

Minutes Town Council Regular Meeting October 8, 2020

Valerie Molina
Mayor

Ricardo Vital
Vice Mayor

Mary Bravo
Councilmember

Anita Cota Soto
Councilmember

Gloria Cota
Councilmember

Elvira Osuna
Councilmember

Joe Sánchez
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, October 8, 2020, 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 6:01 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 Elvira Osuna, Councilmember Joe Sánchez and Councilmember Anita Cota Soto

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

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

D. APPROVAL OF MINUTES

Motion by Councilmember Bravo to approve agenda item D1 and D2; second by Vice Mayor Vital. Motion passed unanimously on a voice vote 7-0.

1. Approved the August 27, 2020, Town Council Regular Meeting Minutes.
2. Approved the September 10, 2020, Town Council Regular Meeting Minutes.

E. CALL TO THE PUBLIC

John Hernandez discussed concerns regarding vehicular speeding, and an excessive number of cars parking on the streets. Mr. Hernandez then discussed the need to clean up and improve the community.

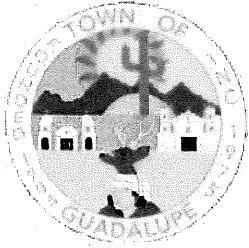
Mayor Molina thanked Mr. Hernandez for his comments and noted that the Town Manager will be in contact with Mr. Hernandez.

F. MAYOR and COUNCIL PRESENTATIONS: None.

G. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. CITY OF TEMPE WATER/WASTEWATER RATE STUDY

Jeff Kulaga, Town Manager / Clerk, introduced City of Tempe representatives, Terry Piekarz, Municipal Utilities Director, and Tara Ford, Municipal Utilities Deputy Director, regarding the status of a City of Tempe water/wastewater rate study and proposed rate increases.



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Mr. Piekarz stated that the City of Tempe conducts municipal water and wastewater rate studies every two years. Stantec Consulting conducted the most recent rate study. The rate study was developed utilizing principles and methodologies established by the American Water Works Association. The Town of Guadalupe receives water and wastewater services from the City of Tempe. Rate adjustments will impact the Town of Guadalupe.

This presentation was provided to the Tempe City Council in September, at which time the City Council requested that additional public feedback be sought prior to policy approval. At that time, the City Council also indicated a desire to continue water conservation and water efficiency efforts.

During the last rate study, the Tempe City Council adopted a 50% cost recovery rate structure for flood irrigation customers. The same approach applied to the current rate study. Mr. Piekarz explained the four steps of the study: 1) revenue requirement analysis; 2) proportional allocation of costs; 3) rate design; and, 4) communication. Ms. Ford discussed the various outreach and community engagement efforts throughout this process.

Mr. Piekarz discussed a chart outlining peak hour water demand during the 2019 calendar year. Peak demand is a significant factor in cost calculations and cost recovery among various classifications of water users. Monthly service charges are based on meter size and include a fixed monthly service charge. The meter size measures the volume of water and wastewater being utilized and the fixed monthly service charge covers the cost of administration.

City of Tempe staff rate study recommendations are as follows:

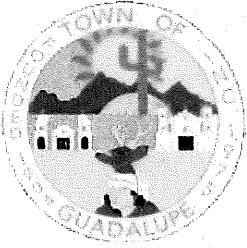
- The water utility requires 5.5% revenue increases, annually, over the next 10 years.
 - A single revenue increase will be recommended to the Tempe City Council for adoption.
 - Revenue requirements will be reviewed annually.
- The wastewater utility does not require a revenue increase at this time.
- Adjust proportional cost recovery for each customer classification.
- Adjust monthly service charge to increase fixed cost recovery.
- 9.7% flood irrigation revenue increase.
 - Required to maintain 50% cost recovery.

Mr. Piekarz discussed the impact of delaying water rate revenue increases while ensuring a minimum reserve fund balance. Delaying a rate increase will result in higher rate increases in the future. The Tempe City Council invites feedback from the Guadalupe Town Council on the recommended 5.5% rate increase, effective January 4, 2021, as recommended. There is also a survey on the City of Tempe website that invites community feedback on the proposed water/wastewater rate increases.

