



**CITY OF SOUTH PASADENA
PUBLIC ART COMMISSION**

AGENDA

**SPECIAL MEETING
MONDAY, FEBRUARY 27, 2023 AT 6:30 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

South Pasadena Public Art Commission Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Public Art Commission Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

The Meeting will be available:

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Via Zoom - **Webinar ID: 823 1334 6757**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/82313346757>; or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above.

CALL TO ORDER: Jeffrey Burke, Chair

ROLL CALL: **Jeffrey Burke, Chair**
Kris Kuramitsu, Vice-Chair
Annalee Andres
Delora Piazza
Steven Wong

APPROVAL OF AGENDA

Majority vote of the Commission to proceed with Commission business.

PUBLIC COMMENTS AND SUGGESTIONS

The Public Art Commission welcomes public input. If you would like to comment on an agenda item, members of the public may participate by means of one of the following options:

Option 1: Participate in-person at the City Council Chambers, 1424 Mission Street, South Pasadena.

Option 2: Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 3: Email public comment(s) to PlanningComments@southpasadenaca.gov. Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate: 1) Name (optional), and 2) Agenda item you are submitting public comment on. 3) Submit by no later than 12:00 p.m., on the day of the Commission meeting.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements

PUBLIC COMMENT**1. Public Comment – General (Non-Agenda Items)****CONSENT CALENDAR ITEMS****2. Minutes from Special September 28, 2022 Meeting**Recommendation

It is recommended that the Commission review and approve the minutes.

3. Minutes from Special May 31, 2022 MeetingRecommendation

It is recommended that the Commission review and approve the minutes.

BUSINESS ITEMS

4. Commission Introduction

5. Public Art Commission Reorganization

Recommendation

Select a Chair and Vice-Chair.

ACTION/DISCUSSION

6. Public Art Donation Policies

Recommendation

Receive staff's presentation and provide comments.

7. Flores Adobe (S.P.P.F) Public Art Project

Recommendation

Provide comments.

ADMINISTRATION

8. City Council Liaison Communications

9. Ad Hoc Committee Communications

10. Commissioner Communications

11. Staff Liaison Communications

ADJOURNMENT

12. Adjourn to the regular Public Art Commission meeting scheduled for April 26, 2023 at 6:30 PM.

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City’s website at:
<https://www.southpasadenaca.gov/government/boards-commissions/public-art-commission>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division via e-mail at CityClerk@southpasadenaca.gov or by calling (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.

2/23/23

Date

Mackenzie Goldberg

Mackenzie Goldberg, Assistant Planner

**MINUTES OF THE SPECIAL MEETING OF THE
PUBLIC ART COMMISSION
OF THE CITY OF SOUTH PASADENA
CONVENED THIS 28th DAY OF SEPTEMBER 2022 AT 6:30 P.M.
VIA HYBRID MEETING**

**City Council Chambers, 1424 Mission Street, South Pasadena, California
and Via Zoom**

CALL TO ORDER/ROLL CALL	The meeting of the Public Art Commission was convened at 6:30 p.m. Commissioners present: Steven Wong, Annalee Andres, Kris Kuramitsu (Vice-Chair) and Jeffrey Burke (Chair) Staff present: Angelica Frausto-Lupo, Community Development Director; Matt Chang, Planning Manager
APPROVAL OF AGENDA	Approved (4 ayes, 0 noes)
PUBLIC COMMENTS AN SUGGESTIONS (ITEMS NOT ON THE AGENDA)	No public comments.
CONSENT	
1. MINUTES FROM REGULAR JANUARY 26, 2022 MEETING	Commissioner Andres moved to approve the minutes and Vice-Chair Kuramitsu seconded the motion. Approved by 3 ayes, 1 abstain (Wong).
ACTION/DISCUSSION ITEMS	
2. 815 FREMONT (ARBOR MIXED-USE DEVELOPMENT) PUBLIC ART PROGRAM	Planning Manager Chang introduced the mixed-use development project at 815 Fremont Avenue. The applicant and project team (Jason Mak, Samantha Hill) shared presentation of the proposed public art concept. Jason Mak notes that the public art component of this project is still in conceptual phases, and thus, there is no action needed by the Commission but invites comments.
3. PUBLIC ART CONCEPT APPROVAL PROCESS	Planning Manager Chang introduced the item and provided overview of the Public Art program and related approval process. Planning Manager Chang shared that staff is soliciting feedback on modifying the process and asked for input on when applications should go before the Commission. Vice-Chair Kuramitsu asked staff how these policies will be enforced and proper maintenance maintained. Staff explains qualifying projects will have conditions of approval that can be used as a mechanism for enforcement. Chair Burke closed the item for discussion.
COMMUNICATIONS	

