



## **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, March 23, 2016. 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 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, 23 de Marzo del 2016. 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, favor de autorizar 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**  
**Chambers**  
**1090 E. Union Street**  
**San Luis, AZ 85349**  
**March 23, 2016**  
**7:00 P.M.**

**AMENDED AGENDA**  
**3/22/2016**

**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. **OATH OF OFFICE & SWEARING-IN CEREMONY OF**  
- Chief of Police Craig Higgins
5. **PRESENTATION**
5. A. **Presentation by Dr. Carlos Sanchez on Sonortica DENT ALL GROUP services. (Dr. Carlos Sanchez)**
6. **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.
6. A. **MINUTES OF**  
-Regular Council meeting held February 10, 2016  
-Work Session held February 17, 2016
6. B. **DISBURSEMENTS FROM FEBRUARY 29, 2016 THROUGH MARCH 11, 2016**  
Total Disbursements \$524,542.74  
(Five-Hundred Twenty-Four Thousand, Five-Hundred Forty-Two Dollars and Seventy-Four Cents)
7. **DISCUSSION AND POSSIBLE ACTION ITEMS:**
7. A. Discussion and possible action on any and all matters regarding the location of the 2016 Employee Annual Picnic at Waylon's Water Park, purchase of food, use of amenities and waiver of purchasing procedures as permitted under San Luis City Code Section 36.01(H).  
**(Maria Sabori, Human Resources Senior Analyst)**

- 7. B. Discussion and possible action on any and all matters regarding the purchase of artificial turf for the conversion of the old Joe Orduño tennis court to a futsal soccer field. **(Chris Kasid, Parks and Recreation Director)**
- 7. C. Discussion and possible action on any and all matters regarding acceptance of proposal for audit services and approval of contract to the highest-scoring proposal by Heinfeld, Meech & Co., PC. **(Katie St. Louis, Finance Director)**
- 7. D. Public Hearing followed by discussion and possible action on any and all matters regarding Resolution No. 1136. A resolution of the Mayor and City Council of the City of San Luis, Arizona, County of Yuma, authorizing the submission of an application for Fiscal Year 2015 State Community Development Block Grant State Special Projects Funds, certifying that said application meets the community's previously identified housing and community development needs and the requirements of the State Community Development Block Grant Program, and authorizing all actions necessary to implement and complete the activities outlined in said application. **(Jenny Torres, Community Development Director)**

**A. Open Public Hearing**

**B. Close Public hearing**

**C. Action on Resolution No. 1136**

- 7. E. Discussion and possible action on any and all matters regarding Resolution No. 1137. A resolution of the Mayor and City Council of the City of San Luis, Arizona, County of Yuma, committing local funds as leverage for a Fiscal Year 2015 Community Development Block Grant application. **(Jenny Torres, Community Development Director)**
- 7. F. Discussion and possible action on any and all matters regarding the Second Reading of Ordinance No. 348. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the San Luis Tax Code 2014 by adding Subsection 35-840 (d) relating to Sales Tax Rate for Retail Sales of Tangible Personal Property; establishing an effective date; and providing for severability. **(Kay M. Macuil, City Attorney)**

A. Approval of Second Reading of Ordinance No. 348 by title only.

B. Approval and Adoption of Ordinance No. 348.

**8. SUMMARY OF CURRENT EVENTS**

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

**9. 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.

**10. EXECUTIVE SESSION(S)**

Vote to hold and Executive Session(s) pursuant to A.R.S. §§38-431.03(A)(3) and 38-431.03(A)(4)

- 10. A.** 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) on any and all matters relating to the City's litigation with Arizona Public Service (APS) and related contracts for discussion or consultation for legal advice with the City Attorney or the City's Attorneys and in order to consider the City's position and instruct its Attorneys regarding the City's position. **(Kay Marion Macuil, City Attorney)**
- 10. B.** 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 consultation for legal advice with the City Attorney and/or Attorneys for the City and to consider instructing the City Attorney on any all matters regarding the San Luis Regional Detention Center and related contracts that are subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation. **(Kay Marion Macuil, City Attorney)**
- 11. MOTION TO GO BACK INTO REGULAR SESSION**
- 12. ADJOURNMENT**



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5. A.

**Meeting Date:** 03/23/2016

**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

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### ITEM:

Presentation by Dr. Carlos Sanchez on Sonortica DENT ALL GROUP services. **(Dr. Carlos Sanchez)**

### SUMMARY:

Council Members Ruben Walshe, Africa Luna-Carrasco and Mario Buchanan Jr., requested that this item be placed on the Agenda for March 23, 2016.

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Council Member Ruben Walshe

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Council Member Africa Luna-Carrasco

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Mario Buchanan Jr.

### RECOMMENDATION / SUGGESTED MOTION:

**PRESENTATION ONLY, NO ACTION TO BE TAKEN BY CITY COUNCIL**

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

N/A

**Document to be Recorded?:** No

N/A

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### 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

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**Attachments**

Signed AIR Form 3/23/2016

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## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

Meeting Date: 03/23/2016

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:

Presentation by Dr. Carlos Sanchez on Sonortica DENT ALL GROUP services. (Dr. Carlos Sanchez)

#### SUMMARY:

Council Members Ruben Walshe, Africa Luna-Carrasco and Mario Buchanan Jr., requested that this item be placed on the Agenda for March 23, 2016.

Council Member Ruben Walshe

Council Member Africa Luna-Carrasco

Mario Buchanan Jr.

**RECEIVED**

MAR 21 2016

Office of the City Clerk  
City of San Luis, Arizona

#### RECOMMENDATION / SUGGESTED MOTION:

**PRESENTATION ONLY, NO ACTION TO BE TAKEN BY CITY COUNCIL**

Supporting information not attached to the Agenda Item Review Form:

N/A

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

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## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

6. A.

Meeting Date: 03/23/2016

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#### Summary

#### **MINUTES OF**

-Regular Council meeting held February 10, 2016

-Work Session held February 17, 2016

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#### Attachments

2/10/2016 RCM

2/17/2016 WS

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**MINUTES**  
**Regular Meeting**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**San Luis, AZ 85349**  
**February 10, 2016**  
**7:00 P.M.**

**1. CALL TO ORDER** Mayor Gerardo Sanchez called the Regular City Council meeting to order at approximately 7:03 p.m.

**ROLL CALL**

**PRESENT:** Mayor Gerardo Sanchez  
Vice-Mayor Matias Rosales  
Council Member Mario Buchanan Jr.  
Council Member Africa Luna-Carrasco  
Council Member Maria Cecilia Ramos  
Council Member Gloria Torres  
Council Member Ruben Walshe

**OTHERS PRESENT:** Tadeo De La Hoya, Interim City Manager  
Melissa Lopez, Deputy City Clerk  
Ralph Velez, City Consultant  
Andrea Moreno, Police Administrator  
Angelica Cifuentes, Procurement & Budget Compliance Officer  
Chris Kasid, Parks and Recreation Director  
Eulogio Vera, Public Works Director  
Hank Green, Fire Chief  
Jenny Torres, Community Development Director  
John Starkey, Building and Safety Director/Zoning Administrator  
Jonathan Dumadag, I.T. Technician  
Jose Guzman, Assistant Planner  
Kay Macuil, City Attorney  
Ketie St. Louis, Finance Director  
Yolanda Dueñas, Fleet/Facilities Director  
Francisca Guzman, Translator  
Gary Black, Comite de Bienestar  
Pam Green, Visitor  
Rosie Cordova, Resident  
Lucy Lopez, San Luis News Reporter  
Cesar Neyoy, Bajo El Sol Reporter

## **2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Council Member Mario Buchanan Jr.

## **3. INVOCATION**

The invocation was made by Mr. Hank Green, Fire Chief.

## **4. PRESENTATION**

### **4. A. Presentation by Mr. Michael John Sabath on Northern Arizona University's initiatives in San Luis, Arizona.**

Mr. Michael John Sabath, NAU-Yuma Associate Vice President and Campus Executive Officer, presented a PowerPoint presentation on Northern Arizona University's initiatives in the City of San Luis, Arizona.

Mayor Gerardo Sanchez stated that it is something the City of San Luis is interested in and something that is needed for the City.

## **5. CONSENT AGENDA**

### **5. A. MINUTES OF**

- Work Session held January 6, 2016
- Special Council meeting held January 6, 2016

### **5. B. DISBURSEMENTS FROM JANUARY 18, 2016 TO JANUARY 29, 2016**

Total Disbursements \$543,761.12  
(Five Hundred Forty-Three Thousand, Seven Hundred Sixty-One Dollars and Twelve Cents)

**MOTION:** Council Member Mario Buchanan Jr./ Council Member Gloria Torres to approve Consent Agenda as presented. Motion passed unanimously.

## **6. DISCUSSION AND POSSIBLE ACTION ITEMS:**

**6. A. Discussion and possible action on any and all matters regarding the adoption of Resolution No. 1126. A resolution of the Mayor and City Council of San Luis, Arizona to receive funding for overtime and mileage by approving an Intergovernmental Agreement and authorizing execution of Subrecipient Agreement Operation Stonegarden Grant Program- Overtime and mileage between the State of Arizona through the Arizona Department of Homeland**

**Security and the City of San Luis, Arizona through the San Luis Police Department. (Victor Figueroa, Acting Chief of Police)**

Ms. Andrea Moreno, Police Administrator, stated that the resolution will be to accept funding for overtime and mileage. Ms. Moreno also stated that the adoption of the resolution will support the Border Patrol mission by allowing police officers to stop the egression of drug smuggling and undocumented persons.

**MOTION:** Council Member Ruben Walshe/ Council Member Africa Luna-Carrasco to approve and adopt Resolution No. 1126. Motion passed unanimously.

**6. B. Discussion and possible action on any and all matters regarding the adoption of Resolution No. 1127. A resolution of the Mayor and City Council of San Luis, Arizona to receive funding for equipment by approving an Intergovernmental Agreement and authorizing execution of Subrecipient Agreement Operation Stonegarden Grant Program – Equipment between the State of Arizona through the Arizona Department of Homeland Security and the City of San Luis, Arizona through the San Luis Police Department. (Victor Figueroa, Acting Chief of Police)**

Ms. Andrea Moreno, Police Administrator, stated that the resolution is in support of equipment specifically for the purchase of two (2) thermal-imagers that will enhance both night and day operations.

**MOTION:** Council Member Gloria Torres/ Council Member Mario Buchanan Jr. to approve and adopt Resolution No. 1127. Motion passed unanimously.

**6. C. Discussion and possible action on any and all matters regarding Resolution No. 1128. A resolution of the Mayor and City Council of San Luis, Arizona approving the Amended Bylaws of the San Luis Municipal Property Corporation. (Kay M. Macuil, City Attorney)**

Ms. Kay Macuil, City Attorney, stated that the San Luis Municipal Property Corporation want to amend the Bylaws so that the Board of Directors all serve a two (2) year term without division into groups. Ms. Macuil also stated that additional technical changes would change “Town” to “City” for referring to the City of San Luis and the address to now read as the current address to City Hall.

**MOTION:** Council Member Mario Buchanan Jr./ Council Member Africa Luna-Carrasco to approve Resolution No. 1128. Motion passed unanimously.

**6. D. Discussion and possible action on any and all matters regarding Resolution No. 1129. A resolution of the Mayor and City Council of the City of San Luis, Arizona, in support of the Housing Development Project “Las Brisas Sunset Apartments” for the application of Low Income Housing Tax Credit from the Arizona Department of Housing. (Jenny Torres, Community Development Director)**

Ms. Jenny Torres, Community Development Director, stated that Las Brisas is a 60-unit elderly apartment complex that is proposed to be located on 3.62 acres at Rio Seco Street and Marea Street. Ms. Torres also stated that the City of San Luis has not received a Low Income Housing Tax Credit allocation in the past thirteen (13) years. The project is estimated at \$5,730,221.00 with approximately \$499,060.00 of impact fees. Ms. Torres stated that there is a need of support for low income housing and is recommending the project.

Mayor Gerardo Sanchez stated that there is a need for senior housing units in the City of San Luis.

Council Member Gloria Torres declared a conflict of interest on this item.

**MOTION:** Vice-Mayor Matias Rosales/Council Member Maria Cecilia Ramos to approve and adopt Resolution No. 1129. Motion passed with five (5) aye votes and one (1) nay vote from Council Member Mario Buchanan Jr.

**7. SUMMARY OF CURRENT EVENTS**

Mayor Gerardo Sanchez stated that Governor Ducey was at the City of San Luis where he visited the high school and junior high school. Mayor Gerardo Sanchez added that Governor Ducey was impressed with the Gadsden Band and he is proud of the kids and staff. He hopes to see more support for education in the County. He added that it needed to happen and is making an impact and change. Mayor Gerardo Sanchez added that as of March 6, 2016 there will be a twenty-four (24) hour Senti lane.

Council Member Maria Cecilia Ramos stated that she is glad to see a focus of the City of San Luis region.

Council Member Africa Luna-Carrasco stated that she was very disappointed with Governor Ducey because recently he is threatening to cut Joint Technical Education District (JTED), which helps high school students pursue college education.

## **8. CALL TO THE PUBLIC**

Mr. Gerardo Sanchez, 1067 7<sup>th</sup> Avenue, stated that a couple of months he discussed the critical situation at the post office. After several phone calls and communication with the San Luis Post Office, they will extend their hours. Mr. Sanchez thanked Council and the United States Postal Services for their help.

## **9. EXECUTIVE SESSION**

**MOTION:** Council Member Council Member Mario Buchanan Jr./ Council Member Ruben Walshe to go to Executive Session at approximately 7:40 p.m. Motion passed unanimously.

**9. A. Discussion and possible action to hold an Executive Session pursuant to A.R.S. §38-431.03(A)(1), A.R.S. §38-431.03(A)(3) and A.R.S. §38-431.03(A)(4) on any and all matters relating to the position of Police Chief and the recruitment, employment, assignment, appointment, and/or salaries of the position, including possible discussion of confirmation of appointment and/or discussion of approval of terms and/or conditions pursuant to San Luis City Code §38.02, and consultation with the attorney or attorneys of the City regarding the same. (Kay Marion Macuil, City Attorney)**

## **10. MOTION TO GO BACK TO REGULAR SESSION**

**MOTION:** Council Member Mario Buchanan Jr./ Council Member Africa Luna-Carrasco to go back to Regular Session at approximately 8:29 p.m. Motion passed unanimously.

## **11. DISUCSION AND POSSIBLE ACTION ITEM**

**11. A. Discussion and possible action regarding any and all matters related to the position of Chief of Police and the recruitment, employment, assignment, appointment, and/or salaries of position, including confirmation of appointment and/or approval of terms and/or approval of conditions pursuant to San Luis City Code §32.02. (Tadeo A. De La Hoya, Interim City Manager)**

**MOTION:** Vice-Mayor Matias Rosales/ Council Member Africa Luna-Carrasco to offer the position of Chief of Police to Craig Higgins on conditions of passing Human Resources Background Check and approving the proposed contract with the modifications of allowing up to one (1) year to become an Arizona Post Certified Police Officer. Motion passed unanimously.

**AMENDED MOTION:** Vice-Mayor Matias Rosales/ Council Member Africa Luna-Carrasco to amend the motion to state the start date to be effective as of February 11, 2016. Motion passed unanimously.

## **12. ADJOURNMENT**

**MOTION:** Vice-Mayor Matias Rosales/Council Member Buchanan to adjourn the Regular Council Meeting at approximately 8:34 p.m. motion passed unanimously.

**MINUTES**  
**Work Session**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**February 17, 2016**  
**6:30 p.m.**

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

Mayor Gerardo Sanchez called the Work Session to order at approximately 6:34 p.m.

**PRESENT:** Mayor Gerardo Sanchez  
Vice-Mayor Matias Rosales-arrived at approximately 6:52 p.m.  
Council Member Ruben Walshe  
Council Member Gloria Torres  
Council Member Maria Cecilia Ramos  
Council Member Africa Luna-Carrasco

**ABSENT:** Council Member Mario Buchanan Jr.

**OTHERS PRESENT:** Tadeo A. De La Hoya, Interim City Manager  
Sonia Cornelio, City Clerk  
Kay Macuil, City Attorney  
Aracely de la Hoya, Senior Center Director  
Chris Kasid, Parks and Recreation Director  
Derek Dueñas, IT Manager  
Eulogio Vera, Public Works Director  
Hank Green, Fire Chief  
Jennifer Cisneros, Assistant Parks and Recreation Director  
Jenny Torres, Community Development Director  
Johnathan Dumadag, IT Technician  
Katie St. Louis, Finance Director  
Ralph Velez, City Consultant  
Alfredo Campa, Police Department  
Craig Higgins, Chief of Police  
Gary Black, Comite de Bienestar  
Rick Bauerman, Fire Department  
Victor Figuerora, Police Lieutenant  
Yolanda Dueñas, Fleet Services/Facilities Manager

## **2. AGENDA ITEM(S):**

### **2. A. Discussion on any and all matters regarding Resolution No.1130. A resolution of the Mayor and Council of the City of San Luis, Arizona, approving Intergovernmental Agreement regarding joint use of recreational facilities at Yuma Union High School District #70 (San Luis High School) and the City of San Luis. (Chris Kasid, Parks and Recreation Director)**

Ms. Jenny Torres, Community Development Director, informed that staff has been working with Yuma Union High School District (YUHSD) #70 in developing an Intergovernmental Agreement for a joint use of recreational facility, this Agreement is a five (5) year Agreement. This Agreement states that YUHSD #70 will provide the land and the City will pay for the installation of lighting and maintenance of the soccer fields. She added that the concept of this project is to provide a sports complex that both the high school kids and other kids in the community will benefit from. Furthermore, she added that the funding for this project will have to be committed during the fiscal year 2016-2017 budget. She mentioned that the YUHSD #70 is very excited about this project and they would like to present this IGA to their board on the second week in March 2016.

Mr. Chris Kasid, Parks and Recreation Director, informed that approximately \$4 million from the bonds will be used towards, putting a new track around the field. He stated that staff is trying to alleviate the Joe Orduño Park and hold some soccer games at this new field. He informed that the LED lighting will cost approximately \$215,000.00, which in the long run, will save approximately 75% of regular lights. He added that the installation price will range from \$40,000.00 to \$60,000.00, and this price will depend on what APS charges, as there is no access to get the electricity. Furthermore, Mr. Kasid added that the total estimated cost will be approximately \$265,000.00, which staff will allocate during the next fiscal year budget preparation. He mentioned that City's Parks Department staff will be in charge of giving the maintenance to the fields. He added that part of the IGA is that San Luis High School will be able to use the City's pool at no charge and the City will be able to use their facilities at no charge.

Mayor Gerardo Sanchez asked how the track field be built and if the contract can be extended to more than five years.

Mr. Kasid replied that the track field will be built around the soccer field, with asphalt material and the lighting will go outside the track.

Ms. Torres replied that the contract can be extended once it expires. She added that staff is looking into creating a school sports complex and taking on an additional field every year and both entities will benefit from it.

Council Member Maria Cecilia Ramos asked how staff is planning to do a field every year and how is it plan to use those fields. Does the City have to wait until the five years are up or how is it going to work.

Mr. Kasid replied that the goal is to do one field a year and work with a master plan for all the available land that the high school has. He informed that depending on the funding, then the City will try to do one field a year.

Council Member Maria Cecilia Ramos asked if the field is going to have easy access.

Mr. Kasid replied that currently there is easy access, but in the future new parking and fencing will need to be installed, as of this moment there is no fencing around it.

**2.B. Discussion on any and all matters regarding waiver of impact fees and all associated building permit fees for the construction of an affordable housing project, San Luis Prudential Youthbuild USA. (Jenny Torres, Community Development Director)**

Ms. Jenny Torres, Community Development Director, informed that Comite de Bienestar approached the City for a possible partnership in this project. She mentioned that with this project they will build two affordable housing units. She added that Prudential will be contributing \$50,000.00 per home, Comite de Bienestar will be contributing \$7,500.00 and they would like the City to waive the impact fees and all associated building permits for the constructions.

Mr. Gary Black, Comite de Bienestar, informed that Prudential Youthbuild USA approached Comite de Bienestar, as they wanted to build two houses in San Luis. He stated that prudential will be coming to San Luis to help Comite de Bienestar with the construction of the two houses for two low income families. He informed that Prudential Youthbuild USA will be coming to San Luis on March 2, 2016 in which dignitaries for the Secretary of State, Congressman Raul Grijalva and State Representatives will be present during this event. Furthermore he informed that other Youthbuild programs will be present, including Youthbuilds from El Salvador, Mexico and United States. He informed that Comite de Bienestar is a charter member of Neighborworks. He asked Mayor and Council for their support and to be part of this project.

Mayor Gerardo Sanchez asked when this project will start.

Mr. Black replied that this project already started. He mentioned that he has been working with the City's Attorneys Office and permits have been obtained.

Mayor Gerardo Sanchez stated that this is an excellent project and should be supported.

**3. DISCUSSION ITEM(S):**

**3.A. Discussion on any and all matters regarding a City of San Luis K-9 Police Service Dog candidate as the City of Luis' mascot. (Council Member Maria Cecilia Ramos)**

Council Member Maria Cecilia Ramos stated that since the City of San Luis is on the list as the 7<sup>th</sup> Safest City, this will be a great opportunity to recognize canines at the San Luis Police Department.

Mr. Craig Higgins, Chief of Police, stated that staff has agreed to name Denis, K-9. He informed that Denis has been with the corporation for 7 years, he is a kid friendly dog.

Mayor Gerardo Sanchez agreed with Council Member Maria Cecilia Ramos about having a mascot for the City.

### **3.B. Discussion on any and all matters regarding Operation Grad Night/No Drinking campaign. (Council Member Maria Cecilia Ramos)**

Council Member Maria Cecilia Ramos stated that last year City staff and San Luis Rio Colorado, Sonora, started to work in conjunction on doing a program for Graduation Night. She mentioned that if something can be done the week before graduation, to make teens aware about the risks of drinking and driving.

Mr. Hank Green, Fire Chief, mentioned that previously in a job demonstration that was given to the students. He added that other agencies were involved in the demonstrations.

Mayor Gerardo Sanchez asked Mr. Hank Green, Fire Chief, to look into this project and work with Mr. Craig Higgins, Chief of Police, in putting this campaign together.

