII. Good of the Order and Announcements
- XIII. Adjournment Brian Kelley ended the meeting at 8:30 p.m.

Attachment 1

Alexandria Commission for the Arts - Meeting

Regular Meeting - Tuesday, March 19, 2024

7:00 – 9:30 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 (5', 7:10 – 7:15 pm)
 - a. Tuesday, February 20, Regular Meeting
- V. Chair Report (10', 7:15 – 7:25 pm)
- VI. Committee, Liaison, and Task Force Updates (10', 7:25 – 7:35 pm)
 - a. City Council Committee – Dawn Rogala (5', 7:25 – 7:30 pm)
 - b. Waterfront Commission Liaison – Marcee Craighill (5', 7:30 – 7:35 pm)
- VII. Potomac Yard and Performance Art Center (20', 7:35 – 7:55 pm)
 - a. Approval of Letter to City Council
- VIII. TFAC Loading Dock Door Mural Public Art Task Force (15', 7:55 – 8:10 pm)
 - a. Approval of Artist Selection
- IX. Office of the Arts Staff Updates (30', 8:10 – 8:40 pm)
 - a. Conservation Assessment
 - b. Office of the Arts Division Update
- X. New Business (15', 8:40 – 8:55 pm)
 - a. Consideration of Letter to City Council Regarding City Budget
- XI. Good of the Order and Announcements (35', 8:55 – 9:30 pm)
- XII. Adjournment (9:30 pm)

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

Chair Report

March 2024

Introduction

In this month, we have a relatively light meeting, with the terms of three Commissioners concluding. Our advising of City Council with regards to the proposed Performance Art Center and City Budget is on the agenda. Also, we have the Torpedo Factory Door up for artist selection.

Hellos and Goodbyes

It is with great thanks and some sadness that we are saying goodbye to three Commissioners this month. First, Christina Calloway, who has served on the Commission since March 2021. She has been the major contributor to our social media for the last few years (whoever takes over will have big and usually very sartorial shoes to fill). Second, Alison Heck, our Second Vice Chair (previously First Vice Chair) who has been on the Commission since March 2015. I know that she has been on several different committees and task forces, including the West End Transitway Task Force that she is currently on with me. Third, Gayle Converse, who also started on the Commission in March 2015. Gayle has been our Secretary for several years and, like Allison, has served in many, many capacities, including often being our unofficial collator of art statistics and talking-points that we use for meetings with City Council. A great deal of deep memory of the Commission will be going with Gayle and Allison, as they honorably serve out not just a term, but the maximum of three (and if you ask them, it turns out they maybe even served more than that because of how the Commission was technically a merger of even older city groups!). I hope it will be okay for me to note here, Gayle and Allison, that you have been wonderful and very supportive colleagues that I have had the pleasure of working with extensively on multiple committees and task forces over the years.

This is also to say that we will soon have vacancies in the Executive Committee. Keep in mind that we will be forming a Nominating Committee (we will need two Commissioners not interested in the Executive Committee to be appointed to this) for elections next month, announcing a slate in May, and holding elections in June. Finally, we welcome to the Commission Scott Abeles.

Letters to Council

Last month, the Commissioned moved to draft a letter to City Council about Potomac Yard and the Performance Art Center. We now have a draft from the Executive Committee for the Commission to review. At time of writing, the prospects for formal state approval of an entertainment district are still undecided, though it is more than possible that we will know definitively by the time of our monthly meeting. You may have noticed that the heading here is “Letters.” That is because I am suggesting that we consider writing another, this time for the City Budget. While staff will be briefing us in detail now that the proposed budget is public, the short of it is that we are getting an increase in program grants but a cut in public art. Now is a good time to weigh in before the budget is finalized.

Public Art Notes

The Torpedo Factory Art Center Dock Door Mural Public Art Task Force will be coming to us this month with a request for an approval of artist selection. Additionally, staff will be briefing us on conservation assessments. These assessments are done every few years to determine if any of the city public art

Alexandria Commission for the Arts – Chair Report

needs repair or maintenance. Among other things, I find these assessments educational as you learn what parts of artworks are most fragile and why, and it can influence how you evaluate later public art proposals.

Also, thank you to Jason and Gayle, and the Alexandria Arts Alliance for marching with us on the St. Patrick's Day Parade earlier this month.

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

City of Alexandria, Virginia

Attachment 2

Laws and Rules for Boards and Commissions

Chair/Staff Training
February 21, 2024



What will we discuss?



- ✓ Overall Rules – keeping us straight!
 - FOIA meeting and document rules
 - City rules
 - Robert's Rules
 - Conflict of interests

FOIA

Structure of FOIA



- The Virginia Freedom of Information Act (or FOIA) has two main components.
 - Laws related to citizen access to public records.
 - Laws related to citizen access to meetings of public bodies.
- The Act is found under Code of Virginia § 2.2-3700 through 2.2-3715.

FOIA Public Records



- What are public records?
 - “[A]ll writings and recordings . . . regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business.”

FOIA Public Body



- What is a public body?
 - “[A]ny legislative body, authority, board, bureau, commission, district or agency . . . of any political subdivision of the Commonwealth, including cities, . . . municipal councils, . . . and planning commissions; . . . and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds.”
 - “It shall include . . . any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body.”
 - “It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members.”

FOIA

Public Records Obligations



- Under FOIA, what are the City's general obligations related to public records?
 - To retain records related to the public business for the required retention period.
 - And to provide those records for inspection upon request by a citizen.

FOIA

Public Records Obligations



- Under FOIA, what are the obligations of board members related to public records?
 - You must retain all records related to the business of the board.
 - Any record that is not maintained by or provided to you by staff.
 - Examples
 - Emails
 - Letters
 - Text Messages
 - Online Chats

FOIA Meetings



- What is a meeting of a public body?
 - A meeting is defined as “. . . when sitting physically, or through electronic communication means pursuant to § 2.2-3708.2 or 2.2-3708.3, as a body or entity, or as an informal assemblage of (i) as many as three members . . . of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body.”
 - **Any gathering of 3 or more members of the board is a meeting if the members are discussing board business.**

FOIA Meetings



- What procedural requirements are necessary to hold a meeting under FOIA?
 - **Public notice** - must be provided three working days prior to the meeting
 - **Public access** - the meeting must be open to the public.
 - **Minutes** - minutes of the meeting must be prepared.
 - **Agenda materials** - the proposed agenda and agenda packets, unless exempt, must be made available to the public at the same time they are provided to the Commission members.

FOIA



Meetings – Physical Assembly

- **Generally, FOIA requires the physical assembly of the members and remote participation is prohibited.**
 - This means no meetings by conference telephone calls, video-conferencing, or other electronic communications.
- However, under certain conditions, FOIA allows public bodies to meet through electronic communication means:
 - When an individual member has a personal matter, disability, or medical condition
 - For an all-virtual public meeting
 - During a declared state of emergency
- The board must adopt an electronic participation policy that complies with FOIA before members may use electronic communication options.*

FOIA Meetings – Electronic Communication



- Remote Participation by Individual Members
 - Provides limited ability for one or more members who cannot attend a meeting due to i) temporary or permanent disability, ii) personal medical condition, iii) family member's medical condition, iv) the member's principal residence is more than 60 miles from the meeting location, or v) a personal matter to attend a meeting electronically in compliance with the policy
 - Participation due to "personal matter" is limited to up to two meetings or 25 percent of meetings held per calendar year
 - Meeting must still occur in person and have a quorum
 - Board or Commission must have previously adopted the electronic participation policy and comply with policy
 - Allows participation in the meeting to include participation in discussion and voting

