

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



Thursday, January 20, 2011  
6:00 PM  
District Offices  
961 Embarcadero Del Mar  
Isla Vista, California

**Board of  
Directors**

Bruce Murdock  
Chairperson

Liz Buda  
Director

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. December 9, 2010 Regular Meeting *pgs 1-3*
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
    5. Finance & Budget Committee Report
  - B. Future Agenda Item Suggestions

**DISCUSSION & ACTION ITEMS**

8. **ADMINISTRATIVE UPDATE**

Recommendation: Receive and File the presented Administrative Report of District staff activity for January 2011. *pgs 4-5*
9. **CONSENT CALENDAR**
  - A. **BOARD MEETING SCHEDULE**

Recommendation: Receive staff report and consider amendments to Policy §5010, which governs the dates and times for Board meetings. *pgs 6-7*
  - B. **BUDGET PROCESS POLICY 3020** *pgs 8-10*

Recommendation: Adopt the proposed Policy §3020 BUDGET PROCESS
  - C. **SECOND AND FINAL READING OF ORDINANCE 2010-003**

Recommendation: 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" *pgs 11-17*
  - D. **AMENDMENT TO POLICY 3010, ILLNESS AND INJURY PREVENTION PROGRAM PER DISTRICT INSURANCE CARRIER RECOMMENDATION** *pgs 18*

Recommendation: 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**

Recommendation: Review and approve conceptual design for kiosk in People's Park *pgs19*

**F. PURCHASE ORDER AND PROFESSIONAL SERVICES CONTRACT FOR DISC GOLF COURSE AND LITTLE ACORN UPGRADE PROJECTS *pgs20***

Recommendation: Approve Purchase Order and contract for materials and professional services for State Grant projects.

**10. FINANCE, PERSONNEL & POLICY AND ORDINANCE COMMITTEE**

Recommendation: Select Board members to be on Finance, Personnel & Policy and Ordinance Committees for the 2011 calendar year *pgs21-22*

**11. SELECTION OF MEMBERS OF PUBLIC FOR PERSONNEL, POLICY & ORDINANCE, AND FINANCE COMMITTEES. *Pgs23-24***

Recommendation: Selection of members of the public to serve on the Finance, Personnel, and Policy and Ordinance Committees through the 1st meeting of 2012.

**12. GENERAL MANAGER QUARTERLY REPORT *pgs25-28***

Recommendation: Receive and File General Manager's Quarterly Report

**13. QUARTERLY FINANCIAL REPORT *pgs29-31***

Recommendation: Receive and File the Quarterly Financial Report.

**14. ROTATION OF DISTRICT OFFICERS *pgs32-33***

Recommendation: Consider rotation of officers, appoint Chairperson and Vice-Chairperson

**15. CLOSED SESSION**

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

**16. 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

January 6, 2011

Date

**1. 6:00P THE REGULAR MEETING OF DECEMBER 9, 2010** 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, CONN, MURDOCK, NIROUMANDZADEH; & WARFIELD STAFF MEMBERS BRETADO & LINDGREN

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

**4. ADOPT AGENDA**

101209-01 MOTION: to adopt the Dec 9, 2010 regular meeting agenda as presented.  
Warfield/Buda 5-0-0 unanimous

**5. A. ANNOUNCEMENTS-**

**5. B. VOX POPULI-** None

**6. BOARD MEETING MINUTES**

101209-02 MOTION: To approve the minutes for the November 22, 2010 regular meeting as presented  
Conn/Niroumandzadeh 4-0-1 Director Buda abstained  
*Line 14" presented" replaces "amended"*

**7.UCSB LONG RANGE DEVELOPMENT PLAN**

101209-03 MOTION To direct the GM to lay the groundwork with legal counsel to take action on the inadequacies on the UCSB LRDP 2025 FEIR and to continue negotiations with UCSB  
Warfield/Conn 5-0-0 unanimous

101209-04 MOTION: To direct the GM to continue to negotiate with UCSB with the mitigations outlined on pg 4 of the staff report, add to 3e to request 25% contribution that is reasonable, achievable and equitable.  
Conn/Buda 5-0-0 unanimous

**7. BOARD COMMITTEE REPORTS**

A. Representatives.

1. Special Districts: no report

**FAREWELL TO BOARD**

Outgoing directors stepped down from board

The Oath of office was administered to Katie Kasatkina and Roger Lagerquist by the District Clerk

**14.IVPIC REPORT**

No motion was made

**15. SMOKING ORDINANCE**

101209-05 MOTION: To waive the full 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", and introduce the ordinance as amended and read by title only

Amendments:

Section 2D replace “including, but not limited to, any tobacco product, or any other weed of plant” with “except those used for ceremonial purposes or religious observation”

Section 5D replace infraction fees from \$100 for 1<sup>st</sup>, \$200 for 2<sup>nd</sup> and \$500 for 3<sup>rd</sup> to **\$20 for 1<sup>st</sup> offense, \$45 for 2<sup>nd</sup> offense and \$200 for 3<sup>rd</sup> offense**

Kasatkina/Lagerquist

4-0-0 unanimous

744p Chairperson Murdock called for a 10minute recess

7:54p Chairperson Murdock called meeting back to order

The Oath of office was administered to Leif Dreizler by the District Clerk

## **16. STATE GRANT REPROGRAMMING**

101209-06 MOTION: To approve the proposed projects outlined in attachment 1 with following amendments

### **Little Acorn Park Upgrades Cost estimate \$74,000**

- Remove shed structure
- Upgrade irrigation system with solar controller
- Install 1 bocce courts
- Minor landscaping improvements
- Minor path improvements

### **Disc Golf Peace Course Cost estimate \$18,000**

- Upgrade existing front 9 holes/new back 9 hole
- Renovate tee pads/install new tee pads
- Upgrade signs, reuse art/new tee signs
- Add alternate basket locations for existing/add new baskets with alternate hole positions for new baskets

### **Benches and Table Cost estimate \$8,000 or as money is available**

- Add benches and tables as need in parks District wide

Buda/Lagerquist

5-0-0 unanimous

## **12. ADMINISTRATIVE UPDATE**

101209-07 MOTION To approve report as presented

Buda/Kasatkina

5-0-0 unanimous

## **13. REVISED BUDGET PROCESS**

101209-08 MOTION: Direct the Policy and Ordinance Committee to review the proposed revisions to Policy 3020, Budget Preparation, and forward recommendations to the Board for adoption at a future hearing (Attachment 1); Suspend existing Policy 3020, Budget Preparation to allow update and implementation of a revised policy.

Lagerquist/Dreizler

5-0-0 unanimous

## **10.FINANCE, PERSONNEL & POLICY and ORDINANCE COMMITTEE APPOINTMENTS**

101209-09 MOTION: To appoint director Lagerquist to serve as chairperson for the Policy and Ordinance committee until the first meeting in Jan

Murdock/Dreizler

5-0-0 unanimous

101209-10 MOTION: To appoint director Dreizler to sit on the finance committee until the first meeting in January

**9. SELECT DATE & TIME FOR BOARD ORIENTATION**

This item was discussed

No motion was made

**16. ADJOURNMENT**

9p Chairperson Murdock adjourned the meeting.



