



Richmond Arts and Culture Commission (RACC)

**REGULAR MEETING Thursday, September 23, 2021
6:00 – 7:00 p.m. via ZOOM**

**SPECIAL MEETING Thursday, September 23, 2021
NPA Mini Grant Interviews 7:00 – 9:00 p.m. via ZOOM**

<u>RACC Chair</u>	<u>RACC Co-Chair</u>	<u>Council Liaison</u>	<u>Staff</u>
Flo Wiley	Michael Cohen	Melvin Willis	Winifred Day

RACC Members:

Lynson Beaulieu	Deb Dyer	Siobhan Hayes	Tom Herriman
Melissa Kirk	Emily Leighton	Tom Lyons	Phillip Mehas

You are invited to a few Zoom webinars.

NPA Mini Grant Interview Schedule. 6:00 – 9:00 p.m. each night 16 - 20 min. interviews

Meeting Date	Link to join meeting
September 22	https://zoom.us/j/94328582159?pwd=YXQ0UmlIaHM1Z3JLeGl0dElibmdtUT09
September 23	https://zoom.us/j/99294787890?pwd=WnBIRnQ2cDloUEJqeFcweFVPSnpyQT09
September 30	https://zoom.us/j/96084163039?pwd=T2lLVnNYkxwTnQ3SHJkNzVHTElmQT09

ALL COMMISSION MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE

CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both <https://www.coronavirus.cchealth.org> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, participation in the Arts and Culture Commission will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize video/teleconferencing only. The following provides information on how the public can participate in this meeting.

Public comments may be submitted:

1. Via email to winifred_day@ci.richmond.ca.us. Email must contain in the subject line **public comments – Item #**. All comments must be submitted on or before Thursday, September 23, 2021, by 4:30 pm and must include the following:

- a) Your Name
- b) Your Phone Number
- c) The item for which you wish to make a Public Comment.

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. **WELCOME/CALL TO ORDER/ ROLL CALL (Chair Wiley) 6:00 p.m.**
- II. **ACTION ITEM: APPROVE September 23, 2021 Meeting Agenda 6:03 p.m.**
- III. **ACTION ITEM: APPROVE July 22, 2021 Meeting Minutes 6:05 p.m.**
- IV. **PUBLIC COMMENTS 6:07 p.m.**

Individuals who would like to address the Richmond Arts and Culture Commission (PAAC) on relevant matters not listed on the agenda may do so under Public Comment. Public comments cannot result in discussion/action at this meeting.

V. DISCUSSION / ACTION ITEMS 6:08 p.m.

- 1. Love Your Block Mural Proposals (Day) VOTE
Mural Concept Designs for Pullman Underpass and Unity Park
- 2. West Contra Costa County Family Justice Center (WCCCFJC) (Day) VOTE
 - a. Panel Composition and recommendation of resident panelist
- 3. Art Inventory Update (Dyer)
 - 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. Art Categories VOTE
 - b. 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](#).

VI. DISCUSSION ITEMS

6:15 p.m.

1. Establish meeting NORMS, conflict of interest, recuse self from voting if on a board, spouse, etc. exit ZOOM and return
2. Project Budget Development for 2022 fiscal year – October make a Wish List
3. Committee Reports

VII. INFORMATION / REPORT ITEMS

6:20 p.m.

1. NPA Mini Grant (Wiley/Day)
2. Poet Laureate Update (Cohen) Scope of Services
3. Art for Peace Rotary Project update (Herriman)
4. Art Project Update Report (Day)
5. Public Art Financial Report (Day)

VIII. Adjourn until October 7, 2021 (Special Meeting)

7:00 p.m.

Attachments:

1. September 23, 2021 Agenda
2. July 22, 2021 Minutes
3. Love Your Block Mural Proposals (summaries)
4. Rotary Club Guns for Peace MOU DRAFT
5. Procurement Department Flow Chart
6. Public Art Opportunities links
7. Reports

Richmond Arts and Culture Commission (RACC)
REGULAR MEETING Thursday, September 23, 2021

Report #1

Draft for Review Panel for Family Justice Center RFP (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. . 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. Application Deadline October 1, 2021

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

Week of Oct 4 – PAAC and Arts and Culture Manager to review proposals for completeness and prep folders.

- Oct 14 Selection panel review and select 3 semi-finalists
- Nov 9 Selection panel to view completed proposals either on-site or via zoom.
vote on one Finalist to recommend to PAAC interview
- Nov. 15 Presentation by artist to PAAC for approval or rejection of concept
- Nov 22 RACC to approve or reject PAAC recommendation. (11-24 holiday)

May combine COVID Relief Mini Grant Interviews on same day as WCCCFJC review.*
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 (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.

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>

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.

Report #3: Art for Peace Project (Herriman)

MOU Rotary Club PAAC responsibilities will include:

- a. 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.

