

Community Services Advisory Commission
Regular Meeting
City Hall - Caldwell Park Conference Room
777 Cypress Avenue
Redding, California
August 14, 2013

MINUTES

Chair Brennan called the meeting to order at 4:04.

ATTENDANCE

The following Commissioners were present; Robert Brennan, John Deaton, Erin Resner, Judy Salter and John Wilson. Also present were Community Services Director Kimberly Niemer, Deputy City Manager Greg Clark, Management Analyst Matt McCallum, Parks Superintendent Paul Anderson and Executive Assistant Sarah Sheetz.

PUBLIC COMMENT

There were no comments from the public.

CONSENT CALENDAR

The minutes from the Regular Meeting held on June 12, 2013, and the monthly Parks Maintenance, Recreation Division and Tourism Activity Reports for June and July 2013, were presented.

Motion: To approve the Consent Calendar.

(Made by Commissioner Wilson, Seconded by Commissioner Salter)

AYES: Commissioners Brennan, Deaton, Resner, Salter and Wilson

NOES: None

ABSTAIN: None

ABSENT: None

Motion Carries

LAKE REDDING GAZEBO PROJECT UPDATE

Director Niemer provided an update on the Lake Redding Gazebo Project. This project was originally proposed to the CSAC a few years ago by the Marine Corps League Detachment 1082.

Director Niemer introduced Mike Gutierrez and John Olson, both members of the Marine Corps League who have dedicated themselves to the project. In addition to the Marine Corps League, several community members and organizations have contributed in recent months. Most notably, retired developer Al Shipman has stepped up as the Project Manager for the project. Mr. Shipman has been helpful in garnering support from the local building community to see this largely volunteer project through to completion.

Director Niemer presented a PowerPoint Presentation on the project.

Marine Corps Member John Olson shared the pens that he hand-carved to help fund-raise for the project. Marine Corps Member Mike Gutierrez shared an image of the plaques that will be placed around the eaves of the Gazebo where each of the branches of the military will be placed. The Marine Corps League has been successful in raising enough funds to pay for the plaque in honor of the Marines. Mr. Gutierrez presented a check to Director Niemer. He also advised that the Marine Corps League will contact the other local military organizations to find out if they would like to help pay for their own plaque. Director Niemer thanked Mr. Olson and Mr. Gutierrez for their dedication to the project.

RECREATION MANAGEMENT SOFTWARE UPDATE/DEMONSTRATION

Director Niemer reminded the Commission that this project began a few years ago, and that while there have been delays, there are some advantages that came out of the delays. This software will not only allow users to register online for recreation programs, it will also help us manage information such as expenses and staff time, to help us analyze pricing structures and projecting out our own internal budgets.

Management Analyst Matt McCallum provided a web-based presentation on the 'back-office' portion of the software. He demonstrated how some of the reports would function on the staff side of the program and described some of the features that will be available for customers.

Commissioner Wilson inquired where the data is stored. Analyst McCallum responded that it is hosted by the company creating the software. Commissioner Wilson inquired if there is a 'no-sale' agreement included in the contract. Analyst McCallum confirmed that we control all of the data. Director Niemer stated that we try really hard to keep our programs affordable, so the City contracted with EnerGov to develop the software for us. The cost of the whole program is \$75,000. The transaction fee for a credit card transaction is 35 cents, plus another 5 cents towards hosting. Redding Recreation currently charges a five percent technology surcharge to pay for the cost of the software and for future support and upgrades to the software. In contrast, a competitor web-based application charges a \$7.00 transaction fee. Staff is also currently looking at software for Parks Maintenance as well.

Director Niemer described some of the anticipated time saving features of the software related to the number of steps it takes to register participants, offer refunds, creation of team rosters, and contract instructor payments. She acknowledged the hard work put in by Analyst McCallum on

this project.

PROJECT UPDATES

Director Niemer stated that recently the City Council approved the award of the Turtle Bay East Project. The project includes repaving the drive from North Bechelli down to the existing dirt parking lot, and pavement of the parking lot. A shade shelter will also be installed right off of the parking lot. Terry Hanson is in the process of planting the pollinator garden on the south side of Highway 44, and continues to do trail work and invasive vegetation removal in the area.

The Traveled Way Restroom Project has also been awarded. Work should begin in the next few weeks. The goal is to have the bathroom back on-line for the Community Creek Clean-up which takes place on Saturday, October 5, 2013.

The Dana to Downtown lighting project is underway. The project includes repairing the vandalism that took place in that area. Parks Superintendent Paul Anderson advised the project should be energized by the end of the week.