4. COUNCIL LIAISON COMMENTS	Mayor Michael Cacciotti shared information about the SGV mobile crisis program, electrification plans, Tesla patrol cars, and nomination of a 5 th Public Art Commission member.
5. SUBCOMMITTEE COMMENTS	Commissioner Andres shared a brief summary of existing public art policies and recommendations from the subcommittee. The subcommittee recommended changing ordinance to allow artists to keep copyright over their work.
6. COMMISSIONER COMMENTS	Chair Burke thanked the sub-committee for their research.
7. STAFF COMMENTS	<p>Community Development Director Frausto-Lupo shared information about the city' upcoming Open House, their new mobile app, and the Department's new hires and vacancies. Additionally, she shared that the revised draft of the Housing Element has been submitted to HCD.</p> <p>Planning Manager Chang shared that in addition to Mission Bell and 815 Fremont, the following projects will be coming before the commission: the former school district site, and seven patios.</p>
ADJOURNMENT	The Commission adjourned the meeting at 7:40 p.m.

Approved By:

Jeffrey Burke, Chair

**MINUTES OF THE SPECIAL MEETING OF THE
PUBLIC ART COMMISSION
OF THE CITY OF SOUTH PASADENA
CONVENED THIS 31st DAY OF MAY 2022 AT 6:30 P.M.
VIA HYBRID MEETING**

**City Council Chambers, 1424 Mission Street, South Pasadena, California
and Via Zoom**

CALL TO ORDER/ROLL CALL	<p>The meeting of the Public Art Commission was convened at 6:30 p.m. Commissioners present: Steven Wong, Annalee Andres, Kris Kuramitsu (Vice-Chair) and Jeffrey Burke</p> <p>Council Liaison: Mayor Michael Cacciotti</p> <p>Staff present: Angelica Frausto-Lupo, Community Development Director; Matt Chang, Planning Manager</p>
APPROVAL OF AGENDA	Approved (4 ayes, 0 noes)
1. PUBLIC COMMENT – General	No public comment.
BUSINESS ITEM	
2. PUBLIC ART COMMISSION REORGANIZATION	<p>Commissioner Andres nominated Jeffrey Burke for the Chair position. Commissioner Burke suggested the position should be offered firstly, to the current Vice-Chair, and nominated Vice-Chair Kuramitsu. Vice-Chair Kuramitsu thanked Burke and went on to nominate Burke for the Chair position. Commissioner Wong seconded the nomination of Burke. Approved (3 ayes, 1 abstain)</p> <p>Chair Burke nominated Kris Kuramitsu to remain as Vice-Chair. Approved (3 ayes, 1 abstain)</p>
ACTION/DISCUSSION ITEMS	
3. 1105-1115 MISSION STREET (MISSION BELL MIXED-USE DEVELOPMENT) PUBLIC ART PROGRAM	<p>Planning Manager Chang introduced the mixed-use development project at 1105-1115 Mission Street. Project architect Dwight Bond shared presentation of the proposed public art concept. Artist Tim Carey spoke about his intention for the piece.</p> <p>Vice-Chair Kuramitsu motioned to give preliminary approval for the conceptual art project with the condition that the project come back for final approval. Commissioner Andres seconded. Approved (4 ayes, 0 noes)</p>

