



**ADMINISTRATIVE DIRECTIVE**

<b>PUBLIC ART PROGRAM DONATIONS AND PRIVATELY FUNDED PROJECTS</b>	<b>NUMBER</b> <b>7.01-6</b>	<b>PAGE</b> <b>1 of 3</b>
	<b>EFFECTIVE DATE</b> <b>February 16, 2012</b>	

**I. PURPOSE**

The purpose of this administrative directive is to develop a protocol for donated and privately funded art projects on public property.

**II. POLICY**

The City of Tucson will consider accepting donations of artwork into the City's public art collection and will consider sitting privately funded projects on public property. The City will also consider accepting temporary works of art for display in City-owned facilities or on City-owned property.

**III. GUIDELINES**

**A.** The process for accepting donations, temporary works of art, and privately funded projects must adhere to the following guidelines:

1. Arts Foundation for Tucson and Southern Arizona (AFTSA) Public Art and Community Design Committee (PACD) shall review and comment on the proposed artwork.

2. Artists or others requesting review of artwork for donation or sitting shall provide the following information:

**a.** Design of the Proposed Artwork – Information Required

- (1) Site plan or photo of the site.
- (2) Drawing and/or photo of the artwork with dimensions.
- (3) Description or indication of proposed location.
- (4) Description of how the artwork has been, will be produced including materials.
- (5) Description of how the artwork will be installed including materials and/or hardware.
- (6) Artwork material sample if applicable.
- (7) Statement of whether the artwork is being donated with ownership transferred to the City or installed temporarily with ownership not conveyed to the City.
- (8) Value of the artwork.
- (9) Maintenance and conservation recommendations (to be formalized through completion of the Artwork Maintenance Protocol).
- (10) Statement of maintenance responsibilities (privately maintained or requesting that City maintain).
- (11) Anticipated annual maintenance cost if applicable.



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- (12) Letter stating agreement with the project from neighborhood association if in a registered or formalized neighborhood.
  - b.** AFTSA's PACD shall review the proposed artwork using, but not limited to, the following criteria:
    - (1) Relationship of proposed artwork to existing artwork in the vicinity or future artwork proposed as part of an applicable Capital Improvement Project or other publically funded project.
    - (2) Constructability of the proposed artwork.
    - (3) Durability and craftsmanship in fabrication and production quality.
    - (4) The intended length of display of the artwork, whether permanent or temporary.
    - (5) Appropriateness of the artwork location.
    - (6) Appropriateness of the artwork scale to the proposed site.
    - (7) Appropriateness of the artwork to other aspects of its surroundings.
    - (8) Maintenance, preservation and conservation implications.
    - (9) Applicable neighborhood design guidelines.
  - c.** AFTSA shall facilitate the City's Risk Manager evaluation of the public safety, insurance, and liability implications of the donated artwork.
  - d.** AFTSA shall present the comments and recommendation of the PACD to the appropriate city department for their review and comments.
  - e.** The City Manager shall review the PACD's, department's, and the Risk Manager's comments and determine if the artwork shall be accepted.
  - f.** Artists shall retain their exclusive copyrights as expressed in the City's public art contract.
  - g.** The City Manager shall respond to the PACD's recommendation with a letter of approval or denial.
- B.** Any and all public art that is accepted into the City's public art collection or sited on public property outside the Selection Policy described in Section 701-4, regardless of funding source, shall follow this policy.



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**Appendices**                      None

**References**                      None

**Review Responsibility and Frequency**      The Deputy City Manager will review this directive annually, based on date of publication. Last review date: September 8, 2016.

**Authorized**

  
\_\_\_\_\_  
City Manager's Office

9/19/16  
Date

Michael Ortega