



**REVISED**

**\*\*\*DUE TO COVID-19, SEATING CAPACITY IS LIMITED TO NO MORE THAN 10 ATTENDEES\*\*\***

**\*\*\*MEETING BROADCAST LIVE ON TOWN OF GUADALUPE FACEBOOK PAGE\*\*\***

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

## NOTICE OF REGULAR MEETING OF THE GUADALUPE TOWN COUNCIL

THURSDAY, MAY 13, 2021  
6:00 P.M.

GUADALUPE TOWN HALL  
9241 SOUTH AVENIDA DEL YAQUI, MUSEUM ROOM  
GUADALUPE, ARIZONA

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Guadalupe Town Council and to the public that the Guadalupe Town Council will hold a meeting, open to the public, on Thursday, May 13, 2021, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

## AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. INVOCATION/PLEDGE OF ALLEGIANCE
- D. APPROVAL OF MINUTES
  1. Approval of the April 22, 2021, Town Council Regular Meeting Minutes.
- E. CALL TO THE PUBLIC: An opportunity is provided to the public to address the Council on items that are not on the agenda or included on the consent agenda. A total of 3 minutes will be provided for the Call to the Audience agenda item unless the Council requests an exception to this limit. Please note that those wishing to comment on agenda items posted for action will be provided the opportunity at the time the item is heard.
- F. MAYOR and COUNCIL PRESENTATIONS: None.
- G. DISCUSSION AND POSSIBLE ACTION ITEMS:
  1. **COVID-19 ACTION UPDATE:** Council will receive an update from Town staff 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. Council may provide direction to the Town Manager / Clerk. *Material for this agenda item will be provided at the meeting.*
  2. **REOPENING TOWN FACILITIES:** Council will consider reopening Town Hall, the Senior Center, permitting private parties, private events at the Mercado, and whether to begin accepting park reservations. Council may provide direction to the Town Manager / Clerk.



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**3. AMENDMENT NO. 7 TO AN INTERGOVERNMENTAL AGREEMENT BETWEEN MARICOPA COUNTY ADMINISTERED BY ITS HUMAN SERVICES DEPARTMENT AND TOWN OF GUADALUPE FOR COMMUNITY ACTION PROGRAM SERVICES:** Council will consider and may take action to authorize the Mayor, or designee, to sign Amendment No. 7 to an Intergovernmental Agreement (C2018-17E) 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. 7 is from April 1, 2021 through June 30, 2021 with the County providing \$23,602 to the Town for the Emergency Rental Assistance Program. Approval of Amendment No. 7 authorizes the Mayor, or designee, to sign all necessary documents in furtherance of Amendment No. 7. Council may provide direction to the Town Manager / Clerk.

**4. AMENDMENT NO. 7 TO A LEASE AGREEMENT WITH THE MARICOPA COUNTY HEAD START PROGRAM:** Council will consider and may approve Amendment No. 7 to a lease agreement (C2019-04A) between the Town of Guadalupe and Maricopa County for the County to make playground equipment repairs at a cost not to exceed \$19,000. The Head Start Program is currently leasing Town-owned property located at 9401 South Avenida del Yaqui. All other terms of the original lease agreement and previous amendments will remain in full force. Approval of Amendment No. 7 authorizes the Mayor, or designee, to sign all necessary documents in furtherance of this Amendment No. 7. Council may provide direction to the Town Manager / Clerk.

**5. CONTRACT – TSG CONSTRUCTORS LLC:** Council will consider and may approve awarding a contract to TSG Constructors LLC, in the amount of \$13,481.72, for the modification of the Senior Center freezer door opening. Council may provide direction to the Town Manager / Clerk. **(ITEM/MATERIAL ADDED)**

H. TOWN MANAGERS' COMMENTS

I. COUNCILMEMBERS' COMMENTS

J. ADJOURNMENT



**REVISED**

May 5, 2021

To: The Honorable Mayor and Town Council

From: Jeff Kulaga, Town Manager / Clerk

RE: **May 13, 2021, Town Council Regular Meeting Information Report**

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The purpose of this report is to provide brief information regarding each of the meeting's agenda items.

**Agenda Items:**

**D1. APRIL 22, 2021, REGULAR COUNCIL MEETING MINUTES. (PAGES 5 – 12)**

**G1. COVID-19 ACTION UPDATE (MATERIAL WILL BE PROVIDED AT THE MEETING):** Staff will provide an update of current Town of Guadalupe COVID-19 conditions including current vaccination and COVID19 positive rates, as provided by Maricopa County Health Services, presented via a PowerPoint presentation at the meeting. *A PowerPoint presentation will be provided at the meeting.*

**G2. REOPENING TOWN FACILITIES (PAGES 13 – 26):** Council will consider reopening Town Hall, the Senior Center, permitting private parties, private events at the Mercado and at Biehn Park. Currently, Town facilities remain open on a limited and by appointment basis. Party permits, and Mercado and Biehn Park events are prohibited. The attached table summarizes the recommendations for Council consideration to reopen Town facilities and permitting private parties and Mercado and Biehn Park events. It is recommended that Town Hall open on June 7, 2021 and event and party permitting begin on May 17. It is also recommended that COVID-19 precautions continue based on a personal responsibility level.

**G3. AMENDMENT NO. 7 TO AN INTERGOVERNMENTAL AGREEMENT WITH MARICOPA COUNTY HUMAN SERVICES DEPARTMENT FOR THE GUADALUPE COMMUNITY ACTION PROGRAM (PAGES 27 – 29):** Amendment No. 7 to the Intergovernmental Agreement with Maricopa County (County) provides additional funding for the Town's Community Action Program (CAP) to provide crisis case management and services to those in need. The initial contract term began on July 1, 2016. The contract term for Amendment No. 7 is from April 1, 2021 through June 30, 2021, with the County providing \$23,602 to the Town. Amendment No. 7 also adds Section V: Emergency Assistance Program Operating Budget for the period of availability. Specifically, this funding will: offset CAP costs of employee salaries; vehicle, cleaning and hygiene supplies; office and computer equipment and supplies; and training fees to the General Fund this fiscal year. In addition, this additional funding provides hazard pay to CAP employees from April 1, 2021 to June 30, 2021. These funds assist in completing the CAP food pantry and office renovation.

