

**PARKS AND RECREATION COMMISSION**

*Angela Bennett, Chairman*  
*Sheldon Windley, Vice Chairman*  
*Angie Avila, Commissioner*  
*Fern Day, Commissioner*  
*Dan Traxler, Commissioner*

**June 28, 2022**  
**Ione City Hall**  
**1 E. Main Street, Ione 95640**  
**City Council Chambers**  
**6:00 PM**

**DUE TO THE GOVERNOR'S EXECUTIVE ORDER N-25-20 ADOPTED MARCH 17, 2020,  
THE PARK AND RECREATION COMMISSION OF THE CITY OF IONE WILL BE  
CONDUCTING THEIR MEETING VIA ZOOM AND IN PERSON AT 1 E. MAIN STREET**

Join Zoom Meeting

<https://us06web.zoom.us/j/2351961316?pwd=d3lWTW0zbVJLbWpQNjBkQWtpZkRyUT09>

Meeting ID: 235 196 1316

Passcode: 95640

One tap mobile

+16699006833,,2351961316#,,,,\*95640# US (San Jose)

+12532158782,,2351961316#,,,,\*95640# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 235 196 1316

Passcode: 95640

Find your local number: <https://us06web.zoom.us/j/2351961316?pwd=d3lWTW0zbVJLbWpQNjBkQWtpZkRyUT09>

**THE CITY OF IONE IS A GENERAL LAW CITY DEDICATED TO  
PROVIDING LEADERSHIP, ACCOUNTABILITY, AND FISCAL  
INTEGRITY WHILE PROMOTING ECONOMIC OPPORTUNITIES AND  
MAINTAINING A HIGH QUALITY OF LIFE FOR OUR CITIZENS**

**PLEASE LIMIT PUBLIC COMMENT/TESTIMONY TO FOUR MINUTES**  
**California Government Code Section 54954.3**

The Ione Park & Recreation Commission welcomes, appreciates, and encourages participation in their Meeting. The Park & Recreation Commission reserves the right to reasonably limit the total time for public comment on any particular noticed agenda item as it may deem necessary.

Full staff reports and associated documents are available for public review at the Office of the City Clerk, City Hall, 1 E. Main Street, Lone, CA. Hard copies may be obtained for \$3.60 for pages 1-5 and \$.45 for each additional page. Documents that are not available when the agenda is posted will be made available for public review at the meeting

## **AGENDA**

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

4) APPROVAL OF AGENDA

5) PUBLIC COMMENT: **EACH SPEAKER IS LIMITED TO 4 MINUTES**

*NOTE: This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. Persons may address the Park & Recreation Commission at this time on any subject within the jurisdiction of the Park and Recreation Commission.*

*Please be mindful of the **4 minute time limit per person**. Pursuant to the Brown Act, the Park & Recreation Commission may not take action or engage in a detailed discussion on an item that does not appear on the Agenda. However, matters that **require Commission action will be referred to staff for a report and/or recommendation for possible action at a future Commission meeting**. Is there anyone in the audience who wishes to address the Commission at this time?*

6) PRESENTATIONS/ANNOUNCEMENTS: None

7) REGULAR AGENDA:

1. Howard Park

- a) Caretaker / Ed Hughes Memorial Arena Host RFQ
- b) Howard Park Master Plan Update
  - i) Softball Fields
  - ii) Architectural Services Firm
  - iii) Pickleball Court
- c) Dog Park
- d) Rock/gravel on track

2. Train Depot Park

- a) Project Update
- b) Consider donating Train Depot Building to a non-profit organization.

8) COMMISSION MEMBERS REPORTS/FUTURE AGENDA ITEMS

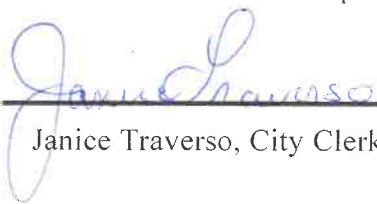
9) ADJOURNMENT

## ADA COMPLIANCE STATEMENT

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact City Clerk, Janice Traverso at 209-274-2412. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

---

I, Janice Traverso, the City Clerk of the City of Ione, declare under the penalty that the foregoing agenda for the June 28, 2022 meeting of the Ione Parks & Recreation Commission was posted on June 24, 2022 at the office of the City of Ione, City Hall at 1 E. Main Street, Ione, CA 95640 and United States Post Office, 22 W. Main Street, Ione, CA 95640 and was available for public review at those locations.



