



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

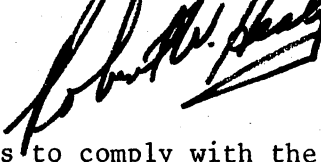
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

November 5, 1981

MEMORANDUM

TO: All Department Heads

FROM: Robert W. Healy, City Manager 

RE: Procedure for City Departments to comply with the One Percent for Art Ordinance

PURPOSE: To establish the procedure for the allocation and expenditure of funds for art in the construction and renovation of public works Reference Ordinance #923: "One Percent for Art Ordinance" June 25, 1979

Departments' Responsibilities

- 1) Departments shall list One Percent for art as a line item in every project or contract budget when funding sources are eligible.
- 2) A Memorandum of Understanding (see attached example) shall be prepared between the department and the Arts Council.
- 3) The department shall submit its draft memo of understanding for review by the Arts Council prior to the submittal of its capital improvement requests.
- 4) Departments shall transfer an amount equal to One Percent of expenditures on eligible projects in the Public Development Arts Fund established by the Ordinance. This Fund shall be within the Public Investment Fund.
- 5) The City Clerk is requested to send to the Arts Council a copy of any appropriation letter concerning the Public Investment Fund so that the Arts Council will be aware of funds which may be eligible for the One Percent for Art program.
- 6) Within each department, the appropriate official shall provide information and coordinate with Arts Council staff the development and implementation of artwork projects at the department's sites.

7) Departments shall inform the Arts Council of proposed or planned projects at the earliest possible point, in order to allow for adequate review of the potential for incorporation of artwork and for planning of an appropriate art project.

Arts Council Procedures

- 1) The Arts Council shall review all memoranda of Understanding for proper allocation of funds for art, prepare an annual city art plan for the expenditure of available One Percent for art funds, authorize payments from the Public Development Art Fund, and collect administrative costs against each project up to the allowed maximum.
- 2) The annual art plan shall be based on the anticipated funds available for the current FY.
- 3) The Arts Council shall consult with the departments regarding its plan for the execution and/or placement of works of art and report on progress on its implementation.

Financial Procedure

- 1) Separate accounts for each project shall be maintained within the Public Development Art Fund.
- 2) In the case of One Percent funds derived from bonds these funds will be kept (within the Public Development Art Fund) separately from other One Percent funds for the same project. The funds from bond issues are available to the Arts Council at the time the temporary notes are issued. The treatment of One Percent bond funds in the Public Development Art Fund will otherwise be identical with the treatment of other One Percent funds.

Admissible Administrative Costs

The Total may not exceed the allowed maximum percentage of One Percent funds each year.

- One Percent for Art part-time administrator's salary
- Not more than 10% of Arts Council's secretary's salary
- Not more than 10% of Arts Council's Business Manager's salary
- Non-project specific mailings, printings and advertising
- Public Information
- Documentation
- Equipment
- Phone (not to exceed 10% of basic cost)
- Long distance calls
- Non-project specific consultant services
- Postage (not to exceed 10% of basic charge)
- Supplies.

MEMORANDUM OF UNDERSTANDING

One Percent for Art

Department _____

Date _____

The _____ Department and the Cambridge Arts Council designate the following proposed projects as eligible for the One Percent for Art allocation:

<u>Project</u>	<u>Site</u>	<u>Comp. Date</u>	<u>Source of Funds</u>	<u>Total Estimated Project Cost</u>	<u>1% Allocation</u>
1.					
2.					
3.					
4.					
TOTAL					1% TOTAL

Signed _____
Department Head

Executive Director, Arts Council

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2.

Comm. from Paul E. Healy, City Clerk,
transmitting comm. from Robert W. Healy,
City Manager Re: establishment of a pro-
cedure for City Departments to comply with
the One Percent for Art Ordinance.

In City Council,

November 16, 1981

11/16/81
- Fillet