



Cultural Arts Commission

Commissioner Handbook

City website:

<http://lawrenceks.org/lprd/arts-and-culture>

Board web page:

<https://lawrenceks.civicweb.net/portal/members.aspx?id=37>

Updated March, 2024

Lawrence Cultural Arts Commission

The Lawrence Cultural Arts Commission (LCAC) is the City's advisory board on all matters of [Public Art](#).

Here you can learn about our ongoing programs: the [Outdoor Downtown Sculpture Exhibition](#) along Massachusetts Street; the annual [Phoenix Awards](#), which applaud Lawrencians making significant contributions to local culture; and information on the Art Commission's [Community Arts Grant](#) program. In 2021, with support of a Kansas Creative Arts Industries Commission Reimagined spaces grant, the LCAC launched Art + Culture + Crossings, a new kind of temporary public art exhibition program. Lawrence is a community rich in talent and cultural resources.

The Arts Commission is charged to forward recommendations to the City Commission regarding construction or renovation of public buildings, purchase of artwork for the City and sponsorship of local art activities. This Commission has been involved in the Percent for Art program and the Downtown Sculpture Exhibition. In addition, the Arts Commission presents a Community Enhancement and Cultural Exchange Award to recognize outstanding artistic efforts on the part of individuals and/or organizations in the community.

LCAC Agenda and Minutes: <https://lawrenceks.civicweb.net/portal/members.aspx?id=37>

City Liaison

Porter Arneill, Assistant Parks & Recreation Director – Arts and Culture

E-mail: parneill@lawrenceks.org

Work Phone: (785) 832-3449 | cell: (785) 764-3270

TERMS: Three-year terms. Terms expire January 31 of corresponding year.

MEMBERS: Eleven

Daniel Smith, Chair (2023)

Jill Stueve (2026)

Marlo Angell (2024)

Tim Metz (2024)

Deena Amont (2023)

Brooke Donovan (2026)

Rebekka Schlichting (2024)

Alicia Kelly (2025)

Marciana Vequist (2024)

Beverly Victoriano (2026)

MEETINGS: Typically, 7:30 p.m. on the Second Wednesday of each month, Hybrid – virtual or in the City Commission Room, First Floor, City Hall, 6 E. 6th Street

*The **mission** (purpose) of the Lawrence Cultural Arts Commission is to enhance and enliven the community by promoting cultural opportunities and arts education while nurturing an environment of aesthetic vitality.*

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City's Mission, Values and Statement of Non-Discrimination

Mission

We create a community where all enjoy life and feel at home.

Vision

The City of Lawrence—supporting an unmistakably vibrant community with innovative, equitable, transparent and responsible local government.

Organizational Values

We are committed to these basic principles:

- Character
- Competence
- Courage
- Collaboration
- Commitment

Statement of Non-Discrimination

The City of Lawrence does not discriminate on the basis of race, gender, religion, age, national origin, sexual orientation, or disability.

<http://www.lawrenceks.org/mission>

City's Strategic Plan



Lawrence Strategic Plan Overview

In July 2021, the City of Lawrence published an overview of the Lawrence Strategic Plan. The overview includes progress indicators and strategies for the five outcome areas identified in the Strategic Plan framework. More information on that framework is included below. [The Strategic Plan Overview \(PDF\)](#) can be viewed by following the link or clicking the image to the left.

<https://lawrenceks.org/strategic-plan/>

About the City

Lawrence is a diverse and multifaceted city that provides many of the amenities of a large metropolitan area, while still maintaining a strong sense of community. Located in Northeast Kansas, Lawrence is just 45 minutes west of [Kansas City](#), and 30 minutes east of [Topeka](#), the state capital. Lawrence offers a rich and fascinating history, a wide range of exciting cultural experiences, nationally recognized educational institutions, and some of the most unique and enjoyable shopping opportunities in the Midwest.

eXplore Lawrence

For information about Lawrence as a destination, go to the [eXplore Lawrence](#), the Lawrence Convention and Visitors Bureau.

Lawrence possesses all of the aspects of a friendly, active and culturally diverse community. With the perfect combination of small-town hospitality and big-city attractions, Lawrence lays claim to its share of national recognition and historical significance.

Mass Street

Lawrence boasts one of the most vibrant downtown shopping, dining and entertainment districts in the Midwest. Many have called Massachusetts "Mass" Street – or "Mass" to the locals – one of the most beautiful main streets in America.

Education

Lawrence is also home to two universities: the [University of Kansas](#) and [Haskell Indian Nations University](#). Approximately 28,000 students attend KU, which has one of the nation's most beautiful campuses. Haskell Indian Nations University is the nation's only inter-tribal university for Native Americans, representing more than 150 tribes from all across the country.

Golf

Lawrence is home to two popular public 18-hole golf courses: [Eagle Bend](#) and the [Jayhawk Club](#). Eagle Bend was the site of the 2000 American Junior Golf Association Championship.

Rankings

- Lawrence was ranked 6th in the nation by the U.S. Census for per capita Bachelor's degree attainment.
- Lawrence is listed 8th in John Villani's, "The 100 Best Small Art Towns in America" (4th edition - 2005), for towns with populations between 30,000 and 100,000.
- In 2000, the National Trust for Historic Preservation named Lawrence one of its Dozen Distinctive Destinations, calling the city an example of the "best preserved and unique communities in America." See the National Trust's report ([PDF](#)).
- Lawrence is a good place to start and grow new companies. In 2000, INC. magazine nationally ranked Lawrence 28th on the list of "50 Best Small Metro Areas" based on local business startups in the last 10 years and continued growth.
- The [National Endowment for the Arts](#) ranked Lawrence 12th among cities in the U.S. with the largest percentage of professional artists in the workforce.

- [The Lied Center of Kansas](#), the University of Kansas' multi-million dollar performing arts center, is ranked by International Arts Manager magazine as one of the "Top 10 U.S. University Presenters."
- Nearby Clinton Lake is listed as one of the "50 Great Boating Lakes" by Boating World Magazine.
- Read more about [recognition](#) the City of Lawrence has received.
- In 2014, the [NCAA](#) ranked Lawrence #2 in their list of [America's 5 Best College Basketball Towns](#).

History

- Lawrence was founded in 1854 by the New England Emigrant Aid Society in an effort to keep the territory free from slavery. It is said that Lawrence is one of the few cities in the U.S. founded strictly for political reasons.
- Dr. James Naismith, inventor of basketball, and KU's only basketball coach with a losing record, is buried in Lawrence where he lived and coached most of his adult life. The KU Jayhawk basketball program is among the best in the country.
- The city is located between both the Oregon and the Santa Fe trails, which run through Lawrence and Douglas County, KS.
- Boyhood home of writer and poet Langston Hughes whose novel "Not Without Laughter" is said to be based on his life in Lawrence.
- Home to beat-writer and artist William S. Burroughs.

The Original Naming of the Streets

- Massachusetts Street was designated the "main" street because Lawrence's founders were from Massachusetts.
- Lawrence's Herald of Freedom newspaper, Jan. 27, 1855, told of the street names from Sec. of the New England Emigrant Aid, Dr. Thomas Webb, and his statement:
 - *"The streets, thirty-two in number running north and south are named after the several states of the Union. Thirteen of the streets in the eastern part of the city are named after the thirteen original States. The balance of the streets west are named after the remaining nineteen States, in the order in which they were admitted into the Union."*
- However, Carolina Street near Lawrence High School was added much later and Georgia never added.
- The Lawrence Journal-World Nov. 21, 1996, noted Lawrence does not have streets named for all 50 states - "nine states have been snubbed: Alaska, Georgia, Hawaii, Idaho, Nevada, New Mexico, Texas, Washington and Wyoming."
- View the [original town site](#) image (PDF, .5 MB)

<http://www.lawrenceks.org/about>

About the Lawrence Cultural Arts Commission

The Lawrence Cultural Arts Commission (LCAC) was established by the City of Lawrence in December 1973, as the Lawrence Arts Commission. It was charged "to promote, encourage, and coordinate the artistic and cultural activities of the community through recommendations made to the Governing Body of the City and through coordinating endeavors of those groups and organizations which identify themselves as primarily concerned with the artistic environment of Lawrence."

The governing [Resolution No. 7140](#), adopted, November 17, 2015, and superseding Resolution, No. 6733, instructs the Lawrence Cultural Arts Commission to recommend artworks for city purchase; to recommend and promote artistic events; to present awards for artistic endeavors; to make recommendations on the aesthetic environment for the community; and to conduct a review of plans, proposals, and projects relating to architecture, artworks, public art, and artistic events, and to present recommendations on them to the City. [Res. No. 7070](#), adopted April 22, 2014, and superseding Resolution No. 6774, instructs the City Manager's Office to inform the Arts Commission of public art plans.

The Lawrence Cultural Arts Commission is one of several advisory boards to the city, and one of the few that has a budget. Eleven members are appointed by the Mayor of Lawrence for rotating three-year terms; they may be reappointed for a second three-year term. Members are deemed competent to determine the value of artistic works, architecture and events that affect the environment of the City of Lawrence. They are not compensated.

Open meetings are held the second Wednesday of each month, usually at 7 p.m. and usually in the City Commission meeting room. Normally meetings are not scheduled for July and December.

A city liaison meets with the commission and acts as a contact and adviser on all projects.

In November 2015, the Cultural Arts Commission approved a new mission statement: *The mission (purpose) of the Lawrence Cultural Arts Commission is to enhance and enliven the community by promoting cultural opportunities and arts education while nurturing an environment of aesthetic vitality.*

Current Resolutions

- [Res. No. 7140](#) (2015) Update: Membership and Responsibilities of the Lawrence Cultural Arts Commission
- [Res. No. 7070](#) (2014) Update: City's Public Art Program Policy

Historical Resolutions: [Res. No. 6774](#) (2008); [Res. No. 6773](#) (2008); [Res. No 5966](#) (1998); [Res. No 5015](#) (1986), [Res. No. 4765](#) (1984); [Res. No. 3951](#) (1973)

<https://www.lawrenceks.org/boards/lawrence-cultural-arts-commission/about>

RESOLUTION NO. 7140

A RESOLUTION OF THE CITY OF LAWRENCE, KANSAS, DETAILING THE MEMBERSHIP AND RESPONSIBILITIES OF THE LAWRENCE CULTURAL ARTS COMMISSION FOR THE CITY OF LAWRENCE, KANSAS, AND REPEALING RESOLUTION NO. 6773.

WHEREAS, the Governing Body of the City of Lawrence has recognized the importance in the community of promoting cultural enrichment for all citizens; and

WHEREAS, numerous groups have shown an interest in providing a mechanism to coordinate various cultural arts activities;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:

SECTION 1. ESTABLISHMENT AND MEMBERSHIP. The Governing Body of the City of Lawrence hereby endorses the continued existence of the Lawrence Cultural Arts Commission, which was established December, 1973, as the Lawrence Arts Commission and was renamed the Lawrence Cultural Arts Commission (LCAC) in 2008, and eleven (11) members to be appointed by the Mayor as persons competent to determine the value of artistic works, architecture and events which affect the environment of the City of Lawrence. The chairperson of the Cultural Arts Commission shall be elected annually from among the eleven (11) appointed members. Members of the Cultural Arts Commission shall receive no compensation. The terms of office for appointed members shall be three (3) years. Any vacancies shall be filled by appointment by the Mayor for the un-expired terms. Appointed members may not be appointed for more than two (2) consecutive three (3) year terms except that a member appointed to fill an un-expired term shall, if reappointed, be entitled to serve two (2) full three (3) year terms in addition to the partial term.

SECTION 2. RESPONSIBILITIES. The mission (purpose) of the Lawrence Cultural Arts Commission is to enhance and enliven the community by promoting arts and cultural opportunities and education while nurturing an environment of aesthetic vitality. In order to effectuate this mission, the Lawrence Cultural Arts Commission shall have the following responsibilities:

A. Upon their own initiative:

1. Recommend for consideration by the Governing Body works of art for purchase and/or projects or requests for partnership relating to the purchase of art.
2. Recommend for consideration by the Governing Body various artistic and cultural events and/or projects or requests for partnership related to artistic and/or cultural endeavors within the community.
3. Make recommendations to the Governing Body regarding any matter that is believed to have a significant impact upon the aesthetic environment of the community.
4. Present awards of recognition related to various artistic and cultural endeavors within the community.
5. Form liaisons with other City advisory bodies and units as appropriate, including assignment of LCAC members to serve as formal liaisons with responsibility for

effectively communicating arts and culture concerns, reporting on discussions with sister advisory body, and suggesting further engagement as appropriate at LCAC monthly meeting.