FOIA Meetings – Electronic Communication



- All-Virtual Meetings
 - Limited ability for most public bodies to hold all-virtual public meetings, provided that the public body has adopted an electronic participation policy and follows the requirements enumerated in Code of Virginia § 2.2-3708.3(C), including:
 - Notice indicates the meeting will be all-virtual
 - Public access is provided via electronic communication means
 - Limited in each calendar year to either two (2) meetings or 25% of the meetings held rounded up to the next whole number, whichever is greater
 - Cannot be held consecutively with another all-virtual meeting
 - Does not apply to the city council, school board, planning commission, architectural review, board of zoning appeals, or boards with the authority to deny, revoke, or suspend a professional or occupational license

FOIA Meetings – Electronic Communication



- "Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information
 - Applicable to other forms of electronic communications, including chat rooms, instant messaging, texting, etc.
- The closer in time that electronic communications are sent and responded to by 3 or more members of the board, the more likely that a meeting could be found to have occurred.
- In order to avoid problems, it is advisable:
 - To NOT reply all to emails
 - To NOT respond to or email more than one other board member at a time
 - Alternatively, if you have something you would like to say to the entire board, wait to and say it at the next board meeting

FOIA Non-Meetings



- Gatherings that do not include three or more members, or a quorum if less than three, transacting or discussing public business are not meetings under FOIA.
 - Strictly social occasions.
 - Public forums, candidate appearances, or debates.
 - Information forums not pertaining to public business.
- Whenever possible, avoid gatherings of three or more members.
- If three or more members are inadvertently present at a gathering:
 - Sit separately or in groups no larger than two.
 - If more than two members are present, someone should leave.
 - Politely redirect any discussion away from public business.

FOIA Voting



- All votes taken to authorize the transaction of any public business must be taken and recorded in an open meeting conducted in accordance with FOIA
- No written or secret ballots
- May reach consensus or take straw polls in closed meetings
- However, decisions made in closed meetings are not effective until a vote is taken in an open meeting that reasonably identifies the substance of the vote

FOIA

Closed Meetings – When Permitted



- Public bodies may only hold closed meetings for the purposes set out in Code of Virginia § 2.2-3711(A).
- Generally, closed meetings should be done only after consultation with the City Attorney's and/or Clerk's Office.
- Some of the purposes include:
 - Certain specific personnel matters
 - Discussion of the acquisition or disposition of public property
 - Protection of individual privacy in a personal matter not related to the public business
 - Discussions of the negotiation or award of a contract involving the expenditure of public funds, when public discussion would jeopardize the public body's bargaining position
 - Investment of public funds through competition or bargaining, if disclosure would have an adverse financial impact
 - Consultation with legal counsel or briefings by staff about litigation or other specific matters requiring legal advice
 - Discussion or consideration of medical and mental health records excluded from disclosure under FOIA
- In no event may any public body take action on matters discussed in any closed meeting.
- Before and after a closed meeting, there are statutory requirements regarding certification of the events that occurred in the closed meeting

FOIA

Violations of FOIA



- What happens when the City does not comply with FOIA?
 - A single violation of FOIA is enough to trigger the following remedies.
 - If the court finds the denial to be in violation of the provisions of FOIA, the petitioner shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorneys' fees from the public body if the petitioner substantially prevails on the merits of the case.
 - Any failure by a public body to follow the procedures established by FOIA shall be presumed to be a violation.
 - A court, if it finds that a violation was willfully and knowingly made, may impose **upon such employee, officer, or member of a public body** a civil penalty of not less than \$500 nor more than \$2,000. For a second or subsequent violation, such civil penalty shall be not less than \$2,000 nor more than \$5,000.

City Rules for All Boards and Commissions



General rules apply unless otherwise specified in the enabling legislation of the Board

Membership:

- Appointed by City Council
- 10 year term limits
- Must attend or have an excused absence for 75% of meetings
- May be removed from the Board by the City Council for neglect of duty or violations of the law
- Board designates chair and secretary

Meetings:

- At least one regular meeting each year
- Annual report to the City Council listing the Board's principal activities and any recommendations to improve the functions and duties of the Board
- Minutes of each meeting must be prepared and kept

Procedure:

- Quorum
- Vote requires a majority of those present, unless otherwise specified
- Must establish procedures for the conduct of business (by-laws)
- Robert's Rules of Order applies unless otherwise specified by the law

City Rules

General and Membership



- The following general rules apply unless otherwise specified in the enabling legislation of the board
 - Members are appointed by Council
 - Have 10-year term limits
 - May be removed from the board by Council for neglect of duty or violations of the law
 - Board designates a chair and secretary

City Rules

Meetings and Reports



- Must have one regular meeting each year
- An annual report must be made to Council for the previous fiscal year
 - Report goes to Council each fall
 - Report must include:
 - Board members
 - Board's primary activities and
 - Any recommendations to improve the functions and duties of the board

City Rules/FOIA Agendas



- All agendas must be posted a minimum of **three** working days prior to the meeting
- Must be posted in a prominent place
- Electronic posting on the City's website is highly encouraged
- Agendas must include:
 - Time
 - Date
 - Place and
 - Items to be discussed/considered

City Rules Attendance



- Members of boards and commissions must attend 75% of all meetings
- Absences can be excused by the chairs
 - Excused absences do not count against the 75% attendance rule
- Members who do not meet the 75% attendance rule are removed by Council for non-attendance

City Rules/FOIA Open Meetings



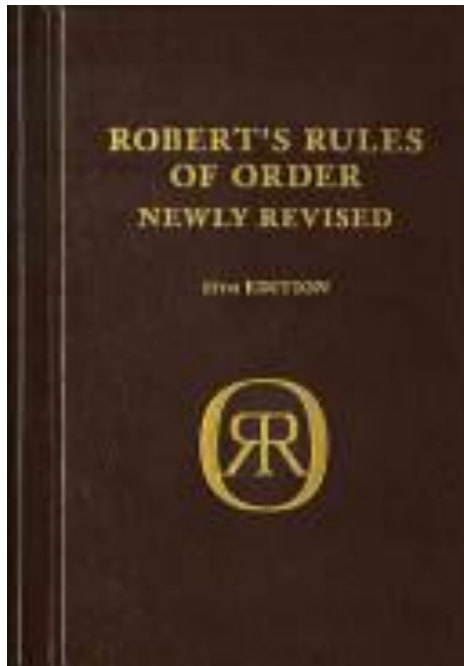
- All meetings of public bodies are open to the public
- Applies to all board meetings, as well as executive committee/subcommittee meetings
- If the meeting is in a public place, then you must provide room for the public to sit in on the meeting

City Rules/FOIA Meeting Minutes



- Written minutes must be kept for every meeting
- Minutes must include:
 - Date
 - Time
 - Location
 - Those present and absent
 - A summary of discussion and
 - A record of votes taken
- Minutes must be posted the City's website ***within seven working days*** of final approval.

Robert's Rules of Order



- Robert's Rules of Order apply unless otherwise specified in the law
- Basic Requirements:
 - Chair presides
 - Members need to be recognized to speak
 - Quorum is a majority of members of the board and is needed for business to be conducted
 - A vote requires a majority of those present unless otherwise specified
 - A tie vote means the motion does not pass

Robert's Rules of Order



- Motions and Amendments
 - All motions require a second
 - Motions can be amended with an amendment to the motion or a substitute motion
 - Amendments need to have a second and be voted on separately
 - Main motion, as amended is then on the table for consideration

Robert's Rules of Order



- Motion to Amend and Substitute Motion
 - Similarities
 - Requires a second
 - Debatable
 - Must be germane to main motion
 - Requires majority vote
 - Differences
 - Substitute Motion - Changes the main motion by substituting an entire sentence or paragraph

Staff Liaisons

Roles and Responsibilities



- Understanding the role of staff liaison
- Meeting requirements and staff liaison responsibilities
- Recruitment Process
- Board Member Training

Understanding the Staff Liaison Role



- Staff Liaison – primary role of the liaison is to manage the board you represent.
- The liaison is responsible for the coordination and communication with board members (particularly the chairperson) and to provide limited administrative support to the board.
- The liaison has a responsibility to understand the board's role, the authority of the board and how the board should operate through the requirements in the body's bylaws.

