



**Richmond Arts and Culture Commission (RACC)**

**REGULAR MEETING Thursday, October 28, 2021**

**7:00 – 9:00 p.m. via ZOOM**

**RACC Chair**

Florene Wiley

**RACC Co-Chair**

Michael Cohen

**Council Liaison**

Melvin Willis

**Staff**

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 Zoom Webinar.

Please click the link below to join the webinar:

1. <https://zoom.us/j/99294787890?pwd=WnBIRnQ2cDloUEJqeFoweFVPSnpyQT09>

2. Webinar ID: 992 9478 7890

3. Passcode: 309622

**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](mailto: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, October 28, 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](mailto: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.

You are invited to a Zoom webinar.

When: Jul 22, 2021 07:00 PM Pacific Time (US and Canada)

Oct 28, 2021 07:00 PM

Topic: RACC Monthly Meetings

Please click the link below to join the webinar:

1. <https://zoom.us/j/99294787890?pwd=WnBIRnQ2cDloUEJqeFcweFVPSnpyQT09>
2. Webinar ID: 992 9478 7890
3. Passcode: 309622

Or One tap mobile :

US: +16699006833,,99294787890#,,,,\*309622# or +12532158782,,99294787890#,,,,\*309622#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 992 9478 7890

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International numbers available: <https://zoom.us/u/abUAtoGbRH>



**REGULAR RACC MEETING Thursday, October 28, 2021  
7:00 – 9:00 p.m. via ZOOM**

<b><u>RACC Chair</u></b>	<b><u>RACC Co-Chair</u></b>	<b><u>Council Liaison</u></b>	<b><u>Staff</u></b>
Florene 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

- I. WELCOME/CALL TO ORDER/ ROLL CALL (Chair Wiley) 7:00 p.m.**
- II. ACTION ITEM: APPROVE October 28, 2021 Meeting Agenda 7:03 p.m.**
- III. ACTION ITEM: APPROVE September 23, 2021 Meeting Minutes 7:04 p.m.**
- IV. PUBLIC COMMENTS 7:05 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. INFORMATION ITEMS 7:06 p.m.**
  - a. NPA Mini Grant Summary: 13 grantees not to exceed \$65,000
  - b. COVID Relief Mini Grant Summary: 6 grantees not to exceed \$50,000
  - c. WCCCFJC Art Rain Drain: 3 Semi-finalists, not to exceed \$10,000
- VI. DISCUSSION – 2 year Budget planning items 7:20 p.m.**
- VII. Committee Reports 7:45 p.m.**
  - a. Public Art Advisory Committee
  - b. Poet Laureate
  - c. Public Art Financial Summary
- VII. Adjourn until November 18, 2021 9:00 p.m.**

**Attachment:**

**October 28, 2021 RACC Agenda  
September 23, 2021 RACC Minutes**

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](#).

**RICHMOND ARTS AND CULTURE COMMISSION (RACC)**  
**Regular Meeting Minutes**  
**Thursday September 23, 2021**  
**6:00 p.m. - 7:00 p.m. Zoom Invitation**

Present: Commission Chair Florene Wiley; Commission Co-Chair Michael Cohen; Commissioners Lynson Beaulieu, Deb Dyer, Siobhan Hayes, Tom Herriman, Melissa Kirk, Tom Lyons and Phillip Mehas

Absent: Commissioner Emily Leighton and Council Liaison Melvin Willis

Staff Present: Arts & Culture Manager Winifred Day

**I. Welcome/Call to Order/Roll Call**

The RACC meeting was called to order at 6:00 p.m.

**II. Approve September 23, 2021 Agenda**

Motion by Commissioner Dyer, seconded by Commissioner Beaulieu to approve the September 23, 2021 meeting agenda, as shown, carried by a Roll Call vote.

**III. Approve July 22, 2021 Meeting Minutes**

Chair Wiley commented that as a former Board Secretary she was thrilled to have legitimate meeting minutes for the RACC as a public document to represent the RACC.