6. Engage in the planning process for the City, with specific responsibility for representing arts and culture concerns in the overall planning process, and advise the Governing Body on arts and culture planning for the community.

B. Upon request of the Governing Body:


1. Recommend works of art for purchase and/or projects or requests for partnership relating to the purchase of art.
2. Recommend various artistic and cultural events and/or projects or requests for partnership related to artistic and/or cultural endeavors within the community.
3. Study any proposed project with regard to various elements of artistic and/or cultural concern and prepare conclusions for consideration by the Governing Body.
4. Present awards of recognition related to various artistic endeavors within the community.
5. Undertake fund raising projects in conjunction with the purchase of works of art by the City or development of artistic and/or cultural events by the City.
6. Conduct a review of plans, proposals, or projects relating to architecture, works of art, or artistic and cultural events and present advice and/or recommendations to the Governing Body.
7. Coordinate or assist with artistic and cultural events within the community, including the procurement of facilities for such events, and support of those groups which are participating in such events.
8. Form liaisons with other City advisory bodies and units as appropriate, including assignment of LCAC members to serve as formal liaisons.

For the purpose of Section 2, the term "artistic events" includes festivals, concerts, theatrical productions and exhibitions.


SECTION 3. Resolution No. 6773 is hereby repealed in its entirety, it being the intent of the Governing Body that the terms of this Resolution supersede it..

Adopted by the Governing Body of the City of Lawrence, Kansas, this 17th day of November, 2015.

APPROVED:


Mike Amyx
Mayor

ATTEST:


Brandon McGuire
Acting City Clerk
APPROVED AS TO FORM:


Toni R. Wheeler
City Attorney

RESOLUTION NO. 7070

A RESOLUTION DETAILING THE POLICY OF THE CITY OF LAWRENCE, KANSAS, GOVERNING APPROPRIATIONS AND EXPENDITURES FOR THE PUBLIC ART PROGRAM AND REPEALING RESOLUTION NO. 6774.

WHEREAS, research indicates that state and local funding of the arts has a measurable financial impact on a state's or local area's economic vitality; and

WHEREAS, the percent of art in public places adds to a community's quality of life and aesthetic appreciation for the arts which can be used as a strong economic development tool; and

WHEREAS, a public art program can create aesthetically pleasing environments within Lawrence city buildings, parks and other public places; and

WHEREAS, the Lawrence City Commission hereby endorses continued existence of the art in public places program which was established in January, 1986.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:

SECTION I. POLICY:

The Lawrence, Kansas, City Commission may annually set aside through bond or other normal budgetary procedures an amount not to exceed 2% of the cost of all capital improvements constructed/acquired or contracted for construction/acquisition during the previous fiscal year for the acquisition, purchase, and installation of art in public places.

SECTION II. DEFINITIONS:

- A. Capital Improvements: City buildings, (including renovation), parking facilities (including parking lots), park improvements, park land, and recreational facilities, all of which will require city funds in excess of \$10,000 and are listed in the annual capital improvements plan.
- B. Costs: The contracted or engineer's estimated amount of the city's contribution for public buildings construction or renovation, including land acquisition in the case of park land and parking facilities.
- C. Art in public places: Visual art or spaces for performance art placed on public property selected by established procedures and approved by the Lawrence City Commission.

SECTION III. PROCEDURES:

- A. The selection process will be the responsibility of the Lawrence Cultural Arts Commission with final approval by the Lawrence City Commission.
- B. To facilitate the placement of art in public places, the Lawrence Cultural Arts Commission shall recommend the acquisition and placement of public art in accordance with an annual plan adopted by said Commission and approved by the Lawrence City Commission.

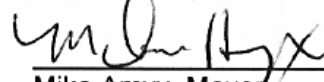
- C. The City Manager's Office will provide the Lawrence Cultural Arts Commission with the City's approved annual capital improvements plan by September 1 of each year for the following budget year. Projects included in the annual capital improvements plan which meet the capital improvements definition will be identified. The Lawrence Cultural Arts Commission will utilize that information to develop a public art plan and capital budget request to be submitted as part of the Lawrence Cultural Arts Commission annual budget request, which also includes an operating budget request. The Lawrence Cultural Arts Commission shall establish a subcommittee to recommend selection and placement of art. This sub-committee shall be composed of a cross-section of the community and shall consider the following:
1. Efforts will be made to obtain a majority of the art work from local and regional sources.
 2. Art pieces will be selected by open competition, limited competition, and direct selection.
 3. Regional and national artists, as well as local artists, will be seriously considered.
 4. Projects conceived and executed by a design team (artist and architect working together) shall be considered.
- D. The Lawrence Cultural Arts Commission will develop programs to educate the community before and after the installation of the art work.
- E. The Lawrence Cultural Arts Commission is encouraged to work with private corporations for the development of programs providing works of art as part of any building construction.

SECTION IV. REPEALED RESOLUTION:

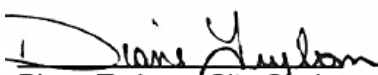
Resolution No. 6774 is hereby repealed and of no further force and effect.

Adopted this 22nd day of April, 2014.


APPROVED:


Mike Amyx, Mayor

ATTEST:


Diane Trybom, City Clerk

APPROVED AS TO FORM AND LEGALITY:


Toni Wheeler, City Attorney

City Policies – LCAC Administrative Policies

ADMINISTRATIVE POLICY MANUAL

The Lawrence Cultural Arts Commission of the City of Lawrence, Kansas

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ADMINISTRATIVE POLICY MANUAL

The Lawrence Cultural Arts Commission of the City of Lawrence, Kansas

SECTION I

NAME AND DEFINITIONS

1.1 **Name**

The name of the organization shall be the Lawrence Cultural Arts Commission.

1.2 **Definitions**

The following terms and their definitions shall apply to this Policy Manual:

- a. The Lawrence Cultural Arts Commission is referred to as "the Commission" or "the Arts Commission."
- b. Individuals who serve on the Commission are referred to as "Commissioners" or "members."
- c. Officers such as Chair, Vice Chair, and Secretary of the Commission are referred to as "Officers."
- d. The Mayor of the City of Lawrence is referred to as "the Mayor."
- e. The City Commission of Lawrence is referred to as "the City Commission" or "the Governing Body."
- f. The chief executive appointed by the City Commission is referred to as "the City Manager" or "the Manager."
- g. The city staff member working with the Commission is referred to as "the Staff Liaison."

SECTION II

PRINCIPAL OFFICE

2.1 **Principal Office**

The principal office of the Cultural Arts Commission shall be at: City Manager's Office, 4th Floor City Hall, 6 E. Sixth St., Lawrence, KS 66044. The telephone number is (785) 832-3402. The email address is arts@lawrenceks.org
The Web site is www.lawrenceks.org/cmo/arts-and-culture/

SECTION III

PURPOSE

3.1 Mission

The mission of the Lawrence Cultural Arts Commission is to enhance and enliven the community by promoting cultural opportunities and arts education while nurturing an environment of aesthetic vitality.

3.2 Mandate

The Governing Body of the City of Lawrence hereby endorses continued existence of the Lawrence Cultural Arts Commission, which was established December 1973. The purpose of the Commission is to champion the arts in Lawrence. Believing that a creative cultural environment is essential, the Cultural Arts Commission is charged to forward recommendations to the City Commission regarding construction or renovation of public buildings, purchase of artwork for the City, and sponsorship of local art activities upon request by the City.

This Commission has been involved in the Percent for Art program and the annual Outdoor Downtown Sculpture Exhibition. The Commission also annually presents the Phoenix Awards to recognize outstanding artistic efforts on the part of individuals and organizations in our community, and Community Arts Grants to support events, programs or exhibits by individual or groups.

3.3 Responsibilities and Duties

The Commission has the responsibilities and duties described in Resolution No. 7140, or any subsequent amendments thereto.

As provided in Resolution No. 7140, Section 2, The mission (purpose) of the Lawrence Cultural Arts Commission is to enhance and enliven the community by promoting arts and cultural opportunities and education while nurturing an environment of aesthetic vitality. In order to effectuate this mission, the Lawrence Cultural Arts Commission shall have the following responsibilities:

A. Upon their own initiative:

1. Recommend for consideration by the Governing Body works of art for purchase and/or projects or requests for partnership relating to the purchase of art.
2. Recommend for consideration by the Governing Body various artistic and cultural events and/or projects or requests for partnership related to artistic and/or cultural endeavors within the community.
3. Make recommendations to the Governing Body regarding any matter that is believed to have a significant impact upon the aesthetic environment of the community.
4. Present awards of recognition related to various artistic and cultural endeavors within the community.
5. Form liaisons with other City advisory bodies and units as appropriate, including assignment of LCAC members to serve as formal liaisons with responsibility for effectively communicating arts and culture concerns, reporting on discussions with sister advisory body, and suggesting further engagement as appropriate at LCAC monthly meeting.
6. Engage in the planning process for the City, with specific responsibility for representing arts and culture concerns in the overall planning process and advise the Governing Body on arts and culture planning for the community.

B. Upon request of the Governing Body:

1. Recommend works of art for purchase and/or projects or requests for partnership relating to the purchase of art.
2. Recommend various artistic and cultural events and/or projects or requests for partnership related to artistic and/or cultural endeavors within the community.
3. Study any proposed project with regard to various elements of artistic and/or cultural concern and prepare conclusions for consideration by the Governing Body.
4. Present awards of recognition related to various artistic endeavors within the community.
5. Undertake fund raising projects in conjunction with the purchase of works of art by the City or development of artistic and/or cultural events by the City.
6. Conduct a review of plans, proposals, or projects relating to architecture, works of art, or artistic and cultural events and present advice and/or recommendations to the Governing Body.
7. Coordinate or assist with artistic and cultural events within the community, including the procurement of facilities for such events, and support of those groups which are participating in such events.
8. Form liaisons with other City advisory bodies and units as appropriate, including assignment of LCAC members to serve as formal liaisons.

For the purpose of Section 2, the term "artistic events" includes festivals, concerts, theatrical productions and exhibitions.

In furtherance of the foregoing the Cultural Arts Commission shall:

1. Annually present Community Enhancement and Cultural Exchange Awards, now known as the Phoenix Awards, to recognize outstanding artistic efforts on the part of individuals and organizations in our community;
2. Promote a community arts grant program to encourage and support an active interest in the arts on a local level, establish liaisons between community groups and develop support for neighborhood artists and arts organizations;
3. In conjunction with the City Manager's Office and the Parks & Recreation Department, coordinate the annual Outdoor Downtown Sculpture Exhibition;
4. In accordance with the Percent for the Art program, recommend the acquisition and placement of public art; and
5. Upon request by the City Commission make recommendations for the expenditure of appropriations made by the City Commission for the advancement of the visual, performing, or literary arts.
6. The Cultural Arts Commission may make recommendations to the City Commission for the expansion of Arts Commission programs or curtailment of program responsibilities other than those specifically defined by City resolution, ordinance or policy.

3.4 Commission Programs

Pursuant to its responsibilities, the Cultural Arts Commission establishes programs in order to fulfill its purpose:

- a. Annual Phoenix Awards: Resolution 7140
- b. Annual Community Art Grants: Resolution 7140
- c. Annual Outdoor Downtown Sculpture Exhibition: Resolution 7140
- d. Percent for Art Program: Resolutions 7140 and 7070

SECTION IV

MEMBERS

4.1 Members

The Cultural Arts Commission shall consist of eleven (11) members appointed to three-year terms by the Mayor.

4.2 Nomination and Appointment

The members of the Cultural Arts Commission shall be appointed by the Mayor. Members may volunteer to serve or be recommended by others in the community. The members shall be advocates of the performing, visual, and literary arts who are competent to determine the merit of artistic works or events that affect the environment of the City of Lawrence.

4.3 Appointments and Terms of Office

Unless otherwise specified by Resolution No. 7140 or any amendments thereto, Commission members shall serve three-year terms. Appointments are made to complete existing terms or to start new terms. Commissioners may serve no more than two consecutive full terms.

4.4 Duties of Commissioners

Each Commissioner shall be a member of at least one committee. In order to execute their responsibilities, Commissioners shall:

- a. Unless excused, attend all regular and special meetings of the Commission and the meetings of committees of which they are members.
- b. Be knowledgeable about general issues of concern to the Lawrence arts community.
- c. Strive to increase the resources of the Commission.
- d. Act as advocates for the arts to government and the business community and the community as a whole.

4.5 Compensation

Unless otherwise specified by ordinance, Commissioners shall serve without compensation. However, Commissioners may be reimbursed for expenses directly related to their duties as Commissioners.

