

NOTICE OF REGULAR MEETING OF THE GUADALUPE TOWN COUNCIL

THURSDAY, FEBRUARY 27, 2020

6:00 P.M.

GUADALUPE TOWN HALL

9241 SOUTH AVENIDA DEL YAQUI, COUNCIL CHAMBERS

GUADALUPE, ARIZONA

Valerie Molina
Mayor

Ricardo Vital
Vice Mayor

Mary Bravo
Councilmember

Anita Cota
Councilmember

Gloria Cota
Councilmember

Elvira Osuna
Councilmember

Joe Sánchez
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

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 27, 2020, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Council Chambers, Guadalupe, Arizona.

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. INVOCATION/PLEDGE OF ALLEGIANCE
- D. APPROVAL OF MINUTES: None.
- E. CALL TO THE PUBLIC: An opportunity is provided to the public to address the Council on items that are not on the agenda or included on the consent agenda. A total of 3 minutes will be provided for the Call to the Audience agenda item, unless the Council requests an exception to this limit. Please note that those wishing to comment on agenda items posted for action will be provided the opportunity at the time the item is heard.
- F. MAYOR and COUNCIL PRESENTATIONS: None.
- G. DISCUSSION AND POSSIBLE ACTION ITEMS:
 1. **FY 2019/20 MID-YEAR BUDGET STATUS REPORT:** Staff will present the mid-year, fiscal year (FY) 2019/20 (July 2019– December 2019) financial status report that includes Town General Fund, Special funds and enterprise fund balances, and year to date revenues and expenditures. Council may provide direction to the Town Manager / Clerk.
 2. **APPROVAL of CONTRACT:** Council will consider the recommendation from Dibble Engineering, the Town Engineers, for the award of a \$15,819 bid to Plumbing Masters to conduct urgent sewer line repairs at a public alleyway south of 8615 S. Calle Maravilla. Council may provide direction to the Town Manager / Clerk.
 3. **MARICOPA COUNTY ANIMAL CARE AND CONTROL:** Staff will report on current animal care and control activities in cooperation with Maricopa County Animal Care and Control and provide general dog and animal control municipal code information. Council may provide direction to the Town Manager / Clerk and Town Attorney.
 4. **FEDERAL TRANSIT ADMINISTRATION TITLE VI IMPLEMENTATION PLAN, SENIOR BUS TRANSIT PROGRAM – (RESOLUTION NO. 2020.05):** Resolution authorizing the Town Council to approve, and the Mayor to execute, the Town of Guadalupe Federal Transit Administration Title VI Program for the Senior Bus Transit Program. Council may provide direction to the Town Manager / Clerk.



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5. **SOLID WASTE COLLECTION SERVICES UPDATE:** Staff will provide an update on the trash and recycling services transition and related administrative, billing, and public works services. Right Away Disposal will begin providing trash and recycling services beginning on March 1, 2020. Council may provide direction to the Town Manager / Clerk. *There is no material for this agenda item.*

6. **TOWN OF GUADALUPE CODE OF ORDINANCES – CODIFICATION UPDATE:** Staff will provide an update on the codification process and timeline for the Town of Guadalupe Code of Ordinances. The codifier for this process is American Legal Publishing Corporation. *There is no material for this agenda item.*

H. TOWN MANAGERS' COMMENTS

I. COUNCILMEMBERS' COMMENTS

J. ADJOURNMENT



February 21, 2020

To: The Honorable Mayor and Town Council
 From: Jeff Kulaga, Town Manager / Clerk
 RE: February 27, 2020, 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:

G1. FY 2019/20 MID-YEAR BUDGET STATUS REPORT: This FY 2019/20 mid-year report, presented by staff, provides an overview of current year revenue and expenditures and the actual revenues and expenditures for FY 2019/20 as a percentage of the adopted budget for the entire year. To that end, the target is 50% in revenues and equally 50% in expenses at the mid-year point. The attached memorandum and accompanying PowerPoint provide a mid-year analysis of Town funds. The PowerPoint will be presented at the February 27th Council meeting. (Pages 6-54)

Town Funds presented:

- General Fund

- Special Funds:
- HURF
- LTAF
- Senior Center
- Community Action Program
- MPC Bond

- Enterprise Funds:
- Mercado
- Wastewater / Sewer
- Solid Waste / Refuse

G2. AWARD of CONTRACT: Approval of a \$15,819 bid to Plumbing Masters to proceed with urgent sewer line repairs in the public alleyway south of 8615 S. Calle Maravilla. Approximately 125 feet of sewer line is in need of repair due to "bellies and parts of the line back pitched". These conditions cause improper flow and build up in the line, causing clogging.

As Town engineer, Dibble Engineering solicited bids, receiving three from contractors ranging from \$15,819 to \$28,000, as listed on attached bid sheet.

<i>Bid Respondents</i>	<i>Bid Amount</i>
<i>Plumbing Masters</i>	<i>\$15,819</i>
<i>Reddi Services</i>	<i>\$20,921</i>
<i>RotoRooter Service Company and Plumbing</i>	<i>\$28,000</i>

Should Council approve this contract, work is expected to begin upon approval of the contract and is expected to take less than a week. Work will occur in the alley. Impacted residents will be notified. Homeowners may be without sewer line service during the repair work. (Pages 55-57)

G3. MARICOPA ANIMAL CARE AND CONTROL: Representatives from Maricopa County Animal Control will provide an update on current enforcement matters within the Town of Guadalupe. Town staff will provide examples of animal control codes from other municipalities. The City of Chandler's code related to dogs is attached as an example, as is the Town of Guadalupe's for reference. When comparing the two, both have generally the same language and intent. In some cases the language is verbatim. Cities of Tolleson, Scottsdale, and Marana were also reviewed. All municipalities have similar local codes relating to dog control and enforcement. (Pages 58-84)

G4. FEDERAL TRANSIT ADMINISTRATION TITLE VI IMPLEMENTATION PLAN, SENIOR BUS TRANSIT PROGRAM – (RESOLUTION NO. R2020.05): The Town of Guadalupe received the bus used for Senior Center purposes through Federal granted funds. To remain in compliance, fund recipients are required to adopt policies to assure full compliance with Title VI of the Civil Rights act of 1964 and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any Town of Guadalupe, Senior Bus Transit sponsored program or activity. Adoption of Resolution No. R2020.05 will fulfill this requirement. In the spirit of this policy, the Guadalupe Senior Bus Transit Program also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations; and, will take reasonable steps to provide meaningful access to services for persons with limited English proficiency. (Pages 85 –104)

G5. SOLID WASTE COLLECTION SERVICES UPDATE: Staff will provide an update on the public notification process related to changes in services and service provider for solid waste collection services, which will begin on March 1, 2020. Notices were distributed in water bills on February 4, 11, 18, and 25 and will be available at Town and partner front counters, the Town Facebook, and the Town website. During the Dia de Guadalupe event, RAD staffed an information table and the vast majority of residents were receptive to the service change.

Transition from Waste Management to RAD carts will begin the week of February 24, 2020.

At the January 9, 2020, Regular Council Meeting, the Council awarded an 8-year contract with two consecutive one-year renewal extensions for solid waste disposal services contract to RAD, Right Away Disposal Service, for the following services:

1. Twice per week curbside solid waste service and no curbside recycling service at a monthly fee of \$20.14.
2. Maintain the current \$20.75 monthly fee resulting in no fee increase for 18 months through June 2021.
3. Apply the 61 cents to the anticipated fee increases in FY2021/22.
4. Maintain monthly billing through the City of Tempe.
5. Provide a recycling rolloff at the Town Maintenance Yard for voluntary recycling.
6. Provide 2 rolloffs for public disposal and 2 rolloffs for Town disposal at the Town Maintenance Yard.
7. Provide quarterly community rolloffs at 8 locations throughout Town.
8. Establish annual street, sidewalk and alley repair fund in Solid Waste cost center by including an 8% administration assessment in the monthly fees.

There is no material for this agenda item.

6. TOWN OF GUADALUPE CODE OF ORDINANCES – CODIFICATION UPDATE: Town staff is working to complete the codification of the Town Code of Ordinances. The process to codify the 1989 Town of Guadalupe Code of Ordinances began in November 2016 through a contract with American Legal Publishing Company, who is the codifier that will oversee Code updates.

American Legal Publishing Company has overhauling the 1989 Code for codification by amending, adding, and deleting existing Code sections to align with Town Council ordinances and code changes, current laws, business practices, and fees. The proposed codified code will include a Table of Contents that will be repealed and replaced with a new numbering system; and, a number of amendments updating 15 Chapters of the Code.

To properly and publicly adopt the proposed codified code, a total of 16 ordinances will be presented to Council for consideration and possible adoption. Importantly, a Notice of Intention to notify the public of an amended fee schedule within the code is being prepared and should the Council adopt the Notice of Intention will be published on March 13, 2020. Amended fees require a 60-day public notification process, by Arizona Revised Statutes.

The proposed timeline of public notice and code adoption activities is as follows:

- March 12, 2020 Proposed Notice of Intention to amend fees – *Possible Council action*
- March 13, 2020 Publish Notice of Intention for 60 days
- April 23, 2020 Proposed 16 Ordinances + 1 Resolution (Appendix A – Fee Schedule) – *Possible Council action*
- May 28, 2020 Proposed Resolution adopting Town Code in its entirety– *Possible Council action*
- May 29, 2020 Codification of Town of Guadalupe Code of Ordinances becomes effective; Code will be available on-line, in a searchable format

This process aligns with how other jurisdictions manage their city/town codes and provides transparency in governmental processes, rules, and regulations.

There is no material for this agenda item.



TOWN OF GUADALUPE
FY 2019-2020 Mid-year Report
February 27, 2020

TO: Mayor and Town Council

FROM: Jeff Kulaga, Town Manager / Clerk

DATE: February 20, 2020

Presented for Town Council review is a comprehensive Fiscal year 2019-20 (FY20) mid-year (July 2019–December 2019) budget report. This report provides an overview of the Town’s cost centers:

- General Fund,
- Highway User Revenue Fund (HURF),
- Local Transportation Fund (LTAF),
- Senior Center,
- Community Action Program,
- MPC Bond,
- Mercado,
- Wastewater/Sewer and,
- Solid Waste.

This report follows the tables and charts presented in the attached PowerPoint presentation: FY 2019/20 Mid-Year Budget Report – February 27, 2020. This report illustrates the Town financial status through the mid-year of FY20.

GENERAL FUND SUMMARY

Overall, based on revenue and expenditure analysis of FY 20, Guadalupe is financial performance is tracking close to the annual budget projections for revenues and expenditures.

Table A: FY20 Revenues are at 46% of the forecasted projection, with Transient Occupancy Taxes lagging and Building Permits and Ballfield Fees surpassing forecasts. Importantly, use of fund balance is at \$51,620 only 11% of the projected amount.

Table B: FY20 Expenditures total \$2,474,807 through the first six months of FY20. This is slightly lower by 4% than expected. However, expenditures exceed revenues by \$51,620 resulting in the use of fund balance dollars. General Fund takeaways indicate that the current reliance on the General Fund – fund balance is \$51,620 which leaves \$1,254,271 in the General Fund fund balance as of December 30, 2019. While this is less than expected, continued reliance on fund reserves is not sustainable in the long term. The Year to Date (YTD) General Fund transfers of \$238,013 is tracking slightly less than adopted budget amounts.

Table C: General Fund Expenditures by Cost Center summarizes the adopted FY 20 expenditures of \$5,429,165 for the Town, notably public safety expenditures total 58% of the General Fund budget. Additionally, administration equates to 19% however, this does include a \$254,000 contingency amount and \$528,208 of transfers to special funds. These two amounts inflate the administration budget.

Chart A: Cost Center % of Total FY20 Budget corresponds to Table C by illustrating each cost center's expenses compared to the total General Fund budget.

Table D: YTD Administration Cost Center Detail summarizes the individual line item cost included in this cost center. When subtracting out the contingency and transfer amounts, the true administration cost total \$261,424.

Table E: Adjusted GF Compared to Adopted FY19/20 Budget compares the revised Administration cost center expenses when adjusted for transfers and contingency. Importantly, public safety expenditures total \$3,152,421 while all other cost centers total \$1,494,535.

Chart B: Adjusted Cost Center % of Total FY20 Budget illustrates the revised Administration cost center expenses when adjusted for transfers and contingency. Notably, public safety percentages increase to 68% of the adjusted General Fund budget.

Table F: General Fund Takeaways – Mid Year FY19/20 As noted, expenditures are exceeding revenues through the first six months of the fiscal year by \$51,620. This is less than projected for the entire fiscal year by about \$50,000 when taking into account the contingency amount of \$254,000. Overall, FY20 General Fund finances are holding their own, and performing slightly better than forecasted.

Transfer to special funds from the General fund are also performing slightly better than expected with a projected transfer of \$505,900 estimated rather than the \$528,208 forecasted.

Table G: General Fund: Yes, But..... Based on six months performance suggests an end of the year General Fund balance ranging from an estimated \$1.2M and \$1.37M. Should this estimate hold, the impact to the fund balance would be less than projected or possibly realize an increase.

However, this does not address long term financial stability. Capital replacement and repair and salaries remain under funded and the investment in both continue to fall behind needs. The long term pension obligation remains stable but costly. Funds are not available to increase levels of service and per the audit, liability exceed assets.

Chart C: Monthly General Fund Balance illustrates the projected FY20 fund balance based on this year's performance and the past five years. This analysis suggests an end of year fund balance of \$1.35M Overall, a minimal increase or decrease to the General Fund balance is likely.

SPECIAL FUND SUMMARIES

Table H: Highway User Revenue Fund generated from gasoline taxes. HURF monies are only to be used for transportation and street-related purposes. The Town maintains the HURF revenues and expenditures in a separate fund to ensure compliance with this requirement.

Table H shows HURF revenue totals \$429,154 for FY20 mid-year. Overall, HURF revenue totals 67% of budget projections. This is primarily due to the \$197,800 transportation funds from the State Legislature through the FY20 State budget. As a result of this the HURF fund is not dependent on General Fund transfers. HURF expenditures are \$200,494 YTD. While this is only 31% of the adopted total, funds are earmarked for specific projects.

Table I: Local Transportation Assistance Fund (LTAF): provides funds for Senior Center transportation operations. Annually, revenues are not received until April and are expected to be \$16,700. As a result, this causes an early FY dependence on the Transfer In amount of \$20,125 from the General Fund. For FY20, LTAF relies on \$16,700 of LTAF funds and \$22,522 of General Fund transfers.

Table J: Senior Center: The Senior Center budget includes four cost centers:

1. Congregate Meals made and served at the Center.
2. Home delivered meals made at the Center and delivered to qualifying individuals.
3. Multi-Purpose Services provide activities and craft education to seniors.
4. Transportation transports seniors to and from the Center, medical appointments, pharmacies, and local visitations to other facilities.

Table J indicates that YTD revenues are \$121,753 with a General Fund transfer of \$48,180 or 51% of adopted budget amounts. Both revenues and expenditures are performing as projected at 51% of the adopted budget.

Table K: Community Action Program (CAP): CAP offers social services including senior food boxes, emergency food, utility, and rental and holiday meal assistance. Table K indicates YTD FY20 expenditures are \$82,224 and revenues are \$58,966 and a General Fund transfer of \$23,258. The forecasted transfer is \$73,816 for FY20. CAP expenses may result in lesser transfer of approximately \$50,000.

Table L: MPC Bond: The bond fund is consistent and straight forward. Annually, a transfer from the General Fund is made of \$292,900. This bond payment expires at in FY 2022.

ENTERPRISE FUND SUMMARIES

Table M: Mercado Fund

The Mercado revenues total \$92,991 which includes \$589 from retained earnings (savings). This indicates that revenues are performing as forecasted. While FY20 forecast estimates revenues will exceed expenditures by \$4,010, recent inspections of the Mercado roof suggest an entire new roof is needed estimated at \$500,000.

Table N: Wastewater / Sewer Fund

FY20 expenditures are projected at \$255,004 primarily to fund the system assessment study and urgent repairs identified based on the study. As a result, prior years are used to balance this fund.

Table O: Solid Waste: YTD revenues are exceeding expenditures by \$19,006. With the change in solid waste contractors, revenues will be realized for the remainder of FY20. However, because of the transition it is difficult to project the amount. This fund will stabilize in FY21.

In summary, the various town funds are performing as expected and provides for current levels of service and upkeep. Unfortunately, without a sustained increase in annual revenues, expenditures will outpace revenues.



FY 2019/20 Mid Year Budget Report

February 27, 2020

Table A (\$)

General Fund Mid Year YTD Revenue Compared to Adopted FY 19/20 Budget

Revenues	Actual YTD	Adopted FY20	Remaining Budget	% of YTD
Local Sales Tax	1,035,564	1,900,000	864,436	55%
Franchise Tax	12,206	26,500	14,294	46%
Transient Occupancy Tax	121,260	405,000	283,740	30%
Alcoholic Beverage License	3,200	8,000	4,800	40%
Restaurant Bar Tax	137,086	260,000	122,914	53%
Business License	5,645	10,000	4,355	56%
Building Permits & Fees	27,459	25,000		110%
Billboard Revenues	30,267	57,433	27,166	53%
Urban Revenue Sharing	426,544	863,634	437,090	49%
State Sales Tax	321,174	685,699	364,525	47%
Other Rev. from Gov. Agencies	35,068	163,600	128,532	21%
Wild Land Reimbursements	42,281	85,000	42,719	50%
Vehicle in Lieu Tax	142,117	297,942	155,825	48%
Fines & Forfeitures	12,237	30,000	17,763	41%
JCEF & Fill the Gap Revenues	98	10,000	9,902	1%
Investment Earnings	8,696	10,500	1,804	83%
Rents & Concessions	44,001	82,269	38,268	53%
Ballfield Fees Charged	3,068	2,300		133%
Misc. Fees	5,353	15,000	9,647	36%
Event Revenue	9,500	20,000	10,500	48%
Fund Balance Carryforward -GF	51,620	471,288	419,668	11%
TOTAL REVENUES	2,474,444	5,429,165	2,954,721	46%



Table B (\$)

**General Fund Mid Year YTD Expenditures
Compared to Adopted FY 19/20 Budget**

	Actual	Adopted	Remaining	% of
Cost Center	YTD	FY20	Budget	YTD
Mayor & Council	32,445	66,733	34,288	49%
Municipal Court	75,590	236,303	160,713	32%
Town Manager	77,673	159,486	81,813	49%
*Administration	350,265	1,043,632	693,367	34%
Finance	77,499	139,241	61,742	56%
Attorney	49,428	117,000	67,572	42%
Town Clerk	16,354	34,697	18,343	47%
Community Development	17,805	37,819	20,014	47%
Information Technology	31,434	61,498	30,064	51%
Building Official	35,430	91,360	55,930	39%
Building Maintenance	67,744	111,405	43,661	61%
Police Services	965,883	1,932,577	966,694	50%
Fire	577,930	1,219,844	641,915	47%
Cemetery	6,527	13,171	6,643	50%
Parks	88,545	152,818	64,273	58%
Library	4,255	11,580	7,325	37%
Total GF Expenditures	2,474,807	5,429,165	2,954,357	46%
*Administration	350,265	1,043,632	693,367	34%
Less Transfers to other funds	(238,013)	(528,208)	(290,195)	45%
Less Contingency	0	(254,000)	(254,000)	0%
ADMIN OPERATIONS	112,252	261,424	149,172	43%

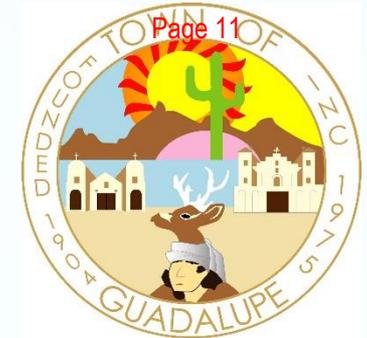
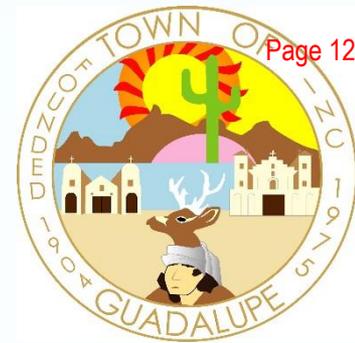


Table C (\$)

**GENERAL FUND COST CENTERS AS
A PERCENTAGE TO ADOPTED FY 19/20 BUDGET**

	ADOPTED FY 19/20 BUDGET	% OF BUDGET
COST CENTER		
MAYOR/COUNCIL	66,733	1%
COURT	236,303	4%
TOWN MANAGER	159,486	3%
ADMINISTRATION	1,043,632	19%
FINANCE	139,241	3%
ATTORNEY	117,000	2%
TOWN CLERK	34,697	1%
COMMUNITY DEV	37,819	1%
INFORMATION TECH	61,498	1%
BUILDING SAFETY	91,360	2%
MAINTENANCE	111,405	2%
MCSO	1,932,577	36%
FIRE	1,219,844	22%
CEMETERY	13,171	0%
PARKS	152,818	3%
LIBRARY	11,580	0%
Total Expenditure	5,429,165	100%



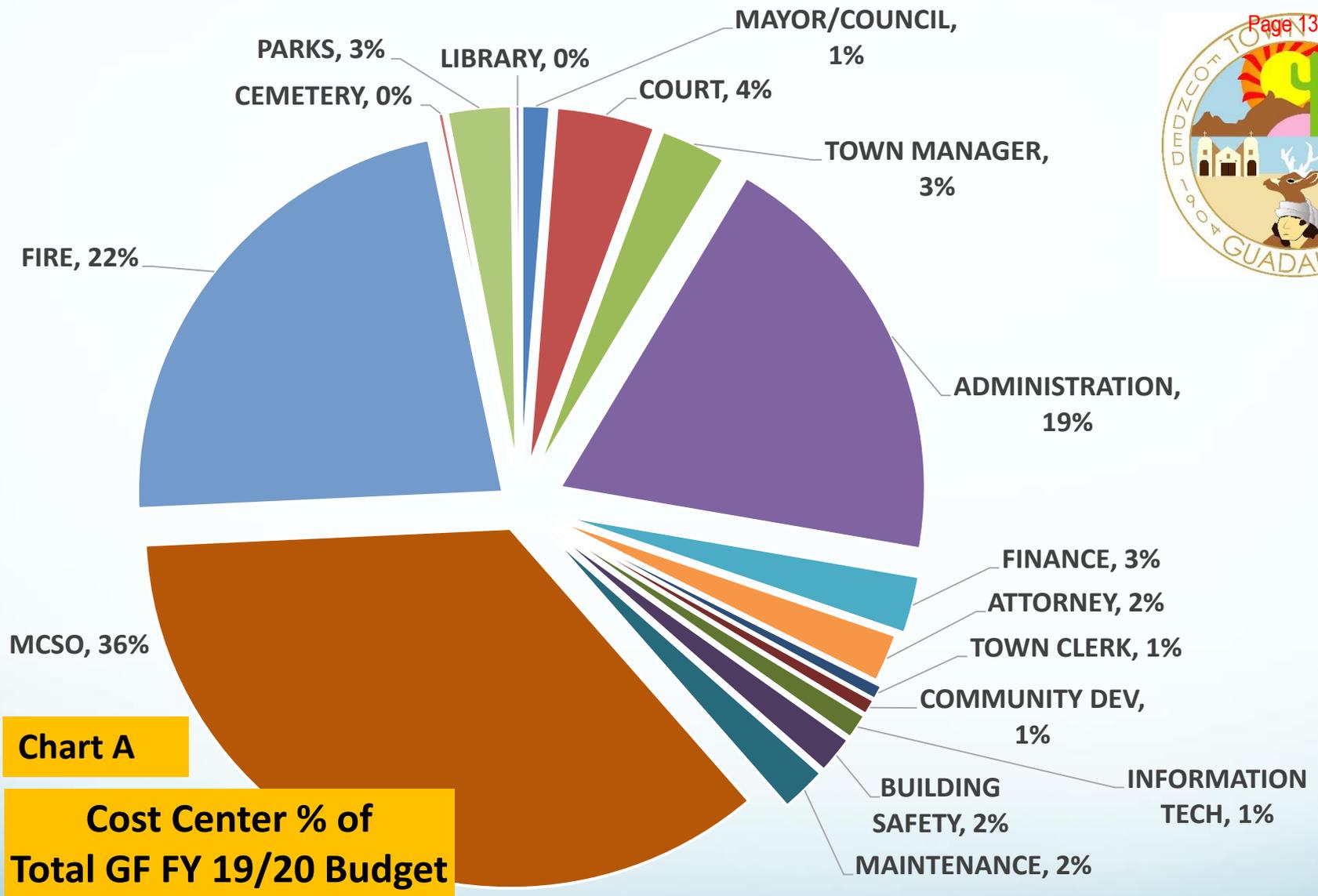
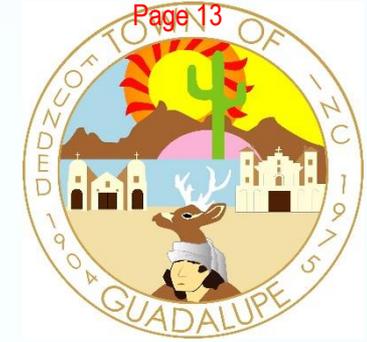


