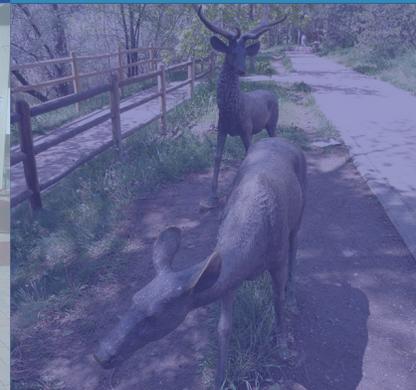


ART IN PUBLIC PLACES HANDBOOK 2019

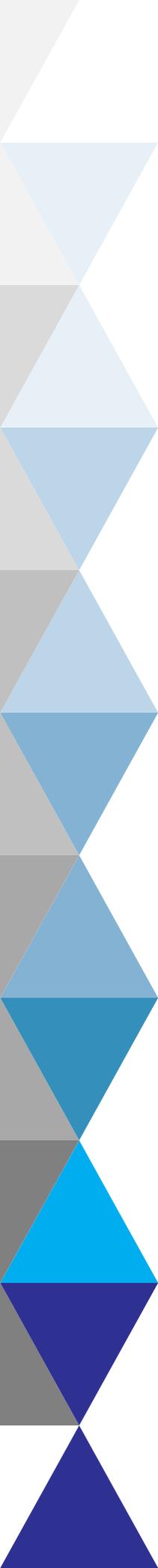
UPDATED & REVISED 2022



City of
Golden







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SECTION 1

INTRODUCTION & MISSION/VISION/GOALS

Section 1: Introduction & Mission/Vision/Goals for the Golden AIPP Program

1.A. Introduction

Golden is a scenic, bustling, former gold rush town, resting between two mesas at the base of the Rocky Mountain foothills. The City's Art in Public Places Program (AIPP Program) has helped to create a unique, vibrant and art-filled downtown and creek-side area, and this public art collection contributes to the quality and cultural identity of our community.

Golden's art collection began as several generous donations of traditional sculpture to the City. These sculptures reflect the early history of Golden's foundations and heritage. In recent decades, the collection has grown, become more diverse and has been sprinkled throughout the community. It is beginning to tell a new, more contemporary story about Golden, its communities and its bright future. As the City continues to progress, the AIPP Program will continue to evolve along with it, communicating its collective history and shared vision for the future of this community.

1.B. AIPP Program Mission and Vision

Mission: To enrich the public environment and experience for residents and visitors through the arts.

Vision: To create and support diverse arts projects and programs of and for the entire Golden community, through leadership, stewardship, and partnerships.

1.C. Golden AIPP Program Goals

Background: In 2013, an Art in Public Places Handbook was written, outlining the policies and procedures that guide the AIPP Program. In 2022, these policies and procedures were updated and edited to better reflect the goals and purpose of the AIPP Program.

The following four program goals were identified for the future of the program:

Goal A. Advocate for Advancing The Arts in Golden

Art contributes to our quality of life, civic pride and economic vitality. We will be the City's key advocates for including art in all City decisions, planning, and construction, where possible. We will support City leadership as it considers establishing broader support for arts and culture and we will embrace and elevate all arts in Golden.

Goal B. Create a Diverse and Accessible Collection for Golden

As stewards of the City's public art collection, we will create a collection of permanent and temporary artwork that:

- Features work of the highest level of artistic excellence;

- Features work by a broad and diverse group of artists, working in a variety of methods and media;
- Explores and reflects a diversity of themes, subjects and traditions; and
- Enriches public spaces in all parts of our City and is accessible and available to everyone.

Goal C. Maintain our Collection for Golden

Golden's collection of artwork is an asset to our community. We will maintain, conserve and care for the collection for generations to come.

Goal 4. Promote the Arts for Golden and Beyond

Golden's public art collection will inspire, educate, and create conversation. We will promote and inform the public about Golden's public art and seek to increase public understanding through education, media, and events.





SECTION 2

AIPP DEFINITIONS

Section 2: AIPP Definitions

Public art is defined in City of Golden Municipal Code Chapter 2.60 (see appendix) but is further detailed in this handbook.

2.A. Public Art

“Public art” as defined by this policy, is artwork that is:

- Owned by the City of Golden and acquired (in whole or in part) with public funding and sited on public property; and/or
- Donated or loaned specifically to the City’s AIPP Program; and/or
- Sited on private-property and owned by the City according to a legal agreement ; and/or
- Privately-sponsored artwork that is sited on publicly-owned land according to a legal agreement between City of Golden and private sponsor.

2.B. Inclusions

The Golden AIPP Program includes public art that is:

- Temporary or permanent;
- Located inside or outside of a public building;
- Located in the public right-of-way; and/or
- Located on private land according to a legal agreement between City of Golden and a private landowner.

2.C. Types of Public Art

Public art may include, but is not limited to, the following types of artwork:

- Sculpture: in the round, bas-relief, mobile, kinetic, in any material or combination of materials;
- Painting: all media, including portable and permanently affixed works and murals;
- Digital, projected and electronic art;
- Graphic Arts: printmaking and drawing;
- Mosaics;
- Photography, film or video;
- Light-based art;
- Craft: clay, fiber and textiles, wood, metal, plastics, glass, and other materials; both functional and nonfunctional;
- Mixed media & collage;
- Fountains, memorials and decorative memorial plaques;
- Earth works and environmental installations;
- Conceptual and text-based artwork;
- Sound-based artwork;
- Functional artwork: pavers, benches and other functional items if designed by an artist; and
- Performance-based artwork that produces a permanent leave-behind.

2.D. Not Considered Public Art

The Golden AIPP Program does not consider the following to be public art:

- Directional elements, signage, or way-finding elements except where those elements are an integral part of a work of art designed by an artist;
- Educational plaques except where the plaque is an integral part of a work of art designed by an artist;
- Objects which are mass-produced and not designed by artists, such as standard playground equipment, benches, drinking fountains, and light fixtures.
- Decorative, ornamental, or functional architectural elements unless designed by an artist;
- Landscape gardening, except where these elements are designed by an artist, are an integral part of a work of art, or in service to a work of art;
- Signage, murals or artwork which serves as advertising for a business; and/or
- Temporary or permanent artwork that is privately sponsored and located on private land according to a legal agreement between the private entity and the City.





SECTION 3

GROUPS INVOLVED WITH GOLDEN AIPP PROGRAM

Section 3: Groups Involved with the Golden AIPP Program

The City of Golden's AIPP program is administered solely by the Public Art Commission (PAC) and involves other groups as outlined in the section below. Other departments, commissions and entities such as Public Works, Parks and Recreation, and the Downtown Development Authority shall have advisory roles in the Golden Public Art Program, but the PAC has final approval for the City's expenditures of public funding on artwork and makes decisions for the city-owned art collection, including acquisitions, maintenance, and planning.

