

Petaluma Public Art Committee

Public Art Committee Member Welcome Guide

Introduction

This is a brief welcome guideline document for all new Public Art Committee (PPAC) members. This document will be sent to new PPAC members after submittal, review, and approval of their application by the City (Clerk's office processes and official appointment by Council). The City staff liaison to the PPAC will keep this document updated and will send out to all new PPAC members as part of their new member orientation packet.

In this welcome guide, PPAC members will be informed about different programs, processes, resources, and duties expected while serving in the role of Committee member on the PPAC during their term. The additional purpose of this document on top of serving as an orientation tool for new Committee members is to also serve as a reference document for existing Committee members to remind them of tools and resources available, where to find the latest information (i.e. project updates, meeting updates), how to operate within their role's outlined responsibilities either in meetings or subcommittees, and how to interact with the public, press, City officials, or others while serving in this role.

The following categories are used to discuss the different portions of the PPAC's role and responsibilities.

Table of Contents

I. Administrative and Housekeeping	2
<i>Contact and Committee Title</i>	<i>2</i>
<i>Role and Responsibilities</i>	<i>2</i>
<i>Goals of the Public Art Program</i>	<i>4</i>
<i>Brown Act Compliance</i>	<i>7</i>
<i>Quorum</i>	<i>7</i>
II. Meetings.....	8
<i>Meeting Agendas</i>	<i>8</i>
<i>Meeting Items</i>	<i>9</i>
<i>Making a Motion and Continuing an Item.....</i>	<i>10</i>
<i>PrimeGov</i>	<i>11</i>
III. Committee	12
<i>Current Committee Members</i>	<i>12</i>
<i>Ad Hoc Subcommittees</i>	<i>12</i>
IV. PPAC Projects and City Resources	14

I. Administrative and Housekeeping

This section refers to the Committee member's contact and Committee title. Along with processes and procedures, this will describe the purview of the PPAC, the responsibility of Committee members serving, and the parameters to complying with meeting restrictions and the Brown Act.

Contact and Committee Title

Once the Committee member has been officially appointed by the City Council, staff will need a completed and signed City Form 700 submitted for the Clerk's office records (if this was not already completed during the application). New Committee members are added to the **City of Petaluma CCB Directory** on the City's website with basic contact info (i.e. name, email address, title) available to the public. The new Committee member may prefer a different email address listed for PPAC communications that is still regularly checked for updates and correspondence. Staff and the new Committee member should confirm which email address they prefer, as email is the main form of communication between Committee members, staff, consultants and contractors, and other City representatives between PPAC meetings.

At the first attended PPAC meeting, staff will plan to introduce the new appointed Committee member(s) at the meeting and a deputized City staff member will swear in the newly appointed Committee member(s). Staff requests new Committee members **send a small one-paragraph bio** that introduces the new Committee member. Content can include the individual's background, creative interest, community effort, interest in serving on the Committee, or other pertinent details that speaks to the new Committee member's personal or professional drive to serve the City and PPAC.

Role and Responsibilities

The Public Art Committee is responsible for a variety of duties within the responsibility of serving on the Committee. The PPAC is a recommending body that makes actioned recommendations and decisions to carry out informed plans utilizing the City's Public Art Fund, Public Art Master Plan, and requirements listed in Chapter 18 of the Implementing Zoning Ordinance to guide public art in private development.

As outlined in the [Public Art Master Plan](#), the primary responsibilities of the Committee are listed below in Figure 1 showing how the Committee is expected to fulfill its duties to the City and community; the left side of the table notes how the Committee fulfills its obligations as outlined in the City's Code and on the right side of the table notes how the Committee may strive to reach beyond the code's requirements to engage in more comprehensive goals set in the Public Art Committee's mission and growth of the Public Art Program in general.

The Committee is responsible for supporting staff in estimating the operating costs of the Public Art Program for the given fiscal year, including, but not limited to, staff support and related expenses, curatorial services, documentation, publicity, community education, and any other services or programs in accordance within the context of Chapter 18. Revisions to the adopted annual budget for the Public Art Fund shall be subject to the review and approval of the City Manager, who may submit such revisions for the review and the approval of the City Council.

