



City of Guadalupe

AGENDA

Regular Meeting of the Recreation and Parks Commission

Tuesday, October 4, 2022

At 6:00 pm

City Hall, 918 Obispo Street, Council Chambers

Please be advised that, pursuant to State Law, any member of the public may address the Commission concerning any item on the Agenda, before or during Commission consideration of that item. If you wish to speak on any item on the agenda, including any item on the Consent Calendar or the Ceremonial Calendar, please submit a speaker request from for that item. If you wish to speak on a matter that is not on the agenda, please do so during the Community Participation Forum.

Any documents produced by the City and distributed to a majority of the Commission regarding any item on this agenda will be made available the Friday before the meetings at the Recreation and Parks Office at City Hall 918 Obispo Street, Monday through Friday between 9:00 am and 4:30 pm, and posted 72 hours prior to the meeting. The City may charge customary photocopying charges for copies of such documents. Any documents distributed to a majority of the Commission regarding any item on this agenda less than 72 hours before the meeting will be made available for inspection at the meeting and will be posted on the City's website and made available for inspection the day after the meeting at the Recreation Office at City Hall 918 Obispo Street, Monday through Friday between 9:00 am and 4:30 pm.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, including review of the Agenda and related documents, please contact the Recreation Office at (805) 356.3906 at least 72 hours prior to the meeting. This will allow time for the City to make reasonable arrangements to ensure accessibility to the meeting.

1. ROLL CALL:

Commissioner Chair Joseph Harris

Commissioner Enrique Ortiz

Commissioner Emily Dreiling

2. PLEDGE OF ALLEGIANCE

3. COMMUNITY PARTICIPATION FORUM

Each person will be limited to a discussion of three (3) minutes. This time is reserved to accept comments from the public on Consent Calendar items or matters not otherwise scheduled on this agenda. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. Recreation and Parks Commission may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

4. CONSENT CALENDAR

The following items are presented for the Commission approval without discussion as a single agenda item in order to expedite the meeting. Should a Member of the Recreation and Parks Commission wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.

- A. Approve the Minutes of the Recreation & Parks Commission regular meeting of September 6, 2022.

REGULAR BUSINESS

- 5. October Recreation & Parks Newsletter
- 6. Pumpkin Decorating Contest
- 7. Fabulous 50s Dance Fundraiser
- 8. Color Fusion Walk/Run Part 2
- 9. Facilities and Parks Verbal Update
- 10. Other matters of importance that the Recreation Services Manager will discuss, if deemed necessary.

11. COMMISSION REQUESTS, COMMENTS, AND MEETING REPORTS.

12. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall display case and website not less than 72 hours prior to the meeting. Dated this 29th day of September 2022.

Hannah Sanchez

Hannah Sanchez, Recreation Services Manager

PROPOSED FUTURE AGENDA AND PENDING ITEMS

Other Pending Items/ Events	Proposed Date of Item	Agenda Category
Christmas Light Decorating Competition	November 1 st	Regular Business

MINUTES

CITY OF GUADALUPE
REGULAR MEETING OF THE RECREATION AND PARKS COMMISSION
TUESDAY, SEPTEMBER 6, 2022

Call to Order: Recreation Commission Chair- Joe Harris called the meeting to order at 6:00 p.m.

- 1. Roll Call:** Recreation Manager, Hannah Sanchez, noted the Commissioner attendance as follows:

Commission Chair: Joseph Harris- Present
Commissioner: Enrique Ortiz- Present
Commissioner: Robert Salinas- Present
Commissioner: Jesse Ramirez- Resigned
Commissioner: Emily Dreiling - Present

- 2. Pledge of Allegiance:**

Commissioner Chair Joe Harris was recognized and led the Commission in the pledge of allegiance.

- 3. Community Participation Forum:**

No participation.

