

Community Services Advisory Commission  
Regular Meeting  
Redding City Hall  
777 Cypress Avenue  
Redding, California  
May 14, 2008, 4:03 p.m.

## **MINUTES**

### **ATTENDANCE**

Community Services Advisory Commissioner Bandell opened the meeting with the following commissioners present: McCoach, Parker and Peckenpaugh. Absent was Commissioner Waybright.

Also present were Community Services Director Niemer, Support Services Director Kersten, Recreation Superintendent Carpenter, Community Projects Manager Hanson, Community Projects Manager Glover, Management Analyst McCallum and Executive Assistant Szynal.

### **PUBLIC COMMENT**

None

### **CONSENT CALENDAR**

The minutes from the regular meeting on February 13, 2008, the monthly Recreation Division Activity Report, the Convention Center Activity Report, the Convention Center Calendar, the Convention Center Capital Projects List were presented.

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

**AYES:** Commissioners Bandell, McCoach, Parker and Peckenpaugh

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Commissioner Waybright

## **UPDATE ON PARK FUND FINANCIALS**

Director Niemer discussed the recent City Council decision to appropriate \$750,000 from the Park Development fund to cover legal expenses related to the Dale Construction litigation. A decision by the city to accept the mediator's offer was announced earlier today.

It was noted that in a February 2008 report, staff had substantially decreased Park In-Lieu and Park Development Fee collection projections to reflect the weakened construction market. Economic conditions have continued to worsen. The reduction in revenue, combined with the loss of the \$750,000 means that the Capital Improvement Plan cash flow will incur a negative balance in fiscal year 2009-10 and continue in the red through 2011-12 (the end of the current CIP) without an adjustment to programmed expenditures.

While this decrease in available cash will result in delays to the construction of planned projects, in many cases these dedicated expenditures are tied to park development projects located in subdivisions not yet under construction. Therefore, despite the schedule outlined in the CIP, many of the projects listed will not move forward until the developer initiates construction of the subdivision, and the park fees generated by these projects offset park construction costs.

Commissioner Waybright arrived at 4:09 p.m.

Commissioner McCoach inquired into the original funds withheld from the Dale Construction project and how it was spent. Director Niemer provided an overview of the disbursement which went toward fines and litigation expenses.

Commissioner McCoach asked whether there would be a request to Council to make the Park Fund whole. Councilperson Murray noted that a motion to that effect was made at the last Council meeting and it did not pass.

Commissioner Peckenpaugh inquired into the Benton Dog Park Association's request for project funding. Director Niemer noted that the BDPA has not yet presented to the Commission a proposal consisting of a prioritized list of projects with corresponding funding amounts.

Commissioner Bandell and Councilperson Murray held a discussion regarding the lawsuit and the details surrounding the Notice of Completion.

No action was required on this informational item.

## **PRESENTATION OF DRAFT RECREATION STRATEGIC PLAN**

Director Niemer noted that with the completion four years ago of the *Parks, Trails and Open Space Master Plan*, the logical next step was to look at our facilities and programs. The Community Services Department embarked on a Strategic Planning process for the Recreation Division several months ago. Several focus groups were convened - these groups were comprised of participant's parents, volunteer coaches, program staff, and community partners

(including the YMCA, SCPH, various schools.) Input was solicited to find out what Recreation is doing well and where changes need to be made. This information was developed into a Draft Strategic Plan.

The Strategic Plan outlines what our goals are going to be (fitness / health / customer service values) and how we are going to accomplish them. This will be a very useful tool when a new Recreation Superintendent is hired to replace Gordon Carpenter after his retirement. The Recreation Division is unique in that there are a small number of full-time supervisors who oversee a large staff of part-time people whom they do not see on a regular basis. Over the coming months, staff will develop a work plan and time line to implement the Strategic Plan objectives.

Superintendent Carpenter indicated his support for going through this process and the opportunity it provided to take stock of the daily operation from a higher perspective.

Commissioner Peckenpaugh inquired into how the arrangement with the Senior Citizen Center works. Director Niemer noted that they are a self-sufficient non-profit organization which handles their own programming. The city supports them by owning the facility, handling the building maintenance and serving on their board

Director Niemer mentioned that the Strategic Plan is being sent out to the community and feedback will be sought for the next 45 days.

Commissioner Parker noted it would be very helpful to include a cover sheet explaining the intent of the Strategic Plan to help avoid confusion.

No action was required on this informational item.

## **CONSIDERATION OF GRANT REQUEST FOR 40 DEVELOPMENTAL ASSETS VIDEO PROJECT**

Director Niemer noted that she sits as a representative of the government sector with the Health Improvement Partnership group, which is the lead agency in Shasta County for promoting the 40 Developmental Assets. This group has been tasked with the effort to help integrate the 40 Developmental Assets within the governmental arena. The project which was prioritized as a group is a video which will help to translate to part-time staff and volunteer coaches what is really meant when talking about 40 Developmental Assets. It is designed to help this target group understand what it looks like.

A script and vignettes utilizing local coaches was developed to show real-life situations. A competitive proposal was received from a local videographer to put together this DVD. The Redding Parks Fund at the Shasta Regional Community Foundation was set up several years ago to promote and provide funds for improvements to Redding recreation programs and city parks. The Community Services Advisory Commission is the board of the Fund.

Commissioner Peckenpaugh inquired whether the group had looked into purchasing one of the off-the-shelf products offered by The Search Institute. Director Niemer responded that the requirement was that the video be short and relevant and most of the products are longer and more theoretical than practical in nature.

Commissioner Parker asked if viewing the video would be a requirement for coaches. Director Niemer noted that it would for Recreation Division employees.

Commissioner McCoach queried whether Recreation Superintendent Carpenter thought this video was a good idea. He responded in the affirmative and stated that anything we can do to encourage our coaches to do a better job is worth the effort.

**Motion:** That the Community Services Advisory Commission, acting as the Board of the Redding Parks Fund approve a grant up to \$2,000 to the Health Improvement Partnership for expenses relating to the production of a video promoting implementation of the 40 Developmental Assets. (Made by Commissioner Parker, Seconded by Commissioner McCoach)

AYES: Commissioners Bandell, McCoach, Parker, Peckenpaugh and Waybright  
NOES: None  
ABSTAIN: None  
ABSENT: None

## **CONSIDERATION OF REVISING FINGERPRINTING PRACTICE TO INCLUDE VOLUNTEERS AND CONTRACTED INSTRUCTORS**

Superintendent Carpenter noted that all employees are fingerprinted as a condition of employment. There is a segment of people who work with Recreation - volunteers and contracted instructors - who are not fingerprinted. While a search is done on the Megan's Law website, it does not provide a complete history.

The Department of Justice offers a program which provides fingerprinting at no cost for youth program volunteers and at \$32 per person for contracted instructors. The cost for fingerprinting contracted instructors would be paid by the Department at this time, but may become a requirement of the instructor's agreement in the future. The start-up cost for the 60 instructors currently working for the Division would be \$1,920. With an annual turnover of 30%, the annual cost over time would be approximately \$600.

Commissioner Waybright inquired into whether the Megan Law information would also be picked up through the fingerprint process. He was assured that it would.

Superintendent Carpenter noted that once the fingerprint information is entered, you will continue to receive updates. This is beneficial for coaches who volunteer several years in a row.

**Motion:** To approve revising Recreation Division practice to require fingerprinting of all volunteers and contracted instructors. (Made by Commissioner Peckenpaugh, Seconded by Commissioner Parker)

AYES: Commissioners Bandell, McCoach, Parker, Peckenpaugh and Waybright

NOES: None

ABSTAIN: None

ABSENT: None

### **CONSIDER SETTING A PUBLIC HEARING TO REVIEW RULES AND REGULATIONS PERTAINING TO THE SUNDIAL BRIDGE**

Community Projects Manager Hanson remarked that since it's opening in July, 2004, the Sundial Bridge has experienced a significant number of visitors, both local residents and out-of-town visitors. The bridge attracts large volumes of people and serves multiple functions. Much of the time all of these activities co-exist, however, there have been near misses and a few inadvertent contacts between cyclists, dogs and pedestrians.

Staff is requesting direction from the Commission to set a public hearing to hear the concerns and desires of the various users and Turtle Bay.

**Motion:** To request public input from user groups regarding improving how the Sundial Bridge functions. (Made by Commissioner Parker, Seconded by Commissioner Peckenpaugh)

AYES: Commissioners Bandell, McCoach, Parker, Peckenpaugh and Waybright

NOES: None

ABSTAIN: None

ABSENT: None

### **UPDATE ON SHASTA COUNTRY IMPACT FEES**

Director Niemer summarized the recent Shasta County Board of Supervisors decision to implement an impact fee program for new development in unincorporated county areas. Amongst a list of fees, two are related to parks - one for county parks and one for City of Redding regional parks. It is estimated that these fees will generate approximately \$4.5M through the year 2030.

No action was required on this informational item.

## **PRESENTATION ON BIKE PLAN UPDATE EFFORT**

Community Projects Manager Glover observed that when the *Parks, Trails, and Open Space Master Plan* (Master Plan) was adopted by the City Council in 2004, the Bikeway Inventory and Classification within the Master Plan became the official document for bikeway planning.

The city is working with local partners such as Shasta County Public Health, local bicycle groups, CalTrans, The McConnell Foundation, the Trails and Bikeways Council and others to update the bikeways portion of the Master Plan.

An assessment will be conducted by community members to capture current information and the results will be transferred to a database format. This will be used to classify bikeways for use by the public.

Maps will be developed that show how Redding's bike routes and lanes are ranked for best, medium and difficult conditions for bicycling. The goal is to have a Plan that is a resource for the public and is effective for seeking funding. It is anticipated that a draft plan will be ready in the Fall.

No action was required on this informational item.

Commissioner Peckenpaugh left the meeting at 5:40 p.m.

## **UPDATE ON BUENAVENTURA TRAIL COMPLETION**

Community Projects Manager Hanson provided an overview of the recent completion of Buenaventura Trail Phases 1 and 2. This trail allows users the ability to travel from Buenaventura and Eureka Way to the Sacramento River Trail on a 0.7 mile trail which boasts 10 new bridges. The California Conservation Corp provided the primary manpower and donated an additional week of time, which allowed Phase 2 to be completed early. A potluck BBQ will be held at the trailhead later this month with area neighbors and trail partners invited.

No action was required on this informational item.

## **PROJECTS UPDATES**

Community Projects Manager Glover provided updates on the following projects:

### Rivercrest Park

Construction began this week on the park.

### Foxtail Park

Last week there was a neighborhood gathering to celebrate the recent retrofitting of this park. A CDBG grant allowed us to replace the playground equipment and improve the landscaping. The Youth Action Council, who has adopted this park, were on hand to raffle off prizes and serve refreshments.

No action was required on these informational items.

### **COMMISSIONER COMMENTS**

Commissioner Bandell thanked staff for an opportunity to served and tendered his resignation from the Commission.

### **DIRECTORS' COMMENTS**

Director Niemer pointed out the article sent to the Commissioners on naming parks and how that process has changed over time from naming schools/parks after people to naming them after streets or subdivisions. This may be an area the Commission takes up for discussion in the future.

Director Kersten advised that Convention Center Manager Green had retired. The Convention Center staff have stepped up and are keeping everything running quite well. Support Services is exploring different options and looking at how they want to move the organization forward.

No action was required on these informational items.

### **ADJOURNMENT**

There being no further business, at the hour of 5:55 p.m. Commissioner Bandell declared the meeting adjourned.

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Commissioner McCoach