



Public Spaces Commission

Special Meeting

AGENDA

Civic Center Annex ♦ 411 W. Clay St., Conf. RM #5 ♦ Ukiah, CA 95482

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

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

January 10, 2023 - 5:00 PM

1. ROLL CALL

2. INTRODUCTIONS

3. APPROVAL OF MINUTES

3.a. Approval of Minutes from November 8th 2022 -Community Forum

Recommended Action:

Attachments:

1. 2022-11-8 Minutes

4. STAFF MEMBER PRESENTATIONS/REPORTS

4.a. Neil Davis- Community Services Director- Todd Grove Playground and BBQ Area Update

Recommended Action:

Attachments: None

4.b. Neil Davis- Community Services Director- Western Hills Update

Recommended Action:

Attachments: None

5. COMMISSIONERS REPORTS

6. UNFINISHED BUSINESS

6.a. Annual Review and Adoption of 2023 PSC Community Outreach Plan

Recommended Action: Adopt existing 2022 Community Outreach Plan for continued use in 2023

Attachments:

1. PSC Outreach Plan 2023dRAFT
2. Draft 2023 Schedule

6.b. Discuss and make topic recommendations for the upcoming Community Forum

Recommended Action: Provide recommendations for topics to be covered at the next Community Forum.

Attachments: None

7. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

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

8. NEW BUSINESS

9. 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.

**CITY OF UKIAH
PUBLIC SPACES COMMISSION MINUTES
Community Forum
Conference Center- 200 S School St.
Ukiah, CA 95482**

**Virtual Meeting Link: <https://us06web.zoom.us/j/81764322746>
November 8th, 2022
5:00 p.m.**

1. ROLL CALL

Public Spaces Commission met at a Community Forum on November 8th, 2022, having been legally noticed on November 4th, 2022. The meeting was held virtually at the following link: <https://us06web.zoom.us/j/81764322746> and in person at the Conference 200 S School St. Ukiah Ca 95482. Commissioner Babbini called the meeting to order at 5:02 p.m. Roll was taken with the following **Commissioners Present:** Elora Babbini, Megan Parker, Vicki Bitonti-Brown and Casey Thompson **Commissioners Absent by Prearrangement:** Susan Knopf **Staff Present:** Neil Davis, Community Services Director and Mikki Taylor, Community Services Administrative Secretary.

2. INTRODUCTIONS

Casey Thompson- Newest Commission Member.

3. PETITIONS AND COMMUNICATIONS

None Given

4. APPROVAL OF MINUTES

a. Approval of Minutes from March 22nd 2022 – Regular Meeting

*Parker/Bitonti-Brown to approve the Minutes of March 22nd, 2022, a Regular Meeting; as submitted. Motion **carried** by the following roll call vote: AYES: Babbini, Thompson NOES: None. ABSENT: Knopf ABSTAIN: None*

b. Approval of Minutes from August 4th 2022- Regular Meeting

*Parker/Bitonti-Brown to approve the Minutes of May 10th, 2022, a Regular Meeting; as submitted. Motion **carried** by the following roll call vote: AYES: Babbini, Thompson NOES: None. ABSENT: Knopf ABSTAIN: None*

5. STAFF MEMBER PRESENTATIONS/REPORTS

a. Shannon Riley- Deputy City Manager- City of Ukiah Climate Action Initiatives

Presenter: Shannon Riley

Report was received

b. Maya Simerson- Project and Grant Administrator & Neil Davis- Community Services Director- Western Hills

Presenter: Maya Simerson & Neil Davis

Report was received

6. COMMISSIONER REPORTS

a. Elora Babbini - Commission Member

b. Megan Parker – Commission Member

c. Vicki Bitonti-Brown- Commissions Member

7. **UNFINISHED BUISNESS**

None Given

8. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

Public Comment: Western Hills questions and concerns from multiple Ukiah West Side Residents.

9. **NEW BUSINESS**

None Given

10. **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:10 p.m.

Mikki Taylor, Public Spaces Commission Clerk

Public Spaces Commission Community Outreach Plan

1/2023 **DRAFT**

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
2. Prepare a Quarterly Public Spaces E-Newsletter
3. Convene four time per year Public Input Forum planning meetings
4. Prepare and distribute a monthly Parks and Recreation Update Video
5. Provide staff support to working groups on mutually agreed upon topics
6. Assist the PSC in an annual update to this plan.

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 of staff “sponsor” to ensure a collaborative approach.

2023 Schedule (Proposed)

Attachment 2

All Dates Second Tuesday of the Month.

	January	February	March	April	May	June	July	August	September	October	November	December
2023 - PSC Proposed												
Park/Rec Monthly Update												
Quarterly Newsletter												
Planning / Work Group Meetings												
Biannual Community Forum												