

*****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**

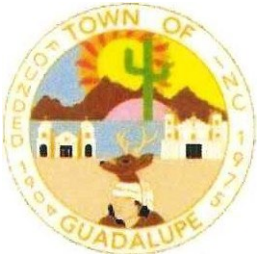
**THURSDAY, AUGUST 11, 2022
6:00 P.M.**

**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 Guadalupe Town Council and to the public that the Guadalupe Town Council will hold a meeting, open to the public, on Thursday, August 11, 2022, 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 July 14, 2022, 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: Child Support Awareness Month Proclamation
- G. DISCUSSION AND POSSIBLE ACTION ITEMS:
 - 1. **SPECIAL EVENT LIQUOR LICENSE REQUEST:** Council will consider and may take action to forward a recommendation of approval, denial, or no recommendation to the Arizona Department of Liquor Licenses and Control for a Special Event Liquor License. The Applicant is Ralph Cota on behalf of the American Legion Post 124 Guadalupe Veterans, a non-profit organization. The event location is the Mercado de Guadalupe patio and Multi-purpose Room Suite #3, 9201 South Avenida del Yaqui, Guadalupe, AZ. The proposed event will be held on Saturday, October 8, 2022, 7:00 PM – 12:00 Midnight. Maricopa County Sheriff's Office personnel will provide event security and the Post will provide age identification verification for alcohol consumption. Council may provide direction to the Town Manager / Clerk.



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

2. CONSULTING SERVICES AGREEMENT – PLANNING AND DEVELOPMENT SERVICES:

Council will consider and may take action to authorize the Mayor, or designee, to enter into a Consulting Services Agreement (C2022-37) for Planning and Development Services between the Town of Guadalupe and Anaradian & Associates, LLC. The total contract shall not exceed \$42,000 annually with a hourly rate of \$125/hour, and not to exceed \$3,500 monthly. The contract term is July 1, 2022 – June 30, 2023. Council may provide direction to the Town Manager / Clerk.

3. COMMUNITY ACTION PROGRAM (CAP) HOMELESSNESS SERVICES UPDATE:

Council will receive an update on homelessness services provided in the Town of Guadalupe from the CAP staff related to current service provider partnerships, outreach efforts, crisis mitigation, service and diversion assistance, and long-term preventative and chronic condition care management. Council may provide direction to the Town Manager / Clerk.

4. GENERAL FUND REVENUE GENERATING OPTIONS:

Council will receive a presentation outlining General Fund revenue generating options for consideration. Council may provide direction to the Town Manager / Clerk.

5. SCHEDULE SPECIAL COUNCIL MEETING – 2022 PRIMARY ELECTION CANVASS:

Council will consider scheduling a Special Council Meeting to canvass the 2022 Primary Election results. Per Arizona Revised Statutes (A.R.S.) 16-642(A), cities and towns must canvass election results not less than 6 days nor more than 20 days following the election. Monday, August 22, 2022, is the deadline to comply with this A.R.S. requirement. Council may provide direction to the Town Manager / Clerk.

H. TOWN MANAGER/CLERK'S COMMENTS

I. COUNCILMEMBERS' COMMENTS

J. ADJOURNMENT



August 4, 2022

To: The Honorable Mayor and Town Council

From: Jeff Kulaga, Town Manager / Clerk

RE: **August 11, 2022, Town Council Regular Meeting Information Report**

The purpose of this report is to provide brief information regarding each agenda item.

Agenda Items:

D1. JULY 14, 2022, REGULAR COUNCIL MEETING MINUTES (PAGES 9 – 12)

F. CHILD SUPPORT AWARENESS MONTH PROCLAMATION (PAGE 13)

G1. SPECIAL EVENT LIQUOR LICENSE REQUEST (PAGES 14 – 17): The Arizona Department of Liquor Licenses and Control requires local municipalities to forward a recommendation of approval, denial, or no recommendation for Special Event Liquor License applications. The American Legion Post 124 Guadalupe Veterans, a non-profit organization has filed a Special Event Liquor License application with the Arizona Department of Liquor Licenses and Control. The Applicant is Ralph Cota on behalf of the American Legion Post 124 Guadalupe Veterans. The event is scheduled for Saturday, October 8, 2022, 7:00 PM – 12:00 Midnight at the Mercado de Guadalupe (patio), 9201 South Avenida del Yaqui, Suite 3, Guadalupe, AZ. Maricopa County Sheriff's Office personnel will provide event security and the Post will provide age identification verification for alcohol consumption. This is a fundraising dance for the Post, where approximately 60 people are expected to attend.

G2. CONSULTING SERVICES AGREEMENT – PLANNING AND DEVELOPMENT SERVICES (PAGES 18 – 25): Consulting Services Agreement for Planning and Development Services between the Town of Guadalupe and Anaradian & Associates, LLC (A&A). The total annual contract shall not exceed \$42,000 at an hourly rate of \$125/hour, and not to exceed \$3,500 monthly. The contract term is July 1, 2022 – June 30, 2023.

Scope of services includes:

“Development Plan Review services in support of the administration of the Town of Guadalupe, Arizona’s Code of Ordinances, Title XV: LAND USAGE.”

Review of certain development project proposals received by the Owner’s (Town) Representative. Research, correspondence and collection of additional information on behalf of the Town as may be required to complete A&A’s 3rd party written evaluations of development proposals received. These 3rd party written evaluations may be for internal use by the Owner, and/or accompany the Owner’s consideration of land entitlement application review and permitting activities within to its Code of Ordinances, Title XV: LAND USAGE. This scope of consulting services does not include engagement of and presentation to: citizen groups, boards, commissions, and the Town Council unless specifically directed by the Owner’s Representative.

“Proposed text amendments to Chapter 154: Zoning of Title XV: LAND USAGE of the Guadalupe, Arizona Code of Ordinances”

Background research and coordination of available information pertaining to the current administration of Chapter 154 and the Town’s land use program. Creation of Chapter 154 text amendments and supporting exhibits will be in number and content in accordance with the direction of the Owner’s Representative. Engagement of and presentation to: citizen groups, boards, commissions, and the Town Council as directed by the Owner’s Representative.

“Supporting Code Exhibits”

This work will also include production of exhibits for Chapter 154 that can be incorporated in print, online and for use at public hearings and presentations.

“Town’s First General Plan”

Facilitate creation of a General Plan document to bring the Town into Compliance with applicable State requirements (A.R.S. 9-461.05. General plans; authority; scope). Creation of the General Plan and supporting exhibits may include engagement of and presentation to: citizen groups, boards, commissions, and the Town Council as directed by the Owner’s Representative.

“Billboard Lease Agreements”

Facilitate new leases for the Town’s “Carmen” and “Yusoca” billboard locations. Negotiate on the Town’s behalf, under the direction of the Town Manager. Review and advise on any market analysis and comparative analyses of lease terms provided by the current or potential lessors. Draft and recommend any supporting code text amendments to facilitate the new lease agreements. The timeline of this effort should allow for a Town Council determination of intent to enter a lease renewal or new request for proposals in November of 2022.

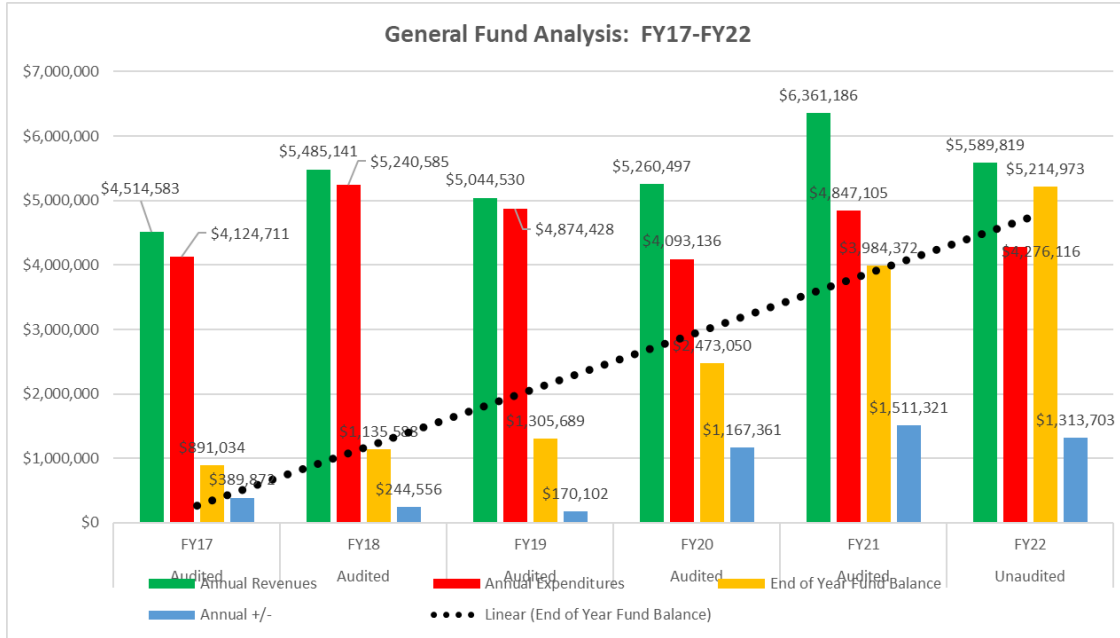
“Planning and Development Fee Studies”

Conduct a study of the Town’s development and planning fees for services and use of Town-owned facilities as compared to similarly situated jurisdictions in Arizona. The analysis may include Development Impact fees and some engineering-related fees. Recommendations will be made regarding a revised Town fee schedule to the Town Manager, as well as any follow-on studies that may be required by other qualified 3rd parties to facilitate certain fees under State Law (for example, establishment of a new Impact Fee Program under state law would require additional technical analysis beyond the scope of this Fee Study). Creation of the Planning and Development Fee Studies and supporting exhibits, and enabling Town Council action may include engagement of additional Town staff and presentation to: citizen groups, boards, commissions, and the Town Council as directed by the Owner’s Representative.

