



# Department Policy & Procedure

City of Seattle

Subject: <b>PLACEMENT AND MAINTENANCE OF VISUAL ART WORK ON SEATTLE PARKS AND RECREATION PROPERTY</b>		Number 060-P
		Effective
		Supersedes
Approved:	Department: Parks and Recreation	Page 1 of

## 1.0 PURPOSE

- 1.1 To provide a process for the implementation of the City's Percent for Art legislation and other public art funding sources as they pertain to temporary or permanent placement of visual artwork on Seattle Parks and Recreation property.
- 1.2 To provide an effective method for determining the appropriateness and suitability of proposals for acceptance and placement of any donation of artwork on the property of Seattle Parks and Recreation.
- 1.3 To provide a process to divest or relocate any artwork that has become the property of Seattle Parks and Recreation.
- 1.4 To provide opportunities to consider and review the requirements and responsibilities necessary to provide adequate maintenance of an artwork on Seattle Parks and Recreation property.

## 2.0 Organizations Affected

- 2.1 Seattle Parks and Recreation
- 2.2 Seattle Arts Commission (SAC)
- 2.3 Board of Park Commissioners
- 2.4 Associated Recreation Council
- 2.5 Department of Neighborhoods
- 2.6 Neighborhood organizations and other donors

- 2.7 City Budget Office
- 2.8 Seattle Design Commission
- 2.9 Seattle Landmarks Preservation Board
- 2.10 Friends of Seattle's Olmsted Parks

### **3.0 References**

- 3.1 Seattle Municipal Code, 20.32, Art in Public Works Construction.
- 3.2 City of Seattle Standard Operating Procedure #400-005 (Municipal Art Plan)
- 3.3 SAC Policy for Review and Deaccession of City-Owned Works of Art (1990).
- 3.4 Seattle Parks and Recreation Acceptance of Gifts and Donations Policy 060-P 2.13.1(1995)
- 3.5 Seattle Parks and Recreation Public Involvement Policy (1999)
- 3.6 MOU for Art Maintenance on Seattle Parks and Recreation Property (2000)

### **4.0. Policy**

- 4.1 The art placement policy of the Department of Parks and Recreation is:
  - 4.1.1 To ensure a variety of aesthetic experiences for Park users that enhances their park visit.
  - 4.1.2 To encourage opportunities for citizens to experience and create visual artwork in a public setting on park property.
  - 4.1.3 To work with the Seattle Arts Commission to implement the City's Percent for Art legislation to further the mission and goals of both Departments.
  - 4.1.4 To ensure that artwork placed on or within the Department's property will be compatible with the purpose, use, aesthetic and environmental characteristics of the site.

### **5.0 Definitions**

- 5.1 The "Department" is Seattle Parks and Recreation
- 5.2 "ARC" is the Associated Recreation Council

- 5.3 The “Commission” is the Seattle Arts Commission (SAC)
- 5.4 "DON" is the Department of Neighborhoods
- 5.5 The “PA Committee” is the Public Art Program Committee of the Seattle Arts Commission.
- 5.6 The “Municipal Art Plan” is a biennial plan, prepared for the Mayor by the Commission, for expenditure of available Percent for Art funds.
- 5.7 “Superintendent” is the Superintendent of Seattle Parks and Recreation.
- 5.8 “The Board” is the Board of Park Commissioners of Seattle Parks and Recreation.
- 5.9 The "Arts Liaison" is the main staff contact within the Department dealing with arts issues.
- 5.10 The “Capital Project Art Team” is the group established on a project by project basis consisting of the Department project lead and the Public Art project lead from the Commission. The Team will also include the landscape architect, the architect and consultant design professionals.
- 5.11 The “Core Team” is the group established in each division of the Department that meets regularly to review and coordinate improvements and capital projects; review the public involvement plan for each project; identify the responsible people, tools, events and timelines that will be included in the public involvement plan; and recommend a public involvement plan to the Project Steering Committee.
- 5.12 The “Project Steering Committee” is the group established in the Department that meets regularly to review and recommend changes in the scope, timing or budget of capital projects; give final approval of public involvement plans recommended by the Core Teams; and make recommendations to the Superintendent on how to proceed on public process. The Project Steering Committee reviews all proposals for the permanent placement of artwork.
- 5.13 A “donation” is an artwork in any visual medium that is proposed as a gift from any donor to the Department, and that is proposed for placement or siting on Department property.
- 5.14 "NMF" is Neighborhood Matching Fund.