Public Art Committee Responsibilities

Code Compliance	Aspirations of the Public Art Program
Provides initial conceptual dialogue with developers regarding incorporating public art in private development proposals.	Encourage all developers to consider creating public art within their property. PPAC should work to match artists with projects and utilize project sites as key resources to developing impactful, engaging projects for new developments in the City.
Reviews public art proposals in private development for compliance with criteria outlined in IZO Chapter 18.	Encourage creative ambition to achieve truly original works of public art that activate spaces and engage with impactful, community-focused values and the Public Art Program's mission.
Recommends updates to the public art program policies and procedures to the City Council.	Exploring creative ways to integrate public art into the broader context of development projects, capital improvement projects, and use the Public Art Fund to elevate projects/developments to engage with a greater diversity of Petalumans.
Manages the selection process for public art projects on public property.	To streamline this process as much as possible while still including meaningful public input, including guiding community selection panels with PPAC's background and knowledge of the arts and cultural scene/connections/experience.
Submits recommendations to the City Council for artwork on public property.	Creating an "acquisitions wish list" or "artists to watch" directory to help keep attention to specific artists and artworks that fit the Public Art Program's mission that may be potential for commissions or acquisitions as priorities, budget, and other factors permit.
Maintains dialogue with Planning Division regarding public art project on both private and public property and the implementation of the public art ordinance and associated procedures.	Continue to build partnerships with other city departments, community organizations, and non-profits that share similar goals, values, and mission as stated in the Public Art Master Plan.
Provides guidance for maintenance and conservation of the public art collection.	Create a robust routine maintenance plan and conservation plan that addresses different needs to each artwork in the City's collection.
Oversees education, publicity, and public outreach regarding the public art program.	Continue to solicit the Public Art Program as an effective partner for projects of all kinds.

Figure 1: Public Art Committee Responsibilities. The blue column (left) describes the responsibility as described in the City's code. The yellow column (right) describes the aspiration of that same responsibility.

Goals of the Public Art Program

The PPAC's mission statement as listed in the [Public Art Master Plan](#) states the following about goals of the Public Art Program:

"The City of Petaluma's public art program is committed to enhancing the appearance and cultural richness of the City by incorporating works of art into public places and fostering art within public view or access in private developments. The public art program encourages the use of art to celebrate the city's rich history, its significant environmental assets and the diversity of its community as well as to salute creativity, innovation and artistic excellence."

The following goals were developed by the PPAC, with input from hundreds of Petaluma citizens, and with consultant advice to assist PPAC and City staff in implementing the public art program. Each goal will be organized in Figure 2 to show the goal's code compliance as well as an aspiration of how to achieve broader success towards the Public Art Program's growth and how to engage and invest deeper in the Program's mission.

Public Art Program Goals

Goal #1: Promote the display of public artwork through projects	
Requirement	Aspiration
Permanent public artworks should be evaluated by qualified reviewers to ensure compliance with established criteria in the Public Art Ordinance, including artistic quality, craftsmanship, and durability.	Permanent public art should communicate values and goals to members of the community, public, and others for purposes of education, awareness, or any other impact the artwork intends to utilize. Additional didactics, self-guided tour materials, or other programs may be necessary to achieve this aspiration.
The public art collection should be properly maintained.	City's public art collection should be integrated into other City departments or programs to increase tourism, youth programs, or other partnership initiatives.
Goal #2: Develop a Public Art Program that addresses and reflects the values, cultures and aspirations of the community.	
Requirement	Aspiration
Encourage public art projects that include reflections of Petaluma's agricultural and industrial past, the diversity of its cultural heritage and its present-day community.	Broaden the applications and themes to Petaluma's public art collection to reflect its changing community, represent the diversity of its makeup, and speak to priorities and inclusivity of the community. The Public Art Program should consider how to be relevant to each Petaluman regardless of age, race, cultural identity, education level, income level, or knowledge of art and creativity.