Mr. Craig Higgins, Chief of Police, stated that he will be working in conjunction with the pertinent departments and/or agencies.

### **4. ADJOURNMENT**

**MOTION:** Council Member Gloria Torres/Council Member Africa Luna-Carrasco to adjourn the meeting at approximately 7:10 p.m. Motion passed unanimously.



## AGENDA ITEM REVIEW FORM

**Regular City Council Meeting**

**6. B.**

Meeting Date: 03/23/2016

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Summary

**DISBURSEMENTS FROM FEBRUARY 29, 2016 THROUGH MARCH 11, 2016**

Total Disbursements \$524,542.74

(Five-Hundred Twenty-Four Thousand, Five-Hundred Forty-Two Dollars and Seventy-Four Cents)

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Attachments

Disbursements 3/23/2016

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# City of San Luis

Finance Department

## COUNCIL MEETING March 23, 2016 Disbursement Reports from 2/29/2016 to 3/11/2016

<b>Bank Accounts</b>	<b>Check Date</b>	<b>Amount</b>	<b>Schedule</b>
Accounts Payable Check Account	3/2/2016	\$ 4,525.09	Schedule A
Accounts Payable Check Account	3/3/2016	\$ 111,765.65	Schedule B
Accounts Payable Check Account	3/3/2016	\$ 922.00	Schedule C
Accounts Payable Check Account	3/3/2016	\$ 2,007.95	Schedule D
Accounts Payable Check Account	3/3/2016	\$ 323.00	Schedule E
Accounts Payable Check Account	3/8/2016	\$ 7,306.63	Schedule F
Payroll Check Account	3/8/2016	\$ 237,262.43	Schedule G
Accounts Payable Check Account	3/10/2016	\$ 46,355.99	Schedule H
Accounts Payable Check Account	3/10/2016	\$ 114,074.00	Schedule I
<b>Total Disbursements:</b>		<b>\$ 524,542.74</b>	

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

Prepared by Margarita Dominguez:

Verified by Finance Director:

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

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

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

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**Office of the City Clerk**  
City of San Luis, Arizona

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City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/02/2016

Schedule A

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>					
Check	03/02/2016	74409 Utility Management Refund	BASTIDAS , VICTOR & ARACELI		119.74
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74410 Utility Management Refund	BENTU MAR LLC		150.00
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential	21121-002	02/23/2016	Refund - Account Credit
Check	03/02/2016	74411 Utility Management Refund	BRIONES, NADIA & GERARDO VELAZQUEZ		100.00
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential	65304-003	02/16/2016	Refund - Account Credit
Check	03/02/2016	74412 Utility Management Refund	CASTRO , EDGARDO		350.00
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential	21191-002	02/23/2016	Refund - Account Credit
Check	03/02/2016	74413 Utility Management Refund	CHAIDEZ , ILSE		39.78
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74414 Utility Management Refund	DPE CONSTRUCTION/HECTOR CORONA		369.83
		Account Type	Account Number	Transaction Date	Transaction Type
		Commercial	230-011	02/16/2016	Refund - Account Credit
Check	03/02/2016	74415 Utility Management Refund	ESQUIVEL , MANUEL		15.19
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential	3034-005	02/16/2016	Refund - Account Credit
Check	03/02/2016	74416 Utility Management Refund	ESTRADA , ALFONSO & MARIA S		191.77
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74417 Utility Management Refund	FIGUEROA , HEEYDI R		33.46
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74418 Utility Management Refund	FRIAS , ALEJANDRO & MARIA C		100.00
		Account Type	Account Number	Transaction Date	Transaction Type

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City of San Luis  
**Payment Batch Register**

Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/02/2016

Schedule A

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	03/02/2016	74419 Residential Utility Management Refund	21169-001 GONZALEZ , MARY A	03/01/2016 Refund - Account Credit	146.30
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74420 Utility Management Refund	MARTINEZ , ERIKA		177.18
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74421 Utility Management Refund	MORALES , ROSARIO		177.40
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74422 Utility Management Refund	PARTIDA , SERGIO MANUEL		174.49
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74423 Utility Management Refund	PHILLIP RAMSEY/ GREEN FUEL TECHNOLOGIES		1,996.09
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74424 Utility Management Refund	QUINTERO , MARIA ANNEL		168.11
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74425 Utility Management Refund	RODRIGUEZ, ANABEL & RODRIGUEZ GUILLERMO		131.99
		Account Type	Account Number	Transaction Date	Transaction Type
Check	03/02/2016	74426 Residential Utility Management Refund	65110-003 ROJAS , YUBI K	02/11/2016 Refund - Account Credit	83.76
		Account Type	Account Number	Transaction Date	Transaction Type

1BYPAYABLE 1st BY Accounts Payable Totals: Transactions: 18 \$4,525.09

Checks: 18 \$4,525.09

Prepared By:  
*Maggie Dominguez*  
 Date: *Maggie D*  
*3/2/16*

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City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/03/2016

Schedule B

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	03/03/2016	74427	Accounts Payable	ADAIR RANGES, INC.		1,830.00
	Invoice		Date	Description		Amount
		2016-00000804	02/25/2016	USE OF ADAIR PPC/SMALLBORE RANGES 2015 & 2016		1,830.00
Check	03/03/2016	74428	Accounts Payable	ALBERT HOLLER & ASSOCIATES		2,000.00
	Invoice		Date	Description		Amount
		2016-00000810	02/29/2016	SALES TAX AUDITOR - FEBRUARY 2016		2,000.00
Check	03/03/2016	74429	Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES		450.00
	Invoice		Date	Description		Amount
		1718	02/23/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
		1719	02/23/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
		1720	02/25/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
		1967	02/17/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
		1970	02/20/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
		1971	02/23/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
Check	03/03/2016	74430	Accounts Payable	ARANDA, MANUEL		215.00
	Invoice		Date	Description		Amount
		2016-00000818	03/03/2016	REIMBURSEMENT - HEALTH INSURANCE		215.00
Check	03/03/2016	74431	Accounts Payable	ARIZONA BRAKE & CLUTCH SUPPLY		1,233.85
	Invoice		Date	Description		Amount
		34380	12/08/2015	REPLACE AIR FILTERS F/ BLOWER SYSTEM@BOTH WWTP's		1,233.85
Check	03/03/2016	74432	Accounts Payable	ARIZONA PUBLIC SERVICE		9,815.84
	Invoice		Date	Description		Amount
		470828286FEB2016	03/02/2016	ELECTRICITY - 101 W JUAN SANCHEZ BLVD		9,649.03
		719801282FEB2016	02/24/2016	ELECTRICITY - BORDER FRIENDSHIP LIGHTS		166.81
Check	03/03/2016	74433	Accounts Payable	AUTOZONE STORES, INC		650.63
	Invoice		Date	Description		Amount
		2756177663	01/14/2016	PURCHASE OF AUTOMOTIVE PARTS FOR PARKS DEPT VIN#0449		193.58
		2756177641	01/14/2016	PURCHASE OF AUTOMOTIVE PARTS FOR PARKS DEPT VIN#0449		180.96

City of San Luis  
**Payment Batch Register**

Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/03/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		2756178659		01/15/2016	WATER DEPT 6432 EE180	6.41
		2756192487		01/27/2016	WW 1680 EE180	10.68
		2756190994		01/26/2016	HWY USER 4838 EE180	5.17
		2756191382		01/26/2016	HWY 4838 EE180	5.17
		2756192996		01/28/2016	PD 8695 EE180	14.24
		2756176739		01/13/2016	COURT DEPT EE180	50.15
		2756178605		01/15/2016	CREDIT	(50.15)
		2756176950		01/13/2016	FLEET 0892 EE180	9.51
		2756175873		01/12/2016	PD 5501 EE180	16.48
		2756176498		01/13/2016	FLEET 0892 EE180	27.32
		2756176951		01/13/2016	CREDIT	(10.56)
		2756177476		01/14/2016	WW 9055 EE180	18.31
		2756177718		01/14/2016	CREDIT	(7.55)
		2756177726		01/14/2016	WW 9055 EE180	37.23
		2756177618		01/14/2016	WW 9055 EE180	20.48
		2756176504		01/13/2016	PARKS 3031 EE180	4.21
		2756178547		01/15/2016	PD 6612 EE180	6.33
		2756183200		01/19/2016	PD 8757 EE180	11.82
		2756183201		01/19/2016	FLEET SRV 0893 EE180	9.84
		2756190107		01/25/2016	PD 0449 EE180	352.71
		2756190102		01/25/2016	CREDIT	(352.71)
		2756185524		01/21/2016	SENIOR CENTER 5332 EE180	7.48
		2756184450		01/20/2016	HWY USER 2414 EE180	142.70
		2756190109		01/25/2016	YOUTH CENTER 0449 EE180	6.54
		2756201880		02/05/2016	CREDIT	(6.54)
		2756177621		01/14/2016	CREDIT	(59.18)
		2756153474		12/21/2015	PARKS EE180	158.79
		2756198308		02/02/2016	CREDIT	(158.79)
Check	03/03/2016	74434	Accounts Payable		BLT READY MIX CONCRETE LLC	2,178.53
	Invoice		Date	Description		Amount
		657536	12/08/2015	CONCRETE USED TO REPAIR SIDEWALKS CITYWIDE		499.59
		657352	12/02/2015	CONCRETE USED TO REPAIR SIDEWALKS CITYWIDE		559.65
		657456	12/04/2015	CONCRETE USED TO REPAIR SIDEWALKS CITYWIDE		652.92
		657697	12/16/2015	CONCRETE USED TO REPAIR SIDEWALKS CITYWIDE		466.37

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Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	03/03/2016	74435	Accounts Payable	CASTANEDA , JOSEPH M		13,879.18
	Invoice		Date	Description		Amount
		255-B	01/04/2016	LABOR AND MATERIALS TO INSTALL WATER SOFTENER AT SAN LUIS FIRE		7,339.59
		255-A	01/04/2016	LABOR AND MATERIALS TO INSTALL WATER SOFTENER AT SAN LUIS POLICE		6,539.59
Check	03/03/2016	74436	Accounts Payable	CDWG		887.95
	Invoice		Date	Description		Amount
		BVQ3199	01/26/2016	PC FOR HR MANAGER		887.95
Check	03/03/2016	74437	Accounts Payable	CITY OF YUMA		332.15
	Invoice		Date	Description		Amount
		2016-00000023	09/08/2015	DELL PLUS POWER SUPPLY		235.95
		2015-000000007	03/24/2015	(2)TESSCO ANTENNA CABLES, CH SEL, KNOB		96.20
Check	03/03/2016	74438	Accounts Payable	CRAFCO INC.		66.12
	Invoice		Date	Description		Amount
		00389622	02/18/2016	PURCHASE OF EQUIPMENT FOR HWY USER DEPT VIN# 8098		66.12
Check	03/03/2016	74439	Accounts Payable	CSC OF YUMA		204.35
	Invoice		Date	Description		Amount
		000504398	02/12/2016	SW 0487 EE735		204.35
Check	03/03/2016	74440	Accounts Payable	DE LA HOYA , TADEO		1,554.00
	Invoice		Date	Description		Amount
		2016-00000807	02/25/2016	TUITION REIMBURSEMENT - EXP 105		1,200.00
		DELAHOYA030416	03/02/2016	TRAVEL - NATIONAL LEAGUE OF CITIES 2016 CONGRESSIONAL CITY CONF		354.00
Check	03/03/2016	74441	Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC		467.20
	Invoice		Date	Description		Amount
		29310	02/19/2016	SHREDDING SERVICES OF AP CHECKS (2008-2012)		457.20
Check	03/03/2016	74442	Accounts Payable	EDUCATIONAL SERVICES INC		7,242.73
	Invoice		Date	Description		Amount
		2016-00000808	02/26/2016	EMPLOYEE COST AGREEMENT FOR J. DELAVARA PPE 021316		7,242.73
Check	03/03/2016	74443	Accounts Payable	ENGINEERED WITH LAYTON		3,309.12
	Invoice		Date	Description		Amount

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Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		1183		02/08/2016	WELL SITE #7 MANGANESE REMOVAL TREATMENT PROJECT	3,309.12
Check	03/03/2016	74444	Accounts Payable	FELIX FENCING CO.		5,500.00
		Invoice		Date	Description	Amount
		2016-00000815		03/03/2016	REPLACEMENT OF BLOCK FENCE - BEACH ST PROJECT	5,500.00
Check	03/03/2016	74445	Accounts Payable	FIGUEROA, VICTOR		268.00
		Invoice		Date	Description	Amount
		FIGUEROA 030616		03/02/2016	TRAVEL - AZ LEADERSHIP PROGRAM 17	268.00
Check	03/03/2016	74446	Accounts Payable	GARCIA, JESUS		525.00
		Invoice		Date	Description	Amount
		137380		03/02/2016	WILL PROVIDE SERVICES OF CATERING- HOT DOGS FOR GIRLS SOFTBALL	525.00
Check	03/03/2016	74447	Accounts Payable	GARCIA-BONILLA, ELIZABETH		291.65
		Invoice		Date	Description	Amount
		GB 030716		03/02/2016	TRAVEL - CERTIFIED PUBLIC MANAGER PRGM	108.00
		GB 030316		03/02/2016	REIMBURSEMENT - LODGING FOR CPM COURSE	183.65
Check	03/03/2016	74448	Accounts Payable	GATEWAY COMMUNITY COLLEGE		87.00
		Invoice		Date	Description	Amount
		2016-00000805		02/25/2016	ADEQ OPERATOR CERTIFICATION EXAM FEE- EE#833 HERRERA	87.00
Check	03/03/2016	74449	Accounts Payable	GUARDIAN MEDICAL PRODUCTS, LLC		406.40
		Invoice		Date	Description	Amount
		5656146		02/17/2016	MEDICAL SUPPLES FOR SLFD	406.40
Check	03/03/2016	74450	Accounts Payable	GUERRA, RUTH		500.00
		Invoice		Date	Description	Amount
		120		02/26/2016	TRANSLATING SERVICES FOR COURT - 022216-022616	500.00
Check	03/03/2016	74451	Accounts Payable	HOYOS, LUZ E.		100.00
		Invoice		Date	Description	Amount
		0001		02/24/2016	TRANSLATING SERVICES DURING COUNCIL MEETING - 022416	100.00
Check	03/03/2016	74452	Accounts Payable	INDUSTRIAL SERVICE & SUPPLY		3,419.96
		Invoice		Date	Description	Amount

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Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		035355		02/04/2016	REPLACE OLD/MALFUNCTIONING K-100 UNIT @ WS #4	3,419.96
Check	03/03/2016	74453	Accounts Payable	INLAND MARINE SERVICES, INC.		2,875.00
		Invoice		Date	Description	Amount
		2016-00000809		01/12/2016	INSPECTION/CLEAN UP OF WATER STORAGE TANKS@WS#3 & #7	2,875.00
Check	03/03/2016	74454	Accounts Payable	INTERNATIONAL ASSOC. FOR PROPERTY & EVIDENCE		50.00
		Invoice		Date	Description	Amount
		2016-00000802		02/25/2016	2016 MEMBERSHIP APPLICATION TO IAPE FOR D.PARISH	50.00
Check	03/03/2016	74455	Accounts Payable	IPS GROUP INC		883.55
		Invoice		Date	Description	Amount
		16226		01/31/2016	MONTHLY METER MAINTENANCE	883.55
Check	03/03/2016	74456	Accounts Payable	JOHN'S GLASS SERVICE		874.54
		Invoice		Date	Description	Amount
		1306-3676		02/25/2016	REPLACEMENT OF BROKEN GLASS AT COMMUNITY CENTER	271.22
		1306-3678		02/25/2016	REPLACEMENT OF BROKEN GLASS AT CULTURAL CENTER	293.36
		1306-3677		02/25/2016	REPLACEMENT OF BROKEN GLASS AT PARKS OFFICE	309.96
Check	03/03/2016	74457	Accounts Payable	L & B MOBILE MEDICAL		2,409.89
		Invoice		Date	Description	Amount
		21802		02/26/2016	POWERLOAD INSTALL & WHEEL KIT FOR M-1	2,409.89
Check	03/03/2016	74458	Accounts Payable	LARA, OSCAR		86.47
		Invoice		Date	Description	Amount
		LARA 030316		03/02/2016	REIMBURSEMENT - STEEL TOE BOOTS	86.47
Check	03/03/2016	74459	Accounts Payable	LAZO, MARIA J		150.00
		Invoice		Date	Description	Amount
		2016-00000817		03/03/2016	REIMBURSEMENT - HEALTH INSURANCE	150.00
Check	03/03/2016	74460	Accounts Payable	LEXIS NEXIS MATTHEW BENDER		215.30
		Invoice		Date	Description	Amount
		2016-00000803		02/25/2016	AZ CRIM AND TRAF LAW FOR COURT	215.30
Check	03/03/2016	74461	Accounts Payable	MCNEECE BROS. OIL COMPANY, INC		1,540.52

City of San Luis  
**Payment Batch Register**

Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/03/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount	
				Invoice	Date	Description	Amount
		516221		02/04/2016	PURCHASE 5W20 BULK OIL FOR HIGHWAY USERS DEPT VEHICLES	1,540.52	
Check	03/03/2016	74462	Accounts Payable	MORENO , ANDREA		108.00	
				Invoice	Date	Description	Amount
		MORENO 030716		03/02/2016	TRAVEL - CERTIFIED PUBLIC MANAGER PRGM	108.00	
Check	03/03/2016	74463	Accounts Payable	O'REILLY AUTO PARTS		1,961.69	
				Invoice	Date	Description	Amount
		2771-359822		02/09/2016	PURCHASE OF EQUIPMENT FOR CITY SHOP	83.03	
		2771-358889		02/02/2016	PURCHASE OF EQUIPMENT FOR POLICE DEPT VIN# 0805	40.03	
		2771-357141		01/15/2016	PD 8757 EE610	329.14	
		2771-355670		01/07/2016	HWY USER 2118 EE180	88.88	
		2771-355793		01/08/2016	SW 8165 EE610	65.41	
		2771-355802		01/08/2016	SW 8165 EE610	340.07	
		2771-356488		01/13/2016	HWY USER 2118 EE180	20.29	
		2771-356713		01/15/2016	VW 6281 EE610	138.98	
		2771-356714		01/15/2016	COURT 4121 EE180	110.70	
		2771-356712		01/15/2016	FIRE DEPT 8923 EE180	45.23	
		2771-357251		01/20/2016	HWY USER 3654 EE610	15.41	
		2771-357294		01/20/2016	CITY ATTORNEY 9268 EE180	23.75	
		2771-357383		01/21/2016	HWY USER 2414 EE180	63.16	
		2771-357384		01/21/2016	COMMUNITY DEVELOPMENT 4088 EE180	18.63	
		2771-357893		01/25/2016	HWY USER 5204 EE180	226.72	
		2771-357913		01/25/2016	HWY USER 8098 EE610	40.90	
		2771-357996		01/26/2016	VW 1680 EE180	41.68	
		2771-358111		01/27/2016	VW 1680 EE180	48.66	
		2771-358169		01/27/2016	COMMUNITY DEVELOPMENT 4627 EE328	19.02	
		2771-358112		01/27/2016	FIRE DEPT 5571 EE610	39.00	
		2771-358122		01/27/2016	FLEET SRV 0893 EE610	33.96	
		2771-358104		01/27/2016	SENIOR CENTER 5332 EE180	32.85	
		2771-358304		01/28/2016	WATER 6432 EE180	96.19	
Check	03/03/2016	74464	Accounts Payable	ON TRACK OVERHEAD DOORS		640.50	
				Invoice	Date	Description	Amount

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Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		3943		02/04/2016	REPAIRED DOOR AT FIRE DEPARTMENT PARKING ENTRANCE	194.97
		3975		02/11/2016	REPLACED (3) SMALL KEY PAD LOCKS-CITY HALL,POLICE,FIRE ENTRANCE	320.53
		3317		10/13/2015	SERVICED COMMERCIAL GATE OPENER AT COURT	125.00
Check	03/03/2016	74465	Accounts Payable	PENN NEON SIGN CO , INC.		81.31
		Invoice		Date	Description	Amount
		16332		01/26/2016	NAME PLAQUES FOR DDS	81.31
Check	03/03/2016	74466	Accounts Payable	PETTY CASH/POLICE		199.63
		Invoice		Date	Description	Amount
		2016-00000812		03/02/2016	PETTY CASH / POLICE DEPARTMENT	199.63
Check	03/03/2016	74467	Accounts Payable	PIONEER MFG.		2,930.54
		Invoice		Date	Description	Amount
		INV584763		02/22/2016	PURCHASE OF PAINT SPRAYER FOR ATHLETIC FIELDS GRACO FIELDLAZER	2,434.55
		INV584573		03/04/2016	PURCHASE OF PAINT SPRAYER FOR ATHLETIC FIELDS GRACO FIELDLAZER	495.99
Check	03/03/2016	74468	Accounts Payable	PROFESSIONAL PEST CONTROL LLC		400.00
		Invoice		Date	Description	Amount
		1379		02/26/2016	PEST CONTROL (PIGEONS) F/ LIFTSTATION #300	400.00
Check	03/03/2016	74469	Accounts Payable	QUINONEZ , FRANCISCO		525.00
		Invoice		Date	Description	Amount
		3686		02/18/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		3954		02/22/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		4073		02/23/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		4059		02/23/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		4106		02/24/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		4121		02/24/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
		4205		02/25/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES	75.00
Check	03/03/2016	74470	Accounts Payable	RAMON MOSQUEDA		29.26
		Invoice		Date	Description	Amount
		5237		02/18/2016	UNIFORM EMBROIDERY WITH NAME/LOGO/DEPT. - EE#766 VERA	29.26
Check	03/03/2016	74471	Accounts Payable	RAMOS , MARIA CECILIA		323.00
		Invoice		Date	Description	Amount