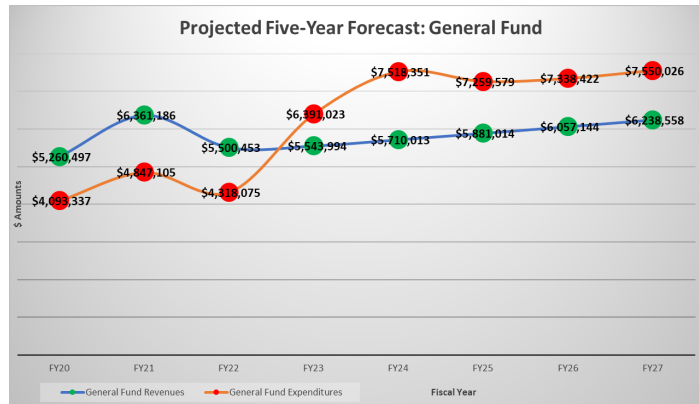
G3. COMMUNITY ACTION PROGRAM (CAP) HOMELESSNESS SERVICES UPDATE (PAGES 26 – 35): As a follow up to a Council approved contract with Community Bridges, Inc., (CBI) on June 9, 2022, CAP staff will provide an update on homelessness services provided in the Town of Guadalupe which will include outreach services, crisis mitigation, service and diversion assistance, and long-term preventative and chronic condition care management and an update on the partnerships with CBI and Chicanos Por La Causa to provide these services.

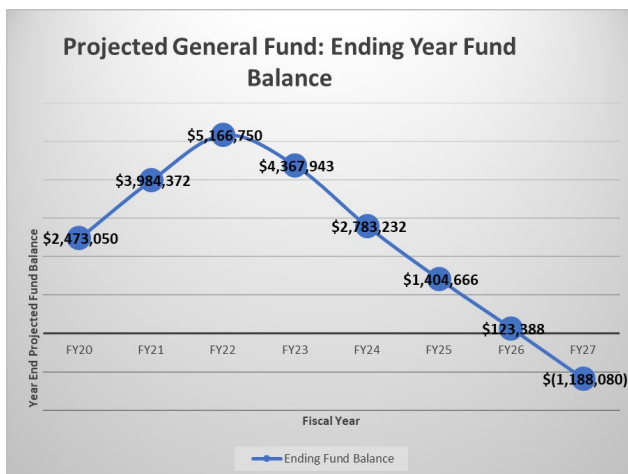
G4. GENERAL FUND REVENUE GENERATION OPTIONS (PAGES 36 – 47): A continuing challenge for the Town of Guadalupe is fiscal sustainability, ensuring that annual revenues exceed annual expenditures in all Town funds with particular attention to the General Fund. It is important that General fund and other fund end of year balances are not used to offset annual budgetary deficits. In May 2019, Town staff began examining revenue options to secure annual recurring revenue generators, unfortunately that focus was diverted to COVID-19 over the past few years.

Over the past six years, the General Fund has performed well with revenues annually exceeding expenditures. As a result, the General Fund balance increased from \$891,035 in FY 2017 to an estimated \$5,214,973 at the end of FY 2022, June 30, 2022, as illustrated on the chart below.



This General Fund growth is in part due to thoughtful expenditures to provide Town services, programs, and projects; seeking a variety of grants as an alternative to General Funds resources; and proper use of COVID-19 relief and recovery monies for eligible Town services, programs, and projects. While the General Fund balance is healthier than it once was, an initial five-year financial forecast, presented as part of the FY 2023 annual budget, is of concern. This initial five-year forecast projects annual deficit spending resulting in a General Fund balance deficit in FY 2027, as illustrated below.





Proposed Tentative FY2023: Projected Five Year General Fund Forecast								
	Actual	Actual	Projected	Proposed	Projected	Projected	Projected	Projected
	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
General Fund Revenues	\$ 5,260,497	\$ 6,361,186	\$ 5,500,453	\$ 5,543,994	\$ 5,710,013	\$ 5,881,014	\$ 6,057,144	\$ 6,238,558
General Fund Expenditures	\$ 4,093,337	\$ 4,847,105	\$ 4,318,075	\$ 6,391,023	\$ 7,518,351	\$ 7,259,579	\$ 7,338,422	\$ 7,550,026
Annual Gain/Loss	\$ 1,167,160	\$ 1,514,081	\$ 1,182,378	\$ (847,029)	\$ (1,808,338)	\$ (1,378,565)	\$ (1,281,278)	\$ (1,311,468)
Beginning Fund Balance	\$ 1,305,889	\$ 2,473,050	\$ 3,984,372	\$ 5,166,750	\$ 4,591,569	\$ 2,783,232	\$ 1,404,666	\$ (154,032)
Ending Fund Balance	\$ 2,473,050	\$ 3,984,372	\$ 5,166,750	\$ 4,367,943	\$ 2,783,232	\$ 1,404,666	\$ 123,388	\$ (1,188,080)

- A) To plan and update the five-year financial forecast and seek recurring revenue generators, staff proposes two initiatives: Conduct a five-year financial forecast. The last financial forecast was prepared in 2019. Since then, a decline in state shared revenue distribution and hotel bed tax reductions have adversely impacted Town revenues while the cost of materials, products, and services have increased. An updated five-year forecast would provide a current analysis.
- B) Research and analyze three revenue generating options for consideration:

1) **Marijuana Dispensary Hours:** Consider extending dispensary hours of operations, currently allowed, from 8:00 AM to 12:00 Midnight to a 24-hour operation. Presently, Town Code allows:

MEDICAL MARIJUANA

§ 154.082 OPERATION REQUIREMENTS.

Any medical marijuana dispensary or cultivation/infusion facility, except within a residential home, shall comply with the following requirements as well as those contained within A.R.S. Title 36, Chapter 28.1.

(E) The medical marijuana dispensary is limited to the hours of operation not earlier than 8:00 a.m. and not later than 12:00 midnight unless otherwise revised by the Arizona Revised Statutes.

RECREATIONAL MARIJUANA

§ 154.093 MARIJUANA ESTABLISHMENT PROHIBITED; EXEMPTIONS.

(B) An allowed marijuana establishment shall:

(1) Be open to the public for business no earlier than 8:00 a.m. and no later than 12:00 midnight.

Timing: September / October 2022: Should Town Council provide direction to amend the hours of operation for medical/recreational marijuana facilities, Town staff would advertise the public hearing date, time, and proposed code text amendment for the September 8, 2022, Town Council Regular meeting. Any ordinance change would become effective 30 days after the Council adopts the ordinance.

- 2) **Billboard contracts:** The Town has two billboard license agreements with Clear Channel Outdoor, Inc. to locate and operate billboards on Town-owned land located at Carmen and I-10 and Yusuco and I-10. Both agreements are expiring in May 29, 2023 after a 20-year term. Over the 20-year term, the Town has received \$27,500 annually, per contract. Per #4 of each agreement:

“the Licensee shall continue in full force and effect for its initial period and thereafter for subsequent like period, unless not less than 180 days prior to the end of the initial or any subsequent license period, the Town or the Licensee gives notice of termination.”

Timing: September / October 2022: Based on the 180-day notification, the Town has two options: A) consider proposal and renegotiate with Clear Channel, Outdoor, Inc. or, B) provide notice of termination prior to the 180 day end of the license period, with a deadline of November 29, 2022. Presently, Town staff has been in discussions with Clear Channel, Outdoor, Inc.

- 3) **Fees: Town Code of Ordinances include several fees** in payment for licenses, permits, and services performed or provided by the town. A review of these fees began in 2019 however were put on hold. Included in the packet materials is the Town Code of Ordinances Appendix A – Schedule of Fees and Charges. This schedule includes public works, general regulations, business regulations, liquor fees, building and inspection fees, zoning fees, and sign permit fees.

In addition, cemetery fees were compared in the FY20/21 budget review as follows:

COMPARATIVE CEMETERY FEES FOR BURIAL SPACES					
	SINGLE	STACK	SIDE/SIDE	URNS	INFANT
GUADALUPE	\$ 200	\$ 400	\$ 400	\$ 100	\$ 100
GLENDALE	\$ 1,624	\$ 2,033	\$ 2,033	\$ 816	\$ 549
MESA	\$ 2,100	\$ 2,590	\$ 2,590	\$ 870	\$ 665
TEMPE	\$ 2,025	\$ 3,750	\$ 3,750	\$ 1,090	\$ 520
BENSON	Town website only listed \$150 per plot, no other info given				

* No fee if family does preparation in Guadalupe, no infant fee listed

The charts above are referenced from city websites that have approved fee schedules, some cities also include an admin fee for filing. Also, the least expensive fees are listed, some cities offer more costly options.

Last, the monthly sewer utility fee of \$6.00 for sewer utility customers has remained the same for more than ten years. This totals approximately \$83,000 annually in collected fees. Unfortunately, with increasing costs and repairs, sewer fund expenditures have exceeded sewer revenues resulting in use of the Sewer Fund balance. The Sewer Utility Fund is an Enterprise Fund that is meant to be self-sustaining and continued dependency on fund balance is not sustainable. The table below shows the sewer fund performance since 2017.

SEWER FUND Summary	2017	2018	2019	2020	2021	2022
TOTAL SEWER FUND REVENUES	\$86,490	\$96,088	\$104,930	\$98,523	\$152,204	\$516,050
TOTAL SEWER FUND EXPENDITURES	-\$271,093	\$207,662	-\$241,649	-\$394,730	-\$120,308	\$570,005
REVENUES OVER (UNDER) EXPENDITURES	-\$184,603	-\$111,574	-\$136,719	-\$296,207	\$31,896	-\$53,955
Beginning Fund Balance	\$1,459,257	\$1,274,655	\$1,163,078	\$1,026,359	\$730,152	\$762,048
Ending Fund Balance	\$1,274,655	\$1,163,078	\$1,026,359	\$730,152	\$762,048	\$736,203

Timing: February / March 2023: Initiate a Town fee study, including understanding when each fee became effective, how fees compare to like municipalities, seek public input, and present finding to Town Council. This is an estimated five-month effort. Based on State Statute, effective date of any revised fees would likely be October 2023 or January 2024.

Per Arizona Revised Statute 9-499.15, if Council wishes to create a new fee (or tax) or pursue an increase in fees (or taxes) for certain Town operating functions, a report or data that supports the new fee (tax) or increase in fees (taxes) must be posted on the Town's website a minimum of 60 days prior to a public hearing at a Town Council Meeting.

A resolution or ordinance would also be required, to amend the Town Code to codify the fee(s) or tax(es). Per the Town Code, resolutions and ordinances become effective 30 days after adoption. If adopted, staff would also be required to post the resolution or ordinance in three or more public places within the Town.

