

RACC/PAAC Agenda Item Request Form



Instructions:

Please complete this form to request that an item be placed on a RACC/PAAC agenda. All requests must align with at least one of the priorities outlined in the Richmond Arts and Culture Commission's Public Art Master Plan. A copy of this plan can be found [here]. Presentations will be limited to 5 minutes, followed by 5 minutes for questions and answers.

Your request will be reviewed by the City of Richmond's Art & Culture Manager and the Chair of the Richmond Arts and Culture Commission as the first step in the agenda item approval process.

Please complete this form, answering all questions thoroughly. **Submit/e-mail the completed form to RACC Chair trichmond@richmondabc.net with a CC: to Richmond Arts & Culture Division manager Winifred_day@ci.richmond.ca.us.** After submission, be prepared to respond to any follow-up requests for additional information or clarification regarding your request.

Date of Request: _____

Requested by

Name & Affiliation: _____

e-mail Address: _____

ITEM SUBJECT / TITLE:

The title should reflect the desired action and begin with an action verb. (Examples: Authorize contract; Adopt resolution; Review status report; Approve agreement; Discuss policy; etc.)

Please indicate which of the 11 RACC/PAAC Public Art Master Plan priorities align with your proposed agenda item (check all that apply):

- | | |
|---|--|
| 1. <input type="checkbox"/> Employ the arts to illuminate Richmond's many cultures/histories. | 7. <input type="checkbox"/> Strengthen the Arts and Culture Division and the RACC/PAAC. |
| 2. <input type="checkbox"/> Commission art in the business districts and neighborhoods. | 8. <input type="checkbox"/> Maintain the city's Public Art Inventory. |
| 3. <input type="checkbox"/> Support art that connects people with nature. | 9. <input type="checkbox"/> Market Richmond's Public Art and Arts Programming. |
| 4. <input type="checkbox"/> Prioritize support of the arts in public buildings and spaces. | 10. <input type="checkbox"/> Build partnerships with local businesses and regional entities. |
| 5. <input type="checkbox"/> Increase grants to arts and culture programs. | 11. <input type="checkbox"/> Update the Cultural Plan. |
| 6. <input type="checkbox"/> Support artists of all ages and backgrounds. | |

EXPLANATION OF ITEM:

This section should summarize the pertinent facts related to the subject matter. Use it to set the tone and provide context for your item. Address the following critical questions:

1. Who, What, When, Where, How, and Why?

2. Does your item require approval from the Commission? Yes No

If so, please explain.

3. Are you requesting funding?

Yes No

a. If yes, please specify the amount and when it will be needed: _____

b. Which RACC/PAAC budget line item is most applicable to your request?

Note: Any waiver of Section 19 Insurance Requirements from the General Conditions of the standard purchase of services contract must be noted here. Additionally, any contract amendments must include the original contract amount, plus the total and dates of all amendments for the particular contract.

***** For Staff Use Only *****

****STAFF/CHAIR RECOMMENDATION:****

This section is to be used for stating your recommendation or identifying next steps.

