



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, July 27, 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 GIVEN BY:

/s/ Sonia Cornelio, City Clerk

AVISO DE JUNTA REGULAR

De acuerdo con los Estatutos del Estado de Arizona A.R.S. §38-431.01, se le informa a los miembros del Cabildo y al público en general que el Alcalde y el Cabildo, tendrán una Junta Regular a las 7:00 p.m., el día Miercoles 27 de Julio del 2016. La junta se llevara a cabo en la Sala del Cabildo, ubicada en el 1090 E. Union Street, San Luis, Arizona, 85349. El público está cordialmente invitado a la junta.

De acuerdo con el Acta de Americanos con Discapacidades y la Sección 504 del Acta de Rehabilitación del 1973, la Ciudad de San Luis, Arizona 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, Arizona, ubicado en el 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Por medio de este aviso y de acuerdo con los Estatutos del Estado de Arizona A.R.S §1-602.A.9, sujeto a ciertas excepciones reglamentarias, los padres de familia tienen el derecho de dar el consentimiento ante el Estado o cualquiera de sus subdivisiones políticas para hacer una grabación de audio o video de su hijo menor de edad. Las juntas del Cabildo se graban en audio y/o video y como resultado, el hecho de que haya menores presentes puede ser sujeto a que sean grabados. Para que los padres de familia puedan ejercer sus derechos pueden dar el consentimiento por escrito con la Secretaria de la Ciudad a tal grabación, o tomar acción personal para asegurarse que su hijo 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 los Estatutos del Estado de Arizona A.R.S. §1-602.A.9.

ESTE AVISO ES DADO 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
July 27, 2016
7:00 p.m.

AMENDED AGENDA
JULY 25, 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. PRESENTATIONS**
 - 4. A.** Introduction to the Mayor and City Council of recently hired City of San Luis employees hired April through June 2016. **(Tadeo A. De La Hoya, Interim City Manager)**
 - 4. B.** Presentation of Copper Award recognition to the City of San Luis Wellness Program by the Healthy Arizona Worksites Program developed by the Arizona Department of Health Services and Maricopa County Department of Health. **(Tadeo A. De La Hoya, Interim City Manager)**
 - 4. C.** Presentation of Certificate of Achievement for Excellence in Financial Reporting to Finance Director Keti St. Louis and the Finance Department, for the City of San Luis' Comprehensive Annual Financial Report for fiscal year ending June 30, 2015. **(Tadeo A. De La Hoya, Interim City Manager)**
- 5. 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.

 - 5. A. MINUTES OF**
 - Work Session held June 1, 2016
 - Regular Council meeting held June 8, 2016
 - 5. B. DISBURSEMENTS FROM JULY 4, 2016 TO JULY 15, 2016**

Total Disbursements \$1,308,180.02
(One Million, Three-Hundred Eight Thousand, One-Hundred Eighty Dollars and Two Cents)

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 6. A.** Discussion and possible action regarding renewal and ratification of interpreter's contract for fiscal year 2016 - 2017. **(Kristin McManus, Municipal Magistrate)**
- 6. B.** Discussion and possible action on any and all matters regarding salary survey consultant service proposals for future City of San Luis employee salary survey procedure. **(Maria Sabori, Human Resources Senior Analyst)**
- 6. C.** Discussion and possible action on any and all matters regarding the purchase of a Scorpion Automated Side Loader Body, Refurbish option for Solid Waste Division under the City Purchasing Code 36.09 for cooperative contracts. **(Manuel Rojas, Assistant Public Works Director)**
- 6. D.** Discussion and possible action on any and all matters regarding Resolution No. 1151. A resolution of the Mayor and City Council of the City of San Luis, Arizona to receive funding for payroll expenses for an officer as a form of reimbursement by approving an Intergovernmental Agreement and authorizing execution of Gang & Immigration Intelligence Team Enforcement Mission State Gang Task Force between the State of Arizona through the Department of Public Safety and the City of San Luis, Arizona through the San Luis Police Department. **(Craig Higgins, Chief of Police)**
- 6. E.** Discussion and possible action on any and all matters regarding Resolution No. 1152. A resolution of the Mayor and City Council of the City of San Luis, Arizona, to continue the existing Agreement for Base Hospital/Emergency Medical Direction between Yuma Regional Medical Center and the City of San Luis. **(Hank Green, Fire Chief)**
- 6. F.** Discussion and possible action on any and all matters regarding Second Reading of Ordinance No. 356. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the official zoning map of the City of San Luis by changing the zoning classification of a 6,958 square foot lot from High Density Residential (R-3) to Manufactured Home (MH) for property located at 315 E. Cuauhtémoc Street, Rancho San Luis Mobile Home Subdivision; repealing any conflicting provisions; and providing for severability. **(John Starkey, Planning & Zoning Director)**

A. Approval of Second Reading of Ordinance No. 356 by title only

B. Approval and Adoption of Ordinance No. 356

- 6. G.** Discussion and possible action on any and all matters regarding the Second Reading of Ordinance No. 357. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the Tax Code of the City of San Luis by adding Subsection 7A-610(e) relating to the Use Tax Rate for Purchases of Tangible Personal Property; making a technical correction to Ordinance No. 348 while retaining its effective date of June 1, 2016; establishing an effective date for Ordinance No. 357; repealing any conflicting provisions; and providing for severability. **(Kay Marion Macuil, City Attorney)**

A. Approval of Second Reading of Ordinance 357 by title only

B. Approval and adoption of Ordinance 357

7. SUMMARY OF CURRENT EVENTS

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

8. CALL TO THE PUBLIC

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

9. EXECUTIVE SESSION(S):

Vote to hold an Executive Session pursuant to A.R.S. §38-431.03.(A)(3), (4), and (7).

- 9. A.** Discussion and possible action to hold an Executive Session pursuant to A.R.S. §§38-431.03(A) subsections (3), (4), and (7) for legal advice and consider the City's position and instruct its Attorney with respect to a possible commercial development and possible contracts that are the subject of negotiations for the Price Center Building and for legal advice with the City Attorney or City Attorneys and to possibly instruct the City Attorney. **(Kay Marion Macuil, City Attorney)**

- 9. B.** Discussion and possible action to hold an executive session pursuant to A.R.S. §38-431.03(A) subsection (3) and (4) on any and all matters relating to the San Luis Regional Detention Center and related contracts, litigations, and negotiations for discussion or consultation for legal advice with the City Attorney or the City's Attorneys in order to consider the City's position and instruct its attorneys on the same. **(Kay Marion Macuil, City Attorney)**

10. MOTION TO GO BACK INTO REGULAR SESSION

11. DISCUSSION AND POSSIBLE ACTION ITEM:

- 11. A.** Discussion and possible action on any and all matters regarding litigation costs on case number CV 14-02633 PHX DMF in the United States District Court for the District of Arizona. **(Kay Marion Macuil, City Attorney)**

12. ADJOURNMENT



PRESENTATION

Regular City Council Meeting

4. A.

Meeting Date: 07/27/2016

Presentation Topic/Summary:

Introduction to the Mayor and City Council of recently hired City of San Luis employees hired April through June 2016. **(Tadeo A. De La Hoya, Interim City Manager)**

