

BOARD OF DIRECTORS
ISLA VISTA RECREATION AND PARK DISTRICT
MEETING AGENDA



ISLA VISTA RECREATION & PARK DISTRICT

Thursday, February 10, 2011

6:00 PM

District Offices

961 Embarcadero Del Mar

Isla Vista, California

Board of Directors

Bruce Murdock
Chairperson

Liz Buda
Vice-Chair

Leif Dreizler
Director

Katie Kasatkina
Director

Roger Lagerquist
Director

General Manager
Jeff Lindgren

District Clerk
Gabriel Bretado

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ANNOUNCE MEETING BEING RECORDED**
4. **ADOPTION OF AGENDA**
5. **PUBLIC INPUT**
 - A. Announcements
 - B. Public Comments/Vox Populi. During Vox Populi, any member of the public may speak on any item within the Board's jurisdiction for no more than three (3) minutes. The Board will not take action on any non-agenda item except as provided by law.
6. **APPROVAL OF BOARD MEETING MINUTES** *pgs1-3*
 - A. January 20, 2011 Special Meeting
7. **BOARD MEMBER AND COMMITTEE REPORTS**
 - A. Representatives
 1. Special Districts Association
 2. IV Community Network
 3. Misc. Update on Activities/Meetings Representing the District
 4. Policy and Ordinance Committee Report and discussion of topics
 5. Finance & Budget Committee Report and discussion of topics
 - B. Future Agenda Item Suggestions

DISCUSSION & ACTION ITEMS

8. **ADMINISTRATIVE UPDATE** *pgs4-15*
Recommendation: Receive and File the presented Administrative Report of District staff activity for February 2011.
9. **CPRS CONFERENCE** *pgs16-17*
Recommendation: Review training budget and consider Board members attendance, if any.
10. **COMMITTEE MEMBER SELECTION** *pgs18-19*
Recommendation: Selection of members of the public to serve on the Finance, Personnel, and Policy and Ordinance Committees through the 1st meeting of 2012.
11. **ANNUAL AUDIT REPORT** *pgs20-25*

Recommendation: Receive and File Annual Audit Report FY 09-10 ending June 30, 2010.

12. **ZERO-BASED MULTI-YEAR BUDGETING** *pgs26-27*

Recommendation: Consider adopting a zero-based consistent multi-year process for managing the District's budget.

13. **WEBSITE OVERSIGHT** *pgs28-29*

Recommendation: Consider applying Board oversight to the District's website.

14. **CLOSED SESSION**

Consider Public Employee Evaluation pursuant to §54957 of the California Government Code. Title: General Manager.

15. **ADJOURNMENT**

Posted, noticed, and delivered in accordance with the Ralph M. Brown Act §54954.1 and §54954.2. In accordance with §54954.2 of the Ralph M. Brown Act and the Americans with Disabilities Act of 1990, a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. Requests must be made to District Clerk Gabriel Bretado at 968-2017 ext. 26, several days prior to the meeting date, to allow sufficient time for appointment of services. In accordance with §54954.5 of the Ralph M. Brown Act the Board of Director Agenda packets are made available on the District web site, www.ivparks.org, 72 hours in advance of each meeting.



District Clerk

February 4, 2011

Date

1. 6:00P THE SPECIAL MEETING OF JANUARY 20, 2011 WAS CALLED TO ORDER BY CHAIRPERSON MURDOCK at the District Offices, 961 Embarcadero Del Mar, Isla Vista, California.

2. WELCOME TO ALL PRESENT: (A ROLL CALL OF BOARD MEMBERS WAS TAKEN) BOARD MEMBERS BUDA, DREIZLER, LAGERQUIST & MURDOCK; STAFF MEMBERS BRETADO, LINDGREN & RIOUX

Director Kasatkina was absent

3. Chairperson Murdock announced that the Board Meeting is being recorded.

4. ADOPT AGENDA

110120-01 MOTION: to adopt the Jan 20, 2011 special meeting agenda as presented.
Buda/Dreizler 4-0-0 unanimous

5. A. ANNOUNCEMENTS-

5. B. VOX POPULI- Ken Warfield thanked the District and Richards's tree service for work in west end of IV

6. BOARD MEETING MINUTES

110120-02 MOTION: To approve the minutes for the Dec 9, 2010 special meeting as presented
Buda/Dreizler 4-0-0 unanimous

V. BOARD COMMITTEE REPORTS

A. Representatives.

1. Special Districts: Director Warfield reported on meeting in Goleta
2. IV Community Network: Director Conn gave an oral report
3. Misc. Update on Activities/Meeting Representing the District: Director Buda announced the SUN Coalition will meet June 3rd
4. Policy and Ordinance: Director Warfield gave report on upcoming agenda item regarding Policy and Ordinance Committee

B. Finance and Budget:

C. Future Agenda Item Suggestions: park ranger program draft, second closed session for GM evaluation, P & O committee item on assessment and special tax, 2011 CPRS Conference

6:03p Director Kasatkina joined meeting

8. ADMINISTRATIVE UPDATE

General Manager Jeff Lindgren gave an oral report on administrative report

9. Consent calendar

110120-03 MOTION: to approve A, C, D, E & F of Consent Calendar
Dreizler/Buda 5-0-0 unanimous

- A. **BOARD MEETING SCHEDULE**
To approve amendments to Policy §5010, which governs the dates and times for Board meetings.
- C. **SECOND AND FINAL READING OF ORDINANCE 2010-003**
To approve Second and final reading of Ordinance No. 2010-003 “AN ORDINANCE OF THE ISLA VISTA RECREATION & PARK DISTRICT REGULATING SMOKING AND THE USE OF TOBACCO PRODUCTS IN RECREATIONAL AREAS”
- D. **AMENDMENT TO POLICY 3010, ILLNESS AND INJURY PREVENTION PROGRAM PER DISTRICT INSURANCE CARRIER RECOMMENDATION**
To Amend Policy 3010-50 to include, “Employees are expected to report all hazards whether corrected or not. No negative actions will be taken against anyone reporting hazards.”
- E. **INSTALLATION DESIGN FOR KIOSK IN PEOPLE’S PARK**
To approve conceptual design for kiosk in People’s Park
- F. **PURCHASE ORDER AND PROFESSIONAL SERVICES CONTRACT FOR DISC GOLF COURSE AND LITTLE ACORN UPGRADE PROJECTS**
To approve Purchase Order and contract for materials and professional services for State Grant projects.

10.FINANCE, PERSONNEL & POLICY AND ORDINANCE COMMITTEE

110120-04 MOTION: to select director Buda & director Lagerquist to serve on the Finance committee until the first meeting in 2012.

