

# MINUTES

## City of Guadalupe

### Regular Meeting of the Guadalupe City Council

Tuesday, March 12, 2024, at 6:00 pm

City Hall, 918 Obispo Street, Council Chambers

#### 1. ROLL CALL:

Council Member Christina Hernandez  
Council Member Gilbert Robles  
Council Member *Vacant*  
Mayor Pro Tempore Eugene Costa Jr.  
Mayor Ariston Julian

*Mayor Julian called the meeting to order at 6:00 p.m. All members were present. (Note: The abbreviation, "CM", will be used for "Council Member" in these minutes.)*

#### 2. PLEDGE OF ALLEGIANCE

#### 3. MOMENT OF THANKS, APPRECIATION OR CONDOLENCES.

*CM Robles mentioned the passing of Shadi Escobedo. Condolences were given to her family who are long-time Guadalupe residents.*

*Chief Cash said, "The Public Safety Department has a voting group when they want to acknowledge some of our employees or our citizens who do great work. The Mayor and the Council know for sure that we got a heavy hitter here in the City. That even though we make her leave, she keeps coming back and filling in as a major designated hitter. So, this is something that I stay out of, but the staff thought this was important.*

*So, I have Norma who is our office manager, and Lt. Limon who would like to present to our City Clerk, our City HR Manager times three, and all-around librarian historian...and she's my lawyer. I think the Mayor and Council can honestly say we really rely on her and the staff, and we utilize her knowledge and skill. She is an outstanding asset to the City of Guadalupe. We just tremendously love and care for how she took care of us...not just Public Safety but every department in the City. She sweats, bleeds, cries Guadalupe and is an absolute treasure for our City. So, we'd like to present your shadow box."*

*Ms. Villegas made a few comments. She said, "This took me by surprise. I have no words. You're going to ruin my rep. This is so sweet. I'm still here...I'm still Interim HR Manager. This shadow box is so cool. Thank you very much. I'm not going to do a 'farewell' because I'm still going to be here. It's been an odd pleasure being back. I love HR...I absolutely enjoy it. I have 200 years of experience. I am a Guadalupian, although I lived away for 30 years. It's been a pleasure, it really*

*has. I work closely with this guy (Chief Cash), and those people (Norma Bribiesca and Lt. Limon) over there, too. He says I keep him straight; Norma keeps me straight. We work very closely together, and I'm pleased that you're pleased. So, I'm done."*

#### **4. AGENDA REVIEW**

*CM Hernandez requested that Item #12. "Mid-Year Budget Review for Fiscal Year 2023-2024" be moved before Item #11. "Grants Administrator Job Description".*

#### **5. COMMUNITY PARTICIPATION FORUM**

*Belinda Popovich, President of the Guadalupe Business Association (GBA), gave an update and said that GBA is making great strides:*

*There have been two (2) Farmers' Markets held with much success. The third one is scheduled for Saturday, March 30<sup>th</sup>. They are meeting regularly, fundraising. There is a bank account separate from GBA. Capital campaign to raise \$10,000 for signage and hiring a part-time manager. Route One has been helpful. They're hoping that it can be sustainable weekly. Location is Le Roy Park.*

#### **6. CONSENT CALENDAR (A-F)**

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

- A.** Waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting unless City Council indicates otherwise.
- B.** Approve the Minutes of the City Council regular meeting of February 27, 2024.
- C.** Adopt Resolution No. 2024-17 accepting a grant deed on behalf of the City from the Successor Agency to the Redevelopment Agency of the City of Guadalupe for a parcel located at 303 Obispo Street.
- D.** Adopt Resolution No. 2024-18 authorizing the City to enter into a Cooperative Agreement with Santa Barbara County Association of Governments (SBCAG) to receive funding from Measure A for the 11<sup>th</sup> Street Safe Routes to School Project.
- E.** Adopt Resolution No. 2024-19 approving Amendment No. 3 to the original agreement with Andrew Goodwin Designs (AGD) to complete additional design work to add capacity to the types of uses for the Royal Theater.
- F.** Accept the February 2024 Financial Report

*No items were pulled. Motion was made by Council Member Hernandez and seconded by Council Member Robles to approve the full Consent Calendar. 4-0 Motion passed.*

## MANAGEMENT REPORTS

### 7. CITY ADMINISTRATOR REPORT: (Information Only)

#### A. City Administrator report for March 12, 2024

*Mr. Todd Bodem made comments on a few items in his report:*

- *American Rescue Plan Act (ARPA): it is confirmed that the City has until December 31, 24 to obligate the ARPA funds and has until December 31, 2026 to spend the funds.*
- *Assistant City Attorney Wendy Stockton provided training to key employees who manage Public Records in Public Safety and Administration. The training, which was on February 29<sup>th</sup>, was well received.*
- *Broadband education events are to be held during March.*
- *On March 5<sup>th</sup>, over 30 employees participated in a two-hour team building exercise facilitated by "34th Consulting". The cost was \$2,500 which was covered by CIPIA. Employee feedback was overwhelmingly positive.*
- *Christine Rose left Townsend Public Affairs, grant writers. The City's contact is now Alex Gibb.*
- *The new Recreation Services Manager is Annis Barajas who starts on March 16<sup>th</sup>. Hannah Sanchez will provide a transitional period through March 29<sup>th</sup>.*
- *Jeff Monroe from Chevron will conduct a tour of the Guadalupe Restoration site on March 21<sup>st</sup> and 22<sup>nd</sup>.*

*The full City Administrator's report can be found on the City website, [www.cityofguadalupe.org](http://www.cityofguadalupe.org) under City Administration "CC Agenda 3-12-2024".*

#### B. Planning Department report for February 2024

#### C. Building Department report for February 2024

#### D. City Engineer's report for February 2024

*Mr. Bodem gave the City Engineer's report:*

- *Some future CalTrans projects include Hwy 1/166, Signalization Project, the Santa Maria River Bridge Project, ADA Improvement Project, the Pavement Project through Guadalupe, and two shoulder widening projects on Hwy 1, both north and south of the City.*
- *Amtrak Station Improvements – transit hub*
- *Central Park Renovation Project*

*The complete City Engineer's Report can be found on the City website, [www.cityofguadalupe.org](http://www.cityofguadalupe.org) under City Administration "CC Agenda – 3-12-2024".*

*CM Hernandez said, "The Pioneer Street water tank have been removed. Looks real nice."*

**8. DIRECTOR OF PUBLIC SAFETY REPORT: (Information Only)**

A. Code Compliance report for January 2024

*Chief Cash reported: Worked with ABC to check on business alcohol licensing and tobacco. We got an outstanding report.*

*Generator is currently being built. By mid-year, should be ready for City Hall. FEMA will get that other generator.*

**9. RECREATION SERVICES MANAGER (Information Only)**

A. Recreation and Parks report for February 2024

*Ms. Hannah Sanchez reported on the following:*

- *Treasure Sale – Saturday, March 16<sup>th</sup>, from 10:00 a.m. to 2:00 p.m. here at the “Red Barn”.*
- *Poetry Jam on Friday, March 22<sup>nd</sup> at the Veterans Hall, 6:00 p.m. to 8:00 p.m.*
- *Guadalupe Fashion Show, Saturday, April 20<sup>th</sup> – currently seeking designers. For more information, contact Arnulfo Navarro at [info4nuf@gmail.com](mailto:info4nuf@gmail.com)*
- *A concert given by Viva le Arte was held last Saturday. There was a good turnout. The next concert will be on Saturday, May 18<sup>th</sup>.*
- *Joe Harris Basketball Tournament (was called March Madness) – requirement to have four teams altogether. No registrations yet. Deadline has been extended to tomorrow, March 13<sup>th</sup>. Only one (1) team now; at least three (3) more wanted.*

**REGULAR BUSINESS**

**10. Council Seat Vacancy.**

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council:

1. Interview all interested city residents and appoint one (1) candidate to serve the remainder of the vacant Council seat (expiring on December 10, 2024), effective immediately; and
2. Swearing in of newly appointed official.
  - City Clerk will administer the oath of office.