Town staff recommends approval of this 3-month amendment.

**G4. AMENDMENT NO. 7 TO A LEASE AGREEMENT WITH THE MARICOPA COUNTY HEAD START PROGRAM (PAGES 30 – 33):** Maricopa County leases the Town-owned premises at 9401 South Avenida del Yaqui, Guadalupe, Arizona consisting of 2,364 square feet classroom, kitchen, and restroom space for Head Start Program use. Amendment No. 7 would permit the leasee to make repairs to playground equipment at a cost not to exceed \$19,000. All other terms of the original lease agreement and previous amendments will remain in full force. The rent would remain at a monthly \$8.00 per square foot rate, totaling \$18,912 annually. The original contract and amendment 1 were approved on June 20, 2001, amendments 2 through 7 are as follows:

2. Amendment 2, 7-1-2004, addressed tenant improvements.
3. Amendment 3, 6-1-2013, reduced the agreement term from 2016 to 2013, same rental rate.
4. Amendment 4, 6-1-2013 to 5-30-2015, extended the agreement term from 2013 to 2015, same rental rate.
5. Amendment 5, 6-1-2015 to 5-31-2019, extended the agreement term from 2015 to 2019, same rental rate, Janitorial added for \$30/week.
6. Amendment 6, 2-28-2019 to 5-31-2024, extended the agreement term from 2015 to 2024, same rental rate, custodial services increased from \$30/ week to \$40/week.
7. Amendment 7, 5-13-2021 to 5-31-2024, amending improvement provision; (B) approving certain Lessee Tenant Improvements (playground equipment repairs); (C) amending Notices by identifying the Lessee as the: Maricopa County Real Estate Dept.and (D) define lease administration authority where Assistant County Manager for Maricopa County and/or the Real Estate Director for Maricopa County shall administer this Lease Agreement.

Town staff recommends approval of Amendment 7 with DES Headstart primarily allowing the renovation of their playground equipment.

**5. CONTRACT – TSG CONSTRUCTORS LLC (PAGE 34):** This is a contract with TSG Constructors LLC, in the amount of \$13,481.72, for the modification of the Senior Center freezer door opening. Per Dibble Engineering, the Town of Guadalupe Engineer, TSG Constructors LLC submitted the best quote to provide the services needed to modify the Senior Center freezer door opening. ***(ITEM/MATERIAL ADDED)***



# Minutes Town Council Regular Meeting April 22, 2021

Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

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Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, April 22, 2021, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

A. Vice Mayor Vital called the meeting to order at 6:05 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

Councilmembers Absent: Councilmember Elvira Osuna and Councilmember Anita Cota Soto

Staff Present: Jeff Kulaga – Town Manager / Clerk, Jennifer Drury – Assistant to the Town Manager, Cachi Castorena, MCSO Deputy, and David Ledyard – Town Attorney (via video conference)

### C. INVOCATION/PLEDGE OF ALLEGIANCE

Mayor Molina called for a moment of silence in remembrance of a recent fallen Police Officer. Mayor Molina then led the Pledge of Allegiance.

### D. APPROVAL OF MINUTES

1. Approval of March 25, 2021, Town Council Regular Meeting Minutes.
2. Approval of the April 8, 2021, Town Council Regular Meeting Minutes.
3. Approval of the April 14, 2021, Town Council Special Meeting Minutes.

**Motion by Vice Mayor Vital to approve agenda items D1, D2, and D3; second by Councilmember Bravo. Motion passed unanimously on a voice vote 6-0.**

1. Approved the March 25, 2021, Town Council Regular Meeting Minutes.
2. Approved the April 8, 2021, Town Council Regular Meeting Minutes.
3. Approved the April 14, 2021, Town Council Special Meeting Minutes.

E. CALL TO THE PUBLIC: No one spoke.

### F. MAYOR and COUNCIL PRESENTATIONS:

Mayor Molina read a proclamation declaring April as Acknowledge, Respect, and Celebrate Children and Youth (A.R.C.) month and declared April 30, 2021, as Dia de Los Ninos Day in the Town of Guadalupe.



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G. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. ARIZONA STATE UNIVERSITY PROJECT – SALARY STUDY & PERSONNEL RULES AND REGULATIONS

Jeff Kulaga, Town Manager / Clerk, introduced Arizona State University (ASU) Master of Public Administration students Jinxin, James, Nate, Rob, who presented a PowerPoint presentation of their findings and recommendations of a municipal employee salary study and modifications to the Town of Guadalupe Personnel Rules and Regulations Manual regarding recreational marijuana and social media.

**Social Media:** Jinxin stated that the proposed social media for the Town of Guadalupe consists of two parts: 1) social media policy during working hours; and, 2) social media use policy. The purpose of instituting a social media policy is to set expectations for employees for appropriate behaviors during work hours and to preserve the Town’s reputation as a local government.

There are four components in each policy: purpose, social media definition and varieties, procedures, and compliance. Procedures were selected and created after carefully reviewing different cities’ public social media policies. Unless authorized by the Town Manager, employees are prohibited from accessing social media and engaging in social networking during work hours. Jixin then discussed social media definitions and varieties, procedures, and compliance with the social media policy.

**Recreational Marijuana:** Nate stated that in 2020, voters passed Proposition 207, legalizing the use of recreational marijuana. This triggered an update to the Town of Guadalupe Employee Handbook. Employees will continue to be prohibited from using marijuana. Students assessed employee handbooks from jurisdictions where marijuana is now legal.

**Municipal Employee Salary Study:** James stated that many Town of Guadalupe employees have cross functional duties that span multiple departments. The Town’s job descriptions have evolved since they were last updated. The proposed job descriptions reflect current responsibilities and reporting structures. Employee compensation has an impact on overall employee performance. Organizations typically spend approximately 50-80% of gross revenues on employee salaries and benefits.

