



# APPC Task Force Work Plans

## WHY Develop Task Force Work Plans?

APPC Task Force Work Plans were created in conversation with consultants, Kimzin Creative, to provide better direction, structure and support to Task Force members for advancing APPC/Public Art goals. Our intent in creating these work plans is to provide guidance on individual Task Force deliverables in addition to an in depth implementation guide to achieve the expressed deliverables. This guided approach will allow the APPC to better progress and implement the Public Art and APPC Strategic Plan.

## HOW to use the Task Force Work Plans

In each Task Force Work Plan you will see the section titled “Assigned Area”, these will be your goals for the Task Force. Under the section titled “Task Force Deliverables and Implementation Guide” you will find “deliverables” that outline the exact product/process that will indicate the completion for your assigned area. Beneath “deliverables” you will find a section titled “completion date”, this section is the proposed deadline for your assigned area deliverable. To adjust completion dates please inquire with Public Art staff. Beneath “completion date” you will find another section titled “Task 1-6”. These tasks are a suggested step-by-step process to achieve your assigned area deliverable. Each task has clearly defined “description/instructions” below them as well as a suggested timeline for completion.

## Anticipated Time Commitment

- **Individual work: 2 hours / month** : We anticipate each Task Force member needing to contribute approximately (2) hours of individual work outside of APPC and TaskForce Meetings to achieve Assigned Area deliverables.
- **Task Force Meetings: 1.5-2 hours / month** : We anticipate each Task Force needing to meet approximately 1.5-2 hours per month to achieve Assigned Area deliverables. See breakdown for a proposed monthly meeting schedule below.
  - Option 1: (2) 1 hour meetings per month

- Option 2: (1) 1.5 hour meeting per month

\*\*Task Force time commitments are in addition to all scheduled APPC meetings

### **Scheduling Meetings:**

Scheduling Task Force meetings will be at the sole responsibility of the Task Force members. Once the Task Force decides on a meeting schedule per month please relay that information to Public Art staff for project tracking.

#### \*Things to know:

- Task Forces can meet as many times as they would like to per month
- If Task Forces would like to request a meeting with Public Art program staff please email: [jrasmussen@srcity.org](mailto:jrasmussen@srcity.org).

## Support/Contacts:

In addition to providing clearer boundaries surrounding Task Force assigned areas and deliverables, we are prioritizing resources to support your individual tasks with project management and consulting services. Please see the delineation of support resources and their respective contact information below.

### **Public Art Program Staff:**

Please feel free to reach out to Public Art Program Staff:

- For Project Management Support
- For City Policy and Foundational APPC Knowledge
- For scheduling, correspondence, and connection to city resources

Contact: Tara Thompson [thompson@srcity.org](mailto:thompson@srcity.org) and Jessica Rasmussen [jrasmussen@srcity.org](mailto:jrasmussen@srcity.org)

### **Consultants (Kimzin Creative):**

Please feel free to reach out to Kimzin Creative:

- For further questions regarding Task Force Work Plan Tasks
- For Tactics in achieving Assigned Area deliverables
- For culturally responsive practices ensuring inclusive approaches
- For foundational Equity, Diversity, and Inclusion process & actions

Contact: Nikko Kimzin (he/him) [nikko@kimzincreative.com](mailto:nikko@kimzincreative.com)

## Progress Reporting

Reporting on progress of Task Force Assigned areas and deliverables will be expected.

The process for reporting Task Force progress will take place at APPC Regular Meetings. The Chair will call on each Task Force to report progress on their Assigned Areas/Tasks. Please select (1) representative from each Task Force to share progress.

### Note:

- If a Task Force would like to share any written or visual content (slide show, google doc, etc.) you will have to submit all content to be shared 10 days in advance of the Regular Meeting.
- If a Task Force has a recommendation for the whole committee to vote on, the Task Force needs to discuss with Public Art program staff and submit documents for the agenda 10 days in advance of the Regular Meeting.

## Accommodation Requests

We would like Task Force engagement to be as inclusive, reflective, and honoring of all our diverse members. The APPC and Public Art program staff are committed to ensuring the fulfillment to accommodation requests to the best of their ability. If you have an accommodation request to allow you to feel honored in this process please do not hesitate to reach out to Public Art program staff.



## APPC

# Taskforce: Community Engagement

### Taskforce Objective:

The Community Engagement Task Force seeks to advance the APPC's mission by providing guidance, recommendations, and actions to authentically engage and build trust with the full range of diverse communities within Santa Rosa. The tactics and inclusive processes created by this Task Force will lead to greater belonging and engagement by and for all our communities.

### Assigned Areas:

1. Increase and sustain community participation in the Public Art Program, public meetings, community surveys and open houses
2. Build an informal and diverse advisory board
3. Seek regular input from the business community
4. Partner with the Office of Community Engagement to be neighborhood ambassadors

### Anticipated Time Commitment

- Individual work: 2 hours/ month
- Collective Task Force Meetings: 1.5-2 hours / month
  - Option 1: (2) 1 hour meetings per month
  - Option 2: (1) 1.5 hour meeting per month

\*\*Task Force time commitments are in addition to all scheduled APPC meetings

## Task Force Deliverables & Implementation Guide

**Assigned Area 1:** Increase and sustain community participation in the Public Art Program, public meetings, community surveys and open houses

**Deliverable:** Develop strategies for the APPC to consider, including: inviting members of the public and/or community organizations to attend meetings, planning open house events, etc.

**Completion Date:** February 2024

**Task 1:** Considering upcoming work/Decisions to be made (Aug '23)

**Description/Instruction:** In this action item Task Force members will identify relevant upcoming projects and/or meetings and identify WHO within the community is best to be involved in the upcoming meeting/work proposal. Your goal by the end of this step is to have a clear timeline for the work plan.

**Task 2:** Consider the most impacted by decisions to be made (Aug-Sept '23)

**Description/Instruction:** Using the work plan, Taskforce members will consider which individuals, organizations, businesses, and communities may have inherent investment or will be directly impacted by the work of the committee. Your goal by the end of this step is a list of contacts made collaboratively with APPC and City of Santa Rosa staff.

**Task 3:** Reach out to individuals/orgs impacted (Sept-Oct '23)

**Description/Instruction:** Create a baseline template for how to approach potential partners that can be tailored to each individual. By the end of this step each partners should be contacted and invited to attend an APPC meeting

**Task 4:** Prepare for meeting structure (Oct '23)

**Description/Instruction:** Given the formal meeting structure required by the city, guests should receive a quick and personal preparation for what to expect. An example of this is making clear that public comment does not ensure committee discussion. By the end of this step the invited guests should feel comfortable and prepared to attend the meeting.

**Task 5:** Guest attends meeting (Nov-Dec '23)

**Description/Instruction:** Prepared for the meeting structure and sent the agenda in advance, the community member is ready to attend. By the end of this step, the guest has attended the meeting!

**Task 6:** Collect Feedback (Jan-Feb '24)

**Description/Instruction:** Debrief with each visitor to learn what questions they have, ideas for further collaboration or intersection with the APPC, and ways they could have been better prepared. By the end of this step you should have a running document of questions to bring back to the committee as well as a list of best practices for having guests.

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**Assigned Area 2:** Build an informal and diverse advisory board

**Deliverable:** Draft outline of purpose for APPC to consider as well as proposed structure including how many members, community members to be represented (ie. artists, businesses, youth, representative of the diversity of the community)

**Completion Date:** June 2024

**Task 1:** Consult Project Development Audit and Work Plan (Jan '24)

**Description/Instruction:** In this action item Taskforce members will identify relevant policies and projects to assess where community guidance and input could be consistently implemented. At the end of this step there should be identified steps in APPC procedure where advisory board input is heard.

**Task 2:** Design Scope of Work (Feb-Mar '24)

**Description/Instruction:** Working with committee members and previous project-specific community advisory board members, write a scope of work that explains their involvement in policy and project planning as well as expected time commitment and duration of involvement. At the end of this step the drafted scope of work will be ready for approval from the larger committee. It can then be used in the recruitment of advisory committee members.

**Task 3:** Create Invitation List (Apr '24)

**Description/Instruction:** Using the city's resources on prioritized neighborhoods and communities create a list of individuals that are presentative of a diverse range of demographics. Confirm list with larger committee.

**Task 4:** Invite Individuals to Join (Apr-May '24)

**Description/Instruction:** Using the scope of work, invite individuals to join the advisory committee.

**Task 5:** Meetings (May-Jun '24)

**Description/Instruction:** Schedule meetings for the time period (tbd-one year) and agree on a location/facilitation structure.

