



**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, March 17, 2022 • 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/84816935636>**

**Password:  
979833**

**Or join by phone:  
US: +1 669 900 9128  
Meeting ID: 848 1693 5636**

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1. **CALL TO ORDER/ROLL CALL:** Chair Pamela Madden, Vice Chair Janet Monaghan, Pamela Gamble, Jeanne George, Melissa Rohlf, Melodie Tobin.
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF THE MINUTES:** February 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. Discuss process for selection of films for Movies in the Park
9. **ITEMS FROM COMMISSION MEMBERS:**
10. **ITEMS FROM STAFF:**
11. **ADJOURNMENT**

**The next Regular Culture and Arts Commission Meeting will be held  
on Thursday, April 21, 2022 at 6:30 p.m.**

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



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

1. **CALL TO ORDER/ROLL CALL:** Vice Chair Monaghan called the meeting of the Culture and Arts Commission to order at 6:34 p.m. Commissioners Present: Vice Chair Janet Monaghan, Pamela Gamble, Jeanne George, and Melissa Rohlfs. Absences: Chair Madden and Tobin. Staff Present: Wallace.
2. **PLEDGE OF ALLEGIANCE:** Commissioner George led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from January 20, 2022. **MSC George/Gamble.** Accepted 4-0-2.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:** None.
8. **NEW BUSINESS:**
  - a. Receive Presentation From Dennis Sharp of the SFO Museum – Due to technical difficulties, the presentation will be moved to a later meeting.
  - b. Community Gallery Scoring Process Review – **Superintendent Wallace** presented the staff report.

**Commissioner Rohlfs** asked if a Google form would be an easier way to submit the information. She also asked why sculptors and potters haven't been asked to submit artwork. **Superintendent Wallace** thought the Google form was a good idea and will research. He explained that there is wall space, but not display space for such pieces.

**Commissioner George** asked about the nature of the work section and thought that their opinions would be valuable. **Superintendent Wallace** stated that it is all subjective. Under nature of the work, there is a subcategory for "beauty" where the commissioners can write their opinions about how they feel about the work.

**Commissioner Rohlfs** asked about the distribution list announcing the search for artists. **Superintendent Wallace** stated he distributes to a list of artists who have previously applied or have expressed an interest in art as well as people in the art world in the County. Also, it is announced in the newsletter which goes out to about 4,000 email addresses.

9. **ITEMS FROM COMMISSION MEMBERS:**

**Commissioner Rohlf**s asked if the search for artists could be opened up to muralists so they could paint a wall somewhere. She suggested San Mateo Avenue where the mural could be on display for a year or two. **Superintendent Wallace** stated that this would be a different project separate from the Community Gallery and could be discussed in a future meeting. Commissioners discussed other murals.

10. **ITEMS FROM STAFF:**

a. Tanforan Memorial update – **Superintendent Wallace** was approved by City Council on February 8<sup>th</sup> and there was a lovely groundbreaking last Friday.

11. **ADJOURNMENT:** With no other business to be conducted, **Vice Chair Monaghan** adjourned the meeting at 7:02 p.m.

DRAFT



**DATE:** March 17, 2022  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Discuss Process for Selection of Films for Movies in the Park

**BACKGROUND:**

The Commission has sponsored Movies in the Park for many years. This popular program consists of the screening of popular films every Friday evening in City Park in the month of September.

Traditionally the general public is offered the opportunity to express their desire for screening particular films by voting for their favorites online. The public is requested to select from a single list of titles that is developed by the Commission. The list normally consists of ten films and includes movies of various genres, mediums, and target age groups.

In 2021, the four movies with the most votes were all animated films intended for a younger audience. Due to a lack of a quorum at meetings prior to the screening of the films and the fact that there did not exist any documentation that films other than those with the most votes should be selected, Staff selected to screen the films with the most votes.

**DISCUSSION:**

After the films were screened, multiple Commissioners expressed their disappointment with the fact that all four films were animated. Based on the desire to not repeat a similar outcome in the future, Staff is encouraging a discussion amongst Commissioners as to the best way to conduct a vote by the public that ultimately respects the results of the vote.

Staff recommends the Commission develop separate categories for voting based on different types of films and commit to screening the top 1-2 films that garner the most votes in each category. Film categories could include mediums such as animated or live action, MPAA rating, target audience, or other categories identified by the Commission.

Once film categories are determined by the Commission, Staff will develop a process document that will serve as a guide for determining films to be shown at Movies in the Park. The process document will be brought to the Commission for final review.

**RECOMMENDATION:**

Staff recommends the Commission discuss various categories of films to present to the public. Based on these categories chosen, Staff will create a process document for final review by the Commission, which will provide specifics of the voting process.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.