



NOTICE OF WORK SESSION

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 Work Session meeting at 6:30 p.m. Wednesday, November 18, 2015. The meeting will take place at the City Council Chambers, located at 1090 E. 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 E. 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 recordings. Parents in order to exercise their rights may either file written consent with the City Clerk to such recordings, 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 SESION DE TRABAJO

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 Cabildo de San Luis, Arizona, tendrán una Sesión de Trabajo a las 6:30 p.m. el día Miércoles, Noviembre 18 del 2015. La junta se llevará a cabo en la Sala del Cabildo, ubicada en el 1090 E. 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 E. 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 Cabildo 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
Work Session
San Luis City Council
San Luis Council
Chambers
1090 E. Union Street
San Luis, AZ 85349
November 18, 2015
6:30 P.M.

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

1. **CALL TO ORDER/ROLL CALL 6:37 P.M.**

2. **ACTION ITEMS:**
 2. A. Discussion on any and all matters regarding approval and ratification of Beach Street change orders no. 1- 4 in the amount of \$53,085.00 for Cemex Construction Contract. **(Jenny Torres, Community Development Director)** **Discussed**

 2. B. Discussion on any and all matters regarding the modification of existing parking restrictions and associated parking meters and signs on Second Avenue and adjacent side streets. **(Eulogio Vera, Director of Public Works)** **Discussed**

 2. C. Discussion on any and all matters regarding Resolution No. 1123. A resolution of the Mayor and Council of the City of San Luis, Arizona, approving the Intergovernmental Agreement between the City of San Luis, Arizona and Yuma County for roadway maintenance. **(Eulogio Vera, Director of Public Works)** **Discussed**

 2. D. Discussion on any and all matters regarding First Reading of Ordinance No. 345. An ordinance of the Mayor and Council of the City of San Luis, Arizona, amending Section 34.05(E) of the City Code relating to Municipal Court Probation fees; repealing any conflicting provisions; and providing for severability. **(Rosendo Morales Jr., Magistrate)** **Discussed**

3. **DISCUSSION ITEMS:**
 3. A. Discussion on any and all matters regarding the City Clean-Up Campaign. **(Council Member Africa Luna-Carrasco)** **Discussed**

 3. B. Discussion on any and all matters regarding City-organized family events. **(Council Member Africa Luna-Carrasco)** **Discussed**

3. C. Discussion on any and all matters regarding the Veteran's Memorial project. **Discussed**
(Council Member Africa Luna-Carrasco)
4. **ADJOURNMENT 7:21 P.M.**

IN THE EVENT A MAJORITY OF THE COUNCIL IS NOT PRESENT, AN INFORMAL PUBLIC WORK SESSION MAY BE HELD.



AGENDA ITEM REVIEW FORM

Work Session**2. A.****Meeting Date:** 11/18/2015**Department Head:** Jenny Torres, Community Development Director, Community Development Department**Submitted By:** Dania Castillo, Economic Development Assistant, Community Development Department**Action Requested:** Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding approval and ratification of Beach Street change orders no. 1- 4 in the amount of \$53,085.00 for Cemex Construction Contract. **(Jenny Torres, Community Development Director)**

SUMMARY:

Cemex Construction was awarded Beach Street Improvements Contract in the amount of \$239,674 through competitive bidding. Due to unforeseen conditions, we executed four change orders totaling the amount of \$53,085, which is about 22% of the original contract. Community Development Block Grant (CDBG) #132-15 covered the change orders up to No. 4 with only \$15,455 to be covered by Public Works. Change Order No. 4 triggered the \$35,000 procurement code limitation and requires council ratification.

The change orders entailed unforeseen sagging sewer lines that needed to be fixed and other needs for the sewer lines that were unforeseen. In order for the project to stay within the CDBG schedule of completion and to avoid delays in the project causing interruptions in service to the existing residents, the change order was approved by management. Attached to this Agenda Item Review Form are a memo with the details of each change order and the 4 actual change orders.

RECOMMENDATION / SUGGESTED MOTION:**DISCUSSION ITEM ONLY, NO ACTION****Supporting information not attached to the Agenda Item Review Form:**

Supporting information is attached to this Agenda Item Review Form.

Document to be Recorded?: No**N/A**

Fiscal Impact**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** Yes**CITY/STATE/FEDERAL FUNDS:** \$15,455.00

TOTAL: \$15,455.00
BUDGETED: 0
AVAILABLE TO TRANSFER: 0
ACCOUNT #/REMAINING BALANCE: \$92,000.00
FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):
Public Works Account 200-210-81100