**Task 6:** Six Month Check In (Dec '24)

**Description/Instruction:** Create two spaces: one with the community advisory committee to hear what is working and what can be improved in their experience. Another to learn the same from the APPC.

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**Assigned Area 3:** Seek regular input from the business community

**Deliverable:** Draft strategies for the APPC to consider, such as including business representatives on the advisory board, regular surveys, etc.

**Completion Date:** August 2023

**Task 1:** Review Engagement Opportunities (Aug '23)

**Description/Instruction:** Assess where business community could be engaged through meeting invites and the advisory committee

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**Assigned Area 4:** Partner with the Office of the Community Engagement to be neighborhood ambassadors

**Deliverable:** Meet with OCE staff when appropriate (the OCE is currently undergoing a reorg) to find out what they are doing along these lines and how we can collaborate.


**Completion Date:** June 2024

**Task 1:** Connect with OCE (Nov '23)

**Description/Instruction:** Task Force meets with OCE staff to discuss the program and potential overlap

**Task 2:** Connect APPC Goals with Neighborhood Ambassador Goals (Dec-Feb '24)

**Description/Instruction:** Create a document that aligns the goals of the APPC and the OCE Neighborhood Ambassadors



**Task 3:** Invite Ambassadors to APPC Meeting (Mar '24)

**Description/Instruction:** Invite Neighborhood Ambassadors to attend an APPC meeting. Perhaps there is a shared presentation of what future collaboration would look like.

**Task 4:** Follow up for future collaborations (Jun '24)

**Description/Instruction:** After their attendance in the APPC meeting, identify specific instances for continued sharing/intersections for collaboration.

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## APPC

# Taskforce: DEIA (Diversity, Equity, Inclusion, Access)

### Taskforce Objective:

The DEIA Task Force seeks to advance the APPC's mission by providing guidance and recommendations for actions to achieve greater diversity, equity and inclusion so that everyone feels welcomed, celebrated and reflected in APPC programming and processes.

### Assigned Areas:

1. Partner and build stronger relationships with culturally diverse local and regional community organizations and associations
2. Create a set of specific criteria related to diversity and inclusion for consideration when developing and approving new projects
3. Prioritize diverse voices in Public Art Program planning
4. Prioritize transparency and accessibility

### Anticipated Time Commitment

- Individual work: 2 hours/ month
- Collective Task Force Meetings: 1.5-2 hours / month
  - Option 1: (2) 1 hour meetings per month
  - Option 2: (1) 1.5 hour meeting per month

\*\*Task Force time commitments are in addition to all scheduled APPC meetings

## Task Force Deliverables & Implementation Guide

**Assigned Area 1:** Partner and build stronger relationships with culturally diverse local and regional community organizations and associations

**Deliverable:** Meet with community orgs to start building relationships. Framework for discussion should include 2-way introductions, vision/mission, how to get involved, opportunities for collaboration.

**Completion Date:** April 2024

**Task 1:** Compile list of regional and local organizations (Aug '23)

**Description/Instruction:** In this action item Task Force members will create a list of regional and local organizations looking for diversity of: org size, mission, leadership, audience served..etc. Taskforce members will then organize this list according to priority and collect all contact information.

**Task 2:** Create APPC agenda and presentation/sharing materials (Sept '23)

**Description/Instruction:** In this action item Taskforce members will create an agenda for a meeting that will allow for 2 way introductions/sharing of organization values. The Taskforce members will then create accessible (bi-lingual..etc), presentation materials (digital and printed) describing the WHY, WHO, and HOW of the APPC to support the agenda.

**Task 3:** Engagement Calendar (Oct '23)

**Description/Instruction:** In this action item Taskforce Members will create an engagement calendar that will outline how many organizations they hope to meet with each month and available meeting times to offer to partner orgs.

**Task 4:** Meeting Invitation (Oct '23)

**Description/Instruction:** In this action item Task Force Members will draft and send invitations to identified organizations and schedule meeting dates.

**Task 5:** Organization Meetings (Nov '23)

**Description/Instruction:** In this action item Task Force members will attend and lead organization meetings with the intent of 1) forming relationships 2) sharing the

mission of the APPC 3) asking "how can the APPC support the work you are doing in community?". Taskforce members should avoid transactional approaches and allow organizations to suggest how they might interact with the APPC priorities. The Taskforce members should be well versed in how they might individually support organizations in interacting with the APPC.

