

“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

November 20, 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:** October 16, 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. Discuss Sneath Lane Walls
- b. Update on Centennial Mosaic Mural Project
- c. Discuss Annual Calendar

9. CORRESPONDENCE

10.COMMENTS FROM COMMISSIONERS:

11.AGENDA BUILDING FOR FUTURE MEETINGS

12.ADJOURNMENT

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Tami Parker, Chair
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MINUTES

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**

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 ON ITEMS NOT ON THE AGENDA: Please state your name and address; if you are representing an organization, please state the name of the organization. Individuals 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.

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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 Vice Chair Madden at 6:30 pm, Thursday, October 16, 2014.
- 2. PLEDGE OF ALLEGIANCE/ROLL CALL:** Present: Vice Chair Madden, Commissioners George, Livengood, Rosman Koodrin and Tobin. Staff: Community Services Director Burns, Community Services Assistant Director Alita.
- 3. ANNOUNCEMENTS:** None
- 4. PRESENTATIONS:** None
- 5. REVIEW OF AGENDA:** The Agenda for October 16, 2014 was accepted as presented.

6. APPROVAL OF MINUTES: Commissioner Livengood motioned to approve the minutes of September 18, 2014, seconded by Commissioner Rosman Koodrin. 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) **Library Gallery Exhibit Selection:** The Commission viewed and rated art from the ten submissions for the Library Gallery Exhibit 2015. Results will be sent to the Commission via email.
- b) **Update on Centennial Mosaic Mural Project:** Staff shared with the Commission that the artist has finished the life-size drawings and is currently working on the first two panels of tile work. Staff will contact the sub-committee (Livengood, Parker, Tobin) when the two panels are ready to be viewed and approved.
- c) **Report on Second Meeting with Skyline College Regarding Options for Public Art on Sneath Lane:** The sub-committee shared some information about the lengthy and involved process it is for a new class to be added to the college schedule. The Commission discussed other possibilities for the Sneath Lane Walls. Commissioner Gamble motioned to have the Commission continue to pursue a relationship with Skyline College in a collaborative effort to help students learn how to go through the public bidding process with possible funding toward Art. In conjunction, the Commission would like direct Staff to return to the November meeting with detailed information on options for the Sneath Lane walls, including "stretch" art and paint, seconded by Madden and approved unanimously.
- d) **Draft Schedule of Commission Goals for 2014-2015:** Commissioners were given a copy of the 2014-15 CAC Annual Calendar. After careful review by Commissioners, the calendar will be discussed at the next meeting.
- e) **Oral Report on Art Fund Balance:** Staff will update the Commission on the Art Fund Balance on a quarterly basis starting January, 2015.

9. CORRESPONDENCE: Staff reminded the Commission that Shakespeare in the Park will be the upcoming Sunday, October 19, 2014, at 2:00 p.m.

10. COMMENTS FROM COMMISSIONERS:

Commissioners thanked John Alita for all of his time given to the CAC.

11. AGENDA BUILDING FOR FUTURE MEETINGS

- Discuss Sneath Lane Walls
- Discuss Annual Calendar

- Update on Centennial Art Project

12. ADJOURNMENT: Vice Chair Madden adjourned the meeting at 7:45 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				