

# PARKS, RECREATION, AND GOLF COMMISSION

Civic Center Conference Room #5  
411 West Clay Street, Ukiah, CA 95482

Tuesday November 18, 2014  
5:30 P.M.

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## AGENDA

I. **CALL TO ORDER/ROLL CALL**

II. **INTRODUCTION OF COMMISSIONERS AND PRESENTERS**

III. **APPROVAL/CORRECTION OF MINUTES**

A. Approval/Corrections of the September 16, 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. Annual Report on Activities and Proposed Capital Expenditures
- B. Ukiah Valley Golf Course – Frank Johnson  
Change of monthly Meeting date of PRGC

VI. **OLD BUSINESS**

- A. Update on Recreation Programs and Events
  - Replies to questions referred to staff at previous meetings
- B. Update of Group Picnic Areas; Todd Grove and Vinewood Park
  - Status of "Housing Related Park Awards Program" CHDC
- C. Status of request to City Council to amend PRGC membership

VII. **COMMISSIONER REPORTS**

VIII. **ADJOURNMENT**

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***The next regular meeting will be held on December 16, 2014 at 5:30 in Conference Room 5  
Civic Center Annex - 411 Seminary Drive, Ukiah CA***

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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 3<sup>th</sup> day of November, 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, September 16, 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:**

Frank Johnson

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

**II. INTRODUCTIONS**

A. Frank Johnson, General Manager, Ukiah Valley Golf Course

**III. APPROVAL/CORRECTION OF MINUTES**

- A. Motion made to approve July 15, 2014 meeting minutes. Motion to approve Commissioner Susan Knopf, seconded by Commissioner Don Rones; Passed.
- B. Motion made to approve August 19, 2014 meeting minutes Motion to approve Commissioner Susan Knopf, seconded by Commissioner Jim Brown; Passed.

**IV. REQUEST FROM THE FLOOR**

A. Commissioner Knopf was recognized by Commission Chair Hefte. Commissioner Knopf noted that there was no "Commissioners Report" on the Agenda. And she had an item. Commission Chair Hefte invited Commissioner Knopf to continue.

Commissioner Knopf said she had a conflict with the Third Tuesday of the month meeting date of the PRGC and asked if the Commission would consider changing the date to second Tuesday. None of the other commissioner's objected. Commissioner Knopf made a motion that the Park

Recreation and Golf Commission meet on the Second Tuesday of each month. Commissioner Rones seconded. The motion passed unanimously.

**V. NEW BUSINESS**

None

**VI.I OLD BUSINESS – (Postponed August 19, 2014 meeting)**

**A. Update on Recreation Programs and Events**

In Recreation Supervisor Young's absence, Dustin Malanga, Recreation Coordinator, provided the staff report on the PumpkinFest. All was proceeding on schedule with trend towards there being more vendors this year than last. Sponsors were still being sought for activities and the program.

Recreation Coordinator Managa made a special request for volunteers for a number of vacant positions. They were welcome to volunteer and also requested if they recruited any volunteers to direct them to him. Commissioner Chair volunteered and was provided a volunteer form to complete.

There were no questions.

**VI.II AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

- A.** Commission Recorder drew attention that Commission had not asked for Audience Comments on Non-Agenda Items. Commission Chair apologized and asked if there were any audience comments.

Frank Johnson, Ukiah Valley Golf Course General Manager, announced he was preparing his annual report and proposed capital expenditures to the City Council and wished to present it to commission before the City Council as he has in the past. Commission Chair Faye Heffe informed him there was no October meeting of the PRGC scheduled due to staff time and labor intensive preparation for the annual PumpkinFest. Mr. Johnson it was uncertain when it would be on the agenda of the City Council, that it could be scheduled for the November PRGC meeting. When some commissioners stated they would be willing to meet in October for the presentation by Mr. Johnson he stated there was no need for a special meeting. said it may not be ready for the an October meeting and there was no need to have a special meeting. He

thanked the commissioners and said he would inform staff when the report was ready and scheduled for the City Council. After the Mr. Johnson had left the meeting. It was requested that if Mr. Johnson informed Community Service Staff that the report was complete and ready for a presentation prior to the cancelled scheduled PRGC October that commissioner's be informed and decide if they wished to convene an October meeting exclusively for Ukiah Valley Golf Course Presentation. (There was no formal motion, but an informal request of the commissioners with one commissioner stating they would not be able to attend an October meeting.)

## **VI.II OLD BUSINESS**

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

Both Community Staff members present, Dustin Malanga and Martin Bradley had no new information to present to the board. Commissioner Knopf commented that PRGC had this on the agenda for over a year, that she understood that grant funds had been awarded and questioned why there was a delay. Commissioners Rones and Brown both sympathized with Commissioner Knopf but also stated that they understood the complexities of implementing a project that City Staff faced and would wait to hear from Recreation Supervisor Stephanie Young at the next meeting.

### **C. Status of request to City Council to amend PRGC membership**

Recorder Bradley reported that the proposal to City Council was completed and a draft Agenda Summary Report had been prepared and given to Recreation Supervisor to take it to the next step to place it on the city Council agenda.

## **VII. ADJOURNMENT**

- A.** There being no additional matters before the commission, Commissioner Knopf moved that the meeting be adjourned. Jim Brown seconded the motion. No objections were expressed and the meeting was adjourned.

*The next meeting is scheduled to take place at the Civic Center Conference Room #5  
Tuesday, Nov 18, 2014 5:30 pm.*

## Parks, Recreation, and Golf Commission (PRGC)

**Board Contact Person:** Stephanie Young - 463-6201; Martin Bradley - 463-6231

**Established:** Ordinance 783, Adopted 1982; Ordinance 916, Section 2, Adopted 1990; Ordinance 1020, Adopted 1999.

**City Dept. Affiliation:** Community Services

**Membership:** 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 member of either the men's or women's golf club. D) Four (4) 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 in 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.

**Term:** Three (3) years. Reappointments to the commission shall be pursuant to article 5 of this chapter.

**Appointed By:** All members of the commission shall be appointed by the city council.

**Meets:** Third Tuesday of each month for regular meetings.

**Function:** The 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.

Name/Address	Contact Info	Member Position	Current Appt. Date	Expiration Date
James O. Brown 596 N. School St. Ukiah, CA 95482	h) 462-2737 c) 489-7429 diane@pacific.net (just email)	Commissioner - At Large, County Resident	12/4/2013	6/30/2016
Susan Knopf 460 Todd Road Ukiah, CA 95482	h) 462-5808 smknopf@yahoo.com (just email)	Commissioner - At Large, City Resident	8/7/2013	6/30/2016
Don Rones Sr. 717 Live Oak Avenue Ukiah, CA 95482	h) 468-9512 c) 468-9512 birdiegolf6822@sbcglobal.net	Commissioner - Men's Golf Club Member	8/7/2013	6/30/2016
Faye Hefte 201 Park Ct Ukiah, CA 95482	h) 462-4075 c) 272-1029 fhefte@sbcglobal.net	Commissioner - Women's Golf Club Member	10/15/2014	6/30/2017
Henry Sadowski 382 Jefferson Lane Ukiah, CA 95482	h) 462-4451 w) 468-1300 c) 472-7079 henrysadowski@tutoringcenter.com (just email)	Commissioner - At Large, County Resident	10/15/2014	6/30/2017
VACANT		Commissioner - At Large, County Resident		
VACANT		Commissioner - Men's Golf Club Member		

Updated: 10/17/2014

**Staff recommendations to PRGC:  
Amendment to the City Code, Updated  
November 12, 2014**

## **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**

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**

The commission shall consist of ~~seven (7)~~ **five (5)** 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 member of either the men's or women's golf club.~~

~~D. Four (4) 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.~~

**A. 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 Five (5) committee members 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**

*In July of 2014, we recommended striking the first line below. It should remain in place since the Code wasn't amended before the City Council October appointments. **The line should not be removed while members of the PRGC are appointed as reps for the men's and women's golf clubs.***

~~No members of the parks, recreation, and golf commission will lose their term of office by enactment of this ordinance.~~ 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**

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**

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**

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)



ITEM NO.: TBD  
MEETING DATE: Nov 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: June 13 2014  
Page 2 of 2

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 including the skate park, municipal swimming pool, the hiking trails, Alex Rorabough Center and other 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.

*Edited per City Council Appointments October 15 included appointments from Men's and Women's Golf Club Members.*  
10/31/14

**Fiscal Impact:**

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

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