4.6 Vacancies, Removals, and Resignations

- a. Vacancies and removals
A vacancy on the Commission shall be deemed to exist on the occurrence of any of the following:
 - 1. The death, resignation or removal of any Commissioner.
 - 2. The declaration by the Mayor of a vacancy in the office of a Commissioner who has been declared of unsound mind by a final order of court, or has been convicted of a felony, or has engaged in official misconduct prohibited by City Policy.
 - 3. If any Commissioner has three (3) unexcused absences at regularly scheduled meetings of the full Commission in any twelve- (12) month period, the Commission may notify the Mayor for mayoral decision to remove the Commissioner. If a Commissioner does not give notice to the Chair or the Staff Liaison within 72 hours of the scheduled meeting, the absence will be unexcused. Excused absences shall include personal illness, professional obligation, family emergency or unforeseen conflicts. Any member having an excessive number of absences will be asked to resign from the Commission. Absences, excused and unexcused, will be listed in the minutes.
 - 4. All vacancies occurring during a term shall be filled for the unexpired term.
- b. Resignations
Any Commissioner may resign upon giving written notice to the Chair and the Mayor through the City Manager's office.

SECTION V

OFFICERS

5.1 Officers

The officers of the Commission shall consist of a Chair, Vice Chair, and Secretary.

5.2 Election and Term of Office

At the regular January meeting of the Commission, unless another meeting date is selected by a majority of the Commissioners, officers shall be elected from among the regular members of the Commission. All officers shall hold office for one (1) year or until replaced by election, resigns, or is removed for misconduct.

A nominating committee shall be appointed by the Chair and confirmed by the Commissioners at the last regular meeting of the calendar year. At the regular January meeting, the slate of officers prepared by the nominating committee shall be presented to the Commission, and the Chair shall ask for nominations from the floor. If there is more than one candidate the vote shall be taken by secret ballot. At the regular January meeting of each year, the commissioners shall elect a Chair,

Vice Chair, and Secretary who shall serve commencing the following February 1 for a term of one year, or until their successors are elected. Officers may serve no more than two consecutive full terms. A portion of a term shall not be part of this limitation.

5.3 Duties of the Chair

The Chair shall preside at all regular meetings of the Commission. The Chair is empowered to call special meetings, reschedule meetings, change committee appointments, form committees of the Commission, change committee appointments and appoint chairpersons of all standing committees and special committees of the Commission pursuant to Section VII of this policy manual.

Presiding duties include opening and adjournment, ascertainment of the existence of a quorum, sequence of business, recognition of members entitled to the floor, statement for vote of all motions that legitimately come before the assembly, enforcement of rules of debate, and protection of the assembly from frivolous or dilatory motions.

The Chair shall be an ex-officio member of all committees of the Arts Commission. The Chair shall act on behalf of any Arts Commission committee as necessary to carry out the work of the Commission. The Chair shall serve as official spokesperson of the Commission.

Among other responsibilities, the Chair shall:

- Preside over the meetings of the Commission and over all public hearings and decide all questions of order subject to an appeal to the Commission.
- Appoint members to subcommittees and the chairs thereof.
- Insure Commission representation at City Commission meetings and sessions when matters pertaining to the Commission are to be discussed and/or voted on.
- Approve proposed agenda for Commission meeting.
- Conduct secret ballot voting of Commission.
- Act as a liaison between Commission and City Manager, Mayor, City Commission and staff.
- Attends all Executive Committee meetings.
- Perform all other duties as directed by the Commission.
- Assign Commission correspondence to members of Commission.
- With Staff Liaison, see that new Commissioners are provided with all necessary reports, ordinances and materials, and given a briefing on the duties, responsibilities and scheduled activities of the Commission. The orientation shall be accomplished as soon after the Mayor's appointment as possible.

5.4 Duties of the Vice Chair

In the absence of the Chair, the Vice Chair shall preside at meetings of the Commission and have all powers of, and be subject to all the restrictions upon, the Chair.

Among other responsibilities, the Vice Chair shall:

- Assume responsibilities of the Chair when he/she cannot fulfill responsibilities.
- Assist the Chair in fulfilling his or her responsibilities.
- Attend all Executive Committee meetings.
- Perform all other duties as directed by the Commission or Chair.
- Prepare for the Chair position.

5.5 Duties of the Secretary

In the absence of the Chair and the Vice Chair, the Secretary shall preside at meetings of the Commission and have all powers of, and be subject to all the restriction upon, the Chair.

Among other responsibilities, the Secretary shall:

- Assume the responsibilities of the Chair when the Vice Chair cannot fulfill responsibilities.
- Assist the Chair and Vice Chair in fulfilling his/her responsibilities.
- Prepare some Commission correspondence.
- Attend all Executive Committee meetings.
- Perform all other duties as directed by the Commission or Chair.
- Prepare and review monthly meeting minutes:

Record-keeping is a vital component of effective committee and Commission work. While it is the Secretary's responsibility to keep the minutes, members should also keep their own notes so that the minutes can be checked for accuracy at future meetings. Minutes should be relevant to agenda and content and shared with Commission members and affected external parties.

5.6 Absence of Officer(s) at Regular Meetings

In the event of the absence or inability to act of the Chair, Vice Chair and the Secretary, a majority of the remaining members of the Commission at the meeting shall elect one of the members to act temporarily as the presiding officer.

In the event of the absence or inability to act of the Secretary, the presiding officer at the meeting shall elect one of the members to act temporarily as the Secretary of the Commission.

5.7 Filling Vacancies

In the event the Chair is unable to complete his/her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer. The Commission shall conduct an election to replace the Vice Chair. The Vice Chair's successor will serve the remaining term of office.

In the event the Vice Chair is unable to fulfill his/her duties, the Secretary shall be interim Vice Chair until the Commission conducts an election for a new Vice Chair to serve the remaining term of office.

In the event the Secretary is unable to complete his/her term of office, the Commission shall conduct an election to replace the Secretary. The Secretary's successor will serve the remaining term of office.

5.8 City Manager

The City Manager or his/her designee shall conduct all administrative affairs related to the Arts Commission and shall supervise the Staff Liaison required for the coordination of this work.

The Arts Commission may request the Staff Liaison to do the following:

- Serve the Commission in an advisory capacity, assisting with translating the goals, objectives and policies of the City into programs, projects and activities.
- Assist the Chair with the distribution of all materials and information to the Commission and various committee members.
- Maintain the permanent files of the Commission.

- Assist with applying for and administering state, regional and federal grants related to the approved programs and activities of the Commission.
- In conjunction with the Chair, assess the needs and desires of the community as they relate to the purchase and display of artworks and the contracts of music, dance and theatre groups for community performances as approved by the City Manager or City Commission.
- In conjunction with the Legal Services Department, negotiate and administer contracts with artists for the display or purchase of artwork and with dance, theatre and other companies for community performances.
- Report the current status of the budget on a monthly basis or as requested by the Chair.

SECTION VI

MEETINGS

6.1 Regular Meetings

Regular meetings of the Commission shall be publicly announced and are normally held at 7 p.m. on the second Wednesday of each month at City Hall, City Commission Meeting Room, 6 East 6th Street, Lawrence, KS 66044.

Exception: When the second Wednesday of the month falls on a City holiday, that month's meeting shall be held on the following Wednesday. The Regular Meeting and/or Special Meetings may be held at other locations, dates or times subject to the provision of appropriate notice. A change in the Commission's meeting schedule does not require an amendment of these policies.

6.2 Special Meetings

In addition to the regular monthly meetings, the Chair or a majority of the Commission or a committee may elect to hold special meetings of the Commission or the committee so electing to investigate timely issues or those requiring concentrated focus and investigation.

6.3 Open Meetings

All Arts Commission meetings are considered public meetings.

6.4 Notice of Meetings

The City Manager or his/her designee shall be responsible for ensuring that notices, agendas and minutes for all regular and special meetings of the Commission and all meetings of the Commission's committees are posted and distributed in accordance with state and local laws.

6.5 Action at a Meeting: Quorum and Required Vote

- a. **Quorum**
The presence of six (6) Commissioners at a meeting of the Commission constitutes a quorum. Each Commissioner present shall have one (1) vote on motions brought before the Commission. Proxies are not permitted. In the absence of a quorum, no action can be taken, and the meeting will be adjourned. At this time, an informational hearing can be held with no action taken and a report given at the next hearing.

- b. Required vote
Each member present at a Commission meeting shall vote “yes” or “no” when a question is put, unless excused from voting by a motion adopted by a majority of the members present, is excused to avoid the appearance of impropriety, or the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case-by-case basis, in consultation with the City Staff.

6.6 Voting

- a. Classes of voting members
All members, appointed by the Mayor, with the exception of ex-officio members, shall be entitled to one (1) vote on each matter submitted to a vote of the Commission.
- b. Procedure
Unless otherwise required by resolution or ordinance, the affirmative vote of a majority of the currently appointed Commission members shall be required for the approval of any matter before the Commission.

6.7 Public Comment

The Commission shall hold meetings open to the public in full compliance with state and local laws. The Commission encourages the participation of interested persons. The Chair may limit time permitted for public comment consistent with state and local laws. Each person wishing to speak on an item before the Commission at a regular or special meeting shall be permitted to be heard once for up to three minutes.

For regular meetings each agenda shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission’s jurisdiction. Time limits shall be applied uniformly to members of the public wishing to comment.

6.8 Access to Meetings

The Commission shall provide notice of public accessibility and access to all regular and special meetings in compliance with applicable laws.

6.9 Conflict of Interest

Every member of the Commission shall refrain from making or influencing governmental decisions in cases where he or she has a conflict of interest under state or local laws.

The members of the Arts Commission are subject to the City’s Ethics Policy.

The Commission requires that each member declare any conflict of interest with organizations that submit proposals for funding to the City Manager’s Office. Upon declaration of conflict(s), the Commissioner(s) will remove him/herself from any discussion of and voting upon disposition of the proposal(s) from said organization(s).

It is not a conflict of interest for a Commissioner to make financial contributions of his/her own funds to an agency or entity that applies to the Arts Commission for funding or receives funding upon the recommendation of the Commission, provided the Commissioner has no other role in the organization’s affairs.

SECTION VII

COMMITTEES

7.1 Guiding Principles

The Arts Commission shall establish standing committees, which shall:

- a. Conduct public hearings and take public comment when needed to ensure that all viewpoints are considered on matters within the Arts Commission's jurisdiction and in all cases when required by local, state or federal law.
- b. Provide the Arts Commission with readily available expertise regarding the policies and direction of the Commission.
- c. Review staff recommendations and advise the Arts Commission regarding recommended action to be taken on matters within the Arts Commission's jurisdiction.
- d. Provide a broad community participation in Arts Commission activities.
- e. Examine issues brought before the committee and make recommendations to the Arts Commission.

7.2 General Committee Procedures

All committees of the Cultural Arts Commission shall be governed by the provisions of all applicable federal, state, and local laws. In general, all committee meetings shall be open and public to the extent required by applicable laws.

All committees shall publish and distribute agendas and minutes, shall meet at regularly scheduled times and at regular meeting places, shall provide for public accessibility, shall hear public comment on issues on the agenda and other issues under their purview, and shall have the right to limit public comment in accordance with the applicable provisions of state and local public meeting laws.

Committee chairs shall be responsible for ensuring agendas and minutes of their respective committees are provided to the city for official record purposes. The committee shall nominate a secretary for the purpose of recording minutes and other correspondence of the committee.

7.3 Accountability of Commissioners and Committees to the Arts Commission

All committees formed by the Arts Commission or the Chair of the Arts Commission shall be accountable to the Commission and shall have authority to make recommendations to the Cultural Arts Commission on matters within the committee's area of responsibility. Only the Cultural Arts Commission can make recommendations binding the Arts Commission; committees are not so empowered.

The Commission acts as a body. A member may speak or act for the Commission in accordance with action previously taken by the Commission. The Chair shall serve as official spokesperson of the Commission.

All subcommittees desiring to make a report or recommendation to the Commission should notify the Chair one week prior to the next meeting. All reports or recommendations should be in writing to be placed on the agenda. Written reports or recommendations should be provided to the Chair

and the Staff Liaison one week prior to the next meeting to give sufficient time for the distribution of information to all Commissioners for their review in a timely manner.

7.4 Standing Committees

The Commission shall maintain standing committees for the execution of its general powers and duties:

a. Executive Committee

The Executive Committee shall consist of four members: the immediate past chair, if still a member of the Commission; the current Chair; the Vice Chair; and the Secretary. This committee's charge is to deal with issues needing discussion before the regular Commission meetings.

