

**PARKS, RECREATION, AND GOLF COMMISSION**

**CIVIC CENTER CONFERENCE ROOM #5  
300 SEMINARY AVENUE, UKIAH, CA 95482**

**TUESDAY APRIL 17, 2012  
5:30 P.M.**

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**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**

None

**V. OLD BUSINESS**

- A. Discussion on Golf Operations (report attached)
- B. Update on Parks and Playground topics (verbal report)
- C. Update on Recreation Programs and Events

**VI. COMMISSIONERS' COMMENTS**

**VII. 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 April, 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 21<sup>st</sup> 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 Selzer 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 Forabaugh 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 21<sup>st</sup>.

- 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 28<sup>th</sup>. 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 lead 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.

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Katie Marsolan, Recording Secretary

## Ukiah Municipal Golf Course Sales Analysis By Class

Class Range: 1 to 5  
Date Range: 3/01/12 to 3/31/12

		Quantity	Sales	Cost	Cost Margin
<b>1</b>	<b>WD Green Fees</b>				
01000	Weekday 9 Holes	57	\$1,083.00		
01001	Weekday 18 Hole	45	\$1,215.00		
01005	Weekday Senior 18 Hole	60	\$1,380.00		
01010	Weekday Junior 18 Hole	1	\$14.00		
01011	Junior Twilight	9	\$126.00		
01016	Weekday Twilight Winter 12PM	51	\$1,173.00		
01020	Weekday Limited Year Ticket	122	\$0.00		
01021	Weekday Unlimited Year Ticket	122	\$0.00		
1	WD Green Fees Totals:	467	\$4,991.00		
	Average Selling Price:		\$10.69		
<b>2</b>	<b>WE Green Fees</b>				
02000	Weekend 9 Holes	67	\$1,407.00		
02001	Weekend 18 Hole	139	\$4,448.00		
02016	Weekend Twilight Winter 12PM	98	\$2,450.00		
02020	Weekend Limited Year Ticket	28	\$0.00		
02021	Weekend Unlimited Year Ticket	184	\$0.00		
2	WE Green Fees Totals:	516	\$8,305.00		
	Average Selling Price:		\$16.09		
<b>3</b>	<b>Specials</b>				
03001	Internet Weekday	32	\$445.00		
03002	Internet Weekend	64	\$1,137.00		
03009	Pre Pack GF	28	\$0.00		
3	Specials Totals:	124	\$1,582.00		
	Average Selling Price:		\$12.76		
<b>4</b>	<b>Tournament</b>				
04000	Weekday Tournament	41	\$1,107.00		
04001	Weekend Tournament	30	\$960.00		
4	Tournament Totals:	71	\$2,067.00		
	Average Selling Price:		\$29.11		
<b>5</b>	<b>Misc. Rounds</b>				
05000	Comp	8	\$0.00		
05002	High School	188	\$0.00		
05003	Water Program	2	\$0.00		
05004	Employees	48	\$0.00		
05005	Marshall	47	\$0.00		
05006	Re-Round	9	\$0.00		
05100	Open Golf	2	\$0.00		
5	Misc. Rounds Totals:	304	\$0.00		
	Average Selling Price:		\$0.00		

<b>Report Totals:</b>	Sales (Extended:)	\$16,945.00	Cost:	\$0.00	Margin:
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**Ukiah Municipal Golf Course**  
**Sales Analysis By Class**

Class Range: 20 to 20  
 Date Range: 3/01/12 to 3/31/12

		Quantity	Sales	Cost	Cost Margin
<b>20 Memberships</b>					
20001	Limited Membership Adult	1	\$1,299.00		
20003	Limited Membership Senior	2	\$2,164.00		
20006	Limited Membership Sr Couple	1	\$1,623.00		
20100	Unlimited Membership Adult	1	\$186.50		
20103	Unlimited Membership Senior	1	\$1,407.00		
20	<b>Memberships Totals:</b>	6	\$6,679.50		
	Average Selling Price:		\$1,113.25		
<b>Report Totals:</b>	<b>Sales (Extended:)</b>		<b>\$6,679.50</b>	<b>Cost:</b>	<b>\$0.00</b>
					<b>Margin:</b>

**Monthly Revenue Comparison for the Ukiah Municipal Golf Course**

updated 3/31/11

July August September October November December January February March April May June Fiscal Year

