



Minutes Town Council Regular Meeting October 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

Agendas/Minutes:
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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, October 14, 2021, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

A. Councilmember Cota Soto called the meeting to order at 6:02 p.m.

B. ROLL CALL

Councilmembers Present: Councilmember Anita Cota Soto. The following councilmembers participated via video conference: Vice Mayor Ricardo Vital, Councilmember Mary Bravo, Councilmember Gloria Cota, Councilmember Elvira Osuna, and Councilmember Joe Sánchez

Councilmember Absent: Mayor Valerie Molina

Staff Present: Jeff Kulaga – Town Manager / Clerk, Jennifer Drury – Assistant to the Town Manager, and participating via video conference Vince Gibbons, Town Engineer, Dibble Engineering and David Ledyard – Town Attorney

C. INVOCATION/PLEDGE OF ALLEGIANCE

Councilmember Cota Soto called for a moment of silence in remembrance of the recent passing of Juan Ruiz, Deputy, Maricopa County Sheriff's Office. Councilmember Cota Soto then led the Pledge of Allegiance.

D. APPROVAL OF MINUTES

1. Approval of the September 23, 2021, Town Council Regular Meeting Minutes.

Motion by Councilmember Bravo to approve agenda item D1; second by Councilmember Sánchez. Motion passed unanimously on a voice vote 6-0.

1. Councilmembers approved the September 23, 2021, Town Council Regular Meeting Minutes.

E. CALL TO THE PUBLIC: No one spoke.

F. MAYOR and COUNCIL PRESENTATIONS:

Councilmember Cota Soto read a Proclamation declaring October 17 – 23, 2021, Arizona Cities and Towns Week in the Town of Guadalupe.

G. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. PUBLIC HEARING – VARIANCE REQUEST FOR 8027 CALLE AZTECA

Councilmember Cota Soto announced that this is a public hearing to receive public input regarding a variance request of the Town of Guadalupe Zoning Code of Ordinances Chapter 54, Zoning, Section 154.065(E), Single Family Residential Districts R-1-9 and R-1-6, Area Height and Setback Regulations. The variance request is to reduce the north and south side yard setbacks at 8027 South Calle Azteca, APN 301-09-096, by 2' each, reducing the sideyard setbacks from the required 7' per Town Code of Ordinances, to 5' each. The property is zoned R-1-6. The Applicant is Renaldo D. Cota Jr.. *(related to item G2)*



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Jeff Kulaga, Town Manager / Clerk, stated that agenda items G1 and G2 are related. Agenda item G1 is a public hearing regarding a variance request; and, G2 is the variance request to be voted upon. The variance request is for a sideyard variance, reducing the north and south sideyard setbacks from 7' to 5', for the residence located at 8027 Calle Azteca. The property owner is proposing to demolish the existing home and build a new home on this property.

Mr. Kulaga stated that, per State statutes, properties within 150' of the home were notified of the variance request and the public hearing was also published in the newspaper. One inquiry about the variance request and process was received. Mr. Kulaga reviewed the variance criteria outlined in the Town Code of Ordinances. As the Zoning Administrator, Mr. Kulaga stated that staff is recommending approval of the variance request.

Motion by Councilmember Osuna to open the public hearing; second by Councilmember Bravo. Motion passed unanimously on a voice vote 6-0.

No one spoke.

Motion by Councilmember Bravo to close the public hearing; second by Councilmember Osuna. Motion passed unanimously on a voice vote 6-0.

Held a public hearing to receive public input regarding a variance request of the Town of Guadalupe Zoning Code of Ordinances Chapter 54, Zoning, Section 154.065(E), Single Family Residential Districts R-1-9 and R-1-6, Area Height and Setback Regulations. The variance request is to reduce the north and south side yard setbacks at 8027 South Calle Azteca, APN 301-09-096, by 2' each, reducing the sideyard setbacks from the required 7' per Town Code of Ordinances, to 5' each. The property is zoned R-1-6. The Applicant is Renaldo D. Cota Jr.. *(related to item G2)*

2. VARIANCE REQUEST FOR 8027 CALLE AZTECA:

Councilmember Cota Soto stated that this agenda item is for Council consideration to approve or deny a variance request to reduce the north and south side yard setbacks at 8027 South Calle Azteca, APN 301-09-096, by 2' each, reducing the sideyard setbacks from the required 7' per Town Code of Ordinances, to 5' each. The property is zoned R-1-6. The Applicant is Renaldo D. Cota Jr.. *(related to item G1)*

David Ledyard, Town Attorney, advised Council on what language to include in a motion.

Motion by Vice Mayor Vital to approve the variance application. All findings meet the Town requirements for 8017 South Calle Azteca. Second by Councilmember Osuna. Motion passed 5-0-1 with Councilmember Cota abstaining from the vote due to a conflict of interest.

Councilmembers approved a variance request to reduce the north and south side yard setbacks at 8027 South Calle Azteca, APN 301-09-096, by 2' each, reducing the side yard setbacks from the required 7' per Town Code of Ordinances, to 5' each. The property is zoned R-1-6. The Applicant is Renaldo D. Cota Jr.. *(related to item G1)*

3. COVID-19 ACTION UPDATE

Councilmember Cota Soto stated that this agenda item is for staff to provide an update regarding current Town of Guadalupe COVID-19 positive case rates, scheduled testing, vaccination information, Town service and steps taken to safeguard public health and safety in response to the Coronavirus.

Jeff Kulaga, Town Manager / Clerk, stated that the October 2, 2021, vaccination clinic yielded 75 vaccinations and 71 flu shots. There is an upcoming vaccination clinic on Saturday, October 23. Additional vaccinations clinics are scheduled for November and December. The rate of vaccinated Guadalupe residents is now 47.8%. The goal is to increase the vaccination rate in Town. Mr. Kulaga concluded by thanking the Towns' partners for their assistance.



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4. FISCAL YEAR 2020/2021 TOWN BUDGET YEAR END REVIEW

Jeff Kulaga, Town Manager / Clerk, provided a review of the Fiscal Year (FY) 2020/21 budget performance, including an overview of revenues and expenditures of the Town General Fund year end fund balances. Expenditures for all 13 funds total \$10,129,166 for FY 2020/2021.

Mr. Kulaga discussed various fund balances and noted that the numbers are unaudited. Approximately 20% of expenditures were to fund COVID-19 related needs. 43% of the General Fund comes from local sales taxes, which increased by \$600,000 from the previous year. There was a reduction in hotel bed taxes collected due to the closure of two hotels. COVID-19 relief funds had a positive impact on the budget. There was also an 8% reduction in spending. The Police and Fire Department comprise a majority of the General Fund expenditures.

Mr. Kulaga reviewed budgetary trends, key conclusions, and areas of caution for FY 2019/20 vs FY 2020/21. The Town of Guadalupe will experience a decline in state shared revenues due to the 2020 Census data, which is based upon population. There are cities and towns that are growing in population, which will increase their state shared revenue allotment. The League of Arizona Cities and Towns is working on how each Arizona city and town will be financially impacted.

5. FISCAL YEAR 2020/21 INTERDEPARTMENTAL FUND BALANCE TRANSFERS (RESOLUTION NO. R2021.22)

Councilmember Cota Soto stated that this agenda item is for Council to consider adopting Resolution No. R2021.22 authorizing the interdepartmental transfer of General Fund monies from the Fiscal Year 2020/21 General Fund Police Department cost center to the following General Fund cost centers: Transfers to Other Funds, Court, Attorney, Information Technology, and Building Maintenance, all totaling \$234,122.

Jeff Kulaga, Town Manager / Clerk, stated that agenda items G5 and G6 are of a routine nature to reconcile the annual budget. Item G5 transfers funds among various General Fund cost centers.

Motion by Councilmember Bravo to approve agenda item G5; second by Councilmember Osuna. Motion passed unanimously on a voice vote 6-0.

Councilmembers adopted **RESOLUTION NO. R2021.22** authorizing the interdepartmental transfer of General Fund monies from the Fiscal Year 2020/21 General Fund Police Department cost center to the following General Fund cost centers: Transfers to Other Funds, Court, Attorney, Information Technology, and Building Maintenance, all totaling \$234,122.

6. FISCAL YEAR 2020/21 GENERAL FUND BUDGET ADJUSTMENTS (RESOLUTION NO. R2021.23)

Councilmember Cota Soto stated that this agenda item is for Council to consider adopting Resolution No. R2021.23 authorizing the transfer from the General Fund to the following funds: Highway Users Revenue Fund, Senior Center Fund, Community Action Program Fund, Municipal Property Corporation Fund, Local Transportation Assistance Fund, and the Pascua Yaqui Tribe COVID-19 Response Fund, all totaling \$651,907.

Jeff Kulaga, Town Manager / Clerk, stated that agenda item G6 is to transfer funds from the General Fund to separate, special funds.

In response to a question regarding the budget transfer to the Pascua Yaqui Tribe, Mr. Kulaga noted that a majority of that budget transfer was due to cost over runs for the renovation and expansion of the Community Action Program office. All COVID-19 funds are accounted for in a dedicated fund.

Motion by Councilmember Bravo to approve agenda item G6; second by Vice Mayor Vital. Motion passed unanimously on a voice vote 6-0.



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7. AWARD OF CONTRACT – STREET LIGHTING INVENTORY AND ASSESSMENT

Councilmember Cota Soto stated that this agenda item is for Council to consider awarding a contract (C2021-60) in the amount of \$48,830 to Dibble Engineering, Town Engineer. The purpose of this contract is for Dibble Engineering to complete a street lighting inventory and assessment to evaluate the street lighting conditions throughout the Town. The inventory and assessment includes existing pole mounted roadway, alley, and public way lighting in order to identify any needed lighting improvements that will result in safer street and sidewalk conditions for pedestrians and motorists. Funding for this contract is through the approved fiscal year 2020/2021 Town Highway User Revenue Fund and General Fund budgets.

Jeff Kulaga, Town Manager / Clerk, stated that similar to the Sewer Line Assessment, staff is proposing that Council consider a Street Lighting Inventory and Assessment. If approved, Dibble Engineering would provide recommendations on making safety improvements to streets and pedestrian ways.

In response to a question regarding if the inventory and assessment will require a change in lighting, Mr. Kulaga stated that information will be available after the assessment has been completed.

Motion by Councilmember Bravo to approve agenda item G7; second by Vice Mayor Vital. Motion passed unanimously on a voice vote 6-0.

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8. AWARD OF CONTRACT – COUNCIL CHAMBER REMODEL

Councilmember Cota Soto stated that this agenda item is for Council to consider awarding a contract (C2021-61) in the amount of \$55,555 to Dibble Engineering, Town Engineer. The purpose of the contract is for Dibble Engineering to provide the design, bid process, construction administration, and inspection services to remodel the Town Hall Council Chamber. The remodel will improve the Council Chamber conditions to better mitigate COVID-19 and install audio visual equipment to live stream Council meetings. Funding for this contract is through the Council approved COVID-19 funding from the Pascua Yaqui Tribe.

Jeff Kulaga, Town Manager / Clerk, stated that upgrading the Council Chamber is one of 15 projects to be funded with COVID-19 relief funds. This project will include adding video and audio technology that will allow for live streaming of Council meetings. Noise reduction and improving the HVAC system are also part of the improvements.

Motion by Vice Mayor Vital to approve agenda item G8; second by Councilmember Sánchez. Motion passed unanimously on a voice vote 6-0.



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9. CLAIMS

Councilmember Cota Soto stated that this agenda item is for Council to consider approving the check register for September 2021, totaling \$452,941.84.

Motion by Councilmember Bravo to approve agenda item G9; second by Councilmember Osuna. Motion passed unanimously on a voice vote 6-0.

Councilmembers approved the check register for September 2021, totaling \$452,941.84.

H. TOWN MANAGERS' COMMENTS

Jeff Kulaga, Town Manager / Clerk

- Commended the Senior Center staff and the Town Engineer on their work on the walk-in freezer installation.
- Commended Public Works staff on their preparation of Stottlemyre Park for Little League, cleaning alleys, and removal of abandoned vehicles.
- Thanked the Diamond Backs organization for providing infill dirt for Stottlemyre Park improvements, saving the Town nearly \$4,000.
- The Maricopa County Sheriff's Office has been conducting extra patrols in Town and assisting with abandoned vehicle removals.
- Lewis Jones is a new employee of the Guadalupe Fire Department and Monica Lamparter is working part-time assisting the Community Action Program.
- Thanked former employee Theresa Alvarez for her service to the Town of Guadalupe.

I. COUNCILMEMBERS' COMMENTS

Vice Mayor Vital

- Saturday, October 23, 2021 – Encouraged everyone to get vaccinated; booster shots and flu shots will be available.
- Friday, October 22, 2021 – Spooktacular will be a drive through event.

Councilmember Bravo

- Thanked staff and her colleagues for their work.
- Expressed condolences to families who experienced a recent tragedy.

Councilmember Osuna

- Thanked everyone for their work.
- Encouraged everyone to get vaccinated

In response to a question, Vice Mayor Vital stated that it is the Pfizer vaccine that is being offered at the upcoming vaccination events in Town. Individuals 12 and older are eligible for the vaccine.

Councilmember Sánchez

- Expressed condolences to families who experienced a recent tragedy.
- Expressed an interest in revisiting the Town's curfew ordinance.
- Encouraged everyone to stay safe and healthy.

Councilmember Cota Soto

- Thanked the technical support staff for the ability to provide Council meetings via Zoom, and live streaming.
- Encouraged everyone to stay safe, be kind, and look after the youth and elders.



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J. ADJOURNMENT

Motion by Vice Mayor Vital to adjourn the Regular Council Meeting; second by Councilmember Osuna. Motion passed unanimously on a voice vote 6-0.

The meeting was adjourned at 7:01 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 October 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