The Executive Committee shall have the responsibility for reviewing and recommending overall Commission policy, long-range and strategic planning, program evaluation, general budgeting and financing of programs. The Committee would make recommendations to the Commission as appropriate. The Executive Committee will meet only as needed.

b. Community Arts Grant Program Committee

The Community Arts Grant Program Committee shall be responsible for review and recommendation of program policies, projects and initiatives for the Community Arts Grants Program.

c. Nominating Committee

The Nominating Committee shall be appointed by the Chair no later than the regular November meeting each year, unless the Commission decides upon a later appointment date. The Committee shall consist of a minimum of three regular members of the Commission.

The Nominating Committee shall review qualifications and availability of Commissioners and make recommendations for officers, review and/or develop nominating procedures, develop and participate in orientation sessions for new members, and make recommendations for public membership on ad hoc committees and subcommittees.

d. Outdoor Downtown Sculpture Exhibition Committee

The Outdoor Downtown Sculpture Exhibition Committee shall assist the City in coordinating the annual Outdoor Downtown Sculpture Exhibition. It selects the juror and reviews and recommends all program proposals.

The City Manager's Office in conjunction with the Parks & Recreation Department shall oversee all aspects of acquiring, maintaining, site selection or removal of artwork for the Outdoor Downtown Sculpture Exhibition.

e. Phoenix Awards Committee

The Phoenix Awards Committee coordinates the annual Phoenix Awards Program and Reception. It selects the artist to complete a commissioned artwork for each of the winners and for the City Manager's Office and reviews and recommends all program proposals, policies and procedures.

7.5 Advisory Committees

The Commission shall maintain advisory committees to inform and make recommendations to the Standing Committees of the Commission. Advisory committees shall include but are not limited to:

a. Web Site Advisory Committee

The Web Site Advisory Committee shall be made up of three commissioners and Web Site/IT professionals, appointed by the Chair.

7.6 Ad hoc Committees

The Chair of the Commission and/or a majority of the Commissioners may also form ad hoc committees. Ad hoc committees ("select" committees) are formed for a specific purpose and cease to exist after completion of a designated task (i.e. Percent for Art projects).

7.7 Chairpersons of Committees

Chairpersons of standing committees shall be regular Commissioners. Chairpersons of advisory or ad hoc committees may be community members of advisory or ad hoc committees. Appointments to chair committees shall be determined by the Chair of the Commission or, at the Chair's option, by a consensus election of the committee membership. The Chair will serve as Chair of the Executive Committee.

7.8 Committee Membership and Size of Committees

Standing committees will be made up of regular members of the Commission. Advisory and ad hoc committees may be made up of regular members of the Commission and members of the public nominated and recommended by the Commission to the City Commission for approval. Committee size shall be determined as set forth in this policy manual or by the Chair of the Commission.

7.9 Terms of Committee Membership

Members of standing, advisory and ad hoc committees shall serve for one year and may be re-appointed to committees, unless the Chair determines that changes be made during that year.

7.10 Removal

Commissioners may request removal from a committee by doing so to the Chair of the Commission.

Unless excused, all committee members shall attend each regular or special meeting of the Committee. Unless otherwise decided by a majority of the Commission, a committee member who misses three regularly scheduled committee meetings in any six-month period without prior authorization of the committee shall be deemed to have resigned from the committee effective on the date of written notice from the committee chair to the Chair of the Commission.

SECTION VIII

GOVERNANCE

8.1 Parliamentary Procedures

At the discretion of the Commission Chair or the committee chair, except where applicable ordinances, resolutions or other rules provide required procedure, meetings shall be governed by the most recent edition of **Robert's Rules of Order**.

SECTION IX

AMENDMENT OF POLICIES

9.1 Amendment of Policies

Procedure for amending the policies of the Arts Commission

Before considering any amendments the Commission shall first give (30) days' notice for public comment. The Commission shall then circulate among its members the written amendment and public comments for an additional (30) days prior to the meeting at which the vote to approve the amendment is taken. The approved amendment is then submitted to the City Commission with a recommendation from the Arts Commission.

Approved amendments with a fiscal impact are placed in the policy manual at the end of each year and the amendment shall become effective January 1 of the year following its approval by the City. All other amendments are effective immediately upon City Commission approval.

APPENDIXES

Standard Agenda Format

Standard Agenda Format Example

- Call to Order
- Introductions and Welcome
- Approve Minutes
- Announcements
- Commission Items
- Public Comment (A three-minute limit for individuals and five for representatives of organizations.)
- Reports
- Unfinished Business
- New Business
- Date of Next Meeting
- Adjournment

The following is the format generally used when the Commission presents items of business during Commission meetings:

- Topic of business is announced
- Report from staff or motion by chair of sub-committee
- Questions from commissioners
- Commission discussion
- Motion by Commission (if chair of sub-committee has not previously done so)
- Vote by Commission

Standard Minutes Format example:

City of Lawrence
Lawrence Cultural Arts Commission
<date of minutes here> minutes

MEMBERS PRESENT: <enter members present>

MEMBERS ABSENT: <enter members absent>

STAFF PRESENT: <enter staff present>

PUBLIC PRESENT: <enter public present>

Enter body of minutes here.

Donated Art Guidelines

City of Lawrence
Administrative Policy

SUBJECT Donated Art Guidelines		APPLIES TO Art Donors, City Staff and the Lawrence Arts Commission.	
EFFECTIVE DATE March 6, 2001	REVISED DATE		NEXT REVIEW DATE
APPROVED BY City Commission	TOTAL PAGES		POLICY NUMBER 81

Lawrence Arts Commission / Donated Art Guidelines as amended and Approved Jan 10 2001

PURPOSE

The overall intent of the policy is to establish a formal procedure, a Donated Art Program, for the receipt and consideration of proposed donated art by the City of Lawrence.

POLICY

Public Art can be defined as any visual work of art displayed for two weeks or more in an open City-owned area, on the exterior of any City-owned facility, inside any City-owned facility in areas designated as public areas, or on non-City property if the work of art is installed or financed, either wholly or in part, with City funds or grants procured by the City.

Work of art includes, but is not limited to sculpture, monument, mural, fresco, relief, painting, fountain, banner, mosaic, ceramic, weaving, carving and stained glass.

Works of art shall not normally include:

- 1 Reproductions or unlimited editions of original work.
- 2 "Art Objects" that are mass-produced.
- 3 Architectural rehabilitation or historical preservation, although works may be acquired in connection with such projects.

GOALS

The principal goals of the Donated Public Art Program are:

- A. To enrich the public environment for both residents and visitors to the community through the visual arts.
- B. To nurture and enhance our art community.
- C. To increase public access to works of art and to promote understanding and awareness of the visual arts in the public environment.
- D. To promote diversity and pluralism in Public Art and to reflect a wide range of expression.
- E. To contribute to the civic pride of our community.

PROCESS OVERVIEW

1. Donor submits complete proposal (see list below) to Lawrence City Commission. The proposal may be for a completed, existing piece of artwork or be in a 'concept or idea' form for some proposed future piece of artwork yet to be created.
2. Lawrence City Commission forwards proposal for technical and legal review by City Staff, City appointed Boards and Commissions at the discretion of the City Manager, or rejects donation proposal. If the proposal may be located in a park or open space under the management and maintenance of the Parks and Recreation Department, it is to be forwarded to the Parks and Recreation Advisory Board for site selection, site analysis and installation procedures review. If this review approves the proposal, Lawrence City Commission forwards proposal to Lawrence Arts Commission for an arts content review.
3. Lawrence Arts Commission conducts (i) an *artwork* review, (ii) *site selection* review and a *site* review, (iii) an *artist's qualifications* review and (iv) an *installation procedures* review. The Lawrence Arts Commission review allows for public comment on the proposal. The Lawrence Arts Commission may recommend to the donor amendments to the artwork. Donor may make such amendments as part of the review process.
4. Lawrence Arts Commission concludes its review and makes a recommendation to the Lawrence City Commission
5. If the Lawrence City Commission accepts the proposal and Donor-City contract, the Lawrence Arts Commission appoints a Lawrence Arts Commissioner as liaison to monitor the progress and report to the full Lawrence Arts Commission.
6. Unaccepted donated artwork proposals may be modified and re-submitted, repeating the above process.

ARTWORK REVIEW CRITERIA

The donated artwork piece or its representation in the Information Package (see below)

shall be evaluated using the following **artwork** determined criteria,

- A. Effectiveness of the design as a communicative piece of artwork.
- A. Conceptual compatibility of the design with the immediate environment of the site.
- B. Appropriateness of the design to the functions of the site.
- C. Preservation and integration of the environmental natural features for the project.
- D. Appropriateness of the materials and design (texture, color, line, shape and value) to the expression of the artist's concept.
- E. Permanence of structural and surface components.
- F. Achievability based on proposal Budget Plan (including installation and any anticipated future costs)

SITE SELECTION PROCEDURES

- A. Donor's recommended site(s), if included in the Proposal, will be reviewed by Lawrence Arts Commission (using 'Site Review Criteria' below).
- B. If no site is suggested by the Donor or if the Donor's site is deemed inappropriate based on the Site Review Criteria, the Lawrence Arts Commission will discuss other possible site locations, and, if necessary, appoint a subcommittee to review these alternate sites and make a recommendation to the full Lawrence Arts Commission for site approval. The donor may modify proposal to accommodate approved site.

SITE REVIEW CRITERIA

The donated artwork piece or its representation in the Information Package (see below) shall be evaluated under the following **site** determined criteria,

- A. Relationship of artwork to the site, in terms of the physical dimensions, social dynamics, local architectural character and surrounding context of the site, existing or planned.
- B. Visibility of the site by the general public.
- C. Public safety.
- D. Ability to improve the design of an area by emphasizing a particular location through the creation of landmarks, gateways and/or linkages to other parts of the community.
- E. Support of interior and exterior vehicular and pedestrian traffic patterns.
- F. Site planning including landscaping, drainage, grading, lighting and seating considerations.
- G. Relationship of proposed artwork to existing artworks within the site vicinity.
- H. Compatibility of the design and location with the historical character of the site.
- I. Environmental impact such as noise, sound, light and odor.
- J. Public accessibility to the artwork, particularly handicap accessibility.
- K. Impact on adjacent property owners' sight lines and sight views.
- L. Impact on operational functions of the City.

- M. Vulnerability to vandalism.
- N. Cost of site development.

ARTIST REVIEW CRITERIA

The donated artwork piece or its representation in the Information Package (see below) shall be evaluated using the following ***artist's qualification*** criteria,

- A. Artist's Presentation: the artist shall be capable of clearly communicating the proposal's concepts and realization, verbally and through quality written, drawn, modeled and/or video or digital materials. In addition, specific representational drawings and/or renderings of the artwork as placed at the primary site (or LAC approved alternate) shall be required, as described in the Information Package in this document.
- B. Technical Feasibility: the artist shall ensure that the artwork shall demonstrate its technical feasibility and the artist's work record shall be examined for convincing evidence of the artist's ability to successfully complete the work as proposed.
- C. Cooperation: the artist shall demonstrate the ability of the artist to work closely and cooperatively with the Lawrence Arts Commission, Lawrence City staff and the Lawrence community in general.

INSTALLATION PROCEDURES

- 1. After LAC site approval, a detailed installation plan shall be developed by the artist, donor or contractor, as appropriate, for Lawrence Arts Commission review.
- 2. If the LAC recommended and donor accepted site is with the City's parks system, the donation proposal shall be subject to Parks and Recreation (P&R) Department determined standards regarding P&R programming, maintenance, irrigation, plant removal, mow strips, site grade work, bed mulch, site restoration and other P&R related issues.

CONTRACTS

The artist and/or donor shall enter into a written contractual agreement with the City of Lawrence. The City of Lawrence shall determine the nature of this contract. The contract must be drafted and available at the time the proposal returns to the Lawrence City Commission for final acceptance.

INSTALLATION BUDGET

At the time of initial proposal submission, the Budget Plan should itemize anticipated costs of installation which shall also include:

- A. Ancillary display components (such as lighting, seating etc)

- B. Site development costs
- C. A permanent identification plaque

This Budget Plan shall be updated for submission for the final submission for Lawrence City Commission acceptance.

APPENDIX 1

ART DONATION REVIEW PROCEDURE

Selection and placement of a work of public art may occur through a donation to the City of Lawrence.

It is recognized that donations are presented to the City in a variety of forms and that each proposal is unique.

A Donor Procedure Checklist is available at City Hall, PO Box 708, Lawrence, KS 66044.

In the first instance, all donations are offered to the City through the Lawrence City Commission.

