

**RICHMOND ARTS AND CULTURE COMMISSION (RACC)/
PUBLIC ART ADVISORY COMMITTEE (PAAC)
Regular Meeting Minutes
Thursday, November 10, 2022
7:00 p.m. - 9:00 p.m. via Zoom**

Present: Chair Lynson Beaulieu, Vice Chair Melissa Kirk; and Commissioners Tom Herriman, Emily Leighton and Phillip Mehas

Absent: Council Liaison Melvin Willis

Staff Present: Arts & Culture Manager Winifred Day

I. WELCOME / CALL TO ORDER / ROLL CALL

The RACC/PAAC meeting was called to order by Chair Beaulieu at 7:00 p.m.

II. ACTION ITEMS:

a. APPROVE November 10, 2022 RACC/PAAC Meeting Agenda

Commissioner Mehas requested the November 10, 2022 RACC/PAAC Meeting Agenda be modified with Item VI. Discussion Items to add the following: Invite the new City of Richmond Mayor to RACC/PAAC meetings and for staff to provide an update on the status of the art inventory.

Commissioner Leighton requested that subsection b. under Item V. Committee Reports be revised since she had no new information, to read: *Richmond Commission Art Site RFQ – (Day)*.

Chair Beaulieu requested the correction of the second heading under subsection a. of Item V. Committee Reports, to read: *PAAC October Report (Chair Beaulieu)*.

Winifred Day, Arts & Culture Manager, requested a revision to Item IV. Presentations to reflect that Cheryl Oto was not present to provide an update on the Public Art Brochure, which had already been provided to the RACC/PAAC.

Commissioner Mehas requested an additional modification to the meeting agenda to include an item to discuss the 'Ookwe Park signage and the Chair suggested that could be discussed as part of the October staff report under Item VII.

Motion by Commissioner Leighton, seconded by Vice Chair Kirk to approve the November 10, 2022 RACC/PAAC Meeting Agenda, as modified, passed unanimously by a Roll Call vote.

b. APPROVE October 13, 2022 RACC Meeting Minutes

Motion by Commissioner Herriman, seconded by Commissioner Mehas to approve the October 13, 2022, RACC meeting minutes, as submitted, which passed unanimously by a Roll Call vote.

III. PUBLIC COMMENTS

There were no public comments.

IV. PRESENTATIONS

a. Mark Metz WCCFJC Art Rain Drain Update

Ms. Day reported that Mark Metz had been selected in January 2022 as the artist to design the West Contra Costa Family Justice Center (WCCFJC) Art Rain Drain Project, one of three candidates who were semi-finalists for the project. She noted that Mr. Metz's contract had been extended as the result of a delay to secure insurance for the project.

Mark Metz provided a PowerPoint presentation and update on the WCCFJC Art Drain Project and displayed a photograph of the assembled Art Rain Drain sculpture consisting of stainless-steel columns that would be bolted down from the bottom up, with a heavy base, which detached when installed, and which would cover an existing downspout. Samples of the copper material were provided with the idea to have around a dozen copper plates be riveted to the stainless steel. Originally a collection of words had been proposed but in thinking of the populations in the WCCFJC building and the residents of Richmond, the art piece was really about the underlying message to those who walked into the WCCFJC. The sculpture itself would be named *The Absence of Conflict*, with the name to be engraved in copper plates in twelve different languages. Samples of the copper plate were displayed with a mock-up of how they would be fastened and riveted to the stainless steel of the sculpture. An oxidizer would also be used for the background of the letters to be more burnished/brown to offer a contrast.

Mr. Metz clarified the copper plates would be three to five inches in height, some would be round given the characters in some of the languages. The WCCFJC had been asked about the variety of languages encountered and Braille had been recommended. He explained that the different languages had been translated from Google and he acknowledged a recommendation to verify the accuracy of those translations.

Commissioner Mehas suggested the Ohlone language should also be considered.

Given that there was City staff who could assist to verify the various translations, in particular for the Ohlone language, Ms. Day asked for a list of the planned languages to help verify the translations.

In response to Commissioner Leighton, Mr. Metz expressed a desire for a copper patina and noted that the piece was designed to be as maintenance free as possible.