Attachments

Memo/Map/Change Orders



City of San Luis

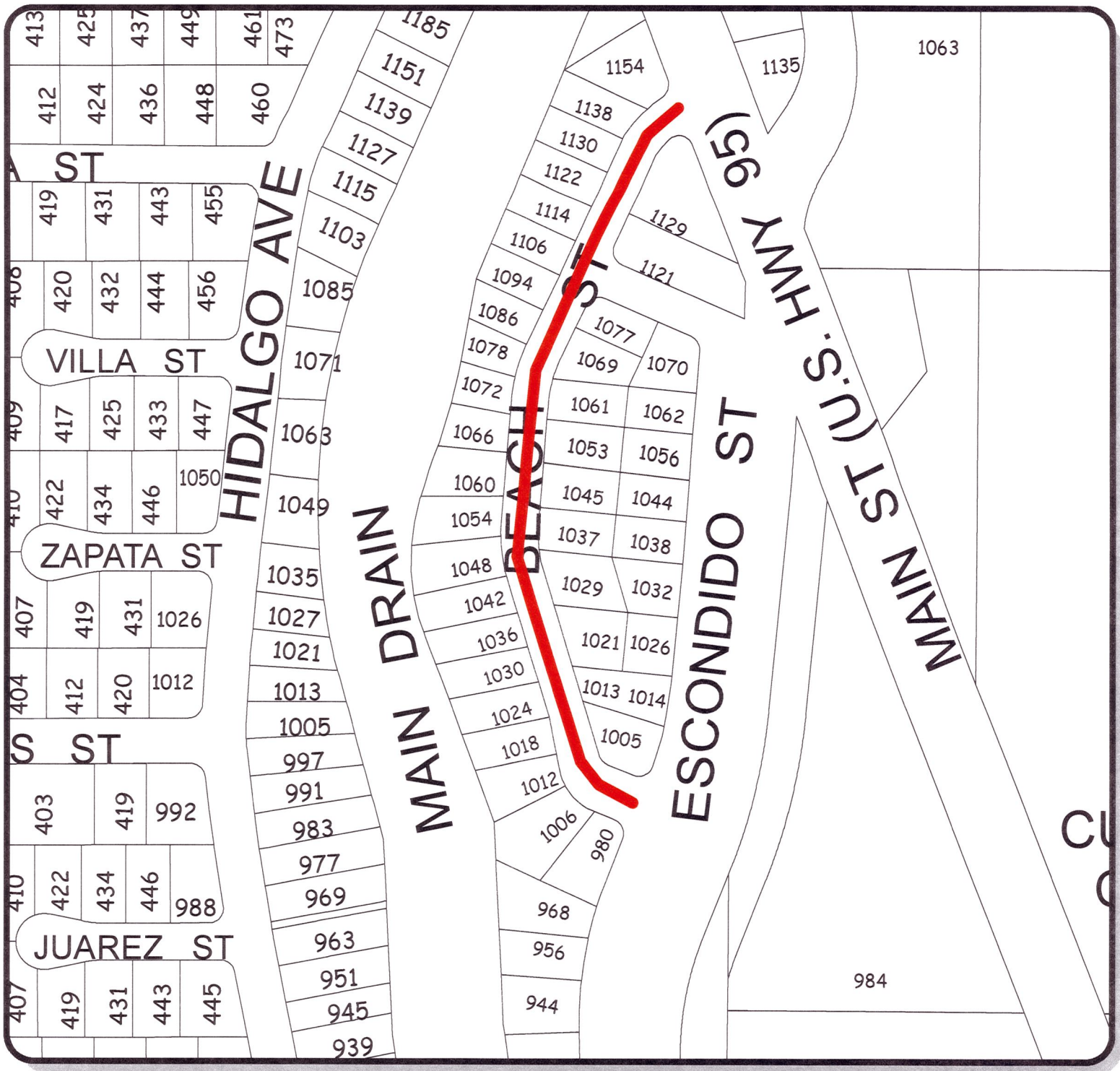
Community Development

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: JENNY TORRES, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: BEACH STREET IMPROVEMENTS
DATE: NOVEMBER 9, 2014
CC: TADEO DE LA HOYA, INTERIM CITY MANAGER
KAY MACUIL, CITY ATTORNEY

Cemex Construction was awarded the Beach Street Improvement contract in the amount of \$239,674. Due to unforeseen conditions, we executed four change orders in the amount of \$53,085. CDBG grant cover the change orders up to No. 4 with only \$15,455 to be cover by public works. Change order No. 4 triggered the \$35,000 procurement code limitation and requires council ratification. In order for the project to stay within the CDBG timeline schedule of completion and to avoid delays in the project and causing interruptions in service to the existing residents, the change order was approved by management.

Change Order 1 - Increased the amount of asphalt to spend \$25k for removing from contract the adjustment of some block walls which the City will now do for probably less than \$5k. This increased the paving and led to adjusting of some additional sewer manholes and water valves. (Better Use of Funds)
Change Order 2 - Directed Contractor to replace the material of 6 sewer service that cross over an existing water line. We thought material used originally was adequate and it turns it was not so we verified them and requested the change in material for additional protection. (Unforeseen Condition)
Change Order 3 - Similar to CO No. 2. Additional sewer services were included to be replaced as part of the contract as some sewer services had sags and now is the time to fix it. (Unforeseen Condition)
Change Order 4 - Similar to CO No. 3. Additional sewer services and main were included to be replaced due to sags found. The intersection of Beach and Escondido is being redone due to existing storm water ponding problem. It was not part of original project as paving originally didn't go that far. With the additional paving, it needed to be fixed. (Unforeseen Condition)

Change order #1-8/31/15	\$ 0.00	No time extension
Change order #2-8/16/15	\$13,718.00	5 days- 12/3/2015
Change order #3-9/29/15	\$21,566.00	19 days-12/22/2015
Change order #4-10/7/15	\$17,801.00	9 days-12/31/2015
CDBG Contract (incl. adm)	\$299,928.00	
Cemex Contract	\$239,674.00	
Minus Eng. Contract	\$ 22,624.00	
Minus Change Orders	<u>\$ 53,085.00</u>	
PW Commitment	\$ 15,455.00	

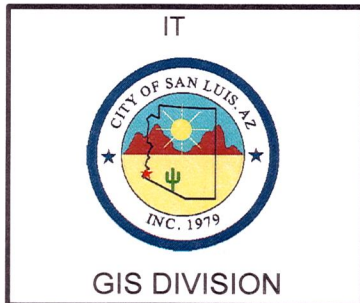


Location Map

 BEACH STREET

Date:
11/20/2014

Checked By:



Prepared By:
IG

APPROVED BY:

Case No.