3.A. Public Art Commission (PAC)

The purpose of the PAC is to be stewards of the AIPP Program for the City of Golden. As such, they are charged with oversight of acquiring, managing, maintaining the public art collection as well as acting as program spokespeople and champions. Members of the PAC are appointed by City Council to carry out the duties and responsibilities of the AIPP Program for the City of Golden. The establishment and responsibilities of PAC are defined in Golden Municipal Code (GMC) Chapter 2.64 (see appendix) but are further detailed in this handbook.

3.A.1. Appointment & Membership

The City Council shall appoint a Golden Public Art Commission composed of seven members as follows:

- The Executive Director of the Foothills Art Center or their designee (*ex officio* member);
- A representative selected by the board of directors of the Golden Civic Foundation (upon approval of City Council);
- Additional members shall be individuals who are artists, arts professionals or have demonstrated interest or expertise in architecture, art criticism, art education, art history, graphic arts, interior design, landscape architecture, town planning or other art and design related fields, or who have demonstrated a strong interest in the visual arts and civic improvement;
- All PAC members shall either be full-time residents of Golden or business owners in Golden; and
- Other non-residents of Golden will be considered for board membership on a case-by-case basis.

3.A.2. PAC Duties & Responsibilities

The duties and responsibilities of PAC are defined in GMC Chapter 2.64 (see appendix) but is further detailed in this handbook. The PAC shall:

- Adopt rules of procedure governing its proceedings consistent with the Golden Charter and Municipal Code;
- Select, acquire, and maintain the city's public art in fulfillment of the goals of the City's AIPP Program Goals (see Section 1);
- Identify suitable locations within the city for public art;
- Facilitate the maintenance, preservation and safety of the public art collection;

- Prescribe procedures for the competitive and transparent selection, acquisition, placement, display, rotation and deaccessioning of public art;
- Oversee the public art budget as well as solicit grant funding for public art projects;
- Prepare an annual report of the PAC's yearly activities, including expenditures and goals for the coming year;
- Act as ambassadors for the AIPP program within in the community; and
- Promote public art through a public education program and materials.

3.A.7 Meetings

The PAC shall meet monthly at a regularly scheduled time and place as agreed upon by its members, which shall be open and accessible to the public. A public record of all meetings will be kept.

3.B Staff Liaison(s)

The Golden City Manager shall appoint Staff Liaison(s) to provide administrative support and assistance to the PAC as necessary to accomplish the duties of the PAC and the purposes of this section. The City Manager may appoint additional staff to assist with the duties of the PAC as needed.

3.C Consultant(s)

The PAC may hire consultants and/or specialists to assist with elements of the program as needed.

3.D City Council & City Manager

The PAC has full approval authority for its own policies and expenditures. In some cases, in accordance with Golden's purchasing policies and City Codes, the City Council or City Manager may request to approve projects or contracts on a case-by-case basis.

3.D. Selection Jury

The PAC may serve as the jury for all art acquisitions. However, the PAC may alternatively select a special jury to review submissions. In such cases, proposals shall be considered by the jury and a final choice(s) will be presented to the PAC for acceptance. These types of selection juries can provide additional community input, specialist input and other important perspectives for the public art selection process. The PAC, together with the Staff Liaison, shall decide whether a jury is needed and confirm the use of a jury through a majority vote of the PAC.

3.D.1. Jury Size & Membership

The size of the jury shall be determined by the PAC. Jurors are appointed by a majority vote of the PAC and serve at the discretion of the PAC. Jury members may be removed by a majority vote of the commissioners. The jury may include but is not limited to:

- One professional artist;
- One art professional which may include an additional artist, art historian, museum curator, or arts coordinator;
- One community lay person interested in the project;
- One person who either lives or works near the proposed site for the artwork;
- One PAC member;

- City of Golden Staff or leadership as needed for their knowledge of the project area, neighborhood, etc.; and
- Additional jurors may be chosen for the jury as deemed appropriate.

3.D.2. Jury Voting rights

Each juror has one vote, and no juror has the right of veto. If a consensus cannot be reached by the jury, then a majority vote carries the decision. The jury has the right to make no selection if there is no proposal judged to be of sufficient merit. The jury will forward its decision to the PAC for final vote and acceptance.

3.D.3. Non-Voting Jury Advisors and Consultants

The Staff Liaison or their appointee shall serve as a nonvoting resource for each selection and will keep records of the jury deliberations and decisions. The PAC may also appoint non-voting advisors and consultants to provide guidance and advice related to the project. For example: artwork appraisers, engineers, conservation and maintenance specialists and other arts professionals. Advisors do not vote.

3.E. Conflict of Interest

It is expected that members of the PAC, AIPP Staff and Liaisons, Selection Juries, members of subcommittees, panels or any other ad hoc groups or individuals working with the AIPP program may be aware of the work of some artists and arts organizations who submit their work for consideration for public art projects. Such awareness alone does not constitute a conflict of interest, nor does owning a piece of work by a submitting artist. A conflict of interest is deemed to exist if a member/jurist is related to an artist, either through family, marriage or domestic partnership, any other relationship of economic interdependence, a business relationship such as representing the work of an artist as a gallery owner, or if a member stands to gain direct benefit, whether financial or otherwise, from the selection of an artist. If a member is related to an artist under consideration in one of the ways mentioned above, they shall state that they have a conflict of interest and shall recuse themselves from voting or further discussion on the project in question.





SECTION 4

PUBLIC ART ACQUISITION: GUIDELINES

Section 4: Public Art Acquisition: Guidelines

The mission of the PAC and the AIPP Program is to enrich the public environment and experience for residents and visitors through the arts. The PAC will continue to expand and add variety to the public art collection in alignment with the mission, vision and goals outlined in Section 1. The following section provides the policy for acquiring works of art through Golden's AIPP Program.

4.A. Acquisition Policies

All Public Art shall be selected through a fair and transparent process. The PAC may adopt new policies and procedures at any time to guide their process. Artwork may be acquired by a variety of methods: direct commission via open competition, direct purchase (with or without competition), permanent donation, community collaboration and/or temporary loan. Each acquisition method is described in detail in Section 5: Public Art Acquisition: Methods.

4.B. Funding

AIPP new acquisitions, projects and programs may be funded via the following sources:

4.B.1. One-Percent Funding

According to the AIPP ordinance (see appendix), one percent (1%) of the construction cost of each new City of Golden Capital Improvement Project (CIP) with an estimated construction cost of over fifty-thousand dollars (\$50,000) may be deposited in the City's Art in Public Places Reserve Account (Reserve Account). With guidance from the AIPP Staff Liaison, the City's CIP project managers and Accounting staff will ensure the proper allotment of funds to be reserved for artwork in the Reserve Account in each case.

4.B.2. Yearly Allotment

The City of Golden will annually allocate funds to support general AIPP expenses to ensure consistency for the program. City Council may elect to provide the AIPP program with a yearly budget allotment for its programs and collection maintenance. The Staff Liaison to the PAC shall make recommendations to the PAC, City Council and City Staff for yearly allotment funding during Golden's annual budget process.

