

**AN AUDIT OF THE:**

# **CIP Public Art Program**

**COUNTY AUDIT DEPARTMENT**

**REPORT #447**

**4/29/2026**



**VICTOR D. CRIST**

CLERK OF CIRCUIT COURT & COMPTROLLER  
HILLSBOROUGH COUNTY, FL

**EXCELLENCE IN SERVICE!**





# VICTOR D. CRIST

CLERK OF CIRCUIT COURT & COMPTROLLER  
HILLSBOROUGH COUNTY, FL

The Honorable Ken Hagan, Chair  
The Honorable Chris Boles  
The Honorable Donna Cameron Cepeda  
The Honorable Harry Cohen  
The Honorable Christine Miller  
The Honorable Gwen Myers  
The Honorable Joshua Wostal

April 29, 2026

Dear Commissioners:

The Audit Team conducted an audit of the Capital Improvement Public Art Program (**Audit Report #447, dated April 29, 2026**). Responses to the Audit Team's recommendations were received from the Director of the Capital Programs Department and have been included in the Report after each audit comment and recommendation.

The purpose of this Report is to furnish management with an independent, objective analysis, and information concerning the activities reviewed. It is not an appraisal or rating of management.

Although the Audit Team exercised due professional care in the performance of this audit, this should not be construed to mean that unreported noncompliance or irregularities do not exist. The deterrence of fraud and/or employee abuse is the responsibility of management. Audit procedures alone, even when carried out with professional care, do not guarantee that fraud or abuse will be detected.

I appreciate this opportunity to be of service to the Board of County Commissioners. I am happy to address any questions that you may have or furnish additional information if desired.

Sincerely,

*Heidi Pinner*

Heidi Pinner, CIA CISA CFE CRMA  
Chief Audit Executive, Clerk of Court & Comptroller

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## EXECUTIVE SUMMARY

**BACKGROUND INFORMATION**

On January 6, 2010, the Hillsborough County Board of County Commissioners (Board) approved Ordinance 10-1 to establish the County’s Public Art Program. The Public Art Program is part of Hillsborough County’s Capital Improvement Program (CIP) and aims to enhance the county’s public spaces with art, promoting cultural diversity and artistic expression. Examples include sculptures, statues, and paintings in or on County facilities. Per this ordinance, the Board shall allocate between 0.5% - 1.0% of the annual CIP budget toward the Public Art Program. However, a reduction or waiver of the public art funding may be approved by a majority vote of the Board. This annual assessment has been waived (0%) every year from FY2015 through the current FY2026 and instead funding has been authorized on an ad hoc basis by a vote of the BOCC.

The following table details what the Public Art Program funding would have totaled if the Board had approved either a 0.5% assessment or a 1.0% assessment compared to the actual ad-hoc expenditures that have been approved.

Fiscal Year	Estimated CIP Subject to Assessment	If Assessment Was 0.5%	If Assessment Was 1.0%	Approved Ad-Hoc Funding	Actual Expenditures
<b>FY2016</b>	\$15,821,935	\$79,110	\$158,219	\$0	\$89,407
<b>FY2017</b>	\$36,371,075	\$181,855	\$363,711	\$0	\$172,531
<b>FY2018</b>	\$13,120,739	\$65,604	\$131,207	\$0	\$484,498
<b>FY2019</b>	\$41,666,650	\$208,333	\$416,667	\$0	\$268,000
<b>FY2020</b>	\$57,307,813	\$286,539	\$573,078	\$200,000	\$189,771
<b>FY2021</b>	\$20,015,105	\$100,076	\$200,151	\$650,000	\$269,877
<b>FY2022</b>	\$36,789,545	\$183,948	\$367,895	\$300,000	\$81,736
<b>FY2023</b>	\$50,975,081	\$254,875	\$509,751	\$100,000	\$90,618
<b>FY2024</b>	\$47,957,741	\$239,789	\$479,577	\$300,000	\$118,806
<b>FY2025</b>	\$96,792,695	\$483,963	\$967,927	\$450,000	\$129,248

The Capital Programs Department works with the County’s Public Art Committee (PAC) each year to prepare an annual list of planned art projects which is known as the Public Art Plan and includes the name of the artwork, a description of the project, and the costs. The Public Art Committee is a citizen advisory board that makes recommendations regarding the selection, placement, and maintenance of works of public art in the Public Art Plan (the Plan). The Plan is then presented to the Board of County Commissioners for approval. Once approved, typically the County publishes a competitive Call for Artists announcement for each piece of planned artwork to solicit interested artists. If the artwork is planned to be located in or on a traffic circle or a roundabout, there is an additional step for County staff to consult with the County

Commissioner whose district the artwork will be located in prior to placing it on the Board Agenda. Once the Call for Artists has closed, the PAC assembles a Site Advisory Committee (SAC) who reviews and scores the artwork proposals submitted to create a shortlist of up to 4 top proposals. The shortlisted artists are offered a one-time payment, currently \$750.00, to further develop and submit a model or other sample rendering of what their art will look like.

The shortlist and sample renderings are then reviewed by the PAC for a final recommendation of award. The recommended project is then approved by the County Administrator if below \$100,000 or by the Board if \$100,000 or more. The maximum allowable project cost per the ordinance is \$150,000, but there have been historical exceptions approved by the Board.

## OBJECTIVE

The objective of the audit is to determine whether or not there are effective controls in place over the administration of the Public Art Program.

## SCOPE

The audit was conducted in accordance with the *Global Internal Audit Standards*. These standards require that County Audit plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for the audit comments and conclusions based on the audit objectives. County Audit believes that the evidence obtained provides a reasonable basis for the audit comments and conclusions based on the audit objectives.

The audit scope consisted of inquiries with the Capital Programs Department and Management & Budget staff as well as reviews of documents related to the formation of the Public Art and Site Advisory Committees, the Call for Artists procurement process, the financial budgeting and accounting tasks, and the maintenance and repair of artwork.

## OVERALL EVALUATION

### PROCESS STRENGTHS AND SUCCESSES

- The County has sound policies and procedures established to govern the Public Art Program.
- The process to select artists to provide works of art has transparent steps to ensure open fairness.
- There is a well-defined budgeting and accounting process to support the Public Art Program.

Full testing results are included on page 6 of this Report.

**OPINION**

Control Maturity Levels



The overall control environment relative to the processes and procedures for managing the Public Art Program is at a Best Practice level. There are well-established, well-thought-out policies and ordinances in place to ensure a fair, transparent process to procure, maintain, and account for works of public art in a well-organized manner. The acquiring of public art utilizes a series of steps to ensure a well-managed process that properly follows those policies. Effective segregation of duties exists between Board or County Administrator approvals, the Public Art Committee, the Site Advisory Committee, the County Finance Department under the Clerk of Court & Comptroller, the Capital Programs Department, and the Management & Budget Department under the Board.

The exit conference was held on April 27, 2026.

Other minor concerns not included in this report were communicated to management and/or corrected during fieldwork.

**AUDITED BY**

Heidi Pinner, CIA, CISA, CFE, CRMA, Chief Audit Executive  
 Ben Everett, CPA, CIA, CFE, CISA, Audit Manager  
 Lovonia Scott, CGAP, Internal Auditor

**AUDIT COMMENT 1: PUBLIC ART PROGRAM COMMITTEES**

**THE PUBLIC ART COMMITTEE CONSISTS OF SEVEN (7) MEMBERS WHO ARE APPOINTED BY THE BOARD**

**THE SITE ADVISORY COMMITTEE ALSO CONSISTS OF SEVEN (7) MEMBERS**

**THE SELECTION PROCESS APPEARS TO BE FAIR AND TRANSPARENT**

**Ordinance 10-1 and Board Policy 01.30.00.00 have satisfactory requirements to help ensure the integrity and transparency of the Public Art Committee member appointment process.**

The objective was to determine whether or not there is a fair, transparent process to determine who is appointed to the Public Art Committee and Site Advisory Committee.

Background

The Public Art Committee is an advisory committee comprised of volunteer citizens and art professionals appointed by the Board. The Public Art Committee acts in the public interest on all matters relating to Public Art Ordinance 10-1, including the selection, placement, and maintenance of works of public art throughout the County. The Committee provides public input on the administration and planning of the Public Art Program and serves as a liaison to the Hillsborough County visual arts community. There is only one (1) Public Art Committee, however each individual artwork project has its own Site Advisory Committee that is formed to review Call for Artists proposals and prepare a shortlist based on the highest-scored artists.

**TEST PROCEDURE**

The Audit Team inquired with the Capital Programs Department and reviewed Ordinance 10-1 and related Board Policies governing how members are selected to join the Public Art Committee. Other topics that were reviewed for appropriateness include the selection criteria and qualifications, conflict of interest disclosures, and the process to address any concerns or complaints. A judgmental sample of five (5) relatively recent art projects was selected based on a variety of artwork types. Supporting documents were reviewed to ensure appropriate Site Advisory Committee members were utilized for the five projects.

