



*****DUE TO COVID-19, SEATING CAPACITY IS LIMITED TO NO MORE THAN 10 ATTENDEES*****

*****MEETING BROADCAST LIVE ON TOWN OF GUADALUPE FACEBOOK PAGE*****

Valerie Molina
Mayor

Ricardo Vital
Vice Mayor

Mary Bravo
Councilmember

Gloria Cota
Councilmember

Elvira Osuna
Councilmember

Joe Sánchez
Councilmember

Anita Cota Soto
Councilmember

Agendas/Minutes:
www.guadalupeaz.org

Town Council Chambers
9241 S. Avenida del Yaqui
Guadalupe, AZ 85283
Phone: (480) 730-3080
Fax: (480)-505-5368

**NOTICE OF REGULAR MEETING
OF THE GUADALUPE TOWN COUNCIL**

**THURSDAY, FEBRUARY 11, 2021
6:00 P.M.**

**GUADALUPE TOWN HALL
9241 SOUTH AVENIDA DEL YAQUI, MUSEUM ROOM
GUADALUPE, ARIZONA**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Town of Guadalupe Council and to the general public that the Guadalupe Town Council will hold a meeting, open to the public, on Thursday, February 11, 2021, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. INVOCATION/PLEDGE OF ALLEGIANCE
- D. APPROVAL OF MINUTES
 - 1. Approval of the January 28, 2021, Town Council Regular Meeting Minutes.
- 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: Maria Munoz Proclamation
- G. DISCUSSION AND POSSIBLE ACTION ITEMS:
 - 1. INTERNAL AUDIT REPORT: Mayor and Council will receive a presentation from Matt Bingham of Colby & Powell, PLC, Certified Public Accountants, regarding the Town of Guadalupe audit report for fiscal year 2019/2020, ending June 30, 2020. Council will consider and may accept the audit report; and, may provide direction to the Town Manager / Clerk.
 - 2. COVID-19 ACTION UPDATE: Mayor and Council will receive an update from Town staff regarding current Town of Guadalupe COVID-19 positive case rates, scheduled testing, vaccination information, Town service and steps taken to safe guard public health and safety in response to the Coronavirus. Council may provide direction to the Town Manager / Clerk. *Material for this agenda item will be provided at the meeting.*



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3. SOLID WASTE COLLECTION SERVICE PROPOSED RATE INCREASE INTRODUCTION: Mayor and Council will receive a solid waste services financial status report and rate analysis including current financials, five year projected revenues and expenditures, and proposed solid waste service rate increase options for Council consideration. Should a rate increase ultimately be proposed, to comply with Arizona Revised Statutes, public notice would be required on April 23, 2021; 60 days prior to the FY2021/2022 Final Budget adoption date scheduled for June 24, 2021.

4. RIGHT AWAY DISPOSAL (RAD) CONTRACT RENEWAL AMENDMENT NO. 1: Mayor and Council will consider and may take action to approve Amendment No. 1, (C2020-01A) to a contract with Right Away Disposal (RAD) for solid waste collection services. The Town Council initially approved the RAD contract on January 9, 2020. Amendment No. 1 implements an annual rate increase of 1.17% for solid waste services. This amendment complies with the terms of the original contract where annual rate increases shall be in an amount not to exceed the twelve (12) month change in the Consumer Price Index as published by the United States Department of Labor, Bureau of Labor Statistics, or 5% greater than the current monthly fee, whichever is less. The 1.17% increase would increase the rate charged to the Town from \$20.14 to \$20.38 for monthly one bin service. Council may provide direction to the Town Manager / Clerk.

5. REQUEST FOR PROPOSALS – TOWN-OWNED LAND: Mayor and Council will consider and may take action authorizing staff to issue a Request for Proposals (RFP) to solicit interest in the lease and/or sale and development of Town-owned parcels. The locations of the parcels are: 5603 East Calle Iglesia, 5604 East Calle Mexico, northeast and northwest corners of Avenida del Yaqui and Guadalupe Road; 9050 South Avenida del Yaqui, and 9241 South Avenida del Yaqui. If approved, the RFP will be issued on February 22, 2021, with a response due date of March 31, 2021. Council may provide direction to the Town Manager / Clerk.

6. CONSULTANT ENGINEERING INCORPORATED (CEI) CONTRACT AMENDMENT NO. 2: Mayor and Council will consider and take action to award contract Amendment No. 2 (C2020-02B) for additional services to establish temporary construction easements on private property necessary to complete the \$5 million federally funded Avenida del Yaqui street improvement project to Consultant Engineering Incorporated in the amount of \$32,708. Right-of-way acquisition expenses are not eligible for federal funds. Amendment No. 2 is funded through the approved fiscal year 2020/2021 Town Highway User Revenue Fund (HURF) budget where \$186,806 has been allocated for the Avenida del Yaqui project and related right- of-way expenses. Council may provide direction to the Town Manager / Clerk.

7. RIGHT OF WAY WARRANTY DEED: Council will consider and may take action to approve a Warranty Deed (C2021-12) to dedicate 83 square feet of Town-owned property located at 8413 South Avenida del Yaqui, where the Fire Station is located, to the Town as public right of way for sidewalk improvements as part of the federally funded \$5 million Avenida del Yaqui street improvement project. Approval of this Warranty Deed would transition Town-owned property to Town right of way. Council may provide direction to the Town Manager / Clerk.

8. AVENIDA DEL YAQUI – SCHOOL DISTRICT SIDEWALK EASEMENT: Council will consider and may take action to approve a Sidewalk Easement (C2021-13) from School District No. 3 (Tempe Elementary) of Maricopa County, Arizona to allow legal access for the right of ingress and egress for the purpose of installations, maintenance and replacement over, under, and across. This easement allows for construction and on-going maintenance of a sidewalk as part of the Avenida del Yaqui street improvement project. The 205 square foot easement would be located at the immediate northeast corner of Calle Magdalena and Avenida del Yaqui. Council may provide direction to the Town Manager / Clerk.



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9. **HIGHLINE CANAL PATH LIGHTING DESIGN PROJECT:** Mayor and Council will consider and may take action to award contract (C2021-14) to the Town Engineer, Dibble Engineering for design, bid process, construction administration, and inspection services for the conversion of Highline Canal pathway lighting from a battery powered solar lighting system to an electric powered system in the amount of \$77,981. The purpose of this project is to resolve the ongoing theft, vandalism, and maintenance problems to provide a safe, efficient, improved, and cost effective pedestrian path lighting system. Funding for this contract is through the approved fiscal year 2020/2021 Town Highway User Revenue Fund (HURF) and General Fund Capital Outlay budgets. Council may provide direction to the Town Manager / Clerk.

10. **DIBBLE ENGINEERING CONTRACT:** Mayor and Council will consider and may take action to award a five-year contract (C2021-15) for Town Engineer services to Dibble Engineering to provide ongoing engineering related services to the Town. Dibble Engineering was initially awarded the Town Engineer contract by Council on January 28, 2016, with a term expiring February 1, 2021. This staff recommended contract, if awarded, would commence on February 1, 2021, expiring on February 1, 2026. This contract is funded annually through the Highway User Revenue Fund (HURF). Council may provide direction to the Town Manager / Clerk.

11. **ARIZONA RESTAURANT SUPPLY, INC. CONTRACT:** Mayor and Council will consider and may take action to award a contract (C2021-16) for the purchase, installation, and warranty of a walk-in refrigerator for the Senior Center, to Arizona Restaurant Supply, Inc., in the amount of \$39,557.96. The existing walk-in refrigerator has exceeded its serviceable life expectancy and requires on-going repair. Funding for replacing the walk-in refrigerator is through a grant from the Area Agency on Aging. Staff received three bids and recommends awarding the contract to Arizona Restaurant Supply, Inc., because Arizona Restaurant Supply, Inc., provided the lowest bid for the product, installation, and warranty. Council may provide direction to the Town Manager / Clerk.

12. **TOWN FINANCIAL SESSIONS CALENDAR:** Staff will present the schedule of upcoming Council meetings where fiscal review, budget review and adoption, and rate review and adoption agenda items will be scheduled for upcoming presentations to Council. Council may provide direction to the Town Manager / Clerk.

13. **CLAIMS:** Council will consider and may take action to approve the check register for January 2021, totaling \$488,088.96. Council may provide direction to the Town Manager / Clerk.

H. TOWN MANAGERS' COMMENTS

I. COUNCILMEMBERS' COMMENTS

J. ADJOURNMENT



February 5, 2021

To: The Honorable Mayor and Town Council

From: Jeff Kulaga, Town Manager / Clerk

RE: February 11, 2021, Town Council Regular Meeting Information Report

The purpose of this report is to provide brief information regarding each of the meeting's agenda items.

Agenda Items:

D1. JANUARY 28, 2021, REGULAR COUNCIL MEETING MINUTES. (PAGES 8 – 11)

G1. INTERNAL AUDIT UPDATE (PAGES 13 – 109): The Fiscal Year (FY) 2019/2020 Audit for the Town of Guadalupe will be presented by Matt Bingham of Colby & Powell, PLC. The presentation will illustrate the Town's financial position as of June 30, 2020. Of note, the Town's overall financial status improved during FY2019/2020. Overall, the Town's finances and accounting are in proper form, with the audit finding no significant deficiencies or material weaknesses. A key amount, referencing Page 9 of the Annual Financial Statements, the Condensed Statement of Net Position improved from a June 2019 deficit of \$612,409 to a positive fund balance of \$561,175. This equates to a \$1,173,584 financial improvement during the year. While this is an improvement, it is in part due to Cares Act Relief funding provided to combat COVID-19. It is important to realize that the Relief funds are not a recurring revenue stream, but rather a one-time resource for pandemic challenges. To maintain this improved financial position, on-going recurring revenue streams must be realized. Annual recurring revenues for the Town's General Fund and other funds must exceed expenditures in order to allow the Town to address needed repairs, improvements, and to provide employee compensation. The upcoming FY2021/22 budget process will focus on revenues, project and programming expenditures, and employee compensation. This audit offers professional confirmation of the Town's financial condition.

G2. COVID-19 UPDATE (MATERIAL TO BE PRESENTED AT THE MEETING): Staff will provide an update of current Town of Guadalupe COVID-19 conditions as provided by Maricopa County Health Services, and any currently available vaccine information presented via a PowerPoint presentation at the meeting.

G3. SOLID WASTE COLLECTION SERVICE PROPOSED RATE INCREASE INTRODUCTION (PAGES 110 – 123): Staff will provide a solid waste services status report and rate analysis. This will include an overview of the current financial status of the Town's solid waste fund, projected revenues, and expenditures. Importantly, proposed solid waste service rate increase options will be presented for Council consideration. Should Council vote to implement a rate increase, Arizona Revised Statutes requires municipalities to post a public notice. If that were to occur, staff would need to post the public notice on April 23, 2021, 60 days prior to the FY2021/2022 Final Budget adoption date that is scheduled for June 24, 2021. The attached Solid Waste Services Financial Status Report and Rate Analysis provides an evaluation of the services and finances; and, the attached PowerPoint provides an overview.

G4. RIGHT AWAY DISPOSAL (RAD) CONTRACT RENEWAL (PAGES 124 – 139): At the January 9, 2020, Regular Council Meeting, Council approved a contract with Right Away Disposal (RAD), for RAD to provide solid waste, recycling and disposal collection services from March 1, 2020 through February 28, 2028 with two consecutive one-year renewal options, with the first renewal being March 1, 2021. In compliance with the contract term #3 Consumer Price Index of the contract, RAD is requesting a rate adjustment increase of 1.17% equivalent to the current CPI. Contract term #3 allows for an annual price increase in an amount not to exceed the twelve (12) month change in the Consumer Price Index for All Urban Consumers, as published by the United States Department of Labor, Bureau of Labor Statistics, or 5% greater than the current monthly fee, whichever is less. If approved, the new rate of \$20.38 monthly for standard one bin service,

increased by 1.17% from the current \$20.14 monthly, would become effective March 1, 2021 through February 28, 2022. The increased \$20.38 rate is the rate RAD charges the Town for service.

G5. REQUEST FOR PROPOSALS – TOWN-OWNED LAND (PAGES 140 – 166): At the April 11, 2019, Regular Council Meeting, Council authorized staff to proceed with the issuance of a Request for Proposals (RFP) to solicit interest from the development community to lease and/or sell and develop the following Town-owned parcels located at: 5603 E. Calle Iglesia, 5604 E. Calle Mexico, northeast/northwest corners of Avenida del Yaqui and Guadalupe Road; 9050 S. Avenida del Yaqui, and 9241 S. Avenida del Yaqui, the Guadalupe Mercado. There were no responses to that RFP. Staff is now recommending that the RFP be updated and reissued on February 22, 2021 with a response due date of March 31, 2021.

Background information: The purpose of this RFP is solely to solicit interest Town owned properties. Should proposals be submitted to the Town, Part IV of the RFP provides for an evaluation and selection process of submitted proposals. Additionally, the Town of Guadalupe Town Council shall remain in complete control of this process, as clearly stated in Part I, page 3:

“The Town reserves the right to reject any and all submittals for any reason, and to act in the best interest of the Town, including cancellation of this RFP. Respondents are responsible for all costs associated with responding to this RFP.”

This RFP is consistent with past direction and discussions: The April 3, 2018, Town Priority Plan identified Business Development as a focus area. Since then, the recommendation for recurring sustainable revenue generators has been consistently recommended in annual finance, audit and budget discussions. Budget presentations recommended broadening the tax base by renovating and possibly developing Town-owned properties. This refreshed proposed RFP is the first step in this process.

G6. CONSULTANT ENGINEERING INCORPORATED (CEI) CONTRACT AMENDMENT NO. 2 (PAGES 167 – 168): Staff is recommending the approval of a contract Amendment No. 2 (C2020-02B) in the amount of \$32,708 to Consultant Engineering, Inc., (CEI) to provide additional services for appraisals, legal descriptions, and land valuations for Right of Way acquisitions and temporary construction easements on private property. This process is necessary to complete the \$5 million federally funded Avenida del Yaqui street improvement project. Right-of-way acquisition expenses are not eligible for federal funds. Amendment No. 2 is funded through the approved FY 2020/2021 Town Highway User Revenue Fund (HURF) budget, where \$186,806 has been allocated for the Avenida del Yaqui project and related right-of-way expenses.

G7. RIGHT OF WAY WARRANTY DEED (PAGES 169 – 174): Staff is recommending approval of a Warranty Deed to dedicate 83 square feet of Town-owned property at 8413 South Avenida del Yaqui, where the Fire Station is located, to the Town as public right of way for sidewalk improvements as part of the Avenida del Yaqui street improvements. In short, in approving this Warranty Deed, the Town would be dedicating lands to itself, transferring the 83 square feet of Town property to public right of way.

G8. AVENIDA DEL YAQUI – SCHOOL DISTRICT SIDEWALK (PAGES 175 – 179): Staff is recommending approval of the Sidewalk Easement from School District No. 3 (Tempe Elementary) of Maricopa County, Arizona to allow legal access for the right of ingress and egress for the purpose of installations, maintenance and replacement over, under, and across. This easement allows for construction and on-going maintenance of a sidewalk as part of the Avenida del Yaqui street improvement project. The easement would be located at the northeast corner of Calle Magdalena and Avenida del Yaqui totaling 205 square feet. This easement is an alternative to acquiring property for right of way from the Tempe Elementary School District. The cost of the sidewalk easement is \$10.00 while acquiring the right way is estimated at a minimum of \$2,500. In short, the Sidewalk Easement is a cost effective means to construct and maintain the sidewalk. Funds are available through the approved FY 2020/2021 Town Highway User Revenue Fund (HURF) budget, where \$186,806 has been allocated for the Avenida del Yaqui project and related right-of-way expenses.

G9. HIGHLINE CANAL PATH LIGHTING DESIGN PROJECT (PAGES 180 – 189): Staff is recommending approval of a contract with Dibble Engineering in the amount of \$77,981 to redesign and prepare final construction plans to reconstruct the Highline Canal path lighting system. This contract would include engineering design, bid process management, construction inspections, and quality control. Importantly, this contract does not include construction and materials costs which are estimated at \$350,000. Town staff would seek eligible neighborhood aesthetic funds from Salt River Project (SRP) and apply for 12% revenue sharing grants to help fund the construction project.

As background, in 2016, Sunrise Engineering completed a multi-use path and beautification project along the Highline Canal from Avenida de Yaqui on the north and the Tempe Highline multi-use path on the south, approximately 1.5 miles at a cost of \$1,035,720. Since the project completion, the battery operated solar lighting system has been subject to repeated vandalism, theft, and maintenance problems. Replacement batteries cost approximately \$250 each and each fixture requires three batteries. It is no longer cost effective to continue to maintain and replace a system that is easily vandalized. To address the ongoing problems with the path lighting equipment, staff is recommending eliminating the solar powered system and converting the lighting system to a SRP provided alternating current electric powered system. If approved, the converted lighting system will be more effective and efficient, and would reduce life cycle costs.

G10. DIBBLE ENGINEERING CONTRACT RENEWAL (PAGES 190 – 201): Staff is recommending approval of a five-year contract (C2021-09) with Dibble Engineering. Dibble Engineering provides complex municipal engineering services for the Town, including but not limited to CDBG street repavement and waste water system projects, the 2019 wastewater system assessment, neighborhood nuisance flood control project improvements, and review of the Avenida del Yaqui street improvement project. Additionally, Dibble Engineering provides Building Inspector services to the Town. Dibble Engineering was originally contracted as the Town Engineer on January 28, 2016 for a five-year period, also attached for reference. This contract expired January 31, 2021.

Per Town Code § 32.26 PROFESSIONAL SERVICES:

Unless required by the Council, the bidding and other requirements of this subchapter shall not apply to professional services. Such services shall include, but not be limited to, the following: physicians; attorneys; engineers; and similar professions. (1989 Code, § 3-4-8)

In compliance with this Code provision, the Town Manager is recommending approval of a five-year contract with Dibble Engineering beginning February 1, 2021 through January 31, 2026 at standard billing rates identified in Exhibit A of the contract. Through negotiations, Dibble Engineering has offered January 2019 hourly billing rates for this contract.

In the past three fiscal years, engineering costs from the Town HURF to Dibble Engineering have been: FY18 \$23,535; FY19 \$2,870; FY 20 \$6,705. All under the annual budget amount of \$25,000. In addition, Building Inspector fees to Dibble Engineering were FY18 \$107,390; FY19 \$74,315; FY20 \$98,910.

G11. SENIOR CENTER WALK-IN COOLER REPLACEMENT (PAGES 202 – 215): The Senior Center is in need of a walk-in refrigerator and associated electrical repairs. After evaluating and tabulating three bid proposals for the purchase and installation of a walk-in refrigerator, staff is recommending awarding the contract to Arizona Restaurant Supply Inc., in the amount of \$39,557.96. This amount includes a new walk-in refrigerator, removal of the existing unit, installation of the new unit, electrical repair (if needed), a two-year warranty for parts and labor, and a five-year warranty for the compressor.

The following bids were received and evaluated for the purchase and installation of a walk-in refrigerator for the Senior Center:

BID RESPONDENT	REPAIR ELECTRICAL	COST
Arizona Restaurant Supply Inc.	Yes	\$39,557.96 – WITH INSTALLATION
Barr Refrigeration	No	\$9,678.00 – NO INSTALLATION
Shamrock	Yes	\$42,872.00 – WITH INSTALLATION

G12. TOWN COUNCIL FISCAL REVIEW SESSIONS (PAGE 216): Staff is proposing the following schedule of fiscal and budget review agenda items for presentation to Council:

- February 25, 2021 FY 2020/21 Mid-year budget status report
- March 11, 2021 Solid Waste Rate Information
- March 25, 2021 FY 2021/22 Gaming grant proposals
- April 22, 2021 Five year forecast; Introduce FY 2021/22 budget & Propose Solid Waste Rate
- May 13, 2021 Review Proposed FY 2021/22 Tentative budget
- May 27, 2021 Adopt FY 2021/22 Tentative budget
- June 24, 2021 Adopt FY 2021/22 Final budget

G13. CLAIMS (PAGES 217 – 232): Staff is recommending approval of the check register for January 2021, which totals \$488,088.96.



Minutes Town Council Regular Meeting January 28, 2021

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Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, January 28, 2021, 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 6:02 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, and Councilmember Anita Cota Soto

Councilmember Absent: Councilmember Joe Sánchez

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

1. Approval of the January 6, 2021, Town Council Special Meeting Minutes.
2. Approval of the January 14, 2021, Town Council Regular Meeting Minutes.

Motion by Councilmember Soto to approve agenda items D1 and D2; second by Councilmember Bravo. Motion passed unanimously on a voice vote 6-0.

1. Approved the January 6, 2021, Town Council Special Meeting Minutes.
2. Approved the January 14, 2021, Town Council Regular Meeting Minutes.

E. CALL TO THE PUBLIC: No one spoke.

F. MAYOR and COUNCIL PRESENTATIONS: None.

G. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. COVID-19 ACTION UPDATE

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 including a status report regarding CARES Act funds provided by the Pascua Yaqui Tribe to assist the Town's response to the COVID-19 pandemic.

Mr. Kulaga stated that on Saturday, February 13, 2021, the Pascua Yaqui Tribe will be offering free flu shots and COVID-19 testing for Guadalupe residents. No appointment is needed for this drive-thru/walk up event that is sponsored by Native Health, Maricopa County Health Services, the Pascua Yaqui Tribe, and the Town of Guadalupe. The demand for the COVID-19 vaccine exceeds the supply of the vaccine. It is unclear when the vaccine will be available to the Town.



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Mr. Kulaga reviewed weekly positive case rates in Guadalupe, compared to infection rates in other areas of Maricopa County. He then discussed the vaccination timeframes, phases, and categories of individuals related to when and who qualifies to receive the vaccine. Information is available on the Town website outlining how to schedule an appointment to be vaccinated, including vaccine dispensing location information. Vaccinations are overseen by the State, County, and organizations such as Native Health.

The Town received Cares Act Relief funding of approximately \$2 million from the Pascua Yaqui Tribe and the federal government, combined. Funding was allocated for first responder and Promotora salaries, remodeling Town municipal facilities, and for purchasing COVID-19 related supplies and food stocks for families in need. A stipulation of receiving the funding was that it be spent by December 31, 2020, which occurred. Mr. Kulaga reviewed the various programs and services that were funded by Cares Act funding; and, concluded by commending staff for their efforts and for the Town's community partners for their ongoing support during the pandemic.

Mayor Molina commended Sara Farrar, Consultant, for overseeing the Cares Act funding expenditures.

2. INDEPENDENCE DAY – JULY 4, 2021

Jeff Kulaga, Town Manager/Clerk stated that he recommends that the annual Independence Day event, which would be scheduled for Saturday, July 3, 2021, be cancelled due to current COVID-19 health conditions. To secure a fireworks producer for this event would require a contract with a 50% non-refundable deposit no later than February 1.

Councilmembers discussed the importance of keeping the community safe and refraining from large gatherings. Community members could be encouraged to decorate their homes for Independence Day.

Motion by Councilmember Bravo to cancel the July 3, 2021 Independence Day celebration; second by Councilmember Cota. Motion passed unanimously on a voice vote 6-0.

The July 3, 2021 Independence Day celebration was cancelled.

There is no material for this agenda item.

3. PRIEST DRIVE ROUNDABOUT UPDATE

Jeff Kulaga, Town Manager / Clerk provided an update from Town staff regarding the Priest Drive / Grove Parkway roadway roundabout project located in Tempe, adjacent to the Town of Guadalupe. The \$1.2 million project is scheduled to begin on February 1, 2021. City of Tempe officials have indicated that there will be no significant traffic impacts during this project. The project includes a signage package, landscaping, and crosswalks. Project details are available on the Town's website.

In response to questions, Mr. Kulaga stated that the Avenida del Yaqui street improvement project is scheduled to begin this Fall; and, that the I-10 widening project may begin in approximately one year. It is unclear which Phase of the I-10 widening project will impact the Town of Guadalupe. Staff anticipates that the I-10 widening project will begin after the completion of the Avenida del Yaqui street improvement project.

4. SALT RIVER PROJECT POWER DISTRIBUTION EASEMENT

Jeff Kulaga, Town Manager / Clerk stated that approval of this agenda item would authorize Salt River Project (SRP) to work on portions of Town roadways/right-of-way to underground power lines and various equipment. The estimated cost for this project is approximately \$250,000, with approximately \$225,000 of the funding coming from SRP aesthetic funds, with the Town's portion being \$25,000.

In response to questions, Mr. Kulaga stated that the project locations will be located at Calle Guadalupe and Calle Azteca. There may be traffic delays during this project.



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A Councilmember noted that funding for this project is coming from SRP grant funding for beautification purposes. The funding can only be utilized for SRP related projects.

SRP provides the Town with grant funding annually for aesthetics. If the funds are not utilized during a certain timeframe, SRP takes the funding back. Mr. Kulaga stated that SRP grant funding for aesthetics projects applies only to new facilities. The Highline Canal lighting system replacement project would not qualify for SRP grant funding because this project is for repair and maintenance of existing equipment.

In response to a question, Mr. Kulaga stated that Town residents and impacted utility companies will be notified of this project.

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

Councilmembers approved the conveyance of a power distribution easement to Salt River Project Agricultural Improvement and Power District (SRP) for the transmission and distribution of electricity, communication signals, and data, located at Calle Guadalupe and Calle Azteca. This conveyance is required as part of the Guadalupe Road powerline undergrounding project.

5. AGREEMENT AMENDMENT NO. 1 – MYTEK SOLUTIONS

Jeff Kulaga, Town Manager / Clerk stated that a majority of funding for the proposed contract with Mytek Solutions was from COVID-19 funds, with the remainder of funding, annually, coming from the General Fund. Agreement Amendment No. 1 allows the Town to spend less money up front, and the annual maintenance fee is increased by \$1,900/month. This contract provides the Town an improved level of information technology support and maintenance.

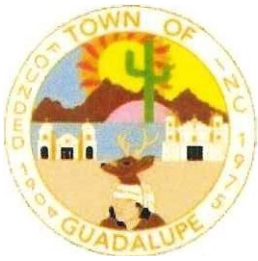
Motion by Vice Mayor Vital to approve agenda item G5; second by Councilmember Cota. Motion passed unanimously on a voice vote 6-0.

Councilmembers approved an Agreement Amendment No. 1 (C2020-49A) to a contract with MYTEK Network Solutions for support and maintenance of the Town's information technology infrastructure. The term of this amendment is from January, 2021 through June 30, 2024 at an amount not to exceed \$64,569 for the first year, with an increase of five percent (5%) annually for the remainder of the agreement. A majority of the contract amendment 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; and, the monthly on-going funding will come from the General Fund.

H. TOWN MANAGERS' COMMENTS

Jeff Kulaga, Town Manager / Clerk

- The Maricopa Association of Governments awarded the Town \$1.9 million for the Avenida del Yaqui street improvement project. The total project cost is estimated at approximately \$5 million. The estimated out of pocket expense to the Town increases to \$285,000.
- The Area Agency on Aging has provided \$39,000 in grant funding for a replacement walk-in cooler for the Senior Center. There may be electrical and plumbing work needed to complete this project.
- Thanked staff and Dibble Engineering for their assistance in submitting a \$517,000 grant funding request to Maricopa County for the sewer line repair project. This is a competitive grant application/funding process that occurs among various jurisdictions.
- Commended staff for working with community members that will be impacted by the Avenida del Yaqui street improvement project to ensure that property owners sign temporary construction easements (TCE) during the project construction timeframe. The TCE assigns liability to the contractor versus the private property owner being liable should someone be



Valerie Molina
Mayor

Ricardo Vital
Vice Mayor

Mary Bravo
Councilmember

Gloria Cota
Councilmember

Elvira Osuna
Councilmember

Joe Sánchez
Councilmember

Anita Cota Soto
Councilmember

Agendas/Minutes:
www.guadalupeaz.org

Town Council Chambers
9241 S. Avenida del Yaqui
Guadalupe, AZ 85283
Phone: (480) 730-3080
Fax: (480)-505-5368

injured during the construction phase. Each property owner will receive \$100 for the inconvenience.

- o Wished the Town's COVID-19 consultant, Sara Farrar, well as her contract terminates with the Town on January 29, 2021.

I. COUNCILMEMBERS' COMMENTS

Councilmember Soto

- o Commended Town staff for their work.
- o Concerned about trash in alleys.
- o Thanked her colleagues for their work on partnering with Canadians that continue to provide services in Guadalupe.
- o Requested burial financial assistance for the Ramiro family who recently lost a family member.

Councilmember Bravo

- o Would like speed limits lowered in residential areas.
- o Concerned about gun fire.

Vice Mayor Vital

- o Wished the Town's COVID-19 consultant, Sara Farrar, well as her last day with the Town is tomorrow.
- o Thanked Town staff, the Pascua Yaqui Tribe, and his colleagues for their work.
- o Urged everyone to continue to fight the virus and stay healthy. Practice social distancing and wear a mask.
- o Noted the passing of several community members.

Mayor Molina

- o Urged everyone to be cautious on Super Bowl Sunday. Discouraged large gatherings.
- o There were 46 cases of the virus in one week.
- o Wished the Town's COVID-19 consultant, Sara Farrar, well as her last day with the Town is tomorrow.
- o Saturday, January 30, 2021 – Zero Waste Day drop off day event at the City of Tempe Fire Training Center on University Drive.
- o The Town yard is open 7 AM – Noon on Saturday's.
- o Urged everyone to stay safe and healthy.

Councilmember Soto discussed the possibility of assisting the Ramiro family with burial expenses.

J. ADJOURNMENT

Motion by Councilmember Bravo to adjourn the Regular Council Meeting; second by Councilmember Soto. Motion passed unanimously on a voice vote 6-0.

The meeting was adjourned at 6:51 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 January 28, 2021, 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

Proclamation



MARIA H. MUNOZ DAY

WHEREAS, Maria Munoz was born on February 11, 1921 and;

WHEREAS, Maria Munoz was born in Metcalf Arizona, a town which no longer exists and;

WHEREAS, Maria Munoz settled down in the Town of Guadalupe with her husband, Domingo Munoz, in 1958 and;

WHEREAS, Maria Munoz and her husband, together had 8 children, 29 grandchildren, 80 great grandchildren and 19 great great grandchildren and;

WHEREAS, Maria Munoz devotedly volunteered her time to clean the original Our Lady of Guadalupe Church before it caught on fire, and then assisted in the rebuilding process and;

WHEREAS, Maria Munoz is in top health and her secret to a long live is a taste of sweet bread each day and;

WHEREAS, Maria Munoz celebrates her 100th Birthday today.

NOW, THEREFORE, I, Valerie Molina, Mayor of the Town of Guadalupe, do hereby proclaim Thursday, February 11, 2021, as

MARIA H. MUNOZ DAY IN THE TOWN OF GUADALUPE

IN WITNESS THEREOF, I have set my hand and cause the Seal of the Town of Guadalupe to be affixed this 11th day of February 2021.

Valerie Molina, Mayor



January 19, 2021

Honorable Members of
the Guadalupe Town Council

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and aggregate remaining fund information of the Town of Guadalupe, Arizona, as of and for the year ended June 30, 2020. Professional standards require that we provide information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 23, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Guadalupe, Arizona are described in Note 1 to the financial statements.

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are shown in attached management representation letter.

Management Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, there were no such consultations with other accountants.

Uncorrected Misstatements

There were no uncorrected misstatements, other than those that we believe were trivial to the financial statements as a whole.

Other Audit Findings or Issues

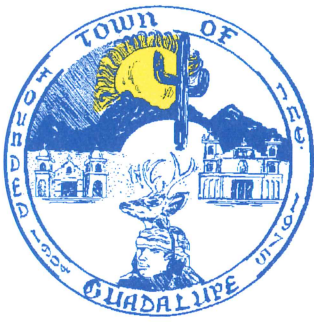
Included in with the audited financial statements is our report issued in accordance with *Government Auditing Standards* and also our report on compliance with Uniform Guidance. Please consult those reports for further details regarding our responsibilities with respect to your internal controls.

This information is intended solely for the use of Town Council and management and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the opportunity to provide our services to the Town of Guadalupe, Arizona and please contact us if you have any questions or comments regarding this letter.

Lobby & Powell, PLC

Attachments



Town of Guadalupe

29241 South Avenida Del Yaqui ♦ Guadalupe, Arizona ♦ 85283-2598 ♦ Phone: (480) 730-3080

January 19, 2021

Colby and Powell, PLC
1535 W. Harvard Ave., Ste. 101
Gilbert, AZ 85233

This representation letter is provided in connection with your audit of the financial statements of the Town of Guadalupe, Arizona, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows for the period then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of January 19, 2021, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 23, 2020, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Guarantees, whether written or oral, under which the Town is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 10) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Town Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the Town and involves-
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements communicated by employees, former employees, regulators, or others.

- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the identity of the Town's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

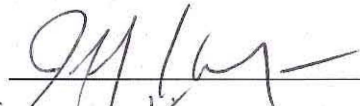
- 18) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20) The Town has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 22) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 23) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 24) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 26) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

- 27) The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 28) The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 29) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 30) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
- 31) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 32) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 33) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 34) Provisions for uncollectible receivables have been properly identified and recorded.
- 35) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 36) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 37) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 38) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 39) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 40) We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 41) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

- 42) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 43) We are in agreement with the adjusting journal entries you have recommended, and they have been posted.
- 44) In regard to the GASB 68 & 75 adjustment services performed by you, we have-
- a) Assumed all management responsibilities.
 - b) Designated Bob Thaxton, who has suitable skill, knowledge, or experience to oversee the services.
 - c) Evaluated the adequacy and results of the services performed.
 - d) Accepted responsibility for the results of the services.
- 45) With respect to federal award programs:
- a) We are responsible for understanding and complying with and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
 - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
 - c) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
 - d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
 - e) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.

- f) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements, including when applicable, those set forth in the OMB Compliance Supplement, relating to federal awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.

- r) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t) We have charged costs to federal awards in accordance with applicable cost principles.
- u) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- v) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- w) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- x) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

Signature: 

Title: JEFF KUSACA Town Manager/Clerk

TOWN OF GUADALUPE, ARIZONA

Annual Financial Statements
and
Independent Auditors' Report
June 30, 2020

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INDEPENDENT AUDITORS' REPORT

To the Town Council
Town of Guadalupe, Arizona

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Guadalupe, Arizona as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Guadalupe, Arizona's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Guadalupe, Arizona, as of June 30, 2020, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Budgetary Comparison Schedules, Schedule of the Town's Proportionate Share of the Net Pension/OPEB Liability – Cost-Sharing Pension Plans, Schedule of Changes in the Town's Net Pension/OPEB Liability and Related Ratios – Agent Pension Plans, and the Schedule of Town Pension/OPEB Contributions as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Guadalupe, Arizona's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures

applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 19, 2021, on our consideration of the Town of Guadalupe, Arizona's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Guadalupe, Arizona's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Guadalupe, Arizona's internal control over financial reporting and compliance.

Other Reporting Required by Arizona Revised Statutes

In connection with our audit, nothing came to our attention that caused us to believe that the Town failed to use highway user revenue fund monies received by the Town pursuant to Arizona Revised Statutes Title 28, Chapter 18, Article 2 and any other dedicated state transportation revenues received by the Town solely for the authorized transportation purposes, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Town's noncompliance with the use of highway user revenue fund monies and other dedicated state transportation revenues, insofar as they relate to accounting matters.

The communication related to compliance over the use of Highway User Revenue Fund and other dedicated State transportation revenue monies in the preceding paragraph is intended solely for the information and use of the members of the Arizona State Legislature, the Auditor General of the State of Arizona, the Town Council, management, and other responsible parties within the Town and is not intended to be and should not be used by anyone other than these specified parties.



January 19, 2021

TOWN OF GUADALUPE, ARIZONA
Management's Discussion and Analysis
June 30, 2020

Management's Discussion and Analysis

We (the Town of Guadalupe, Arizona) are pleased to provide an overview of our financial activities for the fiscal year ended June 30, 2020. The intended purpose of the Management Discussion and Analysis (MD&A) is to provide an introduction to the basic financial statements and notes, that provides an objective and easy to read analysis of our financial activities based on currently known facts, decisions, and conditions, by providing an easily readable summary of operating results and reasons for changes, which will help to determine if our financial position improved or deteriorated over the past year. This report addresses current operational activities, the sources, uses, and changes in resources, adherence to budget, service levels, limitations, significant economic factors, and the status of infrastructure and its impacts on our debt and operation. When referring to prior year data in this analysis we will be drawing upon information from last year's audited financial reports.

Overview of the Financial Statements

The financial section of the Annual Financial Report (AFR) for the Town of Guadalupe, Arizona consists of this discussion and analysis, the basic financial statements and the required supplementary schedules presented after the basic financial statements. The basic financial statements include the government-wide financial statements, fund financial statements, including the budgetary statements for the general fund and major special revenue funds and notes to the basic financial statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Town of Guadalupe, Arizona's finances, in a manner similar to private-sector business.

The statement of net position presents information on all of the Town of Guadalupe, Arizona's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town of Guadalupe, Arizona is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Town of Guadalupe, Arizona that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town of Guadalupe, Arizona include general government, public safety, public works and streets, culture and recreation, community development, health and welfare and debt service-interest. The business-type activities include the Town's refuse, sewer operations and a commercial center.

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The government-wide financial statements can be found on pages 18 and 19 of this report.

Fund financial statements. Also presented are the traditional financial statements for governmental funds. The fund financial statements focus on major funds of the Town. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Guadalupe, Arizona, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town of Guadalupe, Arizona can be divided into two categories: governmental funds and proprietary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements. Since the governmental fund financial statements focus on near-term spendable resources, while the governmental activities on the government-wide financial statements have a matching focus, a reconciliation of the differences between the two is provided with the fund financial statements.

The basic governmental fund financial statements can be found on pages 20 to 23 of this report.

Proprietary funds. The Town of Guadalupe, Arizona maintains three different proprietary funds. Proprietary funds, also known as enterprise funds, are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town of Guadalupe, Arizona uses enterprise funds to account for its refuse, sewer and commercial center operations.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the refuse, sewer and commercial center operations. All three funds are considered to be major funds of the Town of Guadalupe, Arizona. The basic proprietary fund financial statements can be both found on pages 24 to 27 of this report.

Notes to the basic financial statements. The notes to the financial statements (pages 28 to 57) provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements and should be read with the financial statements.

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Required supplementary information other than MD&A. Governments have an option of including the budgetary comparison statements for the General Fund and major special revenue funds as either part of the fund financial statements within the basic financial statements, or as required supplementary information after the footnotes. The Town has chosen to present these budgetary statements as supplementary information after the footnotes.

Financial Highlights

- ◆ The assets of the Governmental Activities of the Town of Guadalupe, Arizona exceeded its liabilities at close of the most recent fiscal year by \$19,348,851 (net position). Of this amount \$221,306 is restricted for Highways and Streets, \$17,919,816 is invested in capital assets, net of related debt, and \$646,554 is restricted for community development activities. With recent changes in reporting State and public safety retirement obligations, the Town's Governmental Activities unrestricted net position is \$561,175 which should improve over time due to increased contributions to those retirement plans.
- ◆ As of the close of the current fiscal year, the Town of Guadalupe, Arizona's governmental funds reported combined ending fund balances of \$1,725,597 resulting in an increase \$371,640 in comparison with prior year. The increase is a result of a slow but steady improvement of the local economy.
- ◆ At the end of the current fiscal year, unassigned fund balance for the General Fund is \$2,446,834.
- ◆ Local Sales Tax received were greater than amounts budgeted. Due to the increases in revenues the Town's General Fund revenues were 4% higher than budgeted. This was the same increase as prior year. General Fund expenditures and transfers to other funds were \$1,864,236 less than budgeted in large part due to contingency amounts not spent, reduction of court departmental costs and transfers to other funds were lower than budgeted.
- ◆ Because the Town has no property tax, it relies heavily on the current economy for its revenues. The Town budgeted revenues in for the General Fund for fiscal year 2020 to be \$120,544 higher than prior year budgeted revenues due to increases in state-shared revenue while local revenue was budgeted to remain constant from prior year.
- ◆ Likewise, budgeted expenditures in the General Fund were \$206,003 higher than prior year budgeted amount. The local economy in Guadalupe did well. Specifically, local sales tax and restaurant/bar tax with an increase of 12% over budget. However, hotel tax (transient occupancy tax) fell short by \$64,000 or 16%. The Town attributes this to the high infection rates of COVID-19 in the spring of 2020.
- ◆ Building permits were \$21,178 or 85% higher than budgeted as a result of several new builds throughout Town.

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- ♦ The Town's management and budgetary committees, after preparing the fiscal year 2020/2021 budget in early spring and just before the financial impact of the COVID-19 virus began, there was an indication that certain business sectors were experiencing severe revenue losses resulting in a decrease of sales taxes used to provide services to the Town. Management and budget committees returned to the proposal to attempt to analyze the future impact of the virus. All local and state governments through-out the country were and are still struggling to forecast revenues and expenses in order to provide essential services to their residences. Guadalupe's management and budget committees, after thorough analytics and meetings with other communities, determined that budgeted revenues must be conservative and some services would need to be cut or eliminated. Management was able to enter into agreements with other local municipalities instead of eliminating services and move the services to other jurisdictions close by. Given these budgetary steps, the Town is able to provide essential services and perform minimal maintenance on facilities and equipment. Only required and essential capital improvements remain budgeted for fiscal year 20/21.

- ♦ Actual excess revenues over expenditures was \$1,713,860 higher than budgeted in the General Fund for fiscal year 2020. The primary reasons for the excess was the reduction in court departmental costs of approximately \$31,000, the unanticipated increase in local taxes, and the fire department received an unanticipated tribal grant that paid for the fire truck annual debt service payment. There was also a property insurance claim received but not budgeted in the amount of approximately \$104,000. This amount is recognized in the other financing sources section of the governmental fund statements.

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Government-Wide Financial Analysis

Net position may serve over time as a useful indicator of a government's financial position. The following table reflects the condensed Statement of Net Position of the Town for June 30, 2020 showing that assets exceeded liabilities by \$20,593,406.

Town of Guadalupe, Arizona
Condensed Statement of Net Position
As of June 30, 2020 and 2019

	Governmental Activities	Business-Type Activities	Total	Prior Year June 30, 2019
ASSETS				
Current and other assets	\$ 4,632,611	\$ 998,145	\$ 5,630,756	\$ 4,171,064
Capital assets				
Non-depreciable	7,039,174	84,703	7,123,877	7,158,083
Depreciable (net)	12,179,452	439,999	12,619,451	12,444,362
Total assets	23,851,237	1,522,847	25,374,084	23,773,509
DEFERRED OUTFLOWS OF RESOURCES				
Deferred outflows related to pensions	646,349	9,722	656,071	588,167
LIABILITIES				
Other liabilities	1,244,034	191,823	1,435,857	960,523
Non-current liabilities				
Due within one year	416,434	5,508	421,942	145,489
Due in more than one year	3,206,233	82,910	3,289,143	3,524,580
Total liabilities	4,866,701	280,241	5,146,942	4,630,592
DEFERRED INFLOWS OF RESOURCES				
Deferred inflows related to pensions	282,034	7,773	289,807	283,929
NET POSITION				
Net investment in capital assets	17,919,816	524,702	18,444,518	18,241,031
Restricted for:				
Highways and streets	221,306	-	221,306	-
Community service	-	-	-	38,286
Community development	646,554	-	646,554	735,559
Unrestricted (deficit)	561,175	719,853	1,281,028	432,279
Total net position	\$ 19,348,851	\$ 1,244,555	\$ 20,593,406	\$ 19,447,155

The unrestricted net position of the Governmental Activities for the Town of Guadalupe, Arizona has improved to \$561,175 from the prior year deficit of \$612,409.

TOWN OF GUADALUPE, ARIZONA
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Comparative Analysis of Government-Wide Revenues and Expenses
For the year ended June 30, 2020 and 2019

	Governmental Activities	Business-Type Activities	Total	Prior Year June 30, 2019
REVENUE				
Program revenue:				
Charges for services	\$ 390,452	\$ 574,665	\$ 965,117	\$ 911,154
Grants and contributions	2,420,594	-	2,420,594	1,906,882
Total program revenue	2,811,046	574,665	3,385,711	2,818,036
General revenue:				
TPT taxes	2,123,536	-	2,123,536	2,127,078
Franchise tax	25,124	-	25,124	26,303
Bed taxes	340,727	-	340,727	364,824
Restaurant tax	292,579	-	292,579	292,579
State TPT tax revenue sharing	681,696	-	681,696	656,929
Auto lieu tax revenue sharing	279,535	-	279,535	280,769
State revenue sharing	853,088	-	853,088	790,177
Interest income	25,322	16,827	42,149	54,561
Gain (loss) on disposal of assets	63,825	-	63,825	-
Miscellaneous	12,584	-	12,584	10,486
Total general revenue	4,698,016	16,827	4,714,843	4,603,706
Total revenue	7,509,062	591,492	8,100,554	7,421,742
EXPENSE				
General government	1,028,681	-	1,028,681	1,070,486
Public safety	3,581,443	-	3,581,443	3,459,080
Public works and streets	792,759	-	792,759	690,765
Culture and recreation	171,876	-	171,876	150,687
Community development	215,959	-	215,959	296,884
Health and welfare	474,190	-	474,190	372,119
Interest on general long-term debt	23,568	-	23,568	38,408
Sewer	-	144,952	144,952	140,951
Tianguis	-	157,001	157,001	161,164
Refuse	-	363,874	363,874	353,737
Total expenses	6,288,476	665,827	6,954,303	6,734,281
Transfers	-	-	-	-
Change in net position	1,220,586	(74,335)	1,146,251	687,461
Beginning net position	18,128,265	1,318,890	19,447,155	18,759,694
Ending net position	<u>\$ 19,348,851</u>	<u>\$ 1,244,555</u>	<u>\$ 20,593,406</u>	<u>\$ 19,447,155</u>

TOWN OF GUADALUPE, ARIZONA
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Financial Analysis of the Town's Funds

Governmental Funds. The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of resources that are available for spending. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measurement of a government's net resources available for spending at the end of the fiscal year. Types of governmental funds reported by the Town include the General Fund, special revenue funds, debt service funds and capital projects funds.

At the end of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$1,725,597, an increase of \$371,640 in comparison with the prior year. The increase is directly related to the revenue increase and expenditure reductions mentioned earlier. General Fund expenditures were decreased by \$493,229 over prior year and revenues increased over prior year by \$112,486. General Fund balance increased by \$1,167,362 with a total fund balance of \$2,473,052. Local sales taxes decreased over prior year by \$28,817. State-shared revenues increased from prior year by \$86,444 generating a small increase in the fund balance. Reductions in expenditures are the main contributor to the increase in the fund balance. This trend indicates the importance of continuing to encouraging local commercial development and promoting current local businesses. At some point the Town will exhaust all its services that can be cut. Therefore, commercial development and promoting local businesses is critical.

<u>Fund</u>	<u>Balance at June 30, 2020</u>	<u>Increase/(Decrease) From 2018-19</u>
General Fund	\$ 2,473,052	\$ 1,167,362
Comm. Dev. Grants Fund	62,207	(6,314)
Grants Fund	(1,030,235)	(972,582)
HURF/LTAF Fund (non-major)	221,306	221,490
Comm. Serv. Grants Fund (non-major)	(733)	(38,316)
Debt Service Fund (non-major)	-	-
Capital Projects Fund (non-major)	-	-

The General Fund is the chief operating fund of the Town of Guadalupe, Arizona. At the end of the current fiscal year, the fund balance of the General Fund was \$2,473,052, and the balance of all governmental funds increased to \$1,725,597.

The fund balance of the Town of Guadalupe, Arizona's General Fund increased by \$1,167,362 during the current fiscal year. Key factors in this change are as follows:

- ◆ Local sales taxes, restaurant and bar taxes, and insurance claims were over budget by a total of \$359,600. As of budget year 2018/2019, grants are no longer budgeted in the General Fund but can be found in the Grants Fund.
- ◆ One-time revenues are revenues that are not anticipated nor budgeted. Those one-time revenues that attributed to the General Fund included wild land fire reimbursements, court fees, insurance claims and building permits.

TOWN OF GUADALUPE, ARIZONA
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- ♦ At year end, the General Fund revenues and other financing sources exceeded expenditures by \$1,167,362. As a result, the General Fund ended the year with a fund balance of \$2,473,052.

Proprietary Funds. The Town of Guadalupe, Arizona's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Net position of the Refuse, Sewer and Tianguis Economic Development Funds at the end of the year amounted to \$217,084, \$978,445, and \$49,026, respectively. The total change in net position for the three funds was \$(33,977), \$(46,428) and \$6,070, respectively.

General Fund Budgetary Highlights

The Town's annual budget is the legally adopted expenditure control document of the Town. Budgetary comparison statements are required for the General Fund and all major special revenue funds and may be found on pages 60 to 63. These statements compare the original adopted budget, the budget if amended during the fiscal year, and the actual revenues and expenditures.

General Fund revenues (including insurance claims) of \$5,260,497 were less than budgeted revenues and fund balance carry forward of \$5,435,936 by \$175,439 while expenditures and transfers of \$4,093,137 were less than budgeted expenses and transfers of \$5,957,373 by \$1,864,236. The primary cause in the difference between the actual revenues and expenditures and the budgeted revenues and expenditures was the result of one-time revenues received, administration costs being under budget, no contingency expenses were incurred, and debt payments were deferred.

Capital Asset and Debt Administration

The Town's capital assets for its Governmental and Business-type Activities as of June 30, 2020 amounted to \$19,743,328 (net of accumulated depreciation). For government-wide financial statement presentation, all depreciable capital assets were depreciated from acquisition date to the end of the current fiscal year. Fund financial statements record capital asset purchases as expenditures. See Note 5 in the notes to the basic financial statements for further information regarding capital assets. The current year capital asset additions were as follows:

- ♦ In fiscal year 2019 the Town entered into an agreement with Maricopa County Association of Governments and Arizona Department of Transportation to begin work on the Avenida del Yaqui Bicycle and Pedestrian Improvement Project. The project will replace current curbs and sidewalk and add a bicycle lane in both the north bound and south bound lanes from Highline Canal south to Carmen. The Avenue will be re-surfaced and safety features will be added. The Project is expected to begin in the fall of 2021. As of June 30, 2020, the total projects costs are estimated to be \$5,100,000. Most of the costs of the project will be paid for with a federal grant.

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- ◆ During the year, the Town renovated the Senior Center/Headstart building roof. For \$80,232 of which of mostly paid for using a 12% gaming revenue grant from the Gila River Indian Community.
- ◆ With the use of Community Development Block grants, the Town repaired streets in the Barrio Nuevo area of Town totaling \$451,873.
- ◆ The Guadalupe Fire Department purchased turn-out gear with the assistance of a 12% gaming revenue grant from the Ak-Chin Indian Community.
- ◆ The following table provides a breakdown of the capital assets of the Town at June 30, 2020:

Capital Assets at June 30, 2020 and 2019
(Net of accumulated depreciation)

	Governmental Activities		Business Type Activities		Total	
	2020	2019	2020	2019	2020	2019
Land	\$ 7,039,174	\$ 7,039,174	\$ 84,703	\$ 84,703	\$ 7,123,877	\$ 7,123,877
Construction in progress	-	34,206	-	-	-	34,206
Land improvements	2,111,353	2,234,150	-	-	2,111,353	2,234,150
Buildings and improvements	1,491,377	1,520,403	38,651	44,392	1,530,028	1,564,795
Infrastructure	4,606,722	4,284,526	382,142	113,097	4,988,864	4,397,623
Street lights	228,582	253,492	-	-	228,582	253,492
Machinery and equipment	702,075	807,280	19,206	32,010	721,281	839,290
Curbs and gutters	3,039,343	3,155,012	-	-	3,039,343	3,155,012
Total	<u>\$ 19,218,626</u>	<u>\$ 19,328,243</u>	<u>\$ 524,702</u>	<u>\$ 274,202</u>	<u>\$ 19,743,328</u>	<u>\$ 19,602,445</u>

TOWN OF GUADALUPE, ARIZONA
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June 30, 2020

Long-term Debt

At the end of the current fiscal year, the Town of Guadalupe, Arizona had total long-term obligations outstanding of \$3,711,085. Of that amount, \$800,000 is outstanding loan debt and the loan premium of \$35,516. The loan payable is secured by pledges of specific revenue sources of the Town. Net pension liabilities in the amount of \$2,305,601 will be paid down annually over the next twenty years. Capital leases payable outstanding were \$463,294. Compensated absences payable to employees is equal to \$106,674. The following schedule shows the outstanding debt of the Town (both current and long-term) as of June 30, 2020. Further detail on the Town's outstanding debt may be found in Note 7 on pages 38 to 40.

Outstanding Debt

	Governmental Activities		Business-type Activities		Total	
	2020	2019	2020	2019	2020	2019
Compensated absences	\$ 100,554	\$ 86,854	\$ 6,120	\$ 5,239	\$ 106,674	\$ 92,093
Net pension and OPEB liability	2,223,303	2,134,893	82,298	81,669	2,305,601	2,216,562
Capital lease payable	463,294	515,322	-	-	463,294	515,322
Loans payable	835,516	846,092	-	-	835,516	846,092
TOTAL	\$ 3,622,667	\$ 3,583,161	\$ 88,418	\$ 86,908	\$ 3,711,085	\$ 3,670,069

Economic Factors and Next Year's Budgets and Rates

- ◆ State-shared revenue makes up 35% of the Town's General Fund revenue. Last fiscal year, state-shared revenues were budgeted to increase by 7% or \$119,400. In fiscal year 2020/2021 state-shared revenues are expected to increase by only 4% or \$72,573. This decrease is expected as a result of jobless rates and a slowing economy. Urban Revenue Sharing is distributed two years after the State collects the funds. Therefore, two years ago job growth and pay rates increased by 7% in 2020 over 2018 as indicated in the 7% increase in Urban Revenue Sharing distributions. State-shared Sales Taxes are forecasted to increase by 4%, or by \$27,268.
- ◆ Vehicle in Lieu Tax is expected to decrease by 1% or \$2,795. This is due to the fact that that the current pandemic is expected to continue at least till summer of 2021. Retail sales in Maricopa County rely heavily on winter/spring visitors. Due to the pandemic this is not expected to happen. All state-shared revenue estimates increased by a rate less than last year indicating that the Arizona economy is slowing. The Town of Guadalupe management and budget staff remain conservative in estimating revenues.
- ◆ Local Sales Tax revenue, which makes up 53% of the General Fund revenue, is expected to incur a slight increase.

TOWN OF GUADALUPE, ARIZONA
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June 30, 2020

Economic Factors and Next Year's Budgets and Rates (continued)

- ◆ Because of the slow growth rate of the economy, the Town Council continued to make reductions in expenditures when the 2020-21 budget was prepared. However, revenues did exceed expenditures and transfers at fiscal year-end 2020; therefore, the Council will increase budgeted expenditures for capital outlays, public safety, parks improvements and community outreach programs.
- ◆ The Town Council and staff will be preparing neighbors throughout Town for improvements to the main north/south bound arterial going through Town. The improvements will include bike paths and sidewalk improvements on both sides as well as overlay on both lanes. Guadalupe Road (East/West) will be getting improvements but on a smaller scale to keep it safe for pedestrians and motorists alike. During fiscal year 2020, the fire department purchased turn-out gear using a 12% grant from the Gila River Indian Community. The Senior Center will be getting a new walk-in cooler so that they can continue to provide meals to the seniors in the community.
- ◆ Both the Community Action Program and Town Hall Reception offices will be getting rehabilitated during 2020-2021. The rehab will improve residential services and provide a safer and more efficient work environment for staff. These improvements will be funded by a federal grant and the Town's General Fund. In addition, the Guadalupe Fire Department is working with the Arizona Diamondbacks for grant funding to rehab the fire department building. If successful, the bathrooms, kitchen and sleeping quarters will be rehabbed.
- ◆ The Town Council and the Town Manager have aggressively been seeking property developers to develop vacant land around Town in order to increase local sales tax revenues.
- ◆ Management has been reviewing rental and long-term lease contracts as they come up for renewal to ensure the Town is getting fair market value from the activities.
- ◆ And lastly, an assessment study was done on the Town's sewer system during fiscal year 2020 to determine conditions and provide grant and budgetary repair/replacement information. During the study it was determined that there were repairs that needed immediate attention. The Town completed the repairs at a total cost of \$316,140. The Town was awarded a Community Development Block Grant for \$517,830 to continue to make repairs in 2020/2021.

TOWN OF GUADALUPE, ARIZONA
Management's Discussion and Analysis
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Financial contact

This financial report is designed to provide a general overview of the Town's finances for all of those with an interest in the government's finances and to demonstrate accountability for the use of public funds. Questions about any of the information provided in this report, or requests for additional financial information should be addressed to:

Town of Guadalupe, Arizona
Finance Department
9241 South Avenida del Yaqui
Guadalupe, AZ 85283

Or visit our website at:
www.guadalupeaz.org

TOWN OF GUADALUPE, ARIZONA
Statement of Net Position
June 30, 2020

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 2,490,182	\$ 924,080	\$ 3,414,262
Accounts receivable - net	-	3,909	3,909
Taxes receivable - net	305,557	-	305,557
Miscellaneous receivables	13,059	-	13,059
Due from other governments	1,139,958	67,473	1,207,431
Prepaid expenses	35,277	2,544	37,821
Notes receivable - net	646,854	-	646,854
Net other postemployment benefits asset	1,724	139	1,863
Capital assets, not being depreciated	7,039,174	84,703	7,123,877
Capital assets, being depreciated, net	12,179,452	439,999	12,619,451
Total assets	23,851,237	1,522,847	25,374,084
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions and other postemployment benefits	646,349	9,722	656,071
LIABILITIES			
Accounts payable	618,904	181,367	800,271
Accrued expenses	91,039	5,124	96,163
Court bonds payable	35,180	-	35,180
Unearned revenue	498,911	-	498,911
Refundable deposits	-	5,332	5,332
Noncurrent liabilities			
Due within 1 year	416,434	5,508	421,942
Due in more than 1 year	3,206,233	82,910	3,289,143
Total liabilities	4,866,701	280,241	5,146,942
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions and other postemployment benefits	282,034	7,773	289,807
NET POSITION			
Net investment in capital assets	17,919,816	524,702	18,444,518
Restricted for:			
Highways and streets	221,306	-	221,306
Community development	646,554	-	646,554
Unrestricted (deficit)	561,175	719,853	1,281,028
Total net position	\$ 19,348,851	\$ 1,244,555	\$ 20,593,406

The accompanying notes are an integral part of these financial statements.

TOWN OF GUADALUPE, ARIZONA
Statement of Activities
Year Ended June 30, 2020

Functions / Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Total
					Governmental Activities	Business-type Activities	
Primary government:							
Governmental activities							
Public safety	\$ 3,581,443	\$ 132,169	\$ 792,379	\$ 69,544	\$ (2,587,351)	\$ -	\$ (2,587,351)
General government	1,028,681	227,598	100,871	-	(700,212)	-	(700,212)
Public works and streets	792,759	-	647,342	448,873	303,456	-	303,456
Health and welfare	474,190	-	250,485	71,662	(152,043)	-	(152,043)
Culture and recreation	171,876	30,685	20,000	-	(121,191)	-	(121,191)
Community development	215,959	-	19,438	-	(196,521)	-	(196,521)
Interest on general long-term debt	23,568	-	-	-	(23,568)	-	(23,568)
Total governmental activities	6,288,476	390,452	1,830,515	590,079	(3,477,430)	-	(3,477,430)
Business-type activities							
Sewer	144,952	81,697	-	-	-	(63,255)	(63,255)
Tianguis	157,001	163,071	-	-	-	6,070	6,070
Refuse	363,874	329,897	-	-	-	(33,977)	(33,977)
Total business-type activities	665,827	574,665	-	-	-	(91,162)	(91,162)
Total primary government	\$ 6,954,303	\$ 965,117	\$ 1,830,515	\$ 590,079	(3,477,430)	(91,162)	(3,568,592)
General revenues:							
Taxes:							
TPT taxes					2,416,115	-	2,416,115
Bed taxes					340,727	-	340,727
Franchise taxes					25,124	-	25,124
State revenue sharing					853,088	-	853,088
State TPT tax revenue sharing					681,696	-	681,696
Auto lieu tax revenue sharing					279,535	-	279,535
Interest income					25,322	16,827	42,149
Gain (loss) on disposal of capital assets					63,825	-	63,825
Miscellaneous					12,584	-	12,584
Total general revenues					4,698,016	16,827	4,714,843
Change in net position					1,220,586	(74,335)	1,146,251
Net position, beginning of year					18,128,265	1,318,890	19,447,155
Net position, end of year					\$ 19,348,851	\$ 1,244,555	\$ 20,593,406

The accompanying notes are an integral part of these financial statements.

TOWN OF GUADALUPE, ARIZONA
Balance Sheet
Governmental Funds
June 30, 2020

	General Fund	Community Development Grants Fund	Grants Fund	Other Governmental Funds	Total Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 2,142,741	\$ 83,712	\$ -	\$ 263,729	\$ 2,490,182
Taxes receivable - net	305,557	-	-	-	305,557
Miscellaneous receivables	13,059	646,854	-	-	659,913
Due from other governments	51,127	-	1,034,202	54,629	1,139,958
Prepaid expenses	26,218	142	1,815	7,102	35,277
Due from other funds	597,761	-	-	-	597,761
Total assets	3,136,463	730,708	1,036,017	325,460	5,228,648
Liabilities					
Accounts payable	156,614	-	377,016	85,274	618,904
Accrued expenses	65,052	-	9,171	16,816	91,039
Court bonds payable	35,180	-	-	-	35,180
Due to other funds	-	-	597,761	-	597,761
Unearned revenue	406,565	21,647	67,902	2,797	498,911
Total liabilities	663,411	21,647	1,051,850	104,887	1,841,795
Deferred inflows of resources					
Unavailable revenue	-	646,854	1,014,402	-	1,661,256
Fund balances					
Nonspendable	26,218	142	1,815	7,102	35,277
Restricted for:					
Highways and streets	-	-	-	216,870	216,870
Community development	-	62,065	-	-	62,065
Unassigned	2,446,834	-	(1,032,050)	(3,399)	1,411,385
Total fund balances	2,473,052	62,207	(1,030,235)	220,573	1,725,597
Total liabilities, deferred inflows of resources, and fund balances	\$ 3,136,463	\$ 730,708	\$ 1,036,017	\$ 325,460	\$ 5,228,648

The accompanying notes are an integral part of these financial statements.

TOWN OF GUADALUPE, ARIZONA
Reconciliation of the Balance Sheet to the Statement of Net Position
Governmental Funds
June 30, 2020

Fund balances-total governmental funds	\$ 1,725,597
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	19,218,626
Some receivables are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds.	1,661,256
Net pension assets held in trust for future benefits are not available for Town operations and, therefore, are not reported in the funds.	1,724
Long-term liabilities, such as net pension/OPEB liabilities and bonds payable, are not due and payable in the current period and, therefore, are not reported as liabilities in the funds.	(3,622,667)
Deferred outflows and inflows of resources related to pensions/OPEB and deferred charges or credits on debt refundings are applicable to future reporting periods and, therefore, are not reported in the funds.	<u>364,315</u>
Net position of governmental activities	<u><u>\$ 19,348,851</u></u>

The accompanying notes are an integral part of these financial statements.

TOWN OF GUADALUPE, ARIZONA
Statement of Revenue, Expenditures, and Changes in Fund Balance
Governmental Funds
Year Ended June 30, 2020

	General Fund	Community Development Grants Fund	Grants Fund	Other Governmental Funds	Total Governmental Funds
Revenue					
Intergovernmental	\$ 2,017,972	\$ -	\$ 448,383	\$ 828,966	\$ 3,295,321
Taxes	2,781,965	-	-	-	2,781,965
Charges for services	171,925	-	-	-	171,925
Fines and forfeitures	88,414	-	-	-	88,414
Other revenue	23,084	39,945	-	22,161	85,190
Licenses and permits	60,858	-	-	-	60,858
Interest	12,795	-	-	12,527	25,322
Total revenue	<u>5,157,013</u>	<u>39,945</u>	<u>448,383</u>	<u>863,654</u>	<u>6,508,995</u>
Expenditures					
Current					
Public safety	2,702,542	-	761,091	-	3,463,633
General government	941,492	-	-	-	941,492
Health and welfare	-	-	69,794	372,885	442,679
Public works and streets	12,459	-	-	369,826	382,285
Community development	36,192	46,259	-	-	82,451
Culture and recreation	170,911	-	-	-	170,911
Debt Service					
Principal	19,311	-	32,717	-	52,028
Interest	78	-	15,365	18,701	34,144
Capital outlay	31,456	-	541,998	97,764	671,218
Total expenditures	<u>3,914,441</u>	<u>46,259</u>	<u>1,420,965</u>	<u>859,176</u>	<u>6,240,841</u>
Excess (deficiency) of revenue over (under) expenditures	1,242,572	(6,314)	(972,582)	4,478	268,154
Other financing sources (uses)					
Insurance proceeds from building loss	103,486	-	-	-	103,486
Transfers in (out)	(178,696)	-	-	178,696	-
Total other financing sources (uses)	<u>(75,210)</u>	<u>-</u>	<u>-</u>	<u>178,696</u>	<u>103,486</u>
Net change in fund balances	1,167,362	(6,314)	(972,582)	183,174	371,640
Fund balances, beginning of year	<u>1,305,690</u>	<u>68,521</u>	<u>(57,653)</u>	<u>37,399</u>	<u>1,353,957</u>
Fund balances, end of year	<u>\$ 2,473,052</u>	<u>\$ 62,207</u>	<u>\$ (1,030,235)</u>	<u>\$ 220,573</u>	<u>\$ 1,725,597</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF GUADALUPE, ARIZONA
Reconciliation of the Statement of Revenue, Expenditures,
and Changes in Fund Balances to the Statement of Activities
Governmental Funds
Year Ended June 30, 2020

Net change in fund balances-total governmental funds \$ 371,640

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay	671,218	
Depreciation expense	<u>(741,174)</u>	(69,956)

In the statement of activities, only the gain/loss on the sale of capital assets is reported, whereas in the governmental funds, the proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balance by the book value of the capital assets sold.

(39,661)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.

Change in unavailable revenue	956,749	
Change in HOME note receivables	<u>(20,507)</u>	936,242

Town pension/OPEB contributions are reported as expenditures in the governmental funds when made. However, they are reported as deferred outflows of resources in the statement of net position because the reported net pension/OPEB liability is measured a year before the Town's report date. Pension/OPEB expense, which is the change in the net pension/OPEB liability adjusted for changes in deferred outflows and inflows of resources related to pensions/OPEB, is reported in the statement of activities.

Town pension/OPEB contributions	266,605	
Pension/OPEB expense	<u>(293,188)</u>	(26,583)

Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is issued, whereas these amounts are amortized in the statement of activities.

Debt principal repayments	52,028	
Amortization of loan premium	<u>10,576</u>	62,604

Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available resources. In the statement of activities, however, which is presented on the accrual basis of accounting, expenses are reported regardless of when the financial resources are available.

Increase in compensated absences payable		<u>(13,700)</u>
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Change in net position of governmental activities \$ 1,220,586

The accompanying notes are an integral part of these financial statements.

TOWN OF GUADALUPE, ARIZONA
Statement of Net Position
Proprietary Funds
June 30, 2020

	Business-type Activities--Enterprise Funds			
	Sewer Fund	Tianguis Econ. Dev. Fund	Refuse Fund	Total
ASSETS				
Current assets				
Cash and cash equivalents	\$ 730,449	\$ -	\$ 193,631	\$ 924,080
Accounts receivable - net	-	3,909	-	3,909
Due from other governments	13,696	-	53,777	67,473
Prepaid expenses	1,090	1,177	277	2,544
Due from other funds	23,213	-	-	23,213
Total current assets	768,448	5,086	247,685	1,021,219
Noncurrent assets				
Net other postemployment benefits asset	102	37	-	139
Capital assets, net of accumulated depreciation, where applicable:				
Land	-	84,703	-	84,703
Utilities systems, net	401,348	-	-	401,348
Buildings, net	-	38,651	-	38,651
Total noncurrent assets	401,450	123,391	-	524,841
Total assets	1,169,898	128,477	247,685	1,546,060
DEFERRED OUTFLOWS OF RESOURCES				
Deferred outflows related to pensions and other postemployment benefits	7,158	2,564	-	9,722
LIABILITIES				
Current liabilities				
Accounts payable	123,582	27,184	30,601	181,367
Accrued expenses	2,986	2,138	-	5,124
Refundable deposits	-	5,332	-	5,332
Compensated absences - current portion	5,153	355	-	5,508
Due to other funds	-	23,213	-	23,213
Total current liabilities	131,721	58,222	30,601	220,544
Noncurrent liabilities				
Compensated absences	573	39	-	612
Net pension and other postemployment benefits liability	60,594	21,704	-	82,298
Total noncurrent liabilities	61,167	21,743	-	82,910
Total liabilities	192,888	79,965	30,601	303,454
DEFERRED INFLOWS OF RESOURCES				
Deferred inflows related to pensions and other postemployment benefits	5,723	2,050	-	7,773
NET POSITION				
Net investment in capital assets	401,348	123,354	-	524,702
Unrestricted (deficit)	577,097	(74,328)	217,084	719,853
Total net position	\$ 978,445	\$ 49,026	\$ 217,084	\$ 1,244,555

The accompanying notes are an integral part of these financial statements.

TOWN OF GUADALUPE, ARIZONA
Statement of Revenue, Expenses, and Changes in Fund Net Position
Proprietary Funds
Year Ended June 30, 2020

	Business-type Activities--Enterprise Funds			
	Sewer Fund	Tanguis Econ. Dev. Fund	Refuse Fund	Total
Operating revenues				
Charges for services	\$ 81,697	\$ -	\$ 329,897	\$ 411,594
Rents	-	163,071	-	163,071
Total operating revenues	<u>81,697</u>	<u>163,071</u>	<u>329,897</u>	<u>574,665</u>
Operating expenses				
Professional services	285	683	361,511	362,479
Personnel	80,621	36,679	-	117,300
Depreciation	59,899	10,941	-	70,840
Utilities	396	60,102	-	60,498
Repairs and maintenance	1,864	27,765	-	29,629
Materials and supplies	1,255	13,942	-	15,197
Insurance	632	3,699	2,363	6,694
Miscellaneous	-	3,190	-	3,190
Total operating expenses	<u>144,952</u>	<u>157,001</u>	<u>363,874</u>	<u>665,827</u>
Operating income (loss)	<u>(63,255)</u>	<u>6,070</u>	<u>(33,977)</u>	<u>(91,162)</u>
Nonoperating revenue				
Investment income	16,827	-	-	16,827
Increase (decrease) in net position	<u>(46,428)</u>	<u>6,070</u>	<u>(33,977)</u>	<u>(74,335)</u>
Total net position, beginning of year	<u>1,024,873</u>	<u>42,956</u>	<u>251,061</u>	<u>1,318,890</u>
Total net position, end of year	<u>\$ 978,445</u>	<u>\$ 49,026</u>	<u>\$ 217,084</u>	<u>\$ 1,244,555</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF GUADALUPE, ARIZONA
Statement of Cash Flows
Proprietary Funds
Year Ended June 30, 2020

	Business-type Activities--Enterprise Funds			
	Sewer Fund	Tianguis Econ. Dev. Fund	Refuse Fund	Total
Cash flows from operating activities:				
Receipts from customers	\$ 81,545	\$ 162,394	\$ 331,308	\$ 575,247
Payments to suppliers and providers of goods and services	(4,372)	(102,453)	(361,241)	(468,066)
Payments to employees	(78,945)	(36,339)	-	(115,284)
Net cash provided (used) by operating activities	<u>(1,772)</u>	<u>23,602</u>	<u>(29,933)</u>	<u>(8,103)</u>
Cash flows from noncapital financing activities:				
Interfund loans	<u>18,402</u>	<u>(18,402)</u>	<u>-</u>	<u>-</u>
Cash flows from capital and related financing activities:				
Acquisition of capital assets	<u>(192,517)</u>	<u>(5,200)</u>	<u>-</u>	<u>(197,717)</u>
Cash flows from investing activities:				
Interest received on investments	<u>16,827</u>	<u>-</u>	<u>-</u>	<u>16,827</u>
Net increase (decrease) in cash and cash equivalents	(159,060)	-	(29,933)	(188,993)
Cash and cash equivalents, beginning of year	<u>889,509</u>	<u>-</u>	<u>223,564</u>	<u>1,113,073</u>
Cash and cash equivalents, end of year	<u><u>\$ 730,449</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 193,631</u></u>	<u><u>\$ 924,080</u></u>

The accompanying notes are an integral part of these financial statements.

TOWN OF GUADALUPE, ARIZONA
Statement of Cash Flows
Proprietary Funds
Year Ended June 30, 2020
(Continued)

	Business-type Activities--Enterprise Funds			
	Sewer Fund	Tianguis Econ. Dev. Fund	Refuse Fund	Total
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:				
Operating income (loss)	\$ (63,255)	\$ 6,070	\$ (33,977)	\$ (91,162)
Adjustments to reconcile operating income (loss) to net cash provided by (used by) operating activities:				
Depreciation	59,899	10,941	-	70,840
Changes in assets, deferred outflows of resources, liabilities, and deferred inflows of resources:				
Accounts receivable	-	1,879	-	1,879
Due from other governments	(152)	-	1,411	1,259
Prepaid expenses	(777)	746	774	743
Net pension and other postemployment benefits asset	45	15	-	60
Deferred outflows of resources related to pensions and other postemployment benefits	3,553	1,273	-	4,826
Accounts payable	(70)	5,857	1,859	7,646
Accrued expenses	440	695	-	1,135
Refundable deposits	-	(2,556)	-	(2,556)
Compensated absences payable	1,236	(355)	-	881
Net pension and other postemployment benefits liability	463	166	-	629
Deferred inflows of resources related to pensions and other postemployment benefits	(3,154)	(1,129)	-	(4,283)
Net cash provided (used) by operating activities	<u>\$ (1,772)</u>	<u>\$ 23,602</u>	<u>\$ (29,933)</u>	<u>\$ (8,103)</u>

NONCASH INVESTING, CAPITAL FINANCING, AND NONCAPITAL FINANCING ACTIVITIES

The Sewer Fund incurred \$123,623 in capital improvement costs that were financed with accounts payable at year end.

The accompanying notes are an integral part of these financial statements.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Town of Guadalupe, Arizona, conform to generally accepted accounting principles applicable to governmental units adopted by the Governmental Accounting Standards Board (GASB). A summary of the Town's significant accounting policies are as follows.

A. Reporting Entity

The Town is a general-purpose local government that is governed by a separately elected Town Council. The accompanying financial statements present the activities of the Town (the primary government) and its component units.

Component units are legally separate entities for which the Town is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the Town's operations. Therefore, data from these units is combined with data of the primary government. The component unit discussed below has a June 30 year-end.

The Town of Guadalupe Municipal Property Corporation is an Arizona nonprofit corporation incorporated under the laws of the State of Arizona. The principal objective of the Corporation is to assist the Town of Guadalupe, Arizona, in acquiring, constructing, operating, improving or modifying public facilities for the benefit of all the Town of Guadalupe, Arizona residents. The Town of Guadalupe Municipal Property Corporation is a blended component unit.

B. Basis of Presentation

The basic financial statements include both government-wide statements and fund financial statements. The government-wide statements focus on the Town as a whole, while the fund financial statements focus on major funds. Each presentation provides valuable information that can be analyzed and compared between years and between governments to enhance the usefulness of the information.

Government-wide statements – provide information about the primary government (the Town) and its component units. The statements include a statement of net position and a statement of activities. These statements report the financial activities of the overall government. They also distinguish between the governmental and business-type activities of the Town and between the Town and its discretely presented component units. Governmental activities generally are financed through taxes and intergovernmental revenues. Business-type activities are financed in whole or in part by fees charged to external parties.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

A statement of activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities and segment of its business-type activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. The Town does not allocate indirect expenses to programs or functions. Program revenues include:

- ◆ charges to customers or applicants for goods, services, or privileges provided,
- ◆ operating grants and contributions, and
- ◆ capital grants and contributions, including special assessments.

Revenues that are not classified as program revenues, including internally dedicated resources and all taxes, are reported as general revenues.

Generally, the effect of interfund activity has been eliminated from the government-wide financial statements to minimize the double counting of internal activities. However, charges for interfund services provided and used are not eliminated if the prices approximate their external exchange values.

Fund financial statements – provide information about the Town's funds, including blended component units. Separate statements are presented for the governmental and proprietary fund categories. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as non-major funds.

Proprietary fund operating revenues, such as charges for services, result from transactions associated with the fund's principal activity in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from transactions in which the parties do not exchange equal values. Revenues generated by ancillary activities are also reported as nonoperating revenues.

The Town reports the following major governmental funds:

The ***General Fund*** is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The ***Community Development Grants Fund*** accounts for specific grant revenue sources that are legally restricted to expenditures for community development.

The ***Grants Fund*** accounts for specific revenue received that is legally restricted to expenditures for specified purposes.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

The Town reports the following major enterprise funds:

The *Sewer Fund*, *Tianguis Economic Development Fund*, and *Refuse Fund* account for operations that are financed and operated in a manner similar to private business enterprises, in which the intent of the Town Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or for which the Town Council has decided that periodic determination of revenue earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

C. Basis of Accounting

The government-wide and proprietary fund financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Grants and donations are recognized as revenue as soon as all eligibility requirements the provider imposed have been met.

Governmental funds in the fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Town considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they are due and payable. General capital asset acquisitions are reported as expenditures in governmental funds. Issuances of general long-term debt and acquisitions under capital lease agreements are reported as other financing sources.

D. Cash and Investments

For the statement of cash flows, the Town's cash and cash equivalents are considered to be cash on hand, demand deposits, investments in the State Treasurer's local government investment pool, and only those highly liquid investments with a maturity of three months or less when purchased.

E. Allowance for Uncollectible Accounts

Allowances for uncollectible accounts receivable are estimated by the Town. The amount recorded as uncollectible at June 30, 2020 for notes receivable in the Governmental Activities was \$481,159 (see Note 4).

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

F. Capital Assets

Capital assets are reported at actual cost (or estimated historical cost if historical records are not available). Donated assets are reported at acquisition value.

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets are as follows:

	Capitalization Threshold	Depreciation Method	Estimated Useful Life
Land	\$ 5,000	n/a	n/a
Construction in progress	5,000	n/a	n/a
Buildings and building improvements	5,000	Straight-line	50
Land improvements	5,000	Straight-line	10
Equipment	5,000	Straight-line	5
Streets	5,000	Straight-line	40
Curbs and gutters	5,000	Straight-line	40
Street lights	5,000	Straight-line	40

G. Investment Income

Investment income is composed of interest, dividends, and net changes in the fair value of applicable investments.

H. Compensated Absences

Compensated absences consist of vacation leave earned by employees based on services already rendered.

Employees may accumulate up to 240 hours of vacation depending on years of service, but any vacation hours in excess of the maximum amount that are unused at year-end are forfeited. Upon termination of employment, all unused vacation benefits are paid to employees. Accordingly, vacation benefits are accrued as a liability in the financial statements.

Employees may accumulate up to 480 hours of sick leave hours but any sick hours in excess of the maximum amount that are unused at year-end are forfeited. Because sick leave benefits do not vest with employees, a liability for sick leave benefits is not accrued in the financial statements.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

I. Deferred Outflows/Inflows of Resources

The statement of net position and balance sheet include separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future periods that will be recognized as an expense or expenditure in future periods. Deferred inflows of resources represent an acquisition of net position or fund balance that applies to future periods and will be recognized as a revenue in future periods.

J. Postemployment Benefits

For purposes of measuring the net pension and other postemployment benefits (OPEB) assets and liabilities, deferred outflows of resources and deferred inflows of resources related to pensions and OPEB, and pension and OPEB expense, information about the plans' fiduciary net position and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

K. Fund Balance Reporting

The governmental funds' fund balances are reported separately within classifications based on a hierarchy of the constraints placed on those resources' use. The classifications are based on the relative strength of the constraints that control how the specific amounts can be spent. The classifications are nonspendable, restricted, and unrestricted, which includes committed, assigned, and unassigned fund balance classifications.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either not in spendable form, such as inventories, or are legally or contractually required to be maintained intact. Restricted fund balances are those that have externally imposed restrictions on their usage by creditors (such as through debt covenants), grantors, contributors, or laws and regulations.

The unrestricted fund balance category is composed of committed, assigned, and unassigned resources. Committed fund balances are self-imposed limitations that the Town Council has approved, which is the highest level of decision-making authority within the Town. Only the Town Council can remove or change the constraints placed on committed fund balances.

Assigned fund balances are resources constrained by the Town's intent to be used for specific purposes, but that are neither restricted nor committed. The Town Council has authorized the Town manager to assign resources for a specific purpose.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

The unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not reported in the other classifications. Also, deficits in fund balances of the other governmental funds are reported as unassigned.

The Town's policy for committed fund balances is through formal Town resolutions passed through the elected town council. The process of rescinding a committed fund balance requires the same process.

The Town's policy for assigned fund balances is through motions passed by the elected town council. Assigned fund balances do not require a formal resolution.

When an expenditure is incurred that can be paid from either restricted or unrestricted fund balances, it is the Town's policy to use (the Town will use) restricted fund balance first. It is the Town's policy to use (the Town will use) committed amounts first when disbursing unrestricted fund balances, followed by assigned amounts, and lastly unassigned amounts.

L. Budgets

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at year end. The Town is subject to the State of Arizona's Spending Limitation Law for Towns and Cities. This law does not permit the Town to spend more than budgeted revenues plus the carry-over unrestricted cash balance from the prior fiscal year. The limitation is applied to the total of the combined funds. The Town complied with this law during the year.

Expenditures may not legally exceed budgeted appropriations at the department level. The individual budgetary comparison schedules as listed in the table of contents present all major governmental funds which incurred an excess of expenditures/expenses over appropriations for the year ended June 30, 2020, if any.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 2 – DEPOSITS AND INVESTMENTS

Arizona Revised Statutes (A.R.S.) authorize the Town to invest public monies in the State Treasurer’s investment pool; obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations, or instrumentalities; specified state and local government bonds, notes, and other evidences of indebtedness; interest-earning investments such as savings accounts, certificates of deposit, and repurchase agreements in eligible depositories; specified commercial paper issued by corporations organized and doing business in the United States; specified bonds, debentures, notes, and other evidences of indebtedness that are denominated in United States dollars; and certain open-end and closed-end mutual funds, including exchange traded funds. In addition, the Town Treasurer may invest trust funds in certain fixed income securities of corporations doing business in the United States or District of Columbia.

Credit Risk

Statutes have the following requirements for credit risk:

1. Commercial paper must be of prime quality and be rated within the top two ratings by a nationally recognized rating agency.
2. Bonds, debentures, notes, and other evidences of indebtedness that are denominated in United States dollars must be rated “A” or better at the time of purchase by at least two nationally recognized rating agencies.
3. Fixed income securities must carry one of the two highest ratings by Moody’s investor’s service and Standard and Poor’s rating service. If only one of the above-mentioned services rates the security, it must carry the highest rating of that service.

Custodial credit risk

Statutes require collateral for deposits at 102 percent of all deposits federal depository insurance does not cover.

Concentration of credit risk

Statutes do not include any requirements for concentration of credit risk

Interest rate risk

Statutes require that public monies invested in securities and deposits have a maximum maturity of 5 years. The maximum maturity for investments in repurchase agreements is 180 days.

Foreign currency risk

Statutes do not allow foreign investments unless the investment is denominated in United States dollars.

The Town does not have a formal investment policy with respect to custodial risk, concentration of credit risk, or foreign currency risk.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 2 – DEPOSITS AND INVESTMENTS – Continued

Deposits – At June 30, 2020, the carrying amount of the Town’s total nonpooled cash in bank was \$816,477, and the bank balance was \$820,495. Of the bank balances, \$250,000 was covered by federal depository insurance or similar insurance. The remainder was covered by collateral held by the pledging financial institution in the Town’s name.

Investments—At June 30, 2020, the investments consisted of the following.

<u>Investment</u>	<u>Rating Organization</u>	<u>Credit Rating</u>	<u>Reported Amount</u>	<u>Fair Value</u>
Arizona LGIP Pool 5	S&P	AAA	<u>\$ 2,588,105</u>	<u>\$ 2,588,105</u>

Investments in the State Treasurer’s investment pools are valued at the pool’s share price multiplied by the number of shares the Town held. The fair value of a participant’s position in the pools approximates the value of that participant’s pool shares. The State Board of Investment provides oversight for the State Treasurer’s investment pools.

NOTE 3 – DUE FROM OTHER GOVERNMENTS

Due from other governments for each governmental fund consisted of the following:

	<u>General Fund</u>	<u>Grants Fund</u>	<u>HURF/LTAF Fund (non-major)</u>	<u>Community Service Grants Fund (non-major)</u>
Federal Government	\$ -	\$ 142,176	\$ -	\$ -
State of Arizona	49,527	884,765	33,336	-
Other governments	<u>1,600</u>	<u>7,261</u>	<u>-</u>	<u>21,293</u>
	<u>\$ 51,127</u>	<u>\$ 1,034,202</u>	<u>\$ 33,336</u>	<u>\$ 21,293</u>

Due from other governments for the Sewer and Refuse Funds consisted of amounts due from the City of Tempe totaling \$13,696 and \$53,777, respectively.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 4 – NOTES RECEIVABLE

On the government-wide statement of net position, the Town recognizes notes receivable from individuals who are part of the Home Investment Partnership Program (HOME). Through the HOME program, qualifying families receive grant funding towards buying a home and in return sign a note agreement payable to the Town. The Town places a lien on the property for the amount of the HOME funds the family receives. Note maturities vary from 10 to 30 years with interest rates that are below market. Proceeds from principal and interest payments are applied to other HOME program expenses. Some of the loans stipulate that the loan amount is forgiven over the life of the loan on a straight-line basis. The Town has recorded the loan balance net of amounts expected to be forgiven.

Notes receivables at June 30, 2020 consisted of \$1,128,013 of which \$481,159 are expected to be forgiven. The notes receivable balance – net totaled \$646,854.

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020, was as follows:

	Balance July 1, 2019	Increases	Decreases	Balance June 30, 2020
Governmental activities:				
Capital assets not being depreciated:				
Construction in progress	\$ 34,206	\$ -	\$ (34,206)	\$ -
Land	7,039,174	-	-	7,039,174
Total capital assets not being depreciated	<u>7,073,380</u>	<u>-</u>	<u>(34,206)</u>	<u>7,039,174</u>
Capital assets being depreciated:				
Building and building improvements	4,097,113	80,233	(194,085)	3,983,261
Land improvements	3,096,280	-	-	3,096,280
Equipment	3,097,204	52,918	-	3,150,122
Street lights	472,427	-	-	472,427
Streets	6,341,030	572,273	-	6,913,303
Curbs and gutters	4,594,274	-	-	4,594,274
Total	<u>21,698,328</u>	<u>705,424</u>	<u>(194,085)</u>	<u>22,209,667</u>
Less accumulated depreciation for:				
Building and building improvements	(2,576,710)	(69,598)	154,424	(2,491,884)
Land improvements	(862,130)	(122,797)	-	(984,927)
Equipment	(2,289,924)	(158,123)	-	(2,448,047)
Street lights	(218,935)	(24,910)	-	(243,845)
Streets	(2,056,504)	(250,077)	-	(2,306,581)
Curbs and gutters	(1,439,262)	(115,669)	-	(1,554,931)
Total	<u>(9,443,465)</u>	<u>(741,174)</u>	<u>154,424</u>	<u>(10,030,215)</u>
Total capital assets being depreciated, net	<u>12,254,863</u>	<u>(35,750)</u>	<u>(39,661)</u>	<u>12,179,452</u>
Governmental activities capital assets, net	<u>\$ 19,328,243</u>	<u>\$ (35,750)</u>	<u>\$ (73,867)</u>	<u>\$ 19,218,626</u>

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 5 – CAPITAL ASSETS – Continued

	Balance July 1, 2019	Increases	Decreases	Balance June 30, 2020
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 84,703	\$ -	\$ -	\$ 84,703
Capital assets being depreciated:				
Utility systems	1,848,472	316,140	-	2,164,612
Equipment	91,421	-	-	91,421
Buildings	25,000	-	-	25,000
Building improvements	607,626	5,200	-	612,826
Total	<u>2,572,519</u>	<u>321,340</u>	<u>-</u>	<u>2,893,859</u>
Less accumulated depreciation for:				
Utility systems	(1,735,375)	(47,095)	-	(1,782,470)
Equipment	(59,411)	(12,804)	-	(72,215)
Buildings	(25,000)	-	-	(25,000)
Building improvements	(563,234)	(10,941)	-	(574,175)
Total	<u>(2,383,020)</u>	<u>(70,840)</u>	<u>-</u>	<u>(2,453,860)</u>
Total capital assets being depreciated, net	<u>189,499</u>	<u>250,500</u>	<u>-</u>	<u>439,999</u>
Business-type activities capital assets, net	<u>\$ 274,202</u>	<u>\$ 250,500</u>	<u>\$ -</u>	<u>\$ 524,702</u>

Depreciation expense was charged to functions as follows:

Governmental activities:	
Highways and streets	\$ 402,909
Community development	132,961
Public safety	98,931
General government	78,389
Health and welfare	27,879
Culture and recreation	<u>105</u>
Total governmental activities depreciation expense	<u>\$ 741,174</u>
Business-type activities:	
Sewer	\$ 59,899
Tianguis center	<u>10,941</u>
Total business-type activities depreciation expense	<u>\$ 70,840</u>

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 6 – UNEARNED REVENUE

The Town has received advanced contract payments for the lease of billboard space with a term of 20-years. The Town recognizes revenue annually at 1/20th of the contract price. The remaining amount is recorded as unearned revenue that will be recognized as revenue over the life of the contract. The amount deferred for the billboard contract at June 30, 2020 is \$137,501. The remaining balance of unearned revenue in the governmental funds consists of grant advances in which the Town had not yet fulfilled contract requirements to recognize revenue.

NOTE 7 – LONG-TERM LIABILITIES

Loans payable from direct borrowings and direct placements – The Town’s loans payable consist of a loan of \$2,145,000 received through the Greater Arizona Development Authority (GADA). The loan requires principal payments annually beginning July 1, 2014 with interest payments of 2.00 percent paid semiannually on July 1 and January 1 with the first interest payment due July 1, 2014. Total loan net proceeds of \$2,389,785 were used to refinance a prior loan through GADA. Excise taxes and state-shared revenues are used as security for the loan payable.

Loans payable from direct borrowings and direct placements at June 30, 2020, were as follows:

<u>Description</u>	<u>Face Value</u>	<u>Maturity Ranges</u>	<u>Interest Rate</u>	<u>Outstanding June 30, 2020</u>
Loan payable	\$ 2,145,000	2014-2023	2.00%	<u><u>\$ 800,000</u></u>

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 7 – LONG-TERM LIABILITIES – Continued

The following schedule details the Town’s long-term liability and obligation activity for the year ended June 30, 2020.

	Balance July 1, 2019	Additions	Reductions	Balance June 30, 2020	Due within 1 year
Governmental activities:					
Compensated absences	\$ 86,854	\$ 13,700	\$ -	\$ 100,554	\$ 90,499
Net pension and OPEB liability	2,134,893	88,410	-	2,223,303	-
Capital lease payable	515,322	-	52,028	463,294	52,119
Loans payable from direct borrowings and direct placements	800,000	-	-	800,000	255,000
Loan premium	46,092	-	10,576	35,516	18,816
Governmental activities long-term liabilities	<u>\$ 3,583,161</u>	<u>\$ 102,110</u>	<u>\$ 62,604</u>	<u>\$ 3,622,667</u>	<u>\$ 416,434</u>
Business-type activities:					
Compensated absences	\$ 5,239	\$ 881	\$ -	\$ 6,120	\$ 5,508
Net pension and OPEB liability	81,669	629	-	82,298	-
Business-type activities long-term liabilities	<u>\$ 86,908</u>	<u>\$ 1,510</u>	<u>\$ -</u>	<u>\$ 88,418</u>	<u>\$ 5,508</u>

The following schedule details debt service requirements to maturity for the Town’s loan payable from direct borrowings and direct placements at June 30, 2020.

Year Ending June 30	Governmental Activities		
	Loan Payable from Direct Borrowings and Direct Placements		
	Principal	Premium Amortization	Interest
2021	\$ 255,000	\$ 18,816	\$ 10,897
2022	265,000	12,438	5,516
2023	280,000	4,262	-
Total	<u>\$ 800,000</u>	<u>\$ 35,516</u>	<u>\$ 16,413</u>

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 7 – LONG-TERM LIABILITIES – Continued

Capital leases—The Town has acquired equipment under the provisions of a long-term lease agreement classified as a capital lease for accounting purposes because it provides for a bargain purchase option or a transfer of ownership by the end of the lease term.

The assets acquired through capital leases are as follows:

	Governmental Activities
Fire truck	\$ 563,036
Less: accumulated depreciation	(154,835)
Carrying value	<u>\$ 408,201</u>

The following schedule details debt service requirements to maturity for the Town's capital leases payable at June 30, 2020:

Year Ending June 30	Governmental Activities
2021	\$ 65,971
2022	65,971
2023	65,971
2024	65,971
2025	65,971
2026-2028	<u>197,912</u>
Total minimum lease payments	527,767
Less amount representing interest	<u>(64,473)</u>
Present value of net minimum lease payments	<u>\$ 463,294</u>

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 8 – RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town carries commercial insurance for all such risks of loss, including workers' compensation and employees' health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS

The Town contributes to the pension plans described below. The plans are component units of the State of Arizona.

At June 30, 2020, the Town reported the following aggregate amounts related to pensions and other postemployment benefits (OPEB) for all plans to which it contributes:

Statement of Net Position and Statement of Activities	Governmental Activities	Business-type Activities	Total
	<hr/>	<hr/>	<hr/>
Net OPEB asset	\$ 1,724	\$ 139	\$ 1,863
Net pension and OPEB liability	2,223,303	82,298	2,305,601
Deferred outflows of resources related to pension and OPEB	646,349	9,722	656,071
Deferred inflows of resources related to pension and OPEB	282,034	7,773	289,807
Pension and OPEB expense	293,188	7,785	300,973

The Town reported \$266,605 of pension and OPEB contributions as expenditures in the governmental funds related to all plans to which it contributes.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

A. Arizona State Retirement System

Plan Description – Town employees not covered by the other pension plans described below participate in the Arizona State Retirement System (ASRS). The ASRS administers a cost-sharing multiple-employer defined benefit pension plan, a cost-sharing multiple-employer defined benefit health insurance premium benefit (OPEB) plan, and a cost-sharing multiple-employer defined benefit long-term disability (OPEB) plan. The Arizona State Retirement System Board governs the ASRS according to the provisions of A.R.S. Title 38, Chapter 5, Articles 2 and 2.1. The ASRS issues a publicly available financial report that includes its financial statements and required supplementary information. The report is available on its website at www.azasrs.gov.

Benefits Provided – The ASRS provides retirement, health insurance premium supplement, long-term disability, and survivor benefits. State statute establishes benefits terms. Retirement benefits are calculated on the basis of age, average monthly compensation, and service credit as follows:

	Initial Membership Date:	
	Before July 1, 2011	On or after July 1, 2011
Years of service and age required to receive benefit	Sum of years and age equals 80	30 years age 55
	10 years age 62	25 years age 60
	5 years age 50*	10 years age 62
	Any years age 65	5 years age 50*
		Any years age 65
Final average salary is based on	Highest 36 months of last 120 months	Highest 60 months of last 120 months
Benefit percent per year of service	2.1% to 2.3%	2.1% to 2.3%

*With actuarially reduced benefits.

Retirement benefits for members who joined the ASRS prior to September 13, 2013, are subject to automatic cost-of-living adjustments based on excess investment earning. Members with a membership date on or after September 13, 2013, are not eligible for cost-of-living adjustments. Survivor benefits are payable upon a member's death. For retired members, the retirement benefit option chosen determines the survivor benefit. For all other members, the beneficiary is entitled to the member's account balance that includes the member's contributions and employer's contributions, plus interest earned.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Health insurance premium benefits are available to retired or disabled members with 5 years of credited service. The benefits are payable only with respect to allowable health insurance premiums for which the member is responsible. For members with 10 or more years of service, benefits range from \$100 per month to \$260 per month depending on the age of the member and dependents. For members with 5 to 9 years of service, the benefits are the same dollar amounts as above multiplied by a vesting fraction based on completed years of service.

Active members are eligible for a monthly long-term disability benefit equal to two-thirds of monthly earnings. Members receiving benefits continue to earn service credit up to their normal retirement dates. Members with long-term disability commencement dates after June 30, 1999, are limited to 30 years of service or the service on record as of the effective disability date if their service is greater than 30 years.

Contributions – In accordance with state statutes, annual actuarial valuations determine active member and employer contribution requirements. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. For the year ended June 30, 2020, statute required active ASRS members to contribute at the actuarially determined rate of 12.11 percent (11.94 percent for retirement and 0.17 percent for long-term disability) of the members' annual covered payroll, and statute required the Town to contribute at the actuarially determined rate of 12.11 percent (11.45 percent for retirement, 0.49 percent for health insurance premium benefit, and 0.17 percent for long-term disability) of the active members' annual covered payroll. In addition, the Town was required by statute to contribute at the actuarially determined rate of 10.41 percent (10.29 percent for retirement, 0.05 percent for health insurance premium benefit, and 0.07 percent for long-term disability) of annual covered payroll of retired members who worked for the Town in positions that an employee who contributes to the ASRS would typically fill. The Town's contributions to the pension, health insurance premium benefit, and long-term disability plans for the year ended June 30, 2020, were \$83,996, \$3,074, and \$1,135, respectively.

During fiscal year 2020, the Town paid for ASRS pension and OPEB contributions as follows: 61.46 percent from the General Fund, 14.73 percent from the HURF/LTAF Fund (nonmajor), 16.34 percent from the Community Services Grants Fund (nonmajor), 5.50 percent from the Sewer Fund, and 1.97 percent from the Tianguis Economic Development Fund.

Liability - At June 30, 2020, the Town reported the following asset and liabilities for its proportionate share of the ASRS' net pension/OPEB asset or liability.

	Net Pension/OPEB (Asset) Liability
Pension	\$ 1,097,158
Health insurance premium benefit	(1,863)
Long-term disability	4,560

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

The net asset and net liabilities were measured as of June 30, 2019. The total liability used to calculate the net asset or net liability was determined using update procedures to roll forward the total liability from an actuarial valuation as of June 30, 2018, to the measurement date of June 30, 2019. The Town's proportion of the net asset or net liability was based on the Town's actual contributions to the plan relative to the total of all participating employers' contributions for the year ended June 30, 2019. The Town's proportions measured as of June 30, 2019, and the change from its proportions measured as of June 30, 2018, were:

	Proportion	Increase
	June 30, 2019	(decrease) from
	<u>June 30, 2019</u>	<u>June 30, 2018</u>
Pension	0.00754%	-0.00027%
Health insurance premium benefit	0.00674%	-0.00066%
Long-term disability	0.00700%	-0.00080%

Expense – For the year ended June 30, 2020, the Town recognized the following pension and OPEB expense.

	Pension/OPEB
	Expense
	<u>Expense</u>
Pension	100,446
Health insurance premium benefit	2,329
Long-term disability	1,443

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Deferred Outflows/Inflows of Resources—At June 30, 2020, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions and OPEB from the following sources:

	Pension		Health Insurance		Long-Term Disability	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 19,820	\$ 206	\$ -	\$ 2,227	\$ 539	\$ -
Changes of assumptions or other inputs	4,638	43,691	3,663	-	682	-
Net difference between projected and actual earnings on plan investments	-	24,660	-	2,422	-	97
Changes in proportion and differences between Town contributions and proportionate share of contributions subsequent to the measurement date	12,530	30,425	-	11	70	316
	<u>83,996</u>	<u>-</u>	<u>3,074</u>	<u>-</u>	<u>1,135</u>	<u>-</u>
Total	\$ 120,984	\$ 98,982	\$ 6,737	\$ 4,660	\$ 2,426	\$ 413

The amounts reported as deferred outflows of resources related to ASRS pensions and OPEB resulting from Town contributions subsequent to the measurement date will be recognized as an increase of the net asset or a reduction of the net liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions and OPEB will be recognized as expenses as follows:

Year ended June 30,	Pension	Health Insurance Premium Benefit	Long-Term Disability
	2021	\$ (22,154)	\$ (811)
2022	(41,709)	(810)	79
2023	(4,736)	225	173
2024	6,605	452	191
2025	-	(53)	155
Thereafter	-	-	202

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Actuarial Assumptions – The significant actuarial assumptions used to measure the total pension/OPEB liability are as follows:

ASRS

Actuarial valuation date	June 30, 2018
Actuarial roll forward date	June 30, 2019
Actuarial cost method	Entry age normal
Investment rate of return	7.5%
Projected salary increases	2.7 - 7.2% for pensions/not applicable for OPEB
Inflation	2.3%
Permanent benefit increase	Included for pensions/not applicable for OPEB
Mortality rates	2017 SRA Scale U-MP for pensions and health insurance premium benefit
Recovery rates	2012 GLDT for long-term disability
Healthcare cost trend rate	Not applicable

Actuarial assumptions used in the June 30, 2018, valuation were based on the results of an actuarial experience study for the 5-year period ended June 30, 2016.

The long-term expected rate of return on ASRS plan investments was determined to be 7.5 percent using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Geometric Real Rate of Return
Equity	50%	6.09%
Credit	20%	5.36%
Interest rate sensitive bonds	10%	1.62%
Real estate	20%	5.85%
Total	<u>100%</u>	

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Discount Rate – The discount rate used to measure the ASRS total pension/OPEB liability was 7.5 percent. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates based on the ASRS Board’s funding policy, which establishes the contractually required rate under Arizona statute. Based on those assumptions, the plans’ fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension/OPEB liability.

Sensitivity of the Town’s Proportionate Share of the ASRS Net Pension/OPEB (Asset) Liability to Changes in the Discount Rate – The following table presents the Town’s proportionate share of the net pension/OPEB liability calculated using the discount rate of 7.5 percent, as well as what the Town’s proportionate share of the net pension/OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.5 percent) or 1 percentage point higher (8.5 percent) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Town's Proportionate share of the			
Net pension liability	\$ 1,561,510	\$ 1,097,158	\$ 709,079
Net insurance premium benefit liability (asset)	9,435	(1,863)	(11,489)
Net long-term disability liability	5,047	4,560	4,088

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Plan Fiduciary Net Position – Detailed information about the plans’ fiduciary net position is available in the separately issued ASRS financial report.

B. Public Safety Personnel Retirement System

Plan Descriptions – Town fire employees participate in the Public Safety Personnel Retirement System (PSPRS) or employees who became members on or after July 1, 2017, may participate in the Public Safety Personnel Defined Contribution Retirement Plan (PSPDCRP). The PSPRS administers agent and cost-sharing multiple-employer defined benefit pension plans and agent and cost-sharing multiple-employer defined benefit health insurance premium benefit (OPEB) plans. A nine-member board known as the Board of Trustees and the participating local boards govern the PSPRS according to the provisions of A.R.S. Title 38, Chapter 5, Article 4. Employees who were PSPRS members before July 1, 2017, participate in the agent plans, and those who became PSPRS members on or after July 1, 2017, participate in the cost-sharing plans (PSPRS Tier 3 Risk Pool) which are not further disclosed because of their relative insignificance to the Town’s financial statements.

The PSPRS issues publicly available financial report that includes financial statements and required supplementary information. The report is available on the PSPRS website at www.psprs.com.

Benefits Provided – The PSPRS provide retirement, health insurance premium supplement, disability, and survivor benefits. State statute establishes benefits terms.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Retirement, disability, and survivor benefits are calculated on the basis of age, average monthly compensation, and service credit as follows:

	Initial Membership Date:	
	Before January 1, 2012	On or after January 1, 2012 and before July 1, 2017
Retirement and Disability		
Years of service and age required to receive benefit	20 years of service, any age 15 years of service, age 62	25 years of service or 15 years of credited service, age 52.5
Final average salary is based on	Highest 36 consecutive months of last 20 years	Highest 60 consecutive months of last 20 years
Benefit percentage		
Normal Retirement	50% less 2.0% for each year of credited service less than 20 years OR plus 2.0% to 2.5% for each year of credited services over 20 years, not to exceed 80%	1.5% to 2.5% per year of credited service, not to exceed 80%
Accidental Disability Retirement	50% or normal retirement, whichever is greater	
Catastrophic Disability Retirement	90% for the first 60 months then reduced to either 62.5% or normal retirement, whichever is greater	
Ordinary Disability Retirement	Normal retirement calculated with actual years of credited service or 20 years of credited service, whichever is greater, multiplied by years of credited service (not to exceed 20 years) divided by 20	
Survivor Benefit		
Retired Members	80% to 100% of retired member's pension benefit	
Active Members	80% to 100% of accidental disability retirement benefit or 100% of average monthly compensation if death was result of injuries received on the job	

Retirement and survivor benefits are subject to automatic cost-of-living adjustments based on inflation. PSPRS also provides temporary disability benefits of 50 percent of the member's compensation for up to 12 months.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Health insurance premium benefits are available to retired or disabled members with 5 years of credited service. The benefits are payable only with respect to allowable health insurance premiums for which the member is responsible. Benefits range from \$100 per month to \$260 per month depending on the age of the member and dependents.

Employees Covered by Benefit Terms – At June 30, 2020, the following employees were covered by the agent plans' benefit terms:

	PSPRS Fire	
	Pension	Health
Inactive employees or beneficiaries currently receiving benefits	1	1
Active employees	5	5
Total	6	6

Contributions – State statutes establish the pension contribution requirements for active PSPRS employees. In accordance with state statutes, annual actuarial valuations determine employer contribution requirements for PSPRS pension and health insurance premium benefits. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. Contributions rates for the year ended June 30, 2020, are indicated below. Rates are a percentage of active members' annual covered payroll.

	Active Member- Pension	Town-Pension	Town-Health Insurance Premium Benefit
PSPRS Fire	7.65% - 11.65%	38.50%	0.73%

In addition, statute required the Town to contribute at the actuarially determined rate of 33.23% for pension and .21% for the health insurance premium benefit of the annual covered payroll of Town employees who were PSPRS Tier 3 Risk Pool members.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

The Town's contributions to the plans for the year ended June 30, 2020, were:

	Pension	Health Insurance Premium Benefit
PSPRS Fire	\$ 184,259	\$ 2,961

During fiscal year 2020, the Town paid for 100 percent of PSPRS pension and OPEB contributions from the General Fund.

Liability – At June 30, 2020, the Town reported the following assets and liabilities:

	Net Pension (Asset) Liability	Net OPEB (Asset) Liability
PSPRS Fire	\$ 1,189,699	\$ 14,184

The net assets and net liabilities were measured as of June 30, 2019, and the total liability used to calculate the net asset or liability was determined by an actuarial valuation as of that date. The total liabilities as of June 30, 2019, reflect changes of actuarial assumptions to decrease the investment rate of return from 7.4 percent to 7.3 percent and update the mortality rates.

Actuarial Assumptions – The significant actuarial assumptions used to measure the total pension/OPEB liability are as follows:

PSPRS

Actuarial valuation date	June 30, 2019
Actuarial cost method	Entry age normal
Investment rate of return	7.30%
Wage inflation	3.5% for pensions/not applicable for OPEB
Price inflation	2.5% for pensions/not applicable for OPEB
Cost-of-living adjustment	1.75% for pensions/not applicable for OPEB
Mortality rates	PubS-2010 tables
Healthcare cost trend rate	Not applicable

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Actuarial assumptions used in the June 30, 2019, valuation were based on the results of an actuarial experience study for the 5-year period ended June 30, 2016.

The long-term expected rate of return on PSPRS plan investments was determined to be 7.3 percent using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of plan investment expenses and inflation) are developed for each major asset class. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Geometric Real Rate of Return
Short term investments	2%	0.25%
Risk parity	4%	4.01%
Fixed Income	5%	3.00%
Real assets	9%	6.75%
GTS	12%	4.01%
Private credit	16%	5.36%
Real estate	10%	4.50%
Private equity	12%	8.40%
Non-U.S. equity	14%	5.00%
U.S. equity	16%	4.75%
Total	100%	

Discount Rates – At June 30, 2019, the discount rate used to measure the PSPRS total pension/OPEB liabilities was 7.3 percent, which was a decrease of 0.1 from the discount rate used as of June 30, 2018. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between the actuarially determined contribution rate and the member rate. Based on those assumptions, the plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension/OPEB liability.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Changes in the Net Pension/OPEB Liability

	Pension		
	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at June 30, 2019	\$ 2,354,819	\$ 1,252,154	\$ 1,102,665
Changes for the year			
Service Cost	80,219	-	80,219
Interest on the total liability	178,342	-	178,342
Differences between expected and actual experience in the measurement of the liability	(92,096)	-	(92,096)
Changes of assumptions or other inputs	161,805	-	161,805
Contributions-employer	-	146,523	(146,523)
Contributions-employee	-	28,291	(28,291)
Net investment income	-	70,291	(70,291)
Benefit payments, including refunds of employee contributions	(50,016)	(50,016)	-
Administrative expense	-	(2,215)	2,215
Other changes	-	(1,654)	1,654
Net changes	278,254	191,220	87,034
Balances at June 30, 2020	\$ 2,633,073	\$ 1,443,374	\$ 1,189,699

	Health Insurance Premium Benefit		
	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB (Asset) Liability (a) - (b)
Balances at June 30, 2019	\$ 62,913	\$ 42,312	\$ 20,601
Changes for the year			
Service Cost	1,044	-	1,044
Interest on the total liability	4,688	-	4,688
Differences between expected and actual experience in the measurement of the liability	(8,961)	-	(8,961)
Changes of assumptions or other inputs	3,007	-	3,007
Contributions-employer	-	2,277	(2,277)
Net investment income	-	2,304	(2,304)
Benefit payments, including refunds of employee contributions	(1,200)	(1,200)	-
Administrative expense	-	(40)	40
Other changes	-	1,654	(1,654)
Net changes	(1,422)	4,995	(6,417)
Balances at June 30, 2020	\$ 61,491	\$ 47,307	\$ 14,184

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Sensitivity of the Town’s Net Pension/OPEB Liability to Changes in the Discount Rate –

The following table presents the Town’s net pension/OPEB (assets) liabilities calculated using the discount rate of 7.3 percent, as well as what the Town’s net pension/OPEB (asset) liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.3 percent) or 1 percentage point higher (8.3 percent) than the current rate:

	1% Decrease (6.3%)	Current Discount Rate (7.3%)	1% Increase (8.3%)
PSPRS Fire			
Net pension (asset) liability	\$ 1,601,781	\$ 1,189,699	\$ 854,126
Net OPEB (asset) liability	21,121	14,184	8,306

Plan Fiduciary Net Position – Detailed information about the plans’ fiduciary net position is available in the separately issued PSPRS financial reports.

Expense – For the year ended June 30, 2020, the Town recognized the following pension and OPEB expense:

	Pension Expense	OPEB Expense
PSPRS Fire	\$ 196,021	\$ 734

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 9 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Deferred Outflows/Inflows of Resources – At June 30, 2020, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions and OPEB from the following sources:

	<u>Pension</u>		<u>Health Insurance</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 113,629	\$ 166,711	\$ 38	\$ 8,050
Changes of assumptions or other inputs	200,800	7,218	2,672	3,773
Net difference between projected and actual earnings on pension plan investments	21,360	-	205	-
Town contributions subsequent to the measurement date	<u>184,259</u>	<u>-</u>	<u>2,961</u>	<u>-</u>
Total	<u>\$ 520,048</u>	<u>\$ 173,929</u>	<u>\$ 5,876</u>	<u>\$ 11,823</u>

The amounts reported as deferred outflows of resources related to pensions and OPEB resulting from Town contributions subsequent to the measurement date will be recognized as an increase in the net asset or a reduction of the net liability in the year ending June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions and OPEB will be recognized as expenses as follows:

	<u>PSPRS Fire</u>	
	<u>Pension</u>	<u>Health</u>
Year ended June 30,		
2021	\$ 53,966	\$ (1,873)
2022	38,249	(1,873)
2023	41,175	(1,577)
2024	5,277	(943)
2025	(42)	(656)
Thereafter	23,235	(1,986)

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 10 – INTERFUND BALANCES AND ACTIVITY

Interfund payables – Interfund payables for the year ended June 30, 2020, were as follows:

Payable from	Payable to	
	General Fund	Sewer Fund
Grants Fund	\$ 597,761	\$ -
Tianguis Econ. Dev. Fund	-	23,213
Total	<u>\$ 597,761</u>	<u>\$ 23,213</u>

The purpose of the interfund payables shown above was to temporarily fund the operations of the aforementioned departments/activities.

Interfund transfers – Interfund transfers for the year ended June 30, 2020, were as follows:

Transfer To	Transfer From	
	General Fund	
HURF/LTAF Fund (nonmajor fund)	\$	20,641
Community Services Grants Fund (nonmajor fund)		139,354
Debt Service Fund (nonmajor fund)		18,701
Total	<u>\$</u>	<u>178,696</u>

The purpose of the interfund transfer shown above to the Community Service Grants Fund was to help pay for expenditures not reimbursable under grant contracts. The purpose of the transfer to the Debt Service Fund was to pay for debt service expenditures related to the GADA loans (see Note 7). The purpose of the interfund transfer from the General Fund to the HURF/LTAF Fund was to pay for transit expenditures incurred over current year revenues for the Town's transit program.

NOTE 11 – COMMITMENTS

Refuse Collection Contract – The Town has contracted with a waste management firm to provide trash, and rubbish collection services to certain designated areas. The contract period is March 1, 2020 through February 28, 2028. Payments under the current contract for the year ended June 30, 2020, were approximately \$361,511. Payments are based on the number of residences in the Town times a monthly rate of \$13.29. The monthly rate is adjusted annually on March 1 based on the Consumer Price Index as published by the Bureau of Labor Statistics. The approximate total obligation under the contract for the next fiscal year based on the current number of residences in the Town is approximately \$150,000.

TOWN OF GUADALUPE, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 11 – COMMITMENTS - Continued

Public Safety – The Town of Guadalupe has entered into a contract with the Maricopa County Sheriff’s Department for public safety services for the next fiscal year. Based on this agreement, the rendition of police services, the standards of performance, the discipline of officers, and other matters incidental to the performance of such services, and the control of personnel so employed shall remain in the County Sheriff’s Department. For the year ending June 30, 2020, the Town paid the County Sheriff \$1,438,276 and had agreed to monthly installments of \$119,856 for the 2020 fiscal year. Under the contract, a notice of termination of contract may be given by either party 180 days prior to the date of intended termination.

REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenue				
Taxes	\$ 2,591,500	\$ 2,591,500	\$ 2,781,965	\$ 190,465
Intergovernmental	2,095,875	2,095,875	2,017,972	(77,903)
Charges for services	142,002	142,002	171,925	29,923
Licenses and permits	43,000	43,000	60,858	17,858
Other revenue	45,000	45,000	23,084	(21,916)
Fines and forfeits	30,000	30,000	88,414	58,414
Interest on investments	10,500	10,500	12,795	2,295
Total revenue	4,957,877	4,957,877	5,157,013	199,136
Expenditures				
General Government				
Administration	789,632	789,632	193,187	596,445
Town Manager	159,486	159,486	147,602	11,884
Finance	139,241	139,241	138,765	476
Town Attorney	117,000	117,000	106,402	10,598
Building Inspection	91,360	91,360	99,657	(8,297)
Building Maintenance	111,405	111,405	113,354	(1,949)
Mayor & Council	66,733	66,733	65,192	1,541
Information Technology	61,498	61,498	55,305	6,193
Town Clerk	34,697	34,697	41,068	(6,371)
Contingency	254,000	254,000	-	254,000
Total General Government	1,825,052	1,825,052	960,532	864,520
Public Safety				
Poilice	1,932,578	1,932,578	1,439,240	493,338
Fire	1,219,844	1,219,844	1,089,729	130,115
Court	236,303	236,303	205,377	30,926
Total Public Safety	3,388,725	3,388,725	2,734,346	654,379
Culture and Recreation				
Parks	152,818	152,818	163,288	(10,470)
Library	11,580	11,580	7,624	3,956
Total Culture and Recreation	164,398	164,398	170,912	(6,514)
Public Works and Streets				
Cemetery	13,171	13,171	12,459	712
Community Development	37,819	37,819	36,192	1,627
Total expenditures	5,429,165	5,429,165	3,914,441	1,514,724
Excess (deficiency) of revenue over expenditures	(471,288)	(471,288)	1,242,572	1,713,860
Other financing sources (uses)				
Sale of capital assets	-	-	103,486	103,486
Transfers in (out)	(528,208)	(528,208)	(178,696)	349,512
Total other financing sources (uses)	(528,208)	(528,208)	(75,210)	452,998
Net changes in fund balances	(999,496)	(999,496)	1,167,362	2,166,858
Fund balances, beginning of year	1,305,690	1,305,690	1,305,690	-
Fund balances, end of year	\$ 306,194	\$ 306,194	\$ 2,473,052	\$ 2,166,858

See accompanying notes to budgetary comparison schedule.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Budgetary Comparison Schedule
Community Development Grants Fund
Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenue				
Intergovernmental	\$ 44,600	\$ 44,600	\$ -	\$ (44,600)
Other revenue	-	-	39,945	39,945
Total revenue	<u>44,600</u>	<u>44,600</u>	<u>39,945</u>	<u>(4,655)</u>
Expenditures				
Community development	44,600	44,600	46,259	(1,659)
Net changes in fund balances	-	-	(6,314)	(2,996)
Fund balances, beginning of year	68,521	68,521	68,521	-
Fund balances, end of year	<u>\$ 68,521</u>	<u>\$ 68,521</u>	<u>\$ 62,207</u>	<u>\$ (2,996)</u>

See accompanying notes to budgetary comparison schedule.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Budgetary Comparison Schedule
Grants Fund
Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenue				
Intergovernmental	\$ 4,344,444	\$ 4,344,444	\$ 448,383	\$ (3,896,061)
Expenditures				
Public safety	\$ 3,684,570	3,684,570	761,091	2,923,479
Health and welfare	69,794	69,794	69,794	-
Debt Service		-		
Principal	32,717	32,717	32,717	-
Interest	15,365	15,365	15,365	-
Capital outlay	541,998	541,998	541,998	-
Total expenditures	<u>4,344,444</u>	<u>4,344,444</u>	<u>1,420,965</u>	<u>2,923,479</u>
Excess (deficiency) of revenue over expenditures	-	-	(972,582)	(972,582)
Other financing sources (uses)				
Transfers in (out)	<u>45,000</u>	<u>45,000</u>	<u>-</u>	<u>(45,000)</u>
Net changes in fund balances	45,000	45,000	(972,582)	(1,017,582)
Fund balances, beginning of year	<u>(57,653)</u>	<u>(57,653)</u>	<u>(57,653)</u>	<u>-</u>
Fund balances, end of year	<u><u>\$ (12,653)</u></u>	<u><u>\$ (12,653)</u></u>	<u><u>\$ (1,030,235)</u></u>	<u><u>\$ (1,017,582)</u></u>

See accompanying notes to budgetary comparison schedule.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Notes to Budgetary Comparison Schedules
June 30, 2020

NOTE 1 – BUDGETING AND BUDGETARY CONTROL

A.R.S. requires the Town to prepare and adopt a balanced budget annually for each governmental fund. The Town Council must approve such operating budgets on or before the third Monday in July to allow sufficient time for the legal announcements and hearings required for the adoption of the property tax levy on the third Monday in August. A.R.S. prohibits expenditures or liabilities in excess of the amounts budgeted.

Expenditures may not legally exceed appropriations at the department level. In certain instances, transfers of appropriations between departments or from the contingency account to a department may be made upon the Town Council's approval. With the exception of the General Fund, each fund includes only one department.

NOTE 2 – BUDGETARY BASIS OF ACCOUNTING

The Town's budget is prepared on a basis consistent with generally accepted accounting principles.

NOTE 3 – EXPENDITURES IN EXCESS OF APPROPRIATIONS

For the year ended June 30, 2020, expenditures exceeded final budget amounts at the department level (the legal level of budgetary control) in the Building Inspection, Building Maintenance, Town Clerk, and Parks departments of the General Fund. Expenditures exceeded final budget amounts in the Community Development Grants Fund as well.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Schedule of the Town's Proportionate
Share of the Net Pension/OPEB Liability
Cost-Sharing Plans
June 30, 2020

ASRS-Pension	Reporting Fiscal Year (Measurement Date)						2014 through 2011
	2020 (2019)	2019 (2018)	2018 (2017)	2017 (2016)	2016 (2015)	2015 (2014)	
Town's proportion of the net pension liability	0.007540%	0.007810%	0.007570%	0.007970%	0.006910%	0.006605%	Information not available
Town's proportionate share of the net pension liability	\$ 1,097,158	\$ 1,089,220	\$ 1,179,258	\$ 1,286,438	\$ 1,075,859	\$ 977,331	
Town's covered payroll	\$ 809,291	\$ 774,034	\$ 738,432	\$ 745,853	\$ 636,171	\$ 595,402	
Town's proportionate share of the net pension liability as a percentage of its covered-employee payroll	135.57%	140.72%	159.70%	172.48%	169.11%	164.15%	
Plan fiduciary net position as a percentage of the total pension liability	73.24%	73.40%	69.92%	67.06%	68.35%	69.49%	

See accompanying notes to pension/OPEB plan schedules.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Schedule of the Town's Proportionate
Share of the Net Pension/OPEB Liability
Cost-Sharing Plans
June 30, 2020

ASRS-Health Insurance Premium Benefit

	Reporting Fiscal Year (Measurement Date)			
	2020 (2019)	2019 (2018)	2018 (2017)	2017 through 2011
Town's proportion of the net OPEB (asset)	0.006740%	0.007400%	0.007610%	Information not available
Town's proportionate share of the net OPEB (asset)	\$ (1,863)	\$ (2,665)	\$ (4,143)	
Town's covered payroll	\$ 809,291	\$ 774,034	\$ 738,432	
Town's proportionate share of the net OPEB (asset) as a percentage of its covered-employee payroll	-0.23%	-0.34%	-0.56%	
Plan fiduciary net position as a percentage of the total OPEB liability	101.62%	102.20%	103.57%	

ASRS-Long-Term Disability

	Reporting Fiscal Year (Measurement Date)			
	2020 (2019)	2019 (2018)	2018 (2017)	2017 through 2011
Town's proportion of the net OPEB (asset)	0.006110%	0.007800%	0.007570%	Information not available
Town's proportionate share of the net OPEB (asset)	\$ 4,560	\$ 4,076	\$ 2,744	
Town's covered payroll	\$ 809,291	\$ 774,034	\$ 738,432	
Town's proportionate share of the net OPEB (asset) as a percentage of its covered-employee payroll	0.56%	0.53%	0.37%	
Plan fiduciary net position as a percentage of the total OPEB liability	72.85%	77.83%	84.44%	

See accompanying notes to pension/OPEB plan schedules.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Schedule of Changes in the Town's
Net Pension/OPEB Liability and Related Ratios
Agent Plans
June 30, 2020

PSPRS

	Reporting Fiscal Year (Measurement Date)						2014 through 2011
	2020 (2019)	2019 (2018)	2018 (2017)	2017 (2016)	2016 (2015)	2015 (2014)	
Total pension liability							Information not available
Service cost	\$ 80,219	\$ 77,589	\$ 79,931	\$ 59,089	\$ 50,177	\$ 50,552	
Interest on the total pension liability	178,342	168,778	147,625	119,379	110,540	96,007	
Changes of benefit terms	-	-	15,342	131,109	-	21,443	
Differences between expected and actual experience in the measurement of the pension liability	(92,096)	(107,903)	134,105	97,848	(4,211)	(41,101)	
Changes of assumptions or other inputs	161,805	-	(13,572)	78,089	-	106,427	
Benefit payments, including refunds of employee contributions	(50,016)	(51,264)	(48,359)	(48,359)	(48,359)	(47,649)	
Net change in total pension liability	278,254	87,200	315,072	437,155	108,147	185,679	
Total pension liability - beginning	2,354,819	2,267,619	1,952,547	1,515,392	1,407,245	1,221,566	
Total pension liability - ending (a)	<u>\$ 2,633,073</u>	<u>\$ 2,354,819</u>	<u>\$ 2,267,619</u>	<u>\$ 1,952,547</u>	<u>\$ 1,515,392</u>	<u>\$ 1,407,245</u>	
Plan fiduciary net position							
Contributions - employer	\$ 146,523	\$ 126,557	\$ 94,415	\$ 82,876	\$ 58,412	\$ 55,194	
Contributions - employee	28,291	25,685	37,461	36,288	30,153	27,116	
Net investment income	70,291	79,265	114,391	5,169	29,544	92,104	
Benefit payments, including refunds of employee contributions	(50,016)	(51,264)	(48,359)	(48,359)	(48,359)	(47,649)	
Hall/Parker Settlement	-	(53,246)	-	-	-	-	
Administrative expense	(2,215)	(1,906)	(1,412)	(1,144)	(1,107)	-	
Other changes	(1,654)	13	11	5	(527)	(23,055)	
Net change in plan fiduciary net position	191,220	125,104	196,507	74,835	68,116	103,710	
Plan fiduciary net position - beginning	1,252,154	1,127,050	930,543	855,708	787,592	683,882	
Plan fiduciary net position - ending (b)	<u>\$ 1,443,374</u>	<u>\$ 1,252,154</u>	<u>\$ 1,127,050</u>	<u>\$ 930,543</u>	<u>\$ 855,708</u>	<u>\$ 787,592</u>	
Town's net pension (asset) liability - ending (a) - (b)	<u>\$ 1,189,699</u>	<u>\$ 1,102,665</u>	<u>\$ 1,140,569</u>	<u>\$ 1,022,004</u>	<u>\$ 659,684</u>	<u>\$ 619,653</u>	
Plan fiduciary net position as a percentage of the total pension liability	54.82%	53.17%	49.70%	47.66%	56.47%	55.97%	
Covered payroll	\$ 390,173	\$ 336,757	\$ 351,344	\$ 311,485	\$ 272,878	\$ 261,991	
Town's net pension (asset) liability as a percentage of covered payroll	304.92%	327.44%	324.63%	328.11%	241.75%	236.52%	

See accompanying notes to pension/OPEB plan schedules.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Schedule of Changes in the Town's
Net Pension/OPEB Liability and Related Ratios
Agent Plans
June 30, 2020

PSPRS-OPEB

	Reporting Fiscal Year (Measurement Date)			
	2020 (2019)	2019 (2018)	2018 (2017)	2017 through 2011
Total OPEB liability				
Service cost	\$ 1,044	\$ 977	\$ 1,159	Information not available
Interest on the total OPEB liability	4,688	4,339	4,605	
Differences between expected and actual experience in the measurement of the OPEB liability	(8,961)	54	(154)	
Changes of assumptions or other inputs	3,007	-	(7,094)	
Benefit payments	(1,200)	(1,200)	(1,200)	
Net change in total OPEB liability	(1,422)	4,170	(2,684)	
Total OPEB liability - beginning	62,913	58,743	61,427	
Total OPEB liability - ending (a)	<u>\$ 61,491</u>	<u>\$ 62,913</u>	<u>\$ 58,743</u>	
Plan fiduciary net position				
Contributions - employer	\$ 2,277	\$ 1,200	\$ 3,059	
Net investment income	2,304	2,758	4,071	
Benefit payments	(1,200)	(1,200)	(1,200)	
Administrative expense	(40)	(42)	(36)	
Other changes	1,654	-	-	
Net change in plan fiduciary net position	4,995	2,716	5,894	
Plan fiduciary net position - beginning	42,312	39,596	33,702	
Plan fiduciary net position - ending (b)	<u>\$ 47,307</u>	<u>\$ 42,312</u>	<u>\$ 39,596</u>	
Town's net OPEB (asset) liability - ending (a) - (b)	<u>\$ 14,184</u>	<u>\$ 20,601</u>	<u>\$ 19,147</u>	
Plan fiduciary net position as a percentage of the total OPEB liability	76.93%	67.25%	67.41%	
Covered payroll	\$ 390,173	\$ 336,757	\$ 351,344	
Town's net OPEB (asset) liability as a percentage of covered payroll	3.64%	6.12%	5.45%	

See accompanying notes to pension/OPEB plan schedules.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Schedule of Town Pension/OPEB Contributions
June 30, 2020

ASRS-Pension

	Reporting Fiscal Year							2013 through 2011
	2020	2019	2018	2017	2016	2015	2014	
Statutorily required contribution	\$ 83,996	\$ 88,892	\$ 84,599	\$ 79,603	\$ 80,925	\$ 69,279	\$ 63,708	Information not available
Town's contributions in relation to the statutorily required contribution	<u>(83,996)</u>	<u>(88,892)</u>	<u>(84,599)</u>	<u>(79,603)</u>	<u>(80,925)</u>	<u>(69,279)</u>	<u>(63,708)</u>	
Town's contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Town's covered payroll	<u>\$ 747,562</u>	<u>\$ 809,291</u>	<u>\$ 774,034</u>	<u>\$ 738,432</u>	<u>\$ 745,853</u>	<u>\$ 636,171</u>	<u>\$ 595,402</u>	
Town's contributions as a percentage of covered payroll	11.24%	10.98%	10.93%	10.78%	10.85%	10.89%	10.70%	

ASRS-Health Insurance Premium Benefit

	Reporting Fiscal Year				2016 through 2011
	2020	2019	2018	2017	
Statutorily required contribution	\$ 3,074	\$ 3,189	\$ 3,178	\$ 4,096	Information not available
Town's contributions in relation to the statutorily required contribution	<u>(3,074)</u>	<u>(3,189)</u>	<u>(3,178)</u>	<u>(4,096)</u>	
Town's contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Town's covered payroll	<u>\$ 747,562</u>	<u>\$ 809,291</u>	<u>\$ 774,034</u>	<u>\$ 738,432</u>	
Town's contributions as a percentage of covered payroll	0.41%	0.39%	0.41%	0.55%	

See accompanying notes to pension/OPEB plan schedules.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Schedule of Town Pension/OPEB Contributions
June 30, 2020

ASRS-Long-Term Disability

	Reporting Fiscal Year				2016 through 2011
	2020	2019	2018	2017	
Statutorily required contribution	\$ 1,135	\$ 1,163	\$ 1,237	\$ 1,029	Information not available
Town's contributions in relation to the statutorily required contribution	(1,135)	(1,163)	(1,237)	(1,029)	
Town's contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	
Town's covered payroll	\$ 747,562	\$ 809,291	\$ 774,034	\$ 738,432	
Town's contributions as a percentage of covered payroll	0.15%	0.14%	0.16%	0.14%	

See accompanying notes to pension/OPEB plan schedules.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Schedule of Town Pension/OPEB Contributions
June 30, 2020

PSPRS-Pension

	Reporting Fiscal Year							2013 through 2011
	2020	2019	2018	2017	2016	2015	2014	
Actuarially determined contribution	\$ 184,259	\$ 146,523	\$ 126,557	\$ 94,415	\$ 82,876	\$ 58,412	\$ 55,194	Information not available
Town's contributions in relation to the actuarially determined contribution	<u>(184,259)</u>	<u>(146,523)</u>	<u>(126,557)</u>	<u>(94,415)</u>	<u>(82,876)</u>	<u>(58,412)</u>	<u>(55,194)</u>	
Town's contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Town's covered-employee payroll	<u>\$ 382,337</u>	<u>\$ 390,173</u>	<u>\$ 336,757</u>	<u>\$ 351,344</u>	<u>\$ 311,485</u>	<u>\$ 272,878</u>	<u>\$ 261,991</u>	
Town's contributions as a percentage of covered payroll	48.19%	37.55%	37.58%	26.87%	26.61%	21.41%	21.07%	

PSPRS-OPEB

	Reporting Fiscal Year				2016 through 2011
	2020	2019	2018	2017	
Actuarially determined contribution	\$ 2,961	\$ 2,277	\$ 1,200	\$ 3,059	Information not available
Town's contributions in relation to the actuarially determined contribution	<u>(2,961)</u>	<u>(2,277)</u>	<u>(1,200)</u>	<u>(3,059)</u>	
Town's contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Town's covered payroll	<u>\$ 382,337</u>	<u>\$ 390,173</u>	<u>\$ 336,757</u>	<u>\$ 351,344</u>	
Town's contributions as a percentage of covered payroll	0.77%	0.58%	0.36%	0.87%	

See accompanying notes to pension/OPEB plan schedules.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Notes to Pension/OPEB Plan Schedules
June 30, 2020

NOTE 1 – ACTUARIALLY DETERMINED CONTRIBUTION RATES

Actuarial determined contribution rates for PSPRS are calculated as of June 30 two years prior to the end of the fiscal year in which contributions are made. The actuarial methods and assumptions used to establish the contribution requirements are as follows:

Actuarial cost method	Entry age normal
Amortization method	Level percent-of-pay, closed
Remaining amortization period as of the 2018 actuarial valuation	18 years
Asset valuation method	7-year smoothed market value; 80%/120% market corridor
Actuarial assumptions:	
Investment rate of return	In the 2017 actuarial valuation, the investment rate of return was decreased from 7.5% to 7.4%. In the 2016 actuarial valuation, the investment rate of return was decreased from 7.85% to 7.5%. In the 2013 actuarial valuation, the investment rate of return was decreased from 8.0% to 7.85%.
Projected salary increases	In the 2017 actuarial valuation, projected salary increases were decreased from 4.0%–8.0% to 3.5%–7.5% for PSPRS. In the 2014 actuarial valuation, projected salary increases were decreased from 4.5%–8.5% to 4.0%–8.0% for PSPRS. In the 2013 actuarial valuation, projected salary increases were decreased from 5.0%–9.0% to 4.5%–8.5% for PSPRS.
Wage growth	In the 2017 actuarial valuation, wage growth was decreased from 4% to 3.5% for PSPRS. In the 2014 actuarial valuation, wage growth was decreased from 4.5% to 4.0% for PSPRS. In the 2013 actuarial valuation, wage growth was decreased from 5.0% to 4.5% for PSPRS.
Retirement age	Experience-based table of rates that is specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period July 1, 2006 - June 30, 2011.
Mortality	In the 2017 actuarial valuation, changed to RP-2014 tables, with 75% of MP-2016 fully generational projection scales. RP-2000 mortality table (adjusted by 105% for both males and females)

NOTE 2 – FACTORS THAT AFFECT TRENDS

Arizona courts have ruled that provisions of a 2011 law that changed the mechanism for funding permanent pension benefit increases and increased employee pension contribution rates were unconstitutional or a breach of contract because those provisions apply to individuals who were members as of the law's effective date. As a result, the PSPRS changed benefit terms to reflect the prior mechanism for funding permanent benefit increases for those members and revised actuarial assumptions to explicitly value future permanent benefit increases. PSPRS also reduced those members' employee contribution rates.

TOWN OF GUADALUPE, ARIZONA
Required Supplementary Information
Notes to Pension/OPEB Plan Schedules
June 30, 2020

NOTE 2 – FACTORS THAT AFFECT TRENDS - Continued

These changes are reflected in the plans' pension liabilities for fiscal year 2015 (measurement date 2014) for members who were retired as of the law's effective date and fiscal year 2018 (measurement date 2017) for members who retired or will retire after the law's effective date. These changes increased the PSPRS-required pension contributions beginning in fiscal year 2016 for members who were retired as of the law's effective date. These changes increased the PSPRS required contributions beginning in fiscal year 2019 for members who retired or will retire after the law's effective date. Also, the Town refunded excess employee contributions to PSPRS members. PSPRS allowed the Town to reduce its actual employer contributions for the refund amounts. As a result, the Town's pension contributions were less than the actuarially or statutorily determined contributions for 2018 and 2019.

REPORTS AND SCHEDULES REQUIRED BY
GOVERNMENTAL AUDITING STANDARDS AND
UNIFORM GUIDANCE



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Town Council
Town of Guadalupe, Arizona

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Guadalupe, Arizona, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Guadalupe, Arizona's, basic financial statements, and have issued our report thereon dated January 19, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Guadalupe, Arizona's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Guadalupe, Arizona's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Guadalupe, Arizona's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Guadalupe, Arizona's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lobby & Powell, PLC

January 19, 2021



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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Town Council
Town of Guadalupe, Arizona

Report on Compliance for Each Major Federal Program

We have audited the Town of Guadalupe, Arizona's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Town of Guadalupe, Arizona's major federal programs for the year ended June 30, 2020. The Town of Guadalupe, Arizona's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Town of Guadalupe, Arizona's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town of Guadalupe, Arizona's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Town of Guadalupe, Arizona's compliance.

Opinion on Each Major Federal Program

In our opinion, the Town of Guadalupe, Arizona complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the Town of Guadalupe, Arizona is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town of Guadalupe, Arizona's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Guadalupe, Arizona's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Lobby & Powell, PLC

January 19, 2021

TOWN OF GUADALUPE, ARIZONA
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2020

Federal Grantor/Pass Through Grantor/Program Title	Federal CFDA Number	Pass through Entity Identifying Number	Federal Expenditures
<u>U.S. Department of Health and Human Services</u>			
Passed through Area Agency on Aging:			
Aging Cluster:			
Special Programs for the Aging_Title III, Part B	93.044	2020-21-GUA	\$ 18,124
Special Programs for the Aging_Title III, Part C	93.045	2020-21-GUA	82,794
Nutrition Services Incentive Program	93.053	2020-21-GUA	<u>6,691</u>
Total Aging Cluster			107,609
Social Services Block Grant	93.667	2020-21-GUA	6,559
Passed through Maricopa County Human Services Department:			
Temporary Assistance for Needy Families	93.558	C-22-16-046-3-02	1,761
Low-Income Home Energy Assistance	93.568	C-22-16-046-3-02	<u>6,111</u>
Total U.S. Department Health and Human Services			<u>122,040</u>
<u>U.S. Department of Homeland Security</u>			
Staffing for Adequate Fire and Emergency Response (SAFER)	97.083	EMW-2017-FH-00367	<u>267,999</u>
<u>U.S. Department of the Treasury</u>			
Passed through Arizona Office of the Governor:			
Coronavirus Relief Fund	21.019		<u>493,092</u>
<u>U.S. Department of Housing and Urban Development</u>			
Passed through Maricopa County Community Development:			
CDBG - Entitlement Grants Cluster:			
Community Development Block Grants/Entitlement Grants	14.218	C-22-20-014-3-02	<u>448,873</u>
Total Federal Awards			<u><u>\$ 1,332,004</u></u>

The accompanying notes are an integral part of this schedule.

TOWN OF GUADALUPE, ARIZONA
Notes to Schedule of Expenditures of Federal Awards
June 30, 2020

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the “Schedule”) includes the federal award activity of the Town of Guadalupe, Arizona under programs of the federal government for the year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Town of Guadalupe, Arizona, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Town of Guadalupe, Arizona.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual/accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Town of Guadalupe, Arizona has not elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

TOWN OF GUADALUPE, ARIZONA
Schedule of Findings and Questioned Costs
Year Ended June 30, 2020

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued		Unmodified		
Internal control over financial reporting:				
Material weakness(es) identified?	_____	Yes	_____	X No
Significant deficiency(ies) identified not considered to be material weakness(es)?	_____	Yes	_____	X No
Noncompliance material to financial statements noted?	_____	Yes	_____	X No

Federal Awards

Internal control over major federal programs:				
Material weakness(es) identified?	_____	Yes	_____	X No
Significant deficiency(ies) identified not considered to be material weakness(es)?	_____	Yes	_____	X No
Type of auditor's report issued on compliance for major federal programs:				
		Unmodified		
Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of OMB Circular A-133?	_____	Yes	_____	X No

Identification of major federal programs:

CFDA Number	Name of Federal Program
14.218	CDBG-Entitlement Grants Cluster: Community Development Block Grants/Entitlement Grants
21.019	Coronavirus Relief Fund

Dollar threshold used to distinguish between type A and type B programs:		\$750,000		
Auditee qualified as low-risk auditee?	_____	Yes	_____	X No

<u>Federal Award Findings and Questioned Costs</u>		None		
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TOWN OF GUADALUPE, ARIZONA
Summary Schedule of Prior Year Audit Findings
Year Ended June 30, 2020

The status of audit findings from the prior year is as follows:

There were no prior year findings.

TOWN OF GUADALUPE, ARIZONA

Annual Expenditure Limitation Report
and Independent Accountants' Report
June 30, 2020

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INDEPENDENT ACCOUNTANTS' REPORT

The Auditor General of the State of Arizona and
The Honorable Mayor and Town Council
of the Town of Guadalupe, Arizona

We have examined the accompanying annual expenditure limitation report of the Town of Guadalupe, Arizona for the year ended June 30, 2020, and the related notes to the report. The Town's management is responsible for presenting this report in accordance with the uniform expenditure reporting system as described in note 1. Our responsibility is to express an opinion on this report based on our examination.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether this report is presented in accordance with the uniform expenditure reporting system in all material respects. An examination involves performing procedures to obtain evidence about the amounts and disclosures in the report. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the report, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the annual expenditure limitation report referred to above is presented in accordance with the uniform expenditure reporting system as described in note 1 in all material respects.

Colby & Powell, PLC

January 19, 2021

TOWN OF GUADALUPE, ARIZONA
Annual Expenditure Limitation Report - Part I
Year Ended June 30, 2020

1. Economic Estimates Commission expenditure limitation	\$	2,499,324
2. Voter-approved alternative expenditure limitation (Approved June 23, 2016)		<u>12,008,297</u>
3. Enter applicable amount from Line 1 or Line 2	\$	12,008,297
4. Total adjusted amount subject to the expenditure limitation		<u>7,140,950</u>
5. Amount under (in excess of) the expenditure limitation	\$	<u><u>4,867,347</u></u>

I hereby certify, to the best of my knowledge and belief, that the information contained in this report is accurate and in accordance with the requirements of the uniform expenditure reporting system.

Signature of Chief Fiscal Officer: _____

Name and Title: Jeff Kulaga, Town Manager

Telephone Number: (480) 730-3080

Date: January 19, 2021

See accompanying notes to report.

TOWN OF GUADALUPE, ARIZONA
Annual Expenditure Limitation Report – Part II
Year Ended June 30, 2020

Description	Governmental Funds	Enterprise Funds	Total
A. Amounts reported on the Reconciliation, Line D	\$ 6,223,588	\$ 917,362	\$ 7,140,950
B. Less exclusions claimed:			
Total exclusions claimed	-	-	-
C. Amounts subject to the expenditure limitation	<u>\$ 6,223,588</u>	<u>\$ 917,362</u>	<u>\$ 7,140,950</u>

See accompanying notes to report.

TOWN OF GUADALUPE, ARIZONA
Annual Expenditure Limitation Report – Reconciliation
Year Ended June 30, 2020

Description	Governmental Funds	Enterprise Funds	Total
A. Total expenditures/expenses/deductions and applicable other financing uses, special items, and extraordinary items reported within the fund financial statements	\$ 6,240,841	\$ 665,827	\$ 6,906,668
B. Subtractions			
Items not requiring use of current financial resources:			
Depreciation	-	70,840	70,840
Pension and other postemployment benefits (OPEB) expense	-	7,785	7,785
Required fees paid to the Arizona Department of Revenue	17,253	-	17,253
Total subtractions	<u>17,253</u>	<u>78,625</u>	<u>95,878</u>
C. Additions			
Acquisition of capital assets	-	321,340	321,340
Pension and OPEB contributions paid in the current year	-	8,820	8,820
Total additions	<u>-</u>	<u>330,160</u>	<u>330,160</u>
D. Amounts reported on Part II, Line A	<u>\$ 6,223,588</u>	<u>\$ 917,362</u>	<u>\$ 7,140,950</u>

See accompanying notes to report.

TOWN OF GUADALUPE, ARIZONA
Notes to Annual Expenditure Limitation Report
Year Ended June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Annual Expenditure Limitation Report (AELR) is presented as prescribed by the uniform expenditure reporting system (UERS), as required by Arizona Revised Statutes §41-1279.07, and in accordance with the voter-approved alternative expenditure limitation adopted June, 23, 2016, as authorized by the Arizona Constitution, Article IX, §20(9).

In accordance with the UERS, a note to the AELR is presented below for any exclusion claimed on part II and each subtraction or addition in the reconciliation that cannot be traced directly to an amount reported in the fund financial statements. All references to financial statement amounts in the following notes refer to the statement of revenues, expenditures, and changes in fund balances for the governmental funds; statement of revenues, expenses, and changes in fund net position for the proprietary funds; and the statement of cash flows for the proprietary funds.

NOTE 2 – PENSION AND OTHER POST-EMPLOYMENT BENEFITS EXPENSE AND CONTRIBUTIONS

The \$7,785 subtraction for pension and other post-employment benefit (OPEB) expense consists of changes in the net pension and OPEB liabilities, changes in deferred outflows related to pensions and OPEB, and changes in deferred inflows related to pensions and OPEB, recognized in the current year in the enterprise funds.

The \$8,820 addition for pension and OPEB contributions paid in the current year consists of the required pension and OPEB contributions made to the Arizona State Retirement System from the enterprise funds.

**Town of Guadalupe
Solid Waste Services Financial Status Report
& Rate Analysis
February 11, 2021**



The purpose of this report is to provide an overview of the financial status of the Town's solid waste fund. The solid waste fund accounts for all revenues and expenditures related to residential and Town solid waste, recycling and disposal collection services.

EXPENSES

In January 2020, as the result of a Request for Proposals (RFP) process, the Council approved a contract with Waste Connections of Arizona, Inc. d.b.a. Right Away Disposal (RAD) to provide solid waste, recycling and disposal collection services to the Town and its residents. RAD has requested an annual rate increase beginning March 1, 2021, of 1.17 percent. This increase is based on the Consumer Price Index, as defined in their contract. The charge for standard services, to begin March 1, 2021, will increase by 24 cents per month, as illustrated below:

	Contract	Proposed
Residential curbside	\$13.29	\$13.45
bulk pickup at town yard	\$3.88	\$3.93
quarterly community bulk pickup	\$2.97	\$3.00
TOTAL	\$20.14	\$20.38

The 24 cent monthly increase amounts to a \$2.88 increase annually for standard one bin residential service. The charge for additional residential trash cans, an option available to residents, will increase from \$12.00 to \$12.14.

RECOMMENDATION TO DISCONTINUE QUARTERLY BULK SERVICE

With this amendment, the contracted quarterly community bulk service is recommended to be discontinued. The tonnage of trash collected from weekly Saturday residential bulk collections and weekly Town bulk collections from maintaining alleys, basins, parks and streets have exceeded expected estimates. In short, the cost to transport and to dump have exceeded estimates. To maintain affordable monthly rates, it is recommended to discontinue this service. Should quarterly service be continued, the cost to each rate payer/resident would be an additional \$3.00 per month. This is in addition to the percent increases presented in this report.

Under Agenda Item #4, Council is being asked to approve this RAD contract amendment (C2020-01A) to put the 1.17 percent increase into effect.

Regarding overall solid waste services, as background, in 2019, the decision to pursue a new service provider through and RFP was based on the trend that solid waste service expenses are exceeding solid waste revenues, as indicated in the table and chart below. At that time, solid waste service proposals were sought to find a more economical provider and a new contract where the rate expenses increases would slow and have a not to exceed cap. This was achieved when Council approved the eight year contract with RAD that went into effect March 1, 2020. As part of this agreement, rate payers – the Town of Guadalupe residents, would not experience a rate increase no sooner than July 1, 2021. This intent has been achieved. The new RAD agreement that went into effect March 2020, has cut expenses and Town management projects that at the end of the current fiscal year, there will be a net gain of \$6,614. Most of the net gain will have been earned before this rate increase goes into effect March 1, 2021. After two successive years of net loss there will be slight increase to the fund balance, but it does not erase the net losses in FY2019 and FY2020.

As revenues exceed expenditures with the new contract, the intent remains to invest an estimated \$10,000 to \$15,000 annually in pothole repair, and pavement, sidewalk, curb and gutter repair and replacement. The solid waste fund provides a recurring revenue stream to repair and replace deteriorating infrastructure on an ongoing basis.

While the recent deficit has been resolved, a rate increase must be considered to prevent this from occurring in the near future.

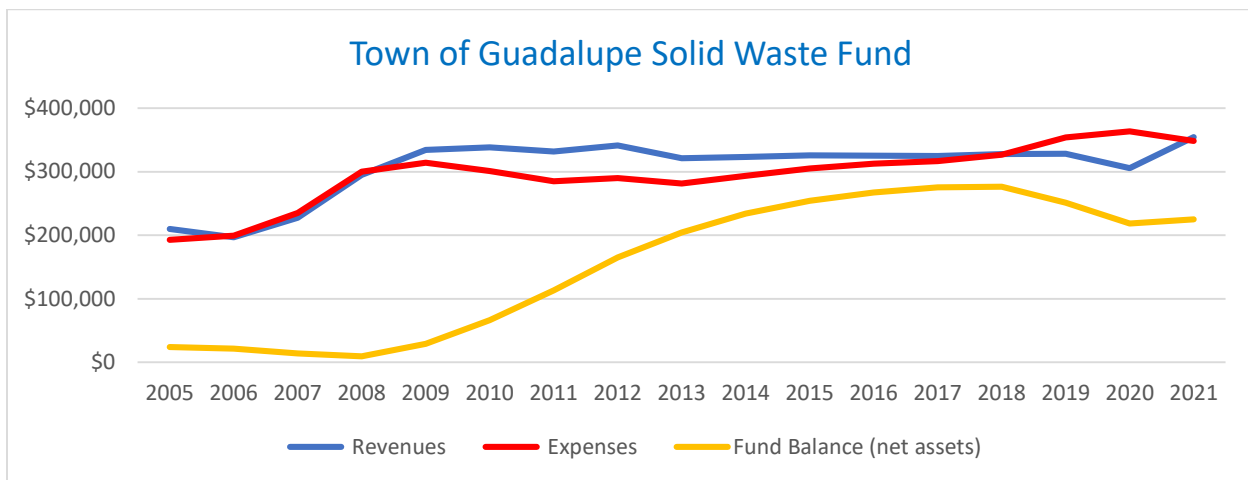
**Town of Guadalupe Solid Waste Fund Balance
Fiscal Years 2005 Thru Projected Year to Date 2021**

	2005	2006	2007	2008	2009	2010	2011	2012	2013
Revenues	\$210,084	\$196,901	\$227,479	\$295,156	\$334,110	\$338,264	\$331,961	\$341,583	\$321,231
Expenses	192,667	199,212	235,125	299,835	314,377	301,096	284,892	289,982	281,624
	17,417	-2,311	-7,646	-4,679	19,733	37,168	47,069	51,601	39,607
Fund Balance (net assets)	24,076	21,765	14,119	9,440	29,173	66,341	113,410	165,011	204,618

	2014	2015	2016	2017	2018	2019	2020	2021*
Revenues	\$323,239	\$325,561	\$325,300	\$324,625	\$327,891	\$328,299	\$305,594	\$354,647
Expenses	293,633	305,289	312,564	316,493	326,756	353,737	363,673	348,233
	29,606	20,272	12,736	8,132	1,135	-25,438	-58,079	6,414
Fund Balance (net assets)	234,224	254,496	267,232	275,364	276,499	251,061	218,420	224,834

*projection

The chart below demonstrates more clearly impact that a new contract has had on reducing expenses, after a slow and steady increase since FY2013.



REVENUES

In September 2008, Town Council voted to increase solid waste, recycling and disposal collection fees from \$19.25 per month to \$20.75 per month to address similar conditions of expenses exceeding revenues. This 7.8 percent increase allowed revenues to exceed expenses for 11 years, until 2019. As discussed above, solid waste service expenses have increased over this period while revenues and the \$20.75 fee have remained constant.

In 2019,
approving
RAD
Town

SOLID WASTE UTILITY RATE COMPARISONS		
MUNICIPALITY	DATE OF FEE/RATE CHANGE	PERCENTAGE INCREASE
Chandler	October, 2017	6%
Gilbert	November, 2018	19%
Glendale	January, 2019	14.4%
Mesa	July, 2018	2%
Peoria	July, 2019	6%
Scottsdale	July, 2019	8.7%
Tempe	January 2019	2%

when
the new
contract,

management made it clear that the new contract did not solve the long term problem of expenses exceeding revenues, and that Council would need to consider raising the services fees established in 2008 to meet current expenses.

Projections for the next six years show a net loss beginning with FY2024 if the proposed monthly service fee of \$20.38 is not increased:

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Revenues	\$354,756	\$355,114	\$355,539	\$355,970	\$356,408	\$356,852
Expenses	349,586	354,064	359,375	364,765	370,237	375,790
	5,170	1,050	-3,836	-8,795	-13,829	-18,938
Fund Balance (net assets)	\$230,004	\$231,054	\$227,217	\$218,422	\$204,593	\$185,655

In this projection, expenses are increased March 1 of each year by 1.86 percent. (Although the Consumer Price Index increase for this year was just 1.17 percent, the average increase over the last five years is 1.86 percent.) The slight increase in revenue reflects an increase in the administrative fee RAD pays to the Town, based on expenses.

In December 2019, Council was provided with above chart to compare solid waste rates in neighboring cities.

Since that information was presented, the City of Tempe raised their residential rate from \$27.64 to \$29.57 last month, an additional 7 percent increase and the City of Phoenix voted to raise rates in February 2020 by 24 percent over two years, from \$26.80 to \$33.80. The current monthly residential rate for Mesa is \$29.34, the city of Peoria is \$16.21 and the city of Scottsdale is \$21.47.

Municipality	Date of Rate Change	Percentage Increase	Current Monthly Rate
--------------	---------------------	---------------------	----------------------

Mesa	July, 2018	2%	\$29.34
Peoria	July, 2019	6%	\$16.21
Phoenix	February, 2020	24% (over two years)	\$26.80 - \$33.80
Tempe	January, 2021	7%	\$29.57

Given the wide range of recent rate increase in the valley, staff projected increases at several levels for your consideration. The selected rate would take effect July 1, 2021 and would not increase annually. This rate would remain constant until future action by a future Town Council. Conversely the expenditures are project to increase by the average five year CPI of 1.86 percent.

Rate increase of 5%:

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Revenues	\$371,095	\$371,453	\$371,878	\$372,309	\$372,747	\$373,191
Expenses	349,586	354,064	359,375	364,765	370,237	375,790
	21,509	17,389	12,503	7,544	2,510	-2,599
Fund Balance (net assets)	\$246,343	\$263,732	\$276,236	\$283,780	\$286,290	\$283,692

With a 5 percent increase in the cost for standard services the monthly cost would be \$21.79 per residence, an increase of \$1.04 per month, \$12.48 annually for one bin service and each extra can would increase from \$12.00 to \$12.60. The net gains dip to less than \$10,000 by FY2025 and become losses by FY2027.

Rate increase of 7%:

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Revenues	\$377,631	\$377,989	\$378,414	\$378,845	\$379,283	\$379,727
Expenses	349,586	354,064	359,375	364,765	370,237	375,790
	28,045	23,925	19,039	14,080	9,046	3,937
Fund Balance (net assets)	\$252,879	\$276,804	\$295,843	\$309,923	\$318,969	\$322,906

With a 7 percent increase in the cost for standard services the monthly cost would be \$22.20 per residence, an increase of \$1.45 per month, \$17.40 annually for one bin service and each extra can would increase from \$12.00 to \$12.84. The net gains dip to less than \$10,000 by FY2026. In 2008, an increase of 7.7 percent allowed revenue to exceed expenses for 11 years, but it is clear that this increase will not last that long, according to these projections.

Rate increase of 10%:

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Revenues	\$387,435	\$387,793	\$388,218	\$388,649	\$389,087	\$389,531
Expenses	349,586	354,064	359,375	364,765	370,237	375,790
	37,849	33,729	28,843	23,884	18,850	13,741
Fund Balance (net assets)	\$262,683	\$296,411	\$325,254	\$349,138	\$367,988	\$381,728

With a 10 percent increase in the cost for standard services the monthly cost would be \$22.83 per residence, an increase of \$2.08 per month, \$24.96 annually for one bin service and each extra can would increase from \$12.00 to \$13.20. The net gains decline but remain above \$10,000 for the six-year term.

Rate increase of 15%:

	2022	2023	2024	2025	2026	2027
Revenues	\$403,774	\$404,132	\$404,557	\$404,988	\$405,426	\$405,870
Expenses	349,586	354,064	359,375	364,765	370,237	375,790
	54,188	50,068	45,182	40,223	35,189	30,080
Fund Balance (net assets)	\$279,022	\$329,090	\$374,272	\$414,495	\$449,684	\$479,764

With a 15 percent increase in the cost for standard services the monthly cost would be \$23.86 per residence, an increase of \$3.11 per month, \$37.32 annually for one bin service and each extra can would increase from \$12.00 to \$13.80. The net gains remain healthy for the six-year term.

Comparative Summary:

Proposed Rate Increase	Monthly Fee*	Monthly Increase	Total Annual Increase	Projected Deficit - Fiscal Year
None	\$20.75	\$0.00	\$0.00	2024
5%	\$21.79	\$1.04	\$12.48	2027
7%	\$22.20	\$1.45	\$17.40	2027
10%	\$22.83	\$2.08	\$24.96	2028
15%	\$23.86	\$3.11	\$37.32	2031

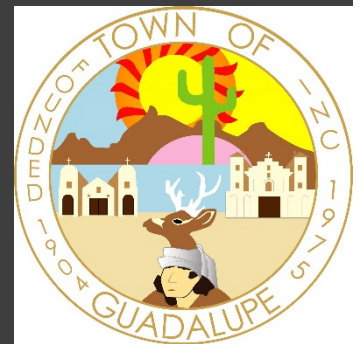
It should be noted that these projections are based on the current level of services, the continued use of the current contractor, whose contract is in effect until 2028 but does allow for an early exit by either the Town or the contractor, the national economy which is reflected in the Consumer Price Index, and many other lesser factors which could change the revenues or the expenses in either direction. The projections do not include any unforeseen expenses such as dramatic increases in fuel costs, landfill tipping fees or wages.

Town staff is seeking a solid waste service rate amount recommendation by Council. This rate would take effect July 1, 2021. Per state statute, the Town is required to provide notice of this rate increase 60 days prior to effective date to allow for public input and comment which would be May 1, 2021.

Town of Guadalupe

SOLID WASTE FINANCIAL REPORT & RATE ANALYSIS

Presented to Town Council
February 11, 2021



From April, 25 2019 – Proposed budget presentation

SOLID WASTE FUND DISCUSSION

SOLID WASTE	HISTORIC	RATES			
YEAR	WM Rate	User Fee	TOG Return	WM RO	Fund Balance
2007/2008	\$14.58	\$19.25	\$4.67	\$83.00	
2008/2009	\$15.31	\$20.75	\$5.62	\$87.00	\$29,173
2019/2020	\$18.16	\$20.75	\$2.59	\$100.81	\$193,653

TOWN OF GUADALUPE PRICES (EFFECTIVE JULY 1, 2019)			
ITEMIZED RATES			
	Old Rate	6.86% cpi	final
Cost per dwelling Unit	\$ 16.99	\$ 1.17	\$ 18.16
Cost for each additional container at one dwelling	\$ 16.99	\$ 1.17	\$ 18.16
Replacement carts (Damaged, burned or lost due to the fault of the resident)	\$ 56.90	\$ 3.90	\$ 60.80
Job # 2 Roll Off Conainers			
Cost for each roll off container picked up , emptied, and returned (transportation Only)	\$ 94.33	\$ 6.47	\$ 100.80
Delivery charge for special roll off container use	\$ 46.14	\$ 3.17	\$ 49.31
Pull fee for special roll off container use , transportation only	\$ 94.33	\$ 6.47	\$ 100.80
Switch out fee for special roll off container use	\$ 94.33	\$ 6.47	\$ 100.80
Current landfill tipping fee per ton, Sky Harbor Transfer	\$ 36.91	\$ 2.53	\$ 39.44
Cost to pickup and transport to tire recycle center (Transportation only)	\$ 314.70	\$ 21.59	\$ 336.29
Cost to pickup, empty and return 20CY dirt and gravel rolloff (Includes transportation and disposal site costs)	\$ 197.87	\$ 13.57	\$ 211.44

Solid Waste Fund Recommendation:

- ✓ Current contract expires March 1, 2020
- ✓ Current contract initiated on November 14, 2002
- ✓ Current contract received 4 amendments: Aug. 2005; Mar 2007, Mar 2010; May 2014
- ✓ Current WM FY 2019/2020 Total CPI Increase 3.40% + 3.46% = 6.86%
- ✓ **Pursue RFP in fall**
- ✓ **Hold on user fee increase until next year**
- ✓ **Recommend user fee based on new contract**
- ✓ **Incorporate annual pothole and street repair amount into fund**

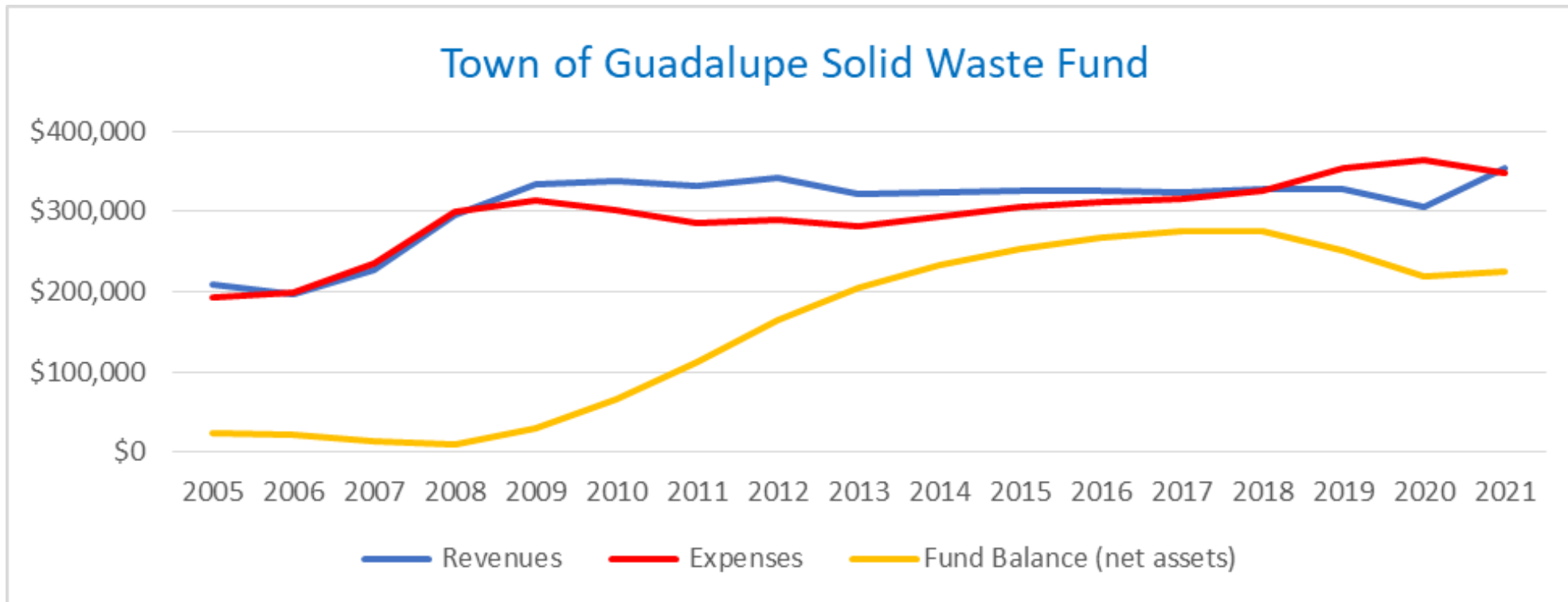


Historic Solid Waste Fund Balance



**Town of Guadalupe Solid Waste Fund Balance
Fiscal Years 2005 Thru Projected Year to Date 2021**

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021*</u>
Revenues	\$210,084	\$196,901	\$227,479	\$295,156	\$334,110	\$338,264	\$331,961	\$341,583	\$321,231	\$323,239	\$325,561	\$325,300	\$324,625	\$327,891	\$328,299	\$305,594	\$354,647
Expenses	192,667	199,212	235,125	299,835	314,377	301,096	284,892	289,982	281,624	293,633	305,289	312,564	316,493	326,756	353,737	363,673	348,233
	17,417	-2,311	-7,646	-4,679	19,733	37,168	47,069	51,601	39,607	29,606	20,272	12,736	8,132	1,135	-25,438	-58,079	6,414
Fund Balance (net assets)	24,076	21,765	14,119	9,440	29,173	66,341	113,410	165,011	204,618	234,224	254,496	267,232	275,364	276,499	251,061	218,420	224,834



SOLID WASTE FINANCIAL REPORT & RATE ANALYSIS

Current Status

• Solved:

- Previous two year deficit
- Affordable new contract
- 16 months without rate increase
- 1.17% rate increase
March 1, 2021
- Establish self sustaining enterprise

• Challenges ahead:

- 2009, last increase of 7.8% from \$19.25 to \$20.75
- Without a rate increase, expenditures will exceed revenues.
- Saturday and weekly bulk costs exceed estimates
- Five rate options for consideration
- Determine equitable rate

• Recommendation:

- Discontinue quarterly bulk service
- To continue, a \$3.00 monthly fee would be needed. In addition to rate options.
- Select a rate increase



SOLID WASTE RATE OPTIONS for consideration & recommendation

• No rate increase: \$20.75 monthly

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Revenues	\$354,820	\$355,341	\$355,872	\$356,413	\$356,964	\$357,525
Expenses	\$350,387	\$356,904	\$363,543	\$370,305	\$377,192	\$384,208
	4,433	-1,563	-7,670	-13,891	-20,228	-26,683
Fund Balance (net assets)	229,267	227,704	220,033	206,142	185,914	159,231

• 5% increase: \$21.79 monthly

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Revenues	\$371,095	\$371,453	\$371,878	\$372,309	\$372,747	\$373,191
Expenses	\$350,387	\$356,904	\$363,543	\$370,305	\$377,192	\$384,208
	20,708	14,549	8,336	2,005	-4,445	-11,016
Fund Balance (net assets)	245,542	260,091	268,427	270,432	265,987	254,970

• 7% increase: \$22.20 monthly Page 119

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Revenues	\$377,631	\$377,989	\$378,414	\$378,845	\$379,283	\$379,727
Expenses	\$350,387	\$356,904	\$363,543	\$370,305	\$377,192	\$384,208
	27,244	21,085	14,871	8,541	2,091	-4,481
Fund Balance (net assets)	252,078	273,163	288,034	296,575	298,666	294,185

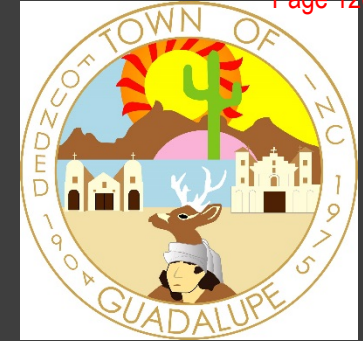
• 10% increase: \$22.83 monthly

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Revenues	\$387,435	\$387,793	\$388,218	\$388,649	\$389,087	\$389,531
Expenses	\$350,387	\$356,904	\$363,543	\$370,305	\$377,192	\$384,208
	37,048	30,889	24,675	18,344	11,894	5,323
Fund Balance (net assets)	261,882	292,770	317,445	335,790	347,684	353,007

• 15% increase: \$23.86 monthly

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Revenues	\$403,774	\$404,132	\$404,557	\$404,988	\$405,426	\$405,870
Expenses	\$350,387	\$356,904	\$363,543	\$370,305	\$377,192	\$384,208
	53,387	47,228	41,014	34,684	28,234	21,662
Fund Balance (net assets)	53,408	100,636	141,650	176,334	204,568	226,230

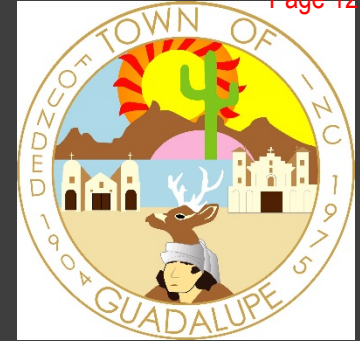
SOLID WASTE RATE OPTION Benchmarking



SOLID WASTE UTILITY RATE COMPARISONS		
MUNICIPALITY	DATE OF FEE/RATE CHANGE	PERCENTAGE INCREASE
Chandler	October, 2017	6%
Gilbert	November, 2018	19%
Glendale	January, 2019	14.4%
Mesa	July, 2018	2%
Peoria	July, 2019	6%
Scottsdale	July, 2019	8.7%
Tempe	January 2019	2%

Municipality	Date of Rate Change	Percentage Increase	Current Monthly Rate
Mesa	July, 2018	2%	\$29.34
Peoria	July, 2019	6%	\$16.21
Phoenix	February, 2020	24% (over two years)	\$26.80 - \$33.80
Tempe	January, 2021	7%	\$29.57

February 11, 2021
Council Meeting



SOLID WASTE RATE OPTION Comparative Summary

Proposed Rate Increase	Monthly Fee*	Monthly Increase	Total Annual Increase	Projected Deficit - Fiscal Year
None	\$20.75	\$0.00	\$0.00	2023
5%	\$21.79	\$1.04	\$12.48	2026
7%	\$22.20	\$1.45	\$17.40	2027
10%	\$22.83	\$2.08	\$24.96	2028
15%	\$23.86	\$3.11	\$37.32	2031

*Standard one bin rate

SOLID WASTE RATE OPTION

Next Steps



- Select Solid Waste Rate effective July 1, 2021
- February 11: Introduce rate options
- March 11: Clarify any information
- March 23 – April 21: Solicit public input
 - Website, Facebook, survey, waterbill
 - Waterbill insert due to printer March 8
- April 22: Council rate decision
 - With FY2021/2022 proposed budget introduction
- April 23: Publish proposed rate / 60 day public notice (A.R.S. 9-449.15)
- June 24: Council considers FY2021/2022 budget and solid waste rate fee
- July 1: Rate effective

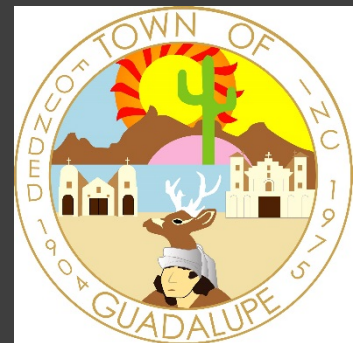
February 11, 2021
Council Meeting

Town of Guadalupe

SOLID WASTE FINANCIAL REPORT & RATE ANALYSIS

Questions & Comments

February 11, 2021





RIGHT AWAY DISPOSAL

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RAD Right Away Disposal
3755 S. Royal Palm Rd.
Apache Junction, AZ 85119
Tel: 480-983-9100
Fax: 480-983-9102
RightAwayDisposal.com

Town of Guadalupe
9241 S Avenida del Yaqui
Guadalupe, AZ 85283

December 31, 2020

Dear Town of Guadalupe,

Per the Solid Waste Agreement between the Town of Guadalupe and Right Away Disposal (RAD); RAD is implementing a new rate adjustment increase of 1.17% effective March 1, 2021. This rate adjustment is in accordance with the agreement per the CPI.

Nov 2019 – 257.208
Nov 2020 – 260.229
Variance – 3.021

PI % - 1.17%

Effective 3/1/2021

Please let us know if you have any questions.

Sincerely,


Larry Williams
Sales and Marketing Director
Right Away Disposal





RIGHT AWAY DISPOSAL

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RAD Right Away Disposal
3755 S. Royal Palm Rd.
Apache Junction, AZ 85119
Tel: 480-983-9100
Fax: 480-983-9102
RightAwayDisposal.com

CPI for All Urban Consumers (CPI-U)

Series Id: CUUR0000SA0
Not Seasonally Adjusted
Series Title: All items in U.S. city average, all urban consumers, not seasonally adjusted
Area: U.S. city average
Item: All items
Base Period: 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	217.535	218.576
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672	223.598	226.280
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	228.850	230.338
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237.088
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	236.265	237.769
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	238.778	241.237
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	244.076	246.163
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	250.089	252.125
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	254.412	256.903
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229		257.557	



**TOWN OF GUADALUPE
AGREEMENT FOR SOLID WASTE, RECYCLING AND DISPOSAL COLLECTION**

AMENDMENT NO. 1

C2020-01A

THIS AMENDMENT No. 1 to Agreement No. C2020-01 is made and entered into, by and between the TOWN OF GUADALUPE ("Town"), an Arizona municipal corporation, and Waste Connections of Arizona, Inc. d.b.a. Right Away Disposal, an Arizona corporation ("Contractor"), who shall be collectively referred to as the "Parties", or individually as a "Party" and is made effective March 1, 2021.

RECITALS

A. The Agreement was entered on or about March 1, 2020, to provide solid waste, recycling and disposal collection services to the Town of Guadalupe and its residents.

B. The Agreement allows for an annual price increase in an amount not to exceed the twelve (12) month change in the Consumer Price Index for All Urban Consumers (CPI-U), US City Average, All Items, Not Seasonally Adjusted as published by the United States Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov/cpi/home.htm>) or 5% greater than the current monthly fee, whichever is less.

C. The Contractor has notified the Town of its desire to exercise its option to increase its prices effective March 1, 2021.

D. The Parties desire to amend the Agreement to update EXHIBIT A that outlines the fees for both Standard Services and Additional Services and Options.

AMENDMENT

NOW, THEREFORE, the Agreement is amended as follows:

1. EXHIBIT A: Prices of Services

The EXHIBIT A to the Agreement is hereby by amended by substituting the EXHIBIT A—REVISED FEE SCHEDULE, attached hereto, as amended.

2. Except as otherwise noted, all other terms and conditions of the Agreement will remain in full force and effect. If there is a conflict or ambiguity among the Amendment and the Agreement, the documents in the following order prevail and control: (a) Amendment No. 1, and (b) the original Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their duly authorized representative as of this 1st day of March, 2021.

(signature page follows)

CONTRACTOR:

Larry Williams, Waste Connections of Arizona, Inc. dba Right
Away Disposal, an Arizona corporation];

By: _____

Title: _____

TOWN:

TOWN OF GUADALUPE, an Arizona Municipal Corporation:

Valerie Molina
Mayor

ATTEST:

Jeff Kulaga
Town Manager / Clerk

APPROVED AS TO FORM:

David E. Ledyard
Town Attorney

EXHIBIT A REVISED FEE SCHEDULE

STANDARD SERVICES* MARCH 1, 2021

Service Term: March 1, 2021 – February 28, 2022			
#	Service Performed	Service Frequency	Monthly Customer Fee
			\$
1	Collect residential curbside solid waste collection twice per week and no curbside recycling service	Weekly	\$13.45 / month
2	Provide one new 96 gallon solid waste container to residential accounts.	Once - Upon contract approval	Included
3	Provide once per week bulk and/or non-allowable item collection of two (2) 30 yard roll-off dumpster receptacles for public disposal and two (2) 40 yard roll-off dumpster receptacles for Town disposal at Town Maintenance Yard.	Weekly	\$3.93 / month
4	Provide once per week recyclables collection of one (1) 8 yard front load container for public and Town recyclable disposal at Town Maintenance Yard.	Weekly	Included
5	Provide regular once per quarter community bulk trash and/or waste pickup by locating approximately ten (10) 40 yard roll-off dumpster receptacles at pre-determined locations throughout Town.	Weekly	\$3.00 / month
		Total Service Base Fee	\$20.38 monthly

ADDITIONAL SERVICES and OPTIONS*

#	Service Options	Quantity	Additional Service Fee
			\$
6	Provide additional 96 gallon solid waste container to resident	Each	\$12.14 / month
7	Provide solid waste container normal wear and tear repair services	Each	No charge
8	Replace damaged solid waste container	Each	No charge
9	Replace lost/missing/vandalized solid waste container	Each	\$65.00
	Direct service / direct billing options from contractor to customer	Direct Service Option	Direct Service Fee
10	2 Yard Dumpster: Residential Delivery	One (1) Delivery/Removal	\$50.00 / service
11	4 Yard Dumpster: Residential Delivery	One (1) Delivery/Removal	\$87.00 / service
12	6 Yard Dumpster: Residential Delivery	One (1) Delivery/Removal	\$130.00 / service
13	20 Yard Dumpster: Residential Delivery	One (1) Delivery/Removal	\$365.00 / service

14	6 cubic yards: Residential Curbside Bulk Trash and Recycling pickup by appointment only	One (1) Delivery/Removal	\$150.00 / service
15	Residential Self-haul Drop off Service at 3000 S. 19 th Avenue, Phoenix, AZ.	Self-haul Drop off rate per ton	\$40.00 / ton
16	Fee for tonnage on roll-off dumpster receptacles for public disposal and for Town disposal at Town Maintenance Yard.	Drop off rate per ton over 4 tons	\$40.00 / ton

*Standard and Additional Services subject to annual increases not to exceed 5% per contract # C2020-01, approved January 9, 2020.

**TOWN OF GUADALUPE
AGREEMENT FOR SOLID WASTE, RECYCLING AND DISPOSAL COLLECTION**

C2020-01

THIS AGREEMENT made and entered into, by and between the TOWN OF GUADALUPE ("Town"), an Arizona municipal corporation, and Waste Connections of Arizona, Inc. d.b.a. Right Away Disposal, an Arizona corporation ("Contractor"), who shall be collectively referred to as the "Parties", or individually as a "Party".

RECITALS

A. Contractor has responded to Town's request for proposal (the "RFP" and response both being considered the "Contract Documents") via RFP 2019-02, in which Contractor asserts its willingness, ability and qualifications to provide this work and service (hereinafter referred to as the "Work").

B. Town and Contractor desire to set forth herein their respective responsibilities and the manner and terms upon which Contractor shall render the Work.

Town has complied with the public bidding requirements under Arizona Revised Statute Title 34 and Town of Guadalupe Code of Ordinances, Chapter 3 Administration §3-4-1 – §3-4-9.

AGREEMENT

NOW, THEREFORE, Town retains Contractor to perform, and Contractor agrees to render the services in accordance with the terms and conditions set forth as follows:

1. PROJECT DESCRIPTION: Contractor shall do and perform or cause to be done and performed in a good workmanlike manner, the Work in accordance with the Contract Documents as fully described in the Notice Inviting Bid Proposals for RFP 2019-02 which includes all required specifications.
2. PRICES: Prices of services shall be governed by Exhibit A for the performance of the Work under the contract documents. Annual price increases, if any, shall be reported and provided in Exhibit A.
3. CONSUMER PRICE INDEX: During the ninety (90) day period prior to the annual anniversary date of the Agreement, the Contractor may submit a written request to the Town to allow an increase to the prices in an amount not to exceed the twelve (12) month change in the Consumer Price Index for All Urban Consumers (CPI-U), US City Average, All Items, Not Seasonally Adjusted as published by the United States Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov/cpi/home.htm>) or 5% greater than the current monthly fee. The Town shall review the request for adjustment and respond in writing; such response and approval shall not be unreasonably withheld. Contractor and Town agree to the lesser of the two possible increases.
4. ADMINISTRATIVE FEE: The Contractor shall pay the Town an 8% administrative fee during the term of the contract. The fee will be related to oversight of the solid waste and recycling contract and other related programs. The fee will be paid to the Town on a quarterly basis. Town shall have the option to review the fee amount every two (2) years of the contract term. The administrative fee is included in the monthly fee of Exhibit A.

5. BILLING: The Town shall continue to use a third party billing provider allowing the Contractor to bill the Town monthly for services provided. Any changes to the billing process requires written agreement by Town and Contractor.
6. CONTRACT TERM: The Term of this Agreement shall be performed from March 1, 2020 through February 28, 2028. The Agreement will be renewed automatically and continuously for two (2) successive periods of one (1) year unless Town or Contractor gives written notice sixty (60) days in advance with the total length of the contract not to exceed ten (10) years from the original signing of the Agreement. Town reserves the right to unilaterally extend any of the one-year (1) periods by thirty-one (31) days. This provision does not limit the liability of Contractor for actual damages sustained by Town as a result of any breach of contract or warranty by the Contractor. Renewals shall only be allowed as mutually agreed upon in writing by the Parties.
7. LABOR AND MATERIALS: Unless otherwise provided in the contract documents, Contractor shall provide, pay and insure under the requisite laws and regulations for all labor, materials, equipment, tools and machinery, utilities, transportation, other facilities and services necessary for the proper execution and completion of the Work whether temporary or permanent, and whether or not incorporated or to be incorporated in the Work.
8. PREVAILING WAGE: This project is subject to the Federal Labor Standards Provisions, Davis-Bacon Act of 1931, Contract Work Hours and Safety Standards Act of 1986 (as amended), Copeland Act of 1948 (as amended), the Fair Labor Standards Act of 1939 (as amended) and 2016 Minimum Wage Proposition 206 also known as the "2017 Fair Wages and Healthy Families Initiative".
9. TAXES: Contractor shall pay all license, sales, consumer, use and other similar taxes for the Work or portions thereof provided by Contractor which are legally enacted at the time bids are received whether or not yet effective or subsequently applicable due to acts of jurisdictions or bodies other than Town.
10. PERMITS, FEES & LICENSES: Unless otherwise provided in the Contract Documents, Contractor shall secure and pay for all permits, government fees, licenses and inspections necessary for the proper execution and completion of Work which are customarily secured after execution of the contract and which are legally required. Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work. Town permits for this Work will be provided to Contractor at no cost. Contractor represents and warrants that any license necessary to perform the Work under this Agreement is current and valid. Contractor understands that the activity described herein constitutes "doing business in the Town of Guadalupe" and Contractor agrees to obtain a business license pursuant to the Town of Guadalupe Town Ordinance No. O2018.03, and keep such license current during the term of this Agreement and after termination of this Agreement any time Work is performed pursuant to the warranty provisions set forth in Section 6. Contractor also acknowledges that the tax provision of the Town of Guadalupe Ordinance No. O2018.03, may also apply and if so, shall obtain a transaction privilege license and/or other licenses as may be required by the town code. Any activity by subcontractors within the corporate town limits will invoke the same licensing regulations on any subcontractors, and Contractor ensures its subcontractors will obtain any and all applicable licenses. Further, Contractor agrees to pay all applicable privilege and use taxes that are applicable to the activities, products and services provided under this Agreement.
11. INDEPENDENT CONTRACTOR: Contractor shall at all times during Contractor's performance of the services retain Contractor's status as an independent Contractor. Contractor's employees shall under no circumstances be considered or held to be employees or agents of Town, and Town shall have no obligation to pay or withhold state or federal taxes, or provide workers compensation or unemployment insurance for or on behalf of them or Contractor. Contractor shall supervise and direct the delivery of the materials using its best skill and attention. Except as provided in this Agreement, Contractor shall be solely responsible for all means, methods, techniques, sequences and procedures, and for coordinating all portions of the work required by the contract documents. Contractor shall be

responsible to Town for the acts and omissions of its employees.

12. INDEMNIFICATION: To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless Town, its elected and appointed officers, officials, agents, and employees from and against any and all liability including but not limited to demands, claims, actions, fees, costs and expenses, including attorney and expert witness fees, arising from or connected with or alleged to have arisen from or connected with, relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, Work or services of Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of this Agreement. Contractor's duty to defend, hold harmless and indemnify Town, its special districts, elected and appointed officers, officials, agents, and employees shall arise in connection with any tortious claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by an Contractor's acts, errors, mistakes, omissions, Work or services in the performance of this Agreement including any employee of Contractor, any tier of Contractor's subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services Contractor may be legally liable.

13. ENFORCED DELAYS (FORCE MAJEURE): Neither Town nor Contractor, as the case may be, shall be considered not to have performed its obligations under this Agreement in the event of enforced delay (an "Enforced Delay") due to causes beyond its control and without its fault or negligence or failure to comply with applicable laws, including, but not restricted to, acts of God, fires, floods, epidemics, pandemics, quarantine, restrictions, embargoes, labor disputes, and unusually severe weather or the delays of subcontractors or materialmen due to such causes, acts of a public enemy, war, terrorism or act of terror (including but not limited to bio-terrorism or eco-terrorism), nuclear radiation, blockade, insurrection, riot, labor strike or interruption, extortion, sabotage, or similar occurrence or any exercise of the power of eminent domain of any governmental body on behalf of any public entity, or a declaration of moratorium or similar hiatus (whether permanent or temporary) by any public entity directly affecting the Project. In no event will Enforced Delay include any delay resulting from unavailability for any reason of labor shortages, or the unavailability for any reason of particular consultants, subcontractors, vendors or investors desired by Contractor in connection with the Project. Contractor agrees that Contractor alone will bear all risks of delay which are not Enforced Delay. In the event of the occurrence of any such Enforced Delay, the time or times for performance of the obligations of the Party claiming delay shall be extended for a period of the Enforced Delay; provided, however, that the Party seeking the benefit of the provisions of this Section shall, within thirty (30) calendar days after such Party knows or should know of any such Enforced Delay, first notify the other Party of the specific delay in writing and claim the right to an extension for the period of the Enforced Delay; and provided further that in no event shall a period of Enforced Delay exceed ninety (90) calendar days.

14. GOVERNING LAW AND VENUE: The terms and conditions of this Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. Any action at law or in equity brought by either Party for the purpose of enforcing a right or rights provided for in this Agreement, shall be tried in a court of competent jurisdiction in Maricopa County, State of Arizona. The Parties hereby waive all provisions of law providing for a change of venue in such proceeding to any other county. In the event either Party shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition in this Agreement, it is mutually agreed that the prevailing party in such action shall recover all costs including: all litigation and appeal expenses, collection expenses, reasonable attorneys' fees, necessary witness fees and court costs to be determined by the court in such action.

15. INSURANCE: Contractor, at its own expense, shall purchase and maintain the minimum insurance and other additional requirements set forth herein.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Agreement is satisfactorily completed and formally accepted; failure to do so may, at the sole

discretion of Town, constitute a material breach of this Agreement.

Contractor's insurance shall be primary insurance with respect to Town, and any insurance or self-insurance maintained by Town shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect Town.

The insurance policies, except Workers Compensation, shall contain waiver of transfer rights of recovery (subrogation) against Town, its agents, officers, officials and employees for any claims arising out of Contractor's acts, errors, mistakes, omissions, work or services.

The insurance policies may provide coverage which contain deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to Town under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and Town, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a Surety Bond or an irrevocable and unconditional letter of credit.

Town reserves the right to request and to receive within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. Town shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of Town's right to insist on strict fulfillment of Contractor's obligations under this Agreement.

The insurance policies, except Workers Compensation, required by this Agreement, shall name Town, its agent, officers, officials and employees as additional insured parties.

REQUIRED COVERAGE

Commercial General Liability

Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Agreement which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011-93 or any replacement thereof. In addition, automobile liability coverage of at least \$1 million per occurrence or a combined single limit of at least \$1,000,000 is required. The auto liability policy should contain endorsements for hired autos, non-owned autos and scheduled vehicles, as applicable to the Contractor's business.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office Inc.'s Additional Insured, Form CG 20101185, and shall include coverage for Contractor's operations and products and completed operations.

If required by this Agreement, if Contractor sublets any part of the work, services or operations, Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Agreement, Town

and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues Contractor's General Liability insurance.

Workers Compensation (Not Applicable to Sole Proprietorships)

Contractor shall carry Workers Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

In case any work is subcontracted, Contractor will require subcontractor to provide Workers Compensation and Employer's Liability to at least the same extent as required of Contractor.

CERTIFICATE OF INSURANCE

Prior to commencing work or services under this Agreement, Contractor shall furnish the Town with Certificates of Insurance, or formal endorsements as required by Agreement, issued by Contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Agreement are in full force and effect.

In the event any insurance policies required by this Agreement are written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of the Contractor's work or services and as evidenced by annual Certificates of Insurance, to be filed with the Town Clerk of The Town of Guadalupe.

If a policy does expire during the life of the Agreement, a renewal certificate must be sent to Town thirty (30) calendar days prior to the expiration date. All Certificates of Insurance shall be identified with bid serial number and title.

Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) calendar days' prior written notice to Town.

16. SUCCESSORS/NO ASSIGNMENT PERMITTED: Town and Contractor each bind themselves, their partners, successors, assigns and legal representatives to the other party hereto and to the partners, successors, assigns and legal representatives of such other party in respect to all covenants, agreements and obligations contained in the contract documents. Neither party to the contract shall assign the contract or sublet it as a whole without the written consent of the other, nor shall Contractor assign any monies due or to become due to or to become due to it without the previous written consent of Town.

17. WRITTEN NOTICE: Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or entity, or to an office of the corporation for whom it was intended or if delivered at or sent registered or certified mail, return receipt requested, and first class postage prepaid to the last business address known to them who gives the notice.

18. SAFETY: Contractor and/or its subcontractors shall be solely responsible for job safety at all times.

19. RIGHTS & REMEDIES: The duties and obligations imposed by the contract documents and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by Town or Contractor shall constitute a waiver of any

right or duty afforded any of them under the contract, nor shall any action or failure to act constitute an approval of or an acquiescence to any breaches hereunder except as may be specifically agreed to in writing.

20. TERMINATION OF CONTRACTOR: Early termination of contract is permitted at the discretion of Contractor, however, where such discretion is exercised, liquidated damages will be due to the Town in the sum of 5% of the contract amount for the ten (10) year period had the contract been performed for the full ten (10) year term. The Parties stipulate that this amount is a reasonable amount that accurately reflects the monetary impact the Town will experience due to early termination. Further, this amount shall be secured by a letter of credit at any FDIC bank with a branch within three miles of the Town of Guadalupe corporate limits upon execution of this Agreement, with the content of the letter of credit first being approved by the town attorney. Contractor shall serve Notice of Early Termination of Contract to Town by first class certified U.S. mail one hundred and eighty (180) calendar days before such termination takes effect.

21. TERMINATION BY TOWN: If Contractor is adjudged bankrupt or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed on account of its insolvency, or if it persistently or repeatedly refuses or fails except in case for which extension of time is provided to supply enough properly skilled works or proper materials or labor or persistently disregards laws, ordinance, rules, regulations or orders of any public authority having jurisdiction or otherwise is guilty of a substantial violation of a provision of the contract documents, Town upon certification by the Town Manager that sufficient cause exists to justify such action may without prejudice to any right or remedy and after giving the Contractor and its surety if any, ten (10) calendar days written notice, terminate this contract. In such case, Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract sum exceeds the cost of finishing the work such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, Contractor shall pay the difference to Town. The amount to be paid to Contractor or to Town as the case may be, shall be certified by the Town's Director of Public Works and this obligation for payment shall survive the termination of this contract.

22. APPEALS: All contractual grievances shall be submitted in writing to Town Manager within five (5) calendar days after the difference of opinion or grievance occurs relating to any of the provisions of the terms of this Agreement. Within five (5) calendar days of receiving a written grievance, the Town Manager shall respond in writing to the company. The Town Manager's decision shall be final and binding.

23. RECORDS: Records of Contractor's labor, payroll and other costs pertaining to this Agreement shall be kept on a generally recognized accounting basis and made available to Town for inspection on request. Contractor shall maintain records for a period of at least three (3) years after termination of this Agreement, and shall make such records available during that retention period for examination or audit by Town personnel during regular business hours.

24. AMENDMENT: It is mutually understood and agreed that no alteration or variation of the terms and conditions of this Agreement shall be valid unless made in writing and signed by the parties hereto, and that oral understandings or agreements not incorporated herein shall not be binding on the parties.

25. ENTIRE AGREEMENT: This Agreement and any attachments represent the entire agreement between Town and Contractor and supersede all prior negotiations, representations or agreements, either express or implied, written or oral. It is mutually understood and agreed that no alteration or variation of the terms and conditions of this Agreement shall be valid unless made in writing and signed by the parties hereto. Written and signed amendments shall automatically become part of the supporting documents, and shall supersede any inconsistent provision therein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.

26. SEVERABILITY: Town and Contractor each believe that the execution, delivery and performance of this Agreement are in compliance with all applicable laws. However, in the unlikely event that any provision of this Agreement is declared void or unenforceable (or is construed as requiring Town to do any act in violation of any applicable laws, including any constitutional provision, law, regulation, or town code), such provision shall be deemed severed from this Agreement and this Agreement shall otherwise remain in full force and effect; provided that this Agreement shall retroactively be deemed reformed to the extent reasonably possible in such a manner so that the reformed agreement (and any related agreements effective as of the same date) provide essentially the same rights and benefits (economic and otherwise) to the Parties as if such severance and reformation were not required. Unless prohibited by applicable laws, the Parties further shall perform all acts and execute, acknowledge and/or deliver all amendments, instruments and consents necessary to accomplish and to give effect to the purposes of this Agreement, as reformed.

27. SUCCESSORS & ASSIGNS: Town and Contractor each bind themselves, their partners, successors, assigns and legal representatives to the other Party hereto and to the partners, successors, assigns and legal representatives of such other Party in respect to all covenants, agreements and obligations contained in the contract documents. Neither Party to the contract shall assign the contract or sublet it as a whole without the written consent of the other, nor shall Contractor assign any monies due or to become due to or to become due to it without the previous written consent of Town.

28. TIME IS OF THE ESSENCE: Time is of the essence with respect to all provisions in this Agreement. Any delay in performance by either Party shall constitute a material breach of this Agreement.

29. CONFLICT OF INTEREST: This Agreement is subject to, and may be terminated by Town in accordance with, the provisions of A.R.S. § 38-511.

30. PROHIBITION TO CONTRACT WITH CONTRACTORS WHO ENGAGE IN BOYCOTT OF THE STATE OF ISRAEL: The Parties acknowledge A.R.S. §§ 35-393 through 35-393.03, as amended, which forbids public entities from contracting with Contractors who engage in boycotts of the State of Israel. Should Contractor under this Agreement engage in any such boycott against the State of Israel, this Agreement is automatically terminated. Any such boycott is a material breach of contract and will subject Contractor to monetary damages, including but not limited to, consequential and liquidated damages.

31. COMPLIANCE WITH FEDERAL AND STATE LAWS: Contractor understands and acknowledges the applicability of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989 to the services performed under this Agreement.

As required by A.R.S. § 41-4401, Contractor hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23- 214(A). Contractor further warrants that after hiring an employee, Contractor will verify the employment eligibility of the employee through the E-Verify program. If Contractor uses any subcontractors in performance of services, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Agreement that is subject to penalties up to and including termination of this Agreement. Contractor is subject to a penalty of \$100 per day for the first violation, \$500 per day for the second violation, and \$1,000 per day for the third violation. Town at its option may terminate this Agreement after the third violation. Contractor shall not be deemed in material breach of this Agreement if Contractor and/or subcontractors establish compliance with the employment verification provisions of Sections 274A and 274B of the federal Immigration and Nationality Act and the E-Verify requirements contained in A.R.S. § 23-214(A). Town retains the legal right to inspect the papers of any Contractor or subcontractor employee who works under this

Agreement to ensure that Contractor or subcontractor is complying with the warranty. Any inspection will be conducted after reasonable notice and at reasonable times. If state law is amended, the Parties may modify this paragraph consistent with state law.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their duly authorized representative as of this 9th day of January, 2020.

CONTRACTOR:

Bart Powell, Waste Connections of Arizona, Inc. dba Right Away Disposal, an Arizona corporation]:

By: Bart Powell
Title: DVP

TOWN:

TOWN OF GUADALUPE, an Arizona Municipal Corporation:

Valerie Molina
By: Valerie Molina
Title: Mayor

ATTEST:

Jeff Kulaga
Jeff Kulaga
Town Manager / Clerk

APPROVED AS TO FORM:

David E. Ledyard
David E. Ledyard
Town Attorney

EXHIBIT A

STANDARD SERVICES*
JANUARY 9, 2020

Service Term: March 1, 2020 - June 30, 2021			
#	Service Performed	Service Frequency	Monthly Customer Fee
			\$
1	Collect residential curbside solid waste collection twice per week and no curbside recycling service	Weekly	\$13.29 / month
3	Provide one new 96 gallon solid waste container to residential accounts.	Once - Upon contract approval	Included
4	Provide once per week bulk and/or non-allowable item collection of two (2) 30 yard roll-off dumpster receptacles for public disposal and two (2) 40 yard roll-off dumpster receptacles for Town disposal at Town Maintenance Yard.	Weekly	\$3.88 / month
5	Provide once per week recyclables collection of one (1) 8 yard front load container for public and Town recyclable disposal at Town Maintenance Yard.	Weekly	Included
6	Provide regular once per quarter community bulk trash and/or waste pickup by locating approximately ten (10) 40 yard roll-off dumpster receptacles at pre-determined locations throughout Town.	Quarterly	\$2.97 / month
		Total Service Base Fee	\$20.14 monthly

ADDITIONAL SERVICES and OPTIONS*

#	Service Options	Quantity	Additional Service Fee
			\$
7	Provide additional 96 gallon solid waste container to resident	Each	\$12.00 / month
8	Provide solid waste container normal wear and tear repair services	Each	No charge
9	Replace damaged solid waste container	Each	No charge
10	Replace lost/missing/vandalized solid waste container	Each	\$65.00
	Direct service / direct billing options from contractor to customer	Direct Service Option	Direct Service Fee
11	2 Yard Dumpster: Residential Delivery	One (1) Delivery/Removal	\$50.00 / service
12	4 Yard Dumpster: Residential Delivery	One (1) Delivery/Removal	\$87.00 / service
13	6 Yard Dumpster: Residential Delivery	One (1) Delivery/Removal	\$130.00 / service
14	20 Yard Dumpster: Residential Delivery	One (1) Delivery/Removal	\$365.00 / service

15	6 cubic yards: Residential Curbside Bulk Trash and Recycling pickup by appointment only	One (1) Delivery/Removal	\$150.00 / service
16	Residential Self-haul Drop off Service at 3000 S. 19 th Avenue, Phoenix, AZ.	Self-haul Drop off rate per ton	\$40.00 / ton

***Standard and Additional Services subject to annual increases not to exceed 5% per contract # C2020-01, approved January 9, 2020.**



Town of Guadalupe *Arizona*

REQUEST FOR PROPOSALS

DATE ISSUED: February 22, 2021

Town of Guadalupe, Arizona

**REQUEST FOR PROPOSALS FOR:
LEASE AND/OR PURCHASE AND DEVELOPMENT OF CERTAIN TOWN OWNED
PROPERTY**

DUE DATE/ TIME: March 31, 2021 / 3:00 PM, MST

Time and Date of Pre-Submittal Remote Conference: 10:00 AM, MST, March 10, 2021

Deadline for Inquiries: 3:00 PM, MST, March 12, 2021

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PART I: REQUEST FOR PROPOSALS

Town of Guadalupe REQUEST FOR PROPOSALS (RFP)

The Town of Guadalupe (the "Town") extends an invitation to interested and qualified firms or teams to submit formal sealed proposals to lease and /or purchase and develop certain Town-owned properties. Inquiries regarding this RFP are to be submitted in writing via email to purchasing@guadalupeaz.org no later than 3:00 PM, MST, March 12, 2021. The Town will share all questions and answers with potential respondents via addendum promptly after the inquiry deadline has passed.

The Town reserves the right to reject any and all submittals for any reason, and to act in the best interest of the Town, including cancellation of this RFP. Respondents are responsible for all costs associated with responding to this RFP.

Proposals shall be marked as follows:

Submitting Firm: _____
Primary Contact: _____
Contact Phone: _____
Contact Email: _____
Project Name: Development of Town-Owned Property

Time/Date Due: **3:00 PM MST, March 31, 2021**
Pre-Submittal Remote Conference: 10:00 AM, MST March 10, 2021
 Remote / Virtual Meeting
 Access link to be provided March 8, 2021

Formal sealed proposals need to be either hand delivered or express mailed and addressed and delivered to:

Town of Guadalupe
 Attention: Jeff Kulaga
 9241 S Avenida del Yaqui
 Guadalupe, Arizona 85283

Telegraphic, telephonic, or teletype (FAX) submittals or modifications of submittals will not be considered at this time. **PROPOSALS RECEIVED AFTER THE TIME AND DATE SET FOR SUBMITTAL WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE SENDER.** Each Proposer is solely responsible for the delivery of its Proposal to the above location by the time and date specified. If a respondent elects to submit its Proposal by mail, the Proposal must be received in the Town's offices by the time and date due. The Town is not responsible if U.S. Mail or any other delivery service fails to make a delivery on time.

This proposal is open until 3:00 PM, MST, March 31, 2021 at which time a representative of the Town will announce publicly only the names of those firms or individuals submitting proposals. No other public disclosure will be made until after the award and execution of the contract.

RETURN OF PROPOSAL PACKAGES

The Town will return any proposal packages that are received after the scheduled opening date and time.

LEGAL ADVERTISEMENT

LEGAL ADVERTISEMENT

Town of Guadalupe, Arizona
Request for Proposals
Sale and Development of Town-Owned Property

Description:

The Town of Guadalupe, Arizona (the "Town") hereby invites interested and qualified firms or individuals to submit written proposals for the sale/lease and development of certain Town-owned properties. Six (6) parcels are offered which range in size from 15,000 to 120,000 square feet. The properties are being offered individually or together as outlined in the Request for Proposals.

Formal sealed proposals are due on or before 3:00 PM, MST, March 31, 2021.

Pre-Submittal Conference:

A RECOMMENDED Pre-Submittal Remote/Virtual Conference is scheduled for 10:00 AM, MST, March 10, 2021. The access link to the remote conference will be provided Monday, March 8, 2021. Attendance is strongly recommended for those who desire to submit a Proposal. Town staff will be available to discuss the properties and the solicitation.

Obtain a Copy of RFP:

The Request for Proposal, a description of the offered properties, and a description of the proposal and selection process will be issued and available at 8:00 AM, MST, February 22, 2021 and can be obtained via an email request to procurement@guadalupez.org.

The Town reserves the right to cancel this Request for Proposals, to reject any or all responses to Request for Proposals, and to waive or decline to waive any irregularities in any submitted responses to Request for Proposals, or to withhold the award for any reason the Town may determine to be in the Town's best interest. The Town also reserves the right to hold open any or all Request for Proposals for a period of ninety (90) days after the date of opening thereof and the right to accept a Request for Proposals not withdrawn before the scheduled opening date.

All correspondence relating to this Project should be sent via email to procurement@guadalupez.org.

Publication Date: TBD

PART II: PROJECT DESCRIPTION AND EXPECTATIONS

1. PROJECT DESCRIPTION

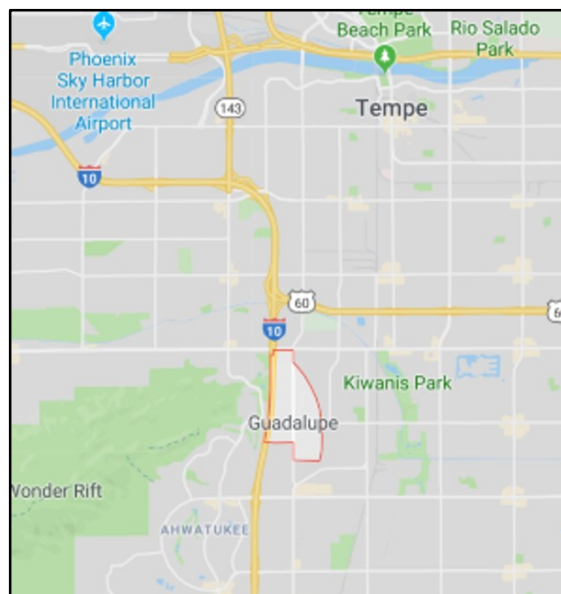
The Town is undertaking this solicitation process to offer certain Town-owned properties for lease and/or sale and development. The primary goal of this process is to facilitate the development of these sites in a manner that supports the Town's economic development initiatives. To do so, the Town is seeking one or more private-sector partners who would lease and/or purchase the property(ies) and undertake commercial or mixed-use development which would ultimately generate new tax revenue and other public benefits for the Town.

Proposals will be evaluated and a shortlist of respondents created. There may be multiple shortlists depending on which sites receive development proposals. Following this RFP process, the Town will invite the shortlisted respondents to an interview with the Town's Selection Panel that will seek detailed information about the proposed development project, development team members, timeline, impacts, and benefits as well as the proposed purchase price. Disposition of the property will ultimately be contingent upon Town Council approval of the proposal and purchase agreement.

2. TOWN OVERVIEW

Guadalupe is a Native American and Hispanic community of approximately 6,500 residents that is located between Phoenix and Tempe at the base of South Mountain. The Town proudly maintains a strong cultural and ethnic identity. It is named after the Virgin of Guadalupe, the patron saint of Mexico.

Guadalupe was founded by the Pascua Yaqui Indians around 1904. The Town of Guadalupe was incorporated in 1975 and is approximately one square mile in area. It will remain this size since it is surrounded by Interstate 10 and the City of Phoenix on the west; Baseline Road and the City of Tempe on the North; the City of Tempe on the South; and by the Salt River Project's Highline Canal on the East.



3. DESCRIPTION OF SITES

As seen on the map on the preceding page, the Town is located at the center of the Phoenix Metro Area and minutes from regional amenities such as Sky Harbor Airport, Tempe Town Lake, Arizona State University Tempe Campus, and Phoenix's South Mountain Park. Avenida del Yaqui is the Town's fully-improved main north/south thoroughfare and connects on either end to Tempe's Priest Drive. Calle Guadalupe is the primary east/west thoroughfare which crosses west over I-10 and merges into 48th Street in Phoenix, and connects directly into Tempe to the east. All six sites include frontage on Avenida del Yaqui, and two of the six sites have Guadalupe Road frontage as well.

See **Attachment B** for a summary of a pending street infrastructure project that will be improving Avenida del Yaqui in the coming months.

Average Daily Traffic counts:

Avenida del Yaqui: 16,000 vpd at Highline Canal

Guadalupe Road: 14,000 vpd at Highline Canal

Map of offered sites:



Site	Address/Location	Zoning	Parcel No.	Lot Size Sq Ft	Building Y/N	Bldg Sq. Ft.
A	5603 E Calle Iglesia	R1-9	301-06-141	14,636	N	N/A
B	5604 E Calle Mexico	R1-9	301-06-142	16,357	N	N/A
C	NEC Avenida del Yaqui and Guadalupe	C-1	301-06-373	121,968	N	NA
D	9050 S Avenida del Yaqui	C-1	301-12-121	14,810	Y	3,750
E	NWC Avenida del Yaqui and Guadalupe	C-1	301-12-113	28,488	N	NA
F	9241 S Avenida del Yaqui	C-2	301-44-022N	120,394	Y	22,000

4. TOWN'S VISION AND EXPECTATIONS

The Town desires to select one or more development entities which demonstrate the necessary qualifications, experience, business acumen, industry position, and resources to lease and/or purchase and best develop the site in accordance with the Town's vision and expectations, which are outlined for each site below. Detailed site descriptions are included in **Attachment A**.

Sites A & B

These two vacant properties are being offered for development together or separately. Each site features approximately 180 feet of frontage on Avenida del Yaqui providing ample visibility and access to the street. The Town is seeking retail/restaurant uses on these properties and would fully support rezoning both from R1-9 to C-1.

Site C

At approximately 2.8 acres in size with substantial frontage on both Avenida del Yaqui and Calle Guadalupe, this vacant property has tremendous potential for commercial development. Its configuration and visibility make retail, restaurant, and office uses viable at this location. The Town would also entertain proposals which include Live/Work elements as well.

Sites D&E

These sites are offered as a package. Site D features a 3,750 square foot building that is currently unoccupied and was last utilized as a professional office. Site E is an unimproved vacant lot with corner frontage on both Avenida del Yaqui and Calle Guadalupe. It is the Town's preference for the building to be adaptively reused, ideally for a restaurant. In that case, Site E could be used to provide required parking with the potential to develop a separate structure on the south side of Site E that might share that parking as well. The Town would also entertain proposals that remove the structure and build new on the combined D&E parcels.

Site F

Better known as "The Mercado" this site features 22,000 square feet of building space divided between four structures that all face onto a 26,000 square foot enclosed shared plaza. The Mercado is occupied by a mix of restaurants, retail, and office/service tenants. The plaza space is regularly rented out for private parties and weddings. The Town is hoping to see the Mercado energized through the addition of new tenants and enhanced programming. Proposed changes or additions to the buildings, signage, or common spaces are welcome if they would promote the revitalization of this site. The Mercado shares a parking lot with the Guadalupe Town Hall Complex and would continue to do so.

PART III: PROPOSAL FORMAT AND CONTENTS

The total length of Sections 1-4 below should not exceed 16 pages total (8 double-sided sheets) of text and graphics in single column format with a font size of no less than 10 points. The mandatory Certifications and Forms included in **Attachment C** do not count towards the **page limits nor do** section dividers or blank pages. Submit the following:

- **One (1)** clearly marked hardcopy “original” in 8.5” x 11”, non-binding form. No metal or plastic binding – may use folder or clip for easy removal of proposal.
- **One (1)** additional copy on FLASH drive in PDF format, PC readable, no passwords, labeled with vendor name and project number and **less than 5 MB.**
 - **One document** for complete submittal on each FLASH DRIVE. All required signed Certification Forms and documents are to be included in your PDF document.
 - **Check** and play all FLASH drive’s before submitting. (Company marketing materials not recommended). Compress photos, etc. in smaller size formats as necessary.

Proposals must be received by the Town on or before the day and hour set for receipt of Proposals.

ALL OF THE FOLLOWING SELECTION CRITERIA ARE IMPORTANT TO THE TOWN. THE CRITERIA ARE LISTED IN ORDER OF THEIR RELATIVE IMPORTANCE WITH THE MORE IMPORTANT CRITERIA BEING LISTED FIRST.

Note: Failure to respond to all requested information may be considered non-responsive and may disqualify a respondent from further consideration.

The Proposal must include a response to each of the following items starting at Section 1 below. The information and outline below shows how your proposal should be organized and index tabbed.

1. Team Capability

- a. The Development Firm - Respondents must submit a list of members of the development firm including (as applicable) the company name; legal status; company or corporation number; address; full names of officers, and brief biographical summaries of officers including development and management professionals, and any other applicable individuals who would be considered key leaders within the firm and/or who would be directly involved in this project if selected. Qualifications and experience of each individual, with applicable projects, should be briefly described.
- b. Legal Claims - Respondents must identify any recent or currently outstanding legal claims against the firm, team members or any key personnel, including the source of such claims, the claim amount, and status. Respondents shall reveal any criminal convictions of any key employees, other than civil traffic convictions.

Note: In the RFP response, the Town is seeking information about the existing development firm. Do not include other firms or individuals who are not in-house at the time of your submittal. Shortlisted respondents may be asked to submit a list of development team members (architects, engineers, contractors, etc.).

2. Previous Experience

- a. Describe projects (no more than three) which best represent the firm's **direct** applicable experience and capability to acquire, finance, and develop the concept(s) presented in this solicitation response. Include brief project descriptions, a statement regarding the duration, financial and operational involvement with each such project following completion, and the name, address and telephone number of principal investors, architects, and principal consultants for each project listed.
- b. Provide a list of any previous direct experience in the creation of successful public/private partnerships.

3. Financial Acumen and Resources

The respondent should describe the ability of the firm to develop and implement a realistic plan for the financial approach to the development of the Site(s) including the ability to deliver financial resources needed to acquire and develop the proposed project(s). The respondent should demonstrate the firm's financial strength to withstand market fluctuations in order to stay on track during the development process.

4. Method of Approach

For the Site(s) in which the respondent seeks to develop, a narrative is to be provided that describes the general approach to the development of the Site, including addressing how the respondent intends to fulfill the Town's vision and expectations listed previously.

Specifically, indicate whether a long term lease of the Town properties or purchase of the properties is preferred. Indicate reasons for the preference.

Timelines for the development process should be provided, along with key milestones, and task dependencies.

The respondent should also describe its understanding of the local environment and local factors relevant to the prospective success of the proposed project including but not limited to local market conditions, local business conditions, local business resources, and typical local real estate development practices, with the focus on using such understanding to facilitate the timely and efficient development of the property.

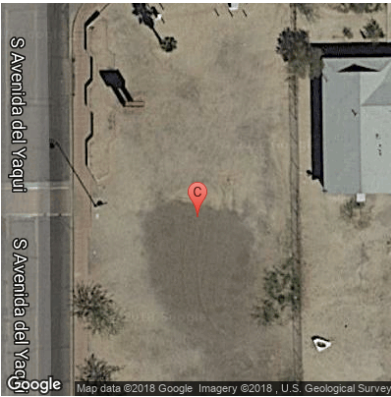
PART IV: SELECTION PROCESS AND TIMELINES

- a. The Town will appoint an evaluation panel. Using the criteria and weighting listing herein, and in order of preference, the selection committee will rank the respondents with the intent of creating a shortlist of respondents.
- b. The Town will invite the shortlisted respondents to make a presentation to the Selection Panel. The presentation shall include detailed information about the proposed development project, development team members, timeline, impacts and benefits, as well as proposed purchase price.
- c. The following tentative schedule has been established for this solicitation. This schedule is provided as a courtesy and is subject to change.

RFP Issue Date:	February 22, 2021
Pre-Submittal Remote Conference	March 10, 2021
Deadline for Inquiries	March 12, 2021
RFP Due Date	March 31, 2021

ATTACHMENT A: Site Detail Sheets

A



Last Sold	-	Construction	-
Last Sale Price	\$0	Roof	-
Owner	GUADALUPE TOWN OF	A/C	-
Mailing	9050 S AVENIDA DEL YAQUI	Heat	-
	GUADALUPE, Arizona 85283-2507	Stories	-
Lot	0.34 Acres / 14636 Sqft	Building Type	-
Year Built	-	Parking	-
SqFt	-	Parking Spaces	-
Class	-	Patio	-
Added Attached	None	Pool	Yes
Added Detached	None		

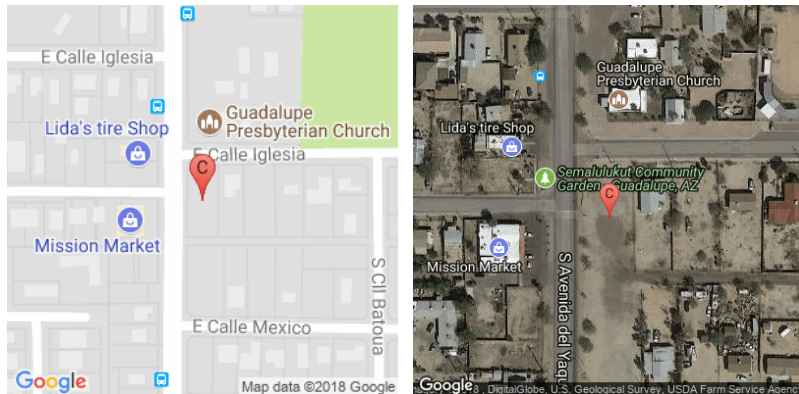
Subdivision - EAST GUADALUPE BLKS 1-13,PT 14,15-17				County Zone - MARICOPA		City Zone - TEMPE			
Improved Lots	216	Single Story	207	Avg Sqft	1580.05	[R-9] RESIDENTIAL WITH 9,000 SF MINIMUM	100%	[R1-9] Residential With 9,000 SF Minimum	100%
With Pool	1	Multiple Story	9	Avg Lot	11122				
Year Built	1920-2013								

Tax Assessment									
	2012 Final	2013 Final	2014 Final	2015 Final	2016 Final	2017 Final	2018 Prelim	2019 Prelim	
FCV Improved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FCV Land	\$43,000	\$38,500	\$34,600	\$36,300	\$36,000	\$38,900	\$38,900	\$41,300	
FCV Total	\$43,000	\$38,500	\$34,600	\$36,300	\$36,000	\$38,900	\$38,900	\$41,300	
YoY Change %	-17%	-10%	-10%	5%	-1%	0%	0%	0%	
Assessed FCV	\$6,880	\$6,160	\$5,536	\$5,808	\$5,400	\$5,835	\$5,835	\$6,195	
LPV Total	\$37,753	\$38,500	\$34,600	\$36,300	\$36,000	\$37,800	\$38,900	\$40,845	
State Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Tax Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Deed History									
Sale Date	Buyer	Seller	Sales Price	Down	Mortgage	Deed	Financing	Transaction	Doc #
4/18/2008	Las Fuentes Health Clinic Of Guadalupe	Biehn Colony Trust Inc	\$0	\$0	\$0	Quit Claim	-	-	20080344995
12/25/1993	Biehn Colony Trust Inc		\$0	\$0	\$0	-	-	-	1993D-39834

Flood Zone		
Map Number	04013C2705L	(Zone SubType: 0.2 PCT ANNUAL CHANCE FLOOD HAZARD); Zone Description: Areas outside the one-percent annual chance floodplain, areas of 1% annual chance sheet flow flooding where average depths are less than 1 foot, areas of 1% annual chance stream flooding where the contributing drainage area is less than 1 square mile, or areas protected from the 1% annual chance flood by levees. No Base Flood Elevations or depths are shown within this zone. Insurance purchase is not required in these zones.
Map Date	10/16/2013	
Panel	2705L	
FEMA Zone	X	

Additional Information	
Parcel	301-06-141
County	MARICOPA
MCR Number	21118
Municipality	TEMPE
Section / Township / Range	4 / 1S / 4E
Lot / Block / Tract	6 / 10 / -
Census Tract / Block	320002 / 4016
Tax Area	30900
Latitude, Longitude	33.3669157170643, -111.962898555643
Property Type	(9700) CITY VAC LAND
Legal Class	AG/VAC LAND/NON-PROF, REAL PROP & IMPS
School District(S)	Tempe Union High School District Tempe School District
Legal Description (Abbrev)	EAST GUADALUPE MCR 211-18





Last Sold	-	Construction	-	B
Last Sale Price	\$0	Roof	-	
Owner	GUADALUPE TOWN OF	A/C	-	
Mailing	9050 S AVENIDA DEL YAQUI GUADALUPE, Arizona 85283-2507	Heat	-	
Lot	0.38 Acres / 16357 Sqft	Stories	-	
Year Built	-	Building Type	-	
SqFt	-	Parking	-	
Class	-	Parking Spaces	-	
Added Attached	None	Patio	-	
Added Detached	None	Pool	Yes	

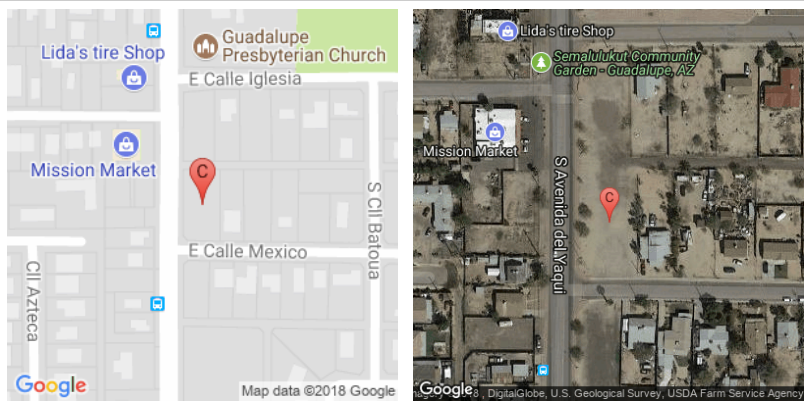
Subdivision - EAST GUADALUPE BLKS 1-13,PT 14,15-17				County Zone - MARICOPA		City Zone - TEMPE			
Improved Lots	216	Single Story	207	Avg Sqft	1580.05	[R-9] RESIDENTIAL WITH 9,000 SF MINIMUM	100%	[R1-9] Residential With 9,000 SF Minimum	100%
With Pool	1	Multiple Story	9	Avg Lot	11122				
Year Built	1920-2013								

Tax Assessment								
	2012 Final	2013 Final	2014 Final	2015 Final	2016 Final	2017 Final	2018 Prelim	2019 Prelim
FCV Improved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FCV Land	\$47,000	\$42,000	\$37,800	\$39,600	\$39,300	\$42,400	\$42,400	\$44,600
FCV Total	\$47,000	\$42,000	\$37,800	\$39,600	\$39,300	\$42,400	\$42,400	\$44,600
YoY Change %	-16%	-11%	-10%	5%	-1%	0%	0%	0%
Assessed FCV	\$7,520	\$6,720	\$6,048	\$6,336	\$5,895	\$6,360	\$6,360	\$6,690
LPV Total	\$41,155	\$42,000	\$37,800	\$39,600	\$39,300	\$41,265	\$42,400	\$44,520
State Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tax Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

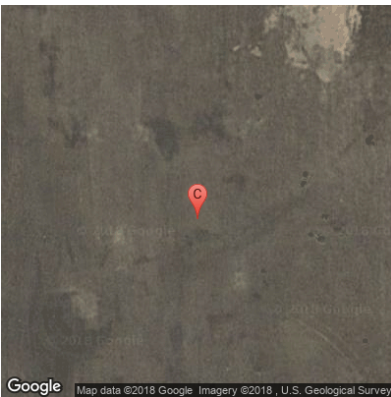
Deed History									
Sale Date	Buyer	Seller	Sales Price	Down	Mortgage	Deed	Financing	Transaction	Doc #
4/18/2008	Las Fuentes Health Clinic Of Guadalupe	Biehn Colony Trust Inc	\$0	\$0	\$0	Quit Claim	-	-	20080344995
12/25/1993	Biehn Colony Trust Inc		\$0	\$0	\$0	-	-	-	1993D-39835

Flood Zone		Zone SubType: 0.2 PCT ANNUAL CHANCE FLOOD HAZARD); Zone Description: Areas outside the one-percent annual chance floodplain, areas of 1% annual chance sheet flow flooding where average depths are less than 1 foot, areas of 1% annual chance stream flooding where the contributing drainage area is less than 1 square mile, or areas protected from the 1% annual chance flood by levees. No Base Flood Elevations or depths are shown within this zone. Insurance purchase is not required in these zones.
Map Number	04013C2705L	
Map Date	10/16/2013	
Panel	2705L	
FEMA Zone	X	

Additional Information	
Parcel	301-06-142
County	MARICOPA
MCR Number	21118
Municipality	TEMPE
Section / Township / Range	4 / 1S / 4E
Lot / Block / Tract	7 / 10 / -
Census Tract / Block	320002 / 4016
Tax Area	30900
Latitude, Longitude	33.3663694538318, -111.962876416342
Property Type	(9700) CITY VAC LAND
Legal Class	AG/VAC LAND/NON-PROF, REAL PROP & IMPS
School District(S)	Tempe Union High School District Tempe School District
Legal Description (Abbrev)	EAST GUADALUPE MCR 211-18



C



Last Sold	-	Construction	-
Last Sale Price	\$0	Roof	-
Owner	GUADALUPE TOWN OF	A/C	-
Mailing	9050 S AVENIDA DEL YAQUI	Heat	-
	GUADALUPE, Arizona 85283-2507	Stories	-
Lot	2.8 Acres / 121968 Sqft	Building Type	-
Year Built	-	Parking	-
SqFt	-	Parking Spaces	-
Class	-	Patio	-
Added Attached	None	Pool	No
Added Detached	None		

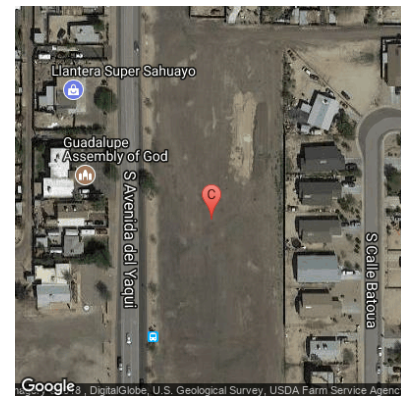
Subdivision - EAST GUADALUPE BLOCK 14 TR A-G				County Zone - Maricopa		City Zone -	
Improved Lots	41	Single Story	40	Avg Sqft	1379	[C-1] Commercial, Neighborhood	61%
With Pool	0	Multiple Story	1	Avg Lot	7543	[R-9] Residential With 9,000 SF Minimum	39%
Year Built	1988-2009						

Tax Assessment								
	2011 Final	2012 Final	2013 Final	2014 Final	2015 Final	2016 Final	2017 Final	2018 Prelim
FCV Improved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FCV Land	\$445,000	\$373,500	\$332,500	\$299,500	\$314,500	\$298,200	\$322,100	\$347,900
FCV Total	\$445,000	\$373,500	\$332,500	\$299,500	\$314,500	\$298,200	\$322,100	\$347,900
YoY Change %	-22%	-16%	-11%	-10%	5%	-5%	8%	8%
Assessed FCV	\$71,200	\$59,760	\$53,200	\$47,920	\$50,320	\$44,730	\$48,315	\$52,185
LPV Total	\$445,000	\$373,500	\$332,500	\$299,500	\$314,475	\$298,200	\$313,110	\$328,766
State Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tax Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Deed History									
Sale Date	Buyer	Seller	Sales Price	Down	Mortgage	Deed	Financing	Transaction	Doc #
4/18/2008	Las Fuentes Health Clinic Of Guadalupe	Biehn Colony Trust Inc	\$0	\$0	\$0	Quit Claim	-	-	20080344995
12/25/1993	Biehn Colony		\$0	\$0	\$0	Miscellaneous	-	-	1993D-39851

Flood Zone		
Map Number	04013C2705L	(Zone SubType: 0.2 PCT ANNUAL CHANCE FLOOD HAZARD); Zone Description: Areas outside the one-percent annual chance floodplain, areas of 1% annual chance sheet flow flooding where average depths are less than 1 foot, areas of 1% annual chance stream flooding where the contributing drainage area is less than 1 square mile, or areas protected from the 1% annual chance flood by levees. No Base Flood Elevations or depths are shown within this zone. Insurance purchase is not required in these zones.
Map Date	10/16/2013	
Panel	2705L	
FEMA Zone	X	

Additional Information	
Parcel	301-06-373
County	Maricopa
MCR Number	30106
Municipality	GUADALUPE
Section / Township / Range	4 / 1S / 4E
Lot / Block / Tract	- / - / G
Census Tract / Block	320002 / 4021
Tax Area	030900
Latitude, Longitude	33.3646979273744, -111.962698247699
Property Type	(9700) CITY VAC LAND
Legal Class	(02-0R) AG/VAC LAND/NON-PROF, REAL PROP & IMPS
School District(S)	Tempe Union High School District Tempe School District
Legal Description (Abbrev)	TRACT G EAST GUADALUPE BLOCK 14 TR A-G MCR 030106





Last Sold	-	Construction	-	D
Last Sale Price	\$0	Roof	-	
Owner	GUADALUPE TOWN OF	A/C	-	
Mailing	9056 S 56TH ST	Heat	-	
	GUADALUPE, Arizona 85283	Stories	-	
Lot	0.34 Acres / 14810 Sqft	Building Type	-	
Year Built	-	Parking	-	
SqFt	-	Parking Spaces	-	
Class	-	Patio	-	
Added Attached	None	Pool	No	
Added Detached	None			

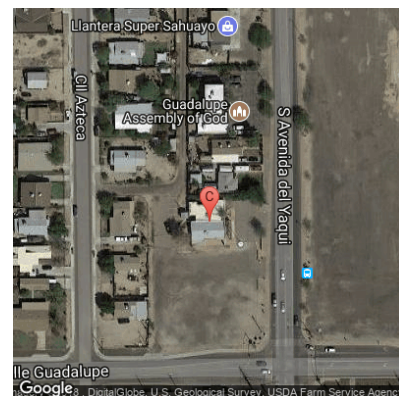
Subdivision --				County Zone - Maricopa		City Zone - TEMPE			
Improved Lots	160	Single Story	127	Avg Sqft	20907	[C-N] COMMERCIAL, NEIGHBORHOOD	100%	[C-1] Commercial, Neighborhood	100%
With Pool	0	Multiple Story	33	Avg Lot	235322				
Year Built	1936-2015								

Tax Assessment								
	2011 Final	2012 Final	2013 Final	2014 Final	2015 Final	2016 Final	2017 Final	2018 Prelim
FCV Improved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FCV Land	\$86,500	\$72,500	\$64,500	\$58,200	\$61,200	\$48,100	\$51,900	\$56,100
FCV Total	\$86,500	\$72,500	\$64,500	\$58,200	\$61,200	\$48,100	\$51,900	\$56,100
YoY Change %	-22%	-16%	-11%	-10%	5%	-21%	8%	8%
Assessed FCV	\$13,840	\$11,600	\$10,320	\$9,312	\$9,792	\$7,215	\$7,785	\$8,415
LPV Total	\$79,200	\$72,500	\$64,500	\$58,200	\$61,110	\$48,100	\$50,505	\$53,030
State Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tax Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Deed History									
Sale Date	Buyer	Seller	Sales Price	Down	Mortgage	Deed	Financing	Transaction	Doc #
3/20/1978	Guadalupe Town Of		\$0	\$0	\$0	Miscellaneous	-	-	12780-1232

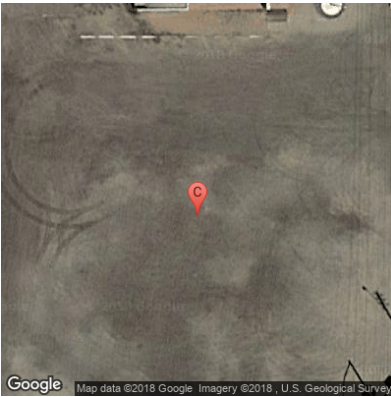
Flood Zone	
Map Number	04013C2705L (Zone SubType: 0.2 PCT ANNUAL CHANCE FLOOD HAZARD); Zone Description: Areas outside the one-percent annual chance floodplain, areas of 1% annual chance sheet flow flooding where average depths are less than 1 foot, areas of 1% annual chance stream flooding where the contributing drainage area is less than 1 square mile, or areas protected from the 1% annual chance flood by levees. No Base Flood Elevations or depths are shown within this zone. Insurance purchase is not required in these zones.
Map Date	10/16/2013
Panel	2705L
FEMA Zone	X

Additional Information	
Parcel	301-12-121
County	Maricopa
MCR Number	-
Municipality	GUADALUPE
Section / Township / Range	5 / 1S / 4E
Lot / Block / Tract	- / - / -
Census Tract / Block	320002 / 2023
Tax Area	030900
Latitude, Longitude	33.3643985369782, -111.963553731015
Property Type	(9700) CITY VAC LAND
Legal Class	(02-0R) AG/VAC LAND/NON-PROF, REAL PROP & IMPS
School District(S)	Tempe Union High School District Tempe School District
Legal Description (Abbrev)	PT SE4 SE4 BEG 209' N OF SE COR SDSEC TH W 209' N 84' E 209' S 84' TO BEG EX RD .34 AC



The data within this report is compiled by The Information Market from public and private sources. If desired, the accuracy of the data contained herein can be independently verified by the recipient of this report with the applicable county or municipality.

E



Last Sold	9/27/1985	Construction	-
Last Sale Price	\$110,000	Roof	-
Owner	GUADALUPE TOWN OF	A/C	-
Mailing	9050 S AVENIDA DEL YAQUI	Heat	-
	GUADALUPE, Arizona 85283-2507	Stories	-
Lot	0.65 Acres / 28488 Sqft	Building Type	-
Year Built	-	Parking	-
SqFt	-	Parking Spaces	-
Class	-	Patio	-
Added Attached	None	Pool	No
Added Detached	None		

Subdivision --				County Zone - Maricopa		City Zone - TEMPE			
Improved Lots	160	Single Story	127	Avg Sqft	20907	[C-N] COMMERCIAL, NEIGHBORHOOD	100%	[C-1] Commercial, Neighborhood	100%
With Pool	0	Multiple Story	33	Avg Lot	235322				
Year Built	1936-2015								

Tax Assessment								
	2011 Final	2012 Final	2013 Final	2014 Final	2015 Final	2016 Final	2017 Final	2018 Prelim
FCV Improved	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FCV Land	\$160,500	\$134,500	\$119,500	\$107,900	\$113,300	\$96,200	\$103,900	\$112,200
FCV Total	\$160,500	\$134,500	\$119,500	\$107,900	\$113,300	\$96,200	\$103,900	\$112,200
YoY Change %	-22%	-16%	-11%	-10%	5%	-15%	8%	8%
Assessed FCV	\$25,680	\$21,520	\$19,120	\$17,264	\$18,128	\$14,430	\$15,585	\$16,830
LPV Total	\$160,500	\$134,500	\$119,500	\$107,900	\$113,295	\$96,200	\$101,010	\$106,061
State Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tax Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Deed History									
Sale Date	Buyer	Seller	Sales Price	Down	Mortgage	Deed	Financing	Transaction	Doc #
9/27/1985	Guadalupe Town Of		\$110,000	\$0	\$0	Miscellaneous	-	-	19850459614

Flood Zone	
Map Number	04013C2705L
Map Date	10/16/2013
Panel	2705L
FEMA Zone	X
(Zone SubType: 0.2 PCT ANNUAL CHANCE FLOOD HAZARD); Zone Description: Areas outside the one-percent annual chance floodplain, areas of 1% annual chance sheet flow flooding where average depths are less than 1 foot, areas of 1% annual chance stream flooding where the contributing drainage area is less than 1 square mile, or areas protected from the 1% annual chance flood by levees. No Base Flood Elevations or depths are shown within this zone. Insurance purchase is not required in these zones.	

Additional Information	
Parcel	301-12-113
County	Maricopa
MCR Number	-
Municipality	GUADALUPE
Section / Township / Range	5 / 1S / 4E
Lot / Block / Tract	- / - / -
Census Tract / Block	320002 / 2023
Tax Area	030900
Latitude, Longitude	33.3640525237865, -111.963565430421
Property Type	(9700) CITY VAC LAND
Legal Class	(02-0R) AG/VAC LAND/NON-PROF, REAL PROP & IMPS
School District(S)	Tempe Union High School District Tempe School District
Legal Description (Abbrev)	BEG SE COR SE4 SE4 W 209' N 209' E 209' S 209' TO BEG EX E 33F RD & EX RD PER MCR 340/16



The data within this report is compiled by The Information Market from public and private sources. If desired, the accuracy of the data contained herein can be independently verified by the recipient of this report with the applicable county or municipality.



Last Sold **10/27/1998**
 Last Sale Price **\$0**
 Owner **TOWN OF GUADALUPE**
 Mailing **9056 S 56TH ST
 GUADALUPE, Arizona 85283**
 Lot **9.28 Acres / 404118 Sqft**
 Year Built **2000**
 SqFt **29440**
 Class **MASONRY OR REINFORCED
 CONCRETE TILT-UP FRAME**
 Added Attached **None**
 Added Detached **None**

Construction **MASONRY OR REINFORCED CONCRETE TILT-UP FRAME**
 Roof **-**
 A/C **-**
 Heat **-**
 Stories **2**
 Building Type **COURTHOUSE**
 Parking **-**
 Parking Spaces **0**
 Patio **-**
 Pool **No**

Page 158
F

Subdivision --				County Zone - Maricopa		City Zone - GUADALUPE	
Improved Lots	160	Single Story	127	Avg Sqft	20907	[C-2] Commercial, General	45%
With Pool	0	Multiple Story	33	Avg Lot	235322	[R-9] Residential With 9,000 SF Minimum	55%
Year Built	1936-2015					[C-2] Commercial, General	45%
						[R-9] Residential With 9,000 SF Minimum	55%

Tax Assessment								
	2011 Final	2012 Final	2013 Final	2014 Final	2015 Final	2016 Final	2017 Final	2018 Prelim
FCV Improved	\$8,184,873	\$8,020,643	\$8,354,661	\$8,931,100	\$9,038,600	\$9,464,100	\$9,318,100	\$8,938,600
FCV Land	\$1,422,500	\$1,195,000	\$1,063,500	\$957,200	\$1,005,100	\$777,600	\$839,800	\$907,000
FCV Total	\$9,607,373	\$9,215,643	\$9,418,161	\$9,888,300	\$10,043,700	\$10,241,700	\$10,157,900	\$9,845,600
YoY Change %	-5%	-4%	2%	5%	2%	2%	-1%	-3%
Assessed FCV	\$1,537,180	\$1,474,503	\$1,506,906	\$1,582,128	\$1,606,992	\$1,536,255	\$1,523,685	\$1,476,840
LPV Total	\$8,811,711	\$9,215,643	\$9,418,161	\$9,888,300	\$10,043,700	\$10,241,700	\$10,157,900	\$9,845,600
State Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tax Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Deed History									
Sale Date	Buyer	Seller	Sales Price	Down	Mortgage	Deed	Financing	Transaction	Doc #
10/27/1998	Town Of Guadalupe	Guadalupe Organization	\$0	\$0	\$0	Special Warranty	-	-	19980959762

Flood Zone		
Map Number	04013C2705L	(Zone SubType: 0.2 PCT ANNUAL CHANCE FLOOD HAZARD); Zone Description: Areas outside the one-percent annual chance floodplain, areas of 1% annual chance sheet flow flooding where average depths are less than 1 foot, areas of 1% annual chance stream flooding where the contributing drainage area is less than 1 square mile, or areas protected from the 1% annual chance flood by levees. No Base Flood Elevations or depths are shown within this zone. Insurance purchase is not required in these zones.
Map Date	10/16/2013	
Panel	2705L	
FEMA Zone	X	

Improvements				
Year Built	Living Area	Stories	Construction	Quality
2000	24000	2	MASONRY OR REINFORCED CONCRETE TILT-UP FRAME	GOOD
2000	6300	1	MASONRY OR REINFORCED CONCRETE TILT-UP FRAME	GOOD
1982	22924	1	MASONRY OR REINFORCED CONCRETE TILT-UP FRAME	AVERAGE
1982	1	1	WOOD OR STEEL STUD FRAME	AVERAGE

Additional Information	
Parcel	301-44-022-N
County	Maricopa
MCR Number	-
Municipality	GUADALUPE
Section / Township / Range	9 / 1S / 4E
Lot / Block / Tract	- / - / -
Census Tract / Block	320002 / 3005
Tax Area	280900
Latitude, Longitude	33.3626722213715, -111.961975957687
Property Type	-

Legal Class
School District(S)
Legal Description (Abbrev)

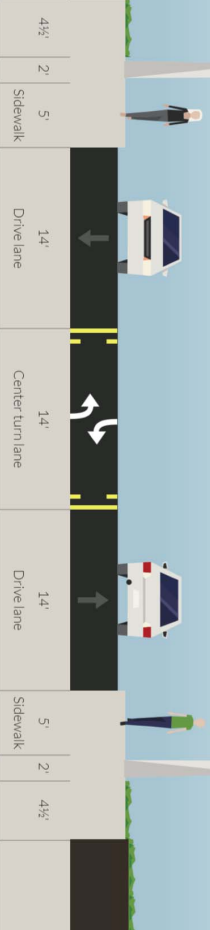
(02-0R) AG/VAC LAND/NON-PROF, REAL PROP & IMPS
Tempe Union High School District
Kyrene Elementary District
PT NW4 DAF BEG NW COR NW4 SEC 9 S 925F E TO W LN RANCHITOS PL MCR 31-37 TH N ALG W LN SD RANCHITOS TO N LN NW4 SEC TH W ALG N LN NW4 SEC 1318.19F TO POB EX TH PT NW4 SEC 9 DAF COM NW COR SD SEC TH E 8 31.39F TH S 55F TO POB TH S 05D 31M W 199.48F TH W 179.02F TH N 133.66F TH E 18.02F TH N 65.46F TO S R/W LN OF GUADALUPE RD TH E 180.22F TO POB & EX ANY PT LY WI/IN GUADALUPE BARRIO NUEVO MCR 2 37/4 & EX PT DAF COM NW COR SEC E 1318.19F S 55F TO POB CONT S 556.34F W 92.67F S 77D 46M W 97.53F S 80D 32M W 50.12F S 76D 30M W 81F S 85D 12M W 59 F N 65D 23M W 159F N 129F N 52D 45M E 146F N 20D 10 M E 1



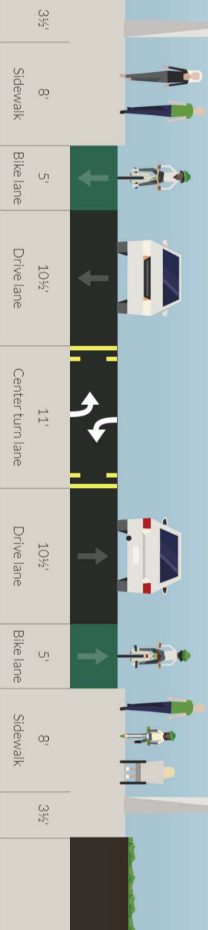
The data within this report is compiled by The Information Market from public and private sources. If desired, the accuracy of the data contained herein can be independently verified by the recipient of this report with the applicable county or municipality.

ATTACHMENT B: PROJECT FACT SHEET - AVENIDA DEL YAQUI IMPROVEMENTS

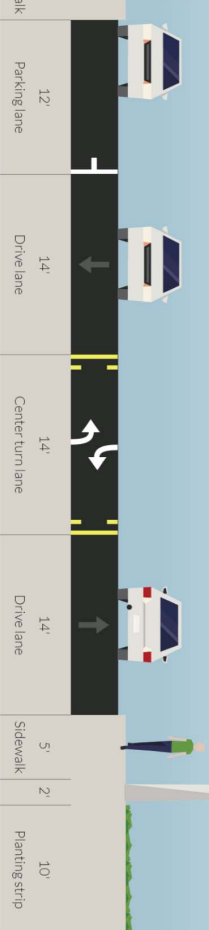
EXISTING 65' ROW



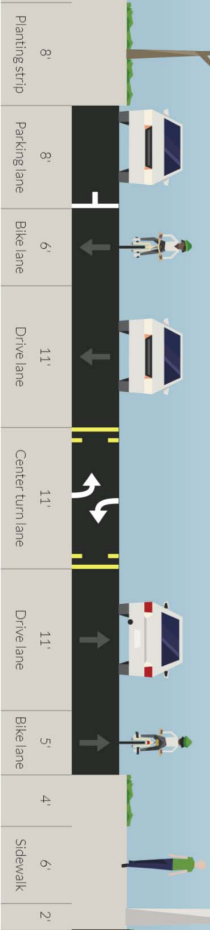
ALTERNATIVE 65' ROW



EXISTING 80' ROW



ALTERNATIVE 80' ROW



Avenida Del Yaqui Bicycle and Pedestrian Improvement Project *Town of Guadalupe, Arizona*

PROJECT DETAILS:

The project will convert Avenida del Yaqui into a safer venue for motorists, bicyclists, and pedestrians; including residents and school children. Improvements consist of mill and overlay of the existing asphalt pavement; new pavement markings; and removal and reconstruction of the existing concrete curb, gutter, and sidewalk along the Avenida del Yaqui corridor. Bicycle facilities will be added. All traffic control signs will be removed and replaced. Enhanced pedestrian crossings and amenities will be installed. Utility relocation, lighting, and safety-related improvements are anticipated. Existing transit shelters will remain. The projects is to be constructed in two phases: east side (northbound) and west side (southbound).

FUNDING:

The project (both phases) is expected to cost approximately \$6.8 million. The majority of the project is being paid for with federal dollars. The remainder is being shared by the Maricopa Association of Governments and the Town of Guadalupe.



PROJECT

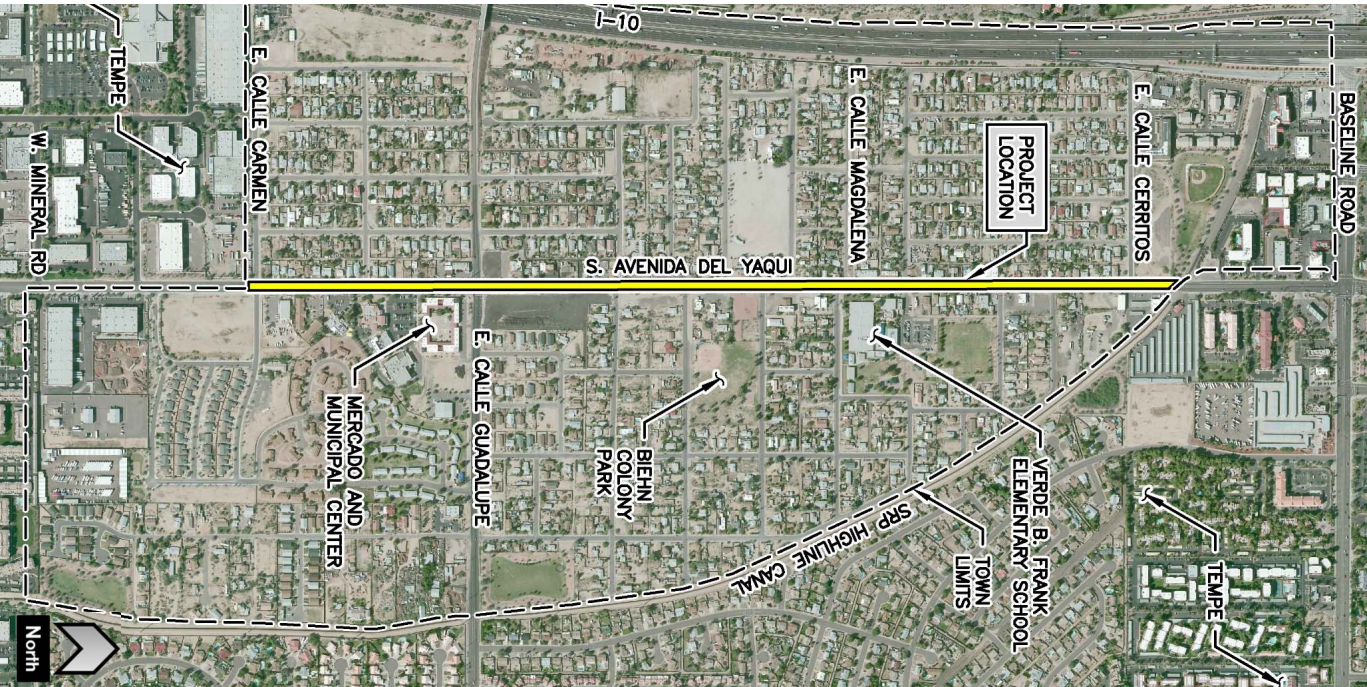
Avenida del Yaqui, from the intersection of the Highline Canal at the north to the intersection of Calle Carmen at the south, as shown in the figure to the right.

LIMITS:

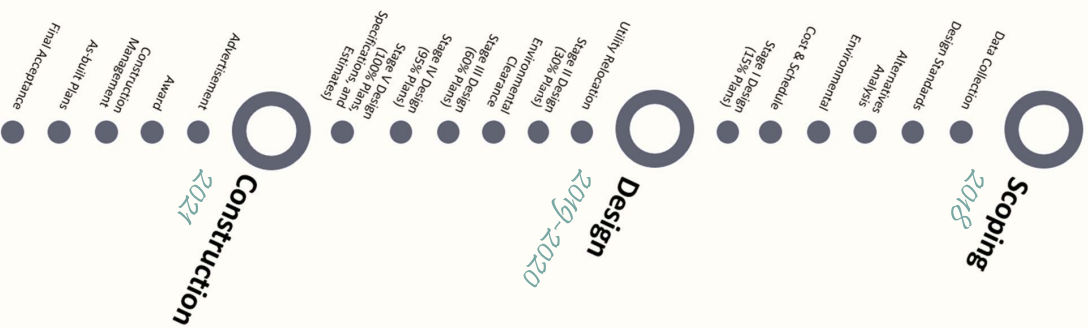
PARTNERS:



SUPPORTERS:



SCHEDULE:



3/31/2021

PLANNING:

Recommendations from two planning studies conducted by the Maricopa Association of Governments will be incorporated into this project. The first, a Road Safety Assessment (RSA) identifies countermeasures to enhance safety of all road users. The second, a Safe Routes to School (SRTS) study for Frank Elementary, identifies circulation and mobility improvements including ADA compliance and enhanced pedestrian crossing treatments.

IMPACT ON TRAFFIC:

Construction will be phased to allow the road to remain open to local traffic. Once one side of the road is complete, traffic will be shifted onto the new lanes and the other side of the road will be constructed.

CONTACT INFORMATION:

If you have any questions or concerns regarding this project, please contact Bob Thaxton at the Town of Guadalupe at (480) 505-5374 or rthaxton@guadalupeaz.org

ATTACHMENT C: FORMS with ACKNOWLEDGEMENTS

ATTACHMENT 1: PROPOSAL CERTIFICATION

(Date)

Town of Guadalupe
9241 S Avenida del Yaqui
Guadalupe, Arizona 85283

The undersigned certifies that to the best of his/her knowledge: **(check one)**

- There is no officer or employee of the Town of Guadalupe who has, or whose relative has, a substantial interest in any contract award subsequent to this proposal/bid.
- The names of any and all public officers or employees of Town of Guadalupe who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm **(check one)** () IS or () IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the Town of Guadalupe of any change in this status, should one occur, until such time as an award has been made under this procurement action.

(Firm)

(Address)

(Signature of Authorized Agent required)

(Phone no.)

(Print name)

(Fax no.)

(Title)

(Fed. tax id no.)

(Email)

ATTACHMENT 2: REFERENCE FORMAT

1. Company Name: _____
Address: _____
Phone Number: _____
Facsimile Number: _____
Person to Contact:
(Email Address) _____
Bid # or Project #
and Date of Completion _____
Brief Project Description:
(Including Partnering Team) _____

2. Company Name: _____
Address: _____
Phone Number: _____
Facsimile Number: _____
Person to Contact:
(Email Address) _____
Bid # or Project #
and Date of Completion _____
Brief Project Description:
(Including Partnering Team) _____

REFERENCE FORMAT (Continued)

3. Company Name: _____

Address: _____

Phone Number: _____

Facsimile Number: _____

Person to Contact: _____

Bid # or Project #
and Date of Completion _____

Brief Project Description:
(Including Partnering Team) _____

January 25, 2021

Jeff Kulaga
Town Manager
Town of Guadalupe
9241 S. Avenida del Yaqui
Guadalupe, AZ 85283

Re: CEI Cost Proposal Modification #2
Town of Guadalupe – Right of Way Acquisition Services

Dear Mr. Kulaga :

Consultant Engineering, Inc. (CEI) would like to thank Town of Guadalupe for selecting our firm for this opportunity to provide our services to this project. Per your request, (CEI) has prepared a proposal adding in sub-consultant services related to acquiring Right of Way for 5 parcels.

Attached, please find our cost proposal for your review. It includes the fees charged by three sub-consultants.

If you have any questions, feel free to contact me at 480-201-8646 (mobile phone) or chochstein@cei-az.com.

Sincerely,

CONSULTANT ENGINEERING, INC.



M. Clark Hochstein
Vice President

Enclosures: CEI Fee Estimate

cc: T. Sumrall, CEI
M. Williams

C2020-02B



PRICING SHEET

FIRM: CEI	PROJECT TITLE: Right of Way Acquisition Services- Town of Guadalupe		
TASK: N/A	TASK DESCRIPTION: ROW Acquisition Services	DATE: 1/25/2021	
GRP: ROW	METHOD OF PAYMENT: FP <input checked="" type="checkbox"/> FPPE <input checked="" type="checkbox"/> T&E <input type="checkbox"/> CPFF <input type="checkbox"/>	PREPARED BY: Clark Hochstein	

Property			Fee Acq Area	Estimated Acquisition Cost				Total Lump Sum Price	Parcel Specific Assumptions
PCL	APN	Owner		Hours	Blended Labor Rate	Labor Cost	Est. Direct Expenses		
Totals			n/a	n/a			\$0		

General Project Assumptions
1. Agency to survey and/or mark extent of right of way and/or easement area(s) to be purchased in the field as necessary.
2. Agency parcel/design modifications may result in increased fees.
3. Agency to provide title reports, determinations that remainder properties are not rendered non-conforming (if any), title clearing services, closing of escrow services, and record all
5. Assumes only coordination services for closing of escrow and title clearing. No actual closing and/or title clearing tasks included.
6. Assumes negotiated acquisitions of land only. No utility relocation, arbitration, or condemnation tasks included.

Expenses				
Line / Parcel	Item(s)	Quantity	Unit Price	Total
	Included in lump sum items above	n/a		n/a
Total Expenses:				\$0.00

Sub-Contractors		
Firm	Service	Price
LandPro Valuations	Appraisal Reports 5 at \$1,700/each	\$8,500.00
Appraisal Technologies	Appraisal Reviews 5 @ \$650/each	\$3,250.00
Aztec	Legal Descriptions for 5 properties and exhibits for all properties	\$20,958.00
Total Sub-Contractors:		\$32,708

WHEN RECORDED RETURN
TOWN OF GUADALUPE
9241 S. AVENIDA DEL YAQUI
GUADALUPE, AZ 85283

ESCROW No.
EXEMPT FROM AFFIDAVIT
BY A.R.S. §11-1134-A-3

TOWN OF GUADALUPE
WARRANTY DEED

Town of Guadalupe, a municipal corporation, the Grantor, for valuable consideration, does hereby grant, convey and warrant to the **Town of Guadalupe, a municipal corporation,** the Grantee, that certain real property situated in Maricopa County, Arizona, more particularly described as:

SEE EXHIBIT “A” ATTACHED HERETO

AND BY REFERENCE MADE A PART HEREOF.

SUBJECT TO current taxes and assessments, reservations and all easements, rights of way, covenants, conditions, restrictions, liens and encumbrances of record.

PROJECT: Avenida del Yaqui Bicycle and Pedestrian Improvement Project.

PARCEL: 301-06-062

EXHIBIT "A"

LEGAL DESCRIPTION**APN: 301-06-062****RIGHT OF WAY**

A parcel of land located in the Southwest Quarter of Section 4, Township 1 South, Range 4 East, of the Gila and Salt River Meridian, Maricopa County, Arizona, also being a portion of land described in Docket 12094, Page 161, records of Maricopa County, Arizona, more particularly described as follows:

Commencing at the Southwest corner of said Section 4, from which the West Quarter corner of said Section 4, bears North 00 degrees 01 minutes 46 seconds West, a distance of 2650.42 feet;

THENCE along the west line of said Southwest Quarter, North 00 degrees 01 minutes 46 seconds West, a distance of 2163.04 feet;

THENCE leaving said west line, North 89 degrees 58 minutes 14 seconds East, a distance of 40.00 feet to the most westerly northwest corner of said parcel, the beginning of a non-tangent curve, whose radius bears North 89 degrees 58 minutes 14 seconds East, said curve being concave southeasterly, having a radius of 12.00 feet, and the **Point of Beginning**;

THENCE northeasterly along said west line, and said curve, 18.85 feet through a central angle of 90 degrees 00 minutes 00 seconds to the north line of said parcel;

THENCE along said north line, North 89 degrees 58 minutes 14 seconds East, a distance of 3.09 feet;

THENCE leaving said north line, South 44 degrees 59 minutes 07 seconds West, a distance of 21.33 feet to the west line of said parcel;

Page 1 of 2

10/09/2020

PROJECT: Avenida del Yaqui Bicycle and Pedestrian Improvement Project. **PARCEL:** 301-06-062

Project Number: T0212 03D

Federal Project Number: GUA-0(205)T

EXHIBIT "A" (cont.)

THENCE along said west line, North 00 degrees 01 minutes 46 seconds West, a distance of 3.08 feet to the **Point of Beginning**.

Said parcel contains 83 square feet, more or less.



EXHIBIT "A" (cont.)

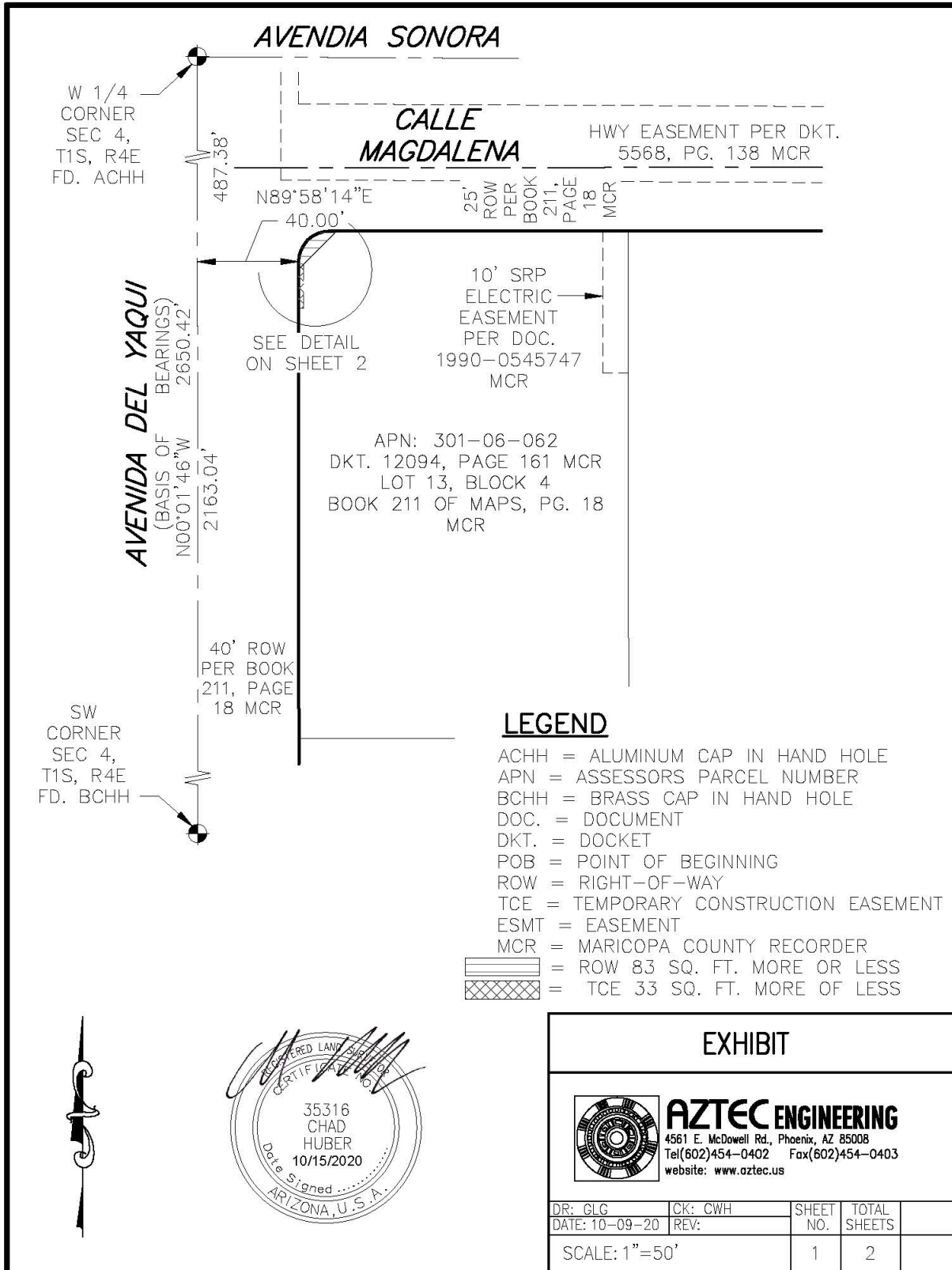
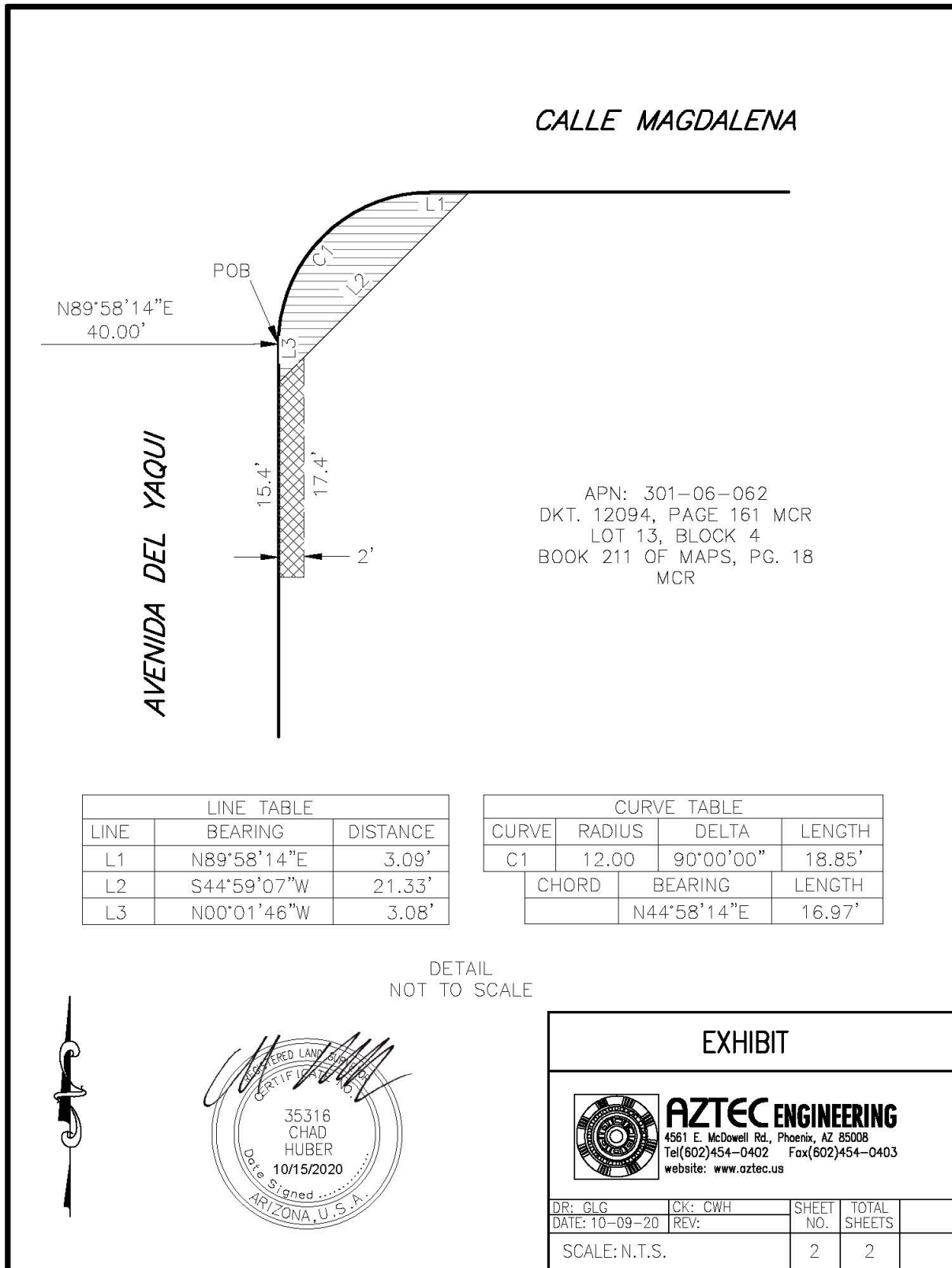


EXHIBIT "A" (cont.)



LEGAL DESCRIPTION
APN: 301-06-026
SIDEWALK EASEMENT

A parcel of land located in the Southwest Quarter of Section 4, Township 1 South, Range 4 East, of the Gila and Salt River Meridian, Maricopa County, Arizona, also being a portion of the land described as Block 1 in Book 211, Page 18, records of Maricopa County, Arizona, more particularly described as follows:

Commencing at the Southwest corner of said Section 4, from which the West Quarter corner of said Section 4, bears North 00 degrees 01 minutes 46 seconds West, a distance of 2650.42 feet;

THENCE along the west line of said Southwest Quarter, North 00 degrees 01 minutes 46 seconds West, a distance of 2258.43 feet;

THENCE leaving said west line, North 89 degrees 58 minutes 14 seconds East, a distance of 40.00 feet to the west line of said parcel, and the **Point of Beginning**;

THENCE leaving said west line, North 89 degrees 59 minutes 39 seconds East, a distance of 7.03 feet;

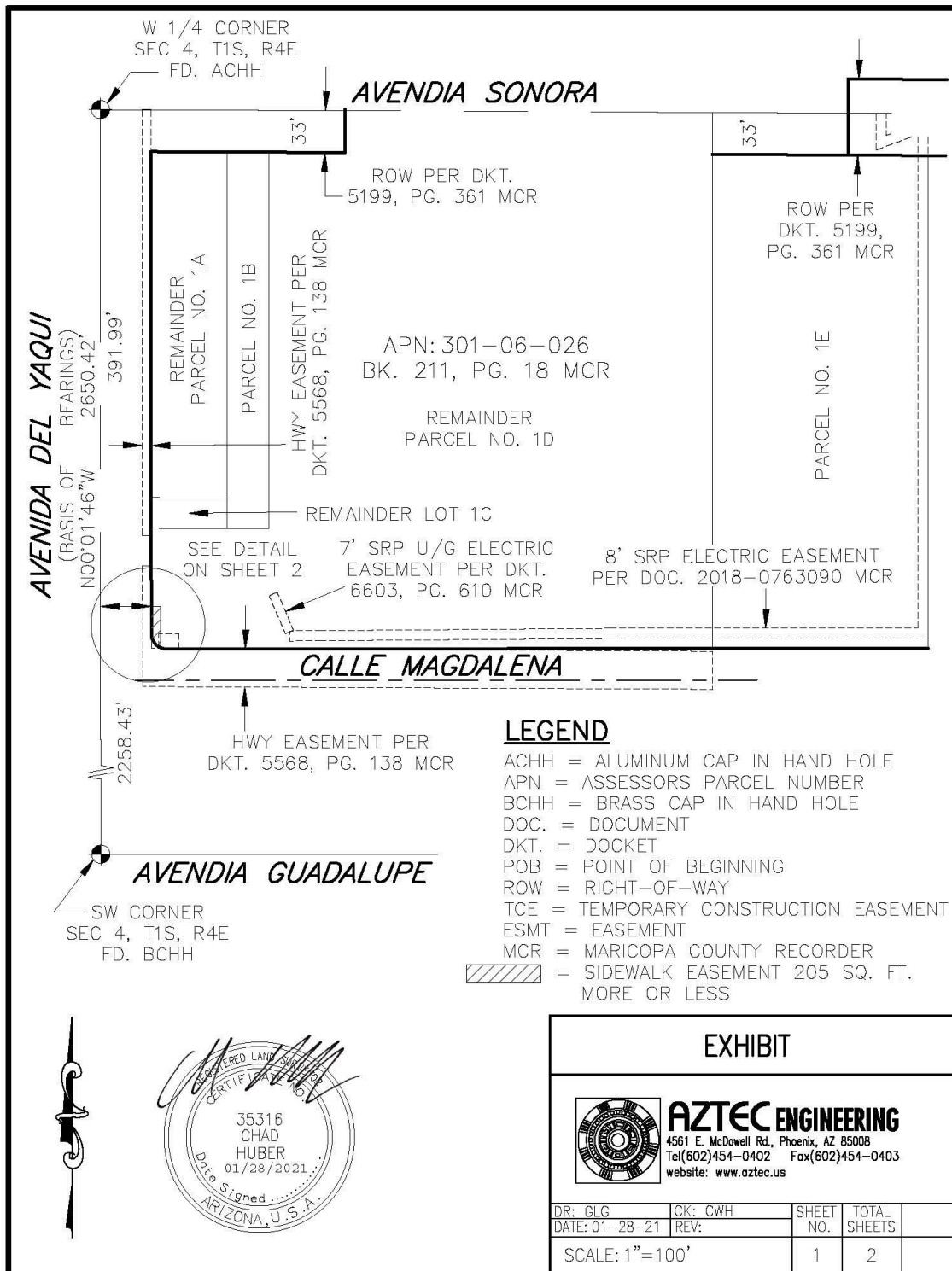
THENCE South 00 degrees 01 minutes 32 seconds East, a distance of 32.30 feet to the south line of said parcel and the beginning of a non-tangent curve, concave northeasterly, having a radius of 12.00 feet, whose radius bears North 24 degrees 27 minutes 43 seconds East;

THENCE northwesterly along said south line, and said curve, 13.72 feet through a central angle of 65 degrees 30 minutes 31 seconds to the west line of said parcel;


THENCE along said west line, North 00 degrees 01 minutes 46 seconds West, a distance of 21.39 feet to the **Point of Beginning**.

Said parcel contains 205 square feet, more or less.

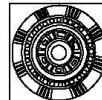




LEGEND

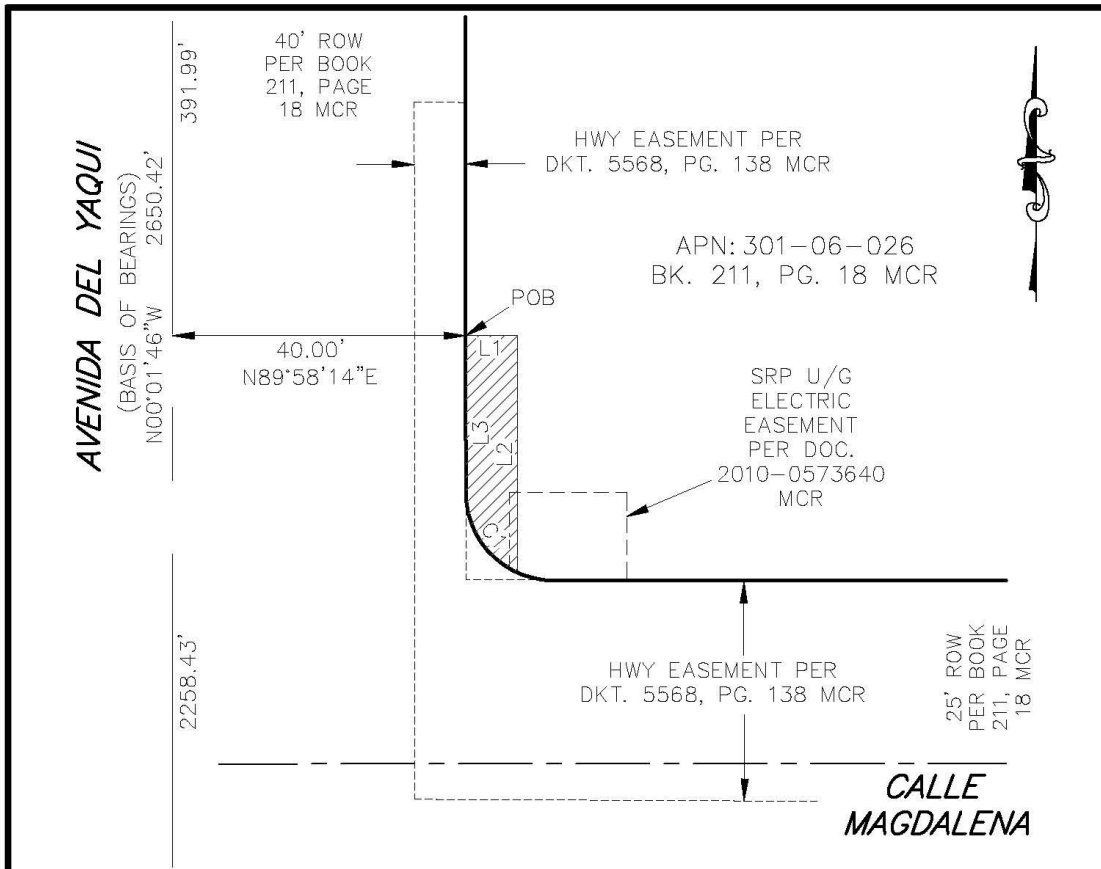
- ACHH = ALUMINUM CAP IN HAND HOLE
- APN = ASSESSORS PARCEL NUMBER
- BCHH = BRASS CAP IN HAND HOLE
- DOC. = DOCUMENT
- DKT. = DOCKET
- POB = POINT OF BEGINNING
- ROW = RIGHT-OF-WAY
- TCE = TEMPORARY CONSTRUCTION EASEMENT
- ESMT = EASEMENT
- MCR = MARICOPA COUNTY RECORDER
-  = SIDEWALK EASEMENT 205 SQ. FT. MORE OR LESS

EXHIBIT



AZTEC ENGINEERING
4561 E. McDowell Rd., Phoenix, AZ 85008
Tel (602)454-0402 Fax (602)454-0403
website: www.aztec.us

DR: GLG	CK: CWH	SHEET NO.	TOTAL SHEETS
DATE: 01-28-21	REV:	1	2
SCALE: 1"=100'			



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N89°59'39"E	7.03'
L2	S00°01'32"E	32.30'
L3	N00°01'46"W	21.39'

CURVE TABLE			
CURVE	RADIUS	DELTA	LENGTH
C1	12.00	65°30'31"	13.72'
	CHORD	BEARING	LENGTH
		N32°47'02"W	12.98'

DETAIL
NOT TO SCALE



EXHIBIT

AZTEC ENGINEERING
4561 E. McDowell Rd., Phoenix, AZ 85008
Tel (602)454-0402 Fax (602)454-0403
website: www.aztec.us

DR: GLG	CK: CWH	SHEET NO.	TOTAL SHEETS
DATE: 01-28-21	REV:	2	2
SCALE: N.T.S.			

Town of Guadalupe**Highline Canal Multi-Use Path Lighting System****SCOPE OF WORK**

January 28, 2021

Project Description

Dibble will provide project management, system evaluation, engineering design, construction document preparation, and construction management services for the re-construction of the Highline Trail Multi-Use Path lighting system. This will include an engineering evaluation to determine what improvements can be made to this lighting system so it can be more effective, efficient, and vandal resistant. Attempts will be made to re-use as much of the existing system as possible.

Currently, the Town has an agreement with Salt River Project (SRP) in which SRP provides the power and maintenance, per their *Price Plan E-56 Standard Plan for Public Lighting Service*. The Town has two accounts with SRP under this plan. There is SRP Account Number 603-01-0175 for *“Guadalupe Owned Street Lights”* and there is SRP Account Number 603-01-0762 *“Lights Over Traffic Signal.”* The Town owns all of the streetlight equipment (poles, mast arms, and lights) and is responsible for any costs associated with new installations and/or replacement of existing facilities. SRP provides the electricity and all labor and equipment to operate and maintain the system. SRP will be contacted to determine if the Town’s current agreement for Street Lighting can be expanded to the new Path lighting system.

Project Background:

In 2014 the Town of Guadalupe (Town) contracted with Sunrise Engineering to develop a design for a multi-use path and beautification project on the SRP Highline Canal that runs on the east border of the Town between Avenida de Yaqui on the north and the City of Tempe Highline Multi-Use Path on the south (approximately 1.5 miles). This project included an eight-foot wide concrete path, landscaping, security fence, benches, artwork, a marked signalized path crossing at Calle Guadalupe and the installation of 76 direct current (DC) battery powered solar charged path lights. The construction of this project was bid and completed in 2016. The cost of construction was \$1,035,720.

Since the completion of this project, the lighting system has been subjected to multiple incidences of vandalism, theft and maintenance problems. While dealing with these issues, it was discovered that a replacement battery pack costs over \$500. Given that most of the battery packs have either been vandalized or stolen, the Town has determined that replacement is not a sustainable or affordable option. Therefore, Dibble has been asked to assess the pathway lighting and explore the possibility of converting the system to a utility provided alternating current (AC) electric powered system.

Initial Project Assessment

In early October of 2020, Dibble conducted an initial assessment of the path lighting system. In addition to an onsite field review, the assessment included a review of the original project specifications and as-built construction plans. The Engineer of Record for the design, Mr. Justin Van De Graff with Sunrise Engineering, was interviewed regarding the project as well.

Initial Project Assessment Findings & Observations

Overall the existing lighting system was found to be in a state of disrepair. Further it was determined that a significant effort and investment will be needed to make the existing system operational again.

Typically, for a large linear lighting system like this (76 units) AC power is the most reliable and efficient. Battery power solar charged lighting systems are typically only cost effective for small applications where utility power is not readily available. Also, the battery packs are routinely placed in cabinets at the top of the pole which helps prevent vandalism and theft. Unfortunately, the battery cabinets were placed in the base of the poles.

The majority of the existing light poles only provide a light fixture mounting height of 8 to 12 feet. These low mounting heights do not provide effective or efficient lighting distribution for this application. They also only focus most of the light on the path and not the surrounding area. Typically, path lighting systems like this do not only light the path but light the area around the path to help provide a level of security lighting. Hence the existing system does not maximize the return in terms of effective light delivered per unit not only for the path, but those areas adjacent to the path. Higher mounting heights are much more effective and efficient and would significantly reduce life cycle costs.

The on at dusk / off at dawn control of each existing light is set up individually and not as a system. Hence if any light control adjustments are necessary, all 75 units must be adjusted separately. Additionally, the individual control switches are located on the outside of the control units and are readily accessible to the public. This along with the low mounting heights and battery box locations make this system highly susceptible to vandalism and theft.

Project Assumptions

Base Maps

Dibble has obtained the original CADD drawings from Sunrise Engineering Dibble. These drawings along with the supplemental field survey, will be used to develop the base maps for this project.

Coordination with Stakeholders

The main coordination effort for this project will be with Town staff and SRP. The right-of-way for the pathway is owned by SRP. It is anticipated that SRP will need to review and approve the improvement plans, along with granting a right of entry permit for construction. Additionally, SRP is the serving power company and will supply power either directly to each light (as per the Street Lighting agreement) or at electrical panels which will have a meter.

Design Standards

The project improvements will be designed in accordance with all applicable standards and guidelines. This will include reference to the Illuminating Engineering Society RP-8-14 as well as other lighting design guides that are published by American Association of State Highway and Transportation Officials (AASHTO) and the Federal Highway Administration (FHWA). The City of Mesa has well-developed standards and specifications for multi-use path lighting, which will be used as a reference.

Scope of Services

Task 1: Additional Evaluation of the Existing System

A more in-depth and detailed evaluation of the existing system will be done to determine how much of it might be suitable for reuse. This evaluation will build upon Dibble's initial assessment but will develop additional information needed to help make definitive decisions. This evaluation will include consideration of reusing the existing pole foundations (2' in diam. x 5' deep with 1" x 36" anchor bolts), poles, and luminaires (Cree Edge Series 25-watt LED light fixture).

Task 2: Supplemental Field Survey to Verify Base Map Information

Utilizing the CADD drawings provided by Sunrise Engineering, Dibble will conduct a supplemental survey to verify information regarding key features. This includes the location of the existing pathway poles and the location of the SRP poles and elevation of overhead powerlines. This information will be utilized to verify and update the base maps for the project.

Task 3: SRP Coordination

Dibble will contact and coordinate with SRP to determine if the Town's existing agreements for street lighting can be amended to include the new path lighting system. This coordination will also determine the most advantageous system to provide power to the new lighting system. Power will either be via direct feed from SRP or via metered service. Dibble will work with SRP to determine the most cost-effective approach and SRP estimated costs. These estimated costs will be tracked as a separate item. It should be noted that the Town already has two metered electrical services along the pathway that are used for irrigation control. These services will be evaluated as a possibility in providing electric power and photo electric control for the new lighting system.

Task 4: Pathway Lighting Concept Solutions

Based on the findings of the first three tasks Dibble will prepare concept solutions for the lighting system. This will include developing a light and electrical performance design criteria statement for each concept solution. A lighting system layout, construction cost estimate and operating and maintenance cost estimate will be prepared for each concept solution. The system layouts will be based upon a point-by-point illuminance analysis of the path. Once all concept solutions have been developed, Dibble will prepare and present the findings along with a recommendation to the Town to mutually decide which concept solution will move forward to design.

Task 5: Pathway Lighting Design and Construction Documents

Based on the decision made in Task 4, Dibble will perform the final design for the installation of a new lighting system along the path. Dibble will also prepare the Construction Plans, Bid Schedule, Boiler Plate and Technical Specifications, and an Engineer's Opinion of Probable Construction Cost (EOPCC). The EOPCC will utilize standard bid items and will be based on current and historic bid prices. Construction Plans will be prepared in AutoCAD format.

ESTIMATED PLAN SHEET INDEX:

<i>SHEET NAME</i>	<i>NO. OF SHEETS</i>
Cover Sheet	1
General Notes / Legend & Abbreviations	1
Pole, Foundation, and Luminaire Details	1
Electrical Distribution System Details	2
Lighting Plan Sheets (20 Scale split sheets -1,000' per sheet)	10
TOTAL SHEET COUNT:	15

Electronic and hard copies of all Construction Documents will be submitted to the Town at the completion of this Task.

Task 6: Project Management and Coordination

Dibble’s Project Manager will have responsible charge of the progress of each phase of the project. The Project Manager will be the primary point of contact and will keep the Town informed of all coordination with outside agencies and other affected parties. The Project Manager will be responsible for administrative issues, coordination and reporting, technical direction of the work, scheduling, and budgetary oversight for the project.

Task 7: Quality Assurance (QA)

Dibble’s Project Manager will be responsible for ensuring that Dibble’s internal QA Program is followed for this project. In addition, the QA Manager will independently review the design and Construction Documents for conformance to design standards, constructability, and quality at each design progress level.

Task 8: Project Bidding & Award

Dibble will prepare a complete bid package for the new lighting system. This will include advertising for bids, responding to potential bidder questions, preparing and issuing amendments and conducting the pre-bid meeting and the bid opening. Dibble will review all bids and provide the Town with a recommendation for award.

Task 9: Construction Management and Inspection Services

Dibble will provide construction management and inspection services for the construction of the project. This task will consist of: Construction Administration, Inspection Services and Project Close out. See Attachment C for the scope and fee for these services.

ANTICIPATED SCHEDULE:

Project Start.....	February 12, 2021
Town Kickoff Meeting.....	NTP
Task 1 & 2	NTP + 3 Weeks
Task 3 (SRP Dependent)	NTP + Throughout Entire Project
Task 4.....	NTP + 5 Weeks
Task 5 (60% Design submittal).....	NTP + 6 Weeks
Task 5 (90% Design submittal)	NTP + 8 Weeks
Task 5 Final Construction Documents.....	NTP + 10 Weeks
Task 6 Management.....	NTP + Throughout Entire Project
Task 7 QA.....	Before all Submittals
Task 8 Bidding and Award.....	4 weeks after Completion of Task 5
Task 9 Materials Procurement + Construction.....	Bid award + 16 Weeks

Estimated Cost Summary:

The above scope of work can be completed at a total cost of \$77,981. See the attachments below for a breakdown.

Attachments:

Dibble Design Staff Hours and Fee by Task

Dibble CM Construction Management and Inspection Service Scope and Fee Proposal

END SCOPE OF WORK

A Project Location map (Exhibit A) is included for reference as follows:

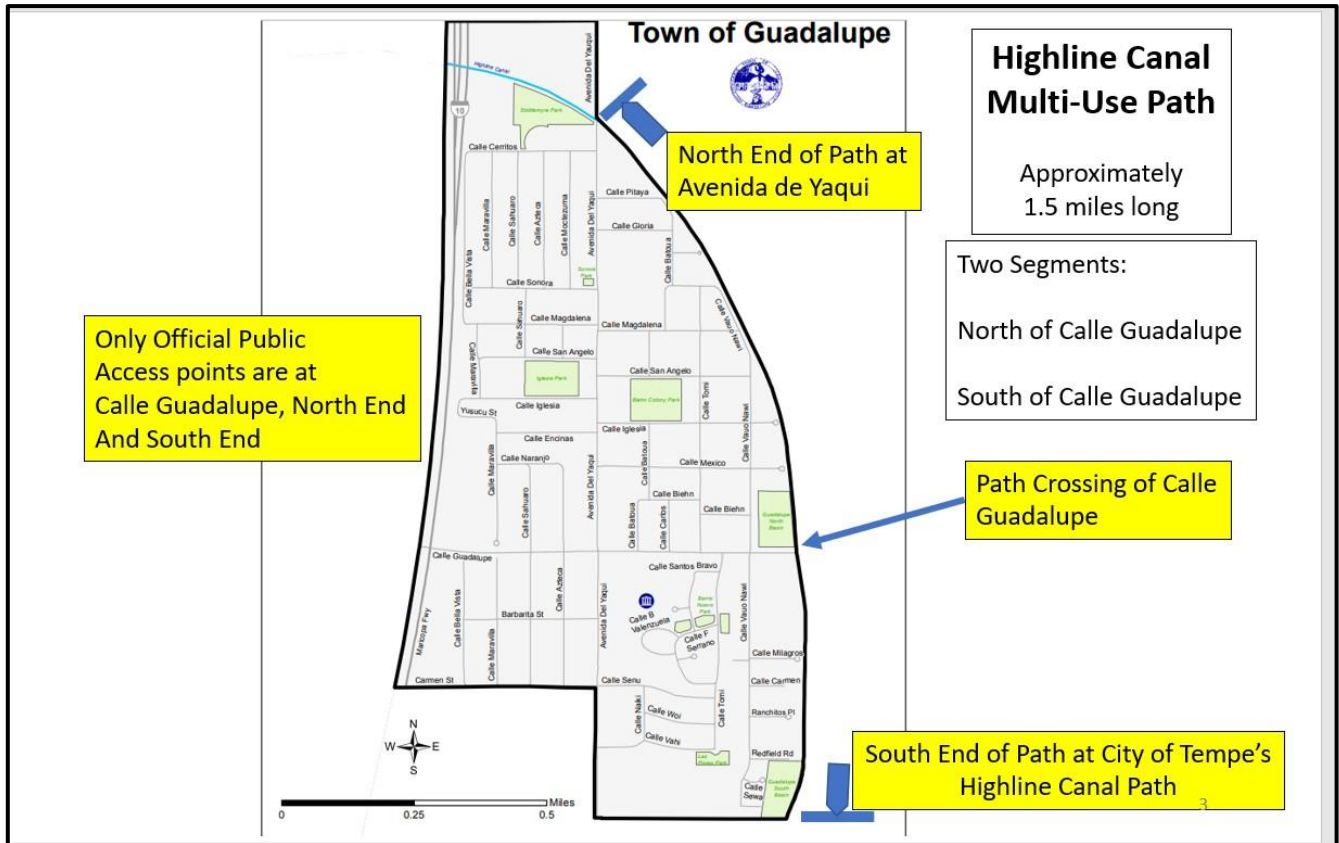


Exhibit A – Project Location Map

Client: Dibble
 Contact: Vince Gibbons
 Project: Town of Guadalupe
 Street Light Replacements

Staff Hours and Fee Proposal

Dibble Design Staff Hours and Fee By Task							
	Billing Rate	\$ 205.00	\$ 169.00	\$ 141.00			
	Task	Senior Project Manager	Project Engineer (PE)	Senior Technician		Total Task Hours	Total Task Fee
1	Design Development						
1	Additional Evaluation of the Existing System	12	20	4		36	\$ 6,404.00
2	Supplemental Survey						\$ 5,859.00
3	SRP Coordination	10	8			18	\$ 3,402.00
4	Pathway Light Concept Solution Evaluation	10	22	12		44	\$ 7,460.00
5	Pathway Lighting Design and Construction Documents	10	40	40		90	\$ 14,450.00
	Project Management, QA & Contracting Services						
6	Project Management and Coordination	20				20	\$ 4,100.00
7	Quality Assurance (QA)	10	4	4		18	\$ 3,290.00
8	Project Bidding & Award	16	4			20	\$ 3,956.00
9	Construction Management and Inspection						
	See Attached Separate Scope and Fee for Details						\$ 29,060.00
							\$ -
							\$ -
							\$ -
	Total Hours	88	98	60		246	
	Total Fee - T&M NTE	\$ 18,040.00	\$ 16,562.00	\$ 8,460.00			\$ 77,981.00

Fee Summary	
Design Development & Survey	\$ 37,575.00
Project Management, QA & Contracting Services	\$ 11,346.00
Construction Management & Inspection	\$ 29,060.00
Grand Total of Estimate	\$ 77,981.00

- No additional charges for mileage or other incidental expenses.



January 15, 2021

Dibble
7878 N. 16th Street Suite 300
Phoenix, AZ 85020

Attn: Mr. Vince Gibbons

Re: Town of Guadalupe
Streetlight Replacements
Construction Management and Inspection Services

Dear Mr. Gibbons

Dibble CM is pleased to submit our construction management and inspection services proposal for this project. Following is a summary of our services to be provided:

Pre-Construction Activities

- N/A

Construction Administration Activities

- Monitor job progress and document quantities of work completed.
- Review monthly contractor's pay requests and process, sign and submit to the City.
- Monitor the Contractor's progress in relation to the approved project schedule. Notify the Contractor and Owner of any deviations from the approved schedule which may cause a delay to the scheduled completion date. Request schedule recovery plans and revised schedules when needed, to show progress in conformance with contract requirements. Review and provide comments to schedule updates submitted by the Contractor.
- Evaluate Contractor requests for extra cost work, or construction contract time extensions and make recommendations to the Owner regarding approval or rejection. Prepare Change Orders and "Contract Contingency Allowance" approval documents for processing and final contract change order based on approved requests.
- Conduct weekly progress meetings to review the current schedule and work progress and to facilitate resolution of construction issues. Prepare minutes of the meetings and distribute to the attendees and project stakeholders.
- Maintain files and documentation of all information related to the project including correspondence, submittals, RFIs, inspection reports, test reports, pay applications, progress schedules, meeting minutes, change orders, and job photos.

Section III – Construction Inspection Activities

- Furnish one part-time field technician for the purposes of providing construction inspection and surveillance of the contractor's work during normal scheduled construction operations.

- Prepare a written daily report of activities and observations.
- Measure and document pay quantities daily.
- Monitor Contractor's Quality Control field testing, review materials test reports, and notify the Contractor of deficiencies in the work as indicated in the tests and reports.
- material testing firm.
- Observe and document unforeseen conditions, changed conditions, and extra work activities performed by the contractor.
- Monitor job progress and document quantities of work completed.

Project Close-Out Activities

- Schedule and conduct a pre-final walk-through with the Contractor and Engineer and prepare a punch list for the Contractor's use prior to the final project walk-through.
- Conduct a final project walk-through with the Contractor, Engineer, and Owner when appropriate.
- Review Contractor request for final payment, verify final quantities, and make recommendation to the Owner for final payment.
- Review Contractor red line drawings and prepare as-built drawings.

A summary of fees for the project are below. A detailed breakout is on Exhibit "A", attached:

<u>Fee Summary</u>	
Construction Management	\$ 5,920.00
Inspections	\$ 23,140.00
Overtime Allowance	\$ -
Total	\$ 29,060.00

We greatly appreciate the opportunity to submit our construction management services proposal for this project. Thank you for your consideration.

Respectfully,

KC Brandon

KC Brandon
President
Dibble CM

Client: Dibble
 Contact: Vince Gibbons
 Project: Town of Guadalupe
 Street Light Replacements

EXHIBIT "A"
Staff Hours and Fee Proposal



Dibble CM Staff Hours and Fee By Task							
	Billing Rate	\$ 185.00	\$ 130.00	\$ 195.00			
	Task	Construction Manager Phase 1	Senior Inspector Phase 1	Senior Insp OT Allowance		Total Task Hours	Total Task Fee
1	Construction Administration						
1.1	Construction Management and Coordination	12				12	\$ 2,220.00
1.2	Construction Progress Meetings	8				8	\$ 1,480.00
1.3	RFI Responses & Field Orders	8				8	\$ 1,480.00
1.4	Pay Request Review	4				4	\$ 740.00
							\$ -
2	Inspection Services						
2.1	Construction Inspection Activities		160			160	\$ 20,800.00
3	Close Out						
3.1	Pre-Final and Final Inspections		8			8	\$ 1,040.00
3.2	As-Builts / Record Drawings		8			8	\$ 1,040.00
3.3	Final Payment		2			2	\$ 260.00
							\$ -
	Total Hours	32	178			210	
	Total Fee - T&M NTE	\$ 5,920.00	\$ 23,140.00	\$ -			\$ 29,060.00

Fee Summary

Construction Management	\$ 5,920.00
Inspections	\$ 23,140.00
Overtime Allowance	\$ -
Total	\$ 29,060.00

- All services are provided as T & M Not-To-Exceed Total Proposal. You only pay for actual services received.
- Unit Prices are all-inclusive. No additional charges for mileage or other incidental expenses.
- Proposal is based on 20 hours per week for inspection services and 8 hours per week for CM services.
- Proposal is based on 8 weeks from NTP to final completion.
- Additional CM and/or Inspection coverage that are required due to delayed schedules will require a commensurate adjustment in fee.
- Overtime for weeks worked over 40 hours will be charged at 1.5 times the contract billing rate.
- Any overtime must be approved in advance by Dibble and the Town of Guadalupe.

MASTER SERVICES AGREEMENT

This is an Agreement made as of January 28, 2021, between **Town of Guadalupe**, 9241 South Avenida Del Yaqui, Guadalupe AZ 85283, (hereinafter called the Client), and **Dibble**, 7878 N. 16th Street, Suite 300, Phoenix, AZ 85020.

A. Client and Dibble, for the mutual considerations hereinafter set forth, agree on the following services:

Town Engineer services for a period of five years beginning February 1, 2021.

B. Client agrees to pay Dibble as compensation for its services as follows:

Time and Materials (T&M) based on 2021 Standard Hourly Billing Rates (Exhibit A) on services not contracted under separate scope of work and fee proposal. Dibble will update its Standard Hourly Billing Rates annually. Any sales or use taxes, imposed upon the compensation for service under this Agreement, shall be added to the invoice amount and payment thereof shall be the responsibility of Client.

Client shall reimburse Dibble for the actual cost of all travel related expenses (including, but not limited to, meals, lodging, transportation, etc.) for project related work accomplished away from Dibble's office. Client shall reimburse Dibble for all other project related expenses (including, but not limited to, prints and reproduction costs, shipping, outside consultants, materials testing, bond premiums, title company charges, application fees, permits, survey materials, computer charges, toll calls, etc.) at cost plus 15% service fee for handling and administration.

Fees and other charges shall be invoiced monthly. The amount of each invoice shall be due and payable within 10 days of receipt and approval of invoice.

C. The person signing this Agreement warrants that he/she has the authority to sign as, or on behalf of Client.

D. This Agreement, including the attached Exhibit A-Standard Hourly Billing Rates, Exhibit B-Standard Terms and Conditions, and Exhibit C-Liability Insurance, and signed by both parties, constitutes a final written expression of all terms of this Agreement and is a complete and exclusive statement of those terms. Any and all prior representations, promises, warranties or statements by Dibble that differ in any way from the terms of this written Agreement shall be given no force or effect. The terms of this Agreement can be modified only by written request, signed by both parties.

E. This Agreement is to be governed by the laws of the State of Arizona.

F. Dibble understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. Dibble agrees to comply with these laws in performing this contract and to permit the Client to verify such compliance. The Client may at its sole discretion, conduct random verification of the employment records of Dibble and any subcontractors to ensure compliance with such laws and regulations. Dibble agrees that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A. The provisions of this Article must be included in any contract Dibble enters into with any and all of its subcontractors who provide services under this Contract or any subcontract. Services are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor.

DIBBLE

Agreed to:

The Town of Guadalupe

Signer's Name (Typed or Printed)

By: _____
Authorized Signature

Title: _____

Date: _____

Agreed to:

Dibble

By: Gregory P. Haggerty, PE

By: 
Authorized Signature

Title: CEO

Date: JANUARY 26, 2021



EXHIBIT A

Effective January 1, 2019

STANDARD BILLING RATES

Principal	\$	287.00
<u>Principal Engineer</u>		<u>226.00</u>
Senior Project Manager		200.00
<u>Project Manager</u>		<u>193.00</u>
Senior Planner		200.00
<u>Planner</u>		<u>163.00</u>
Senior Engineer		184.00
<u>QA/QC Manager</u>		<u>187.00</u>
Project Engineer (PE)		165.00
<u>Assistant Project Engineer (EIT)</u>		<u>134.00</u>
Senior Technician		138.00
<u>Technician</u>		<u>113.00</u>
Senior Designer		139.00
<u>Designer</u>		<u>120.00</u>
<u>Project Coordinator</u>		<u>111.00</u>
Land Survey Manager (RLS)		179.00
<u>Land Surveyor (RLS)</u>		<u>155.00</u>
Assistant Land Surveyor (LSIT)		113.00
<u>Survey Technician</u>		<u>99.00</u>
<u>Survey Crew (2-Man,GPS/Robotic)</u>		<u>190.00</u>
Senior Construction Project Manager		175.00
<u>Construction Project Manager / Resident Engineer</u>		<u>165.00</u>
Construction Project Engineer		156.00
<u>Senior Construction Inspector</u>		<u>139.00</u>
<u>Construction Inspector</u>		<u>130.00</u>
Information Technology Manager		149.00
<u>Network Administrator</u>		<u>101.00</u>
Marketing/Business Development Manager		156.00
<u>Marketing Coordinator</u>		<u>108.00</u>
Senior Administrative Assistant		96.00
<u>Administrative Assistant</u>		<u>82.00</u>
<u>Expenses</u>		
mileage, reproduction, etc.	Cost plus 15%	
<u>Overtime Rates</u>		
Client Authorized	Billing Rate x 1.5	

EXHIBIT B - STANDARD TERMS AND CONDITIONS

1. **EXTRA WORK:** Extra work shall include any additional office or field work caused by any changes in the project and scope. Any such changes shall be billed at the hourly rates stated herein. Without otherwise limiting the scope of this paragraph, it is specifically agreed that any such additional work caused by policy or procedural changes or governmental agencies or by client's legal disputes, including litigation or arbitration, or any work associated therewith (preparation for depositions, etc.), shall be regarded as extra work.

2. **OWNERSHIP OF DOCUMENTS:** All tracings, specifications, computations, survey notes and other original documents, as instruments of service, are and shall remain the property of Dibble unless otherwise provided by law. Client shall not use such items on other projects without Dibble's prior written consent. Dibble is under no obligation to retain said documents beyond the completion of the project and may discard them at Dibble's sole discretion.

3. **LIMITATIONS ON COST ESTIMATES:** Since Dibble has no control over the cost of labor, materials, equipment or services furnished by others, or over any construction contractor(s)' methods of determining prices, or over competitive bidding or market conditions, Dibble's opinions of probable project costs and construction costs provided herein are to be made on the basis of Dibble's experience and qualifications, and represent Dibble's best judgment as an experienced and qualified professional, familiar with the construction industry; but, Dibble cannot and does not guarantee that proposals, bids or actual project or construction costs shall not vary from opinions of probable cost prepared by Dibble.

4. **APPROVAL OF WORK:** The work performed by Dibble shall be deemed approved and accepted by Client as and when invoiced unless Client objects within 30 days from the invoice date by written notice specifically stating the details in which Client believes such work is unacceptable.

5. **DELAY:** Any delay, default or termination in or of the performance of any obligation of Dibble under this Agreement caused directly or indirectly by strikes, accidents or acts of God; shortages or unavailability of labor, materials, power or transportation through normal commercial channels; failure of Client or Client's agents to furnish information, or to approve or disapprove Dibble's work promptly; late, slow or faulty performance by Client, other contractors or governmental agencies, the performance of whose work is precedent to or concurrent with the performance of Dibble's work; or any other acts of Client or any other federal, state or local governmental agency; or any other cause beyond Dibble's reasonable control, shall suspend the obligations of Dibble as long as performance is delayed or prevented thereby, and the fees due hereunder shall be equitably adjusted.

6. **TERMINATION:** In the event Client fails to pay Dibble within 60 days after invoices are rendered, or in the event of any other material breach by Client, Dibble, in addition to any other remedy available at law or in equity, shall have the right, at its election, to either terminate this Agreement or suspend the work until the default is cured. The Client may terminate this Agreement at any time with or without cause upon giving Dibble sixty (60) days prior written notice. In accordance to ARS 38-511, if anyone involved with the negotiation of the contract on behalf of the Town had a conflict of interest, the Town can cancel the contract without penalty.

7. **INDEMNIFICATION:** Dibble agrees to indemnify and hold harmless the Client from all damages, claims or liabilities and expenses (including reasonable attorney's fees), arising out of or resulting in any way from the performance of professional services for the Client to the extent caused by any willful or negligent error, omission or act of Dibble.

8. **REPLACEMENT OF SURVEY STAKES:** Dibble, if included in scope of work, shall provide necessary construction stakes. In instances where it is determined that negligence on the part of Client or others results in the need for restaking, the cost of such restaking shall be billed as an extra to Client on a time and materials basis. It shall be Client's responsibility to provide adequate protection of the stakes against his own negligence or the negligence of those working for or with him and against vandalism by others. If staking is ordered by Client or others prematurely and construction does not take place it shall also be Client's responsibility to protect said stakes until such time as construction takes place.

9. **OBSERVATION AND TESTING FOR CONSTRUCTION SAFETY:** The observation and testing for construction safety is not included herein.

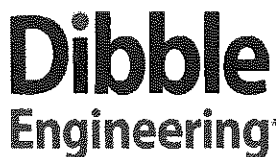
10. **RESTRICTIONS ON USE OF DOCUMENTS:** It should be understood that any documents rendered under this Agreement shall be prepared in accordance with the agreed scope of work and pertain only to subject project, and are prepared for the exclusive use of Client. Use of the reports and data contained therein for other purposes is at Client's sole risk and responsibility. The formal results of Dibble's work shall be in hard copy form only (reports, drawings, specs, etc.). Dibble assumes no responsibility for data, drawings or text provided on electronic media to Client.

11. **SHOP DRAWINGS / SAMPLES:** If included in the scope of work, Dibble's review and approval shall be only for conformance with design concepts of the project and for compliance with the information given in the contract documents, and shall not extend to means, methods, techniques, sequences or procedures of construction. Approval of a separate item as such shall not indicate approval of the assembly in which the item functions.

12. **STANDARD OF CARE:** Dibble's services shall be performed solely for the exclusive use of Client and no right or obligation shall extend to any third party. Dibble's services are rendered without any expressed or implied warranty, but shall be in full compliance with the general standards exercised by like professionals in the same locale.

13. **INSURANCE:** Dibble maintains general commercial liability, property, auto and umbrella insurance policies in the amounts noted in Exhibit C. Certificates of insurance evidencing such coverage shall be provided to Client upon request naming the Client as additional insured. Should Dibble change insurance companies, and/or reduce the liability limit amounts as shown on Exhibit C, a new Certificate shall promptly be provided to the Client, naming the Client as the Certificate Holder.

14. **HAZARDOUS MATERIALS:** If potentially hazardous materials or asbestos are encountered, Dibble shall have the right to suspend its work and the right, by written notice to Client, to terminate the work. Client shall remain liable for and shall pay all fees and charges incurred under the provisions of this Agreement through the date of termination. Dibble has no expertise in the area of hazardous materials, including asbestos detection and evaluation. Client shall be responsible to investigate for or otherwise determine the presence of asbestos or other hazardous substances by engaging the services of a certified asbestos/hazardous substances testing company.



MASTER SERVICES AGREEMENT

This is an Agreement made as of January 28, 2016, between **Town of Guadalupe**, 9241 South Avenida Del Yaqui, Guadalupe AZ 85283, (hereinafter called the Client), and **Dibble Engineering**, 7500 North Dreamy Draw Drive, Suite 200, Phoenix, AZ 85020 (hereinafter called Dibble).

A. Client and Dibble, for the mutual considerations hereinafter set forth, agree on the following services:

Town Engineer services for a period of five years beginning February 1, 2016.

B. Client agrees to pay Dibble as compensation for its services as follows:

Time and Materials (T&M) based on 2016 Standard Hourly Billing Rates (Exhibit A) on services not contracted under separate scope of work and fee proposal. Dibble will update its Standard Hourly Billing Rates annually. Any sales or use taxes, imposed upon the compensation for service under this Agreement, shall be added to the invoice amount and payment thereof shall be the responsibility of Client.

Client shall reimburse Dibble for the actual cost of all travel related expenses (including, but not limited to, meals, lodging, transportation, etc.) for project related work accomplished away from Dibble's office. Client shall reimburse Dibble for all other project related expenses (including, but not limited to, prints and reproduction costs, shipping, outside consultants, materials testing, bond premiums, title company charges, application fees, permits, survey materials, computer charges, toll calls, etc.) at cost plus 15% service fee for handling and administration.

Fees and other charges shall be invoiced monthly. The amount of each invoice shall be due and payable within 10 days of receipt and approval of invoice.

C. The person signing this Agreement warrants that he/she has the authority to sign as, or on behalf of Client.

D. This Agreement, including the attached Exhibit A-Standard Hourly Billing Rates, Exhibit B-Standard Terms and Conditions, and Exhibit C-Liability Insurance, and signed by both parties, constitutes a final written expression of all terms of this Agreement and is a complete and exclusive statement of those terms. Any and all prior representations, promises, warranties or statements by Dibble that differ in any way from the terms of this written Agreement shall be given no force or effect. The terms of this Agreement can be modified only by written request, signed by both parties.

E. This Agreement is to be governed by the laws of the State of Arizona.

F. Dibble understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. Dibble agrees to comply with these laws in performing this contract and to permit the Client to verify such compliance. The Client may at its sole discretion, conduct random verification of the employment records of Dibble and any subcontractors to ensure compliance with such laws and regulations. Dibble agrees that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A. The provisions of this Article must be included in any contract Dibble enters into with any and all of its subcontractors who provide services under this Contract or any subcontract. Services are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor.

Dibble Engineering

Agreed to:

The Town of Guadalupe

Rebecca Jimenez
Signer's Name (Typed or Printed)

By: [Signature]
Authorized Signature

Title: Mayor

Date: 2/09/2016

Agreed to:

Dibble Engineering

By: Steven E. Rex, PE

By: [Signature]
Authorized Signature

Title: COO

Date: 1/28/16

Dibble Engineering

EXHIBIT A - STANDARD HOURLY BILLING RATES

January 1, 2016

Principal	\$	240.00
Principal Engineer		195.00
Senior Project Manager		185.00
Project Manager		175.00
Senior Engineer		165.00
QA/QC Manager		165.00
Project Engineer (PE)		150.00
Assistant Project Engineer (EIT)		120.00
Senior Technician		125.00
Technician		100.00
Senior Designer		125.00
Designer		100.00
Land Survey Manager (RLS)		165.00
Land Surveyor (RLS)		140.00
Assistant Land Surveyor (LSIT)		100.00
Survey Technician		90.00
Survey Crew (2-Man, GPS/Robotic)		165.00
Senior Construction Project Manager		160.00
Construction Project Manager / Resident Engineer		150.00
Construction Project Engineer		140.00
Building Inspector		100.00
Information Technology Director		120.00
Network Administrator		95.00
Marketing/Business Development Manager		120.00
Marketing Coordinator		80.00
Senior Administrative Assistant		85.00
Administrative Assistant		70.00

Expenses Cost plus 15%
 Mileage, reproduction, etc.

Overtime Rates
 Client Authorized Billing Rate x 1.5

EXHIBIT B - STANDARD TERMS AND CONDITIONS

1. **EXTRA WORK:** Extra work shall include any additional office or field work caused by any changes in the project and scope. Any such changes shall be billed at the hourly rates stated herein. Without otherwise limiting the scope of this paragraph, it is specifically agreed that any such additional work caused by policy or procedural changes or governmental agencies or by client's legal disputes, including litigation or arbitration, or any work associated therewith (preparation for depositions, etc.), shall be regarded as extra work.

2. **OWNERSHIP OF DOCUMENTS:** All tracings, specifications, computations, survey notes and other original documents, as instruments of service, are and shall remain the property of Dibble unless otherwise provided by law. Client shall not use such items on other projects without Dibble's prior written consent. Dibble is under no obligation to retain said documents beyond the completion of the project and may discard them at Dibble's sole discretion.

3. **LIMITATIONS ON COST ESTIMATES:** Since Dibble has no control over the cost of labor, materials, equipment or services furnished by others, or over any construction contractor(s)' methods of determining prices, or over competitive bidding or market conditions, Dibble's opinions of probable project costs and construction costs provided herein are to be made on the basis of Dibble's experience and qualifications, and represent Dibble's best judgment as an experienced and qualified professional, familiar with the construction industry; but, Dibble cannot and does not guarantee that proposals, bids or actual project or construction costs shall not vary from opinions of probable cost prepared by Dibble.

4. **APPROVAL OF WORK:** The work performed by Dibble shall be deemed approved and accepted by Client as and when invoiced unless Client objects within 30 days from the invoice date by written notice specifically stating the details in which Client believes such work is unacceptable.

5. **DELAY:** Any delay, default or termination in or of the performance of any obligation of Dibble under this Agreement caused directly or indirectly by strikes, accidents or acts of God; shortages or unavailability of labor, materials, power or transportation through normal commercial channels; failure of Client or Client's agents to furnish information, or to approve or disapprove Dibble's work promptly; late, slow or faulty performance by Client, other contractors or governmental agencies, the performance of whose work is precedent to or concurrent with the performance of Dibble's work; or any other acts of Client or any other federal, state or local governmental agency; or any other cause beyond Dibble's reasonable control, shall suspend the obligations of Dibble as long as performance is delayed or prevented thereby, and the fees due hereunder shall be equitably adjusted.

6. **TERMINATION:** In the event Client fails to pay Dibble within 60 days after invoices are rendered, or in the event of any other material breach by Client, Dibble, in addition to any other remedy available at law or in equity, shall have the right, at its election, to either terminate this Agreement or suspend the work until the default is cured. The Client may terminate this Agreement at any time with or without cause upon giving Dibble sixty (60) days prior written notice. In accordance to ARS 38-511, if anyone involved with the negotiation of the contract on behalf of the Town had a conflict of interest, the Town can cancel the contract without penalty

7. **INDEMNIFICATION:** Dibble agrees to indemnify and hold harmless the Client from all damages, claims or liabilities and expenses (including reasonable attorney's fees), arising out of or resulting in any way from the performance of professional services for the Client to the extent caused by any willful or negligent error, omission or act of Dibble.

8. **REPLACEMENT OF SURVEY STAKES:** Dibble, if included in scope of work, shall provide necessary construction stakes. In instances where it is determined that negligence on the part of Client or others results in the need for restaking, the cost of such restaking shall be billed as an extra to Client on a time and materials basis. It shall be Client's responsibility to provide adequate protection of the stakes against his own negligence or the negligence of those working for or with him and against vandalism by others. If staking is ordered by Client or others prematurely and construction does not take place it shall also be Client's responsibility to protect said stakes until such time as construction takes place.

9. **OBSERVATION AND TESTING FOR CONSTRUCTION SAFETY:** The observation and testing for construction safety is not included herein.

10. **RESTRICTIONS ON USE OF DOCUMENTS:** It should be understood that any documents rendered under this Agreement shall be prepared in accordance with the agreed scope of work and pertain only to subject project, and are prepared for the exclusive use of Client. Use of the reports and data contained therein for other purposes is at Client's sole risk and responsibility. The formal results of Dibble's work shall be in hard copy form only (reports, drawings, specs, etc.). Dibble assumes no responsibility for data, drawings or text provided on electronic media to Client.

11. **SHOP DRAWINGS / SAMPLES:** If included in the scope of work, Dibble's review and approval shall be only for conformance with design concepts of the project and for compliance with the information given in the contract documents, and shall not extend to means, methods, techniques, sequences or procedures of construction. Approval of a separate item as such shall not indicate approval of the assembly in which the item functions.

12. **STANDARD OF CARE:** Dibble's services shall be performed solely for the exclusive use of Client and no right or obligation shall extend to any third party. Dibble's services are rendered without any expressed or implied warranty, but shall be in full compliance with the general standards exercised by like professionals in the same locale.

13. **INSURANCE:** Dibble maintains general commercial liability, property, auto and umbrella insurance policies in the amounts noted in Exhibit C. Certificates of insurance evidencing such coverage shall be provided to Client upon request naming the Client as additional insured. Should Dibble change insurance companies, and/or reduce the liability limit amounts as shown on Exhibit C, a new Certificate shall promptly be provided to the Client, naming the Client as the Certificate Holder.

14. **HAZARDOUS MATERIALS:** If potentially hazardous materials or asbestos are encountered, Dibble shall have the right to suspend its work and the right, by written notice to Client, to terminate the work. Client shall remain liable for and shall pay all fees and charges incurred under the provisions of this Agreement through the date of termination. Dibble has no expertise in the area of hazardous materials, including asbestos detection and evaluation. Client shall be responsible to investigate for or otherwise determine the presence of asbestos or other hazardous substances by engaging the services of a certified asbestos/hazardous substances testing company.

EXHIBIT C – LIABILITY INSURANCE

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 1/26/2016		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Heister, Heitel & Associates, Inc 6122 N. 7th Street Phoenix AZ 85014			CONTACT NAME: Kelly Antrim PHONE (AC, No, Ext): (602) 230-7726 FAX (AC, No): (602) 230-7836 EMAIL: kantrim@heisterheitel.com ADDRESS: INSURER(S) AFFORDING COVERAGE: Secura Insurance Companies NAIC # 22543 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:			
INSURED Dibble & Associates Consulting Engineers, Inc., DBA 7500 N. Dreamy Draw Drive #200 Phoenix AZ 85020-4660						
COVERAGES			CERTIFICATE NUMBER: 2016/2017			
REVISION NUMBER:						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSURER	TYPE OF INSURANCE	ADDL. SUBJ. (IND. W/O)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X Y	BP3248047	1/27/2016	1/27/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADJ INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X Y	A3248048	1/27/2016	1/27/2017	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. <input checked="" type="checkbox"/> RETENTION \$ 10,000		CU 3248049	1/27/2016	1/27/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER				CANCELLATION		
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE John Heitel/KELLY		



To:
Town of Guadalupe
Amber Carter
9241 S. Avenida del Yaqui
Guadalupe, AZ 85283
(480) 730-3092 (Contact)

Project:
Guadalupe Senior Center- Walk In

From:
Arizona Restaurant Supply
Bill Eveland
2639 E. Chambers St.
Phoenix, AZ 85040
602-777-6239 Office
480-720-7152 Mobile
bill@azrestaurantsupply.com

Project Code: 24220

Job Reference Number: 17426

Item	Qty	Description	Sell	Sell Total
1	1 ea	<p>WALK IN COMBINATION COOLER FREEZER, REMOTE Kolpak Model No. CUSTOM COMBO - FRZ/CLR (NSF) Overall Dimensions: 14'-5 1/2" x 8'-0 1/2" x 8'-6 1/4" COMBO - FRZ/CLR Compartments: FREEZER (Outdoor) Interior Dimensions: 5'-8" x 7'-4 1/2" x 7'-10 5/8" Walls: 4" Class 1 - Foamed in place Urethane Exterior: Galvalume - Embossed Beige 26Ga. Interior: Galvalume - Embossed White 26Ga. Ceiling: 4" Class 1 - Foamed in place Urethane</p> <p>Type: Standard Attachment: Lock Down Exterior: Galvalume - Embossed 26 Ga Interior: Galvalume - Embossed White 26Ga. Floor Application: 4" Class 1 - Foamed in place Urethane</p> <p>Type: Standard 1000# ERA Finish: Aluminum - Smooth Aluminum .100</p> <p>Compartment Accessories: Qty UoM Description 1 ea ArcticFox™ LDA - WiFi Kit 120V 60Hz 28 lf Cove Base, Stainless Steel 22 ga 1.25 x 4.25 1 ea Light Fixture - Kason 1809 LED 115V/220V</p> <p>Doors/Openings: Door: 32" x 78" Right Swing Out Recessed 0" with 0" Leveling Sand and 0" Tile & Grout. Frame: Exterior: Galvalume - Embossed White 26Ga. Interior: Galvalume - Embossed White 26Ga. Plug: Exterior: Galvalume - Embossed White 26Ga. Kickplate, Alum</p>	\$18,780.00	\$18,780.00

Item	Qty	Description	Sell	Sell Total
		.063 Diamond Tread 36" High Interior: Galvalume - Embossed White 26Ga. Kickplate, Alum .063 Diamond Tread 36" High Door/Opening Accessories: 1 ea Deluxe Display By ArcticFox™ with Battery Backup and Panic Button 1 ea Door Closer - Kason 1094 Brushed Chrome 1 ea Handle - Kason 27C Brushed Chrome 1 ea Heater Wire, 5 Watt / FT 3 ea Hinge - Kason 1346 Brushed Chrome Adjustable (Spring Assisted) 1 ea Light Centered Over Door Opening 1 ea Light Fixture - Kason 1803 LED w/Bulb, Globe & Nightlight 120V (STD) 1 ea Locate Freezer Alarm to Cooler Door 1 ea Strip Door - Kason, 30-36 x 78 2.67 lf Threshold, Stainless Steel 14 ga 1 ea Vent - Pressure Relief, Heated Kason 1825 (STD) 1 ea Viewport - 14X14 Freezer, Heated Frame and Glass 4in Thick 120V/50/60HZ		
		COOLER (Outdoor) Interior Dimensions: 7'-9 1/2" x 7'-4 1/2" x 7'-10 5/8" Walls: 4" Class 1 - Foamed in place Urethane Exterior: Galvalume - Embossed Beige 26Ga. Interior: Galvalume - Embossed White 26Ga. Ceiling: 4" Class 1 - Foamed in place Urethane		
		Type: Standard Attachment: Lock Down Exterior: Galvalume - Embossed 26 Ga Interior: Galvalume - Embossed White 26Ga. Floor Application: 4" Class 1 - Foamed in place Urethane Type: Standard 1000# ERA Finish: Aluminum - Smooth Aluminum .100		
		Compartment Accessories: Qty UoM Description 23 lf Cove Base, Stainless Steel 22 ga 1.25 x 4.25 31 lf Cove Base, Stainless Steel 22 ga 1.25 x 4.25 Around exposed exterior walls		
		1 ea Light Fixture - Kason 1809 LED 115V/220V 16 EA Racking Clip 1 ea Roof Cap - Sloped Membrane Flashed (slope 1/4" per foot) 90 ea Tapcon Fasteners 2 ea Tie Down Angle - 1/4" x 3" x 4" x 96" (W-In CL to Building) 2 ea Trim Angled 3" x 3" x 8ft Galvalume Embossed Beige 26 ga 3 ea Trim Angled 3" x 3" x 8ft Galvalume Embossed White 26 ga		
		Doors/Openings:		

Item	Qty	Description	Sell	Sell Total
		Door: 24" x 78" Right Swing Out Recessed 0" with 0" Leveling Sand and 0" Tile & Grout. Frame: Exterior: Galvalume - Embossed White 26Ga. Interior: Galvalume - Embossed White 26Ga. Plug: Exterior: Galvalume - Embossed White 26Ga. Kickplate, Alum .063 Diamond Tread 36" High Interior: Galvalume - Embossed White 26Ga. Kickplate, Alum .063 Diamond Tread 36" High Door/Opening Accessories: 1 ea Deluxe Display By ArcticFox™ with Battery Backup and Panic Button 1 ea Door Closer - Kason 1094 Brushed Chrome 1 ea Handle - Kason 27C Brushed Chrome 1 ea Heater Wire, 1 Watt / FT 3 ea Hinge - Kason 1346 Brushed Chrome Adjustable (Spring Assisted) 1 ea Light Centered Over Door Opening 1 ea Light Fixture - Kason 1803 LED w/Bulb, Globe & Nightlight 120V (STD) 1 ea Ramp - Interior 24x20 1 ea Strip Door - Kason, 30-36 x 78 2 lf Threshold, Stainless Steel 14 ga 1 ea Viewport - 14X14 Cooler, Heated Frame 4in Thick 120V 50/60HZ		
		ITEM TOTAL:		\$18,780.00
2	1 ea	COOLER REFRIGERATION Kolpak KPC99MOP-3E PC99MOP-3E, 208/230/60/3, 1 HP, R404A, Medium Temp Standard Pre-Charged Air-Cooled Hermetic Condensing Unit, Amps: 6.5, Ambient Temperature: 115 Includes Fan Cycle Controls, Amps: 6.5, Ambient Temperature: 115 KAM26-117-1EC-PR-4 AM26-117-1EC-PR-4, 115/60/1, R404A, Medium Temp, Air Defrost, Standard Unit Cooler, Amps: 1.6	\$3,210.00	\$3,210.00
		ITEM TOTAL:		\$3,210.00
3	1 ea	WARRANTY Kolpak 1 HP 2 - 5 YR Extended Compressor Warranty	\$130.00	\$130.00
		ITEM TOTAL:		\$130.00

Item	Qty	Description	Sell	Sell Total
4	1 ea	FREEZER REFRIGRATION Kolpak KPC199LOP-3E PC199LOP-3E, 208-230/60/3, 2 HP, R404A, Low Temp Standard Pre-Charged Air Cooled Hermetic Condensing Unit, Amps: 11.6, Ambient Temperature: 115 Includes Fan Cycle Controls, Amps: 11.6, Ambient Temperature: 115 KEL26-090-2EC-PR-4 EL26-090-2EC-PR-4, 208-230/60/1, R404A, Low Temp, Electric Defrost, Standard Unit Cooler, Amps: 9.8	\$3,420.00	\$3,420.00
			ITEM TOTAL:	\$3,420.00
5	1 ea	WARRANTY Kolpak 2 HP 2 - 5 YR Extended Compressor Warranty	\$190.00	\$190.00
			ITEM TOTAL:	\$190.00
6	1 ea	FREIGHT Arizona Restaurant Supply Model No. ARS WAREHOUSE: PREPAY & ADD Freight charges to ARS warehouse will be prepay and added to invoice for delivery and/or installation.	\$560.00	\$560.00
			ITEM TOTAL:	\$560.00
7	1 ea	SERVICES Arizona Restaurant Supply Model No. MISC-AR-SUBCONTRACTOR INSTALLATION WIC/WIF INSTALLATION DELIVER, ASSEMBLE AND INSTALL OWNER SUPPLIED WALK IN COOLER/FREEZER COMBO BOX ON OUTDOOR PAD. DEMO AND REMOVE EXISTING. SET CONDENSERS AT GROUND LEVEL ADJACENT TO COMBO BOX. SUPPLY AND INSTALL INSULATED LINE SETS. SUPPLY AND INSTALL CONDENSATE DRAINS TO LANDSCAPE WITH HEAT TAPE AND INSULATION. TRIM, CONNECT AND START. *ELECTRICAL, PLUMBING, CORE PENETRATIONS AND RELATED CONSTRUCTION BY OTHERS. *EXCLUDES EVENING / WEEKEND LABOR RATES.	\$10,369.80	\$10,369.80
			ITEM TOTAL:	\$10,369.80
			Merchandise	\$36,659.80
			Tax 8.1%	\$2,898.16
			Total	\$39,557.96

1. **STANDARD TERMS**

2. This quote is valid for thirty (30) days.
3. Prices exclude applicable sales tax, unless noted otherwise. The current tax rate at the time of billing will be applied to the invoice.
4. Pricing does not include freight or shipping charges, unless noted otherwise.
5. All shipments are FOB Origin. Mohave and Omnia (National IPA/US Communities)

shipments are FOB Destination.

6. The customer is responsible to inspect shipments at time of delivery. Damage of any sort to the packaging or item(s) must be noted on the bill of lading before signing. Heavily damaged goods should be refused for delivery. Contact your sales representative if these conditions occur.
7. Delivery and/or installation is not included, unless specifically noted. All final connections of utilities, unless specifically noted to be provided, are the responsibility of the customer.
8. Any item ordered and refused by the customer will be subject to a restocking charge and two-way freight. Custom items and special order items are not returnable.
9. Customer is responsible for free and easy access for delivery and/or installation. Seller, his agent, or delivery person is in no way obligated to perform any services to secure such access.
10. Additional charges may apply for any changes in field conditions, additional services requested but not specified, and additional work mandated by authorities having jurisdiction but not included in the original scope of work.
11. Any reconditioned or used equipment quoted is currently available and is offered on a first come basis.
12. New equipment carries the standard manufacturer's warranty. Reconditioned equipment includes a ninety (90) day parts and labor warranty. Used equipment is sold "as is".
13. Payment terms are fifty percent (50%) with order and fifty percent (50%) upon delivery. Certain contracts may have special payment terms. Mohave, Omnia (National IPA/US communities) and public institutions that provide properly executed purchase orders are Net 30 day invoice terms.
14. Credit card payments at time of invoice will be subject to a 3% handling fee.
15. Pricing does not include any stainless, utility, or mechanical upgrades or modifications unless noted. Capacity and integrity of the existing mechanical, utility, and structural systems is by others.
16. Permits, inspections, architectural and/or mechanical plans/drawings, and the cost of obtaining such, is the responsibility of the customer.
17. Removal and disposal of any existing equipment is the responsibility of the customer, unless other specific arrangements are noted.
18. Any systems or work required to make equipment operational, i.e. alarm connections, fire protection, site specific requirements, construction costs, air balancing, etc., unless specifically noted to be provided, are the responsibility of the customer.
19. Title to merchandise included in this quote shall remain the property of the seller until payment in full for the items and any other related charges are paid in full. N/A for Mohave, Omnia (National IPA/US Communities) and public institutions that provide properly executed purchase orders.

Acceptance: _____ Date: _____

Printed Name: _____

Amber Carter

From: Paul Mackey <paul@barrinc.com>
Sent: Wednesday, October 21, 2020 12:10 PM
To: Amber Carter
Subject: New Refrigeration- Barr, Inc.

Hello Amber,

Thanks for considering Barr Inc. for your refrigeration project. Below is a link with the specs and pricing information.

<http://www.barrinc.com/product/3642/?pa=39859fff6a1ea01952db236ea581fc906f4e9bf6>

We are an equipment provider only, so this would not include any installation.

Please let me know what questions you have and how you wish to proceed. This unit is manufacturer direct, and typically ships within 7-10 business days.

Best regards,

Paul Mackey

Refrigeration Sales Specialist | Barr Inc. Refrigeration Superstore
1423 Planeview Drive | Oshkosh WI 54904
Direct Line: (920) 230-7313 | Fax: (920) 231-1701
Email: paul@barrinc.com



888-661-0871

Hablamos Español
888-661-0871



Click image to zoom

6' x 8' x 8'H (Nominal) CCI Walk In Freezer

Size: 52 Sq. Ft.

Condition: New

\$9,678

Plus Shipping.

18

FEATURES:

Walk-in freezer panel package with a low temp refrigeration system.

- Actual dimensions: 5'11" x 7'10" x 8'H
- Quick-ship package (Shipped within 5-7 business days).
- Modular, cam-lock panels with 5.5" foamed in place urethane insulation.
- Stucco galvanized interior/exterior finish, NSF & UL listed.
- Unit includes (1) 34" x 78" hinged swinging heated door, light switch & fixture, relief vent and digital thermometer.

Aluminum factory floor included.

SPECIFICATIONS:

Voltage/Phase: 208-230
Volt, 1 Phase

Dimensions: 6' x 8' x 8'H
(Nominal)

Finish: Galvanized
in/out

Model Details: 2 HP
Heatcraft
Low Temp
System: 0
degree
storage
room
temperature.
Outdoor
condensing
unit and
electric-
defrost
evaporator
with EC
motors.

11/02/2020



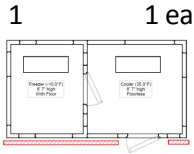
Shamrock Foods
DELIVERING SATISFACTION®

Project:	From:
0114355 Town of Guadalupe Senior Center Revised/Richard Robinson 68 AZ 9401 S. Avenida Del Yaqui Guadalupe, AZ 85283	Shamrock Foods Company Michelle Stumph 2540 N. 29th Avenue Phoenix, AZ 85009
Job Reference Number: 4441	

We are pleased to quote you on the following items that you requested.
Approximate lead time see below.

Freight is approximate. Tax is additional. Select Ship Direct And Select Yes for Bill Freight Separately On Special Order Form.

Item	Qty	Description	Sell	Sell Total
------	-----	-------------	------	------------



1	1 ea	WALK IN COMBINATION COOLER FREEZER, REMOTE Nor-Lake Model No. FINELINE-14-6X8X8-7 Nor-Lake FINELINE Walk-In Cooler/Freezer Combination (2 compartments) EXTERIOR DIMENSIONS: 14' 6" long X 8' 0" wide X 8' 7" high. Finishes: 26 Gauge Corrosion Resistant Stucco Embossed Coated Steel - Interior wall, Exterior wall, Interior ceiling 26 Gauge Smooth Galvanized - Ceiling topside, Floor bottom-side 1/8 Diamond Aluminum - Interior floor Female Bottom Rail for (1) Cooler (35.0°F) Dimensions 103(h) x 174(w) x 96(d)	\$17,640.00	\$17,640.00
	1 ea	REFRIGERATION (1) LASJ125RL4-#BYH Refrigeration system (1) NASJ175RL4-#BYH Refrigeration system Refrigeration is "sized" for holding product only; that is; our calculation is based on product entering at the same temperature as the desired temperature of this walk-in.	\$8,232.00	\$8,232.00
	1 ea	WARRANTY Five Year Extended Compressor Warranty, 18 Month Labor/Service Warranty Standard 15 year Walk-in Panel Warranty Standard 1 year Replacement Parts Warranty Weight: 3134 lbs total	Freight: \$900.00	\$900.00
			ITEM TOTAL:	\$26,772.00

1	1 ea	INSTALLATION Installation Includes: Removal of existing freezer. Installation of walk in outdoor combo cooler/freezer. Hang evaporators and set condensers. New drain lines to outside. Heat tape for freezer. Redo all electrical and install new membrane roof (Number of days to complete work: 5-business days)		
	1 ea	Additional 18 month warranty on labor only(does not include maintenance issues. Customer must perform regular maintenance at minimum once a year)		
	1 ea	Additional 2 year parts warranty from manufactures first year parts warranty (regular maintenance must be done. Recommend regular equipment inspections at minimum once a year) NOTE: Extended numbers of days for installations is due to Existing box and electrical is installed incorrectly.		
			ITEM TOTAL:	

Merchandise	\$26,772.00
Installation	\$16,100.00
Total	\$42,872.00

INSTALLATION IS NOT INCLUDED IN THIS QUOTE.

Freight:

Above freight cost is an estimate based on today's rate and freight classification. We will add the actual freight to our

invoice based on the rate at the time the above order ships.

Standard Delivery:

All order will ship as a standard delivery unless otherwise noted, Orders will be delivered drop-shipped, you will responsible for removal of equipment from the truck, & Carriers are not responsible for unloading and/or inside delivery.

Prices Valid:

The prices in our quote are valid for a period of 30 days from the date of the quote.

Lead Time:

- In-stock orders: Ships within 1-3 business days
- Built-to-order/ Out-of-stock: 3-5 weeks

** Lead times are estimated or average lead times. Actual lead times will vary based on the items being ordered. Actual lead times will be available once the order is placed. Lead time does not include transit.*

Transit Time: (Average) 3-5 business days

Compliance to local codes:

Compliance to local health department, plumbing, electrical and mechanical codes are the responsibility of the buyer.

Any changes or modifications to the equipment in this quote that are required by the local codes are therefore subject to price adjustments.

Returns:

Returns are subject to the manufacturers guidelines. If the manufacturer accepts returns they will be subject to a restocking charge plus freight charges to ship the item back to the manufacturer. If an item is to be returned it must be in its original packaging, free from any defects. Custom fabricated items are not eligible for return, you will be responsible for payment once the item(s) are put into production. This would include fabricated stainless steel items, hoods, walk-in cooler/freezers, breath guards, etc.

Attention:

IT IS YOUR RESPONSIBILITY TO INSPECT ALL BOXES, CARTONS, & PACKING MATERIAL BEFORE SIGNING THE DELIVERY CARRIER'S BILL OF LADING. UPON SIGNING THE BILL OF LADING, RECIPIANT CONFIRMS THAT THE COMPLETE ORDER HAS BEEN RECEIVED, INSPECTED, AND IS WITHOUT NOTICEABLE DAMAGE. IF THERE IS NOTICEABLE DAMAGE TO ANY ITEM REFUSE THE ITEM(S). IF THERE IS DAMAGE TO ANY BOXES, CARTONS, ETC. DAMAGE MUST BE NOTED ON THE BILL OF LADING BEFORE SIGNING IT. IF YOU FIND CONCEALED FREIGHT DAMAGE AFTER OPENING PACKING MATERIAL YOU SHOULD CONTACT THE FREIGHT CARRIER IMMEDIATELY! REQUEST AN INSPECTION AND FILE A FREIGHT CLAIM. KEEP CARTON(S) AND PACKING MATERIAL. DO NOT REMOVE FROM DELIVERY PREMISE BEFORE INSPECTION IS MADE. ONCE SIGNED FOR YOU TAKE FULL RESPONSIBILITY FOR THE CONDITION OF THE DELIVERY. SHAMROCK FOODS COMPANY IS NOT RESPONSIBLE OR LIABLE FOR ANY INCURRED FREIGHT DAMAGE.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$42,872.00



727 2nd Street
Hudson, Wisconsin 54016
800-955-5253
715-386-2323
715-386-6149 FAX

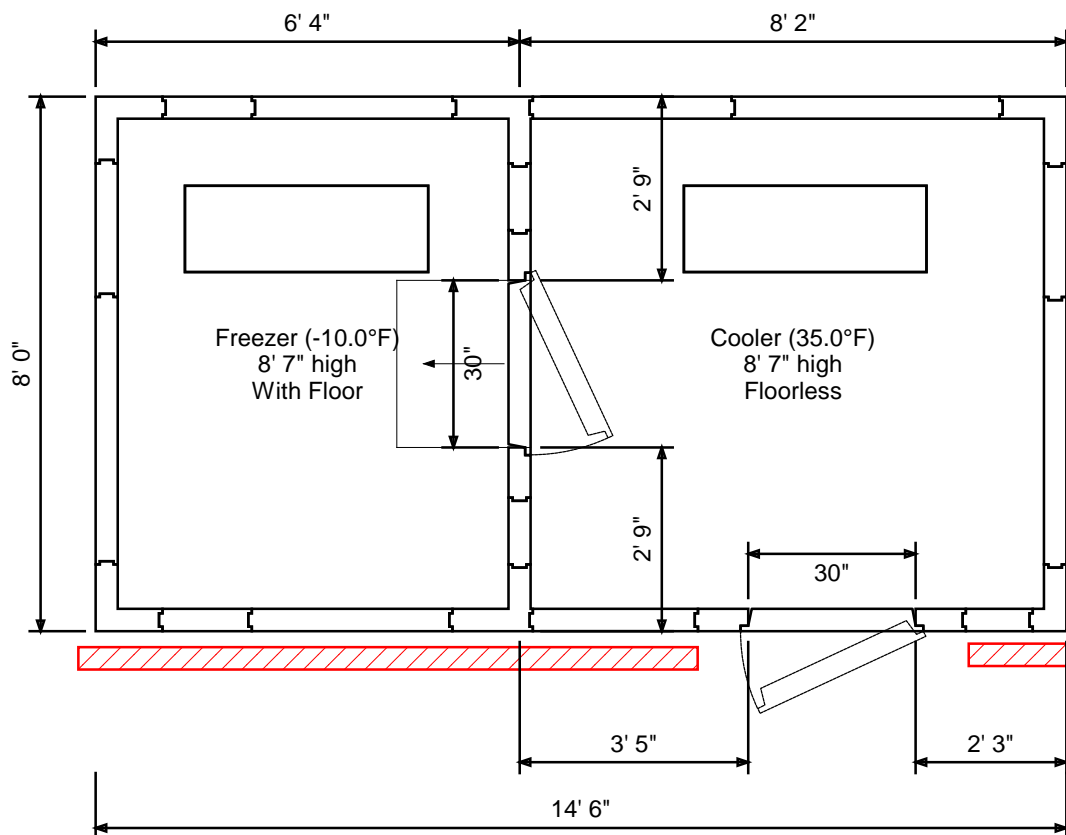
PLEASE REVIEW DETAILS CAREFULLY TO MAKE SURE ALL ITEMS ARE LISTED.

SPECIFICATIONS

Refrigerated Solutions Group
(1) Nor-Lake FINELINE Walk-In Cooler/Freezer Combination (2 compartments)
14' 6" long, 8' 0" wide, 8' 7" high.

Finishes:

26 Gauge Corrosion Resistant Stucco Embossed Coated Steel - Interior wall, Exterior wall, Interior ceiling
26 Gauge Smooth Galvanized - Ceiling topside, Floor bottomside
1/8 Diamond Aluminum - Interior floor
Female Bottom Rail for (1) Cooler (35.0°F)



YOU ARE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS

SIGNED SHOP DRAWING WILL BE REQUIRED TO START FABRICATION OF WALK-IN PANELS.



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Outdoor Walk-In includes Flat White Membrane Roof With Trim – 45 Lbs./Sq. Ft. Ceiling Load Capacity Minimum. .

Freezer (-10.0°F) Details:

(1) 30" X 78" Walk-In Door right-hand swing

Includes door closer, cam lift hinges (one spring loaded on 36" wide and smaller doors), NL9800 deadbolt key/padlock handle with inside release, magnetic gasket, heater wire, double sweep gasket, LED vapor proof light, Heated Air Vent (standard on all freezer compartments) and NL508 combination digital thermometer and switch w/pilot light.

(1) 30" Wide x 36" High Exterior, 1/8" Aluminum Diamond Tread Kickplate (Includes Extra Hinge)

(1) 30" Wide x 36" High Interior, 1/8" Aluminum Diamond Tread Kickplate (Includes Extra Hinge)

(1) 30" Interior Ramp With Non-Skid Strips Applied To Top (24" Deep)

Sq. Ft. Of 3/4" CDX Plywood Subfloor for Freezer (-10.0°F)

(1) LASJ125RL4-#BYH -10° F Operation, Low Temperature, Air Cooled, R-449A Defrost Timer, Remote Fast-Trak cULus Refrigeration System, Pre-Assembled, Pre-Piped, With Hand Valves For Field Piping, Flip Up All Weather Hood And -20 Degree Ambient Controls, Visit NorLake.com for Spec Sheet and Electrical Data (system capacity at 120.0°F ambient temperature.) Calculated load for Freezer (-10.0°F) is 2953 BTU's/hour calculated from 120 °F ambient temperature, 0' elevation, 70 °F floor temperature, 12.42 minutes open door time per 24 hrs for(1) 30.00" X 78.00" walk-indoor opening into 35.00 °F ambient, 1.5 Watts per square foot lighting operating 10 hours per day, 0.0253333 occupants working 10 hours per day. All calculations are based on data supplied by ASHRAE publications.

(1) 100 To 125 Series - Optional Five Year Extended Compressor Warranty

(1) 18 Month Labor/Service Warranty

Refrigeration is "sized" for holding product only; that is; our calculation is based on product entering at the same temperature as the desired temperature of this walk-in. If you feel that this is insufficient, please advise.

Cooler (35.0°F) Details:

(1) 30" X 78" Walk-In Door right-hand swing

Includes door closer, cam lift hinges (one spring loaded on 36" wide and smaller doors), NL9800 deadbolt key/padlock handle with inside release, magnetic gasket, heater wire, double sweep gasket, LED vapor proof light, Heated Air Vent (standard on all freezer compartments) and NL508 combination digital thermometer and switch w/pilot light.

(1) 30" Wide x 36" High Exterior, 1/8" Aluminum Diamond Tread Kickplate (Includes Extra Hinge)

(1) 30" Wide x 36" High Interior, 1/8" Aluminum Diamond Tread Kickplate (Includes Extra Hinge)

(1) 14" x 24" 3-Pane Unheated Viewport With Frame Heater (Indoor Only)

(1) Extra Hinge

(1) Combination With Floor Freezer And Floorless Cooler With Female Bottom Rail Walls

(1) NASJ175RL4-#BYH 35° F Operation 208/230-1-60 Electrical, High Temperature, Air Cooled, R-449A "Off Cycle" Timer, Remote Fast-Trak cULus Refrigeration System, Pre-Assembled, Pre-Piped, With Hand Valves For Field Piping, Flip Up All Weather Hood And -20 Degree Ambient Controls. See NorLake.com for Spec Sheet and Electrical Data (system capacity at 120.0°F ambient temperature.)

Calculated load for Cooler (35.0°F) is 7496 BTU's/hour calculated from 120 °F ambient temperature, 0' elevation, 70 °F floor temperature, 18.73 minutes open door time per 24 hrs for(1) 30.00" X 78.00" walk-indoor opening into 35.00 °F ambient, 13.63



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minutes open door time per 24 hrs for(1) 30.00" X 78.00" walk-indoor opening into 120.00 °F ambient, 1.5 Watts per square foot lighting operating 8 hours per day, 0.0326667 occupants working 8 hours per day. All calculations are based on data supplied by ASHRAE publications.

(1) 150 To 151 Series - Optional Five Year Extended Compressor Warranty

(1) 18 Month Labor/Service Warranty

Refrigeration is "sized" for holding product only; that is; our calculation is based on product entering at the same temperature as the desired temperature of this walk-in. If you feel that this is insufficient, please advise.

Other Walk-In Accessories:

(2) 48" LED Vapor-proof All Temperature Integrated Light Fixture (Shipped Loose)

(4) Stainless Steel Cove Molding, 5" High x 8' Long, With Adhesive (Shipped Loose For Field Installation)- COOLER INTERIOR

(1) 8" x 8" x 14' 6" Angle Trim Strips 26 Gauge Corrosion Resistant Stucco Embossed Coated Steel

(2) 8" x 8" x 8' 7" Angle Trim Strips 26 Gauge Corrosion Resistant Stucco Embossed Coated Steel

Construction Approvals: NSF Approved, cULus and CSA Electrical, UL Flame Spread-25 and ULC Flame Spread-50 in accordance with ASTM E-84. To comply with the US Energy Independence & Security Act of 2007, all walk-in doors opening into the ambient (indoors or outdoors) are required to have a method for minimizing infiltration when the doors are open. All RSG walk-in doors will include a spring hinge to comply with this standard by 1-1-09, however; to further minimize infiltration, RSG recommends the use of a strip curtain or strip door for all exterior doors. NOTE: Indoor walk-in(s) must be in an environmentally controlled space. Relative Humidity should be kept between 30%-60%, maintaining a Dew Point of 50° F or less.

Quotation is subject to change upon receipt of detailed specifications and/or refrigeration load information. Refrigeration sizing is based on maximum line runs of 100 feet per system. NOTE: Walk-Ins sold into the state of California may require structural engineered drawings for seismic review. If required, RSG can provide the required drawings and structural support. Please contact RSG for lead time and pricing to meet this requirement. Local Codes: Walk-Ins may need engineered drawings or special construction to meet local code approvals for rain, wind, seismic, and snow load approvals. If required, please contact RSG for lead time and pricing to meet these requirements.

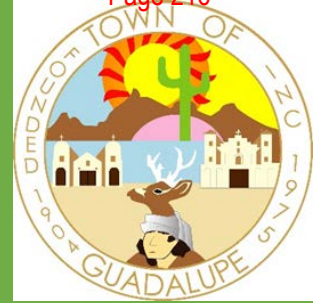
Verify all dimensions prior to order

Cooler door must open into building to include viewport, not designed for outdoor use

Cove molding is quoted for cooler interior only, please verify prior to order

Quotation is subject to change upon receipt of detailed specifications and/or refrigeration load information.

NOTE: Refrigeration system(s) are subject to change due to ship date and availability



Town of Guadalupe

2021 Calendar of Fiscal and Budget Review Agenda Items

February 25, 2021	FY 2020/21 Mid-year budget report
March 11, 2021	Solid Waste Rate Information
March 25, 2021	FY 2021/22 Gaming grant proposals
April 22, 2021	Five year forecast, Introduce FY 2021/22 tentative budget & Propose Solid Waste Rate
May 13, 2021	Review Proposed FY 2021/22 tentative budget
May 27, 2021	Adopt FY 2021/22 tentative budget
June 24, 2021	Adopt FY 2021/22 final budget

Accounts Payable

Checks by Date - Detail by Check Number

User: jdrury
 Printed: 2/2/2021 10:17 AM

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
65861	AVESIS	Avesis Insurance	01/08/2021	
	2595704	vision insurance Jan 21	vision insurance Jan 21	20.67
	2595704	vision insurance Jan 21	vision insurance Jan 21	19.59
	2595704	vision insurance Jan 21	vision insurance Jan 21	6.23
	2595704	vision insurance Jan 21	vision insurance Jan 21	1.87
	2595704	vision insurance Jan 21	vision insurance Jan 21	69.89
	2595704	vision insurance Jan 21	vision insurance Jan 21	28.05
	2595704	vision insurance Jan 21	vision insurance Jan 21	1.87
	2595704	vision insurance Jan 21	vision insurance Jan 21	8.73
	2595704	vision insurance Jan 21	vision insurance Jan 21	2.49
	2595704	vision insurance Jan 21	vision insurance Jan 21	31.68
	2595704	vision insurance Jan 21	vision insurance Jan 21	3.73
	2595704	vision insurance Jan 21	vision insurance Jan 21	3.10
	2595704	vision insurance Jan 21	vision insurance Jan 21	4.97
	2595704	vision insurance Jan 21	vision insurance Jan 21	14.51
	2595704	vision insurance Jan 21	vision insurance Jan 21	1.25
	2595704	vision insurance Jan 21	vision insurance Jan 21	20.71
	2595704	vision insurance Jan 21 ee dep	vision insurance Jan 21	31.60
	2595704	vision insurance Jan 21 COBRA	vision insurance Jan 21	12.46
Total for Check Number 65861:				283.40
65862	AZWC	AZ Muni Worker's Comp Pool	01/08/2021	
	10092020	PR Batch 00809.10.2020 Workman's Comp Emp	PR Batch 00809.10.2020 Wor	2,448.38
	10102020	PR Batch 00810.10.2020 Workman's Comp Emp	PR Batch 00810.10.2020 Wor	61.70
	10232020	PR Batch 00823.10.2020 Workman's Comp Emp	PR Batch 00823.10.2020 Wor	2,520.07
	11062020	PR Batch 00806.11.2020 Workman's Comp Emp	PR Batch 00806.11.2020 Wor	2,565.87
	11202020	PR Batch 00820.11.2020 Workman's Comp Emp	PR Batch 00820.11.2020 Wor	2,549.19
	11212020	PR Batch 00821.11.2020 Workman's Comp Emp	PR Batch 00821.11.2020 Wor	416.94
	12042020	PR Batch 00804.12.2020 Workman's Comp Emp	PR Batch 00804.12.2020 Wor	2,535.20
	12052020	PR Batch 00805.12.2020 Workman's Comp Emp	PR Batch 00805.12.2020 Wor	27.78
	12182020	PR Batch 00818.12.2020 Workman's Comp Emp	PR Batch 00818.12.2020 Wor	2,478.09
	12302020	PR Batch 00830.12.2020 Workman's Comp Emp	PR Batch 00830.12.2020 Wor	2,550.55
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-16.59
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-1.19
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	151.00
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-11.54
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-4.15
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-5.61
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-0.51
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	727.14
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-9.24
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	6.19
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-405.49
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-1.24
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	0.41
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-0.24
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-27.82
	Q2 FY 21 adj	adj to bal Q2 FY 21 EF	adj to bal Q2 FY 21	-0.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Q2 FY 21 adj	adj to bal Q2 FY 21 NP	adj to bal Q2 FY 21	1.27
	Q2 FY 21 adj	adj to bal Q2 FY 21 Fire	adj to bal Q2 FY 21	1,220.60
	Q2 FY 21 adj	adj to bal Q2 FY 21 Res Fir	adj to bal Q2 FY 21	2,102.97
	Q2 FY 21 adj	adj to bal Q2 FY 21 W Fire	adj to bal Q2 FY 21	32.00
	Q2 FY 21 adj	adj to bal Q2 FY 21 %	adj to bal Q2 FY 21	-248.02
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-49.12
	Q2 FY 21 adj	adj to bal Q2 FY 21	adj to bal Q2 FY 21	-138.09
			Total for Check Number 65862:	21,476.00
65863	BOUNDTRE 83889703	Bound Tree Medical, LLC gloves	01/08/2021 gloves	241.98
			Total for Check Number 65863:	241.98
65864	CALFEE 01052021 12022020	Calfee Development Advisors LLC mercado document review, appraiser engagemen mercado document review, appraiser engagemen	01/08/2021 mercado document review, ap mercado document review, ap	750.00 1,200.00
			Total for Check Number 65864:	1,950.00
65865	CINTAS 5046937603 5046937603	Cintas Corporation refill first aid kit Dec 20 refill first aid kit Dec 20	01/08/2021 refill first aid kit Dec 20 refill first aid kit Dec 20	110.83 146.11
			Total for Check Number 65865:	256.94
65866	DELPUEB 12282020-2	Del Pueblo Tire Shop CAP truck: new tires	01/08/2021 CAP truck: new tires	220.00
			Total for Check Number 65866:	220.00
65867	DENLLC 01042021	Dennis L. Lopez & Associates, LLC estimate market value of the mercado	01/08/2021 estimate market value of the n	5,500.00
			Total for Check Number 65867:	5,500.00
65868	HOME2871 1623267 2623207 3021657 3190316 3612175 3624424 3624464 6610012 8082513 9612570 9612570	Home Depot Credit Services bus stops: paint brushes, rollers, and paint air freshener, trash bags, and rat killer bait station lightbulbs returned lightbulbs line 4 COVID19: safety vests lightbulbs lightbulbs lightbulbs 5/8" titanium bit shop: staples blue def fluid manure and fertilizer	01/08/2021 bus stops: paint brushes, rolle air freshener, trash bags, and r lightbulbs returned lightbulbs line 4 COVID19: safety vests lightbulbs lightbulbs lightbulbs 5/8" titanium bit shop: staples manure, fertilizer, and blue de manure, fertilizer, and blue de	97.55 31.48 120.62 -80.48 174.89 80.48 103.39 26.88 9.02 72.80 20.60
			Total for Check Number 65868:	657.23
65869	INTERIMP 2575	Interim Public Management, LLC line 11 COVID19: consultant services for manag	01/08/2021 line 11 COVID19: consultant	6,849.50
			Total for Check Number 65869:	6,849.50
65870	JUSTTIME 34793 34793 34793	Just In Time % walk in: refilled with refrigerant % walk in: refilled with refrigerant % walk in: refilled with refrigerant	01/08/2021 walk in: refilled with refrigera walk in: refilled with refrigera walk in: refilled with refrigera	135.09 135.09 139.19

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 65870:	409.37
65871	LNCURTIS INV451540	LN Curtis and Sons orifice straight tip hose end	01/08/2021 orifice straight tip hose end	102.00
			Total for Check Number 65871:	102.00
65872	MCACAC 3.2021	Maricopa Co Animal Care 3rd QTR animal control services	01/08/2021 3rd QTR animal control serv	7,590.00
			Total for Check Number 65872:	7,590.00
65873	MCSHER JAN21PATROL	MCSO Patrol and Per Diem Billing patrol services Jan 21	01/08/2021 patrol services Jan 21	171,328.61
			Total for Check Number 65873:	171,328.61
65874	MYTEK 68013 68013	Mytek Network Solutions back up service, appliance rental, additional bloc workstation & server management Jan 21	01/08/2021 backup, workstation & server backup, workstation & server	632.50 498.75
			Total for Check Number 65874:	1,131.25
65875	NATFIRE AM-0121140 AM-0121140 AM-0121140	National Fire Control % QTR billing Jan - Mar 21 % QTR billing Jan - Mar 21 % QTR billing Jan - Mar 21	01/08/2021 QTR billing Jan - Mar 21 QTR billing Jan - Mar 21 QTR billing Jan - Mar 21	29.70 30.60 29.70
			Total for Check Number 65875:	90.00
65876	PALS 346101	Pet & Animal Lovers Service dead animal pick up Dec 20	01/08/2021 dead animal pick up Dec 20	199.50
			Total for Check Number 65876:	199.50
65877	PETTYC Dec 20 Dec 20 Dec 20 Dec 20 Dec 20 Dec 20	Petty Cash Fund, Town Hall court letters postage code enforcement, certified letters reimburse for patches % tostadas, rice, and lettuce % tostadas, rice, and lettuce brass hose end w/ shutoff, female hose mender, a	01/08/2021 petty cash disbursements Dec petty cash disbursements Dec petty cash disbursements Dec petty cash disbursements Dec petty cash disbursements Dec petty cash disbursements Dec	4.00 13.90 21.85 25.34 6.33 26.19
			Total for Check Number 65877:	97.61
65878	SUNSHINE 9622 9622 9622 9622 9622 9622 9622 9622 9622 9622 9622 9622 9622 9622 9622	Sunshine Pest Control exterminator services Jan 21 maint yd exterminator services Jan 21 TH exterminator services Jan 21 headstart inside exterminator services Jan 21 headstart outside exterminator services Jan 21 fire exterminator services Jan 21 stott/biehn park exterminator services Jan 21 library exterminator services Jan 21 % sr center exterminator services Jan 21 % sr center exterminator services Jan 21 % sr center exterminator services Jan 21 CAP exterminator services Jan 21 straw house exterminator services Jan 21 mercado	01/08/2021 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21 exterminator services Jan 21	128.25 64.88 14.37 54.07 28.98 54.07 27.79 5.61 5.61 5.61 75.71 54.07 145.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 65878:	665.00
65879	TCI 35313	TCI Security alarm monitoring Dec 20	01/08/2021 alarm monitoring Dec 20	8.95
	35313	alarm monitoring Dec 20	alarm monitoring Dec 20	8.95
	35313	alarm monitoring Dec 20	alarm monitoring Dec 20	14.28
	35313	alarm monitoring Dec 20	alarm monitoring Dec 20	67.12
	35313	alarm monitoring Dec 20	alarm monitoring Dec 20	24.28
	35313	alarm monitoring Dec 20	alarm monitoring Dec 20	8.95
			Total for Check Number 65879:	132.53
65880	TEWBILLS 01052021	Tempe, City of (Resident) water bills collected 1/5	01/08/2021 water bills collected 1/5	51.26
			Total for Check Number 65880:	51.26
65881	UNSITE 114-1138485	United Site Services port a potty Dec 20	01/08/2021 port a potty Dec 20	204.43
			Total for Check Number 65881:	204.43
65882	USINTERN 107-100084-0093	US Internet monthly email monitoring Jan 21	01/08/2021 monthly email monitoring Jan	51.85
	107-100084-0093	monthly email monitoring Jan 21	monthly email monitoring Jan	14.15
	107-100084-0093	monthly email monitoring Jan 21	monthly email monitoring Jan	7.05
	107-100084-0093	monthly email monitoring Jan 21	monthly email monitoring Jan	4.70
			Total for Check Number 65882:	77.75
65883	ALLTECH 01052021	Alltech Solutions, Inc refund overpayment of business license	01/15/2021 refund overpayment of busine	55.00
			Total for Check Number 65883:	55.00
65884	AMLEGALP 6073	American Legal Publishing Corp code display on internet renewal period 2/18/21-	01/15/2021 code display on internet renew	400.00
			Total for Check Number 65884:	400.00
65885	BEDIBROS 301-12-122B	Bedi Brothers LLC AdY improvement: payment to parcel owner for	01/15/2021 AdY improvement: payment t	100.00
			Total for Check Number 65885:	100.00
65886	CHAVARRI 301-08-005	Chavarria, Antonio AdY improvement: payment to parcel owner for	01/15/2021 AdY improvement: payment t	100.00
			Total for Check Number 65886:	100.00
65887	COMMTIRE 8065949	Community Tire Pros & Auto Repair sweeper: flat tire repair	01/15/2021 sweeper: flat tire repair	119.26
			Total for Check Number 65887:	119.26
65888	CUMMINS 54-35046	Cummins Sales and Service eone: oil pan gasket, oil drain gasket, oil, and lab	01/15/2021 eone: oil pan gasket, oil drain	100.00
			Total for Check Number 65888:	100.00
65889	DIBBLENG 1016014-61	Dibble & Associates Consutling Engineers inspection services 11/30-12/30/20	01/15/2021 inspection services, lot split, &	8,505.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1016014-61	private laterals: root ball	inspection services, lot split, &	585.00
	1016014-61	calle milagros lot split	inspection services, lot split, &	195.00
	1016014.10-2	CDBG 20/21: design services	CDBG 20/21: design services	14,437.50
	1016014.11-3	line 13 & 19 COVID19: project management and	line 13 & 19 COVID19: proje	4,020.70
Total for Check Number 65889:				27,743.20
65890	FAITH	Faith,Ledyard, Faith	01/15/2021	
	1065157	general attorney services Dec 20 TH	general attorney services Dec	3,088.90
	1065157	general attorney services Dec 20 %sr center	general attorney services Dec	33.33
	1065157	general attorney services Dec 20 %sr center	general attorney services Dec	33.33
	1065157	general attorney services Dec 20 %sr center	general attorney services Dec	33.34
	1065157	general attorney services Dec 20 COVID19	general attorney services Dec	474.10
Total for Check Number 65890:				3,663.00
65891	GFFA	Guadalupe Firefighters Associa	01/15/2021	
	01152021 KF	PR Batch 00815.01.2021 Kitty Fund	PR Batch 00815.01.2021 Kitt	76.00
Total for Check Number 65891:				76.00
65892	GFFA	Guadalupe Firefighters Associa	01/15/2021	
	01152021 UD	PR Batch 00815.01.2021 Union Dues	PR Batch 00815.01.2021 Unic	165.00
Total for Check Number 65892:				165.00
65893	HOLGUING	Holguin, Graciela	01/15/2021	
	16	line 18 COVID19: coordinated to deliver service	line 18 COVID19: coordinate	300.00
	17	coordinated to deliver services relating to COVII	coordinated to deliver service:	600.00
Total for Check Number 65893:				900.00
65894	JUSTTIME	Just In Time	01/15/2021	
	34831	% walk in: leak search and repair, refrigerant, an	% walk in: leak search and rep	395.84
	34831	% walk in: leak search and repair, refrigerant, an	% walk in: leak search and rep	384.20
	34831	% walk in: leak search and repair, refrigerant, an	% walk in: leak search and rep	384.20
Total for Check Number 65894:				1,164.24
65895	LNCURTIS	LN Curtis and Sons	01/15/2021	
	INV453212	ball vavle shutoff w/ grip	ball vavle shutoff w/ grip	383.94
Total for Check Number 65895:				383.94
65896	MAZONGS	Mazon, George and Susan	01/15/2021	
	301-43-092	AdY improvement: payment to parcel owner for	AdY improvement: payment t	100.00
Total for Check Number 65896:				100.00
65897	MINERT	Minert & Associates	01/15/2021	
	302997	annual fee for specimen collection CY 21	annual fee for specimen collec	175.00
Total for Check Number 65897:				175.00
65898	NATWIDE	Nationwide Retirement Solution	01/15/2021	
	01152021	PR Batch 00815.01.2021 Nationwide (PEBSO)	PR Batch 00815.01.2021 Nati	665.00
Total for Check Number 65898:				665.00
65899	NW-ASRS	Nationwide Retirement Solutions	01/15/2021	
	01152021	PR Batch 00815.01.2021 Nationwide ASRS	PR Batch 00815.01.2021 Nati	121.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 65899:	121.01
65900	PEREZV 16 17	Perez, Veronica line 18 COVID19: coordinated to deliver service coordinated to deliver services relating to COVID	01/15/2021 line 18 COVID19: coordinate coordinated to deliver service:	350.00 1,175.00
			Total for Check Number 65900:	1,525.00
65901	RICOH 5061140399 5061140399	Ricoh USA, Inc copy machine overages Dec 20 copy machine maint Jan 21	01/15/2021 copy machine maint Jan 21 & copy machine maint Jan 21 &	121.45 44.75
			Total for Check Number 65901:	166.20
65902	RAD 3457193 3457193 3457193	Right Away Disposal trash service fee Dec 20 extra containers trash service fee Dec 20 bulk credits applied trash service fee Dec 20	01/15/2021 trash service fee Dec 20 trash service fee Dec 20 trash service fee Dec 20	3,768.00 -3,073.95 25,450.47
			Total for Check Number 65902:	26,144.52
65903	SCHADE R7P821 R7P821 R7P822 R7P822 R7P970 R7P970 R7PR28 R7PR28	Riviera Finance % milk 12/23/20 % milk 12/23/20 % milk 12/30/20 % milk 12/30/20 % milk 1/6 % milk 1/6 % milk 12/16/20 % milk 12/16/20	01/15/2021 milk 12/23/20 milk 12/23/20 milk 12/30/20 milk 12/30/20 milk 1/6 milk 1/6 milk 12/16/20 milk 12/16/20	11.38 45.55 45.55 11.38 18.38 65.17 66.84 16.71
			Total for Check Number 65903:	280.96
65904	RUTLEDGE 01092021	Rutledge, Adam COVID testing/Flu shots: traffic control and secu	01/15/2021 COVID testing/Flu shots: traf	250.00
			Total for Check Number 65904:	250.00
65906	SHAMROCK 21754369 21807566 21807566 21807566 21807566 21807566 21807566 21807566 21807566 21831527 21831527 21831527 21831527 21831527 21831527 21831527 21831527 21831527	Shamrock Foods Company adj to balance error % juice, shredded mozzarella cheese, ricotta che % paper towels % paper towels % paper towels % foam containers, kitchen cutlery, and vented li % foam containers, kitchen cutlery, and vented li % foam containers, kitchen cutlery, and vented li % juice, shredded mozzarella cheese, ricotta che % juice, potato chips, fruit cocktails, sliced peacl % juice, potato chips, fruit cocktails, sliced peacl % pine sol and mop heads % pine sol and mop heads % pine sol and mop heads % foam containers and 24 oz containers w/ lids % foam containers and 24 oz containers w/ lids % foam containers and 24 oz containers w/ lids	01/15/2021 adj to balance error food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, and janitorial su food, kitchen, and janitorial su food, kitchen, and janitorial su food, kitchen, and janitorial su food, kitchen, and janitorial su food, kitchen, and janitorial su food, kitchen, and janitorial su food, kitchen, and janitorial su food, kitchen, and janitorial su food, kitchen, and janitorial su	63.00 121.12 10.84 2.87 18.17 40.19 36.08 5.74 484.49 463.27 130.66 19.76 5.23 33.12 59.47 53.40 8.50
			Total for Check Number 65906:	1,555.91
65907	SIMSBS 174473	Sims Business Systems copy overages Dec 20	01/15/2021 copy overages Dec 20	21.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 65907:	21.74
65908	SUNSTATE 8708550-001	Sunstate Equipment Co Christmas: boom rental to take down Christmas	01/15/2021 Christmas: boom rental to take	742.42
			Total for Check Number 65908:	742.42
65909	TEPOWER 326095	Tempe Power Equipment trash cans (4)	01/15/2021 trash cans (4)	107.19
			Total for Check Number 65909:	107.19
65910	TESTLUKE Nov 20	Tempe St Luke's Hospital pharmacy charges Nov 20	01/15/2021 pharmacy charges Nov 20	106.22
			Total for Check Number 65910:	106.22
65911	TEWBILLS 01112021 01122021 01132021	Tempe, City of (Resident) water bills collected 1/11 water bills collected 1/12 water bills collected 1/13	01/15/2021 water bills collected 1/11 water bills collected 1/12 water bills collected 1/13	138.69 363.77 258.44
			Total for Check Number 65911:	760.90
65912	TRIASISI 1924	Trias, Isidoro sweeper: hydraulic cylinder repair	01/15/2021 sweeper: hydraulic cylinder re	350.00
			Total for Check Number 65912:	350.00
65913	WAXIE 79719134 79727348 79727348 79727348 79727348	Waxie Sanitary Supply line 5 COVID19: hand sanitizer % trash bags Parks % trash bags TH % trash bags Maint % trash bags Mercado	01/15/2021 line 5 COVID19: hand sanitiz trash bags trash bags trash bags trash bags	0.01 166.54 166.53 166.54 166.54
			Total for Check Number 65913:	666.16
65914	ZAMORAS 2021-TOG-1	Zamora, Stephanie public information officer services rendered 1/4	01/15/2021 public information officer serv	200.00
			Total for Check Number 65914:	200.00
65915	BANNERDM Dec 20	Banner Desert Medical Center pharmacy charges Dec 20	01/22/2021 pharmacy charges Dec 20	94.60
			Total for Check Number 65915:	94.60
65916	CASTROA 301-43-083	Castro, Adela AdY: payment for temporary construction easem	01/22/2021 AdY: payment for temporary	100.00
			Total for Check Number 65916:	100.00
65917	FIGUERAJ 301-09-012	Figueroa, Alex & Josephine AdY: payment for temporary construction easem	01/22/2021 AdY: payment for temporary	100.00
			Total for Check Number 65917:	100.00
65918	GANOMAN 301-09-005	Gano, Manuel AdY: payment for temporary construction easem	01/22/2021 AdY: payment for temporary	100.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 65918:	100.00
65919	GUZMANR 301-12-108B	Guzman, Ramon AdY: payment for temporary construction easem	01/22/2021 AdY: payment for temporary	100.00
			Total for Check Number 65919:	100.00
65920	INTERIMP 2582	Interim Public Management, LLC COVID 19 financial consultant 1/4-1/15/21 and	01/22/2021 COVID 19 financial consultar	6,741.28
			Total for Check Number 65920:	6,741.28
65921	KLEES 2896 2896 2914 2915	Klee's Climate Control LLC mercado: ac repair reimbursement for double payment suite #19: trip charge, diagnosis, and replacing f suite #7: trip charge, diagnostic, and thermostat	01/22/2021 mercado: ac repair & reimbur mercado: ac repair & reimbur suite #19: trip charge, diagnos suite #7: trip charge, diagnosti	75.00 -75.00 540.00 175.00
			Total for Check Number 65921:	715.00
65922	LNCURTIS INV454224	LN Curtis and Sons 5 gal pail class a foam (8)	01/22/2021 5 gal pail class a foam (8)	695.04
			Total for Check Number 65922:	695.04
65923	OFFDEPOT 143779794-001 143779794-001 143779794-001	Office Depot file folder labels and sharpies thin sharpies time clock replacement ribbons	01/22/2021 file folder labels, time clock ri file folder labels, time clock ri file folder labels, time clock ri	12.14 8.51 35.43
			Total for Check Number 65923:	56.08
65924	ORTEGAL 301-12-107B	Ortega, Lucio B AdY: payment for temporary construction easem	01/22/2021 AdY: payment for temporary	100.00
			Total for Check Number 65924:	100.00
65925	PEREZGU 01302021	Perez, Guadalupe refund deposit for event scheduled for 1/30/21	01/22/2021 refund deposit for event sched	450.00
			Total for Check Number 65925:	450.00
65926	PHXDISP 400938008 400938318	City of Phoenix 3rd QTR FY 21 general plant maint & computer 3rd QTR FY 21 operation/maint charges	01/22/2021 3rd QTR FY 21 general plant 3rd QTR FY 21 operation/mai	19,298.75 1,376.76
			Total for Check Number 65926:	20,675.51
65927	SCHADE R7P1074 R7P1074	Riviera Finance % milk 1/13 % milk 1/13	01/22/2021 milk 1/13 milk 1/13	18.38 65.17
			Total for Check Number 65927:	83.55
65928	RUBBAASR 301-08-22	Rubb-AASRE Investments, LLC AdY: payment for temporary construction easem	01/22/2021 AdY: payment for temporary	300.00
			Total for Check Number 65928:	300.00
65929	SANDVERO 01092021	Sandoval, Veronica Marisol COVID19 testing/flu shots: traffic control	01/22/2021 COVID19 testing/flu shots: tr	250.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 65929:	250.00
65930	SAUCEDO 301-09-014	Saucedo, Johnny and Cesario AdY: payment for temporary construction easem	01/22/2021 AdY: payment for temporary	100.00
			Total for Check Number 65930:	100.00
65931	SFREHOLD 301-16-076A	SFRE Holdings, LLC AdY: payment for temporary construction easem	01/22/2021 AdY: payment for temporary	100.00
			Total for Check Number 65931:	100.00
65932	SINGHRPS 301-09-004	Singh, Raminder Pal & Sarbjit AdY: payment for temporary construction easem	01/22/2021 AdY: payment for temporary	100.00
			Total for Check Number 65932:	100.00
65933	SPRBRKSW CM-000085 INV-005238	SpringBrook Holding Company, LLC Springbrook credit for services 12/31/20-6/30/21 Springbrook services 12/31/20-6/30/21 move to t	01/22/2021 Springbrook credit for services Springbrook services 12/31/20-	-10,004.29 15,453.60
			Total for Check Number 65933:	5,449.31
65934	TESTLUKE Dec 20	Tempe St Luke's Hospital pharmacy charges Dec 20	01/22/2021 pharmacy charges Dec 20	86.70
			Total for Check Number 65934:	86.70
65935	TEWBILLS 01152021	Tempe, City of (Resident) water bills collected 1/15	01/22/2021 water bills collected 1/15	40.00
			Total for Check Number 65935:	40.00
65936	ZAMORAS 2021-TOG-2	Zamora,Stephanie public information officer services 1/11-15/21	01/22/2021 public information officer serv	200.00
			Total for Check Number 65936:	200.00
65937	ALVMARIA 301-16-071	Alvarez, Maria AdY Improvements: payment to property owners	01/29/2021 AdY Improvements: payment	100.00
			Total for Check Number 65937:	100.00
65938	BOUNDTRE 83921327 83923512	Bound Tree Medical, LLC hepa filters O2 masks, iv solution, bacterial/viral filters, bp c	01/29/2021 hepa filters O2 masks, iv solution, bacteri	73.99 1,851.28
			Total for Check Number 65938:	1,925.27
65939	CASTANOS 301-43-0778	Castanos, Juan AdY Improvements: payment to property owners	01/29/2021 AdY Improvements: payment	100.00
			Total for Check Number 65939:	100.00
65940	CENTRO 222348	Centro Print Solutions tax forms and envelopes	01/29/2021 tax forms and envelopes	163.59
			Total for Check Number 65940:	163.59
65941	CEI 201204S-834.01	Consultant Engineering, Inc AdY right of way acquisition services through 12	01/29/2021 AdY right of way acquisition :	26,385.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 65941:	26,385.00
65942	DOMCARO 301-43-089	Dominguez, Carolina AdY improvement: payment to property owner f	01/29/2021 AdY improvement: payment t	100.00
			Total for Check Number 65942:	100.00
65943	FUERTERG 01262021	Fuerte, Rodlfo & Guadalupe remaining balance of escrow	01/29/2021 remaining balance of escrow	137.84
			Total for Check Number 65943:	137.84
65944	CDC 01252021	Guadalupe Comm Develop Corp HOME program income Apr - Sept 20	01/29/2021 HOME program income Apr -	15,538.63
			Total for Check Number 65944:	15,538.63
65945	GFFA 01292021 KF	Guadalupe Firefighters Associa PR Batch 00829.01.2021 Kitty Fund	01/29/2021 PR Batch 00829.01.2021 Kitt	80.00
			Total for Check Number 65945:	80.00
65946	GFFA 01292021 UD	Guadalupe Firefighters Associa PR Batch 00829.01.2021 Union Dues	01/29/2021 PR Batch 00829.01.2021 Unic	165.00
			Total for Check Number 65946:	165.00
65947	GUSTROSE 370006	Gust Rosefeld P.L.C. assistance w/ Popoca lot split	01/29/2021 assistance w/ Popoca lot split	825.00
			Total for Check Number 65947:	825.00
65948	HERNANLE 301-08-070B	Hernandez, Leticia AdY Improvements: payment to property owners	01/29/2021 AdY Improvements: payment	100.00
			Total for Check Number 65948:	100.00
65949	LOPEZHEN 301-12-124	Lopez, Henry AdY Improvements: payment to property owners	01/29/2021 AdY Improvements: payment	100.00
			Total for Check Number 65949:	100.00
65950	MENDEZL 301-43-087	Mendez, Luis AdY Improvements: payment to property owners	01/29/2021 AdY Improvements: payment	100.00
			Total for Check Number 65950:	100.00
65951	NATWIDE 01292021	Nationwide Retirement Solution PR Batch 00829.01.2021 Nationwide (PEBSCO)	01/29/2021 PR Batch 00829.01.2021 Nati	665.00
			Total for Check Number 65951:	665.00
65952	NW-ASRS 01292021	Nationwide Retirement Solutions PR Batch 00829.01.2021 Nationwide ASRS	01/29/2021 PR Batch 00829.01.2021 Nati	121.01
			Total for Check Number 65952:	121.01
65953	PEREZV 01252021	Perez, Veronica COVID19: coordinate services to benefit TOG re	01/29/2021 COVID19: coordinate service	675.00
			Total for Check Number 65953:	675.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
65954	RENEWAL 301-07-005A	Renewal Ventures LLC AdY Improvements: payment to property owners	01/29/2021 AdY Improvements: payment	100.00
Total for Check Number 65954:				100.00
65955	SCHADE R7P1157 R7P1157	Riviera Finance % milk 1/20 % milk 1/20	01/29/2021 milk 1/20 milk 1/20	18.38 65.17
Total for Check Number 65955:				83.55
65956	ROTOR 51122441829 51122441841 51122441854 51122543952	Roto-Rooter Service 9436 S Calle Vaou Nawi: clean sewer line of roo 9202 S Calle Maravilla: clean sewer line of roots 8451 S Calle Tomi: clean sewer line of roots at t 5512 E Calle San Angelo: jet sewer line	01/29/2021 9436 S Calle Vaou Nawi: clea 9202 S Calle Maravilla: clean 8451 S Calle Tomi: clean sew 5512 E Calle San Angelo: jet :	704.00 704.00 704.00 1,120.00
Total for Check Number 65956:				3,232.00
65957	SHAMROCK 22060648 22060648 22060648 22060648 22060648 22060648 22060648 22060648 2936195 2936195	Shamrock Foods Company % juice, sour cream, pinto beans, fruit for salad, % juice, sour cream, pinto beans, fruit for salad, % gloves % gloves % gloves % foam containers and lids % foam containers and lids % foam containers and lids % credit for croutons % credit for croutons	01/29/2021 food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, & janitorial pur food, kitchen, & janitorial pur credit for croutons credit for croutons	863.77 243.63 34.03 9.01 57.05 59.45 53.38 8.49 -3.82 -13.56
Total for Check Number 65957:				1,311.43
65958	SINGHRSS 301-12-105	Singh, Sarbjit AdY Improvements: payment to property owners	01/29/2021 AdY Improvements: payment	100.00
Total for Check Number 65958:				100.00
65959	SUAREZA 301-43-096A	Suarez, Anna AdY Improvements: payment to property owners	01/29/2021 AdY Improvements: payment	100.00
Total for Check Number 65959:				100.00
65960	TACTMED INV114488 INV114673	Tactical Medical Solutions, LLC tourniquets, ballistic response pouch, blast banda modular bandages	01/29/2021 tourniquets, ballistic response modular bandages	2,934.28 244.80
Total for Check Number 65960:				3,179.08
65961	TEWBILLS 01202021 01222021	Tempe, City of (Resident) water bills collected 1/20 water bills collected 1/22	01/29/2021 water bills collected 1/20 water bills collected 1/22	96.47 157.81
Total for Check Number 65961:				254.28
65962	VALLERAM 301-43-080	Valle, Ramon AdY Improvements: payment to property owners	01/29/2021 AdY Improvements: payment	100.00
Total for Check Number 65962:				100.00
65963	ZAMORAS 2021-TOG-3	Zamora, Stephanie COVID19: public information officer services 1/	01/29/2021 COVID19: public informatior	200.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 65963:	200.00
1202101	AFLAC 055998	AFLAC supplemental insurance Jan 21	01/31/2021 supplemental insurance Jan 21	549.64
			Total for Check Number 1202101:	549.64
1202102	ALLSTREA 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685 17238685	Allstream local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20	01/31/2021 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20 local telephone service Dec 20	60.17 58.69 161.40 14.67 30.02 14.89 30.63 14.67 29.35 29.35 76.48 44.02 29.35 102.71 221.16 8.87
			Total for Check Number 1202102:	926.43
1202103	AUTOZONE 2758360167 2758360171 2758360219 2758360244 2758361627 2758361632	AutoZone 01 dodge: radiator, antifreeze, water pump, gask heater bypass tube 01 Dodge: molded heater hose shop: wd40 sweeper: rear gas shock sweeper: rear gas shock	01/31/2021 01 dodge: radiator, antifreeze, heater bypass tube 01 Dodge: molded heater hose shop: wd40 sweeper: rear gas shock sweeper: rear gas shock	302.89 26.34 7.19 42.16 58.99 58.99
			Total for Check Number 1202103:	496.56
1202104	AZDOR Dec 20	AZ Department of Revenue mercado sales tax Dec 20	01/31/2021 mercado sales tax Dec 20	320.64
			Total for Check Number 1202104:	320.64
1202105	AZSRS 01152021 01152021 01152021 01152021 01152021 12302020 12302020 12302020 12302020 12302020	AZ State Retirement System PR Batch 00815.01.2021 Retirement-ASRS PR Batch 00815.01.2021 Retirement-ASRS-Em PR Batch 00815.01.2021 Long Term Disability PR Batch 00815.01.2021 Alternate Contribution PR Batch 00815.01.2021 Long Term Disability I PR Batch 00830.12.2020 Retirement-ASRS-Em PR Batch 00830.12.2020 Long Term Disability PR Batch 00830.12.2020 Alternate Contribution PR Batch 00830.12.2020 Retirement-ASRS PR Batch 00830.12.2020 Long Term Disability I	01/31/2021 PR Batch 00815.01.2021 ASF PR Batch 00815.01.2021 ASF PR Batch 00815.01.2021 ASF PR Batch 00815.01.2021 ASF PR Batch 00815.01.2021 ASF PR Batch 00830.12.2020 Reti PR Batch 00830.12.2020 Lon PR Batch 00830.12.2020 Alte PR Batch 00830.12.2020 Reti PR Batch 00830.12.2020 Lon	2,421.34 2,421.34 36.20 499.65 36.20 2,545.30 38.05 578.27 2,545.30 38.05
			Total for Check Number 1202105:	11,159.70
1202106	BLUECBS Jan 21 Jan 21 Jan 21	Blue Cross/Blue Shield of AZ health insurance Jan 21 health insurance Jan 21 health insurance Jan 21	01/31/2021 health insurance Jan 21 health insurance Jan 21 health insurance Jan 21	1,800.42 1,117.72 428.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	
		Jan 21	health insurance Jan 21	health insurance Jan 21	127.30
		Jan 21	health insurance Jan 21	health insurance Jan 21	3,717.70
		Jan 21	health insurance Jan 21	health insurance Jan 21	1,909.53
		Jan 21	health insurance Jan 21	health insurance Jan 21	127.30
		Jan 21	health insurance Jan 21	health insurance Jan 21	594.08
		Jan 21	health insurance Jan 21	health insurance Jan 21	171.44
		Jan 21	health insurance Jan 21	health insurance Jan 21	2,129.31
		Jan 21	health insurance Jan 21	health insurance Jan 21	248.40
		Jan 21	health insurance Jan 21	health insurance Jan 21	205.55
		Jan 21	health insurance Jan 21	health insurance Jan 21	334.13
		Jan 21	health insurance Jan 21	health insurance Jan 21	959.00
		Jan 21	health insurance Jan 21	health insurance Jan 21	85.72
		Jan 21	health insurance Jan 21	health insurance Jan 21	1,000.52
		Jan 21	health insurance Jan 21 ee dep	health insurance Jan 21	1,278.60
		Jan 21	health insurance Jan 21 ee portion	health insurance Jan 21	233.34
			Total for Check Number 1202106:		16,468.66
1202107	CENTURY	Centurylink	01/31/2021		
	Dec 20 TH	alarm pad Dec 20	alarm pad Dec 20		58.11
	Jan 21 Fire	dedicated line Jan 21 Fire	dedicated line Jan 21 Fire		92.22
			Total for Check Number 1202107:		150.33
1202108	CHASE	Chase Bank	01/31/2021		
	Dec 20	bank charges Dec 20	bank charges Dec 20		241.91
	Dec 20 TH	credit card machine charges in person Dec 20	credit card machine charges in		32.50
	Dec 20 TH Onlin	credit card machine charges online Dec 20	credit card machine charges o		116.06
			Total for Check Number 1202108:		390.47
1202109	CHASEMC	Chase Card Services	01/31/2021		
	Jan 21 1	hand sanitizers, face masks, and spray disinfecta	credit card purchases Jan 21 1		906.04
	Jan 21 1	saccess to Adobe pro Dec 20	credit card purchases Jan 21 1		27.56
	Jan 21 1	lysol, glass cleaner, and emergen-c	credit card purchases Jan 21 1		38.78
	Jan 21 1	O2 cylinder refill	credit card purchases Jan 21 1		39.22
	Jan 21 1	phone case	credit card purchases Jan 21 1		35.78
	Jan 21 1	home depot grant: grill, grill tool set, traegger gri	credit card purchases Jan 21 1		814.68
	Jan 21 1	c batteries for lifepaks	credit card purchases Jan 21 1		17.37
	Jan 21 1	access to secure email Dec 20	credit card purchases Jan 21 1		6.49
	Jan 21 1	charging cables, screen protectors, wall chargers,	credit card purchases Jan 21 1		136.90
	Jan 21 1	cancelled pool table move	credit card purchases Jan 21 1		-105.95
	Jan 21 1	% hominy, pickles, tomatoes, green onions, cilar	credit card purchases Jan 21 1		210.26
	Jan 21 1	% hominy, pickles, tomatoes, green onions, cilar	credit card purchases Jan 21 1		59.06
	Jan 21 1	% portion cups, lids, and black bags	credit card purchases Jan 21 1		58.57
	Jan 21 1	% portion cups, lids, and black bags	credit card purchases Jan 21 1		52.58
	Jan 21 1	% portion cups, lids, and black bags	credit card purchases Jan 21 1		8.36
	Jan 21 1	janitorial: mop bucket w/ side wringer, cleaning	credit card purchases Jan 21 1		447.51
	Jan 21 1	sm tools: lg monitor and 12 gal crates	credit card purchases Jan 21 1		248.17
	Jan 21 1	face masks never delivered, refunded	credit card purchases Jan 21 1		-22.10
	Jan 21 1	line 5 COVID19: capri sun, hot links, oranges, w	credit card purchases Jan 21 1		171.14
	Jan 21 1	line 5 COVID19: baby wipes, dish soap, mop he	credit card purchases Jan 21 1		749.12
	Jan 21 1	COVID vehicle car crash	credit card purchases Jan 21 1		13.00
	Jan 21 1	access to zoom and zoom webinar CY 21	credit card purchases Jan 21 1		507.32
	Jan 21 1	food bank: corned beef, cereal, beef broth, chick	credit card purchases Jan 21 1		2,739.47
	Jan 21 1	food bank janitorial: baby soap, detergent pacs, t	credit card purchases Jan 21 1		5,877.42
	Jan 21 1	food bank sm tools: 12 gal totes, 12 gal crates, 3f	credit card purchases Jan 21 1		429.20
	Jan 21 1	food bank other: quart bags, sandwich bags, and	credit card purchases Jan 21 1		96.55
	Jan 21 1	food bank office: notebooks, dry erase markers, t	credit card purchases Jan 21 1		483.32
	Jan 21 1	% varnish, woodcare, and sandpaper	credit card purchases Jan 21 1		24.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 21 1	% varnish, woodcare, and sandpaper	credit card purchases Jan 21 1	6.20
	Jan 21 1	% varnish, woodcare, and sandpaper	credit card purchases Jan 21 1	30.98
	Jan 21 1	office: cricut cutter, planners, pens, office desk o	credit card purchases Jan 21 1	937.01
Total for Check Number 1202109:				15,044.79
1202110	COX	Cox Communications, Inc	01/31/2021	
	Jan 21 Fire	tv service & internet service Jan 21 Fire	tv service & internet service J	132.81
	Jan 21 SC	tv service Jan 21 Senior Center	tv service Jan 21 Senior Cente	31.10
	Jan 21 TH	internet service Jan 21 TH	internet service Jan 21 TH	119.00
Total for Check Number 1202110:				282.91
1202111	AZDES	DES - Unemployment Tax	01/31/2021	
	10092020	PR Batch 00809.10.2020 Unemployment Town I	PR Batch 00809.10.2020 Une	27.09
	10232020	PR Batch 00823.10.2020 Unemployment Town I	PR Batch 00823.10.2020 Une	16.00
	11062020	PR Batch 00806.11.2020 Unemployment Town I	PR Batch 00806.11.2020 Une	23.31
	11202020	PR Batch 00820.11.2020 Unemployment Town I	PR Batch 00820.11.2020 Une	16.15
	11222020	PR Batch 00822.11.2020 Unemployment Town I	PR Batch 00822.11.2020 Une	47.63
	12042020	PR Batch 00804.12.2020 Unemployment Town I	PR Batch 00804.12.2020 Une	28.32
	12182020	PR Batch 00818.12.2020 Unemployment Town I	PR Batch 00818.12.2020 Une	15.78
	12302020	PR Batch 00830.12.2020 Unemployment Town I	PR Batch 00830.12.2020 Une	12.22
	Q4 CY 20 adj	adj to balance Q4 CY 20	adj to balance Q4 CY 20	-0.53
	Q4 CY 20 adj	adj to balance Q4 CY 20	adj to balance Q4 CY 20	12.65
	Q4 CY 20 adj	adj to balance Q4 CY 20	adj to balance Q4 CY 20	0.02
	Q4 CY 20 adj	adj to balance Q4 CY 20	adj to balance Q4 CY 20	-0.21
Total for Check Number 1202111:				198.43
1202112	EQUITABL	Equitable Financial Life Insurance Compan	01/31/2021	
	1187521	life insurance Jan 21	life insurance Jan 21	6.75
	1187521	life insurance Jan 21	life insurance Jan 21	6.85
	1187521	life insurance Jan 21	life insurance Jan 21	2.62
	1187521	life insurance Jan 21	life insurance Jan 21	0.78
	1187521	life insurance Jan 21	life insurance Jan 21	49.63
	1187521	life insurance Jan 21	life insurance Jan 21	23.52
	1187521	life insurance Jan 21	life insurance Jan 21	0.78
	1187521	life insurance Jan 21	life insurance Jan 21	3.66
	1187521	life insurance Jan 21	life insurance Jan 21	1.04
	1187521	life insurance Jan 21	life insurance Jan 21	12.38
	1187521	life insurance Jan 21	life insurance Jan 21	4.65
	1187521	life insurance Jan 21	life insurance Jan 21	2.82
	1187521	life insurance Jan 21	life insurance Jan 21	2.55
	1187521	life insurance Jan 21	life insurance Jan 21	11.14
	1187521	life insurance Jan 21	life insurance Jan 21	0.52
	1187521	life insurance Jan 21	life insurance Jan 21	4.39
Total for Check Number 1202112:				134.08
1202113	METLIFE	Metropolitan Life Ins Co	01/31/2021	
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	36.92
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	36.76
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	13.84
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	4.15
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	132.28
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	62.25
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	4.15
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	20.22
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	5.53
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	72.11
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	8.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	7.20
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	11.35
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	34.12
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	2.77
	Jan 21	dental insurance Jan 21	dental insurance Jan 21	25.40
	Jan 21	dental insurance Jan 21 ee dep	dental insurance Jan 21	243.83
	Jan 21	dental insurance Jan 21 COBRA	dental insurance Jan 21	27.67
Total for Check Number 1202113:				749.15
1202114	PRTAXF	PAYROLL TAXES-FEDERAL	01/31/2021	
	01152021	Federal Tax: 1/15 payroll	Federal Tax: 1/15 payroll	3,706.31
	01152021	FICA Tax: 1/15 payroll	Federal Tax: 1/15 payroll	6,806.84
	01152021	Medicare Tax: 1/15 payroll	Federal Tax: 1/15 payroll	1,591.92
	12302020	FICA Tax: 12/30 payroll	Federal Tax: 12/30 payroll	7,770.46
	12302020	Medicare Tax: 12/30 payroll	Federal Tax: 12/30 payroll	1,817.26
	12302020	Federal Tax: 12/30 payroll	Federal Tax: 12/30 payroll	4,599.17
Total for Check Number 1202114:				26,291.96
1202115	PRTAXS	PAYROLL TAXES-STATE	01/31/2021	
	01152021	State Tax: 1/15 payroll	State Tax: 1/15 payroll	1,560.38
	12302020	State Tax: 12/30 payroll	State Tax: 12/30 payroll	1,838.77
Total for Check Number 1202115:				3,399.15
1202116	PSPRS	Public Safety Personnel Retire	01/31/2021	
	01152021	PR Batch 00815.01.2021 Retirement-PSPRS	PR Batch 00815.01.2021 Reti	1,603.81
	01152021	LESS FIRE INSURANCE PREMIUM TAX CR	PR Batch 00815.01.2021 Reti	-192.84
	01152021	PR Batch 00815.01.2021 Retirement-PSPRS-Err	PR Batch 00815.01.2021 Reti	5,078.28
	12302020	LESS FIRE INSURANCE PREMIUM TAX CR	PR Batch 00830.12.2020 Reti	-192.84
	12302020	PR Batch 00830.12.2020 Retirement-PSPRS-Err	PR Batch 00830.12.2020 Reti	5,919.72
	12302020	PR Batch 00830.12.2020 Retirement-PSPRS	PR Batch 00830.12.2020 Reti	1,899.05
Total for Check Number 1202116:				14,115.18
1202117	SRP1277	Salt River Project	01/31/2021	
	Dec 20	utility: electricity Dec 20 stott park	utility: electricity Dec 20	401.16
	Dec 20	utility: electricity Dec 20 straw bale house	utility: electricity Dec 20	36.63
	Dec 20	utility: electricity Dec 20 stott park restrooms	utility: electricity Dec 20	40.24
	Dec 20	utility: electricity Dec 20 biehn park restrooms	utility: electricity Dec 20	31.80
	Dec 20	utility: electricity Dec 20 sprinklers @ street	utility: electricity Dec 20	31.80
	Dec 20	utility: electricity Dec 20 marquee	utility: electricity Dec 20	76.82
	Dec 20	utility: electricity Dec 20 cemetery	utility: electricity Dec 20	33.86
	Dec 20	utility: electricity Dec 20 biehn park security/stre	utility: electricity Dec 20	254.45
	Dec 20	utility: electricity Dec 20 fire dept	utility: electricity Dec 20	308.73
	Dec 20	utility: electricity Dec 20 % sr center	utility: electricity Dec 20	164.04
	Dec 20	utility: electricity Dec 20 % sr center	utility: electricity Dec 20	41.01
	Dec 20	utility: electricity Dec 20 % sr center	utility: electricity Dec 20	205.05
	Dec 20	utility: electricity Dec 20 headstart	utility: electricity Dec 20	350.76
	Dec 20	utility: electricity Dec 20 ret basin @ vaou nawi	utility: electricity Dec 20	32.46
	Dec 20	utility: electricity Dec 20 TH	utility: electricity Dec 20	724.60
	Dec 20	utility: electricity Dec 20 Library	utility: electricity Dec 20	248.44
	Dec 20	utility: electricity Dec 20 CAP	utility: electricity Dec 20	62.11
	Dec 20	utility: electricity Dec 20 ret bas @ pitaya	utility: electricity Dec 20	31.17
	Dec 20	utility: electricity Dec 20 security light @ merca	utility: electricity Dec 20	246.75
	Dec 20	utility: electricity Dec 20 security light @ fire	utility: electricity Dec 20	17.40
	Dec 20	utility: electricity Dec 20 mercado	utility: electricity Dec 20	2,082.78
	Dec 20	utility: electricity Dec 20 maint yd	utility: electricity Dec 20	132.06
	Dec 20	utility: electricity Dec 20 sewer metering station	utility: electricity Dec 20	33.99
	Dec 20	utility: electricity Dec 20 ret basin @ guadalupe	utility: electricity Dec 20	32.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Dec 20	utility: electricity Dec 20 street lights	utility: electricity Dec 20	327.83
	Dec 20	utility: electricity Dec 20 biehn park lights	utility: electricity Dec 20	406.94
Total for Check Number 1202117:				6,355.27
1202118	SRP1278 Dec 20	Salt River Project street lights and traffic signals Dec 20	01/31/2021 street lights and traffic signals	2,336.63
Total for Check Number 1202118:				2,336.63
1202119	TEBLDGS 43524 Dec 20 53814 Nov 20 61814 Nov 20 80814 Nov 20	Tempe, City of utility: water Dec 20 hydrant meters utility: water Nov 20 basin @ vaou nawi utility: water Nov 20 basin @ stott park utility: water Nov 20 ret basin @ guadalupe	01/31/2021 utility: water Dec 20 hydrant 1 utility: water Nov 20 basin @ utility: water Nov 20 basin @ utility: water Nov 20 ret basin	67.58 1,141.00 1,746.85 3,145.54
Total for Check Number 1202119:				6,100.97
1202120	WEX 69356824 69356824 69356824 69356824 69356824 69356824 69356824	WEX Bank fuel expenses Dec 20 fuel expenses Dec 20 fuel expenses Dec 20 fuel expenses Dec 20 fuel expenses Dec 20 % sr center @ 75% fuel expenses Dec 20 % sr center @ 25% rebate Dec 20	01/31/2021 fuel expenses Dec 20 fuel expenses Dec 20 fuel expenses Dec 20 fuel expenses Dec 20 fuel expenses Dec 20 fuel expenses Dec 20 fuel expenses Dec 20	26.52 27.36 916.61 559.50 69.09 23.02 -5.07
Total for Check Number 1202120:				1,617.03
Report Total (122 checks):				488,088.96