4.B.3. Donated and/or Grant Funds

The PAC may combine any of the funding sources listed above with donated/granted funds from various outside sources for the acquisition of artwork. The combined donated funds shall be used according to donor or grantor designation or if undesignated at the discretion of the PAC.

4.C. Budget Assignment

At the time of an acquisition approval, whether by donation, commission, loan or purchase, the proposed budget for an artwork shall be set aside in the AIPP Reserve Account and should cover all costs of design, fabrication, installation, and maintenance. Costs may include:

- Pedestals, bases, lighting, landscaping or other display components;
- Site development, rental equipment, site-safety, or other installation needs;

- An identification plaque, photography and dedication ceremony; and
- Contingency.

4.D. Site Selection

To ensure public art is safe, properly sited as well as fairly and equitably distributed throughout the City of Golden, the PAC shall consider the criteria below to guide the placement of art projects. City Departments will provide support, professional expertise, and advisement as needed for installations selected by the PAC. Criteria shall include:

- Relationship of scale of the artwork and the site's physical dimensions;
- Whether or not there is other public art in the vicinity;
- Compatibility of the design and location with the character of the site;
- Relationship of proposed artwork to existing artworks in the vicinity;
- Accessibility to the general public, with particular attention paid to Americans with Disabilities Act (ADA);
- Visibility and access for the public at least during normal building or park operating hours without cost or permission;
- Vehicular, bicycle and pedestrian traffic patterns, including ingress/egress;
- Public safety (see Section 6. Safety Policy);
- Environmental impacts;
- Impacts on adjacent property owners;
- Sightline obstruction and traffic impacts/distractions;
- Maintenance requirements created by the installation, such as landscaping, lighting, underground utilities and accessibility for maintenance;
- Future development of the site; and
- Any other criteria deemed by the PAC or the City to be important.

4.E. Contracts & License Agreements

Following the final selection of an artwork or artist, regardless of funding source or acquisition method, a written contract or license agreement shall be prepared by the PAC and the Staff Liaison and approved by the City Attorney. Each contract will be drafted on a case-by-case basis, but usually outlines the following items:

- Project scope and deliverables;
- Description of artwork to be acquired;
- Insurance requirements for all parties;
- Contract amount and payment schedule;
- Project milestones;
- Artists' rights, including copyright;
- City of Golden's rights vis-à-vis the artwork;
- Warranties and maintenance/restoration agreements;
- Provisions for making changes to the contract or contract amount;
- Provisions for cancellation of the contract by any party; and
- Other legal requirements as requested by City Attorney.





SECTION 5

PUBLIC ART ACQUISITION: METHODS

Section 5: Public Art Acquisition: Methods

As stated in Section 4, public art shall be selected in a fair and transparent selection process. At every phase of art selection, the public will have opportunities to be involved and kept apprised of the PAC's activities through the PAC's regular open and accessible meetings and minutes. Artwork may be acquired by the following methods: direct commission via open competition, direct purchase (with or without competition), permanent donation, community collaboration and/or temporary loan. Each acquisition method is outlined below.

5.A. Project Initiation

All acquisitions of artwork may be initiated by the PAC, Staff Liaison, or others in the Golden community (Community Proposal). If the project is initiated internally--by the PAC or AIPP Staff Liaison--these acquisitions can occur at any time. Unsolicited Community Proposals will be proposed and reviewed twice a year every April and October (or at times to be announced to the public by the PAC). To move forward, Community Proposals must be approved to move forward by a majority vote of the PAC. This policy shall apply to all acquisition methods stated below.

5.B. Acquisition Policy for Direct Commissions

A direct commission allows the PAC to directly solicit artists to create a unique proposal for a particular site. The resulting artwork is a distinctive original work of art proposed and specifically designed for a location in the City of Golden. Usually, such commissions are solicited and selected via an open competition.

5.A.1. Direct Commission Project Initiation

New commissions for artwork can be initiated by the PAC, Staff Liaison, or others in the Golden community (see 5.A. above for details).

5.A.2. New Direct Commission Proposal

All new art commissions must go before the PAC and be accompanied by a New Commission Proposal which briefly outlines the proposed project. New Commission Proposals shall include the following information:

- Brief project introduction and how the project will further the AIPP Program Goals;
- Selection method;
- Proposed project location;
- Proposed type of artwork and materials;
- Proposed purpose/audience;
- Expected timeline;
- Expected budget requested from Public Art funds and/or from other funding sources;
- Maintenance considerations; and
- Any other information pertinent to the project as needed/requested.

5.A.3. City Staff Review

Before the PAC approves the Commission Proposal to move forward, the PAC may require review by City of Golden Staff for consideration of the following factors: public safety, pedestrian, and vehicular traffic patterns, impacts on operational functions of the City, environmental impacts and other planning issues.

5.A.4. PAC Review and Approval

Following review and comments by City Staff, the PAC shall review the New Commission Proposal and approve or disapprove the project to move forward through a majority vote. They may also request additional information. The PAC will base their decision on the following criteria:

- Whether the proposed project adheres to Golden's AIPP Goals (Section 1) and stated policies;
- Whether the proposed project is in alignment with existing PAC master/strategic plans;
- How the new artwork will contribute to the overall diversity of the collection and Golden community at large;
- Whether the proposed site is appropriate and meets the standards outlined in Section 4.D.;
- Expected budget, available resources, and timing of the project; and
- Other criteria as noted by the Staff Liaison and PAC.

5.A.5. Approved Commission Proposals:

Once a Commission Proposal has been approved by the PAC, the PAC and the Staff Liaison will create an outline of the next steps toward completion of the project. Items to include are:

- Selection Jury appointment;
- Project orientation from City staff, as needed;
- Method of selection (see Section 5.A.7. below);
- Timing of selection process;
- Project integration dates;
- Budget;
- Expected impacts on the neighborhood or area during installation; and
- Other items pertinent to understanding the approved project.

5.A.6. Budgeting Approved Commissions

Once the PAC approves a Commissioned project to move forward, the Staff Liaison shall set aside appropriate funding in the AIPP Reserve Account to cover all costs of the project and a contingency.

5.A.7 Art Selection Methods for Commissioned Art

Most often, new commissions are selected using a competitive process open to artists according to criteria set by the PAC or selection jury. The PAC can serve as the jury for open competitions, however, may alternately select a jury to review submissions (see Section 3.D.above). In such cases, proposals shall be considered by the jury and a final choice or choices will be presented to the PAC for acceptance.

5.A.8 Selection Methods Available to PAC for Direct Commissions

Open Competition via Request for Qualification (RFQ):

- Project is advertised to the public and all interested and qualified artists may submit qualifications (images of past work, biography, artist statement, etc.) for consideration.
- One or more artists may be selected to move on to a proposal phase. Artists are paid a small honorarium/artist fee to cover the cost of their artwork proposal and/or travel to the site.

