



**RACC MEETING Thursday, March 24, 2022  
7:00 – 9:00 p.m. via ZOOM**

<u>RACC Chair</u>	<u>RACC Vice-Chair</u>	<u>Council Liaison</u>	<u>Staff</u>
Florene Wiley	Melissa Kirk	Melvin Willis	Winifred Day

**RACC Members:**

Lynson Beaulieu	Deb Dyer	Tom Herriman
Emily Leighton	Phillip Mehas	

Please click the link below to join the webinar:

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|------|--|-----------|
| I.   | WELCOME/CALL TO ORDER/ ROLL CALL (Chair Wiley) | 7:00 p.m. |
| II.  | ACTION ITEMS:                                  | 7:03 p.m. |
|      | a. APPROVE March 24, 2022 Meeting Agenda       |           |
|      | b. APPROVE February 24, 2022 Meeting Minutes   |           |
| III. | PUBLIC COMMENTS                                | 7:06 p.m. |

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

**IV. ACTION ITEMS 7:08 p.m.**

- a. Select PAAC Chair Person
- b. Seeking Ad Hoc Volunteers to serve on:
  - 1. NPA Mini Grant Application Committee 2022-23
  - 2. Technical Assistance Workshop Committee September 2022

**V. INFORMATION ITEMS 7:18 p.m.**

- a. Outreach to Councilmember Willis for new RACC Members (Mehas)
- b. Adult City of Richmond Poet Laureate vs RYSE Mini Grant Youth Poet Laureate (July RACC Retreat Minutes Strategic Plan)

**VI. COMMITTEE REPORTS 7:45 p.m.**

- a. NPA Mini Grant Liaison Report Updates (RACC Commissioners)

**VII. February STAFF REPORT (Day) 8:15 p.m.**

**VIII. ANNOUNCEMENT: UPCOMING EVENTS 8:30 p.m.**

- a. Grantee Events
- b. Community Partner Events
- c. City of San Jose Call for Artist Registry
- d. City of El Cerrito – Utility Boxes Call for Artists
- e. National Poetry Month April City Council Poetry Reading 4-28-22

**IX. Adjourn until April 28, 2022 9:00 p.m.**

**Attachments:**

March 24, 2022 RACC Agenda  
February 24, 2022 RACC Minutes  
July 2021 Strategic Planning Retreat Minutes

**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.cdhealth.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, March 24, 2022, 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 the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.

**RICHMOND ARTS AND CULTURE COMMISSION (RACC)**  
**Regular Meeting Minutes**  
**Thursday, February 24, 2022**  
**7:00 p.m. - 9:00 p.m. Zoom Invitation**

Present: Commission Chair Florene Wiley; Vice Chair Melissa Kirk\*; and Commissioners Lynson Beaulieu, Deb Dyer, Tom Herriman, and Phillip Mehas  
\*Arrived after Roll Call

Absent: Commissioner Emily Leighton (Excused), Council Liaison Melvin Willis

Staff Present: Arts & Culture Manager Winifred Day

Chair Wiley reported that Tom Lyons had resigned from the Commission.

**I. WELCOME / CALL TO ORDER / ROLL CALL**

The RACC meeting was called to order at 7:00 p.m.

**II. ACTION ITEMS:**

**a. APPROVE February 24, 2022 Meeting Agenda**

Commissioner Mehas requested an addition to the agenda to discuss the fact that given the lack of appointments to the Commission there was a need, at least temporarily, to avoid taking on any new projects. The new item would be considered under the Discussion portion of the agenda.

Chair Wiley corrected the agenda format to show only Action Items under Item IV given that Information Items were shown under Item V.

Motion by Commissioner Dyer, seconded by Commissioner Beaulieu to approve the February 24, 2022 meeting agenda, as modified, carried unanimously by a Roll Call vote.

**b. APPROVE January 27, 2022 Meeting Minutes**

Chair Wiley requested the following corrections to the January 27, 2022 minutes:

- To the last sentence before Item VIII on Page 4: *Commissioner Herriman left the meeting for a previous engagement as he had previously stated.*
- To the fourth paragraph on Page 5, to correct the spelling of *DeJeana* Burkes throughout that paragraph, and to correct the spelling of John *Gioia* and to include the correct name of the East Bay Center for the Performing Arts in that paragraph.
- To the fifth paragraph on Page 5, to correct the spelling of Vicky *Siegal*.

Motion by Commissioner Herriman, seconded by Commissioner Mehas to approve the minutes of the January 27, 2022 meeting, as corrected, carried unanimously by a Roll Call vote.