Dreizler/Buda 5-0-0 unanimous

110120-05MOTION: To select director Murdock & director Dreizler to serve on the Personnel committee until the first meeting in 2012.

Kasatkina/Buda 5-0-0 unanimous

110120-06 MOTION: To select director Dreizler & director Murdock to serve on the Policy and Ordinance committee until the first meeting in 2012.

Buda/Kasatkina 5-0-0 unanimous

11. SELECTION OF MEMBERS OF PUBLIC FOR PERSONNEL, POLICY & ORDINANCE, AND FINANCE COMMITTEES

110120-07 to appoint Ken Warfield to serve on the Policy and Ordinance Committee until the first meeting of 2012

Dreizler/Lagerquist 5-0-0 unanimous

110120-08 MOTION: To extend the solicitation of public members for the personnel, finance and policy and ordinance committees until Thursday February 10th

Lagerquist/Buda 5-0-0 unanimous

12. GENERAL MANAGER QUARTERLY REPORT

THIS ITEM WAS DISCUSSED

NO ACTION WAS TAKEN

14.A. BUDGET PROCESS POLICY 3020

110120-09 MOTION: to Adopt the proposed Policy §3020 BUDGET PROCESS

3020.10 The General Manager will prepare a preliminary budget and present to the Board by March 30. As reviewed by the finance committee.

3020.15 The preliminary budget will be based on the previous year's budget, adjusted according to expected changes in the District's financial circumstances.

3020.20 A copy of the budget will be posted.

Lagerquist/Buda 5-0-0 unanimous

6:50P CHAIRPERSON MURDOCK CALLED FOR A 10 MINUTE RECESS

7:00P CHAIRPERSON MURDOCK CALLED MEETING BACK TO ORDER

13. QUARTERLY FINANCIAL REPORT

THIS ITEM WAS DISCUSSED

NO ACTION WAS TAKEN

14. ROTATION OF DISTRICT OFFICERS

110120-10 MOTION: to appoint Director Murdock to serve as Chairperson until the first meeting of 2012

Lagerquist/Dreizler 5-0-0 unanimous

110120-11 MOTION: To appoint Director Buda to serve as Vice-Chair until the first meeting of 2012

Dreizler/Kasatkina 5-0-0 unanimous

7:35pm Chairperson Murdock announced meeting will be going into closed session

8:59pm Chairperson Murdock called meeting out of closed session and announced no reportable action was taken.

16. ADJOURNMENT

9:00p Chairperson Murdock adjourned the meeting.



STAFF REPORT

TO: ISLA VISTA RECREATION AND PARK DISTRICT BOARD

FROM: Jeff Lindgren, General Manager

DATE REPORT PREPARED: February 2, 2011

MEETING DATE: February 10, 2011

RE: **STAFF ADMINISTRATIVE UPDATE**

Recommendation:

Receive and comment on the presented administrative report of District staff activity for February 2011.

General Manager Report:

- ***Estero Park Master Plan Implementation*** – All permits have been acquired and the project was advertised for Bid. A pre-bid meeting will be held the morning of Feb 10, 2011, with Bid Opening planned for February 18, 2011. A special meeting will need to be held to award the project to the lowest qualified bidder. This is proposed for Feb 22, 2011 @ Noon. The project includes basketball courts and play-field construction.
- ***Special Districts Meeting*** – On Feb 28, 2011, the General Manager will be the featured speaker at the meeting of the Special District Association in Buelton. The topic will be on how special districts can work together to serve the public better with the IVRPD and Goleta West Sanitary District partnership for funding and implementing Adopt a Block.
- ***Teen Center*** – UCSB has offered to donate and transport a replacement building to the Teen Center. The current building may be beyond its useful life requiring extensive repairs. Few details available at this time but the District would need to accept the new building and funding would need to be identified for site preparation among other associated cost items.
- ***Camino Corto Open Space Habitat Management*** – Tree pruning and general vegetation clean-up the riparian area of Camino Corto is complete. Staff will be removing trash, non-native vegetation, and examining stumps for further cutting in the next two weeks. All work to date was performed by the District Arborist.
- ***AO Park Furniture*** – Staff will be moving the pic-nic tables and benches in AO, Perfect, and Peoples Parks to locations within those parks anticipated to encourage more public use. Tables and benches will be located in areas where they can be better used by parents visiting the AO Park playground with their children and by community members visiting these parks.

- ***Adopt-A-Block*** – Adopt-A-Block staff presented the proposed AAB budget funding request to Goleta West Sanitary District on January 19, 2011. The GWSD Finance Committee received the information enthusiastically.
- ***AO Park Bridge Replacement*** – Staff has received all permits and clearances from Army Corps of Engineers, Department of Fish and Game, and the County of Santa Barbara. Materials have been ordered and construction should start January 2011.
- ***Board Approved Grant Projects*** – In December, the Board approved additional projects to be funded by State money previously appropriated for the AO Bridge Project. Materials are on order and design work is in progress for the Disc Golf course, Little Acorn Park upgrades, and park seating.
- ***County Storm Drain & El Embarcadero Project*** – Construction on the County project to install a storm drain system around the Embarcadero Loop, underground utilities and install sidewalk on El Embarcadero began early December and will continue through April, weather permitting.
- ***Parks Audit*** – Grounds Staff completed the three more park audits where existing conditions, ongoing maintenance activities, significant issues, and opportunities for improvement were documented. The Grounds Staff Audit is a first step in the individual Park Plan process and the update of the District Tree Plan. The following audits are now complete: Trigo-Pasado, Sueno, Camino del Sur Beach Access, Pelican, Camino Pescadero, Window to the Sea, AO, Perfect, Peoples, the Office, Little Acorn, Pardall Gardens, Greek Park, and Children’s Park are now complete.

Grounds:

The Camino Corto Creek tree trimming project has been completed. Santa Barbara Tree Service did a wonderful job making the entire area more attractive and safer for everyone who enjoys the open spaces and vernal pools in that area. We encountered many severe storms during this time which slowed the progress of the work and required the crews assistance in getting his equipment pulled out of areas with our tractor. We met with and updated the biologist, Jackie Worden, during the project at selected intervals. Now that it has been exposed, the crew has begun removal of the many abandoned illegal campsites spotted throughout the creek areas. Over the students Christmas break the main bridge over the pond running east/west through AO was entirely removed. It was then closed off in preparation for the construction of the new bridge. The smaller foot bridge is also being removed at this time. Some of the fencing at the far eastern edge has been removed and when the smaller bridge is removed, some of that fencing will be used to close off the entrances on either side. The crew has now begun the building of the new bridge. The very large support beams were moved across town and are now painted and in place. The new curb cut at the Sueno Orchard was put out to bid and has begun construction. Meetings have taken place and plans looked over regarding the Little Acorn renovation project and work should begin there very soon. We will be installing more earth friendly irrigation materials along with a “smart” controller that will greatly reduce water consumption for the District. Irrigation repairs have been completed on the backflows at both Peoples Park and Window to the Sea. Along with all these ongoing projects, the grounds crew has been covering a great deal of regular park maintenance due to the rains and then a complete shift to spring-like weather. Mowing, weed whipping, edging, and hedging of most the parks have been in full swing. Tree work was also done at Kid’s Trail and Tierra de Fortuna Parks.