- Artists will be selected for commission based upon their artwork proposal. If no proposal is deemed suitable, the project can be suspended, or re-called using any selection method.
- Records of the selection process are reviewed and certified in a public meeting of the PAC.

Open Competition via RFQ & Interview

- Project is advertised to the public and all interested and qualified artists may submit qualifications (images of past work, biography, artist statement, etc.) for consideration.
- One or more artists may be selected to move on to an interview phase. Artists are not paid for their interview and do not develop or present an artwork proposal.
- Artists will be selected for commission based upon their interview, qualifications and other answers to questions as directed by the selection jury or PAC. If no interviewee is deemed suitable, the project can be suspended, or re-called using any selection method.
- Records of the selection process are reviewed and certified in a public meeting of the PAC.

Limited Competition/Invitational

- A select number of artists are invited to submit qualifications or proposals for a site. An appropriate fee shall be allocated for the artists' participation and/or proposals as determined by the PAC.
- Artists will be selected for commission based upon their proposal, interview, qualifications, and other answers to questions as directed by the selection jury or PAC. If no invitee is deemed suitable, the project can be suspended, or re-called using any selection method.
- Records of the selection process are reviewed and certified in a public meeting of the PAC.

5.A.9. Selection Criteria

When evaluating qualifications, a proposal or interview by a particular artist, the PAC or selection jury generally considers:

- The artist's excellence and experience with public art projects;
- The ability of the artist to work cooperatively and effectively with the PAC and the City of Golden;
- The artist's presentation;
- The technical feasibility of a proposed project and the artist's technical ability; and
- Other factors deemed by the PAC to be important.

5.B. Acquisition Policy for Direct Purchase

Direct purchase results in acquisition of artwork that is already fabricated, and part of an artist's collection or part of a collection or from a gallery. The artwork can be acquired without competition or via an open call for artwork. The artwork is then purchased and modified to be installed in Golden.

5.B.1. Direct Purchase Project Initiation

Proposals for Direct Purchases of artwork can be initiated by the PAC, Staff Liaison, or others in the community. The PAC may approach an artist directly, or vice-versa. If initiated by an artist or others outside the PAC, the acquisition must be proposed (see section below) and may move forward if approved by a majority vote of the PAC.

5.B.2. City Staff Review

Before the PAC approves a Direct Purchase to move forward, the PAC may require review by City of Golden Staff for consideration of the following factors: public safety, pedestrian, and vehicular traffic patterns, impacts on operational functions of the City, environmental impacts and other planning issues.

5.B.3. PAC Review

Following review and comments by City Staff, the PAC shall consider the following prior to any direct purchase of artwork:

- Whether the proposed project furthers Golden's AIPP Program Goals (Section 1) and stated policies;
- Whether the proposed artwork is in alignment with existing PAC master/strategic plans;
- How the new artwork will contribute to the overall diversity of the collection and Golden community at large;
- Whether the artwork can be appropriately sited and meets the standards outlined in Section 4.D.;
- Expected budget, available resources and timing of the project; and
- Other criteria as noted by the Staff Liaison and PAC.

5.B.4. Direct Purchase Proposals

Artists or others outside the PAC who approach the PAC to purchase an artwork should be prepared to submit the following to the PAC:

- A cover letter explaining why the work should be added to the City's public art collection and how this purchase will further the stated AIPP Program Goals;
- A proposal overview with the artist's name, title of the artwork, dimensions, medium, date produced, number in the edition if applicable, restrictions on reproduction, and other information the artist deems pertinent;
- Proposed location for artwork and installation requirements;
- A resume and references;
- A maquette and/or images or the actual work to show scale and condition of artwork;
- A conservation assessment describing the artwork's condition, along with a maintenance plan, authored by the artist or a qualified conservator;
- A signed statement indicating that they have read and will comply with all aspects of the Art in Public Places Safety Policy and other relevant policies;
- Proof of provenance;
- A signed statement that the proposer has legal authority to sell the artwork; and/or
- A release of image rights for the piece permitting publishing of photographs of the piece as the City of Golden sees fit.

5.B.5. Direct Purchase via Open Call for Artwork

In some cases, the PAC may solicit an “Open Call for Artwork” to purchase artwork that is for sale from different artists, galleries, or collectors. This type of open call will result in more choices for the PAC.

5.B.6. Selection Jury

The PAC can serve as the jury for open competitions, however, may alternatively select a jury to review submissions (see section 3.D. above). In such cases, proposals shall be considered by the jury and a final choice or choices will be presented to the PAC for acceptance.

5.B.7. Selection Methods Available to PAC for Direct Purchases via Open Call

The PAC and the Staff Liaison shall be responsible for developing the selection process and public participation component for each direct purchase. The project will consider the following selection methods:

Open Call for Artwork:

- A site, budget and criteria for artwork is advertised to the public and all interested and qualified artists may submit images of existing artwork for purchase.
- A work of art is selected and approved for direct purchase from these submissions. If no work is deemed suitable, the project can be suspended, or re-called using any selection method.
- Records of the selection process are reviewed and certified in a public meeting of the PAC.

Limited Competition/Invitational:

- A selected number of qualified artists are invited to submit works of existing art for sale.
- A work of art is selected and approved for direct purchase from these submissions. If no invitee is deemed suitable, the project can be suspended, or re-called using any selection method.
- Records of the selection process are reviewed and certified in a public meeting of the PAC.

5.C. Acquisition Policy for Donations

Generous donations from members of the community, arts organizations and private parties have been the foundation of the City of Golden’s public art collection. The PAC encourages donations of artwork that follow these policies and advance the goals of the AIPP Program.

5.C.1. Limitations

Golden’s AIPP Program has limited project funds as well as municipal sites appropriate for the installation of artwork. To ensure the quality and diversity of the collection, the PAC uses the following guidelines to carefully consider whether a proposed donation is appropriate to add to the City’s collection. The PAC accepts only those works that will, in its discretion, further the AIPP Program Goals.

5.C.2. Donation Initiation

Proposals for donated artwork can be initiated by the PAC, Staff Liaison, or others in the community. If initiated by others outside the PAC, a Donation Application must be submitted and approved to move forward by a majority vote of the PAC.

5.C.3. Donation Applications

Any donation proposal to the PAC must be done so through a written Donation Application submitted to the PAC. To assure fairness and transparency, Donation Applications are reviewed only twice a year during the PAC's regular April and October meetings. The PAC may elect to review Donation Applications at other times under special circumstances. Each Donation Application should include:

- A cover letter explaining that the artwork is offered to the City as a gift and why the work should be added to the City's collection;
- An explanation of whether the donation is for a permanent addition to the City's collection or if it is a temporary loan (see Section 5.D.);
- A description of how the work of art contributes to the overall AIPP Program Goals;
- Artist's resume or biography information and examples of the artist's past work;
- Maquettes, images or the actual work to show the condition and proper scale of the work;
- Proof of the artwork's provenance, exhibition history or a letter of authenticity from the artist, if appropriate;
- A current estimate of value;
- A site plan and landscaping plan for proposed installation site;
- A conservation assessment authored by the artist or a conservator describing the artwork's condition, expected life span, and maintenance requirements, including projected costs for maintenance;
- Proposed donation of funds to support ongoing maintenance of the artwork;
- An acknowledgement that the artwork complies with all aspects of the Safety Policy (see Section 6);
- A statement that the proposer has legal authority to donate the artwork; and
- Additional information as requested.