The base and upper portion of the sculpture would consist of Corten Steel and rather than have something be painted or powder coated requiring maintenance, the top and bottom of the sculpture would naturally rust and then seal so it would never rust through. Mr. Metz expressed the willingness to provide maintenance instructions in writing to staff.

Mr. Metz provided additional details related to the placement of the copper plates, the distance between the sculpture and the wall with little to no room for someone to walk behind the sculpture in one area although there must be enough room behind the sculpture so it could be installed in place, and explained that expanded metal like a chain link fence but tighter would be placed on the top of the sculpture to prevent leaves or debris from entering the top. A rain chain from the canopy into the sculpture would be included and if raining would become a connective sculpture. He hoped to have all of the copper plates with languages approved, files uploaded, and riveting done and ready to install by Thanksgiving, although the sculpture itself would likely be staged and ready to install by the first week of December.

Vice Chair Kirk suggested the title of the sculpture was passive and asked for clarification of the intent, to which Mr. Metz stated the definition of “peace” in the dictionary was *The Absence of Conflict*.

Chair Beaulieu thanked Mr. Metz for the presentation and looked forward to the installation of the sculpture.

b. Cherlyn Oto – Public Art Brochure Update Review

The Public Art Brochure had already been provided to the RACC/PAAC.

c. Joseph Nagrant – ReVize Website Management Service Demo

Commissioner Leighton reported she had spoken with Joseph Nagrant a month ago and had received the full presentation to create an independent website, with ReVize to potentially be able to create and present better portals for artists.

Joseph Nagrant, ReVize websites, explained that ReVize had experience with other organizations/agencies and had been building websites for 23 years. He understood the RACC/PAAC wanted to promote local art and artists in the area, be able to utilize their work around the city, get the artists to be hired by other individuals and have people from outside the City’s geography recognize what was happening with different types of City events. Those types of websites were called data event and news driven websites. He stated ReVize would do a full discovery meeting to identify the concept desired.

Mr. Nagrant provided a PowerPoint presentation that included numerous samples of websites that had been designed for different jurisdictions across the country and provided a detailed demonstration on the different website functions/applications available that could be customized to meet each client’s needs to be able to access information quickly.

Commissioner Leighton noted that many examples were about events, but she could visualize how it could be used for artists. Request for Proposals (RFPs) could be posted on the website and artists could be updated on RFPs with many benefits for the type of work the RACC/PAAC was doing, and it could get people excited about the local artwork in the community. She suggested the website would help to make the RACC/PAAC's work more efficient and the RACC/PAAC could better manage information.

Chair Beaulieu asked for clarification of the annual recurring fees and if the RACC/PAAC maintained its own website whether those fees still applied.

Mr. Nagrant clarified the annual fee was for ReVize to serve as the RACC/PAAC's Information Technology (IT) Department for everything to do with the website and while there could be some grant opportunities, Americans with Disabilities Act (ADA) compliance was required which meant that the screen reader must read everything. If someone with disabilities was using the website the website would have to be navigated with a keyboard and there were requirements for those who were visually impaired. The website would be used by people from all walks of life and all languages and would serve as a communication tool to spread awareness of what the RACC/PAAC offered. There were many other facets involved beyond what had been presented in the PowerPoint, including security concerns that would have to be addressed.

The annual fees would take care of the hosting of the website, security software and hardware, software updates for the RACC/PAAC to be able to edit the site as often as needed, and included retraining and unlimited technical support. The rate was locked in, the minimum plan was for three years, and as part of the 5-year Plan, ReVize would provide a refresh in Year 4 for free.

Commissioner Mehas asked whether the website would be completely independent of the City of Richmond and whether a link could be provided from the City of Richmond's main website, although Commissioner Leighton expressed a preference that the site be independent of the main City website for a number of reasons.

Mr. Nagrant described the many benefits of having a separate website from the City website and added if the RACC/PAAC were to select this option both the City and the RACC/PAAC would increase its web presence.

Mr. Nagrant provided an overview of the scope and schedule of the budget and stated the full project cost for one year including the annual fee of \$3,900 would be \$13,200. There were special programs available to non-profits which were also highlighted and a number of functions/applications available that could be customized.

Commissioner Leighton suggested there were funds available for this website which would be helpful to create some of the assets that could be added in including some professional video of current artwork to launch the site, which could be built out over time.