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Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/03/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		RAMOS 030516		03/02/2016	TRAVEL - NATIONAL LEAGUE OF CITIES 2016 CONGRESSIONAL CITY CONF	323.00
Check	03/03/2016	74472	Accounts Payable	SAM'S CLUB		733.97
		Invoice		Date	Description	Amount
		005772		01/19/2016	PURCHASE OF CHAIRS AND MATS FOR CULTURAL CNTR & AQUATIC CNTR	444.47
		000409		02/02/2016	JANITORIAL & COFFEE SUPPLIES FOR THE SLFD	289.50
Check	03/03/2016	74473	Accounts Payable	SANFORD , JAMES		2,582.11
		Invoice		Date	Description	Amount
		SH14578		01/14/2016	UNIFORM T-SHIRTS FOR FFS, SIZES: M-2XL	1,515.39
		SH14572		01/11/2016	UNIFORM T-SHIRTS FOR SL FIREFIGHTERS	1,066.72
Check	03/03/2016	74474	Accounts Payable	SOUTH YUMA COUNTY LANDFILL		20,910.87
		Invoice		Date	Description	Amount
		7937		02/01/2016	LANDFILL FEES FROM 011916-012916	10,145.72
		8023		02/15/2016	LANDFILL FEES FROM - 020116-021216	10,765.15
Check	03/03/2016	74475	Accounts Payable	THE LOCKSMITH CO./ THOMPSON , PABLO A		249.94
		Invoice		Date	Description	Amount
		2504		02/24/2016	ADJUSTMENT/ALIGNMENT OF AUTOMATIC CLOSER FOR MUNICIPAL COURT	100.00
		2556		02/23/2016	PURCHASE OF PANIC BAR DOGING KEY REPLACEMENT FOR CITY HALL	149.94
Check	03/03/2016	74476	Accounts Payable	THOMSON WEST PUBLISHING CO.		223.95
		Invoice		Date	Description	Amount
		833326578		01/04/2016	SUBSCRIPTION PRODUCT CHARGES FOR COURT	223.95
Check	03/03/2016	74477	Accounts Payable	TORRES, GLORIA		323.00
		Invoice		Date	Description	Amount
		TORRES 030516		03/02/2016	TRAVEL - NATIONAL LEAGUE OF CITIES 2016 CONGRESSIONAL CITY CONF	323.00
Check	03/03/2016	74478	Accounts Payable	TRANSWESTERN INSURANCE ADMIN		299.40
		Invoice		Date	Description	Amount
		2016-00000814		03/02/2016	INSURANCE FOR MARCH 2016	299.40
Check	03/03/2016	74479	Accounts Payable	TYLER TECHNOLOGIES, INC		600.00
		Invoice		Date	Description	Amount

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/03/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		046814		12/17/2015	ASSIST WITH 9.3SP1 UPGRADE	600.00
Check	03/03/2016	74480	Accounts Payable	UNITED ROTARY BRUSH		301.07
		Invoice		Date	Description	Amount
		CI180663		01/20/2016	PURCHASE OF EQUIPMENT FOR FACILICITIES DEPT VIN# 6087	301.07
Check	03/03/2016	74481	Accounts Payable	VELEZ , RALPH G		1,770.20
		Invoice		Date	Description	Amount
		2016-00000816		03/03/2016	CONSULTANT EXPENSE PER DIEM FOR R. VELEZ	1,770.20
Check	03/03/2016	74482	Accounts Payable	VERIZON WIRELESS MESSAGING SVC		5,794.82
		Invoice		Date	Description	Amount
		975935999		01/23/2016	MONTHLY STATEMENT CHARGES FOR ACC 342064499-0001 MDC - 1224-0123	1,440.40
		9759325779		01/22/2016	MONTHLY STATEMENT CHARGES FOR ACC 865746092-0001 CELL	4,354.42
Check	03/03/2016	74483	Accounts Payable	WAXIE SANITARY SUPPLY		391.96
		Invoice		Date	Description	Amount
		75765639		01/29/2016	PURCHASE OF JANITORIAL SUPPLIES FOR PARKS RESTROOMS	391.96
Check	03/03/2016	74484	Accounts Payable	YOUNG PEST CONTROL LLC		510.00
		Invoice		Date	Description	Amount
		2016-00000811		02/23/2016	PEST CONTROL SERVICES FOR VARIOUS DEPARTMENTS	510.00
Check	03/03/2016	74485	Accounts Payable	YUMA COUNTY RECORDER'S OFFICE		110.50
		Invoice		Date	Description	Amount
		15-20604		12/29/2015	RECORDING FEES FOR CLERK'S OFFICE	26.50
		16-0305		01/07/2016	RECORDING FEES FOR CLERK'S OFFICE	36.00
		16-2168		02/08/2016	RECORDING FEES FOR CLERK'S OFFICE	48.00
Check	03/03/2016	74486	Accounts Payable	YUMA COUNTY WATER USERS		45.00
		Invoice		Date	Description	Amount
		2016-00000806		02/25/2016	WATER CONVERSION APPLICATION FEES - 1233-4, 1939-29, 1235-3	45.00
Check	03/03/2016	74487	Accounts Payable	YUMA OFFICE EQUIPMENT		25.00
		Invoice		Date	Description	Amount
		143341		10/13/2015	DELIVERY SERVICE OF TONER FOR PARKS & RECREATION PRINTER	25.00

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/03/2016

Schedule B

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	03/03/2016	74488	Accounts Payable	YUMA WINLECTRIC CO.		628.98
	Invoice		Date	Description		Amount
		475528 00	02/19/2016	PURCHASE BALLAST & HID LAMP FOR POLICE DEPT		326.73
		475528 02	02/24/2016	PURCHASE BALLAST & HID LAMP FOR POLICE DEPT		302.25
Check	03/03/2016	74489	Accounts Payable	YUMA WINNELSON CO.		2,466.02
	Invoice		Date	Description		Amount
		268214 00	02/17/2016	MATERIAL F/ NEW INSTALLATIONS & REPAIRS F/ WATER DIST. SYSTEM		2,466.02
Check	03/03/2016	74490	Accounts Payable	ZARAGOZA, GERARDO		100.00
	Invoice		Date	Description		Amount
		2016-00000813	03/02/2016	EVENT CATERING FOR EXPLORERS		100.00
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 64		\$111,765.65
Checks:		64		\$111,765.65		

Prepared By:  
*Maggie Dominguez*  
 Date: *3/3/16*  
*C*

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/03/2016

Schedule C

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	03/03/2016	74491	Accounts Payable	MEDINA , JOSELYN J		323.00
	Invoice		Date	Description		Amount
		MEDINA 030516	03/03/2016	TRAVEL - NATIONAL LEAGUE OF CITIES 2016 CONGRESSIONAL CITY CONF		323.00
Check	03/03/2016	74492	Accounts Payable	VELEZ , RALPH G		599.00
	Invoice		Date	Description		Amount
		VELEZ 030516	03/03/2016	TRAVEL - NATIONAL LEAGUE OF CITIES 2016 CONGRESSIONAL CITY CONF		323.00
		VELEZ 031316	03/03/2016	TRAVEL - BORDER TRADE ALLIANCE MEETING		276.00
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 2		\$922.00
Checks:		2		\$922.00		

Prepared By:  
*Maggie Dominguez*  
 Date: *3/3/16*  


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City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/03/2016

Schedule D

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	03/03/2016	74493	Accounts Payable	VERIZON WIRELESS MESSAGING SVC		2,007.95
		<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>Amount</u>
		9759130528	03/03/2016	MONTHLY STATEMENT CHARGES FOR ACC 771777273-0001 DATA		2,007.95
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 1		\$2,007.95
Checks:		1		\$2,007.95		

Prepared By:  
*Maggie Dominguez*  
 Date: 3/3/16  
*C* 3/3/16

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City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/03/2016

Schedule E

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	03/03/2016	74494	Accounts Payable	RAMOS , MARIA CECILIA		323.00
			Invoice	Date	Description	Amount
		RAMOS 03052016		03/03/2016	TRAVEL - NATIONAL LEAGUE OF CITIES 2016 CONGRESSIONAL CITY CONF	323.00
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 1		\$323.00
Checks:		1		\$323.00		

Prepared By:  
*Maggie Dominguez*  
 Date: *Maggie D.*  
*3/2/16.*

COPY

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/08/2016

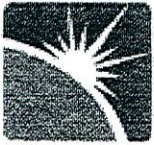
Schedule F

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	03/08/2016	74495	Accounts Payable	EMPIRE MACHINERY		6,109.63
		<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>Amount</u>
		EMPS3752087	11/13/2015	PURCHASE OF VARIOUS PARTS TO REPAIR 2000 CAT BACK HOE/416C #6639		91.79
		EMPS3754012	11/17/2016	PURCHASE OF VARIOUS PARTS TO REPAIR 2000 CAT BACK HOE/416C #6639		91.67
		EMPS3758234	11/23/2015	PURCHASE OF VARIOUS PARTS TO REPAIR 2000 CAT BACK HOE/416C #6639		864.18
		EMPC0506862	12/01/2015	CREDIT		(219.49)
		EMPC0506860	12/01/2015	CREDIT		(4,312.42)
		EMPC0506861	12/01/2015	CREDIT		(89.64)
		EMPC0506859	12/01/2015	CREDIT		(188.24)
		EMPC0507584	12/09/2015	CREDIT		(2,100.92)
		EMPS3759930	11/25/2015	PURCHASE PARTS TO REPAIR INJECTORS FOR WASTEWATER VIN#1680		4,621.55
		EMPS3760561	11/27/2015	PURCHASE PARTS TO REPAIR INJECTORS FOR WASTEWATER VIN#1680		4,621.55
		EMPS3762358	12/01/2015	PURCHASE PARTS TO REPAIR INJECTORS FOR WASTEWATER VIN#1680		134.72
		EPWK0382144	02/22/2016	ANNUAL MAINTENANCE TO GENERATOR/TRANSFER SWITCH@POE LS #3		1,346.46
		EPWK0382143	02/22/2016	ANNUAL MAINTENANCE TO GENERATOR/TRANSFER SWITCH@POE LS #3A		1,090.42
		EMPS3802344	02/03/2016	PURCHASE OF AUTOMOTIVE PARTS FOR PARKS DEPT VIN# 6639		158.00
		EMPC0507671	12/10/2015	CREDIT		(1,749.15)
		EMPS3766250	12/07/2015	PURCHASE OF VARIOUS PARTS TO REPAIR 2000 CAT BACK HOE/416C #6639		1,749.15
Check	03/08/2016	74496	Accounts Payable	YUMA SUN, INC		1,197.00
		<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>Amount</u>
		00077422	12/09/2015	FIREFIGHTER/EMT AD		399.00
		00077428	12/09/2015	FIREFIGHTER/EMT AD		399.00
		00072542	10/20/2015	IT TECH AD		399.00
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 2		\$7,306.63

Checks: 2 \$7,306.63

Prepared By:  
*Maggie Dominguez*  
 Date: *Maggie*  
*C* 3/8/16

COPY



# Pay Day Register Report

Pay Date Range 02/20/16 - 03/04/16

Pay Batch 201605

UNITED WAY	33.00
US & MEX DENTAL= FAMILY	619.50
US & MEX HEALTH = C	5,902.26
US & MEX HEALTH = FAMILY	3,009.44
US & MEX HEALTH = SP	1,405.30
VSP - VISION FAMILY	596.70
Net	<u>\$237,262.43</u> ✓

.00	NORTH ISLAND CREDIT UNION	780.03
.00	Sunbank	466.75
.00	THE FOOTHILLS BANK	1,789.56
.00	WASHINGTON FEDERAL	4,247.93
.00	Wells Fargo	47,626.21
.00	Total	<u>\$212,959.77</u>

Check \$24,302.66

*Schedule G*

COPY

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/10/2016

Schedule H

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	03/10/2016	74497	Accounts Payable	ALLIED INTERSTATE LLC		49.41
	Invoice		Date	Description		Amount
		2016-00000819	03/09/2016	533 - GARNISHMENT		49.41
Check	03/10/2016	74498	Accounts Payable	CALIFORNIA STATE DISBURSEMENT UNIT		164.31
	Invoice		Date	Description		Amount
		CA CS 030416	03/09/2016	CA CS 030416		164.31
Check	03/10/2016	74499	Accounts Payable	FOP/ALC		296.00
	Invoice		Date	Description		Amount
		2016-00000820	03/09/2016	714 - FOP/ALC		296.00
Check	03/10/2016	74500	Accounts Payable	GRACIANO , SHIZELL E		5.85
	Invoice		Date	Description		Amount
		REIMB VI	03/09/2016	REIMB VI		5.85
Check	03/10/2016	74501	Accounts Payable	GRACIANO , SHIZELL E		140.53
	Invoice		Date	Description		Amount
		REIMB M V	03/09/2016	REIMB M V		140.53
Check	03/10/2016	74502	Accounts Payable	INTERNAL REVENUE SERVICE		50.00
	Invoice		Date	Description		Amount
		RP 03042016	03/09/2016	RP 03042016		50.00
Check	03/10/2016	74503	Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY		947.89
	Invoice		Date	Description		Amount
		psprs 03042016	03/09/2016	PSPRS 03042016		947.89
Check	03/10/2016	74504	Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY		34,702.94
	Invoice		Date	Description		Amount
		PSPRS REG030416	03/09/2016	PSPRS REG 030416		34,702.94
Check	03/10/2016	74505	Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY		5,491.39
	Invoice		Date	Description		Amount

COPY

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/10/2016

Schedule #

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		SOM PPE 022116		03/09/2016	SOM PPE 022116	5,491.39
Check	03/10/2016	74506	Accounts Payable	SAN LUIS POLICE OFFICERS ASSOC		345.00
		Invoice		Date	Description	Amount
		2016-00000821		03/09/2016	539 - ASK COPS - SLPD	345.00
Check	03/10/2016	74507	Accounts Payable	SUPPORT PAYMENT CLEARINGHOUSE		3,466.17
		Invoice		Date	Description	Amount
		CS PPE 030416		03/09/2016	CS PPE 030416	3,466.17
Check	03/10/2016	74508	Accounts Payable	UNITED WAY OF YUMA COUNTY INC.		33.00
		Invoice		Date	Description	Amount
		2016-00000822		03/09/2016	705 - UNITED WAY	33.00
Check	03/10/2016	74509	Accounts Payable	UNITED YUMA FIRE FIGHTERS-IAFF		578.50
		Invoice		Date	Description	Amount
		2016-00000823		03/09/2016	543 - IAFF - FIRE DEPT	578.50
Check	03/10/2016	74510	Accounts Payable	ZIONS FIRST NATIONAL BANK		85.00
		Invoice		Date	Description	Amount
		2016-00000824		03/09/2016	533 - GARNISHMENT	85.00
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 14		\$46,355.99

Checks: 14 \$46,355.99

Prepared By:  
*Maggie Dominguez*  
 Date: *Maggie D*  
*C* 3/10/16

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/10/2016

Schedule I

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: 1BYPAYABLE - 1st BY Accounts Payable</b>						
Check	03/10/2016	74511	Accounts Payable	AFLAC		5,996.12
		Invoice	Date	Description		Amount
		2016-00000833	03/10/2016	INSURANCE FOR MARCH 2016		5,996.12
Check	03/10/2016	74512	Accounts Payable	ALSCO, INC		2,734.68
		Invoice	Date	Description		Amount
		LYUM1038723	02/05/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		124.50
		LYUM1040795	02/12/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		118.35
		LYUM1042775	02/19/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		122.26
		LYUM1044746	02/26/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		125.23
		LYUM1038721	02/05/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		48.67
		LYUM1040793	02/12/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		36.36
		LYUM1042773	02/19/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		36.36
		LYUM1044744	02/26/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		36.36
		LYUM1038722	02/05/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		121.01
		LYUM1040794	02/12/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		105.41
		LYUM1042774	02/19/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		105.41
		LYUM1044745	02/26/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		113.08
		LYUM1038728	02/05/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		118.31
		LYUM1040800	02/12/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		102.63
		LYUM1042780	02/19/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		102.63
		LYUM1044751	02/26/2016	UNIFORM SERVICE FOR PW PERSONNEL - FEBRUARY 2016		102.63
		LYUM1038334	02/04/2016	UNIFORM SERVICES FOR UTILITIES		27.06
		LYUM1040382	02/11/2016	UNIFORM SERVICES FOR UTILITIES		25.62
		LYUM1042384	02/18/2016	UNIFORM SERVICES FOR UTILITIES		25.62
		LYUM1044373	02/25/2016	UNIFORM SERVICES FOR UTILITIES		25.62
		LYUM1038725	02/05/2016	UNIFORM SERVICES - FLEET SERVICES		42.79
		LYUM1040797	02/12/2016	UNIFORM SERVICES - FLEET SERVICES		41.01
		LYUM1042777	02/19/2016	UNIFORM SERVICES - FLEET SERVICES		50.84
		LYUM1044748	02/26/2016	UNIFORM SERVICES - FLEET SERVICES		50.84
		LYUM1038726	02/05/2016	UNIFORM SERVICES - FACILITIES		77.72
		LYUM1040798	02/12/2016	UNIFORM SERVICES - FACILITIES		67.21
		LYUM1042778	02/19/2016	UNIFORM SERVICES - FACILITIES		67.21

COPY

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/10/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		LYUM1044749		02/26/2016	UNIFORM SERVICES - FACILITIES	67.21
		LYUM1031129		01/08/2016	UNIFORM SERVICE FOR PARKS	68.08
		LYUM1033020		01/15/2016	UNIFORM SERVICE FOR PARKS	77.67
		LYUM1034887		01/22/2016	UNIFORM SERVICE FOR PARKS	77.67
		LYUM1036759		01/29/2016	UNIFORM SERVICE FOR PARKS	77.67
		LYUM1038727		02/05/2016	UNIFORM SERVICE FOR PARKS	95.80
		LYUM1040799		02/12/2016	UNIFORM SERVICE FOR PARKS	83.28
		LYUM1042779		02/19/2016	UNIFORM SERVICE FOR PARKS	83.28
		LYUM1044750		02/26/2016	UNIFORM SERVICE FOR PARKS	83.28
Check	03/10/2016	74513	Accounts Payable	APPLIED PRODUCTS GROUP LLC		9,948.67
		Invoice	Date	Description		Amount
		DVJFI3079-03	03/03/2016	CHLORINE USED F/ WATER TREATMENT SKIDS & MTU's - 3/3		9,948.67
Check	03/10/2016	74514	Accounts Payable	ARANDA, MANUEL		510.00
		Invoice	Date	Description		Amount
		2016-00000836	03/10/2016	REIMBURSEMENT - HEALTH INSURANCE DEC, JAN, FEB 2016		510.00
Check	03/10/2016	74515	Accounts Payable	ARIZONA BRAKE & CLUTCH SUPPLY		1,086.90
		Invoice	Date	Description		Amount
		36103	02/23/2016	PURCHASE OF TOOLS FOR FLEET SERVICES DEPT: JAIME RUIZ		176.31
		36328	03/03/2016	PURCHASE OF PARTS FOR WASTEWATER DEPT EQUIPMENT VIN#3038		106.38
		36336	03/03/2016	PURCHASE OF EQUIPMENT FOR HWY USER DEPT VIN# 3447		298.73
		36314	03/02/2016	PURCHASE OF EQUIPMENT FOR CALL CENTER GENERATOR		142.77
		36417	03/07/2016	HWY USER 1844 EE735		138.79
		36330	03/03/2016	SW 9938 EE180		147.38
		36175	02/25/2016	HWY USER 3580 EE610		27.86
		36159	02/24/2016	SW 3796 EE735		41.11
		36174	02/25/2016	SW 4813 EE610		7.57
		36508	03/09/2016	CREDIT SW		(398.38)
		36334	03/03/2016	SW 4813 EE180		398.38
Check	03/10/2016	74516	Accounts Payable	ARIZONA WESTERN COLLEGE		371.92
		Invoice	Date	Description		Amount
		2016-00000825	03/09/2016	CITY OF SAN LUIS WORK STUDY PAYROLL		371.92

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/10/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	03/10/2016	74517	Accounts Payable	BILL ALEXANDER FORD		771.73
	Invoice		Date	Description		Amount
		318938	02/17/2016	PD 4494 EE180		67.56
		319144	02/23/2016	HWY USER 2934 EE180		12.91
		319202	02/25/2016	FIRE 9272 EE180		13.62
		319007	02/23/2016	PD7760 EE180		76.11
		319898	03/09/2016	FIRE DPT 6467 EE180		554.05
		319882	03/09/2016	FIRE 0467 EE180		47.48
Check	03/10/2016	74518	Accounts Payable	BINGHAM AUTO & TRUCK PARTS		390.38
	Invoice		Date	Description		Amount
		3023-407672	03/04/2016	SW 4813 EE735		390.38
Check	03/10/2016	74519	Accounts Payable	BORDER GYM FITNESS LLC		950.00
	Invoice		Date	Description		Amount
		00003	03/09/2016	FEBRUARY 2016 MONTHLY SERVICE FEE		950.00
Check	03/10/2016	74520	Accounts Payable	CATANIA, ANDREA		226.00
	Invoice		Date	Description		Amount
		CATANIA 031416	03/10/2016	TRAVEL - SOUTHWEST SAFETY CONGRESS & EXPO		226.00
Check	03/10/2016	74521	Accounts Payable	CISNEROS, LUZ JENNIFER		75.00
	Invoice		Date	Description		Amount
		CISNEROS 031016	03/10/2016	REIMBURSEMENT - FLOWERS F/ TORRES FAMILY DURIN HONOR OF DAUGHTER		75.00
Check	03/10/2016	74522	Accounts Payable	COPPER STATE BOLTS & NUT CO		620.47
	Invoice		Date	Description		Amount
		101539846	03/03/2016	TOOLS/EQUIPMENT (HAMMER & ACCESSORIES) FOR WASTEWATER CREW		620.47
Check	03/10/2016	74523	Accounts Payable	CORREA, JUAN		100.00
	Invoice		Date	Description		Amount
		ECORREA 031016	03/10/2016	REIMBURSEMENT - STEEL TOE BOOTS		100.00
Check	03/10/2016	74524	Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC		37.00
	Invoice		Date	Description		Amount

