

# **PARKS, RECREATION, AND GOLF COMMISSION**

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

**Tuesday September 15, 2015  
5:30 P.M.**

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## **A G E N D A**

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

II. **INTRODUCTIONS**

- A. Commissioners, presenters, guests and staff
- B. Introduction of Commissioner Vicki Bitonti-Brown, appointed by City Council August 19, 2015

III. **APPROVAL/CORRECTION OF MINUTES**

- A. Approval/Corrections of the August 18, 2015

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. **OLD BUSINESS**

- A. Update on Recreation Programs and Events (Recreation Supervisor Young)
- B. Recreation Department - Developing a mission and vision statement; setting goals. (Dustin Malanga)

VI. **NEW BUSINESS**

- A. Oak Manor Park Landscape Plan: Two design options and probable costs by Gates + Associates (Maya Simerson)

VII. **COMMISSIONER REPORTS**

VIII. **ADJOURNMENT**

***The next regularly scheduled meeting of the Parks, Recreation and Golf Commission is  
November 17, 2015 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 11 day of September, 2015  
Martin Bradley, Recorder

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

**MINUTES**  
**TUESDAY, August 18, 2015**  
**5:30 P.M.**

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

**Commissioners Present:**

Faye Hefte – Commission Chair  
Henry Sadowski  
Susan Knopf

Alan Nicholson

**Staff Present:**

Stephanie Young, Recreation Supervisor  
Martin Bradley, Recorder

**II. INTRODUCTIONS OF COMMISSIONERS AND PRESENTERS**

No presentations scheduled

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

No audience comments

**IV. OLD BUSINESS**

**A. Update on Recreation Programs and Events (Recreation Supervisor Young)**

- Circus is coming to town! **Flynn Creek Circus** – Giorno Field Aug 27-30, 2015
  - Six performances – Performed worldwide, noted for all human and no animal acts
- Last week of summer programming coming up
  - Summer Safari Day Camp Last Day Aug 21
    - Good attendance at SSDC slide show and staff BBQ
  - Family Fun in the Sun Wrapped up Aug 15 at Orchard Park
  - Final Sunday in the Park Concert August 23 (Jack Mack and Heart Attack”
  - Last Friday Moonlight Movie Madness at Alex Thomas Plaza Aug. 21, “Guardians of the Universe”
  - Swim Lesson totals for summer 728
- Fall Programs beginning: First week of Coed Volleyball
- Fall Rec Guide produced and in mail this week.
- Several new classes: Including futsal, golf and dodge ball; financial planning and dance.
- Continuing with Halloween Movie Spooktacular at Conference Center, 10/30 5:30 pm \$3.00

## V. NEW BUSINESS

- **Discussion of adding electric plug outlets in Todd Park, and other parks as appropriate (Commissioner Knopf) –**  
Commissioner Knopf asked about the possibility of having plugs available at Todd Grove Park for jump houses as an effort to eliminate the use of loud gas generators. It was brought up that there are electrical outlets at the park, but controlling access and the enforcement of a no-generator policy needs to be clarified first. The discussion also touched on the possibility of having ash cans for spent barbeque briquettes. Recreation Supervisor Young agreed that the proposals were reasonable; however, setting the policy with grounds and facilities staff and scheduling weekend staffing would all need to be taken into consideration. Young added that this proposal and any special projects are reviewed by Community Service Supervisors and added to a list prioritized by safety, funding and need.
- **Report on Services Contract for Park Planning, Design, and Operation Consultant Services with Gates + Associates (Commissioner Knopf)**  
Commissioner Knopf reported on the selection of a Park Planning, Design and Operation Consultant. Knopf served as the PRGC representative on the selection committee and reported that following the preliminary screening, four consultants were invited back for face-to-face interviews. All firms were highly qualified and Gates + Associates from San Ramon were selected. Commissioner Knopf circulated their bid proposal for Commissioners to review.

The Consultants will work on special projects as selected by Community Services Staff. It is anticipated they will conduct community meetings and be scheduled as needed for PRGC meetings.