Vice Chair Kirk asked how content development would work, and Mr. Nagrant stated that if the RACC/PAAC preferred to do the edits, ReVize had a service for that work and once someone was trained the website would be easy to update and edit as needed.

Commissioner Mehas asked whether a link could be provided for 75 artists with photographs of their work in sequence, as an example, and Mr. Nagrant confirmed that works of art could be uploaded with as many pictures and videos as desired.

Ms. Day clarified that any contracts over \$10,000 must go before the City Council. Estimates would also be required from two other vendors as she had discussed with Commissioner Leighton. Ideally, the City of Richmond liked the vendors to be as local as possible, although that would not matter for this type of virtual work.

Commissioner Herriman asked Commissioner Leighton who would be doing the work, to which Commissioner Leighton explained as part of the discussion of the FY 2023-24 Budget Wish List during the October RACC/PAAC meeting, there had been discussion about a line item for new web development and an assistant for Ms. Day who could start to fill out this information and provide monthly updates to ensure the artists were shown. That person could start the process which she had envisioned as a separate and paid position.

Chair Beaulieu thanked Commissioner Leighton for taking the lead on this effort and looked forward to future updates.

Commissioner Leighton suggested the budget proposed by ReVize was reasonable, but she would pursue due diligence with two other vendors. She suggested ReVize would be a great tool for the City and local artists.

In response to Commissioner Mehas as to whether or not Evite could be included in the website design, Commissioner Leighton understood that could easily be added but would depend on whether the RACC/PAAC wanted it to be included.

V. COMMITTEE REPORTS

- a. NPA Mini Grant Committee Report – RFP Results (Kirk, Mehas)
PAAC October Report (Chair Beaulieu)

Ms. Day reported that nine contracts were in process for the NPA Mini Grants, with November 1, 2022 the deadline for all contract information. All but one of the artists had provided the information required by the deadline. The contracts must be approved by the City Manager's Office along with a variety of other steps in order to effectuate the Docu-Sign to be sent to the artists to get the contracts started. She had received information this morning from the remaining artist but everything was still on-schedule as compared to 2021 when the process had just started at this point in the year. Once the contracts had been Docu-Signed, a letter would be sent to each artist and the RACC liaison with all information to allow the RACC liaison to engage and work with the artist.

Commissioner Mehas suggested by this time the process should be streamlined. He suggested there were too many forms required for an \$8,000 to \$9,000 project, but Ms. Day explained she had to work with the process in place and there were also some staff changes which also affected the process. Another update would be provided at the next meeting.

Chair Beaulieu reported staff had previously sent out an email regarding the work done by staff in the months of October and November.

Ms. Day had engaged in planning for and monitoring the completion of the installation of the Osprey Sculpture; arranged for the restoration of the tagged Archie Held sculpture, and conducted other maintenance projects such as the Eel Grass Sculpture; conducted more preparation for the Shields Reid Park Art Project including artist applications and the panel selection process; prepared contracts for the Richmond Country Club, Parchester Village Project which was on the November 15, 2022 City Council agenda for approval; extended the contract for the WCCFJC Art Rain Drain Sculpture Project; prepared contracts and completed other tasks for the NPA Mini Grants; continued work on completion of the 'Ookwe Park signage project and Hacienda Heights Project; worked on the office/admin support initiative and inventory of the KCRT NPA COVID-19 Relief Mini Grant PowerPoint presentation celebrating 19 projects; the Public Art Program Brochure; and continued to work with Commissioners Herriman and Leighton on the Neighborhood Art Project and with Barbara Goldstein on the Public Art Master Plan including a focus group held this week, and more.

Chair Beaulieu thanked Ms. Day for her ongoing stellar performance.

Ms. Day reported that all Commissioners had been provided a proof of the Art Program Brochure. She had received several comments with the deadline for comments on November 14, 2022. The brochure was intended for developers so they could be informed of what was required and the resources available.

Commissioner Leighton advised she would provide her comments in writing and hoped the brochure would ensure that developers complied with the one percent art requirement.

Ms. Day urged Commissioners to provide their comments in writing so that any changes could be made.

Commissioner Mehas suggested the brochure looked nice and he again clarified with Ms. Day the intent of the brochure.

