



THURSDAY, OCTOBER 25, 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. Artwork at First and Main Streets
Discussion of placement of artwork at the corner of First and Main Streets
2. Donation policy
Discussion and recommendation to City Council of a policy for accepting donations of art to the City
3. Sculpture Search
Discussion of current search for sculptures and finalization of recruitment materials
4. Work plan
Discussion of Public Arts Commission work plan
5. Los Altos Arts Mission Statement and Master Plan
Discussion of potential development of a Los Altos Arts Mission Statement and Master Plan
6. Artistic Bike Racks
Discussion of artistic bike racks in Los Altos
7. Insurance language in contracts
Discussion of updating insurance requirements for pieces loaned to the City
8. Commission Minutes
Approval of minutes – regular meeting of September 27, 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 #2

TO: Public Arts Commission
FROM: Jon Maginot, Staff Liaison
SUBJECT: Donation policy

RECOMMENDATION:

Discuss development of a policy for accepting donations of art to the City, as directed by City Council

BACKGROUND

As part of the City Council's discussion regarding the Commission's recommendation to accept the donation of *The Thinker* by the Watters family, Council directed the Public Arts Commission (PAC) to develop a policy for accepting donations of art. The PAC began working on developing a policy and a subcommittee was formed. The subcommittee produced a draft policy that was presented to the full Commission.

DISCUSSION

Following the PAC discussion at its September 27, 2012 meeting, the subcommittee revised the draft Donation Policy based on comments received. The Policy was also vetted by staff (including the City Manager and Staff Liaison).

The next step for the Commission is to finalize the Policy by directing specific changes be made and to recommend to the City Council approval of the Policy. Should significant changes be requested, or should the Commission wish to see the revisions, the subcommittee could be directed to make the modifications and to return them to the full Commission for approval.

ATTACHMENT

Acceptance of artwork donation Policy and Procedure

Policy and Procedure

Subject: Acceptance of Artwork Donations
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 works of art 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, origin 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.

The 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 form to the Public Arts Commission staff liaison.
2. The Public Arts Commission reviews and evaluates the submission.
3. Submissions deemed to be appropriate for acceptance are recommended to City Council.
4. Artist / Donor signs Use / Donation Agreement.
5. If approved, the staff liaison will work with Artist/Donor and confirm details of installation.
6. The staff liaison will have a plaque made after installation.
7. City staff 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

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. City staff will coordinate installation with the Public Works Department. A plaque identifying the artwork, artist, and donor will be installed near the artwork.

VII. MAINTENANCE

No artwork will be accepted by the City unless maintenance requirements have been specified in advance. The documented maintenance plan should include an explanation of the expected life-span of the work while placed in a public environment and stipulate the type of environments (interior or exterior) in which the artwork may be placed. The plan should also discuss how the artwork may be a target for 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 ongoing maintenance may be required prior to acceptance of a gift. Maintenance, repair, and restoration will be coordinated and paid for by the City, if artwork is owned or accepted by the City, unless other arrangement are made in advance.

VIII. REPLACEMENT

The City is not required to replace the artwork if it is stolen or damaged.

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 destroying 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.

Item # 3

10th Annual Public Sculpture Search City of Los Altos, California

Entry Form

Each entry requires a separate Entry Form. **Return by November 21, 2012.**

- Completed Entry Form.
- Three color photos (different perspectives) either by e-mail or hard copy.
Minimum hard copy size: 5" x 7" (prefer 8" x 10"). Each photo should include name of the sculptor, title of sculpture, brief description of the sculpture and inspiration of the piece.
- Supplemental statement of additional installation guidelines, if any.
- Short biography of the artist.

E-mail, mail or deliver to: City of Los Altos, Public Arts Commission
One North San Antonio Road, Los Altos, California 94022
E-mail: jmaginot@losaltosca.gov
Phone: 650-947-2609

Artist Name _____

Title of Piece _____ Value \$ _____

Medium (including finishes) _____

Artwork Measurements (h"x w" x d") _____ Total Weight _____

Type of base recommended _____

Your Street Address _____

City, State, Zip _____

Home Phone/Cell Phone _____

E-mail Address _____

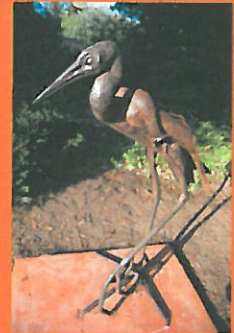
Brief Description highlighting your inspiration for the piece: _____

