



**CULTURE AND ARTS COMMISSION  
AGENDA**

**Thursday, October 20, 2016 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real, Room 115**

**WELCOME TO OUR COMMISSION MEETING**

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 Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

**Please note: Commission policy allows a maximum of three (3) minutes for individual comments.**

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1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF THE AGENDA:** October 20, 2016
4. **APPROVAL OF THE MINUTES:** September 15, 2016
5. **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 rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **NEW BUSINESS:**
  - a. Library Gallery Exhibit Call for Artists
  - b. Children's Art Project in Coordination with the 2017 Posy Parade and Community Day in the Park
  - c. Review of 2016 Movies in the Park and Recommendations for 2017
  - d. Review of Culture and Arts Commission 2015-16 Annual Report to the City Council on October 25, 2016
7. **UNFINISHED BUSINESS:**
  - a. Sneath Wall Art Project
8. **ITEMS FROM STAFF:**
  - a. Venue in the Event of Rain for Shakespeare in the Park Scheduled for Sunday, October 23, 2016 – Recreation Center Meeting Room
9. **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 rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
10. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
11. **ADJOURNMENT**



**MEETING MINUTES**

**Culture and Arts Commission  
September 15, 2016**

1. **CALL TO ORDER/ROLL CALL:** Chair **Gamble** called the meeting of the Culture and Arts Commission to order at 6:30 p.m. Commissioners present: Vice Chair Livengood, George, Rosman Koodrin, and Madden, and Tobin. Staff: Burns and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Livengood led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** **MSC Tobin/Madden** for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Tobin/Rosman Koodrin** to approve the minutes of the August 18, 2016 Culture and Arts Commission meeting. Approved unanimously.
5. **PUBLIC COMMENT:** **Carlos Gonzalez from 2<sup>nd</sup> Avenue**, introduced himself and his business partner, **Marco Durezo from 2<sup>nd</sup> Avenue**. They proposed a downtown mural on San Mateo Avenue. He has gotten permission from the owner of the Clean Coin Laundromat to use the side of his wall for the mural. He informed the Commission he is currently applying for a grant through the San Bruno Community Foundation for the mural and would also like to get on the Culture and Arts Commission agenda in the future to get their support for the mural. He presented a sketch of his idea and is interested in using San Bruno youth in the painting of the mural. His goal is to beautify the neighborhood and work with youth in the community.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Discussion Among Commissioners Concerning the Commission's Regular Meeting Schedule and a Recommendation to the City Council to Amend the Meeting Schedule of the Culture and Arts Commission from Monthly to Bi-Monthly – Director Burns said she placed the item on the agenda to respond to the Commission's request to discuss their regular meeting schedule and stated any changes to the regular meeting schedule would require City Council approval. Commissioner Tobin commented that her concern about changing the schedule is not being able to make a quorum every other month and there would be too much time between meetings. Vice Chair Livengood agreed with Commissioner Tobin's remark and also said that she's always felt the

Commission had plenty to discuss on a monthly basis. Commissioner Rosman Koodrin added that if the Commission decided to meet every other month it would make their meetings much longer. **MSC Tobin/Madden** to take no action on a structural change on the meeting schedule but that the Commission will determine at each meeting if there will be a meeting for the following month. Approved unanimously.

- b. Input from Commissioners on Content of the 2015/16 Annual Report Scheduled for Presentation to the City Council on Tuesday, October 25, 2016 – Director Burns said that some of the things she already planned on putting into the annual report included the traffic signal controller boxes project, the Narita art show, and Movies in the Park and was looking for more input on projects for 2016/17. Commissioner Tobin added that she wanted the project for children’s art at the Posy Parade to be put on the annual report and the October agenda. Commissioner Madden requested the Sneath wall project to be added to the annual report as well.

**8. UNFINISHED BUSINESS:**

- a. Input from Commissioners on Art Concepts for Sneath Lane Wall Art Project – Vice Chair Livengood said she would like to see a simple art project on the Sneath wall but doesn’t know if the community would benefit from the City Art Funds going to a simple art project. Chair Gamble suggested to ask for a call out to artists for ideas. Commissioner Tobin suggested that City staff would need to confirm what could be a viable project on the wall due to safety with drivers. Director Burns replied that she will talk with the Engineering department to see what kind of project would not create a safety concern and will report back to Commissioners the following month.
- b. Report on City Art Fund Balance – Director Burns replied that the current balance for the City Art Fund is \$132,180.62. There are a total of \$72,050 in encumbrances for projects in 2016/2017. The City Council approved \$62,035 of those encumbrances for the treatment of the Florida Avenue Park wood carving. Since then, the City Council has expressed an interest in moving the expense to an alternate funding source. She added that City Council was looking at adding a policy that would require it to consult with Commissions prior to expending money from the City’s Art Fund. Director Burs added that she would report back to the Commission during their October meeting.

**9. EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** Director Burns informed the Commission that Community Services Superintendent, Tim Wallace, will be serving as the Commission’s second staff liaison. She also wanted to remind the Commission that Shakespeare in the Park was being held on Sunday, October 23 at 2:00 p.m. at San Bruno City Park.

**11. PUBLIC COMMENT:** None.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Commissioner Tobin asked staff to locate the Movies in the Park banner so that it could be displayed at Concerts in the Park. She also requested that staff purchase a banner for Shakespeare in the Park to be displayed during Concerts in the Park to help publicize it. She also wanted to know how else staff was publicizing Shakespeare in the Park. Director Burns responded that the flyer was available at the Recreation Center and Library and would be distributed among the elementary and middle schools. She added that she would

also have Shakespeare in the Park announced at the two remaining concerts and movies in the park. Commissioner Tobin reminded the Commission that San Bruno was participating in Coastal Cleanup on Saturday, September 24<sup>th</sup> for the second year in a row. She also said that the Beautification Task Force was giving their annual Beautification Awards at the City Council's October 11<sup>th</sup> meeting and honoring the Golden Gate National Cemetery in San Bruno and Carolyn Livengood for getting the fence installed around the Cemetery. **MSC Livengood/Rosman Koodrin** requested to add the mural art project for the Clean Coin Laundromat to the Commission's October agenda. Approved unanimously.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Gamble** adjourned the meeting at 8:01 p.m.

Respectfully Submitted,

Ludmer Aker  
Executive Assistant  
City of San Bruno