



HUMAN SERVICES COMMITTEE

Agenda

Tuesday, March 3, 2015
2:00 pm

Madison Avenue Meeting Room
500 SW Madison Avenue

- | | |
|------------------------------------|---|
| Discussion/ Possible Action | I. The Arts Center Annual Report
(Attachment) |
| Discussion/ Possible Action | II. Public Art Selection Commission Annual Report
(Attachment) |
| Discussion/ Possible Action | III. Council Policy Review and Recommendation: 4.12,
"Guidelines for Public Art Selection" |
| Information | IV. Other Business |

Next Scheduled Meeting

Tuesday, March 17, 2015 at 2:00 pm
Madison Avenue Meeting Room, 500 SW Madison Avenue

Agenda

United Way Social Service Allocations Semi-Annual Report
Council Policy Review and Recommendation:
4.01, "Guidelines for Commercial Vending and
Fundraising Activities in City Parks"



MEMORANDUM

To: Human Services Committee
From: Karen Emery, Director *KE*
Steve DeGhetto, Assistant Director
Date: March 3, 2015
Subject: The Arts Center Annual Report

Issue: The Arts Center is scheduled for its annual review before the Human Services Committee.

Background: Parks and Recreation Department allocates \$42,000 in funds to The Arts Center for its operations. The Parks and Recreation Department has retained the annual Internal Service Charge amount for facilities maintenance paid to Public Works (FY 14-15, \$6,000). In FY 14-15 Parks and Recreation paid \$36,000 to the Arts Center in FY14-15). As per the current agreement between the City and The Arts Center, dated July 30, 2012, a report describing The Arts Center's organizational highlights and financial position is to be submitted on an annual basis.

Discussion: During the review period, The Arts Center hired Cynthia Spencer-Hadlock as Executive Director. The fifteen (15) member Board of Directors, and The Arts Center staff have continued to provide art programming and cultural events for the community.

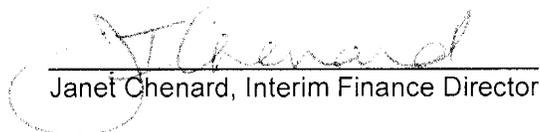
Financial documents have been reviewed by a third party, and reviewed by the City's Finance Department.

Recommendation: Staff recommends that the Human Services Committee recommend to City Council to accept The Arts Center Annual Report.

Review and Concur:



Nancy Brewer, City Manager *Pro Tem*



Janet Chenard, Interim Finance Director

Attachments:

1. Annual Report and Proposed Activity/work Plan
2. The Arts Center Annual Report
3. Finance Department Financial Review Memo
4. Financial Audit Report

2014 The Arts Center
Annual Report and Proposed Activity/Work Plan:

Members: Cynthia Spencer-Hadlock, Executive Director

Staff: Karen Emery, Parks and Recreation Department Director; Steve DeGhetto, Assistant Director; Joel Hirsch, Council Liaison

Purpose/Mission: The purpose of this report is to highlight programs, services and financial report for The Arts Center's FY 2013-14.

Prior Year Report:

The Arts Center ended the year with a net income carryover, a new Executive Director with long-standing ties to the community, and six new members on the Board of Directors each bringing expertise in a variety of fields.

Next Year Proposed Work Plan:

- City Funding and Grants, show value and pursue grant opportunities.
- Manage 5 endowment funds and use funds conservatively.
- Support and promote volunteer opportunities.
- Develop donor and membership participation.
- ArtsCare, continue to support healing arts in the community.
- Education, continue in-house arts programming and At-Risk Arts Education.
- Collaboration, actively build community relationships.

Resources:

Prior Year: Staff liaison time to facilitate and prepare annual report, coordinate financial review, and coordinate policy review. The Arts Center long term building maintenance is managed through Parks and Recreation and maintained by Public Works staff.

Next Year: Staff liaison time to facilitate and prepare annual report, coordinate financial review, and coordinate policy review. The Arts Center's long term building maintenance is managed through Parks and Recreation and maintained by Public Works staff.

The Arts Center's Board of Directors has adopted a Strategic Plan that seeks to identify the people in our community needing art services and how we can best respond to their needs. Additionally, we are in the process of hiring a consultant to help us create a funding plan that will allow The Arts Center to be sustainable, and able to meet the many needs for arts services in the future.



The Arts Center

700 SW Madison Avenue • Corvallis, Oregon 97333
541-754-1551 • www.theartscenter.net

The Arts Center Annual Report to the City of Corvallis, FY 2013-14

Submitted by Cynthia Spencer-Hadlock, Executive Director

The Arts Center continues to have a significant positive impact on the city's economic vitality, livability, and resident well-being. We ended the year with a net income carryover, a new Executive Director with long-standing ties to the community, and six new members on the Board of Directors each bringing expertise in a variety of fields. The organization continues its role as an engine for the creative economy, paying more than \$132,500 to local artists through teacher fees and sales commissions. Over 20,000 individuals received arts services through The Arts Center programs -- service numbers we are proud to accomplish with only three full-time, and 6 part-time and contracted staff.

FISCAL

City Funding and Grants

Financial support from the City of Corvallis is an essential part of The Arts Center's success as an organization. City funding is consistently leveraged to secure larger donations and grant funding. By using city funding to support the organization's staff and facility, The Arts Center continues to be a highly competitive mid-sized arts organization in the state for grant funding.

Private foundation and state granting support totaled \$149,049. These grants helped support The Arts Center's essential programs and services, including artist residencies in local schools and alternative centers, ArtsCare services at the hospital, and our outreach program in rural areas. Grants were awarded from the following:

- Anderson Children's Foundation
- Benton County Cultural Coalition
- Oregon Arts Commission
- Templeton Foundation
- Kiwanis Foundation
- Trust Management Systems Foundation
- Rotary International
- Samaritan Health Services Foundation

Endowment

The Endowment Board of Directors oversees five funds: a General Fund; the Howland Fund to support public art in Corvallis and awards for the Howland Community Open exhibition; the Elizabeth Starker Cameron Arts Education Fund; the Bob & Kitty Bunn Fund for the ArtsCare

Program; and the Steele Family Fund designated for the Exhibits Program. The Arts Center continues to be extremely conservative in its use of Endowment funds, though market gains this year allowed us to distribute \$58,411 from the fund for operational expenses.

Volunteers/In Kind

Over 200 volunteers donated their time to The Arts Center with services ranging from daily front desk receptionist hours to educational support and exhibition installation.

