

**RICHMOND ARTS AND CULTURE COMMISSION (RACC)
PUBLIC ART ADVISORY COMMITTEE (PAAC)
In-Person Meeting
450 Civic Center Plaza, 1st Floor Conference Room
Richmond, California
Regular Meeting Minutes
June 13, 2024
7:00 p.m. - 9:00 p.m.**

Present: Chairperson Lynson Beaulieu, Vice-Chair Kaelen Van Cura and Commissioners Ted Bell, Virginia Jourdan, Phillip Mehas, Yeymi Perez, Carole Porter, Sandra Richmond, Tobin Richmond and Arleide Santos

Absent: None

Staff Present: Arts & Culture Manager Winifred Day and Deputy Chief of Staff Mayor's Office Tony Tamayo

I. WELCOME / CALL TO ORDER / ROLL CALL

The RACC/PAAC Regular Meeting was called to order by Chairperson Beaulieu at 7:00 p.m.

II. ACTION ITEMS

a. APPROVE June 13, 2024 RACC/PAAC Meeting Agenda

Vice-Chair Van Cura asked that an update on the NPA Mini Grants ending Fiscal Year (FY) 2023/24 be added to the meeting agenda.

Arts & Culture Manager Winifred Day reported an update would be provided as part of her report to the RACC later on the agenda.

Motion by Commissioner Sandra Richmond, seconded by Commissioner Tobin Richmond to approve the June 13, 2024 RACC/PAAC Meeting Agenda, as shown, carried by a show of hands.

b. APPROVE May 9, 2024 RACC/PAAC Meeting Minutes

Motion by Commissioner Santos, seconded by Commissioner Bell to approve the May 9, 2024 RACC/PAAC Meeting Minutes, as shown, carried by a show of hands.

III. PUBLIC COMMENTS

Cordell Hindler, Richmond, reported in the next couple of weeks he would be discussing with the Youth Council the vacancies on the RACC to solicit interest in joining the RACC and hoped to get the item on a future City Council agenda around September, and would report on his efforts. He also invited the RACC to Free Movie Night on the Red Oak Victory Ship to view the movie Casablanca on Thursday, June 20, 2024 at 7:00 p.m.; reported the Mayors' Conference would be held on October 3, 2024 with more information to be provided at a later date; and a Chamber of Commerce Dinner would be held at Riggers Loft on October 4, 2024, with tickets at \$100 per person.

Ms. Day reported that a link had been posted on the second page of the RACC meeting agenda for anyone interested in applying to serve on the RACC, and she clarified that the Mayor's Office appointed members to City Boards/Commissions.

IV. INFORMATION/ACTION ITEMS

a. Allen Brothers Public Art Projects – Mural and Mosaic Tile Approval

Ms. Day reported she had sent a copy of a draft report to the RACC for review prior to the meeting. She provided background information on the CW Allen Brothers project that would consist of a 250-linear foot mural concept in a trompe l'oeil or photo realism design concept and mosaic tabletops for an outdoor staff area at 211 Cutting Boulevard. Fifteen responses had been received from the Request for Proposal (RFP) as outlined in the draft report. Of the fifteen candidates, there had been a tie for the final selection with one team that was local to the area and the other team out of the Los Angeles area.

Both teams would be brought under contract to allow for adjustments to their designs with a presentation to be made in October on final adjustments for approval, and with recommendations thereafter to be presented to the City Council.

Ms. Day explained that of the fifteen candidates, four teams had been selected as semi-finalists. The Art Selection Panel interviewed the candidates and two top teams had been selected. The local design team involved different artists for the mural and mosaic tile tops. The mosaic tile tops would complement the design of the main mural. Since there had been a tie and given the need for the developer and the City to be happy with the design, staff was confident there would be a complement between the mural and mosaic tile tops, which satisfied the required thematic direction.

Ms. Day highlighted the background of the artist candidates for the mural and mosaic tiles for the local artist team, which information had been included in the draft report. The next step was to have the artists under contract and come back with some more designs for review.

Commissioner Bell, a member of the Art Selection Panel, appreciated the process, the presentation of the artists' vision and the need to pay respect to the African American and Native people of the City of Richmond to ensure the artwork reflected and emulated the history of the city. He stated he had stressed to CW Allen Brothers that as long as they chose an artist they could work with, they would have the vision or come close to the vision desired whether for the mural or the mosaic tabletops.