**Task 6:** Follow up & Continued Relationship (Jan-Apr '24)

**Description/Instruction:** In this action item Task Force members will follow up on organization meetings with continued opportunities for engagement and look to provide resources that support partner organization's work.

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**Assigned Area 2:** Create a set of specific criteria related to diversity and inclusion for consideration when developing and approving new projects

**Deliverable:** Draft proposed criteria for APPC to consider for both project development and project approval

**Completion Date:** October 2023

**Task 1:** Research New Project Development & Approval Process (April '23)

**Description/Instruction:** In this action item Taskforce members will research and familiarize themselves with APPC New Project Development & Approval Process

**Task 2:** Identify DEIA Categories for Consideration (April '23)

**Description/Instruction:** In this action item Task Force members will evaluate what categories of Diversity, Equity, Inclusion and Access should be evaluated when developing considerations as they relate to project development and approval.

**Task 3:** Draft DEIA Considerations (Sept '23)

**Description/Instruction:** In this action item Taskforce members will begin drafting DEIA considerations and organizing per approval/ development processes. This resource should be drafted with the intent to share in a user friendly tool for all APPC members.

**Task 4:** Considerations Submitted to APPC for Approval (Oct '23)

**Description/Instruction:** In this action item Taskforce members will submit the considerations resource/tool for approval to the APPC.

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**Assigned Area 3:** Prioritize diverse voices in Public Art Program planning

**Deliverable:** Develop strategies for the APPC to consider, including: overlay with community advisory board, guidelines for selection panels, etc.

**Completion Date:** June 2024

**Task 1:** Familiarity with Program Planning Voices (Nov '23)

**Description/Instruction:** In this action item Taskforce members will familiarize themselves with the current process involved in Public Art Program planning. The taskforce will investigate who historically have been the decision makers and at what capacity/phase of the planning process their voices have been elevated. Taskforce members will also investigate which voices have been historically elevated due to the historic makeup of decision makers in the planning process.

**Task 2:** Identify Opportunities for Inclusion of Diverse Voices (Dec-Jan '24)

**Description/Instruction:** In this action item Task Force members will evaluate where homogeneity exists within the Public Art Program Planning process and identify priority areas for the inclusion of diverse voices. Taskforce members will then create informational briefs that describe the roles and responsibilities of the identified priority area they would like to welcome diverse voices to participate in.

**Task 3:** Research and Identify Diverse Voices Needed (Jan-Feb '24)

**Description/Instruction:** In this action item Taskforce members will research which voices would best diversify the planning process and ideate potential members/organizations to include in the planning process.

**Task 4:** Submit Recommendations for Approval (Mar '24)

**Description/Instruction:** In this action item Taskforce members will submit all identified priority areas in the planning process where they wish to diversify voices as well their recommended potential members/organizations to invite into the process.

**Task 5:** Invitation and Welcome Diverse Voices (Apr '24)

**Description/Instruction:** Upon approval, in this action item Task Force members will create transparent and clear roles and responsibilities to invite the identified diverse voices into the priority areas of the planning process.

**Task 6:** Relationships & Equitable Onboarding (May-Jun '24)

**Description/Instruction:** In this action item Task Force members will begin to make relationships with the members/organizations welcomed to contribute to the planning process. Taskforce members will then stay committed to providing an equitable onboarding process to Public Art planning that allows for clear transparency of engagement/responsibility.

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**Assigned Area 4:** Prioritize transparency and accessibility

**Deliverable:** Draft recommendations for the APPC to consider related to policy or procedural changes to support this

**Completion Date:** June 2024

**Task 1:** Identify Priority Areas (Oct '23)

**Description/Instruction:** In this action item Taskforce members will work with APPC members and Public Art staff to identify priority areas for greater transparency and accessibility.


**Task 2:** Accessibility Tactics (Dec '23)

**Description/Instruction:** In this action item Taskforce members will review the identified priority areas and evaluate potential for greater accessibility. In this evaluation Taskforce members will draft considerations for diverse tactics to achieve greater accessibility and transparency. Taskforce members should also prepare capacity/availability considerations of proposed tactics and the APPC's ability to authentically deliver and maintain these tactics.


**Task 3:** Submission of Tactics for Approval (Feb '24)

**Description/Instruction:** In this action item Taskforce members will submit the identified accessibility tactics to be reviewed and approved by the APPC.

**Task 4:** Implementation of Tactics (Feb-Jun '24)



**Description/Instruction:** In this action item Taskforce members will create an action plan for the implementation of the identified tactics. This action plan will outline expectations, tools, and who is responsible for activating each tactic.