**III. PUBLIC COMMENTS**

Ms. Day read public comments from Cordell Hinder which had been received on February 24, 2022, as follows: *Hello Winifred, I have one comment. The Mayor did mention the Public Art Advisory Committee at the Council meeting last month. Sincerely, Cordell.*

#### **IV. ACTION ITEMS**

a. NPA (Neighborhood Public Art) and COVID Relief Mini Grant Liaison Assignments

When asked the reason for the item, Ms. Day clarified that there had been no quorum in December to officially accept all the assignments for the NPA and COVID Relief Mini Grants. As such, the item was on the agenda for a vote to officially approve the assignments.

The RACC questioned the need for a vote on an item that had already been implemented.

Motion by Commissioner Mehas, seconded by Commissioner Dyer to call the orders of the day and move on to the next agenda item, carried unanimously by a Roll Call vote.

b. Love Your Block Panhandle Mural Project PAAC Recommendation

Commissioner Dyer reported that the Public Art Advisory Committee (PAAC) had approved the item when a lengthy presentation had been made and an extensive description of the project had been distributed.

Motion by Commissioner Mehas, seconded by Commissioner Dyer to accept the PAAC's recommendation regarding the Love Your Block Panhandle Mural Project, carried unanimously by a voice vote.

#### **V. INFORMATION ITEM**

a. Outreach to Councilmember Willis

As a follow-up to the discussion of the last meeting regarding membership and outreach to Councilmember Willis, Commissioner Mehas described his conversations with Councilmember McLaughlin who had reminded him that the Mayor had a history of withholding appointments to commissions in the past. In what was a Commission-only effort that did not involve staff, he described his concerns that without appointments to fill RACC vacancies, the Commission did not have enough members to do what needed to be done and he had recommended that no new projects be pursued until more members had been appointed.

The RACC expressed concern that Councilmember Willis, the Council Liaison to the RACC, had never attended RACC meetings and that Commissioner Mehas' letter to Councilmember Willis to identify the RACC's concerns had gone unheeded. It was clarified that the RACC at its last meeting had determined to approach Councilmember Willis to request a minor change to the ordinance to state that if the Mayor failed to appoint qualified applicants that task would be transferred to the City Manager or the City Council. It had also been suggested that with five to seven candidates interested in the RACC, those interested could be contacted to assess their willingness to voluntarily work with RACC members on projects without being official voting members of the RACC.

As to next steps, Chair Wiley and Commissioners Mehas and Dyer were to identify a potential date to meet with Council staff to facilitate a meeting with Councilmember Willis.

## VI. COMMITTEE REPORTS

### a. Mini Grant Liaison Report Updates

Commissioner Beaulieu noted that Stephen Bruce would start work with the Making Waves Academy on March 7, and she had been invited to that meeting. The in-class portion of the project would end at the end of March or early April. Mr. Bruce was doing his prep work for each of the classes, had gotten his first payment from the City, had completed a first portion at Manzanita Middle School, and had worked with 81 kids and was now following up with the teachers for the outcome. She explained that he had not yet raised additional funds but was doing okay and would use the RACC resources for supplies and then raise money for the payment of his own time and services. He expected to do a fundraiser on Facebook and his little brother was helping him out. She clarified that the need to fundraise was due to the fact that he would be serving more students than originally proposed. She added that she had been unable to reach Doug Harris to learn the status of his documentary film project and was unaware whether or not he and Janet Johnson had been able to connect to discuss their similar projects.

Commissioner Dyer did not have much to report other than Deonta Allen wanted to know when he would get his money for the Little Libraries project. She explained that he had submitted his invoice, and suggested in the future it would be good to advise grantees that it would take six weeks from submitting an invoice to get a payment or that there be more front time to allow a full six months for the grantees to complete their projects.

On the discussion of the payment process for the grants and the difficulties that some grantees had experienced getting paid to be able to proceed with their projects, the Chair referred to the efforts undertaken to make the process easier but noted that the grantees had to do their part to submit their invoices in a timely manner.

Arts & Culture Manager Winifred Day explained that she had informed grantees to get their invoices in by the 15<sup>th</sup> of the month at which point payment would normally take ten days as opposed to the usual 30-day turnaround. She added that as soon as the contracts were fully executed invoices could be submitted and everyone had received that information and several people had been paid to date. She noted that direct deposits were paid faster.

Commissioner Herriman reported that both of his grantees had expressed problems assembling the groups of young people they were working with because of COVID. He stated that Mark Anthony James through his music program had held one drum workshop and was planning more musical instrument activities with the young people, and would invite him to the next event. Robin Lopez through his mini-documentary project was working with young people and was making videos around the City of Richmond, although he had also experienced restrictions given COVID and had nothing to report. Neither of his grantees had reported problems with payments.

Commissioner Kirk reported that she had spoken with Tony Edwards about his trails article and Mr. Edwards had been attempting unsuccessfully to speak with someone at the East Bay Regional Parks District (EBRPD) to be able to make arrangements to work in the parks. While he had ultimately been able to schedule a meeting with an EBRPD representative, that person did not show up for the meeting. With respect to her second grantee, Fred Franklin with the veggie exhibition/festival project, she explained that he did not seem to need or want any help from her. She understood that both grantees had gotten their money but she would double check.

