AGENDA

REGULAR MEETING OF THE
ARTS AND CULTURE COMMISSION

Monday, August 24, 2020 at 7:00 p.m.

VIA TELECONFERENCE

https://elcerrito.webex.com/elcerrito/onstage/g.php?MTID=e0585ea6fa7398ca6e82fa0530a3c3891

Event ID: 146 241 8633

Event Password: itTW6J3P8Kj

Join by Phone: (408) 418-9388

Access code: 146 241 8633

Pursuant to Executive Orders N-25-20 and N-29-20, and in Response to the COVID-19 Pandemic, Teleconference Restrictions of the Brown Act Have Been Suspended, as Well as the Requirement to Provide a Physical Location for Members of the Public to Participate in the Meeting.

Any person wishing to speak to the Arts and Culture Commission on any of these matters is invited to participate via teleconference as described above.

The City encourages submission of written comments in advance to the Arts and Culture Commission via email to mwilliams@ci.el-cerrito.ca.us prior to the meeting or by contacting the staff liaison listed above.

7:00 p.m. CONVENE REGULAR MEETING

1. ROLL CALL – Chair Allison Cooper; Vice-Chair Blake Washington; Members, Ruth Cazden, George Gager, Courtney Helion, Bill Nichols, Ann Wiens

2. COMMISSIONERS’ REPORTS, COUNCIL LIAISON AND STAFF LIAISON REPORTS

3. ORAL COMMUNICATIONS FROM THE PUBLIC
Remarks are typically limited to three minutes per person, and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first; remarks on agenda items will be heard at the time the item is discussed.

4. APPROVAL OF MINUTES
Consider approval of the minutes of the July 27, 2020 meeting.

5. PROPOSED LIBRARY ART PROJECTS
Hiedi Goldstein, Senior Community Library Manager at El Cerrito Library, would like feedback from the commission regarding proposed library art projects. (Attachment)

6. EL CERRITO CREATIVE REUSE ARTISTS IN RESIDENCE UPDATES
7. **EL CERRITO CREATIVE REUSE PROGRAM**
   Discussion and possible action about continuing the ECCRU program during COVID-19.

8. **POET LAUREATE CALL FOR ARTISTS**
   Discussion and possible action to issue a Call for Artists (CFA) for El Cerrito Poet Laureate. (Attachment)

9. **UTILITY BOX PUBLIC ART PILOT PROGRAM CALL FOR ARTISTS**
   Discussion and possible action to issue a Call for Artists (CFA) for the “Thinking Outside of the Box” Utility Box Public Art Pilot Program. (Attachment)

10. **UPCOMING ACC-SPONSORED EVENTS**
    El Cerrito Free Folk Festival, October 10, 2020, 12 pm – 9pm (virtual)

11. **SUBCOMMITTEE UPDATES**
   a. Recreation Liaison subcommittee (Cazden, Helion, Cooper)
   b. Community Outreach Subcommittee (Cazden, Gager, Washington)

12. **ITEMS FOR NEXT MEETING**

13. **ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, (510) 215-4318. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).

Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at www.el-cerrito.org/acc.
Arts and Culture Commission 8.24.2020

Please forgive the lack of a formal proposal. When considering this conversation, I feel that as this is a city-based project in/on a city-owned building, it would be wisest to consider the preferences of the committee and city when proffering up these concepts. I am creative and artistic with a wide swath of understanding and appreciation of public art and a vast aesthetic

Pre-Covid: Originally, I had the idea of a mosaic of a whale due to us having hundreds of old library cards that we have cut up that are various shades of blue and white. That will have to be moved to the backburner since the library can only be entered at this time by library staff, but is still something we are interested in when we are back to being a place where people come inside.

Ideas to discuss:

• Updating the letters on the front of the library
• Mural that clearly says LIBRARY (colorful and imaginative and diverse; not only for CHILDREN!) facing Stockton Ave
• “Storywalk”

Positive Factors to consider:

• Exterior library refresh. Since we won’t be getting a new library, maybe just giving our current one a little boost can’t hurt?
• Visible from the street and/or BART tracks and Ohlone Greenway
• Inform the public about the library
• Inform the public about the ACC
• Great morale booster to have lovely things to look at
• Attention-getting and an attraction that garners pride
Elements to include:

- Books but not JUST books
- Reading
- Listening
- Learning
- Inclusiveness
- Accessibility
- Diversity
- Not only child friendly
- The word LIBRARY

Current sign
Front of library – silver on faded grey/blue

Northeast Corner facing east
Northeast Corner facing Stockton

Facing Stockton Ave
From Ohlone Greenway
Some samples of other library-related art on libraries or other buildings:
**Storywalk**

The Storywalk is a contemporary library trend because it encourages both reading AND walking.

