



# Minutes Town Council Regular Meeting May 14, 2020

Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, May 14, 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  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

## AGENDA

### A. CALL TO ORDER

Mayor Molina called the meeting to order at 6:05 p.m.

### B. ROLL CALL

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

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

### C. INVOCATION/PLEDGE OF ALLEGIANCE

Mayor Molina called for a moment of silence in memory of a community member that recently passed away. Mayor Molina then led the pledge of allegiance.

### D. APPROVAL OF MINUTES: None.

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.

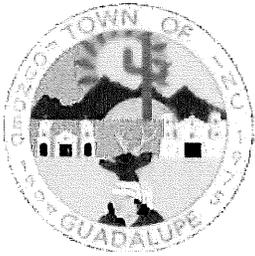
### G. DISCUSSION AND POSSIBLE ACTION ITEMS:

**12. COVID-19 ACTION UPDATE** (*item taken out of order; there is no material for this agenda item*)  
Jeff Kulaga, Town Manager / Clerk, provided an update regarding current steps taken to safe guard public health and safety in response to the Coronavirus and its impact to Town services. Mr. Kulaga stated that since the update provided to Council on March 23, 2020, concerning the COVID-19 pandemic, there have been many business/operational changes as follows:

- Staff is recommending cancelling the July 4, 2020, community event, based on social distancing concerns and budget constraints.
- Party permits, Mercado facility rental, and Biehn Colony Park reservations will not be approved until after August 1, 2020.
- Car show has been rescheduled for September 27, 2020.
- Continue to reduce the number of audience members and staff present at Council meetings; and, improve technology utilized at Council Meetings.

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- Town Hall will be open Tuesday, 9:00 AM – noon; Wednesday, 2:00 PM – 5:00 PM. Public restrooms in the lobby are closed, the phone has been removed, and the water fountain has been disconnected. Staff will be wearing masks at the front counter.
- Community Action Program food distribution remains the same, with increased use of disinfectant.
- Senior Center will be closed through July 6, 2020. Services are available by appointment.
- Fire Department personnel are wearing masks.
- June 1, 2020, in-person court appearances may resume.
- Maricopa County Sheriff's Office personnel and Public Works personnel are taking safety precautions.
- Town administration personnel are increasing hygiene practices, and social distancing.
- A glass window will be installed at the Town Hall reception desk.
- Closed until further notice: public library, Head Start Program, Department of Economic Security office.
- Little League season has been cancelled.
- Staff worked with Cuaresma leadership to make those events as safe as possible.

Per the Governor's office, no county, city, or town may issue restrictions more stringent than the Governor allows. The Governor's office is urging individuals to take necessary precautions and to act responsibly, per the Centers for Disease Control. Arizona State University is currently testing COVID-19 levels based on materials emerging from sewer lines in Town. An update will be provided at the May 28, 2020, Regular Council Meeting.

In response to a concern regarding members of the public not self-distancing when receiving Town services, Mr. Kulaga noted that education is key, and the next step could be for the Maricopa County Sheriff's Office to have more of a presence during these exchanges.

A councilmember discussed the need for more community volunteers to assist staff with Town provided services; and, thanked the City of Tempe for including the Town in their study of wastewater COVID-19 levels. Community members are highly encouraged to get tested for COVID-19.

### **3. MEDICAL MARIJUANA DISPENSARY PROPOSED ZONING CODE TEXT AMENDMENT (*item taken out of order*)**

Jeff Kulaga, Town Manager / Clerk, stated that staff has received a request from Jason Barraza, Harvest representative (medical marijuana dispensary), to amend the Town Code to align with Arizona Revised Statutes for hours of operation for medical marijuana dispensaries. Mr. Barraza pointed out that Lauren Nihoss, Harvest Governmental Relations Specialist, is participating in the meeting via teleconference. Currently the Harvest has a variance from the Town to operate from 8:00 AM to 10:00 PM. The variance expires later this year. Mr. Barraza stated that instead of continuing to apply for variances in hours of operation, he is requesting that the hours of operation in the Code be changed to allow medical marijuana dispensaries to operate until 10:00 PM. This would provide industry consistency for customers and employees.

Mr. Kulaga stated that the request is to align the Town Code hours of operation by changing the business closing time from 6:00 PM to 10:00 PM to align with State statutes. Currently both medical marijuana dispensaries in town are open until 10:00 PM because of variances granted to both facilities. If approved, this would eliminate the need to process future variance requests to extend hours of operation.



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David Ledyard, Town Attorney, stated that if Council were to adopt a Code text amendment allowing medical marijuana dispensaries to remain open until 10:00 PM, it would apply to both dispensaries in Town. A variance to operate until 10:00 PM would no longer be required.

The requesting party is Steve White, Harvest representative (medical marijuana dispensary), 8121 West Baseline Road, Guadalupe, AZ.

Councilmembers directed the Town Manager / Clerk, to prepare a Town Code text amendment for Council consideration at a future Regular Council Meeting.

**4. MERCADO TENANTS' REQUEST** *(item taken out of order)*

Jeff Kulaga, Town Manager / Clerk, provided follow up information from the April 23, 2020, Regular Council Meeting related to requests from various tenants in the Mercado de Guadalupe (Tianguis), 9201 South Avenida del Yaqui, related to seeking rent relief from the Town due to the economic impacts of COVID-19. He and two Councilmembers met with Mercado tenants to discuss various options related to rent relief. At that meeting, tenants agreed to a 50% rent deferral for April, May, and June, 2020. Only tenants that are current in their rent through March would be eligible for this program. The rent deferral amounts would need to be paid to the Town by June, 2021. An agreement will be prepared for tenants that wish to participate in the rental deferral program.

In response to questions, Mr. Kulaga stated that there are tenants that are renting suites on a month to month basis. For tenants that are on a month to month rental agreement, Mr. Ledyard stated that if the tenant did not repay the rent deferral, the tenant would be in breach of the agreement.

**Motion by Councilmember Bravo to approve a 50% rent deferral for April, May, and June, for Mercado tenants that are current in their rent through March; second by Councilmember Sánchez. Motion passed unanimously on a roll call vote 7-0.**

**1. PUBLIC HEARING – ESTABLISHING AND ADOPTING APPLICATION FEES AND ANNUAL RATES FOR WIRED FACILITIES IN PUBLIC HIGHWAYS (TOWN RIGHT-OF-WAY) (RESOLUTION NO. R2020.13)**

**Motion by Vice Mayor Vital to open the public hearing; second by Councilmember Bravo. Motion passed unanimously on a roll call vote 7-0.**

Jeff Kulaga, Town Manager / Clerk, stated that adoption of this resolution would align the Town with state and federal telecommunication requirements for wired facilities in Town rights-of-way; and, establishes rates and fees for wired telecommunication facilities. Council also recently adopted a resolution related to wireless facilities in rights-of-way. If adopted, this would amend the Town Code.

No members of the public spoke.

**Motion by Vice Mayor Vital to close the public hearing; second by Councilmember Sánchez. Motion passed unanimously on a roll call vote 7-0.**

Held a public hearing to authorize the Town of Guadalupe to establish and adopt fees for wired facilities in Town right-of-way; providing for repeal of conflicting resolutions; and, providing for severability. (related to G2)



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## 2. ESTABLISHING AND ADOPTING APPLICATION FEES AND ANNUAL RATES FOR WIRELESS FACILITIES IN PUBLIC HIGHWAYS (TOWN RIGHT-OF-WAY) (RESOLUTION NO. R2020.13)

Jeff Kulaga, Town Manager / Clerk, stated that adoption of this resolution would bring the Town up to current state and federal requirements regarding telecommunication facilities, per the Federal Communications Commission. Municipalities are being preempted by the state and federal levels of government. Staff recommends adoption of the resolution.

**Motion by Vice Mayor Vital to approve agenda item G2; second by Councilmember Sánchez; motion passed unanimously on a roll call vote 7-0.**

Councilmembers adopted **RESOLUTION NO. R2020.13** authorizing the Town of Guadalupe to establish and adopt an application fee for license, renewal fee, interstate telecommunications services license fee, and dark fiber license fee for wired facilities in Town right-of-way; providing for repeal of conflicting resolutions; and, providing for severability. *(related to G1)*

## 5. CLAIMS

**Motion by Vice Mayor Vital to approve agenda item G5; second by Councilmember Bravo; motion passed unanimously on a roll call vote 7-0.**

Councilmembers approved the check register for April 2020, totaling \$440,821.05.

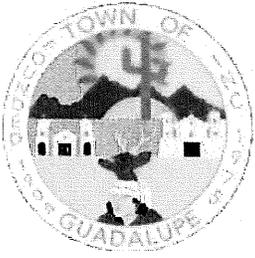
## 6. CITY OF TEMPE INTERGOVERNMENTAL AGREEMENT FOR MUNICIPAL COURT ADMINISTRATION SERVICES (RESOLUTION NO. R2020.17)

Jeff Kulaga, Town Manager / Clerk, stated that he and Mr. Ledyard have met with representatives from the Arizona Superior Court to discuss combining the Guadalupe Municipal Court with either the Kyrene Justice Court or the City of Tempe Municipal Court. At the direction of the Arizona Superior Court, he and Mr. Ledyard began working with the City of Tempe Municipal Court representatives. The intergovernmental agreement (IGA) includes how the Maricopa County Sheriff's Office cites and processes individuals, and court administration processes. If approved, the Guadalupe Municipal Court operations would transfer to the City of Tempe Municipal Court beginning on July 1, 2020. The Tempe City Council will be considering this IGA on May 28, 2020.

In response to a question regarding if a future Town Council would have the ability to have the Guadalupe Municipal Court reinstated, Mr. Ledyard stated that it could be done, however it could take up to 24 months to have the Guadalupe Court reinstated. The State statues require municipalities to provide court services, which may be contracted with another court to provide those services. If a contractual court arrangement does not work properly, the Arizona Supreme Court has the ability to seize the court and run cases through the Arizona Superior Court.

Councilmembers discussed the financial need for the Town to contract out court services to Tempe; and, the possibility of reinstating municipal court services when the financial environment improves.

Councilmembers adopted **RESOLUTION NO. R2020.17** authorizing the Mayor, or designee, to enter into an intergovernmental agreement (C2020-17) with the City of Tempe Municipal Court to begin providing all court related services on behalf of the Town of Guadalupe, beginning on July 1, 2020. The transfer of court administration from the Town of Guadalupe Municipal Court to the City of Tempe Municipal Court will result in a recurring annual savings of approximately \$230,000. The Mayor, or designee, is authorized to sign all necessary documents in furtherance of this agreement.



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**7. AMENDMENT NO. 1 (FIRST AMENDMENT) TO AN INTERGOVERNMENTAL AGREEMENT WITH MARICOPA COUNTY ANIMAL CARE AND CONTROL DEPARTMENT**

Jeff Kulaga, Town Manager / Clerk, stated that the proposed agreement is an annual contract with Maricopa County Animal Control. The initial term of this agreement was from July 1, 2019 through June 30, 2020. Last year the contract amount had increased 5%; this year, the contract amount increased by \$90. The proposed contract is the first amendment to the initial contract.

**Motion by Vice Mayor Vital to approve agenda item G7; second by Councilmember Sánchez; motion passed unanimously on a roll call vote 7-0.**

Councilmembers authorized the Mayor, or designee, to sign a First Amendment to an intergovernmental agreement (agreement) (C2019-14A) with Maricopa County by and through its Animal Care and Control Department and the Town of Guadalupe for the provision of animal control services. The First Amendment term of this agreement is from July 1, 2020 through June 30, 2021; and, may be renewed for up to two successive two-year terms by mutual agreement of both parties. The cost of service for the First Amendment contract term is \$30,360. The Mayor, or designee, is authorized to sign all necessary documents in furtherance of the First Amendment.

**8. AMENDMENT NO. 4 TO AN INTERGOVERNMENTAL AGREEMENT WITH MARICOPA COUNTY HUMAN SERVICES DEPARTMENT FOR THE GUADALUPE COMMUNITY ACTION PROGRAM**

Jeff Kulaga, Town Manager / Clerk, stated that this intergovernmental agreement (IGA) authorizes Maricopa County (County) to provide funding for the Towns' Community Action Program (CAP). The County provides two types of funding: 1) salaries, supplies, operating expenses; and, 2) rental and utility assistance funding. The funding for this IGA is for operating expenses. Typically the County provides \$35,000 for a one-year term. This year, the County is providing \$20,000 for a six-month term. The County is in the process of assessing the financial stability of their partners. Staff recommends approval of the IGA.

**Motion by Councilmember Bravo to approve agenda item G8; second by Councilmember Sánchez; motion passed unanimously on a roll call vote 7-0.**

Councilmembers authorized the Mayor, or designee, to sign Amendment No. 4 to an Intergovernmental Agreement (Contract #C2018-17B) 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 (CAP). The contract term for Amendment No. 4 is from June 30, 2020 to December 31, 2020, with the County providing \$20,000 to the Town. The Mayor, or designee, is authorized to sign all necessary documents in furtherance of Amendment No. 4.

**9. AMENDMENT NO. 3 TO THE COOPERATION AGREEMENT BETWEEN MARICOPA COUNTY ADMINISTERED BY ITS HUMAN SERVICES DEPARTMENT AND THE TOWN OF GUADALUPE – U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS (RESOLUTION NO. R2020.14)**

Jeff Kulaga, Town Manager / Clerk, stated that the proposed agreement allows the Town to access Community Development Block Grant (CDBG) funding. Since 2011, the Town has completed eight repaving projects totaling \$3.1 million; and, has recently been awarded \$518,000 for sewer line repairs using CDBG funds. Mr. Kulaga stated that he recommends approval of this agreement.

**Motion by Vice Mayor Vital to approve agenda item G9; second by Councilmember Sánchez; motion passed unanimously on a roll call vote 7-0.**



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Councilmembers adopted **RESOLUTION NO. R2020.14** authorizing the Mayor, or designee, to sign a three-year renewal of the Cooperation Agreement (C2020-16) with Maricopa County by and through the Maricopa County Human Services Department for Fiscal Years 2021-2022, 2022-23 and 2023-24 for the continued participation in U. S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Entitlement, HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG), and other HUD-related programs. The Mayor, or designee, is authorized to sign all necessary documents in furtherance of this agreement.

#### **10. PASCUA YAQUI TRIBE GAMING GRANT (RESOLUTION NO. R2020.15)**

Jeff Kulaga, Town Manager / Clerk, stated that in March, Councilmembers approved several gaming grant resolutions authorizing staff to submit gaming grant funding requests, one of which was a \$65,000 to fund public safety personnel for various cultural events. A representative from the Pascua Yaqui Tribe recently contacted staff to inquire about additional funding needs for the Town. As a result, staff is including an additional funding request of \$60,750 for Community Action Program needs. Resolution No. R2020.15 replaces Resolution No. R2020.11.

**Motion by Councilmember Bravo to approve agenda item G10; second by Vice Mayor Vital; motion passed unanimously on a roll call vote 7-0.**

Councilmembers adopted **RESOLUTION NO. R2020.15** authorizing the submittal of an application for a grant of \$125,750 from the Pascua Yaqui Tribe for cultural event public safety purposes and Community Action Program resources. The Mayor, or designee, is authorized to sign all necessary documents in furtherance of this grant application.

#### **11. PROPOSED FISCAL YEAR 2020/2021 TOWN BUDGET INTRODUCTION**

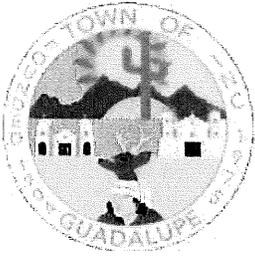
Jeff Kulaga, Town Manager / Clerk, presented the proposed fiscal year 2020/2021 Town budget which totals \$9.2 million. The \$5.3 million General Fund comprises 57% of the total budget. Staff has reduced the overall budget by 22%, compared to the previous year's budget. Much of the budget reductions consisted of reducing the grant fund and transferring court services to Tempe Municipal Courts. The Sewer Fund increased by 164%, which is a result of receiving a \$518,000 Community Development Block Grant funding from Maricopa County, for sewer line repairs.

