



THURSDAY, SEPTEMBER 27, 2012

5:00 P.M. – REGULAR PUBLIC ARTS COMMISSION MEETING

Council Chamber, Los Altos City Hall
One North San Antonio Road, Los Altos, California

ROLL CALL

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

DISCUSSION ITEMS

1. Los Altos Arts Master Plan
Discussion of beginning a Los Altos Arts Master Plan
2. Donation from the Watters Family
Discussion of donation of a replica Rodin's *Thinker* from the Watters family
3. Donation policy
Discussion of a policy for accepting donations to the City
4. Halloween Window Painting judging
Discussion of participation in the Halloween Window Painting contest judging
5. Work plan
Discussion of Public Arts Commission work plan
6. Current submissions
Discussion of pieces currently submitted
7. Sculpture Search
Discussion of current search for sculptures
8. Artistic Bike Racks
Discussion of artistic bike racks
9. Insurance language in contracts
Discussion of updating insurance requirements for pieces loaned to the City
10. November and December Commission Meetings
Discussion of rescheduling November and December Commission meetings

11. Commission Minutes

Approval of minutes – regular meeting of July 26, 2012

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office 72 hours prior to the meeting at (650) 947-2720.

On occasion the Public Arts Commission may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. Contact the City Clerk at (650) 947-2720 for the final document.

If you wish to provide written materials, please provide the City Clerk with **10 copies** of any document that you would like to submit to the City Council in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

Item #3		City of Los Altos
Policy and Procedure		
Subject:	Donations of Artwork to the City of Los Altos	
Responsible Commission:	Public Arts Commission	

I. PURPOSE

This policy is intended to establish a process and procedures for gifts or donations of artwork to the City of Los Altos at an appraised value of \$500.00 or more. Only artwork that enhances public spaces, is of the highest quality and has minimal maintenance requirements will be considered. This policy is intended for original artworks only and does not apply to decorative pieces that are mass produced.

II. APPROVAL PROCESS FOR GIFTS AND DONATIONS

The donor or artist will submit the Donation of Artwork form to the Public Arts Commission. A photograph, provenance of the artwork, dimensions, medium, date of creation, biographical information on the artist, and current appraisal and maintenance requirements must be included with the form submission.

Commission will review the proposal on the basis of aesthetic quality, relationship of the artist or artwork to the City of Los Altos, site availability, condition of the artwork, and installation and maintenance requirements. The commission will present the artwork to the City Council to accept or reject. The City Council has the final authority.

III. STEPS FOR DONATION

1. Artist or Donor submits the Donation of Artwork to Jon Maginot.
2. The Public Art Commission meets to review submission.
 - a. Discusses any possible problems with the piece – safety, appropriateness, etc.
 - b. Sets up subcommittee for placement of the piece and develops a write up for the city council.
3. Submits to City Council.
4. Artist / Donor must complete and sign Use / Donation Agreement.
5. If approved Jon Maginot will work with Artist/Donor and confirm details of installation.
6. Jon Maginot will have the plaque made after installation.
7. Subcommittee will send an acknowledgement and letter of thanks to the artist and notify the media.

IV. ARTWORK MEDIA

Artwork of any media and any size will be considered, including but not limited to: painting, both portable and permanent works; sculpture, including in the round, bas-relief, mobile, kinetic,

fountains, etc. in any material or combination of materials; other visual media including prints, drawings, stained glass, photography, clay, wood, plastic, or a combination of materials.

V. SITE

The Public Arts Commission will locate an appropriate site for the accepted and/or approved artwork. The City Council will review the site and provide final approval.

VI. INSTALLATION

City Staff will coordinate installation with the XXXXXX (City Engineering??) department. A plaque identifying the artwork, artist, and donor will be installed near the artwork. The donor shall be responsible for transportation and delivery of the artwork for installation. All other costs associated with installation and maintenance of the artwork will be incurred by the City of Los Altos.

VII. MAINTENANCE

No artwork will be accepted by the City unless maintenance requirements have been specified in advance. The plan should include an explanation of the expected life-span of the work while placed in a public environment, stipulating the type of environments (interior or exterior) in which the artwork may be placed. The plan should also discuss how the artwork may be prone to vandalism and how the effects of any vandalism may be mitigated. The plan must be authored by the artist or a qualified conservator.