## TESTING RESULTS

### THE PUBLIC ART COMMITTEE

The procedure for appointing Public Art Committee members has an open, transparent process that the public can follow and provide input on. Ordinance 10-1 establishes the Public Art Committee consisting of seven (7) members who are appointed by the Board and lists the requirements for becoming a member as follows:

- One member from the Board of County Commissioners, or their designee.
- One member from the Arts Council of Hillsborough County.
- Three members who are private citizens of the County with knowledge and appreciation for visual art, of which at least one (1) member shall reside within unincorporated Hillsborough County.
- One member from or designated by the Board of Trustees of the Tampa Museum of Art, Inc., or one member from or designated by the University of South Florida, School of Art and Art History, with experience in the visual arts.
- One member who is an architect, planner, landscape architect, or developer in the County.

The Ordinance includes other details, such as term limits, duties & responsibilities, selection of the chairperson, and a requirement to hold a public meeting at least once per quarter (The entire Ordinance is provided in Appendix A). The procedure for appointing members is governed by Board Policy 01.30.00.00 which requires that available positions be publicized through a press release. Interested parties must fill out an application and must also sign the Standards of Conduct Form, which includes language prohibiting conflicts of interest. The Board of County Commissioners votes during public Board meetings to appoint applicants who have been pre-screened by Clerk's Office staff to meet the minimum requirements. The application and qualifications for each candidate are typically included as supporting backup to the meeting agenda item which is available to the public. (The entire Board Policy 01.30.00.00 is provided in Appendix B). Any other interested citizens who wish to share feedback or concerns are welcome to speak at the Public Art Committee meetings or at the Board meetings.

For the sample of five (5) art projects selected, the Audit Team successfully found documentation listing the names, job titles, and organizations of the Site Advisory Committee members and meeting minutes. In all cases, the Site Advisory Committee members appeared reasonably appropriate for the purpose of evaluating Call for Artists submissions and selecting the top artists to be shortlisted. Unlike the Public Art Committee criteria in the ordinance, there are less specific terms governing how the Site Advisory Committee members are appointed. An internal document called the Hillsborough County Public Art Program Mission and Implementation Guidelines (see Appendix C) states:

## SITE ADVISORY COMMITTEES

Per III.2.A.XXXX. the site advisory committee shall consist of approximately seven (7) members and include:

- County staff, i.e., employees, users, occupants at the site;
- Community representatives, which may include design or art professionals, project design and landscape architect, structural engineers, citizen patrons or "friends," area residents.

Site Advisory Committees are assembled by the Public Art Program Staff with the assistance of the user agency for the particular site. SACs contain 5 to 7 members and always contain a member of the Public Art Committee appointed by the Chair of the committee. User agencies suggest staff members and community members with a special interest in the facility for membership in the SAC. Occasionally, Public Art Program Staff reach out to members of the larger community who have expressed an interest in serving on a site advisory committee to fill out an SAC.

**RECOMMENDATION**

The Audit Team did not identify any material concerns that require management's corrective action.

**AUDIT COMMENT 2: PROCUREMENT OF ARTISTS**

**FIVE ARTWORK  
PROJECT  
SELECTION FILES  
REVIEWED FOR  
APPROPRIATENESS**

**NO EXCEPTIONS**

**The artist selection process has well-defined policies and procedures to ensure well-qualified artists are selected in a fair and transparent manner.**

The objective was to determine whether or not there are effective controls over the process to select artists for public art projects.

Background

Section III of the Hillsborough County Public Art Program Mission and Implementation Guidelines lists the policies and requirements for selecting an artist for a public art project (see Appendix C). Ultimately, the Public Art Committee makes the final decision as to which artist will be recommended to the Board or County Administrator for an award approval. The Site Advisory Committee is considered a sub-committee of the Public Art Committee and works in an advisory capacity. Professional consultants may also be used to facilitate the selection of an artist. Written recommendations, suggestions, or advice received from other interested individuals may be considered.

The Guidelines require that all public art projects shall be the work of accomplished artists. Documentation of experience and academic credentials is required. The method of selection will be determined by the Public Art Committee based on the nature of the individual project. Consideration of artists is by review of work through slides or visual presentation of proposals. An artist may be selected through one of three methods as decided by the Public Art Committee:

**Open Competition** - A project is described and widely publicized for any interested artist to respond.

**Invitational** - The consultants or advisory members recommend a limited number of artists on the basis of visuals, reputation, and experience to develop proposals for a project.

**Direct Selection** - the Public Art Committee directly selects the artist(s) or existing completed work(s) based on the appropriateness for the project.

## TEST PROCEDURE

For each of the five art projects judgmentally selected in Audit Comment 1 above, the Audit Team reviewed supporting backup documentation regarding the selection process for fairness and appropriateness. These samples were selected from a list of the County's 20 most recent public art projects. The Audit Team looked for documents supporting why a certain artist was chosen, such as meeting minutes and scoring sheets. Other documents were reviewed to ensure all the selection process steps were completed, such as the Call for Artists and the qualifications of each artist who submitted responses. Inquiries were made with the Capital Programs Department as needed.

## TESTING RESULTS

For the five projects reviewed, four had documentation showing the Call to Artists was published. One project did not have a Call to Artist document that could be located. However based on other documents, it appears that a total of three artists were considered. The artist selected for the award was not provided a \$750 stipend because prior donated artwork of theirs was referenced as a model. All other shortlisted artists were paid the stipend. Documentation was successfully found indicating that all five artists met the qualification requirements as supported by artists' résumés, awards, lists and photos of prior commissioned artwork, documents showing the Site Advisory Committee's shortlist recommendations, the Public Art Committee's approval recommendation, and final Board or County Administrator approval.

Other audit inquiries found that the Call for Artists process is not limited to the local area. There is generally no preference given to local artists versus those from outside the area, unless the Call for Artists specifically requests the Public Art Committee and/or Site Advisory Committee to consider an artist's location in their rankings and selections.

The \$750.00 payment to shortlisted artists is considered a stipend for the artist's labor and materials to prepare a model prototype of the artwork that facilitates the Public Art Committee's final selection decision. After an artist is awarded a contract, milestone dates are established for the project. However, milestone dates are not strongly enforced due to reasonable uncertainties like weather conditions, supply and material shortages, or travel delays.

## RECOMMENDATION

The Audit Team did not identify any material concerns that require management's corrective action.

**AUDIT COMMENT 3: ARTWORK BUDGET & ACCOUNTING**

**PUBLIC ART  
FUNDING RANGES  
FROM 0.5 - 1.0 % OF  
A PORTION OF THE  
CIP BUDGET.**

**HOWEVER, THIS  
WAS WAIVED BY  
THE BOARD IN  
FY24, 25, & 26,  
WITH THE  
ADOPTION OF EACH  
FISCAL YEAR'S  
BUDGET.**

**Funding for the Public Art Program budget is based on a Board-approved annual percentage calculation and/or ad-hoc funds for individual projects.**

The objective was to determine whether or not there are effective controls to ensure proper financial budget and accounting practices are carried out.

Background

The Public Art Program funding is based on a percentage of the Board-approved Capital Improvement Program (CIP), which varies between 0.5%-1.0%. The percentage allocation rate is set by the Board based on the recommendation of the County Administrator. The County Administrator’s recommended allocation percentage should be based upon the current Hillsborough County economy and availability of eligible funds. The Public Art Committee develops its recommended annual Public Art Plan, which may include changes to existing art projects. Any incremental changes that require additional funding are forwarded to the Management and Budget Department for review. If the Board waives the 0.5%-1.0% allocation in a given year, ad-hoc funding approvals for specific individual projects may still be granted. The Capital Programs Department is also currently contracted with an artwork consultant to perform an inventory and appraisal of the County’s completed works of art in three phases. *(This is detailed further in Audit Comment 4)*

**TEST PROCEDURE**

The Audit Team inquired with Management and Budget as to exactly what the 0.5%-1.0% allocation parentage is multiplied by to arrive at the specific amount designated for public art each fiscal year. Budget documents and accounting system data were also reviewed and reconciled for accuracy.

Other inquiries made with Management and Budget and the Clerk’s Office County Finance Department included how leftover unspent funds are treated each year and how public

artwork is accounted for, such as the financial recording of assets and depreciation.

The Audit Team used the five artwork samples selected in Audit Comment 1 above and reviewed the consultant’s appraisal to ensure the art project was properly listed.

**TESTING RESULTS**

The percentage approved by the Board for the Public Art Plan each year applies only to the total of the budgeted cost of Government Buildings & Facilities, Parks, and Libraries. From those three types of facilities, there are certain capital projects that are excluded from the calculation, per Ordinance 10-1. For example, CIP projects funded by Community Development Block Grant (CDBG) dollars, Environmental Land Acquisition & Protection Program (ELAPP) dollars, and Enterprise funded projects, are left out of the total sum that is multiplied by the approved percentage. To determine the annual Public Art Program assessment, the percentage is multiplied by the sum of the budget for Government Buildings & Facilities, Parks, and Libraries, less the exclusions in the ordinance. The following excerpt taken from the County’s annual CIP budget book for FY2025-2029 shows the calculation in thousands (1,000s):

<u>PROGRAM</u>	<u>TOTAL ESTIMATE</u>	<u>PRIOR EXPENSES</u>	<u>FY 25</u>	
			<u>Carryforward</u>	<u>Additional</u>
Fire Services	\$176,354	\$21,152	\$85,869	\$61,732
Government Facilities	392,657	195,244	102,114	85,698
Library Services	91,187	17,801	42,798	16,938
Parks	375,680	177,979	143,384	48,383
Solid Waste Enterprise	329,977	19,285	145,423	254
Stormwater	381,089	154,614	61,641	28,433
Transportation	1,556,026	685,051	292,617	140,373
Water Enterprise	3,766,733	554,386	402,091	367,631
Subtotal FY 25			\$1,275,937	\$749,443
<b>TOTAL</b>	<b>\$7,069,702</b>	<b>\$1,825,511</b>	<b>\$2,025,380</b>	

The TOTAL ESTIMATE column is the total cumulative sum of prior budget amounts for current active projects and PRIOR EXPENSES is the portion of that that has been spent. The Carryforward column shows prior budget amounts that were unspent and are available to be used in future years. The Additional column is additional budget funding that was added in FY2025. Additional columns for FY2026-2029 (not shown here) show additional estimated future budget dollars.

