



**Richmond Arts and Culture Commission (RACC)  
Public Art Advisory Committee**

**REGULAR MEETING Thursday, October 14, 2021  
7:00 – 9:00 p.m. via ZOOM**

**PAAC Chair**

Deb Dyer

**PAAC Co-Chair**

Vacant

**Council Liaison**

Melvin Willis

**Staff**

Winifred Day

**PAAC Members:**

Siobhan Hayes

Tom Herriman

Emily Leighton

Phillip Mehas

You are invited to a Zoom Webinar.

Topic: PAAC Monthly Meeting

Please click the link below to join the webinar:

1. <https://zoom.us/j/92300905421?pwd=MWEvZ2tnRVFOa0JnaTBzd3JkOXIxUT09>
2. Webinar ID: 923 0090 5421
3. Passcode: 325775

Or One tap mobile:

US: +16699006833, 92300905421#, \*325775# or +13462487799, 92300905421#, \*325775#

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**ALL COMMISSION MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**

**CORONAVIRUS DISEASE (COVID-19) ADVISORY**

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

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

**Public comments may be submitted:**

1. Via email to [winifred\\_day@ci.richmond.ca.us](mailto:winifred_day@ci.richmond.ca.us). Email must contain in the subject line **public comments – Item #**. All comments must be submitted on or before Thursday, October 14, 2021, by 4:30 pm and must include the following:
  - a) Your Name
  - b) Your Phone Number
  - c) The item for which you wish to make a Public Comment.

Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item is closed, will be accommodated as is reasonably possible and will be limited to a maximum of one to two minutes, depending on the number of commenters. The City cannot guarantee that its network and/or the site will be uninterrupted.

**Record of all public comments:**

All public comments will be considered a public record, put into the official meeting record, and considered before Commission action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

**Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [Winifred\\_Day@ci.richmond.ca.us](mailto:Winifred_Day@ci.richmond.ca.us) or submitted by phone at 510-620-6952. Requests will be granted whenever possible and resolved in favor of accessibility.

**Effect of Advisory on In-person public participation**

During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.

**Public Art Advisory Committee Meeting (PAAC)  
October 14, 2021 7:00 – 9:00 p.m.**

Please click the link below to join the webinar:

<https://zoom.us/j/92300905421?pwd=MWEvZ2tnRVFOa0JnaTBzd3JkOXIxUT09>

- I. WELCOME/CALL TO ORDER/ ROLL CALL (Chair Dyer) 7:00 p.m.**
- II. ACTION ITEM: APPROVE October 14, 2021 Meeting Agenda 7:03 p.m.**
- III. ACTION ITEM: APPROVE September 13, 2021 Meeting Minutes 7:04 p.m.**
- IV. PUBLIC COMMENTS 7:05 p.m.**  
  
*Individuals who would like to address the Richmond Arts and Culture Commission (PAAC) on relevant matters not listed on the agenda may do so under Public Comment. Public comments cannot result in discussion/action at this meeting.*
- V. DISCUSSION ITEMS/ACTION ITEMS: 7:06 p.m.**
  - a. WCCCFJC Rain Drain Artist Panel approval and Timeline update
  - b. COVID Relief Mini Grant (7) applications, please review prior to meeting. Discuss next steps in grant process to determine whether more presentations or emailed questions.
  - c. Change Meeting Date from November 11 holiday to TBD?
  - d. PAAC Co-Chair nominations and vote
- VI. DISCUSSION ITEMS 7:45 p.m.**
  - a. List possible projects for FY 2022 – 2023
- VII. INFORMATION ITEMS (See Below) 8:00 p.m.**
  - a. RACC Appointments
  - b. Public Art Financial Report
  - c. Public Art Project Report
- VII. Adjourn until October 21, 2021 8:30 p.m.**

**Attachments:**

- 1. October 14 full PAAC Agenda
- 2. September 13 PAAC Meeting Minutes

## **PAAC Reports:**

### **1. Current WCCCFJC timeline**

Week of Oct 4 - PAAC Committee and Arts and Culture Manager to review proposals for completeness.

Oct 14 - Selection panel review and select 2 semi-finalists.

**Week of Oct 18 -22 - Winifred Day to initiate paperwork from selected artists**

Week of Nov 29 - Dec 3 - Selection panel to view completed proposals either on-site or via zoom. Vote on one Finalist to recommend to PAAC

Dec 9 Presentation by panel to PAAC for approval or rejection of recommendation

Dec 23 (will this meeting be changed since it is so near Christmas?) RACC to approve or reject PAAC recommendation.