*City Attorney Sinco gave a brief update explaining that Ms. Lizalde has resigned her seat on the City Council meeting on February 9, 2024. He brought an item to the City Council meeting on February 27, 2024 recommending that the Council make an appointment from the list of persons who had applied in November 2022. However, at the meeting on February 27<sup>th</sup>, the City Council directed staff to allow new applications for the current vacancy and not limit the applicants to those who had previously applied.*

*There were three (3) new applications and one (1) from the last time. The individual who had applied previously was unable to attend the meeting tonight. The three (3) individuals here tonight will be interviewed and could appoint tonight or later. The mayor had City Attorney Sinco to explain the term of the vacancy. City Attorney Sinco said, "The appointment is to finish the current term of prior CM Antonio Ramirez, which expires on 12/20/24. The individual selected would need to run again at the upcoming election.*

*Mayor Julian then said, "Seven (7) questions for tonight had been handed out to the applicants. Courtney Cazanave was not able to attend tonight." Each applicant was asked how their background on their skills and experience would benefit the community and other such questions on each applicant's knowledge of city government, how to deal with controversial issues, what are the City's major projects, etc.*

*After the questions were asked of each applicant, the Council had additional questions:*

*Whitney Furness: CM Costa, Jr. asked, "If you were or not selected, would you run again?" She said, "I can't say I'd run again if I was elected. This would be a great time for me for nine (9) months. I can't say I'd run if not appointed. I'm not sure. Would have to think about it. I do plan to attend more meetings."*

*CM Robles asked, "Are you active...do you volunteer in the community?" She said, "Before COVID, I was involved in the Planning Commission in Santa Maria. This vacancy and time in my life...this is the next step."*

*Mayor Julian asked, "If selected today would you be ready to sit now?" She said, "Yes."*

*Judy Wilson: Mayor Julia asked, "Would you run again if selected or not?" She said, "Yes, I would. I'm very involved in the community. I'd want to continue, if elected. I'm volunteering with GBA and have done other things with the community."*

*Richard Akowuah: Mayor Julian asked, "Would you run again?" He said, "Yes, and would be more prepared by demonstrating enthusiasm for the community. I'd keep it authentic." The mayor then asked if he did other volunteering besides youth football. Mr. Akowuah said, "No."*

*At this point, the mayor asked Mr. Bodem if Ms. Cazanave had provided any answers in writing. Mr. Bodem said, "No, there were no answers." Mayor Julian then asked for comments from the Council.*

- CM Costa, Jr.: To all three of you, thank you for participating. This is a difficult decision. I recommend Judy Wilson.*
- CM Hernandez: Thank you to everyone. This is difficult. But I recommend Whitney...some things stood out.*
- CM Robles: This is a tough one. All wholeheartedly did well. I recommend Whitney.*

- *Mayor Julian: This is a 9-month position. Here's some of what's before us in the next 2-3 years: Hwy 1/166, new bridge, Black Road signalization. We need to bring businesses in here. There's the 18 acres of commercial land at Pasadera which needs to be built up. There's a lot of work for the City Council. I recommend Whitney.*
- *CM Robles: There's a lot on the table. We got the "rock at the top of the hill". We have a lot to accomplish. There's not a lot of glamour being on the City Council. There's a lot of work but it's where your heart is at. Decisions are not always welcomed but have to be made.*
- *Mayor Julian said, "There are three (3) positive choices. Does someone want to make a motion?"*

**Motion was made by Council Member Hernandez and seconded by Council Member Robles to select Whitney Furness to fill the City Council Member vacancy. Roll Call: Ayes: 4 4-0 Motion passed.**

*At this point, the City Clerk administered the Oath of Office to Ms. Furness.*

*At 7:00 p.m., the mayor suggested a brief break.*

#### **11. Grants Administrator Job Description.**

Written report: Amelia M. Villegas, Interim Human Resources

Recommendation: That the City Council adopt Resolution No. 2024-20 approving the position description for Grants Administrator and authorizing the recruitment process.

