

Minutes Town Council Regular Meeting June 28, 2018

Valerie Molina
Mayor

Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, June 28, 2018, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Guadalupe, Arizona, in the Council Chambers.

Anita Cota
Vice Mayor

A. CALL TO ORDER

Mayor Molina called the meeting to order at 6:00 P.M..

B. ROLL CALL

Councilmembers Present: Mayor Valerie Molina, Vice Mayor Anita Cota, Councilmember Gloria Cota, Councilmember Joe Sanchez

Gloria Cota
Councilmember

Councilmembers Absent: Councilmember Elvira Osuna, Councilmember Faustino Valenzuela, and Councilmember Ricardo Vital

Elvira Osuna
Councilmember

Staff Present: Jeff Kulaga – Town Manager / Clerk, Bob Thaxton – Finance Director, Jennifer Drury – Assistant to the Town Manager, Nancy Holguin, Community Development Coordinator, Gerardo Moreno – Public Works Director, Wayne Clement – Fire Chief, Veronica Matuz – Senior Center Director, Dave Ledyard – Town Attorney, and Kay Savard – Deputy Town Clerk

Joe Sanchez
Councilmember

C. INVOCATION/PLEDGE OF ALLEGIANCE

Vice Mayor Cota led the invocation. Mayor Molina then led the Pledge of Allegiance.

Faustino Valenzuela
Councilmember

D. APPROVAL OF MINUTES – None.

E. CALL TO THE PUBLIC – No one spoke.

F. MAYOR and COUNCIL PRESENTATIONS – None.

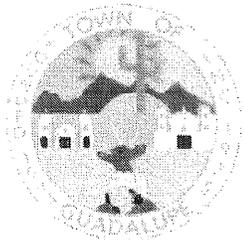
G. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. **RESOLUTION NO. R2018.13:** Councilmembers adopted **RESOLUTION NO. R2018.13** authorizing the Mayor to execute an intergovernmental agreement #C2018-20 for public safety services between the Town of Guadalupe and Maricopa County on behalf of the Maricopa County Sheriff's Office. This agreement shall remain in full force and effect from July 1, 2018 (the "Effective Date") through June 30, 2021 (the "Initial Term") and its automatic renewal terms, unless terminated. The contract amount is \$1,775,048.40 for Fiscal Year 2019, July 1, 2018 through June 30, 2019, and at the updated rates not yet determined throughout the Initial Term (July 1, 2018 through June 30, 2021) and each year thereafter, as outlined in Exhibit A of the Agreement. *(continued from the June 14, 2018 Town Council Regular Meeting)*

At the request of the Town Council, Matt Giordano, Executive Chief, Maricopa County Sheriff's Office, was invited to the podium to provide a presentation regarding the proposed intergovernmental agreement (IGA) with the Maricopa County Sheriff's Office (MCSO) to provide public safety services for the Town of Guadalupe.

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Mr. Giordano outlined the IGA costs to the Town and discussed the following: he is responsible for law enforcement services for the Town of Guadalupe; the Town of Guadalupe has 1.66 Beats which provides for one deputy, 24-hours a day, seven days a week; the IGA total is approximately \$1.7 million annually; personnel hourly rates have risen significantly, primarily due to the rising costs of public safety retirement (PSPRS), which MCSO has no control over.

Mr. Giordano provided statistics for calls for service for January 1, 2017 – June 21, 2017, compared to January 1, 2018 – June 21, 2018; and, the various reasons for calls for service. Calls for service in 2018 have risen slightly over 200 calls. He discussed police initiated contacts and statistics; proactive police enforcement; law enforcement visibility in the community; the top 10 addresses for calls for service; response times; and how calls for service are prioritized. MCSO has participated in several community events, and has hosted two community forums in the Town, one of which Sheriff Penzone attended.

Councilmembers discussed various incidents where calls for service were placed, with no law enforcement follow up; and, how the lack of law enforcement follow up on calls for service has impacted the community, which has created a lawless environment. Mr. Giordano stated that he will research the concerns and provide feedback to Councilmembers; and, encouraged community members to contact MCSO when problems arise when calls for service are placed.

Councilmembers emphasized the importance of reassuring the community that there is law and order within the community. Mr. Giordano stated that MCSO will be taking a proactive enforcement approach and engage with community members.

Councilmembers voiced concern about the rising costs of public safety activities and the challenges that poses related to affordability in future years. Mr. Giordano stated that future costs are unknown; and, that there is currently a study underway to analyze law enforcement costs and practices. Councilmembers requested that the County Board of Supervisors take into consideration the high crime rate in the Town; and, that Guadalupe is landlocked and has a limited tax base to generate revenue.

