

# MINUTES

## City of Guadalupe

### Regular Meeting of the Guadalupe City Council

Tuesday, April 23, 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 Whitney Furness  
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" for "Council Member", will be used in these minutes.)*

#### 2. PLEDGE OF ALLEGIANCE

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

#### 4. AGENDA REVIEW

*No changes were made to the agenda.*

#### 5. CEREMONIAL CALENDAR

- DMV / Donate Life Month Proclamation

*Mayor Julian read the proclamation which, in part, said: "...more than 110,000 individual nationwide and more than 23,000 in California are currently on the national organ transplant waiting list, and on average, 22 people die each day while waiting...the need for donated organs is especially urgent in Hispanic, Latino, and African American communities...donation of tissue can save and heal the lives of more than 75 others...organ donors saved more than 46,000 lives last year, the most ever...California residents can sign up with the Donate Life California donor Registry online at any time by visiting [www.donateLIFecalifornia.org](http://www.donateLIFecalifornia.org) or for Spanish-speakers, [www.doneVIDAcalifornia.org](http://www.doneVIDAcalifornia.org) ...California residents can sign up when applying for or renewing their driver's licenses or ID cards at the California Department of Motor Vehicles...kidney donation may visit [www.LivingDonationCalifornia.org](http://www.LivingDonationCalifornia.org) ..."*

*Mr. Scott Burns was present to accept the proclamation from Mayor Julian. Mr. Burns said, "This weekend in Los Angeles is the Annual Donate Life Run/Walk." He showed a t-shirt with a picture*

*of the woman who donated his kidney nine years ago, Mothers' Day weekend. He said, "I honored her by doing that. In a recent study, 94% respondents said they would be an organ donor, but only 54% actually signed up. Last year on the California income tax form, there was a question asking if you wished to be an organ donor, similar to the DMV." He thanked the City Council and staff for the proclamation and explained the need to leave early for a zoom meeting back east for Project Opioid.*

## **6. PRESENTATION**

- Master Plan for Aging in Guadalupe – Margaret Weiss, Project Coordinator
  - [Aging Well Executive Summary Handout](#)
  - [AARP Livability Index Handout](#)
  - [Infographic Handout](#)

*Ms. Weiss began the presentation by asking the question: What in this plan is good for the City? The Master Plan for Aging (MPA) is a blueprint for aging across the lifespan. This began about 2.5-3 years ago and impacts people of all ages...helps caregivers and all invested in the plan. It opens the door to future resources and funding, more age and disability friendly.*

*The five (5) goals cited are aspirational and can't be accomplished overnight. Need to take baby steps. There are not enough people in caregiving. Though all goals mentioned were important, one highlighted was "inclusion and equity, not isolation". The aged population should not be isolated. There's a need for outdoor spaces to enjoy in group settings...climate resilience.*

*The initiative began in 2021. There was funding, \$9.5B to address the great need...leverage resources to greater benefit. More resources are needed for behavioral and mental health, digital connections so people can stay connected and an aging and disability resource center, working with a social worker.*

*At this point, Ms. Weiss introduced Ms. Barbara Finch, Director of Adult & Aging Network, who expressed her appreciation for the opportunity to give this presentation to the Council. Ms. Weiss mentioned that they will have a plan within a year. A phenomenal advisory committee has been created. A community assessment plan will be ready by March 2025.*

*By 2030, the population will double from 2020. Unaffordable housing will be a challenge. Biggest problem in California and the community. One in four people will be aged 60 or older in 2030. Some statistics cited were: 1 in 3 struggle with poverty; 1 in 3 live with a disability; 7 in 10 need help at home or in a care facility.*

*An AARP program, "AARP's Age-Friendly Network of Communities began around 15-20 years ago. This is a program that any city or state can join. California joined and there are over 800 cities in this program. Ms. Weiss said that Guadalupe would be a good city to participate as a designated age friendly community.*

To join, a letter from the mayor would be needed. The network would help the City for at least one (1) year, such as conducting a community assessment to find out what the residents want. Ms. Weiss said that residents need to know what resources are out there, such as who to call, provide signage showing advantages for people being outdoors, etc. AARP would make it “your” project. The AARP “Livability Index” for Guadalupe was briefly discussed relative to scoring. Some examples given were:

- “Health” – all cities scored high; preventive health, access to doctors; places for physical activity.
- “Engagement” – civic and social involvement. Guadalupe had a low score of 34. Ms. Weiss said that small towns won’t have a lot of social clubs, events, etc.
- “Neighborhood” – scored 58. High interaction with neighbors; a bonus of a small community.