**TOTAL ESTIMATE - PRIOR EXPENSES = Carryforward + Additional + FY2026-FY2029 Columns.**

For the Public Art calculation, only the sum of the Additional column for the three rows titled Government Facilities, Library Services, and Parks are multiplied times the Board-approved percentage, less any of the exclusions listed in Ordinance 10-1.

$$\begin{aligned}
 & [(85,698 + 16,938 + 48,383) - \text{exclusions}] \times \\
 & \text{Board-approved percentage (0.5\% through 1.0\%)} \\
 & = \text{additional funds budgeted for FY2025 public art projects (in thousands 1,000s)}.
 \end{aligned}$$

For fiscal years 2024, 2025, and 2026, the Board waived the Public Art Program assessment as part of the approval of each fiscal year’s budget, meaning that there was 0.0% of additional funding added. However, the Board may approve individual ad-hoc funding amounts for a specific project. Current art projects in-progress may utilize remaining unspent funds from prior years. However, no new assessment-driven funding was added. Only ad-hoc funding was added. Any remaining unspent budget dollars for the Public Art Program are not “use-it-or-lose-it” and are allowed to be carried forward indefinitely until all funds are spent. Other than the carryforward amount, there is no additional reserve fund for public art. The following Public Art Program page taken from the CIP Budget Book shows funding amounts specific to the Public Art Program broken out by funding source in thousands (1,000s):

Sources of Funds (in \$000s)	Total		FY 25		FY 26
	Estimated Sources	Prior Funding	Carryforward	Additional	
ARP Funds	\$0	\$0	\$0	\$0	\$0
Community Invest. Tax I	377	377	0	0	0
Community Invest. Tax II	356	356	0	0	0
Community Invest. Tax III	1,152	524	628	0	0
Community Invest. Tax IV	0	0	0	0	0
Enterprise Fees	0	0	0	0	0
Financing	36	36	0	0	0
General Revenues-CW	2,327	1,759	268	250	50
General Revenues-R3M	0	0	0	0	0
General Revenues-UA	2,022	354	1,168	200	300
Grants & County Match	46	46	0	0	0
Library Fund	694	535	9	0	150
Other	0	0	0	0	0
Undetermined	0	0	0	0	0
<b>Subtotal FY 25</b>			<b>\$2,073</b>	<b>\$450</b>	
<b>Total</b>	<b>\$7,010</b>	<b>\$3,987</b>	<b>\$2,523</b>		<b>\$500</b>

Non-zero amounts in the FY 25 Additional and FY 26 columns represent the few ad-hoc amounts that were added. The Audit Team compared budget data from the County’s Oracle general ledger and project module (public art project number C70000000) and successfully reconciled the amounts to the budget book with no discrepancies found.

The Audit Team also reviewed the accounting procedures used to record completed public art projects into the general ledger. Art projects are recorded at cost rather than fair market value.

If a piece of art is appraised at a higher or lower value than the purchase cost, County Finance leaves the value on the books as-is, at the original cost. No accounting adjustment is made for appraisals. For depreciation purposes, artwork is generally treated like land and is not depreciated because it is intended to be a permanent fixture or inexhaustible asset. However, if a work of art is part of a new building, the art is considered part of the building and is both capitalized and depreciated with the building. If artwork is lost, stolen, or damaged, the asset would be removed off the books if it's a total loss. If damaged artwork can be repaired, then the repair cost is expensed as an operating expense and the original cost of the art asset on the books would remain the same.

Three of the five artwork samples selected were successfully found in the consultant's appraisal reports. The other two were not found because they were scheduled to be appraised during the third and final phase of the appraisal process as-of the time of the audit. Therefore, the Audit Team performed an alternative test procedure and successfully verified the artwork through an online map and street view search.

The County does not normally sell its works of public art. However, if a sale did occur, the sale proceeds would be accounted for based on the original source of funding:

1. If the artwork was purchased with County general funds, the proceeds typically return to the same fund or may be used for general governmental purposes unless the Board has placed additional restrictions.
2. If the artwork was originally funded through a restricted source (for example, a dedicated public art fund, a grant, or impact fees), then the proceeds generally must be returned to that same funding source and used in accordance with those restrictions.
3. If no legal or contractual restrictions exist, the proceeds may be deposited into an appropriate County fund at management's discretion.

## **RECOMMENDATION**

The Audit Team did not identify any material concerns that require management's corrective action.

**AUDIT COMMENT 4: ARTWORK MAINTENANCE & REPAIR**

**WORKS OF PUBLIC  
ART ARE  
MAINTAINED &  
REPAIRED AS  
NEEDED**

**BRONZE  
SCULPTURES ARE  
PROFESSIONALLY  
CLEANED BI-  
ANNUALLY**

**An outside consultant is currently performing an inventory and appraisal of the County’s public art projects.**

The objective was to determine whether or not there are effective controls to ensure existing artwork is maintained and repaired as needed.

Background

Monies allocated to the Public Art Program can be used for the ongoing maintenance and repair of the works of art. These services are paid for via purchase orders (POs) or purchasing cards (P-Cards) with documentation being required for approvals. Exterior bronze art sculptures are scheduled to be bi-annually cleaned and waxed by vendors, with vendors hired by the County with experience in providing this type of maintenance. Other maintenance or repair needs have no set schedule and are dependent on County departments or agencies reporting damaged artwork, which is submitted via a facilities maintenance work order to identify damage and request any needed repairs. Additionally, a consultant’s appraisal is currently in-progress which includes inspections of the County’s works of art.

Calls for Artists include requirements for the artwork to be designed and made to be very low maintenance. Also, whenever appropriate, works of art acquired through the Public Art Program include instructions for maintenance and ongoing care. Recent artwork repair examples include damaged frames and an exterior sculpture that was found to have damage after a recent hurricane. Public Art staff made several site visits to observe the damage and proceeded to procure the required vendors to make the needed repairs. The inspection process for damaged artwork depends on the extent of the damage. Site observations are typically performed by Public Art staff to observe/inspect the artwork that has been reported damaged. Documentation of inspections and repairs may include field observation, notes, or photographs as needed. In some cases, the artist may make repairs under warranty.

## TEST PROCEDURE

For the five artwork samples selected in Audit Comment 1 above, the Audit Team inquired about how they're maintained and if any repairs were ever needed. The Audit Team also reviewed the consultant's phase 1 and 2 appraisal reports for reasonableness.

## TESTING RESULTS

The Capital Programs Department provided photos and information for all five samples.



One bronze sculpture located at the Alafia River Park called *Sovereign: The Unconquered* had a glass insert in the sculpture's identification plaque that was cracked and was replaced under warranty. The sculpture is scheduled to be appraised during phase 3. It is included in the cleaning and waxing program carried out bi-annually for all bronze exterior sculptures.

The *Fruit of the Alafia* stained glass art at the Riverview Library is also scheduled for an appraisal but did not require any repairs.



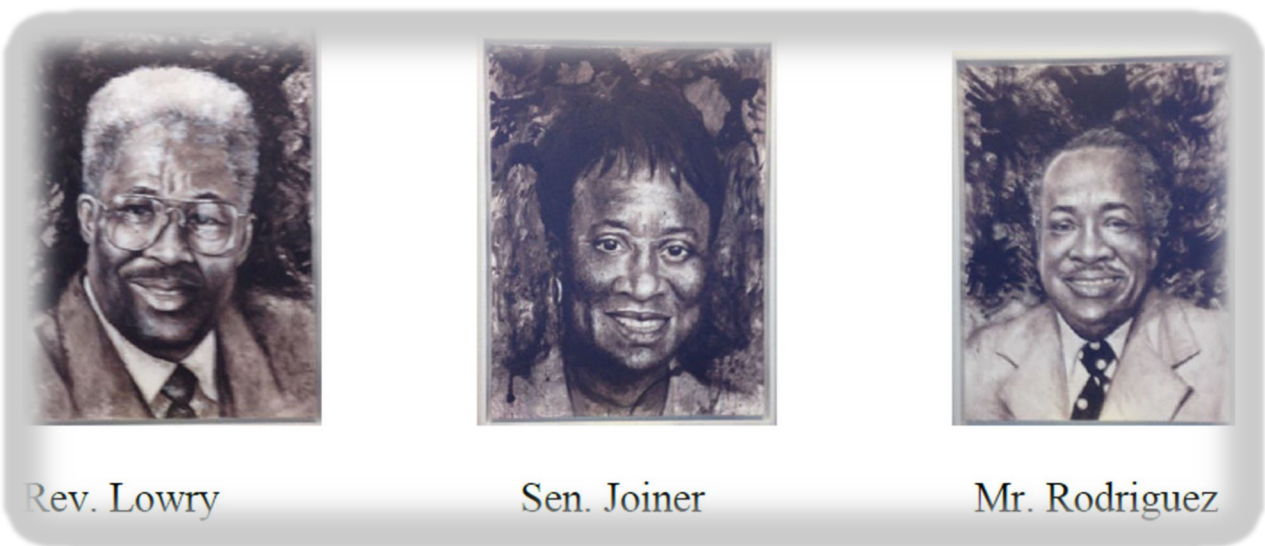
The remaining three artwork samples were appraised and required no maintenance or repairs.



