

GOAL 6

Take care of the public art collection by developing a maintenance and conservation policy.

As the stewards of public art in Castle Rock, the PAC is responsible for ensuring the legacy of its art collection. This means recommending policies and procedures to Town Council and overseeing their implementation. The 24 artworks in the collection should be assessed, at minimum, bi-annually, for their condition and maintenance needs. Regular maintenance should be scheduled and conducted by professional art handling subcontractors to prevent damage to artworks due to normal wear and tear.

Action Steps

1. Mirror the 2007 Master Plan policies on maintenance and conservation to create and implement the policy. The plan, created for the Town by Barbara Neal, dated August 29, 2007, identifies program processes and policies that are still relevant today (See *Appendix 2*). Outlined below are art maintenance policy features from the 2007 plan, as well as additional recommendations, including Maintenance and Conservation and Inventory Process.

A. Maintenance and Conservation Policy

GOAL: To provide appropriate and timely care for these public art assets through regular maintenance, regular inventory and assessment, and conservation as needed.

Definitions pertaining to maintenance and conservation:

Maintenance is considered to be regular cleaning and minor, non-aesthetic repair, as specified in the maintenance instructions provided by the artist.

Conservation refers to a broad concept of care of works of art encompassing three activities: Examination, preservation and restoration.

Preservation entails actions taken to retard or prevent deterioration or damage in works of art, and to maintain them in as unchanging a state as possible.

Restoration is the treatment of a deteriorated or damaged work of art to approximate as nearly as possible its original form, design, color and function with minimal further sacrifice of aesthetic integrity.

B. Inventory Process for Public Artwork

List each work of art on the master inventory of public art and include the appropriate maintenance schedules and instructions as specified by the artist. Include the following additional documentation on each artwork:

- i. Acquisition documents and a unique accession number.
 - ii. Curatorial information to include:
 - ❖ Artist's name, address, phone numbers, e-mail address, website.
 - ❖ Artist's biography.
 - ❖ Title of artwork and date completed.
 - ❖ Edition, if appropriate.
 - iii. Purchase price and insurance value.
 - iv. Narrative description of artwork.
 - v. Other descriptive or identifying information.
 - vi. Location of artwork.
 - vii. Conservation information to include:
 - ❖ Materials and sources used in the artwork.
 - ❖ Methods of fabrication and who did the work.
 - ❖ Installation specifications.
 - ❖ Method and frequency of maintenance.
 - viii. Administrative information to include:
 - ❖ Legal instrument of conveyance.
 - ❖ Artist contract.
 - ❖ Significant agencies or organizations involved and their roles and responsibilities.
 - ❖ Significant dates.
 - ❖ Permits and project costs.
 - ❖ Insurance information.
 - ix. Photographic, architectural/engineering and media documentation.
2. Conduct an art condition assessment project to evaluate the condition of the artworks in the collection and to develop a five-to-10-year maintenance plan. The plan will make recommendations on how to take care of each artwork and the costs that are associated with the care. This long-range plan will enable the PAC to seek adequate funding for regular maintenance of public art on an annual basis.

- A. Recommended process: Publish a Request for Proposals (RFP) for qualified art conservation and maintenance companies to be considered to conduct an art condition assessment and develop a maintenance plan. The RFP process will enable the PAC to determine the budget needed for this task and to seek funding accordingly.
 - B. This type of project can range from \$2,000 to \$10,000 for 24 pieces of art.
- 3. Submit the condition assessment report to Town Council and develop a recommendation for Town Council on the funding mechanism for maintenance and conservation projects. Recommendation to Council may include an annual request based on the current year's maintenance needs or by allocating funding from the PAC's annual budget allocation. Ensure that the artworks receive regular maintenance in accordance with the artist(s) instructions and the report developed in Action Step 2 above.

Recommended Budget Allocation for Goals 1, 3, 4, 5 and 6

Goal 1: Art Encounters	2017	2018	2019	2020	2021
Artist stipends	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800
Judging	\$250	\$250	\$250	\$250	\$250
2017 Pedestal	\$2,000	-	-	-	-
Opening Reception	\$800	\$800	\$800	\$800	\$800
Art Purchase	\$16,000	-	-	-	-
Total Goal 1	\$23,850	\$5,850	\$5,850	\$5,850	\$5,850
Goal 3: Downtown Vibrancy	2017	2018	2019	2020	2021
Public Art Projects	-	-	\$15,000	\$15,000	\$15,000
Total Goal 3	-	-	\$15,000	\$15,000	\$15,000
Goal 4: Philip S. Miller Park Commission	2017	2018	2019	2020	2021
Public Art Project	-	\$40,000	-	-	-
Total Goal 4	-	\$40,000	-	-	-
Goal 5: Community Outreach	2017	2018	2019	2020	2021
Artfest Art Activity	\$1,000	\$200	\$200	\$200	\$200
Total Goal 5	\$1,000	\$200	\$200	\$200	\$200
Goal 6: Art Maintenance	2017	2018	2019	2020	2021
Assessment Report	-	\$5,500	-	-	-
Maintenance Projects	-	\$5,000	\$5,000	\$5,000	\$5,000
Total Goal 6	-	\$10,500	\$5,000	\$5,000	\$5,000
TOTAL PROGRAM COSTS	\$24,850	\$56,550	\$26,050	\$26,050	\$26,050
PUBLIC ART FUND BALANCE AS OF 1/12/17 \$87,000	2017	2018	2019	2020	2021
Public Art Annual Appropriation	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Year-End Public Art Fund Balance	\$62,150	\$30,600	\$29,550	\$28,500	\$27,450