Where did you hear about the Los Altos sculpture search? _____

Los Altos Sculpture Search 2012

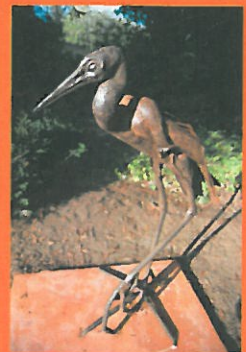


The City of Los Altos Public Arts Commission is seeking submissions to continue the tradition of our Sculpture Loan Program. We are currently looking for more sculptures to add to our renovated downtown area. In 2011, we proudly unveiled 5 new sculptures for two-year stays in the downtown area. We are now interested in finding several new pieces for installation in 2013. The City of Los Altos offers a \$1000 stipend to artists whose sculptures are selected by the Commission and approved by the City Council. Your sculpture and its installation in our downtown district will be publicized on our website and in regional and community newspapers. When your art is installed, we will host a community reception in your honor to celebrate the event. Detailed information on our Sculpture Loan Program is available by contacting Jon Maginot at 650-947-2609 or via email at: jmaginot@losaltosca.gov.



See more Los Altos public sculptures on our website: <http://www.losaltossculptures.org>.

Los Altos Public Sculpture 2013



10th Annual Public Sculpture Loan Program City of Los Altos, California

Program Information and Guidelines

Over the last 10 years, the City of Los Altos has created a stunning, new downtown atmosphere with the addition of sculpture art along the sidewalks in our retail downtown area. The Public Sculpture Loan program, led by The City's Public Arts Commission, is launching its annual loan campaign and we invite you to participate by submitting a sculpture for consideration.

About the Program

In 2011, we proudly unveiled 5 new sculptures for two-year stays in the downtown area. We are now interested in finding several new pieces for installation in 2013. The City of Los Altos offers a \$1000 stipend to artists whose sculptures are selected by the Commission and approved by the City Council.

Your sculpture and its installation in our downtown district will be publicized on our website and in regional and community newspapers. When your art is installed, we will host a community reception in your honor to celebrate the event.

Design Specifications

Entry Fee: None. Submit as many entries as you like.

Weight: Not to exceed 10,000 lbs.

Media: Permanent material suited for outdoor display.

Size: We're searching for five to seven pieces with bases approximately 2' x 2'.

Location: Selected sculptures will be showcased in the downtown area of the City of Los Altos.

Entry Form

Please submit the entry form with your entry.

This form and other information can be found on website: <http://www.losaltossculptures.org/main-index.html>
Each entry requires a separate Entry Form. **Return by November 21, 2012.**

Detailed information on our Sculpture Loan Program is available by contacting Jon Maginot at 650-947- 2609 or reach email him via email at: jmaginot@losaltosca.gov.

See more Los Altos public sculptures on our website: <http://www.losaltossculptures.org>.

Item #4

Public Arts Committee/Commission

Future work plan/ideas for the Public Arts Commission

- Continue working on the two-year loan program:
 - ~~"Torso 3" sculpture placement – possibly State & Third – Complete 09/12~~
 - Find appropriate piece for open spot on 292 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. Complete 09/12~~

- Write a policy for Accepting Donations

- *Insurance on contract – added 09/12*

- 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

- *Gateway piece at San Antonio and El Camino Real – added 09/12*

- Propose a budget for:
 - Main and First Street welcome to the City pieces
 - Placement of entries we have received for larger pieces to be placed in the
 - Maintenance on current permanent pieces in the city, including plaques
 - Cost to bring additional Art forms to the city



Item # 5

TO: Public Arts Commission
FROM: Jon Maginot, Staff Liaison
SUBJECT: Los Altos Arts Mission Statement and Master Plan

RECOMMENDATION:

Discuss the potential development of a Los Altos Arts Mission Statement and Master Plan

