

CLERK FILE No. **308295**

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**Clerk File No. 308295**  
Mayor's Office of Arts and Cultural Affairs Revised  
Standard Operating Procedures No. 400-005, effective  
September 12, 2006.

REPORT OF THE

Honorable President:

The \_\_\_\_\_  
to which was referred this file, respectfully reports that the same was consid

Date Filed with Clerk **October 19, 2006**

Received by **Edna Wharton**  
City Clerk Staff

**ACTION OF THE COUNCIL**

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Reported	Disposition
Re-referred	To
Reported	Disposition



CF 306295

**City of Seattle  
Office of Arts & Cultural Affairs**

Michael Killoren, Director  
Gregory J. Nickels, Mayor



**InterOffice Memo**

**To:** Office of the City Clerk *[Signature]*  
**From:** Michael Killoren and Ruth Yampolsky  
**Date:** October 11, 2006  
**Subject:** Standard Operating Procedure

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To the City Clerk:

Attached please find a copy of the Mayor's Office of Arts & Cultural Affairs Public Art Program's Standard Operating Procedure 400-005, revised and signed by Mayor Nickels. This Standard Operating Procedure was approved by the Seattle Arts Commission in September 12, 2006.

Thank you.

CC: Suzanne Smith, Jill Simmons

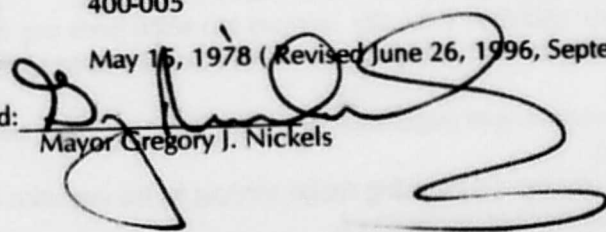
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**CITY OF SEATTLE: STANDARD OPERATING PROCEDURES  
MAYOR'S OFFICE OF ARTS & CULTURAL AFFAIRS  
MUNICIPAL ART PLAN**

Number: 400-005

Effective: May 15, 1978 (Revised June 26, 1996, September 12, 2006)

Approved:   
Mayor Gregory J. Nickels

The Standard Operating Procedures of the Public Art Program of the Mayor's Office of Arts & Cultural Affairs are revised to reflect the following updates:

- Replace the name Seattle Arts Commission with Office of Arts & Cultural Affairs when referring to the City department. The Seattle Arts Commission will continue to refer to the volunteer commission.
- Clearly differentiate the respective roles of staff and commissioners.
- Make reference to policies regarding Utility 1% for Art funds.
- Update programmatic policies and procedures to reflect current practice.

**1.0 Purpose:**

- 1.1 To establish the procedure for the development of a Municipal Art Plan, and for the implementation and conservation of 1% for Art projects in accordance with the Municipal Art Plan.

**2.0 Organizations Affected:**

- 2.1 All City departments, other government entities and community members/groups.  
2.2 The Seattle Arts Commission.  
2.3 The Office of Arts & Cultural Affairs.  
2.4 All current and future public art contractors with the Office of Arts & Cultural Affairs.

**3.0 References:**

- 3.1 Seattle Municipal Code 3.14.800; 3.14.815; 3.14.820, 3.14.840 Seattle Arts Commission.  
3.2 Seattle Municipal Code 20.32.010; 20.32.020; 20.32.030; 20.32.040; 20.32.050; Seattle Art in Public Works Construction.  
3.3 Policy and Procedures for **Public Art and City Utilities**.

**4.0 Definitions:**

- 4.1 **"Commission"** is the Seattle Arts Commission. Commission members are appointed volunteers including artists, arts professionals and other citizens with diverse backgrounds and strong links to Seattle's arts community.  
4.2 **"Public Art Advisory Committee"** is a standing committee of the Commission, responsible for recommending to the Commission on matters relating to the visual arts, and particularly on the implementation of the 1% for Art Ordinance. The Committee consists of three Seattle Arts Commissioners, two Seattle Design Commissioners, and two at-large community members appointed by the other Committee members. The Public Art Committee can convene itself into other review committees as needed, for example, Gifts and Deaccessions.