*Ms. Villegas stated that over the past 4-5 years, the City has applied for and received various grants, ranging in dollar amounts from \$5M to \$170K. Public Safety has applied for twenty-five grants, receiving fifteen, for a total of approximately \$350,000 in grant funding.*

*There continues to be an opportunity for the City to apply for more grants. There currently is approximately \$30M in grant procurement. Without a Grants Administrator, the City hasn't applied for some grant opportunities due to the lack of time on the part of City staff and the burdens of ongoing administration. Potential grants could be lost without this position.*

*She further stated that this new position is under the SEIU union. The new job description was reviewed by them with no issues. After such review, City Attorney Sinco brought to Ms. Villegas' attention that because this program will also be administering the Cannabis Program, SEIU needed to be apprised as that was not stated in the job description. Ms. Villegas did let SEIU know of the additional responsibility of the Cannabis Program, and they stated having no concerns.*

*At this point, Mr. Bodem added comments stressing the importance of this new position. He said, "This position would require someone who is very organized and financially minded. The Cannabis Program was an afterthought but could easily fit into this position. They would work in a centralized position, ensuring reimbursements are made. It won't be a general fund position but we have to show it in the budget as an expenditure, but the revenue from the grant will offset that*

*expenditure. There will be aspects of each department working on grants and doing reimbursements. But this position will work in a centralized capacity communicating with each department head and employee to ensure that reimbursements are being made. I feel we can easily afford this position with the number of grants that we have and could potentially receive."*

*CM Costa, Jr. asked, "What is the pay scale for this position?" Ms. Villegas said, "The minimum hourly rate of \$30.00 to a maximum of \$40.206." CM Costa, Jr. then asked, "If no grants, there'll be no job?" Mr. Bodem said, "Even with the grants that we have now, there's about five (5) years of grants to administer."*

**Motion was made by Council Member Costa, Jr. and seconded by Council Member Hernandez to approve Resolution No. 2024-20 approving the Grants Administrator job description and begin recruitment. Roll Call: Ayes: 5 5-0 Motion passed.**

## **12. Mid-Year Budget Review for Fiscal Year 2023-2024.**

Written report: Janice Davis, Finance Director

Recommendation: That the City Council adopt Resolution No. 2024-21 approving budget amendments to the FY2023-2024 budget and making changes to the allocation of ARPA funds.

*Ms. Davis gave a brief background on the budget then went into explanations on any changes relating to the General Fund revenues and expenditures, Enterprise Fund, CIP (Capital Improvement Projects) improvements and American Rescue Plan Act (ARPA) modification.*

*Background: The proposed budget for Fiscal Year 2023/2024 (FY23/24) which was approved by the City Council on July 25, 2023, was recently reviewed by City staff. Staff recommendations post-review with current and projected information are as follows:*

General Fund Revenues: *FY23-24 approved budget revenue estimates were set at \$7,282,819. Recommendation is to reduce revenues by \$60,000 for a school resource officer; revenues not expected in FY23-24, resetting the revenue budget at \$7,222,819.*

General Fund Expenditures: *At the City Council meeting on January 23, 2024, \$10,000 was approved as startup funding for the approved City non-profit corporation. City staff recommended that monies from expenditure savings in Administration-Professional Services be used for this specific expenditure. Mayor Julian asked to explain more on that expenditure. Ms. Davis said, "For the City to receive historical tax credit, the City is funding \$10,000 for creating a non-profit." The mayor added that this non-profit would also be for any other entity besides the Royal Theatre.*

*Year-end projected expenditures reflect an increase in expenditures by +\$50,000 for a replacement vehicle for the Police Department. (Ms. Davis said an accident totaled a police vehicle and wasn't sure what the insurance would pay.) Overall expenditures which were approved at \$7,248,616 would now total \$7,298,616.*

Enterprise Fund: Year-end projected revenues would reflect an increase in revenues from grants for the Wastewater Fund by +\$1,734,908 and the Transit Fund by +\$1,004,000.

CIP Modifications: Under category of Wastewater, a grant for Highway 1 lift station for CDBG was approved in the amount of \$3,534,908. The original budget had \$1,800,000 from the Wastewater Fund to cover this project, which the City staff has now recommended allocating that \$1,800,000 to fund much needed improvements of the ponds and dredging at the wastewater treatment plant.