The Lawrence City Commission will review all donations and may refuse the donation or forward the donation proposal to the City staff for legal and technical review and, if City staff review is affirmative, to the Lawrence Arts Commission for an arts content review and recommendation prior to full acceptance by the Lawrence City Commission. Proposals will only be received at the June and November meetings of the Lawrence Arts Commission.

It is the responsibility of the donor to provide a full information package to enable the LAC review. The LAC is responsible for accepting for review only those donated art proposals that allow (i) an *artwork* review, (ii) a *site selection* and *site* review, (iii) an *artist qualifications* review and (iv) an *installation procedures* review. If the donation is in completed and easily manageable form, arrangements should be made to deliver the piece(s) to the City Hall prior to the Lawrence Arts Commission meeting, if feasible, or arrange for Lawrence Arts Commission to view the piece(s) elsewhere. The Lawrence Arts Commission may recommend a site for the donated artwork if none was suggested in the proposal or if the suggested site is unacceptable to LAC in the *site review*.

The LAC will review the donation proposal under the criteria listed in this document. The review will allow for receiving public comment on all review criteria. The Lawrence Arts Commission may recommend to the donor amendments to the artwork. The Donor may make such amendments as part of the review process.

Upon completion of the review, the donation proposal is returned to the Lawrence City Commission with (i) a recommendation from the Lawrence Arts Commission for action and, (ii) if the Lawrence Arts Commission recommendation is to accept the donation, a legal contract between the City and the Donor. A revised Budget Plan, if necessitated, should accompany this contract.

Any fundraising, if necessary, should not begin until after the City Commission has voted to accept the donation.

If the donation proposal, with a LAC recommendation, is accepted by vote of the Lawrence City Commission the LAC will provide liaison with the donor to monitor the progress on behalf of the LAC and work with the donor to help ensure timely and faithful execution of the proposal. To facilitate public communication and participation during the process all LAC agendas will be provided in advance to the media and a copy of the LAC minutes will be sent to the contact person listed on any donated art proposal. The LAC liaison will regularly report to the full Arts Commission who will report, as necessary, to the City Commission.

It is recognized that donation proposals are presented in a variety of ways and this may affect the estimated timetable.

The process will normally end with a dedication and recognition of all whose efforts contributed significantly to the project.

Please note that the City shall have sole discretion whether to display, move, store or deaccession, the artwork. The City shall have sole discretion whether to insure donated artwork from theft, damage or destruction. The City shall have the sole discretion to determine whether artwork which has been damaged or destroyed shall be replaced, rehabilitated, or repaired.

Materials and Information required to be submitted with proposal:

1. **Donation Form**
2. **Information Package** that allows full understanding of the nature of the artwork including :--
 - artwork description,
 - conceptual drawings,
 - artist's renderings,
 - technical construction drawings (as appropriate, to allow evaluation),
 - sample material(s),
 - site plan to scale,
 - Representational illustrations or photographs of the artwork or scale model of the completed work *on its proposed site*.
- 3 **Budget Plan** to include funding plan, anticipated installation costs and long-term maintenance costs.
- 4 **Description of the Installation Procedures.**
- 5 The **artist's curriculum vita and portfolio** that includes slides, photographs and, if available, independent reviews of past work

Any other pertinent materials that will assist the City in the evaluation of the donation.

APPENDIX 2

Lawrence Arts Commission DONATION PROCEDURE CHECKLIST FOR ARTWORK

Materials and Information required to be submitted with initial donation proposal to the Lawrence City Commission:

- ❑ **Donation Form**
- ❑ The **Artist's Curriculum Vita and Portfolio** that includes slides, photographs and reviews of past work.
- ❑ **Budget Plan** to include funding plan, anticipated installation costs and long-term maintenance costs.
- ❑ **Description of the Installation Procedures**
and
- ❑ **Donated Artwork Piece**
or :
- ❑ **Information Package** that allows full understanding of the nature of the proposed artwork including:-
 - ❑ artwork description,
 - ❑ conceptual drawings,
 - ❑ artist's renderings,
 - ❑ technical construction drawings (as appropriate, to allow evaluation),
 - ❑ sample material(s),
 - ❑ site plan to scale,
 - ❑ Representational illustrations or photographs of the artwork or scale model of the completed work *on its proposed site*.
- ❑ Any other pertinent materials that will assist the City in the evaluation of the donation.

APPENDIX 3

'Letter to Donor' Template

Dear Donor:

Thank you for your interest in helping to build Lawrence's collection of fine art. The main vehicles for increasing public art in the City are through the various public art programs such as the Lawrence Arts Commission's "Percent for Art Program" and the "Outdoor Sculpture Exhibit". However private donations of artwork for placement on public land have also been able to add to the quality and variety of art in the Lawrence community. Please note that the process for accepting donated artwork into the city's collection can be time consuming.

We appreciate your generous offer and every consideration will be given to your proposal. Acceptance of donated art is the prerogative of the Lawrence City Commission. If the Lawrence City Commission initially recommends such action, your donation proposal will be forwarded for a *technical* review by the City staff and an *arts content* review by the Lawrence Arts Commission (LAC). There will be opportunity during these reviews for you to address issues that arise in the reviews. With final reports and recommendations from these two reviews, it will then return to the Lawrence City Commission for a final vote of acceptance.

Members of the Lawrence Arts Commission are volunteers who are appointed by the Mayor for their interest and abilities in advancing the arts within the community. The Lawrence Arts Commission is charged with maintaining the excellence of the city's works of art. In reviewing an art donation proposal, the LAC will use evaluation criteria equivalent to those used to evaluate a "Percent for Art" proposal. These criteria used by the LAC in reviewing an art donation are enclosed. All donations will be reviewed on artistic merits alone.

If the proposal receives the final acceptance approval of the Lawrence City Commission, the LAC will work with you throughout the process to help ensure that your art donation is successfully realized and to keep you informed of decisions as they pertain to your donation proposal.

Please note that the City shall have sole discretion whether to display, move, store or deaccession, the artwork and that the City shall have the sole discretion whether to insure donated artwork from theft, damage or destruction and have the sole discretion to determine whether artwork which has been damaged or destroyed shall be replaced, rehabilitated, or repaired.

If you have questions or wish to discuss this further, please contact us through the LCAC's city liaison, Porter Arneill at City Hall, 785-832-3402.

Sincerely,

Chair, Lawrence Arts Commission

APPENDIX 4

Lawrence Arts Commission

DONATED ART IN PUBLIC PLACES – DONATION FORM

Please type or print

Date_____

Donor:

Name/Organization_____

Contact Person_____

Title of Artwork_____

Address_____

Media_____

City, State, Zip_____

Size dimensions_____

Phone_____ E-mail_____

Date available_____

Artist's Name_____

Purchase Price_____

Artist's Address_____

Edition # (1 of ?)_____

City, State, Zip_____

Appraised Value_____

Phone_____ E-mail_____

Appraised by / date _____

Suggested Site Description (i.e., indoors, outdoors, landscape backdrop, by a lake, etc.)_____

Suggested Site

Location_____

Purpose of art donation -

Additional costs are associated with the acceptance of a donation of a work of art. Does your donation include any such moneys for the following, and if so, how much?

Site preparation ☐ **no** ☐ **yes** \$ _____

Identification plaque ☐ **no** ☐ **yes** \$ _____

(If your donation includes monies for an identification plaque, please note that the LAC will order and install it.)

The undersigned hereby offers to make a gift to the City of Lawrence as described above. The City shall have sole discretion whether to display, move, store or deaccession, the artwork. The City shall have the sole discretion whether to insure donated artwork from theft, damage or destruction. The City shall have the sole discretion to determine whether artwork which has been damaged or destroyed shall be replaced, rehabilitated, or repaired. Please note that the Lawrence City Commission reserves the right to the final determination of the location for donated art. The undersigned is the owner of the artwork, free of all liens and encumbrances and has the right to make this gift.

Date

Donor

Date

Accepted

Submit the original of this form and all supporting materials to: Lawrence Arts Commission, c/o City Liaison, City Hall, PO Box 708, Lawrence, Kansas 66044. Questions: call City Liaison Personnel at 832.3400

FOR CITY USE ONLY

Comments/Concerns/Restrictions_____

_____ LAC accepts donation as requested.

_____ LAC accepts donation with the following
provision(s):_____

_____ LAC rejects donation for the following
reason(s):_____

(or see additional sheet)

Comments:

Art Selection Procedure Manual

LAWRENCE ARTS COMMISSION
City of Lawrence, Kansas 2% for Art

ART SELECTION COMMITTEE PROCEDURE MANUAL

Program Background and Introduction

The Lawrence 2% for Art program was established in 1987 to fund the purchase and installation of visual arts in public places. The resolution that currently governs the program authorizes the City Commission to set aside up to 2% of the city's capital improvement costs for art acquisition. It makes the Lawrence Arts Commission responsible for the art selection process, through an art selection committee, and gives final approval of recommended selections to the City Commission. The protocol described in this manual was developed by the Arts Commission in 1997, on the basis of experience gained in making earlier selections, for use in making future selections.

Art Selection Committee

The governing resolution requires the Arts Commission to establish a subcommittee composed of a cross-section of the community for each art selection project. It is the responsibility of the Arts Commission member who will serve on an art selection committee to form the committee. Where appropriate, the Arts Commission member will work with persons with particular interest in the project in selecting members of the committee. It is the art selection committee that, after a thorough consideration of the particular site and its function, selects the artists(s) and/or artwork to be recommended.

Each selection committee member plays a vital role in placing permanent art of the highest possible quality in public places. To ensure the quality of its ultimate selection(s), each member must be committed to artistic and aesthetic excellence. Selection committee membership also demands commitment to enhancing the character, distinction, and quality of our community and commitment to stimulating citizens' enjoyment and understanding of the creative process and products.

Where the artwork is to be integrated into or installed in conjunction with a structure, the art selection committee should include those persons from among the following individuals who are interested in participating in the selection process:

- project architect,
- representative of the contracting agency, e.g., a parks & recreation staff member,
- representative of the resident agency (if different from the contracting agency),
- a member of the Lawrence Arts Commission,
- one or more representatives of the immediate neighborhood,

- one or more artists,
- persons who have volunteered to serve on a committee, and
- persons with a particular interest or involvement in the site.

Committee membership is not limited to persons from this list. Each member must be prepared to participate in a number of meetings and to participate throughout the selection process, which may be a protracted one. All members possess equal voting power.

Administrative functions for the committee will be performed by representatives of the contracting and resident agencies and the member of the Arts Commission with the cooperation of other committee members. Administrative functions include (1) meeting organization and notification, (2) communication with the City Commission and staff, (3) preparation and distribution of Requests for Proposals, and (4) receiving, maintaining, and returning materials submitted by artists. For the tasks of communicating with selected artists and overseeing installation of artworks, the project architect also will be actively involved.

Art Selection Process

The process needs some flexibility in order to accommodate the varying natures of individual projects and participants, but generally it will work as described.

Get to Know the Program and Project

Committee members' first task is to become familiar with the 2% for Art program. Studying the project is the next step. At the first meeting, the architect and a representative of the resident agency should lead an in-depth discussion about the space and the activities which occur there.

Identify Sites and Suitable Media

In most cases there will be a fixed amount of money allocated for the project. The committee must decide how best to use the budgeted amount. In order to do so, the committee will identify specific locations for artwork and the type of art most suitable for those locations. The committee also will identify and budget for expenses that will be necessary for permanent public display of the artwork, such as installation and labeling. The combined factors of budget and identified locations will form a basis for the committee's deciding how many and what types of artworks to solicit proposals for.

Determine Selection Method

The governing resolution permits three methods of selection: open competition, limited competition, and direct selection. The committee's choice should take into consideration the budget, any limitations, and any special or peculiar aspects of the project.

(1) Open Competition. A Request for Proposals is written that details specifics of the project and the committee's directives and preferences as well as instructions and requirements for submitting proposals. The Request for Proposals is sent to artists, and the opportunity is advertised. This represents a critical step in the decision-making process for a committee that uses the open selection method. If the Request for Proposals is drafted by fewer than all members of the art selection committee, the draft should be studied and approved by the committee as a whole. Clear presentation of adequate information about the project in the Request for Proposals will help ensure high quality and suitable submissions. Artists should be required to submit slides or photographs of

examples of their completed work as well as proposals for the project. Requests for Proposals from other projects will be available for the committee to use as examples. Distribution of the Request for Proposals determines the field of artists who will participate in the competition, and the committee should make a conscious decision whether and how to limit distribution. Mailing lists that have been used for other projects will be available. The committee should consider whether updating is required and whether use of any specialized lists or methods of advertising would be likely to enhance results for the project.

