



Richmond Public Art Advisory Committee (PAAC)

REGULAR MEETING Thursday, September 9, 2021

**CANCELLED** (ADMISSION'S DAY)

**SPECIAL MEETING AGENDA**  
**Monday, September 13, 2021**

7:00 – 9:00 p.m. via ZOOM

PAAC Chair  
Deb Dyer

PAAC Members  
Siobhan Hayes  
Tom Herriman  
Emily Leighton  
Phillip Mehas

COUNCIL LIASION  
Melvin Willis

STAFF  
Winifred Day

You are invited to a Zoom webinar.

When: Sep 13, 2021 07:00 PM Pacific Time (US and Canada)

Topic: PAAC Monthly Meeting

Please click the link below to join the webinar:

1. <https://zoom.us/j/92300905421?pwd=MWEvZ2tnRVFOa0JnaTBzd3JkOXIxUT09>



Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item is closed, will be accommodated as is reasonably possible and will be limited to a maximum of one to two minutes, depending on the number of commenters.

The City cannot guarantee that its network and/or the site will be uninterrupted.

**Record of all public comments:**

All public comments will be considered a public record, put into the official meeting record, and considered before Commission action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

**Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to Winifred\_Day@ci.richmond.ca.us or submitted by phone at 510-620-6952. Requests will be granted whenever possible and resolved in favor of accessibility.

**Effect of Advisory on In-person public participation**

During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.

- |      |   |                  |
|------|---|------------------|
| I.   | <b>WELCOME/CALL TO ORDER/ ROLL CALL (Chair Dyer)</b>          | <b>7:00 p.m.</b> |
| II.  | <b>ACTION ITEM: APPROVE September 13, 2021 Meeting Agenda</b> | <b>7:03 p.m.</b> |
| III. | <b>ACTION ITEM: APPROVE August 12, 2021 Meeting Minutes</b>   | <b>7:05 p.m.</b> |
| IV.  | <b>PUBLIC COMMENTS</b> insert text.                           | <b>7:07 p.m.</b> |
| V.   | <b>DISCUSSION/ACTION ITEMS</b>                                | <b>7:08 p.m.</b> |
|      | 1. PAAC Officer Voting: Chair, Co-Chair, Secretary            |                  |
|      | a. Chair Candidate – Deb Dyer, _____                          |                  |
|      | b. Co-Chair Candidate _____                                   |                  |
|      | c. Secretary Candidate _____                                  |                  |
|      |   | <b>VOTE</b>      |

2. Love Your Block Mural Proposals – Already approved by LYB Grant and one of several projects that are part of one grant. Forward recommendation to September 23 RAAC meeting. VOTE

Concept Design: Accept as is, Accept with changes, Questions, Comments  
 Full proposals previously sent to all PAAC members. Accept/Reject

- a. Pullman Underpass “Juneteenth” yes \_\_\_ no \_\_\_  
 b. The Rich city Rides Unity Park Hub Mural yes \_\_\_ no \_\_\_

- c. Questions include concerns about bright colors fading:  
 1. How will the surface be painted  
 2. Specify what type of color fast paint, sealer, anti-graffiti layer  
 3. Other?

3. West Contra Costa County Family Justice Center (WCCCFJC) VOTE

- a. Panel Composition and recommendation of resident panelist  
 b. Panel: PAAC and RACC member, WCCCFJC Staff, resident artist/architect background  
 c. Recommendation: Natalia Lawrence: resident/art/architect background  
 d. Call for Proposals due October 1, week of October 11-18, (Thursday Oct 14 reg. mtg) Selection panel review, Select 3 semi-finalists to engage in RFP process via ZOOM, confirm meeting day/time 7-9?

4. Art Inventory Update (Dyer)

This is a true team effort. Over the summer college interns, IT staff, KCRT staff, CMO staff, have collaborated to update and create a comprehensive art inventory database that will ultimately allow users to do virtual tours of art located across the city of Richmond. Walnut Creek provides an excellent example.

- a. After some review, StoryMaps (<https://storymaps.arcgis.com>) is the software recommended by the IT team. A presentation will be made at a RACC meeting, at a time TBD.  
 b. KCRT Photographer is shooting 10 art sites per week until all images are taken. Then I will work with him to upload the images into the map.  
 c. Art Tour Categories are needed from PAAC to sort the StoryMaps with no more than 99 images per category. VOTE

- Sort by: Civic Center, Murals only, Youth only, by media, neighborhood  
 d. Request for Civic Center Tour by Middle School.  
 Docent Tour Training? Civic Center 99 artworks – art catalog.

- e. Artist Registry online now

**City of Richmond Artist Database Form**

The City of Richmond Artist Database Form is an opportunity for local artists from all media and genres available for art projects in Richmond to provide their information to the City. If you are a local artist, please fill out this form:

[City of Richmond Artist Database Form.](#)

Please note: This survey is a public document and the responses are subject to public disclosure under the Public Records Act. In response to a Public Records Request, the City does not disclose personal emails and personal phone numbers. The City will produce the record but redact the personal information.