As to what would occur if the grantees did not finish their projects because of unforeseen circumstances and yet got paid, the RACC recommended a written policy to address that potential.

Chair Wiley stated she would take that policy question on and would share what she found out. Commissioner Kirk expressed a willingness to help in that regard.

Commissioner Dyer noted that some of that was in the contract and if a project could not be completed the recipient was to send the money back.

Commissioner Kirk recommended that liaisons should have documentation about how to serve as a liaison in a step-by-step process with timelines and benchmarks.

Chair Wiley reported she had met with all three of her grantees, none of whom had received their money. None of her grantees had the RACC's logo or the credit line information even though that was a requirement where the RACC must be credited on any promotional material or press release.

Ms. Day stated she had provided examples of logos and language to use and she would resend the logo and the example of the credit language again to the grantees.

Chair Wiley emphasized that information should be included and she requested that everyone involved receive the logo and the example of the credit language. Going forward the credit line should be part of the contract since the grantees were obligated to give the Commission credit.

Chair Wiley reported that Hanna Hamilton and her annex book project had gotten off to a slow start with their insurance and contract given the Omicron hit, but the survey was out, five youths had signed up, and each would do five interviews and choose who to interview for the Panhandle project, and they had until March 5 to get that done. A treasure hunt had been scheduled for April 9 as a precursor to the art classes for children and their families. She explained that Ms. Hamilton was the Vice President of the neighborhood council, which had been mandated to conduct outreach in the community to get children signed up for the free art and bookmaking classes. Ms. Hamilton had been holding off on the flyer pending receipt of the logo and credit line information.

Vicky Siegal of Masquers was also moving along and making progress, had hired a production manager, was using rehearsal space at the local church and Temple Beth Hillel, and needed two more people for the Knights of the Round Table. There was a stage manager and she was using a postcard for their email and social media marketing, which would launch mid-April because June 18 and June 19 were the performance dates.

Chair Wiley wanted to make sure there was a proper outreach to have a good turnout from the Richmond community at those performances and she asked Commissioners to put June 18 in the afternoon and June 19 in the evening on their calendars to attend and show support for the workshop presentation.

Chair Wiley reported that DeJeana Burkes had 70 people come out for an event on the 13<sup>th</sup> to promote the upcoming walk and had gotten four people to volunteer their services to work with her on the festival/video project. A graphic artist was creating a promo piece suitable for posting on Facebook, the project would get its own Facebook page, and there would be a March launch of a GoFundMe fundraiser and volunteer recruitment. Ms. Burkes was working with the East Bay Center for the Performing Arts for the music, and an idea had evolved to create a Richmond blues band.

Chair Wiley also reported that Ms. Burkes had hoped to work with Doug Harris but might have to work with someone else to edit the video, probably Stephanie Slade, also a graphic artist and an Emmy winner. She commented that while an invoice had been submitted, it had yet to be paid. She cautioned that grantees should not spend their own money in the expectation of being repaid because that usually created other difficulties.

b. Social Media Committee/Facebook

Commissioner Kirk had written up a potential scope of work and expectation of someone who could handle social media but recommended that a better process be considered.

c. NPA and COVID Relief Mini Grant Applications 2022-23

Ms. Day wanted to advance the process to be able to start sooner and allow grantees more than six months' time to complete their projects. She was working on the draft so that within another month she would have something available for review. She asked Commissioners to read the drafts and provide input prior to moving forward. By the end of March, the application should be ready to go out for at least two months so that by June the RACC could begin the process of selection, with a discussion of the process to include how interviews would be conducted so that the awards could be made by July.

Chair Wiley asked Ms. Day to craft a proposed timeline for RACC consideration to make sure the benchmarks could be achieved.

Commissioner Dyer was unsure that the PAAC had decided to do the COVID Relief Mini Grant and was looking at commissioning some permanent installations, which she requested be on the agenda for the next PAAC meeting. As a volunteer on the Love Your Block grant panel, she described the process where each person on the panel had two weeks to go through all the applications and score them and there were no interviews.

Chair Wiley noted that usually there would be a mini grant committee to work on the applications, the process and the timeline, although there were too few RACC members available to do that. She asked Ms. Day to start with the timeline, did not want to wait until the March RACC meeting to allow the Commission to begin to make decisions at that meeting given the desire that the process begin as soon as possible. She commented there were a number of ways to evaluate grant applications and applicants.

Commissioner Mehas referred to the problems of grantees getting their money and he clarified that at the required orientation a handout could be distributed with all the relevant information that had been discussed by the RACC as an issue. He expressed a preference for personal interviews, although Commissioner Dyer noted that not all members of the Commission had attended the previous presentations/interviews which had impacted the scoring process.