- 4. Consent Calendar:**

- Motion was made by **Salinas**, seconded by **Ortiz** to approve the August 10, 2022, regular meeting minutes. All ayes, 3/0. Motion passed.
- Motion was made by **Salinas**, seconded by **Dreiling** to adopt Resolution No. 2022-01. All ayes, 4/0. Motion passed.

Regular Business:

- 5. Le Roy Community Center Mural**

Servando Garcia attended the meeting via zoom. He presented his final mural design to the commission and explained what his next steps would be. Once his check arrives in the mail, he will use the funds to purchase his materials and equipment.

- 6. Recreation Commissioners Position Updates**

It was brought to the attention of the Recreation Services Manager that the terms of two commissioners, Commissioner Emily Dreiling and Commissioner Robert Salinas, had expired in September 2021.

Ms. Dreiling elected to stay on as a Recreation and Parks Commissioner.

Mr. Robert Salinas and Mr. Jesse Ramirez resigned from their positions as Recreation and Park Commissioners. Resignation letters below.

Hannah Sanchez

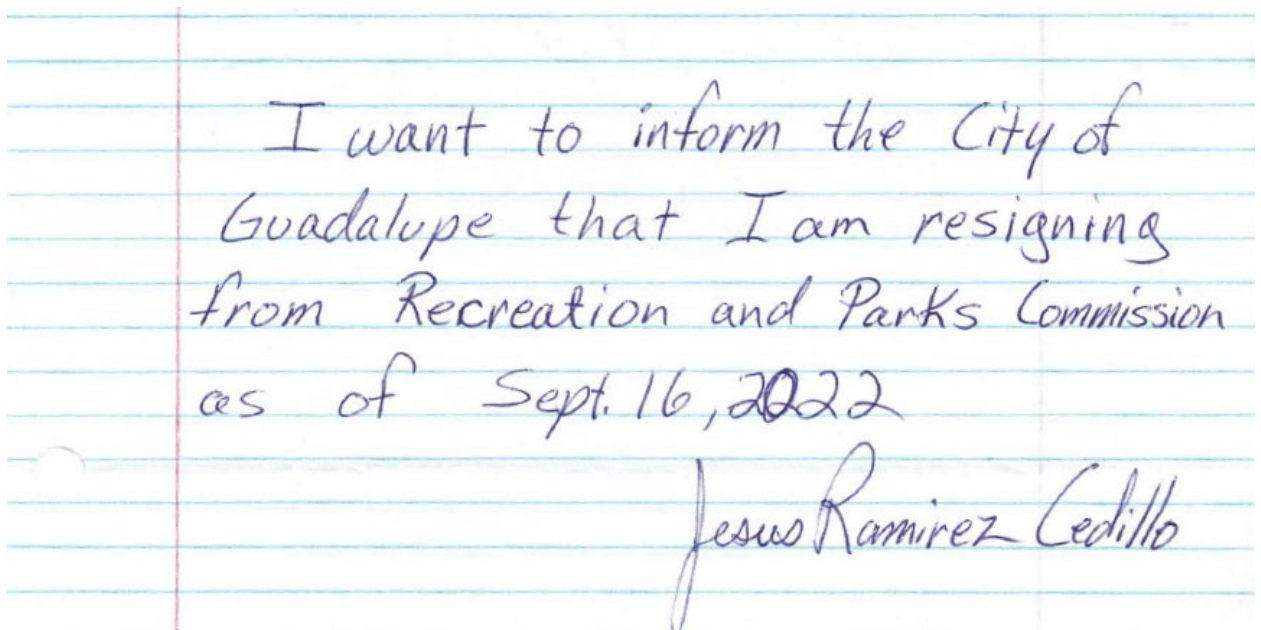
From: Robert Salinas <rsalinas320@yahoo.com>
Sent: Tuesday, September 6, 2022 3:40 PM
To: Hannah Sanchez
Subject: Recreation Commission

Hello Hannah

This email is to notify you that I will be stepping down and resigning my seat on the Recreation and Parks Commission effective after the meeting on 9/6/22. This is something that I need to do at this time. Between my family life and other volunteer work that I do, I have to step away. I have enjoyed my time on the Commission and all that we have accomplished. I will still try to stay involved with the community just to a lesser extent. Good luck and continue to keep up the great job you are doing.