<p>4. 2022 ANNUAL COMMISSION REPORT</p>	<p>The Commission discussed the items on the proposed work plan. Planning Manager Chang clarified that the Work Plan was based off of the City's strategic plan. Commissioner Wong emphasized the need to develop a public arts donation policy so that the city can move forward with approving the Anti-Bias mural. Chair Burke and Commissioner Andres agreed with Commissioner Wong. Chair Burke suggested creating a sub-committee that can develop best practices for the city. Commissioner Andres and Vice-Chair Kuramitsu expressed interest on being on the sub-committee.</p> <p>Vice-Chair Kuramitsu motioned to approve the work plan. Commissioner Andres seconded. Approved (4 ayes, 0 noes) Chair Burke motioned to establish a sub-committee with Vice-Chair Kuramitsu and Commissioner Andres on public art policies. Approved (4 ayes, 0 noes)</p>
<p>COMMUNICATIONS</p>	
<p>5. CITY COUNCIL LIAISON COMMENTS</p>	<p>Mayor Cacciotti shared that the frequency of Public Art Commission meetings will be discussed at the upcoming City Council meeting. He went on to share the City's plans for the Fourth of July, Mobile Response Teams, and the electrification of city vehicles.</p>
<p>6. COMMISSIONER COMMENTS</p>	<p>Commissioner Wong thanked staff for their time and suggested that the Public Arts Commission meet every other month. Vice-Chair Kuramitsu expressed that based on the Work Plan, meeting every other month is reasonable.</p>
<p>7. STAFF COMMENTS</p>	<p>Community Development Director Frausto-Lupo shared about the upcoming Commissioner's Congress and new staff hires.</p>
<p>ADJOURNMENT</p>	<p>The Commission adjourned the meeting at 8:07 p.m.</p>

Approved By:

Jeffrey Burke, Chair



Public Art Commission Agenda Report

ITEM NO. 6

DATE: February 27, 2023

TO: Public Art Commission

FROM: Alison Becker, Community Development Deputy Director

PREPARED BY: Cielo Frausto-Lupo, Management Intern

SUBJECT: **Public Art Donation Discussion**

Recommendation

It is recommended that the Public Art Commission receive staff's presentation and provide direction regarding Public Art Donation guidelines.

Background

Throughout the past year, several community members and groups have contacted City staff with an interest in donating art pieces to the City Manager's Office and the South Pasadena Public Library. Staff in the City Manager's Office were approached by a community member in Fall 2021 regarding a donation of a hand-painted vase. During the same year, a community member inquired about donating a serigraph to the Library. Neither department had guidelines to reference. The Library created an internal tracking mechanism to take record of the donation. Until further direction is provided, the South Pasadena Library has put a hold on accepting art donations, and are working on developing a library-specific art donation and display policy. The Library did develop a gift agreement for the most recent donation that was accepted by the previous director (attached).

Public art is an opportunity to enhance community engagement with residents, business owners, and visitors. The City looks to the Public Art Commission to discuss and provide direction on this matter.

The City of South Pasadena adopted Ordinance No. 2325 on October 17, 2018. This Ordinance creates a Public Art Program to promote cultural experiences, increase economic development, and enhance general welfare and quality of life in the community. In section 36.390.030 of the Ordinance, it states "any art proposed to be donated or installed in or on City-owned facilities will be reviewed by the Public Art Commission." Although this policy exists, the goal of this staff report is to begin a conversation about developing guidelines on art donations specifically.

Analysis

Staff has researched various cities in the Los Angeles region and found:

- Neighboring cities, including the cities of Alhambra and Pasadena, do not have policies specifying the cost threshold of art donations accepted, but do have processes for accepting art including approval from their City Council or from a Commission that oversees Art.
- The City of Pasadena has a “Public Monument Policy” that establishes criteria and a process for the placement of any structure/object intended to pay tribute to a particular person, group of people, event, or idea and may include plaques and artwork.
- The City of Torrance is one of the major cities without a formal policy. Although the city doesn't have a specific policy on art donations, the City of Torrance recently received offers for donated art this year. The city attorney reviewed these offerings. A deed of gift application was made by the municipal attorney's office in collaboration with the finance division of the city. The deed of gift is used on a case by case basis. (attached)

The chart below contains information on each policy's requirements, and whether or not a formal art donation policy exists. The cities in the chart include neighboring cities, cities in the state of California, and out-of-state cities.