- 5.15 An "Artist" is an individual who has established a professional reputation within the visual arts field by virtue of education or training, peer recognition, and sales or commissions of artwork.
- 5.16 An "artwork" is any decorative, discrete, site-integrated or freestanding object created by an artist for permanent display in a public setting on Parks property.
- 5.17 A "temporary artwork" is any decorative, discrete, site-integrated or freestanding object created by an artist or by students and generated by the community or by the department. Temporary artworks are intended for removal after a specified time period, and will be placed on parks property for up to one year. Any temporary artwork will be reviewed annually, if still displayed after one year, by the appropriate Core team and Project Steering committee. The review will determine whether to continue display.

## **6.0. Roles and Responsibilities**

### **6.1 The Superintendent**

- 6.1.1 It is the Superintendent's role to approve the selection of a site and appropriateness for any artwork on Parks property.
- 6.1.2 The responsibility of the Superintendent if he/she declines the artwork or the gift proposal is to notify the Commission and give reasons for the decision.

### **6.2 The Commission: The Commission's role is to:**

- 6.2.1 Define, in consultation with the Arts Liaison and the Capital Project Art Team, the format, recommended location, appropriate level of funding, geographic eligibility, and maintenance issues associated with developing a prospectus for each Percent for Art project (See SOP #400-005, section 7.1.5.1).
- 6.2.2 Devise the Percent for Art selection process for artists and works of art.
- 6.2.3 Appoint the selection panels for Percent for Art artists and artwork.
- 6.2.4 Approve the selection panel's recommendation of the artist/artwork.
- 6.2.5 Recommend artworks to be deaccessioned from the City's collection on Parks and Recreation property.
- 6.2.6 Maintain master files on maintenance of all city-owned artwork on Parks and Recreation property.

6.3 The Board

The Board's role is to:

- 6.3.1 Discuss with the Arts Liaison potential Percent for Art priorities proposed for inclusion by the department in the Commission's Municipal Arts Plan. The Commission will report annually to the Board on parks\projects included in the current Municipal Arts Plan.
- 6.3.2 Review sites and appropriateness for proposed art donations or other major art commissions, prior to Commission acceptance.

6.4. Arts Liaison

The Arts Liaison's role is to:

- 6.4.1 Assist the Commission in identifying appropriate Percent for Art projects and venues on Seattle Parks and Recreation property.
- 6.4.2 Coordinate with division directors to review the identified sites proposed for CIP projects and/or for sites proposed for gifts of artwork.
- 6.4.3 Make periodic progress reports for each artwork project to the Superintendent after the Commission and the Department have agreed on the site and the artwork proposal.
- 6.4.4 Notify the Commission of proposed gifts of art to the Department.
- 6.4.5 Maintain master files on maintenance of all artwork on parks property.

6.5 CORE Team

The CORE Team's role is to:

- 6.5.1 Review proposals for placement of artwork in or on Parks and Recreation property, and make a recommendation to the **Project Steering Committee** on safety, environmental impacts, compatibility with the site, the public involvement plan, and technical and maintenance issues.

6.6 Project Steering

The Project Steering Committee's role is to:

- 6.6.1 Approve major changes in scope, budget or timing of a public art project.
- 6.6.2 Review the permanent placement of all artworks on Parks property.
- 6.6.3 Resolve disagreements referred to Project Steering from Core teams.

6.6.4 Approve the Core Team's public involvement plan and make a recommendation to the Superintendent on public process.

6.7 Capital Project Art Team

It is the Capital Project Art Team's role to:

6.7.1 Work with the Commission and the Department Arts Liaison to determine format, recommended location, appropriate level of funding, geographic eligibility, and maintenance issues associated with developing a prospectus for specific art projects (See SOP #400-005, section 7.1.5.1).