CHANGE ORDER

Distribution to:

OWNER
 ENGINEER
 CONTRACTOR
 FIELD
 OTHER

PROJECT: CITY OF SAN LUIS, ARIZONA
 BEACH STREET SEWERMAIN AND ROADWAY IMPROVEMENTS PROJECT
 (CDBG CONTRACT # 132-15)

TO (Contractor):
 Mr. D.J. Shiplet, Construction Manager
 CEMEX Construction Materials South LLC
 2088 E. 20th Street
 Yuma, AZ 85365

CHANGE ORDER NO.: 1
 INITIATION DATE: August 31, 2015
 ENGINEER'S PROJECT NO: CSL-10
 CONTRACT FOR: New Construction
 CONTRACT DATE: July 30, 2015

The following change is made to the Contract:

1. The increase in Scope of work involves increasing the amount of existing asphalt removal, grading for pavement, 2" asphalt paving, and miscellaneous water valve, manhole frame and cover adjustments, and survey monument. The decrease in Scope of work involves removing the wall removal and replacement work.

Not valid until signed by both the Owner and Engineer.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Date

The original Contract Sum.....	\$239,674.00
Net change by previously authorized Change Orders	\$0.00
The Contract Sum prior to this Change Order Was	\$239,674.00

This Change Order will modify the Contract Sum as following:

- | | |
|--|----------------|
| 2. Increase the amount of existing asphalt removal, grading for pavement, and asphalt paving (2" AC) by 1,188.50 SY. Traffic control shall be considered incidental to the work involved. (1,188.56 SY @ \$19.50/SY) | \$23,177.00(+) |
| 3. Install Survey Monument (Yuma County Std. 4-080) (1 @ \$243.00/EA) | \$243.00(+) |
| 4. Adjust Existing Manhole with new Frame and Cover (City of Yuma Std. 5-030 and 5-040) (1 @ \$900.00/EA) | \$900.00(+) |
| 5. Adjust Existing Water Valve with new Frame and Cover (City of Yuma Std. 5-210) (2 @ \$340.00/EA) | \$680.00(+) |

6. Remove the Existing Wall Removal and Replacement work \$25,000.00(-)

The new Contract Sum including this Change Order will be \$239,674.00

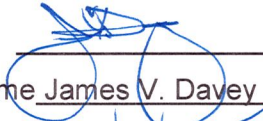
The Contract Time will be changed by (0) Days

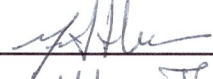
The Date of Substantial Completion as of the date of this Change Order therefore is November 28, 2015.


James Davey and Associates
Engineer
1025 W. 24th Street, Suite No.2
Yuma, AZ 85364

CEMEX Construction Material LLC
Contractor
2088 E. 20th Street
Yuma, AZ 85365

Authorized:
City of San Luis, Arizona
Owner
1090 E. Union Street
San Luis, AZ 85346

By 
Name James V. Davey
Date: 8/17/2015

By 
Name Mike Thompson
Date 8/18/15

By 
Name Robert Eads
Date 8/17/15

~~CHANGE ORDER~~
CHANGE ORDER

Distribution to:

OWNER
 ENGINEER
 CONTRACTOR
 FIELD
 OTHER

PROJECT: CITY OF SAN LUIS, ARIZONA
 BEACH STREET SEWERMAIN AND ROADWAY IMPROVEMENTS PROJECT
 (CDBG CONTRACT # 132-15)

TO (Contractor):
 Mr. D.J. Shiplet, Construction Manager
 CEMEX Construction Materials South LLC
 2088 E. 20th Street
 Yuma, AZ 85365

CHANGE ORDER NO.: 2
 INITIATION DATE: August 16, 2015
 ENGINEER'S PROJECT NO: CSL-10
 CONTRACT FOR: New Construction
 CONTRACT DATE: July 30, 2015

The following change is made to the Contract:

- The increase in Scope of Work involves installing six sewer service laterals with C900 pipe and removing and replacing an existing sewer service on private property.

Not valid until signed by both the Owner and Engineer.
 Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Date

The original Contract Sum.....	\$239,674.00
Net change by previously authorized Change Orders	\$0.00
The Contract Sum prior to this Change Order Was	\$239,674.00

This Change Order will modify the Contract Sum as following

- Install C-900 sewer service crossing the watermain at Stations: 13+80, 19+05, 19+25, 20+35, 21+00, 21+30. (6 EA x \$1,985/EA) \$11,910.00(+)
 - Remove and replace 16 linear feet of SDR-35 sewer service on private property at Station 21+00, left. Attached are photos of the sewer service repaired work. (16LF x \$113/LF) \$ 1,808.00(+)
- \$13,718.00**

The new Contract Sum including this Change Order will be \$253,392.00

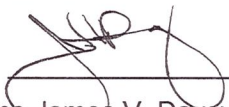
The Contract Time will be changed by (5) Days

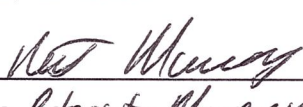
The Date of Substantial Completion as of the date of this Change Order therefore is December 3, 2015.

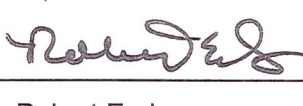
James Davey and Associates
 Engineer
 1025 W. 24th Street, Suite No.2
 Yuma, AZ 85364

CEMEX Construction Material LLC
 Contractor
 2088 E. 20th Street
 Yuma, AZ 85365

Authorized:
City of San Luis, Arizona
 Owner
 1090 E. Union Street
 San Luis, AZ 85346

By 
 Name James V. Davey
 Date: 9/18/2015

By 
 Name Robert Murray
 Date 9-17-15

By 
 Name Robert Eads
 Date 9/22/15

CHANGE ORDER

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR
 FIELD
 OTHER

PROJECT: CITY OF SAN LUIS, ARIZONA
 BEACH STREET SEWERMAIN AND ROADWAY IMPROVEMENTS PROJECT
 (CDBG CONTRACT # 132-15)

TO (Contractor): Mr. D.J. Shiplet, Construction Manager CEMEX Construction Materials South LLC 2088 E. 20 th Street Yuma, AZ 85365	CHANGE ORDER NO.: 3 INITIATION DATE: September 29, 2015 ENGINEER'S PROJECT NO: CSL-10 CONTRACT FOR: New Construction CONTRACT DATE: July 30, 2015
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The following change is made to the Contract:

1. The increase in Scope of Work involves removing and replacing additional sewermain, removing and replacing sewer service laterals with C900 and SDR-35 pipe, and removing and replacing existing curb and sidewalk for sewer services installation.