Town staff is prepared to proceed with a five-year budget forecast and any of these revenue generating options per Town Council direction.

G5. SCHEDULE SPECIAL COUNCIL MEETING – 2022 PRIMARY ELECTION CANVASS (PAGE 48): Arizona Revised Statutes (A.R.S.) 16-642(A), requires cities and towns to canvass election results not less than 6 days nor more than 20 days following the election (August 2, 2022, Primary Election). Monday, August 22, 2022, is the deadline to comply with this A.R.S. requirement. The next regularly schedule Council Meeting is on August 25, 2022, which is beyond the A.R.S. deadline. The re-elected and newly elected Mayor and Councilmembers will take office after a swearing in ceremony at the November 10, 2022, Regular Council Meeting. Staff is seeking Council direction on when to schedule a Special Council Meeting.



Minutes Town Council Regular Meeting July 14, 2022

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

Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, July 14, 2022, 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 6:06 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 Joe Sánchez

Councilmember Absent: Councilmember Anita Cota Soto

Staff Present: Jeff Kulaga – Town Manager / Clerk, and Jennifer Drury – Assistant to the Town Manager, and David Ledyard – Town Attorney

C. INVOCATION/PLEDGE OF ALLEGIANCE

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

D. APPROVAL OF MINUTES

1. Approval of the June 9, 2022, Town Council Regular Meeting Minutes.
2. Approval of the June 15, 2022, Town Council Special Meeting Minutes.
3. Approval of the June 23, 2022, Town Council Regular Meeting Minutes.
4. Approval of the June 23, 2022, Town Council Special Meeting Minutes.

Motion by Vice Mayor Vital to approve agenda items D1 – D4; second by Councilmember Bravo. Motion passed unanimously on a voice vote 6-0.

1. Councilmembers approved the June 9, 2022, Town Council Regular Meeting Minutes.
2. Councilmembers approved the June 15, 2022, Town Council Special Meeting Minutes.
3. Councilmembers approved the June 23, 2022, Town Council Regular Meeting Minutes.
4. Councilmembers approved the June 23, 2022, Town Council Special Meeting Minutes.

E. CALL TO THE PUBLIC: No one spoke.

F. MAYOR and COUNCIL PRESENTATIONS: None.

G. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. CHICANOS POR LA CAUSA YOUTH PROGRAMS

Mayor Molina called upon Renato Ramos and Daniel Perez to provide a presentation from Chicanos Por La Causa (CPLC) representatives regarding CPLC newly hired youth coordinators serving Guadalupe youth. Mr. Ramos stated that there will be youth facilitators that will be working with middle and high school students with a focus on social and emotional development. CPLC has partnered with the Guadalupe Boxing Gym to offer boxing training to program participants.



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

In response to a question regarding the recruitment process, Mr. Ramos stated that the Family Resources Center (FRC) will have registration materials and flyers that outline what the programs offer. There are 60 openings for youth participants. This is a free after-school program that is offered throughout the school year. Program organizers are working on leveraging funding to provide snacks to program participants.

Daniel Perez stated that he is participating in this program which is separate from his role with the Tempe Union High School District.

A Councilmember suggested that program organizers work with St. Mary's Food Bank, Frank Elementary School, and the Guadalupe Library to provide snacks to program participants. *There is no material for this agenda item.*

2. APPROVAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN MARICOPA COUNTY ADMINISTERED BY ITS HUMAN SERVICES DEPARTMENT AND TOWN OF GUADALUPE FOR COMMUNITY ACTION PROGRAM SERVICES

Mayor Molina stated that this agenda item is for Council to consider authorizing the Mayor, or designee, to sign an Intergovernmental Agreement with Maricopa County (County) by and through its Human Services Department and the Town of Guadalupe for Emergency Food Distribution, Senior Food Distribution and Family Hygiene Supply Programs by the Community Action Program (CAP). The IGA term is from July 1, 2022, through June 30, 2023, with the County providing \$100,000 to the Town's CAP for these social services.

Jeff Kulaga, Town Manager / Clerk, stated that the proposed intergovernmental agreement (IGA) represents a shift in the Community Action Program's (CAP) efforts to provide social services to Guadalupe residents. Historically, CAP has facilitated the intake and processing of rental and utility assistance for eligible Guadalupe families, in coordination with Maricopa County (County). The proposed IGA focuses on emergency food distribution, senior food distribution, family hygiene supplies, and workforce referrals. If approved, the Town will receive \$100,000 for CAP to provide these services. Rental and utility assistance will also be available primarily through the County.

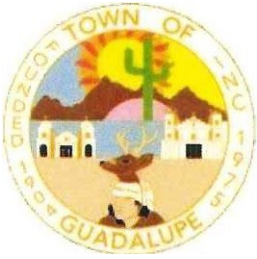
In response to how this will impact the number of clients that CAP anticipates, Annette Padilla, CAP Director, stated that it is difficult to anticipate how this programmatic change will impact the number of CAP clients. Families will need to submit applications electronically, or via telephone to the County.

In response to a question regarding rental assistance and how that may impact residents that have received an eviction notice, Ms. Padilla stated that CAP will advise the resident to contact the County so that they can get prioritized. CAP assists individuals to set up e-mail accounts so that they can work with the County electronically.

Mr. Kulaga stated that the County manages the funding. Should there be problems delivering services, staff will notify County officials. Ms. Padilla stated that staff will be participating in focus groups with the County to work on potential service gaps in the new processes.

In response to a question regarding if the IGA funds the food and hygiene products, Ms. Padilla stated that the food is provided via in-kind donations from various sources. The Town provides funding for hygiene supplies and at times, food. With the increase in food costs combined with the hot weather, the CAP has experienced an increase in clientele.

In response to a question regarding how the Supplemental Nutrition Assistance Program (SNAP) is administered, Ms. Padilla stated that the Wildfire organization will provide training to CAP staff on how to enroll, prescreen, and advertise the program to Guadalupe families. Individuals that do not live in Guadalupe are referred to the community in which they reside.



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

Motion by Vice Mayor Vital to approve agenda item G2; second by Councilmember Cota. Motion passed unanimously on a voice vote 6-0.

Councilmembers authorized the Mayor, or designee, to sign an Intergovernmental Agreement (C2022-35) with Maricopa County (County) by and through its Human Services Department and the Town of Guadalupe for Emergency Food Distribution, Senior Food Distribution and Family Hygiene Supply Programs by the Community Action Program (CAP). The IGA term is from July 1, 2022, through June 30, 2023, with the County providing \$100,000 to the Town's CAP for these social services.

3. FALL 2022 PRIMARY AND GENERAL ELECTIONS UPDATE

Mayor Molina called upon Jeff Kulaga, Town Manager / Clerk, to provide an update regarding schedules for the August 2, 2022, Primary Election and the November 8, 2022, General Election.

Mr. Kulaga stated that all election related information and materials are provided by the Maricopa County Elections Department in English and Spanish. Mr. Kulaga then reviewed key election deadlines related to the August 2, 2022, Primary Election. The Mercado Multi-purpose Room will serve as an early voting center, beginning on Friday, July 22 through election day (closed Sundays).

Mr. Kulaga then reviewed key election deadlines for the November 8, 2022, General Election. The Mercado Multi-purpose Room will serve as an early voting center, beginning on October 28, through election day (closed Sundays).

4. INTERSTATE 10 (I-10) BROADWAY CURVE IMPROVEMENT PROJECT UPDATE

Mayor Molina called upon Jeff Kulaga, Town Manager / Clerk, to provide an update regarding the Interstate 10 Broadway Curve Improvement Project current road closure, detours, and related project impacts to the Town of Guadalupe. The Guadalupe Road bridge is closed over I-10 from July 11 to July 25, 2022. The north side of the bridge is being widened in preparation for the installation of a sidewalk on the bridge as well as the Guadalupe and Phoenix approaches to the bridge. The Arizona Department of Transportation (ADOT) is the oversight authority on the project. There will also be an added retaining wall on the Guadalupe approach to the bridge where a mural could be displayed. ADOT will also be using a portion of Town-owned property as a staging area. The project includes drainage improvements. Traffic inconveniences will be occurring.

5. CLAIMS

Mayor Molina stated that this agenda item is for Council to consider approving the check register for June 2022, totaling \$828,412.92.

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

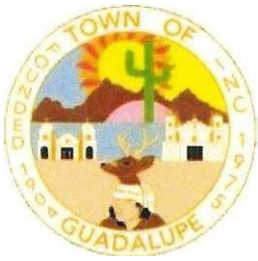
Councilmembers approved the check register for June 2022, totaling \$828,412.92.

6. PURCHASE OF PROPERTY – 8002 SOUTH AVENIDA DEL YAQUI, GUADALUPE AZ

Mayor Molina requested that agenda item G6 be removed from the agenda. David Ledyard, Town Attorney, stated that the property is in escrow with a qualified buyer.

Councilmembers agreed to remove agenda item G6 from the Council agenda:

Council will consider and may take action to authorize the Mayor or designee, to sign any and all documents necessary to purchase the property located at 8002 South Avenida del Yaqui, Guadalupe, AZ to the Town of Guadalupe for a purchase price not to exceed \$50,000.



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

H. TOWN MANAGER/CLERK'S COMMENTS

Jeff Kulaga, Town Manager / Clerk

- o Congratulated Senior Center staff on the successful departmental audit recently conducted by the Maricopa County Health Department.
- o Congratulated Public Works and Community Action Program staff in collaborating with Community Bridges Incorporated, and Chicanos Por La Causa in providing services to the homelessness population.

I. COUNCILMEMBERS' COMMENTS

Councilmember Bravo

- o Thanked staff for their work.
- o Thanked the community for staying safe and healthy.
- o Cautioned everyone about the hot weather.
- o Urged everyone to take care of their pets.

Vice Mayor Vital

- o July 16, 2022 – Back to School event & vaccination clinic.

Councilmember Sánchez

- o Thanked staff for their work.
- o Urged everyone to watch out for their neighbors.

Councilmember Osuna

- o Thanked staff for their work.
- o Congratulated Senior Center staff on their successful department audit by Maricopa County.

