

CIVIC ARTS COMMISSION SPECIAL MEETING AGENDA

Monday, March 2, 2026
7:00 PM

City Council Chamber
200 Old Bernal Avenue
Pleasanton, CA 94566

The meeting will be held in-person and will be streamed at <https://www.youtube.com/user/TheCityofPleasanton>.

Public participation: It is requested that members of the public wishing to address the Commission submit a speaker card. When public comment is opened on an agenda item, individuals may speak once per agenda item.

In Person:

- Submit a physical speaker card at the meeting. When your name is called, please provide comment at the podium.
-

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

CONSENT CALENDAR

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

1. Approve meeting minutes of April 7, 2025
2. Approve joint meeting minutes of the Parks and Recreation Commission and Civic Arts Commission of July 10, 2025

MEETING OPEN TO THE PUBLIC

3. Public Comment regarding items not listed on the agenda – Speakers are limited to 3 minutes.

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

4. Review and provide feedback on the proposed changes to the Civic Arts Commission as defined in the Pleasanton Municipal Code (PMC) Chapter 2.39.
5. Recommend City Council adopt a resolution updating the Master Fee Schedule Section VIII. Recreation, F. Miscellaneous Recreation Fees

6. Receive Civic Arts Commission Work Plan Update
7. Review and provide feedback on the proposed Public Art Beautification Service Day
8. Review and approve the Civic Arts Commission meeting schedule for 2026
9. Select Commission Chairperson and Vice Chairperson for 2026

MATTERS INITIATED

COMMISSIONER REPORTS

10. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission member.

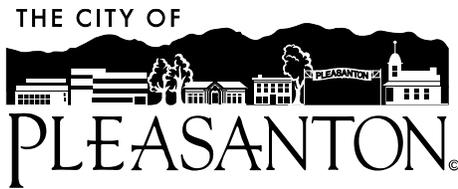
ADJOURNMENT

Notice

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet will be available for public inspection at the Library and Recreation department located at 400 Old Bernal Ave., Pleasanton, CA 94566.

Accessible Public Meetings

The City of Pleasanton can provide special assistance for persons with disabilities to participate in public meetings. To make a request for a disability-related modification or accommodation (e.g., an assistive listening device), please contact the Library and Recreation department located at 400 Old Bernal Ave., or (925) 931-5340 at the earliest possible time. If you need sign language assistance, please provide at least two working days' notice prior to the meeting date.



Civic Arts Commission Meeting Minutes

April 7, 2025 – 6:00 p.m.

CALL TO ORDER

Chair Song called to order the regular meeting of the Civic Arts Commission at 6:02 p.m. from the City Council Chamber – 200 Old Bernal Ave.

Commissioner Lam led the Pledge of Allegiance.

Roll Call

Present: Commissioners Coleman-Knight, Fry, Giancola, Lam, Yee, and Chair Song
Absent: Commissioners Baiocchi and Simmons

AGENDA AMENDMENTS

Rachel Prater, Library and Recreation Manager, addend an amendment the agenda to add a Commission Report section after item 6.

CONSENT CALENDAR

1. Approve the regular meeting minutes of March 3, 2025

MOTION: It was m/s by Fry/Song to approve the regular meeting minutes of March 3, 2025.

The motion was passed by the following vote:

Ayes: Commissioners Coleman-Knight, Fry, Giancola, Lam, Yee, and Chair Song
Noes: None
Absent: Commissioners Baiocchi and Simmons

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

None

3. Public Comment regarding items not listed on the agenda.

None

MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION

4. Review and Discuss the Pleasanton Teen Poet Laureate Program

Presentation by Rachel Prater, Library and Recreation Manager.

5. Review and Discuss Public Art Plaque Ad Hoc Committee Findings

Presentation by Rachel Prater, Library and Recreation Manager.

6. Receive the Status Report Update for April and May 2025

Presentation by Rachel Prater, Library and Recreation Manager.