Since they were conceived of in 2007, there have been storywalks all over the world! They can be permanent or temporary.

Numerous considerations would have to be made regarding weather proofing, maintenance, upkeep, and so on.

If we designed them with the idea that they would be permanent, they could be for use by more than just the library – they could be a shared undertaking by the ACC and El Cerrito Library wherein stories can be read and histories can be told. I’d love for us to be able to reference the Ohlone Indians or even the history of Rust!

[https://letsmovelibraries.org/storywalk/](https://letsmovelibraries.org/storywalk/)

For a permanent installment:

Wood 16 frames $3,692

Aluminum 16 posts $4,808.64
Here is our homemade StoryWalk from 2018:
CALL FOR ARTISTS
City of El Cerrito, California
Art in Public Places Program
Poet Laureate Program

Deadline Monday, xxxx x, 2020 at 4 p.m.

www.el-cerrito.org/poets

The City of El Cerrito announces the release of a Call for Artists for poets to serve as the City’s poet laureate. The laureate will encourage the poetic energy of our community by creating and leading activities that inspire writing and performances of poetry among all age groups while initiating a dialogue between local poets, cultural organizations, and community institutions. In an effort to promote literature and the arts in the City, the laureate will bring attention to poetry in less-traditional settings and encourage residents in their writing and personal expression.

Eligibility
The poet laureate must:
• Be a resident or work full-time in the City of El Cerrito, CA
• Demonstrate a commitment to poetry writing, spoken word performance, and community involvement and outreach
• Be at least 21 years of age at time of application
• Be able to serve the full two-year term as laureate and maintain residency/work status in El Cerrito throughout the term

Honorarium
The laureate will receive a stipend of $2,400 for the two-year term. The honorarium will be distributed semi-annually in four payments of $600.

Length of Term
The laureate will be appointed to serve a two-year (24 month) term. The expected term will be from Month Day, 2020 to Month Day, 2022.

Duties and Requirements of the Poet Laureate
The laureate is expected to provide a minimum of two readings and three community events each year, but is of course free to do more. The Arts and Culture Commission and its staff liaison will provide logistical support for organizing and publicizing the events as well as assist the laureate to work with business owners and other agencies if use of non-City venues are planned.
• **Two Public Readings Each Year:** The laureate will give a public reading of their new work during each year of their tenure. The laureate will also present a poem during each year of their tenure at a City event, such as the annual Earth Day, Martin Luther King Day, or October Arts Day celebrations.

• **Three Community Events Each Year:** The laureate will provide opportunities for community members to write and/or share their own poems. The City is looking for a laureate who can creatively assert his or her individual interests and strengths to raise the status of poetry in the everyday consciousness of El Cerrito residents.

The laureate will develop and lead their own activities, but possible events could include pop-up booths, where the laureate and community members write poems-on-demand; work with other poets or visual artists; open mic sessions; poetry walks; and poetry and art and craft-making tables at community events. The laureate could also conduct writing workshops at the City’s public schools (pending District approval), at the Senior Center, or Community Center.

The Arts and Culture Commission envisions that the laureate’s events could take place at a variety of interesting locations, with proper approvals of the owners/operators of venues such as KECG-FM Radio 88.1; Off the Grid Food Truck Market; local businesses and institutions such as Down Home Music, the El Cerrito Library, and local schools. City facilities such as City Hall, the Recycling + Environmental Resource Center, the Community Center or neighborhood clubhouses, as well as City co-sponsored events such as the El Cerrito Free Folk Festival, might also serve as locations for events.

• **Social Justice Advocacy/Actions:** The Arts and Culture Commission supports activities that address human rights, environmental justice, social justice and/or racial injustice. Special consideration will be given to poets that include some element of advocacy or actions in their proposal.

• **Creative/Professional Development** (optional): The Arts and Culture Commission may cover expenses for the poet laureate to attend a Bay Area poetry conference or seminar of his or her choice (upon approval of the Commission).
About El Cerrito Arts and Culture Commission
The Arts and Culture Commission consists of seven members who demonstrate a commitment to various arts disciplines, including but not limited to fine arts, visual arts, performing arts, literary arts, art history, and arts education.

It is the mission of the Arts and Culture Commission to advise the City Council of the needs of the artistic and cultural community; encourage and promote arts programs and events that engage community members and local businesses to build a flourishing and vibrant arts and cultural environment; provide advice to artists and arts/cultural organizations by sponsoring forums, programs, and events; carry out the Arts in Public Places program, and upon request, advise the City with respect to possible sources of funding.

