



SARATOGA PUBLIC ART COMMISSION

September 18, 2023

6:30 P.M. REGULAR MEETING

Saratoga City Hall, Linda Callon Conference Room · 13777 Fruitvale Avenue, Saratoga CA 95070

Public Participation Information

In accordance with Saratoga City Council's Remote Public Participation Policy, the public may participate in person or via the Zoom platform using the information below.

In Person:

- Saratoga City Hall, Linda Callon Conference Room · 13777 Fruitvale Avenue, Saratoga CA 95070

Zoom:

- Webinar URL: <https://us02web.zoom.us/j/86239971131>
- Webinar ID: 862 3997 1131
- Call In: 1.408.638.0968 or 1.669.900.6833 (enter the Webinar ID provided above when prompted)

Written Communications

Comments can be submitted in writing at www.saratoga.ca.us/publicart. Written communications received prior to the end of the comment period will be provided to the Commission and included in the agenda packet and/or supplemental meeting materials.

Public Comment

Members of the public may comment on any item for up to three (3) minutes. The amount of time for public comment may be reduced. Public Comment will begin with speakers attending in person first followed by those attending via Zoom.

CALL TO ORDER

ROLL CALL

ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

Any member of the public may address the Public Art Commission for up to three (3) minutes on matters not on the Agenda. The law generally prohibits the Commission from discussing or taking action on such items. However, the Commission may schedule the item for discussion at a future meeting.

AGENDA ITEMS:

1. Public Art Commission Minutes
Recommended Action:
Review and approve the minutes from the July 17, 2023, meeting.
[Minutes](#)
2. Selection of Chair and Vice Chair
Recommended Action:
Select Chair and Vice Chair for 2023-2024.
[Staff Memo](#)
3. Paint the City
Recommended Action:
Discuss status of program implementation.
4. #SaratogaROCKS
Recommended Action:
Discuss opportunities to host #SaratogaROCKS activities at upcoming community events.
Discuss opportunities for Commissioners to deliver rock painting kits to local organizations.
5. Saratoga Loves Poetry
Recommended Action:
Discuss program and submissions.
6. Future Agenda items
Recommended Action:
Consider agenda items for upcoming meetings. The next regular meeting is on November 20, 2023, at 6:30 p.m. at Saratoga City Hall in the Linda Callon Conference Room.
[Agenda Planner](#)

ADJOURNMENT

CERTIFICATE OF POSTING OF THE AGENDA, DISTRIBUTION OF AGENDA PACKET, & COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

I, Leslie Arroyo, Assistant City Manager for the City of Saratoga, declare that the foregoing agenda for the meeting of the Public Art Commission was posted and available for review on September 14, 2023, at the City of Saratoga, 13777 Fruitvale Avenue, Saratoga, California and on the City's website at www.saratoga.ca.us

Signed this 14th day of September 2023 at Saratoga, California.

Leslie Arroyo, Assistant City Manager

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the Commission by City staff in connection with this agenda, copies of materials distributed to the Commission concurrently with the posting of the agenda, and materials distributed to the Commission by staff after the posting of the agenda are available on the City website at www.saratoga.ca.us and are available for review in the office of the City Clerk at 13777 Fruitvale Avenue, Saratoga, California.

In compliance with the Americans with Disabilities Act and the Governor's Executive Order, if you need assistance to participate in this meeting, please contact the City Clerk at bavrit@saratoga.ca.us or calling 408.868.1216 as

soon as possible before the meeting. The City will use its best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety. [28 CFR 35.102-35.104 ADA title II]

**MINUTES
SARATOGA PUBLIC ART COMMISSION
REGULAR MEETING
JULY 18, 2023**

In accordance with Saratoga City Council's Remote Public Participation Policy, the public was allowed to participate in the meeting in person or via the Zoom platform using access information provided on the agenda.

CALL TO ORDER

Chair Ramya Vasu remotely called the meeting to order at 6:32 p.m.

Chair Vasu confirmed that she could hear staff and commissioners clearly via Zoom. Chair Vasu confirmed the meeting was posted at her location within 72 hours of the meeting and that it was accessible to the public. Chair Vasu confirmed there was no member of the public at her location who wished to participate in the public comment portion of the meeting.

City consultant Crystal Bothelio confirmed that all commissioners could hear Chair Vasu and commissioners in person also confirmed, based on voice and facial recognition, that the person representing Chair Vasu was representing themselves.

All votes during this meeting were taken by roll call.

ROLL CALL

Present: Chair Ramya Vasu, Vice Chair Gloria Wu, Commissioner James Cai
Absent: Sohini Kar, Siana Smith
Also Present: Crystal Bothelio, Leslie Arroyo

ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

Emilie Zhang asked about when the Paint the City program start and ends.