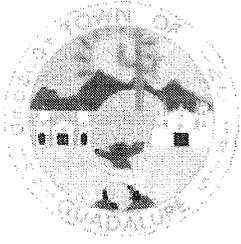
Councilmembers voiced concern about the lack of police patrol activity, compared to times when several patrol vehicles are at one location. Mr. Giordano stated that police vehicles are equipped with global position systems and Deputy activity is tracked and logged. MCSO will work on increasing police visibility and patrol patterns; and, that the number of responding MCSO personnel depends on the nature of the activity or incident.

Councilmembers discussed incidents where MCSO deputies have treated community members disrespectfully, and the need for cultural competency training. Mr. Giordano stated that when there are policy violations such as this, then community members are encouraged to contact a supervisor at MCSO to report this activity.

Councilmembers thanked MCSO for the assistance that the Chain Gang provides to the community; and, confirmed that MCSO is affiliated with the text-to-911 service.

Motion by Vice Mayor Cota to approve agenda item G1; second by Councilmember Sanchez. Motion passed unanimously 4-0.

2. SUMMER YOUTH PROGRAM: Mayor Molina invited Alexander Tovar, Summer Youth Employment Program leader, to the podium to provide a summary of the Town of Guadalupe Summer Youth Program. Mr. Tovar stated that the Town of Guadalupe partnered with the United Way and the Pascua Yaqui Tribe to provide educational and skill based training and work experience to Guadalupe youth.



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Mr. Tovar provided a PowerPoint presentation outlining the following Summer Youth Employment Program activities and recommendations: advertising and participant applications process; interview/participant selection process; participant placements in Town departments; outline of participant curriculum; group projects; and, crediting organizations and individuals for the program success.

Mr. Tovar outlined problems and solutions program participants identified concerning the Community Action Program (CAP), the Maintenance Department, Senior Center, and Fire Department as follows:

CAP Office:

Expired food

Buy fresher food and throw out old food

The CAP office is a small and packed area

Raise money through fund raisers to re-model

Food bags only have 2 items

Food bags should include fruit, vegetables and some kind of protein and bread

Maintenance Department

Trash, public dumping in the community

Provide dumpsters and also allow community members to put out their trash for maintenance to pick up

Dead animals left out for maintenance to pick up

Create an animal shelter

Tools falling apart

Fundraise to provide new tools to maintenance department

Senior Center

The pantry and desk areas were not organized

Hire more people to work and clean

More volunteers are needed

There is no recycle bin for seniors

Provide a recycle bin

Fire Department

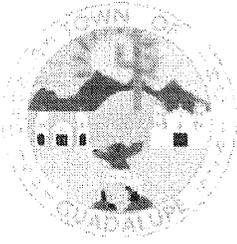
People in the Town do not have smoke detectors

Give smoke detectors to the Fire Department so that they can install them in the community

Councilmember praised Mr. Tovar and Town staff for their work on this program.

3. **WASTE MANAGEMENT RATE INCREASE:** Jeff Kulaga, Town Manager / Clerk, stated that Waste Management has notified the Town of a solid waste rate increase of 51 cents per month, per household. Staff is recommending that the monthly rate increase be absorbed in the proposed Fiscal Year (FY) 2018-19 Tentative Budget in the Refuse Enterprise Fund because the Fund has the capacity to absorb the rate increase of approximately \$19,000, versus passing the rate increase on to homeowners. At some point, the Solid Waste Fund will not have the capacity to absorb future rate increases, which will then impact the community. Roll off container fees and related services are also anticipated to increase in FY 2018-19. Staff will be assessing the impacts of future solid waste rate increases and services provided.

Councilmembers noted that this provides an opportunity to begin the discussion of future solid waste rate increases with community members.



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4. ADOPT TENTATIVE FISCAL YEAR 2018/2019 BUDGET: Councilmembers adopted the Fiscal Year (FY) 2018-19 Tentative Budget and set the time and date of 6:00 P.M., July 26, 2018, for the public hearing for final adoption of the FY 2018-19 budget. The adopted Town of Guadalupe *amended* FY 2018-19 budget totals \$11,859,267 and includes funding for departmental operating budgets of \$4,974,440 and funding for debt service of \$292,250; \$2,863,453 capacity for potential grant awards; *and, a contingency fund of 5% (\$248,722) of the adopted tentative budget.*

Jeff Kulaga, Town Manager / Clerk, introduced co-presenters Bob Thaxton, Finance Director, and Pat Walker, Consultant. Mr. Kulaga provided a PowerPoint presentation and highlighted the proposed Town of Guadalupe tentative budget for Fiscal Year (FY) 2018-19. Mr. Kulaga outlined the following: the FY 2018-19 tentative budget totals \$11,610,545; revenue sources; fund balances are being utilized for paying for a portion of operational expenses; expenditures; line item expenses and potential grant opportunities within various budget categories; operational restructuring, number of personnel, and employee benefit costs; financial policies; and, next steps.

