



CITY OF COSTA MESA

ARTS COMMISSION

Agenda

Thursday, April 4, 2024

6:00 PM

**City Council Chambers
77 Fair Drive**

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- During the Public Comment Period, use the “raise hand” feature located in the participants’ window and wait for city staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

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4. Additionally, members of the public who wish to make a written comment on a specific agenda item, may submit a written comment via email to the paccomments@costamesaca.gov. Comments received by 12:00 p.m. on the date of the meeting will be provided to the Commission, made available to the public, and will be part of the meeting record.

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ARTS COMMISSION REGULAR MEETING

April 4, 2024 – 6:00 P.M.

DEBORA WONDERCHECK
Chair

CHARLENE ASHENDORF
Commissioner

HEIDI ZUCKERMAN
Vice Chair

FISHER DERDERIAN
Commissioner

ERICA LUCIA
Commissioner

ALLISON MANN
Commissioner

ALISA OCHOA
Commissioner

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA
Comments are limited to three (3) minutes, or as otherwise directed.

COMMISSIONER COMMENTS AND SUGGESTIONS
Comments are limited to three (3) minutes, or as otherwise directed.

OLD BUSINESS:

- 1. [MINUTES](#) [24-118](#)

RECOMMENDATION:

Approval of the minutes of the March 7, 2024 Arts Commission meeting.

Attachments: [03/07/24 Arts Draft Minutes](#)

- 2. [APPROVAL OF UTILITY BOX ART PROGRAM](#) [24-119](#)

RECOMMENDATION:

Staff recommends that the Arts Commission approve the redesign of a sponsorship utility box art, for Segerstrom Center for the Arts (Attachment 1).

Attachments: [Agenda Report](#)

[1. Utility Box Art Sponsorship Redesigns](#)

3. [**PUBLIC ART DONATION POLICY**](#) [**24-120**](#)

RECOMMENDATION:

It is staff recommendation that the Arts Commission review the proposed Public Art Donation Policy with additional edits (Attachment 1).

Attachments: [Agenda Report](#)

- [1. Public Art Donation Policy](#)
- [2. Permanent Public Art on Public Property Criteria](#)
- [3. Example. City of Austin](#)
- [4. Example. City of San Francisco](#)
- [5. Example. City of Los Angeles](#)

NEW BUSINESS:

1. [**APPROVAL OF ARTS GRANTS FOR FISCAL YEAR 2023-24**](#) [**24-121**](#)

RECOMMENDATION:

Staff recommends that the Arts Commission review and approve grant awards for the Fiscal Year 2023-2024 Arts Grant program (Attachment 1).

Attachments: [Agenda Report](#)

- [1. Arts Grant Funding Plan](#)

2. [**ARTS AND CULTURE MASTER PLAN BUDGET FOR FISCAL YEAR 24-122 2024-25**](#)

RECOMMENDATION:

Staff recommends that the Commission receive and file the update on budget requests for Fiscal Year 2024-25 in alignment with the Arts and Culture Master.

Attachments: [Agenda Report](#)

- [1. Arts & Culture Master Plan Budget Excerpt](#)

MONTHLY REPORTS

1. [**ARTS AND CULTURE STAFF REPORT**](#) [**24-123**](#)

Attachments: [Arts & Culture Staff Report](#)

ADDITIONAL COMMISSION MEMBER & STAFF COMMENTS

ADJOURNMENT

Next Regularly Scheduled Meeting: Thursday, May 2, 2024



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-118

Meeting Date: 4/4/2024

TITLE:

MINUTES

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Approval of the minutes of the March 7, 2024 Arts Commission meeting.

THE COSTA MESA ARTS COMMISSION

MARCH 7, 2024
6:00 P.M. – UNOFFICIAL MINUTES

CALL TO ORDER by Chair Wondercheck at 6:00 P.M.

PLEDGE OF ALLEGIANCE by Commissioner Ashendorf.

ROLL CALL

= Present = Absent

Commissioners

- Charlene Ashendorf
- Fisher Derderian
- Erica Lucia
- Alisa Ochoa
- Allison Mann
- Debora Wondercheck, Chair
- Heidi Zuckerman, Vice Chair

City Staff

- Monique Villasenor, Recreation Manager
- Ashley Thomas, Sr. Recreation Supervisor
- Laurette Garner, Arts Specialist
- Laura Fautua, Executive Assistant
- Kathia Viteri, Office Specialist II

PUBLIC COMMENTS

Jim Fitzpatrick: Inquired about the Cannabis tax funding.

Angel Correa: Costa Mesa resident and Costa Mesa Playhouse board member invites the public and Commission to the upcoming production of Tony Award winning play *Art*, which goes very well with the “City of the Arts” motto. The show runs from March 22, through April 14, Fridays, and Saturdays at 8pm. And Sundays at 2pm. There are two (2) pay what you will performances: Friday, March 22 and Thursday, April 4.

COMMISSIONER COMMENTS AND SUGGESTIONS

Commissioner Ashendorf: Acknowledged the city is spending some time and energy with *Costa Mesa Encore*, a designated one (1) page in the Costa Mesa Senior Center and newsletter. There's everything from candle painting to some theater and symphony. Recommended there be an artist exchange between the sister City program. Spoke with resident Emilia Painter, who was inquiring about the process of some kind of network for artists. Emilia will be launching the Costa Mesa artists guild to provide a platform for artists to network and to provide education for them with their home base being at the Costa Mesa, Women's Clubs. Shared “Trail of Art”, where a couple of local coffee shops and artist sketch artwork and put it on the bulletin boards at the coffee shops, and invite people who are there to take a piece of artwork or leave one. Acknowledged Mr. Fitzpatrick’s public comment.

Commissioner Ochoa: Recently saw a retrospective of pioneering performance artists, Barbara T. Smith at the Institute of Contemporary Art in Los Angeles and noticed in some of her archival material that was exhibited a letter and it included her address, which at the time was on 17th Street in Costa Mesa and excited to discover this information about an artist she admires. Spoke about an art history record in our city would be pretty cool.

Commissioner Derderian: Mentioned he and Commissioner Ashendorf are looking at utilizing resources that were fundraised from the Cultural Arts Committee in the hopes to discuss it more formally before the Arts Commission. Mentioned he purchased the domain name cityofthearts.org and would like to hear more about the cannabis tax at the next commission meeting.

Chair Wondercheck: No Comments.

OLD BUSINESS

1. MINUTES

02/01/2024 Arts Commission Draft Minutes

MOTION/SECOND: Commissioner Ashendorf made a motion to approve the February 1, 2024 minutes /Seconded by Commissioner Ochoa.

The motion carried by the following roll call vote:

Ayes: Commissioner Ashendorf, Commissioner Derderian, Commissioner Ochoa, Chair Wondercheck

Nays: None

Abstained: None

Absent: Commissioner Lucia, Commissioner Mann, Vice Chair Zuckerman

Motion Carried: 4-0

2. APPROVAL OF UTILITY BOX ART PROGRAM

Ms. Laurette Garner, Arts Specialist, presented.

Discussion ensued regarding the two (2) utility box art redesigns.

Chair Wondercheck inquired to the commission if there is anyone who wants to entertain a motion.

Public Comments: None.

MOTION/SECOND: Commissioner Ashendorf moved to approve utility box art design one (1) and box number two (2) be returned for a mock-up review at the next Arts Commission / Seconded by Commissioner Derderian.

The motion carried by the following roll call vote:

Ayes: Commissioner Ashendorf, Commissioner Derderian, Commissioner Ochoa, Chair Wondercheck

Nays: None

Abstained: None

Absent: Commissioner Lucia, Commissioner Mann, Vice Chair Zuckerman

Motion Carried: 4-0

NEW BUSINESS:

1. PUBLIC ART DONATION POLICY

Ms. Laurette Garner, Arts Specialist, presented.

Commissioner Ochoa inquired if there should be a \$50,000 donation limit due to insurance maintenance concerns.

Commissioner Ashendorf inquired who bears the cost of the appraisal from page nine (9).

Commissioner Derderian asked if a donated art piece be tax deductible from the City.

Commissioner Derderian: emphasized the importance of maintaining a strict definition of aesthetic, focusing solely on the artistic merit of a work of art without considering other factors or significances. Additionally, inquired about the goals of the art collection, referencing a previous meeting's approval of a permanent public art policy and seeking clarification on whether these goals are outlined within it or if they are expected to be addressed in the future.

Commissioner Ochoa requested on page seven (7), to include details regarding fabricators, especially in relation to contemporary art practices. Recommends additional documentation for art history.

Public Comments: None.

MOTION/SECOND: Chair Wondercheck moved for staff to make further revisions and bring the item back at the next Arts Commission meeting/ Seconded by Ochoa.

The motion carried by the following roll call vote:

Ayes: Commissioner Ashendorf, Commissioner Derderian, Commissioner Ochoa, Chair Wondercheck

Nays: None

Abstained: None

Absent: Commissioner Lucia, Commissioner Mann, Vice Chair Zuckerman

Motion Carried: 4-0

2. ARTVENTURE GUIDELINES

Ms. Laurette Garner, Arts Specialist, presented.

Commissioner Ashendorf highlighted the stipulation display and location are determined by City staff should help alleviate art placement questions. Spoke about Youth Art category submission deadlines and school notification.

Chair Wondercheck asked if it is possible to add the award amounts next to each item.

Public Comments: None.

MOTION/SECOND: Chair Wondercheck moved to approve staff recommendations to ARTventure Guidelines / Seconded by Commissioner Ochoa.

The motion carried by the following roll call vote:

Ayes: Commissioner Ashendorf, Commissioner Derderian, Commissioner Ochoa, Chair Wondercheck

Nays: None

Abstained: None

Absent: Commissioner Lucia, Commissioner Mann, Vice Chair Zuckerman

Motion Carried: 4-0

MONTHLY REPORTS

1. ARTS & CULTURE STAFF REPORT

Ms. Laurette Garner, Arts Specialist, presented.

ADDITIONAL COMMISSIONER MEMBER & STAFF COMMENTS.

ADJOURNMENT Chair Wondercheck adjourned at 6:58 P.M.

NEXT REGULAR ARTS COMMISSION MEETING: Thursday, April 4, 2024 at 6:00 P.M.



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-119

Meeting Date: 4/4/2024

TITLE:

APPROVAL OF UTILITY BOX ART PROGRAM

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff recommends that the Arts Commission approve the redesign of a sponsorship utility box art, for Segerstrom Center for the Arts (Attachment 1).



Agenda Report

Arts Commission

Item #: 24-119

Meeting Date: 04/04/2024

TITLE: APPROVAL OF UTILITY BOX ART PROGRAM

DEPARTMENT: PARKS AND COMMUNITY SERVICES

PRESENTED BY: LAURETTE GARNER, ARTS SPECIALIST

CONTACT INFORMATION: LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

RECOMMENDATION:

Staff recommends that the Arts Commission approve the redesign of a sponsorship utility box art, for Segerstrom Center for the Arts (Attachment 1).

#	Artwork By:	Box #	Location
1	Chris Alvarez*	23	Bristol St. & Sunflower Ave.

**Sponsorship Boxes: Segerstrom Center of the Arts*

BACKGROUND:

The City of Costa Mesa owns over 120 utility boxes at signalized intersections throughout the city and is dedicated to incorporating art into public spaces. A Utility Box Art Program was launched in early 2015 to spotlight a handful of utility boxes as beautiful art pieces. The City currently has over 50 utility art boxes that display artwork created by local artists, and 10 boxes designed by graphic designers from local businesses and nonprofit organizations.

On February 1, 2024, the Arts Commission reviewed 11 utility box art designs, approving nine (9) and requesting a redesign for the (2) two sponsorship applications. The Arts Commission specifically requested that the proposed Segerstrom Center for the Arts (SCFTA) designs be reworked to resemble artwork rather than advertisements.

At the March 7, 2024, Arts Commission meeting, the Arts Commission was presented with two new redesigns for utility boxes #8 and #23, for the SCFTA sponsorship utility boxes. The Commission approved the redesign for box #8 on Bristol Street and Town Center Drive and requested a second redesign of box #23 on Bristol Street and Sunflower Avenue.

ANALYSIS:

The Arts and Culture Division receives an annual budget for the Arts & Culture Master Plan implementation, which includes the Utility Art Box Program. The FY 2023-2024 budget allows for the installation of 11 new box designs.

Based on the direction provided by the Arts Commission at its March 7 meeting, Staff provided the Commission's feedback to SCFTA who has submitted a redesigned version of utility box #23 located at Bristol St. and Sunflower Ave. for the Commission's consideration and approval.

LEGAL REVIEW:

No legal review is required for this item.

FISCAL REVIEW:

The cost of installation will be funded by the FY 2023-2024 Adopted Budget under the Utility Box Art Program.

CONCLUSION:

Staff recommend the Arts Commission review and approve one (1) sponsorship redesign from SCFTA for utility box #23 located at Bristol St. and Sunflower Ave.

UTILITY BOX ART PROGRAM SPONSORSHIP REDESIGNS FOR FISCAL YEAR 23-24

Arts Organization: Segerstrom Center for the Arts

Description:

Segerstrom Center for the Arts is one of the nation's most respected multi-disciplinary cultural institutions. It is Orange County's largest non-profit arts organization. The Center remains committed to supporting artistic excellence and offering unsurpassed experiences to engage the community in new and exciting ways through the unique power of live performance and a diverse array of inspiring arts-based education and community engagement programs.

Website: <https://www.scfta.org/>

Additional Information: Boxes #23

Artwork: Segerstrom Center Campus Artwork

Graphic Designer: Chris Alvarez

Original Medium: Digital

Previous Design from March 7, 2024 Arts Commission Meeting



New Design for April 4, 2024 Arts Commission Meeting



Facing the street (corner of Bristol and Sunflower)





22"



28"





CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-120

Meeting Date: 4/4/2024

TITLE:

PUBLIC ART DONATION POLICY

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

It is staff recommendation that the Arts Commission review the proposed Public Art Donation Policy with additional edits (Attachment 1).



