

PARKS, RECREATION, AND GOLF COMMISSION

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

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

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. Appointment of new Commissioners and roles
- V. **OLD BUSINESS**
 - A. Update and Discussion on Golf Operations (Report attached)
 - B. Update and Discussion on Playground and Park Topics (Report Attached)
 - C. Discussion on Recreation Programs and Special Events (Verbal Report)

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 13th day of July, 2011.
Jarod Thiele, Recording Secretary

VI. **COMMISSIONERS' COMMENTS**

VII. **ADJOURNMENT**

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Dated this 13th day of July, 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

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.**

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 Ronese 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: Ronese/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 20th. 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 14th 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

PARKS, RECREATION, AND GOLF COMMISSION
Regular Meeting

**Ukiah Civic Center
Conference Room No. 3
300 Seminary Avenue
Ukiah, CA 95482**

**TUESDAY, June 21, 2011
5:30 P.M.**

MINUTES

Due to a lack of quorum, three out of seven commissioners were in attendance, the meeting was not held.


Jarod Thiele, Recording Secretary

Ukiah Municipal Golf Course
Sales Analysis By Class

Class Range: 20 to 20
Date Range: 6/01/11 to 6/30/11

		Quantity	Sales	Cost	Cost Margin
20 Memberships					
20001	Limited Membership Adult	1	\$384.75		
20003	Limited Membership Senior	4	\$4,328.00		
20006	Limited Membership Sr Couple	1	\$1,623.00		
20007	Limited Membership Junior	3	\$474.50		
20008	Summer Monthly Junior	10	\$431.50		
20100	Unlimited Membership Adult	1	\$1,623.00		
20103	Unlimited Membership Senior	4	\$5,628.00		
20104	Unlimited Membership Sr. Coupl	1	\$1,948.00		
20	Memberships Totals:	25	\$16,440.75		
	Average Selling Price:		\$657.63		

Report Totals: Sales (Extended:) \$16,440.75 Cost: \$0.00 Margin:

Ukiah Municipal Golf Course
Sales Analysis By Class

Class Range: 1 to 5
 Date Range: 6/01/11 to 6/30/11

		Quantity	Sales	Cost	Cost Margin
1 WD Green Fees					
01000	Weekday 9 Holes	423	\$8,037.00		
01001	Weekday 18 Hole	110	\$2,970.00		
01005	Weekday Senior 18 Hole	212	\$4,876.00		
01010	Weekday Junior 18 Hole	10	\$140.00		
01011	Junior Twilight	59	\$826.00		
01016	Weekday Twilight Winter 12PM	203	\$4,669.00		
01020	Weekday Limited Year Ticket	220	\$0.00		
01021	Weekday Unlimited Year Ticket	205	\$0.00		
1	WD Green Fees Totals:	1,442	\$21,518.00		
	Average Selling Price:		\$14.92		
2 WE Green Fees					
02000	Weekend 9 Holes	61	\$1,281.00		
02001	Weekend 18 Hole	269	\$8,240.00		
02016	Weekend Twilight Winter 12PM	112	\$2,800.00		
02020	Weekend Limited Year Ticket	55	\$0.00		
02021	Weekend Unlimited Year Ticket	280	\$0.00		
2	WE Green Fees Totals:	777	\$12,321.00		
	Average Selling Price:		\$15.86		
3 Specials					
03001	Internet Weekday	176	\$2,549.00		
03002	Internet Weekend	100	\$1,701.00		
03006	2 For 1 Specials	9	\$0.00		
03009	Pre Pack GF	5	\$0.00		
3	Specials Totals:	290	\$4,250.00		
	Average Selling Price:		\$14.66		
4 Tournament					
04001	Weekend Tournament	311	\$9,952.00		
4	Tournament Totals:	311	\$9,952.00		
	Average Selling Price:		\$32.00		
5 Misc. Rounds					
05000	Comp	44	\$0.00		
05002	High School	1	\$0.00		
05003	Water Program	25	\$0.00		
05004	Employees	34	\$0.00		
05005	Marshall	67	\$0.00		
05006	Re-Round	25	\$0.00		
5	Misc. Rounds Totals:	196	\$0.00		
	Average Selling Price:		\$0.00		

Report Totals: Sales (Extended:): \$48,041.00 Cost: \$0.00 Margin:

Monthly Revenue Comparison for the Ukiah Municipal Golf Course

updated 6/30/11

Gross Daily Green Fees

	July	August	September	October	November	December	January	February	March	April	May	June	Fiscal Year
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							\$16,283	\$15,883	\$9,185	\$28,027	\$37,544	\$48,041	\$346,401 FY 10/11