El Cerrito Poet Laureate Program
The El Cerrito Poet Laureate Program was approved by the Arts and Culture Commission ("Commission") in October 2015. The poet selected for the 2018-2020 term will be the third poet laureate in the City’s history.

The program is funded by the Art in Public Places Program, established with the passage of the City’s Public Places Ordinance (Section 13.50 ECMC). In order to realize the vision of enhancing art in public places, new building projects with development costs of $250,000 or more shall devote an amount not less than 1% of the development costs to the funding of public art installations, acquisitions, and activities. The poet laureate program is therefore funded on a committed, continuing basis, and not dependent on annual City allocations, grants, or other awards or contributions for its support.

Application Requirements
The City requires that all submissions be provided in electronic format only, via electronic submission of PDF documents via email.

The applicant will need to provide:

1. Application Cover Page: This form is available as a fillable PDF from www.el-cerrito.org/poets

2. Letter of Interest: In 500 words or less, discuss your background in writing and performing poetry; your involvement in community organizations and activities; and describe in specific terms a community event that you would develop and lead. Let us know how this community event fits into your overall vision for the laureateship you’d create if selected as the City’s
poet laureate. Note: You do not need to have permission from the owner/operator of the proposed venue at this time.

3. **Examples of Original Work:** Provide no fewer than 10 and not more than 25 pages of published, self-published, or unpublished poetry writing.

4. **References:** Please list two personal or professional references. Include their name, title, email address and phone number, including area code.

5. **Curriculum Vitae or Resume:** Please provide your curriculum vitae or professional resume.

**Selection Process**

A selection panel will make a recommendation to the Commission based on the applications and interviews. The selection of the poet laureate will be made by the Commission.

The selection panel will evaluate the candidate’s submissions and make its recommendation based on the proposal submission materials and interviews with short-listed applicants. If necessary, a more detailed proposal may be requested from the candidates. The panel may include professional poets, a member of the Commission, City residents, or City staff.

Selection criteria include:

- Literary and artistic merit as evidenced by the submitted poetry
- Proven ability to undertake successful creative, innovative, and effective approaches in comparable projects
- Demonstrated ability to work creatively with groups of different ages and backgrounds
- Experience with speaking in public venues
- Ability to understand a locale’s sense of place and inspire its residents in written and personal expression
- Demonstrated interest in and commitment to community outreach
- Conformance with the City’s guidelines for public art including but not limited to quality, nature of work, originality, and diversity

The City of El Cerrito is committed to reflecting the diversity and cultural richness of our City in the selection of the poet laureate. References provided as part of this application will be contacted prior to any poet interviews.
The contract, including terms of the honorarium and the laureate’s project plan will be worked out with City staff. The laureate will be required to submit an IRS 1099 form to the City. The Commission reserves the right to reject any and all applications.

**Estimated Timeline**
The schedule is contingent upon the City’s schedule and may be changed at any time.

- **Month Day, 2020:** Call for Poets Released
- **Month Day, 2020:** Applications Due
- **Month Day, 2020:** Interviews with Selected Applicants
- **Month Day, 2020:** Selection of Artist

**Month Day, 2020 – Month Day, 2022:** Expected Term of Poet Laureate

**Deadline**
Proposals are due by 4 p.m., **Month Day, 2020** at [mwilliams@ci.el-cerrito.ca.us](mailto:mwilliams@ci.el-cerrito.ca.us).

**Inquiries**
Questions regarding this Call for Artists should be submitted in writing to:

Maya Williams, Assistant to the City Manager
City of El Cerrito
10890 San Pablo Avenue, El Cerrito, CA 94530
(510) 215-4318
[mwilliams@ci.el-cerrito.ca.us](mailto:mwilliams@ci.el-cerrito.ca.us).
<table>
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<th>Estimated Timeline for 2021 Poet Laureate Selection Process</th>
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<tr>
<td>Monday, August 24, 2020</td>
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<tr>
<td>Monday, August 31, 2020</td>
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<td>Friday, October 16, 2020</td>
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<td>week of Oct 26, 2020</td>
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<td>week of November 2, 2020</td>
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<td>Mon, December 7, 2020</td>
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Project Description
The City of El Cerrito Utility Box Public Art Pilot Program is a beautification initiative designed to add to the vibrancy of the San Pablo Avenue corridor. We invite community artists to participate in this program to help our community transform drab and unsightly utility boxes into attractive and captivating works of art that will enhance the beauty of the City’s streets and sidewalks for years to come. This first Call for Artists is a pilot program that will include three utility boxes (see location and photos in Attachments A and B). If the pilot program is well received by the community, a subsequent Call for Artists may include a larger number of utility boxes.

