



CITY *of* BRISBANE

Public Art Advisory Committee Agenda

Monday, February 27th, 2023 at 4:30PM • Hybrid Meeting
Brisbane City Hall 50 Park Place, Brisbane, CA

This meeting is compliant with the Ralph M. Brown act as amended by California Assembly Bill No. 361 effective September 16, 2021, providing for a public health emergency exception to the standard teleconference rules required by the Brown Act. The purpose of this is to provide a safe environment for the public, staff and Committee members, while allowing for public participation. Accordingly, the public may observe Committee meetings and/or address the Committee using remote public comment options or have the option to attend Committee meetings in person. Please be advised that Committee members may continue to participate in the meeting remotely. The Committee may take action on any item listed in the agenda.

JOIN IN PERSON

Location: 50 Park Place, Brisbane, CA 94005 - [Large Conference Room](#)

Masks are no longer required but are highly recommended in accordance with California Department of Health Guidelines. To maintain public health and safety, please do not attend in person if you are experiencing symptoms associated with COVID-19 or respiratory illness.

JOIN VIRTUALLY

Join Zoom Webinar: brisbaneca.org/pa-zoom (please use the latest version: zoom.us/download)
Webinar ID: 865 6065 0564

TO ADDRESS THE COMMITTEE

IN PERSON PARTICIPATION

To address the Committee on any item on or not on the posted agenda, please wait until Public Comments are being accepted.

REMOTE PARTICIPATION

Members of the public may observe/participate in the Committee meeting by logging into the Zoom Webinar. The agenda materials may be viewed online at www.brisbaneca.org at least 72 hours prior to a Meeting. Archived videos can be replayed on the City's website, brisbaneca.org/meetings. Please be advised that if there are technological difficulties, the meeting will nevertheless continue.

Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Aside from commenting while in the Zoom meeting, the following email line will be monitored during the meeting, and public comments received will be noted for the record during Public Comment or during an Item.

Email: aibarra@brisbaneca.org

Call-in number for oral communications if not using Computer Audio: 1-669-900-9128

After entering the meeting ID and pressing #, simply press # a second time to enter the meeting waiting room. No participant code is required. Please wait on the call until a Committee or Staff Member announces that the Public Comment time is open. Dial *9 to "raise hand" and dial *6 to mute/unmute.

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact Angel Ibarra at (415) 508-2109. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

COMMITTEE MEMBERS:

Mayor Davis, Councilmember Cunningham, Chair D. Davis, Vice-Chair Olivier-Salmon, Park & Recreation Commissioner Greenlee, Park & Recreation Commissioner Seawell

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- A. Approve Minutes from November 21st, 2022 Public Art Advisory Committee

PRESENTATIONS AND DISCUSSION ITEMS

- B. Receive a Review of AB 2449: In-person Rules Beginning March 1st, 2023
- C. Debrief and Takeaways from Past Interviews with Representatives from Belmont, San Diego, South San Francisco, Berkeley and Pasadena
- D. Determine Next Steps Towards Framing an RFP

PUBLIC COMMENT

NEXT MEETING

Monday, March 20th, 2023 at 4:30pm

ADJOURNMENT

A.

File Attachments for Item:

A. Approve Minutes from November 21, 2022 Public Art Advisory Committee



CITY of BRISBANE

Public Art Advisory Committee Minutes

Monday, November 21st, 2022 at 4:30PM • Virtual Meeting

CALL TO ORDER - 4:33 p.m.

ROLL CALL

Committee Members Present: Chair D. Davis, Councilmember M. Davis, Councilmember Cunningham, Park & Recreation Commissioner Greenlee, Park & Recreation Commissioner Seawell, Committee Member Grossman

Committee Members Absent: Vice-chair Olivier-Salmon

Staff Members Present: Assistant City Manager Schillinger, Park & Recreation Director Noreen Leek, Admin. Management Analyst Ibarra

APPROVAL OF AGENDA

Agenda was approved by Greenlee and seconded by Cunningham. 6 Ayes, 1 Absent (Salmon)

APPROVAL OF MINUTES

A. Approval of Minutes from September 19th, 2022 Public Art Advisory Committee

Approved by M. Davis, seconded by Seawell. 5 Ayes, 1 Absent (Salmon), 1 Abstain (Greenlee)

PRESENTATION AND DISCUSSION ITEMS

B. Review the Proposal for Art Consultant Services for Community Park Art Piece

Staff received two proposals for art consultant services. Some members wanted to interview both to at least go through the process and see if one may be a good fit. Other members thought that only two respondents is not enough reason to have interviews and would like to reissue the RFP to see if more consultants reply.

