

**CIVIC ARTS COMMISSION
REGULAR MEETING AGENDA
REVISED**

**Wednesday, June 24, 2026
6:00 PM**

Meeting Location: Tarea Hall Pittman South Branch Library
1901 Russell St, Berkeley, CA 94703

Commission Members:

Chair Montgomery, Vice Chair Bachrach, Commissioner Woo, Commissioner Vaughn Scott,
Commissioner Bullwinkel, Commissioner Pineda, Commissioner Blecher,
Commissioner Truc-Dao Kramer, Commissioner Dutta- Choudhury

This meeting will be conducted in a hybrid model with both in-person and virtual attendance. Attend this meeting remotely using **Zoom** <https://cityofberkeley-info.zoomgov.com/j/1611988591> To request to speak, use the “raise hand” function in Zoom. To join by phone: Dial **1-669-254-5252 or 1-833-568-8864 (Toll Free)** and enter **Meeting ID: 1611988591**. To provide public comment, Press *9 and wait to be recognized by the Chair. To submit a written communication for the public record, email civicarts@berkeleyca.gov.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting, however, if you are feeling sick, please do not attend the meeting in person. Questions regarding this matter may be addressed to the Commission Secretary, Carianna Arredondo 510-981-7007, carredondo@berkeleyca.gov cc: civicarts@berkeleyca.gov

Roll Call

- Chair Peter Montgomery (District 8)
- Vice Chair Jonathan Bachrach (District 1)
- Commissioner Cameron Woo (District 2)
- Commissioner Sean Vaughn Scott (District 3)
- Commissioner Lisa Bullwinkel (District 4)
- Commissioner Eduardo Pineda (District 5)
- Commissioner Dana Blecher (District 6)
- Commissioner Audrey Truc-Dao Kramer (District 7)
- Commissioner Devi Dutta-Choudhury (Mayor),

Land Acknowledgement

The City of Berkeley recognizes that the community we live in was built on the territory of Huchiun (Hooch-yoon), the ancestral and unceded land of the Chochenyo (Cho-chen-yo) speaking Ohlone (Oh-low-nee) people, the ancestors and descendants of the sovereign Verona (Vuh-roh-nuh) Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. We acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan (Lih-Shawn) Tribe and create meaningful actions that uphold the intention of this Land Acknowledgement

Public Comment on Non-Agenda Matters

Chairperson's Report

The Commission Chair may make announcements or provide information to the Commission in the form of an oral report. The Commission will not take action on such items but may request the items be placed on a future agenda for discussion.

Commission Action Items

*The public may comment on each item listed on the agenda for action as the item is taken up. Following review and discussion of the items listed below, the Commission may continue an item to a future Commission meeting. **No Action can be taken on items that are not noticed on the published agenda.***

- 1. Cube Space Exhibition**
From: Mark Salinas, Public Art Program Manager; Eduardo Pineda, PAS Chair
Recommendation: Approve Abiam Alvarez for the July 27 to October 16, 2026 Cube Space Exhibition.
- 2. Civic Arts Commission 2026 Meeting Schedule**
From: Commission Secretary
Recommendation: Review, discuss, and approve revisions to the remaining 2026 Civic Arts Commission meeting schedule as recommended by staff.
- 3. Civic Arts Commission FY 27 Work Plan**
From: Commission Secretary
Recommendation: Finalize and approve the Fiscal Year 2027 Civic Arts Commission Work Plan and authorize the Commission Secretary to submit the workplan to the City Council as an information report.

4. **Civic Arts Commission Memo FY27 – FY28 Civic Arts Budget Recommendations**
From: Grants Subcommittee
Recommendation: Review, finalize, and approve a Civic Arts Commission memo to the City Council regarding Fiscal Year 2027 – 2028 Civic Arts budget recommendations, and authorize the Commission Secretary to transmit the memo to the City Council as an official communication from the Civic Arts Commission.

Presentations

- 5a. **FY 2026 and FY 2027 Civic Arts Budget Staffing and Program Information**
From: Commissioner Pineda and Vice Chair Bachrach
Recommendation: The Civic Arts Commission may request additional information or edits to the information, reserving an opportunity to review and take action at a later meeting.
- 5b. **FY 2026 and FY 2027 Civic Arts Budget Staffing and Program Information**
From: City Staff

Information Items and Updates

6. **Grants, Public Art and Civic Arts Programs Updates**
From: City Staff
- a) Grants Program Updates, Hilary Amnah
 - b) Public Art Program Updates, Mark Salinas
 - c) Civic Arts Program Updates, Carianna Arredondo

Committee Updates

7. **Grants, Public Art, and Policy Subcommittee Updates**
From: Civic Arts Subcommittees
- a) Grants
 - Dana Blecher, Chair
 - Lisa Bullwinkel
 - Cameron Woo
 - b) Public Art
 - Eduardo Pineda, Chair
 - Jonathan Bachrach
 - Devi Dutta-Choudhury
 - c) Policy Subcommittee
 - Lisa Bullwinkel, Chair
 - Dana Blecher

- Cameron Woo
 - Audrey Truc-Dao Kramer
- d) Representative on Design Review Committee
- Devi Dutta-Choudhury

Items for Future Agendas

These items are not scheduled for discussion or action at this meeting. The Commission may schedule these items to the Action Calendar of a future Commission meeting.

- **Requests by Commission members to add items to the next agenda**

Minutes for Approval

Draft minutes for the Commissions consideration and approval.

8. Minutes of May 20, 2026

From: Commission Secretary

Recommendation: Approve the draft minutes of the May 20th, 2026, Regular Civic Arts Commission Meeting

Commissioner Announcements

Adjournment

Notices

Notice of Public Record

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.

Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the City Manager's Office located at 2180 Milvia Street, 5th floor, Berkeley, CA 94704



Communication Access Information

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at ada@berkeleyca.gov, (510) 981-6418 (V), or (510) 981-6347 (TDD) at least three business days before the meeting date. Attendees at public meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.

Video and audio recordings of the Civic Arts Commission meetings are available upon request. Please contact the Commission Secretary at carredondo@berkeleyca.gov cc: civicarts@berkeleyca.gov or 510-981-7007 to obtain a recording.

Certification of public posting

I hereby certify that the agenda for this meeting of the Berkeley City Commission was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on June 18, 2026



Supplemental presentation for item 5 added 6/22/26

Carianna Arredondo, Secretary

Communications

1. Poet Laureate Program



Cube Space July - October 2026
Artist: Abiam Alvarez | Curator: Kevin B. Chen

Abiam Alvarez is a ceramicist based in Gilroy, California. He spent the first nine years of his life in Leon Guanajuato, Mexico, before immigrating to California in 1999, where he settled in the small farming town of Firebaugh. In Firebaugh, he was inspired by his experience in the agricultural industry, where he spent his summers working in the fields. Abiam's artwork is rooted in the Central Valley, and speaks of the labors and political issues surrounding agriculture, consumerism, and immigrant workers.

A first-generation college graduate, Abiam earned his B.A. in art and design with an emphasis in ceramics and sculpture from California State University, Fresno, and later completed his MFA in Spatial Art at San Jose State University in 2019. With 19 years of experience in ceramics, he has been teaching the subject at both the high school and collegiate levels for 13 years. He continues to expand his knowledge of contemporary and historical ceramic processes.

Abiam is passionate about both pottery and sculpture. His work focuses on creating representational ceramic sculptures of produce, juxtaposed with elements such as vessels, chunks of soil, and tools—symbols of the labor involved in fieldwork. His sculptures honor farm workers by showcasing the fruits of their labor. Most recently, Abiam has been exploring ceramic 3D printing, crafting vessels that emphasize patterns and how glazes interact with those designs. Abiam was the 2025 Content Emerging Artist Award recipient, and his work has been exhibited extensively in the West Coast, including the Santa Paula Art Museum and Palo Alto Art Center.

Previous Works

Abundance:
Abiam Alvarez

























































Civic Arts Division

Proposed Revision to the 2026 Civic Arts Commission Meeting Schedule

Background

The Civic Arts Commission bylaws allow for up to 10 meetings per year. Historically, although not required by policy, the Commission has not met in August or November.

