



**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, June 16, 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/89334288664>**

**Password:  
256169**

**Or join by phone:  
US: +1 669 900 9128**

**Meeting ID: 893 3428 8664**

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1. **CALL TO ORDER/ROLL CALL:** Chair Pamela Madden, Vice Chair Janet Monaghan, Pamela Gamble, Jeanne George, Melissa Rohlf.
  2. **PLEDGE OF ALLEGIANCE:**
  3. **REVIEW OF AGENDA:**
  4. **ACCEPTANCE OF THE MINUTES:** May 19, 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. Memorial Recognition Subcommittee Appointment
    - b. Cancellation of August Meeting (Oral)
    - c. Announcement of Artists Selected for Community Art Gallery 2022-23
  9. **ITEMS FROM COMMISSION MEMBERS:**
  10. **ITEMS FROM STAFF:**
    - a. Report out on Community Day (Oral)
    - b. Report out on Juneteenth (Oral)
    - c. Public Voting for Movies in the Park Underway (Oral)
  11. **ADJOURNMENT**

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



**MEETING MINUTES**  
**Culture and Arts Commission**  
**May 19, 2022**

1. **CALL TO ORDER/ROLL CALL:** **Chair Madden** called the meeting of the Culture and Arts Commission to order at 6:39 p.m. Commissioners Present: Chair Madden, Vice Chair Janet Monaghan, Pamela Gamble, and Melissa Rohlfs. Excused Absence: George. Staff Present: Wallace.
2. **PLEDGE OF ALLEGIANCE:** **Chair Madden** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from March 17, 2022. **MSC Gamble/Monaghan.** Accepted 4-0.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:** None.
8. **NEW BUSINESS:**
  - a. Review Submissions and Select Artists for the Community Art Gallery Program 2022-23 **Superintendent Wallace** presented. There were 31 submissions, about double from previous years. Commissioners reviewed the submissions and scored them. Staff will tally scores and notify artists.
  - b. Adopt Movies in the Park Film Selection Process Document and Select Movies for Public Voting – **Superintendent Wallace** presented the staff report. Commissioners voted on adopting the process document as written. **MSC Madden/Monaghan.** Passed 4-0.  
  
Commissioners selected five films from each category for the public to vote on.
9. **ITEMS FROM COMMISSION MEMBERS:** None.
10. **ITEMS FROM STAFF:**  
**Superintendent Wallace** reminded the commissioners that Sunday, June 5<sup>th</sup> will be Community Day on San Mateo Avenue from 12pm – 5pm.
11. **ADJOURNMENT:** With no other business to be conducted, **Chair Madden** adjourned the meeting at 7:50 p.m.



**Date:** June 16, 2022  
**From:** Tim Wallace, Community Services Superintendent  
**To:** Culture and Arts Commission  
**Subject:** Memorial Recognition Subcommittee Appointment

### **Background**

In 2012, the City Council approved the Memorial Recognition Policy. The intent was to establish and maintain a policy to appropriately honor those individuals, organizations, or groups that have served the community.

The goals of the Memorial Recognition Policy are to provide the City of San Bruno with a method for consistently identifying and honoring those in our community who have provided a high level of service and to provide people a means for paying tribute to a deceased member of our community. Two levels of recognition have been defined as qualifying for special consideration by the City Council: Special Service and Extraordinary Service.

Nominations for recognition of Special or Extraordinary Service may be submitted by recognized community organizations on an ongoing basis through the City Clerk's office. Annually, a sub-committee comprised of two members from each City Commission (Culture and Arts, Planning, and Parks and Recreation) will review the merits of each application that may have been submitted in the past year and will make a recommendation to the City Council, who will then vote on each recommendation. The review committee can request information from City boards, committees, commissions, and other community organizations to assist them in making their recommendation. Five affirmative votes are required to recommend the nominee to the City Council and three affirmative Council votes are required for passage. No organization may submit more than two nominations per year.

All costs related to the recognition of an individual, group, or organization as listed in the City's Master Fee Schedule will be borne by the nominating organization(s) unless otherwise specified by the City Council.

### **Discussion**

At this time, the City Clerk's office has forwarded two nominations to the Community Services Department for review of the subcommittee. One nomination was received in 2020 and the other was received this year, 2022. Due to COVID-19, the nomination for 2020 had been held for review.

### **Recommendation**

Staff is requesting that the Chair appoint two members of the Culture and Arts Commission to the Memorial Recognition Subcommittee. Once subcommittee members from each commission are chosen, staff will convene a meeting to discuss nominations and send a recommendation to City Council.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

None