



Public Spaces Commission

Special Meeting **AGENDA**

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

January 9, 2024 - 5:30 PM

1. ROLL CALL

Commissioners: Elora Babbini, Vicki Bitonti-Brown, Megan Parker, Casey Thompson, Joe Scriven, Steven Ratley

2. INTRODUCTIONS

3. APPROVAL OF MINUTES

3.a. Approval of Minutes from November 14th 2023 - Community Forum

Recommended Action:

Attachments: None

4. STAFF MEMBER PRESENTATIONS/REPORTS

4.a. Director's Report

Recommended Action: Receive report

Attachments: None

5. COMMISSIONERS REPORTS

6. UNFINISHED BUSINESS

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

8.a. Review, Update as Necessary, and Approve a 2024 Community Outreach Plan and Schedule

Recommended Action: Adopt the 2024 Community Outreach Plan and Gantt timeline for staff presentation to the City Council in February.

Attachments:

1. 2023 Community Outreach Plan
2. 2023 Gantt Schedule PSC
3. 2024 Community Outreach Plan Draft Redline
4. 2024 Gantt Timeline Draft

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.



Public Spaces Commission Special Meeting **MINUTES**

Ukiah Valley Conference Center ♦ 200 South School St ♦ Ukiah, CA 95482

Virtual Meeting Link: <https://us06web.zoom.us/j/81764322746>

November 14, 2023 - 5:30 PM

1. **ROLL CALL**

Public Spaces Commission met at a Regular Meeting on November 14th, 2023, having been legally noticed on November 9th, 2023. The meeting was held virtually at the following link: <https://us06web.zoom.us/j/81764322746> and in person in the Ukiah Valley Conference Center at 200 South School St, Ukiah Ca 95482. Commissioner Babbini called the meeting to order at 5:30 p.m. **Commissioners Present:** Elora Babbini, Vicki Bitonti-Brown, Megan Parker, Casey Thompson, Steven Ratley, and Joe Scriven.

Commissioners Absent by Prearrangement: None. **Staff Present:** Neil Davis, Community Services Director and Araceli Sandoval, Community Services Administrative Assistant.

2. **INTRODUCTIONS**

Steven Ratley – Newest Commission Member

3. **APPROVAL OF MINUTES**

a. Approval of the Minutes for the July 11th 2023 – Regular Meeting.

Parker/Scriven to approve the Minutes of July 11th, 2023, a Regular Meeting; as submitted. Motion carried by the following roll call vote: AYES: Babbini, Bitonti-Brown, Parker, Thompson, Scriven. NOES: None. ABSENT: None. ABSTAIN: Ratley.

b. Approval of the Minutes for the September 12th 2023 – Regular Meeting.

Parker/Scriven to approve the Minutes of July 11th, 2023, a Regular Meeting; as submitted. Motion carried by the following roll call vote: AYES: Babbini, Bitonti-Brown, Parker, Thompson, Scriven. NOES: None. ABSENT: None. ABSTAIN: Ratley.

4. **STAFF MEMBER PRESENTATIONS/REPORTS**

a. Report on Orr Creek Greenway – A Longstanding Vision

Presenter: Neil Davis

Report was received.

Public Comment: Positive enthusiasm of the benefits that the Orr Creek Greenway provides to students walking to and from school.

5. **COMMISSIONERS REPORTS**

None Given.

6. UNFINISHED BUSINESS

a. Presentation of McGarvey Park Conceptual Landscape Plan

Presenter: Gretchen Stranzl McCann from GSM Landscape Architects, Inc.

Presentation was received.

Public Comment: Overall preference of Concept I with minor changes to preserve the nature and natural aspects of the park.

7. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None Given.

8. NEW BUSINESS

a. Report on a Draft Western Hills Watershed Protection Area Management Plan

Presenter: Neil Davis

Report was received.

Public Comment: Concern with potential theoretical uses of the Western Hills.

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:54 p.m.

Araceli Sandoval, Public Spaces Commission Clerk



AGENDA SUMMARY REPORT

SUBJECT: Director's Report

DEPARTMENT: Community
Services

PREPARED BY: Neil Davis, Community Services Director

PRESENTER:

ATTACHMENTS:

None

Summary: Director Davis will present a report on recent Public Spaces activities.

Background: A variety of Public Spaces activities have occurred since the November Community Forum. Director of Community Services Neil Davis will provide an update and an opportunity for questions.

Discussion: WHWPA Land Acquisition

The City Council approved the purchase of 25 additional acres to be added to the Western Hills Watershed Protection Area. There was notable opposition to the acquisition as the deal required the City to allow for an addition three homes and Accessory Dwelling Units to be built on the lower elevation of the hillside. However, the property is seen as the “missing link” that provides the property and associated easements that will allow for a trailhead near Helen Ave that will lin to over 600 acres of land for trails and passive recreation.

Western Hills Watershed Protection Area Management

The management plan presented to the PSC is expected to go to City Council for adoption in January or February. Staff are now in the first planning stages of preparing a CEQA document for trails to be built in the area.

McGarvey Park Landscaping Plan

The McGarvey Park Landscaping Plan prepared by GSM Landscape Architects Inc. was updated to include comments from the November meeting. A final plan was submitted to the City and the contract with GSM is now complete. Staff will now seek grant opportunities to pay for the landscaping. Additionally, some minor maintenance tasks can be undertaken by the Parks staff without worry about interfering with long-term landscaping plans.

Observatory Park Landscaping

Parks Staff are awaiting appropriate weather to initiate the planned landscaping improvements discussed with the PSC last fall.