## **VI. DISCUSSION ITEMS**

**7:45 p.m.**

1. Update City Website – list items, work with KCRT and IT Staff
2. Establish meeting NORMS, conflict of interest, recuse self – exit ZOOM and return
3. Project Budget Goal setting for 2022 fiscal year - October

## **VII. INFORMATION ITEMS**

**8:00 p.m.**

1. Art for Peace Rotary Project update (Herriman)
  - a. PAAC responsibilities will include:  
Implement artist contract for purchase awards if artworks are selected for the City of Richmond Public Art Collection
  - b. Determine the best location for purchased work, with Neighborhood Councils
  - c. Oversee installation and signage for purchased artwork
  - d. Publicize the Call for Artists for the project
  - e. Provide other requested input as requested or the success of the project
  - f. Review the DRAFT Memo of Understanding from the Rotary Club.
  - g. Comments will be submitted to the City Attorney for a RLO.
2. Art Project Update Report (Day)
  - a. Senior Center Mural – still waiting for estimate from Judy Baca
  - b. Ookwe Park Signage – LOCALISH, Marina Bay Neighborhood Council
  - c. Osprey Bird \$65,000 commission approval, City Council consent calendar
  - d. NPA Mini Grants – all expected to participate in the interviews, deadline September 13, next Monday. Not to exceed \$65,000  
Over 40 people attended the Mandatory Orientation via ZOOM
  - e. COVID Relief Mini Grant Oct 1 deadline. Not to exceed \$50,000
3. Public Art Financial Report (Day)
  - a. Flow Chart submitted by the Procurement Division Purchasing Process
  - b. Plan to write Policies and Procedures with Finance Dept. and Legal  
Currently do not have procedure for stipends, art design fees, etc.
  - c. Current Private Developer Balance:  
\$472,648 - \$69,500 (Osprey) = \$403,148

- d. Expected TBD expenses: Ookwe Park Signage, Sr. Center Restoration,
- e. Private Developer Projects in progress: Hacienda, RYSE, Making Waves, Cherry Blossom Row

**VIII.** Adjourn until October14, 2021

Attachments:

- 1. September 13, 2021 Agenda
- 2. August 12, 2021 Minutes
- 3. Love Your Block Mural Proposals (summaries)
- 4. Rotary Club Guns for Peace MOU DRAFT
- 5. Procurement Department Flow Chart
- 6. Boards and Committee Guidelines
- 7. Public Art Opportunities links
- 8. Reports

**Report #1**

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**Draft for Review Panel for Family Justice Center RFP (Deb Dyer)**

The Selection panel is approved by PAAC as we discussed this last meeting. Winifred has suggested Natalia Lawrence, a PAAC candidate who attended several meetings. She is a long time Richmond resident, who actually comes from an architecture and Urban Planning background. She thinks Natalia would be an excellent candidate for the community at-large position. As we also discussed someone from the FJC should also be on the panel; Winifred has reached out to them. **We still need a third voting person (who may or may not be a PAAC member) who should be an artist or art professional. We will have further discussion this next meeting on Sept 15th and we can ask PAAC members for recommendations for the 3rd person.** We can also add as non-voting members someone from the planning department and PAAC.

This panel should meet at least once (possibly more) based on their preference and number of applicants.

**Proposed timeline for review of proposed artists/qualifications with RFP timeline as base:**

Week of Oct 4 - PAACcommittee and Arts and Culture Manager to review proposals for completeness.

Week of Oct 11 - 18 Selection panel review and select 3 semi-finalists

Week of Nov 29- Dec 3 Selection panel to view completed proposals either on-site or via zoom. Vote on one Finalist to recommend to PAAC

Dec 9 Presentation by panel to PAAC for approval or rejection of recommendation

Dec 23 (will this meeting be changed since it is so near Christmas?) RACC to approve or reject PAAC recommendation.

I think the actual meeting dates for the panel to meet may depend on the panelists availability except for the actual dates of Dec 9 and Dec RACC meeting.

What we still need to do:

- Method of sharing proposals (I suggest Dropbox or Box as options)
- Short set of instructions for the panelists to be shared prior to their acceptance of position.
- Also review as to payment to panelists for time.

### **Report #2: Art Inventory Project (Deb)**

The committee met on Aug 24th. The art inventory sheet has been updated with values where known. More research has been done using examples of other city's websites. After some review, StoryMaps (<https://storymaps.arcgis.com>) is the software that the IT department feels is the best fit. An evening presentation will be given to PAAC / RACC members in September.

- Thought needs to be given to type of tours, breakdown of categories, etc that PAAC/RACC feels is the best fit for Richmond as the software has a limitation of 100 pieces per map.
- A test will be run with 5 sites of mural art with no photographs will be run by staff of WRCT to determine time needed to take photograph and upload information into Excel sheet.
- I also forwarded the information on WESTAF collection and mapping program to Sue Hartman and Winifred as there has been little thought given to what we do with all the information now listed on an Excel sheet. There would be an annual fee to use the database.
- Possible sites to review for examples: Walnut Creek site—  
<https://www.bedfordgallery.org/public-art>, Long Beach <https://artslb.org/public-art-map/> <https://artslb.org/public-art-map/tours/> <https://www.cabq.gov/artsculture/public-art/public-art-in-albuquerque/local-maps-and-tours>

To be also sent prior to meeting: Art for Peace (Tom), 2 presentations for Love Your Block

***Below please find links to three new art opportunities. If you could post on your social media platforms, it would be much appreciated.***

# **Arts and Culture Requests for Qualifications/Proposals (RFQ/P) FY 21-22 NEIGHBORHOOD PUBLIC ART (NPA) MINI-GRANT**

**Application Release: August 3, 2021**

**Application Deadline: September 13, 2021**

NPA Mini-Grants are designed, for Richmond artists only, to stimulate arts and culture in Richmond. Visual Arts, Performing Arts, Literary Arts.