BACKGROUND

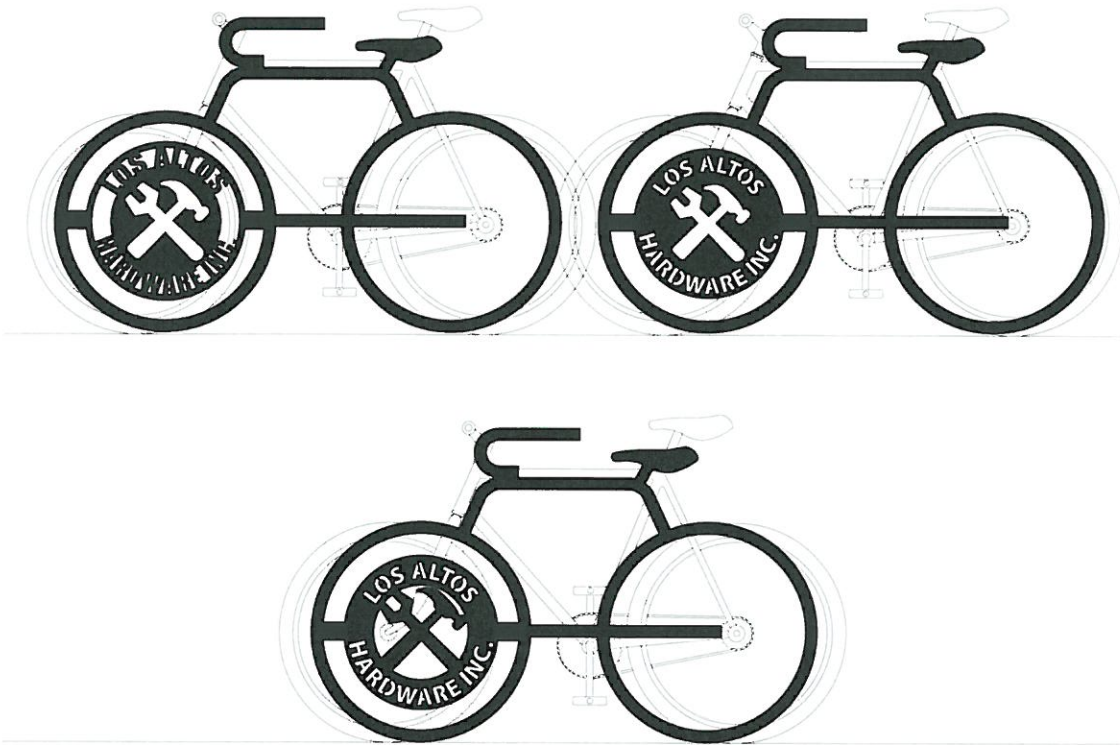
At its July and September meetings, the Public Arts Commission (PAC) discussed developing a Los Altos Arts Master Plan. A subcommittee was created to begin developing a draft Master Plan.

DISCUSSION

The subcommittee began work on a draft Master Plan and submitted their work to staff in late August. The City Manager and the Staff Liaison met with the lead of the subcommittee, Commissioner McBirney, in October to discuss the subcommittee's draft. It was agreed that the draft had a lot of good information and was a good start for developing the Plan. In that discussion, it was further agreed that in order to proceed with the development of an Arts Plan, the PAC needed to develop a Mission Statement as that will drive the focus of the Plan. Such a Statement would need to go before the City Council for approval.

It is recommended that the discussion focus on developing a Mission Statement and the purpose of an Arts Master Plan for the City of Los Altos.

Item # 6



Los Altos Hardware Bike Bike Racks

18 October 2012



Item # 8

**MINUTES OF THE REGULAR MEETING OF THE PUBLIC ARTS COMMISSION OF
THE CITY OF LOS ALTOS, HELD ON THURSDAY, SEPTEMBER 27, 2012, AT 5:00
P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,
CALIFORNIA**

ROLL CALL

PRESENT: Chapman, Iverson, Ellickson, McBirney, Robinson, Zucker

ABSENT: Shafran

PUBLIC COMMENTS

None

DISCUSSION ITEMS

1. Los Altos Arts Master Plan
Staff and Commissioner McBirney provided an update on the status of the Arts Master Plan.
2. Donation from the Watters Family
Chair Chapman and Vice Chair Zucker provided an update on the installation of *The Thinker*.
3. Donation policy
Commissioners discussed the draft of the Donation Policy for accepting donations to the City.
4. Halloween Window Painting judging
Chair Chapman provided an update on the Halloween Window Painting Contest and judging. Chair Chapman and Commissioner Iverson volunteered to judge.
5. Work plan
Staff provided an update and Commissioners discussed the Public Arts Commission Work Plan.
6. Current submissions
Commissioners discussed the pieces submitted for consideration. General consensus was that there are currently no appropriate locations for the pieces.
7. Sculpture Search
Commissioners discussed the next search for sculptures. Vice Chair Zucker and Commissioners Ellickson and Iverson were assigned as a subcommittee to develop the Sculpture Search materials.
8. Artistic Bike Racks
Commissioners discussed the potential of placing artistic bike racks in Los Altos.

9. Insurance language in contracts
This item was continued to the October meeting.
10. November and December Commission Meetings
Commissioners discussed scheduling a Special Meeting between the scheduled November and December meetings due to those meetings falling on holidays.
11. Commission Minutes
Action: Upon a motion by Commissioner Ellickson, seconded by Vice Chair Zucker, the Commission approved the minutes of the regular meeting of July 26, 2012 by a vote of 4-0-2 (Chair Chapman and Commissioner Robinson abstaining and Commissioner Shafran absent).

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Chair Chapman provided an update on the Mayor's meeting with Commission Chairs. She further reported that a light had been installed at *Redwood Prayer* and that the 60th Anniversary of Incorporation video would include discussions of public art in Los Altos.

ADJOURNMENT

Chair Chapman adjourned the meeting at 6:12 p.m.

Jon Maginot, STAFF LIAISON