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- 4.3 **"Joint Arts Committee"** is a project-specific committee consisting of representatives from the Public Art Advisory Committee and the commissioning Department that is assembled to propose artist selection panelists, review and approve specific public art projects.
- 4.4 **"Office"** is the Mayor's Office of Arts & Cultural Affairs, the City department that includes the Public Art Program and administers the City's 1% for Art Program.
- 4.5 **"Staff"** is Office of Arts & Cultural Affairs Staff responsible for implementing the Arts Commission policies, procedures, programs, conducting research and formulating recommendations.
- 4.6 **"Municipal Art Fund"** is a special fund established in the City Treasury into which funds may be appropriated by legislative authority, and into which funds equal to 1% of expenditures on eligible construction projects are deposited.
- 4.7 **"Designated City Official"** is the Department head responsible for a construction project or site, or staff as designated by the Department head.
- 4.8 A **"designer"** is any consultant or City employee(s) providing design services for the execution of a Capital Improvement Project, renovation, or other development.
- 4.9 A **"consultant"** is any firm, individual, joint venture or team of firms or individuals (including any sub-consultants engaged by the consultant) with which the City contracts for consulting services related to Capital Improvement Projects.
- 4.10 A **"Department"** is any City Department owning, managing, or having jurisdiction over any site, facility, or building or other space, existing or planned, which may be a potential site for development of an artwork project.
- 4.11 An **"advisory board"** is any formal body of community members appointed by the Mayor to advise a Department on matters of policy.
- 4.12 A **"governmental agency"** is any City, State, County, Federal, transit, or any other governmental agency.
- 4.13 A **"professional artist"** is any person who by virtue of professional training, exhibition history, and/or critical review is recognized as skilled in creating works of art.
- 4.14 A **"community group/member"** is any person, group or organization which has an interest in the projects of the Office of Arts & Cultural Affairs.
- 4.15 **"Municipal Art Plan"** is the plan, prepared, adopted and amended annually by the Office of Arts & Cultural Affairs, submitted to the Department of Finance (DOF) and approved by the Mayor for carrying out the City's 1% for Art program.

5.0 Policy:

- 5.1 To expand public experience with the visual arts, it is the policy of the City to include works of art in its public works and public spaces, through the development and implementation of an annual Municipal Art Plan.
- 5.2 The Municipal Art Plan, developed by the Office of Arts & Cultural Affairs in consultation with the Capital Improvement Program (CIP) Departments and community members, shall determine the nature, placement and funding allocations of 1% for Art projects.
- 5.3 Establishment of the Public Art Program and the 1% for Art Ordinance by the City Council expresses the City's intent to expand the public's experience with visual arts, to enhance Seattle's national standing as a leader in public art, and to encourage artists capable of creating art for public places. The Office of Arts & Cultural Affairs has identified the following policies and objectives as important to the development and implementation of a Municipal Art Plan that aims to carry out this intent.
  - 5.3.1 The mission of the Public Art Program is to integrate artworks and the ideas of artists into a variety of public settings, acquired and presented as an expression of our time, and displayed in spaces accessible to community members as they participate in the activity of the City and engage in public life.
  - 5.3.2 Artwork projects shall be developed with the objective of contributing to a sense of place and the City's identity. The articulation of major urban focal points shall be a priority, and

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- public pride and participation in neighborhood improvement shall also be recognized through development of artwork projects in connection with neighborhood focal points.
- 5.3.3 The Municipal Art Plan shall seek to provide increased opportunities for professional artists to put their work before the public, and to participate with community members in the development of artwork projects in public places.
  - 5.3.4 The planning process for artwork projects shall, insofar as possible, relate to the City's various planning functions, such as the annual Capital Improvement Program process, neighborhood and area planning and redevelopment undertaken by the Departments.
  - 5.3.5 With respect to the utility departments, the planning process will ensure that the artwork projects have sufficiently close "nexus" to the utilities' missions.
  - 5.3.6 Wherever possible, sites for artwork projects will be identified at the planning or early development stages, in order that artwork projects can be effectively and economically integrated through planning and implementation concurrent with site development.