Delivery is expected in the next week of the adobe bricks for the installation and upgrading of the Frisbee golf course which will include new tee boxes and additional baskets to complete the 18 hole course at the west end of I.V.

Recreation:

Please see the attached Recreation Fall Quarter Report.

2010-2011 FALL QUARTER REPORT

By Anne E. Aziz, Recreation Coordinator

REGULAR PROGRAMS/ATTENDANCE/HOURS**CHILDREN'S PARK PROGRAM** M – F 3:00 – 6:00 PM (or dark)

During the fall quarter our recreation program provided children with three hours of homework assistance, tutoring, daily sports, arts & craft projects, contests, educational games and a snack. The average daily attendance for fall quarter 2010 was forty-six children.

CULTURAL ENRICHMENT PROGRAM (24)

As part of our Cultural Enrichment Program, twenty-four outings were offered during the fall quarter. These field trips included a country fair, a street carnival, five movies, one spoken word performance, one music performance, two art exhibits, one story telling workshop, one “safe Halloween” event, five comedy shows and six sporting events at UCSB.

HOME DEPOT WOOD WORKSHOPS (3)

In October, November and December, recreation staff escorted an average of twenty-nine children per field trip to the free wood-workshops at Home Depot. Monthly projects included a trivet, a fire station bank, a toy wagon and a helicopter. A total of forty-two unduplicated children participated in this fantastic program during the fall quarter.

HIKING AND EXPLORATION CLUB (9)

Hiking and Exploration Club field trips during the fall quarter included trips to a very scary Halloween house on the mesa, The Teen Center Haunted House, Fortuna Park, Anisq ‘Oyo Park, a Physics Circus at the Goleta Library, UCSB’s “Gorilla Park”, the Teen Center Santa Day, a cooking workshop, and a tour of Holiday Lights in Santa Barbara.

FOOD DISTRIBUTION PROGRAM

The Isla Vista Public Improvement Corporation’s membership with the Santa Barbara County FoodBank allows The District to pick up and distribute food to needy local families. These distributions were made at Children’s Park at least once each month during the fall quarter. Items distributed included bread products, peanut butter, jam, granola bars, cereal, soup, popcorn, assorted canned goods and salvage items, paper products, potatoes, apples, citrus fruit, onions, lettuce, crackers and cookies.

CHILDREN'S ADOPT-A-BLOCK (18)

During October, November and December, recreation staff took children on eighteen Adopt-A-Block field trips. For most of the quarter, the group cleaned the streets of Isla Vista twice each week. On Mondays the group focused on Children’s Park and the 6600 block of Picasso Road and on Fridays the group cleaned Estero Park, The Skate Park and the 6600 block of Sueno Road. Sometimes the group cleaned the 6600 block of Abrego

Road. On the Friday after Halloween the group worked for 1¾ hours, gathering litter and a myriad of cigarette butts in an effort to keep them from being washed into the ocean via local storm drains. Many thanks to IV Drip and Woodstocks for co-sponsoring this program!

HIGH SCHOOL COMMUNITY SERVICE VOLUNTEERS

Three high school students earned community service hours towards their graduation requirement during the fall quarter. In addition to assisting with the after school recreation program at Children's Park, these teens helped escort younger children on several field trips. Many thanks to Areli Martinez, Khoa Nguyen and Jessica Gallegos for their enthusiastic help!

FAMILY FUN AND FITNESS PROGRAM 10/19/10 & 12/7/10

The new Family Fun & Fitness Program, which started in October, provides one-hour of simple, fun activities, silly games, team building exercises, folk dancing, line dancing, improvisational games, relay races and sports, etc. The goals and objectives of the program are to build strong families, to provide healthy recreational activities for Isla Vista families, to encourage exercise and to promote a healthy life style. Participants are also encouraged to walk to and from Isla Vista School. Due to the pouring rain, the attendance at the October meeting was small but the December meeting had a full house.

COLLABORATIVE PROGRAMS

FANTASTIC FRIDAYS 11/5/10, 11/19/10 & 12/3/10

La Escuelita, a student group from UCSB, provided afternoon programming at Children's Park

three times during the fall quarter. These enthusiastic volunteers also helped with weekend field trips to the Home Depot Woodcraft Workshops and the Pardall Carnival. Many thanks to all!

TUTORING AT CHILDREN'S PARK

During the fall quarter UCSB's Family Literacy Program began sending volunteer tutors to The District's afternoon recreation program at Children's Park. In addition to providing tutoring, these UCSB students offer story time, listen attentively to children read, lead educational games, and use flashcards to help children improve their phonics and math skills,.

CONTESTS & SPECIAL EVENTS

RECREATION LEADER CONTESTS

Contests coordinated by our work/study recreation leaders during the fall quarter were a Hula-Hoop relay, a timed obstacle course and a jump rope contest. Kelly Zamora won the Hula-Hoop relay, Cesar Frausto and Jordy Canseco tied for first place in the timed obstacle course, and Rosemary De La Mora won the jump rope contest,

NEWSPRESS HOLIDAY COLORING CONTEST 12/5/10

Numerous children attending the afternoon recreation program at Children's Park created drawings for a coloring contest sponsored by the Santa Barbara Newspress. Brian Zamora, a four-year-old, won an Honorable Mention award in the contest. He will receive a certificate for a free pizza from Rusty's Pizza Parlor.

TURKEY DISTRIBUTION 11/19/10

Because the Isla Vista Public Improvement Corporation is a member of the FoodBank of Santa Barbara County, The District was able to request turkeys to distribute to needy families during the fall quarter. On November 19th, Anne Aziz and Rosita Gonzalez delivered thirty-three frozen turkeys, weighing a total of 462 pounds, to thankful families living in the vicinity of Children's Park. Four \$5 gift cards for Albertsons were also distributed.

COOKING WORKSHOP 12/11/10

In December a dozen kids went to Annie's house for a cooking workshop. The group made pepperoni pizza, gingerbread men and homemade cinnamon rolls. The children especially enjoyed making the pizza dough from scratch—we even ground our own flour from oatmeal! Everyone agreed it was a very fun workshop and several said the pizza was the best they had ever eaten.

