

PARKS, RECREATION, AND GOLF COMMISSION

**CIVIC CENTER CONFERENCE ROOM #5
411 WEST CLAY STREET, UKIAH, CA 95482**

SPECIAL MEETING

**TUESDAY JUNE 12, 2012
5:00 P.M.**

A G E N D A

- I. **CALL TO ORDER/ROLL CALL**
- II. **APPROVAL/CORRECTION OF MINUTES**
Minutes of March 20, 2012
- III. **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.
- IV. **NEW BUSINESS**
 - A. Discussion of Golf Maintenance Contract (Report Attached)
 - B. Discussion of replacement trees on City owned property
- V. **OLD BUSINESS**
- VI. **COMMISSIONERS' COMMENTS**
- VII. **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.

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 7th day of June, 2012.
Jarod Thiele, Recording Secretary

PARKS, RECREATION, AND GOLF COMMISSION

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

TUESDAY, MARCH 20, 2012
5:30 P.M.

MINUTES

I. CALL TO ORDER/ROLL CALL: 5:38pm

Called to order by Administrator Marsolan at 5:38pm

Commissioners Present

Faye Hefte- Vice Chair
Henry Sadowski
Eric Barkhurst
Katy Selzer
Susan Knopf

Staff Present

Katie Marsolan, Community Services Administrator
Frank Johnson, Golf Pro
Maya Simerson, Project Analyst

Commissioners Absent

Darcie Antle- Chair, not reported
Don Rones, reported

II. APPROVAL/CORRECTION OF MINUTES: 5:40pm

M/S: Knopf/Selzer to approve minutes of February 7, 2012 as presented. Motion carried by an all AYE voice vote from all Commissioners

III. AUDIENCE COMMENTS ON NON-AGENDA ITEMS: 5:40pm

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.

IV. NEW BUSINESS: 5:41pm

Administrator Marsolan reported:

- There are two agenda items scheduled for the City Council meeting on March 21st that may be of interest to the Commission:
 - Schedule for the City budget process.
 - Filing a grant application for funding park development based upon the Cities previous work in developing and constructing low-income housing.
- At the City Council meeting on March 7 there was an item regarding the swimming pool and staff will provide more detail to the Commission during the park projects report.

OLD BUSINESS: 5:47pm

A. Discussion on Golf Operations (report attached) 5:48pm

Golf Pro Johnson reported: The past few months there has been less rain and therefore the golf course has experienced higher numbers for rounds of play, compared with this season in past years; Continuing to explore the 9-hole rate with a new special that occurred during the past month; Offered specific specials during the month of February with target times to fill the tee sheet; Continuing to work on an improvement to the Marshall program by researching other courses; Golf classes have been successful; Recruiting additional golf-pro staff-members to assist with golf lessons.

Administrator Marsolan reported that the work on Tee #3 has been completed and there are a number of trees that have been planted on the course as part of the overall planting plan and to replace some trees that have fallen or been removed. Golf Pro Johnson reported that there is an improvement plan for hole #16 green that will occur during the late spring or summer to address the edge of the green where the turf is sinking; the green will be adjusted by maintenance staff to keep the area playable, safe and overall improve the play on the green.

Administrator Marsolan reported that staff have successfully continued the golf budget discussions that the Commission participated in; staff have met with the Golf Pro and also the Mens Club; staff will continue meetings and will be scheduling the meeting with the Golf Subcommittee as recommended by the Commission. In the future, the Commission will receive a report on the outcome of the meetings. Staff will prepare some possible solutions to address the budget issues, prior to returning to the Commission for a further discussion.

B. Update on Parks and Playground topics (report attached) 6:04pm

Administrator Marsolan introduced Maggie Seizer who is leading a project on bat-houses. Maggie gave a full presentation regarding the use of bat houses and showed the bat-house that she has constructed. She contacted the City in October of 2011 and has since conducted a large scale volunteer project to research bat houses and educate others, her work includes involvement with 4-H and also with the Agricultural Commission. In the coming months there will be one or two bat-houses installed at Todd Grove Park.