6.7.2 Coordinate artwork installation schedules with project construction.

6.7.3 Present artwork proposals in the context of normal project design presentations. This generally would require review by appropriate Core Team, and at least one public meeting. (See DPR Public Involvement Policy). The Friends of Seattle's Olmsted Parks would review any artwork proposed for placement in an Olmsted park. Any artwork proposed for location in a park in a landmark and/or special review district would be reviewed by the respective Board or Commission. Any artwork proposed for location in a designated City landmark would be reviewed by the Landmarks Preservation Board, unless specifically exempted from review by a Council designating ordinance.

6.7.4 Include the artist in presentations whenever possible.

6.7.5 Develop and approve a maintenance plan for the artwork.

6.7.6 Integrate presentation of artworks into the Public Involvement Plan once funding is identified. (See DPR Public Involvement Policy).

**7.0. Procedure**

7.1 Funding Determination/Site Selection

7.1.1 Percent for Art Commissions

7.1.1.1 The Department CIP Budget Manager will work with the City Budget Office to determine the annual Capital Improvement budgets for each year, and to identify those projects legally eligible for the "Percent for Art" allocation

7.1.1.2 The Department Arts Liaison will work with the Superintendent, Board and department staff to identify a biennial priority list of sites and projects where art is most

appropriate. This list will form the basis for discussion with the Commission and staff.

7.1.1.3 The Commission will advise the Superintendent of proposed projects in The Municipal Art Plan for his/her review and comments.

7.1.1.4 If the Superintendent declines the siting proposal, he or she will notify the Commission of the reasons for the decision.

#### 7.2.1 Other Publicly Funded Projects

7.2.1.1 When an artwork is proposed for placement at an existing site by the Department by the Commission or by a donor, the appropriate Core Team will review the proposal, and evaluate the appropriateness of the artwork for placement on the site in terms of: safety, potential for vandalism, compatibility with site uses, impact on maintenance and operations, and environmental impact, and will make a recommendation to the Project Steering Committee on whether to accept or reject the proposal.

7.2.1.2 Based on public interest, or the scope and scale of the artwork, the Superintendent may refer a publicly-funded artwork to the Board. He or she will forward acceptance of the proposal to SAC for artistic and technical review.

#### 7.3.1 Gifts or Donations (See "Acceptance of Gifts and Donations" Parks Policy 060-P 2.13.1)

7.1.3.1 Generally, the department has the right to display temporary artworks in accordance with legal standards, as long as the department can easily maintain the work. The department has the right to remove a temporary artwork from display at its own discretion. Temporary works do not require review by the Commission, although the Commission may be consulted for technical assistance. Maintenance records and inventories are not required for temporary works, unless requested by the Core team.

7.1.3.2 When a specific artwork is proposed as a gift to be placed on Parks and Recreation property, the Arts Liaison and the PA Committee or its designee will be notified. The Commission will review the proposed donation for artistic merit, and the Department will review the donation for appropriateness to the site.

When a gift has been proposed for placement on Seattle Parks and Recreation property, the Department's Arts Liaison will request the appointment of Department staff to act in the capacity of a Donor Advisory Committee to advise and help the prospective donor to identify a potentially suitable site; and to work with the PA Committee to devise a selection process for the artist or the artwork, according to Commission policies and procedures.

The Donor Advisory Committee will prepare a report on the selected site and present it to the Core Team and to the Project Steering Committee for review and recommendation to the Superintendent.

If the Donor Advisory Committee finds there are no sites suitable for the proposed gift(s), it will prepare and present a report to the Core Team for review and recommendation to the Superintendent and to the PA Committee. The remainder of the approval process will be as described in the following Section 7.1.3.

- 7.1.3.3 The Core Team will review the artwork's suitability for acceptance, based on considerations of safety, potential for vandalism, environmental impacts, impact on view corridors, cost of site preparation and installation, ongoing cost of maintenance, technical feasibility, public process, and the compatibility of the work with the primary uses of the site.
- 7.1.3.4 The Core Team will make a recommendation to the Project Steering Committee on whether to accept or decline the gift.
- 7.1.3.5 The Project Steering Committee will review the proposed gift's impact on the site, and the process for public notification regarding placement of the artwork, and make a recommendation to the Superintendent.
- 7.1.3.6 After Core Team and Project Steering Committee review, the Board will review the artwork referred by the Superintendent, and advise the Superintendent of their opinion on whether to accept or decline the artwork. Acceptance will be recommended only for those gifts that will benefit the park and recreation system in the areas of aesthetics, environment, economics, maintenance, operations or programming.



