



CITY *of* BRISBANE

Public Art Advisory Committee Agenda

Monday, January 23rd, 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, Committee Member Grossman

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- A. Approve Minutes from September 26th, 2022 Public Art Advisory Committee
- B. Approve Minutes from September 27th, 2022 Public Art Advisory Committee

PRESENTATIONS AND DISCUSSION ITEMS

- C. Receive Presentation from South San Francisco's Cultural Arts Commission Representative Regarding their Public Art Master Plan Process

PUBLIC COMMENT

NEXT MEETING

Monday, February 27th at 4:30pm

ADJOURNMENT

A.

File Attachments for Item:

A. Approve Minutes from September 26th, 2022 Public Art Advisory Committee



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 delve 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

File Attachments for Item:

B. Approve Minutes from September 27th, 2022 Public Art Advisory Committee



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