

SECTION 15. RECEIPT AND COMPLETION

15.1 Objectives

- 15.1.1 To document the City's ownership of artworks.
- 15.1.2 To review all artworks prior to acceptance and ensure they are completed in accordance with the project goals and appropriate agreements.
- 15.1.3 To confirm agreement among all partners that artworks are complete and all parties have fulfilled their responsibilities.
- 15.1.4 To acknowledge the transfer of insurance liabilities to the City.

15.2 Report Form

The Public Art Administrator shall provide the appropriate City Department or Project Steering Committee with a form for evaluating completion of the artwork and its installation, and for submitting a Receive and File Report to the Arts Commission. Clear instructions for completing the form and a copy of these policies shall also be provided.

15.3 Process for Documenting Receipt and Completion

The City's ownership of artworks must be documented through an official Receive and File of the City Council upon receipt and completion. A Receive and File Action on all artwork shall be submitted to the Minneapolis Arts Commission by the City Department that commissioned the artwork after:

- 15.3.1 The artwork is received or completely installed.
- 15.3.2 The full completion of the artwork by the artist(s) as defined in the applicable contract(s) or scope(s) of services;
- 15.3.3 A thorough inspection of the artwork by the Public Arts Administrator and other appropriate City staff;
- 15.3.4 Verification by the appropriate project steering committee that the work is consistent with the work approved by the Arts Commission.

- 15.3.5 The Arts Commission shall then forward the report to the City Council. Once the Council has officially received the report, the Public Arts Administrator will enter the artwork into the City's Public Art Inventory.

- 15.3.6 The Public Arts Administrator shall hold a final meeting of the Steering Committee to obtain feedback on the process and interview members about lessons learned.