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/10/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		28630		03/04/2016	DOCUMENT SHREDDERS	37 00
Check	03/10/2016	74525	Accounts Payable	DESSERT DOOR & BUILDING SUPPLY, LLC		3,891.56
		Invoice		Date	Description	Amount
		8516		12/30/2015	LABOR & MATERIAL TO REPAIR DOORS AT FIRE DEPT	3,891.56
Check	03/10/2016	74526	Accounts Payable	DESERT VALLEY SERVICES, INC		248.73
		Invoice		Date	Description	Amount
		375151		02/29/2016	JANITORIAL SUPPLIES	248.73
Check	03/10/2016	74527	Accounts Payable	ESPARZA , JUAN		310.35
		Invoice		Date	Description	Amount
		2016-00000828		02/22/2016	PURCHASE OF BANNERS FOR RC TRACK EVENT ON MARCH 13TH	310 35
Check	03/10/2016	74528	Accounts Payable	EXCEPTIONAL WATER SYSTEMS, LLC		2,584.96
		Invoice		Date	Description	Amount
		4585		03/01/2016	PURCHASE OF PUMP MOTOR FOR SAN LUIS POOL. 7.5 HP "C" SERIES MOTO	2,584.96
Check	03/10/2016	74529	Accounts Payable	FBI-LEEDA		50 00
		Invoice		Date	Description	Amount
		45064-16		03/09/2016	FBI-LEDA DUES 2016 VICTOR FIGUEROA	50 00
Check	03/10/2016	74530	Accounts Payable	FISHER CHEVROLET - PARTS		765.67
		Invoice		Date	Description	Amount
		397593		02/23/2016	PURCHASE OF AUTOMOTIVE PARTS FOR FACILITIES DEPT VIN# 5546	348.57
		400775		03/04/2016	PURCHASE OF AUTOMOTIVE PARTS FOR BULDING SAFETY DEPT VIN# 2115	212 51
		400577		03/03/2016	PD 3276 EE180	143 23
		399430		02/23/2016	PD 4494 EE180	30 40
		399456		02/23/2016	PD 4494 EE180	30 96
Check	03/10/2016	74531	Accounts Payable	GALVAN , JESUS		81.29
		Invoice		Date	Description	Amount
		GALVAN 031016		03/10/2016	REIMBURSEMENT - STEEL TOE BOOTS	81.29
Check	03/10/2016	74532	Accounts Payable	GARCIA-BONILLA, ELIZABETH		108.00
		Invoice		Date	Description	Amount

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/10/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		GB 031416		03/10/2016	TRAVEL - CERTIFIED PUBLIC MANAGER PRGM	108.00
Check	03/10/2016	74533	Accounts Payable	GREEN D. HENRY		260.00
		Invoice		Date	Description	Amount
		2016-00000827		03/09/2016	PUBLIC SAFETY PERSONNEL RETIREMENT SYS REIMBURSEMENT F/ FEB 2016	260.00
Check	03/10/2016	74534	Accounts Payable	GUERRA , RUTH		500.00
		Invoice		Date	Description	Amount
		121		03/04/2016	TRANSLATING SERVICES FOR COURT - 022916-030416	500.00
Check	03/10/2016	74535	Accounts Payable	IMAGEWARE SYSTEMS INC		2,207.25
		Invoice		Date	Description	Amount
		SI030216A		03/02/2016	SOFTWARE & HARDWARE MAINTENANCE 5/1/16 - 4/30/17	2,207.25
Check	03/10/2016	74536	Accounts Payable	JAMES COOKE & HOBSON INC.		45,245.50
		Invoice		Date	Description	Amount
		351018		02/25/2016	REPLACEMENT VAUGHAN PUMP@LS #300/COUNCIL APPROVAL 10/28/15	45,245.50
Check	03/10/2016	74537	Accounts Payable	KANAWHA INSURANCE CO.		562.43
		Invoice		Date	Description	Amount
		2016-00000834		03/10/2016	INSURANCE FOR MARCH 2016	562.43
Check	03/10/2016	74538	Accounts Payable	LAZO, MARIA J		450.00
		Invoice		Date	Description	Amount
		2016-00000835		03/10/2016	REIMBURSEMENT - HEALTH INSURANCE F/ DEC, JAN & FEB 2016	450.00
Check	03/10/2016	74539	Accounts Payable	LEADSONLINE LLC		2,238.00
		Invoice		Date	Description	Amount
		235589		03/01/2016	TOTAL TRACK INVESTIGATIONS SYSTEM RENEWAL	2,238.00
Check	03/10/2016	74540	Accounts Payable	LEGROS , BRIAN SEAN		303.52
		Invoice		Date	Description	Amount
		5095		12/07/2015	UNIFORMS FOR OFFICERS	303.52
Check	03/10/2016	74541	Accounts Payable	LIBERTY MOTORSPORTS		305.83
		Invoice		Date	Description	Amount
		96606706		02/24/2016	PURCHASE OF AUTOMOTIVE PARTS FOR POLICE DEPT VIN#0051	305.83

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/10/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	03/10/2016	74542	Accounts Payable	MCNEILUS TRUCK & MFG CO.		126.58
	Invoice		Date	Description		Amount
		3155601	02/24/2016	SW 9938 EE180		126.58
Check	03/10/2016	74543	Accounts Payable	MGM INTERNET SOLUTIONS, INC		45.00
	Invoice		Date	Description		Amount
		38113	03/01/2016	MONTHLY DOMAIN HOSTING & MAINTENANCE/SLPD		45.00
Check	03/10/2016	74544	Accounts Payable	MORENO , ANDREA		108.00
	Invoice		Date	Description		Amount
		MORENO 031416	03/10/2016	TRAVEL - CERTIFIED PUBLIC MANAGER PRGM		108.00
Check	03/10/2016	74545	Accounts Payable	NORWOOD EQUIPMENT INC.		960.71
	Invoice		Date	Description		Amount
		50010N	02/23/2016	PURCHASE OF AUTOMOTIVE PART FOR HWY USER DEPT VIN# 3580		960.71
Check	03/10/2016	74546	Accounts Payable	PHOENIX UNIFORMS		424.80
	Invoice		Date	Description		Amount
		154439	02/19/2016	UNIFORM FOR TRANSIT OFFICER LAGUNA		424.80
Check	03/10/2016	74547	Accounts Payable	POLAR ICE LLC		316.08
	Invoice		Date	Description		Amount
		64350	02/15/2016	ICE MACHINE LEASE - FACILITIES		150.01
		64351	02/15/2016	ICE MACHINE LEASE - PUBLIC WORKS		166.07
Check	03/10/2016	74548	Accounts Payable	PUBLIC SAFETY CENTER, INC		277.94
	Invoice		Date	Description		Amount
		5657640	02/24/2016	9V AND LITHIUM BATTERIES FOR SLPD		277.94
Check	03/10/2016	74549	Accounts Payable	QUINONEZ , FRANCISCO		400.00
	Invoice		Date	Description		Amount
		04504	02/29/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
		4766	03/03/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
		4546	02/01/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		100.00
		4579	03/01/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
		4605	03/01/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/10/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	03/10/2016	74550	Accounts Payable	RAMON MOSQUEDA		256.15
	Invoice		Date	Description		Amount
		5124	01/14/2016	SERVICES RENDERED OF UNIFORM LOGOS FOR YOUTH CENTER		53.65
		1076	03/05/2016	SERVICES RENDERED OF UNIFORM LOGOS FOR YOUTH CENTER		202.50
Check	03/10/2016	74551	Accounts Payable	RON TURLEY ASSOCIATES INC.		543.81
	Invoice		Date	Description		Amount
		45550	01/01/2016	CLOUD QUARTERLY HOSTING FEES		543.81
Check	03/10/2016	74552	Accounts Payable	ROSALES , MATIAS		276.00
	Invoice		Date	Description		Amount
		ROSALES 031316	03/10/2016	TRAVEL - BORDER TRADE ALLIANCE MEETING		276.00
Check	03/10/2016	74553	Accounts Payable	SAN LUIS SPEAR POINT SOLAR I, LLC		21,876.04
	Invoice		Date	Description		Amount
		000430	02/29/2016	SOLAR POWER DELIVERED - FEBRUARY 2016		21,876.04
Check	03/10/2016	74554	Accounts Payable	SANCHEZ, GERARDO		171.00
	Invoice		Date	Description		Amount
		SANCHEZ 031316	03/10/2016	TRAVEL - BORDER TRADE ALLIANCE MEETING		171.00
Check	03/10/2016	74555	Accounts Payable	SIGN MASTERS		208.48
	Invoice		Date	Description		Amount
		39554	02/23/2016	PURCHASE OF VARIOUS LETTERING FOR HIGHWAY USER DEPT VIN#0300		208.48
Check	03/10/2016	74556	Accounts Payable	TIME WARNER CABLE		64.81
	Invoice		Date	Description		Amount
		2016-00000826	03/09/2016	CABLE SERVICES FOR PD 03/01/16 TO 03/29/16		64.81
Check	03/10/2016	74557	Accounts Payable	TORRES, JENNY		256.00
	Invoice		Date	Description		Amount
		TORRES 031316	03/10/2016	TRAVEL - BTA PRESIDENT'S UPDATE/CAPITOL HILL MEETINGS		256.00
Check	03/10/2016	74558	Accounts Payable	UNIQUE PARKING SOLUTIONS, LLC		696.00
	Invoice		Date	Description		Amount
		17487	03/01/2016	ANNUAL LIFT SAFETY INSPECTION FOR FLEET SERVICES DEPT		696.00

City of San Luis  
**Payment Batch Register**  
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable  
 Batch Date: 03/10/2016

Schedule I

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	03/10/2016	74559	Accounts Payable	UNITED RENTALS (NORTH AMERICA), INC.		1,610.23
		<u>Invoice</u>		<u>Date</u>	<u>Description</u>	<u>Amount</u>
		135044917-001		02/17/2016	PURCHASE BLOWER, BACKPACK FOR FACILITIES DEPARTMENT	1,067.12
		130109280-002		08/06/2015	CREDIT	(52.34)
		135044957-001		03/03/2016	PURCHASE DRILL/DRIVER, 18V 1/2" COMPACT FOR FACILITIES	595.45
Check	03/10/2016	74560	Accounts Payable	UNIVERSAL BACKGROUND SCREENING INC		447.00
		<u>Invoice</u>		<u>Date</u>	<u>Description</u>	<u>Amount</u>
		201602001962		02/28/2016	NEW HIRE BACKGROUND CHECK	447.00
Check	03/10/2016	74561	Accounts Payable	WAXIE SANITARY SUPPLY		698.21
		<u>Invoice</u>		<u>Date</u>	<u>Description</u>	<u>Amount</u>
		75825661		03/01/2016	PURCHASE OF 24GAL WET DRY VACUUM FOR FACILITIES DEPT	698.21
Check	03/10/2016	74562	Accounts Payable	YUMA AUTO REBUILDERS		176.44
		<u>Invoice</u>		<u>Date</u>	<u>Description</u>	<u>Amount</u>
		2335		03/03/2016	REPLACEMENT OF FRONT WINDSHIELD FOR POLICE DEPT VIN#2432	176.44
Check	03/10/2016	74563	Accounts Payable	YUMA PRINTING & GRAPHIC DEPT.		202.76
		<u>Invoice</u>		<u>Date</u>	<u>Description</u>	<u>Amount</u>
		8557		03/07/2016	UNATTENDED VEHICLE CHECKS	140.86
		8511		02/29/2016	BUSINESS CARDS FOR CHIEF HIGGINS	61.90
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 53		\$114,074.00

Checks: 53 \$114,074.00

Prepared By:  
*Maggie Dominguez*  
 Date: *Maggie D.*

C 3/10/16



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

7. A.

**Meeting Date:** 03/23/2016

**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 location of the 2016 Employee Annual Picnic at Waylon's Water Park, purchase of food, use of amenities and waiver of purchasing procedures as permitted under San Luis City Code Section 36.01(H). **(Maria Sabori, Human Resources Senior Analyst)**

### SUMMARY:

Seeking waiver for purchase of food and use of amenities in the amount of \$8,750.00 to hold the 2016 Employee Annual Picnic at Waylon's Water World Park. This park is the only water park of its nature in Yuma County. Results from an employee survey from the 2015 Spring Picnic held at Waylon's Water Park show employees enjoyed the venue and amenities available. In previous years, spring picnic events held at Joe Orduño Park have cost around \$10,000.00. With this in mind, the Human Resources Department believes the venue is more than appropriate for both employees and their families to enjoy.

### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO APPROVE WAIVER OF PURCHASING PROCEDURES AS PERMITTED UNDER CITY CODE SECTION 36.01(H) FOR PURCHASE OF FOOD AND USE OF AMENITIES FOR THE 2016 EMPLOYEE PICNIC AS PRESENTED.**

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

Waylon's Water World Proposed Contract

**Document to be Recorded?:** No

N/A

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### Fiscal Impact

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

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

**TOTAL:** \$8,750.00

**BUDGETED:** \$10,000

**AVAILABLE TO TRANSFER:** N/A

**ACCOUNT #/REMAINING BALANCE:** \$16,157

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

Account to be used: 100 -125 80005 (Special Services Account)

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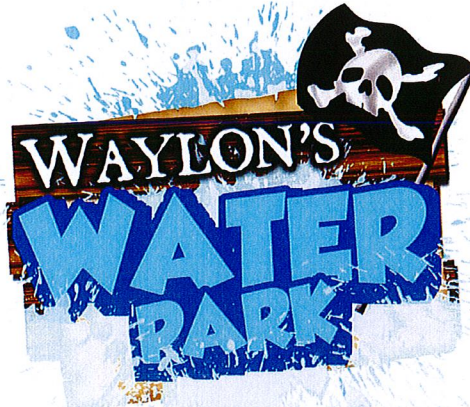
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## Attachments

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2016 Proposal



4446 E County 10<sup>th</sup> Street  
Yuma, AZ 85365  
928.726.6000 fax 928.726.6009  
Waylonswaterworld.com

City of San Luis

Dear Omar,

Attached is a proposal for the City of San Luis to come have a Fun Day at Waylon's Water World. In the proposal you will see that the price is for a full day (a \$25.00 value without food or sodas) along with a Hamburger and a Hot Dog, chips and 4 sodas per RSVP guest. We will set up your food in the designated area for your guest only. Food will be served from 10:00 am- 2:00 pm. Your guest will be given a bracelet and will be marked off when they have gotten their one plate of food and marked off for each soda (up to 4). Waylon's will be providing an area blocked off for your guest only and we will be providing 10 shades free of cost (a \$75.00 value per shade) along with random chairs in the area and 4 tables for your dessert. Your guest will be allowed to bring in their own foldable chair. City of San Luis will be allowed to bring in preapproved dessert. Any ice chest used for the dessert will be inspected upon entry. Waylon's will be donating a Family of 4 Season Pass to be raffled off. You will have the East parking lot for your guest to park in and enter at the east gate. City of San Luis will be providing banners and signage for both parking and designated grass area. All your RSVP guest will be given a bracelet ahead of event date. Anyone that comes the day of will pay regular price.

If you have any questions or concerns please feel free to call me anytime.

Thank you,

Dede Sturdivant  
Party/Event Coordinator





## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

7. B.

**Meeting Date:** 03/23/2016

**Department Head:** Christopher Kasid, Parks & Recreation Director, Parks & Recreation Department

**Submitted By:** Christopher Kasid, Parks & Recreation Director, Parks & Recreation Department

**Action Requested:** Motion

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### ITEM:

Discussion and possible action on any and all matters regarding the purchase of artificial turf for the conversion of the old Joe Orduño tennis court to a futsal soccer field. **(Chris Kasid, Parks and Recreation Director)**

### SUMMARY:

The old tennis court at Joe Orduño will be converted to a futsal soccer field to help with the over crowding of soccer fields. Futsal soccer is played with a smaller field than soccer. This new field will create more soccer leagues that can be played year round as well as moving some of the younger youth leagues off of the softball fields. For \$170,000, artificial turf will be installed by Field Turf, the world's leader in artificial turf sports fields. The purchase will use the prices negotiated under a multiple-state contract. This comes under the San Luis Code for purchases under Section 36.09 for cooperative agreements.

### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO APPROVE THE PURCHASE OF ARTIFICIAL TURF FOR A FUTSAL SOCCER FIELD IN THE AMOUNT OF \$170,000 AS PRESENTED.**

### 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

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### Fiscal Impact

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

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

**TOTAL:** \$170,000

**BUDGETED:** \$160,000

**AVAILABLE TO TRANSFER:** N/A

**ACCOUNT #/REMAINING BALANCE:** \$218,732.75

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

Funds will be used out of the Capital Outlay account, Account # 806-860-90005.145.

The cooperative agreement is # TCPN R5223-AZ-7943

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**Attachments**

San Luis Soccer Field Turf  
Joe Orduño Park  
Turf Picture

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THE ULTIMATE  
SURFACE EXPERIENCE

**Date:** 03/16/2015

**To:** Christopher Kasid  
City of San Luis  
1090 E Union St  
San Luis, AZ 85349

**Phone:** 928-257-2054

**Email:** [CKasid@cityofsanluis.org](mailto:CKasid@cityofsanluis.org)

**From:** Donny Jones - FieldTurf Regional Vice President

**Phone:** 602-284-8987

**Email:** [Donny@ftnw.com](mailto:Donny@ftnw.com)

**Subject:** San Luis Soccer Field

FieldTurf USA, Inc. is pleased to present the following proposal for the installation of the synthetic turf. Price estimates are based off of The Cooperative Purchasing Network (TCPN) pricing. TCPN is a buying co-op that public entities in the state of Arizona can use to purchase goods and services. It provides predetermined preferential pricing through approved vendors. Since the products have already been bid at the national level, individual schools do not have to duplicate the bidding process per TCPN # R5223.

**TCPN Proposal: R5223-AZ-7943**

Owner will be responsible for the following prior to us mobilizing to the site:

- Complete demolition and haul-off of existing tennis court and existing fence
- Subgrade left approximately 7.5” below desired finish elevation of new field
- Subgrade left in clean, level condition at +/- .005’
- Existing utilities located and clearly marked
- Water source, for construction water and dust control

**Fieldturf proposes the following based on our site visit September 10th with Chris Kasid. Prices include all labor/equipment/materials/lodging to complete the project.**

	<b>Based on an area 60x125 (7,500 square feet)</b>	<b>Total</b>
1	Provide and install fence 60’x125’ rectangle with bench area separate	
2	Provide and install new fence poles with top of footings left approximately 12” below field finish grade to allow for our 12”x12”header	
3	Fine Grade Field to “finish sub-grade”	
4	Provide and install 12”x12” curb with two #3 rebar	
5	Provide and install our turf nailer 1.25 inches down from top of curb	
6	Provide & install an average of 5” of #57 stone	
7	Provide and install 1” of leveling course-fine grade to meet Fieldturf Tolerances	
8	Roll and compact	
9	Provide and install 7,500 sq. ft. of Fieldturf 2 “ Soccer Complete (XT-50 Slit Film)	
10	Provide and install inlaid center line, center circle, both goal boxes and perimeter lines (White)	
11	Provide and install rounded silica sand and cryogenic rubber infill complete	
12	Clean up and restoration complete	
	<b>Subtotal Project</b>	<b>\$160,863.48</b>

11	Performance & Payment Bonds	\$1,961.61
12	Use Tax @ 9.6%	\$6,461.89
	<b>Total Project</b>	<b>\$169,286.98</b>
	<b>ALTERNATE PRICING:</b>	
<b>A1</b>	Provide and install flat drainage tile around the entire perimeter 375 lineal FT	\$3,374.28
	Performance & Payment Bonds	\$42.10
	Use Tax @ 9.6%	\$216.88
	<b>Total Alternate #1</b>	<b>\$3,633.26</b>

**EXCLUSIONS:**

- a) Permitting and any related fees are the responsibility of the owner;
- b) Any costs associated with necessary charges relating to the delineation of the field;
- c) Unless otherwise specified, does not include any G-max testing.
- d) The supply of manholes or clean-outs or grates, or supply of the manhole covers; and
- e) Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders, and will become an extra charge over and above the offered price.
- f) The implementation of a storm water pollution prevention plan.
- g) Site security.
- h) Silt fencing and any other fencing.
- i) Boring for utilities.
- j) Any electrical work.
- k) Unsuitable soils: once subgrade has been established, a proof roll will be performed to ensure structural stability of the soils; in the event that unsuitable soils are encountered, a price to remedy these areas can be negotiated.
- l) Asphalt paving.
- m) Track surfacing, unless otherwise noted.
- n) Installation of manholes, junction boxes, gabions, concrete rip wrap, storm drainage not related to the field construction, grate inlets and RCP.
- o) Relocation, removal and repair of existing utilities not limited to electrical conduits, power poles, water, sewer, gas, cable, telephone, owner placed conduits or communication feeds within the field of play.
- p) Design services and construction documentation, including, but not limited to: conceptual drawings/preliminary design; construction drawings; storm water management; submittal reviews and processing; architectural/engineering inspections; soil borings; professional survey; and as-built drawings.
- q) All applicable prevailing wages, union labor or other labor law levies.