Ms. Weiss said, “Guadalupe holds promise for this age-friendly community. It could be the first in California to do this. I gleaned that there’s some enthusiasm here.”

Go to the City’s website at [www.cityofguadalupe.org](http://www.cityofguadalupe.org) to view the complete presentation on the April 23, 2024 agenda.

Mr. Bodem asked, “If we weren’t free-standing, would our scores go up?” Ms. Weiss said, “That depends on the communities that Guadalupe abuts. The community is very walkable. I encourage you not to focus too much on a score. It’s just a reflection of what’s going on. There were 61 things ranked...20 are policies. You get credit if the State has implemented. Their assessment is what local residents say are their needs. This can be done in both English and Spanish...get to people who don’t normally give information, such as homebound, disabled, etc.

Mayor Julian said, “Our Guadalupe Senior Advisory Committee is being regenerated. There are 15 members from areas such as public safety, transportation, recreation. We’ll look at who isn’t served. I’ve invited Ms. Weiss to attend as well as her partner. We’re working with Chief on a situation. A woman’s residence has been red tagged. What resources do we get for her? Residents need a place to go for services and resources. We have a five-day lunch program. What do we need to do to have you come here to help us?”

Ms. Weiss said, “Kudos for your Senior Advisory Committee. We’ll leave to you regarding protocols. Meeting with the Senior Advisory Committee is the next step.” The mayor said, “It’s a city group. The Las Mujeres Park is designed to have seniors use it.”

CM Robles said, “Yes, great presentation. We’re all going to be there some time. We should do this as a city – 100%.” Mayor Julian said, “Pasadera is a new community. This would bring all the community together. The City Council gives a nod to move forward. We want a placeholder for this.”

Ms. Finch added, “It’s great that Guadalupe is interested. We’re so excited to talk to people and create a plan armed with what the community wants.” The mayor then said, “Drive-up in their

*cars – elderly for food bank. Nice to find out what they need.” Ms. Finch said, “Engagement - deal with Community Changers. They are really engaged. Guadalupe is highest in the County.” Ms. Weiss added, “These are national data. We’ll get better data locally.”*

## **7. COMMUNITY PARTICIPATION FORUM**

### *Request to Speak*

*Mr. Mike Roberts: I’m a community member and have lived in Pasadera for 4.5 years. I love Guadalupe. I was involved with recreation and for rural community week. I was involved with getting the beach opened. One thing I don’t like: the intersection at Obispo and Main Streets. There have been many near misses . I was hit by a woman making a left turn. She was looking down. I’m guessing at her phone. Three-four-year timetable for CalTrans to do something. We need the City to do something.*

*Mr. Nick Gonzales: One and one-half years ago, I was t-boned on that same intersection. In speaking with the mayor, I see that in 2027, CalTrans will be installing signal lights. Why can’t it be sooner? A lot more accidents...maybe a fatality there. My wife does line dancing...performs at Elks Lodge in Oceano. I’d like to have the lights installed sooner. I know money doesn’t come in before 2027 but would like it to be sooner.*

*Melanie Backer: I agree 100% with Mike and Nick. I went to the big CalTrans meeting in 2023. If all of Guadalupe talks to CalTrans...cite number of accidents, maybe it could be done sooner. It’s dangerous.*

*The Royal Theatre has a shortfall to get finished. I heard that the City is putting on a bond. Have a town meeting or have GBA to ask City Council questions. I don’t think another bond is needed. We just approved two (2) bonds. There should be a Plan B. On the Pasadera Facebook page, it says there’s a \$3M shortfall. Everyone who answered said “no” to the bond. Do a capital campaign.”*