5.C.4. Maintenance considerations

When accepting a gift into the collection, the PAC may require that the donor sign a maintenance agreement or establish a maintenance endowment to ensure adequate care for the artwork. The PAC is unlikely to consider donations that require immediate or extensive maintenance.

5.C.5. Timing

To assure fairness and transparency, the PAC reviews Donation Applications by outside parties twice per year at their regular April and October meetings, unless otherwise published. Exceptions to this timing can be made if deemed appropriate by a majority of the PAC. After review, the PAC may choose to accept or decline a gift, or to table an offer.

5.C.6. Selection Jury

The PAC can serve as the jury for donation applications, however, may alternately select a jury to review submissions (see Section 3.D. above). In such cases,

applications shall be considered by the jury and a final choice or choices will be presented to the PAC for acceptance.

5.D. Acquisition Policy for Loans

To increase the variety and artistic quality of public art for the community, the City of Golden will occasionally display art loaned to the City by artists, institutions or organizations. This allows for rotating exhibitions of artwork and assures that the art displayed within the City remains fresh. To ensure the quality of the works displayed, the City designates the PAC as the entity to review such loans. The PAC shall use the following guidelines to decide whether a proposed loan is appropriate, the duration of the loan, and where it should be located.

5.D.1. Loan Initiation

Proposals for loans of artwork can be initiated by the PAC, Staff Liaison, or others in the community. If initiated by others outside the PAC, in order to move forward, the acquisition must be proposed and approved by a majority vote of the PAC.

5.D.2. Solicitation of Loaned Artwork

In some cases, such as an exhibition of local artists in a public building, the PAC may solicit an "Open Call for Artwork" to request loans from different artists, galleries, or collectors. This type of open call will result in more choices for the PAC. The selection process will follow similar guidelines as Section 5.B. for Direct Purchase above. In the solicitation to the artists, the loan term, location of display, and compensation to the artist shall be clearly stated.

5.D.3. Process for Consideration of Unsolicited Loaned Artwork

The PAC requests that individuals or entities interested in loaning artwork follow the steps to the Donation Procedure in Section 5.C. above. In addition to the items listed on the Donation Proposal, the lender must indicate that the loan is offered on a temporary basis, the duration of the loan, and any other terms for the loan. Other items may be requested including:

- Precise terms of loan offer (terms, duration, etc.);
- Details on installation and de-installation;
- Terms for any required maintenance during the term of the loan;
- Terms of repair agreement if artwork is damaged during the loan term; and
- Insurance requirements.

5.D.4. Loan Agreement

Following the final selection of an artwork or artist, a Loan Agreement shall be prepared by the PAC and the Staff Liaison and approved by the City Attorney. The loan agreement may include the following stipulations:

- Terms of installation and de-installation of the artwork, including details of transportation of the artwork to the site. Installation and removal must take place with the assistance of the appropriate City staff.
- Terms of insurance for the artwork during transport and the loan period as well as liability insurance to cover the City and the artist(s) and/or owner.
- Agreement that the City is not responsible for normal wear and tear, damage resulting from the exposure to the elements, gradual deterioration, vandalism or damage due to force majeure.

- Permission for the City to photograph artwork for the AIPP program’s promotional use.

5.D.5. Exemptions

These guidelines shall not apply to:

- Artwork loaned to City staff or officials for display in their personal offices;
- Gifts of State presented to the City by other governmental entities (municipal, state, national or foreign); and
- Artwork loaned to nonprofit organizations that manage City entities or properties or to City of Golden museum(s).

5.E. Special Temporary Artwork, Exhibitions & Murals

“Temporary artwork” is defined separately from loaned artwork above (Section 5.D.).

Temporary artwork is proposed for a site as a semi-permanent work that will be destroyed, weathered away or removed after a period of time. Examples of temporary artwork include environmental works of art, installations, event-based artwork or murals.

5.E.1. Temporary Art Agreement

Acquiring Temporary Art shall follow the appropriate acquisition method outlined in Section 5.A, B, and C. In addition, a Temporary Art Agreement outlining the terms of the temporary exhibition, installation or mural shall accompany the required application/proposal. Information that must be included:

- Expected short term maintenance costs and procedures;
- Expected term or lifespan of art installation;
- Value of artwork (for insurance purposes);
- Proposed site; and
- Proposed disposal of the artwork (if applicable) or deaccession procedure and disposition.

5.E.2. PAC and Staff Approval

All temporary works of art will be reviewed by the PAC in consultation with appropriate City departments such as Public Works, Fire, Community and Economic Development, Recreation, and/or Police. Their recommendations will be considered prior to approval by the PAC or selection committee.

5.E.3. Insurance & Maintenance

Golden shall maintain appropriate insurance for the work of art for the duration of the temporary display period. Golden shall maintain and conserve the loaned artwork during its term of installation or according to the Temporary Art Agreement.





SECTION 6

SAFETY POLICY

Section 6: Safety Policy

Maintaining a safe environment for our community and visitors is of key importance for the AIPP Program. All art accepted into Golden's public art collection is evaluated regularly to make sure artwork is not damaged or does not become a safety hazard. The City of Golden through the PAC should endeavor to follow safety precautions provided by the City's risk management agency when considering art for purchase and placement. This safety policy should be provided to any artist or donor as part of the acquisition process.

6.A Design for Safety

All artwork on display in the collection should be constructed with consideration given to the following points:

- No sharp points, corners or edges that could cut or puncture;
- No protrusions or projections that could entangle clothing;
- No pinch, crush or shearing points that could entrap a body part or clothing;
- No trip or slip hazards that may cause a fall, or cause injury if fallen upon;
- No suspended hazards; and
- The art should be securely anchored to avoid toppling.

6.B. PAC and Staff Review

A review process shall take place to evaluate each art piece before it is acquired for the collection. PAC members (and City Staff representatives as needed) should ask the following questions:

- Is it suitable content for public display in accordance with community standards?
- Does it pose any physical hazards, such as those stated above?
- Has the artwork (and its supports) been reviewed and approved by a licensed engineer?
- Could the artwork be easily damaged?
- Should it be accessible for the public to touch, or should such access be prohibited?
- Even if such access is prohibited is it likely that people, especially children, would attempt to play on or around the art piece, especially if it is an unmonitored location? Does this pose additional safety hazards?

