



## CITY OF SANTA BARBARA

### PARKS AND RECREATION COMMISSION REPORT

**AGENDA DATE:** December 17, 2014

**TO:** Parks and Recreation Commission

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

**SUBJECT:** Franceschi and Skofield Park Resident Caretakers

**RECOMMENDATION:** That the Commission receive a report regarding the Caretaker agreements for the houses located in Franceschi and Skofield Parks.

#### **DISCUSSION:**

##### Background

Historically, the Parks and Recreation Department (Department) has 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. Caretakers are permanent City employees working for the Parks and Recreation Department. Caretaker duties may be required as part of the 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 and Division and/or Recreation Division employees.

##### Skofield Park

The caretaker residence located on the grounds of Skofield Park became available in December 2012 when the caretaker retired from the City. The house underwent extensive renovations. The house was originally going to be leased out to a private tenant in order to generate revenue. The estimated revenue of \$18,000 for the rental of the house was included in the Department's Fiscal Year 2014-2015 budget approved by City Council in June 2013. In October 2013, the Department was contacted by several

Skofield Park neighbors expressing concerns that the residence was no longer housing a Parks employee. Staff invited neighbors to a meeting where a number of concerns were discussed; including afterhours park use, park maintenance, fire safety, and illegal camping. In December 2013, the Parks and Recreation Commission held a special meeting which provided the opportunity to hear and address concerns related to Skofield Park. Although the Commission recommended that the Department proceed with a private tenant, additional review by the City Attorney revealed that leasing the house for revenue could conflict with the deed for the property.

### Franceschi Park

The caretaker residence located on the grounds of Franceschi Park became available September 2014 when the agreement with the previous caretaker expired.

### Caretaker Agreements Selection and Approval

In October 2014, the Department conducted a recruitment to fill the vacant caretaker residences in Franceschi and Skofield Parks. The recruitment was open to Parks and Recreation Department permanent employees.

On December 9<sup>th</sup>, City Council approved rental agreements effective January 1, 2015, through December 31, 2015, with Charles Christman, Senior Tree Trimmer, Forestry Section, and James Rumbley, Water Resources Specialist, Creeks Division, for caretakers services at Franceschi Park and Skofield Park.

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

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

**APPROVED BY:** Nancy L. Rapp, Parks and Recreation Director