ADDITIONAL HOLIDAY FOOD DISTRIBUTION 12/28/10

In addition to the regular monthly food distributions, an additional holiday food distribution was held in December. Due to the rain, the distribution was held in the Community Room at the Self Help Housing apartments on Abrego. Families were notified about the change in location by phone. Items distributed included a wide assortment of items collected during the Food Bank's Food Drive, as well as peanut butter, potatoes, bread, onions, cabbage, apples and roasted almonds.

FIELD TRIPS

MOVIES

During the fall quarter a total of five field trips were made to view films offered through UCSB's Multicultural Center. The following movies were seen: *Little Manila: Filipinos in California's Heartland*; *Autumn Gem: a documentary on Modern China's first Feminist*; *Blacking-up: Hip-Hop's Remix of Race and Identity*; *Six Generations*; and *Our Summer in Tehran*.

PARDALL CARNIVAL 10/2/10

Rosita, four volunteers and Annie took a large group of children to the Pardall Carnival in early October. We were delighted to find that the carnival was even bigger and better than it had been the previous year. The favorite items were the numerous carnival rides, which included a Ferris wheel and a rock climbing wall with three automatic belay systems. Competing at the game booths, all the children were able to win coupons for complimentary ice cream cones at I.V. Drip. Most of the children also received free T-shirts. Everyone thoroughly enjoyed themselves.

PISTOLERA CONCERT 10/15/10

This concert, held at Isla Vista School, was the first of the Viva El Arte series. The enormous band, which could barely fit on the small stage, nearly blasted us out of our seats. Thankfully, the organizers were well prepared and readily furnished ear plugs to whoever wanted them. The Viva El Arte project is funded by The James Irvine Foundation, the National Endowment for the Arts, the Hutton Foundation, Montecito Bank and Trust, the UCSB office of Academic Preparation, The Marjorie Luke Theater's Dreier Family and the Santa Barbara County Arts Commission and is co-presented by the

Majorie Luke Theater, the Guadalupe Arts & Education Center, Isla Vista Youth Projects and UCSB Arts & Lectures in collaboration with the Isla Vista After School Grant.

STORY TELLING WORKSHOP 10/23/10

In October the Multicultural Center hosted, “Tell Me a Story! The craft of Storytelling for all Ages.” This interactive workshop was lead by Joseph Velasco, a very talented, internationally known performer. Everyone enjoyed the animated stories and most of the children participated in the small group performances on stage during the second half of the workshop.

IMPROVABILITY 10/1, 10/8, 10/22, 11/5 & 11/19/10

The children thoroughly enjoyed the wild and crazy comedy shows performed by UCSB students at Embarcadero Hall on Friday nights. Many thanks to I.V. Live for sponsoring these fantastic field trips!

I.V. FOOD CO-OP COUNTRY FAIR 10/23/10

In October excited children hurried to Seville road to participate in the Country Fair hosted by the Isla Vista Food Co-op. Activities included coloring, making personalized buttons, bobbing for apples, face painting, a petting corral, viewing live bees in a glass-sided observation hive, tasting samples of honey, fresh baked goods, healthy chocolate and cheeses, listening to live country music and a chili eating contest followed a little later by a tofu hotdog eating contest.

TRICK OR TRUNK 10/28/10

The Lambda Theta Alpha sorority coordinated a free “Safe Halloween” event for children at Estero Park on October 28th. Recreation staff brought a group of children who received candy from decorated open car trucks which were lined up along the sidewalk in front of the Teen Center. Other activities included face painting, a bounce house, game booths and arts and craft projects.

ART EXHIBIT 10/6/10

The theme of this quarter’s art exhibit at UCSB’s Multicultural Center was titled “No Human Being is Illegal! Posters on the Myths and Realities of the Immigrant Experience.” The impressive variety of posters portrayed the human side of immigration. For example, one poster written from the Native American perspective stated that Europeans had crossed their borders without permission, brought diseases, made no attempt to learn their language, refused to assimilate and wasted their country’s resources.

FIGHTING BACK POSTER EXHIBIT 10/17/10

All the winning posters for the Kids Fight Drugs Poster Contest were on display at the Santa Barbara Court House in October. We have so many amazing young artists in our community! After viewing all the art work, all the children agreed that judging the contest would be a very difficult task.

HAUNTED HOUSE 10/28/10

Although all the children were very excited about visiting the haunted house located at the Isla Vista Teen Center, many changed their minds once we arrived. Fortunately for those too frightened to confront the spooks and ghouls hidden within the foreboding darkness of the building, a UCSB student group had organized a mini-carnival on the

front lawn. The younger children amused themselves playing games, making crafts and having their faces painted in the waning daylight, while their braver older siblings explored the secluded realms of the ominous inner chambers of the center.

GAUCHO GAMES 10/2/10, 10/23/10, 11/12, 12/1, 12/21/10 & 12/28/10

Recreation staff took children on field trips to six Gaucho games during the fall quarter. The sporting excursions included one men's soccer game, two women's volleyball games and three men's basketball games. Go Gauchos!

THE HIJABI MONOLOGUE 11/8/10

For this performance at the UCSB Multicultural Center, American Muslim women took turns telling stories of their experiences of how people have interacted with them when they were wearing their hijabi. (A hijabi is the head covering worn by Muslim women.) Others told stories of their experiences trying to find private places to pray at dusk while taking part in normal American activities such as attending a football game, or of relationships with Muslim men, which had universal themes pertaining to all couples in love.

PHYSICS CIRCUS 11/16/10

The Goleta library hosted a physics circus presented by UCSB students from the Physics Department. The presentation included demonstrations on inertia, air pressure, electromagnetism and liquid nitrogen.

SANTA AND MORE 12/18/10

The Teen Center's "Santa Day" was very well attended despite the rainy weather. The numerous craft projects included painting stained-glass type Christmas ornaments, decorating cookies and gingerbread men, constructing marshmallow snow men with pretzel hands, garnishing felt Christmas stockings, creating Christmas trees by spreading green frosting on inverted ice cream cones and then adding candy, and crafting glittery holiday greeting cards. Santa distributed gifts to all the children. Everyone thoroughly enjoyed themselves.

AWARD PRESENTATION

KID'S FIGHT DRUGS AWARD CEREMONY 10/17/10

On October 17, 2010 The District's fourteen winners of the Kid's Fight Drugs Poster Contest were honored in a ceremony at the Santa Barbara Court House in the Mural Room, which was filled to capacity. Afterwards the six District prize winners selected to appear on the 2011 calendar had their photos taken for the publication of 20,000 calendars by the Santa Barbara Counsel on Alcoholism and Drug Abuse.

PROJECTS

I.V. COMMUNITY NETWORK

The District continues to take an active role in this collaborative of local agencies dedicated to assisting families in Isla Vista. The group's primary focus is on community events, community assistance and public safety. The District provided lunch for the group at the December 14th meeting.

