



## **NOTICE OF REGULAR COUNCIL MEETING**

In accordance with Section 38-431.01 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the members of City Council and to the general public that the Mayor and Council of the City of San Luis, Arizona will hold a Regular City Council meeting at 7:00 p.m. Wednesday, June 24, 2015. The meeting will take place at the City Council Chambers, located at 1090 East Union Street, San Luis, Arizona, 85349. Everyone from the public is invited to attend the open meeting.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of San Luis does not discriminate on the basis of disability in the admission of or access to, or treatment of employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities or services contact: ADA/Section 504 Coordinator, City of San Luis Human Resources Department, 1090 East Union Street, San Luis, Arizona 85349; (928) 341-8520.

Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.

### **THIS NOTICE IS APPROVED BY:**

/s/ Sonia Cornelio, City Clerk

## **AVISO DE JUNTA REGULAR**

De acuerdo a la Sección 38-431.01 de los Estatutos Revisados del Estado de Arizona, se le informa a los Miembros del Cabildo y al público en general que el Alcalde y el Concilio de San Luis, Arizona tendrán una junta regular a las 7:00 p.m. el día Miércoles, 24 de Junio, 2015. La junta se llevará a cabo en la sala del Concilio, ubicado en el 1090 East Union Street, San Luis, Arizona, 85349. El público está cordialmente invitado.

De acuerdo con el Acta de Americanos con discapacidades y la Sección 504 del Acta de Rehabilitación del 1973, la Ciudad de San Luis no discrimina por causa de discapacidad la admisión y acceso a sus programas, actividades, servicios o en el trato en cuanto a empleo. Para más información referente a derechos y provisiones del Acta de Americanos con discapacidades o Sección 504, o para solicitar adaptaciones que sean razonables para la participación en programas, actividades o servicios de la Ciudad, contactar al: Coordinador del Acta de Americanos con Discapacidades/Sección 504, Departamento de Recursos Humanos de la Ciudad de San Luis, 1090 East Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Por medio de este aviso y de acuerdo con los Estatutos Revisados del Estado de Arizona, sujeto a ciertas excepciones reglamentarias, los padres de familia tienen el derecho de dar o no dar el consentimiento antes que el Estado o alguna subdivisión política grabe a un menor de edad, ya sea en audio o video. Las juntas del Concilio se graban en audio y/o video y como resultado, el hecho de que haya menores presentes puede ser sujeto a que sean grabados. Para que los padres de familia puedan ejercer sus derechos pueden solicitar por escrito con la Secretaria de la Ciudad a tal grabación, o tomar acción personal para asegurarse que su hijo/hija menor no esté presente cuando la grabación se lleve a cabo. Si un menor de edad está presente en el momento de la grabación, la Ciudad asumirá que los padres de familia están cediendo los derechos sobre una posible grabación de acuerdo con el Estatuto Revisado del Estado de Arizona §1-602.A.9.

### **ESTE AVISO ES APROBADO POR:**

/f/ Sonia Cornelio, Actuaría de la Ciudad



**AGENDA  
Regular Meeting  
San Luis City Council  
San Luis Council Chamber  
1090 E. Union Street  
June 24, 2015  
7:00 P.M.**

**MEMBERS OF THE CITY COUNCIL WILL ATTEND EITHER IN PERSON, TELEPHONE, OR VIDEO CONFERENCE COMMUNICATION**

**1. CALL TO ORDER/ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. INVOCATION**

**4. CONSENT AGENDA**

All matters are considered to be routine by the City Council and will be enacted by one motion. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

**4. 1. Disbursements from June 1, 2015 to June 12, 2015**

Total Disbursements \$691,822.43

(Six Hundred, Ninety-One Thousand, Eight Hundred, Twenty-Two Dollars and Forty-Three Cents)

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

**5. 1.** Discussion and presentation by Ron Pickett updating San Luis on the Solar Wind Energy Tower project. **(Glenn Gimbut)**

**5. 2.** Discussion and possible action on any and all matters regarding the approval of the renewal agreement between the City of San Luis and Border Fitness Gym, L.L.C., for the gym benefit initiative for City employees. **(Maria Sabori & Omar Heredia)**

**5. 3.** Discussion and possible action on any and all matters regarding the City of San Luis Fire Department's request for FY2015-2016 budget authority to purchase a new fire truck. **(Hank Green)**

5. 4. Discussion and Possible action to authorize the City of San Luis Fire Department to continue with application for a Certificate of Necessity (CON) to provide emergency ambulance services. **(Hank Green)**
5. 5. Discussion and possible action on any and all matters regarding the previously approved purchase of fifteen (15) portable radios for the San Luis Police Department and payment of sales taxes. **(Acting Chief of Police Victor Figueroa)**
5. 6. Discussion and possible action of adoption of Resolution No. 1101, a Resolution of the City of San Luis approving an intergovernmental agreement between the City of San Luis and the State of Arizona Department of Revenue. **(Katie St. Louis)**
5. 7. Public hearing followed by discussion and possible action to approve Resolution No. 1102, a resolution by Mayor and Council of the City of San Luis adopting the final budget for Fiscal Year 2016. **(Katie St. Louis)**
  - A. Open public hearing
  - B. Close public hearing
  - C. Action on Resolution No. 1102
5. 8. Public Hearing followed by discussion and possible action on any and all matters regarding Conditional Use Permit Case No. 2015-0126, a request by Michelle Lamoureux on behalf of Verizon Wireless Communication for a Conditional Use Permit to install a telecommunications monopole at 1063 E. Main Street in San Luis, AZ. **(John Starkey)**
  - A. Open public hearing
  - B. Close public hearing
  - C. Action on Conditional Use Permit No. 2015-0126

**6. BOARD OF ADJUSTMENT**

**6. 1. MOTION TO ADJOURN AS CITY COUNCIL AND CONVENE AS BOARD OF ADJUSTMENT**

6. 2. Public Hearing followed by discussion and possible action on any and all matters regarding Variance Case No. 2015-0130, a request by Michelle Lamoureux on behalf of Verizon Wireless Communications. The property is owned by Javier DeSantiago. The request for a variance is to reduce the setbacks from the property lines on property located at 1063 E. Main Street, San Luis AZ. **(John Starkey)**
  - A. Open public hearing
  - B. Close public hearing
  - C. Action on Variance Case No. 2015-0130

**6. 3. MOTION TO ADJOURN AS BOARD OF ADJUSTMENT AND RECONVENE AS CITY COUNCIL**

**7. SUMMARY OF CURRENT EVENTS**

Summary of current events by Mayor, Council Members, City Manager, and/or City Staff pursuant to A.R.S. §38-431.02 (K).

**8. CALL TO THE PUBLIC**

This is the time for the public to comment. Members of the City Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01 (H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

**9. EXECUTIVE SESSION(S)**

Vote to hold Executive Sessions pursuant to A.R.S. §§38-431.03.A.1., 38-431.03.A.3 and 38-431.03.A.4

**9. 1. MOTION TO GO TO EXECUTIVE SESSION(S)**

**9. 2.** Discussion and possible action to hold an executive session pursuant to A.R.S. §38-431.03.A.1 on any and all matters relating to the position of City Prosecutor and the recruitment, employment, assignment, appointment, and/or salaries of that position. **(Glenn Gimbut)**

**9. 3.** Discussion and possible action to hold an executive session pursuant to A.R.S. §§38-431.03.A.3 and 38-431.03.A.4 for legal advice and to consider the City's position and instruct its attorneys with respect to contracts with Sun City Development for work performed at the Municipal Court. **(Glenn Gimbut)**

**9. 4. MOTION TO GO BACK TO REGULAR SESSION**

**10. ADJOURNMENT**

**Regular City Council Meeting**

**4. 1.**

Meeting Date: 06/24/2015

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Summary

**Disbursements from June 1, 2015 to June 12, 2015**

Total Disbursements \$691,822.43

(Six Hundred, Ninety-One Thousand, Eight Hundred, Twenty-Two Dollars and Forty-Three Cents)

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Attachments

Disburs

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# City of San Luis

Finance Department

## COUNCIL MEETING June 24, 2015 Disbursement Reports from 6/1/2015 to 6/12/2015

<u>Bank Account</u>	<u>Check Date</u>	<u>Amounts</u>	<u>Reports</u>
AP Check Account	6/2/2015	\$1,014.25	Schedule A
Payroll Check Account	6/3/2015	\$230,176.57	Schedule B
AP Check Account	6/4/2015	\$465.60	Schedule C
AP Check Account	6/4/2015	\$207,752.00	Schedule D
AP Check Account	6/4/2015	\$33,082.50	Schedule E
AP Check Account	6/8/2015	\$2,840.21	Schedule F
AP Check Account	6/9/2015	\$379.30	Schedule G
AP Check Account	6/9/2015	\$1,188.30	Schedule H
AP Check Account	6/9/2015	\$2,095.51	Schedule I
AP Check Account	6/11/2015	\$212,828.19	Schedule J
<b>Total Disbursements</b>		<b>\$691,822.43</b>	

Please contact K. St. Louis prior to the meeting if additional information is needed.

Prepared by Maura Gonzalez: Maura Gonzalez

Verified by Finance Director: K. St. Louis

For Council approval on: \_\_\_\_\_

**Mayor:** \_\_\_\_\_

**Council:** \_\_\_\_\_

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\_\_\_\_\_  
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**RECEIVED**  
**2015 JUN 15 PM 1:03**  
**CITY OF SAN LUIS**  
**OFFICE OF THE CITY CLERK**

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/02/2015

*Schedule A*  
Transaction Amount

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	06/02/2015	71271	Accounts Payable	GUZMAN , JOSE A		91.00
	Invoice		Date	Description		Amount
		GUZMAN 060415	06/02/2015	TRAVEL - 2015 LAND USE LAW UPDATE		91.00
Check	06/02/2015	71272	Accounts Payable	JOUANNE DE ENCINAS , ROULA		16.25
	Invoice		Date	Description		Amount
		2015-00001160	06/02/2015	REIMBURSEMENT R. ENCINAS 06022015		16.25
Check	06/02/2015	71273	Accounts Payable	PACHECO, ROMAN		91.00
	Invoice		Date	Description		Amount
		PACHECO 060415	06/02/2015	TRAVEL - 2015 LAND USE LAW UPDATE		91.00
Check	06/02/2015	71274	Accounts Payable	PEREZ , JORGE		108.00
	Invoice		Date	Description		Amount
		PEREZ 060315	06/02/2015	TRAVEL - CERTIFIED PUBLIC MANAGER PRGM		108.00
Check	06/02/2015	71275	Accounts Payable	ROJAS, MANUEL		108.00
	Invoice		Date	Description		Amount
		ROJAS 060315	06/02/2015	TRAVEL - CERTIFIED PUBLIC MANAGER PRGM		108.00
Check	06/02/2015	71276	Accounts Payable	US POSTAL SERVICE		600.00
	Invoice		Date	Description		Amount
		2015-00001159	06/02/2015	POSTAGE FOR CODE ENFORCEMENT LETTERS - ILLEGAL STRUCTURES		600.00
<b>1BYPAYABLE 1st BY Accounts Payable Totals:</b>				<b>Transactions: 6</b>		<b>\$1,014.25</b>

Checks: 6 \$1,014.25

*Prepared By:*  
*Maggie Dominguez*  
*Date: 6/2/15*



# Pay Day Register report <sup>Schedule B</sup>

Pay Date Range 05/16/15 - 05/29/15

Pay Batch 201511

PSPRS POLICE	7,038.93	63,700.72	THE FOOTHILLS BANK	1,819.80
STANDARD LIFE ADDTNL	732.10	.00	WASHINGTON FEDERAL	3,046.30
TRANSWESTERN MEXICAN	134.40	.00	Wells Fargo	45,031.55
U.S. MEX DENTAL - EE &	397.00	.00	WELLS FARGO CALE	<u>647.98</u>
U.S. MEX DENTAL - EE &	119.10	.00	Total	\$200,318.67
UNITED WAY	38.00	.00		
US & MEX DENTAL= FAMILY	792.96	.00	Check	\$29,857.90
US & MEX HEALTH = C	5,761.73	.00		
US & MEX HEALTH = FAMILY	4,299.20	.00		
US & MEX HEALTH = SP	1,545.83	.00		
VSP - VISION FAMILY	<u>637.65</u>	.00		
Net	<u>\$230,176.57</u> ✓			

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

*Schedule C*  
 Transaction  
 Amount

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	06/04/2015	71277	Accounts Payable	US POSTAL SERVICE		465.60
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>		<u>Amount</u>
	2015-00001163		06/03/2015	POSTAGE FOR CODE ENFORCEMENT LETTERS - ILLEGAL STRUCTURES		465.60
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 1		\$465.60
Checks:		1		\$465.60		

*Prepared By:*  
*Maggie Dominguez*  
*Date: 6/4/15*

City of San Luis  
**Payment Batch Register**

Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

*Schedule D*  
 Transaction  
 Amount

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		2015-00001174		06/04/2015	FUNDS COLLECTED FOR APRIL 2015	223.86
Check	06/04/2015	71345	Accounts Payable	ZIONS FIRST NATIONAL BANK		85.00
		Invoice		Date	Description	Amount
		2015-00001194		06/04/2015	533 - GARNISHMENT	85.00
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 68		\$207,752.00
Checks:		68			\$207,752.00	

Prepared By:  
 Maggie Dominguez  
 Date: *Maggie D.*  
 6/4/15

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	06/04/2015	71278	Accounts Payable	AGUILAR , ESIQUIEL		180.00
	Invoice		Date	Description		Amount
		2015-00001178	06/04/2015	SCOREKEEPER FOR MEN'S BASKETBALL LEAGUE		180.00
Check	06/04/2015	71279	Accounts Payable	ALBERT HOLLER & ASSOCIATES		2,200.00
	Invoice		Date	Description		Amount
		MAY 2015	05/31/2015	SALES TAX AUDITOR FOR MAY 2015		2,200.00
Check	06/04/2015	71280	Accounts Payable	ALSCO, INC		221.40
	Invoice		Date	Description		Amount
		LYUM954458	04/03/2015	FACILITIES UNIFORM & CONTRACTUAL SERVICES FOR APRIL 2015		55.35
		LYUM956508	04/10/2015	FACILITIES UNIFORM & CONTRACTUAL SERVICES FOR APRIL 2015		55.35
		LYUM958566	04/17/2015	FACILITIES UNIFORM & CONTRACTUAL SERVICES FOR APRIL 2015		55.35
		LYUM960613	04/24/2015	FACILITIES UNIFORM & CONTRACTUAL SERVICES FOR APRIL 2015		55.35
Check	06/04/2015	71281	Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES		75.00
	Invoice		Date	Description		Amount
		1836	05/27/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
Check	06/04/2015	71282	Accounts Payable	ARELLANO VASQUEZ , REMIGIO		975.45
	Invoice		Date	Description		Amount
		2015-00001185	06/04/2015	BOND REFUND		975.45
Check	06/04/2015	71283	Accounts Payable	ARIZONA PUBLIC SERVICE		1,001.21
	Invoice		Date	Description		Amount
		785728287MAY15	05/11/2015	ELECTRICITY FOR THE BUSINESS INCUBATOR		619.27
		685728287MAY15	05/07/2015	ELECTRICITY FOR THE BUSINESS INCUBATOR		381.94
Check	06/04/2015	71284	Accounts Payable	AUTOZONE STORES, INC		3,465.87
	Invoice		Date	Description		Amount
		2756883558	04/13/2015	CREDIT		(24.92)
		2756883555	04/13/2015	CREDIT		(33.89)
		2756883557	04/13/2015	CREDIT		(90.67)

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		2756894856	04/22/2015	WW 4834 EE180		9.50
		2756886412	04/15/2015	WATER DEPT 1309 EE180		293.37
		2756903519	04/30/2015	WW #9055 EE180		132.60
		2756902279	04/29/2015	POLICE 3204 EE180		7.90
		2756896976	04/24/2015	PD 0449 EE180		24.92
		2756896973	04/24/2015	PD 0449 EE180		20.14
		2756894853	04/22/2015	PD 0449 EE180		521.54
		2756896966	04/24/2015	CREDIT		(130.96)
		2756849925	03/16/2015	PARKS 0848 EE180		187.84
		2756850001	03/16/2015	CREDIT		(9.25)
		2756818675	02/17/2015	CREDIT		(66.75)
		2756781653	01/14/2015	CREDIT		(127.42)
		2756781654	01/14/2015	CREDIT		(82.76)
		2756781648	01/14/2015	PD EE180		210.18
		2756935353	05/29/2015	PD 8757 EE180		28.99
		2756933994	05/28/2015	PD 0568 EE180		9.35
		2756933238	05/27/2015	PD 8695 EE180		17.83
		2756931979	05/26/2015	PARKS DEPT 9933 EE180		343.34
		2756932859	05/27/2015	PARKS 9933 EE180		56.96
		2756931981	05/26/2015	PARKS 9933 EE180		8.17
		2756932923	05/27/2015	PARKS 4058 EE180		112.37
		2756934904	05/29/2015	WATER 4832 EE180		32.19
		2756934906	05/29/2015	PARKS 4058 EE180		78.43
		2756934905	05/29/2015	WATER 7519 EE180		13.86
		2756934907	05/29/2015	HWY USER 2118 EE180		6.26
		2756933261	05/27/2015	PURCHASE TOOLS FOR CITY SHOP (JAIME RUIZ)		1,043.82
		2756931724	05/26/2015	PD 2214 EE180		6.24
		2756932841	05/27/2015	PARKS 4055 EE180		19.13
		2756932798	05/27/2015	PARKS 4055 EE180		4.36
		2756915672	05/11/2015	PD 5501 EE180		6.24
		2756924416	05/19/2015	PD 2916 EE180		5.78
		2756908264	05/04/2015	HWY USER 5204 EE180		221.41
		2756910137	05/06/2015	HWY USER 5204 EE180		9.61
		2756920321	05/15/2015	HWY USER 2487 EE180		45.33
		2756917506				

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
				05/13/2015	HWY USER 1844 EE180	23.25
		2756917851		05/13/2015	PD 0570 EE180	9.35
		2756917827		05/13/2015	WW 5806 EE180	27.14
		2756917386		05/13/2015	PD 3206 EE180	6.24
		2756919064		05/14/2015	WW 4835 EE180	8.17
		2756919767		05/15/2015	PD 1948 EE180	10.35
		2756924265		05/19/2015	FIRE 9272 EE180	18.39
		2756919998		05/15/2015	PARKS 4056 EE180	9.50
		2756920000		05/15/2015	PARKS 4054 EE180	9.50
		2756918758		05/14/2015	PARKS 4058 EE180	16.34
		2756916792		05/12/2015	PD 2916 EE78	154.43
		2756915675		05/11/2015	PARKS 4058 EE180	14.35
		2756912199		05/08/2015	PARKS 4058 EE180	8.30
		2756927751		05/22/2015	FIRE 5571 EE180	36.26
		2756927555		05/22/2015	FIRE 5571 EE180	28.81
		2756925740		05/20/2015	PD 8661 EE180	39.80
		2756926515		05/21/2015	PD 3201 EE180	6.24
		2756912146		05/08/2015	PD 5714 EE180	6.24
		2756912077		05/08/2015	PD 3203 EE180	6.24
		2756908740		05/05/2015	SENIOR CENTER 3359 EE180	16.09
		2756904645		05/01/2015	HWY USER 5470, 0495 EE180	64.48
		2756911974		05/08/2015	ADMIN 3779 EE180	35.36
Check	06/04/2015	71285	Accounts Payable	AZ STATE PRISON COMPLEX - YUMA		316.50
	Invoice		Date	Description		Amount
		2015-00001169	05/29/2015	INMATE LABOR PROJECT		316.50
Check	06/04/2015	71286	Accounts Payable	AZ STATE PRISON COMPLEX - YUMA		89.00
	Invoice		Date	Description		Amount
		2015-00001168	05/29/2015	INMATE LABOR PROJECT--TRANSPORTATION COSTS		89.00
Check	06/04/2015	71287	Accounts Payable	BINGHAM AUTO & TRUCK PARTS		1,702.00
	Invoice		Date	Description		Amount
		IC-341952	06/04/2015	CREDIT MEMO		(372.25)
		3023-378856	05/28/2015	PURCHASE SMOKE POR DLX-CHECK CANISTER LEAKS ON VEHICLES-SHOP		1,227.18

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		P03954		05/29/2015	HWY USER 3987 EE180	847.07
Check	06/04/2015	71288	Accounts Payable	BLT ASPHALT LLC		2,752.00
		Invoice		Date	Description	Amount
		A652318		04/15/2015	PAVEMENT PRESERVATION PROJECT 2015-R/R STREETS@LOS OROS SUB	671.22
		A652228		04/10/2015	PAVEMENT PRESERVATION PROJECT 2015-R/R STREETS@LOS OROS SUB	939.71
		A652106		04/07/2015	PAVEMENT PRESERVATION PROJECT 2015-R/R STREETS@LOS OROS SUB	1,141.07
Check	06/04/2015	71289	Accounts Payable	BLT READY MIX CONCRETE LLC		1,305.84
		Invoice		Date	Description	Amount
		652288		04/14/2015	CONCRETE TO REPAIR VARIOUS SIDEWALKS CITYWIDE	373.10
		652180		04/09/2015	CONCRETE TO REPAIR VARIOUS SIDEWALKS CITYWIDE	466.37
		653097		05/15/2015	CONCRETE USED TO REPAIR SIDEWALKS CITYWIDE	466.37
Check	06/04/2015	71290	Accounts Payable	BORDER CONSTRUCTION SPECIALTIES		471.65
		Invoice		Date	Description	Amount
		INV-4735188		04/09/2015	MATERIAL USED TO REPAIR SIDEWALKS, CURB & GUTTERS VARIOUS SITES	471.65
Check	06/04/2015	71291	Accounts Payable	BURSEY & ASSOCIATES, P.C.		80.13
		Invoice		Date	Description	Amount
		2015-00001188		06/04/2015	711 - GARNISHMENT	80.13
Check	06/04/2015	71292	Accounts Payable	CARDENAS , MONICA L		149.71
		Invoice		Date	Description	Amount
		2015-00001183		06/04/2015	RESTITUTION PAYMENT	149.71
Check	06/04/2015	71293	Accounts Payable	CAZAREZ , KATHYA		160.00
		Invoice		Date	Description	Amount
		2015-00001177		06/04/2015	SCOREKEEPER FOR MEN'S BASKETBALL LEAGUE	160.00
Check	06/04/2015	71294	Accounts Payable	CDWG		14,910.23
		Invoice		Date	Description	Amount
		VF81508		05/01/2015	LG TV FOR CAPTAINS LOBBY FIRE DEPT	563.52
		VS69839		05/28/2015	TONER FOR FINANCE PRINTER	324.55
		VP58650		05/20/2015	REPLACEMENT OF OUT OF WARRANTY IPADS	11,774.71
		VQ17825		05/21/2015	LAPTOP FOR JUDGE MORALES	1,194.73

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		VS43269		05/28/2015	MONITOR MOUNTS FOR HR	362.31
		VN59775		05/19/2015	MONITORS/SCREEN FILTERS FOR HR	690.41
Check	06/04/2015	71295	Accounts Payable	CENTURYLINK		127.45
		Invoice		Date	Description	Amount
		2015-00001170		05/04/2015	SERVICES FOR BUSINESS INCUBATOR	127.45
Check	06/04/2015	71296	Accounts Payable	CHAPMAN FORD LLC		89,022.51
		Invoice		Date	Description	Amount
		151242		05/19/2015	2015 FORD FUSION FWD 4DR VIN#1745	21,851.92
		151385		05/19/2015	2015 FORD FUSION FWD 4DR VIN#6226	21,851.92
		151420		05/19/2015	2015 FORD FUSION FWD 4DR VIN#1072	21,851.92
		151131		05/19/2015	2015 FORD ESCAPE SUV 4DR VIN#5521	23,466.75
Check	06/04/2015	71297	Accounts Payable	CRAFCO INC.		132.88
		Invoice		Date	Description	Amount
		00386158		05/27/2015	MATERIALS USED TO CRACK SEAL STREETS CITYWIDE	132.88
Check	06/04/2015	71298	Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC		70.00
		Invoice		Date	Description	Amount
		24471		05/27/2015	DOCUMENT DESTRUCTION SERVICES	70.00
Check	06/04/2015	71299	Accounts Payable	DESERT VALLEY SERVICES, INC		634.69
		Invoice		Date	Description	Amount
		353936		05/29/2015	JANITORIAL SUPPLIES	634.69
Check	06/04/2015	71300	Accounts Payable	DESERT WATER		394.15
		Invoice		Date	Description	Amount
		58838		04/07/2015	WATER FOR PW PERSONNEL (APRIL 2015)	77.50
		58890		04/14/2015	WATER FOR PW PERSONNEL (APRIL 2015)	66.43
		59066		04/21/2015	WATER FOR PW PERSONNEL (APRIL 2015)	55.35
		59147		04/28/2015	WATER FOR PW PERSONNEL (APRIL 2015)	77.50
		59278		05/12/2015	BULK DRINKING WATER FOR VARIOUS DEPTS	44.30
		59336		05/19/2015	BULK DRINKING WATER FOR VARIOUS DEPTS	33.22
		59406		05/26/2015	BULK DRINKING WATER FOR VARIOUS DEPTS	39.85
Check	06/04/2015	71301	Accounts Payable	DUENAS, DEREK		391.85

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description		Amount
		2015-00001166	06/04/2015	TUITION REIMBURSEMENT		391.85
Check	06/04/2015	71302	Accounts Payable	ELDRIDGE , KATHLEEN T		300.00
	Invoice		Date	Description		Amount
		100	05/06/2015	COMMUNICATIONS SYLES TRAINING		300.00
Check	06/04/2015	71303	Accounts Payable	ESPARZA , JUAN		184.00
	Invoice		Date	Description		Amount
		2015-00001181	06/04/2015	BANNERS FOR RECREATION SUMMER PROGRAM ACTIVITIES		184.00
Check	06/04/2015	71304	Accounts Payable	FISHER CHEVROLET - PARTS		325.39
	Invoice		Date	Description		Amount
		372071	05/28/2015	POLICE DEPT 8695 EE180		113.69
		371794	05/27/2015	POLICE DEPT 2214 EE610		211.70
Check	06/04/2015	71305	Accounts Payable	FISHER WIRELESS SERVICES INC.		172.22
	Invoice		Date	Description		Amount
		6726	05/29/2015	RADIO BACK-UP BATTERY & REPLACEMENT BATTERY FOR EE#563		172.22
Check	06/04/2015	71306	Accounts Payable	FLEET FUELING		1,326.44
	Invoice		Date	Description		Amount
		41021263	05/31/2015	FUEL FOR VARIOUS DEPARTMENTS FOR THE MONTH OF MAY 2015		1,326.44
Check	06/04/2015	71307	Accounts Payable	FOP/ALC		236.00
	Invoice		Date	Description		Amount
		2015-00001189	06/04/2015	714 - FOP/ALC		236.00
Check	06/04/2015	71308	Accounts Payable	GADSDEN ELEMENTARY SCHOOL		300.00
	Invoice		Date	Description		Amount
		2015-00001173	06/04/2015	MARIACHI PERFORMANCE AT BUSINESS INCUBATOR GRAND OPENING		300.00
Check	06/04/2015	71309	Accounts Payable	GERARDO FELIX /SAN LUIS FIRE EXTINGUISHER		820.00
	Invoice		Date	Description		Amount
		4118	03/20/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS		100.00

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		4119		03/20/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	90.00
		4104		03/12/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	60.00
		4120		03/22/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	40.00
		4121		03/09/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	40.00
		4122		03/12/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	30.00
		4123		03/15/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	40.00
		4106		03/15/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	10.00
		3979		03/05/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	40.00
		4124		05/12/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	70.00
		3998		03/12/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	40.00
		3999		03/12/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	50.00
		4041		03/12/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	60.00
		3976		03/04/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	90.00
		4125		03/15/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	20.00
		4107		03/15/2015	FIRE EXTINGUISHER MAINTENANCE FOR VARIOUS DEPARTMENTS	40.00
Check	06/04/2015	71310	Accounts Payable	GUERRA , RUTH		500.00
		Invoice	Date	Description		Amount
		83	06/02/2015	TRANSLATING SERVICES FOR THE COURT - 05/25/15-05/29/15		500.00
Check	06/04/2015	71311	Accounts Payable	GUTIERREZ, ISAAC		247.20
		Invoice	Date	Description		Amount
		2015-00001167	06/04/2015	TUITION REIMBURSEMENT		247.20
Check	06/04/2015	71312	Accounts Payable	GUZMAN , FRANCISCA		50.00
		Invoice	Date	Description		Amount
		10/2015	05/27/2015	TRANSLATING SERVICES DURING COUNCIL MEETING - 052715		50.00
Check	06/04/2015	71313	Accounts Payable	IPS GROUP INC		864.09
		Invoice	Date	Description		Amount
		8445	12/31/2014	MONTHLY MAINTENANCE OF PARKING METERS		864.09
Check	06/04/2015	71314	Accounts Payable	JOL ENTERPRISES INC.		3,350.00
		Invoice	Date	Description		Amount
		2801	04/23/2015	ELECTRICAL ENGINEERING & DESIGN SERVICES F/ WS#3 VFD PROJECT		3,350.00

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	06/04/2015	71315	Accounts Payable	KUCZEK, RICHARD		175.00
	Invoice		Date	Description		Amount
		2015-00001171	05/28/2015	CONSULTING SERVICES FOR COM DEV		175.00
Check	06/04/2015	71316	Accounts Payable	LANDMARK VALUATION SERVICES, INC		4,500.00
	Invoice		Date	Description		Amount
		2015-00001172	06/04/2015	BUSINESS CENTER APPRAISAL		4,500.00
Check	06/04/2015	71317	Accounts Payable	MEJIA HERNANDEZ, FREDDY		288.00
	Invoice		Date	Description		Amount
		2015-00001179	06/04/2015	REFEREE FOR MEN'S BASKETBALL LEAGUE		288.00
Check	06/04/2015	71318	Accounts Payable	NEEDTHESE.COM		1,212.89
	Invoice		Date	Description		Amount
		0018484-IN	05/26/2015	COMPUTER SYSTEM FOR LEGAL ASSISTANT		1,212.89
Check	06/04/2015	71319	Accounts Payable	O'REILLY AUTO PARTS		10,215.98
	Invoice		Date	Description		Amount
		2771-305086	12/03/2014	PURCHASE HAND CLEANER FOR CITY SHOP		64.17
		2771-328734	05/28/2015	POLICE DEPT 3202 EE328		8.40
		2771-328861	05/29/2015	RETURN 2771-326546		(107.68)
		2771-328554	05/27/2015	HWY USER 2118 EE180		87.14
		2771-326127	05/08/2015	HWY USER 2118 EE180		188.20
		2771-327841	05/21/2015	POLICE DEPT 0223 EE610		18.25
		2771-327988	05/22/2015	HWY USER 2702 EE328		41.20
		2771-326545	05/12/2015	SOLID WASTE 8165 EE610		32.08
		2771-326544	05/12/2015	SOLID WASTE 8165 EE610		38.13
		2771-326546	05/12/2015	PARKS DEPT 610		168.51
		2771-326699	05/13/2015	WATER DEPT 2933 EE328		22.61
		2771-325783	05/06/2015	SOLID WASTE 9937 EE610		34.35
		2771-325782	05/06/2015	HWY USER 2702 EE610		106.32
		2771-325627	05/05/2015	HWY USER 2702 EE610		14.06
		2771-325780	05/06/2015	HWY USER 5204 EE180		287.84
		2771-324717	04/28/2015	POLICE DEPT 0449 EE328		132.19
		2771-321729	04/07/2015	HWY USER 1071 EE328		279.47

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		2771-324727		04/28/2015	POLICE DEPT 8757 EE328	44.79
		2771-321728		04/07/2015	HWY USER 3987 EE328	159.26
		2771-325969		05/07/2015	PURCHASE BOSCH SCANNER FOR CITY SHOP	8,559.42
		2771-325522		05/04/2015	SENIOR CENTER 3359 EE180	95.69
		2771-325625		05/05/2015	RETURN 2771-325522	(58.42)
Check	06/04/2015	71320	Accounts Payable	OCHOA , BENITO ALVAREZ		0.85
		Invoice	Date	Description		Amount
		2015-00001186		06/04/2015	RESTITUTION PAYMENT	0.85
Check	06/04/2015	71321	Accounts Payable	ORNELAS , GABRIEL A		72.00
		Invoice	Date	Description		Amount
		2015-00001180		06/04/2015	REFEREE FOR MEN'S BASKETBALL LEAGUE	72.00
Check	06/04/2015	71322	Accounts Payable	PONCE , ADRIANA		164.31
		Invoice	Date	Description		Amount
		2015-00001190		06/04/2015	532 - GARNISHMENT - CHILD SUPPORT	164.31
Check	06/04/2015	71323	Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY		631.79
		Invoice	Date	Description		Amount
		ALT PSPRS 060415		06/04/2015	ALT PSPRS 060415	631.79
Check	06/04/2015	71324	Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY		29,161.27
		Invoice	Date	Description		Amount
		REG PSPRS 060415		06/04/2015	REG PSPRS 060415	29,161.27
Check	06/04/2015	71325	Accounts Payable	PUBLIC SECTOR PERSONNEL CONSULTANTS		15,600.00
		Invoice	Date	Description		Amount
		2605		06/03/2015	SALARY SURVEY - COMPENSATION STUDY	15,600.00
Check	06/04/2015	71326	Accounts Payable	PURCELL TIRE CO		163.35
		Invoice	Date	Description		Amount
		230079700		05/28/2015	PURCHASE TIRE FOR FLEET SERVICES VIN #0892	163.35
Check	06/04/2015	71327	Accounts Payable	QUINONEZ , FRANCISCO		225.00
		Invoice	Date	Description		Amount

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		11252		05/27/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		11453		05/30/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		11720		06/02/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
Check	06/04/2015	71328	Accounts Payable	REDBURN TIRE COMPANY		1,063.68
		Invoice		Date	Description	Amount
		11014002		05/27/2015	PURCHASE TIRES FOR POLICE VIN #0449	656.00
		11014017		05/28/2015	PURCHASE TIRES FOR POLICE VIN #0796	407.68
Check	06/04/2015	71329	Accounts Payable	RIVERA , MARIA ELENA		75.00
		Invoice		Date	Description	Amount
		2015-00001184		06/04/2015	RESTITUTION PAYMENT	75.00
Check	06/04/2015	71330	Accounts Payable	RODRIGUEZ , MARIA G		565.40
		Invoice		Date	Description	Amount
		2015-00001187		06/04/2015	BOND REFUND	565.40
Check	06/04/2015	71331	Accounts Payable	SAN LUIS AIR CONDITIONING LLC		1,375.00
		Invoice		Date	Description	Amount
		15-279		05/28/2015	LABOR & PARTS TO REPAIR A/C AT CITY SHOP	1,050.00
		15-280		05/28/2015	REPAIR EVAPORATOR LEAK & RECHARGE R410 AT AQUATIC CTR	325.00
Check	06/04/2015	71332	Accounts Payable	SAN LUIS POLICE OFFICERS ASSOC		330.00
		Invoice		Date	Description	Amount
		2015-00001191		06/04/2015	539 - ASK COPS - SLPD	330.00
Check	06/04/2015	71333	Accounts Payable	SANTIAGO , JOSE		90.00
		Invoice		Date	Description	Amount
		2015-00001176		06/04/2015	SCOREKEEPER FOR WOMEN VOLLEYBALL LEAGUE	90.00
Check	06/04/2015	71334	Accounts Payable	SHERWIN WILLIAM		264.59
		Invoice		Date	Description	Amount
		7882-9		04/27/2015	PAINT FOR POLICE BUILDING	264.59
Check	06/04/2015	71335	Accounts Payable	SHUCK DRILLING COMPANY LLC		5,623.02
		Invoice		Date	Description	Amount

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		7419		05/07/2015	MOTOR REPLACEMENT FOR WELL #3@WELL SITE #1	3,102.90
		7420		05/07/2015	REPLACE DAMAGED PUMP #3 AT WELL SITE #1	2,520.12
Check	06/04/2015	71336	Accounts Payable	SIGN MASTERS		167.50
		Invoice		Date	Description	Amount
		38302		06/01/2015	LOGO & LETTERING FOR FLEET SERVICES VIN #2104	167.50
Check	06/04/2015	71337	Accounts Payable	SUPPORT PAYMENT CLEARINGHOUSE		3,635.81
		Invoice		Date	Description	Amount
		CS 052915		06/04/2015	CS 052915	3,635.81
Check	06/04/2015	71338	Accounts Payable	UNITED LABORATORIES INC.		1,197.60
		Invoice		Date	Description	Amount
		INV115683		04/08/2015	CHEMICALS USED F/ ODOR CONTROL IN COLLECTION SYSTEM	1,197.60
Check	06/04/2015	71339	Accounts Payable	UNITED WAY OF YUMA COUNTY INC.		38.00
		Invoice		Date	Description	Amount
		2015-00001192		06/04/2015	705 - UNITED WAY	38.00
Check	06/04/2015	71340	Accounts Payable	UNITED YUMA FIRE FIGHTERS-IAFF		643.50
		Invoice		Date	Description	Amount
		2015-00001193		06/04/2015	543 - IAFF - FIRE DEPT	643.50
Check	06/04/2015	71341	Accounts Payable	VALENCIA , ADALBERTO		300.00
		Invoice		Date	Description	Amount
		2015-00001175		06/04/2015	REFEREE FOR WOMEN VOLLEYBALL LEAGUE	300.00
Check	06/04/2015	71342	Accounts Payable	VELASCO, CLARISSA		128.04
		Invoice		Date	Description	Amount
		REIM		06/04/2015	REIMB	128.04
Check	06/04/2015	71343	Accounts Payable	WAL-MART RESTITUTION RECOVERY		30.70
		Invoice		Date	Description	Amount
		2015-00001182		06/04/2015	RESTITUTION PAYMENT	30.70
Check	06/04/2015	71344	Accounts Payable	YUMA COUNTY TREASURER		223.86
		Invoice		Date	Description	Amount

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/04/2015

*Schedule E*  
Transaction Amount

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	06/04/2015	71346	Accounts Payable	ARIZONA PUBLIC SERVICE		168.43
	Invoice		Date	Description		Amount
		719801282MAY15	05/22/2015	ELECTRICITY - BORDER FRIENDSHIP LIGHTS		168.43
Check	06/04/2015	71347	Accounts Payable	GUEVARA, ALAN		503.37
	Invoice		Date	Description		Amount
		GUEVARA 060415	06/04/2015	REIMBURSEMENT- 2015 PD VOLUNTEER TRAVEL TO UNIVERSAL STUDIOS		503.37
Check	06/04/2015	71348	Accounts Payable	PG COMMUNICATION TECH LLC		5,941.57
	Invoice		Date	Description		Amount
		210	06/04/2015	REPLACE ALL PARKS & RETENTION BASIN LIGHTING WITH LED LIGHTING		5,941.57
Check	06/04/2015	71349	Accounts Payable	SAN LUIS SPEAR POINT SOLAR I, LLC		25,931.53
	Invoice		Date	Description		Amount
		2014-19	05/31/2015	SOLAR POWER DELIVERED - MAY 2015		25,931.53
Check	06/04/2015	71350	Accounts Payable	TRANSWESTERN INSURANCE ADMIN		537.60
	Invoice		Date	Description		Amount
		2015-00001195	06/04/2015	INSURANCE FOR JUNE 2015		537.60
<b>1BYPAYABLE 1st BY Accounts Payable Totals:</b>				<b>Transactions: 5</b>		<b>\$33,082.50</b>

Checks: 5 \$33,082.50

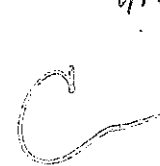
Prepared By:  
*Maggie Dominguez*  
 Date: *6/4/15*  


City of San Luis  
**Payment Batch Register**

Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/08/2015

*Schedule F*  
 Transaction  
 Amount

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	06/08/2015	71351	Accounts Payable	MR. B'S BICYCLES		2,840.21
	Invoice		Date	Description		Amount
	050815110608		05/08/2015	SLPD BIKE PATROL		2,840.21
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 1		\$2,840.21
Checks:		1		\$2,840.21		

Prepared By:  
*Maggie Dominguez*  
 Date: *6/8/15*  


City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/09/2015

*Schedule G*  
 Transaction  
 Amount

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 1BYPAYABLE - 1st BY Accounts Payable						
Check	06/09/2015	71352	Accounts Payable	MR. B'S BICYCLES		379.30
		Invoice	Date	Description		Amount
		122014122726	12/20/2014	PATROL BICYCLES		379.30
1BYPAYABLE 1st BY Accounts Payable Totals.				Transactions: 1		\$379.30
Checks:		1		\$379.30		

Prepared By:  
*Maggie Dominguez*  
 Date: *Maggie D.*  
*6/9/15*

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/09/2015

*Schedule H*  
 Transaction  
 Amount

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>					
Check	06/09/2015	71353 Utility Management Refund	ARCE , JAVIER & WANDA		199.69
	Account Type		Account Number	Transaction Date	Transaction Type
Check	06/09/2015	71354 Utility Management Refund	AVALOS CASTRO , VERENICE		203.36
	Account Type		Account Number	Transaction Date	Transaction Type
Check	06/09/2015	71355 Utility Management Refund	CHAIRES DE GUERRERO , NORMA		162.39
	Account Type		Account Number	Transaction Date	Transaction Type
Check	06/09/2015	71356 Utility Management Refund	DODSON , DONALD		182.99
	Account Type		Account Number	Transaction Date	Transaction Type
Check	06/09/2015	71357 Utility Management Refund	FIGUEROA , VIANEY		84.44
	Account Type		Account Number	Transaction Date	Transaction Type
Check	06/09/2015	71358 Utility Management Refund	GUTIERREZ , HECTOR & FABIOLA LOPEZ GRP#61		29.34
	Account Type		Account Number	Transaction Date	Transaction Type
Check	06/09/2015	71359 Utility Management Refund	HERNANDEZ , CRISTIAN A		81.85
	Account Type		Account Number	Transaction Date	Transaction Type
Check	06/09/2015	71360 Utility Management Refund	MACIEL , ALEJANDRA		131.62
	Account Type		Account Number	Transaction Date	Transaction Type
Check	06/09/2015	71361 Utility Management Refund	PEREZ , MARIO		83.83
	Account Type		Account Number	Transaction Date	Transaction Type
Check	06/09/2015	71362 Utility Management Refund	SALAZAR , JOSE		28.79
	Account Type		Account Number	Transaction Date	Transaction Type
	Residential		22150-001	06/08/2015	Refund - Account Credit
1BYPAYABLE 1st BY Accounts Payable Totals:					\$1,188.30
	Checks:	10	\$1,188.30	Transactions: 10	

*Prepared By:*  
*Maggie Dominguez*  
*Date: 6/9/15*

6/9/2015 3:33:56 PM

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/09/2015

*Schedule I*  
 Transaction  
 Amount

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	06/09/2015	71363	Accounts Payable	LOWE'S HIW, INC.		1,987.51
		Invoice	Date	Description		Amount
		925285	05/28/2015	TOOL SET FOR ROUTINE MAINTENANCE (EE#380 M. GONZALEZ)		233.19
		970051	05/27/2015	PURCHASE 18DR CHEST (TOOL BOX) FOR CITY SHOP		1,754.32
Check	06/09/2015	71364	Accounts Payable	PEREZ, JORGE		108.00
		Invoice	Date	Description		Amount
		PEREZ 060915	06/09/2015	TRAVEL - CERTIFIED PUBLIC MANAGER PRGM		108.00
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 2		\$2,095.51
Checks:		2				\$2,095.51

Prepared By:  
*Maggie Dominguez*  
 Date: *Maggie D*  
*6/9/15*

City of San Luis  
**Payment Batch Register**

Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

*Schedule J*  
 Transaction  
 Amount

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
			Invoice	Date	Description	Amount
		46531		06/04/2015	OXYGEN TANK REFILLS FOR SLFD	155.14
Check	06/11/2015	71441	Accounts Payable	YUMA OFFICE EQUIPMENT		2,812.36
			Invoice	Date	Description	Amount
		2015-00001208		06/11/2015	CONTRCT: 768, 769, 1188, 1046, 1162, 1104, 1105, 1103,1209	2,812.36
Check	06/11/2015	71442	Accounts Payable	YUMA PRINTING & GRAPHIC DEPT.		649.32
			Invoice	Date	Description	Amount
		6939		05/29/2015	BROCHURES FOR THE BUSINESS INCUBATOR	144.06
		6850		05/12/2015	REORDER (UPDATED) BACKFLOW PREVENTION FORMS/WATER DIVISION	232.63
		6959		06/03/2015	UNATTENDED VEHICLE CHECK	135.52
		6951		06/01/2015	ENVELOPES FOR CITY ATTORNEY	137.11

1BYPAYABLE 1st BY Accounts Payable Totals: Transactions: 78 \$212,828.19

Checks: 78 \$212,828.19

**Prepared By:**  
*Maggie Dominguez*  
**Date:** *6/11/15*  
*C*

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	06/11/2015	71365	Accounts Payable	ALSCO, INC		1,639.01
	Invoice		Date	Description		Amount
	LYUM962736		05/01/2015	UNIFORM SERVICE FOR METER READERS - MAY 2015		15.68
	LYUM964886		05/08/2015	UNIFORM SERVICE FOR METER READERS - MAY 2015		15.68
	LYUM966929		05/15/2015	UNIFORM SERVICE FOR METER READERS - MAY 2015		15.68
	LYUM968911		05/22/2015	UNIFORM SERVICE FOR METER READERS - MAY 2015		15.68
	LYUM970892		05/29/2015	UNIFORM SERVICE FOR METER READERS - MAY 2015		15.68
	LYUM964887		05/08/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		93.72
	LYUM966930		05/15/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		91.71
	LYUM968912		05/22/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		91.71
	LYUM970893		05/29/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		91.71
	LYUM964892		05/08/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		84.07
	LYUM966935		05/15/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		81.62
	LYUM968917		05/22/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		81.62
	LYUM970898		05/29/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		161.32
	970898CR		06/03/2015	CREDIT; INCORRECT CHARGE		(79.71)
	LYUM964885		05/08/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		80.96
	LYUM966928		05/15/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		78.60
	LYUM968910		05/22/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		78.60
	LYUM970891		05/29/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		78.60
	LYUM964884		05/08/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		30.79
	LYUM966927		05/15/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		29.89
	LYUM968909		05/22/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		29.89
	LYUM970890		05/29/2015	UNIFORM SERVICES FOR PW PERSONNEL (MAY 2015)		29.89
	LYUM962740		05/01/2015	FACILITIES UNIFORM & CONTRACTUAL SERVICES FOR MAY 2015		55.35
	LYUM964890		05/08/2015	FACILITIES UNIFORM & CONTRACTUAL SERVICES FOR MAY 2015		56.91
	LYUM966933		05/15/2015	FACILITIES UNIFORM & CONTRACTUAL SERVICES FOR MAY 2015		55.35
	LYUM968915		05/22/2015	FACILITIES UNIFORM & CONTRACTUAL SERVICES FOR MAY 2015		55.35
	LYUM970896		05/29/2015	FACILITIES UNIFORM & CONTRACTUAL SERVICES FOR MAY 2015		55.35
	LYUM962739		05/01/2015	FLEET SERVICES UNIFORM & CONTRACTUAL SERVICES FOR MONTH OF MAY		28.99
	LYUM964889		05/08/2015	FLEET SERVICES UNIFORM & CONTRACTUAL SERVICES FOR MONTH OF MAY		30.01
	LYUM966932		05/15/2015	FLEET SERVICES UNIFORM & CONTRACTUAL SERVICES FOR MONTH OF MAY		29.88
	LYUM968914		05/22/2015	FLEET SERVICES UNIFORM & CONTRACTUAL SERVICES FOR MONTH OF MAY		29.44

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		LYUM970895		05/29/2015	FLEET SERVICES UNIFORM & CONTRACTUAL SERVICES FOR MONTH OF MAY	28.99
Check	06/11/2015	71366	Accounts Payable	AMBERLY'S PLACE		3,250.00
		Invoice		Date	Description	Amount
		10120		05/20/2015	ADVOCACY SERVICES FOR APRIL 2015	3,250.00
Check	06/11/2015	71367	Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES		225.00
		Invoice		Date	Description	Amount
		1843		06/02/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		1845		06/05/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		1850		06/06/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
Check	06/11/2015	71368	Accounts Payable	APPLIED PRODUCTS GROUP LLC		4,938.66
		Invoice		Date	Description	Amount
		DVJFI2084		06/10/2015	MAINTENANCE MATERIAL FOR MTUs@WELL SITES#1, #2 & #3	4,938.66
Check	06/11/2015	71369	Accounts Payable	ARANDA, JOSUE		226.00
		Invoice		Date	Description	Amount
		ARANDA 061615		06/11/2015	TRAVEL - 2015 YAVAPAI COJET CONFERENCE	226.00
Check	06/11/2015	71370	Accounts Payable	ARELLANO, MINERVA M.		226.00
		Invoice		Date	Description	Amount
		ARELLANO 061615		06/11/2015	TRAVEL - 2015 YAVAPAI COJET CONFERENCE	226.00
Check	06/11/2015	71371	Accounts Payable	ARIZONA CITY/COUNTY MANAGEMENT		20.83
		Invoice		Date	Description	Amount
		2015-00001213		06/11/2015	MEMBERSHIP FOR T. DE LA HOYA FY 2014-2016	20.83
Check	06/11/2015	71372	Accounts Payable	ARIZONA STATE TREASURER		38,518.40
		Invoice		Date	Description	Amount
		2015-00001205		05/06/2015	FUNDS COLLECTED FOR APRIL 2015	38,518.40
Check	06/11/2015	71373	Accounts Payable	BLT READY MIX CONCRETE LLC		373.10
		Invoice		Date	Description	Amount
		653156		05/19/2015	CONCRETE USED TO REPAIR SIDEWALKS CITYWIDE	373.10

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	06/11/2015	71374	Accounts Payable	BOBADILLA, YADIRA		91.00
	Invoice		Date	Description		Amount
		BOBADILLA 061715	06/11/2015	TRAVEL - INTERNET DATA MINING W/SOCIAL NETWORKING		91.00
Check	06/11/2015	71375	Accounts Payable	BORDER FITNESS GYM		1,050.00
	Invoice		Date	Description		Amount
		00005	06/02/2015	GYM WELLNESS MONTHLY SERVICE FEES		1,050.00
Check	06/11/2015	71376	Accounts Payable	BOUND TREE MEDICAL, LLC		624.05
	Invoice		Date	Description		Amount
		81791445	05/18/2015	MEDICAL SUPPLIES FOR SLFD		624.05
Check	06/11/2015	71377	Accounts Payable	CAMPA, ALFREDO		194.00
	Invoice		Date	Description		Amount
		CAMPA 061615	06/11/2015	TRAVEL - 31ST ANNUAL POLICE INTERNATIONAL SONORA AZ CONFERENCE		194.00
Check	06/11/2015	71378	Accounts Payable	CARRASCO, AFRICA		355.00
	Invoice		Date	Description		Amount
		CARRASCO 061615	06/11/2015	TRAVEL - NALEO 32ND ANNUAL CONFERENCE		355.00
Check	06/11/2015	71379	Accounts Payable	CDWG		6,335.61
	Invoice		Date	Description		Amount
		VN97094	05/19/2015	COMPUTER/PRINTERS/TONER FOR FIRE DEPT		2,352.84
		VN59400	05/19/2015	PRINTER/TONER FOR CULTURAL CENTER		471.79
		VT32777	05/29/2015	LAPTOP REPLACEMENT FOR G.GIMBUT		817.79
		VS69806	05/28/2015	TV/COMPUTER FOR BUSINESS INCUBATOR		1,536.33
		VW02644	06/03/2015	TOUGHBOOK/VEHICLE MOUNT FOR PD		590.64
		VW51688	06/04/2015	TONER FOR FINANCE DEPT		339.73
		VV58197	06/02/2015	TONER FOR FINANCE DEPT		226.49
Check	06/11/2015	71380	Accounts Payable	CEMEX		392.22
	Invoice		Date	Description		Amount
		9430296616	02/09/2015	MATERIAL FOR PUBLIC WORKS		392.22
Check	06/11/2015	71381	Accounts Payable	CENTERLINE SUPPLY WEST		4,730.26
	Invoice		Date	Description		Amount