Director Niemer has been working with the Department of Fish and Wildlife to resolve lighting issues on the Sundial Bridge related to the winter run of salmon. There has recently been a significant reduction in the light level. A meeting is scheduled for Monday, August 19, 2013, with a contractor who is proposing an LED installation. Two significant additional features of LED lighting include a dimmer, and the ability to change the color of the light without installing colored gels/filters manually. In addition, there will be fewer fixtures, and the lights have a longer life expectancy, which could result in less staff time spent replacing lights and/or light fixtures. Parks Superintendent Paul Anderson stated that the Hilltop Streetscape converted to LED lighting recently, and is experiencing a savings of approximately 75 percent on energy costs in that zone. Director Niemer stated that Community Services is requesting Fish and Wildlife to help find funding to transition to LED lights, which the City anticipates will cost approximately \$60,000. There are some interested groups who fund projects of this nature.

Director Niemer and Community Projects Manager Terry Hanson hosted a site visit with the California State Resource Agency and CalTrans at Henderson Open Space to review the \$350,000 grant application submitted by the Community Services Department in January 2013. Project Manager Hanson highlighted the department's great partnerships with the California Conservation Corps (CCC's) and Western Shasta Resource Conservation District. CCC's Northern California Program Manager Scott Wolsey joined the site visit.

Highland Park Phase 1 will include the playground, basketball court, some landscaping, a restroom and shade structure. The bid closes on Monday, August 19, 2013. The goal is to commence construction immediately and have it completed this fall.

Director Niemer highlighted an article the Record Searchlight recently published regarding Mary Lake. The story highlights that we have many fun places in our own back yard to recreate. Future stories will roll out every few weeks highlighting our local parks and trails.

Director Niemer advised that Dan Adams, the resident who has been leading the efforts for the disc golf course at Henderson Open Space has received donations valued at \$6,000 toward the construction of installing permanent baskets for the course.

Commissioner Salter provided an update on the tourism meetings she has attended. She stated there is a lot of enthusiasm about promoting the City's outdoor recreation opportunities by the local tourism industry. She stated that the Convention and Visitors Bureau (CVB) will be marketing Redding's trail system aggressively in the tourism regionally, nationally, and internationally. She stated that now is the time to show support for our parks and trails.

Director Niemer stated that the Park Impact Fee Recommendation will be presented to City Council on Tuesday, August 20, 2013. She stated that the fiscal impact of implementing the maximum justifiable park fee as recommended by staff and CSAC in year one results in a reduction of \$60 in year 1, an overall increase of \$865 in year 2, and an overall increase of \$1,790 in year 3. Fees today are approximately \$24,000. Director Niemer stated that there are five neighborhood parks we are already committed to with Park Fee Credit Agreements. She stated that the City of Redding's Vision and Mission Statements include goals to 'build neighborhoods rather than homes,' 'to provide excellent public services and infrastructure to promote a clean and attractive community,' and 'to assure parks, trails and open spaces,' and 'to support programs that connect the City's unique natural history and beauty.'

COMMISSIONER COMMENTS

Commissioner Wilson inquired if park reservation fees go to Parks, or to the General Fund. Director Niemer stated they go to the General Fund. Commissioner Wilson stated he did not want to raise the fee for the Lake Redding Gazebo park reservation if it goes to the General Fund.

Commissioner Resner stated that if we generated more income for the General Fund then perhaps there would be more available for other things.

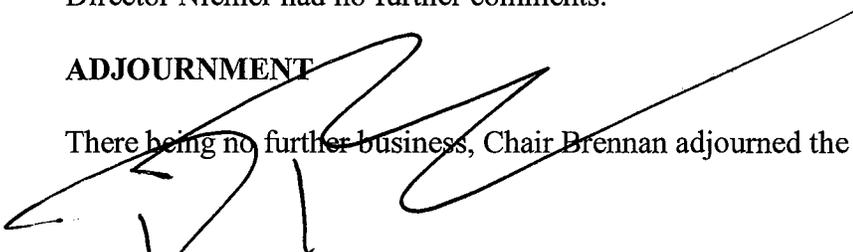
Commissioner Brennan inquired about the Amgen Tour of California. He was curious if Redding may be in the running to host the start of the Tour in the coming year. Deputy City Manager Greg Clark stated that the CVB is working on responding to the Request for Proposals to be the start of the Tour.

DIRECTOR COMMENTS

Director Niemer had no further comments.

ADJOURNMENT

There being no further business, Chair Brennan adjourned the meeting at 5:29 p.m.



Robert Brennan, Chair