Cities Art Donation Policy Criteria

City	Art Accepted	Min/Max Donation Cost	Application	Formal Review	Maintenance (City/Donor)	Formal Program
Glendale	Yes	Yes / \$500.00	No	Yes	City	Yes
Sierra Madre	Yes	No	Yes	Yes	City	Yes
Torrance	Yes	No	Yes	No	N/A	No
Palmdale	Yes	No	Yes	Yes	City	Yes
West Hollywood	Yes*	No	Yes	Yes	Donor	Yes
Los Angeles	Yes	Yes / \$50K> Requires City Council acceptance \$50K< Does not require City Council acceptance	Yes	Yes	City	Yes
Los Altos	Yes	No	No	Yes	City	Yes
Chicago, IL	Yes	No	No	Yes	City	Yes

*To clarify, the City of West Hollywood does have a policy and procedure for gifts including artwork, but currently are experiencing a lack of space which limits their ability to accept art (attached).

Recommended Next Steps:

As the City's Art Ordinance touches on a few crucial regulations that are directly related to art contributions, city staff suggest the following next steps:

- Developing an application;
- Deciding whether or not there should be a minimum or maximum donation value; and
- Establishing an official review process.

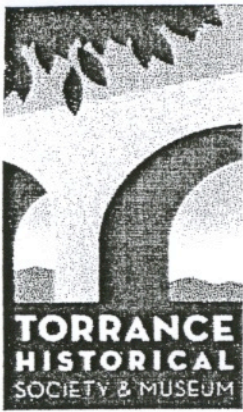
City staff believes the City of South Pasadena should follow the example of West Hollywood's art donation program, which translates to having a policy in place to respond to existing and anticipated future donation inquiries in the event that we receive additional gifts in the future but should not typically accept donations due to a lack of proper display and storage space.

Attachments:

1. City of Torrance Deed of Gift Application
2. South Pasadena Public Library Moratorium on Artwork Gift Agreement
3. City of West Hollywood Gift Policy and Procedures
4. List of Referenced Policies

ATTACHMENT 1

City of Torrance Deed of Gift Application



Deed of Gift

Date ----- Catalog No. -----

Donor's Name -----

Address -----

Phone ----- eMail -----

Donated Item(s) or Collection -----

Description and History (including dates) -----

Condition ----- Value, if any -----
(to be given ONLY by donor)

I hereby give to the **Torrance Historical Society** the property above described, with **title free and clear**, as a gift without limitating conditions. Futher, I agree that if any materials in the collection are determined to be inappropriate to the museum collections, they shall be disposed of by the museum as it deems suitable.

Witness

Donor's Signature

(Museum Coordinator)

Date

Remarks:

Please sign and return one copy to the Museum, keeping one copy for your records.

Thank you very much!

ATTACHMENT 2

South Pasadena Public Library Moratorium on Artwork
Gift Agreement

South Pasadena Public Library

ARTWORK GIFT AGREEMENT

This Gift Agreement (the "AGREEMENT") is made in duplicate between Andrew Lippman (the "Donor", understanding this term to encompass the DONOR's legal representative) and the South Pasadena Public Library (SPPL), in which the DONOR gives, donates, and transfers to SPPL under the below terms, physical ownership of certain artwork(s) described as follows and collectively referred to as the "ARTWORK(s)"

