



# “The City with a Heart”

Mario Guitron, Chair  
Jeanne George, Vice Chair  
Nader Abumuoilish, Commissioner  
Pamela Gamble, Commissioner  
Nicole Hanhan, Commissioner  
Janet Monaghan, Commissioner  
Stephen Seymour, Commissioner

## AGENDA Culture and Arts Commission January 16, 2025 6:30 PM

<p><b>IN PERSON* MEETING LOCATION</b></p> <p>San Bruno City Hall 567 El Camino Real, Conference Room 115 San Bruno, CA 94066</p> <p>*Please turn off all electronic devices before the start of the meeting to prevent disruptions*</p>	<p><b>Zoom Link</b> <a href="https://sanbruno-ca-gov.zoom.us/j/87948628509">https://sanbruno-ca-gov.zoom.us/j/87948628509</a></p> <p><b>Phone Line:</b> 1-669-444-9171 <b>Webinar ID:</b> 879 4862 8509 <b>Webinar Password:</b> 339456</p> <p>*Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public.</p> <p>**No public comment accepted via Zoom</p>
---	--

**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. Public comment may also be emailed to [cultureandarts@sanbruno.ca.gov](mailto: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](mailto: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:** November 21, 2024
6. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**  
*Individuals allowed three minutes. It is the Culture and Arts Commission’s policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Culture and Arts Commission from discussing or acting upon any matter not agendized pursuant to State Law.*

**7. CONDUCT OF BUSINESS**

- a. Review and consider approving the 2025 Culture and Arts Commission Meeting Schedule.
- b. Review and consider approving the 2025 Culture and Arts Commission Working Calendar.
- c. Conduct election of 2025 Commission Officers.

**8. ITEMS FROM COMMISSIONERS**

**9. ITEMS FROM STAFF**

- a. Community Services Director Update (Oral)
- b. City Council adoption of Revised Commission Bylaws (Oral).
- c. Murals Program Update (oral)
- d. Report Out on Winter Windows Wonderland Contest (Oral).
- e. Invitation to Lunar New Year event (Oral)

**10. ADJOURNMENT**

**The next Regular Culture and Arts Commission meeting will be held  
on March 20, 2025 at 6:30 p.m.**

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno on January 10, 2025, by 6:00 p.m.



---

Lupita Huerta, City Clerk



## “The City with a Heart”

### MEETING MINUTES

#### Culture and Arts Commission November 21, 2024

1. **CALL TO ORDER:** Chair **Guitron** called the meeting of the Culture and Arts Commission to order at 6:30 p.m.
2. **ROLL CALL:** Commissioners Present: Chair Mario Guitron, Vice Chair Jeanne George (late), Nader Abumuoilish, Pamela Gamble, Nicole Hanhan, Janet Monaghan, and Stephen Seymour. Staff Present: Ibarra, Karlen, and Wallace.
3. **PLEDGE OF ALLEGIANCE:** Commissioner **Seymour** led the Pledge of Allegiance.
4. **REVIEW OF AGENDA:** Superintendent **Wallace** requested to move Conduct of Business item 7.a. after Review of the Agenda. Accepted unanimous.
  - a. Introduction of Commissioners Abumuoilish, Hanhan, and Seymour – **Commissioners Abumuoilish, Hanhan, and Seymour** introduced themselves and spoke about their interest in being part of the Commission.
5. **ACCEPTANCE OF MINUTES:** Minutes from June 20, 2024. **MSC Gamble/Guitron**. Accepted 4-0-3.
6. **PUBLIC COMMENTS:** None.
7. **CONDUCT BUSINESS:**
  - a. Consider Adoption of Revised Commission Bylaws – **Superintendent Wallace** presented the staff report. In Section 2, **Commissioners** discussed changing meetings to a bimonthly schedule with meetings happening in January, March, May, July, September, and November. In Section 3.11, **Commissioners** discussed stating that Commissioners may not miss more than two regular meetings in a twelve-month period. These were added to the motion to approve. **MSC Guitron/Gamble**. Unanimous.
  - b. Discussion: Posy Park Sculpture Theme and Scope-of-Work – **Director Karlen** presented the staff report. **Commissioners** discussed providing a limited Scope-of-Work or leave it open for a new sculpture in Posy Park. **Director Karlen** stated that Staff would solidify a guidance with those ideas and present the new document at the January meeting.
  - c. Review Ad-Hoc Committees for 2024 Culture and Arts Commission Work Plan – **Superintendent Wallace** presented the staff report. **Commissioners** reviewed the Ad-Hoc committees and redistributed tasks. 1) Assist with promotion of City arts and culture events – Commissioners involved: All. 2) Explore feasibility of programming of Centennial Plaza and downtown area – Ad-Hoc Committee: **Commissioners Hanhan and Monaghan**. 3) Jury public art proposals, subject to public art implementation – Ad-Hoc Committee: **Commissioners Abumuoilish, George, and Seymour**. 4) Downtown Murals – Ad-Hoc Committee: **Commissioners Guitron and Seymour**. 5) Art on Loan Program for Recreation and Aquatic Center - Substituted – Ad-Hoc Committee: **Commissioners George, Hanhan, and Monaghan** (added later). 7) Light Art Installations – Ad-Hoc Committee: Commissioners **Abumuoilish and Guitron**. 8) Library Card Design Contest – Completed. 9) Winter Windows Wonderland – Ad-Hoc Committee: Commissioners **George and Monaghan**. 10) Lunar New Year – Commissioners involved: volunteering. 11) Juneteenth – Commissioners involved: volunteering. 12) Dia de los Muertos – Commissioners involved:

volunteering. 13) Dance Performances – Ad-Hoc Committee: **Commissioners Gamble and Monaghan**. Unanimous.

- d. Receive Report from Chair Guitron Regarding 2023/2024 Annual Report to City Council - **Chair Guitron** stated that a few weeks ago he presented the 2023/2024 Annual Report to City Council.
- e. Receive 2024 Movies-in-the-Park Report - **Superintendent Wallace** presented the staff report. Attendance ranged from 60 to 85 people over the four Fridays.
- f. Cancellation of December Meeting – **Superintendent Wallace** stated that it is tradition that the December meeting is cancelled. The next meeting will be in January. **MSC Gamble/Guitron**. Unanimous.

**8. ITEMS FROM COMMISSION MEMBERS:**

- a. **Commissioner Hanhan** asked if there was a Public Arts Policy. **Director Karlen** stated that currently the City does not have a Public Arts Policy. **Chair Guitron** requested discussions on this topic will be added as Conduct of Business in a future meeting.
- b. **Chair Guitron** welcomed new Commissioners and stated that he is looking forward to working with them.

**9. ITEMS FROM STAFF:**

- a. Feasibility Discussion - Art on Loan Program for Recreation and Aquatic Center. **Director Karlen** proposed an Art on Loan Program for RAC to be added to the Work Plan. **Superintendent Wallace** recommended substituting Item 5 of the Work Plan “Community Art Gallery Program at the RAC” with “Art on Loan Program for Recreation and Aquatic Center”. **Commissioner Monaghan** requested be part of the Ad-Hoc Committee. Unanimous.
- b. Murals Program Update - **Director Karlen** stated that Murals Policy draft is currently under review by the City Attorney. The final draft of the Murals Policy will be presented at the January meeting.
- c. Report Out on Dia de los Muertos Event - **Superintendent Wallace** spoke about the Dia de los Muertos event held on October 24<sup>th</sup> at the Senior Center. Very well received by the 144 people who attended. The event was funded by the City Art Fund.
- d. Update on Winter Windows Wonderland Contest - **Superintendent Wallace** stated that most businesses on San Mateo Avenue had been contacted about the contest. Staff will visit the remaining businesses tomorrow. 7 businesses have already signed up. Registration forms are due by December 10<sup>th</sup>. Judging and voting by the public would happen after that.

**10. ADJOURNMENT:** With no other business to be conducted, **Chair Guitron** adjourned the meeting at 8:22 p.m.



**DATE:** January 16, 2025  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Review and consider approving the 2025 Culture and Arts Commission Meeting Schedule

**BACKGROUND:**

At the beginning of each calendar year, the Commission is provided with the draft schedule of the upcoming year's meeting calendar.