Ms. Day commented on, as an example, that Raven SR, which had provided a prior PowerPoint presentation to the RACC/PAAC, had decided they no longer wanted to have an art component as part of their project and would make a \$400,000 contribution directly to the RACC/PAAC account with no ties on the funds, which allowed the funds to be used for whatever the RACC/PAAC chose per art policies and procedures.

b. Richmond Commission Art Site RFQ – (Day)

Ms. Day reported staff had combined the effort with the Shields Reid Park Project, with announcements to artists for two projects, not just one at a time. Staff had clarified it would be one art piece with three sites to choose from, with artists encouraged to visit the sites before they applied, and with November 30, 2022 as the deadline.

Panelist applications had been received, and for each panel at Shields Reid Park and for the large-scale art commission, three to five people and at least two residents (one from RACC/PAAC and other technical people who may or may not be voting) and the artists would be paid \$100 for the large-scale artwork. The Shields Reid Park project consisted of five projects and it would take longer for participants who would be paid a \$500 stipend and who would not be paid until the artists had actually been selected.

In response to Commissioner Leighton, Ms. Day advised that while there had been interest, no applications were expected to be submitted until closer to Thanksgiving. She was confident there would be several candidates to choose from with only three candidates needed.

Commissioner Leighton wanted to make sure there was a wide enough pool to consider, and given that there had been interest from nationally recognized sculptors from the mailing list and given the available artist networks, Ms. Day was confident there would be qualified interest for one or the other projects or both. An update would be provided at the next RACC/PAAC meeting.

Commissioner Mehas suggested the RACC/PAAC did not have to accept a proposal just to do the project.

Ms. Day also commented that she expected contracts in the spring with inquiries received from Southern California and other parts of the country beyond the nine Bay Area Counties given the available artist networks. Once applications had been received, an opportunity would be created for the artists to meet with the community who recommended the sites to allow feedback. Staff planned for the Neighborhood Councils for each one of the sites to find a way to meet via Zoom to allow people to ask more questions.

c. FY 2023-24 Budget Wish List

Ms. Day reported the RACC/PAAC started the conversation on the FY 2023-24 Budget Wish List at its October meeting and there may be other items Commissioners may like to add. She welcomed additional feedback that would be presented to the City Council.

Commissioner Mehas stated he had added the San Francisco Mime Troupe and would also like to see the beginning of a sculpture garden added to the budget wish list, and Ms. Day confirmed those items had been included on the list and copies of the wish list could be forwarded to Commissioners. She noted a sculpture garden would be challenging and would require a conversation with maintenance staff related to the Civic Center.

Commissioner Leighton reported a Google link had been provided to Commissioners to allow the opportunity to add, edit or change the FY 2023-24 Budget Wish List and the next step was to provide additional comments to staff, if any. If there were no additional comments, she wanted to see staff's comments to allow the budget wish list to be reviewed and adopted prior to the next meeting of the RACC/PAAC.

Commissioner Mehas explained that his recommendations were at the concept level and the RACC/PAAC had no conversations about details and how the projects would be prioritized. He questioned staff having conversations with others about items that had not yet been finalized.

Ms. Day pointed out that some of the items would require annual maintenance which must be taken into consideration.

Commissioner Leighton agreed the RACC/PAAC had not yet decided as a Commission whether a sculpture garden, as an example, was something it was interested in, but there was a budget for maintenance and if more was needed that could be added. She asked whether such a project was something the RACC/PAAC should pursue and added that Barbara Goldstein would be identifying locations in neighborhoods where such projects could be considered. She agreed that specific details remained to be discussed.

Chair Beaulieu suggested time be included on the next RACC/PAAC agenda to further discuss the FY 2023-24 Budget Wish List.

Ms. Day commented that some of the items on the Wish List were General Fund items while some projects were public art fee funded projects.

VI. DISCUSSION ITEMS

a. Shields Reid Community Center Project and Panel Confirmation

Chair Beaulieu commented the Shields Reid Community Center Project and Panel Confirmation had already been discussed, but Ms. Day reported it had been discovered that the mosaic tile location (front of the building) surface was a pebbled wall where things could not be applied directly to the wall. As such, staff had been researching local metal vendors who could build frames where the artists could create the artwork on Hardie-board and place the artwork into the frame that could then be installed free of the wall. Three quotes would be required, and staff had discussed the issue with two candidates. A third candidate had recently retired. There were several candidates for the mosaic tile and for the mural and staff was seeking someone for the stage artwork.