*Mayor Julian said, “The intersection...that’s state property. Guadalupe committed \$4.5M for the lighting. Pasadera and CalTrans have committed monies, as well. We can let CalTrans know what’s come up tonight.” Mr. Todd Bodem said, “Meg Henry from CalTrans is aware of these concerns. Looking at a short-term solution. The design is 25% done.”*

*Regarding the bond, the mayor said, “Professionals were hired to determine each parcel cost. The City can’t push any of this. A committee’s formed to push it. It’s not a foregone conclusion.” Mr. Bodem added that he could offer factual information and answer questions. Mayor Julian said, “Plan A thru G...we don’t want citizens to be hit when they can’t afford it.”*

## **8. 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 payment of warrants for the period ending April 15, 2024.
- C. Approve the Minutes of the City Council regular meeting of April 9, 2024.
- D. Adopt on the second reading, Ordinance No. 2024-518 adding Chapter 2.10 to Title 2 of the Guadalupe Municipal Code regarding the additional duties and obligations of the Mayor's office.
- E. Accept the March 2024 Financial Report.
- F. Adopt Resolution No. 2024-30 authorizing the execution of the certifications and assurances and authorized agent forms for the Low Carbon Transit Operations Program (LCTOP) for additional funding for the Transit Hub Renovation Project at the Amtrak Station.

*No items were pulled. Motion was made by Council Member Costa, Jr. and seconded by Council Member Hernandez to approve the full Consent Calendar. 5-0 Motion passed.*

## **MANAGEMENT REPORTS**

### **9. CITY ADMINISTRATOR REPORT: *(Information Only)***

- A. City Administrator report for April 23, 2024

*Some items Mr. Bodem mentioned were the following:*

- *Air Pollution Control District gave away 200 air filters to those who had previously received free air purifiers through the Clean Air rooms pilot program.*
- *In early 2025, will look at a grant for a 10-year study plan regarding access to the beach.*
- *The City received \$105,000 from the "Safe Routes to School Grant" towards the project that will cost \$480,000. Other grant sources are brought sought.*
- *March interest earnings is \$45,132.72.*
- *Human Resources is researching sources to develop a current Human Resources Policy manual. A number was plugged into the budget for Fiscal Year 24/25.*
- *Sylvia Estrada was introduced as the new full-time Human Resources Manager.*
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*Note: Go to the City's website at [www.cityofguadalupe.org](http://www.cityofguadalupe.org) for the City Administrator's full report.*

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

- A. Police Department report for March 2024
- B. Fire Department report for February and March 2024
- C. Code Compliance report for March 2024

*Chief Cash reported on a FEMA reimbursement issue. On January 20, 2023, the City submitted to the FEMA Regional Administrator via Cal OES ( CA Governor's Office of Emergency Services) our request for the following: 1) Reimbursement for Non-Congregate Sheltering. Total reimbursement request is \$60,420. As of 4/22/24, the City has not received any reimbursement. Chief received clarification that the confusion was that both Public Safety and Public Works had submitted reimbursement requests. Research is continuing to determine FEMA received all necessary and completed paperwork for reimbursement.*

*Mayor Julian asked where the funding from FEMA was. Chief Cash said, "Everything was processed on time. There's a mix-up. FEMA thought the two (2) separate reimbursement requests were one...that everything was included in one. But that wasn't the case."*

*Chief Cash then highlighted some traffic safety projects underway:*

- *11th Street at Gularte Lane – painting curb line to increase visibility for turning traffic.*
- *11<sup>th</sup> Street at Peralta to Simas Road – restriping yellow traffic divider lines.*
- *Intersection of Olivera and Guadalupe Streets – increase safety for pedestrians at cross walk from distracted drivers. Explorers will assist enforcement.*
- *4700 West Main Street (Kermit McKenzie Middle School) – increase safety for pedestrians at cross walk from distracted drivers.*