Recreation Supervisor Young distributed a "Capital Projects for Parks" as proposed in the City of Ukiah draft F/Y 2015/16 budget. If the budget is passed as drafted, commissioners and staff expected that the Oak Manor Park Renovation will be first project for the Park Planning, and Design Consultant.

## VI. COMMISSIONER REPORTS

- A. Commissioners Faye Hefte and Alan Nicholson attended the Summer Safari Camp closing presentation and video for campers and their parent's. Both agreed it spoke well of the summer counselors and the lasting impression they had on the campers. Supervisor Young said it has been a successful program with former campers returning as college students to be counselors.

## VII. ADJOURNMENT

There being no additional matters before the commission, Commissioner Sadowski moved that the meeting be adjourned. Commissioner Nicholson seconded, the motion passed. Meeting adjourned at 6:30 pm.

*The next meeting is scheduled to take place at the Civic Center Conference Room #5*

*Tuesday, October 20, 2015 - 5:30 pm.*



**OAK MANOR PARK  
UKIAH, CALIFORNIA**

**ILLUSTRATIVE LANDSCAPE PLAN**

SEPTEMBER 2015





**Gates & Associates**  
Landscape architecture

**Opinion of Probable  
Construction Costs**

**Oak Manor Park Option A - City of Ukiah CA**

Estimate Status: Concept Date: September 02, 2015

Reference Drawing: none

Item	Quantity		Unit Cost	Item Cost	Subtotal
<b>A Project Start-Up</b>					
1 Bonding & Mobilization	allow 10%	LS	\$16,100.00	\$16,100	
					\$16,100
<b>B Clearing &amp; Demolition</b>					
1 Demo, Clearing & Grubbing	5000	SF	\$0.35	\$1,750	
2 Misc Demolition	1	allow	\$2,500.00	\$2,500	
					\$4,250
<b>C Grading and Drainage</b>					
1 Fine Grading	5000	SF	\$0.35	\$1,750	
					\$1,750
<b>D Site Construction</b>					
1 Permeable paving	4500	SF	\$6.00	\$27,000	
2 DG paving (Bounce House Pad)	150	SF	\$6.00	\$900	
2 Picnic Table 8'	18	EA	\$2,000.00	\$36,000	
3 Serving Table	1	EA	\$1,000.00	\$1,000	
4 Trash/recycle Receptacle	4	EA	\$1,800.00	\$7,200	
5 Grill	5	EA	\$250.00	\$1,250	
					\$73,350
<b>E Site Accessories</b>					
1 Shade Element (small)	2	EA	\$5,000.00	\$10,000	
2 Shade Element (large)	2	EA	\$25,000.00	\$50,000	
					\$60,000
<b>F Planting &amp; Irrigation</b>					
1 Turf & Irrigation repair*	1800	SF	\$3.00	\$5,400	
					\$5,400
<b>G Subtotal</b>					<b>\$160,850</b>
<b>H Contingency - 20%</b>					<b>\$32,170</b>
<b>I Total of Construction</b>					<b>\$193,020</b>

The above items, amounts, quantities, and related information are based on DGA judgement at this level of document preparation & is offered only as reference data. DGA has no control over construction quantities, costs, and related factors affecting costs, and advises the client that significant variations may occur between this opinion of probable construction costs and actual construction prices.  
\* Larger turf area can be irrigated at a savings due to the economy of scale