Administrator Marsolan provided a verbal report on park projects:

- The Alex Rorabaugh Center is located at the Grace Hudson Elementary School site and is under the supervision and management of the City Community Services Department Recreation Division. The facility is owned by a non-profit and has been constructed in stages with the Gymnasium being the final step in the completion of the construction. The non-profit board and their Executive Director, Richard Shoemaker, previously approached the City about funding and management of the facility. In 2009, the Ukiah Redevelopment Agency directed funds for the completion of the gymnasium, with the understanding the City would have some role in the operation and sustainability of the facility. In February of 2011 the Community Services staff began the role as building managers. From that time forward the City staff members have successfully undertaken the maintenance, scheduling, and overall property management role.
 - Staff reached an agreement with the Boys and Girls Club for their operation and rental within the ARC facility.
 - Staff secured First Five Mendocino as a new tenant for the front offices space.
 - Staff scheduled a number of groups such as youth soccer, red cross and other recreational uses into the space.

The management agreement was written with a one-year review period which occurred in February of 2012. Upon completing the one-year review the City was then to enter a five-year term for operations. However, there were a number of factors that were unrealized during the first year:

- Upon entering in February 2011, the facility was not in a condition in which it could be fully utilized and therefore scheduling and subsequent revenue was not captured.
- There were delays in the construction of the gymnasium and therefore the planning, operation, scheduling and corresponding revenue related to the gym was not captured.

Staff has prepared an addendum to the management agreement whereby the City will remain in the capacity as manager and there will be an additional one-year review period in place through February 2013, at such time the City will be eligible to enter the five-year term.

The gymnasium is reaching completion and there may be a ribbon-cutting/opening in the coming weeks or months. A public preview of the gym is scheduled for Wednesday March 21st.

- The Anton Stadium Project is reaching yet another milestone with the completion of the metal building and the wood bleacher seating. Within three weeks the stadium grand-stands and restrooms will be operational. There is a target date of April 6 for the first game-day use within the stadium. There will be a volunteer work day on April 28th. In the coming months staff will be working with the Anton Stakeholder committee on the work to the interior of the building which includes a community room.
- The Grace Hudson Cultural Center Project: In December the City Council awarded a contract for the interpretive design services related to this project. The design services are for the development of the educational curriculum and interactive exhibits that will teach the lessons within the future cultural center. During the next year staff will be working with the design consultants and the park site will be quiet while the planning is underway. Some preliminary steps may occur in the park such as the removal of the invasive plant material, namely ivy and vinka.

The Oak Tree that is in the park had a sizable limb fall in April 2011, the tree has since been enclosed and protected with a perimeter for safety, the perimeter will remain in place until further information is available. Also, there may be temporary fencing installed during the invasive plant removal which would also help to protect the perimeter around the tree.

- Observatory Park has experienced a variety of activity during the past year. Commissioner Knopf indicated that access to the park is for neighbors or dog owners and that she was denied access. There is an Observatory Park Participant Waiver that a citizen can complete to gain access to the park; the waiver is to cover the City for risk and safety while the park is closed. Marsolan reported that while the park is closed there are a number of uses that occur and this has led to confusion.
 - The Monterey Pine Trees: There is a stand of Monterey Pine Trees at Observatory that have been scheduled for removal. The trees are not native and have been infested by a beetle that has left them unstable. Staff awarded a contract for the tree removal, however the work was not scheduled due to the rain. On Friday March 16 one of the trees fell and was then removed. The remaining trees will be removed in the coming days/weeks.
 - The House: The City is currently leasing the house which faces Observatory to the School District for the Transitional Learning Program which services students with disabilities who are ages 18-22. This is a school day program and has been a great partnership and tenant.
 - Recreation Classes: There are a variety of recreation classes that occur in Observatory Park such as dog training and petanque which is similar to bocce ball. These programs are lead by the Recreation class instructors.
 - Historic Structures: The buildings such as the Observatory, the Office and the markers are all part of the historic landmark. Martin Bradley has been involved as a park steward and has received grant funding to work on those structures.
 - The Park: The City has planned to complete the park for a number of years and in 2009 staff was successful in securing a grant for the pathway, planting and entry area on Luce. Upon receiving the grant, there was required review and correspondence that occurred for a 2-year period before work could commence. Now, staff have a landscape architect who has prepared the plans and specifications and the work will be advertised for bidding. In February 2012, staff presented the preliminary plans to the City Council.