Chairperson Beaulieu added the artists and the developer had been made aware by staff there could be multiple adjustments along the way to the art, which helped to allay some fears in making a decision on the artist candidate. She found this to be a good process working directly with the developer and the tenants of the building, which was a new process for the RACC that the developer had enjoyed and appreciated. She commended Ms. Day as the leader of the process.

Chairperson Beaulieu advised the recommendation was that the RACC approve the first-choice team of Hungry Ghost Productions for the mural and Wilma Wyss for the mosaic tiles.

Commissioner Mehas appreciated the work of the Art Selection Panel and asked whether the panel had visited the actual site, and Chairperson Beaulieu stated she had not personally viewed the site but had all of the information for the project.

Commissioner Mehas commented he had been opposed to the project from the start since he found the mosaic tiles not to be appropriate for public art and spending \$48,000 on tabletops for employees' lunches was not public art. Having toured the site, he noted there were four existing tables that appeared to be temporary. He pointed out the mosaic tiles would not be visible from the street, either walking or passing by. There was a parking lot in front, and given the orientation of the building, parking lot and public street, the mosaic tiles were not clearly visible or accessible. Given that situation, he rejected the notion that the project qualified as public art.

Commissioner Sandra Richmond understood developer funds had been involved in the project.

Chairperson Beaulieu clarified the developer paid an in-lieu fee to the City for the project, and while the City could have done the project itself, the developer chose the City to do the project with the developer's participation.

Commissioner Mehas again found the project was not public art and would rather benefit a private business.

Chairperson Beaulieu acknowledged she had initially questioned the public access to the space.

Ms. Day highlighted a diagram of the site, which the artists had worked with, and identified the location of the mosaic tabletops. She noted the fences would be open to the public during the day and the primary focus of the public art project was the mural. The development would be a 24-hour operation and not off-limits to anyone and the project would be more public than other projects with artwork in a lobby of a building, as an example. She appreciated and acknowledged the comments about what was or was not considered to be public art and recommended RACC Commissioners participate on one of the selection panels in the future, where concerns could be addressed at the beginning stage of a project. In this case, a decision had been made to find a complementary piece of artwork and the mural and mosaic tile for the tabletops had been chosen. She emphasized the intent was to have the item on a City Council agenda prior to the City Council's summer recess, with the project to be considered by the City Council on July 2, 2024.

Ms. Day explained if the project was not considered at the July 2 City Council meeting, they would have to wait until October. She added if the concept design was not accepted once the artists were under contract and made modifications, that could result in the termination of the contract with the mural or mosaic tile artist, and they may move to the second choice of artist. The draft report also outlined the funds for the project and everything that had gone into the project.

Commissioner Porter found that holistically the mosaic tiles for the tabletops had been very artistically done and the mosaic tiles along with the mural on the wall together would make the space look really nice, even if one could not see the specific details of the mosaic tiles. She suggested both elements would make the space look nice.

Commissioner Mehas pointed out no one would know the mosaic tiles were there unless they walked right up to it.

Chairperson Beaulieu pointed out the employees of the space were members of the public too, this was their lunch space, they would see the mosaic tiles as members of the public daily and she found it would be public art.

Commissioner Mehas again disagreed that the mosaic tiles were public art.

Motion by Commissioner Tobin Richmond, seconded by Commissioner Porter to approve the team of Hungry Ghost Productions for the mural and Wilma Wyss for the mosaic tiles, for the CW Allen Brothers Public Art Project, carried by a show of hands, with Commissioner Mehas voting no and Commissioner Sandra Richmond abstaining.

After the vote had been taken, Commissioner Mehas clarified his objection was to the mosaic tiles and not to the mural. At this time, the vote was retaken and two separate motions were made.

Ms. Day confirmed that since two separate contracts would be involved two separate motions would be appropriate.

Motion by Commissioner Tobin Richmond, seconded by Commissioner Porter to approve the team of Hungry Ghost Productions for the mural for the CW Allen Brothers Public Art Project, carried by a show of hands.

Motion by Commissioner Porter, seconded by Commissioner Jourdan to approve the team of Wilma Wyss for the mosaic tiles for the CW Allen Brothers Public Art Project, carried by a show of hands, with Commissioner Mehas voting no and Commissioner Sandra Richmond abstaining.