Motion by Commissioner Beaulieu, seconded by RACC Co-Chair Cohen to approve the July 22, 2021 meeting minutes, as shown, carried unanimously by a Roll Call vote.

**IV. Public Comments**

There were no public comments.

**V. Discussion / Action /Items**

1. Love Your Block Mural Proposals  
Mural Concept Designs for Pullman Underpass and Unity Park

Commissioner Dyer reported the Public Art Advisory Committee (PAAC) had recommended the RACC accept both Love Your Block mural concept designs.

Chair Wiley advised the materials for the mural concept designs for Pullman Underpass and Unity Park had been included in the RACC agenda packet.

Stephanie Ny, Community Services Division, supported the grantees and their proposals and expressed her appreciation to Arts & Culture Manager Day, the PAAC, and the RACC for its consideration of the mural designs.

Motion by Commissioner Dyer, seconded by Commissioner Hayes to accept both of the Love Your Block Mural Concept Designs for Pullman Underpass and Unity Park, as approved by the PAAC at its September 13, 2021 meeting, carried unanimously by a Roll Call vote.

2. West Contra Costa County Family Justice Center (WCCCFJC)

a. Panel Composition and Recommendation of Resident Panelist

Commissioner Dyer reported the PAAC had approved a recommendation from Arts & Culture Manager Day for Richmond resident Natalia Lawrence, with further discussion to add another artist from the Richmond area. Six names had been provided to Ms. Day and the WCCCFJC was to complete the panel of three by selecting either a staff person, citizen or client. Only three voting members had been recommended for the panel that involved a \$10,000 award, with potentially a member of Planning staff or of the PAAC, to be added as a non-voting member.

Arts & Culture Manager Day noted that Commissioner Herriman had volunteered to serve as the non-voting member since he had a history with the project. She was conducting research prior to contacting the six names that had been provided to confirm their residency given the focus on Richmond residents first. A panel application would be prepared due to the number of people who wanted to be in the position. She reported that Natalia Lawrence had accepted the resident Richmond position, was familiar with Richmond, and would be a great candidate.

Commissioner Dyer suggested it would be nice to have a group of people who could be called upon when needed.

Commissioner Herriman consented to serve as the non-voting member on the panel.

Motion by Commissioner Dyer, seconded by Co-Chair Cohen to accept the PAAC recommendation to form a panel of three for the West Contra Costa County Family Justice Center (WCCCFJC) to select the work, to be comprised of Richmond resident Natalia Lawrence, an artist who resided in Richmond, someone designated by the WCCCFJC, and with Commissioner Herriman to serve as a non-voting member of the panel, and potentially to include a representative from Planning staff, carried by a Roll Call vote. (Commissioner Kirk, who was having technical difficulties, abstained by not responding.)

3. Art Inventory Update

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. 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](#).

Ms. Day reported that staff had been working on the art inventory and there were quite a few Departments involved including members of the RACC and the PAAC. She described the

StoryMaps software which provided a virtual tour with different categories that needed to be classified to organize the information.

Commissioner Dyer clarified the action being asked of the RACC to vote on the categories with a limit on the number of items that could be placed on StoryMaps. She recommended breaking the number of items down to media types such as murals, sculptures, and other types of art, with the Civic Center to have its own category.

The RACC discussed whether or not to take action on the item with a recommendation to allow staff to have the authority to proceed rather than taking action on the specific categories; and Ms. Day suggested such direction would be acceptable, allowed a starting point, and more information would be provided to the RACC at a future meeting.

Chair Wiley stated for the record that no vote was necessary. Staff was given approval to proceed on a common sense basis to separate the categories as described by Commissioner Dyer.

## **VI. Discussion Items**

1. Establish Meeting NORMS, Conflict of Interest, Recusal Policies, Exit Zoom and Return

Ms. Day explained that the item was intended to provide a reminder when a Commissioner must recuse himself/herself from the discussion of an item during a Zoom meeting where he/she must step off the platform for that period of time and then return. Specific NORMS could be discussed at a future meeting.