## ADMINISTRATIVE REPORT

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

**FROM:** Jeff Lindgren, General Manager

**DATE REPORT PREPARED:** January 6, 2011

**MEETING DATE:** January 20, 2011

**RE:** STAFF ADMINISTRATIVE UPDATE

### Recommendation:

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

### General Manager Report:

- **Board Member Orientation** – On July 14, 2010, the Board held an orientation workshop for all Board members and the public. Subjects of discussion included public comment at the Board meetings, Brown Act, Board and GM responsibilities, and state law governing Park and Recreation.
- **Camino Corto Open Space Habitat Management** – Tree pruning and general vegetation clean-up the riparian area of Camino Corto will began Monday, December 13, 2010. The District arborist was able to work for four days prior to the rains. Work has been suspended until the ground is dry enough for vehicles. All pruning of trees is being performed by the District Arborist with initial consultation by the District Biologist under the auspices of the Board adopted Habitat Management Plan. Weather permitting, no more than two weeks is expected for completion of the work.
- **Adopt-A-Block** – Adopt-A-Block staff will present the proposed AAB budget funding request to Goleta West Sanitary District on January 19, 2011.
- **Board Approved Grants** – 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.
- **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.
- **Estero Park Master Plan Implementation** – County Building and Safety will issue the grading permit for the RRM Design Group plans for basketball court and play-field construction and specifications.

Filippin Engineering has been retained to assist with the bid process for the \$1.2 million project and construction management while the project is underway.

- ***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: 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.



## Consent

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

**FROM:** Gabe Bretado, District Clerk

**DATE REPORT**

**PREPARED:** January 3, 2011

**MEETING DATE:** January 20, 2011

**RE: BOARD MEETING SCHEDULE**

**Recommendation:**

Adopt the proposed amendments to Policy §5010 changing regular meetings to one meeting per month, year round.

**Executive Summary:**

This item is on the agenda at the request of the Chair and the General Manager to change the regular meeting schedule for the Board of Directors to one meeting per month.

**Discussion:**

Staff recommends that the Board of Directors change from two meetings a month to one regular meeting a month and schedule special meetings as needed. Historically, the Board of Directors meet twice a month for the first 6 months of the calendar year, then meet once a month for the remaining 6 months. Section 5010.20 allows the board to call for a special meeting at any time during the year, as needed. Amending the policy will allow staff to make better use of time and resources and make regular meetings more efficient.

The following is the current policy regarding Board meetings.

**POLICY TITLE: BOARD MEETINGS 5010**

**5010.10** Regular meetings of the Board will occur twice per month during the months of January through June, to be held on the second and fourth Thursdays of the month at 6:00 p.m.; and once per month during the months of July through December, to be held on the second Thursday of the month at 6:00 p.m. at the District Office, 961 Embarcadero Del Mar, Isla Vista Ca 93117. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board. (Amended per Board Motion **030522-06** EO)

The following is the proposed amendment to Policy 5010.10

**Section 5010.10 shall read:** Regular meetings of the Board will occur once per month, to be held on the second Thursday of the month at 6:00 p.m. at the District Office, 961 Embarcadero Del Mar, Isla Vista

Ca 93117. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

**Fiscal Impact:**

One regular meeting per month will save the District approximately over \$5,000 a year in Noticing, salary, and Director Stipend. This estimate does not include the cost of special meetings.



## Consent

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

**FROM:** Gabe Bretado, District Clerk

**DATE REPORT**

**PREPARED:** January 3, 2011

**MEETING DATE:** January 20, 2011

**RE: BUDGET PROCESS POLICY 3020**

**Recommendation:**

Adopt the proposed Policy §3020 BUDGET PROCESS

**Executive Summary:**

This item is on the agenda at the request of the Policy and Ordinance Committee to adopt the proposed Policy 3020 Budget Process.

**Discussion:**

At the December 9, 2010 the Board suspended Policy 3020 Budget Process and directed the Policy and Ordinance Committee to review, revise and bring back for consideration. The Policy and Ordinance Committee met on December 22, 2010 to discuss this policy. Below is the currently suspended Policy 3020 followed by the Policy and Ordinance Committee proposed policy. If adopted, the proposed policy will replace the suspended policy 3020.

*(Suspended)* **POLICY TITLE: BUDGET PREPARATION 3020**

**3020.10** An annual budget proposal shall be prepared by the General Manager and presented to the Board.

**3020.15** Discussion and adoption of the final budget takes approximately six months. The purpose of the process is to involve both the Board and the Public in development of a work-plan and budget. The process begins in December and should be completed by July 1.

**3020.20** The General Manager provides a budget time-line to the Board in January. The budget time-line should be rigorously followed or the Public Notices may not be in conformance with applicable States Codes. However, failure to follow the time-line or the process set out in this Policy Number 3020 shall not affect the validity of any action taken or of any approved budget assessment or tax.

**3020.30** Work-plan discussions begin in February and end in April. The work-plan hearings begin with an estimate of how long it is expected to complete various routine maintenance items. This data is used to calculate the amount of time available for Staff to complete capital projects.

**3020.40** The Board then considers potential projects for each park. The various parks are organized by group into five different categories (categories are broken down based on the location of the park) and a Public Notice is posted in each park informing the public of the hearing for that park.

**3020.50** Staff, Board and members shall discuss a list of potential projects for each park. Public members will be solicited for comment on the list and will be encouraged to suggest capital improvement projects for each park. Staff develops a list for each park and estimates the amount of funds and labor required to complete each project. After a list has been developed for all the parks, the Board adopts a final work-plan specifying the projects and the level of maintenance performed in each park. The project list that is adopted is limited on the amount of funds and Staff time available.

**3020.60** By April, the Board shall adopt a work-plan and will consider a preliminary budget. The preliminary budget is prepared by the General Manager and reviewed with the Finance Committee. The Board considers adoption of the preliminary budget in April.

**3020.70** The budget process is subject to provisions of the Parks and Recreation Code, Landscape and Lighting Act and the Public Resources Code. All three of these laws prescribe noticing requirements. The information in these notices is provided in resolutions which are passed by the Board. The resolutions are prepared by Staff and are included in the Board packet. The following is a list of items that must be completed in order to remain on the budget time-line.

**3020.71** Staff will provide the Board with an estimate of the amount of time spent on routine tasks in each park during the meeting in February. The estimate will include which capital and maintenance projects will not be completed during the current fiscal year. These projects will be added to next years Work-Plan. The Board must begin discussions for the Work-Plan for Anisq'Oyo, Little Acorn, Perfect, District Office and Peoples Park in February. A Public Notice shall be placed in each park under consideration.

**3020.72** The Board shall discuss the Work-Plan for Greek, Pardall Gardens, Sueño Orchard, Sueño Park Trigo-Pasado, Children's, Estero, Del Sol, Sueño Orchard and Kid's Trail Park during the meeting in March. A Public Notice will be placed for all parks under consideration.

**3020.73** The Board shall discuss the Work-Plan for Sea Lookout Annex, Window to the Sea, Rotappel and RDA properties in April. A Public Notice will be placed for all parks under consideration.

**3020.74** The Board shall adopt resolutions designating the District Engineer in April and ordering the preparation of engineers reports.