COMMISSION REPORTS

7. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

Chair Song, Commissioners Coleman-Knight, Giancola, Fry and Yee provided comments.

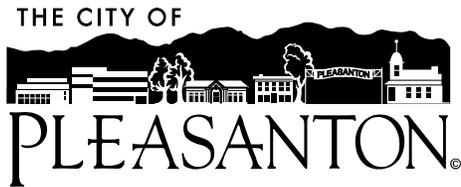
MATTERS INITIATED

FUTURE AGENDA ITEMS

- Receive Updates on Public Art Map

ADJOURNMENT

Chair Song adjourned the meeting at 7:24 p.m.



Joint Meeting of the Parks and Recreation Commission and Civic Arts Commission Meeting Minutes

July 10, 2025 – 6:00 p.m.

CALL TO ORDER

Chair Immadi called to order the Joint Meeting of the Parks and Recreation Commission and Civic Arts Commission at 6:00 p.m. from the City Council Chamber at 200 Old Bernal Ave.

Chair Immadi led the Pledge of Allegiance and provided opening remarks.

ROLL CALL

Civic Arts Commission

Present: Commissioners Coleman-Knight, Fry, Giancola, Simmons and Chair Song
Absent: Commissioners Dooley, Sauzade and Lam

Parks and Recreation Commission

Present: Commissioners Deckert, Hall, Medina, Schempp and Chair Immadi
Absent: Commissioner Alfaro and Brown

AGENDA AMENDMENTS

None

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

1. Recommend the City Council approve the Don Lewis Harmonic Symphony public art project conceptual design, proposed location, and budget amendments for art acquisition and installation

Heidi Murphy, Director of Library and Recreation, presented the item and answered the commissioners' questions.

Chair Immadi opened public comment.

Les Duman provided public comment.

Chair Immadi closed public comment.

Commissioners provided comments.

MOTION: It was m/s by Coleman-Knight/Deckert to recommend the City Council approve the Don Lewis Harmonic Symphony public art project conceptual design, proposed location, and budget amendments for art acquisition and installation. The motion passed by the following vote:

Parks and Recreation Commission

Ayes: Commissioners Deckert, Hall, Medina, Schempp and Chair Immadi

Noes: None

Absent: Commissioners Alfaro and Brown

Civic Arts Commission

Ayes: Commissioners Coleman-Knight, Fry, Giancola, Simmons and Chair Song

Noes: None

Absent: Commissioners Dooley, Sauzade and Lam

ADJOURNMENT

Chair Immadi adjourned the meeting at 6:33 pm.

**CIVIC ARTS COMMISSION
AGENDA REPORT**

March 2, 2026
Library and Recreation

TITLE: REVIEW AND PROVIDE FEEDBACK ON THE PROPOSED CHANGES TO THE CIVIC ARTS COMMISSION AS DEFINED IN THE PLEASANTON MUNICIPAL CODE (PMC) CHAPTER 2.39.

SUMMARY

The City Council Ad-hoc Subcommittee has requested Civic Arts Commissioner feedback on proposed changes to the existing Civic Arts Commission duties.

RECOMMENDATION

Review and provide feedback on the proposed changes to the Civic Arts Commission as defined in the PMC Chapter 2.39.

BACKGROUND

As part of the budget reduction implemented in Fiscal Year 2025/2026, the City Council created an Ad-hoc Subcommittee to review the City's existing commission structure to improve efficiency and enhance impact.

DISCUSSION

CURRENT DUTIES (Paused):

1. Develop a commission workplan to be provided to City Council for consideration during the budget process
2. Review and recommend policies and plans to the City Council related to Arts and Culture
3. Seasonally review the adopted Civic Arts budget, program and service plans, and key performance indicators
4. Advise the City Council on services and capital projects related to Arts and Culture
5. Review and provide recommendations for all works of art to be acquired, relocated, altered, or removed by the city as outlined in Pleasanton Municipal Code Section 13.16
6. As a community leader, receive Arts and Culture-related feedback from the community
7. Act as an advocate for Arts and Culture within the community
8. Review and recommend grant funding allocations to City Council for the Community Grant Program, Civic Arts Category
9. Serve as liaison between the city and other Arts and Culture-related entities.