Memberships / Donations

Support from individuals dropped from the high level received in the first half of our 50th anniversary year, but continues to be strong. Memberships (the majority of which are of under \$100) brought in a total of \$26,490. Donations received an added boost with receipt of a \$70,000 bequest from the Elizabeth May Russell estate and totaled \$117,348, including businesses sponsorships, memorials and scholarship donation.

End of the Year Balance

The Arts Center ended FY 13/14 with \$151,772 in net assets (including temporarily restricted assets). This total represents net earnings of \$73,998 for the year.

PROGRAMS & SERVICES

Public Programs

The Arts Center welcomed over 11,000 visitors to our ArtShop and Exhibitions, The exhibition program coordinated a total of 8 major exhibitions, including an outreach program in three area rural towns. Shows offered exhibition opportunities to over 400 local, regional, and international artists. Each exhibition featured an opening event to meet the artists as well as a complementary cultural event such as a related Artist Gallery Talk. An additional 12 exhibitions in the Corrine Woodman galleries featured the work of local art guilds and emerging artists. We have also begun to offer gallery talks for this smaller focus gallery, too.

Our Art in Rural Storefronts project provided community building contemporary art installations in Halsey, Brownsville and Scio, via *Arts Build Community* funding from the Oregon Arts Commission. While this work was installed outside Corvallis, many of our local artists are interested in the community building aspects of art, and we hope to broaden experiences and educational opportunities for them in the coming years.

ArtsCare

Funded, in part, through an ongoing partnership with Samaritan Health Services, The ArtsCare program continues to provide over 1,400 hours of free art experiences to patients in area hospitals. Almost 4000 patients in cancer, dialysis treatment areas, mental health and intensive care units, received stress relieving, healing arts with ArtsCare artists. Artists also worked with patients' families staying short term at the Pastega House.

Education

The Arts Center provides creative play to 500 children through its in-house arts educational programs. Students experienced enriching ceramics, textiles, dance, painting and drawing during all-day programs on no-school days, an eight-week summer art camp, afterschool, and with an arts and culture enrichment program for home-school children.

The Arts Center also continues its At-Risk Arts Education program, which brings arts education to schools sites in Linn and Benton Counties at no cost to the student. The program also serves youth at the Jackson Street Youth Shelter, YES House (Sobriety support), and the Oak Creek Youth Corrections facility in Albany. The program is funded through grants and private donations, and served 1000 students.

Collaborations

In an effort to serve the needs of our community and to effectively maximize community resources, The Arts Center collaborates with many individuals and organizations. This year The Arts Center partnered with the Corvallis School District, Albany School District, Scio and Halsey schools personnel, City of Corvallis Parks & Recreation, the Corvallis-Benton County Public Library, Leadership Corvallis, the Multicultural Literacy Center, a regional home-school group, Corvallis Fall Festival and daVinci Days Festival and seven artists guilds representing hundreds of local artists. We also worked with partners outside Corvallis: School administrators and teachers in Albany, Scio, and Halsey, the Brownsville Arts Center, and the City of Halsey. Additionally, staff serves on the Public Arts Selection and Arts and Culture Commissions.

We received funding to host three “Art Opens Doors/El Arte Abre Puertas” events. One focused on arts education opportunities for youth with a day of free arts activities, one was a celebration of the arts and invited members of the arts community to share with each other, the third is going to be focused on the rich traditions of those in our Spanish speaking community. These events focused on new audience building. Our success with this was mixed, but we were able to renew contact with people who let The Arts Center slip from their radars.

STRATEGY FOR THE FUTURE OF THE ARTS IN CORVALLIS

Many of us in the non-profit arts world continue to be concerned about the future of our arts institutions. A key to our survival will be returning arts education to our public schools, and increasing support to the growing numbers of people in our creative economy. The Arts Center’s Board of Directors has adopted a Strategic Plan that seeks to identify the people in our community needing art services and how we can best respond to their needs. Additionally, we are in the process of hiring a consultant to help us create a funding plan that will allow The Arts Center to be sustainable, and able to meet the many needs for arts services in the future.

For any questions concerning this report, please contact Cynthia Spencer-Hadlock, Executive Director, at The Arts Center, 754-1551.

**Finance Department**

500 SW Madison Avenue

Corvallis, OR 97333

541-766-6990

541-754-1729

MEMORANDUM

February 11, 2015

TO: Steve Deghetto, Parks and Recreation Assistant Director

FROM: Tina Stephens, Senior Accountant

SUBJECT: The Corvallis Arts Center, Inc. Annual Financial Review, Fiscal Year 2014

This review consists of inquiries and analytical procedures and is limited in its nature. The Statement of Financial Position, Statement of Activities and Change in Net Assets, Statement of Cash Flows, and the related Notes to the Financial Statements are unaudited financial reports that are the representation of the management of Corvallis Arts Center, Inc. (CAC).

The June 30, 2014 financial reports were reviewed by Isler Group, LLC, a certified public accounting firm. Isler Group has not audited the financial statements and does not express an opinion or any form of assurance on the financial statements.

This review is based on CAC's fiscal year, July 1, 2013 through June 30, 2014. CAC records transactions using the accrual basis of accounting.

During the year ended June 30, 2014, CAC reported revenues of \$519,349 and expenses of \$445,352, resulting in a net gain of \$73,997. CAC received \$42,310, 8.1% of its total revenues, from the City of Corvallis. CAC has properly accounted for all revenue received from the City.

The Corvallis Arts Center reported total assets of \$178,217 and total liabilities of \$26,446, resulting in net assets of \$151,771. Of this, \$24,100 is reported as temporarily restricted.

Based on this review, acceptance of the Corvallis Arts Center's annual report is recommended.

CORVALLIS ARTS CENTER, INC.
REVIEWED FINANCIAL STATEMENTS
JUNE 30, 2014

Corvallis Arts Center, Inc.
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Isler of Klamath Falls
Lawrence S. Nichols, CPA/PFS, CFP
Natalie E. Fanning, CPA
Kimberly D. Price, CPA
John R. Warner, CPA

Stover Neyhart & Co.
Lawrence W. Stover, Jr. CPA
Irva K. Neyhart, CPA

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Corvallis Arts Center, Inc.
Corvallis, Oregon

We have reviewed the accompanying statement of financial position of the Corvallis Arts Center, Inc. (a nonprofit organization) as of June 30, 2014, and the related statement of activities and change in net assets, and statement of cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Isler Group, LLC

October 29, 2014
Corvallis, Oregon

Corvallis Arts Center, Inc.
Statement of Financial Position
June 30, 2014

See accompanying notes and independent accountants' review report

Assets

Current assets

Cash	\$ 136,693
Accounts receivable	16,539
Other receivables	2,085
Inventories	494
Total current assets	<u>155,811</u>