Mayor Molina

- o Thanked Jennifer Drury, Assistant to the Town Manager, for her leadership.
- o Requested that staff provide revenue generating ideas at the August 11, 2022 Regular Council meeting.
- o Congratulated Senior Center staff on their successful department audit by Maricopa County.
- o July 16, 2022 – Back to School event & vaccination clinic.

J. ADJOURNMENT

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

The meeting was adjourned at 6:48 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 July 14, 2022, 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

WHEREAS, the Town of Guadalupe joins the Nation in recognizing August as Child Support Awareness Month, and reaffirms its commitment to strengthening Arizona's families by providing child support services to improve the economic stability and well-being of children; and

WHEREAS, a child who receives emotional and financial support is more likely to feel safe and secure and is better equipped with the courage to be their very best in life; and

WHEREAS, the Department of Economic Security Division of Child Support Services (DCSS), is a strong advocate for shared parenting responsibilities because parents and children benefit when both parents are engaged with their child at every stage, regardless of marital status; and

WHEREAS, strengthening individuals and families with an emphasis on fiscal responsibility promotes the safety and well-being of children, provides stability, improves the lives of children, and provides opportunities for families to be able to enhance their children's future; and

WHEREAS, child support awareness month salutes diligent parents who spend time with their child and who make regular child support payments to safeguard their children's future.

NOW THEREFORE, I, Valerie Molina, Mayor of the Town of Guadalupe, do hereby proclaim the month of **August 2022** as "**Child Support Awareness Month**" in the Town of Guadalupe.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the Town of Guadalupe.

Signed this 11th day of August, 2022

Valerie Molina, Mayor





Arizona Department Liquor License and Control
 800 W Washington St. 5th Floor
 Phoenix, AZ 85007-2934
azliquor.gov
 602-542-5141

DLLC USE ONLY	
Job #:	
Date Accepted:	
CSR:	
License #:	

**SPECIAL EVENT LICENSE APPLICATION
 FEE \$25.00 PER DAY**

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852
 1-10 days consecutive days only, *Cash, Checks or Money Orders Only*)

SECTION 1 Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

- Applicant: _____
- Applicant's mailing address: _____
Street City State Zip
- Applicants home/cell phone: _____ Applicant's business phone: _____
- Applicant's email address: _____

SECTION 2 Name of Non-Profit Organization, Candidate or Political Party/Gov.: _____

SECTION 3 Non-Profit/IRS Tax Exempt Number: _____

SECTION 4 Event Location: _____

SECTION 5 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.
 See A.R.S. § 4-244(15) and (17) for legal hours of service.

****SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY****

Days	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	_____	_____	_____	_____
DAY 2:	_____	_____	_____	_____
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

SECTION 6 What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

_____ Number of Police _____ Number of Security Personnel Fencing Barriers

Explanation: _____

SECTION 7 Will this event be held on a currently licensed premises and within the already approved premises?

Yes No If yes, Local Governing Body signature is not required.

Name of Business **License Number** **Phone (Include Area Code)**

SECTION 8 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- Place license in non-use
- Dispense and serve all spirituous liquors under retailer's license
- Dispense and serve all spirituous liquors under special event
- Split premise between special event and retail location

SECTION 9 What is the purpose of this event?

On-site consumption Off-site (auction/wine/distilled spirits pull) Both

SECTION 10

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?

Yes No If yes, attach explanation.

2. How many special event days have been issued to this organization during the calendar year? _____

3. Is the Organization using the services of a Licensed Contractor?

Yes No If yes, please provide the Name of the Licensed Contractor: _____

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?

Yes No if yes, please provide the Name of Licensee: _____ License #: _____

5. The applying non-profit organization must receive 25% of the gross revenues of the total liquor sales. List the names of the individuals or organizations who will receive the rest of the proceeds, **MUST EQUAL 100%**.

Name: _____ Percentage: _____

Address: _____
Street City State Zip

Name: _____ Percentage: _____

Address: _____
Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

SECTION 11 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control. *Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.*

SIGNATURE

I, (Print Full Name) _____ hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: _____

GOVERNING BOARD

Date Received: _____

I, _____ recommend APPROVAL DISAPPROVAL
(Government Official) (Title)

On behalf of _____, _____, _____, _____
(City, Town, County) Signature Date Phone

DLLC USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: _____

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees: enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy.

F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.



Anaradian & Associates

A PROFESSIONAL LIMITED LIABILITY COMPANY

1260 North Granada Drive
CHANDLER, ARIZONA 85226

TELEPHONE (480) 532-8982

chris@anaradian.com

July 28, 2022

VIA: E-MAIL

C2022-37

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

Re: The Project: Planning and Development Services for the Town of Guadalupe, Arizona (the "Project").

Dear Jeff:

In connection with the above referenced Project, Anaradian & Associates, LLC, ("A&A") submits for your review and consideration this Proposal Letter describing certain consulting services more specifically described herein (the attached "Consulting Services Agreement"). This letter will confirm that the Town of Guadalupe (the "Owner") wishes to employ A&A to advise with respect to the Project, and I will perform consulting services at the direction of and use by the Owner's Representative, Town Manger Jeff Kulaga or his designee.

Scope of Consulting Services. The scope of consulting services includes:

"Development Plan Review services in support of the administration of the Town of Guadalupe, Arizona's Code of Ordinances, Title XV: LAND USAGE."

Review of certain development project proposals received by the Owner's Representative. Research, correspondence and collection of additional information on behalf of the Town as may be required to complete A&A's 3rd party written evaluations of development proposals received. These 3rd party written evaluations may be for internal use by the Owner, and/or accompany the Owner's consideration of land entitlement application review and permitting activities within to its Code of Ordinances, Title XV: LAND USAGE. This scope of consulting services does not include engagement of and presentation to: citizen groups, boards, commissions, and the Town Council unless specifically directed by the Owner's Representative.

"Proposed text amendments to Chapter 154: Zoning of Title XV: LAND USAGE of the Guadalupe, Arizona Code of Ordinances"

Background research and coordination of available information pertaining to the current administration of Chapter 154 and the Town's land use program. Creation of Chapter 154 text amendments and supporting exhibits will be in number and content in accordance with the

direction of the Owner's Representative. Engagement of and presentation to: citizen groups, boards, commissions, and the Town Council as directed by the Owner's Representative.

"Supporting Code Exhibits"

This work will also include production of exhibits for Chapter 154 that can be incorporated in print, online and for use at public hearings and presentations.

"Town's First General Plan"

Facilitate creation of a General Plan document to bring the Town into Compliance with applicable State requirements (A.R.S. 9-461.05. General plans; authority; scope). Creation of the General Plan and supporting exhibits may include engagement of and presentation to: citizen groups, boards, commissions, and the Town Council as directed by the Owner's Representative.

"Billboard Lease Agreements"

Facilitate new leases for the Town's "Carmen" and "Yusoca" billboard locations. Negotiate on the Town's behalf, under the direction of the Town Manager. Review and advise on any market analysis and comparative analyses of lease terms provided by the current or potential lessors. Draft and recommend any supporting code text amendments to facilitate the new lease agreements. The timeline of this effort should allow for a Town Council determination of intent to enter a lease renewal or new request for proposals in November of 2022.

"Planning and Development Fee Studies"

Conduct a study of the Town's development and planning fees for services and use of Town-owned facilities as compared to similarly situated jurisdictions in Arizona. The analysis may include Development Impact fees and some engineering-related fees. Recommendations will be made regarding a revised Town fee schedule to the Town Manager, as well as any follow-on studies that may be required by other qualified 3rd parties to facilitate certain fees under State Law (for example, establishment of a new Impact Fee Program under state law would require additional technical analysis beyond the scope of this Fee Study). Creation of the Planning and Development Fee Studies and supporting exhibits, and enabling Town Council action may include engagement of additional Town staff and presentation to: citizen groups, boards, commissions, and the Town Council as directed by the Owner's Representative.

It is acknowledged that my services are not that of a certified planner, engineer, architect, paralegal or building contractor and do not carry a standard of care and practice that would be expected of such professionals, licensed or otherwise.

A&A will work to complete this scope of work expeditiously, with nominal regular daytime hours and availability to be maintained at least each weekday from 9AM-5PM. Electronic correspondence and reduced availability will continue throughout evenings and weekends.

My services will be contracted with an hourly rate upon execution of this Engagement Letter and Consulting Services Agreement, with hourly charges capped at a "not to exceed" limit of \$3,500 per

month during the contract term of 12 months, beginning July 1, 2022. The hourly rate is \$125 per hour.

For this Scope of Work, additional charges for reimbursable expenses may include: document production and processing costs; and only other expenses pre-approved by the Town Manager incurred in connection with our services. Vehicle travel expenses will not be billed to the Owner. Other typical "overhead" costs such as office supplies, and electronic correspondence costs will also not be billed to the Owner.

The Owner will be provided descriptions of work performed in the preceding month with each invoice. Invoices may also forecast remaining work to be completed on certain tasks as appropriate.

Provided this Proposal letter is acceptable, please also review and sign the attached Consulting Services Agreement to formalize a contract between the Owner and A&A for these consulting services.

Again, thank you for this opportunity to be of services, and I look forward to advancing this Project. If you have any questions, comments or concerns, please do not hesitate to contact me.

Sincerely,

ANARADIAN & ASSOC., L.L.C.

By

Christopher J. Anaradian

ACCEPTED and AGREED:

Jeff Kulaga, Town Manager / Clerk

DATE: August 11, 2022

Anaradian & Associates

A PROFESSIONAL LIMITED LIABILITY COMPANY

1260 North Granada Drive
CHANDLER, ARIZONA 85226

TELEPHONE (480) 532-8982

chris@anaradian.com

July 28, 2022

VIA: E-MAIL

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

Re: The Project: Planning and Development Services for the Town of Guadalupe, Arizona.

CONSULTING SERVICES AGREEMENT

In connection with the above referenced Project, Anaradian & Associates, LLC, ("A&A") submits for your review and consideration this "Consulting Services Agreement"). This will confirm that Town of Guadalupe (the "Owner") wishes to employ A&A to perform consulting services at the direction of and for exclusive use by the Owner, and I will perform consulting services at the direction of and use by the Owner's Representative, Town Manger Jeff Kulaga or his designee.

