

**PARKS, RECREATION, AND GOLF COMMISSION**  
**Civic Center Annex**  
**Conference Room #5 (Enter East Door)**  
**411 W. Clay Street, Ukiah, CA 95482**

**Tuesday July 15, 2014**  
**5:30 P.M.**

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**A G E N D A**

- I. **CALL TO ORDER/ROLL CALL**
- II. **INTRODUCTIONS**
- III. **APPROVAL/CORRECTION OF MINUTES**  
Minutes of June 17, 2014
- IV. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**  
The Parks, Recreation and Golf Commission welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Commission when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.
- V. **NEW BUSINESS**
- A.
- VI. **OLD BUSINESS**
- A. Update on Recreation Programs and Events
- Replies to questions referred to staff at previous meeting
    1. Restrooms/changing areas rooms for adults with disabilities at Todd Grove park
    2. Sign identifying Orchard Park
- B. Replacement of Group Picnic Areas; Todd Grove and Vinewood Park
- Report on receipt of "Housing Related Park Awards Program" for \$142,800
- VII. **COMMISSIONERS' COMMENTS**
- VIII. **ADJOURNMENT**

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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.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Dated this 11<sup>th</sup> day of July, 2014  
Martin Bradley, Recorder

PARKS, RECREATION, AND GOLF COMMISSION  
Ukiah Civic Center Annex  
CONFERENCE ROOM 5  
411 West Clay Street Ukiah, CA 95482

MINUTES  
TUESDAY, June 17, 2014  
5:30 P.M.

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I. ROLL CALL / CALL TO ORDER

**Commissioners Present:**

Faye Hefte – Commission Chair  
Susan Knopf  
Jim Brown  
Henry Sadowski  
Don Rones

**Staff Present:**

Dustin Malanga, Recreation Coordinator  
Martin Bradley, Recorder

**Guests:**

None

Meeting called to order by Commissioner Hefte at 5:35 PM

II. INTRODUCTIONS

There were none

III. APPROVAL/CORRECTION OF MINUTES

Motion made to approve May 20, 2014 meeting minutes with addition of comment made by Commissioner Knopf under *new business*; *staff report* regarding noise level of gas generators for bounce houses. Motion to approve seconded by Don Rones; Passed.

IV. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No audience comments

V. NEW BUSINESS

None

VI. OLD BUSINESS

A. Update on Recreation Programs and Events

In Recreation Supervisor Young's absence, Dustin Malanga, Recreation Coordinator, provided the staff report on summer activities at the Municipal Swimming Pools, recreation and sports program and

Summer Safari Day Camp. The Municipal Pools employees thirty-two people; one manager, four assistant managers, and twenty-seven part-time staff.

**Aquatics:**

- 335 - Public Swim total the first week, 6/9 thru 6/15 plus three for pool concert swim.
- 165 - Pre-registered for Session I Swim Lesson

**Pool concessions:**

- \$1034.00 in sales were made the first week (June 9<sup>th</sup> thru June 15<sup>th</sup>)

**Summer Safari Day Camp:**

- 160 children and youth were pre-registered for the first week of camp
- The average number of campers per day was 80

**Sports:**

- 50 children ages 6 -14 enrolled in the Redwood Empire Basketball Camp:
- There are three Youth Basketball classes beginning the week of June 16<sup>th</sup> at the Alex Rorabough Center (ARC) gym serving kids in grades 1<sup>st</sup> thru 12<sup>th</sup>. Over 100 participants are anticipated in these classes.
- Co-ed Volleyball league championship was scheduled for tonight (June 17<sup>th</sup>) in the ARC gym. Ten teams participated in the league this year.
- Summer Men's basketball league begins next week (June 16<sup>th</sup>) at the ARC gym. There are 7 teams in the league this year.
- Softball Complex Rental: the complex was rented last weekend for a fast pitch softball tournament. The two day tournament brought 15 teams from all over Northern California to play ball in Ukiah.
- Coming up on July 12 & 13 will be Ukiah's biggest and longest running softball tournament, the Bud Light Summer Shoot Out. Typically 18 teams play ball that weekend including teams from Humboldt County, Sonoma County, Lake County, Chico and all over Mendocino County.

**Recreation:**

1. Re-introduction of golf classes including Junior Golf Camp  
New programs in art for adults and children
2. Senior water exercise 38 registered for session I
3. Splash dance 37 registered for session I

Recreation Coordinator Malanga distributed a "Mini-rec Guide" with specific information about the Municipal Pools program and Summer Safari Day Camp. Some new ideas being tried this summer

include "Summer Concerts in the Park" swim at a special 2 for 1 admission fee and individual swim lessons were being offered as a new class. Finally, there will be a free swim at the All American Picnic in the Park on June 29<sup>th</sup>.

**Discussion:**

Commissioner Hefte Noted that even with the increase in fees for the pool, the use of the pool did not appear affected. Commissioners commented that attendance at the first "Summer Concert in the Park" on June 15 seemed unusually high. Asked how many were in attendance at the pool during the concert. Recreation Coordinator Malanga said three swimmers participated, however the weather wasn't very hot, and the program was just being introduced.

