

Title: Planning Committee – Feb 1. 2011 Commission Report

Chairperson: Cheryl Zuellig, Members: Margaret Parker, Elaine Sims

Goals:

The goal of the Planning Committee is to proactively plan for and address short and long range items including but not limited to:

- Set up steps for the development of the Annual Plan
- Assess Projects sent from projects Committee
- Coordinate the preparation of the Annual Report

Tasks Accomplished this Month:

Planning Committee met on Jan 11. 2011

1. A draft calendar has been developed and is attached with this report for review and comment. Ideas for where we can post for AAPAC use are welcome.
2. Margaret held an orientation meeting with the new commissioner – Wiltrud Simbuerger
3. Attended the quarterly coordination meeting w/ the Public Services Area administrator on Jan 21, 2011. The following topics were discussed
 - a. Only 2 responses have been received to date for the job posting. It was decided that a review of where the posting is being advertised would be worthwhile and to expand the effort if needed. Elaine agreed to coordinate with Marsha.
 - b. The Stadium Bridges project has made its contribution and is eligible for a public art project. Other funds could be combined if AAPAC determines appropriate. If AAPAC wants to pursue, a Task Force could be created now to establish art opportunities. MDOT Construction documents are almost complete but there still could be time to do some coordination with the plans. **Discussion Item: Is this a project, that while it was not in the annual plan, should be pursued and is supported by AAPAC members? Does this replace any other project in the annual plan or add to it? Is there a potential champion (need to fill out intake form to get the ball rolling)**
 - c. CIP Review: as we discussed in our organizational retreat, gaining a better understanding of the city's capital improvements over the next 5 years will help us proactively plan for projects and coordinate with the relevant city departments ahead of time. To this end, Cheryl will ask Venita to set up a meeting in mid February to discuss the CIP. **Discussion Item: We were thinking that one member from each committee could attend this meeting. Thoughts?**
 - d. Sue indicated that Argo will also make its contribution to % for Arts and is also eligible for a public art project. **Discussion Item: Is this a project, that while it was not in the annual plan, should be pursued and is supported by AAPAC members? Does this replace any other project in the annual plan or add to it? Is there a potential champion (need to fill out intake form to get the ball rolling)**
 - e. Public Services Area is reviewing the current art inventory to determine strategy for assuring maintenance. They will be asking for AAPAC input in the coming months.

Open: Ongoing Tasks still to be completed:

1. Elaine is in the progress of researching artist feedback forms and will coordinate with Malverne to develop an appropriate form for AAPAC.

Recommendations

1. Request that other committees mark up the draft calendar with their committees main tasks for each quarter. Provide mark up to Cheryl to modify the calendar.

Commission Vote Requested

2. Support new/reassigned committee members with an AAPAC vote

Budget Implications:

- none

Administrative Implications:

- none

Report on Public Art Maintenance Procedures

Sue has made revisions to the draft procedures AAPAC Planning Committee provided. Next step is to go over these procedures with Field, Facilities, Water Treatment managers and IT staff for inclusion into the Cityworks program. Once artwork has been assigned, these units will have access to the art program with descriptions of the piece, location and maintenance procedures. Not all City staff will have maintenance responsibilities for artwork. Once final procedures are approved, Venita will forward for our final review.

City Staff plan to meet next week on this item.

Margaret Parker