**NOTES:**

Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

- This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and force majeure;
- Final payment shall be upon the substantial completion of FieldTurf's obligations;
- Accounts overdue beyond 30 days of invoice date will be charged at an interest rate of 1.5% per month (19.56% per annum);
- FieldTurf requires a minimum of **21 days** after receiving final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under typical field size and scenario, FieldTurf further requires **28 days** to install the Product subject to weather and force majeure.
- FieldTurf requires a suitable staging area. Staging area must be square footage of field x 0.12, have a minimum access of 15 feet wide by 15 feet high, and, no more than 100ft from the site. A 25 foot wide by

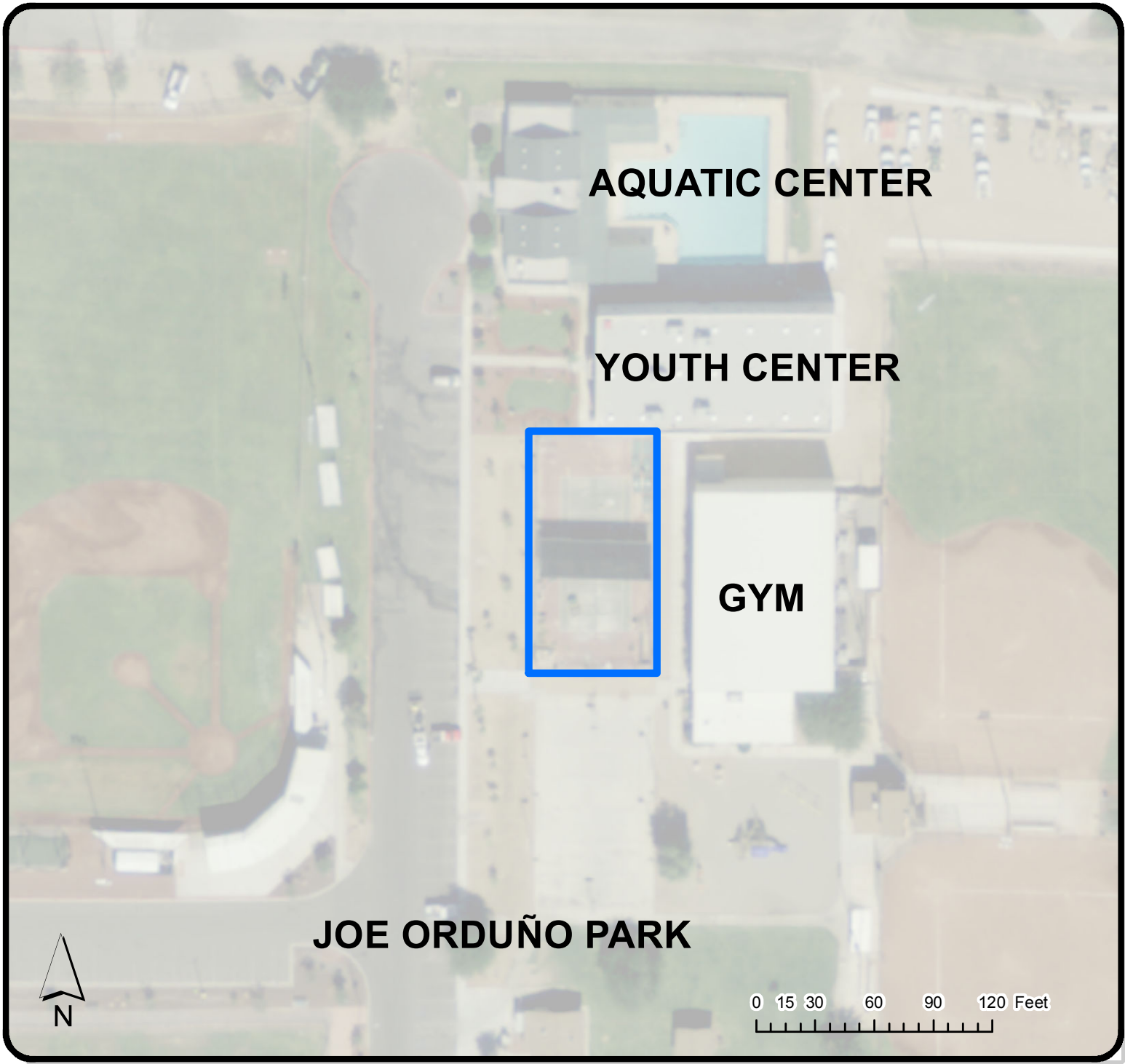
25 foot long hard or paved clean surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of infill material. Access to any field will include suitable bridging over curbs from the staging area to permit suitable access to the field by low clearance vehicles.

- This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- FieldTurf shall be accountable for its negligence but shall not be bound by any penalty clauses.
- FieldTurf shall be entitled to recover all costs and expenses, including attorney fees, associated with collection procedures in the event that FieldTurf pursues collection of payment of any past due invoice.
- All colors are to be chosen from FieldTurf's standard colors.
- An **5 Year pre-paid 3<sup>rd</sup> party insured manufacturer's** warranty is included on the FieldTurf synthetic surface;

*The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction.*



Please contact Sarah Morehead if you have any questions or require additional information regarding FieldTurf's SmartBuy Program: 888-209-0065, ext. 230 or via e-mail at [sarah.morehead@fieldturf.com](mailto:sarah.morehead@fieldturf.com). Be sure to visit our website at [www.fieldturf.com](http://www.fieldturf.com).



### Location Map

 AREA OF INTEREST

**Date:**  
3/17/2016

**Checked By:**



**Prepared By:**  
IG

**APPROVED BY:**

**Case No.**





## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

7. C.

**Meeting Date:** 03/23/2016

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

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

**Action Requested:** Motion

---

### ITEM:

Discussion and possible action on any and all matters regarding acceptance of proposal for audit services and approval of contract to the highest-scoring proposal by Heinfeld, Meech & Co., PC. **(Ketié St. Louis, Finance Director)**

### SUMMARY:

On February 28<sup>th</sup>, 2016, the City of San Luis released a Request for Proposals (RFP) (see attachments) soliciting proposals from qualified local firms as well as those listed on the League of Cities website who were able to provide services to a municipality. The City received and scored three (3) proposals.

The evaluation committee comprised of a group of six individuals, two (2) employees from Yuma County, one (1) from City of Yuma, one (1) representative from 1<sup>st</sup> Bank Yuma, our Public Works Director and the City Finance Director, considered H&M based on the criteria below:

#### Key considerations:

- Firm expertise and key staff experience (35 pts)
- Specific audit approach (35 pts)
- Pricing (20 pts)
- Other service, exceptions and references (10 pts)

Below are the average scores received for each proposal (out of a total of 600 points).

Heinfeld, Meech & Co., P.C. 532

Henry & Horne, LLP 496

BeachFleischman, P.C. 379

Staff recommends proceeding with contract negotiations with Heinfeld & Meech, the top scorer, to perform the audit this coming fiscal year-end (06/30/2016).

### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO ACCEPT THE AUDIT SERVICES PROPOSAL OF HEINFELD AND MEECH AND AUTHORIZE THE APPROPRIATE STAFF TO TAKE ALL ACTION NECESSARY TO EXECUTE THE CONTRACT WITH HEINFELD & MEECH.**

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

Supporting Documents Attached

**Document to be Recorded?:** Yes

**Fiscal Impact**

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

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

**TOTAL:** 57,500.00

**BUDGETED:** 57,500.00

**AVAILABLE TO TRANSFER:** N/A

**ACCOUNT #/REMAINING BALANCE:** 100-120-80002

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

Line number 100-120-80002 Audit services will be budgeted FY2016-2017 for the first year of contract.

---

**Attachments**

Audit-RFP

Contract

Exhibit A

Schedule A

Insurance

---

## City of San Luis REQUEST FOR PROPOSALS

**SOLICITATION FOR:** Professional Audit Services

**SOLICITATION NO.:** 2016-AU

**CLOSING DATE AND TIME:** 3:00 P.M. THURSDAY MARCH 10, 2016

**WHERE TO SUBMIT PROPOSALS (“OFFERS”):** Offers shall be submitted prior to the Closing Date and Time in a sealed envelope as addressed below:

Attention: City Clerk  
SEALED OFFER: Solicitation No. 2016-AU for Professional Audit Services  
**Closing Date and Time: 3:00 P.M. THURSDAY MARCH 10, 2016**  
City of San Luis,  
Office of the City Clerk  
1090 E. Union Street  
San Luis, AZ 85349

**CITY NEEDS:** The City is seeking to acquire Professional Audit Services for our Finance Department.

**INFORMATION:** The Solicitation and all related materials and any addenda may be downloaded from the City Website, <http://www.cityofsanluis.org/>

**Katie St. Louis, Finance Director**, Telephone No. :( 928) 341-8520, Facsimile No.: (928) 341-8539, Email Address: [kstlouis@cityofsanluis.org](mailto:kstlouis@cityofsanluis.org).

**QUESTIONS:** Any questions must be received by the Finance Director via telephone, email, or facsimile at least eight (8) calendar days prior to the Closing Date and Time.

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## INSTRUCTIONS

### INSTRUCTIONS IN GENERAL

**DUE DILIGENCE:** It is your responsibility to examine the entire Solicitation prior to completing your offer, including the form of contract, City of San Luis Standard Terms and Conditions and Special Terms and Conditions.

**INSPECTION OF WORK SITE:** Before submitting an offer, you are required to inspect the work location referenced in the Solicitation and notify the Finance Director if you believe the work sites or conditions do not match the description found in the Solicitation.

**DISABILITIES:** A person with a disability may request a reasonable accommodation in the Solicitation process by contacting the Finance Director as early as possible to allow time to arrange the accommodation.

**SUBMITTAL OF OFFER:** The outer envelope in which proposals are tendered should be marked "Audit Proposal"

Attention: City Clerk  
SEALED OFFER: Solicitation No. 2016-AU for Professional Audit Services  
**Closing Date and Time: 3:00 P.M. THURSDAY MARCH 10, 2016**  
City of San Luis,  
Office of the City Clerk  
1090 E. Union Street  
San Luis, AZ 85349

**Six (6) copies** of the proposal are required, not to be opened until after the final submission date and hour noted above. Submit your offer by mail or hand deliver to the address as labeled (Note. U.S. Postal does not deliver to the physical address). Offers submitted by fax, email, telegraph or mailgram will not be considered.

**COST OF OFFER:** You are responsible for all costs related to preparation and submittal of an offer. The City will not reimburse any such costs.

**LATE OFFERS:** Late offers shall not be accepted. The City will return any late offers.

**WITHDRAWAL OF OFFERS:** You may withdraw an offer before the Closing Date and Time. A withdrawal must be signed by the firm's authorized representative and submitted to the Finance Director by hand delivery or mail.

**OFFER ACCEPTANCE PERIOD:** An offer made in response to this Solicitation shall be valid and irrevocable for ninety (90) days after the Closing Date and Time.

**QUESTIONS:** If you have any questions about this Solicitation, contact the Finance Director. **The City will only respond to questions at least eight (8) calendar days before the Closing Date and Time.** The Finance Director may require you to submit any question in writing. Any question shall refer to the Solicitation number, page and paragraph number in question. The City **will not** be responsible if you adjust your offer based on any verbal statements made by employees or officers of the City, particularly if such statements conflict with the Solicitation. You may request the Finance Director to issue an addendum to the Solicitation.

**ADDENDA:** The City will issue any interpretation or correction of the Solicitation only by written addendum and a copy of each addendum will be mailed, faxed or delivered **only to those firms who have returned an Acknowledgment of Receipt (form).** Submit this form immediately. Addenda will also be posted on the City website.

**RETURN OF SIGNED ADDENDA:** You are required to sign and return each Addendum along with your offer. Failure to return a signed copy of each Addendum shall result in rejection of the offer.

**IMPROPER CONTACT WITH CITY EMPLOYEES:** All firms submitting an offer (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) will refrain from direct or indirect contact for the purpose of influencing or creating bias in the evaluation/selection process with any person who may play a part in the evaluation/selection process. This includes but is not limited to the evaluation committee, City Council Members, City Manager, Assistant to City Manager, Department Directors or other staff ("City Staff"). This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. Firm is responsible for bringing all questions and concerns to the Finance Director identified on Page One of this document. A firm may be disqualified if the firm: (a) contacts a quorum of the Council or contributes to an open meeting law violation; (b) offers political support or gratuities in exchange for approval or support of firm's offer; (c) obtains information from City Staff not available to other firms which may result in an unfair advantage in the competitive procurement process and fails to notify Finance Director of this fact within 48 hours thereafter; or (d) engages in any other egregious conduct.

**PROCUREMENT PROCESS:** The City's procurement process is described in the City Code Manual, which can be accessed at <http://www.cityofsanluis.org/> under Codes. It is not required, but firm may wish to review this manual. The Solicitation is intended to provide all relevant information related to the procurement so that you may submit an offer. In the event of any conflict, the procedure outlined in this solicitation will be followed or the conflict will be resolved by an Addendum.

**FORM OF CONTRACT:** The City's proposed form of contract is attached. The final form of contract will be conformed to match this Solicitation prior to contract award.

**INSURANCE:** The City's insurance requirements are attached. The insurance requirements are an explicit part of the Solicitation and any resulting contract with the City.

**SPECIAL TERMS AND CONDITIONS:** The City of San Luis Special Terms and Conditions (in Scope of Work) are an explicit part of the Solicitation and any resulting contract with the City.

**EXCEPTIONS:** You may request changes to the form of contract, insurance or any terms and conditions as part of your offer. (Use the Exceptions form)

## **CONTRACT WITH CITY**

**CHANGES TO CONTRACT AFTER CONTRACT AWARD:** Requests to change the contract after contract award, including but not limited to changes to insurance may be rejected by the City. The contract shall not be modified within the first year after contract award where: (a) an amendment may result in a competitive advantage that was not made available to other firms; (b) requests for changes may delay commencement of performance.

### **FINANCIAL AND TAX CONSIDERATIONS FOR OFFER**

**QUANTITIES:** Unless the Solicitation states otherwise (in the Scope of Work or Special Terms and Conditions), the contract will be non-exclusive, and the City makes no guarantees as to the quantities of services to be received from a firm.

**PARTIAL AWARD:** The City reserves the right to make multiple awards or to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.

**ALL CHARGES:** The offer should separately list all applicable fees and charges. The failure to include such information may cause the City to consider the offer as non-responsive or non-responsible.

**UNIT PRICES:** Please check all maths prior to submittal of your offer. If the offer unit prices do not correspond with the multiplied subtotal or total, the unit price shall prevail unless there is an obvious clerical error in the unit price.

**PAYMENT:** The City's standard form of contract provides that payment will be made within 30 days following receipt and acceptance of service and a correct invoice.

### **EVALUATION OF OFFER AND CONTRACT AWARD**

**PROPOSAL MOST ADVANTAGEOUS TO THE CITY:** The City will award a contract to a responsible and responsive firm whose offer is the most satisfactory and advantageous to the City based on the Evaluation Criteria set forth in the Solicitation.

**RESPONSIBILITY:** In evaluating responsibility, the City may consider all matters related to the firm's ability to perform the contract satisfactorily as further described in Article 36.04 of the City's Procurement Code Manual.

The responsibility criteria include:

1. The audit firm's capacity to do the work, including adequate finances, equipment, facilities, employees and competing commitments;
2. The competency and responsibility of the firm's proposed subcontractors;
3. The firm's experience in performing similar work;
4. The firm's integrity and record of performance:
  - a. Positive factors include but are not limited to timely completion within budget, quality of work, prompt resolution of problems, good working relationships and the ability to resolve disputes without litigation;
  - b. Negative factors include but are not limited to past contract terminations or deductions due to failure to perform; termination for cause due to breach; failure to comply with the contract; documented poor performance; customer complaints and/or negative references; unresolved disputes with project owners or subcontractors; and litigation without merit. In addition, any of the grounds set forth in Title 41 Article 9-2613 of the Arizona Revised Statutes for suspension or debarment may be considered.

5. The firm is qualified legally to contract with the City;
  6. Whether the firm has truthfully supplied all information concerning its responsibility requested by the Finance Director; and
  7. Whether the firm holds any required and active valid State of Arizona license(s) to conduct business or to perform the work proposed.
  8. Any other evaluation criteria listed in the solicitation. Examples of other evaluation criteria include but are not limited to: requirement of a balanced bid, requirement that the bid or proposal identify the percentage and cost of work that each subcontractor will perform and a cap on the total project value that can be completed by subcontractors, or requirement that no work shall be subcontracted.
- Any single factor or combination of factors may be grounds for disqualification.

### **EVALUATION CRITERIA:**

All responsive proposals shall be evaluated by the Proposal Evaluation Committee using the weighting and criteria listed below. The recommendation will be made for contract award to the responsible proposer whose proposal is determined to be the most advantageous to the City when applying the following criteria and weighting.

- |   |           |
|---|-----------|
| A. Firm Expertise and Key Staff Experience  | 35 points |
| B. Specific Audit Approach                  | 35 points |
| C. Pricing                                  | 20 points |
| D. Other Service, Exceptions and References | 10 points |
- Total Possible Points: 100 points**

### **Oral Presentations**

After all proposals have been evaluated, the City's evaluation committee may require representatives of one or more of the Proposer's to appear before the committee in San Luis, Arizona, for the purpose of making a final evaluation and recommendation.

### **PROPOSAL CONTENTS:**

#### **A. Firm Expertise and Key Staff Experience-(Maximum 35 points)**

##### **1. Independence**

The firm should provide an affirmative statement that it is independent of the City as defined by generally accepted auditing standards and the U.S. Government Accountability Office's *Government Auditing Standards* 2011 Revision.

The firm also should provide an affirmative statement that it is independent of all component units of the City as defined by those same standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the City or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City Finance Director written notice of any professional relationships entered into during the period of this agreement.

2. License to Practice in Arizona

An affirmative statement shall be included that the firm and all assigned key professional staff are properly registered as Certified Public Accountants with the Arizona State Board of Accountancy.

3. Firm Qualifications and Experience

The proposer shall state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full time and on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk or field reviews of its audits during the past three (3) years, such as those submitted for review to the Arizona Auditor General. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

4. Partner, Supervisory and Staff Qualifications and Experience

The proposer shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who will be assigned to the engagement. Indicate whether each person is registered as a Certified Public Accountant in Arizona. Provide information on each person's government auditing experience, relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

The proposer shall provide as much information as possible regarding the number, qualifications, experience and relevant training of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

The City prefers to have an ongoing working relationship that involves the same key positions managing the audit annually to assure consistency. Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, the City retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City. The City retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

#### 5. Similar Engagements with Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

Provide a reference list of three (3) current and/or former clients that the City may contact regarding proposer's performance. List shall include the contact name, city/agency, address, phone number and description of the work performed. However, the City is not limited to this list. (Use References Form)

### **B. Specific Audit Approach-(Maximum 35 points)**

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this Request for Proposals. In developing the work plan, refer to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on the audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement. Please note that the City requires an audit supervisor to be on-site any time staff auditors are working.
- c. Sample size and the extent to which statistical sampling is to be used in the engagement.
- d. Extent to which software will be used to test the City's financial systems during the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken to gain and document an understanding of the City's internal control structure.
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- h. Approach to be taken in drawing audit samples for tests of compliance.
- i. Areas/departments that will be subject to compliance and substantive sampling.
- j. The proposal shall indicate how the audit approach will differ, if applicable, in the second and subsequent years of the engagement regarding the planned staff level, sample sizes, test work, sampling techniques, and other aspects of the engagement.

- k. The proposal shall identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

**C. Pricing-See Offer Form (Page 15)- (Maximum 20 points)**

**D. Other Services, Exceptions and References-(Maximum 10 points)**

As part of the commitment to provide services above the annual audit, the City is interested in additional services your firm may have to offer. This could include (not limited to) items such as education and training opportunities, newsletters, and involvement in professional organizations. Please provide information regarding these additional services and if there are any cost/fees related to these services.

**EVALUATION PROCESS:** The City of San Luis's evaluation committee will review the initial offers and score them according to the Evaluation Criteria. The committee will then:

- a. Engage in discussions with highest scoring firm. If the parties are unable to reach an agreement, the evaluation committee may engage in discussions with the second-highest scoring firm.

Or

- b. Engage in discussions with the highest scoring firms ("short list"). Following such discussions, the City may request such firms to make "best and final" offers.

**PURPOSE OF DISCUSSIONS:** The purpose of discussions with a firm shall be to:

- a. Determine in greater detail such firm's qualifications;
- b. Explore with the firm the scope and nature of the project, the firm's proposed presented approach, the relative utility of alternate methods of approach and method of performance;
- c. Determine that the firm will make available the necessary personnel and facilities to perform within the required time;
- d. Agree upon compensation which is fair and reasonable, taking into account the value of the estimated value of the required services, the scope and complexity of the proposed project and natures of such services.

In conducting discussions, there shall be no disclosure of any information derived from offers submitted by competing firms.

**REVISIONS TO OFFERS:** If the City calls for "best and final" offers, those firms will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers prior to contract award.

**FINANCIAL STATUS:** If requested by the City following the Closing Date and Time, you must provide a current audited financial statement, a current audited financial report, or a copy of a current federal income tax return. Failure or refusal to provide this information within five (5) business days after

communication of the request by the City shall be sufficient grounds for the City to reject an offer, and/or to declare the offer as non-responsive or non-responsible.

**REQUESTS FOR ADDITIONAL INFORMATION:** After the Closing Date and Time, the City may request the firm to provide additional information related to the offer. Failure to provide this information within five (5) business days after communication of the request by the City will be grounds for the City to reject an offer, and/or to declare the offer as non-responsive or non-responsible.

**RESERVATION OF RIGHTS:** The City reserves the right to reject any and all offers, or any part thereof. The City reserves the right to accept any offer in whole or in part, or any line item, and to award a contract for services of the same. The City reserves the right to waive any clerical error or nonmaterial defect in the offer when it is deemed to be in the City's best interest. The City reserves the right to cancel or reissue a Solicitation.

**NOTICE OF PROPOSED CONTRACT AWARD OR RECOMMENDATION:** All firms will receive an email notifying them of the City's proposed contract award or recommendation to reject all offers. This notice will be posted as part of the agenda for the regular meeting of the City Council, on the City website. The agenda is typically posted at least one (1) week prior to the Council Meeting.

**PUBLIC RECORDS:** Offers received by the City are available for public inspection after a contract has been awarded, subject to any confidentiality restrictions.

**PROTESTS:** If you wish to protest the Solicitation, a protest shall be in writing and shall be personally delivered or served upon the City Finance Director. A protest related to the Solicitation (such as specifications, requirements, or scope) shall be received by the City Finance Department before the Closing Date and Time. A protest of a proposed award or of an award shall be personally delivered or served upon the City Finance Director within ten (10) days after the protester knows or should have known the basis of the protest. A protest shall include:

- a. The name, address and telephone number of the protester;
- b. The signature of the protester or its representative;
- c. Identification of the solicitation or contract number;
- d. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- e. The form of relief requested.

## **OFFER FORMAT**

**QUALITY OF OFFER:** The City will evaluate the quality of the offer as evidence of your qualifications and competence. The offer should be: (1) complete, (2) thorough, (3) accurate, (4) comply with Solicitation instructions, (5) organized, and (6) concise.

**PAGE LIMIT:** The offer **shall not exceed a total of 20 pages front and back**, except the Cover, Cover Letter, and City Forms will not be counted in the page limit. Any pages attached to the City Forms shall be counted toward the page limit. The City may reject an offer that exceeds the page limit as non-responsive.