In response to questions on what the impact would be to postpone a rate increase, Mr. Piekarz stated that the fund balance would be drawn down more rapidly; and, that future rate increases would be higher. If a rate increase of 6% were to become effective on July 1, it would require an intentional spend down of the City's fund balance.

In response to a question, Mr. Kulaga stated that Council could either discuss the proposed rate increase further, or Council could revisit the issue on October 29, and provide direction to staff. The Tempe City Council will consider adoption of the proposed rate increase on December 3, 2020.

In response to questions, Mr. Piekarz stated that any rate increases would apply to Town of Guadalupe water and wastewater users. Mr. Piekarz then outlined the various methods of community engagement.



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A Councilmember noted that she had not seen any notifications of the proposed rate increase. Mr. Kulaga stated that staff will update the Town website, social media pages, and the Town marquee to inform residents of the proposed rate increase and encourage community participation in the online survey. Mr. Piekarz stated that if Guadalupe residents include their home address when they fill out the survey, Tempe will forward the comments and feedback to the Guadalupe Town Manager.

In response to a question regarding what type of billing classification would apply to Town parks, Mr. Piekarz stated that parks would typically fall under the landscaping classification that has a current rate of \$3.51 per 1,000 gallons, with a recommended rate increase to \$3.96 per 1,000 gallons.

2. COVID-19 ACTION UPDATE

Jeff Kulaga, Town Manager / Clerk provided an update from Town staff regarding current COVID-19 cases in Guadalupe, actions taken to safe guard public health and safety in response to the Coronavirus and its impact to Town services.

Mr. Kulaga stated that Salt River Project (SRP) is offering financial utility assistance to residents. Staff continues to inform residents of various types of aid that is available from numerous organizations. Maricopa County (County) and the Town's Community Action Program are offering rental and utility assistance. The County is offering emergency heating and cooling repair and replacement assistance. Funeral cost assistance is also available.

Approximately 450 community members received free flu shots and COVID-19 testing over the past few weeks. These free events were coordinated by Native Health, Pascua Yaqui Tribe, Maricopa County Health Department, Arizona State University, and Town staff. Saturday, November 21, is the next tentative date to offer an additional free flu shot and COVID-19 testing event.

No new positive cases of COVID-19 and no new hospitalizations were reported this past week by the County Health Department to Town staff. Mr. Kulaga urged everyone to continue to wear a mask, wash their hands, and to socially distance.

A Councilmember noted that the number of positive cases seemed to spike around Labor Day and voiced concern about Halloween and Dia de los Muertos.

3. RECOMMENDED COVID-19 HALLOWEEN and DIA DE MUERTOS GUIDELINES

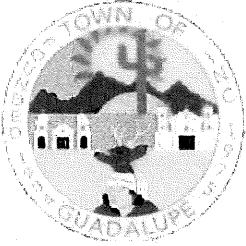
Jeff Kulaga, Town Manager / Clerk, stated that social gatherings, lack of social distancing, and not wearing masks contribute to spikes in COVID-19. The Centers for Disease Control and Prevention (CDC) has provided comprehensive recommendations identifying high risk, moderate risk, and low risk activities. In March, the Mayor declared a state of emergency and in June, the Mayor signed a Proclamation requiring the wearing of face coverings or masks in public; both of these conditions are still in effect.

At the July 23 and August 13 Council meetings, the following Council direction was provided (subject to change based on conditions):

1. Spooktacular October 22, cancel unless conditions dramatically change
2. Dia de los Muertos Prohibit vendors at Cemetery
3. Parade and Tree Lighting November 28, cancel unless conditions dramatically change
4. Navidad en Guadalupe December 19, create a drive through event

Mr. Kulaga stated that the Promotoras have been promoting the following messages to community members since May:

1. Social distancing of at least six feet.
2. Small social gatherings of less than 10 and preferred only of the same household.
3. Wash your hands.
4. Wear a mask.