Ms. Day expressed the willingness to make the information available on the top candidates. At this time and for informational purposes, she highlighted the proposal for the second-choice candidate from the Los Angeles design team, whose artwork had been Artificial Intelligence (AI) driven.

V. RACC PROJECTS and PUBLIC ART Staff Report/Updates

a. Arts District Master Planning Consultant RFP

Ms. Day reported the Arts District Master Plan was a City Council initiative, with \$250,000 of American Rescue Plan Act (ARPA) funds available for the project. The Selection Panel for the project had been comprised of stakeholders, representatives from different areas of City government, the Arts & Culture Manager from the City of Santa Rosa and RACC Commissioner Jourdan.

Chairperson Beaulieu advised the Selection Panel had been shown two contenders for the contract for the Arts District Master Plan. One group was a community group that included an advisory group comprised of a number of past Commissioners, and the other a group with a more academic research background had done work with communities of color around the country and had a deeper understanding how to elicit information from communities and community members. The Selection Panel had scored the community group lower than the academic group that was a highly qualified organization and would provide the City with valuable information from the work they would do. The Selection Panel recommended this group rather than the community group; however, work continued during the process and it was hoped that when reaching the end of the process that the right choice would be made.

Commissioner Jourdan reported one of the groups seemed to be heavily experienced with the arts and the other with the strategic planning part and research, and if they could come together and work together that would be great.

Chairperson Beaulieu understood after the latest discussion it had been found one of the individuals from the academic group had background in the arts.

Ms. Day reiterated the Art District Master Plan was a Master Plan for an Arts District. One of the interested candidates had answered a call for an Arts Corridor, which was different from the Arts District and not part of the RFP for the project. The RFP was clear the City was asking for a consultant to prepare an Arts District Master Plan. The City Council had requested a 10-minute presentation from each of the teams, and after the presentation the City Council would select the team for the project.

Chairperson Beaulieu added the entire point of the RFP was for the consultant to work with the community to identify locations for arts districts. One of the teams had already chosen the sites as part of their proposal, which did not allow for community input and the other team had a process in place in which to solicit input from the community.

Ms. Day confirmed only two candidates had responded to the RFP. She also confirmed, when asked, that both teams must have some community engagement as part of their proposals, but one team did not follow the scope of the RFP, as previously described. As to whether the RFP could be extended to increase interest, the original call had already been extended for a two-week period. She explained that the ARPA funds would expire at the end of December and if the funds were not used by the deadline they would be lost. Whomever was selected, she would work to ensure they reached out to all stakeholders to interface on what was needed to respond to the goals of the project. All documents had been submitted for consideration at a future City Council meeting and once a date for City Council consideration had been confirmed, the RACC would be informed.

b. Kennedy Park Sculpture RFP

Ms. Day reported the RFP was getting ready to be issued for the \$100,000 Kennedy Park Sculpture, which would be invitation only. The neighborhood had identified the thematic direction of the Phoenix design, with the same artists who designed the Osprey sculpture and another City of Richmond artist to be considered. The Neighborhood Council had received a copy of the draft to provide input on meeting dates and once she had input, she would be able to move forward.

Cordell Hinder, Richmond, identified himself as a member of the Park Plaza Neighborhood Council.

In response to Commissioner Mehas as to how the artists would be selected, Ms. Day advised a Selection Panel would be involved for the Kennedy Park Sculpture project and if any RACC member was interested to serve on the Selection Panel, she asked that they let her know. The Selection Panel would consist of three to five people and include representatives from the Neighborhood Council. She hoped to have more information at the next meeting of the RACC.

c. IMTT Sculpture RFP

Ms. Day reported the IMTT Sculpture involved a private developer project, with the developer having made a \$250,000 contribution into the art fund, and the RACC asked to manage the project. The project would be located at 100 West Cutting Blvd. across from CW Allen Brothers. Given the limited space for the location of the sculpture, most of the funds may not be necessary but the funds would be used to attract higher level artists. She noted that \$250,000 was a small amount for well-known artists in the area. She added that she had met with the developer who was based in New Orleans and the project did not have the time constraints as other projects. The property where the sculpture would be located involved a mid-century building that had been re-purposed.