Not valid until signed by both the Owner and Engineer.
 Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Date

The original Contract Sum.....	\$239,674.00
Net change by previously authorized Change Orders	\$13,718.00
The Contract Sum prior to this Change Order Was	\$253,392.00

This Change Order will modify the Contract Sum as following

- | | |
|---|----------------|
| 1. Removed and Replace 8" Diameter SDR-35 PVC Sewer Line
From Station 19+70 to 19+75 and from Station 14+32 to 14+57
30 LF x \$88.00/LF (\$75.00 install new sewermain + \$13.00 remove existing sewermain) | \$2,640.00(+) |
| 2. Remove and Install C-900 sewer service crossing the watermain at Stations:
12+55 Lt, 15+40 Lt, 16+50 Lt, 17+60 Lt, 18+00 Lt, and 20+25 Lt
(6 EA x \$2,020/EA) | \$12,120.00(+) |
| 3. Remove and Install existing sewer service with SDR-35 pipe at Stations:
15+30 Rt, 16+55 Rt, 17+20 Rt, 17+40 Rt, and 17+80 Rt
(5 EA x \$950/EA) | \$4,750.00(+) |
| 4. Remove and Install SDR-35 sewer service at Station: 13+70 Rt
Additional sewer service within sewermain repair section
(1 EA x \$1,041/EA) | \$1,041.00(+) |

5. Remove and Replace Curb and Sidewalk where sewer services will be replaced at Stations: 12+55 Lt, 15+30 Rt, 16+50 Lt, 16+55 Rt, 17+20 Rt, 17+40 Rt, 17+80 Rt
 \$145/service x 7 services (R&R curb \$13/LF x 5 LF, Remove Sidewalk \$9/SY x 2.22 SY, Replace Sidewalk \$3/SF x 20 SF = \$ 145/service) \$1,015.00(+)
\$21,566.00

The new Contract Sum including this Change Order will be \$274,958.00

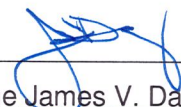
The Contract Time will be changed by (19) Days

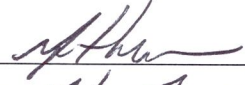
The Date of Substantial Completion as of the date of this Change Order therefore is December 22, 2015.

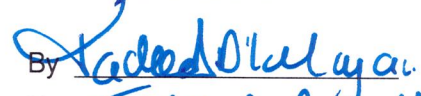
James Davey and Associates
 Engineer
 1025 W. 24th Street, Suite No.2
 Yuma, AZ 85364

CEMEX Construction Material LLC
 Contractor
 2088 E. 20th Street
 Yuma, AZ 85365

Authorized:
City of San Luis, Arizona
 Owner
 1090 E. Union Street
 San Luis, AZ 85346

By 
 Name James V. Davey
 Date: 9/30/2015

By 
 Name M. Lee Thompson
 Date 9/29/15

By 
 Name Tadeo A. De La Hoya
 Date 10/09/2015

CHANGE ORDER

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR
 FIELD
 OTHER

PROJECT: CITY OF SAN LUIS, ARIZONA
 BEACH STREET SEWERMAIN AND ROADWAY IMPROVEMENTS PROJECT
 (CDBG CONTRACT # 132-15)

TO (Contractor): Mr. D.J. Shiplet, Construction Manager CEMEX Construction Materials South LLC 2088 E. 20 th Street Yuma, AZ 85365	CHANGE ORDER NO.: 4 INITIATION DATE: October 7, 2015 ENGINEER'S PROJECT NO: CSL-10 CONTRACT FOR: New Construction CONTRACT DATE: July 30, 2015
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The following change is made to the Contract:

1. The change in Scope of Work involves decreasing the number of sewer service laterals C900 and SDR-35 removal and replacement, and increases removing and replacing existing curb, sidewalk, sidewalk ramp, valley gutter and apron, and survey monument.

Not valid until signed by both the Owner and Engineer.
 Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Date

The original Contract Sum.....	\$239,674.00
Net change by previously authorized Change Orders	\$35,284.00
The Contract Sum prior to this Change Order Was	\$274,958.00

This Change Order will modify the Contract Sum as following

- | | |
|--|--------------------------------|
| 1. Additional Traffic Control for additional contract days
(33 Days x \$100/Day) | \$3,300.00(+) |
| 2. C-900 sewer service crossing the watermain at Station:
12+55 Lt (1000 Beach St.) Not Installed (1 EA x \$2,020/EA)
Labor and Work searching for sewer service at Station 12+55 Lt | \$2,020.00(-)
\$1,140.00(+) |
| 3. Delete from Change Order No.3
Remove and Install existing sewer service with SDR-35 pipe
at Stations: 15+30 Rt (1029 Beach St.), 17+40 Rt (1053 Beach St.)
and 17+80 Rt (1061 Beach St.) (3 EA x \$950/EA) | \$2,850.00(-) |
| 4. Repair existing 8" Diameter Sewer Line Sag
From Station 17+85 to 18+55 (70 LF x \$70.00/LF) | \$4,900.00(+) |

5. Remove and Replace Rolled Curb, Sidewalk, Sidewalk Ramp, Driveways, Valley Gutter and Apron, Manhole F&C, and Survey Monument at the intersection of Escondido Street and Beach Street:
- Rolled Curb and Gutter 275 LF x \$11/LF = \$3,025
 - Sidewalk 705 SF x \$3/SF = \$2,115
 - Driveway 412 SF x \$4/SF = \$1,648
 - Sidewalk Ramp 128 SF x \$4/SF = \$512
 - Valley Gutter an Apron 360 SF x \$8/SF = \$2,880
 - Survey Monument 1 EA x \$243/EA = \$243
 - Remove Existing Curb 275 LF x \$2/LF = \$550
 - Remove Existing Sidewalk (flatwork) 162 SY x \$9/SY = \$1,458
 - Adjust Ex Manhole with new F&C at Escondido St 1EA x \$900/EA = \$900
- \$13,331.00(+)
 \$17,801.00

The new Contract Sum including this Change Order will be \$292,759.00

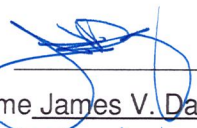
The Contract Time will be changed by (9) Days

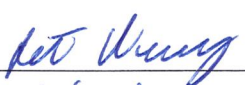
The Date of Substantial Completion as of the date of this Change Order therefore is December 31, 2015.