**3020.75** The Board shall adopt a Work-Plan and Preliminary Budget by May 1. A copy of the adopted preliminary budget shall be posted on the District bulletin board and copies made available for public inspection.

**3020.76** The Board shall approve resolutions of intention to levy Benefit Assessment Districts #2 and #3 by June 1. Staff is directed to publish the resolutions in a newspaper of general circulation in the District 15 days prior to levying taxes.

**3020.77** Board and Staff Review the Engineer's Report. Contents of report shall conform to section 22567 of the Government Code. The Board shall levy the Benefit Assessment's by June 20.

**3020.78** Staff shall publish the "Public Notice for Tax Appeals" for fiscal year assessments per section 3150.010 and 3150.020.

**3020.79** The Board will consider adoption of any Special Tax by July 1.

**3020.80** Staff shall file Engineer's reports with the Santa Barbara County Assessors Office by July 10.

**3020.81** The Board shall adopt a final budget by August 10 pursuant to section 5784.4 of the Government Code. Staff shall forward the final budget to the Santa Barbara County Auditor/Controllers Office by August 15.

*(Proposed)* **POLICY TITLE: BUDGET PREPARATION 3020**

**3020.10** The General Manager will prepare a preliminary budget and present to the Board by March 30.

**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.

**Fiscal Impact:**

There is no fiscal impact associated with this item.



## Consent

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

**FROM:** Gabe Bretado, District Clerk

**DATE REPORT**

**PREPARED:** January 6, 2011

**MEETING DATE:** January 20, 2011

**RE:** **SECOND & FINAL READING OF ORDINANCE 2010-003**

**Recommendation:**

Approve and adopt Ordinance No. 2010-003 “AN ORDINANCE OF THE ISLA VISTA RECREATION & PARK DISTRICT REGULATING SMOKING AND THE USE OF TOBACCO PRODUCTS IN RECREATIONAL AREAS”.

**Executive Summary:**

This item is on the agenda so the Board may consider the second and final reading adopting Ordinance 2010-003, No Smoking.

**Discussion:**

At the December 9, 2010, meeting the board approved ordinance no. 2010-003 restricting smoking at specified District parks. The Policy and Ordinance Committee gave conceptual approval to move forward with drafting an ordinance at their November 22, 2010 meeting. District Counsel has reviewed the proposed ordinance. If adopted the ordinance will take effect 30 days from this meeting.

**Fiscal Impact:**

There are no direct costs to the District for adopting the Ordinance. Tobacco Prevention Settlement Program has agreed to pay for signage associated with this ordinance. Santa Barbara County Sheriff and the proposed District Ranger would have enforcement responsibility.

## ISLA VISTA RECREATION AND PARK DISTRICT

### ORDINANCE NO. 2010-003

#### AN ORDINANCE OF THE ISLA VISTA RECREATION & PARK DISTRICT REGULATING SMOKING AND THE USE OF TOBACCO PRODUCTS IN RECREATIONAL AREAS

The Board of Directors of the Isla Vista Recreation and Park District makes the following findings in connection with the adoption of this Ordinance.

- A) WHEREAS, tobacco use and exposure to secondhand smoke cause death and disease and impose great social and economic costs, as evidenced by the following:
- (i) More than 440,000 people die in the United States from tobacco-related diseases every year, making it the nation's leading cause of preventable death;<sup>1</sup> secondhand smoke is responsible for an estimated 38,000 deaths among non-smokers each year in the United States, which includes 3,000 lung cancer deaths and 35,000 deaths due to heart disease;<sup>2</sup> and
  - (ii) Secondhand smoke exposure causes as many as 300,000 children in the United States under the age of 18 months to suffer lower respiratory tract infections, such as pneumonia and bronchitis;<sup>3</sup> exacerbates childhood asthma; and increases the risk of acute, chronic, middle-ear infections in children;<sup>4</sup> and
  - (iii) The United States Environmental Protection Agency has classified secondhand smoke as a group A carcinogen, the most dangerous class of carcinogen;<sup>5</sup> and
  - (iv) the U.S. Surgeon General has concluded that there is no risk-free level of exposure to secondhand smoke;<sup>6</sup> and
  - (v) The California Air Resources Board has put secondhand smoke in the same category as the most toxic automotive and industrial air pollutants by categorizing it as a toxic air contaminant for which there is no safe level of exposure;<sup>7</sup> and
  - (vi) The California Environmental Protection Agency has included secondhand smoke on the Proposition

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<sup>1</sup> U.S. Dep't of Health and Human Servs., Centers for Disease Control and Prevention, *Annual Smoking – Attributable Mortality, Years of Potential Life Lost, and Economic Costs – United States 1995-1999* MORBIDITY AND MORTALITY WEEKLY REPORT, 51(14), at 300-303 (2002), available at <http://www.cdc.gov/mmwr/PDF/wk/mm5114.pdf> (last accessed October 11, 2006).

<sup>2</sup> Nat'l Cancer Inst., *NCI Health Information Tip Sheet for Writers: Secondhand Smoke* (2005), at <http://www.cancer.gov/newscenter/tip-sheet-secondhand-smoke> (last accessed October 11, 2006).

<sup>3</sup> U.S. Dep't of Health and Human Servs., Centers for Disease Control and Prevention, *Targeting Tobacco Use: The Nation's Leading Cause of Death 2002*, at 2 (2004), available at [http://www.cdc.gov/nccdphp/aag/aag\\_osh.htm](http://www.cdc.gov/nccdphp/aag/aag_osh.htm) (last accessed October 18, 2006).

<sup>4</sup> U.S. Dep't of Health and Human Servs., Centers for Disease Control and Prevention, *Exposure to Environmental Tobacco Smoke and Cotinine Levels – Fact Sheet* (2004), available at [http://www.cdc.gov/tobacco/research\\_data/environmental/factsheet\\_ets.htm](http://www.cdc.gov/tobacco/research_data/environmental/factsheet_ets.htm) (last accessed October 18, 2006).

<sup>5</sup> U.S. Dep't of Health and Human Servs., Centers for Disease Control and Prevention, *Exposure to Environmental Tobacco Smoke and Cotinine Levels – Fact Sheet* (2004), available at [http://www.cdc.gov/tobacco/research\\_data/environmental/factsheet\\_ets.htm](http://www.cdc.gov/tobacco/research_data/environmental/factsheet_ets.htm) (last accessed October 18, 2006).

<sup>6</sup> U.S. Dep't of Health and Human Servs., Centers for Disease Control and Prevention, *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General* 11 (2006), available at <http://www.surgeongeneral.gov/library/secondhandsmoke/report/chapter1.pdf> (last accessed Sept. 19, 2006).

<sup>7</sup> Cal. Air Resources Bd., Resolution 06-01, at 5 (Jan. 26, 2006), available at <http://www.arb.ca.gov/regact/ets2006/res0601.pdf> (last accessed Oct. 6, 2006).