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		00072885		05/14/2015	MATERIALS TO REPAINT/STRIPE VARIOUS STREETS CITYWIDE	4,730.26
Check	06/11/2015	71382	Accounts Payable	CORE ENGINEERING GROUP, PLLC		14,583.00
		Invoice		Date	Description	Amount
		2360		05/19/2015	ENGINEERING SERVICES-'B' & 'C' ST PAVEMENT PRESERVATION PROJECT	6,513.50
		2365-T1		06/03/2015	ENGINEERING SERVICES/'B' & 'C' ST PAVEMENT PRESERVATION PROJECT	8,069.50
Check	06/11/2015	71383	Accounts Payable	CORNELIO , SONIA		226.00
		Invoice		Date	Description	Amount
		CORNELIO 061515		06/11/2015	TRAVEL - ASU 2015 AZ MUNICIPAL CLERKS ACADEMY	226.00
Check	06/11/2015	71384	Accounts Payable	CSC OF YUMA		238.85
		Invoice		Date	Description	Amount
		000448065		12/18/2014	SW 9937 EE53	238.85
Check	06/11/2015	71385	Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC		35.00
		Invoice		Date	Description	Amount
		24472		05/27/2015	DOCUMENT SHREDDING SERVICE FOR SLPD	35.00
Check	06/11/2015	71386	Accounts Payable	EADS , ROBERT A		174.00
		Invoice		Date	Description	Amount
		EADS 061515		06/11/2015	TRAVEL - BORDER TRADE ALLIANCE MEETING	174.00
Check	06/11/2015	71387	Accounts Payable	ECIVIS, INC		2,100.00
		Invoice		Date	Description	Amount
		104325		05/29/2015	GRANT WRITING SERVICES, 50% OF TOTAL PRICE	2,100.00
Check	06/11/2015	71388	Accounts Payable	FIGUEROA, VICTOR		194.00
		Invoice		Date	Description	Amount
		FIGUEROA 061615		06/11/2015	TRAVEL - 31ST ANNUAL POLICE INTERNATIONAL SONORA AZ CONFERENCE	194.00
Check	06/11/2015	71389	Accounts Payable	GREATER YUMA ECONOMIC DEV CORP		3,901.00
		Invoice		Date	Description	Amount
		120998		03/18/2015	COST FOR BINATIONAL CO-ORDINATOR POSITION	3,901.00
Check	06/11/2015	71390	Accounts Payable	GUARDIAN MEDICAL PRODUCTS, LLC		890.70

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description		Amount
	5598929		05/12/2015	MEDICAL SUPPLIES FOR SLFD		798.70
	5601747		05/26/2015	MEDICAL SUPPLIES FOR SLFD		92.00
Check	06/11/2015	71391	Accounts Payable	GUERRA , RUTH		500.00
	Invoice		Date	Description		Amount
	84		06/05/2015	TRANSLATING SERVICES FOR THE COURT - 06/01/15-06/05/15		500.00
Check	06/11/2015	71392	Accounts Payable	LANDS END BUSINESS OUTFITTERS		576.02
	Invoice		Date	Description		Amount
	SIN2849170		05/27/2015	UNIFORMS FOR UTILITY STAFF		576.02
Check	06/11/2015	71393	Accounts Payable	LAW OFFICE OF SONIA MONIQUE RAMIREZ, PLLC		8,000.00
	Invoice		Date	Description		Amount
	4616		06/02/2015	PROSECUTION SERVICES FOR MAY 2015		8,000.00
Check	06/11/2015	71394	Accounts Payable	LEON, AURORA		226.00
	Invoice		Date	Description		Amount
	LEON 061615		06/11/2015	TRAVEL - 2015 YAVAPAI COJET CONFERENCE		226.00
Check	06/11/2015	71395	Accounts Payable	LESLIE'S POOL SUPPLY INC.		1,388.45
	Invoice		Date	Description		Amount
	293-351586		06/01/2015	PURCHASE OF POOL JUMBO TABS CHLORINE FOR SLAC		1,388.45
Check	06/11/2015	71396	Accounts Payable	LOPEZ, MELISSA		226.00
	Invoice		Date	Description		Amount
	LOPEZ 061515		06/11/2015	TRAVEL - ASU 2015 AZ MUNICIPAL CLERKS ACADEMY		226.00
Check	06/11/2015	71397	Accounts Payable	LOU'S GLOVES, INC		156.00
	Invoice		Date	Description		Amount
	009311		05/27/2015	NITRILE GLOVES SLPD		156.00
Check	06/11/2015	71398	Accounts Payable	MARQUEZ, LUIS		194.00
	Invoice		Date	Description		Amount
	MARQUEZ 061615		06/11/2015	TRAVEL - 31ST ANNUAL POLICE INTERNATIONAL SONORA AZ CONFERENCE		194.00

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	06/11/2015	71399	Accounts Payable	MGM INTERNET SOLUTIONS, INC		45.00
	Invoice		Date	Description		Amount
		36132	06/01/2015	MONTHLY DOMAIN HOSTING AND MAINTENANCE		45.00
Check	06/11/2015	71400	Accounts Payable	MORALES, ROSENDO J.R.		192.00
	Invoice		Date	Description		Amount
		MORALES 061615	06/11/2015	TRAVEL - 2015 JUDICIAL CONFERENCE		192.00
Check	06/11/2015	71401	Accounts Payable	MYRON CORP		2,385.65
	Invoice		Date	Description		Amount
		93784270	04/10/2015	PROMOTIONAL ITEMS FOR COUNCIL & CITY ADMINISTRATION		343.44
		93783835	04/11/2015	PROMOTIONAL ITEMS FOR COUNCIL & CITY ADMINISTRATION		1,487.50
		93784098	04/14/2015	PROMOTIONAL ITEMS FOR COUNCIL & CITY ADMINISTRATION		554.71
Check	06/11/2015	71402	Accounts Payable	NAPA AUTO PARTS		409.79
	Invoice		Date	Description		Amount
		692684	04/28/2015	5 GAL DTE 10 EXCEL 68 FOR FIRE DEPARTMENT		177.15
		686496	02/06/2015	PURCHASE NAF BLUE DEF 55 GAL FOR VARIOUS DEPTS		232.64
Check	06/11/2015	71403	Accounts Payable	NEEDTHESE.COM		23,553.91
	Invoice		Date	Description		Amount
		0018501-IN	06/05/2015	COMPUTER SYSTEMS FOR COURTS		2,129.57
		0018500-IN	06/05/2015	COMPUTER SYSTEM FOR ASSISTANT FIRE CHIEF		1,081.00
		0018499-IN	06/05/2015	COMPUTER SYSTEM FOR CULTURAL CENTER		1,081.00
		0018498-IN	06/05/2015	COMPUTER SYSTEM FOR BUSINESS INCUBATOR		1,160.99
		0018497-IN	06/05/2015	(17) COMPUTER REPLACEMENTS		18,101.35
Check	06/11/2015	71404	Accounts Payable	NORTHERN AZ TECH/BUSINESS INCUBATOR INC		577.55
	Invoice		Date	Description		Amount
		ANNETTE ZINKY	06/11/2015	GUEST SPEAKER - GRAND OPENING OF BUSINESS INCUBATOR 04/15/15		577.55
Check	06/11/2015	71405	Accounts Payable	OFFICE DEPOT		4,207.81
	Invoice		Date	Description		Amount
		754028627001	02/05/2015	OFFICE SUPPLIES FOR YOUTH CENTER		11.41

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		764648046001	04/08/2015	OFFICE SUPPLIES FOR ADMIN		57.89
		764648045001	04/08/2015	OFFICE SUPPLIES FOR ADMIN		101.09
		769867074001	05/09/2015	CREDIT 767297795001		(26.93)
		766709084001	04/21/2015	OFFICE SUPPLIES FOR YOUTH CENTER		409.21
		766003401001	04/23/2015	OFFICE SUPPLIES FOR PW		85.06
		766003260001	04/23/2015	OFFICE SUPPLIES FOR PW		35.24
		768201417001	04/30/2015	OFFICE SUPPLIES FOR PW		362.59
		768202806001	04/30/2015	OFFICE SUPPLIES FOR PW		42.12
		768203099001	04/30/2015	OFFICE SUPPLIES FOR PW		37.42
		768203100001	05/01/2015	OFFICE SUPPLIES FOR PW		14.07
		767297931001	04/30/2015	OFFICE SUPPLIES FOR COURT		10.82
		768224946001	04/30/2015	OFFICE SUPPLIES FOR FINANCE		152.74
		768225008001	05/01/2015	OFFICE SUPPLIES FOR FINANCE		88.04
		768440916001	05/01/2015	OFFICE SUPPLIES FOR POLICE		82.29
		768440917001	04/30/2015	OFFICE SUPPLIES FOR POLICE		378.99
		768440880001	04/30/2015	OFFICE SUPPLIES FOR POLICE		115.34
		768225009001	04/30/2015	OFFICE SUPPLIES FOR FINANCE		8.65
		767964358001	05/13/2015	OFFICE SUPPLIES FOR COURT		8.22
		767964180001	05/13/2015	OFFICE SUPPLIES FOR COURT		28.57
		767964357001	05/13/2015	OFFICE SUPPLIES FOR COURT		50.59
		769287327001	05/13/2015	OFFICE SUPPLIES FOR DDS		111.86
		769287428001	05/13/2015	OFFICE SUPPLIES FOR DDS		25.98
		769397366001	05/07/2015	OFFICE SUPPLIES FOR CITY ATTORNEY		267.06
		769406275001	05/08/2015	OFFICE SUPPLIES FOR CITY ATTORNEY		49.19
		769406276001	05/07/2015	OFFICE SUPPLIES FOR CITY ATTORNEY		143.47
		769406279001	05/07/2015	OFFICE SUPPLIES FOR CITY ATTORNEY		37.16
		769406280001	05/07/2015	OFFICE SUPPLIES FOR CITY ATTORNEY		1.13
		770447539001	05/13/2015	OFFICE SUPPLIES FOR DDS		14.02
		770447660001	05/13/2015	OFFICE SUPPLIES FOR DDS		25.33
		769835979001	05/13/2015	OFFICE SUPPLIES FOR FIRE		663.69
		769836055002	05/18/2015	OFFICE SUPPLIES FOR FIRE		20.73
		769836055001	05/15/2015	OFFICE SUPPLIES FOR FIRE		8.91
		770460858001	05/14/2015	OFFICE SUPPLIES FOR FIRE		18.56
		769415850001	05/14/2015	OFFICE SUPPLIES FOR PW		89.95
		772006468001				

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
						83.36
		770566007001		05/21/2015	OFFICE SUPPLIES FOR UTILITIES	12.88
		770558373001		05/26/2015	OFFICE SUPPLIES FOR CULTURAL CENTER	220.70
		771625404001		05/21/2015	OFFICE SUPPLIES FOR UTILITIES	69.51
		771782552001		05/21/2015	OFFICE SUPPLIES FOR CITY CLERK	41.07
		772006686001		05/26/2015	OFFICE SUPPLIES FOR ADMIN	12.12
		771782579001		05/26/2015	OFFICE SUPPLIES FOR ADMIN	237.71
Check	06/11/2015	71406	Accounts Payable	PEREZ , JORGE		317.70
		Invoice	Date	Description		Amount
		2015-00001206	06/11/2015	TUITION REIMBURSEMENT MAT 212		209.70
		PEREZ 061715	06/11/2015	TRAVEL - CERTIFIED PUBLIC MANAGER PRGM		108.00
Check	06/11/2015	71407	Accounts Payable	PHOENIX UNIFORMS		391.68
		Invoice	Date	Description		Amount
		314693	01/29/2015	BADGES FOR NEW OFFICERS/MOTOR OFFICERS		274.50
		314698	02/10/2015	BADGES FOR NEW OFFICERS/MOTOR OFFICERS		117.18
Check	06/11/2015	71408	Accounts Payable	POLAR ICE		316.08
		Invoice	Date	Description		Amount
		61985	05/15/2015	ICE MACHINE LEASE - FACILITIES		150.01
		61986	05/15/2015	ICE MACHINE LEASE - PUBLIC WORKS		166.07
Check	06/11/2015	71409	Accounts Payable	POSITIVE PROMOTIONS		1,684.00
		Invoice	Date	Description		Amount
		05218598	04/17/2015	PROMOTIONAL ITEMS FOR COUNCIL & ADMINISTRATION		1,684.00
Check	06/11/2015	71410	Accounts Payable	PURCHASE POWER		551.09
		Invoice	Date	Description		Amount
		2015-00001210	05/18/2015	POSTAGE METER - MAY 2015		551.09
Check	06/11/2015	71411	Accounts Payable	QUINONES TIRE LLC		264.00
		Invoice	Date	Description		Amount
		8170	05/04/2015	HWY USER 0847		9.00
		8171	05/06/2015	HWY UER 2118		75.00
		8175	05/08/2015	HWY USER 2118		75.00

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		8185		05/12/2015	HWY USER 6639	50.00
		8195		05/18/2015	SANITATION 9937	30.00
		8211		05/27/2015	SANITATION 9937	25.00
Check	06/11/2015	71412	Accounts Payable	QUINONEZ , FRANCISCO		300.00
		Invoice		Date	Description	Amount
		12060		06/07/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		11764		06/02/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		11862		06/04/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		12027		06/06/2015	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
Check	06/11/2015	71413	Accounts Payable	RAMIREZ ADVISORS INTER-NATIONAL.LLC		12,499.98
		Invoice		Date	Description	Amount
		SL-0814-01		04/08/2015	MONTHLY RETAINER FOR JULY 2014	2,083.33
		SL-0814-02		04/08/2015	MONTHLY RETAINER FOR AUGUST 2014	2,083.33
		SL-0814-03		04/08/2015	MONTHLY RETAINER FOR SEPTEMBER 2014	2,083.33
		SL-0814-04		06/11/2015	MONTHLY RETAINER FOR OCTOBER 2014	2,083.33
		SL-0814-05		04/08/2015	MONTHLY RETAINER FOR NOVEMBER 2014	2,083.33
		SL-0814-06		04/08/2015	MONTHLY RETAINER FOR DECEMBER 2014	2,083.33
Check	06/11/2015	71414	Accounts Payable	RAMON MOSQUEDA		313.81
		Invoice		Date	Description	Amount
		4608		05/16/2015	PURCHASE OF UNIFORM SHIRTS FOR PARKS EMPLOYEES TO USE FOR EVENTS	157.72
		4651		06/04/2015	CITY LOGO EMBROIDERY FOR FINANCE DEPARTMENT	156.09
Check	06/11/2015	71415	Accounts Payable	RAMOS , MARIA CECILIA		832.65
		Invoice		Date	Description	Amount
		REIMB MED		06/09/2015	REIMB MED	141.37
		2015-00001212		06/11/2015	TRAVEL - NALEO 32ND ANNUAL CONFERENCE	691.28
Check	06/11/2015	71416	Accounts Payable	REAL PURIFIED WATER LLC		84.00
		Invoice		Date	Description	Amount
		8079		05/06/2015	DRINKING WATER FOR THE FIRE DEPT	9.00
		8142		05/07/2015	DRINKING WATER FOR THE FIRE DEPT	18.60

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		8193		05/14/2015	DRINKING WATER FOR THE FIRE DEPT	18.00
		8217		05/20/2015	DRINKING WATER FOR THE FIRE DEPT	4.50
		8397		05/21/2015	DRINKING WATER FOR THE FIRE DEPT	15.90
		8454		05/28/2015	DRINKING WATER FOR THE FIRE DEPT	18.00
Check	06/11/2015	71417	Accounts Payable	ROJAS, MANUEL		216.00
		Invoice		Date	Description	Amount
		ROJAS 061015		06/11/2015	TRAVEL - CERTIFIED PUBLIC MANAGER PRGM	108.00
		ROJAS 061715		06/11/2015	TRAVEL - CERTIFIED PUBLIC MANAGER PRGM	108.00
Check	06/11/2015	71418	Accounts Payable	ROSALES, MATIAS		206.32
		Invoice		Date	Description	Amount
		ROSALES 061515		06/11/2015	TRAVEL - BORDER TRADE ALLIANCE BOARD MEETING	206.32
Check	06/11/2015	71419	Accounts Payable	SAHRA		20.00
		Invoice		Date	Description	Amount
		1552		12/03/2014	MONTHLY MEETING/T.DELAHOYA	20.00
Check	06/11/2015	71420	Accounts Payable	SANTOS, NADIA KARINA		226.00
		Invoice		Date	Description	Amount
		SANTOS 061615		06/11/2015	TRAVEL - 2015 YAVAPAI COJET CONFERENCE	226.00
Check	06/11/2015	71421	Accounts Payable	SIGN MASTERS		1,514.52
		Invoice		Date	Description	Amount
		38283		05/28/2015	3.75X8" REFLECTIVE WHITE & BLACK LETTERING TO READ SLFD FOR GEAR	514.96
		38043		04/14/2015	DECALS ON HELMETS FOR SLFD FFs	999.56
Check	06/11/2015	71422	Accounts Payable	SIMS MURRAY, LTD.		2,780.00
		Invoice		Date	Description	Amount
		12942		05/11/2015	LANDFILL PROJECT	2,780.00
Check	06/11/2015	71423	Accounts Payable	SIRCHIE FINGER PRINT LABORATORIES		224.88
		Invoice		Date	Description	Amount
		0209722-IN		05/28/2015	EVIDENCE SUPPLIES	224.88
Check	06/11/2015	71424	Accounts Payable	SMART MANAGEMENT		600.00

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description		Amount
		06122015		06/08/2015	BAND SERVICES FOR FATHERS DAY CELEBRATION AT SENIOR CENTER	600.00
Check	06/11/2015	71425	Accounts Payable	SOUTH YUMA COUNTY LANDFILL		26,178.90
	Invoice		Date	Description		Amount
		6633		05/15/2015	LANDFILL FEES FROM 050115-051515	12,671.95
		6701		06/01/2015	LANDFILL FEES FROM 051815-052915	13,506.95
Check	06/11/2015	71426	Accounts Payable	ST. LOUIS, KETIE		24.00
	Invoice		Date	Description		Amount
		ST. LOUIS 061115		06/11/2015	REIMBURSEMENT - TAXI FEES FROM TRIP TO PHILADELPHIA 053015	24.00
Check	06/11/2015	71427	Accounts Payable	STANDARD INSURANCE CO.		6,348.11
	Invoice		Date	Description		Amount
		MAY 2015		06/09/2015	MAY 2015 LIFE INSURANCE	6,348.11
Check	06/11/2015	71428	Accounts Payable	TIME WARNER CABLE		6,461.00
	Invoice		Date	Description		Amount
		2015-00001207		06/10/2015	CABLE SERVICE FOR SLPD 5/30-6/29/15	75.12
		2531		06/11/2015	ISP FOR CITY HALL AND REMOTE SITES	1,475.00
		1733		06/11/2015	ISP FOR CITY HALL AND REMOTE SITES	777.67
		2015-00001214		06/11/2015	ISP FOR CITY HALL AND REMOTE SITES	1,560.34
		2015-00001215		06/11/2015	ISP FOR CITY HALL AND REMOTE SITES	999.86
		2598		06/11/2015	ISP FOR CITY HALL AND REMOTE SITES	1,573.01
Check	06/11/2015	71429	Accounts Payable	TRES RIOS CONSULTING ENGINEERS, INC		3,129.80
	Invoice		Date	Description		Amount
		117814-10		05/18/2015	ENGINEERING DESIGN OF WS#7 MANGANESE REMOVAL TREATMENT FACILITY	3,129.80
Check	06/11/2015	71430	Accounts Payable	USA BLUE BOOK		400.17
	Invoice		Date	Description		Amount
		656421		05/28/2015	SUPPLIES FOR SAMPLING USED WITH HACH DEVICE	400.17
Check	06/11/2015	71431	Accounts Payable	VALENZUELA, JAIME		194.00
	Invoice		Date	Description		Amount

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 06/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		VALENZUELA061615	06/11/2015	TRAVEL - 31ST ANNUAL POLICE INTERNATIONAL SONORA AZ CONFERENCE		194.00
Check	06/11/2015	71432	Accounts Payable	VENEGAS, MARCO ANTONIO		985.75
	Invoice		Date	Description		Amount
		2015-00001216	05/18/2015	RE-STRIPING OF SENIOR CENTER PARKING LOT		985.75
Check	06/11/2015	71433	Accounts Payable	VERA , EULOGIO		154.00
	Invoice		Date	Description		Amount
		VERA 061615	06/11/2015	TRAVEL - 2015 UTILITY MGMT INSTITUTE COURSE		154.00
Check	06/11/2015	71434	Accounts Payable	VERIZON WIRELESS MESSAGING SVC		6,790.64
	Invoice		Date	Description		Amount
		9746129831	05/22/2015	MONTHLY STATEMENT CHARGES - 042315-052215		3,635.23
		9745922762	05/19/2015	MONTHLY STATEMENT CHARGES 042015-051915		1,826.51
		9746166145	05/23/2015	MONTHLY STATEMENT CHARGES - 042415-052315		1,328.90
Check	06/11/2015	71435	Accounts Payable	WAXIE SANITARY SUPPLY		476.42
	Invoice		Date	Description		Amount
		75275499	05/15/2015	PURCHASE OF JANITORIAL SUPPLIES FOR PARKS RESTROOMS		476.42
Check	06/11/2015	71436	Accounts Payable	YOUNG PEST CONTROL LLC		510.00
	Invoice		Date	Description		Amount
		2015-00001209	06/11/2015	PEST CONTROL SERVICES FOR MAY 2015 FOR VARIOUS DEPARTMENTS		510.00
Check	06/11/2015	71437	Accounts Payable	YUMA COUNTY CHAMBER		600.00
	Invoice		Date	Description		Amount
		0769	11/12/2014	2015 CHAMBER MEMBERSHIP RENEWALS		600.00
Check	06/11/2015	71438	Accounts Payable	YUMA COUNTY HUMANE SOCIETY		5,401.00
	Invoice		Date	Description		Amount
		APRIL 2015	05/13/2015	KENNELING SERVICES FOR APRIL 2015		5,401.00
Check	06/11/2015	71439	Accounts Payable	YUMA COUNTY WATER USERS		45.00
	Invoice		Date	Description		Amount
		1939/1232/123242	06/11/2015	WATER CONVERSION APP FEES		45.00
Check	06/11/2015	71440	Accounts Payable	YUMA HEALTH CARE SERVICES, INC		155.14



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5. 1.

**Meeting Date:** 06/24/2015

**Department Head:** Glenn Gimbut, City Attorney, Attorney's Office

**Submitted By:** Glenn Gimbut, City Attorney, Attorney's Office

**Action Requested:** Discussion Item - No Action to be  
Taken

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#### ITEM:

Discussion and presentation by Ron Pickett updating San Luis on the Solar Wind Energy Tower project.  
(Glenn Gimbut)

#### SUMMARY:

Presentation by Ron Pickett updating San Luis on the progress of the Solar Wind Energy Tower Project.

#### RECOMMENDATION / SUGGESTED MOTION:

**DISCUSSION ONLY NO MOTION NECESSARY**

#### Supporting information not attached to the Agenda Item Review Form:

N/A

**Is document to be sent to the Recorder's Office?:** No

#### Department

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#### Fiscal Impact

<b>IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:</b>	0
<b>CITY/STATE/FEDERAL FUNDS:</b>	0
<b>TOTAL:</b>	0
<b>BUDGETED:</b>	0
<b>AVAILABLE TO TRANSFER:</b>	0
<b>ACCOUNT #/REMAINING BALANCE:</b>	0
<b>FISCAL IMPACT STATEMENT:</b>	

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## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5. 2.

**Meeting Date:** 06/24/2015

**Department Head:** Tadeo De la Hoya, Assistant to the City Manager, Administration

**Submitted By:** Omar Heredia, HR Program & Training Coordinator, Human Resources Department

**Action Requested:** Motion

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#### ITEM:

Discussion and possible action on any and all matters regarding the approval of the renewal agreement between the City of San Luis and Border Fitness Gym, L.L.C., for the gym benefit initiative for City employees. **(Maria Sabori & Omar Heredia)**

#### SUMMARY:

Possible action on proposed Border Fitness Gym renewal agreement for upcoming fiscal year. An Employee Wellness Program initiative, the employee gym benefit strives promotes health and wellness for City employees. Wellness Program initiatives aim to increase opportunities and provide support for employees to become physically active and adopt and maintain healthy habits.

#### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO APPROVE THE AGREEMENT FOR GYM SERVICES AS PRESENTED BY STAFF.**

**Supporting information not attached to the Agenda Item Review Form:**

N/A

**Is document to be sent to the Recorder's Office?:** No

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#### Fiscal Impact

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** Yes

**CITY/STATE/FEDERAL FUNDS:** Operations

**TOTAL:** 16,000

**BUDGETED:** Yes

**AVAILABLE TO TRANSFER:** N/A

**ACCOUNT #/REMAINING BALANCE:** 100-125-80005

#### FISCAL IMPACT STATEMENT:

Pending final budget review in the amount of 26,000 budgeted for Wellness Program initiatives for upcoming fiscal year.

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#### Attachments

Gym Agreement

Gym Services  
Membership FLOW

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AGREEMENT

Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2015 between the City of San Luis, P.O. Box 1170, San Luis, Arizona, 85349 (“City”) and Border Fitness Gym, L.L.C. (“Contractor”).

RECITALS

A. City is desirous of obtaining wellness health services.

B. Contractor agrees to perform these services for City under the terms and conditions set forth in this contract.

In consideration of the matters described above, and of the mutual benefits and obligations set forth in this agreement, the parties agree as follows:

SECTION  
ONE  
DESCRIPTION OF WORK

The purpose of the Wellness Program shall be to help improve overall fitness of employees of the City by providing gym membership with the Contractor for up to 50 City employees. Gym membership includes services as well as access to facilities and equipment as more fully described in Exhibit A, which is incorporated into this agreement. Contractor reserves the right to cancel any classes offered during the agreement of this contract without advance notice. Border Fitness Gym L.L.C. will not be responsible for providing audio equipment or any other special accommodations necessary for fitness activity participants, such as seating or water.

SECTION  
TWO  
PAYMENT

City will pay contractor a fixed fee of \$1,000.00 and \$25.00 per month per number of employees who use the services of the contractor during that month for up to 50 employees during the term of this contract. Payment will be made on or before the 15<sup>th</sup> day of each month.

SECTION  
THREE  
RELATIONSHIP OF PARTIES

The parties intend that an independent contractor-employer relationship will be created by this contract. City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with contractor. Contractor is not to be

considered an agent or employee of City for any purpose, and the employees of contractor are not entitled to any of the benefits that owner provides for City's employees. It is understood that City does not agree to use contractor exclusively. It is further understood that contractor is free to contract for similar services to be performed for others while under contract with City.

SECTION  
FOUR  
LIABILITY

The work to be performed under this contract will be performed entirely at contractor's risk, and contractor assumes all responsibility for the condition of the premises and equipment used in the performance of this contract. Contractor will carry, for the duration of this contract, public liability insurance in an amount acceptable to City. Contractor agrees to indemnify City for any and all liability or loss arising in any way out of the performance of this contract.

SECTION  
FIVE  
EQUIPMENT

Contractor shall supply all equipment and supplies needed to perform this agreement without additional charge.

SECTION  
SIX  
DURATION

This contract shall begin on July 1, 2015 and terminate on June 30, 2016. Either party may cancel this contract on ten (10) days' written notice; otherwise, the contract shall remain in force for its term. In the event of cancellation, no further monies will be owed by City to Contractor.

SECTION  
SEVEN  
MISCELLANEOUS

A. Waiver. No delay in exercising any right or remedy shall constitute a waiver thereof, and no waiver by the Contractor or City of the breach of any covenant of this agreement shall be construed as a waiver of any preceding or succeeding breach of the same or any other covenant or condition of this contract.

B. Attorneys' Fees. In the event any party finds it necessary to bring any action at law or other proceeding, including arbitration, against the another party to enforce any of the terms, covenants or conditions hereof, or by reason of any breach or default

hereunder, the party prevailing in any such action or other proceeding shall be paid all reasonable costs and reasonable attorneys' fees by the other party, and in the event any judgment is secured by said prevailing party, all such costs and attorneys' fees shall be included therein, such fees to be set by the court and not by jury.

C. Counterparts. This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one or more counterparts may be removed from such counterparts and such signature pages all attached to a single instrument so that the signature of all parties may be physically attached to a single document.

D. Headings. The descriptive headings of the paragraphs of this agreement are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions hereof.

F. Time of the Essence. Time is of the essence of this contract.

G. No Partnership and Third Parties. It is not intended by this agreement to, and nothing contained in this agreement shall, create any partnership, joint venture or other similar arrangement between Contractor or City. No term or provision of this agreement is intended to, or shall, be for the benefit of any person, firm, organization or corporation not a party hereto, and no such other person, firm, organization or corporation shall have any right or cause of action hereunder.

H. Entire Agreement. This agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof. All prior and contemporaneous agreements, representations and understandings of the parties, oral or written, are hereby superseded and merged herein.

I. Amendment. No change or additions are to be made to this agreement except by a written amendment executed by the parties hereto.

J. Governing Law. This agreement is entered into in Arizona and shall be construed and interpreted under the laws of the State of Arizona. In particular, this agreement is subject to the provisions of A.R.S. § 38 511.

L. Venue. Any legal action relating to this agreement shall be brought in either the Yuma County Superior Court or in the United States District Court for the District of Arizona at the election of the plaintiff in such legal action, provided, however, that nothing in this paragraph will be deemed to have authorized the bringing of any legal action in a court which does not otherwise have jurisdiction to adjudicate the legal action.

M. Severability. Every provision of this agreement is, and will be construed to be, a separate and independent covenant. If any provision of this agreement or the application of the same is, to any extent, found to be invalid or unenforceable, then the remainder of

this agreement or the application of that provision to circumstances other than those to which it is invalid or unenforceable, will not be affected by that invalidity or unenforceability, and each provision of this agreement will be valid and will be enforced to the extent permitted by the law, and the parties will negotiate in good faith for such amendments of this agreement which may be necessary to achieve its intent, notwithstanding such invalidity or unenforceability.

N. No Personal Liability. No member, official or employee of the City shall be personally liable to Contractor, or any successor or assignee, (a) in the event of any default or breach by the City, (b) for any amount which may become due to the Contractor or its successor or assign, or (c) pursuant to any obligation of the City under the terms of this contract.

O. Contractor shall obtain and maintain during the term of this contract a city business license.

The parties have executed this agreement on the day and year first above written.

City of San Luis

Contractor

By: \_\_\_\_\_  
City Manager

By: \_\_\_\_\_  
Manager – Border Fitness  
Health LLC.

Approved as to form:

By: \_\_\_\_\_  
City Attorney

Contractor will provide:

- Fitness training access during hours of operation at the Contractor's facilities located at:

1938 Juan Sanchez Boulevard  
San Luis, Arizona

Monday through-Thursday 5 a.m. to 10 p.m.,  
Friday 5 a.m. to 9 p.m.,  
Saturday 10 a.m. to 4 p.m.,  
Sunday Closed and  
most holidays will follow holiday hours of 10 am to 4 pm.  
Holiday hours may vary.

and

240 West Main Street  
Somerton, Arizona

Monday through Thursday 8 a.m. to 10 p.m.,  
Friday 8 a.m. to 9 p.m.,  
Sat 10 a.m. to 4 p.m.,  
Sunday Closed and  
most holidays will follow holiday hours of 10 am to 4 pm.  
Holiday hours may vary.

- Access to Contractor's equipment at the facilities:  
weight training equipment such as dumbbells, bench presses, weight training machines;  
cardio fitness machines such as treadmills, bikes, and steppers.
- Access to any and all group fitness classes the Contractor runs at its facilities as part of its regular gym membership. In other words group fitness classes available to regular gym members as part of the membership are also available to City of San Luis Employees participating in the Gym Membership Benefit.

Note: The contractor may terminate or add classes without notice.

- Three (3) Orientation sessions with a trainer.

BORDER FITNESS GYM MEMBER LIST			
Client Primary	ID	Client Primary	ID
Servin,Lizeth	1	Hernandez,Ibeth	26
Ramirez,Angel (2/24)	2	Ramirez,Kassandra	27
Barragan,Jose	3	Sabori,Maria	28
Valenzuela,Sergio	4	Lopez,Jesus	29
Cornelio,Sonia	5	Heredia,Omar	30
Gutierrez,Geraldine	6	Gonzalez,Maura	31
Cifuentes,Angelica	7	Guerra,Martha	32
Castillo,Dania	8	Hernandez,Diana	33
Encinas,Jovanne	9	Vera,Euligio	34
Jenking,Oliva	10	Guzman,Jose	35
Rodriguez,Osvaldo	11	Beltran,Leanna (2/26)	36
Reyes,Luz	12	Cabreros,Luis	37
Castillo,Juan	13	Glenn,Gimlout	38
Cortes,Carlos	14	Dela Hoya,Tadeo	39
Dominguez,Margarita	15	Gonzalez,Javier	40
Rodarte,Rodrigo	16	Bermudez,Noe	41
Gonzalez,Lyz	17	Silva,Francisco	42
Gutierrez,Guadalupe	18	Fuentes,Jairo	43
Silva,Edgardo	19	Santana,Marco	44
Starkey,John	20	Catania,Andrea (2/24)	45
Manuel,Rojas	21	Ruiz,Andrea	46
Lopez,Melissa	22	Kasid,Adilia (2/26)	47
Jimenez,Martha	23	Bacernas,Crystal	48
Fernando,Rosas	24	Arellano,Minerva	49
Valencia,Rodrigo	25	Paz,Daniel	50

For the month of February, members with unreliable attendance may be excused for the month and will not be allowed to leave the program.

Inactive:  
 Leanna Beltran- Upon  
 Andrea Catania- Upon  
 Adilia Kasid - Upon

Inactive
HR Excused

eb., Border Fitness Gym did not have a  
: tracking system. All employees are to  
month. Excluding those who opted to

on request  
on request  
request

BORDER FITNESS GYM MEMBER LIST			
Client Primary	ID	Client Primary	ID
Servin,Lizeth	1	VACANT	26
Ramirez,Angel	2	Ramirez,Kassandra	27
Barragan,Jose	3	Sabori,Maria	28
Valenzuela,Sergio	4	Lopez,Jesus	29
Cornelio,Sonia	5	Heredia,Omar	30
Gutierrez,Geraldine	6	Gonzalez,Maura	31
Cifuentes,Angelica	7	Guerra,Martha	32
Castillo,Dania	8	Hernandez,Diana	33
Encinas,Jovanne	9	Vera,Euligio	34
Jenking,Oliva	10	Guzman,Jose	35
Rodriguez,Osvaldo	11	VACANT	36
Reyes,Luz	12	Cabreros,Luis	37
Castillo,Juan	13	Glenn,Gimlout	38
Cortes,Carlos	14	Dela Hoya,Tadeo	39
Dominguez,Margarita	15	Gonzalez,Javier	40
Rodarte,Rodrigo	16	Bermudez,Noe	41
Gonzalez,Lyz	17	Silva,Francisco	42
Gutierrez,Guadalupe	18	Fuentes,Jairo	43
Silva,Edgardo	19	Santana,Marco	44
Starkey,John	20	VACANT	45
Manuel,Rojas	21	Ruiz,Andrea	46
Lopez,Melissa	22	VACANT	47
Jimenez,Martha	23	Bacernas,Crystal	48
Fernando,Rosas	24	Arellano,Minerva	49
Valencia,Rodrigo	25	Paz,Daniel	50

For the mor  
have a relia  
employees :  
those who c

Inactive:  
Ibett Herna

New memb  
Isaac Gutier

Excused/Ck  
Tadeo De La

1st of Feb., Border Fitness Gym did not  
able attendance tracking system. All  
are to be excused for the month. Excluding  
opted to leave the program voluntarily.

ndez #026 - Upon request on 3/2

ers:

rez= #045- Active April

pared:

a Hoya (#039) - Medical & Leave

Inactive

HR Excused

BORDER FITNESS GYM MEMBER LIST			
Client Primary	ID	Client Primary	ID
Servin, Lizeth	1	Lopez, Isidro (NEW)	26
Ramirez, Angel	2	Pacheco, Roman (NEW)	27
Barragan, Jose	3	Luna, Debora (NEW)	28
Valenzuela, Sergio	4		29
Cornelio, Sonia	5	Heredia, Omar	30
Gutierrez, Geraldine	6	Gonzalez, Maura	31
Cifuentes, Angelica	7		32
Castillo, Dania	8	Hernandez, Diana	33
Encinas, Jovanne	9	Vera, Eulogio	34
Jenkins , Olivia	10		35
Rodriguez, Osvaldo	11	Lopez, Xochitl (NEW)	36
Reyes, Luz	12	Cebreros, Luis	37
Castillo, Juan	13	Gimbut, Glenn	38
Lopez, Fausto (NEW)	14	De La Hoya, Tadeo	39
Dominguez, Margarita	15		40
Rodarte, Rodrigo	16	Bermudez, Noe	41
Gonzalez, Lyz	17	Silva, Francisco	42
Gutierrez, Guadalupe	18	Fuentes, Jairo	43
Silva, Edgardo	19		44
Starkey, John	20	Gutierrez, Isaac (NEW)	45
	21	Lopez, Enrique (NEW)	46
Lopez, Melissa	22	Rodriguez, Mauro (NEW)	47
	23		48
Rosas, Fernando	24	Arellano, Minerva	49
	25		50

Inactive members:  
 Cortes, Carlos - 014  
 Manuel,Rojas - 021  
 Jimenez,Martha - 023  
 Valencia,Rodrigo - 025  
 Ramirez,Kassandra - 027  
 Sabori,Maria - 028  
 Lopez,Jesus - 029  
 Guerra,Martha - 032  
 Guzman,Jose 035  
 Gonzalez,Javier - 040  
 Santana,Marco - 044  
 Ruiz,Andrea - 046  
 Bacernas,Crystal - 048  
 Paz,Daniel - 050

New members:  
 Isidro Lopez - #026  
 Xochitl Lopez - #036  
 Isaac Gutierrez - #045  
 Roman Pacheco - #027  
 Debora Luna - #028  
 Fausto Lopez - #014  
 Enrique Lopez - #046  
 Mauro Rodriguez - #047

Inactive
HR Excused

BORDER FITNESS GYM MEMBER LIST			
Client Primary	ID	Client Primary	ID
Servin, Lizeth	1	Lopez, Isidro	26
Ramirez, Angel	2	Pacheco, Roman	27
Barragan, Jose	3	Luna, Debora	28
Valenzuela, Sergio	4	Santiago, Jose V. (NEW)	29
Cornelio, Sonia	5	Heredia, Omar	30
Gutierrez, Geraldine	6	Gonzalez, Maura	31
Cifuentes, Angelica	7		32
Castillo, Dania	8	Hernandez, Diana	33
Encinas, Jovanne	9	Vera, Eulogio	34
Jenkins , Olivia (Excused)	10		35
Rodriguez, Osvaldo	11	Lopez, Xochitl	36
Reyes, Luz	12		37
Castillo, Juan	13	Gimbut, Glenn	38
Lopez, Fausto	14	De La Hoya, Tadeo	39
Dominguez, Margarita (NEW)	15		40
Rodarte, Rodrigo	16	Bermudez, Noe	41
	17	Silva, Francisco	42
Gutierrez, Guadalupe	18	Fuentes, Jairo	43
Silva, Edgardo	19		44
Starkey, John	20	Gutierrez, Isaac	45
Coronado, Arturo (NEW)	21	Lopez, Enrique (Excused)	46
Lopez, Melissa	22	Rodriguez, Mauro	47
Velazquez, Omar (NEW)	23		48
Rosas, Fernando	24	Arellano, Minerva	49
Sillas, Jesus (NEW)	25		50

Inactive members:  
 Gonzalez, Lyz - #017  
 Cebreros, Luis - 37

New members:  
 Sillas, Jesus - #025  
 Santiago, Jose V. #029  
 Coronado, Arturo 21  
 Velazquez, Omar - 23  
 Sillas, Jesus - 25

Inactive
HR Excused

BORDER FITNESS GYM MEMBER LIST			
Client Primary	ID	Client Primary	ID
Servin, Lizeth	1	Lopez, Fausto (NEW July)	26
Ramirez, Angel	2	Herrera, Edgar (NEW July)	27
Barragan, Jose	3	Luna, Debora	28
Valenzuela, Sergio	4		29
Cornelio, Sonia	5	Heredia, Omar	30
Gutierrez, Geraldine	6	Gonzalez, Maura	31
Cifuentes, Angelica	7	Cardenas, Alberto (NEW)	32
Castillo, Dania	8	Hernandez, Diana	33
Encinas, Jovanne	9	Vera, Eulogio	34
Jenkins, Olivia	10	Bobadilla, Yadira (NEW)	35
Rodriguez, Osvaldo	11		36
Reyes, Luz	12	Aldama, Emmanuel (NEW)	37
Castillo, Juan	13		38
Duenas, Yolanda (NEW)	14	De La Hoya, Tadeo	39
Dominguez, Margarita	15	Gonzalez, Elias (NEW)	40
Rodarte, Rodrigo	16	Bermudez, Noe	41
McGrew, Jorge (NEW)	17	Silva, Francisco	42
Gutierrez, Guadalupe	18	Fuentes, Jairo	43
Silva, Edgardo	19	Santana, Marco (Reinstate)	44
Starkey, John	20		45
Coronado, Arturo	21	Lopez, Enrique	46
Lopez, Melissa	22	Rodriguez, Mauro	47
Velazquez, Omar	23	Perez, Jorge (NEW)	48
Rosas, Fernando	24	Arellano, Minerva	49
Sillas, Jesus	25	Perezarce, Enrique (NEW)	50

Inactive members:

Roman Pacheco  
 Xochilt Lopez  
 Isidro Lopez  
 Jose Santiago  
 Isaac Gutierrez

New members:

Alberto Cardenas  
 Jorge McGrew  
 Emmanuel Aldama  
 Yadira Bobadilla  
 Marco Santana (reinstate)  
 Elias Gonzalez  
 Enrique Perezarce  
 Jorge Perez  
 Yolandar Duenas

Inactive
HR Excused



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5. 3.

**Meeting Date:** 06/24/2015

**Department Head:** Hank Green, Fire Chief, Fire Department

**Submitted By:** Hank Green, Fire Chief, Fire Department

**Action Requested:** Motion

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#### ITEM:

Discussion and possible action on any and all matters regarding the City of San Luis Fire Department's request for FY2015-2016 budget authority to purchase a new fire truck. **(Hank Green)**

#### SUMMARY:

San Luis Engine #1 (SLE1) has required several, major maintenance and repairs during the recent three years, the most recent was a complete motor replacement in April, 2015. SLE1 received major damage on June 8, 2015, the result of an electrical fire.

SLFD is requesting to purchase a new PIERCE fire engine from Hughes Fire Equipment (Arizona Pierce Dealership) for \$652,914.06.

This purchase is in accordance with City of San Luis Purchasing Code and procedures, Section 36.09, Cooperative Purchasing. The City of San Luis Fire Department and Hugheiss Fire Equipment will be utilizing the Houston-Galveston Area Council's pricing and purchasing services.

The City of San Luis is in dire need of a reliable front-line fire engine. SLE1 has been a mechanical and maintenance challenge during recent years. Our intent was to retain our existing SLE1 as a reserve/back-up apparatus with limited response activity with the purchase of the requested engine. Without this requested apparatus, SLFD will be required to respond with only one rated apparatus. Continued operation with only one fire engine will negatively impact our operations, response and on scene abilities, as well as our Insurance Services Office rating.

#### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO APPROVE PURCHASE OF A NEW PIERCE FIRE ENGINE IN AN AMOUNT NOT TO EXCEED \$652,915.00.**

**Supporting information not attached to the Agenda Item Review Form:**

N/A

**Is document to be sent to the Recorder's Office?:** No

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#### Fiscal Impact

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** 652,914.06

**CITY/STATE/FEDERAL FUNDS:** City

**TOTAL:** \$652,914.06

<b>BUDGETED:</b>	\$652,914.06
<b>AVAILABLE TO TRANSFER:</b>	0
<b>ACCOUNT #/REMAINING BALANCE:</b>	pending
<b>FISCAL IMPACT STATEMENT:</b>	
Authority pending final adoption of FY 2015-16 budget.	

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**Attachments**

Fire Truck Quote

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San Luis Fire Department  
One (1) Arrow XT Pumper RG422

6/15/2015

<b>Proposal Price</b>		<b>\$ 622,421.00</b>
Arizona State Sales Tax @	5.600%	34,855.58
Yuma County Sales Tax @	1.112%	6,921.32
San Luis Sales Tax @	4.000%	24,896.84
<b>Total Bid Price Including Sales Tax</b>		<b>\$ 689,094.74</b>

**Less chassis progress payment discount (10,125.00)**

The chassis progress payment in the amount of \$337,484.00 will be due three (3) months prior to the ready for pick up from the factory date.

**Less payment upon completion @ factory discount (7,309.00)**

**\* Deduct for 100% pre-payment with contract (15,246.00)**

If this option is elected, the discount is in addition to the chassis progress payment discount and the payment upon completion at the factory discount.

**Proposal price including discounts 589,741.00**

Arizona State Sales Tax @	5.600%	33,025.50
Yuma County Sales Tax @	1.112%	6,557.92
San Luis Sales Tax @	4.000%	23,589.64

**Total Bid Price Including Sales Tax \$ 652,914.06**

Terms:

The unit would be ready for delivery from the factory within 9 to 10.5 months after contract execution.

The above pre-payment discount will be valid for 90 days.

An invoice will be provided 30 days prior to the chassis payment due date if elected.

If payment discount options are not elected standard payment terms will apply: Final payment will be due 30 days after the unit leaves the factory for delivery. If payment is not made at that time a late fee of 7.5% of the amount due will be charged per day for overdue payments beginning ten (10) days after the payment is due for the first 30 days at which time the late fee increases to 12% per day until the payment is received.

A performance bond is included in the above pricing.

The proposal price is based on the unit being purchased through HGAC and includes the \$2,000.00 HGAC order processing charge. This pricing is only valid for a HGAC purchase on contract FS12-13 which expires November 30, 2015. After November 30, 2015 a minimum 3% price increase will go into affect which will increase the vehicle cost approximately \$16,946.00 or more.

Transportation of the unit to be driven from the factory is included in the pricing. However, if we are unable to obtain necessary permits, due to the weight of the unit, and the unit must be transported on a flat bed, additional transportation charges will be the responsibility of the purchaser. We will provide pricing at that time if necessary.



**CONTRACT PRICING WORKSHEET**  
For MOTOR VEHICLES Only

Contract No.:

FS12-13

Date Prepared:

6/15/2015

*This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.*

Buying Agency:	City of San Luis	Contractor:	Pierce Manufacturing, Inc.
Contact Person:		Prepared By:	Dean Stock
Phone:		Phone:	541-747-0072
Fax:		Fax:	541-747-0072
Email:		Email:	<a href="mailto:dstock@hughesfire.com">dstock@hughesfire.com</a>
Product Code:	UC06	Description:	Pierce Arrow XT, 4-Door, Full-Tilt, Aluminum Cab, Aluminum Body, Single Axle, 1250 GPM Pump, Mid-Mounted Pumper

**A. Product Item Base Unit Price Per Contractor's H-GAC Contract:** 405078

**B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.**

(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
<b>Subtotal From Additional Sheet(s):</b>			\$ 146,380.00
<b>Subtotal B:</b>			146380

**C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.**

(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
<b>Subtotal From Additional Sheet(s):</b>			\$ 62,783.00
<b>Subtotal C:</b>			62783

**Check:** Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). **For this transaction the percentage is:** 11%

**D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)**

Quantity Ordered:	1	X Subtotal of A + B + C:	614241	=	<b>Subtotal D:</b>	614241
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**E. H-GAC Order Processing Charge (Amount Per Current Policy)** **Subtotal E:** 2000

**F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation**

Description	Cost	Description	Cost
Delivery	4500		
Performance Bond	1680		
Arizona State Taxes	66673.74		
<b>Subtotal F:</b>			72853.74

**Delivery Date:** **G. Total Purchase Price (D+E+F):** 689094.74

Pride Number	Qty	Description	Published Options	Unpublished Options
105	1	Silicone Hoses	654	
107	1	Telma Retarder, Single Axle	12352	
116	1	EX225 17" Front Disc Brakes	1057	
117	1	Additional Air Tanks	307	
202	1	Aluminum Wheels, front	1751	
203	1	Aluminum Wheels, Rear Single Axle	2701	
208	1	Intercom System (up to 6 position, 2 with radio, 6 headsets non-wireless)	5562	
210	5	Upgrade SCBA Bracket to Hands Free	3245	
212	1	Raised roof, custom cab	1903	
215	1	Safety System	8574	
227	1	Tire Pressure Management	1691	
309	1	Pierce Husky 12 Single Agent (5) discharge	19137	
312	1	Pierce Hercules CAFS to (5) Discharges	27888	
314	1	Foam Cell 50 Gallons	1868	
402	1	Add Front Bumper Line (including hose tray & cover)	2886	
403	1	Add 19" Extended Steel Painted Bumper	2346	
404	1	Add Hinged-Type Aluminum Cover to Crosslay (per set of 2)	590	
411	1	Add Mechanical Seal to Pump	749	
414	1	Each Additional Transverse Preconnect 2.0" plumbing	2291	
420	1	Increase Pump from 1250 to 1500 gpm	5014	
429	1	Extenda-gun 18"	3620	
453	1	Hose Bed Cover, Aluminum	5834	
461	1	Adjustable Compartment shelves (6)	960	
463	1	Slide-out floor tray	712	
466	1	Traffic Directing light bar	1435	
477	2	Auto-eject 20 amp	458	
484	4	12 volt LED Recessed or surface (per light)	6956	
485	2	12 volt LED Pole light (per light)	3828	
486	2	SCBA Cylinder storage in fender panel double (each)	1524	
970	1	Add Electric / Hydraulic Ladder Rack	8782	
971	1	Add Right High Side Compartments	3226	
978	1	LED Emergency Light Package	6479	
593760	1	upgrade to ESC/ABS/ATC Wabco Brake System, Single Rear Axle, 2010		4,210.22
3155	1	Compressor, Air, Kussmaul 091-9B-1, 120V Brake System		1,173.68
647167	1	Compt, Storage, 11.25 W x 18 H x14 D, (1) Ea Side C/C, Dbl Pan Dr, Rev Hng, AXT		1,155.64
647170	1	Compt, Storage, 11.25 W x 36 H x 24.88 D, (1) Ea Side C/C, Dbl Pan, Rev Hng, AXT		1,258.02
12485	1	Air conditioning(13.5K) Cool Only, 120V Coleman Mach 3, Cab Roof		2,324.21
658019	1	upgrade to Alternator, 360 amp, Niehoff C531		1,831.53
677751	1	Tailboard, T-Shaped, 28" & 12" Deep		1,223.41
3570	1	Eng Compt, Lap Doors		2,454.59
656031	1	Compt, Backboard Storage, Over Pump		1,423.85
42184	1	Troughs, H.S.H., DS, Aluminum, Double, Velcro Straps		967.93
583885	2	Compt, Air Bottle in Fender Panel		1,020.29
4361	6	Tubes, Alum, Pike Pole Storage		919.41
545727	1	Inlet, Rear, 4"-6" w/5" S/S Plmb, Thru Tank, PS, w/Bleeder Valve		6,893.49
75014	1	Control, Electric, Rear Lrg Inlet, w/Waterous Actuator and LED ID lights		1,184.19
9662	1	Intake Relief Valve, Rear Inlet		907.07
4940	2	Outlet(s), LH Side, 2.50"		1,609.52
4945	2	Outlet(s), RH Side, 2.50"		1,609.52
5047	1	Outlet, 4.00" w/4.00" Right, Handwheel		4,197.45
4995	1	Outlet, Rear, 2.50"		1,907.23
17856	1	Foam By-pass, 2.5" Plumbing		1,304.08
658057	1	Siren, Unitrol U280K-15 w/UMNCT-SB & UDMK, 100/200W, Other Speaker, Non- NFPA Com		2,223.89
559685	1	Paint, Two Tone, Cab, Custom Cab		831.12
646901	1	Paint Chassis Frame Assy, With Liner, E-Coat, Standard		555.97
544133	1	Reflective Band, 1"-6"-1", Multi Color Band, Separate Color Cab/Body & Doors		784.80

67290	1	Stripe, Gold Leaf, Side of Body, High		824.52
68292	1	Stripe, Gold Leaf, Side of Body, Low and Over Fender		1,098.88
686428	1	Lettering, Gold Leaf, 3.00", (41-60)		1,051.37
516701	1	Emblem, American Flag Painted on Cab Grille, All Custom Chassis		1,137.10
684219	2	Emblem, Maltese Cross, Printed Effect Gold Leaf, 18"-20", Pair		1,995.24
655381	1	Light, Rear Zone Upper, Code-3, DuoBeam II, DB2-2TPNFPA LED Red Beacon,		1,266.15
550208	2	Speaker, Federal CP100-S, Chrome		1,291.81
510022	1	Strainer, CAFS and Foam Sys Oil Cooler and Foam Inlet, Panel Mount -		592.11
552484	1	Refill, Foam Tank, Dual Tank, Husky 12		1,723.78
27554	1	Compt, Ladder Rack Controls, S/S Door		502.00
65232	1	Scuffplate, S/S, Polished, Backboard Compt Walls		895.83
19845	7	Guard, Drip Pan, S/S, Roll-up Door		890.04
24110	1	Tray, Hose, Running Board, 20' of 5.00" Soft Suction Hose		945.86
527116	1	Lights, Below Alum Hose Bed Cover, On Scene LED Night Stik		741.28
5970	1	Lights, Deck, Collins (2) FX-12 - Rear Hose Bed		784.60
12122	1	Fans, Window Defrost, One (1) Fan on Each Side		463.63
820	1	Moisture Ejector, Automatic, w/Heat		966.75
78243	1	Tires, Front, Michelin, XZY3 (wb), 385/65R22.50, 18 ply		1,596.67
548004	1	Wiring, Spare, 15 A 12V DC 1st		44.27

<b>Base Bid</b>	<b>\$</b>	<b>405,078.00</b>	
<b>Published Options</b>	<b>\$</b>	<b>146,380.00</b>	
<b>Total Published Options</b>	<b>\$</b>	<b>551,458.00</b>	
<b>Unpublished Options</b>	<b>\$</b>	<b>62,783.00</b>	<b>11.38%</b>
<b>Total Options w/o HGAC Fee</b>	<b>\$</b>	<b>614,241.00</b>	



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5. 4.