Agenda Report

Arts Commission

Item #: 24-120

Meeting Date: 4/04/2024

TITLE: PUBLIC ART DONATION POLICY
DEPARTMENT: PARKS AND COMMUNITY SERVICES
PRESENTED BY: LAURETTE GARNER, ARTS SPECIALIST
CONTACT INFORMATION: LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

RECOMMENDATION:

It is staff recommendation that the Arts Commission review the proposed Public Art Donation Policy with additional edits (Attachment 1).

BACKGROUND:

The Art in Public Places Report created by consultant, Arts Orange County was approved by the Arts Commission on April 6, 2023, to address aspects of the Arts and Culture Master Plan's Goal #2: Expand Public Art throughout the City. The following initiatives were recommended as follows:

Action 2.1: Continue the City-operated program of temporary utility box art, which affords opportunities to local artists, established and emerging, to create images that offer the community beautification. Review additional sites that are suitable for such installations, including wayfinding signage.

Action 2.2: Develop a plan for more ambitious temporary and permanent public art, including the identification of potential locations around the City, creation of policies with respect to selection and acquisition of artworks, and determination of the funding sources to be used.

Action 2.3: Temporary art programs are very popular with the public because they are constantly refreshed with new works, offering a variety of themes, styles, shapes, colors, and scale to the cityscape. Create a new program of temporary installations of large-scale sculptures. We recommend two-year loans, placed at sites inclusive of all the City's districts. This can be ramped up gradually by installing three works in Year 1 (one in each of three districts), adding three (3) in Year 2 (in the remaining districts), and then continuing to rotate the works on expiring loans annually.

Action 2.4: City may consider adopting a policy mandating fees for public art from new development projects.

Action 2.5: Create a new program of permanent public art and implement the process of selecting and installing a first work.

Action 2.6: Incorporate imaginative design in all the City's functional elements and fixtures. There are artists and existing companies that specialize in the custom fabrication of creatively designed elements such as streetlights, playground equipment, fitness stations, bus shelters, benches. After a period of research, the City should conduct a call for artists to submit designs, which would be selected by the City through a process involving the Arts Commission, Planning Commission, City staff and Council. Based on budget, the City can choose to transform the chosen elements over a short period of time or phase them in as replacement of older elements.

The following steps for Action 2.2 have been presented at previous Arts Commission meetings:

- Public Art Criteria and Guidelines to assist with new temporary and permanent public art projects in May 4, 2023
- The Murals on Private Property permit process in June 1, 2023
- Murals on Public Property was presented in October 5, 2023
- Permanent Public Art on Public Property in December 7, 2023 and February 1, 2024, for additional edits

The Public Art Donation Policy is the next step in this process.

ANALYSIS:

The Art in Public Places Report is a comprehensive report of recommendations for programs and policies and provides detailed specifics as to how the six (6) initiatives from the Arts and Culture Master Plan may be executed in the next three (3) years. Each of the components below detailed in the Art in Public Places Report, (Attachment 2) will be crucial to assisting staff in creating new policies and processes:

1. Public Art Commissioning Process
2. Public Art Collection Management
3. Murals and the Commissioning Process
4. Public Art Donations and the Criteria
5. Public Art inclusion in City Public Works Development Projects
6. Public Art inclusion in Private Development Projects

The newly drafted Public Art Donation Policy will address number four (4) from the Arts & Culture Master Plan initiatives and will also be part of a larger Public Art Policy document created by staff in the coming months.

Staff reviewed Public Art Donation Policy examples from various cities. Examples were provided

from the City of Austin (Attachment 3), the City of San Francisco (Attachment 4) and a Public Art Donation Policy Application from the City of Los Angeles (Attachment 5).

The newly drafted Public Art Donation Policy for the City of Costa Mesa utilizes portions from all three provided examples. The City of Austin example has a detailed framework with definitions, a statement of purpose and addresses the financial portion of public art donations. The example from the City of San Francisco shows, in great detail, a donation policy embedded as a city ordinance and also has a paragraph at the beginning of the document issuing a moratorium on gifts due to limited resources for maintenance, storage and conservation. The example from the City of Los Angeles has a detailed application process that addresses the nuances of art law and what it means to have a civic art collection. All of these different examples assisted in creating this first draft of a Public Art Donation Policy for the City of Costa Mesa.

FISCAL REVIEW:

There are currently no costs associated with this process.

LEGAL REVIEW:

There is no legal review required for this report.

CONCLUSION:

Review and discuss the proposed edits to the Public Art Donation Policy for eventual citywide implementation.



PUBLIC ART DONATION POLICY

1. POLICY STATEMENT OF PURPOSE & OBJECTIVES

The City of Costa Mesa is committed to developing a plan for more ambitious temporary and permanent public art, including the identification of potential locations around the City, creation of policies with respect to selection and acquisition of artworks, and determination of the funding sources to be used.

As part of this policy, the City of Costa Mesa will continue to promote community involvement and provide opportunities for the community to participate in the public display of art on City property, parks and rights of way, as the City determines appropriate, on a case-by-case basis. In order to accomplish these objectives, and provide guidelines and procedures for governing the acquisition, display, maintenance, potential deaccessioning and lending of Public Art for public display, the City has developed this policy. The objectives of this policy are to:

- Set out technical, aesthetic and thematic criteria for donation proposals, while maintaining high artistic standards in works of art displayed in the City of Costa Mesa;
- Establish clarity on the responsibilities of the donor and the overall conditions of approval.
- Provide uniform procedures for the review and acceptance of donations and loans of works of art for the City of Costa Mesa;
- Establish consistent review criteria that strike an appropriate balance between high aesthetic standards and city business use;
- Encourage or facilitate recognition of the artistic community.

This policy applies to property owned or managed by the City or its agencies. This policy does not apply to donations situated on private property.

2. DEFINITIONS

Aesthetics: Artistic merit of the work of art, including consideration of its artistic and/or historical significance.

Applicant: The person or group of people that make a formal application to donate a work of public art to the City of Costa Mesa.

Appraisal: A professional, certified evaluation of an artwork—its authenticity, condition and provenance—to determine its monetary value.

Artist: A person who has established a reputation of artistic excellence in the fine arts, including but not limited to visual, or performing arts, as judged by peers and experts in the field, through a record of public exhibitions, performances, commissions, sale of works, recognition and/or educational attainment. The qualified artist shall work primarily in the production of unique fine art.

Artwork (or Work of Art): Original art in various mediums, including but not limited to any portable or permanently fixed sculpture, mural, painting, drawing, earthwork, mixed media work, or time-based work (moving images or sound-based art), created by a professional artist, artists, or collaborative team. The

artwork or identifying plaque cannot contain advertising or promotional content relating to living persons or to organizations, institutions, or businesses currently operating. (A plaque accompanying the artwork, which provides the name of donor, artist, or artwork, shall not be considered advertising.)

City Property: City owned or managed real property or related assets.

Collection Management Policy: A policy to establish procedures governing selection, commission, acquisition, design, fabrication, installation, accession, maintenance, repair, long-term care and deaccession of the owned and loaned artworks of a City entity.

Donation: An artwork or a series of artworks gifted to the City for long-term public display with intent to transfer title of ownership to the City.

Gifts of State: Items officially given from one country to another as a sign of goodwill.

Prominent Location: An exterior location that is accessible to the public, enjoys high visibility, and is used or visited by a large number of visitors and/or City residents.

Provenance: The history of an artwork and its creation and ownership, which is used to help establish its authenticity. Documents used for provenance include sales receipts, auction and exhibition catalogs, gallery labels, letters from the artist, and statements from people who knew the artist or the circumstances of creation of the artwork.

Public Art: An enduring work of art installed in the public realm. It may be site specific and/or integrated into public space in the form of sculptural work, building fabric, landscape forms, audio or visual works, and may commemorate an event, person, or place of historical importance.

3. DONATION CRITERIA

The following are recommended criteria to utilize as applicable in assessing the acceptance of an art donation:

- A. The artwork supports the goals of the art collection and would contribute positively to the City's Public Art, meeting the standards and criteria for the siting of **Permanent Public Art on Public Property**, commissioned by the City. The artwork is of high quality and aesthetic excellence.
- B. The City will not accept artworks valued above fifty thousand dollars (\$50,000) due to insurance and maintenance costs. (See #5 in the Application to Donate Artwork on page 9)
- C. The City shall determine the location for a donation. The City may, from time to time, deem certain public spaces unsuitable for any new public art elements. Reasons for unsuitability may include, but are not limited to, ecological sensitivity, existing or ongoing site Master Plans, Official Plans, site saturation, and appropriateness. The City may consult the donor on potential locations for the donation but will ultimately make the final determination on the chosen location for the donation. The City reserves the right to relocate or remove a donation for operational or other requirements.

Donation applicants may choose to propose a specific site or sites, which will be evaluated against the following criteria:

- a. Relationship of the donation to the history, geography or any other specific cultural aspect of the site and its surroundings;
- b. Consistency with the design of the site including any heritage aspects;
- c. Relevance and compatibility with existing structures on the site;
- d. Usage of space surrounding the donation;
- e. The donation will not negatively encroach on the other landscape, natural or architectural elements in or surrounding the site; and

f. Suitability of the design and scale of the proposed donation to the site.

- D. All costs of the project including, but not limited to cost of design, fabrication, plaques, transportation, installation, site preparation work, foundation, lighting, electrical, and permits must be financed by the requesting party and or donor. All-inclusive costs should be stated clearly in the application form. Any party hired or employed by the requesting party must provide proof of insurance that may include and is not limited to: general liability, professional liability insurance, performance insurance bonds, workman's compensation coverage and others as required by the City.
- E. The City may consider maintenance of approved donated artwork, if they meet City standards for construction and materials. However, complex or large artworks that require significant and costly maintenance may require insurance, a bond or an endowment fund, and a maintenance schedule by the donor to ensure the project's condition is satisfactory to the City, as well as the donor. The posted insurance or bond should cover costs of installation and/or removal. If an adequate level of maintenance is not continued, the City reserves the right to remove or modify the project or a portion of the project. If the City commits to maintaining a particular artwork and is unable to maintain the project at a level satisfactory to the donor, the donor shall have the opportunity to supplement maintenance as approved by the City in a written agreement. The future maintenance and conservation need of the artwork is understood and the City has identified the resources to attend to these requirements.
- F. The legal considerations of ownership, copyright, liabilities, maintenance, provenance and deaccessioning are understood and acceptable to the City. The Donor agrees to enter into a legal agreement with the City to establish ownership of the artwork.
- G. The artwork supports an equitable collection inventory, allowing for a diverse range of artists from different social and ethnic backgrounds to be represented, considering if there are already multiple donations of the same artist's work, and by placing artworks evenly throughout the City of Costa Mesa's six (6) distinct districts.

4. DONATION REVIEW AND APPROVAL PROCESS

STEP 1: The Donor submits a completed Artwork Donation Application with required attachments (*Current Written Appraisal, Bill of Sale, Condition Reports, History of Conservation Report and or Conservator's Report, as applicable*) to the Parks and Community Services (PCS) Department. It is recommended that the Donor discuss the proposal with PCS staff prior to completing the form, as this may be helpful and time-saving and will ensure that the application is complete.

STEP 2: The Donor or the Donor's representative will present the application to the Arts Commission, at a regular meeting time in City Council Chambers. The Arts Commission will review the application based upon the **Donation Criteria**. The purpose of this review is to determine the feasibility of the artwork. The Arts Commission may approve the Artwork Donation Application, may approve the Artwork Donation Application with comments, or may decline to approve the Artwork Donation Application.

STEP 3: If the Artwork Donation Application is approved, the Parks and Community Services staff will forward Arts Commission's recommendation to the City Manager's Office for information. The City Manager will forward a memo to City Council regarding recommendations for accepted donations to be sited in a Prominent Location.

STEP 4: The Donor will enter into an Agreement with the City of Costa Mesa for the Donation of Artwork that contains the terms of acceptance, once the artwork donation approval process has been

successfully completed and the artwork is accepted. The agreement spelling out all requirements for the artwork shall be executed prior to the City's formal acceptance of the artwork.

STEP 5: As part of the Agreement, the Donor will complete the installation of the donated artwork within two (2) years from the date of Arts Commission approval. If the installation is not complete within this time frame, approval of the donation or loan is automatically rescinded. The Donor may request an extension from the Arts Commission before the two (2) year window for installation of the artwork is closed. Once the deadline passes, the Donor may submit another application if interested. Donors are limited to two (2) applications per artwork.

5. RETENTION POLICY

Donated item(s) will be retained in the City's Public Art Collection so long as they:

- a. Continue to be relevant and useful to the purposes and activities of the City.
- b. An appropriate site for public display is available.
- c. A public safety problem is not created by the project.
- d. No adverse environmental effects are created.
- e. Project remains authentic and original.
- f. Project withstands exposure to the natural elements.
- g. Project can be properly and cost-effectively stored, maintained, preserved, and/or used.

**Legal agreements created by the City of Costa Mesa will stipulate specific rules and guidelines pertaining to the retention and treatment of each individual donated artwork*

6. DEACCESSIONING POLICY

The following represent acknowledged criteria for de-accession and are recommended for Costa Mesa's consideration.

- a. The artwork's present condition poses a safety hazard to the public.
- b. The artwork has been damaged or has deteriorated to the point that it can no longer be represented to be the original artwork.
- c. The restoration of the artwork's structural or aesthetic integrity is technically not feasible, or the expense of restoring it exceeds the resources of the City.
- d. The architectural support (building, wall, plaza) is to be destroyed and the artwork cannot be removed intact for relocation.
- e. The use of this particular public space may have changed, and/or the artwork may have lost its contextual meaning and it cannot be re-sited, or re-siting the artwork would be inappropriate.
- f. The artwork requires excessive and inappropriate conservation and/or maintenance or has faults of design or workmanship which can be termed inherent vice.
- g. An artwork is not, or is rarely, on display because of lack of a suitable site.
- h. The condition or security of the artwork cannot be reasonably guaranteed in its present location.
- i. The artwork was not installed or fabricated as proposed, is incomplete, or does not meet the requirements of the commission.
- j. The artwork does not meet the goals of the collection. Removal has been requested by the artist in writing and it has been determined by the Arts Commission and City Council to be a reasonable request.

- k. The artwork has reached the end of its original anticipated lifespan (refer to legal contract, when applicable).
- l. The artwork is proved to be inauthentic or in violation of existing copyright laws.
- m. The artwork has received documented and ongoing adverse reaction from community members where the artwork is located, and the City Council has determined the artwork no longer reflects the values of the community.

