

Minutes Town Council Regular Meeting January 14, 2021

Valerie Molina
Mayor

Ricardo Vital
Vice Mayor

Mary Bravo
Councilmember

Gloria Cota
Councilmember

Elvira Osuna
Councilmember

Joe Sánchez
Councilmember

Anita Cota Soto
Councilmember

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Town Council Chambers
9241 S. Avenida del Yaqui
Guadalupe, AZ 85283
Phone: (480) 730-3080
Fax: (480)-505-5368

Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, January 14, 2021, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

A. Councilmember Soto called the meeting to order at 6:05 p.m.

B. ROLL CALL

Councilmembers Present: The following councilmembers participated via video conference: Councilmember Mary Bravo, Councilmember Gloria Cota (*arrived at 6:34 p.m.*), Councilmember Elvira Osuna, Councilmember Joe Sánchez and Councilmember Anita Cota Soto

Councilmembers Absent: Mayor Valerie Molina and Vice Mayor Ricardo Vital

Staff Present: Jeff Kulaga – Town Manager / Clerk and Jennifer Drury – Assistant to the Town Manager; and, David Ledyard – Town Attorney via video conference.

C. INVOCATION/PLEDGE OF ALLEGIANCE

Councilmember Bravo provided the invocation. Councilmember Soto then led the Pledge of Allegiance.

D. APPROVAL OF MINUTES

1. Approval of the October 22, 2020, Town Council Special Meeting Minutes.
2. Approval of the December 10, 2020, Town Council Regular Meeting Minutes.

Motion by Councilmember Bravo to approve agenda items D1 and D2; second by Councilmember Osuna. Motion passed unanimously on a voice vote 4-0.

1. Approved the October 22, 2020, Town Council Special Meeting Minutes.
2. Approved the December 10, 2020, Town Council Regular Meeting Minutes.

E. CALL TO THE PUBLIC: No one spoke.

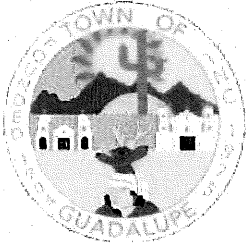
F. MAYOR and COUNCIL PRESENTATIONS: None.

G. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. COVID-19 TOWN SERVICES

Jeff Kulaga, Town Manager / Clerk provided an update regarding current steps taken to safe guard public health and safety in response to the Coronavirus and its impact to Town services.

Mr. Kulaga stated that Salt River Project is providing assistance for customers that are having financial challenges in paying their electricity bills. On January 9, 2021, approximately 250 people were tested for COVID-19, which was hosted by the Pascua Yaqui Tribe. On Saturday, February 13, 2021, the Pascua Yaqui Tribe is offering free flu shots and COVID-19 testing. The goal is to provide these services on a monthly basis. The Town's Promotora's continue to reach out to community members by providing food boxes, hygiene supplies, PPE's, baby supplies, and educational materials to enable community members to quarantine. The Promotora's are both in quarantine at this time.



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There has been a 725% increase in need when comparing December 2019 to December 2020 for residential food boxes that are distributed by the Community Action Program (CAP). Over \$300,000 has been provided to community members that are in need of rental or utility assistance since July, 2020.

Mr. Kulaga reviewed the COVID-19 positive case rates and trends in Guadalupe compared to Maricopa County. Building improvements are underway for the CAP storage and office spaces to maximize efficiencies. The reception area of Town Hall is also under renovation to increase safety in light of COVID-19. Electrical equipment is being installed in Town Hall to support upgraded information technology systems and to improve remote access and virtual services. The Senior Center has been repainted and the chairs will be replaced.

Last July, the goal was to reopen Town Hall on January 1, 2021. Due to the continued COVID-19 conditions, Town Hall will remain open on a limited basis, Tuesday, 9:00 AM – noon and Wednesday, 2:00 PM – 5:00 PM; and, by appointment. Town Hall bathrooms in the reception area will be remodeled. Masks are required of Town Hall staff. Staff is recommending revisiting Town Hall hours of operation at the July 22, 2021, Regular Council Meeting; that Town Hall facilities continue to remain open on a limited basis and by appointment; and, that event and party permits continue to not be issued until further notice.

CAP food distribution services have been temporarily been relocated to the Mercado. CAP staff continues to provide rental and utility assistance to residents. The Senior Center staff is continuing to provide meals to the elderly. Many of the Fire Department calls for service are COVID-19 related. Fire Chief, Wayne Clements, is participating in regional vaccine distribution efforts. The Maricopa County Sheriff's Offices continues to provide police support to the Town. Public Works staff and Town administration are practicing social distancing. The Town cemetery is open daily. The Library is closed, however, staff is providing curbside pickup for residents. The Headstart Program and the Department of Economic Security office will remain closed until further notice.

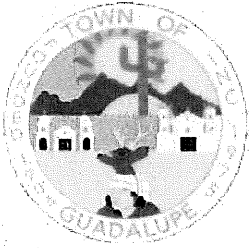
Staff is also recommending that the Dia de Guadalupe event be cancelled. Staff will be seeking Council direction at an upcoming Council meeting on whether or not to host an Independence Day celebration. The remainder of 2021 events will be considered by Council at the July 22, Council meeting.

In a recent Governor's executive order, the Governor's office is allowing local municipalities to create an event safety plan. This would require the event organizer to commit to following COVID-19 safety protocols; and, commit to being responsible for the enforcement of such during the event. In addition, the responsible jurisdiction would also be responsible for providing enforcement, submit a copy of the event safety plan to the Governor's office, and post the safety plan on the Town's website. At this time, the Town does not have the resources to administer this process and provide enforcement at events.

Mr. Kulaga outlined the COVID-19 vaccination phases and categories of individuals that fall within each phase of vaccine distribution. Mr. Kulaga then explained the process of scheduling appointments to set up vaccinations. This information will be provided on the Town's website. Staff is working on setting up vaccinations at a Tempe location for Town seniors.

In response to a question regarding the parapets on the Senior Center, Mr. Kulaga noted that the parapets serve as a screening device for air conditioning units.

Councilmembers commended the Promotoras on their professionalism and assistance that they provided to their respective families during their experience with COVID-19; and, requested that the phone number for the Promotora's be updated while the Promotora's are recovering from the virus.



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In response to a question regarding an elderly community member that is challenged with scheduling a vaccination, Mr. Kulaga requested that Council provide contact information to staff for follow up. Staff will also follow up and provide Council with the occupancy of the Mercado patio to see if it would qualify for a gathering or event in accordance with the Governor's executive order.

Councilmember Cota joined the meeting at 6:34 p.m.

2. DIA DE GUADALUPE SPECIAL EVENT CANCELLATION

Jeff Kulaga, Town Manager / Clerk stated that he is recommending that the annual Dia de Guadalupe event, which would be scheduled for Saturday, February 6, 2021, be cancelled due to current COVID-19 health conditions. The 2021 event marks the 46th anniversary of the Town of Guadalupe's 1975 incorporation.

Motion by Councilmember Bravo to cancel the Dia de Guadalupe celebration; second by Councilmember Cota. Motion passed unanimously on a voice vote 5-0.

Councilmembers cancelled the Dia de Guadalupe celebration scheduled for February 6, 2021.

There is no material for this agenda item.

3. AWARD OF CONTRACT – CIVICPLUS

Jeff Kulaga, Town Manager / Clerk stated that the Town's website was refreshed three years ago. The current website provider's contract expired last month. Staff solicited bids for a new provider for website services and received three bids. Based on the bid evaluations, staff is recommending that the contract be awarded to CivicPlus. Terms are as follows: \$9,500 for year one, followed by recurring annual services including, but not limited to, hosting and support and maintenance services in the sum of \$2,000 annually and shall be subject to a 5% annual increase beginning in the third year of service. If approved, staff will begin working with CivicPlus on February 1. Staff will continue to work with GovOffice, the current website provider during this transition process. Staff is recommending approval of the CivicPlus contract for a total of \$13,600.

Motion by Councilmember Sánchez to award a three-year contract to CivicPlus; second by Councilmember Bravo. Motion passed unanimously on a voice vote 5-0.

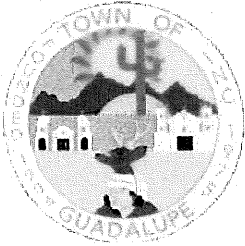
Council awarded a three-year contract for Town website redesign and website development and maintenance to CivicPlus for the sum of \$13,600.

4. AMENDMENT NO. 6 TO AN INTERGOVERNMENTAL AGREEMENT BETWEEN MARICOPA COUNTY ADMINISTERED BY ITS HUMAN SERVICES DEPARTMENT AND TOWN OF GUADALUPE FOR COMMUNITY ACTION PROGRAM SERVICES

Jeff Kulaga, Town Manager / Clerk, stated that staff recommends approval of the intergovernmental agreement amendment with Maricopa County to provide funding for the operations of the Community Action Program (CAP) office. Approval of this agenda item would authorize the Town to accept \$25,000 in funding from Maricopa County to support CAP related services.

Motion by Councilmember Osuna to approve agenda item G4; second by Councilmember Sánchez. Motion passed unanimously on a voice vote 5-0.

Councilmembers authorized the Mayor, or designee, to sign Amendment No. 6 to an Intergovernmental Agreement (C2018-17D) with Maricopa County (County) by and through its Human Services Department and the Town of Guadalupe. The initial contract term began on July 1, 2016, for the provision of crisis case management and financial assistance services through the Town of Guadalupe Community Action Program. The contract term for Amendment No. 6 is from January 1, 2021 through



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June 30, 2021 with the County providing \$25,000 to the Town. Approval of Amendment No. 6 authorizes the Mayor, or designee, to sign all necessary documents in furtherance of Amendment No. 6.

5. CLAIMS

Approval of the check register for November 2020, totaling \$460,417.83.

Motion by Councilmember Bravo to approve agenda item G5; second by Councilmember Cota. Motion passed unanimously on a voice vote 5-0.

Councilmembers approved the check register for November 2020, totaling \$460,417.83.

6. CLAIMS

Approval of the check register for December 2020, totaling \$981,776.29.

Jeff Kulaga, Town Manager / Clerk, stated that the reason the check register from November to December is nearly double, is primarily due to the CARES Act expenditures for projects and supplies.

Motion by Councilmember Sánchez to approve agenda item G6; second by Councilmember Cota. Motion passed unanimously on a voice vote 5-0.

Councilmembers approved the check register for December 2020, totaling \$981,776.29.

H. TOWN MANAGERS' COMMENTS

Jeff Kulaga, Town Manager / Clerk

- Saturday, February 13, 2021 – COVID-19 testing event.
- The Community Action Program staff recently received \$331 in donated funds.

I. COUNCILMEMBERS' COMMENTS

Councilmember Sánchez

- He has received calls from residents that are concerned about the Maricopa County Sheriff's Office response to drug problems on Mexico Street.
- Urged everyone to stay safe.

Councilmember Bravo

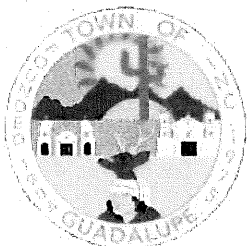
- A resident expressed appreciation for the alley clean up behind her home.
- Urged residents to not dump trash in alleys.
- Commended Town staff on their work.
- Urged everyone to stay safe.

Councilmember Osuna

- Commended Town staff on their work.
- Welcomed back Councilmembers Soto and Bravo.
- Thanked her colleagues for their work.

Councilmember Soto

- Commended Town staff on their work.
- Discussed the types of food items that are included in the food boxes.
- Prayers are with Promotoras, first responders, and with those suffering from the virus.
- Tribal members can contact the Tribal nurses office to inquire about vaccinations.
- Bulk trash drop off is available at the Town yard on Saturday mornings.
- Trash pickup is scheduled for Tuesday and Friday, town wide.



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J. ADJOURNMENT

Motion by Councilmember Osuna to adjourn the Regular Council Meeting; second by Councilmember Bravo. Motion passed unanimously on a roll call vote 5-0.

The meeting was adjourned at 6:52 p.m.

Valerie Molina, Mayor

ATTEST:

Jeff Kulaga, Town Manager / Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the January 14, 2021, Town of Guadalupe, Town Council Regular Meeting. I further certify the meeting was duly called and held, and that a quorum was present.

Jeff Kulaga, Town Manager / Town Clerk