Report #4: Staff Report (Day)

- a. Senior Center Mural – still waiting for estimate from Judy Baca – as build
- b. Ookwe Park Signage – LOCALISH, Marina Bay Neighborhood Council

- c. Designing Scope of Services for Graphic Design, Fabrication, Installation
- d. Osprey Bird \$65,000 commission approval, City Council consent calendar
- e. NPA Mini Grants – all expected to participate in the interviews, deadline September 13, Not to exceed \$65,000 Consent Calendar Oct 5
- f. Over 40 people attended the Mandatory Orientation, 17 applications
- g. COVID Relief Mini Grant Oct 1 deadline. Not to exceed \$50,000

Report #5: 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

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

RICHMOND ARTS AND CULTURE COMMISSION (RACC)
Special Meeting Minutes
Thursday July 22, 2021
7:00 p.m. - 9:00 p.m. Zoom Invitation

Present: Commission Chair Florene Wiley; Commission Co-Chair Michael Cohen; Commissioners Lynson Beaulieu, Melissa Kirk, and Nava Mizrahi

Absent: Commissioner Tom Lyons, and City Council Liaison Melvin Willis

Staff Present: Arts & Culture Manager Winifred Day, and Shivali Gowda

RICHMOND PUBLIC ART ADVISORY COMMITTEE (PAAC)
Special Meeting Minutes
Thursday July 22, 2021
7:00 p.m. to 9:00 p.m. Zoom Invitation

Present: Committee Chair Phillip Mehas; Committee Members Siobhan Hayes, and Emily Leighton*
*Arrived After Roll Call

Absent: Committee Co-Chair Deborah Dyer; PAAC Representative Tom Lyons; and City Council Liaison Melvin Willis

Staff Present: Arts & Culture Manager Winifred Day, and Shivali Gowda

I. Welcome/Call to Order/Roll Call

The combined RACC and PAAC meeting was called to order at 7:04 p.m.

II. Approve July 22, 2021 Agenda

Arts & Culture Manager Winifred Day reported that although the meeting agenda had shown the next RACC meeting would be held on August 26, and the next PAAC meeting on August 12, the meetings had been canceled. The next meeting of the RACC had been scheduled for September 23, 2021. Additionally, Item V, the Poet Laureate reading had been rescheduled to the RACC meeting in September.

RACC Chair Wiley requested that Item VIII. Staff Report be considered prior to Item VII. Discussion Items, with the agenda items to be renumbered accordingly.

Motion by PAAC Chair Mehas, second by RACC Commissioner Mizrahi to approve the agenda, as modified, carried by a Roll Call vote.

III. Approve Minutes from June 24, 2021 Meeting

RACC Chair Wiley identified numerous instances where the comments in the minutes were incomplete and did not make sense, and requested the following revisions to the minutes:

The second bullet as shown on Page 5 under the heading Break-Out Rooms: June 24 RACC/PAAC Meeting – NPA Mini Grant (Wiley/Day), to be amended to read:

- *As they've done in previous years, going forward, the Liaison will take a more active role with the grantee as needed with contract compliance, two payments, and completed project report.*

RACC Chair Wiley also referenced the ninth bullet under the heading Break-Out Rooms RACC/PAAC Meeting – 1% for Public Art in Private Development (Dyer-Gowda), as written, and stated there may be a potential conflict with the statement shown. Speaking to the 11th bullet on the same page and under the same section, she questioned where the money would come from to pay the consultant if it was not coming from the 1%.

Staff Liaison Shivali Gowda clarified that the developer would pay 1% of the total building costs for the actual artwork and may chose the City to either manage the project, choose their own art consultant, or do it themselves. If choosing their own art consultant, the developer would have to pay an additional amount for the art consultant out of their own money. She confirmed the request from the RACC Chair that the 11th bullet should include that explanation. She added that the developer would pay the City's Art and Culture Department an additional 15% on top of the 1% if they wanted the City of Richmond to be the art consultant for that project.

Ms. Day explained as an example for the Ridgeline Project, which had been started prior to approval of the City's policy, the fee to be paid would be part of the total as opposed to above the total, with the money to pay for staff services, honorarium fees, and a variety of other things the City would not be able to fund, with the intent to bring the City up to the standards utilized by surrounding jurisdictions.

Ms. Gowda clarified that Ms. Day had a set salary, the money would go to the City with an additional 15% on top of the 1% if the developer wanted the City to manage the project.

RACC Chair Wiley requested that the bullet point be revised to reflect that information and that it be specific if Ms. Day was selected as the art consultant she would be paid as City staff.

Steve Arthur, Ridgeline Developers, clarified the arrangement had not changed. The 1% fee was 1%, with the City to manage it, and the City to net out the fee ahead of the art with the artist to get the balance.

Motion by RACC Commissioner Beaulieu, second by RACC Co-Chair Cohen to approve the June 24, 2021 meeting minutes subject to the amendments, as discussed, carried by a Roll Call vote.

IV. Public Comment

There were no public comments.

V. Presentation – Poet Laureate Reading by Ci Ci Jervae

The item was to be rescheduled to the next meeting of the RACC.

VI. Information/Action Item

1. Osprey Bird Sculpture RFQ Response

Ms. Day explained that the item had started as an action item, with a panel of both RACC and PAAC members via a process of a short list of artists and studio visits by both RACC and PAAC members. The PAAC had recommended Scientific Art Studio as the finalist during its July 8, 2021 meeting. The project would be presented to the City Council in September 2021 for approval and to place the artist under contract.

Mr. Arthur was pleased that a Richmond artist had been recommended as the finalist. He also appreciated everyone's effort and attention to the project.

The RACC expressed its support for the recommendation and both the RACC and PAAC expressed appreciation for the developer's involvement in the project.