Commission Sadowski asked when the water slide was expected to installed. Recreation Coordinator Malanga said purchase of the purchase of the slide had just been placed out to bid.

**B. Replacement of Group Picnic Areas; Todd Grove and Vinewood Park**

Commissioners discussed the status of the project. Did the scope of the project include upgrading the individual picnic areas and if a larger barbeque area could be included at the south-east corner of Todd Grove? These questions hinged on funding. Recorder Bradley said word on the Housing and Community Development Grant had not been received, but was expected by July 1<sup>st</sup>. Asked if the Park developmental set aside funds were still available, Recorder Bradley said this question could be more accurately answered by Recreation Supervisor Young. It was his understanding that funding was still earmarked for the project. There was no recommendation for further action until it was known if the grant was funded and how it could be best utilized based on the comments above and the status of other funds that might be available.

**C. Status of PRGC membership**

Commission Recorder Bradley said that a draft *Agenda Summary Report* (ASR) had been prepared and that it would be attached to the commission's recommendation on PRGC membership to the City Council. The commissioners were given a copy of the City Code revision regarding membership discussed to the PRGC. Commissioner's Hefte, Knopf and Rones had understood that all dedicated representation from the men's or women's golf club had been eliminated. Specifically, the membership to the PRGC was to be reduced from seven to five with no specific designated representatives from the

golf clubs. This reflected that the PRGC was no longer in the position to make recommendations on policy and management of the course now under contract management with Tayman Park Golf Group.

Commissioner Knopf made a motion to change recommendation to the City Council **City Code Chapter 4, Article 1 Section 1001: Membership; Appointment** to read: **“The commission shall consist of five (5) members of whom at least at least (3) will reside within the city limits.”** And in **Article 1002 Term of Office; Vacancies**, the first sentence that reads **“No members of the parks, recreation, and golf commission will lose their term of office by enactment of this ordinance”** should be deleted. (None of the changes to the ordinance affected the current membership.) Commissioner Ronese seconded the motion and it passed unanimously.

## VII. COMMISSIONER'S COMMENTS

Commissioner Knopf brought back for discussion rest room/changing areas for adults with disabilities, a subject discussed by the Commissioners last fall. Commissioner Knopf asked if it was feasible to remodel the restroom in the Todd Grove Clubhouse for a changing area for disabled adults. Commissioner Brown said that the “Clubhouse” was now leased/managed by Tayman Park Golf Group. Commissioner Brown asked about the former restrooms that are now used for storage and office space by the summer program staff. Recreation Coordinator Malanga said that there was still a toilet in that building, so plumbing the building shouldn't be a major problem. Commissioner's requested that it be brought up with Community Services staff for further information.

Commissioner Knopf had noticed that there was no sign identifying Orchard Park. No action was taken and it was requested that this be brought to the attention of City Staff also.

## VIII. Adjournment

Commissioner Sadowski moved that the meeting be adjourned, seconded by Commissioner Brown.  
Meeting adjourned at 6:40

*The next meeting is scheduled to take place at the Civic Center Conference Room #5  
Tuesday, July 15, 2014 5:30 pm.*



ITEM NO.: TBD  
MEETING DATE: July xx, 2014

## AGENDA SUMMARY REPORT

**SUBJECT: PARKS, RECREATION, AND GOLF COMMISSION (PRGC)  
RECOMMENDATION TO AMEND THE CITY CODE  
CHAPTER 4: COMMISSIONS AND BOARDS  
ARTICLE 1. PARKS, RECREATION, AND GOLF COMMISSION**

**Background:** The Park, Recreation and Golf Commission (PRGC), as stated in the City Code “..shall consist of seven members as follows: One member of the Ukiah Men’s Golf Club, one member of the Ukiah Women’s Golf Club, one member of either the Men’s or Women’s Golf Club and four at large members with the majority of the members residing within the city limits.”

It has become increasingly difficult to recruit the members from the golf community. Prior to leasing the Ukiah Municipal Golf Course to be managed, maintained and capital improvements made by a leasor, PRGC recommend improvements and changes to the Ukiah City Council.

Now, the Tayman Park Golf Group, Inc. makes decisions as outlined in their lease and negotiated with the City’s agents.

**Discussion:** Tayman Park Golf Group solicits input from the golf community to review a plan for annual course improvements prepared by the Tayman Park Golf Group by an Advisory Team with three representatives, from the Men’s Golf Club, one from the Golf Professionals and one from the City of Ukiah Other agreements on policy and management are defined in the lease agreement as negotiated by staff.

Prior to contracting the municipal golf course management to a private vendor, it had been managed by city staff under the direction of the Community Services Administrator. Changes in the Municipal Golf Course

Continued on Page 2

**Recommended Action(s):** Amend the City Code to *Parks, Recreation and Golf Commission* Membership to reflect changes made in Municipal Golf Course management. Eliminate designated appointments from men’s and women’s golf club, decrease the composition to from seven to five members and make all commissioners at large members to be more inclusive and reflect the diversity of sport and recreation in the community.