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To continue to improve the health of community members, personal responsibility and the use of good judgment is important.

Community members have provided the following comments regarding Halloween and Dia de los Muertos:

1. Families should celebrate at home.
2. If candy is distributed it should be done in individually wrapped bags.
3. Offer a raffle with a basket of essential items to families who celebrate at home.
4. Extend morning hours at the cemetery, while shortening evening hours.
5. Host a community meeting with Church leaders to discuss recommended precautions for the Mesitas and the cemetery.
6. Create a public service announcement of teens stating recommendations.

Staff has prepared Halloween and Dia de los Muertos recommended guidelines to be followed by the community to improve public health and safety during COVID-19. A Councilmember suggested the flyer with the guidelines be distributed to the Pascua Yaqui Tribe and voiced support of modifying the cemetery hours during Dia de Muertos, 5:00 AM – 10:00 PM.

A Councilmember urged families to limit celebrating Mesitas with only their family members; taking personal responsibility; consideration of closing the cemetery earlier than 10:00 PM; and, limiting the number of people that are allowed inside the cemetery at one time.

In response to limiting the number of people allowed inside the cemetery at one time, Dave Ledyard, Town Attorney, stated that the cemetery is town-owned property. There is currently no ordinance that controls the amount of people allowed to be at the cemetery.

Mr. Kulaga noted that the normal cemetery hours are 7:00 AM – 4:00 PM. A Councilmember inquired as to what the impact is to the surrounding neighborhood during Dia de los Muertos. Shortening the hours that the cemetery is open will keep families safer during the pandemic. Wearing masks and taking personal responsibility is also important.

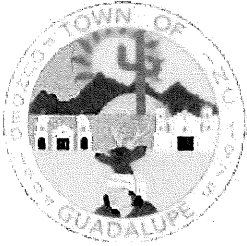
Mr. Kulaga stated that closing the cemetery at 8:00 PM, as discussed by Council, may place staff and the Maricopa County Sheriff's Office in a challenging position. From a staff perspective, the closing time of 10:00 PM is a fair, reasonable, and safe closing time. Once Council provides direction to staff, posters will be created to alert the community of the cemetery hours.

A Councilmember discussed how there were 15 positive cases of COVID-19 as a result of a recent funeral in Town. With the delay in getting test results, more positive cases may exist in the community. A lot of time and money has been spent on decreasing the number of positive COVID-19 cases in the community.

A Councilmember suggested that hand washing stations, hand sanitizer, and masks be available at the cemetery. Masks could also be handed out to community members that are celebrating Mesitas.

Councilmembers concurred with Mr. Kulaga's recap of the discussion as follows: celebrations at home; include a raffle event; distribute information via social media and the Town website; create a public service announcement with teens to get the messages out to the community; develop a flyer that is specific to the cemetery guidelines with hours being 5:00 AM – 10:00 PM. A Councilmember noted that the flyers for each of the events will be included on the Town's website and social media pages.

Councilmember Osuna left the meeting at 7:00 PM



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4. COMMUNITY ACTION PROGRAM (CAP) VEHICLE PURCHASE

Jeff Kulaga, Town Manager / Clerk, stated that due to increased food distribution needs, the Community Action Program is in need of a van to address this demand. The proposed vehicle purchase is under the state contract. The new vehicle would replace a 2003 pickup truck and provide a more reliable vehicle. Staff recommends approval of the vehicle purchase.

Motion by Vice Mayor Vital to approve agenda item G4; second by Councilmember Bravo. Motion passed unanimously 6-0.

Councilmembers approved the purchase of a 2020 Transit Connect 6 Passenger Van for use by the CAP program for increased food distribution services to the community as a result of COVID19. The purchase price, utilizing a state contract, is \$29,509.86. This purchase 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.