Motion by PAAC Committee Chair Mehas, second by RACC Commissioner Beaulieu to accept the PAAC recommendation to select Scientific Art Studio as the finalist for the Osprey Bird Sculpture, carried by a Roll Call vote.

VII. Staff Report

1. Ookwe Park – Stakeholder Opening Reception, 45 people, ABC News Localish Interviews

Ms. Day reported that on July 1 around 45 people had attended the stakeholder opening reception at Ookwe Park with ABC News Localish having conducted interviews ahead of time with footage to be shared with everyone when ready. An Ad Hoc Committee would be formed at some point to address signage, next steps, educational programming, and the like for Ookwe Park. Given this was a Capital Improvement Project (CIP), it was possible the Ad Hoc Committee could be a combination of RACC and PAAC members. As to the ABC News Localish reporting, she had been building on that relationship for months, more footage than could be shown in a few minutes had been accumulated, and it was likely that the additional footage could be provided to RACC and PAAC members to share on social media. KCRT drone footage also may be available. She would be reviewing the brochure for Ookwe Park to determine what could be included in the didactic signage around the park along with directional signage.

RACC Commissioner Beaulieu and PAAC Committee Chair Mehas expressed the willingness to serve on an Ookwe Park Ad Hoc Committee.

RACC Chair Wiley requested that Ookwe Park be removed from the Staff Report and be placed under Committee Report for the September RACC meeting agenda, and that the Ookwe Park Ad Hoc Committee prepare a separate report from the staff report for the next RACC meeting.

Ms. Day added as part of the didactic signage another project would identify some art documentation professionals that would include graphic designers and photographers to assist with the inventory, the art walk and all of the things that would put the inventory package together. As part of that effort, two responses had been received from two graphic designers; one a catalogue person who had a museum background from the City of Richmond and the other a photographer who also did catalogue work and who had attended the Ookwe Park reception. She would work with both individuals and provide more information over time. Both individuals would be under contract at some point and over the next 30 days she would be working to develop a scope of services for both that fit their professional skills.

RACC Commissioner Kirk expressed the willingness to provide assistance with the signage or words in terms of the content, writing or editing.

RACC Chair Wiley appointed RACC Commissioner Kirk to the Ad Hoc Committee for Art Documentation, which also included PAAC Committee Co-Chair Dyer and PAAC Committee Member Leighton, who had volunteered at the last PAAC meeting.

Ms. Day and Ms. Gowda presented the current Art Documentation inventory with more photographs to be taken. In terms of tracking maintenance, a condition report would be one of the categories and staff would have to review all information to ensure the information was not located in multiple PDF documents. For now, all of the art had been logged as previously inventoried.

PAAC Committee Chair Mehas asked of the status of the senior citizen mural as part of the inventory, and Ms. Day advised that the Senior Center at 2525 MacDonald had a mural done by Judy Baca. She was waiting for information to be able to provide a scope of services for a contract to allow corrections to be made. The repair process would be similar to a transfer process onto vinyl which had been improved in terms of the technology, although there was no guarantee that it would not fade again. She described the contract as an installation/de-installation contract with a local vendor, with the item to be presented to the City Council at its September meeting in order to move the project forward. She also clarified that the funds for the repair of the Senior Center mural would come from in-lieu of funds collected, and that anything spent by the PAAC was required to be approved by the City Council prior to the expenditure since anything over \$10,000 required City Council approval.

2. Community Outreach Survey – Master Plan Prep

Ms. Day advised the Community Outreach Survey summary had been presented multiple times. Staff wanted to look at the information at some time to help inform future goals and master planning.

RACC Chair Wiley sought a data analysis report on the survey and Ms. Day commented that information had been provided previously but had not been discussed. The RAAC Chair requested that the data analysis report of the survey be included on the September RACC meeting agenda as an action item.

3. Poet Laureate

RACC Chair Wiley reported a meeting had been held with David Flores, the City of Richmond Poet Laureate, City staff and members of the RACC and it had been decided that Mr. Flores would involve himself in various activities such as an introduction of the Richmond Poet Laureate in September via a press release and social media postings. She had also recommended a Bay Area Poet Laureate Round Table in the month of October, with participation with the Poet Laureates from the cities of San Francisco, Berkeley, Oakland, Walnut Creek, and Richmond along with all cities that had a Poet Laureate to discuss what it meant to be a Poet Laureate, poetry as an art form and the rise of importance of Poet Laureates, to be hosted by Mr. Flores and the RACC. Also, a poets gathering had been discussed to be considered during the month of April 2022, which was Poetry Month. Richmond Writes had also been discussed, with the Poet Laureate to potentially serve as the Liaison to that program.

RACC Commissioner Mizrahi provided an overview of Richmond Writes, with all schools able to work around poetry with contests between different classes. She commented on her experience judging some of the poetry presented, which event had been a joyous experience.

RACC Chair Wiley suggested appointing the Poet Laureate as the Liaison to Richmond Writes would elevate the program. She added that a monthly open mic to launch at Ookwe Park had also been discussed, along with inviting different Neighborhood Councils to host the monthly open mic with Mr. Flores, who had been asked to prepare a plan for his first and second year. In addition, it had been discussed that Youth Poet Laureate Ci Ci Jervae and Mr. Flores serve as a unit, with more follow-up once Mr. Flores had submitted his report.

In response to PAAC Committee Chair Mehas, Ms. Day clarified that Mr. Flores received \$1,000 a year as the Poet Laureate.