*Chief noted that for code enforcement projects, many come from citizens and Facebook. Those projects involve health and safety violations. Some of the abatement projects are: 900 Guadalupe Street (SW corner, empty lot); 800 Guadalupe Street (SE corner, Far Western Tavern parking lot); 4633 Ninth Street; 5100 Snowy Plover Lane; 800 Pioneer Street.*

*CM Robles said, "The 30-mph sign on Guadalupe Street, in front of the smoke shop. There's a tree hiding the sign." Chief Cash said, "To address that bigger issue, CM Costa, Jr. brought up the tree issue on Main Street. Goes back to 'who owns what' about the trees." CM Robles then said, "The trees on Guadalupe Street are all trimmed on the City sidewalk." Chief Cash said he'd look into it.*

*On the traffic safety projects, CM Costa, Jr. said, "Pasadera has concerns about crosswalk by the cooler. When kids cross Guadalupe Street to the cemetery side, a lot of cars aren't patient. In the past three (3) weeks, kids almost got hit." Chief responded by saying, "We don't have staffing to be at all locations. Main Street Market is a location where checks are distributed. Heavy traffic. We have to pick and choose. We've asked schools and parents to volunteer. This will be brought up with GSST to help. Kids are spread out. High school kids getting off busses. Will find hot spots where we can stage."*

*CM Robles said, "The current traffic person at McKenzie...he stands on the southside of the street and walks three (3) kids at a time across the street. He should be on the northside and wait for a grouping of, say, around 20 kids and then stop traffic to allow the group to cross." Chief Cash said, "I asked to train the traffic people, but they're an outside service. I'll speak with the individual at McKenzie."*

*CM Hernandez said, "By the Righetti bus stop by/behind Pioneer Street, there's a rise in graffiti. Anything heard about that?" Chief said that there were no issues received.*

*Note: Go to the City's website at [www.cityofguadalupe.org](http://www.cityofguadalupe.org) to view the Director of Public Safety's complete report.*

## **PUBLIC HEARING**

### **11. Approval of the revised draft 6<sup>th</sup> Cycle Housing Element for review by Housing and Community Development (HCD) and adoption of Resolution No. 2024-31.**

Written report: Larry Appel, Contract Planning Director

Recommendation: That the City Council:

- a. Receive a presentation from staff and consultant; and
- b. Conduct a public hearing; and
- c. Adopt Resolution No. 2024-31 directing staff to make any revisions based on input from the Council and transmit the Revised Draft 6<sup>th</sup> Cycle Housing Element to HCD for a required 90-day review.

*Mr. Appel gave a brief introductory summary on this item. The State mandates that all cities and counties prepare and adopt a housing element as part of their comprehensive General Plans. In the housing element, State law requires local governments to adequately plan to meet the existing and projected housing needs of all economic segments of the community.*

*A Draft 6<sup>th</sup> Cycle Housing Element was reviewed by the City Council during a public hearing on July 11, 2023. With Council direction the draft document was transmitted to the California Department of Housing and Community Development (HCD) for review. On October 19, 2023, comments from HCD were received. Staff objected to the general comments made and requested specific sections of the draft that needed to be corrected. The City received a revised letter on November 7, 2023. The consultant, Dr. Cornelius Nuworsoo, prepared extensive responses and edits to the draft for staff's review. Staff requested additional edits which were made. The revised document is what is being discussed tonight.*

*Dr. Nuworsoo went through the presentation on this housing element update. HCD is being strict on this cycle, 2023-2031 on review and approval. There is a statewide deficit level. This has been*

increasing over the last decade or more. HCD is trying to stop this as it affects all income levels. There is not enough affordable housing. They want to make changes regarding quantity and variety of types of housing produced. State wants commitments regarding policy that Guadalupe will be doing something. What follows are some of the various points raised in the presentation regarding key revisions to Housing Element (HE) laws:

On “Quantity of Housing”, there were eleven updates to the law. Below are a few of those updates:

- Lot Splits & Duplexes: an owner can divide one single-family lot into two smaller lots. Each smaller lot can accommodate two housing units.
- No Net Loss Requirement: adequate sites to meet RHNA units at all times.
- The Housing Crisis Act (HCA): prohibits new laws that reduce legal limit on new housing; prohibits delay to new housing due to regulatory barriers.
- Affordable Housing Streamlined Approval: streamline approve for (a) affordable housing; (b) permanent supportive housing, and (c) low barrier navigation centers.
- Lot Sizes for Lower-Income Housing: sites smaller than 0.5 acres or larger than 10 acres are typically not feasible for lower-income housing. There are 40-80 lots between 0.5 and 10 acres. No plans to change.
- Non-Vacant Sites & “Substantial Evidence”: add resolution adopting HE that non-vacant downtown sites would not impede additional residential development.
- Low-Income Units Throughout Community: distribute lower-income housing to foster integration; create affordable housing opportunities in high resource areas – mixed income housing. (Note: Dr. Nuworsoo said that Guadalupe is doing good in this area.)

For “Variety of Housing Types”, some of the changes were:

- Shelters, Transitional, and Supportive Housing: amend zoning codes to allow by right in all residential zoning districts, “shelters”, “transitional”, and “supportive housing”.
- Emergency Shelter Planning: zones identified as appropriate for emergency shelters should also allow residential or other suitable uses.
- Residential Care Facilities and Group Homes: licensed group homes with fewer than six (6) deemed same as single family unit; allow licensed residential care facilities in all area zoned for residential use.
- Farmworker and Employee Housing: treat employee housing for six (6) persons or fewer the same as other housing types permitted in each zoning district.
- Accommodations for Person with Disabilities: make reasonable accommodations (i.e., modifications or exceptions in zoning laws and other land use regulations) for housing to serve person with disabilities. (Note: Dr. Nuworsoo said that Guadalupe is already doing this.)
- Mobile and Manufactured Homes: regulate the location and permit process for manufactured homes in the same manner as conventional structures; conditionally permitted.



*At this point in the presentation, a short break was called for at 7:45 p.m. Presentation resumed at 7:55 p.m.*

*Dr. Nuworsoo shifted his presentation to talk about “Summary of 2023-2031 Regional Housing Needs Allocations (RHNA) to Guadalupe vs. Potential in Cycle”. He showed a chart with five-columns for “Income Group”, from “Extremely Low, to “Above Moderate”, broken down as a percent of RHNA, for a total of 431 dwelling units. The summary showed that for this cycle , the percentages for all income levels is a resounding “yes” for Guadalupe, with a subtotal of 522 vacant lots, (57 Infill lots and 465 DJ Farms parcels), for a total of 121% of RHNA.*

*Dr. Nuworsoo spoke briefly on the environmental study. He said that there were twenty-one different areas. All are documented in the initial study – negative determination. There is no negative declaration; is consistent with the General Plan. No negative environmental impact on the City.*

*The remainder of the presentation involved the multiple next steps to be taken, such as adding feedback to the document, to submitting revisions for HCD’s approval and certification, through to multiple revisions to the City’s Municipal Code.*

*Note: Go to the City’s website at [www.cityofguadalupe.org](http://www.cityofguadalupe.org) to view the entire presentation which is in both English and Spanish.*

**Public Hearing Opened at 8:07 p.m. and Closed at 8:08 p.m.**

*Ms. Annis Barajas commented that Dr. Nuworsoo was really inspiring and enthusiastic in his presentation.*

*Mr. Bodem asked, “Once approved through HCD, all cycles...in three (3) years, should we have to amend?” Dr. Nuworsoo said, “Not until 2031. Next cycle, if certification wasn’t timely, have to check prior to 2031...keep City on track.”*

*Mayor Julian said, “On page 5, Item d. (Attachment 4 – Revised draft 6<sup>th</sup> Cycle Housing Element with track changes), it says, ‘Subsequently on July 11, 2024, a hearing took place during the City Council meeting where the draft was approved...’ That should be ‘July 11, 2023’.”*

*Mr. Bodem said, “For manufactured housing...mobile homes, sounded like there’s still a stigma on mobile homes.” Dr. Nuworsoo said, “HCD has it as one (1) category/group, with and without wheels.”*

*CM Furness asked, “For housing, not shelters, is shelter for women, as in abused women, etc.?” Dr. Nuworsoo said, “Something that a family is in need to go to for assistance.”*

Motion was made by Council Member Hernandez and seconded by Council Member Costa, Jr. to adopt Resolution No. 2024-32 approving the Revised Draft 6th Cycle Housing Element to the State Department of Housing and Community Development for 90-day review. Roll Call: Ayes: 5 5-0 Motion passed.

## REGULAR BUSINESS

### 12. Fee waiver policy for use of City-owned facilities by non-profit organizations.

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council consider a proposed policy for fee waivers for the use of City-owned facilities and the procedure for requesting such fee waivers from the City Council, and thereafter, provide direction to staff for a final policy to be considered at a future City Council meeting.

*City Attorney Sinco gave a brief background on this item. The subject to allow non-profit groups/organizations, youth schools, and other like groups to have fees waived for use of the City's facilities has been a somewhat longstanding issue. In a meeting on September 11, 2018, the City Council adopted Resolution No. 2018-41 approving increased fees for the City's Master Fee Schedule related to the use of certain facilities. The issue of charging City-based non-profit organizations to use the City's facilities and the previous practice of not charging fees to non-profit organizations was directly addressed to the City Council at that meeting. At a subsequent meeting on the same issue on March 11, 2020, City Council approved Resolution No. 2020-21 approving increased fees.*

*At another meeting on October 22, 2022, the issue of increased fees for the use of City facilities and parks was requested, but no action was taken then as the Council gave staff direction to further review the fee structure. On August 22, 2023, a proposal was brought back for Council's review and approval, which included discounted fees for non-profit organizations. Official action on this occurred at the September 12, 2023 City Council meeting with the adoption of Resolution No. 2023-76. However, it was not entirely clear whether non-profit organizations should 'always' be required to pay fees.*

*At the May 9, 2023 City Council meeting a group, 'The Kids Come First Foundation', requested a waiver for use of the City auditorium. It was stated that the City Council has dealt with this issue several times over the years, but clear direction regarding waiving fees wasn't apparent. Per City Attorney Sinco, the mayor was under the belief that the City Administrator has the authority to waive fees. However, City Attorney Sinco determined that only the Council had this authority. But City Attorney did say that Mayor Julian was correct as in the Guadalupe Municipal Code which cited when the City Administrator had the authority to approve or deny a request to use a City*

*facility and when a request needed to have the City Council's approval. After much discussion on this item, the City Council voted to waive the fee(s) for this event in the City auditorium.*

*The Touch of Style Car Club recently requested a fee waiver as they are celebrating their 50<sup>th</sup> anniversary. This request brought the issue of waiving fees for non-profit organizations to the forefront once again which resulted in the proposed policy tonight. City Attorney Sinco said that the draft policy states when facility fees may be waived in certain limited cases. This draft policy is for governmental agencies, non-profit organizations located in or those who serve the Guadalupe community and community groups without non-profit status with financial hardship that directly benefit the Guadalupe community. City Attorney Sinco stated that approval was not being requested of the Council tonight but rather does the policy address the issue.*

*Staff recommended that not all fees be waived, i.e. building attendant, fees to cover utilities, etc. CM Costa, Jr. said, "We should have at least a minimum fee. There's some stuff being used. Have a minimum fee. What kind of event. It cost money to keep lights, restrooms stocked, etc. Go to the Master Fee Schedule...then look at a minimum fee to be charged; don't waive everything."*

*Mayor Julian said, "I believe...building attendant, anything the City has to pay shouldn't be waived. How do you define the costs for utilities? Some fees will cover... About 40% discount for non-profits in use now."*

*CM Hernandez said, "Events are unique. 'Kids Come First', 'Viva le Arte', etc. Maybe they can pay half of the fees." CM Robles said, "if we have to pay for a building attendant, we should have a small fee to recoup. Some organizations do more than others. Each organization doesn't always fit the mold."*

*City Attorney Sinco then said, "Organizations would fill out application to use a City facility. And, yes, we have a discount already. Write an email for waiver and give reason why. Request from the organization a financial statement, maybe – must have a financial need."*

*CM Furness said, "I like the idea of submitting a report after the event if they requested a waiver. Would be good data to see." CM Hernandez added that transparency speaks a lot.*

*Mayor Julian said, "The Recreation & Parks Commission meet only once a month. That might hinder a group to get waiver bypass to the City Council." Ms. Annis Barajas said, "Come straight to the City Council. When people come in with maybe about two (2) weeks from the event...wouldn't work with the Rec Commission." CM Robles said, "Put in 60-day minimum." Ms. Barajas responded, "In event planning, in general, it won't happen. People don't plan that far in advance."*

*The mayor then asked, "What are we waiving?" Ms. Barajas said, "Those renting need ABC license and security, if alcohol is being served. Building attendant deposit on hand even if waiver is given.*

*If facility is left clean, renters get general deposit back. The hourly fee would be waived which is \$90 per hour. A 'lock-in' fee for the date requested but would be given back if the event happens."*

*The mayor said, "We know we have out-of-pocket expenses. If we charge them something...could there be a minimum charge, part of the hourly fee?" Ms. Barajas said, "Fees are set in place for non-profits. They're getting a discount." The mayor continued saying, "Maybe a flat rate for non-profits – 40% discount would be paying \$54 hourly. Maybe increase that." Mr. Bodem added, "Local non-profits...not out-of-town groups."*

*City Attorney Sinco again said, "There are three (3) categories proposed: 1) non-profits located in or that serve Guadalupe; 2) government groups, and 3) Guadalupe organizations with financial hardship that benefits Guadalupe community." The mayor asked, "What about churches?" City Attorney Sinco said, "501c3 or 501c4."*

*CM Furness asked, "Is there something wrong with the policy or is there a policy?" City Attorney Sinco said, "The car group, 'A Touch of Style', came to the City Council to request a waiver. We don't have a policy, and we need one." Mr. Bodem added, "There's a blur with non-profits where they may make money on something." Mayor Julian said, "For 'A Touch of Style', they do 'Toys for Tots'. There's 'Kids Come First', a fundraiser dance."*

*Ms. Barajas asked, "Is the non-profit coming to us and is good coming to the community, or are they doing a celebration, public or private? If non-profit is just having a party, then no waiver." CM Hernandez said, "The Kiwanis group raises funds that benefit the Guadalupe community."*

*CM Furness asked, "For fee waiver, do we have a checklist? Mayor Julian asked, "Criteria to be used?" City Attorney Sinco said, "That's what this policy would cover. Is request related to financial need, inability to pay? Would having to pay fees have a detrimental effect on the organization's services to the public? Will waiving the fee have a significant impact on the City's facilities or the Recreation and Parks Department activities? Those types of questions."*

*CM Furness asked, "If we set 4-5 criteria that people could meet, etc., then could we do a tiered structure? Meet one (1) criterion only, 10%. Meet two criteria, 20%, etc." CM Robles said, "Figure what criteria is needed for checklist." Ms. Barajas said, "We all know what some organizations do...some are obvious. But others, not sure where the benefit lies. Six (6) criteria...how many to be met determines what? A tiered structure may be too complicated."*

*CM Furness then asked, "What if they just met criteria for a certain discount?" Ms. Janice Davis said, "If a non-profit is asking for a certain number of hours, how effective is a percentage or flat rate. May not work . Maybe a flat rate off per hour. Don't like waiving fees. Would have to do on an hourly basis." Ms. Barajas said, "I'll bring a copy of fees with samples of events to the next City Council meeting. I don't think we should waive fees. The non-profit fees set in place are sufficient."*

*Mayor Julian reiterated, "Not a fundraiser, not a party...a checklist. If people are just gathering with no benefit to the community, no waiver of fees."*

*City Attorney Sinco said, "The decision is still the City Council's. Waiving may be required at times. We're just trying to give you advice." He summarized the three (3) types of groups the draft policy is addressing and the possible criteria to waive. He then said, "I'll bring this to the next meeting on May 14, 2024."*

*Mayor Julian said, "The car club has its 50<sup>th</sup> anniversary in June." CM Hernandez said, "Limit waivers for length of event, like one-day, two-day." CM Robles said, "List types of use for facilities, party, fundraiser, etc." Ms. Barajas asked, "For set up? Get a discount? Most events are two-day rentals." CM Robles then said, "That would be 'scope of event'." CM Furness asked, "Do we have a policy for that? Don't they have to be out by a certain time?"*

*Ms. Barajas asked, "Do we want to be waiving a fee, or do we want to give a discount for a multiple-day event? Waive fees for maybe only a one-day event." CM Robles said, "Put in the Master Fee Schedule...if there's prep time involved and on Sunday, if they need to clean, etc." Ms. Barajas said, "Prices vary during business hours versus non-business hours. After business hours are higher."*

*City Attorney Sinco asked, "Does the waiver for an event have to be beneficial to the community or funds raised for the community?" There was no further discussion. This item will be on the May 14, 2024 agenda.*

*Request to Speak:*

*An email was received on 4/23/24 from Ms. Shirley Boydston which reads: Every time a City owned property or facility is used as a venue for an event or project, a cost is incurred by the owner (City of Guadalupe) for such as cleaning, whether major or minor.*

*When planning an event each organization – for profit or nonprofit – must allot funds in their budget for the use and cleaning costs of the site. In addition to floors, there is labor cost for setting up and storing tables and chairs, etc. Add in utility use: electricity, (lights), heating, water, and always bathroom clean up and restocking of paper goods.*

*A minimal fee of \$50.00 for each use will help toward the costs incurred by City staff. A policy such as put forth by Attorney Sinco seems to be a good solution for this ongoing use concern. Allow NO waivers to organizations or groups wishing to use a City facility...and no apologies...it's just wise business practice.*

*Shirley Boydston - Guadalupe*

**13. FUTURE AGENDA ITEMS**

*No new items were added to the current list.*

**14. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS**

*CM Hernandez: I attended the Family Services Agency (FSA) first fashion show where my daughter was able to participate. Annis Barajas, FSA and the Recreation Department collaborated on this fashion show. Kudos o FSA and Nufo Navarro. It was a beautiful event and great exposure to art.*

*Ms. Barajas added: it was an awesome collaboration. Some designers came...Nufo brought a lot of his own designs. There was artwork on produce boxes...logos from previous agricultural farms that were hand drawn. Attendance was good. There was competition with a Kiwanis event the same day...small town schedule. There were some elderly ladies in the audience who said they sewed their own clothes. They asked if they could participate. Christina modeled and so did her daughter. My daughter modeled, too. Nufo Navarro also modeled. This is something we should do annually, or semi-annually. It was a lot of fun.*

*CM Hernandez added: This weekend, my son, along with three (3) other students from Guadalupe will showcase their film at the SLO Film Festival – Filmmakers of Tomorrow Showcase.*

*CM Robles: Tomorrow, Wednesday, 4/24, Bobcats wrestling team will host two (2) Paso Robles middle schools at 4:30 p.m. in the City auditorium. We had a match at Atascadero...CM Costa, Jr. drove the kids in the bus. Friday, 4/26, we'll be at Mesa Middle School in Nipomo at 4:30 p.m. Also, next Wednesday, 5/1, last home dual in the City auditorium.*

*Mayor Julian: I had the pleasure of meeting with the Grand Jury. It was positive. Word out there is that it was positive. It was a good event. They were happy with our progress. Thank you to the staff for all information. I wasn't sure what they were going to ask. There were about fifteen people on the Grand Jury. It was very positive.*

**15. ADJOURNMENT**

**Motion was made by Council Member Costa, Jr. and seconded by Council Member Hernandez to adjourn the meeting. 5-0 Motion passed. Meeting adjourned at 9:22 p.m.**

**Prepared by:**

  
Amelia M. Villegas, City Clerk

**Approved by:**

  
Ariston Julian, Mayor