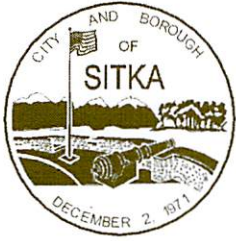


Discussion / Direction
on the administrative policy for the Stortz
Gallery at City Hall



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Hunter and Assembly Members

From: Keith Brady, Municipal Administrator *KB*

Date: August 7, 2018

Subject: **Updated** Administrative Policy for Stortz Gallery at City Hall

Summary

Due to the public nature of the city, its buildings, staff, and the opportunity to exhibit items at the Stortz Gallery at City Hall we are updating the Administrative Policy regarding.

Recommendation

Direction and support from the Assembly to operate within the updated policy.

Details

The main points for the exhibit policy are:

- It sets the criteria for what type of artwork can be included in the gallery
- The policy addresses liability of the artwork and puts the responsibility on the artist
- It continues the position of the volunteer curator recommended by the Sitka fine arts

ADMINISTRATIVE POLICY NO. 16-01 (A)

CITY AND BOROUGH OF SITKA (CBS) POLICY FOR STORTZ GALLERY AT CITY HALL

I. POLICY ISSUANCE

This policy sets forth the framework and authorization for a City and Borough of Sitka (CBS) policy for the William Stortz Gallery at City Hall (the "Gallery").

II. BACKGROUND

The William Stortz Gallery at City Hall was created in remembrance of CBS Building Official William Stortz who died in the Sitka landslide of August 18, 2015, while on the job. The portrait of William, by Steve Lawrie, is the only piece of artwork in the Gallery owned by the CBS. The portrait was paid for by public donations.

All the artwork displayed in the Gallery is owned by the artist and not for sale in the Gallery. The artwork displayed does not necessarily reflect the opinions or attitudes of CBS officials or staff. Any questions about the artwork should be directed to the artist.

The Gallery is operated at no cost to the CBS.

III. PURPOSE

The purpose of this policy is to provide for the temporary display of artwork and artifacts in the Stortz Gallery at City Hall. The purpose of the displays are to enliven City Hall and to celebrate the creative and diverse community of Sitka.

Stortz Gallery on the second floor of City Hall has been identified as an area available for exhibits. Stortz Gallery is not a public forum. The exhibit space is located in the primary, if not the only, passageway and lobby for municipal employees and members of the public to reach certain CBS departments, to obtain certain CBS services and to conduct certain CBS business. Therefore, CBS will not display artwork or other items containing explicit sexual imagery, nudity, graphic depictions of violence, or any item that creates a hostile work environment for CBS employees.

The Curator is an uncompensated volunteer position. The Curator will be responsible for managing the exhibits in coordination with the Municipal Administrator, coordinating with other staff as necessary, to ensure code compliance and appropriate and coordinated use of the facility. The Municipal Administrator, or designee, may remove this Curator at his/her sole discretion.

IV. PROGRAM DESCRIPTION

The purpose, goals and objectives of this policy are:

1. To enliven and enrich the City Hall environment by incorporating artwork and artifacts into exhibits on the following topics ("Exhibit Topics"):
 - Our History- exhibits illustrating the history of Sitka;
 - Our Community- exhibits providing information on the varied residents of Sitka;
 - Our Creativity- exhibits illustrating the visual and performing arts in Sitka;
 - Our Natural Environment- exhibits showcasing Sitka's scenery and animals;
2. To enhance the aesthetic experience of persons visiting and working in City Hall.
3. To increase the awareness of the professional quality artwork produced by artists who live locally, but not to highlight any one particular artist or individual.
4. Provide exhibit space for the CBS's art and cultural material collection.

V. MAINTENANCE AND PROTECTION OF ARTWORK OR EXHIBIT ITEMS

The CBS is not responsible for maintaining or protecting any artwork, artifact or other item related to the exhibit while on display. The exhibit or exhibitor's agent shall enter into an agreement with the CBS, including a waiver releasing the CBS from any and all liability for loss or damage to the works on display and an indemnification for any claims arising from the exhibit.

The exhibit or the exhibitor's agent shall include his/her name and contact information along with the display. The CBS shall not be responsible for facilitating the sale of any work. The CBS's policy is not intended as a means of commercial sales and exhibitors shall be prohibited from displaying prices on material displayed.

Applicants are responsible for obtaining copyrights, licenses and any other permission necessary to display the artwork or artifacts and for providing accurate captions.

VI. EXHIBIT PROGRAM CURATOR

The Curator shall be recommended by the Sitka Greater Arts Council if available and willing to so recommend, and selected by the Administrator. The Curator shall review exhibit solicitations and applications and make exhibit recommendations to the Administrator. The Curator shall also make recommendations to the Assembly on any proposed changes to this policy.

The Curator will review exhibit material according to the selection criteria set forth above.

VII. ARTWORK AND MATERIAL SELECTION

The Curator shall solicit and receive exhibit proposals for exhibits.

Organizations and individuals will be eligible to submit exhibit proposals.

Exhibit proposals must be relevant to the Exhibit Topics identified above.

The CBS will not display items that contain explicit sexual imagery, nudity, or graphic depictions of violence, or any artwork that would create a hostile work environment for employees.

The CBS will not accept items that, due to the manner of construction, materials, or any other factor, may pose a threat to public safety.

VIII. AUTHORITY TO PROMULGATE POLICY

The Municipal Administrator of the CBS maintains the authority granted by the Sitka Home Rule Charter and Sitka General Code to promulgate and implement this policy.

IX. EFFECTIVE DATE

This policy will take effect as of the signing date.

Dated at Sitka, Alaska this _____ day of _____, 2018.

P. Keith Brady
Municipal Administrator