4. NPA Mini Grant Current Project Update

Ms. Day reported that everyone had been provided a copy of last year's Request for Proposal (RFP), there had been discussions of improvements to make the RFP process easier, and she thanked everyone for their comments. She provided a brief PowerPoint presentation to summarize the main projects from the past with all information to be posted on the City website. She sought input from the RACC and PAAC that staff was heading in the right direction and asked for input on what to show the NPA applicants since the NPA application would go out in the next week and be out for a little more than 30 days. She also asked for a volunteer for an NPA Ad Hoc Committee.

RACC Chair Wiley expressed the willingness to serve on an NPA Ad Hoc Committee. She expressed concern with the name of the NPA Mini Grant Program since it was exclusive with many thinking that public art did not include performing arts, which it did. She recommended a name change to a Neighborhood Art Grant Program and expressed a willingness to work with staff on that issue.

RACC Co-Chair Cohen expressed the desire to represent the theater arts on the NPA Ad Hoc Committee project and RACC Commissioner Kirk also volunteered to serve.

Ms. Day asked that the NPA Ad Hoc Committee members look over the documents in the RFP and the PowerPoint presentation and submit any comments to staff, with a tentative meeting date for the NPA Ad Hoc Committee set for Tuesday July 27, 2021 for a Zoom meeting with a start time of 2:00 p.m.

RACC Chair Wiley emphasized she would be working on the outreach plan to get the word out on the grants for the NPA Ad Hoc Committee. She was pleased an NPA Ad Hoc Committee would convene given the applications were ready for consideration and this would allow a discussion of the entire process.

5. CMO Art and Culture Report Annual Accomplishments

Ms. Day explained that the CMO Art and Culture Report Annual Accomplishments had been a presentation prepared for the City Manager's Office which identified the RACC and PAAC accomplishments over the past year, all of which had been highlighted in a PowerPoint presentation.

RACC Chair Wiley opposed the reference in the PowerPoint presentation that had identified *Finished Projects Unfinished Projects by Michelle Prior to Retirement*, which was too personal. She recommended a modification to that statement. She understood no one from the RACC or the PAAC had been asked to participate in the report, and was informed it was a staff project at the request of the Deputy City Manager to be presented to the City Manager.

RACC Chair Wiley urged that information related to the NPA program be included in future presentations. She agreed that a larger discussion needed to occur in terms of the RACC and PAAC working together, which should be placed on the September agenda for discussion.

PAAC Committee Chair Mehas expressed concern with projects initiated by staff absent input from the RACC or the PAAC.

When asked about taking over coordination of the Taste of Richmond, Ms. Day commented that since her position was now in the Economic Development Department efforts were being combined wherever possible with art as an economic engine, and where the Taste of Richmond was one of the Economic Development Commission's events. She had introduced the idea of an Art and Wine Festival at Rigger's Loft at the end of the year but she was not heading that effort unless the RACC wanted to take on the project as a separate effort so it could be an art event. She confirmed the Chamber of Commerce had been mentioned as a potential partner and it was time to reconnect with the Chamber given that things were beginning to reopen.

VIII. Discussion Items

1. Public Art Ordinance Policies and Procedures

There was no report.

2. RACC and PAAC Need to Appoint a Secretary

Ms. Day reported the PAAC must appoint a secretary since there were meetings that were ad hoc meetings and she may or may not be involved. It was the prerogative of the PAAC whether that was the same person each time. RACC Chair Wiley suggested the item was not critical.

3. Art Program Master Planning

RACC Chair Wiley asked for a discussion of the relationship between the City Manager's Office and the RACC and PAAC. She expressed concern that many issues were being rushed, was uncertain why that was happening, and wanted the NPA Ad Hoc Committee to seriously look at a timeline to determine whether things were or were not working. She had sought a RACC meeting in August since there was a Public Art Grant Program that would take off in September, although she had been informed that there would be no meeting in August.

Ms. Day advised she had issued an e-mail to the RACC Chair explaining why the August RACC meeting had been canceled. Other City Commissions/Committees did not meet during the month of August since the City Council was on summer recess and the RACC and the PAAC needed to be aligned. As the Arts and Culture Manager she had made the decision to cancel the August RACC meeting.

RACC Chair Wiley objected to the cancellation given the work to be done, and PAAC Committee Chair Mehas questioned how Ms. Day had the authority to initiate or cancel meetings.

RACC Commissioner Mizrahi commented that the last discussion of the NPA mini grants had been rushed, which had been frustrating. She emphasized the need for staff to communicate with the RACC and PAAC, which she pointed out were comprised of volunteers. Given her personal frustrations, some of which involved the administration and since there was some illness in her family, she reported that this was her last meeting with the RACC. While the RACC meant a lot to her, and while she had made life friendships, she could not continue as a member.

Ms. Day recognized this had been a challenging time for everyone, there had been changes over the past several months including changes in policies and procedures, and she acknowledged others may share the same feelings. She asked RACC Commissioner Mizrahi to consider inviting other people to take her place. She thanked her for her honesty and her service.

RACC Chair Wiley complimented Commissioner Mizrahi on her many efforts for the City of Richmond and suggested she had served as a role model for all liaison activities. She emphasized that losing her would be a major loss given her perspectives, insights, experience, and connections in the community.