### **2. RACC appointments (Deb Dyer)**

Discussion with mayor over RACC appointments: There was a Zoom meeting on Sept 29<sup>th</sup> Deb Dyer, Flo Wiley, Phillip Mehas, Mayor Tom Butt, Shasa Curl and Winifred Day. Mayor Tom Butt stated that unless amendments were submitted and passed by Council he would not appoint any new members to RACC. The amendments were to specify that architects could apply for projects (presently, only the project architects cannot apply) and that in case of a conflict between PAAC and the DRB, the DRB would decide the solution. Winifred asked if appointing an architect to RACC would satisfy the mayor, but he was not impressed with Natalie Lawrence saying she was not a practicing, licensed architect although she has an Architecture degree. At the end of the meeting where no decisions were made, Mayor Butt was to send his amendments to the participants as well as the City of Richmond Legal Department.

### **3. Financial Report (Winifred Day)**

- a. Flow Chart submitted by the Procurement Division Purchasing Process
- b. Plan to write Policies and Procedures with Finance Dept. and Legal  
Currently do not have procedure for stipends, art design fees, etc.
- c. Current Private Developer Balance: \$607,671
- d. Expected TBD expenses: Ookwe Park Signage, Sr. Center Restoration, \$75,000 (Osprey), COVID Mini Grant \$50,000, art maintenance

### **4. Project Update (Winifred Day)**

Private Developer Projects in progress: Hacienda, RYSE, Making Waves, Cherry Blossom Row

## Staff Report (Day)

- a. Senior Center Mural – still waiting for estimate from Judy Baca – as build
- b. Ookwe Park Signage – LOCALISH, Marina Bay Neighborhood Council  
Designing Scope of Services for Graphic Design, Fabrication, Installation
- c. Osprey Bird \$65,000 commission approval, City Council consent calendar
- d. NPA Mini Grants – all expected to participate in the interviews, deadline  
September 13, Not to exceed \$65,000 Consent Calendar Oct 19  
Over 45 people attended the Mandatory Orientation, 17 applications
- e. COVID Relief Mini Grant Oct 1 deadline. Not to exceed \$50,000

October 19 – City Council has the **Ridgeline Osprey Bird** approval on the consent calendar. Winifred to attend

Deb requested Winifred research warehouse project at Pittsburg and Richmond Parkway to ensure that they have paid in-lieu fees. (Contra Costa County property)

### 5. Art Inventory Project

#### Artist Registry online now

Please encourage artists you know to fill this out to receive information from the City of Richmond.

#### City of Richmond Artist Database Form

The City of Richmond Artist Database Form is an opportunity for local artists from all media and genres available for art projects in Richmond to provide their information to the City. If you are a local artist, please fill out this form: [City of Richmond Artist Database Form](#).



**PUBLIC ART ADVISORY COMMITTEE (PAAC)  
MEETING MINUTES for September 13, 2021**

Present: Deb Dyer, Emily Leighton, Philip Mehas, Siobhan Hayes.

Absent: Tom Herriman although he sent in votes for items noted as action items and City Councilman Melvin Willis

Staff: Winifred Day, Arts and Culture Manager

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

Meeting was called to order at 7:03 p.m.

**II. Approve September 13, 2021 Meeting Agenda**

Agenda approved with one change. Phil added Mayor's lack of nomination of new RACC and PAAC members.

Motioned by: Phil Mehas, Seconded: Siobhan Hayes, Unanimous Agenda accepted

**III. Approve August 12 Meeting Minutes**

Accepted as written, Motioned by: Phil, Seconded: Siobhan, Unanimous accepted

**IV. Public Comments:** Cordell Hindler - he spoke to the Youth Commission rejoining RACC or PAAC. Sorry he couldn't join meeting. (brought up discussion if there is an age requirement to be appointed to Commission or Committee. Winifred to research)

**V. Information Item:** Since Phillip resigned as Chair; new Chair to be elected. Deb Dyer was the only nominated person. Deb was unanimously approved as Chair. We decided to move the other positions to the next meeting. Discussion about the notes and responsibility - Philip thinks it should be staff responsibility.