For Transit: A Clean Air Grant was approved in the amount of \$1,004,000 for the Amtrak Train Station Rehab (design)/Transit Hub Rehab project.

ARPA Modifications: These funds were also part of the mid-year budget review process. The recommended changes involve redirecting funds from certain CIP projects that are not likely to be pursued to other CIP projects that are either underway or contemplated during the second half of the year.

Ms. Davis said that what remains in that fund is \$1,023,672. There is a total of \$602,607 dedicated for City Hall roof and wall repairs. Mayor Julian asked, "Why allocate monies to that?" Mr. Bodem said "There are five (5) locations in the roof that lead. Chief Cash's ceiling partially fell. ARPA funds to be spent by July – emergency. The City Engineer, Jeff van den Eikhof, will help put together a bid document, not an RFP (Request for Proposal). There will be sealed bids brought in. Anybody would bid on it on an equal bidding field. We need to preserve City Hall, maintain its historic look. Protect the 'bones', start with the roof. Walls have to be fixed before the roof. It's all justified – protect what we have and keep the building for the long term."

Mayor Julian said, "In the past, the plan was to have City Hall built at Pasadera. Instead of building a new one there, there's a commitment by Pasadera to allocate so much money per house that sold for this building, approximately \$3M to renovate City Hall and the Fire station." Mr. Bodem said, "Chief asked for renovation and repair of the Police Department. We also have need to look at all the windows here."

Fiscal Impact: The result of the recommended mid-year budget review changes are -\$120,000 (-\$10,000 for non-profit start-up costs and -\$110,000 from Public Safety revenue and expenses changes) in the General Fund. In the Enterprise Fund, +\$2,545,908 in other government grants revenue in the Wastewater and Transit Funds.

Note: For a complete detailed listing of recommended changed to the FY 23-24 budget can be viewed on the City's website at [www.cityofguadalupe.org](http://www.cityofguadalupe.org) under City Administration "CC Agenda – 3-12-2024".

Mayor Julian asked, "I saw something about our reserves. Where is that?" Ms. Davis said, "In the February report...based off of the Fund Balance, currently, +\$2,098,080. It's not audited." Mr. Bodem asked, "Isn't the goal to be 15% of the General Fund?" Ms. Davis said, "The required amount of reserves was \$1,087,000. We're exceeding that by \$1,010,788."



*Mayor Julian said, "Historically, the Grand Jury said, which most people know, that we should disincorporate. You can't transfer monies from the Enterprise Funds unless all the necessary documents are in place with the intent to pay back with interest, which is what we're doing now. We were in the negative. Then we had +\$27,000 in reserves. If anything happened to City Hall, we'd have to be in a tent. So, this is good."*

*Ms. Davis then said, "In 2017, we were in the negative. In 2018, were still in the negative at \$167K but progressing. In 2019, we were +\$15,000. Then in 2020, it was +\$485K. We got into the millions last year. That is very good news!"*

**Motion was made by Council Member Costa, Jr. and seconded by Council Member Robles to approve Resolution 2024-21 adopting budget amendments to the FY 2023-23 budget and making changes to the allocation of ARPA funds. Roll Call: Ayes: 5 5-0 Motion passed.**

**13. Compensation increases for City Officials and stipend for Recreation and Parks Commissioners.**

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council introduce on the first reading, and continue to its meeting of March 26, 2024, for second reading and adoption, Ordinance No. 2024-516, increasing Council members' salaries and providing for additional compensation for the Mayor, and adopt Resolution No. 2024-22 providing a per meeting stipend to Recreation and Parks Commissioners.