ISLA VISTA COMMUNITY COLLABORATIVE

The Isla Vista Youth Projects is spearheading a community collaborative school-readiness project through a grant funded by the Santa Barbara Foundation, First 5 of Santa Barbara County, the Hutton Foundation, the Orfalea Foundation and the James S. Bower Foundation. Funding for one year has been provided to complete an assessment on what children and families in our community need to succeed. If the funders like the plan, a two to ten-year program grant will be provided. Collaborative partners include, The Isla Vista Youth Projects, Isla Vista School, UCSB, The Santa Barbara Neighborhood Clinics, The Sheriff's Department, The Isla Vista Recreation & Park District, Partners for Fit Youth, The Isla Vista Teen Center, Health Linkages, Welcome Every Baby, Catholic Charities, and the 3rd District County Supervisor.

The following is the Project Abstract:

“The Isla Vista Community Collaborative will develop a plan to achieve a comprehensive, coordinated and integrated system of care and learning for Isla Vista children inclusive of our community, neighborhood and families. The community to be served is the attendance boundaries for Isla Vista Elementary School (approximately 80 kindergartners) of whom 50% are English Language Learners and 70% qualify for free / reduced meals. Due to lack of services, Isla Vista has a long-standing tradition of collaboration, and the community is ready to plan for, and implement, demonstrable change. A broad based coalition of community- and campus-based groups already meet monthly and are fully committed to this planning process. Isla Vista Youth Projects will provide leadership and project coordination. UCSB Graduate School of Education Special Education, Disability & Risk Studies program emphasis and the Department of Counseling, Clinical & School Psychology Department will subcontract to provide expertise in assessment and intervention to address learning and reading disabilities as well as provide a graduate research student to assess children, enter and analyze data, and work with the collaborative to develop strategic and implementation plans. Focus groups will be held with community partners to gather data, and parents will be trained to survey their peers door-to-door. Active involvement and participation of community parents and groups will strengthen commitment to the community collaborative as each voice will be heard, valued and appreciated. We envision a community where all children 0-5 are healthy, safe and thriving, have a strong foundation for learning, and live in families and a community that support their school readiness.”

REC. STAFF SAFETY MEETINGS

Several Recreation Staff Safety Meetings were held during the fall quarter. October topics included orientation for new recreation leaders, a review of the Recreation Staff Handbook, dress code information, emergency procedures, administering first aid, using the fire extinguisher and dealing with children who present behavior problems. The November meeting covered information on Blood Borne Pathogens and Hazardous Materials. The topic for December's meetings was Back Safety and Proper Lifting Techniques.

COMMUNITY TUTORING COLLABORATIVE

The Recreation Coordinator met with representatives from the Teen Center, Isla Vista Youth Projects and UCSB's Associated Students to assess unmet homework assistance needs and coordinate efforts to make tutoring services available to all children in Isla

Vista. The new collaborative tutoring program at Children’s Park was developed as a result of this group.

IVCRC FUNDING FOR THE FAMILY FUN & FITNESS PROGRAM

In November The Recreation Coordinator applied for funding from the Isla Vista Community Relations Committee for the Family Fun & Fitness Program. The IVCRC voted to support the program and agreed to the fund The District’s entire request of \$862.50. Many thanks to the IVCRC!

PARTNERS FOR FIT YOUTH

Several community partners have been meeting to assist in the development of a County Public Health Obesity Prevention Plan. Recent Body Mass Index (BMI) measurements of local preschool children indicated that 43.5% are overweight or obese. In order to address this health problem, Partners for Fit Youth is utilizing an Obesity Prevention Survey to assess knowledge and gather information on preventative measures currently being practiced by families in the community. After using the information gathered to assess the needs of local families, educational programs for parents will be offered.

SB COUNTY’S RESOURCE GUIDE

To promote healthy weights for children and families, CenCal Health, in partnership with the Public Health Department, Sansum Diabetes Research Institute, and the Diabetes Resource Center, developed a resource guide which outlines community resources available to local residents. Recreation programs provided by the Isla Vista Recreation and Park District are included in the resource guide, which will be distributed by health care professionals.

STAFF

In October, four new work/study recreation leaders were hired. As a result, the Recreation Coordinator and Recreation Specialist spent considerable time training new staff to run the afternoon Recreation Program at Children’s Park.

SUMMARY

During the fall quarter The District’s Recreation Division worked on ten programs, four contests, three special events, and seven projects. The following field trips were made: Adopt-A-Block (18), Home Depot Workshops (3), Hiking & Exploration Club (9), Cultural Enrichment (24), and an Award presentation (1). These fifty-four excursions added to the seventy-one made during the summer quarter, make a total of 125 field trips during the first six months of the 2010-2011 fiscal year.

Priority	Project	Status	Completion Date
1.	Camino Corto HMP (GM Objectives)	Work completed week of 1/31/11	Complete
2.	Camino Corto Vehicle Warning Signs (Deferred Project from 2009)	Work completed week of 1/24/11	Complete

Priority	Project	Status	Completion Date
3.	Complete the permitting of the AO park bridges demolition and replacement (GM Objectives)	Permitting completed. Construction underway with completion date of 3/31/11	Complete
4.	AO Park Restroom upgrades (Work Program)	Central Service and Supply providing plumbing work. All four are functional w/ North side on manual pending sensor tests.	Complete
5.	Curb Cut in Sueno Orchard (Work Program)	Work completed 1/1/11	Complete
6.	Project Development for re-Programming Anisq'Oyo' Bridge Replacement Block Grant Funds (Unanticipated)	Board selected Little Acorn Park, Disc Golf Course and seating. Staff submitted grant applications and projects underway.	Complete
7.	Inventory of play equipment, benches, picnic tables, water meters, electric meters, and trash cans (GM Objectives)	Necessary to institute a system of monitoring the allocation of resources for parks maintenance.	Complete
8.	Repair of Madrid Road Stub (Unanticipated)	Worst damaged sections patched for safety. Negotiated for work to be completed by others.	Complete
9.	Basketball Courts at Estero Park (Grant Funded Projects)	Project is out to Bid	3/31/11
10.	Playfield at Estero Park (Grant Funded Projects)	Project is out to Bid	5/30/11
11.	Estero Park Community Garden Fence (Work Program)	The fence is to be replaced as part of the Estero Park playfield project.	5/15/11
12.	Anisq'Oyo' Park Bridge Replacement (Grant Funded Projects)	Construction is underway.	3/31/11
13.	Little Acorn Park Electrical (Work Program)	Grant reprogramming project for Little Acorn incorporates this project	3/31/11
14.	Little Acorn Upgrades (Grant Funded Projects)	Demo and construction expected to begin 2/14	3/31/11
15.	Disc Golf Course (Grant Funded Projects)	Materials arriving week of 2/7 with construction to begin immediately	3/31/11
16.	Park Seating (Grant Funded Projects)	Add seating near playgrounds.	3/31/11
17.	Study staffing (GM Objectives)	Preliminary staffing recommendation under development.	3/31/11