The program is sponsored by the El Cerrito Arts & Culture Commission.

Application Guidelines

- To participate in this Call for Artists, applicants must complete and submit the application form.
- Artists may submit a single application for one or multiple utility boxes. The City reserves the right to select a single artist for all three boxes or may select different artists for different boxes.

Applications can be submitted online at www.el-cerrito.org/xxxxx or mailed to:

City of El Cerrito
Attention: Maya Williams
10890 San Pablo Ave
El Cerrito, CA 94530

Application Deadline
The application is due online or by mail to the address above by 4 p.m. on Month Day, 2020. If mailed, the application must be postmarked by Month Day, 2020.

For questions, contact Maya Williams at (510) 215-4318 or mwilliams@ci.el-cerrito.ca.us.

Project Schedule

- **Month Day, 2020**: Call for Artists issues
- **Month Day, 2020**: Applications due by 4 p.m. If mailed, the application must be postmarked by Month Day, 2020.
CITY OF EL CERRITO
UTILITY BOX PUBLIC ART PILOT PROGRAM
CALL FOR ARTISTS

- **Month Day, 2020** (approximate): Artists are selected
- **Month Day, 2020** (approximate): Final designs are completed by the artist and work begins.
- **Month Day, 2020** (approximate): Boxes are complete.

**Theme**
Artwork that embraces local social justice movements and/or the Black Lives Matter movement is preferred. El Cerrito residents have historically supported working towards a diverse, inclusive, and welcoming community for people of all racial and socioeconomic backgrounds, including all those who live, work, attend school and visit El Cerrito. Additionally, the City Council has committed to encourage community action towards eliminating racial disparities.

**Art Installation Process**
City Staff will coordinate with the artist, other City departments, and neighboring businesses or homeowners to select a mutually agreeable four-week painting period between **Month Day and Month Day, 2020**.

Artists are responsible for prepping the utility box, painting the design with appropriate paint, and sealing it with a clear anti-graffiti coating. Artists are responsible for purchasing their own painting, prepping, and sealing supplies.

Artists are expected to paint the entire utility box including the side boxes and pipes. The cement base is optional. Artists may not paint over key holes, meters or numbers.

Artists may enlist painting assistants. All painting assistants must sign a liability waiver and release. Underage painting assistants must have a parent sign the liability waiver and release. All painters and artists MUST adhere to State, local, and CDC guidelines and maintain social distance of 6 feet, wear a mask, and clean hands often.

Upon completion of the box, City Staff will meet with the artist at the site to inspect/approve the artwork and take a publicity photo of the artist with their completed utility box.

- The Artist must include “Sponsored by the City of El Cerrito Arts & Culture Commission” on the finished work.
- Artwork must be suitable for all ages and in keeping with community values.
- Artwork must be an original design and the artwork of the applicant.
- Artwork must reflect the City’s diversity, historic heritage, or a key activity through El Cerrito in some way.
- Artwork must be painted in fade-resistant acrylic paint.
- Artwork may include the artist’s signature, no larger than 5” x 7.”
Compensation

The artist or artist groups will receive a $1,000 award for the creation of the final design for each utility box. 50% (or $500) of the payment will be issued prior to the start of the painting and 50% (or $500) will be issued upon satisfactory completion of the project.

Artists are not employees of City and shall not be eligible for any benefits, entitlements, or incidents of City employment, including but not limited to, eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of the City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

Eligibility

- This program is open to individual artists, teams of artists, or community groups with a designated lead artist. The compensation for each utility box is $1,000 regardless of the number of artists or individuals who work on the visioning and creation of the design.

- Preference will be given to applicants residing or working in or near El Cerrito, with the next level of preference given to applicants living in Contra Costa and Alameda Counties.

- The design must be suitable for viewing by all ages in a public space. Generally, this rule means that the art may not contain advertising, religious art, violence, sexual content, or political partisanship. Designs that do not comply with these standards will not be approved by the City and/or eligible for the award.

- Dark colors over large areas should be avoided, as this may cause the utility box to absorb heat and damage equipment.

- Applicants may be invited to present their conceptual designs to the ACC and City Council and, if selected for this project, invited again to present their final designs.

- All entries must be the original design and artwork of the applicant(s); artwork must not be plagiarized, stolen, or copied.

- Entries that use copyrighted or trademarked images are not eligible unless legal permission has been granted.

