



Public Spaces Commission

Regular Meeting **AGENDA**

(to be held both at the physical and virtual locations below)

Conference Center ♦ 200 School St., Chenin Blanc Room ♦ Ukiah, CA 95482

To participate or view the virtual meeting, go to the following link:

<https://us06web.zoom.us/j/81764322746>

Or you can call in using your telephone only:

-Call (toll free) 1-888-788-0099

-Enter the Access Code: 817 6432 2746

May 10, 2022 - 5:00 PM

1. **ROLL CALL**

2. **INTRODUCTIONS**

3. **PETITIONS AND COMMUNICATIONS**

4. **APPROVAL OF MINUTES**

4.a. Approval Of Minutes

Recommended Action:

Attachments:

1. PSC Outreach Plan 20213_22-Edited - Copy
2. Outreach Gantt and Outcome Measures

5. **STAFF MEMBER PRESENTATIONS/REPORTS**

5.a. Neil Davis-Community Services Director
Overview of City of Ukiah Public Spaces

Recommended Action:

Attachments: None

5.b. Jake Burgess-Community Services Supervisor
Recreation Programs and Events Update

Recommended Action:

Attachments: None

6. COMMISSIONERS REPORTS

7. UNFINISHED BUSINESS (DISCUSSION ONLY)

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The Public Spaces Commission welcomes input from the audience. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more the (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments.

9. NEW BUSINESS

10. ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Public Spaces Commission after distribution of the agenda packet are available for public inspection at the main entrance of the City of Ukiah Annex, located at 411 W. Clay St., Ukiah, CA 95482, not less than 72 hours prior to the meeting set forth on this agenda.

Mikki Taylor, Public Spaces Commission Clerk

Public Spaces Commission Community Outreach Plan

11/2021

The Mission of the Public Spaces Commission (PSC) is to foster a culture of informed community participation in the planning and implementation of the wise use of public spaces. The seven-member PSC shall have the power and duty to solicit, collate, and analyze public input on the wise use of public spaces and; provide recommendations and advice to both staff and the City Council based on said input. Additionally, PSC members in collaboration with staff may choose to form “working groups” to explore and formulate advice or recommendations on specific areas regarding the wise use of public spaces.

In support of the PSC mission, City staff will;

~~1. Convene Biannual Community Input Forums~~

~~1. Prepare a Quarterly Public Spaces E-Newsletter~~

~~2.1. Convene Public Spaces Commission meetings six times per year with two of these meetings designated and promoted as Community Input Forums.~~

~~3. Convene four time per year Public Input Forum planning meetings~~

~~4.2. Prepare and distribute a monthly Parks and Recreation Update Video~~

~~5.3. Provide staff support to working groups on mutually agreed upon topics~~

~~4. Assist the PSC in an annual update to this plan.~~

5. Prepare a Quarterly Public Spaces E-Newsletter

6.

Public Spaces Biannual Community Input Forums

The Public Spaces Biannual Community Input Forums will be held as hybrid in-person and online events. Meetings will be planned to cover two to four prearranged topics with time available for discussion of an unplanned topic at attendee consensus request. The PSC will work with staff to decide upon topics and presenters. City staff will prepare presentations that will include Q&A sessions after the presentations. Forums will be recorded and available on the City You Tube Channel

Prepare a Quarterly Public Spaces E-Newsletter

E-Newsletter will cover the same topics as Community Input Forum to allow for an additional medium for distribution. E-Newsletter may contain additional material. E-Newsletter will be distributed to an interested parties list and be available online.

Convene four time per year PSC Public Input Forum Planning and Workgroup meetings

These meetings will allow PSC members the opportunity to work with staff to plan the Community Input Forums and to report on PSC working group activities.

Prepare and distribute a monthly Parks and Recreation Update Video

The Community Services Supervisor or Designee will record a video presentation with updates on the Parks and Recreation activities. The presentation will be based on the report that has traditionally been provided to the Parks, Rec, and Golf Commission (PRGC) but it will be made available to a much wider audience through You Tube, social, media, and e-newsletter.

Working Groups

PSC members will be encouraged to form Working Groups both among themselves as well as with members of the public to pursue areas of interest and to the benefit of effective City management. All working groups should have a City Council member ~~or~~ staff “sponsor” to ensure a collaborative approach.

Initial Draft

	January	February	March	April	May	June	July	August	September	October	November	December
Park/Rec Monthly Update Video												
Quarterly Newsletter												
Planning / Work Group Meetings												
Biannual Community Forum												

2022 - PSC Approved

	January	February	March	April	May	June	July	August	September	October	November	December
Park/Rec Monthly Update Video												
Quarterly Newsletter												
Planning / Work Group Meetings			Initial Meeting									
Biannual Community Forum												

2023 - PSC Approved

	January	February	March	April	May	June	July	August	September	October	November	December
Park/Rec Monthly Update Video												
Quarterly Newsletter												
Planning / Work Group Meetings												
Biannual Community Forum												

Annual Update to Outreach Plan presented to Council for approval
Annual PSC Activity Report to Council

Social Media - Facebook	# of Posts	Likes	Shares	Comments
Social Media - You tube	# of videos	Views		
E-Newsletter	Subscribers		Opens	
Meetings	# of Meetings		# of attendees	# of presentations(subjects)
	# of working groups/#of members/work product			