Small	\$500 - \$2,999
Medium	\$3,000 - \$4,999
Large	\$5,000 - \$8,000
Total grant funds available	\$65,000

## **COVID-19 RELIEF MINI-GRANT**

**Application Release: August 6, 2021**

**Application Deadline: October 1, 2021**

COVID Relief Mini-Grants are designed to stimulate creative expression, spark dialogue and reinforce a sense of community. Only Richmond artists are eligible to apply for mini-grants, not to exceed \$7,000, for two types of projects. Total grant funds available \$50,000.

- Art Type 1: Temporary Exterior Art that could include sculpture
- Art Type 2: Graphic Design for Trash Receptacles and Light Pole Banners

## **WEST CONTRA COSTA COUNTY FAMILY JUSTICE CENTER (WCCCFJC) ART DRAINPIPE**

Application Release: August 10, 2021

Application Deadline: October 1, 2021

WCCCFJC Art Drainpipe is a unique art opportunity open to artists from the Nine Bay Area Counties. The project will embellish the drainpipe on the exterior of the West Contra Costa County Family Justice Center. The selected artist will need to understand California's Construction standards, requirements specified in the professional engineering drawings, the special audience for the art, and a positive message the art will evoke.

Proposals not to exceed \$10,000

All inquiries related to Requests for Qualifications/Proposals (RFQ/P) should be directed to: [winifred\\_day@ci.richmond.ca.us](mailto:winifred_day@ci.richmond.ca.us)

**Richmond Public Art Advisory Committee (PACC)  
Meeting Minutes**

August 12, 2021

7:30 - 9:04pm

Present: Deb Dyer, Philip Mehas, Emily Leighton, Tom Harriman, Winifred Day,

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**Items Discussed**

1. Tom Harriman, gave an update on the Art of Peace, rotary buy- back gun project. The Richmond police did a gun buy-back program and disabled the guns, these can be used for artworks. There is a current draft, where PAAC would purchase up to 3 sculptures to integrate into the public art. Currently, the proposal caps the PACC's commitment to \$9000. (\$1,000 per artist, and \$2,000 for installation etc). Tom noted that the document is still a draft and needs clarification on outreach, schedule etc.
  - a. There was discussion on the splitting up the money towards maintenance, installation and money to the artist. The artist could be responsible for installation if we supply them with the money.
  - b. We want to ensure low-maintenance projects and this needs to be funded, Winifred suggested a maintenance schedule should be part of the contract.
  - c. We don't know what types of pedestals or installation needs each art piece has, or signage requirements.
  - d. Winifred wants to include a 10% contingency and will work with Tom to outline the budget into an itemized list. Needs clarification on the selection process
  - e. Deb motioned to move the document to the RACC for discussion and review at the September 9<sup>th</sup> meeting. Philip motioned to approve, - All in Favor.
  
2. Outreach for RFP, RFQ, and Artist Registry and ways to increase participation of Richmond artistic community.
  - a. Winifred has started a mailing list, which includes those who attended the community meeting and those who have a business license in Richmond. Additionally she will send to other arts organizations like NIAD, Richmond Art Center etc... (her full list is in the spreadsheet).
  - b. PAAC members can forward links to their contacts as they like, or send the name and emails to Winifred to add to her list.
  - c. Deb will also post on some site
  - d. The city of Richmond's website should at least have a link on it for artists who want to be added, there are many issues with the website.

Emily will make a google doc that PACC members can contribute changes they would like to see. Once we have a list of changes to the website, Winifred can pass it along to the city's IT department.

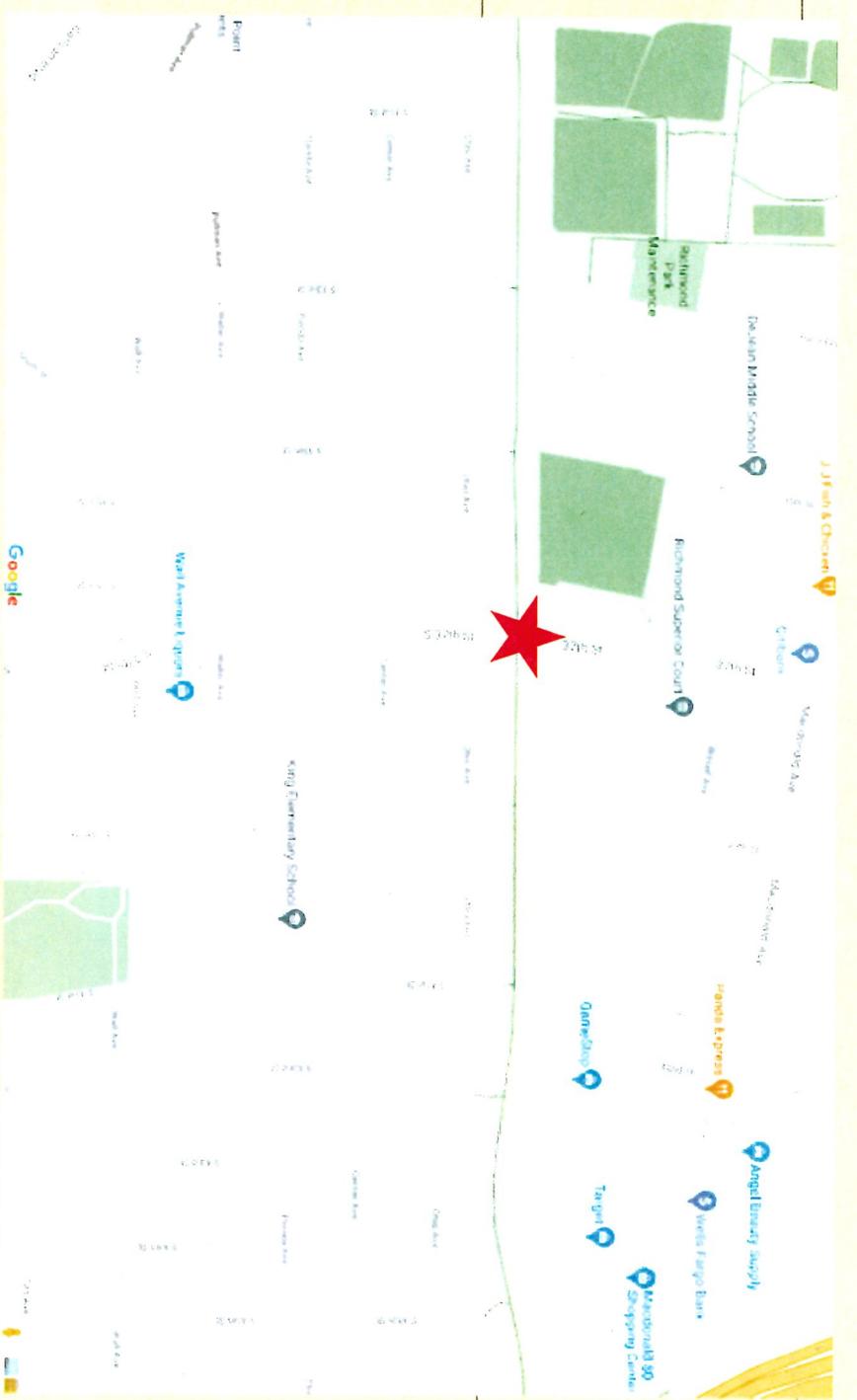
### 3. Family Justice RFP—Panel Make-up to review proposals

