

Community Services Advisory Commission  
Regular Meeting  
City Hall - Caldwell Park Conference Room  
777 Cypress Avenue  
Redding, California  
February 9, 2011, 3:09 p.m.

## MINUTES

### ATTENDANCE

The meeting opened with the following Commissioners present; Leona McCoach, Adam McElvain, and John Wilson. Commissioners Jason Waybright and Susan Hinz were absent.

Also present were Community Services Director Kimberly Niemer, Convention Center Manager John Johnson, and Parks Superintendent Mark Burgon.

### PUBLIC COMMENT

None.

### CONSENT CALENDAR

The minutes from Special Meetings held on December 8, 2010, and January 11, 2011, and Regular Meeting held on January 12, 2011, the monthly Convention Center Activity Report, the monthly Parks Maintenance Activity Report, the monthly Recreation Division Activity Report, and the monthly Tourism Activity Report were presented.

**Motion:** To approve the Consent Calendar.  
(Made by Commissioner Wilson, Seconded by Commissioner McCoach)

**AYES:** Commissioners McCoach, McElvain, and Wilson

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Commissioners Waybright and Hinz

### UPDATE REPORT ON PARKS MAINTENANCE RFP

Director Niemer reported that City Council had directed an informational Request for Proposal be initiated. At least four Redding parks were to be considered when drafting the Parks Maintenance RFP. It was determined during a Resource Allocation planning session (review of all the current job classifications) between Mark Burgon, Parks Superintendent and Susan Roi, Recreation Supervisor, that no considerable cost savings would be apparent in the staffing category using only four parks. The work of maintaining four parks did not equate to a position temporary or regular. In addition, Director Niemer stated that a goal for next year would be to develop a Capital Improvement plan for existing parks.

Director Niemer stated that during the past couple of years, during the required layoffs, the Parks Department now has higher skilled people doing a fair amount of low skill work. She explained that the proposal will reflect the duties of a Full Time, Temporary Public Works Maintenance Worker. She advised that the informational RFP would instead include thirty (30) sites during the six-month growing period, when the department needs the most help. This informational RFP will include the City's budgeting information and may or may not result in a contract being awarded.

Commissioner McCoach asked for clarification regarding the thirty sites and whether or not they were all "pocket parks." Director Niemer advised they were not all pocket parks and that some were medians and some parking lots. Commissioner McElvain questioned if any major parks would be included. Director Niemer answered no and that it would reflect mostly neighborhood parks along a specific route so that they would be clustered. Commissioner Wilson questioned whether this could be accomplished without further laying off infrastructure staff. Director Niemer answered yes and further when on to explain the goal for putting the RFP out would be March 2011 so that if necessary, the Parks department could secure temporary assistance for the season.

Commissioner Wilson advised he was aware of the corporate yards put out a bid for mow and blow around the vegetation in the yards around the substations, etc - could the Community Services department bid on that? Director Niemer advised if the bid was out now that could be a possibility.

Commissioner McElvain asked for clarification on the authority and designing of the RFP. Director Niemer explained the department putting out the work would design the RFP following a model that includes the correct scope of work. Final approval would be made by the department initiating the RFP, although Commissioner input is welcomed. In working with staff and other departments - at this dollar amount - Director Niemer would have the final authorization. Commissioner Wilson questioned if a drug test and "Livescan" would be required? Director Niemer explained all City employees are required to complete a drug test and background check before hire, so yes - the same would apply. Commissioner McElvain asked if that process was required by law? Director Niemer advised she would inquire.

Commissioner McElvain reiterated the importance of ensuring the RFP reflected the current level of service that the Parks Maintenance department is providing, and also suggested that an option be given to provide a lower level of service to RFP respondents. Director Niemer explained that thirty sites in a 40-hour work week is a fast-paced, efficient job and while reviewing the Resource Allocation Planning described the Parks Maintenance Department currently mulches all grass clippings. If the services were reduced to only being performed every other week in an effort to save time and money, two mower passes would have to be made which ultimately takes more time. Commissioner McElvain asked if Commissioners McCoach or Wilson were interested in reviewing the RFP before it went out?

Director Niemer recommended a sub-committee be assigned if two or fewer Commissioners wished to review since a public quorum would not be conducive to a competitive proposal environment. Commissioners Wilson and McElvain advised they would be the sub-committee. Director Niemer advised a meeting with the sub-committee would be planned one-week prior to the date the RFP was issued.

**Motion:** To form a sub-committee to oversee the Parks Maintenance RFP.  
(Made by Commissioner Wilson, Seconded by Commissioner McCoach)

AYES: Commissioners McCoach, McElvain, and Wilson  
NOES: None  
ABSTAIN: None  
ABSENT: Commissioners Waybright and Hinz

Mary Machado, Shasta Voices, requested clarification on the topic, because as she was understanding it, an RFP was being issued for "extra help." Director Niemer explained an informational request for proposal was being issued for a 30-site, six-month growing period. Commissioner McElvain added that City staff would be replaced, as currently the Parks Maintenance department has two, full time positions vacant. Mrs. Machado questioned the pay rate of the full time/temporary Parks Maintenance Worker and presented documentation from the State Controllers Office which listed the salary at \$40,393.00 plus benefits. Director Niemer disputed that amount stating that it sounded higher than it is. Mrs. Machado offered to share copies of the State Controller's report she had referenced. Director Niemer advised she would review the entries submitted to the State Controllers Office with the Finance Department.

Mayor Missy McArthur questioned whether or not the RFP could have a cap? Director Niemer explained that if the City of Redding has an agreed upon amount that they can perform the work for that number should be presented up front so that a business in the area can decide at that time whether or not they believe they can beat the City's number and want to make a bid, or not. This keeps the process transparent.

### **UPDATE REPORT ON RECREATION MANAGEMENT SYSTEM (RMS)**

Director Niemer advised an EnerGov Solutions representative was on hand to collect data and start the development of the Recreation Management System (RMS). The loan for the system is in place and Community Services is already making payments. The goal to have the system live internally this fall and through the internet portal by the end of the year.

Commissioner Wilson questioned whether the new system would be a labor savings? Director Niemer responded that the system would cut down on walk-in traffic but would not eliminate jobs due to the fact the Recreation Department is already so short-staffed.

### **UPDATE REPORT ON SUNDIAL BRIDGE**

Director Niemer said there is a fair amount of tiles missing out at the Sundial Bridge. Talks with the McConnell Foundation have proven fruitful and they are willing to fund the work which will commence when longer periods of dry weather come later this spring. Currently, the tile on the bridge is cracked ceramic which will be replaced with porcelain tile, which should hold up better in the local weather conditions.

Commissioner McCoach questioned the cleaning of the underside of the bridge. Director Niemer explained in the past the Redding Fire Department would spray the underside of the bridge using their fire boat, unfortunately that service is no longer available, therefore Terry Hanson, Community Projects manager, has agreed to undertake the task before Summer 2011.

### **UPDATE REPORT ON LANDSCAPE MAINTENANCE DISTRICT (LMD)**

Director Niemer shared information on the thirty seven different districts in the City of Redding. To give some background, in the 1980's there were three levels: A, B, and C. "A" was lower level, "B" was higher level and "C" was reserved as a holding area until the projects were built out and moved into one of the two former categories. Proposition 218 came along and stated that full and actual accounting was required for each district. The people in the district receive a separate and unique benefit and were required to pay only for the benefit they are receiving. Costs could not be raised without first going out to a vote. LMD A and LMD B were grand-fathered in and healthy reserves maintained in the accounts for a long period of time. The reserves are now exhausted. The

analysis showed that four of the subdivisions that are in LMD A take more resources to maintain than they contribute. As a result, staff developed a proposal to remove these four subdivisions from LMD A and form separate new LMDs. Meetings were conducted with the residents of the affected subdivisions including River Park Highlands, River Ridge Terrace, River Ridge Park, River Heights. The result of the meetings was support for the formation of the new maintenance districts and the increase in fees to support it.

Community Services manages the LMD contract and Mark Burgon will provide the oversight and Engineering will provide the required annual reports and sign off on the formation of each district. On March 1, 2011, City Council will be asked to direct staff to put the formation of the new districts out to vote to the affected residents. The final vote must be 50% plus 1 to pass (majority).

Commissioner Wilson asked if the vote to raise the rates doesn't pass, what happens? Director Niemer stated the maintenance in said districts would cease to exist.

### **PROJECTS UPDATES**

Director Niemer provided updates on the following items:

- Martin Luther King, Jr. Sidewalk Project - due to grading issues, there is a slight re-route that is taking place which will produce a longer walkway to the restroom.
- Riparian Restoration Work - replanting on north side of Turtle Bay east.

### **COMMISSIONER COMMENTS**

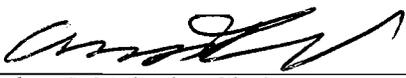
None.

### **DIRECTOR COMMENTS**

None.

### **ADJOURNMENT**

There being no further business, at the hour of 4:10 p.m. Chair McElvain declared the meeting adjourned.

  
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Adam McElvain, Chair



**Controller John Chiang**  
California State Controller's Office

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## Local Government Compensation Reports

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### Calendar Year 2009

#### City of Redding

Population: 90,898 (as of June 30, 2009)

Web Address: <http://www.ci.redding.ca.us/personnel/index.cfm>

The information presented is listed by Department for this entity. However, you also have the option of sorting by each of the different headings. Please click on any of the underlined words to sort by that heading.

[See Column Definition](#)

#### 2009 Employer Contributions To

Department	Classification	Multiple Positions	Annual Salary Minimum	Annual Salary Maximum	Total 2009	Applicable Defined Benefit Pension Formula	Employees' Share of Pension Contributions	Deferred Compensation	Health, Dental, Vision
					Wages Subject to Medicare (Box 5 of W-2)				
Airports Administration	Account Clerk I		\$26,915	\$34,340	\$25,450	2% @ 55	\$1,781	-	-
Airports Administration	Administrative Intern		\$22,672	\$28,932	\$4,570	N/A	-	-	-
Airports Administration	Airport Maintenance Worker Temp Only		\$22,796	\$40,872	\$13,829	N/A	-	-	-
Airports Administration	Airports Manager		\$56,671	\$89,927	\$91,376	2% @ 55	\$6,227	-	\$14,721
Airports Administration	Assistant Airports Manager		\$44,933	\$77,320	\$65,448	2% @ 55	\$3,684	-	\$10,705
Airports Administration	Building & Facilities Mechanic I		\$45,032	\$47,278	\$44,770	2% @ 55	\$3,051	-	\$15,607
Airports Administration	Building & Facilities Mechanic I		\$45,032	\$47,278	\$44,128	2% @ 55	\$3,012	-	\$15,585
Airports Administration	Executive Assistant I		\$36,732	\$46,883	\$47,362	2% @ 55	\$3,281	-	\$14,378
Airports Administration	Janitor		\$26,790	\$34,174	\$17,384	N/A	-	-	-
Airports Administration	Janitor		\$26,790	\$34,174	\$17,038	N/A	-	-	-
Airports Administration	Janitor		\$26,790	\$34,174	\$15,787	N/A	-	-	-
Airports Administration	Management Analyst II		\$48,864	\$68,760	\$67,182	2% @ 55	\$4,813	-	\$14,523
Airports Administration	Working Supervisor-Airports		\$53,393	\$53,393	\$57,002	2% @ 55	\$3,737	-	\$15,687
Building & Code Enforcement	Administrative Assistant II		\$33,467	\$42,723	\$39,932	2% @ 55	\$2,974	-	\$14,344
Building & Code Enforcement	Asst Director Of Dev Serv/Bldg Official		\$72,583	\$114,737	\$116,991	2% @ 55	\$7,946	-	\$14,871
Building & Code Enforcement	Building Inspector		\$45,302	\$57,824	\$49,068	2% @ 55	\$3,543	-	\$14,465
Building & Code Enforcement	Building Inspector		\$45,302	\$57,824	\$23,212	2% @ 55	\$1,655	-	\$7,213
Building & Code Enforcement	Building Inspector		\$45,302	\$57,824	\$56,804	2% @ 55	\$4,047	-	\$14,465
Building & Code Enforcement	Building Inspector		\$45,302	\$57,824	\$56,612	2% @ 55	\$4,047	-	\$14,465
Building & Code Enforcement	Code Enforcement Supervisor		\$56,304	\$79,224	\$73,613	2% @ 55	\$5,277	-	\$14,572
Building & Code Enforcement	Development Services Technician III		\$40,955	\$52,270	\$50,876	2% @ 55	\$3,640	-	\$14,405

LGCR Home Page  
SCO Home Page

Information Technology	Systems	\$53,580	\$75,384	\$19,408	N/A	-	-	-
	Analyst/Programmer III							
Information Technology	Systems	\$53,580	\$75,384	\$75,449	2% @ 55	\$5,276	-	\$14,553
	Analyst/Programmer III							
Information Technology	Systems	\$53,580	\$75,384	\$77,514	2% @ 55	\$5,276	-	\$14,553
	Analyst/Programmer III							
Land Development	Associate Civil Engineer	\$65,760	\$92,532	\$92,351	2% @ 55	\$6,477	-	\$14,635
Parking System-Enforcement	Parking Violation Officer	\$33,217	\$42,411	\$78,917	2% @ 55	\$2,403	-	\$12,115
Parks	Gardener	\$43,846	\$43,846	\$41,606	2% @ 55	\$2,909	-	\$15,591
Parks	Gardener	\$43,846	\$43,846	\$43,212	2% @ 55	\$3,069	-	\$15,611
Parks	Gardener	\$43,846	\$43,846	\$33,266	2% @ 55	\$2,301	-	\$13,142
Parks	Gardener	\$43,846	\$43,846	\$44,376	2% @ 55	\$3,069	-	\$15,611
Parks	Gardener	\$43,846	\$43,846	\$43,576	2% @ 55	\$3,069	-	\$15,611
Parks	Gardener	\$43,846	\$43,846	\$43,679	2% @ 55	\$3,069	-	\$15,595
Parks	Gardener	\$43,846	\$43,846	\$40,337	2% @ 55	\$2,972	-	\$15,611
Parks	Gardener	\$43,846	\$43,846	\$43,938	2% @ 55	\$3,069	-	\$15,611
Parks	Parks Lead Worker	\$47,278	\$47,278	\$46,999	2% @ 55	\$3,311	-	\$15,639
Parks	Parks Lead Worker	\$47,278	\$47,278	\$47,238	2% @ 55	\$3,274	-	\$15,639
Parks	Parks Superintendent	\$49,535	\$78,397	\$82,966	2% @ 55	\$5,429	-	\$14,629
Parks	Public Works Maint Worker	\$22,796	\$40,872	\$40,393	2% @ 55	\$2,896	-	\$15,587
	Temp Only							
Parks	Public Works Maint Worker	\$22,796	\$40,872	\$42,753	2% @ 55	\$2,861	-	\$15,587
	Temp Only							
Parks	Public Works Maint Worker	\$22,796	\$40,872	\$40,985	2% @ 55	\$2,861	-	\$15,587
	Temp Only							
Parks	Public Works Maint Worker	\$22,796	\$40,872	\$40,033	2% @ 55	\$2,861	-	\$15,571
	Temp Only							
Parks	Tree Trimmer Lead Worker	\$47,278	\$47,278	\$48,002	2% @ 55	\$3,309	-	\$15,639
Parks	Working Supervisor-Parks	\$53,393	\$53,393	\$54,645	2% @ 55	\$3,738	-	\$15,687
Parks	Working Supervisor-Parks	\$53,393	\$53,393	\$52,369	2% @ 55	\$3,758	-	\$15,687
Permit Center	Clerk II	\$27,788	\$35,464	\$32,650	2% @ 55	\$2,482	-	\$14,270
Permit Center	Development Services Technician II	\$36,379	\$46,425	\$43,372	2% @ 55	\$3,136	-	\$14,374
Permit Center	Development Services Technician III	\$40,955	\$52,270	\$50,994	2% @ 55	\$3,658	-	\$14,421
Permit Center	Engineering Technician II	\$46,238	\$59,009	\$56,982	2% @ 55	\$3,971	-	\$14,476
Permit Center	Engineering Technician II	\$46,238	\$59,009	\$55,383	2% @ 55	\$3,977	-	\$14,455
Permit Center	Permit Center Manager	\$56,671	\$89,927	\$89,938	2% @ 55	\$6,227	-	\$14,721
Permit Center	Plans Examiner	\$49,116	\$69,108	\$66,218	2% @ 55	\$5,112	-	\$14,544
Permit Center	Plans Examiner	\$49,116	\$69,108	\$25,642	2% @ 55	\$1,673	-	\$7,212
Permit Center	Senior Building Inspector	\$48,864	\$68,784	\$67,657	2% @ 55	\$4,828	-	\$14,523
Personnel	Office Services Supervisor	\$39,684	\$55,836	\$58,246	2% @ 55	\$3,863	-	\$14,449
Personnel	Payroll And Benefits Technician	\$33,612	\$42,889	\$40,843	2% @ 55	\$3,002	-	\$14,346
Personnel	Payroll And Benefits Technician	\$33,612	\$42,889	\$27,052	2% @ 55	\$2,251	-	\$10,760
Personnel	Personnel Analyst I	\$42,336	\$59,580	\$53,356	2% @ 55	\$4,169	-	\$14,479
Personnel	Personnel Technician	\$37,232	\$47,528	\$47,160	2% @ 55	\$3,327	-	\$14,368
Personnel	Personnel Technician	\$37,232	\$47,528	\$45,627	2% @ 55	\$3,327	-	\$14,385
Personnel	Senior Personnel Analyst	\$50,404	\$79,976	\$64,559	2% @ 55	\$4,600	-	\$14,529
Planning	Associate Planner	\$59,196	\$83,292	\$86,345	2% @ 55	\$5,854	-	\$14,594
Planning	Associate Planner	\$59,196	\$83,292	\$80,838	2% @ 55	\$5,829	-	\$14,591
Planning	Associate Planner	\$59,196	\$83,292	\$75,283	2% @ 55	\$5,649	-	\$14,591
Planning	Associate Planner	\$59,196	\$83,292	\$82,324	2% @ 55	\$5,829	-	\$14,591
Planning	Development Services Technician II	\$36,379	\$46,425	\$40,876	2% @ 55	\$3,027	-	\$14,374
Planning	Director Of Development Services	\$82,522	\$130,282	\$129,381	2% @ 55	\$8,813	-	\$14,918
Planning	Executive Assistant I	\$36,732	\$46,883	\$35,464	2% @ 55	\$2,669	-	\$14,309

DOES NOT INCLUDE EMPLOYERS SHARE OF PENSION CONTRIBU.