1 Tales of Hoffmann serigraph by John August Swanson
[Exhibit may be attached and noted]

photo attached

Terms of AGREEMENT

1. DONOR hereby represents and warrants that DONOR has the right and title to the MATERIALS conveyed to SPPL pursuant to this AGREEMENT. DONOR further represents and warrants that the ARTWORK(s) is/are free and clear of all liens, claims, encumbrances, and restrictions of others of whatever nature and that good title to, and right to possession of, the ARTWORK(s) shall pass to SPPL.
2. DONOR certifies that to the best of the DONOR's knowledge, no portion(s) of the ARTWORK(s) has been exported from its country of origin in violation of the laws of that country in effect at the time of the export, nor imported into the United States in violation of United States laws and treaties at the time of import. DONOR represents and warrants that no tax laws, laws of inheritance, or other laws or regulations applicable to the ARTWORK(s) have been broken.
3. DONOR irrevocably assigns to SPPL any intellectual rights or copyright in the materials, insofar as the DONOR holds them, unless limiting conditions or exceptions are noted below:
Exceptions: _____
4. DONOR agrees to indemnify, defend, and hold harmless the SPPL from and against any and all claims, damages, loss, and expenses relating to the breach or alleged breach of any of DONOR's obligations, representations, or warranties herein, and relating to the claims of third parties claiming or challenging title to the ARTWORK(s) or any intellectual rights or copyright for the ARTWORK(s) transferred and conveyed to SPPL.
5. DONOR acknowledges that upon execution of this AGREEMENT, the ARTWORK(s) become the property of SPPL and may be arranged, described, displayed, stored, maintained, licensed, and disposed of without restriction (and without notice to DONOR), except as otherwise specified in this AGREEMENT, and that SPPL is in no way obligated to exhibit the ARTWORK(s).

6. SPPL may apply for greater restrictions to all, or part, of the ARTWORK(s) for ethical, legal, or preservation reasons, or other reasons consistent with SPPL's mission.
7. The below itemized list states that the DONOR's required restrictions(s) on access and use of the materials or a stated portion of them for specific period(s) of time and further states how access and use shall be permitted during the period(s) of time in which the restriction(s) pertain(s).

8. SPPL may without notice or fee to the DONOR, make copies of, transcribe and/or digitize any of the ARTWORK(s) for purposes of preservation, public use, or other purposes consistent with the mission of SPPL, subject to the limits, if any, set forth in the terms of this AGREEMENT.
9. Except for limited periods, when certain portions of the ARTWORK(s) may be undergoing preservation treatment or relocation, the DONOR has right of onsite access to view the ARTWORK(s) with advance notice at a mutually convenient time and date.
10. In the event that the DONOR may hereafter donate additional materials to SPPL, such gifts shall be set forth in an addendum to this AGREEMENT and will be governed by the terms stated in this AGREEMENT. The addendum shall include a description of the additional materials and shall be signed by the DONOR and SPPL.
11. This AGREEMENT is governed by the laws of The State of California. All litigation arising from or relating to this AGREEMENT will be prosecuted in any court of competent subject matter jurisdiction in the County of Los Angeles California, and DONOR consents to the jurisdiction of such courts.

DONOR

Andrew Lippman

(Signature of Donor)

Sept. 21, 2018

(Date)

Name:

(Signature of Spouse, if any):

(Date)

ATTACHMENT 3

City of West Hollywood Gift Policy and Procedures

GIFT POLICY AND PROCEDURES

(APPROVED 10/05/98)

(UPDATED 03/2014)

A. General Policy

The City of West Hollywood believes that there is a value in owning a diverse collection of artworks that is available for exhibition in the City's public municipal spaces. As a way of governing how that collection is acquired, and to ensure a high level of quality, the City sets forth policies and procedures.

B. Gifts Policy

Background

Works of art are occasionally offered as donations to the City of West Hollywood. The proposed Gifts Ordinance charges the Arts and Cultural Affairs Commission with the responsibility for evaluating the suitability of a proposed artwork and determining whether or not to accept it as a gift, and/or allow it to be installed on City property. The City's Public Facilities Commission shall review all outdoor sites proposed for installation of gifts. City Council shall have final decision making with respect to acceptance of gifts and location for such gifts. If accepted, the maintenance of a gift of art is the responsibility of the City.

Please note: The City does not have a permanent fine arts exhibition or storage space. The acceptance of fine art works for permanent display in the City is extremely unlikely.