In recent years, however, the volume of agenda items has required a fuller meeting schedule. In 2022, 2024, 2025, and now 2026, the Commission has needed 10 or more meetings to support timely review of projects and program items, particularly in the fall.

Not holding two Commission meetings in the fall can significantly affect project timelines. Staff recommends staggering the two non-meeting months across different parts of the year to better support project schedules and workload distribution.

Requested Schedule Changes

Staff recommends revising the remaining 2026 Civic Arts Commission meeting schedule as follows:

- Add an August meeting on August 26, 2026.
- Remove the October meeting.
- Keep November as a non-meeting month.
- Move the December meeting from December 2, 2026 to December 9, 2026.

These changes would maintain a total of 10 Commission meetings in 2026.

Rationale

The August meeting would allow the Commission to review time-sensitive items, including:

- Cube Space Artist 5: Lena Coletto, scheduled for October 26, 2026 through January 15, 2027.
- Animal Shelter Project Plan.
- Presentation and Feedback on the Arts Resiliency Study

The December meeting date change would allow the South Berkeley Senior Center Artist Panel recommendation to be reviewed by the Public Art Subcommittee on December 3 before coming to the full Commission.

The October meeting can be removed because the only items currently scheduled are the Private Percent for Art Quarterly Report and Festival Quarterly Report, which can be addressed through the revised meeting schedule.

Staff also recommends a deeper discussion of the 2027 meeting calendar and the two non-meeting months as part of future planning. The Dyson/Womack strategic planning process may provide a helpful pathway for that discussion.

INFORMATION CALENDAR
July 28, 2026

To: Honorable Mayor and Members of the City Council
From: Civic Arts Commission
Submitted by: Peter Montgomery, Chairperson, Civic Arts Commission
Subject: Civic Arts Commission FY27 Work Plan

INTRODUCTION

The Civic Arts Commission has updated its work plan, which outlines Commission objectives for Fiscal Year 2027 (FY27) based upon goals articulated in the *City of Berkeley Arts & Culture Plan (2018 - 2027 Update)* and reflective of previously initiated projects that are already under way. This work plan includes a variety of objectives in three civic arts areas: Grants, Policy, and Public Art.

CURRENT SITUATION AND ITS EFFECTS

At its regular meeting on June 25, 2025, the Civic Arts Commission approved the final FY26 Civic Arts Commission Work Plan, which is used to guide the Commission’s work throughout the year.

Action Item: Civic Arts Commission FY27 Work Plan

M/S/C (xxxxx/xxxxxx) to approve Civic Arts Commission FY27 Work Plan.

Vote: Ayes —; Nays —; Abstain —; Absent —

Public Comment: xxx

BACKGROUND

See attached work plan.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no environmental sustainability or climate impacts identified as a result of this plan.

POSSIBLE FUTURE ACTION

Based on Commission research, public meetings, new initiatives, other additional recommendations to City Council may be submitted to City Council at such time deemed necessary.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

No fiscal impacts determined at this time.

CONTACT PERSON

Carianna Arredondo, Commission Secretary, Civic Arts Commission, (510) 981-7007

Attachment: 1: FY27 Civic Arts Commission Work Plan



Civic Arts Commission

Civic Arts Commission FY27 Work Plan (July 1, 2026 – June 30, 2027)

Approval at 6/24/2026 Civic Arts Commission meeting

Grants Subcommittee

1. Advocate to Council for the sustaining and growth of the Civic Arts grant funding allocation.
2. Review and develop Civic Arts guidelines for Arts Programs, Community Festivals, General Operating Support, and Individual Artist Projects grant categories for the FY28 grant cycle with Civic Arts staff; make final guidelines recommendations to Civic Arts Commission.
3. Review funding scenarios for grant awards based on scores, number of applicants, and available funding; make final grant funding recommendations to Civic Arts Commission.
4. Prepare for and monitor the proposed Berkeley arts ballot measure that will impact Civic Arts grants funding and staff operations.

Policy Subcommittee

1. Event Producer Policy Recommendations

Ensure that the Event Producer Policy Recommendations are appropriately presented to City Council, reviewed, and acted upon following their anticipated Council consideration in June 2026. The Subcommittee may continue to monitor implementation, identify any follow-up policy needs, and support staff and the Commission in advancing recommendations that strengthen Berkeley's event production landscape.

2. Civic Arts Grant Funding and General Fund Support

Advocate for the preservation and restoration of full Civic Arts grant funding levels in the General Fund budget. The Subcommittee should continue to emphasize that any future arts revenue measure or dedicated arts funding source should supplement, rather than replace or reduce, existing General Fund support for Civic Arts grants, programs, and core operations.

3. Civic Arts Staffing and Program Capacity

Advocate for the reinstatement of the Economic Development Project Coordinator position, or an equivalent Civic Arts staffing resource, in future budgets. The Subcommittee should continue to advocate for a sustainable staffing model that reflects the ongoing Civic Arts workload within the City Manager's Office, including grants administration, policy development, Commission support, public art coordination, cultural planning, and arts sector engagement.

4. Cultural Arts District Policy and West Berkeley Cultural Arts District

Continue supporting the development of a Cultural Arts District in West Berkeley while also advancing a broader policy framework for the establishment, recognition, and support of Cultural Arts Districts in Berkeley. Building on the FY 2026 work plan and the City’s experience with the African American Arts and Culture District of South & West Berkeley / Lorin District, the Subcommittee shall work to articulate policy guidelines for future Cultural Arts Districts. This may include criteria for district formation, community leadership, cultural significance, geographic boundaries, governance, sustainability, and alignment with potential state designation opportunities.

5. Arts Activation in Vacant Commercial Spaces

Explore and develop policy recommendations for utilizing vacant or underused commercial spaces in Berkeley for arts and cultural uses, with a particular focus on retail frontage, storefront activation, and corridors such as San Pablo Avenue and University Avenue. This work may include reviewing existing Economic Development efforts, inviting staff presentations, researching models from other cities, and identifying feasible policy tools or pilot opportunities to support temporary or longer-term arts activation in vacant spaces including live/work opportunities.

6. Berkeley Cultural Trust

Support the development, advocacy, and long-term sustainability of the newly revived Berkeley Cultural Trust. The Subcommittee should help ensure ongoing Civic Arts Commission representation at Berkeley Cultural Trust meetings and identify opportunities for alignment between the Trust, the Commission, City staff, and the broader arts and culture sector.

7. Poet Laureate Program

Continue advocating for the establishment of a permanent Berkeley Poet Laureate Program. The Subcommittee may support the development of program guidelines, funding recommendations, selection processes, roles and expectations, and potential partnerships to ensure the program is sustainable and aligned with the City’s cultural goals.

8. Turtle Island Monument Project

Monitor and support resolution of the Turtle Island Monument project, including identifying any outstanding policy, process, funding, or interdepartmental coordination issues that require Commission attention. The Subcommittee should work with staff to clarify the project’s current status and determine whether further Commission or Council action is needed.

9. Tracking System for Commission Referrals and Council Actions

Develop or recommend a tracking system for Civic Arts Commission referrals, recommendations, and items transmitted to City Council. The purpose of this system would be to support continuity of operations, improve transparency, track Council action and follow-up needs, and help future Commissioners and staff understand the status of prior Commission work.

Public Art Subcommittee

1. Strategic Planning and Program Direction

- Collaborate with Civic Arts staff and Dyson/Womack to develop a Public Art Strategic Plan for the City of Berkeley. The Plan will identify the steps, strategies, and actions needed to shape, strengthen, and evolve the Civic Arts Program. It will include recommendations to stabilize and sustain the Public Art Program in service of the community, including best practices, policy updates, and guidance on project prioritization and discontinuation. The Plan will build upon previous policy achievements and planning efforts adopted by the City Council.
- Review and approve the FY27 Work Plan for projects funded through Funds 148 and 150.

2. Project Prioritization and Backlog Management

- Continue the pause on new public art projects until the existing backlog of projects is addressed and the Public Art Strategic Plan is completed, consistent with prior Civic Arts Commission direction from April 26, 2023.
- Permit Civic Arts staff to honor the mission, spirit, and community intent of “not started” projects through projects currently in progress, ongoing initiatives, and staff-proposed solutions until the Public Art Strategic Plan is completed and approved.

3. Public Art Project Review and Artist Selection

- Review and approve public art projects at key development milestones presented by staff.
- Actively promote and distribute public art RFQs through professional networks, artist communities, and relevant community channels.
- Represent the Public Art Subcommittee on RFQ selection panels when possible.

4. Public Engagement and Civic Arts Programming

- Support the development, visibility, and public engagement of Civic Arts programming and public art platforms, including Cube Space, the Downtown Berkeley BART Plaza Sound Art Program, and other current or emerging initiatives that support artists, inspire collaboration, and connect audiences with Berkeley’s public art ecosystem.

CONSENT Calendar
June 30, 2026

To: Honorable Mayor and Members of the City Council

From: Civic Arts Commission

Submitted by: Peter Montgomery, Chairperson, Civic Arts Commission

Subject: Civic Arts Commission Budget Cut Recommendations for FY27-28

RECOMMENDATION

Refer to the City's Budget Process to only decrease the entire Civic Arts budget by 10% as opposed to the current budget that recommends a cut of more than 20%.

FISCAL IMPACTS OF RECOMMENDATION

The fiscal impact of the current budget recommendation is that the Civic Arts budget would be cut at a high rate of 20% which will significantly impact staffing capacity and grant funding for Berkeley-based arts organizations, festivals and individual artists.

CURRENT SITUATION AND ITS EFFECTS

All City of Berkeley Departments were asked to cut their budgets by 10% for FY27-28. Current budget cuts to Civic Arts include eliminating a vacant staff senior leadership position, and reassignment of the remaining staff responsibilities limiting the scope of arts programming. This totals a loss of \$288,000. We believe this should be more than adequate to cover the 10% required of all departments.

Additionally, we request that instead of eliminating the senior staff leadership position (Economic Development Project Coordinator) that the position stay on the "vacant" but frozen list to be filled at a later date.

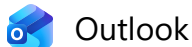
Civic Arts is being asked to cut our budget even further by reducing our Grants Program by 10%. This amount is roughly \$83,000. This means when staff cuts (\$288,000) and grant cuts (\$83,000) are added together (\$371,000) that is more than 20% of the Civic Arts budget. Further complicating the matter, general operating grants for Berkeley-based arts organizations are in the second year of a two-year cycle. This is a challenging time to inform grantees they will not receive their full grant award in mid-cycle, especially for those organizations who are reliant on the City of Berkeley's support. Additionally, Festival grants have already

taken a hit of more than a \$40,000 reduction during the FY26 cycle from their prior level of \$200,000. This cut will also limit how many individual artists project grants can be awarded. It is apparent the cuts will negatively impact the City of Berkeley's arts organizations and festivals, which are revenue generating for the City of Berkeley.

As a solution-focused Commission, if Civic Arts needs to take any additional funding cuts, we are recommending a cut to the inequitable and non-transparent 'pass-through' funding that is disbursed by Civic Arts staff (although not approved by the Civic Arts Commission) at a 50% level (roughly \$83,000). These are funds the council has issued without any oversight by the Civic Arts Commission. In the future, all "pass-through" funds should be allotted to the Civic Arts Grants Program to be distributed equitably. This would give "pass-through" grant recipient organizations time to adjust their budgets until the funds are correctly distributed through the Grants Program.

BACKGROUND

Due to a \$30M budget deficit all City of Berkeley Departments have been asked to cut their budgets by 10%.



CAC Agenda Item for June 24, 2026 meeting

From Eduardo Pineda <pineda.eduardo@gmail.com>

Date Wed 6/10/2026 4:43 PM

To Arredondo, Carianna <CArredondo@berkeleyca.gov>

Cc Jonathan Bachrach <jackbackrack@gmail.com>; Peter Montgomery <peter.montgomery@gmail.com>; Salinas, Mark <MSalinas@berkeleyca.gov>; Amnah, Hilary <HAMnah@berkeleyca.gov>

1 attachment (1 MB)

Richmond Arts & Culture Manager.pdf;

WARNING: This is not a City of Berkeley email. Do not click links or attachments unless you trust the sender and know the content is safe.

Cari: Jonathan and I would like to include this Action Item to the agenda for the upcoming Civic Arts Commission meeting on June 24, 2026:

FY2026 and FY2027 Civic Arts Budget Staffing and Program Information

(Presented by Carianna Arredondo)

The Art Commission will be provided with documentation of all arts program staff positions, and which specific funds are used to fund each position for FY2026 and FY2027 to accurately inform a discussion of Civic Arts Programs. The Civic Arts Commission may request additional information or edits to the information, reserving an opportunity to review and take action at a later meeting.

For this discussion the commission will need:

1) FY26 Civic Arts staff salaries, total contractor payments, and breakdown of funding source(s).

Indicate the total FY26 20% Administrative amount budgeted in General Fund, 148, 150, 511, and T1.

ie:

Jennifer Lovvorn: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1

Mark Salinas: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1

Hilary Amnah: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1

Chandra Cerrito: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1

Adriana: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1

Kevin B. Chen: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1

William Hernandez Luege: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1

2) FY27 Civic Arts staff salaries, total contractor payments (estimated), and breakdown of funding source(s).

Indicate the total FY27 20% Administrative amount budgeted in General Fund, 148, 150, 511, and T1.

ie:

Carianna Arredondo: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1

Mark Salinas: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1
Hilary Amnah: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1
Chandra Cerritos: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1
Adriana: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1
Kevin B. Chen: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1
William Hernandez Luege: \$ from General Fund, \$ from 148, \$ from 150, \$ from 511, \$ from T1

3) Jennifer Lovvorn's 40 hour week job description, including department, title, salary, and classification, as posted by the City.
Carianna Arredondo's 40 hour week job description, including department, title, salary, and classification, as posted by the City.

4) FY26: Maximum number of hours, in a Mon – Fri 40 hour week, that Carianna Arredondo is acting in Jennifer Lovvorn's job description.
FY27: Maximum number of hours, in a Mon – Fri 40 hour week, that Carianna Arredondo is acting in Jennifer Lovvorn's job description.

5) Confirm Deputy City Manager's appointment of Carianna Arredondo acting in Jennifer Lovvorn's job description is temporary. Include start/end dates.

6) Confirm Deputy City Manager's decision to remove Jennifer Lovvorn's position from the City's Organization Chart permanently. Provide the steps and conditions, such as funding, and actions from department, staff, commission, and council decisions required to re-establish Jennifer Lovvorn's position.

7) Please include these regional, filled positions as additional materials, including the City of Richmond's current job posting for a Cultural Affairs Manager.

Oakland: 440k population
Lyz Luke, Cultural Affairs Manager (under Office of Economic Development)

Berkeley: 121k population
N/A, Cultural Affairs Manager (under Office of Economic Development)

Richmond: 115k population
Active recruitment. Job posting attached separately. Cultural Affairs Manager (under Office of Economic Development)

Emeryville: 13k population
Amber Evans, Cultural Affairs Manager (under Office of Economic Development)

8) Please include these five recent news articles as additional materials
<https://www.kqed.org/arts/13978209/oakland-arts-budget-cultural-affairs-manager-protests>
<https://www.sfchronicle.com/entertainment/article/oakland-cuts-cultural-affairs-manager-20398034.php>
<https://www.sfchronicle.com/entertainment/article/oakland-restore-cultural-affairs-manager-20782284.php>

<https://oaklandside.org/2025/12/08/oakland-cultural-affairs-manager-reinstated-arts-fife/>

<https://www.kqed.org/arts/13984664/oakland-cultural-affairs-manager-reinstated>

I think you need to present the item because of all the information needed. Thank you.

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Eduardo Pineda

www.storytellingwalls.com



ARTS & CULTURE MANAGER



THE COMMUNITY

The City of Richmond, California, known as the “City of Pride and Purpose”, is a vibrant and diverse community of more than 116,000 residents located on the eastern shore of San Francisco Bay—just five miles north of Berkeley and seven miles northeast of downtown San Francisco. Best known for its role as the most productive shipbuilding center of World War II, Richmond has grown into an important industrial, commercial, shipping, and transportation hub, while also diversifying into biotechnology, green technology, alternative energy, and artisanal food manufacturing. Its central location and multimodal transportation network – including BART, Amtrak, AC Transit, ferry service, and two major interstates – make it one of the most accessible and well-connected cities in the Bay Area.