Staff receives questions about Observatory Park often. With the variety of activity that is occurring at the park location it can be difficult for neighbors and citizens to understand what work is occurring and why some work is visibly progressing while other work is not visibly progressing. Staff is looking forward to completing the park and having the location fully operational.

- Riverside Park Phase One grant area is nearing completion with a new trail and new native plant species. The project has been very successful.
- The Rocket Ship is a work in progress. Rotary has completed a few more steps toward the opening of the structure.

- The Skate Park has a few more items pending which include the donor wall and some perimeter landscaping. As part of the one-year warranty period, the contractor will be returning to the site to make some small repairs to some of the materials in the park. It is likely that the park will be closed from April 4th-5th while the repairs are underway. This is weather dependant.
- Ukiah Pool Project: The City filed the notice of completion in January 2012 for the renovation of the small pool and the pool-house. The construction project was a success, however, late last summer, the heating system presented problems which were not part of the previously contracted work. It will be difficult to have the new pool reopen in June without any heat system. Staff took this item to Council in January and February. The Council authorized staff to advertise plans for a boiler heat system. Staff was successful in completing the 2011 renovation under-budget. The Council authorized staff to utilize the amount of \$43,000 that was previously allocated for the 2011 toward the heat system. This bid results will return to Council May 2 and staff will keep the Commission informed of the progress.

C. Update on Recreation Programs and Events (verbal report) 6:42pm

No Report, No Discussion

V. COMMISSIONERS' COMMENTS: 6:43pm

Commissioner Knopf reported that the City Tree Management Guidelines require that there is a replacement plan for trees that have been removed. Knopf pointed out that there are a number of park locations where trees have been removed during the past year but not yet replanted. Knopf inquired about the plans for replanting and reported that this will also be discussed during the Tree Advisory Group meetings. Staff commented that there are plans to replace trees in park settings and an update will be provided to the Commission and the Tree Advisory Group.

The next commission meeting will be held Tuesday, April 17, 2012 at 5:30pm.

VI. ADJOURNMENT: 6:48pm

M/S: Barkhust/Sadowski to adjourn. Motion carried by an AYE voice vote from all Commissioners. Meeting adjourned at 6:48pm.

Katie Marsolan, Recording Secretary



ITEM NO.: 7a
MEETING DATE: June 12, 2012

Park, Recreation and Golf Commission **AGENDA SUMMARY REPORT**

SUBJECT: Consideration of lease agreement with Tayman Park for the full Pro-Shop and Maintenance Operations of the Ukiah Municipal Golf Course.

SUMMARY: Current operations of the Ukiah Municipal Golf Course are shared between the City of Ukiah and the Tayman Park Golf Group with the City operating the maintenance and Tayman operating the Pro-Shop. This relationship has been in place since 2005. In addition, the Course benefits from active community partnerships with the Ukiah Men's and Women's Golf Clubs. Club activities through league and tournaments promote yearly rounds played. In addition, the Clubs provide direct funding and volunteer efforts for course improvements. The Ukiah Men's Golf Club currently operates the cart storage facilities and tee sign program and has a corresponding lease agreement with the City for the storage facilities with proceeds from the operation designated primarily for course improvements. The agreement with the Men's Club has resulted in significant improvements on the course over the years. Overall, the course is regarded as a quality municipal facility and is priced extremely reasonably. As such, play is enjoyed by a broad spectrum of local patrons and out of town visitors.