*Bird of Paradise (Carrollwood Village Park),*



*Seminole Heights Library Stained Glass*



Rev. Lowry

Sen. Joiner

Mr. Rodriguez

*Heroes of Integration (portraits at the Saunders Library)*

The phase 1 and 2 appraisals completed by the consultant provide a comprehensive description of both the work of art and the artist who prepared it that appear to be satisfactory. The appraisal reports include a table of contents, the consultant’s background and qualifications, an explanation as to the methodologies used to appraise the artwork values, photos of the artwork, and the appraised value amount. As an example, an excerpt from the *Bird of Paradise* sculpture is shown here:

<b>Artist</b>	Curtis Pittman (American, b. 1980)
<b>Location</b>	Carrollwood Village Park, 4680 West Village Drive, Tampa
<b>Title</b>	<i>Bird of Paradise</i>
<b>Date</b>	2021
<b>Dimensions</b>	27 x 12 x 12 feet
<b>Inscription</b>	<u>None Visible</u>
<b>Type of Object</b>	Sculpture (outdoor)
<b>Medium</b>	Coated steel pipe, powder coated steel panel, integrated LED lighting
<b>Condition</b>	Good. Sturdy, with minor rust at base of the four legs
<b>Provenance</b>	Commissioned by Hillsborough County
<b>Additional Information</b>	Commissioned in 2021 Purchase Price: \$125,000 Lighting Design: Nathan Jenkins
<b>Replacement Value</b>	<b>\$200,000</b>

**RECOMMENDATION**

The Audit Team did not identify any material concerns that require management’s corrective action.

# APPENDIX A

FINAL  
01/11/10  
DCM

ORDINANCE NO. 10-1

**AN ORDINANCE ESTABLISHING A PUBLIC ART PROGRAM FOR THE COUNTY; PROVIDING PURPOSE FOR THE PUBLIC ART PROGRAM; PROVIDING DEFINITIONS; PROVIDING FOR THE ALLOCATION AND FUNDING FOR THE PUBLIC ART PROGRAM WITHIN THE COUNTY'S CAPITAL IMPROVEMENT PROGRAM; PROVIDING FOR REDUCTION OF ASSESSMENT PERCENTAGE BELOW ONE-HALF PERCENT OR SUSPENSION/WAIVER OF ASSESSMENTS BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS; PROVIDING FOR USE OF MONIES FOR THE PROGRAM; PROVIDING A METHOD OF CALCULATION FOR FUNDING; PROVIDING FOR THE ADMINISTRATION OF THE PUBLIC ART PROGRAM; PROVIDING AUTHORITY TO COUNTY ADMINISTRATOR TO ACQUIRE ARTIST SERVICES AND ARTWORK UP TO AN AMOUNT OF \$100,000; ESTABLISHING A PUBLIC ART COMMITTEE TO FOSTER THE PUBLIC ART PROGRAM; PROVIDING FOR OWNERSHIP AND MAINTENANCE OF WORKS OF ART ACQUIRED THROUGH THE PUBLIC ART PROGRAM; PROVIDING FOR SEVERABILITY; REPEALING HILLSBOROUGH COUNTY ORDINANCES 88-31, 89-32 AND 94-3; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners of Hillsborough County, Florida finds that expanding the opportunity for the citizens to experience public art will promote the general welfare of the community; and,

**WHEREAS**, providing for art in public places will enhance the aesthetic quality of public buildings and spaces; and,

**WHEREAS**, the Board of County Commissioners of Hillsborough County, Florida encourages the installation of works of art at County facilities with programs like children services, youth, elderly, library, parks and other community interest programs.

**WHEREAS**, the Board of County Commissioners of Hillsborough County finds that establishing a Public Art Committee to foster art in public places will enhance community participation in the Public Art Program.

**BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF  
HILLSBOROUGH COUNTY, FLORIDA:**

**SECTION 1.        PURPOSE**

Hillsborough County, (“County”) recognizes that providing for visual art is a basic service to all citizens, and that enhancing the appearance of buildings and spaces provides benefits to the community by expanding the historical, cultural, and creative knowledge of citizens. The purpose of this Ordinance is to establish a Public Art Program for the County and to allocate monies for art in the program.

**SECTION 2.        DEFINITIONS**

For the purpose of this Ordinance, the definitions contained in this Section shall apply unless otherwise specifically stated. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular, and words in singular number include the plural.

**A.        Annual Public Art Plan:**

An itemized and prioritized list of anticipated art projects for the Public Art Program, including the objectives, design approach, budgets and scheduling for the upcoming year. The Annual Public Art Plan shall be developed with the assistance of the Public Art Committee in consultation with County departments and agencies and shall be subject to approval by the Board of County Commissioners.

**B.        Artist:**

Any professional practitioner in the arts, generally recognized by art critics and peers as a professional in the field as evidenced by his/her education, record of exhibitions, reviews, public commissions, or sale of artwork.

**C.        Arts Council:**

Created and established for the purpose of developing, coordinating, and promoting the performing and visual arts in Hillsborough County pursuant to

Hillsborough County Ordinance No. 89-26, as amended; a separate and distinct body from the Public Art Program Committee described herein.

**D. Board:**

The Board of County Commissioners of Hillsborough County.

**E. Capital Improvement Program (CIP):**

Hillsborough County's financial plan of approved capital projects, their timing and cost over a six-year period in the first year of a biennial budget and over a five-year period in the second year of a biennial budget.

**F. County Facility Project:**

A County-owned project within the annual Board-approved Capital Improvement Program, included within the following categories of projects: Government Buildings, Parks and Libraries.

**G. Public Art:**

A Work of Art acquired by Hillsborough County through the Public Art Program.

**H. Public Art Committee:**

Appointed by the Board of County Commissioners to act in the public interest on all matters relating to the Public Art Program.

**I. Public Places:**

All spaces owned by Hillsborough County, indoor or outdoor, that are accessible and visible to the general public and located where residents and visitors live or congregate. Funds allocated for Public Art shall be used exclusively for Hillsborough County Public Places. However, the Board of County Commissioners may approve by specific action, temporary or permanent location of public art in a non-County owned public place if deemed a public purpose and in the best interest of Hillsborough County.

**J. Work of Art:**

An original, tangible creation produced by an artist in any medium, material, or combination thereof; such artwork may be functional and may stand alone or be integrated into the architecture or landscape of the site.

**SECTION 3. ALLOCATION AND USE OF MONIES FOR PUBLIC ART**

- A.** The Board of County Commissioners shall allocate funds annually for the Public Art Program.
- B.** Funds for the Public Art Program shall be allocated by the Board as part of the County's Capital Improvement Program. Such allocation shall occur once annually at the time of the Board's approval of the Capital Improvement Program.
- C.** The use of Public Art Program funds shall be subject to approval by the Board through the annual Public Art Plan.
- D.** Private contributions or donations (monetary or actual Works of Art) to the Public Art Program shall be added to the Public Art Program as approved by the Board of County Commissioners.

**SECTION 4. FUNDING FOR PUBLIC ART PROGRAM**

- A.** At the time of the annual budget approval of the Capital Improvement Program (CIP), the Board of County Commissioners shall allocate funds for the Public Art Program in an amount of up to one percent (1%) and not less than one-half percent (0.5%) of the cost estimate of County Facility projects as included in the County's Budget for that particular fiscal year. The percentage allocation rate shall be set annually by the Board of County Commissioners upon the recommendation of County Administrator. The County Administrator's recommended allocation percentage rate shall be based upon the current Hillsborough County economy and the availability of eligible funds. A reduction of the allocation percentage rate to

less than one-half percent (0.5%) or waiver of all assessments for that annual budget year may be approved by majority vote of the Board of County Commissioners.

**B.** The source of funding for the Public Art Program shall be decided during the budget approval process. The County Facility Projects included in the calculation of the allocation shall be as defined in 2F above, with the exception of the following:

1. No assessment will be made against projects funded by Impact Fees or any other revenue source that prohibits its use for public art.
2. No assessment shall apply to projects identified in the CIP under the following:
  - a. Detention Facilities (Jail/Correctional) projects;
  - b. Enterprise funded projects;
  - c. Community Development Block Grant (CDBG) funded projects;
  - d. Environmental Land Acquisition & Protection Program (ELAPP) funded projects;
  - e. Projects funded by Boat Fees;
  - f. Capital contributions made by the Board of County Commissioners to outside agencies for non County-owned projects.
  - g. Projects funded solely for land acquisition and/or equipment.