Encourage public art projects that consider Petaluma's geography, including the Petaluma River at its center and its surrounding hills.	Encourage public art projects that consider Petaluma as part of the growing and evolving Bay Area region and how the influence of the Bay Area has change Petaluma's local culture, diversity, and goals.
Encourage public art projects that celebrate innovation and artistic excellence or explore ways to help the community visualize its future.	Support public art projects that engage in high levels of innovation and artistic excellence or explore ways to help the community visualize its future by clarifying and effectively communicating these goals and applications to all that experience the artworks.
Create and maintain an inventory of all public art pieces in the City.	Create and maintain a highly diversity, inclusive, and representative public art collection that is accessible and meaningful to all Petalumans.
Goal #3: Create a Public Art Program that supports and advances the urban design and community goals of the City.	
Requirement	Aspiration
The PPAC should continue to work closely with planning staff, the Planning Commission, and/or City Council to promote efforts to improve the City's aesthetics.	The PPAC should utilize its existing City connections to work with new departments of the City to promote efforts to improve the City's aesthetic in addition to engaging with studied benefits of public art into new and existing projects.
Petaluma's Public Art Program should complement the City's infill development objectives, which aims to preserve surrounding agricultural lands and open spaces, encourages alternative modes of transportation such as biking and walking, and celebrates the beauty and function of the Petaluma River.	The Public Art Program has a unique ability to use projects and commissions for placemaking and revitalizing deteriorated spaces in Petaluma. The Public Art Program should utilize these abilities to partner with other grants, City projects, community members or businesses, or non-profit organizations to activate common goals and that share a similar vision or mission as the Public Art Program.
Public art enriches Petaluma's neighborhoods and gateways. It adds aesthetic and cultural richness to downtown.	Public art brings value to those who live, work, and visit Petaluma and should consider its value to engage with and welcome a wide diversity of applications to all that experience public art across the City.
Public art promotes a comfortable and amendable walking environment in Petaluma, while being clearly visible to visitors passing through.	The Public Art Program should consider making tours, educational materials, and visitor guides to make higher impacts with those experiencing public art in Petaluma.
Goal #4: Develop community support for and encourage community participation in the public art program.	
Requirement	Aspiration

Citizens' input is incorporated into the development of the public art program – its objectives, guiding principles and projects.	Creating new opportunities to have members of the public provide feedback, suggestions, and selection of public art projects and goals with City-led projects as well as developer-led projects on private property.
The community should be informed of the public art program's activities through public outreach including press releases, local media and web sites, local schools and/or readily available brochures.	The Public Art Program should explore utilizing new channels to communicate with the community, including social media platforms and other technology-based forums.
Collaborate with other art organizations and projects to further the mission of the public art program.	Similar to championing working with emerging and established artists to complete public art projects for market-rate payment, the Public Art Program should consider working with cultural and creative non-profits to advance program goals and the Program's mission to serving the community.
Goal #5: Integrate the public art program into City ordinances, policies, plans and procedures to ensure the long-term viability of the public art program and the public purchased under the program.	
Requirement	Aspiration
The public art program is included within the City's zoning ordinance and should be integrated into the City's planning and development procedures.	Public Art should be considered for all capital improvement projects. Additionally, larger residential projects should be encouraged to participate in public art or work with the Program to provide community benefits using their private development.
A clear understanding of the Public Art Ordinance's applicability and requirements should be established with Planning and Building staff and communicated to applicants during review of private development projects.	All City departments should be made aware of a broader definition of public art and how to utilize the benefits that come with temporary or permanent public art installations in community spaces or other cultural offerings made available to the public.
The PPAC should be designated to establish public art program guidelines including annual work plans, budgets, policies and procedures subject to the provisions of the Public Art Ordinance establishing the Public Art Committee, available funds in the Public Art Fund, and the general oversight of the City Council.	The Public Art Program should clarify annual priorities to build a strategic plan, which could attract artists, projects, grants, capital improvement projects, or other opportunities to provide more public art across Petaluma.
Specify authorized uses of the Public Art Fund.	The PPAC and staff should explore ways to broaden the authorized uses of the Public Art Fund and its applications specified in Chapter 18, which may include updates to the chapter in accordance with the General Plan Update 2025.

Figure 2: Public Art Program Goals. The orange column (left) describes the goal requirements to meet City code compliance. The green column (right) describes the aspirations of the Public Art Program for the same requirement.

Brown Act Compliance

The [Brown Act](#) applies to public commissions, committees, boards, and councils as well as other public agencies in the state of California to aid in the conduct of the people's business. The goal is to allow for transparency, accessibility, and accountability for the benefit of the public. This applies in many ways to the Committee but primarily to meetings and communications.