Chair Vasu requested Crystal Bothelio provide a response. Bothelio stated that the City is still working through the State approval process with Caltrans and indicated there isn't a timeframe. Chair Vasu indicated possibly in August or after that.

AGENDA ITEMS:

1. Public Art Commission Minutes

Recommended Action:

Review and approve the minutes from the May 22, 2023, meeting.

Saratoga Public Art Commission Minutes – July 17, 2023

CAI/WU MOVED TO **APPROVE THE MINUTES FROM THE MAY 22, 2023, MEETING.** MOTION PASSED. AYES: VASU, WU, CAI. NOES: NONE. ABSTAIN: NONE. ABSENT: KAR, SMITH.

2. Public Art Commission March 20, 2023, Notes

Recommended Action:

Receive staff notes for the March 20, 2023, unofficial meeting that was canceled due to lack of a quorum.

NO DISCUSSION AND NO ACTION TAKEN.

3. Saratoga Loves Poetry Recommendation

Recommended Action:

Receive and accept recommendation on the 2023 Saratoga Loves Poetry Program.

Chair Ramya Vasu proposed following the overall outline of the 2022 Saratoga Loves Poetry Program for 2023 and allowing the subcommittee to work with staff on some of the finer program details, such as methods for displaying winning poems and announcing contest winners.

VASU/WU MOVED TO **RECEIVE AND ACCEPT RECOMMENDATION ON THE 2023 SARATOGA LOVES POETRY PROGRAM.** MOTION PASSED. AYES: VASU, WU, CAI. NOES: NONE. ABSTAIN: NONE. ABSENT: KAR, SMITH.

4. #SaratogaROCKS

Recommended Action:

Discuss participation in the Saratoga Summer Movie Night on June 16 and opportunities to host #SaratogaROCKS activities at upcoming community events.

Upcoming events include: Saratoga Summer Movie Nights (July 21 and August 18) and State of the City (September 9). Discuss opportunities for Commissioners to deliver rock painting kits to local organizations.

Commission Smith attended Summer Movie Night on June 16 but was not present to provide an update to the group.

Commissioners Vasu, Wu, Cai cannot attend Summer Movie Night in July. Chair Vasu may be able to attend August Summer Movie Night and is planning on attending the September 9 State of the City event. Staff will follow up with an email to Commissioners about the State of the City logistics. Commissioners also stated they will not host a table at the car show.

5. Future Agenda items

Recommended Action:

Saratoga Public Art Commission Minutes – July 17, 2023

Consider agenda items for upcoming meetings. The next regular meeting is on September 18, 2023, at 6:30 p.m. at Saratoga City Hall in the Linda Callon Conference Room.

The Commission reviewed the agenda planner and Chair Vasu requested a future agenda item on Saratoga Loves Poetry for September and November meetings.

Consultant Bothelio reminded Commissioners to spread the word about upcoming commission vacancies and current recruitment.

ADJOURNMENT

VASU/CAI MOVED TO **ADJOURN THE MEETING AT 6:53 P.M.** MOTION PASSED. AYES: VASU, WU, CAI. NOES: NONE. ABSTAIN: NONE. ABSENT: KAR, SMITH.

Minutes respectfully submitted:

Leslie Arroyo, Assistant City Manager
City of Saratoga



CITY OF SARATOGA

Memorandum

To: Public Art Commission

From: Leslie Arroyo, Assistant City Manager

Date: September 18, 2023

Subject: Selection of Chair and Vice Chair

Each Commission elects a Chair and Vice Chair to serve a twelve-month term. No person may serve as Chair or Vice Chair of the same Commission more than once during a single term on the Commission. Consequently, the following Commissioners not eligible for reappointment as either Chair or Vice Chair. The new Chair and Vice Chair will assume their duties following the September 18, 2023, regular meeting.

Ineligible to Serve as Chair:

- Ramya Vasu
- Siana Smith

Ineligible to Serve as Vice Chair:

- Gloria Wu

The Chair acts as the presiding officer at all meetings. In the absence of the Chair, the Vice Chair presides for that meeting. In the absence of both, the members select a temporary presiding officer for that meeting until the Chair arrives.

The following is a list of the Chair's responsibilities:

- Call meeting to order
- Call for the vote, restate all motions submitted for vote, and announce decision
- Decide questions of order (pursuant to the City of Saratoga's Rules of Parliamentary Procedure)

- Lead meeting and preserve order
- Represent the Commission at meetings when authorized by a majority of the Commission (or when requested by the City Council as long as the Chair notes that the views expressed are personal)
- Work with staff assigned to the Commission to create meeting agendas
- Determine whether Commissioner absences are excused or unexcused

The Chair and staff should be in contact prior to each regularly scheduled meeting to review and discuss the agenda. If a personality conflict arises between individual Commissioners, it is the Chair's responsibility to try to mediate and resolve the problem. If the conflict cannot be resolved, the Chair should approach the Director of the City Department staffing the Commission to discuss possible strategies to address the issue.