- Entries must not defame or invade the rights of any person, living or dead.

- Selected artists will be required to sign a liability waiver/consent form in order to participate in the project.
Additional Information

The artist(s) name and a photo of the artwork may be featured on the City of El Cerrito website and other promotional materials.

Artwork created under this program will be considered temporary artwork and the sole property of the City of El Cerrito. As such, the City retains the right and sole discretion to remove, modify, or replace the artwork. Situations in which the City may exercise this right include, but are not limited to, those in which the image or utility box is damaged, or the box needs to be accessed by an authorized agency, organization, or individual.

Evaluation Criteria (not in order of importance)

• Residency
• Applicant examples of previous work
• Creativity and originality
• Compatibility of the design with the immediate location of the utility box as well as the general scenery and urban design of the vicinity
• Adherence to the project theme of social justice, as described above
• The relationship of the proposed artwork to the social and cultural identity of the El Cerrito community
• Bold and bright colors and graphics tend to work well on utility boxes so they can be seen from a distance

Review and Selection Process

City Staff will review applications for completeness. The ACC’s Utility Box Public Art Review Subcommittee will review submissions and recommend to the ACC an artist or artists based on the eligibility standards and evaluation criteria listed above. The ACC will then bring recommended design concepts to the City Council for consideration and action. Following City Council approval of the design concepts and the execution of the artist contracts, the artists will work with the ACC to transition the approved design concepts into final artwork.
Attachment A
Three Utility Box Locations

Utility box #1 (12)
San Pablo Ave./Ohlone Greenway
(Near Baxter Creek Gateway Park)

Utility box #2 (7)
San Pablo Ave./Conlon Ave.

Utility box #3 (10)
Knott Ave./San Pablo Ave.
Utility box #1 (12)
San Pablo Avenue/Ohlone Greenway (Near Baxter Creek Gateway Park)
About 65" height x 30" width x 35"
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Knott Ave./San Pablo Ave.
About 65" height x 30" width x 35"
Guidelines

- Artists may submit a single application for one or multiple utility boxes. The City reserves the right to select a single artist for all three boxes or may select different artists for different boxes.
- All application materials must be on 8.5” x 11” paper.
- All components of the application must be submitted at one time as a single package.
- Make sure to include all items listed in the Application Checklist below.
- Applications can be submitted in either electronic form online or mailed to:

  www.el-cerrito.org/xxxxx

  City of El Cerrito
  Attention: Maya Williams
  Utility Box Public Art Pilot Program
  10890 San Pablo Ave
  El Cerrito, CA 94530

Application Deadline
The application is due online or by mail by **4 p.m. on Month Day, 2020**. If mailed, the application must be postmarked by **Month Day, 2020**.

For questions, contact Maya Williams at (510) 215-4318 or mwilliams@ci.el-cerrito.ca.us.

Costs Incurred in Responding to the Call for Artists:
The City of El Cerrito shall not be liable for any costs incurred by the artist(s) in responding to this request for a design.

Application Checklist
- Application Coversheet
- Lead Artist Biography/Qualifications
- Examples of previous work that are relevant to this Call for Artists:
  - No more than five examples of previous work should be included. Artists need not have painted utility or signal boxes before.
  - Each example should include information such as descriptions of the work, location, type of surface, materials used, and who the work was commissioned by or created for.
  - Examples can be provided in hard copy format (on 8.5” x 11” paper) or as attachments to the online form. Electronic files should be at a resolution appropriate for viewing.
Design Rendering: Provide color renderings of your proposed design for the box(es), showing all four sides and the top of each box. Artists may submit up to three designs. However, each proposed design must have its own separate page. If you wish to be considered for a specific box location or locations, please label the rendering with the utility box number. If you have no preference, label the rendering “Any.” Label each rendering with your name.

Renderings can be provided in hard copy format (on 8.5” x 11” paper) or as attachments to the online form. Electronic files should be at a resolution appropriate for viewing.

Design Description(s) - up to 300 words for each utility box. The is an opportunity to explain your design and indicate how it is related to the preferred theme and/or its connection to El Cerrito.
**Application Coversheet**
*(must be filled out by the Lead Artist)*

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**Assistant Artist(s) First Name(s) and Last Name(s)** - *Artists may enlist assistants, but all assistants must be named here. Use additional pages if necessary*

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**Title of Artwork (if submitting designs for more than one utility box, include all the artwork titles here and list the utility box # that corresponds to each artwork title)**

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**Name of community group or organization - if applicable**

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Lead Artist Biography/Qualifications (up to 300 words):
Design Description(s) - up to 300 words for each utility box:

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