In some cases, funds for on-going maintenance may be required prior to acceptance of a gift. Maintenance, repair, and restoration will be coordinated by the XXXXX Department and paid for by the City, if artwork is owned or accepted by the City, unless other arrangement are made in advance.

VIII. INSURANCE

While the artwork is in the possession of the City of Los Altos, the City will not assume responsibility for damage or theft.

IX. SPECIAL TERMS FOR ARTWORK DONATIONS

The donor must sign an agreement with the City agreeing to donate the work. This document will pass ownership title to the City of Los Altos through the life of the piece. If the City removes the artwork, the City may dispose of or relocate the piece as it sees fit. This may include selling the artwork or demolishing it.

X. EXCEPTIONS

There are no exceptions to this Policy without the express authorization of the City Manager.

XI. AUTHORITY

By the authority of the City Manager.

**City of Los Altos
Donation of Artwork**

Artwork Title: _____

Created By: _____

*Please attach four images (one from each side) with frame of reference. Digital images are also acceptable.
Please e-mail digital images to: Jon Maginot --Public Art Staff Liaison -- jmaginot@losaltosca.gov*

Artist Information (please attach resume):

Artist's Full Name _____
Address _____
City, State, Zip _____
Contact Phone # _____ Email Address _____

Donor Information (if different from above):

Donor Name _____
Address _____
City, State, Zip _____
Contact Phone # _____ Email Address _____

Artwork Information:

Title of work for label: _____
Dimensions: _____ Weight: _____ lbs. Piece #/Edition: ____ / ____
Inscriptions and/or markings: _____
Description: _____

Intended for outdoor placement: Yes _____ No _____ both indoor or outdoor _____
Suggested site description: _____
(Please note that the Los Altos City Council will make the final site selection.)

New Casting: Yes _____ No _____ If no, any provenance? _____
Completion Date: _____
Purchase Price: _____ Appraised Value: _____
Appraised by/date: _____

Materials Information: (please be as detailed and specific as possible):

Medium (wood, stone, plastic, metal, etc.): _____

Surface Finish (sandblasted, glass beads, wire-wheeled, sanded, painted with, etc.): _____

Patina Information (if applicable):

Original Coloration(s) _____
Protective Sealer(s) _____
Preservation measures taken at the time of creation: _____

Expected lifespan: _____

Installation Information:

Details of installation (please include drawings if necessary): _____

Please give a brief description of assembly including connecting methods: _____

Materials used: _____

Mounting instructions: _____

A letter stating recommendations from an architect/engineer and conservator concerning the design selection of materials may be requested.

Potential for Vandalism: (circle one): **High** **Medium** **Low**

How the effects of any vandalism may be mitigated:

Artist's Maintenance Agreement:

Artist agrees that the following maintenance procedures shall be followed. Please check one:

1. To be maintained by the Public Arts Commission in the following manners as needed:
 - a. Cold Wax Method
 1. Clean with non-ionic detergent using natural sponges and/or cotton rags.
 2. Apply a coat of carnauba paste wax to entire surface.
 - b. Hot Wax Method
 1. Clean with non-ionic detergent using natural sponges and/or cotton rags.
 2. Carefully heat surface with a propane driven torch (not to exceed 200°)
 3. Apply a coat of carnauba-micro-crystalline wax to entire surface.
 4. Let cool, shine with rag, and apply 1 coat of tree wax.
 5. Shine again.
 - c. Treatment as needed to maintain the piece in good condition as determined by a qualified maintenance consultant.

2. Specific maintenance requests: _____

Artist's Signature: _____ **Date:** _____

Donor Agreement:

The undersigned hereby offers to make a gift to the City of Los Altos as described in this document. The artwork may be displayed, moved, stored, or de-accessioned, according to policies adopted by the Public Arts Commission. The undersigned is the owner of the artwork, free of all liens and encumbrances and has the right to make this gift.

