



“The City with a Heart”

Pamela Madden, Chair
Mario Guitron, Vice-Chair
Megan Dahlgren, Commissioner
Pamela Gamble, Commissioner
Jeanne George, Commissioner
Janet Monaghan, Commissioner
Melissa Rohlf, Commissioner

AGENDA Culture and Arts Commission March 16, 2023 6:30 PM

IN PERSON* MEETING LOCATION	REMOTE VIA ZOOM OR TELEPHONE
San Bruno City Hall 567 El Camino Real, Conference Room 115 San Bruno, CA 94066 *Please turn off all electronic devices before the start of the meeting to prevent disruptions*	Zoom Link: https://sanbruno-ca.gov.zoom.us/j/89917991483 Phone Line: 1-669-444-9171 Webinar ID: 899 1799 1483 Webinar Password: 988241

PUBLIC COMMENT: In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it in to Tim Wallace, Culture and Arts Commission staff liaison. Virtual attendees can comment by using the “Raise Hand” feature in Zoom to request to speak. For dial-in comments press *9 to “Raise Hand” and *6 to unmute. Public comment may also be emailed to cultureandarts@sanbruno.ca.gov. Comments received via email will not be read aloud during the meeting.

ACCESSIBILITY: In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact Tim Wallace 48 hours prior to the meeting at (650) 616-7084 or via email at twallace@sanbruno.ca.gov.

*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the Culture and Arts Commission less than 72 hours prior to that meeting are available for public inspection at the City Clerk’s Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City’s Website at <https://www.sanbruno.ca.gov/AgendaCenter>.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. REVIEW OF AGENDA

5. ACCEPTANCE OF THE MINUTES: January 19, 2023

6. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Individuals allowed three minutes. It is the Council’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 upon any matter not agendaized pursuant to State Law.

7. CONSENT CALENDAR

8. CONDUCT OF BUSINESS

- a. Adoption of Amended Movies in the Park Selection Process

9. ITEMS FROM COMMISSIONERS

10. ITEMS FROM STAFF

11. ADJOURNMENT

**The next Regular Culture and Arts Commission Meeting will be held
on Thursday, April 20, 2023, at 6:30 p.m.**



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Pamela Madden, Chair
Mario Guitron, Vice-Chair
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Janet Monaghan, Commissioner
Melissa Rohlfs, Commissioner

MEETING MINUTES

Culture and Arts Commission January 19, 2023

1. **CALL TO ORDER/ROLL CALL:** Chair **Madden** called the meeting of the Culture and Arts Commission to order at 6:32 p.m. Commissioners Present: Chair Pamela Madden, Vice Chair Janet Monaghan, Megan Dahlgren, Pamela Gamble, Jeanne George (late), Mario Guitron, and Melissa Rohlfs (late). Staff Present: Mottola and Wallace.
2. **PLEDGE OF ALLEGIANCE:** Commissioner **Guitron** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from November 17, 2022. **MSC Monaghan/Gamble.** Accepted 5-0.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:** None.
8. **NEW BUSINESS:**
 - a. Appoint Commissioner to Recreation and Aquatic Center Art Subcommittee - **Superintendent Wallace** reviewed the staff report. **Commissioner Rohlfs** asked about expectations and guidelines for the types of art being considered. **Director Mottola** stated that staff was working on where art could happen. She stated that most likely recommendations would be made for something that was integrated into the construction and possibly something that was more experiential. **Chair Madden** appointed Commissioner Dahlgren.
 - b. Approve 2023 Culture and Arts Commission Meeting Schedule – **Superintendent Wallace** reviewed the meeting schedule. Meetings are held the third Thursday of every month. **MSC Monaghan/Gamble.** Unanimous.
 - c. Review and Approval of the 2023 Culture and Arts Commission Working Calendar – **Superintendent Wallace** presented the staff report. He stated that there were two items not on the working calendar. The first item was about staff evaluating ways to use the art fund in a sustainable manner while taking into account that there was limited staff time and staff

resources. Staff was considering establishing a grant program where the commission would entertain different grant proposals from artists and event planners and make decisions on different projects to fund through that program. He stated he wasn't sure what month a proposal would be presented to the commission. Also in the next few months art at the RAC would be coming to the commission. **MSC Monaghan/Guitron.** Unanimous.

- d. Conduct Election of 2023 Commission Officers – **Superintendent Wallace** presented the staff report.
Commissioner Monaghan nominated Chair Madden for chair. **MSB Monaghan/Guitron.** Unanimous.
Chair Madden nominated Commissioner Guitron for vice chair. **MSB Madden/Monaghan.** Unanimous.