Commissioner Mehas understood the NORMS had been spelled out in the Commission's manual and that the entire City was ruled by Conflict of Interest regulations.

Chair Wiley confirmed the information in the Commission's manual but noted that mistakes had been made in the past. As an example, two years ago, the RACC had approved a grant which had a clear conflict of interest but which had proceeded anyway. She suggested the item required no further discussion.

2. Project Budget Development for 2022 Fiscal Year – October Make a Wish List

Chair Wiley reported she had placed the item on the meeting agenda. For the October 28, 2021 meeting, she asked Commissioners to come prepared with any item desired in the budget as an expense item, such as the Make a Wish List that must be prepared as part of the City's budget.

On the question of where to start, Chair Wiley suggested the Committee Reports could provide some clarification.

3. Committee Reports

Chair Wiley reported the Strategic Planning Committee had held a Strategic Planning Retreat with a discussion to institute, and in some cases re-institute, committees that were part of the RACC, recognizing the PAAC was its own entity as a committee given its structure and source of revenue. The other committees were identified as the Ookwe Park Committee, with Commissioners Kirk, Dyer, Leighton, Beaulieu and Mehas; the Neighborhood Public Art Mini-Grant Ad Hoc Committee included Commissioner Kirk, Co-Chair Cohen and Chair Wiley; the Poet Laureate Committee

included Co-Chair Cohen and Chair Wiley; and while the Fundraising and Development Committee had no other volunteers, Chair Wiley had volunteered to sit and serve. If there was anything that those committees needed in terms of funds, they would be budget line items.

Chair Wiley asked those Commissioners not named to select a committee, meet between now and October 28, and prepare a written report on what they planned to do moving forward. The report did not have to include the budget items since that would be discussed separately at the October 28 meeting, but she wanted to know what the committee planned to do during the months of November and December 2021.

Commissioner Mehas recommended that the Chair check with legal about the Fundraising and Development Committee.

Chair Wiley advised that while she had not spoken with the Legal Department, she had spoken with Deputy City Manager, Economic Development Shasa Curl, who had provided some guidance. As long as working within the established parameters there was no reason for legal to become involved. She had also received information about an arts fund grant program with funds from property taxes that the Contra Costa County Measure X Advisory Committee had recently approved, which might be an opportunity for the City of Richmond to pursue. In addition, the National Endowment for the Arts (NEA) had an American Rescue Plan Act (ARPA) Grant that could be considered along with the hope that the City of Richmond's currently allocated \$65,000 for the Neighborhood Public Art (NPA) Mini Grant program could be increased.

Commissioner Herriman expressed the willingness to serve on the Ookwe Park Committee.

Commissioner Dyer asked to switch from the Ookwe Park Committee to the Fundraising and Development Committee.

Commissioner Hayes reported she could not serve on another committee beyond the PAAC since she would be stepping down from the RACC and would be relocating to another city.

## **VII. Information / Report Items**

### **1. NPA Mini Grant**

Chair Wiley reminded everyone not to wait until the last minute to input scores even though they were electronic.

Commissioner Beaulieu found it was premature to do the scores when the RACC had not yet discussed the proposals.

Ms. Dyer clarified that the scores could be changed and nothing was final until the October 7, 2021 RACC meeting.

Chair Wiley emphasized that the votes were needed now. She urged Commissioners to input their scores to identify where they were with the NPA Mini Grants.

Ms. Day concurred with the Chair's recommendation and asked that the scores not be left blank.

### **2. Poet Laureate Update**

Co-Chair Cohen reported on a productive meeting with the Chair, Ms. Day and David Flores who was working diligently to schedule events at CoBiz Richmond with Poet Laureates from San Francisco, Vallejo, Oakland, and El Cerrito. He explained that Mr. Flores had created a sample program outline and flyers and wanted to host smaller poetry events on Zoom during the month of October.