6.C. Location review

The PAC shall consider proposed locations for the following safety issues:

- Avoid situating pieces near playgrounds, which may invite children to play on the art piece, unless the art piece was designed for that purpose or could safely withstand this type of interaction;
- If climbing is permitted, create a soft fall area under the sculpture;
- Consider the proximity to roadways so that the art piece does not obstruct traffic line of sight or risk being struck by traffic;
- Consider signage that warns of climbing or touching the art; and
- Discourage activities that put the public or artwork in danger.

6.D. Removal & Repair of Art

Once the art is on display, it will be reviewed regularly for damage or deterioration. If a piece is damaged and/or declared a safety hazard, it will be repaired or removed immediately.





SECTION 7

MAINTENANCE POLICY

Section 7: Maintenance Policy

The works of art in the collection are assets of the City of Golden. As such, it is the responsibility of the City and the PAC to maintain the collection of publicly-owned artwork to ensure the long-term value of these assets and that the collection can be enjoyed for generations to come. The following policy outlines the documentation, preservation, and maintenance processes that will support this goal. The policy will be implemented on a piece-by-piece basis that recognizes the value of each work of art in the collection. The AIPP program shall not maintain artwork outside of its acknowledged collection without prior legal agreement between the City and the owner of the artwork.

7.A. Documentation

Each work of art in the collection shall be properly and regularly documented with the following:

- Complete inventory of the collection including current location of each work;
- Periodic condition reports;
- Records of actual maintenance performed and an assessment of those efforts;
- Photographs and maintenance documentation;
- Artist's maintenance recommendation, methods and materials information, potential problems with the work, finishes information (e.g., painter's name; when, where, what, and how the piece was finished), quality of materials used, installation information, warranties, professional and/or other knowledgeable opinions regarding preservation and maintenance; and
- Artist's resume, artwork history, estimated value, where the work has been exhibited, and any transcriptions or recordings of personal interviews with the artist.

7.B. Pre-Acquisition Maintenance Documentation

Before a piece is accepted into the City's collection the PAC and Staff Liaison will review the artwork and provide an expected maintenance assessment. The PAC will engage appropriate City staff and outside contractors and/or experts as needed to assess the work. If available, the artist will also be consulted for recommendations on maintenance. This information will become part of the permanent documentation of the specific piece and reside in the records of the Staff Liaison.

7.C. Maintenance Process

7.C.1. Inspection and Condition Report

At regular intervals determined by the PAC, the collection will be surveyed for maintenance and repair reporting. Paid professional condition appraisers/conservators and/or knowledgeable volunteers, craftspeople or industry experts will perform the inspection for each piece. An inspection and condition report for each piece will become part of the permanent documentation of the specific piece and will reside with the Staff Liaison.

Each medium will require that personnel with the appropriate expertise be consulted to develop maintenance criteria.

7.C.2. Maintenance Plan

Based on the inspection and condition report, artist maintenance recommendations and pre-acquisition maintenance assessment, a maintenance plan will be developed and updated annually to schedule and perform cleaning, repair, and other required maintenance to preserve each piece in the public collection. This plan is initiated by the PAC and coordinated by the Staff Liaison.

7.C.3. Performing Routine Maintenance

Paid professionals and/or trained and supervised volunteers will perform routine maintenance according to the maintenance schedule and condition report for each specific piece. The Staff Liaison will initiate and coordinate routine maintenance activities.

7.C.4. Artist Involvement

Some works of art will be accompanied by a set of maintenance recommendations provided by the artist and/or owner. In these cases, all efforts will be made for the maintenance or repair to be undertaken by the artist or their designee.

7.C.5. Special & Emergency Maintenance

Paid professionals/craftspeople or knowledgeable volunteers will perform maintenance that requires specialized tools, equipment, or knowledge on an "as needed" basis. The PAC will use the condition report and/or site visits to determine need. If a work of art has been deemed unsafe to the public, it shall be removed from its site and stored until repairs can be made or considered for de-accession (Section 6.D.).

7.C.6. Funding

Funds for maintenance will be established through a budget developed by the PAC and the Staff Liaison. Funds will come from the AIPP Reserve Account. In cases of donated artwork, potential donors may be requested to contribute to the future maintenance fund. In some cases, additional supplemental funding may be requested for larger repairs at the annual AIPP budget review.





SECTION 8

DEACCESSION POLICY

Section 8: Deaccession Policy

Occasionally, public art needs to be refreshed and/or deteriorating artwork must be removed from the collection. Deaccessioning is a procedure for withdrawing a work of art from the City of Golden's public art collection. All artwork in the collection will be considered permanent parts of the collection unless these artworks were created as temporary, semi-permanent art or the art is on loan. Artworks may be considered for removal from the collection (deaccessioned) with a majority vote of the PAC.

8.A. Criteria for Deaccession

The PAC may deaccession artwork for any of the following reasons:

- The artwork endangers public safety;
- The artwork has been severely damaged or is determined to be in unsatisfactory condition and continued maintenance or repair is not feasible;
- The artwork lacks a suitable display site or the artwork is site specific in an area/building that is slated for re-development, remodeling, or destruction;
- The condition or security of the artwork cannot be reasonably guaranteed where located;
- The artwork is incompatible with the rest of the collection or is not aligned with the current Public Art Goals;
- The City or PAC wishes to replace the artwork with a piece of more significance;
- The artwork requires excessive maintenance or has faults in design or workmanship, causing an undue maintenance burden for the City of Golden;
- The artwork is fraudulent or not authentic;
- The artist requests the removal from the collection;
- The artwork is a maquette or other item for which there is no longer storage;
- The City cannot properly care for or store the artwork;
- The artwork is a memorial or monument that is out-of-date or has lost significance to the community;
- Significant adverse public reaction towards artwork has continued unabated over a five-year period; or
- For any other significant reason articulated by the PAC, at its discretion.

8.B. Disposition/Disposal of Artwork

While deaccession is being considered, the disposal or disposition of the artwork must be considered as well. The PAC may consider the following options for disposition of a deaccessioned artwork, listed in order of preference:

- Return to the artist;
- Return to the donor;
- Donation or trade to another tax-exempt public institution;
- Sale or auctioned, with preference given for sale at an advertised public auction or public marketplace that will best protect the interest, objectives and legal status of the collection (with proceeds returned to the AIPP Program or maintenance fund);
- Destruction/disposal; or
- Any other option deemed appropriate by the PAC.

8.C. Artist involvement

The PAC and staff will make every effort to involve the artist (or artist's estate) in the decision to deaccession a work of art and in some cases, the PAC may require formal permission of the artist before considering removal from the collection. Before deaccessioning any artwork, the PAC shall comply with all terms and conditions relating to deaccession which are found in the acquisition contract or any other agreement which may exist between the artist and the City of Golden.

8.D. Process

The PAC will regularly review the pieces in the City's Public Art collection to determine whether any piece(s) should be recommended for deaccession. In addition, the PAC reserves the right to deaccession any artwork at any time deemed appropriate by the PAC.

Deaccessioning process must take place during a regularly scheduled PAC meeting or a special meeting (see Section 3.A.8).