6.0 Responsibilities:

6.1 Commission responsibilities

- 6.1.1 The Commission shall annually review and approve the Municipal Art Plan (MAP)
- 6.1.2 The Commission will approve amendments as necessary to the MAP
- 6.1.3 The Commission shall approve procedures for implementation of the MArtP that are developed by Staff.

6.2 Staff responsibilities

- 6.2.1 The Staff shall annually prepare, adopt and amend as necessary, the Municipal Art Plan (MAP), which shall allocate available 1% for Art funds for artwork project. The MAP shall include, but not be limited to, project descriptions, funding allocations, methods of selection of artists or works of art, and shall be approved by the Department of Finance (DOF) and the Mayor before taking effect.
- 6.2.2 Once the Municipal Art Plan has been approved, Staff prepares and administers contracts, authorizes purchase of works of art, or commissions the design, fabrication and/or installation of works of art in accordance with the MAP and the selection processes outlined herein and provides payment for costs of implementing artwork projects from the Municipal Art Fund.
- 6.2.3 Staff shall consult with Departments to identify public spaces which are potential sites for artwork projects.
- 6.2.4 Staff shall consult with the Department responsible for a particular construction project or other site to be included in the Municipal Art Plan regarding the fabrication and/or installation of an artwork project in connection with such construction project or other site, prior to adoption of the Municipal Art Plan (see 7.1.6).
- 6.2.5 Staff shall consult with the Departments electing to make a portable works purchase regarding the nature of the purchase.
- 6.2.6 Funds in the Municipal Art Fund shall be allocated for artwork projects subject to the propriety of their expenditure according to Departmental source or in the case of the utility departments subject to bearing sufficiently close nexus, and Staff shall advise the Department of proposed allocation of funds for artwork projects prior to adoption of the Municipal Art Plan (see 7.1.6).
- 6.2.7 Although the Office of Arts & Cultural Affairs is responsible for public art conservation, Staff shall provide that any proposed work of art requiring extraordinary operation or maintenance receives approval of the CIP Department head and the Department of Finance prior to implementation of the project.
- 6.2.8 Staff shall communicate with Departmental advisory boards to the extent advised by the CIP Department head.

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- 6.2.9 Staff shall establish procedures for insuring adequate standards of documentation, registration, care and installation of all artworks owned by the City.
- 6.2.10 Staff shall make annual reports on the Municipal Art Plan to the Mayor and City Council, and to the Departments, showing the location, types of artwork, the artist(s) commissioned, the dollars expended for each artwork project, and the status of each project.

6.3 Department responsibilities, coordination with other departments

- 6.3.1 Staff will work with a designated City official(s) within each Department who has responsibility to provide information and coordinate with Staff to identify existing or planned sites under the Department's jurisdiction or management that are suitable for the location of artwork projects.
- 6.3.2 Staff will coordinate with and obtain information from designated City official(s) within each Department, who shall provide information and coordinate with Staff for the development and implementation of artwork projects at Departmental sites.
- 6.3.3 Where applicable, Staff will obtain from Department heads any information regarding the relationship of any advisory board to the Department, that group's responsibilities in the development and implementation of artwork projects, and the extent to which direct communication is necessary.
- 6.3.4 Staff shall obtain information from Departments of proposed or planned projects involving construction, renovation or further development of a site or facility at the earliest possible point, in order to allow for adequate review of the project's potential for incorporation of artwork, and for planning of an appropriate artwork project.
  - 6.3.4.1 Staff will obtain information from the Department of Neighborhoods and Department of Planning & Development at the earliest possible point of planning for neighborhood improvement or area redevelopment projects, which could potentially incorporate an artwork project.
  - 6.3.4.2 Staff will obtain from the Office of Policy & Management of planning studies and long-range policy recommendations that bear upon planning for the incorporation of artwork in existing or planned urban spaces.
  - 6.3.4.3 The Department of Finance shall review the Municipal Art Plan and make recommendations to the Mayor regarding its approval.
  - 6.3.4.4 The Department of Finance has established separate accounts within the Municipal Art Fund. The Department of Finance will draw and pay warrants upon the Municipal Art Fund upon vouchers approved by Staff. The Finance Department shall monitor expenditures from the Municipal Art Fund against the Municipal Art Plan.