Ms. Day explained that the developer sought design features of the area to be incorporated into the sculpture design. A limited call would be made to solicit sculptors in the nine Bay Area counties and the RFP was expected to go out in the next week. She hoped to have more information at the next RACC meeting. She added that Selection Panel members were being sought for this project as well and RACC members were asked to email her if interested.

Commissioner Mehas understood this was a staff rather than a RACC project and that the RACC was not involved.

Ms. Day clarified she had been meeting with the client to pull everything together and had emailed the RACC copies of the draft report to solicit input. She noted there were likely five local artists who were pre-qualified for this project if there was no interest from the RFP.

Chairperson Beaulieu stated the RACC had been briefed on the project for the past few months. She asked whether Commissioner Mehas was interested in joining the Selection Panel.

Commissioner Mehas and Commissioner Tobin Richmond both expressed interest in serving on the Selection Panel for the project.

NPA Mini Grants

Ms. Day also clarified the NPA Mini Grants process where \$65,000 in grant funds were made available each year for grants that would benefit the community, with \$9,000 the maximum awarded for each grant. In fall 2023, a Technical Workshop had been held along with an informational session on what was involved in the application process with applications due in February 2024. No awards could be granted for the NPA Mini Grants for the next fiscal year until after the beginning of the new fiscal year that would start on July 1. From January to June, the six-month window for completion of the projects was described. Vice-Chair Van Cura responded that these were updates from the current round of NPA mini grants; what she had asked for updates on where the mini grants that had been approved in July 2023 and were due to expire at the end of the month. Ms. Day asked the Vice-Chair which projects she wanted updates for; she responded that she wanted updates on the status of all the 2023-2024 projects.

Vice-Chair Van Cura explained that she had requested this item be agendaized in advance and she expressed concern that she only knew about a couple of projects that had been completed and was worried about the status of the remainder.

Ms. Day reported she was waiting for reports from all the projects from the previous year that were due by the end of June 2024.

Vice-Chair Van Cura explained that she was waiting for three contracts, had only received one and assumed that two did not happen (Richmond Arts Center and John Wehrle).

Ms. Day reported that it had been mentioned at a prior meeting that since Mr. Wehrle had been sick, his contract would not move forward, and a planned retrospective of his artwork could not be done since he could not deliver. She reiterated that there was a contract for all artists and staff was now receiving final reports, and at the next meeting she hoped to have a final copy of all reports.

Vice-Chair Van Cura commented that when she had started on the RACC, there had been monthly reports and she recalled that one project went through at the very end. This year, she realized the RACC had not been receiving monthly reports and she was afraid funds had not been

dispersed for the projects. She had hoped that the item would be agendaized and confirmed, when asked by the Chair, that she had asked that the item be agendaized prior to the meeting.

Ms. Day explained that staff was overwhelmed in the Arts & Culture Division, they were in the process of interviewing and doing extra tasks taking her away from the things she would ordinarily have done and would have had time to do, and she apologized.

Ms. Day clarified that while she did not have before her information on the prior NPA Mini Grants, she did have information on the next fiscal year NPA Mini Grants. Again, she hoped to have more information on the prior NPA Mini Grants at the next meeting.

Vice-Chair Van Cura reiterated her frustration with the lack of knowledge of the status of the prior NPA Mini Grants and unless someone was liaising with the artists, she had no information and the fiscal year was ending with no report on what had just been done with the NPA Mini Grants, one of the few items in which the RACC had a say.

Chairperson Beaulieu understood staff would have a full report at the next RACC meeting. Everyone who had completed their paperwork would have their contract. She advised that she had been working with her NPA Mini Grantee, Washington School, which had hung their banners and she had reported that status and photographs had been presented at a prior RACC meeting. She emphasized the current heavy volume of work for staff was not usual compared to prior years.

Vice-Chair Van Cura reiterated her concerns and given the imminent end-of-fiscal-year, there was little time to scramble, if needed.

Chairperson Beaulieu asked Ms. Day to inform the RACC if there were any problems with the NPA Mini Grantees in case any RACC members needed to check in with the grantees.

Ms. Day advised for FY 2024/25, there had been twelve applications for the NPA Mini grants and ten had been eligible. Appointments had been made to interview six candidates, and of the six, only five candidates had been interviewed with one no-show. The project types included murals, a rotational art exhibit, signage for a sculpture installed in the 1980s absent signage, the Police Activities League (PAL) proposed two projects and Stephen Sharpe, the Poet Laureate had proposed a poetry book competition. No RACC members had been assigned as yet to the artists since contracts were not yet signed.