Richmond is one of the most racially and ethnically diverse cities in the Bay Area, with a population that is approximately 46.9 percent non-white Latino, 16 percent African American, 19.3 percent white, and 15.5 percent Asian¹. Richmond is a warm and welcoming City due to the diversity of its residents, businesspeople, land use and its historic contributions to the future of the nation. With some of the most affordable housing prices in the Bay Area, neighborhoods and housing options offer a whole palette of lifestyle choices.

The City of Richmond is the perfect location to “play in the Bay” and explore with distinct neighborhoods, the Bay Trail and 32 miles of shoreline, museums, golf, water sports, two unique islands, live theatre, excellent shopping and attractive hotels, diverse dining, cultural events and activities, and much more. Through its nine community centers, two aquatic centers, and libraries (one main and two branches), the City sponsors a variety of activities to support Richmond’s adult, youth, and senior populations. The City is also home to the Rosie the Riveter/World War II Home Front National Historical Park, which aims to preserve and interpret Richmond’s role in our nation’s home front response to World War II.

The City has one of the most progressive city governments in California. The City of Richmond is



Credit: Marlon Coleman

working on developing and implementing programs and policies with a focus on health and racial equity, in order to enhance the quality of life and ensure fair outcomes for all residents. Richmond is a full-service city operating under a City Council-City Manager form of government, with a mayor elected at-large and six council members elected by district. The City is operating in Fiscal Year 2025-26 with a general fund budget of approximately \$258 million and 664 FTEs. Combining a proud history, an innovative future, and a vibrant lifestyle, Richmond is truly the perfect place for an Arts and Culture Manager to not only lead but also thrive! To learn more, go to: www.ci.richmond.ca.us.

THE POSITION

Under the Economic Development Department, the Arts and Culture Manager plays a key leadership role in shaping the creative vision of the City. Working collaboratively with City departments, commissions, local artists, non-profits, businesses, and community groups, this position develops and oversees arts initiatives that enrich public spaces and elevate the cultural experience citywide.

This role leads the activation and management of public/private art projects, administers contracts and grants, and ensures the effective delivery of arts programs and partnerships. Serving as a primary liaison to the Arts and Culture Commission, the Manager provides expert guidance, technical support, and strategic direction



¹Quick facts Richmond city, California. 2023 American Community Survey 5 year estimates.

<https://www.census.gov/quickfacts/richmondcitycalifornia>

to help advance public art goals across the community. Primary duties include but are not limited to the following:

- Supervising the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Managing the Arts and Culture Commission monthly meeting agendas, meeting minutes, and related art projects.
- Assisting in the development of policies and procedures for the Public Arts Program.
- Interfacing with the community and professionals in the identification of sites suitable for public and private arts projects.
- Researching and recommending public art sites for projects.
- Preparing memorandums, letters, and written and oral reports. Preparing and distributing documents for reports to the Arts and Culture Commission, City staff, City Council, and the community.
- Developing Requests for Qualifications (RFQs) and Requests for Proposals (RFPs); researching and making appropriate recommendations, coordinating consultant selection process and contracts, writing and administering grants and contracts, and monitoring projects.
- Performing related work as required.

CORE FUNCTIONS

Program and Event Management: Plans, organizes, implements, and coordinates with community stakeholders and other departments a wide range of art and cultural programs and events, such as art exhibitions, festivals, concerts, murals, and arts education programs.

Public/Private Arts Management: Coordinates the acquisition, installation, conservation, and maintenance of publicly owned artwork, and developing policies for new temporary and permanent installations in coordination with other departments and stakeholders.



Funding and Grants Administration: Manages and distributes grants, fellowships, and other financial assistance to local artists, cultural organizations, and community groups to support their projects and operational needs.

Partnership and Community Engagement: Builds relationships with local, regional, and state arts organizations, educational institutions, and businesses to foster collaboration and ensures broad community participation in planning and project ideas.

Cultural Planning and Advocacy: Leads the development of city-wide cultural plans and serves as an advocate for the arts to city leadership and other departments.

Economic/Business Development and Tourism: Utilizes arts and culture as a strategy to create jobs, attract tourists, stimulate local business activity, and foster a creative workforce.

Facilities Management: Manages and develops arts and cultural facilities and venues, such as theaters, galleries, and live-work spaces for artists.

Marketing and Outreach: Promotes the city's cultural assets, events, and initiatives to residents and visitors through various social media channels and marketing publications to increase public awareness and participation.



Preservation of Heritage/Legacy:

Engages in efforts to preserve and celebrate local history, cultural heritage, and traditions as a legacy for future generations.

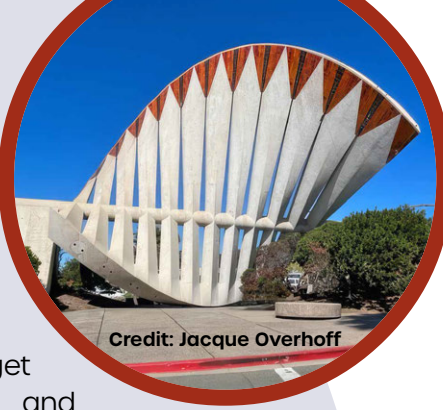
The Arts & Culture Division has a budget funded by both the General Fund and developer fees marked specifically for public/private arts projects. Grant funding is an additional revenue source and can be drawn from government sponsored grants and private donors.

THE IDEAL CANDIDATE

The City of Richmond is seeking a strong communicator who is technically savvy and has a strong ability to lead as their next Arts and Culture Manager. The ideal candidate brings a strong foundation in modern office practices and software, public/private art programs and project management, business administration, and construction project oversight. They possess a thorough understanding of arts program planning, funding, development, and evaluation, as well as federal, state, and local laws related to the arts and public art funding sources. Skilled in organization, time management, community needs assessment, event and performance management, fundraising, and public speaking, this professional communicates clearly both in writing and verbally and excels at building effective working relationships.

The role requires expertise in preparing RFQs and RFPs in accordance with procurement policies and procedures, managing the art selection process, and producing clear and comprehensive reports and correspondence to support the City's arts and cultural initiatives. The ability to follow the legal and regulatory requirements, as well as the commitment to seeing arts and culture projects to fruition in a timely manner, is essential for success in this position.

Qualified candidates possess a Master's degree in Business Management, Public Art Program Management, or Museum Program Management, or otherwise related field of study; along with five (5) to seven (7) years of experience in municipal public art program or project management. Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities is



qualifying. The incumbent must be able to travel to various locations within and outside of Richmond to meet program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

COMPENSATION

The salary for the Arts and Culture Manager is \$144,017 - \$175,054 annually; with negotiated wage increases of 5% on July 1, 2026, and 5% on July 1, 2027. Placement within this range is dependent on qualifications and experience. In addition to salary, the City offers an outstanding benefits package that includes:

Public Employees Retirement System (PERS) - Classic 2.7% at 55 and PEPR 2% at 62

Longevity Pay - at 10 years (1%), 15 years (3%), and 20 years (5%)

CalPERS Medical Plan - Managed through CalPERS with multiple plan options maximum benefit paid by the City of Richmond is the Kaiser HMO family rate (\$50 monthly employee contribution)

Dental Insurance, Vision Insurance and Employee Assistance Program (EAP) - all provided at no cost to the employee

Life Insurance - 2x annual salary up to \$250,000 benefit

Long Term Disability Insurance - 60% of salary up to \$5,000 per month after 30 day waiting period

Holidays - 14 paid Holidays per calendar yr, 5 days and 2 hours of floating holidays per calendar yr.

Administrative Leave - 7 days each fiscal year

Vacation – 10 days, increases after three years and potential vacation credit of up to 10 years for prior professional or managerial experience

Sick Leave – 12 days annual sick leave

City offers an optional employee-paid deferred compensation plan.