After much discussion, Cunningham made a motion to interview, Greenlee seconded.

Ayes: Cunningham, M. Davis, Greenlee, Seawell

Nay: D. Davis, Grossman

Committee agreed to discuss the interview process on 12/5/22 at 4:30pm and invite applicants for interviews on 12/12/22 at 4:30pm

C. Discuss the City of Brisbane Public Art Master Plan

Due to time constraints, there was no discussion other than to ask staff to bring forth Public Art Master Plan RFPs from other cities.

PUBLIC COMMENT

None

NEXT MEETING DATES

Monday 12/5/22 at 4:30pm: Discuss the interview process for the two applicants.

Monday 12/12/22 at 4:30pm: Invite applicants for interviews.

*** 12/1/22 – Nancy Witherell Art withdrew her proposal sighting personal issues. This item has been put on hold and the Committee will not interview the other applicant at this time.

ADJOURNMENT

5:31PM

File Attachments for Item:

B. Receive a Review of AB 2449: In-person Rules Beginning March 1st, 2023

Supplemental Information: AB 2449

Ways Members of a Legislative Body (Council, Commissions, Committees) May Participate in Meetings after 2/28/23

Our current understanding of the guidelines based on AB 2449

	Notes for Members	Notes for Staff
Member Attending the meeting in Person	Meetings held in person at Brisbane City Hall 50 Park Place, Brisbane	If a meeting of a legislative body of a local agency lacks a quorum, it does not constitute a meeting under the Brown Act. Cal. Gov't Code § 54952.2.
Absent/No Show	Check attendance policy in City Council Handbook or Committees and Commission policy from Resolution No. 2013-12	Check attendance policy in City Council Handbook or Committees and Commission policy from Resolution No. 2013-12
Member attending the meeting virtually, i.e., remotely, under the Just Cause provisions	<p>Provisions for child care or caregiving of a child, parent, grandchild, grandparent, sibling, spouse or domestic partner; a contagious illness; a need related to physical or mental disability; or travel on business of the local agency</p> <p>The member must <u>notify</u> the legislative body at the earliest opportunity and provide a general description of one or more of the circumstances above</p> <p>Email notice is sufficient if sent to the - chair, city clerk and staff lead and the member provides a general description of one or more of the circumstances above.</p>	<p>There must be an in-person quorum but subcommittees may have one in person and one remote member (if more than 2 members in a subcommittee, the majority of the members must be in person)</p> <p>Receive Email Notice from member that provides a general description of one or more of the circumstances under “Notes for Members”</p> <p>All votes must be conducted by roll call</p>

	<p>Need not disclose any private personal or medical information</p> <p>Just cause provision is limited to two per year for each legislative body on which a member sits</p>	
Member attending the meeting virtually, i.e., remotely, using so called “Emergency” provisions	<p>No limit but there must be a true emergency such as a physical or family medical emergency that prevents a member from attending a meeting in person</p> <p>Email <u>request</u>- to the chair, city clerk and staff lead and provide a general description of the emergency (which need not be more than 20 words) and need not disclose any private personal or medical information</p> <p>Legislative body must consider the request at the earliest possible time (there will be a standing item on the consent calendar) and must approve the request if the member is to be allowed to participate remotely</p>	<p>There must be an in-person quorum but subcommittees may have one in person and one remote person (if more than 2 members in a subcommittee, the majority of the members must be in person)</p> <p>On the agenda have a standing item under Consent Calendar so that the legislative body has the opportunity to consider and then act on the request</p> <p>Receive Email <u>request</u> from member that provides a general description of the emergency</p> <p>All votes must be conducted by roll call</p>
Member attending the meeting by Teleconferencing (<u>Only Audio (in Zoom only audio); no video</u>)	<p>The Brown Act allows a member to attend a meeting by teleconference if the member complies with the certain statutory requirements: The teleconference location is accessible to the public and the location is noted on the agenda, e.g., the address of a hotel where the member is staying or the member’s home address; The</p>	<p>There must be an in-person quorum but subcommittees may have one in person and one remote person</p> <p>Post location where the member will be on the agenda</p>

	location must be accessible by the public. Contact the city clerk for all requirements	All votes must be conducted by roll call
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FAQs

1. Are these the same procedures for attending Subcommittee meetings?

The requirements of the Brown Act apply to “legislative bodies” of **local governmental agencies**. The term “legislative body” is defined to include the governing body of a local agency (e.g., the city council) and any commission, committee, board or other body of the local agency, whether permanent or temporary, decision-making or advisory, that is created by formal action of a legislative body (Section 54952). This includes standing subcommittee meetings but not ad hoc subcommittee meetings. Ad hoc subcommittees are temporary, that is, they have a defined purpose and a time frame to accomplish that purpose, and are not considered “legislative bodies”. As such, ad hoc committees may, but are not required to, comply with all provisions of the Brown Act.

2. What happens if there are technical difficulties during the Legislative Bodies’ meeting?

As long as interactive audio is maintained (i.e., even when the live stream and/or cable channel is down)— the meeting may continue and the legislative body may vote on an item.

If there is no longer interactive video/audio (e.g., Zoom is no longer working), the legislative body may not vote on an item, however, the members of the legislative body may (but are not required to) continue discussing the item and asking questions.

If interactive video/audio becomes active, the legislative body must allow more public comment on that item before taking action on the item.

3. What if the legislative body has a need to do a site visit at a location not at the Community Meeting Room?

When meetings are held at an outdoor location, the body must first meet at its regular meeting place and then proceed to the outdoor location. As a practical matter, a member or a member of the public could not attend that remotely. Accordingly, the agendas for those meetings should be clear that the meetings will not be conducted in a hybrid fashion.

4. For teleconferencing, do I really need to post the agenda on the front door, or hotel room door, (or cooler at the beach) where I'm taking the conference call?

The legislature has never been willing as a body to change this Brown Act Provision or to ask for a narrow interpretation by the FPPC or the courts. So, if members of the legislative body are not attending but are participating, they must follow the law and post the agenda.

5. What level of detail is required to be shared when participating in a meeting under the medical exception of the AB 2449 provisions? Are we expected to share personal health information?

When a commissioner cannot attend a meeting in person but has a valid medical reason that allows them to participate remotely, the person must provide a general explanation of their medical reason for not being able to attend in person. The explanation should be limited to 20 words and should not include any personal medical information protected under state law. For example, acceptable explanations, provided they are true when given would be: "I am ill and my doctor has advised me not to leave the house until I am better." Or, "I had a medical procedure and I am not able to travel at the moment." Explanations do not have to disclose your actual medical condition (cancer, flu, etc.) nor your specific treatment (radiation, surgery, etc.).

File Attachments for Item:

C. Debrief and Takeaways from Past Interviews with Representatives from Belmont, San Diego, South San Francisco, Berkeley and Pasadena



CITY of BRISBANE

Public Art Advisory Committee Minutes

Monday, September 26th, 2022 at 4:30PM • Virtual Meeting

CALL TO ORDER - 4:32 p.m.

ROLL CALL

Committee Members Present: Chair D. Davis, Vice-Chair Olivier-Salmon, Councilmember Cunningham, Park & Recreation Commissioner Seawell, Committee Member Grossman

Committee Members Absent: Councilmember M. Davis, Park & Recreation Commissioner Greenlee

Staff Members Present: Assistant City Manager Schillinger, Admin. Management Analyst Ibarra

APPROVAL OF AGENDA

Agenda was approved by Salmon and seconded by D. Davis. 5 Ayes, 2 Absent (M. Davis, Greenlee)

APPROVAL OF MINUTES

A. Approval of Minutes

None

PRESENTATION AND DISCUSSION ITEMS

B. Meet with Brigitte Shearer of the City of Belmont to Discuss the Process of their Public Art Master Plan

The Committee met with Shearer and discussed her experience with the process of their Public Art Master Plan.

Budget:

1. How did you determine the initial budget?
 - Nor Cal Public Art Network (PAN) helped to determine the budget.
2. Did you feel that the initial budget was accurate? Were there different expenses that were unanticipated?
 - Their budget was \$25k and it was accurate. Shearer suggested increasing the budget to have the consultant do community outreach. Theirs didn't do much of that.
3. Were there issues/snags in the contract that you wish you knew about beforehand?
 - None

4. Was there anything that you would add or delete from the initial contract to make a better end product?
 - None. Shearer would recommend their consultant – Barbara Goldstein

Master Plan:

1. How did you and the consultant get the community involved?
 - The consultant did a presentation kick-off, an online survey and one in-person engagement at the local library for artists and community members. Then it went to Park & Rec Commission and then to Council.
2. What worked and didn't work?
 - It is ideal to keep the survey simple (not too "techy"); giving examples is better than letting the respondents give examples.
3. Was the process collaborative?
 - yes
4. How long did it take?
 - Nine to ten months, but this was during COVID
5. How/where did you advertise?
 - They posted the RFQ for a consultant on the artist network, website, PAN, and also asked some cities to forward it out to their networks (Walnut Creek, San Jose, Palo Alto- Alyse Demarzo).
6. How do you find a consultant that is experienced without getting that "cookie cutter" master plan? One that will really delved into the community?
 - Shearer really liked working with Barbara Goldstein. She helped them create their developer fees. Since Brisbane already has developer fees in place, she suggested get someone who has broader experience with community outreach.

