

# PARKS, RECREATION, AND GOLF COMMISSION

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

TUESDAY, June 21, 2011  
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 April 19, 2011  
Minutes of May 10, 2011
- 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. Commissioner Absences & appointment of new commissioners
- V. **OLD BUSINESS**
  - A. Update on City Budget and Department Fee Schedule
  - B. Update and Discussion on Golf Operations (Report attached)
  - C. Update and Discussion on Playground and Park Topics
  - D. Discussion on Recreation Programs and Special Events (Verbal Report)

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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 17th day of June, 2011.  
Jarod Thiele, Recording Secretary

VI. **COMMISSIONERS' COMMENTS**

VII. **ADJOURNMENT**

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Dated this 17th day of June, 2011.  
Jarod Thiele, Recording Secretary

**PARKS, RECREATION, AND GOLF COMMISSION**

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

**TUESDAY, April 19, 2011  
5:30 P.M.**

**MINUTES**

**I. CALL TO ORDER/ROLL CALL: 5:40pm**

Called to order by Vice-Chair Dunn at 5:40pm

**Commissioners Present**

Julie Dunn, Vice Chair  
Don Rones  
Eric Barkhurst  
Darcie Antle

**Staff Present**

Katie Marsolan, Community Services Administrator  
Frank Johnson, Golf Pro

**Commissioners Absent**

Tami Bartolomei, Chair- reported  
Amanda Hair- reported  
Bill Hoover- unreported

**II. APPROVAL/CORRECTION OF MINUTES: 5:43pm**

M/S: Rones/Barkhurst to approve minutes of March 15, 2011, as presented. Motion carried by an AYE vote from all Commissioners

**III. AUDIENCE COMMENTS ON NON-AGENDA ITEMS: 5:45pm**

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: 5:45pm**

**A. Update and discussion on city wide budget (Verbal report)**

Marsolan reported that the City Finance Department is building the budget for Fiscal Year 2011/12 and currently staff does not have a draft budget to share with the commission. The city is on target to hold budget workshops on June 6th with a target adoption date of late June. If staff receives a copy of the draft budget, it will be sent out to the commission. Marsolan also reported that the labor units are negotiating with the City for a proposed 36 hour work week which would represent 10% savings of salaries and retirement costs.

V. **OLD BUSINESS: 5:50pm**

A. **Discussion and Recommendations on Golf Operations & annual fee review  
(Verbal Report): 5:50pm**

Johnson reported how the rainy weather has impacted the golf revenue and discussed how we can increase marketing and increase revenue. Marsolan reported on annual review of fees. Consensus of the commission was due to the economy, they do not feel a raise in rates would be appropriate. M/S: Rones/Barkhurst to not recommend raising golf rates at this time. Motion carried by an AYE vote from all Commissioners.

Johnson reported that he also has 3 new staff working at the golf course.

B. **Update and Discussion on Playground and Park Topics (Verbal report): 6:20pm**

Marsolan reported that the department has received a 3 million dollar grant for the Grace Hudson property. Commission also discussed bike jumps near hole 17 and 12 on the golf course

C. **Discussion on Recreation Programs and Special Events (Verbal Report): 6:30pm**

Marsolan reported that the Concerts in the park schedule has been announced.

VI. **COMMISSIONERS' COMMENTS: 6:37pm**

The next regular monthly meeting of the Commission will be held May 10, 2011

VII. **ADJOURNMENT: 6:38pm**

M/S: Rones/Barkhurst to adjourn. Motion carried by an AYE voice vote from all Commissioners. Meeting adjourned at 6:38pm

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Jarod Thiele, Recording Secretary

**PARKS, RECREATION, AND GOLF COMMISSION**

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

**SPECIAL MEETING**

**TUESDAY, May 10, 2011  
5:30 P.M.**

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**MINUTES**

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

Called to order by Vice-Chair Dunn at 5:38pm

**Commissioners Present**

Julie Dunn, Vice Chair  
Don Rones  
Eric Barkhurst  
Amanda Hair

**Staff Present**

Katie Marsolan, Community Services Administrator  
Jarod Thiele, Recording Staff Person  
Frank Johnson, Golf Pro

**Commissioners Absent**

Tami Bartolomei, Chair- reported  
Darcie Antle- reported  
Bill Hoover- unreported

**II. AUDIENCE COMMENTS ON NON-AGENDA ITEMS: 5:38pm**

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.

**III. NEW BUSINESS: 5:38pm**

None

**IV. OLD BUSINESS: 5:38pm**

**A. Discussion and Recommendations on Golf Operations & annual fee review  
(Verbal Report): 5:38pm**

Marsolan commented that the City wanted to discuss the annual memberships in regards to not raising green fees. Commissioner Rones thinks that if green fees are raised then annual memberships should be as well. Barkhurst commented that he can get a better annual rate elsewhere and last time annual memberships were raised a significant decrease occurred.

M/S: Rones/Barkhurst to recommend leaving the fees as they are for 6 months. Motion carried by an all AYE voice vote.

Frank commented that annual memberships have already exceeded last years' at this time. As of now, May is ahead of the last two May's. Frank also thought it would be beneficial to hold off on raising rates and fees.