Property and equipment

Equipment	74,764
Leasehold improvements	45,179
Accumulated depreciation	<u>(97,537)</u>
Net property and equipment	<u>22,406</u>

Total assets	<u><u>\$ 178,217</u></u>
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Liabilities

Accounts payable	\$ 7,695
Accrued vacation	4,750
Unearned revenue-camp tuition	13,512
Unearned revenue-gift cards	489
Total liabilities	<u>26,446</u>

Net assets

Temporarily restricted	24,100
Unrestricted	<u>127,671</u>
Total net assets	<u>151,771</u>

Total liabilities and net assets	<u><u>\$ 178,217</u></u>
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Corvallis Arts Center, Inc.
Statement of Activities and Change in Net Assets
Year ended June 30, 2014

See accompanying notes and independent accountants' review report

	Unrestricted	Temporarily Restricted	Total
Support and revenues			
Program fees			
Education	\$ 54,020	\$ -	\$ 54,020
ArtsCare	880	-	880
Total program fees	<u>54,900</u>	-	<u>54,900</u>
Artshop/gallery/exhibit			
Gift shop and gallery sales	32,492	-	32,492
Total artshop/gallery/exhibit	<u>32,492</u>	-	<u>32,492</u>
Grants			
Foundation grants	86,849	16,000	102,849
Government grants	40,700	5,500	46,200
City of Corvallis	42,310	-	42,310
Endowment	58,411	-	58,411
Satisfaction of program restrictions	5,900	(5,900)	-
Total grants	<u>234,170</u>	<u>15,600</u>	<u>249,770</u>
Memberships and contributions			
Donations/contributions	60,297	51,601	111,898
Membership fees	26,490	-	26,490
Satisfaction of support restrictions	51,601	(51,601)	-
Total memberships and contributions	<u>138,388</u>	<u>(0)</u>	<u>138,388</u>
Fundraising/special events			
Chocolate Fantasy	23,250	-	23,250
Other events	7,873	-	7,873
Total fundraising/special events	<u>31,123</u>	-	<u>31,123</u>
Other revenues			
Facility rental	4,110	-	4,110
Interest income	36	-	36
Donated building space	6,530	-	6,530
Other revenues	2,000	-	2,000
Total other revenues	<u>12,676</u>	-	<u>12,676</u>
Total support and revenues	<u>\$ 503,749</u>	<u>\$ 15,600</u>	<u>\$ 519,349</u>

Corvallis Arts Center, Inc.
Statement of Activities and Change in Net Assets
Year ended June 30, 2014

See accompanying notes and independent accountants' review report

Expenses	Unrestricted	Temporarily Restricted	Total
Programs			
Education	\$ 121,810	\$ -	\$ 121,810
ArtsCare	70,627	-	70,627
Artshop	39,517	-	39,517
Exhibits	82,124	-	82,124
Total Programs	<u>314,078</u>	-	<u>314,078</u>
General and administrative	72,719	-	72,719
Fundraising	<u>58,555</u>	-	<u>58,555</u>
Total expenses	<u>445,352</u>	-	<u>445,352</u>
Increase (decrease) in net assets	58,397	15,600	73,997
Net assets - beginning of year	<u>69,274</u>	8,500	<u>77,774</u>
Net assets - end of year	<u>\$ 127,671</u>	<u>\$ 24,100</u>	<u>\$ 151,771</u>

Corvallis Arts Center, Inc.
Statement of Cash Flows
Year ended June 30, 2014

See accompanying notes and independent accountants' review report

Cash flows from operating activities	
Increase in net assets	\$ 73,997
Adjustments to reconcile changes in assets to net cash provided by operating activities:	
Depreciation and amortization	1,954
Increase in accounts receivable	(1,703)
Increase in other receivables	(202)
Decrease in inventories	1,122
Increase in accounts payable	2,391
Increase in accrued expenses	1,584
Decrease in unearned revenues	(7,771)
Net cash provided by operating activities	<u>71,372</u>
Net increase in cash	71,372
Cash, beginning of year	<u>65,321</u>
Cash, end of year	<u>\$ 136,693</u>

Corvallis Arts Center, Inc.
Notes to Financial Statements
June 30, 2014

Note 1 - Nature of activities and significant accounting policies

Nature of activities

Corvallis Arts Center, Inc. (the Organization) is a non-profit organization with a mission to nurture artistic expression and to enhance the creative life of the community. This mission is carried out through such programs as exhibitions, performances, extensive on-site arts and culture programming for children, an ArtsCare program serving health care facilities, and the promotion and sale of artists' work through exhibitions and the ArtShop. Sources of income include grants, memberships, sponsorships, class and event fees, and artwork sales commissions.

Basis of accounting

The Organization uses the accrual method of accounting in accordance with accounting principles generally accepted in the United States of America, which recognizes revenues in the period in which the related expenses are incurred.

Financial statement presentation

Under FASB ASC 958-210-45-9, The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. As of June 30, 2014 there were no permanently restricted net assets.

Accounts receivable

Management considers accounts receivable to be fully collectible; accordingly no allowance for doubtful accounts has been established. This method does not result in a significant difference from the allowance method.

Inventories

Inventories consist of items purchased and held for resale and are valued at cost. A physical inventory is taken annually. Consigned goods are not included in inventory.

Property and equipment

Property and equipment acquisitions are capitalized at their purchase price and depreciation is computed using the straight-line method over the assets' useful lives.

Contributions

Under FASB ASC 958-605-45-3, *Not for Profit Entities: Revenue Recognition*, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the absence or existence and nature of any donor restrictions. Contributions received with donor-imposed restrictions that are met in the same year in which the contributions were made are classified as unrestricted contributions.

Contributed services

The Organization enlists the services of approximately 195 volunteers. Contributed services have not been recognized in the financial statements as they do not meet the criteria for recognition under generally accepted accounting principles

Corvallis Arts Center, Inc.
Notes to Financial Statements
June 30, 2014

Note 1 - Nature of activities and significant accounting policies (continued)

Advertising costs

Advertising costs are expensed as incurred. Advertising costs for the year ended June 30, 2014 were \$7,558.

Income taxes

Corvallis Arts Center, Inc. is a not-for-profit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Uncertain tax positions

The organization has adopted FASB ASC 740-10, *Accounting for Uncertainty in Income Taxes*. The organization files income tax returns in the U.S. federal jurisdiction and the State of Oregon as needed. The Organization is no longer subject to U.S. federal or state income tax examinations by taxing authorities for years prior to 2010.