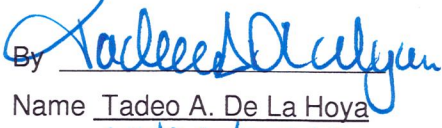
James Davey and Associates
 Engineer
 1025 W. 24th Street, Suite No.2
 Yuma, AZ 85364

CEMEX Construction Material LLC
 Contractor
 2088 E. 20th Street
 Yuma, AZ 85365

Authorized:
City of San Luis, Arizona
 Owner
 1090 E. Union Street
 San Luis, AZ 85346

By 
 Name James V. Davey
 Date: 10/14/2015

By 
 Name Robert W. Waring
 Date 10/15/15

By 
 Name Tadeo A. De La Hoya
 Date 10/26/2015



AGENDA ITEM REVIEW FORM

Work Session

2. B.

Meeting Date: 11/18/2015

Department Head: Eulogio Vera, Public Works Director, Public Works Department

Submitted By: Eulogio Vera, Public Works Director, Public Works Department

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding the modification of existing parking restrictions and associated parking meters and signs on Second Avenue and adjacent side streets. **(Eulogio Vera, Director of Public Works)**

SUMMARY:

City staff is working on establishing a formal agricultural bus route and is making efforts to improve pedestrian and vehicular traffic flows through our downtown as well as through our City. Business owners along Second Avenue have approached City staff and have requested the City to provide 1-hour or 2-hour parking restriction signs neighboring their businesses. Being a commercial zone we are proposing to comply with that request as well as remove some or all of existing parking meters in this area and allow parking for agricultural workers and incorporate drop off zones for agricultural buses.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

Supporting information not attached to the Agenda Item Review Form:

Supporting information is not attached to this Agenda Item Review Form.

Document to be Recorded?: No

N/A

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: Yes

CITY/STATE/FEDERAL FUNDS: Hurf

TOTAL: 2000

BUDGETED: no

AVAILABLE TO TRANSFER: 2000

ACCOUNT #/REMAINING BALANCE: 88000

FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

Associated material and labor will be funded by the Hurf maintenance account.



AGENDA ITEM REVIEW FORM

Work Session**2. C.****Meeting Date:** 11/18/2015**Department Head:** Eulogio Vera, Public Works Director, Public Works Department**Submitted By:** Eulogio Vera, Public Works Director, Public Works Department**Action Requested:** Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding Resolution No. 1123. A resolution of the Mayor and Council of the City of San Luis, Arizona, approving the Intergovernmental Agreement between the City of San Luis, Arizona and Yuma County for roadway maintenance. **(Eulogio Vera, Director of Public Works)**

SUMMARY:

This resolution would allow Yuma County Public Works to assist the City with corrective and preventive roadway maintenance. Yuma County could do up to \$100,000 worth of work per year (material and labor only). Work may include chip seals, scrub seals, cold mix, and asphalt rejuvenators. As there is no profit and overhead, this IGA will yield the City a lot in savings.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

Supporting information not attached to the Agenda Item Review Form:

Resolution, County Cover Letter, and IGA are attached to this form.

Document to be Recorded?: Yes**Department**

Fiscal Impact**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** No**CITY/STATE/FEDERAL FUNDS:** NA**TOTAL:** N/A**BUDGETED:** N/A**AVAILABLE TO TRANSFER:** N/A**ACCOUNT #/REMAINING BALANCE:** N/A**FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):**

N/A

Attachments

Resolution No. 1123





Resolution

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

RESOLUTION NO. 1123

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF SAN LUIS AND YUMA COUNTY FOR ROAD MAINTENANCE.

Whereas, the City of San Luis, Arizona desires to enter into an Intergovernmental Agreement with Yuma County regarding roadway maintenance throughout the City.

Whereas, the purpose of the Agreement is for Yuma County to provide equipment and materials to perform corrective and preventive maintenance to City roads with chip seals, scrub seals, cold mix, and asphalt rejuvenators.

Whereas, the parties to the Intergovernmental Agreement Desire to enter into said Agreement,

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

Section 1: That the Intergovernmental Agreement, as attached hereto as Exhibit "A", is hereby approved.

Section 2: That the appropriate City Officials are hereby authorized and directed to enter into said Agreement on behalf of the City and take any and all actions as may necessary to effectuate said Agreement.

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

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

Kay M. Macuil, City Attorney

Exhibit A

OFFICE OF THE
BOARD OF SUPERVISORS
198 Main Street
Yuma, Arizona 85364

JAMES W. FLORY
INTERIM COUNTY ADMINISTRATOR
CLERK OF THE BOARD



LENORE LOROÑA STUART
DISTRICT 1
RUSSELL McCLOUD
DISTRICT 2
RUSSELL T. (RUSS) CLARK
DISTRICT 3
MARCO A. (TONY) REYES
DISTRICT 4
GREGORY S. (GREG) FERGUSON
DISTRICT 5

October 8, 2015

CITY OF SAN LUIS
ATTN.: MELISSA LOPEZ
P.O. BOX 1170
SAN LUIS, AZ 85349-1170

Dear Ms. Lopez,

On 10/05/15, the Board of Supervisors, Approved an Intergovernmental Agreement (IGA) between Yuma County and the City of San Luis, Arizona to provide application of corrective or preventive maintenance to the City of San Luis rural roadways for a period of five (5) years commencing on January 1, 2016 and expiring December 31, 2021, with the option to renew for an additional five (5) year term, upon mutual agreement of both parties, and subject to legal review.

