



# CITY of BRISBANE

## Public Art Advisory Committee Minutes

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Monday, January 23<sup>rd</sup>, 2023 at 4:30PM • Virtual Meeting

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### **CALL TO ORDER - 4:32 p.m.**

#### **ROLL CALL**

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

Committee Members Absent: none

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

#### **APPROVAL OF AGENDA**

Agenda was approved by M. Davis and seconded by Cunningham. 7 Ayes

#### **APPROVAL OF MINUTES**

- A. Approve Minutes from September 26th, 2022 Public Art Advisory Committee  
Minutes approved by Seawell and seconded by Cunningham. 4 Ayes, 3 Abstain (M. Davis, Greenlee, Grossman)
- B. Approve Minutes from September 27th, 2022 Public Art Advisory Committee  
Minutes approved by Salmon and seconded by Cunningham. 4 Ayes, 3 Abstain (Seawell, Greenlee, Grossman)

#### **PRESENTATION AND DISCUSSION ITEMS**

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

The Committee met with South San Francisco staff members Erin O'Brien, Business Manager, and Ernie Santos, Special Public Arts Assistant, as they are currently going through their Public Art Master Plan.

SSF budgeted \$80K with \$20K for reserves. They chose the consultant Art Builds Community. Their theme was "if you live, work Play or Visit SSF, we want to hear from you!" The consultant did 4 pop-up events, survey in two languages, e-blasts, newsletters, flyers as well as focus

groups which included businesses, contractors, schools and local groups. The City also created a webinar about the process and made it available on their website. The consultants also brought a Spanish translator to one of their events that is primarily visited by Hispanic families.

## 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

## Consultant Plan Timeline

Phase 1	Phase 2	Phase 3	Phase 4
June - August 2022	September - November 2022	December - February 2022-2023	March - May 2023
Research	Community Engagement	Synthesis and Plan Outline	Write & Refine Plan

The Committee asked questions surrounding the process so far, including whether the budget being accurate or any suggestions to give thus far. The budget is accurate and they really enjoy working with their consultants.

The Committee also asked about whether they should do some projects or wait until the Master Plan is complete. SSF suggested to do small projects, learn from it, you should bring things to the community now. Their most fun small project that they've completed is doing a mural project with Skyline College on one of their small rec buildings. Utility boxes are always fun to do, but they need to be on City owned utility boxes.

Their consultants have been asked to include guidelines on maintenance, art ownership, etc.

SSF received three completed RFPs and interviewed the top two.

South San Francisco also has an art gallery and a Sculpture Loan Program in Orange Park. The Sculpture program was a two year loan, the artist handled the insurance and at the end of the loan, they could work with the artist to purchase, extend, or return that artwork. There was also a \$1,500 honorarium.

They are also working to create an Arts District, which is for artists to come and have a space to create art.

The Committee invited South San Francisco to come back once their plan was completed, and they were more than happy to come back.

The Cultural Arts Program gets about \$50K a year budget, but they need to ask every year. This current year is \$72K, and it doesn't roll over to the next year. With the new art ordinance, they are hoping that will increase their budget.

The Committee is concerned that SSF only received 200 responses out of 65,000 residents, despite their big outreach efforts. Most of the responses were between 18–65-year-olds.

**PUBLIC COMMENT**

None

**NEXT MEETING DATES**

Monday 2/27/22 at 4:30pm: TBD

**ADJOURNMENT**

5:33PM