The Organization has made no adjustments to net assets related to FASB ASC 740-10 and there have been no material changes in the amount of unrecognized tax benefits or liabilities that would affect the effective tax rate of the Organization. The Organization's policy is to recognize accrued interest and penalties associated with uncertain tax positions, if any, as part of the income tax provision.

Net assets

Unrestricted - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted - Net assets subject to donor-imposed stipulations that will be met, either by actions of the Organization and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted - Net assets subject to donor-imposed stipulations that must be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes.

Use of estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Date of management's review

Subsequent events have been evaluated through the date of this report, which is the date the financial statements were available to be issued.

Corvallis Arts Center, Inc.
Notes to Financial Statements
June 30, 2014

Note 2 - Temporarily restricted net assets

The activity in the temporarily restricted net assets funds by program for the year ended June 30, 2014 are as follows:

	<u>Education</u>	<u>ArtsCare</u>	<u>Artshop</u>	<u>Exhibits</u>	<u>Operations</u>	<u>Other</u>	<u>Total</u>
Beginning balance	\$ -	\$ -	\$ 3,000	\$ 3,500	\$ -	\$ 2,000	\$ 8,500
Income:							
Foundations	16,000	-	-	-	-	-	16,000
Government	-	-	-	5,500	-	-	5,500
Other contributions	49,401	-	-	-	2,200	-	51,601
	<u>65,401</u>	<u>-</u>	<u>-</u>	<u>5,500</u>	<u>2,200</u>	<u>-</u>	<u>73,101</u>
Expenses:							
Payroll related	5,995	-	-	2,901	1,293	-	10,189
Contract labor	32,882	-	-	1,250	-	-	34,132
Scholarships	3,503	-	-	-	-	-	3,503
Materials	7,465	-	-	85	-	-	7,550
Travel	-	-	-	408	-	-	408
Other	656	-	-	156	907	-	1,719
	<u>50,501</u>	<u>-</u>	<u>-</u>	<u>4,800</u>	<u>2,200</u>	<u>-</u>	<u>57,501</u>
Ending balance	<u>\$ 14,900</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 4,200</u>	<u>\$ -</u>	<u>\$ 2,000</u>	<u>\$ 24,100</u>

Note 3 - Economic dependence

The Organization has a three-year agreement with the City of Corvallis under which the City will provide support to the Organization based upon a designated percentage of the City's property tax levies. The agreement expires on June 30, 2015. Total support provided under the contract for the year ended June 30, 2014 was \$42,310.

Note 4 - Endowment fund

In February 2001 a separate supporting organization known as The Arts Center Endowment, Inc. (formerly known as ArtCentric Endowment, Inc.) was formed to manage the endowed funds. Net transfers of \$136,593 were made from the Corvallis Arts Center, Inc. to The Arts Center Endowment, Inc. at the time of separation. The Arts Center Endowment, Inc. provides fiscal support to the Organization. During the year ended June 30, 2014, the Organization received \$58,411 from the Endowment.

Corvallis Arts Center, Inc.
Notes to Financial Statements
June 30, 2014

Note 5 - Lease agreement

In 2010 the Organization entered into a 5-year operating lease agreement for a copier. Minimum payments due under the lease agreement are as follows:

Amounts due for the year ended June 30:	
2015	422
Total	<u>\$ 422</u>

Note 6 - Donated building space

The Organization operates in a building owned by the City of Corvallis, which the City makes available free of charge. The estimated fair market rental value of the building is reflected as donated building space in the financial statements. The amount so included for the year ended June 30, 2014 was \$6,530.

2014 Corvallis Public Art Selection Commission
Annual Report and Proposed Activity/Work Plan:

Members: Hester Coucke, Chi Meredith, Shelley Moon, Kirsi Peltomaki, Josh Hackenbruck, Barbara Weber

Staff: Karen Emery, Parks and Recreation Department Director; Steve DeGhetto, Assistant Director; Joel Hirsch, Council Liaison

Purpose/Mission: The Public Art Selection Commission was established by Municipal Code Section 311.156 as follows:

- 1) Public Art Selection Commission is hereby created for the City.
- 2) The Commission shall consist of seven voting members all appointed by the Mayor and confirmed by the City Council. At least one member shall be an Arts Center board member, one member shall be an OSU Art Faculty member, one member shall be an Arts and Cultural Commission board member, two members shall be professional artists, and three two members shall serve "at-large" from the community. The Commission may ask for specialist positions (architect, landscape architect, professional historian, etc.) to sit with the Commission in an advisory capacity.
- 3) The Commission is established for the purpose of art selection for the City of Corvallis consistent with Council Policy 98 -4.12, " Public Art Selection Guidelines."
- 4) Initial appointments to the Commission shall be staggered to ensure continuity of membership; two for one year, two for two years, and three for three years.

Prior Year Report: The Commission met 7 times during the prior year, and reviewed two public art proposals, policy, and PASC Sunset Review. The Commission began development of a Public Art Selection brochure as an artist's guide for the public process. The document supports artists interested in pursuing both commissioned and donated art for the City. This brochure will require some additional editing to reflect the changes in the ordinance and in CP 4.12, Public Art Selection Guidelines.

Next Year Proposed Work Plan: The Commission was Repealed in November, 2015. Members have been invited to volunteer as a subcommittee of the Arts and Culture Advisory Board; to date no Commission members have accepted this invitation.

Resources:

Prior Year: Recorder and staff liaison time to facilitate monthly meetings, takes minutes, prepare agenda and packet, prepare annual reports, and coordinate policy review.

Next Year: Not applicable.

**CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSION
JANUARY 15, 2014**

Attendance

Hester Coucke
Shelley Curtis
Josh Hackenbruck
Chi Meredith
Shelley Moon
Cynthia Spencer

Staff

Stephen DeGhetto, Assistant Director

Absent/Excused

John Arne
Joel Hirsch, Council City Liaison
Bill Laing
Paul Rickey, Jr.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Assistant Director Steve DeGhetto called the meeting to order at 4:00 p.m.

II. REVIEW OF MINUTES.

Shelley Curtis moved and Chi Meredith seconded to approve the December 18, 2013 minutes as presented; motion passed.

DeGhetto welcomed new PASC member Hester Coucke. Curtis has been in touch with Paul Rickey, Jr. who has supplied his updated email address and has expressed his interest in remaining active with PASC. DeGhetto will be in touch with Rickey and with all PASC members to make sure that contact information on file is accurate.

III. VISITOR PROPOSITIONS. None.

IV. PUBLIC ART SELECTION BROCHURE DEVELOPMENT.

DeGhetto stated that the brochure is coming together well, and that draft checklists for commissioned and donated art are in process. PASC is looking to remain accurate to policy while remaining progressive and on-track in terms of preventing unnecessary miscues, and is looking for feedback to these ends.

