

Minutes Town Council Regular Meeting September 24, 2020

Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, September 24, 2020, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

Valerie Molina
Mayor

Ricardo Vital
Vice Mayor

Mary Bravo
Councilmember

Anita Cota Soto
Councilmember

Gloria Cota
Councilmember

Elvira Osuna
Councilmember

Joe Sánchez
Councilmember

A. CALL TO ORDER

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: Councilmember Mary Bravo, Councilmember Gloria Cota, Councilmember Joe Sánchez and Councilmember Anita Cota Soto

Councilmembers Absent: Vice Mayor Ricardo Vital and Councilmember Elvira Osuna

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

Mayor Molina called for a moment of silence in honor of the passing of the late Honorable Supreme Court Justice Ruth Bader Ginsburg. Mayor Molina then led the Pledge of Allegiance.

A. APPROVAL OF MINUTES: None.

B. CALL TO THE PUBLIC: No one spoke. Mayor Molina announced that Council meetings are open to the public; and, welcomed the public to attend Council meetings and address the Council.

F. MAYOR and COUNCIL PRESENTATIONS:

Mayor Molina read a Proclamation declaring October, 2020, as Domestic Violence Awareness Month in the Town of Guadalupe.

G. DISCUSSION AND POSSIBLE ACTION ITEMS:

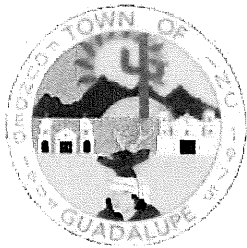
1. COVID-19 ACTION UPDATE

Jeff Kulaga, Town Manager / Clerk provided a slide presentation outlining the current steps taken to safe guard public health and safety in response to the Coronavirus and its impact to Town services. Last week there were two free COVID-19 testing and free flu shot events in Town. Two additional events are scheduled for next week.

Salt River Project is administering a utility bill assistance program. The Maricopa County Community Block Grant Fund Program also provides rental and utility assistance. Maricopa County is also administering an HVAC heating and air conditioning repair and replacement program; and, financial funeral assistance for individuals that have passed away due to COVID-19. Program information is available on the Town's website and social media websites.

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Mr. Kulaga reviewed the progress the Promotoras are making in providing services and making contact with community members. There was a 72% increase in the demand for Community Action Program (CAP) food boxes this year compared to September 2019. The CAP staff have assisted 100 families in providing rental and/or utility assistance, totaling approximately \$114,000.

Statistics for individuals participating in the recent COVID-19 testing/flu shot events were reviewed. Test results are pending.

DATE	Flu only	Covid Only	Flu/Covid	Total
17-Sep	95	10	23	128
20-Sep	90	17	N/A	107
Total	185	27	23	235

Over the past four weeks, Maricopa County Public Health – Disease Control, has reported no new positive cases or hospitalizations related to COVID-19 for Town residents. Guadalupe's positive case rate is over 2 times the rest of the County's positive case rate, which is an improvement. Mr. Kulaga encouraged everyone to continue to wash their hands, wear a face mask, and to continue to practice social distancing from others.

Mr. Kulaga discussed a newspaper article in the Arizona Republic titled "How Guadalupe slashed its COVID-19 case rate". He commended staff and the Towns' community partners on their contributions and prevention efforts to combat COVID-19. Throughout the pandemic, staff has continued to provide services to the community.

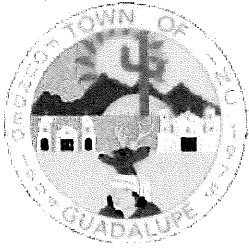
A Councilmember commended staff and the community partners for their efforts; and, stated that the County has indicated that they may be able to provide rental assistance for the Towns' at risk senior population that live in apartments.

2. FISCAL YEAR 2019/20 TOWN BUDGET YEAR END REVIEW

Jeff Kulaga, Town Manager / Clerk, presented an overview of the Fiscal Year (FY) 2019/20 (July 1, 2019 – June 30, 2020) budget performance. The budget numbers are unaudited, and may change after the audit has been completed. The cost to operate the Town during the previous fiscal year was approximately \$6.8 million. Of the \$6.8 million, the General Fund accounts for \$4.5 million in expenditures. Expenditures for FY 2017, compared to the expenditures FY 2020 have been reduced by approximately \$900,000. The Maricopa County Sheriff's Office and Fire Department account for approximately 66% of General Fund expenditures, with the remainder of expenditures coming out of the remaining departments.

Mr. Kulaga discussed the various sources of revenue and noted that the local sales taxes collected were unexpectedly higher than forecasted. Since revenues exceeded expenditures, no General Fund monies were needed to balance the budget. Local sales taxes comprise 41% of the General Fund. It is important to ensure that there are sustainable, recurring revenue sources in order for the Town to continue to serve the community.

Mr. Kulaga then discussed various areas where savings occurred. \$90,000 was saved by transitioning municipal court services to the City of Tempe. Savings was realized by deferring the bond payment to the next fiscal year; no contingency funds were spent; and, the Fire Department savings was 14% of their budget. \$874,358 of savings was realized for FY 2019/2020. Mr. Kulaga reviewed revenues, expenditures, and end of year fund balances for FY 2016/2017 through FY 2019/2020.



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Of caution to note, Mr. Kulaga provided the following:

- Reliable, stable, and a recurring local sales tax base remains a challenge.
- Town buildings, parks, cemetery, streets, signs, assets are all in need of repair and/or replacement.
- No salary increases for Town employees for three consecutive years.

Last year staff prepared a five-year forecast. Because of COVID-19, Mr. Kulaga stated that staff will not be preparing a five-year forecast due to the many unknowns.

In response to a question, Mr. Kulaga stated that he is aware of two businesses going out of business; however, it is unclear what the cause of going out of business is/was.

Mayor Molina invited community members to e-mail staff if they have questions about the Town budget. Mr. Kulaga noted that the information presented is available on the Town's website.

3. FISCAL YEAR 2019/20 GENERAL FUND BUDGET ADJUSTMENT (RESOLUTION NO. R2020.29)

Jeff Kulaga, Town Manager / Clerk, stated that the General Fund supports various programs that the Council approves annually. The transfer of the funds from the General Fund to various cost centers is an annual process. Staff recommends approval of agenda item G3.

Motion by Councilmember Soto to approve agenda item G3; second by Councilmember Bravo. Motion passed unanimously on a roll call vote 5-0.

Councilmembers adopted **RESOLUTION NO. R2020.29** authorizing the transfer of \$87,034 to the Senior Center, \$52,320 to the Community Action Program, \$18,701 to the Municipal Property Corporation, and \$20,641 to the Local Transportation Assistance Fund, all totaling \$178,696 from the General Fund.

4. AZ CARES COVID-19 RELIEF FUND AGREEMENT (RESOLUTION NO. R2020.30)

Jeff Kulaga, Town Manager / Clerk, stated that this agenda item is related to the COVID-19 Relief Fund and has been incorporated into the Town's budget. This Council action is required before the funds can be properly spent. Staff recommends approval of agenda item G4.

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

Councilmembers adopted **RESOLUTION NO. R2020.30** authorizing the Mayor, or designee, to enter into an Agreement (C2020-28) with the State of Arizona, acting through the Governor's Office, to provide the Town of Guadalupe with grant funding in the amount of \$761,282 to combat the COVID-19 outbreak within the Town of Guadalupe. The term of the agreement is March 1, 2020 – December 30, 2020.

5. WASTEWATER COLLECTION SYSTEM REPAIR AND REHABILITATION DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES CONTRACT

Jeff Kulaga, Town Manager / Clerk, stated that this agenda item is the first step in rehabilitating the Town's sewer line pipes. Maricopa County has provided \$517,000 in Community Block Grant Funding, \$93,000 of which will be used for this contract, if approved. This contract provides for the design and bidding of the project. Dibble Engineering will be conducting the work. Staff recommends approval of agenda item G5.

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



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Councilmembers awarded a contract (C2020-29) to the Town Engineer, Dibble Engineering, for design and construction administration services for the replacement of 2,185 linear feet of sanitary sewer pipes and the rehabilitation of seven manhole frames and covers within the Town of Guadalupe's wastewater collection system. The contract amount is \$93,000. This contract is funded through Community Development Block Grant funding of \$517,828 as approved by the Town Council at their July 23, 2020 Regular Council meeting.

6. PUBLIC SAFETY, SERVICE, OPERATIONS AND FACILITY NEEDS, TOWN HALL FRONT SERVICE DESK COVID-19 SAFETY FORTIFICATION CONTRACT

Jeff Kulaga, Town Manager / Clerk, stated that this agenda item is the result of receiving \$2 million from the Pascua Yaqui Tribe to be utilized for COVID-19 related items and programs. Staff is proposing that the front desk reception area, the Town Hall lobby, and the Community Action Program offices be renovated to provide a safe and sanitary environment. Dibble Engineering will design the areas in Town Hall and seek bids so that construction can begin. This project must be completed by December 30, 2020. Staff recommends approval of agenda item G6.

In response to a question, Mr. Kulaga stated that Town Hall will continue to remain open for limited hours on Tuesday's and Wednesday's. The goal is to improve safety and sanitation in preparation for re-opening Town Hall in January.

A Councilmember suggested that touchless hand dryers be considered in the bathroom remodels.

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

Council awarded a contract (C2020-30) to the Town Engineer, Dibble Engineering, for the design of COVID-19 safety and public health improvements and renovation to Town Hall and Community Action Program (CAP) offices including sanitary upgrades to Town Hall lobby restrooms, front desk and general area and CAP office interior offices and foodbank areas. In this contract Dibble Engineering will provide design coordination, construction administration, and retention of architectural and mechanical engineering sub consultants. The contract amount is \$89,282. This contract is funded through the COVID-19 Relief Funds of \$2 million received from the Pascua Yaqui Tribe, as approved by Town Council at their August 13, 2020 meeting.

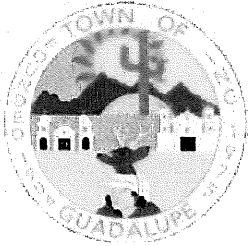
7. AVENIDA DEL YAQUI STREET IMPROVEMENT PROJECT RIGHT OF WAY CONTRACT AMENDMENT NO. 1

Jeff Kulaga, Town Manager / Clerk, stated that CEI construction is providing services for temporary construction easements and right-of-way acquisitions needed for the Avenida del Yaqui Street Improvement Project. The project is costing more than initially anticipated. An additional \$32,850 is needed to complete this portion of this federally funded project. Staff recommends approval of agenda item G7.

In response to a question, land appraisals will be included in this process. The Town of Guadalupe owns two of the parcels of land that are involved with this process.

Motion by Councilmember Bravo to approve agenda item G7; second by Councilmember Sánchez. Motion passed unanimously on a roll call vote 5-0.

Councilmembers approved a contract amendment (C2020-02A) in the amount of \$32,850 to Consulting Engineering, Inc., (CEI) to provide additional services to acquire right-of-way for 5 parcels necessary to complete the \$3.5 million federally funded Avenida del Yaqui street improvement project. Right-of-way acquisition expenses are not eligible for federal funds. Amendment No. 1 is funded through the approved FY 2020/2021 Highway User Revenue Fund (HURF) budget, where \$186,806 has been allocated for the Avenida del Yaqui project and related right-of-way expenses.



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8. CLAIMS

Motion by Councilmember Soto to approve agenda item G8; second by Councilmember Bravo. Motion passed unanimously on a roll call vote 5-0.

Councilmembers approved the check register for August 2020, totaling \$541,001.15.

H. TOWN MANAGERS' COMMENTS

Jeff Kulaga, Town Manager / Clerk

- o Congratulated the Community Action Program staff for passing a recent audit from St. Mary's Food Bank Alliance.
- o Amber Carter is serving as the acting Senior Center Director; and, Lydia Montiel is serving as the acting Senior Center Program Manager through January 1. The goal is to reopen the Senior Center on January 1, 2021, depending on the status of COVID-19.

I. COUNCILMEMBERS' COMMENTS

Councilmember Sánchez

- o Stay home and stay safe.

Councilmember Bravo

- o Thanked community members and Town staff for being diligent in combatting COVID-19.

Councilmember Cota Soto

- o Thanked her Council colleagues and Town staff in keeping the community safe. Stay safe and be smart. Do not put families at risk.
- o Commended the Community Action Program staff for providing excellent service and being respectful to community members.

Councilmember Cota

- o Thanked Jeff Kulaga, Town Manager / Clerk, and Town staff for their work.

Mayor Molina

- o Halloween will be discussed at the October 8, 2020 Council Meeting.
- o Continue to refrain from gatherings, wear a mask, and do not host large parties. These are temporary measures and are not meant to take away anyone's liberties. Remain diligent.
- o The County Health Department reported that there were 50 positive cases of COVID-19 that came from a recent funeral.

J. ADJOURNMENT

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

The meeting was adjourned at 6:58 p.m.

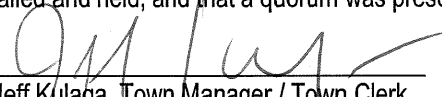

Valerie Molina, Mayor

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 September 24, 2020, 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