**Meeting Date:** 06/24/2015

**Department Head:** Hank Green, Fire Chief, Fire Department

**Submitted By:** Hank Green, Fire Chief, Fire Department

**Action Requested:** Motion

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#### ITEM:

Discussion and Possible action to authorize the City of San Luis Fire Department to continue with application for a Certificate of Necessity (CON) to provide emergency ambulance services. **(Hank Green)**

#### SUMMARY:

Previous presentations and discussions regarding our pursuit of a CON was based upon run history, run projections, suggested base and mileage rates, projected revenues, and projected expenses. The original projections indicated a positive cash flow of nearly \$300,000 with subsequent years growth, increased activity and rates providing greater revenues. Our original business plan was based upon the assumption that SLFD would continue to operate with existing personnel, even absorbing the SAFER Firefighters, from our existing facilities. This business plan did not include expenses such as utilities (water, sewer and trash collection), bond or loan payments or the allocation of assigned existing personnel's salaries and EREs.

Our CON application has been under review by AzDHS since March of this year and is nearing completion. I am requesting the opportunity to speak before City Council to address what I believe is probably the final step before our CON is routed to the AzDHS Director for a granting by waiver or scheduled for a hearing before an Administrative Law Judge. A hearing is the least preferred route our application can take since it will require coordination of schedules of the Law Judge all appropriate parties to respond or answer questions.

I have attached a Memo with a embedded spread sheet which show variable ways accounting entries which present varies results. The left column (SLFD) is the simple approach which keeps existing expenses under the purview of SLFD and a positive cash flow of over \$500,000. The right column (AzDHS) was built with allocated expenses requested to reflect the more appropriate representation of the ambulance operations; assigned personnel, facilities, utilities, etc and a negative cash flow of greater than \$600,000. I cannot replicate the "Net Loss" identified by AzDHS (\$475,820).

All of this brings me to the reason I am requesting to make this presentation. AzDHS is understanding that municipalities will off set ambulance enterprise expenses with existing general fund money. I including a portion of a recent e-mail with AzDHS which their request for confirmation of our intent to "subsidize" the ambulance operations from the City/SLFD funds.

**In your substantive response the San Luis Fire did state that they will be covering operating losses with other governmental revenues/funds. If you could have the City Finance Manager or whoever is in charge of funding of the EMS operations write a letter or email to me stating that the City of San Luis is aware of the funding requirements of EMS operations and that the City is supportive/dedicating funds for ongoing operations. That will be helpful for when**

we present this to a judge (if it goes to hearing) or to the Director (if it goes to waiver).

By the way, City of Yuma and Somerton have supported your application. I am just awaiting a response from Rural Metro and hopefully this application can move through the waiver process. I will keep you updated and if you could get a letter of support from the City Finance Manager it would help your application for when it is presented to the Director.

**RECOMMENDATION / SUGGESTED MOTION:**

**“I MOVE TO ACKNOWLEDGE:**

- **POSSIBLE YEARLY DEFICIENCIES THAT MAY ENSUE FROM OPERATIONS;**
- **THE NEEDS TO COVER SUCH OUTCOMES FROM GENERAL FUND MONEYS WHENEVER NECESSARY FOR THE CITY OF SAN LUIS FIRE DEPARTMENT; AND**
- **THE NEED TO CONTINUE WITH THE APPLICATION TO THE ARIZONA DEPARTMENT OF HEALTH SERVICES FOR CERTIFICATE OF NECESSITY (CON) TO PROVIDE EMERGENCY AMBULANCE SERVICES.”**

**Supporting information not attached to the Agenda Item Review Form:**

N/A

Is document to be sent to the Recorder's Office?: No

**Department**

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**Fiscal Impact**

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** NA  
**CITY/STATE/FEDERAL FUNDS:** NA  
**TOTAL:** NA  
**BUDGETED:** NA  
**AVAILABLE TO TRANSFER:** NA  
**ACCOUNT #/REMAINING BALANCE:** NA

**FISCAL IMPACT STATEMENT:**

While this area shows a negative number (loss), there will be a reallocation of existing general funds, if approved by City Council.

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**Attachments**

CON Memo

CON Financials

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## MEMORANDUM

TO: Robert Eads, City Manager, City of San Luis  
Geraldo Sanchez, Mayor, City of San Luis

FROM: Fire Chief Hank Green



DATE: June 16, 2015

RE: Agenda Item Request: June 24, 2015

The City of San Luis Fire Department has been actively pursuing a Certificate of Necessity (CON) from the Arizona Department of Health Services (AzDHS), Bureau of Emergency Medical Services and Trauma Systems (BEMSTS). This project was introduced to the San Luis City Council as the end goal of the Intergovernmental Agreements (IGA) with the Somerton-Cocopah Fire Department and the City of Somerton.

In general terms, the revenue stream from a City of San Luis CON was projected to provide between \$60,000 and \$750,000, depending on the operational costs considered.

Some of the original projections were presented as a means of absorbing and paying SAFER Firefighters (whose contract was about to expire) while all projections included operating costs of our ambulance services; hiring part-time employees to replace the Somerton-Cocopah Fire Department employees provided by the IGA, lease of ambulances to build the fleet, billing services and ambulance fuel. The philosophy I presented was that SLFD was already budgeting for and spending salaries and paying utilities.

AzDHS has requested that all associated expenses be identified for ambulance operation financials; therefore additional cost factors were included in the CON application (Ambulance Revenue and Cost Report- ARCR). In addition to those listed above, AzDHS has requested the inclusion of appropriate and proportionate salaries of the Fire Chief, Administrative Assistant, Supervising Fire Captains, full-time salaries and EREs of personnel assigned to ambulances, part-time salaries and EREs of personnel assigned to ambulances, facilities loan/lease payments, vehicle amortization, billing services and reduced Medicare and ACHSSS payments/income be factored in to the ARCR.

Originally, I had intended our operations would result in no additional costs to our citizens and had requested rates (base and mileage) which were identical to Somerton-

Cocopah Fire Department's. Upon the review of our suggested rates by AzDHS, they suggest a reduced mileage rate while raising our base rate. The end result is that after running the projections, SLFD will receive \$403.00 less. As a matter of form, I have accepted their suggested rate schedule.

We are nearing the end of our review and question/answer period and AzDHS will shortly be required to schedule an Administrative Hearing before an Administrative Law Judge. This is the less preferred route of obtaining a CON because of the costs incurred to have legal representation and the most time consuming because it requires the coordination of multiple calendars. Should we provide all answers to AzDHS questions and the rate review is favorable, BEMSTS personnel may recommend our CON be granted by waiver (without objections or hearing).

Here is where we are today. As stated, when originally presented, I projected a revenue rate of \$3,388,011. Current AzDHS projections project a revenue rate of \$3,395,012. Surprising we are very close. When I identified the original costs, the net revenue was between \$600,000 and \$700,000. AzDHS's ARCR, when these costs are included, results in a projected net loss of \$475,820.

The reallocated expenses (general fund for SLFD to enterprise fund for ambulance operations) results in a potential reduction of our general fund allocation of \$1,185,568.

Option 3 (Bureau's suggested rates to match Gross Revenue) Projected Net loss (\$475,820) to be subsidized through tax subsidies. Your average patient bill would be similar to other Border Ambulance services like Nogales Ambulance Service.

ALS & BLS \$1205.00      Mileage \$10.85

RATE STRUCTURE:	APPLICANT PROPOSAL			BEMSTS ANALYSIS		
	UNITS	RATES/ CHARGES	AMOUNT	UNITS	RATES/ CHARGES	AMOUNT
<u>BASE RATE:</u>						
A.L.S.	1,652	\$1,042.22	\$ 1,721,747	1,652	\$1,205.00	\$ 1,990,660
B.L.S.	707	\$1,042.22	736,850	707	\$1,205.00	851,935
Mileage	50,914	\$18.40	936,818	50,914	\$10.85	552,417
Standby / Waiting Revenue	0.0	\$260.56	0	0.0	\$301.25	0
Nursing Charges			0			0
Medical Supplies (Cost)			0			0
Other			0			0
TOTAL			\$ <u>3,395,415</u>			\$ <u>3,395,012</u>

	SLFD	AzDHS
Net revenue	3,388,011	3,395,012
60% collection rate	2,032,807	2,037,007
Billing service	162,625	162,625
Vehicle lease	52,000	52,000
Disposable equipment	20,000	20,000
Fuel and maintenance	65,000	65,000
9 SAFER Firefighters	588,936	
9 SAFER EREs	261,504	
9 Part-time Firefighters	315,360	
9 Part-time Firefighters EREs	41,220	
12 Firefighter Paramedics		745,248
12 Firefighter Paramedics EREs		357,719
9 Part-time Firefighter EMTs		315,360
9 Part-time Firefighter EMTs EREs		41,220
20% Fire Chief's Salary		25,500
20% Administrative Assistant's Salary		9,564
20% of 6 Fire Captain's Salary		90,887
Fire Station bond/loan payment		101,000
utilities (water, sewer, trash and solar)		30,000
SLM1 depreciation		22,800
AHCCCS - Medicare allotments		645,128
	526,162	-647,044

1,716,498



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5. 5.

**Meeting Date:** 06/24/2015

**Department Head:** Victor Figueroa, Acting Chief of Police, Police Department

**Submitted By:** Andrea Moreno, Police Administrator, Police Department

**Action Requested:** Motion

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### ITEM:

Discussion and possible action on any and all matters regarding the previously approved purchase of fifteen (15) portable radios for the San Luis Police Department and payment of sales taxes. **(Acting Chief of Police Victor Figueroa)**

### SUMMARY:

Council previously approved the purchase of 15 portable radios from Motorola and approved the amount of \$58,809.75 as quoted to the San Luis Police Department. Upon the receiving invoice, the total price came out to \$65,109.47 with sales tax included. The San Luis Police Department is seeking ratification of the purchase and authorization to use funds from the general fund capital outlay account to pay the difference of \$6,299.72 that is necessary to complete this purchase.

### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO RATIFY THE PURCHASE OF 15 PORTABLE RADIOS FOR THE SAN LUIS POLICE DEPARTMENT AND AUTHORIZE PAYMENT OF THE SALES TAXES IN THE AMOUNT OF \$6,299.72.**

**Supporting information not attached to the Agenda Item Review Form:**

N/A

**Is document to be sent to the Recorder's Office?:** No

**Department**

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### Fiscal Impact

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** yes

**CITY/STATE/FEDERAL FUNDS:** city

**TOTAL:** \$6,299.72

**BUDGETED:** no

**AVAILABLE TO TRANSFER:** yes

**ACCOUNT #/REMAINING BALANCE:** 100-999-90000

**FISCAL IMPACT STATEMENT:**

n/a

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## Attachments

invoice

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**MOTOROLA**

**MOTOROLA SOLUTIONS, INC.**

1301 E. Algonquin Road  
Schaumburg, IL 60196

Visit our website at: [www.motorola.com](http://www.motorola.com)



# INVOICE

000000 01 02 000488 000571P

Page 1 of 2

TOTAL INVOICE AMOUNT:	<b>\$65,109.47</b>
MOTOROLA INVOICE NUMBER:	13065228
INVOICE DATE:	05/30/2015
PAYMENT DUE:	06/29/2015
CUSTOMER ACCOUNT NUMBER:	1035753963 0005
PURCHASE ORDER DATE:	05/15/2015
YOUR P.O.#:	2015-00002643

488

BILL TO SAN LUIS, CITY OF

P O BOX 7740  
SAN LUIS, AZ 85349

SHIP TO SAN LUIS, CITY OF

police dept  
1030 E UNION ST  
SAN LUIS, AZ 85349

*For questions concerning this Invoice please contact  
Motorola at: 1-888-567-7347*

00019-00010-00010

Payment Terms: NET 30 DAYS FROM INVOICE DATE

Motorola Solutions, Inc. Federal Tax Id: 36-1115800

Sales Order Number: 0958900050207

Ultimate Destination: SAN LUIS, CITY OF, 1030 E UNION ST, SAN LUIS, AZ 85349

## Invoice Detail

Item	Model Number	Qty	Description	Unit Price	Amount
1	H98UCF9PW6 N	15	APX6000 700/800 MODEL 2.5 PORTABLE SERIAL NUMBERS 755CRK0214 through 755CRK0228	1,941.00	29,115.00
1a	Q887	15	ENH: 4 YR SFS LITE	162.00	2,430.00
1b	QA01833	15	ADD: EXTREME 1-SIDED NOISE REDUCTIO	18.75	281.25
1c	QA02818	15	ALT:LIION IMPRES FM/CSA 2300M (NNTN	37.50	562.50
1d	QA02756	15	ADD: 9600 TRUNKING OR 3600 DIGITAL	1,256.00	18,840.00
1e	H842	15	ADD: SINGLE UNIT PACKING	0.00	0.00
2	WPLN7080	15	CHR IMP SUC EXT US/NA/CA/LA	87.50	1,312.50
3	NNTN8092	15	BATT IMP FM R LI ION 2300M 2350T BL	99.40	1,491.00
4	HMN4104B	15	IMPRES RSM DSPLY W JACK, W CHNL	262.50	3,937.50
5	RLN6424B	15	RX ONLY EARPIECE W/TRANSLUCENT TUBE	56.00	840.00
SUBTOTAL					58,809.75

06-08-15P04:09 RCVD

(Continued on Next Page)

Detach here and return bottom portion with your payment.

IM1A-1

INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE
13065228	1035753963 0005	06/29/2015

Please put your Invoice Number and your Customer Account Number on your check for prompt processing.

SAN LUIS, CITY OF

P O BOX 7740  
SAN LUIS, AZ 85349

## Payment Coupon

Invoice Total	Amount Paid
\$65,109.47	

Send Payment To:



**MOTOROLA**

**MOTOROLA SOLUTIONS, INC.**  
13108 COLLECTIONS CENTER DRIVE  
CHICAGO, IL 60693

0103000605020208 1035753963 0005 0000 053015 0006510947 01



**MOTOROLA**

**MOTOROLA SOLUTIONS, INC.**

1301 E. Algonquin Road  
Schaumburg, IL 60196

**INVOICE**

000003 02 02 000488 000572P

Page 2 of 2



Visit our website at: [www.motorola.com](http://www.motorola.com)

TOTAL INVOICE AMOUNT:	<b>\$65,109.47</b>
MOTOROLA INVOICE NUMBER:	13065228
INVOICE DATE:	05/30/2015
PAYMENT DUE:	06/29/2015
CUSTOMER ACCOUNT NUMBER:	1035753963 0005
PURCHASE ORDER DATE:	05/15/2015
YOUR P.O.#:	2015-00002643

BILL TO SAN LUIS, CITY OF  
P O BOX 7740  
SAN LUIS, AZ 85349

SHIP TO SAN LUIS, CITY OF  
police dept  
1030 E UNION ST  
SAN LUIS, AZ 85349

*For questions concerning this Invoice please contact  
Motorola at: 1-888-567-7347*

00020-00010-00010

Payment Terms: NET 30 DAYS FROM INVOICE DATE

Motorola Solutions, Inc. Federal Tax Id: 36-1115800

Sales Order Number: 0958900050207

Ultimate Destination: SAN LUIS, CITY OF, 1030 E UNION ST, SAN LUIS, AZ 85349

**Invoice Detail (Continued)**

Item	Model Number	Qty	Description	Unit Price	Amount
			Carrier: ABF		
			STATE TAX		3,293.35
			COUNTY TAX		653.98
			CITY TAX		2,352.39
			TOTAL TAX		6,299.72
			PLEASE PAY THIS AMOUNT (PAYMENT DUE: 06/29/2015)		65,109.47

06-08-15P04:09 RCVD



**Quote Number:** QU0000318769  
**Effective:** 28 APR 2015  
**Effective To:** 27 JUN 2015

**Bill-To:**

SAN LUIS, CITY OF  
P O BOX 7740  
SAN LUIS, AZ 85349  
United States

**Ultimate Destination:**

SAN LUIS, CITY OF  
2450 MADISON AVE  
YUMA, AZ 85364  
United States

**Attention:**

**Name:** Victor Figueroa  
**Phone:** 928-341-2500

**Sales Contact:**

**Name:** Robert Henderson  
**Email:** robert@gilaelectronics.com  
**Phone:** 928-726-0896

**Contract Number:** YUMA, CITY OF(AZ)

**Freight terms:** FOB Destination

**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	15	H98UCF9PW6AN	APX6000 700/800 MODEL 2.5 PORTABLE	\$2,588.00	\$1,941.00	\$29,115.00
1a	15	Q887AT	ENH: 4 YR SFS LITE	\$162.00	\$162.00	\$2,430.00
1b	15	QA01833AH	ADD: EXTREME 1-SIDED NOISE REDUCTION	\$25.00	\$18.75	\$281.25
1c	15	QA02818AA	ALT:LIION IMPRES FM/CSA 2300M (NNTN8092)	\$50.00	\$37.50	\$562.50
1d	15	QA02756AA	ADD: 9600 TRUNKING OR 3600 DIGITAL TRUNKING	\$1,570.00	\$1,256.00	\$18,840.00
1e	15	H842AU	ADD: SINGLE UNIT PACKING	-	-	-
2	15	WPLN7080A	CHR IMP SUC EXT US/NA/CA/LA	\$125.00	\$87.50	\$1,312.50
3	15	NNTN8092A	BATT IMP FM R LI ION 2300M 2350T BLK	\$142.00	\$99.40	\$1,491.00
4	15	HMN4104B	IMPRES RSM DSPLY W JACK, W CHNL	\$375.00	\$262.50	\$3,937.50
5	15	RLN6424B	RX ONLY EARPIECE W/TRANSLUCENT TUBE	\$80.00	\$56.00	\$840.00

**Total Quote in USD**

\$58,809.75

All pricing is based upon contract #2003000423.

Multikey encryption will be added as a Flash upgrade at no cost once radios have been delivered.

THIS QUOTE IS BASED ON THE FOLLOWING:

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

3 Purchaser will be responsible for shipping costs, which will be added to the invoice.

4 Prices quoted are valid for thirty(30) days from the date of this quote.

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5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5. 6.

**Meeting Date:** 06/24/2015

**Department Head:** Ketié St. Louis, Finance Director, Finance Department

**Submitted By:** Ketié St. Louis, Finance Director, Finance Department

**Action Requested:** Motion  
Resolution

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### ITEM:

Discussion and possible action of adoption of Resolution No. 1101, a Resolution of the City of San Luis approving an intergovernmental agreement between the City of San Luis and the State of Arizona Department of Revenue. **(Ketié St. Louis)**

### SUMMARY:

Local Transaction Privilege Tax (TPT) administration was recently modified for the purpose of tax simplification with House Bill 2111 and 2013 and House Bill 2389 in 2014. For this reason, the Arizona Department of Revenue is required to administer the TPT and use taxes imposed by all entities and to enter into a new inter-governmental agreement with each city and town to reflect these changes.

### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO APPROVE AND ADOPT RESOLUTION 1101 AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT AS PRESENTED BETWEEN THE CITY OF SAN LUIS AND THE STATE OF ARIZONA DEPARTMENT OF REVENUE FOR THE UNIFORM METHODS FOR HANDLING EXCISE TAXES IMPOSED BY THE STATE AND THE CITY.**

**Supporting information not attached to the Agenda Item Review Form:**

Resolution 1101

**Is document to be sent to the Recorder's Office?:** No

**Department**

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### Fiscal Impact

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** NONE  
**CITY/STATE/FEDERAL FUNDS:** NONE  
**TOTAL:** NONE  
**BUDGETED:** NONE  
**AVAILABLE TO TRANSFER:** NONE  
**ACCOUNT #/REMAINING BALANCE:** NONE  
**FISCAL IMPACT STATEMENT:**

There is no fiscal impact.

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**Attachments**

IGA 2015

Resolution 1101

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**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE STATE OF ARIZONA AND  
THE CITY OF SAN LUIS**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the Arizona Department of Revenue, hereinafter referred to as Department, and the City of San Luis, an Arizona municipal corporation, hereinafter referred to as City/Town. This Agreement shall supersede and replace all previous intergovernmental agreements, including amendments thereto, entered into by the Department and City/Town regarding the administration, collection, audit and/or licensing of transaction privilege tax, use tax, severance tax, jet fuel excise and use taxes and rental occupancy taxes imposed by the State, cities or towns.

R E C I T A L S

WHEREAS, Title 11, Chapter 7, Article 3 (A.R.S. § 11-952) authorizes two or more public agencies to enter into intergovernmental agreements to contract for services, if authorized by their legislative or governing bodies.

WHEREAS, A.R.S. § 42-6001 et seq. was amended effective January 1, 2015 to provide that the Department shall collect and administer any transaction privilege and affiliated excise taxes imposed by any city or town in Arizona and that the Department and each city or town shall enter into an intergovernmental contract or agreement pursuant to A.R.S. § 11-952 to provide a uniform method of administration, collection, audit and licensing of transaction privilege and affiliated excise taxes imposed by the State, cities or towns.

WHEREAS, City/Town has taken appropriate action by ordinance, resolution or otherwise, pursuant to the laws applicable to the governing body of City/Town, to approve and authorize City/Town to enter into this Agreement.

A G R E E M E N T

NOW, THEREFORE, in consideration of the foregoing, the Department and City/Town enter into this intergovernmental agreement as follows:

**1. Definitions**

- 1.1 A.R.S.** means the Arizona Revised Statutes.
- 1.2 Adoption of an Ordinance** means final approval by majority vote of the City/Town council.
- 1.3 Audit** means a review to determine the correct amount of tax owed by a taxpayer and includes, but is not limited to, desk reviews and reviews of claims for refund.
- 1.4 Closing Agreement** means an agreement to compromise or settle a tax liability.

- 1.5 **Confidential Information** means all such information as defined in A.R.S. § 42-2001.
- 1.6 **Confidentiality Standards** means the standards set forth in Appendix A or such other written standards mutually agreed to by the Department and City/Town.
- 1.7 **Federal Tax Information** means federal return or return information the Department receives from the Internal Revenue Service including any information created by the Department derived from that information. Documents obtained from a taxpayer or State records are not considered Federal Tax Information.
- 1.8 **Model City Tax Code** means the document defined in A.R.S. § 42-6051. The official copy of the Model City Tax Code is published at [modelcitytaxcode.az.gov](http://modelcitytaxcode.az.gov).
- 1.9 **Modification** means a change to an assessment required or authorized by statute.
- 1.10 **Municipal Tax(es)** means transaction privilege and affiliated excise taxes, including use tax, severance tax, jet fuel excise and use tax, and rental occupancy tax, imposed by City/Town in accordance with the Model City Tax Code. Unless the context provides otherwise, this definition includes tax, license fees, penalties, interest and other similar charges.
- 1.11 **State** means the State of Arizona.
- 1.12 **State and Local Uniformity Group** (“SLUG”) means an advisory group comprised of four representatives from municipal taxing jurisdictions and four representatives of the Department as set forth in Section 13 below.
- 1.13 **Taxpayer Information** means information protected from disclosure pursuant to Model City Tax Code § 510.

## 2. Disclosure of Information by City/Town to Department

- 2.1 **Qualified Recipients of Information:** The Department shall provide a list of the names and job titles of Department employees authorized to request and receive Taxpayer Information from City/Town. The Department shall inform City/Town of any additions, deletions or changes to this list within fifteen calendar days after the change occurs and shall provide an updated list at least annually. This information shall be sent via email to City/Town at \_\_\_\_\_. The City/Town will not disclose Taxpayer Information to a Department employee whose name is not included on this list. City/Town may contact the Department with any questions related to qualified recipients by contacting the Cities Unit at [CitiesUnit@azdor.gov](mailto:CitiesUnit@azdor.gov).
- 2.2 **Use of Information:** Any Taxpayer Information released by City/Town to the Department may only be used by the Department for tax administration and collection purposes, and may not be disclosed to the public in any manner that does not comply with the Model City Tax Code. All Taxpayer Information shall be stored and destroyed in accordance with the Confidentiality Standards.

### 2.3 **Municipal Ordinance:**

- (a) City/Town shall provide the Department with a copy of its Municipal Tax code or any City/Town ordinances imposing the taxes to be collected hereunder within ten calendar days of a request for such information from the Department. This information shall be sent via email to the Cities Unit at [CitiesUnit@azdor.gov](mailto:CitiesUnit@azdor.gov).
- (b) City/Town shall provide the Department with a copy of any ordinance adopted by City/Town after execution of this Agreement that imposes or modifies the Municipal Taxes to be collected hereunder, including a new or different tax rate as defined by A.R.S. § 42-6053(E), within ten calendar days of Adoption of an Ordinance. This information shall be sent via email to the Cities Unit at [CitiesUnit@azdor.gov](mailto:CitiesUnit@azdor.gov). No such ordinance shall take effect on a date other than the first day of the month that is at least sixty calendar days after city/town provides notice to the Department unless City/Town and the Department agree otherwise. The Department shall add the change to the official copy of the Model City Tax Code within ten business days of receipt of notice from City/Town. City/Town is responsible for confirming the change has been made. Pursuant to A.R.S. § 42-6053(E)(2), changes in tax rates have no effect unless reflected in the official copy of the Model City Tax Code.
- (c) Within fifteen calendar days following the adoption of an annexation ordinance, one copy of the ordinance and notification of the effective date of such ordinance shall be sent to the Department via email at [GIS@azdor.gov](mailto:GIS@azdor.gov). City/Town shall also include with the notice a list of businesses City/Town knows to be located in the annexed area. The Department shall not be obligated to begin collection of Municipal Tax any sooner than the first day of the month that is at least sixty calendar days after the date the Department received notice from City/Town of the annexation.

**2.4 Development and Impact Fees:** Upon request, City/Town shall provide to the Department any information regarding development and impact fees to assist the Department with the auditing of taxpayers and billing and collection of taxes.

**2.5 Audits:** Upon request by the Department, City/Town shall allow inspections and copies of any City/Town tax audits.

**2.6 Other Information:** City/Town shall also provide other relevant information necessary for tax administration and collection purposes as requested by the Department.

**2.7 Statutory Authority:** The disclosure of confidential City/Town tax information is governed by Model City Tax Code Section 510.

**3. Disclosure of Information by Department to City/Town.**

**3.1 Qualified Recipients of Information:** City/Town shall provide a list of the names and job titles of City/Town employees and any independent auditors acting on behalf of City/Town authorized to receive Confidential Information. City/Town shall inform the Department of any additions, deletions or changes to this list within fifteen calendar days after the change occurs and shall provide an updated list at least annually. This information shall be sent via email to the Cities Unit at [CitiesUnit@azdor.gov](mailto:CitiesUnit@azdor.gov). The Department will not disclose any Confidential Information to a City/Town employee or independent auditor whose name is not included on this list. The Department may contact City/Town with any questions related to qualified recipients by contacting \_\_\_\_\_.

**3.2 Suspension of Information:** The Department will not withhold Confidential Information from City/Town so long as City/Town complies with A.R.S. § 42-2001 et seq. and the Confidentiality Standards.

(a) If the Department has information to suggest City/Town, or any of its duly authorized representatives, has violated A.R.S. § 42-2001 or the Confidentiality Standards, the Department will send written notice to City/Town detailing the alleged breach as understood by the Department and requesting a response to the allegation within twenty calendar days of the date of the letter.

(b) The Department will review the written response from City/Town and consider the information contained therein and all relevant circumstances surrounding the alleged violation before making a written determination as to whether a suspension of information is warranted and the length of the suspension.

(c) If City/Town is dissatisfied with the Department's determination it may within ten calendar days, submit a written request to SLUG requesting the group review the determination.

(d) If the Department has information to suggest City/Town has violated the Confidentiality Standards, the Department may inspect City/Town's records, facilities, and equipment to confirm whether there has been a violation.

**3.3 Information to be Provided:** Within the restrictions outlined in this Section, the Department shall provide all of the information detailed in Appendix B, which may be modified by the mutual agreement of the parties. The Department shall not provide Federal Tax Information to City/Town. In addition to the information detailed in Appendix B, City/Town may obtain upon request:

(a) Inspections and/or copies of Department tax audits, including all information related to all cities and towns included in the tax audit; and

- (b) Other relevant information necessary for tax administration and collection purposes, including all information necessary to verify City/Town received all revenues collected by the Department on behalf of City/Town.

**3.4 Storage and Destruction of Confidential Information:** All Confidential Information provided by the Department to City/Town shall be stored, protected, and destroyed in accordance with the Confidentiality Standards.

**3.5 Statutory Authority:** The Department may disclose Confidential Information to City/Town pursuant to A.R.S. § 42-2003(H) if the information relates to a taxpayer who is or may be taxable by a county, city or town. Any Confidential Information released to City/Town:

- (a) May only be used for internal tax administration purposes as defined in A.R.S. § 42-2001(4); and
- (b) May not be disclosed to the public in any manner that does not comply with the Confidentiality Standards.

A.R.S. § 42-2003(H)(2) provides that any release of Confidential Information that violates the Confidentiality Standards will result in the immediate suspension of any rights of City/Town to receive taxpayer information pursuant to A.R.S. § 42-2003(H).

**3.6 Specificity of Data:** A.R.S. § 42-6001 provides that taxpayers shall file and pay Municipal Taxes to the Department if the Department has developed the electronic and nonelectronic tools necessary to capture data with sufficient specificity to meet the needs of all taxing jurisdictions, including specific data regarding each tax classification and any corresponding deductions at each business location of the taxpayer. Pursuant to A.R.S. § 42-5015, the electronic system utilized by the Department must be able to capture data with sufficient specificity to meet the needs of the taxing jurisdiction. The Department and City/Town agree that JT2 and TPT2 (as summarized in Appendix C) are required to meet the specificity needs of City/Town.

**(a) Non-Program City/Town:** If City/Town performed its own Municipal Tax administration, collection, and licensing prior to July 1, 2015, then if the Department is unable to commit by September 1, 2015 that the data detail behind the JT2 and TPT2 will be provided to City/Town beginning and from January 1, 2016, the following shall take place:

- (1) The term of the agreement entered into by the Department and City/Town pertaining to City/Town performing municipal licensing services on behalf of the Department shall be extended for one (1) year; and
- (2) All provisions in this Agreement pertaining to the administration, collection, and licensing of Municipal Taxes shall not go into effect until such time as the Department is able to meet the requirements of A.R.S. § 42-6001 and

A.R.S. § 42-5015, however all language in this Agreement related to audit functions shall remain in full force and effect.

**(b) Program Cities/Towns:** If the Department performed Municipal Tax administration, collection and licensing for City/Town prior to July 1, 2015, then if the Department is unable to commit by September 1, 2015 that the data detail behind the JT2 and TPT2 will be provided to City/Town beginning and from January 1, 2016, the Department will continue to perform those functions. The continued provision of such service, however, shall not be deemed waiver of any legal rights or remedies afforded to City/Town including, but not limited to, a failure to meet the requirements of A.R.S. § 42-6001 and A.R.S. § 42-5015.

#### **4. Audit.**

The Department shall administer the audit functions for City/Town in accordance with the following provisions.

- 4.1 **Training:** All auditors and supervisors shall be trained in accordance with the policies of the Department. Auditors who have not completed the training may only work in connection with a trained auditor and cannot be the only auditor assigned to the audit. The Department shall:
- (a) Provide audit training at least three times per year, or more frequently if there is a demonstrated need, and be responsible for its costs of the training and any associated materials;
  - (b) Provide additional training when practical;
  - (c) Notify City/Town of any training sessions at least thirty calendar days before the date of the training session;
  - (d) Provide copies of State tax statutes, audit reference materials and audit procedures and manuals;
  - (e) Permit City/Town auditors and supervisors to attend any scheduled training as space permits at designated training location: and
  - (f) Provide additional training as needed to inform auditors and supervisors regarding changes in State law or Department policy.
- 4.2 **Conflict of Interest:** An auditor or supervisor trained and authorized to conduct an audit may not conduct any of the following prohibited acts:
- (a) Represent a taxpayer in any tax matter against the Department or City/Town while employed or in an independent contractor relationship with the Department or City/Town.
  - (b) Attempt to use his/her official position to secure any valuable thing or valuable benefit for himself/herself or his/her family members.

- (c) Represent a taxpayer before the Department or City/Town concerning any matter in which he/she personally participated for a period of one year after he/she ends employment or the independent contractor relationship with the Department or City/Town.
- (d) Use information he/she acquires in the course of the official duties as an auditor or supervisor in a manner inconsistent with his/her official duties without prior written approval from the Department.
- (e) For a period of one year after he/she ends employment or an independent contractor relationship with the Department or City/Town, work in the same firm as a person who represents a taxpayer against the Department or City/Town unless the firm institutes formal barriers to prevent any sharing of information between the trained auditor or supervisor and the remainder of the firm.

The Department may revoke an individual's authority to audit and prohibit the use of any auditor or supervisor who violates this provision.

#### **4.3 Audits and Refunds:**

- (a) City/Town may conduct an audit of a taxpayer engaged in business only in City/Town. Before commencing such audit, City/Town shall notify the Department to ensure the taxpayer is not already scheduled for an audit. The Department will provide City/Town with a written response within fifteen calendar days of the notice from City/Town.
- (b) Except as permitted below, the Department shall conduct all audits of taxpayers having locations in two or more cities or towns. A City/Town auditor may participate in any audit City/Town requested the Department to perform.
- (c) City/Town shall notify the Department if it wants an audit of a taxpayer having locations in two or more Arizona cities or towns and whose primary business activity is in the following business classifications taxable by City/Town, but not a taxable activity under State law:
  - 1. Residential rentals;
  - 2. Commercial rentals;
  - 3. Speculative Builders; or
  - 4. Advertising.

The Department will authorize such audits, to be overseen by the Department, unless there is already an audit of the taxpayer scheduled, or the Department determines the audit selection is discriminatory, an abuse of process or poses other similar defects. The Department will notify City/Town of its determination within thirty calendar days. No initial audit contact may occur

between City/Town and a taxpayer until the Department approves the audit notice.

- (d) City/Town may request the Department conduct an audit of a taxpayer having locations in two or more Arizona cities or towns and whose primary business is subject to both city and state tax. The request must be made using the Department's audit request form. Copies of the form can be obtained from the Department's TPT Hub Unit at [HubUnit@azdor.gov](mailto:HubUnit@azdor.gov). The Department shall notify City/Town of the decision regarding the request within thirty calendar days of receipt of the request.
- (e) The Department may deny a request for an audit for the following reasons:
  - 1. An audit is already scheduled or planned for the taxpayer within six months of the request;
  - 2. The requested audit would interfere with strategic tax administration planning;
  - 3. The audit selection is discriminatory, an abuse of process or poses other similar defects;
  - 4. The request lacks sufficient information for the Department to determine whether it is appropriate;
  - 5. The Taxpayer was audited within the previous two years;
  - 6. The Department lacks sufficient resources to conduct the audit; or
  - 7. The scope or subject of the audit does not justify the use of Department resources.
- (f) If the Department denies a request to conduct an audit because it either lacks resources to conduct the audit itself or the scope or subject of the audit does not justify the use of Department resources then City/Town shall notify the Department if it wants to conduct the audit under the supervision of the Department. No initial audit contact may occur between City/Town and a taxpayer until the Department appoints someone to supervise the audit.
- (g) Any decision by the Department denying City/Town's request to conduct any audit may be referred to SLUG in accordance with Section 13 of this Agreement.
- (h) All audits conducted by City/Town shall be in accordance with standard audit procedures defined in the Department audit manual. All auditors shall be trained in accordance with Section 4.1 above.
- (i) The Department may appoint a manager to supervise any audit conducted by City/Town.

- (j) All audits shall include all taxing jurisdictions in the State regardless of which jurisdiction's auditors participate in the audit. All desk reviews must include all taxing jurisdictions for which there is information available.
- (k) The Department shall issue all audit assessments on behalf of all taxing jurisdictions in a single notice to the taxpayer.
- (l) The Department shall issue Modifications to audit assessments on behalf of all taxing jurisdictions in a single notice to the taxpayer.

#### **4.4 Claims for Refund:**

- (a) When a taxpayer files a request for refund, including refunds requested by filing amended returns, the Department shall process the request and review it for mathematical errors or for the failure of the taxpayer to properly compute the tax based on the taxable income reported on the return or refund request.
- (b) The Department will notify City/Town of all refund requests that are processed involving City/Town's Municipal Taxes within thirty calendar days of processing the refund. City/Town may request an audit of the taxpayer as set forth in Section 4.3 above. .
- (c) The Department may assign an auditor to review requests for refunds. The Department will notify City/Town, within thirty calendar days of initiating a review, of all refunds under review by an auditor pertaining to a taxpayer who engages in business within City/Town's taxing jurisdiction and may request that City/Town assign an auditor to assist with such reviews.
- (d) City/Town is responsible for payment of all amounts to be refunded to taxpayers for Municipal Tax incorrectly paid to City/Town. The Department may offset a remittance to City/Town under this Agreement to cover the amounts of allowed refunds. If there are insufficient funds available to pay the refund, City/Town must pay the Department within sixty days of written demand from the Department.
- (e) The Department shall issue refund approvals/denials on behalf of all taxing jurisdictions in a single notice to the taxpayer. City/Town may request copies of such determinations.

**4.5 Protests:** Taxpayer protests of audit assessments and desk review assessments and refund denials shall be directed to the Department. Appeals of audit assessments, desk review assessments and refund denials shall be administered pursuant to Title 42, Chapter 1, Article 6, Arizona Revised Statutes. Upon request, the Department shall notify City/Town of any appeals within 30 days of receipt of the protest.

- 4.6 Notice of Resolution:** The Department shall notify City/Town when a protest is resolved, including information concerning the resolution of the protest, within 30 days after the resolution of a protest.
- 4.7 Status Reports:** The Department shall keep SLUG apprised of the status of each protested matter involving the imposition of Municipal Taxes. City/Town may request to be on a distribution list for monthly status reports by contacting the Department's Cities Unit.

## **5. Voluntary Disclosure Agreements**

The Department may enter into a voluntary disclosure agreement with a taxpayer. A voluntary disclosure agreement may limit the years subject to audit and waive penalties. City/Town may request to be kept informed of voluntary disclosure agreements involving City/Town Municipal Tax. If City/Town makes that request, the Department will notify City/Town of the Department's intent to enter into an agreement and the Department will provide the taxpayer's identity within thirty calendar days of disclosure. City/Town may request an audit of a taxpayer subject to a voluntary disclosure agreement pursuant to Section 4.3 above.

## **6. License Compliance**

**6.1 License Issuance and Renewal:** The Department shall issue new Municipal Tax licenses and renew such licenses for City/Town Municipal Tax. The Department of Revenue shall provide City/Town with information about all persons obtaining and renewing tax licenses as set forth in Appendix B.

**6.2 License Checks:** The Department and City/Town shall coordinate efforts to conduct tax license compliance checks through canvassing and other compliance methods.

**6.3 Confidentiality:** Any tax license information City/Town obtains from the Department is considered Confidential Information and may only be disclosed as authorized by A.R.S. § 42-2003. Any tax license information City/Town obtains through its own efforts may be disclosed as allowed by applicable City/Town laws.

**6.4 Changes to License Fees:** Within fifteen calendar days following the Adoption of an Ordinance (or official acknowledgment of approval of an ordinance by voters in an election of a charter city) issuing or modifying a tax license fee, one copy of the ordinance and notification of the effective date of such ordinance shall be sent to the Department via email at [CitiesUnit@azdor.gov](mailto:CitiesUnit@azdor.gov). The Department shall not be obligated to begin collection of the new or modified fee any sooner than sixty calendar days after the date the Department received the ordinance from City/Town. Notice of an ordinance concerning a renewal tax license fee must be received by the Department by July 31 in order to be collected the following calendar year.

## **7. Closing Agreements**

- 7.1 **Approval** - The Department shall notify City/Town before entering into a Closing Agreement related to the tax levied and imposed by City/Town. The Department shall seek approval from either City/Town or SLUG before entering into such Closing Agreement. If the Closing Agreement concerns only City/Town, then the Department will attempt to obtain approval from City/Town first, and will only seek approval from SLUG if City/Town is unresponsive or the Department and City/Town cannot reach an agreement. Approval and notice is not required for Modifications of assessments.
- 7.2 **Litigation** - During the course of litigation, the Department shall seek a range of settlement authority from City/Town or SLUG, unless the circumstances prevent such action. The Department may also request a telephonic meeting of SLUG if time and circumstances require immediate action.

## **8. Responsibility for Representation in Litigation.**

- 8.1 **Administrative Proceedings:** The Department shall be responsible for coordinating the litigation and defending the assessment or refund denial in any administrative appeals before the Office of Administrative Hearings or the Director of the Department regardless of who conducted the audit. The Department shall be reasonably diligent in defending the interests of City/Town and City/Town shall assist in such representation as may be requested by the Department.
- 8.2 **Further Appeals:** The Arizona Attorney General is responsible for defending the assessment or refund denial at the Board of Tax Appeals, the Arizona Tax Court and all higher courts. City/Town shall assist the Attorney General in such representation and litigation as requested by the Attorney General's Office.
- 8.3 **Mutual Cooperation:** The Department and City/Town agree they shall cooperate in the appeal and litigation processes and shall ensure their auditors, supervisors, and other necessary employees are available to assist the Department and the Attorney General for informal interviews, providing documents and computer records, preparing for depositions, attending depositions and trial as witnesses, and assisting in trial/hearing preparation as needed.
- 8.4 **Administrative Decisions:** The Department shall provide a copy of any and all administrative hearing level decisions, including Director's decisions issued by the Department to all jurisdictions on a distribution list. City/Town may request to be on the distribution list by contacting the Department's Cities Unit. Administrative decisions are Confidential Information and must be stored and destroyed in accordance with the Confidentiality Standards.

## 9. Collection of Municipal Taxes

- 9.1 Tax Returns:** Taxpayers who are subject to City/Town Municipal Taxes shall pay such taxes to the Department. Tax payments shall be accompanied by a return prepared by taxpayer on a form prescribed by the Department.
- 9.2 Collection:** The Department shall collect any Municipal Tax imposed by City/Town recorded on the Department's tax accounting system. Amounts the Department collects for delinquent City/Town Municipal Tax accounts after the termination of this Agreement shall be forwarded to City/Town.
- 9.3 Remittance:** All amounts collected by the Department for Municipal Taxes under this Agreement shall be remitted to City/Town weekly on the basis of actual collections. The Department shall initiate the electronic payment by noon on the Monday after the end of the week in which the collections were made. Remittance shall be made in the form of immediately available funds transferred electronically to the bank account designated by City/Town.
- 9.4 Abatement:** The Department, with the approval of the Attorney General, may abate tax under certain circumstances. During the ordinary course of business, the Department may determine for various reasons that certain accounts shall be closed or cancelled. The Department shall seek input from City/Town or SLUG before abating tax or closing accounts. The Department may request a telephonic meeting of SLUG if time and circumstances require immediate action.
- 9.5 Funds Owed to City/Town:** At all times and under all circumstances payments remitted by a taxpayer to the Department for City/Town Municipal Taxes will be considered property of City/Town. The Department may not retain or fail to remit such funds to City/Town for any reason not specifically set forth in this Agreement including, but not limited to, during the course of a dispute between City/Town and the Department.

## 10. Financing Collection of Taxes.

The costs incurred by the Department in administering this Agreement shall be financed through the State general fund appropriation to the Department.

## 11. Inter-Jurisdictional Transfers.

All inter-jurisdictional transfers of Municipal Tax monies by the Department shall be handled in the following manner:

- 11.1 Requests:** Requests for inter-jurisdictional transfers shall be made to the Department. The Department will review the request and will not automatically accept the request.

- 11.2 Notice:** The Department shall notify City/Town and any other city or town implicated in the requested transfer a minimum of thirty calendar days prior to any inter-jurisdictional transfer of money.
- 11.3 Dispute Resolution:** Any city or town subject to an inter-jurisdictional transfer shall resolve any dispute over the allocation of the tax in accordance with A.R.S. § 42-6003 and the Department shall transfer the funds subject to an inter-jurisdictional transfer in accordance with the agreed upon allocation in a timely manner.

## **12. Educational Outreach.**

City/Town may conduct, at its own expense, educational outreach to taxpayers who are conducting business activities within City/Town's taxing jurisdiction concerning the Model City Tax Code and the collection and administration of Municipal Taxes. Educational outreach shall be consistent with applicable law and Department written guidance. Upon request, City/Town shall provide information to the Department concerning such educational outreach efforts.

## **13. SLUG.**

The Department shall create an advisory group to help resolve issues

- 13.1 Members:** The members shall consist of four seats representing municipal taxing jurisdictions and four seats representing the Department. Member seats may be split so some people fill the position for only certain issues, such as audit selection or collection abatement. There shall also be a list of alternate members, who may be asked by a regular member who is unable to attend a meeting to take that member's place at a SLUG meeting.
- 13.2 Selection:** The Director of the Department shall appoint people to serve as members of SLUG. Municipal taxing jurisdictions shall nominate members from municipal taxing jurisdictions. All members shall serve for a period of one year unless they resign at an earlier date. Members may be appointed to serve consecutive terms. Members appointed to fill vacancies shall serve for the time remaining on the term.
- 13.3 Meetings:** SLUG shall meet on a regular basis and at least monthly unless the members agree to cancel the meetings due to a lack of agenda items. It can schedule additional meetings as necessary to timely discuss issues presented. Alternate members may attend meetings, but cannot participate in any discussion or voting, unless filling the seat of a regular member.
- 13.4 Issues:** City/Town may refer issues to SLUG involving the following:

- (a) Decisions by the Department to not audit a taxpayer;
- (b) Amendments to Department audit procedures or manuals;
- (c) Closing Agreements or a range of settlement authority;
- (d) Abatement or account closure in collections;
- (e) Suspension of disclosure of information from the Department; and
- (f) Other issues as authorized by the Director of the Department or agreed upon by the parties.

**13.5 Recommendations:** SLUG shall make recommendations to the Director of the Department. If the recommendation is approved by at least five members of SLUG, the Director will accept the recommendation of SLUG. If SLUG cannot reach a recommendation agreeable to at least five members of the group, the Director may act as he deems to be in the best interests of all parties.

**13.6 Voting:** Voting shall be by secret ballot.

**13.7 Procedures:** SLUG may develop procedures concerning the operation of the group as long as they are not inconsistent with this Agreement.

#### **14. Funding of Additional Auditors by City/Town.**

**14.1 Funding:** At the sole discretion of City/Town, City/Town may contribute funding to the Department to pay for additional auditors to assist the Department in the performance of audits of Municipal Tax owed to City/Town. Such additional auditors funded by City/Town shall at all times be deemed to be employees of the Department and under no circumstances shall be deemed to be employees or agents of City/Town. It is the parties' intention that City/Town funding be used to increase the capabilities of the Department to perform Municipal Tax audits and not to subsidize or replace State funding required for audit and collection of taxes.

**14.2 Use of Funds:** City/Town funding for additional auditors under this Section shall be used to fund the auditors' salaries and employee related expenses and shall not be used to pay for Department office space, utilities, equipment, supplies, or similar kinds of overhead.

**14.3 Pool of Funds:** The Department may pool any City/Town funding with any other similar funding provided by other municipal taxing jurisdictions to pay for additional auditors. The Department shall separately account for such funds in its annual budget.

- 14.4 Accounting:** The Department shall provide an annual accounting to City/Town, by August 31 each year describing how City/Town funding was used during the prior fiscal year.

**15. Satellite Offices for Department Auditors.**

- 15.1 Funding:** City/Town, at its own expense and at its sole discretion, may provide one or more satellite offices and associated amenities for use by Department employees to provide audit and/or customer service to taxpayers. Use of such facilities by Department employees shall be at the sole discretion of the Department. Nothing in this section shall require the Department to make use of such facilities provided by City/Town.
- 15.2 Requirements:** Any Department employee using a City/Town satellite office must meet reasonable requirements of City/Town related to the use of the facility. City/Town shall be responsible for notifying the Department of any concerns, and the Department shall be responsible for taking appropriate actions to resolve those concerns.
- 15.3 Termination:** Once a satellite office is established, City/Town shall provide at least 180 calendar days written notice to the Department prior to the termination or relocation of a satellite office. The Department may discontinue the use of a satellite office at any time upon notice to City/Town and shall promptly remove all Department property.
- 15.4 License:** All requirements of City/Town and the Department related to the satellite office shall be outlined in a mutually acceptable form of license and subject to separate approval.

**16. Non-availability of Funds.**

Every payment obligation of the Department and the City/Town pursuant to this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation, except for the rendering of funds to City/Town paid by a taxpayer for Municipal Taxes or tax license fees of City/Town. If funds are not appropriated, allocated and available or if the appropriation is changed resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this Section. The termination of this Agreement shall not entitle the Department to retain any Municipal Tax collected on behalf of City/Town pursuant to this Agreement.