Donor's Signature: _____ **Date:** _____

**Please submit the original of this form and all supporting materials to: City of Los Altos
c/o Jon Maginot, One North San Antonio Road, Los Altos, CA 94022**

Item #5

Future work plan/ideas for the Public Arts Commission

- Continue working on the two-year loan program:
 - "Torso 3" sculpture placement – possibly State & Third
 - Find appropriate piece for open spot on State Street & Second
 - Finish tour brochure including all of the QR codes. Publicize the availability of these brochures.
 - Put out a call for art in the fall.
 - Continue to update potential artist list – visit local art show to view sculptures
 - Placement of sculptures too large for downtown in other open places in the city.
 - If enough artists answer the call, secure a jury for this round of art.
 - Review loan agreements and renew or cancel agreements as appropriate.
 - Continue the research on other 501.c.3.entities.
 - Update website to include all sculptures
- First & Main – Permanent Sculpture at location that is currently available, and additional sculpture to coincide with this on other First & Main site
- Continue participation in the Halloween Window Contest.
- Continue work on "The Thinker" donation.
- Write a policy for Accepting Donations
- Bring other forms of Art to the City
- Possible Art Walk/Art Bike brochure and Map
- Obtain updated plaques for all sculptures in the city, when there is a budget to support this
- Adding QR codes to website and possibly current sculptures
- Propose a budget for:
 - Main and First Street welcome to the City pieces
 - Stipends for entries we have received of larger pieces
 - Maintenance on current permanent pieces in the city, including plaques
 - Cost to bring additional Art forms to the city

MINUTES OF THE REGULAR MEETING OF THE PUBLIC ARTS COMMISSION OF
THE CITY OF LOS ALTOS, HELD ON THURSDAY, JULY 26, 2012, AT 5:00 P.M. AT
LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,
CALIFORNIA

ROLL CALL

PRESENT: Iverson, Ellickson, McBirney, Shafran, Zucker

ABSENT: Chapman, Robinson

PUBLIC COMMENTS

None

DISCUSSION ITEMS

1. Donation from the Watters Family

Staff provided an update on Council action taken on July 24, 2012 and Commissioners discussed the approved location for *The Thinker*.

Action: Upon a motion by Commissioner Shafran, seconded by Commissioner Ellickson, the Commission approved approaching the Watters family about becoming involved in reviewing the approved site for *The Thinker* by a 5-0 vote (Chair Chapman and Commissioner Robinson absent).

2. CT-27

Staff provided an update on and Commissioners discussed the final placement of CT-27.

3. Current submissions

Staff provided an update that the pieces submitted by Moto Ohtake were no longer available.

4. Los Altos Arts Master Plan

Commissioner McBirney provided an update on preparing a Los Altos Arts Master Plan. Commissioners McBirney, Robinson and Shafran were assigned to a subcommittee to begin outlining a plan.

Action: Upon a motion by Commissioner Iverson, seconded by Commissioner McBirney, the Commission directed the subcommittee to include a section in the plan establishing the process for the Public Arts Commission to provide recommendations for locations of art by a 5-0 vote (Chair Chapman and Commissioner Robinson absent).

5. Donation policy

Commissioner Ellickson provided an update on the policy for accepting donations of art to the City. No action was taken, however, Commissioners were tasked with reviewing the policy and providing comments to staff.

6. Jasper Priestess
Staff provided an update and commissioners discussed the potential donation of *Jasper Priestess* by artist Damien Jones.
7. First Friday Events
This item was continued to a future meeting.
8. 60th Anniversary of Incorporation participation
This item was continued to a future meeting.
9. Sculpture search
This item was continued to the August meeting.
10. Mural touch-ups
Vice Chair Zucker provided an update on an offer to touch-up murals downtown. Commissioners supported the offer, however, no action was taken as it was determined that the murals are on private property.
11. Artistic Bike Racks
Commissioner McBirney provided an update on a survey being conducted by GreenTown Los Altos gauging interest in having artistic bicycle racks.
12. Insurance language in contracts
Commissioners discussed changing the language regarding insurance in loan agreements.
13. Website updates
Staff provided an update on the changes to the website.
14. Commission Minutes
Action: Upon a motion by Commissioner Ellickson, seconded by Vice Chair Zucker, the Commission approved the minutes of the regular meeting of June 28, 2012 by a vote of 5-0 (Chair Chapman and Commissioner Robinson absent).

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Staff Liaison Maginot provided an update that a light had been installed for *Redwood Prayer* at Third and Main Streets and that the pedestal at Main and First Streets should be removed shortly.

ADJOURNMENT

Vice Chair Zucker adjourned the meeting at 7:20 p.m.

Jon Maginot, STAFF LIAISON