**NUMBER OF COPIES:** Submit **SIX (6) copies** of your offer.

**MATERIALS USED FOR OFFER:** The offer must be submitted in packaging/packing materials that meet at least one of, and preferable all of the following criteria: (a) Made from 100% post-consumer recycled materials; (b) Non-toxic; (c) Bio-degradable; (d) Reusable; (e) Recyclable. All six (6) copies should be printed on recycled paper (minimum 50% post-consumer waste) and printed double-sided.

**OFFER FORMAT:**

**Cover:**

The cover should contain the following:

- Solicitation Number
- Solicitation Name
- Closing Date and Time
- Company name (and logo if desired)
- Other information/graphics as desired

**Tabbed Sections of Binder:**

**A. Cover Letter (1 page)**

**B. Firm Expertise and Key Staff Experience**

**C. Specific Audit Approach**

**D. Pricing-See Offer Form Page 15**

**E. Other Services, Exceptions and References**

**F. Offer (form)** (attach proposed costs/pricing/fees)

**G. Firm Questionnaire (form)** (attach copies of licenses)

**H. References (form)**

**I. Acknowledgement of Receipt of Addenda (form)** (attach all Addenda)

**J. Exceptions (form)** (attach information)

**K. Confidential Materials (form)**

**L. Cooperative Service (form)**

**M. Disclosure (form); Declaration Related to Solvency (form); Declaration Related to Gratuities (form); Declaration of Non-Collusion (form)** (attach explanations)

**All completed forms must be submitted with offer**

## ACKNOWLEDGMENT OF RECEIPT OF SOLICITATION AND REQUEST FOR ADDENDA (FORM)

**SOLICITATION FOR: Professional Audit Services**

**SOLICITATION NO.:** 2016-AU

**CLOSING DATE AND TIME:** 3:00 P.M. Thursday MARCH 10, 2016

Please complete this form and return it to the City Finance Director via facsimile at (928) 341-8549 or mail it to the Finance Director at the address listed above to acknowledge your receipt of this Solicitation and to receive notification of any addenda or responses to questions regarding this Solicitation.

Firm Name:

Name / Title of Contact:

Address:

Phone #: (        )

Fax #: (        )

E-Mail Address: \_\_\_\_\_

Signature:

Date:

## NO RESPONSE (FORM)

**SOLICITATION FOR:** Professional Audit Services

**SOLICITATION NO.:** 2016-AU

**CLOSING DATE AND TIME: 3:00 P.M. Thursday MARCH 10, 2016**

**If you are not responding to this Solicitation, please complete and return this form to the Finance Director at the address listed above or fax to (928) 341-8549.**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*Reason for NO OFFER:*

Do not provide the materials or services requested

Unable to respond due to current staff availability and/or business conditions:

Insufficient time

Unable to meet terms, conditions, specifications or requirements as described within the solicitation due to:

\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

This *NO OFFER* response is authorized by: \_\_\_\_\_

Signature

\_\_\_\_\_  
Title

Please check one:            Retain our company on the mailing list for future solicitations.

   Please remove our company from the mailing list.

   Please remove our company from this commodity or service only.

## OFFER FORM

TO THE CITY OF SAN LUIS:

The undersigned Firm hereby offers and agrees to furnish materials and/or services in compliance with the Solicitation, including the Addenda, and as described in this offer made to the City.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

### SUMMARY OF PROFESSIONAL FEES

#### TOTAL ALL-INCLUSIVE MAXIMUM CONTRACT PRICE

#### FOR THE YEARS ENDED JUNE 30, 2016 THROUGH JUNE 30, 2020

June 30, 2016 \$ \_\_\_\_\_

June 30, 2017 \$ \_\_\_\_\_

June 30, 2018 \$ \_\_\_\_\_

June 30, 2019 \$ \_\_\_\_\_

June 30, 2020 \$ \_\_\_\_\_

**SCHEDULE OF PROFESSIONAL FEES**  
**COMBINING SCHEDULE – ALL STAFF CHARGES**  
**FOR THE YEAR ENDED JUNE 30, 2016**

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	_____	_____	_____	_____
	\$	\$	\$	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
Subtotal	_____	_____	_____	\$ _____
Out of pocket expenses:				_____
Meals and Lodging				_____
Transportation				_____
Other (Specify)				_____
Pricing for Additional/Optional Services				_____
Total all inclusive maximum contract price for the year ended June 30, 2016				_____

**SCHEDULE OF PROFESSIONAL FEES**  
**COMBINING SCHEDULE – ALL STAFF CHARGES**  
**FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partner	_____	\$ _____	\$ _____	\$ _____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
	_____	_____	_____	_____
Subtotal	_____			\$ _____
Out of pocket expenses:				_____
Meals and Lodging				_____
Transportation				_____
Other (Specify)				_____
Pricing for Additional/Optional Services				_____
Total all inclusive maximum contract price for the year ended June 30, 2017				_____

**SCHEDULE OF PROFESSIONAL FEES**  
**COMBINING SCHEDULE – ALL STAFF CHARGES**  
**FOR THE YEAR ENDED JUNE 30, 2018**

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	_____	\$ _____	\$ _____	\$ _____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
	_____	_____	_____	_____
Subtotal	_____			\$ _____
Out of pocket expenses				_____
Meals and Lodging				_____
Transportation				_____
Other (Specify)				_____
Pricing for Additional/Optional Services				_____
Total all inclusive maximum contract price for the year ended June 30, 2018				_____

**SCHEDULE OF PROFESSIONAL FEES**  
**COMBINING SCHEDULE – ALL STAFF CHARGES**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	_____	\$ _____	\$ _____	\$ _____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
	_____	_____	_____	_____
Subtotal	_____			\$ _____
Out of pocket expenses:				_____
Meals and Lodging				_____
Transportation				_____
Other (Specify)				_____
Pricing for Additional/Optional Services				_____
Total all inclusive maximum contract price for the year ended June 30, 2019				_____

**SCHEDULE OF PROFESSIONAL FEES**  
**COMBINING SCHEDULE – ALL STAFF CHARGES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partner	_____	\$ _____	\$ _____	\$ _____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
Subtotal	_____	_____	_____	\$ _____
Out of pocket expenses	_____	_____	_____	_____
Meals and Lodging	_____	_____	_____	_____
Transportation	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
Pricing for Additional/Optional Services	_____	_____	_____	_____
Total all inclusive maximum contract price for the year ended June 30, 2020	_____	_____	_____	_____

## FIRM QUESTIONNAIRE (FORM)

### **Firm:**

Company Name: \_\_\_\_\_

Doing Business As (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ -

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ -

### **Firm Contact for Questions about Offer:**

Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Other Licenses (list any existing licenses you have required for work, e.g. Arizona Registrar of Contractor licenses, and attach copies):**

### **Insurance (who will provide required coverages):**

Insurance Company Name \_\_\_\_\_ .

Contact & Phone Number \_\_\_\_\_

### **Subcontractors:**

List any subcontractors to be utilized, if any.

\_\_\_\_\_

## REFERENCES (FORM)

**REFERENCES.** Please submit at least three (3) and no more than five (5) references for contracts your company has performed in the last five (5) years demonstrating your experience with providing materials and/or services comparable to the Solicitation. Include sufficient detail for the City to evaluate your experience. You should include the name, title, and telephone number of both the current project owner and the project owner at time of work.

Firm/Government Agency Name:	
Contact Person:	Phone:
Title:	Fax:
Address:	E-Mail Address:
	Reason for Selecting as Reference:
Project Date, Size, Complexity, Scope and Duration:	
Firm/Government Agency Name:	
Contact Person:	Phone:
Title:	Fax:
Address:	E-Mail Address:
	Reason for Selecting as Reference:
Project Date, Size, Complexity, Scope and Duration:	
Firm/Government Agency Name:	
Contact Person:	Phone:
Title:	Fax:
Address:	E-Mail Address:
	Reason for Selecting as Reference:
Project Date, Size, Complexity, Scope and Duration:	

Firm/Government Agency Name:	
Contact Person:	Phone:
Title:	Fax:
Address:	E-Mail Address:
	Reason for Selecting as Reference:
Project Date, Size, Complexity, Scope and Duration:	

Firm/Government Agency Name:	
Contact Person:	Phone:
Title:	Fax:
Address:	E-Mail Address:
	Reason for Selecting as Reference:
Project Date, Size, Complexity, Scope and Duration:	

## **ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA (FORM)**

The undersigned Firm hereby acknowledges receipt of the Addenda attached hereto and that its Offer takes into consideration such Addenda.

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

**Firm must attach all Addenda**

## EXCEPTIONS (FORM)

Notations. Any strikeouts, notes or modifications to the Solicitation documents shall be initialed in ink by the authorized person who signs the offer. If notations are made, they must be submitted with your offer and are considered Exceptions.

Exceptions: In addition to any notations on the Solicitation documents, please identify and list any exceptions to the Solicitation, by section/paragraph, on this Exceptions Form. The City reserves the right to reject, accept or further negotiate Exceptions. Exceptions may render the offer non-responsive.

Exceptions to Form of Contract: You may request changes to the form of contract (including any Standard or Special Terms and Conditions) on the Exceptions Form. You may also submit your own form of contract. The City will consider these in the same manner as any other exceptions.

You must indicate any and all exceptions taken to the requirements, specifications, and/or terms and conditions of this Solicitation, including the contract.

**Exceptions (INITIAL ONE):**

\_\_\_\_\_ No exceptions

\_\_\_\_\_ Exceptions taken (describe). Attach additional pages if needed.

## CONFIDENTIAL MATERIALS (FORM)

If you believe part of your offer is confidential, mark the page(s) "CONFIDENTIAL" and isolate the pages as an attachment to this form. Also include an explanation why they are confidential.

Requests to deem the entire offer as confidential will not be considered.

If you want confidential information returned to you after contract award (and you are not selected for contract award), then note this below. You will be responsible for pick up.

Generally, information submitted in response to a Solicitation is subject to disclosure pursuant to the Arizona Public Records Law after contract award.

The information identified as confidential shall not be disclosed until the City makes a written determination whether the information may be treated as confidential. If the City determines it is necessary to disclose the information, the City will inform you in writing.

### **Confidential/Proprietary Materials (INITIAL ONE):**

\_\_\_\_\_ No confidential/proprietary materials have been included with this offer

\_\_\_\_\_ Confidential/Proprietary materials are included in this offer. See attached.

## DISCLOSURE (FORM)

For any item checked YES, you must provide information. Answering YES to one or more questions does not necessarily mean you will be disqualified from this Solicitation. **FAILURE TO PROVIDE TRUE AND COMPLETE INFORMATION MAY RESULT IN DISQUALIFICATION FROM THIS SOLICITATION.**

1. Has your company or any affiliate\* in the past 5 years: (i) had a permit revoked or suspended, (ii) been required to pay a fine, judgment or settlement of more than \$100,000, (iii) been convicted of a criminal offense (including a plea of guilty or *nolo contendere*), or (iv) been found in contempt of court, as a result of or in connection with any of the following:
- a. Any offense relating to integrity or honesty, including fraud, bribery, embezzlement, false claims, false statements, falsification or destruction of records, forgery, obstruction of justice, receiving stolen property, theft, price fixing, proposal rigging, restraint of trade or other antitrust law violation? YES \_\_\_\_\_ NO \_\_\_\_\_
  - b. Violation of the terms of any public contract? YES \_\_\_\_\_ NO \_\_\_\_\_
  - c. Failure to pay any uncontested debt to a government agency? YES \_\_\_\_\_ NO \_\_\_\_\_
  - d. Violation of any law or regulation pertaining to the protection of public health or the environment? YES \_\_\_\_\_ NO \_\_\_\_\_

\*An "affiliate" of your company means any person, company or other entity that, either directly or indirectly (for example, through stock ownership by family members), controls, is controlled by, or is under common control with, your company.

2. Has your company or any affiliate in the past 5 years been named as a party in any lawsuit related to performance of a contract (you do not need to list subcontractor lien claims which have been fully paid/satisfied)?

YES \_\_\_\_\_ NO \_\_\_\_\_

3. Has your company or any affiliate of your company in the past 5 years been debarred or suspended from submitting proposals on public contracts?

YES \_\_\_\_\_ NO \_\_\_\_\_

**I hereby verify that the foregoing information, and any explanation attached are to the best of my knowledge, true and complete.**

---

Signature of Person Authorized to Sign Offer

## DECLARATION RELATED TO SOLVENCY (FORM)

Is your firm currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or has a trustee or receiver been appointed over all or a substantial portion of the property of your firm under federal bankruptcy law or any state insolvency law?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      (INITIAL ONE)

## DECLARATION RELATED TO GRATUITIES (FORM)

I hereby verify and declare that, to the best of my knowledge, neither the firm nor anyone associated with the firm has given, offered to give, or intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the offer ("Gratuities").

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

## DECLARATION OF NON-COLLUSION (FORM)

I hereby verify and declare that:

The pricing for this offer has been arrived at independently and without consultation, communication or agreement with any other firm who may submit an offer.

The pricing for this offer has not been disclosed to any other firm who may submit an offer, and will not be, prior to the Closing Date and Time.

No attempt has been made or will be made to induce any firm or person to refrain from submitting an offer, or to submit an offer with higher pricing than this offer, or to submit an intentionally high or noncompetitive offer or other form of complementary offer.

This offer is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

Firm, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

City of San Luis, Office of the City Clerk  
P. O. Box 1170  
San Luis, AZ 85349

Solicitation No. 2016-AU  
Katie St. Louis, Finance Director  
PH: (928) 341-8520 FX: (928) 341-8549

## **Appendix A**

## **APPENDIX B**

# **CITY OF SAN LUIS SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (TBP)**

**JANUARY 2016**

**COPY OF CONTRACT**  
**SEE ATTACHED DOCUMENT**

**SCOPE OF WORK**  
**SEE ATTACHED EXHIBIT A**

**INSURANCE REQUIREMENTS**  
**SEE ATTACHED EXHIBIT B**

## CONTRACT FOR PROFESSIONAL AUDIT SERVICES

### Contract No. 2016 AU

This Contract is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the City of San Luis, a political subdivision of the State of Arizona ("City"), and Heinfeld, Meech & CO., P.C. ("Audit firm").

WHEREAS, the City of San Luis desires to receive and Audit firm is able to provide professional services;

NOW THEREFORE, in consideration for the mutual promises contained herein, the City and Audit firm (the "parties") agree as follows:

#### SERVICES

1. Scope of Work: Audit firm shall provide the Professional Audit Services as more specifically described in the scope of work attached hereto as Exhibit A.
2. Schedule of Services: Audit firm shall perform all work per the schedule set forth in Exhibit A.
3. Standard Terms and Conditions: The City of San Luis Standard Terms and Conditions, attached hereto as are hereby incorporated by reference and shall apply to performance of this Contract, except to the extent modified in Exhibit A.
4. City Cooperation: City will cooperate with Audit firm by placing at its disposal all available information concerning the City, City property, or the City project reasonably necessary for Audit firm's performance of this Contract.

#### CONTRACT TERM

5. Contract Term: The Contract shall be effective as of the date signed by both parties. Performance shall commence within ten (10) days from the City's issuance of the Notice to Proceed, and shall be completed on or before \_\_\_\_\_, 20\_\_ consistent with the Schedule of Services.
6. Renewal: The initial term of this contract shall be five (5) years and may be renewed for up to two (2) additional one (1) year terms by mutual written consent of the parties. The Finance Director shall have authority to approve renewal on behalf of the City.
7. Termination: This contract may be terminated pursuant to the Standard Terms and Conditions attached hereto.

#### PAYMENT

8. Compensation: Audit firm shall be paid for satisfactory performance of the work, in accordance with the Compensation Schedule attached hereto as part of Schedule A.

9. Price Adjustment: If price adjustments are permitted (see Exhibit A), any price adjustment must be approved by the City in writing as a formal Contract Amendment. The City Council must approve the price adjustment if the annual contract price exceeds \$35,000.00; otherwise the Finance Director shall have authority to approve a price adjustment on behalf of the City.

#### DATA AND RECORDS

10. City Ownership of Document and Data: Any original documents prepared or collected by Audit firm in performance of this Contract such as reports, test plans, survey results, graphics, tables, charts, specifications, surveys, computations and other data shall be the property of City ("City's work product"), unless otherwise agreed by the parties in writing. Audit firm agrees that all materials prepared under this Contract are "works for hire" within the meaning of the copyright laws of the United States and hereby assigns to the City all rights and interest Audit firm may have in the materials it prepares under this Contract, including any right to derivative use of the materials.
11. Re-Use: City may use City's work product without further compensation to Audit firm; provided, however, City's reuse without written verification or adaption by Audit firm for purposes other than contemplated herein is at City's sole risk and without liability to Audit firm. The firm shall not engage in any conflict of interest nor apportion any part of City's work product for the benefit of Audit firm or any third parties without City's prior written consent.
12. Delivery of Document and Data: Upon termination of this Contract in whole or part, or upon expiration if not previously terminated, Audit firm shall immediately deliver to City copies all of City's work product and any other documents and data accumulated by Audit firm in performance of this contract, whether complete or in process.

#### INSURANCE

13. Insurance: Audit firm shall meet insurance requirements of the City, set forth in Exhibit B.

#### MISCELLANEOUS

14. Notice: Any notice concerning this Contract shall be in writing and sent by certified mail and email as follows:

To the City:

Ketie St. Louis  
City of San Luis  
1090 E. Union Street  
P.O. Box 7740  
San Luis, Arizona 85349  
[kstlouis@cityofsanluis.org](mailto:kstlouis@cityofsanluis.org)

To Audit firm:

Heinfeld, Meech, CO., P.C.  
751 E. Pine Knoll Dr., Suite 1201  
Flagstaff, AZ 86001

With a copy to:

With a copy to:

Office of the City Clerk

Diane Bradley

Authority: Each party warrants that it has authority to enter into this Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into this contract.

AUDIT FIRM:

City of San Luis

\_\_\_\_\_  
Printed Name

Ketie St. Louis  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Kay M. Macuil, City Attorney

Notice to Proceed issued: \_\_\_\_\_, 2016

**SCOPE OF WORK  
EXHIBIT A**

**1. INTRODUCTION**

1.1 The City of San Luis (City) is soliciting proposals from certified public accounting firms currently licensed in the State of Arizona to audit the City's annual financial statements. The audit is to be performed in accordance with:

1. Generally accepted auditing standards set forth by the American Institute of Certified Public Accountants (AICPA), and the standards for financial audits set forth by the U. S. Government Accountability Office's (GAO) Government Auditing Standards (GAS).
  2. The provisions of the Single Audit Act of 1984 and subsequent amendments, and the provisions of U.S. Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Code of Federal Regulations (CFR) Title 2, Part 200, Subpart F - Audit Requirements.
  3. United States Housing and Urban Development (HUD) Uniform Financial Reporting Standards (UFRS) Rule implementing requirements of United States 24 CFR part 5, subpart H.
  4. State of Arizona Uniform Expenditure Reporting System (UERS) requirements mandated by A.R.S. §41-1279.07, with guidelines set forth by the Arizona Auditor General.
  5. State of Arizona Highway User Revenue Fund (HURF) Expenditure requirements pursuant to A.R.S. §9-481.
  6. State of Arizona Department of Environmental Quality Local Government Financial Test, 40CFR 258.74.
  7. Minimum Accounting Standards for Arizona Courts (Part III, Guide for External Review by Auditors) every three years beginning with fiscal year ending June 30, 2018.
- 1.2 This initial contract shall be valid for a period of five (5) years, with options to extend for two (2) subsequent one-year terms as outlined in the "TERM" section of the General Terms and Conditions.
- 1.3 The proposer is encouraged to read the Solicitation documents very carefully, as the City shall not be responsible for errors and omissions on the part of the proposer. The proposer is also encouraged to carefully review their final submittal documents, as the Proposal Evaluation Committee is not required to make interpretations or correct detected errors in calculations.
- 1.4 The proposer is responsible for being familiar with the nature and extent of the solicitation and contract documents, work to be performed, all local conditions, and federal, state and local laws, ordinances, rules and regulations that may, in any manner, affect cost, progress or performance of the work.
- 1.5 The proposer should make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises.

SCOPE OF WORK  
EXHIBIT A

**2. DESCRIPTION OF THE CITY**

2.1 Background

The City of San Luis (the “City”) was incorporated in 1979 under the provision of the Arizona Constitution and is located on the Arizona-Sonora Mexico border. The City is governed by an elected Mayor and council. In 2010, United States Census recorded the City's population at 25,500.

City Structure

The City of San Luis currently occupies 30 squares miles and serves a population of approximately 26,000. The City of San Luis is empowered by state statute to extend its corporate limits by annexation, which it has done from time to time. Policy-making and legislative authority are vested in a governing council (Council) consisting of the Mayor and six Council Members, all elected on a non-partisan basis. The Mayor is elected at-large for a four-year term. Council members are elected, for four-year terms, with four members elected every two years. The City Council is responsible for passing ordinances, adopting the budget, appointing committee, commission, and board members, and appointing the positions of City Manager, City Attorney, and Magistrate. The City Manager is responsible for carrying out the policies and ordinances of the City Council, as well as overseeing the day-to-day operations of the City.

The City is required by State Statutes to designate an independent auditor to audit the City's annual financial statements in accordance with generally accepted government auditing standards.

The City has approximately 219 full-time equivalent employees. City departments provide a full range of services, including police and fire protection, public works (water, wastewater, sanitation and streets/infrastructure) community services (parks and recreation, arts and culture), development services (planning and code enforcement), municipal court, and administrative services.

The City's fiscal year begins on July 1 and ends on June 30. More detailed information on the City and its finances, including the most recent Comprehensive Annual Financial Report (CAFR) and Budget documents can be found on the City's website at <http://www.cityofsanluis.org/>

2.2 Financial Operations

The City Finance Director is currently appointed the City's Manager. The Finance Department consists of the following functions, along with the approximate number of full-time equivalent positions assigned to each.

Function	Full-Time Equivalent
Finance (Accounting, Budget, Payroll, Accounts Payable, Grants Management, Purchasing)	8
Risk Management	1

**SCOPE OF WORK  
EXHIBIT A**

2.3 Fund Structure

The City's current fund structure is summarized below, but may change depending on the needs of the City:

Fund Type	Number of Funds	FY 2015	Number with Legally Adopted Annual Budgets
		Number of Major Funds	
General Fund	1	1	1
Special Revenue Funds	4	0	3
Debt Service Funds	2	2	2
Capital Project Funds	2	0	2
Enterprise Funds	5	5	5
Internal Service Funds	1	0	1

2.4 Federal Financial Assistance

Please refer to our Single Audit Report provided for the list of federal financial assistance that the City received for the year ended June 30, 2015 (TPB).