**C.** A full or partial waiver of the assessment for Public Art for an individual project may be approved by the Board of County Commissioners at its discretion.

**D.** The allocation for Public Art Program assessment shall not exceed the sum of one hundred and fifty thousand dollars (\$150,000) for any single CIP project.

**E.** The Public Art Program will be included in the County's 6-year (or 5-year, if in

the second year of the biennial budget) Capital Improvement Program as a capital project and will be considered a capital project for accounting purposes. No interest shall be realized for Public Art Program funds.

- F.** Funding for the Public Art Program shall be allocated once annually at the time of the approval of the CIP. Mid-year revisions to the CIP shall not be subject to assessments, unless specifically approved by the Board.
- G.** Monies allocated to the Public Art Program may be used for the selection, commissioning, acquisition, administration, installation, maintenance and insurance of Works of Art. The monies may be used for Works of Art to be located at any Public Place, provided that the location meets the restrictions, if any, of the specific funding source.

**SECTION 5.            METHOD OF CALCULATION**

The method of calculation for the funding of the annual Public Art Program shall be based on the amount designated as the budget for a particular project for the year in question multiplied by the allocation percentage rate approved by the Board of County Commissioners.

**SECTION 6.            ADMINISTRATION**

- A.** The County Administrator shall assign appropriate staff to conduct the day-to-day management and administration of the Public Art Program and to coordinate and implement the Annual Public Art Plan. All applicable County policies and procedures shall be adhered to regarding oversight of Public Art Program monies.
- B.** The County Administrator, or designee, shall have the authority to acquire artist services and procure artwork without prior Board approval up to a contract amount of \$100,000. Any engagement exceeding this amount shall be approved by the Board. All engagements shall, to the extent applicable, include language addressing the following areas: access to records, retention of records, insurance

disclosures and equal opportunity. Additionally, the original of all agreements must be filed with the Clerk of the Board upon execution and maintained with other Board records. Due to the special and unique nature of the services to be provided, acquisition of artist services and artwork are exempt from the County's Procurement Policy and Procedures.

**SECTION 7: PUBLIC ART COMMITTEE**

**A.** The Public Art Committee, ("Committee"), shall be an advisory committee appointed by the Board of County Commissioners to act in the public interest on matters relating to the Public Art Program, such as planning, selection, and maintenance of Works of Art for the Public Art Program. Artwork acquired by the County outside of the Public Art Program shall not be the responsibility of the Public Art Committee.

**B. Membership:**

The Public Art Committee shall be composed of the following seven (7) members:

1. One member from the Board of County Commissioners, or their designee.
2. One member from the Arts Council of Hillsborough County.
3. Three members who are private citizens of the County with knowledge and appreciation for visual art of which at least one (1) member shall reside within unincorporated Hillsborough County.
4. One member from or designated by the Board of Trustees, of the Tampa Museum of Art, Inc., or one member from or designated by the University of South Florida, School of Art and Art History, with experience in the visual arts.
5. One member who is an architect, planner, landscape architect or developer in the County.

**C. Compensation:**

Members of the Committee shall serve without compensation.

**D. Terms:**

1. Members shall serve for three years. The Board of County Commissioners shall appoint the members and no member shall serve for more than two full three year terms.
2. Any member who fails to attend three (3) consecutive meetings, without prior approval of the chairperson, may be removed by a majority vote of the members and a new member may be appointed to complete the term.
3. Upon expiration of their terms, members may, at their option, serve until they are reappointed or a new appointment has been made.
4. The current members shall serve out the terms of their current appointments, but shall become subject to the new terms provided for herein upon reappointment.

**E. Responsibilities:**

1. The Committee shall advise County staff on the preparation of the Annual Public Art Plan for presentation to and approval by the Board of County Commissioners. The Annual Public Art Plan shall provide for an itemized list of anticipated art projects.
2. The Committee may advise County staff in the preparation of policies regarding implementation guidelines and selection procedures to facilitate this Ordinance, and to govern the manner and method of submission of proposed Artists and/or Works of Art to the Committee, subject to approval by the Board of County Commissioners.

3. The Committee shall participate in the selection of Artists and/or Works of Art, as appropriate, pursuant to the approved Annual Public Art Plan.
4. The Committee may identify appropriate projects or spaces to locate or display Works of Art, as indicated in the Annual Public Art Plan.
5. At its discretion, the Committee may investigate and recommend other means by which Works of Art for the Public Art Program may be obtained, including, but not limited to, donations gifts of artwork to the County, and grant applications.
6. The Committee may encourage the participation of citizens in a joint public and private effort to promote public art.

**F. Organization; Selection of Chairperson:**

1. The Committee shall organize by electing one of its members as chair person and one as vice-chairperson. These positions shall be for a one year term and may be renewable at the discretion of the Committee. In the event the Chair person's position becomes vacant, the vice- chairperson shall serve as chairperson until a new chairperson is elected by the Committee. The new chairperson shall serve the remainder of the term.
2. The presence three (3) members shall constitute a quorum.

**G. Procedures:**

1. The Committee may adopt rules for governing the conduct of its affairs. Meetings shall be held a minimum of once every three months and at other such times as the Committee deems appropriate.
2. All meetings shall be open to the public and minutes kept including the vote of each Committee member.

**H. Legal Counsel to the Committee:**

The County Attorney's Office shall provide legal counsel as reasonably required by the Committee.

**SECTION 8. OWNERSHIP AND MAINTENANCE**

**A. Ownership:**

Ownership of Works of Art acquired through the Public Art Program shall be vested in Hillsborough County and the County shall acquire title to each Work of Art.

**B. Maintenance:**

1. Whenever appropriate, Works of Art acquired through the Public Art Program may be required to be accompanied by instructions for maintenance and ongoing care.
2. Monies for ongoing maintenance may be included within the Annual Public Art Plan, as appropriate.

**SECTION 9. SEVERABILITY**

Should any section, subsection, sentence, clause, provision or part of this Ordinance be held invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby, but shall remain in full force and effect.

**SECTION 10. CERTIFICATION**

A certified copy of this Ordinance shall be filed with the Department of State immediately.

**SECTION 11. EFFECTIVE DATE AND REPEAL OF ORDINANCE NOS. 88-31, 89-32 AND 94-3**

This Ordinance shall be effective upon receipt of official acknowledgment from the Department of State that said Ordinance has been duly filed. On the effective date of

this Ordinance, Ordinance Nos. 88-31, 89-32 and 94-3 shall be repealed and replaced by this Ordinance. All prior actions under the prior Ordinance are hereby incorporated into the processes and procedures of this Ordinance and shall maintain their full force and effect.

STATE OF FLORIDA )

COUNTY OF HILLSBOROUGH )

I, PAT FRANK, Clerk of Circuit Court and Ex Officio Clerk of the Board of County Commissioners of Hillsborough County, Florida do hereby certify that the above and foregoing is a true and correct copy of an Ordinance adopted by the Board in its regular meeting of, January 6, 2010 as the same appears of record in Minute Book 404 of the Public Records of Hillsborough County, Florida.

WITNESS my hand and official seal this 12th day of January, 2010.

PAT FRANK, CLERK

By: Michael K. Di  
DEPUTY CLERK

Approved by County Attorney

By: DeBora Cromastie-Miueelf  
Approved as to form and legal sufficiency



# APPENDIX B

**BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY  
TAMPA, FLORIDA 33601**

## **BOCC POLICY - SECTION NUMBER 01.30.00.00**

**SUBJECT:** Policy for Application and Appointment of Citizens or Agency/Government Body Representatives to any Committee

**EFFECTIVE DATE:** December 17, 2025

**SUPERSEDES:** December 5, 2012, February 8, 2012, February 6, 2013, November 6, 2013, April 4, 2018, and September 20, 2023

### **PURPOSE:**

To provide general criteria and guidelines for appointing, reappointing, and/or confirming nominations of citizens to any board, committee, commission, council, task force, or authority, including those created by the Board of County Commissioners.

### **POLICY:**

The Hillsborough County Board of County Commissioners (the “BOCC”) has created by ordinance, resolution, and motion, boards, committees, commissions, councils, and task forces (collectively “advisory committees”) as required or permitted by law. These advisory committees serve in an advisory or other capacity to the BOCC on myriad issues.

Additionally, pursuant to federal or state law, the Hillsborough County Charter, County ordinances, and interlocal agreements, the BOCC has created agencies, development and redevelopment authorities, and regulatory and adjustment boards, some of which have quasi-judicial functions (collectively, “quasi-judicial boards”). The BOCC has designated duties, powers, and functions to be carried out in compliance with the enabling acts of these boards.

Hereafter, all references to “committees” throughout this policy, without a corresponding distinction of “advisory” or “quasi-judicial” shall refer to all BOCC boards, committees, commissions, councils, and task forces, regardless of its advisory or quasi-judicial purpose.

The Board of County Commissioners (the “BOCC”) declares that, as its policy, the general guidelines enumerated herein and within the “Procedural Rules and Regulations for Board Appointments,” included in this policy, be used in making appointments, reappointments, and/or confirming nominations to any committees, including those created by the BOCC.