**Gates & Associates**  
landscape architecture

**Opinion of Probable  
Construction Costs**

**Oak Manor Park Option B- City of Ukiah CA**

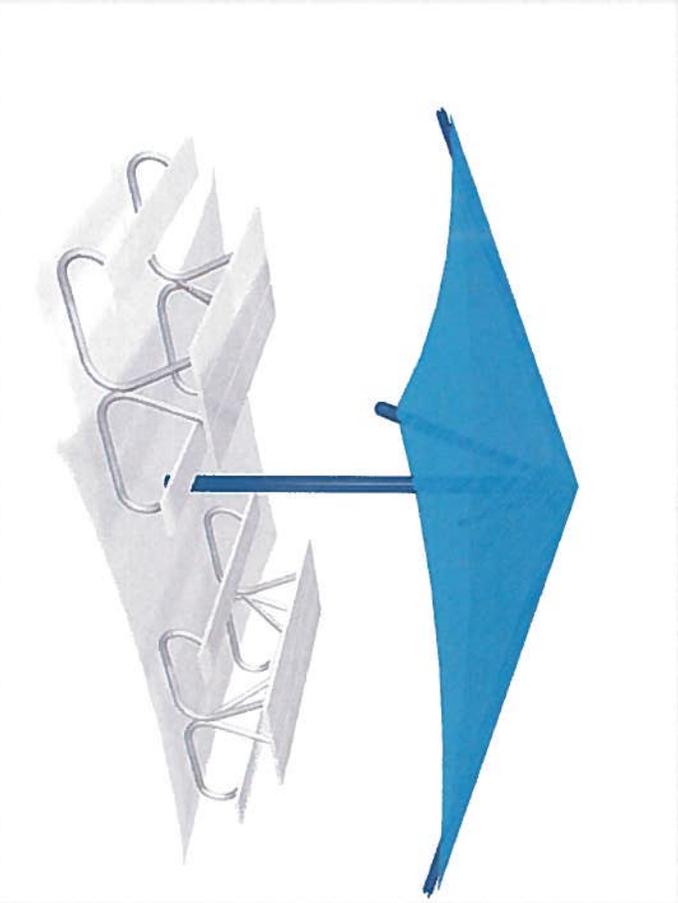
Estimate Status: Concept Date: September 02, 2015

Reference Drawing: none

Item	Quantity	Unit Cost	Item Cost	Subtotal
<b>A Project Start-Up</b>				
1 Bonding & Mobilization	allow 10%	LS	\$16,100.00	\$16,100
<b>B Clearing &amp; Demolition</b>				
1 Demo, Clearing & Grubbing	5000	SF	\$0.35	\$1,750
2 Misc Demolition	1	allow	\$2,500.00	\$2,500
<b>C Grading and Drainage</b>				
1 Fine Grading	5000	SF	\$0.35	\$1,750
<b>D Site Construction</b>				
1 Permeable paving	4500	SF	\$6.00	\$27,000
2 DG paving (Bounce House Pad)	150	SF	\$6.00	\$900
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5 Trash/recycle Receptacle	4	EA	\$1,800.00	\$7,200
6 Grill	5	EA	\$250.00	\$1,250
<b>E Site Accessories</b>				
1 Shade Element (large)	2	EA	\$25,000.00	\$50,000
<b>F Planting &amp; Irrigation</b>				
1 Turf & Irrigation repair*	1800	SF	\$3.00	\$5,400
<b>G Subtotal</b>				
				<b>\$150,850</b>
<b>H Contingency - 20%</b>				<b>\$30,170</b>
<b>I Total of Construction</b>				<b>\$181,020</b>

The above items, amounts, quantities, and related information are based on DGA judgement at this level of document preparation & is offered only as reference data. DGA has no control over construction quantities, costs, and related factors affecting costs, and advises the client that significant variations may occur between this opinion of probable construction costs and actual construction prices.

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## SINGLE POST PYRAMID SHADE

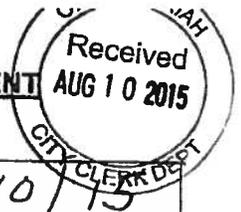
MODEL NUMBER 3535  
USE ZONE: 14'x14'  
AVAILABLE FROM GAME TIME (800) 235-2440