Roles and Responsibilities (cont.)



- Ensure that boards are meeting all legal requirements for meeting notices, ADA accommodations, quorum requirements and attendance requirement.
- Assist the board with recruitment of new members when vacancies are available.

Roles and Responsibilities (cont.)



- Staff liaisons should assist with record storage and retention for boards and commissions, including storage and posting of minutes of the body.
- Staff liaisons should communicate with the City Clerk's Office any changes to membership, including resignations, changes to leadership, submission of oaths of office and any personal data changes.



Staff Liaisons do not “work for or at the direction of” the board or commission they support. Staff liaisons are professionals working with the bodies to develop recommendations and provide information as needed to the bodies for conducting meetings.

Staff liaisons are also present to clarify city policies and should not participate in the deliberations of the board or commission.

REMEMBER....



STAFF LIAISONS...

- Attend meetings
- Coordinate with Chairperson for scheduling and agenda creation
- Assist with administrative duties for the board
- Ensure all legal requirements are met
- Provide professional guidance and support
- Maintain and support positive working relationship with board members
- Submit board documentation/reports to City Clerk for Council consideration and information



Social Media Use

- Follow City's Social Media Policy
- Social Media is a supplemental resource. The City's website is the primary resource.
- Staff liaisons should have access to the platforms of the body.
- Postings should be similar to those on the website and free from opinion and political activity. Meeting notices, agendas, projects, vacancies, member highlights.
- Boards and Commissions should not speak on behalf of the City or City Council.
- When in doubt, do not post!

Conflict of Interests



- Conflict of interest laws applicable to board members include the State and Local Government Conflict of Interests Act (Act) and certain provisions of the City's Code of Ordinances.
 - Act is found under Code of Virginia § 2.2-3100 through 2.2-3132.
 - City Ordinances are at City Code § 3-3-121 through 3-3-133.

Conflict of Interests



- What are the obligations of board members with regard to conflicts of interest?
 - The Code of Virginia and City Code are not codes of ethics but instead merely sets minimum standards of conduct with respect to the interests of board members.
 - They do not protect against all appearances of improper influence.
 - Instead, they place the burden on the individual board member to evaluate whether the facts presented create an appearance of impropriety that is unacceptable or that could affect the confidence of the public in the ability of the board member to be impartial.

Conflict of Interests



- What conduct is prohibited under the Act?
 - No board member may accept money or any other thing of value or take other advantages based upon his position as a member of the board.
 - Members cannot have a “personal interest” in a “contract” or “transaction.”
 - A “personal interest” is a financial benefit or liability accruing to a board member or to a member of his immediate family.
 - A “contract” is any agreement to which the City is a party or any agreement on behalf of a City that involves the payment of money appropriated by the City.
 - A “transaction” is any matter considered by the board on which official action is taken or contemplated.

Conflict of Interests – Procurement



- What conduct is prohibited under the City Code?
 - Participation in procurement transactions is proscribed under a variety of circumstances.
 - A procurement transaction means “[a]ll functions that pertain to the obtaining of any goods, services or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract and all phases of contract administration.
 - Participants in a procurement transaction cannot accept or solicit gifts.
 - Participants in a procurement transaction must take certain steps if they desire to take a job with a contractor or potential contractor.

Conflict of Interests – Violations of the Act



- **Criminal Penalties** - Any person who knowingly violates the Act is guilty of a Class 1 misdemeanor, except that knowing violation of the prohibition against a personal interest in a transaction or disclosure of a prohibited interest in a transaction is a Class 3 misdemeanor.
- **Other Penalties**
 - Malfeasance
 - Invalidation of Contracts
 - Rescission of Purchase
 - Civil Penalties & Forfeiture
- Since the question of whether a conflict of interest exists is fact specific, it is advisable to contact the City Attorney's Office related to a particular situation.



Questions?

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David Lanier

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City of Alexandria, Virginia

Attachment 3

MEMORANDUM

DATE: MARCH 19, 2024

TO: ALEXANDRIA COMMISSION FOR THE ARTS

FROM: MEIKA DAUS, PUBLIC ART SENIOR MANAGER, OFFICE OF THE ARTS

RE: ARTIST AND CONCEPT SELECTION FOR THE TORPEDO FACTORY ART CENTER LOADING DOOR MURAL

MD

Background:

In November 2023, the Alexandria Commission for the Arts (ACA) approved the Public Art Project Plan for the Torpedo Factory Art Center Loading Door Mural, which outlined the goals and process to commission an original work for the loading dock door. In December 2023, the City of Alexandria Office of the Arts issued a regional Request for Qualifications (RFQ) for artists/muralists in Virginia, Maryland, and Washington DC. The selected artist will be invited to Alexandria for community engagement in the Spring in order to meet the community and finalize the design, and execute the mural in late spring or early summer 2024, based on the artist's availability.

Per the approved Project Plan, the program goals for the Torpedo Factory Art Center Loading Door Mural public art project are to:

- Inspire, engage, and delight the community and visitors to Old Town Alexandria.
- Spark curiosity and draw interest to the space that further welcomes the public to experience the artists' studios, galleries, and museum space (Alexandria Archaeology Museum) inside the Art Center.
- Improve the pedestrian experience by bringing light, color, and public interaction (photos!) to a shadier side of the building.
- Bring a vibrant and contemporary presence to the Union Street frontage of the building that is reflective of a modern Art Center.

The Project Task Force for the Torpedo Factory Art Center Loading Door Mural includes Marcee Craighill, Paul Painter, Taylor Chauncey, Jacqui Michel, Saya Behnam, Lisa Schumaier, and Matt Wise.

Discussion

In response to the RFQ, forty-seven (47) artists from the region submitted their qualifications, which were reviewed and scored by the members of the Task Force. The Task Force met on February 22, 2024, to discuss the applications and select four finalists, who then were invited to prepare mural concepts and submit associated narratives. The design concepts for the four finalists were then evaluated and scored by the Task Force members. On March 14, 2024, the Task Force met, discussed the concepts in relationship to the overall project goals, and recommended Silas Baker of Hampton, Virginia for the project.

Silas Baker's design concept for the mural is to create an inviting colorful image which could be appreciated and enjoyed by all ages. The artist's vision is to have some abstract graffiti style elements within the mural along with some flowers and leaves in rich vibrant color. Silas chose American Dogwoods because they are Virginia's state flower.

Recommendations

The Task Force recommends selecting Silas Baker for the Torpedo Factory Art Center Loading Door Mural public art project. The Task Force also recommends that the Arts Commission approve Silas Baker's proposed mural concept, which will be further refined by the artist prior to painting the mural on the loading dock door.

Attachments

Silas Baker Work Samples from Application. (All photos courtesy of Silas Baker).