- a. Winifred noted that the next proposal needs to include construction drawings and will have to work with planning to make sure it works in the space.
- b. Panel make up should include: One art professional (this could be a RACC or PACC member), One resident of the area or client of the FJC, Someone from the FJC. We will also need a architect or engineer to help on the panel, but this will be a non-voting position
- c. We will need to ID specific people for the panel by our next meeting.
- d. Process for reviewing applications, First, the applicants must be screened to make sure they meet qualifications. Then staff will put each application in a separate folder in a sharable format (dropbox or google drive). Then the PACC can review the applications.
- e. Deb will work with Winifred to create a timeline.

### 4. Inventory and Art Maps Progress

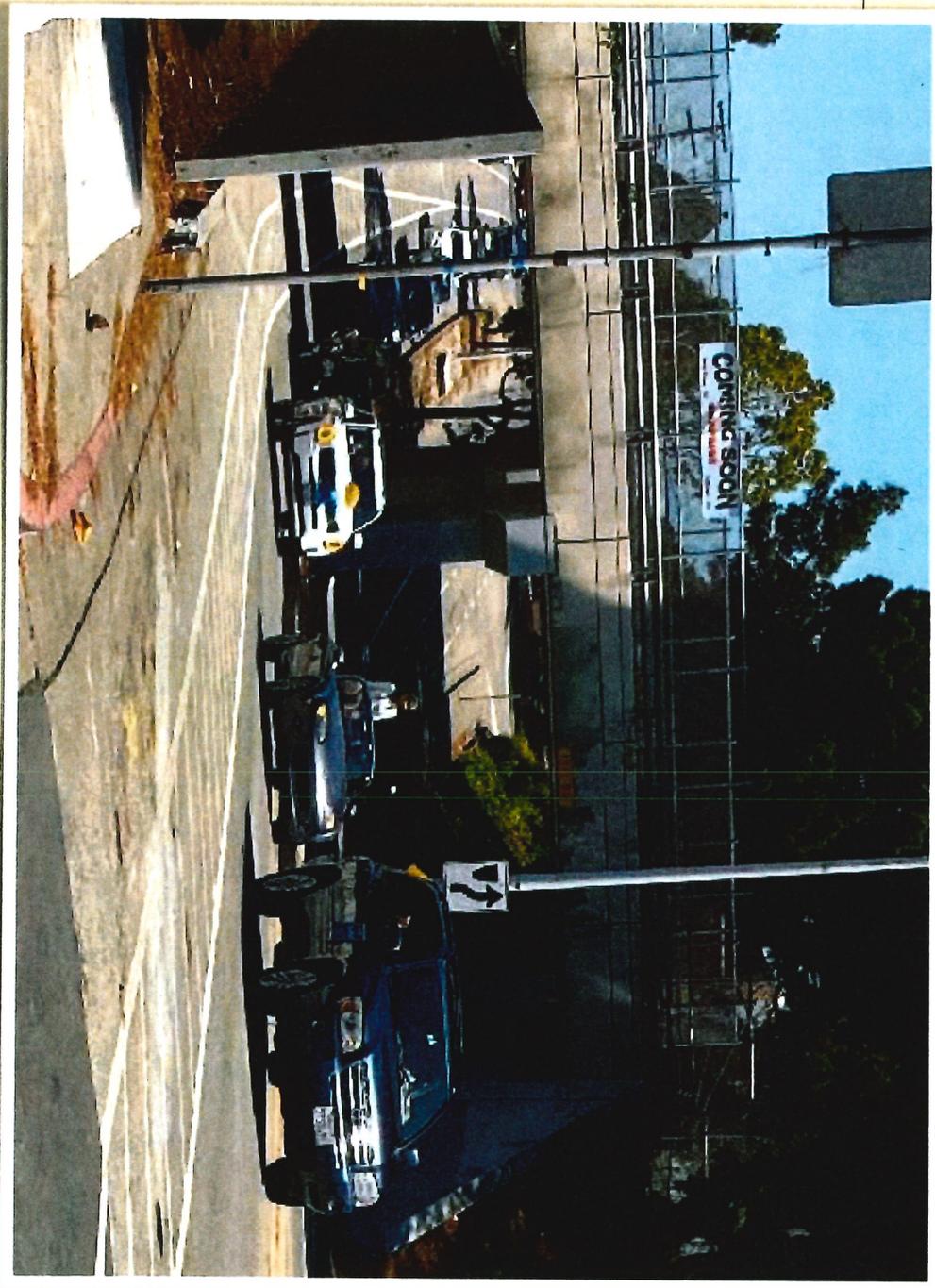
- a. Winifred noted that the interns have done much of the work of documenting the art in the civic center, including creating an 'invisible Richmond' map where art is located.
- b. Emily- the goal of the funds was to support local artists, not for interns. It's frustrating to see how the funds are taken away from Richmond artists when it takes so long to get it approved.
- c. Winifred, the budget is released in June and needs to be submitted a year in advance. Knowing this now, we should start to prepare by October what we want to include in our budget so projects can move along quicker.
- d. Deb clarified that there still is much work to do on the inventory, so artists can still contribute. She wants to find ways to make things quicker and more accessible.
- e. Philip thinks that the **city council** needs to read the city ordinance, and we should not have to get approval from them for everything. He feels that Winifred is obstructing projects from happening.
- f. Winifred asks him to write down what his concerns are, because she doesn't know what he means.