1. Term of Agreement

This Agreement shall be effective when it has been signed by the Owner's Representative and shall continue through a term of twelve (12) months, beginning July 1, 2022. The Owner may terminate this agreement at any time, for any reason, by written notice to A&A. In the event of termination, the Owner shall pay A&A for Services rendered and reasonable expenses incurred to the date of termination. Termination shall not relieve the Owner or A&A of any of their respective obligations concerning services previously performed hereunder.

2. Scope of consulting services

The scope of consulting services includes:

"Development Plan Review services in support of the administration of the Town of Guadalupe, Arizona's Code of Ordinances, Title XV: LAND USAGE."

Review of certain development project proposals received by the Owner's Representative. Research, correspondence and collection of additional information on behalf of the Town as may be required to complete A&A's 3rd party written evaluations of development proposals received.

These 3rd party written evaluations may be for internal use by the Owner, and/or accompany the Owner's consideration of land entitlement application review and permitting activities within to its Code of Ordinances, Title XV: LAND USAGE. This scope of consulting services does not include engagement of and presentation to: citizen groups, boards, commissions, and the Town Council unless specifically directed by the Owner's Representative.

"Proposed text amendments to Chapter 154: Zoning of Title XV: LAND USAGE of the Guadalupe, Arizona Code of Ordinances"

Background research and coordination of available information pertaining to the current administration of Chapter 154 and the Town's land use program. Creation of Chapter 154 text amendments and supporting exhibits will be in number and content in accordance with the direction of the Owner's Representative. Engagement of and presentation to: citizen groups, boards, commissions, and the Town Council as directed by the Owner's Representative.

"Supporting Code Exhibits"

This work will also include production of exhibits for Chapter 154 that can be incorporated in print, online and for use at public hearings and presentations.

"Town's First General Plan"

Facilitate creation of a General Plan document to bring the Town into Compliance with applicable State requirements (A.R.S. 9-461.05. General plans; authority; scope). Creation of the General Plan and supporting exhibits may include engagement of and presentation to: citizen groups, boards, commissions, and the Town Council as directed by the Owner's Representative.

"Billboard Lease Agreements"

Facilitate new leases for the Town's "Carmen" and "Yusoca" billboard locations. Negotiate on the Town's behalf, under the direction of the Town Manager. Review and advise on any market analysis and comparative analyses of lease terms provided by the current or potential lessors. Draft and recommend any supporting code text amendments to facilitate the new lease agreements. The timeline of this effort should allow for a Town Council determination of intent to enter a lease renewal or new request for proposals in November of 2022.

"Planning and Development Fee Studies"

Conduct a study of the Town's development and planning fees for services and use of Town-owned facilities as compared to similarly situated jurisdictions in Arizona. The analysis may include Development Impact fees and some engineering-related fees. Recommendations will be made regarding a revised Town fee schedule to the Town Manager, as well as any follow-on studies that may be required by other qualified 3rd parties to facilitate certain fees under State Law (for example, establishment of a new Impact Fee Program under state law would require additional technical analysis beyond the scope of this Fee Study). Creation of the Planning and Development Fee Studies and supporting exhibits, and enabling Town Council action may include engagement of additional Town staff and presentation to: citizen groups, boards, commissions, and the Town Council as directed by the Owner's Representative.

It is acknowledged that my services are not that of a certified planner, engineer, architect, paralegal or building contractor and do not carry a standard of care and practice that would be expected of such professionals, licensed or otherwise.

3. Timely Performance

Time is of the essence, and timely performance shall be considered a material obligation of this Agreement.

4. Fee for Services

Services are contracted with an hourly rate upon execution of this Engagement Letter and Consulting Services Agreement. Hourly charges are capped at a “not to exceed” limit of \$3,500 per month during the contract term of 12 months. The hourly rate is \$125 per hour. Notification will be provided to the Owner’s Representative when a level of work effort is projected to exceed 28 billable hours occurs in any month during the Project.

5. Monthly Invoices

Invoices will be sent electronically to the Owner’s Representative or its designated representative by A&A on a monthly basis, and each invoice will contain a summary of the work performed in the previous month. Invoices will also include charges incurred on behalf of the Owner for other costs related to: printing and copying and courier charges. Vehicle travel expenses will not be billed to the Owner. Other typical “overhead” costs such as office supplies, and electronic correspondence costs will also not be billed to the Owner.

6. Terms of Payment

All payments pursuant to this agreement are due and payable upon receipt or as otherwise noted on the invoice, and the Owner agrees to process invoices as expeditiously as possible. All invoices shall be considered past due if not paid within 60 days following the date of receipt. No service charges will be applied to delayed payments, however, past due invoices shall be considered to be a default hereunder. In the event of such default, A&A may immediately stop work on the Project and may retain all materials, files and exhibits relating to the project until paid, without incurring any liability to the Owner for the consequence of such work cessation.

7. Cooperation by Client

The Owner agrees to cooperate with A&A complying in a timely manner with all reasonable requests for information and assistance in conjunction with this Project. In addition to the right to work cessation stated above, A&A shall also reserve the right to withdraw from services to the Owner in this matter if the Owner misrepresents or fails to disclose material facts relating to this Project, or fail to take actions that may be required of the Owner as it relates to the Project, without recourse from or liability to the Owner.

8. Disposition of Documents

Any documents, materials or other items provided to A&A by the Owner shall become the property of A&A unless a written request from the Owner requesting return of specific documents is

received, and subject to the payment rules and retaining lien mentioned above. A&A shall use all reasonable efforts to preserve any documents provided by the Owner. A&A shall have no obligation to retain any documents or files pertaining to the Owner's affairs for more than five (5) years following the completion of the work on the referenced matter. Upon completion of the Project or termination of A&A's representation regarding the referenced matter, original documents may be provided to the Owner upon receipt of a written request for such documents unless fees remain due, wherein A&A shall retain the right to such documents until the fees are paid in full.

9. Conflict of Interest

The Owner is aware that A&A represents other clients. It is possible that, during the course of our representation of the Owner, some of our present or future clients will have disputes and/or transactions with the Owner. The Owner agrees that A&A may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to A&A's work for the Owner, or directly adverse to the Owner. In that event, A&A will notify the Owner in writing and request consent to begin the representation if A&A anticipates the Owner's position could possibly be affected. A&A agrees, however, that the Owner's prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of A&A's representation of the Owner, A&A has obtained proprietary or other confidential information of a non-public nature that, if known to such other client, could be used in any other such matter by such client to the Owner's material disadvantage. In the event that A&A becomes aware that any conflict of interest has arisen, A&A will promptly notify the Owner of same, whereupon the Owner may determine an appropriate course of action.

10. Entire Agreement / Amendment

This agreement contains the entire understanding of the parties as to the basic representation of Anaradian & Associates, and supersedes any oral representation or prior presentation, and may not be altered or amended, except in writing, signed by the parties hereto.

11. Governing Law / Venue

This agreement shall be governed by and construed in accordance with the laws of the State of Arizona, now or hereafter in effect, and venue for any proceeding hereunder shall be in Maricopa County, Arizona.

12. Attorneys Fees

The prevailing party in any action hereunder shall, in addition to its other rights and remedies, be entitled to recover its attorneys' fees, costs, and interest thereon.

13. Waiver

Failure of either party at any time to require performance of any provision shall not limit the party's right thereafter to enforce the provision, nor shall any waiver of any breach of any provision constitute a waiver of any succeeding breach of that provision or any other provision.

14. Miscellaneous

Nothing contained herein shall confer upon any third party beneficiary, not specifically named herein, a fiduciary or other relationship, (including, but not limited to, a joint venture, partnership,

or employer-employee relationship.)

15. Good Faith

All parties hereby agree to use good faith, complete cooperation and honesty in fact in the performance of all obligations of the parties.

Provided this Consulting Agreement is acceptable, please execute in the space indicated below and return to acknowledge approval and authorize me to proceed with consulting services.

Again, thank for this opportunity and I look forward to advancing this part of the Project. If you have any questions, comments or concerns, please do not hesitate to contact me.

Sincerely,

ANARADIAN & ASSOC., L.L.C.

By

Christopher J. Anaradian

ACCEPTED and AGREED:

Jeff Kulaga, Town Manager / Clerk

DATE: August 11, 2022



Town of
Guadalupe
ARIZONA

CBI
COMMUNITY BRIDGES, INC.
CELEBRATE BELIEVE INSPIRE



Page 26

Community Action Program (CAP)

Shelter Services/Homeless Report to Council 8/11/22

Dr. Annette Padilla- CAP Director

480 505 5385 apadilla@guadalupeaz.org

Livvy Ramirez
Lorena Nunez,
Program
Specialists

Chicanos Por La Causa- Enrique Aguilar, Housing
Navigator & Reyna Padilla Guzman, Supervisor

Community Bridges, Inc. Dana Pemberton,
Program Supervisor for County Navigators

Vision-End hunger, lack of shelter, and poverty
Mission-Assist residents to increase economic security, shelter,
and nutrition with empowerment, resources, and action

Shelter Services and Outcomes

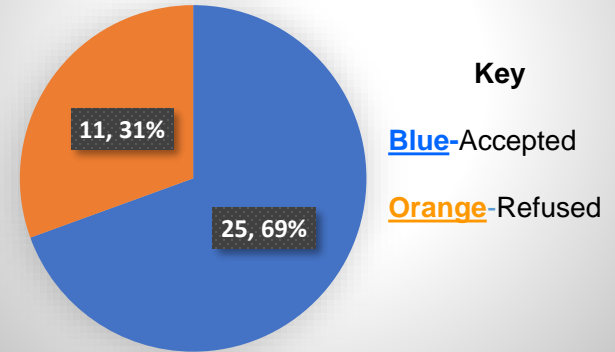
Intake at CAP-86 families seeking shelter

Waiting list-52 families (CBI screening)

3 outreach events (CPLC & CBI)

Results: 36
persons outreached
total to date

Total Unsheltered Persons
Outreached Guadalupe
6/22-7/22



RESULTS

Two (2) alleys cleared via resident or town complaint

Before & After: 58731 Calle San Angelo/8614 Vauo Nawi (Complaint)