Approved Project Plan



Xenon

Spray Paint

8' x 40' x 0"

Artwork for Sale: No

\$0.00

2018

Mural

Art in Public Places: Yes

Location: Downtown Norfolk Va Neon District

Public Art Program: Neon Festival



Papilio Glaucus

Spray Paint

16' x 26' x 0"

Artwork for Sale: No

\$0.00

2022

Mural

Art in Public Places: Yes

Location: Midtown Row Williamsburg Va

Public Art Program:



Flowers 2

Spray Paint

10' x 18' x 0"

Artwork for Sale: No

\$0.00

2022

Mural

Art in Public Places: Yes

Location: Norfolk Va Bakers Crust Restaurant

Public Art Program:



Big Burger

Spray Paint

10' x 12' x 0"

Artwork for Sale: No

\$0.00

2022

Mural

Art in Public Places: Yes

Location: Ol Dominion Burger Williamsburg Va

Public Art Program:

PUBLIC ART PROJECT PLAN

PROJECT PLAN FOR TORPEDO FACTORY ART CENTER LOADING DOOR MURAL

November 9, 2023

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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 Public Art Implementation Plan sets out a process for the commissioning of new public art. For each project approved in Public Art Annual 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 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 the Torpedo Factory Art Center Loading Door Mural.

II. Site and Context

About the City of Alexandria

Alexandria, Virginia is a small historic seaport city of about 158,000 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 the Torpedo Factory Art Center

Founded in 1974 in an old munitions plant, the Torpedo Factory Art Center is home to the nation's largest collection of working-artists' open studios under one roof. The mission of the Torpedo Factory Art Center is to foster connections among artists and the public that ignite the creative spirit. Within the Torpedo Factory Art Center, artists create works in a wide variety of media including painting, ceramics, photography, jewelry, stained glass, fiber, printmaking, and sculpture in 71 artists' studios. As an Alexandria landmark for nearly 50 years, it's a highlight of the City's waterfront, attracting approximately 500,000 visitors annually.

For more information about the history of the Torpedo Factory Art Center, please visit:

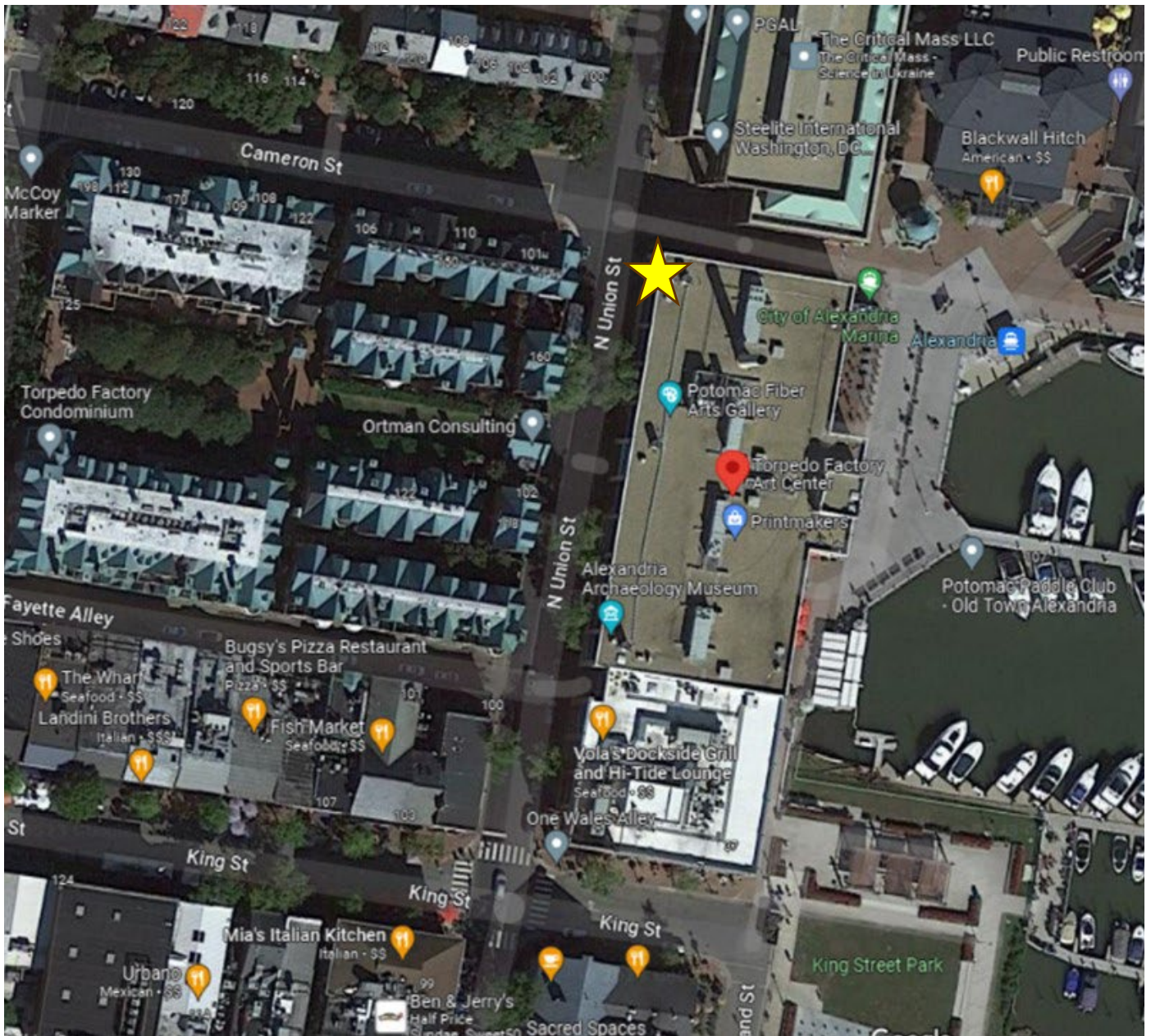
<https://torpedofactory.org/about-us/history/>.

History of the Loading Door Mural

In 2015, a mural was commissioned to be placed on the loading door of the Torpedo Factory Art Center along its busy Union Street frontage. Artist Erin Curtis created *Beaded Curtain* for the site and the mural quickly became a colorful and welcome landmark for locals and visitors. Unfortunately, the loading door was irreparably damaged in a collision and needed to be replaced. The mural was deinstalled in August 2021.

After the mural was deinstalled, the City committed to commission a new mural at this location to bring back artistic vibrancy to the Union Street frontage of the Torpedo Factory Art Center building.

III. Maps, Photos, and Exhibits



Location: Torpedo Factory Art Center, 105 N. Union Street, Alexandria, VA 22314
Mural location is proximate to the yellow star.
Image, Google Maps.

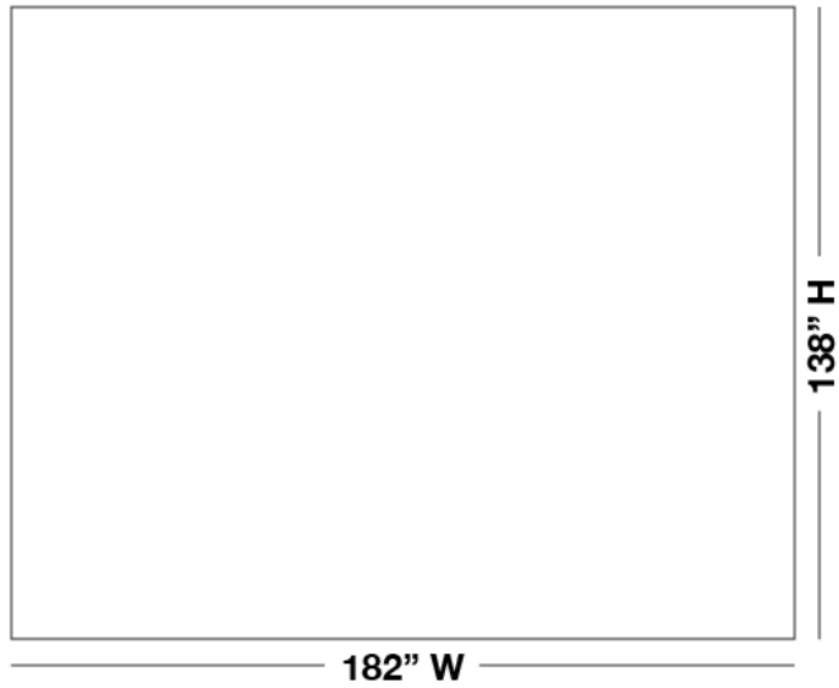


Image Google Maps, Street View. Loading door location is to the right.