**17. Waiver.**

Nothing in this Agreement should be interpreted as City/Town relinquishing its legal rights under the Arizona Constitution or other applicable law, nor that City/Town is conceding the administration and collection of its Municipal Tax is not of a local interest or should not be under local control.

**18. Cancellation**

The requirements of A.R.S. § 38-511 apply to this Agreement. The Department or City/Town may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the Department or City/Town is, at any time while this Agreement or any extension is in effect, an employee, agent or consultant of the other party with respect to the subject matter of this Agreement.

**19. Notice.**

- (a) When any Notice to City/Town is required under the terms of this Agreement, such Notice shall be mailed to City/Town at the following address, directed to the attention of:

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- (b) When any Notice to the Department is required under the terms of this Agreement, such Notice shall be mailed to:

Arizona Department of Revenue  
Attn: Director, Division Code 20  
1600 W. Monroe  
Phoenix, AZ 85007

Notice to the Department's Hub Unit or City Unit may be mailed to:

Arizona Department of Revenue  
Division Code 16  
1600 W. Monroe  
Phoenix, AZ 85007

## **20. Non-discrimination.**

The Department and City/Town shall comply with Executive Order 2009-9, which mandates all persons, regardless of race, color, religion, sex, age, or national origin, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Department and City/Town shall take affirmative action to ensure applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

## **21. Compliance with Immigration Laws and A.R.S. § 41-4401.**

- 21.1** The Department and City/Town shall comply with all Federal immigration laws and regulations relating to employees and warrants compliance with A.R.S. § 23-214(A) which reads in part: “After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the e-verify program.”
- 21.2** A breach of compliance with immigration laws and regulations shall be deemed a material breach of this Agreement and may be grounds for the immediate termination of this Agreement.
- 21.3** The Department and City/Town retain the legal right to inspect the papers of any employee who works on the Agreement to ensure the Department and City/Town is complying with the applicable Federal immigration laws and regulations and State statutes as set forth above.

## **22. Audit of Records.**

City/Town and the Department shall retain all data, books, and other records (“Records”) relating to this Agreement for at least six (6) years (a) after termination of this Agreement, and (b) following each annual renewal thereof. All Records shall be subject to inspection by audit by the State at reasonable times. Upon request, the Department and City/Town shall produce any or all such records. This Agreement is subject to A.R.S. §§ 35-214 and -215.

## **23. Amendments.**

Any amendments to or modifications of this Agreement must be executed in writing in accordance with the provisions of this Agreement.

## **24. Mutual Cooperation.**

In the event of a disagreement between the parties with regard to the terms, provisions and requirements of this Agreement or in the event of the occurrence of any circumstances bearing

upon or affecting this Agreement, parties hereby agree to mutually cooperate in order to resolve the said disagreement or deal with the said circumstance.

## **25. Arbitration.**

To the extent required by A.R.S. § 12-1518(B) and as provided for in A.R.S. § 12-133, the parties agree to resolve any dispute arising out of this Agreement by arbitration. The parties agree that any lawsuit filed by City/Town relating to the issues outlined in Section 17 of this Agreement is not considered to be a dispute arising out of this Agreement.

## **26. Implementation.**

The implementation and execution of the provisions of this Agreement shall be the responsibility of the Director of the Department or his representative and the Mayor his/her designee, or another party with designated authority pursuant to applicable law or City/Town charter on behalf of City/Town.

## **27. Limitations.**

Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties in performing functions beyond those granted to them by law, or as requiring the parties to expend any sum in excess of their appropriations.

## **28. Duration.**

- 28.1 The term of this Agreement shall be from July 1, 2015 through June 30, 2016. This Agreement shall automatically be renewed for successive one year terms thereafter unless either party shall terminate this Agreement by notice, in writing, no later than sixty calendar days prior to the expiration of the term then in effect.
- 28.2 If State legislation enacted subsequent to the date of this Agreement substantially affects the performance of this Agreement by either party or substantially diminishes the benefits either party would receive under this Agreement, either party may then terminate this Agreement by giving at least thirty calendar days' notice to the other party. The termination will become effective immediately upon the expiration of the notice period unless otherwise agreed to by the parties.
- 28.3 Notwithstanding any provision to the contrary herein, both parties may by mutual agreement provide for the termination of this contract upon such terms and at such time as is mutually agreeable to them.
- 28.4 Any notice of termination shall be mailed and served on the other party in accordance with Section 19 of this Agreement.

28.5 During the term of this Agreement, the terms and conditions of this Agreement will undergo an annual review to be completed no later than March 1<sup>st</sup> of each year. The review will be performed by a committee made up of equal parts representatives of the Department and representatives of the municipal taxing jurisdictions entering into an IGA with the Department for the administration and collection of Municipal Taxes.

**29. Choice of Law.**

The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Agreement, and any disputes arising from this Agreement.

**30. Entire Agreement.**

This document, including other documents referred herein, and any approved subcontracts, amendments and modifications made thereto, shall constitute the entire Agreement between the parties and shall supersede all other understandings, oral or written.

**31. Signature Authority.**

31.1 By signing below, the signer certifies he or she has the authority to enter into this Agreement on behalf of his or her respective party, and he or she has read the foregoing and agrees to accept the provisions herein on said party's behalf.

31.2 This Intergovernmental Agreement may be executed in counterpart.

Signature	Date	Signature	Date
Typed Name and Title		Typed Name and Title	
Entity Name		Entity Name	
Address		Address	
City	State	Zip	
<b>RESERVED FOR THE ATTORNEY GENERAL:</b>		<b>RESERVED FOR CITY/TOWN ATTORNEY:</b>	
<p>This agreement between public agencies has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Arizona Department of Revenue represented by the Attorney General.</p> <p style="text-align: center;"><b>MARK BRNOVICH</b> The Attorney General</p> <hr/> <p style="text-align: center;">Signature Assistant Attorney General</p> <p>Date: _____</p>		<p>APPROVED AS TO FORM AND AUTHORITY:</p> <p>BY: _____ CITY/TOWN ATTORNEY</p> <p>Date: _____</p>	

## Ketie St. Louis

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**From:** Lee Grafstrom <lgrafstrom@azleague.org>  
**Sent:** Wednesday, May 27, 2015 11:30 AM  
**To:** Finance Directors; Abigail Yacoben; Al Holler; Angel Suarez; Anne Wenk; Brandie Forcum; Crystal Hadfield; Dave Schaaf; Don Zelechowski; Esmeralda Saldana; Evan Nelson; Gary Tasky; Jane Fuller; Joe Lewandowski; Joel Peterson; John Olsen; Karen Rounsborg; Kathleen Jackson; Lars Johnson; Loretta Kearns; Luis Pedroza; Martha Salgado; Matt Dunbar; Michelle Cruz; Mickey Tait; Miguel Teposte; Mike Miller; Pam Reinke; Pamela Pieri; Phil Falcosky; Phil Montalvo; Ralph Villa; Ranbir Cheema; Robb Swanson; Roger Okin; Russell Young ; Sandy Schilling; Sherry Schurhammer; Susan Matousek; Tabatha Miller; Ted Soltis; Terry Hoglund; Vern Crisler; Vicki Rios; Yvonne Davila-Paredes  
**Subject:** New IGA with DOR for TPT Administration  
**Attachments:** IGA 2015 cities v 8.doc; Cities IGA APP v4.doc; City IGA Appendix C JT2.pdf; City IGA Appendix C TPT2.pdf

Hello:

The attached documents constitute a new inter-governmental agreement (IGA) between your city/town and the Department of Revenue (DOR) related to the administration of Transaction Privilege Tax, as required under A.R.S. § 42-6001. You will soon be receiving a notice from the Department of Revenue informing you that your current IGA with the Department is being cancelled effective June 30, 2015. That agreement is being replaced with the attached new agreement and appendices which are effective from and after July 1, 2015.

If your city/town is currently on the State collection program, this agreement will go into full effect in all aspects from and after July 1, 2015. If your city/town is currently not on the State collection program, this agreement will go into effect on July 1, 2015 in all aspects that are not contrary to your status as a self-collecting city and will continue with those limitations until such time that DOR takes over TPT administration for your city/town.

This IGA and its appendices must be approved by your city/town council not later than June 30, 2015. This IGA only needs to be approved once by your council, and is considered effective on July 1, 2015 provided the council acts prior to that date.

Unlike previous versions of the IGA which were drafted solely by the Department, these documents have been negotiated and agreed upon by both DOR and a consortium of city and town representatives and cannot be altered in way.

Please do the following, not later than June 30, 2015:

- 1) Complete the agreement for your city/town by filling in the blanks in the body of the IGA:
  - (a) Your city/town name and the date of Council action on the first page of the IGA
  - (b) Contact email address in Section 2.1: DOR will send this contact the list of DOR employees authorized to receive city/town taxpayer information
  - (c) Contact email address in Section 3.1: DOR will contact this address with any questions regarding city/town employees authorized to receive Confidential Information
  - (d) Contact mailing address in Section 19(a): DOR will use this contact when sending any notice required under this IGA
  - (e) Typed identification of the person authorized by the city/town to sign this IGA in Section 31.2

2) There is an Excel spreadsheet attached that captures the contact information required in step 1(b), (c) and (d) above. Please insert your IGA contact information in this spreadsheet and return it to the League ASAP.

3) Print the completed Agreement and the Appendices and present them for approval by your city/town council, not later than June 30, 2015.

Sample explanatory language for your city/town council has also been provided to accompany the IGA if you wish. This language can be used as a council memo in the format provided, or can be incorporated in the council memo format used by your city/town.

4) Return TWO SIGNED copies of the IGA to the DOR City Unit at the address noted in Section 19(b) immediately after the council action.

Arizona Department of Revenue  
Attn: City Unit  
Division Code 16  
1600 W. Monroe  
Phoenix, AZ 85007

5) Once the IGA has been signed by the Attorney General, DOR will return one signed copy to the city/town for your permanent records.

If you have any questions, please let me know.

Thank you,  
Lee Grafstrom  
Tax Policy Analyst  
League of Arizona Cities and Towns  
1820 W Washington St.  
Phoenix, AZ 85007-3208  
602-258-5786 Office  
480-510-4392 Cell  
[www.azleague.org](http://www.azleague.org)

## APPENDIX A

### ARIZONA DEPARTMENT OF REVENUE CONFIDENTIALITY REQUIREMENTS

#### 1. Confidential Information

- 1.1 Confidential Information is defined in A.R.S § 42-2001. Confidential Information may not be disclosed except as provided by statute. A.R.S. § 42-2001(B).
- 1.2 License information obtained from the Department of Revenue is Confidential Information and may only be disclosed as authorized by A.R.S. § 42-2003. License information obtained from other sources is not Confidential Information.
- 1.3 Information about a taxpayer's identity obtained from the Department of Revenue is Confidential information and may only be disclosed as authorized by A.R.S. § 42-2003. Identity information obtained from other sources is not Confidential Information.
- 1.4 Confidential Information includes information about a single taxpayer and also aggregated information about a group of identified or identifiable taxpayers. Aggregated information from fewer than three taxpayers in a grouping on a statewide basis or fewer than ten taxpayers in a grouping for an area that is less than state level (city or town) may be Confidential Information. Such information may not be released unless the City/Town Administrator reviews the relevant information concerning the aggregate data and makes a determination in writing that the aggregate data does not reveal information about any specific taxpayer. Such determination should take into consideration the following:
  - a. The proportionality of the tax information applicable to individual members of the group of taxpayers; no individual taxpayer's information should be discernable due to its relative size/taxable sales, compared to other members of the group;
  - b. The total aggregated tax information; the aggregate information cannot allow viewers to draw conclusions about individual taxpayers (e.g., there are 6 car dealers in the city and the total aggregate sales were \$900,000 and none of them reported individual sales above the \$20,000 mark, which would have qualified for the lower tax rate on large purchases)
  - c. Any other factor that could cause the aggregate data to be used to determine information specific to a single taxpayer.

#### 2. Protecting Information

- 2.1 City/Town must identify all places, both physical and logical, where Confidential Information is received, processed and stored and create a plan to adequately secure those areas.

- 2.2 Confidential Information must be protected during transmission, storage, use, and destruction. City/Town must have policies and procedures to document how it protects its information systems, including Confidential Information contained therein. An example of appropriate protection standards is set forth in National Institute of Standards and Technology Special Publication 800-53. The publication may be found at <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.pdf>
- 2.3 Employees are prohibited from inspecting information unless they have a business reason for the information. Browsing information concerning friends, neighbors, family members, or people in the news is strictly prohibited.
- 2.4 All removable media, including paper and CDs, containing Confidential Information must be secured when not in use and after normal business hours by placing all materials in a locked drawer or cabinet. During use, Confidential Information must be protected so that it is not visible to members of the public or anyone without a business need for the information.
- 2.5 All individuals accessing or storing Confidential Information from an alternative work site must enter into a signed agreement that specifies how the Confidential Information will be protected while at that site. Only trusted employees shall be permitted to access Confidential Information from alternative sites. Confidential Information may not be accessed while in public places such as restaurants, lounges, or pools.
- 2.6 Confidential Information may not be sent outside the local area network by unencrypted email. City/Town is responsible for ensuring in-flight email communications containing Confidential Information are sent through a secure process. This may include encryption of the email message, a secure mailbox controlled by City/Town, an encrypted point-to-point tunnel between the correspondents or use of Transport Layer Security (TLS) between correspondents. The acceptable encryption algorithms are set forth in the standards attached as Exhibit 1, which may be updated to accommodate changed technology.
- 2.7 Confidential Information may not be discussed in elevators, restrooms, the cafeteria, or other public areas. Terminals should be placed in such a manner that prohibits public viewing of Confidential Information.
- 2.8 When transporting confidential materials the materials should be covered so that others cannot see the Confidential Information. When sending Confidential Information by fax a cover sheet should always be used.
- 2.9 Any person with unsupervised access to Confidential Information shall receive training on the confidentiality laws and requirements to protect such information before being given access to such Information and annually thereafter. They must sign certificates after the training acknowledging that they understand their responsibilities. City/Town must keep records to document this training and certification.

### 3. Disclosure of Information

- 3.1 Confidential Information may only be disclosed as permitted by A.R.S. § 42-2003.
- 3.2 Confidential Information is confidential by statute and, therefore, does not have to be disclosed in response to a public records request. A state agency may deny inspection of public records if the records are confidential by statute. *Berry v. State*, 145 Ariz. 12, 13 699 P.2d 387, 388 (App. 1985).
- 3.3 A taxpayer may designate a person to whom Confidential Information may be disclosed by completing a Department of Revenue Form 285, or such other form that contains the information included in the Form 285. City/Town may contact the Department of Revenue's Disclosure Officer if there are any questions concerning this requirement.

### Disposal of Information

- 4.1 All removable media containing Confidential Information must be returned to the Department of Revenue or sanitized before disposal or release from the control of City/Town.
- 4.2 Confidential Information may be destroyed by shredding or burning the materials when no longer needed. Confidential Information may not be disposed of by placing the materials in the garbage or recycle bins. Destruction of Confidential Information may be performed by a third party vendor. City/Town must take appropriate actions to protect the Confidential Information in transit and storage before it is destroyed, such as periodic inspections of the vendor.
- 4.3 Computer system components and devices such as copiers and scanners that have been used to store or process Confidential Information may not be repurposed for non-tax administration uses unless the memory or hard drive of the device is sanitized to ensure under no circumstances Confidential Information can be restored or recovered.

## EXHIBIT 1

### ENCRYPTION STANDARDS

**1.0 Acceptable Encryption Algorithms** – The following encryption algorithms are considered acceptable for use in information systems to protect the transmission or storage of Confidential Information and system access.

**1.1.1 Acceptable Security Strength** – the security strength of an encryption algorithm is a projection of the time frame during which the algorithm and the key length can be expected to provide adequate security. The security strength of encryption algorithms is measured in bits, a measure of the difficulty of discovering the key.

a. The current minimum key strength for Confidential Information is 112 bits.

**1.1.2 Symmetric Encryption Algorithms** – The following symmetric encryption algorithms are considered acceptable for use.

Algorithm	Reference	Acceptable Key Strengths
Advanced Encryption Standard (AES)	FIPS 197	128, 192 or 256 bits
Triple Data Encryption Algorithm (TDEA) (three key 3DES)	SP 800-67	168 bits

**1.1.3 Key Agreement Schemes** – The following key agreement schemes are considered acceptable for use

Key Agreement Scheme	Reference	Acceptable Key Strengths	
		Finite Fields	Elliptical Curves
Diffie-Hellman (DH) or MOV	SP 800-56A	P = 2048	N: 224-255 and H=14 N: 256-383 and H=16
	SP 800-135	Q = 224 or 256	N: 384-511 and H=24 N: 512+ and H=32
RSA – based	SP 800-131A	N = 2048	

**1.1.4 Hash Functions** – The following hash functions are considered acceptable for use

Digital Signature Generation	Digital Signature Verification	Non-digital signature generation applications
SHA-224	SHA-224	SHA-1
SHA-256	SHA-256	SHA-224
SHA-384	SHA-384	SHA-256

SHA-512	SHA-512	SHA-384 SHA-512
---------	---------	--------------------

**1.1.5 Digital Signature Algorithms** – The following digital signature algorithms are considered acceptable for use.

Digital Signature Algorithm	FIPS Publication	Digital Signature Generation Settings	Digital Signature Verification Settings	Relative Strengths
Digital Signature Standard (DSA)	FIPS 186-4	p >= 2048 q = 224	p >= 2048 q = 224	>= 112 bits
RSA Digital Signature	FIPS 186-4	2048	2048	>= 112 bits
ECDSA	FIPS 186-4	224	224	>= 112 bits

**1.1.6 Message Signature Algorithms** – The following digital signature algorithms are considered acceptable for use.

Hash Algorithms	Hash Generation	Hash Verification
HMAC	>= 112 bits	>= 112 bits
CMAC	AES, 3DES	AES, 3DES
CCM and GCM/GMAC	AES	AES

## **APPENDIX B**

From the effective date of this Agreement until the new functionalities set forth below are implemented, the Department of Revenue will provide the following reports:

City Payment Journal Detail;  
City Payment Journal Summary;  
New License Report

Within 30 days after the first month's implementation of the JT2, the Department of Revenue will provide a new License Report and License Update Report containing at least the following fields:

### **NEW LICENSE REPORT AND LICENSE UPDATE REPORT**

Fields displayed:

- Region Code
- Run Date
- Report Start Date
- Report End Date
- Update Date
- ID Type
- ID
- Account ID
- Entity Name
- Ownership Type
- License ID
- OTO/Applied For indicator
- Bankruptcy Indicator
- Filing Frequency
- Issue Date
- Account Start Date
- Business Start Date
- Arizona Start Date
- Doc Loc Nbr
- Accounting Method
- Close Date
- Close Code
- Business Description
- NAICS1
- NAICS2
- NAICS3
- NAICS4
- Mailing Street1
- Mailing Street2
- Mailing Street3
- Mailing City

- Mailing State
- Mailing ZIP
- Mailing Country
- Mailing Phone Number
- Mailing Address Add date
- Mailing Address End Date
- Audit Street1
- Audit Street 2
- Audit Street 3
- Audit City
- Audit State
- Audit Zip
- Audit Country
- Audit Phone Number
- Audit Address Add Date
- Audit Address End Date
- Location Code
- Business Codes
- Location Name (DBA)
- Number of Units
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- Location Phone Number
- Location Start Date
- Location End Date
- Primary Location Street 1
- Primary Location Street 2
- Primary Location Street 3
- Primary Location City
- Primary Location State
- Primary Location Zip Code
- Primary Location Country
- Primary Location Phone Number
- Primary Location Start Date
- Primary Location End Date
- Owner Name
- Owner Title
- Owner Name 2
- Owner Title 2
- Owner Name 3
- Owner Title 3

Within 30 days of the implementation of the TPT2, the Department of Revenue will provide the following reports with at least the fields indicated below:

#### CITY PAYMENT JOURNAL

- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- Payment received date
- Return received date
- Payment process date
- Return process date
- Filing Frequency
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- NAICS
- Business Code
- Doc Loc Nbr
- Pmt Loc Nbr
- Gross Receipts
- Total Deductions
- Tax or Fee Collected
- P & I Collected
- Audit Collections
- Tran Type
- Tran Subtype
- Rev Type

#### CITY PAYMENT JOURNAL SUMMARY

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Business Code
- Number of Accounts

- Collections

Within 30 days after the first month's implementation of the TPT2, the following reports with at least the fields indicated below:

#### NO MONEY REPORT

- Region Code
- GL Accounting Period
- Period End Date
- Payment received date
- Return received date
- Payment process date
- Return process date
- Filing Frequency
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- NAICS
- Business Code
- Doc Loc Nbr
- Pmt Loc Nbr
- Gross Receipts
- Total Deductions
- Tax or Fee Collected
- P & I Collected
- Audit Collections
- Tran Type
- Tran Subtype

#### DEDUCTION REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- License ID
- Entity Name

- Location Code
- Location Name (DBA)
- Business Code
- Doc Loc Nbr
- Deduction Code
- Deduction Amount
- Tran Type
- Tran Subtype
- Rev Type

Within 30 days after taxes (subject to fund distributions) are collected, the Department of Revenue will provide the following report with at least the fields indicated below:

#### FUND DISTRIBUTION REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- Payment Received Date
- Return Received Date
- Payment Processed Date
- Return Processed Date
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Business Code
- Doc Loc Nbr
- Fund Allocation Code
- Amount Distributed

#### FUND DISTRIBUTION SUMMARY REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Fund Allocation Code
- Amount Distributed

**TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)**

Arizona Department of Revenue  
 PO Box 29010 - Phoenix, AZ 85038-9010  
 For assistance out of state or in the Phoenix area: (602) 255-2060 or  
 Statewide, toll free area codes 520 and 928: (800) 843-7196

**TPT-2 return is due the 20th day of the month following the month in which the transactions were conducted**

TAXPAYER IDENTIFICATION NUMBER <input type="checkbox"/> SSN <input type="checkbox"/> EIN	
LICENSE NUMBER	
PERIOD BEGINNING	PERIOD ENDING
REVENUE USE ONLY. DO NOT MARK IN THIS AREA	
POSTMARK DATE	RECEIVED DATE

**TAXPAYER INFORMATION**

AMENDED RETURN  FINAL RETURN  CHECK HERE AND SIGN BELOW IF YOU HAVE NO GROSS RECEIPTS TO REPORT

BUSINESS NAME \_\_\_\_\_

C/O \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ADDRESS CHANGED (MAILING ADDRESS ONLY) BUSINESS PHONE NUMBER \_\_\_\_\_

- AA NET AZ/COUNTY TAX (PAGE 2, LINE MM, COLUMN (M)).....
- BB NET CITY TAX (PAGE 3, LINE RR, COLUMN (M)).....
- CC NET TAX DUE ON THIS RETURN (LINE AA + LINE BB = LINE CC).....
- DD TPT ESTIMATED PAYMENTS TO BE USED ON THIS RETURN (JUNE RETURN ONLY, DUE IN JULY).....
- EE TAX DUE NET OF TPT ESTIMATED PAYMENTS (LINE CC - LINE DD = LINE EE).....
- FF TOTAL AMOUNT REMITTED WITH THIS RETURN..... \$

**NOTE: A TRANSACTION DETAIL PAGE IS REQUIRED OR THE RETURN WILL NOT PROCESS CORRECTLY AND PENALTIES MAY APPLY.**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

The taxpayer designates the individual listed below as the person to contact to schedule an audit of this return and authorize the disclosure of confidential information to this individual.

TAXPAYER PRINTED NAME \_\_\_\_\_

TAXPAYER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TAXPAYER PHONE NO. \_\_\_\_\_ TITLE \_\_\_\_\_ PAID PREPARER'S SIGNATURE (OTHER THAN TAXPAYER) \_\_\_\_\_

PAID PREPARER'S TIN \_\_\_\_\_ PAID PREPARER'S PHONE NO. \_\_\_\_\_

**PLEASE MAKE CHECK PAYABLE TO ARIZONA DEPARTMENT OF REVENUE**

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)

STATE (AZ)/COUNTY TRANSACTION DETAIL (See Table 1 on the Tax Rate Table, www.azdor.gov)

(A) REG. CODE	(B) NAME OF REGION	(C) BUS. CODE	(D) DESC. OF BUS. ACTIVITY	(E) GROSS RECEIPTS	(F) DEDUCTIONS FROM SCHEDULE A	(G) (F) - (G) = (H) NET TAXABLE	(H) AZ / COUNTY TAX RATE	(I) (H) X (I) = (J) TOTAL TAX	(K) ACCTG CREDIT RATE	(L) (H) X (K) = (L) ACCOUNTING CREDIT	(M) (J) - (L) = (M) AZ/COUNTY TAX DUE
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25											
GG SUBTOTAL .....											
HH TOTALS FROM ADDITIONAL AZ/COUNTY PAGE(S) .....											
II TOTAL (LINE GG + LINE HH = LINE II) .....											
JJ EXCESS TAX COLLECTED .....											
KK EXCESS TAX ACCOUNTING CREDIT: (SEE INSTRUCTIONS) .....											
LL NET AZ/COUNTY EXCESS TAX COLLECTED (LINE JJ, COLUMN (M) - LINE KK, COLUMN (M)) .....											
MM NET AZ/COUNTY TAX (LINE II, COLUMN (M) + LINE LL, COLUMN (M)) .....											

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)

LICENSE NUMBER: \_\_\_\_\_

CITY TRANSACTION DETAIL (See Table 2 on the Tax Rate Table, [www.azdor.gov](http://www.azdor.gov))

(A) LOC. CITY CODE CODE	(B) CITY CODE	(C) NAME OF CITY	(D) BUS. CODE	(E) DESC. OF BUS. ACTIVITY	(F) GROSS RECEIPTS	(G) DEDUCTIONS FROM SCHEDULE A	(H) (F) - (G) = (H) NET TAXABLE	(I) CITY TAX RATE	(J) (H) X (I) = (J) TOTAL TAX	(K) CITY CREDIT	(L) CITY CREDIT	(M) (J) - (L) = (M) CITY TAX DUE
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NN	CITY SUBTOTAL .....											
OO	CITY SUBTOTALS FROM ADDITIONAL CITY PAGE(S) .....											
PP	CITY TOTAL (LINE NN + LINE OO = LINE PP) .....											
QQ	CITY EXCESS TAX COLLECTED .....											
RR	NET CITY TAX (LINE PP, COLUMN (M) + LINE QQ, COLUMN (M)) .....											

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)  
 ADDITIONAL TRANSACTIONS

LICENSE NUMBER: \_\_\_\_\_ PAGE 2A OF \_\_\_\_\_

STATE (AZ) COUNTY TRANSACTION DETAIL (See Table 1 on the Tax Rate Table, www.azdor.gov)

(A) REG CODE	(B) NAME OF REGION	(C) BUS. CODE	(D) DESC. OF BUS. ACTIVITY	(E) GROSS RECEIPTS	(F) DEDUCTIONS FROM SCHEDULE A	(G) (F) - (G) = (H) NET TAXABLE	(H) AZ / COUNTY TAX RATE	(I) (H) X (I) = (J) TOTAL TAX	(K) ACCTNG CREDIT RATE	(L) (H) X (K) = (L) ACCOUNTING CREDIT	(M) (J) - (L) = (M) AZ/COUNTY TAX DUE
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AZ/COUNTY SUBTOTAL .....										\$	\$

ADD SUBTOTALS OF AZ/COUNTY ADDITIONAL TRANSACTIONS TO THE 2ND PAGE OF RETURN

# ARIZONA JOINT TAX APPLICATION (JT-2)



**License & Registration**  
**ARIZONA DEPARTMENT OF REVENUE**  
 PO BOX 29032  
 Phoenix, AZ 85038-9032

**IMPORTANT!** Incomplete applications WILL NOT BE PROCESSED.

- Please read form instructions while completing the application. Additional information and forms available at [www.azdor.gov](http://www.azdor.gov)
- Required information is designated with an asterisk (\*).
- Return completed application AND applicable license fee(s) to address shown at left.
- For licensing questions regarding transaction privilege tax, call Taxpayer Information & Assistance: (602) 542-4576

**You can file and pay for this application online at [www.AZTaxes.gov](http://www.AZTaxes.gov). It is fast and secure.**

**SECTION A: Business Information**

<b>1*</b> Federal Employer Identification No. or Social Security No. <small><i>if sole proprietor without employees</i></small>		<b>2*</b> License Type – <i>Check all that apply:</i> <input type="checkbox"/> Transaction Privilege Tax (TPT) <span style="float: right;"><input type="checkbox"/> Use Tax</span> <input type="checkbox"/> Withholding/Unemployment Tax <small><i>(if hiring employees)</i></small> <span style="float: right;"><input type="checkbox"/> TPT for Cities ONLY</span>																	
<b>3*</b> Type of Organization/Ownership – <small><i>Tax exempt organizations must attach a copy of the Internal Revenue Service's letter of determination.</i></small> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Individual/Sole Proprietorship</td> <td><input type="checkbox"/> Subchapter S Corporation</td> <td><input type="checkbox"/> Government</td> <td><input type="checkbox"/> Joint Venture</td> </tr> <tr> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Association</td> <td><input type="checkbox"/> Estate</td> <td><input type="checkbox"/> Receivership</td> </tr> <tr> <td>State of Inc. _____</td> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Trust</td> <td></td> </tr> <tr> <td>Date of Inc. _____</td> <td><input type="checkbox"/> Limited Liability Company</td> <td><input type="checkbox"/> Limited Liability Partnership</td> <td></td> </tr> </table>				<input type="checkbox"/> Individual/Sole Proprietorship	<input type="checkbox"/> Subchapter S Corporation	<input type="checkbox"/> Government	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Corporation	<input type="checkbox"/> Association	<input type="checkbox"/> Estate	<input type="checkbox"/> Receivership	State of Inc. _____	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust		Date of Inc. _____	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Liability Partnership	
<input type="checkbox"/> Individual/Sole Proprietorship	<input type="checkbox"/> Subchapter S Corporation	<input type="checkbox"/> Government	<input type="checkbox"/> Joint Venture																
<input type="checkbox"/> Corporation	<input type="checkbox"/> Association	<input type="checkbox"/> Estate	<input type="checkbox"/> Receivership																
State of Inc. _____	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust																	
Date of Inc. _____	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Liability Partnership																	
<b>4*</b> Legal Business Name																			
<b>5*</b> Mailing Address – number and street		City	State																
County/Region		ZIP Code																	
Country																			
<b>6*</b> Business Phone No. <small><i>(with area code)</i></small>	<b>7</b> Email Address	<b>8</b> Fax Number <small><i>(with area code)</i></small>																	
<b>9*</b> Description of Business: <small><i>Describe merchandise sold or taxable activity.</i></small>																			
<b>10* NAICS Codes:</b> Available at <a href="http://www.azdor.gov">www.azdor.gov</a>																			
<b>11*</b> Did you acquire or change the legal form of an existing business? <input type="checkbox"/> No <input type="checkbox"/> Yes → You must complete Section F.		<b>12*</b> Are you a construction contractor? <input type="checkbox"/> No <input type="checkbox"/> Yes <small><i>(see bonding requirements)</i></small>																	
<b>BONDING REQUIREMENTS:</b> Prior to the issuance of a Transaction Privilege Tax license, new or out-of-state contractors are required to post a Taxpayer Bond for Contractors unless the contractor qualifies for an exemption from the bonding requirement. The primary type of contracting being performed determines the amount of bond to be posted. Bonds may also be required from applicants who are delinquent in paying Arizona taxes or have a history of delinquencies. Refer to the publication, Taxpayer Bonds, available online at <a href="http://www.azdor.gov">www.azdor.gov</a> or in Arizona Department of Revenue offices.																			
<b>WITHHOLDING LICENSE ONLY</b>																			
<b>13*</b> Withholding Physical Location <small>Number and street <i>(Do not use PO Box, PMB or route numbers)</i></small>		City	State																
County/Region		ZIP Code																	
Country																			

Continued on page 2 →

FOR AGENCY USE ONLY		
	ACCOUNT NUMBER	DLN
<input type="checkbox"/> New	START	TRANSACTION PRIVILEGE TAX
<input type="checkbox"/> Change	S/E DATE	WITHHOLDING / SSN / EIN
<input type="checkbox"/> Revise	COMPLETED DATE	EMPLOYEE'S NAME
<input type="checkbox"/> Reopen	LIABILITY	LIABILITY ESTABLISHED

CASHIER'S STAMP ONLY. DO NOT MARK IN THIS AREA.

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)  
 ADDITIONAL TRANSACTIONS

LICENSE NUMBER: \_\_\_\_\_

PAGE 3A OF \_\_\_\_\_

CITY TRANSACTION DETAIL (See Table 2 on the Tax Rate Table, [www.azdor.gov](http://www.azdor.gov))

(A) LOC. CODE	(B) CITY CODE	(C) NAME OF CITY	(D) BUS. CODE	(E) DESC. OF BUS. ACTIVITY	(F) GROSS RECEIPTS	(G) DEDUCTIONS FROM SCHEDULE A	(H) (F) - (G) = (H) NET TAXABLE	(I) CITY TAX RATE	(J) (H) X (I) = (J) TOTAL TAX	(K) CITY CREDIT	(M) (J) - (L) = (M) CITY TAX DUE
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25											
CITY SUBTOTAL .....										\$	\$

ADD SUBTOTALS OF CITY ADDITIONAL TRANSACTIONS TO THE 3RD PAGE OF RETURN

**TPT-2 - SCHEDULE A DEDUCTIONS - STATE/COUNTY TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX**

LICENSE NUMBER: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

**STATE (AZ) COUNTY DEDUCTIONS DETAIL**

(A)	(B) REGION CODE	(C) BUSINESS CODE	(D) DEDUCTION CODE	(E) DEDUCTION AMOUNT	(F) DESCRIPTION OF DEDUCTION CODE
1				\$	
2				\$	
3				\$	
4				\$	
5				\$	
6				\$	
7				\$	
8				\$	
9				\$	
10				\$	
11				\$	
12				\$	
13				\$	
14				\$	
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16				\$	
17				\$	
18				\$	
19				\$	
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21				\$	
22				\$	
23				\$	
24				\$	
25				\$	
26				\$	
27				\$	
28				\$	
29				\$	
30				\$	
31				\$	
32				\$	
33				\$	
34				\$	
35				\$	
AA				SUBTOTAL OF DEDUCTIONS.....	\$
BB				DEDUCTION TOTALS FROM ADDITIONAL AZ/COUNTY PAGE(S) ...	\$
CC				TOTAL DEDUCTIONS (LINE AA + LINE BB = LINE CC).....	\$
TOTAL MUST EQUAL TOTAL ON PAGE 2, LINE II, COLUMN G					

**TPT-2 - SCHEDULE A DEDUCTIONS - CITY TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX**

LICENSE NUMBER: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

**CITY DEDUCTIONS DETAIL**

(A) LOCATION CODE	(B) CITY CODE	(C) BUSINESS CODE	(D) DEDUCTION CODE	(E) DEDUCTION AMOUNT	(F) DESCRIPTION OF DEDUCTION CODE
1				\$	
2				\$	
3				\$	
4				\$	
5				\$	
6				\$	
7				\$	
8				\$	
9				\$	
10				\$	
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28				\$	
29				\$	
30				\$	
31				\$	
32				\$	
33				\$	
34				\$	
35				\$	
AA SUBTOTAL OF DEDUCTIONS.....				\$	
BB DEDUCTION TOTALS FROM ADDITIONAL CITY PAGE(S).....				\$	
CC TOTAL DEDUCTIONS (LINE AA + LINE BB = LINE CC).....				\$	
TOTAL MUST EQUAL TOTAL ON PAGE 3, LINE PP, COLUMN G					

Name (as shown on page 1)	FEIN or SSN (as shown on page 1)
---------------------------	----------------------------------

**SECTION B: Identification of Owners, Partners, Corporate Officers Members/Managing Members or Officials of this Employing Unit**

*If you need more space, attach Additional Owner, Partner, Corporate Officer(s) form available at [www.azdor.gov](http://www.azdor.gov). If the owner, partners, corporate officers or combination of partners or corporate officers, members and/or managing members own more than 50% of or control another business in Arizona, attach a list of the businesses, percentages owned and unemployment insurance account numbers or provide a Power of Attorney (Form 285) which must be filled out and signed by an authorized corporate officer.*

<b>Owner 1</b>	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (with area code)		*Country

<b>Owner 2</b>	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (with area code)		*Country

<b>Owner 3</b>	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (with area code)		*Country

**SECTION C: Transaction Privilege Tax (TPT)**

1* Date Business Started in Arizona	2* Date Sales Began	3 What is your anticipated annual income for your first twelve months of business?	
4 Filing Frequency <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Seasonal <input type="checkbox"/> Annual If seasonal filer, check the months for which you intend to do business: <input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC			
5 Does your business sell tobacco products? <input type="checkbox"/> Yes → <input type="checkbox"/> Retailer OR <input type="checkbox"/> Distributor		6 TPT Filing Method <input type="checkbox"/> Cash Receipts <input type="checkbox"/> Accrual	7 Does your business sell new motor vehicle tires or vehicles? <input type="checkbox"/> Yes → You will have to file Motor Vehicle Tire Fee form available at <a href="http://www.azdor.gov">www.azdor.gov</a>
8* Tax Records Physical Location – number and street <i>(Do not use PO Box, PMB or route numbers)</i>		City	State ZIP Code
County		Country	
9* Name of Contact		* Phone Number (with area code)	Extension

**SECTION D: Transaction Privilege Tax (TPT) Physical Location**

1* Business Name, "Doing Business As" or Trade Name at this Physical Location			
2* Physical Location of Business or Commercial/Residential Rental Number and street <i>(Do not use PO Box, PMB or route numbers)</i>		City	State ZIP Code
County/Region		Country	
Residential Rental Only – Number of Units		Reporting City <i>(if different than the physical location city)</i>	
3* Additional County/Region Indian Reservation: County/Region and Indian Reservation Codes available at <a href="http://www.azdor.gov">www.azdor.gov</a>			
County/Region		City	
Business Codes (Include all codes that apply): See instructions. Complete list available at <a href="http://www.azdor.gov">www.azdor.gov</a>			
State/County		City	

*If you need more space, attach Additional Business Locations form available at [www.azdor.gov](http://www.azdor.gov)*

Name (as shown on page 1)	FEIN or SSN (as shown on page 1)
---------------------------	----------------------------------

**SECTION E: Withholding & Unemployment Tax Applicants**

<b>1*</b> Regarding THIS application, Date Employees First Hired in Arizona _____	<b>2</b> Are you liable for Federal Unemployment Tax? <input type="checkbox"/> Yes → First year of liability: _____								
<b>3</b> Are individuals performing services that are excluded from withholding or unemployment tax? <input type="checkbox"/> Yes → Describe services: _____	<b>4</b> Do you have an IRS ruling that grants an exclusion from Federal Unemployment Tax? <input type="checkbox"/> Yes → Attach a copy of the Ruling Letter.								
<b>5</b> Do you have, or have you previously had, an Arizona unemployment tax number? <input type="checkbox"/> No <input type="checkbox"/> Yes → Business Name: _____ Unemployment Tax Number: _____									
<b>6</b> First calendar quarter Arizona employees were/will be hired and paid (indicate quarter as 1, 2, 3, 4):	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:25%;">Hired Year</th> <th style="width:25%;">Hired Quarter</th> <th style="width:25%;">Paid Year</th> <th style="width:25%;">Paid Quarter</th> </tr> <tr> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> </tr> </table>	Hired Year	Hired Quarter	Paid Year	Paid Quarter	_____	_____	_____	_____
Hired Year	Hired Quarter	Paid Year	Paid Quarter						
_____	_____	_____	_____						
<b>7</b> When did/will you first pay a total of \$1,500 or more gross wages in a calendar quarter? (indicate quarter as 1, 2, 3, 4) <small>Exceptions: \$20,000 gross cash wages Agricultural: \$1,000 gross cash wages Domestic/Household: not applicable to 501(c)(3) Non-Profit.</small>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:75%;">Year</th> <th style="width:25%;">Quarter</th> </tr> <tr> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> </tr> </table>	Year	Quarter	_____	_____				
Year	Quarter								
_____	_____								
<b>8</b> When did/will you first reach the 20 <sup>th</sup> week of employing 1 or more individuals for some portion of a day in each of 20 different weeks in the same calendar year? (indicate quarter as 1, 2, 3, 4) <small>Exceptions: 10 or more individuals Agricultural; 4 or more individuals 501(c)(3) Non-Profit; not applicable to Domestic/Household.</small>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:75%;">Year</th> <th style="width:25%;">Quarter</th> </tr> <tr> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> </tr> </table>	Year	Quarter	_____	_____				
Year	Quarter								
_____	_____								

**SECTION F: Acquired Business Information**

*If you answered "Yes" to Section A, question 11, you must complete Section F.*

<b>1*</b> Did you acquire or change all or part of an existing business? <input type="checkbox"/> All <input type="checkbox"/> Part	<b>2*</b> Date of Acquisition _____	<b>3*</b> EIN of Business Under Previous Owner _____
<b>4*</b> Previous Owner's Telephone Number _____	<b>5*</b> Name of Business Under Previous Owner _____	<b>6*</b> Name of Previous Owner _____
<b>7*</b> Did you change the legal form of all or part of the Arizona operations of your existing business? (e.g., change from sole proprietor to corporation or etc.) <input type="checkbox"/> All <input type="checkbox"/> Part	<b>8*</b> Date of Change _____	<b>9*</b> EIN of Previous Legal Form _____

**SECTION G: AZTaxes.gov Security Administrator (authorized users)**

By electing to register for www.AZTaxes.gov, you can have online access to account information, file and pay Arizona transaction privilege, use, and withholding taxes. You may also designate authorized users to access these services. Please provide the name of the authorized user for AZTaxes.gov.

Name of Authorized User _____
Title _____
Email Address _____
Phone Number (with area code) _____

**SECTION H: Required Signatures**

This application must be signed by either a sole owner, at least two partners, managing member or corporate officer legally responsible for the business, trustee or receiver or representative of an estate that has been listed in Section B.

**Under penalty of perjury I (we), the applicant, declare that the information provided on this application is true and correct.** I (we) hereby authorize the security administrator, if one is listed in Section G, to access the AZTaxes.gov site for the business identified in Section A. This authority is to remain in full force and effect until the Arizona Department of Revenue has received written termination notification from an authorized officer.

<b>1</b> Print or Type Name _____	<b>2</b> Print or Type Name _____
Title _____	Title _____
Date _____	Date _____
Signature _____	Signature _____

**This application must be completed, signed, and returned as provided by A.R.S. § 23-722.**

Equal Opportunity Employer/Program  
This application available in alternative formats at Unemployment Insurance Tax Office.

**PLEASE COMPLETE SECTION I: STATE/COUNTY & CITY LICENSE FEE WORKSHEET TO CALCULATE AND REMIT TOTAL AMOUNT DUE WITH THIS APPLICATION.**

Name (as shown on page 1)	FEIN or SSN (as shown on page 1)
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**SECTION I: State/County & City License Fee Worksheet**

ALL FEES ARE SUBJECT TO CHANGE. Check for updates at azdor.gov.

To calculate **CITY FEE**: Multiply **No. of Locations** by the **License Fee** and enter sum in **License Subtotal**.

City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal
Apache Junction	AJ		\$50.00		Goodyear	GY		\$5.00		Sahuarita	SA		\$5.00	
Avondale	AV		\$40.00		Guadalupe	GU		\$2.00		San Luis	SU		\$2.00	
Benson	BS		\$5.00		Hayden	HY		\$5.00		Scottsdale	SC		\$50.00	
Bisbee	BB		\$1.00		Holbrook	HB		\$1.00		Sedona	SE		\$2.00	
Buckeye	BE		\$2.00		Huachuca City	HC		\$2.00		Show Low	SL		\$2.00	
Bullhead City	BH		\$2.00		Jerome	JO		\$2.00		Sierra Vista	SR		\$1.00	
Camp Verde	CE		\$2.00		Kearny	KN		\$2.00		Snowflake	SN		\$2.00	
Carefree	CA		\$10.00		Kingman	KM		\$2.00		Somerton	SO		\$2.00	
Casa Grande	CG		\$2.00		Lake Havasu	LH		\$5.00		South Tucson	ST		\$2.00	
Cave Creek	CK		\$20.00		Litchfield Park	LP		\$2.00		Springerville	SV		\$5.00	
Chandler	CH		\$50.00		Mammoth	MH		\$2.00		St. Johns	SJ		\$2.00	
Chino Valley	CV		\$2.00		Marana	MA		\$5.00		Star Valley	SY		\$2.00	
Clarkdale	CD		\$2.00		Maricopa	MP		\$2.00		Superior	SI		\$2.00	
Clifton	CF		\$2.00		Mesa	ME		\$30.00		Surprise	SP		\$10.00	
Colorado City	CC		\$2.00		Miami	MM		\$2.00		Taylor	TL		\$2.00	
Coolidge	CL		\$2.00		Nogales	NO		\$25.00		Tempe	TE		\$50.00	
Cottonwood	CW		\$2.00		Oro Valley	OR		\$12.00		Thatcher	TC		\$2.00	
Dewey/Humboldt	DH		\$2.00		Page	PG		\$2.00		Tolleson	TN		\$2.00	
Douglas	DL		\$5.00		Paradise Valley	PV		\$2.00		Tombstone	TS		\$1.00	
Duncan	DC		\$2.00		Parker	PK		\$2.00		Tucson	TU		\$45.00	
Eagar	EG		\$10.00		Patagonia	PA		\$25.00		Tusayan	TY		\$2.00	
El Mirage	EM		\$15.00		Payson	PS		\$2.00		Wellton	WT		\$2.00	
Eloy	EL		\$10.00		Peoria	PE		\$50.00		Wickenburg	WB		\$2.00	
Flagstaff	FS		\$46.00		Phoenix	PX		\$50.00		Willcox	WC		\$25.00	
Florence	FL		\$2.00		Pima	PM		\$2.00		Williams	WL		\$2.00	
Fountain Hills	FH		\$2.00		Pinetop/Lakeside	PP		\$2.00		Winkelman	WM		\$2.00	
Fredonia	FD		\$10.00		Prescott	PR		\$25.00		Winslow	WS		\$10.00	
Gila Bend	GI		\$2.00		Prescott Valley	PL		\$2.00		Youngtown	YT		\$10.00	
Gilbert	GB		\$2.00		Quartzsite	QZ		\$2.00		Yuma	YM		\$2.00	
Glendale	GE		50.00		Queen Creek	QC		\$2.00						
Globe	GL		\$2.00		Safford	SF		\$2.00						

Subtotal City License Fees (column 1) \$	Subtotal City License Fees (column 2) \$	Subtotal City License Fees (column 3) \$
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**AA TOTAL City License Fee(s) (column 1 + 2 + 3).....** \$

	<b>No. of Loc's</b>	<b>Fee per Location</b>	<b>TOTAL</b>
<b>BB TOTAL State License Fee(s):</b> Calculate by multiplying number of business locations by \$12.00		<b>\$12.00</b>	<b>\$</b>
<b>Residential Rental License Fees -</b> Multiply the number of units per locations by \$2.00 (\$50.00 Annual Cap per license).	<b>No. of Units</b>	<b>No. of Loc's</b>	<b>City Fee</b>
ONLY CHANDLER, PHOENIX, and SCOTTSDALE need to use this section, and NOT the fee chart above, to calculate license fee(s). The amount for each city CANNOT EXCEED \$50.00			\$
Residential Rental License-Chandler			\$
Residential Rental License-Phoenix			\$
Residential Rental License-Scottsdale			\$

**CC TOTAL City Residential Rental License Fees (Add Chandler, Phoenix, & Scottsdale).....** \$

**DD TOTAL DUE (Add lines AA + BB + CC) .....** \$

- Make check payable to Arizona Department of Revenue.
- Include FEIN or SSN on payment.
- Do not send cash.
- License will not be issued without full payment of fee.

**Ketie St. Louis**

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**From:** Lee Grafstrom <lgrafstrom@azleague.org>  
**Sent:** Friday, May 29, 2015 4:48 PM  
**To:** Finance Directors; Abigail Yacoben; Al Holler; Angel Suarez; Anne Wenk; Brandie Forcum; Crystal Hadfield; Dave Schaaf; Don Zelechowski; Esmeralda Saldana; Evan Nelson; Gary Tasky; Jane Fuller; Joe Lewandowski; Joel Peterson; John Olsen; Karen Rounsborg; Kathleen Jackson; Lars Johnson; Loretta Kearns; Luis Pedroza; Martha Salgado; Matt Dunbar; Michelle Cruz; Mickey Tait; Miguel Teposte; Mike Miller; Pam Reinke; Pamela Pieri; Phil Falcosky; Phil Montalvo; Ralph Villa; Ranbir Cheema; Robb Swanson; Roger Okin; Russell Young ; Sandy Schilling; Sherry Schurhammer; Susan Matousek; Tabatha Miller; Ted Soltis; Terry Hogle; Vern Crisler; Vicki Rios; Yvonne Davila-Paredes; Alex Deshuk; Brent Mattingly; Dawn Lang; Donna Meinerts; Edward Quedens; Evan Allred; Jeff Nichols; Ken Jones; Kevin Artz; Lee Grafstrom; Mark Landsiedel; Mark Woodfill; Michael Kennington; Neal Young; Silvia Amparano; Tabatha Miller; Tom Belshe; Tom Duensing  
**Subject:** FW: New IGA with DOR for TPT Administration  
**Attachments:** Council Memo Explanation.docx; IGA Contact Information.xlsx  
**Importance:** High  
**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Attached are the two missing items related to the IGA: the explanatory language for a Council memo, and the IGA Contact Info spreadsheet.

My apologies for the delay.

Thank you,  
**Lee Grafstrom**  
**Tax Policy Analyst**  
**League of Arizona Cities and Towns**  
1820 W. Washington St.  
Phoenix, AZ 85007-3208  
602-258-5786 Office  
480-510-4392 Cell  
[www.azleague.org](http://www.azleague.org)



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**From:** Lee Grafstrom  
**Sent:** Wednesday, May 27, 2015 11:30 AM  
**To:** Finance Directors; Abbe Yacoben; Al Holler; Angel Suarez; Anne Wenk; Brandie Forcum; Crystal Hadfield; Dave

Schaaf; Don Zelechowski; Esmeralda Saldana; Evan Nelson; Gary Tasky; Jane Fuller; Joe Lewandowski; Joel Peterson; John Olsen; Karen Rounsborg; Kathleen Jackson; Lars Johnson; Loretta Kearns; Luis Pedroza; Martha Salgado; Matt Dunbar; Michelle Cruz; Mickey Tait; Miguel Teposte; Mike Miller; Pam Reinke; Pamela Pieri; Phil Falcosky; Phil Montalvo; Ralph Villa; Ranbir Cheema; Robb Swanson; Roger Okin; Russell Young ; Sandy Schilling; Sherry Schurhammer; Susan Matousek; Tabatha Miller; Ted Soltis; Terry Hoglund; Vern Crisler; Vicki Rios; Yvonne Davila-Paredes

**Subject:** New IGA with DOR for TPT Administration

Hello:

The attached documents constitute a new inter-governmental agreement (IGA) between your city/town and the Department of Revenue (DOR) related to the administration of Transaction Privilege Tax, as required under A.R.S. § 42-6001. You will soon be receiving a notice from the Department of Revenue informing you that your current IGA with the Department is being cancelled effective June 30, 2015. That agreement is being replaced with the attached new agreement and appendices which are effective from and after July 1, 2015.

