



City of Guadalupe

AGENDA

Regular Meeting of the Recreation and Parks Commission

Tuesday, September 6, 2022

At 6:00 pm

City Hall, 918 Obispo Street, Council Chambers

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. 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.

4. 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 August 10, 2022.](#)
- B. [Adopt Resolution No. 2022-01 authorizing the meeting of the Recreation & Parks Commission to be held on the first Tuesday of each month.](#)

REGULAR BUSINESS

- 5. LeRoy Community Center Mural
- 6. Recreation Commissioners' Position Updates
- 7. Facilities & Parks Fee Schedule
- 8. CO-ED Adult Basketball League
- 9. Facilities and Parks Verbal Update
- 10. Other matters of importance that the Recreation Services Manager will discuss, if deemed necessary.
- 11. **COMMISSION REQUESTS, COMMENTS, AND MEETING REPORTS.**

12. 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 1st day of September 2022.

Hannah Sanchez

Hannah Sanchez, Recreation Services Manager

PROPOSED FUTURE AGENDA AND PENDING ITEMS

Other Pending Items/ Events	Proposed Date of Item	Agenda Category
Christmas Light Competition	October 4 th	
Fabulous 50s	October 4 th	
Color Fusion Pt 2	October 4 th	

MINUTES

CITY OF GUADALUPE
REGULAR MEETING OF THE RECREATION AND PARKS COMMISSION
WEDNESDAY, AUGUST 10, 2022

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

Roll Call: Recreation Manager, Hannah Fuentes, noted the Commissioner attendance as follows:

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

Pledge of Allegiance:

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

Community Participation Forum:

No participation.

Consent Calendar:

1. Motion was made by **Dreiling**, seconded by **Ramirez** to approve the July 13, 2022, regular meeting minutes. All ayes, 3/0. Motion passed.

Regular Business:

1. Le Roy Community Center Mural

Servando Garcia was unable to attend the meeting. This item was tabled until the meeting on September 6th.

2. Recreation Commissioners & Meeting Day Updates/Revisions

It was brought to the attention of the Recreation Services Manager that the terms of two commissioners, Commissioner Emily Dreiling and Commissioner Robert Salinas, had expired in September 2021. Because Commissioner Salinas was not present for the meeting, Ms. Fuentes recommended that the item be tabled until the next meeting.

Ms. Fuentes also requested that Recreation and Parks Commission meetings be held on the first Tuesday of each month rather than the second Wednesday of the month. Ms. Fuentes explained that given that Tuesdays are already blocked out for City Council meetings it would be better to

have Recreation & Parks Commission meetings on Tuesdays as well to allow for more programs to be run throughout the week, especially on Wednesdays. A **motion** was made by **Commission Chair Harris** and seconded by **Commissioner Ramirez** to approve the change of the regular meeting day of the Recreation and Parks Commission.

3. Auditorium Ad Hoc Committee Verbal Update

Ms. Sweeney and Ms. Fuentes have collaborated on completing the list of tasks assigned for the renovation of the Auditorium. The last task on the list is the painting of the auditorium. The City went out to bid and opened bids on July 10th. Two bids came in at \$31,000 and \$46,000. The contractor with the \$31,000 bid was chosen. Auditorium use/reservations were blocked out for the first three weeks in August. It is set to be completed by August 26th.

Ms. Fuentes received the shipment of curtains and curtain tracks. The next step is to rent a scissor lift in order to install the curtains.

4. Los Puentes Unidos Resource Fair Verbal Update

Commission Chair Harris gave a verbal update on the resource fair. "I thought it went pretty good. My only concern is that we didn't have too many people from Guadalupe there." Ms. Fuentes responded by stating that the event was heavily advertised and welcomed suggestions for best advertising practices moving forward. Commission Chair suggested that physical flyers be printed out and distributed to students at the local schools rather than just electronically as not all community members are active on social media or electronic devices.

Commission Chair also stated that the performances given at the event went well. CCAT performed a play about the COVID-19 pandemic and Folklorico El Padrecito gave a couple of dance performances in coordination with CCAT. Both groups performed beautifully.

5. Guadalupe Color Fusion 5k Verbal Update

Ms. Fuentes commented that for being a kick off event for the Recreation Department that it went well. On the registration deadline day, there were 36 individuals registered. The total amount of participants on the day of was 55. A Class Act Entertainment donated \$1,000 in time and expenses to the Recreation and Parks Department by providing DJ services for the event. All those that attended enjoyed the event. There was even coverage by the Santa Maria Times for the event.

6. Fabulous Fifties Dance

Ms. Fuentes informed the commission that plans for the Fabulous Fifties Dance are underway. Rec and Parks will be collaborating with Touch of Style Car Club to hold their events on the same day hoping to bring in more participants to both events. Flyers are being created and will be disseminated after the ticket purchasing website is set up.

7. Christmas Light Competition

At the request of maintenance worker, Juan Montero, a Christmas Light Competition was proposed. All that would be needed would be created are advertisements for the competition and signs for the winners. The Recreation and Parks Commission would act as the judge's panel.

8. Other matters of importance

a. Boys and Girls Club MOU

The Recreation and Parks Commission were given the proposed Boys and Girls Club Term Sheet for the use of Le Roy Community Center. The notes from the Commission can be seen in red.

Term Sheet

Partnership Definition

BGC shall manage the community center on behalf of, and in partnership with the City of Guadalupe, benefiting the community of Guadalupe. Working directly and frequently with the Recreation Services Manager to ensure any Building management issues are addressed, review Building access scheduling and the building is operating smoothly.

Building Name

1. Boys & Girls Clubs of the Mid Central Coast: Ron Estabillo Clubhouse at Le Roy Park
 - Do not agree with a name change when it has been clearly indicated to all that it would be Le Roy Community Center.

Normal Building Hours

1. Monday Through Friday 10 am - 6 pm & Saturday 9 am - 1pm
 - Does Saturday use mean that during that time that the City would not have access to the building for events?

Building Signage

1. BGC shall install a City approved signage, including a monument, at entry and on the door, indicating the "Boys & Girls Clubs of Mid Central Coast: Ron Estabillo Clubhouse"
 - Not opposed to sign as it is acknowledged that there needs to be something indicating that Le Roy Community Center is a legitimate location for BGC programs.
 - What would the dimensions of the sign be?
 - What kind of monument are they proposing? Dimensions? Could be another target for vandalism.

Building Maintenance

1. Establish a \$100k maintenance fund made up of \$50k from the BGC foundation and \$50k from BGC to be restricted for building maintenance of the LeRoy Park Community Center (Ron Estabillo Clubhouse). The fund will be created with \$50k from the BGC Foundation and another \$50k will be raised by BGC within 1 calendar year and added to the fund. The fund will be managed by the BGC Foundation and will be restricted to be used for long-term Building maintenance.
 - **Definition of building maintenance. What is going to be considered long-term and short term?**

Performance Standards

1. In partnership with the Recreation Services Manager ensure the Building is made available to all applicable community uses outside normal BGC usage hours.
 - **Definition of exclusive use**
 - **Would the City be able to run events on Saturdays if it conflicts with BGC proposed hours?**

2. In partnership with the City, proactively manage the Building, including scheduling all available rooms in the Building, managing the City approved rental application process, staffing the Building during the agreed upon hours of operation, and providing custodial services.
 - **Would BGC be supplying/paying for their own toiletries given that they will be utilizing the building for the majority of the time?**
 - **What oversight would City have with rentals? Who would rental money go to?**

3. Vigorously operate within the framework of our board approved safety policies, which surpass all state and federal laws regarding child safety and mandated reporting. <https://centralcoastkids.org/safety/safety-policies/>

4. Diligently maintain and repair the Premises, in compliance with the agreement with City
 - **Details – what would they be maintaining and repairing**

5. Provide Recreation Services Manager a written monthly report that includes a 90-day future rental & usage schedule, a number of youths served, Building access control change log and BGC programs provided for that previous month.
 - **Would there be a window of feedback to make decisions on rentals?**

6. Provide a quarterly report to Guadalupe City Council including a number of youths served, youth demographics & programs provided.

Building Uses

1. Services and activities include academic enrichment; art programs; character and leadership development; drama instruction; organized sports; health and life skills; and community service projects, for students in K through 12th grade.
2. On behalf of the City, the BGC, using the City-approved rental application process, shall facilitate

third parties to hire the Premises for a short-term use, including, but not limited to birthday parties, weddings, or receptions.

- **No private events, only events that serve the community**
3. When rented BGC will receive an agreed upon percentage of the rental fee to cover building staffing and custodial services during the rental period.

Building Alterations (\$57,000+ investment)

1. Network and Wireless Access Points. BGC shall install a computer network including internet access and secure wireless access points throughout the Building. (\$7k)
 - **Equal access rights for all groups that wish to utilize the WiFi**
2. Surveillance. BGC shall install video and audio surveillance, including motion-sensing flood lights, for the safety of the Building and those who use the Building. The surveillance system will be operated in strict accordance with our published safety policies: <https://centralcoastkids.org/safety/safety-policies/> (\$21k)
3. Security System. BGC shall install a security system including motion sensors, door and window sensors for the protection of the Building and its contents. The Recreation Manager will be assigned an access code to the security system. A security system will be operated in strict accordance with our published safety policies: (\$3k) <https://centralcoastkids.org/safety/safety-policies/> (\$3k)
4. Key Safe. BGC shall install a key safe containing copies of all keys for the Building. The Recreation Manager will be provided a master key to the Building. Key safe will be operated in strict accordance to our published safety policies: <https://centralcoastkids.org/safety/safety-policies/> (\$500)
5. Primary Entry. BGC shall work with the City and the appropriate design professionals (Architecture & Engineering) to create a secure and safe entryway into the Building. (\$25k-\$40k)

Term

1. Ten-year term with the option of extending the Initial Term for four consecutive ten-year periods.
 - **3-year term with 2 option years**

Rent

1. Building management, building scheduling, building staffing, serving the youth of Guadalupe on behalf of the City in lieu of rent.
 - **Strongly feel that some type of rent is still needed**
 - **City should have control of building scheduling**

9. The Commission requested that the other agenda items be moved to a special meeting as the third commissioner had a schedule conflict and had to leave. This left the commission with only two people.

Adjournment:

At 7:12 p.m. a **Motion** was made by Commissioner **Ramirez**, seconded by Commissioner **Dreiling** for adjournment. The unanimous vote resulted in the meeting's closure.

Hannah Sanchez

Recreation Services Manager, Hannah Sanchez

Recreation Chair, Joe Harris

RECREATION & PARKS RESOLUTION NO. 2022-01

**A RESOLUTION OF THE RECREATION & PARKS COMMISSION OF THE CITY OF
GUADALUPE APPROVING THE COMMISSION'S MEETING DAY**

WHEREAS, City Council established in Resolution No. 2019-49 that the first meeting of the Commission will be on the first Wednesday of the month following the appointment of the entire commission; and

WHEREAS, following the initial meeting of the Commission, the Commission shall establish regular meetings and time by Commission Resolution; and

WHEREAS, to allow there to be more days available for recreation programs and community events, the Recreation and Parks Commission will meet on the first Tuesday of each month.

NOW, THEREFORE, BE IT RESOLVED by the Recreation & Parks Commission of the City of Guadalupe that the regular meeting day, the first Tuesday of each month, is approved and adopted.

PASSED AND ADOPTED at the regular meeting on 6th day of September 2022, by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Hannah Sanchez, Secretary of the Recreation & Parks Commission of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **RECREATION & PARKS RESOLUTION NO. 2022-01**, has been duly signed by the Commission Chair and attested by the Secretary, all at a regular meeting of the Recreation & Parks Commission, held September 6, 2022, and that same was approved and adopted.

ATTEST:

Hannah Sanchez, Secretary

Joe Harris, Commission Chair