Chair Wiley stated that once the Commission was fully constituted there would have to be a subcommittee to address the mini grant applications.

## **VII. STAFF REPORT / Cultural Arts Manager Day**

a. PACC Master Plan Candidate Solicitation

Ms. Day stated she was still working on the Public Art Master Plan Request for Proposal (RFP) using a comprehensive model from the City of Alameda.

Within the next week Ms. Day would have another draft for review and by the next PAAC meeting there would be something to review and discuss with action expected at that meeting.

b. Volunteer Recruitment from Commissioner Applicants

Ms. Day described her conversation with the Legal Department and the discussion related to what volunteers could and could not do. She was waiting to hear from Human Resources.

Chair Wiley wanted to learn what volunteers were not allowed to do since she wanted to make sure that the members of the Commission were not overstepping their bounds.

Ms. Day confirmed that staff had reached out to prospective Commissioners to see if they were interested in volunteering to the Commission and some of those candidates no longer complied with the requirements because they were doing something else with the City that conflicted with the membership requirements making them ineligible. It had been brought to her attention that there was a difference between being appointed and volunteering and not being appointed.

The RACC sought clarification of the role of Commissioners as liaison if they were allowed to do that work as Commissioners versus as volunteers. Ms. Day clarified that she would double check on the number of candidates who had previously been interested in being a member of the Commission who might still be interested, and report back to the Commission.

c. Scope of Services for Social Media Coordinator

Ms. Day stated that Commissioner Kirk had provided the description of the scope of services. For every project there had to be three vendor candidates for consideration, which would be her next step. There were some funds available but she had to figure out the going rate to be able to verify the available funding.

Chair Wiley asked Ms. Day to provide a definitive answer to how much money was available for a Social Media Coordinator and whether or not the scope of services was at the point of seeking three bids, with a report back at the next meeting.

## **VIII. DISCUSSION**

a. Commission – New Projects

Commissioner Mehas reiterated that the RACC membership was already overburdened and with no new members and the prospect that he and Commissioner Dyer would leave in the near future, he did not see that the RACC could take on new projects.

Chair Wiley noted that the RACC did not have any projects other than the mini grants. She otherwise agreed that there was no need to add anything more to the agenda until more members had been appointed.

- b. RACC Strategic Plan – Next Steps

Chair Wiley recommended deferring the next steps for the RACC Strategic Plan pending the availability of a full Commission.

**IX. ANNOUNCEMENT: UPCOMING EVENTS**

- a. Grantee Events
- b. Community Partner Events
- c. Other Events

Chair Wiley announced the opening of the Art of the African Diaspora on March 6 between 12:00 and 4:30 p.m., with details on the Richmond Art Center Website to sign up for one of three time slots. She also announced that on February 25, there would be a dance party at Bridge Art Center from 6:00 to 8:00 p.m.; and on February 26 from 10:30 a.m. to Noon the Nicholl Park Mural would be revealed and she urged Commissioners to attend and identify their affiliation with the RACC. She explained that the Richmond Art Salon reception tentatively scheduled with NIAD Art Center in April would have to be verified. She noted that April was National Poetry Month and the Poet Laureate and Youth Poet Laureate should be asked to read at a City Council meeting to honor that month.

Chair Wiley recommended that Richmond’s Poet Laureate and Youth Poet Laureate be allowed 10 minutes each to read at a RACC meeting and that both be scheduled to read to the City Council, together or separately during the month of April.

When asked, Commissioner Kirk stated she would post the liaison notes about the NPA Mini Grants on social media.

Chair Wiley asked if money could be made available not only to fund the Social Media Coordinator but also for social media advertising. She recommended the use of Constant Contact (\$195/month); Facebook (\$200/month); and potentially the use of Instagram. With respect to the Arts Committee page on the City’s website, it was noted that was part of KCRT’s job, which would be a good place to put the RACC logo in downloadable format acceptable to grantees only.

Commissioner Kirk stated that there had to be a plan for the specific platforms to advertise on social media.

Commissioner Kirk recommended thinking more about the RACC Strategic Plan given the need to talk about the plan to be able to hire someone to help decide what the RACC wanted to accomplish. As a result, the Strategic Plan was recommended to be placed on the next meeting agenda for discussion.

**X. ADJOURN until March 24, 2022**

On motion by Commissioner Mehas, seconded by Commissioner Beaulieu, and carried unanimously the meeting adjourned at 8:03 p.m. to a Regular Meeting of the RACC on March 24, 2022 at 7:00 p.m.

**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. too 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; RAAC 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 11<sup>th</sup> 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 11<sup>th</sup> 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 Mizrahi 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 Mizrahi 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 [REDACTED].