Ms. Day commented in terms of the schedule that decisions needed to be made by December for the Fiscal Year in order to give artists time to do the projects. When asked, she was uncertain why the City of Richmond had not started the process earlier but noted that ad hoc committees were necessary in order for people to step up.

RACC Chair Wiley suggested if it behooved them to start earlier that should be done, but if it could not be done for Fiscal Year 2021/22, an early start should be considered for Fiscal Year 2022/23.

Ms. Gowda also expressed her appreciation to RACC Commissioner Mizrahi for her service on the RACC. She clarified the RACC was unable to meet absent a Staff Liaison pursuant to Brown Act regulations. She added this would also be her last meeting since she was ending her fellowship at the end of July and was heading to the Massachusetts Institute of Technology (MIT).

RACC and PAAC members expressed their appreciation to Ms. Gowda for all of her work.

RACC Chair Wiley asked whether there was an Arts and Culture Budget, and was informed by Ms. Day that an Arts and Culture budget had been established by the City Manager's Office, the numbers were based on how much was received from in-lieu of funds. A summary had been provided which she highlighted at this time for a budget total currently at \$463,000. During her tenure, she had been trying to build the account. She noted there was around \$75,000 in outstanding fees that were difficult to track given they involved projects issued in 2018 that were complete but the developers had left town, and once the projects were over it had been difficult to get the funds. Presently, there were a couple of projects over the next 12 months where she would serve as a collector.

RACC Chair Wiley advised that Deputy Mayor Curl would be staff's ally for that effort since she was committed to collecting whatever monies were owed. She recognized the growth in the account was based on the efforts of the Deputy Mayor and current staff. She was pleased the collaboration was working out.

In terms of fundraising, RACC Chair Wiley referenced Measure X, a Countywide Sales Tax for Contra Costa County, which involved a community committee that had convened to determine whether and how the funds should be spent.

RACC Chair Wiley supported Measure X, and funds for artists in the City of Richmond, and she planned to write a letter of support for Measure X since there were ways for cities in Contra Costa County to apply for the funds. She would like to see funds that could be used for grantees and possibly the artists involved in the Taste of Richmond. She asked for a motion to allow her as the RACC Chair to write a letter of support to the Contra Costa County Arts Commission in support of Measure X given that there were ways to apply for funds to benefit the arts community in the City of Richmond.

Motion by PAAC Committee Chair Mehas, second by RACC Commissioner Mizrahhi to support RACC Chair Wiley's Letter of Support to the Contra Costa County Arts Commission in support of Measure X given there were ways to apply for funds to benefit the arts community in the City of Richmond, carried by a Roll Call vote

RACC Commissioner Mizrahhi emphasized that if there was anything about her legacy, she wanted to ensure that the RACC was a community partner with all cultural events in the City of Richmond, specifically if the City sponsored the event.

4. RAAC New Committee Selection and Task/Time Description

There was no report.

5. Update on Commission Projects

RACC Chair Wiley commented that the liaison role had fallen apart and she wanted to go back to the way things had previously been done, where each month each Commissioner presented a written report on the status of their projects, to be sent to the Arts and Culture Manager at a designated time to be included in the agenda packet. She also asked Ms. Day to provide her reports to the RACC in a written form in the future, to be provided as a document and to include a brief summary of each item that would help as the RACC discussed each item.

RACC Commissioner Beaulieu commented that the NPA mini grants had rolled out differently this year, the RACC failed to connect with the grantees in some way, and she wanted to see the protocols require connection between the grantees and the liaison at the beginning of the process.

Ms. Day explained that she had been informed that they had to wait for the artist to be under contract before they could engage and that was part of the challenge, and RACC Chair Wiley pointed out that the RACC had never been informed of that process.

Ms. Day suggested the NPA Ad Hoc Committee process may help. She emphasized that if the new committee members felt things had not been included and should be added they should be identified for discussion at the NPA Ad Hoc Committee meeting scheduled for July 27.

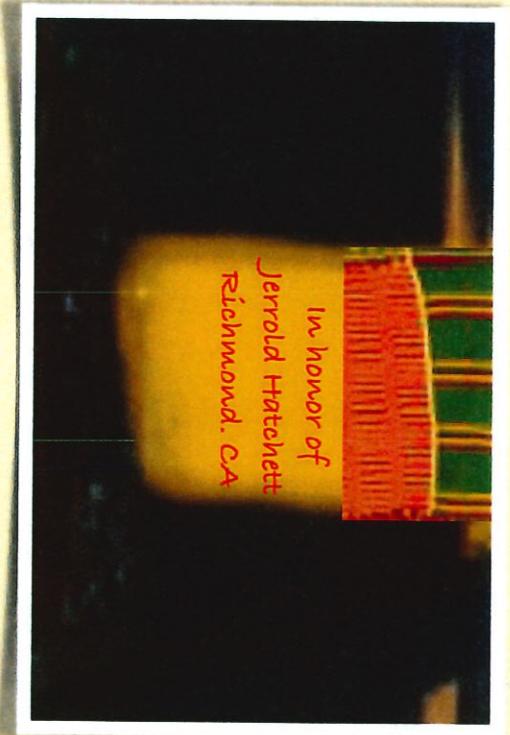
IX. Next Steps

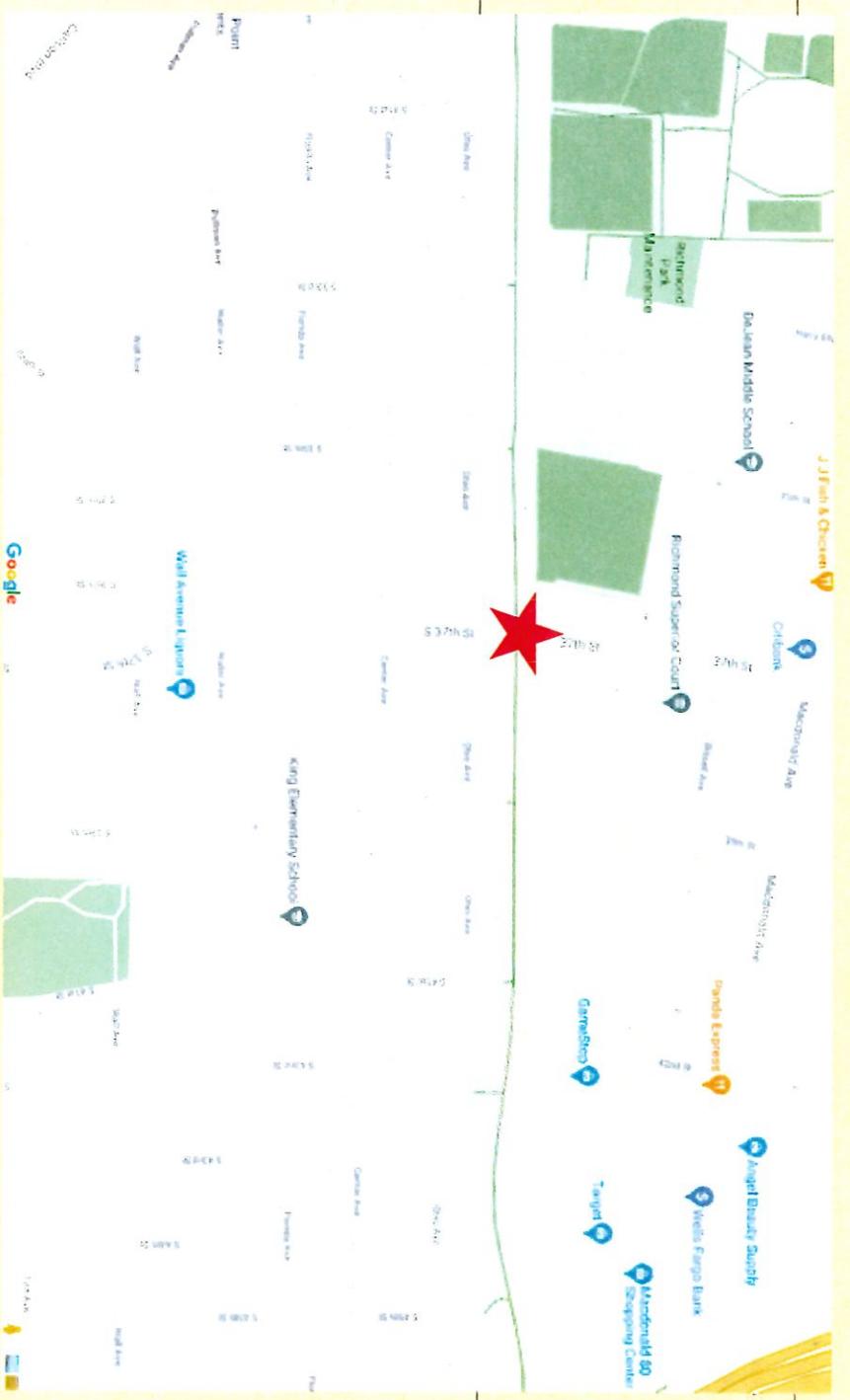
1. Master Planning Expectations, Goals.

There was no report.

X. Adjournment

The meeting adjourned at 9:03 p.m. to the next meeting of the RAAC on Thursday, September 23, 2021 and the next PAAC meeting on Thursday September 23, 2021.





The Juneteenth Underpass Project will help to beautify the Pullman Neighborhood by creating a colorful mural under the current 37th street bridge/underpass which currently consists of bare concrete. The 37th 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.

MURAL PREP & UPKEEP

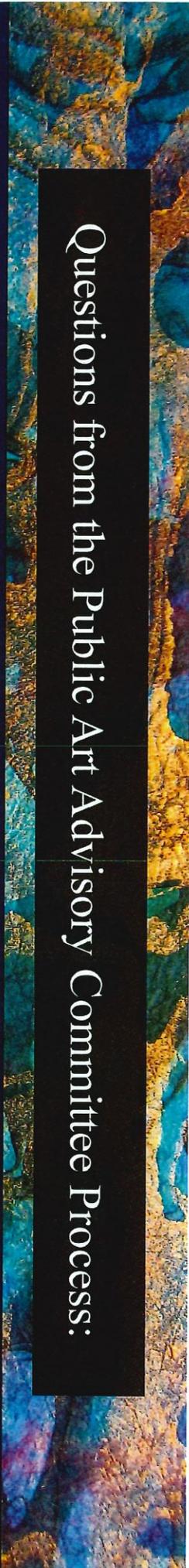
- The site surface will be Powerwashed and primed for preparation.
 - Mural will be coated with UV and weather resistant MuralShield for durability and facilitate cleaning. (www.muralshield.com).
 - The PNC Beautification Committee will monitor monthly assessing for damage, graffiti, or defacement and report to code enforcement.
 - The mural color will hold fast for at least 5yrs, but likely 7 - 10yrs.
-

The Hub 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.