6.4 Coordination with City Departments

- 6.4.1 In the event of a difference regarding propriety of expenditure of departmental 1% for Art funds which cannot be resolved between the Department and the Office through procedures established herein, Staff shall refer the question in writing to the Department of Finance, including in the report the background of the difference and requesting resolution.
- 6.4.2 In the event of a conflict over the use of Utility funds as related to an art work, art project, art program or related project or program administration costs, Staff will first attempt to resolve the matter with appropriate Departmental representatives. If resolution is not reached, then the matter will be referred to the Utility Director and the Director for the Office of Arts & Cultural Affairs.

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7.0 Procedures:

7.1 Development of Municipal Art Plan (MAP)

- 7.1.1 Staff will coordinate the nature, placement and budget of artwork projects approved by the Seattle Arts Commission, through the Municipal Art Plan.
- 7.1.2 The Seattle Arts Commission through its Public Art Advisory Committee shall meet as needed to oversee the development and review the implementation of the Municipal Art Plan.
- 7.1.3 Individual project allocations shall be included in the Municipal Art Plan. Project allocations shall be inclusive of artist selection, administration, purchase or design, fabrication, installation and dedication of each artwork.
- 7.1.4 Staff shall provide written periodic reports on the status of all Public Art programs, artwork projects and budgets to the Seattle Arts Commission through the Public Art Advisory Committee.
- 7.1.5 Staff will consult with departments to identify potential sites for artwork projects, both planned and existing, under each Department's jurisdiction or management. Sites identified by departments shall be reserved for 1% art projects initiated through the Municipal Art Plan.
- 7.1.6 Prior to Commission adoption of the Municipal Art Plan, Staff will consult with each affected Department regarding plans for the allocation of funds, and for the fabrication and/or installation of artwork at specific sites.
- 7.1.7 Funds shall be allocated for projects subject to their propriety of expenditure according to Departmental source. Commission staff will advise Departments of the proposed allocation of funds from Departmental accounts in the Municipal Art Fund prior to adoption of the Municipal Art Plan. Commission staff will work with Departmental staff to meet any legal constraints. Given the specific use limitations on a wide variety of Departmental fund sources, propriety of expenditure must be determined on a case-by-case basis where questions arise or in the case of utility funds, in accordance with the Policy and Procedure: Public Art and City Utilities.
- 7.1.8 Following adoption by the Commission, the Municipal Art Plan will be transmitted to the Department of Finance and the Mayor for approval. Upon final approval, the Municipal Art Plan will govern expenditures from the Municipal Art Fund.
- 7.1.9 The Seattle Arts Commission shall periodically review the Municipal Art Plan for possible revision or amendment. The Commission will amend the Municipal Art Plan by the process outlined above.
- 7.1.10 Public participation will be encouraged in the implementation of the projects outlined in the Municipal Art Plan, and staff will endeavor to include artists in the presentations to communities whenever possible to receive community members' comments and suggestions about projects. In addition, the Committee may appoint ad hoc citizen advisory groups to serve as resources in planning for artwork and projects, and to study and make recommendations on policy matters.

7.2 Municipal Art Plan Implementation

- 7.2.1 Staff shall manage Municipal Art Plan implementation. Individual projects will be coordinated between a designated City official(s) within the Department and Staff.
- 7.2.2 Staff and designated Department representatives may develop supplemental Memoranda of Understanding to outline working process and procedures, project scope or transfers of funds outside of the 1% for Art (such as construction funds that may be administered by the Office of Arts & Cultural Affairs).

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### 7.3 Project Scope of Work Development

- 7.3.1 Developing a prospectus for specific sited art projects:
  - 7.3.1.1 Staff shall work with designated City officials(s) and the project designer and/or project manager for the site to determine the following parameters:
  - 7.3.1.2 Format. Recommended medium (painting, sculpture, electronic, etc.), scope of work (including theme), and/or format for artist participation in project design.
  - 7.3.1.3 Recommended location(s) within the site. Artwork may be placed either as an integral part of the construction project in connection with which the funds were appropriated or may be placed in, on or about other public facilities.
  - 7.3.1.4 Design involvement. In the case of sites under development, the Department will keep Staff apprised of progress in selection of a designer, and shall include the artwork project in the design program and budget for the project. The artist selection process will be carried out with the participation of the designer and appropriate City officials (see 7.1.5.3). The designer and artist shall then work collaboratively to coordinate the location of the artwork within the construction project.
  - 7.3.1.5 Conservation/Maintenance. Potential for vandalism, accidental damage, and environmental deterioration at the site shall be assessed.
  - 7.3.1.6 Funding Level. Funding level will be determined by the medium, construction budget, location and scope of work (integral or freestanding).
  - 7.3.1.7 Artist Eligibility. Artwork commissions may be restricted to artists from the Northwest or open to a larger geographic pool.
- 7.3.2 Developing a prospectus for purchases:
  - 7.3.2.1 Staff shall work with designated City officials(s) to determine the following parameters:
  - 7.3.2.2 Format. Recommended medium (painting, sculpture, electronic, etc.), scope of work (including theme), and/or theme for submissions for purchase.
  - 7.3.2.3 Recommended location(s) for display, if applicable.
  - 7.3.2.4 Funding Level. Funding level will be determined by the medium and number of artworks to be purchased.
  - 7.3.2.5 Artist Eligibility. Artwork commissions may be restricted to artists from the Northwest or open to a larger geographic pool.

### 7.4 Selection Process

- 7.4.1 The Public Art Program Committee shall maintain the following general guidelines relating to artist selection, and within each project designate the method of selection to be followed:
- 7.4.2 At least 50 percent of the money expended over a five-year period for artists' commissions and purchases of completed work should be to artists associated with the Northwest. Other selections may be from among artists of national or international association.
- 7.4.3 Methods and criteria of selection process
  - 7.4.3.1 Open Entry: Any professional artist is eligible to enter (with recognition of possible requirements for regional association). Typically, artists will be notified by mail or electronically of the availability of an open call for artists that will serve as a prospectus.
  - 7.4.3.2 Limited Entry or Invitational: Jury, Public Art Advisory Committee or Staff invites a limited number of artists to enter, based on artists' proven capabilities to carry

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- out the scope of work. The names of the artists invited will be publicly announced upon receipt of written acceptance from the artists.
- 7.4.3.3 Direct selection of the artist(s) or completed work, by the PAAC, jury or staff to be approved by the Public Art Advisory Committee.
- 7.4.3.4 Roster-based selection: Office of Arts & Cultural Affairs Staff shall maintain juried roster(s) of artists pre-qualified for sited and collaborative or other artwork projects.
- 7.4.4 Staff shall maintain data on artists' previous commissions to present to the selection panel and Public Art Advisory Committee, the purpose of which is to maintain diversity in the selection of artists.
- 7.4.5 Information on artwork projects will be disseminated as broadly as possible, through the media, mailings, and the Commission newsletter. Projects will be announced at least one month before the selection committee is scheduled to meet. Public meetings, when feasible and necessary, will be held to provide information to artists.
- 7.4.6 Artwork shall be selected by a jury assembled by Staff which shall maintain a list of potential jurors. The Seattle Arts Commission, through its Public Art Advisory Committee, shall also have the option of constituting itself as a jury.
- 7.4.7 Jury selection and responsibilities.  
The following guidelines shall be used in the Public Art Advisory Committee's selection of a selection panel for each project and in determining the jury's responsibilities and jurisdiction:
- 7.4.7.1 Artist selection shall be determined by a panel of arts professionals, technical and community advisors. The goal of the panel is to reach consensus in the selection of an artist. If consensus cannot be reached, a vote shall be taken.
- 7.4.7.2 Because the Office of Arts & Cultural Affairs maintains a roster of juried artists who have been pre-approved for public art projects, roster-based selection shall typically be made by a panel consisting of Department, user group and community representatives, as appropriate, with an artist or arts administrator included.
- 7.4.7.3 Once selected, a roster-based artist will be removed from the specific roster pool until his or her commission has been completed.
- 7.4.7.4 The number of voting panelists and composition of the panel will depend upon the size and complexity of the project. Generally, the panel size will range from three voting panelists for a small project, to five voting panelists for a large project. Staff can elect to designate client and user group panelists as voting panelists and will so advise the panel prior to review of artists' submissions.
- 7.4.7.5 All juries must include at least one artist.
- 7.4.7.6 Panels may have at least one community representative as a voting member. At least one person from the sponsoring agency shall advise the panel. This person may be a City employee such as a project manager, or other individual, and may be designated a voting member of five-member panels. Additional non-voting advisors, consisting of community, design, technical and departmental representatives will participate on panels as appropriate.
- 7.4.7.7 Panels may include the project architect/designer as a non-voting advisor.
- 7.4.7.8 Project managers, architects and designers who are regular, full-time City employees shall be non-paid, ex-officio members, acting in an advisory capacity unless designated a voting member of the panel. Any person receiving full-time compensation at professional rates in connection with a City project shall not receive additional compensation.
- 7.4.7.9 Panel members and community advisors shall be paid and reimbursed in accordance with a schedule developed by Office of Arts & Cultural Affairs Staff.

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- 7.4.7.10 Panel review will be organized and staffed by Staff who will be considered facilitators.
- 7.4.7.11 Staff shall issue written instructions to panelists detailing the duties and responsibilities relating to the project and process before the first panel meeting.
- 7.4.7.12 If consensus cannot be reached among the voting panelists, then a vote shall be taken, with the majority carrying the decision. Panelists shall each have one vote and no panelist shall have the right of veto.
- 7.4.7.13 If there is significant disagreement between the voting panelists and the non-voting advisors, this disagreement will be noted in the staff report to the Public Art Advisory Committee.
- 7.4.7.14 The panel shall have the option of making no selection. In the event that no selection is made, a new selection process may be initiated or the project may be abandoned.
- 7.4.7.15 The panel's decision will be recorded by the Program Director in the form of a written report to the Public Art Advisory Committee.
- 7.4.7.16 The participating Department shall review the artists' qualifications or work prior to contract award. It is the responsibility of the participating Department to keep the staff informed of its concerns. In cases where legitimate problems are demonstrated to the satisfaction of Office of Arts & Cultural Affairs staff, the panel shall be reconvened to select an alternative artist or work. In cases where the Department objects to the work and agreement cannot be reached between the Department and Staff, the matter will be referred to the Department of Finance for resolution.
- 7.4.7.17 Artists will receive notification of the results of the selection process once the panel has reached a decision and the participating Department has reviewed and approved the artist's qualifications and if practical, the Public Art Advisory Committee has approved the artist's qualifications as well.
- 7.4.8 File of potential jurors: The Public Art Advisory Committee and Staff will solicit, establish, and maintain a file of potential jurors, containing information on the credentials and experience qualifying individuals to serve in this capacity. The procedure and format for gathering this information shall be established by the Public Art Advisory Committee.

**7.5 Design, Fabrication and Installation**

- 7.5.1 Contracts: Staff will contract with the artist, and with other consultants as necessary, for the purchase of design, fabrication and installation of the artwork.
- 7.5.2 Administration of Contract: The contract with the artist will be administered by Office of Arts & Cultural Affairs Staff.
- 7.5.3 Installation of artwork: On-site activity in connection with the artwork installation will be coordinated between Staff and a designated City official(s) within the Department having jurisdiction over the site construction.
  - 7.5.3.1 In the case of sites under development, a designated City official(s) within the Department will coordinate the concurrent site development and the artwork installation in the most efficient manner possible.
  - 7.5.3.2 In the case of existing sites not undergoing development, the Staff and a designated City official within the Department shall oversee and facilitate the installation of the artwork. In such cases, cost of necessary site alteration or restoration shall be borne by the 1% allotment.
  - 7.5.3.3 Whenever an artwork project contains an element that constitutes a public work or improvement within the contemplation of the City Charter article VII, § 13-15 or RCW 35.22.620, Staff will work with the Department, which may let a contract therefore through competitive bidding or, at its discretion, subject to applicable

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state law, effect such public work or improvement by the artist or by day labor; in either case the construction of the artwork shall be subject to review and supervision by the artist.

- 7.5.4 Staff shall have the ability to directly contract with independent consultants for assistance in fabrication of work as required. In general, Departmental staff and consultant(s) hired by Department in connection with projects where an artwork is included shall not receive additional compensation for time spent in connection with the implementation of artwork projects. However, where a specific technical or professional task is performed by such staff or consultant(s) solely in connection with the artwork, and where the task is necessary to the fabrication or installation of the artwork, and where it is not feasible to include as the responsibility of the artist under the terms of the contract, the Department may be reimbursed from the 1% allotment, provided that reimbursement is requested prior to establishment of the project budget and is approved by the Department of Finance.
- 7.5.5 Procedures established by the Commission and set forth in the Collection Records System Manual shall be followed with each acquisition of artwork by the City under the Municipal Art Plan, in order to insure adequate standards of documentation, registration, care and installation of the artwork.
- 7.5.6 Project files and records. During project implementation, Office of Arts & Cultural Affairs Staff shall maintain record files on each project, which shall include, but not be limited to the following:
- 7.5.6.1 Contract(s) with the artist(s) and consultant(s) engaged on the project.
  - 7.5.6.2 Records of Commission action bearing on the project.
  - 7.5.6.3 Interdepartmental agreements relating to the siting or implementation of the project.
  - 7.5.6.4 Correspondence, memoranda relating to the project.
  - 7.5.6.5 Record of all billings made in connection with the project.
  - 7.5.6.6 All proposals submitted and other visual or written material related to the artist's design or method of execution as are submitted or become available.
  - 7.5.6.7 Construction documents and conservation requirements.
- 7.5.7 Upon completion of projects, files needed for descriptive and maintenance purposes shall remain in Office of Arts & Cultural Affairs' in-house authority files. Other records shall be archived.

#### 7.6 Conservation/Maintenance

- 7.6.1 The Office of Arts & Cultural Affairs will develop an annual public art conservation plan and submit it to DOF for approval as required. Conservation projects shall be conducted within priorities established by the plan, given available funding. Emergency requests will also be submitted to DOF for approval.
- 7.6.2 The Office of Arts & Cultural Affairs shall be responsible for major conservation of the permanently-installed artworks in the City's collection. At the discretion of staff, routine maintenance of permanently installed artworks can be the responsibility of the Department having jurisdiction over the site, provided there is no threat of damage to the artwork. Upon installation of a new artwork, Staff will explain its routine maintenance with a designated Department representative, and provide training if appropriate. The Department having jurisdiction over the site shall also be responsible for keeping Staff informed about changes in the condition of artwork.
- 7.6.3 Location: Changes in the location of an artwork at sites under Departmental jurisdiction shall be subject to the Visual Artist Rights Act and require prior approval from the Commission. Such approval shall not be unreasonably withheld. Location of artwork, either temporarily or permanently, at sites not under the jurisdiction of the Department

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which owns the work shall be by interdepartmental agreement. The agreement shall be developed by the Staff and shall set forth responsibility for maintenance and duration of the installation.

**7.7 Collection Management, Portable Works**

- 7.7.1 The Department with whose funds portable works purchases have been made will be financially responsible for their rotation and display costs.
- 7.7.2 Utility-funded Portable Works may be rented to other departments per the Policy and Procedure for Public Art and City Utilities. Arrangements for rental of Utility-funded Portable Works purchases shall be determined in coordination with the Department of Finance and shall be periodically reviewed but shall typically be in force through a biennial budget cycle.
- 7.7.3 Conservation shall be carried out by the Office of Arts & Cultural Affairs.

**8.0 Miscellaneous**

**8.1 Development of Additional Policies**

- 8.1.1 Staff, the Public Art Advisory Committee and the Seattle Arts Commission may develop additional policies that may govern collecting of artworks, development of projects and means and methods of review of projects, etc.
- 8.1.2 Staff, the Public Art Advisory Committee and the Seattle Arts Commission may review and revise its existing policies.

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