Priority	Project	Status	Completion Date
18.	Institute a system of monitoring the allocation of resources and the effectiveness of park maintenance services (GM Objectives)	Individual Park Audits are on-going as part of the allocation of resources. Ten park audits remain and this information will be combined with previous data to detail park maintenance utilization.	6/30/11
19.	Reestablish the partnership for funding Adopt-A-Block (GM Objectives)	Budget presented to GWSD and conversation continue with County and UCSB.	6/30/11
20.	Address the health, safety and enforcement issues that currently exist, with an emphasis on AO Park and open spaces (GM Objectives)	Pruning and clean-up work in Perfect and AO complete. Job description for Ranger position complete with intent to have Ranger on staff early 4/11. Project for Spring may include physical changes to AO, Perfect, Peoples	4/15/11
21.	District Ranger Program (Work Program)	Job Description complete and ready to advertise. Anticipate Ranger on payroll early 4/11	4/15/11
22.	Work with the Policy and Ordinance Committee to make necessary updates and changes (GM Objectives)	Park Rental changes being mapped, Policy Section 5060 and Budget process revised, No Smoking Ordinance approved by Board, Policy Manual clean-up to be reviewed.	9/30/11
23.	Complete individual park plans (GM Objectives)	Individual park audits are underway. No funding designated for park plans in FY 2010-2011. Seek Board funding for FY 2011-2012	9/30/12
24.	Update District tree plan (GM Objectives)	District Tree Plan will be an outcome of the Individual Park Plans. No Funding for current FY.	12/30/12
25.	Anisq'Oyo' Park Master Plan \$30,770 is available to complete the plan. (Work Program)	Some planning work complete but RDA funding now in question. Alternative improvement project being explored that could include physical improvements this Spring.	8/30/11
26.	Make significant progress in advancing the design, engineering, and permitting of the Skate Park; prepare a development plan (GM Objectives)	Ongoing work with fund raising plan drafted, fund raisers planned and completed, applications for funding submitted. Milestone is to raise is \$20,000 for refining design and 3D Model. No funding committed in current FY budget.	1/15/2012
27.	Greek Park Improvements Funding and Design (Work Program)	Working with campus groups and Greeks for funding	1/30/2012
28.	Surfacing Materials \$10,000 for decomposed granite to be used in	Fibar install complete. Little Acorn project will be test for DG install. Pelican Park and AO	6/30/11

Priority	Project	Status	Completion Date
	pathways and Fibar material for playgrounds (Work Program)	are priority for repairs.	
29.	Vernal Pool Signs (Grant Funded Projects)	Six are installed, two are ready for install and three more in production. On-hold until grant projects completed.	6/15/11
30.	99-01 Reassessment Project (Unanticipated)	Counsel reviewing ability to make corrections.	6/30/12
31.	UCSB Long Range Development Plan Negotiations (Unanticipated)	Mitigations presented to UCSB. Planning follow up meeting to discuss impacts	4/30/11
32.	Fortuna - Private Property Encroachments (Unanticipated)	Requires study with surveyor and County. Planned Spring project following completion of grant projects.	5/30/11
33.	Kids Trail Park Encroachment (Unanticipated)	Grounds staff to establish fence and boundary along trail. Planned Spring project after completion of grant projects.	4/30/11
34.	Park Sign Rehabilitation (Unanticipated)	Grounds project on-going as time allows	6/30/11
35.	COB Benches \$1,500 for a COB bench project in the District (Work Program)	A cob bench feature could be incorporated into the disc golf course expansion.	6/30/11



STAFF REPORT

TO: ISLA VISTA RECREATION AND PARK DISTRICT BOARD

FROM: Gabe Bretado, District Clerk

DATE REPORT PREPARED: February 2, 2011

MEETING DATE: February 10, 2011

RE: 2011 CPRS ANNUAL CONFERENCE

Recommendation:

Consider the attendance of Directors who choose to go to the 2011 California Parks and Recreation Society (CPRS)

Executive Summary:

This item is on the agenda so the board may select Directors attend the CPRS annual conference per policy 4090 TRAINING, EDUCATION AND CONFERENCE

Discussion:

The City of Sacramento will host the 63rd Annual California Park & Recreation Society Conference, March 8-11, 2011. The annual conference offers educational sessions, networking opportunities and the nation's second largest park and recreation Expo. Per IVRPD Policy §4090.30, Training, Education and Conference, attendance by Directors shall be approved by the Board of Directors prior to incurring any reimbursable costs. Last year the board approved three directors attend the CPRS Conference in March then again approved three directors attend the California Special District Association (CSDA) Conference in September.

Fiscal Impact:

The budgeted amount in LIAcct 7653 for Training Fees & Supplies is \$8,000.00, currently the year to date amount is \$4,544.51. The budgeted amount in LIAcct 7730 for Transportation & Travel is \$6,490.00, currently the year to date amount is \$5,742.54. The anticipated fiscal impact is as follows: The cost for each Director to attend the Conference is approximately \$1,300. The costs breakdown is listed below.

- Conference registration is \$459.00 per Director
- Room Rate: \$172-\$217 per night
- Meals: Total for 4 days = \$264.00 (at County Per Diem Rate of \$66.00 per day minus the meals supplied at the conference)
- Mileage: 800 miles round trip from the office to the hotel = \$400.00 (at County Mileage Rate of \$0.51 per mile)



STAFF REPORT

TO: ISLA VISTA RECREATION AND PARK DISTRICT BOARD

FROM: Gabe Bretado, District Clerk

DATE REPORT PREPARED: February 2, 2011

MEETING DATE: February 10, 2011

RE: SELECTION OF MEMBERS OF PUBLIC FOR PERSONNEL, FINANCE, AND POLICY & ORDINANCE COMMITTEES.

Recommendation:

Select members of the public to serve on the Finance, Personnel, and Policy & Ordinance Committees through the first meeting of 2012.

Executive Summary:

This item is on the agenda so the Board may select public members to serve on the District standing committees per District Policies §4060 Committees of the Board of Directors & §4065 Committee Selection Policy.