2.5 Pension Plans

The City participates in the following pension plans:

Plan	Multiple Employer	
	Cost Sharing	Agent
Arizona State Retirement System	X	
Public Safety Personnel Retirement System (Police and Fire)		X
Elected Officials' Retirement Plan	X	

For more information regarding the above pension plans, please refer to the Retirement and Pension Plans Note 14 pages 42-56 in the CAFR for the fiscal year ended June 30, 2015.

2.6 Component Units

2.6.1 For financial reporting purposes, the City is defined in conformance with the Governmental Accounting Standards Board's (GASB) Codification of Governmental Accounting and Financial Reporting Standards, Section 2100. Using these criteria, the following component units are included in the City's financial statements.

- The San Luis Municipal Property Corporation (SLMPC)* is an Arizona nonprofit corporation formed under the provision of Title 10 of the Arizona Revised Statutes. It has a five-member Board of Directors appointed by City Council. The Corporation was created to acquire, construct reconstruct or to aid in the development or improvement of buildings and other real and personal property suitable for leasing or sale to the City. For the audit period ended June 30, 2015, there was no activity.

SCOPE OF WORK  
EXHIBIT A

- *The San Luis Facility Development Corporation (SLFDC)* was incorporated in 2005 exclusively for the purpose of financing, owning, and/or operating one or more public projects that affect economic development in the City of San Luis, Arizona or San Luis County and to provide facilities, equipment, and other physical plant and related support to the project. It is governed by a Board of five Directors of which two are members of City Council. The Corporation was used in April 2014 and July 2014 to refinance two bond issues that were originally used to build and extend the detention center respectively. The City General Fund receives certain revenues in form of a bed tax from the operations. The activity is reported in the City's Detention Center Fund.
- *The Industrial Development Authority of the City of San Luis (IDA)* was incorporated in 2000 by the City to acquire, own, construct, lease, sell, and dispose of all kinds of properties on behalf of the City to, amongst other things, develop trade, encourage production, and assure job opportunities in the City of San Luis. The IDA was used to acquire, renovate and furnish the facility for leasing to an unrelated company that operates a call center to provide employment opportunities to local residents. In 2009, the debt was retired by a GADA Loan to the City and the City took over the assets, liabilities, and all activities of the then call center facility which is now reported as an enterprise fund. For the audit period ended June 30, 2015, there was no activity reported for the IDA.

2.7 Joint Ventures

The City participates under a membership provision with two other entities in a jointly governed organization, the Greater San Luis Port Authority, Inc. (GYPA) which is directed by a seven person board. The GYPA was established in September 8, 2000, as a nonprofit corporation for the purpose of promoting and developing the new port district through cooperative regional effort of government entities (members), within the Yuma County region and to ensure the economic wellness of the San Luis area. Members are required to pay a fee of \$50,000 per year for operational expenses of the corporation. The City carries in its budget an annual appropriation of \$50,000 to retain its membership. The City does not retain an on-going financial interest or an on-going financial responsibility in the GYPA. Complete financial statements of the GYPA may be obtained from the GYPA's office at P.O. Box 4601, Yuma, AZ 85366.

2.8 Computer Systems

Following are the applications most significant to the City's annual financial statements:

<b>Application</b>	<b>Software</b>
General Ledger	NewWorld
Accounts Payable	NewWorld
Budget	NewWorld
Fixed Assets	Excel
Miscellaneous Receivables	NewWorld
Purchasing	NewWorld
Payroll	NewWorld
Work Orders/Fleet	RTA Fleet
Utility Billing	NewWorld
Permits	NewWorld
Licensing	NewWorld
Court Fines	AzTec
Cash Receipting	NewWorld
Excel, Word, and other applications	Microsoft Office, Adobe

These applications primarily reside in a Microsoft SQL Server environment.

SCOPE OF WORK  
EXHIBIT A

2.9 City Audit Function

The City audit function is conducted by the Finance Department. The principal contact with the City will be Finance Director or a designated representative, who will coordinate the assistance to be provided by the City to the external audit team.

**3. CONTRACT REQUIREMENTS**

- 3.1 The City prepares a Comprehensive Annual Financial Report (CAFR). The CPA firm (auditor) is to express an opinion on the fair presentation of the basic financial statements, including the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information in conformity with accounting principles generally accepted in the United States of America.
- 3.2 The auditor is required to express an "in relation to" opinion on the fair presentation of the combining and individual fund financial statements and schedules, including the internal service funds, and other supplementary information in conformity with accounting principles generally accepted in the United States of America.
- 3.3 The CAFR includes the management discussion and analysis and certain schedules as supplementary information required by accounting principles generally accepted in the United States of America. In accordance with generally accepted auditing standards, the auditor is to apply certain limited procedures during the audit of the basic financial statements, but is not required to express an opinion on the required supplementary information.
- 3.4 The introductory and statistical sections are not a required part of the basic financial statements. The auditor is not required to express an opinion on the introductory or statistical sections of the CAFR, but should review the information for consistency with the audited financial statements
- 3.5 The auditor is required to provide an "in relation to" opinion on the schedule of expenditures of federal awards based on auditing procedures applied during the audit of the basic financial statements and certain additional procedures in accordance with applicable auditing standards.
- 3.6 The auditor is required to express an opinion on the City's Annual Expenditure Limitation Report (AELR) prescribed by the UERS as required by Arizona Revised Statutes §41-1279.07. This examination is conducted in accordance with AICPA attestation standards.
- 3.7 The auditor is required to express an opinion on the City's compliance with the authorized transportation uses of Highway User Revenue Fund (HURF) and other dedicated transportation revenue requirements pursuant to Arizona Revised Statutes §9-481. This examination is performed in accordance with the AICPA's attestation standards.

**4. REPORTS TO BE ISSUED**

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

- A. An independent auditor's report on the fair presentation of the City's financial statements in conformity with accounting principles generally accepted in the United States of America.
- B. An independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of the financial statements performed in accordance with Government Auditing Standards.
- C. A complete Single Audit Report including an independent auditor's report on compliance with requirements that could have a direct and material effect on each major federal program, on

**SCOPE OF WORK  
EXHIBIT A**

internal control over compliance and on the schedule of expenditures of federal awards in accordance with OMB 2 CFR Subpart F – Audit Requirements

- D. Auditor's letter of recommendations to management.
- E. An independent auditor's report on the Annual Expenditure Limitation Report (AELR) prepared in compliance with A.R.S. §41-1279.07.
- F. An independent auditor's report on the compliance for the Minimum Accounting Standards (MAS) of the San Luis Magistrate Court to satisfy Arizona Supreme Court, Administrative Office of the Courts (AOC) requirements for FY 2018 and five (3) years thereafter.

**5. ADDITIONAL REPORTING CONSIDERATIONS**

- 5.1 In the required reports on internal controls, the auditor shall communicate the significant deficiencies and material weaknesses, as defined in generally accepted auditing standards, including those remediated during the audit. Other deficiencies in internal control that are detected by the auditor shall be reported in the separate letter of recommendations to management. This letter shall be provided to Finance Director and referred to in the reports on internal controls.
- 5.2 The reports on compliance shall include all instances of noncompliance.
- 5.3 The auditor is required to make an immediate, written report to the Finance Director of any irregularities and illegal acts or indications of irregularities or illegal acts of which they become aware.
- 5.4 Reporting to Council - The auditor will ensure that the City's Audit Committee is informed of each of the following:
  - A The auditor's responsibility under generally accepted auditing standards and Government Auditing Standards
  - B. The planned scope and timing of the audit
  - C. Qualitative aspects of the City's significant accounting practices
  - D. Management judgments and accounting estimates
  - E. Significant difficulties encountered in performing the audit
  - F. Significant audit adjustments and uncorrected misstatements
  - G. Disagreements with management
  - H. Management's consultations with other accountants
  - I. Significant issues discussed with management, including those in connection with the auditor's retention

The auditor will be required to present its communications during the Audit Committee's meetings near the completion of the audit. The auditor is required to be present and make a presentation at a City Council meeting after the audit concludes. This service shall be included in the contract price.

**6. SPECIAL CONSIDERATIONS**

- 6.1 The Schedule of Expenditures of Federal Awards (SEFA) and related auditor's report, as well as the reports on internal controls and compliance, AELR, HURF, AOC (court) are to be issued separately rather than included in the CAFR.

**7. WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS**

**SCOPE OF WORK  
EXHIBIT A**

- 7.1 All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years unless the firm is notified in writing by the City Auditor of the need to extend the retention period. The auditor will make working papers available upon request to the following parties or their designees:
- The City
  - U.S. Government Accountability Office
  - The Arizona Auditor General
  - Auditors of entities of which the City is a sub-recipient of grant funds
  - Officials designated by the federal or the state governments of which the City is a subrecipient of grant funds or as part of an audit quality review process.
- 7.2 In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

**8. TIME REQUIREMENTS**

**8.1 WORK AND CONFERENCE SCHEDULE FOR THE FISCAL YEAR AUDIT**

The following are key dates relating to the City's preparation of the CAFR and the related audit and may be subject to change by mutually negotiated approval during the Contract period.

**May**

*Entrance Conference* - This auditor will meet with the City Finance representatives to obtain a preliminary review of the City's operations and to discuss the interim work to be performed. This meeting will also be used to identify key personnel and make arrangements for the auditor's work space and other needs. At this meeting, the auditor will provide a list of the assigned audit staff and their qualifications and the audit schedule with planned dates.

*Communication with Governance* - The auditor will be available to meet with the City's Audit Committee to discuss the audit scope and timing and other applicable matters. Any documents to be presented to the Audit Committee will be provided to the City Finance Director at least ten (10) days in advance of the scheduled meeting for inclusion in the Audit Committee's meeting materials.

*Interim Work* - The auditor may begin interim work during May. Upon completion, the auditor must provide a progress meeting with City Finance Director and Finance representatives to summarize the results of the interim work and identify the key internal controls or other matters to be tested.

**July**

*Detailed Audit Plan* - The auditor shall provide the City Finance Director with a detailed audit plan and a list of all year-end schedules and audit confirmation letters to be prepared by the City.

**October**

The City will provide a preliminary draft of the financial trial balances. The auditor will complete fieldwork and provide all recommendations, revisions, and suggestions for improvements to the annual financial reports. The City Finance Director or designee will complete final financial statements.

City's *CAFR*- The City Finance Section will provide a draft of the government-wide financial statements, individual fund and combining fund financial statements, notes, all required

**SCOPE OF WORK  
EXHIBIT A**

supplementary schedules, statistical schedules, Management Discussion & Analysis, and the transmittal letter.

**November**

*Exit Conference* - The auditor will meet with City Finance Director and City representatives to summarize the results of the fieldwork and to review significant findings.

*Final Reports*

The auditor will provide all recommendations, revisions and suggestions for improvements to the CAFR. The auditor will provide drafts of all independent auditor reports and the letter of recommendations as described in "Reports, Schedules, and Statements to be Issued" section (excluding the AELR) to the City Finance Director for the City's review.

The City Finance Section will complete its revisions to the financial statements and reports. During the revision period, the auditor should be available to discuss and resolve all issues relating to the financial statements and audit reports.

By late November, the auditor will complete its final review and deliver to the City the signed auditor's opinion letters for the CAFR, Single Audit Report, internal control, compliance, component units, AOC.

*Other Reports*

The auditor will provide a draft of the Data Collection Form, *SF-SAC for Reporting on Audits of States, Local Governments and Non-Profit Organizations*, for the City's Single Audit requirements to the City Finance Section. The City Finance Section will complete its review of the draft in two days. The auditor will submit the Data Collection Form in accordance with OMS Circular A-133 requirements.

*Communication with Governance* - The auditor will present the audit results, including any significant findings and recommendations, at an Audit Committee meeting. All completed reports will be provided to the City Finance Director at least ten (10) days in advance of the scheduled meeting for inclusion in the Audit Committee's meeting materials.

**December**

*AELR* - The Auditor shall prepare the Annual Expenditure Limitation Report (AELR) draft to Finance Director for review. The auditor will provide a draft independent auditor's report for the AELR and submit to OAG on City's behalf.

**January**

Presentation to Audit Committee.

**8.2 DATE FINAL REPORTS ARE DUE**

The auditor shall deliver the final signed reports, and the letter of recommendations to management, to the City Finance Director. The following timeline is subject to mutually agreed-upon change.

Report Description	Date	Number of Requested Copies
Auditor's report on the City's CAFR	November	1 and PDF

**SCOPE OF WORK  
EXHIBIT A**

Auditor's reports for Single Audit requirements, including reports on internal control over financial reporting and compliance	November	1 and PDF
Auditor's letter of recommendations to management, if any	November	1 and PDF
Auditor's reports on compliance	November	1 and PDF
Submit Single Audit Data Collection Form to the Federal Clearinghouse in coordination with Finance Director	December	N/A
Auditor's report on the AELR	January/February	3 and PDF

All reports will be provided to the City Finance Director in hardcopy and electronic form (PDF) identified above.

**9 ASSISTANCE TO BE PROVIDED TO THE AUDITOR**

9.1 City Finance Section

The City staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations.

The City Finance Section will prepare the trial balances, all required statements and schedules, and confirmations for the auditor in accordance with the time requirements in Section 8.

9.2 Information Systems

Personnel will be available to provide systems documentation and explanations. The City will not provide the auditor with use of City computer equipment, but wireless internet access will be available.

9.3 Work Space, Telephone, Copier, and Fax

The City will provide the auditor with reasonable work space, access to one telephone line, copier/scanner and fax machines

SCOPE OF WORK  
EXHIBIT A

**10**      *CHANGE ORDERS*

No services that will result in additional cost should be provided before the contract administrator's written approval is obtained. Once the contract has been awarded, the auditor will not be permitted to charge the City for any additional service that is not within the scope of the original proposal to the City. If changes cause an increase or decrease in the firm's cost or time for performance of services under this contract, an equitable adjustment will be made through a written change order signed by both parties. Any such additional work agreed to between the City and the firm shall be performed at the rates set forth in the schedule of professional fees and expenses included in the pricing section.

**11**      *CORRESPONDENCE*

All correspondence from the firm to the City pertaining to audit services should be sent to the Finance Director.

**12**      *LIAISON*

The CPA firm will provide a primary audit liaison for the City's Finance Director. This liaison must be capable of coordinating all audit activities with the City and be available to resolve any problems or issues that may arise. The liaison must be available by email, phone and personal contact.

## OFFER FORM

TO THE CITY OF SAN LUIS:

The undersigned Firm hereby offers and agrees to furnish materials and/or services in compliance with the Solicitation, including the Addenda, and as described in this offer made to the City.

Signature Diane Bradley

Title Partner - Administration

Printed Name Diane Bradley

Date 3/7/16

### SUMMARY OF PROFESSIONAL FEES

#### TOTAL ALL-INCLUSIVE MAXIMUM CONTRACT PRICE

#### FOR THE YEARS ENDED JUNE 30, 2016 THROUGH JUNE 30, 2020

June 30, 2016	\$ <u>57,500</u>
June 30, 2017	\$ <u>59,780</u>
June 30, 2018	\$ <u>62,195</u>
June 30, 2019	\$ <u>64,705</u>
June 30, 2020	\$ <u>67,125</u>

**EXHIBIT B  
INSURANCE**

1. In General. Audit firm shall maintain insurance against claims for injury to persons or damage to property, arising from performance of or in connection with this Contract by the Audit firm, its agents, representatives, employees or audit firms.
2. Requirement to Procure and Maintain. Each insurance policy required by this Contract shall be in effect at, or before, commencement of work under this Contract and shall remain in effect until all Audit firm's obligations under this Contract have been met, including any warranty periods. The Audit firm's failure to maintain the insurance policies as required by this Contract or to provide timely evidence of renewal will be considered a material breach of this Contract.
3. Minimum Scope and Limits of Insurance. The following insurance requirements are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The City does not represent or warrant that the minimum limits set forth in this Contract are sufficient to protect the Audit firm from liabilities that might arise out of this Contract, and Audit firm is free to purchase such additional insurance as Audit firm may determine is necessary.

Audit firm shall provide coverage at least as broad and with limits not less than those stated below.

a. Commercial General Liability - Occurrence Form

General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000
Each Occurrence	\$1,000,000
Umbrella Coverage	\$2,000,000

b. Automobile Liability –

Any Automobile or Owned, Rented and Non-owned Vehicles  
Combined Single Limit per Accident  
for Bodily Injury & Property Damage \$1,000,000

c. Workers' Compensation and Employer's Liability

Workers' Compensation	Statutory
Employer's Liability: Each Accident	\$500,000
Disease - Each Employee	\$500,000
Disease - Policy Limit	\$500,000
Professional Liability	\$2,000,000

4. Self-Insured Retention. Any self-insured retentions must be declared to and approved by the City. If not approved, the City may require that the insurer reduce or eliminate such self-insured retentions with respect to the City, its officers, agents, employees, and volunteers. Audit firm shall be solely responsible for any self-insured retention amounts. City at its option may require Audit firm to secure payment of such self insured retention by a surety bond or irrevocable and unconditional letter of credit.

5. Other Insurance Requirements. The policies shall contain, or be endorsed to contain, the following provisions:

- a. Additional Insured. In Commercial General Liability and Automobile Liability Coverages, the City of San Luis, its officers, officials, agents and employees shall be named and endorsed as additional insureds with respect to liability arising out of this Contract and activities performed by or on behalf of the Audit firm, including products and completed operations of the Audit firm, and automobiles owned, leased, rented or borrowed by the Audit firm.
- b. Broad Form. The Audit firm's insurance shall contain broad form contractual liability coverage.
- c. Primary Insurance. The Audit firm's insurance coverage shall be primary insurance with respect to the City, its officers, officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, agents and employees, shall be in excess of the coverage of the Audit firm's insurance and shall not contribute to it.
- d. Each Insured. The Audit firm's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. Not Limited. Coverage provided by the Audit firm shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- f. Waiver of Subrogation. The policies shall contain a waiver of subrogation against the City, its officers, officials, agents and employees for losses arising from work performed by Audit firm for the City.

6. Notice of Cancellation. Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, cancelled, reduced in coverage or in limits unless prior written notice has been given to the City. Notices required by this section shall be sent directly to the contact person listed in the original Solicitation and shall reference the Contract Number:

Attention: City Clerk  
Contract No. 2016-AU  
City of San Luis,  
Office of the City Clerk  
1090 E. Union Street  
San Luis, AZ 85349

. Acceptability of Insurers. Audit firm shall place insurance hereunder with insurers duly licensed or approved unlicensed companies in the State of Arizona and with a "Best's" rating of not less than A: VII. The City does not represent or warrant that the above required minimum insurer rating is sufficient to protect the Audit firm from potential insurer insolvency.

8. Certificates of Insurance. The Audit firm shall furnish the City with certificates of insurance (ACORD form) as required by this Contract. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. Any policy endorsements that restrict or limit coverage shall be clearly noted on the certificate of insurance. The City project/contract number and project description shall be noted on the certificates of insurance. The City must receive and approve all certificates of insurance and endorsements before the Audit firm commences work.

9. Policies. The City reserves the right to require, and receive within ten (10) days, complete, certified copies of all insurance policies and endorsements required by this Contract at any time. The City shall not be obligated, however, to review any insurance policies or to advise Audit firm of any deficiencies in such policies and endorsements. The City's receipt of Audit firm's policies or endorsements shall not relieve Audit firm from, or be deemed a waiver of, the City's right to insist on strict fulfillment of Audit firm's obligations under this Contract.

10. Modifications. Any modification or variation from the insurance requirements in this Contract must have the prior approval of the City's Attorney's Office in consultation with the City's Risk Management, whose decision shall be final. Such action will not require a formal Contract amendment but may be made by their handwritten revision and notation to the foregoing insurance requirements.



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

7. D.

**Meeting Date:** 03/23/2016

**Department Head:** Jenny Torres, Community Development Director, Community Development Department

**Submitted By:** Dania Castillo, Economic Development Assistant, Community Development Department

**Action Requested:** Motion  
Public Hearing  
Resolution

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### ITEM:

Public Hearing followed by discussion and possible action on any and all matters regarding Resolution No. 1136. A resolution of the Mayor and City Council of the City of San Luis, Arizona, County of Yuma, authorizing the submission of an application for Fiscal Year 2015 State Community Development Block Grant State Special Projects Funds, certifying that said application meets the community's previously identified housing and community development needs and the requirements of the State Community Development Block Grant Program, and authorizing all actions necessary to implement and complete the activities outlined in said application. **(Jenny Torres, Community Development Director)**

**A. Open Public Hearing**

**B. Close Public hearing**

**C. Action on Resolution No. 1136**

### SUMMARY:

Public Hearing for Resolution No. 1136 for authorization to submit application and implement Community Development Block Grant State Special Project (CDBG-SSP), known as Merrill Avenue Improvements. During the first public hearing held on September 2015, Merrill Avenue was the only project submitted.

### RECOMMENDATION / SUGGESTED MOTION:

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

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

**C. I MOVE TO APPROVE AND ADOPT RESOLUTION NO. 1136.**

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

Supporting information is attached to this Agenda Item Review Form.

**Document to be Recorded?:** Yes

**City Clerk's Office**

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### Fiscal Impact

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** No

**CITY/STATE/FEDERAL FUNDS:** 0

**TOTAL:** 0

**BUDGETED:** 0

**AVAILABLE TO TRANSFER:** 0

**ACCOUNT #/REMAINING BALANCE:** 0

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

No fiscal impact associated with this item.

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**Attachments**

Resolution No. 1136

Merrill Ave Map

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# *Resolution*

NO. 1136

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2015 STATE COMMUNITY DEVELOPMENT BLOCK GRANT STATE SPECIAL PROJECTS FUNDS, CERTIFYING THAT SAID APPLICATION MEETS THE COMMUNITY'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION.