In regards absences, if a Commissioner is absent without permission of the Chair (or in the case of the Chair, permission from the Mayor) from three regular Commission meetings within a 12-month period, the Commissioner's position becomes vacant and is filled as any other vacancy. A Commissioner removed from their position in this manner may request that the vacancy be excused by filing a letter with the City Clerk within 30 days of the effective date of the vacancy. It should be noted in the minutes if a Commissioner's absence is excused.



MEMBERSHIP

NAME	TERM END
James Cai	9/30/2023
Ramya Vasu, Chair	9/30/2024
Siana Smith	9/30/2025
Gloria Wu, Vice Chair	9/30/2026

Staff:

Leslie Arroyo, Assistant City Manager | 408.868.1269 | larryo@saratoga.ca.us

AGENDA PLANNER

The Commission holds regular meetings on the 3rd Monday of odd-numbered months at 6:30 p.m. Regular meetings may be rescheduled or canceled. Additionally, special meetings may be scheduled as needed.

MEETING	AGENDA ITEMS
January 23, 2023	<ul style="list-style-type: none"> • Minutes • Montalvo Arts Center Collaboration: Discuss mutual areas of interest for collaboration between City and Montalvo. If possible, develop recommendation for Council. • Fiscal Year 2023/24 Work Plan • Committee Assignments • Committee Updates • Chalk Art OR #SaratogaROCKS • Future Agenda Items
March 20, 2023	<ul style="list-style-type: none"> • Minutes • Paint the City: Make Top 3 Selections at each location for public voting. • Fiscal Year 2023/24 Work Plan • Chalk Art OR #SaratogaROCKS • Future Agenda Items
March 27 2023	Commission Work Plan Study Session 6:00 p.m. – 9:00 p.m. <ul style="list-style-type: none"> • 7:45 p.m. Public Art Commission
May 22, 2023	<ul style="list-style-type: none"> • Minutes • Paint the City: Art Recommendations to Council • Fiscal Year 2023/24 Work Plan • Chalk Art OR #SaratogaROCKS • Future Agenda Items
July 17, 2023	Minutes

Saratoga Love Poetry #SaratogaROCKS Future Agenda Items	
September 18, 2023	<ul style="list-style-type: none"> • Minutes • Selection of Chair and Vice Chair • Paint the City: Locations and Overall Program • #SaratogaROCKS • Saratoga Loves Poetry • Future Agenda Items
November 20, 2023	<ul style="list-style-type: none"> • Minutes • Fiscal Year 2024/25 Work Plan • #SaratogaROCKS • Saratoga Loves Poetry • Future Agenda Items
January 15, 2024	<ul style="list-style-type: none"> • Minutes • Fiscal Year 2024/25 Work Plan • Artwork Exhibit Opportunities • Paint the City: Top 3 Selections • #SaratogaROCKS • Future Agenda Items
March 18, 2024	<ul style="list-style-type: none"> • Minutes • Projection Art • Paint the City: Artwork Recommendation • #SaratogaROCKS • Future Agenda Items
May 20, 2024	<ul style="list-style-type: none"> • Minutes • #SaratogaROCKS • Future Agenda Items

FISCAL YEAR 2023/24 WORK PLAN

Approved March 27, 2023

1. Projection Art

Explore opportunities for projection art and return to City Council with a proposal for consideration, including possible themes, locations, community participation, frequency, and timing. For example, students could be invited to submit artwork (written, visual, and/or performing) to be projected at night in the City.

Committee Members:

- Sohini Kar
- Gloria Wu

Implementation Timeline:

- **June – August 2023:** Display of recent art submissions (Saratoga Loves Poetry, Online Art Challenge, Paint the City, #SaratogaROCKS) at Saratoga Summer Movie Night events.
- **January – March 2024:** Subcommittee to develop a recommendation
- **March 18, 2024:** Commission consideration of committee recommendation
- **April 2024:** City Council consideration/approval of Commission recommendation, if needed

2. Artwork Exhibit Opportunities

Identify non-traditional exhibit locations in the City where there is an opportunity to temporarily display artwork at or in public spaces, including spaces managed/maintained by community partners. For example, locations could include City buildings and properties, Saratoga Library, schools, or West Valley College. Ask staff to assess feasibility of displaying artwork at those locations. Present proposal for exhibit, including art selection and locations. Artwork that is displayed could be developed through other work plan items, such as projection art or the online art challenge, or through collaboration with community partners. With Council's approval, implement proposed plan and seek Council authorization prior to placement of any artwork proposed for City property.