**DISCUSSION:**

The draft 2025 meeting schedule is as follows:

January 16  
March 20  
May 15  
July 17  
September 18  
November 20

All regular meetings are scheduled for 6:30 p.m. on the third Thursday of each month and are held virtually via Zoom or in-person at City Hall in Conference Room 115. Please note that meetings may be held in a location other than Conference Room 115, if necessary.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the Commission review and approve the draft 2025 Culture and Arts Commission Meeting Schedule.

**ATTACHMENTS:**

None.



**DATE:** January 16, 2025  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Review and consider approving the 2025 Culture and Arts Commission Working Calendar

**BACKGROUND:**

The Commission has traditionally created a work calendar for the upcoming year. This is done to not only ensure that events and projects stay on track, but also to let all Commissioners and Staff know what the Commission is producing.

**DISCUSSION:**

Staff has developed a draft working calendar for the Commission to review and approve.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the Commission review and approve the proposed 2025 Culture and Arts Commission Working Calendar.

**ATTACHMENTS:**

Draft 2025 Working Calendar.



**DRAFT CULTURE AND ARTS COMMISSION  
2025 WORKING CALENDAR**

January

- Commission
  - Review and consider approving the 2025 Culture and Arts Commission Meeting Schedule.
  - Review and consider approving the 2025 Culture and Arts Commission Working Calendar.
  - Conduct election of 2025 Commission Officers.
- Staff
  - Release Call for Artists for 2025-2026 Community Art Gallery
  - Order and deliver trophies to Winter Window Wonderland 2024 winners
  - Produce Lunar New Year Program

February

- Staff
  - Take Down Works from Community Art Gallery Artist #2 (2024-2025)

March

- Commission
  - Report Out from Commissioners on Progress on the Culture and Arts Commission Workplan (Oral)
- Staff
  - Hang Artist #3 Works for Community Art Gallery (2024-2025)

April

- Staff
  - Artist Deadline for Community Art Gallery Entries (2025-2026)
  - Receive List of Potential Movies for Movies-in-the-Park from Film Company(s)

May

- Commission
  - Review & Select Artists for 2025-2026 Community Art Gallery
  - Select Movies for Public Voting for Movies-in-the-Park
  - Promote Voting for Movies-in-the-Park
- Staff
  - Contact Winning Artists & Organize Schedule for Community Art Gallery
  - Promote Voting for Movies-in-the-Park

June

- Staff
  - Produce Juneteenth Program
  - Take Down Artist #3 Works for Community Art Gallery (2024-2025)
  - Close Voting and Tally Votes for Movies in the Park

## July

- Commission
  - Voting Results & Selection of Movies for Movies-in-the-Park
  - Announcement of Artists Selected for the Community Art Gallery 2024-2025
- Staff
  - Hang Artist #1 Works for Community Art Gallery (2025-2026)

## August

## September

- Commission
  - Review Annual Report to City Council
  - Report Out from Commissioners on Progress on the Culture and Arts Commission Workplan (Oral)
- Staff
  - Screen Movie-in-the-Park Each Friday of the Month

## October

- Staff
  - Create Annual Report PowerPoint
  - Produce Día de los Muertos Event
  - Take Down Artist #1 Works for Community Art Gallery (2025-2026)

## November

- Commission
  - Approve Working Calendar for 2026
- Staff
  - Hang Artist #2 Works for Community Art Gallery (2025-2026)

## December

- Staff
  - Administer Winter Window Wonderland 2025 contest



**DATE:** January 16, 2025  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Conduct Election of 2025 Commission Officers

**BACKGROUND:**

According to the Culture and Arts Commission By-Laws, the Commission shall elect a Chair and Vice-Chair in January of each year.

**DISCUSSION:**

The Commission will discuss and elect a Chair and Vice-Chair from amongst its members for 2025.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends that the Commission elect a Chair and Vice-Chair for 2025.

**ATTACHMENTS:**

None.