



## City of Guadalupe

### AGENDA

#### Regular Meeting of the Recreation and Parks Commission

Wednesday, October 13, 2021

At 6:00 pm

City Hall, 918 Obispo Street, Council Chambers

All persons attending the Recreation and Parks Commission meeting are required to wear nose and face masks regardless of vaccination status when indoors in public setting, with limited exceptions pursuant to **County of Santa Barbara Health Officer Order No. 2021-10.3.**

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 8:00 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 8:00 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 Administration Office at (805) 356.3891 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 Robert Salinas Jr.  
Commissioner Enrique Ortiz  
Commissioner Jesse Ramirez  
Commissioner Emily Dreiling

#### 2. PLEDGE OF ALLEGIANCE

### **3. PRESENTATION:**

- Service Employment and Redevelopment (SER Jobs for progress Inc.) – Michael Jimenez, Vice President

### **4. 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.

### **5. 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 8, 2021.

## **REGULAR BUSINESS**

- 6. Follow Up Discussion: Joint City Council/Recreation & Parks Commission Workshop on uses of American Rescue Plan Act Funds for capital and personnel expansions.
- 7. Appoint two Recreation & Parks Commissioners: one for the City Auditorium Renovation Ad Hoc Committee and second one for the Jack O'Connell Park Improvements Ad Hoc Committee.
- 8. Appoint Recreation & Parks Commission to the interview panel for Recreation Services Manager/Grant Administrator.

### **9. STAFF REQUESTS AND ANNOUNCEMENTS**

- A. Status / update on the use of the City owned Veterans Memorial Hall with respect to the lease agreement with the American legion Post 371. (Todd Bodem, City Administrator)
- B. Central Park Volunteer Clean Up (Chair Joe Harris)
- C. Discussion possible options for funding of Recreation and Parks targeted goals, event(s) and programming for fiscal year 2021-2022. What are your goals and aspirations? (Commissioner Ramirez)

- D. Discussion possible walk through of our parks for an upgrade and report back to the City Council for direction i.e., renovations, play equipment, etc. (Commissioner Ramirez)
- E. Other matters of importance that City Administrator will discuss, if deemed necessary.

**10. COMMISSION REQUESTS, COMMENTS, AND MEETING REPORTS.**

**11. 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 8<sup>th</sup> day of October 2021.

*Todd Bodem*

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Todd Bodem, City Administrator

**PROPOSED FUTURE AGENDA AND PENDING ITEMS**

Other Pending Items/ Events	Proposed Date of Item	Agenda Category

MINUTES

CITY OF GUADALUPE  
MEETING OF THE RECREATION AND PARKS COMMISSION  
WEDNESDAY September 8, 2021

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

**Roll Call:** City Administrator Bodem noted the Commissioner Attendance as Follows:

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

**Pledge of Allegiance:**

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

**Ceremonial Calendar:**

The Oath of Affirmation was administered by the City Administrator to Emily Dreiling taking the Oath as a new Commission member to the Recreation and Parks Commission.

City Administrator Bodem stated that at their August 24, 2021, City Council meeting, Council approved the appointment of Ms. Emily Dreiling to fill a vacancy left open on the Recreation and Parks Commission. Ms. Dreiling said a few words about herself stating that she lived in Guadalupe since 2017. She said that she is currently the Deputy Director of the Force Support Squadron at Vandenberg Space Force Base. Furthermore, she sees all aspects of the Moral, Welfare, and Recreation to Vandenberg's 16K population. She continued to mention about her wide array of experiences and would like to be an apart of the Recreation and Parks Commission and continue to support positive recreation programs in Guadalupe. She mentioned that her family plans to put down roots in Guadalupe, and they plan on staying here for the rest of their life.

**Community Participation Forum:**

No participation

**Consent Calendar:**

1. There were no meeting minutes to approve.

## **Regular Business:**

Park Rules Signs. Public Works Director Shannon Sweeney stated that the City of Guadalupe fiscal year 2021–22 budgets approved on May 25, 2021 allocates \$45,000 in funds for parks improvements (project #089–203). Staff received direction from both the Recreation Commission and City Council on how to spend these funds.

At the City Council meeting of August 10, 2021, City Council allocated \$5,000 for new Park signage. Some of the required signage includes adult supervision, user age group recommendations, and other safety measures associated with play structures. Ms. Sweeney said that the signage being presented tonight is specific to park rules. Existing signage regarding park rules is sporadic and outdated. Mr. Sweeney showed an exhibit of an existing park rule sign located at Paco Park. This sign does not include most prohibitions listed in the municipal code, does not clearly define the jurisdiction, contains outdated code references, does not provide a phone number to call if problems occur, and generally looks dilapidated.