To comply with the Brown Act, communication with the entire Committee needs to be agendized and public. This applies to emails, which any Committee member or staff that needs to send an item/message to the entire Committee must BCC everyone to comply with those parameters. **Group texts, calls, emails, Zooms, or other chat/meeting tools also apply to these restrictions.** All items discussed by the Committee must allow for public comment on the topic. All meetings will have general public comment as well where members of the public can comment on items that is not on the agenda though may still pertain to the purview, interest, or responsibility of the PPAC. Committee members should avoid discussing Public Art Program or Committee items in groups outside of meetings unless sanctioned in a subcommittee or ad hoc subcommittee to avoid Brown Act violations (see **Quorum** and **Subcommittees** for more information).

If the Brown Act is compromised in communication outside of a meeting, it can be remedied by acknowledging the communication during the next public meeting of the Committee, noting the items discussed during the communication, disclosing the parties involved, and allowing for public comment on each item during the public meeting. If a Committee member believes they or another Committee member have compromised the Brown Act, contact City staff as soon as possible.

For more information about how the Brown Act relates to serving on the Public Art Committee or general questions about public committee duties and obligations, please visit the City Attorney's office at the following link: <https://cityofpetaluma.org/departments/city-attorney/>.

Quorum

Quorum marks a majority of the representation of a Board, Committee, or Commission present in order to appropriately hold a meeting. If at least half of the Committee's current body cannot be present for an agendized meeting, that meeting will be cancelled because it does not reach quorum. An example for a seven-person Committee is a required four Committee members' attendance in order to hold a quorum.

Quorum is important to keep in mind when meeting with subcommittees or any subsets of the full Committee. The number of Committee members that can meet outside of a publicly noticed and agendized meeting cannot exceed quorum. This applies to communications of any kind, including but not limited to virtual meetings, phone calls, emails, text messages, and other forms of communication where Committee members are present and discussing related topics to the Public Art Committee's activities.

II. Meetings

Regular PPAC meetings are held on the **fourth Thursday of each month at 6:00PM at Petaluma City Hall City Council Chambers** (11 English Street, Petaluma CA 94952) unless a special meeting has been scheduled at a different time and/or date. The Friday before each meeting, the meeting's agenda is published on the City's website and at City Hall for the public as well as sent directly to each PPAC member from City staff. It is expected that Committee members review the agenda items, staff reports, attachments, or other meeting items prior to the meeting and reach out to staff with any questions concerns about any items.

As of February 1, 2023, all meetings for the City of Petaluma have returned to in-person meetings (rather than remote hearings which were held from 2020 to 2023 in the context of COVID-19 measures made by California Governor Gavin Newsom). All Committee members are expected to participate in meetings by attending in-person. Meetings are digitally live streamed using Zoom onto YouTube for the public to watch remotely and to record meetings for the City's archive. Members of the public, as well as Committee members, **cannot participate on Zoom or in any other virtual/remote capacity** at this time. Members of the public must attend meetings in-person if they wish to provide public comment. All presenters, staff, and Committee members must also attend in-person if they would like to participate in the meeting's agenda items.

Special accommodation can be made in case of emergencies to have Committee members or members of the public participate remotely in a meeting. Members of the public or Committee members requesting to participate remotely in the rare circumstance of an emergency (which is defined by the State of California, not by the City of Petaluma) should contact City staff in advance of the meeting in question.

The City of Petaluma's ability to allow 'hybrid' participation at public hearings (i.e. in-person and remote participation) is currently unavailable beyond the City Council public hearings due to limited staff and resources. This may change in the future, however for the indefinite future of PPAC meetings, participation in the meeting's items is limited to in-person attendance.

Meeting Agendas

Each meeting agenda is created by staff and the Committee Chair ahead of publication. Staff and the Committee Chair should be open to inquiries and requests for a variety of different PPAC meeting agenda items at upcoming meetings that fit into the purview and mission of the Public Art Program and Committee. Staff will filter each request and agenda item prior to publishing the upcoming meeting agenda in consultation with and at the discretion of the Committee Chair.

Committee members are encouraged to bring forward potential items for upcoming PPAC meeting agendas during the Staff Comment section of each meeting agenda or prior to the meeting in communication with the Committee Chair and staff. Requests by members of the public may do the same by requesting that the PPAC include a topic or item at an upcoming agenda during the General Public Comment period at the beginning of each PPAC meeting or by communicating with the Committee Chair and staff prior to a meeting.

Meeting Items

Meeting agendas are divided into a few different kinds of items:

- **Call to Order.** Meeting begins and will be publicly broadcasted. All meetings must be publicly accessible for participation, including providing channels for public comment, and if that ability to broadcast and/or publicly participate is lost at any point during the meeting (i.e. technical difficulties), the meeting must immediately end.
- **Roll Call.** Staff will conduct roll call, asking for all Committee members to declare they are present for the meeting.
- **General Public Comment.** Members of the public are invited to speak to any items within the purview, interest, or responsibility of the Public Art Committee that is not on the current meeting agenda. Opportunity for public comment on agenda items will occur when items are called on the meeting's agenda.
- **Presentations.** The presentation items are informative, typically from staff, artists, applicants, or community partners where feedback and review are welcomed though not required. These items do not require action by the Committee and do not require discussion by the Committee. Items should be received as follows:
 - Item is introduced by Committee Chair as summarized in the agenda,
 - Presenter will provide presentation about agenda item,
 - Committee Chair opens public comment period; receives public comments; closes public comment period,
 - Committee Chair opens comment period for Committee to provide any feedback on the agenda item,
 - Committee Chair closes item.
- **Approval of Minutes.** Each meeting will have a recount of activities, discussions, actions, and decisions throughout each item of the meeting, also known as Meeting Minutes. These Minutes are publicly published after the next meeting, providing staff and the Committee a chance to review the Minutes for detail and accuracy before being published on the City's website and archived for future reference. Approving the Minutes is an action required by the Committee to confirm this action and does not need public comment, only a motion to move to approve them.
- **Public Hearings and Matters for Consideration.** Public Hearings and Matters for Consideration, sometimes referred to as *Action* Items, are intended for deeper and more formal feedback from the Committee about the item to inform next steps, direction, or action needed from the Committee. Public Hearing and Matters for Consideration must have a staff recommendation on the agenda item. These items are typically accompanied by attachments that are project plans, outlines, staff reports, or other items that require review or feedback. Action items sometimes require the PPAC to make a motion or determination on the item, typically for projects or programs that need funding, new initiatives or direction for staff, ad hoc subcommittees formed, or any other kind of formal recommendation for approval or discretionary action. The PPAC is not an approval body, which outlines the Committee to use its expertise to **recommend** approval of items that need to be in compliance with the City's code requirements and as primary stewards

to the public art fund. The City Council relies on the PPAC to make informed decisions for the Council to then uphold for final approval or advise otherwise. Items should be received as follows:

- o Item is introduced by Committee Chair as summarized in the agenda,
 - o Staff or item representative will provide summary and overview of agenda item,
 - o Committee Chair allows Committee to ask staff, item representative, or others pertinent to the item any clarifying questions to understand the purpose or intent of the item as well as the abilities, options, or any other processional information to staff,
 - o Committee Chair opens public comment period; receives public comments; closes public comment period,
 - o Committee Chair opens comment period for Committee to discuss agenda item and make a motion or other appropriate action,
 - o Committee Chair closes item.
- **Staff Comment.** The staff liaison to the Public Art Committee will spend this time providing general updates to the Committee about a range of topics, including but not limited to upcoming projects or opportunities, upcoming events or meeting agenda items, and project status updates.
 - **Committee Comment.** The PPAC's subcommittees will use this item to comment or request a variety of different topics and items, including but not limited to reporting in on updates about projects they are working on, items they would like seen on future agendas, resources for the public, new opportunities or projects in the community or within the purview and/or interest of the PPAC, and inquire about other associated activities.
 - **Adjournment.** This item concludes the meeting and informs the Committee and public of the next scheduled meeting.

Making a Motion and Continuing an Item

The Public Art Committee is a unique Committee that, unlike other Boards and Commissions, is a recommending body that uses their expertise and experience in the creative and cultural sector to make formal recommendations to City Council and other approval bodies to execute contracts, acquisitions, and other expenditures. Though the Committee is a recommending and not approval body, the PPAC is unique from other City Boards and Commissions because its decisions can still be made and codified through the City Manager for smaller expenses (under \$30,000) as they are the stewards of the Public Art Fund. Larger Public Art Fund expenses, projects, and actions must be review and approved by the City Council.