---

Janice Traverso, City Clerk, City of Ione

# Agenda Item

DATE: June 28, 2022

TO: Parks & Recreation Commission Commissioners

FROM: Michael Rock, Interim City Manager  
Julie Millard, Management Analyst

SUBJECT: Howard Park Caretaker / Ed Hughes Memorial Arena Host

---

## **RECOMMENDED ACTION:**

1. Discuss the management vacancy related to Ed Hughes Memorial Arena.
2. Receive a proposal on a Howard Park Caretaker and/or Ed Hughes Memorial Arena Host position.
3. Consider making a recommendation to City Council to release a Request for Qualifications (RFQ) to fill the aforementioned vacancy.

## **FISCAL IMPACT:**

The fiscal impact associated with this item is related to staff time to draft the RFQ.

## **BACKGROUND:**

On June 21, 2022 (Item # 6), City Council briefly discussed the past history of Howard Park onsite caretakers as well as the Ed Hughes Memorial Arena management vacancy. Council agreed that having a Howard Park caretaker would benefit the City and that having an Ed Hughes Memorial Arena host/manager is needed therefore, Council directed staff to present the matter to the Parks & Recreation Commission for input and recommendation.

After receiving unsolicited input from various members of the public, discussions with several arena users and interested parties, and after conducting research on past onsite caretakers at Howard Park and similar operations elsewhere, staff is proposing a hybrid onsite caretaker/arena host position that would allow the City to have greater oversight throughout the entire park which would discourage unwanted activities, provide a mechanism for timely discovery of repairs and safety concerns through daily grounds checks, offer onsite assistance to facility renters/users after regular business hours , as well as have onsite arena caretaking and supervision. With input from the aforementioned arena stakeholders, staff believes there are interested parties willing

and able to perform the envisioned duties of the hybrid caretaker/host position, thus making a successful RFQ more achievable.

Currently City staff are performing groundwork, collecting day rider fees, and, in the course of their regular Howard Park maintenance worker duties, keeping an eye on the Ed Hughes Horse Arena to ensure it is in sufficient operating order. Time is of the essence with this vacancy however, as historically the arena grooming and general operations tend to suffer when there is not dedicated personnel overseeing the daily operations. Therefore, staff is urging the Parks & Recreation Commission direct staff to make a recommendation to City Council to release an RFQ to find suitable custodian oversight for Howard Park and Ed Hughes Memorial Arena at the next City Council meeting on July 5, 2022.

**ATTACHMENTS:**

Draft Request for Qualifications

## REQUEST FOR QUALIFICATIONS

### HOWARD PARK CARETAKER AND/OR ED HUGHES MEMORIAL ARENA HOST SERVICES

RFQ # 2022-##

#### ABOUT THE CITY OF IONE

Located in the beautiful Sierra foothills of Northern California, the City of Ione is a quaint, yet active community. The community offers a wide range of housing, world-class outdoor activities, and recreational opportunities in close proximity in every direction. An extensive array of parks and natural resources offer unbeatable experiences. Nestled in the heart of Amador County's wine country, the City of Ione is characterized by its oak tree lined hills and small-town atmosphere.

#### ABOUT HOWARD PARK

Howard Park is a 90-acre multi-use regional park owned by the City of Ione. The park is available for year-round activities including youth soccer and little league baseball games, equestrian activities, skatepark activities, disc golf, tennis, and more. The park also has many amenities available for public use and/or rental including Evalyn Bishop Hall which can be rented for weddings, quinceaneras, corporate parties and more, a beer garden, and an amphitheater.

#### ABOUT ED HUGHES MEMORIAL ARENA

The Ed Hughes Memorial Arena is a multi-purpose, covered arena with an overall size of 200ft x 250ft (165ft x 250ft within the movable panels). The arena is perfect for a variety of indoor and outdoor activities year-round, rain or shine. In addition to the overall size of the structure, included are protective railings surrounding the entire interior as well as grandstands, an announcer's booth and ticket counter, treated sand and clay mixture for traction and footing, and 800-amp lighting both inside and out along with solar panels for visibility illuminates the entire building and surrounding area.

#### POSITION OVERVIEW

##### HOWARD PARK CARETAKER DUTIES

1. Provide an onsite presence with Howard Park to dissuade unwanted activity.
2. Conduct regular grounds patrol to ensure facilities are in proper working order.
3. Open gates each morning and close them each evening pursuant to City timeframes.
4. Unlock/lock buildings and facilities for events, as needed.
5. Perform routine repairs, painting, maintenance on park equipment as authorized.
6. Oversee park volunteer activities, as needed.
7. Make suggestions to the City for capital improvements, upgrades to current facilities, etc.
8. Provide input on the annual Howard Park budget during budget development.

##### ED HUGHES MEMORIAL ARENA HOST DUTIES

1. Provide a knowledgeable (e.g., equestrian) onsite presence at the arena during day use and weekend events.
2. Perform arena groundwork activities according to industry standards and City of Ione guidelines.

3. Perform regular groundskeeping activities in and around the arena and associated structures or facilities (e.g., barn, stables, etc.).
4. Collect daily rider fees and turn in to the City of Lone for deposit.
5. Actively seek out arena activities and/or use opportunities such as equestrian events and other appropriate uses for the arena.
6. Regularly inspect arena equipment and facilities and notify the City of any needed repairs of servicing.
7. Work cooperatively with City staff to ensure the arena is open and available to residents and visitors.
8. Make suggestions to the City for capital improvements, upgrades to current facilities, etc.
9. Provide input in the annual arena budget during budget development.

These lists of duties are not intended to be a complete list of all duties but merely illustrate the range of tasks the City is looking for in the caretaker and arena host position(s). A more complete list of duties will be provided in the final contract.

### **SPECIAL CONSIDERATIONS**

Ideally, this would be a hybrid Howard Park Caretaker / Ed Hughes Memorial Arena Host position, however, the City recognizes there may be individuals interested in only one (e.g., Howard Park Caretaker) or the other (e.g., Ed Hughes Memorial Arena Host) role. Therefore, submitters will be allowed to submit for either one role or the other or both

### **Compensation**

The City foresees this position being volunteer in nature with specific compensation being in the form of free housing and utilities in lieu of any monetary compensation. The City is open to a shared revenue arrangement or other arrangements that provide mutual benefit. NOTE: You will be asked to provide a detailed summary regarding any compensation.

### **REQUIREMENTS FOR STATEMENT OF QUALIFICATION SUBMITTAL**

Your submittal should include the following information:

1. Name, address, phone number, email address.
2. If submitting as a business, name, address, phone number, business email address if different from that in item number 1, and website URL (if applicable).
3. Resumes of key personnel to be providing the services.
4. If submitting for only one role (e.g., only Howard Park Caretaker), please clearly indicate on your submission which role you are interested in.
5. Two-page narrative as to your interest in this/these role(s), particular abilities and qualifications, and related experience.
6. Describe other jobs you have performed doing similar duties and responsibilities.
7. Provide examples of knowledge, expertise, and/or experience with the proposed work.
8. A detailed summary of your compensation proposal/requirements.

9. Additional information you believe demonstrate your skills, abilities, and experience (e.g., proof of related training or education, certificates, etc.).

#### **RFQUEST FOR QUALIFICATION SCHEDULE**

The following is a list of key dates:

<b>ACTIVITY</b>	<b>DATE</b>
Request for Qualifications Issued	TBD
Deadline for Questions to be Submitted	TBD
Submittal/Statement of Qualifications Due	TBD (by 4:00 p.m.)
Review of Submittal/Statement of Qualifications	TBD
Interviews Conducted/Make Selection	TBD
City Council Action to Award (?)	TBD
Issue Notice of Award/Sign Agreement	TBD

#### **STATEMENT OF QUALIFICATION SUBMISSION DETAILS**

Statements of qualification should be mailed or delivered to:

City of Lone  
Attn.: Julie Millard, MPA  
1 E. Main Street  
P. O. Box 398  
Lone, CA 95640

#### **EVALUATION CRITERIA**

Statements of Qualification will be evaluated on the following criteria:

1. Specialized experience or technical expertise in connection with the scope of services to be provided, including handyman skills, equipment maintenance and repair, equestrian experience, etc.
2. Past experience performing caretaker and/or host duties.
3. Capacity of the person, couple, or organization to perform the work relative to other obligations.