**VI. Information and Action Item:**

**1. Love Your Block mural concept designs** to be approved or rejected:

Project A. Juneteenth Motioned to approve: Emily Seconded: Philip, Unanimous

**VI. Information and Action Item: cont'**

Project B. Richmond Rides – Unity Park Mural

Deb and Winifred have concerns about how long the mural will last. They recommend that they research for colorfast color acrylics and sealants, but we can only accept or reject. Motioned to accept: Phi I Seconded: Emily Unanimous

**2. West Contra Costa Justice Center** selection panel composition

Need an artist to add to the panel. Someone from PACC or RACC as a non-voting member Philip suggests asking someone from Ryse. Deb is concerned that the panel is too small, currently. Deb is willing to approach someone from Richmond Art center and from NIAD to see if there is interest.

Need clarity on the dates - October 11th and amount of meetings. Winifred will reach out to Natalia. Philip volunteers to be the non-voting PACC member.

Winifred shared that according to new ordinances, the City should pay a small stipend to the panelist. Richmond is trying to start paying for panelists and needs to figure out the process.

Discussion about who gets paid, Deb suggests the artist and Natalia should be paid since they are sitting on the panel. No one from PACC or city staff should get paid to be on the panel since it is not allowed under the ordinance. In this situation, at least 2 people should get the stipend. PACC members should not be voting members, so that when it gets sent to PACC there is no conflict of interest.

Emily motioned to accept Natalia as a panelist. Deb second, everyone accepted.

Winifred wants Deb to create the information for panelists. (panel application)  
Winifred is testing the file sharing on mini-grants and will know more later how the applications should be shared.

**VII. Information Item - Art Inventory:**

We can only have up to 99 pictures, we need to create categories. It could be by neighborhood. This should be part of Transparent Richmond.

Emily - Should be by medium and location, tours could be something separate like murals, or artists chosen.

Winifred- people are requesting tours,

Emily - Action item, needs to start a google doc to outline changes to the website and share it to the rest of the group before the RACC meeting.

**VIII. Information Item - Memorandum of Understanding on the Art of Peace project,**

**a.** Deb, Flo and Tom recommended changes to the MOU. There are not many responsibilities of the PACC. Deb wants to see how much the Rotary is spending for the prize, she has other notes that include the location, clarity on purchase awards etc.

**b.** Deb's suggestions for revision to MOU with Rotary/Robby Polete Foundation.

PAAC responsibilities should include the following:

1. Implement the contracts for the purchase awards if the works are selected for the City of Richmond Public Art Collection.

2. Determine best location through partnership with the Neighborhood Councils.

3. Oversee installation and signage for purchased works of art.

4. Publicize the call for entry for the project.

5. Provide other requested input as required for the success of the project.

**c.** Tom's suggestions for revision— Deb thinks best if Tom's version replaces her #1. I endorse Deb Dyer's five points, but also think the MOU should specify that PAAC will offer up to 3 purchase awards of \$3,000 each (with \$2,000 as a direct cash award for the artist, and \$1,000 set aside for signage, installation and maintenance of the artworks). At its discretion, PAAC will purchase 1, 2 or 3 or none of the artworks produced in the project.

**d.** Philip: What are the parameters for selecting the works? Deb: one thing I would like is for pieces to not glorify shooting or gun violence.

**e.** Philip motions to approve the revisions for MOU, Emily second, all approved - will be sent to RACC.

**IX. Information Item Lack of new appointees on Commission and PAAC Philip:**

Background. A year ago the Mayor wanted the definition of artist changed, so the architects could submit proposals for projects as well as a process determining that the DRB can weigh in on projects. After the ordinances passed with his dissenting vote, the mayor said he would not put any applications forward to RACC. Philip contacted the mayor's office after a conversation with the Mayor asking him to set up a meeting. The mayor has not been willing to push forward any nominations to the commission. He recommends Deb and chair of RACC write a letter to the mayor asking to resolve the matter.

Deb- noted that we don't have the ability to change the ordinances, the city council has to do that.



Emily- how many people are waiting?

Winifred- 4 people are waiting at least.

Deb - I can talk to Flo about sending a letter.

- X.** Philip- Senior Center Mural hasn't progressed, someone needs to contact the artist.  
Winifred- We don't have the info to move forward, the installers are trying to make a contract. If she doesn't have anything by the 23rd, then Philip can reach out to the artist.
- XI.** Winifred- as of now, 11 people have applied NPA Mini-Grants can be reviewed at our leisure and scored separately. COVID Relief Mini Grant deadline October 1
- XII.** Adjourned at 8:22