Chart A

Cost Center % of Total GF FY 19/20 Budget

- MAYOR/COUNCIL
- COURT
- TOWN MANAGER
- ADMINISTRATION
- FINANCE
- ATTORNEY
- TOWN CLERK
- COMMUNITY DEV
- INFORMATION TECH
- BUILDING SAFETY
- MAINTENANCE
- MCSO
- FIRE
- CEMETERY
- PARKS
- LIBRARY



Table D (\$)				
YTD ADMINISTRATION COST CENTER DETAIL				
	APPROVED			
	FY 19/20	Current	YTD	% OF
Administration	BUDGET	Month	FY 2019	BUDGET
Liability & Property Insurance	57,000	4,381	26,589	47%
Miscellaneous Charges	0	0	0	0%
Census Count	4,840	0	0	0%
Prisoner Jail Expense	46,000	1,833	14,255	31%
Animal Control	30,000	0	15,180	51%
Dead Dog Removal	1,200	665	1,862	155%
Contingency/Emergency	254,000	0	0	0%
Recognition & Awards	1,000	0	94	9%
Celeb Exp-Special Events	3,000	400	2,682	89%
Celebration Expense-Sheriff	50,000	2,047	8,037	16%
Celebration Expense-Guad Days	12,000	0	0	0%
Celebration Expense-December	16,058	10,245	16,654	104%
Public Defenders	21,000	1,400	9,004	43%
Old Town Hall Insurance	1,850	106	634	34%
Transfer to Other Funds	528,208	52,825	238,013	45%
DOR Funding SB1216	17,476	0	17,253	99%
ADMINISTRATION TOTALS	1,043,632	73,902	350,257	34%
total	1,043,632			
less contingency	-254,000			
less transfers	-528,208			
revised total	261,424			

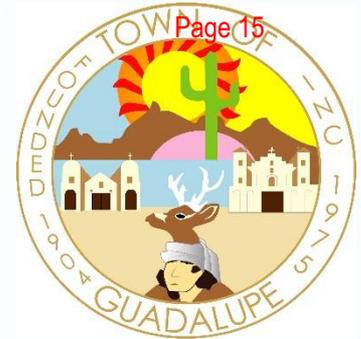


Table E				
ADJUSTED GENERAL FUND COMPARED TO ADOPTED FY19/20 BUDGET				
	ADJUSTED		ADOPTED	
	FY 19/20	% OF	FY 19/20	% OF
COST CENTER	BUDGET	BUDGET	BUDGET	BUDGET
MAYOR/COUNCIL	66,733	1%	66,733	1%
COURT	236,303	5%	236,303	5%
TOWN MANAGER	159,486	3%	159,486	3%
ADMINISTRATION	261,424	6%	1,043,632	18%
FINANCE	139,241	3%	139,241	3%
ATTORNEY	117,000	3%	117,000	2%
TOWN CLERK	34,697	1%	34,697	1%
COMMUNITY DEV	37,819	1%	37,819	1%
INFORMATION TECH	61,498	1%	61,498	1%
BUILDING OFFICIAL	91,360	2%	91,360	2%
MAINTENANCE	111,405	2%	111,405	2%
POLICE	1,932,577	42%	1,932,577	34%
FIRE	1,219,844	26%	1,219,844	24%
CEMETERY	13,171	0%	13,171	0%
PARKS	152,818	3%	152,818	3%
LIBRARY	11,580	0%	11,580	0%
Total Expenditure	4,646,956	100%	5,429,164	100%

MCSO	1,932,577
Fire	1,219,844
total public safety	3,152,421
All others	1,494,535



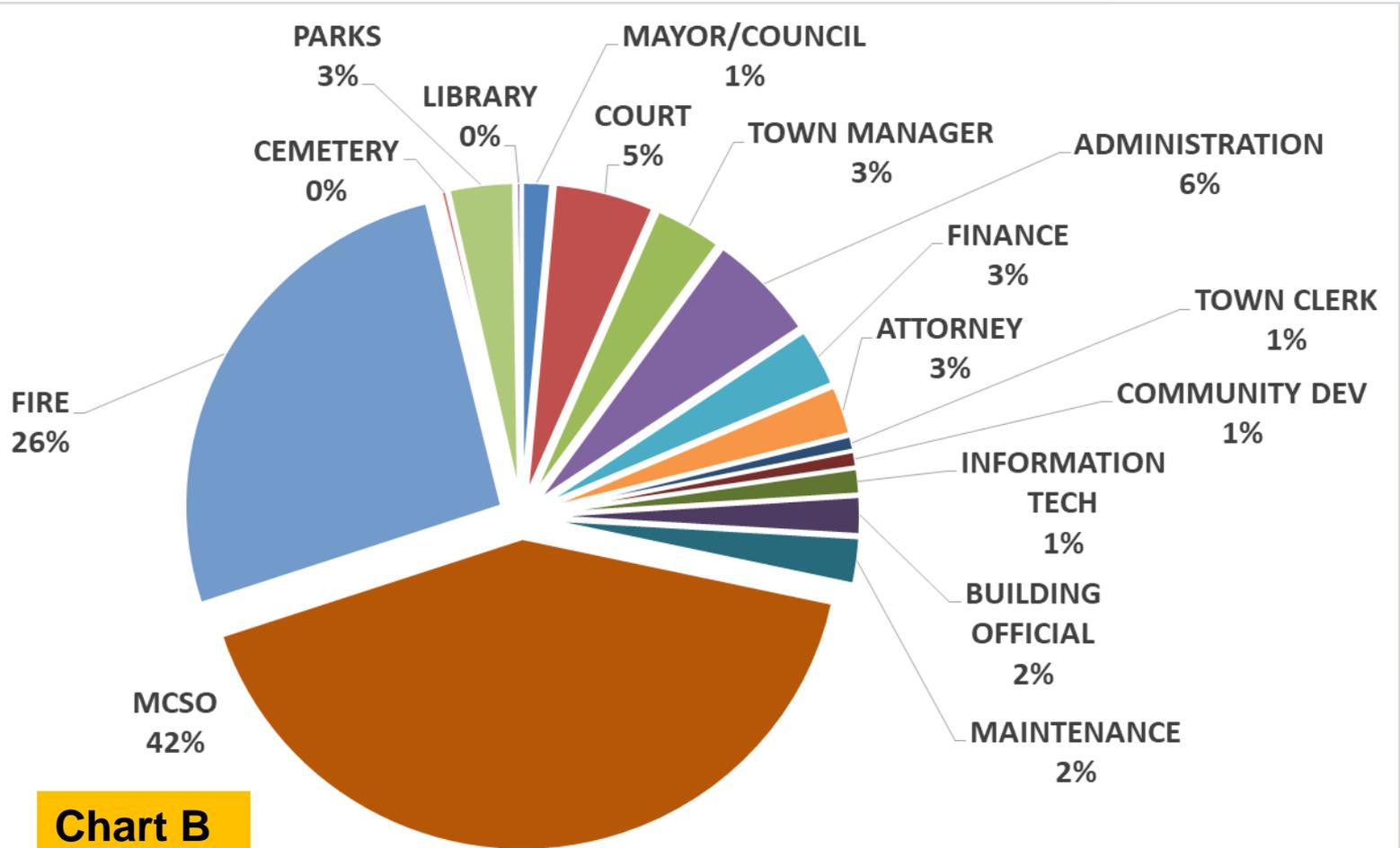


Chart B
ADJUSTED COST CENTER % of
TOTAL GF FY 19/20 BUDGET

- MAYOR/COUNCIL
- COURT
- TOWN MANAGER
- ADMINISTRATION
- FINANCE
- ATTORNEY
- TOWN CLERK
- COMMUNITY DEV
- INFORMATION TECH
- BUILDING OFFICIAL
- MAINTENANCE
- POLICE
- FIRE
- CEMETERY
- PARKS
- LIBRARY



General Fund Summary

Table F

General Fund Take Aways - Mid Year FY 19/20

Fund Analysis	Audited FY19	Adopted Budget FY19/20	Current Month	YTD Current 2020	YTD Assessment
ACTUAL GENERAL FUND REVENUES	\$5,044,529	\$4,957,877	\$430,107	\$2,423,187	
ACTUAL GENERAL FUND EXPENSES	-\$4,874,229	-\$5,429,165	-\$403,648	-\$2,474,807	
ACTUAL Revenues / Expenditures	\$170,300	-\$471,288	\$26,459	-\$51,620	Holding our own

Transfer to Other Funds	Audited FY19	Adopted Budget FY19/20	Current Month	YTD Current 2020	FY 2020 End of YR Projection
HURF	\$32,205	\$0	\$0	\$0	\$0
Local Senior Transportation (LTAF)	\$16,742	\$22,522	\$3,573	\$20,125	\$23,000
Senior Center	\$66,357	\$93,970	\$16,810	\$48,180	\$95,000
Community Action Program	\$59,208	\$73,816	\$8,034	\$23,258	\$50,000
Municipal Property Corporation (Bond)	\$292,245	\$292,900	\$24,408	\$146,450	\$292,900
Grant Fund	\$0	\$45,000	\$0	\$0	\$45,000
Transfer to Other Funds Totals	\$466,757	\$528,208	\$52,825	\$238,013	\$505,900



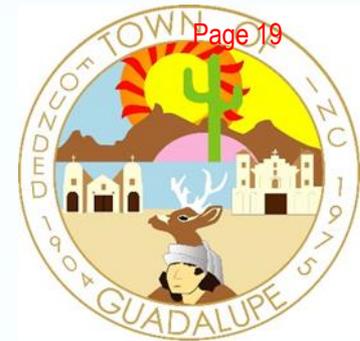
General Fund: Yes, But

Table G

Fund Balance	Audited FY19	Adopted Budget FY19	YTD Current 2020	FY 2020 END of YR x2 Projection	FY 2020 End of YR Refined Projection
Beginning Fund Balance	\$1,135,590	\$1,081,994	\$1,305,891	\$1,305,891	\$1,305,891
FY2019 Increase	\$170,300	-\$471,228	-\$51,620	-\$103,240	\$65,000
Ending Fund Balance	\$1,305,891	\$610,766	\$1,254,271	\$1,202,651	\$1,370,891

Analysis: holding our own.	But:
Capital replacement, repair, improvements:	St., s/w, canal, park, street lights, playground, st. signs, roofs, Mercado, Yard, FD, OTH
ASRS & PSRS Pension Obligations:	\$1,089,220 & \$1,102,665 = \$2,191,885
Competitive Salaries:	No salary increases in 3 years & minimum wage compression
Level of Service Priorities:	Code Enforcement, Animal Control, Youth Development Programs
Per audit: Liability exceeds asset by:	\$612,409

Investment in resources:
facilities and people continue to fall behind.



FORECAST 5

End of Year Projection

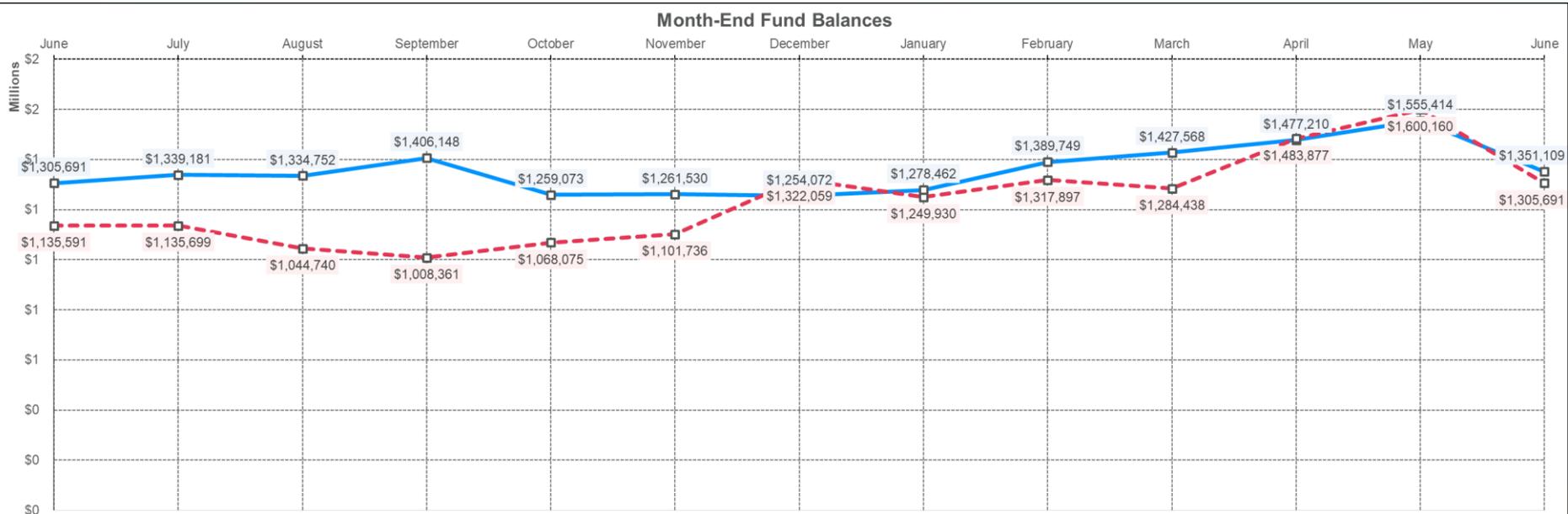


Chart C

FY 19/20 General Fund Monthly Fund Balance

—■— Current Year / Projected
 - - - □ - - - Prior Year

Special Revenue Funds: HURF & LTAF

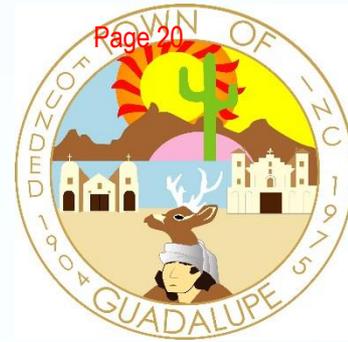


Table H				
HURF YTD - thru Dec 2019	Audited FY 2019	Adopted FY 2020	YTD Current	% of
HURF Revenues YTD	\$451,226	\$644,130	\$429,154	67%
HURF Expenditures YTD	(\$584,129)	(\$644,130)	(\$200,494)	31%
REVENUES OVER (UNDER) EXPENDITURES	(\$132,903)	\$0	\$228,660	-
HURF FUND BALANCE	Audited FY 2019	Adopted FY 2020	YTD Current	
Transfers From General Fund	\$32,205	\$0	\$0	
Transfers From Sewer Fund	\$100,698	\$0	\$0	
BEGINNING FUND BALANCE	\$0	NA	NA	
ENDING FUND BALANCE	\$0	\$0	\$228,660	
Table I				
LTAF YTD - thru Dec 2019	Audited FY 2019	Adopted FY 2020	YTD Current	% of
LTAF Revenues YTD	\$16,740	\$16,700	\$0	0%
LTAF Expenditures YTD	(\$33,482)	(\$39,222)	(\$20,125)	51%
REVENUES OVER (UNDER) EXPENDITURES	(\$16,742)	(\$22,522)	(\$20,125)	89%
LTAF FUND BALANCE	Audited FY 2019	Adopted FY 2020	YTD Current	
Transfers From General Fund	\$16,742	\$22,522	\$20,125	
BEGINNING LTAF FUND BALANCE	\$0	\$0	\$0	
ENDING LTAF FUND BALANCE	\$0	\$0	\$0	

Special Revenue Funds: Senior Center & CAP

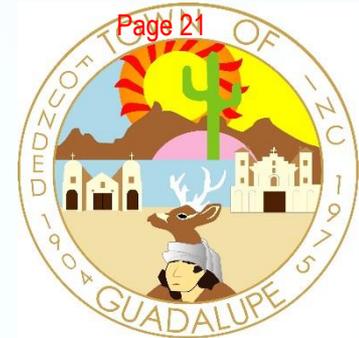


Table J				
SENIOR YTD - thru Dec 2019	Audited FY 2019	Adopted FY 2020	YTD Current	
Senior Center Revenues YTD	\$155,183	\$144,979	\$73,573	51%
Senior Center Expenses YTD	(\$221,540)	(\$238,949)	(\$121,753)	51%
REVENUES OVER (UNDER) EXPENDITURES	(\$66,357)	(\$93,970)	(\$48,180)	51%
SENIOR CENTER FUND BALANCE	Audited FY 2019	Adopted FY 2020	YTD Current	
Transfers From General Fund	\$66,357	\$93,970	\$48,180	
BEGINNING FUND BALANCE	\$0	\$0	\$0	
ENDING FUND BALANCE	\$0	\$0	\$0	

Table K				
CAP YTD - thru Dec 2019	Audited FY 2019	Adopted FY 2020	YTD Current	
CAP Revenues YTD	\$77,792	\$115,000	\$58,966	51%
CAP Expenses YTD	(\$138,632)	(\$188,816)	(\$82,224)	44%
REVENUES OVER (UNDER) EXPENDITURES	(\$60,840)	(\$73,816)	(\$23,258)	32%
CAP FUND BALANCE	Audited FY 2019	Adopted FY 2020	YTD Current	
Transfers From General Fund	\$59,208	\$73,816	\$23,258	
BEGINNING FUND BALANCE	\$1,632	\$0	\$0	
ENDING FUND BALANCE	\$0	\$0	\$0	

Special Revenue Funds: MPC Bond Payment

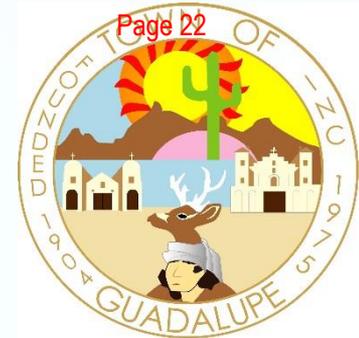
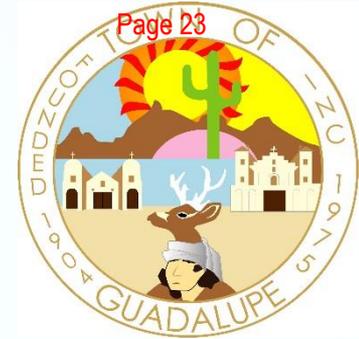


Table L				
MPC BOND YTD - thru Dec 2019	Audited FY 2019	Adopted FY 2020	YTD Current	
MPC Revenues YTD	\$0	\$0	\$0	#DIV/0!
MPC Expenses YTD	(\$292,245)	(\$292,900)	(\$146,450)	50%
REVENUES OVER (UNDER) EXPENDITURES	(\$292,245)	(\$292,900)	(\$146,450)	50%
MPC BOND FUND BALANCE	Audited FY 2019	Adopted FY 2020	YTD Current	
Transfers From General Fund	\$292,245	\$292,900	\$146,450	
BEGINNING FUND BALANCE	\$0	\$0	\$0	
ENDING FUND BALANCE	\$0	\$0	\$0	

Table M				
Transfer to Other Funds	Audited FY19	Adopted Budget FY2020	YTD Current 2020	FY 2020 End of YR Refined Projection
HURF	\$32,205	\$0	\$0	\$0
Local Senior Transportation (LTAF)	\$16,742	\$22,522	\$20,125	\$23,000
Senior Center	\$66,357	\$93,970	\$48,180	\$95,000
Community Action Program	\$59,208	\$73,816	\$23,258	\$50,000
Municipal Property Corporation (Bond)	\$292,245	\$292,900	\$146,450	\$292,900
Grant Fund	\$0	\$45,000	\$0	\$45,000
Transfer to Other Funds Totals	\$466,757	\$528,208	\$238,013	\$505,900



Enterprise Fund: Mercado

Table M				
MERCADO YTD	Audited FY 2019	YTD Current	% of	Adopted FY 2020
Mecado Revenues YTD	\$174,293	\$92,991	59%	\$157,200
Mercado Expenditures YTD	(\$160,374)	(\$93,580)	61%	(\$153,190)
REVENUES OVER (UNDER) EXPENDITURES	\$13,919	(\$589)		\$4,010
MERCADO FUND BALANCE	Audited FY 2019	YTD Current		Adopted FY 2020
Transfers From General Fund	\$0	\$0		\$0
BEGINNING FUND BALANCE - Net Position	\$21,098	\$35,017		\$36,951
Prior Year Funds earned/(used)	\$13,919	(\$589)		\$4,010
ENDING FUND BALANCE - Net Position	\$35,017	\$34,428		\$40,961

Enterprise Fund: Wastewater / Sewer

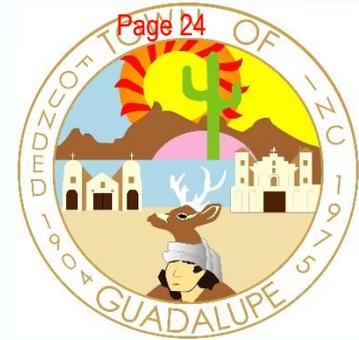
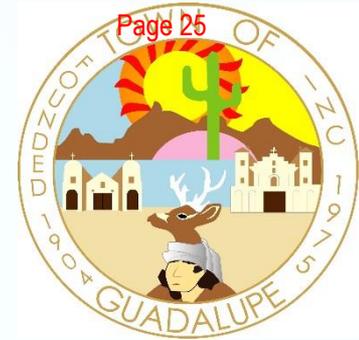
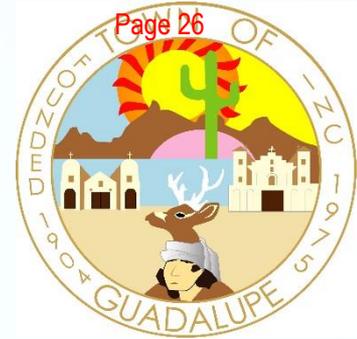


Table N				
SEWER FUND YTD	Audited FY 2019	YTD Current	% of	Adopted FY 2020
Sewer Revenues YTD	\$104,930	\$58,281	23%	\$255,004
Sewer Expenditures YTD	(\$241,649)	(\$195,056)	76%	(\$255,004)
REVENUES OVER (UNDER) EXPENDITURES	(\$136,719)	(\$136,775)		\$0
SEWER FUND BALANCE	Audited FY 2019	YTD Current		Adopted FY 2020
Transfers From General Fund	\$0	\$0		\$0
BEGINNING FUND BALANCE - Net Position	\$1,163,081	\$1,026,363		\$904,689
Prior Year Funds earned/(used)	(\$136,718)	(\$136,775)		(\$154,426)
ENDING FUND BALANCE - Net Position	\$1,026,363	\$889,588		\$750,263



Enterprise Fund: Solid Waste

Table O				
SOLID WASTE FUND YTD	Audited FY 2019	YTD Current	% of	Adopted FY 2020
Solid Waste Revenues YTD	\$328,300	\$193,492	51%	\$377,877
Solid Waste Expenditures YTD	(\$353,737)	(\$174,486)	46%	(\$377,877)
REVENUES OVER (UNDER) EXPENDITURES	(\$25,437)	\$19,006		\$0
SOLID WASTE FUND BALANCE	Audited FY 2019	YTD Current		Adopted FY 2020
Transfers From General Fund	\$0	\$0		\$0
BEGINNING FUND BALANCE - Net Position	\$276,499	\$251,062		\$182,830
Prior Year Funds earned/(used)	(\$25,437)	\$19,306		(\$54,874)
ENDING FUND BALANCE - Net Position	\$251,062	\$270,368		\$127,956



In summary: FY 2019/20 Mid Year Budget Report

Analysis: holding our own.	But:
Capital replacement, repair, improvements:	St., s/w, canal, park, street lights, playground, st. signs, roofs, Mercado, Yard, FD, OTH
ASRS & PSRS Pension Obligations:	\$1,089,220 & \$1,102,665 = \$2,191,885
Competitive Salaries:	No salary increases in 3 years & minimum wage compression
Level of Service Priorities:	Code Enforcement, Animal Control, Youth Development Programs
Per audit: Liability exceeds asset by:	\$612,409

\$5.4M General Fund revenues provide for current levels of services and upkeep.

The current \$5.4M does not allow for needed repair, added service levels, reducing liability.



***Thank you
&
Questions ?***

February 27, 2020



YTD December, 2019

Index

Memo	Front page
General Fund Revenues	Page 1
Mayor/Council	Page 1
Municipal Court	Page 2
Town Manager	Page 3
Administration	Page 4
Finance	Page 5
Town Attorney	Page 5
Town Clerk	Page 6
Community Development	Page 6
Information Technology	Page 7
Building Official	Page 7
Building Maintenance	Page 7
Police Department	Page 8
Fire Department	Page 8
Cemetery	Page 9
Parks	page 9
Library	Page 9
General Fund Summary	Page 10
HURF (Highway Users Revenue Fund)	Page 11
LTAF (Local Transportation)	Page 12
Senior Center (Cong)	Page 13
Senior Center (HDM)	Page 14
Senior Center (MSCO)	Page 15
Senior Center (Transportation)	Page 15
CAP (Community Action Program)	Page 16
Mercado	Page 17
Sewer	Page 18
Refuse	Page 19
MPC (Bond Debt)	Page 20
Grant Fund	Page 21
Program Income Fund	Page 22
Total All Expenses/All Funds	Page 23
General Fund Revenue and Fund Transfer Summary	Page 24

TOWN OF GUADALUPE					Current %				
GENERAL FUND			Audited	Audited	Audited	Current Month	Current 2020	S/B 50%	Adopted
	FY17	FY18	FY19	December	YTD	YTD		FY20	
Revenues									
Local Sales Tax	1,592,401	1,868,179	2,127,077	181,365	1,216,929	64%	1,900,000		
Local Sales-Auditor Collected	62,979		-	-	-	0%	-		
Franchise Tax	23,948	26,574	26,303	6,363	18,569	70%	26,500		
Transient Occupancy Tax	400,511	405,035	364,824	54,190	175,449	43%	405,000		
Alcoholic Beverage License	5,650	8,050	6,450	-	3,200	40%	8,000		
Restaurant Bar Tax	336,128	269,394	292,579	35,599	172,685	66%	260,000		
Business License	16,120	9,850	10,425	625	6,270	63%	10,000		
Building Permits & Fees	28,863	116,853	21,474	434	27,893	112%	25,000		
Billboard Revenues	58,733	59,297	64,174	6,761	37,028	64%	57,433		
Urban Revenue Sharing	755,711	784,774	790,177	-	-	0%	863,634		
State Sales Tax	566,627	610,177	656,929	71,091	497,634	73%	685,699		
Other Rev. from Gov. Agencies	268,560	315,943	157,035	59,357	380,531	233%	163,600		
Wild Land Reimbursements	-	33,315	75,176	101,355	136,422	160%	85,000		
Vehicle in Lieu Tax	243,717	262,424	280,769	-	42,281	14%	297,942		
Fines & Forfeitures	38,024	30,417	19,922	24,545	166,662	556%	30,000		
Appearance Bond Revenue	1,300	650	1,450	5,256	17,493	0%	-		
JCEF & Fill the Gap Revenues	1,792	-	6,144	-	-	0%	10,000		
Investment Earnings	3,471	12,336	20,161	-	363	3%	10,500		
Rents & Concessions	87,072	82,303	89,475	-	98	0%	82,269		
Ballfield Fees Charged	3,475	2,279	2,976	911	9,607	418%	2,300		
Loss on State Investment Pool	1,730	-	3,259	10,338	54,339	0%	-		
Misc. Fees	18,868	15,530	10,486	232	3,300	22%	15,000		
Other Financing Sources	-	563,036	-	-	-	0%	-		
Other Revenue	-	2,000	-	530	5,883	0%	-		
Event Revenue	2,800	6,725	17,264	-	-	0%	20,000		
Fund Balance Carryforward - General Fund					51,620	11%	471,288		
TOTAL GENERAL FUND REVENUES	4,518,480	5,485,140	5,044,529	558,950	3,024,257	56%	5,429,165		
Expenditures									
8010 Mayor & Council									
Salaries & Wages	43,800	58,800	59,500	-	-	0%	58,800		
FICA Expense	3,354	4,498	4,552	2,423,187	-	0%	4,498		
Workman's Compensation	110	156	287	-	-	0%	235		
Sub-Total Personnel Costs	47,264	63,454	64,339	2,423,187	-	0%	63,533		
Office Supplies	251	155	445	-	-	0%	400		
Printing & Duplicating	299	25	94	-	-	0%	200		
Other Operating Expenses	275	380	-	-	-	0%	-		
Small Tools & Equipment	1,181	-	-	-	-	0%	200		
Telephone	1,084	1,108	1,111	-	-	0%	1,100		
Postage & Mailing	-	-	-	-	-	0%	100		
Travel & Lodging	749	343	-	-	-	0%	-		
Dues & Subscriptions	-	2,706	-	-	-	0%	-		
Meetings & Business Expense	417	839	234	4,900	34,300	2858%	1,200		
Miscellaneous Charges	-	-	-	375	2,624	0%	-		
Conferences & Training	1,874	995	135	-	-	0%	-		
Sub-Total Operating Supplies & Services	6,130	6,551	2,019	5,275	36,924	1154%	3,200		
TOTALS FOR 8010 MAYOR AND COUNCIL	53,394	70,005	66,358	2,428,462	36,924	55%	66,733		
Expenditures									

TOWN OF GUADALUPE							
GENERAL FUND				Current Month	Current 2020	Current %	Adopted
	Audited	Audited	Audited	December	YTD	S/B 50%	FY20
	FY17	FY18	FY19			YTD	
8030 Municipal Court							
Salaries & Wages	101,124	107,323	91,653	-	-	0%	111,490
Judicial Services	22,947	44,129	45,894	-	-	0%	45,894
FICA Expense	7,736	8,211	7,111	-	-	0%	8,529
Pension Expense	11,471	12,201	10,591	93	652	5%	13,156
Workman's Compensation	256	289	452	-	-	0%	445
Group Health & Dental Insurance	24,898	26,369	19,346	-	-	0%	20,310
Unemployment Insurance	783	447	183	-	-	0%	783
Life Insurance Expense	129	129	113	-	-	0%	86
Sub-Total Personnel Costs	169,344	199,098	175,342	93	652	0%	200,693
Office Supplies	692	1,183	931	-	24	2%	1,350
Printing & Duplicating	727	447	205	-	10	1%	1,000
Other Operating Expense	-	-	-	-	-	0%	100
Small Tools & Equipment	-	378	-	-	-	0%	-
Court Enhancement	-	-	89	7,755	47,682	0%	-
JCEF	-	4,498	3,873	-	3,531	35%	10,000
Fill the Gap	2,042	2,500	-	7,755	47,682	0%	-
Audit	-	2,700	-	(32,445)	-	0%	-
Jury Services	3,170	-	-	-	-	0%	200
Interpreter Services	385	404	422	-	-	0%	450
Telephone	1,101	1,651	1,931	593	3,648	304%	1,200
Postage & Mailing	1,126	894	547	917	5,533	325%	1,700
Travel & Lodging	-	-	-	31	191	55%	350
Mileage Reimbursements	343	628	126	841	7,344	2448%	300
Advertising	-	-	-	41	41	0%	-
Dues, Subscriptions & Membership	25	150	150	5	47	188%	25
Maintenance Contracts	8,434	7,359	7,652	-	367	3%	11,785
Meetings & Business Expense	-	-	-	-	246	0%	-
Contractual Services	10,089	2,145	4,480	-	-	0%	4,000
Miscellaneous Charges	303	123	300	-	-	0%	300
Bank Charges	771	970	1,087	-	-	0%	1,200
Equipment Repair	-	2,101	-	-	-	0%	300
Conferences & Training	710	751	1,415	-	-	0%	1,350
Sub-Total Operating Supplies & Services	29,917	28,882	23,207	(14,506)	116,346	327%	35,610
TOTALS FOR 8030 MUNICIPAL COURT	199,261	227,980	198,549	(14,414)	116,998	50%	236,303
Expenditures							

TOWN OF GUADALUPE							
GENERAL FUND				Current Month	Current 2020	Current %	Adopted
	Audited	Audited	Audited	December	YTD	S/B 50%	FY20
	FY17	FY18	FY19			YTD	
8040 Town Manager							
Salaries & Wages	43,086	72,024	81,971	-	-	0%	78,030
Fees For Service	-	-	-	-	49	0%	-
FICA Expense	3,286	5,413	5,891	-	-	0%	5,969
Pension Expense	1,550	4,905	7,939	-	25	0%	9,208
Pension Expense	-	-	-	-	3,701	0%	-
Workman's Compensation	109	193	412	-	-	0%	311
Group Health & Dental Insurance	-	9,398	18,739	-	300	1%	20,282
Unemployment Insurance	1,106	719	164	71	438	54%	815
Life Insurance Expense	-	37	77	1,430	10,855	15407%	70
Sub-Total Personnel Costs	49,136	92,690	115,193	1,501	15,368	13%	114,686
Office Expense	85	547	737	-	-	0%	400
Printing & Duplicating	635	1,143	1,260	-	-	0%	700
Newsletters & Publishing	4	-	-	-	-	0%	-
Other Operating Expense	3,988	1,200	476	-	-	0%	400
Auto Repairs/Vehicle Registration	-	-	-	-	-	0%	-
Small Tools & Equipment	42	-	-	(75,590)	-	0%	300
Professional Services	38,110	6,336	39,534	49	361	1%	25,000
Telephone	2,221	2,332	2,505	8,858	47,213	2053%	2,300
Postage & Mailing	227	579	472	-	-	0%	450
Travel & Lodging	799	138	201	622	3,331	0%	-
Advertising	-	-	10	-	-	0%	-
Vehicle Insurance	477	477	477	35	188	38%	500
Dues & Subscriptions	8,040	8,459	8,611	1,734	11,611	83%	14,000
Maintenance Contracts	-	-	-	41	41	0%	-
Meetings & Business Expense	165	219	344	7	47	11%	450
Miscellaneous Charges	512	202	220	35	65	22%	300
Equipment Repair	-	-	-	-	-	0%	-
Conferences & Training	280	-	189	-	220	0%	-
Vehicle Lease Payment	-	-	-	-	-	0%	-
Sub-Total Operating Supplies & Services	55,585	21,632	55,036	(64,211)	63,078	141%	44,800
TOTALS FOR 8040 TOWN MANAGER	104,722	114,322	170,229	(62,710)	78,446	49%	159,486

TOWN OF GUADALUPE GENERAL FUND				Current Month	Current 2020	Current % S/B 50%	Adopted
	Audited FY17	Audited FY18	Audited FY19	December	YTD	YTD	FY20
8050 Administration							
Liability & Property Insurance	53,415	62,694	31,337	-	-	0%	57,000
Miscellaneous Charges	-	1,520	-	40	278	0%	-
Census Count	-	-	-	-	-	0%	4,840
Prisoner Jail Expense	31,127	46,316	41,107	-	10,062	22%	46,000
Electronic Monitoring	-	-	-	-	-	0%	-
Animal Control	27,600	27,600	27,600	-	83	0%	30,000
Dead Dog Removal	998	665	1,995	-	-	0%	1,200
Contingency/Emergency	-	-	-	-	1,862	1%	254,000
Recognition & Awards	9,267	182	435	-	-	0%	1,000
Celeb Exp-Special Events	6,946	8,678	4,950	-	-	0%	3,000
Celebration Expense-Sheriff	34,945	35,763	50,995	-	-	0%	50,000
Celebration Expense-Guad Days	8,832	8,155	7,855	(77,673)	-	0%	12,000
Celebration Expense-December	7,939	5,604	15,174	-	-	0%	16,058
Public Defenders	15,800	13,600	24,404	-	-	0%	21,000
Old Town Hall Insurance	-	9,619	1,267	-	17,253	933%	1,850
Transfer to HURF	-	-	32,205	-	-	0%	-
Transfer to LTAF	-	6,042	16,742	3,573	20,125	89%	22,522
Transfer to Senior Center	64,346	63,588	66,357	16,810	48,180	51%	93,970
Transfer to CAP	55,580	56,593	59,208	8,034	23,258	32%	73,816
Transfer to MPC-Bond	290,450	289,300	292,245	24,408	146,450	50%	292,900
Transfer to Grant Fund	-	-	-	-	-	0%	45,000
Lease Payment (Copier)	-	5,019	1,520	-	2,682	0%	-
DOR Funding SB1216	12,590	12,838	15,653	-	9,817	56%	17,476
TOTALS FOR 8040 ADMINISTRATION	621,910	654,275	691,049	(21,660)	280,051	27%	1,043,632
Transfer to Other Funds Detail							
HURF	0	0	32,205	0	0	0	0
Local Senior Transportation	0	6,042	16,742	3,573	20,125	89%	22,522
Senior Center	64,346	63,588	66,357	16,810	48,180	51%	93,970
Community Action Program	55,580	56,593	59,208	8,034	23,258	32%	73,816
Municipal Property Corp. (Bond)	290,450	289,300	292,245	24,408	146,450	50%	292,900
Grant Fund	0	0	0	0	0	0%	45,000
Transfer to Other Funds Totals	410,376	415,523	466,757	52,825	238,013	45%	528,208

TOWN OF GUADALUPE							
GENERAL FUND				Current Month	Current 2020	Current %	Adopted
	Audited	Audited	Audited	December	YTD	S/B 50%	FY20
	FY17	FY18	FY19			YTD	
8060 Finance							
Salaries & Wages	91,750	91,101	82,056	-	-	0%	83,183
Overtime	-	-	-	-	-	0%	-
FICA Expense	6,934	6,883	6,259	-	-	0%	6,364
Pension Expense	10,215	10,128	9,359	-	-	0%	9,816
Workman's Compensation	234	236	405	106	739	185%	399
Group Health & Dental Insurance	11,201	11,989	11,658	-	-	0%	13,303
Unemployment Insurance	342	195	80	-	-	0%	221
Life Insurance Expense	58	58	74	-	-	0%	56
Sub-Total Personnel Costs	120,734	120,590	109,891	106	739	1%	113,341
Office Expense	576	755	710	-	-	0%	750
Printing & Duplicating	1,733	991	2,184	-	-	0%	200
Other Operating Expense	1,320	127	209	3,756	23,881	6823%	350
Small Tools & Equipment	46	-	-	7,414	7,414	0%	-
Auditing	14,561	14,561	14,561	4,184	27,442	144%	19,000
Telephone	336	344	340	-	-	0%	400
Postage & Mailing	820	1,132	985	-	-	0%	600
Travel & Lodging	-	46	-	(350,265)	(350,265)	0%	-
Dues, Subscriptions & Membership	60	2,000	60	9,121	51,153	25576%	200
Maintenance Contracts	403	566	537	686	3,856	643%	600
Meetings & Business Expense	5	-	-	1,105	6,006	0%	-
Miscellaneous Charges	1,911	3,878	3,148	36	204	5%	3,800
Equipment Repair	-	-	-	47	47	0%	-
Conferences & Training	149	22	-	158	367	0%	-
Sub-Total Operating Supplies & Services	21,921	24,423	22,735	(323,757)	(229,894)	-888%	25,900
TOTALS FOR 8060 FINANCE	142,655	145,014	132,626	(323,652)	(229,155)	-165%	139,241
8070 Town Attorney							
Office Expense	1,501	1,335	564	28	227	23%	1,000
Legal Services	86,133	67,916	42,283	410	602	1%	55,000
Special Legal Services	-	-	-	-	-	0%	-
Prosecution	39,785	50,293	77,297	-	-	0%	61,000
TOTALS FOR 8070 TOWN ATTORNEY	127,419	119,543	120,144	438	829	1%	117,000

TOWN OF GUADALUPE							
GENERAL FUND							
	Audited	Audited	Audited	Current Month	Current 2020	Current %	Adopted
	FY17	FY18	FY19	December	YTD	S/B 50%	FY20
						YTD	
8080 Town Clerk							
Salaries & Wages	30,142	12,144	21,912	(18,866)	(16,938)	-65%	26,000
FICA Expense	2,291	929	1,703	19,179	19,179	964%	1,989
Pension Expense	2,262	1,152	2,344	-	-	0%	3,068
Workman's Compensation	74	32	109	-	-	0%	104
Group Health & Dental Insurance	3,175	-	-	-	-	0%	-
Unemployment Insurance	-	164	61	-	-	0%	261
Life Insurance Expense	18	-	-	-	-	0%	-
Sub-Total Personnel Costs	37,963	14,422	26,129	313	2,241	7%	31,422
Office Expense	289	369	121	(77,499)	-	0%	300
Printing & Duplicating	1,265	6,263	4,678	-	-	0%	700
Other Operating Expense	3,931	171	108	-	-	0%	200
Telephone	172	158	160	-	-	0%	200
Postage & Mailing	269	251	326	6,406	38,006	12669%	300
Travel & Lodging	-	349	-	(49,428)	-	0%	450
Advertising	1,086	119	534	-	-	0%	500
Election Expense	4,964	114	1,467	-	-	0%	-
Dues, Subscriptions & Membership	75	153	195	-	-	0%	125
Maintenance Contracts	-	-	-	2,763	14,888	0%	-
Meetings & Business Expense	43	-	154	211	1,139	0%	-
Other Contractual Services	-	2,480	4,023	11	60	0%	-
Equipment Repair	-	-	-	-	-	0%	-
Machinery & Equipment	-	-	-	49	49	0%	-
Conferences & Training	87	48	350	14	14	3%	500
Sub-Total Operating Supplies & Services	12,181	10,475	12,114	(117,475)	54,155	1654%	3,275
TOTALS FOR 8080 TOWN CLERK	50,144	24,897	38,243	(117,162)	56,395	163%	34,697
8090 Community Development							
Salaries & Wages	23,548	23,905	23,610	13	94	0%	23,688
FICA Expense	1,761	1,798	1,791	35	298	16%	1,812
Pension Expense	2,601	2,654	2,714	-	55	2%	2,795
Workman's Compensation	58	64	116	-	-	0%	95
Group Health & Dental Insurance	4,626	4,465	5,824	-	115	2%	5,078
Unemployment Insurance	127	75	30	-	-	0%	180
Life Insurance Expense	24	21	27	-	-	0%	21
Sub-Total Personnel Costs	32,745	32,981	34,113	48	562	2%	33,669
Office Expense	23	109	17	-	90	60%	150
Printing & Duplicating	388	464	673	-	-	0%	650
Other Operating Expense	2,209	5,123	628	320	1,740	174%	1,000
Telephone	1,094	822	485	-	-	0%	600
Postage & Mailing	174	38	113	2,642	14,393	7196%	200
Dues, Subscriptions & Membership	-	-	-	11	58	0%	-
Maintenance Contracts	124	-	-	-	-	0%	-
Meetings & Business Expense	-	5	7	436	2,945	5890%	50
Miscellaneous Charges	62	-	21	14	14	0%	-
Contractual Services	1,644	910	2,352	-	-	0%	1,500
Grounds & Supplies	187	2,480	239	146	222	0%	-
Sub-Total Operating Supplies & Services	5,904	9,950	4,534	3,569	19,462	469%	4,150
TOTALS FOR 8090 COMMUNITY DEVELOPMENT	38,649	42,931	38,647	3,617	20,024	53%	37,819

TOWN OF GUADALUPE							
GENERAL FUND							
	Audited	Audited	Audited	Current Month	Current 2020	Current %	Adopted
	FY17	FY18	FY19	December	YTD	S/B 50% YTD	FY20
8100 Information Technology							
Operating Supplies	7,798	4,193	4,814	11	42	1%	8,310
Small Tools & Equipment	-	3,500	4,169	-	-	0%	4,000
Software Expenses	1,800	2,167	8,585	-	-	0%	9,800
Equipment Repair	621	-	2,729	-	-	0%	6,000
SB Maintenance Contract	15,021	15,772	16,560	-	-	0%	17,388
Computer Support & Maintenance	12,274	10,583	10,611	40	281	2%	16,000
TOTALS FOR 8100 INFORMATION TECHNOLOGY	37,514	36,214	47,469	50	323	1%	61,498
8120 Building Official							
Office Expense	7	14	6	7,919	1,131	0%	-
Printing & Duplicating	163	95	177	3,460	4,443	0%	-
Fuel & Oil	-	-	-	-	-	0%	150
Auto Repairs/Vehicle Registration	-	-	-	-	-	0%	200
Telephone	155	158	159	-	-	0%	150
Vehicle Insurance	468	468	468	-	-	0%	570
Meetings & Business Expense	50	-	-	-	-	0%	-
Other Contractual Services	101,980	108,930	89,135	-	-	0%	90,000
TOTALS FOR 8120 BUILDING SAFETY	103,070	109,731	89,946	11,379	5,575	6%	91,360
8130 Building Maintenance							
Salaries & Wages	12,034	16,576	16,570	-	-	0%	19,398
FICA Expense	964	1,225	1,284	13	93	6%	1,484
Pension Expense	665	713	754	-	-	0%	972
Workman's Compensation	801	998	1,903	-	-	0%	3,441
Group Health & Dental Insurance	1,245	1,425	1,396	-	-	0%	1,523
Unemployment Insurance	290	226	86	-	-	0%	290
Life Insurance Expense	6	6	8	39	273	2275%	12
Sub-Total Personnel Costs	16,004	21,169	22,000	52	366	1%	27,120
Printing & Duplicating	152	-	164	-	-	0%	25
Fuel & Oil-Town Car	168	111	164	-	-	0%	400
Janitorial Supplies	2,463	2,414	1,451	-	-	0%	2,600
Uniform Expense	181	-	-	17,325	52,395	0%	-
Other Operating Expense	1,619	6,488	1,601	-	-	0%	1,000
Building Repairs & Supplies	14,611	27,457	11,387	-	-	0%	34,000
Auto Repairs/Vehicle Registration	150	2,553	507	-	-	0%	600
Small Tools & Equipment	5	566	77	-	-	0%	250
Telephone	2,476	1,381	1,121	(35,430)	-	0%	1,200
Vehicle Insurance	97	97	97	229	1,038	1038%	100
Property Insurance	950	950	950	126	855	65%	1,310
Electricity Expense	18,487	19,635	26,828	11	32	0%	27,200
Water & Sewer Expense	5,505	7,004	4,892	1	5	0%	5,600
Waste Disposal Services	1,466	1,467	1,222	-	-	0%	2,500
Natural Gas Expense	493	598	564	134	269		
Maintenance Contracts	4,343	5,044	5,115	272	1,061	15%	7,000
Miscellaneous Charges	-	-	-	38	787	0%	-
Other Contractual Services	1,588	784	751	7,039	32,975	6595%	500
Equipment Repair	-	-	-	-	25	0%	-
Machinery & Equipment	-	6,000	8,740	-	-	0%	-
Sub-Total Operating Supplies & Services	54,602	82,548	65,632	(10,255)	89,442	106%	84,285
TOTALS FOR 8130 BUILDING MAINTENANCE	70,606	103,717	87,632	(10,203)	89,808	81%	111,405

TOWN OF GUADALUPE							
GENERAL FUND							
	Audited	Audited	Audited	Current Month	Current 2020	Current %	Adopted
	FY17	FY18	FY19	December	YTD	S/B 50%	FY20
						YTD	
8210 Police Department							
Printing & Duplicating	185	107	107	-	-	0%	300
Other Operating Expense	729	-	200	-	-	0%	500
Telephone	310	317	317	79	554	135%	410
Maintenance Contracts	-	-	-	1,566	17,569	0%	-
Miscellaneous Charges	-	-	-	303	5,755	0%	-
Police Contract	1,697,381	1,660,185	1,775,048	111	544	0%	1,931,367
TOTALS FOR 8210 POLICE DEPARTMENT	1,698,605	1,660,609	1,775,673	2,059	24,422	1%	1,932,577
8220 Fire Department							
Salaries & Wages	299,934	355,951	315,549	(6,740)	(52,798)	-16%	338,395
Overtime	-	-	73,261	6,740	52,798	132%	40,000
Wild Land Fire Wages	51,296	75,752	25,569	-	-	0%	85,000
Reserve Firefighter Salaries	326,674	317,740	278,287	-	-	0%	172,024
FICA Expense	51,397	47,503	53,189	-	40	0%	48,610
Public Safety Retirement	111,626	96,826	161,659	160,974	1,126,817	585%	192,504
Workman's Compensation	24,143	25,831	54,053	(965,883)	-	0%	32,220
Group Health & Dental Insurance	29,488	31,451	39,036	-	-	0%	43,032
Unemployment Insurance	8,771	6,033	3,280	67,002	140,513	1602%	8,771
Life Insurance Expense	807	803	675	3,301	17,801	1328%	1,340
Sub-Total Personnel Costs	904,137	957,891	1,004,556	(734,607)	1,285,172	134%	961,896
Office Expense	75	173	121	1,761	9,328	3109%	300
Printing & Duplicating	304	211	232	-	1,422	158%	900
Food Supplies	-	-	79	-	-	0%	-
Fuel & Oil	12,927	15,240	16,870	634	1,818	12%	15,000
Janitorial Supplies	1,626	1,844	1,783	-	13,820	553%	2,500
Uniform Expense	-	-	11,157	17,056	88,513	2950%	3,000
Uniform Expense	-	-	-	-	-	0%	-
Other Operating Expense	4,143	4,701	3,781	-	-	0%	5,000
EMS Disposal Supplies	6,533	8,306	13,685	-	-	0%	21,500
Wild Land Supplies/Training	3,080	3,966	5,450	2,575	13,426	134%	10,000
Building Repairs & Supplies	5,366	2,325	5,395	1,347	6,998	117%	6,000
Auto Repairs/Vehicle Registration	46,306	31,900	43,834	-	959	3%	28,000
Small Tools & Equipment	4,715	1,030	2,985	-	-	0%	4,000
EMS Small Tools & Equipment	1,620	2,892	1,287	3,677	25,188	630%	4,000
Small Tools & Equip.-LaFrance	303	11	-	-	-	0%	-
Protective Clothing	2,629	10,279	4,938	196	196	2%	10,000
Fire Prevention	588	232	453	117	607	61%	1,000
Telephone	4,157	3,921	3,807	-	150	3%	4,400
Postage & Mailing	5	52	12	-	-	0%	200
Travel & Lodging	-	-	-	50	347	87%	400
Liability Insurance	608	608	608	-	-	0%	750
Vehicle Insurance	8,130	8,403	8,130	1,199	9,988	118%	8,436
Electricity Expense	5,938	5,715	5,487	59	997	13%	7,732
Water & Sewer Expense	2,750	2,983	2,866	-	113	3%	3,500
Dues, Subscriptions & Membership	3,506	2,805	4,192	-	-	0%	3,000
Maintenance Contracts	781	774	1,897	167	2,559	171%	1,500
Miscellaneous Charges	296	1,563	-	-	2,801	0%	-
Other Contractual Services	11,194	3,731	18,110	15	1,806	164%	1,100
Equipment Repair	-	1,004	2,807	2,527	15,891	636%	2,500
Dispatch Services	84,310	83,296	82,856	13	1,738	2%	107,500
Conferences & Training	562	1,288	225	-	976	30%	3,230
Grant Matches	-	5,505	-	-	-	0%	-
Machinery & Equipment	14,654	596,350	-	355	3	0%	2,500
Vehicle/Dispatch Lease Pymnts & Int	-	-	-	-	-	0%	-
Sub-Total Operating Supplies & Services	227,105	801,105	243,048	31,745	199,642	77%	257,948
TOTALS FOR 8220 FIRE DEPARTMENT	1,131,242	1,758,996	1,247,605	(702,861)	1,484,814	122%	1,219,844

TOWN OF GUADALUPE GENERAL FUND				Current Month	Current 2020	Current % S/B 50%	Adopted
	Audited FY17	Audited FY18	Audited FY19	December	YTD	YTD	FY20
8360 Cemetery							
Salaries & Wages	5,501	4,926	5,317	-	-	0%	4,919
FICA Expense	410	366	403	-	-	0%	376
Pension Expense	559	547	594	-	-	0%	580
Workman's Compensation	267	263	512	-	-	0%	398
Group Health & Dental Insurance	852	1,212	1,392	-	-	0%	1,523
Unemployment Insurance	38	22	9	-	-	0%	42
Life Insurance Expense	7	6	8	-	-	0%	11
Sub-Total Personnel Costs	7,633	7,343	8,234	-	-	0%	7,851
Uniform Expense	-	-	-	-	-	0%	100
Other Operating Expense	715	504	-	-	-	0%	800
Building Repairs & Supplies	423	4	-	-	-	0%	-
Small Tools & Equipment	-	-	294	-	-	0%	400
Electricity Expense	382	393	349	-	-	0%	420
Water & Sewer Expense	3,252	1,448	1,203	-	-	0%	1,500
Other Contractual Services	1,571	1,665	1,991	76	393	21%	1,850
Equipment Repair	-	-	-	58	273	109%	250
Sub-Total Operating Supplies & Services	6,342	4,013	3,837	134	666	13%	5,320
TOTALS FOR 8360 CEMETERY	13,974	11,356	12,071	134	666	5%	13,171
8550 Parks							
Salaries & Wages	46,231	52,384	54,972	-	-	0%	58,623
FICA Expense	3,530	4,001	4,259	-	37	1%	4,485
Pension Expense	1,932	2,349	3,719	-	92	3%	3,478
Workman's Compensation	1,807	2,110	4,072	-	-	0%	4,211
Group Health & Dental Insurance	1,453	1,758	1,858	-	6	0%	2,031
Unemployment Insurance	1,324	782	322	-	-	0%	953
Life Insurance Expense	25	30	38	-	-	0%	38
Uniform Expense	507	-	-	-	-	0%	-
Sub-Total Personnel Costs	56,809	63,414	69,241	-	135	0%	73,818
Other Operating Expense	5,691	8,418	6,888	-	1,505	30%	5,000
Building Repairs & Supplies	260	2,092	571	-	2,622	262%	1,000
Small Tools & Equipment	2,268	745	1,425	-	-	0%	2,000
Electricity Expense	25,033	21,590	20,576	7,133	44,120	210%	21,000
Water & Sewer Expense	40,495	48,444	39,119	545	3,373	8%	41,000
Miscellaneous Charges	3,208	3,259	3,210	485	2,891	58%	5,000
Equipment Repair	2,217	508	2,634	-	-	0%	4,000
Machinery & Equipment	-	-	-	2,042	2,042	0%	-
Sub-Total Operating Supplies & Services	79,172	85,057	74,424	10,205	56,554	72%	79,000
TOTALS FOR 8550 PARKS DEPARTMENT	135,982	148,470	143,665	10,205	56,689	37%	152,818
8590 Library							
Other Operating Expense	521	106	-	1,537	1,537	768%	200
Building Repairs & Supplies	1,620	4,478	6,461	-	-	0%	2,000
Property Insurance	915	915	915	-	-	0%	1,000
Electricity Expense	5,493	5,222	4,891	-	-	0%	6,000
Water & Sewer Expense	630	639	597	-	-	0%	780
Waste Disposal Services	367	367	713	-	-	0%	650
Maintenance Contracts	548	795	746	(88,545)	-	0%	950
TOTALS FOR 8590 LIBRARY DEPARTMENT	10,095	12,522	14,324	(87,009)	1,537	13%	11,580
Total General Fund Expenses	4,539,240	5,240,584	4,874,229	1,116,676	2,024,347	37%	5,429,165
GENERAL FUND SUMMARY							
TOTAL GENERAL FUND REVENUES	4,518,480	5,485,140	5,044,529	558,950	2,972,637	60%	4,957,877
TOTAL GENERAL FUND EXPENSES	(4,539,240)	(5,240,584)	(4,874,229)	(1,116,676)	(2,024,347)	37%	(5,429,165)
REVENUES OVER (UNDER) EXPENDITURES	(20,760)	244,556	170,301	(557,726)	948,291		(471,288)
Beginning Fund Balance	911,794	891,034	1,135,590	1,305,891	1,305,891		1,081,994
Ending Fund Balance	891,034	1,135,590	1,305,891	748,165	2,254,182		610,707

GENERAL FUND EXPENSES BY DEPARTMENT

	Audited FY16	Audited FY17	Audited FY18	Unaudited FY19	Difference over (under) Budget	Current % S/B 50% YTD	Current YTD December	Adopted Budget FY20
Mayor & Council	38,683	53,394	70,005	66,358	3,558	55%	36,924	66,733
Municipal Court	225,132	199,261	227,980	199,546	(1,154)	50%	116,998	236,303
Town Manager Administration	63,701	104,722	114,322	171,124	(1,297)	49%	78,446	159,486
Administration	636,551	621,910	654,275	692,075	(241,765)	27%	280,051	1,043,632
Finance	119,778	142,655	145,014	133,562	(298,775)	-165%	(229,155)	139,241
Attorney	97,519	127,419	119,543	120,144	(57,671)	1%	829	117,000
Town Clerk	79,120	50,144	24,897	37,012	39,047	163%	56,395	34,697
Community Development	79,856	38,649	42,931	38,919	1,115	53%	20,024	37,819
Information Technology	38,376	37,514	36,214	47,469	(30,426)	1%	323	61,498
Building Official	57,257	103,070	109,731	89,946	(40,105)	6%	5,575	91,360
Building Maintenance	71,658	70,606	103,717	80,571	34,106	81%	89,808	111,405
Police Services	1,476,561	1,698,605	1,660,609	1,775,673	(941,866)	1%	24,422	1,932,577
Fire	1,101,030	1,131,242	1,758,996	1,256,036	874,892	122%	1,484,814	1,219,844
Cemetery	14,802	13,974	11,356	12,125	(5,919)	5%	666	13,171
Parks	114,789	135,982	148,470	144,428	(19,720)	37%	56,689	152,818
Library	8,802	10,095	12,522	15,063	(4,253)	13%	1,537	11,580
Grand Total General Fund Expenses	4,223,613	4,539,240	5,240,583	4,880,051	(690,236)	37%	2,024,347	5,429,165

TOWN OF GUADALUPE							
HURF FUND							
	Audited	Audited	Audited	Current	Current	Current %	Adopted
Revenues	FY17	FY18	FY19	Month	2020	S/B 50%	FY20
				December	YTD	YTD	
18-8320							
Highway Users Revenue Payments	398,050	412,510	444,501	(1,500)	(1,500)	0%	442,328
H2748-One Time Transportation	0	-	-	-	-	0%	197,802
Interest Earnings	2,117	4,397	6,725	-	-	0%	4,000
Miscellaneous Revenue	-	-	-	-	-	0%	-
Flood Control Naranjo	-	179,365	-	-	-	0%	-
Transfers From General Fund	-	-	32,205	-	-	0%	-
Use of Fund Balance	137,728	51,135	100,698	-	-	0%	-
TOTAL HURF REVENUES	537,895	647,406	584,129	(1,500)	(1,500)	0%	644,130
	Audited	Audited	Audited	Current	Current	Current %	Adopted
Expenditures	FY17	FY18	YTD	Month	2020	S/B 50%	FY20
				December	YTD	YTD	
18-8320							
Salaries & Wages-HURF	117,413	124,112	123,864	-	-	0%	128,802
FICA Expense	8,888	9,311	9,265	(3,756)	(23,881)	-242%	9,853
Pension Expense	10,436	11,268	11,934	-	-	0%	11,847
Workman's Compensation	4,078	4,469	8,357	20,125	-	0%	7,754
Group Health & Dental Insurance	13,603	17,156	18,546	-	-	0%	21,066
Unemployment Insurance	1,426	858	343	-	-	0%	1,269
Life Insurance Expense	96	103	129	-	-	0%	73
Sub-Total Personal Costs	155,940	167,277	172,437	16,369	(23,881)	-13%	180,665
Office Expense	1,930	107	52	-	-	0%	-
Fuel & Oil	6,946	8,319	9,913	-	-	0%	9,000
Uniform Expense	583	543	692	2,495	14,148	1769%	800
Other Operating Expense	12,454	11,777	10,142	189	1,067	9%	11,500
Building Repairs & Supplies	3,819	18,752	15	302	1,321	44%	3,000
Auto Repairs/Vehicle Registration	5,295	5,675	5,818	57	321	5%	7,000
Street & Sidewalk Repair	92,137	11,541	2,789	174	(10,626)	-46%	23,057
Small Tools & Equipment	5,540	2,167	7,465	13	16	0%	8,000
Auditing	4,622	4,622	4,622	1	7	0%	5,200
Engineering & Architectural Services	187,244	23,535	2,670	-	-	0%	36,000
Flood Mitigation	51,395	275,089	235,030	-	-	0%	-
Mileage Reimbursements	0	-	260	175	175	44%	400
Liability & Property Insurance	5,721	5,721	(246)	-	-	0%	7,000
Vehicle Insurance	6,998	6,998	6,998	-	2,643	37%	7,200
Electricity Expense	33,211	33,446	32,810	16	115	0%	33,000
Water & Sewer Expense	35,080	49,574	34,248	305	2,132	5%	40,000
Dues, Subscriptions & Memberships	1,000	1,000	3,000	-	-	0%	1,500
Maintenance Contracts	2,144	2,492	2,455	-	-	0%	2,000
Miscellaneous Charges	737	387	-	-	-	0%	400
Equipment Repair	18,035	18,385	18,496	-	-	0%	17,000
Guadalupe Rd. Improvements-H2748	-	-	-	-	-	0%	191,031
Ave del Yaq.-HURF Match (CMAQ/MAG)	-	-	34,206	-	(1,112)	-2%	59,877
Street Sidwalk Improvements	-	-	-	-	11,806	0%	-
Conference & Training	-	-	440	-	-	0%	500
Sub-Total Operating Supplies & Svcs	474,891	480,129	411,876	3,726	22,013	5%	463,465
TOTAL HURF EXPENSES	630,831	647,406	584,313	20,095	(1,868)	0%	644,130
TOTAL HURF FUND REVENUES	400,167	596,271	451,226	(1,500)	(1,500)		644,130
TOTAL HURF FUND EXPENDITURES	(630,831)	(647,406)	(584,129)	(20,095)	1,868		(644,130)
REVENUES OVER (UNDER) EXPENDITURES	(230,664)	(51,135)	(132,903)	(21,595)	368		0
Transfers From General Fund	0	0	32,205	0	0		0
Transfers From Sewer	137,728	51,135	100,698	0	0		0
BEGINNING FUND BALANCE	92,936	0	0	0	0		0
ENDING FUND BALANCE	0	0	0	-21,595	368		0

TOWN OF GUADALUPE				Current	Current	Current %	Adopted
Local Transportation Assistance Fund				Month	Current 2020	S/B 50%	Adopted
Revenues	Audited	Audited	Audited	December	YTD	YTD	FY20
	FY17	FY18	FY19				
10-8140							
HB 2565 Transit funds	16,205	16,681	16,740	-	-	0%	16,700
Transfer In-General Fund	-	6,042	16,742	3,573	20,125	89%	22,522
TOTAL LTAF REVENUES	16,205	22,723	33,482	3,573	20,125	51%	39,222
	Audited	Audited	Audited	Current	Current 2020	Current %	Adopted
10-81 Expenditures	FY17	FY18	YTD	Month	YTD	S/B 50%	FY19
				December		YTD	
Salaries & Wages	16,690	17,361	20,467	-	-	0%	23,835
FICA Expense	1,262	1,311	1,535	-	-	0%	1,823
Pension Expense	1,850	1,904	2,332	-	-	0%	2,644
Workman's Compensation	242	264	568	-	-	0%	543
Group Health & Dental Insurance	1,660	1,911	1,909	-	-	0%	2,031
Unemployment Insurance	392	252	109	-	-	0%	369
Life Insurance Expense	9	9	11	-	-	0%	14
Sub-Total Personnel Costs	22,104	23,012	26,931	-	-	0%	31,259
Other Operating Expense	130	1,331	457	-	-	0%	600
Auto repairs/Vehicle Registration/Ins	267	7,042	2,589	-	534	71%	750
Fuel & Oil	284	360	417	-	-	0%	420
Auditing	2,341	2,341	2,341	53	406	17%	2,341
Liability & Property Ins.	3,710	197	748	26	384	10%	3,852
Machinery & Equipment/Prior Period Adj	144	15	-	-	-	0%	-
Sub-Total Operating Supplies & Services	6,876	11,287	6,551	79	1,323	17%	7,963
TOTALS FOR 10-8140 LTAF FUNDS	28,980	34,300	33,482	79	1,323	3%	39,222
TOTAL REVENUES	16,205	16,681	16,740	-	-		16,700
TOTAL EXPENDITURES	(28,980)	(34,300)	(33,482)	(79)	(1,323)		(39,222)
REVENUES OVER (UNDER) EXPENDITURES	(12,775)	(17,619)	(16,742)	(79)	(1,323)		(22,522)
Transfer from General Fund	-	6,043	16,742	79	1,323		22,522
BEGINNING FUND BALANCE	24,351	11,576	0	0	0		0
ENDING FUND BALANCE	11,576	(0)	0	0	0		(22,522)

**TOWN OF GUADALUPE
SENIOR CENTER REVENUES**

	Audited	Audited	Audited	Current	Current	Current %	Adopted
	FY17	FY18	FY19	Month	2020	S/B 50%	FY20
				December	YTD	YTD	
Congregate Meals Income	54,480	52,850	75,515	-	(371)	-1%	69,734
Home Delivered Meals Income	41,159	41,160	41,159	(91)	(5,499)	-13%	41,159
Senior Center Operations Income	30,044	30,045	13,520	11,739	(659)	-5%	12,000
Transportation Income	15,979	15,978	15,979	(215)	(941)	-6%	15,979
Miscellaneous Revenues	-	4,627	698	-	-	0%	-
In Kind (space)	-	-	-	-	-	0%	-
Program Income-Congregate Meal	6,093	7,755	8,107	-	-	0%	5,386
Program Income-Home Delivered	215	60	44	-	-	0%	263
Program Income-Transportation	12	57	57	(448)	(3,135)	-684%	458
Transfers In from General Fund	64,346	63,588	66,357	16,810	48,180	51%	93,970
TOTAL SENIOR CENTER REVENUES	212,328	216,120	221,436	27,796	37,575	16%	238,949
	Audited	Audited	Audited	Current	Current	Current %	Adopted
	FY17	FY18	FY19	Month	2020	S/B 50%	FY20
				December	YTD	YTD	
Expenditures-Congregate Meals							
Salaries & Wages	28,453	29,104	34,199	-	-	0%	42,836
Diff Agency vs Town	-	-	-	-	-	0%	-
FICA Expense	1,978	2,190	2,538	-	-	0%	3,277
Pension Expense	3,068	2,850	3,798	-	-	0%	5,055
Workman's Compensation	379	408	888	80	3,303	338%	976
Group Health & Dental Insurance	2,484	3,145	5,186	-	-	0%	7,515
Unemployment Insurance	307	307	77	(373)	-	0%	324
Life Insurance Expense	23	24	29	-	-	0%	32
Sub-Total Personnel Costs	36,692	38,028	46,714	(293)	3,303	6%	60,013
Office Expense	43	110	101	-	-	0%	100
Printing & Duplicating	110	28	42	-	-	0%	95
Food Supplies	36,194	30,234	26,103	-	-	0%	32,990
Janitorial Supplies	654	837	906	-	-	0%	900
Other Operating Expense	3,232	2,171	2,991	11,806	32,922	1097%	3,000
Space Rent	-	-	-	-	-	0%	-
Building Repairs & Supplies	2,981	2,111	1,228	-	-	0%	2,040
Small Tools & Equipment	1,676	-	-	-	-	0%	-
Auditing	588	588	588	-	-	0%	600
Legal Services	400	400	367	-	-	0%	400
Telephone	144	165	162	-	-	0%	200
Liability Insurance	621	621	621	-	-	0%	650
Property Insurance	192	192	192	-	-	0%	207
Electricity Expense	3,877	3,917	3,889	-	-	0%	4,300
Water & Sewer Expense	527	669	656	(200,494)	-	0%	700
Natural Gas Expense	230	280	264	-	-	0%	320
Waste Disposal Services	293	293	313	-	-	0%	272
Dues, Subscriptions & Memberships	340	475	399	(200,494)	-	0%	50
Maintenance Contracts	1,100	696	569	-	-	0%	704
Miscellaneous Charges	-	63	-	-	-	0%	-
Other Contractual Services	695	211	1,534	-	-	0%	600
Conferences & Training	5	-	-	-	-	0%	100
Machinery & Equipment\Buildings	1,115	16,816	7,395	-	-	0%	-
Sub-Total Operating Supplies & Services	55,017	60,875	48,319	(389,182)	32,922	68%	48,228
Total Congregate Meals	91,709	98,903	95,033	(389,475)	36,225	33%	108,241

	Audited FY17	Audited FY18	Audited FY19	Current Month December	Current 2020 YTD	Current % S/B 50% YTD	Adopted FY20
8422 Home Delivered Meals							
Salaries & Wages	28,870	29,374	32,616	-	-	0%	33,764
Diff Agency vs Town	-	-	-	-	-	0%	-
FICA Expense	2,182	2,213	2,424	-	-	0%	2,583
Pension Expense	3,106	2,877	3,642	-	-	0%	3,984
Workman's Compensation	385	412	847	-	-	0%	769
Group Health & Dental Insurance	2,084	2,747	5,192	-	-	0%	5,484
Unemployment Insurance	307	299	77	(5,811)	(40,677)	-12555%	324
Life Insurance Expense	23	19	29	(3,430)	(24,010)	-45302%	53
Sub-Total Personnel Costs	36,957	37,940	44,827	(9,241)	(64,687)	-138%	46,962
Office Expense	11	29	50	-	-	0%	25
Printing & Duplicating	31	8	12	-	-	0%	30
Food Supplies	10,900	9,329	8,684	-	-	0%	11,111
Fuel & Oil	-	-	-	(666)	(4,687)	0%	-
Janitorial Supplies	173	222	240	-	(3)	-1%	350
Other Operating Expense	2,902	1,949	2,267	(16)	(127)	-4%	3,000
Space Rent	-	-	-	-	-	0%	-
Building Repairs & Supplies	745	528	283	(7,414)	(55,594)	-27797%	200
Auto Repairs/Vehicle Registration	-	-	-	-	-	0%	-
Small Tools & Equipment	96	-	-	-	-	0%	-
Auditing	-	-	-	121,753	-	0%	-
Legal Services	400	400	367	-	-	0%	450
Telephone	310	317	317	5,487	30,597	7649%	400
Liability Insurance	155	155	155	3	20	9%	225
Vehicle Insurance	-	-	-	-	-	0%	-
Property Insurance	48	48	48	-	-	0%	63
Electricity Expense	969	979	972	-	35	3%	1,087
Water & Sewer Expense	132	167	164	-	28	11%	250
Natural Gas Expense	58	70	66	1,593	14,933	12240%	122
Waste Disposal Services	73	73	78	72	458	674%	68
Dues, Subscriptions & Membership	340	475	399	164	1,438	2877%	50
Maintenance Contracts	1,100	696	569	41	1,214	172%	704
Miscellaneous Charges	-	63	-	-	664	0%	-
Other Contractual Services	535	145	1,345	33	200	44%	450
Equipment Repair	484	1,262	453	-	-	0%	650
Machinery & Equipment	-	-	-	-	-	0%	-
Conferences & Training	2	-	-	14	95	119%	80
Sub-Total Operating Supplies & Services	19,464	16,914	16,470	121,063	(10,728)	-56%	19,315
Total Home Delivered Meals	56,421	54,854	61,297	111,822	(75,415)	-114%	66,277