**Alternative Council Option(s):** Remand back to staff with specific direction.

Citizens advised: \_\_\_\_\_  
Requested by: Park, Recreation and Golf Commission  
Prepared by: \_\_\_\_\_  
Coordinated with: \_\_\_\_\_  
Attachments: PRGC recommendations to Amend City Code  
-- Chapter Four, Article 1, s/s 1001, s/s1002

Approved: \_\_\_\_\_  
Jane Chambers, City Manager

Approved by City Council \_\_\_\_\_  
Agmt # \_\_\_\_\_ Reso # \_\_\_\_\_

Subject: **PARKS, RECREATION, AND GOLF COMMISSION (PRGC) RECOMMENDATION TO AMEND THE CITY CODE CHAPTER 4: COMMISSIONS AND BOARDS ARTICLE 1. PARKS, RECREATION, AND GOLF COMMISSION**

Meeting Date: July 15, 2014  
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rules and policies were made by City administrative staff based on recommendation from to the City Council from the PRGC.

As the need for representation from the golfers on the PRGC has diminished, there is an increased need for diverse representation of other park and recreation users from the skate park, expanded recreation activities, and unique sport and educational activities offered in the seasonal Recreation and Activities Guide.

The PRGC therefore is recommending that the commission membership be changed from seven members to five (to reduce the number of commissioner's that need to be recruited and the number of commissioners present required for a quorum). The remaining membership would change from four to five community members at large with residency terms as stated in the City Code remaining the same (the majority of the committee members must reside with-in the city limits).

In reviewing the Article 4, the commission is recommending removing the sentence that reads: *No members of the parks, recreation, and golf commission will lose their term of office by enactment of this ordinance.* It is believed this condition was placed in the City Code when major changes were made in the original ordinance passed in 1982 that could have jeopardized some members of the preceding Commission which had not been formalized in the City Code. Because there are no representatives from the golf community on the Commission at this time, no member's term would be affected by this change. In addition, the time has passed when any member's term would be affected the original enactment of the ordinance in 1982.

**Fiscal Impact:**

Budgeted FY 12/13     New Appropriation     Not Applicable     Budget Amendment Required

<u>Amount Budgeted</u>	<u>Source of Funds (title and #)</u>	<u>Account Number</u>	<u>Addit. Appropriation Requested</u>
\$			

**CHAPTER 4  
COMMISSIONS AND BOARDS**

**ARTICLE 1. PARKS, RECREATION, AND GOLF COMMISSION**

SECTION:

- §1000: Creation
- §1001: Membership; Appointment
- §1002: Term of Office; Vacancies
- §1003: Duties and Powers
- §1004: Compensation
- §1005: Chairperson; Officers

**§1000 CREATION**

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There is hereby created a parks, recreation, and golf commission. This advisory body shall report to the city council. (Ord. 783, §1, adopted 1982; Ord. 916, §2, adopted 1990; Ord. 1020, adopted 1999)

**§1001 MEMBERSHIP; APPOINTMENT**

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The commission shall consist of seven (7) members as follows:

- A. ~~One member of the Ukiah men's golf club.~~
- B. ~~One member of the Ukiah women's golf club.~~
- C. ~~One~~ **Two (2)** members of either the men's or women's golf club **or the Ukiah golfing community.**
- D. ~~Four (4)~~ **Five (5)** at large members who may reside within the city limits or outside the city limits but within Mendocino County; provided that a majority of the seven (7) committee members must reside within the city limits.

All members of the commission shall be appointed by the city council. (Ord. 783, §1, adopted 1982; Ord. 890, adopted 1989; Ord. 916, §2, adopted 1990; Ord. 935, §2, adopted 1993; Ord. 1020, adopted 1999; Ord. 1100, §1, adopted 2007)

### **§1002 TERM OF OFFICE; VACANCIES**

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~~No members of the parks, recreation, and golf commission will lose their term of office by enactment of this ordinance.~~ All appointments to this commission shall be for a term of three (3) years. Reappointments to the commission shall be pursuant to article 5 of this chapter. (Ord. 783, §1, adopted 1982; Ord. 916, §2, adopted 1990; Ord. 1020, adopted 1999)

### **§1003 DUTIES AND POWERS**

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The parks, recreation, and golf commission shall have the power and duty to recommend and advise on:

- A. Policies to be adopted and enforced for the operation, use and management of all recreation activities and facilities, parks and parkways.
- B. Policies for the planning of recreation and parks programs for the inhabitants of the city, promote and stimulate public interest therein, and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public or private agencies interested therein.
- C. Policies for the acquisition, development and improvement of parks, playgrounds and facilities for recreation. (Ord. 783, §1, adopted 1982; Ord. 916, §2, adopted 1990; Ord. 1020, adopted 1999)

### **§1004 COMPENSATION**

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The members of the commission shall receive no compensation, except such traveling expenses as are authorized by law. (Ord. 783, §1, adopted 1982; Ord. 916, §2, adopted 1990)

### **§1005 CHAIRPERSON; OFFICERS**

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The commission shall elect a chairperson from among its members for a term of one year and may elect such other officers as it may determine. (Ord. 783, §1, adopted 1982; Ord. 916, §2, adopted 1990)