



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** December 15, 2015

**TO:** Mayor and Councilmembers

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

**SUBJECT:** Agreement For Hilda McIntyre Ray Park Resident Caretaker

### **RECOMMENDATION:**

That Council authorize the Acting Parks and Recreation Director to execute a Caretaker Rental Agreement for Hilda McIntyre Ray Park with Robert Cerda, commencing on January 1, 2016, through December 31, 2016.

### **DISCUSSION:**

#### **Background**

The Parks and Recreation Department (Department) has historically administered 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 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; and,
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.

#### **Hilda McIntyre Ray House**

On March 13, 1958, Prescott H. Ray conveyed his property, including his home, to the City on the condition that it become a public park for use and enjoyment of members of the public and be known as the Hilda McIntyre Ray Park. On June 21, 1961, a resolution adopted by the Park Commission at their regular meeting, established that a

Park employee live in the house in the park and the employee oversee and inspect the Park area daily.

On June 12, 1995, the Department entered into a Memorandum of Understanding with the Community Development Department of the City of Santa Barbara Housing Rehabilitation Loan Program for a total of \$49,400 to rehabilitate the property and rent it at a restricted rent to a low income household. The loan was paid off at the end of June 2015, therefore the Department's obligation was complete, and the house could be occupied per the deed and resolution.

### **Recruitment for Resident Caretaker**

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 recommends approval of a rental agreement with Robert Cerda effective January 1, 2016, through December 31, 2016, for caretaker services at Hilda McIntyre Ray Park.

A copy of the contract/agreement is 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