Questions from the Public Art Advisory Committee Process:

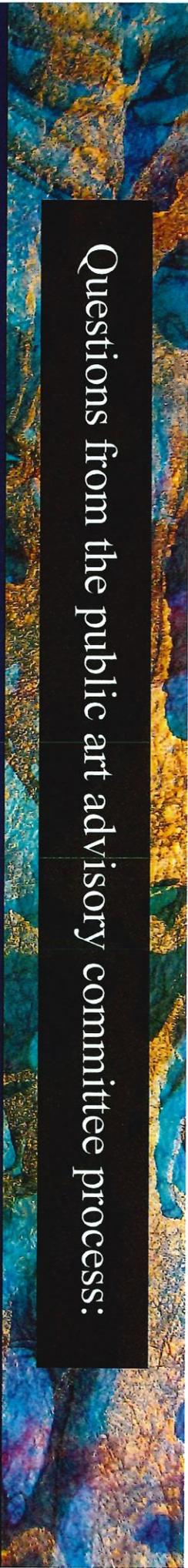
1. How long should the color hold fast before fading? 5 or 10 years?

We will use Nova Paints from Precita Eyes (<https://www.precitaeyes.org/>) in San Francisco. As you know the lightfastness of mural paints can vary depending on how they are applied and the choice of colors used. We plan to use high quality paints and best practices. I think a conservative estimate for the durability of this mural (from purely natural environmental forces) is likely to be 15 plus years if not longer.

2. Who will be responsible for the maintenance?

Rich City Rides will be responsible for the maintenance. We say this because we don't believe the City has the expertise or funds to resolve potential maintenance issues. I've added the pertinent parts of our artist contract to give you an understanding on how this will be done:

"The Contractor shall notify the artist promptly in the event of the need for any maintenance or restoration services so that the artist may have a reasonable opportunity to perform such work themselves or to supervise or consult in its performance. In absence of any need for restoration or maintenance, the work shall remain free of alteration by the contractor and the City of Richmond, who shall take reasonable precautions to protect it against damage or destruction by external forces. (In the event of possible alteration or destruction of the work due to proposed renovation or demolition of a structure to which the artwork is affixed, the artist shall be entitled to notification, by the contractor, affording the artist a reasonable opportunity to reclaim the artwork by removing it whole or in part, at their own expense)."



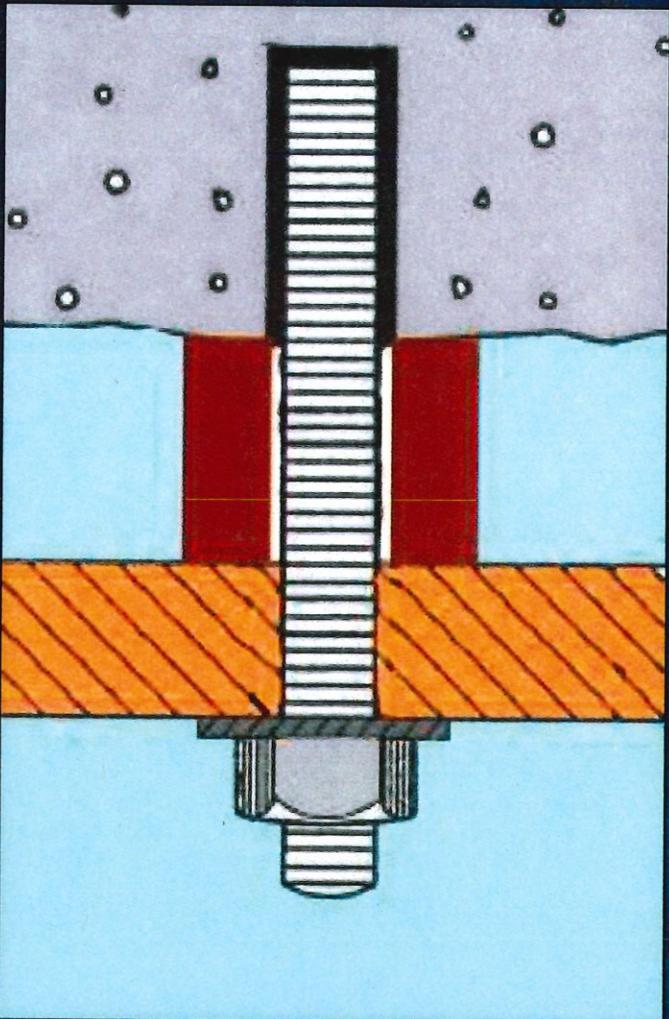
Questions from the public art advisory committee process:

3. What specific type of materials will be used: sealer, anti-graffiti layer?
- Nova paints and the Precita Eyes Sheer-Coat Graffiti Protects System.
4. How will the surface be prepped for painting?

Both sides of the MDO board will be primed with an oil based acrylic primer. A white exterior latex paint will also be applied to the backside over the primer. The painting layer will be sealed in the already mentioned UV in graffiti protection Sheer-coat system.



