

**CITY OF UKIAH
CITY COUNCIL AGENDA
Special Meeting
Ukiah Valley Conference Center
200 S. School Street
Ukiah, CA 95482**

**October 22, 2015
5:30 p.m.**

1. ROLL CALL

Ukiah City Council met at a Special Meeting on October 22, 2015, having been legally noticed on October 16, 2015. Mayor Crane called the meeting to order at 5:32 p.m. Roll was taken with the following **Councilmembers Present:** Maureen Mulheren, Kevin Doble, Jim O. Brown, Vice Mayor Scalmanini and Mayor Crane. **Staff Present:** Sage Sangiacomo, City Manager; Charley Stump, Planning and Community Development Director; Tim Eriksen, Public Works Director/City Engineer; Sean White, Water and Sewer Director; Mel Grandi, Electric Utility Director; John Bartlett, Fire Chief; Shannon Riley, Senior Management Analyst; Karen Scalabrini, Finance Director; Maya Simerson, Community Services Director; Greg Owen, Airport Manager; and Kristine Lawler, City Clerk.

MAYOR CRANE PRESIDING.

2. WORK STUDY SESSION

a. Review and Consider the City Council's Strategic Plan and Process.

Presenter: Sage Sangiacomo, City Manager.

City Manager Sangiacomo summarized the conversations that the Strategic Planning Ad Hoc (Mayor Crane and Councilmember Doble) and staff had undertaken based on the discussion from the previous strategic planning meeting held on July 29, 2015. Staff prepared a PowerPoint presentation (*attached*) to demonstrate a possible structure for the on-going discussions for Council's consideration and direction.

City Manager Sangiacomo reaffirmed the four strategic planning areas:

- Maintain downtown historic place as a regional center of civic and economic activity.
- Planning Valley-Wide takes place based on sound planning principles.
- Develop a prioritized plan for maintaining and improving public infrastructure.
- Council and staff work together to create a more responsive and effective workplace environment.

He then suggested that Council could take the general guiding principles that Council had developed in previous years:

- We continually adjust rates and fees to reflect changes in economy.
- Whenever possible, we adjust fees in a way that is proportional to usage. Those who use the service pay a greater proportion of the fee.
- Whenever possible, we look to partner with our communities so that they take greater ownership and involvement in their services.
- We look to strategies that increase efficiencies while enhancing customer service.

- Our strategies and approaches to financial sustainability maintain or enhance the unique positive characteristics of our community.
- Our strategies and approaches to strategic planning enhance and fast-track our efforts towards annexation.

and make suggested modifications. A discussion ensued which resulted in the following changes to the above list of guiding principles:

- Take second to last strategy, regarding strategies and approaches to financial sustainability, and move to the top.
- Change the first bullet to read: Where applicable we continually adjust our rates and fees to reflect changes in the economy.
- Second bullet point: add to first bullet point and drop the last sentence.
- Eliminate last bullet point.
- Add another principle to plan major projects and future development in context of entire organization.

Council gave consensus for staff to revise the list of guiding principles per the discussion. City Manager Sangiacomo added that the list may be modified at any time going into the future.

Continuing with the proposed structure for strategic planning discussions, City Manager Sangiacomo demonstrated by taking one of the strategic planning areas, *Develop a prioritize plan for maintaining and improving public infrastructure*, and walking Council through the suggested steps, which included:

- Categorizing goals.
- Refining goals into implementation strategies.
- Creating actionable items with details of how to achieve the strategy.
- Creating steps to achieve actionable items, which could include organizing work/study sessions or agendizing items in regular Council meetings to examine each actionable item and discuss current conditions, needs and opportunities.

In regards to the specific actionable items for the first strategic planning area, *Develop a prioritized plan for maintaining and improving public infrastructure*, City Manager Sangiacomo emphasized the importance of moving forward with Prop 84 funding, which he said there would only be a limited window of opportunity to acquire for projects that are important to Ukiah.

Council gave consensus for staff to begin the process of preparing the steps for the actionable items, used in the demonstration strategic planning area, for Council review and discussion, including scheduling of workshops starting with streets. Mayor Crane confirmed that all Council action would be taken in a regular City Council meeting.

Throughout the discussion, staff took notes of discussion points to be revisited at future meetings; these included:

- Whether to move the guiding principle regarding annexation to Valley-wide planning?
- Sidewalks – Possible partnership between property owners and City.
- Pedestrian crossings
- Include historical information on specific Capital Improvement Projects.
- Create “Parking Lot” (notes for future meeting topics) at each City Council Meeting.
- Involve Public, Stakeholders, Community
- Ensure that decisions are made taking into consideration fiscal responsibility and transparency.

Council gave consensus to use the proposed structure and agreed to meet on November 12, 2015, at 5:30 p.m., for a subsequent Strategic Planning meeting to review the remaining three strategic planning areas, using the same format.

3. **PUBLIC COMMENT**

4. **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:09 p.m.

A handwritten signature in blue ink, reading "Kristine Lawler", written over a horizontal line.

Kristine Lawler, City Clerk