Regards

Robert Salinas



I want to inform the City of Guadalupe that I am resigning from Recreation and Parks Commission as of Sept. 16, 2022

Jesús Ramirez Cedillo

7. Facilities & Parks Fee Schedule

SUBJECT: Facility & Parks Use Fee Schedule Changes

RECOMMENDATION: To review the changes made to the Parks and Facilities Fee Schedule for approval.

BACKGROUND: The City Facility and Parks Use Fee Schedule was last updated and approved by council on July 14, 2021. At that time the Consumer Price Index for the U.S. City Average was 5.4%. The most recent CPI percentage reported for June of 2022 was 9.1%. This shows a 3.7% increase since the last Facility and Parks Use Fee Schedule update. In addition to the CPI increase, there has also been an increase in rentals. With more rentals occurring there is more foot traffic at facilities and parks that in turn result in more maintenance and janitorial time.

In the past, all non-profit organizations wishing to utilize city facilities have had all fees waived. Moving forward, all renters would need to follow the approved Facility and Parks Use Fee Schedule unless another fee arrangement is negotiated and approved by the City Council.

However, not all changes are increases. After the investigation of some of the established prices versus neighboring facilities, it was brought to the department's attention that our fees were higher than our competitors who offer more amenities than we do at our facilities and parks. Examples can be seen on Attachment 9. These reasons are the cause of making updates to the Facility & Parks Use Fee Schedule.

DISCUSSION: The first recommended change is for the City Auditorium fees. Attachment 1 shows the original fee schedule and Attachment 2 shows the recommended changes. It is recommended that the kitchen use deposit just be included in the cleaning deposit rather than showing it as a separate charge. Many renters do not understand why there is a separate charge to utilize the kitchen, and the reason is for additional cleaning needed when used. By including it we are not only mitigating complaints, but also raising the refundable portion of the deposit so that renters are given more of an incentive to meet the cleaning requirements in order to receive their refund.

It is also recommended that city approved local non-profits/schools/and other approved fraternal/social organizations fees be updated. Attachments 3 & 4 show examples the city auditorium being utilized long term for no cost due to the renting parties (Group 1 & 2) falling under this category. While it is agreed that fees should be subsidized, it is crucial that we still receive compensation for those rentals. It is proposed that any groups that fall under this category that need to utilize the space repetitively on a long-term basis pay a monthly \$300 flat rate. This would allow for the group to make arrangements with the recreation services manager for use of the space while still compensating the department for the use of the facility.

Included are examples of cost differences between renters applying as residents and renters applying as non-profits/other. Attachment 5 shows the actual fees charged to non-profit Group 3 and Attachment 6 shows what would have been charged if they were charged the normal fees. Attachment 7 shows the actual fees charged to non-profit Group 4 and Attachment 8 shows what would have been charged if they were charged normal fees.

Additionally, requests were made that any use of a space for a memorial service should also be subsidized. This was taken into consideration when creating the Non-profit Special Event/Memorial Service Fee. This category covers both Memorial Services and any special event rentals run by non-profits. This was created because in the previous fee schedule non-profits were following a flat rate per visit, but those fees were not covering the costs of the use considering that there were no time restrictions on the duration that the flat rate would cover. Attachments 5 & 6 are also good examples of a non-profit rental that was charged a flat rate for a 12-hour use. The recommendation is to have a \$150 flat rate for up to 4 hours of use. This is a reasonable amount of time to cover an event or memorial service. Any rental use over 4 hours would be a \$50 hourly rate per each hour used after the four hours. For example, if a non-profit organization had a 6-hour special event they would pay \$150 for the first 4 hours and \$100 for the additional 2 hours for a grand total of \$250. These costs are subsidized, but also cover costs for the use of facility.

Veteran's Hall

Based off of the original fee schedule, Veteran's Hall was priced the same as the City Auditorium even though Veteran's Hall is a smaller space and allows fewer people to occupy it for events. Taking that into account, the recommendation for these fees is that they be reduced. The kitchen use fee would be included in the cleaning deposit, which would remain the same. However, the hourly rate would be adjusted from \$90 for residents and \$110 for non-residents to an hourly rate of \$65 for residents and \$85 for non-residents.

The city approved local non-profits/schools/and other approved fraternal/social organizations would also follow the same fee structure as the City Auditorium with a \$150 flat rate for up to 4 hours of use and an hourly rate of \$50 for each additional hour after the first 4 hours.

City Council Chambers

The City Council Chambers fees were not altered.

O'Connell & Le Roy Park

For the use of O'Connell Park and Le Roy Park, including the use of BBQ area if desired, it was brought to the department's attention that the cost to rent those areas were much higher than any other neighboring city's park rental fees who have more amenities to offer. Rather than charging an hourly rate, the department is recommending that we follow Santa Maria's park rental structure of having a flat rate per visit. The flat rate per visit would be \$140 for residents and \$160 for non-residents. This would come to a total of \$200 for residents and \$220 for non-residents with the reservation lock in date deposit included. City approved local non-profits/schools/and other approved fraternal/social organizations recommended fee is a \$90 flat fee per visit which would come out to a total of \$150 with the reservation lock in date deposit included.

Veteran's Memorial Plaza

Veteran's Memorial Plaza fees were not altered.

Additional Costs for All Rental Events if Applicable

It is recommended that the Event Attendant fee be changed. Previously, a flat rate of \$150 per event was charged to the renter. This rate does not cover the costs associated with the building attendant's time or overtime. It is recommended that the Event Attendant fee be changed to \$16 per hour. This would be applied to set up, event, and break down time for the rental.

FISCAL IMPACT: Although the park rental fees were lowered to a flat rate, it should encourage more rentals of the park. Currently, many people make appointments to come in to reserve the parks, but ultimately, they do not reserve it due to the high prices, however, still use the space that day. It is believed that more people will be willing to reserve the park according to the set procedures if the updated prices were approved.

Veteran's Hall fees, although lowered, are a fairer price and should encourage more rentals of the facility as previously the fees were the same as the City Auditorium even though Veteran's Hall holds fewer people and offers less amenities.

All other rental fees were raised to cover costs of use.

Current Fee Schedule

City Auditorium and Veterans Hall	Non-Refundable	Refundable
<i>All rentals</i>		
Reservation lock in date	\$100	
Kitchen Use	\$100	
Cleaning Deposit (\$500.00)	\$250.00	\$250.00
<i>Plus, one of the following</i>		
Hourly fee for City Residents	\$90	
Hourly fee for City non-residents	\$110	
City approved local non-profits/schools/and other approved fraternal/social organizations*	\$50 Flat fee/visit	
City approved business/events	Free	

*Unless another fee agreement is negotiated and approved by the City Council. See list of approved non-profits below.

Senior/Community Center	Non-Refundable	Refundable
<i>All rentals (Main Hall Room 1)</i>		
Reservation lock in date	\$50	
Kitchen Use	\$50	
Cleaning Deposit (\$200.00)	\$100	\$100
<i>Plus, one of the following</i>		
Hourly fee for City Residents	\$30	
Hourly fee for City non-residents	\$40	
City approved local non-profits/schools/and other approved fraternal/social organizations*	\$50 Flat fee/visit	
Resident/Non-resident rentals of Room 2 & 3	N/A	N/A
City approved local Non-profits/schools/and other approved fraternal /social organizations*	\$20.00	
City approved business/events	Free	

Half City Council Chambers	Non-Refundable	Refundable
<i>All rentals</i>		
Reservation lock in date	\$50	
Cleaning Deposit (\$100.00)	\$50	\$50
<i>Plus, one of the following</i>		

Hourly fee for City Residents	\$20	
Hourly fee for City non-residents	\$30	
City approved local non-profits/schools/and other approved fraternal/social organizations*	\$25 Flat fee/visit	
City approved business/events	Free	

*Unless another fee agreement is negotiated and approved by the City Council. See list of approved non-profits below.

Whole City Council Chambers	Non-Refundable	Refundable
<i>All rentals</i>		
Reservation lock in date	\$50	
Cleaning Deposit (\$100.00)	\$50	\$50
<i>Plus, one of the following</i>		
Hourly fee for City Residents	\$30	
Hourly fee for City non-residents	\$40	
City approved local non-profits/schools/and other approved fraternal/social organizations*	\$40 Flat fee/visit	
City approved business/events	Free	
O'Connell & LeRoy Park	Non-Refundable	Refundable
<i>All rentals</i>		
Reservation lock in date	\$60	
Cleaning Deposit (\$100.00)	\$50	\$50
<i>Plus, one of the following</i>		
Hourly fee for City Residents	\$40	
Hourly fee for City non-residents	\$50	
City approved local non-profits/schools/and other approved fraternal/social organizations*	\$30 Flat fee/visit	
City approved business/events	Free	

*Unless another fee agreement is negotiated and approved by the City Council. See list of approved non-profits below.

Downtown City Parking Lot*	Non-Refundable	Refundable
<i>All rentals</i>		
A one-time use fee	\$60	
Cleaning Deposit (\$100.00)	\$50	\$50

Additional Costs for All Rental Events If Applicable:

Item:	Non-Refundable	Refundable
Alcohol Permit With ABC License	\$75.00	\$0
Alcohol Permit Without ABC License	\$150.00	\$0
Fire Marshall Occupancy Inspection	\$119.00	\$0
Security and Event Attendant (\$300.00)	\$150.00	\$150.00

Proposed Fee Schedule

City Auditorium	Non-Refundable	Refundable
<i>All rentals</i>		
Reservation lock in date	\$100	
Cleaning Deposit (\$600)	\$250	\$350
<i>Plus, one of the following</i>		
Hourly fee for City Residents	\$90	
Hourly fee for City non-residents	\$110	
<i>City approved local non-profits/schools/and other approved fraternal/social organizations*</i>		
Long Term Recreation Rentals	\$100 monthly flat rate	
Non-profit Special Event/Memorial Service Fee	\$150 flat rate for up to 4 hours	
	\$50 hourly rate for 5 hours or more	
City approved business/events	Free	

Whole City Council Chambers	Non-Refundable	Refundable
<i>All rentals</i>		
Reservation lock in date	\$50	
Cleaning Deposit (\$100.00)	\$50	\$50
<i>Plus, one of the following</i>		
Hourly fee for City Residents	\$30	
Hourly fee for City non-residents	\$40	
City approved local non-profits/schools/and other approved fraternal/social organizations*	\$40 Flat fee/visit	
City approved business/events	Free	

*Unless another fee agreement is negotiated and approved by the City Council. See list of approved non-profits below.

Veteran's Hall	Non-Refundable	Refundable
<i>All rentals</i>		
Reservation lock in date	\$100	
Cleaning Deposit (\$500)	\$250	\$250
<i>Plus, one of the following</i>		
Hourly fee for City Residents	\$65	
Hourly fee for City non-residents	\$85	
<i>City approved local non-profits/schools/and other approved fraternal/social organizations*</i>		
Non-profit Special Event/Memorial Service Fee	\$150 flat rate for up to 4 hours	
	\$50 hourly rate for 5 hours or more	
City approved business/events	Free	

*Unless another fee agreement is negotiated and approved by the City Council. See list of approved non-profits below.

Half City Council Chambers	Non-Refundable	Refundable
<i>All rentals</i>		
Reservation lock in date	\$50	
Cleaning Deposit (\$100.00)	\$50	\$50
<i>Plus, one of the following</i>		
Hourly fee for City Residents	\$20	
Hourly fee for City non-residents	\$30	
City approved local non-profits/schools/and other approved fraternal/social organizations*	\$25 Flat fee/visit	
City approved business/events	Free	
O'Connell & LeRoy Park	Non-Refundable	Refundable
<i>All rentals</i>		
Reservation lock in date	\$60	
<i>Plus, one of the following</i>		
Fee for City Residents	\$140 Flat fee/visit	
Fee for City non-residents	\$160 Flat fee/visit	
City approved local non-profits/schools/and other approved fraternal/social organizations*	\$90 Flat fee/visit	
City approved business/events	Free	

*Unless another fee agreement is negotiated and approved by the City Council. See list of approved non-profits below.

Veteran's Memorial Plaza*	Non-Refundable	Refundable
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All rentals		
A one-time use fee	\$60	
Cleaning Deposit (\$100.00)	\$100	

Additional Costs for All Rental Events If Applicable:

Item:	Non-Refundable	Refundable
Alcohol Permit With ABC License	\$75.00	\$0
Alcohol Permit Without ABC License	\$150.00	\$0
Fire Marshall Occupancy Inspection	\$119.00	\$0
Event Attendant	\$16 per hour	

A motion was made by Salinas and seconded by Ortiz to recommend the proposed parks and facilities fee schedule to city council for approval. All ayes. 4/0. Motion passed.

8. CO-ED Adult Basketball League

Ms. Sanchez updated the commission on the upcoming basketball league. The CO-ED Adult Basketball League is set to begin on Friday, October 14th. The registration deadline is Monday, October 10th and the Manager’s Meeting will follow on Wednesday, October 12th.

GUADALUPE REC AND PARKS PRESENTS



COED ADULT BASKETBALL LEAGUE

TEAM ENTRY RESIDENT FEE \$495

REGISTRATION DEADLINE OCTOBER 10TH

MANAGERS MEETING OCTOBER 12TH

GAME DAYS TENTATIVELY SCHEDULED FOR FRIDAY EVENINGS 1ST GAME - OCT. 14TH

- PLAYERS MUST BE 16+ TO PARTICIPATE
- TEAMS MUST HAVE AT LEAST 2 FEMALES ON THE COURT AT ALL TIMES
- ROSTERS MUST HAVE A MINIMUM OF 8 PLAYERS AND MAXIMUM OF 14
- TO BE CONSIDERED A RESIDENT TEAM YOU MUST HAVE 5 PLAYERS WITH PROOF OF GUADALUPE RESIDENCY
- NON-RESIDENT FEE: \$595

To register your team contact the recreation services manager, Hannah Sanchez.
 hsanchez@ci.guadalupe.ca.us
 (805) 356-3906

9. Facilities and Parks Verbal Update

Ms. Sanchez updated the commission on various goings on for facilities and parks.

City Hall Auditorium

A scissor lift was rented to put the curtains on the large windows located in the city hall auditorium.

Le Roy Park

Ms. Sanchez collected quotes for the installation of a new irrigation line in the back left corner of Le Roy Park. The funds would be taken out of the Vet's Hall Fund for the wood replacement.

O'Connell Park

A leak was discovered on the football field area at O'Connell Park and was fixed. However, there is another leak located on the softball field. Ms. Sanchez will be doing a cost comparison to decide whether to contract out the work or to complete it in house.

Commissioner Ortiz made an observation that the football field is not getting enough water. Ms. Sanchez commented that she would go out to follow up on his observation.

10. Other matters of importance

- Central Park Design Outreach Workshop – Thursday, October 13th
- Final Concept Design Joint Recreation & Parks and City Council Meeting – Tuesday, December 13th

Adjournment:

At 7:32 p.m. a **Motion** was made by Commissioner **Salinas**, seconded by Commissioner **Ortiz** for adjournment. The unanimous vote resulted in the meeting's closure.

Hannah Sanchez

Recreation Services Manager, Hannah Sanchez

Recreation Chair, Joe Harris