Image: Loading door close up

Dimensions of loading dock door:



11.5 feet in height by 15.16 feet in width.
Dimensions are approximate and will be confirmed by the selected artist.

IV. Goals

The Alexandria Public Art Program is interested in commissioning an artist to design and execute a mural on the exterior door of the Torpedo Factory Art Center loading dock. The program goals of the projects are to:

- Inspire, engage, and delight the community and visitors to Old Town Alexandria.
- Spark curiosity and draw interest to the space that further welcomes the public to experience the artists' studios, galleries, and museum space (Alexandria Archaeology Museum) inside the Art Center.
- Improve the pedestrian experience by bringing light, color, and public interaction (photos!) to a shadier side of the building.
- Bring a vibrant and contemporary presence to the Union Street frontage of the building that is reflective of a modern Art Center.

In preparing the project goals, the Task Force acknowledges that a mural in this location on an operable door is temporary in nature and recommends that the condition of any future mural be periodically assessed and monitored for repairs, and even complete replacement, as warranted based on future conditions.

V. Project Scope

- The mural is only permitted on the loading door (which is a roll-up style door), and not on the building.
- The mural will be painted on the door by the selected artist.
- The design of the mural should also be appropriate for and inspire all audiences.
- The artist will be required to apply an anti-graffiti coating to the mural.
- The selected artist will be required to meet with the community prior to beginning mural installation, and the conversations may inform the final design.

VI. Selection Process

The Office of the Arts will issue an open call for an artist or artist team to design and execute a mural on the exterior of the Torpedo Factory Art Center loading door. Finalists will be selected and invited to prepare a conceptual design for a stipend. The selected artist and concept will be recommended by the Task Force and approved by the Alexandria Commission for the Arts.

Task Force

The Task Force helps shape the Project Plan, recommends selection of the artist(s), and recommends conceptual approval of the public art.

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

- Marcee Craighill
- Paul Painter

The Community Stakeholders for the Task Force include:

- Taylor Chauncey
- Jacqui Michel

Project Stakeholders for the Task Force include:

- Saya Behnam
- Lisa Schumaier
- Matt Wise

Artist Selection Process and Concept Approval

An open call process will be used to select artists for the project. This call will be open to all artists/muralists in the Tri-State area (Virginia, Maryland, and Washington D.C.). 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 (Café – callforentry.org). Interested artists/artist teams will be welcome to submit a letter indicating their project approach, qualifications, and work samples. Experienced and emerging muralists are encouraged to apply.

The Task Force will review the application materials and qualifications and recommend finalists for the project. Selected finalists will be provided with a stipend to develop a conceptual design for review and consideration by the Task Force. The Task Force’s recommendation for an artist and mural concept will be forwarded to the Commission for the Arts for approval.

VII. Timeline

November 2023	Task Force reviews and approves Project Plan
Nov/Dec	Project Plan submitted to Commission for the Arts for approval
December	Staff develops call to artists for review by Task Force
Dec/January 2024	Issue Call for Artists via Café (callforentry.org)
February	Review applications and select finalists
February/March	Finalists develop concepts
March	Task Force Recommends Artist(s)
March	Arts Commission Approval of Artist(s)
April	Artist contract
April	Community Engagement
May/June	Mural Installation (based on artist’s earliest availability)

*Dates are subject to change without notice.

VIII. Budget

The project plan recommends the following budget for the mural project:

Conceptual design stipend fund (to be divided among up to four finalists)	\$2,000
Final design, materials, and installation	\$10,000
Total	\$12,000

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 art and tourism in Alexandria. These will include, but are not limited to, representatives from:

- Alexandria Archaeological Commission (AAC)
- Alexandria Waterfront Commission
- Old Town Business
- Old Town Civic
- Torpedo Factory Art Center artists and tenants

Marketing and Communications

The Office of the Arts staff will develop a marketing and communications strategy for the public art. Information/materials should be provided in languages relevant to the nearby communities. The marketing plan will include:

- Web-based information about the project.
- Social media.
- Print materials to be distributed at local events.
- Media releases to local and national publications and blogs.

Additionally, the Office of the Arts will explore placing a graphic on the loading door to help communicate that public art is coming soon to this location, and help increase public awareness and interest in the project.

Attachment 4

Alexandria Commission for the Arts
Brian Kelley, Chair
Alexandria, Virginia

February 25, 2024

Dear Mayor Justin Wilson and City Council,

The Alexandria Commission for the Arts (ACA) is excited about the possibility of a new performing arts center that would be a part of the entertainment district in Potomac Yard with Monumental Sports & Entertainment. We share this sentiment with the Alexandria Arts Alliance.

A major issue for many local arts nonprofits is the need for more affordable venues and rehearsal spaces. A city-owned performance arts venue would go a long way to address these types of needs. Since the proposed performance arts center is the part of the plan that arguably is directly controlled by the City, it will be important that Alexandria make the most of it. The ACA asks City Council to keep us involved in plans for the performance arts center. We believe our knowledge of the local arts community will be of great use to Council. We understand that the current designs are still preliminary, but would like to emphasize that there are many models to look to for this project, such as the Kennedy Center, Signature Theater, and Clarice Smith Performing Arts Center. All these feature multiple venues of various sizes under a single roof.

The ACA looks forward to continued planning of this center with the Mayor and City Council.

Sincerely,

Brian Kelley

Chair, Commission for the Arts

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

- The installation of the *Interstellar Influencer (Make an Impact)* by StudioKCA for Site See 2024 is underway at Waterfront Park. Don't forget to [join us on Saturday, March 23 from 1-4pm for the opening celebration](#).
- Reminder: Friday, March 29th at 5pm is the deadline for the [Arts Program Grant applications](#).
- April is National Poetry Month and the [poems for DASHing Words in Motion](#) have been selected and will be on busses and trolleys through August.

Public Art At-A-Glance:

Public Art Project	Status
Wilkes Street Park	Developing the Concept Proposal
Colasanto Spray Park	Fabrication
Site/See 2024	Installation
South Circle Park (Block 32)	Developing the Concept Proposal
West End Transitway	Developing the Artist Pool
Torpedo Factory Garage Door Mural	Developing the Artist Pool
Time & Place 275 th and 250 th	Developing the Artist Pool
Del Pepper Community Resource Center	Setting Project Goals & Parameters
Site See 2025	Approving the Contract

Staff Contact Info:

Diane Ruggiero
 Deputy Director, RPCA
 Director, Office of the Arts
diane.ruggiero@alexandriava.gov
 703.746.5590

Daniel Guzman
 Regional Program Director, Events & Public Space
 Activation
daniel.guzman@alexandriava.gov
 703.746.5419

Matthew Harwood (commission liaison)
 Public Art Manager
matthew.harwood@alexandriava.gov
 703.746.5432

Cheryl Anne Colton
 Regional Program Director, Cultural Resources
cherylanne.colton@alexandriava.gov
 703.746.5565

Meika Daus
 Public Art Sr. Manager
meika.daus@alexandriava.gov
 703.746.5420

Brett Johnson
 Curator for Artistic Advancement
brett.johnson@alexandriava.gov
 703.746.4577

PUBLIC ART PROJECTS

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, Marcee Craighill, Ana Vicinanza

Current Status (per project development process)

Developing the Concept Proposal

Next Steps

The park will experience further design development which will require additional community engagement and a redesign of the artwork. Staff will work to identify community members to serve on the Task Force.