9. ITEMS FROM COMMISSION MEMBERS:

Commissioner Rohlfs asked about why there was public voting on the holiday windows. She felt that it turned into a popularity contest. **Superintendent Wallace** stated that it was to encourage the public to go downtown, view the windows, and voice their opinion.

Commissioner Rohlfs stated that she noticed that there had been public art at different establishments. She asked if there could be a guide created about the art around the city. **Superintendent Wallace** stated that there was map on the commission's webpage that showed all the art projects worked on by the commission. She explained that she was talking businesses that had public art. She wanted the map to be expanded beyond the City funded pieces. Discussion about staff resources and the possibility of having the commission do the research. **Director Mottola** stated that it was really important to understand that the commission had an advisory role and the creation of work for themselves was stepping outside that role. She asked for some patience as a grant program was explored.

Commissioner Dahlgren asked about engaging more as a resident. **Director Mottola** stated that as a resident she could reach out to her to share experiences on programs.

10. ITEMS FROM STAFF:

Superintendent Wallace announced that the Lunar New Year Celebration would be on February 1st at the Senior Center. It was open to the community.

Director Mottola stated that annually the City Attorney's office offered ethics, Brown Act, and conflict of interest training. Email was sent out by City Clerk's office with upcoming dates. All elected and appointed are required to attend every other year.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Madden** adjourned the meeting at 7:14 p.m.



DATE: March 16, 2023
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Adoption of Amended Movies in the Park Selection Process

BACKGROUND:

The City of San Bruno has a long-standing tradition of screening one film every Friday evening in September in City Park. This program, titled Movies in the Park, continues to be very popular.

Every year the Commission provides a list of movies for which the public can vote to be screened. The movies with the most votes are screened.

At its May 2022 meeting, the Commission adopted a Movies in the Park Selection Process document. This document stipulated that there will be four categories of films in the which the public can vote – Comedy, Action, Drama, and Children’s Animation. The selection process document also stipulated that the film with the most votes in each category would be screened. For years in which there are five Fridays in September, the film with the 5th highest total votes would be screened.

DISCUSSION:

In reviewing films for public voting, Staff discovered that there were only a small number of movies in the Drama category that were appropriate for family viewing.

Because of the small number of films from which to choose, the Commission had no choice other than to select films that were less appealing to the public. The top films from each of the other categories received significantly more public votes than the Drama category. In addition, attendance for the Drama category films also lagged with 60 attendees for The Lion King and 19 attendees for West Side Story.

Film Category	Film With Most Votes	Total Votes	Attendance
Children’s Animation	Encanto	395	105
Action	Spider-man No Way Home	262	80
Comedy	Jungle Cruise	240	55
Drama	Lion King (2019 ver.)	215	60
5 th Place Film (Drama)	West Side Story	210	19

By combining the Drama and Action categories the Commission and the public would be afforded a larger selection of films that would have more appeal and result in higher attendance.

Combining Action and Drama would result in three categories of films – Children’s Animation, Comedy, and Action/Drama. While the top voted film in each category would be automatically screened, the film with the fourth highest total number of votes would also be screened. Finally, the fifth highest voted film would also be screened in Septembers with five Fridays.

RECOMMENDATION

Staff recommends adopting the Revised Movies in the Park Selection Process in which the Drama and Action categories are combined to create an Action/Drama category.

FISCAL IMPACT

None

ATTACHMENT

Revised Movies in the Park Selection Process Document



Movies in the Park Selection Process

The following describes the process by which films are to be selected for screening for Movies in the Park.

Every spring Staff will bring to a Commission meeting a list of film titles. Prior to the Commission meeting, Staff will assign each of these titles a film category. As determined by the Commission at its March 2023 meeting, film categories consist of:

1. Comedy
2. Action/Drama
3. Children's Animation

The Commission may move films from one category to another at a public meeting prior to public voting. Once public voting commences, the moving of films from one category to another will not be allowed.

The Commission will select not more than 5 titles for each category. Once these film titles are selected for public vote, Staff will invite the public to cast votes for a period of at least 4 weeks, but not more than 6 weeks.

Once the public voting period is closed, Staff will tally the votes. The film with the most votes in each category will be screened at Movies in the Park. In addition, the film with the 4th highest overall vote total will be screened, regardless of which category the film resides.

In the event there are five Fridays in September, the film with the 5th highest overall vote total will be screened, regardless of which category the film resides.

Staff will report the results of the public voting to the Culture and Arts Commission at the Commission meeting immediately following the end of the voting period. The reporting of the voting results will be informational only. No vote will be taken by the Commission regarding which films to screen and no films will be screened other than the films with the highest vote total in each category, plus the film with the 4th highest vote total overall and the film with the 5th highest vote total, if there are five Fridays in September.