

Temporary Public Art Policy

Scope: CITYWIDE

Policy Contact:

Convention and Cultural Services, Office of Arts and Culture

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Supersedes:

N/A – New

Reviewed/Effective:

05/12/2025

I. Purpose

The City of Sacramento's Temporary Public Art program is intended to temporarily activate City of Sacramento (City) owned properties in parks, plazas, streetscapes, and other City-owned property. Temporary public art enlivens communities, provokes conversations, and refreshes the public realm. The City commissions or facilitates temporary public art through its Art in Public Places (APP) Program.

Temporary public art may be funded by the City or by private individuals or organizations. The City may initiate temporary public art, or individuals or community organizations may initiate or request City consideration of temporary public art projects. However, no dedicated APP program funding is available for community-initiated public art projects.

This policy establishes criteria and guidelines for the consideration and installation of temporary public art in parks, plazas, streetscapes, and similar City property. This policy is intended to complement [Sacramento City Code Chapter 2.84](#), concerning the Sacramento Arts, Culture, and Creative Economy Commission (SACCEC), in order to ensure a consistent approach to placing art in the public realm.

II. Policy Goals

- To encourage the temporary placement of thought-provoking, innovative works of high artistic merit that connect people to place.
- To contribute to the City's sense of identity and pride.
- To build on the City's identity as a diverse community and a global center for innovation.
- To engage artists in projects that stimulate and encourage community interaction.
- To create pilot projects in potential locations for permanent artworks.
- To provide opportunities for emerging and established artists.

III. Scope

This policy applies wherever temporary public art is proposed for placement on property owned or controlled by the City.

IV. Definitions

- **Applicant** – an individual or commissioning organization submitting artwork for consideration.
- **Physical artwork** – a physical object that has aesthetic and/or conceptual value, including paintings, sculptures, photographs, drawings, and installations. Physical artwork can be two-dimensional or three-dimensional.
- **Sacramento Arts, Culture, and Creative Economy Commission (SACCEC)** – an advisory body appointed by the Sacramento City Council that provides advice and

recommendations for promoting, encouraging, and fostering the arts, innovation, and tourism in the City.

- **Temporary public art** – any art, including visual artworks, murals, projections, digital media, virtual reality, and other artistic media, that is not intended to be permanent or made a part of the permanent public art collection. Temporary public art may include displaying existing works of art and artworks and art experiences created specifically for the site. Temporary public art is generally displayed for five (5) years or less; however, exceptions may be made on a case-by-case basis regarding length of display.

V. Public Art Project Types and Artwork Considerations

Temporary public art is allowed for consideration on any City-owned property provided that the City department responsible for that site is willing to allow the temporary placement of art.

All approaches and media for public art may be considered. These include, but are not limited to, artworks that consist of or include sculpture, light, murals, social practice/community art, sound art, projection art, and other artistic media.

Physical artworks must be constructed to withstand outdoor placement during the City-designated display period. Temporary artworks and experiences must not create a nuisance in the community where the artwork is proposed, especially when employing light or sound. Artwork must not present any public safety hazards or violate City laws or codes. Physical artwork selected for temporary placement may require civil engineer stamped and approved engineering drawings and have specific insurance requirements, and environmental review may be required. Some locations may have additional historic preservation or environmental protection considerations to be determined on a per-project basis. All temporary public art must be removed by the artist, who must restore the site to its original condition upon completion of the display.

To be part of the City's permanent public art collection, artwork must be either commissioned by the City or accepted by the City through donation or gift.

VI. City-Initiated Projects

The City may contract for the services of guest curators or arts organizations to select and curate temporary public art. When a contracted arts organization or curator is chosen by the City to implement the temporary public art, the City's APP program staff must be represented in the artist selection process as well as on the project team that reviews design development and implementation.

City-initiated projects must be initiated by the APP program, a City department, or council office. APP has the discretion to determine the review process for City-initiated temporary public art, which may not require SACCEC review and comment. However, all City-initiated temporary public art proposals must be submitted through a Temporary Public Art Application (TPAA) (Appendix A) and will be assigned either a license agreement or contract to define the scope and duration of the proposed project.