The composition of a number of these committees is established by federal or state law, interlocal agreement, the Hillsborough County Charter, County ordinance, resolution, or policy of the BOCC. Therefore, the Board of County Commissioners shall give special attention to the criteria imposed by law when making either appointment and/or confirming nominations.

In addition to any legal or other criteria (such as professional qualifications), the BOCC shall require that all applicants be registered voters in Hillsborough County, or for specific committees, registered to vote in the County in which they reside, and that applicants for certain committees undergo background checks and/or be residents of the unincorporated area of Hillsborough County. All applicants must be residents of the state of Florida.

In an effort to have committees that include citizens who represent the entire county, the BOCC shall largely consider race, gender, and those citizens who actively participate in the community when making appointments and/or confirming nominations. County staff, unless serving in the capacity of an agency/governing body representative, shall not serve on a committee. Unless specifically approved by the BOCC, no citizen may serve on more than one committee at a time.

### **GENERAL APPLICATION PROCESS:**

The Committees Coordinator will oversee the appointment, reappointment, and confirmation processes for boards, committees, and authorities that require recruitment and approval by the BOCC. This includes all committees created by the BOCC.

The Committees Coordinator will prepare a press release for publicizing available positions. This will be sent to the Communications Department for distribution and publication. The Committees Coordinator will accept applications from anyone seeking appointment for available positions. Should an additional vacancy occur during the publicizing process, that vacancy shall be publicized separately. In the event that only one application is received during the initial recruitment period, a second recruitment cycle shall be conducted to ensure a broader pool of candidates.

All citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including agency/governing body representatives, and citizens appointed by individual commissioners, shall be required to complete, sign and date an application and Standards of Conduct Form via the online application portal on the County website or by submitting a paper application. Should it be required for the committee, the applicant will also be required to sign consent for a background check. Applications already on file will not be considered if more than one year old. Current members seeking reappointment will need to resubmit application if they wish to be reconsidered. Elected officials who are seeking appointment do not have to complete an application or the Standards of Conduct Form if they are doing so in their official capacity.

Consistent with the “Procedural Rules and Regulations for Board Appointments,” applications are reviewed to ensure applicants meet relevant technical, legal, or residency requirements.

If an applicant does not meet the relevant requirements the application shall be rejected. The applicant shall be notified in writing and a copy of this notification shall be submitted to the BOCC.

If an applicant meets the relevant requirements, the application shall be accepted for consideration. The applicant shall be placed on a ballot for appointment and/or confirmation by the BOCC.

### **GENERAL APPOINTMENT PROCESS:**

Only single applicant appointments and/or confirmations will be placed on the BOCC's consent agenda.

The person with at least four votes shall be elected. The person(s) with the fewest votes shall be eliminated, unless only one nominee remains who has not received at least four votes.

In such case, balloting will continue with the remaining candidates until each remaining vacancy is filled by at least four votes. When there are full and partial terms (i.e. terms of varying lengths) available, the Commissioners shall select candidates for each length of term category.

The BOCC may reappoint an applicant if that person wishes to serve a successive term, unless term limits apply, but shall give equal consideration to other applicants.

All appointees shall be subject to applicable federal, state, and local laws.

Unless otherwise provided for by law, all appointees serve at the will of the BOCC and can be removed from their appointment at any time for any or no reason. No vacancy in the County's committees shall be filled ninety (90) days before a commissioner election. Members whose terms expire during the 90-day moratorium may continue serving in their current positions until the moratorium has ended and the appointment process resumes. Newly elected commissioner(s) may notify the Boards and Councils Coordinator, within 90 days of their election, that they wish to advertise one or more current members of the committees. Any member of a whose position is readvertised may submit an application to remain on that committee.

### **RESPONSIBILITY:**

On behalf of the Board of County Commissioners, the Committees Coordinator shall be responsible for facilitating the appointment process as outlined herein and more specifically identified within the enclosed "Procedural Rules and Regulations for Board Appointments,".

Approved by: Board of County Commissioners  
Approval Date: December 17, 2025

# PROCEDURAL RULES AND REGULATIONS FOR BOARD APPOINTMENTS

## ARTICLE I. INTENT AND AUTHORITY

### Section 1. Intent

The purpose of these rules and procedures is to provide criteria and guidelines for processing applications for all citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including agency/governing body representatives, and citizens appointed by individual commissioners.

### Section 2. Authority

These rules will be cited as the “Procedural Rules and Regulations for Board Appointments,” abbreviated as “Rules,” and governed by BOCC Policy 01.30.00.00, entitled “Policy for Application and Appointment of Citizens or Agency/Government Body Representatives to any Committee.”

## ARTICLE II. DEFINITIONS

Unless stated to the contrary, the following words shall have the meanings stated below:

- a) **Agency/Governing Body Representatives** shall refer to those individuals nominated for confirmation by certain agencies to be an agency representative on the committee of the BOCC.
- b) **Committees Coordinator** shall refer to the Director of Board Services, Clerk of the Circuit Court, or designee.
- c) **Committees Manager** shall refer to the established Committees Manager position established by County Administrative Directive and staffed with the County Administrator’s organization.
- d) **Committee Staff Liaison** shall refer to a county staff person recommended by the related department director or other designated supervisor and confirmed by the associated Executive Team member to assist the assigned committee, and to assure that the terms and procedures of this and other related policies of the BOCC are followed.
- e) **Human Resources Department** shall refer to the department responsible for processing criminal background checks on appropriate applicants.
- f) **County Staff Representative** shall refer to a county staff person nominated by the appropriate department director, and confirmed by the associated Executive Team member, and appointed by the BOCC to be a county representative on the committee.
- g) **Individual Commissioner Appointments** shall refer to an appointment of a citizen by an individual Commissioner to serve on a committee. The terms and procedures of this policy and other related policies of the BOCC will be followed in making these appointments, except that the names of the proposed members will be submitted by the individual commissioners.
- h) **Responsible County Department** shall refer to the County Department assigned as the host department for a committee of the BOCC.

## **ARTICLE III.        RESPONSIBILITIES**

### **Section 1.        Committees Coordinator.**

The Committees Coordinator shall be responsible for:

- a) Preparing a press release to be publicized by the Communications Department for available positions on the committees.
- b) Accepting signed and dated applications and Standards of Conduct Forms from all citizens and agency/governing body representatives seeking appointment, reappointment, or confirmation of nomination to any committee, and citizens appointed by individual commissioners. Elected officials who are seeking appointment do not have to complete an application or the Standards of Conduct Form if they are doing so in their official capacity.
- c) Verifying that all proposed appointees are registered voters in Hillsborough County, or for specific committees, registered to vote in the county in which they reside.
- d) Providing copies of the applications to each board liaison to review for eligibility, with the exception of appointments by individual Commissioners.
- e) Sending background consent forms to the Human Resources Department for a background check.
- f) Advising the applicant, in writing, when it has been determined by Human Resources Department that the applicant did not meet the requirements or pass the background check.
- g) Sending a copy of the applicant's denial letter to each Commissioner.
- h) Making sure that the denial letter includes the contact information for the liaison responsible for answering any questions regarding qualifications.
- i) Preparing all ballots and submitting them for placement on the BOCC's meeting agenda.
- j) Participate in orientation.
- k) The Committees Coordinator shall maintain a list or database of all active committees subject to this policy.

### **Section 2.        Committees Manager.**

- a) Oversee and coordinate staffing, logistics, and functioning of committees, including standard governing documents, agendas, recaps, annual workplan.
- b) Notify the Committees Coordinator of absences resulting in removal.
- c) Coordinate information regarding suspension of operations of a committee.
- d) Participate in orientation.

### **Section 3. Responsible County Department.**

The Responsible County Department/Department Head shall be responsible for:

- a) Appointing a Committee Staff Liaison to each of the committees of the BOCC.
- b) Assuring the Committee Staff Liaison carries out the duties assigned and enumerated in this policy associated with the Procedural Rules and Regulations for Board Appointments.
- c) Notifying the Committees Coordinator if the liaison appointment changes.

### **Section 4. Committee Staff Liaison.**

The Committee Staff Liaison shall be responsible for:

- a) Reviewing applications to assure that all applicants meet eligibility requirements for membership, including determining if any conflicts exist. If there is a question regarding eligibility that is not answered on the application, the Committee Staff Liaison will contact the applicant directly for clarification.
- b) Ensuring that all members of the assigned committee, subject to this process, have a signed Standards of Conduct Form on file with the Committees Coordinator. Elected officials who are seeking appointment do not have to complete a Standards of Conduct Form if they are doing so in their official capacity.
- c) Being a point of contact should the applicant or BOCC have questions regarding the application process, eligibility, or the subject vacancy.
- d) Notifying the Committees Coordinator, in writing, of an ineligible applicant and the reasons for the ineligibility.
- e) Providing the Committees Coordinator with any terminations or resignations.
- f) Notifying each agency/governing body of their representative's expired term and ensuring that a letter or memo appointing/reappointing a representative, including a signed and dated application and Standards of Conduct Form, completed by their representative, is submitted to the Committees Coordinator.

### **Section 5. Human Resources Department.**

The Human Resources Department shall be responsible for:

- a) Assuring that a criminal background check has been performed on appropriate applicants, as referred by the Committees Coordinator.
- b) Notifying the Committees Coordinator, in writing, of an ineligible applicant and the reasons for the ineligibility.

## **Section 5. Agency/Governing Body Representatives**

The appointing Agencies for the Agency/Governing Body Representatives shall be responsible for:

- a) Providing a letter or memo to the BOCC Chair and/or Committees Coordinator appointing or reappointing individuals as their agency representative for a particular committee, accompanied with a signed and dated application and Standards of Conduct Form for the appointee. Elected officials who are seeking appointment do not have to complete an application or a Standards of Conduct Form if they are doing so in their official capacity.
- b) Communicating to the applicant that, depending on the applicable criteria, a background check and verification of voter's registration and/or residency may be required.

## **Section 6. County Staff Representatives.**

The appointing Department Heads for the County Staff Representatives shall be responsible for:

- a) Providing a letter or memo to the BOCC Chair and/or Committees Coordinator appointing or reappointing individuals as their agency representative for a particular committee, accompanied by a signed and dated application and Standards of Conduct Form for the appointee. Elected officials who are seeking appointment do not have to complete an application or a Standards of Conduct Form if they are doing so in their official capacity.
- b) Communicating to the applicant that, depending on the applicable criteria, a background check and verification of voter's registration and/or residency may be required.

## **ARTICLE IV. PROCEDURES**

### **Section 1. Applications and Standards of Conduct Form.**

Applications and the Standards of Conduct Form shall be required for all citizens seeking appointment, reappointment, or confirmation of nomination to any committee. This shall include agency and governing body representatives, and citizens appointed by individual commissioners. If an elected official applies to a committee as a private citizen they must complete an application and Standards of Conduct Form. If an elected official is appointed to a committee in their official capacity, they do not need to complete an application/Standards of Conduct Form. Applications and the Standards of Conduct Form must be signed and dated, and may be submitted electronically, unless the application is for a position which requires a background check. Applications and the Standards of Conduct Form must be submitted by the deadline date listed in the press release or the application will not be considered. Applications should be thoroughly reviewed by the appropriate person for any conflicts, requirement compliance and/or qualification issues. All qualified applicants shall be submitted for placement on the BOCC's meeting agenda for consideration. This shall include County staff and agency/governing body representative confirmations. Individual Commissioner appointments shall be placed on the BOCC's meeting agenda for public information only. Where only one selection per position exists, the matter shall be scheduled on the BOCC consent agenda. Vacancies with more than one applicant per position shall be placed on a BOCC regular meeting, Land Use, or other appropriate meeting/workshop agenda for consideration.

## Section 2. **Application Verification.**

- a) **Voter Registration.** Verification of voter registration shall be required for all applicants seeking appointment, reappointment, or confirmation of nomination to any committee. This shall include individual Commissioner Appointees and agency/governing body representative confirmations.
- b) **Background Checks.** A background check is required for all applicants seeking appointment, reappointment, or confirmation of nomination to any committee that requires background checks. However, any employee of an agency which requires the employee to undergo a criminal background check as a condition of their employment, and who is appointed to a committee, is not required to undergo a criminal background check to be appointed to the committee. A background consent form is to be completed and returned with the application for processing. An original signature is required to complete the applicant review process. Results thereof shall be communicated, in writing, to the Committees Coordinator. Any appointment to one of the following is contingent upon the results of the criminal background check. Background checks must be completed successfully, and citizens approved by the BOCC prior to attending a committee meeting.
- c) **Residency for Agency/Governing Body members.** It is understood that some members serving on some committees do so by virtue of the positions they hold or the agencies they represent. As such, the members of those committees do not have to reside in Hillsborough County, but they must be registered to vote in the county in which they reside.
- d) **Residency for appointment/confirmation applicants.** The BOCC has not established a general residency requirement for all committee appointments. However, citizens seeking appointments to some committees shall reside in the unincorporated area of Hillsborough County. Pursuant to statute, ordinance, or local authority, the BOCC shall not waive the residency requirement with respect to those committees unless otherwise permitted. The Committees Coordinator shall maintain a list or database of all committees for which residency is required. The Committees Coordinator is responsible for determining the eligibility based on the applicable residency requirements.
- e) **Committee Appointees and Candidacy for Elected Office.** No committee member may qualify as a candidate for another state, district, county, or municipal public office if the terms or any part thereof run concurrently with each other without resigning from the committee they presently services on. The written resignation to the BOCC must be submitted at least 10 days prior to the first day of qualifying for the office they intends to seek.

## ARTICLE V. **WAIVER PROCEDURE**

The notice of a vacant position for the Tampa Sports Authority shall include a statement informing the public that the BOCC has the authority to waive its unincorporated residency requirement, that, notwithstanding residency status, all citizens may apply; and that all names shall be presented to the BOCC for consideration. The Committees Coordinator shall list all names on the ballot and identify those persons who met the residency requirement and those who did not.

## ARTICLE VI. **POLICY AMENDMENT**

These procedural rules and regulations may be amended upon approval by the Board of County Commissioners.

Adopted by: Board of County Commissioners

Adopted Date: December 17, 2025

Amendments: December 5, 2012, February 6, 2013, November 6, 2013, April 4, 2018, and September 20, 2023

## **STANDARDS OF CONDUCT FORM**

*(Consistent with BOCC Policy 01.30.00.00, as pertaining to BOCC appointments, this form is required for all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including all agency/governing body representatives and citizens appointed by individual commissioners)*

RECOGNIZING THAT PERSONS HOLDING A POSITION OF PUBLIC TRUST ARE UNDER CONSTANT OBSERVATION, AND RECOGNIZING THAT MAINTAINING THE INTEGRITY AND DIGNITY OF THE PUBLIC OFFICE IS ESSENTIAL FOR MAINTAINING HIGH LEVELS OF PUBLIC CONFIDENCE IN OUR INSTITUTIONS OF GOVERNMENT AND IN THE IMPARTIALITY OF ALL COMMITTEES, EVERY CURRENT MEMBER OF AND ALL CITIZENS SEEKING APPOINTMENT, REAPPOINTMENT, OR CONFIRMATION OF NOMINATION TO ANY COMMITTEE, INCLUDING AGENCY/GOVERNING BODY REPRESENTATIVES AND CITIZENS APPOINTED BY INDIVIDUAL COMMISSIONERS, PLEDGE TO ADHERE TO THE FOLLOWING STANDARDS OF CONDUCT.

### **THE FLORIDA CODE OF ETHICS SHALL DETERMINE ANY QUESTION RELATING TO VIOLATIONS OF CHAPTER 112, PART III, FLORIDA STATUTES.**

1. Regularly attend all scheduled meetings of the respective committee, as well as special or called meetings relevant to the position.
2. Prepare for each meeting.
3. Create a positive environment in meetings of the respective committee.
4. Maintain an attitude of courtesy and consideration toward other Members, citizens and staff during all discussions and deliberations.
5. Allow other Members, citizens, and staff sufficient opportunity to present their views, within the prescribed rules or bylaws of the respective committee.
6. Avoid the use of abusive, threatening or intimidating language or gestures directed at other Members, citizens or staff.
7. Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.
8. Not engage in harassing behavior or unwelcome conduct of a sexual nature towards other Members, employees, clients or citizens.
9. Members shall uphold the prestige of their office and avoid impropriety and the appearance of impropriety.

10. Members shall not convey the impression that they are in a position to influence the outcome of a decision of the respective committee and shall not attempt to use their office to influence or sway recommendations.
11. Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members shall not allow personal or business relationships to impact upon their conduct or decisions in connection with their appointed position and shall not lend their influence towards the advancement of personal interests or towards the advancement of the interests of friends or business associates. This provision is not intended to prevent any Member from joining or having an affiliation with any business, professional, or special interest organization.
12. To the extent Florida's Government in the Sunshine Law, Chapter 286, Florida Statutes, is applicable to a committee, Members of that committee shall avoid creating the appearance of impropriety by refraining from engaging in discussions with any other Member of the same committee about matters which would foreseeably come before the respective committee for discussion. In addition, if a Member of a committee that is subject to the Sunshine law receives a written, telephonic or electronic communication about an item to be discussed before the committee, the Member will promptly forward the information to the county/staff liaison or other appropriate person so that it may be shared with all other Members at a public meeting.
13. Members shall not accept or solicit a gift, loan, payment, favor, service, promise of employment or business contract, meal, transportation or anything else of value, if such thing is given with the understanding or possibility that it will influence the official action of the Member. The same standard shall apply to a gift, loan, favor, etc. for the spouse, child or relative or business partner of the Member. Chapter 112, Florida Statutes, shall govern all determinations of violations under this paragraph.
14. During meetings or other activities of the committee, Members shall not engage in any form of politicking, electioneering, or other campaign related actions, including, but not limited to soliciting funds from any other Member, citizen or staff in support of any organization or person's campaign for election to local or state public office; seeking signatures from other Members, citizens, or staff to any petition provided for by election law; distributing to other Members, citizens, or staff literature favoring, opposing, comparing, or providing information about a candidate, group of candidates, or other political positions or advocacy; or otherwise discussing with other Members, citizens or staff one's personal political views or affiliations in a manner that is unrelated to the matters before the committee and clearly in furtherance of a political campaign.
15. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned. A Member who's personal, employment or business relationship with a person or entity that is subject to a recommendation of the respective committee shall seek advice and counsel, if such relationship could conceivably influence the Member's impartiality during discussions. The provisions of Chapter 112, Florida Statutes shall govern conflict of interest determinations.