Ms. Sweeney then presented an alternative option. She said this sign clearly identifies jurisdiction, can be fabricated with graffiti resistant materials, contains updated code references, provides a phone number to call problems occur and with minor exceptions includes all municipal code provisions. This sign was presented to the Recreation Commission for comment and may be edited in any manner, including size, shape, color, and content.

The Commission members had some discussion about the shape, color, logo, letter font size, content, and size of the sign.

The Commission asked if a sign could be made in Spanish too? Ms. Sweeny said that the budget is limited but would follow up with the Commission after all the budget projects are complete and then revisit the Recreation and Parks Commission later to see if there are monies left in the budget to order a sign written in Spanish.

**Motion was made by Chair Harris, seconded by Ramirez to approve the purchase of new signage at each park suggested by City Staff along with an increase in fonts size of the letters and other comments made above. All ayes, Motion passed.**

Recreation and Parks Commission Handbook. Mr. Bodem asked if the Parks and Recreation Commission would be interested in developing a Commission handbook that outlines their responsibilities. The City Administrator said we could start developing a handbook, and if it does not get finished in a month or so, then the new recreation and parks manager would finish it as part of his/her position. By consensus, the Commission agreed.

Use of American Rescue Plan (ARP) Funds. The Mr. Bodem mentioned that the City will receive \$1.8 million-dollar Covid-19 ARP funds, part of which can be used for recreation and parks programs. There are other city needs and uses for these funds, but the Commission expressed the following funds they would like for some of their needs:

Existing concession facility:	\$ 15,000 (county permit included in this)
Tree Trimming (large trees):	\$ 50,000
Loss Rental Income Replenishment:	\$ 13,000
Auditorium/Stage/Paint/Upgrades:	<u>\$100,000</u>
Total	\$178,000

The Commission then proceeded to the City Auditorium to visualize what colors would look nice in a newly painted gym. It was determined that a 3-scheme color theme be considered. The Commission suggested some color ideas and stated that Ms. Sweeney come back the next meeting with some color pallets (3 color scheme) to show.

Mr. Bodem stated that there is a separate fund category within the ARP fund spreadsheet the reserves funding to hire a full-time recreation and parks recreation manager. Mr. Bodem mentioned that the recreation and parks ARP fund request will be presented to the city council at the October workshop on all fund options for use of these funds, as well.

Recreation and Parks Goals and Aspirations. The City Administrator asked the Commission if they would like to express some of their goals and aspirations. Commissioner Salinas stated that he has a recent list of goals that he would like to bring back to the Commission at their next meeting. Hence, this item will be put on the agenda the next Recreation and Parks Commission meeting.

LeRoy Park MOU/Lease between the City and Boys and Girls Club. The Commission discussed their recommended general terms on what should be included in the MOU/Lease between the City and the Boys and Girls Club. They are as follows:

- 5-year lease with language to allow the Boys and Girls Club to be removed if they fail to comply with the terms of the agreement.
- Start negotiating rent at \$6,681.50/month.
- Agreement must allow community access and other to use the facility for events, etc.

Other items. The Commission stated that they would like to see more garbage cans and dog mitt holders installed in the parks. Ms. Sweeney will assess this item after she sees what is left over from the park signage and park equipment in Jack O’Connell Park.

**Staff and Commission Request and Announcements:**

Mr. Bodem provided the Commission with an update on several projects in the community including the status and proposed renovation of the Royal Theater, Al’s Union property, street projects, Central Park grant, etc. Mr. Bodem mentioned that the garbage in Central Park was picked up and a member of the community would like to see a comprehensive plan forward on park maintenance and the pedestrian bridge overpass. Chair Harris indicated that they would develop a volunteer group to help maintain the integrity of Central Park. Mr. Bodem mentioned that the Public Works Department might be fixing the sprinkling system, replace fence, trim trees,

and continue to edge grass around the trees. Mr. Bodem stated that the city will find out if they receive a \$5M Central Park improvement grant in October 2021. If so, it might behoove us to avoid spending in the park if the grant dollars for construction and new renovations upheaves any improvements we make by using the general fund dollars. The Commission contemplated the idea and still would like the Central Park to be maintained now and always.

The Commission requested Staff to continue to monitor and furnish updates on City Recreation and Parks business especially involving any MOU agreements. Commissioner Ortiz reported on the success of the snack trailer to be located at Jack O'Connell Park during the youth football season. Commissioner Harris would like to improve communication between the City Council and Recreation and Parks Commission and suggest that Joint City Council and Recreation and Parks Commission meeting be established.

**Adjournment:**

At 8:17 p.m. a **Motion** was made by Commissioner **Salinas**, seconded by Commissioner **Ortiz** for adjournment. The unanimous vote resulted in the meeting's closure.

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**City Administrator, Todd Bodem**

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**Recreation Chair, Joe Harris**