*City Attorney Sinco gave a brief background: At the City Council meeting on February 27, 2024, the City Council received a staff report concerning SB329, a bill that became effective on January 1, 2024. This bill stated that the maximum salary for elected officials in cities with less than 35,000 in population could increase from \$300 to \$950 per month. City council compensation had not kept pace with inflation (as it had not been raised since 1984). This increase in city council compensation was long overdue and could potentially allow for city councils to become more diverse.*

*The City Council supported a monthly salary of \$500 for all of the City's elected officials (i.e., Councilmembers, City Clerk and City Treasurer), and an additional \$250 per month for the Mayor's office (for a monthly salary totaling \$750), in light of the additional duties and obligations of this office. In addition, the Council supported a stipend for the Recreations & Parks Commissioners in the amount of \$100 per meeting.*

*City Attorney Sinco said, "The fiscal impact with the proposed monthly increase for the five (5) Councilmembers, City Clerk, and City Treasurer of \$350 (\$150 to \$500), and the additional \$250 proposed monthly increase for the Mayor equals a \$2,700 per month increase...takes effect January 1, 2025." For the Recreation & Parks Commissioners, City Attorney Sinco said that the fiscal impact for their stipends would be \$6,000 per year, assuming there are five (5) commissioners.*

*City Attorney Sinco then explained the approval process for an ordinance. He said, "This is the first reading of the ordinance. After the second reading of the ordinance, it takes effect 30 days after. For the Recreation & Parks Commissioner proposed stipend, that would take effect immediately at the next meeting."*

**Motion was made by Council Member Costa, Jr. and seconded by Council Member Hernandez to approve the first reading of Ordinance No. 2024-516. Roll Call: Ayes: 5 5-0 Motion passed.**

**Motion was made by Council Member Costa, Jr. and seconded by Council Member Robles to approve Resolution 2024-22 with a change to the proposed monthly stipend amount from \$50 to \$100 per meeting. Roll Call: Ayes: 5-5-0 Motion passed**

#### **14. FUTURE AGENDA ITEMS**

*City Attorney Sinco: present ordinance setting forth duties of the mayor – Unscheduled  
Todd Bodem: finance options for Royal Theatre revitalization project – 3/26 meeting*

#### **15. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS**

*CM Robles: Wrestling at Le Roy Park going well. 57 kids from McKenzie-girls and boys. Great turnout.*

*CM Hernandez: Santa Barbara county Workforce Development Board shared their labor force data by city. For January 2024, Guadalupe's unemployment rate is 6.9%, a bit higher than the state unemployment rate, which is 5.7%.*

*Allan Hancock Foundation Board will now provide Hancock Promise for local graduates. Hancock Promise will allow a local graduate two years of free tuition at AHC.*

*Santa Barbara County Board of Supervisors recognized Lourdes Ramirez.*

*Mayor Julian: On Thursday, March 7, 2024, the Food Bank distributed food to 230 individuals.*

#### **16. ADJOURNMENT TO CITY COUNCIL CLOSED SESSION**

*The item to be discussed in closed session was "Conference with Labor Negotiators" relating to the International Association of Fire Fighters (IAFF), Local 4403.*

**Motion was made by Council Member Costa, Jr. and seconded by Council Member Hernandez to adjourn to closed session. 5-0 Motion passed. Meeting adjourned to closed session at 7:52 p.m.**

#### **17. CLOSED SESSION AGENDA**

**Conference with Labor Negotiators**

(Subdivision (a) of Gov. Code Section 54957.6)

Agency designated representatives: City Administrator and Human Resources Manager

Employee organizations: International Association of Fire Fighters (IAFF), Local 4403

**18. ADJOURNMENT TO OPEN SESSION MEETING**

Motion was made by Council Member Robles and seconded by Council Member Costa, Jr. to adjourn to open session. 5-0 Motion passed.

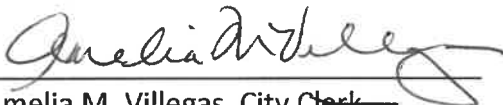
**19. CLOSED SESSION ANNOUNCEMENTS**

*No reportable action.*

**ADJOURNMENT**

Motion was made by Council Member Costa, Jr. and seconded by Council Member Furness to adjourn the meeting. 5-0 Motion passed. Meeting adjourned at 8:28 p.m.

**Prepared by:**

  
\_\_\_\_\_  
Amelia M. Villegas, City Clerk

**Approved by:**

  
\_\_\_\_\_  
Ariston Julian, Mayor