The Hub Mural Support System



- 4x10 MDO board 1/2"
- Epoxy, Wooden Spacers, Steel Bolts, Washers and Nuts.
- Metal flashing for the corners.
- 5 gal. of 123 Primer on both sides
- Nova Acrylic Paint and brushes.
- Exterior Water Base Polyurethane Sealer.
- We will get professionals to install the bolts.

Total MSS Budget \$1,700.00

The Mural should last 20 to 25 years



DRAFT

**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 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.

C. 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.

D. Responsibilities of Bridge Storage and Art Space

- 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.

E. 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.

F. 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.

G. 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.

H. 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.

I. Responsibilities of PAAC

- Implement the contracts for the purchase awards if the works are selected for the City of Richmond Public Art Collection.
- Implement artist contract for purchase awards, if any artworks are selected for the City of Richmond Public Art Collection.
- Determine the best location for purchased work, with Neighborhood Council input.

- Oversee security mount installation and signage for purchased art.
- Help publicize the Rotary Call for Artist for this project
- Provide other requested input as requested for the success of this project.
- Review the DRAFT Memo of Understanding MOU from the Rotary Club.
- Final MOU will be submitted to the City Attorney's Office for final approval with a (RLO) Request for Legal Opinion.

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

City of Richmond Procurement Process

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:

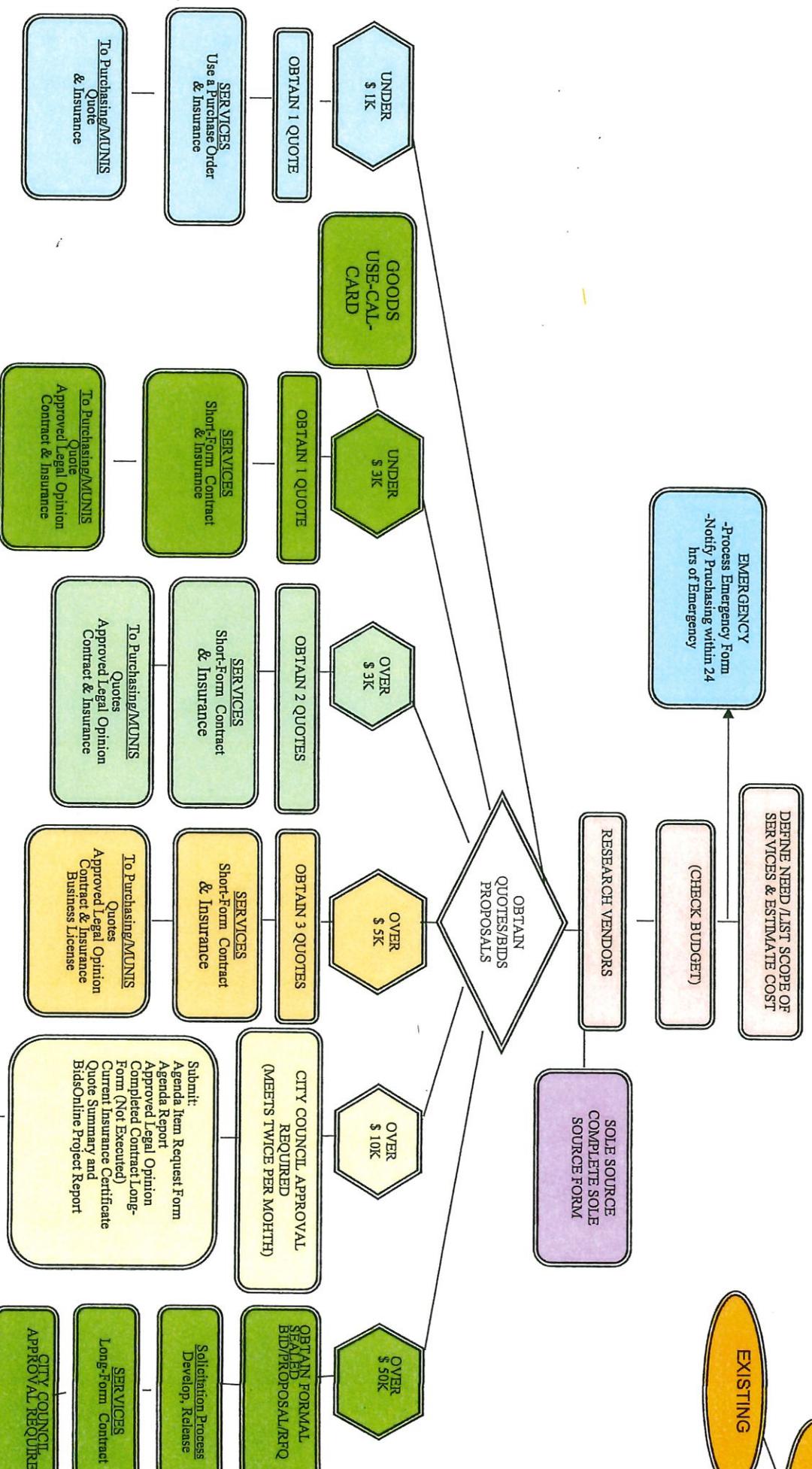
- Obtain approved minutes (email from City Clerk's Office is sufficient) or certified resolution from City Clerk's Office. (if greater than \$10,000)
- Contractor must sign the contract.
- Obtain from contractor Certificate of Insurance and Additional Insured Endorsements (General Liability; Business 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

8/30/2021

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 **LINK** requisition