PROPOSED DUTIES:

The function of the Commission shall be to serve in an advisory capacity to the City Council regarding City policies within its scope of expertise—specifically on matters pertaining to cultural, visual, performing, and public art programs, services, and policies that meet the needs of the community.

With the prior approval of, and/or at the direction of, the City Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues, including, but not limited to:

1. Policies affecting the artistic or cultural life of the community
2. Policies related to local visual and performing arts efforts.

The Commission shall promote arts in the community by:

1. Becoming familiar with arts programs and services
2. Speaking to service clubs, business associations, school groups, and other organizations about arts programs and services
3. Sending representatives, when appropriate, to other bodies or commissions.

The Commission shall perform other duties as assigned by the City Council.

FEEDBACK QUESTIONS:

1. Clarity/Scope: Does the proposed duty language provide clear direction about the commission's role and responsibilities? Do the proposed duties adequately capture the important work of the Civic Arts Commission? Is anything missing, or should anything be added?
2. Community Advocacy: Do the proposed duties adequately reflect the commission's role in community advocacy, liaison work, and receiving community feedback?
3. General Feedback: Please share any additional thoughts, concerns, or suggestions regarding the proposed duty changes.
4. Does the commission feel that modifying the meeting frequency to "at least quarterly, and as needed for City business" would meet the needs of the commission? The commission could form ad hoc subcommittees to focus on work projects between meetings and bring back reports to the full commission.

EQUITY AND SUSTAINABILITY

Not applicable, as this item is an administrative matter of City business.

OUTREACH

Not applicable, as this item is a matter of commission business.

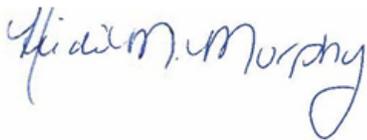
STRATEGIC PLAN ALIGNMENT

This action advances ONE Pleasanton Citywide Strategic Plan goal: Optimizing Our Organization, strategy 4 – "Evaluate the organization's structure of community engagement opportunities (such as commissions and committees and citizen's academy) to improve information sharing, optimize staff efficiency, and provide greater service to the community."

FINANCIAL STATEMENT

There are no immediate costs associated with this item.

Prepared by:

A handwritten signature in blue ink that reads "Heidi M. Murphy". The signature is written in a cursive style with a large, looped 'H' and 'M'.

Heidi Murphy, Director of Library and Recreation

Attachments:

None

**CIVIC ARTS COMMISSION
AGENDA REPORT**

March 2, 2026
Library and Recreation

**TITLE: RECOMMEND CITY COUNCIL ADOPT A RESOLUTION UPDATING THE
MASTER FEE SCHEDULE SECTION VIII. RECREATION, F. MISCELLANEOUS
RECREATION FEES**

SUMMARY

California cities impose fees for providing services and activities through provisions of the State Constitution. Agencies are allowed to set fees at rates providing fair and reasonable recovery of costs incurred in providing the services, minimizing or eliminating use of general tax revenues. City user fees and service charges are based on a variety of criteria including the change in the Consumer Price Index, fee studies, and the full cost for providing the service. This ensures the fee levels are at or below the costs for providing the services.

RECOMMENDATION

Recommend City Council adopt a resolution updating the Master Fee Schedule Section VIII. Recreation, F. Miscellaneous Recreation Fees.

BACKGROUND

The City of Pleasanton periodically reviews and updates the Master Fee Schedule to ensure fees remain fair, reasonable, and aligned with the cost of providing services. Section VIII. F. Miscellaneous Recreation Fees includes charges associated with optional equipment, staffing, ticketing, and marketing services provided in connection with facility rentals and programs.