Projects implemented by the APP program or by a partner organization may be selected through an open Request for Qualifications (RFQ), Request for Proposal (RFP), limited invitation, or by a curatorial process that invites artist proposals. The RFQ, RFP, or invitation typically will indicate the available sites for art placement, the duration of the display, and the City's requirements for insurance, liability, safety, etc. APP program staff may convene a panel to review proposals for City-initiated temporary public art.

VII. Community-Initiated Projects and Informal APP Staff Review

Projects proposed by individuals, community groups, or arts organizations will be initially evaluated by APP program staff for compliance with City standards and requirements and consistency with the Creative Edge cultural plan and overall program goals.

Funding for community-initiated public art is solely the responsibility of the Applicant. The APP program does not have funding for community-initiated public art.

Community engagement is a necessary component of any community-initiated project, and the applicant must demonstrate evidence of their engagement process through support letters, surveys, or other documentation. This is the applicant's responsibility and while APP staff may be able to assist, the applicant must take the lead on any engagement associated with their application. Specific engagement requirements for each phase are outlined in the application process below.

After initial informal APP staff review and discussion with the Applicant, applications begin the formal two-phase review process.

VIII. Temporary Public Art Application

Applicants shall submit the following information for consideration:

- Temporary Public Art Application (TPAA) (Appendix A).
- Required TPAA support materials including resume, images of Applicant's past work, other project documents, and engagement evidence for each phase of the application process.
- Budget Form (Appendix B). The Budget Form must be filled out to best of Applicant's ability at this stage in the process.
- Maintenance Plan (Appendix C). The Maintenance Plan must be filled out to best of Applicant's ability at this stage in the process.

IX. Formal Two-Phase Review Process

TPAAs are formally reviewed quarterly (January, April, July, and October) by APP staff and may include APP panelists selected by APP staff. TPAA presentations to the SACCEC is dependent on the SACCEC schedule and available time for review. After a TPAA is complete and ready for presentation, the project will be presented at next available SACCEC meeting date depending on APP staff and the SACCEC agenda availability. After APP staff's informal

review of a project, and once the complete TPAA packet is submitted, the two-phase review begins.

A. Phase 1 – Artist and Location

1. If the TPAA is complete, APP accepts the TPAA and schedules application for APP review and comment.
2. APP contacts potentially affected departments and council districts to have them weigh in on the feasibility of the TPAA.
3. For Phase 1, the Applicant must have letters of support preferably from the area Neighborhood Association (NA) or Property and Business Improvement District (PBID) along with other support letters for the project from individuals or businesses who will see the work regularly. While a council office support letter is preferred, it is not required. A minimum of three (3) support letters must be included with the application.
4. If APP staff determines the project is feasible, APP will prepare a staff report for SACCEC review of the TPAA. If APP has questions or determines the project in its current form is not feasible, staff will respond to the applicant with suggested steps for improvement. Feasibility is determined, in part, through review of project scope, budget, location, timeline, community impact, and impacted City departments' considerations.
5. A written staff and oral report are presented during a scheduled SACCEC meeting.
6. If SACCEC recommends approval, APP will:
 - a. notify Applicant to prepare the project design, and
 - b. prepare the license agreement.

B. Phase 2 – Design and License Agreement

1. Applicant submits final project design.
2. APP works with Applicant to finalize the license agreement (including compliance with City's insurance requirements).
3. APP contacts affected departments to share the final design.
4. Applicant submits letters of support for the proposed design in the same process described in subsection A.3 above.
5. Applicant will provide APP a contact person for a local NA or PBID. APP will issue a survey link for the NA or PBID to circulate to its membership. The Applicant may also send the link to whomever they wish. The survey will gather support or concerns for the project. APP staff will aggregate the data and provide it to the Applicant. Selected comments and the data will be shared with the SACCEC during the Phase 2 presentation.

