



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 13, 2016

TO: Mayor and Councilmembers

FROM: Parks Division, Parks and Recreation Department

SUBJECT: Agreements For Franceschi Park, Skofield Park, And Hilda McIntyre Ray 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, 2017, through December 31, 2017;
- B. Authorize the Parks and Recreation Director to execute a Caretaker Rental Agreement for Skofield Park with James Rumbley, commencing January 1, 2017, through December 31, 2017; and
- C. Authorize the Parks and Recreation Director to execute a Caretaker Rental Agreement for Hilda McIntyre Ray Park with Robert Cerda, commencing January 1, 2017, through December 31, 2017.

DISCUSSION:

The Parks and Recreation Department (Department) administers three resident caretaker agreements in Franceschi, Skofield, and Hilda McIntyre Ray 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. The lease agreements govern the specific landlord-tenant relationship that is created between the City and Caretaker. Being selected as a Caretaker is not a promotion nor does it create a different job title for a Department employee.

Historically, caretakers have been permanent City employees working for the Parks and Recreation Department. Because the caretaker position provides a unique opportunity to live in a park environment, the Parks and Recreation Director can replace the Caretaker at the end of the lease agreement with another qualified Department employee in order to offer this experience to others who are willing to perform the essential caretaker functions and abide by the lease agreement.

The process for selecting Caretakers includes an open recruitment for Department employees, the employee's ability to meet eligibility and application requirements, a panel interview and selection of the most qualified applicants. 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.

Franceschi Park and Skofield Park Resident Caretaker Agreements

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. In December 2015, agreements with both employees were renewed for one year through December 2016. Over the past year, both employees have done an excellent job serving as caretakers.

The Department recommends approval of the third and final one-year rental agreement with Charles Christman and James Rumbley effective January 1, 2017, through December 31, 2017, for caretaker services at Franceschi Park and Skofield Park, respectively.

Hilda McIntyre Ray Park Resident Caretaker Agreement

In August 2015, the Department conducted a recruitment to fill the new caretaker position in the Hilda McIntyre Ray House. The recruitment was open to Parks and Recreation Department permanent employees. The Department selected and entered into a rental agreement with Robert Cerda effective January 1, 2016, through December 31, 2016, for caretaker services at Hilda McIntyre Ray Park. Over the past year, Mr. Cerda did an excellent job serving as a caretaker at this park.

The Department recommends approval of a second one-year renewal rental agreement with Robert Cerda effective January 1, 2017, through December 31, 2017, for caretaker services at Hilda McIntyre Ray Park.

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, Parks and Recreation Director

APPROVED BY: City Administrator's Office