COVID-19 pandemic impacts to the General Fund forecast include: local sales taxes will decline to \$1.4 million, versus \$1.9 million last year; transient occupancy taxes have decreased 75%; state shared sales taxes, restaurant taxes, and bar taxes have all declined. Current revenue amounts are comparable to 2015 revenues. In working with a consultant, staff discovered that no forecasts have been prepared based on a pandemic. Due to the declining revenues, it will require the use of \$1.3 million of the General Fund reserve balance, which comprises 26% of the proposed budget.

There is a remaining balance in the Municipal Court fund for any transition expenses after July 1, 2020. Staff anticipates an annual recurring savings of \$190,000 as a result of transitioning the Court to the Tempe Municipal Court.

Staff is recommending reducing funding for a Building Inspector, currently with Dibble Engineering, with the intent to contract out for these services. 65% of the General Fund consists of the Maricopa County Sheriff's Office (MCSO) and the Fire Department. The Cemetery fund has increased 68% due to needed repairs for the gate and walls.

In the Grant Fund, Salt River Project through the neighborhood aesthetic funds of \$245,000 will underground power lines above Guadalupe Road and the Town will provide \$45,000 for street light pole replacement as part of the project. The Highway User Revenue Fund (HURF) is used to maintain streets and rights-of-way. The Local Transportation Assistance Fund offsets the costs of Senior Center programming and services. The annual municipal bond payment of \$292,000 expires in 2023. \$636,000 of the General Fund balance is allocated to support various other funds.



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Mr. Kulaga noted that utilizing 26% of General Fund reserves to balance the budget is not a sustainable financial practice. The MCSO contract is \$2 million; and, the Fire Department is approximately \$1.3 million. Reducing expenditures is exceedingly difficult. The overall budget is \$115,000 less than the previous fiscal year. The estimated General Fund balance for the upcoming fiscal year is approximately \$1.385 million. Staff is deferring the bond payment for this fiscal year to July 1, 2020, which results in a \$272,000 savings.

In terms of revenues, the Town did well through February; however, since that time, revenues are expected to decrease due to COVID-19 impacts, creating a \$1.3 million funding gap where expenditures are exceeding revenues for FY21.

No employee salary or wage increases are recommended. The town employs 33 employees, 13 of which are making minimum wage. The elimination of the Courts results in an annual recurring savings. COVID-19 accelerated the Towns' dire financial condition. It is critical that the Town achieve fiscal stability. There is no funding capacity for capital repairs, equipment replacement, wage increases, or unexpected expenses.

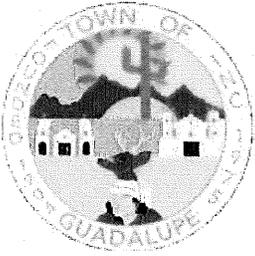
Difficult expenditure reduction choices exist that would directly impact service delivery to the community. Challenges include resolving the short term deficit. Staff is exploring state or federal financial relief, and is seeking alternatives to municipal service delivery, such as transitioning the municipal court to the City of Tempe. The Town is in need of recurring revenue generators.

Mr. Kulaga reviewed one-time revenues received this fiscal year, and how those monies will be allocated. Implementing a property tax was considered and dismissed. Staff issued a Request for Proposals for investing in Town-owned properties. Staff pursued several grants and sought alternative service delivery for police, fire, courts, and solid waste services. The Town contracted with a new solid waste provider, which resulted in a better rate for customers. Staff has also worked on revising Mercado leases.

Going forward, staff is seeking guidance on the following:

- Having Town-owned properties appraised; and, consider development opportunities
- Actively advocate for federal recovery and relief
- Reconsideration of implementing a property tax; elections for property taxes occur in May
- Assess Town fees for the cemetery and parks; Fire Department costs; Senior Center meals; Community Action Program costs
- Issue a Request for Proposals for Auditor services
- Partner with MCSO
- Firefighter personal time off analysis
- Review revenues monthly, through October
- Review Arizona State University town-owned property analysis
- Review the status of the Mercado
- Consider leasing opportunities of Town Hall office space
- Pursue grants

Mr. Kulaga stated that Arizona State University students are assessing how much revenue Town-owned properties would generate from retail activity. He then reviewed Biehn Colony Park rental fees and cemetery burial fees, compared to other municipalities.