DRAFT

APPLICATION TO DONATE ARTWORK TO THE CITY OF COSTA MESA

One application per one artwork

1. DONOR INFORMATION

Donor's Name (first, last): _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____

Email: _____

2. ARTIST INFORMATION

Artist's Name (first, last): _____

Alias (if applicable): _____

Citizenship/Nationality: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____

Email: _____

Website: _____

Birthplace: _____

Place of Death (if applicable): _____

Birth Date: _____ Death Date (if applicable): _____

Artist Primary Occupation: _____

Artist Representation/Gallery Name (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____

Email: _____

Website: _____

Was the creation of the artwork a joint project between artists or sub-contracted to a fabricator?

Y or N

If Yes:

Collaborator/Fabricator/Designer/Architect Name(s): _____

Business Affiliation: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____

Email: _____

Website: _____

3. ARTWORK INFORMATION

Title of Artwork: _____

Date of Artwork: _____

Place Made: _____

Current Artwork Location: _____

Proposed Site (optional): _____

Artwork Classification (check one, if applicable)

Part of an Edition: Edition#/Total # in Edition _____/_____

Part of a Collection: Total # in Collection _____

Part of a Series: Total # in Series _____

Part of a Set/Group: Total # in Set/Group _____

One of a Pair (2)

Item Classification (check all applicable)

- | | |
|-----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Artifact | <input type="checkbox"/> Musical Instrument |
| <input type="checkbox"/> Container | <input type="checkbox"/> Neon Sign |
| <input type="checkbox"/> Costume | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Decorative Art | <input type="checkbox"/> Photograph |
| <input type="checkbox"/> Drawing | <input type="checkbox"/> Print |
| <input type="checkbox"/> Fiber Art | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Textile |
| <input type="checkbox"/> Mosaic | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Mural | <input type="checkbox"/> Other |

Item Details & Dimensions (check all applicable)

- Base
- Mat
- Plexi-Glass Covering
- Plaque
- Glass Covering
- Frame

_____ height x _____ width x _____ depth (inches)

Dimensions of Artwork Alone

_____ height x _____ width x _____ depth (inches)

Dimensions of Frame, Mat, or Base

Subject/Theme of Artwork: _____

Style and/or Influences of Artwork: _____

Medium/Materials of Composition: _____

Finishes Applied to Surface (if applicable): _____

Construction Technique: _____

Plaque Inscription: _____

Identifying Marks: _____

4. ARTWORK HISTORY

Provenance/previous ownership

Additional sheets may be attached as needed.

Period of Current Ownership _____ Current Owner of Artwork _____

Period of Ownership _____ Owner's Name _____

Period of Ownership _____ Owner's Name _____

Period of Ownership _____ Owner's Name _____

Period of Ownership _____ Owner's Name _____

Period of Ownership _____ Owner's Name _____

Exhibition History

Please attach catalogue copies/excerpts, if applicable. Additional sheets may be attached as needed.

Exhibit Date _____ Exhibit Name _____ Exhibit Site _____

Exhibit Date _____ Exhibit Name _____ Exhibit Site _____

Exhibit Date _____ Exhibit Name _____ Exhibit Site _____

Exhibit Date _____ Exhibit Name _____ Exhibit Site _____

Exhibit Date _____ Exhibit Name _____ Exhibit Site _____

Citations of Print References

Please attach copies of any publications and include a photocopy of title page/bibliographical information. Additional sheets may be attached as needed.

Publication Date _____ Publication Name _____ Article Title _____

Publication Date _____ Publication Name _____ Article Title _____

Publication Date _____ Publication Name _____ Article Title _____

Publication Date _____ Publication Name _____ Article Title _____

Publication Date _____ Publication Name _____ Article Title _____

5. VALUE INFORMATION

Please attach copies of Current Written Appraisal and Bill of Sale, if applicable. Gifts with a value of more than \$50,000 require the City Council acceptance and are not currently accepted by the City of Costa Mesa.

Appraised Value of Artwork _____ Date of Appraisal _____

Appraiser's Name _____ Affiliation _____

Appraiser's Address _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____

Email: _____

**Accepted artwork donations will receive a written acknowledgement from the City of Costa Mesa which will include:*

- i. the name of organization*
- ii. a description (but not the value) of non-cash contribution*
- iii. a statement that no goods or services were provided by the organization in return for the contribution, if that was the case*
- iv. a description and good faith estimate of the value of goods or services, if any, that an organization provided in return for the contribution*
- v. a statement that goods or services, if any, that an organization provided in return for the contribution consisted entirely of intangible religious benefits (see www.irs.gov), if that was the case*

6. CONDITION, CONSERVATION AND MAINTENANCE

Please indicate the condition of the artwork by attaching a current condition report (include history of conservation and conservator's report, if applicable).

Is the artwork intended to reflect the impact of environmental wear, tear and aging?

Yes No

What is the intended life span of the artwork?

Temporary

Permanent

Intended Lifespan of Artwork _____

What is the artist's intention with regards to the artwork over time? Please explain.

What are the specifications, regarding long-term care of the artwork? When and to what extent should the work be cleaned/conserved? Please indicate specifications regarding the regular maintenance, schedule of care (cleaning agents and procedure), and or/recommendations for the placement of artwork.

Was a conservator consulted in the fabrication of the work or in the development of a maintenance program?

Yes No

If yes,

Conservator Name _____ Business Affiliation _____

Street Address _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____

Email: _____

Website: _____

7. OWNERSHIP OF COPYRIGHT

Current Copyright Owner's Name: _____

Street Address _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____

Email: _____

Will copyright be transferred to the City of Costa Mesa, should the donation be accepted?

Yes No

8. SIGNATURE

Signature of Donor _____

Date _____

DRAFT



PERMANENT PUBLIC ART ON PUBLIC PROPERTY

INCLUSION OF PUBLIC ART IN PUBLIC WORKS DEVELOPMENT PROJECTS

The inclusion of Arts and Culture into public spaces is known to enhance the livability or civic life and is a contributor to the quality of the environment while engendering community pride. Incorporation of Public Art into Public Works projects are a natural way to uplift the quality of these spaces for the enjoyment of the community.

Many Public Works projects are funded by grants or other sources requiring that the use of monies is restricted to capital improvements. Permanent Public Art incorporated into the project is generally acknowledged as a capital improvement for this purpose.

With other internal sources incorporated, facility funding can be less restrictive, allowing for a wide array of arts programming on the site of the development. Municipalities have allocated between 1-2% of the cost of construction for these projects as part of the regular budgeting process.

A mandate by City Council for Public Art inclusion into Public Works construction projects declares the importance and value the City places on arts and culture in civic life. Should the City decide to mandate a Public Art requirement for private development, it would be a reasonable expectation that the City has a policy in place for Public Art within its own public works projects.

If the City of Costa Mesa were to include public art into Capital Improvement Projects (CIP), there would be an added layer to the application process that may include PlanetBids, a software that would automatically include the Public Works Department as part of the planning processes for all new public art projects tied to CIP funding.

CRITERIA FOR THE SITING OF PERMANENT PUBLIC ART

Permanent Public Art should be placed:

- Where there are high levels of pedestrian traffic
- For a specific purpose and in a specific location; celebrating Costa Mesa history, services, culture, and heroes
- To enhance the aesthetics of specific areas of Costa Mesa; areas that are lacking public art (westside of the City)
- In an environment that accommodate the proposed scale of the artwork

Permanent Public Art can be:

- Free-standing sculpture
- Artist designed functional objects or artwork integrated into architecture
- Placed on walls, floors, ceilings, windows, exterior facades, stairways, rooftops and patios
- Placed at parks, plazas, civic centers, roadway medians, traffic islands, and bridges

Permanent Public Art should not:

- Be placed in areas that are inaccessible to the general public
- Block windows and or entryways
- Be inaccessible for required and routine maintenance
- Obstruct pedestrian pathways

Exclusions to Public Art element requirement:

The following items are not to be considered as artwork meeting the art requirement:

- Art objects, which are mass-produced from a standard design such as playground equipment, flags, banner or fountains;
- Reproductions, by mechanical or other means, of original fine artworks;
- Directional elements such as supergraphics, signage or color-coding. Unique (not of mass-produced design or imagery) artist-designed directional signage or unique supergraphics, which function as artworks may be appropriate;
- Decorative, ornamental or functional elements, which are designed by the building, architect as opposed to artist commissioned for the purpose of creating fine artworks;

Definitions:

Permanent Public Art: Art in public spaces, created by an Artist and fabricated with materials and methods with an expected lifespan of twenty-five years or more.

Artist: A person who has established a reputation of artistic excellence in the fine arts, including but not limited to visual, or performing arts, as judged by peers and experts in the field, through a record of public exhibitions, performances, commissions, sale of works, recognition and/or educational attainment. The qualified artist shall work primarily in the production of unique fine art.

GOALS AND OBJECTIVES (pulled directly from City of Pasadena document)

Art is both the permanent and changing record of what we hold important. Costa Mesa’s CIP Public Art Program will reflect and communicate our values and enhance life in our community. It is the stated intent of the CIP Public Art Program to include art and provide space for the creation and presentation of art in CIP projects to create a more livable city, engage a wide spectrum of our citizens, stimulate the vitality and economy of the City of Costa Mesa and enhance the urban environment. These goals shall be realized through:

1. The commissioning of artists at a variety of points in their careers, but whose work is of the highest artistic merit, and who bring innovative artwork of all media and disciplines into the public realm.
2. The commissioning of artist and artwork which are reflective of the cultural diversity and the City’s international populations, recognize the values and contributions of various cultures to the community, and contribute to the characteristics, aspirations and unique expressions of Costa Mesa’s values;
3. The encouragement of local artistic endeavors and support local artists;
4. The encouragement of public dialogue and interaction with art in public places, through appropriate education forums, public meetings, citizen task forces and programs;
5. The commissioning of works of art varying in style, scale, medium, form and intent representative of the arts on a local, regional and international level;
6. The broad distribution of commissions among artists. To ensure this objective, no more than one City of Costa Mesa public art commission per artist/team shall be awarded in a three-year period. An artist may not apply for a subsequent commission until the aforementioned has been completed and has received final approval.
7. The geographic distribution of artwork throughout the City of Costa Mesa;
8. The inclusion of the artist and design team at the inception of the project.

METHODS FOR SELECTING PERMANENT PUBLIC ART

As permanent public art pieces are long term projects, it is important that each artwork be thought through carefully. Early public participation is a key part of the process. Another key aspect is involving the artist in the overall project design phase early on so that the work of art is well integrated with the site and/or buildings.

1. **Developing Artwork Parameters.** Before hiring an artist, some general parameters should be set to help guide artist selection. Based on knowledge of the site and the project's design possibilities, a number of possible locations and general types of art that would work for the project should be identified. Feedback should be sought on these ideas from other staff, or the City of Costa Mesa Arts Commission.

2. **Selection Strategies.** Typically, an artist is selected in one of the following manners:

a) **Request for Qualifications.** A Request for Qualifications (RFQ) followed by a Request for Proposals (RFP) is the most common method used for selecting an artist. The Arts Specialist will notify a current list of potential artists and art organizations regarding the Call for Artists.

b) **Sole Source.** This approach reflects the fact that public art is fundamentally different from most other types of public work projects. With art, the main goal is to look for an individual expression or unique idea -- not price comparisons for one plan or idea. In some cases, the City Council or Arts Specialist may have a specific artist or type of art in mind, and may choose to request a proposal from an individual artist without going through competitive selection. This approach depends on the total cost of the project. See Finance Department and Public Works Department.

c) **Acquisition.** Acquisition of an art piece that has already been completed by an artist may be appropriate in some very rare circumstances. The purchase price and the cost of installation comes from the percent-for-art budget. Arts Commission approval is recommended.

EVALUATING AND SELECTING PUBLIC ART

In cities throughout the U.S. there has been growing support for public art. However, some projects have been widely criticized for placement in areas without consulting the communities the artwork resides in. Understanding what to look for and integrating artists in the early stages of a project can help to avoid any controversy.

1. Selecting a Public Art Panel. The majority of City public art projects will use the Request for Qualifications (RFQ) selection method. Public art panels help staff evaluate the qualifications received and make a final selection to proceed through the remainder of the approval process. The preferred approach is for City staff to create a five-to-seven member panel for each public art project. In some cases, a slightly larger panel may be necessary to accommodate all the parties impacted by the artwork. Each public art panel will exist for the duration of one public art project. A new panel will be selected for a new project. The panel composition will vary depending on the type of art project but should include a selection of the following, as appropriate:

- An Arts Commissioner (on a rotating basis)
- As least one (1) professional artist
- A neighbor or representative of a neighborhood association when a neighborhood will be impacted by the project
- A for-profit or non-profit business representative, preferably one whose business will be impacted by the project
- An educator/historian, or someone aware of the historical implications of the artwork in the community
- City staff, as appropriate

2. The Selection Process

Stage 1. Applications submitted in response to this Request for Qualifications (RFQ) will be reviewed by the Arts Specialist and the Parks & Community Services staff. Upon evaluating the qualifications provided in the applications, staff will shortlist three to five semi-finalists to be invited to participate in an RFP (Request for Proposals) process as well as an interview and discussion of project concepts. **NO PROPOSAL FOR ARTWORK IS REQUIRED DURING THE STAGE 1 SELECTION PROCESS.**

Stage 2. Only semi-finalists will be able to participate in Stage 2. Those artists selected will each receive an honorarium (depending on the total cost of the project) for the development of specific concepts (up to three concepts per artist/team). As part of the process, prior to creating a concept design(s), each semi-finalist/team will travel to the City of Costa Mesa for a site visit and meeting with the public art panel and City staff to understand the opportunities and limitations within the site and to witness the local environment. As a part of the Stage 2 Proposal, each semi-finalist/team shall provide a detailed, all-inclusive estimated budget including costs associated with the fabrication and installation of the work including engineering, lighting and landscaping. Semi-finalists/teams will be given four (4) weeks to adequately undertake the Concept Proposal(s) and estimated costs. The proposals will be publicly displayed for community viewing and response and or public comment.

Project concepts will be evaluated on the following criteria:

- Understanding of the work required by the City
- Evaluation of artistic excellence
- Appropriateness of scale, form material, content and design relative to the site
- Relationship to the social, cultural and/or historical identity of the site
- Appropriateness of proposed materials in regards to structural and surface integrity, public safety, weathering and its protection against theft and vandalism
- Appropriateness of proposed method of installation of artwork, and the safety and structural factor involved in installation
- Ease of maintenance
- Evaluation of proposed budget and the artist's ability to successfully complete the project within the proposed budget
- Experience in working on comparable projects

Stage 3: Final Selection. The public art panel will conduct artist interviews, review the designs of the top proposals and select a final design that then proceeds forward for review by the Arts Commission and any other Commissions and or City Council as needed.



**CITY OF AUSTIN ARTWORK DONATION
AND LOAN POLICY AND APPLICATION**

Adopted by City Council on March 21, 2013

First Revision Approved by City Council on December 11, 2014

Second Revision Approved by City Council on November 15, 2018

ARTWORK DONATION AND LOAN POLICY

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I. STATEMENT OF PURPOSE

The City of Austin is committed to building a collection of high-quality public art for the enjoyment and enrichment of citizens and visitors. That commitment includes providing a means by which individual citizens or organizations may propose artwork donations and loans to be included in the City's artwork collection. This policy outlines the process through which artwork proposals are reviewed and accepted or rejected by the City of Austin. The objectives of this policy are to

- Provide uniform procedures for the review and acceptance of donations and loans of works of art for the City of Austin;
- Establish consistent review criteria that strike an appropriate balance between high aesthetic standards and city business use;
- Maintain high artistic standards in works of art displayed by the City of Austin; and
- Encourage or facilitate recognition of the artistic community.

II. DEFINITION OF TERMS

Aesthetics: Artistic merit of the work of art, including consideration of its artistic, social, and/or historical significance.

Appraisal: A professional, certified evaluation of an artwork—its authenticity, condition and provenance—to determine its monetary value.

Art in Public Places (AIPP) Panel: Seven-member panel of visual arts professionals appointed by Arts Commission to review AIPP projects and make recommendations to the Arts Commission regarding appropriations for art and placement of art.

Arts Commission: A board of arts professionals appointed by members of City Council in order to foster and assist the development of the arts in the city, the Arts Commission serves as an advisory body to the City Council in all arts-related matters, including long-range planning, allocations, and coordination with the comprehensive plan.

Artwork (or Work of Art): Original art in various mediums, including but not limited to any portable or permanently fixed sculpture, mural, painting, drawing, earthwork, mixed media work, or time-based work (moving images or sound-based art), created by a professional artist, artists, or collaborative team. The artwork or identifying plaque cannot contain advertising or promotional content relating to living persons or to organizations, institutions, or businesses currently operating. (A plaque accompanying the artwork, which provides the name of donor, artist, or artwork, shall not be considered advertising.)

Collection Management Policy: A policy to establish procedures governing selection, commission, acquisition, design, fabrication, installation, accession, maintenance, repair, long-term care and deaccession of the owned and loaned artworks of a City entity.

Cultural Arts Division (CAD): A division of the Economic Development Department of the City of Austin, CAD provides leadership and management for the City's cultural arts programs and for the development of arts and cultural industries as an economic development strategy on behalf of the City. CAD guides the Citywide Artwork Donation and Loan Review process.

Department Review Committee (DRC): A committee of relevant City department staff and/or external stakeholders identified by the Department Director or his/her designee who manages the City property upon which the artwork is proposed to be sited. This committee evaluates proposals of donations and loans based upon stated criteria, including Site, Installation, Maintenance, Financial, Liability, Timeliness, and Special Conditions.

Donation: An artwork or a series of artworks gifted to the City for long-term public display with intent to transfer title of ownership to the City.

Gifts of State: Items officially given from one country to another as a sign of goodwill.

Impervious Cover: A surface that blocks water from going into the soil (e.g., highways, streets, parking lots, sidewalks, large paved areas).

Loan: An artwork of which ownership is retained by the donor during period of display on City property. The maximum loan period of accepted artwork is 5 years. The loan agreement for accepted artwork may be extended at the end loan period by mutual agreement between the City and the Lender.

Parks and Recreation Department (PARD): City of Austin department that oversees City parkland and recreation facilities.

Public Art Fund: A fund designated by the Art in Public Places Ordinance for the purposes of new project construction, repairs, and conservation of artworks, and managed by the Cultural Arts Division.

Professional Artist: A person who has established a reputation of artistic achievement, as judged by peers and through a record of exhibitions, public commissions, sale of works, and/or educational attainment.

Prominent Location: An exterior location that is accessible to the public, enjoys high visibility, and is used or visited by a large number of visitors and/or city residents.

Provenance: The history of an artwork and its creation and ownership, which is used to help establish its authenticity. Documents used for provenance include sales receipts, auction and exhibition catalogs, gallery labels, letters from the artist, and statements from people who knew the artist or the circumstances of creation of the artwork.

Roy C. and Ann Butler Hike and Bike Trail: The 10-mile trail encircling Lady Bird Lake intended for non-motorized traffic. For the purposes of this policy, Butler Hike and Bike Trail shall also include bridges along the trail, including Crenshaw Pedestrian Bridge, Pfluger Pedestrian Bridge, First Street (Drake) Bridge, Congress Avenue (Ann Richards) Bridge, I-35 Bridge, and Longhorn Dam.

Town Lake Park: The parkland area bordered by Lady Bird Lake to the north, the First Street (Drake) Bridge to the east, Barton Springs Road to the south, and Lamar Boulevard to the west, as defined by *Approaches to Public Art for Town Lake Park*, a conceptual master plan for the development of the area.

User Department: The department within the City of Austin deemed responsible for long-term care and maintenance of artworks that are sited within its physical boundaries or determined by operations/business use.

Working Group: A body established by a board or commission and consisting of less than a quorum of the board, to which the board delegates a defined matter or matters for consideration and recommendation to the board. A **Working Group** is automatically dissolved after it reports its recommendations. The board may appoint a non-member or non-members to serve on a **Working Group**.

III. GUIDELINES FOR ARTWORK DONATIONS

When artwork donations are proposed for placement with any City of Austin agency or department, such proposals shall be reviewed by entities that may include but are not limited to City employees, community stakeholders (individuals or groups), and a Working Group. The process outlined below assumes that the Donor has an application for artwork donation which includes drawings or photos and/or a maquette or model, or has a finished work of art to donate. Applications are accepted year round, and a minimum of two months is required between submission and the Arts Commission review.

Review Process (Step-By-Step) for Permanent Artwork Donation:

STEP 1: The Donor submits a completed Artwork Donation Application with required attachments to the Cultural Arts Division (CAD). CAD staff shall assemble the appropriate City Department Review Committee (DRC). It is recommended that the Donor discuss the proposal with CAD staff prior to completing the form, as this may be helpful and time-saving and will ensure that the application is complete.

STEP 1a: As part of the Artwork Donation Application, the Donor shall provide evidence of that a minimum of 10% funding for the total cost for creating, purchasing, and installing the artwork is secured.

STEP 2: The Donor or the Donor's representative will present the application to the AIPP Panel at a regular meeting of the AIPP Panel. The Panel will review the application based upon the **Review Criteria**. The purpose of this review is to determine the feasibility of the artwork. A User Department representative will attend the meeting. The Panel may approve the Artwork Donation Application, may approve the Artwork Donation Application with comments, or may decline to approve the Artwork Donation Application. The AIPP Panel's recommendation will go forward to the DRC.

Proposals for artworks that require extraordinary maintenance expense or interfere with department operation without the prior approval of the Director of the User Department responsible for the art after installation cannot be approved.

Proposals of artworks that are deemed unsafe cannot be approved.

STEP 3: The Donor or the Donor's representative will present the Artwork Donation Application to the DRC, which will also evaluate the application based upon the **Review Criteria**. The purpose of this review is also to determine the feasibility of the artwork.

The User Department has the discretion to present the Artwork Donation Application to any of its respective boards and commissions prior to Arts Commission action. Departments have the ability to conduct additional internal or external reviews or public presentations regarding the Artwork Donation Application. The City may postpone review and/or recommendations if a proposed site is currently involved in master planning.

STEP 3a: The recommendations from the AIPP Panel and the DRC will be forwarded by CAD staff to the User Department Director for User Department approval. If the proposed site for the artwork is in a Prominent Location (see II. Definition of Terms), the Artwork Donation Application, along with the recommendations from the AIPP Panel and the DRC, will be forwarded by CAD staff to the City Manager's Office for information.

STEP 3b: The Artwork Donation Application will be forwarded by CAD staff to the Arts Commission, along with the recommendations from the AIPP Panel and the DRC.

STEP 4: The Donor or the Donor's representative will present the Artwork Donation Application to the Arts Commission. A User Department representative will attend the meeting or provide comments in writing in advance of the meeting. The Arts Commission may vote to approve the Artwork Donation Application, approve the Artwork Donation Application with comments, may form a Working Group to review the Artwork Donation Application or may decline to approve the Artwork Donation Application.

STEP 4a: If the Arts Commission forms a Working Group, a Chair will be appointed for further review of the Artwork Donation Application. The Arts Commission Working Group shall consult with the DRC and the AIPP Panel and the appropriate boards, commissions, and other associations that may be needed for inclusion.

The Working Group shall not exceed the maximum number of commissioners allowed (including the commissioner serving as AIPP Panel liaison) and consist of no more than three members of the AIPP Panel, as outlined by the Board and Commission Ordinance. The Working Group can include other professional experts, community representatives, or City staff, as recommended by the DRC and appointed by the Arts Commission.

STEP 4b: The Working Group will review the recommendations from the AIPP Panel and the DRC and the Artwork Donation Application based upon the Review Criteria. The Working Group may recommend that the proposal be accepted, accepted with modifications, or declined.

STEP 4c: If the Working Group review results in a recommendation to accept the donation with modifications, the Donor will have the option to resubmit a modified proposal to the Working Group. Recommendations for modification must be clearly defined to ensure the changes meet Working Group expectations.

STEP 4d: The final recommendation of the Working Group is presented to the Arts Commission.

STEP 5: The Donor or the Donor's representative will be present when the final recommendation of the Working Group is presented at a regular monthly meeting of the Arts Commission. The Arts Commission may vote to approve the Artwork Donation Application, approve the Artwork Donation Application with comments, or may decline to approve the Artwork Donation Application.

STEP 5a: If the Artwork Donation Application is approved, the CAD staff will forward Arts Commission's recommendation to the User Department Director and the City Manager's Office for information. The City Manager will forward a memo to City Council regarding recommendations for accepted donations to be sited in a Prominent Location (see II. Definition of Terms).

STEP 6: The Donor will enter into an Agreement with the City of Austin for the Donation of Artwork that contains the terms of acceptance, once the artwork donation approval process has been successfully completed and the artwork is accepted. The agreement spelling out all requirements for the artwork shall be executed prior to the City's formal acceptance of the artwork.

STEP 6a: As part of the Agreement, the Donor will complete the installation of the donated artwork within 24 months from the date of Arts Commission approval. If the installation is not complete within this time frame, approval of the donation or loan is automatically rescinded. The Donor may request an extension from the Arts Commission before the 24 month window for installation of the artwork is closed. Once the deadline passes, the Donor may submit another application if interested. Donors are limited to two applications per artwork.

Step 6b: As part of the Agreement, the Donor will either provide maintenance and repairs at no cost to the City or contribute 2% of the total value of the artwork or \$5000 (whichever is less) to the City's Public Art Fund. If an appraisal is determined necessary by the City, obtaining an appraisal prior to execution of the agreement is the responsibility of the Donor. If the Donor is responsible for providing necessary and agreed-upon maintenance and repairs, and fails to do so, the City has the right to remove the artwork.

In general and except as provided herein, donations shall be accepted without restrictions or conditions. In cases where there are restrictions or conditions attached to the proposed donation, the Donor's conditions shall be considered by the User Department and City Law Department to ensure they are consistent with City policies. The agreement shall require

liability insurance and/or permits during installation and may require the Donor to provide engineer-sealed and as-built drawings.

All accepted artwork donations will be subject to the City of Austin Artwork Acquisitions and Deaccessioning Policy. All artworks shall be accessioned by the Cultural Arts Division and covered under the City's fine arts insurance policy for the stated value. It is the responsibility of the User Department to enter into a Routine Maintenance Agreement with the Donor or to perform ongoing routine maintenance of accepted artwork donations, to share any and all maintenance records with the Cultural Arts Division to ensure comprehensive record keeping, and to alert AIPP to any damage that would require repair or restoration.

Artwork acceptance governed by other City procedures is set forth under **Exceptions to this Policy**.

IV. GUIDELINES FOR ARTWORK LOANS

When artwork loans are proposed for placement with any City of Austin agency or department, such proposals shall be reviewed by entities that may include but are not limited to City employees, community stakeholders (individuals or groups), and a Working Group. The process outlined below assumes that the Lender has an application for artwork loan which includes drawings or photos and/or a maquette or model, or has a finished work of art to donate. Applications are accepted year round, and a minimum of two months is required between submission and the Arts Commission review.

Review Process (Step-By-Step) for Temporary Artwork Loan:

STEP 1: The Lender submits a completed Artwork Loan Application with required attachments to the Cultural Arts Division (CAD). CAD staff shall assemble the appropriate City Department Review Committee (DRC). It is recommended that the Lender discuss the proposal with CAD staff prior to completing the form, as this may be helpful and time-saving and will ensure that the application is complete.

STEP 1a: As part of the Artwork Loan Application, the Lender shall provide evidence of that either the artwork is complete or that a minimum of 10% funding for the total cost for creating, purchasing, and installing the artwork is secured.

STEP 2: The Lender or the Lender's representative will present the Artwork Loan Application to the Department Review Committee (DRC) (see II Definition of Terms), which will evaluate the application based upon the Review Criteria. The purpose of this review is also to determine the feasibility of the artwork.

The User Department has the discretion to present the Artwork Loan Application to any of its respective boards and commissions prior to Arts Commission action. Departments have the ability to conduct additional internal or external reviews or public presentations regarding the Artwork Loan Application. The City may postpone review and/or recommendations if a proposed site is currently involved in master planning.

