



Minutes Town Council Regular Meeting February 24, 2022

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, February 24, 2022, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

A. Mayor Molina called the meeting to order at 6:08 p.m.

B. ROLL CALL

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

Councilmember Absent: Councilmember Elvira Osuna

Staff Present: Jeff Kulaga – Town Manager / Clerk, Annette Padilla – Community Action Program (CAP) Director, and Livvy Ramirez – Housing Program Specialist, and Jennifer Drury – Assistant to the Town Manager; and, participating via video conference, David Ledyard – Town Attorney

C. INVOCATION/PLEDGE OF ALLEGIANCE

Councilmember Soto provided the invocation. Mayor Molina then led the Pledge of Allegiance.

D. APPROVAL OF MINUTES:

1. Approval of the February 10, 2022, Regular Council Meeting Minutes.

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

1. Councilmembers approved the February 10, 2022, Regular Council Meeting Minutes.

E. CALL TO THE PUBLIC: No one spoke. Mayor Molina announced that Town Hall is open and that the public is welcome to address the Council in person or via e-mail.

F. MAYOR and COUNCIL PRESENTATIONS: None.

G. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. SCHEDULED PUBLIC APPEARANCE – DANIEL PEREZ

Mayor Molina called upon Daniel Perez, Community Response Intervention Coordinator for the Tempe Union High School District (TUHSD), to provide a presentation to the Town Council. Mr. Perez stated that he is a resident in the Town of Guadalupe. In his role as Community Response Intervention Coordinator he visits various schools within the TUHSD to redirect students and provide services as needed.

In response to questions, Mr. Perez stated that he is collaborating with two businesses that teach students a trade. It is unclear if one of the businesses has an employee union. Mr. Perez stated that a majority of the students he serves live in Guadalupe, however all students in the TUHSD have access



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to the program that he administers. He is currently exploring partnering with the East Valley Institute of Technology.

Mr. Perez outlined the services he offers to students and how and where job postings are located. A Councilmember discussed the General Education Degree (GED) programs available, the effects of the pandemic on students, and emphasized the need for youth programs in Guadalupe.

2. INTERNAL AUDIT UPDATE

Mayor Molina stated that this agenda item is the annual audit report by Colby & Powell, PLC, Certified Public Accountants for fiscal year 2020/2021 ending June 30, 2021. Jeff Kulaga, Town Manager / Clerk, introduced Scott Graff, Managing Partner, Colby & Powell, PLC, to provide the presentation.

Scott Graff reviewed various elements included in his presentation as follows: the Independent Audit Report outlines the responsibilities of the auditor and the responsibilities of the organization being audited; management's discussion and analysis; and, financial statements. Mr. Graff compared the General Fund balance from 2017 – 2021 and noted that the end of the year fund balance has increased approximately \$3 million from the 2017 fund balance. Mr. Kulaga discussed how COVID-19 funding assisted the Town in covering public safety costs and noted that staff continues to search for ways to generate revenue.

Mr. Graff then reviewed the net position of governmental activities and Enterprise Funds over the past five fiscal years. There were no findings and the audit was clean, with strong financial improvement overall.

5. SALT RIVER PROJECT OVERHEAD AND UNDERGROUND POWER DISTRIBUTION EASEMENT *(item taken out of order)*

Mayor Molina stated that this agenda item is for Council to consider authorizing the Mayor, or designee, to enter into an Overhead and Underground Power Distribution Easement between the Salt River Project Agricultural Improvement and Power District (SRP) and the Town of Guadalupe that grants and conveys to SRP a non-exclusive easement to construct and maintain facilities for the transmission and distribution of electricity through and along the Easement Parcel as defined in the Overhead and Underground Power Distribution Easement. This easement is located on Guadalupe Townsite Trust property, 5441 East Calle San Angelo, and needed for the purpose of supplying electrical power to buildings located on the property.

Jeff Kulaga, Town Manager / Clerk, stated that the easement for this agenda item is located on the Guadalupe Townsite Trust property (5441 East Calle San Angelo). The easement is needed to allow Salt River Project (SRP) to provide overhead and underground power distribution facilities for the building renovations and improvements occurring at that address. There is an access easement overlay dated in 1999 to an adjoining property owner, David Myers. Guadalupe Townsite Trust property representatives have met with SRP, the town engineer, and David Myers regarding the access easement overlay. It does not appear that the proposed easement impedes Mr. Myers property access easement. A representative from the Guadalupe Yaqui Cultural Organization expressed his support for the proposed easement, via teleconference.

Mayor Molina read a statement into the record from a representative from the Catholic Diocese (a member of the Guadalupe Townsite Trust property) in support of the easement. Mr. Kulaga added that at 4:46 p.m. today, a letter was received from David Myers who is concerned that the boundaries of the easement are not clearly defined.

A Councilmember voiced support of the easement and noted that the easement is for the betterment of the community. Access to Mr. Myers property will not be impacted.



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Vice Mayor Vital stated that he participated in the meetings about the easement and was unaware that there were unresolved issues.

Motion by Vice Mayor Vital to approve agenda item G5; second by Councilmember Cota. Motion passed unanimously on a voice vote 6-0.

Councilmembers authorized the Mayor, or designee, to enter into an Overhead and Underground Power Distribution Easement (C2022-08) between the Salt River Project Agricultural Improvement and Power District (SRP) and the Town of Guadalupe that grants and conveys to SRP a non-exclusive easement to construct and maintain facilities for the transmission and distribution of electricity through and along the Easement Parcel as defined in the Overhead and Underground Power Distribution Easement. This easement is located on Guadalupe Townsite Trust property, 5441 East Calle San Angelo, and needed for the purpose of supplying electrical power to buildings located on the property.

6. COMMUNITY ACTION PROGRAM UPDATE *(item taken out of order)*

Mayor Molina stated that staff will present an update on current Community Action Program (CAP) activities, services, accomplishments, and COVID-19 impacts to programs and activities. Jeff Kulaga, Town Manager / Clerk, introduced Annette Padilla, Community Action Program (CAP) Director, and Livvy Ramirez, Housing Program Specialist.

Ms. Padilla stated that the vision for the CAP is to end poverty, hunger, and homelessness in Guadalupe. The CAP mission is to provide mortgage and rental assistance, utility assistance, and food distribution services to Guadalupe families. CAP staff have experience in working with Maricopa County, budgets, inventory, contracts, and policies and procedures. The Guadalupe CAP office is one of 12 CAP sites in Maricopa County.

Ms. Padilla discussed the various programs and projects that the CAP coordinates throughout the year. The CAP also has a volunteer program. Food is distributed to community members once a week. Ms. Padilla reviewed various extra services and products such as diapers, bus cards, gift cards, and blankets that the CAP provides to its clients. She then reviewed the in-kind and fiscal contributions, number of clients served, and challenges/opportunities. CAP has contracts with the United Food Bank, Maricopa County, the Pascua Yaqui Tribe, and the Gila River Indian Community.

Guadalupe is a qualified census tract with the United States Housing and Urban Development Program. CAP services and programs are promoted on Facebook, the Town website, and flyers. Ms. Padilla then reviewed CAP hours of operation.

In response to questions, Livvy Ramirez, Housing Program Specialist, stated that there is funding assistance available for clients that requires income verification or age eligibility. There are also programs for homeowner mortgage financial assistance. Ms. Padilla stated that approximately 1/3 of the CAP clients are elderly.

3. FISCAL YEAR 2021/2022 MID-YEAR BUDGET STATUS REPORT

Mayor Molina called upon Jeff Kulaga, Town Manager / Clerk, to present the mid-year, fiscal year (FY) 2021/22 (July 2021 – December 2021) status report that includes year to date performances of Town General Fund, special and enterprise funds and year to date revenues, expenditures, and fund balances.

Mr. Kulaga reviewed the mid-year revenue and expenditures, and transfers to other funds. Over 50% of the General Fund expenditures is allocated to public safety, which is comprised of the Maricopa County Sheriff's Office and the Guadalupe Fire Department. Should budget cuts be necessary in the future, staff will need to assess these funds to determine if budget cuts could be an option.



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Capital Improvement Projects include lighting improvements needed along the Highline Canal. By the end of March, staff should know whether federal funding will be forthcoming for this project.

Mr. Kulaga reviewed various capital project accomplishments, equipment that has been purchased, additional services that have been provided, and noted that a wage increase was provided to employees, including reserve firefighters. Items of caution that impact revenue include a decrease in population, hotel closures, employee pension obligations, competitive salaries, level of service priorities for youth development and homelessness, and various capital replacement and repair that is needed.

Looking forward, the Town is moving in a stable financial direction. The Town has benefitted from ARPA and COVID-19 grant funds, however these are not recurring funding sources. Without recurring revenue streams, the Town will continue to face fiscal challenges. Without eliminating direct services, there is nothing left to cut from the budget.

Mr. Kulaga then reviewed the status of each of the special revenue funds and provided the following:

- Highway User Revenue Fund (HURF): requires coordination with the Arizona Department of Transportation; provides funding for Avenida del Yaqui Street Improvement Project.
- Local Transit Assistance Fund (LTAF): annual routine process – LTAF funds are stagnant.
- Senior Center: in check.
- Community Action Program (CAP): analysis underway – new staff, ARPA grants.
- ARPA & Pascua Yaqui Tribe COVID-19 Recovery funds – both in check and being managed per grant guidelines.
- Municipal Bond Payment – Fiscal year 2023 is the last payment of \$322,000; reduces General Fund expenditures; consider applying funds to annual pension payments.
- Mercado – repairs and upkeep are lagging.
- Wastewater/sewer Fund - \$308,000 of funds used for urgent sewer line repairs in past two years. \$550,000 in Community Block Grant (CDBG) funds awarded for priority repairs, presently applied for \$515,000 in CDBG funding for priority 2 repairs. Continued repairs will cause expenditures to exceed revenues.
- Solid Waste Fund – cost of large amount of bulk waste (roll offs) from alleys, public ways, general Town clean up expenses are exceeding projections. Ensuring customer accounts are current is a challenge. Further analysis is needed.

With the price of fuel increasing, so will expenses.

A Councilmember expressed an interest in adding a bulk waste fee to customers bills.

In response to a question, Mr. Kulaga stated that the utility assistance funding that the Community Action Program administers goes directly to the City of Tempe for water service, and to the Town of Guadalupe for sewer and trash services, depending upon where the bill delinquency is occurring. Staff will be assessing the bulk waste fees and potentially making recommendations to Council during upcoming budget presentations. It is unclear if the bulk trash is being generated by the Town or private parties. There is a problem with illegal dumping of trash in alleyways. One way to address this would be to abandon certain alleyways and dedicate that property to adjacent property owners, which would alleviate the illegal dumping option in those areas. It would also eliminate alleys that Public Works crews would otherwise have to maintain. If alleyways do not have utilities that need to be maintained, those alleyways may be candidates for elimination. A Councilmember discussed illegal activity and individuals that are homeless that are located in alleyways.

In response to questions, Mr. Kulaga noted that the decision from the Federal government for providing \$500,000 in funding for the Highline Canal Project is pending. Dibble Engineering, Town Engineer, is conducting a Town-wide streetlighting assessment. Once the assessment has been completed, staff will begin applying for Community Block Grant Funds from Maricopa County for this project, similar to how grant funding was acquired from the County for the sewer line repair project.



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In response to a question regarding how the Guadalupe Fire Department renovation is being funded, Mr. Kulaga stated that the Diamondbacks Baseball Team have provided \$100,000 in grant funding to replace flooring, update the sleeping quarters, and update the kitchen in the fire station. COVID-19 funding is also available for Fire Station renovation needs and there is an additional \$20,000 in the General Fund for unexpected renovation expenses.

4. COVID-19 ACTION UPDATE

Mayor Molina called upon Jeff Kulaga, Town Manager / Clerk to present current Town of Guadalupe COVID-19 positive case rates, scheduled testing, vaccination information, Town services and steps taken to safeguard public health and safety in response to the Coronavirus. Mr. Kulaga reported that the Guadalupe vaccination rate is 48.7%. Upcoming vaccination clinics include February 26, March 12, and March 26, 2022, all of which are occurring at the tribal building. Mr. Kulaga concluded by encouraging everyone to get vaccinated.

A Councilmember stated that vaccinations for children 6 months and older may be available in April.

H. TOWN MANAGERS' COMMENTS

Jeff Kulaga, Town Manager / Clerk

- Area Agency on Aging has provided an \$8,300 grant to the Guadalupe Senior Center to upgrade computers, monitors, and hardware. Thanked Senior Center staff for their work.
- Saturday, February 26, 2022 – Guadalupe Road bridge over Interstate 10 will be restricted to one lane. This is the first step in widening the bridge to build a proper sidewalk approaching and crossing the bridge.

I. COUNCILMEMBERS' COMMENTS

Councilmember Bravo

- Thanked staff for their work.
- She is proud of being on the Town Council.

Councilmember Cota

- Thanked staff for their work.

Councilmember Soto

- Thanked staff for their work.
- Urged everyone to stay safe.

Councilmember Sánchez

- Thanked staff for their work.
- Urged everyone to stay safe.

Jeff Kulaga, Town Manager / Clerk

- No one should be driving on private or public driveways along Avenida del Yaqui until the Arizona Department of Transportation has approved that activity. It takes a certain amount of time for concrete to cure, which could take 2-3 weeks.

Vice Mayor Vital

- Saturday, February 26, 2022 – tax preparation assistance is available for seniors at the tribal building.
- Saturday, March 5, 2022 – community shredding event.
- Saturday, February 26, 2022 – vaccination clinic.
- Thanked staff for their work.



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Mayor Molina

- o Thanked staff for their work.
- o Directed staff to add 'Reopening of the Mercado and Town facilities' to the March 10, 2022 Regular Council meeting agenda.
- o Thanked the community for their interest in the meeting.

J. ADJOURNMENT

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

The meeting was adjourned at 8:11 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 February 24, 2022, 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