(2) Limited Competition. A select group of artists may be invited to submit materials to the committee for review and final selection.

(3) Direct Selection. The committee may directly select an artist or artwork for commission.

Reviewing Artists' Submissions

While considering the artists' submissions, the art selection committee members should keep the following in mind:

- appropriateness to the project site (content, scale, etc.),
- durability of design and material (exposure to weather, sunlight, etc.),
- overall quality of work (artistic excellence, technical excellence, etc.),
- demonstrated ability to design and execute large scale work (if applicable),
- accessibility (physically and intellectually),
- timelessness (work that is not fad or transitory),
- public safety and ADA regulations,
- maintenance requirements and resistance to vandalism,
- adherence to budget, (including all installation costs),
- lighting requirements, and
- demonstrated willingness and ability to work cooperatively with architects, contractors, etc.

The committee will review all submitted materials that meet the Request for Proposals requirements. The merits of completed works and proposals will be debated. Committee members may choose to devise and employ a ranking system. The committee may make the final selection. If so, a majority vote of participating committee members is necessary for artist or finalist selection. In the alternative, the committee may narrow the field to finalists and leave final selection to a public poll. In either case, artists may be asked to submit more detailed proposals or to make some modifications to proposals.

Receiving Public Comment

It may be desirable, although not required by the governing resolution, for the art selection committee to seek the input of other citizens. Proposals that are final selections of the committee may be displayed for public viewing, and written comments may be invited. Based on the comments, the committee may request that modifications be made to proposals before the city and an artist enter into a written contract. If the committee has narrowed the field to finalists rather than making a final selection or selections, the finalists' proposals will be publicly displayed so that citizens can make written comments and express preferences. If this method is used, the proposed design selected by the

greatest number of persons who express a preference in the designated manner will make the final selection.

Presenting Selection to the Arts Commission and City Commission

The Arts Commission member of the art selection committee will be responsible for keeping the Arts Commission advised of each step in the selection process. He or she also will be responsible for presenting the final selection(s) to the Arts Commission. The final selection will be recommended by the Arts Commission for City Commission approval unless the Arts Commission determines that there has been some significant deviation from this protocol by the committee. When the selection(s) of the art selection committee is under consideration by the Arts Commission, the Arts Commission member of the committee will not be eligible to vote with the Arts Commission. Before the Arts Commission's recommendation is made to the City Commission, the artist(s) will meet with the city's legal adviser to examine the contract terms for the purchase. The Arts Commission's recommendation to the City Commission will be made at a regularly scheduled City Commission meeting. A representative of the art selection committee will announce the selection(s) to the City Commission and may introduce other committee members, introduce the artist(s), and describe the selection process.

Mural Review Criteria

LAWRENCE CULTURAL ARTS COMMISSION

MURAL REVIEW CRITERIA

(November 11, 2015)

The Lawrence Cultural Arts Commission (LCAC) is designated by the Lawrence City Commission to review mural proposals within the city, in accordance Resolution No. 7140 Detailing the Membership and Responsibilities of the Lawrence Cultural Arts Commission for the City of Lawrence, Kansas.

Work of Art. The term work of art shall apply to all mural paintings or decorations, inscriptions, mosaic, painted glass and other similar art forms of a permanent character intended for ornament or commemoration that are applied to, erected or placed upon the exterior walls of any building. For the purpose of this Article, a work(s) of art, whether singular or in aggregate, shall be deemed to exist when its size exceeds sixteen (16) square feet or exceeds the maximum area for a wall sign allowed in the applicable zoning district whichever is larger. For the purpose of this Article, a work of art which in any way relates to the business conducted therein shall be considered as a wall sign. (Ord. 9391)

Hereafter no work of art shall be applied to, erected, or placed upon the exterior walls of any building within the City of Lawrence without first being approved by the Lawrence Cultural Arts Commission (LCAC). The request to allow a work of art shall be accompanied by plans and specifications that describe its proposed size, location, appearance, color, texture, general design, use of materials, orientation to other buildings and the relationship of such factors to features of buildings in the immediate surroundings. In determining the merits of the work of art, consideration should be given to ensure that the work of art will not be detrimental to the stability of value and the welfare of surrounding property, structures, and residents.

MINIMUM SUBMISSION REQUIREMENTS

Requests for approval of works of art as defined above, including mural projects, must be submitted to the LCAC in a timely fashion. Submission of a digital version of the approval request packet is encouraged. The following checklist details the items that the artist(s) must submit in the approval request packet:

- ☐ Detailed description of the location of the proposed work of art sufficient to show visibility of the site by the public and determine whether there are any issues related to public safety or impacts on operating functions of the city. Description should include physical dimensions of the work of art, property boundaries, and existing buildings, streets, and sidewalks, marked with proposed changes associated with the work of art, including photographs of the location from adjacent sidewalks and streets.
- ☐ Technical feasibility of the project, including degree of permanence of structural and surface components such as wall materials and finishes; any preparation work; primer and paint specifications; or protective finishes; and site considerations such as landscaping, drainage, grading, lighting, and seating; and historical, cultural, and environmental impact.
- ☐ Concepts and realization of the work of art shown by representational sketches and / or renderings of the proposed mural or description of design methods to be employed, as in the case of collaboratively developed community mural projects.
- ☐ Artist's or artists' resume, bio, or curriculum vita, and images of previous work showing evidence of ability to complete the work as proposed.
- ☐ Neighborhood engagement as evidenced by documentation that artist has presented the project to the neighborhood association or like body and gained approval for the project.

- ☐ Relationship of the proposed work of art to the site in terms of the history and cultural and social dynamics of the neighborhood, and the local architectural character and surrounding context of the site, existing or planned.
- ☐ Detailed installation plan with timeline.
- ☐ Budget plan, including installation, anticipated future maintenance costs, and party responsible for paying the estimated costs, as shown in the owner / artist agreement.
- ☐ Notarized agreement (see attached model agreement) or other binding documentation signed by both artist(s) and owner(s) specifying agreement between artist(s) and owner(s) in regard to ownership and maintenance of the mural or artwork following completion, to include the following:
 - specification of ownership of the property on which the work of art is sited;
 - specification of ownership of work of art;
 - specification of ownership of copyright on the work of art;
 - specification of the anticipated life expectancy and maintenance needs over the life of the work of art;
 - specification of the materials required for maintenance, including wall materials and finishes, any preparation work, primer and paint specifications, or protective finishes, as appropriate;
 - an assurance that proper maintenance or timely removal of the work of art, as agreed between artist(s) and owner(s), will occur so that work of art does not fall into disrepair or create a violation under the City's property maintenance Code.

Any written text that is part of or associated with the work of art must be submitted for approval with this application. Please note that there should be no substantial difference between the work of art as defined in the approval request packet and the finished installation.

At its first meeting following receipt of the approval request packet, the LCAC will conduct a review of the proposed work of art using the worksheet below to determine whether to recommend the project to the Lawrence City Commission for approval. The LCAC may, at its discretion, bring in a volunteer or paid consultant to assist with this determination. The Lawrence City Commission is the final authority to approve or deny installation.

ARTWORK REVIEW WORKSHEET

The work of art approval request will be reviewed according to the following criteria:

- ☐ Achievability of the project based on Artist's presentation of:
 - ☐ description of the location of the proposed work of art sufficient to show visibility of the site by the public and determine whether there are any issues related to public safety or impacts on operating functions of the city;
 - ☐ technical feasibility of the project, including degree of permanence of structural and surface components such as wall materials and finishes; any preparation work; primer and paint specifications; or protective finishes; and site considerations such as landscaping, drainage, grading, lighting, and seating; and historical, cultural, and environmental impact;
 - ☐ concepts and realization of the work of art as shown by representational sketches and / or renderings of the proposed mural or description of design methods to be employed, as in the case of collaboratively developed community mural projects;
 - ☐ artist's ability to complete the proposed work of art as evidenced by the resume, bio, or curriculum vita, and images of previous work provided in the application packet;
 - ☐ neighborhood engagement as evidenced by documentation that artist has presented the project to the neighborhood association or like body and gained approval for the project;

- ☐ relationship of the proposed work of art to the site in terms of the history and cultural and social dynamics of the neighborhood, and the local architectural character and surrounding context of the site, existing or planned;
- ☐ installation plan and timeline; and
- ☐ budget plan, including installation, anticipated future costs, and party responsible for paying the estimated costs, as shown in the ownership agreement.
- ☐ Owner / artist agreement: Application to City shall include a signed agreement or other binding documentation specifying agreement between the artist(s) and owner(s) in regard to ownership, life expectancy and maintenance of the of the work of art following completion. Specifics of each owner / artist agreement will depend on the circumstances of the project but should be crafted with enough specifics to ensure that both parties understand and agree to their responsibilities in the project.

NOTE: This model agreement is intended as an example. The specifics of each owner / artist agreement will depend on the circumstances of the project. Such agreements are intended to protect both artist and owner and should be crafted with enough specifics to ensure that both parties fully understand and agree to their responsibilities in the project. Legal council may be advisable.

Owner / Artist Agreement

This agreement made and entered into by and between _____, hereinafter called the OWNER, and _____, hereinafter called the ARTIST.

Recitals

WHEREAS, the OWNER requires the services of an artist to paint a mural on the wall of _____; and

WHEREAS, OWNER has determined that the ARTIST is qualified to paint the mural desired based upon the skill, reputation and creativity of the ARTIST; and

WHEREAS, the ARTIST is able and willing to perform under the terms and conditions of this Contract;

NOW THEREFORE, in consideration of the foregoing promises and the covenants set forth below, the parties hereto agree as follows:

1. Final Design

The ARTIST shall present the final design to _____ for approval prior to the painting the Mural.

2. Creation and Installation

The ARTIST represents and warrants that the Mural to be created is an original work of art and that the Mural shall be a faithful rendition of the preliminary design submitted by the ARTIST and approved by _____.

The ARTIST shall create and be responsible for installation of the Mural. The ARTIST agrees to have the Mural completely installed by _____.

If work on the Mural is delayed by adverse weather conditions, or any other cause beyond the ARTIST'S reasonable control, then the completion date shall be extended for such reasonable time as the parties may agree.

3. Permits

The OWNER agrees to procure all necessary permits including any easements, encroachment permits, signage permits, scaffolding permits, alley closure permits, or other permits necessary to access to the property; and, if OWNER is not the property owner, an

agreement between OWNER and the property owner regarding mural installation, ownership, and responsibility.

4. Amount of Payment

The OWNER agrees to pay the ARTIST a total of \$_____ for this work in the creation of the mural and direction of volunteers and assistants who will collaborate with the ARTIST.

5. Method of Payment

To _____

\$_____ upon the signing of this agreement by both parties.

\$_____ upon approval of the final design.

\$_____ upon completion of the Mural as determined by ARTIST.

6. Timely Payment

If the OWNER fails to make any payment within 14 days of the date it is due or the date the criterion is completed (as specified In Section 5 above), the ARTIST may cease all work and the completion date of the project shall, at the ARTIST'S discretion, be adjusted accordingly.

7. Tools and Supplies

Are included in the budget stated in section 4. [alternatively: The OWNER shall provide in-kind use of scaffolding, pressure washer, and ladders. Design supplies, paint, brushes, and primer.]

8. Travel and Lodging

The OWNER shall reimburse the ARTIST or provide up-front funds for travel and lodging for the ARTIST during the course of the project.

9. Mural Maintenance

The OWNER recognizes that the maintenance of the Mural on a regular basis is essential to the integrity of the Mural. Therefore, for the length of time that the Mural is on the site, which is anticipated to be _____ years, the OWNER shall be responsible for maintaining and repairing the Mural under the ARTIST'S supervision, unless OWNER has a contract with the property owner in which the property owner agrees to take this responsibility. If the ARTIST fails or refuses or is unable to supervise such maintenance and repairs, the OWNER shall have the right to do so.

10. Copyright Ownership of the Work

The ARTIST reserves all copyrights in the Mural, the preliminary design, and any incidental works made in the creation of the Mural under the Copyright Act of 1976, 17 U.S.C. § 101 et seq., as the sole author of the Artwork for the duration of the copyright. *(The duration of copyright in the United States is currently the life of the author plus 70 years.* The ARTIST agrees not to unreasonably refuse the OWNER permission to

reproduce the Mural image for noncommercial purposes.

11. Title and Ownership of the Work

Upon completion and installation of the Work and upon final acceptance and final payment to the ARTIST by the OWNER, title to the Work shall pass to the OWNER.

12. Insurance

The OWNER shall obtain and keep in force a comprehensive general liability insurance policy, in standard form, protecting against any and all liabilities arising out of or related to the installation and maintenance of the Mural.

