

Community Services Advisory Commission
Special Meeting
City Hall - Council Chambers
777 Cypress Avenue
Redding, California
May 23, 2011, 4:35 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, Parks Superintendent Mark Burgon, and Executive Assistant Erica Thomas.

PUBLIC COMMENT

Valerie Long advised of a public meeting to discuss ideas and solutions regarding keeping the Redding Convention Center open. The meeting will take place at 8:00 am on June 8, 2011, at the Redding Convention Center. She invited members of the Community Services Advisory Commission (CSAC) to attend.

Commissioner Wilson questioned why the start time of 8:00 am? Mrs. Long replied that historically the consensus has been that attendees prefer to meet in the morning before they start their work day.

Since there was no Director's Comments agenda item for this particular meeting, Director Niemer advised that while on the topic of the Convention Center - \$196,000 in event revenue was taken in over the weekend during the Redding Rodeo. Since the Convention Center sets up a remote Box Office for all sales and service of the event tickets, the portion of ticket sales retained by the Convention Center is \$16,000.

REVIEW RESULTS OF REQUEST FOR QUOTATION (RFQ) FOR BASE MAINTENANCE OF FOUR (4) NEIGHBORHOOD PARK SITES

Director Niemer summarized the Parks Maintenance result report and Request for Quotation (RFQ) process. She advised that following the last CSAC meeting, the RFQ was prepared and was forwarded to the Commissioners at the same time it went public. Seventy-eight (78) notices were sent out to contractors with City of Redding Business Licenses letting them know that the RFQ was out. There was a pre-bid meeting held at the City of Redding Corporation Yard on May 3, 2011. Eleven (11) firms showed up to that meeting. At no time was an addendum requested, therefore the original RFQ was presented.

Director Niemer explained that costs were then gathered for base maintenance work performed by City of Redding staff. She advised the cost estimate presented was \$4,286.92. The number was reviewed and endorsed by the City of Redding Finance Director. The eight (8) bids that came in as

a result of the RFQ ranged from \$5,977.50-\$47,580.

Director Niemer explained that in order to arrive at the \$4,286.92 cost estimate, the Parks Maintenance Division assigned staff to go out and perform the work at the designated neighborhood park sites at a medium pace. The final number was derived from calculating the time spent on the work, times a Step 3 Temporary Worker's hourly rate, plus travel time, fuel, tools, safety meeting time and Fleet Maintenance costs.

Director Niemer reviewed the attachments included in the report including an email from Steve Strong, City of Redding Finance Director, endorsing the estimated City of Redding staff cost. The next attachment was the bid tabulation. Commissioner McElvain pointed out a mathematical error in the bid tabulation under the company titled "Grass Roots." Director Niemer advised she would check into the error - however, she believed the company itself provided the incorrect numbers within their submittal to the City.

Director Niemer then reviewed the next attachment which was a portion of the agreement with the International Brotherhood of Electrical Workers (IBEW), which outlined the rates of pay through the end of December 2011 and the December 25, 2011, agreement that extends for the next twelve month period of time at another rate. The next attachment was the IBEW agreement, Section 7.3, which describes the Full-Time Temporary Employee - defined as an "employee hired for occasional or seasonal work for a period not to exceed 1,000 hours in a fiscal year." Director Niemer advised this is the classification that the Parks Maintenance Division has used for seasonal help. These employees cannot be paid less than the minimum rate for the job, however they are not eligible for health insurance benefits, sick leave, holiday pay, vacation pay, retirement plan participation, accrual of seniority/promotion/transfer/leave of absence rights.

Commissioner Brennan asked if part-time workers would be employed in the January-February time period. Director Niemer replied yes they would. She went on to explain that the IBEW side-letter provided to the Commissioners reflected the updated agreement with regards to part-time temporary workers.

Commissioner Brennan asked for clarification on the hours needed to do the work outlined in the RFQ, as the City of Redding had stated that the work took four (4) hours per week and the other bids averaged ten hours each. Director Niemer explained the numbers provided in the contractors bids were monthly averages vs. weekly averages.

Commissioner Wilson questioned whether or not the private contractors were made aware that the City of Redding was going to publically review the bids. Management Analyst McCallum explained the bid process is a public process and therefore is subject to public review. The data provided in the report is the same data provided by the contractors. Commissioner Wilson inquired if the contractors were required to provide their number of hours calculated. Director Niemer advised that information was required in the RFQ.

Commissioner Hinz asked for clarification on the 240 minutes/4 hours entry on the bid tabulation. Were these numbers taken from prior time cards any other resource? Director Niemer explained that an employee performed a time and motion study based on the specified route.

Commissioner McElvain advised he appreciated the report and information provided. He went on to say that he did not see where a cost savings could be attained with privatizing basic maintenance services.

Commissioner Wilson agreed and advised the overhead costs incurred by private businesses make it hard to stay competitive with an organization as large as the City of Redding.

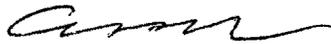
Nierner affirmed the proposed budget included the elimination of two Gardener positions, but included ten (10) temporary positions. She noted that the temporary positions are entry-level and the scope of the assignments to the temporary workers is limited.

Motion: Recommend to City Council that City of Redding staff maintains park maintenance.
(Made by Commissioner McCoach, Seconded by Commissioner Wilson)

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

ADJOURNMENT

There being no further business, at the hour of 5:03 p.m. Chair McElvain declared the meeting adjourned.



Adam McElvain, Chair