



**GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*\*  
CORONAVIRUS COVID-19  
AND SAN MATEO COUNTY HEALTH DIRECTIVE  
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at [twallace@sanbruno.ca.gov](mailto:twallace@sanbruno.ca.gov). The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at [twallace@sanbruno.ca.gov](mailto:twallace@sanbruno.ca.gov). Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

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**CULTURE AND ARTS COMMISSION  
MEETING AGENDA**

**Thursday, January 19, 2023 • 6:30 p.m.**

**WELCOME TO OUR COMMISSION MEETING**

**Zoom Meeting Details:**

**Please click this URL to join**

**<https://sanbruno-ca-gov.zoom.us/j/85820294174>**

**Password:**

**201627**

**Or join by phone:**

**US: +1 669 444 9171**

**Meeting ID: 858 2029 4174**

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1. **CALL TO ORDER/ROLL CALL:** Chair Pamela Madden, Vice Chair Janet Monaghan, Megan Dahlgren, Pamela Gamble, Jeanne George, Mario Guitron, Melissa Rohlf.
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF THE MINUTES:** November 17, 2022
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. **UNFINISHED BUSINESS:**
8. **NEW BUSINESS:**
  - a. Appoint Commissioner to Recreation and Aquatic Center Art Subcommittee
  - b. Approve 2023 Culture and Arts Commission Meeting Schedule
  - c. Review and Approval of the 2023 Culture and Arts Commission Working Calendar
  - d. Conduct Election of 2023 Commission Officers
9. **ITEMS FROM COMMISSION MEMBERS:**
10. **ITEMS FROM STAFF:**
11. **ADJOURNMENT**

**The next Regular Culture and Arts Commission Meeting will be held  
on Thursday, February 16, 2023, at 6:30 p.m.**

**\*\* POSTED PURSUANT TO LAW \*\***



**MEETING MINUTES**  
**Culture and Arts Commission**  
**November 17, 2022**

1. **CALL TO ORDER/ROLL CALL:** Chair **Madden** called the meeting of the Culture and Arts Commission to order at 6:32 p.m. Commissioners Present: Chair **Madden**, Vice Chair **Janet Monaghan**, **Megan Dahlgren**, **Pamela Gamble**, **Jeanne George**, **Mario Guitron**, and **Melissa Rohlfs**. Staff Present: **Mottola** and **Wallace**.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair **Monaghan** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from July 21, 2022. **MSC George/Monaghan**. Accepted 4-0-1.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:** None.
8. **NEW BUSINESS:**
  - a. Cancellation of December Meeting – **Superintendent Wallace** explained that there was a proposal to cancel the December meeting. Passed 7-0.
  - b. Review of 2021-2022 Accomplishments for Report to City Council – **Superintendent Wallace** reviewed the staff report. He stated he would be writing a report to City Council. **Vice Chair Monaghan** added the Tanforan Japanese Monument to the list of accomplishments. **Commissioner George** asked about the size of the statues. **Superintendent Wallace** stated that the statues had been made long before this commission was involved with the project.
9. **ITEMS FROM COMMISSION MEMBERS:**

New commissioners, **Megan Dahlgren** and **Mario Guitron**, introduced themselves. **Commissioner Dahlgren** asked about bringing in corporate sponsors. **Director Mottola** stated that she would meet with the new commissioners to talk about the roles of the commission versus staff and what was planned and what was resourced.

**Commissioner Rohlfs** asked if staff had been approached about art being installed at Allen School. She also asked when the commission would actively be involved with the art at the new RAC. **Director Mottola** stated she hadn't heard anything from the school district. Different options for art at the RAC would be talked about at the beginning of the calendar year. **Superintendent Wallace** stated that the RAC art sub-committee would be discussed at the January meeting.

**10. ITEMS FROM STAFF:**

**Director Mottola** read an explanation from the City Attorney about a shift in the policy around the City Council liaison relationship with commissions.

- a. Update on Winter Windows Wonderland contest – **Superintendent Wallace** stated that all businesses on San Mateo Avenue had been contacted about the contest. Registration forms were due by December 2<sup>nd</sup>. Judging and voting by the public would happen after that.
- b. Appreciation Breakfast Reminder – **Superintendent Wallace** reminded the commissioners about the breakfast on November 30<sup>th</sup>.

**11. ADJOURNMENT:** With no other business to be conducted, **Chair Madden** adjourned the meeting at 7:01 p.m.

DRAFT



**DATE:** January 19, 2023  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Appoint Commissioner to Recreation and Aquatic Center Art Subcommittee

**BACKGROUND:**

In February 2019 a joint Recreation and Aquatic Center (RAC) Art Subcommittee was created with two members of the San Bruno Parks and Recreation Commission and two members of the San Bruno Culture and Arts Commission. The two members selected from the Culture and Arts Commission were Jeanne George and Melodie Tobin.

**DISCUSSION:**

Melodie Tobin resigned her position on the Commission in March 2022 and therefore is no longer a member of the RAC Art Subcommittee. As construction of the RAC continues, the Subcommittee will convene to make recommendations regarding art in this new facility. With this in mind, a new member of the RAC Subcommittee will need to be selected amongst the Culture and Arts Commissioners to replace Melodie Tobin.

In order to select a member, Commissioners may nominate themselves or another Commissioner for the Subcommittee. The Commission Chair will make the final determination as to which Commissioner will be the new Subcommittee member.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the Commission appoint a Commissioner to the Recreation and Aquatic Center Art Subcommittee.

**ATTACHMENTS:**

None.



**DATE:** January 19, 2023  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Approve 2023 Culture and Arts Commission Meeting Schedule

**BACKGROUND:**

At the beginning of each calendar year, the Commission is provided with the draft schedule of the upcoming year's meeting calendar.

**DISCUSSION:**

The proposed 2023 meeting schedule is as follows:

January 19	July 20
February 16	August 17
March 16	September 21
April 20	October 19
May 18	November 16
June 15	December 21

All regular meetings are scheduled for 6:30 p.m. on the third Thursday of each month and are held virtually via Zoom or in-person at City Hall in Conference Room 115. Please note that meetings may be held in a location other than Conference Room 115, if necessary.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the Commission approve the 2023 Culture and Arts Commission Meeting Schedule.

**ATTACHMENTS:**

None.



**DATE:** January 19, 2023  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Review and Approval of the 2023 Culture and Arts Commission Working Calendar

**BACKGROUND:**

The Commission has traditionally created a work calendar for the upcoming year. This is done to not only ensure that events and projects stay on track, but also to let all Commissioners and Staff know what the Commission is producing.

**DISCUSSION:**

Staff has developed a draft working calendar for the Commission to review and approve.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the Commission review and approve the 2023 Culture and Arts Commission Working Calendar.

**ATTACHMENTS:**

Draft 2023 Working Calendar.



## Draft Culture and Arts Commission 2023 Working Calendar

### January

- Commission
  - Elect Officers
  - Approve Meeting Schedule
  - Approve Work Calendar
- Staff
  - Release Call for Artists for 2023-2024 Community Art Gallery

### February

- Commission
  - Discuss/Recommend Project & Cost for Community Day art project
- Staff
  - Take Down Works from Community Art Gallery Artist #2 (2022-23)
  - Produce Lunar New Year Program

### March

- Commission
  - Discuss Movies-in-the-Park for September 2023
- Staff
  - Artist Deadline for Community Art Gallery Entries (2023-24)
  - Hang Artist #3 Works for Community Art Gallery (2022-23)

### April

- Commission
  - Review & Select Artists for 2023-2024 Community Art Gallery
- Staff
  - Contact Winning Artists & Organize Schedule for Community Art Gallery
  - Receive List of Potential Movies for Movies-in-the-Park from Film Company(s)

### May

- Commission
  - Select Movies for Public Voting for Movies-in-the-Park
  - Promote Voting for Movies-in-the-Park
- Staff
  - Promote Voting for Movies-in-the-Park



## June

- Commission
- Staff
  - Conduct Art Project for Community Day
  - Produce Juneteenth Program
  - Take Down Artist #3 Works for Community Art Gallery (2022-23)
  - Close Voting and Tally Votes for Movies in the Park

## July

- Commission
  - Voting Results & Selection of Movies for Movies-in-the-Park
- Staff
  - Hang Artist #1 Works for Community Art Gallery (2023-24)

## August

- Note: The August Meeting is Usually Cancelled

## September

- Commission
  - Determine Items to Include in Annual Report to City Council
  - Select Spokesperson for Annual Report to City Council
- Staff
  - Screen Movie-in-the-Park Each Friday of the Month

## October

- Commission
  - Review Annual Report to City Council
  - Selected Commissioner Presents Annual Report to Council
- Staff
  - Create Annual Report PowerPoint
  - Produce Día de los Muertos Event
  - Oversee Shakespeare-in-the-Park Performance
  - Take Down Artist #1 Works for Community Art Gallery (2023-24)

## November

- Commission
  - Approve Working Calendar for 2024
- Staff
  - Reserve Shakespeare-in-the-Park for 2024
  - Hang Artist #2 Works for Community Art Gallery (2023-24)

## December

- Note: December Meeting is Traditionally Cancelled



**DATE:** January 19, 2023  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Conduct Election of 2023 Commission Officers

**BACKGROUND:**

According to the Culture and Arts Commission By-Laws, the Commission shall elect a Chair and Vice-Chair in January of each year.

**DISCUSSION:**

The Commission will discuss and elect a Chair and Vice-Chair from amongst its members for 2023.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the Commission elect a Chair and Vice-Chair for 2023.

**ATTACHMENTS:**

None.