STEP 2a: The recommendations from the DRC will be forwarded by CAD staff to the User Department Director for User Department approval. If the proposed site for the artwork is in a Prominent Location (see II. Definition of Terms), the Artwork Loan Application, along with the recommendations from the DRC, will be forwarded by CAD staff to the City Manager's Office for information.

STEP 2b: The Artwork Loan Application will be forwarded by CAD staff to the Arts Commission, along with the recommendations from the DRC.

STEP 3: The Lender or the Lender's representative will present the Artwork Loan Application to the Arts Commission. A User Department representative will attend the meeting or provide comments in writing in advance of the meeting. The Arts Commission may vote to approve the Artwork Loan Application, approve the Artwork Loan Application with comments, may form a Working Group to review the Artwork Loan Application or may decline to approve the Artwork Loan Application.

STEP 3a: If the Arts Commission forms a Working Group, a Chair will be appointed for further review of the Artwork Loan Application. The Arts Commission Working Group shall consult with the DRC and the AIPP Panel and the appropriate boards, commissions, and other associations that may be needed for inclusion.

The Working Group shall not exceed the maximum number of commissioners allowed (including the commissioner serving as AIPP Panel liaison) and consist of no more than three members of the AIPP Panel, as outlined by the Board and Commission Ordinance. The Working Group can include other professional experts, community representatives, or City staff, as recommended by the DRC and appointed by the Arts Commission.

STEP 3b: The Working Group will review the Artwork Loan Application based upon the Review Criteria and the recommendations from the DRC. The Working Group may recommend that the Artwork Loan Application be accepted, accepted with modifications, or declined.

STEP 3c: If the Working Group review results in a recommendation to accept the Loan with modifications, the Lender will have the option to resubmit a modified proposal to the Working Group. Recommendations for modification must be clearly defined to ensure the changes meet Working Group expectations.

STEP 3d: The final recommendation of the Working Group is presented to the Arts Commission.

STEP 4: The Lender or the Lender's representative will attend when the final recommendation of the Working Group is presented at a regular monthly meeting of the Arts Commission. The Arts Commission may vote to approve the Artwork Loan Application, approve the Artwork Loan Application with comments, or may decline to approve the Artwork Loan Application.

STEP 4a: If the Artwork Loan Application is approved, the CAD staff will forward Arts Commission's recommendation to the User Department Director and the City Manager's Office for information. The City Manager will forward a memo to City Council regarding recommendations for accepted Loans to be sited in a Prominent Location (see II. Definition of Terms).

STEP 5: The Lender will enter into an Agreement with the City of Austin for the Loan of Artwork that contains the terms of acceptance, once the artwork Loan approval process has been successfully completed and the artwork is accepted. The agreement spelling out all requirements for the artwork shall be executed prior to the City's formal acceptance of the artwork.

STEP 5a: As part of the Agreement, the Lender will complete the installation of the loaned artwork within the 9 months from the date of Arts Commission approval. If the installation is not completed within this time frame, approval of the loan is automatically rescinded. The Lender may request an extension from the Arts Commission before the 9 month window for installation of the artwork is closed. Once the deadline passes, the Lender may submit another application if interested. Lenders are limited to two applications per artwork.

Step 5b: As part of the Agreement, the Lender will provide maintenance and repairs of the loaned artwork at no cost to the City. If the Lender fails to provide necessary maintenance and/or repairs, the City has the right to remove the artwork.

In general and except as provided herein, Loans shall be accepted without restrictions or conditions. In cases where there are restrictions or conditions attached to the proposed Loan, the Lender's conditions shall be considered by the User Department and City Law Department to ensure they are consistent with City policies. The agreement shall require liability insurance and/or permits during installation and may require the Lender to provide engineer-sealed and as-built drawings.

All accepted artwork loans will be subject to the City of Austin Artwork Acquisitions and Deaccessioning Policy. All artworks shall be accessioned by the Cultural Arts Division and covered under the City's fine arts insurance policy for the stated value. It is the responsibility of the User Department to enter into a Routine Maintenance Agreement with the Lender or to perform ongoing routine maintenance of accepted artwork Loans, to share any and all maintenance records with the Cultural Arts Division to ensure comprehensive record keeping, and to alert AIPP to any damage that would require repair or restoration.

Artwork acceptance governed by other City procedures is set forth under Exceptions to this Policy.

V. Artwork Donations and Loans Review Criteria

1. AESTHETICS

- a. Artistic merit of the work of art, including its artistic, social, and/or historical significance, as evidenced by the Artwork Donation Application or Artwork Loan Application (which includes a written description and drawings and/or maquette of the proposed artwork)
- b. Professional artist's qualifications, as evidenced by the Artwork Donation Application or Loan Application (which includes images of past work, resume, references, and published reviews)
- c. Compatibility of the work of art within the context of the proposed site and/or the mission of the User Department
- d. Warranty of originality (in the case of a pre-existing artwork; only original works or limited editions shall be considered)
- e. Provenance (in the case of a pre-existing artwork)

2. SITE

- a. Appropriateness to the proposed site with respect to its immediate and general physical environment (neighborhood) and audience
- b. Ecological impact (e.g., percentage of impervious cover or risk to tree root zones)
- c. Accessibility to the public, including persons with disabilities
- d. Text components (e.g., signage or plaques)

3. INSTALLATION

- a. Site requirements for installation (e.g., electricity, lighting, water, or other services)
- b. Method of installation
- c. Storage requirements, if any
- d. Safety standards

4. MAINTENANCE

- a. Structural integrity
- b. Durability of material
- c. Susceptibility of the artwork to accidental damage, theft, and/or vandalism and security needs

- d. Ability or capacity of User Department to provide necessary routine maintenance

5. FINANCIAL

- a. All costs associated with fabrication and installation, including site preparation, long-term preservation (i.e., conservation and repair), illumination, plaque, and unveiling/dedication event, if any. The City and the Donor must enter into an agreement that outlines responsibility for maintenance and repairs. The Donor may either provide maintenance and repairs at no cost to the City or contribute 2% of the total value of the artwork or \$5000 (whichever is less) to the City's Public Art Fund. Obtaining an appraisal prior to execution of the agreement is the responsibility of the Donor, unless otherwise agreed upon by City and Donor. If the Donor is responsible for providing necessary and agreed-upon maintenance and repairs, and fails to do so, the City has the right to remove the artwork.
- b. Source of funding and timely availability of funds and resources to meet financial requirements
- c. Estimated amount of funding for annual, routine maintenance costs to the City **User Department**
- d. Statement of value of artwork for insurance purposes

6. LIABILITY

- a. Susceptibility of the artwork both to normal wear and to vandalism
- b. Potential risk to the public
- c. Public access, in general, as well as compliance with ADA requirements
- d. Special insurance requirements, if any

7. TIMELINESS

- a. Allowance of sufficient time for normal review process by the DRC, the Arts Commission and its **Working Group**, and other boards or community groups involved
- b. Timely and appropriate response to the Arts Commission and staff requests for additional materials or information

8. SPECIAL CONDITIONS

- a. Any conditions of the gift imposed by the Donor
- b. Other conditions not listed here

VI. EXCEPTIONS TO THIS POLICY

1. Only Gifts of State may be accepted by the City Council and/or City Manager without the benefit of this review, according to the City of Austin Purchasing Policy. The Cultural Arts Division and respective department property owner shall be notified of acceptance of such donation or loan (in order to document the work, accession it to the City's collection, and insure the work) and may be consulted to recommend appropriate siting, an annual maintenance program, etc.
2. Artworks acquired or borrowed as part of any City entity with an adopted Collection Management Policy (see II. Definition of Terms), AND managed by a visual arts professional on staff, OR managed through an outside contract with a professional visual arts contractor, do not require review under this policy. Artworks donated to such a facility for its collection shall follow the review process defined under the entity's adopted Collection Management Policy.
3. Artworks acquired or borrowed as part of the Public Works Department Neighborhood Partnering Program do not require review under this policy.
4. Temporary installations or short-term loans of artwork proposed through the City's Parks and Recreation Department for existing public event spaces in Austin's park system do not require review under the Artwork Donation and Loan Policy.
5. Objects or artifacts that fit the following descriptions may not be considered for donations or loans under this policy, except where recognized professional artists are employed in their creation and as determined acceptable by the AIPP Panel and the Arts Commission:
 - o Landscape elements designed as part of landscape architectural design
 - o Artwork that contains living material such as plant life, trees or water features.
 - o Objects that are not unique but are mass-produced of standard design
 - o Artifacts or objects remaining from a particular historical period
 - o Standard park amenities, such as benches, picnic tables, and lighting, as defined by the Parks and Recreation Department
 - o Dedication or commemorative plaques or markers
 - o Directional or functional elements, such as graphics, signage, and maps
 - o Artwork created by students enrolled in a City of Austin educational program
6. Donations or loans of artworks containing advertising or for promotional purposes relating to living persons or to organizations, institutions, persons, or businesses currently operating will not be accepted. A plaque

accompanying the artwork, which provides the name of donor, artist, or artwork, shall not be considered advertising.

7. Placement of artwork must adhere to City codes and ordinances. Proposals for donations or loans will not be accepted for City Hall (plaza, mezzanine, or interior) or other restricted areas, including sites in the process of master planning or sites where artworks would cause a negative environmental impact (e.g., flood plains, critical water quality zone, tree critical root zones).
8. Short term loans for locations along the Butler Hike and Bike Trail will be considered on a case-by-case basis and are reviewed quarterly.

VII. REVISIONS TO THE ARTWORK DONATION AND LOAN POLICY

The Arts Commission may review and make revisions to this policy annually, and may seek input from the Art in Public Places Panel, as needed.

ARTWORK DONATION APPLICATION (PERMANENT ARTWORK)

Use this form to submit proposals for permanent artwork donations. Thank you for your interest in donating artwork to the City of Austin.

Please direct any questions, and complete and submit this application to

Cultural Arts Division, City of Austin
201 E. 2nd Street
Austin, TX 78701
(512) 974-7700
culturalarts@austintexas.gov



Please attach additional sheets. The City reserves the right to request additional information in order to process a donation proposal.

DONOR			
Name(s)			
Organization (if applicable):			
<i>(Please check one: ___ Individual(s) ___ Corporation ___ Not-for-Profit ___ Other (specify: _____))</i>			
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
<i>(Please check one):</i> <input type="checkbox"/> Donation of artwork to be commissioned <input type="checkbox"/> Donation of existing artwork			
Conflict of Interest: Disclose whether the donor has any active contracts with the City or is involved in any stage of negotiations for a City contract.			
ARTIST			
Name		Alias (If applicable)	
Nationality		Birth Date	Death Date (If applicable)
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			

Artist Representation/Gallery Name (If applicable)			
Artist Representation/Gallery Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			
For donations of commissioned artwork, please explain the method used in the selection of the artist.			
ARTWORK			
Title			
Artwork type (e.g., painting, sculpture)		Medium	
Description			
Creation Date		Dimensions and Weight	
Anticipated Life Expectancy of the Artwork			
Finishes applied to surface			
Construction technique(s)			
If this artwork is part of a series or group, what is the total number in the series or group?			
If this artwork is part of an edition, what is the edition number of this piece, and the total edition size?			
Describe frame, if any.		Describe base or pedestal, if any.	

Describe any accompanying accessories.			
Current location of artwork			
Proposed City-owned site for placement (if applicable)			
For memorials, describe the person or event to be commemorated, and explain why this person or event deserves special recognition.			
ARTWORK HISTORY			
Provenance/Past Owners: List all past owners and period of ownership for each.			
Exhibition History: List the exhibition history including exhibition titles, venues and dates for each.			
Publications and References: List all publications about and references to the artwork.			
COPYRIGHT OWNERSHIP			
Name of current copyright owner			Title
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
If the donor is the current copyright owner, does the donor intend to transfer the copyright to the City of Austin should the donation be accepted by the City?			
ARTWORK VALUATION (if known)			

Fair Market Value \$
How was this fair market value determined and by whom?
CONDITION
Describe the current condition of the artwork noting any existing breaks, tears, scratches, abrasions, paint losses, or other insecurities or defects in the artwork.
If the artwork has been conserved, describe the conservation treatment.
Provide recommendations for routine maintenance of artwork. Indicate whether these recommendations were provided by a conservator.
(Optional) Provide recommendations for security, installation, transportation and/or storage.
For donations of commissioned artwork, please outline the installation plan.
OTHER REQUIRED MATERIALS
Please submit the following materials along with this completed form. <ul style="list-style-type: none"> • Artist's résumé and bio • Digital, color images of past artwork by artist • For commissioned artwork, color renderings or maquettes of proposed artwork • Maps or images of proposed site for artwork • Itemized list of any costs to be borne by the City for transportation, installation, exhibition, operation, maintenance, conservation, and/or security • For commissioned artwork, an itemized budget for design, fabrication, and installation • For commissioned artwork, a timeline for design, fabrication, and installation

- **Exhibition catalogs, publications and/or references, if available**
- **Formal, written appraisal for any artwork with a fair market value of \$10,000 or more**
- **Condition report, if available**
- **Conservator’s report, if applicable**
- **Proof of authenticity, if available**
- **Any other information relevant to the artwork**

DONOR’S AUTHORIZATION TO INITIATE A DONATION REVIEW AND ACCEPTANCE OF THE DONATION POLICY

Authorized signature	Title
Print name	Date
CITY OF AUSTIN STAFF ONLY	
Received by	Date

ARTWORK LOAN APPLICATION

Use this form to submit proposals for artwork loans. Loans are limited to five years, then may be renewed. Thank you for your interest in loaning artwork to the City of Austin.

Please direct any questions, and complete and submit this application to

Cultural Arts Division, City of Austin
201 E. 2nd Street
Austin, TX 78701
(512) 974-7700
culturalarts@austintexas.gov



Please attach additional sheets. The City reserves the right to request additional information in order to process a loan proposal.