At the Firehouse Arts Center, many of these services and amenities are currently provided as part of theater rentals but are not fully reflected in the Master Fee Schedule. As usage of the facility has evolved and event production needs have become more complex, staff has identified the need to formalize and update miscellaneous fees to better align with current practices, improve transparency, and support responsible cost recovery.

DISCUSSION

To align with operational practices, staff recommends updating Section VIII. F. Miscellaneous Recreation Fees to include standardized charges for optional equipment use, staff services, ticketing support, and marketing packages at the Firehouse Arts Center.

Equipment fees reflect the use of City-owned technical and event assets, including sound, lighting, projection, staging, furnishings, and musical instruments. Staff fees apply when additional support is requested beyond standard service levels and are intended to reflect the actual staff time required to support events safely and effectively. Ticketing fees reflect the staff time and systems required to support ticketed events. Marketing packages are included in response to renter requests for additional promotional support and provide event organizers with clearly defined opportunities to promote their events through Firehouse Arts Center

channels.

Across performing arts venues, approaches to billing for equipment and services vary. Some facilities bundle these costs into broader rental offerings, while others itemize charges based on use. The Firehouse Arts Center utilizes an itemized fee structure, allowing renters to select only the services and equipment needed for their event.

Miscellaneous Fees

To align with industry practices and enhance the user experience at the Firehouse Arts Center, City staff recommends the following additions to Section VIII. Recreation F. Miscellaneous Fees:

Firehouse Arts Center Add On Fees (for rentals)	
Grand Piano (Steinway & Sons Model B) (Firehouse Arts Center)	\$200
Piano Tuning (optional) (Firehouse Arts Center)	\$230
Wireless Handheld /Clip On Microphone (4 available) (Firehouse Arts Center)	\$45 each
Wired Microphone (Firehouse Arts Center)	\$30 each
Monitor (6 max available) (Firehouse Arts Center)	\$30 each
Classroom Project/Portable Screen (Firehouse Arts Center)	\$50
Theater Projector (Firehouse Arts Center)	\$125
Lighting Programming (Firehouse Arts Center)	\$50
Lighting Additions (Firehouse Arts Center)	\$25
DI Box (6 available) (Firehouse Arts Center)	\$10 each
4'x8'Flat Platform (4 available) (Firehouse Arts Center)	\$40 each
Podium (Firehouse Arts Center)	\$15
Cocktail Tables (no linens) (Firehouse Arts Center)	\$15 each

Cocktail Tables (with linens) (Firehouse Arts Center)	\$20 each
Firehouse Arts Center Staff Fees (for rentals)	
House Manager/Additional Tech/Building Monitor	\$40 (hourly rate)
Additional 1-hour Tour or Tech Check	\$90 (hourly rate)
Firehouse Arts Center – Ticketing Fees	
Ticket Programming Set Up	\$175
2 Hour Staff Fee Day of Show	\$60
Per Ticket Sold PUSD / Co-Sponsored Groups (Category I)	\$2
Per Ticket Sold Non-Profit Organizations (Category II)	\$3
Per Ticket Sold Private Use / Businesses (Category III and IV)	\$4
Firehouse Arts Center Marketing Packages	
Basic Marketing Package <ul style="list-style-type: none"> • Inclusion on the Firehouse Arts Center website events calendar • Dedicated 11" x 17" poster displayed in the Firehouse Arts Center lobby for two weeks prior to the event 	\$200
Upgraded Marketing Package <ul style="list-style-type: none"> • All Basic Marketing Package benefits • Event promotion in one (1) Firehouse Arts Center e-newsletter • Event promotion in one (1) post on Firehouse Arts Center Instagram and Facebook accounts (\$75 per additional social media post; limit 2 per week) 	\$300/\$75 per additional social media post
Facility Rental Cancellation Fees	
Cancellation more than 30 days prior to the scheduled date 50% of the security deposit	

EQUITY AND SUSTAINABILITY

Generating revenue and ensuring the City's fiscal sustainability enable the City to continue

providing programs and services that benefit all residents.