Curtis mentioned that usage of the term “committee” should be changed to “commission” throughout all materials. Moon broached the topic of possible confusion for artists regarding the use of the term “sponsor.” After discussion, DeGhetto suggested using the term “sponsoring entity” in place of “sponsor” throughout materials. PASC will also include the term “verify” in the section now reading, “Contact participating agencies, landlords, and organizations to receive tentative approval and verify sponsoring entity.”

Meredith suggested finding a way to highlight that PASC is not a jury. Spencer would like the outline for artists to be improved. DeGhetto stated that if changes to policy are necessary to ensure greater communication, such changes can be made. Meredith and others will be working on revisions in the interim between PASC meetings.

V. MISSION STATEMENT DISCUSSION:

DeGhetto distributed Mission Statement and Vision Statement draft text from multiple PASC members. Moon stressed the importance of each as opportunities to inform local artists of PASC's existence, roster, and purpose. Moon stated the information should be as user-friendly as possible, and that she looks forward to PASC utilizing these materials to provide greater outreach to areas such as Southtown.

PASC voted to adopt Hackenbruck's Vision Statement text, changing only the term “enhance” to “enrich.” Hackenbruck's Mission Statement text will be used as a draft template between meetings for PASC members to consider between meetings.

Curtis stated that a talk about officers should be a part of the next meeting's Agenda, and that PASC members should be selecting their five favorite previous public art images for possible use in the flyer. PASC decided that they will be meeting in February of 2014.

VI. ADJOURNMENT: Meeting adjourned at 5:13 p.m.

**CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSION
MARCH 19, 2014**

Attendance

Hester Coucke
Josh Hackenbruck
Chi Meredith
Shelley Moon
Paul Rickey, Jr.
Cynthia Spencer

Staff

Stephen DeGhetto, Assistant Director

Absent/Excused

John Arne
Shelley Curtis
Joel Hirsch, Council City Liaison

Guests

Carolyn Rawles, Director, Corvallis-Benton
County Public Library

CONTENT OF DISCUSSION

I. CALL TO ORDER: Vice Chair Paul Rickey, Jr. called the meeting to order at 4:01 p.m.

II. REVIEW OF MINUTES.

There was some brief discussion regarding the usage of the term “jury” in the January minutes; such will be changed to more accurately display meaning that the PASC does not review works in any sort of punitive fashion. Following such revision, PASC moved to approve the January 15, 2013 minutes as presented; motion passed.

It was discussed that Rickey, Jr. will not be renewing his position with PASC due to time constraints. He is however still available for consultation in the future.

III. VISITOR PROPOSITIONS.

PASC welcomed Carolyn Rawles, Director, Corvallis-Benton County Public Library. The Library is looking to accept the donation of a piece by George D. Green, an artist with historical ties to the Corvallis community and who had ties to the Beat movement in San Francisco. The piece in question, entitled “The Poetry of H.D. Moe – Zowie Sang to the Sea,” would be coming from a private collection and is presently valued at an estimate of \$16,000. The piece measures roughly 18” x 20” on birch and appears to have a 3D effect. The library has a specific location in mind for the piece near their new books section and would greatly like to accept the donation. Hester requested that the library look into ways the work might be permanently affixed so as to safeguard against potential theft due to the smaller size and high value of the piece.

IV. ELECTION OF OFFICERS.

Election of Officers has been postponed to the next PASC meeting, scheduled for April 16, 2014.

V. PUBLIC ART SELECTION BROCHURE DEVELOPMENT.

PASC decided they will be using the most recent Vision Statement as-is.

VI. MISSION STATEMENT DISCUSSION.

PASC decided to use Hackenbruck's Mission Statement as a base, and PASC members will prepare possible revisions prior to the next PASC meeting which is currently scheduled for April 16, 2014. Consideration is being given as to whether or not the term "City" should be capitalized.

Additionally, the "Commissioned Art Procedures" text is planned to be used as-is. Such will be circulated via email to PASC members, who should be considering what artists' works and images should be featured throughout.

VII. COUNCIL POLICY 94-4.07 CITY-OWNED ART OBJECTS ON PRIVATE PROPERTY.

PASC reviewed the text pertinent to Policy Area 4, which was included with in the March meeting materials. After some discussion, revisions were suggested to the second paragraph of 4.07.021 as shown below.

"Prior to acceptance of the artist's work, the City will obtain the artist's written permission to move the art in the event that such relocation may be in the public interest."

Phrasing on Point 4 of the second page was discussed, specifically the section referring to "responsible cleaning, maintenance, and protection of the work..." Members felt "within reason" should be omitted unless it is specifically necessary for purposes of legal protection. Additionally, terms "reasonable," "within reason," "security," and "preservation" were discussed for potential inclusion.

Regarding 4.07.030, DeGhetto will research the section currently referring to the City Manager as to whether or not this is the correct party to be listed. It is believed that the Department Director may instead be correct.

VIII. PREPARE FOR PASC ANNUAL REPORT.

In preparation for PASC's Annual Report, such reference materials will be included and/or drawn from such as the following: Membership roster, accomplishments, information pertaining to new pieces and projects, prospective roles, vacancies, mosaic collaborations, the need seen for a simplified process and brochure regarding PASC, and the need to differentiate between processes for donated and commissioned art.

Some key items are talking about the validity of the Commission and PASC's plans for the future. Others include PASC's increase in invitation and publicity.

Differentiating PASC from ACC is a key point as well. ACC is much more broad, whereas PASC deals with art only, and more specifically with public art only.

PASC mentioned that said presentation will be heard by the Human Services committee on April 8th at 2pm at the Madison Avenue Meeting Room. Coucke and Spencer presently plan to attend, subject to availability.

Lastly, Rickey, Jr. encouraged PASC members to attend an exhibition he is curating at the Wine Vault in Philomath, which is open Saturdays and Sundays from Noon to 5pm through April 13th.

IX. ADJOURNMENT: Meeting adjourned at 5:01 p.m.

**CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSION
MAY 21, 2014**

Attendance

Hester Coucke
Josh Hackenbruck (until 4:43)
Chi Meredith
Cynthia Spencer

Staff

Stephen DeGhetto, Assistant Director
John Ame
Absent/Excused
Shelley Curtis
Shelley Moon
Joel Hirsch, Council City Liaison

CONTENT OF DISCUSSION

I. CALL TO ORDER: Chi Meredith called the meeting to order at 4:09 p.m.

II. REVIEW OF MINUTES.

Spencer moved and Coucke seconded to approve the March 19, 2014 minutes as presented; motion passed.

