

Community Services Advisory Commission
Regular Meeting
City Hall - Enterprise Conference Room
777 Cypress Avenue
Redding, California
July 14, 2010, 3:02 p.m.

MINUTES

ATTENDANCE

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

Also present were Council Member Mary Stegall, Community Services Director Kimberly Niemer, Convention Center Manager John Johnson, Community Projects Manager Terry Hanson, Management Analyst Matt McCallum and Executive Assistant Mari Szynal.

PUBLIC COMMENT

Dr. Randall Smith provided an update on the work being accomplished at the Diestlehorst Auto Camp along the Sacramento River. This historic site was uncovered during last year's Community Creek Cleanup. Dr. Smith, CSO Brannon, numerous volunteers and assigned helpers have provided hundreds of hours since last October to continue to clear brush and debris from the heavily vegetated area. Efforts are underway to interpret and recognize the historical significance of the Diestlehorst Auto Camp. In the future, historical markers and interpretative signs will be installed. The Commission thanked him for his efforts.

CONSENT CALENDAR

The minutes from the meetings on June 9, 2010, the monthly Recreation Division Activity Report, the monthly MLK Center Activity Report, the monthly Convention Center Activity Report, the Convention Center Calendar, and the Convention Center Capital Projects List were presented.

Motion: To approve Consent Calendar.
(Made by Commissioner McElvain, Seconded by Commissioner Wilson)

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

NOES: None

ABSTAIN: None

ABSENT: None

CONSIDERATION OF FUNDING PARTNERSHIP WITH THE ROTARY CLUB OF REDDING WEST TO CONSTRUCT IMPROVEMENTS AT T.R. WOODS PARK

Director Niemer related that the 50-plus year old T.R. Woods Park is approximately three acres in size and serves more than 2,100 residents in its one-half mile service area. The park amenities are limited, but include a large turf area, a dilapidated shade structure and table and a new drinking fountain. The nearest playground is at Manzanita School across a very wide, fast and busy state highway, Eureka Way. The nearest city park is Caldwell Park.

The Park is experiencing a bit of a renaissance in that more children now live in the neighborhood and more families are moving into the nearby subdivisions. Last summer, neighbors came together to coordinate a summer play program two mornings a week at the park. Over the past few years neighbors of the park have expressed an interest in renovating the park. Recently, West Redding Rotary initiated work on a site plan for improvements with club members conducting professional survey and design work.

The project is designed to include a number of partners including other local Rotary Clubs, the Active 20-30 Club, and a neighborhood committee. Each of the partners will solicit funds and in-kind contributions for the project from their respective membership. A fund raising committee is being convened to design a strategy which will include some on-site recognition of donors. A neighborhood meeting is planned for September to gather input on the park design proposal and solicit donations.

The project will be divided into at least two phases. The first phase includes construction of a play structure, swing set, picnic pavilion and related improvements. The estimated cost of the first phase is \$65,000. The proposed schedule calls for a construction date in Spring 2011. Staff will coordinate with the Rotary Club of Redding West to provide a \$25,000 contribution and City staff will work in collaboration with partner groups to oversee the project. With the limited resources the current economy is providing, park development requires partnerships. The proposed improvements at T. R. Woods Park will provide popular amenities that will entice many more residents to use the park. The partnership with the Rotary Club of Redding West leverages both community resources and good will.

Neighbor Jackie Bova commented that when they moved into the area five years ago she noted how many children live in the neighborhood and having additional amenities in the park would be a boon.

Cameron Middleton of the Active 20/30 Club noted they have been involved with the project for some time now. There is a need for this outside of the immediate neighborhood. He recalls playing in the park when he was a child and they are seeing a bit of turnover in the neighborhood with younger families moving in.

Wade Ellenberger, the architect working on the plan, emphasized that the Rotary Club has taken on, beginning last year in the planning stages. It is their intention to shepherd the project through to the end.