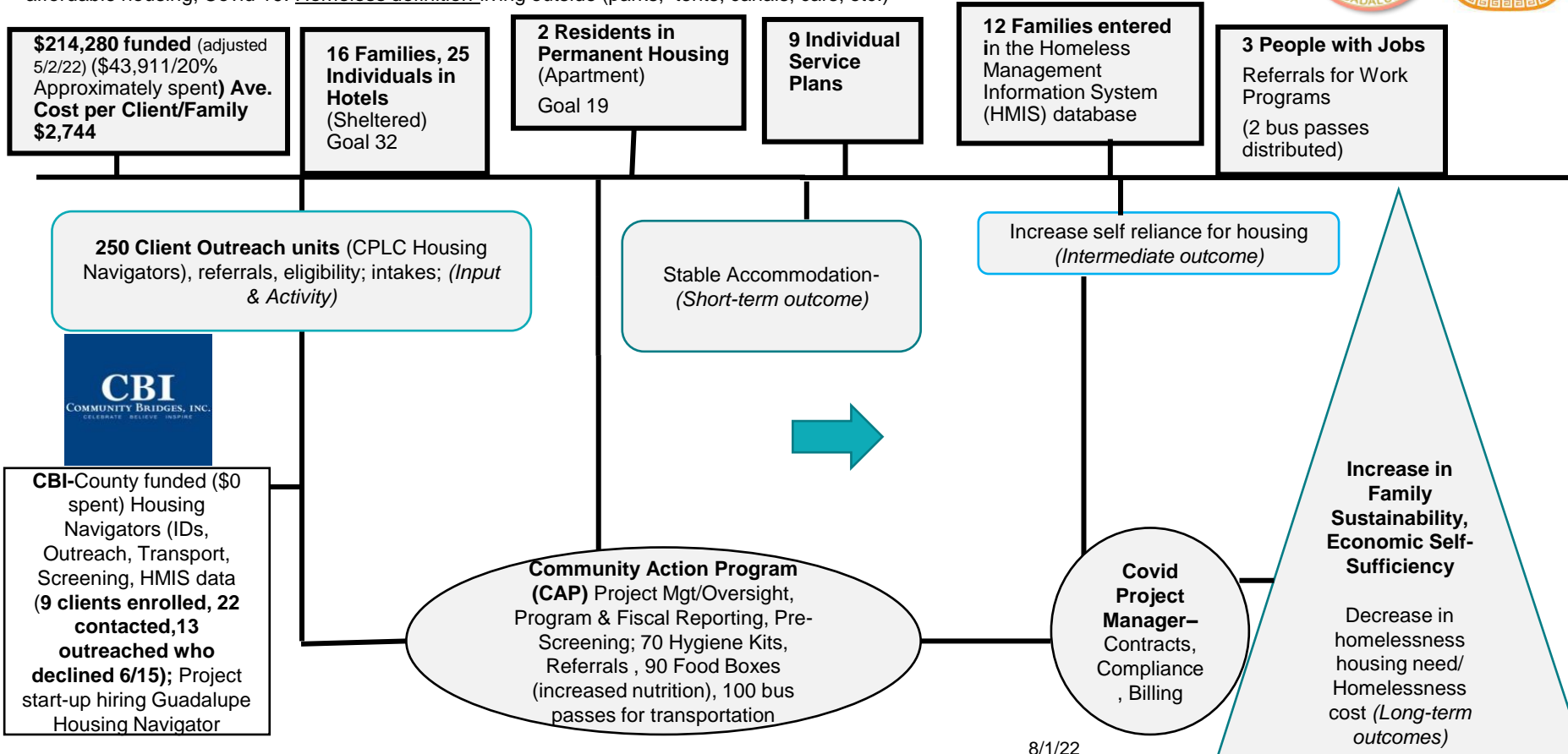
Before and After: 5431 Calle Magdalena (Complaint) Page 29





Chicano Por La Causa (CPLC) Hotel Voucher Program & Community Bridges, Inc. (CBI) 1/30/22-6/30/22 Outcomes

Problem: Increase in homelessness in Guadalupe from 22 in 2020 to 64 in 2022 (Maricopa Association of Governments, 2022); Lack of affordable housing; Covid 19. Homeless definition-living outside (parks, tents, canals, cars, etc.)



CAP Hours & Staff



HUMAN SERVICES
DEPARTMENT



Page 31

Monday, Wednesday, Thursday 8 AM-5 PM (please make an appointment)

Friday-previous appointments only 8am-5pm

Dr. Annette Padilla, Director-Housing, Utilities, Food 480 505 5385
(apadilla@guadalupeaz.org)

Livvy Ramirez, Program Specialist, Housing 480 505 5386
(lramirez@guadalupeaz.org)

Lorena Nunez, Program Specialist-Food/Nutrition 480 505 5384
(lnunez@guadalupeaz.org)

FOOD: Tuesdays 7:00-9:00 AM outside, 9:15-10am from office; 11 AM-2 PM hours

Nutrition, bus passes, notary available during week by appointment: Walk-in services available for the most vulnerable clients (seniors, unsheltered, etc.). Other services expected to be added as funded and launched.

Questions, Comments, Feedback

- Thank you for your time and leadership



Town of Guadalupe Community Action Program (CAP) Referrals & Services



HUMAN SERVICES
DEPARTMENT



Rental/Mortgage, and Utility Assistance. Apply via the County with the following:

1. **Birth Certificate for everyone living in the home** (US Passport/Tribal ID); *not all programs require*
2. **Government ID** (Driver's License/ID card)
3. **Social Security Cards** for all household members; *not all programs require*
4. **Bills** (Salt Water Project (SRP) power and water, Southwest Gas; Water, Sewer, Trash-City of Tempe)
5. **Proof of income** for 60 days (paystubs, social security, benefit letter, etc.)
6. **Rent Lease/Mortgage statement/Maricopa County tax form.** Apply via the County website: <https://hsdclientportal.maricopa.gov/> at home, or in our office by appointment *with Livvy, Housing Program Specialist* at 480-505-5386/lramirez@guadalupeaz.org or call the County: 602 506 0589.

Home Repair, Rehabilitation, and Weatherization services can be found on the County website here:

<https://www.maricopa.gov/5214/Apply-for-Home-Improvement-Programs>

Workforce Development services can be accessed via online application the County at:

<https://hsdclientportal.maricopa.gov/>

Food is available Tuesdays -7:00 am-9:00 outside & 9:15-10:00 am, CAP Office, 9241 S. Avenida Del Yaqui, Guadalupe, Arizona 85283, in the back, first-come, first-serve for walk-ups and cars, 1 order per family/week, wear a mask, dogs should be on a leash. *ID required for all CAP services. We appreciate the hard work of our volunteers, especially the Guadalupe American legion Post 124. CAP food delivery is a pilot project led by Livvy (above) for medically fragile residents who have no other options and require this service temporarily.*

Senior Food Boxes: Once a month for clients 60+ at CAP, 8-9 AM (3rd Thursdays) *ID Required. New clients, please contact Lorena if interested to be on the waiting list.*

Notary services are available at no cost for town residents by appointment with Lorena. Document subject to approval.



Shelter is available on a limited basis for the most vulnerable via the waiting list at CAP by appointment and walk-in. Community Bridges, Inc. provides initial screening and Chicanos Por La Causa (CPLC) offers a limited hotel voucher program for selected eligible clients. CPLC has office hours at the Mercado Suite #14 and CAP starting at 7am-10am Tuesdays & Thursdays.

Bus Passes: Call Lorena, Food/Nutrition Specialist at 480-505-5384/email lnunez@guadalupeaz.org

Cleaning Supplies & Hygiene: Available upon a request on a limited basis, Contact Lorena as noted above.

Donation of clothing/household items: Call Lucy, Casa de Restauracion Siloe Church (602 330 1141). CAP accepts product and food/beverage donations from businesses, vendors, and cash via the Town.

Hours of Operation: Monday-Thursday, 8:00 am to 5:00 pm & Tuesdays (11:00 am to 2:00 pm) please make an appointment. Friday by prior appointment.

Our vision is to end hunger, lack of shelter, and poverty. Our mission is to assist the community increase economic security, shelter, and nutrition with empowerment, resources, and action.

More programs and services will be announced with our partner Wildfire soon.

CAP is a member of the Arizona Housing Coalition, Guadalupe Community Partnership, and Guadalupe Early Childhood Nutrition Team. This institution is an equal opportunity provider.



Programa de Acción Comunitaria (CAP) del Pueblo de Guadalupe Servicios de Alquiler/hipoteca y asistencia de servicios públicos.

Para aplicar, se necesita lo siguiente:



HUMAN SERVICES
DEPARTMENT

1. **Acta de nacimiento** de todas las personas que viven en el hogar (pasaporte de EE. UU. o identificación tribal); no requerido por todos los programas.
2. **Identificación** del gobierno (licencia de conducir o tarjeta de identificación); requerido para todos los servicios de CAP
3. **Tarjetas de Seguro Social** para todos los miembros del hogar; no requerido por todos los programas
4. **Facturas:** (Proyecto de agua salada (SRP) energía y agua, Southwest Gas; agua, alcantarillado, basura Ciudad de Tempe)
5. **Comprobante de ingresos de 60 días** (talones de pago, seguro social, carta de beneficios, etc.)
6. **Acuerdo de alquiler / arrendamiento / estado** de cuenta de hipoteca o formulario de impuestos del condado de Maricopa. Comuníquese con Livvy, Especialista del Programa de Vivienda al 480-505-5386 O iramirez@guadalupeaz.org. Puede presentar su solicitud utilizando el sitio web del condado de Maricopa a continuación a través del Portal del cliente. <https://hsdclientportal.maricopa.gov>

Reparaciones de Casa, Rehabilitación y asistencia de Weatherization pueden ser encontrados a través del portal web:

<https://www.maricopa.gov/5214/Apply-for-Home-Improvement-Programs>

Servicios de Planificación de fuerza laboral pueden ser accesible a través del portal del condado:

<https://hsdclientportal.maricopa.gov/>



Comida: Sera disponible todos los martes de 7:00 AM. Automóviles, 1 pedido por familia a la semana, por favor use una máscara, todos los perros deben estar atados. Se requiere identificación. CAP Office 9241 S. Avenida Del Yaqui, Guadalupe AZ 85283.

Cajas de alimentos para personas mayores: una vez al mes para clientes mayores de 60 años en CAP, de 8 AM – 9AM. Se toma a cabo el Tercer Jueves de cada mes, identificación requerida, Nuevos clientes favor de comunicarse con Lorena

Pases de autobús: Envíe una solicitud por escrito para un pase con comida; Llame a Lorena, Especialista en Alimentos/Nutrición al 480-505-5384 o envíe un correo electrónico a lnunez@guadalupeaz.org

Servicios de Notario disponibles sin costo, favor de agendar Cita con Lorena. Documento sujeto a aprobación.