65 list of chemicals known to the state of California to cause cancer, birth defects, and other reproductive harm;<sup>8</sup> and

- (vii) The medical and economic costs to nonsmokers suffering from lung cancer or heart disease caused by secondhand smoke are nearly \$6 billion per year in the United States;<sup>9</sup> and
  - (viii) The total annual cost of smoking in California was estimated at \$475 per resident or \$3,331 per smoker per year, for a total of nearly \$15.8 billion in smoking-related costs in 1999 alone;<sup>10</sup> and
- B) WHEREAS, creating smoke-free areas helps protect the 86% of Californians who are non-smokers;<sup>11</sup> and
- C) WHEREAS, cigarette butts pose a health threat to young children, as evidenced by the following:
- (i) In 2004, American poison control centers received nearly 8,000 reports of children poisoned by the ingestion of cigarette butts;<sup>12</sup> and
  - (ii) Children who ingest cigarette butts can experience vomiting, nausea, lethargy, and gagging;<sup>13</sup> and
- D) WHEREAS, cigarette butts are a major and persistent source of litter, as evidenced by the following:
- (i) it is estimated that over two billion cigarette butts are discarded every day worldwide, and that Americans alone discard more than 175 million pounds of cigarette butts every year;<sup>14</sup> and
  - (ii) cigarette butts are often cast onto sidewalk and streets, and frequently end up in storm drains that flow into streams, rivers, bays, lagoons and ultimately the ocean;<sup>15</sup> and
  - (iii) cigarette butts, made of plastic cellulose acetate, take approximately 15 years to decompose;<sup>16</sup> and
- E) WHEREAS, smoking is a leading cause of fires and deaths from fires, resulting in an estimated cost of nearly \$7 billion in the United States in 1998, and<sup>17</sup>

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<sup>8</sup> Cal. Envtl. Prot. Agency, Office of Envtl. Health Hazard Assessment, *Chemicals Known to the State to Cause Cancer or Reproductive Toxicity*, at 8 and 17 (Aug. 11, 2006), available at [http://www.oehha.ca.gov/prop65/prop65\\_list/files/P65single081106.pdf](http://www.oehha.ca.gov/prop65/prop65_list/files/P65single081106.pdf) (last accessed Oct. 6, 2006).

<sup>9</sup> American Academy of Actuaries, *Costs Associated with Secondhand Smoke*, October, 2006, available at [http://www.actuary.org/pdf/health/smoking\\_oct06.pdf](http://www.actuary.org/pdf/health/smoking_oct06.pdf) (last accessed October 11, 2006).

<sup>10</sup> Wendy Max, Dorothy P. Rice, Xiulan Zhang, Hai-Yen Sung, Leonard Miller, Cal. Dept. of Health Servs., *The Cost of Smoking in California, 1999*, at 76 (2002), available at <http://www.dhs.ca.gov/tobacco/documents/pubs/CostOfSmoking1999.pdf> (last accessed October 18, 2006).

<sup>11</sup> Tobacco Control Section, Cal. Dep't of Health Servs., *Adult Smoking Prevalence*, at 1, available at <http://www.dhs.ca.gov/tobacco/documents/pubs/AdultSmoking06.pdf> (last accessed October 18, 2006).

<sup>12</sup> Am. Ass'n of Poison Control Ctr. *Annual Report of the Toxic Exposure Surveillance System* at 645 (2004), available at <http://www.aapcc.org/Annual%20Reports/04report/AJEM%20-%20AAPCC%20Annual%20Report%202004.pdf> (last accessed October 23, 2006).

<sup>13</sup> U.S. Dep't of Health and Human Servs., Center for Disease Control and Prevention, *Ingestion of Cigarettes and Cigarette Butts by Children – Rhode Island, January 1994-July 1996*, MORBIDITY AND MORTALITY WEEKLY REPORT, 46(06), at 125-128 (1997), available at <http://www.cdc.gov/mmwr/preview/mmwrhtml/00046181.htm> (last accessed October 18, 2006).

<sup>14</sup> Surfrider Foundation, San Diego Chapter, *Hold on to Your Butt!: Our Beaches and Streets are Not Your Ashtray*, at <http://www.surfridersd.org/hotyb.php> (last accessed October 18, 2006).

<sup>15</sup> Surfrider Foundation, San Diego Chapter, *Hold on to Your Butt!: Our Beaches and Streets are Not Your Ashtray*, at <http://www.surfridersd.org/hotyb.php> (last accessed October 18, 2006).

<sup>16</sup> Surfrider Foundation, San Diego Chapter, *Hold on to Your Butt!: Our Beaches and Streets are Not Your Ashtray*, at <http://www.surfridersd.org/hotyb.php> (last accessed October 18, 2006).

<sup>17</sup> University of California Medical Center, News Release of data from, *Prevention Medicine, August 2000*,

- F) WHEREAS, state law prohibits smoking within 25 feet of playgrounds and tot lots and expressly authorizes local communities to enact additional restrictions;<sup>18</sup> and
- G) WHEREAS, there is no Constitutional right to smoke;<sup>19</sup> and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ISLA VISTA RECREATION AND PARK DISTRICT ORDAINS AS FOLLOWS:

### **Section 1. Findings and Intent.**

It is the intent of the Board of Directors, in enacting this ordinance, to provide for the public health, safety, and welfare by discouraging the inherently dangerous behavior of smoking around non-smoking individuals, especially children; by protecting the public from exposure to tobacco and secondhand smoke where they play, exercise, and relax; by protecting the public from tobacco-related litter; by reducing the potential for children to wrongly associate smoking and tobacco with a healthy lifestyle; and by affirming and promoting a healthy family atmosphere in the District's recreational areas.

### **Section 2. Definitions.**

- A) "County health officer" means the County of Santa Barbara health officer or his or her duly authorized designee.
- B) "Person" means any natural person, partnership, cooperative association, corporation, personal representative, receiver, trustee, assignee, or any other legal entity except the Isla Vista Recreation and Park District.
- C) "Recreational Area" means any outdoor area, owned or operated by Isla Vista Recreation and Park District, open to the general public for recreational purposes, regardless of any fee or age requirement, including, but not limited to: parklands, including portions of parks, such as picnic areas, playgrounds, or sports fields; walking paths; gardens; hiking trails, amphitheatre(s); bike paths; horseback riding trails; athletic fields; skateboard parks; and other open spaces.
- D) "Smoking" means possessing (and "Smoke" means to possess) a lighted pipe, lighted cigar, hookah pipe, or lighted cigarette of any kind, or the lighting of a pipe, cigar, hookah pipe or cigarette of any kind except those used for ceremonial purposes or religious observation
- E) "Tobacco Product" means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah pipes, snuff, chewing tobacco, any product or formulation of matter containing biologically active amounts of nicotine or any other preparation of tobacco, that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, but does not include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

### **Section 3. Prohibition of Smoking and Use of Tobacco Products in Recreational Areas.**

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[http://www.ucdmc.ucdavis.edu/news/smokingdisaster\\_costs.html](http://www.ucdmc.ucdavis.edu/news/smokingdisaster_costs.html), (last accessed February 11, 2010).

<sup>18</sup> CAL. HEALTH & SAFETY CODE § 104495 (West 2003).

<sup>19</sup> Technical Assistance Legal Ctr., Pub. Health Inst., *There Is No Constitutional Right to Smoke* (2004), available at [http://talc.phlaw.org/pdf\\_files/0051.pdf](http://talc.phlaw.org/pdf_files/0051.pdf) (last accessed October 20, 2006).

