



**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](mailto: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](mailto: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.

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**CULTURE AND ARTS COMMISSION  
MEETING AGENDA  
Thursday, February 17, 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/89317023924>**

**Password:  
854903**

**Or join by phone:  
US: +1 669 900 9128  
Meeting ID: 893 1702 3924**

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1. **CALL TO ORDER/ROLL CALL:** Chair Pamela Madden, Vice Chair Janet Monaghan, Pamela Gamble, Jeanne George, Melissa Rohlf, Melodie Tobin.
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF THE MINUTES:** January 20, 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 Presentation From Dennis Sharp of the SFO Museum
  - b. Community Gallery Scoring Process Review
9. **ITEMS FROM COMMISSION MEMBERS:**
10. **ITEMS FROM STAFF:**
  - a. Tanforan Memorial update (oral)
11. **ADJOURNMENT**

**The next Regular Culture and Arts Commission Meeting will be held  
on Thursday, March 17, 2022 at 6:30 p.m.**



**MEETING MINUTES**  
**Culture and Arts Commission**  
**January 20, 2022**

1. **CALL TO ORDER/ROLL CALL:** Chair Rohlf called the meeting of the Culture and Arts Commission to order at 6:33 p.m. Commissioners Present: Chair Melissa Rohlf, Vice Chair Pamela Madden, Pamela Gamble, Jeanne George (late), and Janet Monaghan. Absences: Tobin. Staff Present: Mottola and Wallace.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Madden led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from November 18, 2021. **MSC Madden/George.** Accepted 5-0.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:** None.
8. **NEW BUSINESS:**
  - a. Receive Presentation From Steve Okamoto, Vice-President of the Tanforan Assembly Center Memorial Committee – Steve Okamoto presented. He introduced the President of the Tanforan Assembly Center Memorial Committee, Doug Yamamoto. They explained the impact of Executive Order 9066 on Japanese Americans. The committee was formed 6 – 7 years ago to create a memorial to the 8,000 Japanese Americans who were detained at Tanforan in the detention centers. The memorial will be located outside the San Bruno BART Station. The committee wants to make sure the community understands that they were put in the detention centers not for what they did, but for who they were. The committee is raising money to build this memorial. The groundbreaking will be next month. Website is [www.tanforanmemorial.org](http://www.tanforanmemorial.org). More donations are needed to finish the memorial.
  - b. Approve Recommendation to City Council to Fund an Appropriation of \$50,000 from the City Art Fund in Support of the Construction of a Tanforan Memorial at the San Bruno BART Station – **Superintendent Wallace** reviewed the staff report. The balance in the City Art Fund was \$393,885 as of January 3, 2022.

**Chair Rohlf** asked why staff brought this in front of the commission at this time while there are many other projects that the Commission has talked about funding and are equally important to the entire community rather than one specific segment of the community in one

specific area. **Superintendent Wallace** explained that the other projects would be staff lead and staff driven, and we are very short-staffed. Finding the time to be able to devote to these types of projects is difficult. This money would be going to the Tanforan Assembly Center Memorial Committee. It would be up to them to put it into their project. The memorial project is almost to the finish line so if the Commission doesn't participate now, it will be too late in the future.

**Commissioner Gamble** asked if the plaque on the monument would say San Bruno Culture and Arts Commission donated \$50,000. **Superintendent Wallace** stated it would say The City of San Bruno. If approved tonight, this will move on to the City Council to approve.

Discussion about this project being a worthy cause, the location of the monument, and the idea about putting something in the local paper to state that the commission was a part of the project.

**Director Mottola** stated that once this goes to Council and the recommendation moves forward, we can spread the news to provide recognition and exposure to educate on what the Culture & Arts Commission's purpose is. This is a very significant cultural event that happened in San Bruno and we are commemorating it so we don't forget this lesson and never have it happen again. The City Art Fund is money that belongs to the City. The Culture & Arts Commission as well as the other boards, commissions, and committees advise the City Council and they will look to your recommendation. They (City Council) have the authority to release these funds.

**Superintendent Wallace** stated this would be an accomplishment for the commission and would be a highlight in the annual report in October to Council.

**MSC George/Monaghan. 4-1.**

- c. Approve Recommendation to City Council to Fund an Appropriation from the City Art Fund not to Exceed \$2,600 to Sponsor a Community Services Department Juneteenth Event – **Superintendent Wallace** reviewed the staff report. Staff will look to members in the African American Community to advise on how to appropriately put on a Juneteenth event to make sure it is respectful and authentic.

**MSC Monaghan/Madden. 5-0.**

- d. Approve 2022 Meeting Schedule of the Commission – **Superintendent Wallace** reviewed the staff report.

**MSC Monaghan/Madden 5-0.**

- e. Conduct Election of Commission Officers for 2022 – **Superintendent Wallace** explained that according to the by-laws of the commission, new officers are elected the first meeting of the calendar year. **Commissioner George** nominated Commissioner Madden for chair. **Commissioner Gamble** nominated Commissioner Monaghan for vice-chair.

**MSC Gamble/George. 5-0.**

9. **ITEMS FROM COMMISSION MEMBERS:**

**Commissioner Madden** asked about the San Mateo Avenue holiday window decorating contest. **Superintendent Wallace** stated that 23 businesses participated. First Impression Salon won both the People's Choice Award and the Judge's Award.

**Commissioner Monaghan** stated that the holiday tree was spectacular. Other commissioners agreed.

10. **ITEMS FROM STAFF:**

**Superintendent Wallace** stated that last night was the Chinese New Year event sponsored by the commission. It was a success.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Rohlf**s adjourned the meeting at 7:55 p.m.

