



# GIFTS OF ARTWORK TO THE CITY

Revised: December, 2012

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## City of Olympia Arts Program

### Policy No. 7.0-002

**BACKGROUND:** Ordinance 5097, New Section - Public Art -- Duties of the Arts Commission states that the Commission is responsible for reviewing all proposed gifts of artwork to the City, proposed gifts of funds for the acquisition of artwork, and proposed gifts of sites for artwork to ensure that such gifts are consistent with the goals of the Olympia Arts Commission and the City of Olympia.

**PURPOSE:** To identify a procedure and criteria for the Arts Commission in reviewing proposed gifts of artwork that is consistent with Ordinance 5136 (general donations made to the City).

**AUTHORITY:** Policy of the Olympia Arts Commission, Olympia Parks, Arts & Recreation, and the Olympia City Council.

#### 1.0 Policy

1.1 The Olympia Arts Commission is responsible for review of all proposed gifts of artwork that are donated, devised, or bequeathed, with or without restriction, to the City of Olympia including actual artwork, property for placement of artwork, or funds for the acquisition of artwork. Gifts of artwork to the City may include donations by individuals, neighborhoods and/or community groups. The Olympia Arts Commission will evaluate the suitability of proposed gifts and make recommendations to the City Manager.

#### 2.0 Review Procedure

2.1 A Gifts Panel shall be appointed by the Olympia Arts Commission to review proposed artwork gifts to the City. Each panel shall consist of three to five members representing the Arts Commission. The Arts Program Manager shall serve as facilitator to this panel.

2.2 The Gifts Panel reviews each proposed gift for aesthetic quality, potential sites, and restrictions from the donor, and determines the suitability of the gift based on the following criteria. The panel will require evidence that these issues have been satisfactorily resolved before making a recommendation regarding a proposed gift.

##### 2.2 (a) **Aesthetic Quality**

- Does the proposed gift have strong aesthetic merit?

##### 2.2 (b) **Proposed Location**

- Is the artwork adequately scaled for the proposed site?
- What is the relationship between the artwork and its proposed site?
- Why was a particular site requested?
- Does the site present any special obstacles?

##### 2.2 (c) **Donor Restrictions/Requests**

- Are restrictions/requests clearly identified. If accepted, can the expectations be met?

##### 2.2 (d) **Technical Feasibility**

- Can the artwork be built and installed as proposed?
- Are adequate professional resources identified to do the work?

- 2.2 (e) **Technical Specifications**
- The panel must review the actual work, if available, or scale drawings and/or model(s) consisting of a site plan and elevation describing the following:
    1. Surrounding site conditions if applicable
    2. Dimensions
    3. Materials
    4. Colors
    5. Electrical, plumbing, or other utility requirements
    6. Construction and installation method
  - Panel may require additional support material such as text verbally describing artwork and specifications, models or presentation drawings by a licensed engineer.
- 2.2 (f) **Budget**
- What will be the cost to manage this project?
  - What is the cost of site preparation?
  - What is the cost of delivery and installation?
  - Has the donor provided funds for signage, plaque, or other appropriate attributions?
  - Are all projected costs accurate and realistic?
  - Has the donor clearly defined who is responsible for all costs associated with the donation?
  - Have written estimates been obtained from technical support and fabrication/installation contractors?
- 2.2 (g) **Durability**
- Will the material last? How long is the material expected to last in a public, non-archival exhibition setting?
  - What age have other works in the same material(s) attained?
  - Is the work suitable for its location? For example, what effect will sunlight, salt water, wind, and other elements potentially have on the work?
  - Are seismic considerations relevant?
- 2.2 (h) **Warranty**
- Does the donor agree to be responsible for a warranty period of one (1) year from the date of final installation of the artwork for the integrity of the materials, fabrication, and installation of the artwork?
- 2.2 (i) **Vandalism and Safety**
- Is the work prone to vandalism or a safety hazard at the proposed site?
  - Will the work have a graffiti-resistant coating or can one be easily applied?
- 2.2 (j) **Maintenance and Preservation**
- Are there unusual or on-going costs?
  - Should a maintenance endowment be established by the donor? The panel may recommend that the donor allocate and guarantee funds to ensure adequate quality care for the artwork.
  - Donors must provide a technical and maintenance record including a plan for routine care with estimated costs.
  - Is the work removable if necessary?
- 2.2 (k) **Relationship to the Collection as a Whole**
- The Arts Commission has a commitment to creating a diverse collection of work.
- How is the proposed gift compatible or incompatible with the City of Olympia’s public art collection?
  - Is this artist’s work already well represented in the City’s collection?

2.2 (l) **Community Process**

- If the artwork proposal has been generated by a community group, how has the surrounding community been involved and consulted?

2.2 (m) **Time Line**

- Has a realistic time line been presented indicating a completion date?
- Is the time line realistic?

2.3 Community groups or individual donors proposing gifts are informed of the importance of the above criteria in the panel's consideration. Groups and individuals are encouraged to read this policy carefully, and consult the Worksheet for Prospective Donors Offering Gifts of Art to the City of Olympia.

2.4 The panel makes a recommendation to the full Arts Commission on a course of action regarding each proposed gift. The Commission's recommendation will be communicated to the Director of Parks, Arts & Recreation. The recommendation will then be presented to the City Manager for formal acceptance or rejection of the gift. If the gift will have substantial community impact, the City Manager, at his discretion, may forward the proposed gift to the Olympia City Council for review and approval.

2.5 For each proposed donation, the City Manager or designee shall communicate an acknowledgment of acceptance or rejection on behalf of the City.

3.0 **Gift Acceptance**

3.1 At the time a proposal is made to the City, the donor must present a time line indicating a completion date. If a proposed gift is not completed within the time line originally established, or if significant changes (both conceptual and/or financial) to the proposed work occur, the proposal must be resubmitted for full review. Time lines may be amended only if mutually agreed upon between the donor and the City.

3.2 A gift acceptance form (a legal instrument of conveyance) will be completed for each donation.

3.3 Monetary donations shall be deposited in the Municipal Art Fund. The Olympia Arts Commission will recommend expenditures from the fund to the City Council.

3.4 The Arts Commission will plan specific projects and recommend the allocation of funds, the procedures, and guidelines for all donated funds.

3.5 The Arts Program Manager and the Arts Commission will submit to the City Council the individual project recommendations for implementation.

3.6 The Arts Program Manager will maintain acquisition/inventory records on all gifts acquired under this policy.

3.7 The Arts Program Manager will be responsible for contracting and will act as liaison on behalf of the City in the completion of each project.

3.8 The Department of Parks, Arts & Recreation shall be responsible for the maintenance of gifts to the City as directed by the Arts Program Manager.

3.9 The Arts Program Manager will notify the City in writing what the donation is and its value in order to obtain a property identification number and to include the artwork on the City property schedule for Insurance.

4.0 **Deaccession Review**

4.1 Gifts of artwork may be deaccessioned if necessary, through steps provided in the Deaccession Policy (7.0-004), and in accordance with City policies for the disposition of property