Suministros de limpieza e higiene personal: disponibles a pedido de forma limitada, comuníquese con Lorena como se indicó anteriormente. No aceptamos ropa/artículos para el hogar, pero aceptamos efectivo, alimentos que no hayan vencido ni abierto, artículos de limpieza y artículos de tocador.



Shelter is available on a limited basis for the most vulnerable via the waiting list at CAP by appointment and walk-in. Community Bridges, Inc. provides initial screening and Chicanos Por La Causa (CPLC) offers a limited hotel voucher program for selected eligible clients. CPLC has office hours at the Mercado Suite #14 and CAP starting at 7am-10am Tuesdays & Thursdays.

Donación De Ropa y cosas para el hogar: Hable a Lucy, Iglesia Casa de Restauración Siloe (602-330-1141). CAP acepta productos de Comida/bebidas Donaciones aceptadas a través de Negocios, vendedores, y dinero a través de.

Our vision is to end hunger, lack of shelter, and poverty. Our mission is to assist the community increase economic security, shelter, and nutrition with empowerment, resources, and action.

Pronto se anunciarán más programas y servicios con nuestro socio Wilfred.

CAP es miembro de Arizona Housing Coalition, Guadalupe Community Partnership, and Guadalupe Early Childhood Nutrition Team. Esta institución es un proveedor de igualdad de oportunidades.

APPENDIX A – SCHEDULE OF FEES AND CHARGES

For the purpose of providing a clear and concise listing of the fees and charges authorized by the provisions of this Code and town ordinances in payment for licenses, permits and services performed or provided by the town, a schedule of fees and charges, or fee schedule, is set forth in this Appendix. The heading gives the title of the appropriate chapters and articles as applicable.

TITLE V PUBLIC WORKS

§ 50.092 – Sewer connection fee.

<i>Sewer Connection Fee</i>	
<i>User Classification</i>	<i>Fee</i>
Detached unit:	
Detached dwelling unit per unit, including mobile manufactured homes	\$750
Townhouses, per unit	\$750
Condominiums, multi-family dwellings, and recreational vehicles, per unit	\$750
Commercial/industrial user:	
Water meter size inches	
5/8	\$750
3/4	\$1,090
1	\$1,730
1-1/2	\$3,385
2	\$5,285
3	\$10,435
4	\$17,305
6	\$34,070

TITLE VII TRAFFIC CODE

§ 71.99 – Default fee.....\$25

TITLE IX GENERAL REGULATIONS

§ 95.05 – Party permit non-refundable fee\$5

Additional fee if party will involve amplified music.....\$45

TITLE XI: BUSINESS REGULATIONS

§ 111.08 – (A) License fee schedule

<i>Type</i>	<i>Fee</i>
Carnival	\$100 per day
Junk collectors	\$100 per quarter
Junk dealers	\$50 per quarter
Massage parlor	\$100 per month, \$75 per month per attendant
Mobile vendors	\$100 per year, \$50 per month
Palmistry/fortune telling	\$100 per month, \$75 per month per attendant
Pawnbrokers	\$300 per year
Salesperson (door to door)	\$100 per year
Secondhand stores	\$50 per quarter
Special event vendor (more than one day)	\$35 per event
Special event vendor (one day)	\$25 per event
All other businesses, occupations, professions, trades, or callings	\$55 per year

§ 111.08 – (B) Liquor fee schedule

<i>Series</i>	<i>Application</i>	<i>Issuance</i>	<i>Annual</i>
Beer and wine store	\$100	\$1,550	\$800
Club	\$100	\$1,150	\$800
Hotel/motel	\$100	\$2,000	\$800
In state producer	\$100	\$1,850	\$800
Microbrewery	\$100	\$600	\$800
Restaurant	\$100	\$2,000	\$800

§ 112.05 –

License fee for operator of a bathhouse or massage parlor\$100 per month
 License fee for attendant in bathhouse or massage parlor\$75 per month

TITLE XV LAND USAGE

§ 150.01(B) Building fees

Total Valuation		Fee
\$1 to \$500	\$50	
\$501 to \$2,000	\$50 for the first \$500 \$5 for each additional \$100 or fraction thereof to and including \$2,000	
\$2001 to \$25,000	\$150 for the first \$2,000 plus \$25 for each additional \$1,000 or fraction thereof to and including \$25,000	
\$25,001 to \$50,000	\$850 for the first \$25,000 plus \$20 for each additional \$1,000 or fraction thereof to and including \$50,000	
\$50,001 to \$100,000	\$1,450 for the first \$50,000 plus \$10 for each additional \$1,000 or fraction thereof to and including \$100,000	
\$100,001 to \$500,000	\$2,150 for the first \$100,000 plus \$10 for each additional \$1,000 or fraction thereof to and including \$500,000	
\$500,001 to \$1,000,000	\$6,000 for the first \$500,000 plus \$10 for each additional \$1,000 or fraction thereof to and including \$1,000,000	
\$1,000,001 and up	\$9,700 for the first \$1,000,000 plus \$10 for each additional \$1,000 or fraction thereof	

Other Inspections and Fees	
Inspections outside of normal business hours, minimum charge = 2 hours	\$50 per hour*
Reinspection fees	\$50 per hour*
Inspections for which no fee is specifically indicated, minimum charge = 1 hour	\$120 per hour*
Additional plan review required by changes, additions, or revisions to plans	\$120 per hour*
For use of outside consultants for plan checking and inspections or both	Actual costs**
*Or the total hourly cost to the town, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.	
**Actual costs include consultant, town administrative and overhead costs at a rate of \$100 per hour with a minimum charge of one hour or normal plan review fees, whichever is greater.	

§ 152.09 Subdivision fees.

(A) <i>Preliminary plat</i>	\$750 plus \$20 per lot
(B) <i>Final plat</i>	\$750 plus \$20 per lot

§ 154.036 Zoning fees.

<i>Type of Application</i>	<i>Fee</i>
Appeals of administrative decisions	\$25
Site plan review application	\$50
<i>Amendments to the Zoning Map for:</i>	
Continued items, continued at the request of the applicant after the property has been posted and the public hearing notices are mailed	\$25
Multi-family residential, commercial, and industrial districts	\$400
Planned area development	\$400
Single-family residential	\$100
<i>Conditional Use Permits</i>	
Mobile homes	\$50
All other	\$50
<i>Variances</i>	
Single-family residential	\$50
All other	\$50

§ 154.145 Sign Permits and Fees.

Up to two signs	\$100
Three or more signs	\$200



Town Revenue Generating Options

Proposed Total FY 2022/2023 Budget:

\$16,157,499

Funds:

1. **General Fund: municipal services, operations**
2. *HURF: transportation, street maintenance
3. *LTAf: Senior Center transportation services
4. *Senior Center: operations, programs, services
5. *Community Action Program (CAP): assistance
6. *Municipal Property Corporation: bond payment
7. Grant Fund: awarded and requested grants
8. **Mercado: operations, maintenance**
9. **Solid Waste: refuse services**
10. **Sanitary Sewer: services, maintenance**
11. **AZ Cares COVID19 Relief Fund: ARPA programs
12. **COVID19 Relief Fund: recovery programs, projects

*General Fund dependent

**Temporary Fund through 2023



Town Revenue Generating Options

1. **Goal: Achieve annual fiscal sustainability**
2. **Goal: Annual revenues exceed annual expenditures**
3. **Goal: Eliminate deficit spending through use of fund balance.**



Propose:

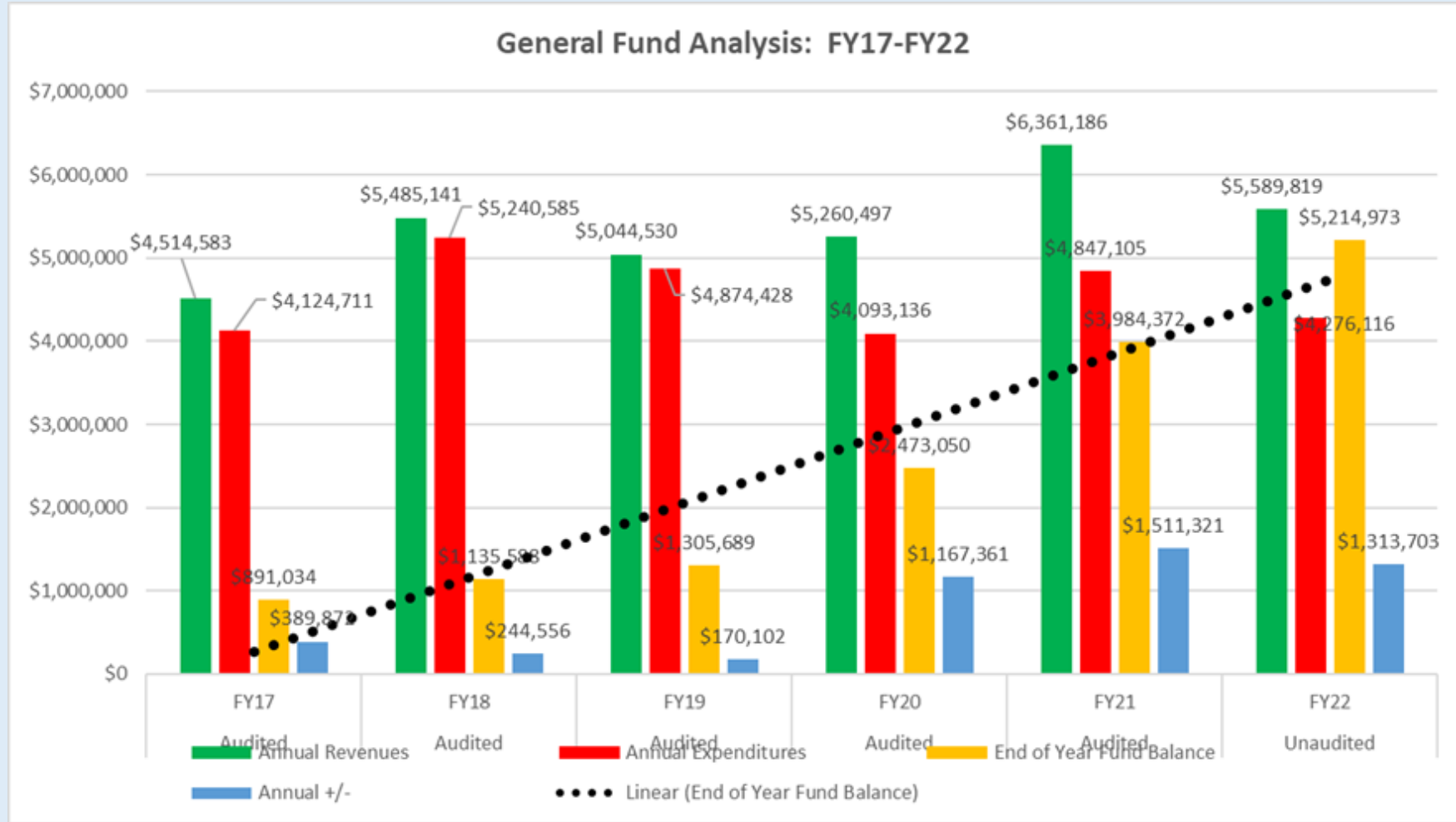
**Complete a 2023 Comprehensive Five-year Forecast
Update 2019 edition / Refine Initial 2023**