After all of the applications had been received, staff working in conjunction with Stephanie Ny and the Community Services Division would create the electronic scoring system for those applications and the panelists would be people who may also be considered as future Commissioners.

Ms. Day also reported that 25 people had attended the recent focus group with Barbara Goldstein, who could be solicited as new RACC/PAAC Commissioners so when the new Mayor was in place they did not have to wait until January 2023 before the solicitation process could occur.

- b. Invite the New City of Richmond Mayor to the RACC/PAAC meetings

Ms. Day confirmed the new City of Richmond Mayor could be invited to the RACC/PAAC meetings but the new Mayor would not become official until after January 21, 2023, and would not be able to join the RACC/PAAC until its February 2023 meeting.

- c. 'Ookwe Park Signage and Logo

Commissioner Mehas commented that when the signs had been placed in 'Ookwe Park there were comments that the logos were vastly out of proportion and almost everyone agreed to shrink the three logos on the sign but the recent package had shown the logos at the same size.

Ms. Day advised that all comments had been forwarded to the graphic sign artist who would do the resizing to address the concerns.

- d. Status of the Art Inventory

In response to Commissioner Mehas, Ms. Day reported she had recently met with **Brian Bland** who had documented the installation of the osprey bird sculpture. He was almost finished with the photographs but had been sick and unable to move as fast as desired. She understood he was committed to completing the project by the end of the year.

VII. October STAFF REPORT (Day)

Ms. Day reported staff was excited about the installation of the osprey bird sculpture and Commissioner Herriman had documented the installation and he planned to put something together hopefully for the next RACC/PAAC meeting. The installation looked good and landscaping and seating would be added around the sculpture so that people were not inclined to walk too close or sit underneath the artwork. KCRT had also documented the installation and had interviewed the artist and that interview would be posted on the cable channel.

VIII. ANNOUNCEMENT: UPCOMING EVENTS

- a. Shields Reid Park Public Art Commissions

This item had already been discussed.

- b. Members Share Art Related Events

Ms. Day reported she had sent an email from Poet Laureate David Flores to allow the RACC/PAAC to see where he planned to conduct poetry readings, and had discussed the issue of stipends with him and the need for stipends to be identified ahead of time.

On the discussion of stipends and the question of why some Poets Laureate had asked for stipends and some had not, Commissioner Leighton suggested Mr. Flores should be paid for his work and any additional stipend should be supported.

Ms. Day clarified that the City's Poets Laureate were paid \$1,000 each year.

Commissioner Mehas commented that the events Mr. Flores had identified were all open mic and he had not organized any of the events in that they had already been set up and Mr. Flores had participated. Ms. Day would verify that information.

Commissioner Leighton pointed out all events were not open mics but it would be good to know Mr. Flores' specific role for the events.

Ms. Day reported the Main Street Initiative had held its annual Spirit and Soul Festival, and although the city had tried to have Mr. Flores on the Festival's calendar for the past two years, that had proven to be unsuccessful.

Commissioner Mehas reported on his attendance at Spirit and Soul and suggested Mr. Flores could have been accommodated on the stage. Ms. Day expressed the willingness to speak with the Main Street Initiative on their selection process.

Commissioner Herriman announced he would be resuming a series of House Concerts he sponsored at his home of various musicians, including classical, ethnic and jazz with two concerts scheduled for December 10 and 17, 2022. One concert would include a Latin American band playing traditional music from several South American countries on December 10 and the Sharp Five Jazz Band would perform on January 21. Email notices would be sent to everyone. When asked, he clarified he was keeping the capacity to around 30 people, R.S.V.P.s were required, and it would cost \$20 admission for each concert.

Vice Chair Kirk asked that the details for the concerts be provided to her via a flyer and she could then post the information.

IX. ADJOURN until December 8, 2022

On motion by Commissioner Herriman, seconded by Commissioner Leighton, and carried unanimously by voice vote to adjourn the meeting at 8:51 p.m. to a Regular Meeting of the RACC/PAAC on December 8, 2022.