OUTREACH

Not applicable, as this item is a matter of commission business.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan

- Funding Our Future, Strategy 1 - Develop a long-term strategy for funding operations and maintenance needs to ensure reliability of community-owned facilities and infrastructure and continuity of City services.
- Building A Community Where Everyone Belongs, Strategy 3 - Implement high-priority items from the Library and Recreation Strategic Plan to continue to deliver activities and programs that meet the needs and interests of the community.

FINANCIAL STATEMENT

There are no immediate costs associated with this item.

Prepared by:



Rachel Prater, Recreation Manager

Attachments:

None

**CIVIC ARTS COMMISSION
AGENDA REPORT**

March 2, 2026
Library and Recreation

TITLE: RECEIVE CIVIC ARTS COMMISSION WORK PLAN UPDATE

SUMMARY

This report provides an update on the status of projects included in the Civic Arts Commission's work plan approved on August 5, 2024. Updates include the status of the Don Lewis public art project as well as recent actions related to public art plaques. This item is informational and does not require Commission action.

RECOMMENDATION

Receive Civic Arts Commission Work Plan Update.

BACKGROUND

At its meeting on August 5, 2024, the Civic Arts Commission reviewed and approved its short-term work plan for Fiscal Year 2024/25. The work plan was developed to guide the Commission's efforts, establish project priorities, and align available funding and staffing resources with the goals and strategies outlined in the ONE Pleasanton Strategic Plan and the Library and Recreation Department Strategic Plan.

DISCUSSION

The following provides an update on work plan items.

Don Lewis Public Art Project

Staff continues to advance the Don Lewis public art project identified in the approved work plan. The City is currently under contract with Mountain Forge for fabrication services. Based on the current project schedule, installation of the artwork is anticipated for late April to early May 2026.

The musical equipment component of the project has been ordered. The current plan is to coordinate the installation of the musical equipment concurrently with the installation of the sculpture to ensure efficiency and minimize site disruption. Following installation, staff anticipates hosting a formal unveiling shortly thereafter.

Staff is coordinating with the artist, Anton Standteiner, and internal City departments on fabrication progress, site preparation, and installation logistics. Staff remains in communication with the sculptor and provides updates on the project to the Pleasanton Cultural Arts Council (donor advisor for the "Another H.A.P.P.Y." fund) and to Julie Lewis. Staff will continue to provide updates to the Commission as the project moves closer to installation and the unveiling.

Public Art Plaques

As part of the Public Art Plaque Replacement effort identified in the Commission's work plan, staff has ordered a plaque for Ryan's Steps, a public art piece that previously lacked an identifying plaque. This action addresses a gap in the documentation and interpretation of the City's public art collection.

As additional funding becomes available, staff will continue to purchase and replace plaques based on the findings of the ad hoc committee and the Commission's feedback, as shared and reported at the April 7, 2025 meeting.

EQUITY AND SUSTAINABILITY

Not applicable, as this item is a matter of commission business.

OUTREACH

Not applicable, as this item is a matter of commission business.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan

- Building A Community Where Everyone Belongs, Strategy 3 - Implement high priority items from the Library and Recreation Strategic Plan to continue to deliver activities and programs that meet the needs and interests of the community.

FINANCIAL STATEMENT

The Don Lewis public art project is funded through the Another H.A.P.P.Y. fund. Fabrication of the sculpture by Mountain Forge is funded in the amount of \$85,000. In addition, the sculptural ensemble has been ordered from Freenotes Harmony Park in the amount of \$33,745.97, which reflects a 10% discount provided by the vendor.

The public art plaques are funded through the City's general fund. Total costs for the purchase and installation of the plaque for Ryan's Steps are estimated at \$4,000.

Funding for the Don Lewis public art project and the purchase of public art plaques has been included in previously approved appropriations. This agenda item is informational only and does not require additional funding or action by the Commission.