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							\$ 1,342	\$ 1,305	\$ 1,056	\$ 2,043	\$ 2,250	\$ 3,709	\$ 23,976 FY 10/11

Gross Annual Membership Revenue

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

Contract Percentage & City Revenue

	City	Pro	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11
Green Fees	94%	6%	\$ 421,446	\$ 427,464	\$ 408,728	\$ 367,942	\$ 325,617
Memberships	94%	6%	\$ 95,269	\$ 103,635	\$ 101,154	\$ 119,831	\$ 112,937
Cart Fees	100%	0%	\$ 25,378	\$ 30,837	\$ 29,578	\$ 27,141	\$ 23,364
Concessions	6%	94%	\$ 25,859	\$ 27,280	\$ 25,168	\$ 23,919	\$ 23,976
Lessons	0%	100%	\$ 4,140	\$ 3,160	\$ 3,657	\$ 1,806	\$ 2,569

Report on Park Projects

Park, Recreation & Golf Commission Meeting scheduled for 7/19/11

Page 1 of 2

Alex Rorabaugh Center (ARC)

City staff have been performing the role of facility manager since February 2011. The Boys and Girls Club has continued their program operations and have been busy during the summer months. City staff have been coordinating the facility use for community groups such as Red Cross and Ukiah Valley Youth Soccer. Staff is negotiating a lease agreement for the front office area with a new tenant.

The construction of the gymnasium was started July 12, 2011 under the direction of the Ukiah Valley Cultural Recreation Center Board. Construction will be underway through the fall.

Anton Stadium

Construction is underway with Ferranti Construction. A large fundraising event is planned with a poker tournament on August 19 and a golf tournament on August 20.

Carpenter-Hudson Park

In June 2010 City Council authorized staff to submit a grant application for Proposition 84 Nature Education Facilities grant program. In April 2011 staff received confirmation that the City of Ukiah was selected as a grant recipient. There were more than 300 applications requesting nearly 1 billion dollars. The City was selected as one of 44 award sites. The award for the "Grace Hudson Cultural Center" Project is a three million dollar award. There is no match requirement for the funding.

Staff is preparing the request for proposals for design services to create the park plans and assemble the construction documents.

Observatory Park

Staff is working on the Park Construction under a grant from the Land and Water Conservation. Ann Baker Landscape Architect was awarded a contract to provide the construction plans and specifications. More recently the City awarded a survey contract to SHN to integrate the topography into the plans for proper drainage and slope. The plans are underway, with construction anticipated for the fall of 2011.

Staff is also working with Ukiah Unified School District who will be utilizing the Observatory House as a location for the Community Transition Program. The program serves students ages 18-22 with developmental disabilities. The program will operate at the house during the school day hours.

Picnic Areas: Todd Grove & Vinewood Park

No Update: This item is postponed while other projects have greater priority related to grant funding deadlines.

Riverside Park

On July 6 2011, City Council awarded the contract to Siri Grading and Paving for the Riverside Park Trails and Revegetation Project. The work will include five acres of trail and river access. Work will occur from July through November with continued maintenance of the construction area into the spring and summer 2012.

Staff also submitted a grant application on July 1, for the remaining work at Riverside Park.

Report on Park Projects

Park, Recreation & Golf Commission Meeting scheduled for 7/19/11

Page 2 of 2

RC Track

No new information on this project: Staff has continued to meet with Mr. Laberdie to explore locations for an RC track. To date a handful of locations have been investigated. However, no potential locations have been successful.

Rocket Ship

No new information on this project: Engineering and design has been completed for the attachment pieces where the slide and the stairs will connect to the existing structure. Retch is fabricating those pieces. The project will move forward when those pieces are complete.

Skate Park

The construction of the skate park and restrooms has been completed and the City has received reimbursement for the majority of the grant funds. The volunteers are still working to complete the concessions area and the donor recognition signs. Staff is performing the daily maintenance and staff continues to meet with the Skate Park Committee to discuss the ongoing activities at the park.

Ukiah Pools

The Friends of the Todd Grove Pool has raised \$67,000 toward their \$72,000 goal. Now staff is transitioning to a fundraising campaign to recover the \$105,000 internal loan amount.

Construction is underway and ahead of schedule. The restrooms are open, however, there will be more work on the interior of the facility after the summer swim season closes on August 19th. All construction should be completed by late September 2011.