III. VISITOR PROPOSITIONS.

None.

IV. ELECTION OF OFFICERS.

Election of Officers has been postponed, awaiting information on possible restructuring via the suggestions made by the Public Participation Task Force.

V. PUBLIC ART SELECTION BROCHURE DEVELOPMENT; ART IMAGE SELECTIONS FROM THE BROCHURE.

PASC's current brochure revision is shaping up nicely. Discussion led to possibly changing the front portion to read "A Guide For Public Art." Minor typos and thoughts on phrasing were discussed. The interior's left-most page should correct "Art FAculty" (to "Art Faculty") and "ont he" (to "on the"). Coucke posed questions regarding phrasing that might be improved. DeGhetto stated that if such is written as present due to policy, such written policy could be changed if necessary. The main concern involved changing the term "artist" throughout materials to "proposal," "art project," "proposal for an art project," or something similar – thus changing the focus from the individual to that of the work itself. The Checklist portion on the bottom interior will be changed to a check-box-style format rather than bullet points. The final bullet point may be omitted or moved elsewhere depending on phrasing as it cannot necessarily be considered a "requirement." Coucke suggested retitling the Checklist portion to something like "Approved Projects will Require..." or something similar, stating such need to meet these requirements during the process. Coucke has a number of thoughts regarding phrasing throughout materials, which she will forward to DeGhetto. In the "Commissioned Art" and "Donated Art" section on the interior in the middle and right-most sections, discussion called for possibly changing the "Meeting 1 through 4" headings to "Meetings 1 through 3." A comma should possibly be added following the term "proposal" in the section currently marked as "Meeting 3. Under "Donated Art,"

parentheses could be considered in the portion currently reading “the artwork or images of the artwork,” to instead be presented as “the artwork (or images of the artwork).” Options for possible phrasing changes regarding the call (specifically, subjects and verbs) were also made by DeGhetto. A final draft will be prepared based on the information above for review at the next upcoming meeting, and in the interim as well.

VI. MISSION STATEMENT FINAL REVIEW.

PASC's prior decision to use Hackenbruck's Mission Statement text as a base stands. Spencer motioned and Coucke seconded for a vote on such, and PASC voted to approve the use of such unanimously.

VII. ADJOURNMENT: Meeting adjourned at 5:10 p.m.

**CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSION
JULY 16, 2014**

Attendance

Josh Hackenbruck
Chi Meredith
Shelley Moon

Staff

Stephen DeGhetto, Assistant Director
John Ame, Marketing

Absent/Excused

Hester Coucke
Cynthia Spencer
Barbara Weber
Joel Hirsch, Council City Liaison

CONTENT OF DISCUSSION

I. CALL TO ORDER: Josh Hackenbruck called the meeting to order at 4:03 p.m.

II. REVIEW OF MINUTES.

Meredith moved and Moon seconded to approve the May 21, 2014 minutes as presented; motion passed.

III. VISITOR PROPOSITIONS.

None.

IV. ELECTION OF OFFICERS.

Election of Officers has been postponed to PASC's next meeting.

V. PUBLIC ART SELECTION BROCHURE DEVELOPMENT

Discussion regarding PASC's current brochure revision called for the following changes to be made. On the external center section, there was discussion of adding "PASC Liaison" to DeGhetto's contact information. The majority of changes discussed were on the internal sections, and primarily to "Commissioned Art," "Donated Art," and "Requirements for Commissioned Artwork." These changes are detailed, by section, below.

In "General Guidelines" prior to both "Commissioned Art" and "Donated Art" headers, text should now read, "Step 1: Contact PASC liaison to request an appointment to present the proposal." Following these, the additional bullet points should be renamed and numbered to "steps" in both columns pertaining to "Commissioned Art" and "Donated Art." In "Commissioned Art," "Meeting 2" should be changed to "Step 2," with the same applying to "Meeting 3," and "Meeting 4." The closing sentence of Step 3 should read "If approved by PASC, the work is sent to the Human Services Committee (HSC). Step 4 should begin with phrasing "Upon HSC approval," and should end with phrasing, "If approved, the project can move forward."

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In “Donated Art” the previously unnumbered bullet points were amended to the following text. “images of the artwork,” “description of the artwork, including: medium, size, artist's biography, and resume,” “description and location of placement of the artwork (with map, if appropriate),” with the last bullet point's text remaining the same. In the “Donated Art” section, PASC would like to find a piece of donated art to be used as a visual here.

In the section titled “Requirements for Commissioned Artwork,” the term “Requirements” has now been changed to “Checklist.” The first point should have “your project” changed to “the project.” The second point remains as is. The third point yielded some discussion regarding use of the term “maquette,” but presently PASC plans to use “maquette” here. The fourth point remains as is. The fifth and final point should be changed to, “Consult with PASC liaison for insurance and liability information.”

Meredith circulated a handout with additional suggestions to be considered. Also, there should possibly be a mention of an earmarked location and percentage regarding curators' costs.

VI. ADJOURNMENT: Meeting adjourned at 4:51 p.m.

DRAFT
CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSIONS
NOVEMBER 19, 2014

Attendance

Hester Coucke
 Chi Meredith
 Shelley Moon (at 4:15 p.m.)
 Kirsi Peltomaki

Staff

Steve DeGhetto
 Linda Hart, Recorder

Absent/Excused

Josh Hackenbruck
 Joel Hirsch
 Barbara Weber

CONTENT OF DISCUSSION

I. CALL TO ORDER: Steve DeGhetto called the meeting to order at 4:02 p.m.

II. VISITOR PROPOSITIONS. None.

III. REVAMPING OF CITY’S BOARDS AND COMMISSIONS: Steve recalled that the PASC members had known for some time that the Public Participation Task Force (PPTF) was going to recommend that PASC be dissolved. Corvallis City Council, at its Nov. 17 meeting, repealed the ordinances that created PASC. He asked if there were any members who wanted to serve on a Public Art Selection Advisory Committee, should one be created. He referenced page 8 of the 18 in the Ordinance 2014-16.

Hester Coucke asked for the difference between an Advisory Board and a Commission. Steve explained that a Commission makes recommendations to Advisory Boards, while an Advisory Board makes recommendations to City Council. [NB: Clarification was provided after the meeting on the difference between the two bodies: Advisory Board—A standing committee of community residents, appointed by the Mayor, to provide advice and information to the City Council on a specific topic of city relevance. Commission—A standing committee to which the City Council has delegated decision-making authority, such as the Planning Commission and Historic Resources Commission.]