## HEXAGONAL SHADE

MODEL NUMBER 3532  
USE ZONE: 40'x40'  
AVAILABLE FROM GAME TIME (800) 235-2440

**CITY OF UKIAH  
PARKS, RECREATION & GOLF COMMISSION APPLICATION FOR APPOINTMENT**



**A. General Information**

Full Name	Vicki Bitonti-Brown			Date	8/10/15		
Residence Address (Physical Address, not PO)	1229 Homewood Dr. Ukiah						
Mailing Address (if different from above)							
Home Phone	(707) 463-0971		Work Phone	( ) ∅			
Email	Victoriaabbrown@gmail.com		Cell Phone	(707) 621-0681			
Employer	∅						
Business Address	∅						
Job Title/Position	Retired RN/PHN			Employed Since			
How long have you resided in:	Ukiah?	17 yr	Mendocino County?	27 1/2 yr	California?	63 yr	
Please list community groups or organizations you are affiliated with and list any offices held.	Ukiah Garden Club - Recording Secretary Ukiah Valley Medical Center - Volunteer						

**B. Please answer the following on a separate sheet(s) of paper and attach.**

1. Why are you applying to serve on the City of Ukiah's Parks, Recreation and Golf Commission?
2. What is your understanding of the purpose, role and responsibility of the Parks, Recreation and Golf Commission?
3. How do you believe your own skills, experience, expertise and perspectives will be beneficial to the work of the Parks, Recreation and Golf Commission?
4. What do you believe is the single most important parks, recreation, and golf issue facing our community? And why?
5. In your opinion what type or types of parks development or recreational and golf programs should the City encourage?
6. In your opinion what type or types of parks development or recreational and golf programs should the City discourage?
7. What kind of ideal community do you envision for Ukiah?
8. Are there any other City of Ukiah Committees/Commissions in which you are interested and on which you would be willing to serve?

*Vicki Bitonti-Brown*

*8/10/2015*

Signature of Applicant

Date

Thank you for your interest in serving your community and the City of Ukiah.

Please return this application and attachments to the City Clerk's office at 300 Seminary Avenue, Ukiah, CA 95482. If you have any questions, please contact the City Clerk's office at (707) 463-6217.

# **Parks, Recreation and Golf Commission Application for Appointment**

**Submitted by**

**Vicki Bitonti-Brown**

**August 10, 2015**

1. Why are you applying to serve on the City of Ukiah's Parks, Recreation, and Golf Commission?

I have been enjoying parks all my life. As a citizen of Mendocino County for 37 years and Ukiah 27 years, I would like to participate in shaping the future of our beautiful park system. The improvements at Low Gap Park are a good example of providing our diverse community with a variety of healthy activities. I would like to be involved in this tradition of park development and maintenance.

2. What is your understanding of the purpose, role and responsibility of the Parks, Recreation and Golf Commission?

To be a citizen involved in the community; familiar with informal and formal institutions, agencies and services; and to recommend and advise to the City Council on policies for the operation, use and management of all recreation activities and facilities and parks.

3. How do you believe your own skills, experience, expertise and perspective will be beneficial to the work of the Parks, Recreation and Golf Commission?

I have two strong skills—group process and gardening. I was a Toastmaster in Ukiah for 10 years; I have participated in many group projects for work and leisure activities; I am on

the Board of the Ukiah Garden Club as recording Secretary; I participated with the Rose Society in the planting of the City Hall Rose Garden. I think it is important to learn trends in park use and to know the values and needs of our community.

4. What do you believe is the single most important parks, recreation, and golf issue facing our community? And why?  
Allocation of water use and reduction of water needs as we cope with the drought.

5. In your opinion what types of parks development or recreational and golf programs should the City encourage?

I am interested at looking at pocket parks for areas where there are children who don't have access to parks; continuing the development of Riverside Park; inclusive programs.

6. In your opinion, what types of parks development or recreational and golf programs should the City discourage?

Unhealthy activities.

7. What kind of ideal community do you envision for Ukiah?

Where young and old work and play together.

8. Are there any other City of Ukiah Committees/Commissions in which you are interested in and on which you would be willing to serve?

If I was qualified, I would be available to serve on another Commission. I would only want to be on one Commission at a time.