Vice-Chair Van Cura commented that Administrative Analyst Shané Johnson had previously reported the City would have a new process and she would meet with the artists beforehand to ensure the contracts had been completed.

Ms. Day hoped in the next year things would improve with new staff.

Commissioner Santos asked for more details on the background of what constituted the fiscal year and was informed by Ms. Day the fiscal year ended on June 30 and started on July 1 of each year. The calendar year ran from January 1 to December 31 each year. The NPA Mini grants were considered each fiscal year.

Commissioner Mehas commented that the RACC was always waiting for contracts or things to happen and although the current NPA Mini Grants did not have signed contracts, the RACC should now pick the artists to work with.

Vice-Chair Van Cura suggested that process should have been done once they knew who the NPA Mini Grantees were.

Chairperson Beaulieu explained that was not possible until there were signed contracts since it would be too confusing for the applicants. The RACC had discussed forming a small committee to work with Ms. Johnson and those who were working on the contracts, but not everyone would have access to the grantees at that point, and that process had been created based on the Vice Chair's interactions with Ms. Johnson and Ms. Johnson's interactions with the RACC. Commissioner Mehas suggested too much was happening outside of the RACC on matters in which the RACC should be involved.

Chairperson Beaulieu pointed out if RACC members wanted to be more engaged they had to step up and be more engaged and volunteer.

Commissioner Mehas suggested the Chair should engage the RACC more on the decisions.

Chair Beaulieu emphasized that was done with some RACC members on panels, who participated, reviewed and provided feedback and comments and brought back recommendations to the RACC, the RACC then voted and that was done as much as possible. She added that RACC members were sent emails from staff and RACC members needed to provide feedback and respond to staff and there were ways to engage and participate.

Ms. Day reported the list of current NPA Mini Grantees was on the next City Council agenda for approval. She commented on the challenges of providing mixed signals to the applicants with information that did not come from staff and concern with making promises.

Vice-Chair Van Cura clarified she was not speaking about promises but about the completion of projects.

Chairperson Beaulieu asked whether staff had a template with the projects and the RACC Liaison, and Ms. Day advised the new staff member would be responsible for such information.

Chairperson Beaulieu looked forward to that information, and a report each month on all projects and a panel of volunteers to see who was or was not participating.

VI. Discussion Items

a. NPA Mini Grant Mentor Incentive Program

Commissioner Bell described the purpose of the NPA Grant Mentor Incentive Program for multiple NPA Mini Grant recipients, with the goal to mentor or bring in new talent and mentor that new talent. The intent was to solicit input as part of a survey from multiple NPA Mini Grant recipients to determine whether they would be interested in participating as a mentor. Potential survey questions could benefit what a mentor/mentee would get out of the program, types of education a mentor would provide a mentee, how much or how often they should meet, potential challenges and what constituted a successful mentorship, which questions would be asked of potential mentors in support of or not supporting this idea.

Commissioner Bell thanked the Chair, Vice-Chair and staff for providing ideas for using SurveyMonkey or SurveyPlanet; however, he noted that SurveyMonkey would involve a cost on the packing, formatting, and questions asked and could cost between \$25 and \$200. He was also trying out SurveyPlanet, had not completed it yet and hoped to have something completed by the end of the week.

Whether or not the new staff member could help to formulate something, Ms. Day advised that would be something where a new staff person would have to be trained. She suggested whatever platform was chosen, it should be electronic, easy to respond to and they had to consider who would be surveyed, such as who would be mentees and who had already completed projects as mentors, and those details remained to be flushed out.

In response to Commissioner Mehas, Chairperson Beaulieu clarified the criteria established for the NPA Mini Grant Mentor Incentive Program was that the person would have been a NPA Mini Grant grantee in the past, or a current NPA Mini Grant grantee, a City of Richmond resident, a member of a Richmond-based art organization or member of a Richmond non-profit organization.

Commissioner Mehas suggested consideration of a pilot program based on people staff and the RACC knew who could be fed into the project keeping it on a smaller scale initially.

Commissioner Bell acknowledged Tony Tamayo, Deputy Chief of Staff Mayor's Office, had also recommended a pilot program measuring the results to see how far they could go and what should be improved, which was the direction he would like to pursue depending upon whether there was enough interest from mentors.