Prepared by:



Rachel Prater, Recreation Manager

Attachments:

None

**CIVIC ARTS COMMISSION
AGENDA REPORT**

March 2, 2026
Library and Recreation

**TITLE: REVIEW AND PROVIDE FEEDBACK ON THE PROPOSED PUBLIC ART
BEAUTIFICATION SERVICE DAY**

SUMMARY

Staff is proposing a Public Art Beautification Service Day on Wednesday April 15, 2026, in recognition of World Art Day. This pilot volunteer initiative would focus on the stewardship, light cleaning, and documentation of selected public artworks in Downtown Pleasanton. The program is intended to support ongoing public art maintenance efforts while promoting community engagement and increasing public awareness of the City's public art collection. Staff is seeking the Civic Arts Commission's review of the proposed program and identification of up to four Commissioners to serve as volunteer Group Leads for the event.

RECOMMENDATION

Review and provide feedback on the proposed Public Art Beautification Service Day.

BACKGROUND

As part of the Fiscal Year 2025/26 budget process, funding for public art maintenance was reduced by approximately \$40,000. In light of this reduction, staff has been exploring alternative approaches to support ongoing public art stewardship while continuing to promote community engagement.

The proposed Public Art Beautification Service Day is intended to help address a portion of the maintenance gap through volunteer support, while also creating meaningful opportunities for civic participation and increasing public awareness of Pleasanton's public art collection.

DISCUSSION

Staff is proposing a Public Art Beautification Service Day in recognition of World Art Day to support ongoing stewardship of the City's public art collection while providing a meaningful, hands-on volunteer opportunity for the community. The event would be scheduled on Wednesday, April 15, 2026, from 10:00 a.m. to 12:00 p.m., with volunteers meeting at the Firehouse Arts Center before walking to assigned public art locations.

Volunteers will be organized into four small groups, each led by a Civic Arts Commissioner serving as a Group Lead and supported by three volunteers. Groups will be assigned geographically clustered artworks to allow time for careful cleaning, site tidying, and documentation. Activities will include gentle surface cleaning using clean water and mild, non-corrosive soap applied with handheld pump sprayers and microfiber cloths, light tidying of the area immediately surrounding artworks, and documentation through before-and-after photographs and brief written observations.

Artwork group assignments are proposed as follows:

- Group #1 – Library: Girl Reading; Once Upon a Time; Leap; On the Count of Three
- Group #2 – Firehouse Arts Center Grounds: Monet's Bench; Spiral; Entwine; Dancers; Eternity; Comet
- Group #3 – Civic Park & Veterans Memorial Area: Pleasanton Centennial; Self Portrait; Special Friends; Poppies
- Group #4 – Downtown Interactive & Playful Works: Rock Paper Scissors; Joyful Empowerment; Joyful Play

Commissioner participation as Group Leads is a key component of the program. In this role, commissioners would review artwork background information in advance, provide basic context and interpretation to volunteers during the event, and help guide volunteers through approved stewardship and documentation practices. Commissioner involvement also supports public understanding of the Commission's advisory and stewardship role while strengthening connections between the Commission and the community.

Staff is requesting Commission discussion of the proposed program structure and seeking identification of commissioners interested in serving as volunteer Group Leads for the Public Art Beautification Service Day.

EQUITY AND SUSTAINABILITY

The Public Art Beautification Service Day promotes equity by encouraging broad community participation in public art stewardship. The program supports sustainability by emphasizing gentle, preventative care and documentation of existing public art assets, helping extend their lifespan and inform long-term maintenance planning.

OUTREACH

Not applicable, as this item is a matter of commission business.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan

- Funding Our Future, Strategy 1 -Develop a long-term strategy for funding operations and maintenance needs to ensure reliability of community-owned facilities and infrastructure and continuity of City services
- Building A Community Where Everyone Belongs, Strategy 3 - Implement high priority items from the Library and Recreation Strategic Plan to continue to deliver activities and programs that meet the needs and interests of the community
- Optimizing Our Organization, Strategy 4: Evaluate the organization's structure of community engagement opportunities (such as commissions and committees and citizen's academy) to improve information sharing, optimize staff efficiency, and provide greater service to the community.