Chair Wiley was excited for the City of Richmond to host the event and commented that no city had hosted the Bay Area Regional Poet Laureates and Richmond had pioneered this kind of programming.

### 3. Art for Peace Rotary Project Update

Commissioner Herriman did not have an update since not much had happened, although a Memorandum of Understanding (MOU) was being prepared to be reviewed by the project participants with a meeting scheduled for Friday, October 1, 2021. After that meeting he would have something more concrete to report.

Chair Wiley stated all Commissioners had been provided a copy of the MOU and were invited to provide any comments to Ms. Day so that they could be forwarded as appropriate.

### 4. Art Project Update Report

Ms. Day explained that an Inventory Committee would be required given the number of participants attending inventory meetings, and as-built construction drawings for the Senior Center Mural had been received, as requested, in order to provide a cost estimate.

### 5. Public Art Financial Report

Chair Wiley reported she had requested information on the City of Richmond's procedures to have requests from the PAAC approved, with information to be provided in the RACC packet on the City's procurement processes. She asked Commissioners to keep the information on file as to the steps and timelines that could be adjusted.

Chair Wiley referenced how the RACC in the past had worked under the Library Services Department, with a number of challenges involved and with little access to information or cooperation as compared to what the RACC currently enjoyed under the City Manager's Office. She found that more was being accomplished more smoothly under the current configuration and she thanked everyone for their patience during that transition.

Commissioner Dyer clarified the Public Art Financial Report involved funds that were primarily being collected through the one percent for art, and some of the projects were managed by the RACC and some by others. Some of the funds involved in-lieu funds but they still had to make plans to spend the funds. As a member of the PAAC, she commented that it had to look almost a full year if not up to 18 months out on where it might want to be pulling out the money for public art in the City of Richmond for planned projects.

Chair Wiley cautioned that the City of Richmond had been impacted like every other community in the country in the last 18 months due to COVID-19. She did not want the RACC funds to be poached for lack of planning.

Commissioner Mehas suggested if projecting the needs for the next 12 to 18 months, the RACC also needed cooperation from the Planning Department to identify what projects were approximately 12 to 18 months out.

Chair Wiley suggested it was up to the PAAC to establish a relationship with the Planning Department and if staff was not providing something requested by the PAAC she asked to be informed.

Ms. Day acknowledged the number of changes that had occurred over the last year with the City's policies and procedures, the fact the Finance Division had to implement policies and procedures with the RACC that were actually in writing which they currently did not have. Staff would work with legal and the Finance Division over the course of the next couple of months to prepare a chart similar to the procurement policies the Finance Division normally followed that could be created into a policy that was art specific.

Co-Chair Cohen asked whether or not there would be any time constraints for this fiscal year given that it may take up to 18 months for a project to occur. Familiar with how funds were utilized by the school district, if not used by the end of the fiscal year, funds could be restored to the General Fund. He asked if that was something the RACC should be concerned about.

Commissioner Dyer clarified the funds being discussed were not part of the General Fund and that the use of the funds were specified for certain expenditures. She suggested it would be very difficult to poach the funds unless there were maintenance issues.

Ms. Day clarified that General Fund items were items like the NPA Mini Grants, which was why there was a push to ensure that all invoices were in before the deadline, since there had been issues in the past with invoices coming in after the deadline when the funds had been shifted.

Chair Wiley understood that would not affect the one percent and noted the RACC meeting of October 7 would include not only the selection of the NPA Mini Grant awards but backups to ensure the use of the funds. She clarified her previous comments that she had included the one percent in the monies that could be poached but stated that was not the case.

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

The meeting adjourned at 6:46 p.m. to a Special Meeting of the RACC immediately after the Regular Meeting to conduct NPA Mini Grant Interviews from 7:00 to 9:00 p.m. via Zoom.