Meeting Adjourned 9:04pm

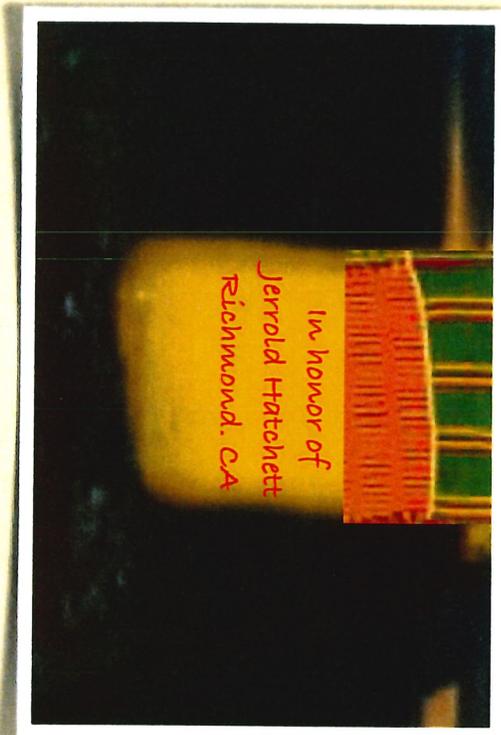


The Juneteenth Underpass Project will help to beautify the Pullman Neighborhood by creating a colorful mural under the current 37<sup>th</sup> street bridge/underpass which currently consists of bare concrete. The 37<sup>th</sup> street underpass is a main artery where thousands of cars, bicycles, and pedestrians utilize this route daily. In addition, the annual Richmond Juneteenth Parade utilizes this underpass as part of the route to the festival in Nicholl Park each June. Currently, there is nothing commemorating the Juneteenth Family Day Parade and Festival in Richmond and this mural can help celebrate, elevate and promote the visibility of one of Richmond's unique events as well as beautify the neighborhoods.

# DESIGN PROCESS



- Preliminary Pullman Neighborhood Council (PNC) to brainstorm concept ideas and discuss muralist candidates.
- After deciding on muralist, PNC provided our ideas to muralist.
- Concept design meeting via Zoom with Muralist and PNC to review designs, provide input, and finalize draft.

