

PARKS, RECREATION, AND GOLF COMMISSION

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

**TUESDAY, SEPTEMBER 20, 2011
5:30 P.M.**

A G E N D A

- I. **CALL TO ORDER/ROLL CALL**
- II. **APPROVAL/CORRECTION OF MINUTES**
Minutes of August 16, 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. Introduction and discussion of USTA Tennis Program (Report Attached)
- V. **OLD BUSINESS**
 - A. Update and Discussion on Golf Operations (Report attached)
 - B. Update and Discussion on Playground and Park Topics (Verbal Report)
 - C. Discussion on Recreation Programs and Special Events (Verbal Report)
- 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 14th day of September, 2011.
Jarod Thiele, Recording Secretary

PARKS, RECREATION, AND GOLF COMMISSION

Civic Center Annex Conference Room #3
300 Seminary Avenue, Ukiah, CA 95482

Regular Meeting

TUESDAY, August 16, 2011
5:30 P.M.

MINUTES

I. CALL TO ORDER/ROLL CALL: 5:26pm

Called to order by Chair Antle at 5:26pm

Commissioners Present

Darcie Antle- Chair
Henry Sadowski
Eric Barkhurst
Katy Selzer
Faye Hefte

Staff Present

Katie Marsolan, Community Services Administrator
Jarod Thiele, Recording Staff Person

Commissioners Absent

Don Rones- reported but didn't show

I. APPROVAL/CORRECTION OF MINUTES 5:37pm

M/S: Selzer/Sadowski to approve minutes of July 19, 2011 as presented. Motion carried by an all AYE voice vote from all Commissioners

II. AUDIENCE COMMENTS ON NON-AGENDA ITEMS: 5:37pm

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

A. Appointment of Vice-Chair 5:38pm

M/S: Sadowski/Barkhurst to appoint Commissioner Hefte as Vice-Chair. Motion carried by an all AYE voice vote

IV. OLD BUSINESS: 5:41pm

A. Update and Discussion on Golf Operations (Report attached) 5:41pm

Administrator Marsolan commented that the reports attached were from July and the numbers were very good. Commissioner Hefte inquired why the limited weekly ticket is down. Administrator Marsolan said prepaid passes are sold upfront and then counted as players use them. Commissioner Hefte was going to inquire with Golf Pro Johnson to be sure that is correct. Commissioner Barkhurst suggested that they are recorded on the month they are sold so there were probably not any sold in the month of July.

Administrator Marsolan commented that pigs are damaging the course but the City has entered into a contract for them to be caught and released by a professional.

Administrator Marsolan commented that the golf tournament for Anton Stadium is to be held the weekend of August 20th.

Commissioner Antle asked if fees had been raised this year and Administrator Marsolan said not since July of 2010 but they can be reviewed again.

B. Update and Discussion on Playground and Park Topics (Verbal Report) 5:48pm

Administrator Marsolan commented that the pool construction is ongoing. She also asked for questions from the commission. Guest Knopf inquired about Riverside Park construction. Administrator Marsolan said the contract was awarded to Siri Grading and Paving and they are doing a great job so far. They have experience and have saved plants that are native and have spent extra attention to detail. They will be labeling plants and providing signage to achieve success in the plant restoration. Fixing the road is part of the grading but the pond is not part of this particular project area.

Administrator Marsolan commented that Anton stadium is going with the wood material now that all options have been looked at.

Commissioner Antle inquired about the tree advisory group's recommendation that there are several trees in Todd Grove Park that need attention and noted that TAG meets the first Monday of each month.

Commissioner Barkhurst commented that all of the parts for the Rocket Ship parts are manufactured and ready to assemble once time allows.

C. Discussion on Recreation Programs and Special Events (Verbal Report) 5:55pm

Administrator Marsolan said there are two more movies set for the remainder of the season. The event is partnered with DFM Sound and Video for the sound and video portion of the movies. Commissioner Selzer inquired about the cost of the movies.

Marsolan explained that the sponsors bring in enough sponsorship to cover the cost of the movie licensing.

Administrator Marsolan said the recreation guide is being put together and delivered to the printers. It will be distributed the first part of September.

Day Camp program is coming to an end for the season and the pool is in its final week of operation.

Commissioner Hefte asked when the pool would be open. Marsolan said it takes 4-6 weeks for it to cure. The pool will not be in use before next summer.

PumpkinFest is October 15th and 16th. The partners that always help make it a success, Marsolan commented. Commissioner Antle asked about the Chili cook off and it is put on by the Boys and Girls Club, said Administrator Marsolan

V. COMMISSIONERS' COMMENTS: 6:04pm

The next regular monthly meeting of the Commission will be held Sept 20, 2011

VI. ADJOURNMENT: 6:04pm

M/S: Selzer/Hefte to adjourn. Motion carried by an AYE voice vote from all Commissioners.
Meeting adjourned at 6:04pm

Jarod Thiele, Recording Secretary



What is the Tennis in the Parks initiative?

For over 10 years, NRPA has partnered with the *United States Tennis Association (USTA)* to bring parks and recreation agencies, *Tennis in the Parks (TIP)*. TIP is a strategic initiative designed to help you improve and expand opportunities in communities nationwide for the public to learn and play the lifelong game of tennis.



Tennis In the Parks (TIP) and all associated program resources are FREE to eligible agencies that are committed to growing and improving tennis programs and infrastructure in the community. A three-prong approach ensures that the TIP initiative meets park and recreation's needs:

- TIP is focused on quality tennis programming, from instruction, team tennis and league play, to marketing and partnerships.
- TIP helps ensure that public tennis facilities are in optimum condition.

TIP is committed to ensuring the sustainability of tennis in the public park sector by:

- developing an advocacy agenda to support master planning to include tennis,
- mounting bond referendum support for community projects that include tennis, and
- building a network of local tennis advocates eager to reach out to local policy makers about the need and benefits of quality tennis programming and infrastructure.

TIP communities also gain access to:

- Marketing support for programs
- a Court Construction and Maintenance manual
- "The Big Serve," USTA's online tennis advocacy resource
- Expert technical assistance from USTA's Technical Team
- Discounts on tennis equipment
- Training support for coaches
- Information on USTA events and trainings in your area
- Access to USTA grants for programming and facilities

2010 TIP Highlights:

- Selected and trained 20 TIP Peer Advisors
- Increased the visibility of TIP on social media sites. "Like" TIP on Facebook at facebook.com/tennisintheparks
- 100% increase in USTA Jr. Team Tennis Participants at registered TIP agencies
- 15% increase in total youth participation at registered TIP agencies
- Improved visibility of TIP Initiative on local state recreation association websites
- 13% point increase in the number of TIP agencies offering QuickStart Tennis play format
- 85% of park and recreation agencies maintain tennis courts

2010 TIP Priorities:

- Increase the number of permanent 36' and 60' courts in public parks for 10 and Under Tennis
- Increase the number of parks agencies having access to valuable tennis information through TIP Agency Registration
- Provide direct and specialized assistance to your community through the Peer Advisor network
- Increase the number of 10 and Under Tennis programs and tournaments hosted by public parks agencies
- Increase the number of park agencies hosting on-court training for tennis staff, volunteers or parents



Tennis in the Parks Registration

The Tennis in the Parks Initiative places an emphasis on promoting both the sport of tennis and increasing support for and visibility of park and recreation agencies nationwide. In an effort to better understand the needs of park and recreation agencies nationwide and to distribute Tennis in the Parks resources and technical assistance, we have set up an online registration system that allows every park and recreation agency to officially register and be recognized by the United States Tennis Association and National Recreation and Park Association. Register your park and recreation agency today!

Park and recreation agencies play a critical role in communities, providing millions the opportunity to be physically active. In fact, 70 percent of all tennis is played on public facilities, and park and recreation agencies are largely responsible for programming these tennis activities and maintaining these public facilities.

After completing the online registration and being approved as a Tennis in the Parks agency, you will be eligible to receive resources, such as:

- New tennis program material
- Discounts on tennis equipment
- Marketing material to support and promote your programs
- Technical advice for programs and facility maintenance and construction
- Grants, awards and scholarships for program enhancement and facility improvement/construction (additional applications required)

Resource allocation for the 2011 Tennis in the Parks Initiative will be based on your priorities to grow and develop community tennis programming. Resources will be distributed as supplies last.

For-profit and commercial organizations are not eligible to participate.

Your next step is to complete your [online registration](#). Please click here to register your agency and be eligible for FREE resources and benefits.



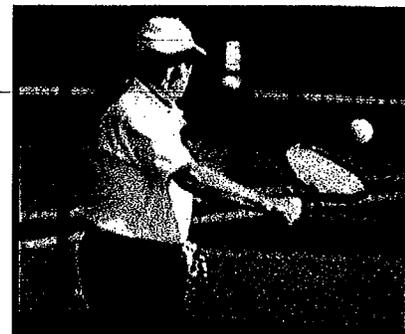


Workshop Events

Recreational Coach Workshops:

A Recreational Coach Workshop (RCW) is an interactive, on-court training program designed for tennis teachers and coaches working with players at the recreational level. Taught by a specially trained, certified teaching professional, this active 6-hour session covers:

- Teaching large groups
- The games-based approach to coaching
- The QuickStart Tennis format
- Running effective team practices
- The Top 10 Games Every Coach Should Know



These workshops are an excellent primer for new coaches, as well as a valuable refresher course for those with teaching experience but who seek more current methods and effective tools. Faculty are all certified by the Professional Tennis Registry and/or U.S. Professional Tennis Association and have received special training from the USTA.

Workshops must have a minimum of 20 participants. You don't have 20 participants in your community? Consider inviting coaches from surrounding communities, or co-host the RCW with another agency. If your Park & Recreation Agency, Club, NJTL, community tennis association or other organization is interested in hosting one of these workshops, please visit www.usta.com/rcw.

Recreational QuickStart Tennis Workshops

This is an on-court workshop designed for beginning tennis teachers and parent coaches working with age 10-&-under youth. The 3-hour workshop covers essential information on coaching young children. Information is age specific and will include warm-up activities, skill development, games and cool-down activities.

Workshops must have a minimum of 20 participants. You don't have 20 participants in your community? Consider inviting coaches from surrounding communities, or co-host the RCW with another agency. If your Park & Recreation Agency, Club, NJTL, community tennis association or other organization is interested in hosting one of these workshops, please email quickstart@usta.com or visit <http://10andundertennis.com>.

USTA Community Tennis Development Workshop:

The Community Tennis Development Workshop is the perfect opportunity for organizations to enhance skills and knowledge related to tennis programming and management, including networking with over 500 individuals across the U.S. Please save the dates for next year's CTDW. The 2012 CTDW will be from January 13-15, 2012 in New Orleans, LA. [Click here](#) for more details. We are currently accepting session proposals through June 17, 2011.

Each year, the United States Tennis Association makes available full scholarships for designated Tennis In the Parks agencies to attend the USTA Community Tennis Development Workshop (CTDW). This workshop is an in-depth educational experience in community tennis programming, facility design and maintenance, fundraising and non-profit management.

USTA Tennis Teachers Conference:

The 2011 USTA Tennis Teacher's Conference will tentatively take place August 27-30, 2011 at the Grand Hyatt New York in New York City. Updated information for the event will be available soon.

NRPA Congress & Exposition in Atlanta, GA Nov. 1 - 3, 2011

Join thousands of park and recreation professionals, citizen advocates, industry suppliers and others in Atlanta for the 2011 NRPA Congress & Exposition. Don't miss hundreds of education sessions, endless networking opportunities and the latest products and services from nearly 500 exhibitors. For more information, visit: www.nrpa.org.

National Public Parks Tennis Championships:

The 85th Annual National Public Parks Tennis Championships will take place from July 28-Aug. 2, 2011, at the Baseline Tennis Center in Minneapolis, MN, and will feature events for juniors and adults. The tournament is open to all USTA members. Learn more about the National Public Park Tennis Association and Championships at www.nppta.org.

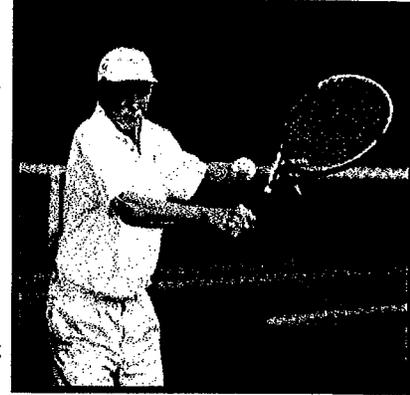


Program Resources

QuickStart Tennis:

QuickStart Tennis is an exciting new play format designed to help kids ages 10 & under to learn and play the game by utilizing specialized equipment, shorter court dimensions and modified scoring, all tailored to age and size. This is a revolutionary change in the way kids 10 and under learn and play tennis, and your agency needs to be a part of it!

Like other popular youth sports, QuickStart stresses the importance of play and team competition. It's also now part of the USTA Jr. Team Tennis league and can be part of your existing programs, as well, which means that even more kids will have the opportunity to experience this new play format, have fun playing with their friends and develop skills that will become the foundation of their game. Get more kids on the court and keep them coming back!



More information is available at <http://10andundertennis.com>.

USTA Jr. Team Tennis:

In USTA Jr. Team Tennis, the team concept emphasizes fun, fitness and friends. The focus in this kind of play is on enjoying the exhilaration of exercise and refining the skills that make tennis fun for players at all ages and levels of competition. USTA Jr. Team Tennis is a multi-week program of team practice and match play for boys and girls, ages 6 to 18. Teams are comprised of players of similar age and skill, and they compete against other teams from the same geographic region in one of five league divisions: 8 & under, 10 & under, 12 & under, 14 & under or 18 & under. More information is available at <http://irteamtennis.usta.com>.

Recreational On-Court Training Workshops:

Increase participation and revenue in your tennis programs with the best on-court training available - the Recreational Coach Workshop (RCW) and the QuickStart Tennis Workshop (QSTW). Both workshops are interactive, on-court training programs.

- RCW is for coaches, instructors and parents who work with all ages. (6-hours)
- QSTW is for coaches, instructors and parents who work with kids age 10 and under. (3.5-hours)

These workshops are an excellent primer for new coaches, as well as a valuable refresher course for those with teaching experience but who seek more current methods and effective tools. Faculty are all certified by the Professional Tennis Registry and/or U.S. Professional Tennis Association and have received special training from the USTA. Workshops must have a minimum of 20 participants. You don't have 20 participants in your community? Consider inviting coaches from surrounding communities, or co-host the RCW with another agency. If your organization is interested in hosting one of these workshops, please visit www.usta.com/rcw.

USTA League Tennis:

USTA League Tennis is the country's largest recreational adult league, helping more than 325,000 players nationwide get on the court and have a good time. The USTA also sanctions national tournaments each year for junior and adult/senior players who strive for a national ranking. See the Tournaments & Leagues section of the USTA website for details and to get involved. Learn how at www.usta.com/league.

USTA NJTL:

NJTL is a nationwide network of community organizations seeking to develop the character of young people through tennis and education. Founded in 1969 by Arthur Ashe, Charlie Pasarell and Sheridan Snyder, NJTL reaches out to those who would not have the opportunity to play, instilling the values of leadership and academic excellence and giving all kids the opportunity to develop skills for a lifetime of enjoyment for the sport. To learn more about NJTL, visit www.usta.com/njtl.

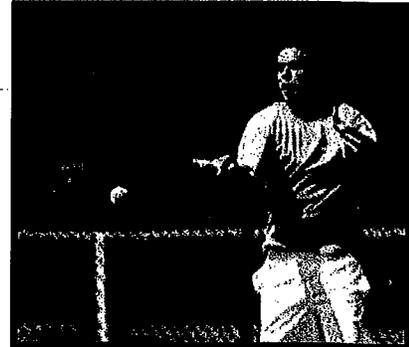


Facility Resources

USTA Public Facility Assistance Program:

The USTA Facility Assistance program has three areas of assistance for you and your community: advocacy, technical, and financial. Whether you're attempting to build a new tennis facility or renovate and upgrade an existing one, the USTA can provide the tools you need to make it happen! Our expert staff can assist you throughout your project with resources including:

- Personalized concept plans
- 36' and 60' (QuickStart play format) court recommendations
- Document and bid review
- Access to USTA partners within the industry
- Programming assistance for maximum court utilization
- Partial funding on approved projects through a competitive grant process



Visit www.usta.com/Facilities to take advantage of all the great resources and to fill out the TENNIS FACILITY INQUIRY FORM.

Tennis Facility Inquiry Forms will be accepted on an on-going basis. TIP communities that complete the on-line inquiry will be interviewed by a USTA representative within 4-6 weeks for clarification and scope of project.

Please note that TIP communities must be invited to apply for Public Facility Funding, and the grant application will only be made available to communities that complete the Tennis Facility Inquiry Form, complete an interview with the USTA and are invited to apply.

Other Related Information:

- The USTA accepts and encourages general technical questions (i.e., how high should an indoor building be? Our city wants courts, now what? How high should a net be?). Please direct your questions to technical@usta.com.
- A new version of *Tennis Courts: A Construction and Maintenance Manual*, a publication from the USTA and American Sports Builders Association (ASBA), is being provided to all TIP communities courtesy of the USTA.
- Technical Training Workshops – Throughout the year, the USTA will offer training programs that will focus on facility planning and development, programming and advocacy. Simply send your name, city, state and statement of interest to technical@usta.com for information on a workshop relevant to your area of interest.
- The Big Serve, USTA's new online advocacy resource, is loaded with useful information. A new advocacy toolkit is available online and is a must-have for communities that are working towards renovating existing facilities or building new facilities. With the support of tennis lovers like you, the USTA is working to expand the role of tennis in communities across the country.

NRPA and the USTA are committed to providing communities with access to safe, appealing and functional tennis environments. We believe the USTA has the resources and experience to help your agency/organization serve its residents and clientele.



Advocacy Resources

USTA Advocacy Resources:

The USTA's advocacy agenda is motivated by the conviction that the sport of tennis can be an important part of improving communities, schools and the quality of life for all. As members of the USTA family, we know how tennis can make a difference, but our charge as advocates is to convince decision-makers in the public, private and non-profit sectors of this in order to gain their support. Across the country, there are millions of players and thousands of tennis organizations that are passionate about tennis. You are our most underused resource but our most valuable asset.



The Big Serve is the USTA's advocacy initiative. The effort is aimed at connecting the passion of USTA members and the larger tennis community with the public policy needs of the communities in which they live. We know that tennis is a sport that can change lives and improve communities, and The Big Serve website is just one of the tools the USTA is developing to help make that happen across the country.

If you have plans to build or renovate tennis courts in your community, NRPA and the USTA can help. Visit <http://usta.com/bigserve> to learn how. The hope is that this website will become an important resource for you as you try to grow the game of tennis in your communities. We are all advocates for tennis in some way, and the USTA will become a better and more nimble advocacy organization with your participation and willingness to share your stories, your challenges and your successes. Take Heart. Take Part. Take Action.

THE NRPA LEGISLATIVE FORUM ON PARKS AND RECREATION in Washington, DC March 16-18, 2011

Do your part to help advance the national agenda for parks and recreation. This is a critical time to be an advocate, and our voices must be heard. Help NRPA and the USTA advance national policies that promote health through physical activity, reconnect children with nature and protect open space for recreation, including tennis.

As advocates, we must educate our national leaders about the importance of parks and recreation in our communities. Encourage community advocates, members of your park authority, park commission and city council to attend. Make an impact, share our mission and change the course for parks and recreation.

By working together, we can make a difference.

TO REGISTER OR GET MORE INFORMATION on NRPA Congress & Exposition and NRPA Legislative Forum on Parks and Recreation, visit the NRPA webpage at www.nrpa.org.

Ukiah Municipal Golf Course
Sales Analysis By Class

Class Range: 20 to 20
 Date Range: 8/01/11 to 8/31/11

		Quantity	Sales	Cost	Cost Margin
20 Memberships					
20001	Limited Membership Adult	1	\$1,299.00		
20003	Limited Membership Senior	7	\$7,574.00		
20006	Limited Membership Sr Couple	2	\$3,246.00		
20008	Summer Monthly Junior	6	\$214.50		
20100	Unlimited Membership Adult	2	\$871.00		
20101	Unlimited Membership Couple	1	\$2,164.00		
20103	Unlimited Membership Senior	5	\$5,979.75		
20	Memberships Totals:	24	\$21,348.25		
	Average Selling Price:		\$889.51		
Report Totals:	Sales (Extended:)		\$21,348.25	Cost:	\$0.00
					Margin:

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

Class Range: 1 to 5
Date Range: 8/01/11 to 8/31/11

		Quantity	Sales	Cost	Cost Margin
1 WD Green Fees					
01000	Weekday 9 Holes	417	\$7,923.00		
01001	Weekday 18 Hole	122	\$3,294.00		
01005	Weekday Senior 18 Hole	281	\$6,463.00		
01010	Weekday Junior 18 Hole	7	\$98.00		
01011	Junior Twilight	46	\$644.00		
01016	Weekday Twilight Winter 12PM	127	\$2,918.00		
01020	Weekday Limited Year Ticket	213	\$0.00		
01021	Weekday Unlimited Year Ticket	403	\$0.00		
1	WD Green Fees Totals:	1,616	\$21,340.00		
	Average Selling Price:		\$13.21		
2 WE Green Fees					
02000	Weekend 9 Holes	104	\$2,184.00		
02001	Weekend 18 Hole	336	\$10,688.00		
02016	Weekend Twilight Winter 12PM	138	\$3,450.00		
02020	Weekend Limited Year Ticket	77	\$0.00		
02021	Weekend Unlimited Year Ticket	231	\$0.00		
2	WE Green Fees Totals:	886	\$16,322.00		
	Average Selling Price:		\$18.42		
3 Specials					
03001	Internet Weekday	253	\$3,429.00		
03002	Internet Weekend	143	\$2,151.00		
03006	2 For 1 Specials	10	\$0.00		
03009	Pre Pack GF	6	\$0.00		
3	Specials Totals:	412	\$5,580.00		
	Average Selling Price:		\$13.54		
4 Tournament					
04001	Weekend Tournament	125	\$4,000.00		
4	Tournament Totals:	125	\$4,000.00		
	Average Selling Price:		\$32.00		
5 Misc. Rounds					
05000	Comp	32	\$0.00		
05001	PGA	1	\$0.00		
05002	High School	31	\$0.00		
05003	Water Program	34	\$0.00		
05004	Employees	56	\$0.00		
05005	Marshall	51	\$0.00		
05006	Re-Round	25	\$0.00		
5	Misc. Rounds Totals:	230	\$0.00		
	Average Selling Price:		\$0.00		

Report Totals: Sales (Extended:) \$47,242.00 Cost: \$0.00 Margin: