

BOARD OF DIRECTORS  
ISLA VISTA RECREATION AND PARK DISTRICT  
SPECIAL MEETING AGENDA



ISLA VISTA RECREATION & PARK DISTRICT

Wednesday, March 30, 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**
  - A. February 10, 2011 Regular Meeting *pgs 1-2*
  - B. February 23, 2011 Special Meeting *pgs 3*
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
8. **CONSENT CALENDAR**
  - A. **CONSIDER AMENDMENTS TO DISTRICT POLICY**

Recommendation: Consider approval of amendments to the following District Policies 1000, 1010, 1020 & 1040 *pgs 4-5*

**DISCUSSION & ACTION ITEMS**

9. **ADMINISTRATIVE UPDATE**

Recommendation: Receive and File the presented Administrative Report of District staff activity for March 2011. *pgs 6-10*
10. **FINANCE COMMITTEE MEMBER SELECTION**

Recommendation: Selection of members of the public to serve on the Finance Committee through the 1<sup>st</sup> meeting of 2012. *pgs 11-12*

11. **PRELIMINARY BUDGET & WORK PROGRAM** *pgs 13-18*  
Recommendation: Adopt the Preliminary Budget and Work Program for FY 2011-12
12. **POLICY FOR OVERSIGHT OF DISTRICT WEBSITE** *pgs19-22*  
Recommendation: Consider adopting policy for Board oversight of District website.
13. **SELECTION PROCESS FOR DISTRICT COUNSEL** *pgs23*  
Recommendation: Consider beginning selection process for District Counsel
14. **APPOINT REPRESENTATIVE FOR CALIFORNIA SPECIAL DISTRICT ASSOCIATION SANTA BARBARA CHAPTER** *pgs24*  
Recommendation: Select Director to represent IVRPD in California Special Districts Association's local Santa Barbara chapter.
15. **FUTURE USE OF PERFECT PARK PARKING LOT** *pgs25-26*  
Recommendation: Direct the GM to enter into an agreement with the County of Santa Barbara or Redevelopment Agency for short-term use of the parking lot and establish guidelines for future use.
16. **COMPLETE DISTRICT MINUTE LOG FOR ALL YEARS AND POST ON DISTRICT WEB SITE** *pgs27*  
Recommendation: Consider direction the GM to have staff complete the Minute Log and Post on the District web site.

17. **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](http://www.ivparks.org), 72 hours in advance of each meeting.



District Clerk

March 25, 2011

Date

**1. 6:00P THE REGULAR MEETING OF FEBRUARY 10, 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 DREIZLER, KASATKINA, LAGERQUIST & MURDOCK; STAFF MEMBERS BRETADO, LINDGREN & RIOUX

Director Buda was absent

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

**4. ADOPT AGENDA**

110210-01 MOTION: to adopt the Feb 10, 2011 regular meeting agenda as presented.

Dreizler/Kasatkina

4-0-0 unanimous

**5. A. ANNOUNCEMENTS-** Craig Geyer announced the special districts meeting on 2/28 in Buellton will feature District GM will be speaker, Director Lagerquist announced SLOTH's criminal sentence

**5. B. VOX POPULI-**

**11. ANNUAL AUDIT REPORT**

This item was discussed

\*No action was taken

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

110210-02 to appoint Craig Geyer to serve on the Policy and Ordinance Committee until the first meeting of 2012

Dreizler/Lagerquist

4-0-0 unanimous

**7:10p Chairperson Murdock called for a 5 min recess**

**7:15p Chairperson Murdock called meeting back to order**

**6. BOARD MEETING MINUTES**

110210-03 MOTION: To approve the minutes for the Jan 20, 2011 special meeting as presented

Kasatkina/Dreizler

4-0-0 unanimous

**V. BOARD COMMITTEE REPORTS**

A. Representatives.

1. Special Districts: no report
2. IV Community Network: no report
3. Misc. Update on Activities/Meeting Representing the District: no report
4. Policy and Ordinance: no report

B. Finance and Budget: Director Lagerquist reported on Finance Committee meeting

C. Future Agenda Item Suggestions: Special District representative selection, Special Meeting proposed on Feb 23<sup>rd</sup> 2pm to award Estero Project Bid, to develop a conceptual plan for peoples, Little Acorn, perfect parks

## **8. ADMINISTRATIVE UPDATE**

General Manager Jeff Lindgren gave an oral report on administrative report

## **9. CPRS CONFERENCE**

Item was discussed

\* No action was taken

## **12. ZERO-BASED MULTI-YEAR BUDGETING**

110210-04 MOTION 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.

Kasatkina/Lagerquist

4-0-0 unanimous

## **13. WEBSITE OVERSIGHT**

Item was tabled

Kasatkina/Dreizler

8:35pm Chairperson Murdock announced meeting will be going into closed session

8:55 Director Kasatkina left meeting

8:40pm Chairperson Murdock called meeting out of closed session and announced the following motion for item 14. *Consider Public Employee Evaluation pursuant to §54957 of the California Government Code. Title: General Manager.*

110210-05 MOTION: Board approved increase the General Manager's base pay with a merit increase of 6%.

Murdock/Lagerquist

3-0-0

## **16. ADJOURNMENT**

10:30p Chairperson Murdock adjourned the meeting.

**1. 2:00P THE SPECIAL MEETING OF FEBRUARY 23, 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, KASATKINA & MURDOCK; STAFF MEMBERS BRETADO, LINDGREN & RIOUX

Director Lagerquist was absent

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

**4. ADOPT AGENDA**

110223-01 MOTION: to adopt the Feb 23, 2011 special meeting agenda as presented.

Buda/Kasatkina

4-0-0 unanimous

**5. A. ANNOUNCEMENTS**

**5. B. VOX POPULI-**

**6. ESTERO PARK PROJECT CONSTRUCTION CONTRACT**

110223-02 MOTION: to authorize the General Manager to enter into a contract with Granite Construction in an amount not to exceed \$880,657.05 for the construction of Estero Park sports field and basketball courts including a five percent contingency of \$41,936.05.

Buda/Kasatkina

4-0-0 unanimous

**7. FILIPPIN ENGINEERING**

110223-03 MOTION: to authorize the General Manager to enter into a contract with Filippin Engineering in the amount not to exceed \$35,000 for construction management and inspection services associated with Estero Park construction.

Dreizler/Buda

4-0-0 unanimous

2:15P Director Lagerquist joined meeting

**8 CHANNEL ISLANDS EXCAVATION AND GREENLEAF LANDSCAPES.**

110223-04 MOTION Approve a Purchase Order with Channel Islands Excavation in the amount of \$13,500.00 for the demolition and grading improvements in Little Acorn Park & to approve a Purchase Order with Greenleaf Landscapes in the amount of \$24,335.29 for installation of decomposed granite and header board in Little Acorn Park & to approve a Purchase Order with Forms+Surfaces in the amount of \$9,510.19 for light fixtures for Little Acorn Park.

Buda/Dreizler

5-0-0 unanimous

**16. ADJOURNMENT**

2:25p Chairperson Murdock adjourned the meeting.



## STAFF REPORT

Consent

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**TO:** ISLA VISTA RECREATION AND PARK DISTRICT BOARD

**FROM:** Gabe Bretado, District Clerk

**DATE REPORT PREPARED:** March 23, 2011

**MEETING DATE:** March 30, 2011

**RE:** Consider Amendments to the Isla Vista Recreation & Park District Policy

### Recommendation:

It is recommended by the Policy and Ordinance Committee to consider amendments to Isla Vista Recreation and Park District's Policy noting that all amendments and changes require a 4/5<sup>th</sup> vote of the Board per Policy 1010.20.

1. Amend Policy 1000 Purpose of Board Policies by replacing Section 1000.10 with the following sentence *"This policy manual will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted."*
2. Amend Policy 1010 Adoption/Amendments of Policies by replacing Section 1010.20 with the following sentence *"Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors by 4 affirmative votes."* & deleting Section 1010.30
3. Amend Policy 1020.10 Conflict of Interest Code by replacing all text with the following sentence *"The political reform act, Government Code Sections 81000, et. Seq. requires state and local government agencies to adopt and promulgate Conflict of Interest Code."*
4. Amend Policy 1020.20 Conflict of Interest Code by deleting the words *"Appendix A, Appendix B Disclosure Categories"* & deleting the entire Attachment 1.
5. Amend Policy 1040 Confidentiality/Access to Records by deleting all text and replacing with following sentence; *"The District will perform in accordance with the State of California Government Code 6250 Public Records Act."*

### Executive Summary:

At the March 18<sup>th</sup> meeting of the Policy and Ordinance Committee, the committee reviewed several of the Isla Vista Recreation and Park District Policies in regards to meaning and diction. The Committee's new revisions and comments are now provided for the Board's consideration. The intent of the recommendation includes aligning the policy to be in compliance with current

ordinances and improving management issues. Approval of any or all of the recommendations requires a 4/5<sup>th</sup> approval vote of the Board.

**Discussion:**

The Policy and Ordinance Committee will continue to meet on an on-going basis in effort to update and improve the District's Policies and Ordinances. The committee is currently focusing of specific Policy inconsistencies, and then will look to refine the Policy Manual as a whole while ensure compliance with adopted ordinances. Ordinances will also be considered for updates and subsequent recommendations will follow if appropriate.

**Fiscal Impact:**

There is no fiscal impact associated with amending this policy.



## STAFF REPORT

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**TO:** ISLA VISTA RECREATION AND PARK DISTRICT BOARD

**FROM:** Jeff Lindgren, General Manager

**DATE REPORT PREPARED:** March 25, 2011

**MEETING DATE:** March 30, 2011

**RE: STAFF ADMINISTRATIVE UPDATE**

### **Recommendation:**

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

### **General Manager Report:**

- ***Estero Park Master Plan Implementation*** – The bid opening for construction for the Estero Park Project was held on February 10, 2011. Granite Construction, a local company, was the low bidder. Grading, demo, and concrete for the basketball courts are complete. Weather slowed the project but Granite will be back on schedule after the ground has an opportunity to dry. The next phase will be to complete the grading for play-field construction.
- ***Little Acorn Park Upgrades*** – 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.
- ***AO Park Bridge Replacement*** – Construction is anticipated to be complete by 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.
- ***Special Districts Meeting*** – On Feb 28, 2011, the General Manager was the featured speaker at the meeting of the Special District Association, Santa Barbara Chapter in Buellton. The topic was how special districts can work together to serve the public and highlighted our partnership with Goleta West Sanitary District for funding and implementing Adopt a Block, as well as other partnerships we have created to help keep the community clean.
- ***Adopt-A-Block*** – Adopt-A-Block staff presented the proposed AAB budget funding request to Goleta West Sanitary District on January 19, 2011 and again on March 16. The

GWSD Finance Committee will make a recommendation to their Board to fund the program.

- ***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.

### **Grounds:**

Two new major projects have gotten underway in the parks. The Estero project has begun. In preparation for that the grounds crew had to take down the fence and remove the skatepark from where it was located. Along with that, the ball shed had to be emptied of all the tools and implements so it could be relocated to a new concrete pad by the Teen Center bathrooms. The post and rail fence on the field was removed and the crew relocated the rails to the area by the lath house. In preparation of the new tee's for the Frisbee course, a flatbed truck of adobe bricks was delivered and determined to be of inferior quality. A new truckload was then shipped to the district and was found to be good for our uses. An attempt was made to reload the bad ones but the tractor broke down and another time for pickup will have to be arranged. Also the Little Acorn project was started with a temporary fence installed around the perimeter of the property along with a large dumpster delivered for hauling away debris. The old turf and walkways were removed and the area was graded for the next phase of construction there. The old shed was torn down and the electricity relocated to the western fence line. New irrigation materials have been purchased for the project. The pipe being used for the sprinkler system will contain no pvc or glues and the controller being installed will be the latest technology available, manufactured by Cyber Rain. Work was going along well there and then the major storms hit and work had to wait until the area was able to dry out. The Frisbee course tee's had begun to be installed also until it was asked that they be put on hold. One was removed by Fortuna Rd. The AO bridge project is nearing completion with the upright supports and the hand rails going in this week.

Maintenance had been ongoing in the parks until the major storms began to come in. We received over six inches of rain on March 21 which caused many of our parks and playgrounds to be under water in areas for some time to come. Additional storms only worsened the situation. As of this writing some parks are slowly drying to the point where they can be mowed and weedwhipped again in the coming days. There will be a need for many days of catching up with the maintenance for the crew as the parks dry out.

### **Adopt- A-Block:**

Adopt-A-Block is pleased to announce its new relationship with the Goleta West Sanitary District. This coming fiscal year the Goleta West Sanitary District is going to be the sole outside funder of the Adopt-A-Block program. Since 1996, the Adopt-A-Block program has organized the Isla Vista community to pick up over 1,300,000 pounds of trash. Adopt-A-Block intends to have another shoe donation to the Santa Barbara Rescue Mission in the next few months. Adopt-A-Block has a new brochure that includes a section for individuals to volunteer or sponsor the program or groups that volunteer. In addition, Adopt-A-Block has a new and much improved website.

## General Manager Priorities

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
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, pic nic 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)	Concrete and posts in place	Complete
10.	Anisq'Oyo' Park Bridge Replacement (Grant Funded Projects)	Construction anticipated to be complete.	3/31/11
11.	Disc Golf Course (Grant Funded Projects)	Project Cancelled	-
12.	Little Acorn Park Electrical (Work Program)	Grant reprogramming project for Little Acorn incorporates this project	3/31/11
13.	Little Acorn Upgrades (Grant Funded Projects)	Irrigation and reconstruction of paths, new landscaping and seating. Underway but delayed due to weather.	3/31/11
14.	Playfield at Estero Park	Under construction but delayed due to	5/30/11

## General Manager Priorities

Priority	Project	Status	Completion Date
	(Grant Funded Projects)	weather	
15.	Estero Park Community Garden Fence (Work Program)	The fence is to be replaced as part of the Estero Park playfield project. Playfield is under construction but delayed due to weather.	5/30/11
16.	Park Seating (Grant Funded Projects)	Add seating near playgrounds.	3/31/11
17.	Study staffing (GM Objectives)	Preliminary staffing recommendation under development.	5/30/11
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

## General Manager Priorities

Priority	Project	Status	Completion Date
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 pathways and Fibar material for playgrounds (Work Program)	Fibar install complete. Little Acorn project will be test for DG install. Pelican Park and AO are priority for repairs.	6/30/11
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

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**TO:** ISLA VISTA RECREATION AND PARK DISTRICT BOARD

**FROM:** Gabe Bretado, District Clerk

**DATE REPORT PREPARED:** March 28, 2011

**MEETING DATE:** March 30, 2011

**RE:** Selection of Members of public for Finance Committee.

### **Recommendation:**

Select members of the public to serve on the Finance Committee 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 20<sup>th</sup> agenda and again on the February 10<sup>th</sup> 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 01/26, 02/02 & 03/02 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.

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

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**TO:** ISLA VISTA RECREATION AND PARK DISTRICT BOARD

**FROM:** Jeff Lindgren, General Manager

**DATE REPORT PREPARED:** March 25, 2011

**MEETING DATE:** March 30, 2011

**RE:** **FY 2011-12 Preliminary Budget and Preliminary Work Program**

### Recommendation:

- A. Approve the preliminary budget for the Fiscal Year 2011-12 (Attachment 1)
- B. Approve the preliminary Work Program recommendations of the Finance Committee for inclusion in the budget (Attachment 2)
- C. Approve a preliminary budget and schedule a public hearing for June 8, 2011, as required by Sec. 5784 of the Cal. Resources Code, for final adoption of the budget

### Executive Summary:

This item is on the agenda for the Board to receive a preliminary Budget and preliminary Work Program for FY 2011-12. A final Budget and Work Program will be considered on a future agenda this June. Adjustments to the preliminary Budget and Work Program can be made during the interim and memorialized with adoption of the Final Budget.

### Discussion:

This is a balanced budget, with fiscal year operating budget (General Fund 4410) revenues and expenditures at \$1,273,600. Adopt-A-Block (Fund 3000) and the 99-01 Bond (Fund 4420) are not included in the District Budget and are treated separately. District reserves remain consistent with Policy. Highlights of this budget include:

- In general, property tax and intergovernmental revenues increase by 1.5%
- The 1997 Special Tax (bedroom tax) is projected to increase by roughly 3% for the coming fiscal year.
- Salary and employee benefit calculations reflect the recently approved MOU with the employees bargaining unit.
- Total expenses for Services and Supplies represent a 1% increase from the previous year.
- The Adopt-A-Block budget is presented as a separate fund (4414) and increases by \$12,000.
- Current grant funded projects are expected to be complete before the beginning of FY 2011-12
- Two projects, the Downtown Parks Master Plan and Vernal Pool Signage Project will carry over from the current budget year.

The Finance Committee recommendations for the Work Program are limited to the amount of funding available once General Fund operating expenses are met. For FY 2011-12 there is no discretionary funding for additional projects. Staff recommends that the Board review the proposed Work Program and vote to include them in the Work Program for the FY 2011-12 budget to be pursued as money should become available.

These items can be funded by other than District expenditures.

1. Greek Park Improvements. Upgrades at Greek Park per the concept plan created by RRM Design Group in November 2009, include improvements to the volleyball courts, adding seating and shade features, and installing a state of the art out-door basketball court. The tasks for the year include finding donors to fund the project.
2. AO Park Master Plan. \$25,770 is available for work in AO Park. The planning work previously completed on this project is available and can be used as guidance for any proposed work.
3. Vernal Pool Signs. The project is funded through a grant and is seventy five percent complete. The project can be completed this FY.

These items are recommended for funding in the 2011-12 budget. There are no discretionary funds available at this time for additional projects but the three priority projects may be funded if money should become available. Other projects that were considered by the Finance Committee or proposed by District staff are included in the Preliminary Work Program (Attachment 2). Should additional funding become available, staff will bring forward additional projects for Board consideration.

1. Habitat Management Plan Implementation. \$6,000 primarily for tree and habitat work in Camino Corto Open Space and Aniq'Oyo' Park.
2. Individual Park Plans. \$5,000 to complete individual park plans for a select few parks.
3. Pilot Program for WiFi hotspots in downtown parks. \$2,000 for equipment and service to supply WiFi to Peoples, Perfect, Anisq'Oyo' and Little Acorn Parks.

**Fiscal Impact:**

The preliminary budget information demonstrates the fiscal position of the District. Available funding is stable as the district is able to meet all current obligations.

**Attachments:**

Attachment 1: 2011-12 Preliminary Budget

Attachment 2: 2011-12 Preliminary Work Program

**ISLA VISTA RECREATION AND PARK DISTRICT PRELIMINARY  
WORK PROGRAM  
FY 2011-2012**

**Projects Recommended by Finance Committee**

<b>Objective</b>	<b>Cost Estimate</b>	<b>Actions</b>	<b>Responsible Party</b>	<b>Criteria</b>
1. Habitat Management Plan Implementation	\$6,000	<ul style="list-style-type: none"> <li>• Tree and Habitat Work in Camino Corto</li> <li>• Tree Work in Anisq'Oyo' Park</li> </ul>	Grounds, Arborist	Work complete during appropriate season
2. Individual Park Plans & Tree Plan	\$5,000	<ul style="list-style-type: none"> <li>• Identify Parks to plan</li> <li>• Complete Grounds Audits</li> <li>• Develop Concepts and descriptions of improvements</li> <li>• Map tree planting locations and species</li> </ul>	GM, consultant	<ul style="list-style-type: none"> <li>• Identify parks &amp; complete audits – 7/11</li> <li>• Concepts and descriptions – 12/11</li> <li>• Map tree locations / species – 3/12</li> </ul>
3. Pilot WiFi in Downtown Parks	\$2,000	<ul style="list-style-type: none"> <li>• Install WiFi module</li> <li>• Monthly service charges approximately \$40/month</li> </ul>	GM, contractor	<ul style="list-style-type: none"> <li>• Construct enclosure and install equipment</li> </ul>

**Projects Considered by Finance Committee**

<b>Objective</b>	<b>Cost Estimate</b>	<b>Actions</b>	<b>Responsible Party</b>	<b>Criteria</b>
4. Anisq'Oyo' Improvements	\$25,000 County	<ul style="list-style-type: none"> <li>• Tree work, earth work</li> <li>• Lighting</li> <li>• Pathway improvements</li> </ul>	Grounds, Biologist, contractors	<ul style="list-style-type: none"> <li>• Quick Planning (bio/LA) – 7/11</li> <li>• Site work and pruning – 9/11</li> <li>• Construct pathways – 3/12</li> </ul>
5. Skate Park Design & Fund Raising	\$5,000	<ul style="list-style-type: none"> <li>• Fund raising and grant writing</li> <li>• Coordinate Volunteer Skate Committee</li> <li>• Coordinate w/ sponsors</li> </ul>	GM, staff, consultants	<ul style="list-style-type: none"> <li>• Continue fundraising efforts</li> </ul>
6. Greek Park Planning	\$10,000	<ul style="list-style-type: none"> <li>• Site planning – drainage, court replacement</li> <li>• Outreach to UCSB and Greek System</li> </ul>	Grounds, consultant	<ul style="list-style-type: none"> <li>• Continue fundraising efforts</li> </ul>

7. Public Information Program	\$10,000	<ul style="list-style-type: none"> <li>• District Branding</li> <li>• Update documents</li> <li>• Create newsletter template</li> <li>• Documents for Web</li> </ul>	GM, Clerk, staff	<ul style="list-style-type: none"> <li>• Update logo and document templates</li> <li>• Identify documents for public</li> <li>• Develop electronic document program and updates for web</li> </ul>
8. Teen Center Replacement Modular Building	\$10,000	<ul style="list-style-type: none"> <li>• Grant writing</li> <li>• Site prep for donated modular from UCSB</li> </ul>	GM, Grounds	<ul style="list-style-type: none"> <li>• Coordinate site prep – 7/11</li> </ul>



## STAFF REPORT

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**TO:** ISLA VISTA RECREATION AND PARK DISTRICT BOARD

**FROM:** Jeff Lindgren, General Manager

**DATE REPORT PREPARED:** March 23, 2011

**MEETING DATE:** March 30, 2011

**RE:** **Oversight of District Web Site**

### **Recommendations:**

Consider adoption of a policy for the oversight of the District web site (Attachment 1).

### **Executive Summary:**

This item is on the agenda for the Board to consider a policy for oversight of the District web site. Details of how the web site is currently managed and maintained were brought before the Board on February 10, 2011 and documented in a Board Report.

### **Discussion:**

A proposed policy for oversight of the District web site is attached. The proposed policy would primarily manage content.

### **Fiscal Impact:**

The proposal would have minimal fiscal impact. The District now budgets for web site hosting and a work study/casual labor staff person to work as a web master. Duties of web maintenance would remain the same but the content would be closely managed.

February 26, 2011  
**Website Oversight**

**Introduction.**

IVRPD’s website has evolved over the years into what it is today. At the hands of many contributors the website has grown to include material that is outdated and sometimes incorrect.

During his short tenure GM Jeff Lindgren has overseen major website improvements and likely he will bring about many more.

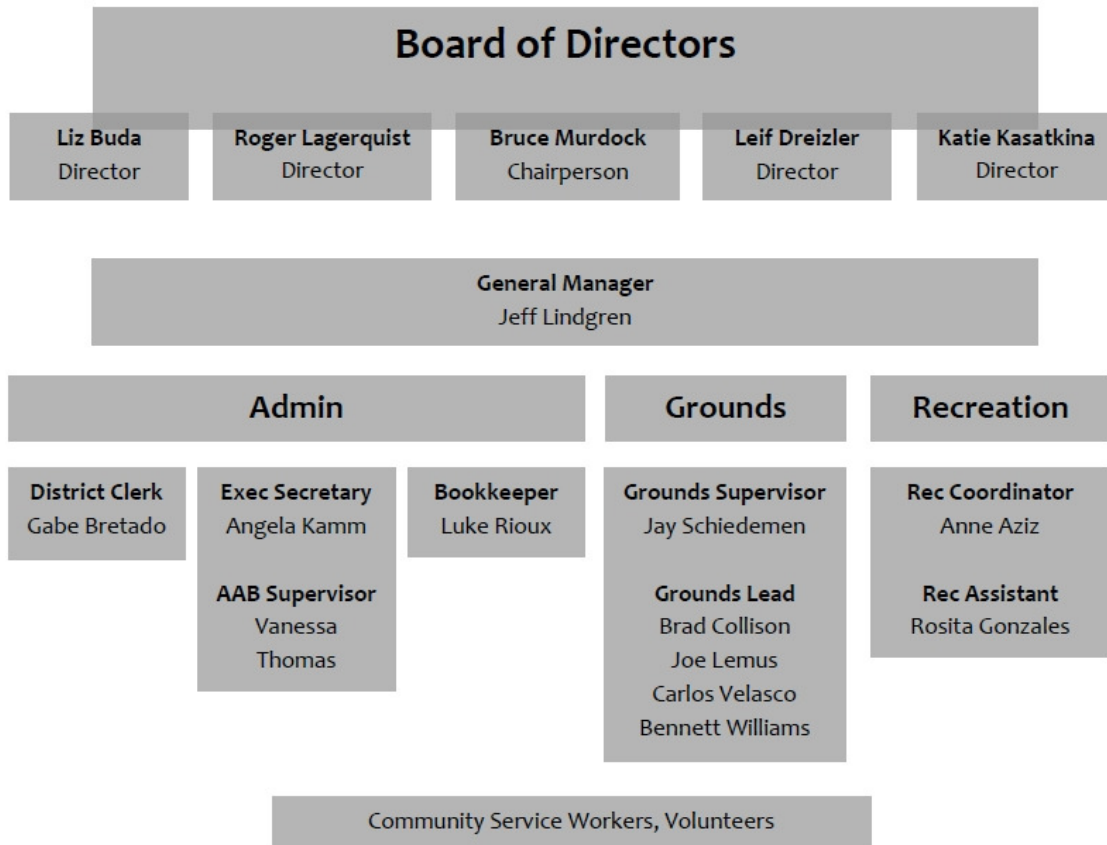
This proposal for Website Oversight would formalize existing relationships and define a protocol for funding and managing the District’s Website.

The Webmaster is a Work-Study employee whose place in the order of things has not been defined. Work-study is not shown on the District’s website (.pdf file: Functional Overview

Board Member Orientation: January 14, 2011

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**DISTRICT ORGANIZATIONAL CHART**



2011 11 14) nor is the Webmaster

**Proposed Motions.**

Much of the following structure already exists. The proposed motions formalize existing

relationships and define those that currently are undefined.