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, 2024 (revised)



PUBLIC ART PROJECTS, cont'd

Site/See: New Views in Old Town 2024

Lead Agency

Office of the Arts

Artist

StudioKCA

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)

Installation

Next Steps

Installation is expected to be complete in time for the opening celebration on Saturday, March 23 from 1-4pm.

Anticipated Completion

March 2024



South Circle Park (Block 32)

Lead Agency

Office of the Arts

Artist

DeWitt Godfrey

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)

Developing the Concept Proposal

Next Steps

DeWitt is working with the design team on the design but the timeline has been extended by approximately one month.

Anticipated Completion

Early 2024 (design)



PUBLIC ART PROJECTS, cont'd

West End Transit Corridor

Lead Agency

Transportation & Environmental Services (T&ES)

Artist(s)

TBD (multiple artist will be selected)

Project Scope

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

Task Force Members

Allison Heck, Brian Kelley, Gus Ardura, Donna Fossum, Reginald Arno

Current Status (per project development process)

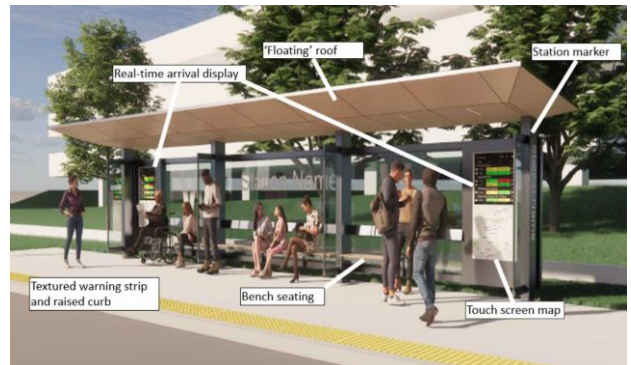
Developing the Artist Pool

Next Steps

The Task Force will review and score the applications and meet in April to discuss the applications.

Anticipated Completion

Varied



Torpedo Factory Art Center Garage Door Mural

Lead Agency

Office of the Arts

Artist

TBD

Project Scope

Paint a mural on the new garage door on Union Street at Torpedo Factory Art Center.

Task Force Members

Marcee Craighill, Paul Painter, Taylor Chauncey, Saya Behnam, Jacqueline Michel, Lisa Schumaier, Matt Wise

Current Status (per project development process)

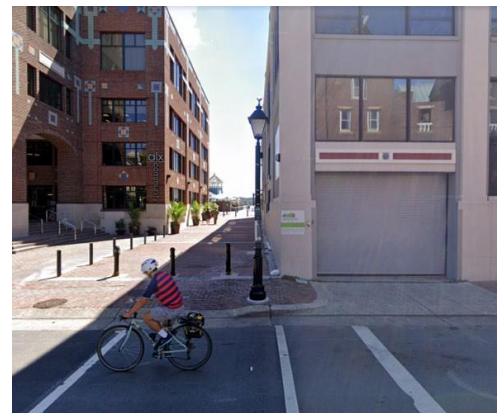
Developing the Artist Pool

Next Steps

The task force has selected four artists who have each submitted concept designs and met to select an artist.

Anticipated Completion

Late Spring, 2024



PUBLIC ART PROJECTS, cont'd

Time & Place Alexandria's 275th & America's 250th

Lead Agency

Office of the Arts

Artist(s)

TBD

Project Scope

Commission public art projects that foster exploration and dialogue about our region's history and its continued reverberations within our community today specifically tied to Alexandria's 27th anniversary in 2024 and America's 250th anniversary in 2026.

Task Force Members

Jason Longfellow, Gayle Converse, Michele Longo, Melanie Gonzalez, Katherine Glennon, Turner Houston, Linda Powell

Current Status (per project development process)

Developing the Artist Pool

Next Steps

The task force has met with the curator to develop the project plan and artist selection process. The curator is developing the artist invitational list of artists.

Anticipated Completion

April – October 2024 and 2026



Del Pepper Community Resource Center

Lead Agency

Office of the Arts

Artist

TBD

Project Scope

Commission an original work of public art for the main lobby and adjoining wings of the Center.

Task Force Members

TBD

Current Status (per project development process)

Setting Project Goals & Parameters

Next Steps

Staff will convene the task force to develop the project plan.

Anticipated Completion

TBD



PUBLIC ART PROJECTS, cont'd

Vision Zero

Lead Agency

Office of the Arts

Artist(s)

TBD

Project Scope

Commission a pilot/prototype project to establish criteria, guidelines, or a similar decision-making framework that could be considered for future projects that support the Vision Zero belief that traffic deaths and severe injuries are unacceptable.

Task Force Members

Stacey Becker, Hosai Rasuli, Alexandria Carroll, Daniel Scolese, Casey Lane, Eli Pollard

Current Status (per project development process)

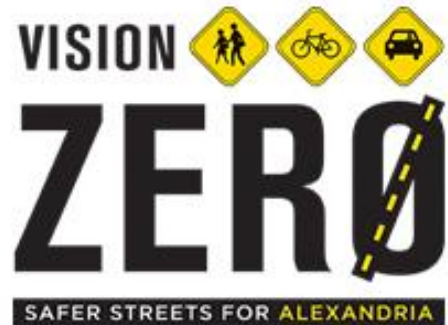
Setting Project Goals & Parameters

Next Steps

Staff will convene the task force to develop the project plan.

Anticipated Completion

TBD



Site/See: New Views in Old Town 2025

Lead Agency

Office of the Arts

Artist

Nekisha Durrett

Project Scope

Commission new, temporary, site-specific public art for Waterfront Park at the foot of King Street for 2025.

Task Force Members

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

Current Status (per project development process)

Approving the Contract

Next Steps

Nekisha will visit Alexandria in March and will develop a concept for review by September, 2024.

Anticipated Completion

March 2024



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.

Site/See: New Views in Old Town Task Force

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

South Circle Park Task Force

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

TFAC Garage Door Mural Task Force

1. Marcee Craighill*
2. Paul Painter*
3. Lisa Schumaier (proj. stakeholder)
4. Saya Behnam (proj. stakeholder)
5. Taylor Chauncey (comm. stakeholder)
6. Jaqueline Michel (comm. stakeholder)

Pepper Community Resource Center Task Force

1. Brian Kelley*
2. Chris Kurowski*
3. TBD (proj. stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. TBD (comm. stakeholder)

Vision Zero Task Force

1. Stacey Becker*
2. Hosai Rasuli*
3. Alexandria Carroll (proj. stakeholder)
4. Daniel Scolese (proj. stakeholder)
5. Casey Lane (comm. stakeholder)
6. Eli Pollard (comm. stakeholder)

West End Transit (WET) Corridor Task Force

1. Allison Heck*
2. Brian Kelley*
3. Reginald Arno (proj. stakeholder)
4. Christopher Ziemann (proj. stakeholder)
5. Donna Fossum (comm. stakeholder)
6. Gus Ardura (comm. stakeholder)

Wilkes Street Park Task Force

1. Chris Kurowski*
2. Marcee Craighill*
3. Ana Vicinanza (proj. stakeholder)
4. Sydney Strickland (proj. stakeholder)
5. Tanya Quinteros (comm. stakeholder)

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)

Time & Place Task Force

1. Jason Longfellow*
2. Gayle Converse*
3. Michele Longo (proj. stakeholder)
4. Melanie Gonzalez (proj. stakeholder)
5. Katherine Glennon (comm. stakeholder)
6. Turner Houston (comm. stakeholder)
7. Linda Powell (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)

Attachment 6

ALEXANDRIA COMMISSION FOR THE ARTS
REGULAR MEETING
Tuesday, April 16, 2024
Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
Stacey Becker	Ashley Smith	Yes: 11 No: 0 Abstain: 0

ACA Motion

Agenda Item #:

Motion:

I point Jason Longfellow & Maurice Craighe II
to be the Commissioners for the Nominating
Committee.