Discussion:

Each year, the Board of Directors designates members of the public to serve on the Finance, Personnel, and Policy & Ordinance committees. The Board appoints Directors to serve on each committee of the District beginning in January and the appointment lasts until January of the following year. A total of two Board members and up to three public members may be appointed to each committee. Applications received will be distributed at the meeting. This item was on the January 20th agenda, because of the lack of applicants, the board chose to re-advertise and bring back for selection. Notices were placed at all District parks and notices were published on Jan 26th and again on Feb 2nd in the Daily Nexus. Notice of committee openings were also published in the SB News Press on 01/07/11 and again on 01/14/11. The deadline for submittal of request was Feb 10th, 2011 at 5pm.

Sections from District Policy §4065 clarify the selection of Public members as follows:

4065.10 Applications shall be received for at least three weeks. The application deadline and the length of term shall be included in all advertising.

4065.20 Openings for District committees shall be advertised in two local papers appropriate to our audience for one day a week for two consecutive weeks. The openings shall also be posted on the District Bulletin Board for two weeks.

4065.50 Committee members shall be selected at a regular meeting of the Board, no longer than one regular meeting cycle after the deadline for receipt of applications. The Board reserves the right to reject all applicants and determine a new deadline for applications when committee member selection is discussed (See Policy 5010.10).

Fiscal Impact:

There are no fiscal impacts associated with appointment of members of the public to serve on the committees. Advertisements for public members to apply to serve on District committees pursuant to District policy were approximately \$168 for noticing of all three committees. The costs associated with committee meetings are included in the adopted budget.



STAFF REPORT

TO: ISLA VISTA RECREATION AND PARK DISTRICT BOARD

FROM: Luke Rioux, Bookkeeper

DATE REPORT PREPARED: February 2, 2011

MEETING DATE: February 10, 2011

RE: ANNUAL REPORT FOR FY 2009-10 ENDED JUNE 30, 2010

Recommendation:

Receive and File Annual Audit Report for FY 09-10 ending June 30, 2010

Executive Summary:

Staff recommends the Board of Directors receive and file annual audit report and attached management letter for the fiscal year ended June 30, 2010.

Discussion:

The annual report serves the public by providing information on how the District has been performing and operating. It also gives public assurance that the District has been in conformity with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).

The District's annual report consists of an independent auditor's report, basic financial statements and management's discussion and analysis (MD&A). The audit was conducted by Bartlett, Pringle, & Wolf, LLP., whom have audited the accompanying basic financial statements of the governmental activities and each major fund of the District as of and for the year ended June 30, 2010. The information identified as MD&A is not a required part of the basic financial statements, but is supplementary information required by GASB, that are the responsibility of management, unaudited.

The management letter attached is to inform the District of the auditor's recommendations for more efficient operations.

Fiscal Impact:

Preparation of the 2009/2010 financial audit cost the District \$15,000. The funds are currently allocated in the 2010/2011 fiscal year and paid out of the 4410 General Fund and 4420 Special Revenue Fund.

DRAFT

January 28, 2011

Board of Directors
Isla Vista Recreation and Park District
961 Embarcadero Del Mar
Isla Vista, California 93117

Ladies and Gentlemen:

In planning and performing our audit of the financial statements of the Isla Vista Recreation and Park District (the District) for the year ended June 30, 2010, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that we consider to be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies, and other deficiencies that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Prior Year Comments

The following comments appeared in our prior year letter to you dated January 28, 2010.

Material Weaknesses

Maintenance of Capital Asset Listing

The District should maintain capital asset records which should be reconciled to the general ledger. The records should include the following information:

- Description of the asset
- Cost, voucher number and vendor name
- Date placed in service
- Estimated useful life
- Depreciation method
- Depreciation expense and accumulated depreciation for the year
- Date asset retired and selling price, if applicable

Property and equipment records are not maintained on a regular basis, resulting in several significant adjustments being made during the audit to properly record the property and equipment balances. Additions to property and equipment and construction in progress were not capitalized to the proper balance sheet accounts throughout the year. We recommend that purchases of property and equipment or construction in progress be tracked and capitalized throughout the year, and that a listing of additions be periodically reconciled to the general ledger.

Current Status:

During the current year audit, we noted that the capital asset recordkeeping procedures had not changed from the prior year. The District elected to utilize Bartlett, Pringle & Wolf to assist with the maintenance of the fixed asset listing.

Controls Over Financial Statement Preparation

The District currently does not have controls in place to ensure that the audited financial statements are prepared in accordance with generally accepted accounting principles (GAAP). Preparing financial statements in accordance with GAAP includes the selection and application of appropriate accounting principles, as well as the preparation and inclusion of all required disclosures. Additionally, Governmental Accounting Standards Board Statement Number 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments" requires the preparation of government-wide financial statements, prepared using the economic resources measurement focus and the accrual basis of accounting, in addition to fund financial statements prepared using the modified accrual basis of accounting. Presently, the

District does not prepare the reconciling entries necessary to prepare government-wide financial statements in accordance with generally accepted accounting principals.

It is our understanding that management and the Board of Directors have decided to utilize Bartlett Pringle and Wolf, LLP for this function after evaluating relevant costs and benefits.

Current Status:

During the current year audit, the District continued to utilize Bartlett, Pringle & Wolf, LLP to assist with the financial statement preparation.

Significant Deficiencies

Journal Entry Approval

Journal entries are not reviewed for accuracy and propriety by someone other than the preparer. To prevent possible misstatement, all entries should be reviewed and approved to ensure accurate recording and reporting of financial information.

Current Status:

During the current year audit, we noted that procedures were put in place to have journal entries reviewed and approved by someone other than the preparer.

Missing Supporting Documentation

During our testing of expenses paid by credit card, we noted instances in which receipts and supporting documentation for credit card purchases could not be located. We recommend that all credit card purchases be support by documentation.

Current Status:

During the current year audit, we again noted instances in which receipts and supporting documentation for credit card purchases could not be located.

Account Reconciliation and Review

During our testing we noted certain instances where amounts on the general ledger could not be adequately supported without significant time spent investigating the transactions. The District should perform regular reviews and reconciliations in order to ensure the accuracy of the accounting data and financial information that comprise the interim financial statements.

Current Status:

During the current year audit, we noted additional instances in which amounts on the general ledger could not be adequately supported without significant time spent investigating the transactions.

Accrued Expenses

During our audit, we noted that accruals were not being made for all expenses incurred during the year but not paid prior to year end. We recommend that accruals be made to record the expense when the underlying transactions take place, regardless of when the actual cash payment is made. Such accruals noted during the current year included accounts payable transactions, vacation and sick pay accruals.

Current Status:

During the current year audit, we noted that accrual entries were still not being made for all expenses incurred during the year but not paid prior to year end. The District elected to utilize Bartlett, Pringle & Wolf, LLP to assist with year-end accrual entries.