6. If APP and City departments see no issue with the design proposed and license agreement, APP prepares a staff report for SACCEC review of the Final Design and License agreement.
7. If SACCEC recommends approval, APP notifies Applicant that the license agreement may be fully executed.
 - a. If SACCEC does not recommend approval, APP provides Applicant with comments and suggestions on how to improve the proposal. APP staff will then work with Applicant to either revise and resubmit for future SACCEC review or withdraw the application.
8. Once the license agreement is fully executed, APP works with the Applicant to schedule construction, installation, display, and art performance on City property. The Applicant must work with APP staff and other City staff to ensure on-site safety during installation or display of artwork.

X. Selection Criteria For Review

Selection criteria will be defined in advance by the APP program based on the goals articulated in the [Creative Edge Plan](#) and the type of project being proposed. In general, selection criteria will include:

- Artistic merit.
- Appropriateness to site and goals articulated for the project.
- Community engagement.
- Feasibility and durability.
- Compliance with City codes (to be determined and discussed with Artist on a per-project basis).

XI. Projects of Less Than 24-Hours Duration

A TPAA for a project with a duration of twenty-four (24) hours or less may, at APP's discretion, have the SACCEC review and approval requirements waived.

XII. Projects with Performance Components

While some temporary public art may have a performance component, this TPAA does not replace or subvert existing City permitting or special event requirements. This temporary public art policy is intended for temporary public art on City property, not for performances of music, theater, dance, or other venues which might require additional or entirely separate permissions, permits, or applications. Applicants are welcome to discuss with APP staff if they have questions about what City process is required for their proposed project.

XIII. Acceptance Conditions

- A. The City reserves the right to manage its own property including the removal of the artwork, for reasons that include, but are not limited to, artwork that poses a public safety risk, has been left on City property beyond the agreed terms, or is damaged beyond repair.
- B. If an artwork is not completed within the timeline originally approved by the SACCEC, or if changes in content, materials, form, presentation, or financing of the artwork occur, the artwork must be reviewed again by APP staff and SACCEC.
- C. In accepting a temporary artwork, the City requires that the responsible parties enter into a license agreement for the duration of the display that outlines the maintenance responsibilities and agreement to remove the work at the agreed upon conclusion of the display, leaving the site in its original condition or better.
- D. Neither the SACCEC, the City , nor any of the City's agents, will be held liable for any damage or state of disrepair of a temporary artwork.

XIV. Documentation

Applicants shall assist APP staff to collect or create documentation that includes the following information:


- Photographs or other documentation of the installed work.
- Mention and/or reviews of the artwork in local press.
- Demographic information for Applicant, artists, and community groups involved.



Charter Officer Review and Acknowledgement

TEMPORARY PUBLIC ART POLICY

(Signature by all Charter Officers is not a requirement for policy adoption)


[Leyne Milstein \(May 12, 2025 15:38 PDT\)](#)

City Manager 05/12/2025

City Attorney

City Clerk



City Treasurer 05/12/2025

City Auditor

Appendix A - Temporary Public Art Application (TPAA)



TEMPORARY PUBLIC ART – ART IN PUBLIC PLACES – APPLICATION

Thank you for your interest in a temporary public art project for the City of Sacramento. Temporary public art projects are those that are to be installed for less than five (5) years. Additionally, the Sacramento Office of Arts + Culture (OAC) Art in Public Places (APP) program may, at its discretion, make special exceptions to allow works installed longer than five (5) years to be classified as “temporary.”

In an effort to properly review your request and proposed project, please respond to the questions below with as much detail as possible.

- Attach any supplemental or support materials to this form. The required support materials are a resume, at least five (5) examples of past artwork, a photo with a description of the installation location, links to mentions and/or reviews of your artwork in the press or website(s) with your artwork, and other materials necessary to fully understand and review your proposal.
- If you do not have enough space in the form below to answer questions, please attach a separate page or pages with the application question number and your additional text.
- A separate application is needed for each piece of artwork proposed.
- Please be sure to provide answers to all questions below. No fields may be left blank, or the application will be considered incomplete.
- Incomplete applications will not be reviewed.
- After the successful submission of the application, APP will notify you within seven (7) business days that your submission is complete and under review or that it is incomplete and must be modified before it will be reviewed.
- For all installations on City property, the applicant or person installing the artwork will need to have general liability insurance. Exact terms and limits will be described in the eventual license agreement, but the applicant should be aware that having this insurance will be necessary by the time the work is to be installed.

