

Community Services Advisory Commission
Regular Meeting
Redding Corp Yard, Parks Training Room
20055 Viking Way
Redding, California
August 18, 2010, 4:29 p.m.

MINUTES

ATTENDANCE

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

Also present were Community Services Director Kimberly Niemer, Convention Center Manager John Johnson, Parks Superintendent Dan Cannon, Community Projects Manager Terry Hanson, Public Works Assistant Director Chuck Aukland, Senior Planner Kent Manuel, Management Analyst Matt McCallum, Executive Assistant Mari Szydal and Council Member Missy McArthur.

PUBLIC COMMENT

None.

CONSENT CALENDAR

The minutes from the meetings on July 14, 2010, 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 Consent Calendar.
(Made by Commissioner Waybright, Seconded by Commissioner McElvain)

AYES: Commissioners Hinz, McElvain and Waybright

NOES: None

ABSTAIN: None

ABSENT: Commissioners McCoach and Wilson

CONSIDERATION OF TURTLE BAY HOTEL USE PERMIT

Director Niemer recalled at the Commission meeting on June 9, 2010, the architect for the project, James Theimer of Trilogry Architecture, provided an overview of the hotel development plans, as well as preliminary plans for the use of Proposition 84 funds that Turtle Bay is pursuing. Turtle Bay has recently submitted a Use Permit application for the hotel project. The City Council has

requested the Commission's review of the use permit application and provide recommendations, as appropriate, to the Planning Commission.

Senior Planner Kent Manuel and architect James Theimer proceeded to review the hotel footprint on the Turtle Bay lease site and discussed with the Commission the issues of pedestrian / bicycle access and parking lot location. The basic purpose of review by the Commission is to ensure that the hotel plans result in a proper "fit" in relation to the existing and foreseen public and other improvements and activities in the Convention Center area, including, but not limited to, vehicle and pedestrian circulation, parking and event staging. The issue is whether there are site design or other components of the project that, in the opinion of the Commission, present conflicts between uses in the area, inhibit pedestrian or vehicular access, or otherwise degrade the experience of users of the Convention Center area.

The discussion continued in reference to the location of the new parking lot. Two parking fields are proposed: one adjacent to the hotel and a new lot to the south of the Monolith. The Commissioners expressed their preference for new the lot to be built on the northwest side of the Convention Center rather than south of the Monolith near the Hwy 44 off-ramp. Senior Planner Manuel explained that the Turtle Bay leasehold does not include the property next to the Convention Center, which is why the other location was used on the site map. A joint use agreement between the city and Turtle Bay would be necessary in order to place the new parking lot in that location.

Commissioner Waybright recommended that sidewalks be added to improve circulation from the Hwy 44 overpass to the promenade. He further recommended that bikeways should be added throughout the paved improvement areas.

Commissioner McElvain noted that during the Convention Center review the Commission was made acutely aware of the capital improvements which have been delayed due to lack of funding. He inquired whether it would be possible to receive 50% of the sub-lease revenue from Turtle Bay expressly for the Convention Center. Director Niemer observed that for each hotel room rented, the city receives a 10% Transient Occupancy Tax - half of which is directed to the Convention Center fund. The Planning Commission cannot impose economic conditions outside of the land use conditions. Mr. Theimer noted that the city Council had discussed other economic conditions during the lease amendment discussion in June. The majority of the City Council approved the lease amendment without additional compensation. Director Niemer offered to review the City Council video archive with Chair Hinz. She suggested Chair Hinz could determine whether a letter to the City Council would need to be sent after a review of the Council's discussion.

Motion: To recommend that the Planning Commission approve the amendment to Use Permit UP-12-94 with the following modifications: 1) sidewalk added from Hwy 44 to the promenade; 2) bike lanes added to both sides of Sundial Bridge Drive. In addition, the Commission recommends that the city and Turtle Bay establish a joint use agreement for a parking lot on the northwest side of the Convention Center in lieu of the parking lot proposed near the Monolith.
(Made by Commissioner McElvain, Seconded by Commissioner Waybright)

AYES: Commissioners Hinz, McElvain and Waybright

NOES: None
ABSTAIN: None
ABSENT: Commissioners McCoach and Wilson

Motion: Chair Hinz to review video from City Council and determine whether Commission would write a letter to City Council recommending that 50% of sub-lease revenue be put aside for the Convention Center Capital Improvement fund. If recommended, Chair Hinz to write letter.
(Made by Commissioner McElvain, Seconded by Commissioner Waybright)

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

CONSIDERATION OF FUNDING PLAN FOR ONLINE REGISTRATION SYSTEM

Director Niemer recalled that at its regularly scheduled meeting on February 19, 2009, City Council unanimously authorized staff to pursue the development of an Online Registration System for the Recreation Division. On June 11, 2009, the City Council included in the budget authorization funding for the online recreation registration system in an amount of \$85,000. The Council directed staff to return with a plan to charge a technology fee to recoup costs associated with the program.

On July 21, 2009, City Council selected EnerGov Solutions, LLC as the vendor for the Integrated Land Management System (ILMS). Staff approached EnerGov Solutions, LLC about developing a recreation registration system as an adjunct to the ILMS project. These discussions resulted in a Statement of Work which addressed the Recreation Division's business needs within the project budget. The registration system will provide a web-based real-time inventory of recreation programs, be accessible by customers 24 hours a day, 7 days a week, and facilitate electronic registration and payments.

On August 3, 2010, staff requested the City Council approve an agreement with EnerGov to proceed with the project. The City Council declined to approve a contract amendment with EnerGov. Council members voiced concern about this expenditure in light of planned layoffs in the Police Department. A unanimous vote transferred project funding of \$85,000 from the Recreation Division to the Police Department. Following the vote, Director Niemer indicated that she would return to the City Council with a plan to fund the program which would not include General Fund monies.

The issue is time sensitive and comes before the Commission for the following reasons:

- the city is losing program customers due to busy phone lines
- Recreation has lost one 3/4-time clerk
- the IT programmer with knowledge of the current system has retired
- the Recreation Strategic Plan parent focus groups emphasized their desire for online registration

The cost of the contract amendment with EnerGov is approximately \$75,000. In addition, there will be upgrades to some of the computers as some are old and do not meet system requirements for the

new software. It is anticipated that the full project cost will be closer to \$85,000. After the second year, the system will require an annual licencing fee of \$12,000. With a modest interest rate, a loan could be paid off in less than four years. The licensing fee would be ongoing.

Staff have investigated internal financing options and financing through the vendor. Unfortunately, there are no viable sources at this time. Accordingly, staff propose the project be financed through a local commercial lender. Two local banks have been consulted and both suggested that loans could be offered in the 6-7.5% range for up to five years.

The opportunity to develop the Recreation Division Online Registration System project as a module of the ILMS project maximizes City resources without duplicating software infrastructure and requiring additional customization to integrate the program into existing City systems. The result is a system that will greatly improve customer service, best meet the City's specific management information needs, and enhance the marketing of Recreation Division programs. Today, the opportunity exists to design a program which meets the needs of the Recreation Division and leverages investments already made and paid for by the ILMS project.

Commissioner Hinz noted her concern regarding taking on debt service. She further added that it is important to stay current with meeting the needs of our program users. Commissioner McElvain concurred. Director Niemer responded that the debt would be funded by the people who use it.

Motion: To recommend the City Council approve the new proposal for financing the cost of implementing an online registration system for Recreation and authorize the Mayor to sign Amendment 1 to the Master Customer Agreement and Amendment 1 to the Software Support Agreement, both with EnerGov Solutions, LLC.
(Made by Commissioner Waybright, Seconded by Commissioner McElvain)

AYES: Commissioners Hinz, McElvain and Waybright

NOES: None

ABSTAIN: None

ABSENT: Commissioners McCoach and Wilson

KAPUSTA OPEN SPACE UPDATE

Community Projects Manager Hanson recently attended a neighborhood meeting convened to address concerns regarding odors from the water treatment plant and illegal activities on the Kapusta Open Space. Kapusta is a large open space owned by the city located south of town in the county off of Latona Road & Hwy 273. This parcel is directly across the Sacramento River from the 54-acre Riverland Drive parcel.

Neighbors complained that the only access to the parking lot for the Kapusta Open Space is through the neighborhood and the streets are not designed for such traffic. Project Manager Hanson explained that staff are looking to arrange different access via Latona Road in order to mitigate the impact to the neighborhood, but that the traffic at this point is not that significant.

The neighbors immediately adjacent to the Kapusta property have expressed some concerns recently about illegal activity occurring on the land. Director Niemer related that as a result of this meeting the Redding Police Department and the Sheriff's department are more closely coordinating calls for service to the area.

In addition, the nearby Clear Creek sewer treatment plant is being expanded as is the Stillwater water treatment plant. Sludge is being transported from Stillwater to Clear Creek and there is an odor to it, particularly in the summertime. Wastewater Manager Dennis McBride is working to reduce odors and communicate regularly with the residents.

No action was required on this informational item.

PROJECTS UPDATES

Director Niemer provided updates on the following items:

City Budget

Projected sales tax revenue is less than expected. The City Council has voted to keep the city's reserves at 5%, which will result in future staff reductions.

Indian Hills Playground

The Indian Hills playground replacement did not receive approval by the city manager's office. This is one of a dozen timber-built playgrounds which are in disrepair and no longer meet standards.

Reginato River Access

The renaming of the Bonnyview boat ramp to the John F. Reginato River Access was approved by the State legislature this week. John was an early proponent of tourism in the North State and his contributions were directly attributable to the funding and establishment of the Bonnyview boat ramp and many others throughout the region.

Erin Griffey MLK Project

Erin Griffey completed her Girl Scout Gold Award project. This involved scanning 600+ photographs and newspaper clippings which were stored in cardboard boxes at the Center. In addition she interviewed Mrs. Isaac Lowe, Mrs. Georgia Fowler and Eddie McAllister to get the history of the Center on videotape. This award is similar to the B.S.A. Eagle Scout.

No action was required on these informational items.

COMMISSIONER COMMENTS

Commissioner McElvain inquired when the Commission would receive the first Shasta Cascade Wonderland Association update. Director Niemer noted that they are providing monthly activity reports, which appear on the Consent Calendar. She will check with Assistant to the City Manager Greg Clark regarding the contract's reporting requirements. If the Commissioners have specific questions, they can be forwarded to the SCWA.

In addition, Commissioner McElvain inquired when the first Convention Center Progress Report would be received. It was agreed that this would take place at the November meeting.

The Convention Center Campus Master Plan will be discussed after the Parks Maintenance Review has been completed.

DIRECTORS' COMMENTS

None.

TOUR OF PARK MAINTENANCE FACILITY

At 6:08 p.m. the Commissioners were led on the tour of the Park Maintenance facility by Parks Superintendent Cannon.

ADJOURNMENT

There being no further business, at the hour of 6:52 p.m. Chair Hinz declared the meeting adjourned.

Susan Hinz, Chair