Attachment 7

ALEXANDRIA COMMISSION FOR THE ARTS
REGULAR MEETING
Tuesday, April 16, 2024
Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
Robin Jordan	Paul	Yes: No: 11 Abstain:
ACA Motion		
Agenda Item #:		
Motion: TO APPOINT Stacey to torpedo factory task force		

Attachment 8

ALEXANDRIA COMMISSION FOR THE ARTS

REGULAR MEETING

Tuesday, April 16, 2024

Lee Center - 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
Catherine Dehoney	Trena Raines	Yes: 11 No: Abstain:

ACA Motion

Agenda Item #:

Motion:

Motion to approve staff's recommendation that the City Council accept the gift of Wrought, Knit, Layers, Legacies from Olalekan Seyitoo and re-gift it to WAMATA for ~~the~~ installation at Brahdouk Rd Metro Station.

Attachment 9

ALEXANDRIA COMMISSION FOR THE ARTS
REGULAR MEETING
Tuesday, April 16, 2024
Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
Jason Loggellow	Ashley Smith	Yes: 11 No: 0 Abstain: 0
ACA Motion		
Agenda Item #:		
Motion: Motion to approve Dee Dwyer as an artist for the time & place 2024 exhibitions of public art and history.		

ALEXANDRIA COMMISSION FOR THE ARTS
REGULAR MEETING
Tuesday, April 16, 2024
Lee Center – 7:00 pm

Motion Made By:	Motion Seconded By:	Vote Count
Stacy Becker	Mancee Craighill	Yes: 11 No: 0 Abstain: 0

ACA Motion

Agenda Item #:

Motion: ~~From~~ Trina Raines
I nominate ~~From~~ to join West End ~~Public~~
Public Art Task Force

Chair Report

April 2024

Introduction

The last few months have had generally normal-to-light agendas. Be aware that this month, we have a heavier agenda. Additionally, in May we have grants and Spring Retreat. This is a busy time in our cycle. To hopefully speed everything up, I am going to use this Chair Report to try to brief you on most items as efficiently as possible. I believe we can wrap up by 9:30 pm (if not slightly after), if everyone comes prepared understanding the basic scope and idea of each item. Items that I am skipping like the approving artists selection for the Time & Place Public Art Task force will likely have further information from the Office of the Arts in the form of separate memos coming from Diane Ruggiero. You also want to read those memos prior to the meeting.

Agenda Primer

Minutes Approval – We failed to approve the February minutes in March, so we are going to approve the February and March minutes.

City Attorney David Lanier – Mr. Lanier will be appearing virtually to speak with us. We have asked him to prepare remarks particularly in regards to conflicts of interest policy, free tickets for performances, and best practices for communication between Commissioners and City Council, based on input from Commissioners prior to the meeting.

Nominating Committee – The Nominating Committee is formed every April to form a slate for candidates for the Executive Committee (Chair, First Vice Chair, Second Vice Chair, and Secretary). Two Commissioners are appointed to this Committee. They announce the slate in the May meeting (with the election held at the June meeting). Commissioners interested in serving on the Nominating Committee should not be considering running for the Executive Committee themselves. They will be responsible for reaching out and contacting Commissioners about whether they would be interested in serving on the Executive Committee and in which role. This Committee disbands after announcing the slate in May.

Social Media/Outreach – We normally have two Commissioners handle the Commission’s social media accounts. We currently have no one serving in this capacity. This role would involve running our accounts on Facebook and Instagram, making regular posts promoting public art (see recent posts online to get an idea).

TFAC Stakeholder TF – I will keep the Torpedo Factory backstory as short as possible here, which is to say it will still be the longest entry. Last year, the City Manager ran a stakeholder group for the Torpedo Factory, prior to recommending to City Council a new organization model for the art center. The recommendation in December to form a new public-private partnership board was the final product of this stakeholder group. Sometime after our March meeting, the City Manager has asked that all stakeholders reconvene this year for additional meetings, with the first meeting to be May 2nd, 6 pm at City Hall. Unfortunately, our stakeholder, Judy Heiser, is no longer on the Commission, so we need another Commission to serve. The previous stakeholder group met monthly for about half a year. It is

Alexandria Commission for the Arts – Chair Report

implied that there will be multiple meetings for this group, but I cannot say, based on the information from the City Manager's office, much more than this.

Wrought, Knit, Labors, Legacies – Explained in the last meeting, the sculpture is to be gifted to the city, first by the accepting of the Commission, to then go on to City Council and WMATA.

West End Transit – There is a vacancy to fill now that Alison Heck is no longer on the Commission.

Spring Retreat – After polling, we have a confirmed time and date. Please mark your calendars for 5/18/24, 10 am – 2 pm at Mt. Vernon Recreation Center in Del Ray. More information about the agenda for the Retreat will be forthcoming. This retreat is not a regular meeting. Please come if you can, but I do appreciate that there was no one date for May that was possible for all Commissioners.

Grants Reminder – In the next month or so all Commissioners will be required to review all program applications, completed prior to the May meeting. Expect around two to three dozen applications and a significant amount of time reviewing them (ie: block out an hour or two a day for a full week or block out a full day on the weekend.)

Orientation – New Commissioners, please stay after the meeting to briefly plan a meeting time for orientation.

Impact Award – A new award! We could nominate the Commission for consideration, but if we do, we need to do it by May 1. We help foster great (photogenic) work in this city, so I think we are competitive. I do not believe this would be considered an action item, unless someone wants to make the argument that it would be.

Party For the Arts – Major annual party by the Alexandria Arts Alliance. We are all invited.

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

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

- The Office of the Arts received 29 eligible FY25 Arts Program Grant applications and the task force has had their orientation and have begun reviewing and scoring the applications. As a reminder, all members of the Arts Commission are expected to review all of the applications (but not score them). Instructions will be sent within a few weeks. One-on-one support is available upon request.
- The Office of the Arts is collaborating with WMATA Public Art on hosting an artist talk on April 30th from 6:30 p.m. until 8:30 p.m. with Brennan Buck from FreelandBuck who created *Tunnel Vision* the new sculpture at WMATA’s Alexandria headquarters. RSVP [here](#).

Public Art At-A-Glance:

Public Art Project	Status
Wilkes Street Park	Developing the Concept Proposal
Colasanto Spray Park	Fabrication
Site/See 2024	Completed!
South Circle Park (Block 32)	Developing the Concept Proposal
West End Transitway	Selecting the Finalists
Torpedo Factory Garage Door Mural	Approving Final Design
Time & Place 275 th and 250 th	Selecting the Artist
Del Pepper Community Resource Center	Setting Project Goals & Parameters
Site See 2025	Approving the Contract
Vision Zero	Setting Project Goals & Parameters

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PUBLIC ART PROJECTS

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, Marcee Craighill, Ana Vicinanza, Sydney Strickland, and Tanya Quinteros

Current Status (per project development process)

Developing the Concept Proposal

Next Steps

The park will experience further design development which will require additional community engagement and a redesign of the artwork. Staff will work to identify community members to serve on the Task Force.