Control Deficiencies

Accounting Policies and Procedures Manual

We recommend that the District develop a comprehensive accounting policies and procedures manual. In the process of developing the manual, we recommend a comprehensive review of the existing accounting system be made, offering management the opportunity to eliminate or improve procedures and thereby create a more efficient and effective system.

Current Status:

During the current year audit, we noted that an accounting policies and procedures manual had not been implemented.

Conclusion

This communication is intended solely for the information and use of the Board of Directors, management, and others within the District, and is not intended to be and should not be used by anyone other than these specified parties. This letter does not affect our report dated January 28, 2011 on the financial statements of Isla Vista Recreation and Park District.

Board of Directors
Isla Vista Recreation and Park District
January 28, 2011
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DRAFT

We will review the status of these comments during our next audit engagement. We would be pleased to discuss these matters in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

We would like to express our appreciation of the cooperation extended to us by the District's staff during the course of our audit work. If you have any questions regarding the above issue, do not hesitate to call.

Very truly yours,

BARTLETT, PRINGLE & WOLF, LLP
Certified Public Accountants and Consultants



STAFF REPORT

TO: ISLA VISTA RECREATION AND PARK DISTRICT BOARD

FROM: Jeff Lindgren, General Manager

DATE REPORT PREPARED: February 4, 2011

MEETING DATE: February 10, 2011

RE: ZERO-BASED BUDGETING AND CONSISTENCY ACROSS FISCAL YEARS

Recommendation:

Consider zero-based budgeting as the method for budget development and establishing a consistent method and format for presentation of the budget across fiscal years.

Executive Summary:

This item is on the agenda so the Board may consider adoption of zero-based budgeting as the guiding methodology for developing the plan of intended revenues and expenditures for the District known as the annual operating budget. The Board should also consider creating the format in which the annual budget will be presented with the goal of establishing a consistent format to be used across fiscal years. A consistent format will allow for better analysis of revenues and expenditures across time, including the identification of important trends.

Discussion:

In the past, the District budget has been developed primarily using traditional incremental budgeting in which increases over the previous year budget are justified while the amounts that have already been spent are automatically authorized. This is not always the case as budgets for new projects, by necessity, have been developed based on the anticipated actual costs. In addition, District budgets have not been consistent across the years in format or line item account numbers making it difficult to compare revenue and expenditures across time.

Zero-based Budgeting

Zero-based budgeting is a technique of planning and decision-making where every budget line item is reviewed comprehensively and all expenditures are approved, rather than only the incremental increase to the existing budget. No reference is made to the previous level of expenditure for each line item. Zero-based budgeting requires each budget request be justified in complete detail starting from zero. The zero-base process is indifferent to whether the total budget is increasing or decreasing.

The advantages and disadvantages of Zero-based budgeting are indicated in the table below:

Advantages	Disadvantages
Efficient allocation of resources, as it is based on needs and benefits	Difficult to define decision units and decision packages, as it is time-consuming and exhaustive
Drives managers to find cost effective ways to improve operations	Forced to justify every detail related to expenditure. Functional areas with specific inputs and outputs are most successfully measured.
Control budget inflation	Staff training is critical to successful Zero-based budgeting as it must be clearly understood by supervisors at various levels to be successfully implemented
Helps identify areas of wasteful expenditure	Difficult to administer and communicate the budgeting process because more managers are involved in the process
Identifies and eliminates wasteful operations	Managers must be reliable and information uniform.

Zero-based budgeting can lower costs by avoiding blanket increases or decreases to a prior period's budget. It is, however, a time-consuming process that takes much longer than traditional, cost-based budgeting. The practice also is most useful for direct output types of budgeting like manufacturing where contributions from line items are most easily justified.

For District purposes it may be best to phase in Zero-based budgeting over a two year period while staff and the Board have a chance to evaluate specific line items or programs. Conceptually, Zero-based budgeting is a systematic and logical approach to allocating limited resources where they will do the most good. However, it is a very time consuming process.

Another option would be to consider a modified Zero-based budget development process. Modified Zero-based budgeting can minimize the extensive effort devoted to documenting expenses that are readily accepted as necessary by starting at a base that is higher than zero. An appropriate starting point could be 75 or 80 percent of current spending levels. High priority requests above this level could be identified to restore part of budget. Desirable new programs could also be considered for funding. As a result, the Board might be presented the choice of reducing some current operations in favor of adoption of a new program – the new program funded with savings from the reduction in another program.

Consistent Budgeting from FY to FY

The Finance Committee will be reviewing and making recommendations on a updated budget format that the Board can consider for use on a year to year basis. The goal will be to use the same or similar format with the same line item numbers for comparison purposes.

Fiscal Impact:

The cost for budget development is anticipated in staff time for the current the current FY 2010-11 budget.



STAFF REPORT

TO: ISLA VISTA RECREATION AND PARK DISTRICT BOARD

FROM: Jeff Lindgren, General Manager

DATE REPORT PREPARED: February 3, 2011

MEETING DATE: February 10, 2011

RE: DISTRICT WEB PRESENCE OVERSIGHT

Recommendation:

Consider development of a policy for oversight of District web presence.

Executive Summary:

This item is on the agenda at the request of the Chair so the Board may consider development of policy for establishing Board oversight for the District website, establish content guidelines and establish a budget for maintenance. The Board can either choose to make policy during this hearing or refer items to Policy and Ordinance Committee

Discussion:

District staff currently maintain a web sites for general District information, www.ivparks.org, a site for the promotion and fund raising of the skate park, www.ivskatepark.org, and a link from the District home page to an Adopt-a-Block (AAB) page. The District web page is maintained by a web-master employed by the District through the work-study program with UCSB.

Web site hosting costs \$20 per month for the District site and \$6 per month for the skate park site. The web-master is a work-study position in the current FY budget. The work study web master works 130 hours for the District with half of the wage paid by UCSB. District cost to date for the work study web master are \$400 with a maximum of \$1000 for this school year. In the past, the District has retained the web master beyond the 130 hour mark by hiring the experienced individual as Casual Labor at \$15 per hour. The typical market rate for a web master is \$25 to \$45/hour.

The District also maintains a LinkedIn page for the District and a Facebook page for both the District and the skate park as a means of communicating meetings and events segments of the Isla Vista Community. AAB staff maintain a Facebook page to promote their events and raise funds to support volunteer activities.

District staff make minor changes to the site like posting agendas and updating e-mail addresses while the web master focuses on structural changes to the web site. District staff submit information to be posted on the web site for approval by the General Manager. The General Manager has primary responsibility for the LinkedIn and Facebook.

This year, for the first time, the proposed AAB budget for FY 2011-12 includes a line item to cover AAB pro-rated share of the District IT/Web overhead costs.

Fiscal Impact:

The cost for web hosting and the web master are included in the current FY 2010-11 budget.