



## City of Guadalupe AGENDA

### Special Meeting of the Guadalupe City Council

**Wednesday, May 11, 2022, at 6:00 pm**  
**City Hall, 918 Obispo Street, Council Chambers**

The City Council meeting will broadcast live on Charter Spectrum Cable Channel 20.

If you choose not to attend the City Council meeting but wish to make a comment during oral communications or on a specific agenda item, please submit via email to [juana@ci.guadalupe.ca.us](mailto:juana@ci.guadalupe.ca.us) no later than 1:00 pm on Wednesday, May 11, 2022.

Please be advised that, pursuant to State Law, any member of the public may address the City Council concerning any item on the Agenda, before or during Council 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 form 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.

The Agenda and related Staff reports are available on the City's website: [www.ci.guadalupe.ca.us](http://www.ci.guadalupe.ca.us) Friday before Council meeting.

Any documents produced by the City and distributed to a majority of the City Council regarding any item on this agenda will be made available the Friday before Council meetings at the Administration Office at City Hall 918 Obispo Street, Monday through Friday between 8:00 am and 4:30 pm, and also 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 City Council 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 Administrator 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:**

Council Member Liliana Cardenas  
Council Member Gilbert Robles  
Council Member Eugene Costa Jr.  
Mayor Pro Tempore Tony Ramirez  
Mayor Ariston Julian

#### 2. **MOMENT OF SILENCE**

3. **PLEDGE OF ALLEGIANCE**

4. **COMMUNITY PARTICIPATION FORUM**

Each person will be limited to a discussion of three (3) minutes or as directed by the Mayor. 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.

**REGULAR BUSINESS**

5. **BACKGROUND INFORMATIONAL WORKSHOP RELATED TO THE SETTING OF GOALS FOR THE FY 2022-23 BUDGET.**

6. **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 24 hours prior to the meeting. Dated this 6<sup>th</sup> day of May 2022.

*Todd Bodem*

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Todd Bodem, City Administrator



**ROBERT PERRAULT**

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**Memo:** The City Council of the City of Guadalupe

**From :** Bob Perrault, Facilitator

**Subject:** Background Informational Workshop Related to the Setting of Goals for the FY22-23 Budget

**Date:** May 11, 2022

**Introduction:**

As I indicated in my original staff report on goal setting, the Background Workshop is a very important step in the process. During the Workshop, the City Administrator and Department Heads will make informational presentations to the Council. The purpose of these presentations is to provide the Council with a snapshot of current City operations. The Finance Department will provide the Council with an overview of the City's major funds. Each Department will review with the Council key department responsibilities, major actions or activities undertaken during the current year, the identification of staffing to carry out department tasks, and a listing of department successes and challenges. The presentations may also include the identification of major activities/ projects anticipated in the coming year. The purpose of this presentation is to provide the Council with pertinent information as you embark on the next phase of the project which will involve the development of independent Candidate Goal Statements by each Council member.

As with most informational workshops, the presentations and discussions are to be interactive between Council members staff, and the public. Outlined below the Council will find a suggested order of presentation. Following each of the presentations Council discussion, comments, and questions of staff are encouraged. Additionally, public comments/ following each presentation should also be sought. Following the presentations, I will provide the Council with direction and assistance in the development of Candidate Goal Statements.

**Order of Staff Presentations:**

- **Finance- Finance Director**
- **Public Works- Public Works Director**
- **Public Safety- Public Safety Director**
- **Parks and Recreation- Parks and Recreation Director**
- **City Administration including Planning and Human Resources- City Administrator**
- **Discussion Regarding Council member Goal Statement Drafting- Facilitator**

**Development o Candidate Goal Statement:**

Now the Council will be asked to complete a homework assignment: Each Council member will be tasked with developing up to five ( 5) goal proposals, accompanied by one to three implementation steps or projects. The draft goal should be no more than 3 sentences in length and should be supported by simply phrased steps or implementation projects. I have again attached the **Sample Criteria for Proposing Major Goals** for your use. A list of your draft or candidate goals

statements should be submitted to the Administrator's office by Friday May 20<sup>th</sup>. I will be available by phone to assist you with draft Goal Statement development, Together with the City Administrator, I will review the goal statements and where possible, combine similar goals and synthesize them to avoid duplication. A final draft of the Candidate Goal List will then be made available to the Council and public for further review and comment prior to the Goals Setting meeting to be held on May 31<sup>st</sup>.

Attachment: Sample Criteria for Proposing Major Goals.

**Sample Criteria for Proposing Major City Goals**

**The core question:** Of all the many things that we would like to do for the City of Guadalupe, which are the most important things to advance or accomplish in the next 2-3 years.

1. Need is urgent- progress must be made in the next one to two fiscal years (okay to include goals that are already underway and continued support is necessary to accomplish).
2. In a workload or financial crisis, this goal would be among the few that must continue to move forward.
3. Cannot be achieved without strong City Council support and Commitment.
4. Consistent with the City's core duties and mission.
5. Consistent with long-standing community goals plans and policies.
6. Expressed as a major interest/ concern within the Community
7. A core Guadalupe responsibility ( While other partners may be needed, no other entity can really initiate or assume responsibility).
8. Tied to other already approved major goals , programs, or projects
9. Clearly, stated and "doable" ( can be translated into the objectives to be carried out by employees of the organization).
10. Has the potential to leverage outside resources and/ or increase community resources in the future.