State of the Municipal Pool

In May of 2023 staff presented a “State of the Municipal Pool” report to the Commission. Staff recommended the replacement of the pool in total. Commissioners requested a line-item review of what it might cost to replace individual pool facility components (Filters, heating, water treatment, wading pool, plumbing, outbuildings, snack shack, dressing room, etc.) as opposed to demolition and replacement of the pool. On review, staff concluded this task as beyond staff resources and expertise and sought ballpark estimates on a contracted feasibility study to explore repair vs replacement options. Estimates suggested a fifty-thousand-dollar cost for the study. Staff fear this amount will not make it into the general fund budget in a timely manner

and therefore to pursue the feasibility study in-house. Staff plan to begin the study after the ice rink is taken down.



AGENDA SUMMARY REPORT

SUBJECT: Review, Update as Necessary, and Approve a 2024 Community Outreach Plan and Schedule

DEPARTMENT: Community
Services

PREPARED BY: Neil Davis, Community Services Director

PRESENTER:

ATTACHMENTS:

1. 2023 Community Outreach Plan
2. 2023 Gantt Schedule PSC
3. 2024 Community Outreach Plan Draft Redline
4. 2024 Gantt Timeline Draft

Summary: Review, update as necessary, and approve a 2024 Community Outreach plan and schedule.

Background: The Public Spaces Commission (PSC) was formed in late 2021 as a merger of the Parks Recreation and Golf Commission (PRGC) and the Paths, Open Space and Creeks Commission (POSC). The Public Spaces Commission charter outlined in Division 1, Chapter 4 of the Ukiah City Code defines the duties and powers of the Public Spaces Commission. Item D of the Duties and Powers section states the work of the Commission “shall be guided by the Community Outreach Plan.” And that the Commission “shall prepare and annually update a Community Outreach Plan” to be approved by City Council. Further, “the Community Outreach Plan will guide the methodology, scheduling, and tracking of the Commission’s community engagement.”

Community Outreach plans were adopted for 2022 and 2023 with few changes from the original document. As the Public Spaces Commission enters its third year it is now time to review, consider updates, and approve a Community Outreach plan for 2024. The Duties and Powers section of the Commission’s charter requires a minimum of six regular meeting per year. The 2023 plan was presented and approved by the City Council. No changes to the plan are required, but may be made at the PSC’s discretion.

Discussion: The Public Spaces Commission is entering its third year. The 2023 Community Outreach Plan (Attachment 1) called for 1) biannual community input forums, 2) a Quarterly Public Spaces E-Newsletter, 3) four PSC planning meetings, 4) a monthly Parks and Rec Update Video, 5) staff support of PSC working groups, and 6) an annual update to this plan. Additionally, a Gantt timeline document (Attachment 2) was prepared to outline the schedule and to aid PSC activity tracking.

In the last year there were three Community Forums; one more than required. These forums tend to be well attended and better attended than the old Paths, Open Spaces, and Creeks Commission and Parks, Rec, and Golf Commission meetings were.

Additionally, as required, four PSC meetings were scheduled and appropriately noticed in accord with Brown Act requirements. Two new commissioners joined the team this year and one resigned. The Commission has averaged five commissioners through the year, but perhaps influenced by turnover, three of the seven total meetings for the year did not have a quorum.

Staff have prepared and presented between three to five staff reports per meeting on subjects including, Todd Grove Playground, the Western Hills Management Plan, the Great Redwood Trail along Mason Street,

McGarvey Park, a potential park at Norgard Lane, Observatory Park Strategic Plan, Observatory Park landscape improvements, Riverside Park, Non-motorized Urban Trails, and the Orr Creek Greenway. Staff have had less success with the videos and e-newsletters. The Recreation team makes frequent Facebook posts and sends frequent emails regarding upcoming events, and to a lesser extent park improvements. However, the posts and videos have not specifically been identified or focused on meeting the requirements of the PSC Community Outreach Plan.

PSC members have not convened any “working group” projects this year, though staff is on hand to provide support. Staff have prepared an updated draft Community Outreach Plan (Attachment 3) and a draft 2024 Gantt timeline for commissioner review and consideration. Considering the lack of success with last year’s e-newsletter and video updates, staff recommend replacing them with an every-other month e-newsletter update. With this change, it is believed the workload will be more manageable while still ensuring there is either a PSC meeting or a e-newsletter update on public spaces issues every month.

Staff recommends adopting the attached 2024 Community Outreach Plan and Gantt timeline for staff presentation to the City Council in February.

Recommended Action: Adopt the 2024 Community Outreach Plan and Gantt timeline for staff presentation to the City Council in February.

Public Spaces Commission Community Outreach Plan

1/2023

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 PSC Schedule

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												

Public Spaces Commission Community Outreach Plan

1/2024

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In support of the PSC mission, City staff will;

1. Convene Biannual Community Input Forums
2. Prepare a ~~Quarterly~~ Public Spaces E-Newsletter for off meeting months (6x per year)
3. Convene four time per year Public Input Forum planning meetings.
- ~~4. Prepare and distribute a monthly Parks and Recreation Update Video~~
- ~~5.4.~~ Provide staff support to working groups on mutually agreed upon topics.
- ~~6.5.~~ 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 YouTube Channel

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~~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.

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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.

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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.

2024 Schedule (Proposed)

Attachment 4

All Dates Second Tuesday of the Month.

	January	February	March	April	May	June	July	August	September	October	November	December
2024 - PSC Proposed												
every other month Newsletter												
Planning / Work Group Meetings												
Biannual Community Forum												