Attached is the original IGA pending the City of San Luis Managers signature. Once the IGA has been signed can you please return a fully executed original to my attention.

If you have any questions, please do not hesitate to give me a call and thank you in advance for your immediate attention.

Sincerely,

Cindy Joslin
Yuma County Board of Supervisors Office

Enclosure

RECEIVED
2015 OCT 14 PM 3:21
CITY OF SAN LUIS
OFFICE OF THE CITY CLERK

INTERGOVERNMENTAL AGREEMENT FOR ROAD MAINTENANCE

This Intergovernmental Agreement ("Agreement") is between the City of San Luis, Arizona, a municipal corporation of the State of Arizona ("City") and the County of Yuma, a political body ("County") pursuant to A.R.S. § 11-951 through § 11-954, as amended.

RECITALS

WHEREAS, the County is empowered by A.R.S. §11-251 and § 11-951 et seq. to enter into this Agreement and the City is empowered by A.R.S. § 11-951 et seq., to enter into this Agreement; and

WHEREAS, the City desires to apply corrective or preventive maintenance to City roadways; and

WHEREAS, the County has the equipment to apply the necessary asphalt sealants; and

WHEREAS, the County is willing to utilize its equipment and manpower to perform chip seals, scrub seals, cold mix, and asphalt rejuvenators for the City; and

WHEREAS, contracting with the County to perform roadway maintenance will result in a substantial cost savings to the City; and

WHEREAS, it is to the mutual benefit of the City and the County to enter into this Agreement,

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree as follows:

Section 1. Term. This Agreement is for a term of five (5) years and will renew for additional five (5) years unless a party provides notice to the other party in writing within 90 days prior to the expiration of the Agreement.

Section 2. Agreement to Apply Roadway Maintenance. The County shall provide roadway maintenance at various locations within the jurisdiction of the City.

Section 3. Project Administration. The County will administer the contract in accordance with state, city, and county statutes, ordinances, regulations, and requirements. The County will provide direction and approve all project requirements, process project documents as necessary, and administer all construction contracts. The party performing the work shall have sole responsibility for the work completed and the quality of the workmanship of the project undertaken.

Section 4. Payment of Costs for the Roadway Maintenance. The City shall pay to the County the reasonable, actual costs for the work performed on the City roadways. Costs may not exceed \$100,000 per fiscal year. The County shall invoice the City monthly for the City's share of the actual, reasonable cost of the Project for the work performed during the previous calendar month. The City shall pay County for the City's portion of the work within thirty (30) days of invoice by the County. Upon completion of the Project, the County shall compute the total actual cost of the project. Any payments due, or credit, shall be reconciled within sixty (60) days.

Section 5. Ownership and Maintenance. Upon completion of the Project, the City shall remain the owner of the roadways and shall provide for, at its own cost, proper maintenance.

Section 6. Authorization. This Agreement has been approved by actions taken by the governing bodies of the County and the City. In such respective action, the undersigned were authorized and directed to execute this Agreement.

Section 7. Indemnification. Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liabilities, costs or other expenses (including, but not limited to, reasonable attorneys' fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death), property damage and any other claims (including, but not limited to, claims of derivative or vicarious liability), which are caused by the act, omission, negligence, misconduct or other fault of the indemnitor, its officers, officials, agents, employees or volunteers.

Section 8. Insurance. Each party acknowledges and agrees that the other party is self-insured.

Section 9. Cancellation. To the extent applicable by provision of law, all parties acknowledge that this Agreement is subject to cancellation pursuant to Section 38-511, Arizona Revised Statutes, as amended, the provisions of which are incorporated herein.

Section 10. Recording. This Agreement shall become effective upon execution by the appropriate officials of each party hereto and shall be recorded in the office of the County Recorder of Yuma County, Arizona.

Section 11. Termination. This Agreement shall remain in full force and effect until expiration of its initial term or any renewal term or until terminated by either party. Either party may terminate this agreement by giving the other party no less than sixty days (60) written notice of its intent to terminate. If either party fails to appropriate funds for this Agreement, the Agreement shall terminate at the end of the period for which funds are appropriated.

Section 12. Compliance with Law. The parties must comply with all federal, state and local laws and ordinances applicable to its performance under this Agreement.

Section 13. Attorney Fees and Costs. If either party brings an action or proceeding for failure to observe any of the terms or provisions of this Agreement, the prevailing party is entitled to reasonable attorney fees and costs.

Section 14. Severability. If any terms, parts, or provisions of this Agreement are for any reason invalid or unenforceable, the remaining terms, parts, or provisions are nevertheless valid and enforceable.

Section 15. Integration. This Agreement contains the entire agreement between the parties, and no oral or written statements, promises, or inducements made by either party or its agents not contained or specifically referred to in this Agreement is valid or binding. All modifications to this Agreement must be in writing, signed and endorsed by the parties.

Section 16. No Partnership. Nothing in this Agreement constitutes a partnership or joint venture between the parties and neither party is the principal or agent of the other.

