



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** December 8, 2015

**TO:** Mayor and Councilmembers

**FROM:** Parks Division, Parks and Recreation Department

**SUBJECT:** Agreements For Franceschi Park And Skofield Park Resident Caretakers

**RECOMMENDATION:** That Council:

- A. Authorize the Parks and Recreation Director to execute a Caretaker Rental Agreement for Franceschi Park with Charles Christman, commencing January 1, 2016, through December 31, 2016; and
- B. Authorize the Parks and Recreation Director to execute a Caretaker Rental Agreement for Skofield Park with James Rumbley, commencing January 1, 2016, through December 31, 2016.

### **DISCUSSION:**

The Parks and Recreation Department (Department) administers two resident caretaker agreements in Franceschi and Skofield Parks. Caretakers enter into a one-year lease agreement subject to City Council approval. Lease agreements are renewable annually for up to a total of three years. Historically, caretakers have been permanent City employees working for the Parks and Recreation Department. Caretaker duties may be required as part of normal work hours or as structured overtime. These normal work duties consist of:

1. Opening and closing the park parking lot entrance gates, Monday - Friday.
2. Conducting a daily site walk prior to park closure.
3. Maintaining a log of all time spent on caretaker services.
4. Submitting a monthly log to the Parks Manager for review and approval.

All other park maintenance and management duties are the responsibility of assigned Parks Division and/or Recreation Division employees.

In October, 2014, Charles Christman and James Rumbley were selected as caretakers for Franceschi Park and Skofield Park, respectively for one year from January 1, 2015 through December 31, 2015. Over the past year, both employees have done an excellent job serving as caretakers.

The Department recommends approval of one year renewal rental agreements with Charles Christman and James Rumbley effective January 1, 2016, through December 31, 2016, for caretaker services at Franceschi Park and Skofield Park, respectively.

Copies of the lease agreements are available for public review in the City Clerk's Office.

**BUDGET/FINANCIAL INFORMATION:**

No rent will be received as revenue, as caretaker services are performed in lieu of rent.

**PREPARED BY:** Santos Escobar, Parks Manager

**SUBMITTED BY:** Jill E. Zachary, Acting Parks and Recreation Director

**APPROVED BY:** City Administrator's Office