Ms. Day understood they were discussing up to \$1,800 or \$2,000, and they had to review the City ordinance to determine how public art dollars could be spent. The dollar amount was important to clarify before going too far to solicit input from people.

Chairperson Beaulieu suggested that fit into the RACC priorities previously identified for building capacity for community artists, which had to be tied into the work to be done, and identify where the funding would come from and who would be eligible, which could be done as part of the survey. She asked whether a list of potential mentors based on the criteria could be provided.

Ms. Day commented she would have to find out more about that idea since whoever was under current contract could be a mentee or had been a mentor in the past, and that needed to be resolved. They also had to connect where the source of funds would be for the mentor who was not currently under contract, which also had to be resolved.

Commissioner Bell would be more comfortable with a mentor that had been a multiple NPA Mini Grant recipient.

Commissioner Mehas suggested pulling funds from a different line item in the budget.

Commissioner Perez suggested using Google Forms to make a survey with information about why one should be a mentor that could be considered. She found SurveyMonkey may be too technical for some users. She expressed the willingness to help with the creation of a Google Forms survey.

Commissioner Bell explained the goal was to have two surveys, one to solicit interest in the NPA Mini Grant Mentor Incentive Program and the other for the mentee and mentor and how the process would work for them and then build on that process.

Responding to the Chair, Tony Tamayo, Deputy Chief of Staff Mayor's Office, reported the City used Civic Plus internal system and the Mayor's Office used Google Forms.

Chairperson Beaulieu understood the survey must come from the City and it would have to be determined what was compatible with the City's process.

b. Monuments and Memorials Policies and Procedures

Ms. Day reported, staff was still waiting to receive a legal response to the Monuments and Memorials Policies and Procedures.

c. RACC Planning Retreat August 3, 2024 at Port of Richmond Office 9-3?

Commissioner Porter clarified with Ms. Day the August Planning Retreat would be held on August 3, 2024.

Chairperson Beaulieu referenced the eleven recommendations the RACC had identified as part of the August 2023 Retreat, which the RACC should discuss.

Commissioner Santos commented she had been clear in a prior request, on more than one occasion and through emails that Recommendation 10, regarding Chevron, was not to be shown as partnering with the RACC, and the recommendations had been refreshed after past input.

Ms. Day clarified the content of the recommendations may be different although the headings remained the same and came from the Master Plan Report prepared by Barbara Goldstein.

The RACC walked through the meeting agenda for the August 2023 RACC Planning Retreat, which the RACC used as a comparison to the proposed agenda for the 2024 August RACC Planning Retreat and which the RACC decided would include the following items for the morning activities: Review of 2023/24 projects and how they fit into the recommendations for the Master Plan, review of the 2024/25 budget and begin to consider 2025/26 budget priorities, Cultural Plan update and possibly invite an artist/person on the business side understanding public art/connection to public art, and to speak to the RACC on opportunities for growth around public art.

Ms. Day explained that she had been researching having someone make a presentation to the RACC on professional exposure and she had reached out to Evan Bissell, who was part of the Othering and Belonging Institute at UC Berkeley and who had been a former intern for the City of Richmond. The idea was to have a conversation at the retreat about the connection between economic development and the arts and provide examples of how that worked. She stated it made sense to have a presentation from a professional who was already invested in the City of Richmond and understood some of the aspects where the RACC may not have enough information.

Commissioners liked the idea and suggested a backup presentation be considered as well. Team building activities were recommended, to be discussed either in the morning or after lunch during the August Retreat, with many options available.

Cordell Hindler, Richmond, reported he had participated in a retreat while a member of the Library Commission. During that retreat the Commission had a getting to know you session and talked about what brought each Commissioner to the Library Commission. He also suggested inviting other members of the public to participate in the team building to expand the discussions.

Ms. Day clarified, when asked, that a facilitator had not been planned for the August Retreat. Staff had served as the facilitator in the past.

Chairperson Beaulieu suggested having someone else do the heavy lifting and let the Commissioners participate.

Commissioner Jourdan recommended having different facilitators; one in the morning and one in the afternoon.

Vice-Chair Van Cura suggested for a successful 2025, there be a discussion about the recommendations and priorities with timetables and accountability measures to ensure everyone was on task and things did not fall by the wayside.