Section 17. Notices. All notices or demands upon any party to this Agreement shall be in writing and all shall be delivered on both the City Clerk and the Director of Public Works in person or sent by mail addressed as follows:

City Clerk
City of San Luis
1090 East Union Street
P.O. Box 1170
San Luis, Arizona 85349


Director of Public Works
City of San Luis
1090 East Union Street
P.O. Box 1170
San Luis, Arizona 85349

Section 18. Employment Eligibility. The parties warrant, and shall require its subcontractors to warrant, that each is in compliance with all federal immigration laws and regulations that relate to its employees and with A.R.S. § 23-214 relating to verification of employment eligibility. A breach of this warranty shall be deemed a material breach of the Agreement and is subject to penalties up to and including termination of this Agreement. Each party retains the legal right to inspect the papers of any contractor or subcontractor employee who works on this Agreement to ensure that Contractor or its subcontractors are complying with this warranty.

DATED this 5th day of October, 2015.

CITY OF SAN LUIS

COUNTY OF YUMA



Russell McCloud, Chairman

ATTEST:



**INTERGOVERNMENTAL AGREEMENT
FOR ROAD MAINTENANCE**

Pursuant to A.R.S. § 11-952, the foregoing Agreement has been submitted to the undersigned City Attorney for the City of San Luis, Arizona. The undersigned has determined that this Agreement is in proper form and is within the powers and authority and the laws of the State of Arizona to the City of San Luis:



San Luis City Attorney

**INTERGOVERNMENTAL AGREEMENT
FOR ROAD MAINTENANCE**

Pursuant to A.R.S. § 11-952, the foregoing Agreement has been submitted to the County Attorney for the County of Yuma, Arizona. The undersigned has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the County of Yuma:



Jon Smith, Yuma County Attorney



AGENDA ITEM REVIEW FORM

Work Session**2. D.****Meeting Date:** 11/18/2015**Department Head:** Rosendo Morales, Municipal Judge, Court**Submitted By:** Andrea Ruiz, Court Administrator, Court**Action Requested:** Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding First Reading of Ordinance No. 345. An ordinance of the Mayor and Council of the City of San Luis, Arizona, amending Section 34.05(E) of the City Code relating to Municipal Court Probation fees; repealing any conflicting provisions; and providing for severability.

(Rosendo Morales Jr., Magistrate).

SUMMARY:

This ordinance is designed to reflect current trends in probation practices and with the proposed fees will off-set the cost of carrying out services to probationers. Compliance Officers will ensure that probationers will comply with their conditions of probation as imposed by the Court.

RECOMMENDATION / SUGGESTED MOTION:

DISCUSSION ITEM ONLY, NO ACTION.

Supporting information not attached to the Agenda Item Review Form:

Supporting information is attached to this Agenda Item Review Form.

Document to be Recorded?: 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 (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

The changes to the fees will help off-set the costs of probation.

Attachments

Ordinance No. 345



Ordinance

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

No. 345

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, AMENDING SECTION 34.05(E) OF THE CITY CODE RELATING TO MUNICIPAL COURT PROBATION FEES; REPEALING ANY CONFLICTING PROVISIONS; AND PROVIDING FOR SEVERABILITY

WHEREAS, the San Luis Municipal Court administers multiple programs and services; and

WHEREAS, the cost of administering such programs and services which benefit defendants is a substantial burden on this court; and

WHEREAS, in sentencing misdemeanors, the court has discretion to place defendants on probation; and

WHEREAS, A.R.S. § 13-901(A) prohibits monthly fees on unsupervised probationers from Municipal Courts; and

WHEREAS, A.R.S. §13-901(A) requires a monthly fee of not less than sixty-five (\$65.00) for supervised probationers.

WHEREAS, the City Code for Court fees needs to be amended from time to time to keep up with Court costs and changes in the law; and

WHEREAS, A.R.S. §22-404 (E) allows the Mayor and Council to set municipal court fees for court programs and services; and

WHEREAS, A.R.S. §13-901 allows municipal courts to assess a monthly probation fee;

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

Section 1. That Section 34.05 (E) is hereby amended and shall read as follows:

§34.05 MUNICIPAL COURT FEES

(E) *Probation Fees.*

1. Any person **accepting** sentenced to probation and ordered to be screened for probation qualification shall pay the cost of such screening to be conducted by a court compliance officer of this court; the fee shall be twenty-five dollars (\$25.00) **per case.**

The San Luis Municipal Court shall assess each defendant placed on unsupervised probation a fee of **fifty dollars (\$50.00) for drug tests which will be assessed once per case.** ~~ten-dollars (\$10.00) to be paid for each month that the defendant remains on probation.~~ A twenty-dollar (\$20.00) completion verification fee shall be assessed at the successful completion of **unsupervised** probation. **A court compliance officer shall conduct the drug tests and completion verification for unsupervised probationers.**

2. The San Luis Municipal Court shall assess each defendant placed on standard probation a monitoring fee of ~~fifteen-dollars (\$15.00)~~ **sixty-five dollars (\$65.00)** to be paid for each month that the defendant remains on probation. Monitoring will include **activities designed to verify whether or not the probationer is successfully complying with sentencing, alcohol breath tests (alcohol) and drug tests.** On drug tests the court will assess a ~~five-dollar (\$5.00)~~ **fifty dollar (\$50.00)** fee **which will be assessed once per case.** A twenty-dollar (\$20.00) completion verification fee shall be assessed at the successful completion of probation. **A court compliance officer shall conduct monitoring, alcohol breath tests, drug tests and completion verification for standard probationers.**
3. Any and all fees collected under this section shall be deposited into the San Luis Municipal Court's enhancement fund.

Section 2. In the event of a conflict between the provisions of this Ordinance and any other ordinance, resolution, regulation or policy of the City of San Luis, the conflicting

provisions are hereby repealed, superseded and replaced, and the provisions of this Ordinance shall govern.