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, 2024 (revised)



PUBLIC ART PROJECTS, cont'd

Site/See: New Views in Old Town 2024

Lead Agency

Office of the Arts

Artist

StudioKCA

Project Scope

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

Task Force Members

Claire Mouledoux, Clint Mansell, Jack Browand, and Nicole McGrew

Current Status (per project development process)

Installation

Next Steps

Installation is expected to be complete in time for the opening celebration on Saturday, March 23 from 1-4pm.

Anticipated Completion

Completed!!



South Circle Park (Block 32)

Lead Agency

Office of the Arts

Artist

DeWitt Godfrey

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)

Developing the Concept Proposal

Next Steps

DeWitt is working with the design team on the design but the timeline has been extended by approximately one month.

Anticipated Completion

Early 2024 (design)



PUBLIC ART PROJECTS, cont'd

West End Transit Corridor

Lead Agency

Transportation & Environmental Services (T&ES)

Artist(s)

TBD (multiple artist will be selected)

Project Scope

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

Task Force Members

Brian Kelley, Gus Ardura, Donna Fossum, Reginald Arno

Current Status (per project development process)

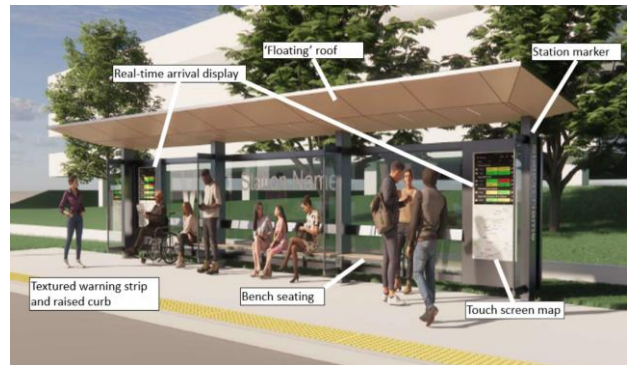
Selecting the Finalists

Next Steps

The Task Force will review and score the applications and meet in April to discuss the applications.

Anticipated Completion

Varied



Torpedo Factory Art Center Garage Door Mural

Lead Agency

Office of the Arts

Artist

Silas Baker

Project Scope

Paint a mural on the new garage door on Union Street at Torpedo Factory Art Center.

Task Force Members

Marcee Craighill, Paul Painter, Taylor Chauncey, Saya Behnam, Jacqueline Michel, Lisa Schumaier, Matt Wise

Current Status (per project development process)

Approving Final Design

Next Steps

Silas has signed the contract and is working with staff to schedule his visit to Alexandria as part of his work to develop the final design.

Anticipated Completion

Late Spring, 2024



PUBLIC ART PROJECTS, cont'd

Time & Place Alexandria's 275th & America's 250th

Lead Agency

Office of the Arts

Artist(s)

TBD

Project Scope

Commission public art projects that foster exploration and dialogue about our region's history and its continued reverberations within our community today specifically tied to Alexandria's 27th anniversary in 2024 and America's 250th anniversary in 2026.

Task Force Members

Jason Longfellow, Gayle Converse, Michele Longo, Melanie Gonzalez, Katherine Glennon, Turner Houston, Linda Powell

Current Status (per project development process)

Selecting the Artist

Next Steps

The task force has met with the curator to develop the project plan and artist selection process. The curator is developing the artist invitational list of artists.

Anticipated Completion

April – October 2024 and 2026



Del Pepper Community Resource Center

Lead Agency

Office of the Arts

Artist

TBD

Project Scope

Commission an original work of public art for the main lobby and adjoining wings of the Center.

Task Force Members

Brian Kelley, Chris Kurowski

Current Status (per project development process)

Setting Project Goals & Parameters

Next Steps

Staff will convene the task force to develop the project plan.

Anticipated Completion

TBD



PUBLIC ART PROJECTS, cont'd

Vision Zero

Lead Agency

Office of the Arts

Artist(s)

TBD

Project Scope

Commission a pilot/prototype project to establish criteria, guidelines, or a similar decision-making framework that could be considered for future projects that support the Vision Zero belief that traffic deaths and severe injuries are unacceptable.

Task Force Members

Stacey Becker, Hosai Rasuli, Alexandria Carroll, Daniel Scolese, Casey Lane, and Eli Pollard

Current Status (per project development process)

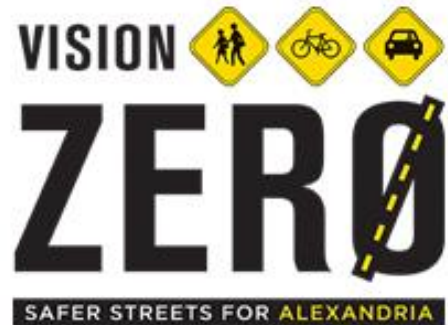
Setting Project Goals & Parameters

Next Steps

The task force met in March and received a project overview from staff. Staff will convene the task force to develop the project plan.

Anticipated Completion

TBD



Site/See: New Views in Old Town 2025

Lead Agency

Office of the Arts

Artist

Nekisha Durrett

Project Scope

Commission new, temporary, site-specific public art for Waterfront Park at the foot of King Street for 2025.

Task Force Members

Claire Mouledoux, Clint Mansell, Jack Browand, and Nicole McGrew

Current Status (per project development process)

Approving the Contract

Next Steps

The Office of the Arts will hold an artist reception for Nekisha in late Spring 2024.

Anticipated Completion

March 2025



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.

Site/See: New Views in Old Town Task Force

1. TBD (Arts Commissioner)
2. TBD (Arts Commissioner)
3. Jack Browand (proj. stakeholder)
4. Claire Mouledoux (proj. stakeholder)
5. Clint Mansell (comm. stakeholder)
6. Nicole McGrew (comm. stakeholder)

South Circle Park Task Force

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

TFAC Garage Door Mural Task Force

1. Marcee Craighill*
2. Paul Painter*
3. Lisa Schumaier (proj. stakeholder)
4. Saya Behnam (proj. stakeholder)
5. Taylor Chauncey (comm. stakeholder)
6. Jaqueline Michel (comm. stakeholder)

Pepper Community Resource Center Task Force

1. Brian Kelley*
2. Chris Kurowski*
3. TBD (proj. stakeholder)
4. TBD (proj. stakeholder)
5. TBD (comm. stakeholder)
6. TBD (comm. stakeholder)

Vision Zero Task Force

1. Stacey Becker*
2. Hosai Rasuli*
3. Alexandria Carroll (proj. stakeholder)
4. Daniel Scolese (proj. stakeholder)
5. Casey Lane (comm. stakeholder)
6. Eli Pollard (comm. stakeholder)

West End Transit (WET) Corridor Task Force

1. TBD (Arts Commissioner)
2. Brian Kelley*
3. Reginald Arno (proj. stakeholder)
4. Christopher Ziemann (proj. stakeholder)
5. Donna Fossum (comm. stakeholder)
6. Gus Ardura (comm. stakeholder)

Wilkes Street Park Task Force

1. Chris Kurowski*
2. Marcee Craighill*
3. Ana Vicinanza (proj. stakeholder)
4. Sydney Strickland (proj. stakeholder)
5. Tanya Quinteros (comm. stakeholder)

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)

Time & Place Task Force

1. Jason Longfellow*
2. TBD (Arts Commissioner)
3. Michele Longo (proj. stakeholder)
4. Melanie Gonzalez (proj. stakeholder)
5. Gayle Converse (comm. stakeholder)
6. Katherine Glennon (comm. stakeholder)
7. Turner Houston (comm. stakeholder)
8. Linda Powell (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)