As to whether the City had formal facilitators on staff, Ms. Day advised the City did not have a formal facilitator on staff. Staff had reached out to facilitators for the 2023 August RACC Planning Retreat, however that effort had fallen through. She acknowledged Commissioner Sandra Richmond worked with facilitators and would speak with her off-line.

Ms. Day suggested the RACC make a decision by the next RACC meeting on the agenda items to be discussed for the August Planning Retreat and to send any comments to her that could be summarized or an ad hoc committee be created to organize those thoughts. She also commented that two of the eleven recommendations were to prioritize support of arts in buildings and spaces and surveying City-owned properties for art studio space. She added that over the course of the last year, the Economic Development Division had been doing tours of surplus buildings in the City and she asked Mr. Tamayo to provide an update on the Bloomberg meeting.

Mr. Tamayo reported the City of Richmond had been one of 40 cities worldwide selected to be part of the Bloomberg Harvard Leadership Initiative, with the City of Richmond's focus on the port, and after months of work with an internal renovation team comprised of different departments in the City of Richmond, ideas had been narrowed down to ones that were actionable including how to revitalize the cafeteria building at the port. The other issue was port security and maintenance, and throughout the process various stakeholders, internal City staff, residents and port tenants had been engaged to solicit ideas for the building.

Ms. Day recommended that as a short exercise for the August Retreat with a discussion or suggestions on how the cafeteria building could be repurposed, a portion of which could be converted for performing arts, studio arts or other possibilities and the RACC could possibly spend about an hour on that discussion with the feedback forwarded to the internal renovation team project that was being led by the Mayor's Office. She understood the building currently did not have power, there was water damage and other things required to make the building functional, with the intent to identify potential uses before identifying the funds needed to repurpose the building.

Ms. Day clarified the RACC Planning Retreat would be open to the public with some simple refreshments to be served from Richmond-based vendors. Between now and the next RACC meeting, she suggested an ad hoc committee be formed to help staff prepare the meeting agenda for the RACC Planning Retreat.

Commissioner Santos suggested favorite spots in Richmond could be identified and a possible survey taken on where to obtain refreshments for the retreat.

Ms. Day advised the RACC Planning Retreat would be held from 9:00 a.m. to 3:00 p.m. on August 3, 2024. When asked by Commissioner Perez whether the date could be changed to August 24, 2024, she and the Chair stated August 3 had been determined to be the best fit for everyone.

Chairperson Beaulieu advised the planning for the RACC Planning Retreat would continue, with updates on work from the previous year to be provided during the meeting, and she was confident the retreat would be as successful as the 2023 retreat.

VII. Mayor's Office, City Council Liaison Reports

Mr. Tamayo reported Richmond NIAD would celebrate the Rooted in Richmond Exhibition on July 15, 2024 at 12:00 p.m. on the third floor of the Mayor's Office and given the limited space, three or four RACC members would be invited to view the exhibition. The West Contra Costa Unified School District (WCCUSD) Art Show was currently on display as well. He added that Budget session was coming up soon and the Mayor's Office would advocate for good things in the arts. When asked, he noted the Mayor's Office was not involved in an art exhibit project in the Council Chambers, which involved Councilmember Zepeda, who had been invited to a RACC meeting to provide a presentation.

Ms. Day commented there had been no public invitation to the exhibit in the Council Chambers. She had received a number of calls about the project which felt like a private opportunity and she wanted more information.

Mr. Tamayo also reported another person had been interviewed for the RACC with the Mayor to make the final decision. It was hoped that person would be appointed by the July 2, 2024 City Council meeting. He understood five vacancies remained on the RACC and he encouraged interested persons to apply.

Chairperson Beaulieu asked how other City Commissions were meeting their numbers, and Mr. Tamayo reported the Design Review Board (DRB) had been a top priority with four to five applications received and with interviews this week. The City had 25 Boards and Commissions managed by three staff persons in the Mayor's Office, with significant efforts being made to fill vacancies.

Cordell Hindler, Richmond, urged all vacancies to be filled.

Ms. Day urged the public to use the link on the RACC meeting agenda to apply for City Boards and Commission vacancies online.

Mr. Tamayo also highlighted the application process through the City Clerk's Office.