Any work of art proposed to be installed or placed on City property must be reviewed by the Arts and Cultural Affairs Commission.

The Arts and Cultural Affairs Commission shall review each proposed gift of art for aesthetic quality; review the potential site(s); and review conservation and preservation considerations.

Guidelines for Review

Proposed gifts are evaluated on the basis of the following criteria. Community groups or individual donors proposing gifts will be informed of the importance of these criteria in the Arts and Cultural Affairs Commission consideration. The Arts and Cultural Affairs Commission shall consider these issues before making a recommendation to City Council.

I. AESTHETIC QUALITY

II. For Outdoor works: RELATIONSHIP TO THE URBAN STREETScape AND OTHER CITY PUBLIC ART

III. For Indoor Works: Relationship, appropriateness for the recommended placement in the City building or property.

III. REPRESENTATION

Is this artist's work already well represented in the public spaces in the city?

IV. TECHNICAL FEASIBILITY

Can the artwork be built and installed as proposed?

VI. TECHNICAL SPECIFICATIONS

A. The Arts and Cultural Affairs Commission will review detailed construction/fabrication drawings consisting of site plan, elevation and section view of artwork, describing:

1. Adjacent/surrounding site conditions if applicable
2. Dimensions
3. Materials
4. Colors
5. Power, plumbing or other utility requirements
6. Construction/installation method

B. The Arts and Cultural Affairs Commission may require additional support materials such as text verbally describing artwork and specification, models or presentation drawings.

VII. BUDGET

- A. Will the artist be paid? What will the fee be?
- B. Are all projected costs accurate and realistic?
- C. Are cost estimates guaranteed by the provider for the duration of the project?
- D. Can the donor guarantee the funding sources?

VII. FABRICATION & INSTALLATION

- A. Are the projected costs accurate and realistic?

1. Have written estimates been obtained from technical support and fabrication contractors?
- B. Does a certain site present special obstacles?

IX. DURABILITY & LIFE SPAN

- A. How long is the material expected to last in public, non archival exhibition settings? What age have other works in the same material(s) attained?
- B. Is the work suitable for display outdoors/indoors? For example, what effect(s) will sunlight and the other elements potentially have on the work?
- C. Have seismic considerations been met? (i.e. have seismic engineers reviewed drawings?)
- D. Does the work have a limited 'life span' due to:
 1. Built-in obsolescence?
 2. Inherent weakness (i.e. will the materials last?)

X. VANDALISM AND SAFETY

- A. Is the work a potential safety hazard?
- B. Might the work be prone to vandalism?
 1. What thoughts do the donor and the artist have about protecting this piece of art, should it become subject to vandalism?
- C. Will the work have a graffiti-resistant coating or can one be easily applied?
- D. How difficult would it be to conserve the object? At whose cost?

XI. MAINTENANCE AND PRESERVATION

- A. Are unusual or on-going costs likely?
- B. Have maintenance funds in perpetuity been provided for by donor? (The Arts and Cultural Affairs Commission may, at its discretion, require the donor to allocate and guarantee funds for maintenance and preservation.)
- C. Donors must provide a final report on future maintenance, including a plan for routine care, with estimated costs. The Arts and Cultural Affairs Commission may ask that this report be prepared with the assistance of a qualified conservator.
- D. Handling and installation.

1. How many persons are necessary to site or move the work? Can it be hung easily and transported easily?
 2. Does it require special equipment or vehicles?
- E. Is the work removable, if necessary?
- F. Has written permission been granted by the artist for work by a qualified conservator, should the need arise?

XII. TIMELINE

- A. If a proposed gift is not completed within the timeline originally established, or if significant changes (both conceptual and financial) to the proposed work occur, it must be reviewed again by the Arts and Cultural Affairs Commission.
- B. The Arts and Cultural Affairs Commission is authorized to request that a proposal be resubmitted and review the costs incurred by a delay in timeline. Funding by the City for such changes is not necessarily assured, if estimated maintenance costs change significantly.