LENDER			
Name(s)			
Organization (if applicable):			
<i>(Please check one: <input type="checkbox"/> Individual(s) <input type="checkbox"/> Corporation <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Other (specify: _____))</i>			
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
<i>(Please check one):</i>			
<input type="checkbox"/> Loan of artwork to be commissioned			
<input type="checkbox"/> Loan of existing artwork			
Conflict of Interest: Disclose whether the Lender has any active contracts with the City or is involved in any stage of negotiations for a City contract.			
ARTIST			
Name	Alias (If applicable)		
Nationality	Birth Date	Death Date (If applicable)	
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			
Artist Representation/Gallery Name (If applicable)			

Artist Representation/Gallery Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			
For loans of commissioned artwork, please explain the method used in the selection of the artist.			
ARTWORK			
Title			
Artwork type (e.g., painting, sculpture)		Medium	
Description			
Creation Date		Dimensions and Weight	
Anticipated Life Expectancy of the Artwork			
Finishes applied to surface			
Construction technique(s)			
If this artwork is part of a series or group, what is the total number in the series or group?			
If this artwork is part of an edition, what is the edition number of this piece, and the total edition size?			
Describe frame, if any.		Describe base or pedestal, if any.	

Describe any accompanying accessories.			
Current location of artwork			
Proposed City-owned site for placement (if applicable)			
For memorials, describe the person or event to be commemorated, and explain why this person or event deserves special recognition.			
ARTWORK HISTORY			
Provenance/Past Owners: List all past owners and period of ownership for each.			
Exhibition History: List the exhibition history including exhibition titles, venues and dates for each.			
Publications and References: List all publications about and references to the artwork.			
COPYRIGHT OWNERSHIP			
Name of current copyright owner			Title
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
If the Lender is the current copyright owner, does the Lender intend to transfer the copyright to the City of Austin should the loan be accepted by the City?			
ARTWORK VALUATION (if known)			

Fair Market Value \$
How was this fair market value determined and by whom?
CONDITION
Describe the current condition of the artwork noting any existing breaks, tears, scratches, abrasions, paint losses, or other insecurities or defects in the artwork.
If the artwork has been conserved, describe the conservation treatment.
Provide recommendations for routine maintenance of artwork. Indicate whether these recommendations were provided by a conservator.
(Optional) Provide recommendations for security, installation, transportation and/or storage.
For loans of commissioned artwork, please outline the installation plan.
OTHER REQUIRED MATERIALS
Please submit the following materials along with this completed form. <ul style="list-style-type: none"> • Artist's résumé and bio • Digital, color images of past artwork by artist • For commissioned artwork, color renderings or maquettes of proposed artwork • Maps or images of proposed site for artwork • Itemized list of any costs to be borne by the City for transportation, installation, exhibition, operation, maintenance, conservation, and/or security • For commissioned artwork, an itemized budget for design, fabrication, and installation • For commissioned artwork, a timeline for design, fabrication, and installation

- **Exhibition catalogs, publications and/or references, if available**
- **Formal, written appraisal for any artwork with a fair market value of \$10,000 or more**
- **Condition report, if available**
- **Conservator’s report, if applicable**
- **Proof of authenticity, if available**
- **Any other information relevant to the artwork**

LENDER’S AUTHORIZATION TO INITIATE A LOAN REVIEW AND ACCEPTANCE OF THE LOAN POLICY

Authorized signature	Title
Print name	Date
CITY OF AUSTIN STAFF ONLY	
Received by	Date

Please note, a moratorium on gifts to the Civic Art Collection is currently in place by resolution of the San Francisco Arts Commission (RESOLUTION NO. 0913-04-193). The reason for the moratorium is that SFAC is frequently offered gifts of art for which we do not have the resources for storage or ongoing maintenance and conservation. Very few exceptions have been made by the Commission for donations of significant cultural value. In addition, as these guidelines outline, gifts to the collection must be accompanied by a maintenance endowment to ensure that the artwork can be cared for into the future. The Board of Supervisors must approve gifts that exceed \$10,000 that require additional expense to the City beyond ordinary care and maintenance.

INTRODUCTION

In accordance with the City Charter Section 5.103, the San Francisco Arts Commission is charged to “encourage artistic awareness, participation and expression...promote the employment of artists and those skilled in the crafts...and enlist the aid of all City and County governmental units in the task of ensuring the fullest expression of artistic potential by and among the residents of San Francisco.”

The following Gift Policy is excerpted from the **Policies and Guidelines for the Civic Art Collection of the City and County of San Francisco Under the Jurisdiction of the San Francisco Arts Commission** (Approved by Resolution #0605-23-092), [which can be read in full here](#).

ACQUISITION OF ARTWORKS THROUGH GIFTS (SECTION 5)

**Including guidelines for gifts of commemorative plaques.*

Every year many gifts of art are offered to the City and County of San Francisco. The San Francisco Charter empowers the Arts Commission with the role of approving gifts that are considered to be works of art. The Arts Commission's commitment to maintaining the highest possible standards when it comes to accepting artworks into the Civic Art Collection extend to gifts of art. Please read the following carefully if you wish to donate a work of art. All criteria must be met in order for your gift to be considered.

5. 1. Enabling Legislature: Charter Section 5.100 provides that “the governing boards of the arts and culture departments may accept and shall comply with the terms and conditions of loans, gifts, devises, bequests or agreements donating works of art or other assets to their department without action of the Board of Supervisors so long as acceptance of the same entails no expense for the City and County beyond ordinary care and maintenance.”

5. 2. Eligibility:

- Gifts works of art that meet the criteria expressed in the Mission and Goals of the Civic Art Collection and any additional criteria outlined under this section.
- Gifts of commemorative plaques that meet the criteria expressed in this section.

5. 3. Procedure for Making of Gift of Art or Commemorative Plaque to the City: The following guidelines govern the procedure by which proposed gifts of works of art or commemorative plaques are considered for acceptance by the Arts Commission.

5. 3. 1 Donor Provides Written Proposal: The prospective donor of a gift of a work of art or commemorative plaque must submit a written proposal or letter of intent to the Director of Cultural Affairs. The proposal shall include information on the artist, written description of the artwork (size, materials, etc.) and photograph or drawing of the artwork, and proposed site, if any. The proposal shall be evaluated by the criteria for acceptance provided in section 5.6 below.

5. 3. 2. Consultation with Staff: The Director of Cultural Affairs shall refer the item to the appropriate Commission staff member to consult with the donor about the proposed gift prior to the proposal being submitted to the Arts Commission for action. After review of the project, staff shall prepare a written report to the Visual Arts Committee of the Arts Commission and provide the committee with a recommendation to either accept or decline the gift.

5. 3. 3. City Department Approval: For works of art proposed for installation on sites under the jurisdiction of other City departments, a letter of approval from

the head of the department must accompany the proposal. Donors must comply with any guidelines the department has in regard to the acceptance of gifts of art. For proposed gifts of art to the Airport, the proposal shall be submitted to the Arts Commission for referral to the Airport Art Steering Committee for review and recommendation prior to submittal of the proposal to the Airport and Arts Commissions.

5. 3. 4. Visual Arts Committee Approval: The gift proposal shall be submitted to the appropriate Commission committee for review and action. All proposed gifts of works of art shall be reviewed by the Visual Arts Committee. The Committee may recommend to accept or decline the proposed gift. Committee recommendations are forwarded to the full Arts Commission for final action by Resolution.

5. 3. 5. Civic Design Committee Approval: Commemorative plaques shall be reviewed by the Civic Design Committee. The Committee may recommend to accept or decline the proposed gift. Committee recommendations are forwarded to the full Arts Commission for final action by Resolution

5. 3. 6. Arts Commission: Upon recommendation of the appropriate committee, the acceptance by the City of the gift of artwork or commemorative plaque is submitted to the full Arts Commission for approval by Resolution. Per City Charter Section 5.100, the Arts Commission may “accept and shall comply with the terms and conditions of loans, gifts, devises, bequests or agreements donating works of art or other assets to their department without action of the Board of Supervisors so long as acceptance of the same entails no expense for the City and County beyond ordinary care and maintenance.”

5. 4. Additional Requirements for Proposals for Gifts of Large Scale

Artworks: Proposals for large scale artworks or public monuments require careful consideration and may require several meetings and significant public comment before a final decision can be made. Whenever possible the actual

work of art should be presented to the committee. Proposals for large or monumental works should include:

- A maquette or rendering of the three-dimensional work or a complete drawing of the two-dimensional work and photographs that demonstrate the relationship of the artwork to the architecture and/or site.
- A site plan that shows the proposed location of the artwork, a photograph of the proposed installation site and surrounding environment.
- Material samples for the artwork and any relevant construction materials.
- Construction Documents: Utility connections, site modifications, structural reinforcements or other engineering requirements or site modifications should be described in the gift proposal and reflected in the construction plans and specifications. The donor/sponsor is responsible for providing and submitting engineering and architectural plans, as required according to the Unified Building Code or as requested by the Commission. Such plans must be prepared, signed and stamped by the appropriate design professional licensed in the state of California.
- Review of Fabrication and Installation: Works of art that are accepted from maquettes or drawings will be subject to Commission review throughout fabrication and installation. Specific plans for site design, installation, maintenance and protection will be submitted for approvals. The completed artwork may not deviate in any way from the proposal approved by the Commission unless the Commission approves the change by Resolution. Deviation from the approved design may be cause for rejection of the gift.
- For monuments and memorials, donor must also engage community members directly connected to the stories relevant to the monument or memorial.
Community
- input should be provided on the monument and memorial itself, its placement and its contextualization (signage, programming, and other educational components).
- Donor will provide engagement process to SFAC staff for input and feedback. A summary of results from community outreach and input will be presented as part of a
- written proposal submitted by the donor prior to Visual Arts Committee approval as described in 5.3.4.

5. 5. Costs Associated with the Gift: All costs associated with the gift must be borne by the donor. Costs may include, but are not limited to, the costs associated with design, engineering, building permits, fabrication, installation, general insurance and maintenance. The donor/sponsor will also be responsible for the design and cost of a pedestal, identification plaque, base, structural support and landscaping of site and must provide a maintenance endowment for the artwork. The Commission may also require an administrative fee to cover costs associated with staff coordination and oversight of the project.

5. 5. 1. Maintenance Endowment: An endowment fund adequate to ensure the continued care of gifts of art shall be required for all outdoor artworks and may be required for indoor artworks to maintain the gift in a condition satisfactory to the donor and the Commission. The amount of the maintenance endowment shall be negotiated with the donor on a project to project basis. Scale, material, location, value of the work and potential for vandalism will be considered in determining the maintenance endowment.

5. 6. Criteria for Acceptance: Gift acceptance and placement should be in accordance with adopted policy and current or historic use or master plans and should be consistent with general Arts Commission collection goals. The location and design of the gift should be appropriate for the user and context of the proposed site.

- **Project Costs:** Acceptance is contingent on receipt of payment from the owner for all costs associated with the gift, including transportation, installation, and maintenance endowment and staff time.
- **Quality:** The consideration of highest priority is the inherent quality of the artwork itself.
- **Compatibility with Site Context:** Proposed works of art must be compatible in scale, material, form, and content with their surroundings.
- **Community Impact:** The social context of the work shall be considered, including the impact on adjacent communities and communities that have been historically marginalized due to white supremacy, colonization, patriarchy, genocide, and slavery.
- **Media:** All forms of visual art executed in permanent materials may be considered. Works may be either portable or permanently attached.
- **Permanence:** Due consideration shall be given to the structural and surface soundness, and to inherent resistance to theft, vandalism, weathering, and excessive maintenance or repair costs.
- **Adherence to Collection Policy of Special Collections:** Proposed gifts to facilities that already have significant collections of artwork, such as San Francisco International Airport and Moscone Convention Center, shall be rigorously evaluated in terms of their context within the existing collection. Gifts shall also be evaluated for their adherence to any special criteria for inclusion in these collections.
- **Public Liability:** Each work shall be examined for unsafe conditions or factors that may bear upon public liability.
- **Duplication:** It shall be the policy of this Commission to accept unique, one of a kind works of art with the noted exception of prints, photographs or a desirable high quality limited edition work of art by a renowned artist.

5. 6. 1. Commemorative Gifts: Monument and Memorial gifts will also be judged to the following additional criteria:

- The person or event being memorialized is determined to be significant enough to merit such an honor. The person so honored shall have been deceased for a minimum of five years. Events shall have taken place at least five years prior to consideration of a proposed memorial gift. Entity proposing the monument or
- memorial must include justification of merit as a part of their proposal.
- The monument or memorial represents people and stories that have been historically marginalized and underrepresented, due to white supremacy, colonization, patriarchy, genocide, and slavery.
- The artist creating the monument or memorial has a meaningful connection to the person, community, or the event being memorialized.
- Represents broad community values.
- The monument or memorial possesses aesthetic and storytelling qualities that will be meaningful to future generations.
- The location under consideration is an appropriate setting for the monument or memorial; in general, there should be some specific geographic justification for the
- monument or memorial being located in a specific site and to the City and County of San Francisco.

5. 6. 2. Placement/Site: The following criteria shall be used in evaluating the proposed site:

- Enhancement of the proposed site
- Public Safety
- Impact on mental health and wellbeing of adjacent community members and those most affected by the artwork's historical and cultural context.
- Relationship to existing planned architectural, natural and landscape features
- Future development plans for the area (if known)
- Relationship to existing artwork within the proposed site vicinity
- Environmental impact
- Public accessibility to the work.

5. 6. 3. Additional Criteria for Acceptance of Gifts of Artwork to be Sited at San Francisco International Airport: The following policies are in addition to the Arts Commissions general policies regarding proposed gifts of art to the City. All the requirements of the Arts Commissions general policies are incorporated herein by reference. In considering proposed gifts for permanent installation at the Airport, the following special criteria shall also apply:

- The proposed artwork fall within the defined focus of the Airport’s collection, which is contemporary fine art by recognized artists. Emphasis is on the representation of Bay Area artists.
- Priorities for acquisition, as defined in the Assessment and Recommendations Report (1995) prepared by Katherine Holland and Karen Tsujimoto, shall apply when considering the acceptance of gifts for the collection at the Airport.
- Special care shall be given to determining whether or not there is an appropriate site to install the artwork and maintenance and conservation needs of the artwork within the Airport environment.