The Course is owned by the City of Ukiah and is classified in the budget as an enterprise fund. The classification requires the facility to operate at a sustainable level, separate from the General Fund. However, over the past several years the operations have not met a self-sufficiency level and expenditures have exceeded revenues. This is primarily a result of the economic downturn, but also the result of a number of other factors including rising operational costs and continued debit service for the purchase of the back nine. The City has taken a number of steps in an effort to correct the operational deficit including annual rate adjustments, decreased staffing and limiting supply purchases to the absolute necessities. In addition, the City has actively explored revenue enhancement options including the development of a driving range. Despite continued efforts, the Course continues to operate at an annual deficit and the debt balance continues to grow.

At the start of 2012, City Staff began the annual review of fees with Tayman and the Parks, Recreation, and Golf Commission. In addition to the review of fees, Staff has explored efficiency options with Tayman on a regular basis. From the most recent analysis and discussions, it is apparent that fees would have to be raised significantly to correct the annual operational deficit, but decreased rounds would likely result and limit actual revenue recognized. Furthermore, it is widely recognized that the Course is operating at the

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Recommended Action(s): Consideration of lease agreement with Tayman Park for the full Pro-Shop and Maintenance Operations of the Ukiah Municipal Golf Course.

Alternative Council Option(s): Provide alternate direction to staff.

Citizens advised: Ukiah Men's Golf Executive Subcommittee and Frank Johnson/Jimmy Stewart,
Tayman Park Golf Group, Inc.

Requested by: Ukiah City Council

Prepared by: Sage Sangiacomo, Assistant City Manager and Maya Simerson, Project and
Program Analysis

Coordinated with: Jane Chambers, City Manager, David Rapport, City Attorney

Attachments: 1. Draft Lease Agreement with Tayman Park Golf Group

minimum staffing and supply levels and cuts from the operational budget have been exhausted.

In an effort to resolve the issues, City management staff and Tayman Park have worked collaboratively to develop a lease agreement for the full management of the Pro Shop and maintenance operations of the course. The proposed operational plan is designed to improve the course conditions and services while maintaining the value for our patrons. The agreement provides a comprehensive approach that includes a cooperative capital improvement program with the Men's Club, efficient/improved daily maintenance operations, and debit service on existing loans.

The following points provide a summary of the terms:

- Lease for the complete operation of the Pro Shop and maintenance.
- The initial term of the agreement is for ten years with the option for two extensions of 5 years each.
- Creates a capital improvement program (CIP) with a minimum contribution of \$40,000 per year from the lessee. This contribution will be combined with the proceeds generated from the Men's Club operation of the tee sign program and cart storage facilities. It's anticipated that the combined program will generate \$60,000 annually. The CIP will be administered by a committee of three comprised of a representative from Men's Golf, the City, and Tayman Park. Final allocation of funds will be approved by the City Council at a public meeting to ensure complete transparency of process.
- The Golf Lead Worker position will be retained by the City and will provide supervisory support to Tayman Park for the operation of the Course. This component will help with the continuity of operations and services. The cost of the position will be fully reimbursed by Tayman.
- Tayman will provide a lease payment to the City based on a sliding scale of the adjusted gross revenue (Gross Revenue minus CIP contribution, water utility cost, and supervisor position reimbursement) for service fee items ranging from 10% to 20% and a fixed 10% for beverages/merchandise. This will allow the City to address the debit service.
- Lessee will assume responsibility for the remaining outstanding payments on the Equipment Loan. These payments shall be made in the amount of \$1,000 per month over the course of twenty-four months. Additionally, a buyout amount for the other equipment, small tools and inventory will be paid.

Please note that the final draft agreement remains under development and will be available within the week for public review. This item has been put on the agenda of the Parks, Recreation and Golf Commission for discussion and consideration. It's anticipated that the City Council will consider the item at the June 20, 2012 meeting of the Ukiah City Council. While staff will present the item at the Commission and Council meetings, any member of the public wishing to discuss, comment or ask questions prior to the meetings can contact Sage Sangiacomo at 463-6221 or ssangiacomo@cityofukiah.com.