

CULTURAL AFFAIRS DEPARTMENT
Department Directive No. 29
POLICY GOVERNING ARTWORKS

POLICY

City Charter Section 165 empowers the Cultural Affairs Commission to review the design of artworks to be donated to the City of Los Angeles, or placed on City property.

The Cultural Affairs Commission meets on the first and third Thursdays each month in the Board Room of the Cultural Affairs Department, located at 433 S. Spring St., 10th floor.

PROCEDURE

The Commission may review artworks in four ways:

1. Approve/disapprove donations of works of art submitted as donations to the City of Los Angeles.
2. Approve/disapprove placement of artworks on property belonging to, or under the control of the City submitted for acceptance to other City Departments or officials as donations to the City of Los Angeles.
3. Approve/disapprove placement of artworks on property belonging to, or under the control of the City of Los Angeles.
4. As part of the Percent-for-Arts Program, the Commission may:
approve/disapprove the design of artwork proposed to be publicly accessible;
approve/disapprove the acquisition or construction of arts or cultural facilities;
approve/disapprove the provision of arts or cultural services; or
approve/disapprove the restoration or preservation of existing works of art.

The Commission reviews artworks that have already been completed, and artworks proposed for future completion. In the case of artworks that have not been completed, it is required that the Commission reviews the project in concept form. This will help to ensure final Commission approval when the project is completed.

**SCHEDULE OF CONSIDERATION OF ARTWORK FOR THE CITY
COLLECTION**

The goal of the Collection of the City of Los Angeles is to enhance the artistic heritage of the City of Los Angeles, to promote understanding and awareness of the visual arts, and to

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enhance the climate for artistic creativity. The Collection seeks a diversity and pluralism in its inventory, while excluding reproductions that are unlimited editions, and art objects that are mass-produced. Because of the volume of applications for donations made to the Cultural Affairs Commission, criteria have been established for acceptance that include the recognition of exceptional quality and enduring value as perceived by recognized art experts and, when site is a factor in the placing of work, the appropriateness of the artwork to the proposed site. The following is an overview of the process:

1. All proposals for donation must be accompanied by a completed application. If an inquiry is received by a municipal agency, elected official, or staff person without an application form, the inquiry will be forwarded to the City Art Collection Manager, and a form will be sent to the applicant. Completed applications will be acknowledged with a receipt.
2. The completed application must be accompanied by a model, color photographs, or a color rendering of the proposed work of art. This documentation at the initial stage of review should take the form of representations that accurately portray the work to be considered. If the work is three-dimensional, multiple views are required. The Cultural Affairs Department curatorial staff will not be able to provide an informed opinion without these materials.
3. If the proposed gift involves a site to which the work is specific or adjusted, a site plan demonstrating the relationship of the work to the proposed area must be included; color photographs of the site are also required.
4. The Cultural Affairs Commission Executive Assistant will transmit a copy of the materials to the General Manager of the Cultural Affairs Department. The General Manager or a qualified designee will evaluate the proposal and make written recommendations to the Commission, rendering an opinion regarding the appropriateness of the object to the Collection. If necessary, the General Manager may appoint a specially composed arts advisory panel to review the work and make recommendations to the Commission.
5. If the work requires siting but no suggested site is specified by the applicant, the General Manager or a qualified designee, after determining the work to be appropriate for placement on City property, may suggest locations to the Commission for review.

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6. When the General Manager's evaluation is received in the Commission Office, the Commission Executive Assistant will place the item on the next available agenda. NOTE: The General Manager's recommendations are not binding on the Commission and the Commission will make its own findings.
7. The artist, donor, sponsor or representative thereof, will be required to make a brief presentation concerning the proposed artwork, and its proposed location if applicable, at the Cultural Affairs Commission meeting. Applicants should be prepared with visual aids that clearly illustrate the proposal to the Commissioners. Visual aids may include the documentation provided as part of the application. If the presentation of slides or a video is a component of the presentation, the applicant must bring the appropriate audio-visual equipment to the Commission meeting. As the Commissioners must judge the aesthetics of the proposal, the quality and legibility of presentation materials is essential.
8. At the conclusion of the Commission hearing, the proposed donation may be accepted or declined, recommended for change in form or site when applicable, or rescheduled for later consideration if alteration or additional public participation is considered necessary for appropriate response.

DISCLAIMERS

1. The artist, donor, or sponsor of an artwork may be required to pay all installation costs associated with its placement on property belonging to, or under the control of, the City of Los Angeles.
2. Acceptance of a donation by the City of Los Angeles is not determinative of the value of the donation.
3. Donations with a value of more than \$5,000 submitted for acceptance by the Cultural Affairs Commission also require City Council acceptance in accordance with Section 5.111.2 of the Los Angeles Administrative Code.
4. The donor of an artwork will be asked to complete a registration form for management and maintenance of the work. This will include such details as dimensions and materials, and the intention of the artist with regard to patination or other natural process of change. NOTE: The donor may also be required to establish a maintenance fund for the work.

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5. It is understood that the City of Los Angeles retains the right to convey the work to another site or to storage or for conservation, and similarly may, with the advice of the Commission, elect to remove the artwork from the inventory of the City Collection by sale or other appropriate means, including discard.

CRITERIA FOR JUDGEMENT OF ARTWORK SUBMITTED TO THE COMMISSION

1. Submissions will be judged for artistic excellence based on the opinion of art professionals and the Commission. The Collection seeks a diversity and pluralism in its inventory, while generally excluding reproductions that are unlimited editions, and art objects that are mass-produced.
2. Submissions will be considered based on the perception of enduring value.
3. Submissions will be judged by appropriateness to site if work is adjusted or specific to a site.
4. The work should evidence durability of design and materials.
5. The Commission will consider maintenance requirements and resistance to vandalism.

ADOLFO V. NODAL
General Manager