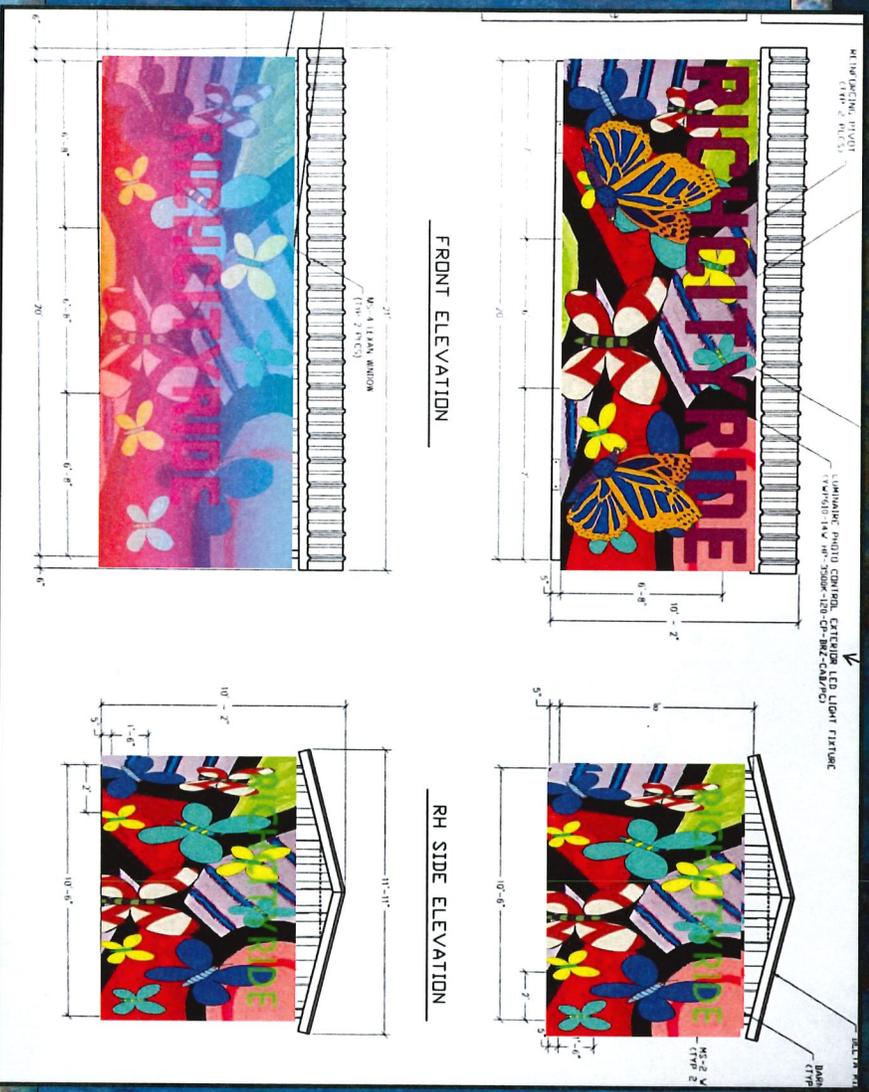




# The Mural Concept

What is the overall goal of your love block mini-grant project? "

The paramount goal of this proposal is to help community members recognize the intersectional relationships between art, health, awareness, and identity. We aim for the Bike Hub mural to transform Unity Park into a sacred space that reflects the community's collective identity. In doing so, another layered goal is to increase pride around our green spaces, and reduce instances in which these spaces become rendered as undesirable." The butterflies are universal symbol of rejuvenation and rebirth.



## The Scope of our Project

- The Hub Mural
- Chalk Art
- Helmet Decoration Events / Event
- The Environmental Ride Component
- Clean Your Block
- Documentary Photographer
- Social Media Campaign and Outreach



DRAFT

+

**RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING TO COOPERATIVELY PURSUE THE ART OF PEACE PROJECT THROUGH THE RICHMOND PUBLIC ARTS AND CULTURE COMMISSION**

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**WHEREAS**, community partners are engaged in the ART OF PEACE project to create art and discussion related to public safety, using materials from guns acquired from the Richmond Police Department's Buy Back program; and,

**WHEREAS**, within Richmond, issues of public safety and gun violence are a key community concern; and,

**WHEREAS**, the City of Richmond, PAAC, Richmond Rotary Club, and the Robby Poblete Foundation are engaged in a community planning process to create permanent public art installations; and,

**WHEREAS**, the following stakeholders are involved in the ART OF PEACE:

- City of Richmond (including the Police Department and PAAC)
- Rotary Club of Richmond, CA
- Robby Poblete Foundation
- Rubicon Programs, Inc.
- Richmond Community Foundation
- Richmond Art Center
- Richmond Museum of History and Culture

**WHEREAS**, the stakeholders agree that an integrated and collaborative approach is necessary to foster community conversations; and,

**WHEREAS**, the City of Richmond and other stakeholders recognize the need for significant community guidance and involvement in this effort and will ensure key community stakeholder groups are well-informed and engaged in the planning and implementation process and are provided with the appropriate forums where their input will help inform outcomes; and,

**WHEREAS**, all stakeholders listed above have jointly created and as appropriate, will receive approval from their governing bodies to enter into the attached Memorandum of Understanding which outlines each stakeholder's roles and responsibilities;

**NOW, THEREFORE BE IT RESOLVED**, that the Council of the City of Richmond, California, in agreement with the City's responsibilities as outlined in the Memorandum of Understanding, authorizes the City Manager to enter into the above mentioned Memorandum of Understanding and fully supports the vision to cooperatively pursue the ART OF PEACE project.

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**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN THE  
ART OF PEACE STAKEHOLDERS**

The parties hereby agree to:

**A. Joint Responsibilities of the ART OF PEACE Stakeholders**

1. Actively participate in ART OF PEACE meetings through consistent attendance and engagement;
2. Work together to develop and implement the ART OF PEACE master plan, which includes agreed upon timetables and milestones;
3. Share the joint goal of maximizing community participation;
4. Work together, where appropriate, to identify funding gaps, develop a joint fundraising strategy, and pursue grant or other funding opportunities for program development and delivery;
5. Collectively develop systems of accountability which include goal identification, and timeline and benchmark creation;
6. Identify and support program planning for installation locations, maintenance of public installations, and other issues;
7. Provide forums for community discussion of safety issues and forge partnerships with appropriate entities to address issues.

**B. Responsibilities of the City of Richmond**

**C. Responsibilities of the Rotary Club of Richmond, CA**

- Ensure that preference is provided to Richmond artists.
- Ensure compliance with the City of Richmond local hiring ordinance.
- Develop the Call for Entries.
- Facilitate the selection of entries process.
- Provide overall leadership to the planning, installation and community engagement processes.
- Manage budget and overall fundraising for the project, including adherence to any grant contracts or agreements.

**D. Responsibilities of the Robby Poblete Foundation**

- Provide raw materials for the artists in the form of dismantled and decommissioned guns.
- Assist with the planning process, providing background information and support based on previous Art of Peace projects.
- Contribute financially with a \$5,000 grant to the project.

**E. Responsibilities of Rubicon Programs, Inc.**

- Provide storage space for dismantled and decommissioned guns.
- Provide studio space including access to metalworking tools to participating artists free of charge.
- Share the Call for Entries through its various media channels.
- Assist with the public events and community forums as a facilitator and or promoter through various media channels.

