



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

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

Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Anita Cota Soto  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

Agendas/Minutes:  
[www.guadalupeaz.org](http://www.guadalupeaz.org)

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

## NOTICE OF REGULAR MEETING OF THE GUADALUPE TOWN COUNCIL

THURSDAY, OCTOBER 8, 2020  
6:00 P.M.

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

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Town of Guadalupe Council and to the general public that the Guadalupe Town Council will hold a meeting, open to the public, on Thursday, October 8, 2020, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

## AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. INVOCATION/PLEDGE OF ALLEGIANCE
- D. APPROVAL OF MINUTES
  1. Approval of the August 27, 2020, Town Council Regular Meeting Minutes.
  2. Approval of the September 10, 2020, Town Council Regular Meeting Minutes.
- E. CALL TO THE PUBLIC: An opportunity is provided to the public to address the Council on items that are not on the agenda or included on the consent agenda. A total of 3 minutes will be provided for the Call to the Audience agenda item, unless the Council requests an exception to this limit. Please note that those wishing to comment on agenda items posted for action will be provided the opportunity at the time the item is heard.
- F. MAYOR and COUNCIL PRESENTATIONS:
- G. DISCUSSION AND POSSIBLE ACTION ITEMS:
  1. **CITY OF TEMPE WATER/WASTEWATER RATE STUDY:** Mayor and Council will receive a presentation by City of Tempe representatives regarding the status of a water/wastewater rate study and proposed rate increases. Council may provide direction to the Town Manager / Clerk.



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2. **COVID-19 ACTION UPDATE:** Mayor and Council will receive an update from Town staff regarding current COVID19 cases in Guadalupe, actions taken to safe guard public health and safety in response to the Coronavirus and its impact to Town services. Council may provide direction to the Town Manager / Clerk. *Material for this agenda item will be provided at the meeting.*

3. **RECOMMENDED COVID-19 HALLOWEEN and DIA DE MUERTOS GUIDELINES:** Town staff will recommend that Halloween and Dia de Muertos guidelines be followed by the community to improve public health and safety during COVID-19. Council may provide direction to the Town Manager / Clerk.

4. **COMMUNITY ACTION PROGRAM (CAP) VEHICLE PURCHASE:** Council will consider and may take action to approve the purchase of a 2020 Transit Connect 6 Passenger Van for use by the CAP program for increased food distribution services to the community as a result of COVID19. The purchase price, utilizing a state contract, is \$29,509.86. This purchase is funded through the COVID-19 Relief Funds of \$2 million received from the Pascua Yaqui Tribe, as approved by Town Council at their August 13, 2020 meeting. Council may provide direction to the Town Manager / Clerk.

5. **FIRE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARD REAPPOINTMENTS:** Council will consider and may take action to reappoint two members to the Guadalupe Fire Public Safety Personnel Retirement System Board pursuant to A.R.S. § 38-847. The terms of office expiration dates for both positions is October 31, 2024. The proposed reappointments are Lory Cota, citizen representative, and Dennis Dominguez, Fire Department elected representative, both of which were initially appointed by the Council in October, 2018 to an initial term of two years. Council may provide direction to the Town Manager / Clerk. *There is no material for this agenda item.*

6. **GENERAL ELECTION UPDATE:** Staff will provide an update on activities and deadlines related to the November 3, 2020, General Election. Council may provide direction to the Town Manager / Clerk.

H. TOWN MANAGERS' COMMENTS

I. COUNCILMEMBERS' COMMENTS

J. ADJOURNMENT



October 2, 2020

To: The Honorable Mayor and Town Council

From: Jeff Kulaga, Town Manager / Clerk

RE: October 8, 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:**

**D1. AUGUST 27, 2020 REGULAR COUNCIL MEETING MINUTES – PAGES 8-15**

**D2. SEPTEMBER 10, 2020 REGULAR COUNCIL MEETING MINUTES – PAGES 16-19**

**G1. CITY OF TEMPE WATER/WASTEWATER RATE STUDY – PAGES 20-48:** Representatives from the City of Tempe Public Works Department will present the City of Tempe 2020 Water and Wastewater Rate Study Recommendations. Because the City of Tempe provides water and wastewater service to the Town of Guadalupe, any rate changes will directly impact Town of Guadalupe water and wastewater customers. The City of Tempe completed a comprehensive assessment of service, operating costs, water usage, water demand, and impact to customers. More than 1,100 Town of Guadalupe properties are Tempe water service customers. The purpose of this presentation is to inform and notify the Guadalupe community of potential rate changes. The Tempe City Council may consider rate change adoption on December 3, 2020, and if adopted, rate changes would become effective January 4, 2021.

Guadalupe water customers can comment and provide feedback about the water rates to the City of Tempe at [www.tempe.gov/forum](http://www.tempe.gov/forum). There are several surveys on this site, just scroll down to the Water/Wastewater Rate Study Survey.

**G2. COVID-19 UPDATE – MATERIAL TO BE PROVIDED AT THE MEETING:** An update of current Town of Guadalupe COVID-19 conditions, as provided by Maricopa County Health Services, will be presented via a PowerPoint presentation at the meeting.

**G3. COVID-19 HALLOWEEN UPDATE – PAGES 49-50:** Staff has prepared Halloween, Dia de los Muertos and Mesitas COVID19 guidelines to be observed during these fall celebrations in an effort to continue to reduce exposure to the virus and protect the health of Guadalupe residents.

These guidelines will be distributed and placed on social media. The CDC provides a numbers recommendations to protect against the virus:

**Fall holiday celebrations**

[Rosh Hashanah, Yom Kippur, Halloween, Dia de Los Muertos, Navratri, Diwali, and Thanksgiving](#)

will likely need to be different this fall to prevent the spread of the virus that causes COVID-19.

Avoid activities that are higher risk for spread. Consider fun alternatives that pose lower risk of spreading the virus that causes COVID-19.

## Halloween

Many traditional Halloween activities can be high-risk for spreading viruses. There are several safer, alternative ways to participate in Halloween. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Halloween festivities and should not give out candy to trick-or-treaters.

### Lower risk activities

These lower risk activities can be safe alternatives:

- Carving or decorating pumpkins with members of your household and displaying them
- Carving or decorating pumpkins outside, at a safe distance, with neighbors or friends
- Decorating your house, apartment, or living space
- Doing a Halloween scavenger hunt where children are given lists of Halloween-themed things to look for while they walk outdoors from house to house admiring Halloween decorations at a distance
- Having a virtual Halloween costume contest
- Having a Halloween movie night with people you live with
- Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house

### Moderate risk activities

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)
  - If you are preparing goodie bags, [wash your hands](#) with soap and water for at least 20 second before and after preparing the bags.
- Having a small group, outdoor, open-air costume parade where people are distanced more than 6 feet apart
- Attending a costume party held outdoors where protective masks are used and people can remain more than 6 feet apart
  - A costume mask (such as for Halloween) is not a substitute for a cloth mask. A costume mask should not be used unless it is made of two or more layers of breathable fabric that covers the mouth and nose and doesn't leave gaps around the face.
  - Do not wear a costume mask over a protective cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.
- Going to an open-air, one-way, walk-through haunted forest where appropriate mask use is enforced, and people can remain more than 6 feet apart
  - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Having an outdoor Halloween movie night with local family friends with people spaced at least 6 feet apart
  - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
  - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).

### Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors

- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household
- Using [alcohol or drugs](#), which can cloud judgement and increase risky behaviors
- Traveling to a [rural](#) fall festival that is not in your community if you live in an area with community spread of COVID-19

### Día de los Muertos

Many traditional activities can put you at higher risk for exposure to COVID-19. There are several safer, alternative ways to celebrate Día de los Muertos. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Día de los Muertos festivities.

#### Lower risk activities

These lower risk activities can be safe alternatives:

- Preparing traditional family recipes for family and neighbors, especially those at [higher risk of severe illness from COVID-19](#), and delivering them in a way that doesn't involve contact with others
- Playing music in your home that your deceased loved ones enjoyed
- Making and decorating masks or making an altar for the deceased
- Setting out pillows and blankets in your home for the deceased
- Joining a virtual get-together celebration

#### Moderate risk activities

- Having a small group outdoor, open-air parade where people are distanced more than 6 feet apart
- Visiting and decorating graves of loved ones with household members only and keeping more than 6 feet away from others who may be in the area
- Hosting or attending a small dinner with local family and friends outdoors where people are distanced more than 6 feet part
- Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).

#### Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Attending large indoor celebrations with singing or chanting
- Participating in crowded indoor gatherings or events
- Having a large dinner party with people from different households coming from different geographic locations
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors

**G4. COVID-19 VEHICLE PURCHASE FOR CAP OFFICE – PAGES 51-67:** Staff is recommending the purchase of a 2020 Ford Transit Connect Passenger Wagon for use by the CAP office for food distribution services to the Guadalupe community. The COVID-19 pandemic has increased the requests for food boxes both delivered and picked up at the CAP. This has also created a need for transporting larger amounts of food from various sources to those in need due to COVID19. Staff did a search for both new and used vehicles that could meet the needs of the program.

- Larger used SUVs, such as Chevy Suburbans, with low mileage ranged in price from \$41,000 to \$47,000
- Ford expeditions ranged in price at nearly \$40,000
- Many of the other used SUVs included options such as leather seats and sunroofs, which would be unnecessary and inappropriate for a Town vehicle
- Other new vehicles required ordering from the manufacturer and required 20-24 weeks for delivery

This Transit Connect Passenger Wagon was selected based on the size of the cargo space, which is larger than the other SUVs considered, the price, and the flexibility of additional seating. Staff believes that compared to other cars

considered, this vehicle is the best price and size to meet the needs of the CAP office's service needs. The State's purchasing contract was used which further reduced the price. The price is \$29,509.86 including tax and registration.

**G5. FIRE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARD REAPPOINTMENTS – NO MATERIAL FOR THIS ITEM:** At the October 11, 2018, Regular Council Meeting, the Council created the Town of Guadalupe Fire Public Safety Personnel Retirement System Board. Terms of office for one Fire Department elective position, and one appointed citizen representative was for two years initially, and thereafter, for four year terms for both positions. All other positions on the board were appointed to four year terms.

Staff is seeking Council direction in reappointing Lory Cota, citizen representative, and Dennis Dominguez, Fire Department elected representative, to the board, with terms expiring 10/31/2024. If appointed, this would be their second term of office. There is no limit to the amount of terms a member may serve.

Board Member Name	Position	Term Expires
Jeff Kulaga (Chair)	Mayor's designee	10/31/2022
Mary Uriarte	Citizen representative	10/31/2022
<b>Lory Cota</b>	<b>Citizen representative</b>	<b>10/31/2020</b>
<b>Dennis Dominguez</b>	<b>Fire Department representative (elected)</b>	<b>10/31/2020</b>
Alan Romania	Fire Department representative (elected)	10/31/2022

The Board duties are as follows:

Local Board Members required:

- Chairman (Mayor or designee of Mayor )
- 2 citizens (appointed by the Town Council )
- 2 members elected by ballot (current Firefighters)
- Secretary (from members)

Other necessary info:

- Local board is required meet 2 times per year
- Within 10 days of appointment/election, each member shall take an oath of office
- No later than 20 days after a meeting, must provide minutes to board of trustees
- One voice, one vote per member of board

Board duties:

- Decide all questions of eligibility, service credits, and benefits (including determining amounts, manner and time of payment under system) and forward any such info to the board of trustees
- Prescribe procedures of filing applications for benefits
- Determine right to rehearing on original determination
- To provide/distribute information regarding the system and annual reports
- Receive and review actuarial valuation of the system
- Receive and review reports on the financial condition of the fund
- To appoint medical boards as necessary
- To sue and be sued (funding for counsel provided by employer)
- Adopt and establish rules as it deems necessary
- If none are adopted, may use model uniform rule of local board
- Keep on file all reports

**G6. GENERAL ELECTION UPDATE – PAGES 68-70:** Arizona's General Election occurs every two years, always in an even year. This election includes U.S. President, federal, state, county and local offices that are up for election. The General Election is the final election held between nominees of various parties, as well as non-partisan races, ballot propositions, and initiatives. The Maricopa County Elections Department will be administering the General Election for the Town of Guadalupe. The Town of Guadalupe does not have any candidates or ballot issues on the General Election ballot.

Early, in-person voting will be available at the Mercado on the dates listed below, including November 3, Election Day.

Early, in-person voting and Election Day voting hours

- October 22 – October 24, 2020, 9:00 AM – 7:00 PM
- October 26 – October 31, 2020, 9:00 AM – 7:00 PM
- November 1, 2020, Noon – 5:00 PM
- November 2, 2020, 9:00 AM – 5:00 PM
- November 3, 2020, 6:00 AM – 7:00 PM (Election Day)

Additional election and voter information is also available on the Town's website, on the Maricopa County Elections Department website, and on the Arizona Secretary of State's website.



# Minutes Town Council Regular Meeting August 27, 2020

Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

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Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, August 27, 2020, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

**A. CALL TO ORDER**

Vice Mayor Vital called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

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

Councilmember Absent: Councilmember Gloria Cota

Staff Present: Jeff Kulaga, Town Manager / Clerk and David Ledyard, Town Attorney

**C. INVOCATION/PLEDGE OF ALLEGIANCE**

**D. APPROVAL OF MINUTES**

**Motion by Vice Mayor Vital to approve agenda items D1 and D2; second by Councilmember Bravo. Motion passed unanimously on a roll call vote 6-0.**

1. Approved the August 6, 2020, Town Council Special Meeting Minutes.
2. Approved the August 13, 2020, Town Council Regular Meeting Minutes.

**E. CALL TO THE PUBLIC:** No one spoke.

**F. MAYOR and COUNCIL PRESENTATIONS:**

Mayor Molina read a Proclamation declaring August 27, 2020, as Marcos de Niza High School Day in the Town of Guadalupe to honor its 50<sup>th</sup> Anniversary.

Sarah Tolar, Marcos de Niza High School Principal, thanked the Mayor and Councilmembers for their support.

**G. DISCUSSION AND POSSIBLE ACTION ITEMS:**

**1. COVID-19 ACTION UPDATE:**

Jeff Kulaga, Town Manager / Clerk, presented an update on current COVID-19 Response Team actions to safe guard public health and safety and current COVID-19 case rates as reported by the Maricopa County Health Services Department. Mr. Kulaga encouraged everyone to continue to take precautions by wearing a face mask, adhere to social distancing, and to wash hands frequently. This applies to individuals and businesses.

The Town continues to partner with various agencies. Financial assistance is available for residents that qualify. Information is available on the Town's website, and on Facebook. Maricopa County (County) provides updated infection rate data to the Town on a weekly basis. For the past few weeks,



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the Town infection rates have been decreasing; however, Guadalupe's infection rate is approximately twice the infection rate of the County. No new hospitalizations have been reported over the past week. Infection rates for local, county, and the state are trending downwards.

There have been no changes to the services provided by the Town. The Community Action Program distributes food to community members on Tuesdays; and, has increased in volume compared to last year as a result of those in need. Homeless and homebound testing is underway. The Promotora's have made 250 contacts over the past month, including 63 home visits. Over 1,000 face masks have been distributed. Food boxes, cleaning supplies, and resources are being provided to those in need of assistance. Mr. Kulaga thanked the various community partners that are assisting in combatting the spread of COVID-19. Should the economy not improve, staff is preparing for an increase in the need for food distribution.

A Councilmember thanked Mr. Kulaga, community partners, and the Pascua Yaqui Tribe for their efforts, partnership, and support. Everyone was urged to continue practicing social distancing.

## **2. PUBLIC HEARING – VARIANCE REQUEST FOR MEDICAL MARIJUANA DISPENSARY HOURS OF OPERATION, THE MINT DISPENSARY**

Mayor Molina announced that the public hearing was continued from the August 13, 2020, Regular Council Meeting and that the public hearing is now open. No community members spoke.

Mr. Kulaga introduced Raul Molina, Applicant, and Applicant's attorney, David Cisiewski. Mr. Cisiewski stated that the variance request is to extend hours of operation for The Mint Dispensary (The Mint) to 24 hours a day. The Mint has operated a successful business in Guadalupe for several years. The Town Council has granted several variances to The Mint relating to hours of operation. As recently approved by the Town Council, The Mint hours of operation are currently 8:00 a.m. to 10:00 p.m.. This aligns with the Town's current ordinance regarding hours of operation for medical marijuana dispensaries.

Mr. Cisiewski noted that on two occasions, the Council made findings that there were special circumstances related to the hours of operation. The Arizona Administrative Code (Administrative Code) is the regulatory body that oversees medical marijuana dispensaries. The Administrative Code requires dispensaries to be open a minimum of 30 hours per week, between the hours of 7:00 a.m. and 10:00 p.m. The Administrative Code does not include a maximum number of hours of operation for medical marijuana dispensaries. In addition, Mr. Cisiewski contacted the Arizona Attorney General's Office on this matter, who stated that the Administrative Code sets the minimum number of hours; however, there is no prohibition for operating beyond the 30 hour minimum number of hours. The Arizona Revised Statutes require that the electronic verification systems that dispensaries use to validate the identification cards be operable 24 hours a day, not only for law enforcement purposes, but for the dispensaries themselves.

No material changes have been made to the property, the land, or the surrounding area. The conditions that created the special circumstances previously still exist. Regarding the memorandum from the Town Attorney dated June 15, 2020, the variances granted by Council were focused on providing better patient access to medications. The current variance request is also to provide better patient access to medications. This growing industry is challenging to the jurisdictions that regulate this industry. Continued changes should be considered in order to better serve the patients.

COVID-19 is an ongoing problem that impacts people suffering from chronic health issues. There is a need to accommodate for social distancing, limit crowd sizes, and to provide better access to those that have chronic conditions. Extending the hours of operation will allow for better social distancing, dispersing the crowd, reducing the number of people in line for medication, and reducing traffic.



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The Mint has not had any detrimental impacts to the surrounding area or property values. The business operates in an exemplary manner. The Applicant is seeking a variance based on the same findings that previous variances were granted, warranting extended hours of operation. COVID-19 has also created special conditions. The Mint has a history of how the business has been operating.

In response to a question regarding what fire and police public safety impacts has this business had, Mr. Kulaga stated that the Fire Department responded to one call for service at an adjacent property. The Maricopa County Sheriff's Office received 59 calls, documented ten reports, and responded to five calls for service for alleged crimes; however, nothing notable and no obvious trends. The Sheriff's Office has indicated that extending business hours could result in generating an increase in law enforcement involvement. The Sheriff's Office does not wish to make a recommendation. In terms of code enforcement, no notices of code violations have been issued to The Mint from the Town.

Raul Molina, Applicant, stated that extending the business hours of operation will help The Mint provide accommodations for mitigating COVID-19. The trend has been for The Mint to be the busiest close to closing time. There are various pharmacies that operate 24 hours a day. Mr. Molina discussed police calls for service at an adjacent bus stop. An armed guard will provide security. The Mint has been run in a responsible and responsive manner. The variance request is to extend operating hours to 24 hours a day. The proposed plan of operation is to have the drive through remain open after midnight. Currently, beginning at 2:00 PM, two security guards are on duty. After midnight, a crew of employees will be preparing edible products inside the dispensary. The Mint has taken safety measures to combat COVID-19 for its employees and customers. It is anticipated that an additional 30% - 40% of patients could be served if the hours of operation are extended, which would benefit the community.

In response to questions, Mr. Molina stated that there are 1-2 employees that are residents of Guadalupe. The Mint will be hiring employees and invited Guadalupe residents to apply for positions. There are approximately 90 employees at the Guadalupe location, where packaging of products occurs. The Mint has an additional store in Mesa that has 40 employees.

David Ledyard, Town Attorney, received clarification of current operating hours from Mr. Molina as follows: Sunday – Tuesday, The Mint closes at 9:00 PM, with the remainder of the week closing at 10:00 PM. The intention was to seek a variance to transition to operating 24 hours a day, seven days a week. The store in Mesa operates 8:00 AM – 9:00 PM, as allowed by the City of Mesa. Mesa does not have a variance process for hours of operation.

Mr. Ledyard noted that the Administrative rules provide for a minimum versus a maximum number of hours a dispensary may remain open. When the rules were implemented, each jurisdiction was given authorization to implement zoning regulations as it relates to medical marijuana dispensaries (dispensaries). At the time the previous variances were granted, the Town code allowed dispensaries to remain open until 6:00 PM. The recent Zoning Code text amendment allows dispensaries to remain open until 10:00 PM. Mr. Ledyard cautioned the Council about favoring one property owner over another. Currently there are two dispensaries in Guadalupe, both of which are open until 10:00 PM. The findings for the previous two variances were related to the 6:00 PM business closing time. He is unaware if there are dispensaries that are open 24 hours a day in Arizona. The Code text amendment to extend dispensary operating hours was to dispense with the variance process and allow for a reasonable closing time. It is unknown what the security needs will be past 10:00 PM and how that might impact the surrounding neighborhood and businesses.

A Councilmember discussed security concerns that are occurring at the Arizona Mills Mall, which is located across the street from The Mint. Mr. Molina stated that the security guard will be in a clearly marked car that identifies him/her as a security guard. He noted that The Mint has a good working relationship with the Sheriff's Office.



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Mr. Molina stated that The Mint is open to extending operating hours and amending operations as the Council sees fit. He discussed voter preferences and support regarding recreational marijuana. If voters approve recreational marijuana, that will increase the customer base. Extending the hours of operation will help address serving the increase in the customer base.

In response to a question regarding how 24 hour pharmacies are reducing their hours due to COVID-19, Mr. Molina stated that some of those pharmacies are operating their drive through 24 hours a day, depending upon the demand for medication. There are medical facilities that provide 24 hour drive through service as well. The demand for medicinal products drives the hours of operation.

**Motion by Vice Mayor Vital to close the public hearing; second by Councilmember Bravo. Motion passed unanimously on a roll call vote 6-0.**

Held a public hearing to receive public input regarding a variance request to allow G.T.L. LLC dba The Mint, Dispensary, 5210 South Avenida del Yaqui, Guadalupe, AZ, authorization to operate 24 hours a day, seven days a week. The Applicant is Raul Molina. *(continued from the June 25, 2020 and July 23, 2020, Regular Council Meetings at the request of the Applicant; related to G3)*

### **3. VARIANCE REQUEST FOR MEDICAL MARIJUANA DISPENSARY HOURS OF OPERATION, THE MINT DISPENSARY**

David Ledyard, Town Attorney, stated that the Council may approve, deny, or approve with modifications, the variance request to extend the hours of operation for The Mint.

Councilmembers discussed how the Applicant has provided evidence that The Mint has been able to provide customers with the products they need within The Mint's current hours of operation; and, with the opening of a second store and having one other dispensary within the Town limits, customers have several options. Town residents have adequate access to needed products within the current hours of operation. Given the number of dispensaries and their current hours of operation, a variance to operate 24 hours a day is not supported.

**Motion by Councilmember Soto to deny the variance request for The Mint to operate 24 hours a day; second by Councilmember Bravo. Motion passed unanimously on a roll call vote 6-0.**

Councilmembers *denied* a variance request to allow G.T.L. LLC dba The Mint, Dispensary, 5210 South Avenida del Yaqui, Guadalupe, AZ to be authorized to operate 24 hours a day, seven days a week. The Applicant is Raul Molina. *(continued from the June 25, 2020 and July 23, 2020, Regular Council Meetings at the request of the Applicant; related to G2)*

### **4. PUBLIC HEARING – WIRELESS COMMUNICATIONS FACILITIES ON PRIVATE PROPERTY (ORDINANCE NO. O2020.26)**

**Motion by Councilmember Bravo to open the public hearing; second by Councilmember Osuna. Motion passed unanimously on a roll call vote 6-0.**

Mayor Molina opened the public hearing. No community members spoke.

Jeff Kulaga, Town Manager / Clerk, stated that staff has not received any public input or comments related to the proposed Zoning Code text amendment. Per State statutes and the Federal Communications Commission, the Town's telecommunications ordinance is now complete and up to current industry standards. Mr. Kulaga outlined various elements of the ordinance and its telecommunication application processing requirements. Local jurisdictions have been pre-empted, making this legislation essential, per the State Legislature. Staff recommends that Council approve the proposed ordinance.



Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Anita Cota Soto  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

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**Motion by Councilmember Osuna to close the public hearing; second by Councilmember Sánchez. Motion passed unanimously on a roll call vote 6-0.**

Held a public hearing to authorize the Town of Guadalupe to adopt an ordinance amending the Town of Guadalupe Zoning Code related to regulations for use of private property by telecommunication companies who install wireless facilities on private property; and, adopting by reference the document "Town Of Guadalupe Zoning Regulations For Wireless Communications Facilities On Private Property Ordinance" dated August 13, 2020 (Exhibit A). *(continued from the August 13, 2020, Regular Council Meeting at the request of staff; related to G5)*

**5. WIRELESS COMMUNICATIONS FACILITIES ON PRIVATE PROPERTY (ORDINANCE NO. O2020.26)**

Jeff Kulaga, Town Manager / Clerk, stated that the proposed ordinance is one of a series of telecommunication related ordinances needed to bring the Town Code up to current industry standards. This is required by the State Legislature and the Federal Communications Commission. It defines how and where telecommunication facilities may be located. Mr. Kulaga outlined various elements of the ordinance and its telecommunication application processing requirements. Once a telecommunication facility has been permitted, the permit lasts for ten years, or unless the company goes out of business.

**Motion by Vice Mayor Vital to approve agenda item G5; second by Councilmember Osuna. Motion passed unanimously on a roll call vote 6-0.**

Councilmembers adopted **ORDINANCE NO. O2020.26**, to amend the Town of Guadalupe Zoning Code to regulate the use of private property by telecommunication companies who install wireless facilities on private property; and, adopting by reference the document "Town Of Guadalupe Zoning Regulations For Wireless Communications Facilities On Private Property Ordinance" dated August 13, 2020 (Exhibit A). *(continued from the August 13, 2020, Regular Council Meeting at the request of staff; related to G4)*

**6. LEASE AGREEMENT AMENDMENT – CONRADO F. BILDUCIA AMERICAN POST LEGION 124 (POST)**

Jeff Kulaga, Town Manager / Clerk, stated that the Post representatives have submitted a request to extend the construction plan submittal date of April 18, 2020 to April 1, 2021. The original lease agreement was approved by Council in April, 2018. The Post was required to obtain insurance for the building and property during the first year of the lease agreement, which was achieved. Construction plans were required in year two of the agreement, which has not yet occurred. Mr. Kulaga stated that his recommendation is to revise the agreement to include an extension of the plan submittal deadline to April 1, 2021, including the following condition as part of the extension:

Failure to submit approved plans for approval by April 1, 2021, will terminate the lease and require the Post to vacate the Guad Building premises no later than May 1, 2021. This shall include removing any and all properties, goods, fencing, and materials stored and owned by the Post on the property.

In response to a question, Mr. Kulaga clarified that the plans to be submitted should include structural, mechanical, plumbing, and electrical elements. The plans should also be approved by a professional engineer and approved by a building inspector.

Mr. Kulaga amended the condition language as follows:



Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Anita Cota Soto  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

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Failure to submit *complete construction plans for approval* by April 1, 2021, will terminate the lease and require the Post to vacate the Guad Building premises no later than May 1, 2021. This shall include removing any and all properties, goods, fencing, and materials stored and owned by the Post on the property.

A Councilmember suggested that the Post provide quarterly updates to the Council.

**Motion by Councilmember Soto to approve the lease agreement amendment as read into the record, and that the Post provide quarterly updates to the Council; second by Councilmember Bravo. Motion passed unanimously on a roll call vote 6-0.**

Councilmember Soto left the meeting at 7:07 p.m.

Councilmembers approved a request to amend the Guad Building, 8419 South Avenida del Yaqui, Guadalupe, Arizona, lease agreement (C2018-09A) with the Conrado F. Bilducia American Legion Post 124 to extend the construction plan submittal deadline to no later than April 1, 2021. The existing lease agreement expiration date for construction plan submittal was April 12, 2020. Failure to submit complete construction plans for approval by April 1, 2021, will terminate the lease and require the Post to vacate the Guad Building premises no later than May 1, 2021. This shall include removing any and all properties, goods, fencing, and materials stored and owned by the Post on the property. Councilmembers also requested that the Post provide quarterly updates to the Council.

#### **7. CITY OF GOODYEAR INTERGOVERNMENTAL AGREEMENT FOR JUDICIAL SERVICES (RESOLUTION NO. R2020.28)**

Jeff Kulaga, Town Manager / Clerk, stated that in May, 2019, the Town Council directed staff to seek alternative methods of providing municipal court services. In May, 2020, the Town Council approved an intergovernmental agreement (IGA) with the City of Tempe to administer all court proceedings on behalf of the Town of Guadalupe, beginning July 1, 2020.

The proposed IGA is with the City of Goodyear. This IGA authorizes the Goodyear Municipal Court to accept 610 post adjudicated cases from the Guadalupe Municipal Court. The Goodyear City Council unanimously approved the IGA. Staff recommends approval of the IGA.

**Motion by Vice Mayor Vital to approve agenda item G7; second by Councilmember Bravo. Motion passed unanimously on a roll call vote 5-0.**

Councilmembers adopted **RESOLUTION NO. R2020.28** authorizing the Mayor, or designee, to enter into an intergovernmental agreement (C2020-27) with the City of Goodyear Municipal Court to accept jurisdiction of 610 post-adjudicated cases from the Town of Guadalupe Municipal Court, filed prior to July 1, 2020. The transfer of these cases to the City of Goodyear and the transfer of court administration to the City of Tempe Municipal Court will result in a recurring annual savings of approximately \$230,000 to the Town of Guadalupe. Adoption of Resolution No. R2020.28 authorizes the Mayor, or designee, to sign all necessary documents in furtherance of this agreement.

#### **8. TOWN EMPLOYEE PAID HOLIDAYS (RESOLUTION NO. R2020.25)**

Jeff Kulaga, Town Manager / Clerk, stated that the proposed resolution is in response to Council direction provided at the August 13, 2020, Regular Council Meeting. Staff recommends approval of the proposed resolution.

**Motion by Councilmember Bravo to approve agenda item G8; second by Councilmember Sánchez. Motion passed unanimously on a roll call vote 5-0.**



Councilmembers adopted **RESOLUTION NO. R2020.25** to add three paid Town employee holidays to the Town employee work calendar for fiscal year 2020/2021: Thursday, December 24, 2020, (Christmas Eve), Thursday, December 31, 2020, (New Year's Eve) and, Monday, April 5, 2021, (day after Easter).

**9. CLAIMS**

**Motion by Councilmember Bravo to approve agenda item G9; second by Councilmember Osuna. Motion passed unanimously on a roll call vote 5-0.**

Valerie Molina  
Mayor

Councilmembers approved the check register for July 2020, totaling \$981,380.96.

Ricardo Vital  
Vice Mayor

**H. TOWN MANAGERS' COMMENTS**

Jeff Kulaga, Town Manager / Clerk

- o Staff participated in a Government Finance Officers Association webinar regarding COVID-19 funding and appropriate expenditure of the funds.
- o Staff is in the process of interviewing individuals that have expertise in government funding that will serve as a COVID-19 project manager.
- o One of the Town Hall front doors will be repaired soon.

Mary Bravo  
Councilmember

Anita Cota Soto  
Councilmember

**I. COUNCILMEMBERS' COMMENTS**

Councilmember Bravo

- o Thanked staff for their work on COVID-19.

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Councilmember Osuna

- o Thanked staff for their work on COVID-19.

Joe Sánchez  
Councilmember

Vice Mayor Vital

- o Thanked staff for their work.
- o Thanked community members for practicing social distancing.

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Councilmember Sánchez

- o Thanked staff for their work.
- o Stay safe.

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Mayor Molina

- o Thanked staff for their work.
- o Encouraged everyone to social distance and wear a mask; and, to stay healthy.

**J. ADJOURNMENT**

**Motion by Councilmember Bravo to adjourn the Regular Council Meeting; second by Councilmember Osuna. Motion passed unanimously 5-0.**

The meeting was adjourned at 7:22 p.m.

\_\_\_\_\_  
Valerie Molina, Mayor

ATTEST:

\_\_\_\_\_  
Jeff Kulaga, Town Manager / Town Clerk



### CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the August 27, 2020, Town of Guadalupe, Town Council Regular Meeting. I further certify the meeting was duly called and held, and that a quorum was present.

---

Jeff Kulaga, Town Manager / Town Clerk

Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Anita Cota Soto  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

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# Minutes Town Council Regular Meeting September 10, 2020

Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Anita Cota Soto  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

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Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, September 10, 2020, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

**A. CALL TO ORDER**

Mayor Molina called the meeting to order at 6:08 p.m.

**B. ROLL CALL**

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

Councilmembers Absent: Councilmember Gloria Cota and Councilmember Joe Sánchez

Staff Present: Jeff Kulaga – Town Manager / Clerk and Jennifer Drury – Assistant to the Town Manager. David Ledyard – Town Attorney via video conference.

**C. INVOCATION/PLEDGE OF ALLEGIANCE**

Mayor Molina called for a moment of silence in honor of those who lost their lives in the 9/11 tragedies. Mayor Molina then led the Pledge of Allegiance.

**D. APPROVAL OF MINUTES**

**Motion by Vice Mayor Vital to approve agenda items D1 and D2; second by Councilmember Osuna. Motion passed unanimously on a roll call vote 5-0.**

1. Approved the August 20, 2020, Town Council Regular Meeting Minutes.
2. Approved the August 20, 2020, Town Council Special Meeting Minutes.

**E. CALL TO THE PUBLIC:** No one spoke.

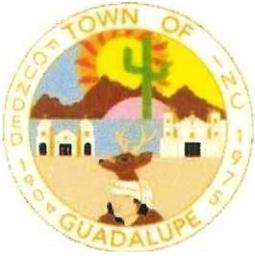
**F. MAYOR and COUNCIL PRESENTATIONS:**

Mayor Molina read a Proclamation declaring September 16, 2020, Veronica Matuz Day in the Town of Guadalupe. Ms. Matuz thanked Councilmembers and the Town Manager for the proclamation. Councilmembers and Jeff Kulaga, Town Manager / Clerk thanked Ms. Matuz for her service to community members.

**G. DISCUSSION AND POSSIBLE ACTION ITEMS:**

**1. CENSUS 2020 UPDATE**

Jeff Kulaga introduced Stephanie Zamora, Public Information Officer, to provide an update from Town staff regarding the current Town of Guadalupe census response rates and the importance of the census to the community.



Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Anita Cota Soto  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

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Ms. Zamora provided a PowerPoint presentation and emphasized the importance of participating in the Census. Participation in the census has an impact on congressional representation, how billions of dollars are dispersed to communities, and how the Census data will impact communities for the next 10 years. Ms. Zamora discussed community infrastructure and amenities that are funded with federal funding. The Guadalupe resident response rate is currently 50%, compared to 60.4% in 2010; the Arizona response rate is 61.4%; and, the Maricopa County response rate is at 65.4%. Ms. Zamora outlined the various methods that residents can use to respond to the Census; how to verify that a resident is speaking to a Census worker; and, Census hours of operation. Census workers are trained in adhering to COVID-19 protocols. There is not a question on the Census related to citizenship nor is Census information provided to law enforcement authorities. Information provided to the Census is confidential. The deadline to respond to the Census is September 30, 2020.

Jeff Kulaga, Town Manager / Clerk, announced that the City of Tempe is conducting a Census 2020 event at Food City in Tempe on Saturday, September 12, 2020. There will be Census workers to assist people in responding to the Census. Mr. Kulaga stated that the assistance of Councilmembers and bilingual volunteers would be much appreciated at this event.

Mayor Molina volunteered to participate in a public service announcement to demonstrate how to respond to the Census.

Mayor Molina requested that Councilmembers notify the Town Manager / Clerk if they intend to attend the Food City Census event; and, that if a quorum will be attending, then it will be posted on the Council calendar. Event participants will be entered into a raffle for a Food City gift certificate.

## 2. COVID-19 ACTION UPDATE

Jeff Kulaga, Town Manager / Clerk, provided an update regarding current steps taken to safe guard public health and safety in response to the Coronavirus and its impact to Town services. Beginning next week, and in partnership with the Pascua Yaqui Tribe, Maricopa County Health Department, and Native Health, a series of COVID-19 testing and flu shot events will be available, free of charge, to Guadalupe residents.

Salt River Project is offering Town resident's financial assistance to pay their utility bills; and, is providing customer assistance 24 hours a day, seven days a week.

The Town received \$48,784 in Community Development Block Grant funding for rental and utility assistance, which will remain available through June 30, 2021. This funding is available to Town of Guadalupe residents that qualify for funding assistance. The Program is administered by Maricopa County and will be promoted to residents by the Town's Promotoras. To date, no residents have applied for funding assistance.

In August, 2020, the Fire Department responded to 287 calls for service. Of the 287 calls for service, 219 calls were for emergency medical services, creating an on-going concern of COVID-19 exposure to Fire Department personnel.

Mr. Kulaga discussed and displayed a graph of Guadalupe COVID-19 levels dating back to May, 2020. The data was gathered by the City of Tempe, a community partner, as captured through the City's wastewater assessment study of COVID-19 levels in the Town of Guadalupe. Overall, the number of positive cases of COVID-19 in Guadalupe is improving. There have been no reported positive cases in Town for the past two weeks; and, no reported cases of hospitalizations for the past three weeks. The preventative protocols are making a difference.

The Arizona Republic ran an article on Guadalupe's success in reducing the positive number of COVID-19 cases. Mr. Kulaga acknowledged the leadership of the Town Council, the Town's community partners, the Promotoras, the Town's Response and Action Team, and the teamwork of the community.



Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Anita Cota Soto  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

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In addition, a news outlet located in France interviewed Mayor Molina related to COVID-19 and the Town's Promotoras. All of the measures in place are focused on reducing the COVID-19 infection rates in Guadalupe.

A Councilmember thanked her colleagues, the Town Manager / Clerk, the community partners, and Promotoras for their work on combating COVID-19. Viewers were urged to not participate in gatherings, practicing social distancing, and wearing a mask when in public and in restaurants. Appreciation was voiced to the Vice Mayor for installing signage throughout the Town relating to COVID-19. No party permits are being issued by the Town. Residents should not be hosting large parties in their homes. Large gatherings can be reported to the Sheriff's Office using their non-emergency phone number.

### 3. AWARD OF CONTRACT – COVID-19 CONSULTANT SERVICES

Jeff Kulaga, Town Manager / Clerk, stated that this agenda correlates with the Town's COVID-19 Response Team and the relief funds received from the Pascua Yaqui Tribe. The program manager will be responsible for overseeing all of the services, equipment purchases, and community assistance programs related to combating COVID-19.

**Motion by Vice Mayor Vital to approve agenda item G3; second by Councilmember Osuna. Motion passed unanimously on a roll call vote 5-0.**

Councilmembers authorized the Town Manager / Clerk to enter into a contract (C2020-26) with Interim Public Management, LLC, to provide Project Manager administration and oversight services for Covid-19 relief. The contract term is September 1, 2020 through December 30, 2020; and, the contract amount is not to exceed \$80,000. Approval of this contract authorizes the Town Manager / Clerk to execute all documents in furtherance of this agreement.

#### H. TOWN MANAGERS' COMMENTS

Jeff Kulaga, Town Manager / Clerk

- o Thanked Public Works staff for their work. Public Works has a monthly, rotating schedule of maintenance and cleaning activities that occurs throughout the Town.
- o The barricades in the Town Hall parking lot are due to a sink hole.

#### I. COUNCILMEMBERS' COMMENTS

Vice Mayor Vital

- o Urged everyone to follow Centers for Disease Control and Prevention guidelines. Urged everyone to practice social distancing and to wear face masks.

Councilmember Soto

- o Thanked community partners that are assisting the Town in COVID-19 relief efforts.
- o Community members have voiced concern about the number of homeless individuals at stores. Requested increased patrol activity from the Maricopa County Sheriff's Office.
- o Thanked viewers for their participation.
- o Urged everyone to wear a face mask, practice social distancing, and to wash their hands.

Councilmember Bravo

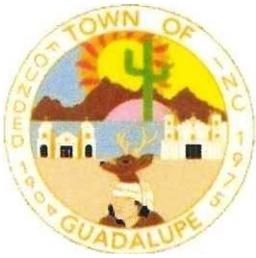
- o Thanked everyone for wearing a face mask.
- o Congratulated Veronica Matuz, Senior Center Director, on her upcoming retirement.
- o Congratulated everyone who is working to improve things during this time of COVID-19.

Councilmember Osuna

- o Thanked community members for continuing to practice social distancing and for wearing face masks.

Mayor Molina

- o Thanked Town staff for their continued efforts to combat COVID-19.



- o A community member has initiated a grass roots effort to combat crime and the drug problems in Town. She will be meeting with that community member as well as representatives from the Maricopa County Sheriff's Office to see how best this effort can be moved forward.

J. ADJOURNMENT

Motion by Vice Mayor Vital to adjourn the Regular Council Meeting; second by Councilmember Osuna. Motion passed unanimously on a roll call vote 5-0.

The meeting was adjourned at 6:50 p.m.

Valerie Molina  
Mayor

\_\_\_\_\_  
Valerie Molina, Mayor

Ricardo Vital  
Vice Mayor

ATTEST:

Mary Bravo  
Councilmember

\_\_\_\_\_  
Jeff Kulaga, Town Manager / Town Clerk

Anita Cota Soto  
Councilmember

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the September 10, 2020, Town of Guadalupe, Town Council Regular Meeting. I further certify the meeting was duly called and held, and that a quorum was present.

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

\_\_\_\_\_  
Jeff Kulaga, Town Manager / Town Clerk

Joe Sánchez  
Councilmember

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## MEMORANDUM

**TO:** Mayor and Council  
**THROUGH:** Ken Jones, Deputy City Manager – Chief Financial Officer  
**FROM:** Terry Piekarz, Municipal Utilities Director *TP*  
**DATE:** September 17, 2020  
**SUBJECT:** 2020 Water and Wastewater Rate Study Recommendations

### BACKGROUND INFORMATION:

The City of Tempe's Municipal Utilities Department contracted with Stantec Consulting for execution of the 2021-2022 Water and Wastewater Rate Study. The intent of the rate study is to evaluate the cost to provide water and wastewater services, determine revenue needs necessary to maintain the financial stability of the utility and recommend adjustments to water and wastewater charges where appropriate. Such revenue adjustments ensure that inflationary cost increases and other short-term budgetary factors are aligned with financial assumptions, promote the long-term financial viability of the enterprise fund, ensure sufficient financial resources to add, maintain and replace infrastructure and to align costs with City Council's priorities and community values. The City Council Strategic Priorities that guided the rate study are:



Safe & Secure  
Communities

#### 1.13 Safe Drinking Water:

Achieve or exceed Safe Drinking Water Act compliance regulations for water quality 100 percent of the time.



Strong Community  
Connections

#### 2.02 Quality of Customer Service:

Achieve satisfaction ratings of "Very Satisfied" or "Satisfied" with the "Quality of Customer Service" greater than or equal to the top 10% of the national benchmark cities as measured in the Community Survey.



Sustainable Growth  
& Development

#### 4.03 Water Conservation:

Achieve the Council adopted water conservation goal of less than or equal to 110 gallons of residential water use per capita per day (GPCD).



Financial Stability  
& Vitality

#### 5.01 Level and Quality of Business Services:

Achieve ratings of "Very Satisfied" or "Satisfied" with the "overall level and quality of business services provided by the City of Tempe" greater than or equal to the national benchmark cities as measured in the Business Survey.

In addition to these Strategic Priorities, staff conducted the rate study in accordance with previous guidance as outlined in a Friday Packet that was presented to Council in March 2020.

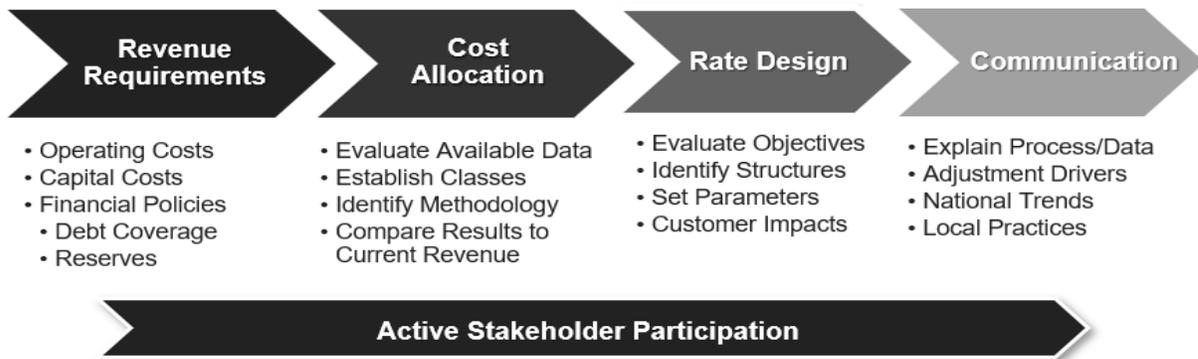
The complete rate study will be available online at [www.tempe.gov/utilityratestudy](http://www.tempe.gov/utilityratestudy) by mid-September.

### PROCESS:

The rate study is developed utilizing principles and methodologies established by the American Water Works Association<sup>1</sup>, which is industry standard in the United States. Following this methodology, costs are allocated proportionally to each customer class based on the true cost to provide water services to that class. This process of developing rates and charges is Just and Reasonable, per State law, and legally defensible.

In conducting Tempe's water and wastewater rate study, Stantec Consulting followed a four-step process:

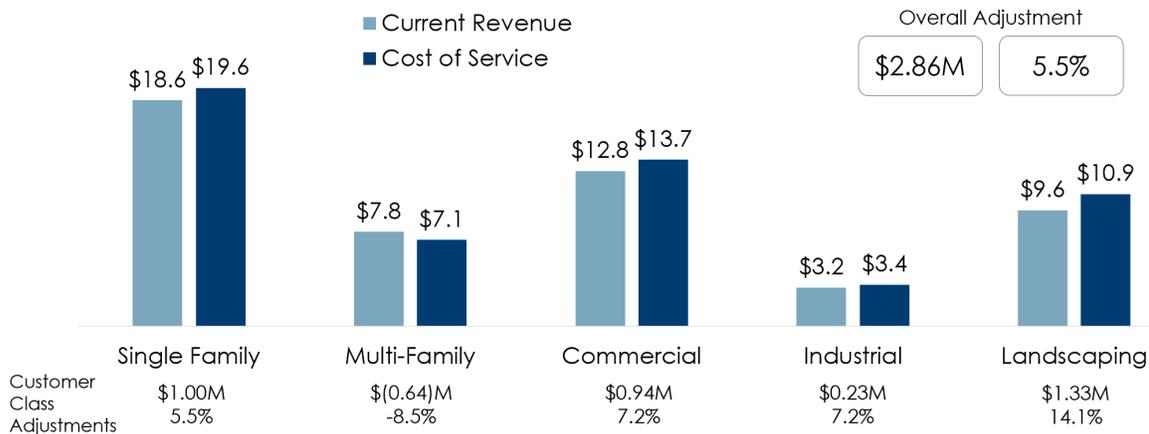
<sup>1</sup> American Water Works Association. (2017). *M1 Principles of Water Rates, Fees and Charges*. (7<sup>th</sup> ed.)



**Step 1: Revenue requirement analysis.** The utility's revenue requirements represent the total amount of money a utility must collect from customers to pay all costs associated with providing the service. This was determined by identifying all current and estimated future operations, maintenance, programmatic and capital costs for a period. This step considers a 10-year period to ensure the long-term sustainability of the revenue fund balance to sufficiently fund services while adhering to the reserve fund balance policy. The rate study identified that the gross revenue requirement to maintain and operate the utility, beginning in fiscal year 2021, is \$59.5 million per year. The net rate revenue requirement for the utility, achieved by miscellaneous offsets and reducing the minimum reserve fund balance, is \$54.8 million. Current rate revenue generates \$51.95 million, meaning that an additional \$2.86 million is needed beginning in fiscal year 2021 to meet the revenue requirements of the utility, an overall 5.5 percent increase over the current rate revenue.

**Step 2: Proportional allocation of costs.** Cost allocation is the process by which costs are assigned, proportionately, to each customer class based on their respective water demand characteristics. This was achieved by reviewing all customer classifications' water demand characteristics, including historical customer class water usage and peaking characteristics, along with emerging demographic and conservation trends, to determine the true cost of providing service to each customer class. The precision data provided by the new Advanced Metering Infrastructure (AMI) contributed significantly to this year's cost allocation process and has provided a clear understanding of customer use and demand characteristics and the true cost of service by customer classification. Prior to AMI, only 12 data points per customer per year were used to conduct this analysis. With AMI, the study was able to analyze 8,760 data points per customer per year. The AMI data clearly and accurately depicted the average day demand (the daily average water usage), the maximum day demand (peak demand days) and the peak hour demand (periods of peak water demand throughout a day that must be met in real time) for each customer class. Of these three types of volume charges, the maximum day and peak hour are especially significant when determining and allocating costs of service because they determine the added capacity that the system must be able to meet at all times, even if they are only one hour of the day or one day of the year. The AMI data was used to determine the added capacity that each customer class places on the system and the cost of the added capacity and service requirements were then calculated and proportionally allocated accordingly.

The chart below summarizes the cost of service analysis compared to current revenue. While the overall system requires an additional 5.5 percent revenue increase, class-specific changes can be higher or lower depending on the current revenue compared to the actual cost of service. Most changes are a direct result of AMI data.



**Step 3: Rate design.** Rate design is the development of the most appropriate rate structure to satisfy an organization’s strategic and operational goals.

Water service rates are made up of two components, a monthly, fixed customer base charge and a monthly, metered water volume charge. Fixed base charges are charged to recover costs associated with administrative and customer service costs including billing, metering, meter reading and customer service, plus a portion of the average day or “base” system capacity cost. The portion of the average day charge is scaled, by meter size, and calculated using the most recent three-year average of monthly water use.

Industry best practice is to maintain a fixed monthly service charge that generates 20-30 percent of the water utility’s total revenue, with lower levels of fixed cost recovery potentially impacting bond ratings. Tempe’s current fixed monthly service charge has fallen to 19 percent. The rate study recommendation is to increase the fixed monthly service charge to 22 percent.

The customer impact of this recommendation is demonstrated in the table below.

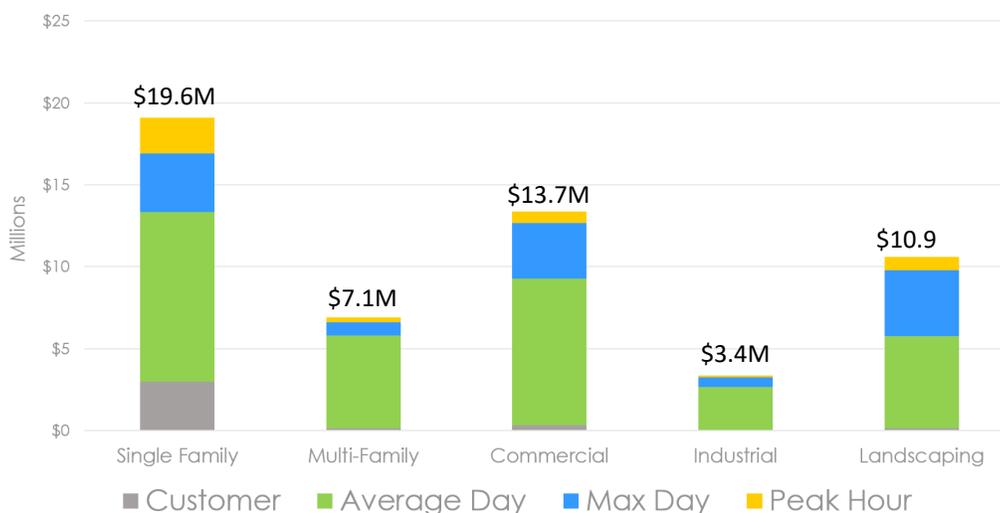
Meter Size	Current Fixed Monthly Service Charge	Recommended Fixed Monthly Service Charge
5/8"	\$11.50	\$13.15
3/4"	\$15.70	\$14.85
1"	\$23.50	\$22.15
1.5"	\$41.60	\$47.00
2"	\$67.90	\$91.60
3"	\$154.00	\$207.25
4"	\$302.00	\$298.70
6"	\$599.00	\$1,148.55
8"	\$1,400.00	\$2,004.35

For single family residential customers, monthly metered water volume charges follow an inclining block (tiered) rate structure. This structure provides for increasing volumetric rates (volume charges) for increasing consumption and helps to recover class-specific costs of service where a customer classification has similar usage patterns. Monthly metered volume charges for other customer classifications follow a uniform volumetric rate (volume charges) structure, typical for cost-recovery from customer classifications with unique usage patterns. Based on the cost allocation analysis, the rate study recommends no changes to single family tier sizing or to the fixed volumetric rate (volume charges) structure for other customer classifications.

This table compares current monthly metered water volume charges to recommended charges.

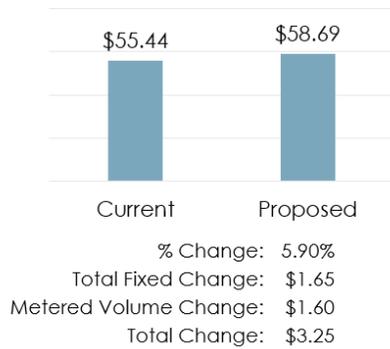
		Customer Class	Current Charge (per 1,000 gallons)	Recommended Charge (per 1,000 gallons)
Single Family Inclining Block (tiered) Rate Structure	Single Family – Tier 1		\$1.80	\$1.84
	Single Family – Tier 2		\$2.49	\$2.83
	Single Family – Tier 3		\$3.65	\$3.89
	Single Family – Tier 4		\$4.61	\$4.93
	Single Family – Tier 5		\$5.10	\$5.42
Other Classes Uniform Rate Structure	Multi-family		\$2.51	\$2.05
	Commercial		\$2.59	\$2.65
	Industrial		\$2.63	\$2.77
	Landscaping		\$3.51	\$3.96
	Construction		\$4.07	\$4.07

The chart below is a visual representation of proportional cost allocation by customer classification, by cost component, as described above and recommended per the rate study. Accounting for small differences due to number rounding, the total costs equal the \$54.8 million net revenue requirement for Fiscal Year 2021, identified in Step 1.

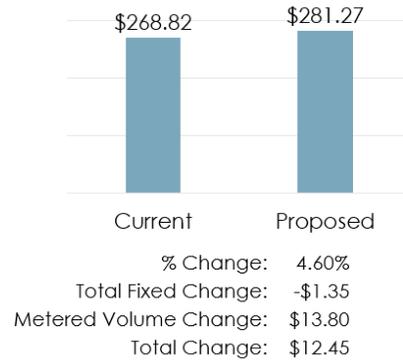


Rate design also included an analysis of the impact of the proposed revenue increase or rate structure changes on customers. The following charts depict the monthly water bill impact of the 5.5 percent revenue increase, compared to the current rates, for two single family residential customers in different tiers.

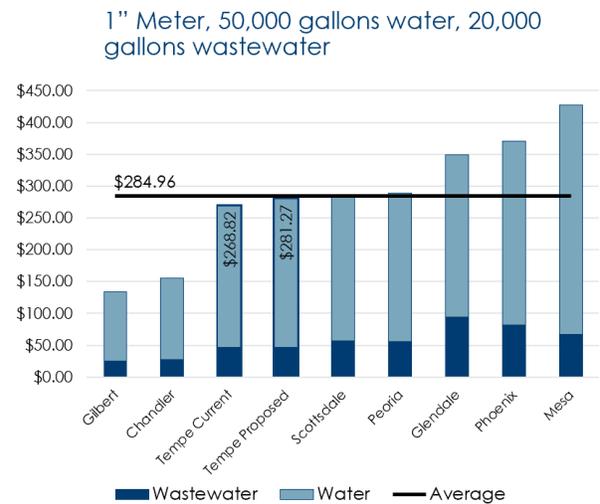
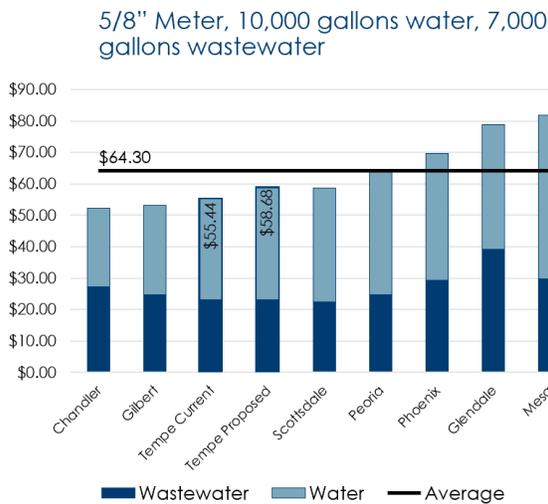
5/8" Meter, 10,000 gallons water, 7,000 gallons wastewater



1" Meter, 50,000 gallons water, 20,000 gallons wastewater



With the 5.5 percent revenue increase, the average monthly bill for single family residential customers in Tempe is still below average, compared to other local municipalities. The following charts compare the monthly bill of two single family residential customers in different tiers.



**Step 4: Communication.** Throughout any rate study process, communication is key to ensuring customer involvement and understanding, by all involved, of the rate study process and data, the potential need for adjustments, national trends and Council priorities. Active stakeholder participation is an effective way of involving representatives of the community served and receiving input and ensuring transparency.

Municipal Utilities and Neighborhood Services formed an external community stakeholder group consisting of representatives from each water customer class, including low-income customers, neighborhood associations, commercial entities and organizations, and community organizations. Stantec and the City hosted four working stakeholder meetings throughout the rate study to review, discuss and receive input on the various components of the process and recommendations.

Neighborhood Services also developed a robust public involvement and outreach plan to ensure broad community engagement (see Attachment 1: Public Involvement Plan). Municipal Utilities will collaborate with Neighborhood Services and Communication and Media Relations to host a number of outreach and engagement initiatives including two public meetings – one during a weekday and one during a weekend – a marketing campaign that includes traditional printed materials, a digital effort through social media and formal presentations to Tempe’s Neighborhood Advisory Commission and Sustainability Commission.

**RATE STUDY RECOMMENDATIONS:**

Water

- 5.5 percent overall revenue increase.
- Adjust fixed monthly service charges.
- Proportionally adjust cost of service for each customer classification, resulting in varying revenue adjustments by customer class.

Wastewater

- Zero percent revenue increase.

Flood Irrigation

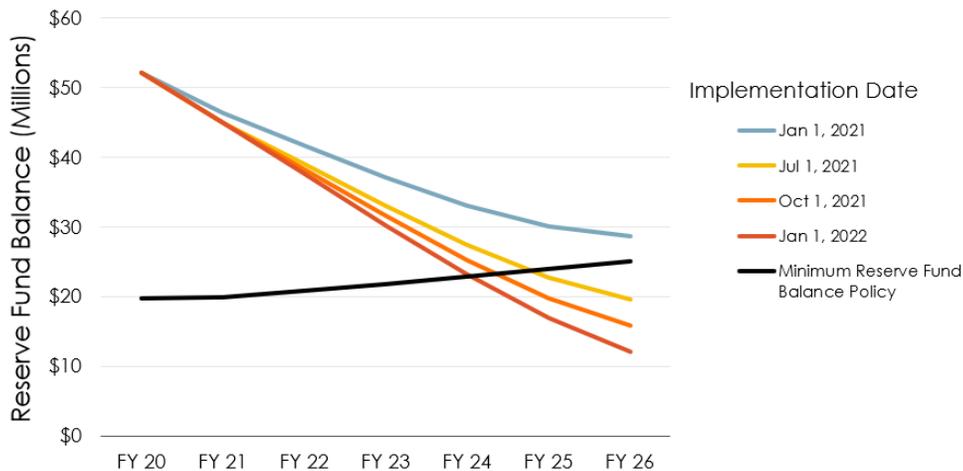
- 9.7 percent revenue increase required to maintain 50 percent cost recovery. See Appendix A for details.

**GUIDANCE REQUESTED:**

Municipal Utilities staff requests Council guidance to proceed with the proposed recommendations outlined above.

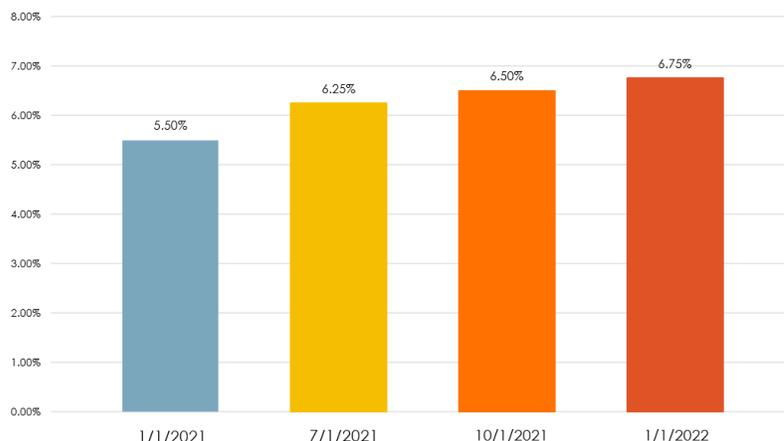
Historically, a revenue increase would become effective January 1 of the following year. Given the current economic uncertainty amid the coronavirus pandemic, Council may consider a delayed implementation of these changes. The graph below demonstrates the impact of a delayed implementation of the revenue increase past January 1, 2021 (blue) on the utility’s reserve fund balance. While a temporary postponement of rate increases will result in an accelerated draw down (spending) of the utility’s reserve fund balance and likely result in higher revenue increases necessary in the future, it may be both prudent and appropriate to draw upon the utility’s “rainy day fund” at this time as to not add further pressure to the financial burden customers are currently facing. Staff does not recommend extending the implementation beyond July 1, 2020.

An annual 5.5 percent revenue increase is required, starting in January 2021, to meet forecasted expenses and stay at or above the utility’s minimum reserve fund balance

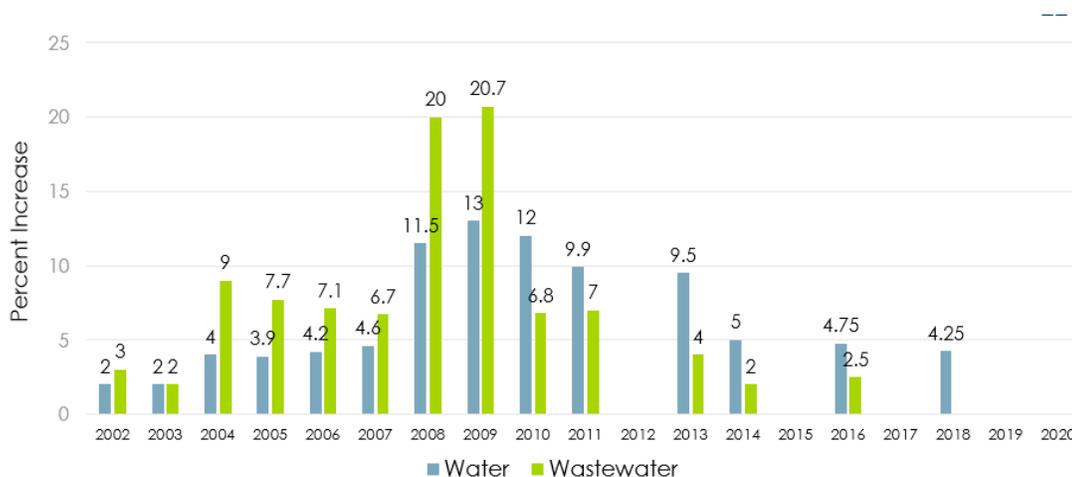


This graph indicates the estimated percent of revenue increase needed to stay at or above the utility's minimum reserve fund balance policy should the recommended 5.5 percent "levelized" revenue increase be postponed to after January 1, 2021.

### Future Revenue Increases to Maintain Minimum Reserve Fund Balance Policy



It is not uncommon to experience the need for significant revenue increases following years where at least nominal increases were not adopted. This "rate spiking" can be avoided, often, by implementing measured, consistent revenue increases over time, instead of postponing or skipping annual revenue increases. The water utility is in a favorable financial position due to our reserve fund balance, which can be utilized to "dampen" rate spikes and not impact customers dramatically. This strategy of reserve fund balance utilization or "draw-down", was included in this year's rate study and is reflected in the recommendations. This graph represents the water and wastewater revenue increases, or lack thereof, over the last 18 years.



After receiving guidance from City Council, staff will gather public feedback on the proposed changes and return to Council for formal policy approval.

Public meetings will be held in September and October, followed by the actions listed below with tentative dates:

Mayor and Council  
September 17, 2020  
Page 8

- Pursuant to A.R.S. section 9-511.01<sup>2</sup>(A)(2), Council to adopt the Notice of Intention to hold a Public Hearing on December 3, 2020 – September 24, 2020
- Pursuant to A.R.S. section 9-511.01<sup>2</sup>(A)(1), publish the written report supporting rate recommendations with the City Clerk's Office – November 2, 2020
- Pursuant to A.R.S. 9-511.01<sup>2</sup>(B), Public Hearing and Council Adoption of Rates – December 3, 2020

**ATTACHMENTS:**

Attachment 1: Public Involvement Plan

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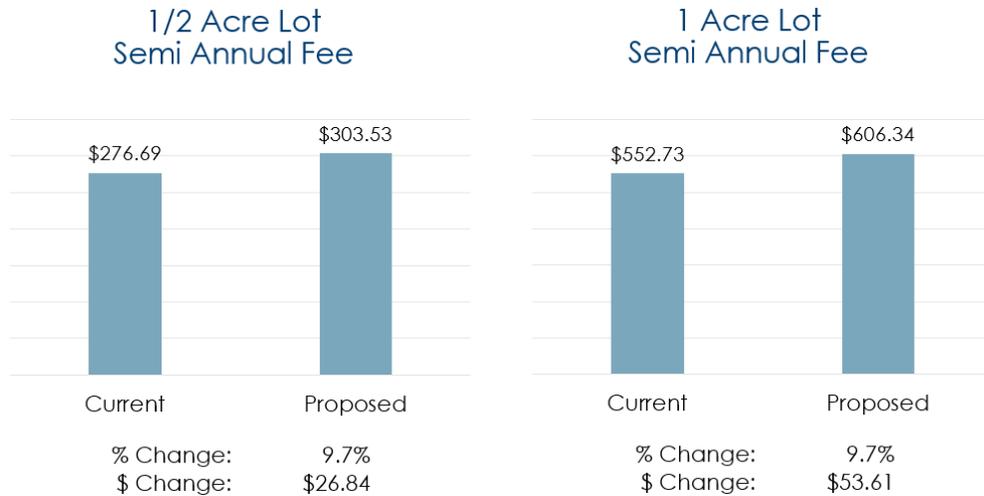
<sup>2</sup> A.R.S. section 9-511.01. Retrieved from <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/9/00511-01.htm>

**APPENDIX A: Flood Irrigation**

Flood irrigation service is a distinct service that provides irrigation water to 900 private customers and 16 parks in Tempe. The flood irrigation program is currently projected to recover under half of the cost to operate the system in Fiscal Year 2021. The rate study recommends a revenue increase to maintain the current Council policy of 50 percent recovery of total operating costs.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Adjustment Factor:	9.7%	2.2%	2.2%	2.2%	2.2%
<b>Revenue</b>					
Flood Irrigation Revenue	\$329,100	\$336,340	\$343,706	\$351,096	\$358,644
Transfer in from GF	\$119,573	\$122,204	\$124,880	\$127,565	\$130,307
<b>Total Revenue</b>	<b>\$448,673</b>	<b>\$458,544</b>	<b>\$468,586</b>	<b>\$478,661</b>	<b>\$488,952</b>
Cost Recovery:	50.0%	50.0%	50.0%	50.0%	50.0%
<b>Expenses</b>					
Capital Expenses	\$261,597	\$261,597	\$261,597	\$261,597	\$261,597
Operating Costs	\$635,948	\$655,027	\$674,677	\$694,918	\$715,765
<b>Total Expenses</b>	<b>\$897,545</b>	<b>\$916,624</b>	<b>\$936,274</b>	<b>\$956,515</b>	<b>\$977,362</b>

The following charts depicts the semi-annual bill impact of maintaining the current Council policy of 50 percent recovery of total operating costs for two customers with differing lot sizes.



# 2020 Water and Wastewater Rate Study Recommendations

Guadalupe Town Council

October 8, 2020



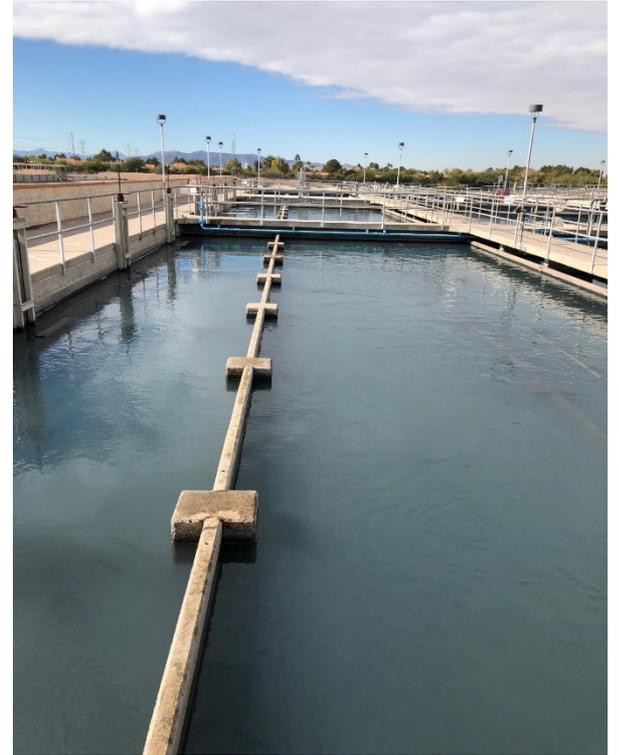
**Tempe**

Making waves in the desert

# Background and Assumptions

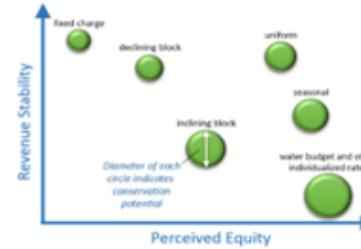
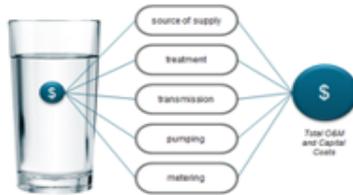


- March 2020 policy guidance
  - Cost-based approach
  - Advanced Metering Infrastructure (AMI)
  - Water conservation and water efficiency
  - Flood irrigation cost recovery





# Rate Study Process



## Revenue Requirements

- Operating Costs
- Capital Costs
- Financial Policies
  - Debt Coverage
  - Reserves

## Cost Allocation

- Evaluate Available Data
- Establish Classes
- Identify Methodology
- Compare Results to Current Revenue

## Rate Design

- Evaluate Objectives
- Identify Structures
- Set Parameters
- Customer Impacts

## Communication

- Explain Process/Data
- Adjustment Drivers
- National Trends
- Local Practices

**Active Stakeholder Participation**



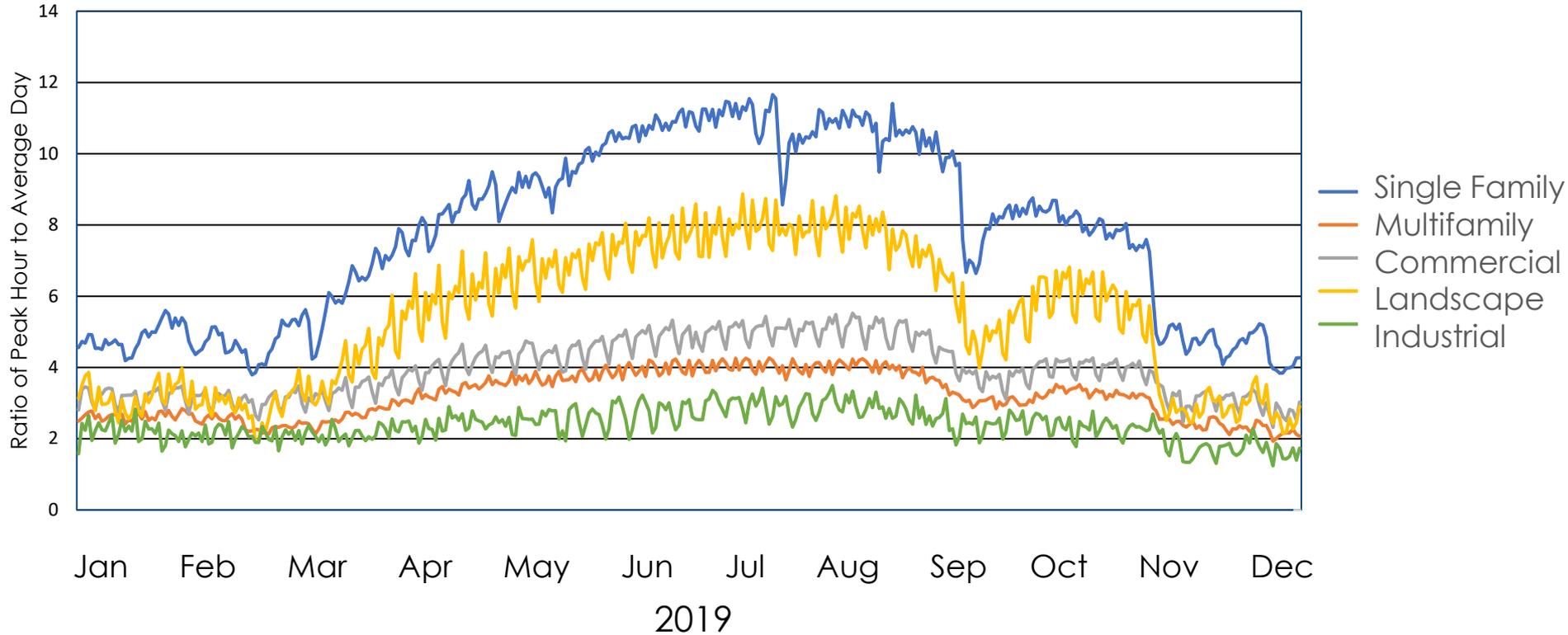
# Customer Engagement



- Enhance customer input via community stakeholder group
  - Four working sessions
  - Ten members representing multiple customer classifications
- Live public webinars



# Peak Hour Water Demand Analysis





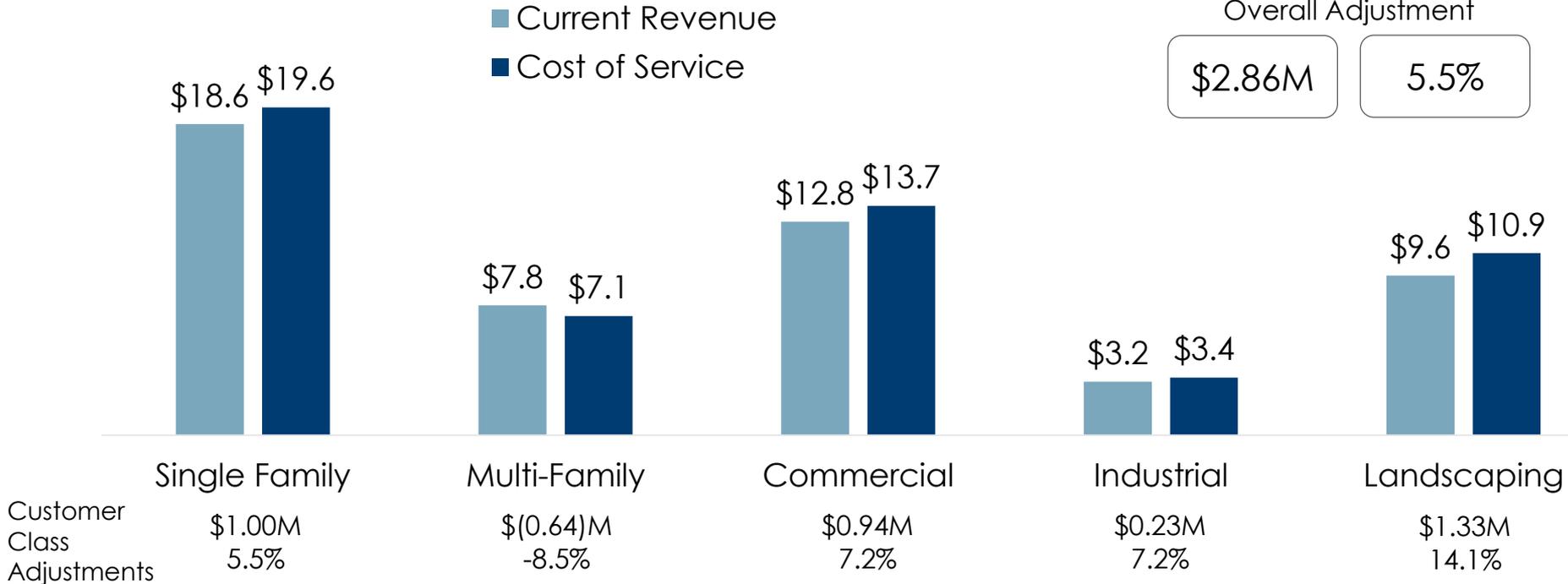
# Cost Allocation Adjustments

■ Current Revenue  
 ■ Cost of Service

Overall Adjustment

\$2.86M

5.5%



# Monthly Service Charge



Meter Size	Current Fixed Monthly Service Charge	Recommended Fixed Monthly Service Charge
5/8"	\$11.50	\$13.15
3/4"	\$15.70	\$14.85
1"	\$23.50	\$22.15
1.5"	\$41.60	\$47.00
2"	\$67.90	\$91.60
3"	\$154.00	\$207.25
4"	\$302.00	\$298.70
6"	\$599.00	\$1,148.55
8"	\$1,400.00	\$2,004.35



# Metered Volume Charges For Other Customer Classifications



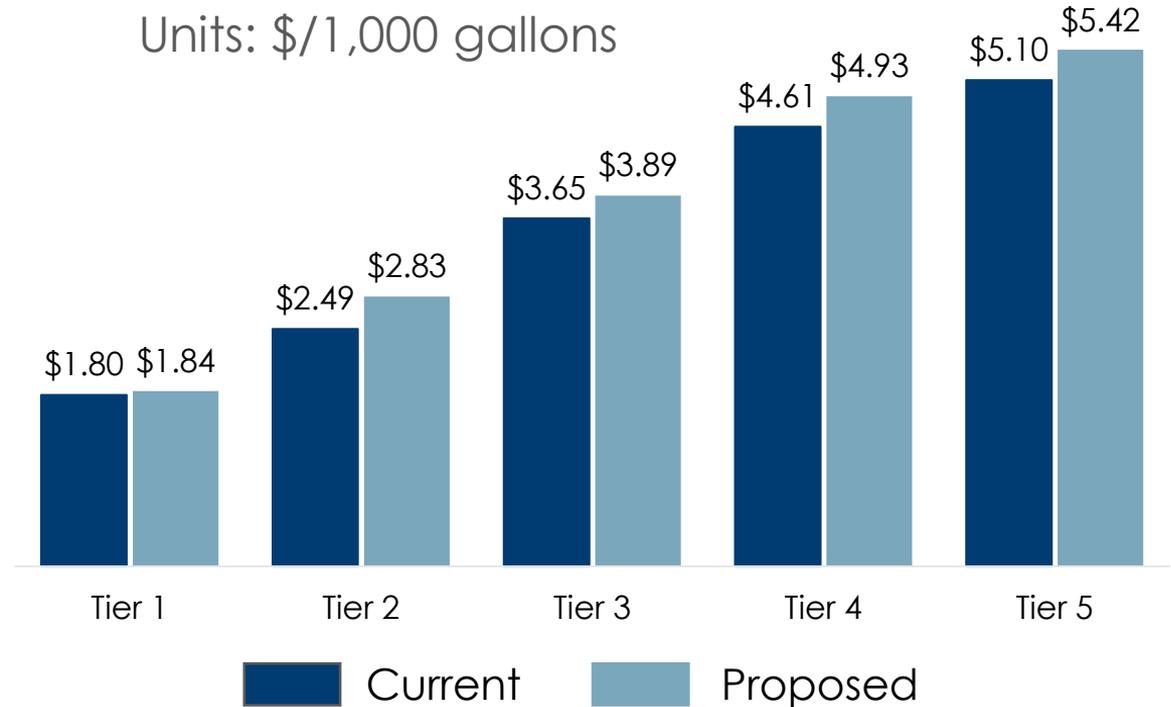
Customer Classification	Current Rate (\$/1,000 gal)	Calculated Rate (\$/1,000 gal)
Multi-Family	\$2.51	\$2.05
Commercial	\$2.59	\$2.65
Industrial	\$2.63	\$2.77
Landscaping	\$3.51	\$3.96
Construction	\$4.07	\$4.07

# Single Family Metered Volume Charges



Units: \$/1,000 gallons

	Tier Size (in 1,000 gal)
Tier 1	0-6
Tier 2	7-12
Tier 3	13-20
Tier 4	21-40
Tier 5	40+



# Single Family Monthly Bill Impact



5/8" Meter, 10,000 gallons water,  
7,000 gallons wastewater

1" Meter, 50,000 gallons water,  
20,000 gallons wastewater



% Change: 5.90%  
Total Fixed Change: \$1.65  
Metered Volume Change: \$1.60  
Total Change: \$3.25

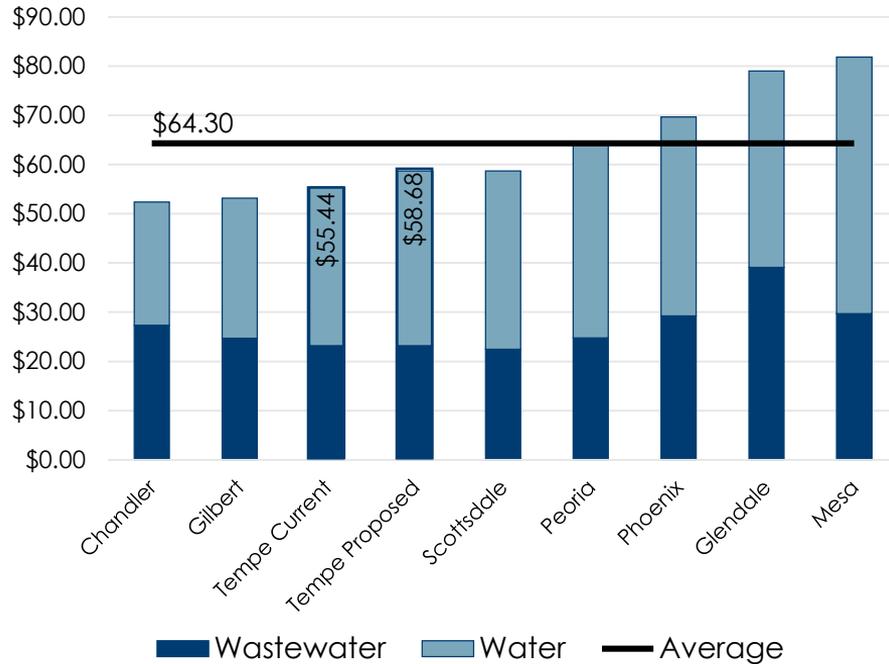


% Change: 4.60%  
Total Fixed Change: -\$1.35  
Metered Volume Change: \$13.80  
Total Change: \$12.45

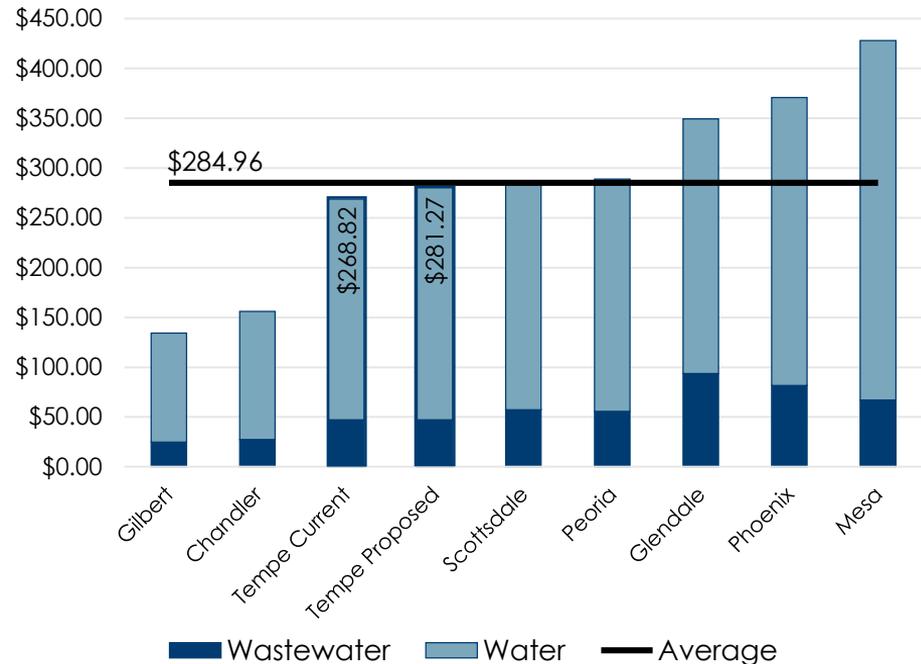
# Single Family Monthly Bill Comparison



5/8" Meter, 10,000 gallons water, 7,000 gallons wastewater



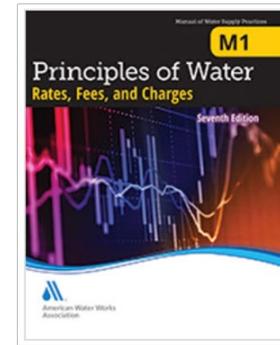
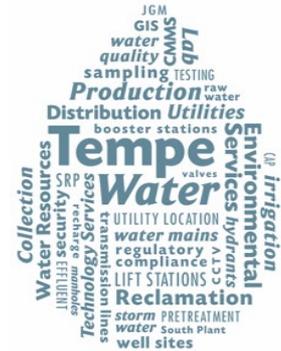
1" Meter, 50,000 gallons water, 20,000 gallons wastewater



# Rate Study Recommendations



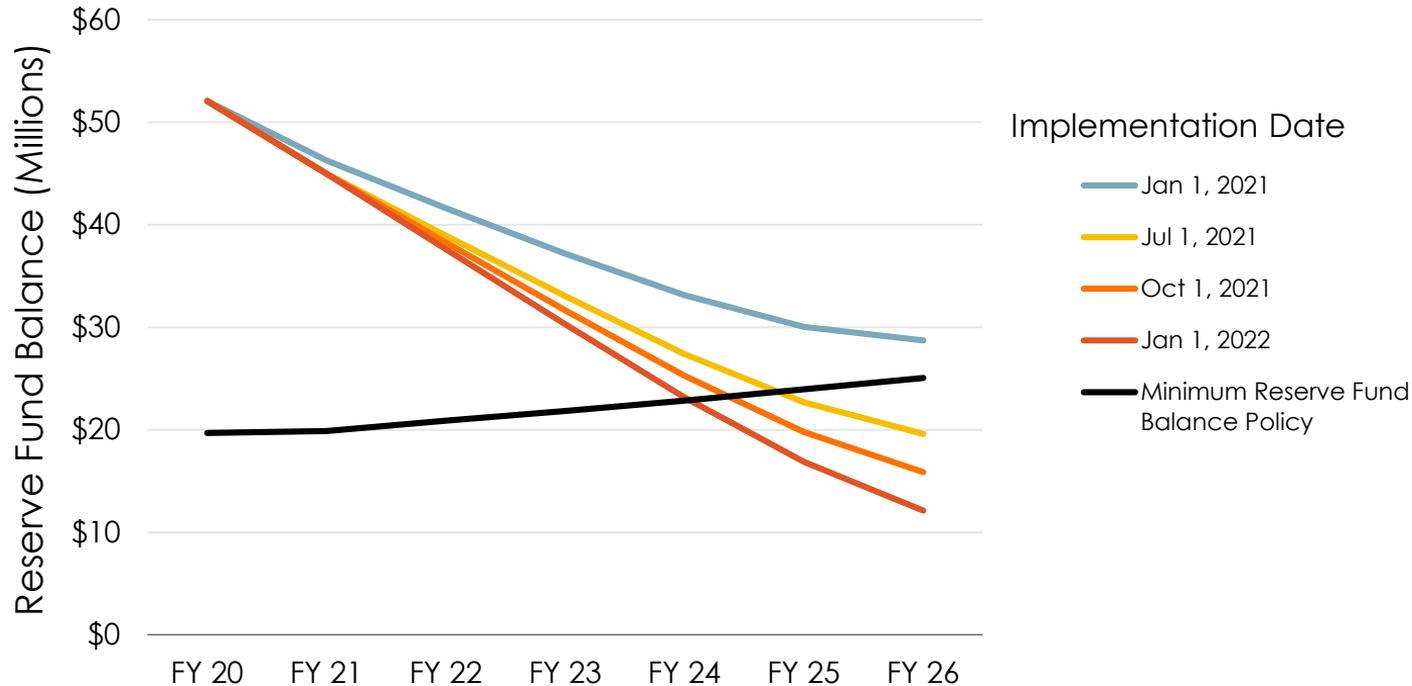
- The water utility requires 5.5 percent revenue increases, annually, over the next 10 years.
  - A single revenue increase will be recommended to Council for adoption.
  - Revenue requirements will be reviewed each year.
- The wastewater utility does not require a revenue increase at this time.
- Adjust proportional cost recovery for each customer classification.
- Adjust monthly service charge to increase fixed cost recovery.
- 9.7 percent flood irrigation revenue increase.
  - Required to maintain 50 percent cost recovery.



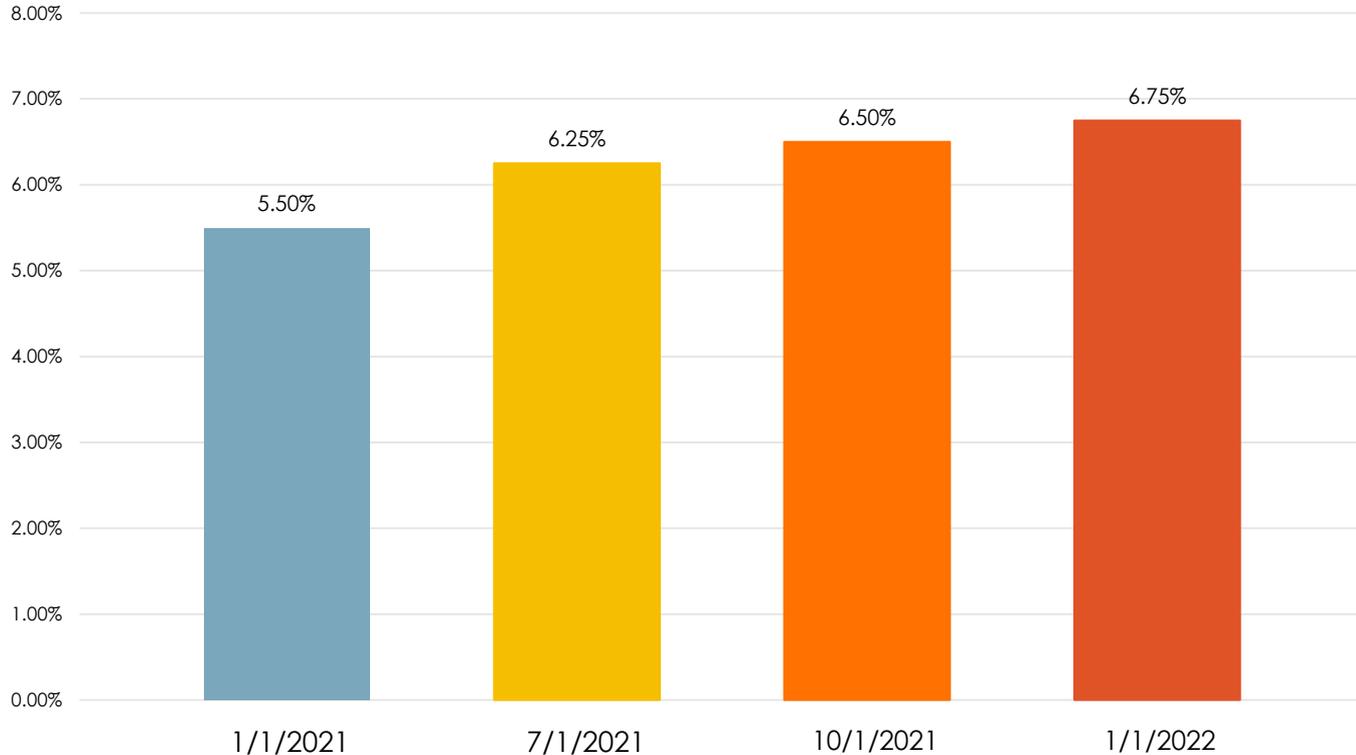
# Impact of Delaying Water Revenue Increase on Minimum Reserve Fund Balance



An annual 5.5 percent revenue increase is required, starting in January 2021, to meet forecasted expenses and stay at or above the utility's minimum reserve fund balance



# Future Revenue Increases to Maintain Minimum Reserve Fund Balance Policy



# Next Steps



- Public outreach
  - [www.tempe.gov/utilityratestudy](http://www.tempe.gov/utilityratestudy)
- December 3, 2020, Regular Council Meeting, to consider rate adoption
- If adopted as recommended, rate changes would become effective January 4, 2021

## 1. PROJECT DESCRIPTION/BACKGROUND

Every two years, Municipal Utilities contracts with a third-party financial consultant to conduct a cost of service rate study to determine what, if any, adjustments are needed to recover the costs of providing water and wastewater services. Periodic review of cost-based rates and charges is an important component of a well-managed and operated water utility. As utility costs throughout the country continue to rise, Tempe staff is committed to managing costs and staying efficient, while upholding the City's commitment to a sustainable future.

Rate studies are guided by Tempe City Council policies and water strategies.

- Efficient and responsible water usage
- Proportional and responsible cost allocation
- Transparency and inclusiveness
- Finite resources: water, land, budget
- Drought resiliency

Based on the results of this study, changes may be proposed to cost recovery and cost allocation, by customer class, to more accurately and proportionally align costs to the water usage and demand characteristics of each respective class. As the rate study progresses, details of this process and any recommended changes will be provided at the public meetings and City Council Work Study Sessions.

## 2. PUBLIC INVOLVEMENT OBJECTIVES

The City of Tempe values public input and believes that community members should be informed about decisions that affect them. The purpose of the Public Involvement Plan (PIP) is to create an open and transparent process to inform residents as to how water and wastewater charges are determined.

The scope of the PIP is to:

1. Provide objective information to assist the public in understanding the process for determining water and wastewater charges.
2. Provide customers with the opportunity to share input with staff regarding rate structure and any proposed rate adjustments.
3. Provide timely information regarding the process for implementing rate adjustments.
4. Seek and encourage the involvement of community members.
5. Provide a variety of opportunities for the public to contribute ideas and provide feedback throughout all phases of the process.
6. Make the process accessible and engaging to interested community members.

## 3. STAKEHOLDER ANALYSIS

An early step in the PIP is to identify internal and external community members that have an interest in the process.

### Internal

Mayor and Council

City Departments  
Neighborhood Advisory Commission  
Sustainability Commission

**External**

Residents  
Property Owners  
Businesses  
Neighborhood and Homeowners Association Chairs  
Past participants in rate study discussions  
Commercial and Industrial customers

**4. INVOLVEMENT TECHNIQUES AND COMMUNICATION APPROACH**

Public involvement and communication techniques will vary depending on the phase of the rate study . The approach will be to facilitate working directly with the public and stakeholders, throughout the process, to ensure that public issues and concerns are consistently noted and considered.

While traditional methods (meetings, presentations, etc.) still play an important role in public engagement, new participation and communication tools will also be used to disseminate information and broaden outreach.

The following dedicated websites and online URLs will be used to share information and collect feedback throughout the process:

Website <http://www.tempe.gov/utilityratestudy>  
E-mail [neighborhoods@tempe.gov](mailto:neighborhoods@tempe.gov)  
Facebook <http://www.facebook.com/CityofTempe>  
Twitter @tempegov  
Nextdoor [www.nextdoor.com](http://www.nextdoor.com)  
Newsroom <http://www.tempe.gov/newsroom>  
Comments [www.tempe.gov/forum](http://www.tempe.gov/forum)

The following methods will also be used to achieve broad and continuous public participation:

1. A **community stakeholder group**, with representatives from the different customers classes, was formed to advise the consultants and staff in the development of the rate structure and adjustments. Four stakeholder meetings were held from June through August of 2020. Recordings of the meetings are posted on the project website.
2. An **online public meeting** was held on June 16, 2020, and a second will be held on September 22, 2020, via WebEx. The meetings are to:
  - provide information on the overall intent of the process
  - explain the methodology of the study
  - provide the results of the study
  - provide information on proposed adjustments to the rate structure
  - provide information on proposed new rates

Recordings of the meetings are/will be posted on the project website.

3. **Online surveys** were/will be hosted on Tempe Forum from September 22 to October 30, 2020.
4. All **meeting materials** and related documents are posted on the project website <http://www.tempe.gov/utilityratestudy>.
5. **Presentations** to the Sustainability Commission and the Neighborhood Advisory Commission.
6. **Articles** in Tempe Today (water bill newsletter) and Warner Wrangler.
7. **Emails** promoting meetings to Water and Neighborhoods listservs.
8. **Social media** (Twitter, Facebook, Nextdoor) to promote public meetings.
9. **Direct email** for Boards and Commissions to forward to members with meeting and public input information.
10. **WebEx invites** to past participants in previous public meetings and top water customers with meeting and public input information.
11. **Press releases**
12. **E-news distribution**
13. **Tempe 11** slides with meeting and public input information.
14. **Digital screens** at city community centers.
15. Public meeting dates posted on City **online calendar**.
16. **Project website** regularly updated.

## 5. PROJECT TIMELINE

The following information provides an overview of the public engagement timeline. All meetings were held online using WebEx.

June 2, 2020: Stakeholder Meeting: "Project Introduction & Rates 101"

June 9, 2020: Stakeholder Meeting: "Revenue Sufficiency"

June 16, 2020: Public meeting

July 7, 2020: Stakeholder Meeting: "Cost of Service"

August 11, 2020: Stakeholder Meeting: "Rate Structure Design and Customer Bill Impacts"

September 17, 2020: Presentation to City Council at Work Study Session

September 21, 2020: Presentation to Sustainability Commission

September 22, 2020: Virtual Public Meeting

September 30, 2020: Presentation to the Neighborhood Advisory Commission

## 6. PUBLIC AND STAKEHOLDER MEETING SCHEDULING, LOCATION AND ACCESS

There were/will be two public meetings held to present the process and results of the rate study and what adjustments are proposed.

Public meetings will be scheduled at times that help maximize attendance. Meetings will be held using the WebEx platform due to COVID-19. With 48 hours advance notice, special assistance will be provided

for persons with sight and/or hearing impairments; a Spanish translator was made available for the meetings.

Public meetings include:

1. Tuesday, June 16, 2020, at noon, via WebEx
2. Tuesday, September 22, 2020, at noon, via WebEx

Board and Commission meetings include:

- Sustainability Commission: September 21, 2020
- Neighborhood Advisory Commission: September 30, 2020

Council meetings include:

1. Thursday, September 17, 2020  
City Council, Work Study Session, via WebEx
2. Thursday, September 24, 2020  
City Council, Regular Council Meeting, Adopt Notice of Intention
3. Thursday, December 3, 2020  
City Council, Regular Council Meeting, Public Hearing and Adoption of Proposed Revenue Increase

## **7. RESPONSIBLE DOCUMENTATION**

Documentation of all phases of the process will occur for future use and understanding of how the program worked, what comments were received and how the results of the public involvement were used in the 2020 Water and Wastewater Rate Study.

Documentation will include:

- The Public Involvement Plan (PIP)
- List and samples of outreach and communication documents
- Database of participant contact information
- All public comments made

## **8. PROCESS EVALUATION AND CONCLUSION**

The City of Tempe seeks continual improvement of all its activities. An evaluation will be performed throughout the public involvement process to ensure the PIP is meeting participation requirements mandated by State law. Feedback opportunities related to public involvement techniques will be provided through the website and meetings and continuously reviewed.

This PIP may change as conditions change or additional resources become available. The most current information about upcoming meetings and comment opportunities will be available on the dedicated website.

## **9. PUBLIC INPUT SUMMARY TO DATE**

Stakeholder meetings:

- 4 meetings held
- 10 stakeholders per meeting

Three points our stakeholders provided during the process:

- Some stakeholders expressed concerns over the increasing cost of water, especially on large volume residential customers. They believe there should be some consideration for a reduced rate or other benefit, based on lot size and irrigation requirements. Additionally, this rate study did not provide considerations for those concerns.
- Other stakeholders expressed concerns over drought and should the City be more supportive of turf removal and native plants versus stressing only water efficiency.
- There was consensus from stakeholders that future revenue increases should be leveled.

Public meeting:

- 51 attendees
- Comments received:

“Tempe's water conservation programs are wonderful - how will this rate study include or prioritize supporting and expanding our water conservation programs?”

“Great presentation, very informative”

**A complete listing of public input will be provided to Council in the Public Input Summary, which is compiled and finalized following the official 10-day public comment period following the Council Work Study Session on September 17, 2020, and the second rate study public meeting on September 22, 2020.**

For further information about the process, please contact the following City of Tempe staff:

Terry Piekarz  
Municipal Utilities Director  
480-350-2660  
terrance\_piekarz@tempe.gov

Tara Ford  
Deputy Municipal Utilities Director, Water Utilities  
480-350-2855  
tara\_ford@tempe.gov

Stephen White  
Municipal Utilities Business Manager  
480-350-8847  
stephen\_white@tempe.gov

Laura Kajfez  
Neighborhood Services Specialist  
480-350-2840  
laura\_kajfez@tempe.gov



# DIA DE LOS MUERTOS COVID-19 GUIDELINES

## GATHERINGS

While the Town of Guadalupe honors and respects the traditions of its residents, it is our duty to protect and guide citizens toward safety and health. Below are safety guidelines recommended by the CDC for safe gatherings during fall festivities.

- Gatherings of more than 10 people are highly discouraged.
- As stated in the Town's June 2020 Proclamation and Continued Declaration of Emergency, face coverings are required in public, including at the cemetery.
- Maintaining a minimum of 6 feet of distance between people in public spaces is necessary to slow the spread of COVID-19.

## MESITAS/ALTARS

If visiting mesitas/altars outside of your immediate household, please follow the expected safety guidelines.

- Wear a mask or adequate face covering.
- Keep 6 feet of distance.
- Disinfect hands and surfaces to slow the spread of COVID-19
- To seek more information on safety visit:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html#halloween>



# HALLOWEEN

## COVID-19 GUIDELINES

### HIGH RISK ACTIVITIES

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household

### NASTY NIBBLES

- Chopped Bar Wings 2.00
- Curds and Crumbs 2.50

### MODERATE RISK ALTERNATIVES

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)
  - If you are preparing goodie bags, wash your hands with soap and water for at least 20 second before and after preparing the bags.
- Wearing a face covering at outdoor holiday events with less than 10 people.
- Going to drive-through Halloween themed events that comply with public health guidance for vehicle-based parades.
- Maintaining 6 feet of distance at public, open-air activities (pumpkin patch, orchard, one-way open-air haunted maze, etc.)
- To seek more information on safety visit <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html#halloween>



**Prepared for: Sara Farrar, Town of Guadalupe**

9241 S Avenida del Yacqui

Guadalupe, AZ 85283

Office: 480-505-5399

Email: sfarrar@guadalupez.org

End User FIN Code: QX991

**Ship to:**

Sara Farrar, Town of Guadalupe

9241 S Avenida del Yacqui,

Guadalupe, AZ, 85283

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**2020 Transit Connect Passenger Wagon LWB XL (E9E)**

Price Level: 35

---



**Client Proposal**

Prepared by:

Joe Sanchez

Office: 480-621-3741

Email: joesanchez@santanford.com

Quote ID: 200959-2

Date: 09/28/2020



San Tan Ford | 1429 East Motorplex Loop, Gilbert, Arizona, 852970410

Office: 480-821-3200 | Fax: 480-988-1691





Town of Guadalupe

Prepared by: Joe Sanchez

09/28/2020

San Tan Ford | 1429 East Motorplex Loop Gilbert Arizona | 852970410

2020 Transit Connect Passenger Wagon LWB XL (E9E)

Price Level: 35 | Quote ID: 200959-2

As Configured Vehicle

Code	Description	MSRP
<b>Base Vehicle</b>		
E9E	Base Vehicle Price (E9E)	\$27,020.00
<b>Packages</b>		
200A	Order Code 200A <i>Includes:</i> - Engine: 2.0L GDI I-4 Gas - Includes auto start/stop technology and EcoMode. - Transmission: 8-Speed SelectShift Automatic - 3.80 Axle Ratio - GVWR: 5,302 lbs - Tires: 215/55R16 97H XL AS - Radio: AM/FM w/Bluetooth Includes FordPass connect/telematics modem with WiFi hotspot connects up to 10 devices (Includes a trial subscription of 3 months or 3 gigabytes - whichever comes first, wireless service plan required after trial subscription ends), remotely start, lock and unlock vehicle, schedule specific times to remotely start vehicle, locate park vehicle and check vehicle status (Includes service for 1 year from the vehicle sale date as recorded by the dealer), 4.2" LCD multi-function display (MFD) screen, 1 USB port and 4-speaker system (2 front door and 2 rear door speakers).	N/C
<b>Powertrain</b>		
992	Engine: 2.0L GDI I-4 Gas <i>Includes auto start/stop technology and EcoMode.</i>	Included
448	Transmission: 8-Speed SelectShift Automatic	Included
STDAX	3.80 Axle Ratio	Included
STDGV	GVWR: 5,302 lbs	Included
<b>Wheels &amp; Tires</b>		
STDTR	Tires: 215/55R16 97H XL AS	Included
64F	Wheels: 16" 5-Spk Sparkle Silver-Pnted Alum Alloy <i>Includes locking wheel lug nuts.</i>	\$395.00
<b>Seats &amp; Seat Trim</b>		
C	Cloth Front Bucket Seats <i>Includes 6-way manual driver seat (fore/aft, up/down &amp; lever recline) with manual lumbar and 4-way manual passenger seat (fore/aft &amp; lever recline) with fold-flat back.</i>	N/C
<b>Other Options</b>		
PAINT	Monotone Paint Application	STD

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2020 Transit Connect Passenger Wagon LWB XL (E9E)

Price Level: 35 | Quote ID: 200959-2

As Configured Vehicle (cont'd)

Code	Description	MSRP
121WB	120.6" Wheelbase	STD
STDRD	Radio: AM/FM w/Bluetooth <i>Includes FordPass connect/telematics modem with WiFi hotspot connects up to 10 devices (Includes a trial subscription of 3 months or 3 gigabytes - whichever comes first, wireless service plan required after trial subscription ends), remotely start, lock and unlock vehicle, schedule specific times to remotely start vehicle, locate park vehicle and check vehicle status (Includes service for 1 year from the vehicle sale date as recorded by the dealer), 4.2" LCD multi-function display (MFD) screen, 1 USB port and 4-speaker system (2 front door and 2 rear door speakers).</i>	Included
76S	Forward & Reverse Sensing System <i>Includes: - Halogen Adaptive Cornering Fog Lamps</i>	\$200.00
94F	Halogen Adaptive Cornering Fog Lamps	Included
61B	Roof Rails	\$195.00
87R	Key Fobs (2 Additional)	\$65.00
<b>Emissions</b>		
425	50-State Emissions System	STD
<b>Interior Colors</b>		
CB_02	Ebony	N/C
<b>Primary Colors</b>		
Z2_01	Frozen White	N/C
SUBTOTAL		\$27,875.00
Destination Charge		\$1,295.00
TOTAL		\$29,170.00

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Prepared for: Sara Farrar



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09/28/2020

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2020 Transit Connect Passenger Wagon LWB XL (E9E)

Price Level: 35 | Quote ID: 200959-2

Pricing Summary - Single Vehicle

		<b>MSRP</b>
<i>Vehicle Pricing</i>		
Base Vehicle Price		\$27,020.00
Options & Colors		\$855.00
Upfitting		\$0.00
Destination Charge		\$1,295.00
<b>Subtotal</b>		<b>\$29,170.00</b>
<i>Pre-Tax Adjustments</i>		
<b>Code</b>	<b>Description</b>	
Discount	San Tan Ford Vehicle Discount	-\$1,800.00
<b>Subtotal</b>		<b>\$27,370.00</b>
<i>Sales Taxes</i>		
<b>Code</b>	<b>Description</b>	
City Sales Tax	Gilbert Sales Tax	\$410.55
State Tax	Arizona State Sales Tax	\$1,724.31
<b>Subtotal</b>		<b>\$29,504.86</b>
<i>Post-Tax Adjustments</i>		
<b>Code</b>	<b>Description</b>	
Tire Tax	Tire Tax	\$5.00
<b>Total</b>		<b>\$29,509.86</b>

Customer Signature

Acceptance Date

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## 2020 Transit Connect Passenger Wagon LWB XL (E9E)

Price Level: 35 | Quote ID: 200959-2

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## Selected Equip & Specs

### Dimensions

- Exterior length: 190.0"
- Exterior height: 71.6"
- Front track: 61.4"
- Turning radius: 20.0'
- Front legroom: 42.3"
- 3rd row legroom: 35.0"
- Rear headroom: 45.7"
- Front hiproom: 54.2"
- 3rd row hiproom: 47.0"
- Rear shoulder room: 58.5"
- Passenger volume: 167.1cu.ft.
- Cargo volume seats folded: 60.1cu.ft.
- Exterior width: 72.2"
- Wheelbase: 120.6"
- Rear track: 61.7"
- Min ground clearance: 5.7"
- Rear legroom: 37.6"
- Front headroom: 46.9"
- 3rd row headroom: 41.9"
- Rear hiproom: 58.3"
- Front shoulder room: 57.6"
- 3rd row shoulder room: 56.3"
- Cargo volume: 106.0cu.ft.
- Maximum cargo volume: 106.0cu.ft.

### Powertrain

- 162hp 2.0L DOHC 16 valve I-4 engine with iVCT variable valve control, gasoline direct injection
- Driver selectable mode
- LEV3-ULEV50
- Front-wheel drive
- Fuel Economy Highway: 29 mpg
- Auto stop-start feature
- Recommended fuel : regular unleaded
- 8 speed automatic transmission with overdrive
- Fuel Economy City: 24 mpg
- Capless fuel filler

### Suspension/Handling

- Front independent strut suspension with anti-roll bar, gas-pressurized shocks
- Electric power-assist rack-pinion Steering
- P215/55HR16 BSW AS front and rear tires
- Rear semi-independent torsion beam suspension with anti-roll bar, gas-pressurized shocks
- \* **Front and rear 16 x 6.5 silver aluminum wheels**

### Body Exterior

- 4 doors
- Sliding right rear passenger
- Black door mirrors
- Black bodyside
- Clearcoat paint
- Sliding left rear passenger
- Driver and passenger , manual folding door mirrors
- Black bumpers
- \* **Roof rack rails only**
- Front and rear 16 x 6.5 wheels

### Convenience

- Dual zone front automatic air conditioning
- Cruise control with steering wheel controls
- Driver 1-touch down
- Extra FOB controls cargo access
- Rear HVAC with separate controls
- Power windows
- Remote power door locks with illuminated entry
- Manual tilt steering wheel



## 2020 Transit Connect Passenger Wagon LWB XL (E9E)

Price Level: 35 | Quote ID: 200959-2

### Selected Equip & Specs (cont'd)

- Manual telescopic steering wheel
- FordPass Connect 4G internet access
- AppLink smart device integration
- Front and rear cupholders
- Full overhead console
- Rear door bins
- Day-night rearview mirror
- Wireless phone connectivity
- 1 1st row LCD monitor
- Full floor console
- Driver and passenger door bins

### Seats and Trim

- Seating capacity of 6
- 6-way driver seat adjustment
- Manual height adjustable driver seat
- Centre front armrest with storage
- Fixed 3rd row bucket seats
- Cargo net
- Front bucket seats
- Manual driver lumbar support
- 4-way passenger seat adjustment
- Fixed folding rear bucket seats
- \* **Cloth seat upholstery**

### Entertainment Features

- AM/FM stereo radio with radio data system
- SYNC external memory control
- Streaming audio
- Auxiliary audio input
- 4 speakers
- Integrated roof antenna

### Lighting, Visibility and Instrumentation

- Halogen aero-composite headlights
- Fully automatic headlights
- Variable intermittent front windshield wipers
- Fixed interval rear windshield wiper
- Fixed rearmost windows
- Front reading lights
- Outside temperature display
- Low tire pressure warning
- Reverse Sensing System parking sensors
- Delay-off headlights
- \* **Front fog lights**
- Rain sensing wipers
- Rear window defroster
- Light tinted windows
- Tachometer
- Camera(s) - rear
- Trip computer
- Trip odometer

### Safety and Security

- 4-wheel ABS brakes
- 4-wheel disc brakes
- ABS and driveline traction control
- Dual seat mounted side impact airbag supplemental restraint system
- Airbag supplemental restraint system occupancy sensor
- Power remote door locks with
- Brake assist with hill hold control
- AdvanceTrac w/Roll Stability Control Electronic stability control
- Dual front impact airbag supplemental restraint system
- Safety Canopy System curtain 1st, 2nd and 3rd row overhead airbag supplemental restraint system
- Perimeter/approach lighting
- SecuriLock immobilizer



## Prepared for: Sara Farrar

Town of Guadalupe

Prepared by: Joe Sanchez

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## 2020 Transit Connect Passenger Wagon LWB XL (E9E)

Price Level: 35 | Quote ID: 200959-2

### Selected Equip & Specs (cont'd)

- Manually adjustable front head restraints with tilt ( driver only )
- Ford Co-Pilot360 - Automatic Emergency Braking (AEB) Feature
- Manually adjustable rear head restraints

### Dimensions

#### General Weights

* Curb .....	<b>4,051 lbs.</b>	GVWR .....	5,302 lbs.
Payload .....	1,250 lbs.		

#### Front Weights

Front GAWR .....	2,700 lbs.	* Front curb weight .....	<b>2,291 lbs.</b>
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#### Rear Weights

Rear GAWR .....	2,875 lbs.	* Rear curb weight .....	<b>1,760 lbs.</b>
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#### Fuel Tank type

Capacity .....	15.8 gal.	Capless fuel filler .....	Yes
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#### Off Road

Min ground clearance .....	6 "	Load floor height .....	22 "
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#### Interior cargo

Cargo volume .....	106.0 cu.ft.	Cargo volume seats folded .....	60.1 cu.ft.
Maximum cargo volume .....	106.0 cu.ft.	Height .....	43.3 "
Length .....	85.6 "	Length to rear seat .....	49.8 "
Length to 3rd row seat .....	16.9 "	Minimum width .....	47.0 "

### Powertrain

#### Engine Type

Block material .....	Aluminum	Cylinders .....	I-4
Head material .....	Aluminum	Ignition .....	Spark
Injection .....	Gasoline direct injection	Liters .....	2.0L
Orientation .....	Transverse	Recommended fuel .....	Regular unleaded
Valves per cylinder .....	4	Valvetrain .....	DOHC
Variable valve control .....	IVCT		

#### Engine Spec

Bore .....	3.44"	Compression ratio .....	12.0:1
Displacement .....	122 cu.in.	Stroke .....	3.27"

#### Engine Power

* Output .....	<b>162 HP @ 6,200 RPM</b>	Torque .....	144 ft.-lb @ 4,500 RPM
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2020 Transit Connect Passenger Wagon LWB XL (E9E)

Price Level: 35 | Quote ID: 200959-2

Selected Equip & Specs (cont'd)

*Alternator*

Amps ..... 220

*Battery*

Amp hours ..... 80  
 Run down protection ..... Yes  
 Cold cranking amps ..... 800

*Engine Extras*

Auto stop-start feature ..... Yes  
 Driver selectable mode ..... Yes

*Transmission*

Electronic control ..... Yes  
 Overdrive ..... Yes  
 Type ..... Automatic  
 Lock-up ..... Yes  
 Speed ..... 8

*Transmission Gear Ratios*

1st ..... 4.689	2nd ..... 3.306
3rd ..... 3.012	4th ..... 1.923
5th ..... 1.446	6th ..... 1
7th ..... 0.747	8th ..... 0.617
Reverse Gear ratios ..... 2.96	

*Transmission Extras*

Sequential shift control ..... SelectShift

*Drive Type*

Type ..... Front-wheel

*Drive Feature*

Traction control ..... ABS and driveline

*Drive Axle*

Ratio ..... 3.8

*Exhaust*

Material ..... Stainless steel  
 System type ..... Single

*Emissions*

CARB ..... LEV3-ULEV50  
 EPA ..... Tier 3 Bin 50

*fuel Economy*

City ..... 24 mpg	Highway ..... 29 mpg
Fuel type ..... Gasoline	Combined ..... 26 mpg

*Fuel Economy (Alternate 1)*

* City ..... 17 mpg	* Highway ..... 21 mpg
* Fuel type ..... E85	* Combined ..... 19 mpg

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Selected Equip & Specs (cont'd)

Green Values

Energy Impact Score (Barrels per year) ..... 12.7

Carbon FP / Tailpipe and upstream total GHG (CO2, tons per year) ..... 6.9

\* Energy Impact Score (Barrels per year) ..... 3.9

Driveability

Brakes

ABS ..... 4-wheel

ABS channels ..... 4

Type ..... 4-wheel disc

Vented discs ..... Front

Brake Assistance

Brake assist ..... Yes

Hill hold control ..... Yes

Suspension Control

Ride ..... Regular

Electronic stability control ..... Stability control with anti-roll

Front Suspension

Independence ..... Independent

Type ..... Strut

Anti-roll bar ..... Regular

Front Spring

Type ..... Coil

Grade ..... Regular

Front Shocks

Type ..... Gas-pressurized

Rear Suspension

Independence ..... Semi-independent

Type ..... Torsion beam

Anti-roll bar ..... Regular

Rear Spring

Type ..... Coil

Grade ..... Regular

Rear Shocks

Type ..... Gas-pressurized

Steering

Activation ..... Electric power-assist

Type ..... Rack-pinion

Steering Specs

# of wheels ..... 2

Exterior

Front Wheels

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Selected Equip & Specs (cont'd)

Diameter ..... 16" Width ..... 6.50"

Rear Wheels

Diameter ..... 16" Width ..... 6.50"

Spare Wheels

Wheel material ..... Steel

Front and Rear Wheels

\* Appearance ..... Silver \* Material ..... Aluminum

\* Locks ..... Yes

Front Tires

Aspect ..... 55 Diameter ..... 16"  
 Sidewalls ..... BSW Speed ..... H  
 Tread ..... AS Type ..... P  
 Width ..... 215mm

Rear Tires

Aspect ..... 55 Diameter ..... 16"  
 Sidewalls ..... BSW Speed ..... H  
 Tread ..... AS Type ..... P  
 Width ..... 215mm

Spare Tire

Mount ..... Underbody w/crankdown Type ..... Full-size

Wheels

Front track ..... 61.4" Rear track ..... 61.7"  
 Turning radius ..... 20.0' Wheelbase ..... 120.6"

Body Features

Body material ..... Fully galvanized steel Side impact beams ..... Yes

Body Doors

Door count ..... 4 Left rear passenger ..... Sliding  
 Right rear passenger ..... Sliding Rear cargo ..... Liftgate

Exterior Dimensions

Length ..... 190.0" Body width ..... 72.2"  
 Body height ..... 71.6" Side door opening height ..... 37.6"  
 Side door opening width ..... 32.8" Rear door opening height ..... 45.4"  
 Rear door opening width ..... 47.0"

Safety

Airbags

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Selected Equip & Specs (cont'd)

Driver front-impact .....	Yes	Driver side-impact .....	Seat mounted
Occupancy sensor .....	Yes	Overhead ..	Safety Canopy System curtain 1st, 2nd and 3rd row
Passenger front-impact .....	Yes	Passenger side-impact .....	Seat mounted
<b>Seatbelt</b>			
Height adjustable .....	Front	Pre-tensioners .....	Front
Pre-tensioners (#) .....	2		
<b>Security</b>			
Immobilizer .....	SecuriLock		

Seating

Passenger Capacity

Capacity .....

6

Front Seats

Split .....

Buckets

Type .....

Bucket

Driver Seat

Fore/aft .....

Manual

Height adjustable .....

Manual

Reclining .....

Manual

Way direction control .....

6

Lumbar support .....

Manual

Passenger seat

Fore/aft .....

Manual

Reclining .....

Manual

Way direction control .....

4

Fold flat .....

Yes

Front Head Restraint

Control .....

Manual

Type .....

W/tilt (driver only)

Front Armrest

Centre .....

Yes

Storage .....

Yes

Rear Seats

Descriptor .....

Bucket

Facing .....

Front

Folding .....

Bucket

Folding position .....

Fold forward seatback

Type .....

Fixed

Rear Head Restraints

Control .....

Manual

Type .....

Adjustable

Number .....

2

Rear Armrests

On seat .....

Outboard only

3rd Row Seats

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Price Level: 35 | Quote ID: 200959-2

Selected Equip & Specs (cont'd)

Type .....	Fixed	Folding .....	Bucket
Descriptor .....	Bucket	Facing .....	Front

3rd Row Head Restraint

Type .....	Adjustable	Control .....	Manual
Number .....	2		

Front Seat Trim

* Material .....	Cloth	* Back material .....	Cloth
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Rear Seat Trim Group

* Material .....	Cloth	Back material .....	Carpet
------------------	-------	---------------------	--------

3rd Row Seat Trim

* Material .....	Cloth	Back material .....	Carpet
------------------	-------	---------------------	--------

Convenience

AC And Heat Type

Air conditioning .....	Automatic	Dual zone front .....	Yes
Rear HVAC .....	With separate controls		

Audio System

Auxiliary audio input .....	Yes	Radio .....	AM/FM stereo
Radio data system .....	Yes	Radio grade .....	Regular
Seek-scan .....	Yes	External memory control .....	SYNC

Audio Speakers

Speaker type .....	Regular	Speakers .....	4
--------------------	---------	----------------	---

Audio Controls

Speed sensitive volume .....	Yes	Streaming audio .....	Bluetooth yes
------------------------------	-----	-----------------------	---------------

Audio Antenna

Type .....	Integrated roof
------------	-----------------

LCD Monitors

1st row .....	1	Primary monitor size (inches) .....	4.2
---------------	---	-------------------------------------	-----

Cruise Control

Cruise control .....	With steering wheel controls
----------------------	------------------------------

Convenience Features

Driver foot rest .....	Yes	Retained accessory power .....	Yes
12V DC power outlet .....	3	Wireless phone connectivity .....	Bluetooth
AC power outlet .....	1	Smart device integration .....	App link

Door Lock Activation

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Selected Equip & Specs (cont'd)

Type .....	Power	Remote .....	Keyfob (all doors)
Integrated key/remote .....	Yes	Auto locking .....	Yes
<i>Door Lock Type</i>			
Rear child safety .....	Manual	Tailgate/rear door lock	Included with power door locks
<i>Door Locks Extra FOB Controls</i>			
Cargo access .....	Yes	Remote engine start .....	Smart device only
<i>Instrumentation Type</i>			
Display .....	Analog		
<i>Instrumentation Gauges</i>			
Tachometer .....	Yes	Engine temperature .....	Yes
<i>Instrumentation Warnings</i>			
Oil pressure .....	Yes	Battery .....	Yes
Lights on .....	Yes	Key .....	Yes
Low fuel .....	Yes	Door ajar .....	Yes
Rear cargo ajar .....	Yes	Brake fluid .....	Yes
Low tire pressure .....	Yes		
<i>Instrumentation Displays</i>			
Clock .....	In-radio display	Exterior temp .....	Yes
Systems monitor .....	Yes	Redundant digital speedometer .....	Yes
Camera(s) - rear .....	Yes		
<i>Instrumentation Feature</i>			
Trip computer .....	Yes	Trip odometer .....	Yes
* Parking sensors .....	Front and rear	Forward collision .....	Mitigation
Pedestrian detection .....	Prevention		
<i>Steering Wheel Type</i>			
Material .....	Urethane	Tilting .....	Manual
Telescoping .....	Manual		
<i>Front Side Windows</i>			
Window 1st row activation .....	Power		
<i>Windows Rear Side</i>			
2nd row activation .....	Power	3rd row activation .....	Fixed
<i>Window Features</i>			
1-touch down .....	Driver	Tinted .....	Light
<i>Front Windshield</i>			
Wiper .....	Variable intermittent	Rain detecting wipers .....	Yes

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Selected Equip & Specs (cont'd)

Rear Windshield

Wiper ..... Fixed interval Defroster ..... Yes  
 Window ..... Fixed

Interior

Rear View Mirror

Day-night ..... Yes

Trim Door

Trim insert ..... Cloth

Headliner

Coverage ..... Full Material ..... Cloth

Floor Trim

Coverage ..... Full Covering ..... Vinyl/rubber

Trim Feature

Gear shifter material ..... Urethane

Lighting

Dome light type ..... Delay Front reading ..... Yes  
 Illuminated entry ..... Yes Variable IP lighting ..... Yes

Floor Console Storage

Storage ..... Yes Type ..... Full

Overhead Console Storage

Storage ..... Yes Type ..... Full

Storage

Driver door bin ..... Yes Front Beverage holder(s) ..... Yes  
 Glove box ..... Yes Passenger door bin ..... Yes  
 Seatback storage pockets ..... 1 Rear yes ..... Yes  
 Rear door bins ..... Yes

Cargo Space Trim

Floor ..... Vinyl/rubber Trunk lid/rear cargo door ..... Plastic

Cargo Space Feature

Net ..... Yes Light ..... Yes

Legroom

Front ..... 42.3" Rear ..... 37.6"  
 Third ..... 35.0"

Headroom

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Selected Equip & Specs (cont'd)

Front .....	46.9"	Rear .....	45.7"
Third .....	41.9"		

*Hip Room*

Front .....	54.2"	Rear .....	58.3"
Third .....	47.0"		

*Shoulder Room*

Front .....	57.6"	Rear .....	58.5"
Third .....	56.3"		

*Interior Volume*

Passenger volume ..... 167.1 cu.ft.

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# Warranty

## Standard Warranty

### *Basic*

Distance ..... 36,000 miles                      Months ..... 36 months

### *Powertrain*

Distance ..... 60,000 miles                      Months ..... 60 months

### *Corrosion Perforation*

Distance ..... Unlimited miles                      Months ..... 60 months

### *Roadside Assistance*

Distance ..... 60,000 miles                      Months ..... 60 months

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



MARICOPA COUNTY  
**2020 GENERAL ELECTION**  
**Frequent Questions**



**ELECTION DAY IS TUESDAY, NOVEMBER 3**

Arizona's General Election occurs every two years, always in an even year. This election includes U.S. President, federal, state, county and local offices that are up for election. The General Election is the final election held between nominees of various parties, as well as non-partisan races, ballot propositions and initiatives. Below are important dates and deadlines for the 2020 General Election.

<b>OCT. 5</b> Voter Registration Deadline	<b>OCT. 7</b> Ballots Mailed, In Person Voting Begins	<b>OCT. 23</b> Last Day to Request a Ballot in the Mail	<b>OCT. 24</b> Weekend In Person Voting Available	<b>OCT. 27</b> Last Day to Mail Back Your Ballot	<b>NOV. 3</b> <b>ELECTION DAY!</b>
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**VOTE BY MAIL**

**PERMANENT EARLY VOTING LIST PORTAL**

This new online portal allows Maricopa County voters to sign up for the Permanent Early Voting List, to automatically receive a ballot in the mail for every qualifying election. Make sure to sign up before the early ballot request deadline on October 23 at 5 p.m. Voters can mail back your early ballot or drop it off at any Vote Center or secure ballot drop box open Oct. 7-Nov. 3.

Visit the portal at  
**Request.Maricopa.Vote**

**ARE YOU BALLOT READY?**

If you live in Maricopa County, sign in to your dashboard to get your personalized ballot information. Find out if you're registered, request a ballot and more!

Visit your personalized voter dashboard at  
**BeBallotReady.Vote**



**VOTE IN PERSON**

**"VOTE ANYWHERE" VOTE CENTERS**

Voters in Maricopa County can cast a ballot in person at any Vote Center, open Oct. 7-Nov. 3. The "vote anywhere" locations are open across the county, including evenings and weekends leading up to Election Day. All locations will implement heightened safety and cleaning measures designed in collaboration with the Maricopa County Department of Public Health.

Find a location and time that's convenient for you at  
**Locations.Maricopa.Vote**

QUESTIONS?  
**(602) 506-1511**



MARICOPA COUNTY  
**2020 GENERAL ELECTION**  
**Frequently Asked Questions**



**WHAT'S ON MY BALLOT?**

There are 57 local jurisdictions participating in the November 3 General as well as candidates for state and federal offices, ballot measures and more. After October 7, Find your sample ballot at [BeBallotReady.Vote](#).

**WHERE CAN I VOTE IN PERSON OR DROP OFF MY BALLOT?**

Maricopa County is making it easy for you to cast a ballot in person or drop off your early ballot by opening Vote Centers and ballot drop boxes for the General Election. In addition, early voters can return their early ballot by mail by October 27. Locations are open October 7-November 3. Voters can choose any voting location and time that works for them. Visit [Locations.Maricopa.Vote](#).

**HOW CAN I SIGN UP TO GET A BALLOT IN THE MAIL?**

Voters can request a one-time ballot to be sent by mail to your residence or mailing address on file, or to a temporary mailing address for the November 3 General Election. Voters may also sign up for the Permanent Early Voting List, which means your ballot will be automatically sent to you for every election in which you are eligible. Make your choice at [Request.Maricopa.Vote](#).

**I AM AWAY FROM MY RESIDENCE. WILL MY BALLOT BE FORWARDED?**

No. Arizona law does not allow official election materials, such as ballots, to be forwarded by the Post Office. If you would like to have your ballot mailed to a temporary mailing address, make your request by October 23 at 5 p.m. Call us at (602) 506-1511 or send an email to [EVreq@risc.maricopa.gov](mailto:EVreq@risc.maricopa.gov).

If you are in the military or a military family member stationed out of the county, or you live overseas, please find out more information at [MilitaryOverseas.Maricopa.Vote](#).

**I DAMAGED MY EARLY BALLOT, CAN I GET A NEW ONE?**

If you damaged your early ballot you can request a replacement by calling (602) 506-1511 or emailing [EVreq@risc.maricopa.gov](mailto:EVreq@risc.maricopa.gov) no later than October 23. After October 23, you can replace your damaged ballot by voting in person at any Vote Center until 7 p.m. on Election Day, November 3.

**IS VOTING BY MAIL SECURE?**

Yes. Voting by mail is secure and verifiable. Only registered voters may request a ballot in the mail. All ballot affidavit envelopes require a signature that is compared against a known signature on the official voter registration file. We have internal controls and tracking methods for ballot security beginning from when your ballot is initially mailed, to how we transport voted ballots from the post office, to onsite security and more. We perform multiple audit checks before and after ballots are tabulated. Only verified ballots are counted. All uncounted ballots and the reason are included in our official canvass.

**HOW DO I KNOW MY EARLY BALLOT WAS COUNTED?**

Sign and date the green ballot affidavit envelope and return it with your ballot inside. Early ballots must be mailed prior to October 27. After that date, voters must drop it off at a Vote Center or secure ballot drop box prior to 7 p.m. on Election Day, November 3. Every mailed ballot is tracked upon delivery and receipt so voters can have peace of mind knowing their ballot was counted. Track your ballot by texting "JOIN" to 628-683 or online at [BallotStatus.Maricopa.Vote](#).

**I HAVE A DISABILITY, HOW CAN I VOTE?**

Maricopa County voters may request a braille or large print ballot in the mail by calling (602) 506-1511. If you need assistance due to a confining illness or disability and are unable to vote at a voting location, you may request a Special Election Board assist you. Make your request by October 23 at 5 p.m. Call (602) 506-1511 or email [SpecialAssistance@risc.maricopa.gov](mailto:SpecialAssistance@risc.maricopa.gov) for more information. If you'd like to vote in person, you may request to use an accessible voting device to cast your ballot at any voting location until 7 p.m. on Election Day. Visit [Locations.Maricopa.Vote](#).



## MARICOPA COUNTY

# VOTING BY MAIL

## Security. Verification. Transparency.

Voting by mail in Arizona is secure and verifiable. Only registered voters may request a ballot in the mail. All ballot affidavit envelopes require a signature that is then checked against a known signature on the official voter registration file. The Elections Department and the Office of the Recorder have internal controls and tracking methods for ballot security. Our ballot processing teams conduct multiple audit checks before and after ballots are tabulated. Only verified ballots are counted, but we report all uncounted ballots. Find out more below!



### 1

## ONLY REGISTERED VOTERS CAN REQUEST A BALLOT

The law requires that the Elections Department check the voter registration record against vital records and government systems prior to mailing a ballot to a voter. These checks verify the registration status of the voter and ensures we send the correct ballot to the correct voter.



### 2

## VERIFICATION STARTS 90 DAYS BEFORE AN ELECTION

The law requires the Office of the Recorder mail out notices to all voters on the Permanent Early Voting List 90-days prior to an election. This mailing confirms that the voter still lives at the address on file and allows the voter the opportunity to update their record if the voter has moved. After reconciling our voter records, we mail ballots 27 days before an election.



### 3

## TRACKING YOUR BALLOT

Every single mailed ballot is tracked upon delivery and receipt with an intelligent mail barcode so voters can have peace of mind knowing it was counted. Track your ballot by texting "JOIN" to 628-683 or online at [BeBallotReady.Vote](https://www.maricopa.gov/BeBallotReadyVote). The Elections Department also has internal controls and tracking methods for ballot security beginning from when your ballot is initially mailed, to how we transport voted ballots from the post office, to onsite security and much more.



### 4

## ALL AFFIDAVIT ENVELOPES ARE SIGNATURE VERIFIED

All signatures are checked against a known signature on the official voter registration file and past affidavit signatures. Our signature verification process has multi-level checks to ensure only valid signatures are counted. Voters with questionable signatures are contacted by the Elections Department and have 3-5 days after an election to confirm their signature.



### 5

## ONLY VERIFIED BALLOTS ARE COUNTED

Once the signature is verified on the affidavit envelope, it is opened by a bipartisan board and sent to be counted. All uncounted ballots are tracked and reported in the official canvass for each election.