Rob stated that the Town of Guadalupe is unique because it is surrounded by large cities, while being less than a square mile with a low population count. The salaries of surrounding jurisdictions is not necessarily realistic when comparing wages to Town employees. Because of this the study not only compared surrounding jurisdictions salaries, but also compared towns with comparable populations to Guadalupe. Comparable populations also led to comparable budgets. Included in the salary study is the average and median salaries for each of the town’s employee job descriptions.

Jinxin noted that the findings revealed that the Town employee salaries are lower than the average municipal salary. The recommendation is to raise employee salaries to the average of the minimum in comparable jurisdictions.

Rob stated that the student recommendations are to incorporate social media and recreational marijuana policies in the Town Employee Handbook, update employee job descriptions, and raise employee salaries.

Councilmembers discussed the 394 residents to 1 employee ratio in Guadalupe; and, thanked the ASU students for providing the data and recommendations. Mr. Kulaga commended ASU students for their work and emphasized that the recommendation concerning recreational marijuana is to prohibit the use of recreational marijuana, similar to drugs and alcohol. Staff recommends moving forward with the social media policy and recreational marijuana policy. Mr. Kulaga stated that there are 5 full-time staff members in Town Hall. Given the budget limitations, it is challenging to provide employee raises.



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**2. INTERGOVERNMENTAL AGREEMENT WITH MARICOPA COUNTY ANIMAL CARE AND CONTROL DEPARTMENT (RESOLUTION NO. R2021.08)**

Jeff Kulaga, Town Manager / Clerk, stated that the current contract with Maricopa County Animal Care and Control (MCACC) expires on June 30, 2021. This is a new contract with the initial term of the agreement being from July 1, 2021 through June 30, 2022. The cost of service for the initial contract term is \$31,271. This is a complaint-based service whereby calls are prioritized by MCACC. When in Town, MCACC will provide some level of pro-active enforcement.

In response to a question, calls for service data is included in the meeting packet materials. Chris Kunszt, MCACC representative, stated that MCACC would be happy to have a presence and provide educational materials at community events. Billing for calls for service are triggered when calls are placed directly to MCACC from a Town resident.

In response to a question, Mr. Kulaga stated that Town staff will work with MCACC to include informational material in customer water bills regarding proper animal care and control.

In response to a question regarding animals tied to trees and not having access to shade, food, or water, Mr. Kunszt stated that the Maricopa County Sheriff's Office would regulate cruelty to animals.

**Motion by Councilmember Bravo to approve agenda item G2; second by Councilmember Cota. Motion passed unanimously on a voice vote 5-0.**

Councilmembers adopted **RESOLUTION NO. R2021.08**, authorizing the Mayor, or designee, to sign an intergovernmental agreement (agreement) (Contract #C2021-32) with Maricopa County (County) by and through its Animal Care and Control Department (MCACC) and the Town of Guadalupe for the provision of animal control services. The contract may be renewed for up to two successive two-year terms by mutual agreement of both parties. The contractual level of service is based on demand or calls for service. MCACC operates a regional program and responds to calls based on priority.

**3. WITHDRAWN AT THE REQUEST OF THE APPLICANT: PUBLIC HEARING – VARIANCE REQUEST FOR 5300 SOUTH PRIEST DRIVE**

Mayor Molina read agenda item G3 and announced that this agenda item has been withdrawn at the request of the applicant:

Hold a public hearing to receive public input regarding a variance request of the Town of Guadalupe Zoning Code of Ordinances to increase allowable density from C-2 standards to 43.5 dwelling units per acre. The property is located at 5300 South Priest Drive, Guadalupe, AZ, APN 301-10-011Q, where a hotel is presently operating. The Applicant is Harc Holdings LLC. Council may provide direction to the Town Manager / Clerk. *Continued from the March 25, 2021, Regular Council Meeting at the request of the Applicant. (related to item G4)*

**4. WITHDRAWN AT THE REQUEST OF THE APPLICANT: VARIANCE REQUEST FOR 5300 SOUTH PRIEST DRIVE:**

Mayor Molina read agenda item G4 and announced that this agenda item has been withdrawn at the request of the applicant:

Council will consider and may take action to approve or deny a variance request to increase allowable density from C-2 standards to 43.5 dwelling units per acre for the property located at 5300 South Priest Drive, Guadalupe, AZ, APN 301-10-011Q, where a hotel is currently operating. The Applicant is Harc Holdings LLC. *Continued from the March 25, 2021, Regular Council Meeting at the request of the Applicant. (related to item G3)*



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## 5. EMINENT DOMAIN RIGHT-OF-WAY ACQUISITION AND TEMPORARY CONSTRUCTION EASEMENTS (RESOLUTION NO. R2021.07)

David Ledyard, Town Attorney, stated that adoption of Resolution No. R2021.07 would authorize the Town Attorney's to file a condemnation lawsuit on behalf of the Town of Guadalupe in Maricopa County Superior Court. This eminent domain process is the taking of permanent right-of-way (56 square feet adjacent to a sidewalk) and temporary construction easements.

Mayor Molina clarified that the Town will not be taking the entire property but instead, the Town will be taking 56 square feet of property. Mr. Ledyard added that this process will assist in remedying the property title defect. The property owners have been cooperative throughout this process. Once the condemnation lawsuit has been filed, the court will set a hearing date.

**Motion by Councilmember Bravo to approve agenda item G5 authorizing the Town Attorney's Faith, Ledyard and Faith, PLC to file a condemnation lawsuit on behalf of the Town of Guadalupe in the Superior Court of Maricopa County Arizona and authorize the Town Attorney's to sign all necessary documents in furtherance thereof; second by Councilmember Sánchez. Motion passed unanimously on a voice vote 5-0.**

Councilmembers adopted **RESOLUTION NO. R2021.07** authorizing the Town Attorney's, Faith, Ledyard and Faith, PLC, to file a condemnation lawsuit on behalf of the Town of Guadalupe in the Superior Court of Maricopa County, Arizona. This eminent domain process is the taking of permanent right-of-way and temporary construction easements. Adoption of this Resolution authorizes the Town Attorney's to sign all necessary documents in furtherance thereof.