Optional Flexible Spending Accounts – Health Care, Dependent Care, and Transportation

Professional Development and Tuition Reimbursement

Additional Benefits – information can be found [here](#).

REQUIREMENTS

COVID-19 Vaccination Requirement

The City's **policy** is that all persons hired on or after October 18, 2021, must be fully vaccinated, including the booster, for COVID-19. New employees will be required to provide proof of complete vaccination or have an approved medical or religious accommodation before employment may commence. If you have any questions regarding this policy, please contact Human Resources.

APPLICATION AND EMPLOYMENT LIST PROCESS

TO APPLY: Interested individuals must **apply online** by fully completing the City of Richmond Employment Application, including answers to three supplemental questions.

Candidates must attach a resume and cover letter to their application for the application to be considered complete. Incomplete applications or those lacking in sufficiently detailed information will be rejected; resumes will not be accepted in lieu of a thoroughly completed application. Each applicant must apply with a monitored email address.

All communication regarding this recruitment will be via email. Each applicant must apply with a monitored email address.

QUALIFYING PHASE: All completed applications will be evaluated based on job-related qualifications criteria, which could include desirable qualifications



and the specific needs of the hiring department(s). A phone screening may be included at this phase. Candidates may be screened for better qualified.

EXAMINATION PHASE: A limited number of the most suitably qualified candidates will receive a supplemental questionnaire, which must be completed and submitted. The questionnaire will be scored according to a rating matrix (weighted 100%). An Employment List will subsequently be established. Having all of the minimum qualifications guarantees neither advancement nor placement on the Employment List.

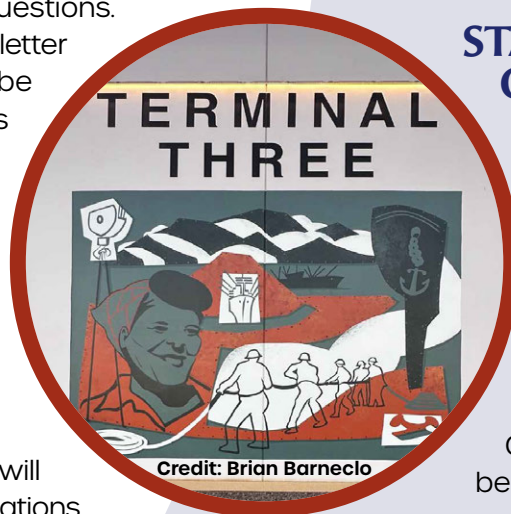
EMPLOYMENT LIST: A ranking of "A" (Best Qualified), "B" (Well Qualified), or "C" (Qualified) is required to achieve a position on the Employment List. This Employment List will be in effect for a maximum of two (2) years; however, the list may be canceled, without notice, after six (6) months.

Following the establishment of the Employment List, candidates will be referred to the hiring department for final interview(s).

STANDARD CITY OF RICHMOND STATEMENTS

Immigration Reform Control Act

In compliance with the Immigration Reform Control Act of 1986, individuals offered employment by the City of Richmond will be required to show documentation of eligibility to



work in the United State as a condition of employment.

Non-Discrimination Policy

The City of Richmond is an Equal Employment Opportunity (EEO) employer, and prohibits discrimination against any applicant on the basis of race, religion, citizenship, color, national origin, ancestry, physical or mental disability or medical condition, genetic information, marital status, reproductive health decision-making, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military or veteran status or any other basis protected by law.

Disaster Service Workers

California Government Code Title I, Sections 3100 - 3109, declare all public employees to be Disaster Service Workers subject to such disaster service activities as may be assigned to them by their superiors or by law. More information can be found [here](#).

EEO/ADA/DRUG-FREE WORKPLACE

WEBSITE: www.ci.richmond.ca.us

**Filing Deadline:
June 21, 2026**

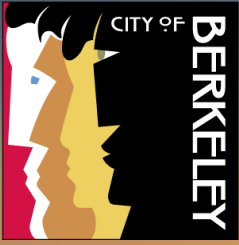
Following the closing date, applications will be screened according to the qualifications outlined above. Top candidates will be invited to personal interviews with Bob Murray & Associates. The most qualified candidates will receive a supplemental questionnaire that will be scored, and after the scoring of the supplemental questionnaire, top scoring candidates will be placed on an employment list. Interviews will be held with the City of Richmond. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Candidates will be advised of the status of the recruitment following selection of the Arts and Culture Manager.

If you have any questions, please do not hesitate to call:

Mr. Ian Schmutzler
Bob Murray & Associates
(916) 784-9080



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH



CITY OF BERKELEY **Civic Arts Commission**



Overview of Civic Arts Funding and Management Responsibilities

Background & Request

At the request of Commissioner Pineda and Vice Chair Bachrach, staff prepared supplemental materials to support the June 24, 2026 Civic Arts Commission discussion on FY 2026 and FY 2027 Civic Arts budget, staffing, and program information. The materials provide a high-level overview of:

- *Civic Arts staff and contractor costs by fiscal year (FY 26 & 27)*
- *Funding sources used for staff and contractor support*
- *Administrative allocation capacity for Funds 148 and 150*
- *Job classification information and management responsibilities*
- *Regional staffing comparisons and related arts-sector context*

The Civic Arts Commission may request additional information or edits to the information, reserving an opportunity to review and take action at a later meeting.

How does the City fund Civic Arts?

General Fund

Fund 011

Grants (orgs, artists, festivals)

Operations and council-approved referrals (poet laureate, impact studies & cultural reports)

Public Art on Private Development

Fund 148

Public art (in-lieu fees collected)

Conservation Administration (staff and contracts)

Governed by BMC 23.316

Public Art on City Capital Projects

Fund 150

Public art (city projects)

Conservation Administration (staff and contracts)

Governed by BMC 6.13

One-Time Funds (Measure T1)

Fund 511

Public art (Measure T1 capital-related)

Administration (staff and contracts)

Time-limited

External (Grants)

CAC, AFTA, etc.

Grants & Program expansion
Leveraged with GF capacity
Time-limited
Not-guaranteed / competitive

Because Civic Arts funding comes from multiple sources, available funding can vary year to year based on development activity, capital project timing, grant awards, and the annual budget process, making long-term planning complex.

Civic Arts FY 2026 Administration

FY26 Civic Arts **staff salaries**, total contractor payments, and breakdown of funding source(s). Indicate the total FY26 20% Administrative amount budgeted in General Fund, 148, 150, 511, and T1.
ie:

- Jennifer Lovvorn
- Hilary Amnah
- Mark Salinas

Description	Fund	Amount	Percentage
JENNIFER LOVVORN	011	\$205,331.00	92%
<i>Econ. Development Project Coord.</i>	148	\$8,935.00	4%
	150	\$8,935.00	4%
J. LOVVORN Total		\$223,201.00	100%
HILARY AMNAH	011	\$197,528.00	100%
<i>Civic Arts Coordinator</i>			
H.AMNAH Total		\$197,528.00	100%
MARK SALINAS	011	\$53,317.00	25%
<i>Civic Arts Coordinator</i>	148	\$110,919.00	52%
	150	\$49,064.00	23%
M. SALINAS Total		\$213,300.00	100%

Staff	Fund 148	Fund 150	Fund 011 (GF)
J. Lovvorn	\$8,935.00	\$8,935.00	\$205,331.00
H.Amnah	\$0.00	\$0.00	\$197,528.00
M. Salinas	\$110,919.00	\$49,064.00	\$53,317.00
Total	\$119,854.00	\$57,999.00	\$456,176.00

FY26 — Fund 148 Breakdown

Fund 148 Balance	Allocation	Percentage	Amount
~\$3,279,380.62*	Admin	20%	\$655,876.12
	Conservation	10%	\$327,938.06
	Projects	70%	\$2,295,566.44
Total		100%	\$3,279,380.62

Fund 148 Admin Allocation	Amount
Projected Admin Budget — 20%	\$655,876.12
FY26 Salary Costs Charged to Fund 148	\$119,854.00
Remaining Admin Capacity	\$536,022.12

* This amount may change based on actual in-lieu and administrative fees collected from developers. In some cases, developers may also request refunds if project requirements change, including when a density bonus concession affects the applicable public art requirement.