Steve then referenced Page 15, where item “g” spells out the role of public art selection. He said that PASC will likely be a subcommittee or a stakeholder committee to the Arts and Culture Advisory Board (ACAB).

Hester asked if a subcommittee would meet regularly; Steve said it would be as needed. Hester responded she felt that made good sense.

Hester asked if there would be a specific number of members on any subcommittee. Steve said it may be up to the ACAB to decide how many people they want on a subcommittee. He said it is always good to have an odd number so there are no tie votes. Hester asked what ACAB was going to do about establishing subcommittees. Steve said it was unknown, because the new

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Ordinance was just approved on Monday, November 17, and will not take effect until November 27.

The brochure that was just developed will need some changes.

Hester asked if it would be possible that when a piece of public art was to be selected, ACAB might not ask anyone from the current PASC to be involved in the process. Steve said yes, that would be possible, and it would be up to ACAB to make the decision. He also said that Staff will always be involved with ACAB, and can make suggestions on how members of the current PASC can be incorporated and involved.

Shelley Moon said it might be that ACAB will decide that PASC be a subcommittee of ACAB.

Hester expressed concern that there are enough people on any subcommittee or stakeholder committee that are experienced in and knowledgeable about public art. Steve said that PASC had originally planned to meet quarterly in 2014, which may be the frequency the group might meet as a subcommittee or stakeholder committee.

Shelley asked what message she should take to ACAB. She said she believes ACAB wanted to absorb PASC as a subcommittee or stakeholder committee. Hester agreed that any subcommittee or stakeholder committee should only meet as necessary. Her only concern is to make sure there are people on any subcommittee to have good experience in visual public art. She said often times the members of such committees tend to select art that is "safe" and that there are people on the committees who have no art background. Steve said there still have to be people who will be able to look at the practical and aesthetic features of any proposed art. Hester said she believes there are people on ACAB who have this expertise.

Steve said the department and its boards and commissions are in flux as we learn how the new ordinance will be implemented. He asked again if members were interested in being on a subcommittee of ACAB. He said that PASC did not sunset itself because the group felt there was still a need for this expertise.

IV. REVIEW OF MINUTES: Chi Meredith moved and Shelley seconded a motion to accept the July minutes as presented. Motion carried.

V. PUBLIC ART BROCHURE: Steve said there is still work to be done on the brochure, and suggested Shelley take the current version to ACAB to bring them up to date on this activity.

Hester asked if the artists could be identified for each piece of art illustrated in the brochure.

VI. ADJOURNMENT: Meeting adjourned at 4:48 pm



MEMORANDUM

To: Human Services Committee
From: Karen Emery, Director Parks and Recreation ✓
Stephen DeGhetto, Assistant Director Parks and Recreation AD
Date: March 3, 2015
Subject: CP 4.12 Guidelines for Public Art Selection

Issue: Review of CP 4.12 Guidelines for Public Art Selection.

Background: The Guidelines for Public Art Selection are due for City Council review. The repeal of Public Art Selection Commission (PASC) and the reassignment of public art selection process to the Arts and Culture Advisory Board (ACAB) required changes to the policy language.

Discussion: The changes in CP 4.12 Guidelines for Public Art Selection reflect the reassignment of the public art selection process to the Arts and Culture Advisory Board. The ACAB invited former PASC members to work as a public arts selection sub-committee of ACAB with future proposals.

Recommendation: To recommend to City Council to accept changes in CP 4.12 to reflect Arts and Culture Advisory Board's role in public art selection for the City of Corvallis.

Review and Concur:



Nancy Brewer, City Manager *Pro Tem*

Attachment:
CP 4.12 Guidelines for Public Art Selection

	<p>City of Corvallis</p> <p>City Council Policy – Leisure and Culture Activities</p> <p>Policy # 4.12</p> <p>Guidelines for Public Art Selection</p>	
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Policy:**Standards**

The ~~PASC~~ **Arts and Culture Advisory Board (ACAB)** shall adhere to the following standards:

- a. Art selected shall be of the highest aesthetic quality and represent a wide range of artistic interests, tastes, and cultures.
- b. The ~~PASC~~ **Arts and Culture Advisory Board (ACAB)** shall encourage public dialogue and education of citizens pertaining to public art.

Purpose:

The ~~Public Art Selection Commission (PASC)~~ **Arts and Culture Advisory Board** is a ~~seven~~ **nine**-member commission, appointed by the Mayor and approved by the City Council, with recommending authority over acceptance, selection, and placement of all art for the City of Corvallis.

- a. Public art is defined as original works of visual art accessible to the public.
- b. This Policy applies to art that is placed on property owned or maintained by the City, as well as public art financed through public and/or private funding.
- c. This Policy applies to artwork that is considered permanent in status, defined as art that will remain in City ownership one year or more. If the artwork is to be in City ownership one year or less, it shall be defined as temporary and is exempt from review by the ~~PASC~~ **ACAB**. The City may remove or de-commission temporary artwork at the end of the one-year period.
- d. The Policy shall be administered by the ~~PASC~~ **ACAB**. In the event that a separate City Council-appointed Commission or City-designated citizen task force has recommendations regarding the artwork that are different from the ~~PASC~~ **ACAB**'s recommendation, the City Council shall make the final decision regarding the artwork selection and placement.

Guidelines:**Art Selection Criteria**

The ~~PASC~~ **ACAB** shall consider the following criteria in its review of proposed public art selection:

- a. Artistic aesthetic excellence/quality of artwork and craftsmanship;
- b. Relationship of artwork to site and site appropriateness;
- c. Adherence to master plans of existing jurisdictions;

- d. Durability, public contact, and security of art work;
- e. Responsibility of ownership/maintenance.

Art Selection Categories

The process for proposing public art selected by the **PASC ACAB** falls under one of the following categories and requires that the proposing and/or sponsoring parties proceed according to the appropriate guidelines:

Donated works of art (defined as existing works of art owned by the artist or sponsor).

- a. The City or **PASC ACAB** representatives will contact all participating agencies, organizations, and landlords to receive tentative approval and sponsorship of the artwork or images.
- b. The donor or donor representative will contact the **PASC ACAB** staff person or ~~Commission~~ **Advisory Board** to schedule presentation of art to the **Arts and Culture Advisory Board** ~~Public Art Selection Commission~~.
- c. Prior to presentation, the donor or donor representative will supply the **PASC ACAB** with:
 - 1) The artwork or images; including description of medium, size, and other details;
 - 2) artist biography and resumé;
 - 3) description of location and placement of work (provision of map recommended); and
 - 4) detailed budget, if any, and maintenance provisions.
- d. A second meeting with the **PASC ACAB** for final review will be scheduled by staff. Up to three representatives of the site and/or project may be invited to attend this review. Donor or sponsor will be asked to present artwork or images. The artist is not part of the final determination.

