

Community Services Advisory Commission  
Special Meeting  
City Hall - Council Chambers  
777 Cypress Avenue  
Redding, California  
April 13, 2011, 4:02 p.m.

## MINUTES

### ATTENDANCE

The meeting opened with the following Commissioners present; Adam McElvain, Susan Hinz, Leona McCoach, Bob Brennan, and John Wilson.

Also present were Community Services Director Kimberly Niemer, Management Analyst Matthew McCallum, Convention Center Manager John Johnson, and Recreation Supervisor Susan Roi.

### PUBLIC COMMENT

Cameron Middleton commented on the T.R. Woods Memorial Park/Sunset Playground project. He advised the planning process was coming along smoothly and expected a "Build Day" to occur on May 21, 2011. That event should attract between 150-200 volunteers.

### CONSENT CALENDAR

Commissioner Wilson advised that after reviewing the Activity Report for the Convention Center, it appeared as though business was increasing. Convention Center Manager Johnson explained that the facility was, in fact, booked through the end of 2011. Commissioner Wilson requested that the events listed in the report by the Shasta Cascade Wonderland Association (SCWA) be broken down in a more specific way so that it does not appear as though SCWA is booking events that the Convention Center has brought in. Director Niemer explained that one of the charges of the SCWA was to promote and market the Convention Center and the reports reflect the findings of the SCWA. However, she advised she would speak with Assistant to the City Manager, Greg Clark, and Bob Warren, President of the SCWA about the format of the report.

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

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

**NOES:** None

**ABSTAIN:** Commissioner Brennan

**ABSENT:** None

### CONSIDERATION OF MONTHLY COMMISSION MEETING TIME CHANGE

Director Niemer reminded the Commission of the meeting time change approximately two and one-half years ago from 4:00pm to 3:00pm. This action was primarily taken because of large agendas

and a large amount of meeting attendees. It is now requested to move the meetings back to 4:00 pm.

Commissioner Wilson advised that he had a comment surrounding the meeting location more so than the time of the meeting. He advised he has a severe hearing impediment and since the meeting relocation to the Council Chambers, he has had an increasingly difficult time hearing through the sound system. Director Niemer stated that the City of Redding does have hearing devices available to those who request it. Commissioner Wilson agreed to try the device during the next meeting.

**Motion:** To approve the Commission Meeting Time Change.  
(Made by Commissioner McCoach, Seconded by Commissioner Hinz)

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

### **PRESENTATION FROM EAGLE SCOUT CONNOR CHAMBERLAIN REGARDING PALANTINE TRAIL BENCH**

Director Niemer introduced Connor Chamberlain regarding his Eagle Scout project. Mr. Chamberlain advised that he is the newest addition to Troop 37, which is the largest Troop in the Redding area. He explained that he completed his Eagle Scout project, which installed a bench on the Palantine Trail (connecting Sunset Terrace to the Sacramento River), in September 2010. The project took ten (10) months to plan, \$1,000 in fund-raising and six (6) days over five (5) weekends to complete. Mr. Chamberlain then played a short video of the project from inception to completion via Youtube.com.

### **PRESENTATION FROM RECREATION SUPERVISOR SUSAN ROI REGARDING SPRING RECREATION PROGRAMS**

Director Niemer introduced Susan Roi, Recreation Supervisor, who has been a City of Redding employee for nine (9) years and has been a tremendous asset to the Recreation Division. Recreation Supervisor Roi started her presentation with the current sports programs available through Redding Recreation. Programs start at two (2) years of age ("Grasshoppers") and continue on up through the adult age groups. Track and field, kickball, softball, baseball and volleyball are all sports included in Redding Recreation upcoming season.

Recreation Supervisor Roi advised that during Spring Break during the last week of April 2011, a Spring Adventures Camp is being provided. Thirty-five (35) participants per day for five (5) days are registered for the camp. In addition, there is a "Little Bunnies" workshop, a Skateboard Camp, Volleyball Camp, Basketball Camp and a Baseball Sandlot Day - for a total of over three hundred and forty (340) participants.

With regards to the "Grasshopper" program, a grant in the amount of \$32,000, received from First 5 Shasta, will be utilized to build fencing outside the softball field in the park which will enable the area to be used as a multi-purpose facility. An equipment storage shed will also be purchased to house all of the equipment.

Recreation Supervisor Roi referenced the "Parks Make Life Better!" branding and logo. She explained the branding is effective in telling the public that "Parks Make Life Better," but that, until

now, the reasoning behind *why* life is better because of parks has not been stated. She advised that the assumption has always been that the public should just simply know why. From this point on, the branding and logo will include more information for the public.