Attachments

New Hire Report

City of San Luis

2016 New Hire Report (4/01/16 – 6/30/2016)

EMPLOYEE NAME	DEPARTMENT	POSITION
FIMBRES, OSCAR	AQUATIC CENTER	LIFEGUARD
AGUILAR, BRIANDA	AQUATIC CENTER	LIFEGUARD
CARRILLO, PALOMA	AQUATIC CENTER	HEAD LIFEGUARD
FERNANDEZ, JOSE	AQUATIC CENTER	LIFEGUARD
LANDEROS, GABRIELA	AQUATIC CENTER	LIFEGUARD
LANDEROS, RAUL	AQUATIC CENTER	LIFEGUARD
LINAREZ, JOSE	AQUATIC CENTER	LIFEGUARD
PINA, LUZ	AQUATIC CENTER	LIFEGUARD
QUEZADA, JOSEPH A	AQUATIC CENTER	LIFEGUARD
REYES, CORINTHIA	AQUATIC CENTER	LIFEGUARD
REYNOSO, NIGEL JR.	AQUATIC CENTER	LIFEGUARD
SANDOVAL RIVERA, ISAI	AQUATIC CENTER	LIFEGUARD
SICAIROS, CAROLINE	AQUATIC CENTER	LIFEGUARD
ALONSO, FRANCIA	CITY CLERK	OFFICE SUPPORT SPECIALIST
VARGAS, ARACELI C	FACILITIES	CUSTODIAN
CASTRO, ANGELICA V	FINANCE	CONTRACTS & GRANTS COORDINATOR
MCMANUS, KRISTIN C	MUNICIPAL COURT	MAGISTRATE
ROJAS JR, JOSE M	POLICE DEPARTMENT	POLICE RECRUIT
GOMEZ CORDOVA, ALEXIS I	POLICE DEPARTMENT	TRANSIT ENFORCEMENT OFFICER
ARCOS JR, HUMBERTO	POLICE DEPARTMENT	COMMUNICATIONS OFFICER
FRAGOZO FIERRO, CRYSTAL ALEJANDRA	RECREATION	ADMINISTRATIVE ASSISTANT
CAZAREZ-CORTEZ, KATHYA	RECREATION	RECREATION INTERN
LOPEZ AMAO, VICTOR	RECREATION	RECREATION INTERN
VALENCIA-TORRES, ADALBERTO	RECREATION	RECREATION INTERN
VILLALPANDO, YENNY	RECREATION	RECREATION INTERN
GALAVIZ, LIZANDRO	RECREATION	PARKS AND RECREATION DIRECTOR
CASTRO NUNEZ, ERICKA	YOUTH CENTER	RECREATION INTERN
CLARK, ANTHONY	YOUTH CENTER	RECREATION INTERN
RODRIGUEZ, FARA A	YOUTH CENTER	RECREATION INTERN



PRESENTATION

Regular City Council Meeting

4. B.

Meeting Date: 07/27/2016

Presentation Topic/Summary:

Presentation of Copper Award recognition to the City of San Luis Wellness Program by the Healthy Arizona Worksites Program developed by the Arizona Department of Health Services and Maricopa County Department of Health. **(Tadeo A. De La Hoya, Interim City Manager)**

Attachments

HAWP Award Press Release

HAWP Event Picture



CITY OF SAN LUIS

P.O. Box 1170 | 1090 E. Union Street
San Luis, AZ 85349-1170
Phone (928) 341-8520 | Fax (928) 341-8539
www.cityofsanluis.org

Date: July 6th, 2016
Contact: Joselyn Medina
Tel: (928) 341-8520
Email: publicrelations@cityofsanluis.org

FOR IMMEDIATE RELEASE

THE CITY OF SAN LUIS RECOGNIZED BY THE HEALTH ARIZONA WORKSITES PROGRAM

San Luis, Arizona — The City of San Luis was recognized recently by the Healthy Arizona Worksite Program as achieving the Copper level of excellence in worksite wellness. The Copper award level recognizes a business that has taken the initial steps to receive worksite health training, gain leadership support, begin organizational assessment, create infrastructure supports and fashion an introductory worksite health improvement plan

The Healthy Arizona Worksite Award recognizes employers that are making efforts to positively affect the health and well-being of their employees, their families and their community by implementing comprehensive worksite wellness strategies. The minimum qualifications to be considered for this award include attending the Healthy Arizona Worksite Program training and developing a plan to improve employee health and safety. To qualify for the Silver and Gold levels of the award, employers need to support employee health through policy and systems changes.

The City of San Luis received this recognition by supporting employee health by organizing health & wellness employee events, employee wellness fairs, partnerships with local wellness related businesses, employee health screenings, and various health & wellness workshops

“Since employees spend nearly half of their waking hours at work, the workplace represents an important setting for promoting healthy behaviors,” said Mayor Sanchez. “Efficient, effective and sustainable worksite wellness initiatives have been shown to reduce healthcare costs. While results at each organization can vary, some employers have realized up to a \$6 return for every \$1 invested in wellness programs.”

The Healthy Arizona Worksites Program is a public health initiative offered by the Arizona Department of Health Services and the Maricopa County Department of Public Health (MCDPH). Its mission is to help employers learn how to successfully implement worksite wellness initiatives to improve the health of their employees and businesses. For more information, go to www.healthyazworksites.org.



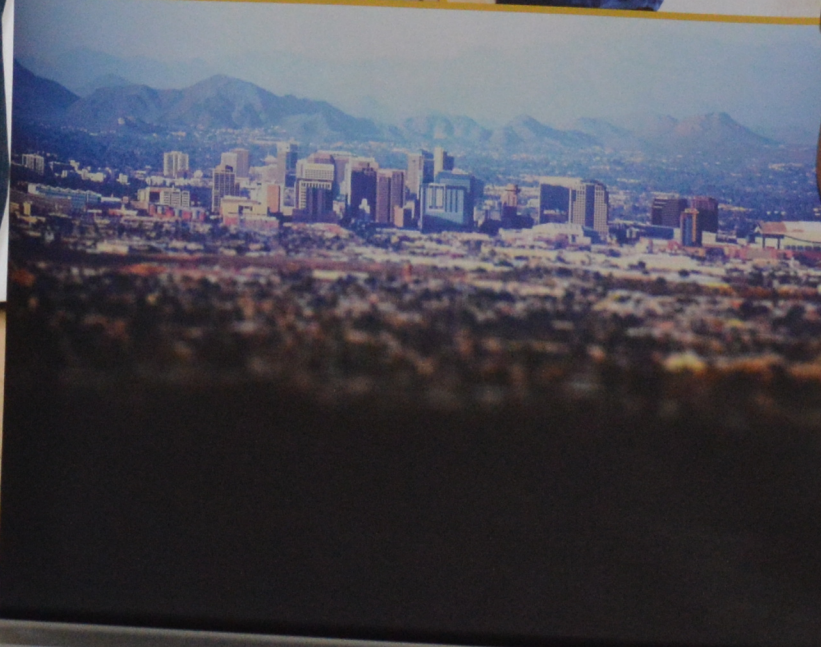
For more information about this topic, or to schedule a meeting with the City of San Luis Public Affairs Office, please call us (928) 341-8520 or email us at publicrelations@cityofsanluis.org

Healthy
☆☆☆ Arizona

WORKSITES

A PUBLIC HEALTH INITIATIVE

healthyAZworksites.org





PRESENTATION

Regular City Council Meeting

4. C.

Meeting Date: 07/27/2016

Presentation Topic/Summary:

Presentation of Certificate of Achievement for Excellence in Financial Reporting to Finance Director Keti St. Louis and the Finance Department, for the City of San Luis' Comprehensive Annual Financial Report for fiscal year ending June 30, 2015. **(Tadeo A. De La Hoya, Interim City Manager)**

Attachments

Certificate of Achievement 7/27/2016



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

June 23, 2016

The Honorable Gerardo Sanchez
Mayor
City of San Luis
PO Box 1170
San Luis AZ 85349-1170

Dear Mayor Sanchez:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2015** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been mailed to:

Ketie St. Louis
Finance Director

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

06/23/2016

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of San Luis** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Ketie St. Louis, Finance Director

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

5. A.

Meeting Date: 07/27/2016

Summary

MINUTES OF

-Work Session held June 1, 2016

-Regular Council meeting held June 8, 2016

Attachments

WS 6/1/2016

RCM 6/8/2016

MINUTES
Work Session
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
June 1, 2016
6:30 p.m.

1. CALL TO ORDER/ROLL CALL

Mayor Gerardo Sanchez called the Work Session to order at approximately 6:35 p.m.

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

OTHERS PRESENT: Tadeo A. De La Hoya, Interim City Manager
Melissa Lopez, Deputy City Clerk
Kay Macuil, City Attorney
Angelica Cifuentes, Procurement & Budget Compliance
Aracely de la Hoya, Senior Services Director
Christine Hagen, Management Analyst
Craig Higgins, Chief of Police
Eulogio Vera, Public Works Director
Francisco Orozco, IT Department
Jenny Torres, Community Development Director
Jeremy Humphrey, Fire Department
John Starkey, Building Safety Director
Jonathan Dumadag, IT Department
Joselyn Medina, Asst. to Mayor and Council/PIO
Katie St. Louis, Finance Director
Olivia Jenkins, Utilities Director
Ralph Velez, City Consultant
Ric Bauermann, Fire Department
Robert Solis, Fire Department
Yolanda Dueñas, Fleet/Facilities Department
Cesar Neyoy, Bajo El Sol
Lucy Lopez, San Luis AZ News

2. AGENDA ITEMS:

2.A. Discussion on any and all matters regarding the proposed City of San Luis Fiscal Year 2016-2017 Budget. (Ketie St. Louis, Finance Director)

Ms. Ketie St. Louis, Finance Director, gave a presentation on the FY 2016-2017 proposed budget. She informed that the tentative budget will be presented by June 15, 2016. She mentioned that during the budget retreat there is a negative balance of \$8.0 million City wide. She added that after some reductions there is a negative balance of \$6.5 million. She stated that this need to be addressed. She informed that the Capital Budget total is approximately \$8.9 million. She asked Council to review the capital items and suggest cuts. Furthermore, Ms. St. Louis informed that the Shared Revenues, the Sales Tax coming from the Department of Revenue increased by 6.25%, Vehicle License Tax increase of 7.1%, and Highway Users Revenue Fund has an increase of 5%.

Ms. St. Louis stated that even though they are considered essential some items can still be postponed for the next fiscal year.

Mayor Gerardo Sanchez asked if department heads already reviewed their projects to see what can wait until next fiscal year.

Ms. St. Louis replied that she will be getting together with department heads to review their requests and ask them to reduce their budgets.

Mayor and Council reviewed the capital items and made some suggestions for cuts. The following were the departments that were questioned about their Capital Project Items.

1. Fire Department
2. Fleet Services
3. Human Resources
4. Information Technology
5. Police Department
6. Public Works
7. Utilities

Ms. Jenny Torres, Community Development Director, informed that staff is looking at some potential tenants for the empty space at the old Price Center building. She stated that some improvements need to be done in the amount of approximately \$400,000.00, but if the agreements do work, then the city will see a return of investment. She

informed that during the next Council meeting an executive session will be held to discuss this item.

Mayor G. Sanchez stated that Ms. St. Louis should get with department heads and bring back to Council the budget with the pertinent cuts and present the tentative budget to Council.

2.B. Discussion on any and all matters regarding the adoption of Resolution No. 1148. A resolution of the Mayor and Council of the City of San Luis, Arizona, authorizing the City Manager to amend the Classification and 2006 Salary Plan of the City of San Luis; create certain positions; and make other personnel and departmental changes to include transfers within the organization, in preparation for fiscal year 2016-2017. (Tadeo De La Hoya, Interim City Manager)

Mr. Tadeo A. De La Hoya, Interim City Manager, informed that this item is back to Council as requested in a previous meeting. He stated that during the budget retreat he was informed that there was a deficit of \$8.4 million and at this time there is deficit of \$3.5 million. He mentioned that the main intention of this resolution is Section 1: A) in which the Development Services Division and the Building Safety Division will be removed from the Public Works Department and will be transferred to the Planning and Zoning Department which will be directly under the City Administration; and B) the City Prosecutor will be a salaried position as part of the Classification and Salary Plan effective August 18, 2016. Mr. De La Hoya stated that the rest of Resolution No. 1148 is a preventive measure in case of a significant reduction in City generated business revenue from the San Luis Regional Detention Center.

Mayor Gerardo Sanchez stated that there will be some saving by having the City Prosecutor under the Classification and Salary Plan of the City.

Council Member Gloria Torres asked Mr. De La Hoya if this change will only be from the Detention Center.

Mr. De La Hoya replied that it is not the City's intent to do layoffs, as this is just a preventive measure.

Mayor Gerardo Sanchez stated that by adopting this resolution it does not mean that layoffs, reductions in force, etc., are going to happen.

Council Member Gloria Torres asked if the Salary Plan mentioned in the resolution is the proposed plan.

Mr. De La Hoya replied that this resolution refers to the current Salary Plan and has nothing to do with the proposed plan.

Council Member Gloria Torres asked if the Human Resources is aware of the changes noted in the resolution.

Mr. De La Hoya replied that the Human Resources Department will be aware if the resolution is adopted and if there will be any changes.

Council Member Gloria Torres asked if the City will be saving money with the layoffs.

Mr. De La Hoya replied that it is not the City's intent to layoff anybody at this time, the language in the resolution is a preventive measure in case the City loses the revenues from the San Luis Regional Detention Center.

Council Member Gloria Torres mentioned that there are some employees that are scared of losing their jobs.

Vice-Mayor Matias Rosales asked if the budget will be affected by making the change in the Building Safety Department.

Mr. De La Hoya replied that there will be no change in the budget as each have their own budget and it would not affect their budgets.

Council Member Maria Ramos asked how the City will be saving money by hiring the City Prosecutor.

Mr. De La Hoya replied that currently the City Prosecutor has been contracted through an outsource company to which the City pays a fee for the contract. He added that by contracting the City Prosecutor the City will not be paying that fee.

3. ADJOURNMENT

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to adjourn the meeting at approximately 7:26 p.m. Motion passed unanimously.

MINUTES
Regular Meeting
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
San Luis, AZ 85349
June 8, 2016
7:00 P.M.

1. **CALL TO ORDER** Mayor Gerardo Sanchez called the Regular City Council meeting to order at approximately 7:00 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
Sonia Cornelio, City Clerk
Ralph Velez, City Consultant
Crag Higgins, Chief of Police
Derek Dueñas, I.T. Manager
Eulogio Vera, Public Works Director
Hank Green, Fire Chief
Jennifer Cisneros, Acting Parks and Recreation Director
Jenny Torres, Community Development Director
John Starkey, Zoning Administrator
Johnathan Dumadag, I.T. Specialist
Joselyn Medina, PIO/Assistant to Council
Kay Macuil, City Attorney
Katie St. Louis, Finance Director
Manuel Rojas, Assistant Public Works Director
Ric Bauermann, Fire Department
Yolanda Dueñas, Fleet/Facilities Manager

2. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Council Member Maria Cecilia Ramos.

3. INVOCATION

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

4. CONSENT AGENDA

4. A. Minutes of:

- Special Council meeting held March 2, 2016
- Special Council meeting held April 14, 2016
- Budget Retreat held April 15 & 16, 2016
- Work Session held April 20, 2016
- Regular Council meeting held April 27, 2016

4. B. Disbursements from May 16, 2016 through May 27, 2016

Total disbursements \$722,289.53

(Seven Hundred Twenty-Two Thousand, Two Hundred Eighty-Nine Dollars and Fifty-Three Cents)

4. C. Discussion and possible action on any and all matters regarding the adoption of Resolution No. 1148. A resolution of the Mayor and Council of the City of San Luis, Arizona, authorizing the City Manager to amend the Classification and 2006 Salary Plan of the City of San Luis; create certain positions; and make other personnel and departmental changes to include transfers within the organization, in preparation for fiscal year 2016-2017. (Tadeo A. De La Hoya, Interim City Manager)

4. D. Discussion and possible action on and all matters regarding the matter of appeal of APS vs. City of San Luis in the Arizona Tax Court Case Number TX 2014-000404. (Kay Marion Macuil, City Attorney)

MOTION: Council Member Gloria Torres/Council Member Africa Luna-Carrasco to approve the Consent Agenda. Motion passed unanimously.

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

5. A. Discussion and possible action on any and all matters regarding ratifying a contract for a Judge Pro Tempore/ Administrative Manager for the San Luis Municipal Court. (Kay Marion Macuil, City Attorney and Tadeo A. De La Hoya, Interim City Manager)

Ms. Kay Macuil, City Attorney, stated that the Superior Court issued an Administrative Order appointing Ms. Cora Romine as Judge Pro Tempore/Administrative Manager. Ms. Macuil added that the City would be providing the compensation for the position.

MOTION: Council Member Africa Luna-Carrasco/ Vice-Mayor Matias Rosales approve and ratify the contract with Cora Romine for Judge Pro Tempore/Administrative Manager as presented. Motion passed unanimously.

5. B. Discussion and possible action on any and all matters pertaining to the approval to award the 300 thousand gallon, tank (Well Site #3) & 500 thousand gallons, tank (Well Site #4) Maintenance/Rehabilitation Project contract to Revolution Industrial. (Manuel Rojas, Assistant Public Works Director)

Mr. Manuel Rojas, Assistant Public Works Director, stated that the City of San Luis went out to bid and Revolution Industrial was the lowest bidder. Mr. Rojas explained the project and commented that staff would possibly be working during the night on this project and would be advising surrounding residents.

Mayor Gerardo Sanchez requested a Public Notice be published in the newspaper in regards to the project.

MOTION: Council Member Gloria Torres/Council Member Maria Cecilia Ramos to accept the bid and approve the contract with Revolution Industrial for an amount not to exceed \$215,000.00. Motion passed unanimously.

5. C. Public Hearing followed by discussion and possible action on any and all matters regarding recommendation of a Special Event Liquor License application to the Arizona Department of Liquor Licenses and Control to authorize San Luis FRONTERA Rotary Club to sell alcohol on July 04, 2016. (Marcos Ramirez, President of the San Luis FRONTERA Rotary Club and Jennifer Cisneros, Acting Parks & Recreation Director)

A. Open Public Hearing

MOTION: Vice-Mayor Matias Rosales/ Council Member Ruben Walshe to open Public Hearing. Motion passed unanimously.

1. Staff Presentation

Ms. Jennifer Cisneros, Acting Parks and Recreation Director, stated that the liquor license is for the fourth of July event and added that this year would be the first year the City of San Luis will be receiving a portion of the sales. Ms. Cisneros added that FRONTERA would be doing the licensing on their behalf.

2. Call to the Public on this item

There were no comments from the public on this item.

B. Close Public Hearing

MOTION: Council Member Mario Buchanan Jr./Council Member Ruben Walshe to close Public Hearing. Motion passed unanimously.

C. Action on Special Event Liquor License Application to the Arizona Department of Liquor License Application to the Arizona Department of Liquor Licenses & Control.

MOTION: Council Member Africa Luna-Carrasco / Vice-Mayor Matias Rosales recommend to the Arizona Department of Liquor Licenses and Control approval of the San Luis FRONTERA Rotary Club application as presented. Motion passed with six (6) aye votes and one (1) nay vote from Council Member Maria Cecilia Ramos.

5. D. Discussion and possible action on any and all matters regarding reconsideration of Ordinance No. 354. An ordinance related to the Tax Code of the City of San Luis relating to the use Tax Rate for Purchases of Tangible Personal Property. (Kay M. Macuil, City Attorney)

Ms. Kay Macuil, City Attorney, stated that Ordinance No. 348 was recently passed and went into effect June 1, 2016. Through recommendations from experts and the Arizona Department of Revenue telling her that excise tax needed to be included, Ordinance No. 348 was amended by an entirely new ordinance that was approved at the last Regular Council meeting. Ms. Macuil added that Ordinance No. 354 had the incorrect effective date and is now suggesting removing Ordinance No. 354, keeping Ordinance No. 348 in effect and creating a separate ordinance for use tax. Ms. Macuil recommends reconsidering the motion from May 25, 2016 and denying Ordinance No. 354.

MOTION: Council Member Gloria Torres/ Council Member Africa Luna-Carrasco to reconsider the motion of May 25, 2016 which approved and adopted Ordinance No. 354. Motion passed unanimously.

5. E. Discussion and possible action on any and all matters regarding a motion to deny adoption of Ordinance No. 354. An ordinance related to the Tax Code of the City of San Luis relating to the use Tax Rate for Purchases of Tangible Personal Property. (Kay M. Macuil, City Attorney)

Ms. Kay Macuil, City Attorney, explained this item was related to the previously discussed item.

MOTION: Vice-Mayor Matias Rosales/ Council Member Mario Buchanan Jr. deny adoption of Ordinance No. 354. Motion passed unanimously.

5. F. Discussion and possible action on any and all matters regarding the acceptance of bid for the extension of two 12” ductile iron discharge pipes at the East Wastewater Treatment Plant. (Eulogio Vera, Director of Public Works)

Mr. Eulogio Vera, Public Works Director, stated that he is seeking approval of awarding the project to Yuma Valley Contractors. Mr. Vera explained the project and its purpose adding that Yuma Valley Contractors was the lowest bidder of two (2) bids received.

MOTION: Council Member Gloria Torres/ Council Member Ruben Walshe to accept the bid and approve the contract with Yuma Valley Contractors for an amount not to exceed \$78,000.00. Motion passed unanimously.

5.G. Discussion and possible action on any and all matters regarding Text Amendment Case No. 2016-0204 and Second Reading of Ordinance No. 350. An ordinance of the Mayor and Council of the City of San Luis, Arizona, amending the San Luis City Code, Chapter 152 Zoning Regulations, Section 152.259(B) and 152.260 relating to temporary signs and political signs; repealing any conflicting provisions; and providing for severability. (John Starkey, Zoning Administrator)

Mr. John Starkey, Zoning Administrator, stated that the item was a second reading of Ordinance No. 350 that changes the details of the City's sign code to be current with State law. Mr. Starkey added it would be in effect thirty (30) days after it is passed.

A. Approval of Second Reading of Ordinance No. 350 by title only

MOTION: Council Member Gloria Torres/ Council Member Mario Buchanan Jr. to approve the second reading of Ordinance No. 350 by title only. Motion passed unanimously.

Ms. Sonia Cornelio, City Clerk, read Ordinance No. 350 by title only.

B. Approval and adoption of Ordinance No. 350

MOTION: Council Member Gloria Torres/ Council Member Mario Buchanan Jr. to approve and adopt Ordinance No. 350. Motion passed unanimously.

6. SUMMARY OF CURRENT EVENTS

Mayor Gerardo Sanchez commented that the Fourth of July event is approaching.

Vice-Mayor Matias Rosales commented that he attended the girls softball end of season tournament and reported that one group would be heading to compete at State. Vice-Mayor Matias Rosales added that the kickball tournament will start the week of June 12, 2016.

Mayor Gerardo Sanchez added that the turf soccer field at Parks and Recreation had their grand opening.

Council Member Africa Luna-Carrasco commended Chief of Police Higgins for having his officers patrolling Main Street on foot. Council Member Africa Luna-Carrasco added that there were a lot of interaction between residents and the members of the Police Department.

Mayor Gerardo Sanchez also commented that the City of San Luis held its First Annual David Sr. Boxing Tournament the previous weekend and added that there was a lot of good feedback.

Council Member Maria Cecilia Ramos commented that the Boxing event was very successful.

Mr. Craig Higgins, Chief of Police, thanked Ms. Jennifer Cisneros, Acting Parks and Recreation Director, and Officer Prieto for putting the event together. Mr. Higgins added that he is very proud of the POW program.

7. CALL TO THE PUBLIC

Mayor Sanchez stated on behalf of some residents that there is a growing population of stray cats in the City. He added that the City will be working on the issue.

Mr. Craig Higgins, Chief of Police, commented that recently the San Luis Police Department started a Community Board that meets once a month, in the meeting they had discussed the cat issue and it was recommended by Animal Patrol to pour vinegar around the yard to keep the cats out.

8. EXECUTIVE SESSIONS

MOTION: Council Member Mario Buchanan Jr./ Council Member Ruben Walshe to go to Executive Session at approximately 7:32 p.m. Motion passed unanimously.

8. A. Discussion and possible action to hold an Executive Session pursuant to A.R.S. §38-431.03(A)(3), A.R.S. §38-431.03(A)(4) and A.R.S. §38-431.03(A)(5) on any and all matters regarding discussion or consultation for legal advice with the City Attorney or City Attorneys to consider the City Council's position and instruct its Attorney or attorneys regarding staffing and or compensation contracts of public safety personnel of the San Luis Fire Department. (Kay Marion Macuil, City Attorney)

8. B. Discussion and possible action to hold an Executive Session pursuant to A.R.S. §38-431.03(A) subsections (3) and (4) on any and all matters relating to the San Luis Facility Development Corporation versus CEC Federal Case No. CV 14-02633 PHX MEA and related contracts for discussion or consultation for legal advice with the City Attorney or attorneys and in order to consider the City's position and instruct its attorneys. (Kay Marion Macuil, City Attorney)

8. C. Discussion and possible action to hold an Executive Session pursuant to A.R.S. §38-431.03(A) subsections (3), (4), and (7) for legal advice and consider the City's position and instruct its Attorney with respect to two (2) potential projects the potential purchase of land, financing, and potential lease for a possible commercial development and possible commercial lease contracts that are the subject of negotiations for the Price Center Building. (Kay Marion Macuil, City Attorney)

8. D. Discussion and possible action to hold an executive session pursuant to A.R.S. §38-431.03(A) subsection (1), (3) and (4) on any and all matters relating to the position of Magistrate to discuss or consider employment, assignment, appointment, including possible discussion of confirmation of appointment and/or discussion of approval of terms and/or conditions pursuant to San Luis City Code §34.20, and consultation with the City Attorney or City's Attorneys regarding the same. (Kay Marion Macuil, City Attorney)

8. E. Discussion and possible action to hold an Executive Session pursuant to A.R.S. §38-431.03(A) subsection (3), (4) for discussion and consideration of any and all matters relating to the independent contract of the Consultant to the Interim City Manager and City Council to discuss or consider approval of amending terms and/or conditions and consultation with the City Attorney or City's Attorneys regarding the same. (Kay Marion Macuil, City Attorney)

9. DISCUSSION AND POSSIBLE ACTION ITEMS

MOTION: Council Member Africa Luna-Carrasco/Council Member Gloria Torres to return to Regular Session at approximately 7:58 p.m. Motion passed unanimously.

As per Mayor and Council's request item 10.A. was discussed and then returned to Executive Session, there was no opposition from the Legal Department.

9. A. Discussion and possible action regarding any and all matters related to appointment of a Magistrate. (Kay Marion Macuil, City Attorney)

MOTION: Council Member Ruben Walshe/ Council Member Mario Buchanan Jr. approve and appoint Kristin McManus as Magistrate and approve and adopt the proposed contract for Magistrate. Motion passed unanimously.

MOTION: Vice-Mayor Matias Rosales/ Council Member Ruben Walshe to return to Executive Session at approximately 7:59 p.m. Motion passed unanimously.

MOTION: Vice-Mayor Matias Rosales/ Council Member Mario Buchanan Jr. to return to Regular Session at approximately 8:54 p.m. Motion passed unanimously.

9. B. Discussion and possible action regarding any and all matters related to amendments to the independent contract of Consultant to the Interim City Manager and to City Attorney. (Kay Marion Macuil, City Attorney)

MOTION: Council Member Ruben Walshe/ Council Member Mario Buchanan Jr. approve the proposed amendments to the contract of the Consultant to the Interim City Manager and to the City Council. Motion passed unanimously.

10. AJOURNMENT

MOTION: Vice-Mayor Matias Rosales/ Council Member Mario Buchanan Jr. to adjourn the Regular Council Meeting at approximately 8:55 p.m. Motion passed unanimously.



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

5. B.

Meeting Date: 07/27/2016

Summary

DISBURSEMENTS FROM JULY 4, 2016 TO JULY 15, 2016

Total Disbursements \$1,308,180.02

(One Million, Three-Hundred Eight Thousand, One-Hundred Eighty Dollars and Two Cents)

Attachments

Disbursements 7/27/2016



City of San Luis

Finance Department

COUNCIL MEETING July 27, 2016 **Disbursement Reports from 7/4/2016 to 7/15/2016**

<u>Bank Accounts</u>	<u>Check Date</u>	<u>Amount</u>	<u>Schedule</u>
Accounts Payable Check Account	7/7/2016	\$ 158,167.65	Schedule A
Accounts Payable Check Account	7/7/2016	\$ 400.00	Schedule B
Accounts Payable Check Account	7/7/2016	\$ 38,006.78	Schedule C
Accounts Payable Check Account	7/12/2016	\$ 1,800.00	Schedule D
Payroll Check Account	7/13/2016	\$ 261,468.91	Schedule E
Accounts Payable Check Account	7/13/2016	\$ 1,042.35	Schedule F
Accounts Payable Check Account	7/14/2016	\$ 683,527.24	Schedule G
Accounts Payable Check Account	7/14/2016	\$ 132,945.01	Schedule H
Accounts Payable Check Account	7/14/2016	\$ 30,822.08	Schedule I

Total Disbursements: \$ \$ 1,308,180.02

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

Prepared by Angelica V. Castro:

Angelica V. Castro

Verified by Finance Director:

Katie St. Louis

For Council approval on: _____

Mayor: _____

Council: _____

RECEIVED

JUL 18 2016

Office of the City Clerk
City of San Luis, Arizona

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/07/2016

Schedule A

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		284260		05/12/2016	PURCHASE OF PVC MATERIALS FOR ELECTRICAL CONNECTIONS	
Check	07/07/2016	75977	Accounts Payable	YUMA OFFICE EQUIPMENT		40.77
	Invoice			Date	Description	Amount
		155120		05/23/2016	REMOTE ASSISTANCE TO MODIFY PRINTER SETTINGS	50.00
Check	07/07/2016	75978	Accounts Payable	YUMA REGIONAL MEDICAL CENTER		379.02
	Invoice			Date	Description	Amount
		2944		04/30/2016	PHARMACY CHARGES FROM APRIL 2016	379.02
Check	07/07/2016	75979	Accounts Payable	YUMA WINLECTRIC CO.		402.83
	Invoice			Date	Description	Amount
		483499 01		06/30/2016	REPLACEMENT PART F/ DIGESTER #6@WEST WWTP	59.63
		482613 00		06/30/2016	REPLACE LIGHTING@LIFTSTATION #300 & EAST WWTP	343.20
1BYPAYABLE 1st BY Accounts Payable Totals:						
Transactions: 41						
						\$158,167.65
Checks:		41			\$158,167.65	
						Prepared By: [Signature]

Prepared By:
 Maggie Dominguez
 Date: 7/7/16


City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/07/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 1BYPAYABLE - 1st BY Accounts Payable						
Check	07/07/2016	75939	Accounts Payable	ALSCO, INC		129.19
	Invoice		Date	Description		Amount
		LYUM1078446	06/28/2016	UNIFORM SERVICE FOR PARKS EMPLOYEES		81.56
		LYUM1078443	06/28/2016	UNIFORM SERVICES-FLEET SERVICES		47.63
Check	07/07/2016	75940	Accounts Payable	AMBERLY'S PLACE		6,500.00
	Invoice		Date	Description		Amount
		092923	05/24/2016	ADVOCACY SERVICES FOR APRIL 2016		3,250.00
		092939	06/17/2016	ADVOCACY SERVICES FOR MAY 2016		3,250.00
Check	07/07/2016	75941	Accounts Payable	ARIZONA BRAKE & CLUTCH SUPPLY		126.21
	Invoice		Date	Description		Amount
		38712	06/09/2016	CREDIT FOR INVOICE ORG 36103		(176.31)
		36282	03/01/2016	TOOLS FOR FLEET SERVICES		176.31
		39112	06/28/2016	PURCHASE OF AUTOMOTIVE PARTS FOR SOLID WASTE DEPT VIN# 8969		126.21
Check	07/07/2016	75942	Accounts Payable	ARIZONA SOUTHWEST UNIFORMS LLC		366.00
	Invoice		Date	Description		Amount
		16-06291	06/29/2016	UNIFORM FOR CHIEF HIGGINS		366.00
Check	07/07/2016	75943	Accounts Payable	AUTOZONE STORES, INC		3.77
	Invoice		Date	Description		Amount
		2756368868	06/28/2016	VW 1680 EE180		3.77
Check	07/07/2016	75944	Accounts Payable	CAMILLUS HEALTH CENTER		175.00
	Invoice		Date	Description		Amount
		2016-00001204	06/30/2016	DRUG SCREEN TESTS FOR NEW HIRES/VOLUNTEERS		175.00
Check	07/07/2016	75945	Accounts Payable	CDWG		1,652.57
	Invoice		Date	Description		Amount
		DMD4433	06/24/2016	COMPUTERS/EQUIPMENT FOR IT DEPT		178.15
		DMC7462	06/24/2016	CABLES/EQUIPMENT FOR IT DEPT		185.10
		DMK8411	06/27/2016	BACKUP EXEC SERVER LICENSES		1,289.32
Check	07/07/2016	75946	Accounts Payable	CORE ENGINEERING GROUP, PLLC		723.50

City of San Luis
Payment Batch Register
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Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice			Date	Description	Amount
		2607		06/22/2016	SAN LUIS POE EXITING TRAFFIC CONDITION	723.50
Check	07/07/2016	75947	Accounts Payable	CSC OF YUMA		27.30
	Invoice			Date	Description	Amount
		000523502		06/22/2016	WW 1680 EE610	27.30
Check	07/07/2016	75948	Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC		37.00
	Invoice			Date	Description	Amount
		30085		06/21/2016	64 GALLON BIN DOCUMENT DISPOSAL	37.00
Check	07/07/2016	75949	Accounts Payable	DESERT WATER		402.76
	Invoice			Date	Description	Amount
		244128		01/22/2016	13.5 GALS OF PROPANE GAS FOR SLFD	37.36
		63136		06/07/2016	WATER FOR PW DEPT - JUNE 2016	77.50
		63312		06/14/2016	WATER FOR PW DEPT - JUNE 2016	88.60
		63368		06/20/2016	WATER FOR PW DEPT - JUNE 2016	99.65
		63446		06/28/2016	WATER FOR PW DEPT - JUNE 2016	99.65
Check	07/07/2016	75950	Accounts Payable	DPE MATERIALS, INC		1,096.75
	Invoice			Date	Description	Amount
		128896		06/02/2016	ASPHALT FOR STREET REPAIRS AT VARIOUS SITES CITYWIDE	1,096.75
Check	07/07/2016	75951	Accounts Payable	EMPIRE MACHINERY		4,800.23
	Invoice			Date	Description	Amount
		EPWK0385429		04/12/2016	REPAIR TRANSFER SWITCH FOR EMERGENCY GENERATOR@WS#4	1,695.79
		EMWK2401373		01/27/2016	PURCHASE OF VARIOUS PARTS TO REPAIR 2000 CAT BACK HOE/416C #6639	3,104.44
Check	07/07/2016	75952	Accounts Payable	FREIGHTLINER STERLING WESTERN		611.84
	Invoice			Date	Description	Amount
		X004121702:01		06/14/2016	COMPARTMENT TOOLS FOR THE NEW FIRE TRUCK	611.84
Check	07/07/2016	75953	Accounts Payable	GUERRERO, ADRIAN		11,849.97
	Invoice			Date	Description	Amount
		2081		06/28/2016	HOIST PROJECT@GADSDEN LIFTSTATION	11,849.97
Check	07/07/2016	75954	Accounts Payable	GUZMAN, FRANCISCA		62.50

City of San Luis
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Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice			Date	Description	Amount
				12/2016		
				06/29/2016	TRANSLATING SERVICES FOR COUNCIL MEETING - 06/29/16	62.50
Check	07/07/2016	75955	Accounts Payable	JAMES COOKE & HOBSON INC.		26,331.72
	Invoice			Date	Description	Amount
				352191		
				05/26/2016	SPARE SUBMERSIBLE PUMPS F/ LOS OLIVOS/SLHS/RIO SECO LIFTSTATIONS	26,331.72
Check	07/07/2016	75956	Accounts Payable	JAMES DAVEY AND ASSOCIATES		1,568.00
	Invoice			Date	Description	Amount
				00002016262		
				06/28/2016	ENGINEERING SERVICES FOR CDBG #107-16	1,568.00
Check	07/07/2016	75957	Accounts Payable	JOHN'S GLASS SERVICE		553.55
	Invoice			Date	Description	Amount
				1306-4111		
				06/30/2016	REPAIR ENTRANCE DOOR LOCKS AND DOORS ADJUSTMENT AT YOUTH CENTER	553.55
Check	07/07/2016	75958	Accounts Payable	L.N. CURTIS & SONS		635.40
	Invoice			Date	Description	Amount
				INV33919		
				06/21/2016	COMPARTMENT TOOLS FOR THE NEW FIRE TRUCK	635.40
Check	07/07/2016	75959	Accounts Payable	LESLIE'S POOL SUPPLY INC.		336.39
	Invoice			Date	Description	Amount
				293-383304		
				06/30/2016	PURCHASE OF MAINTENANCE MATERIALS NEEDED FOR THE AQUATIC CENTER	253.47
				293-383303		
				06/30/2016	PURCHASE OF VACUM NEEDED FOR AQUATIC CENTER POOL MAINTENANCE	82.92
Check	07/07/2016	75960	Accounts Payable	MCNEECE BROS. OIL COMPANY, INC		1,082.88
	Invoice			Date	Description	Amount
				517942		
				05/09/2016	FUEL FOR EMERGENCY GENERATORS@WS#3,#4,#5,#6 & #7	1,082.88
Check	07/07/2016	75961	Accounts Payable	O'REILLY AUTO PARTS		122.67
	Invoice			Date	Description	Amount
				2771-380122		
				06/27/2016	PD 2918 EE610	10.42
				2771-380251		
				06/28/2016	PD 2918 EE610	75.86
				2771-380129		
				06/27/2016	FIRE 5578 EE610	36.39
Check	07/07/2016	75962	Accounts Payable	OFFICE DEPOT		7,406.54

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/07/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description		Amount
	826554167001		03/02/2016	OFFICE SUPPLIES FOR CITY ATTORNEY		124.88
	827302482001		03/03/2016	OFFICE SUPPLIES FOR CULTURAL CENTER		30.29
	839619792001		05/27/2016	OFFICE SUPPLIES FOR UTILITIES		42.29
	839619837001		05/31/2016	OFFICE SUPPLIES FOR UTILITIES		166.92
	841602782001		05/31/2016	OFFICE SUPPLIES FOR CULTURAL CENTER		326.74
	842898380001		06/06/2016	OFFICE SUPPLIES FOR HR DEPT		97.52
	843281267001		06/08/2016	OFFICE SUPPLIES FOR POLICE		95.56
	843280498001		06/08/2016	OFFICE SUPPLIES FOR POLICE		304.70
	843986602001		06/08/2016	OFFICE SUPPLIES FOR POLICE		31.90
	844700978001		06/10/2016	OFFICE SUPPLIES FOR IT DEPT		151.19
	844700980001		06/11/2016	OFFICE SUPPLIES FOR IT DEPT		201.89
	844700976001		06/11/2016	OFFICE SUPPLIES FOR IT DEPT		7.92
	844700652001		06/13/2016	OFFICE SUPPLIES FOR SENIOR CENTER		194.06
	844700977001		06/13/2016	OFFICE SUPPLIES FOR IT DEPT		6.40
	844700905001		06/13/2016	OFFICE SUPPLIES FOR IT DEPT		324.95
	844700979001		06/14/2016	OFFICE SUPPLIES FOR IT DEPT		161.12
	843281269001		06/14/2016	OFFICE SUPPLIES FOR POLICE		26.76
	844210130001		06/14/2016	OFFICE SUPPLIES FOR PW		68.34
	844210031001		06/14/2016	OFFICE SUPPLIES FOR PW		45.57
	844691652001		06/15/2016	OFFICE SUPPLIES FOR UTILITIES		86.14
	844691685001		06/15/2016	OFFICE SUPPLIES FOR UTILITIES		78.60
	844364298001		06/15/2016	OFFICE SUPPLIES FOR COURT		123.86
	845338013001		06/15/2016	OFFICE SUPPLIES FOR CITY ATTORNEY		95.23
	845338014001		06/15/2016	OFFICE SUPPLIES FOR CITY ATTORNEY		71.60
	845338011001		06/15/2016	OFFICE SUPPLIES FOR CITY ATTORNEY		555.07
	844365599001		06/15/2016	OFFICE SUPPLIES FOR COURT		632.77
	844364162001		06/15/2016	OFFICE SUPPLIES FOR COURT		813.58
	845337779001		06/16/2016	OFFICE SUPPLIES FOR CITY ATTORNEY		187.65
	838887781001		05/17/2016	OFFICE SUPPLIES FOR WATER DIVISION		191.09
	843280498002		06/17/2016	OFFICE SUPPLIES FOR PD		59.13
	846672506001		06/22/2016	OFFICE SUPPLIES FOR COUNCIL		82.32
	846672552001		06/22/2016	OFFICE SUPPLIES FOR COUNCIL		11.61
	846025185001		06/22/2016	OFFICE SUPPLIES FOR POLICE		65.56