	Audited FY17	Audited FY18	Audited FY19	Current Month December	Current 2020 YTD	Current % S/B 50% YTD	Adopted FY20
8423 Senior Center Operations							
Salaries & Wages	36,747	34,216	35,091	273	2,477	8%	30,443
Salaries & EREs: Executive on Loan	-	-	-	-	-	0%	-
FICA Expense	2,769	2,563	2,579	30	266	11%	2,329
Pension Expense	3,805	3,450	3,759	23	149	4%	3,592
Workman's Compensation	499	485	919	30	175	25%	694
Group Health & Dental Insurance	3,373	4,419	8,074	-	-	0%	6,296
Unemployment Insurance	309	209	86	5	436	124%	350
Life Insurance Expense	36	29	46	-	-	0%	58
Sub-Total Personnel Costs	47,537	45,371	50,553	360	3,502	8%	43,762
Office Expense	106	269	233	-	980	392%	250
Printing & Duplicating	286	459	689	44	103	17%	600
Food Supplies	42	4	118	-	8,570	4285%	200
Janitorial Supplies	1,097	1,403	1,519	-	-	0%	1,400
Other Operating Expense	546	685	818	-	-	0%	600
Space Rent	-	-	-	-	-	0%	-
Building Repairs & Supplies	3,726	2,639	1,416	-	-	0%	2,000
Small Tools & Equipment	47	-	-	(63,811)	-	0%	-
Auditing	-	-	-	-	-	0%	-
Legal Services	400	400	367	-	-	0%	450
Telephone	310	317	317	290	1,608	402%	400
Postage & Mailing	1	2	14	462	2,578	7365%	35
Liability Insurance	776	776	(137)	-	-	0%	900
Property Insurance	239	239	239	-	-	0%	250
Electricity Expense	4,846	4,896	4,861	-	-	0%	5,425
Water & Sewer Expense	659	837	820	-	-	0%	850
Natural Gas Expense	288	350	330	-	9	3%	350
Waste Disposal Services	367	367	392	-	8	2%	340
Dues, Subscriptions & Membership	350	350	411	350	3,795	7591%	50
Maintenance Contracts	892	546	524	-	-	0%	712
Meetings & Business Expense	-	-	-	19	203	0%	-
Miscellaneous Charges	-	-	-	-	1,292	0%	-
Other Contractual Services	345	111	23	10	303	0%	-
Equipment Repair	484	1,263	453	-	-	0%	650
Sub-Total Operating Supplies & Services	15,806	15,911	13,407	(62,636)	19,449	126%	15,462
Total Senior Center Operations	63,343	61,282	63,960	(62,276)	22,952	39%	59,224
8424 Transportation							
Fuel and Oil	852	1,081	1,250	13	91	2%	5,207
Auto Repairs/Vehicle Registration	-	-	-	68	44	0%	-
Insurance	-	-	-	-	436	0%	-
Telephone	-	-	-	-	-	0%	-
Total Transportation	852	1,081	1,250	81	570	11%	5,207
TOTAL SENIOR CENTER EXPENDITURES	212,325	216,120	221,540	(339,847)	(15,669)	-7%	238,949
Total Senior Center Revenues	147,982	152,532	155,079	10,986	(10,605)	-7%	144,979
Total Senior Center Expenses	(212,325)	(216,120)	(221,540)	339,847	15,669	-7%	(238,949)
REVENUES OVER (UNDER) EXPENDITURES	(64,343)	(63,589)	(66,461)	350,833	5,064		(93,970)
Transfers from General Fund	64,346	63,588	66,357	16,810	48,180	51%	93,970
Beginning Fund Balance	0	0	0	0	0		0
Fund Balance Year End	0	0	-104	0	0		0

TOWN OF GUADALUPE COMMUNITY ACTION PROGRAM				Current Month December	Current 2020 YTD	Current % S/B 50% YTD	Adopted FY20
Revenues	Audited FY17	Audited FY18	Audited FY19				
County	35,000	35,000	35,000	-	-	0%	35,000
Tribal Grants	-	42,403	80,479	-	452	1%	80,000
Transfers In From General Fund	55,580	56,593	59,209	8,034	23,258	32%	73,816
TOTAL CAP REVENUES	90,580	133,996	174,688	8,034	23,710	13%	188,816
Expenditures	Audited FY17	Audited FY18	Audited FY19	Current Month December	Current 2020 YTD	Current % S/B 50% YTD	Adopted FY20
8440 Salaries & Wages	51,554	59,160	63,828	44	247	0%	72,280
FICA Expense	3,825	4,524	4,881	696	4,922	89%	5,529
Pension Expense	5,336	5,436	5,831	11	11	0%	6,039
Workman's Compensation	428	442	849	4	31	4%	847
Group Health & Dental Insurance	13,387	9,953	10,541	-	-	0%	10,968
Unemployment Insurance	637	438	176	-	-	0%	629
Life Insurance Expense	89	27	62	-	85	88%	97
Sub-Total Personnel Costs	75,255	79,980	86,168	755	5,297	5%	96,389
Office Expense	455	414	638	-	324	54%	600
Printing & Duplicating	1,152	375	1,274	-	-	0%	1,500
Food Supplies	1,396	1,140	1,000	120	768	77%	1,000
Fuel & Oil & Auto Repairs	136	1,565	1,040	62	673	96%	700
Janitorial Supplies	0	89	26	51	1,517	1897%	80
Other Operating Expense	690	193	486	-	11	4%	300
Building Repairs & Supplies	193	902	370	-	-	0%	500
Auditing	284	284	284	28	188	63%	300
Telephone	785	795	799	-	-	0%	900
Postage & Mailing	58	164	181	-	-	0%	350
Liability Insurance	767	767	767	20	140	21%	652
Vehicle Insurance	482	482	482	341	3,096	495%	625
Property Insurance Expenses	1,087	1,087	130	38	333	30%	1,100
Electricity Expense	1,373	1,305	1,223	28	186	12%	1,600
Water & Sewer Expense	210	196	218	37	219	84%	260
Waste Disposal Services	367	384	326	-	-	0%	360
Dues, Subscriptions & Memberships	261	-	-	5	446	149%	300
Maintenance Contracts	2,445	1,196	1,386	-	-	0%	1,200
CAP Assistance Program	0	38,918	41,714	65	452	1%	80,000
Other Contractual Services	0	2,129	-	-	952	0%	-
Conferences & Training	8	-	124	-	-	0%	100
Machinery & Equipment	0	-	-	-	-	0%	-
Sub-Total Operating Supplies & Services	12,149	52,384	52,464	794	9,304	10%	92,427
TOTAL CAP EXPENSES	87,404	132,364	138,632	1,550	14,601	8%	188,816
TOTAL CAP REVENUES	35,000	77,403	115,479	0	452		115,000
TOTAL CAP EXPENSES	(87,404)	(132,364)	(138,632)	(1,550)	(14,601)	(0)	(188,816)
REVENUES OVER (UNDER) EXPENDITURES	(52,404)	(54,961)	(23,153)	(1,550)	(14,148)	-	(73,816)
Transfers from General Fund	52,404	56,593	59,209	8,034	23,258		73,816
Beginning Fund Balance	0	0	1,632	36056	36056		0
Fund Balance Year End	0	1632	36,056	0	0		0

TOWN OF GUADALUPE MERCADO FUND				Current	Current	Current %	Adopted
Revenues	Audited	Audited	Audited	month	2020	S/B 50%	FY20
	FY17	FY18	FY19	December	YTD	YTD	
Tianguis Rents	86,511	110,749	110,149	-	-	0%	110,000
Past Due Rents & Utilities Paid	0	-	6,275	-	11,261	0%	-
Utilities Billed	21,903	27,588	28,183	-	-	0%	28,000
Prior Year Retained Earnings Used	0	-	-	2,310	23,523	0%	-
Patio Rentals	16,234	8,715	29,572	-	-	0%	19,000
Miscellaneous Revenues	4,458	4,937	115	-	-	0%	200
TOTAL MERCADO REVENUES	129,105	151,988	174,293	2,310	34,784	22%	157,200
Expenditures	Audited	Audited	Audited	Current	Current	Current %	Adopted
	FY17	FY18	FY19	month	2020	S/B 50%	FY20
				December	YTD	YTD	
Salaries & Wages	21,319	17,953	22,984	-	-	0%	28,216
FICA Expense	1,599	1,349	1,725	-	-	0%	2,158
Pension Expense	2,109	(12,118)	1,915	-	-	0%	3,329
Workman's Compensation	621	533	1,289	-	-	0%	1,099
Group Health & Dental Insurance	707	893	953	-	-	0%	1,016
Unemployment Insurance	288	143	110	-	-	0%	241
Life Insurance Expense	4	4	5	-	-	0%	17
Sub-Total Personnel Costs	26,648	8,758	28,980	0	0	0%	36,075
Janitorial Supplies	2,922	1,920	2,814	-	-	0%	3,200
Uniform Expense	0	-	64	-	-	0%	-
Other Operating Expense	1,068	1,248	605	-	-	0%	1,500
Building Repairs & Supplies	24,869	34,299	27,933	-	-	0%	35,000
Small Tools & Equipment	446	172	2,015	-	-	0%	2,000
Auditing	0	-	602	-	-	0%	-
Dues, Subscriptions & Memberships	1,144	-	1,963	-	-	0%	1,500
Liability Insurance	1,287	1,287	1,287	-	-	0%	1,195
Property Insurance	2,412	4,199	1,199	-	-	0%	2,420
Electricity Expense	41,742	46,137	45,414	-	-	0%	45,000
Water & Sewer Expense	9,667	9,903	8,408	-	-	0%	10,000
Waste Disposal Services	4,586	4,586	4,900	-	-	0%	4,500
Maintenance Contracts	638	494	-	-	-	0%	600
Miscellaneous Charges	5	1,875	808	-	-	0%	1,000
Other Contractual Services	18,350	17,684	14,353	-	-	0%	200
Sign Improvements	5,361	500	-	-	-	0%	-
Building Improvements	0	-	6,189	-	-	0%	9,000
Depreciation Expense	22,043	(1,571)	(1,368)	-	-	0%	-
Past Due Rents and Utilities Not Paid	4,806	25,419	14,209	799	2,850	0%	-
Sub-Total Operating Supplies & Svcs	141,346	148,151	131,394	799	2,850	2%	117,115
TOTAL EXPENSES FOR MERCADO FUND	167,994	156,909	160,374	799	2,850	2%	153,190
TOTAL MERCADO REVENUES	129,105	151,988	174,293	-	11,261		157,200
TOTAL MERCADO EXPENDITURES	(167,994)	(156,909)	(160,374)	(799)	(2,850)		(153,190)
REVENUES OVER (UNDER) EXPENDITURES	(38,889)	(4,921)	13,919	(799)	8,412		4,010
BEGINNING Net Position	65,279	26,019	21,098	35,017	35,017		36,951
Prior Year Retained Earnings (Used)	(38,889)	(4,921)	13,919	(799)	8,412	-	4,010
ENDING Net Position	26,391	21,098	35,017	34,217	43,429		40,961

**TOWN OF GUADALUPE SEWER
SERVICE FUND**

	Audited FY17	Audited FY18	Audited FY19	Current Month December	Current 2020 YTD	Current % S/B 50% YTD	Adopted FY20
Revenues							
Sewer User Fees	79,738	80,752	80,514	-	-	0%	80,578
Sewer Tap & Connection Fees	-	-	-	-	-	0%	-
Prior Year Retained Earnings Used	-	-	78,454		136,775	89%	154,426
Investment Earnings	6,753	15,336	24,416	-	-	0%	20,000
TOTAL SEWER REVENUES	86,490	96,088	183,384	-	136,775	54%	255,004

	Audited FY17	Audited FY18	Audited FY19	Current Month December	Current 2020 YTD	Current % S/B 50% YTD	Adopted FY20
Expenditures							
Salaries & Wages	27,032	49,702	58,196	-	-	0%	53,617
FICA Expense	1,970	3,396	4,007	-	-	0%	4,102
Pension Expense	2,769	17,976	4,448	-	-	0%	6,327
Workman's Compensation	971	1,088	2,082	-	-	0%	1,873
Group Health & Dental Insurance	3,475	7,549	10,072	-	-	0%	10,155
Unemployment Insurance	130	216	55	-	-	0%	275
Life Insurance Expense	19	33	44	-	-	0%	46
Uniform Expense	0	-	-	-	-	0%	100
Other Operating Expense	36,476	-	-	-	-	0%	-
Sewer Line Repairs & Assessment	72,849	40,926	60,863	-	-	0%	176,900
Auditing	251	251	398	-	-	0%	400
Liability Insurance	632	807	398	-	-	0%	810
Vehicle Insurance	0	-	-	-	-	0%	-
Electricity Expense	390	357	388	-	-	0%	400
Depreciation Expense	(13,598)	34,224	-	-	-	0%	-
Transfers Out	137,728	51,135	100,698	-	-	0%	-
Total Expenses	271,093	207,662	241,649	-	-	0%	255,004

TOTAL SEWER REVENUES	86,490	96,088	104,930	-	-	-	100,578
TOTAL SEWER EXPENSES	(271,093)	(207,662)	(241,649)	-	-	-	(255,004)
REVENUES OVER (UNDER) EXPENDITURES	(184,603)	(111,574)	(136,718)	-	-	-	(154,426)

Beginning Retained Earnings	1,459,257	1,274,655	1,163,081	1,026,363	1,026,363	-	904,689
Prior Year Retained Earnings (Used)	(184,603)	(111,574)	(136,718)	0	0	-	(154,426)
Total Net Position, End of Year	1,274,655	1,163,081	1,026,363	1,026,363	1,026,363	-	750,263

TOWN OF GUADALUPE SOLID WASTE FUND				Current	Current	Current %	Adopted
	Audited	Audited	Audited	Month	Current 2020	S/B 50%	FY20
	FY17	FY18	FY19	December	YTD	YTD	
Revenues							
Refuse Fees	322,925	326,991	327,250	0	0	0%	323,003
Truck Reservations	1,700	900	1,050	0	0	0%	-
Prior Year Retained Earnings Used	0	0	25,437	1,315	0	0%	54,874
TOTAL SOLID WASTE REVENUES	324,625	327,891	353,737	1,315	0	0%	377,877
Expenditures							
Clean Up Days	1,556	308	755	0	0	0%	15,000
Auditing/Insurance	2,363	2,363	1,165	0	0	0%	2,560
Residential Pick Up Charges	258,105	258,222	275,961	0	0	0%	272,748
Roll Off Fees	54,472	65,862	75,855	0	0	0%	87,569
TOTAL SOLID WASTE EXPENSES	316,495	326,755	353,737	0	0	0%	377,877
TOTAL SOLID WASTE REVENUES	324,625	327,891	328,300	-	-		323,003
TOTAL SOLID WASTE EXPENSES	(316,495)	(326,755)	(353,737)	-	-		(377,877)
REVENUES OVER (UNDER) EXPENDITURES	8,130	1,136	(25,437)	-	-		(54,874)
Beginning Retained Earnings	267,233	275,363	276,499	251,062	251,062		182,830
Prior Year Retained Earnings (Used)	0	0	(25,437)	0	0		(54,874)
Total Net Position, End of Year	275,363	276,499	251,062	249,747	251,062		127,956

**TOWN OF GUADALUPE
MUNICIPAL PROPERTY
CORPORATION (MPC)**

Revenues	Audited FY17	Audited FY18	Audited FY19	Current Month December	Current 2020 YTD	Current % S/B 50% YTD	Adopted FY20
Transfers In/Out	290,450	289,300	292,245	24,408	146,450	50%	292,900
TOTAL MPC REVENUES	290,450	289,300	292,245	24,408	146,450	50%	292,900

Expenditures	Audited FY17	Audited FY18	Audited FY19	Current Month December	Current 2020 YTD	Current % S/B 50% YTD	Adopted FY20
Bond Principal	220,000	215,000	273,725	22,810	136,863	50%	273,725
Interest on Bonds	70,450	74,300	18,520	1,598	9,588	50%	19,175
TOTAL MPC EXPENSES	290,450	289,300	292,245	24,408	146,450	50%	292,900

TOTAL MPC REVENUES	290,450	289,300	292,245	24,408	146,450		292,900
TOTAL MPC EXPENSES	290,450	289,300	292,245	24,408	146,450		292,900
NET AVAILABLE/(DEFICIT)	-	-	-	-	-		-
Transfers from General Fund	290,450	289,300	292,245	24,408	146,450	-	292,900
Beginning Retained Earnings	0	0	0	0	0		0
Year End Retained Earnings							
Net of related capital assets and depreciation	0	0	0	0	0		0

TOWN OF GUADALUPE GRANT FUND				Current Month	Current 2020 YTD	Current % S/B 50% YTD	Adopted FY20
Revenues	Audit FY17	Adjusted FY18	Audited FY19	December	YTD	YTD	FY20
FEMA SAFER Grant	-	-	-	19,838	109,079	50%	216,831
PYT Rental/Food Assistance	-	-	-	-	-	0%	80,000
Gila River Community Economic Assistance Program	-	-	-	-	-	0%	70,000
Sub-Total Operating	-	-	-	19,838	109,079	1	366,831
Ak-Chin Senior Center roof	-	-	8,338	-	71,662	0%	-
Court Security Grant-CSI	-	-	6,399	-	-	0%	-
Flood Mitigation-FCD-Grant	-	128,319	250,000	-	-	0%	-
E Guad Rd Underground Lines -SRP	-	-	-	-	-	0%	200,000
W Guad Rd Underground Lines -SRP	-	-	-	-	-	0%	221,000
E/W Guad Rd Underground Lines -SRP (Match) From General Fund	-	-	-	-	-	0%	45,000
Guad Pavement Replacement Phase VII	3,128	3,200	-	-	10,820	2%	438,873
8098 Guadalupe Pavement DG1405	36,606	-	-	-	-	0%	-
PYT Maint. Equipment	-	-	15,000	-	-	0%	50,000
Tohono O'dham Type 1 Fire Truck Pymnt	-	-	-	-	48,082	74%	65,000
*Ak-Chin Type 1 Fire Truck Pymnt	-	23,117	93,103	-	-	0%	65,000
Sub-Total Construction Improv Projects	39,734	154,636	372,840	-	130,564	12%	1,084,873
Ak-Chin Senior Center Wellness Program	-	-	-	-	-	0%	60,000
PYT Elder Activity Programing	-	-	-	-	-	0%	80,000
Gila River Community Health and Public Safe	-	-	-	-	10,619	14%	77,000
Gila River Cultural Heritage Events Programi	-	-	-	-	-	0%	31,000
PYT Avenida del Yaqui Project	-	-	-	-	-	0%	380,000
PYT Vauo Nawi Streetlights	-	-	-	-	-	0%	320,000
Tohono O'odham Stottlemyre Park Path Lig	-	-	-	-	-	0%	45,000
Tohono O' odham Cardiac Heart Monitors	-	-	-	-	-	0%	60,000
Tohono O'odham Active Shooter Equipment	-	-	-	-	-	0%	20,000
Ak-Chin Turn out gear-Fire	-	-	-	-	-	0%	70,000
FEMA Air and Light Trailer	-	-	-	-	-	0%	-
Gila River Command Vehicle	-	-	-	-	-	0%	75,000
Fort McDowell Security Cameras	-	-	-	-	-	0%	40,000
Fort McDowell Renovate Old Town Hall	-	-	-	-	-	0%	30,000
Miscellaneous Grants	-	-	18,429	-	-	0%	1,604,740
Sub-Total Requested Grants	-	-	18,429	-	10,619	0	2,892,740
TOTAL GRANT REVENUES	39,734	154,636	391,269	19,838	250,263	1	4,344,444

Expenditures	Audit FY17	Adjusted FY18	Audited FY19	Current Month December	Current 2019 YTD	Current % S/B 50% YTD	Adopted FY20
Salaries & Wages-SAFER	-	-	38,141	12,412	75,853	60%	126,271
FICA Expense-SAFER	-	-	2,925	949	5,802	60%	9,660
Pension Expense-SAFER	-	-	6,665	4,009	12,271	25%	49,422
Workman's Compensation-SAFER	-	-	2,532	552	4,079	55%	7,392
Group Health & Dental Insurance-SAFER	-	-	7,290	1,892	10,933	48%	22,849
Unemployment Insurance-SAFER	-	-	41	-	-	0%	783
Life Insurance Expense-SAFER	-	-	59	24	141	31%	454
PYT Rental/Food Assistance	-	-	-	-	-	0%	80,000
Gila River Community Economic Assistance f	-	-	-	-	-	0%	70,000
Sub-Total Operating	-	-	57,653	19,838	109,079	30%	366,831
Ak-Chin Senior Center Roof	-	-	8,338	-	71,662	0%	-
Court Security Grant-CSI	-	-	6,399	-	-	0%	-
Flood Mitigation-FCD-Grant	-	128,319	250,000	-	-	0%	-
E Guad Rd Underground Lines -SRP	-	-	-	-	-	0%	200,000
W Guad Rd Underground Lines -SRP	-	-	-	-	-	0%	221,000
E/W Guad Rd Underground Lines -SRP (Match) From General Fund	-	-	-	-	-	0%	45,000
Guad Pavement Replacement Phase VII	3,128	3,200	-	-	10,820	2%	438,873
PYT Maint. Equipment	-	-	15,000	-	-	0%	50,000
Tohono O'dham Type 1 Fire Truck Pymnt	-	-	-	-	48,082	74%	65,000
*Ak-Chin Type 1 Fire Truck Pymnt	-	23,117	93,103	-	-	0%	65,000
Sub-Total Construction Improv Projects	3,128	154,636	372,840	-	130,564	12%	1,084,873
Ak-Chin Senior Center Wellness Program	-	-	-	-	-	0%	60,000
PYT Elder Activity Programing	-	-	-	-	-	0%	80,000
Gila River Community Health and Public Safe	-	-	-	-	10,619	14%	77,000
Gila River Cultural Heritage Events Programi	-	-	-	-	-	0%	31,000
PYT Avenida del Yaqui Project	-	-	-	-	-	0%	380,000
PYT Vauo Nawi Streetlights	-	-	-	-	-	0%	320,000
Tohono O'odham Stottlemyre Park Path Lig	-	-	-	-	-	0%	45,000
Tohono O' odham Cardiac Heart Monitors	-	-	-	-	-	0%	60,000
Tohono O'odham Active Shooter Equipment	-	-	-	-	-	0%	20,000
Ak-Chin Turn out gear-Fire	-	-	-	-	-	0%	70,000
FEMA Air and Light Trailer	-	-	-	-	-	0%	-
Gila River Command Vehicle	-	-	-	-	-	0%	75,000
Fort McDowell Security Cameras	-	-	-	-	-	0%	40,000
Fort McDowell Renovate Old Town Hall	-	-	-	-	-	0%	30,000
Miscellaneous Grants	-	-	18,429	-	-	0%	1,604,740
Sub-Total Requested Grants	-	-	18,429	-	10,619	0	2,892,740
TOTAL GRANT EXPENSES	3,128	154,636	448,922	19,838	250,263	0%	4,344,444

TOTAL REVENUES	39,734	154,636	391,269	19,838	250,263	9%	4,344,444
TOTAL EXPENDITURES	3,128	154,636	(448,922)	19,838	250,263	9%	4,344,444
REVENUES OVER (UNDER) EXPENDITURES	0	0	(57,653)	0	0	0	0
BEGINNING FUND BALANCE	0	0	0	(57,653)	(57,653)	0	0
ENDING FUND BALANCE	0	0	(57,653)	0	0	0	0

TOWN OF GUADALUPE PROGRAM INCOME FUND				Current Month	Current 2020	Current % S/B 50%	Adopted
Revenues	Audited FY17	Audited FY18	Audited FY19	December	YTD	YTD	FY20
45-4950/8751 Housing (GCDC Rents used for CDBG Homes)	4,638	5,700	4,969	400	2,400	0%	5,000
8088 La Cuarenta Improvements DG1210	-	-	-	-	-	-	-
8090 Repave DG1203 (\$358,550)	-	-	-	-	-	-	-
8088 CDBG-DG1604 -400,800	48,100	307,883	-	-	-	-	-
8093 DG 1804 Phase IV	-	-	568,652	-	-	-	-
Solarez-DG1204 40-8088	-	-	-	-	-	-	-
8098 Guadalupe Pavement DG1405	36,606	-	-	-	-	-	-
8087 Demolition DG1209	42,055	-	-	-	-	-	-
Program Income	-	34,756	35,404	2,811	17,905	0%	39,600
TOTAL CDBG/HOME REVENUES	131,398.64	348,339	609,126	3,211	20,305	0%	44,600
Expenditures	Audited FY17	Audited FY18	Audited FY19	December	YTD	YTD	FY20
45-8751 Other Housing (GCDC & CDBG Homes Repairs)	3,128	2,763	1,877	175	1,362	0%	5,000
8094 Home UC1107 New Const-283,941	-	-	-	-	-	0%	-
8095 Home UC1107A Rehab-200,000	-	-	-	-	-	0%	-
8092 CDBG-DG1313 Guestelo	-	-	-	-	-	0%	-
8098 Guadalupe Pavement DG1405	-	-	-	-	-	0%	-
8093 DG 1804 Phase IV	-	303	568,652	-	-	0%	-
8088 CDBG 1604	48,100	307,883	-	-	-	0%	-
8087 CDBG-2018-2019	42,055	-	-	-	-	0%	-
8088 CDBG Solarez DG1204	-	-	-	-	-	0%	-
8091 Home 307-13-330,000	-	-	-	-	-	0%	-
40-8091 Program Income (Pymnts collected & sent to CDBG)	7	-	129,451	-	19,888	0%	39,600
TOTALS FOR PROGRAM INCOME FUND	93,290	310,949	699,980	175	21,250	48%	44,600
TOTAL REVENUES	131,399	348,339	609,126	3,211	20,305		44,600
TOTAL EXPENDITURES	(93,290)	(310,949)	(699,980)	(175)	(21,250)		(44,600)
REVENUES OVER (UNDER) EXPENDITURES	38,108	37,390	(90,854)	3,036	(945)	-	-
*BEGINNING FUND BALANCE	83,977	122,085	159,475	68,621	68,621		67,676
ENDING FUND BALANCE	122,085	159,475	68,621	71,656	67,676		67,676

Total All Expenses/All Funds

	Audited FY16	Audited FY17	Audited FY18	Audited FY19	Difference over (under) Budget	Current % S/B 50% YTD	Current YTD 2020	Adopted Budget FY20
General Fund	4,231,303	4,539,240	5,240,584	4,880,051	(690,236)	37%	2,024,347	5,429,165
LTAf	32,222	28,980	34,300	33,482	(18,288)	3%	1,323	39,222
HURF	360,396	630,831	647,406	584,129	(323,933)	0%	-1,868	644,130
Senior Center	224,234	211,157	216,120	221,436	(135,143)	-7%	-15,669	238,949
CAP	112,620	87,404	132,364	138,003	(79,807)	8%	14,601	188,816
Tianguis	182,756	167,994	156,909	159,068	(73,745)	2%	2,850	153,190
Sewer	37,346	271,093	207,662	183,384	(127,502)	0%	0	255,004
Refuse	312,563	316,495	326,755	353,737	(188,938)	0%	0	377,877
MPC	294,046	290,450	289,300	292,245	0	50%	146,450	292,900
Grant Fund	2,686	3,128	154,636	448,922	(1,921,959)	6%	250,263	4,344,444
Program Income Fund	11,541	93,290	310,949	699,980	(1,050)	48%	21,250	44,600
Grand Total All Funds	5,801,711	6,640,063	7,716,984	7,994,437	-3,560,601	20%	2,443,547	12,008,297

General Fund Revenue and Fund Transfer Summary

TOWN OF GUADALUPE GENERAL FUND		Audited FY16	Audited FY17	Audited FY18	Current 2020 YTD	Current % S/B 50% YTD	Adopted Budget FY20
Revenues	Local Sales Tax	1,630,995	1,592,401	1,868,179	1,216,929	64%	1,900,000
	Local Sales-Auditor Collected	30,110	62,979	-	0	0%	-
	Franchise Tax	25,360	23,948	26,574	18,569	70%	26,500
	Transient Occupancy Tax	498,990	400,511	405,035	175,449	43%	405,000
	Alcoholic Beverage License	10,425	5,650	8,050	3,200	40%	8,000
	Restaurant Bar Tax	324,353	336,128	269,394	172,685	66%	260,000
	Business License	15,450	16,120	9,850	6,270	63%	10,000
	Building Permits & Fees	100,323	28,863	116,853	27,893	112%	25,000
	Billboard Revenues	63,304	58,733	59,297	37,028	64%	57,433
	Urban Revenue Sharing	664,968	755,711	784,774	0	0%	863,634
	State Sales Tax	525,765	566,627	610,177	497,634	73%	685,699
	Other Rev. from Gov. Agencies	145,000	268,560	315,943	380,531	233%	163,600
	Intergovernmental Reimbursements	41,138	-	33,315	136,422	160%	85,000
	Vehicle in Lieu Tax	228,726	243,717	262,424	42,281	14%	297,942
	Fines & Forfeitures	59,004	38,024	30,417	166,662	556%	30,000
	Appearance Bond Revenue	3,601	1,300	650	17,493	0%	-
	JCEF & Fill the Gap Revenues	10,101	1,792	-	0	0%	10,000
	Investment Earnings	2,938	3,471	12,336	363	3%	10,500
	Rents & Concessions	94,063	87,072	82,303	98	0%	82,269
	Ballfield Fees Charged	3,783	3,475	2,279	9,607	418%	2,300
	Loss on State Investment Pool	1,971	1,730	-	54,339	0%	-
	Misc. Fees	18,482	18,868	15,530	3,300	22%	15,000
	Other Financing Sources	3,021	-	563,036	0	0%	-
	Youth Revenue	-	-	2,000	5,883	0%	-
	Event Revenue	-	2,800	6,725	0	0%	20,000
	Fund Balance Carryforward - General Fund	-	-	-	51,620	11%	471,288
TOTAL GENERAL FUND REVENUES		4,501,871	4,518,480	5,485,140	3,024,257	56%	5,429,165
REVENUES OVER (UNDER) EXPENDITURES		278,258	(20,760)	244,556	948,291	0%	-471,288
Total General Fund Expenses		4,223,613	4,539,240	5,240,584	2,024,347	37%	5,429,165
Transfer to Other Funds Detail							
	HURF	-	-	-	0	0%	-
	Senior Center	76,410	64,346	63,588	48,180	51%	93,970
	Community Action Program	49,734	55,580	56,593	23,258	32%	73,816
	Municipal Property Corp. (Bond)	294,046	290,450	289,300	146,450	50%	292,900
	Local Senior Transportation	-	-	6,042	20,125	89%	22,522
	Grant Fund	-	-	-	0	0%	45,000
Transfer to Other Funds Totals		420,190	410,376	415,523	238,013	45%	528,208

Total All Expenses/All Funds

Current % S/B 50%

	Audited FY16	Audited FY17	Audited FY18	Current 2020 YTD	Current % S/B 50% YTD	Adopted Budget FY19	Adopted Budget FY20
General Fund	4,223,613	4,539,240	5,240,584	2,024,347	37%	5,223,162	5,429,165
LTAf	32,222	28,980	34,300	1,323	3%	36,331	39,222
HURF	360,396	630,831	647,406	(1,868)	0%	677,724	644,130
Senior Center	225,437	212,325	216,120	(15,669)	-7%	251,763	238,949
CAP	112,620	87,404	132,364	14,601	8%	184,467	188,816
Tianguis	182,756	167,994	156,909	2,850	2%	154,851	153,190
Sewer	37,346	271,093	207,662	-	0%	416,239	255,004
Refuse	312,563	316,495	326,755	-	0%	350,978	377,877
MPC	294,046	290,450	289,300	146,450	50%	292,250	292,900
Grant Fund	2,686	3,128	154,636	250,263	6%	2,863,453	4,344,444
Housing Program Income	11,541	93,290	310,949	21,250	48%	1,408,050	44,600
Grand Total All Funds	5,795,224	6,641,231	7,716,984	2,443,547	20%	11,859,267	12,008,297



9299 W Olive, Ste 207
PHOENIX, AZ 85345

Dibble Engineering/Town of Guadalupe
Vince Gibbons
Location refer to map provided

We came out on 1/13/20 on a stoppage of the main sewer line at the location listed above. We jetted the line to open it. We camera inspected the line to determine source of issues. The camera inspection revealed several bellies, and parts of the line back pitched. Bellies and back pitch are improper flow in the line. They cause sewage to remain in the sewer line and build up until they cause a clog. This process of clogging and flooding will take place repeatedly, until this is repaired. The cause of the failure can only be guessed at. It may have been due to improper installation, improper compaction at time of installation, or ground failure from unknown reasons. The only permanent fix for this is to redo those sections of the line. We replace the old line, which is clay, with Sched. 40 SDR. This new line is pinned into place with rebar, to prevent movement of it in the future. It will be fitted together and connected to the clay with no-hub connections. The trench is filled with ab rock to attain compaction in the alley. A layer of dirt on the very top will remain. The other dirt is hauled away.

The following is cost for the repair described above. It includes all material and labor to complete the project.

Total for work described above is \$15,819.

Signature below signifies approval for installation as described above,

Richard Kott/Ops Plumbing Masters

Title/City of Guadalupe

Installation will begin upon receipt of signed copy. Exhibit A, the questions we answered via email, will be part of this contract as well. We will make every effort to minimize the impact to the homeowners using this line. At this point we see them without service on 1 day, for approx. 4 hrs. We will notify them of this prior to doing it. This will take between 1-2 weeks, depending on issues encountered.

Exhibit A

- 1) What are your provisions if there is not adequate grade from house connections to main.
There was 1 connection in the belly. That line will be below the new grade of the pipe. We will have to chase that line back up towards that house to achieve proper flow. We can assume that at 1 time the grade for this line was proper, and all of the tie-ins into it were as well. We would have to bring that original grade back, all the way down the line, and to all of the tie-ins. There is a slight chance that this was set wrong originally, that this was always bellied. Didn't have enough fall. We have looked at the grade from the lines coming out of the homes there, we have looked at the grade of the sewer in the street. We believe there is enough room to get this to fall properly. We are unsure as to how much we will have to chase to make it work.
- 2) What is PVC pipe being bedded in?
The PVC will be bedded in compacted native. The pipe is pinned into place with rebar to prevent movement.
- 3) Is compaction testing necessary for AB backfill?
We mechanically compact the AB. Typically AB compacts into the high 90's with this method. We can provide a slurry fill if required, at an additional cost.
- 4) What are you using for mainline connections (PVC saddle or replacement of a 3 ft of mainline connected with Fernco couplings and manufactured Wye)?
Those connections are typically Fernco rubber boots. The connections are treated with salt/copper sulfate, to prevent root intrusions.
- 5) Any Street asphalt repair?
There is no asphalt repair.
- 6) Any concrete sidewalk replacement?
No sidewalk is being removed.
- 7) Is lateral CCTV'd after install and filled with water to detect any sags?
We will camera inspect and provide video of the work after completion. Pics of the pipe in place will be taken as well. Anyone could come view it prior to backfill.



Town of Guadalupe Lateral CCTV



CHAPTER 6 ANIMALS**ARTICLE 6-1 RULES AND REGULATIONS**

- 6-1-1 Dangerous Animals
- 6-1-2 Killing Dangerous Animals
- 6-1-3 Noises
- 6-1-4 Strays; Housing
- 6-1-5 Swine
- 6-1-6 Biting Animals

Section 6-1-1 Dangerous Animals

It is unlawful to permit any dangerous, vicious animal of any kind to run at large within the town, and such animals shall be immediately impounded by the police department. Exhibitions or parades of animals, other than domestic pets, may be conducted only upon securing a permit from the town marshal.

Section 6-1-2 Killing Dangerous Animals

The members of the police department are authorized to kill any dangerous animals of any kind when it is necessary for the protection of any person or property.

Section 6-1-3 Noises

It is unlawful to harbor or keep any animals that disturb the peace by loud noises at any time of the day or night.

Section 6-1-4 Strays; Housing

Any person who keeps or causes to be kept any horses, mules, cattle, burros, goats, sheep or other livestock or poultry shall keep such livestock or poultry in a pen or similar enclosure to prevent their roaming at large within the corporate limits of the town. Any such livestock or poultry running at large may be impounded by the police department. It is unlawful to cause or allow any stable or place where any animal is or may be kept to become unclean or unwholesome.

Section 6-1-5 Swine

It is unlawful to keep any live swine or pigs in the town.

ANIMALS

Section 6-1-6 Biting Animals

Whenever any animal, except a dog, bites a person, the person so bitten and the owner of the animal shall immediately notify the enforcement agent, who shall cause an examination of the animal to be made by a duly licensed physician or a duly licensed veterinarian, and shall order the animal held on the owner's premises or shall have it impounded as long as necessary for a complete examination. If it is determined that the animal is infected with rabies or other dangerous, contagious and infectious disease, it shall be the duty of the enforcement agent to destroy such animal in as humane a manner as is reasonably possible. If at the end of the quarantine or impoundment, a veterinarian is convinced that the animal is free from such disease, the animal shall be released. If the animal dies during the period of quarantine or impoundment, its head shall be sent to the laboratory at the department of health services for examination.

ARTICLE 6-2 DOGS

- 6-2-1 Definitions
- 6-2-2 Powers and Duties of the State Veterinarian and the Livestock Board
- 6-2-3 Powers and Duties of State Department of Health Services
- 6-2-4 Powers and Duties of Enforcement Agent
- 6-2-5 License Fees for Dogs; Tags; Records; Penalties; Classification
- 6-2-6 Kennel Permit; Fee; Violation; Classification
- 6-2-7 Anti-Rabies Vaccination; Vaccination and License Stations
- 6-2-8 Rabies Control Fund
- 6-2-9 Dogs Not Permitted at Large; Wearing License
- 6-2-10 Establishment of Pounds; Impounding and Disposing of Dogs and Cats; Reclaiming Impounded Dogs and Cats; Pound Fees
- 6-2-11 Handling of Biting Animals; Responsibility for Reporting; Authority to Destroy Animals
- 6-2-12 Unlawful Interference with Enforcement Agent
- 6-2-13 Removing Impounded Animals
- 6-2-14 Unlawful Keeping of Dogs
- 6-2-15 Violation; Classification
- 6-2-16 Dogs; Liability
- 6-2-17 Proper Care, Maintenance and Destruction of Impounded Animals

Section 6-2-1 Definitions

In this chapter unless the context otherwise requires:

- A. "Animal" means any animal of a species that is susceptible to rabies, except man.
- B. "At large" means on or off premises of the owner and not under control of the owner or other person acting for the owner. Any dog in a suitable enclosure or confined shall not be considered to be running at large.
- C. "Department" means the state department of health services.

ANIMALS

- D. "Enforcement agent" means that person in each county who is responsible for the enforcement of this chapter and the regulations promulgated thereunder.
- E. "Impound" means the act of taking or receiving into custody by the enforcement agent any dog or other animal for the purpose of confinement in an authorized pound in accordance with the provisions of this chapter.
- F. "Kennel" means an enclosed, controlled area, inaccessible to other animals, in which a person keeps, harbors or maintains five or more dogs under controlled conditions.
- G. "Livestock" means neat animals, horses, sheep, goats, swine, mules and asses.
- H. "Owner" means any person keeping an animal other than livestock for more than six consecutive days.
- I. "Pound" means any establishment authorized for the confinement, maintenance, safekeeping and control of dogs and other animals that come into the custody of the enforcement agent in the performance of his official duties.
- J. "Rabies quarantine area" means any area in which a state of emergency has been declared to exist due to the occurrence of rabies in animals in or adjacent to this area.
- K. "Stray dog" means any dog four months of age or older running at large that is not wearing a valid license tag.
- L. "Vaccination" means the administration of an anti-rabies vaccine to animals by a veterinarian or in authorized pounds by employees trained by a veterinarian.
- M. "Veterinarian", unless otherwise indicated, means any veterinarian licensed to practice in this state or any veterinarian employed in this state by a governmental agency.
- N. "Veterinary hospital" means any establishment operated by a veterinarian licensed to practice in this state that provides clinical facilities and houses animals or birds for dental, medical or surgical treatment. A veterinary hospital may have adjacent to it or in conjunction with it, or as an integral part of it, pens, stalls, cages or kennels for quarantine, observation or boarding.
- O. "Vicious animal" means any animal of the order carnivora that has a propensity to bite human beings without provocation and has been so declared after a hearing before a justice of the peace or a town magistrate.

Section 6-2-2 Powers and Duties of the State Veterinarian and the Livestock Board

- A. The state veterinarian shall designate the type or types of anti-rabies vaccines that may be used for vaccination of animals, the period of time between vaccination and revaccination and the dosage and method of administration of the vaccine.
- B. The Arizona Livestock Board shall regulate the handling and disposition of animals classed as livestock that have been bitten by a rabid or suspected rabid animal or are showing symptoms suggestive of rabies.

ANIMALS

Section 6-2-3 Powers and Duties of State Department of Health Services

- A. The state department of health services shall regulate the handling and disposition of animals other than livestock that have been bitten by a rabid or suspected rabid animal or are showing symptoms suggestive of rabies.
- B. The state department of health services may require the enforcement agent to submit a record of all dog licenses issued and in addition any information deemed necessary to aid in the control of rabies.

Section 6-2-4 Powers and Duties of Enforcement Agent

- A. The enforcement agent shall:
 1. Enforce the provisions of this article and the regulations promulgated thereunder.
 2. Issue citations for the violation of the provisions of this article and the regulations promulgated thereunder. The procedure for the issuance of notices to appear shall be as provided for peace officers in Section 13-3903, A.R.S. except that the enforcement agent shall not make an arrest before issuing the notice.
 3. Be responsible for declaring a rabies quarantine area within area of jurisdiction. When a quarantine area has been declared, the enforcement agent shall meet with the state veterinarian and representatives from the department of health services and the game and fish department to implement an emergency program for the control of rabies within the area. Any regulations restricting or involving movements of livestock within the area shall be subject to approval by the state veterinarian.
- B. The issuance of citations pursuant to this section shall be subject to the provisions of Section 13-3899, A.R.S.
- C. The enforcement agent may designate deputies.

Section 6-2-5 License Fees for Dogs; Tags; Records; Penalties; Classification

- A. The enforcement agent shall set an annual license fee which shall be paid for each dog four months of age or over that is kept, harbored or maintained within the boundaries of the town for at least thirty consecutive days of each calendar year. License fees shall become payable at the discretion of the council. The licensing period shall not exceed the period of time for revaccination as designated by the state veterinarian. License fees shall be paid within ninety days. A penalty not to exceed four dollars shall be added to the license fee in the event that application is made subsequent to the date on which the dog is required to be licensed under the provisions of this article. This penalty shall not be assessed against applicants who furnish adequate proof that the dog to be licensed has been in their possession less than thirty consecutive days.
- B. Durable dog tags shall be provided. Each dog licensed under the terms of this article shall receive, at the time of licensing, such a tag on which shall be inscribed the name of the county, the number of the license and the date on which it expires. The tag shall

ANIMALS

be attached to a collar or harness which shall be worn by the dog at all times while running at large, except as otherwise provided in this article. Whenever a dog tag is lost, a duplicate tag shall be issued upon application by the owner and payment of a fee to the enforcement agent.

- C. License fees may be lower for dogs permanently incapable of procreation. An applicant for a license for a dog claimed to be incapable of procreation shall furnish adequate proof satisfactory to the enforcement agent that such dog has been surgically altered to be permanently incapable of procreation.
- D. Any person who fails within fifteen days after written notification from the enforcement agent to obtain a license for a dog required to be licensed, counterfeits or attempts to counterfeit an official dog tag, or removes such tag from any dog for the purpose of willful and malicious mischief or places a dog tag upon a dog unless the tag was issued for that particular dog is guilty of a class 2 misdemeanor.

Section 6-2-6 Kennel Permit; Fee; Violation; Classification

- A. A person operating a kennel shall obtain a permit issued by the board of supervisors of the county where the kennel is located except if each individual dog is licensed.
- B. The annual fee for the kennel permit is seventy-five dollars.
- C. A dog remaining within the kennel is not required to be licensed individually under Section 24-367, A.R.S. A dog leaving the controlled kennel conditions shall be licensed under Section 24-367, A.R.S. except if the dog is only being transported to another kennel which has a permit issued under this section.
- D. A person who fails to obtain a kennel permit under this section is subject to a penalty of twenty-five dollars in addition to the annual fee.
- E. A person who knowingly fails within thirty days after written notification from the county enforcement agent to obtain a kennel permit is guilty of a class 2 misdemeanor.

Section 6-2-7 Anti-Rabies Vaccination; Vaccination and License Stations

- A. Before a license is issued for any dog, the owner must present a vaccination certificate signed by a veterinarian stating the owner's name and address and giving the dog's description, date of vaccination, and type, manufacturer and serial number of the vaccine used, and date revaccination is due. A duplicate of each rabies vaccination certificate issued shall be transmitted to the enforcement agent on or before the tenth day of the month following the month during which the dog was vaccinated. No dog shall be licensed unless it is vaccinated in accordance with the provisions of this article and the regulations promulgated thereunder.
- B. A dog vaccinated in any other state prior to entry into Arizona may be licensed in Arizona provided that, at the time of licensing, the owner of such dog presents a vaccination certificate, signed by a veterinarian licensed to practice in that state or a veterinarian employed by a governmental agency in that state, stating the owner's name and address

ANIMALS

and giving the dog's description, date of vaccination, and type, manufacturer and serial number of the vaccine used. The vaccination must be in conformity with the provisions of this article and the regulations promulgated thereunder.

- C. The enforcement agent shall make provisions for vaccination clinics as deemed necessary. The vaccination shall be performed by a veterinarian.

Section 6-2-8 Rabies Control Fund

- A. The enforcement agent or his authorized representative shall place the monies collected by him under the provisions of this article in a special fund to be known as the rabies control fund to be used for the enforcement of the provisions of this article and the regulations promulgated thereunder.
- B. Any unencumbered balance remaining in the rabies control fund at the end of a fiscal year shall be carried over into the following fiscal year.

Section 6-2-9 Dogs Not Permitted at Large; Wearing License

- A. Neither a female dog during her breeding or mating season nor a vicious dog shall be permitted at large.
- B. In a rabies quarantine area, no dogs shall be permitted at large. Each dog shall be confined within an enclosure on the owner's property, or on a leash not to exceed six feet in length and directly under the owner's control when not on the owner's property.
- C. Any dog over the age of four months running at large shall wear a collar or harness to which is attached a valid license tag. Dogs used for control of livestock or while being used or trained for hunting, or dogs while being exhibited or trained at a kennel club event, or dogs while engaged in races approved by the Arizona Racing Commission, and such dogs while being transported to and from such events, need not wear a collar or harness with a valid license attached provided that they are properly vaccinated, licensed and controlled.
- D. If any dog is at large on the public streets, public parks or public property, then said dog's owner or custodian is in violation of this article.
- E. Any dog at large shall be apprehended and impounded by an enforcement agent.
 1. Said agent shall have the right to enter upon private property when it is necessary to do so in order to apprehend any dog that has been running at large. Such entrance upon private property shall be in reasonable pursuit of such dog and shall not include entry into a domicile or enclosure which confines a dog unless it be at the invitation of the occupant.
 2. Said agent may issue a citation to the dog owner or person acting for the owner when the dog is at large. The procedure for the issuance of notice to appear shall be as provided for peace officers in Section 13-3903, A.R.S. except the enforcement

ANIMALS

agent shall not make an arrest before issuing the notice. The issuance of citations pursuant to this article shall be subject to provisions of Section 13-3899, A.R.S.

3. In the judgment of the enforcement agent, if any dog at large or other animal that is dangerous or fierce and a threat to human safety cannot be safely impounded, it may be slain.

Section 6-2-10 Establishment of Pounds; Impounding and Disposing of Dogs and Cats; Reclaiming Impounded Dogs and Cats; Pound Fees

- A. Any stray dog shall be impounded. All dogs and cats impounded shall be given proper care and maintenance.
- B. Each stray dog or any cat impounded shall be kept and maintained at the pound for a minimum of seventy-two hours unless claimed by its owner. Any person may purchase such a dog or cat upon expiration of the impoundment period, provided such person pays all pound fees and complies with the licensing and vaccinating provisions of this article. If the dog or cat is not claimed within the impoundment period, the enforcement agent shall take possession and may place the dog or cat for sale or may dispose of the dog or cat in a humane manner. If such dog or cat is to be used for medical research, no license or vaccination shall be required. The enforcement agent may destroy impounded sick or injured dogs or cats whenever such destruction is necessary to prevent such dog or cat from suffering or to prevent the spread of disease.
- C. Any impounded licensed dog or any cat may be reclaimed by its owner or such owner's agent, provided that the person reclaiming the dog or cat furnishes proof of right to do so and pays all pound fees. If the dog or cat is not reclaimed within the impoundment period, the enforcement agent shall take possession and may place the dog or cat for sale or may dispose of the dog or cat in a humane manner. Any person purchasing such dog or cat shall pay all pound fees.