Donations of Art - Acceptance Criteria

- a. Gifts to the City of Corvallis are considered outright and unrestricted donations. Gifts of artworks are considered extremely important and are highly valued at the time acquired. However, no individual or institution can predict, nor govern, the changing attitudes of future generations, nor guarantee permanency of the accepted gifts. The donor acknowledges that the City of Corvallis is very limited in its ability to provide long-term maintenance, preservation, and/or restoration of artworks that are donated gifts.
- b. Gifts of artwork are accepted as unrestricted donations. As an unrestricted donation, the City of Corvallis reserves the right to decline acceptance, keep, loan, sell, exchange, and/or dispose of the artwork if the condition or value so warrants.
- c. Gifts of artwork will be managed in the best interests of the City. Whenever possible, upon deciding that an artwork should be disposed of, the disposal should benefit the City or appropriate City-related institution,

such as the Corvallis Arts Center or the Benton County Historical Museum. Any material declared expendable must be approved by the ~~Public Art Selection Commission~~ **Arts and Culture Advisory Board** or current appropriate governing body at the time.

- d. The City will handle all gifts in a respectful manner and may return a gift to the original donor, or estate of the donor, if no other action is deemed appropriate by the City.
- e. Donations may be tax deductible. Return of a donation, should this action occur, may have other tax implications. Neither the City of Corvallis nor the members of the ~~Public Art Selection Commission~~ **Arts and Culture Advisory Board** can appraise donations. For the protection of the donor, artwork must be appraised by a disinterested third party before title to the artwork is conveyed to the City.
- f. Where possible, the donor shall relocate artwork to a mutually agreeable location where ~~PASC~~ **ACAB** may objectively evaluate the artwork.

Commissioned works of art (defined as works of art created after an invitation to artists).

- a. The City or ~~PASC~~ **ACAB** representatives will contact all participating agencies, organizations, and landlords to receive tentative approval and sponsorship of the project.
- b. A meeting shall be scheduled to present proposals to the ~~Public Art Selection Commission~~ **Arts and Culture Advisory Board**.
- c. Prior to the meeting, the artist(s) shall supply ~~PASC~~ **ACAB** with a written proposal including the following:
 - 1) medium,
 - 2) size,
 - 3) location,
 - 4) budget,
 - 5) maintenance information,
 - 6) date of installation,
 - 7) photos or digital images of previous work,
 - 8) biographical information, and
 - 9) preferred site proposals, if applicable.
- d. After proposal review, the ~~PASC~~ **ACAB** shall recommend further action regarding the above data.
- e. The ~~PASC~~ **ACAB** shall schedule a second meeting for review after recommendations have been followed. Sponsor will be asked to present a complete description of the proposed art. Artists are not part of the final review. Up to three representatives of the site and/or project may be invited to attend this meeting.

Call for proposals or qualifications (defined as an announcement open to all artists to solicit proposals or ideas for a specific site or general area).

Council Policy # 4.12

- a. The City or ~~PASC~~ **ACAB** representatives will contact all participating agencies, organizations, and landlords to receive tentative approval and sponsorship of the project.
- b. A meeting of the ~~PASC~~ **ACAB** shall be scheduled to review the project and establish guidelines or approve a call to artists. The sponsoring party administers the call. Artists shall be asked to include the following in their proposals:
 - 1) medium,
 - 2) size,
 - 3) location,
 - 4) budget,
 - 5) maintenance information,
 - 6) date of installation,
 - 7) photos or digital images of previous work, and
 - 8) biographical information.
- c. Following receipt of proposals, a second meeting of the ~~PASC~~ **ACAB** shall be scheduled to review those submissions. Up to three representatives of the site and/or project may be invited to attend the meeting. The sponsor will be asked to present a complete description of the project. Artist is not part of the final review.

Notification and Award

In all cases, following the review process, artists, donors, and/or sponsors shall be notified by the ~~PASC~~ **ACAB** of project approval or denial and advised as to further action required. A contract between the City of Corvallis, the artist, and any other involved parties shall be executed and will include all aspects of the project, including ownership, responsibility, maintenance, and longevity.

Appeals

The decision of the ~~Public Art Selection Commission~~ **Arts and Culture Advisory Board** may be appealed to the City Council consistent with Section 54 of the Corvallis City Charter.

Review/Update: The Parks and Recreation Director will prepare the Council Policy review every three years for Council approval.

Rev #	Name	Change Date	Character of Change
0		10-05-1998	Adopted
1		04-16-2001	Revised
2		05-03-2004	Revised
3		04-16-2007	Revised
4		07-06-2010	Revised
5		09-03-2013	Revised
6		**-*-2015	Revised

Artwork Donation Form

Conditions and Acceptance Policy

1. Gifts to the City of Corvallis are considered outright and unrestricted donations.
2. Gifts of artworks are considered extremely important and are highly valued at the time acquired. However, no individual or institution can predict, nor govern, the changing attitudes of future generations, nor guarantee permanency of the accepted gifts.
3. The City of Corvallis is very limited in its ability to provide long-term maintenance, preservation, and/or restoration of artworks that are donated gifts.
4. Gifts of artwork are accepted as unrestricted donations. As an unrestricted donation, the City of Corvallis reserves the right to decline acceptance, keep, loan, sell, exchange, and/or dispose of the artwork if the condition or value so warrants. Gifts of artwork will be managed in the best interest of the City.
5. If determined that the artwork should be disposed of, the disposal should benefit the City or appropriate City-related institution, such as the Corvallis Arts Center or the Benton County Historical Museum.
6. Any material declared expendable must be approved by the ~~Public Art Selection Commission~~ **Arts and Culture Advisory Board** or current appropriate governing body of the time.
7. The City will handle all gifts in a respectful manner and may return a gift to the original donor, or estate of the donor, if no other action more advantageous to the City is available.
8. Donations may be tax deductible. Return of a donation, should this action occur, may have other tax implications. Neither the City of Corvallis nor the members of the ~~Public Art Selection Commission~~ **Arts and Culture Advisory Board** can appraise donations. For the protection of the donor, artwork must be appraised by a disinterested third party before title to the artwork is conveyed to the City.

I have read the Conditions and Acceptance Policy for artwork accepted as a gift to the City of Corvallis. I understand and agree with the conditions set forth by this Policy.

Signature: _____

Date: _____

Name (Print):

Address:

Telephone:

Item to be Donated:

Description:

Media:

Size:

Condition:

Artist:

Date Created:

Any Other Background
Information:
