



MAYOR:	JOHN LIZALDE	CITY ADMINISTRATOR:	CRUZ W RAMOS
MAYOR PRO TEM:	ARISTON JULIAN	CITY ATTORNEY:	PHILIP F. SINCO
COUNCIL MEMBER:	GINA RUBALCABA	CITY CLERK:	JOICE E. RAGUZ
COUNCIL MEMBER:	TONY RAMIREZ	CITY TREASURER:	MEGAN LIZALDE
COUNCIL MEMBER:	VIRGINIA PONCE		

AGENDA

GUADALUPE CITY COUNCIL

SPECIAL MEETING

TUESDAY, SEPTEMBER 11, 2018

5:00 PM

City Hall, Council Chambers

918 Obispo Street, Guadalupe, California 93434

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's office, (805) 356-3891. Notification of at least 72 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

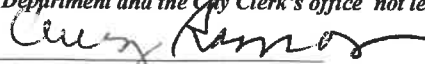
*If you wish to speak concerning any item on the agenda, please complete the Request to Speak form that is provided at the rear of the Council Chambers prior to the completion of the staff report and hand the form to the City Clerk. **Note:** Staff Reports for this agenda, as well as any materials related to items on this agenda submitted after distribution of the agenda packet, are available for inspection at the office of the City Administrator, City Hall, 918 Obispo Street, Guadalupe, California during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday; telephone (805) 356-3891.*

1. **CALL TO ORDER.**
2. **ROLL CALL.** Council Members Tony Ramirez, Virginia Ponce, Gina Rubalcaba, Ariston Julian and Mayor John Lizalde.
3. **PLEDGE OF ALLEGIANCE.**
4. **COMMUNITY PARTICIPATION FORUM.**

Each person will be limited to a discussion of 3 minutes or as directed by the Mayor. This time is reserved to accept comments from the public on Consent Agenda items, Closed Session 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. City Council may direct Staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

5. **MASTER FEE SCHEDULE – PART 2, SECTION B-1- PARKS AND FACILITY USE & SPECIAL EVENTS – WORKSHOP.**
 - a. Written staff report (Amelia Villegas, HR)
 - b. City Council discussion and consideration.
 - c. It is recommended that the City Council receive the Master Fee Schedule Part 2 report.
6. **ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the City Hall display case, the Water Department and the City Clerk's office not less than 24 hours prior to the meeting. Dated this 7th day of September 2018.

By: 
Cruz Ramos, City Administrator

**REPORT TO CITY COUNCIL
Council Agenda of 9/11/2018**


Amelia M. Villegas, HR


Cruz Ramos, City Administrator

SUBJECT

Master Fee Schedule – Part 2, Section B-1 – “Parks & Facility Use & Special Events”

RECOMMENDATION

Approve Resolution No. 2018- 41 instituting Part 2, Section B-1 of the City’s Revised Master Fee Schedule

GENERAL DISCUSSION

At the 12/12/17 Council meeting, the Council approved Resolution No. 2017-66 of the Master Fee Schedule, Part 2, excluding Section B-1, “Park & Facility Use & Special Events”. It was recommended that B-1 be presented to Council at a later date.

The primary concern raised on the increased fees was focused on the youth groups/organizations and non-profits. While past practice had allowed these groups to use City facilities and parks free of charge, the City recognizes it can no longer continue doing so. The City auditorium/gym, council chambers, and parks are in serious need of repair. Meetings had been held with all those groups to discuss the rationale behind the increased fees.

Our facilities and parks must be maintained to be used as venues to support youth recreation and events in our community. Unfortunately, the City’s financial state is such that there isn’t sufficient revenue to do so. Individuals and groups will now need to pay a fair fee to help maintain the upkeep of the auditorium/gym and parks.

It is recommended that the City Parking Lot be deleted from the fee schedule as a “facility for rent”, except for those specific events traditionally held there. Downtown parking is sparse at best. The concern raised is the loss of downtown parking spaces when an event takes over the entire lot.

The increased fees to rent the City auditorium for non-recreation purposes are still lower than other venues within close proximity to Guadalupe. The number of non-residents renting the City auditorium for wedding receptions, quincineras and baptisms has increased over the months. The proposed fees are different for residents and non-residents.

FISCAL IMPACT

The proposed changes to the fees for all facility and park rentals on the Master Fee Schedule – Part 2, Section B-1 will increase revenue to help with their upkeep.

Attachments

Resolution No. 2018-41

Master Fee Schedule – Part 2, Section B-1

RESOLUTION NO. 2018-41

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE
APPROVING THE MASTER FEE SCHEDULE – PART 2, SECTION B-1, PARK & FACILITY USE &
SPECIAL EVENTS**

WHEREAS, the City Council is empowered to impose reasonable fees, rates, and charges for use of City facilities and parks; and

WHEREAS, the City of Guadalupe Municipal Code section 3.32.030.A provides that all fees charged by the City for the use of City facilities, delivery of City services, business licenses, and other regulatory or revenue-producing activities not otherwise preempted by the County, State or federal jurisdictions, shall be established and adjusted by the City Council resolution; and

WHEREAS, the City of Guadalupe supports youth recreation and other events and the use of City facilities and parks in the community; and

WHEREAS, the City facilities and parks must be maintained to be appropriately viable for rental purposes; and

WHEREAS, the City can no longer provide such facilities and parks for rental purposes without reasonable rental fees to be charged; and

WHEREAS, after receiving a report of the proposed changes in fees and charges contained in the City of Guadalupe Master Fee Schedule – Part 2, Section B-1, the City Council deems it in the public interest and welfare to modify these fees.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Guadalupe as follows:

Section 1. The recitals herein are adopted as findings of the City Council. After receiving a report of the proposed changes in fees and charges set forth in the City of Guadalupe Master Fee Schedule – Part 2, Section B-1, the City Council hereby approves the modifications contained in the said proposed schedule.

Section 2. All the fees and charges approved by this resolution are effective October 1, 2018.

Section 3. Section B-1 will become a part of the overall Master Fee Schedule- Part 2 previously approved on November 14, 2017.

PASSED AND ADOPTED at a regular meeting on the 11th day of September 2018 by the following vote: Motion:

AYES:
NOES;
ABSENT;
ABSTAIN:

I, JOICE EARLEEN RAGUZ, City Clerk of the City of Guadalupe, DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2018-41**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held September 11, 2018, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

John Lizalde, Mayor

Philip F. Sinco, City Attorney



CITY FACILITIES & PARKS – FEE SCHEDULE

9/11/2018

City Auditorium/Gymnasium

	<u>Current</u>	<u>Proposed</u>	<u>Inc</u>
Reservation Deposit (Non-Refundable)	None	\$100	\$100
Cleaning Deposit (Refundable/See Cancellation Schedule)	\$500	\$500	\$0
Kitchen Cleaning Deposit (Non-Refundable)	None	\$100	\$100

NOTE: If using the kitchen, add \$10 per hour.

Rental Fees (See Refundable/Cancellation Schedule)

Resident (per hour)	\$50	\$85	\$35
Non-Resident (per hour)	\$50	\$100	\$50
Non-Profit Groups (per hour)			
Local Non-Profits (per hour)	FREE	\$30	\$30
Other Non-Profits (per hour)	FREE	\$45	\$45
Government/Schools – with Agreement (2 days p/month; \$25 p/extra day)	FREE	\$50	\$50
Youth Organizations (per practice) (basketball, wrestling, etc.)	FREE	\$20	\$20
Tournaments (based on # of games)		Case-By-Case	

Senior Center

Reservation Deposit (Non-Refundable)	None	\$60	\$60
Cleaning Deposit (See Refundable/Cancellation Schedule)	\$75	\$200	\$200

Rental Fees (Refundable/See Cancellation Schedule)

Resident (per hour)	Flat	\$25	Hrly
Non-Resident (per hour)	Flat	\$35	Hrly
Non-Profit Groups (per hour)			
Vietnam Era Veterans - Lease Agrmt + Add'l Days	L/Agrmt	L/Agrmt + \$10	
Lions Club (per hour)	None	\$10	\$10
Kiwanis – Lease Agrmt + Add'l Days	None	L/Agrmt + \$10	
Community Action Commission	Lease Agrmt	Same	None

NOTE: If using the kitchen, add \$25 per hour.

CITY FACILITIES & PARKS – FEE SCHEDULE

9/11/2018

City Council Chambers

	<u>Current</u>	<u>Proposed</u>	<u>Inc.</u>
Reservation Deposit (Non-Refundable)	None	\$50	\$50
Cleaning Deposit (See Refundable/Cancellation Schedule)	\$200	\$200	\$0

Rental Fees (See Cancellation Schedule)

Resident (per hour)	\$20	\$25	\$5
Non-Resident (per hour)	\$20	\$50	\$30

O'Connell/LeRoy Parks

Reservation Deposit (Non-Refundable)	None	\$50	\$50
Cleaning Deposit (See Refundable/Cancellation Schedule)	\$75	\$100	\$25

Rental Fees (Refundable/See Cancellation Schedule)

Resident (per hour) + BBQ (\$5 per hour)	\$25/\$50	\$20	Hrly
Non-Resident (per hour) + BBQ (\$5 per hour)	\$25/\$50	\$30	Hrly
Guadalupe School District – Special Events (School Janitorial Service/Event Organizers clean facility)	None	\$0	\$0
Guadalupe Bulldogs Football Team (per year) (Refer to Memorandum of Understanding with Glpe Bulldogs Football Team & City of Guadalupe)	None	\$1,000	\$1,000
Other Youth Recreational Programs	To Be Determined		

City Parking Lot

The City Parking Lot will no longer be available to rent except for special events as listed below. Other venues are suggested to eliminate loss of parking spaces for downtown area.

SPECIAL EVENTS

Mexican Independence Day Parade & Fiesta
Kiwanis Christmas Tree Lighting & Parade
Other Events Approved By Council

Full Cost Recovery for City
Overtime and all City out-of-
pocket costs. No charge for
staff assistance during
regular work week.

**All non-profit organizations must provide a copy of their 501(c)3 certificate.

REFUNDABLE/CANCELLATION SCHEDULE

Cancellation Notice (by Renter)

Amount of Refund

0 – 29 days (prior to event)	\$00.00
30 – 60 days (prior to event)	Full refund less 25% Administrative Fee
61+ days (prior to event)	100% of Refundable Fees