5. 6. 4. Additional Criteria for Acceptance of Gifts of Artwork for City Hall

5. 6. 4. 1. General: The San Francisco Arts Commission approved under Resolution #0406-09-096 the following special guidelines for gifts of artwork to City Hall:

- In accordance with City Charter Section 5.103, all gifts of artwork are subject to the review and approval of the Arts Commission and shall be consistent with the Arts Commission’s Gift Policy Guidelines.
- The Arts Commission does not accept gifts of artwork with specified conditions.
- The only gifts of artwork that will be considered for placement in City Hall are commemorative busts.
- The subject of the commemorative bust must have been either an elected official and served in office as the Mayor or a member of the Board of Supervisors or an individual whose contributions to the history of the City are well documented and established.
- The Arts Commission reserves the right to relocate or remove any bust or commemorative artwork at any time. The final decision regarding the placement of a commemorative bust will rest with the Arts Commission.
- All new installations, relocations and removal of busts are subject to the approval of the Arts Commission.
- Any gifts of a commemorative bust to the Arts Commission must be accompanied by a maintenance endowment the amount of which shall be determined by the Arts Commission as a condition of its acceptance.
- The Arts Commission shall consult with the Mayor’s Office before finalizing any decision regarding the installation, relocation and/or removal of any commemorative busts.
- When possible, if an existing bust is to be relocated, the Arts Commission shall make its best effort to consult with or advise individuals and/or communities that may be associated with the subject of the bust to be relocated.
- An informational presentation of the proposed design and location for the commemorative bust will be made to the City Hall Preservation Advisory Commission.

5. 6. 4. 2. Design

- All commemorative busts must be of an appropriate scale and quality as determined by the Arts Commission. The scale of all commemorative busts shall be at least life sized to include the head and shoulders of the person. The approximate size of pedestal and bust shall be 75 inches. The proposed site for the commemorative bust should be determined prior to its final design and fabrication.
- All proposed gifts of commemorative busts must be executed by artists with relevant skills and expertise.
- All commemorative busts shall consist of a stone pedestal (granite, limestone or marble) and a bronze bust.
- The pedestal must be clad with stone on all sides. A plywood or felt backing is not acceptable.
- Signage should be incorporated into pedestal base and may not be applied to the adjacent wall surface.
- The artists must be credited on either the pedestal or the bronze bust.
- Installations must be designed to be stable and secure without being bolted to the floor of City Hall.
- The total weight of the proposed commemorative bust and pedestal must be reviewed and approved by the City Hall Building Engineer prior to fabrication.

5. 6. 4. 3. Considerations for Site Selection

- The Mayor’s Rotunda shall be reserved for busts of individuals who have served as Mayor of the City and county of San Francisco.
- The Board of Supervisor’s Ceremonial Rotunda shall be reserved for busts of individuals who served as a member of the Board of Supervisors of the City and County of San Francisco.

5. 6. 4. 4. Future sites for commemorative busts shall be evaluated by the following criteria:

- Public Access
- Visibility of artwork
- Quality of natural and existing light
- Prominence of site within architectural hierarchy of building
- Architectural symmetry and balance
- Use of the site for programs and special events
- Impact on mental health and community wellbeing
- Ability to ensure the safety and protection of the artwork
- Historical and social context
- Office served by individual being commemorated

5. 6. 4. 5. Fees

- A Maintenance Endowment shall be required for each new commemorative bust to provide funds for routine cleaning and conservation of the work. The Arts

Commission shall consult with a professional conservator to determine annual maintenance costs.

- The Arts Commission shall be paid a fee of \$1,000 for reasonable administrative expenses incurred in facilitating the review, acceptance and placement of the commemorative bust.

5. 6. 4. 6. Other Required Reviews and Approvals

- City Hall Facilities Management Office
- City Hall Preservation Advisory Commission

5. 7. Removal, Relocation or Deaccessioning of Gifts of Art. In accepting a gift of a work of art or commemorative plaque, the Commission shall not be bound by any agreement with the donor that restricts the Commission's ability to act in the best interests of the City and County of San Francisco. Nothing in the acceptance of a gift of artwork shall prevent the Arts Commission from approving subsequent removal, relocation or deaccessioning of such gifts if it serves the City's best interest to do so. The Arts Commission shall deaccession and dispose of works of art in its collection in accordance with both the Commission's Deaccessioning policies and as in accordance with the requirements of the Administrative Code, Section 10.100.30.

CITY ART COLLECTION

City of Los Angeles
Department of
Cultural Affairs

APPLICATION TO SUBMIT ARTWORK

ABOUT THE COLLECTION

The City of Los Angeles' City Art Collection is one of the City's most valuable assets and aims for the highest standards of quality. Containing more than 2,000 artworks acquired through gifts, purchases, and long-term loans, the collection has grown to include paintings, prints, sculpture; furniture; limited edition prints, and photographs that reflect the diversity of culture within Los Angeles. The City is able to make a portion of the collection available to city officials, employees, and non-profit organizations as well as outside arts and cultural institutions with proper exhibition facilities and fine arts insurance. The City Art Collection must be treated with care to ensure its longevity so that the City may continue to offer this asset to future generations.

MISSION

The mission of the City Art Collection is (1) to promote understanding, awareness and enrichment of the visual arts for City officials, employees, residents and visitors through public access to works of art (2) to improve the effectiveness of government by creating a high-quality work environment for employees and (3) to document and preserve the artistic heritage of the City of Los Angeles.

AUTHORITY

Article XV, Sec. 165 of the City Charter states that "No work of art shall become the property of the City of Los Angeles by purchase, gift or otherwise, unless such work of art or the design of same, together with a statement of the proposed location of such work of art, shall first have been submitted to and approved by the Board of Cultural Affairs Commissioners..."

Further, Sec. 22.113, Div. 22, Ch. 7, Art, Section History authorizes the Cultural Affairs Department to "procure paintings, documents and records as, in the opinion of the City Council, may be of historic or artistic value, and to properly supervise and preserve the same in a manner to prevent deterioration."

ACCEPTANCE POLICY & PROCEDURES

Once the application is completed, the application and artwork are subject to the conceptual and final approval of the Cultural Affairs Commission and the Public Art Committee. If the artwork's valuation is \$50,000 or more, an additional approval from the City Council is required. Should you have any questions regarding the application process, please contact the Department of Cultural Affairs, Public Art Division at (213) 202.5544, fax (213) 202.5515.



DEPARTMENT OF CULTURAL AFFAIRS
City of Los Angeles

MATERIALS CHECKLIST

A model, color photograph, or slide of the artwork.

If proposed artwork is 3-dimensional, please submit photos in the round (views of front, back, left and right sides). If photo or slides are submitted, please identify photographer.

If the proposed gift relates to a specific site, a site plan demonstrating the relationship of the work to the site and color photographs of the site must also be included.

A report carefully detailing the proposed artwork's current condition

The artist's most current resume, curriculum vitae and any other biographical information

Written, certified documentation of the appraised value of artwork at time of proposed donation

1. DONOR INFORMATION (please type or print clearly)

Donor's Name _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

Email _____

Credit Line _____

2. ARTIST INFORMATION (please attach artist's resume)

Artist's Name _____

Alias (if applicable) _____ Citizenship/Nationality _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

Email _____ Website _____

Birthplace _____ Place of Death (if applicable) _____

Birth Date _____ Death Date (if applicable) _____

Artist's Primary Occupation: Artist Other _____
(if other, please describe)

Artist Representation/Gallery Name (if applicable) _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

Email _____ Website _____

Was the creation of the artwork a joint project between artists or sub-contracted to a fabricator?

Yes No

If YES, Collaborator/Fabricator/Designer/Architect Name

Business Affiliation

Street Address

City

State

Zip

Country

Phone

Fax

Email

Website

3. ARTWORK INFORMATION

Title of Artwork

Date of Artwork

Place Made

Current Artwork Location

Proposed Site (optional)

Artwork Classification (check one, if applicable)

Part of an Edition: Edition #/ Total # in Edition ____ / ____

Part of a Collection: Total # in Collection ____

Part of a Series: Total # in Series ____

Part of a Set/Group: Total # in Set/Group ____

One of a Pair (2)

Item Classification (check all applicable)

Artifact Mixed Media Photograph

Container Mosaic Print

Costume Mural Sculpture

Decorative Art Musical Instrument Textile

Drawing Neon Sign Unknown

Fiber Art Painting

Other _____

Subject/Theme of Artwork

Style and/or Influences of Artwork

Medium/Materials of Composition

Finishes Applied to Surface (if applicable)

Construction Technique

Plaque Inscription

Identifying Marks

Item Details & Dimensions (check all applicable)

Base Plaque Frame

Mat Glass Covering

Plexi-Glass Covering

_____ height x _____ width x _____ depth (inches)
Dimensions of Artwork Alone

_____ height x _____ width x _____ depth (inches)
Dimensions of Frame, Mat, or Base

4. ARTWORK HISTORY

Provenance/Previous Ownership

Additional sheets may be attached as needed.

Period of Current Ownership	Current Owner of Artwork
Period of Ownership	Owner's Name
Period of Ownership	Owner's Name
Period of Ownership	Owner's Name
Period of Ownership	Owner's Name

Exhibition History

Please attach catalogue copies/excerpts, if applicable. Additional sheets may be attached as needed.

Exhibit Date	Exhibit Name	Exhibit Site
Exhibit Date	Exhibit Name	Exhibit Site
Exhibit Date	Exhibit Name	Exhibit Site
Exhibit Date	Exhibit Name	Exhibit Site
Exhibit Date	Exhibit Name	Exhibit Site

Citations or Print References

Please attach copies of any publications and include a photocopy of title page/bibliographical information. Additional sheets may be attached as needed.

Publication Date	Publication Name	Article Title (if applicable)
Publication Date	Publication Name	Article Title
Publication Date	Publication Name	Article Title
Publication Date	Publication Name	Article Title
Publication Date	Publication Name	Article Title

5. VALUE INFORMATION

Please attach copies of Current Written Appraisal and Bill of Sale, if applicable. Gifts with a value of more than \$50,000 also require City Council acceptance, in accordance with Section 5.111.2 of the Los Angeles Administrative Code.

Appraised Value of Artwork	Date of Appraisal		
Appraiser's Name	Affiliation		
Appraiser's Address			
City	State	Zip	Country
Phone	Fax		

6. CONDITION, CONSERVATION AND MAINTENANCE

Please indicate the condition of artwork by attaching a current condition report (include history of conservation and conservator's report, if applicable).

Is the artwork intended to reflect the impact of environmental wear, tear and aging? Yes No

What is the intended life span of the artwork? Temporary Intended Lifespan of Artwork _____
Permanent

What is the artist's intention with regards to the artwork over time? Please explain.

What are the specifications, regarding long-term care of the artwork? When and to what extent should the work be cleaned/conserved? Please indicate specifications regarding the regular maintenance, schedule of care (cleaning agents and procedure), and/or recommendations for the placement of artwork.

Was a conservator consulted in the fabrication
of the work or in the development of a maintenance program?

Yes No

If YES, Conservator Name

Business Affiliation

Street Address

City

State

Zip

Country

Phone

Fax

Email

Website

7. OWNERSHIP OF COPYRIGHT

Current Copyright Owner's Name

Street Address

City

State

Zip

Country

Phone

Fax

Will copyright be transferred to the City of Los Angeles,
should the donation be accepted?

Yes No

8. SIGNATURE

Thank you for your interest in the City Art Collection.

Signature of Donor

Date

***For DCA Staff Use Only**

COMPLETED APPLICATION RECEIVED BY
DEPARTMENT OF CULTURAL AFFAIRS, PUBLIC ART DIVISION:

Signature

Date



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-121

Meeting Date: 4/4/2024

TITLE:

APPROVAL OF ARTS GRANTS FOR FISCAL YEAR 2023-24

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff recommends that the Arts Commission review and approve grant awards for the Fiscal Year 2023-2024 Arts Grant program (Attachment 1).



Agenda Report

Arts Commission

Item #: 24-121

Meeting Date: 4/04/2024

TITLE: APPROVAL OF ARTS GRANTS FOR FISCAL YEAR 2023-24
DEPARTMENT: PARKS AND COMMUNITY SERVICES
PRESENTED BY: LAURETTE GARNER, ARTS SPECIALIST
CONTACT INFORMATION: LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

RECOMMENDATION:

Staff recommends that the Arts Commission review and approve grant awards for the Fiscal Year 2023-2024 Arts Grant program (Attachment 1).

BACKGROUND:

The Cultural Arts Committee (CAC) implemented an Arts Grant program in 2017, funded by money generated through ARTventure fees and Utility Box Art Program sponsorships. As of May 25, 2021, the CAC Grant Program had distributed \$11,375 to twenty-three arts-related projects organized by artists and arts organizations hosted within the City of Costa Mesa.

The current fiscal year includes funding for this year's grant awards which are funded through the Arts and Culture Plan Fund. In addition, the Arts Grant program includes the revised guidelines that were approved by the Arts Commission at the February 2, 2023 meeting.

ANALYSIS:

In preparation for the current year's Arts Grant program, staff prepared a grant announcement which was posted using the following methods:

- The Spring Spotlight, the City's recreation magazine that was printed and distributed to 45,500 households
- The Snapshot, the City's weekly newsletter
- The Parks and Community Services and City of Costa Mesa social media accounts
- Emails sent to various artists and arts organizations and schools

Applications were available on the City's website www.costamesaca.gov/artsculture and were due by March 11, 2024.

Staff reviewed each of the grant applications to ensure they were complete and met all the criteria established in the Arts Grant Guidelines. For the current fiscal year, there were six grant applications received, of which five met the requirements.

Staff created an Arts Grant Review Panel, which consisted of two (2) Arts Commissioners and two (2) community members with previous experience in the arts. The review panelists were each provided with the five (5) Arts Grant Program applications received, along with guidelines for scoring and the scoring rubric. Panelists were instructed to complete a scoring sheet for each application and submit them to the Arts Specialist. Funding amounts were designated by each panelist and subsequently reviewed and approved by City staff.

Staff have provided a breakdown of the programs and the funding amounts recommended by the Arts Grant Review Panel (Attachment 1). Staff are recommending that the Commission review the results and approve the grant amounts for the organizations listed, with the amounts that are specified for each organization.

