



**ADMINISTRATIVE  
ORDER**

Approved By:

City Manager

No. 28

**Effective Date:**  
2/27/2019

**Subject: Public Art Fund**

**A. PURPOSE**

The City of Highland Park has a long history of commitment to cultural arts, including supporting public art and placing artworks throughout the community. This administrative order maintains the existence, maintenance, funding, and use of the Public Art Fund, which was originally established in City Code Section 33.807 then subsequently repealed by Ordinance O89-2018 on November 26, 2018.

The Public Art Fund's purpose is to provide public and private financial resources to implement the City of Highland Park's public art program, including, but not limited to, support for the commissioning of new works of art, review of proposed artwork donations, conservation and maintenance of artworks in the City of Highland Park collection, and promotion and education of the public regarding the City's collected art works.

**B. POLICY**

- A. *Management and Administration.* The Public Art Fund includes money received specific to this purpose designated within a separate and dedicated City balance sheet account. The City, by and through its Director of Finance, is responsible for the day-to-day investment and fiscal maintenance and management of the receipts in the Public Art Fund account, pursuant to the approved investment policies and practices used by the City for other similarly-held money. No disbursements of the Public Art Fund shall be made except by the Director of Finance, or his or her designee, upon the approval of the City Manager or City Council in accordance with the City's purchasing policies, except for disbursements and other actions taken as part of the day-to-day fiscal maintenance and management of the Public Art Fund account.
- B. *Distribution and Use of Public Art Funds.* The City Council is solely responsible for the distribution (i.e., approval of expenditures) of the Public Art Fund money. Public Art Fund money which is unused at the end of any year shall remain in the Public Art Fund account for future eligible activities.
- C. *Public Art Fund Operations.* The City Manager, or his or her designee, is responsible for the operation of the Public Art Fund, as follows:
  - (1) Establishing annual Public Art Fund goals and presenting those goals to the City Council;
  - (2) Establishing policies, funding priorities, program requirements, and an annual budget, to be reported to the City Council prior to the beginning of each fiscal year;
  - (3) Recommending Public Art Fund awards for eligible activities to the City Council;
  - (4) Monitoring and evaluating eligible activities financed by the Public Art Fund; and
  - (5) Annually reporting expenditures, accomplishments, and activities of the Public Art Fund to the City Council.

D. *Eligible Activities.* Expenditures from the Public Art Fund include payment for only one or more of the following eligible public art-related activities:

- (1) Facilitation of a request-for-proposal process in anticipation of acquiring an artwork including, but not limited to, payment for advertisements in art publications, stipends for production of model (maquette) submittals, and other related costs;
- (2) Acquisition of artworks acquired as a result of City-initiated requests for proposals;
- (3) Payment of incidental costs related to the acceptance of donated artworks to the City;
- (4) Conservation of City-owned artworks;
- (5) Payment of costs associated with developing public education materials related to the City's public art collection; and
- (6) Payment of incidental costs attributable to siting and/or maintaining artwork in the City's public art collection.

E. *Funding.* The City is authorized to accept and use money and other resources, for the Public Art Fund, from all proper and lawful public and private sources, including but not limited to:

- (1) City of Highland Park Budget allocations;
- (2) Grants from public and private sources;
- (3) Contributions from private developers seeking to meet a "public benefit" requirement as part of a planned development approval;
- (4) Public contributions to be used solely for the acquisition, conservation, or maintenance of City-owned artwork or as specifically directed by the donor; and
- (5) Money resulting from the sale of an existing public artwork.

F. *Donor Recognition.* Donors will be recognized for their contributions to the City for the Public Art Fund by acknowledgement in a City publication available to all community residents. Donors who do not wish to be publicly recognized will receive a certification of appreciation from the Mayor and City Manager. Monetary contributions are deductible to the extent allowed by the Internal Revenue Service. Publication 526 of the IRS contains information to determine the tax deductibility of the contribution. Donors will be recognized at three different levels of giving:

- (1) *Supporter Level:* Contributions up to \$999.  
Contributions will be acknowledged on the City website and social media, and will receive a certificate of appreciation from the Mayor and City Manager.
- (2) *Leadership Level:* Contributions from \$1,000 to \$4,999.  
Contributions will be acknowledged with the acknowledgements offered in the *Supporter Level*, in addition to acknowledgment in the City's print newsletter.
- (3) *Benefactor Level:* Contributions of \$5,000 or more.  
Contributions will be acknowledged with the acknowledgements offered in the *Leadership Level*, in addition to a plaque to be located by the work of art financed with that contribution.

### C. **INTERPRETATION**

All questions pertaining to the meaning or applicability of this policy should be submitted in writing to the City Manager's Office, which will provide a written interpretation, serving as an administrative order supplement.