- 7.1.3.7 The Superintendent reserves the right to make the final decision on whether to accept a gift or donation of art, and to determine appropriateness of a donation, and its usefulness and continued value to the park system and the City. In making each determination and recommendation, the Superintendent will be governed by the terms of the donation agreement.
- 7.1.3.8 If the Superintendent declines to accept the gift, he or she will notify the Commission and give the reasons for the decision.
- 7.1.3.9 If the gift is accepted for placement indoors, the SAC and Department will oversee installation of the artwork.
- 7.1.3.10 If the gift is accepted for placement outdoors, the donor, in cooperation with the Department, will oversee installation of the artwork.

## **8.0 Art Project Implementation**

- 8.1 For each Percent for Art project, the artist will be included in the design process as soon as possible. Artwork that has an impact on a building or infrastructure must be reviewed and approved by the Capital Project Art Team by the end of schematic phase.
- 8.2 The installation of the artwork shall be provided or arranged for by the artist or donor of the artwork, and will be administered by the PA staff in conjunction with the Capital Project Art Team.
- 8.3 Artistic design and project design conflicts, if any, will be resolved by the PA lead and the Capital Project Art Team.

## **9.0 Divestment of Artwork**

- 9.1 No person, agency, or entity may remove an artwork from park property that has become the property of the Department without written permission from the Superintendent.
- 9.2 The Core Teams will advise the Department Arts Liaison and the Superintendent concerning requests to remove artwork from park property.
- 9.3 If the Superintendent believes an artwork located in a Seattle park may no longer be appropriate to the site he/she will request the review by SAC, in accordance with its policy, for deaccession.

## **10.0 Change of Location**

10.1 No person, agency, or entity may move an artwork that has become the property of the Department from one park property site to any other park property site, without written permission from the Superintendent.

10.1.1 The Core Team will advise the department Arts Liaison and the Superintendent on any proposed change of location.

10.1.2 If the Superintendent concurs with the Core Team's recommendation, the Superintendent will consult with the PA Committee and ask that it begin the procedure for relocation of an artwork.

10.2 Exception to Core Team and Project Team Roles

10.3 On a case-by-case basis, the Superintendent may delegate to Department representatives on Project Teams the Core Team's responsibilities for assessing site-specific appropriateness and for recommending acceptance or rejection.

10.3.1 Interpretive exhibits designed within wildlife enclosures at the zoo and the aquarium are exempted from this review process.

10.3.2 Temporary artwork produced within Seattle Parks and Recreation classes and programs are exempted from this review, as long as there is no physical alteration to a building or park, and the immediate recreation manager has been notified of the display.

## **11.0 Maintenance (See Memorandum of Understanding for Art Maintenance on DPR property)**

11.1 The Arts Liaison and the Commission will together maintain a complete inventory of artworks located on Parks and Recreation property. This inventory will include the date of acquisition, maintenance plan and schedule for each artwork.

11.2 When the Core Team reviews an artwork proposed for placement on Parks property, it will consider issues of maintenance in determining whether or not to recommend acceptance of the artwork. The Arts Liaison will conduct an annual review of the number of artworks acquired in the previous year. Core Team will then make a recommendation to the Superintendent regarding the need for additional maintenance staff.

- 11.3 The maintenance responsibilities for each category of artwork will vary depending on the ownership and status of the artworks.
- 11.3.1 The Seattle Arts Commission has commissioned artworks on Parks and Recreation property through Percent for Art funds, and these artworks are the financial and physical responsibility of the Seattle Arts Commission.
- 11.3.2 The Seattle Arts Commission assumes financial and physical responsibility for certain gifts and artworks of historical significance that have been accepted into its collection.
- 11.3.3 The Department has accepted onto its property play structures, functional artworks or other gifts without SAC's involvement, and will assume physical and financial responsibility for the maintenance of these works. If requested, the SAC can provide advice and information on how to maintain these artworks.
- 11.3.4 The Department has on its property artworks that the Seattle Arts Commission recommends the Department remove from the City's collection for adoption by a community or stakeholders. The Department will perform maintenance, repair, cleaning and graffiti removal of these artworks at its expense until the artwork has been removed from the City's collection or has been adopted.