Recommendations/Acceptance & Rejection of Gifts

The Arts and Cultural Affairs Commission shall make a recommendation to the City Council regarding each proposed gift. If the Arts and Cultural Affairs Commission recommends acceptance of the gift, the Arts and Cultural Affairs Commission may request formal approval of the site by the appropriate department.

If the gift is accepted, the recipient department will supervise and assist in the installation of the artwork.

De-accession Review

Gift artworks will be reviewed on a regular basis and de-accessioned if necessary, through steps provided in the City's De-accession Policy.

Worksheet for Prospective Donors Offering Gifts of Portable Artworks to the City of West Hollywood

It is an honor for an artist's work to be included in the City of West Hollywood's collection of public art. Many gifts of art are offered to the City, but few can be accepted. The Arts and Cultural Affairs Commission is charged with the responsibility of reviewing all artworks offered as gifts to the City. After reviewing an artwork, the Commission makes a recommendation to City Council to accept the gift, decline the gift, or table the offer until further information is available. To make sure your offer is reviewed the first time through, please submit the following to the Arts and Cultural Affairs Commission:

The actual work(s) of art, if feasible. Talk to the Public Art Administrator before you decide. If possible, submit several works offered for the panel's choice.

- A Cover letter explaining that you are offering this artwork to the City as a gift; a copy of the artist's resume or biography; context for the artist's work; a description of other examples of the artist's work, plus exhibitions and collections, if any; and further background, if available on the artist's significance. A statement: Why is this piece offered?
- Electronic/digital images of a range of the artist's work (for context). Indicate if more than one work is available for selection/is being offered.
- A current appraisal of the artwork's value.
- Information on this particular work's context, provenance, history (where it comes from, where it's been, where it's been displayed, if at all).
- A letter of authentication from the artist, stating that it is their own work. If you are a donor submitting an artwork that you did not make, this letter should be from the artist.

Artwork submitted for consideration should be in good condition. If conservation work is required, this may be a reason for discussion with the donor. (Work may not be accepted if the panel judges that the work may require immediate and/or expensive conservation.)

ATTACHMENT 4

List of Referenced Policies

References

City of Palmdale Public Art Master Plan

Cityofpalmdale.org. (n.d.). Retrieved January 13, 2023, from <https://cityofpalmdale.org/DocumentCenter/View/8886/Palmdale-Public-Art-Master-Plan-PDF?bidId=>

City of Glendale

Arts and culture commission | city of Glendale, CA. (n.d.). Retrieved January 13, 2023, from <https://www.glendaleca.gov/government/boards-and-commissions/arts-and-culture-commission>

City of Chicago, IL

Chicago public art program - percent for art guidelines. City of Chicago :: Chicago Public Art Program - Percent For Art Guidelines. (n.d.). Retrieved January 17, 2023, from https://www.chicago.gov/city/en/depts/dca/supp_info/public_art_program.html

City of Los Angeles

City Art Collection. Department of Cultural Affairs. (n.d.). Retrieved January 17, 2023, from <https://culturela.org/city-art-collection/>

City of Pasadena

City of Pasadena. (n.d.). *Public Monument Policy (Including Administrative Rules and Regulations)*.

City of Torrance

Grenier, M. (n.d.). *Meredith Grenier*. ding the Art Range - Collection of Remington. Retrieved January 17, 2023, from <https://www.dailybreeze.com/author/meredith-grenier/page/10/>

City of West Hollywood

Hollywood, W. (2014, March). *GIFT POLICY AND PROCEDURES*.

City of Sierra Madre

Municode Library. (n.d.).

https://library.municode.com/ca/sierra_madre/codes/code_of_ordinances?nodeId=TIT17ZO_CH17.90ARPUPLPR

City of Los Altos

Study session agenda item #1 planning commission agenda report - granicus.

(n.d.). Retrieved January 17, 2023, from [https://los-](https://los-altos.granicus.com/MetaViewer.php?view_id=&meta_id=73964)

[altos.granicus.com/MetaViewer.php?view_id=&meta_id=73964](https://los-altos.granicus.com/MetaViewer.php?view_id=&meta_id=73964)