



**Tuesday, October 18, 2022
6:00 P.M.**

Watch on Zoom:

<https://tinyurl.com/PARB-10-18-2022>

Meeting ID: 859 6792 5341

SWEARING IN CEREMONY

- City Clerk's Office

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve Minutes from last meeting (None)

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - Presentation: An introduction to the Brown Act: Genevieve Coyle, Deputy City Attorney
 - Overview of the Public Art Review Board: Catherine Quffa, Library & Recreation Director
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE COMMISSION

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Selection of One (1) Representative to Serve as Chair and One (1) Representative to serve as Vice-Chair of the Public Art Review Board
5. Adopt the 2023 Public Art Review Board Meeting schedule

COMMISSION REPORTS AND COMMENTS

6. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

STAFF COMMENTS

7. Schedule of Upcoming Meetings and Events of Interest

NEXT MEETING - TBD

ADJOURNMENT

Notice

Any records relating to an agenda item, received by a majority or more of the Commission less than 72 hours before the meeting, shall be available for inspection online. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request.



**October 18, 2022
Item #4**

**TITLE: NOMINATION AND APPOINTMENT OF CHAIR AND VICE CHAIR
FOR THE PUBLIC ART REVIEW BOARD**

RECOMMENDATION:

That the Public Art Review Board nominate and appoint a Chair and Vice Chair for the period January 2023 – December 2023.

BACKGROUND:

As part of the Public Art Review Board (Board) bylaws, the Board is responsible for appointing one representative as Board Chair, and one representative as Vice-Chair to the Board.

The Chair and Vice Chair shall serve a term of one (1) year, but not more than two (2) consecutive terms. However, if there is a vacancy, the Board has the authority to extend the current representative's term at their discretion.

DISCUSSION

Since this is a new Board, Staff Liaison Veramay is acting as the Board Chair for the inaugural meeting. The Board Chair and Vice Chair have distinct responsibilities from those of other Board Members and must be appointed.

The duties of the Chair include:

1. Ensure that consideration of items on the agenda move along without delay.
2. Ensure that petitioners, proponents, and opponents are heard.
3. Ensure that decorum is maintained at the meeting.
4. In presiding over agendized matters where the public has provided testimony and/or raised questions, the Chair should do the following:
 - a. Direct questions or comments requiring a response to staff for a response.
 - b. If necessary, help keep Commissioners' questions relevant to the matter being considered by the BCC.
 - c. If necessary, consider calling for a brief recess if orderly conduct of the meeting is being disrupted.
5. Announce the decision of the BCC on all subjects.
6. Ensure that each member of the BCC is provided an opportunity to completely express their views on items of business, the Chair should see that each Commissioner has been recognized by the Chair and given the opportunity to provide feedback.

7. Correspond to the City Council on behalf of the BCC, provided that opinions expressed on behalf of the BCC or City government are consistent with the consensus of the BCC.

In the absence of the Chair, a Vice-Chair shall possess all powers of the Chair and be subject to all prescribed duties for that position during the meeting.

Nomination of Board Members to serve as Chair and Vice-Chair for the coming year can be made by any of the current Commissioners in attendance at the meeting when nominations are made.


FISCAL IMPACT:

None

ALTERNATIVE ACTION

Any other action as determined by the Public Art Review Board

Submitted by:

A handwritten signature in black ink, appearing to read 'C. Veramay', with a stylized flourish at the end.

Craig Veramay
Assistant Library and Recreation Director



**October 18, 2022
Item #5**

TITLE: REVIEW OF THE PUBLIC ART REVIEW BOARD MEETING SCHEDULE FOR 2023

RECOMMENDATION:

That the Board review, revise as necessary, and adopt a meeting schedule for 2023.

BACKGROUND:

The Public Art Review Board is a new board and has not adopted a routine meeting schedule. According to Article 3, Section 3.1 of the Public Art Review Board Bylaws, public meetings shall be held a minimum of four (4) times per year but may meet more frequently or on an ad hoc basis, as needed. Quarterly meetings shall be scheduled annually with the quarterly meeting schedule for the upcoming year will be set by November of the previous year.

DISCUSSION:

City Staff have developed a draft meeting schedule for review and discussion, below. The Board may elect to adopt the schedule as shown or choose to modify the dates, times, or locations or the schedule.

Date	Time	Location
Tuesday, October 18, 2022	6:00 p.m.	Zoom – Virtual Meeting
Wednesday, January 11, 2023	6:00 p.m.	TBD
Wednesday, April 12, 2023	6:00 p.m.	TBD
Wednesday, July 12, 2023	6:00 p.m.	TBD
Wednesday, October 11, 2023	6:00 p.m.	TBD

Meetings scheduled in person may be switched to Zoom meetings to adhere to public health code at the time. The meeting dates may also be changed based on the following factors:

- Meetings typically held on a Wednesday the second week of each month each quarter unless dates conflict with a holiday.
- Meeting dates may be cancelled due to lack of quorum or agenda items.

- Additional ad-hoc meetings may be scheduled as needed.

FISCAL IMPACT:

None

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

A handwritten signature in black ink, appearing to read 'C. Veramay', written over a faint rectangular box.

Craig Veramay
Assistant Library and Recreation Director



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: October 18, 2022
To: Public Art Review Board
From: Craig Veramay, Assistant Library & Recreation Director
Subject: Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
Oct 14 - Nov. 18	NA	California Watercolor Show	Falkirk Cultural Center
October 20	6pm	Park and Recreation Commission Meeting	Virtual - Zoom
October 20	11am	40 th Annual Arbor Day Tree Planting Ceremony	Bret Harte Park
October 22	11am	Arbor Park Mural Unveiling	Arbor Park
October 22	3pm	Día De Los Muertos Car Procession	Downtown San Rafael
November 5	3pm-9pm	Día De Los Muertos Celebration	Albert J. Boro Community Center
November 7	7pm	City Council Meeting	City Hall Council Chambers
November 17	6pm	Park and Recreation Commission Meeting	Virtual – Zoom
November 21	7pm	City Council Meeting	City Hall Council Chambers
December 5	7pm	City Council Meeting	City Hall Council Chambers
December 9	5pm-8pm	2 nd Friday Art Walk	Downtown San Rafael
December 14	5:30pm	Boards and Commissions Reception	Falkirk Cultural Center
December 19	7pm	City Council Meeting	City Hall Council Chambers
December 17	6pm	San Rafael Lighted Boat Parade	San Rafael Canal