**F. Responsibilities of Rubicon Programs, Inc.**

- Share the Call for Entries through its various media channels.
- Assist with the public events and community forums as a facilitator and or promoter through various media channels.
- Support community engagement by sharing survey and assisting with focus groups or workshops.

**G. Responsibilities of Richmond Community Foundation**

- Assist with the planning process.
- Share the Call for Entries through its various media channels.
- Assist with any gap in fundraising.
- Assist with the public events and community forums as a facilitator and or promoter through various media channels.
- Support community engagement by sharing survey and assisting with focus groups or workshops.

**H. Responsibilities of the Richmond Art Center**

- Share the Call for Entries through its various media channels. Encourage Richmond artists to participate.
- Provide studio space including access to metalworking tools to participating artists free of charge.
- Assist with the public events and community forums as a facilitator and or promoter through various media channels.
- Support community engagement by sharing survey and assisting with focus groups or workshops.

**I. Responsibilities of Richmond Museum of History and Culture**

- Share the Call for Entries through its various media channels.
- Assist with the public events and community forums as a facilitator and or promoter through various media channels.
- Support community engagement by sharing survey and assisting with focus groups or workshops.

**J. Responsibilities of PAAC**

- The PAAC will be responsible for purchasing the awards for artists, and will distribute the call to its list of artists.
- Provide input and feedback on the Call for Entries.
- Share the Call for Entries through its various media channel

**This Memorandum of Understanding is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by and between the ART OF PEACE stakeholders.**

# Contract Routing & Contract Module -MUNIS Procedures

## **Department - Contract Initiation:**

- Conduct appropriate solicitation per \$ threshold - Use Bids Online for solicitations over \$3,000 minimum posting of 7-14 days.
- Prepare contract documents on the intranet under Forms > Contract Preparation Forms \* link: - <http://www.ci.richmond.ca.us/index.aspx?nid=1309>
- Review Insurance Requirements on the intranet under Human Resources > Risk Management Forms link: <http://www.ci.richmond.ca.us/DocumentCenterii.aspx?FID=229> and select appropriate COR Insurance Requirements

## **City Attorney — Legal Review:**

**Send the following documents to the City Attorney's Office for review:**

- Completed Legal Opinion Form \* which includes:
  - ✓ Evidence of Competitive Bid - (rating matrix, Bids Online Project Report (summary of bids/proposals/award) or
  - ✓ Sole Source Justification Form (Approved) or
  - ✓ Emergency Justification Form (Approved)
  - ✓ Draft Contract
    - w/ Service Plan (Scope of Work)
    - a w/ COR Insurance Requirements attached
  - ✓ (If applicable: proposed modifications to General Conditions, COR Insurance Requirements and/or waiver request noted on Special Conditions page)

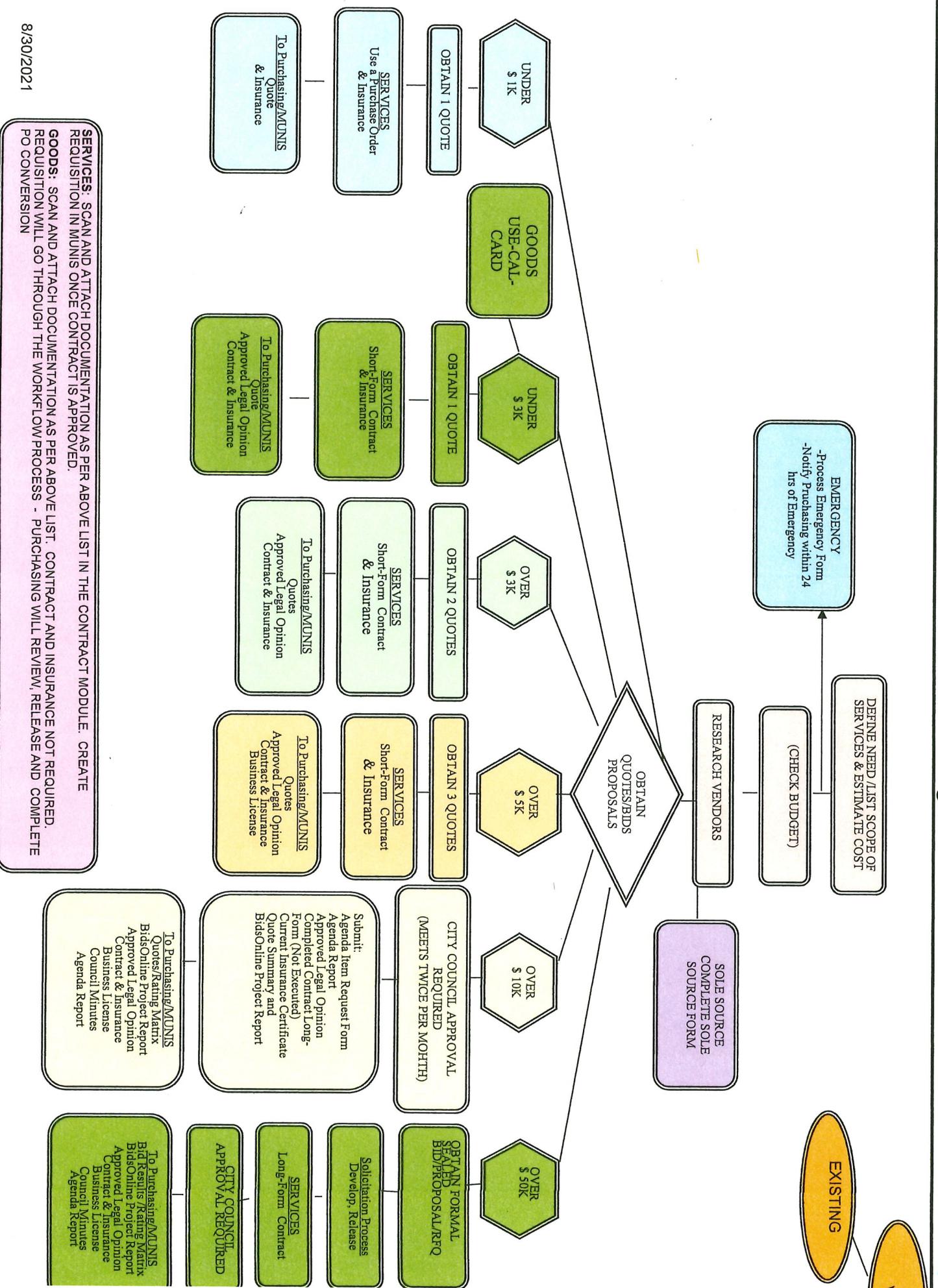
## **Department - After Approved Legal Opinion — Contracts and Contract Amendments:**