## 6. COVID-19 ACTION UPDATE

Jeff Kulaga, Town Manager / Clerk, provided an update regarding current Town of Guadalupe COVID-19 positive case rates, vaccination information, Town service and steps taken to safeguard public health and safety in response to the Coronavirus. Based on the efforts of the Town's leadership, its staff, and community partners, 44% of Guadalupe residents have been vaccinated.

Councilmembers commended the Vice Mayor and community partners for their leadership throughout the pandemic. Councilmembers encouraged residents to get vaccinated.

Vice Mayor Vital stated that Saturday, May 8, is an upcoming drive through vaccination event. No registration is needed. Masks remain mandatory in Town.

## 7. PROPOSED FISCAL YEAR 2021/2022 TOWN BUDGET INTRODUCTION

Jeff Kulaga, Town Manager / Clerk, provided a proposed Fiscal Year (FY) 2021/2022 Town Budget totaling \$11,532,660. This is the introduction for the FY 2021/2022 annual budget. Final budget adoption is scheduled in June, which allows time for adjustments and accounting for external factors.

The General Fund is comprised of 56% and the Grant Fund is 18% of the total budget. There are 13 funds in the budget. Mr. Kulaga reviewed each of the 13 funds and their purposes. The fund balance for the Mercado is reaching zero, which will require a policy decision by the Council on whether to subsidize the Mercado with General Fund monies. Mr. Kulaga then reviewed the current proposed budget compared to previous years and how much revenue is anticipated per fund.

Covid-19 impacts have posed a challenge in the budgeting process. Based on anticipated revenues compared to previous years, staff is forecasting that \$1.5 million will be needed from the General Fund balance to balance the budget.

Mr. Kulaga then discussed General Fund transfers to other funds and provided background information on each of the funds, including planned expenditures on needed equipment for the Fire Department. Additional funding is needed for the planned expiration of the Staffing for Adequate Fire and Emergency





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Response (SAFER) grant that funds firefighter salaries. Funding has also been allocated in reinvesting in the Town's infrastructure. Other than the reserve firefighters, no employee raises have been incorporated into the budget.

Fire and Police public safety operations make up the majority of the budget. If the Town needs to make budget cuts because of lack of resources, without consideration of the public safety costs, there is little else to cut.

A Councilmember noted that this information is helpful, and it is important that residents understand the financial condition the Town is in, staffing is limited, and that finding grants is challenging.

Mr. Kulaga discussed tentative General Fund expenditures including various infrastructure projects that were postponed due to Covid-19; and, proposed funding needed to undertake these projects. At this time last year, staff proposed options to generate revenue, reduce expenditures, study the Arizona State University property analysis, and the future of the Mercado.

With the closure of two hotels, and possibly a third hotel, there will be a loss of Bed Tax revenue that will have a financial impact to the Town. Generating stable, recurring revenues for the Town is critical within the next couple of years. One of the difficult assumptions included in the proposed budget is that the Arizona State Legislature is considering a 27% decrease in Urban Revenue Sharing distribution to cities and towns. If approved, it could decrease the Town's annual budget by approximately 5%, totaling \$250,000. Mr. Kulaga then reviewed estimated and proposed expenses and transfers to other funds from the General Fund.

Staff has submitted a grant request to fund the \$500,000 Highline Canal Lighting Improvement Project. Mr. Kulaga then reviewed various needed capital improvement projects and programs that are not funded totaling \$5.8 million.

A Councilmember urged residents to be aware that these Capital Improvement Projects and programs are needed, and that Council is aware of them.

Mr. Kulaga outlined what Council considered in the fiscal year 2019/2020 and 2020/2021 budget discussions regarding generating revenue, reducing expenditures, various infrastructure needs, and Town-owned property leases and condition of the properties.

Mr. Kulaga reviewed General Fund impacts and projected consequences related to generating revenue and seeking alternative service delivery for essential services.

Staff will continue to refine the proposed budget. Mr. Kulaga provided a timeline of scheduled budget review meetings and upcoming Council direction that will be needed.

A Councilmember noted that a property tax is not appropriate due to exemptions within the community; a desire to explore the creation of a Fire District and how that would impact the mutual aid agreement; and that she and Mr. Kulaga have met with state officials to convey the devastating impact that cutting income taxes would have on small communities.

A Councilmember requested that staff research the possibility of imposing a public safety tax that is unique to the Town of Guadalupe.



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## 8. SOLID WASTE COLLECTION SERVICE PROPOSED RATE INCREASE REVIEW

Jeff Kulaga, Town Manager / Clerk, provided a review of solid waste services including current financials, five-year projected revenues and expenditures, rate analysis, and proposed solid waste service rate increase options for Council consideration.

Mr. Kulaga stated that the current solid waste collection service provider was selected in January 2020. The service provider is increasing their rate by 1.7%. This fund should be a self-sustaining enterprise fund which would not need to be supplemented by the General Fund moving forward. The current rate of \$20.75 per collection bin was implemented in 2009. The Saturday and weekly bulk collection costs were exceeding estimates.

Staff recommends discontinuing the quarterly bulk service and is proposing five rate options for Council consideration. Should a rate increase be proposed, to comply with Arizona Revised Statutes, public notice would be required on April 23, 2021; 60 days prior to the fiscal year 2021/2022 final budget adoption scheduled for June 24, 2021. The proposed rate increase information has been distributed in the water bills on several occasions and there has been an online survey to solicit public feedback. To date, 45 people have responded to the survey. If Council were to approve a rate increase, staff would initiate the public notification process tomorrow.

In response to a question if the Town could seek a credit from RAD to help supplement the cost of service to customers, Mr. Kulaga stated that there is an existing contract and it is unclear if that would be appropriate. The proposed rate increase is not being initiated from the provider, Right Away Disposal (RAD). The proposed rate increase is for the fund to have a buffer to be able to pay for the rising cost of service delivery. If there is no rate increase, the Town will need to supplement the solid waste collection fund. The goal would be to increase the fund balance in order to fund the Town's infrastructure repair.

In response to a question, Mr. Kulaga explained that quarterly bulk trash collection is where the Town would supply 8-10 dumpsters at 8 locations throughout the Town for residents to utilize. This was discontinued due to overflowing trash collection bin issues. The Town maintenance yard is open on Saturday mornings for bulk trash drop off. Solid waste collection services entails a fleet of vehicles, trash collection bins, personnel, administration, permitting, tipping fees, and safety requirements.

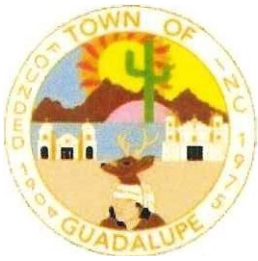
## 9. NOTICE OF INTENT – SOLID WASTE COLLECTION SERVICE PROPOSED RATE INCREASE

Jeff Kulaga, Town Manager / Clerk, stated that the most recent solid waste rate increase occurred in 2009. The current contract is for an eight-year term.

**Motion by Councilmember Bravo to approve a 15% solid waste collection service rate increase: second by Vice Mayor Vital. Motion carried unanimously on a voice vote 5-0.**

Council approved a 15% solid waste collection service rate increase. To comply with Arizona Revised Statutes, staff will post public notice on April 23, 2021; 60 days prior to the fiscal year 2021/2022 final budget adoption scheduled for June 24, 2021. If approved on June 24, 2021, the rate would become effective on July 1, 2021.

A Councilmember noted that the proposed new rate will increase rates by \$3.11 for the initial trash collection bin, per customer.



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**10. CLAIMS**

Approval of the check register for March 2021, totaling \$411,973.58.

**Motion by Vice Mayor Vital to approve agenda item G10; second by Councilmember Sánchez.  
Motion passed unanimously on a voice vote 5-0.**

Councilmembers approved the check register for March 2021, totaling \$411,973.58.

**H. TOWN MANAGERS' COMMENTS**

Jeff Kulaga, Town Manager / Clerk

- The remodel of the Community Action Program food storage area and office space have been completed. Touchless bathroom fixtures have been installed. The glass for the front desk reception area is on order. These steps are being taken in preparation for reopening Town Hall.
- As part of the Interstate 10 freeway expansion, on May 1 and May 2 the Arizona Department of Transportation (ADOT) will be taking roadway core samples from areas of Guadalupe that will be impacted by this project. Traffic will be impacted. This project benefits the Town by widening the bridge that leads into Phoenix and adds a much-needed sidewalk. Staff will provide updates as the project moves forward.

**I. COUNCILMEMBERS' COMMENTS**

Councilmember Cota

- Thanked Arizona State University students for their presentation.

Councilmember Sánchez

- Thanked Arizona State University students for their presentation.
- Thanked staff for their work.

Vice Mayor Vital

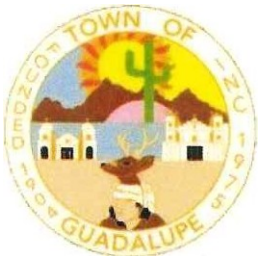
- Thanked everyone for attending the meeting. Encouraged public participation in upcoming budget meetings.
- Thanked staff for their work. Many employees are doing multiple jobs and are paid less than other municipal employees.

Councilmember Bravo

- Thanked Arizona State University students for their presentation.
- Commended everyone for their work on Covid-19 and the positive downward trend on infection rates.
- As residents, everyone needs to be responsible for the Town.

Mayor Molina

- The Senior Center is holding a fundraiser food sale on Friday, April 23, 2021.
- Thanked Arizona State University students for their presentation.
- Thanked staff for their work.



J. ADJOURNMENT

**Motion by Councilmember Sánchez to adjourn the Regular Council Meeting; second by Councilmember Bravo. Motion passed unanimously on a voice vote 5-0.**

The meeting was adjourned at 8:13 p.m.

\_\_\_\_\_  
Valerie Molina, Mayor

Valerie Molina  
Mayor

ATTEST:

Ricardo Vital  
Vice Mayor

\_\_\_\_\_  
Jeff Kulaga, Town Manager / Town Clerk

Mary Bravo  
Councilmember

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the April 22, 2021, Town of Guadalupe, Town Council Regular Meeting. I further certify the meeting was duly called and held, and that a quorum was present.

Gloria Cota  
Councilmember

\_\_\_\_\_  
Jeff Kulaga, Town Manager / Town Clerk

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

Anita Cota Soto  
Councilmember

Agendas/Minutes:  
[www.guadalupeaz.org](http://www.guadalupeaz.org)

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

# #MaskUp *Guadalupe*



*Social Distance · Wear A Face Mask · Wash Your Hands*

**We are in this TOGETHER!**

# Balance: Precautions vs. Reopening



- **Guadalupe:**

- Progress
- Multiple testing events / flu shots
- Thankful Saturday
- Promotora efforts
- Response Team partnership
- Local Vaccination events
- COVID19 positive rate reduced
  - 5.6 to 1.17
  - 44% vaccinated

- **Reopening**

- More vaccinated
- Greater understanding of transmission
- Reply on personal responsibility
- Reply on event applicant and attendees to wear masks, socially distance, food and beverage prep, take precautions
- Resources nor legal standing exist to enforce



# COVID19 ACTIONS : TOWN HALL

**COVID-19 Action Steps:** Presented May 13, 2021 Town Council Meeting

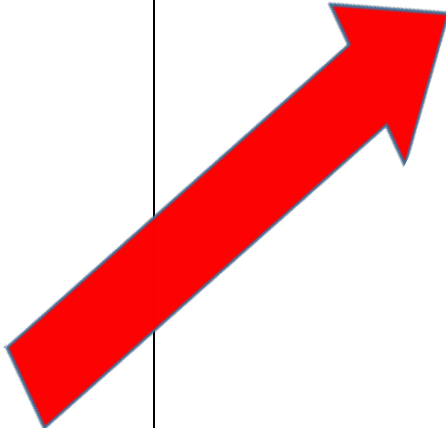
**TOWN SERVICE DELIVERY – as of May 13, 2021:**

- **Combat COVID-19 with Guadalupe Response Team Partnership.**
- **Reasonable measures, at scale.**
- **Protect the public health of the Guadalupe community and slow the spread of COVID-19.**
- **Return to normal activities.**



Impacts to consider:	May 13, 2020 Recommendations:	January 14, 2021 Recommendations: (subject to change based on COVID19 conditions)	April 8, 2021 Recommendations: (subject to change based on COVID19 conditions)	May 13, 2021 Recommendations: (subject to change based on COVID19 conditions)
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<b>Town hall – lobby / business</b>	Open: <ul style="list-style-type: none"> <li>• Tuesdays: 9-noon</li> <li>• Wednesdays: 2-5</li> <li>• By appointment</li> </ul>	Open: <ul style="list-style-type: none"> <li>• Tuesdays: 9-noon</li> <li>• Wednesdays: 2-5</li> <li>• By appointment</li> </ul> Evaluate July 22, 2021	Evaluate May 13, 2021	<b>Reopen Monday, June 7</b> <b>8am – 5 pm</b> <b>M-F</b>
<b>Town hall – restrooms/ phone/ water fountain</b>	Closed / out of service	<ul style="list-style-type: none"> <li>• Closed / out of service</li> </ul> Evaluate July 22, 2021	Evaluate May 13, 2021	<b>Open restrooms / fountain.</b> <b>NO phone</b>
<b>Town hall – personal safety</b>	Request use of face mask	<b>Required use of face mask / covering</b> Evaluate July 22, 2021	Evaluate July 22, 2021	<b>Require use of face masks</b>

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<b>Senior Center</b>	Extend closure to July 6 while providing current services. <ul style="list-style-type: none"> <li>Lunches still served: carry out and home delivery</li> <li>Assist with CAP needs</li> <li>Minor repairs and cleaning continues</li> </ul>	Extend closure to July 22, 2021 while providing current services: <ul style="list-style-type: none"> <li>Lunches still served: carry out and home delivery.</li> <li>Assist with CAP needs</li> </ul> Evaluate July 22, 2021	Evaluate July 22, 2021	<b>Evaluate reopening.</b>  <b>Site Council to review</b>  <b>Limited programming</b>  <b>July 5, 2021</b>  <b>Complete Walk-in Cooler replacement</b>
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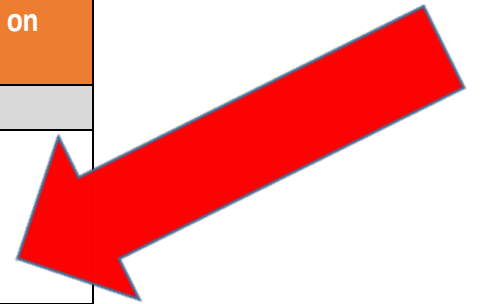


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<b>Cemetery</b>	Remains Open: 7 AM – 4 PM; 7 days a week	<ul style="list-style-type: none"> <li>Same as May 13, 2020</li> </ul>	Same as May 13, 2020	<b>Remains Open: 7 AM – 4 PM; 7 days a week</b>
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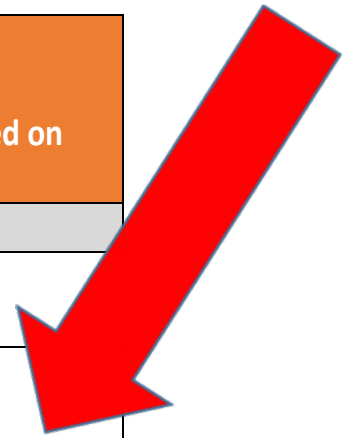


May 13, 2021  
Town Council  
Meeting

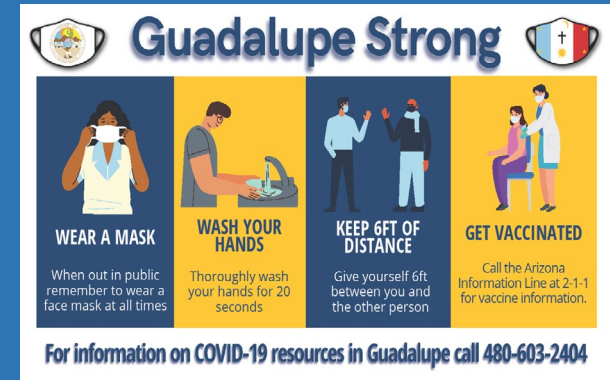
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# Balance: Precautions vs. Reopening



- Thank you.
- Questions and Comments



# Guadalupe Strong



## WEAR A MASK

When out in public remember to wear a face mask at all times



## WASH YOUR HANDS

Thoroughly wash your hands for 20 seconds



## KEEP 6FT OF DISTANCE

Give yourself 6ft between you and the other person



## GET VACCINATED

Call the Arizona Information Line at 2-1-1 for vaccine information.

**For information on COVID-19 resources in Guadalupe call 480-603-2404**



**COVID-19 Action Steps: Presented May 13, 2021 Town Council Meeting**

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	<ul style="list-style-type: none"> <li>Maintaining on-going public service as time and conditions allow.</li> </ul>			
<b>Library</b>	CLOSED until further notice w/ curbside service	Curbside service available / Library closed	Curbside service available / Library closed	<b>Curbside service available / Limited Library access</b>
<b>Headstart</b>	CLOSED until further notice	Same as May 13, 2020	Same as May 13, 2020	<b>Same as May 13, 2020</b>
<b>DES</b>	CLOSED until further notice	Same as May 13, 2020	Same as May 13, 2020	<b>Same as May 13, 2020</b>
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<b>Parade and Tree Lighting: November 26<sup>th</sup></b>	Not considered	Evaluate July 22, 2021	Evaluate July 22, 2021	<b>Plan for events (construction)</b>
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C2018-17E  
AMENDMENT NO. 7 TO THE  
INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
MARICOPA COUNTY  
ADMINISTERED BY ITS  
HUMAN SERVICES DEPARTMENT  
AND  
TOWN OF GUADALUPE

- I. Maricopa County ("County"), administered by its Human Services Department, and the Town of Guadalupe ("Subrecipient"), entered into a financial Intergovernmental Agreement ("Agreement"), which was fully executed on or about June 30, 2016, for the term of July 1, 2016, through June 30, 2017. The purpose of the Agreement is for the County to provide the Subrecipient with funds for the provision of Community Action Program services to include Crisis Case Management and Financial Assistance Services in the Community Service Area (CSA). The County and the Subrecipient collectively are referred to as the "Parties."

The Parties fully executed Amendment No. 1 on or about July 13, 2017, which (among other things) extended the Agreement term and provided funding for the period July 1, 2017, through June 30, 2018. The Parties fully executed Amendment No. 2 on or about June 28, 2018, which (among other things) extended the Agreement term and provided funding for the period July 1, 2018, through June 30, 2019. The Parties fully executed Amendment No. 3 on or about July 26, 2019, which (among other things) extended the Agreement term and provided funding for the period July 1, 2019, through June 30, 2020. The Parties fully executed Amendment No. 4 on or about August 6, 2020, which (among other things) extended the Agreement term and provided funding for the period July 1, 2020, through December 31, 2020. The Parties fully executed Amendment No. 5 on or about July 20, 2020, which (among other things) extended the Agreement Termination date from December 31, 2020 to June 30, 2021. The Parties fully executed Amendment No. 6 on or about February 17, 2021, which provided funding for the period January 1, 2021, through June 30, 2021.

- II. The Parties agree to enter into this Amendment No. 7 to amend the Agreement as follows:
- A. The County shall provide the Subrecipient with an increase in funding in the amount of \$23,602. The period of funding availability for these funds shall be from April 1, 2021, through June 30, 2021. The funding for this Amendment No. 7 shall be provided under the Catalog of Federal Domestic Assistance (CFDA) 21.023 Emergency Rental Assistance Program.
  - B. Add to Section V (Attachments) an Emergency Rental Assistance Program Operating Budget for the period of availability, which is attached to this Amendment No. 7 and titled "Amendment No. 7 - Attachment B."
- III. The foregoing paragraph contains all the changes made by this Amendment No. 7. All other terms and conditions of the Agreement remain in full force and effect as amended by Amendment Nos. 1, 2, 3, 4, 5, and 6.
- IV. The Parties have authorized the undersigned to execute this Amendment No. 7 on their behalf.
- V. This Amendment No. 7 shall be effective upon approval and signature by both Parties.

IN WITNESS, the Parties have approved and signed this Amendment No. 7:

APPROVED BY:  
SUBRECIPIENT

APPROVED BY:  
MARICOPA COUNTY

5/13/2021

\_\_\_\_\_  
Valerie Molina, Mayor Date

\_\_\_\_\_  
Chairman, Board of Supervisors Date

Attested To:

5/13/2021

\_\_\_\_\_  
Jeff Kulaga, Town Clerk/Manager Date

Attested To:

\_\_\_\_\_  
Clerk of the Board Date

IN ACCORDANCE WITH A.R.S. §§ 9-240, 9-500.11, 11-952, AND 46-241, ET SEQ., THIS AMENDMENT NO. 7 HAS BEEN REVIEWED BY THE UNDERSIGNED ATTORNEY WHO HAS DETERMINED IT IS PROPER IN FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED TO THE TOWN OF GUADALUPE UNDER THE LAWS OF THE STATE OF ARIZONA.

IN ACCORDANCE WITH A.R.S. §§ 11-201, 11-251, AND 11-952, THIS AMENDMENT NO. 7 HAS BEEN REVIEWED BY THE UNDERSIGNED ATTORNEY WHO HAS DETERMINED IT IS PROPER IN FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED TO MARICOPA COUNTY UNDER THE LAWS OF THE STATE OF ARIZONA.

APPROVED AS TO FORM:

APPROVED AS TO FORM:

5/13/2021

BY: \_\_\_\_\_  
David E. Ledyard, Town Attorney Date

BY: \_\_\_\_\_  
Deputy County Attorney Date



**C2019-04A**  
**AMENDMENT No. 7 TO LEASE AGREEMENT**  
**BETWEEN**  
**TOWN OF GUADALUPE, LESSOR**  
**AND**  
**MARICOPA COUNTY, LESSEE**

**RECITALS**

- A. Maricopa County, a political subdivision of the state of Arizona (“Lessee”), and Town of Guadalupe, an Arizona municipal corporation (“Lessor”) are parties to that certain Lease Agreement No. L-7309 dated June 20, 2001 and subsequently amended July 1, 2004, May 11, 2011, August 31, 2011, April 24, 2013, June 24, 2015 and March 27, 2019 (collectively, the “Lease Agreement”). The Lease Agreement is for premises located at 9401 South Avenida Del Yaqui, Guadalupe, AZ consisting of 2,364 square feet of classroom, kitchen and restroom space (“Premises”).
- B. The term of the Lease Agreement expires on May 31, 2024.
- C. Lessee and Lessor now mutually desire to enter into this Amendment No. 7 (“Amendment”) to amend the Lease Agreement to: (A) amend improvement provision; (B) approval of certain Lessee Tenant Improvements; (C) amend Notices; and (D) provide for lease administration authority.

**LEASE AGREEMENT**

**NOW THEREFORE**, in consideration of the foregoing and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, Lessee and Lessor agree to amend the Lease Agreement as follows:

- 1. The Recitals, by this reference, are hereby incorporated into this Amendment. This Lease Agreement, as amended, is subject to termination pursuant to the provisions of A.R.S. 38-511.
- 2. Capitalized terms used in this Amendment without definition shall have the meanings assigned to such terms in the Lease Agreement, unless the context expressly requires otherwise.
- 3. The fourth paragraph of the Lease Agreement is hereby amended to delete the last sentence of said paragraph and add in its place the following:

Provided, however, that Lessor’s written or verbal consent shall not be required for any improvements costing less than four thousand nine hundred ninety nine dollars (\$4,999.00) provided that they: (i) are nonstructural; and (ii) do not impact the building systems, impact building structure, require a building permit, or materially affect the air quality of the building.

- 4. Lessor acknowledges Lessee’s desire to make improvements to the Premises. Lessor authorizes Lessee to make said improvements to repair the playground of the Premises including as those modifications are shown on the Scope of Project that are listed in Exhibit “A” to this Amendment, which Exhibit “A” (“Tenant Improvements”) is attached hereto and made a part hereof. Lessee may, in its sole discretion, abandon the Tenant Improvements made by Lessee or remove said Tenant Improvements and restore the Premises to its original condition, ordinary wear and tear excepted.
  - 4.1 Lessee shall be financially responsible for all costs associated with design, permitting, purchase and installation of the work associated with the Tenant Improvements in an amount no greater than nineteen thousand dollars and 00/100 (\$19,000).
  - 4.2 Lessee shall be responsible for performing the work required to complete the Tenant Improvements.

All work must conform to and be in substantial accordance in quality and appearance with the quality and appearance of the improvements in the remainder of the building where the Premises is located.

- 4.3 Prior to the commencement of the Tenant Improvements, Lessee shall ensure contractor has purchased and maintains throughout construction all standard insurance coverage at levels standard in the industry from a company or companies duly licensed by the State of Arizona and require its subcontractors to maintain equivalent insurance based in their trade and participation in the work.
- 4.4 Lessee hereby designates Leah Hanwell as its representative and agent for the purpose of questions associated with the Tenant Improvements.

Maricopa County Facilities Management Department  
Attn: Leah Hanwell  
401 W Jefferson Street  
Phoenix, Arizona 85003  
605. 768. 0577  
[Leah.Hanwell@maricopa.gov](mailto:Leah.Hanwell@maricopa.gov)

5. **Notices section** of the Lease Agreement is hereby amended to modify the Lessee addresses as follows:

**Lessee:**

Maricopa County Real Estate Dept.  
Attn: Director  
2801 West Durango Street  
Phoenix, AZ 85009

**With a copy to:**

Maricopa County Human Services Department  
Early Education Division  
Attn: **Assistant Director**  
234 North Central, 3<sup>rd</sup> Floor  
Phoenix, AZ 85004

6. **Administration of Lease Agreement.** The Assistant County Manager for Maricopa County and/or the Real Estate Director for Maricopa County shall administer this Lease Agreement.
7. This Lease Agreement, as amended, may be executed in one or more counterparts and the signature pages combined to constitute one document.
8. The foregoing paragraphs contain all the changes made by this Amendment. All other terms and conditions of the original Lease Agreement remain the same and in full force and effect, except as herein amended.

***THE REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK***

IN WITNESS WHEREOF, the Parties have fully executed this AMENDMENT as of the last date written below.

**LESSOR:**  
**TOWN OF GUADALUPE**

**LESSEE:**  
**MARICOPA COUNTY**

By: \_\_\_\_\_  
Valerie Molina, Mayor      May 13, 2021

\_\_\_\_\_  
Jack Sellers  
Chairman of the Board of Supervisors

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Jeff Kulaga, Town Manager/Clerk May 13, 2021

\_\_\_\_\_  
Clerk of the Board      Date

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David E. Ledyard      May 13, 2021

\_\_\_\_\_  
Deputy County Attorney      Date



**EXHIBIT "A"**

**Scope of Project**

Program: Maricopa County Human Services Department – Early Education Division  
Project Request #21-117– Town of Guadalupe

**Project description:**

Playground repairs

**Project Budget:**

Not to exceed \$19,000

By signing below, each party acknowledges and concurs with the scope of this project and agrees that work may begin.

_____ Contractor	_____ Signature	_____ Date
_____ Owner	_____ Signature	_____ Date
_____ NA Operator	_____ Signature	_____ Date
_____ Maricopa County Human Services Department	_____ Signature	_____ Date



Date 6-May-21

Square Footage N/A

## Guadalupe Senior Center Freezer Door Opening

Description	Cost			
Division 1	Quantity	Unit	Unit Price	Extended Price
General Conditions	1	Week	\$4,350.00	\$ 4,350.00
Temporary Wall	1	LS	\$576.00	\$ 576.00
<b>Division 2</b>				
Shoring	1	LS	\$556.00	\$ 556.00
Saw Cut Jamb	1	LS	\$621.00	\$ 621.00
<b>Division 4</b>				
Masonry	1	LS	\$2,649.00	\$ 2,649.00
<b>Division 5</b>				
Structural Steel	1	LS	\$2,842.00	\$ 2,842.00
Bolts	1	LS	\$70.00	\$ 70.00
<b>Division 6</b>				
Carpentry				
Casework				
<b>Division 7</b>				
Insulation				
Roof Patch				
<b>Division 8</b>				
Doors, Frames, and Hardware				
Glazing				
<b>Division 9</b>				
Drywall				
Acoustical Ceilings				
Ceramic Tile				
Flooring				
Floor Staining				
FRP				
Painting				
<b>Division 10</b>				
Toilet Accessories				
Fire Extinguisher & Cabinet				
<b>Division 21</b>				
Fire Sprinklers				
<b>Division 22</b>				
Plumbing				
<b>Division 23</b>				
HVAC				
<b>Division 26</b>				
Electrical				
<b>Subtotal</b>			<b>\$</b>	<b>11,664.00</b>
Insurance	3.20%		\$	373.25
Fee	12%		\$	1,444.47
Sales Tax	7%		\$	902.60
<b>Total</b>			<b>\$</b>	<b>13,481.72</b>

P.O. Box 71640 Phoenix, Arizona 85050 \* Phone 623-742-0161 \* Fax 623-742-0320 AZ

License Numbers ROC 204114 \* ROC291064