WHEREAS, the City of San Luis, Arizona, is desirous of undertaking community development activities; and

WHEREAS, the State of Arizona is administering the Community Development Block Grant (CDBG) Program; and

WHEREAS, the State CDBG Program requires that CDBG funds requested address one of three congressionally mandated National Objectives; and

WHEREAS, the activities within this application address the community's identified housing and community development needs, including the needs of moderate and low-income persons; and

WHEREAS, an Applicant for State CDBG funds is required to comply with the program guidelines and Federal Statutes and regulations.

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

Section 1: To authorize application to be made to the State of Arizona, Department of Housing for Fiscal Year 2015 CDBG funds, and authorize the Mayor to sign application and contract or grant documents for receipt and use of these funds for "Merrill Avenue Improvements"; and authorize the Mayor to take all actions necessary to implement and complete the activities submitted in said application.

Section 2: That this application for State CDBG funds meets the requirements of moderate and low-income benefit for activities justified as benefitting moderate and low-income persons, aids in the prevention or elimination of slum and blight, or addresses an urgent need which poses a threat to health.

Section 3: That the City of San Luis, Arizona will comply with all State CDBG Program Guidelines, Federal Statutes and regulations applicable to the State CDBG Program and the certifications contained in this application.

Section 4: That the appropriate City Officials are hereby authorized and directed to take all actions necessary to implement and complete the activities outlined in said CDBG application.

PASSED AND ADOPTED BY THE Mayor and Council of the City of San Luis, Arizona on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

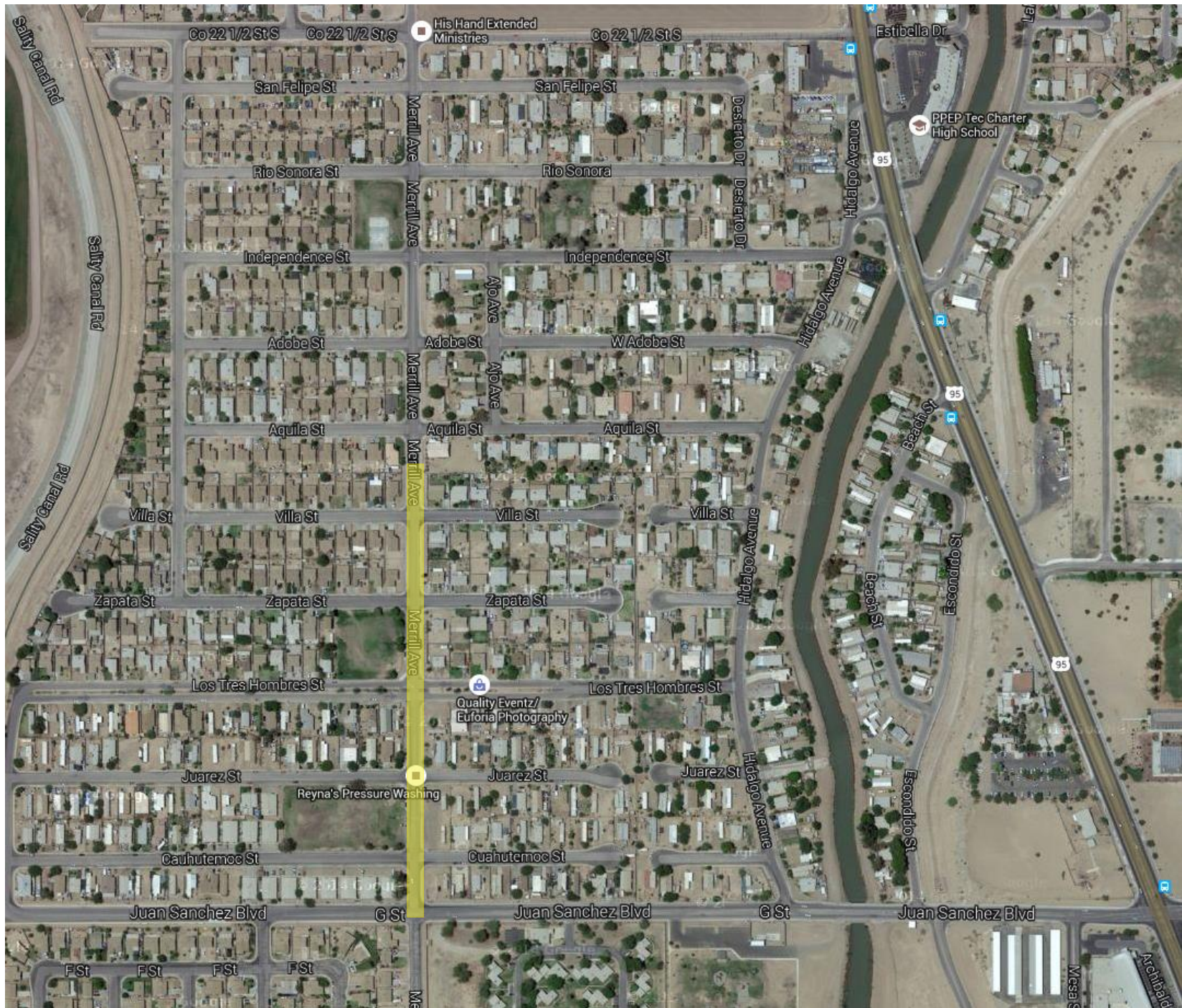
\_\_\_\_\_  
Gerardo Sanchez, Mayor

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Kay Marion Macuil, City Attorney





## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

7. E.

**Meeting Date:** 03/23/2016

**Department Head:** Jenny Torres, Community Development Director, Community Development Department

**Submitted By:** Dania Castillo, Economic Development Assistant, Community Development Department

**Action Requested:** Motion  
Resolution

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### ITEM:

Discussion and possible action on any and all matters regarding Resolution No. 1137. A resolution of the Mayor and City Council of the City of San Luis, Arizona, County of Yuma, committing local funds as leverage for a Fiscal Year 2015 Community Development Block Grant application. **(Jenny Torres, Community Development Director)**

### SUMMARY:

Per the engineer's cost estimate, the cost to complete improvements on Merrill Avenue Phase I is approximately \$406,561.00. The maximum grant amount available under a Community Development Block Grant State Special Projects application is \$300,000.00. Committing local funds as leverage in the amount of \$106,561.00 will complete Phase I of the project and will allow for a more competitive grant application. Public Works will allocate \$106,561.00 in the 2016/2017 budget for this purpose.

### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO APPROVE AND ADOPT RESOLUTION NO 1137.**

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

N/A

**Document to be Recorded?:** Yes

### City Clerk's Office

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### Fiscal Impact

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

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

**TOTAL:** 106,561.00

**BUDGETED:** 106,561.00

**AVAILABLE TO TRANSFER:** 0

**ACCOUNT #/REMAINING BALANCE:** 0

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

Public Works will allocate funds in their 2016/2017 budget.

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## Attachments

Resolution No. 1137  
Engineer's Cost Estimate

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# *Resolution*

**NO. 1137**

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, COUNTY OF YUMA, COMMITTING LOCAL FUNDS AS LEVERAGE FOR A FISCAL YEAR 2015 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION.

WHEREAS, the City of San Luis has adopted Resolution Number 1136 which authorizes submission of an application to the State of Arizona, Department of Housing for Community Development Block Grant (CDBG) State Special Projects (SSP) funds for fiscal year 2015; and

WHEREAS, that application indicates that \$106,561.00 will be committed by the City of San Luis as leveraged funds, in the form of **cash or resources** to be used to implement Activity #2 Merrill Avenue Improvements; and

WHEREAS, the CDBG Program requires that all local leveraged funds/resources be committed in the form of a resolution by the governing body, and that such a commitment contain an opinion by the applicant's legal counsel that the leveraged funds represent a binding commitment, legally enforceable under State laws,

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

Section 1: That the County of Yuma hereby commit \$106,561.00 to the CDBG Program, to be used for the following: Merrill Avenue Improvements, for construction efforts, contingent upon the receipt of the Fiscal Year 2015 Community Development Block Grant assistance; and that the Mayor and City Council of the City of San Luis, Arizona, County of Yuma hereby state that this commitment is legally binding based on the legal opinion of the City of San Luis attorney, and that such funds will be available for an audit at the termination of the grant, if so required by the Arizona Department of Housing.

PASSED AND ADOPTED BY THE Mayor and Council of the City of San Luis, Arizona on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

ATTEST:

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

APPROVED

\_\_\_\_\_  
Kay Marion Macuil, City Attorney

**CITY OF SAN LUIS  
MERRILL AVENUE IMPROVEMENTS PROJECT  
ENGINEER'S COST ESTIMATE**

(Full Pavement Replacement from Juan Sanchez Blvd. to between Aquila and Villa Streets,  
Using YCWUA existing irrigation pipe as stormdrain)

<b>Bid No.</b>	<b>Description</b>	<b>Estimated Quantities</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1	Mobilization	1	LS	\$5,000.00	\$5,000.00
2	Storm Water Pollution Prevention Plan	1	LS	\$2,500.00	\$2,500.00
3	Maintenance and Protection of Traffic	1	LS	\$7,500.00	\$7,500.00
4	Construction Staking	1	LS	\$5,000.00	\$5,000.00
5	Remove Existing Asphalt (Any thickness)	5343	SY	\$3.00	\$16,029.00
6	Remove Existing Concrete Curb (Any Type)	25	LF	\$3.00	\$75.00
7	Remove Sidewalk, Driveway, and Slab (Flat Work)	51	SY	\$9.00	\$459.00
8	Remove Existing 18" PVC	6	LF	\$10.00	\$60.00
9	Asphalt Pavement Section No. 1 (3" AC / 8" ABC)	5343	SY	\$20.00	\$106,860.00
10	Grading for Pavement	5343	SY	\$3.50	\$18,700.50
11	Concrete Sidewalk / 4" ABC (Yuma County Std 3-270)	110	SF	\$4.50	\$495.00
12	Vertical Curb and Gutter (Yuma County Std 3-120)	25	LF	\$13.00	\$325.00
13	Cross Gutter (Yuma County Std 3-170)	354	SF	\$8.00	\$2,832.00
14	Survey Monument (Yuma County Std 4-080)	5	EA	\$350.00	\$1,750.00
15	Adjust Existing Water Valve with new Frame and Cover (City of Yuma Std 5-210)	14	EA	\$375.00	\$5,250.00
16	Adjust Existing Sanitary Sewer / Stormdrain Manhole with new Frame & Cover (City of Yuma Std 5-030 and 5-040)	6	EA	\$900.00	\$5,400.00
17	Pavement Marking, 24" Solid White Thermoplastic Stop Bar (24SW)	124	LF	\$11.00	\$1,364.00
18	Pavement Marking, 12" Solid White Thermoplastic Cross Walk (12SW)	101	LF	\$7.00	\$707.00
19	Outlet Headwall (Detail 1, Sheet D-1)	1	LS	\$12,000.00	\$12,000.00
20	18" Dia., SDR-35 PVC PIPE	725	LF	\$90.00	\$65,250.00
21	New Storm Drain Manhole (City of Yuma Std 5-029)	3	EA	\$5,500.00	\$16,500.00
22	18" Gate Valve	3	EA	\$7,000.00	\$21,000.00
23	18"x18" Tee	2	EA	\$900.00	\$1,800.00
24	18" Transition Coupling	3	EA	\$1,000.00	\$3,000.00

**CITY OF SAN LUIS  
MERRILL AVENUE IMPROVEMENTS PROJECT  
ENGINEER'S COST ESTIMATE**

25	18" Cap	1	EA	\$300.00	\$300.00
26	Lower Existing 8" PVC Watermain	1	LS	\$1,000.00	\$1,000.00

**\$301,157**

<b>CONTINGENCY</b>	<b>10%</b>	<b>\$30,116</b>
<b>CONSTRUCTION INSPECTION AND ADMINISTRATION</b>	<b>10%</b>	<b>\$30,116</b>
<b>CITY OF SAN LUIS ADMINISTRATION</b>	<b>15%</b>	<b>\$45,173</b>

**PROJECT TOTAL** **\$406,561**



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

7. F.

**Meeting Date:** 03/23/2016

**Department Head:** Kay Macuil, City Attorney, Attorney's Office

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

**Action Requested:** Motion

Ordinance - 2nd Reading

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### ITEM:

Discussion and possible action on any and all matters regarding the Second Reading of Ordinance No. 348. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the San Luis Tax Code 2014 by adding Subsection 35-840 (d) relating to Sales Tax Rate for Retail Sales of Tangible Personal Property; establishing an effective date; and providing for severability. **(Kay M. Macuil, City Attorney)**

A. Approval of Second Reading of Ordinance No. 348 by title only.

B. Approval and Adoption of Ordinance No. 348.

### SUMMARY:

A tiered sales tax is where there is a different tax rate depending on the amount of purchase. The proposed ordinance changes lowers sales taxes to 1.5% on single items costing \$2,500.00 or more while the sales tax on remaining items of lesser value remain the same at 4%. A copy of the summary, minutes, and memo from the January 6, 2016 meeting are attached.

### RECOMMENDATION / SUGGESTED MOTION:

**A. I MOVE TO ADOPT SECOND READING OF ORDINANCE NO. 348 BY TITLE ONLY.**

**B. I MOVE TO APPROVE AND ADOPT ORDINANCE NO. 348.**

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

Ordinance No. 348 Attached.

**Document to be Recorded?:** Yes

**City Clerk's Office**

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### 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 (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):**

It is thought that a reduction in tax for higher-priced items may stimulate businesses with higher-priced items to sell to locate in San Luis and so generate more sales tax revenue.

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**Attachments**

Ordinance No. 348

Discussion Item from 1-6-2016

Memo

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# Ordinance

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

No. 348

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA AMENDING THE SAN LUIS TAX CODE 2014 BY ADDING SUBSECTION 35-840 (d) RELATING TO SALES TAX RATE FOR RETAIL SALES OF TANGIBLE PERSONAL PROPERTY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SEVERABILITY

WHEREAS, the City Council of the City of San Luis, Arizona in order to relieve tax burdens placed upon the residents of the City of San Luis and to encourage economic growth desires to reduce the sales tax rate on certain retail sales of tangible personal property; and

WHEREAS, the Model City Tax Code makes provision for a difference in applicable rates for certain retail sales of tangible personal property as an available option to municipalities;

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA as follows:

Section 1: The San Luis Tax Code 2014 is hereby amended by adding subsection 33-840 (d) to read as follows:

(d) Notwithstanding the provisions of subsection (a) above, when the gross income from the sale of a single item of tangible personal property exceeds two thousand five hundred dollars (\$2,500.00), the four percent (4%) tax rate shall apply to the first \$2,500.00. Above \$2,500.00, the measure of tax shall be at a rate of one and a half percent (1.5 %).

Section 2: The effective date of this adoption of subsection 33-840(d) shall be June 1, 2016.

Section 3: If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of these amendments to the tax code adopted herein is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**PASSED AND ADOPTED** by the Mayor and Council of the City of San Luis, Arizona,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Kay M. Macuil, City Attorney



## AGENDA ITEM REVIEW FORM

### Work Session

2. B.

**Meeting Date:** 01/06/2016

**Department Head:** Kay Macuil, City Attorney, Attorney's Office

**Submitted By:** Kay Macuil, City Attorney, Attorney's Office

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

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### ITEM:

Discussion only item of the possibility of a tiered sales tax rates for the City of San Luis.  
**(Kay Marion Macuil, City Attorney)**

### SUMMARY:

The Mayor requested this item be put on the work session agenda in order to inform and discuss with Council of the possibility of tiered sales tax rates. Tiered sales tax rates would have a lower tax rate on high-priced items. The idea would be to encourage the purchase of high-priced items in San Luis as well as encourage businesses with high-priced items to sell to set-up their shops in San Luis.

Tiered sales tax rates work where the lower rate is applied to one high-priced item being purchased rather than a number of small purchases adding up to a high price. This is so because it would be difficult for businesses to set up their cash registers for different tax rates and also for the City to monitor and collect the different rates.

The legal process to adopt new tiered rates under A.R.S.§42-6054:

- 60-days of notice on the City's website of a possible change in the sales tax rate,
- 15-days of notice in the newspaper (this can run at the same time as the 60-day notice is running on the website),
- Council then holds a public hearing,
- Council may then vote to pass an ordinance after the public hearing, and
- such an ordinance would become effective 30 days after passing the ordinance.

A more detailed explanation is provided in the attached memorandum which Assistant City Attorney Glenn Gimbut wrote to assist Council to make an informed decision about tiered tax rates.

### RECOMMENDATION / SUGGESTED MOTION:

Discussion only item, no action.

## **2. AGENDA ITEM(S):**

### **2.A. Open Meeting Law Refresher for City Council. (Kay Marion Macuil, City Attorney)**

Ms. Kay Marion Macuil, City Attorney, gave a brief presentation to Mayor and Council regarding the Open Meeting Law.

There was some discussion amongst the members of City Council and Ms. Macuil.

### **2.B. Discussion only item of the possibility of a tiered sales tax rates for the City of San Luis. (Kay Marion Macuil, City Attorney)**

Ms. Kay Marion Macuil, City Attorney, informed that this item was requested by Mayor Gerardo Sanchez to discuss with Council the possibility of a tiered sales tax rate. She mentioned that sales tax rates would have a lower tax rate on high priced items. Ms. Macuil made reference to a memorandum dated September 5, 2015 written by Mr. Glenn Gimbut, City Attorney back then, this memorandum was addressed to Mayor and Council. A copy of this memorandum is on the complete Agenda Packet filed with the City Clerk.

Mayor Gerardo Sanchez stated that he would like to see this tiered sales tax on the sale of big items, such as vehicles, machinery, etc. He mentioned that in the past year there was only a 3% increase in sales, adding that as the City continues to grow sales remain the same.

Vice-Mayor Matias Rosales stated that it is something to look at and consider.

Mayor Gerardo Sanchez stated that a minimum of \$2,500.00 with the sales tax of 1.5% should be set for the proposal.

### **2.C. Discussion item only on any and all matters regarding Ordinance 347. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the San Luis City Code, Chapter 152 Zoning Regulations, §152.061, relating to minimum lot size for residential lots; repealing any conflicting provisions; and providing for severability. (Mayor Gerardo Sanchez)**

Mr. John Starkey, Zoning Administrator, stated that Ms. Kay Macuil, City Attorney, with the help of Mr. Glenn Gimbut, Assistant City Attorney, put together a new ordinance. This new ordinance removes district R1-5, it also does not allow R-2 and R-3 multi-family districts to be subdivided and built single family homes. He mentioned that the minimum size of the lot would be the size of Bien Estar 1, 2, and 3 in the residential home subdivision.

Council Member Mario Buchanan Jr. requested minimum landscaping around the house to be added to the ordinance.

Ms. Kay Macuil, City Attorney, mentioned that smaller lots will still be allowed in the Commercial District.

MEMORANDUM

DATE: September 15, 2015

TO: Honorable Mayor and Members of Council

FROM: Glenn Gimbut, City Attorney

Re: Tiered Sales Tax Rates

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It is possible to have a tiered sales tax rate. One that exists, and has existed for a while, is the one in Apache Junction. The tiered Apache Junction sales tax rate, as stated on their website, is as follows:

“Retail where the sale amount exceeds \$2,000 for a single item:

Business Class	City Rate
First \$2,000	2.4%
Any amount over \$2,000	1.4%
All other classifications	2.4%”

Please note the design of this. This is limited to retail sales of goods. (For the purposes of this discussion a sale of a vehicle is in this bracket, but construction is not.) Also it is designed to be a different rate for a single item as opposed to a sale of a group of items. This becomes important when one considers practical application. If it applied to the total amount of the sale as opposed to a sale of a single item, then WalMart, as an example, would have a difficult problem with collection and administration when one customer through the line might be charged one rate and the next customer in line another. Sales of goods of single items end up being items like motor vehicles which are usually sold as a single item to a single customer anyways without the use of a cash register.

We can adopt something like this if we wish. The process would be first to put a notice on our website that we might be changing our sales tax rate. This notice needs to be there for sixty days prior to any action of Council. Then we need to advertise a notice of public hearing in the newspaper at least 15 days prior to a public hearing. (This notice can be published while the other sixty day time clock is running.) Then we hold a public hearing. Then Council can pass an ordinance creating the tiered tax rate. Thirty days after adoption the ordinance can go into effect. (See ARS §42-6054.)

cc: Robert Eads, City Manager  
Kay Macuil, Asst. City Attorney  
Katie St. Louis, Finance Director



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

10. A.

**Meeting Date:** 03/23/2016

**Department Head:** Kay Macuil, City Attorney, Attorney's Office

**Submitted By:** Kay Macuil, City Attorney, Attorney's Office

**Action Requested:** Motion

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#### 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) on any and all matters relating to the City's litigation with Arizona Public Service (APS) and related contracts for discussion or consultation for legal advice with the City Attorney or the City's Attorneys and in order to consider the City's position and instruct its Attorneys regarding the City's position. **(Kay Marion Macuil, City Attorney)**

#### SUMMARY:

The law firm of Fennemore Craig, P.C. represents the City in litigation in pursuit of past taxes from APS. Council can be properly advised by holding an Executive Session for the purposes described in the agenda item.

#### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO HOLD AN EXECUTIVE SESSION PURSUANT TO A.R.S. §§38-431.03(A)(3) AND 38-431.03(A)(4).**

#### 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

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#### 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):**

Fiscal impact is not applicable to this agenda item.

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## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

10. B.

**Meeting Date:** 03/23/2016

**Department Head:** Kay Macuil, City Attorney, Attorney's Office

**Submitted By:** Kay Macuil, City Attorney, Attorney's Office

**Action Requested:** Motion

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#### 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 consultation for legal advice with the City Attorney and/or Attorneys for the City and to consider instructing the City Attorney on any all matters regarding the San Luis Regional Detention Center and related contracts that are subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation. **(Kay Marion Macuil, City Attorney)**

#### SUMMARY:

The City Attorney will update Council on current status of negotiations, litigation, and settlement, discussions related to the San Luis Regional Detention Center.

#### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO HOLD AN EXECUTIVE SESSION PURSUANT TO A.R.S. §§38-431.03(A)(3) AND 38-431.03(A)(4).**

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

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**Document to be Recorded?:** No

N/A

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#### 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):**

Fiscal impact is not applicable to this agenda item.

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