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Staff will present the tentative budget for adoption on May 28, 2020. Adoption of the final budget is scheduled for June 25, 2020. Staff will continue to monitor the COVID-19 impacts through December, and its impact to the economy; and explore state and federal stimulus packages. Mr. Kulaga stated that he participates in weekly conference calls with state and federal representatives concerning local stimulus funding opportunities. Difficult decisions may be needed by December if the economy does not improve and if a financial stimulus package is not forthcoming.

Councilmembers discussed the lack of community pride, trespassing on private property, and the cost to the community as a result of vandalism on public property; the need for community members to take responsibility for taking better care of community assets; and, the need for community members to report criminal activity directly to MCSO. The development community has indicated that it is not interested in investing in Guadalupe due to the high crime rate. Outside the community, there is a perception questioning what the Town is doing to help itself. Perhaps it is time to reconsider implementing a property tax. Participating in the Census is critical to the Town receiving funding. The Town is in a dire financial position.

Laura Nachmanson, community member, volunteered to assist community members with filling out their Census, and agreed that community members need to be held accountable.

#### H. TOWN MANAGERS' COMMENTS

Jeff Kulaga, Town Manager / Clerk

- The recent repaving and pot hole repair projects have been completed.
- The street restriping project will begin on Saturday. The Maricopa County Sheriff's Office will provide assistance with this project.
- Urgent sewer repairs are complete.
- A house demolition was recently completed to accommodate a bridge improvement project over Interstate 10.
- The Avenida del Yaqui street improvements plans are 60% completed.
- Old Town Hall demolition is scheduled for June 1, 2020.
- Senior Center and Community Action Program staff are providing meals and food distribution services.
- Fire Department personnel are responding to calls for service.
- Public Works staff is cleaning streets and alleys.
- Thanked staff for meeting set up, budget preparation, and assistance with the Mercado rent deferral program.
- Census response state-wide average is 56%; Maricopa County is 60% response rate; and, Guadalupe is at a 44% response rate. Participation in the Census results in increased state shared revenues.

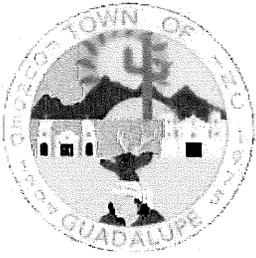
#### I. COUNCILMEMBERS' COMMENTS

Councilmember Sánchez

- Thanked staff for their work.
- Would like to explore the use of the Chain Gang to assist with parks and cemetery clean up.

Councilmember Anita Cota

- Thanked staff for their work.
- Thanked Mayor Molina for her leadership; and, Councilmember Bravo for holding the community accountable for their actions.
- She has received complaints regarding weeds in alleys.
- Continue social distancing and stay healthy.
- Thoughts and prayers for those affected by COVID-19.



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**Councilmember Bravo**

- Thanked staff for their work.
- Thanked community members for understanding the position the Town is in; and, encouraged participation in the Census.
- Thanked audience members.

**Vice Mayor Vital**

- Thanked staff for their work.
- Thanked viewers and audience members.
- Tuesday, May 19, 2020 – Graduation cruise. Wear a mask; no social gatherings allowed.
- If community members are not feeling well, stay home. Wear a mask when going outside.

**Mayor Molina**

- Thanked staff for their work.
- Tuesday, May 19, 2020 – seeking volunteers to assist the Community Action Program staff with food distribution.
- Congratulations to 2020 Guadalupe graduates.

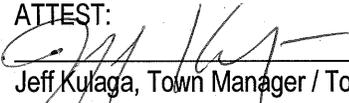
**J. ADJOURNMENT**

**Motion by Vice Mayor Vital to adjourn the Regular Council Meeting; second by Councilmember Bravo. Motion passed unanimously on a voice vote 7-0.**

The meeting was adjourned at 8:12 p.m.

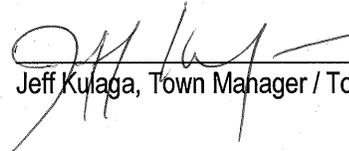
  
Valerie Molina, Mayor

**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 May 14, 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