1. **Add Work Study Employees to the Org Chart.**
  - a. Show W/S employees under the supervisors to whom they report.
  - b. Add the position of Webmaster to the Organization Chart, reporting to the General Manager as a Work Study employee.
2. **Add a Budget Account for the District's website.**
3. **Implement a plan for the District Website according to the following outline:**
  - a. **GM proposes a Website plan, starting with a Site Map.**
    - i. Defines major elements of the website.
      - (1) Home page layout.
      - (2) Home Page tabs and sub-tabs.
      - (3) Content listed under the sub-tabs.
        - (a) Delegates authority, as desired, to designated supervisors for managing content listed under individual home page tabs and sub-tabs..
  - b. **Board reviews the plan and revises it as necessary.**
  - c. **Board develops standards for website content.**
    - (1) Serves the District's interest.
      - (a) Promotes park use.
      - (b) Promotes recreational programs.
      - (c) Enhances the District's public image.
    - (2) Informs the public.
      - (a) Promotes transparency.
      - (b) Advances the spirit of the law, e.g. California Public Records Act.
      - (c) Reports board Business.
        - (i) Minutes
          - 1) Minute log- (doesn't exist yet, consider on a future agenda).
        - (ii) Budgets.
        - (iii) Ordinances.
        - (iv) Policies.
          - 1) Remove the policy manual until it's updated.
            - a) Post essential policies such as park rentals, CPRA, etc. until the policy manual is restored.
        - (v) Reports.
        - (vi) And other content.
      - (3) Maintains political neutrality.
      - (4) Maintains fairness and promotes Social Justice.
        - (a) Treats all members of the public equally.
          - (i) College students, including City College.
          - (ii) Working poor.
          - (iii) Working middle class.
          - (iv) Retired.
          - (v) Indigent.
        - (b) Treats all businesses fairly.

- (i) Landlords.
    - (ii) Restaurants.
    - (iii) Services.
  - (c) Develops advertising policy, if any is to be allowed.
  - (d) Regulates donation policy, if any is to be allowed.
    - (i) Collection and accounting of revenues.
    - (ii) Application of revenues.
  - (5) Maintains timeliness and accuracy.
    - (a) Remove inaccurate and dated material from the website until problems are corrected.
  - (6) Establishes a protocol for managing website revisions.
- d. **Board adopts a Website Plan.**
- e. **Board establishes Standards for website content.**



## STAFF REPORT

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**TO:** ISLA VISTA RECREATION AND PARK DISTRICT BOARD

**FROM:** Jeff Lindgren, General Manager

**DATE REPORT PREPARED:** March 23, 2011

**MEETING DATE:** March 30, 2011

**RE:** Selection Process for District Counsel

### **Recommendation:**

Direct staff to research the search process for District Counsel and report back to the Board with an anticipated cost and schedule for selection in FY 2011-12.

### **Executive Summary:**

This item is on the agenda at the request of the Chair for the Board to consider directing staff to begin the search for new District Counsel replacing current counsel, Richards Watson Gershon (RWG).

### **Discussion:**

Kevin Ennis and Roxanne Diaz of Richards Watson Gershon were hired to legally represent the District by agreement signed on October 6, 2005. RWG was selected for their expertise in municipal government and finance and the Brown Act.

Hiring District Counsel is a Public Appointment involving a series of open and closed session Board meetings. In summary, a hearing would be held to receive public input on legal representation, staff would release a request for qualifications, a short list of candidate firms would be identified and interviewed in closed session, and selection would be announced in open session.

### **Fiscal Impact:**

This item is not included in the current FY 2010-11 budget. Time and resources would need to be allocated for preparation of RFQ and agreement documents, noticing, interviews, and public input. If the Board should choose to pursue selection of new counsel staff will prepare a draft budget and schedule for the work and report back to the Board during a future meeting.



## STAFF REPORT

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**TO:** ISLA VISTA RECREATION AND PARK DISTRICT BOARD

**FROM:** Gabe Bretado, District Clerk

**DATE REPORT PREPARED:** March 8, 2011

**MEETING DATE:** March 30, 2011

**RE:** **Appointment of Representative for California Special Districts Association Santa Barbara Chapter**

**Recommendation:**

Select a Director to represent the district at the California Special Districts Association's Santa Barbara Chapter.

**Executive Summary:**

The Board may select a Director to serve on the California Special Districts Association's Santa Barbara Chapter per District Policy §4080 Memberships in Associations.