Mr. Kulaga stated that the proposed budget does not include contingency funding. 15% of the total budget is standard practice to budget for contingency expenses. Contingency funding allows the Town to plan for unforeseen emergencies and needed expenditures. The Town Council is required to authorize all expenditures of contingency funds. Pat Walker, Consultant, added that Government Finance Officers Association establishes best practices for municipalities; and, recommends that municipalities set a policy of having a contingency fund amount of 15% of the total budget.

Councilmembers confirmed that the budget does not include pay raises for staff; and, that in lieu of pay raises, agreed that Town Hall be closed on Christmas Eve and New Year's Eve. Councilmembers then discussed the placement of the East Valley Hispanic Chamber of Commerce membership expense (\$2,500) listed in the Mayor/Council budget and agreed that it be relocated to the Town Manager's budget.

Councilmembers discussed the printing and duplicating budget listed under the Town Manager; voiced support of adding the Summer Youth Employment Program to the budget; and received clarification that if a new Town Council takes office, the new Town Council would have the authority to change the contingency fund policy. Councilmembers then agreed that a 5% contingency fund policy be established.

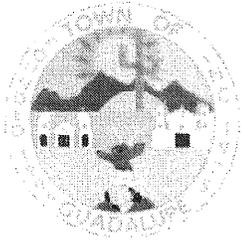
In response to a question, Bob Thaxton, Finance Director, outlined the number of meals served at the Senior Center, and the number of home delivered meals, daily. The Senior Center staff conducts community outreach and provides information regarding the services they offer on the Towns' website. Program donations and contributions are accepted, but not required.

Mr. Kulaga concluded by noting that the Chain Gang donates approximately 90 hours a month to assist staff with various tasks.

Motion by Vice Mayor Cota to adopt the fiscal year 2018-19 tentative budget and set the time and date of 6:00 p.m., on July 26, 2018 for the public hearing and final adoption of the FY 2018-19 budget; second by Councilmember Sanchez.

At the request of Mr. Kulaga, Vice Mayor Cota amended her motion as follows:

The tentative budget amount of \$11,610,545 includes funding for departmental operating budgets.



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Mr. Kulaga clarified the contingency fund choices provided to the Town Council.

Vice Mayor Cota amended her original amendment to add the tentative budget amount to:
The tentative budget amount is \$11,859,267 for fiscal year 2018-19.

Motion passed unanimously 4-0.

Mayor Molina announced that there will be a public hearing for the budget on July 26, 2018.

5. MERCADO PATIO PUBLIC EVENT APPLICATION AND RENTAL AGREEMENT: Councilmembers reviewed the proposed Mercado Patio Public Event Application and Rental Agreement for public special events.

Jeff Kulaga, Town Manager / Clerk, stated that agenda items G5, G6, and G7, are interrelated. Staff has developed two applications for the rental of the Mercado patio: 1) public events, and 2) private events. Private events would be by invitation only. The public application is more comprehensive. Mr. Kulaga discussed various elements included in the applications and noted that if alcohol is served, the applicant may need to obtain a liquor license from the State of Arizona. The applications include various fees such as an application processing fee and a security deposit fee. Staff will assess each application to determine if Town staff will be needed for an event, and what level of services are needed from the Maricopa County Sheriff's Office for public safety purposes. There is also a Hold Harmless Agreement required with the rental of the Mercado patio.

Mr. Kulaga stated that for private events where alcohol will be served, and not sold, that the applicant would be required to obtain an Alcohol Use Permit from the Town. Agenda item G7 is a proposed spirituous liquor ordinance, however the intent is that the ordinance pertain to beer.

Dave Ledyard, Town Attorney, agreed that the intent of the spirituous liquor ordinance is for it to relate to beer, and to provide enforcement authority to the Town staff.

Motion by Vice Mayor Cota to continue agenda items G5, G6, and G7 to the July 12, 2018 Regular Council Meeting; second by Councilmember Sanchez. Motion passed unanimously 4-0.

6. MERCADO PATIO PRIVATE EVENT APPLICATION AND RENTAL AGREEMENT: Councilmembers reviewed the proposed Mercado Patio Private Event Application and Rental Agreement for private events and agreed to continue agenda item G6 to the July 12, 2018 Regular Council Meeting.