**Gross Daily Green Fees**

2004	\$49,660	\$44,056	\$33,044	\$27,976	\$24,491	\$15,560									
2005	\$57,513	\$48,479	\$39,902	\$38,002	\$31,052	\$15,680	\$11,993	\$16,703	\$13,464	\$7,930	\$29,495	\$55,934	\$330,306	FY 04/05	
2006	\$54,462	\$53,123	\$44,152	\$41,500	\$24,842	\$14,790	\$6,684	\$19,763	\$5,366	\$18,780	\$35,047	\$57,645	\$373,913	FY 05/06	
2007	\$62,861	\$52,753	\$45,875	\$32,944	\$31,536	\$14,889	\$21,341	\$16,355	\$35,541	\$38,790	\$41,632	\$61,820	\$448,348	FY 06/07	
2008	\$55,577	\$49,484	\$41,578	\$36,464	\$31,414	\$17,357	\$ 8,972	\$ 19,209	\$ 36,508	\$ 45,637	\$ 43,780	\$ 59,786	\$454,749	FY 07/08	
2009	\$54,613	\$53,394	\$43,396	\$32,973	\$32,863	\$14,798	\$25,343	\$13,177	\$27,440	\$39,707	\$40,750	\$56,528	\$434,817	FY 08/09	
2010	\$50,698	\$47,981	\$41,846	\$27,158	\$16,550	\$7,206	\$11,505	\$14,431	\$22,679	\$21,849	\$39,985	\$48,943	\$391,427	FY 09/10	
2011	\$53,680	\$47,242	\$40,881	\$33,826	\$22,906	\$24,884	\$16,283	\$15,883	\$9,185	\$28,027	\$37,544	\$48,041	\$346,401	FY 10/11	
2012							\$17,225	\$23,010	\$16,945	\$0	\$0	\$0	\$280,599	FY 11/12	

**Concessions: Net payment to City**

2006	\$ 3,134	\$ 2,732	\$ 2,594	\$ 1,981	\$ 1,748	\$ 1,340			\$ 614	\$ 1,288	\$ 2,082	\$ 2,986		
2007	\$ 3,173	\$ 3,007	\$ 2,394	\$ 1,825	\$ 1,678	\$ 1,638	\$ 1,050	\$ 1,280	\$ 2,283	\$ 2,361	\$ 2,397	\$ 2,959	\$ 25,859	FY 06/07
2008	\$ 2,743	\$ 2,441	\$ 2,331	\$ 2,353	\$ 1,377	\$ 1,260	\$ 1,899	\$ 1,106	\$ 1,879	\$ 2,687	\$ 2,574	\$ 3,420	\$ 27,280	FY 07/08
2009	\$ 2,629	\$ 2,919	\$ 2,296	\$ 1,800	\$ 1,410	\$ 1,691	\$ 1,798	\$ 1,045	\$ 1,808	\$ 2,303	\$ 2,058	\$ 3,650	\$ 25,168	FY 08/09
2010	\$ 2,921	\$ 2,600	\$ 2,367	\$ 1,801	\$ 1,216	\$ 1,367	\$ 795	\$ 949	\$ 1,672	\$ 1,934	\$ 1,909	\$ 3,915	\$ 23,919	FY 09/10
2011	\$ 2,804	\$ 3,139	\$ 1,882	\$ 2,421	\$ 1,267	\$ 1,798	\$ 1,342	\$ 1,305	\$ 1,056	\$ 2,043	\$ 2,250	\$ 3,709	\$ 23,976	FY 10/11
2012							\$1,287.61	\$1,430.53	\$1,203.43	\$ -	\$ -	\$ -	\$ 17,232	FY 11/12

**Gross Annual Membership Revenue**

year to date

	2006/07	2007/08	2008/09	2009/2010	2010/2011	2011/2012	
Unlimited Adult	28	14	14	14	10	12	
Unlimited Adult Couple	6	4	0	1	2	2	
Unlimited Senior	6	25	26	28	33	17	
Unlimited Senior Couple	2	5	6	14	11	6	
Unlimited Junior	3	3	2	0	0	0	
Limited Adult*	1	4	2	7	5	7	
Limited Adult Couple*	4	5	5	3	1	1	
Limited Senior	17	19	24	30	25	19	
Limited Senior Couple	5	5	4	8	5	6	
Limited Junior	13	6	7	1	10	25	*includes summer junior monthly
<b>Total</b>	<b>85</b>	<b>80</b>	<b>90</b>	<b>106</b>	<b>102</b>	<b>0</b>	
Players Card					74	0	
Revenue	\$ 101,350	\$ 110,250	\$ 107,611	\$ 127,480	\$ 120,145	\$ 76,366	

**Contract Percentage & City Revenue**

year to date

	City	Pro	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
Green Fees	94%	6%	\$ 421,446	\$ 427,464	\$408,728	\$367,942	\$325,617	\$263,763
Memberships	94%	6%	\$ 95,269	\$ 103,635	\$101,154	\$119,831	\$112,937	\$ 71,784
Cart Fees	100%	0%	\$ 25,378	\$ 30,837	\$29,578	\$27,141	\$ 23,364	\$ 22,812
Concessions	6%	94%	\$ 25,859	\$ 27,280	\$25,168	\$23,919	\$ 23,976	\$ 17,232
Lessons	0%	100%	\$4,140	\$3,160	\$3,657	\$1,806	\$2,779	\$745