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## APPC

# Taskforce: Project Development

### Taskforce Objective:

The Project Development Task Force seeks to advance the APPC's mission by providing guidance, recommendations, and actions that impact the development process of new projects that produce intentional and accessible public participation/engagement while keeping in accordance with the City's current rules and regulations. The tactics and accessible processes created by this Task Force will lead to greater belonging and engagement by and for all our communities.

### Assigned Areas:

1. Conduct an audit of the current process by which regular and temporary projects are approved
2. Create a new rapid-response approval process for funding temporary and timely projects
3. Public Art Project Plan Development for various projects
4. Artists in City Planning & Projects. Art and creative thinking as elevated elements considered across the organization during planning processes and project development

### Anticipated Time Commitment

- Individual work: 2 hours/ month
- Collective Task Force Meetings: 1.5-2 hours / month
  - Option 1: (2) 1 hour meetings per month
  - Option 2: (1) 1.5 hour meeting per month

\*\*Task Force time commitments are in addition to all scheduled APPC meetings

## Task Force Deliverables & Implementation Guide

**Assigned Area 1:** Conduct an audit of the current process by which regular and temporary projects are approved

**Deliverable:** Review current procedures established by the Public Art Policy and draft report/flowchart showing current process for both permanent and temp projects

**Completion Date:** December 2023

**Task 1:** Read current policies and review (Aug '23)

**Description/Instruction:** Review current policies for permanent and temporary projects. Then create a list of initial questions about what is unclear and be approved.

**Task 2:** Convene a focus group of city employees (Sept '23)

**Description/Instruction:** Taskforce will convene a group city employees to learn the history of the policies as well the process of changing them.

**Task 3:** Convene a focus group of artists (Oct '23)

**Description/Instruction:** Taskforce will convene a group of artists to hear their questions about current policy as well as their dreams of policy that works for them.

**Task 4:** Present condensed feedback to APPC (Oct-Nov '23)

**Description/Instruction:** Process the findings of both focus groups and present information to the APPC during monthly meetings.

**Task 5:** Recommend policy and process adjustments (Nov-Dec '23)

**Description/Instruction:** Recommend and confirm any adjustments to policy.

**Task 6:** Publish accessible policy and process guides (Dec '23)

**Description/Instruction:** Once the policies are confirmed, create a guide for potential applicants.



**Assigned Area 2:** Create a new rapid-response approval process for funding temporary and timely projects

**Deliverable:** Using information from review of current policy, draft proposed changes to procedures to allow for streamlined approval process for temp projects

**Completion Date:** June 2024

**Task 1:** Review recent proposed projects (Jan-Feb '24)

**Description/Instruction:** The Taskforce will review the last year of proposed projects to find common requests that fall outside the normal permanent project process.

**Task 2:** Propose streamlined process (Mar-Apr '23)

**Description/Instruction:** Using data learned in the artist focus group, propose a streamlined process for temporary and/or urgent projects

**Task 3:** Share confirmed process (May-Jun '24)

**Description/Instruction:** Once the APPC has confirmed the streamlined process work, work with the city staff to find ways to share this process.

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**Assigned Area 3:** Public Art Project Plan Development for various projects

**Deliverable:** As needed collaboration with program staff on project by project basis

**Completion Date:** Ongoing as needed


**Task 1:** Schedule Recurring meeting with program staff (Aug '23)

**Description/Instruction:** Taskforce will set a regular recurring meeting to discuss the types of projects proposed and discuss how they will be moved through the process towards approval.

**Task 2:** After three months move to as needed (Nov '23)

**Description/Instruction:** Description/Instruction: As the Taskforce and program staff develop shared understanding how their input is helpful, meetings move to an as-needed basis

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**Assigned Area 4:** Artists in City Planning & Projects. Art and creative thinking as elevated elements considered across the organization during planning processes and project development

**Deliverable:** First steps already occurred with the work Kimzin Creative is doing with the general plan update. The task force should review processes and outcomes and make recommendations to APPC for future similar projects.

**Completion Date:** August 2023

**Task 1:** Connect with Kimzin Creative to discuss processes & learnings (Aug '23)

**Description/Instruction:** Task Force meets Kimzin Creative (consultant) to discuss general plan update arts engagements and look for potential areas within APPC/ Public Art that could reuse the process.