13. Alterations of the Work or of the Site.

To the extent allowed by law, the OWNER agrees:

- a) That it is the OWNER'S intent to retain and publicly display the Work at the Site for a period of at least _____ years. However, all parties are aware that circumstances may arise that would make it prudent for the OWNER to remove the Work from public display and/or, if feasible, relocate the Work to another site.
- b) The OWNER shall notify the ARTIST of any proposed significant alteration of the Site that would affect the intended character and appearance of the Artwork. The OWNER shall make a good faith effort to consult with the ARTIST in the planning and execution of any such alteration. The OWNER shall make a reasonable effort to maintain the integrity of the Artwork.
- c) Consistent with the paragraph above and in the case of removal, the ARTIST is aware of, and, if necessary, will waive all rights with regard to the Work while retaining copyright to the Work.
- d) The OWNER will not intentionally use the Work in any manner that would reflect discredit on the ARTIST'S name or reputation as an ARTIST or which would violate the spirit of the Work.
- e) This clause is intended to replace and substitute for the Visual Artists Rights Act of 1990, 17 U.S.C. Sections 106A and 1133, or as subsequently amended, to the extent that any portion of this Agreement is in direct conflict with those rights.
- f) The parties acknowledge that this Agreement supersedes that law to the extent that this Agreement is in direct conflict therewith.

14. Termination

Either party may terminate this agreement for cause if the other party fails to perform any material obligation hereunder. In the event the ARTIST abandons the Mural, defaults on any material term of this agreement or otherwise causes it to be terminated without cause prior to completion of the work, the ARTIST shall not be owed or paid any further compensation by the OWNER. If the OWNER fails to perform any material obligation hereunder, including failure to pay the ARTIST, the ARTIST may cease work and exercise any remedies available in law or equity.

15. Entire Agreement

This Agreement represents the entire Agreement of the parties with respect to the matters set forth herein. No Agreements, representations or understandings (whether oral or written

and whether express or implied) which are not expressly set forth in this Agreement have been made or entered into by either party with respect to the subject matter hereof.

16. Choice of Law

This agreement will be construed in accordance with the laws of Kansas and any litigation will be brought in the courts of that state.

_____	_____	_____
Date	Name of ARTIST	Signature of ARTIST

_____	_____	_____
Date	Name of OWNER	Signature of OWNER

Kansas Open Meetings Act

www.lawrenceks.org/assets/lks/files/Kansas-Open-Meetings-Act_Conflict-of-Interest.pdf

Kansas Open Meetings Act

K.S.A. 75-4317 *et seq.*

Amended 2008 and 2009 (SB 135)

Open Meetings Principle

- The open meetings principle is based on the belief that the people have a right to know the public business; and
- Information is essential to the effective functioning of our democratic process.

Purpose of KOMA

- *"In recognition of the fact that a representative government is dependent upon an informed electorate, it is declared to be the policy of this state that meetings for the conduct of governmental affairs and the transaction of governmental business be open to the public." K.S.A. 75-4317(a)*

KOMA

- The KOMA is to be interpreted liberally, and its exceptions construed narrowly, to carry out the purpose of the law.
- It regulates the conduct of public business.

KOMA applies when

- The body involved is a covered entity and
- There is a "meeting."

Bodies Subject to the Act

- Applies to all legislative and administrative bodies, state agencies and political and taxing subdivisions;
- Which receive or expend and are supported in whole or in part by public funds.

Groups Exempt from KOMA

- Any administrative body that is authorized by law to exercise quasi-judicial functions when the body is deliberating on matters relating to a decision involving such quasi-judicial functions;
- Parole boards when conducting parole hearings or parole violation hearings held at a correctional institute;
- Impeachment inquiries;
- If otherwise exempted by law or the rules of the Legislature.

Meeting Defined

- "As used in the open meetings act, 'meeting' means any gathering or assembly in person or through the use of a telephone or any other medium for interactive communication by a majority of the membership of a body or agency subject to this act for the purpose of discussing the business or affairs of the body or agency."

Elements of a “Meeting”

All three of the following must be met:

- Majority of the membership of the body;
- Interactive communication; and
- Discussing the business of the body.

Majority of Membership

- For our five-member City Commission, a majority of the membership of the body is three.

Interactive Communication

Act applies when there is “any gathering or assembly in person or through the use of a telephone or any other medium for interactive communication...”

* clearly applies when members are in physical presence of one another

* telephone calls, including conference calls

* work sessions, staff briefings, video conferencing, online communications (when there is the opportunity for contemporaneous interaction)

Electronic Communications

- The Attorney General has indicated that the mere fact that a communication is electronic does not raise a KOMA issue.
- If, a majority of the body uses an electronic communication to engage in “interactive discussions” such contact *may* raise a KOMA issue.
- A single email sent to other members would likely not be considered a violation, but participation in an online chat room or instant message may be considered a violation of KOMA because of its interactive nature.

Discussing the Business of the Body

- It is not necessary for a vote or binding action to be taken. Discussion of public business is what triggers the application of KOMA.
- Individual members of governing bodies may gather for purposes other than discussing the business of the body.
 - Social gatherings are not subject to KOMA if there is no discussion of the business of the body;
 - Commissioners may attend conferences where items of general interest are discussed as long as specific business of the body is not discussed by a majority of the body.

Serial Meetings

- 2008 Legislation clarifies that certain serial meetings must be open.
- A series of *interactive communications** of less than a majority that:
 - (1) collectively involve a majority of the membership of the body;
 - (2) Share a common topic of discussion concerning business or affairs of the body; and
 - (3) Are intended by any or all of the participants to reach agreement on a matter that would require binding action to be taken by the body or agency.

*SB 135 – 2009 Legislative Session

Review: KOMA applies when...

- The body involved is a covered entity and
- There is a “meeting”
 - Majority of the membership of the body; and
 - Interactive communication; and
 - Discussing the business of the body

KOMA Requirements

- All meetings of entities covered by KOMA must be open to the public and proper notice must be given.

Meetings Open to Public

- Meetings must be held in places accessible to the general public.
- Secret ballots are not permitted.
- Use of cameras and recording devices cannot be prohibited, but such use may be subject to reasonable rules.

Notice

- “Notice of the date, time and place of any regular or special meeting of a public body...shall be furnished to any person requesting such notice.” K.S.A. 75-4318(b)
 - KOMA requires the date, time & place be given (the method of providing notice is not specified).
 - KOMA does not require notice to be given within any particular time frame.
 - Notice must first be requested before a body is required to provide it.

Agendas

- KOMA does not require an agenda be created.
- If a body creates one, it should include the topics planned for discussion.
- Agendas can be amended.
- If agendas exist, copies must be available to those who request them.

Executive Sessions

- Meetings closed to the public (executive sessions) are permitted in limited circumstances.
- Binding action cannot be taken during a closed session.
- Executive sessions are useful for discussing the topics permitted by law to be discussed, while protecting important privacy interests.

Procedures for Recessing into Executive Session

- Before going into an executive session, the body must first convene in an open meeting.
- There must be a formal motion, seconded and carried, that contains a statement of:
 - (a) the justification for closure;
 - (b) the subject to be discussed; and
 - (c) the time and place where the meeting will resume.
- The process must be recorded in the minutes of the meeting and maintained as a part of the permanent record of the public body.

Subjects That May Be Discussed in Executive Session

KOMA specifies 14 topics that may be discussed in an executive session. Of the 14 permitted topics, the City Commission most commonly meets in executive session to discuss:

- Personnel matters of nonelected personnel;
- Consultation with the body's attorney which would be deemed privileged in the attorney-client relationship;
- Employer-employee negotiation related matters;
- Preliminary discussions relating to the acquisition of real property;
- Confidential data relating to trade secrets or financial affairs of a private business.

2008 Executive Sessions

Personnel matters of non elected Personnel	3
Employer-employee negotiation matters	3
Consultation with City's attorneys	2
Preliminary discussions relating to acquisition of real property	3

Possible legal ramifications for violation of KOMA requirements

- Injunction
- Mandamus
- Civil penalties up to \$500 / violation
- Court costs
- Attorneys fees
- Invalidation of actions
- Removal from office (ouster or recall)

Local Conflict of Interest Laws

K.S.A. 75-4301a *et seq.*

Purpose

- The Kansas law attempts to achieve a fair balance to ensure that public office is not used for private gain.

Statements of Substantial Interest (K.S.A. 75-4301a)

The Act requires the filing of Statements of Substantial Interest:

- Candidates for local office – within 10 days after filing deadline;
- By individual appointed on or before April 30th to fill vacancy, between April 15 and April 30 of that year;
- By individual appointed after April 30th to fill a vacancy, within 15 days after the appointment;
- For office holders, if during the preceding year, any change occurred in the individual's substantial interests, between April 15th and 30th,

What is a substantial interest? K.S.A. 75-4301a

- (a)(1) if an individual or an individual's spouse, either individually or collectively, has owned within the preceding 12 months a legal or equitable interest exceeding \$5,000 or 5% of any business, whichever is less;

What is a substantial interest? K.S.A. 75-4301a

- (a)(2) If an individual or an individual's spouse, either individually or collectively, has received during the preceding calendar year compensation which is or will be required to be included as taxable income on federal income tax returns of the individual or spouse in an aggregate amount of \$2,000 from any business or combination of businesses;

What is a substantial interest? K.S.A. 75-4301a

- (a)(3) If an individual or an individual's spouse, either individually or collectively has received in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more from a business or combination of businesses;

What is a substantial interest? K.S.A. 75-4301a

- (a)(4) If an individual or an individual's spouse holds the position of officer, director, associate, partner or proprietor of any business, other than an organization exempt from federal taxation of corporations under section 501(c) (3), (4), (6), (7), (8), (10) or (19) of chapter 26 of the United States code, irrespective of the amount of compensation received by the individual or the individual's spouse;

What is a substantial interest? K.S.A. 75-4301a

- (a)(5) If an individual or an individual's spouse receives compensation which is a portion or percentage of each separate fee or commission paid to a business or combination of businesses, the individual has a substantial interest in any client or customer who pays fees or commissions to the business or combination of businesses from which fees or commissions the individual or individual's spouse, either individually or collectively, received an aggregate of \$2,000 or more in the preceding calendar year

Where To File Statements of Substantial Interest

- In the office where declarations of candidacy are required to be made.
- For city commissioners, Statements of Substantial Interest are filed with the City Clerk's Office.
- City Clerk then forwards them to the Douglas County Clerk's Office.

Abstain on certain contracts (K.S.A. 75-4304)

- The Kansas act requires public officials to abstain from making or participating in the making of any contract with any business in which the official is employed or has a substantial interest.

Abstention is not required for:

- Contracts let after competitive bidding has been advertised for by published notice; and
- Contracts for property or services for which the price or rate is fixed by law.

Action on other matters (K.S.A. 75-4305)

- No officer or employee who has not filed a statement of substantial interest may act in an official capacity upon any matter that will affect any business in which the officer or employee holds a substantial interest, unless:
- Before taking action the officer or employee files with the county clerk a written report of the nature of the interest or
- The officer or employee abstains from any direct or incidental action on the matter.

Penalties

- Failure to file a general statement of substantial interest is a misdemeanor;
- Violation of the law prohibiting participation in the making of contracts will result in the forfeiture of office and is a misdemeanor;
- Failure to file specific statement of interest is a misdemeanor.

Advisory opinions K.S.A. 75-4303a

- Written requests for advisory opinions on the interpretation or application of the act can be made to the Governmental Ethics Commission.
- The Act provides that any person who requests and receives an advisory opinion and who acts in accordance with its provision is presumed to have complied with the law.

Kansas Governmental Ethics Commission

- 109 West Ninth Street
Topeka, Kansas 66612-1287
Telephone: (785) 296-4219

Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

Guidelines

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Resolution 7269 - Ethics policy for members of the governing board, appointed officials, and employees of the City of Lawrence

RESOLUTION NO. 7269

A RESOLUTION OF THE CITY OF LAWRENCE, KANSAS, ADOPTING AN ETHICS POLICY FOR MEMBERS OF THE GOVERNING BODY, APPOINTED OFFICIALS, AND EMPLOYEES OF THE CITY OF LAWRENCE, KANSAS, AND REPEALING RESOLUTION NO. 5403.