- A) Smoking and/or the use of Tobacco Products is prohibited in all Recreational Areas.
- B) No person shall dispose of any cigarette, cigar, tobacco, weed, plant or other substance or product `intended to be inhaled and/or exhaled or introduced into the human body in any place where smoking is prohibited under this Ordinance except in a designated waste disposal container.

**Section 4. Posting of Signs.**

Signs that indicate that Smoking or the use of Tobacco Products is prohibited such as “no smoking” or “smoke free area”, whichever is appropriate, with letters of not less than one inch in height, or the international "no smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) along with an appropriate citation to this ordinance, shall be clearly, sufficiently and conspicuously posted and maintained at all main entrances to Recreational Areas and additional signs shall be posted in a quantity and manner reasonably likely to inform individuals occupying the District Parks that Smoking and use of Tobacco Products are prohibited within the area. Such signs shall be posted by the owner, owner, operator, manager or other person having control of such Recreational Area. No person shall willfully mutilate or destroy any sign required by this section.

**Section 5. Penalties and Enforcement.**

- A) It shall be unlawful for any person, business or entity to violate any provision of this Ordinance or to cause, permit or allow, aid, abet or conceal a violation of any provision of this Ordinance.
- B) It shall be unlawful for any person, business or entity to knowingly permit or allow smoking an area that it exercises management or control in which smoking is prohibited by this Ordinance.
- C) Each instance of Smoking or use of Tobacco Products in violation of this Ordinance shall constitute a separate violation.
- D) Any person violating any provision of this Ordinance shall be guilty of an infraction, which is punishable by the following: (i) A fine, not exceeding twenty dollars, for the first violation; (ii) A fine, not exceeding forty-five dollars, for a second violation within one year; or (iii) A fine, not exceeding two hundred dollars, for each additional violation of this chapter within one year.
- E) Any uniformed District employee, peace officer, including but not limited to, members of the Isla Vista Foot Patrol, the Santa Barbara County Sheriff’s Department, the California Highway Patrol, and the University of California Campus Police, shall enforce this Ordinance. Those possessing this authority to act within the boundaries of Isla Vista Recreation and Park District will have the authority to enforce this Ordinance. Furthermore, the General Manager and District staff shall have the authority to deny use of Park District parks and facilities and participation in Park District programs to individuals and groups who fail to comply with this Ordinance.

**Section 6. Other smoking laws.**

This ordinance shall not be interpreted or construed to permit smoking where it is otherwise restricted by other applicable laws. The Isla Vista Recreation and Park District Board of Directors intend this Ordinance to supplement applicable state and federal law and not to duplicate or contradict such law and this ordinance shall be construed consistently with that intention.

**Section 7. Severability.**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The Board of Directors of the Isla Vista Recreation and Park District hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

**Section 8. Effective Date.**

This ordinance shall take effect and be in force thirty (30) days from the date of its passage; and before the expiration of fifteen (15) days after its passage it, or a summary of it, shall be published once, in the Santa Barbara News Press, the Daily Nexus, the Goleta Sound, which are newspapers of general circulation, published in the County of Santa Barbara.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
CHAIRPERSON, BOARD OF DIRECTORS

ATTEST:

\_\_\_\_\_  
GABRIEL BRETADO  
DISTRICT CLERK

\_\_\_\_\_  
JEFF LINDGREN  
GENERAL MANAGER

APPROVED AS TO FORM:

\_\_\_\_\_  
ROXANNE DIAZ  
DISTRICT COUNSEL



## STAFF REPORT

Consent

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

**FROM:** Angela Kamm, Executive Secretary

**DATE REPORT** January 5, 2011

**PREPARED:**

**MEETING DATE:** January 20, 2011

**RE:** **Amendment to Policy 3010, Illness and Injury Prevention Program per District insurance carrier recommendation**

### **Recommendation:**

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."

### **Executive Summary:**

This item is on the agenda at the recommendation of California Association for Park and Recreation Indemnity (CAPRI), the District insurance carrier, so the Board may consider adding words to the District Policy 3010, Illness and Injury Prevention Program, to ensure compliance with SB 198.

### **Discussion:**

CAPRI provides the District insurance coverages, risk management, safety and loss prevention services. Following CAPRI's visitation in August, 2010, the District received a letter from CAPRI in December, 2010. In the letter, CAPRI's Recommendation 2010 – 01 states, "One of the key requirements of the Injury and Illness Prevention Program, as established by SB 198, is that the program include a policy that informs the employee of their obligation to report hazards when they are discovered, and advise them that there will be no reprisal for reporting the hazard." CAPRI recommended the District append to Policy 3010-50 the words, "Employees are expected to report all hazards whether corrected or not. No negative actions will be taken against anyone reporting hazards." The deadline to respond to CAPRI is January 20, 2011, and the letter will go out immediately once the policy amendment has been approved.

CAPRI's overall evaluation of the District was "Very Good."

### **Fiscal Impact:**

There is no fiscal impact associated with the recommended action.



## STAFF REPORT

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

**FROM:** Jeff Lindgren, General Manager

**DATE REPORT PREPARED:** January 16, 2011

**MEETING DATE:** January 20, 2011

**RE:** INSTALLATION DESIGN FOR PEOPLE'S PARK KIOSK

### **Recommendation:**

Approve installation design for People's Park Kiosk as properly designed to withstand conditions of its location in a public park.

### **Executive Summary:**

This item is on the agenda so the Board may approve the People's Park Kiosk installation design. Approval of the design provides the District with design immunity should the structure fail.

### **Discussion:**

On April 8, 2010, the Board of Directors approved a request from Chill Vista organizers for permission to install a kiosk in People's Park. On September 30, 2010 the Board approved a motion allowing the General Manager to enter into a MOU with Associated Students to install the Kiosk. The MOU has been drafted and reviewed by Counsel and is pending. Installation can proceed as soon as the MOU is signed, possibly as soon as late January 2011.

District Counsel recommends that the Board approve the Kiosk installation design to provide additional immunity in case of an accident with the kiosk. For design immunity, a public entity has to show that a plan or design has been approved in advance of the construction. For example, if there is a wind storm and the structure falls, the District will have the defense of design immunity if we show it was properly installed and that the installation was approved before the Board.

### **Fiscal Impact:**

There is no fiscal impact to the District associated with the installation of the kiosk which is begin paid for by Associated Students. Maintenance of the kiosk will be jointly addressed according to the MOU between Associated Students and the District.



## STAFF REPORT

Consent

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

**FROM:** Katie Boettcher, Assistant Bookkeeper

**DATE REPORT PREPARED:** January 11, 2011

**PREPARED:**

**MEETING DATE:** January 20, 2011

**RE:** Purchase Order for Disc Golf Course Improvements and Professional Services Contract for Little Acorn Park Upgrades

### Recommendation:

- A. Approve a purchase order in the amount of \$5,552.64 for the purchase of Disc Golf equipment for course improvements.
- B. Approve a professional services contract in the amount of \$6,500 for design, construction documents and constructions oversight of Little Acorn Park Upgrades.

### Executive Summary:

This item is on the agenda for the Board to consider a purchase order under Purchasing policy 3100.002, to allow a purchase or contract in excess of five thousand dollars.

### Discussion:

At the meeting on December 9, 2010, the Board approved improvements and expansion of the Isla Vista Peace Disc Golf Course and upgrades to Little Acorn Park in motion 101209-06.

The project budgets included the purchase and installation of fixed equipment for the disc golf course and design and construction of improvements, including irrigation improvements and a bocce ball court, to Little Acorn.

The purchase and contract will provide the District with the materials and services necessary to complete the Board directed projects.

### Fiscal Impact:

The District will pay these costs up-front, however, there will be no long term fiscal impacts as expenditures are to be reimbursed by the State under the approved 2002 Resources Bond Act Per Capita Grant Program.



## ADMINISTRATIVE REPORT

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

**FROM:** Gabe Bretado, District Clerk

**DATE REPORT**

**PREPARED:** January 6, 2011

**MEETING DATE:** January 20, 2010

**RE:** **FINANCE, PERSONNEL and POLICY & ORDINANCE COMMITTEE APPOINTMENTS**

**Recommendation:**

Select Board members to be on Finance, Personnel & Policy and Ordinance Committees for 2010-2011.

**Executive Summary:**

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

**Discussion:**

Each year, the Board of Directors rotates members to serve on the Finance, Personnel, and Policy & Ordinance Committees. The Board customarily appoints Directors to serve on each committee, but it is not a requirement per the policy. The committee appointment usually begins each January and the appointment lasts until January of the following year.

It is required per the Policy to post the openings to the public. Due to the holidays, staff posted the openings in early January. Each committee will consist of no more than two Board members and up to three public members.

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 Board members to serve on the committees. Director Stipends for committee meetings are included in the adopted budget. Advertisements for public members to apply to serve on District committees pursuant to District policy are approximately \$200 for noticing of all three committees.



## ADMINISTRATIVE REPORT

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

**FROM:** Gabe Bretado, District Clerk

**DATE REPORT**

**PREPARED:** January 6, 2011

**MEETING DATE:** January 20, 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. Notice of committee openings were published in the SB News Press on 01/07/11 and again on 01/14/11. The deadline for submittal of request was Jan. 20<sup>th</sup>, 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.

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**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 \$200 for noticing of all three committees. The costs associated with committee meetings are included in the adopted budget.



# General Manager's Quarterly Report

Second Quarter 2010-2011

## GENERAL MANAGER'S OBJECTIVES

The General Manager's contract requires quarterly reporting on the progress being made on fulfilling the objectives identified by the Board of Directors. The objectives for 2010-2011 are as follows:

Objective	Description	Status
1.	Study staffing in the District and be prepared to recommend and justify any changes as part of preparing the 2011-12 budget.	<ul style="list-style-type: none"> <li>Individual Park Audits and evaluations of staffing needs and levels are underway to evaluate District resource needs</li> </ul>
2.	Institute a system of monitoring the allocation of resources and the effectiveness of park maintenance services.	<ul style="list-style-type: none"> <li>Individual Park Audits are underway and will be used to refine workload and identify staffing needs</li> <li>Audits identify issues and standards of maintenance in different types of District parks</li> </ul>
3.	Make significant progress in advancing the design, engineering, and permitting of the Skate Park; prepare a development plan.	<ul style="list-style-type: none"> <li>Fund Raising Plan Drafted</li> <li>Businesses Plan Drafted</li> <li>3<sup>rd</sup> Benefit scheduled for Jan 21</li> <li>1<sup>st</sup> Target is \$20,000 for refining design and 3D Model</li> </ul>
4.	Complete the permitting of the AO park bridges demolition and replacement.	<ul style="list-style-type: none"> <li>Department of Fish and Game: Waiver received</li> <li>Army Corps of Engineers: Negative Jurisdictional Determination received</li> <li>County of Santa Barbara: Development Exemption and Permit complete</li> <li>California Coastal Commission: No review</li> <li>Materials ordered</li> <li>Construction to begin January, 2011</li> </ul>
5.	Reestablish the partnership for funding Adopt-A-Block.	<ul style="list-style-type: none"> <li>Significant donations from local businesses this Fall</li> <li>Discussions continue with UCSB and County</li> <li>AAB staff to present budget request to GWSD on Jan 19 for FY 2011-2012</li> </ul>
6.	Implement the Habitat Management Plan, with a priority on Camino Corto Open Space.	<ul style="list-style-type: none"> <li>Department of Fish and Game permit complete</li> <li>District Arborist worked for 4 days starting Dec 13, 2011</li> <li>Work on hold until ground dries from recent rains</li> </ul>
7.	Address the health, safety and enforcement issues that currently exist, with an emphasis on AO Park and open spaces.	<ul style="list-style-type: none"> <li>Pruning and clean up work underway or scheduled</li> <li>Developing job description for Ranger position</li> <li>Informal meeting with members of the houseless community</li> </ul>

8.	Work with the Policy and Ordinance Committee to make necessary updates and changes.	<ul style="list-style-type: none"> <li>• Policy Section 5060 changes adopted by Board</li> <li>• No Smoking Ordinance approved by Board</li> <li>• Budget Process to be reviewed Jan 2011</li> <li>• Policy Manual clean-up to be reviewed</li> </ul>
9.	Complete individual park plans.	<ul style="list-style-type: none"> <li>• Individual Park Audits are first step in understanding and evaluating the constraints and opportunities for each park</li> <li>• Audits complete for Pardall Gardens, Greek, Children's, Office, AO, Perfect, Peoples, Pelican, Camino Pesc, Window to the Sea, and Little Acorn.</li> </ul>
10.	Update District tree plan.	<ul style="list-style-type: none"> <li>• Update to the District Tree Plan will be an outcome from completion of the Individual Park Plans</li> </ul>

## WORK PROGRAM - FISCAL YEAR 2010-2011

Project	Description	Status
1.	<p><b>Little Acorn Park</b></p> <p>The RDA proposed improvements to Little Acorn as part of the El Embarcadero Project scheduled for Winter 2010.</p>	The RDA is under new management and their current direction with improvement is not clear. Staff has initiated a grant for this work.
2.	<p><b>Greek Park Improvements</b></p> <p>Upgrades at Greek Park include improving the sand volleyball courts, adding seating and shade features, and installing a state-of-the-art out door basketball court. The tasks for the year include approving the proposed park plan, and finding donors to fund the project.</p>	Initial cost estimate is \$275,000; staff working with Greek community on fund raising
3.	<p><b>Anisq'Oyo' Park Master Plan</b></p> <p>\$30,770 is available to complete the plan. The work previously done on this project is available and can be used as needed.</p>	Project launch and workshops proposed for Winter/Spring 2011
4.	<p><b>Estero Park Community Garden Fence</b></p> <p>The fence can be replaced as part of the soccer field project, as work in the park will impact the garden slightly.</p>	To be constructed as part of the Estero Park sports field project
5.	<p><b>District Ranger Program</b></p> <p>\$20,000 to employ a part time ranger during the next fiscal year. The ranger will address use and misuse issues, monitor rentals and special events, and help park visitors have safe and enjoyable experiences in district parks and open spaces.</p>	Draft job description being prepared based on research of other Ranger programs
6.	<p><b>Habitat Management Plan Implementation</b></p> <p>\$7,000 primarily for tree and habitat work in Camino Corto Open Space</p>	Arborist work began in Dec 2011. Department of Fish and Game permit received.
7.	<p><b>COB Benches</b></p> <p>\$1,500 for a COB bench project in the District</p>	Plan workshop for Spring
8.	<p><b>Curb Cut in Sueno Orchard</b></p> <p>\$4,000 for a curb cut that will allow District vehicles access to the property</p>	Road Encroachment Permit received. Project out to bid.

<b>9.</b>	<b>AO Park Restroom upgrades</b> \$7,500 to fund the replacement of worn out and damaged fixtures in the restrooms	Lights and toilets repaired, toilets under repair
<b>10.</b>	<b>Surfacing Materials</b> \$10,000 for decomposed granite to be used in pathways and Fibar material for playgrounds	Fibar installed. Decomposed granite to be used in various locations.

## GRANT FUNDED PROJECTS

Project	Description	Status
<b>1.</b>	<b>Vernal Pool Signs</b>	All signs are built; 3 more to install
<b>2.</b>	<b>Basketball Courts at Estero Park</b>	95% plans and specifications are complete for Estero Park playfields and basketball courts. Ready for bid.
<b>3.</b>	<b>Playfield at Estero Park</b>	95% plans and specifications are complete for Estero Park playfields and basketball courts. Ready for bid.
<b>4.</b>	<b>Anisq'Oyo' Park Bridge Replacement</b>	Scope of project for replacement of existing in-kind allows for more direct permitting path. Anticipate replacement Jan 2011.
<b>5.</b>	<b>Little Acorn Upgrades</b>	Design underway. Install in Feb/March 2011
<b>6.</b>	<b>Disc Golf Course</b>	Materials on order. Install in Feb 2011
<b>7.</b>	<b>Park Seating</b>	Materials being ordered.

## UNANTICIPATED PROJECTS

Project	Description	Status
<b>1.</b>	<b>99-01 Reassessment Project</b>	Legal counsel completing review
<b>2.</b>	<b>Repair of Madrid Road Stub</b>	Estimate pending; weekend or break work
<b>3.</b>	<b>UCSB Long Range Development Plan Negotiations</b>	Meetings with UCSB officials
<b>4.</b>	<b>Project Development for re-Programming Anisq'Oyo' Bridge Replacement Block Grant Funds</b>	New grants submitted to State to allocate unused bridge grant funding

<b>5.</b>	<b>Park Sign Rehabilitation</b>	Several complete: Greek, Little Acorn, Pardall Gardens, Peace Course Disc Golf Course; several more planned
<b>6.</b>	<b>Private Property Encroachment</b>	Under study with surveyor

# Quarterly Financial Report- Second Quarter of 2010-11

## GENERAL FUND – REVENUES

Highlighted below is a list of Isla Vista Recreation & Park District (IVRPD) current revenues at object level for the second quarter of Fiscal Year 2010-11. IVRPD's revenues are performing as projected based on revised estimates and past trends for the second quarter. Any significant variations are noted below.

Revenues	Adjusted Budget	YTD Actual	% Received
Property Taxes	112,220.00	74,598.10	66%
Use of Money & Property	53,280.00	8,483.85	16%
Federal & State Revenue	2,660.00	1,187.57	45%
Other Governmental Agencies	232,070.00	0.00	0%
Charges for Services	33,410.00	4630.93	14%
Miscellaneous	20,500.00	11,651.85	57%
Other Financing Sources	791,770.00	443,482.68	56%
<b>Total Revenue</b>	<b>1,245,910.00</b>	<b>416,094.43</b>	<b>44%</b>

### Property Tax

District normally receives property taxes in November, December, April and June. The district has no say over the rate at which property taxes are charged. IVRPD is allocated a percentage of the basic 1% property tax that is paid to the County.

### Use of Money & Property

No interest revenue has been collected yet, though Rental of Buildings and Land accounts has continued to receive timely payments. Each year the District receives rent from tenants for the Teen Center and parking lot.

### Federal & State Revenue

State Revenue includes Homeowners Property Tax Relief, usually received at end November, December, April and May. Federal Revenue Federal includes In-Lieu of Taxes that are generally received at the end of March.

### Other Governmental Agencies

Redevelopment Agency Pass Through Agreement - revenues have not been received yet. IVRPD generally receives funds in December and April.

### Charges for Services

The district receives garden fees, for Estero Community Garden plots and park reservation fees. Fees for Bluff-top maintenance and concessions are also included here.

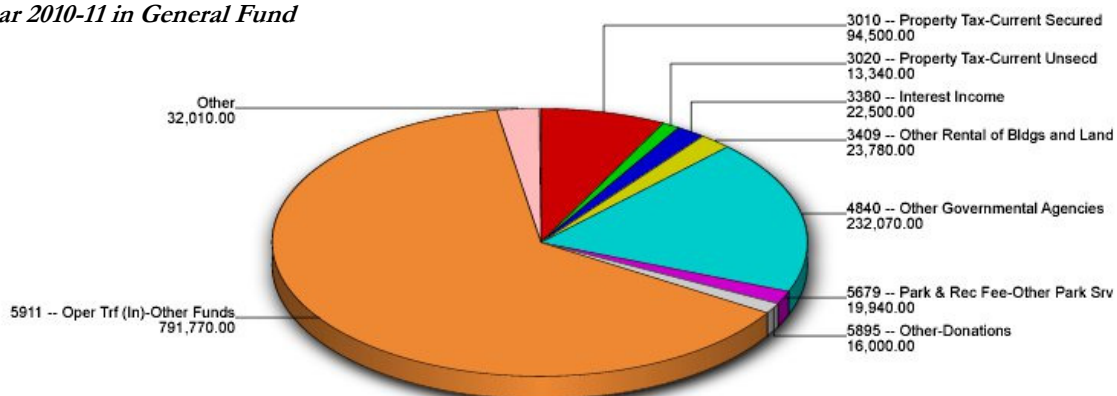
### Miscellaneous

Revenue item includes donations and other miscellaneous revenue such as Mutt Mitt Funding, Cal-Card incentive payments, rebates and dividends.

### Other Financing Sources

The first major apportionment of 2010-11 taxes will not occur until January. Current figure is money recently transferred that should have been moved last year from Special Tax Assessments, to reflect end of Fiscal Year 2009-10.

*Projected Revenues to be received  
Fiscal Year 2010-11 in General Fund*



## GENERAL FUND – EXPENDITURES

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Highlighted below is a list of current Expenditures by Object Level for Fiscal Year 2010-11.

<b>Expenditures</b>	<b>Adjusted Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
Salaries & Benefits	907,200.00	514,763.20	56%
Service & Supplies	371,680.00	242,089.31	65%
Other Charges	7,750.00	0.00	0%
<b>Total Expenditures</b>	<b>1,286,630.00</b>	<b>756,852.51</b>	<b>58%</b>

### Salaries & Benefits

Salaries & Benefits are on target reaching 56% of the budget for the second quarter. Salaries & Benefits include Full-Time Labor, Casual Labor, Board Member Compensation, Overtime, Retirement Contribution, FICA Taxes, Health Insurance, Unemployment Insurance and Workers Compensation.

### Services & Supplies

A break down of Service & Supplies can be seen in the table below. Currently we have expensed 65% of allocated budget. Some expenses are completed for the entire-year, such as IT Hardware Maintenance, Memberships, Audit Fees, and Liability Insurance (whole year). Any significant variances are noted below under “Expenditure Highlights”.

### Other Charges

Other Charges include Contributions to Other Agencies and Reprographic Services which have not been expensed yet this Fiscal Year.

Services & Supplies	Adjusted Budget	YTD Actual	% of Budget
7010 – Agriculture	1,510.00	1,131.39	74.93 %
7030 – Clothing and Personal	3,000.00	1,716.77	57.23 %
7050 – Cell Phones	1,450.00	669.51	46.17 %
7053 – Telephone (Local)	2,420.00	1,187.02	49.05 %
7054 – Telephone (Long Dist)	750.00	287.61	38.35 %
7070 – Household Expense	2,900.00	1,479.67	51.02 %
7080 – Janitorial Services	23,270.00	11,520.00	49.51 %
7090 – Insurance	17,170.00	14,669.00	85.43 %
7120 – Maintenance (Equipment)	5,500.00	4,591.41	83.48 %
7121 – Operating Supplies	5,500.00	1,263.06	22.96 %
7122 – Equipment Contracts	0.00	958.45	--
7123 – IT Hardware Maintenance	16,000.00	18,466.69	115.42 %
7200 – Maint. & Improvements	79,030.00	38,385.13	48.57 %
7324 – Audit Fees	15,000.00	15,683.50	104.56 %
7363 – Equipment Maintenance	4,890.00	2,283.26	46.69 %
7430 – Memberships	4,300.00	6,522.00	151.67 %
7440 – Miscellaneous Expense	500.00	107.17	21.43 %
7450 – Office Expense	3,500.00	4,831.40	138.04 %
7451 – Postage	600.00	144.25	24.04 %
7454 – Books & Subscriptions	650.00	99.03	15.24 %
7460 – Prof. & Special Services	37,570.00	45,753.72	121.78 %
7507 – ADP Payroll Fees	5,600.00	5,270.62	94.12 %
7508 – Legal Fees	14,340.00	5,177.43	36.10 %
7510 – Work Study	28,250.00	4,500.63	15.93 %
7530 – Publications	1,350.00	456.84	33.84 %
7580 – Rents/Leases – Structures	2,100.00	0.00	0.00 %
7630 – Small Tools	2,500.00	1,618.55	64.74 %
7650 – Special Dept. Expense	1,420.00	864.15	60.86 %
7653 – Training Fees & Supplies	8,000.00	2,419.51	30.24 %
7659 – Rec. Program Expense	15,170.00	1,583.33	10.44 %
7669 – Cost Allocations	18,900.00	20,056.00	106.12 %
7730 – Transportation & Travel	6,490.00	5,742.54	88.48 %
7731 – Gasoline-Oil-Fuel	6,300.00	3,351.76	53.20 %
7761 – Electricity	3,800.00	2,034.41	53.54 %
7762 – Natural Gas	200.00	39.87	19.94 %
7763 – Water	25,000.00	11,943.47	47.77 %
7764 – Refuse	6,750.00	5,269.99	78.07 %
<b>Total Services &amp; Supplies</b>	<b>371,680.00</b>	<b>242,079.14</b>	<b>65%</b>

## EXPENDITURE HIGHLIGHTS

- 7090 – Insurance – 85.43% have been expended already for the year. Two payments are made during fiscal year to CAPRI. Completed for the year.
- 7120 – Maintenance (Equipment) – 83.48% expenses completed for the year. Repairs made to district tractors, mowers & gators. Higher than anticipated costs.
- 7123 – IT Hardware Maintenance – One year contract agreement with QIS Project to maintain our IT/Computer service. Updated computers and software so no longer using outdated systems.
- 7324 – Audit Fees completed for the entire year.
- 7430 – Memberships - All membership renewal fees have been made for the year.
- 7450 – Office Expense – Expenses made for new office supplies during 1<sup>st</sup> half of year due to change in staff and management
- 7460 – Professional & Special Services – Services charged in the early first quarter were carried over from previous fiscal year 2009-10. Covering certain grant expenses. Will be reimbursed.
- 7507 - ADP Payroll Fees – ADP costs were higher than projected, primarily due to change of staff, increased fees and upgrades in system.
- 7669 - Cost Allocations – Higher than anticipated fees charged for FY 2010-11. Fees based on Santa Barbara County’s Cost Allocation Plan.

## SPECIAL FUNDS

### Adopt – A – Block Revenues

Revenues	Adjusted Budget	YTD Actual	% Received
Adopt – A – Block Funding	24,000.00	25,342.50	106%
AAB – Reserves	36,000.00	36,000.00	100%
<b>Total Revenue</b>	<b>60,000.00</b>	<b>61,342.50</b>	<b>102%</b>

### Adopt – A – Block Funding

Revenues for Adopt-A-Block includes Goleta West Sanitary District and various donations.

### AAB – Reserves

AAB funds held in reserve designated for the Adopt-A-Block program.

### Adopt – A – Block Expenditures

Expenditures	Adjusted Budget	YTD Actual	% Received
Salaries & Employee Benefits	55,320.00	22,064.67	40%

Services & Supplies	4,680.00	2,623.25	56%
<b>Total Expenditures</b>	<b>60,000.00</b>	<b>24,687.92</b>	<b>41%</b>

The Adopt-A-Block fund appears overall in good shape and right on target with current revenue and expenditures.



## ADMINISTRATIVE REPORT

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

**FROM:** Gabe Bretado, District Clerk

**DATE REPORT**

**PREPARED:** January 6, 2011

**MEETING DATE:** January 20, 2011

**RE: CONSIDER ROTATION OF DISTRICT OFFICERS**

**Recommendation:**

Appoint Chairperson and Vice-Chairperson to serve through the first Board meeting in January 2012.

**Executive Summary:**

This item is on the agenda so the Board may select a Chair and Vice-Chair that will take effect at tonight's meeting and will be in effect through the first Board meeting in January 2012.

**Discussion:**

Per District Policy, the Chairperson and Vice Chairperson shall be elected once each year at the first meeting in January. Staff recommends that the Board elect new officers to both positions at this meeting.

The new officers will work with the General Manager to establish the board meeting agendas and will assume their official duties at that meeting. The following is the District's policy on election and rotation of District Officers:

**4040.10** The Chairperson of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4040.20** In the absence of the Chairperson, the Vice Chairperson of the Board of Directors shall serve as chairperson over all meetings of the Board. If the Chairperson and Vice Chairperson of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

**4040.30** The Chairperson and Vice Chairperson shall be elected once each year at the first meeting in January.

**4040.40** Should the offices of Chairperson or Vice Chairperson become vacant, the Board shall elect a successor at the next regular meeting or at a special meeting called for that purpose and such election shall be for the unexpired term of that office.

**Fiscal Impact:**

There are no fiscal impacts associated with the rotation of officers.