

# “The City With a Heart”



Tami Parker, Chair  
Pamela Madden, Vice Chair  
Pamela Gamble, Commissioner  
Jeanne George, Commissioner  
Bardi Rosman Koodrin, Commissioner  
Carolyn Livengood, Commissioner  
Melodie Tobin, Commissioner

## AGENDA

### SAN BRUNO CULTURE AND ARTS COMMISSION MEETING

September 18, 2014

6:30 p.m.

**Meeting Location: San Bruno City Hall, Conference Room 101  
567 El Camino Real, San Bruno, CA 94066**

Commission meetings are conducted in accordance with Robert's Rules of Order. If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during Public Comment. In compliance with Americans with Disabilities Act, individuals requiring accommodations for this meeting should notify Assistant Community Services Director John Alita at 650-616-7017 **48 hours** prior to the meeting.

**1. CALL TO ORDER:**

**2. ROLL CALL/PLEDGE OF ALLEGIANCE:**

**3. ANNOUNCEMENTS:**

**4. PRESENTATIONS:** None

**5. REVIEW OF AGENDA:**

**6. APPROVAL OF MINUTES:** August 21, 2014

**7. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** Individuals are allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, ask staff to request that the Commission consider your comments earlier. It is the Commission's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Commission from discussing or acting on any matter not agendized pursuant to State Law.

**8. CONDUCT OF BUSINESS:**

- a. Update on Centennial Mosaic Mural Project
- b. Update and Discussion of Community Carnival Tile Project and History Display
- c. Update on plans for Shakespeare in the Park
- d. Return of Art Samples to Natalie Blake
- e. Identify and Prioritize 2014-2015 Commission Goals

**9. PUBLIC ART FUND BALANCE**

**10. CORRESPONDENCE**

**11. COMMENTS FROM COMMISSIONERS:**

**12. AGENDA BUILDING FOR FUTURE MEETINGS**

**13. ADJOURNMENT**

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## Culture and Arts Commission Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** September 18, 2014

**TO:** Culture and Arts Commission

**FROM:** John Alita, Assistant Community Services Director

**SUBJECT:** Request from Natalie Blake to Return Materials Submitted for Centennial Mosaic Mural

**BACKGROUND:** In August 2013 The City of San Bruno issued a Request for Qualifications for a Centennial Mosaic Mural. At the close of the evaluation process, two finalists were asked to create a design and submit sample materials for their proposed ideas. Each finalist was paid \$1,000 for their time and materials. Artist Natalie Blake was one of the two finalists who submitted work, although another artist was later selected. On July 18, 2014 she sent staff an email and asked if the tile samples she sent as part of her finalist's model could be returned to her.

**DISCUSSION:** Page three of the RFQ states that application materials will not be returned, however in her email Ms. Blake says that she did not realize that the tile samples would also be kept by the City. She places a \$6,500 value on them and asks if the Commission will consent to return them to her.

**ALTERNATIVES:**

1. Return samples to Natalie Blake, with the artist paying the shipping costs.
2. Retain the samples and inform the artist that they are considered part of the application materials.

**ATTACHMENTS:**

None

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## **Culture and Arts Commission Goals for 2014-15**

- Completion of the Centennial Mosaic Mural at Posy Park.
- Continue gallery exhibit program at the Library.
- Host 2015 Narita International Children’s Exhibit Artwork.
- Present Movies in the Park.
- Present Shakespeare in the Park in conjunction with food trucks.
- Recommend an art project along Sneath Lane
- Recommend a project to create art on signal boxes
- Host a poetry series in the Library
- Host an educational forum for other local arts organizations

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## MINUTES

### SAN BRUNO CULTURE AND ARTS COMMISSION MEETING

August 21, 2014

6:30 p.m.

**Meeting Location: San Bruno City Hall, Conference Room 101  
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In compliance with Americans with Disabilities Act, individuals requiring accommodations for this meeting should notify Assistant Community Services Director John Alita at 650-616-7017 **48 hours** prior to the meeting.

- 1. CALL TO ORDER:** THIS IS TO CERTIFY THAT The San Bruno Culture and Arts Commission was called to order by Chair Parker at 6:30 pm, Thursday, August 21, 2014.
- 2. PLEDGE OF ALLEGIANCE/ROLL CALL:** Present: Chair Parker, Commissioners Madden, Gamble, George, Livengood, Rosman Koodrin and Tobin. Staff: Assistant Community Services Director Alita
- 3. ANNOUNCEMENTS:** None
- 4. PRESENTATIONS:** None
- 5. REVIEW OF AGENDA:** The Agenda for August 21, 2014 was accepted as presented.

**6. APPROVAL OF MINUTES:** Commissioner Madden motioned to approve the minutes of July 17, 2014, seconded by Commissioner Tobin. All Commissioners present voted unanimously to approve.

**7. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** Individuals are allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, ask staff to request that the Commission consider your comments earlier. It is the Commission's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Commission from discussing or acting on any matter not agendized pursuant to State Law.  
None

**8. CONDUCT OF BUSINESS:**

- a) **Discuss Art Project Concepts for Sneath Lane:** The Commission reviewed the Staff Report and discussed the options. Commissioner Gamble moved to direct Staff to work with the City Attorney and City Manager's office to develop a draft MOU for approval by both Skyline College and the San Bruno City Council, seconded by Commissioner George. All Commissioners present voted unanimously to approve. Commissioner Livengood moved to direct Staff to find out if the Sneath Lane walls could be painted while Skyline/City of San Bruno partnership is being worked out, seconded by Commissioner Tobin. All Commissioners present voted unanimously to approve.
- b) **Update on Centennial Mosaic Mural Project:** The Commissioners reviewed the sketches of the new Centennial Mosaic Mural Project design that will be presented at the City Council meeting on August 26, 2014. The artist will be present at the Council meeting as well.
- c) **Review Draft of Annual Report to the City Council:** Staff shared the draft Annual Report that will be presented to City Council by Chair Parker on Tuesday, August 26, 2014.
- d) **Update on Centennial Tile Project During Community Day at the Park:** Staff shared with the Commission and asked for help with the tile project for Community Day at the Park on September 27, 2014. The community will have the opportunity to paint 4x4 tiles with acrylic paint and stencils that will later be assembled into a public art project. Staff will send out a sign-up sheet to the Commissioners with two volunteer opportunities at Community Day at the Park.
- e) **Participation in the Narita International Children's Art Exhibit:** Commissioners reviewed the Staff Report. Commissioner Tobin motioned to have Staff work on acquiring applications and agree to display artwork as was done last year, seconded by Commissioner George. All Commissioners present voted unanimously to approve.
- f) **Oral Report on Art Fund Balance:** The Art Fund Balance will be presented at the next meeting.

**9. CORRESPONDENCE:** The Commission received an email from the San Mateo County Arts Council to let them know that there is an open seat for District 5. If anyone is interested they can contact the SMC Arts Council directly.

**10. COMMENTS FROM COMMISSIONERS:**

Commissioner Livengood shared that the Welcome to San Bruno sign on the Millbrae side is hidden amongst the foliage.

#### **11. AGENDA BUILDING FOR FUTURE MEETINGS**

- Discuss Art Project for Sneath Lane
- Prioritize and Schedule Goals for 2014-2015
- Update on Centennial Art Project
- Discuss Community Day in the Park
- Discuss Plans for Shakespeare in the Park

**12. ADJOURNMENT:** Chair Parker adjourned the meeting at 7:29 pm

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