The review process is dependent entirely on the project parameters, and the City via OAC cannot guarantee review by staff and committee in less than sixty (60) days. Only after preliminary review by staff can a review calendar be provided.

TEMPORARY PUBLIC ART – ART IN PUBLIC PLACES – APPLICATION

1. Title of Artwork:

2. Name of Artist (or Artist team):

3. Date work was created/built (or anticipated fabrication date):

4. Date of proposed installation AND date of proposed de-installation of temporary work:

5. Project Manager – person who will manage all aspects of project installation and will be the main contact for the City of Sacramento through the installation process (name, address, email, phone number):

TEMPORARY PUBLIC ART – ART IN PUBLIC PLACES – APPLICATION

6. Proposed Location(s) of Temporary Work (be as specific as possible, including address if available):
7. Project Description/Overview:
8. Brief explanation about installation and de-installation process (be brief but specific):
9. Budget and Funding (Attach your own form or use included form for budget information. Budget must be attached for application to be considered complete.).

Appendix B - Budget Form

Artist Name: _____

Project Title: _____

Project Expenses

Personnel

Artistic/Curatorial Fees	\$
Administrative Costs	\$
Other (please explain):	\$

Production

Fabrication	\$
Installation	\$
Deinstallation	\$
Other (please explain):	\$

Operations

Security	\$
Maintenance	\$
Rental Fee	\$

Communication

Media Relations	\$
Marketing	\$
Documentation	\$
Other (please explain):	\$

Audience Outreach

Public Programs	\$
Community Engagement	\$
Other (please explain):	\$

Evaluation

	\$
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TOTAL PROJECT EXPENSES	\$
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Project Income

Committed Funds (if any) – list sources below, separating each with a comma	\$
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In-Kind Support (if any) – list sources below, separating each with a comma	\$
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Amount Requested from the City of Sacramento (if any) (representing less than 100% of total project expense)	\$
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Additional Project Support to be Raised (if any) – list sources below, separating each with a comma	\$
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TOTAL PROJECT INCOME	\$
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Appendix C – Maintenance Plan

MAINTENANCE PLAN

Artist: _____ Birth Date: _____

Nationality: _____ Place of Birth: _____

Address: _____

E-mail Address: _____

Home Phone: _____ Work Phone: _____

Studio Phone: _____ Cell Phone: _____

1. Title of Artwork: _____

2. Medium or material: _____

3. Edition information, if applicable: _____

4. Date and place executed: _____

5. Collaborating artist(s), if applicable. _____

6. Maker(s) other than Artist (fabricators, technicians), if applicable. Include names, addresses, phone numbers, and element worked on.

7. Location of signature and copyright mark, if it occurs.

8. Exhibitions pertaining only to the above-named work, if any.

9. Published reviews or articles concerning the above-named work.

10. Dimensions (Measure in both inches and centimeters; record height first, then width, then depth if needed or diameter; if a work is irregular or circular in shape, state as such in parenthesis; if work involves multiple pieces, measure the significant parts as well as the whole; measure the work separately from the frame or pedestal; include the dimensions of the frame or pedestal.).

11. Materials used in the execution of the Artwork (be technical and specific).

12. Technique or construction methods used in the execution of the Artwork (attach fabrication drawings, if necessary).

13. Material finish on the Artwork (glaze, paint color and type, sanding, grit, tool pattern, patina, surface sealer, etc.).

14. Foundation/installation structure (include armature bolt/pin size, grout, etc.).

15. Handling instructions.

16. Artist's statement about the Artwork (concept, message, relationship to site, etc.).

17. Describe recommended general routine maintenance and care for the Artwork (cleaning agent(s), procedure(s) timetable, etc.).

18. Special handling and/or storage instructions.

19. Special cautions or concerns regarding the Artwork.

20. Packing, shipping, or storage instructions (should the need arise).