Reflection:

1. What did you learn? Mistakes? What makes you excited that came out of the master plan?
 - It is exciting to have a road map, but it does take time to develop.
2. Would you change anything?
 - Shearer suggested having the consultant add guidelines for Developers, and perhaps include a ample contract with an artist.
3. Does the document still feel suited for today? Too new
4. What piece of advice would you give?
 - Shearer suggested to we have all of the details laid out about who owns the art, who touches it, who maintains it, and guidelines for when to take it down.
5. Would you hire that same consultant if you could do it again?
 - For the scope of work asked for, yes; though she felt the editing and revisions may be coming from one of her assistants.

Additional questions and discussion:

The entry into Belmont was decided by an appointed advisory committee and business stakeholders.

What art have you done?

City utility boxes and light poles. It was decided by a call for submissions from local artists.

They also worked with teens for boxes and poles near schools and fields.

Shearer says that most consultants have a large network, but she feels you need to pay for really good art.

Was there another consultant you were considering?

They also considered going with Fung Collectives <https://fungcollaboratives.org/>

Shearer suggests categorizing interactive art vs visual art vs performance art.

<https://www.belmont.gov/departments/parks-and-recreation/parks-rec-projects/pubic-art-master-plan-2>

PUBLIC COMMENT

None

NEXT MEETING DATES

Tuesday, September 27th 4:30pm: Meet with Christine Jones from the City of San Diego

ADJOURNMENT

5:22PM



CITY of BRISBANE

Public Art Advisory Committee Minutes

Tuesday, September 27th, 2022 at 4:30PM • Virtual Meeting

CALL TO ORDER - 4:33 p.m.

ROLL CALL

Committee Members Present: Chair D. Davis, Vice-Chair Olivier-Salmon, Councilmember Cunningham, Councilmember M. Davis.

Committee Members Absent: Park & Recreation Commissioner Greenlee, Park & Recreation Commissioner Seawell, Committee Member Grossman

Staff Members Present: Assistant City Manager Schillinger, Admin. Management Analyst Ibarra

APPROVAL OF AGENDA

Agenda was approved by D. Davis and seconded by Salmon. 4 Ayes, 3 Absent (Greenlee, Seawell, Grossman)

APPROVAL OF MINUTES

A. Approval of Minutes

None

PRESENTATION AND DISCUSSION ITEMS

B. Meet with Christine Jones of the City of San Diego to Discuss the Process of their Public Art Master Plan

The Committee met with Jones and discussed her experience with the process of their Public Art Master Plan.

Budget:

- How did you determine the initial budget?
 - Jones came to San Diego after the master plan was created. However, when they recruited for a Cultural Planner, they contacted other cities to get a base salary. Their City's Art fund is currently \$350k.
- Did you feel that the initial budget was accurate? Were there different expenses that were unanticipated? N/A
- Were there issues/snags in the contract that you wish you knew about beforehand?
 - N/A

- Was there anything that you would add or delete from the initial contract to make a better end product?
 - None

Master Plan (As Jones was not present for the creation of the Master Plan, she spoke from inexperience and also referred to the recruitment of their Cultural Planner):

Jones recommends that a city set an estimated timeline, define the background/characteristics of the city and its past art history. The committee needs to be clear with the consultant on deliverables, expected meetings, and engagement and strategies to work with the community and stakeholders. We may also want one that does cultural art and public art. Be sure when creating your master plan that it coincides with your general plan, sustainability processes.

Jones says that a master plan often takes 12-18 months, and she recommends advertising with Public Art Network/Americans for the Arts and Association for Public Art.

Reflection:

- What did you learn? Mistakes? What makes you excited that came out of the master plan?
 - Jones is happy that the city has a master plan as it created a foundation and is a guide to inform policy.
- Would you change anything?
 - Jones says that she feels it is still a good guide even though it was completed a number of years ago.
- What piece of advice would you give?

Art ownership can be “thorny”. Jones says to have an artist sign a “transfer of title” document and have the document notarized that the art is the property of the city.