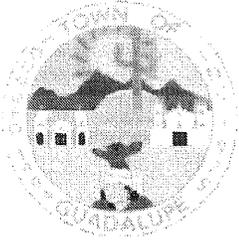
See agenda item G5 for discussion on this agenda item.

7. SPIRITUOUS LIQUOR ORDINANCE NO. O2018.01: Councilmembers reviewed the proposed spirituous liquor ordinance and agreed to continue agenda item G7 to the July 12, 2018 Regular Council Meeting.

See agenda item G5 for discussion on this agenda item.

8. RESOLUTION NO. R2018.12: Councilmembers adopted **RESOLUTION NO. R2018.12** designating the Conrado F. Biducia American Legion Post 124 and the Pascua Yaqui Tribe as Community Partners, and how that relates to the rental of the Mercado patio and multipurpose room.

There was no discussion on agenda item G8.



Motion by Vice Mayor Cota to approve agenda item G8; second by Councilmember Sanchez. Motion passed unanimously 4-0.

9. TOWN WEBSITE OVERVIEW: Jeff Kulaga, Town Manager / Clerk, presented the Town's refreshed website and discussed next steps in the process. Mr. Kulaga, stated that staff will be working on the website content, providing fillable forms for the public to submit on-line, and offer a method for the public to pay their bills electronically.

In response to a question, Mr. Kulaga stated that the new website supports video technology and there will be a link to the Town's Facebook website.

H. TOWN MANAGER'S REPORT

Jeff Kulaga, Town Manager / Clerk provided the following updates:

- Thanked Jennifer Drury, Assistant to the Town Manager / Clerk, for coordinating the Summer Youth Program activities; and, thanked staff for participating in the program.
- Thanked Nancy Holguin, Community Development Coordinator for compiling census data for the Maricopa Association of Governments.
- Thanked Gerardo Moreno – Public Works Director, for working on providing church benches as a seating option in the Council Chambers.
- Thanked Bob Thaxton, Finance Director, and Pat Walker, Consultant, for their assistance on preparing the Town budget.
- Thanked Wayne Clement, Fire Chief, for the fire departments participation in the San Juan Days event and for relocating vehicles parked in the right-of-way; and, thanked Mr. Clement for replacing, purchasing, and installing a light bar on a fire truck, saving the Town money.

I. COUNCILMEMBERS' COMMENTS

- Councilmember Gloria Cota
Thanked staff members for attending the meeting.
- Vice Mayor Anita Cota
Thanked Deputy Beck for his work and for engaging with Town children.
Thanked Jerry Moreno, Public Works Director and Jennifer Drury, Assistant to Town Manager / Clerk, for her work on the Summer Youth Program.
Thanked Town staff for their work on the San Juan Days event.
- Councilmember Joe Sanchez
Discussed the rental fee for the Mercado.
Thanked staff members for attending the meeting.

Mayor Molina

Thanked Town staff for their work on the San Juan Days event.
 Reported a pot hole at Saguaro and Cerritos.
 Reported a speed hump that needs to be painted at Calle Barbarita.,
 Thanked the City of Tempe for the restriping on Avenida del Yaqui.
 A video was posted showing a Deputy playing basketball with the children in Town.
 Thanked Deputy Beck his deputy colleagues for their community engagement.

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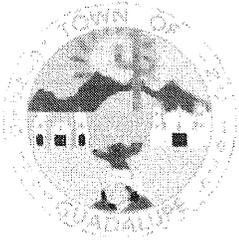
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ADJOURNMENT

Motion by Vice Mayor Cota to adjourn; second by Councilmember Sanchez. Motion passed unanimously 4-0.

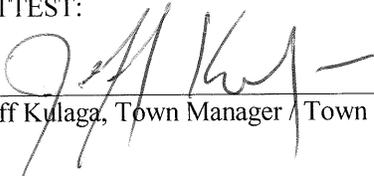
The meeting was adjourned at 8:03 p.m.


Valerie Molina, Mayor

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ATTEST:

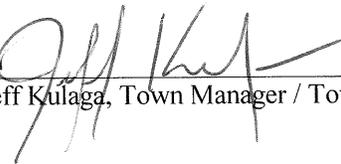

Jeff Kulaga, Town Manager / Town Clerk

Gloria Cota
Councilmember

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Town Council Meeting of the Town Council of Guadalupe, Arizona held on the 28th day of June, 2018. I further certify the meeting was duly called and held and that a quorum was present.

Elvira Osuna
Councilmember


Jeff Kulaga, Town Manager / Town Clerk

Joe Sanchez
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Faustino Valenzuela
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