8.E. Deaccession Report

The Staff Liaison will present the PAC with a written deaccession report with the following information:

- Data and information about the artwork that is proposed for deaccession;
- Narrative on the history of the work of art and its acquisition;
- Value of work to be deaccessioned;
- Correspondence with the artist (if any);
- Detailed account for the reason(s) for its removal from the collection;
- Time frame and budget for removal of the artwork;
- Review by the City attorney outlining any legal issues related to the request (as needed);
- Means of disposal or disposition of the artwork; and
- If artwork is to be sold or auctioned, where proceeds from the sale will be placed.

8.F. City Staff Input

The Staff Liaison shall also submit the report to the appropriate City of Golden departments so that they may provide any feedback on the deaccession. No public artwork shall be removed, re-sited or altered by any other City department or public or private entity or individual without the prior review and approval of the PAC.

8.G. Public Notice

This deaccession report will be made public as part of the Public Art Commission agenda materials posted prior to the official meeting and vote to deaccession. The public shall be encouraged to attend and comment on the deaccession.

8.H. PAC Approvals

A majority of PAC commissioners in a quorum must approve a deaccession of artwork from the City collection. The final decision will be documented and made public through the PAC minutes.





APPENDIX

APPENDIX

Golden Municipal Code Chapter 2.60 Art in Public Places

2.60.010

The purpose of this chapter is to provide a means to fund the acquisition of artwork by the City for display in public places, to establish guidelines for selection of artwork for the City's public art collection, to provide for the display of the City's collection and to provide for the management, maintenance and repair of artwork in the City's public art collection.

2.60.020: Definitions

As used in this chapter, unless the context otherwise requires, the following words or phrases shall have the meanings ascribed below:

Artwork includes, but is not limited to, a sculpture, monument, mural, fresco, relief, painting, fountain, banner, mosaic, ceramic, weaving, carving and stained glass, but would not normally include landscaping, paving, architectural ornamentation or signs, unless such elements are an essential component of the artwork itself.

Commission means the Public Art Commission created and established in section 2.64.010 of this Code.

Construction Cost means the actual cost of any construction project, including any contingency reserve, but excluding land acquisition costs, engineering and administrative costs, costs of fees and permits, and indirect costs, such as interest during construction, advertising and legal fees.

Construction Project means the construction, substantial renovation or addition to any public building, facility, park or other public improvement by the City or its agents, including, without limitation, all landscaping, parking areas and similar areas and facilities associated with such improvement, with an estimated total construction cost of \$50,000.00 or more. "Construction project" includes only those projects designed to create a permanent improvement and does not include projects that are primarily for the purpose of ordinary maintenance, repair or replacement. The term "construction project" does not include any improvements made by any special improvement district, and any other improvements exempted by the City Manager from the requirements of section 2.60.040 of this chapter. If a question arises as to whether a construction project is subject to the provisions of this chapter, the City Manager shall make the final determination.

Public Art means any artwork displayed for two weeks or more in or on City owned property in an area open to or viewable by the public, on the exterior of any City-owned facility, or on non-City property open to or viewable by the public, if the artwork is installed or financed, in whole or in part, with City funds or grants procured by the City, or if the artwork is owned by, donated to, or on loan to the City.

Reserve Account means the art in public places reserve account established by this chapter.

2.60.030: Account Established

There is hereby established a reserve account within the sales and use tax capital fund, to be known as the "Art in Public Places Reserve Account." The funds set aside from construction projects pursuant to section 2.60.040 of the Code, and all funds received by the City for public art, whether donated, earned, or secured through grants or otherwise obtained by the City, shall be deposited in this account. City Council may also fund the account in its discretion and subject to appropriation. The funds in this account shall be expended only for acquisition, installation, maintenance, repair or removal of public art and for expenses incurred by the City in the administration of this chapter and chapter 2.64 of this Code.

2.60.040: Funds for Public Art

- a) The City shall cause an amount equal to one-percent (1%) of the construction cost of each construction project for which the total estimated construction cost is fifty-thousand dollars (\$50,000) or more to be deposited in the City's Art in Public Places Reserve Account, and that amount shall be included by the City in all estimates of necessary expenditures and all requests for authorizations or appropriations for such construction projects. If any project is partially funded from any source that precludes art as an object of expenditure of funds, then this section shall apply only to the amount of funds not so restricted. All funds set aside for artwork shall be paid into the reserve account. Alternately, the City may include public art as part of the overall design of a City construction project pursuant to section 2.60.050 of the code.
- b) As an alternative to determining the funding level based upon the construction costs as provided in subsection (a) above, and in an effort to create a more predictable and consistent funding level, the City Council may, in conjunction with the annual adoption of the City Capital Improvement Program, adopt a resolution to establish a policy pertaining to a fixed amount of funds to be deposited in the Art in Public Places Reserve Account. Such resolution will consider the average or typical level of funding that would otherwise be deposited based upon the construction cost calculation in subsection (a) above.
- c) Funds in the Art in Public Places Reserve Account shall be expended as directed by the Public Art Commission consistent with the terms of this chapter and chapter 2.64 of this code, the City's policies regarding Art in Public Places, and the City's purchasing policy.

2.60.050: Site Integrated Public Art

Artistic elements incorporated into the original designs of buildings and public spaces create opportunities to enhance the aesthetic character of public spaces through site-integrated public art. In lieu of the one percent deposit in the art in public places reserve account provided for in section 2.60.040 of the Code, the City may choose to include site-integrated public art as a part of the overall design and installation of a City construction project. The value of the public art provided must be equal to or greater than one percent of the total estimated construction cost of the project. Artwork included as part of a City construction project design must comply with all applicable ordinances, rules, and regulations, and with the City's policies regarding art in public places. All proposals for site-integrated public art shall be subject to review and approval by the Public Art Commission .

2.60.060: Public Art Selection Criteria

The Public Art Commission shall review all artwork proposed for the AIPP Program for conformance with the following criteria and the purposes of this chapter.

- a) Conceptual compatibility of the design with the immediate environment of the site;
- b) Appropriateness of the design to the function of the site;
- c) Compatibility of the design and location with the architectural or historical character of the site;
- d) Creation of an internal sense of order and desirable environment for the community by the design and location of the artwork;
- e) Preservation and integration of natural features for the project;
- f) Appropriateness of the materials, textures, colors and design to the expression of the design concept;
- g) Representation of a broad variety of tastes within the community and the provision of a balanced inventory of art in public places to ensure a variety of style, design and media throughout the community;
- h) Anticipated costs and labor to install, maintain, or repair the artwork;
- i) Compliance with all aspects of the City's art in public places safety policy; and
- j) Whether the proposed artwork will further the following goals of the City's AIPP Program:

- i. Enrich the public environment for residents and visitors through the incorporation of the visual arts;
- ii. Increase the livability and artistic richness of the Golden community
- iii. Enable the City to attain recognition on state and national levels as a leader in the visual arts;
- iv. Increase public access to artwork and to promote understanding and awareness of the visual arts in the public environment;
- v. Make the mundane interesting, fun, playful or inspiring;
- vi. Promote diversity and pluralism in public art and to reflect a wide range of multicultural expression; and
- vii. Contribute to the economic vitality, quality of life, and civic pride of the Golden community.