Motion: To recommend the use of \$25,000 in Park Development Funds and to partner with the Rotary Club of Redding West on construction of a new playground and shade pavilion at T.R. Woods Park
(Made by Commissioner Waybright, Seconded by Commissioner Wilson)

AYES: Commissioners Hinz, Waybright and Wilson

NOES: None

ABSTAIN: Commissioners McCoach and McElvain

ABSENT: None

CONSIDERATION OF REDDING MUNICIPAL CODE UPDATES

Director Niemer recalled that this item was tabled at the June 9, 2010, meeting to allow the Commission additional time for review. The Commission has since been provided with the sections on General Provisions and Definitions.

City of Redding Associate Planner Ron Adams noted that the Planning Division has completed a draft of a major update of the City's Subdivision Ordinance, which is an important regulatory tool governing all types of land divisions, that implements locally the provisions of the State Subdivision Map Act. The last major update occurred in the early 1990's, with only piecemeal amendments since that time. For this reason, a thorough and coordinated update of the ordinance has become necessary. The main goals in updating the ordinance are:

- Ensure consistency with the Subdivision Map Act.
- Address current General Plan Goals and Policies - this includes policies related to providing pedestrian and bikeway facilities, and improved access and connections.
- Incorporate new Zoning Code nomenclature, references, and requirements.
- Recognize current administrative procedures and requirements.
- Condense and simplify the Ordinance where appropriate.
- Remove provisions that are dated, redundant, and/or unnecessary.

The current draft is being refined by the Planning Division. Before the end of June, the formal draft will be distributed to the local development community and made available to the general public for input. The goal is to have the updated ordinance ready for a public hearing with the Planning Commission before the end of summer and to the City Council soon after.

Proposed revisions to the Subdivision Ordinance better define existing General Plan and City policies involving park land dedications, and pedestrian, bicycle and transit accommodations related to new subdivision development, among other needs. The proposed changes do not represent a policy shift that could have major cost implications to the Department or the City.

The update to the Subdivision Ordinance is progressing and will move to the public review phase in the near future. The Commission is being presented the early draft of key chapters for input and discussion.

Chair Hinz noted that there are several suggestions she would like to have considered in the public review draft of the updated Subdivision Ordinance:

- Would like the *Parks, Trails and Open Space Master Plan* referenced as frequently as possible.
- Subdivision Map Act Code - this is referred to throughout the document, yet there is no actual Subdivision Map Act Code, it is a Government Code. For clarity, would like this changed to the wording Government Code.
- Section 17.04.050 - Considerations for Implementation
Would like a provision added that the *Parks, Trails and Open Space Master Plan* must be considered.
- Section 17.04.070 - Advisory Agency and Duties
Would like the Community Services Advisory Commission added to the process.
- Section 17.54.050 - Requirements for Dedication
Would like to add verbiage regarding bike lanes being required.

Chair Hinze also requested that the Commission receive a bullet point list from Planning which states where in the Municipal Code the CSAC has authority.

Director Niemer responded that she would follow up with an email to Planner Adams highlighting the Commission's issues.

Motion: To accept the draft sections of the Subdivision Ordinance pertaining to subdivision design and land dedications.
(Made by Commissioner McElvain, Seconded by Commissioner McCoach)

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

PARKS MAINTENANCE REVIEW SCOPING SESSION

Director Niemer recalled that at its regularly scheduled meeting on November 11, 2009, the Commission accepted the responsibility from City Council to evaluate the "pros and cons" of privatizing parks maintenance services. In the interim, the City has reorganized internally so that the Parks Division transferred from the Support Services Department to the Community Services Department effective June 1, 2010. With the completion of this transition, it is an appropriate time to initiate this review.

To ensure that staff can best meet the needs of the Commission, the following lists the proposed areas of study that the Community Services Department will investigate and report back to the Commission at its regularly scheduled September meeting:

- Parks Division current organizational structure and workflow;
- Parks Division employee classifications, minimum qualifications, certifications and licenses, job functions, use of full-time temporary and permanent employees, hiring practices and turn-over;
- Inventory of facilities maintained by Parks Division;
- Inventory and current value of Parks Division equipment;
- Detailed budget information, with total cost-of-services provided on a per-acre basis, and breaking out the direct costs, administration and overhead;
- Parks workers' compensation versus equivalent positions in comparable communities and private industry; and
- Anticipated costs for a private contractor (payroll, overhead and profit) to provide the same level of parks maintenance service and for the City to oversee and administer the contract.

