

**CITY OF FAIRFAX
PUBLIC ART POLICY
GUIDELINES**

City of Fairfax Commission on the Arts

1/31/2015

I. INTRODUCTION

The City of Fairfax Council passed the Public Art Policy submitted by the City of Fairfax Commission on the Arts (COA) on January 14, 2014 (see attachment). These guidelines implement that public art policy.

II. MEDIA

In defining works of art, media to be considered would include, but are not limited to, the following:

1. Sculpture (in the round, bas relief, mobile, fountain, kinetic, electronic)
2. Painting
3. Works on paper (photographs, prints, etc.)
4. Mixed media
5. Crafts (clay, fiber, textiles, wood, metal, plastics, and glass)
6. Mosaic
7. Mural
8. Textile
9. Fountains or water features
10. Stained glass

11. Metalwork
12. Landscape
13. Earthworks, and environmental artworks
14. Decorative or functional elements designed by an artist, and part of a work of art
15. Objects deemed works of art

III. ACQUISITION OF WORKS OF ART

Artworks can be acquired via various methods – purchase, gift, bequest, partial purchase/gift, transfer, commission, proffers, etc.

1. Acquisitions up to and including the value of \$15,000 will be officially received for the City by the City Manager, upon recommendation by the COA, and by following the criteria for the evaluation of potential artwork (Appendix B). The City Manager also has the option of sending it on to the City Council for review.
2. Acquisitions above the value of \$15,000 will be reviewed and voted on by the City Council, upon recommendation by the COA, and by following the criteria for the evaluation of potential artwork (Appendix B). It will be officially received by the Mayor

IV. REVIEW PROCESS FOR SELECTION OF WORKS OF ART

1. All proposals submitted to the City (through the Mayor, City Council, City Manager, or department, etc.) for the prospective acquisition of works of art shall be referred to the Commission on the Arts (COA) for review and evaluation (Appendix B).
2. For works of art up to and including the value of \$15,000, the Commission on the Arts will appoint a Public Art Review Committee to review and evaluate the work of art against the criteria (Appendix B). The Public Art Review Committee will consist of individuals from 1) the Commission on the Arts (e.g. the Public Art Committee), 2) appropriate City departments (e.g. representative(s) of the office(s) responsible for the artwork's location, installation, placement, care, maintenance, disposition), and 3) other appropriate stakeholders. The COA will send its report to the Department of Community Development and Planning for review.

Once the report is reviewed by the Department of Community Development and Planning (and other entities as determined necessary by the Department) the COA will submit its recommendation to the City Manager for review. The City Manager will receive the work of art on behalf of the City. The

Commission on the Arts will submit a report to the Mayor and the City Council outlining the justification for the art, the choice of a site, and the selection process for the public art acquisition.

3. For works of art above the value of \$15,000, the Commission on the Arts will appoint a Public Art Review Committee to review and evaluate the work of art against the criteria (Appendix B). The Public Art Review Committee will consist of individuals from 1) the Commission on the Arts (e.g. the Public Art Committee), 2) appropriate City departments (e.g. representative(s) of the office(s) responsible for the artwork's location, installation, placement, care, maintenance, disposition), and 3) appropriate stakeholders. The COA will send its report to the Department of Community Development and Planning and the City Manager for review.

Once the report is reviewed by the Office of Community Development and Planning and the City Manager (and other City entities as determined necessary) the COA will submit its recommendation to the City Council for review. The Commission on the Arts will submit a report outlining the justification for the art, the choice of a site, and the selection process for the public art acquisition. With City Council vote the Mayor will receive the work of art on behalf of the City.

4. Once a decision has been made on the acquisition or rejection of a work of art (purchase, gift, bequest, partial purchase/gift, transfer, commission, etc.), it will be the responsibility of the Commission on the Arts to carry out the will of the City, with, as necessary, the logistical and/or legal assistance of appropriate City offices.

V. PROCEDURES FOR ACCEPTANCE OR REJECTION OF WORKS OF ART

1. Acceptance

When the Work of Art is accepted by the City of Fairfax, a written agreement shall be prepared by the Commission on the Arts and signed by the City Manager or the Mayor (see above). This document may include the following: the responsibilities for creation, specific deadline dates (design and/or completion), fabrication, installation, shipping, credit line, value, insurance, site preparation, ongoing maintenance, and conservation. This document shall include a statement that full legal title has been conveyed to the City of Fairfax and that the City of Fairfax shall retain full rights of title/ownership, reproductive rights, removal, relocation, and de-accessioning of the artwork. Stated within the document will be the responsibilities of the City of Fairfax, including, but not limited to: providing a plaque with the names of the donor(s) and artist(s), as well as the title and medium of the artwork.

2. Acceptance with Conditions

When the Work of Art is accepted with conditions, a letter shall be sent from the Commission on the Arts to the donor and/or artist stating the conditions for acceptance and a timeline set for meeting these conditions prior to acceptance. If the conditions are met within the timeline, an acceptance agreement shall be offered. If the conditions are not met within the timeline, the Commission on the Arts, and/or the City of Fairfax may rescind the offer.

3. Rejection

When the Work of Art is rejected, if necessary, a letter shall be sent to the donor, and/or artist signed by the Chair of the Commission on the Arts and the City Manager.

APPENDIX A: REVIEW CHECKLIST FOR WORKS OF ART

The art checklist will consist of the following information necessary to conduct a fair and thorough review by the Commission on the Arts and the City to evaluate the proposed artwork:

Artists must include the following information:

1. Artist information – describing his/her professional qualifications including:

- a. Name, address, phone/fax numbers, email, website**
- b. Biography or resume**
- c. Artistic accomplishments of the artist**
- d. Exhibition information, if available**
- e. Slides of their work with emphasis on other public art commissions**
- f. Name, address, phone/fax numbers, website of gallery or agent representative.**
- g. Statement/proof of legal title**

2. Artwork specifications – specific to each artwork

- a. Title of artwork(s)**
- b. Date of completion**
- c. Medium**
- d. Size – height, width, depth, weight (if necessary)**
- e. Provenance**

- f. Fabrication methods, and materials**
- g. Site specifications, and installation requirements**
- h. Maintenance requirements**
- i. Published material about artwork (if any)**
- j. Current location**
- k. Value**

APPENDIX B: REVIEW CRITERIA FOR EVALUATION OF WORKS OF ART

Each proposed work of art should be reviewed based upon the appropriate criteria described below:

- 1. Artwork fits acceptable media (see Section II)**
- 2. Artist information has been completed (see Appendix A)**
- 3. Artwork specifications have been completed (see Appendix A)**
- 4. There is clear provenance (conveys with legal title)**
- 5. Artwork has no unacceptable restrictions attached to its acquisition**
- 6. Artwork has aesthetic quality and artistic merit**
 - a. No faults of design or workmanship that would diminish its value**
 - b. Longevity**
 - c. Craftsmanship**
 - d. Creativity**
 - e. Scale**
 - f. Color**
 - g. Proportion**
 - h. Standard of excellence**
- 7. There is an appropriate site**
 - a. Potential site/location, and alternative sites**
 - b. Limitations, and restrictions of site**
 - c. Environmental concerns, including utility requirements or concerns**

- d. Replacement/relocation**
- e. Restoration of the site to original condition**
- f. Appropriateness to enhance the surrounding area**
- g. Relationship to the site**
- h. Site relationship to the public art collection as a whole**

8. Community issues and concerns

- a. Artwork is compatible or complements the City's public art holdings**
- b. Artwork contributes to the unique identity of the City**
- c. Artwork reflects the cultural, and ethnic diversity of the City**
- d. Artwork has educational, cultural or historical value**
- e. Community interest or concerns about artwork or placement**
- f. Suitability for neighborhood site-placement**
- g. The artwork is deemed appropriate for public display**

9. Fabrications, handling and installation concerns

- a. Accurate or realistic projected costs**
- b. Site obstacles**
- c. Cost of transportation, initial storage, and installation of the artwork**
- d. Requirement of special vehicles to transport artwork or equipment to install artwork**
- e. Number of people needed to move, unpack, and install artwork**
- f. Number of people needed to prepare site**
- g. Ease and cost of installation, and future de-installation**
- h. Structure, and aesthetics will hold up over time**

10. Maintenance/Conservation Requirements

- a. The artwork does not require excessive or unreasonable maintenance**
- b. Permanence of materials used in artwork (durability and life span)**
- c. Source of maintenance funds, present, and future**

- d. Oversight responsibility and maintenance schedule for artwork**
- e. Environmental issues**
- f. Suitability for outdoor display as an outdoor artwork**
- g. Susceptibility to vandalism, and resistance to graffiti**
- h. Risk management, and security**

11. Conservation and Preservation

- a. Future conservation costs (including, but not limited to, special equipment if necessary)**
- b. Ability to find/hire contract conservator**
- c. Following professional conservation practices**

12. Liabilities and Safety

- a. Potential safety hazard through faults in design or workmanship which would cause physical defects posing a public safety hazard?**
- b. Potential danger to public?**
- c. City responsibility for liability, and insurance coverage?**
- d. Meets City, County, State, and National safety codes?**
- e. Need for security, i.e. fencing, alarms, cameras, stanchions?**
- f. Can artwork be secured to wall, plinth base safely and securely?**

13. Budgetary concerns

- a. Budget, and guarantee of funding sources**
- b. Cost of artist's fee**
- c. Guarantee of fee by artist from selection to completion**
- d. Expected costs to the City**
 - i. Packing**
 - ii. Shipping**
 - iii. Initial storage/placement cost, if any**
 - iv. Installation**
 - v. Additional parts (base, etc.)**

vi. Additional manpower

vii. Insurance cost

viii. Artist's travel

ix. Preparation, and construction of site

x. Future costs of conservation