**Discussion:**

This item is on the agenda so the Board may select a Board member to represent IVRPD at the monthly local CSDA meetings. The Director selected will attend the monthly CSDA meetings and report back to the board at the monthly IVRPD board meetings.

**Fiscal Impact:**

There are no fiscal impacts associated with appointment of members. District membership and Board member attendance is included in the budget.



## STAFF REPORT

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**TO:** ISLA VISTA RECREATION AND PARK DISTRICT BOARD

**FROM:** Jeff Lindgren, General Manager

**DATE REPORT PREPARED:** March 25, 2011

**MEETING DATE:** March 30, 2011

**RE:** Future Use of Perfect Park Parking Lot

### Recommendation:

- A. Confirm Policy and Ordinance recommendation to limit the use of the Perfect Park Parking Lot to public park and recreation use.
- B. Authorize the General Manager to enter into any necessary agreements with the County for short-term use of a portion of the parking lot for temporary construction staging related to the County El Embarcadero Storm Drain Project.

### Executive Summary:

This item is on the agenda so the Board may consider the future use of the Perfect Park parking lot. As of March 20, 2011, St. Athanasius Church ended their agreement with the District for use and management of the parking lot at Perfect Park. The Policy and Ordinance Committee recommends that the parking lot be used solely for recreation related purposes, with an exception for the County Storm Drain Project, and that substantial removal of parking area be pursued.

### Discussion:

In August 2004, the District entered into a management agreement with St Athanasius Church allowing the Church to manage the 44 space parking lot in exchange for payment of \$1,482, per month. The church occupied the adjacent property located at 976 Embarcadero del Mar and was to use the parking lot for its use during the terms of the agreement.

In the summer of 2008 the Church sold the property to the County of Santa Barbara Redevelopment Agency and entered into an agreement to lease back the property from the RDA. The church continued to lease the parking lot from the District.

In January the Church notified the District they would be terminating the parking lot lease as of February 28, 2011. The termination date was extended one month and terminated on March 20, 2011. Full control of 41 spaces returns to the District with the western driveway and the three designated handicap spaces nearest the former church building, located on the RDA (former church) property, under the ownership and control of the RDA.

The future use of the parking lot was discussed at a Policy & Ordinance Committee meeting on March 18, 2011. Options to make the lot available as a public parking lot or leasing the lot to private interests were discussed. The Committee's recommendation was to retain the parking lot only for public park and recreation use and not lease it to private individuals or a private entity.

If agreeable to the Board, the Committee recommends an exception to allow for temporary construction staging for the County El Embarcadero Storm Drain Project. Staging in the parking lot would allow the County contractors to move equipment and materials now stored on public roads and re-open those road to traffic. In return, the County has indicated willingness to consider resurfacing the parking lot or demolishing a significant section of the parking lot to meet the goal of returning the area to a park like condition.

**Fiscal Impact:**

Termination of the parking lot agreement with the Church will mean a reduction of District revenues in the amount of \$17,784 per year. Entering an agreement with the County would allow the District to off-set future costs of work that eventually need to be performed but would not result in any direct monetary compensation.



## STAFF REPORT

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**TO:** ISLA VISTA RECREATION AND PARK DISTRICT BOARD

**FROM:** Jeff Lindgren, General Manager

**DATE REPORT PREPARED:** March 23, 2011

**MEETING DATE:** March 30, 2011

**RE:** Complete District Minute Log for All Years and Post on District Web Site

### Recommendation:

- C. Direct staff to complete a minute log for all years since 1972 consistent with a format as directed by an ad-hoc committee.
- D. Appoint two members of the Board to serve on an ad-hoc committee to direct the format of the minute log.

### Executive Summary:

This item is on the agenda at the request of the Chair for the Board to consider directing staff to complete the compilation of a complete set of minutes, as they were recorded over the past thirty-eight years, and post the complete minute log on the District web site.

### Discussion:

Since inception in 1972, the District has kept minutes of Board of Directors meetings. These minutes have been saved in different formats, using the conventions of the time, and are not easily combined to create single file with all minutes from the past thirty eight years.

It is understood that the work would involve minor editing of non-essential information from the existing minute files and conversion of those files to a format consistent with modern file storage. Non-essential information would include those items not pertinent to the actions of the Board such as announcements.

### Fiscal Impact:

The District Clerk will be assigned to complete this task with assistance from a casual labor clerical assistant. The item is not included in the current FY 2010-11 budget, however, unless there are significant issues with data that require unexpected research and formatting the work can be completed during the last quarter of FY 2010-11.