These actions, whether reviewed or approved through the Committee or Council level, will be memorialized through a Resolution to mark the decision. To start a vote at a PPAC meeting to approve an item (or recommend an item for approval), a Committee member must make a motion to approve or deny the item, adopting any conditions set forth in the Resolution or as discussed at the public meeting. This motion needs to be 'seconded' by a different Committee member, which would then initiate a Roll Call vote that will be taken by the City meeting Clerk.

Motions should be very clear what they will adopt or deny. Staff reports typically recommend language of how to state these motions, for example, "... I would like to make a motion to adopt the new Public Art Committee Guidelines document as presented by staff with the recommended changes as discussed and

agreed upon by the Public Art Committee at the January 1st, 2022 meeting to incorporate more information about making a motion.” Motions should generally capture the ‘who’, ‘what’, and ‘when’ very clearly so that anyone in the public will understand the decision or anyone reviewing the Resolution years later will intuitively make sense of the action.

Alternative to a motion, the Committee may choose to ***continue*** a Public Hearing and Matters for Consideration agenda item that requires action (i.e. this is not applicable to Presentation or other items that don’t need Committee discussion or vote). Continuing an agenda item is advised when the Committee feels as though more time, information, resources, or discussion may be needed in order to make an informed discussion. This is an effective tool used at the discretion of the Committee or staff when the Committee is position to make an important decision that requires more work before the Committee should invest time, finances, or other resources towards that action, which may have consequences towards other City bodies, grants, projects, or community members. Continued items will effectively be postponed to the following meeting agenda unless otherwise noted when the item is continued at the public hearing. Agenda items can only be continued by the Committee while at a public hearing with a quorum.

PrimeGov

The City records and archives every meeting on PrimeGov, which is published on the City’s website. Once you scroll down the page, upcoming meetings are listed first and links to the agenda are on the right-hand side of the page. Further down the page, you can review past meetings that are recorded, agendas that were published, and all the accompanied item attachments such as staff reports, presentations, reports, and more. Meeting Minutes are almost always reviewed and approved at the next meeting, which summarizes the activities and discussions from each meeting and is then published for the public on PrimeGov for the public record.

Every meeting will be recorded digitally and live streamed onto YouTube for attendees to watch the hearing remotely, which does not currently allow for remote participation.

III. Committee

Each Public Art Committee member serves a four-year term and is staggered with other Committee members. The Committee is comprised of seven members as follows:

1. Three members shall be Visual Arts Professionals and appointed by the City Council from the community at-large.
2. One member shall be a member of the Recreation, Music, and Parks Commission, as nominated by the members of the Recreation, Music, and Parks Commission and appointed by the City Council.
3. One member shall be a member of the Petaluma Arts Council, as nominated by the Arts Council and appointed by the City Council.
4. Two members shall be appointed by the City Council from the community-at-large.

Current Committee Members

Here are your fellow committee members and the subcommittees they are a part of for the fiscal year 2023-2024:

- **Melissa Abercrombie** (Chair) – oldeastpetaluma@yahoo.com – *Fine Balance* subcommittee
- **Christopher Smith** (Vice Chair) – smithsmith8888@gmail.com – *Fine Balance* and *Woven Stories* subcommittees
- **Cheryl Coldiron** – onewingcc@yahoo.com – *Woven Stories* subcommittee
- **Anne Digges** (Petaluma Arts Center representative) – anne@diggesdesign.com
- **Hannah Rizzo-Simons** (Recreation Music and Parks representative) – hannahriz@yahoo.com
- **Jenny Belway** – jennybelway@gmail.com
- **Kevin Moreng** – kevinmoreng@gmail.com

Vacant seats are filled through the City Clerk's office who posts the recruitment for Commissions, Committees, and Boards who are appointed at one of the June City Council hearings. The Clerk's office is in charge of facilitating and managing the application review process to getting new Committee/Commission members. Interested community members that would like to apply to serve on the Committee may inquire through the [City Clerk's Office webpage](#) and PPAC members must uniquely live within the Urban Growth Boundary to be eligible to serve.