Propose:

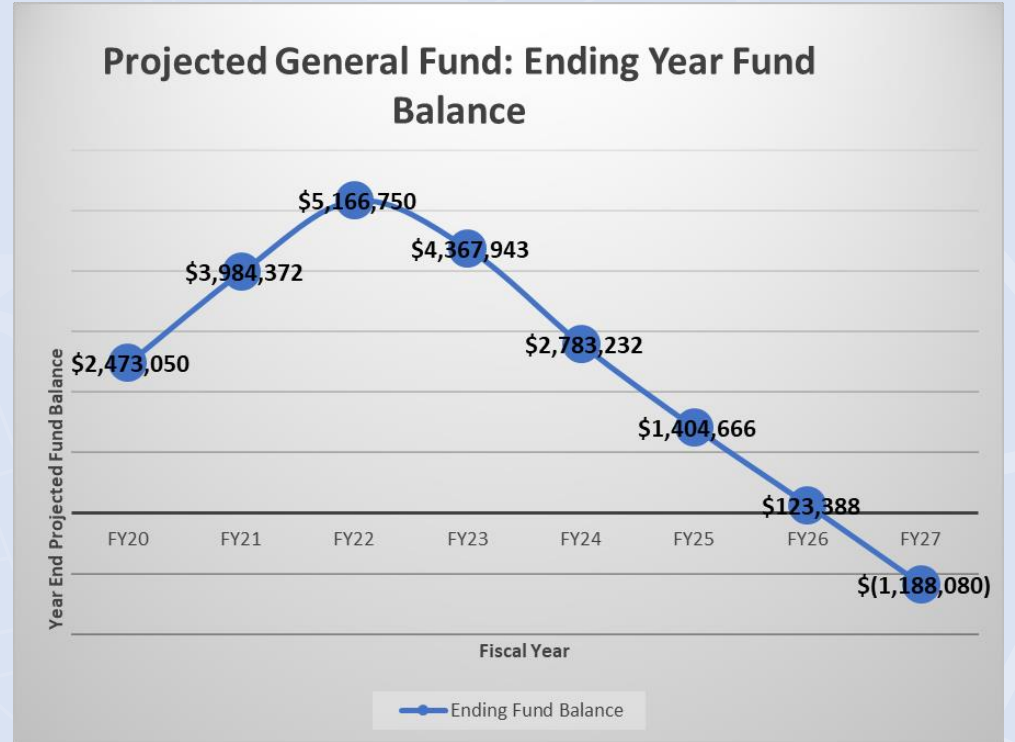
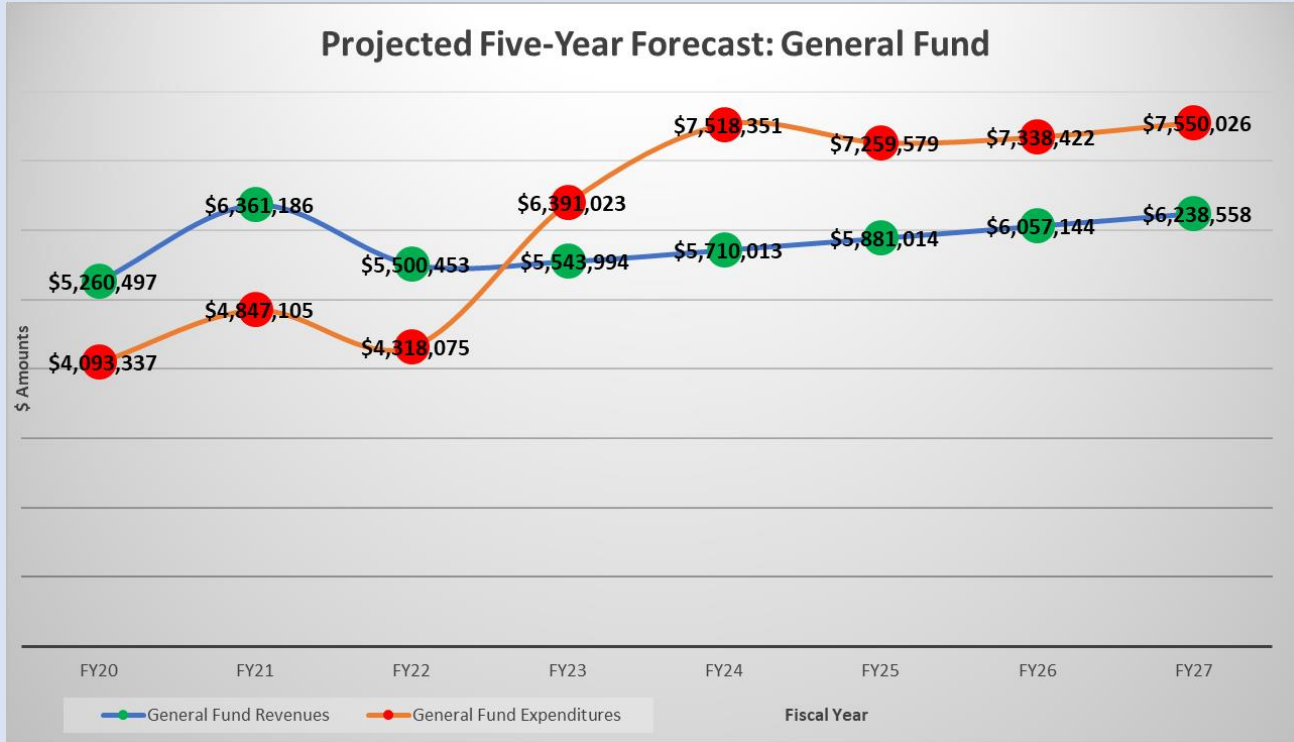
Examine three recurring revenue generating options



Town Revenue Generating Options



Proposed Final FY2022-2023 Projected Five Year General Fund Forecast



Proposed Tentative FY2023: Projected Five Year General Fund Forecast

	Actual FY20	Actual FY21	Projected FY22	Proposed FY23	Projected FY24	Projected FY25	Projected FY26	Projected FY27
General Fund Revenues	\$ 5,260,497	\$ 6,361,186	\$ 5,500,453	\$ 5,543,994	\$ 5,710,013	\$ 5,881,014	\$ 6,057,144	\$ 6,238,558
General Fund Expenditures	\$ 4,093,337	\$ 4,847,105	\$ 4,318,075	\$ 6,391,023	\$ 7,518,351	\$ 7,259,579	\$ 7,338,422	\$ 7,550,026
Annual Gain/Loss	\$ 1,167,160	\$ 1,514,081	\$ 1,182,378	\$ (847,029)	\$ (1,808,338)	\$ (1,378,565)	\$ (1,281,278)	\$ (1,311,468)
Beginning Fund Balance	\$ 1,305,889	\$ 2,473,050	\$ 3,984,372	\$ 5,166,750	\$ 4,591,569	\$ 2,783,232	\$ 1,404,666	\$ (154,032)
Ending Fund Balance	\$ 2,473,050	\$ 3,984,372	\$ 5,166,750	\$ 4,367,943	\$ 2,783,232	\$ 1,404,666	\$ 123,388	\$ (1,188,080)



Town Revenue Generating Options

Propose:

Complete a 2023 Five-year Forecast

Update 2019 edition / Refine 2023 Initial Forecast

- A) Conduct a comprehensive five-year forecast.**
- B) State shared revenue distribution, and hotel bed tax reductions resulted.**
- C) Cost of general materials, products and services have increased.**
- D) 2019 last comprehensive forecast**
- E) December 2022 / January 2023 initial five-year forecast**



Town Revenue Generating Options

Propose: Three recurring revenue generating options

- A) **Marijuana Dispensary Hours:** Consider extending dispensary hours of operations, currently allowed, from 8:00 AM to 12:00 Midnight to a 24-hour operation. September / October 2022
- B) **Billboard contracts:** Negotiate billboard license agreements with Clear Channel Outdoor, INC. to locate and operate billboards on Town owned land at Carmen and I-10 and Yusucu and I-10 or solicit an RFP. 180-day notice per current license agreement. September / October 2022
- C) **Fees: Town Code of Ordinances fees** in payment for licenses, permits and services performed or provided by the town: public works, general regulation, business regulations, liquor fees, building and inspection fees, zoning fees and sign permits, cemetery and sewer fees. February / March 2023.



Town Revenue Generating Options

1. **Goal: Achieve annual fiscal sustainability**
2. **Goal: Annual revenues exceed annual expenditures**
3. **Goal: Eliminate deficit spending through use of fund balance.**



Propose:

**Complete a 2023 Comprehensive Five-year Forecast
Update 2019 edition / Refine Initial 2023**

Propose:

Examine three recurring revenue generating options



Town Revenue Generating Options

Thank you
Questions?

August 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 TESD classes begin	2	3	4 TUHSD classes begin	5	6
7	8	9	10	11 Council Meeting	12	13
14	15	16	17	18 ASU classes begin	19	20
21	22	23	24	25 Council Meeting	26	27
28	29	30	31			