2.60.070: Approval and Display of Public Art and Site Selection

All public art installed or relocated in the City after the effective date of this chapter shall first be reviewed and approved by the Public Art Commission prior to installation or relocation.

- a) Artwork selected by the Public Art Commission for inclusion in the City's public art collection pursuant to the provisions of this chapter may be placed in, on or about any City property, or on private property by agreement with the owner thereof if the artwork will be visible and exposed to the public on the private property. Placement of public art shall comply with the City's policies applicable to art in public places, and the name of the artist shall be identified on or near all public art.
- b) Public art owned by the City may also be loaned for exhibition elsewhere, upon such terms and conditions recommended by the Public Art Commission and subject to approval by the City Manager.
- c) City officials responsible for the design or construction of construction projects in the City shall make appropriate space available for the placement of public art, in consultation with the Public Art Commission . The Public Art Commission shall advise the department responsible for the particular construction project of the commission's

decision regarding the design, implementation and placement of public art in connection with such project.

d) Public art may be installed on privately owned property with a written agreement between the City and the property owner specifying the proprietary interests in the artwork. Any such agreement shall be subject to review and approval as to form by the City attorney before execution by the City, and shall ensure that:

i. The installation of the public art will be done in a manner that will protect the artwork and the public; and

ii. The public art will be maintained in accordance with the City's policies concerning art in public places; and

iii. The property owner shall indemnify the City and provide adequate property insurance for the artwork.

e) Installation, maintenance, alteration, refinishing and relocation of public art shall be done in consultation with the artist whenever feasible.

f) No public art shall permanently be removed, altered or changed without the review and approval of the Public Art Commission ; except that review and approval of the Public Art Commission shall not be required for temporary removal of public art by City personnel for maintenance or repair, or for temporary or permanent removal of public art that, in the sole discretion of the City Manager, poses a public health or safety hazard.

g) The staff liaison to the Public Art Commission shall maintain a detailed record of all public art, including site drawings, photographs, designs, names of artists and names of architects whenever feasible, shall give appropriate recognition to the artists, and shall appropriately publicize and promote the city's public art and AIPP Program.

h) All other provisions of this chapter notwithstanding, the placement of public art shall be subject to the city manager's authority to issue and adopt rules, orders, and regulations as are reasonably necessary for the administration, protection and maintenance of buildings and property belonging to the City of Golden and any other public buildings and property under the control, management or supervision of the city manager, as provided in section 2.08.110 of this Code.

2.60.080: Ownership

All artwork donated to the city and all artwork purchased or acquired by the city at the direction of the Public Art Commission and using city funds shall be titled in the name of, and owned by, the city.

2.60.090: Exemptions

The following artwork is exempt from the provisions of this chapter:

a) All artwork in the collections of, or on display at, or under the auspices of, the Golden History Museums; and

b) All artwork on display in private city offices or other areas of city-owned facilities that are not generally accessible to or frequented by the public.

2.08.010: Authority of City Council Generally

The corporate authority of the City of Golden being by law vested in the city council, the council shall be the body of final responsibility in all matters affecting the city, and shall have all powers, and be subject to responsibilities and limitations, which may now or hereafter be granted or imposed by law.

Golden Municipal Code Chapter 2.64 Public Art Commission

2.64.010: Creation and Appointment

- a) There is hereby created a Public Art Commission for the City, which shall be comprised of seven voting members, as follows:
- b) Five of the members shall be residents of the City and appointed by the mayor, with approval by a majority of the City council;
 - i. One member shall be the executive director of the Foothills Art Center or their designee, with approval by a majority of City council.
 - ii. One member shall be selected by the board of directors of the Golden Civic Foundation, with approval by a majority of City council.
 - iii. All members shall serve without compensation.
- c) Members of the Public Art Commission shall not hold any other municipal office or position on a standing municipal board, commission or authority, except that members of the commission may serve on other temporary committees, task forces, or similar ad hoc groups.
- d) The City Manager shall appoint a Staff Liaison to provide administrative support and assistance to the commission as necessary to accomplish the duties of the commission and the purposes of this chapter.

2.64.020: Terms

The five resident members and the one member selected by the Golden Civic Foundation shall serve terms of four years, and shall be eligible for reappointment for no more than two consecutive terms. Upon initial appointment, three of these members shall be randomly selected to serve initial terms of two years. The term of the executive director of the Foothills Art Center or their designee shall be ex officio, subject to approval by City council.

2.64.030: Authority to Adopt Procedures

The Public Art Commission shall have the authority to adopt rules of procedure governing its proceedings consistent with applicable requirements and provisions of the Golden Charter and Municipal Code, and shall conduct all of its proceedings in accordance with such rules. The rules of procedure shall be posted and available to the public.

2.64.040: Meetings

The rules of procedure shall include the time and place of regularly scheduled meetings, which shall be open to the public. A record of all meetings will be kept at City Hall. The commission may call special meetings, as it deems necessary, subject to public notice within reasonable time before the meetings. Such meetings shall be open to the public. In the event there is no business pending before the commission, the regular monthly meeting may be cancelled.

2.64.050: Officers

The Public Art Commission shall choose one of its members to act as chair and one member to serve as vice-chair. The chair shall preside at all meetings of the board, except that in his/her absence, the vice-chair shall preside. The City shall provide a secretary to the board.

2.64.060: Duties of the Commission

- a) The primary purposes of the Public Art Commission shall be to promote, select, acquire, and maintain public art in fulfillment of the goals of the City's AIPP Program, to

administer the provisions of this chapter and chapter 2.60 of this Code pertaining to the City's AIPP Program, and to adopt policies and guidelines necessary for such administration.

b) The commission shall prepare and submit, not later than March of each year, a report to City council of its activities and expenditures for the prior year.

c) The commission shall prepare and submit an annual plan to City council describing its goals and plans for the City's AIPP Program for the coming year, and amend such plan as necessary.

2.64.070: Adoption of Policies and Guidelines

a) The Public Art Commission shall adopt policies and guidelines:

i. To identify suitable art objects for City buildings or property;

ii. To facilitate the preservation of art objects and artifacts that may be displayed in public places;

iii. To prescribe a method or methods for competitive selection of art objects for display;

iv. To prescribe procedures for the selection, acquisition, placement, display, rotation and Deaccessioning of public art;

v. To address safety and other precautions with respect to the selection, location and maintenance of public art; and

vi. To address any other matter necessary for the administration of chapters 2.60 and 2.64 of this Code and the City's AIPP Program.

b) All policies adopted by the Public Art Commission and any amendments thereto, are subject to review and approval by City council, and shall be effective upon City council's adoption of same by resolution.