If your city/town is currently on the State collection program, this agreement will go into full effect in all aspects from and after July 1, 2015. If your city/town is currently not on the State collection program, this agreement will go into effect on July 1, 2015 in all aspects that are not contrary to your status as a self-collecting city and will continue with those limitations until such time that DOR takes over TPT administration for your city/town.

This IGA and its appendices must be approved by your city/town council not later than June 30, 2015. This IGA only needs to be approved once by your council, and is considered effective on July 1, 2015 provided the council acts prior to that date.

Unlike previous versions of the IGA which were drafted solely by the Department, these documents have been negotiated and agreed upon by both DOR and a consortium of city and town representatives and cannot be altered in way.

Please do the following, not later than June 30, 2015:

- 1) Complete the agreement for your city/town by filling in the blanks in the body of the IGA:
  - (a) Your city/town name and the date of Council action on the first page of the IGA
  - (b) Contact email address in Section 2.1: DOR will send this contact the list of DOR employees authorized to receive city/town taxpayer information
  - (c) Contact email address in Section 3.1: DOR will contact this address with any questions regarding city/town employees authorized to receive Confidential Information
  - (d) Contact mailing address in Section 19(a): DOR will use this contact when sending any notice required under this IGA
  - (e) Typed identification of the person authorized by the city/town to sign this IGA in Section 31.2
  
- 2) There is an Excel spreadsheet attached that captures the contact information required in step 1(b), (c) and (d) above. Please insert your IGA contact information in this spreadsheet and return it to the League ASAP.
  
- 3) Print the completed Agreement and the Appendices and present them for approval by your city/town council, not later than June 30, 2015.

Sample explanatory language for your city/town council has also been provided to accompany the IGA if you wish. This language can be used as a council memo in the format provided, or can be incorporated in the council memo format used by your city/town.

4) Return TWO SIGNED copies of the IGA to the DOR City Unit at the address noted in Section 19(b) immediately after the council action.

Arizona Department of Revenue  
Attn: City Unit  
Division Code 16  
1600 W. Monroe  
Phoenix, AZ 85007

5) Once the IGA has been signed by the Attorney General, DOR will return one signed copy to the city/town for your permanent records.

If you have any questions, please let me know.

Thank you,

**Lee Grafstrom**

**Tax Policy Analyst**

**League of Arizona Cities and Towns**

1820 W Washington St.

Phoenix, AZ 85007-3208

602-258-5786 Office

480-510-4392 Cell

[www.azleague.org](http://www.azleague.org)



# City of San Luis

## Finance Department

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June 24, 2015

**TO:** Mayor and Council

**FROM:** Ketié St. Louis, Finance Director

**SUBJECT:** Intergovernmental Agreement with the Arizona Department of Revenue related to Uniform Administration of the City's Transaction Privilege Tax

**RECOMMENDATION:**

Recommend the approval of an intergovernmental agreement between the City of San Luis and the Arizona Department of Revenue regarding the uniform administration, licensing, collection, and auditing of transaction privilege tax, use tax, severance tax, jet fuel excise and use tax and rental occupancy taxes imposed by the State or cities or towns.

**DISCUSSION:**

This intergovernmental agreement (IGA) was negotiated with the Department of Revenue (DOR) by city representatives included a finance director, a tax administrator, and two attorneys, along with assistance from the League of Arizona Cities and Towns. Additionally, several attorneys and tax experts from many cities and towns reviewed and commented on the language during the process, resulting in a document that provides the maximum level of information and assurances for the cities possible.

Local Transaction Privilege Tax (TPT) administration is governed by A.R.S. § 42-6001. This statute was recently modified for the purpose of tax simplification with the passage of House Bill 2111 in 2013 and House Bill 2389 in 2014. This statute now requires the Arizona Department of Revenue (DOR) to administer the transaction privilege and use taxes imposed by all cities and towns and to enter into a new inter-governmental agreement (IGA) with each city and town to reflect these changes and clearly define the working relationship between DOR and Arizona cities and towns.

State administration for the current self-collecting cities is predicated on DOR having the capability to provide an electronic means for collecting and distributing detailed taxpayer information including specific gross receipts and deductions by classification and by business location. This IGA intends to cover all aspects of administration after DOR takes over for all cities and towns, but it also includes language allowing self-collecting cities to continue their

own tax and license programs until such time that DOR is able to perform the administrative functions documented in statute.

Although tax simplification will have the greatest impact on those cities and towns that are currently self-collecting local taxes, there are also considerable improvements for cities and towns in the State collection program as a result of simplification, particularly in the form of receiving much more detailed taxpayer data.

The IGA covers all aspects of local tax administration. First and foremost, the IGA addresses confidentiality, including the authorized handling of confidential taxpayer information, expectations for the discreet use of taxpayer data to prevent unauthorized disclosure, and the process we will follow in the event of a disclosure. There is also clarified and simplified guidance on the use of aggregated taxpayer data for public reporting and analysis.

The IGA includes clear direction regarding the sharing of general taxpayer license information, legal interpretations and written guidance, rate and fee tables, and any other pertinent tax information that needs to be shared between the cities and towns and DOR.

Importantly, the IGA identifies exactly which license and tax return data fields must be provided by DOR, and identifies in detail a series of new reports DOR will soon provide to all cities, both of which will serve to greatly expand the data available to the city for analysis purposes.

The first changes related to tax simplification that went into effect were new rules dealing with auditing, which DOR and the cities began following in January 2015. The IGA formalizes both the concepts included in statute and the main concepts used in practice by auditors in the field.

Key factors include a commitment to audit for all jurisdictions whenever any audit is being done; the continued authority for any city or town to perform an audit of a taxpayer that is engaged in business only in their town; the general guidance that DOR will lead all multi-jurisdictional audits, coupled with the option for DOR to delegate actual audit performance to a city or town when circumstances indicate it would be the most efficient means of completing the audit.

The IGA also provides guidance for handling voluntary disclosure by taxpayers, closing agreements in lieu of litigation, and sets up the responsibilities and authorities of both parties in terms of code or statute interpretations and legal support for protests.

Most importantly, the new IGA provides for a formal review process using the new "State and Local Uniformity Group" made up of four city and four DOR tax experts who will work together to iron out any problems or conflicts between the cities and the State.

The terms of this IGA run on an annual basis from July 1, 2015 through June 30, 2016 and it renews automatically each year. Either party has the right to reopen and renegotiate the terms according to provisions within the agreement.

**FINANCIAL IMPLICATIONS:**

This agreement will not result in any budgetary impact to the City.

Full Name	Position	Address	City	State	Zip	Email	Phone	Fax
Stacey Lemos	Finance Director	11000 N La Canada Dr	Nogales	AZ	85737			
Linda Watson	Finance Director	PO Box 1180	Page	AZ	86040			
Scott McCarty	Finance Director	6401 E Lincoln Dr	Paradise Valley	AZ	85253			
Lori Wedeneyer	Finance Director	PO Box 610	Parker	AZ	85344			
Isabel Van Nest	Finance Director	PO Box 767	Patagonia	AZ	85624			
Hope Cribb	Finance Manager	303 N Beeline Hwy	Payson	AZ	85541			
			Peoria	AZ				
			Phoenix	AZ				
Jeff McCormick	Town Manager	PO Box 426	Prima	AZ	85543			
Barbara Ashley	Finance Director	1360 N Neils Hansen Ln	Pineop - Lakeside	AZ	85929			
			Prescott	AZ				
Katie Pehl	Finance Director	7501 E Civic Cir	Prescott Valley	AZ	86314			
Tina Abriani	Finance Director	PO Box 2812	Quartzsite	AZ	85346			
Scott McCarty	Acting Chief Financial Officer	22350 S Elsworth Rd	Queen Creek	AZ	85142			
Terry Quest	Finance Director	PO Box 272	Safford	AZ	85548			
A C Marrioti	Finance Director	375 W Sahuarita Center Way	Sahuarita	AZ	85629			
Kelle St Louis	Finance Director	PO Box 1170	San Luis	AZ	85349			
			Scottsdale	AZ				
			Sedona	AZ				
Anthony Turley	Administrative Services Director	180 N 9th St	Show Low	AZ	85901			
David Felix	Finance Manager	1011 N Coronado Dr	Sierra Vista	AZ	85635			
Brian Richards	Finance Director	81 W 1st South	Snowflake	AZ	85937			
Ralph Villa	Finance Director	PO Box 638	Somerton	AZ	85350			
Louredes Aguirre	Finance Director	1601 S 6th Ave	South Tucson	AZ	85713			
Heidi Wink	Finance Director	418 E Main St	Springerville	AZ	85938			
Timothy Hinton	Finance Director	PO Box 455	St. Johns	AZ	85936			
Chaney Nutt	Finance Director	3675 E Highway 260	Star Valley	AZ	85541			
Margaret Gaston	Finance Director	199 N Lobb Ave	Superior	AZ	85173			
Lindsay Duncan	Chief Fiscal Officer	16000 N Civic Center Plaza	Surprise	AZ	85374			
Gus Lundberg	Town Manager	PO Box 158	Taylor	AZ	85939			
			Tempe	AZ				
Terry Hinton	Finance Director	PO Box 670	Thatcher	AZ	85552			
Victoria Prins	Finance Director	9555 W Van Buren St	Tolleson	AZ	85383			
Ruben Villa	Finance Director	PO Box 339	Tombstone	AZ	85638			
			Tucson	AZ				
Will Wright	Town Manager	PO Box 709	Tusayan	AZ	86023			
Ana Flores	Finance Director	PO Box 67	Wellton	AZ	85356			
Stephanie Wojcik	Finance Director	155 N Tegner St Ste A	Wickenburg	AZ	85390			
Crystal Hadfield	Finance Director	101 S Railroad Ave Ste B	Willcox	AZ	85643			
Keith Buonomore	Finance Director	113 S First St.	Williams	AZ	86046			
Sylvia Kerlock	Finance Director	PO Box 386	Winkelmann	AZ	85192			
	Finance Director	21 Williamson Ave	Winslow	AZ	86047			
	Finance Officer	12030 Clubhouse Sq	Youngtown	AZ	85363			
Donald Wicks	Director-Finance	PO Box 13012	Yuma	AZ	85366			

Full Name	Position	Address	City	State	Zip	Email	Phone	Fax
			Apache Junction 2500 E. 23rd Avondale	AZ				
Dustin Despain	Finance Director	PO Box 2223	Benson	AZ	85602			
Sharon Buono	Finance Director	118 Arizona St	Bisbee	AZ	85603			
Larry Price	Finance Director	530 E. Monroe Ave	Buckeye	AZ	85336			
Rudy Vera	Finance Director	2335 Trane Rd	Bullhead City	AZ	86442			
Michael Showers	Finance Director	395 S Main St	Camp Verde	AZ	86322			
Kandace French	Finance Director	PO Box 740	Caretre	AZ	85377			
Doug Sandstrom	Finance Director	510 E Florence Blvd	Casa Grande	AZ	85122			
Robert Weddigen	Finance Director	37622 N Cave Creek Rd	Cave Creek	AZ	85331			
			Chandler	AZ				
Joe Duffy	Finance Director	202 N State Route 89	Chino Valley	AZ	86323			
Kathy Bainbridge	Finance Director	PO Box 308	Clarkdale	AZ	86324			
Esperanza Castaneda	Finance Director	PO Box 1415	Clifton	AZ	85533			
Vance Barlow	Finance Director	PO Box 70	Colorado City	AZ	86021			
Lisa Pannella	Finance Director	130 W Central Ave	Coolidge	AZ	85128			
Rudy Rodriguez	Admin. Services General Mgr.	827 N Main St	Cottonwood	AZ	86336			
Deri Thompson	Finance Director	PO Box 69	Dewey-Humboldt	AZ	86329			
			Douglas	AZ				
John Baasteen	Town Manager	506 SE Old West Hwy	Duncan	AZ	85534			
Katie Brady	Finance Director	PO Box 1300	Eagar	AZ	85925			
Robert Nilles	Finance Director	12145 NW Grand Ave	El Mirage	AZ	85336			
Brian Wright	Finance Director	628 N Main St	Eloy	AZ	85131			
			Flagstaff	AZ				
Michael Farina	Finance Director	PO Box 2670	Florence	AZ	85132			
Craig Rudolph	Finance Director	16705 E Ave of the Fountains	Fountain Hills	AZ	85268			
Carrie McDonald	Finance Director	PO Box 217	Fredonia	AZ	86022			
Stacey Young	Finance Director	PO Box A	Gila Bend	AZ	85337			
Cindi Mattheisen	Finance Director	50 E Civic Center Dr	Gilbert	AZ	85296			
			Glendale	AZ				
Joseph Jarvis	Finance Director	150 N Pine St	Globe	AZ	85501			
Larry Lange	Finance Director	190 N Litchfield Rd	Goodyear	AZ	85338			
Bob Thaxton	Finance Director	9241 S Avenida Del Yagui	Guadalupe	AZ	85283			
Alexis Rivera	Finance Director	PO Box B	Hayden	AZ	85235			
Randall Sullivan	Finance Director	PO Box 970	Holbrook	AZ	86025			
Thommy Mitchell	Finance Director	500 N Gonzales Blvd	Huachuca City	AZ	85616			
Rebecca Creit	Finance Director	PO Box 335	Jerome	AZ	86331			
Anna Flores	Town Manager	PO Box 639	Keary	AZ	85137			
Tina Moline	Financial Services Director	310 N 4th St	Kingman	AZ	86401			
Valerie Fenske	Administrative Services Director	2330 McCulloch Blvd N	Lake Havasu City	AZ	86403			
Benjamin Kongullo	Finance Director	214 W Wigwam Blvd	Litchfield Park	AZ	85340			
Patsy Lange	Finance Director	PO Box 130	Mammoth	AZ	85618			
Erik Montague	Finance Director & Procurement Manager	11555 W Civic Center Dr	Marana	AZ	85653			
Brian Ritschel	Finance Director	PO Box 610	Maricopa	AZ	85139			
			Mesa	AZ				
Rachael Sanchez	Finance Director	500 Sullivan St	Miami	AZ	85539			



# Resolution

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

NO. 1101

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA APPROVING AND ADOPTING INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF SAN LUIS AND THE STATE OF ARIZONA DEPARTMENT OF REVENUE**

WHEREAS, the City of San Luis is authorized by A.R.S. § 42-6001 and § 11-952 et seq. to enter into an agreement with the State of Arizona Department of Revenue;

WHEREAS, the City of San Luis desires to enter into an intergovernmental agreement with the State of Arizona to provide a uniform method of administration, collection, audit and licensing of transaction privilege and affiliated excise taxes imposed by the State of Arizona and the City of San Luis;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of San Luis, Arizona as follows:

Section 1: That the Intergovernmental agreement, as attached hereto as Exhibit "1" is hereby approved and its execution is hereby authorized.

Section 2: In the event of a conflict between the provisions of this resolution and any other resolution, ordinance, regulation, or policy of the City of San Luis, the conflicting provisions are hereby repealed, superseded, and replaced, and the provisions of this resolution shall govern.

PASSED AND ADOPTED by the Mayor and City Council of the City of San Luis, Arizona, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Gerardo Sanchez, Mayor

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Sonia Cornelio, City Clerk

\_\_\_\_\_  
City Attorney



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5. 7.

**Meeting Date:** 06/24/2015

**Department Head:** Ketié St. Louis, Finance Director, Finance Department

**Submitted By:** Ketié St. Louis, Finance Director, Finance Department

**Action Requested:** Motion  
Public Hearing  
Resolution

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### ITEM:

Public hearing followed by discussion and possible action to approve Resolution No. 1102, a resolution by Mayor and Council of the City of San Luis adopting the final budget for Fiscal Year 2016. **(Ketié St. Louis)**

- A. Open public hearing
- B. Close public hearing
- C. Action on Resolution No. 1102

### SUMMARY:

Pursuant to State Statute, the City Council is required to hold a public hearing before adopting the final budget that will establish the maximum ceiling for the City's budget. Several budget preparation workshops were held during the month of April followed by the submission of a tentative recommended budget that was provided to City Council on June 10, 2015. At this point staff has reviewed, revised, and compiled the data from all the work sessions for expected fiscal year 2015-16 revenues and expenditures. Therefore, we are submitting the final budget to Council for acceptance.

### RECOMMENDATION / SUGGESTED MOTION:

**1. I MOVE TO OPEN PUBLIC HEARING**

**2. I MOVE TO CLOSE PUBLIC HEARING**

**3. I MOVE TO ADOPT RESOLUTION 1102 ADOPTING THE BUDGET OF THE CITY OF SAN LUIS FOR FISCAL YEAR 2015-2016.**

**Supporting information not attached to the Agenda Item Review Form:**

N/A

**Is document to be sent to the Recorder's Office?:** No

**Department**

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**Fiscal Impact**

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: 0  
CITY/STATE/FEDERAL FUNDS: 0  
TOTAL: 0  
BUDGETED: 0  
AVAILABLE TO TRANSFER: 0  
ACCOUNT #/REMAINING BALANCE: 0  
FISCAL IMPACT STATEMENT:  
N/A

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**Attachments**

Final Budget FY2016

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**PUBLIC NOTICE**

Notice is hereby given that the preliminary budget for fiscal year 2015-2016 was approved by the Mayor and City Council for the City of San Luis, Arizona, Yuma County, on June 10, 2015. A public hearing on the budget will be held on June 24, 2015, at 7:00 PM, at City Hall. At that time and place, objections to the proposed final budget for fiscal 2015-2016 may be presented by residents of the City or other interested persons. Copies of the proposed budget are available in the office of the City Clerk, Sonia Cuello, located at 1090 E. Union Street, San Luis, Arizona (928) 341-8520 during the hours of 7:00AM to 6:00 PM Monday through Thursday. The information will also be available on the City's website, [www.cityofsanluis.org](http://www.cityofsanluis.org), as of July 1, 2015.

**CITY OF SAN LUIS, AZ  
Summary Schedule of Estimated Revenues and Expenditures/Expenses  
Fiscal Year 2016**

Fiscal Year	S c h	FUNDS							Total All Funds	
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds		
2015	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	17,257,860	4,750,310	14,573,600	537,570	0	16,959,820	0	54,079,160
2015	Actual Expenditures/Expenses**	E	16,882,260	3,546,700	14,565,100	275,000	0	11,897,890	0	47,166,950
2016	Fund Balance/Net Position at July 1***		8,586,870	2,061,140	6,273,083	912,400		2,882,830		20,716,323
2016	Primary Property Tax Levy	B	0							0
2016	Secondary Property Tax Levy	B		310,465						310,465
2016	Estimated Revenues Other than Property Taxes	C	16,857,070	3,214,140	14,736,880	301,000	0	9,120,870	0	44,229,960
2016	Other Financing Sources	D	0	0	0	0	0	0	0	0
2016	Other Financing (Uses)	D	0	0	0	0	0	0	0	0
2016	Interfund Transfers In	D	0	21,010	1,350,900	0	0	585,420	0	1,957,330
2016	Interfund Transfers (Out)	D	1,957,330	0	0	0	0	0	0	1,957,330
2016	Reduction for Amounts Not Available:									
	LESS: Amounts for Future Debt Retirement:									0
										0
2016	Total Financial Resources Available		23,486,610	5,606,755	22,360,863	1,213,400	0	12,589,120	0	65,256,748
2016	Budgeted Expenditures/Expenses	E	17,323,020	4,859,300	16,088,380	431,430	0	14,619,985	0	53,322,115

**EXPENDITURE LIMITATION COMPARISON**

1. Budgeted expenditures/expenses
2. Add/subtract: estimated net reconciling items
3. Budgeted expenditures/expenses adjusted for reconciling items
4. Less: estimated exclusions
5. Amount subject to the expenditure limitation
6. EEC expenditure limitation

	2015	2016
1.	\$ 54,079,160	\$ 53,322,115
2.		
3.	54,079,160	53,322,115
4.	15,668,070	17,303,560
5.	\$ 38,411,090	\$ 36,018,555
6.	\$ 39,155,665	\$ 40,998,640

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

\* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

\*\* Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

\*\*\* Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

**CITY OF SAN LUIS, AZ**  
**Tax Levy and Tax Rate Information**  
**Fiscal Year 2016**

	2015	2016
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ _____	\$ _____
2. Amount received from primary property taxation in the <b>current year</b> in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ _____	
3. Property tax levy amounts		
A. Primary property taxes	\$ _____	\$ _____
B. Secondary property taxes	307,380	310,470
C. Total property tax levy amounts	\$ 307,380	\$ 310,470
4. Property taxes collected*		
A. Primary property taxes		
(1) <b>Current</b> year's levy	\$ _____	
(2) Prior years' levies	_____	
(3) Total primary property taxes	\$ _____	
B. Secondary property taxes		
(1) <b>Current</b> year's levy	\$ 368,000	
(2) Prior years' levies	_____	
(3) Total secondary property taxes	\$ 368,000	
C. Total property taxes collected	\$ 368,000	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	_____	_____
(2) Secondary property tax rate	_____	_____
(3) Total city/town tax rate	_____	_____
B. Special assessment district tax rates		
Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating <b>Fourteen (14)</b> special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

\* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

**CITY OF SAN LUIS, AZ**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

<b>SOURCE OF REVENUES</b>	<b>ESTIMATED REVENUES 2015</b>	<b>ACTUAL REVENUES* 2015</b>	<b>ESTIMATED REVENUES 2016</b>
<b>GENERAL FUND</b>			
<b>Local taxes</b>			
City Sales Taxes	\$ 6,700,000	\$ 7,444,650	\$ 7,500,000
State Sales Tax	2,521,800	2,512,500	2,666,230
<b>Licenses and permits</b>			
Business Licenses	65,500	72,200	70,000
Encroachment Permit Fees	300	470	600
Franchise Fees - Cable	10,000	10,900	10,000
Franchise Fees - APS	394,300	404,900	394,300
Franchise Fees (Nextel) TowerCo	13,200	13,680	13,900
Franchise Fee-ClearTalk-Flat West Wireless	11,400	11,350	11,400
Franchise Fees - SW Gas	5,700	7,260	8,000
Individual Operators Permit	3,900	3,425	3,800
Building Safety	300,000	332,300	330,000
Transportation Business Permit	21,000	21,130	25,000
Planning & Zoning Fees	2,300	11,950	12,000
Overweight Border Permits		130	100
<b>Intergovernmental</b>			
Urban Revenue Sharing	3,378,360	3,378,600	3,360,240
County Revenues - VLT	939,920	876,580	1,052,300
<b>Charges for services</b>			
CPR Classes Fees	3,000	3,040	2,300
Detention Facility	741,000	717,320	693,500
Rents	33,400	30,630	34,000
Ambulance Service	230,000	254,690	207,800
<b>Fines and forfeits</b>			
Fine & Forfeitures	450,300	175,590	380,000
<b>Interest on investments</b>			
Interest Earned	6,500	3,180	5,800
<b>Contributions</b>			
Recreation	39,500	42,460	40,200
<b>Miscellaneous</b>			
Miscellaneous Revenue	24,600	41,000	13,500
Parking Management	17,300	16,900	14,100

**CITY OF SAN LUIS, AZ**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

<b>SOURCE OF REVENUES</b>	<b>ESTIMATED REVENUES 2015</b>	<b>ACTUAL REVENUES* 2015</b>	<b>ESTIMATED REVENUES 2016</b>
Auction Revenues	16,400	21,240	8,000
<b>Total General Fund</b>	<b>\$ 15,929,680</b>	<b>\$ 16,408,075</b>	<b>\$ 16,857,070</b>

\* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**CITY OF SAN LUIS, AZ**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

<b>SOURCE OF REVENUES</b>	<b>ESTIMATED REVENUES 2015</b>	<b>ACTUAL REVENUES* 2015</b>	<b>ESTIMATED REVENUES 2016</b>
<b>SPECIAL REVENUE FUNDS</b>			
<b>Highway User Revenue Fund</b>			
Highway User Revenues	\$ 2,026,370	\$ 2,145,700	\$ 2,051,480
Interest Earned	900	700	1,400
Impact Fees		117,790	93,800
Auction Revenues	1,900		1,900
	<u>\$ 2,029,170</u>	<u>\$ 2,264,190</u>	<u>\$ 2,148,580</u>
<b>Grants</b>			
Public Safety Grants	672,000	900,000	834,760
	<u>\$ 672,000</u>	<u>\$ 900,000</u>	<u>\$ 834,760</u>
<b>Judicial Collection Enhancement</b>			
J C E F Collections Revenue	\$ 21,400	\$ 16,000	\$ 16,500
San Luis Court Enhancement	129,000	100,000	100,600
Fill The Gap Funds	5,200	5,360	6,800
Default Fees	31,700	20,400	20,600
Warrant Fees	41,000	42,000	39,000
Probation Fees	39,600	46,000	47,300
	<u>\$ 267,900</u>	<u>\$ 229,760</u>	<u>\$ 230,800</u>
<b>Total Special Revenue Funds</b>	<u>\$ 2,969,070</u>	<u>\$ 3,393,950</u>	<u>\$ 3,214,140</u>

\* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**CITY OF SAN LUIS, AZ**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

<b>SOURCE OF REVENUES</b>	<b>ESTIMATED REVENUES 2015</b>	<b>ACTUAL REVENUES* 2015</b>	<b>ESTIMATED REVENUES 2016</b>
<b>DEBT SERVICE FUNDS</b>			
<u>Detention Facility</u>	13,423,500	13,500,000	14,736,880
	\$ <u>13,423,500</u>	\$ <u>13,500,000</u>	\$ <u>14,736,880</u>
<b>Total Debt Service Funds</b>	\$ <u>13,423,500</u>	\$ <u>13,500,000</u>	\$ <u>14,736,880</u>
<b>CAPITAL PROJECTS FUNDS</b>			
<u>Impact Fees</u>	\$ <u>138,100</u>	\$ <u>301,000</u>	\$ <u>301,000</u>
	\$ <u>138,100</u>	\$ <u>301,000</u>	\$ <u>301,000</u>
<b>Total Capital Projects Funds</b>	\$ <u>138,100</u>	\$ <u>301,000</u>	\$ <u>301,000</u>

\* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**CITY OF SAN LUIS, AZ**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
<b>ENTERPRISE FUNDS</b>			
<b>Water Operation</b>			
Water Sales	\$ 2,650,100	\$ 2,750,000	\$ 2,975,600
Water Sales City Accounts	442,900	510,000	558,400
Conversion Fees	11,400	13,000	12,300
Water Connection Fees	102,300	122,000	114,600
Interest Earned	3,900	2,790	3,300
Impact Fees	78,100	22,040	
Miscellaneous Revenue	101,100	102,080	112,400
	<u>\$ 3,389,800</u>	<u>\$ 3,521,910</u>	<u>\$ 3,776,600</u>
<b>Wastewater</b>			
Sewer Sales	\$ 2,443,800	\$ 2,982,130	\$ 3,116,700
Sewer Sales City Accounts	20,300	25,000	28,800
Sewer - Gadsden	61,300	73,280	70,900
Surcharge - Gadsden	17,700	22,000	19,500
Sewer Connection - Fees	45,200	63,900	56,700
Bad Debt Fees -Gadsden	3,900	3,560	3,900
Grants	30,200	21,000	
Miscellaneous Revenue	3,700		
Interest Earned	1,300	440	900
Impact Fees	73,500	215,000	170,000
	<u>\$ 2,700,900</u>	<u>\$ 3,406,310</u>	<u>\$ 3,467,400</u>
<b>Solid Waste</b>			
Sanitation Revenues	\$ 1,073,500	\$ 1,094,840	\$ 1,090,500
Sanitation Revenues City Account	47,200	48,000	47,200
Miscellaneous Revenue	18,300	17,200	15,800
	<u>\$ 1,139,000</u>	<u>\$ 1,160,040</u>	<u>\$ 1,153,500</u>
<b>Business Center</b>			
Business Center Revenues	\$ 630,470	629,260	629,770
	<u>630,470</u>	<u>629,260</u>	<u>629,770</u>
<b>Business Incubator</b>			
Rents	\$	\$	\$ 93,600
Grants	\$ 1,840,000	\$ 1,156,800	\$
	<u>\$ 1,840,000</u>	<u>\$ 1,156,800</u>	<u>\$ 93,600</u>
<b>Total Enterprise Funds</b>	<u>\$ 9,700,170</u>	<u>\$ 9,874,320</u>	<u>\$ 9,120,870</u>

**CITY OF SAN LUIS, AZ**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

<b>SOURCE OF REVENUES</b>	<b>ESTIMATED REVENUES 2015</b>	<b>ACTUAL REVENUES* 2015</b>	<b>ESTIMATED REVENUES 2016</b>
* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.			
<b>TOTAL ALL FUNDS</b>	\$ <u>42,160,520</u>	\$ <u>43,477,345</u>	\$ <u>44,229,960</u>

\* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**CITY OF SAN LUIS, AZ**  
**Other Financing Sources/<Uses> and Interfund Transfers**  
**Fiscal Year 2016**

<b>FUND</b>	<b>OTHER FINANCING 2016</b>		<b>INTERFUND TRANSFERS 2016</b>	
	<b>SOURCES</b>	<b>&lt;USES&gt;</b>	<b>IN</b>	<b>&lt;OUT&gt;</b>
<b>GENERAL FUND</b>				
Debt Service	\$	\$	\$	\$ 1,350,900
Other Financing Source				
Business Center				585,420
Public Safety Match				21,010
<b>Total General Fund</b>	\$	\$	\$	\$ 1,957,330
<b>SPECIAL REVENUE FUNDS</b>				
Public Safety Match	\$	\$	\$ 21,010	\$
<b>Total Special Revenue Funds</b>	\$	\$	\$ 21,010	\$
<b>DEBT SERVICE FUNDS</b>				
Civic Improvement Corporation	\$	\$	\$ 1,350,900	\$
<b>Total Debt Service Funds</b>	\$	\$	\$ 1,350,900	\$
<b>CAPITAL PROJECTS FUNDS</b>				
<b>Total Capital Projects Funds</b>	\$	\$	\$	\$
<b>PERMANENT FUNDS</b>				
<b>Total Permanent Funds</b>	\$	\$	\$	\$
<b>ENTERPRISE FUNDS</b>				
Business Center			585,420	
<b>Total Enterprise Funds</b>	\$	\$	\$ 585,420	\$
<b>INTERNAL SERVICE FUNDS</b>				
<b>Total Internal Service Funds</b>	\$	\$	\$	\$
<b>TOTAL ALL FUNDS</b>	\$	\$	\$ 1,957,330	\$ 1,957,330

**CITY OF SAN LUIS, AZ**  
**Expenditures/Expenses by Fund**  
**Fiscal Year 2016**

<b>FUND/DEPARTMENT</b>	<b>ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015</b>	<b>EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2015</b>	<b>ACTUAL EXPENDITURES/ EXPENSES* 2015</b>	<b>BUDGETED EXPENDITURES/ EXPENSES 2016</b>
<b>GENERAL FUND</b>				
City Council	\$ 956,520	\$ (124,220)	\$ 691,640	\$ 1,218,380
City Administration	603,850	3,350	603,000	667,740
City Clerk	246,320	1,230	246,000	269,050
City Attorney	354,510	2,040	330,000	437,530
City Prosecutor				259,770
Finance	665,050	5,490	666,000	678,900
Human Resources	328,150	710	306,940	436,000
Development Services	324,530	1,430	270,640	300,690
Building Safety	244,170	1,760	245,000	204,450
Community Development	227,820	1,230	184,160	239,700
Cultural Center	149,310	910	150,000	178,050
Parks Ground	1,038,010	5,110	1,043,000	1,235,020
Recreation	330,430	1,620	332,000	384,220
Youth Center	209,960	960	210,500	223,860
Aquatic Center	188,100	730	134,490	220,540
Senior Services	229,370	1,510	216,390	218,370
Municipal Court	564,780	3,730	566,000	589,320
Police Department	4,050,640	(52,040)	3,998,500	4,631,810
Fire Department	2,486,980	16,660	2,503,000	2,838,040
Information Technology	385,800	2,100	387,500	435,900
Facilities	357,910	2,910	360,000	311,760
Fleet Services	140,550	2,360	142,500	150,550
Risk	130,820	700	131,000	124,460
Non Departmental	3,164,000		3,164,000	1,068,910
<b>Total General Fund</b>	<b>\$ 17,377,580</b>	<b>\$ (119,720)</b>	<b>\$ 16,882,260</b>	<b>\$ 17,323,020</b>
<b>SPECIAL REVENUE FUNDS</b>				
Highway User Fund	\$ 3,194,600	\$ 91,260	\$ 2,430,290	\$ 3,663,210
Community Development				
Police Department	408,750	78,850	405,660	834,760
Fire Department	361,540		360,000	21,010
Judicial Collection Enhancement	585,280	28,030	350,750	340,320
SLC Arts & Humanities	2,000			
<b>Total Special Revenue Funds</b>	<b>\$ 4,552,170</b>	<b>\$ 198,140</b>	<b>\$ 3,546,700</b>	<b>\$ 4,859,300</b>
<b>DEBT SERVICE FUNDS</b>				
Civic Improvement	\$ 1,150,100		\$ 1,150,100	\$ 1,351,500
Detention Facility	13,423,500		13,415,000	14,736,880
<b>Total Debt Service Funds</b>	<b>\$ 14,573,600</b>		<b>\$ 14,565,100</b>	<b>\$ 16,088,380</b>
<b>CAPITAL PROJECTS FUNDS</b>				
Impact Fees	\$ 537,570		\$ 275,000	\$ 431,430
<b>Total Capital Projects Funds</b>	<b>\$ 537,570</b>		<b>\$ 275,000</b>	<b>\$ 431,430</b>
<b>PERMANENT FUNDS</b>				
	\$	\$	\$	\$
<b>Total Permanent Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>ENTERPRISE FUNDS</b>				
Water	\$ 6,008,560	\$ 283,540	\$ 3,473,370	\$ 5,621,110
Waste Water	6,264,280	4,860	4,658,600	6,389,465
Sanitation	1,183,710	37,380	1,214,400	1,231,740
Business Center	1,094,470		1,036,200	1,215,180
Business Incubator	2,064,020	19,000	1,515,320	162,490
<b>Total Enterprise Funds</b>	<b>\$ 16,615,040</b>	<b>\$ 344,780</b>	<b>\$ 11,897,890</b>	<b>\$ 14,619,985</b>
<b>INTERNAL SERVICE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Internal Service Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 53,655,960</b>	<b>\$ 423,200</b>	<b>\$ 47,166,950</b>	<b>\$ 53,322,115</b>

\* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

**CITY OF SAN LUIS, AZ**  
**Full-Time Employees and Personnel Compensation**  
**Fiscal Year 2016**

FUND	Full-Time Equivalent (FTE) 2016	Employee Salaries and Hourly Costs 2016	Retirement Costs 2016	Healthcare Costs 2016	Other Benefit Costs 2016	Total Estimated Personnel Compensation 2016
<b>GENERAL FUND</b>	176	\$ 8,743,210	\$ 1,056,570	\$ 1,504,330	\$ 876,740	\$ 12,180,850
<b>SPECIAL REVENUE FUNDS</b>						
Highway User Fund	18	\$ 547,210	\$ 54,490	\$ 99,200	\$ 80,080	\$ 780,980
Police Department	1	37,660	7,520	7,990	5,190	58,360
Judicial Collection Enhancement	3	163,780	17,730	37,160	16,350	235,020
<b>Total Special Revenue Funds</b>	<b>22</b>	<b>\$ 748,650</b>	<b>\$ 79,740</b>	<b>\$ 144,350</b>	<b>\$ 101,620</b>	<b>\$ 1,074,360</b>
<b>DEBT SERVICE FUNDS</b>						
<b>Total Debt Service Funds</b>		\$	\$	\$	\$	\$
<b>CAPITAL PROJECTS FUNDS</b>						
<b>Total Capital Projects Funds</b>		\$	\$	\$	\$	\$
<b>PERMANENT FUNDS</b>						
<b>Total Permanent Funds</b>		\$	\$	\$	\$	\$
<b>ENTERPRISE FUNDS</b>						
Water	13	\$ 569,075	\$ 58,930	\$ 107,190	\$ 60,640	\$ 795,835
Waste Water	14	604,345	63,920	98,180	66,280	832,725
Sanitation	7	319,060	33,010	55,970	36,820	444,860
Business Incubator	1	23,710	2,670	7,030	2,180	35,590
<b>Total Enterprise Funds</b>	<b>35</b>	<b>\$ 1,516,190</b>	<b>\$ 158,530</b>	<b>\$ 268,370</b>	<b>\$ 165,920</b>	<b>\$ 2,109,010</b>
<b>INTERNAL SERVICE FUND</b>						
<b>Total Internal Service Fund</b>		\$	\$	\$	\$	\$
<b>TOTAL ALL FUNDS</b>	<b>233</b>	<b>\$ 11,008,050</b>	<b>\$ 1,294,840</b>	<b>\$ 1,917,050</b>	<b>\$ 1,144,280</b>	<b>\$ 15,364,220</b>



# *Resolution*

**NO. 1102**

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

## **RESOLUTION FOR THE ADOPTION OF BUDGET FISCAL YEAR 2015 – 2016**

**Whereas**, in accordance with provisions of Title 42, Chapter 17, Articles 1-5, Arizona Revised Statutes (A.R.S.), the City Council did, on June 24, 2015, make an estimate of the different amounts required to meet public expenditures/expenses for the ensuing year, also an estimate of revenues from sources other than direct taxation, and

**Whereas**, in accordance with said chapter of said title, and following due public notice, the Council met on June 24, 2015, at which meeting any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses, and

**Whereas**, it appears that publication has been duly made as required by law of said estimates together with a notice that the City Council would meet on June 24, 2015 at the office of the Council for the purpose of hearing taxpayer, therefore be it

**Resolved**, that the said estimates of revenues and expenditures/expenses shown of the accompanying schedules, as now increased, reduced, or changed, are hereby adopted as the budget of the City of San Luis for the Fiscal Year 2015-2016.

Passed and adopted by the San Luis City Council this **24th** day of **June 2015**, in the City of San Luis, Arizona.

---

Gerardo Sanchez, Mayor

**ATTEST:**

---

Sonia Cornelio, City Clerk

**APPROVED AS TO FORM:**

---

Glenn Gimbut, City Attorney



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5. 8.

**Meeting Date:** 06/24/2015

**Department Head:** John Starkey, Building Safety Director, Planning & Zoning/Building Safety

**Submitted By:** Jose Guzman, Assistant Planner, Planning & Zoning/Building Safety

**Action Requested:** Motion  
Public Hearing

---

### ITEM:

Public Hearing followed by discussion and possible action on any and all matters regarding Conditional Use Permit Case No. 2015-0126, a request by Michelle Lamoureux on behalf of Verizon Wireless Communication for a Conditional Use Permit to install a telecommunications monopole at 1063 E. Main Street in San Luis, AZ. **(John Starkey)**

- A. Open public hearing
- B. Close public hearing
- C. Action on Conditional Use Permit No. 2015-0126

### SUMMARY:

The applicant is requesting a Conditional Use Permit to install an 100-foot telecommunications monopole on a leased area northeast of the property at 1063 E. Main Street. The property is zoned as Community Commercial (C-2) and it was previously used for auto sales (Autos De Santiago). There is already an existing 120-foot tower on the property but it cannot support another carrier because is almost at full capacity; that is why Verizon Wireless is proposing a second tower in this location.

The adjacent properties to the north and south are undeveloped and are zoned RA-10. On the west there is the East Main Canal and across the canal are several lots zoned as Community Commercial (C-2) that are not currently being used. The property located to the east is zoned RA-10 and is developed as school grounds for Gadsden Elementary School District.

The required setback for any structure in the Community Commercial(C-2) is 5ft side and 10ft rear. However, provided in Section 19.3-C, "towers shall be set back a distance equal to at least one hundred percent (100%) of the height of the tower from any adjoining lot line." The tower should provide a "fall zone" of its height, in other words, if the tower shall fail, it would fall entirely on the property on which is located. The proposed tower is 100ft and would require a variance prior to construction. The applicant has applied for a variance and it would be presented to the Board of Adjustment (City Council) the same date as this request. (Variance Case No. [2015-0130](#))

The proposed 100ft monopole tower will improve wireless coverage and increase network capacity in the area for Verizon Wireless. There will be an 8ft high fence around the tower made of chain link covering the 924 sq. ft. leased area. Provided in Section 14.9-C1, "Barbed wire may be permitted in commercial and industrial zoning districts for security purposes surrounding allowed outdoor storage areas provided the barbed wire is located a minimum of six (6) feet or more above grade and angled inward."

TELECOMMUNICATIONS ACT OF 1996:

This federal legislation established certain standards for local review of various types of antennas and other communication devices. Local governments may consider standards such as height, appearance, screening, stealth design, planting, and public safety issues (other than radiation). The local government may not discriminate between service providers, prohibit wireless services or have the effect of prohibiting wireless services, regulate on the basis of electromagnetic radiation if the facility complies with FCC standards, make land use decisions without substantial evidence and a written record of the proceedings, or unreasonably delay decision making on proposed applications.

**CITIZEN REVIEW MEETING:**

The Citizen Review Meeting was held on June 2, 2015 at City Hall Council Chambers at 6PM. The intent of this meeting was to allow the public to learn about the project, ask questions, and express comments. There was only question was regarding the exact location of the tower, no other comments/questions were given.

**PLANNING AND ZONING COMMISSION MEETING:**

The Planning and Zoning Commission held a meeting on June 9, 2015 at City Hall Council Chambers at 7PM. The applicant's representative presented the request to the Commission No public commented on this request. The Commission recommended approval of the Conditional Use Permit request.

**AGENCY REVIEW:**

As part of the review process, all land use cases are reviewed by various City and outside agencies. We have received comments from the following agencies:

1. US Marine Corps Air Station (05-18-15)
2. Bureau of Reclamation (05-20-15)

As required by State Statue, staff sent notification letters to property owners within 300 feet of the proposed project (25 letters). The City has not received any other significant concerns or objections from the various review agencies or adjacent property owners.

The applicant has provided the information and materials necessary for review of the Conditional Use Permit. The applicant has applied for a Variance (Case No. 2015- 0154) from Board of Adjustment (City Council) to allow reduced setbacks from the 100ft required by Section 19.3-C of the City of San Luis Zoning Ordinances.

The Planning and Zoning Commission and City staff recommends the City Council to APPROVE the Conditional Use Permit to allow a telecommunications tower at 1063 E. Main Street in San Luis, AZ.

**RECOMMENDATION / SUGGESTED MOTION:**

- A. I MOVE TO OPEN PUBLIC HEARING**
- B. I MOVE TO CLOSE PUBLIC HEARING**
- C. I MOVE TO CONTINUE THIS ITEM TO THE NEXT SCHEDULED COUNCIL MEETING**

**Supporting information not attached to the Agenda Item Review Form:**

N/A

Is document to be sent to the Recorder's Office?: No

N/A

---

**Fiscal Impact**

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** N/A  
**CITY/STATE/FEDERAL FUNDS:** N/A  
**TOTAL:** N/A  
**BUDGETED:** N/A  
**AVAILABLE TO TRANSFER:** N/A  
**ACCOUNT #/REMAINING BALANCE:** N/A  
**FISCAL IMPACT STATEMENT:**  
N/A

---

**Attachments**

Location Map

Pictures of Location

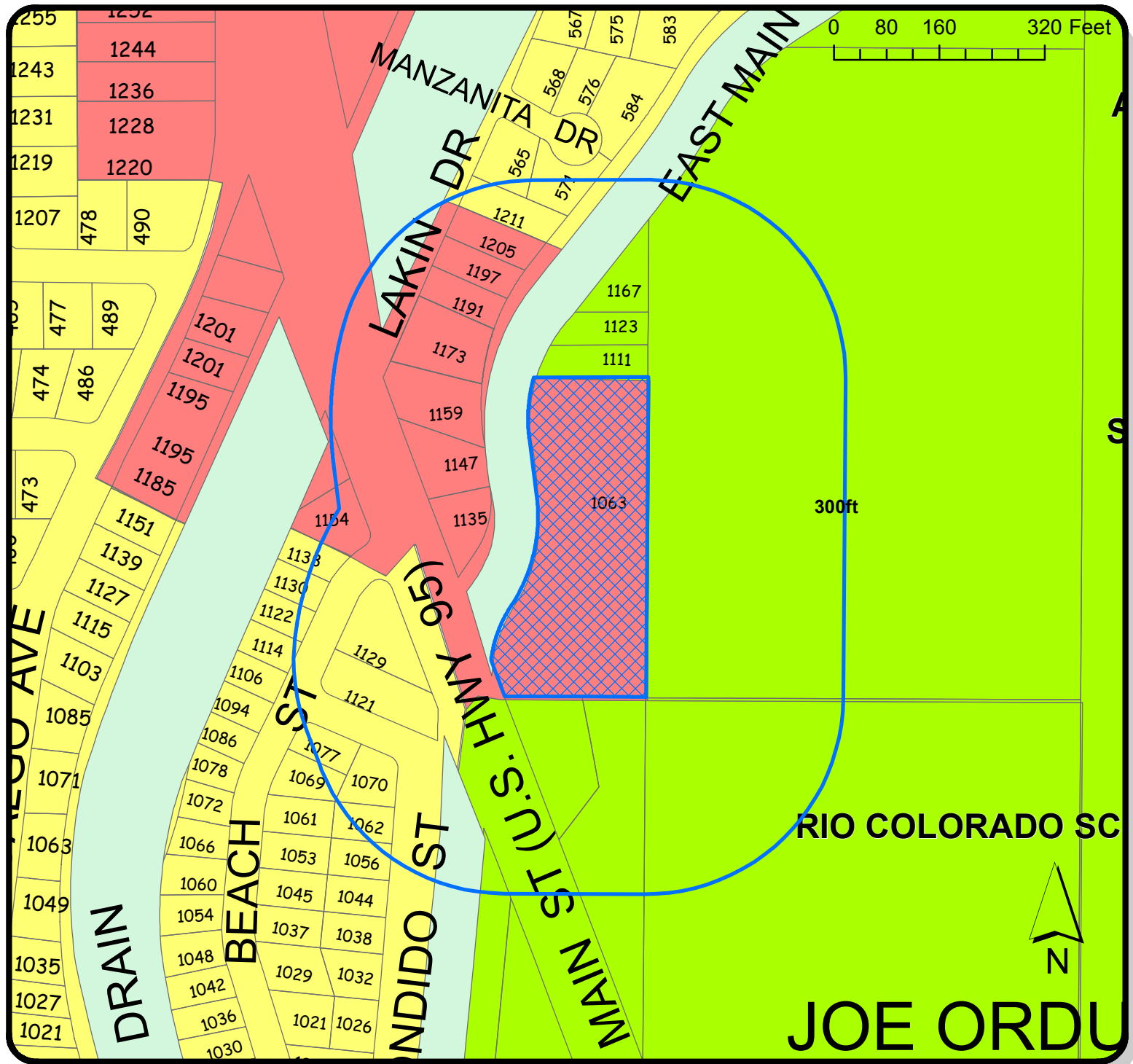
Site Plan

VZW current and expected coverage

US Marine Corps Air Station Yuma comments

Bureau of Reclamation comments

---



LOCATION OF PROPERTY

# Location Map

CONDITIONAL USE PERMIT

-  1063 N MAIN ST
-  300ft Buffer

**Date:**  
5/7/2015

**Approved By:**  
JS



**Prepared By:**  
IG

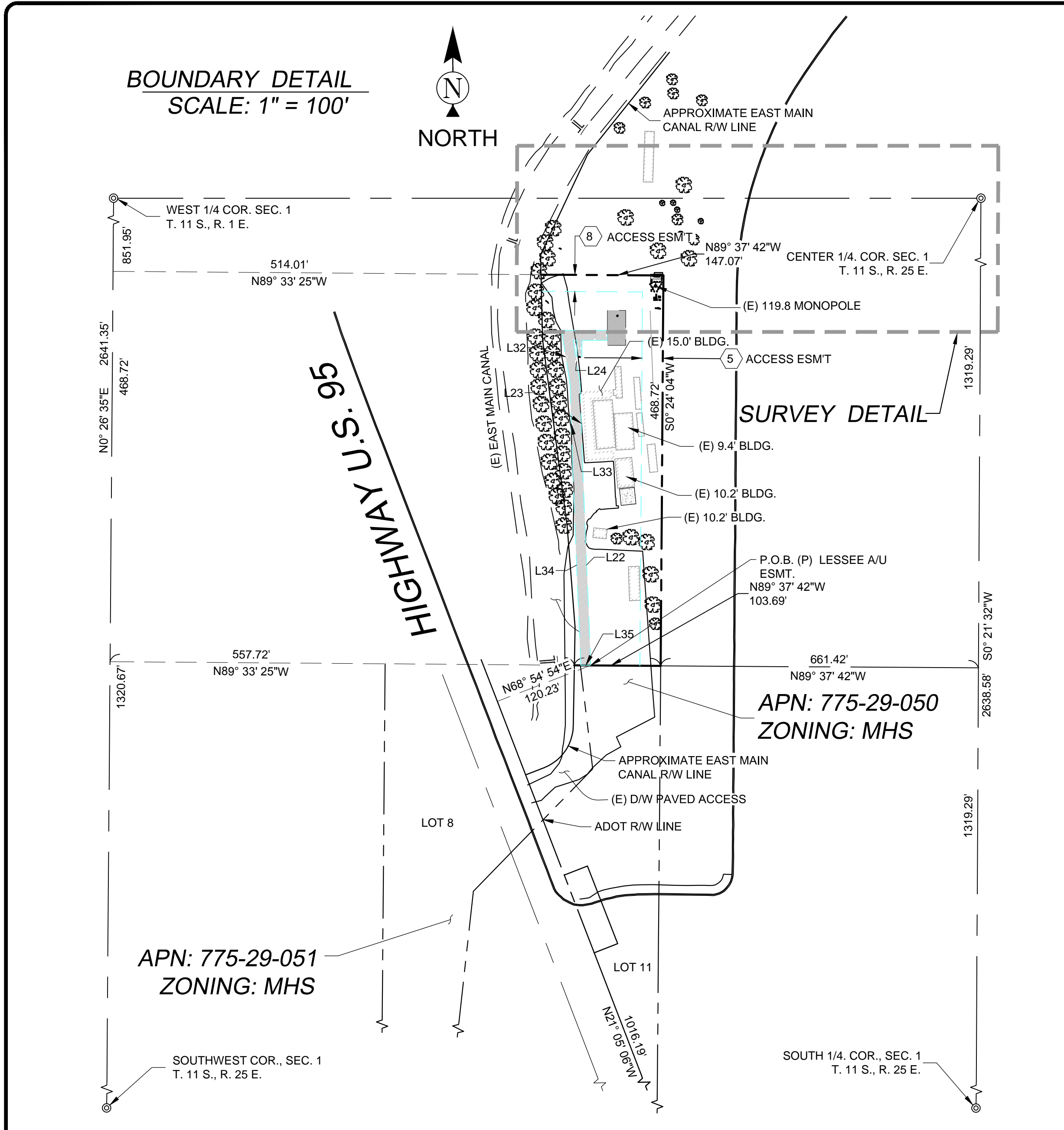
**Revised :**  
JAG

**Case No.**  
2015-0126



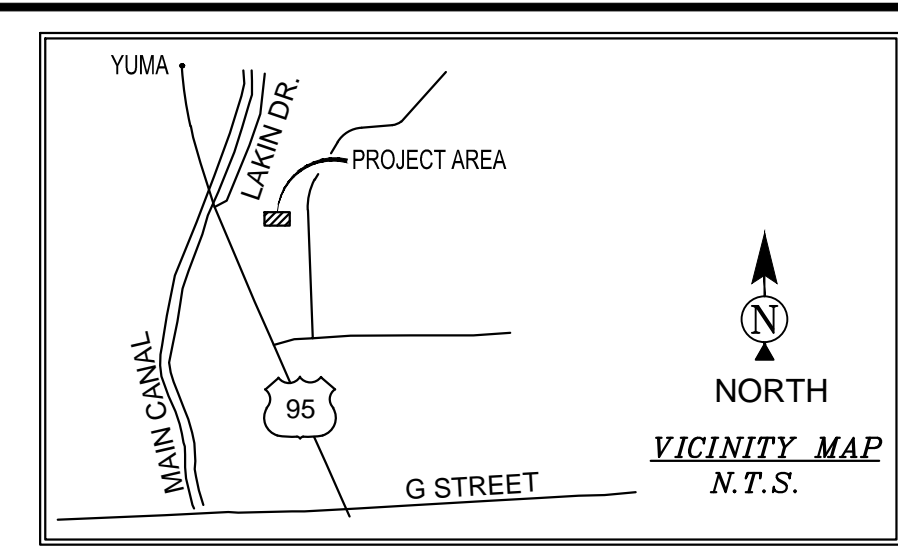


**BOUNDARY DETAIL**  
SCALE: 1" = 100'

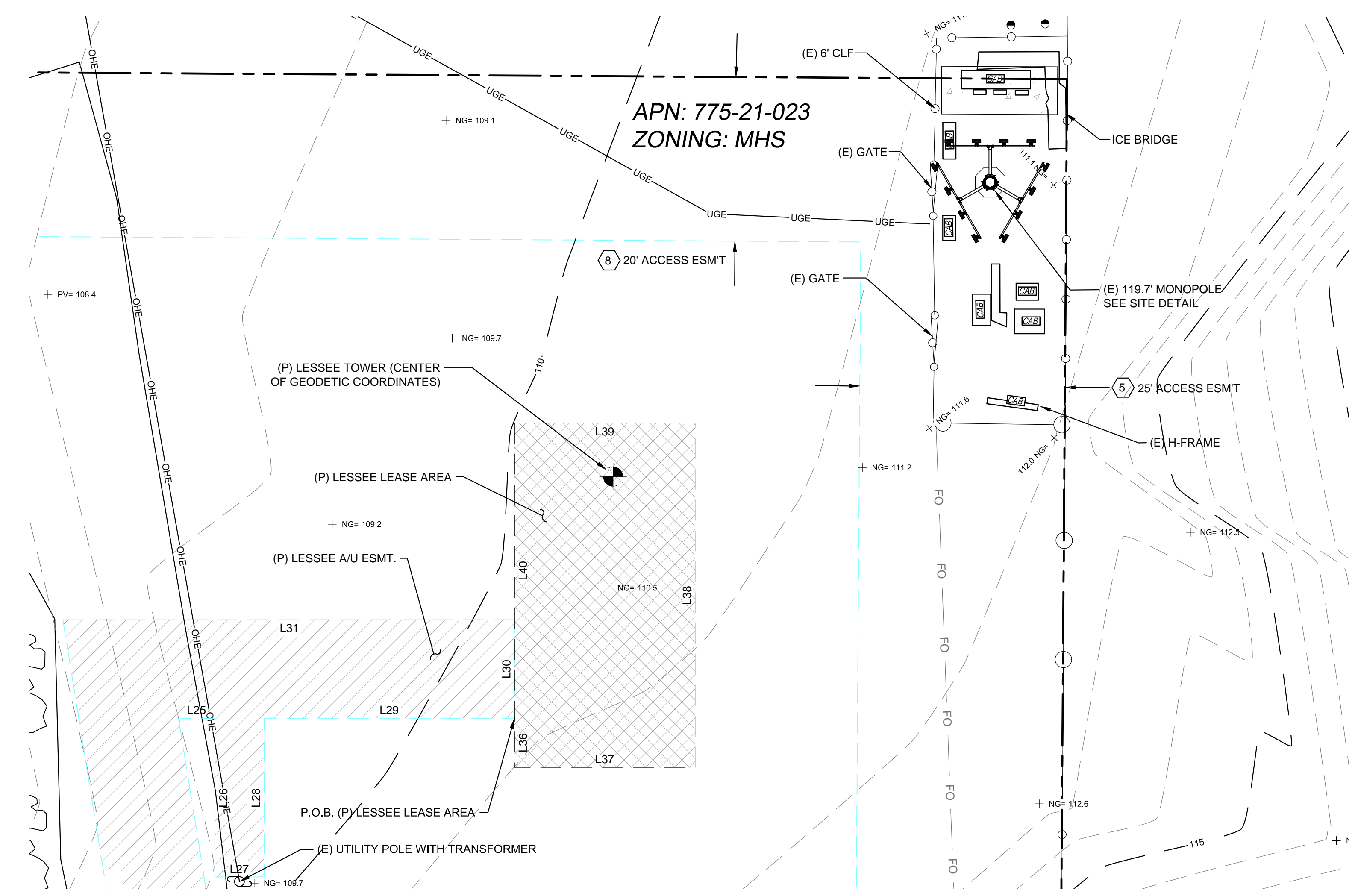


- SURVEYOR NOTES**
1. ALL TITLE INFORMATION IS BASED UPON A COMMITMENT FOR TITLE INSURANCE PREPARED BY GREAT AMERICAN TITLE AGENCY, ORDER NO.: 21500177 EFFECTIVE DATE: 12/30/2015.
  2. SURVEYOR HAS NOT PERFORMED A SEARCH OF PUBLIC RECORDS TO DETERMINE ANY DEFECT IN TITLE.
  3. THE BOUNDARY SHOWN HEREON IS PLOTTED FROM RECORD INFORMATION AND DOES NOT CONSTITUTE A BOUNDARY SURVEY OF THE PROPERTY.
  4. SURVEYOR DOES NOT GUARANTEE THAT ALL UTILITIES ARE SHOWN OR THEIR LOCATIONS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR AND DEVELOPER TO CONTACT BLUE STAKE AND ANY OTHER INVOLVED AGENCIES TO LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION. REMOVAL, RELOCATION AND/OR REPLACEMENT IS THE RESPONSIBILITY OF THE CONTRACTOR.