FINANCIAL STATEMENT

Supplies for the Public Art Beautification Service Day will be purchased using existing budgeted funds. The estimated total cost for supplies is approximately \$500. Staff time associated with promotion of the service day, volunteer scheduling, day-of coordination, and supply purchasing will be tracked. As this is a pilot program, staff estimates approximately 20 hours of staff time will be dedicated to planning and implementation. No additional funding is anticipated.

Prepared by:

A handwritten signature in black ink that reads "Rachel Prater". The signature is written in a cursive, flowing style.

Rachel Prater, Recreation Manager

Attachments:

1. World Art Day – Public Art Beautification Service Day Overview

World Art Day – Public Art Beautification Service Day Overview

City of Pleasanton – Public Art Program

Volunteer Day Overview

Event Details

Date: Wednesday, April 15

Time: 10:00 a.m. – 12:00 p.m.

Meeting Location: Firehouse Arts Center

Address: 4444 Railroad Avenue, Pleasanton, CA 94566

Service Area: Downtown Pleasanton public art sites

Guiding Principles

- Do no harm: When in doubt, stop work and document conditions
- Gentle methods only: Minimal pressure, water, and approved mild soap
- Preservation over appearance: Artworks are not meant to look new
- Documentation: Volunteers will document artwork condition by taking before-and-after photos and noting any observations.

Volunteer Structure

Volunteers will be organized into four small groups to allow for careful attention to each artwork.

- Total Groups: 4
- Each Group Includes: 1 Group Lead and 3 Volunteers
- Artworks Assigned: 3–6 artworks per group
- Travel Method: Walking between nearby downtown sites

Group Leads will receive artwork background information in advance and will share key details with volunteers during the event.

Process Step 1: Artwork Condition Assessment

Before any cleaning begins, each artwork will be visually assessed to determine suitability for cleaning.

- Checking for cracks, instability, loose elements, or surface damage
- Identifying areas of wear, staining, or environmental buildup
- Observing surrounding site conditions

Process Step 2: Gentle Public Art Cleaning

Artworks will be cleaned using non-invasive methods intended to remove surface dirt and debris without damaging the material.

- Use clean water and mild, non-corrosive soap only if needed

- Apply light pressure with soft cloths or sponges
- Rinse frequently to avoid residue

Stop work immediately if:

- Surface damage becomes visible
- Material appears to deteriorate
- Any part of the artwork appears unstable

Process Step 3: Site Tidying Around Artworks

Volunteers may gently tidy the area immediately surrounding the artwork.

- Pick up litter and debris (use grabbers)
- Place collected trash into provided bags

Volunteers should not move landscaping, climb on artworks, or alter the site.

Process Step 4: Documentation and Reporting

Each artwork encountered, whether cleaned or not, will be documented to support future maintenance and planning.

- Before and after photographs
- Notes on visible wear, damage, or concerns
- General observations about site conditions

Supplies Provided

- Handheld pump sprayers and clean water
- Mild, non-corrosive soap
- Microfiber cloths
- Trash bags
- Litter grabbers
- Bright safety vests
- Artwork assignment, maps and documentation sheets
- Clipboards
- Pens or pencils

Note: Only approved supplies may be used. Abrasive tools, chemical cleaners, or power equipment are not permitted.

Volunteer Registration

Volunteers must register in advance through the City of Pleasanton website. Participants should wear comfortable walking shoes and weather-appropriate clothing.

Closing

Thank you for helping care for Pleasanton's public art and supporting long-term stewardship of the City's cultural assets in celebration of World Art Day.

Artwork Group Assignments

Group #1 – Pleasanton Library

- Girl Reading
- Once Upon a Time
- Leap
- On the Count of Three

Group #2 – Firehouse Arts Center Grounds

- Monet's Bench
- Spiral
- Entwine
- Dancers
- Eternity
- Comet

Group #3 – Civic Park & Veterans Memorial Area

- Pleasanton Centennial (Civic Park)
- Self Portrait (Civic Park)
- Special Friends (Civic Park)
- Poppies (Veterans Memorial Building)

Group #4 – Downtown

- Rock Paper Scissors
- Joyful Empowerment
- Joyful Play

Appendix A: Group Lead Guide (One-Page)

Group Leads play a critical role in guiding volunteers and ensuring the service day is safe, educational, and effective.

Before the Event

- Review assigned artwork background materials (will be emailed to you)
- Familiarize yourself with artwork locations and walking route (using the [Public Art Map](#))
- Review cleaning and documentation guidelines

Day-Of Responsibilities

- Meet volunteers at the Firehouse Arts Center
- Share basic facts about each artwork with volunteers
- Demonstrate gentle cleaning methods
- Ensure safety guidelines are followed
- Confirm photos and notes are completed

If Issues Are Observed

- Stop cleaning immediately if damage or instability is observed
- Photograph the issue clearly
- Record notes on the documentation sheet
- Report concerns to City staff after the event

Key Reminders

- Gentle methods only
- Preservation over appearance
- Documentation is as important as cleaning

**CIVIC ARTS COMMISSION
AGENDA REPORT**

March 2, 2026
Library and Recreation

TITLE: REVIEW AND APPROVE THE CIVIC ARTS COMMISSION MEETING SCHEDULE FOR 2026

SUMMARY

The commission should set meeting dates for 2026.

RECOMMENDATION

Review and approve the Civic Arts Commission meeting schedule for 2026.

BACKGROUND

As stated in Section 2.39.080 of the Pleasanton Municipal Code (Attachment 1), “The commission shall attempt to meet on a monthly basis at a predetermined time and place but shall meet at least six times each calendar year.” The commission has historically met on the first Monday at 7:00 p.m.

DISCUSSION

Proposed Civic Arts Commission Meeting Schedule

Location: Council Chambers

Proposed Time: 7:00 p.m.

Proposed Dates:

- March 2, 2026
- April 6, 2026
- May 4, 2026
- August 3, 2026
- October 5, 2026
- December 7, 2026

Commissioners may modify the time of the meeting and the proposed schedule. A vote is necessary on this item.

EQUITY AND SUSTAINABILITY

Not applicable, as this is a matter of routine City business.

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

Not applicable, as this is a matter of routine City business.

FINANCIAL STATEMENT

No direct financial impacts are associated with this item.

Prepared by:

A handwritten signature in cursive script that reads "Rachel Prater".

Rachel Prater, Recreation Manager

Attachments:

None

**CIVIC ARTS COMMISSION
AGENDA REPORT**

March 2, 2026
Library and Recreation

TITLE: SELECT COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR 2026

SUMMARY

Annually, the Civic Arts Commission selects a Chairperson and Vice Chairperson to facilitate meetings.

RECOMMENDATION

Select Commission Chairperson and Vice Chairperson for 2026.

BACKGROUND

Per the City of Pleasanton Commissioner's Handbook Chapter 2.34, Item 2.34.070 Organization, Section A, "commissioners shall meet in regular session and elect a chairperson and vice chairperson. The election shall be by a majority vote of the commission, to be held in December of each year. The term of service for these offices shall be one year, beginning in January of each year. No commissioner shall serve more than two consecutive full terms as commission chairperson."

DISCUSSION

Commissioners should be prepared at the meeting to nominate and select a new Chairperson and Vice Chairperson for the calendar year 2026.

All voting commission members are eligible for the chairperson.

Commissioners may nominate themselves or others for the positions, and the selections will be made by a majority vote of the commission.

EQUITY AND SUSTAINABILITY

Not applicable, as this is a matter of routine City business.

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

Not applicable, as this is a matter of routine City business.

FINANCIAL STATEMENT

No direct financial impacts are associated with this item.

Prepared by:

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Attachments:

None