PUBLIC COMMENT

None

NEXT MEETING DATES

TBD

ADJOURNMENT

5:40PM

Stuart Schillinger's Notes from conversation with Jennifer Lovvorn from the City of Berkeley

Prior working for Berkeley she worked in Fort Worth Texas and was on the Art Committee in Berkeley

She emphasized the procurement model of art is important. Want to get the most responses possible to give the committee a wide variety of choice but the committee should have an idea of what type of art would fit in the location they are placing it.

She was impressed with Barbara Goldstein (master plan consultant)

She had not heard of Jerry Allen (San Diego consultant)

Thinks posting opportunity at the California Arts Council website is good.

Mentioned that there is a Public Art Administrator of Northern California network (Angel and I sent our e-mail addresses so we can join and be invited).

Murals as temporary art might be a good gateway to get the public excited about art. They would understand that the piece will be there for a limited time and would look forward to the next piece.

She says that it is great to have "enthusiastic" consent from the people who are recommending it, but it is not always unanimous.

Identify opportunities for art and then think about the themes that would fit into the space. Art should be tied to the site so knowing what the site will look like first is important before determining the art piece. But do not label all art project in the master plan as one particular theme as "nature" may not fit with an industrial space.

She was very happy to talk with staff and would be open to further conversations if needed but her time is very limited to scheduling her for Public Art Committee meetings.

Stuart Schillinger's notes from conversation with Rochelle Branch from the City of Pasadena

They created their cultural master plan earlier than public art master plan

Masterplan creates standards for public art from private developers

Create vision for public art

1988 was when Public Art Program started in Pasadena

Ways to engage community to create vision

- Barbara Goldstein (really liked her)

- Focus groups

- In person meetings

- Educate people about public art

- Highly recommend Barbara Goldstein

- Make it usable

- Take part in Public Art is their method of engaging the public

They created a revised developers handbook that fills in the gaps from the Master Plan

List of Approved Public Art Consultants to work with developers

Public Art is an extension of the built environment

Engaged various levels of the community

- Seek out the less vocal members of the community

- Social and non-profits

- Ecumenical

- Reach non-obvious groups

- Gender diversity

- Youth included

- Education is an important aspect of the process and it is a constant process

- Art vs Monuments

Rotating public art program

Neighbors select art in their neighborhoods

Questions to think about:

- How would they calibrate and work with our community vs. how they worked in other communities?
- Understanding of how public art is developed and what art is theoretical vs. practical?
- Who we are vs. other communities?
- Not treating us like a corporate client, they can really engage with our community at all levels
- Public support for the arts is important
- What are the types of concepts that should be incorporated in our artwork?
- Defining who we are and what matters
- Follow process and check the boxes to make sure the criteria for artwork is incorporated.
- Based on land use what types of projects could fit?
- What we have been and where we came from should be incorporated in the Master Plan
- Master Plan took 2-3 years with Barbara.

South San Francisco Public Art Master Plan



Overview

- Background
- Timeline
- Budget
- Current Status



Background

Overview of Project Goals:

- Develop a comprehensive Public Art Master Plan, to be aligned with the City's General Plan update.
- The purpose of the Plan is to develop a clear set of goals, policies, and objectives that will provide direction to the Cultural Arts Commission, City Council, and City staff for the development, improvement, and enhancement of the City's public art inventory and cultural arts programs. This document is intended to be a tool to guide the City of South San Francisco in arts planning on a long-term basis. The process will include the creation of a comprehensive inventory of art and art programs, an analysis of current and forecasted needs, and implementation strategies. The development of the Plan will include public engagement to determine the needs and priorities of the community. The result will be a comprehensive Public Art Master Plan that establishes a foundational pathway and achieves executable guidelines that strengthen the City's unique, regional identity from the present to the future

Request for Proposal (RFP) Timeline

Research	Review	Release RFP	Questions	Deadline	Review	Interview	References	Contract	Kickoff
March 2021	May - August 2021	September 27 2021	October 25 2021	November 8 2021	Nov -Dec 2021	January 2022	January 2022	February 2022	May 2022
Public Art Master Plan Research	Drafts & Review of RFPs	Call For Entries Open	Deadline for Question	Proposal Submission Deadline	Applications Review	Interview Top 2 Applicants	Reference Checks	Award Contract	Begin Public Art Master Plan

Budget

\$80,000

Consultant Plan Timeline

Phase 1

June - August
2022

Research

Phase 2

September - November
2022

Community
Engagement

Phase 3

December - February
2022-2023

Synthesis and
Plan Outline

Phase 4

March - May
2023

Write & Refine Plan

Community Engagement

- Surveys
- Webinar
- Pop-Up events
- Focus Groups



Questions?