



CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena, California 91030
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AGENDA

Public Art Commission

Wednesday, July 24, 2019 at 6:30 pm

City Council Chambers

1414 Mission Street, South Pasadena, CA 91030

Chair: Jaz Sawyer

Vice-Chair: Steven Wong

Commissioners: Jeffrey Burke, Phung Huynh, and Kris Kuramitsu

City Council Liaison: Mayor Marina Khubesrian, M.D.

1. Call to Order
2. Public Comments (Items not on the Agenda)
3. Approval of the Minutes of the June 26, 2019 Regular Meeting
4. Commissioner Comments
5. Council Liaison Comments
6. Staff Comments
7. Discussion Items:
 - A. Civic Center Art Gallery – Ad Hoc Committee
 - B. Artists/Organizations/Events/Programs – Inventory
8. Adjournment

STATE OF CALIFORNIA, CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES

I declare under penalty of perjury that I posted this agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena as required by State Law.

Date: July 18, 2019

Signature 
Margaret Lin

**MINUTES OF THE REGULAR MEETING OF THE
PUBLIC ART COMMISSION
OF THE CITY OF SOUTH PASADENA
CONVENED THIS 26th DAY OF JUNE 2019 6:32 P.M.
CITY COUNCIL CHAMBERS
1414 MISSION STREET**

1. ROLL CALL	The regular meeting of the Public Art Commission (Commission) was convened at 6:32 P.M. Commissioners present: Burke, Huynh, Sawyer, Spector, and Wong; Commissioner absent: none; Council Liaison: Mayor Khubesrian; and Staff present: Manager of Long Range Planning and Economic Development (Manager) Lin.
2. PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)	None.
3. APPROVAL OF THE MINUTES	The May 22, 2019, regular meeting minutes were approved (5 ayes, 0 noes, 0 absent).
4. COMMISSIONER COMMENTS	Commissioner Spector announced that he will moving to Claremont and therefore resigning from the Commission. The Commission expressed their appreciation for Commissioner Spector's contributions to the Commission and the South Pasadena Arts Council (SPARC). Chair Sawyer welcomed Commissioner Huynh to the Commission and announced that Library Director Steve Fjeldsted would be retiring and thanked him for his service.
5. COUNCIL LIAISON COMMENTS	Major Khubesrian shared about the cultural exchange that took place during the Juneteenth concert that was held at the War Memorial Building.
6. STAFF COMMENTS	None.
7. DISCUSSION ITEMS	
A. Civic Center Art Gallery Request for Proposals	Manager Lin reported that SPARC asked the current Civic Center Art Gallery artists to extend their show by one month and offered to provide an additional exhibit free of charge to the City in anticipation that the new curating contract may not be in place until August or September. Manager Lin presented the draft Civic Center Art Gallery Request for Proposals to the Commission for review and discussion. The Commission provided recommendations to remove the establishment of a selection panel from the Scope of Work, lower the number of exhibits in the Courtyard, and modify the selection criteria score percentages. Commissioner Spector recommended that the City adopt a public art policy at a later date. The Commission made a motion to approve the RFP as amended and request that the Commission review the applications, conduct

	interviews during a Commission meeting, and make the final recommendation for the curator selection (5 ayes, 0 noes, 0 absent).
B. Ray Bradbury Stained Glass Window	Assistant Library Director Cathy Billings presented the proposed Ray Bradbury stained glass window project for discussion and review. Commissioners Huynh and Wong raised concerns that the proposed project was not initiated through a RFP process. Assistant Library Director Billings clarified that the proposed project was a gift to the City and would not require any City funds. The Library Board of Trustees and the Friends of the Library would be fundraising for the full amount of the project. Commissioner Spector stated that a city public art policy should also include an art accession and deaccession policy. The Commission made a motion to approve the proposed project (5 ayes, 0 noes, 0 absent).
8. ADJOURNMENT	By consensus, the Commission adjourned the meeting at 8:10 P.M.

Approved By:

 Jaz Sawyer
 Chair

DRAFT



Public Art Commission Agenda Report

DATE: July 18, 2019

FROM: David Bergman, Interim Director of Planning and Building
Margaret Lin, Manager of Long Range Planning and Economic
Development

SUBJECT: Civic Center Art Gallery – Ad Hoc Committee

Recommendation

It is recommended that the Commission create an Ad Hoc Committee to assist in the evaluation and selection of a curator for the Civic Center Art Gallery.

Discussion/Analysis

A selection panel will be used to evaluate applications and conduct interviews as necessary to select an individual or organization to provide curating services for the Civic Center Art Gallery. In order to ensure the most appropriate individual or organization is selected the Public Art Commission can elect two commissioners to form an Ad Hoc Committee (Committee) to participate on the selection panel with City Staff. The Committee members will provide relevant public art expertise and provide important insight. Participation from City Staff will be necessary to facilitate the City's procurement process.

Background

On July 1, 2018, the City Manager executed a Professional Services Agreement (PSA) with the South Pasadena Arts Council (SPARC) to develop and implement the Civic Center Art Gallery with a termination date of June 30, 2019. On June 5, 2019, the City Council adopted the Budget for the Fiscal Year 2019-20 which included \$20,000 for professional services related to curation services for the Civic Center Art Gallery.

On July 1, 2019, staff released a Request for Proposals seeking a consultant to manage, curate, and install exhibits in the Civic Center Art Gallery for Fiscal Year 2019-20. The selected consultant would be requested to provide management and curating services for the four gallery spaces located at City Hall:

- Gallery Area A – 36 linear feet in the entryway corridor on the first floor at City Hall
- Gallery Area B – 24 linear feet in the elevator lobby on the first floor at City Hall
- Gallery Area C – 85 linear feet in the hallway on the second floor at City Hall
- Gallery Area D – 3,000 square feet in the courtyard at City Hall

The Scope of Work (SOW) should include a 12 month period that includes the installation of a minimum of three exhibitions for the indoor gallery spaces and one exhibit for the outdoor courtyard. The SOW should also include the development of an artist selection process, establishment of all necessary legal agreements, and budgeting of an honorarium for the selected artists. Proposals are due by August 1, 2019.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.



Public Art Commission Agenda Report

DATE: July 18, 2019

FROM: David Bergman, Interim Director of Planning and Building
Margaret Lin, Manager of Long Range Planning and Economic
Development

SUBJECT: **Art Resources Inventory**

Recommendation

It is recommended that the Commission work with Staff to develop an Art Resources Inventory.

Discussion/Analysis

As the Commission begins to approve the installation and creation of new public art or art programs in the City it would be beneficial to have an inventory of all of the existing art resources and identify gaps. This will help the Commission formulate more well-informed decisions on future projects and programming. As the local experts, the Commission would be the ideal group to help Staff develop the inventory.

The following table can be used to track the existing art resources in the City:

<u>Art Resource</u>	<u>Type</u>	<u>Artist/Contact</u>	<u>Location</u>	<u>Dates</u>
Name	Artist	Name	Address	Installation
Title	Photography	Organization		Reoccurring
	Installation			
	Performance - Art			
	Performance – Theatrical/Musical			
	Program – Educational			
	Program – Event			
	Organization			
	Gallery Space			
	Facilities			
	Painting			
	Mural			
	Sculpture			

Next steps would include collecting the relevant data for the inventory in preparation of presenting the findings to Council by the end of the year.

Background

On October 17, 2018, the City Council approved the creation of the Public Art Commission for the purpose of reviewing and approving public art projects associated with the Public Art Program, including but not limited to, proposed site-specific public art, art donations, and public art developed with the funds from the Public Art Development Fee.

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