WHEREAS, the Governing Body of the City of Lawrence, Kansas, recognizes that the proper working of a representative and democratic government requires that elected officials, appointed officials, and employees of the City be independent, impartial, and responsible to the citizens of Lawrence, that government decision and policy be made appropriately and in accordance with the law, that public office or employment not be used for personal gain, and that the public have confidence in the integrity of its government; and

WHEREAS, in order to accomplish those goals and to promote and to further ethical and professional conduct on the part of elected officials, appointed officials, and employees of the City, the Governing Body hereby adopts the following Ethics and Professional Conduct Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:

SECTION 1. The Governing Body hereby adopts the following as its Ethics and Professional Conduct Policy:

City government exists to provide services to the public. Public acceptance of those services is based on public trust in elected officials, appointed officials, and City employees. Public trust is established through the effective operation of government and appropriate conduct by elected officials, appointed officials, and City employees. To that end, the City strives to foster an organizational culture based on honesty, integrity, professionalism, fairness, and accountability.

The City, through this policy, expects elected officials, appointed officials, and City employees to conduct the City's business fairly, impartially, ethically, and in full compliance with all applicable laws, ordinances, regulations, and policies. The City further expects that all elected officials, appointed officials, and City employees will comport themselves in such a fashion that their conduct will not create or foster questions regarding the City's honesty, integrity, impartiality, and reputation, or that will otherwise cause embarrassment to the City.

Accordingly, no elected official, appointed official, or City employee shall do any of the following:

- (1) Take any action in violation of the United States Constitution, the Kansas Constitution, federal law, federal regulations, state law, state regulations, local ordinance, local regulations, or City policy.
- (2) Give special consideration, treatment, or advantage to any person beyond that which is available to every other person.
- (3) Solicit, accept, or collect any fee, gift, or valuable thing from any person, organization, corporation, or other entity, which is involved directly or indirectly in doing business or seeking to do business with the City. Examples include, but are not limited to gifts of money, gift cards, meals, tickets (or payments for tickets) for banquets, sporting events, or entertainment events, other tangible items, sales discounts, or special sales.

- (a) The foregoing shall not include promotional items of *de minimis* value. Examples include, but are not limited to mugs, hats, t-shirts, pins, books, or other items that might be given to elected officials, appointed officials, or City employees by persons or other entities appearing before or being recognized by the City.
- (4) Use information obtained as an elected official, appointed official, or City employee to advance personal, financial, or other private interests.
- (5) Represent a third party or any entity appearing before any City board, commission, or body upon which the appointed official or City employee currently serves. Elected officials are prohibited from representing a third party or any entity appearing before any City board, commission, or body.
- (6) Selling, bartering, or trading with the City, acting as a contractor for the City, making any contract with the City, or acting on any matter for which the elected official, appointed official, or employee would have a conflict of interest in violation of the State's Conflict of Interest laws, codified as amended at K.S.A. 75-4301a, *et seq.*
 - (a) For City employees, the prohibition of acting as a contractor or entering into any contract with the City shall extend for a period of one year, commencing on the date of said employee's separation from the City.
- (7) Appropriating City-owned property for personal use.
- (8) Holding one's self out as acting in behalf of the City, without having such authority or when one is not actually acting within the scope of his or her office or employment.
- (9) Harassing or treating any person differently on the basis of race, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, or gender identity.
- (10) Retaliating against any person reporting any alleged violation of this policy.

Any City employee determined to be in violation or to have acted in violation of this policy may be subject to discipline, including the possible termination of employment.

Any appointed official found to be in violation or to have acted in violation of this policy may be subject to removal from office.

Any elected official found to be in violation or to have acted in violation of this policy may be subject to censure by the Governing Body and may be subject to those remedies that may be available under State law, including but not limited to recall or ouster.

SECTION 2. Effective January 1, 2019, existing Resolution No. 5403 is hereby repealed in its entirety.

SECTION 3. After adoption by the Governing Body, this Resolution shall be in full force and effect commencing January 1, 2019.

ADOPTED by the Governing Body of the City of Lawrence, Kansas, this 6th day of November, 2018.

APPROVED:

Stuart Boley
Stuart Boley, Mayor

ATTEST:

Sheri Riedemann
Sheri Riedemann, City Clerk

APPROVED AS TO FORM:

Toni R. Wheeler
Toni R. Wheeler, City Attorney



Programs

<http://lawrenceks.org/lprd/arts-and-culture>

Arts and Culture

- Lawrence Cultural Arts Commission
 - Phoenix Awards
 - Outdoor Downtown Sculpture Exhibition
 - Community Arts Grants
 - Public Art
 - Calls for Public Art - [Free Subscription E-List](#)
- Final Fridays
- Cultural District Recommendations
- City Wide Cultural Plan
- Sister Cities in Lawrence

Porter Arneill

Assistant Parks & Recreation Director – Arts and Culture

E-mail: parneill@lawrenceks.org

Phone: (785) 832-3449

Cell: (785) 764-3270



Phoenix Awards

The Phoenix Awards are designed to recognize outstanding artistic achievement in the Lawrence community.



About the Phoenix Awards

There are 10 categories for five awards: Arts Advocate, Arts Administrator, Arts Education, Design Arts, Literary Arts, Musical Arts, Performing Arts, Visual Arts, Volunteer in the Arts, and the Phoenix Award for Exceptional Artistic Achievement. There is also a "Creative Spaces" Award category which recognizes outstanding achievement in imaginative and environmentally forward-thinking place-making. The Phoenix Award Committee will accept nominations for public or business places whose design and/or function advance the artistic environment of the Lawrence community.

The Lawrence Cultural Arts Commission members may select more than one winner in any one category and may choose not to present all five awards. A previous winner may be considered for an award in a different category from the first.

Each year an outstanding area artist is asked to create the Phoenix Awards in the medium of his or her choice. The artist is compensated from the Arts Commission's Phoenix Award budget. Prior Phoenix Award art is on public display in the lobby of the Lawrence Arts Center.

The Phoenix Awards are presented at an annual fall ceremony. The ceremony and the reception that follows are open to the public.

Since the inception of the **Phoenix Awards**, more than 100 local artists, sculptors, photographers, dancers, musicians, vocalists, educators, writers and literary supporters, administrators, and volunteers have been recognized by their peers and fellow Lawrencians. Nomination instructions are annually available online and solicitations for nominations are typically made over the summer months.

[Phoenix Awards](#)

Outdoor Downtown Sculpture Exhibition

About the Exhibition:

The Lawrence Cultural Arts Commission's Outdoor Downtown Sculpture Exhibition has a proud tradition. The exhibition was founded by **Jim Patti** and is sponsored by the Lawrence Cultural Arts Commission, which receives financial and staff support from the City of Lawrence. The exhibition also receives additional support from the Lawrence Convention and Visitors Bureau, and the Lawrence Arts Center. Works are displayed in downtown Lawrence, along Massachusetts Street and adjacent areas. Massachusetts Street was named in 2010 as a "Top 10 Great Street" in America by the American Planning Association.

[Outdoor Downtown Sculpture Exhibition](#)

Community Arts Grants

The City of Lawrence expands the art experiences of citizens with its annual Lawrence Cultural Arts Commission Grants program. Designed to assist with the financial burdens of arts outreach programs, the Lawrence Cultural Arts Commission welcomes applicants who seek to expand new arts programs, deepen community participation in the arts, engage new audiences, and encourage collaboration within our diverse artistic community.

<https://lawrenceks.org/art-grants/>

Public Art

Public art has the power to transform daily experience by encouraging active engagement with our sense of place. It stimulates a community by attracting visitors, new residents, and businesses. There are over 400 municipal public art programs across the U.S. and Lawrence, like many cities throughout the world, implements the public art program to help share and celebrate its unique identity.

The Lawrence Cultural Arts Commission works toward assisting area artists with professional development and expanding the interaction between Lawrence citizens and art by overseeing the [Annual Outdoor Downtown Sculpture Exhibit](#) and the [Percent for Art](#) programs.

Percent for Art

Capital improvement monies are set aside to fund these art projects for new City construction and major renovations. The local Arts Commission is responsible for choosing the art and artist for each project.

- [Resolution No. 7070](#) City's Public Art Program Policy

Calls for Art/Public Art Opportunities Subscription List

The Lawrence Cultural Arts Commission has created a free public art opportunities e-mail notification subscription list.

Anyone interested in seeing local, national or international calls for public art opportunities can subscribe for free!

To subscribe, click or copy and paste this link in your browser:

<http://lawrenceks.org/subscriptions> and follow the instructions on the subscription page—Look under Arts and Culture - Calls for public art. We'll forward national, regional and local calls as they are received.

For more information, contact Porter Arneill, parneill@lawrenceks.org

Final Fridays

Final Fridays began in August of 2010 through the cooperation of the Lawrence Arts Center, Downtown Lawrence Inc., The Lawrence Cultural Arts Commission and a wealth of artists, gallerists, art collectives and local businesses—as all saw the value of the arts in our city and an opportunity to bring them to a wider public through this monthly free arts festival.

Lawrence has one of the highest percentages of working artists in the country per capita, and has long stood out in the Kansas landscape as a mecca for creative thought and energy. On the last Friday of every month (all year long!) from 5 until 9 pm, the streets of Downtown Lawrence erupt, storefronts convert into flash spaces, and performances and exhibits spill in and out of galleries and businesses. Activities for kids, exhibitions designed to challenge adults, music, dance and theater for all ages are all within walking distance of each other.

<https://www.lawrenceks.org/finalfriday>

Cultural District

Established by [Resolution No. 7021](#), the Task Force shall have a primary focus on identifying three (3) cultural arts district models that combine private, public and grant funding to support improvements to the district, as well as initiating a broader community-wide cultural arts plan. The Task Force shall organize its work in such a way to provide a report on findings and recommendations by October 31, 2013. The work of the Task Force shall include identification of three (3) cultural district models that combine private, public and grant funding to support improvements in cultural districts. Additionally, the following questions will be examined: What are the best practices for making necessary improvements in cultural districts? How can the cultural district maintain its unique cultural and socio-economic mix? What existing cultural organizations play a role in the creative economy of Lawrence? What existing policies currently govern the creative economy? What recommendations for changes in policies and practices are appropriate to enhance the creative economy in Lawrence?

CDTF Final Report



Recommendations for
Enhancing the Lawrence Cultural
District

[View the report »](#)

https://assets.lawrenceks.org/assets/agendas/cc/2013/12-10-13/fai_cdtf_final_report.pdf

City-Wide Cultural Plan

- [Steering Committee](#)
- [Overview & Handout](#)

The final report is available for download here: [BUILDING on LAWRENCE'S CREATIVE CAPITAL: A City-Wide Cultural Plan](#)

The consultant team of [Christine Harris](#) and [Tom Borrup](#) did a terrific job working with individuals and community representatives to collect insights and information from a wide range of Lawrencians as the basis for this cultural plan entitled, *Building on Lawrence's Creative Capital: A City-Wide Cultural Plan*.



Now it's up to all of us to put this city-wide cultural plan into action to build upon our already vibrant creative community! Beginning on page 77 (Appendix E), there's a comprehensive Implementation Matrix—a template to help prioritize goals, programs, collaborations and partnerships—links below. The Lawrence Cultural Arts Commission encourages you to explore the City-Wide Cultural Plan and the Implementation Matrix, use it, and help by contributing any thoughts or feedback to Porter Arneill, director of arts & culture: parneill@lawrenceks.org Thanks!

- Implementation Matrix as a [Word Document](#)
- Implementation Matrix as an [Excel Document](#) (Tabbed by Goal)

History - The City of Lawrence was awarded a grant from the Kansas Creative Arts Industries Commission to complete a city-wide cultural plan. The City of Lawrence has engaged the team of Christine Harris Connections and Creative Community Builders to complete a city-wide cultural plan for Lawrence. The development of a city-wide cultural plan was one of the key recommendations of the city's [Cultural District Task Force report](#), delivered in late 2013.

The cultural planning process will create a functional and sustainable guiding plan which a) documents Lawrence's unique cultural assets, b) defines cultural priorities, c) recommends strategies and tools which the City of Lawrence can provide to support the efforts of the community to accomplish those priorities, and further enhance the climate in which artists, art-related businesses, cultural tourism and creative sector economic development can thrive, and d) provides recommendations for integrating infrastructure and capital improvement projects with the overall goals of the cultural plan. In order to create a successful cultural plan, numerous stakeholders in the community need to be engaged.

The city's consultant team hosted several meetings in May and March with local artists, arts organizations, creative sector businesses, and other community stakeholders. They returned in June to facilitate a retreat with the Steering Committee and present their findings in a presentation to the City Commission - [Consultant Presentation to City Commission](#).

The final report was delivered to the city as part of a presentation to the City Commission on August 18, 2015 and the final draft was delivered in early October.

<http://lawrenceks.org/cmo/cultural-plan>



<http://lawrenceks.org/lprd/arts-and-culture>