Civic Arts FY 2026 Administration

FY26 Civic Arts **staff salaries**, total contractor payments, and breakdown of funding source(s). Indicate the total FY26 20% Administrative amount budgeted in General Fund, 148, 150, 511, and T1.

ie:

- Jennifer Lovvorn
- Hilary Amnah
- Mark Salinas

FY26 — Fund 150 Breakdown

Fund 150 Balance	Allocation	Percentage	Amount
~\$527,202.05*	Admin	20%	\$105,440.41
	Conservation	10%	\$52,720.21
	Projects	70%	\$369,041.43
Total		100%	\$527,202.05

Fund 150 Admin Allocation	Amount
Projected Admin Budget — 20%	\$105,440.41
FY26 Salary Costs Charged to Fund 150	\$57,999.00
Remaining Admin Capacity	\$47,441.41

* Funding may be adjusted following the CIP true-up** process with departments.

** A “true-up” is the process of reconciling projected CIP amounts with updated department project budgets, timelines, and eligible costs to confirm the final funding amount.

Civic Arts FY 2026 Administration

FY26 Civic Arts **staff salaries**, total contractor payments, and breakdown of funding source(s). Indicate the total FY26 20% Administrative amount budgeted in General Fund, 148, 150, 511, and TI.

ie:

- Jennifer Lovvorn
- Hilary Amnah
- Mark Salinas

Chandra Cerrito | Contracts to date | Fund 148 & 511

- **32400055: Original Amount \$26,000 Amended Amount \$49,000 NTE**
- **32600003: Amount \$100,000**

Number	Status	Entry Date	Expire Date	Extended Date	Revised	Available
32600003	POSTED	07/09/2025	06/30/2028		100,000.00	59,380.00
32400055	CLOSED	10/12/2023	09/30/2025		49,000.00	0.00

Contracts (2) \$59,380.00 available total

Rows per page: 25 1-2 of 2

Adriana Grino | Contracts to date | Fund 148

- **32500093: Original Amount \$49,500**
- **32500237: Original Amount: \$15,000.75**

Number	Status	Entry Date	Expire Date	Extended Date	Revised	Available
32500237	POSTED	06/19/2025	07/25/2026		15,000.75	0.00
32500093	CLOSED	09/17/2024	06/30/2025		49,500.00	0.00

Contracts (2) \$0.00 available total

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Rows per page: 25 1-2 of 2

Civic Arts FY 2026 Administration

FY26 Civic Arts contractor payments, and breakdown of funding source(s). Indicate the total FY26 20% Administrative amount budgeted in General Fund, 148, 150, 511, and TI.

ie:

- **Chandra Cerrito**
- **Adriana Grino**
- **Kevin B. Chen**
- **William Hernandez Luege**

Project Management FY 26 Costs | Fund 148

- **Chandra Cerrito**
FY 26 Payments: **\$35,102.00**
- **Adriana Grino**
FY 26 Payments: **\$15,000.75**

Curatorial FY 26 Costs | Fund 148

- **Kevin B. Chen**
FY 26 Payments: **\$3,000.00**
FY 25 Payments: **\$6,200.00**
\$9,200.00 total payments to date from FY 25-26
- **William Hernandez Luege**
FY 25 Payments: **\$5,600.00**
FY 24 Payments: **\$5,600.00**
\$11,200.00 total payments to date from FY 24-25

Civic Arts FY 2026 Administration

FY26 Civic Arts **contractor payments**, and breakdown of funding source(s). Indicate the total FY26 20% Administrative amount budgeted in General Fund, 148, 150, 511, and TI.

ie:

- **Chandra Cerrito**
- **Adriana Grino**
- **Kevin B. Chen**
- **William Hernandez Luege**

Civic Arts FY 2027 Administration

FY27 Civic Arts **staff salaries**, total contractor payments, and breakdown of funding source(s). Indicate the total FY27 20% Administrative amount budgeted in General Fund, 148, 150, 511, and T1.

ie:

- Carianna Arredondo
- Hilary Amnah
- Mark Salinas

Description	Fund	Amount	Percentage
CARIANNA ARREDONDO	011	\$174,425.00	60%
<i>Assistant to the City Manager</i>	148	\$29,081.00	10%
	336	\$87,224.00	30%
C. ARREDONDO Total		\$290,730.00	100%
HILARY AMNAH	011	\$140,026.00	65%
<i>Civic Arts Coordinator</i>	148	\$38,786.00	18%
	150	\$36,631.00	17%
H. AMNAH Total		\$215,443.00	100%
MARK SALINAS	011	\$57,182.00	25%
<i>Civic Arts Coordinator</i>	148	\$118,963.00	52%
	150	\$52,621.00	23%
M. SALINAS Total		\$228,766.00	100%

Staff	Fund 148	Fund 150	Fund 011 (GF)
C. Arredondo	\$29,081.00	\$0.00	\$174,425.00
H. Amnah	\$38,786.00	\$36,631.00	\$140,026.00
M. Salinas	\$118,963.00	\$52,621.00	\$57,182.00
Total	\$186,830.00	\$89,252.00	\$371,633.00

FY27 — Fund 148 Breakdown

Fund 148 Projected Balance	Allocation	Percentage	Amount
~\$2,700,000.00*	Admin	20%	\$540,000.00
	Conservation	10%	\$270,000.00
	Projects	70%	\$1,890,000.00
Total		100%	\$2,700,000.00

Fund 148 Admin Allocation	Amount
Projected Admin Budget — 20%	\$540,000.00
FY27 Salary Costs Charged to Fund 148	\$186,830.00
Remaining Admin Capacity	\$353,170.00

*This amount may change based on actual in-lieu and administrative fees collected from developers. In some cases, developers may also request refunds if project requirements change, including when a density bonus concession affects the applicable public art requirement. Additionally, this cost is lower from FY 26 based on contract roll overs for projects.

Civic Arts FY 2027 Administration

FY27 Civic Arts **staff salaries**, total contractor payments, and breakdown of funding source(s). Indicate the total FY27 20% Administrative amount budgeted in General Fund, 148, 150, 511, and T1.

ie:

- **Carianna Arredondo**
- **Hilary Amnah**
- **Mark Salinas**



FY27 — Fund 150 Breakdown

Fund 150 Projected Balance	Allocation	Percentage	Amount
~\$759,713.90*	Admin	20%	\$151,942.78
	Conservation	10%	\$75,971.39
	Projects	70%	\$531,799.73
Total		100%	\$759,713.90

Fund 150 Admin Allocation	Amount
Projected Admin Budget — 20%	\$151,942.78
FY27 Salary Costs Charged to Fund 150	\$89,252.00
Remaining Admin Capacity	\$62,690.78

* Funding may be adjusted following the CIP true-up** process with departments.

** A “true-up” is the process of reconciling projected CIP amounts with updated department project budgets, timelines, and eligible costs to confirm the final funding amount.

Civic Arts FY 2027 Administration

FY27 Civic Arts **staff salaries**, total contractor payments, and breakdown of funding source(s). Indicate the total FY27 20% Administrative amount budgeted in General Fund, 148, 150, 511, and T1.

ie:

- **Carianna Arredondo**
- **Hilary Amnah**
- **Mark Salinas**

Project Management Anticipated Costs | Fund 148

- **Chandra Cerrito**
\$59,380.00
- **Adriana Grino**
\$0.00

Curatorial Anticipated Costs | Fund 148

- **Kevin B. Chen**
\$9,000.00
Cube Space Curatorial Work: \$8,400 (\$2,800 per artist)
Cube Space Artist Talks: \$600 (\$200 per talk @ Berkeley Art Center)
Cube Space Schedule (Tentative):
 - July 27 to October 16, 2026: Abiam Alvarez – Approved by CAC
 - Oct 26 to January 15, 2027: Lena Coletto – TBD Approval
 - January 25 to April 16, 2027: Ashley Spencer – TBD Approval
- **William Hernandez Luege**
\$0.00

The budget proposal is intended to reduce reliance on contractors and ensure Civic Arts staff are prioritizing public art responsibilities.