For more information about the application process, appointments, term of office, or other Committee details, please view the [Application Package for Non-Planning Commissions](#) on the City's website.

Ad Hoc Subcommittees

Ad hoc subcommittees are created at meetings through a simple motion, second, and roll call vote. The purpose of a subcommittee is to have a smaller, more nimble representation of the Committee to support

programs or projects and work effectively between PPAC meetings by being able to communicate and work in a less formal setting. This type of work supports more streamlined action and improves the working process which in turn causes less staff time used for managing projects and programs.

As a representative body acting on behalf of the full Committee, the ad hoc subcommittee may need to make decisions about how to support the project's process, features, or logistics. Ad hoc subcommittees are recommended to keep the Committee informed of these decisions and updating the project about foreseeable actions required by the subcommittee, the full Committee, or others. Subcommittees are not, however, empowered to make larger decisions about the project without discussion and counsel from the full Committee. These larger actions can be (but are not limited to) decisions that change the project scope, change the goals/intent of the project, limit or expand accessibility or eligibility, require monetary changes or budget changes, alter the project site or location, or set parameters not otherwise noted in the project opportunity or request. Staff will help inform the ad hoc subcommittee when the full Committee should be involved with the project or be brought back to a public meeting to receive public input in addition to Committee feedback. Staff is additionally available to support ad hoc subcommittee work and may be created with the purpose to directly aid and meet with staff regarding the ad hoc subcommittee's purview.

Ad hoc subcommittee work can vary from project to project, including but not limited to application review, supporting development of a proposal, research and draft project/program opportunities, refine guidelines for opportunities, design and facilitate community engagement opportunities, meet with project stakeholders, support outreach opportunities, provide feedback at public hearings, or make recommendations about how to support the program/project that the Committee, staff, and/or public may not be aware of because the subcommittee member has unique and intimate familiarity with the project or program.

Ad hoc subcommittee meetings are exempt from quorum and Brown Act regulations regarding public meetings as long as they are less than quorum of the Committee (which all ad hoc subcommittees should be less than a majority of the Committee at all times).

The list of current and active ad hoc subcommittees of the PPAC are as follows:

- *Fine Balance* – Christopher Smith, Melissa Abercrombie
- *Woven Stories* – Cheryl Coldiron, Christopher Smith

Historically, the PPAC typically encourages the participation of in ah hoc subcommittees be shared across the Committee, meaning depending on the number of active ah hoc subcommittees, this work will be offered/volunteered equitably across the existing members. Some work will be higher interest or better suited for particular Committee members; members of these ah hoc subcommittees can change at any time that is discussed with a PPAC quorum and agenda.

IV. PPAC Projects and City Resources

The [Public Art Program's website](#) hosts the active projects, opportunities, and public art collection information for public display. Projects will be kept updated with the latest details, public hearings, project documents, timeline changes, and other associated items that inform the community about programs and projects. Additionally, each PPAC meeting under Staff Comment summarizes projects and their provides a status update.

As representatives of the community serving the City of Petaluma, there are many resources that Committee members should be aware of to help stay informed and responsive to the needs of the Public Art Committee and related activities. Listed below are several links that are intended to keep Committee members updated with the latest information and can be helpful for finding out more information about adjacent creative enterprises and activities in Petaluma, including partner organizations and departments.

- Public Art Program website:
<https://cityofpetaluma.org/planning-public-art/>
- Public Art Master Plan:
<https://cityofpetaluma.org/public-art-master-plan-2/>
- Petaluma Municipal Code (Chapter 18):
<https://petaluma.municipal.codes/ZoningOrds/18.180>
- City of Petaluma Meetings (PrimeGov):
<https://cityofpetaluma.org/meetings/>
- Public Art Program Project Status Matrix (last updated June 22, 202):
<https://cityofpetaluma.primegov.com/Portal/Meeting?meetingTemplateId=16250>
- Recreation, Music & Parks Commission:
<https://cityofpetaluma.org/committees-recreation-music-parks-commission/>
- Commissions, Committees, and Boards Information (City Clerk's office):
<https://cityofpetaluma.org/joiningccbs/>
- Petaluma Arts Center website:
<https://petalumaartscenter.org/>
- Creative Sonoma website (Sonoma County public art):
<https://www.creativesonoma.org/>