Marsolan said that expenses on operations have been down for the last couple of years but the debt payment is hard to make and has asked if that can be identified on a separate line of the City's budget so the commission can see the progress.

**B. Update and Discussion on Playground and Park Topics (Verbal report): 6:00pm**

Marsolan commented that the pool group held a walk-a-thon which brought in \$6000 in donations. The following week they received about another \$3000 in donations. The Crane Family has donated \$10,000. Construction is ahead of schedule on the pool. The small pool will be closed for the summer. The big pool will be open on June 20<sup>th</sup>. Marsolan commented that there could be some preparation done now to lengthen the season next year.

Commissioner Barkhurst commented that rocket ship parts are currently being fabricated.

**C. Update and discussion on Riverside Park (Verbal Report): 6:07pm**

Marsolan showed the adopted conceptual plan layout. The configuration of the baseballs field does not match the conceptual plan. During the design review and community participation 2 options were proposed to update the conceptual plan. The pond will be minimized in both plans. Marsolan also commented that the adopted conceptual plan needs updating to apply for grant opportunities. The design process is continuing and will be presented to City Council at a future meeting.

**D. Discussion on Recreation Programs and Special Events (Verbal Report): 6:13pm**

Marsolan commented that August 14<sup>th</sup> is the last concert of the season and would like the Commission to attend. In addition, she said there are more teams than ever for the softball season and the summer recreation guide is at the printer now.

**V. COMMISSIONERS' COMMENTS: 6:20pm**

The next regular monthly meeting of the Commission will be held June 21, 2011

VI. **ADJOURNMENT: 6:20pm**

M/S: Rones/Hair to adjourn. Motion carried by an AYE voice vote from all Commissioners.  
Meeting adjourned at 6:20pm

Jarod Thiele, Recording Secretary

DRAFT

**Ukiah Municipal Golf Course  
Sales Analysis By Class**

Class Range: 1 to 5  
Date Range: 5/01/11 to 5/31/11

		Quantity	Sales	Cost	Cost Margin
<b>1 WD Green Fees</b>					
01000	Weekday 9 Holes	121	\$2,299.00		
01001	Weekday 18 Hole	104	\$2,782.00		
01005	Weekday Senior 18 Hole	126	\$2,898.00		
01010	Weekday Junior 18 Hole	2	\$28.00		
01011	Junior Twilight	17	\$238.00		
01016	Weekday Twilight Winter 12PM	132	\$3,036.00		
01020	Weekday Limited Year Ticket	231	\$0.00		
01021	Weekday Unlimited Year Ticket	58	\$0.00		
1	WD Green Fees Totals:	791	\$11,281.00		
	Average Selling Price:		\$14.26		
<b>2 WE Green Fees</b>					
02000	Weekend 9 Holes	56	\$1,176.00		
02001	Weekend 18 Hole	371	\$11,872.00		
02016	Weekend Twilight Winter 12PM	149	\$3,725.00		
02020	Weekend Limited Year Ticket	91	\$0.00		
02021	Weekend Unlimited Year Ticket	335	\$0.00		
2	WE Green Fees Totals:	1,002	\$16,773.00		
	Average Selling Price:		\$16.74		
<b>3 Specials</b>					
03001	Internet Weekday	104	\$1,694.00		
03002	Internet Weekend	104	\$1,636.00		
03006	2 For 1 Specials	1	\$0.00		
03009	Pre Pack GF	22	\$0.00		
3	Specials Totals:	231	\$3,330.00		
	Average Selling Price:		\$14.42		
<b>4 Tournament</b>					
04000	Weekday Tournament	36	\$972.00		
04001	Weekend Tournament	158	\$5,056.00		
4	Tournament Totals:	194	\$6,028.00		
	Average Selling Price:		\$31.07		
<b>5 Misc. Rounds</b>					
05000	Comp	64	\$0.00		
05001	PGA	2	\$0.00		
05002	High School	23	\$0.00		
05003	Water Program	25	\$0.00		
05004	Employees	37	\$0.00		
05005	Marshall	52	\$0.00		
05006	Re-Round	5	\$0.00		
05100	Open Golf	4	\$132.00		



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**Ukiah Municipal Golf Course  
Sales Analysis By Class**

Class Range: 1 to 5  
Date Range: 5/01/11 to 5/31/11

			Quantity	Sales	Cost	Cost Margin
5	Misc. Rounds Totals:		212	\$132.00		
	Average Selling Price:	\$0.62				
<b>Report Totals:</b>	Sales (Extended):	\$37,544.00	Cost:	\$0.00	Margin:	

**Ukiah Municipal Golf Course  
Sales Analysis By Class**

Class Range: 20 to 20  
Date Range: 5/01/11 to 5/31/11

		Quantity	Sales	Cost	Cost Margin
<b>20 Memberships</b>					
20003	Limited Membership Senior	1	\$1,060.00		
20007	Limited Membership Junior	2	\$53.25		
20100	Unlimited Membership Adult	1	\$405.75		
20103	Unlimited Membership Senior	4	\$4,565.75		
20104	Unlimited Membership Sr. Coupl	1	\$1,948.00		
20	Memberships Totals:	9	\$8,032.75		
	Average Selling Price:		\$892.53		
<b>Report Totals:</b>	Sales (Extended):		\$8,032.75	Cost:	\$0.00
					Margin: