

## Minutes Town Council Regular Meeting September 26, 2019

Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Anita Cota  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

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[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

Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, September 26, 2019, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Guadalupe, Arizona, in the Council Chambers.

### A. CALL TO ORDER

Mayor Molina called the meeting to order at 6:01 p.m.

### B. ROLL CALL

Councilmembers Present: Mayor Valerie Molina, Vice Mayor Ricardo Vital, Councilmember Mary Bravo, Councilmember Anita Cota, Councilmember Gloria Cota, and Councilmember Joe Sánchez

Councilmember Absent: Councilmember Elvira Osuna

Staff Present: Jeff Kulaga – Town Manager / Clerk, Wayne Clement – Fire Chief, Jennifer Drury – Assistant to the Town Manager, Robert Thaxton – Finance Director, Jerry Moreno, Public Works Director, Kay Savard, Deputy Town Clerk, and David Ledyard – Town Attorney

### C. INVOCATION/PLEDGE OF ALLEGIANCE

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

### D. APPROVAL OF MINUTES

**Motion by Vice Mayor Vital to approve the September 12, 2019, Town Council Regular Meeting Minutes; second by Councilmember Sánchez. Motion passed unanimously 6-0.**

1. Approved the September 12, 2019, Town Council Regular Meeting Minutes.

### E. CALL TO THE PUBLIC – None.

F. MAYOR and COUNCIL PRESENTATIONS: Mayor Molina read a proclamation declaring October 2019, Domestic Violence Awareness Month.

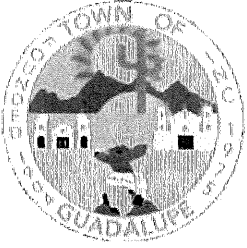
### G. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. **FISCAL YEAR 2018/19 TOWN BUDGET YEAR END REVIEW:** Jeff Kulaga, Town Manager / Clerk presented an overview of the Fiscal Year 2018/19 budget performance, which includes revenues and expenditures of the Town General Fund, special and enterprise funds, grants awards and end of year fund balances.

Mr. Kulaga reviewed the following key points:

#### Revenue Positives:

- Actual revenues exceeded forecasted revenue projections by \$192,717.
- Actual revenues of \$5,030,050 exceeded actual expenditures of \$4,880,051 by \$149,999, as a result:



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- No use of General Fund reserves/balance. Fund reserves were not used to balance the budget.
- The General Fund balance increased by the \$149,999 from \$1,135,590 to \$1,285,589.

Revenue Caution:

- A portion of actual revenues are the result of one-time monies. These are not recurring revenues.

Expenditure Positives:

- Actual expenditures were \$343,110 less than forecasted.
- Contingency of \$245,101 was not used.
- Beyond contingency, actual savings realized was \$98,009.

Expenditure Cautions:

- While savings resulted, only needed facility/equipment repairs and replacements were funded.
  - Staff did not realize any increase or raise in salaries and wages.
- Senior Center and Community Action Program: continued reliance on General Fund transfers to maintain operations.
  - Mercado: revenues from facility rental activity have increased; however, continued transfers from the General Fund to address needed facility repairs is anticipated. The Mercado roof is also in need of repair.
  - Sewer line assessment is underway. Results from the assessment will determine if the \$6.00 per customer, per month, fee is sufficient to fund sewer system repairs.
  - The Solid Waste Request for Proposals has been issued.
  - Municipal Property Corporation Fund: annual payment of \$292,500 will end in 2022, which will result in a recurring annual savings.
  - Grant funds: staff will recommend reducing the spending ceiling during the upcoming budget cycle.
  - Town operating costs: it cost approximately \$8 million annually to fund Town operations.

There was no action take on agenda item G1.

**2. FISCAL YEAR 2018/19 GENERAL FUND BUDGET ADJUSTMENT RESOLUTION NO. R2019.19:**

Councilmembers adopted **RESOLUTION NO. R2019.19** authorizing the transfer of \$66,357 to the Senior Center, \$59,208 to the Community Action Program, \$292,245 to the Municipal Property Corporation, \$16,742 to the Local Transportation Assistance, and \$32,205 to the Highway Users Revenue Fund (HURF), totaling \$466,757 from the Fiscal Year (FY) 2018/2019 General Fund; and, the transfer of \$100,698 from the Sewer Fund to the Highway Users Revenue Fund (HURF).

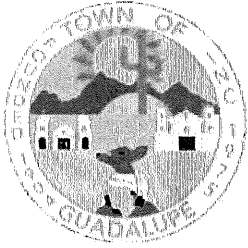
Jeff Kulaga, Town Manager / Clerk, stated that the budget transfers begin requested are to balance each of the funds.

**Motion by Councilmember Anita Cota to approved agenda item G2; second by Vice Mayor Vital. Motion passed unanimously 6-0.**

**3. MERCADO PATIO PUBLIC EVENT APPLICATION AND RENTAL AGREEMENT:**

Councilmembers approved the proposed revisions and business practices outlined in the rental application for the Mercado Patio Public Event Application and Rental Agreement for public events, with the exception of adding a \$100 rental fee option for the Multipurpose Room.

Councilmembers considered agendas item G3, G4, and G5, together.



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Jeff Kulaga, Town Manager / Clerk, outlined four key staff recommendations to each of the Mercado applications and rental agreements:

1. Requiring a \$100 fee to rent the MPR room when renting the patio. Presently, there is no charge to rent the MPR when renting the patio.
2. Requiring an alcohol permit when renting the MPR, should alcohol be present. Currently, alcohol is not allowed in the MPR when renting, however the majority of parties renting the MPR have served alcohol.
3. Requiring MCSO and or additional security to be present until parties leave the Mercado or 1 a.m. whichever comes first. Staff have experienced difficulties with clean up, exiting the property, and general behavior as the parties wind down.
4. Simplify the facility cancellation policy. Currently, full or partial refunds are available for cancellation of a reservation 30 days to six months prior to the event date. Staff is recommending that no refund of the \$150 security deposit be given for event cancellations made within 90 days of the event. 90 days will give staff an opportunity to book a subsequent event at the facility.

In response to a question, Mr. Kulaga stated that multiple bookings/events are not scheduled for the patio and MPR during the same timeframe. Councilmembers and Mr. Kulaga discussed instances where parties overflow from the MPR to the outside patio area; concerns over how well the air conditioner is working in the MPR; and, the average rental for the patio is 5-6 hours.

Councilmembers discussed potentially raising the Alcohol Permit fee, which could help offset staff costs; and, consideration of not refunding fees.

Mr. Kulaga stated that staff could look at comparable cities and what they charge for facility rental fees; and, could prepare a pro forma which would provide a breakdown of all costs involved to rent the Mercado MPR and patio.

In response to a question, parties that choose not to rent the MPR in conjunction with the patio would use the public restrooms or porta potties.

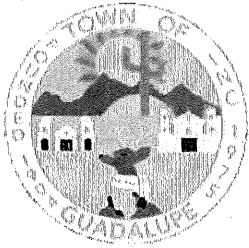
Councilmembers and Mr. Kulaga commended staff for how well the Mercado is maintained. Councilmembers discussed the importance of recovering the cost of renting the facility; gradually increasing fees; and, increasing the reservation fee and the Alcohol Permit fee. The pro forma will help in determining where the costs lie in conjunction with the fees. A Councilmember noted that some venues charge a fee for tables and chairs.

Councilmembers directed Mr. Kulaga to move forward with items 2-4 (above), and postpone the implementation of the \$100 MPR rental fee until a pro forma has been completed.

In response to the required number of Maricopa County Sheriff's Office (MCSO) deputies required at events, Deputy Cachi Castorena, stated that he will be reviewing the events and verifying how many deputies are needed. Mr. Kulaga added that the number of required MCSO deputies depends upon the number of event attendees, the type of event, and if alcohol will be served. Staff evaluates these risk factors so that the community and the Town are protected.

Councilmembers discussed allowing vehicles on the patio and requiring vendors to place cardboard boxes underneath cooking devices to protect the patio floor.

Mr. Kulaga stated that staff will return to Council in November to further discuss fees and options for Council consideration.



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Councilmembers directed staff to proceed with incorporating items 2-4 into the Mercado patio public/private applications; and, approved the MPR application as presented.

**4. MERCADO PATIO PRIVATE EVENT APPLICATION AND RENTAL AGREEMENT:**

Councilmembers approved the proposed revisions and business practices outlined in the rental application for the Mercado Patio Private Event Application and Rental Agreement for private events, with the exception of adding a \$100 rental fee for the Multipurpose Room.

**5. MERCADO MULTIPURPOSE ROOM EVENT APPLICATION AND RENTAL AGREEMENT:**

Councilmembers approved the proposed revisions and business practices outlined in the rental application for the Mercado Multipurpose Room Event Application and Rental Agreement.

**H. TOWN MANAGERS' COMMENTS**

Jeff Kulaga, Town Manager / Clerk

- o Commended Public Works staff for their work in maintaining Town Hall property and public spaces.

**I. COUNCILMEMBERS' COMMENTS**

Councilmember Bravo

- o Thanked audience members for attending the meeting.

Councilmember Anita Cota

- o Thanked Town employees for their work; and, Community Action Program employees for assisting a family within the community.

Councilmember Sánchez

- o Concerned about garbage collections being missed.
- o Thanked audience members for attending the meeting.

Vice Mayor Vital

- o October 24, 2019 – Spooktacular event.
- o November 9, 2019 – Veteran's Day parade.
- o October 19, 2019 – Annex grand opening event.
- o Thanked staff for their work.

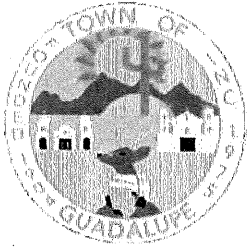
Councilmember Gloria Cota

- o Thanked audience members for attending the meeting.

Mayor Molina

- o Wish Councilmembers Gloria Cota and Mary Bravo Happy Birthday.


Vice Mayor Vital announced that the Avenida de Arte event is on Friday, September 27, 2019.



J. ADJOURNMENT

**Motion by Councilmember Bravo to adjourn the Regular Council Meeting; second by Vice Mayor Vital. Motion passed unanimously 6-0.**

The meeting was adjourned at 6:49 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 September 26, 2019, Town of Guadalupe, Town Council Regular Meeting. I further certify the meeting was duly called and held, and that a quorum was present.

Anita Cota  
Councilmember

Gloria Cota  
Councilmember

  
Jeff Kulaga, Town Manager / Town Clerk

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