DRAFT



**DATE:** February 17, 2022  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Review Community Art Gallery Submissions Scoring System

**BACKGROUND:**

The Commission annually supports a community art gallery at the San Bruno Public Library. Artists are asked to submit between 5 to 15 two-dimensional artworks for the Commission's consideration.

A call for artists is released every January with a mid-March deadline. The Commission considers the submissions at its April meeting and selects three artists to display their works in the community art gallery.

After the artists are selected, works are displayed in the community art gallery in four-month increments, with new works being displayed in July, November, and March.

**DISCUSSION:**

The community art gallery artist selection process has remained unchanged for several years. While the process has served the Commission well, it is worthwhile to periodically review processes to ensure that the best methods of selection are being utilized.

Currently, the Commission judges submissions on a 100-point scale. Up to 60 points are awarded for Nature of Work, up to 20 points for Appropriateness of Work, and up to 20 points in recognition of local artists.

Nature of the Work consists of beauty, skill, technique, meaning and uniqueness of work.

Appropriateness of the Work takes into account that the works will be displayed in a public place and must be appropriate for all audiences. Ten additional points are added for residents of San Mateo County, while 20 points are added for residents of San Bruno. Attachment 1 describes these criteria in more detail.

When judging an artist's works, Commissioners use a scoring sheet listing the three categories in which to award points, with space for general comments. Attachment 2 is a sample of the current scoring sheet.

**RECOMMENDATION:**

Staff recommends the Commission discuss the scoring system to determine if any improvements are desired, at this time.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

Attach 1 – Community Gallery Application Evaluation Process

Attach 2 – Community Gallery Score Sheet

## Community Gallery Application Evaluation Process

For each collection, Commissioners will assign points in three categories:

- Nature of the work – Work should show a generally acceptable level of technical and creative expertise. (up to 60 points)
- Appropriateness of the work – The subject matter of the work must be appropriate for all audiences given that the Library is a public facility. In addition, the physical size of the work should be large enough to be seen clearly from several feet away. (up to 20 points)
- Additional consideration for local artists – Additional evaluation points will be awarded to San Bruno artists and San Mateo County artists in order to recognize their contributions to the local community. San Bruno artists should be awarded 20 points. San Mateo County artists residing outside of San Bruno should be awarded 10 points. (up to 20 points)

### How to Judge Collections

**Nature of the Work: Work that shows a generally acceptable level of technical and creative expertise. 60% of total score**

- **Beauty:** Beauty is subjective, but most humans respond favorably to certain elements such as repeating shapes, patterns and symmetry; colors, especially colors that complement or enhance one another; textures, both visual and physical; crops and compositions that focus the eye and keeps the viewer's attention; movement or flow to guide viewers through the art; correct or appealing proportions of figures and objects.
- **Skill and Technique:** Technique is the most comparable and measurable aspect of art. As you look at each piece in relation to the other submissions you will be able to determine how skillfully it was created simply by comparison with the other works.
- **Meaning:** Art can have layers of meaning that add to its overall appreciation. Look to see what meaning each piece conveys to you. Levels of meaning include:
  - Purely representational art – Made simply for visual appeal, with no deeper intent.
  - Art that tells a story or evokes a specific emotion – This is art that begins to affect you. It might cause you to understand, empathize or feel what's being depicted.
  - Art that is an allegory or metaphor – This is art that contains more than one meaning, and possibly several. It uses symbolic imagery or deals with more intangible human issues, and yet the artwork should still work as a visually appealing creation.
- **Uniqueness:** Does the work demonstrate or convey something out of the ordinary that makes it stand out in a positive way from other work? Are there techniques used that are uncommon and add to the overall appeal to the work?



Attachment 2

**Artist Number: 1**

**Commissioner:**

**General Comments:**

**Points**

Nature of Work (up to 60 points)	Appropriateness of Work (up to 20 points)	Local Artist Consideration (20 points for SB Resident) (10 points for SMCO Resident)	Total Points (up to 100)

**Artist Number: 2**

**Commissioner:**

**General Comments:**

**Points**

Nature of Work (up to 60 points)	Appropriateness of Work (up to 20 points)	Local Artist Consideration (20 points for SB Resident) (10 points for SMCO Resident)	Total Points (up to 100)

**Artist Number: 3**

**Commissioner:**

**General Comments:**

**Points**

Nature of Work (up to 60 points)	Appropriateness of Work (up to 20 points)	Local Artist Consideration (20 points for SB Resident) (10 points for SMCO Resident)	Total Points (up to 100)

**Artist Number: 4**

**Commissioner:**

**General Comments:**

**Points**

Nature of Work (up to 60 points)	Appropriateness of Work (up to 20 points)	Local Artist Consideration (20 points for SB Resident) (10 points for SMCO Resident)	Total Points (up to 100)

**Artist Number: 5**

**Commissioner:**

**General Comments:**

**Points**

Nature of Work (up to 60 points)	Appropriateness of Work (up to 20 points)	Local Artist Consideration (20 points for SB Resident) (10 points for SMCO Resident)	Total Points (up to 100)

**Artist Number: 6**

**Commissioner:**

**General Comments:**

**Points**

Nature of Work (up to 60 points)	Appropriateness of Work (up to 20 points)	Local Artist Consideration (20 points for SB Resident) (10 points for SMCO Resident)	Total Points (up to 100)