

**City of Englewood
Cultural Arts Commission**

**Art in Public Places
Art Selection Guidelines**

The following document is provided as a framework for the site selection, acquisition, installation and maintenance of public art coordinated by the City of Englewood Cultural Arts Commission for the Art in Public Places program.

I. Definition

- A. “Art in Public Places” shall mean any visual work of art displayed on a temporary or permanent basis in any outdoor City-owned or managed area, on the exterior of any City-owned or operated facility or inside any City-owned or operated facility in areas open to the public.
- B. “Works of Art” shall include, but not be limited to: sculpture, monument, mural, fresco, bas-relief, painting, fountain, mosaic, ceramic, carving, weaving, banners, stained glass, or other art appropriate for “Art in Public Places”.
- C. “Commission” shall mean the City of Englewood Cultural Arts Commission created and defined in Ordinance #5, series of 1996.
- D. “Selection Committee” shall mean a sub-committee of the Commission whose composition is defined in Section IV, C,2.

II. Project Funding

The City Council has established an Art in Public Places fund (Resolution #42, Series 1998). One percent (1%) of the budgeted funds for City capital projects shall be deposited in an Art in Public Places reserve account. Other funds received by the Commission through fundraising efforts or donations solicited specifically for Art in Public Places shall be expended for that sole purpose. Seventy-five percent (75%) of the funds available in the reserve account will be available for the acquisition and installation of art. Twenty-five percent (25%) or a minimum of \$3,500 will be maintained in the reserve account for art maintenance. Art acquired for the City’s permanent collection will be installed and maintained by the Parks and Recreation Department.

III. Purpose and Goals

The City of Englewood Cultural Arts Commission recognizes the value of placing art in the community that will reflect and enhance community and cultural values for current and future generations. Increased public access to art will promote understanding and awareness of the visual arts in the public environment.

The principal goals of the Art in Public Places Selection Guidelines are:

- A. To provide for a public process in which the community is involved and represented in the selection process.
- B. To select the best available art for the best available location which reflects the community's values and culture.
- C. To protect the public's health, safety and welfare by providing for structural integrity, safety, security and maintenance for the art.

IV. Acquisition Process

The following shall be the general criteria for the determination of sites and for the public display of art selected by the Commission, for display in the City. Public art acquisitions costing \$20,000 or more shall be submitted to the City Council for approval before the work is commissioned or purchased.

A. Site Selection

The Director of Public Works, the Director of Parks and Recreation and the Department Director responsible for the City property or facility at which the art will be located shall approve site selection. The proposed site for art placed in a City park or recreation facility must also be approved by the Parks and Recreation Commission.

B. Artist Selection

The procedure for the selection of artists to provide artwork for the City shall consist of one of the following:

- 1. Open Competition
- 2. Invitation
- 3. Commission
- 4. Guest Curator Selection
- 5. Direct Purchase

The Commission, depending on the proposed project, shall choose one procedure. The chosen procedure for a given project shall be made public at the time the project is announced. The accompanying public notice shall include:

- 1. The project definition
- 2. The application guidelines
- 3. Selection procedure

C. Selection Committee

1. Method of Appointment

The Art in Public Places Selection Committee shall be sub-committee of the Commission. The Commission shall appoint the Selection Committee by a two-thirds vote.

2. Composition

- (1) Commission Member/liaison
- (1) City Council Member
- (1) Parks and Recreation Commission Member
- (1) Visual Artist
- (1) Arts Educator
- (2) Interested Citizens/Business Representative
- (1) Staff liaison to the Commission (non-voting)

The Commission may elect to add two (2) additional committee members at their discretion. A majority of the Selection Committee shall be Englewood residents.

The commission member/liaison appointed the Selection Committee shall act as liaison to the Commission and inform the Commission of the sub-committee's activities.

3. Term

Terms shall be for the duration/completion of the project.

4. Responsibilities

- a) Maintain records of meetings and processes undertaken for the duration of the project.
- b). Determine/approve the selection process as outlined in section IV, A.
- c). Oversee the writing, printing and distribution of the project prospectus, as appropriate, to include:
 - Project description
 - Budget
 - Eligibility
 - Selection Process
 - Selection Committee

- Deadlines
 - Notification
 - Materials to be submitted
- d). Evaluate applications based on the criteria stated and justified in the project prospectus. Other selection criteria, if appropriate for the project, shall include:
- Artist's qualifications as determined by past work
 - Probability of successful completion of the project
 - Appropriateness of the proposal to the particular project
 - Consideration of materials, construction, durability, maintenance, public safety and access
 - Equal opportunity and non-discrimination on the basis of race, color ethnic or national origin, religion, creed, age, sex, financial status, or physical or mental disability.
- e). Make artist selection with a two-thirds majority of the Committee or reserve the option of making no selection. If no proposal is accepted, the Committee has the ability, with Commission approval, to reopen the competition or to propose other methods of selection.
- f). Present the final artist selection recommendation to the Commission for approval.
- g). Final selection shall be presented to the City Council.

5. Conflict of Interest

An artist serving on the Selection Committee may not be a candidate for selection. The Selection Committee members must be aware of potential conflicts of interest when a committee member is related to an artist, either by family or marriage, any other relationship of economic dependence, a business relationship such as representing the work of an artist as a gallery owner, or if a committee member stands to gain direct benefit, whether financial or otherwise, from the selection of a particular artist. Statement of any potential conflict of interest is required prior to discussion or voting of any decision regarding that artist.

V. Donations of Art

Proposed donations of art shall be referred to the Commission, who will meet with the potential donor. The Commission shall coordinate a review of the art with the Selection Committee. The Selection Committee will follow the selection guidelines as applicable and make a recommendation to the Commission.

VI. Temporary Art

The Commission may wish to accept loaned art or to lease art (e.g. temporary show or exhibit). The art will remain the property of the artist and the artist will be responsible for insurance, installation and maintenance of the artwork. Selection will follow the same criteria as donated art.

~~VII. Deaccession Art~~

~~On rare occasions, unusual circumstances may warrant the removal of a work of art from the City's collection. The Commission shall follow set procedures for deaccession to insure that the integrity of public art, artists, and the public is respected. A recommendation for deaccession involves careful consideration of public opinion, professional judgment, and legal advice. The Commission may consider deaccession of artwork for one or more of the following reasons:~~

- ~~a. — A work is not, or is only rarely on display because of lack of a suitable site.~~
- ~~b. — The condition or security of the artwork cannot be reasonably guaranteed.~~
- ~~c. — The artwork has been damaged and repair is impractical or unfeasible.~~
- ~~d. — The artwork endangers public safety.~~
- ~~e. — Significant changes in use, character, or actual design of the site require a re-evaluation of the relationship of the artwork to the site.~~
- ~~f. — The artwork has been determined to be significantly inferior in quality relative to the quality of other works in the collection.~~
- ~~g. — The City wishes to replace the artwork with a work of more significance by the same artist.~~
- ~~h. — The artwork requires excessive maintenance or has faults of design or workmanship.~~
- ~~i. — There has been sustained and overwhelming public objection to the artwork.~~

~~The Commission, upon determining by majority vote that a work of art should be deaccessed, shall notify Council of their decision.~~