- PROJECT META DATA**
1. ELEVATIONS SHOWN HEREON ARE REPRESENTED IN NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) ESTABLISHED FROM GPS DERIVED ELLIPSOID HEIGHTS, APPLYING GEOID 09 SEPARATIONS CONSTRAINING TO NGS CORS STATIONS PROVIDED IN THE "ONLINE POSITIONING USER SERVICE" (OPUS) SOLUTION FOR THIS SPECIFIC SITE.
  2. BEARINGS SHOWN HEREON ARE BASED UPON U.S. STATE PLANE NAD83 COORDINATE SYSTEM ARIZONA STATE PLANE COORDINATE ZONE WEST, DETERMINED BY GPS OBSERVATIONS.
  3. FIELD WORK FOR THIS PROJECT WAS PERFORMED ON 02/05/15.



**SURVEY DETAIL**



**LEGEND**

- NG NATURAL GRADE
- BLDG TOP OF BUILDING
- R/W RIGHT OF WAY
- PV ASPHALT
- D/W ACCESS DRIVEWAY
- TOP OF SLOPE
- TOE TOE OF SLOPE
- SW SIDEWALK
- WL TOP OF WALL
- CLF CHAIN LINK FENCE
- CMU CONCRETE MASONRY UNIT
- C CONCRETE
- MCR MARICOPA COUNTY RECORDER
- 1419.18 SPOT ELEVATION
- WATER METER
- WATER CONTROL VALVE
- FIRE HYDRANT
- DOWN GUY
- FOUND AS NOTED
- POWER POLE
- LIGHT POLE
- STREET LIGHT W/MAST
- ELECTRICAL TRANSFORMER
- ELECTRICAL PULL BOX
- ELECTRICAL METER
- BREAKLINE
- SAN. SEWER MANHOLE
- SEWER CLEANOUT
- IRRIGATION CONTROL VALVE
- BOLLARD
- SIGN
- POSITION OF GEODETIC COORDINATES
- PROPERTY LINE
- PROPERTY LINE (OTHER)
- CENTERLINE EASEMENT LINE
- LEASE LINE
- CHAIN LINK FENCE
- WIRE OR BARBED WIRE FENCE
- OVERHEAD ELECTRIC LINE
- U/G ELECTRIC LINE
- U/G TELECOMMUNICATION LINE
- U/G FIBER OPTIC LINE
- U/G GAS LINE
- SS SANITARY SEWER LINE
- W WATER LINE

**LESSEE ACCESS AND UTILITY EASEMENT LEGAL DESCRIPTION**  
A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 11 SOUTH, RANGE 25 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YUMA COUNTY, ARIZONA LYING EAST OF THE EAST MAIN CANAL RIGHT-OF-WAY AND EAST OF U.S. HIGHWAY 95 RIGHT-OF-WAY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 1 FROM WHICH THE SOUTHWEST CORNER OF SAID SECTION 1 BEARS NORTH 89°41'17" WEST A DISTANCE OF 2649.54 FEET; THENCE NORTH 89°41'17" WEST, 1681.04 FEET; THENCE NORTH 21°05'06" WEST, 1016.19 FEET; THENCE NORTH 68°54'54" EAST, 120.23 FEET TO THE POINT OF BEGINNING.

THENCE NORTH 02°19'01" WEST, 241.39 FEET; THENCE NORTH 01°46'57" WEST, 98.60 FEET; THENCE NORTH 09°09'41" WEST, 51.19 FEET; THENCE NORTH 90°00'00" EAST, 4.44 FEET; THENCE SOUTH 00°00'00" EAST, 19.35 FEET; THENCE NORTH 90°00'00" EAST, 6.00 FEET; THENCE NORTH 00°00'00" EAST, 19.35 FEET; THENCE NORTH 90°00'00" EAST, 30.53 FEET; THENCE NORTH 00°00'00" EAST, 12.00 FEET; THENCE NORTH 90°00'00" WEST, 55.06 FEET; THENCE SOUTH 09°09'41" EAST, 64.51 FEET; THENCE SOUTH 01°46'57" EAST, 97.88 FEET; THENCE SOUTH 02°19'01" EAST, 240.88 FEET; THENCE SOUTH 89°37'42" WEST, 12.00 FEET TO THE POINT OF BEGINNING.

**LESSEE LEASE AREA LEGAL DESCRIPTION**  
A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 11 SOUTH, RANGE 25 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YUMA COUNTY, ARIZONA LYING EAST OF THE EAST MAIN CANAL RIGHT-OF-WAY AND EAST OF U.S. HIGHWAY 95 RIGHT-OF-WAY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 1 FROM WHICH THE SOUTHWEST CORNER OF SAID SECTION 1 BEARS NORTH 89°41'17" WEST A DISTANCE OF 2649.54 FEET; THENCE NORTH 89°41'17" WEST, 1681.04 FEET; THENCE NORTH 21°05'06" WEST, 1016.19 FEET; THENCE NORTH 68°54'54" EAST, 120.23 FEET TO THE POINT OF BEGINNING.

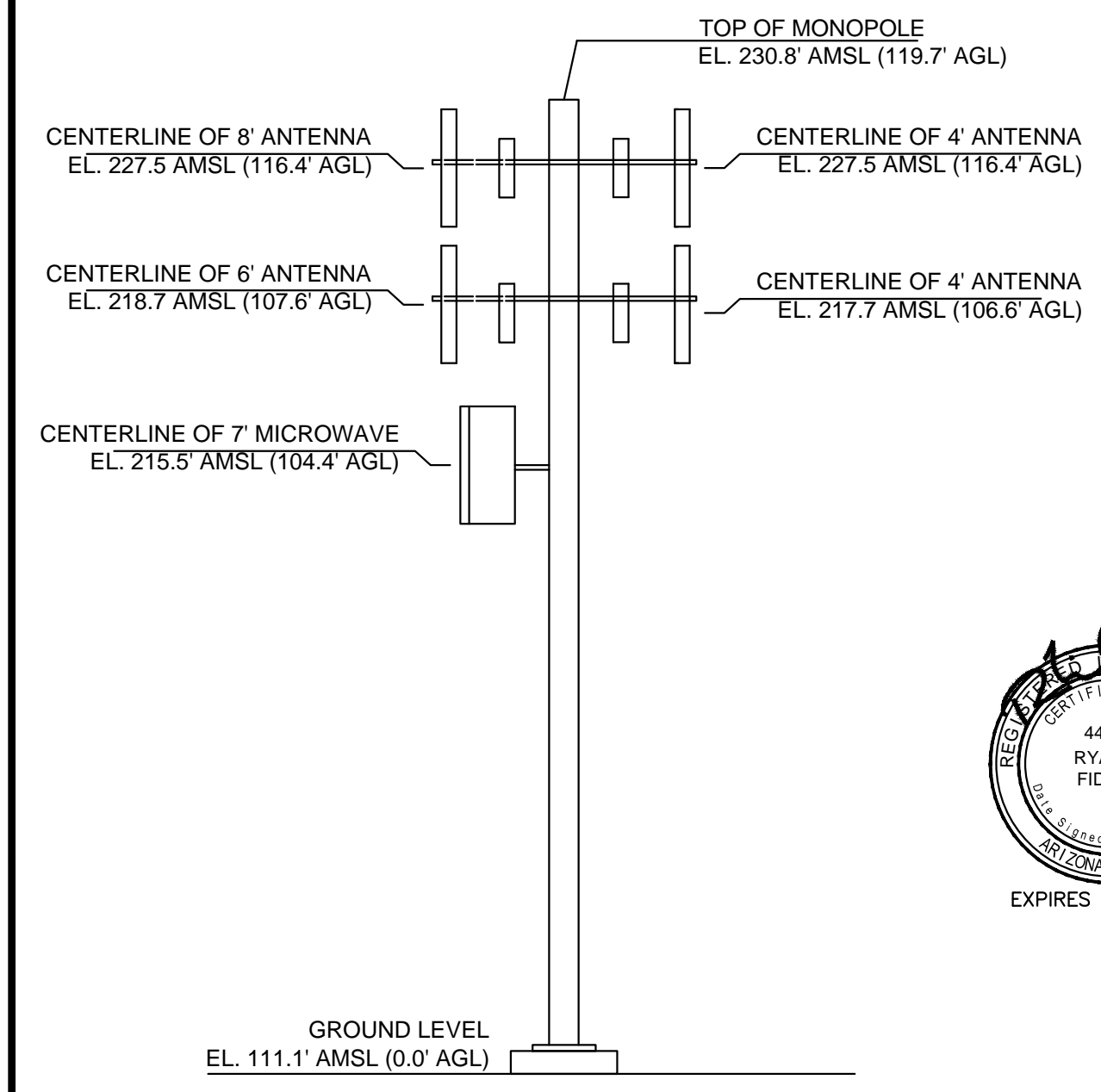
THENCE NORTH 02°19'01" WEST, 241.39 FEET; THENCE NORTH 01°46'57" WEST, 98.60 FEET; THENCE NORTH 09°09'41" WEST, 51.19 FEET; THENCE NORTH 90°00'00" EAST, 4.44 FEET; THENCE SOUTH 00°00'00" EAST, 19.35 FEET; THENCE NORTH 90°00'00" EAST, 6.00 FEET; THENCE NORTH 00°00'00" EAST, 19.35 FEET; THENCE NORTH 90°00'00" EAST, 30.53 FEET TO THE POINT OF BEGINNING.

THENCE SOUTH 00°00'00" EAST, 6.00 FEET; THENCE NORTH 90°00'00" EAST, 22.00 FEET; THENCE NORTH 00°00'00" EAST, 42.00 FEET; THENCE NORTH 90°00'00" WEST, 22.00 FEET; THENCE SOUTH 00°00'00" EAST, 36.00 FEET TO THE POINT OF BEGINNING.

LINE	LENGTH	BEARING
L22	241.39	N2° 19' 01" W
L23	98.60	N1° 46' 57" W
L24	51.19	N9° 09' 41" W
L25	4.44	N90° 00' 00" E
L26	19.35	S0° 00' 00" E
L27	6.00	N90° 00' 00" E
L28	19.35	N0° 00' 00" E
L29	30.53	N90° 00' 00" E
L30	12.00	N0° 00' 00" E
L31	55.06	N90° 00' 00" W
L32	64.51	S9° 09' 41" E
L33	97.88	S1° 46' 57" E
L34	240.88	S2° 19' 01" E
L35	12.00	S89° 37' 42" E
L36	6.00	S0° 00' 00" E
L37	22.00	N90° 00' 00" E
L38	42.00	N0° 00' 00" E
L39	22.00	N90° 00' 00" W
L40	36.00	S0° 00' 00" E

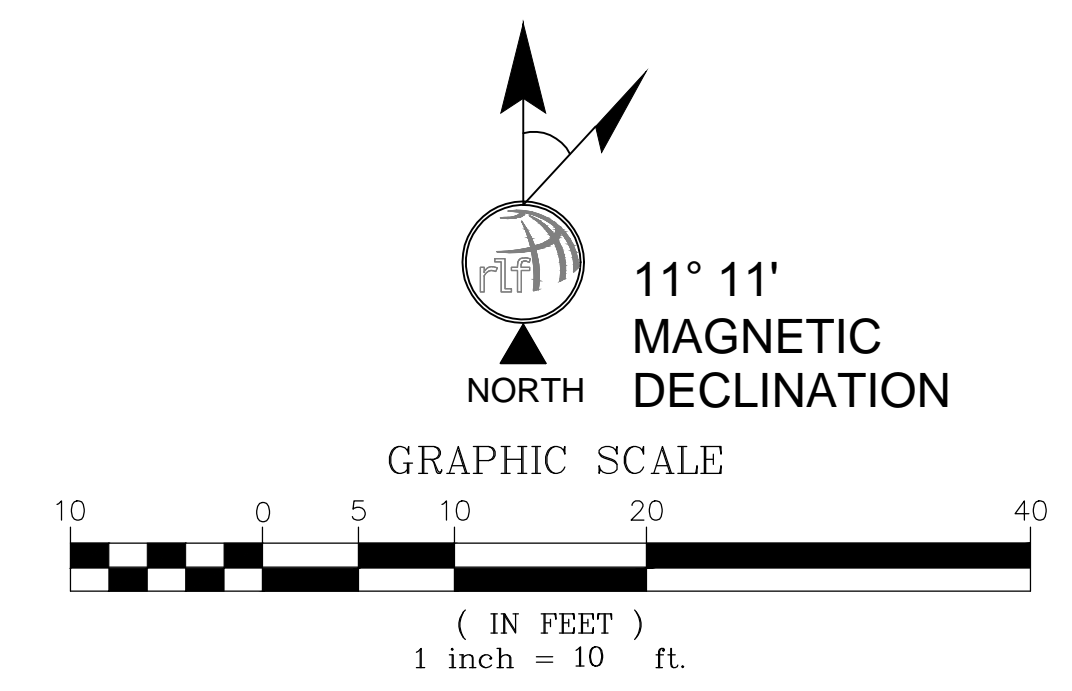
**LESSOR'S LEGAL DESCRIPTION**  
THE SOUTH 468.72 FEET OF THE WEST HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 11 SOUTH, RANGE 25 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YUMA COUNTY, ARIZONA LYING EAST OF THE EAST MAIN CANAL RIGHT-OF-WAY AND EAST OF U.S. HIGHWAY 95 RIGHT-OF-WAY.

- SCHEDULE B EXCEPTIONS**
5. AN EASEMENT FOR INGRESS AND EGRESS AND UTILITIES AND ALL OTHER MATTERS AS SET FORTH THEREIN, RECORDED IN DOCKET 1167, PAGE 979 AND RECORDED IN DOCKET 1167, PAGE 980 OF OFFICIAL RECORDS.
  8. AN UNRECORDED LEASE DATED DECEMBER 18, 2002, EXECUTED BY AS JAVIER DE SANTIAGO AND NORA DE SANTIAGO, HUSBAND AND WIFE AS LESSOR AND AT&T WIRELESS PCS, LLC, A DELAWARE LIMITED LIABILITY COMPANY AS LESSEE, AS DISCLOSED BY A(N) MEMORANDUM OF LEASE RECORDED AS FEE NO. 2003-02041 OF OFFICIAL RECORDS.



**MONOPOLE DETAIL**  
SCALE: N.T.S.

**POSITION OF GEODETIC COORDINATES**  
LATITUDE 32° 29' 56.276" NORTH (NAD83)  
LONGITUDE 114° 47' 04.802" WEST (NAD83)  
ELEVATION @ GROUND= 110.5' (NAVD88)



126 W. GEMINI DR.  
TEMPE, AZ 85283

architecture / project management  
10245 E. Via Linda, Scottsdale, AZ 85258  
ph: 480 451 9609 fax: 480 451 9608  
e mail: corp@ydcoffice.com

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FIELD BY:	JMM
DRAWN BY:	RJG/PAS
CHECKED BY:	RLF

REVISIONS		
NO.	DATE	DESCRIPTION
2	02/25/15	FINAL
1	02/13/15	PRELIMINARY

Land Survey & Mapping Solutions  
1214 North Stodden Drive  
Tempe, AZ 85281  
p. 480.445.9189 | f. 480.445.9185  
www.rlfconsulting.com

PROJECT No.  
**09006793**

SITE NAME:  
**AZ4 ESCARAMUJO**

SITE ADDRESS:  
**22625 HIGHWAY 95  
SAN LUIS, AZ 85349**

SHEET TITLE:  
**SITE SURVEY**

SHEET NO. <b>LS-1</b>	REVISION:
--------------------------	-----------

466.72

N0° 26' 35"E  
2641.35'

1320.67'

N89° 33' 25"W  
514.01'

N89° 37' 42"W  
147.07'

N89° 33' 25"W  
557.72'

N89° 37' 42"W  
103.69'

**NEW MONOPOLE SETBACKS TO PROPERTY LINE**

NORTH ± 48'-10"  
SOUTH ± 419'-11"  
WEST ± 91'-3"  
EAST ± 55'-0"

\* SETBACKS ARE DERIVED FROM A TOPOGRAPHIC SURVEY PERFORMED BY A REGISTERED LAND SURVEYOR

EXISTING ACCESS EASEMENT, TO REMAIN IN PLACE

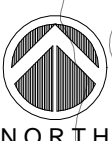
SEE ENLARGED PLAN ON SHEET Z-2

EXISTING EAST MAIN CANAL

HIGHWAY U.S. 95

PROPOSED LESSEE ACCESS / UTILITY EASEMENT

APN: 775-21-023  
ZONING: MHS



1 SITE PLAN

SCALE: 1" = 30'-0"

SCALE: 1" = 30'-0"

EXISTING 6'-0" HIGH CHAIN LINK FENCE, TO REMAIN IN PLACE  
EXISTING ICE BRIDGE, TO REMAIN IN PLACE  
EXISTING 119'-10" HIGH MONOPOLE, TO REMAIN IN PLACE

EXISTING H-FRAME, TO REMAIN IN PLACE

PROPOSED LESSEE ANTENNA ARRAY MOUNTED TO PROPOSED LESSEE MONOPOLE, SEE Z-2 SHEET FOR ANTENNA CONFIGURATION

PROPOSED LESSEE EQUIPMENT SHELTER

EXISTING ACCESS EASEMENT, TO REMAIN IN PLACE

EXISTING 9'-8" BUILDING

EXISTING 10'-2" BUILDING

EXISTING 10'-2" BUILDING

PROPERTY LINE

CLIENT

126 W. GEMINI DR.  
TEMPE, AZ 85283

INTERNAL REVIEW	DATE
CONSTRUCTION SIGNATURE	
RF SIGNATURE	
FACILITIES SIGNATURE	
REAL ESTATE SIGNATURE	

PLANS PREPARED BY

architecture / project management  
10245 E. Via Linda, Scottsdale, AZ 85258  
ph: 480 451 9609 fax: 480 451 9608  
e mail: corporate@ydcoffice.com

SEAL

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19382  
RONALD C. YOUNG  
REGISTERED PROFESSIONAL ENGINEER  
STATE OF ARIZONA U.S.A.  
EXP. 12/31/16

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PRELIMINARY UNLESS SIGNED

NO.	DATE	DESCRIPTION
1	2/24/2015	PRELIMINARY REVIEW ZD'S
2	3/30/2015	SUBMITTAL ZD'S

ARCHITECTS JOB NO. YDC-6224

PROJECT INFORMATION  
**AZ4\_ESCARAMUJO**  
22625 HIGHWAY 95  
SAN LUIS, AZ 85349

SHEET TITLE  
**SITE PLAN**

JURISDICTION APPROVAL

SHEET NUMBER  
**Z-1**

COAXIAL CABLE TABLE					
SECTOR	AZIMUTH	CENTERLINE	QTY.	SIZE	TYPE
ALPHA	5°	96'-0"	-	-	-
BETA	105°	96'-0"	-	-	-
GAMMA	270°	96'-0"	-	-	-
-	N/A	96'-0"	2	1-5/8"	6X12 HYBRID CABLE

NOTE:  
ALL AZIMUTHS ARE SHOWN RELATIVE TO TRUE NORTH,  
UNLESS NOTED OTHERWISE

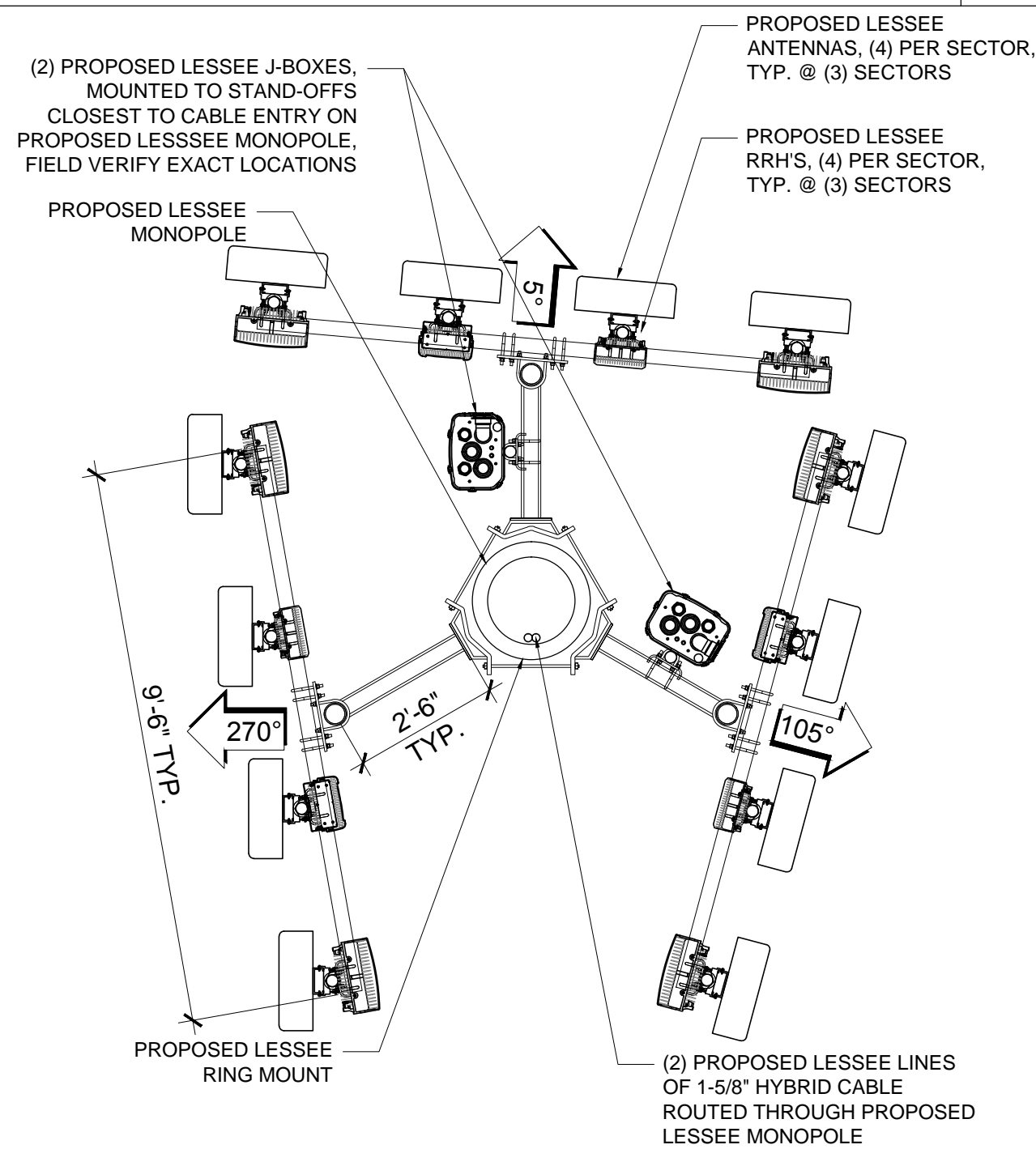
\*IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO VERIFY  
AZIMUTHS DEPICTED HEREIN WITH RF DEPARTMENT PRIOR  
TO INSTALLING ANTENNAS.

COAX CABLE INFORMATION

7

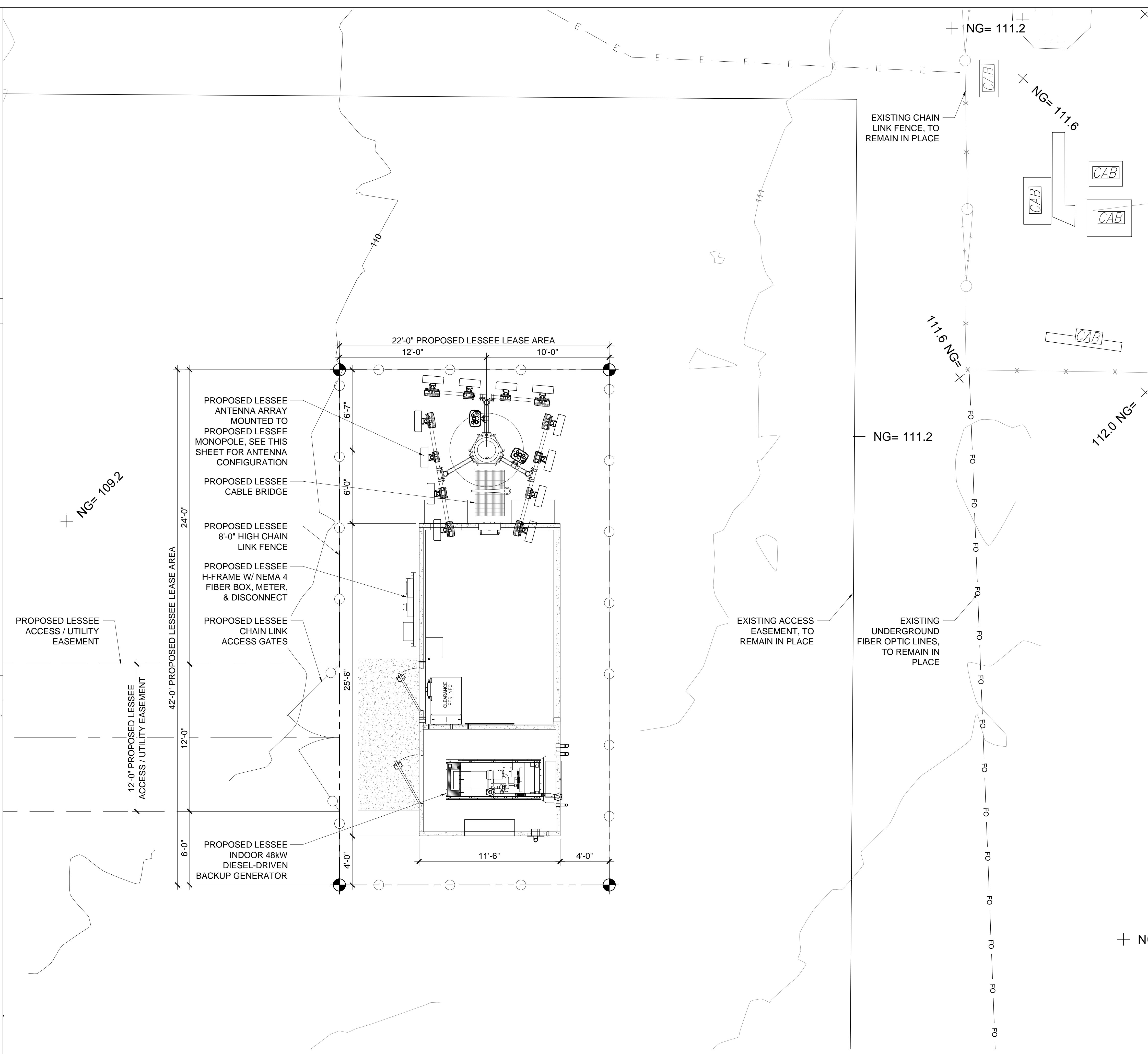
NOT USED

6



NEW ANTENNA CONFIG - 96' CL

5



CLIENT

126 W. GEMINI DR.  
TEMPE, AZ 85283

INTERNAL REVIEW	DATE
CONSTRUCTION SIGNATURE	
RF SIGNATURE	
FACILITIES SIGNATURE	
REAL ESTATE SIGNATURE	

PLANS PREPARED BY

architecture / project management  
10245 E. Via Linda, Scottsdale, AZ 85258  
ph: 480 451 9609 fax: 480 451 9608  
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19382  
RONALD C. YOUNG  
Professional Engineer  
STATE OF ARIZONA U.S.A.  
EXP. 12/31/16

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PRELIMINARY UNLESS SIGNED

NO.	DATE	DESCRIPTION
1	2/24/2015	PRELIMINARY REVIEW ZD'S
2	3/30/2015	SUBMITTAL ZD'S

ARCHITECTS JOB NO.  
YDC-6224

PROJECT INFORMATION

AZ4\_ESCARAMUJO

22625 HIGHWAY 95  
SAN LUIS, AZ 85349


SHEET TITLE  
ENLARGED SITE PLAN  
SITE DETAILS

JURISDICTION APPROVAL

SHEET NUMBER  
Z-2

INTERNAL REVIEW	DATE
CONSTRUCTION SIGNATURE	
RF SIGNATURE	
FACILITIES SIGNATURE	
REAL ESTATE SIGNATURE	

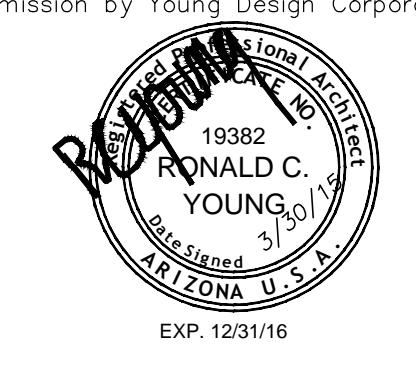
PLANS PREPARED BY



architecture / project management  
 10245 E. Via Linda, Scottsdale, AZ 85258  
 ph: 480 451 9609 fax: 480 451 9608  
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19382  
 RONALD C. YOUNG  
 PROFESSIONAL ENGINEER  
 STATE OF ARIZONA, U.S.A.  
 EXP. 12/31/16

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PRELIMINARY UNLESS SIGNED

NO.	DATE	DESCRIPTION
1	2/24/2015	PRELIMINARY REVIEW ZD'S
2	3/30/2015	SUBMITTAL ZD'S

ARCHITECTS JOB NO.  
**YDC-6224**

PROJECT INFORMATION

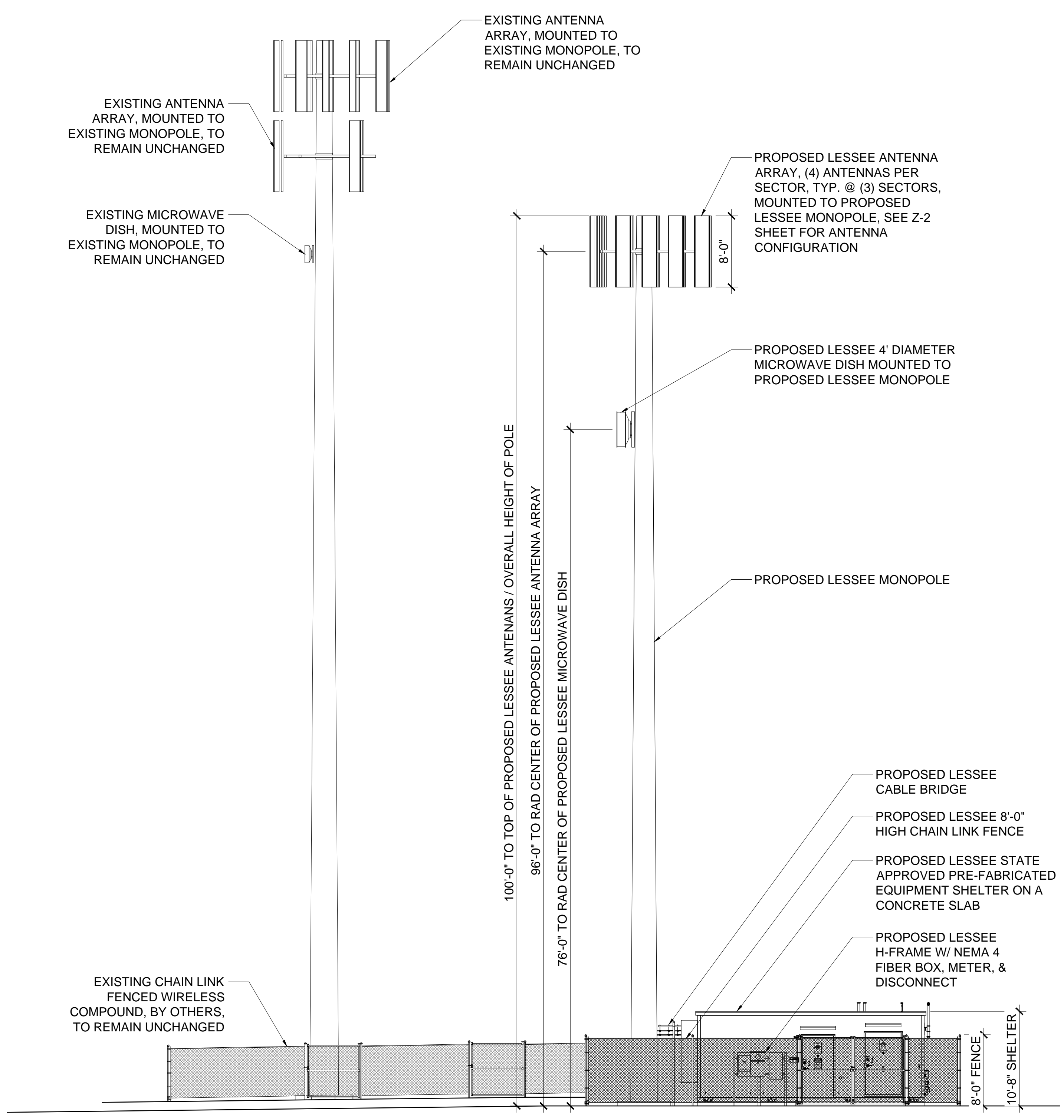
**AZ4\_ESCARAMUJO**

22625 HIGHWAY 95  
 SAN LUIS, AZ 85349

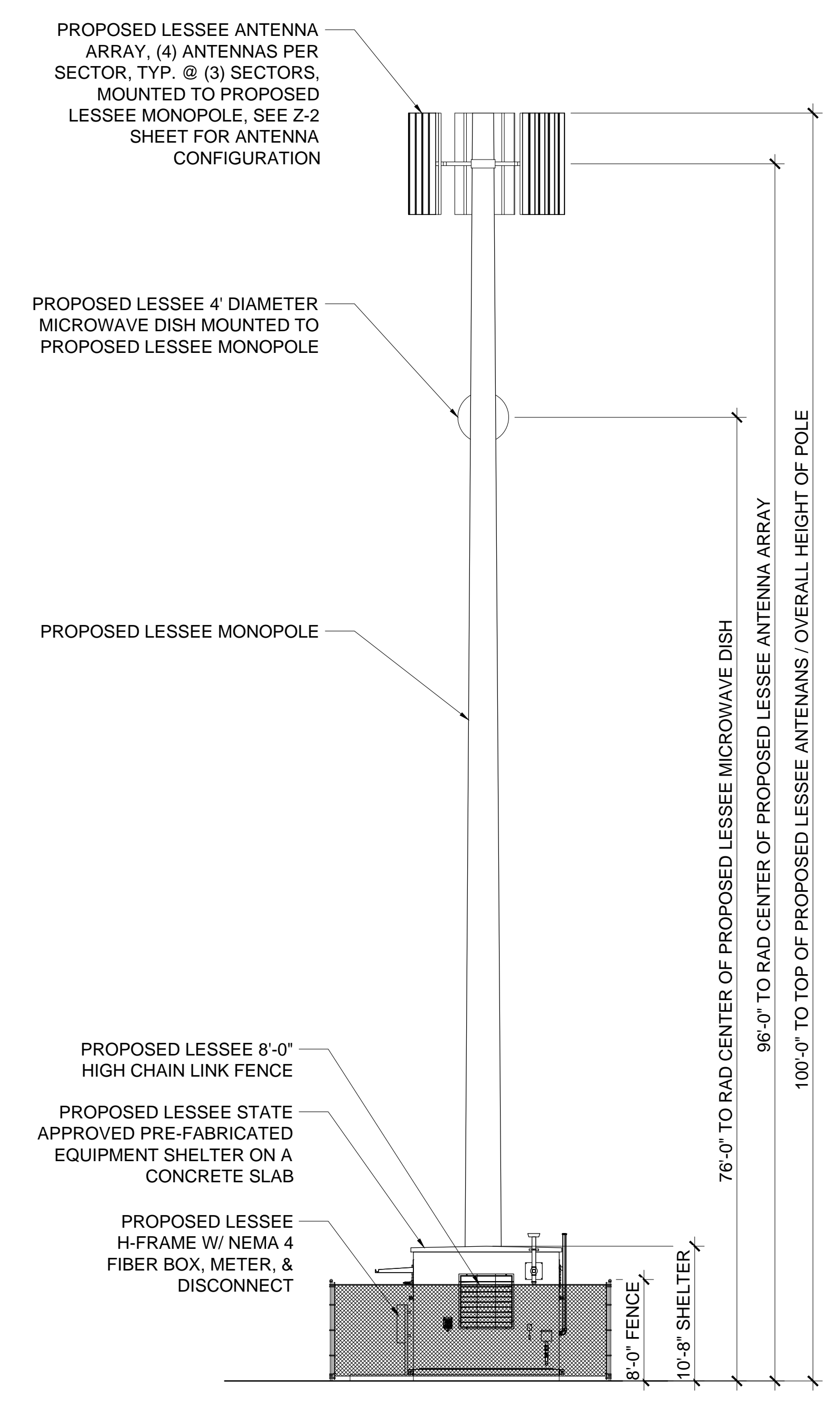
SHEET TITLE  
**ELEVATIONS**

JURISDICTION APPROVAL

SHEET NUMBER  
**Z-3**



**2 NEW WEST ELEVATION**  
 Z-3 SCALE: 1/4" = 1'-0"

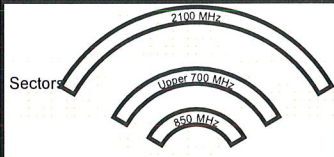


**1 NEW SOUTH ELEVATION**  
 Z-3 SCALE: 1/4" = 1'-0"


VZW Current Coverage w/ future site AZ4 ESCARAMUJO OFF AIR  
 YELLOW -----> Good Indoors / Good Outdoors Coverage  
 BLUE -----> Marginal Indoors / Good Outdoors Coverage  
 WHITE -----> Marginal Indoors / Marginal Outdoors Coverage

Session: Escaramujo\_Maps  
 User: Iteixid  
 Mon Mar 9 20:22:26 2015  
 UTM Zone 12  
 Datum: NAD83  
 Center Lat: 32-30-16.85 N  
 Center Lon: 114-47-17.09 W

-  county\_boundary
-  az\_light\_duty\_road
-  az\_collector\_road
-  az\_arterial\_road
-  az\_secondary\_highway
-  az\_major\_highway



Cells  
 Lbl: Cell Name

-  major\_highway

LTE RL OPL

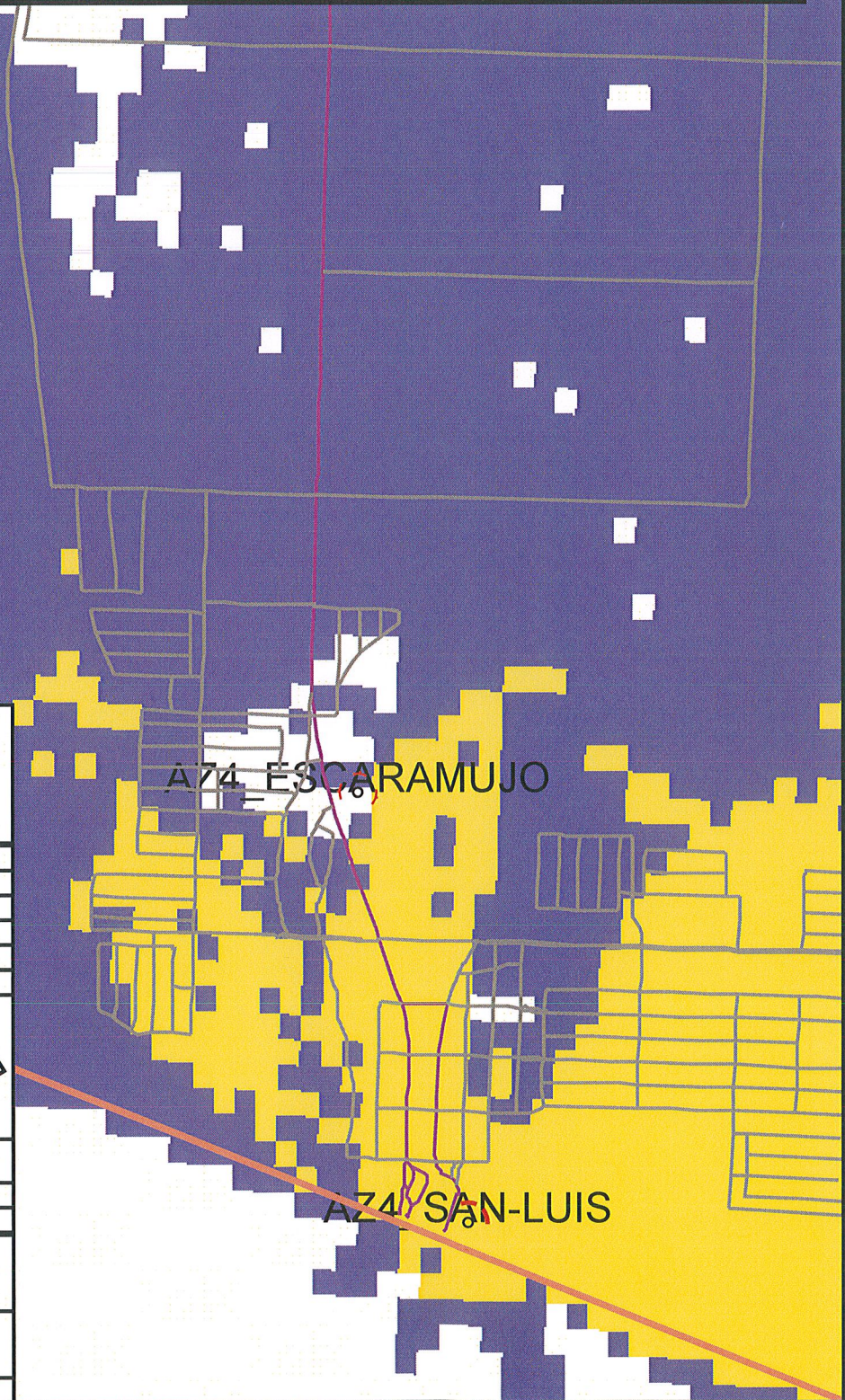
Scale: 1:24000



**verizon**wireless







GeoPlan v6.6.5

Proprietary and Confidential

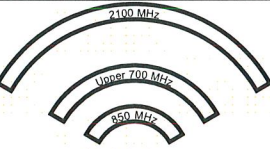


VZW Expected Coverage w/ future site AZ4 ESCARAMUJO ON AIR  
 YELLOW -----> Good Indoors / Good Outdoors Coverage  
 BLUE -----> Marginal Indoors / Good Outdoors Coverage  
 WHITE -----> Marginal Indoors / Marginal Outdoors Coverage


Session: Escaramujo\_Maps  
 User: lteixid  
 Mon Mar 9 20:24:41 2015  
 UTM Zone 12  
 Datum: NAD83  
 Center Lat: 32-30-16.85 N  
 Center Lon: 114-47-17.09 W

-  county\_boundary
-  az\_light\_duty\_road
-  az\_collector\_road
-  az\_arterial\_road
-  az\_secondary\_highway
-  az\_major\_highway

Sectors

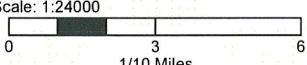


Cells  
 Lbl: Cell Name

-  major\_highway

LTE RL OPL

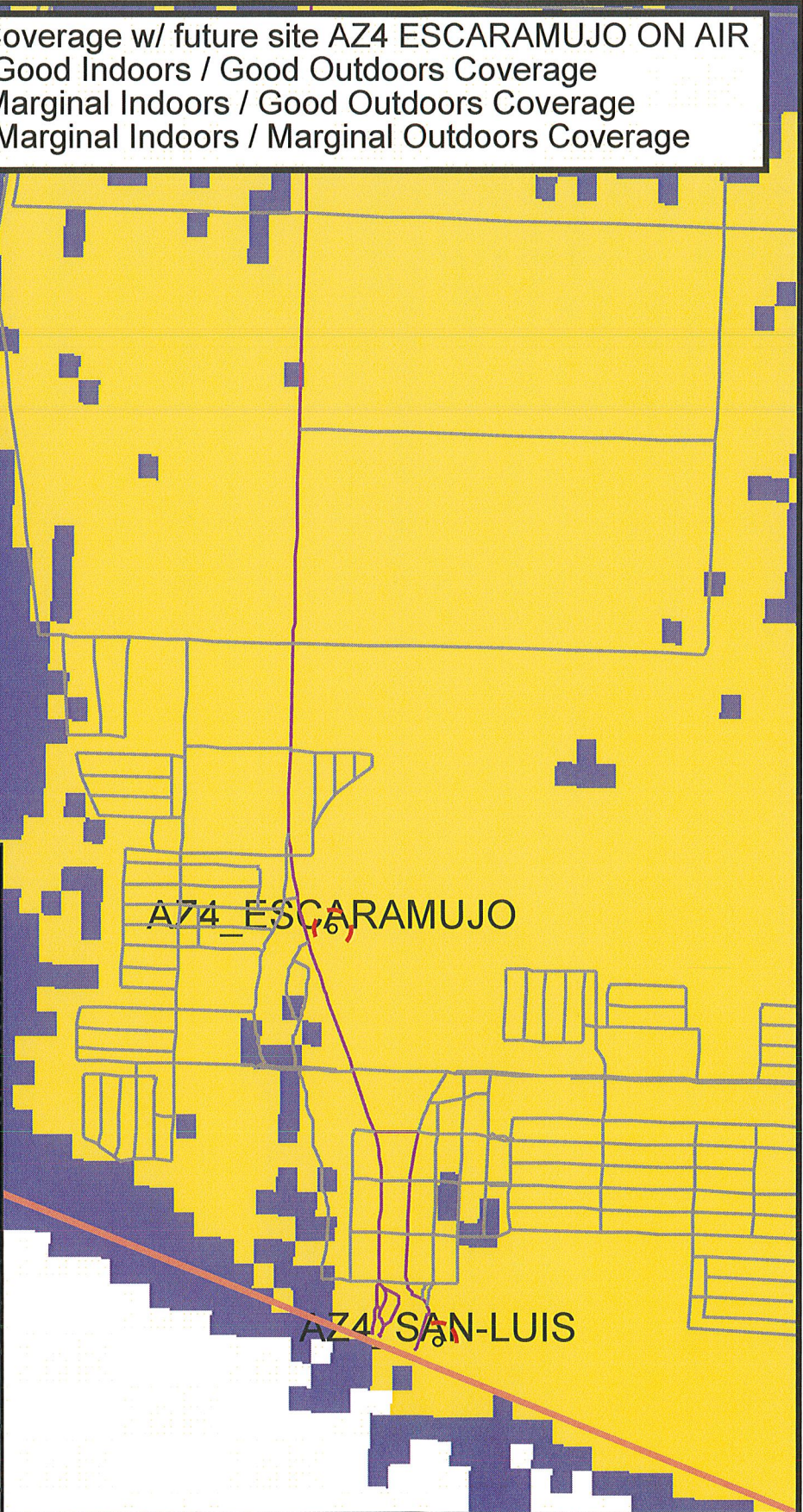
Scale: 1:24000



1/10 Miles

**verizon**wireless

GeoPlan v6.6.5  
 Proprietary and Confidential





May 7, 2015

**CONDITIONAL USE PERMIT CASE NUMBER: 2015-0126**

**CASE SUMMARY:** A request by Michelle Lamoureux, Pinnacle Consulting applicant representative of Verizon Wireless Communication (Applicant) on behalf of Javier De Santiago, owner, for a Conditional Use Permit as per Article 2-6 Chapter 7 Section 7.2 –C.8 of the City of San Luis Zoning Ordinance to allow the construction and operation of a 100’ tall monopole to expand coverage for both voice and data in a Community Commercial (C-2) zoning district, Assessor’s Parcel No. 775-21-023, located on 1063 E Main Street, San Luis Arizona.