Section 6-2-11 Handling of Biting Animals; Responsibility for Reporting; Authority to Destroy Animals

- A. An unlicensed or unvaccinated dog or cat that bites any person shall be confined and quarantined in an authorized pound or, upon request of and at the expense of the owner, at a veterinary hospital for a period of not less than seven days. A dog properly licensed and vaccinated pursuant to this article that bites any person may be confined and quarantined at the home of the owner or wherever the dog is harbored and maintained with the consent of and in a manner prescribed by the enforcement agent.
- B. Any animal other than a dog or cat that bites any person shall be confined and quarantined in an authorized pound or, upon the request of and at the expense of the owner, at a veterinary hospital for a period of not less than fourteen days, provided that livestock shall be confined and quarantined for the fourteen day period in a manner regulated by the Arizona livestock board. If the animal is a caged rodent, it may be confined and quarantined at the home of the owner or where it is harbored or maintained, for the required period of time, with the consent of and in a manner prescribed by the enforcement agent.

ANIMALS

- C. Any wild animal which bites any person may be killed and submitted to the enforcement agent or his deputies for transmission to an appropriate diagnostic laboratory.
- D. Whenever an animal bites any person, the incident shall be reported to the enforcement agent immediately by any person having direct knowledge.
- E. The county enforcement agent may destroy any animal confined and quarantined pursuant to this article prior to the termination of the minimum confinement period for laboratory examination for rabies if:
 - 1. Such animal shows clear clinical signs of rabies.
 - 2. The owner of such animal consents to its destruction.
- F. Any animal subject to licensing under this article found without a tag identifying its owner shall be deemed unowned.
- G. The county enforcement agent shall destroy a vicious animal upon an order of a justice of the peace or a town magistrate. A justice of the peace or town magistrate may issue such an order after notice to the owner, if any, and a hearing.

Section 6-2-12 Unlawful Interference with Enforcement Agent

It is unlawful for any person to interfere with the enforcement agent in the performance of his duties.

Section 6-2-13 Removing Impounded Animals

No person may remove or attempt to remove an animal which has been impounded or which is in the possession of the enforcement agent except in accordance with the provisions of this article and the regulations promulgated thereunder.

Section 6-2-14 Unlawful Keeping of Dogs

It is unlawful for a person to keep, harbor or maintain a dog within the town except as provided by the terms of this article.

Section 6-2-15 Violation; Classification

Any person who fails to comply with the requirements of this article, or violates any of its provisions, is guilty of a class 2 misdemeanor and may be subject to imprisonment for a maximum period of four months, or fined a maximum of \$750.00, or both.

ANIMALS

Section 6-2-16 Dogs; Liability

Injury to any person or damage to any property by a dog while at large shall be the full responsibility of the dog's owner or person responsible for the dog when such damages were inflicted.

Section 6-2-17 Proper Care, Maintenance and Destruction of Impounded Animals

- A. Any animal impounded in a county, city or town pound shall be given proper and humane care and maintenance.
- B. Any dog or cat destroyed while impounded in a county, city or town pound shall be destroyed only by the use of one of the following:
 - 1. Sodium pentobarbital or a derivative of sodium pentobarbital.
 - 2. Nitrogen gas.
 - 3. T-61 Euthanasia solution or its generic equivalent.
- C. If an animal is destroyed by means specified in subsection B, paragraphs 1 or 3 of this section, it shall be done by a licensed veterinarian or in accordance with procedures established by the state veterinarian pursuant to Section 24-153, A.R.S.
- D. The governing body of any county, city or town which operates a pound shall establish procedures for the humane destruction of impounded animals by the methods described in subsections B and C of this section.

ORDINANCE 89-04
AN ORDINANCE OF THE TOWN OF GUADALUPE
ARIZONA, AMENDING CHAPTER 6, ARTICLE 6-1,
RELATING TO ANIMALS; AND DECLARING AN
EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF GUADALUPE, ARIZONA,
as follows:

SECTION I.

That the Town Code of the Town of Guadalupe, Chapter 6,
Section 6-2-1 is hereby amended to read as follows:

In this chapter unless the context otherwise requires:

- A. "Animal" means any animal of a species that is susceptible to rabies, except man.
- B. "At large" means on or off premises of the owner and not under control of the owner or other person acting for the owner. Any dog in a suitable enclosure or confined shall not be considered to be running at large.
- C. "Custodian" means any person keeping, possessing, harboring or maintaining any dog.
- D. "Department" means the state department of health services.
- E. "Enforcement agent" means that person in each county who has responsibility for the enforcement of this chapter and the regulations promulgated thereunder.
- F. "Impound" means the act of taking or receiving into custody by the enforcement agent any dog or other animal for the purpose of confinement in an authorized pound in accordance with the provisions of this chapter.
- G. "Kennel" means an enclosed, controlled area, inaccessible to other animals, in which a person keeps, harbors or maintains five or more dogs under controlled conditions.
- H. "Livestock" means meat animals, horses, sheep, goats, swine, mules and asses.

I. "Owner" means any person keeping an animal other than livestock for more than six consecutive days.

J. "Pound" means any establishment authorized for the confinement, maintenance, safekeeping and control of dogs and other animals that come into the custody of the enforcement agent in the performance of his official duties.

K. "Rabies quarantine area" means any area in which a state of emergency has been declared to exist due to the occurrence of rabies in animals in or adjacent to this area.

L. "Stray dog" means any dog four months of age or older running at large that is not wearing a valid license tag.

M. "Vaccination" means the administration of an anti-rabies vaccine to animals by a veterinarian or in authorized pounds by employees trained by a veterinarian.

N. "Veterinarian", unless otherwise indicated, means any veterinarian licensed to practice in this state or any veterinarian employed in this state by a governmental agency.

O. "Veterinary hospital" means any establishment operated by a veterinarian licensed to practice in this state that provides clinical facilities and houses animals or birds for dental, medical or surgical treatment. A veterinary hospital may have adjacent to it or in conjunction with it, or as an integral part of it, pens, stalls, cages or kennels for quarantine, observation or boarding.

P. "Vicious animal" means any animal of the order carnivora that has a propensity to bite human beings without provocation and has been so declared after a hearing before a justice of the peace or a town magistrate.

Q. "Vicious dog" means:

1. Any dog with a known propensity, tendency or disposition to attack unprovoked, to cause injury to, or otherwise threaten the safety of human beings or domestic animals; or

2. Any dog which because of its size, physical nature, or vicious propensity is capable of inflicting serious physical harm or death to humans and which would constitute a danger to human life or property if it were not kept in the manner

required by this ordinance; or

3. Any dog which, without provocation, attacks or bites, or has attacked or bitten, a human being or domestic animal; or

4. Any dog owned or in the custody of a custodian primarily or in part for the purpose of dog fighting, or any dog trained for dog fighting; or

5. Any pit bull terrier, which shall be defined as any American Pit Bull Terrier or Staffordshire Bull Terrier or American Staffordshire Terrier breed of dog,, or any mixed breed of dog which contains as an element of its breeding the breed of American Pit Bull Terrier or Staffordshire Bull Terrier or American Staffordshire Terrier as to be identifiable as partially of the breed of American Pit Bull Terrier or Staffordshire Bull Terrier or American Staffordshire Bull Terrier.

SECTION II That the Town Code of Guadalupe, Section 6-2-11, is amended to add Section 6-2-11.01, Vicious Dogs, to read as follows:

6-2-11.01 Vicious Dogs

A. A vicious dog is "unconfined" if the dog is not securely confined indoors or confined in a securely enclosed and locked pen or structure upon the premises of the owner or custodian of the dog. The pen or structure must have secure sides and a secure top attached to the sides. If the pen or structure has no bottom secured to the sides, the sides must be embedded into the ground no less than one foot deep. All such pens or structures must be adequately lighted and kept in a clean and sanitary condition.

B. Confinement - Owners and custodians of vicious dogs shall not allow their dog, or dogs, to be unconfined.

C. Leash and Muzzle - Owner and custodians of vicious dogs shall not permit their dog or dogs to go beyond the premises of the property upon which the dog is confined unless the dog is securely muzzled and restrained by a chain leash and under the immediate physical restraint of an adult. The muzzle shall be made in a manner not to injure the dog or restrict its breathing, but shall prevent it from biting.

D. Signs - Owners and custodians of a vicious dog or dogs shall display in a prominent place on the premises where the dog is confined a visible warning sign indicating that there is a vicious dog on the premises. A second such sign shall be posted on the pen or kennel of the animal.

E. Dog Fighting - No person shall possess or harbor or maintain care or custody of any dog for the purpose of dog fighting, or train, torment, badger, bait or use any dog for the purpose of causing or encouraging the dog to attack human beings or other animals.

F. Insurance - Owners of vicious dogs must, within 90 days of the enactment of this Ordinance, provide proof to the Town Clerk of public liability insurance in the amount of at least \$50,000, insuring the owner for any personal injuries inflicted by his or her vicious dog.

SECTION III

That Section 6-2-14 is amended to read as follows:

Section 6-2-14 Unlawful keeping of Dogs AND VICIOUS DOGS
It is unlawful for a person to keep, harbor or maintain a dog OR VICIOUS DOG within the town except as provided by the terms of this article.

SECTION IV

That Section 6-2-15 is amended to read as follows:

Section 6-2-15 Violation: Classification

Any person who fails to comply with the requirements of this Article, or WHO violates any of its provisions, is guilty of a Class 2 misdemeanor except as to the provisions of Section 6-2-11.01. Persons who violate, or fail to comply with the provisions of, Section 6-2-11.01 shall be guilty of a Class 1 Misdemeanor.

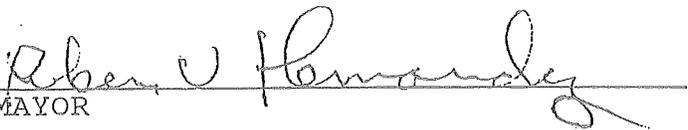
SECTION V - Severability

If any section, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court, such a decision shall not affect the validity of the remaining portions of this ordinance.

SECTION VI

Whereas, the immediate operation of the provisions of this ordinance is necessary for the preservation of the public peace, health, and safety, an emergency is hereby declared to exist, and this shall be in full force and effect from and after its passage by the Council as required by law.

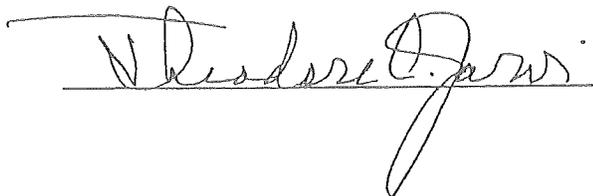
PASSED by the Council of the Town of Guadalupe this 13th day of July, 1989.


MAYOR

ATTEST:

Jose Solarez TOWN CLERK

APPROVED AS TO FORM:


TOWN ATTORNEY

ORDINANCE NO. 2003-10

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF GUADALUPE, ARIZONA, AMENDING THE TOWN CODE, CHAPTER 6 , ENTITLED ANIMALS, ARTICLE 6-2, ENTITLED DOGS.

BE IT HEREBY ORDAINED by the Mayor and Common Council of the Town of Guadalupe, Arizona:

That Chapter 6, entitled Animals, Article 6-2, entitled Dogs, of the Town Code of Guadalupe, Arizona, is hereby amended as set forth hereafter:

Section One:

Section 6-2-1, Definitions, Subsection K entitled Stray Dog shall be amended to state:

- K. Stray Dog means any dog three months of age or older running at large that is not wearing a valid license tag.

Section Two:

Section 6-2-5, License Fees for Dogs, Subsection A shall be deleted and replaced with the identical language from A.R.S. § 11-1008.(A), which states:

License fees for dogs; issuance of dog tags; classification.

A. The board of supervisors of each county may set a license fee which shall be paid for each dog three months of age or over that is kept, harbored or maintained within the boundaries of the state for at least thirty consecutive days of each calendar year. License fees shall become payable at the discretion of the board of supervisors of each county. The licensing period shall not exceed the period of time for revaccination as designated by the state veterinarian. Licensee fees shall be paid withing ninety days to the board of supervisors. A penalty fee of two dollars shall be paid if the license application is made less than one year subsequent to the date on which the dog is required to be licensed under this article. If the license application is made one year or later from the date on which the dog is required to be licensed, an additional penalty fee of ten dollars shall be paid for each subsequent year up to a maximum of twenty-two dollars. This penalty shall not be assessed against applicants who furnish adequate proof that the dog to be licensed has been in their possession less than thirty consecutive days.

Section Three:

Section 6-2-9 shall be deleted in its entirety and replaced with the following:

Section 6-2-9 Dogs Not Permitted at Large; Wearing Licenses.

- A. No dog shall be permitted at large. Each dog shall be confined within an enclosure on the owner's property, secured so that the dog is confined entirely to the owner's property, or on a leash not to exceed six feet in length and directly under the owner's physical control when not on the owner's property.
- B. Any dog over the age of three months on or off the premises of owner and not under physical control of the owner or persons acting for the owner, or any dog not in a suitable enclosure which actually confines the dog, shall wear a collar or harness to which is attached a valid license tag. Any dog over the age of three months on the premises of the owner and either confined or under physical control of the owner or persons acting for the owner need not wear a collar or harness with a valid license attached provided that they are properly vaccinated, licensed and in compliance with all sections of this ordinance. Dogs used for control of livestock or while being used or trained for hunting or dogs while being exhibited or trained at a kennel club event or dogs while engaged in races approved by the Arizona Racing Commission, and such dogs while being transported to and from such events, need not wear a collar or harness with a valid license attached provided that they are properly vaccinated, licensed and controlled.
- C. If any dog is at large on the public property, then said dog's owner or person acting for the owner is in violation of this ordinance.
- D. If any dog is at large on the public park or school property, then said dog's owner or persons acting for the owner is in violation of this ordinance.
- E. If any female dog during her breeding or mating season or any vicious dog at large, then said dog's owner or persons acting for the owner is in violation of this ordinance.
- F. Any owner or persons acting for the owner who allows a dog to run at large shall be considered in violation of this ordinance unless one of the following four exceptions applies:
- (1) A dog is not at large if said dog is restrained by a leash, chain, rope or cord of not more than six (6) feet in length and of sufficient strength to control action of said dog.
 - (2) If said dog is used for control of livestock or while being used or trained for hunting or being exhibited or trained at a kennel club event or while engaged in races approved by the Arizona Racing Commission.
 - (3) While said dog is actively engaged in a dog obedience training class and accompanied by and under the control of his owner or persons acting for the owner or trainer as specified in section (j) below.

- (4) If said dog, whether on or off the premises of the owner or persons acting for the owner, is controlled as proved in regulation (f)(1) of this ordinance, or is within a suitable enclosure which actually confines the dog.
- G. The owner or persons acting for the owner of a dog is responsible for the acts and conduct of the dog at all times when the dog is in a public park. All dogs three months of age or older in or upon the premises of a public park must be currently license and shall wear a collar and durable valid lines tag as provided by this ordinance.
- H. The owner or persons acting for the owner of a dog must restrain and control the dog at all times when in a public park be securing the dog with a leash of not more than six feet , except when the dog is in an enclosed area within the park, which has been designated by the (county/municipality) as a dog exercise area.
- I. At all times when a dog is off leash in a designated dog exercises area as provided in paragraph (h) above, the dog must be accompanied by and under the control of the owner or persons acting for the owner. Additionally, the owner or persons acting for the owner must at all times, have a leash of not more than six feet in length in his or her possession.
- J. At all times when a dog is off leash and participating in a dog show, exhibition or obedience class as provided in section (f) above:
- (1) The dog must be accompanied by and under the control of its owner or persons acting for the owner or trainer or handler, who must at all times have a leash in his or her possession; and
 - (2) The owner or persons acting for the owner, trainer or handler or authorized representative of a club or organization to whom a permit has been issued, shall have the permit on their person at all times and shall present the permit for inspection upon request, to any police officer, authorized member of the public parks staff or the enforcement agent.
- K. Any dog at large shall be apprehended and impounded by the Enforcement Agent.
- (1) Said agent shall have the right to enter upon private property when it is necessary to do so in order to apprehend any dog that has been running at large. Such entrance upon private property shall be in reasonable pursuit of such dog and shall not include entry into a domicile or enclosure which confines a dog unless it be at the invitation of the occupant.
 - (2) Said agent may issue a citation (s) to the dog owner or persons acting for the owner when the dog is at large. The procedure of

the issuance of notice to appear shall be as provided for peace officers in ARS. Section 13-3903, except the county enforcement agent shall not make an arrest before issuing the notice. The issuance of citation(s) pursuant to this ordinance shall be subject to provision of ARS, Section 13-3899.

- (3) In the judgment of the Enforcement Agent, if any dog at large or other animal that is dangerous or fierce and a threat to human safety cannot be safely impounded, it may be slain.

Section Four:

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held invalid or unconstitutional in any way by any Court, it is the intent of the Town Council that the balance of the ordinance not found to be illegal or unconstitutional be given full effect.

PASSED AND ADOPTED this 23rd day of October, 2003, by the Mayor and Town Council of the Town of Guadalupe.

ATTEST:

Vinicio G. Alvarez Sr.
VINICIO G. ALVAREZ, SR., MAYOR

Rosemary Arellano
ROSEMARY ARELLANO, TOWN CLERK

APPROVED AS TO FORM:

David E. Ledyard
DAVID E. LEDYARD, TOWN ATTORNEY

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City of Chandler – Code of Ordinances:**Chapter 14 – Animals:****ARTICLE II. - DOGS²****Sections: 14-15 through 14-32**

14-15. - Definitions.

In this article, unless the context otherwise requires:

Animal means a dog or any animal of a species that is susceptible to rabies, except man.

At large means on or off-premises of owner and not under control of owner or other persons acting for the owner. Any dog in a suitable enclosure or confined shall not be considered to be running at large.

Cruelly restrains means attaching a dog to a stationary object or a pulley by means of a chain, rope, tether, leash, cable or similar restraint under circumstances that may endanger its health, safety or well-being; or otherwise unreasonably limiting the dog's movements by use of a collar and restraint that causes the dog to choke; or does not permit the dog to reach food, water, shade, dry ground; or does not permit the dog to escape harm.

Custodian means any person keeping, possessing, harboring or maintaining any dog.

Department means the State Department of Health Services.

Enforcement Agent means that person in each County who is responsible for the enforcement of this article and the regulations promulgated thereunder.

Extreme weather conditions means the actual or effective outdoor temperature is below 32 degrees Fahrenheit or above 100 degrees Fahrenheit; or a heat advisory has been issued by a local, state or national authority for the area; or a monsoon, hurricane, tropical storm, dust storm or tornado warning has been issued for the area by a local, state or national authority.

Impound means the act of taking or receiving into custody by the Enforcement Agency any dog or other animal for the purpose of confinement in an authorized pound in accordance with the provisions of this article.

Kennel means an enclosed, controlled area, inaccessible to other animals, in which a person keeps, harbors or maintains five (5) or more dogs under controlled conditions.

Livestock means neat animals, horses, sheep, goats, swine, mules and asses.

Owner means any person, group of persons or corporation/business owning, keeping or harboring a dog.

Pound means any establishment authorized for the confinement, maintenance, safekeeping and control of dogs and other animals that come into the custody of the enforcement agent in the performance of his/her official duties.

Rabies quarantine area means any area in which a state of emergency has been declared to exist due to the occurrence of rabies in animals in or adjacent to this area.

Rabies vaccination certificate means a method of recording and duplicating rabies information that is in compliance with the County Enforcement Agent's licensing system and/or County Enforcement Agent's prescribed forms.

Stray dog means any dog four (4) months of age or older running at large that is not wearing a valid license tag.

Vaccination means the administration of an anti-rabies vaccine to animals by a veterinarian, or in authorized pounds by employees trained by a veterinarian.

Veterinarian, unless otherwise indicated, means any veterinarian licensed to practice in this State or any veterinarian employed in this State by a governmental agency.

Veterinary hospital means any establishment operated by a veterinarian licensed to practice in this State that provides clinical facilities and houses animals or birds for dental, medical or surgical treatment. A veterinary hospital may have adjacent to it or in conjunction with it or as an integral part of it, pens, stalls, cages or kennels for quarantine, observation or boarding.

Vicious animal means any animal other than an animal used by a law enforcement agency, that:

- (a) Has a propensity to bite, scratch or otherwise inflict injury on a human being or an animal owned by another person without provocation. One (1) incident of causing injury may be sufficient to establish a propensity; or
- (b) Has a propensity to approach human beings without provocation in a menacing or terrorizing manner so as to confine the movement of or instill fear in a reasonable person; and
- (c) Is declared vicious after a hearing before a justice of the peace or a City Magistrate.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 1864, § 1, 8-20-87; Ord. No. 3044, § 2, 11-4-99; Ord. No. 3836, § 1, 10-23-06; Ord. No. 4722, § II, 11-7-16)

14-16. - Powers and duties of the State Veterinarian and Livestock Board.

A. The State Veterinarian shall designate the type or types of anti-rabies vaccines that may be used for vaccination of animals, the period of time between vaccination and revaccination, and the dosage and method of administration of the vaccine.

B. The Arizona Livestock Board shall regulate the handling and disposition of animals classed as livestock that have been bitten by a rabid or suspected rabid animal or are showing symptoms suggestive of rabies.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99)

14-17. - Powers and duties of State Department of Health Services.

A. The State Department of Health Services shall regulate the handling and disposition of animals other than livestock that have been bitten by a rabid or suspected rabid animal, or are showing symptoms suggestive of rabies.

B. The State Department of Health Services may require the enforcement agent to submit a record of all dog licenses issued, and in addition any information deemed necessary to aid in the control of rabies.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99)

14-18. - Powers and duties of Enforcement Agent.

A. The Enforcement Agent shall:

1. Enforce the provisions of this article; the regulations promulgated thereunder.
2. Issue citations for the violation of the provisions of this article; the regulations promulgated thereunder. The procedure for the issuance of notices to appear shall be as provided for peace officers in A.R.S. § 13-3903, except that the Enforcement Agent shall not make an arrest before issuing the notice.
3. Be responsible for declaring a rabies quarantine area within area of jurisdiction. When a quarantine area has been declared the Enforcement Agent shall meet with the State Veterinarian and Representatives from the Department of Health Services and the Game and Fish Department to implement an emergency program for the control of rabies within an area. Any regulations restricting or involving movements of livestock within an area shall be subject to approval by the State Veterinarian.

B. The issuance of citations pursuant to this section shall be subject to the provisions of A.R.S. § 13-3899.

C. The Enforcement Agent may designate deputies.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99)

14-19. - License fees for dogs; issuance of dog tags; records; penalties.

A. The County Board of Supervisors shall set an annual license fee which shall be paid for each dog four (4) months of age or over that is kept, harbored, or maintained within the boundaries of the County for at least thirty (30) consecutive days of each calendar year. License fees shall become payable at the discretion of the County Board of Supervisors. The licensing period shall not exceed the period of time for revaccination as designated by the State Veterinarian. License fees shall be paid within ninety (90) days to the County Treasurer or his/her authorized representative. A penalty fee set by the County Board of Supervisors shall be added to the license fee in the event that application is made subsequent to the date on which the dog is required to be licensed under the provisions of this article. This penalty shall not be assessed against applicants who furnish adequate proof that the dog to be licensed has been in their possession or in the County less than thirty (30) consecutive days.

B. Durable dog tags shall be provided by the County Board of Supervisors. Each dog licensed under the terms of this article shall receive, at the time of licensing, such a tag on which shall be inscribed the name of the County, the number of the license, and the date on which it expires. The tag shall be attached to a collar or harness which shall be worn by the dog at all times while running at large, except as otherwise provided in this article. Whenever a dog tag is lost, a duplicate tag shall be issued upon application by the owner and payment of fee established by the County Board of Supervisors to the County Treasurer or his/her authorized representative.

C. The County Board of Supervisors may set license fees that are lower for dogs permanently incapable of procreation. An applicant for a license for a dog claimed to be incapable of procreation shall furnish adequate proof satisfactory to the County Enforcement Agent that such a dog has been surgically altered to be permanently incapable of procreation.

D. Any person who fails within fifteen (15) days after written notification from the County Enforcement Agent to obtain a license for a dog required to be licensed, counterfeits or attempts to counterfeit an official dog tag, or removes such tag from any dog for the purpose of willful and malicious mischief or places a dog tag upon a dog unless the tag was issued for that particular dog is guilty of a Class 2 misdemeanor.

14-19.1. Kennel permit; fee; violation; classification.

- A. A person operating a kennel shall obtain a permit issued by the Board of Supervisors of the County where the kennel is located except if each individual dog is licensed.
- B. The annual fee for the kennel permit is seventy-five dollars (\$75.00).
- C. A dog remaining within the kennel is not required to be licensed individually under section 4-19. A dog leaving the controlled kennel conditions shall be licensed under section 4-19 except if the dog is only being transported to another kennel which has a permit issued under this section.
- D. A person who fails to obtain a kennel permit under this section is subject to a penalty of twenty-five dollars (\$25.00) in addition to the annual fee.
- E. A person who knowingly fails within thirty (30) days after written notification from the County Enforcement Agent to obtain a kennel permit is guilty of a Class 2 misdemeanor.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 990, § 1, 8-20-81; Ord. No. 1620, § 1, 5-22-86; Ord. No. 1707, § 1, 10-9-86; Ord. No. 2181, § 1, 9-27-90; Ord. No. 3044, § 2, 11-4-99)

14-20. - Anti-rabies vaccination; vaccination and license stations.

- A. Before a license is issued for any dog, the owner must present a vaccination certificate signed by a veterinarian stating the owner's name and address and giving the dog's description, date of vaccination, and type, manufacturer, and serial number of the vaccine used and date revaccination is due. A duplicate of each rabies vaccination certificate issued shall be transmitted to the Enforcement Agent on or before the tenth day of the month following the month during which the dog was vaccinated. No dog shall be licensed unless it is vaccinated in accordance with the provisions of this article and the regulations promulgated thereunder.
- B. A dog vaccinated in any other State prior to entry into Arizona may be licensed in Arizona; provided, that, at the time of licensing, the owner of such dog presents a vaccination certificate, signed by a veterinarian licensed to practice in that State or a veterinarian employed by a governmental agency in that State, stating the owner's name and address and giving the dog's description, date of vaccination, and type, manufacturer, and serial number of the vaccine used. The vaccination must be in conformity with the provisions of this article and the regulations promulgated thereunder.
- C. The Enforcement Agent shall make provisions for vaccination clinics as deemed necessary. The vaccination shall be performed by a veterinarian.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99)

14-21. - Rabies control fund.

- A. The Enforcement Agent or his/her authorized representative shall place the monies collected by him/her under the provisions of this article in a special fund to be known as the "rabies control fund" to be used for the enforcement of the provisions of this article and the regulations promulgated thereunder.
- B. Any unencumbered balance remaining in the rabies control fund at the end of a fiscal year shall be carried over into the following fiscal year.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99)

14-22. - Dogs not permitted at large; wearing licenses.

A. In a rabies quarantine area, no dogs shall be permitted at large. Each dog shall be confined within an enclosure on the owner's property, or secured so that the dog is confined entirely to the owner's property, or on a leash not to exceed six (6) feet in length and directly under the owner's control when not on the owner's property.

B. Any dog over the age of four (4) months running at large shall wear a collar or harness to which is attached a valid license tag. Dogs used for control of livestock or while being used or trained for hunting or dogs while being exhibited or trained at a kennel club event or dogs while engaged in races approved by the Arizona Racing Commission, and such dogs while being transported to and from such events, need not wear a collar or harness with a valid license attached; provided, that they are properly vaccinated, licensed and controlled.

C. If any dog is at large on the public streets, public parks or public property, then said dog's owner or custodian is in violation of this article.

D. Any custodian of a dog or person whose dog is at large is in violation of this article. A dog is not at large:

1. If said dog is restrained by a leash, chain, rope, or cord not more than six (6) feet in length, and of sufficient strength to control action of said dog.

2. If said dog is used for control of livestock or while being used or trained for hunting or being exhibited or trained at a kennel club event, or while engaged in races approved by the Arizona Racing Commission.

3. While said dog is actively engaged in dog obedience training, accompanied by and under the control of his/her owner or trainer; provided, that the person training said dog has in his/her possession a dog leash not more than six (6) feet in length and of sufficient strength to control said dog, and, further, that said dog is actually enrolled in or has graduated from a dog obedience training school.

4. If said dog, whether on or off the premises of the owner or custodian, is controlled as provided in paragraph 1. of this subsection, or is within a suitable enclosure which actually confines the dog.

E. Any dog(s) at large shall be apprehended and impounded by an Enforcement Agent.

1. Said agent shall have the right to enter upon private property when it shall be necessary to do so in order to apprehend any dog that has been running at large. Such entrance upon private property shall be in reasonable pursuit of such dog(s), and shall not include entry into a domicile unless it be at the invitation of the occupant.

2. Said agent may issue a citation(s) to the dog owner or person acting for the owner when the dog is at large. The procedure of the issuance of notice to appear shall be as provided for peace officers in A.R.S. § 13-3903, except the enforcement agent shall not make an arrest before issuing the notice. The issuance of citation(s) pursuant to this article shall be subject to provisions of A.R.S. § 13-3899.

3. In the judgment of the Enforcement Agent, if any dog at large or other animal that is dangerous, vicious, or fierce and a threat to human safety that cannot be safely impounded may be immediately slain.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99)

14-23. - Establishment of pounds; impounding and disposing of dogs and cats; reclaiming impounded dogs and cats; pound fees.

A. Any stray dog shall be impounded. All dogs and cats impounded shall be given proper care and maintenance.

B. Each stray dog or any cat impounded shall be kept and maintained at the pound for a minimum of seventy-two (72) hours unless claimed by its owner. Any person may purchase such a dog or cat upon expiration of the impoundment period, provided such person pays all pound fees and complies with the licensing and vaccinating provisions of this article. If the dog or cat is not claimed within the impoundment period, the Enforcement Agent shall take possession and may place the dog or cat for sale or may dispose of the dog or cat in an humane manner. If such dog or cat is to be used for medical research, no license or vaccination shall be required. The Enforcement Agent may destroy impounded sick or injured dogs or cats whenever such destruction is necessary to prevent such dog or cat from suffering or to prevent the spread of disease.

C. Any impounded, licensed dog or any cat may be reclaimed by its owner or such owner's agent; provided, that the person reclaiming the dog or cat furnishes proof of right to do so and pays all pound fees. If the dog or cat is not reclaimed within the impoundment period, the enforcement agent shall take possession and may place the dog or cat for sale or may dispose of the dog or cat in a humane manner. Any person purchasing such a dog or cat shall pay all pound fees.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99)

14-24. - Proper care, maintenance and destruction of impounded animals.

A. Any animal impounded in a County, City or Town pound shall be given proper and humane care and maintenance.

B. Any dog or cat destroyed while impounded in a County, City or Town pound shall be destroyed only by the use of one (1) of the following:

1. Sodium pentobarbital or a derivative of sodium pentobarbital.
2. Nitrogen gas.
3. T-61 euthanasia solution or its generic equivalent.

C. If an animal is destroyed by means specified in subsection B. paragraph 1. or 3. of this section, it shall be done by a licensed veterinarian or in accordance with procedures established by the State Veterinarian pursuant to Section 24-153, A.R.S.

D. The governing body of any County, City or Town which operates a pound shall establish procedures for the humane destruction of impounded animals by the methods described in subsections B. and C. of this section.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99)

14-25. - Removing impounded animals.

No person may remove or attempt to remove an animal which has been impounded or which is in the possession of the enforcement agent, except in accordance with the provisions of this article and the regulations promulgated thereunder.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99)

14.26. - Vicious animals.

14-26.1 Viciousness determination.

- A. Any person, including a County Animal Control Officer, having reasonable grounds to believe an animal is vicious may petition a City Magistrate for a determination that the animal is vicious.
- B. Any time after the petition is filed the Court may, if it finds that there are reasonable grounds to believe that the animal poses a risk of injury to any person or to animals owned by others, order that the animal be impounded on such terms as the court deems necessary to protect public safety.
- C. After notice to the owner of the animal, the City Magistrate shall conduct a hearing. The hearing shall be informal and open to the public. Oral and documentary evidence may be taken from any interested party and considered in determining whether the animal is vicious. Any owner who fails to appear after notice may be deemed to have waived any right to introduce evidence. The decision shall be based on the preponderance of evidence.
- D. A viciousness determination may be conducted in conjunction with and as a part of a criminal proceeding for any violation of this Chapter if viciousness is alleged in the complaint.
- E. Any fee for filing a petition or fees for service of hearing notices pursuant to this section may be deferred or waived by the court.
- F. Any decision of the City Magistrate may be appealed to the Superior Court.

State Law reference— Vicious animals, A.R.S. § 13-1208.

14-26.2 Disposition of vicious animals. Upon determining an animal to be vicious, the Court shall enter such orders, as it deems necessary to protect the public. The Court may order, but is not limited to the following:

- A. Require the animal to have permanent identification.
- B. Require the owner to keep Maricopa Animal Control informed of any change in location or ownership of the animal.
- C. That the owner of the vicious animal display in a prominent place on the premises where the animal is kept a sign in three-inch letters, easily readable by the public, using the words "Vicious Animal."
- D. That the owner obtain public liability insurance in a single incident amount of at least one hundred thousand dollars (\$100,000.00) for bodily injury or death of any person or for damage to property caused by the vicious animal.
- E. That the animal be destroyed.
- F. That the animal at all times be securely confined indoors or in a securely enclosed and locked pen or kennel, except when leashed and muzzled. Any such confinement must be in a humane manner providing adequate ventilation, water, food and shelter from the elements and not be subject to excessive temperatures. The length and width of the locked pen or kennel must be at least two (2) times the animal's body length and at least three (3) inches taller than the animal's full standing height.
- G. That the animal be spayed or neutered.

State Law reference— Destruction of vicious animals, A.R.S. § 11-1014.

14-26.3 Authority of Enforcement Agent to determine an animal to be vicious. The County Enforcement Agent, upon good cause is hereby authorized to determine an animal to be vicious and to make such

orders as the Enforcement Agent deems necessary to protect the public, including but not limited to the orders listed hereinabove in Section 14-26.2, A through H.

A. The County Enforcement Agent shall serve notice of its determination of viciousness and order on the animals' owner or on any person found to be in possession of the animal if the owner cannot be determined.

B. Service shall be accomplished in accordance with Rule 4.1, Arizona Rules of Civil Procedure.

C. The Notice shall give the owner and/or person in possession of the animal or any other interested person thirty (30) days to appeal such determination and order and request a hearing before the Justice of the Peace or City Magistrate.

D. In the event of an appeal, the Justice of the Peace or City Magistrate shall conduct a hearing de novo and treat the matter as a petition filed per Section 14-26.1 herein above.

14-26.4 Handling of biting animals; responsibility for reporting animal bites.

A. An unlicensed or unvaccinated dog or any cat that bites any person shall be confined and quarantined in an authorized pound or, upon request of and at the expense of the owner, at a veterinary hospital for a period of not less than seven (7) days. A dog properly licensed and vaccinated pursuant to this article, that bites any person, may be confined and quarantined at the home of the owner or wherever the dog is harbored and maintained with the consent of and in a manner prescribed by the Enforcement Agent.

B. Any animal other than a dog or cat that bites any person shall be confined and quarantined in an authorized pound or, upon the request of and at the expense of the owner, at a veterinary hospital for a period of not less than fourteen (14) days; provided, that livestock shall be confined and quarantined for the fourteen-day period in a manner regulated by the Arizona Livestock Sanitary Board. If the animal is a caged rodent, it may be confined and quarantined at the home of the owner or where it is harbored or maintained, for the required period of time, with the consent of and in a manner prescribed by the Enforcement Agent.

C. Any wild animal which bites any person may be killed and submitted to the Enforcement Agent or his/her deputies for transmission to an appropriate diagnostic laboratory.

D. Whenever an animal bites any person, the incident shall be reported to the Enforcement Agent immediately by any person having direct knowledge.

E. The County Enforcement Agent may destroy any animal confined and quarantined pursuant to this section prior to the termination of the minimum confinement period for laboratory examination for rabies if:

- (1) Such animal shows clear clinical signs of rabies.
- (2) The owner of such animal consents to its destruction.

F. Any animal subject to licensing under this article found without a tag identifying its owner shall be deemed unowned.

G. The County Enforcement Agent shall destroy a vicious animal upon an order of a Justice of the Peace or a City Magistrate. A Justice of the Peace or City Magistrate may issue such an order after notice to the owner, if any, and a hearing.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99; Ord. No. 3044, § 2, 11-4-99; Ord. No. 3836, § 2, 10-23-06)

14-27. - Authority to take control and custody of animals left unattended.

When an animal is left unattended due to the arrest of its owner or person in control of the animal, the County Enforcement Officer is authorized to take control and custody of the animal until the animal is claimed by the owner or owner's agent. Any animal taken into custody subject to this section shall be kept and released in accordance with the provisions of this article and the regulations promulgated thereunder, provided however, an owner shall have a minimum of seven (7) days to claim an animal before the impoundment period is considered to have expired.

(Ord. No. 3836, § 3, 10-23-06)

14-28. - Dogs; liability.

Injury to any person or damage to any property by a dog while at large shall be the full responsibility of the dog owner or person or persons responsible for the dog when such damages were inflicted.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99; Ord. No. 3836, § 4, 10-23-06)

14-29. - Unlawful keeping of dogs.

It is unlawful for a person to keep, harbor or maintain a dog within the City except as provided by the terms of this article.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99; Ord. No. 3836, § 4, 10-23-06)

14-30. - Unlawful interference with Enforcement Agent.

It is unlawful for any person to interfere with the Enforcement Agent in the performance of his/her duties.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99; Ord. No. 3836, § 4, 10-23-06)

14-31. - Unlawful restraint of a dog.

An owner shall not cruelly restrain a dog or permit a dog to remain attached to a stationary object during extreme weather conditions.

(Ord. No. 4722, § II, 11-7-16)

14-32. - Violation; classification.

Any person who fails to comply with an order of a City Magistrate regarding a vicious animal or fails to comply with the requirements of this article, or violates any of its provisions, is guilty of a Class 2 misdemeanor, and may be subject to imprisonment for a maximum period of four (4) months, or fined a maximum of seven hundred fifty dollars (\$750.00) or both. Each day a violation continues is a separate offense.

(Ord. No. 784, § 1, 10-23-78; Ord. No. 1620, § 1, 5-22-86; Ord. No. 3044, § 2, 11-4-99; Ord. No. 3836, § 5, 10-23-06; Ord. No. 4722, § III, 11-7-16)

RESOLUTION NO. R2020.05

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF GUADALUPE, ARIZONA AUTHORIZING THE MAYOR TO APPROVE THE TOWN OF GUADALUPE FEDERAL TRANSIT ADMINISTRATION TITLE VI PROGRAM IMPLEMENTATION PLAN FOR THE SENIOR BUS TRANSIT PROGRAM.

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination by recipients of federal financial assistance on the basis of race, color, and national origin, including the denial of meaningful access for limited English proficient persons; and,

WHEREAS, the Federal Transit Administration (FTA) requires that all recipients of federal funds document their compliance by submitting a Title VI Program once every three years and,

WHEREAS, according to Title VI requirements, the appropriate governing entity of all recipients must approve the Title VI Program Implementation Program for the Senior Bus Transit Program prior to submission to FTA;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF GUADALUPE, ARIZONA, as follows:

The Town of Guadalupe Federal Transit Administration Title VI Program Implementation Plan for the Senior Bus Transit Program is approved.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF GUADALUPE, ARIZONA, this 27th day of February, 2020.

Valerie Molina, Mayor

ATTEST:

Jeff Kulaga, Town Manager / Clerk

APPROVED AS TO FORM:

David E. Ledyard, Town Attorney



**TOWN OF
GUADALUPE
Title VI plan-5310**

Title VI Implementation Plan

*The 3 Year Implementation
Dates are*

March 1, 2020-February 28, 2023

Contents

Title VI Policy Statement 3

Title VI Notice to the Public 4

Title VI Notice to the Public -Spanish 5

Title VI Complaint Procedures 6

Title VI Complaint Form 8

Title VI Investigations, Complaints, and Lawsuits 12

Public Participation Plan 13

Limited English Proficiency Plan 15

Non-elected Committees Membership Table 17

Title VI Equity Analysis 18

Board Approval for the Title VI Program 18

Title VI Policy Statement

The TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM policy assures full compliance with Title VI of the Civil Rights act of 1964 and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any TOWN OF GUADALUPE, SENIOR BUS TRANSIT sponsored program or activity. There is no distinction between the sources of funding.

TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM distributes Federal-aid funds to another entity/person, TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM will ensure all subrecipients fully comply with TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM Title VI Nondiscrimination Program requirements. The Mayor of Guadalupe has delegated the authority to Veronica Matuz, Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

Valerie Molina, Mayor, Town of Guadalupe

Title VI Notice to the Public

Notifying the Public of Rights Under Title VI **TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM**

The TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM.

For more information on the TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM civil rights program, and the procedures to file a complaint, contact Veronica Matuz, 480-505-5393, (TTY 1-800-367-8939); email Vmatuz@guadalupeaz.org; or visit our administrative office at 9241 S. Avenida del Yaqui, Guadalupe, AZ 85283. For more information, visit guadalupeaz.org.

A complainant may file a complaint directly with the City of Phoenix Public Transit Department or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **City of Phoenix Public Transit Department:** ATTN: Title VI Coordinator, 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 **FTA:** ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact 480-505-5393. Para información en Español llame: Veronica Matuz, Senior Center Director, 480-505-5393.

Title VI Notice to the Public -Spanish

Aviso al Público Sobre los Derechos Bajo el Título VI TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM

TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964. El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre la TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM programa de derechos civiles, y los procedimientos para presentar una queja, contacte Veronica Matuz, 480-505-5393, (TTY 1-800-367-8939); or visite nuestra oficina administrativa en 9241 S. Avenida del Yaqui, Guadalupe, AZ 85283. Para obtener más información, visite guadalupeaz.org.

El puede presentar una queja directamente con City of Phoenix Public Transit Department o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: City of Phoenix Public Transit Department: ATTN Title VI Coordinator 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

The above notice is posted in the following locations: Online at guadalupeaz.org, the Senior Center Office's Information booth and inside each Senior Transit Bus.

This notice is posted online at guadalupeaz.org

Guadalupe Senior

Title VI Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, as they relate to any program or activity that is administered by Guadalupe Senior Bus Transit Program GUADALUPE SENIOR BUS TRANSIT PROGRAM including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, or national origin may file a Title VI complaint by completing and submitting the Guadalupe Senior Bus Transit Program's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted GUADALUPE SENIOR BUS TRANSIT PROGRAM will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the GUADALUPE SENIOR BUS TRANSIT PROGRAM or submitted to the State or Federal authority for guidance.

- (7) GUADALUPE SENIOR BUS TRANSIT PROGRAM will notify the of ALL Title VI complaints within 72 hours via telephone at 480-505-5393; email at vmatuz@guadalupeaz.org.
- (8) GUADALUPE SENIOR BUS TRANSIT PROGRAM has 60 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 60 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.
- (10) A complainant dissatisfied with GUADALUPE SENIOR BUS TRANSIT PROGRAM decision may file a complaint with the City of Phoenix (COP) or the Federal Transit Administration (FTA) offices of Civil Rights: **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (11) A copy of these procedures can be found online at:
<https://www.guadalupeaz.org/index.asp?SEC=3E9082FC-A96C-4382-97BE-FA554462EBE3&DE=C7876A93-EF5E-41D0-910A-BCFF8FB5EB7E>

Title VI Complaint Form

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section III:		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section VI:		
Have you previously filed a Title VI complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Forma Para Poner una Queja (De Acuerdo Al Título VI)

Nota: La siguiente información se necesita para procesar su queja.

Información de la persona que está poniendo la queja:

Nombre: Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono(Casa): _____
Teléfono (Trabajo): _____

Persona A La Que Se Discriminó (alguien que no sea la persona que está poniendo la queja)

Nombre: Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono(Casa): _____
Teléfono (Trabajo): _____

¿Cuál de las siguientes razones describe por lo que usted siente que se le discriminó?

Raza/Color (Especifique) _____ Nacionalidad (Especifique) _____

¿En qué fecha(s) sucedió la discriminación? _____

Describa la presunta discriminación. Explique qué sucedió y quién cree usted que fue responsable (si necesita más espacio, agregue otra hoja).

Escriba una lista con los nombres de las personas que puedan tener conocimiento de la presunta discriminación y cómo contactarlas.

¿Ha presentado esta queja con otra agencia federal, estatal o local, o con cualquier corte federal o estatal? Marque todas las que apliquen.

Agencia Federal _____ Corte Estatal _____ Corte Federal _____
Agencia Local _____ Agencia Estatal _____

Por favor proporcione información de la persona a la que presentó su queja en la agencia/corte.

Nombre: _____
Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono(Casa): _____
Teléfono (Trabajo): _____

Por favor firme abajo. Puede anexar cualquier material escrito u otra información que usted crea que es relevante sobre su queja.

Firma de la Persona que presenta la queja _____
Fecha

Número de Anexos: _____

Someta la forma y cualquier información adicional a:

Town of Guadalupe Senior Center Bus Transit Program, Veronica Matuz, Senior Center Director.
9401 S. Avenida del Yaqui, Guadalupe, AZ 85283. Or contact Veronica Matuz at 480-505-5393
or vmatuz@guadalupeaz.org.

Title VI Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin or disability)	Status	Action(s) Taken (Final findings?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
1)				
2)				

X The Town of Guadalupe has not had any Title VI complaints, investigations, or lawsuits in 2019.

Public Participation Plan

***TOWN OF GUADALUPE,
SENIOR BUS TRANSIT
PROGRAM
Public Participation
Plan***

TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM will make the following community outreach efforts:

The Town of Guadalupe, Arizona holds council meeting every 2nd and 4th Thursdays of every month (unless noted otherwise). They begin at 6pm and continue from a call to the audience and through the agenda before them. The meeting are held at Guadalupe Town Hall, 9241 S. Avenida del Yaqui, Guadalupe, Arizona 85283.

Meeting agendas and meeting minutes can be found on the Town's website guadalupeaz.org and are also available at the Town Clerk's office, 9241 S. Avenida del Yaqui.

In the upcoming year TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM will make the following community outreach efforts:

In addition to council meetings, public outreach will be conducted at Town events. These events include Guadalupe Days, Fourth of July, Spooktacular, Guadalupe Tree Lighting, and Christmas Day in Guadalupe. The dates and times of these events and many others are posted at Guadalupeaz.org as the event is planned

Public Meetings:

- (1) Public meetings are scheduled to increase the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during non-traditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.
- (2) When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction.
- (3) Public meetings are held in locations accessible to people with disabilities and are located near a transit route when possible.

Limited English Proficiency Plan

***TOWN OF GUADALUPE,
SENIOR BUS TRANSIT
PROGRAM***

Limited English Proficiency Plan

TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM's extent of obligation to provide LEP services, the TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM service area who may be served or likely to encounter by TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM, activities, or services;
- 2) The frequency with which LEP individuals come in contact with an TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM services;
- 3) The nature and importance of the program, activities or services provided by the TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM to the LEP population; and
- 4) The resources available to TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

A statement in Spanish will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

Safe Harbor Provision

TOWN OF GUADALUPE, SENIOR BUS TRANSIT PROGRAM complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Title VI Notice
- (2) Complaint Procedures
- (3) Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital Documents include the following:

- (1) Notices of free language assistance for persons with LEP

- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings

Non-elected Committees Membership Table

A sub recipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Population	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%

Describe the process the agency uses to encourage the participation of minorities on such committees should be included

X The Town of Guadalupe does NOT select the membership of any transit-related committees, planning boards, or advisory councils.

Title VI Equity Analysis

A sub recipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. “Facilities” in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the sub recipient organization receives any FTA dollars, it must comply with this requirement.

The Town of Guadalupe has no current or anticipated plans to develop new transit facilities covered by these requirements. No facilities covered by these requirements were developed since January 1980.

Board Approval for the Title VI Program