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Civic Arts FY 2027 Administration

FY27 Civic Arts **contractor payments**, and breakdown of funding source(s). Indicate the total FY27 20% Administrative amount budgeted in General Fund, 148, 150, 511, and TI.

ie:

- **Chandra Cerrito**
- **Adriana Grino**
- **Kevin B. Chen**
- **William Hernandez Luege**



City of Berkeley
Economic Development Project Coordinator

CLASS CODE	2090	SALARY	\$65.08 - \$78.54 Hourly \$5,206.12 - \$6,282.93 Biweekly \$11,279.93 - \$13,613.01 Monthly \$135,359.12 - \$163,356.13 Annually
ESTABLISHED DATE	October 11, 2008	REVISION DATE	October 11, 2008

DEFINITION

DEFINITION

Under general supervision, provides direction and project leadership for activities and programs of the City's Office of Economic Development; performs complex professional work in the accomplishment of such programs; performs related work as assigned.

CLASS CHARACTERISTICS

This class acts as a project leader in the area of the City's economic development activities. Incumbents report to an Assistant City Manager, and are responsible for coordinating various phases of projects, from inception through approval and implementation. Responsibilities may include providing supervisory direction to professional, technical and office support staff, as well as performing highly specialized and difficult programmatic activities. This class is distinguished from Assistant City Manager in that the latter has overall management responsibility for a variety of areas involving business development and financing, employment and energy conservation.

Civic Arts Staffing

Jennifer Lovvorn's 40 hour week job description, including department, title, salary, and classification, as posted by the City.

- **Economic Development Project Coordinator**
- <https://www.governmentjobs.com/careers/berkeley/classspec/newprint/105951>



EXAMPLES OF ESSENTIAL FUNCTIONS

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Coordinates and performs project management, administrative and technical duties necessary to achieve project objectives in the areas of economic development, small business assistance and business financing, and employment;
2. Plans, schedules and coordinates the activities of assigned staff on a project or ongoing basis; organizes, assigns, reviews and evaluates the work of assigned staff and provides for selection and training; administers various phases of a project, including initial planning activities and feasibility determination, community involvement and acceptance, project implementation, and review and evaluation;
3. Provides staff leadership and technical assistance to specified boards and commissions; coordinates project activities with staff of other City departments;
4. Acts as City liaison and discusses issues concerning economic development, business financing and employment generation and linkages with representatives of professional and employer groups, the financial community, community organizations and individuals; conveys opinions and suggestions from these groups to management staff;
5. Makes oral presentations before various groups and organizations;
6. Prepares and monitors project budgets and expenditures; develops project timetables and work programs; researches and analyzes complex data, evaluates alternatives and makes sound recommendations;
7. Prepares written and oral reports for the Assistant City Manager and of City management on a variety of economic development policies and programs;
8. Performs related duties as assigned.

Civic Arts Staffing

Jennifer Lovvorn's 40 hour week job description, including department, title, salary, and classification, as posted by the City.

- **Economic Development Project Coordinator**
- **<https://www.governmentjobs.com/careers/berkeley/classspecs/newprint/105951>**

KNOWLEDGE, SKILLS, AND ABILITIES

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

- 1. Principles, practices and techniques related to the project areas to which assigned;
- 2. Programs and methods of improving the economic development climate within the City;
- 3. Federal, state and local funding sources and techniques;
- 4. Basic administrative and budgetary principles and practices;
- 5. Principles and practices of effective employee supervision.

Skill in:

- 1. Developing, implementing and evaluating complex economic development programs, related to such areas as business development and financing, real estate development and redevelopment, and employment generation;
- 2. Organizing work, setting priorities and exercising sound independent judgment within established guidelines;
- 3. Interpreting and applying complex rules, regulations, laws and ordinances;
- 4. Making persuasive oral presentations;
- 5. Preparing, administering and monitoring project budgets;
- 6. Maintaining accurate records and preparing clear, concise and effective correspondence, reports and other written materials;
- 7. Providing technical assistance and staff leadership to various boards and commissions;
- 8. Organizing, scheduling and reviewing the work of assigned staff;
- 9. Establishing and maintaining effective working relationships with those encountered in the course of the work.

Civic Arts Staffing

Jennifer Lovvorn’s 40 hour week job description, including department, title, salary, and classification, as posted by the City.

- **Economic Development Project Coordinator**
- **<https://www.governmentjobs.com/careers/berkeley/classspecs/newprint/105951>**





City of Berkeley Assistant to the City Manager

CLASS CODE	1020	SALARY	\$73.85 - \$97.05 Hourly \$5,907.83 - \$7,763.62 Biweekly \$12,800.30 - \$16,821.19 Monthly \$153,603.63 - \$201,854.22 Annually
SPECIAL STATUS	This classification is EXEMPT from the competitive service and the incumbent will hold EXEMPT status.		
ESTABLISHED DATE	October 09, 2008	REVISION DATE	October 09, 2008

DEFINITION

DEFINITION

Under general supervision, performs complex, difficult, and extremely sensitive administrative, systems, statistical, and other management analyses in support of activities and functions in the City Manager's Office; makes recommendations for action and assists in policy, procedure, and citywide budget development and implementation; may direct the work of professional, technical or support staff; performs related work as assigned.

CLASS CHARACTERISTICS

This class is the highest level in the management analyst series and performs the most sensitive, complex, and difficult analytical work as a member of the City Manager's staff, including the administration of specified programs with citywide implications. Projects may include developing requests for grant funding, labor relations or contract compliance matters, operations support, cost analysis, or policy, procedure, or budget development and administration. Incumbents have considerable latitude to exercise independent judgment, particularly when representing the City Manager in meetings with other agencies, boards and commissions, and community groups.

Civic Arts Staffing

Carianna Arredondo's 40 hour week job description, including department, title, salary, and classification, as posted by the City.

- **Assistant to the City Manager**
- **<https://www.governmentjobs.com/careers/berkeley/classspecs/newprint/105551>**



EXAMPLES OF ESSENTIAL FUNCTIONS

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Plans and organizes complex administrative or management studies relating to citywide activities;
2. Identifies problems, determines analytical approach, obtains and analyzes necessary information;
3. Evaluates alternative courses of action and make recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications; prepares reports of study conclusions;
4. Develops implementation plans and assist in implementing policy and procedural modifications, prepares reports of study conclusions;
5. Confers with department heads to convey information concerning established policies and practices and to gather information required as a basis for action by the City Manager;
6. Plans, assigns, directs, reviews, and evaluates the work of a project or support staff; trains staff in work procedures; maintains liaison with representatives of various city departments;
7. Coordinates and directs the development and administration of the city's budgets;
8. Analyzes current and historical trends, determines variances, and recommends cost-effective improvements;
9. Prepares requests for grant funds and directs the maintenance of appropriate records;
10. Represents the City Manager at meetings with citizen's groups and organizations, boards and commissions;
11. Confers with representatives of other governmental agencies, community groups, boards and commissions, vendors, and others; provides technical assistance to others on administrative and analytical matters;
12. May develop or utilize computer applications to assist with analytical studies;
13. Prepares technical reports, correspondence, and other written materials;
14. Performs related duties, as assigned.

Civic Arts Staffing

Carianna Arredondo's 40 hour week job description, including department, title, salary, and classification, as posted by the City.

- **Assistant to the City Manager**
- **<https://www.governmentjobs.com/careers/berkeley/classspecs/newprint/105551>**

KNOWLEDGE, SKILLS, AND ABILITIES

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

KNOWLEDGE OF:

1. Principles, practices, and methods of administrative, organizational, economic, and procedural analysis;
2. Public administration principles and practices, including organization, structure, and labor relations in a municipal setting;
3. Budgetary and financial recordkeeping principles and practices;
4. Business computer user applications, particularly as related to statistical analysis techniques and formulae;
5. Techniques of lead direction including planning, assigning, monitoring work, and assisting in the evaluation of assigned staff;
6. Applicable laws and regulations.