Section 3. If any section, subsection, sentence, clause or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

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

Kay Marion Macuil, City Attorney



Ordinance

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

ORDINANCE NUMBER 308

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SANLUIS, ARIZONA, AMENDING SECTION 5-2-6 OF THE CITY CODE, MUNICIPAL COURT FEES, BY REPEALING SECTION 5-2-6(E), MUNICIPAL COURT ORDER OF PROTECTION/INJUNCTION AGAINST HARASSMENT COST RECOVERY FEE, AND REPLACING IT WITH SECTION 5-2-6(E), PROBATION FEES; REPEALING ANY CONFLICTING PROVISIONS; AND PROVIDING FOR SEVERABILITY

WHEREAS, in accordance to ARS 13-3624, no court in this state shall impose any fees related to the issuance or dismissal of orders of protection or injunctions against harassment; and

WHEREAS, the San Luis Municipal Court administers multiple programs and services; and

WHEREAS, the cost of administering such programs and services which benefit defendants is a substantial burden on this court; and

WHEREAS, in sentencing misdemeanors, the court has discretion to place defendants on probation; and

WHEREAS, A.R.S. § 22-404 (E) allows the Mayor and Council to set municipal court fees for court programs and services; and

WHEREAS, A.R.S. § 13-901 allows municipal courts to assess a monthly probation fees.

BE IT ORDAINED by Mayor and Council of the City of San Luis, Arizona as follows:

Section 1. That Section 5-2-6(E), Municipal Court Order of Protection / Injunction Against Harassment Cost Recovery Fee is hereby repealed.

Section 2. That Section 5-2-6(E) creating probation fees is hereby adopted and shall read as follows:

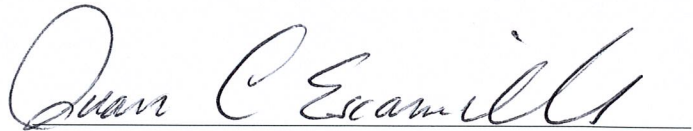
Section 5-2-6(E) PROBATION FEES

1. Any person accepting probation and ordered to be screened for probation qualification shall pay the cost of such screening to be conducted by a court compliance officer of this court; the fee shall be twenty-five dollars (\$25.00).
2. The San Luis Municipal Court shall assess each defendant placed on unsupervised probation a fee of ten-dollars (\$10.00) to be paid for each month that the defendant remains on probation. A twenty-dollar (\$20.00) completion verification fee shall be assessed at the successful completion of probation.
3. The San Luis Municipal Court shall assess each defendant placed on standard probation a monitoring fee of fifteen-dollars (\$15.00) to be paid for each month that the defendant remains on probation. Monitoring will include home and place of employment visits, breath tests (alcohol) and drug test. On drug tests the court will assess a five-dollar (\$5.00) fee. A twenty-dollar (\$20.00) completion verification fee shall be assessed at the successful completion of probation.
4. Any and all fees collected under this section shall be deposited into the San Luis Municipal Court's enhancement fund.

Section 3. In the event of a conflict between the provisions of the Ordinance and any other ordinance, resolution, regulation or policy of the City of San Luis, the conflicting provisions are hereby repealed, superseded and replaced, and the provisions of this ordinance shall govern.


Section 4. If any section, subsection, sentence, clause or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

PASSED AND ADOPTED by the Mayor and City Council of the City of San Luis, Arizona this 28th day of September, 2011.



Juan Carlos Escamilla, Mayor

ATTEST:



Sonia Cuello, City Clerk



Glenn Gimbut, City Attorney



AGENDA ITEM REVIEW FORM

Work Session

3. A.

Meeting Date: 11/18/2015

Department Head: Sonia Cornelio, City Clerk, Office of the City Clerk

Submitted By: Sonia Cornelio, City Clerk, Office of the City Clerk

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding the City Clean-Up Campaign. **(Council Member Africa Luna-Carrasco)**

SUMMARY:

Council Member Africa Luna-Carrasco requested that this item be placed on the Agenda for the Work Session for November 18, 2015 to discuss the **City Clean-up Campaign** - with emphasis on Main Street, but not limited to the downtown area.

Adopt a Street – Offer the different non-profit organizations, e.g., schools & churches the opportunity to adopt a street and place a street sign with the name of their organization. Council should set the example by being the first ones to adopt a street. This should be passed on to all incoming City Councils as a tradition.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

Supporting information not attached to the Agenda Item Review Form:

Supporting information is not attached to this Agenda Item Review Form.

Document to be Recorded?: 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 (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

N/A



AGENDA ITEM REVIEW FORM

Work Session

3. B.

Meeting Date: 11/18/2015

Department Head: Sonia Cornelio, City Clerk, Office of the City Clerk

Submitted By: Sonia Cornelio, City Clerk, Office of the City Clerk

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding City-organized family events. **(Council Member Africa Luna-Carrasco)**

SUMMARY:

Council Member Africa Luna-Carrasco requested that this item be placed on the Agenda for the Work Session for November 18, 2015 to discuss City-organized family events to improve our physical and psychological health, strengthen our communities and bring our community together. Many residents are in desperate need of places to experience recreational activities, nature and culture.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

Supporting information not attached to the Agenda Item Review Form:

Supporting information is not attached to this Agenda Item Review Form.

Document to be Recorded?: 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 (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

N/A



AGENDA ITEM REVIEW FORM

Work Session

3. C.

Meeting Date: 11/18/2015

Department Head: Sonia Cornelio, City Clerk, Office of the City Clerk

Submitted By: Sonia Cornelio, City Clerk, Office of the City Clerk

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding the Veteran's Memorial project. **(Council Member Africa Luna-Carrasco)**

SUMMARY:

Council Member Africa Luna-Carrasco requested that this item be placed on the Agenda for the Work Session for November 18, 2015 to discuss the Veteran's Memorial and the status of the Veteran's Memorial project that was talked about a few years ago (Memorial Wall at Joe Orduno Park).

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

Supporting information not attached to the Agenda Item Review Form:

Supporting information is not attached to this Agenda Item Review Form.

Document to be Recorded?: 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 (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

N/A
