



## STAFFING IMPACT REPORT ON PROPOSED LEGISLATION

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To: Mayor Gavin Buckley

From: Michael Mallinoff, City Manager

Date: March 19, 2025

Subject: O-11-25: Arts in Public Public Places Commission Update and Revisions

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### **Purpose of legislation**

The purpose of this legislation is to move the Arts in Public Places Commission from Title 6, the revenue and finance Title of the City Code, to Title 2, Chapter 2.48 dealing with boards, commissions, and committees; placing oversight of the Arts in Public Places Commission under the Planning and Zoning Director instead of the Recreation and Parks Director; and generally dealing with the Arts in Public Places Commission duties and responsibilities.

### **Impact of legislation on staffing**

The Arts and Public Places Commission (AIPPC) is an active Commission with significant funding it oversees. The Department of Planning and Zoning would provide staff support to the Commission. The Department estimates that it will devote about 12 hours per month to AIPPC activities involving the following tasks: administration and record keeping of funds and expenditures, coordination with Department of Finance, administration of meetings (assistance with agendas, minutes, and record keeping, technical support in the review of applications, writing staff reports and advising the Commission, and attendance and participation in meetings. The following positions within the Department will contribute to the Commission's work: Director, Operations Chief, Senior Planner, Planner, Administrative Assistant, and Architectural Planner Reviewer.

*Prepared by Victoria Buckland, Assistant City Manager, and Chris Jakubiak, Director of Planning and Zoning*