5. FIRE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARD REAPPOINTMENTS

Jeff Kulaga, Town Manager / Clerk, stated that state statute requires that local jurisdictions have a Fire Public Safety Personnel Retirement System Board (Board). The Board is required to meet twice a year. Terms of service are staggered. Lory Cota and Dennis Dominguez' terms of service expire on October 31, 2020. If reappointed, their new terms of service would expire October 31, 2024.

Motion by Councilmember Bravo to reappoint Lory Cota and Dennis Dominguez to the Fire Public Safety Personnel Retirement System Board; second by Councilmember Soto. Motion passed unanimously 6-0.

Councilmembers reappointed Lory Cota, citizen representative, and Dennis Dominguez, Fire Department elected representative to the Guadalupe Fire Public Safety Personnel Retirement System Board pursuant to A.R.S. § 38-847. The terms of office expiration dates for both positions is October 31, 2024. Lory Cota and Dennis Dominguez were initially appointed by the Council in October, 2018 to an initial term of two years. *There is no material for this agenda item.*

The following roster includes updates terms of office for Ms. Cota and Mr. Dominguez:

Board Member Name	Position	Term Expires
Jeff Kulaga (Chair)	Mayor's designee	10/31/2022
Lory Cota	Citizen representative	10/31/2024
Mary Uriarte	Citizen representative	10/31/2022
Dennis Dominguez	Fire Department representative (elected)	10/31/2024
Alan Romania	Fire Department representative (elected)	10/31/2022

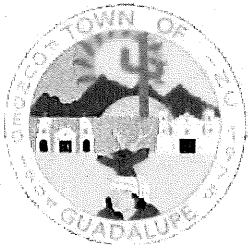
6. GENERAL ELECTION UPDATE

Jeff Kulaga, Town Manager / Clerk provided an update on activities and deadlines related to the November 3, 2020, General Election. The Multi-purpose Room in the Mercado will serve as an in-person, early voting site for the upcoming election October 22 – 24; and October 26 – November 3. Early mail in ballots may be dropped off at this location. The voting site is staffed by the Maricopa County Elections Department. Additional election information is available on the Town's website. The last day to request a ballot in the mail from the Maricopa County Election Department is October 23, 2020.

H. TOWN MANAGERS' COMMENTS

Jeff Kulaga, Town Manager / Clerk

- o Congratulated Senior Center staff on passing a recent kitchen inspection from the Maricopa County Health Department.



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- o Congratulated the Guadalupe Fire Department for assisting in delivering a baby during a recent emergency call for service.

I. COUNCILMEMBERS' COMMENTS

Councilmember Bravo

- o Thanked community members, Town staff, Pascua Yaqui Tribe, and the Maricopa County Sheriff's Office, for working well together during these challenging times.

Councilmember Sánchez

- o Condolences to a staff member on the passing of a loved one.
- o Encouraged everyone to wear a mask.
- o Thanked everyone.

Councilmember Cota

- o Thanked everyone.

Councilmember Soto

- o Thanked everyone, and specifically the Mayor and Vice Mayor for their efforts on keeping the community safe; and, for their continued partnerships with various agencies.
- o Thanked the Community Action Program staff and volunteers for their food distribution efforts.
- o Guadalupeans are proud of who we are and where we live; and, will take personal responsibility and keep virus numbers low.

Vice Mayor Vital

- o Thanked staff, community members, and community partners, regarding their work on COVID-19 efforts. Be safe.
- o The 2020 Census deadline has been extended. Census assistance will be offered to community members at the Pascua Yaqui tribal building on Saturday.

Mayor Molina

- o Congratulated the Guadalupe Fire Department for being awarded \$70,000 in revenue grant funding from the Gila River Indian Community.
- o Thanked staff for their work.

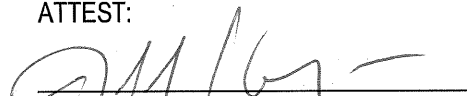
I. ADJOURNMENT

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

The meeting was adjourned at 7:32 p.m.


Valerie Molina, Mayor

ATTEST:


Jeff Kulaga, Town Manager / Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the October 8, 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