**PUBLIC HEARING: JUNE 9, 2015**

**COMMENTS DUE: MAY 18, 2015**

Your comments on this case will help us prepare an accurate and timely staff report. Your comments on this case will be inserted “as is” into the staff report with your name, department, and telephone number, should the applicant have any questions. Your comments are a public record and will be available to the public, media, and the applicant, in addition to the Commission hearing on this case. Please complete the section below and return via e-mail. For additional information please contact me at 341-8563, extension 2013, or at [Jstarkey@cityofsanluis.org](mailto:Jstarkey@cityofsanluis.org).

Thank you,  
John Starkey  
Zoning Administrator

Attachment: Location Map, Site Picture & Site Plan

.....  
 COMMENTS       NO COMMENTS

**Enter Comments below:**

Our Operations department reviewed this tower for height considerations and do not have a problem with a 100' monopole at the site. However, there were no frequencies given for this tower. The 1710-1755 MHz frequency range is protected for MCAS Yuma at this time and that frequency band should not be used since it may cause interference. It is requested that once the frequencies are known that MCAS Yuma be given the opportunity to review and provide further comments.

It is requested that the tower be lit with a red blinking light or in accordance with Federal Aviation Administration (FAA) lighting guidance. It is also requested that FAA Form 7460-1 be completed to notify the FAA of the construction of a tower in the vicinity of a military airport. Thank you for the opportunity to comment. If you have any questions, please let me know.

**Date:** 5/18/2015

**Agency:** Paula L. Backs, MCAS YUMA AZ

**Phone:** (928) 269-2103

**Return to:** [rpacheco@cityofsanluis.org](mailto:rpacheco@cityofsanluis.org)

## Roman Pacheco

---

**From:** Backs CIV Paula L <paula.backs@usmc.mil>  
**Sent:** Wednesday, June 3, 2015 7:55 AM  
**To:** Roman Pacheco  
**Cc:** Jose A. Guzman  
**Subject:** RE: Comments/ AZ4 Escaramujo

Roman- There should be no concerns from MCAS Yuma, as long as, the antennas using the 1715-1730 MHZ frequencies are not used at this time. Please let me know if there are any changes to this request. Thank you for the opportunity to comment.

Paula

Paula L. Backs  
Community Liaison Specialist  
Community Planning and Liaison Office  
Box 99106  
Marine Corps Air Station  
Yuma, AZ 85369-9106  
(928) 269-2103 Work Phone  
(928) 269-3259 Work Fax

-----Original Message-----

**From:** Roman Pacheco [mailto:RPacheco@cityofsanluis.org]  
**Sent:** Tuesday, June 02, 2015 7:38 AM  
**To:** Backs CIV Paula L  
**Cc:** Jose A. Guzman  
**Subject:** FW: Comments/ AZ4 Escaramujo

As requested. See information below.

Thanks.

**From:** Michelle Lamoureux [mailto:michelle.lamoureux@pinnacleco.net]  
**Sent:** Monday, June 1, 2015 4:21 PM  
**To:** Roman Pacheco  
**Subject:** FW: Comments/ AZ4 Escaramujo

Please see comments below as required for MCAS.

Thank you,

Michelle Lamoureux

Pinnacle Consulting, Inc

1426 N Marvin St, Suite 101

Gilbert, AZ 85233

M: 480-907-4265

O:480-664-9588 ext. 230

F: 480-664-9850

E: michelle.lamoureux@pinnacleco.net <mailto:michelle.lamoureux@pinnacleco.net>

Pinnacle logo - 2

From: Teixido, Liber [mailto:Liber.Teixido@VerizonWireless.com]

Sent: Friday, May 22, 2015 3:48 PM

To: Michelle Lamoureux

Cc: Dalpe, Cherry Lynn

Subject: RE: Comments/ AZ4 Escaramujo

Michelle,

See below for the frequencies we for sure plan on using at our future site AZ4 Escaramujo. Although we will be mounting AWS/PCS capable antennas on position 2 and 3 of each sector, they will remain unused due to a restriction imposed by Department of Defense. We have an internal VZW group currently working with DoD to try to come to an agreement in this matter. They have been running test with DoD. We are the licenses of AWS "A2B" block (Tx= 2115-2130 MHz; Rx = 1715-1730 MHz) in this market; However, we won't be using any of these frequencies until we get full approval from the Department of Defense. I hope this clarifies our intentions at this site.

Summary of frequencies we will use

Transmit Frequency Range = [869-894] & [746-757] MHz ---> Max Transmit Power = 480 Watts per sector (360 Watts Cellular + 120 Watts LTE)

Receive Frequency Range = [824-849] & [776-787] MHz

At each sector: position 1 (850AB), position 2 (temporarily unused), position 3 (temporarily unused/future AWS), position 4 (U700C LTE)

See below for center frequencies and their respective ERPs :

850 Cellular "A" & "B" (CDMA) ---> 18 CDMA carriers

Transmit Frequency Range = [869-894] MHz

Receive Frequency Range = [824-849] MHz

850 Center Frequencies for transmit:

F0 = 879.72 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F1 = 881.52 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F2 = 882.75 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F3 = 883.98 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F4 = 885.21 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F5 = 886.44 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F6 = 887.67 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F7 = 888.90 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F8 = 893.10 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F12 = 878.49 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F13 = 877.26 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F14 = 876.03 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F15 = 874.80 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F16 = 873.57 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

F17 = 872.34 MHz (1.25 MHz bandwidth, ERP<=500 Watts per FCC Rules)

## Roman Pacheco

---

**From:** Quamen, Nicole <nquamen@usbr.gov>  
**Sent:** Wednesday, May 20, 2015 2:32 PM  
**To:** Roman Pacheco  
**Cc:** Anna Pinnell  
**Subject:** Re: Request for Comments for CUP Case No. 2015-0126 Verizon Wireless Tower  
**Attachments:** 35-303-0647.tif; SF299-09b.pdf

Hello Roman,

In response to your incoming request via email, sent to Mrs. Anna Pinnell, for the City of San Luis to provide comments for the Conditional Use Permit as per Article 2-6 Chapter 7 Section 7.2 - C.8 of the City of San Luis Zoning Ordinance, to allow the construction and operation of a 100' tall monopole (Monopole) to expand coverage for both voice and data in a Community Commercial zoning district, on Assessor's Parcel No. 775-21-023, located at 1063 N. Main Street, San Luis, Arizona.

According to the design plans entitled "AZ4\_ESCARAMUJO" issued by Verizon Wireless, the proposed Monopole appears to be located within Reclamation's Federally withdrawn and rights-of-way lands for the East Main Canal, located within the W1/2NW1/4SW1/4, sec. 1, T. 11 S., R. 25 W., G&SRM, AZ. Please advise if Verizon has received authorization for the existing monopole located northwest of the proposed site.

For your reference, attached is a Reclamation rights-of-way map for sec. 1, T. 11 S., R. 25 W., G&SRM, AZ. Should the proposed project reach the development stage, Reclamation will require Verizon to submit an "Application for Transportation and Utility Systems and Facilities on Federal Lands Standard Form 299" (attached) in order to cross and/or use Reclamation lands for the proposed Monopole.

Please contact Mrs. Pinnell, Lands Team Leader, at telephone No. 928-343-8514 or via email at [apinnell@usbr.gov](mailto:apinnell@usbr.gov), to discuss further.

Thanks,

*Nicole Quamen  
Realty Specialist  
Bureau of Reclamation  
Yuma Area Office  
Ph: 928-343-8242  
Fax: 928-343-8405  
email: [nquamen@usbr.gov](mailto:nquamen@usbr.gov)*

On Wed, May 20, 2015 at 1:52 PM, Pinnell, Anna <[apinnell@usbr.gov](mailto:apinnell@usbr.gov)> wrote:

**Anna Pinnell**

Lands Team Lead/Realty Officer  
U.S. Dept. of the Interior  
Bureau of Reclamation | Yuma Area Office  
Phone: 928-343-8514 | Fax: 928-343-8405  
Email: [apinnell@usbr.gov](mailto:apinnell@usbr.gov)

----- Forwarded message -----

From: **Roman Pacheco** <[RPacheco@cityofsanluis.org](mailto:RPacheco@cityofsanluis.org)>  
Date: Thu, May 7, 2015 at 12:20 PM  
Subject: Request for Comments for CUP Case No. 2015-0126 Verizon Wireless Tower  
To:

Good Afternoon-

Please find attached request for comment form, location map, site picture and site plan of subject property for your review. If you have any questions concerning this request, please contact the office of Development Services.

Thanks.

*Roman Pacheco*

Planning Technician

Development Services Department

City of San Luis

1090 E. Union Street | P.O. Box 3750

San Luis, Arizona 85349

928.341.8563 Ext. 2047

928.341.8599 Fax

[www.cityofsanluis.org](http://www.cityofsanluis.org)



**APPLICATION FOR TRANSPORTATION AND  
 UTILITY SYSTEMS AND FACILITIES  
 ON FEDERAL LANDS**

FORM APPROVED  
 OMB Control Number: 0596-0082  
 Expiration Date: 1/31/2017

**FOR AGENCY USE ONLY**

NOTE: Before completing and filing the application, the applicant should completely review this package and schedule a preapplication meeting with representatives of the agency responsible for processing the application. Each agency may have specific and unique requirements to be met in preparing and processing the application. Many times, with the help of the agency representative, the application can be completed at the preapplication meeting.

Application Number

Date Filed

1. Name and address of applicant *(include zip code)*

2. Name, title, and address of authorized agent if different from item 1 *(include zip code)*

3. Telephone (area code)

Applicant

Authorized Agent

4. As applicant are you? *(check one)*

- a.  Individual
- b.  Corporation\*
- c.  Partnership/Association\*
- d.  State Government/State Agency
- e.  Local Government
- f.  Federal Agency

*\* If checked, complete supplemental page*

5. Specify what application is for: *(check one)*

- a.  New authorization
- b.  Renewing existing authorization No.
- c.  Amend existing authorization No.
- d.  Assign existing authorization No.
- e.  Existing use for which no authorization has been received \*
- f.  Other\*

*\* If checked, provide details under item 7*

6. If an individual, or partnership are you a citizen(s) of the United States?  Yes  No

7. Project description *(describe in detail): (a) Type of system or facility, (e.g., canal, pipeline, road); (b) related structures and facilities; (c) physical specifications (Length, width, grading, etc.); (d) term of years needed; (e) time of year of use or operation; (f) Volume or amount of product to be transported; (g) duration and timing of construction; and (h) temporary work areas needed for construction (Attach additional sheets, if additional space is needed.)*

8. Attach a map covering area and show location of project proposal

9. State or Local government approval:  Attached  Applied for  Not Required

10. Nonreturnable application fee:  Attached  Not required

11. Does project cross international boundary or affect international waterways?  Yes  No *(if "yes," indicate on map)*

12. Give statement of your technical and financial capability to construct, operate, maintain, and terminate system for which authorization is being requested.

---

13a. Describe other reasonable alternative routes and modes considered.

---

b. Why were these alternatives not selected?

---

c. Give explanation as to why it is necessary to cross Federal Lands.

---

14. List authorizations and pending applications filed for similar projects which may provide information to the authorizing agency. (Specify number, date, code, or name)

---

15. Provide statement of need for project, including the economic feasibility and items such as: (a) cost of proposal (construction, operation, and maintenance); (b) estimated cost of next best alternative; and (c) expected public benefits.

---

16. Describe probable effects on the population in the area, including the social and economic aspects, and the rural lifestyles.

---

17. Describe likely environmental effects that the proposed project will have on: (a) air quality; (b) visual impact; (c) surface and ground water quality and quantity; (d) the control or structural change on any stream or other body of water; (e) existing noise levels; and (f) the surface of the land, including vegetation, permafrost, soil, and soil stability.

---

18. Describe the probable effects that the proposed project will have on (a) populations of fish, plantlife, wildlife, and marine life, including threatened and endangered species; and (b) marine mammals, including hunting, capturing, collecting, or killing these animals.

---

19. State whether any hazardous material, as defined in this paragraph, will be used, produced, transported or stored on or within the right-of-way or any of the right-of-way facilities, or used in the construction, operation, maintenance or termination of the right-of-way or any of its facilities. "Hazardous material" means any substance, pollutant or contaminant that is listed as hazardous under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. 9601 et seq., and its regulations. The definition of hazardous substances under CERCLA includes any "hazardous waste" as defined in the Resource Conservation and Recovery Act of 1976 (RCRA), as amended, 42 U.S.C. 6901 et seq., and its regulations. The term hazardous materials also includes any nuclear or byproduct material as defined by the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq. The term does not include petroleum, including crude oil or any fraction thereof that is not otherwise specifically listed or designated as a hazardous substance under CERCLA Section 101(14), 42 U.S.C. 9601(14), nor does the term include natural gas.

---

20. Name all the Department(s)/Agency(ies) where this application is being filed.

---

I HEREBY CERTIFY, That I am of legal age and authorized to do business in the State and that I have personally examined the information contained in the application and believe that the information submitted is correct to the best of my knowledge.

---

Signature of Applicant

---

Date

---

Title 18, U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

GENERAL INFORMATION  
ALASKA NATIONAL INTEREST LANDS

This application will be used when applying for a right-of-way, permit, license, lease, or certificate for the use of Federal lands which lie within conservation system units and National Recreation or Conservation Areas as defined in the Alaska National Interest Lands Conservation Act. Conservation system units include the National Park System, National Wildlife Refuge System, National Wild and Scenic Rivers System, National Trails System, National Wilderness Preservation System, and National Forest Monuments.

Transportation and utility systems and facility uses for which the application may be used are:

1. Canals, ditches, flumes, laterals, pipes, pipelines, tunnels, and other systems for the transportation of water.
2. Pipelines and other systems for the transportation of liquids other than water, including oil, natural gas, synthetic liquid and gaseous fuels, and any refined product produced therefrom.
3. Pipelines, slurry and emulsion systems, and conveyor belts for transportation of solid materials.
4. Systems for the transmission and distribution of electric energy.
5. Systems for transmission or reception of radio, television, telephone, telegraph, and other electronic signals, and other means of communications.
6. Improved right-of-way for snow machines, air cushion vehicles, and all-terrain vehicles.
7. Roads, highways, railroads, tunnels, tramways, airports, landing strips, docks, and other systems of general transportation.

This application must be filed simultaneously with each Federal department or agency requiring authorization to establish and operate your proposal.

In Alaska, the following agencies will help the applicant file an application and identify the other agencies the applicant should contact and possibly file with:

Department of Agriculture  
Regional Forester, Forest Service (USFS)  
Federal Office Building,  
P.O. Box 21628  
Juneau, Alaska 99802-1628  
Telephone: (907) 586-7847 (or a local Forest Service Office)

Department of the Interior  
Bureau of Indian Affairs (BIA)  
Juneau Area Office  
Federal Building Annex  
9109 Mendenhall Mall Road, Suite 5  
Juneau, Alaska 99802  
Telephone: (907) 586-7177

Department of the Interior  
Bureau of Land Management  
222 West 7th Avenue  
P.O. Box 13  
Anchorage, Alaska 99513-7599  
Telephone: (907) 271-5477 (or a local BLM Office)

U.S. Fish & Wildlife Service (FWS)      National Park Service (NPA)  
Office of the Regional Director      Alaska Regional Office, 2225  
1011 East Tudor Road      Gambell St., Rm. 107  
Anchorage, Alaska 99503      Anchorage, Alaska 99502-2892  
Telephone: (907) 786-3440      Telephone: (907) 786-3440

Note - Filings with any Interior agency may be filed with any office noted above or with the Office of the Secretary of the Interior, Regional Environmental Office, P.O. Box 120, 1675 C Street, Anchorage, Alaska 9513.

Department of Transportation  
Federal Aviation Administration  
Alaska Region AAL-4, 222 West 7th Ave., Box 14  
Anchorage, Alaska 99513-7587  
Telephone: (907) 271-5285

NOTE - The Department of Transportation has established the above central filing point for agencies within that Department. Affected agencies are: Federal Aviation Administration (FAA), Coast Guard (USCG), Federal Highway Administration (FHWA), Federal Railroad Administration (FRA).

OTHER THAN ALASKA NATIONAL INTEREST LANDS

Use of this form is not limited to National Interest Conservation Lands of Alaska.

Individual department/agencies may authorize the use of this form by applicants for transportation and utility systems and facilities on other Federal lands outside those areas described above.

For proposals located outside of Alaska, applications will be filed at the local agency office or at a location specified by the responsible Federal agency.

SPECIFIC INSTRUCTIONS  
(Items not listed are self-explanatory)

- 7 Attach preliminary site and facility construction plans. The responsible agency will provide instructions whenever specific plans are required.
- 8 Generally, the map must show the section(s), township(s), and range(s) within which the project is to be located. Show the proposed location of the project on the map as accurately as possible. Some agencies require detailed survey maps. The responsible agency will provide additional instructions.
- 9, 10, and 12 The responsible agency will provide additional instructions.
- 13 Providing information on alternate routes and modes in as much detail as possible, discussing why certain routes or modes were rejected and why it is necessary to cross Federal lands will assist the agency(ies) in processing your application and reaching a final decision. Include only reasonable alternate routes and modes as related to current technology and economics.
- 14 The responsible agency will provide instructions.
- 15 Generally, a simple statement of the purpose of the proposal will be sufficient. However, major proposals located in critical or sensitive areas may require a full analysis with additional specific information. The responsible agency will provide additional instructions.
- 16 through 19 Providing this information in as much detail as possible will assist the Federal agency(ies) in processing the application and reaching a decision. When completing these items, you should use a sound judgment in furnishing relevant information. For example, if the project is not near a stream or other body of water, do not address this subject. The responsible agency will provide additional instructions.

Application must be signed by the applicant or applicant's authorized representative.

EFFECT OF NOT PROVIDING INFORMATION: Disclosure of the information is voluntary. If all the information is not provided, the application may be rejected.

DATA COLLECTION STATEMENT

The Federal agencies collect this information from applicants requesting right-of-way, permit, license, lease, or certification for the use of Federal lands. The Federal agencies use this information to evaluate the applicant's proposal. The public is obligated to submit this form if they wish to obtain permission to use Federal lands.

**SUPPLEMENTAL**

NOTE: The responsible agency(ies) will provide instructions	CHECK APPROPRIATE BLOCK	
<b>I - PRIVATE CORPORATIONS</b>	ATTACHED	FILED*
a. Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
b. Corporation Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
c. A certification from the State showing the corporation is in good standing and is entitled to operate within the State	<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing	<input type="checkbox"/>	<input type="checkbox"/>
e. The name and address of each shareholder owning 3 percent or more of the shares, together with the number and percentage of any class of voting shares of the entity which such shareholder is authorized to vote and the name and address of each affiliate of the entity together with, in the case of an affiliate controlled by the entity, the number of shares and the percentage of any class of voting stock of that affiliate owned, directly or indirectly, by that entity, and in the case of an affiliate which controls that entity, the number of shares and the percentage of any class of voting stock of that entity owned, directly or indirectly, by the affiliate.	<input type="checkbox"/>	<input type="checkbox"/>
f. If application is for an oil or gas pipeline, describe any related right- of-way or temporary use permit applications, and identify previous applications.	<input type="checkbox"/>	<input type="checkbox"/>
g. If application is for an oil and gas pipeline, identify all Federal lands by agency impacted by proposal.	<input type="checkbox"/>	<input type="checkbox"/>
<b>II - PUBLIC CORPORATIONS</b>		
a. Copy of law forming corporation	<input type="checkbox"/>	<input type="checkbox"/>
b. Proof of organization	<input type="checkbox"/>	<input type="checkbox"/>
c. Copy of Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing	<input type="checkbox"/>	<input type="checkbox"/>
e. If application is for an oil or gas pipeline, provide information required by item "I - f" and "I - g" above.	<input type="checkbox"/>	<input type="checkbox"/>
<b>III - PARTNERSHIP OR OTHER UNINCORPORATED ENTITY</b>		
a. Articles of association, if any	<input type="checkbox"/>	<input type="checkbox"/>
b. If one partner is authorized to sign, resolution authorizing action is	<input type="checkbox"/>	<input type="checkbox"/>
c. Name and address of each participant, partner, association, or other	<input type="checkbox"/>	<input type="checkbox"/>
d. If application is for an oil or gas pipeline, provide information required by item "I - f" and "I - g" above.	<input type="checkbox"/>	<input type="checkbox"/>

\*If the required information is already filed with the agency processing this application and is current, check block entitled "Filed." Provide the file identification information (e.g., number, date, code, name). If not on file or current, attach the requested information.

## NOTICES

Note: This applies to the Department of Agriculture/Forest Service (FS)

This information is needed by the Forest Service to evaluate the requests to use National Forest System lands and manage those lands to protect natural resources, administer the use, and ensure public health and safety. This information is required to obtain or retain a benefit. The authority for that requirement is provided by the Organic Act of 1897 and the Federal Land Policy and Management Act of 1976, which authorize the secretary of Agriculture to promulgate rules and regulations for authorizing and managing National Forest System lands. These statutes, along with the Term Permit Act, National Forest Ski Area Permit Act, Granger-Thye Act, Mineral Leasing Act, Alaska Term Permit Act, Act of September 3, 1954, Wilderness Act, National Forest Roads and Trails Act, Act of November 16, 1973, Archeological Resources Protection Act, and Alaska National Interest Lands Conservation Act, authorize the Secretary of Agriculture to issue authorizations or the use and occupancy of National Forest System lands. The Secretary of Agriculture's regulations at 36 CFR Part 251, Subpart B, establish procedures for issuing those authorizations.

### BURDEN AND NONDISCRIMINATION STATEMENTS

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

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## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

6. 2.

**Meeting Date:** 06/24/2015

**Department Head:** John Starkey, Building Safety Director, Planning & Zoning/Building Safety

**Submitted By:** Jose Guzman, Assistant Planner, Planning & Zoning/Building Safety

**Action Requested:** Board of Adjustment  
Motion  
Public Hearing

---

### ITEM:

Public Hearing followed by discussion and possible action on any and all matters regarding Variance Case No. 2015-0130, a request by Michelle Lamoureux on behalf of Verizon Wireless Communications. The property is owned by Javier DeSantiago. The request for a variance is to reduce the setbacks from the property lines on property located at 1063 E. Main Street, San Luis AZ. **(John Starkey)**

- A. Open public hearing
- B. Close public hearing
- C. Action on Variance Case No. 2015-0130

### SUMMARY:

The property in question is located at 1063 Main Street and zoned as Community Commercial (C-2). It was previously used for used auto sales (Autos DeSantiago) and is located on Main Street (Highway 95) which provides the primary means of south-north traffic within San Luis.

The required setback for any structure in the Community Commercial(C-2) is 5ft side and 10ft rear. However, provided in Section 19.3-C, "towers shall be set back a distance equal to at least one hundred percent (100%) of the height of the tower from any adjoining lot line." The tower should provide a "fall zone" of its height, in other words, if the tower shall fail, it would fall entirely on the property on which is located.

The placement of the 100-foot telecommunication tower was considered by the Planning and Zoning Commission for a conditional use permit on June 9th. Other than the applicant, there were no other speakers at the Public Hearing.

Commission voted to recommend approval of the conditional use permit to the City Council and it will be presented the same date as this variance request.

### TELECOMMUNICATIONS ACT OF 1996:

This federal legislation established certain standards for local review of various types of antennas and other communication devices. Local governments may consider standards such as height, appearance, screening, stealth design, planting, and public safety issues (other than radiation). The local government may not discriminate between service providers, prohibit wireless services or have the effect of prohibiting wireless services, regulate on the basis of electromagnetic radiation if the facility complies with FCC standards, make land use decisions without substantial evidence and a written record of the proceedings, or unreasonably delay decision making on proposed applications.

## AGENCY REVIEW:

As part of the review process, all land use cases are reviewed by various City and outside agencies.

As required by State Statute, staff sent notification letters to property owners within 300 feet of the proposed project (25 letters). The City has not received any significant concerns or objections from the various review agencies or adjacent property owners.

## CRITERIA FOR APPROVAL:

All requests for a Variance from the City of San Luis Zoning Ordinance must meet the criteria for a Variance as set forth in the City of San Luis Zoning Ordinance. A variance is not a right. It may be granted to an applicant only if the applicant establishes compliance with all of the hardship criteria established in A.R.S. §9-462.06 and in Sec 3.5 (C.) of this Ordinance. In all cases, the application shall address all of the following hardship criteria:

1. There exist special circumstances or conditions regarding the land or building referred to in the application, which do not apply to other properties in the zoning district.
2. The above special circumstances or conditions are preexisting and are not created or self-imposed by the owner or applicant.
3. The variance is necessary for the preservation of substantial property rights. Without a variance the property cannot be used for purposes otherwise allowed in this zoning district.
4. The authorizing of the variance will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, or to the neighborhood or the public welfare.

The Arizona Revised Statutes (§9-462.069-462.06. Board of adjustment) further state that the Board may not:

1. Make any changes in the uses permitted in any zoning classification or zoning district.
2. Grant a variance if the special circumstances applicable to the property are self-imposed by the property owner.

## ANALYSIS:

The staff has reviewed this request and has determined that the request substantially meets the criteria for granting a Variance from the Zoning Ordinance.

1. There exist special circumstances or conditions regarding the land or building referred to in the application, which do not apply to other properties in the zoning district.

*The general nature of telecommunication towers is their extreme height. This is needed in order to provide or improve wireless coverage and increase network capacity in an area experiencing deficiencies. There are other means of constructing them which are usually used in extremely dense urban settings (for example, the Phoenix metro area). This usually involves additional telecommunication facilities in order to cover the same area. To avoid an excessive amount of single-user telecommunication towers, the Zoning Ordinance does specify that towers over 40-feet in height shall allow for co-location by other wireless communication providers. (NOTE: at the time that other providers request to place additional equipment on any tower, the Building Safety Division shall require structural review by a qualified party to ensure that the tower is not overloaded.)*

2. The above special circumstances or conditions are preexisting and are not created or self-imposed by the owner or applicant.

*The specific needs of telecommunication towers to be of a certain height in order to cover a desired service area is a technical matter. It is not an aesthetic (design) issue. Verizon cannot co-locate on the existing tower on the property due to structural modification it is almost at full capacity.*

3. The variance is necessary for the preservation of substantial property rights. Without a variance the property cannot be used for purposes otherwise allowed in this zoning district.

*As more people rely on smart-phones, tablets, and other wireless communication devices in order to conduct their daily business (including personal business), there will be a need for more telecommunication towers. Where they are located and their height is usually determined by the size of the service area, local topography, and availability of land.*

4. The authorizing of the variance will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, or to the neighborhood or the public welfare.

*The area leased for this project does not have plans for future commercial development do to its restrictive access. The property is not located adjacent to residential properties as it is located next to Highway 95, the East Main Canal and the school grounds for Gadsden Elementary School District. The approval of the variance would not be materially detrimental to the surrounding area or property owners.*

City Staff recommends the Board of Adjustment to APPROVE the Variance to reduce the setbacks for a telecommunication tower on property located at 1063 Main Street, San Luis AZ.

**RECOMMENDATION / SUGGESTED MOTION:**

- A. I MOVE TO OPEN PUBLIC HEARING**
- B. I MOVE TO CLOSE PUBLIC HEARING**
- C. I MOVE TO CONTINUE THIS ITEM TO THE NEXT SCHEDULED COUNCIL MEETING**

**Supporting information not attached to the Agenda Item Review Form:**

N/A

**Is document to be sent to the Recorder's Office?:** No

N/A

---

**Fiscal Impact**

<b>IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:</b>	N/A
<b>CITY/STATE/FEDERAL FUNDS:</b>	N/A
<b>TOTAL:</b>	N/A
<b>BUDGETED:</b>	N/A
<b>AVAILABLE TO TRANSFER:</b>	N/A
<b>ACCOUNT #/REMAINING BALANCE:</b>	N/A

**FISCAL IMPACT STATEMENT:**

N/A

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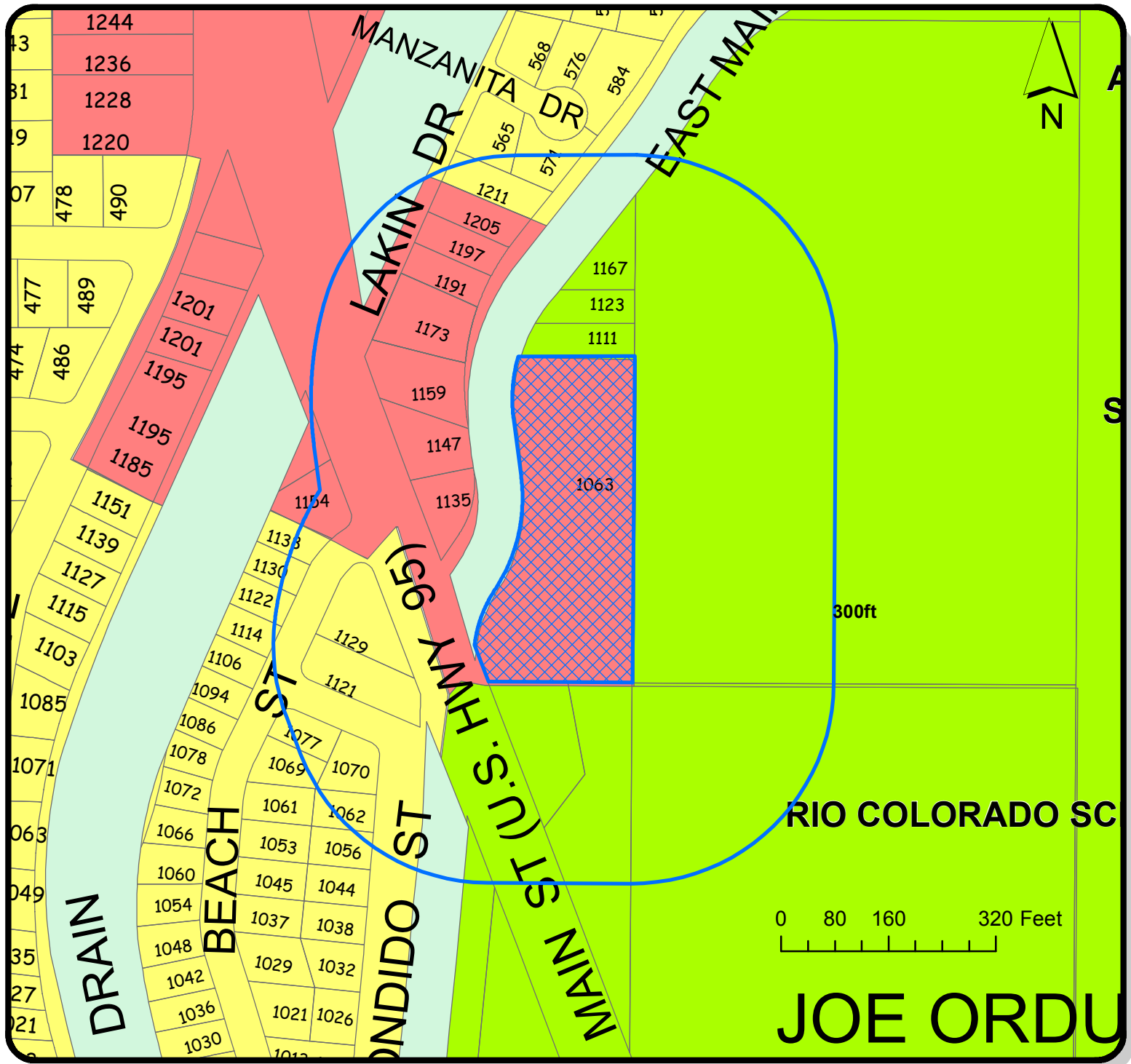
**Attachments**

Location Map

Pictures of Location

Site Plan

---







LOCATION OF PROPERTY

# Location Map

VARIANCE

## ZONING

-  1063 N MAIN ST
-  300ft Buffer

- INDUSTRIAL ZONING DISTRICTS
  -  I-1
- SINGLE RESIDENCE ZONING DISTRICTS
  -  RA-10
  -  R1-6
- COMMERCIAL ZONING DISTRICTS
  -  C-2

**Date:**  
5/7/2015

**Approved By:**  
JS



**Prepared By:**  
IG

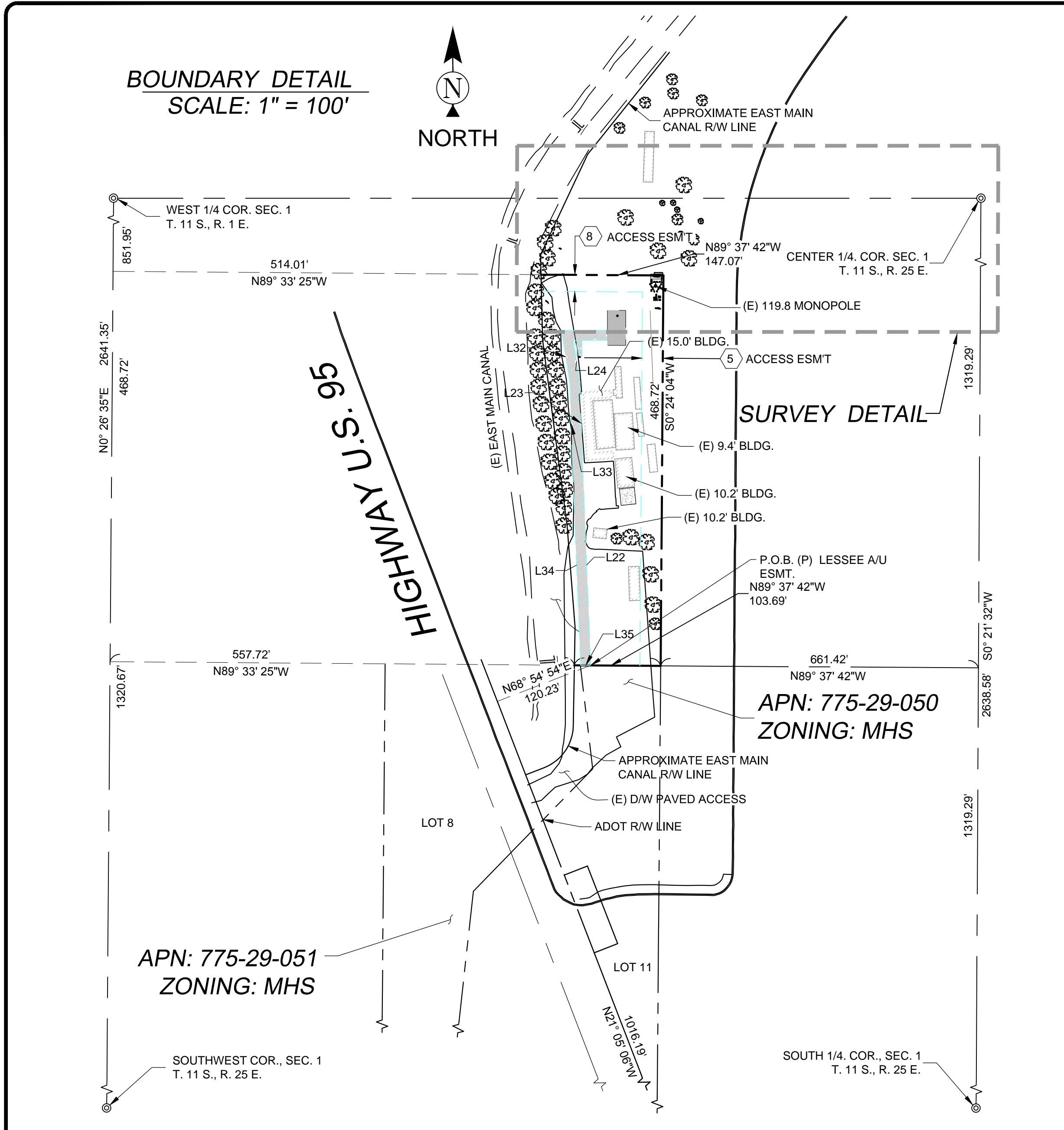
**Revised :**  
JAG

**Case No.**  
2015-1030



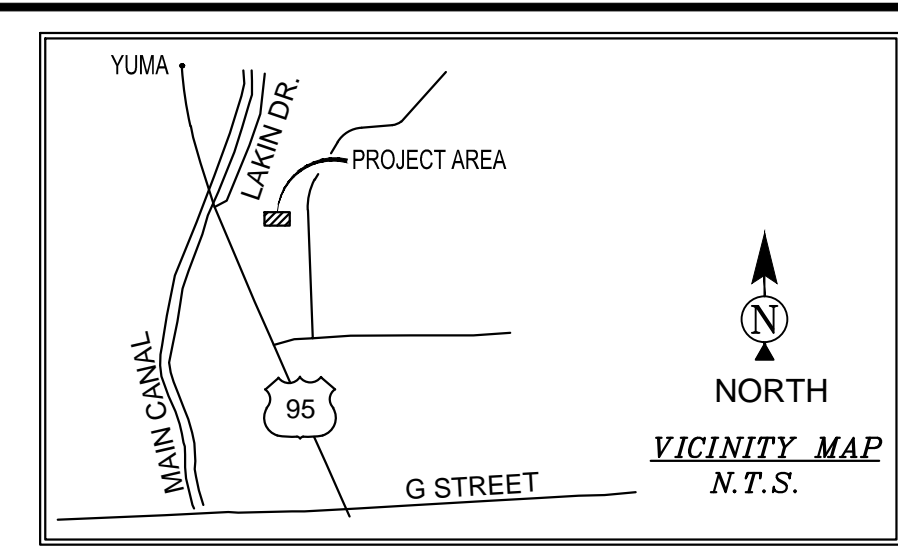


**BOUNDARY DETAIL**  
SCALE: 1" = 100'

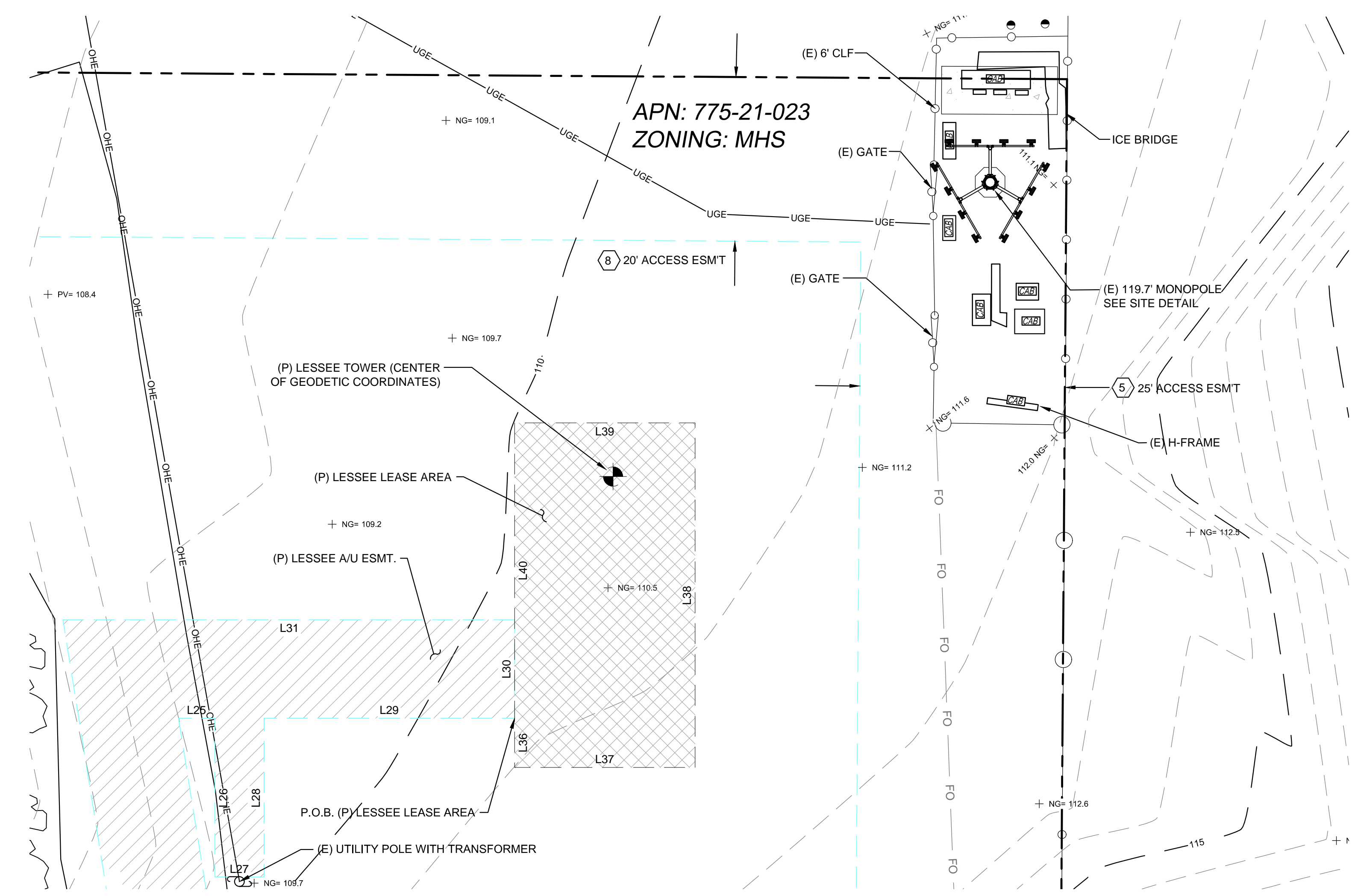


- SURVEYOR NOTES**
1. ALL TITLE INFORMATION IS BASED UPON A COMMITMENT FOR TITLE INSURANCE PREPARED BY GREAT AMERICAN TITLE AGENCY, ORDER NO.: 21500177 EFFECTIVE DATE: 12/30/2015.
  2. SURVEYOR HAS NOT PERFORMED A SEARCH OF PUBLIC RECORDS TO DETERMINE ANY DEFECT IN TITLE.
  3. THE BOUNDARY SHOWN HEREON IS PLOTTED FROM RECORD INFORMATION AND DOES NOT CONSTITUTE A BOUNDARY SURVEY OF THE PROPERTY.
  4. SURVEYOR DOES NOT GUARANTEE THAT ALL UTILITIES ARE SHOWN OR THEIR LOCATIONS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR AND DEVELOPER TO CONTACT BLUE STAKE AND ANY OTHER INVOLVED AGENCIES TO LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION. REMOVAL, RELOCATION AND/OR REPLACEMENT IS THE RESPONSIBILITY OF THE CONTRACTOR.

- PROJECT META DATA**
1. ELEVATIONS SHOWN HEREON ARE REPRESENTED IN NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) ESTABLISHED FROM GPS DERIVED ELLIPSOID HEIGHTS, APPLYING GEOID 09 SEPARATIONS CONSTRAINING TO NGS CORS STATIONS PROVIDED IN THE "ONLINE POSITIONING USER SERVICE" (OPUS) SOLUTION FOR THIS SPECIFIC SITE.
  2. BEARINGS SHOWN HEREON ARE BASED UPON U.S. STATE PLANE NAD83 COORDINATE SYSTEM ARIZONA STATE PLANE COORDINATE ZONE WEST, DETERMINED BY GPS OBSERVATIONS.
  3. FIELD WORK FOR THIS PROJECT WAS PERFORMED ON 02/05/15.



**SURVEY DETAIL**



**LESSEE ACCESS AND UTILITY EASEMENT LEGAL DESCRIPTION**  
A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 11 SOUTH, RANGE 25 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YUMA COUNTY, ARIZONA LYING EAST OF THE EAST MAIN CANAL RIGHT-OF-WAY AND EAST OF U.S. HIGHWAY 95 RIGHT-OF-WAY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 1 FROM WHICH THE SOUTHWEST CORNER OF SAID SECTION 1 BEARS NORTH 89°41'17" WEST A DISTANCE OF 2649.54 FEET; THENCE NORTH 89°41'17" WEST, 1681.04 FEET; THENCE NORTH 21°05'06" WEST, 1016.19 FEET; THENCE NORTH 68°54'54" EAST, 120.23 FEET TO THE POINT OF BEGINNING.

THENCE NORTH 02°19'01" WEST, 241.39 FEET; THENCE NORTH 01°46'57" WEST, 98.60 FEET; THENCE NORTH 09°09'41" WEST, 51.19 FEET; THENCE NORTH 90°00'00" EAST, 4.44 FEET; THENCE SOUTH 00°00'00" EAST, 19.35 FEET; THENCE NORTH 90°00'00" EAST, 6.00 FEET; THENCE NORTH 00°00'00" EAST, 19.35 FEET; THENCE NORTH 90°00'00" EAST, 30.53 FEET; THENCE NORTH 00°00'00" EAST, 12.00 FEET; THENCE NORTH 90°00'00" WEST, 55.06 FEET; THENCE SOUTH 09°09'41" EAST, 64.51 FEET; THENCE SOUTH 01°46'57" EAST, 97.88 FEET; THENCE SOUTH 02°19'01" EAST, 240.88 FEET; THENCE SOUTH 89°37'42" WEST, 12.00 FEET TO THE POINT OF BEGINNING.

**LESSEE LEASE AREA LEGAL DESCRIPTION**  
A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 11 SOUTH, RANGE 25 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YUMA COUNTY, ARIZONA LYING EAST OF THE EAST MAIN CANAL RIGHT-OF-WAY AND EAST OF U.S. HIGHWAY 95 RIGHT-OF-WAY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 1 FROM WHICH THE SOUTHWEST CORNER OF SAID SECTION 1 BEARS NORTH 89°41'17" WEST A DISTANCE OF 2649.54 FEET; THENCE NORTH 89°41'17" WEST, 1681.04 FEET; THENCE NORTH 21°05'06" WEST, 1016.19 FEET; THENCE NORTH 68°54'54" EAST, 120.23 FEET TO THE POINT OF BEGINNING.

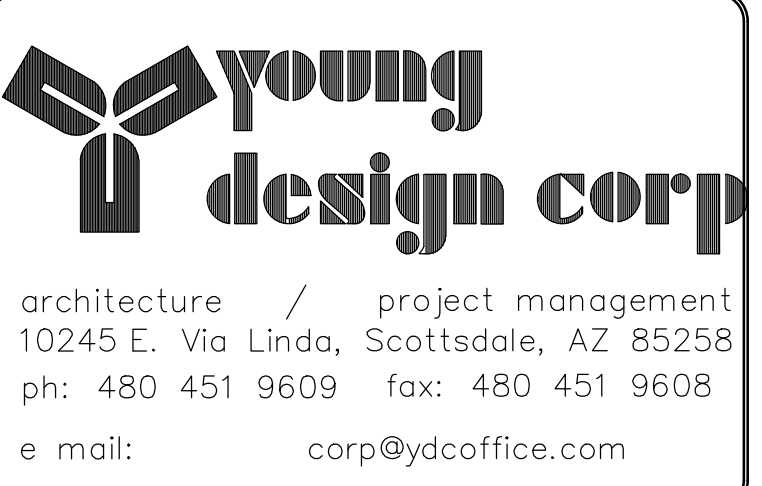
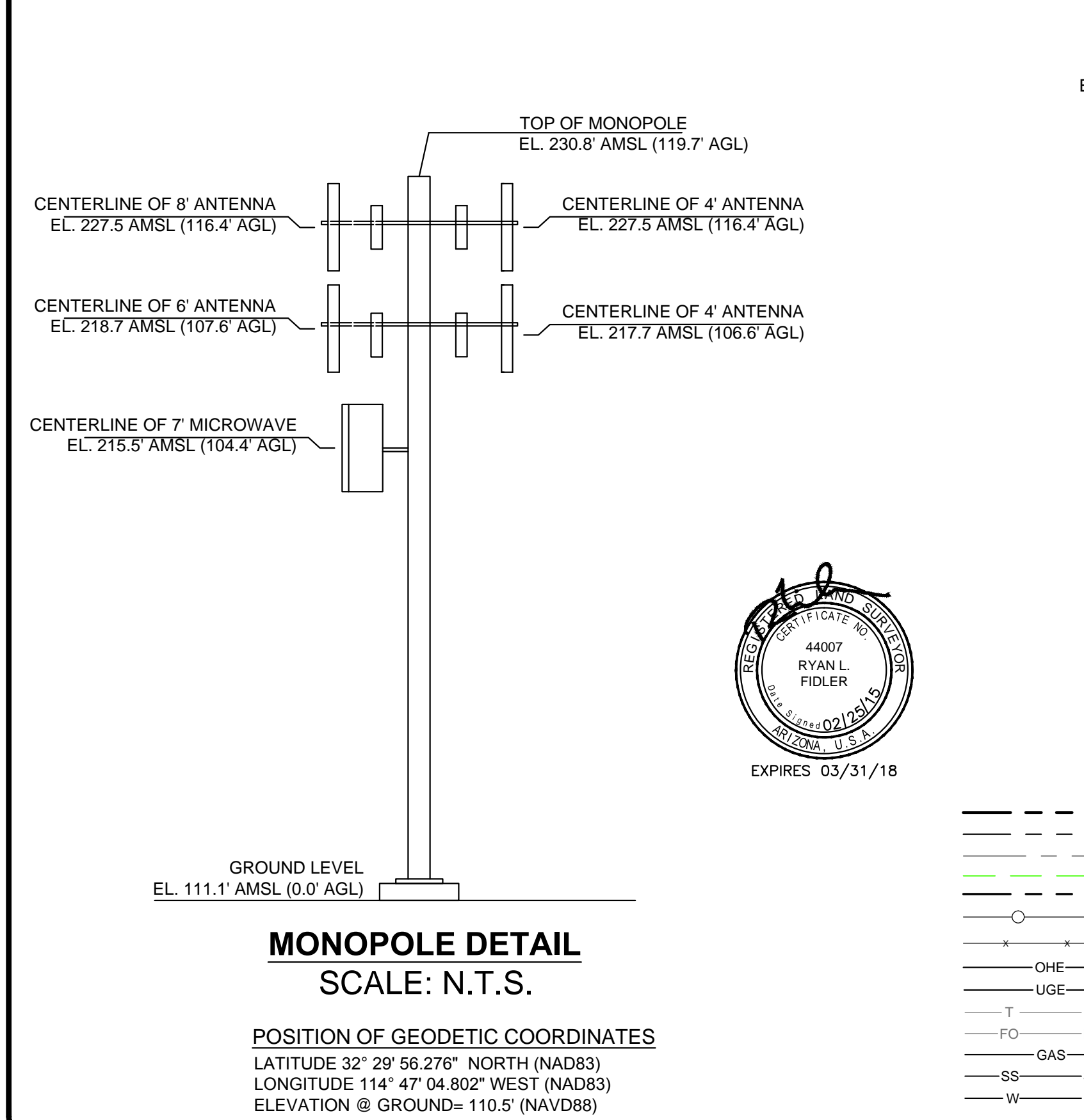
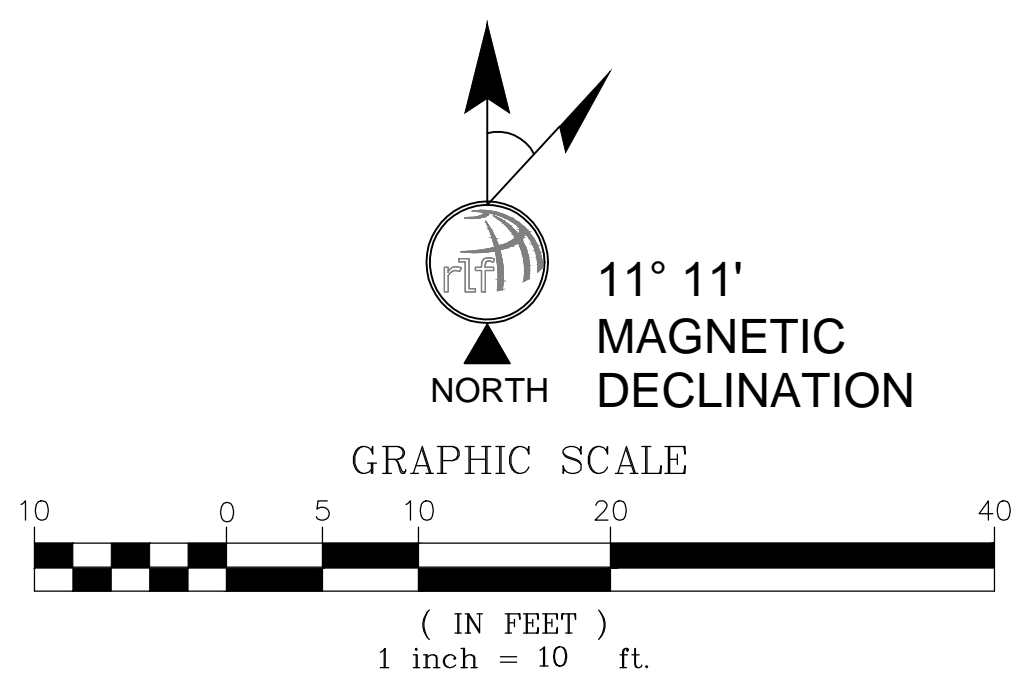
THENCE NORTH 02°19'01" WEST, 241.39 FEET; THENCE NORTH 01°46'57" WEST, 98.60 FEET; THENCE NORTH 09°09'41" WEST, 51.19 FEET; THENCE NORTH 90°00'00" EAST, 4.44 FEET; THENCE SOUTH 00°00'00" EAST, 19.35 FEET; THENCE NORTH 90°00'00" EAST, 6.00 FEET; THENCE NORTH 00°00'00" EAST, 19.35 FEET; THENCE NORTH 90°00'00" EAST, 30.53 FEET TO THE POINT OF BEGINNING.