- Obtain approved minutes (email from City Clerk's Office is sufficient) or certified resolution from City Clerk's Office. (if greater than \$10,000)
- Contractor must sign the contract.
- Obtain from contractor Certificate of Insurance and Additional Insured Endorsements (General Liability; Business Auto; Wavier of Subrogation) Contact Laura Marquez @ ext 6974 if you have questions.

(\* All forms are located on the Intranet under Forms>Contract Preparation Forms)

- Upload documents into Contract Module MUNIS: (use these titles as examples):
  - ✓ Evidence of Competitive Bid (RFP/RPQ, Request for Bid, awarded proposal, rating matrix/ Bids Online report.) or
  - ✓ Approved Sole Source Justification Form or
  - ✓ Approved Emergency Justification Form
  - ✓ Council Approval Greater than \$10,000- Approved Minutes (email from City Clerk's Office is sufficient) or Certified Resolution
  - ✓ Approved - Request for Legal Opinion (RLO)
  - ✓ Agenda Report (if more than \$10,000)
  - ✓ Business License or printout from <http://etrakit.ci.richmond.ca.us/>
  - ✓ Certificate of Insurance & Additional Insured Endorsements (General Liability; Business Auto; Wavier of Subrogation)
  - ✓ If Insurance is to be waived — attach approved email from Risk Mgt.
- Release contract in Contract Module
- Upon Purchasing's approval of contract, you will be sent via email an automated MUNIS notification.
- Once you receive the MUNIS notification, send the following documents to the City Clerk's office for contract execution.
  - Routing Slip
  - Copy of approved Legal Opinion Form
  - (3) Contracts signed by contractor attach Certificate of Insurance and Additional Insured Endorsement to each contract (General Liability; Business Auto; Wavier of Subrogation)
- Once you obtain the executed contracts from the City Clerk's Office upload an executed contract document into Contract Module in MUNIS
- Output/Post contract in Contract Module
- Create Purchase Requisition (PR) using contract # in MUNIS - release

# Purchasing Process



**SERVICES:** SCAN AND ATTACH DOCUMENTATION AS PER ABOVE LIST IN THE CONTRACT MODULE. CREATE REQUISITION IN MUNIS ONCE CONTRACT IS APPROVED.

**GOODS:** SCAN AND ATTACH DOCUMENTATION AS PER ABOVE LIST. CONTRACT AND INSURANCE NOT REQUIRED. REQUISITION WILL GO THROUGH THE WORKFLOW PROCESS - PURCHASING WILL REVIEW, RELEASE AND COMPLETE PO CONVERSION

**REQUISITIONER**

**ENTER** Contract and Attachments in MUNIS

**RELEASE** Contract in MUNIS to Purchasing

Purchasing will **APPROVE** Contract in MUNIS

Requisitioner takes contracts to City Clerk

Requisitioner attaches a copy of the Executed contract to the Contract module and **Output/Post**

Requisitioner in **LINK** requisiti  
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## **Board, Commission, and Committee Organization**

### **Officers Election and Term of Office**

The election of board, commission, and committee officers shall occur annually pursuant to the resolution, ordinance, or bylaws that govern each body. The chairperson and vice chairperson are elected by the majority of the board, commission, or committee for a one-year term and hold office until their successors are elected. No board member, commissioner, or committee member shall serve as chairperson for more than two consecutive years. The results of the vote should be publicly announced and the vote recorded in the minutes.

### **Duties of Officers**

The chairperson, or in her/his absence, the vice chairperson, performs the following duties:

- Presides at all meetings of the board, commission, or committee and ensures that the work of the board, commission, or committee is accomplished. To this end, the chairperson must exert sufficient control of the meeting and ensure that all viewpoints are heard and are considered in a fair and impartial manner.
- Approves and signs correspondence and reports on behalf of the board, commission, or committee.
- Represents the board, commission, or committee before the City Council with the approval of the board, commission, or committee.
- Performs other duties necessary or customary to the office.

### **Transfer of Chair**

In the absence of the chairperson or his/her inability to act, the vice chairperson presides in place of the chairperson. In the event of the absence or the inability to act of both the chairperson and the vice chairperson, the remaining members elect one of their members to act as temporary chairperson.

### **Vacancies**

Board, commission, and committee vacancies as a result of final term expiration and resignations are publically announced by the mayor at City Council meetings and posted on the city's website. On or before December 31st of each year, a Notice of Expiration of Terms and Vacancies is published in the West County Times, in compliance with the requirements of the Maddy Act, Government Code Section 54972.