Recreation Supervisor Roi informed the Commissioners that there will be two (2) youth based triathlons in 2011. The first will be held on June 12, 2011, and the second will be held on September 17, 2011. Both events will be held on Caldwell Park.

Commissioner McElvain questioned how many Redding Recreation summer programs reach capacity. Recreation Supervisor Roi advised 70-80% of programs are at capacity with a waiting list established.

Recreation Supervisor Roi concluded with information surrounding a Junior Gardener Apprenticeship program is also being established this year. The program is one-week long and targets 13-17 year olds who, upon completion, can work as volunteers with park and trail projects.

## **UPDATE TO PARKS MAINTENANCE REQUEST FOR QUOTATIONS**

Director Niemer stated that in December 2010 the Redding City Council had directed the CSAC to proceed forward with the Request for Quotation (RFQ) on four (4) neighborhood park sites. She indicated that a Scope of Work was created, aligning with an actual Parks Maintenance Worker position. At that time, a Request for Proposal (RFP) was prepared by City staff and presented to the CSAC sub-committee for discussion. The Committee reviewed the document, suggested some clarifications and approved the form. Later, Chair McElvain communicated concerns about the scope of work. The City Manager, in consultation with the Mayor, decided to follow the City Council's specific directive, only four (4) neighborhood park sites would be listed in the RFQ.

Director Niemer clarified the difference between an RFP and an RFQ. The only difference between the two is the RFQ is a lesser value contract than a RFP. A RFP usually has a qualitative component in place. An RFQ usually contains a smaller scope of work and is cost-based.

Commissioner McElvain stated that in December 2009 the CSAC was tasked with analyzing the City of Redding Parks Maintenance Division for possible cost saving efforts. In April 2010, the CSAC concluded their privatization efforts at the Redding Convention Center and turned their focus to the Parks Maintenance Division. At the November 2010 CSAC reviewed the full report of the findings from July 2010 to November 2010. At that time, City staff provided information that public employees performing the work was a 30% cost savings versus hiring a private company to do the same work. CSAC motioned to take the recommendation to the City Council and on December 7, 2010, City Council sent it back to CSAC to further inquire and provide cost analysis.

Commissioner McElvain then read the motion by Council Member Bosetti, seconded by Mayor McArthur. He explained that he was uncomfortable with the fact that an RFQ would be issued instead of an RFP and that the draft RFQ was only for the Summer season and therefore would not provide an accurate cost analysis.

At that time Commissioner McElvain advised he had established contact with a private engineering firm that specialized in private/public partnerships. That company, IBES Engineering Services (Colorado), analyzed the information provided by City staff and produced a proposal outlining their hypothetical. For \$5,000 IBES would analyze, issue the RFP, manage the RFP and have an on-site visit with the Commission and City staff.

Commissioner Hinz advised that before she would feel comfortable spending money to make money on a third party, she would be interested in hearing the information Commissioner McElvain had acquired.

Commissioner McCoach questioned the third party responsibility, to which Chair McElvain advised IBES would analyze, issue, manage and essentially take over the process.

Commissioner Wilson advised he was of the opinion that the RFQ prepared should be issued and the process continued as directed by City Council. He also questioned if the contractors will be notified of the City's cost for the work? Director Niemer advised that the sub-committee has unanimously decided that the number would not be provided to the contractors beforehand.

Commissioner Brennan explained that while he was not aware which four (4) parks were referenced in the RFQ, it would make better business sense to include a larger scope of work and more parks. Commissioner Wilson advised that the CSAC has been through that process and City Council directed them to pursue numbers for four (4) only.

Director Niemer stated the analysis reflected 30% less for City staff doing the basic maintenance services (ie: mow, blow, edge, janitorial). She went on to say that due to layoffs, the organizational chart reflects two less gardeners than when the inquiry originally began. Therefore, the temporary employees will be picking up more responsibilities and providing this basic maintenance services.

Commissioner McElvain stated that his belief was City Council wanted a comparative analysis using the four (4) parks designated. Commissioner Hinz clarified that the charge given by City Council was to obtain cost analysis for review of four (4) neighborhood parks. She asked if the other Commissioners were comfortable moving forward with RFQ and putting aside the IBES analysis for now. She advised that she had not yet seen any paperwork in relation to IBES.

Commissioner McElvain stated that the RFQ should be revealed to the Commission and reviewed as a whole as soon as it is made available to the public.

Commissioner Wilson asked Mayor McArthur who was seated in the audience if the Commission needed to return this issue back to City Council no later than May 2011. Mayor McArthur answered that the information would ideally be turned in this month, however accuracy is the more important aspect.

Commissioner Brennan asked how many gardeners are currently employed within the Parks Maintenance staff. Director Niemer advised there are six (6). He asked if there were currently any part-time employees. Director Niemer explained that a side letter had been obtained with IBEW and so the Parks Maintenance Division was in the process of hiring part-time employees. Commissioner Brennan asked if prevailing wages would apply. Director Niemer answered yes.

Commissioner Hinz asked that if the RFQ was revealed to the Commission at the same time it went public and if there was some kind of major discrepancy, could an addendum be issued. Director Niemer replied that City staff could issue an addendum if needed.

Commissioner McElvain wanted to discuss the removal of the City's cost for service as agreed by the sub-committee. He stated that since the decision was made, he has researched other municipalities and the RFQ process and found that those involved usually revealed their cost before issuing the RFQ. He went on to say that private companies were going to spend a significant amount of time on issuing quotes during this process and they should be made aware

of the City's cost up front. He would like to review the City staff cost.

Commissioner Hinz asked to amend the original motion made by Commissioner Wilson stating that the RFQ should come to the Commission and simultaneously to the public.

**Motion:** To Accept Request for Quotation process as recommended by staff.  
(Made by Commissioner Wilson, Seconded by McCoach)  
**AYES:** Commissioner Wilson  
**NOES:** Commissioners McElvain and Hinz  
**ABSTAIN:** Commissioners McCoach and Brennan  
**ABSENT:** None

Commissioner McCoach explained she did not vote and did not understand that if the charge by the City Council was to get an RFQ issued, why this topic was coming back to the Commission for a motion. Commissioner McElvain explained he asked that the matter be returned to the Commission as he did not feel as though the cost analysis painted a clear picture.

**Motion:** To Accept the staff report and issue RFQ, with the provision that the Commission has the opportunity to issue an addendum if necessary, and that the Commission can review the RFQ simultaneous to the public.  
(Made by Commissioner Hinz, Seconded by McElvain)  
**AYES:** Commissioners McElvain, McCoach, Hinz and Brennan  
**NOES:** Commissioner Wilson  
**ABSTAIN:** None  
**ABSENT:** None

## PROJECTS UPDATES

Director Niemer provided updated on the following items:

- Bill Ulch and Elin Klaseen have been contracted with the City of Redding for a railing on a pedestrian bridge at the riparian restoration project at the McConnell Arboretum. Project Manager Terry Hanson worked closely with the two contractors to install interesting, artistic pieces that involves spiders.
- Community Services has been working with Bethel Church to clean the Sculpture Park in preparation of the WholeEarth and Watershed Festival, to take place later in April 2011. The festival hosts vendors, musicians, a farmers market and attendees all on the City Hall grounds.
- Gregory Pond Lake Property - one home encroaches on trail easement via patio, and four (4) homes have fences which encroach on the easement. At this time, two (2) of the homes are for sale. The City is working with property owners, who will ultimately be responsible for constructing the trail.
- Petition seeking a park development from Hacienda Heights subdivision residents. Hacienda Heights "lot" is currently on surplus property list. A neighborhood meeting is planned to update the neighborhood.

## COMMISSIONER COMMENTS

Commissioner Wilson advised he had heard there was a possibility of cancelling the May 2011 Commission meeting and advised he could be available if the meeting were to be pushed back a week.

Commissioner McElvain questioned if the Parks Maintenance RFQ could be ready by (possibly) May 18, 2011, to which Director Niemer answered she would have to review the schedule and get back to the Commission with a firm date.

Commissioner McElvain questioned when the Commission would hear a status update regarding the Convention Center. Director Niemer replied that, at this time, there are not any additional updates to give. The City Council will be reviewing the budget information when it is finalized and will make a decision at that time.

Commissioner Brennan questioned the budget process and when numbers could be reviewed by the Commission. Director Niemer advised staff was preparing those numbers and the information is not typically made public until finalized.

## DIRECTOR COMMENTS

Director Niemer advised the Riverland Drive open space area application had been put together. Due to Shasta County increasing the re-zoning fee, the costs were a bit more than originally planned. Randy Smith and the California Conservation Corps have been working on the clearing of dead vegetation and has burn day plans.

The Cypress Avenue Bridge ribbon cutting ceremony is to be held on April 14, 2011, at 2:00 pm.

In closing, the Dana to Downtown documentary is currently being broadcast on KIXE.

## ADJOURNMENT

There being no further business, at the hour of 5:41 p.m. Chair McElvain declared the meeting adjourned.

  
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Adam McElvain, Chair