Director Niemer proceeded to discuss with the Commissioners the scope of work they would like to see covered in the Park Maintenance Review.

Commissioner Wilson requested copies of the current contracts. He suggested that the analysis include comparison of past and present bids to estimated future bids for parks maintenance. Director Niemer agreed and added that staff would also provide the Commissioners with a list of qualitative issues and concerns that would need to be taken into account.

Commissioner McElvain asked to receive a copy of the total annual budget divided by the total number of hours to find out what is being spent per hour. Director Niemer responded that materials and utility costs are included in the budget and inquired whether just labor or other factors should be included in the formula. Commissioner McElvain suggested that materials & equipment would need to be included, as they are costs which a contractor would also cover.

Chair Hinz added that she would like to see the budget, what is in place today - what we're paying and who we're paying. She would also like to see what other cities are doing - has anyone else privatized and how - is it just labor, have they divided it into particular categories. Concur with Commissioner Wilson regarding the idea of bid evaluation.

Chair Hinz addressed an item on the Parks Activity Report on the Consent Calendar. She is concerned about the statement that there is vandalism every day at one of the city's 46 parks. It is her understanding that whenever there is criminal behavior it can be very expensive to address. It would be nice to know how much is being spent on this effort. Director Niemer responded that this is tracked on a separate line item so that information will be readily available for the Commission.

Motion: To take recommendations of staff with modifications by Commissioners as well as propose the paperwork be ready and presented to Commission by August 18.
(Made by Commissioner Hinz, Seconded by Commissioner McCoach)

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

CONVENTION CENTER CAMPUS MASTER PLAN SCOPING SESSION

Director Niemer recalled over the course of the last two decades there has been an interest by Community Services Advisory Commissions and others to study and plan for the build out of the Convention Center campus area. More recently, with the proposal from Turtle Bay Exploration Park for a hotel, the desire for a master plan has again surfaced.

In 2006, Convention Center staff prepared a Request for Proposal (RFP) for Consultants to develop a Riverfront Master Plan for the Convention Center Area. This RFP was never released as the funding (estimated to be approximately \$100,000) was not approved.

In 1987, the Riverfront Committee, a City Council-appointed citizen's committee, recommended the Redding Riverfront Specific Plan. The Plan was approved by the City Council in 1990. The Convention Center/Turtle Bay campus as well as Park Marina and Turtle Bay East were the focus of the Plan. The Commission is being asked to determine if the scope of the Plan should be modified and refine a plan for staff to seek out resources.

Commissioner McCoach suggested that since CalPoly students helped to design a plan for the Park Marina, they might be available to work up a vision for the Convention Center Campus.

Chair Hinz stated support for receiving an update regarding where we are in terms of the campus. She was not aware of the existing Riverfront Specific Plan and would like staff to make a presentation on this adopted Plan. She would also like to receive a presentation of the Turtle Bay Master Plan and is very interested in pursuing the idea of utilizing CalPoly students.

Motion: To continue exploring the idea of a Master Plan for the Convention Center campus. Review all previous documents & receive information on existing and proposed plans for the area. In addition, explore the availability of using CalPoly students.
(Made by Commissioner Hinz, Seconded by Commissioner McCoach)

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

PROJECTS UPDATES

Project Updates were tabled due to lack of time.

COMMISSIONER COMMENTS

None.

DIRECTORS' COMMENTS

The Recreation Division Year End Financials ended better than predicted. At the mid-year budget review, the estimate for recreation revenues was reduced by \$20,000, by year's end that amount was made up to meet initial projections. The Parks Division had enough funds to purchase replacement playground equipment for Indian Hills park. This is one of twelve timber form playgrounds in need of replacement.

Fantasy Fountain will be ten years old next week. As the only spray park with a fall zone incorporated into it, it continues to present operational issues with the combination of chlorinated water and the absorbent surface material.

ADJOURNMENT

There being no further business, at the hour of 5:18 p.m. Chair Hinz declared the meeting adjourned.

Susan Hinz, Chair