



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. 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. 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.

**CULTURE AND ARTS COMMISSION
MEETING AGENDA**

Thursday, July 21, 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/88522171473>

Password:

655467

Or join by phone:

US: +1 669 900 9128

Meeting ID: 885 2217 1473

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:** June 16, 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. Receive Report on Voting Results for Movies in the Park
 - b. Receive Report on San Mateo Avenue Holiday Decorating Contest
9. **ITEMS FROM COMMISSION MEMBERS:**
10. **ITEMS FROM STAFF:**
 - a. August Meeting Cancellation Reminder
11. **ADJOURNMENT**

**The next Regular Culture and Arts Commission Meeting will be held
on Thursday, September 15, 2022 at 6:30 p.m.**

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



MEETING MINUTES
Culture and Arts Commission
June 16, 2022

1. **CALL TO ORDER/ROLL CALL:** **Chair Madden** called the meeting of the Culture and Arts Commission to order at 6:34 p.m. Commissioners Present: Chair Madden, Vice Chair Janet Monaghan, Pamela Gamble, and Jeanne George. Excused Absence: Melissa Rohlf. Staff Present: Bruxvoort and Wallace.
2. **PLEDGE OF ALLEGIANCE:** **Commissioner George** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from May 19, 2022. **MSC Monaghan/George.** Accepted 4-0.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:** None.
8. **NEW BUSINESS:**
 - a. Memorial Recognition Subcommittee Appointment – **Superintendent Wallace** presented the staff report. **Chair Madden** and **Commissioner George** volunteered for the subcommittee.
 - b. Cancellation of August Meeting (Oral) – **Superintendent Wallace** recommended cancelling the August meeting. **MSC Gamble/Madden.** 4-0.
 - c. Announcement of Artists Selected for Community Art Gallery 2022-23 – **Superintendent Wallace** announced the selected artists - Matt Wills, Lynette Cook, and Stephanie Getzler. Discussion about how this would be advertised.
9. **ITEMS FROM COMMISSION MEMBERS:** None.
10. **ITEMS FROM STAFF:**
 - a. Report out on Community Day (Oral) – **Superintendent Wallace** stated that Community Day was held on Sunday, June 5th on San Mateo Avenue with the Posy Parade. It was a huge success with a large turnout. He stated that Director Ann Mottola was behind the organization of the event. The commission paid for the five chalk art artists. It was one of the focal points of the day.

- b. Report out on Juneteenth (Oral) – **Superintendent Wallace** stated that **Library Services Manager Barbara Bruxvoort** organized this event. She presented pictures of the event and an overview of the day. The event was held on Saturday, June 11th at City Park. **Manager Bruxvoort** thanked the Commission for their sponsorship and Commissioner Rohlfs for being an advisor. She also thanked Rhonda Collins for her help.

Manager Bruxvoort invited the Commission to the African American Migrations to the Bay Area virtual event on June 20th and a virtual event with Loretta Henry of the African American Quilt Guild of Oakland in September.

- c. Public Voting for Movies in the Park Underway (Oral) – **Superintendent Wallace** stated that voting was taking place at www.sanbruno.ca.gov/movies and would be open until July 15th. Voting was announced on social media and the City's homepage. Flyers were available in the library. If anyone was interested in distributing flyers, please contact him.

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

DRAFT



Date: July 21, 2022
From: Tim Wallace, Community Services Superintendent
To: Culture and Arts Commission
Subject: Receive Report on Voting Results 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.

At its May 19, 2022, meeting the Commission adopted the Movies in the Park Selection Process document. This document states that the public will vote on movies in four different categories. The movie with the most votes in each category will be screened for Movies in the Park. In years with five Fridays, whichever movie finished with highest number of votes after the four category winners will be screened, regardless of that movie's category.

DISCUSSION

The general public was afforded the opportunity to vote for their favorite movie in each of the four categories the Commission selected. The categories were Drama, Comedy, Action, and Children's Animation and there were five movies in each category from which to choose.

Voting was conducted online using a Google Doc. Staff encouraged the public to vote through social media posts, including Facebook, Instagram, NextDoor and Twitter. In addition, the opportunity to vote was marketed through the City's website, Community Services Newsletters, and physical flyers at Community Services facilities.

The window for the public to vote was June 9 – July 15. Voting ended after this staff report was completed. Staff will announce the five winning movies at the July 21 Commission meeting.

RECOMMENDATION

This item is informational only. As described in the Movies in the Park Selection Process document adopted by the Commission in May, 2022, the top five movies as voted on by the public will be shown at Movies in the Park.

FISCAL IMPACT

None

ATTACHMENTS

None



Date: July 21, 2022
From: Tim Wallace, Community Services Superintendent
To: Culture and Arts Commission
Subject: San Mateo Avenue Windows Decorating Contest

BACKGROUND

Over the winter months of 2020-21 a number of Culture and Arts Commissioners expressed an interest in sponsoring a holiday decorating contest. In response, Staff recommended a window decorating contest for businesses on San Mateo Avenue. At its August 19, 2021, meeting the Commission formed a Holiday Window Art Contest subcommittee consisting of Commissioner George and Vice-Chair Monaghan.

During the months of November and December 2021, the Commission sponsored a first ever downtown window decorating contest entitled *Winter Window Wonderland*. In preparation for the contest Staff visited every San Mateo Avenue business with a street-facing storefront and invited them to participate in the contest. Of the 106 businesses that existed on the Avenue at the time, 23 submitted an application to participate.

It was determined that there would be two prizes awarded for the contest. The first was a Judge's Award and the second was a People's Choice Award.

On the evening of December 4, Commissioner George and Vice-Chair Monaghan walked San Mateo Avenue along with Superintendent Wallace and scored each participating business's window decorations based on four criteria. The four criteria were (1) General Presentation, (2) Workmanship, (3) Lights, (4) Originality. The winning business, First Impression Salon, was awarded the Judge's trophy based on the scores assigned each business by George and Monaghan.

The public was provided the opportunity to vote for their favorite window decorations through Facebook and Instagram, as well as email. First Impression was also the winner of the People's Choice award.

DISCUSSION

The response from the participating businesses was overwhelmingly positive and enthusiastic. The participating businesses received publicity through the City's website, newsletters and social media channels. Many of the business owners expressed appreciation for the attention they received from the City, the Commission, and general public for participating in the contest and looked forward to participating again in future years.

RECOMMENDATION

Staff is requesting that the Commission discuss the decorating contest and determine if any changes are desired. Staff is not recommending any significant changes to the contest as it was considered a success by both Staff and the participating businesses.

FISCAL IMPACT

None

ATTACHMENTS

None