THENCE SOUTH 00°00'00" EAST, 6.00 FEET; THENCE NORTH 90°00'00" EAST, 22.00 FEET; THENCE NORTH 00°00'00" EAST, 42.00 FEET; THENCE NORTH 90°00'00" WEST, 22.00 FEET; THENCE SOUTH 00°00'00" EAST, 36.00 FEET TO THE POINT OF BEGINNING.

LINE	LENGTH	BEARING
L22	241.39	N2° 19' 01" W
L23	98.60	N1° 46' 57" W
L24	51.19	N9° 09' 41" W
L25	4.44	N90° 00' 00" E
L26	19.35	S0° 00' 00" E
L27	6.00	N90° 00' 00" E
L28	19.35	N0° 00' 00" E
L29	30.53	N90° 00' 00" E
L30	12.00	N0° 00' 00" E
L31	55.06	N90° 00' 00" W
L32	64.51	S9° 09' 41" E
L33	97.88	S1° 46' 57" E
L34	240.88	S2° 19' 01" E
L35	12.00	S89° 37' 42" E
L36	6.00	S0° 00' 00" E
L37	22.00	N90° 00' 00" E
L38	42.00	N90° 00' 00" E
L39	22.00	N90° 00' 00" W
L40	36.00	S0° 00' 00" E

**LESSOR'S LEGAL DESCRIPTION**  
THE SOUTH 468.72 FEET OF THE WEST HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 11 SOUTH, RANGE 25 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YUMA COUNTY, ARIZONA LYING EAST OF THE EAST MAIN CANAL RIGHT-OF-WAY AND EAST OF U.S. HIGHWAY 95 RIGHT-OF-WAY.

- SCHEDULE B EXCEPTIONS**
5. AN EASEMENT FOR INGRESS AND EGRESS AND UTILITIES AND ALL OTHER MATTERS AS SET FORTH THEREIN, RECORDED IN DOCKET 1167, PAGE 979 AND RECORDED IN DOCKET 1167, PAGE 980 OF OFFICIAL RECORDS.
  8. AN UNRECORDED LEASE DATED DECEMBER 18, 2002, EXECUTED BY AS JAVIER DE SANTIAGO AND NORA DE SANTIAGO, HUSBAND AND WIFE AS LESSOR AND AT&T WIRELESS PCS, LLC, A DELAWARE LIMITED LIABILITY COMPANY AS LESSEE, AS DISCLOSED BY A(N) MEMORANDUM OF LEASE RECORDED AS FEE NO. 2003-02041 OF OFFICIAL RECORDS.



REUSE OF DOCUMENT  
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FIELD BY:	JMM
DRAWN BY:	RJG/PAS
CHECKED BY:	RLF

**REVISIONS**

NO.	DATE	DESCRIPTION
2	02/25/15	FINAL
1	02/13/15	PRELIMINARY



PROJECT No.  
**09006793**

SITE NAME:  
**AZ4 ESCARAMUJO**

SITE ADDRESS:  
**22625 HIGHWAY 95  
SAN LUIS, AZ 85349**

SHEET TITLE:  
**SITE SURVEY**

SHEET NO. <b>LS-1</b>	REVISION:
--------------------------	-----------

466.72

N0° 26' 35"E  
2641.35'

1320.67'

N89° 33' 25"W  
514.01'

N89° 37' 42"W  
147.07'

N89° 33' 25"W  
557.72'

N89° 37' 42"W  
103.69'

**NEW MONOPOLE SETBACKS TO PROPERTY LINE**

NORTH ± 48'-10"  
SOUTH ± 419'-11"  
WEST ± 91'-3"  
EAST ± 55'-0"

\* SETBACKS ARE DERIVED FROM A TOPOGRAPHIC SURVEY PERFORMED BY A REGISTERED LAND SURVEYOR

EXISTING ACCESS EASEMENT, TO REMAIN IN PLACE

SEE ENLARGED PLAN ON SHEET Z-2

EXISTING EAST MAIN CANAL

HIGHWAY U.S. 95

PROPOSED LESSEE ACCESS / UTILITY EASEMENT

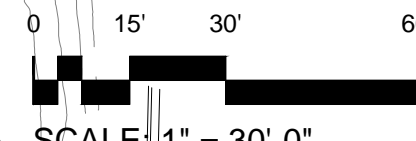
APN: 775-21-023  
ZONING: MHS



1 SITE PLAN

Z-1

SCALE: 1" = 30'-0"



EXISTING 6'-0" HIGH CHAIN LINK FENCE, TO REMAIN IN PLACE  
EXISTING ICE BRIDGE, TO REMAIN IN PLACE  
EXISTING 119'-10" HIGH MONOPOLE, TO REMAIN IN PLACE

EXISTING H-FRAME, TO REMAIN IN PLACE

PROPOSED LESSEE ANTENNA ARRAY MOUNTED TO PROPOSED LESSEE MONOPOLE, SEE Z-2 SHEET FOR ANTENNA CONFIGURATION

PROPOSED LESSEE EQUIPMENT SHELTER

EXISTING ACCESS EASEMENT, TO REMAIN IN PLACE

EXISTING 9'-8" BUILDING

EXISTING 10'-2" BUILDING

EXISTING 10'-2" BUILDING

PROPERTY LINE

S0° 24' 04"W  
466.72'

12'-0" ESMT.

20'-0" ESMT.

25'-0" ESMT.

CLIENT

126 W. GEMINI DR.  
TEMPE, AZ 85283

INTERNAL REVIEW	DATE
CONSTRUCTION SIGNATURE	
RF SIGNATURE	
FACILITIES SIGNATURE	
REAL ESTATE SIGNATURE	

PLANS PREPARED BY

architecture / project management  
10245 E. Via Linda, Scottsdale, AZ 85258  
ph: 480 451 9609 fax: 480 451 9608  
e mail: corporate@ydcoffice.com

SEAL

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19382  
RONALD C. YOUNG  
REGISTERED PROFESSIONAL ENGINEER  
STATE OF ARIZONA U.S.A.  
EXP. 12/31/16

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PRELIMINARY UNLESS SIGNED

NO.	DATE	DESCRIPTION
1	2/24/2015	PRELIMINARY REVIEW ZD'S
2	3/30/2015	SUBMITTAL ZD'S

ARCHITECTS JOB NO. YDC-6224

PROJECT INFORMATION  
**AZ4\_ESCARAMUJO**  
22625 HIGHWAY 95  
SAN LUIS, AZ 85349

SHEET TITLE  
**SITE PLAN**

JURISDICTION APPROVAL

SHEET NUMBER  
**Z-1**

COAXIAL CABLE TABLE					
SECTOR	AZIMUTH	CENTERLINE	QTY.	SIZE	TYPE
ALPHA	5°	96'-0"	-	-	-
BETA	105°	96'-0"	-	-	-
GAMMA	270°	96'-0"	-	-	-
-	N/A	96'-0"	2	1-5/8"	6X12 HYBRID CABLE

NOTE:  
ALL AZIMUTHS ARE SHOWN RELATIVE TO TRUE NORTH,  
UNLESS NOTED OTHERWISE

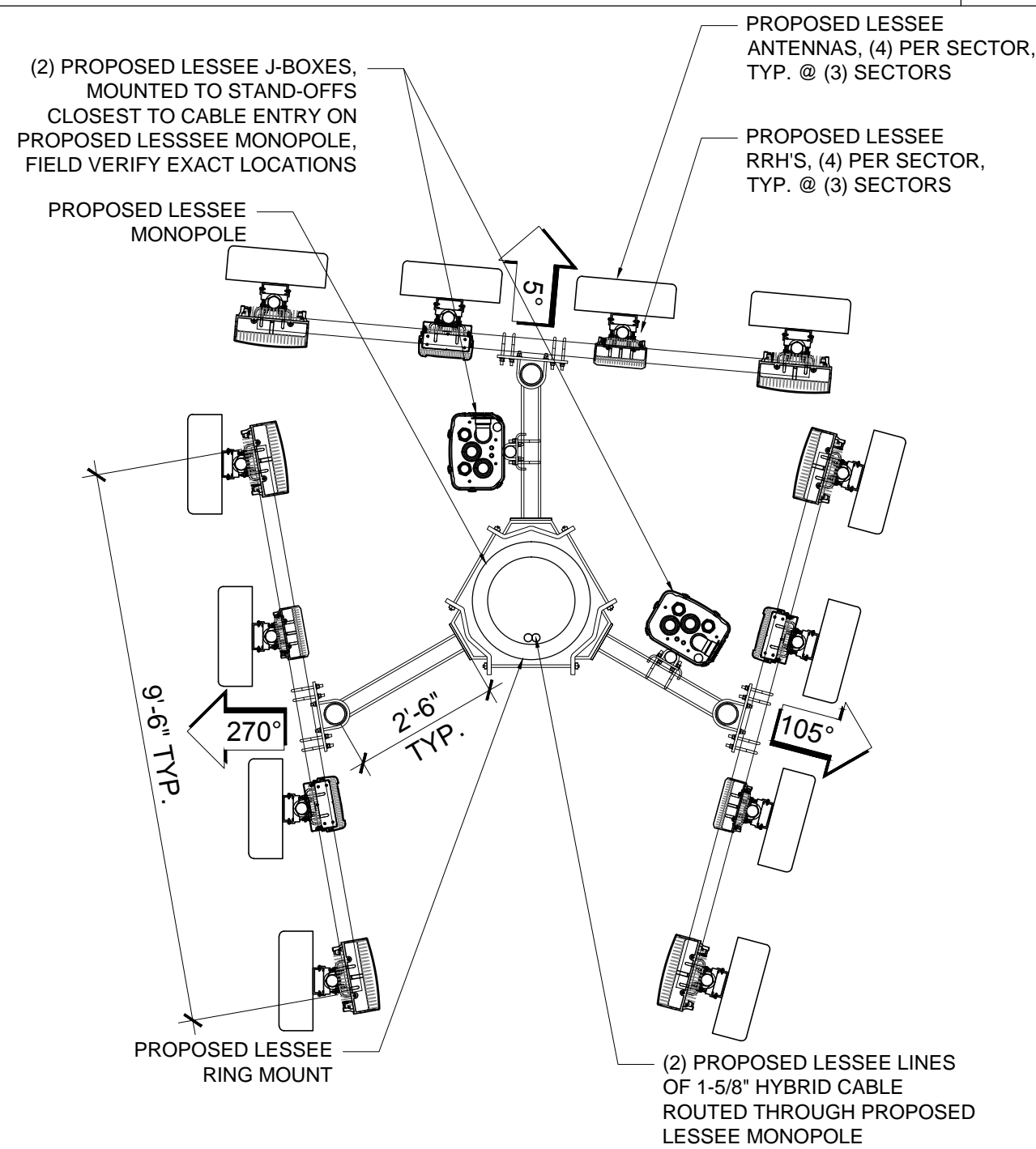
\*IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO VERIFY  
AZIMUTHS DEPICTED HEREIN WITH RF DEPARTMENT PRIOR  
TO INSTALLING ANTENNAS.

**COAX CABLE INFORMATION**

7

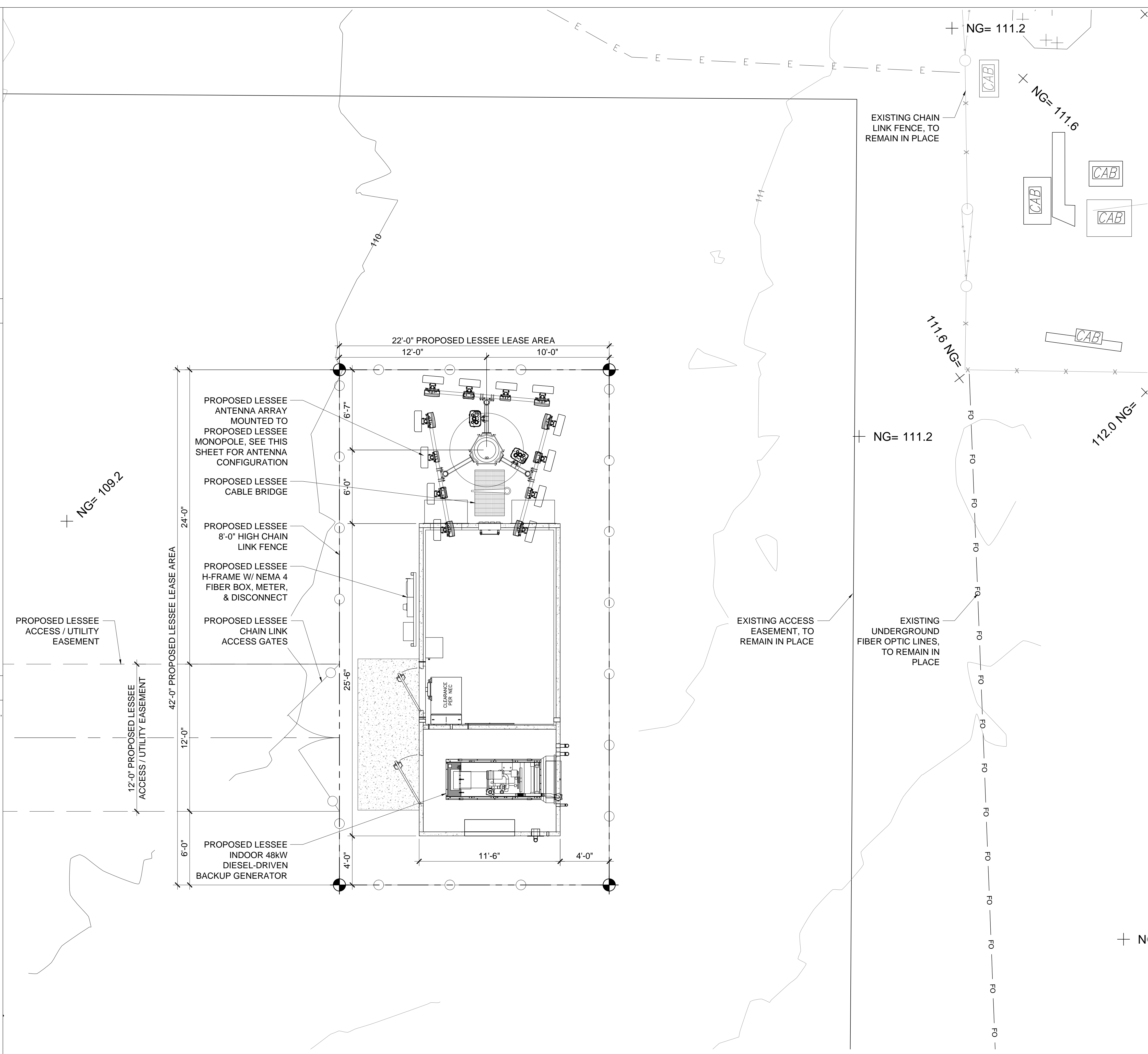
**NOT USED**

6



**NEW ANTENNA CONFIG - 96' CL**

5



CLIENT

**verizon wireless**

126 W. GEMINI DR.  
TEMPE, AZ 85283

INTERNAL REVIEW	DATE
CONSTRUCTION SIGNATURE	
RF SIGNATURE	
FACILITIES SIGNATURE	
REAL ESTATE SIGNATURE	

PLANS PREPARED BY

**young design corp**

architecture / project management  
10245 E. Via Linda, Scottsdale, AZ 85258  
ph: 480 451 9609 fax: 480 451 9608  
e mail: corporate@ydcoffice.com

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Professional Engineer  
EXPIRES 12/31/16

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NO.	DATE	DESCRIPTION
1	2/24/2015	PRELIMINARY REVIEW ZD'S
2	3/30/2015	SUBMITTAL ZD'S

ARCHITECTS JOB NO.  
**YDC-6224**

PROJECT INFORMATION

**AZ4\_ESCARAMUJO**

22625 HIGHWAY 95  
SAN LUIS, AZ 85349


SHEET TITLE  
**ENLARGED SITE PLAN  
SITE DETAILS**

JURISDICTION APPROVAL

SHEET NUMBER  
**Z-2**

INTERNAL REVIEW	DATE
CONSTRUCTION SIGNATURE	
RF SIGNATURE	
FACILITIES SIGNATURE	
REAL ESTATE SIGNATURE	

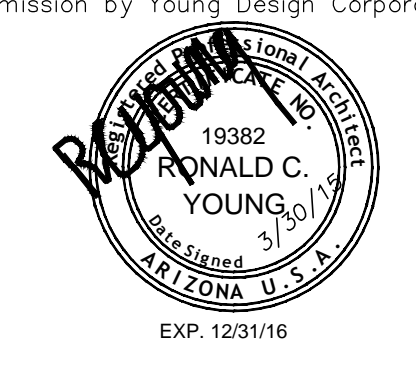
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19382  
 RONALD C. YOUNG  
 PROFESSIONAL ENGINEER  
 STATE OF ARIZONA, U.S.A.  
 EXP. 12/31/16

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PRELIMINARY UNLESS SIGNED

NO.	DATE	DESCRIPTION
1	2/24/2015	PRELIMINARY REVIEW ZD'S
2	3/30/2015	SUBMITTAL ZD'S

ARCHITECTS JOB NO.  
**YDC-6224**

PROJECT INFORMATION

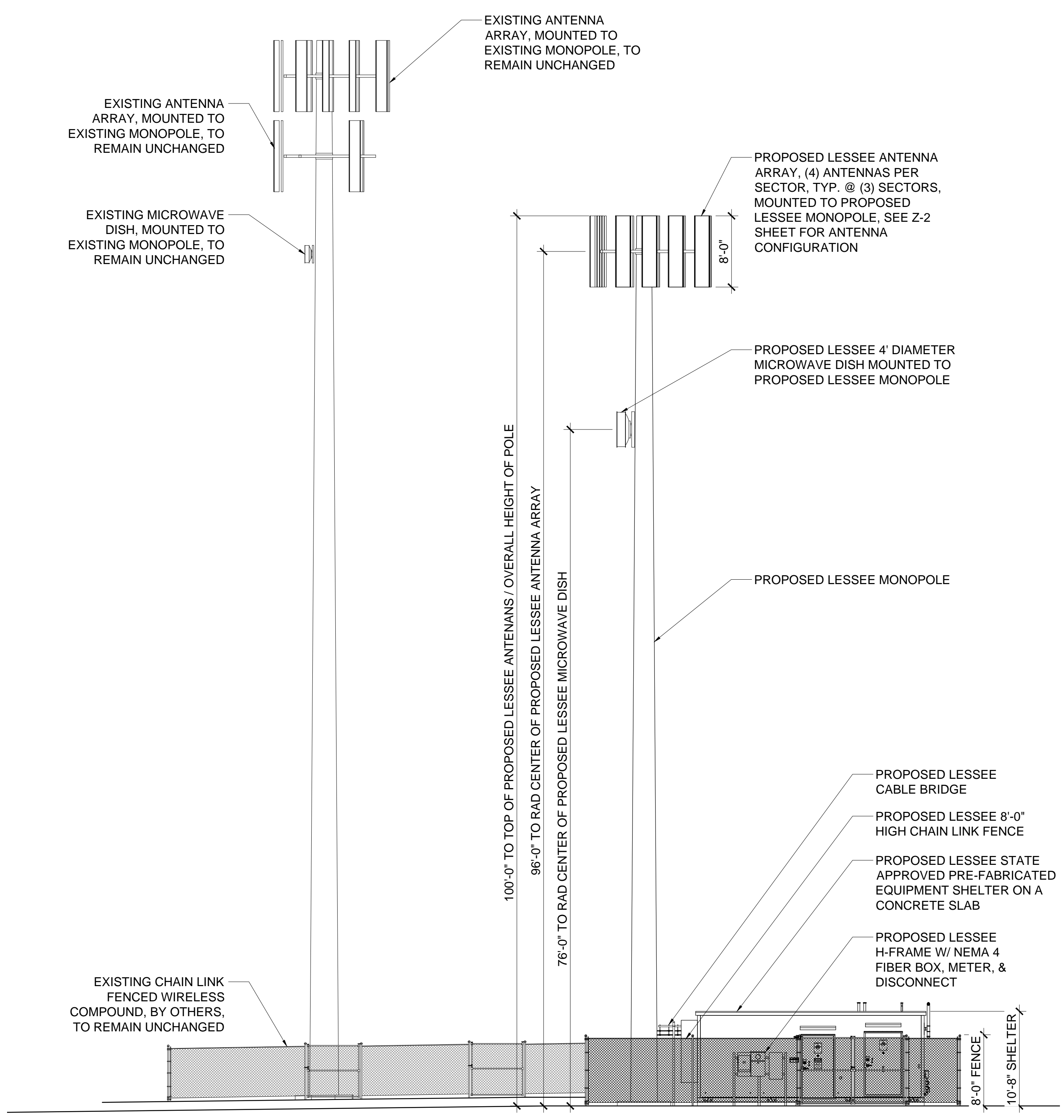
**AZ4\_ESCARAMUJO**

22625 HIGHWAY 95  
 SAN LUIS, AZ 85349

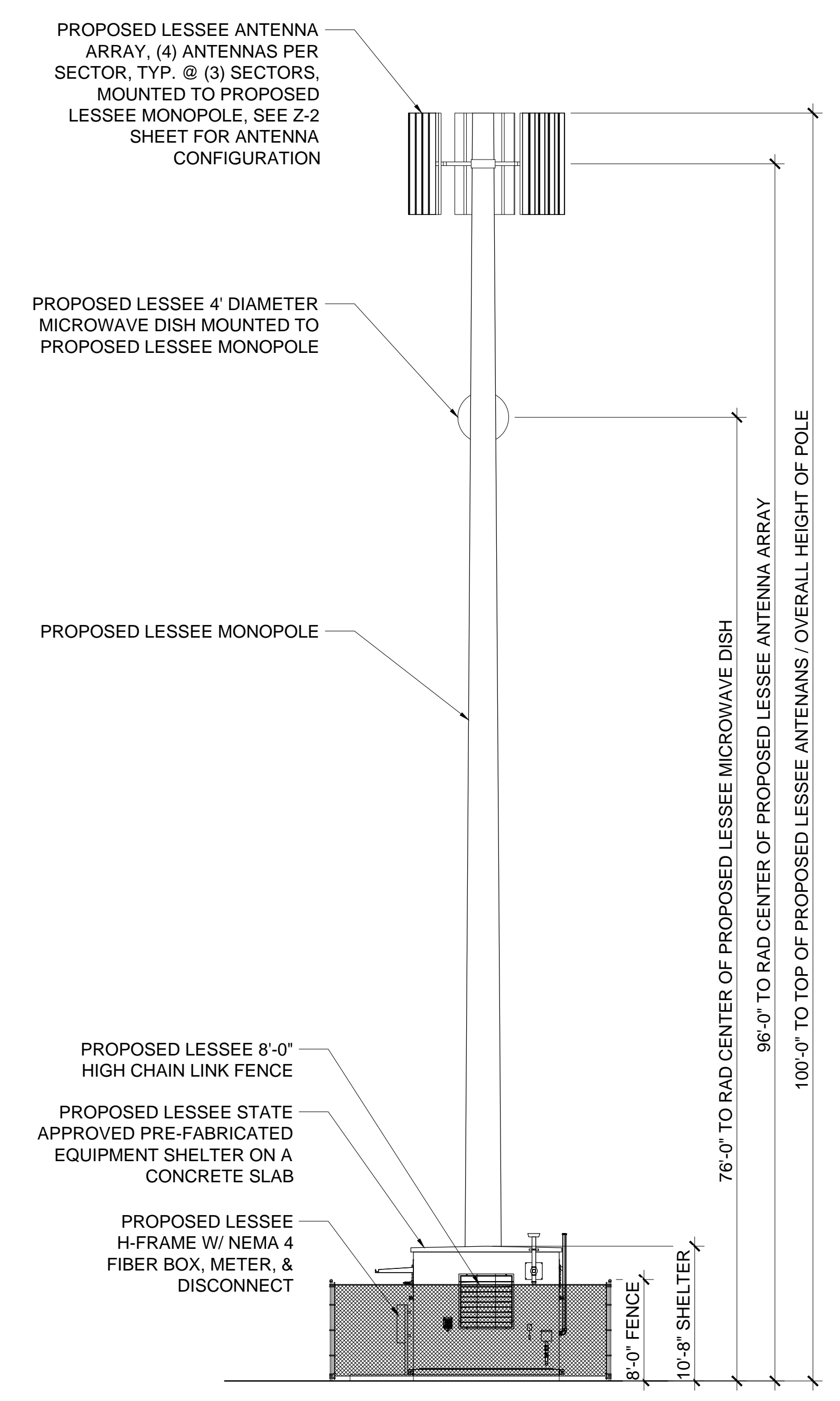
SHEET TITLE  
**ELEVATIONS**

JURISDICTION APPROVAL

SHEET NUMBER  
**Z-3**



**2 NEW WEST ELEVATION**  
 Z-3 SCALE: 1/4" = 1'-0"



**1 NEW SOUTH ELEVATION**  
 Z-3 SCALE: 1/4" = 1'-0"



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

9. 2.

**Meeting Date:** 06/24/2015

**Department Head:** Glenn Gimbut, City Attorney, Attorney's Office

**Submitted By:** Glenn Gimbut, City Attorney, Attorney's Office

**Action Requested:** Motion

---

#### ITEM:

Discussion and possible action to hold an executive session pursuant to A.R.S. §38-431.03.A.1 on any and all matters relating to the position of City Prosecutor and the recruitment, employment, assignment, appointment, and/or salaries of that position. **(Glenn Gimbut)**

#### SUMMARY:

The Mayor has asked for this executive session to discuss the possible employment of a City Prosecutor and the terms, conditions, and salary of said position.

#### RECOMMENDATION / SUGGESTED MOTION:

**I HEREBY MOVE TO GO INTO EXECUTIVE SESSION FOR DISCUSSION REGARDING THIS ITEM.**

#### Supporting information not attached to the Agenda Item Review Form:

N/A

**Is document to be sent to the Recorder's Office?:** No

#### Department

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#### Fiscal Impact

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** None

**CITY/STATE/FEDERAL FUNDS:** 0

**TOTAL:** 0

**BUDGETED:** 0

**AVAILABLE TO TRANSFER:** 0

**ACCOUNT #/REMAINING BALANCE:** 0

**FISCAL IMPACT STATEMENT:**

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## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

9. 3.

**Meeting Date:** 06/24/2015

**Department Head:** Glenn Gimbut, City Attorney, Attorney's Office

**Submitted By:** Glenn Gimbut, City Attorney, Attorney's Office

**Action Requested:** Motion

---

### ITEM:

Discussion and possible action to hold an executive session pursuant to A.R.S. §§38-431.03.A.3 and 38-431.03.A.4 for legal advice and to consider the City's position and instruct its attorneys with respect to contracts with Sun City Development for work performed at the Municipal Court. **(Glenn Gimbut)**

### SUMMARY:

This is with respect to the item that came before Council at its meeting of June 10, 2015. At that time Council voted to have a discussion in executive session on June 24, 2015.

The summary from the June 10, 2015 Meeting was as follows:

The staff at the Municipal Court ordered and authorized construction work at the Municipal Court with Sun City Development, Inc. dba New Star Electric and RC Development for what has been called the Court remodeling project or maintenance. The work involved was "construction" as defined by ARS §34-101. No written contract was entered into before work was performed. No bids were solicited or received. Attached are the invoices presented for payment. The amount requested by the contractor appears to be in excess of \$21,000.00. No building permit or permits were ever applied for or issued, prior to work being performed, but permit(s) have now been applied for, and inspection by Building Safety indicates that work was performed in a satisfactory manner in compliance with the building codes. Construction work on a building is governed by the provisions of Title 34 of the Arizona Revised Statutes. Construction work on a building is work that must be performed by a licensed contractor. Work that has a value of more than \$20,000 on a public building is governed by ARS §34-201.C and must go through formal bidding including advertised sealed bids with bid bonds, performance bonding, and payment bonding. Council does not have the legal power to waive bidding requirements if the work in question is governed by Title 34.

With respect to the requests by Sun City Development, Inc. for work on the Court building, the City Code requires all contracts to be authorized in advance by the Purchasing Agent. This did not occur. The City Code requirements for purchases above \$5,000 were not met. The procedure for waiving competitive bids as contained at §36.01(H) should only be used when the reason for waiving bids is in the fiduciary interests of the public treasury. The facts of this matter are such that the Office of City Attorney cannot recommend use of this procedure.

The contractor, on the other hand, has relied on the representations of the Court to do work, and has performed the work. The City has received a benefit. As a result, the contractor may have a claim in equity under the theory of quantum meruit.

The City is not without its defenses, and the Office of City Attorney is not representing that the City could not prevail in the event of litigation. It is recommending that because the contractor has performed work

and a benefit has been received, that the matter should be settled.

It is also recommended that approval for payment be made conditioned upon the contractor agreeing that the sum is payment in full for any and all claims against the City of San Luis of whatsoever kind or nature as of June 10, 2015, and that no further claims for work prior to that date will be honored or paid. It is recommended that the contractor execute an appropriate settlement and release agreement. It is suggested that this be handled as a settlement of claims for a fixed sum.

**RECOMMENDATION / SUGGESTED MOTION:**

**I HEREBY MOVE TO GO INTO EXECUTIVE SESSION.**

**Supporting information not attached to the Agenda Item Review Form:**

Invoices are attached.

**Is document to be sent to the Recorder's Office?:** No

**Department**

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**Fiscal Impact**

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** None

**CITY/STATE/FEDERAL FUNDS:** 0

**TOTAL:** 0

**BUDGETED:** 0

**AVAILABLE TO TRANSFER:** 0

**ACCOUNT #/REMAINING BALANCE:** 0

**FISCAL IMPACT STATEMENT:**

None

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** Yes

**CITY/STATE/FEDERAL FUNDS:** City

**TOTAL:** To Be Determined

**BUDGETED:** 0

**AVAILABLE TO TRANSFER:** 24,024.00

**ACCOUNT #/REMAINING BALANCE:** 260-261-90005

**FISCAL IMPACT STATEMENT:**

See Summary.

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**Attachments**

Remodel Invoices for 6-24-2015

---

**NEW STAR ELECTRIC**

622 S MAIN ST  
 PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

**INVOICE**

Invoice Number: 241  
 Invoice Date: Nov 14, 2014  
 Page: 1

*statute of  
 limitations  
 Exceeded*

**Bill To:**  
 CITY OF SAN LUIS  
 720 2nd Ave  
 PO BOX 1170  
 SAN LUIS, AZ 85349

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Citslu		Net 10 Days	
Sales Rep. ID	Shipping Method	Ship Date	Due Date
	Airborne		11/24/14

Quantity	Item	Description	Unit Price	Amount
1.00		Job site; Municipal Court, rooms converted in temporary Court. Remove three old electrical conduits from wood wall removed and two data cables. Make electrical connections to feed electric power to two rooms de-energized.	270.00	270.00
Subtotal				270.00
Sales Tax				
Total Invoice Amount				270.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>270.00</b>

Check/Credit Memo No:

**NEW STAR ELECTRIC**

622 S MAIN ST  
 PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

**QUOTATION**

Quote Number: 196  
 Quote Date: Nov 14, 2014  
 Page: 1

<b>Quoted To:</b>
CITY OF SAN LUIS 720 2nd Ave PO BOX 1170 SAN LUIS, AZ 85349

<b>Customer ID</b>	<b>Good Thru</b>	<b>Payment Terms</b>	<b>Sales Rep</b>
Citslu	12/14/14	Net 10 Days	

Quantity	Item	Description	Unit Price	Amount
1.00		Job site; Municipal Court, rooms converted in temporary Court. Remove three old electrical conduits from wood wall removed and two data cables. Make electrical connections to feed electric power to two rooms de-energized.	270.00	270.00
			<b>Subtotal</b>	270.00
			<b>Sales Tax</b>	
			<b>TOTAL</b>	270.00

**NEW STAR ELECTRIC**

622 S MAIN ST  
 PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

**INVOICE**

Invoice Number: 240  
 Invoice Date: Nov 18, 2014  
 Page: 1

*statute  
 of Limitation  
 Exceeded*

**Bill To:**  
 CITY OF SAN LUIS  
 720 2nd Ave  
 PO BOX 1170  
 SAN LUIS, AZ 85349

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Citslu		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		11/28/14

Quantity	Item	Description	Unit Price	Amount
1.00		Job site: Municipal Court, North hallway going to East exit. Remove two electric metallic conduits with two circuits, remove one catv cable. Install one in wall concealed conduit and feed an electrical circuit, install one concealed catv cable. Install new electrical raceway in lunch room with one circuit for a refrigerator. Materials included.	141.56	141.56
1.00		Tax	15.16	15.16
1.00		Labor	720.00	720.00
Subtotal				876.72
Sales Tax				
Total Invoice Amount				876.72
Payment/Credit Applied				
<b>TOTAL</b>				<b>876.72</b>

Check/Credit Memo No:

*back.  
 Kitchen*

**NEW STAR ELECTRIC**

622 S MAIN ST  
 PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

**QUOTATION**

Quote Number: 195  
 Quote Date: Nov 18, 2014  
 Page: 1

**Quoted To:**  
 CITY OF SAN LUIS  
 720 2nd Ave  
 PO BOX 1170  
 SAN LUIS, AZ 85349

Customer ID	Good Thru	Payment Terms	Sales Rep
Citslu	12/18/14	Net 10 Days	

Quantity	Item	Description	Unit Price	Amount
1.00		Job site: Municipal Court, North hallway going to East exit. Remove two electric metallic conduits with two circuits, remove one catv cable. Install one in wall concealed conduit and feed an electrical circuit, install one concealed catv cable. Install new electrical raceway in lunch room with one circuit for a refrigerator. Materials included.	141.56	141.56
1.00		Tax	15.16	15.16
1.00		Labor	720.00	720.00
Subtotal				876.72
Sales Tax				
<b>TOTAL</b>				<b>876.72</b>

**NEW STAR ELECTRIC**

622 S MAIN ST  
 PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

**INVOICE**

Invoice Number: 239  
 Invoice Date: Nov 20, 2014  
 Page: 1

Bill To:
CITY OF SAN LUIS 720 2nd Ave PO BOX 1170 SAN LUIS, AZ 85349

Ship to:

Customer ID	Customer PO	Payment Terms	
Citslu		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		11/30/14

Quantity	Item	Description	Unit Price	Amount
1.00		Job site: Municipal Court, North-East building, old offices being remodel. Remove two old electrical conduits from wood wall removed, remove two data cables, feed electrical power to fluorescent lamp.	150.00	150.00
Subtotal				150.00
Sales Tax				
Total Invoice Amount				150.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>150.00</b>

Check/Credit Memo No:

**NEW STAR ELECTRIC**

622 S MAIN ST  
PO BOX 2006  
SAN LUIS, AZ 85349  
ROC 238875

Voice: 928-627-2211  
Fax: 928-627-9479



Quote Number: 194  
Quote Date: Nov 20, 2014  
Page: 1

<b>Quoted To:</b>
CITY OF SAN LUIS 720 2nd Ave PO BOX 1170 SAN LUIS, AZ 85349

<b>Customer ID</b>	<b>Good Thru</b>	<b>Payment Terms</b>	<b>Sales Rep</b>
Citslu	12/20/14	Net 10 Days	

Quantity	Item	Description	Unit Price	Amount
1.00		Job site: Municipal Court, North-East building, old offices being remodel. Remove two old electrical conduits from wood wall removed, remove two data cables, feed electrical power to fluorescent lamp.	150.00	150.00
			Subtotal	150.00
			Sales Tax	
			<b>TOTAL</b>	<b>150.00</b>

**NEW STAR ELECTRIC**

622 S MAIN ST  
 PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

**INVOICE**

Invoice Number: 236  
 Invoice Date: Nov 24, 2014  
 Page: 1

Duplicate

Bill To:
CITY OF SAN LUIS 720 2nd Ave PO BOX 1170 SAN LUIS, AZ 85349

Ship To:

Customer ID	Customer PO	Payment Terms
Citslu		Net 10 Days
Sales Rep ID	Shipping Method	Ship Date
	Airborne	12/4/14

Quantity	Item	Description	Unit Price	Amount
1.00		Job site: Municipal Court, Court Room. Remove nine existing fluorescent lamps, install new electric junction boxes for new lamps, install nine LED 2 x 4 foot drop ceiling parabolic troffr lamps, all materials included, dispose of debris.	2,382.00	2,382.00
1.00		Tax	255.16	255.16
1.00		Labor	1,320.00	1,320.00
Subtotal				3,957.16
Sales Tax				
Total Invoice Amount				3,957.16
Payment/Credit Applied				
<b>TOTAL</b>				<b>3,957.16</b>

Check/Credit Memo No:

**NEW STAR ELECTRIC**

622 S MAIN ST  
 PO BOX 2008  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

**QUOTATION**

Quote Number: 201  
 Quote Date: Nov 24, 2014  
 Page: 1

*Pending Invoice*

Quotation
CITY OF SAN LUIS 720 2nd Ave PO BOX 1170 SAN LUIS, AZ 85349

Customer ID	Good thru	Payment Terms	Sales Rep
Citslu	12/24/14	Net 10 Days	

Quantity	Item	Description	Unit Price	Amount
1.00		Job site: Municipal Court temporary Court Room Install seven new LED, one foot by four foot parabolic lens lamps on ceiling, one recess LED lamp, make necessary electrical connections, all materials included	1,807.50	1,807.50
1.00		Tax	193.62	193.62
1.00		Labor	1,260.00	1,260.00
Subtotal				3,261.12
Sales Tax				
<b>TOTAL</b>				<b>3,261.12</b>

**NEW STAR ELECTRIC**

622 S MAIN ST  
 PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

**INVOICE**

Invoice Number: 238  
 Invoice Date: Nov 28, 2014  
 Page: 1

<b>Bill To:</b>
CITY OF SAN LUIS 720 2nd Ave PO BOX 1170 SAN LUIS, AZ 85349

<b>Ship to:</b>

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
Citslu		Net 10 Days	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Airborne		12/8/14

Quantity	Item	Description	Unit Price	Amount
1.00		Job Site: Municipal Court, North hallway with exit to West side of building. Remove one fluorescent lamp and install one LED four foot lamp and one LED round lamp next to internal hallway door.	243.50	243.50
1.00		Tax	26.08	26.08
1.00		Labor	270.00	270.00
Subtotal				539.58
Sales Tax				
Total Invoice Amount				539.58
Payment/Credit Applied				
<b>TOTAL</b>				<b>539.58</b>

Check/Credit Memo No:

**NEW STAR ELECTRIC**  
 622 S MAIN ST  
 PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

Quote Number: 193  
 Quote Date: Nov 28, 2014  
 Page: 1

**Quoted To:**  
 CITY OF SAN LUIS  
 720 2nd Ave  
 PO BOX 1170  
 SAN LUIS, AZ 85349

Customer ID	Good Thru	Payment Terms	Sales Rep
Citslu	12/28/14	Net 10 Days	

Quantity	Item	Description	Unit Price	Amount
1.00		Job Site: Municipal Court, North hallway with exit to West side of building. Remove one fluorescent lamp and install one LED four foot lamp and one LED round lamp next to internal hallway door.	243.50	243.50
1.00		Tax	26.08	26.08
1.00		Labor	270.00	270.00
			Subtotal	539.58
			Sales Tax	
			<b>TOTAL</b>	<b>539.58</b>

**S C DEVELOPMENT**

PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 207951

**INVOICE**

Invoice Number: 247  
 Invoice Date: May 19, 2015  
 Page: 1

Voice: 928-627-2211  
 Fax: 928-627-9479

**Bill To:**  
 CITY OF SAN LUIS  
 720 2nd Ave.  
 PO Box 1170  
 San Luis, AZ 85349

**Ship to:**

Customer ID	Customer PO	Payment Terms	
CitySL		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		5/29/15

Quantity	Item	Description	Unit Price	Amount
1.00		job site: municipal court, court room install 18 LED tubes, drop ceiling fans switch, reorganized cables from data, TV, sound, telephone, above ceiling in 3 new locations	609.82	609.82
1.00		air conditioning duct, install adjustable support to level the return duct to the new ceiling T-Bar, install new damper in duct supplying air to restrooms	150.00	150.00
1.00		install 2 new air diffusers and repaint 6 air diffusers, install new flex duct to all air diffusers	895.00	895.00
1.00		install 1 CAT5 data cable from server to new HUBB on ceiling, install 6 new LAN cable, install new speaker cable, remove existing and install 2 new exit lights	315.00	315.00
1.00		install 10 new 120VAC duplex electrical outlets, install motion sensor switch, install 2 toggle switch	600.00	600.00
Subtotal				2,569.82
Sales Tax				
Total Invoice Amount				2,569.82
Payment/Credit Applied				
<b>TOTAL</b>				<b>2,569.82</b>

Check/Credit Memo No:

Overdue invoices are subject to late charges.

**S C DEVELOPMENT**

PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 207951

**INVOICE**

Invoice Number: 245  
 Invoice Date: May 19, 2015  
 Page: 1

Voice: 928-627-2211  
 Fax: 928-627-9479

**Bill To:**  
 CITY OF SAN LUIS  
 720 2nd Ave.  
 PO Box 1170  
 San Luis, AZ 85349

**Ship to:**

Customer ID	Customer PO	Payment Terms	
CitySL		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		5/29/15

Quantity	Item	Description	Unit Price	Amount
1.00		job site: municipal court, hallway and juvenile area install 15 LED recess can lamps, 3 movement light switch, 3-1x4 foot ceiling recess lamps with LED tubes controlled by motion sensor switch install 2 new circulation air fans on computer server cabinet and 1 electrical 120 VAC duplex outlet, 2 additional 1x4 ceiling recess lamp with LED tubes.	4,029.92	4,029.92
Subtotal				4,029.92
Sales Tax				
Total Invoice Amount				4,029.92
Payment/Credit Applied				
<b>TOTAL</b>				<b>4,029.92</b>

Check/Credit Memo No:

Overdue invoices are subject to late charges.

**S C DEVELOPMENT**

PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 207951

**INVOICE**

Invoice Number: 246  
 Invoice Date: May 19, 2015  
 Page: 1

Voice: 928-627-2211  
 Fax: 928-627-9479

**Bill To:**  
 CITY OF SAN LUIS  
 720 2nd Ave.  
 PO Box 1170  
 San Luis, AZ 85349

**Ship to:**

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
CitySL		Net 10 Days	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Airborne		5/29/15

Quantity	Item	Description	Unit Price	Amount
1.00		job site: municipal court infront cashier window on ceiling convert 2 fluorescent lamps in 2 LED lamps	128.98	128.98
<b>Subtotal</b>				128.98
<b>Sales Tax</b>				
<b>Total Invoice Amount</b>				128.98
<b>Payment/Credit Applied</b>				
<b>TOTAL</b>				<b>128.98</b>

Check/Credit Memo No:

Overdue invoices are subject to late charges.

**S C DEVELOPMENT**

PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 207951

Voice: 928-627-2211  
 Fax: 928-627-9479

**INVOICE**

Invoice Number: 242  
 Invoice Date: May 19, 2015  
 Page: 1

**Bill To:**  
 CITY OF SAN LUIS  
 720 2nd Ave.  
 PO Box 1170  
 San Luis, AZ 85349

**Ship to:**

Customer ID	Customer PO	Payment Terms
CitySL		Net 10 Days
Sales Rep ID	Shipping Method	Ship Date
	Airborne	Due Date
		5/29/15

Quantity	Item	Description	Unit Price	Amount
1.00		install doble wood door in temporary court, adjust wall frame to install doble door	520.00	520.00
Subtotal				
Sales Tax				520.00
Total Invoice Amount				
Payment/Credit Applied				520.00
<b>TOTAL</b>				<b>520.00</b>

Check/Credit Memo No:

Overdue invoices are subject to late charges.

**S C DEVELOPMENT**

PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 207951

**INVOICE**

Invoice Number: 244  
 Invoice Date: May 19, 2015  
 Page: 1

Voice: 928-627-2211  
 Fax: 928-627-9479

**Bill To:**  
 CITY OF SAN LUIS  
 720 2nd Ave.  
 PO Box 1170  
 San Luis, AZ 85349

**Ship to:**

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
CitySL		Net 10 Days	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Airborne		5/29/15

Quantity	Item	Description	Unit Price	Amount
1.00		job site: municipal court old kitchen		
		install 4 LED recess can control by	576.00	576.00
		movement sensor switch		
1.00		install new TV cable and 2 new CAT5 data	175.00	175.00
		cable hidden on wall, install 1 new 120VAC		
		duplex outlet		
<b>Subtotal</b>				751.00
<b>Sales Tax</b>				
<b>Total Invoice Amount</b>				751.00
<b>Payment/Credit Applied</b>				
<b>TOTAL</b>				<b>751.00</b>

Check/Credit Memo No:

Overdue invoices are subject to late charges.

**S C DEVELOPMENT**

PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 207951

**INVOICE**

Invoice Number: 243  
 Invoice Date: May 19, 2015  
 Page: 1

Voice: 928-627-2211  
 Fax: 928-627-9479

**Bill To:**  
 CITY OF SAN LUIS  
 720 2nd Ave.  
 PO Box 1170  
 San Luis, AZ 85349

**Ship to:**

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
CitySL		Net 10 Days	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Airborne		5/29/15

Quantity	Item	Description	Unit Price	Amount
1.00		job site municipal court, kitchen repair refrigerant leak on refrigerator, solder copper tube, make vacuum, charge 134 a, check for new leaks	243.00	243.00
Subtotal				243.00
Sales Tax				
Total Invoice Amount				243.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>243.00</b>

Check/Credit Memo No:

Overdue invoices are subject to late charges.

**S C DEVELOPMENT**

PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 207951

**INVOICE**

Invoice Number: 249  
 Invoice Date: May 19, 2015  
 Page: 1

Voice: 928-627-2211  
 Fax: 928-627-9479

**Bill To:**  
 CITY OF SAN LUIS  
 720 2nd Ave.  
 PO Box 1170  
 San Luis, AZ 85349

**Ship to:**

Customer ID	Customer PO	Payment Terms	
CitySL		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		5/29/15

Quantity	Item	Description	Unit Price	Amount
1.00		Job site: Municipal Court, Judge Office Remove old fluorescent lamps and install ten LED recess can lights controlled by motion and dimmer switch	1,480.00	1,480.00
Subtotal				1,480.00
Sales Tax				
Total Invoice Amount				1,480.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>1,480.00</b>

Check/Credit Memo No:

Overdue invoices are subject to late charges.

**NEW STAR ELECTRIC**

622 S MAIN ST  
 PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

**INVOICE**

Invoice Number: 244  
 Invoice Date: May 20, 2015  
 Page: 1  
 Duplicate

**Bill To:**  
 CITY OF SAN LUIS  
 720 2nd Ave  
 PO Box 1170  
 SAN LUIS, AZ 85349

**Ship to:**

Customer ID	Customer PO	Payment Terms		
CityofSL		Net 10 Days		
Sales Rep ID	Shipping Method	Ship Date	Due Date	
	Airborne		5/30/15	
Quantity	Item	Description	Unit Price	Amount
1.00		Job site: Municipal Court, 24' of two electrical conduit buried concrete Install two new 120vac electrical circuit, two new CAT5 network cable, two new telephone lines in two diferent locations each one containing one circuit of 120vac, one LAN circuit and one telephone circuit, material and labor included	1,670.00	1,670.00
Subtotal				1,670.00
Sales Tax				
Total Invoice Amount				1,670.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>1,670.00</b>

Check/Credit Memo No:

**NEW STAR ELECTRIC**

622 S MAIN ST  
 PO BOX 2006  
 SAN LUIS, AZ 85349  
 ROC 238875

Voice: 928-627-2211  
 Fax: 928-627-9479

**QUOTATION**

Quote Number: 200  
 Quote Date: Mar 12, 2015  
 Page: 1

**Quote To:**  
 CITY OF SAN LUIS  
 720 2nd Ave  
 PO BOX 1170  
 SAN LUIS, AZ 85349

Customer ID	Company	Payment Terms	Sales Rep
Citslu		Net 10 Days	

Quantity	Unit	Description	Unit Price	Amount
1.00		JOB SITE: MUNICIPAL COURT, 24' OF TWO ELECTRICAL CONDUIT BURIED ON CONCRETE INSTALL TWO NEW 120 VOLTS AC CIRCUIT, TWO NEW CAP 5 NETWORK CABLE, TWO NEW TELEPHONE LINES BURIED UNDER CONCRETE IN TWO DIFFERENT LOCATIONS EACH ONE CONTAINING ONE CIRCUIT OF 120 VOLTS, ONE LAND CIRCUIT AND ONE TELEPHONE CIRCUIT, MATERIAL AND LABOR INCLUDED	1,670.00	1,670.00
<b>Subtotal</b>				<b>1,670.00</b>
<b>Sales Tax</b>				
<b>TOTAL</b>				<b>1,670.00</b>