

“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

October 16, 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:

5. REVIEW OF AGENDA:

6. APPROVAL OF MINUTES: September 18, 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. Library Gallery Exhibit Selection
- b. Update on Centennial Mosaic Mural Project
- c. Report on Second Meeting with Skyline College Regarding Options for Public Art on Sneath Lane
- d. Draft Schedule of Commission Goals for 2014-2015
- e. Oral Report on Art Fund Balance

9. CORRESPONDENCE

10.COMMENTS FROM COMMISSIONERS:

11.AGENDA BUILDING FOR FUTURE MEETINGS

12.ADJOURNMENT

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MINUTES

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**

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- 1. CALL TO ORDER:** THIS IS TO CERTIFY THAT The San Bruno Culture and Arts Commission was called to order by Chair Parker at 6:32 pm, Thursday, September 18, 2014.
- 2. PLEDGE OF ALLEGIANCE/ROLL CALL:** Present: Chair Parker, Commissioners Madden, George, Livengood, Rosman Koodrin and Tobin. Staff: Community Services Assistant Director Alita
- 3. ANNOUNCEMENTS:** None
- 4. PRESENTATIONS:** None
- 5. REVIEW OF AGENDA:** The Agenda for September 18, 2014 was accepted as presented.

6. APPROVAL OF MINUTES: Commissioner Tobin motioned to approve the minutes of August 21, 2014, seconded by Commissioner George. 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 agendaized pursuant to State Law.
None

8. CONDUCT OF BUSINESS:

- a) **Presentation on "Measure N" – Economic Enhancement Initiative:** Community Development Director David Woltering shared a Fact Sheet with an overview of Measure N – The Economic Enhancement Initiative and gave an oral presentation to the Commission about the contents of the measure. Measure N will be on the November Ballot for San Bruno.
- b) **Update on Centennial Mosaic Mural Project:** Staff shared that they visited the artist at her studio. The life size drawings are in progress and staff is expecting a mid-December installation. Commissioner Livengood would like an update at the October meeting on the status of possibly painting the Sneath Lane walls.
- c) **Update on Plans for Shakespeare in the Park:** Staff shared the flyer for Shakespeare in the Park. The San Francisco Shakespeare Festival will present "As You Like It" on Sunday, October 19, 2014 at 2:00 p.m. at San Bruno City Park Rotary Pavilion.
- d) **Identify and Prioritize 2014-2015 Commission Goals:** The Commission reviewed and discussed goals for 2014-15. Staff will bring back a rough draft of a calendar for events and projects for the year.

9. PUBLIC ART FUND BALANCE:

Staff updated the Commission with the current art fund balance. As of September, 2014 the balance, less committed funds for existing projects, is \$87,037.

10. CORRESPONDENCE: None

11. COMMENTS FROM COMMISSIONERS:

Commissioner Livengood shared that the South San Francisco is hosting "Quilting Under the Stars" A Quilting & Floral Design Exhibit on October 3-4, 2014.

12. AGENDA BUILDING FOR FUTURE MEETINGS

- Library Gallery Exhibit Selection
- Report on Meeting with Skyline College to Discuss Sneath Lane Project
- Update on Centennial Mosaic Mural Project
- Draft Schedule of Commission Goals for 2014-2015

- Discuss Possible Project to Paint Signal Boxes
- Oral Report on Art Fund Balance

13. ADJOURNMENT: Chair Parker adjourned the meeting at 8:00 pm

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Culture and Arts Commission Annual Calendar 2014-2015

	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015
Centennial Mosaic Mural		Studio visit with artist	Approve Centennial Mosaic Mural drawings	Approve first two tile panels for mosaic murals	•Obtain encroachment permit from CalTrain JPB •Facilities staff sandblast walls •Plan dedication	•Mural installation •Touch-up painting•Mural dedication						
Library Gallery Exhibits	Issue call for artists	Receive and compile applicatins into a presentation	Receive and compile applicatins into a presentation	Commission selects Library exhibits	•Notify selected exhibitors •Develop schedule •Install first exhibit			Install second exhibit				Install third exhibit
Movies in the Park	Advertise Movies in the Park	Secure rights to movies	Host Movies in the Park						Commission selects movies for online poll	Publish poll on City website and advertise	•Compile poll results •Commission input on food trucks	•Commission makes final decision on movies •Secure food trucks and county permits for food • Purchase inflatable screen
Shakespeare in the Park		Advertise Shakespeare in the Park	Arrange for staffing and logistics for Movies in the Park	Shakespeare in the Park performance						Commission input on continuation of Shakespeare in the Park	Book Shakespeare in the Park (if continued)	
Sneath Lane Art Project							Develop RFP	RFP goes to City Council for approval	Review RFP submissions and select finalists	Review finalists models and develop recommendation to City Council	Make Recommendation of finalist to City Council	Complete contract signing and begin project fabrication
Poetry Event at the Library		PENDING										
Narita Exhibit									Receive art from Narita	Coordinate exhibit in Library		
Singal Box Project							Discuss scope of signal box project	Seek City Council approval for project	Advertise project submission guidelines	Review submissions and select artists	Coordinate with Public Services on project logistics	Staff supervision of individual signal box projects
Educational Art Forum								Discuss logistics, location and format for late spring forum	Invite forum presenters and stakeholders to formulate agenda	Advertise forum	Advertise forum	Forum is held
Centennial Tile Project					Determine potential locations and size of Centennial Tile project	Recommend location to City Council	Coordinate with Facilities staff on site preparation and installation	Installation of Centennial Tile project				