SKILL IN:

1. Analyzing complex and sensitive administrative, operational, economic, political, and organizational problems, evaluating alternatives, and reaching sound conclusions;
2. Collecting, evaluating, and interpreting varied information and data, either in statistical or narrative form;
3. Interpreting and applying laws, regulations, policies and procedures;
4. Planning, directing, and reviewing the work of a support staff on a project or day-to-day basis;
5. Preparing clear, concise, and complete reports and other written materials;
6. Maintaining accurate records and files;
7. Coordinating multiple projects and meeting critical deadlines;
8. Exercising sound independent judgment within established guidelines;
9. Representing the city effectively while meeting with governmental agencies, community groups, boards and commissions, and the public.

Civic Arts Staffing

Carianna Arredondo's 40 hour week job description, including department, title, salary, and classification, as posted by the City.

- **Assistant to the City Manager**
- **<https://www.governmentjobs.com/careers/berkeley/classspecs/newprint/105551>**

FY26 / FY27 — Civic Arts Management Time Allocation

The **Assistant to the City Manager** is an **at-will, exempt position** within the City Manager’s Office. The role supports complex administrative, policy, budget, program, and management responsibilities as assigned.

Because the classification is **exempt and project-based**, there is **no fixed maximum time allocation** for Civic Arts-related responsibilities. The allocation may shift based on Citywide priorities, operational needs, Commission timelines, budget cycles, and urgent program needs.

Important Classification Note:

Civic Arts oversight is being performed within the scope of the **Assistant to the City Manager** classification. This does not constitute appointment to, or reclassification into the EDPC former position or classification.

Civic Arts Staffing

FY 26 – FY 27: Maximum number of hours, in a Mon – Fri 40 hour week, that Carianna Arredondo is acting in Jennifer Lovvorn’s job description.

Confirm Deputy appointment of Carianna Arredondo acting in Jennifer Lovvorn’s job description is temporary. Include start/end dates.

Confirm decision to remove Jennifer Lovvorn’s position from the City’s Organization Chart permanently. Provide the steps and conditions, such as funding, and actions from department, staff, commission, and council decisions required to re-establish Jennifer Lovvorn’s position.

Oakland: 440k population

Lyz Luke, Cultural Affairs Manager (under Office of Economic Development)

- **Job Description (Manager, Cultural Affairs):**

<https://www.governmentjobs.com/careers/oaklandca/classspecs/newprint/1109811>

Berkeley: 121k population

N/A, Cultural Affairs Manager (under Office of Economic Development)

- **Job Description (Economic Development Project Coordinator):**

<https://www.governmentjobs.com/careers/berkeley/classspecs/newprint/105951>

Richmond: 115k population

Active recruitment. Job posting attached separately. Cultural Affairs Manager (under Office of Economic Development)

- **Job Description (Arts and Culture Manager):**

<https://www.governmentjobs.com/careers/richmondca/jobs/newprint/5344533>

Emeryville: 13k population

Amber Evans, Cultural Affairs Manager (under Office of Economic Development)

- **Job Description (Community and Economic Development Coordinator II):**

<https://www.governmentjobs.com/careers/emeryville/classspecs/newprint/1248197>

Regional Arts Staffing

As requested by Commissioner Pineda, Please include these regional, filled positions as additional materials, including the City of Richmond's current job posting for a Cultural Affairs Manager.

- <https://www.kqed.org/arts/13978209/oakland-arts-budget-cultural-affairs-manager-protests>
- <https://www.sfchronicle.com/entertainment/article/oakland-cuts-cultural-affairs-manager-20398034.php>
- <https://www.sfchronicle.com/entertainment/article/oakland-restore-cultural-affairs-manager-20782284.php>
- <https://oaklandside.org/2025/12/08/oakland-cultural-affairs-manager-reinstated-arts-fife/>
- <https://www.kqed.org/arts/13984664/oakland-cultural-affairs-manager-reinstated>

News Articles

As requested by Commissioner Pineda,
Please include these five recent
news articles as additional materials



Civic Arts Commission

**Draft Minutes
Civic Arts Commission
Wednesday, May 20, 2026
6:00 PM**

**Meeting Location: Tarea Hall Pittman South Branch Library
1901 Russell St, Berkeley, CA 94703**

1. **CALL TO ORDER:** 6:00 PM
2. **ROLL CALL**
Commissioners Present: Bachrach, Blecher, Bullwinkel, Dutta-Choudhury, Montgomery, Pineda, Truc-Dao Kramer, Woo
Commissioners Absent: Scott
Staff Present: Carianna Arredondo, Assistant to the City Manager, Hilary Amnah, Grants Program Lead, Reuel Cooke, Economic Development Project Coordinator
Staff Absent: Mark Salinas, Public Art Program Lead
General Public Present: 0
3. **LAND ACKNOWLEDGEMENT,** led by Commissioner Bullwinkel
4. **PUBLIC COMMENT:** 0
5. **COMMUNICATIONS:** 0
6. **CHAIR'S REPORT:** Chair Montgomery met with Commission Secretary Cari to align and establish a regular coordination cadence. They will plan to meet toward the end of the week prior to each regularly scheduled Wednesday Commission meeting.
7. **PRESENTATIONS, DISCUSSIONS, & ACTION ITEMS**
 - a) **Presentation Item:** Berkeley Vibrant Storefront Initiative, presented by Reuel Cooke, Office of Economic Development (20 minutes)
Public Comment: 0
 - b) **Discussion Item:** Civic Arts Fiscal Year 2027 Workplan (30 minutes)
Public Comment 0

- c) **Action Item:** FY26 Arts Programs Grant Awards (7 minutes)
M/S/C (Bullwinkel/Pineda) to approve the FY26 Arts Program Grant Awards
Vote: Ayes — Bachrach, Blecher, Bullwinkel, Dutta-Choudhury, Kramer, Montgomery, Pineda, Woo; Nays — None; Abstain — None; Absent — Scott.
Public Comment: 0

- d) **Discussion Item:** Civic Arts FY 27-28 Budget Discussion (20 minutes)
Public Comment: 0

8. STAFF REPORTS

- a) Civic Arts Program Updates, Carianna Arredondo
- b) Grants Program Updates, Hilary Amnah

9. COMMITTEE REPORTS

- a) Grants – None, updates covered in agenda item 7b
- b) Public Art – None, updates covered in agenda item 7b
- c) Policy – None, updates covered in agenda item 7b
- d) Design Review – None

10. APPROVAL OF MINUTES

M/S (Blecher/ Bullwinkel) to approve Draft Minutes of April 22, 2026, Meeting
Vote: Ayes — Bachrach, Blecher, Bullwinkel, Dutta-Choudhury, Kramer, Montgomery, Pineda, Woo; Nays — None; Abstain — None; Absent — Scott.
Public Comment: 0

11. COMMISSIONER ANNOUNCEMENTS: 0

12. ADJOURNMENT: The meeting was adjourned at 7:57 PM by unanimous consent.
Vote: All Ayes

Staff Contact:
Carianna Arredondo
Secretary to the Civic Arts Commission
Berkeley, CA 94704
Telephone (510) 981-7007
carredondo@berkeleyca.gov



Fwd: Poet Laureate program and June 9

From Peter Montgomery <peter.montgomery@gmail.com>

Date Mon 6/1/2026 3:57 PM

To Arredondo, Carianna <CArredondo@berkeleyca.gov>

WARNING: This is not a City of Berkeley email. Do not click links or attachments unless you trust the sender and know the content is safe.

Hello Carianna,

Please provide a copy of this in the next packet for Civic Arts Commissioners for the next in-person meeting.

Thank you, -Peter

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Peter Montgomery
peter.montgomery@gmail.com

----- Forwarded message -----

From: **Peter Montgomery** <peter.montgomery@gmail.com>

Date: Mon, Jun 1, 2026 at 1:49 PM

Subject: Poet Laureate program and June 9

To: Humbert, Mark <mhumbert@berkeleyca.gov>, <mayor@berkeleyca.gov>

Hello Mayor Ishii and Councilor Humbert,

As we head into this coming period of continued budget woes and philosophical challenges for our city and our people, the Poet Laureate program offers a ray of sunshine and grounding in humanity.

Please vote to continue our on-going funding for the Poet Laureate into this next period. The Council vote including this item will be coming up in June as I understand it.

Best, -Peter
Chair, Civic Arts Commission

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Peter Montgomery
peter.montgomery@gmail.com