All organizations that applied for grants have been notified of the Arts Commission meeting. Applicants are welcome to make public comments during the appropriate portion of the meeting. Any questions related to the review or scoring process can be shared with staff. Once approved, staff will draft an agreement for each awarded applicant and submit the necessary forms to the Finance Department requesting that checks be processed and mailed to the grant recipients. Staff will be monitoring the awarded applicants to ensure that all grant funds are used for the purpose identified in the application and may attend funded events. Each awarded applicant is required to fill out an Arts Grant Final Report. Arts grantees may also be asked to present on their project/event at an upcoming Arts Commission meeting.. Each organization has 12 months to spend their funds, or they will be required to forfeit them back to the City.

FISCAL REVIEW

Funding for the Arts Grant program is currently supported with funds from the Arts & Culture Plan Fund as per the Arts & Culture Master Plan. The fund currently has \$7,500 to distribute for the 2023-2024 fiscal year.

LEGAL REVIEW

None.

CONCLUSION:

At this time, the scoring sheets have been submitted and reviewed. It is the recommendation of staff that the Arts Commission review and approve the grant awards for the Fiscal Year 2023-2024 Arts Grant program as follows:

- BACKHAUS: \$1,450
- GIVSUM FOUNDATION: \$1,200
- LEVI PRAIRIE/THE TONEMEN: \$1,100
- PACIFIC CHORALE: \$1,950
- THE ART SPREAD: \$1,800

CITY OF COSTA MESA – PARKS AND COMMUNITY SERVICES DEPARTMENT

ARTS GRANT AWARD RECIPIENTS

FISCAL YEAR 2023-24

Arts Organization or Individual	Project or Event	Award Amount
<i>Backhausdance</i>	Backhausdance presents "Movement Mosaic: Explorations and Innovations in Contemporary Dance," an interactive, educational performance held at the Costa Mesa High School Performing Arts Center in late January 2025 for 350 diverse students from several Costa Mesa schools including Costa Mesa Middle/High School, Estancia High School, Early College High School, Tewinkle Middle School and Davis Magnet sixth graders.	\$1,450
<i>Givsum Foundation</i>	Songs in the Canyon is a community picnic, art festival, and concert featuring Costa Mesa's local jazz bands: The Tonemen, Victoria Bailey, and Scarlet Bloom. Run time is from 3PM-7:30PM. Over 300 neighbors bring their picnic blankets, chairs, appetizers, and friends for a fun spring evening on the grass in Canyon Park. Artists create installations throughout the park, local vendors sell handcrafted items, and games are provided for children. It's a fun, family environment for all!	\$1,200
<i>Levi Prairie_The Tonemen</i>	On Mothers Day, 5/12/24, I am hosting a Mother's Day dance at the Costa Mesa Women's Club. There will be live music performed by my band The Tonemen and by Aaron Acapella. I am having local artists paint photo-op walls. We are having local vendors donate for a raffle as well as setting up booths to sell goods that our moms will like. We will also have a red carpet to emphasize the glamour of the evening. And I am hiring a local (yet to be decided) restaurant to serve food.	\$1,100
<i>Pacific Chorale</i>	Each summer, over 200 singers from Orange County and beyond join Pacific Chorale for a musical "fantasy camp" weekend in Costa Mesa. Under the direction of Artistic Director Robert Istad, community singers gather with Pacific Chorale members in Segerstrom Concert Hall to rehearse and perform a major choral work--all with no audition necessary. The 3-day festival culminates in a free public concert which has drawn sell-out crowds for fourteen years running.	\$1,950
<i>The Art Spread</i>	'Art that Transforms,' a free art fair designed to enrich the Costa Mesa community, will introduce art culture, conversations around mental health and physical disability, art education, and emotional support. The art fair will make a significant and long-lasting impact by providing free, valuable resources to the Costa Mesa community and affordable, high-quality artwork to view and collect. Individuals will also benefit from art and wellness workshops provided by experienced artists and therapists. Additionally, 'Art that Transforms' will offer complimentary food, beverages, art giveaways, and art entertainment. This art fair will transcend boundaries and ignite profound transformation within creator and community.	\$1,800

TOTAL: \$7,500



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-122

Meeting Date: 4/4/2024

TITLE:

ARTS AND CULTURE MASTER PLAN BUDGET FOR FISCAL YEAR 2024-25

DEPARTMENT: PARKS AND COMMUNITY SERVICES

RECOMMENDATION:

Staff recommends that the Commission receive and file the update on budget requests for Fiscal Year 2024-25 in alignment with the Arts and Culture Master.



Agenda Report

Arts Commission

Item #: 24-122

Meeting Date: 4/04/2024

TITLE: ARTS AND CULTURE MASTER PLAN BUDGET FOR FISCAL YEAR 2024-25

DEPARTMENT: PARKS AND COMMUNITY SERVICES

PRESENTED BY: MONIQUE VILLASENOR , RECREATION MANAGER

CONTACT INFORMATION: LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

RECOMMENDATION:

Staff recommends that the Commission receive and file the update on budget requests for Fiscal Year 2024-25 in alignment with the Arts and Culture Master Plan.

BACKGROUND:

In 2021, the City Council adopted the Arts and Culture Master Plan to develop a plan that identified initiatives to advance arts and culture in Costa Mesa. To fulfill these initiatives, the City has committed financial resources to the arts.

On November 3, 2020, Costa Mesa voters approved the “City of Costa Mesa Retail Cannabis Tax and Regulation Measure” (Measure Q). Currently the Arts & Culture Master Plan budget is funded through Measure Q, and is defined as follows:

½ Percent for the Arts: Of the Total 7 percent cannabis tax rate, half a percent is dedicated to the Arts and Culture Master Plan in the FY 2022-23 Adopted Budget, and another half percent to a New First Time Homebuyers Program. The Arts and Culture Master Plan Fund will support the full implementation of Year Two of the Arts and Culture Master Plan including the new Arts Specialist position hired in Year One.

In 2023, City Council authorized the City Manager to allocate \$469,075 in FY 2022-23 from the General Fund to fully fund year three of the Arts and Culture Master Plan and eliminate the shortfalls in years one and two due to insufficient revenues from Measure Q.

ANALYSIS:

Staff are providing funding requests for Fiscal Year 2024-25 Operating Budget for the Arts & Culture Master Plan (Attachment 1). With the FY 2024-25 requests, staff will continue to provide Free Art Experiences throughout the City, expand Public Art, assert “City of the Arts” brand, and continue to develop Arts and Culture programming throughout the City. The budget prioritizes four (4) main goals set forth in the Arts & Culture Master Plan:

1. Increase opportunities for all to experience arts and culture throughout our community
2. Expand public art throughout the City, both indoor and outdoor, through donation, loan, purchase
3. Professionalize and elevate the status of arts and culture in City government
4. Support Costa Mesa's thriving creative economy

The requested programs for funding as outlined in year four (4) of the Arts & Culture Master Plan are the following:

- ARTventure/Action Arts/Events - \$30,000
- Galleries/Exhibition Spaces - \$400
- Free Park Performances – \$36,000
- Art Crawl - \$3,000
- Free at Segerstrom Center Campus – \$60,000
- Utility Box Art - \$12,500
- Sculpture Garden - \$60,000
- Artist Laureate - \$2,500
- Arts Commission Stipends - \$8,400
- Arts Grants \$10,000

FISCAL REVIEW

Staff requested an operating budget of \$222,800, which excludes the Arts Specialist salary and SMART Camp, as their funding is preapproved.

LEGAL REVIEW

No legal review is required.

CONCLUSION:

Staff recommend that the Commission receive and file this report.

BUDGET FORECAST

X - Year in which action is initiated

PRIORITY/RECOMMENDATION

FY21-22 FY22-23 FY23-24 FY24-25 FY25-26

1.1 - CHILDREN & YOUTH

Existing	SMART Camp EXPAND & POSSIBLE ADDITION OF OTHER ORGANIZATIONS/YOUTH PROGRAMS	\$60,000	\$70,000	\$80,000	\$90,000	\$100,000
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1.2- FREE ARTS EXPERIENCES CITY-WIDE

Existing	ArtVenture CURRENT EXPENDITURE YEARLY	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
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Existing	Galleries CURRENT EXPENDITURE YEARLY	\$400	\$400	\$400	\$400	\$400
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Existing	Action Arts CURRENT EXPENDITURE YEARLY	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
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New	Free Park Perfs. by local artists ONCE PER DISTRICT FY19-20 (6), INCREASE ONE ANNUALLY NOT INCLUDING SUMMER, WHEN CONCERTS ALREADY SCHEDULED BUDGET \$2,000 PER CONCERT FOR ARTISTS, STAFFING, PROMO	\$6,000	\$12,000	\$24,000	\$36,000	\$48,000
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New	Art "Crawl" \$250 AVAILABLE TO VENUES (4) FOR STAFFING, REFRESHMENTS RENTAL & STAFF OF 4 SHUTTLE VANS (ESTIMATED AT \$500 EACH)		\$3,000	\$3,000	\$3,000	\$3,000
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New	Costa Mesa Free at Segerstrom Center Campus PILOT PROGRAM TO OFFER FREE TICKETS TO CM RESIDENTS AT SELECTED PERFORMANCES; ADD OCMA WHEN IT OPENS		\$50,000	\$60,000	\$60,000	\$60,000
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New	Showmobile \$150,000 ONE-TIME CAPITAL EXPENSE, USEFUL LIFE AT LEAST 10 YEARS		\$150,000			
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2 - EXPAND PUBLIC ART

Existing	Utility Box Art 12-14 per year	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
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New	Large-scale (6) INSTALLATION OF LARGE-SCALE TEMPORARY ART THROUGHOUT THE CITY; ONE IN EACH OF THREE DISTRICTS PER YEAR, TWO-YEAR LOAN INSTALLATION AND SELECTION CONSULTANTS		\$60,000	\$60,000	\$60,000	\$60,000
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X - Year in which action is initiated

PRIORITY/RECOMMENDATION

FY21-22 FY22-23 FY23-24 FY24-25 FY25-26

New	Re-design public amenities TO BE DETERMINED; AS NEEDED FOR REPLACEMENT					
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New	Permanent Public Art DEVELOP PLAN; FUND THROUGH DEVELOPER FEES					
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3.1 - ASSERT "CITY OF THE ARTS" BRAND

New	Graphic design BRANDING PROCESS		\$15,000			
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New	Artist Laureate HONORARIUM FOR INDIVIDUAL ARTIST SELECTED FOR ONE YEAR TERM - RESPONSIBILITIES WILL INCLUDE FREE PUBLIC PROGRAMS, APPEARANCES		\$2,500	\$2,500	\$2,500	\$2,500
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3.2 - HIRE PROFESSIONAL ARTS STAFF

	ARTS SPECIALIST (FTE) SALARY AND BENEFITS		\$120,000	\$120,000	\$120,000	\$120,000
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3.3 - ESTABLISH ARTS COMMISSION

New	Commissioner stipends \$100/MONTH STIPEND PER COMMISSIONER			\$8,400	\$8,400	\$8,400
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4.1 - RE-IMAGINE ARTS GRANTS

EXISTING	ARTS GRANTS SEE RECOMMENDATIONS SECTION FOR DETAILS	\$4,000	\$5,000	\$7,500	\$10,000	\$12,500
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4.2 - NEED FOR CREATIVE SPACES

	TBA, STAFF TIME AND POSSIBLE OUTSIDE CONSULTANTS					
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4.3 - KEEP "CREATIVES" IN COSTA MESA

NEW	AFFORDABLE ARTIST HOUSING TO BE DETERMINED					
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4.4 - PROMOTE CREATIVE SECTOR

	STAFF TIME					
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TOTAL

	\$103,400 CURRENT FY18-19 BUDGET	\$112,900	\$530,400	\$408,300	\$432,800	\$457,300
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PER CAPITA

	(BASED ON 113,825 POPULATION) \$0.91 CURRENT PER CAPITA ARTS EXPENDITURE	\$0.99	\$4.66	\$3.59	\$3.80	\$4.02
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ANNUAL TAX REVENUE GENERATED BY COSTA MESA CREATIVE SECTOR
\$1,700,000



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 24-123

Meeting Date: 4/4/2024

TITLE:

ARTS & CULTURE STAFF REPORT

DEPARTMENT:

PARKS AND COMMUNITY SERVICES



Agenda Report

Arts Commission

Item #: 24-123

Meeting Date: 04/04/2024

TITLE: ARTS AND CULTURE STAFF REPORT
DEPARTMENT: PARKS AND COMMUNITY SERVICES
PRESENTED BY: LAURETTE GARNER, ARTS SPECIALIST
CONTACT INFORMATION: LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

UPDATES:

❖ **Poet Laureate Program**

We are continuing to promote the new Poet Laureate program through City channels. The City has posted about the program in the Snapshot, the City newsletter, and on City Facebook and Instagram accounts. Email blasts were sent to local artist lists and we will continue to promote the program through Parks & Community Services social media accounts as well. Our very own Arts Commissioner, Charlene Ashendorf and staffer Angel Correa participated in creating a new Costa Mesa Minute for the City Instagram account. Currently, we have one (1) application.

❖ **Exhibition Spaces**

Currently, we have Corona Del Mar Elementary and Middle School artwork up in the City Hall lobby until May and then afterwards, we will highlight Parks & Community Services recreation programs for the summer.

Artist Ellie Brouse has artwork up on the second floor of the Senior Center until the end of April. The next artist will be Jennifer Bloomfield, with a reception on May 22nd from 6pm-8pm. And in the fall, we are working on a group art show for about eight (8) Senior Center members, to be displayed from September until the end of December. More details on that in the coming months.

We have also been working with Senior Center staffers to create more wall space on the second floor to accommodate more artwork.

❖ **Free at Segerstrom Center Campus**

As of now, we have given out tickets for the following shows and provided a shuttle service; A Christmas Carol with South Coast Repertory, the Royal Philharmonic with Orange County Youth and the Atlanta Symphony with the Philharmonic Society, the Carnival of the Animals with Pacific Symphony and The Lion King and MJ The Musical at the Segerstrom Center for the Arts. We have six more shows coming up until the month of June.

❖ **Public Art**

We are currently working on reviewing the new Mural Permit into TESSA, our new City software, for all future murals on private property. The content for the permit has been put into the software and we are tentatively planning for City staff to present on TESSA to the Arts Commission at the May, 2024 meeting.