16. Members shall remain vigilant against deviations from respective BOCC policies, (which may be applicable to the business of the committee of which he or she is a member), by-laws, policies, and any mission statements of the respective committee.

17. Members shall respect all local, state and federal laws, rules and other regulations.

18. Violations of the Standards of Conduct shall be addressed in accordance with Board Policy.

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***The commitment of all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any committee, including agency/governing body representatives and citizens appointed by individual commissioners, in meeting these Standards of Conduct, is affirmed by the following signature:***

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Printed Name of Member

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Signature of Member

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Name of Committee

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Date

Revised: December 17, 2025

# APPENDIX C

## HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS PUBLIC ART PROGRAM "MISSION AND IMPLEMENTATION GUIDELINES"

### I. **Mission Statement and Goals**

The Public Art Program will establish in Hillsborough County art in public places which will provide for art works of exceptional quality executed on an appropriate scale and for general public access in public places other than museums.

The Public Art Program will:

1. Enrich and give dimension to the public environment,
2. Promote the general welfare of the community by expanding the opportunity for its citizens to experience public art,
3. Enhance the aesthetic quality of public buildings and spaces, and increase public access to works of art,
4. Promote the acceptance, understanding and awareness of tangible works of art in the public environment
5. Enhance the opportunities for artistic creativity in Hillsborough County.

Achieving the aforementioned goals will enable Hillsborough County to attain recognition as a national leader in public art and in cultural life, therefore increasing civic pride in our community.

### II. **Policies**

#### A. **Annual Public Art Plan**

1. The Annual Public Art Plan shall be developed by the Public Art Committee in consultation with County agencies and the Arts Council of Hillsborough County. The final Plan shall be presented to the Board of County Commissioners for approval within 90 days of budget appropriations. The Plan will coincide with the County's fiscal year.

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2. The Plan shall consist of measurable and attainable objectives that address the mission and goals of the Public Art Program and an itemized, prioritized

list of anticipated art projects including the sites, design approach, budgets and scheduling for the upcoming year.

**B. Use of Public Art Funds**

1. Public art funds shall be used for works of art as specified in Section 2 (G) and Section 3 of Hillsborough County's Public Art ordinance.
2. In keeping with the mission statement, the Annual Public Art Plan recommends that the Public Art Committee will endeavor to acquire, by purchase or commission, works of art by local or regional artists when appropriate; but not to the exclusion of works that are of art historical significance; and works of art by nationally or internationally recognized artists.
3. Public art funds shall not be spent for works that are decorative, ornamental, unlimited editions of original works, or mass produced, functional elements of the architecture or landscape design except when commissioned from an artist as an integral aspect of a structure or site.
4. Upon approval by the Public Art Committee, funds may be allocated to document public art works-in-progress.

**C. Relationship of Artwork and Site**

1. Relationship of artwork and site shall be considered in terms of the physical dimensions, social dynamics, local character and surrounding urban context of the site existing or planned.
2. Public art should be a dynamic, challenging process which encourages artists to collaborate with design and architecture professionals; Hillsborough County staffs and appropriate consultants while being innovative and interactive with the County's environment and arts communities.

**D. Involvement of Private Sector**

1. The Public Art Program encourages private developers to consult with the Public Art  
III-2  
Committee about purchase, commission or donation of appropriate artwork in commercially developed projects or buildings and/or private-sector donated buildings which are received by the County.

2. The Public Art Program encourages the private and corporate sectors to be actively supportive of the arts by contributing financial gifts, services in-kind, and acceptable artwork. Acceptance or rejection of all proposed gifts of works of art from the private sector to the Public Art Program will be based on the criteria and policies established by the Public Art Committee and set forth in this document.

### **III. A. Acquisition of Artwork**

#### **1. Professional Consultants to the Committee**

- a. The Public Art Committee may annually plan for the paid services of a Public Art Coordinator. The Art Coordinator may assist the Committee in the choice and use of professional consultants to the Committee, as well as the organization and selection implementation of the artists and artwork selection processes.
  - b. When consultants are engaged, the Public Art Committee will use recognized art experts as consultants in the process of selecting artist(s) or artwork for each public art project. The Public Art Committee will constitute itself as a jury and make the final decision concerning artists or artwork selection.
  - c. The number of professional consultants used for public art projects will depend upon the size or complexity of each project. Consultants will range in number from one to five.
  - d. Consultants will be chosen by the Public Art Committee from such fields as museum professionals, patrons, critics, artists, and arts educators. They will be chosen on the basis of professional excellence, experience and understanding of public art.
- III-3
- e. Consultants will be notified by letter of Hillsborough County's Public Art Ordinance and the method and amount of compensation (should they be selected). Documentation of experience and credentials may be requested.
  - f. Consultants may or may not be paid depending

on the availability of funds and the need of the Committee to purchase consultant services.

2. Advisors to the Public Art Committee

- A. A subcommittee, known as the site advisory committee, will function in an advisory capacity to the Public Art Committee and/or its consultants. Advisory Committees may be appointed by the Public Art Committee, on an as needed basis. Written recommendations and written requests by individuals to serve on this advisory committee may be considered by the Public Art Committee. Citizens who have previous private or public art experience may be invited by the Committee.

The site advisory committee shall consist of approximately seven (7) members:

- . County staff, i.e., employees, users, occupants at the site;
- . Community representatives, which may include design or art professionals, project design and landscape architect, structural engineers, citizen patrons or "friends," area residents,

Written recommendations, suggestions or advice received by the Public Art Coordinator, Public Art Committee members or site advisory committee members from interested individuals not specifically designated on the advisory committee may be considered also. Persons volunteering advice or service as advisors to the Public Art Committee, site advisory committee or consultants will not be paid.

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B. Artist Selection Process

1. Artwork for each Public Art Project will be selected by the Public Art Committee sometimes using either professional paid consultants or non-paid advisors.
2. Consideration of artists is by review of work through slides or visual presentation of proposals. A review of the actual work also may be requested.

3. All public art projects shall be the work of accomplished artists. Documentation of experience and academic credentials is required. The method of selection will be determined by the Public Art Committee based upon the nature of the individual project. Guidelines for artists or artwork selection are listed below:
  - a. Open Competition - A project is described and widely publicized for any interested artist to respond, preliminary proposals are accepted from all accomplished artists, no proposal fees are paid, and artists do not personally present their proposals. Finalists may be selected and paid to refine and present their proposal.
  - b. Invitational - The consultants or advisory members recommend a limited number of artists on the basis of visuals, reputation and experience to develop proposals for a project. The artist may be paid for his or her proposal if a request is made for a site specific preparation. The Public Art Committee selects one artist for the commission.
  - c. Direct Selection - the Public Art Committee directly selects the artist(s) or existing completed work(s) based on the appropriateness for the project.

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4. The Public Art Committee will review all selections recommended by the professional art consultants' proposals and be responsible for making the final decisions concerning artists and artworks selected.

C. Project Implementation

1. After selection of an artist, a contract will be negotiated between the artist and the County for approval by the Committee and subsequently the Board of County Commissioners.

D. Public Information, Community Education and Private

## Contribution

1. Public information and educational activities will be supported to bring the public, the visual arts and artists closer together through informed discussion of art in public places and its history. Extensive efforts will be made to promote public art as a significant resource, to private developers, not only to enhance their own buildings, but to enrich the County in which they work and live. Activities designed to stimulate public art may include annual public art breakfasts, annual awards to those who have contributed to public art in Tampa, Hillsborough County, tours, easily accessible to public places, special media programming, special activities coinciding with artwork dedications and other events in the community.
  - a. Specific objectives shall be developed annually regarding the above for the annual Public Art Plan.

## E. Care and Maintenance of Artworks

1. Artists, as part of any contractual agreement with Hillsborough County, shall submit to the Public Art Committee a "Maintenance and Inventory Schedule" which shall include the details of the required maintenance and on-going care of the artwork and any annual cost projections.

### III-6

2. The Public Art Committee and/or Public Art Program Coordinator, in conjunction with appropriate County departments shall oversee the care, maintenance, and conservation system for the location or relocation, documentation, monitoring and repair of works. A complete inventory of the County Collection shall be maintained by the Public Art Committee and/or Public Art Program Coordinator. Instructions for maintenance, care and conservation for site-specific artwork shall be filed at the site.
3. The Public Art Committee may budget annually for the maintenance of Hillsborough County's public art.
4. Disaster Planning - The Public Art Committee

and/or Public Art Program Coordinator shall assist appropriate County departments and professionals in developing public art disaster protection and recovery plans. The Committee will consider overall regional or County disaster plans which will be consistent with other plans, where possible.

F. Gifts of Works of Art

Proposed gifts to the Public Art Program will be referred to the Public Art Committee for their review and recommendation. Review is based on the criteria established in this document, on the work's condition, its appropriateness for a given available site and its maintenance acceptability. A panel of advisors may be used for this decision. Proposed gifts of funds or sites for works of art, if restricted or dedicated in any way, will be reviewed to insure that such restrictions are consistent with the Public Art Committee's goals and can constitute a feasible project.