Commissioner Mehas asked about the total number of seats on the RACC, to which Mr. Tamayo advised per the City Clerk's Office and with the RACC and the Public Art Advisory Committee (PAAC) combined there were a total of 15 members.

In response to the Vice-Chair, Mr. Tamayo understood that officers on the RACC changed every two years while most other Boards and Commissions changed every year, and Ms. Day advised staff was working on that issue and she would also work with the City Clerk on the total number of RACC members.

Chairperson Beaulieu suggested another potential agenda item for discussion during the RACC Planning Retreat could be how to manage a large Commission and what it would mean to have 10 or more Commissioners and how to keep organized, how to keep track of the work being done and what various Commissioners were doing, and they had to figure out a way for regular reports on where Commissioners were on the work being done. She also recognized not only was the size of the Commission increasing but the work had also increased and the RACC was very busy.

Cordell Hindler, Richmond, commented that when he was a member of the Library Commission, he had asked about creating a subcommittee on who wanted to Chair the Commission, and he had been tasked with defining the criteria on who would be Chair.

Chairperson Beaulieu suggested when looking at the RACC, the role of Commissioners and Officers and the City ordinances, the RACC Planning Retreat would be a good opportunity to familiarize everyone with those processes.

Commissioner Mehas suggested the agenda/meeting minutes should reflect more about what took place but also what had actually been accomplished and an update on accomplishments, and the agenda item should reflect what the RACC had been doing. As an example, the Commission could identify what has taken place over the past month which would be a helpful item.

Commissioner Tobin Richmond suggested as the RACC expanded it required organization, a standardized agenda and they had to ensure agenda items did not fall through the cracks, and potentially more official positions such as a recording person/secretary function who would keep that information for the larger commission.

Commissioner Jourdan expressed the willingness to create a spreadsheet with names and responsibilities and due dates and the like, which she could start now.

Commissioner Tobin Richmond suggested as part of a standardized agenda, there could be reports from each committee on a monthly basis, although he recognized that may make the meetings longer and they had to address new business and the public piece for each item.

Commissioner Porter noted that all of those components would be part of the agenda while not always part of every meeting.

Commissioner Tobin Richmond suggested a committee as part of the RACC should report until completion, which was part of accountability.

Commissioner Jourdan advised the spreadsheet could help to simplify any kind of report.

Commissioner Sandra Richmond understood the minutes recorded the history and there was a need for synthesis.

Commissioner Porter suggested a report on deliverables could be part of the meeting agenda.

Commissioner Tobin Richmond found the document Commissioner Jourdan expressed the willingness to create would be a tracker, transparent to the entire Commission and like a living document.

Vice-Chair VanCura suggested every committee could be listed on the meeting agenda each month and while she recognized some committees may have no news to report she also realized the need to be stricter with the time to get through everything on the agendas when there were more members to the Commission.

Chairperson Beaulieu suggested the RACC Planning Retreat would be a good time to discuss that issue and that ad hoc committees could be considered, to be staffed with RACC members, all of which could be discussed at the retreat along with an agenda item on reporting committees.

Commissioner Porter appreciated the candor and ability for everyone to express themselves and thanked the Chair and staff for their leadership and creating that space. While not everyone agreed, the membership got along and had created a space for everyone to be heard and allowed for follow-up.

Ms. Day suggested between now and the next RACC meeting, RACC members review the eleven recommendations and add any comments under each item that would help determine how to embrace each of the recommended goals and to send her any input.

Ms. Day otherwise reported a brochure for private developers had been created and finalized that would help private developers understand the requirements for public art projects, with copies provided to the RACC. In addition, the RACC had been provided information about the Parchester Village Project panels and she encouraged Commissioners to drive by.

VIII. RACC Member Community Sharing

In response to Commissioner Mehas, Ms. Day advised any suggestions on a potential facilitator for the retreat be forwarded to her.

Vice-Chair Van Cura reported she had attended the Pedie Perez Memorial project for the trash cans, a huge crowd had been present, several City Council members had spoken, and the project had turned out well.

Commissioner Mehas reported a local newspaper had an article and a number of photographs from the Pedie Perez Memorial.

IX. ADJOURNMENT Until July 11, 2024

On motion by Commissioner Porter, seconded by Commissioner Jourdan, and carried unanimously to adjourn the meeting at 9:10 p.m. to a Regular Meeting of the RACC/PAAC on July 11, 2024.