Committee Members:

- Siana Smith
- Gloria Wu

Implementation Timeline:

- **July - December 2023:** Subcommittee to develop recommended artwork exhibit opportunities
- **January 15, 2024:** Commission consideration of committee recommendation

- **February 2024:** City Council consideration/approval of Commission recommendation, if needed

3. Saratoga Loves Poetry

Invite students at schools located in Saratoga to submit original poetry for the chance to win a prize, to be showcased in a variety of ways, such as through City online communication channels, through a temporary display, requesting publication in local newspapers, and/or at special events and activities, including as part of other work plan efforts, such as projection art. Explore options to collaborate with Saratoga Library as part of their annual contest or a new contest. In addition or as an alternative, consider options to include residents of all ages in 1 contest per year.

Committee Members:

- Ramya Vasu

Implementation Timeline:

- **May - July 2023:** Subcommittee to develop a recommended program
- **July 17, 2023:** Commission consideration of committee recommendation
- **August – September 2023:** Outreach, registration, and submittal period for student contest
- **October 2023:** Selection of student contest winners
- **November – December 2023:** Announcement of winners and showcase of poems

4. Paint the City

Continue the Paint the City utility box painting program starting in fall/winter 2022 and consider the addition of non-City owned utility boxes. Once locations are identified and authorized by the City Council, residents age 10 and older would be invited to submit conceptual artwork for utility box locations. The Public Art Commission would then review conceptual artwork and select up to 3 options per location. The top 3 selections would be posted online for public voting where residents can engage in the process by selecting their favorite conceptual design per location. After the close of voting, the Commission would make a recommendation on artwork to the City Council. Selected artists receive a stipend of \$600.

Committee Members:

- James Cai
- Ramya Vasu

Implementation Timeline:

- **July – September 2023:** Subcommittee to develop a recommended program
- **September 18, 2023:** Commission consideration of committee recommendation
- **November 2023:** Council consideration of Commission recommendation
- **December 2023 – January 2024:** Application period

- **January 2024:** Subcommittee to develop recommended Top 3 selections for each location
- **January 15, 2024:** Commission consideration of committee recommendation
- **January – February 2024:** Public voting
- **March 18, 2024:** Results of public voting and Commission recommendation on final artwork
- **April 2024:** City Council consideration/approval of Commission recommendation
- **April – May 2024:** Utility box painting completed

5. #SaratogaROCKS

Continue to encourage participation in the City of Saratoga’s [#SaratogaROCKS program](#), which provides free rock painting kits to community members, and explore ways to enhance the program, increase participation, and make more appealing to community members. Conduct strategic outreach, such as providing kits to local retirement communities or hosting rock painting at local events. Document use of kits through photos or video.

Implementation:

At every regular meeting, discuss opportunities for Commissioners to attend upcoming community events and host #SaratogaROCKS or delivery rock painting kits to local organizations.

COMMISSION RESPONSIBILITIES & DUTIES

Resolution No. 21-047

I. STRUCTURE

- A. Membership. The Public Art Commission of the City of Saratoga shall consist of five members appointed by the City Council. Members are required to meet qualifications identified in City Code Section 2-12.020. The first five Commissioners appointed will be exempted from City Code Section 2-12.020(a)(3).
- B. Term of Office, Vacancies and Removal, Officers. The term of office, vacancies and removals, and officers of members of the Commission shall be as set forth in the City Code Section 2-12.020 except that the terms of four Commissioners initially appointed to the Commission shall be partial terms of one, two, and three years to ensure that the Commission terms are staggered in accordance with City Code 2-12.030(c).

II. ADMINISTRATION

- A. Meetings. The Public Art Commission shall hold regular meetings every other month. The date and time of these meetings shall be approved by vote of the Commission.
- B. Rules of Procedure. The Commission shall in all respects comply with the requirements for City Commissions as set forth in the City Code and City Council policies.
- C. Compensation. Members of the Commission shall serve without compensation. When in accord with current City policy and when arranged in advance with the City Manager, actual and necessary expenses incurred by Commission members acting in their official capacity shall be reimbursed by the City.
- D. Records. The staff liaison of the Commission shall keep a record of all proceedings, deliberations, findings, determinations, and recommendations of the Commission. These records shall be available to the public, and copies shall be filed with the City Clerk.
- E. Staff Support. Staff support required by the Commission shall be provided consistent with City budget authorizations.

III. RESPONSIBILITIES & DUTIES

- 1. The Commission shall provide counsel and recommendations on public art policies, budgets, plans, and procedures to the Saratoga City Council.
- 2. As directed by the City Council, evaluate and assess public art projects or programs and perform such other activities as may be directed by the Saratoga City Council.
- 3. The Commission shall maintain communications with the City Council and City staff on public art-related matters.
- 4. Provide support and/or advice on events or programs related to City public art.
- 5. Maintain awareness and knowledge of public art trends and principles.