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/07/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		846672553001	06/22/2016	OFFICE SUPPLIES FOR COUNCIL		9.00
		846672549001	06/22/2016	OFFICE SUPPLIES FOR COUNCIL		71.05
		846027601001	06/22/2016	OFFICE SUPPLIES FOR POLICE		36.75
		846694516001	06/23/2016	OFFICE SUPPLIES FOR FIRE		157.96
		846694536001	06/23/2016	OFFICE SUPPLIES FOR FIRE		739.34
		846914268001	06/23/2016	OFFICE SUPPLIES FOR FINANCE		28.46
		846914234001	06/23/2016	OFFICE SUPPLIES FOR FINANCE		239.04
		846825408001	06/27/2016	OFFICE SUPPLIES FOR COUNCIL		317.12
		846825253001	06/27/2016	OFFICE SUPPLIES FOR COUNCIL		3.14
		848163564001	06/28/2016	CREDIT		(19.54)
		848183784001	06/29/2016	OFFICE SUPPLIES FOR COMMUNITY DEVELOPMENT		35.72
		847930669001	06/29/2016	OFFICE SUPPLIES FOR FINANCE		270.50
		847930695001	06/29/2016	OFFICE SUPPLIES FOR FINANCE		17.89
		844530085001	06/29/2016	OFFICE SUPPLIES FOR DEPT DEV SRVS		36.90
Check	07/07/2016	75963	Accounts Payable	PENN NEON SIGN CO., INC.		425.00
	Invoice		Date	Description		Amount
		16821	06/07/2016	CULTURAL CENTER LED SIGN SERVICES		425.00
Check	07/07/2016	75964	Accounts Payable	PETTY CASH/ ANGELICA CIFUENTES		307.89
	Invoice		Date	Description		Amount
		2016-00001205	06/30/2016	PETTY CASH REIMBURSEMENT FOR CITY ADMINISTRATION PETTY CASH BOX		307.89
Check	07/07/2016	75965	Accounts Payable	PETTY CASH/POLICE		84.89
	Invoice		Date	Description		Amount
		2016-00001206	06/30/2016	PETTY CASH - POLICE DEPARTMENT		84.89
Check	07/07/2016	75966	Accounts Payable	RAMON MOSQUEDA		54.00
	Invoice		Date	Description		Amount
		1627	06/20/2016	EMBROIDERY FOR UNIFORM SHIRTS		54.00
Check	07/07/2016	75967	Accounts Payable	RDO EQUIPMENT CO.		2,566.94
	Invoice		Date	Description		Amount
		W42748	06/06/2016	PAYMENT IS FOR REPAIR SERVICES DONE ON A PARKS DEPT. TRACTOR		2,566.94
Check	07/07/2016	75968	Accounts Payable	RODRIGUEZ , GLORIA		353.62

City of San Luis
Payment Batch Register
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Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description		Amount
	GR REIMB		07/06/2016	GR REIMBURSEMENT		341.92
	GR REIMB 1		07/06/2016	GR REIMB VIS		11.70
Check	07/07/2016	75969	Accounts Payable	SERVERSUPPLY.COM, INC		15,905.34
	Invoice		Date	Description		Amount
	2870845		06/16/2016	STORAGE AND LICENSING FOR VIRTUAL ENVIRONMENT		14,497.56
	2875777		06/16/2016	BACKUP HARD DRIVES FOR SERVERS - IT DEPT		1,407.78
Check	07/07/2016	75970	Accounts Payable	STERNCO ENGINEERS INC		2,800.00
	Invoice		Date	Description		Amount
	163430001		04/29/2016	PROFESSIONAL SERVICES		2,800.00
Check	07/07/2016	75971	Accounts Payable	WAXIE SANITARY SUPPLY		706.97
	Invoice		Date	Description		Amount
	76044758		06/20/2016	PURCHASE OF JANITORIAL SUPPLIES FOR THE AQUATIC CENTER		706.97
Check	07/07/2016	75972	Accounts Payable	WESTERN FIRE PROTECTION, INC.		795.00
	Invoice		Date	Description		Amount
	66482		06/30/2016	REPAIR FIRE SPRINKLER SYSTEM LEAK		795.00
Check	07/07/2016	75973	Accounts Payable	WESTERN SUN SYSTEMS, INC		400.00
	Invoice		Date	Description		Amount
	30277		05/26/2016	REPAIR FIRE ALARM PANEL AT PD		400.00
Check	07/07/2016	75974	Accounts Payable	YUMA COUNTY		66,181.24
	Invoice		Date	Description		Amount
	WO03923		06/20/2016	PAVEMENT PRESERVATION PROJECT/CHIP/SCRUB SEAL WORK		66,181.24
Check	07/07/2016	75975	Accounts Payable	YUMA HEALTH CARE SERVICES, INC		75.00
	Invoice		Date	Description		Amount
	BIO-366		06/30/2016	BIOMED SERVICES ON MEDICAL EQUIPMENT		75.00
Check	07/07/2016	75976	Accounts Payable	YUMA NURSERY SUPPLY		78.17
	Invoice		Date	Description		Amount
	284964		05/26/2016	PURCHASE OF FERTILIZER FOR THE SOCCER FIELD		37.40

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/07/2016

Schedule B

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 1BYPAYABLE - 1st BY Accounts Payable						
Check	07/07/2016	75980	Accounts Payable	GUERRA, RUTH		400.00
	Invoice		Date	Description		Amount
	140		06/30/2016	TRANSLATING SERVICES FOR COURT - 062716-063016		400.00
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 1		\$400.00
Checks:		1		\$400.00		

Prepared By:
 Maggie Dominguez
 Date: 07/07/16


City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/07/2016

Schedule C

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description		Amount
		8994	06/01/2016	HWY USERS 0495		9.00
Check	07/07/2016	75991	Accounts Payable	RAMIREZ , ALEJANDRO		344.00
	Invoice		Date	Description		Amount
		RAMIREZ 071016	07/07/2016	TRAVEL - TRAFFIC COLLISION RECONSTRUCTION I		344.00
Check	07/07/2016	75992	Accounts Payable	RFI CONSULTANTS LLC		4,200.00
	Invoice		Date	Description		Amount
		16-454	06/30/2016	STORAGE WATER TANK REHAB PROJECT/INSPECTIONS & CONSULTING		4,200.00
Check	07/07/2016	75993	Accounts Payable	STANDARD INSURANCE CO.		1,352.20
	Invoice		Date	Description		Amount
		MAY 2016	07/07/2016	INSURANCE FOR MAY 2016		1,352.20
Check	07/07/2016	75994	Accounts Payable	VELEZ , RALPH G		591.10
	Invoice		Date	Description		Amount
		2017-00000001	07/07/2016	CONSULTANT SERVICES - JULY 6 AND 7 2016		591.10
Check	07/07/2016	75995	Accounts Payable	WITMER PUBLIC SAFETY GROUP, INC.		765.82
	Invoice		Date	Description		Amount
		1706168.001	06/29/2016	COMPARTMENT TOOLS FOR NEW FIRE TRUCK SLE1		765.82
Check	07/07/2016	75996	Accounts Payable	YUMA SUN, INC		930.04
	Invoice		Date	Description		Amount
		00095438	06/26/2016	BUDGET FY 16-17 AD		759.20
		00095066	06/27/2016	CITY TAX CODE LEGAL PUBLICATION		170.84
Check	07/07/2016	75997	Accounts Payable	ZARAGOZA, GERARDO		311.00
	Invoice		Date	Description		Amount
		ZARAGOZA 071016	07/07/2016	TRAVEL - NASRO SCHOOL SAFETY CONFERENCE		311.00
1BYPAYABLE 1st BY Accounts Payable Totals:						\$38,006.78
Transactions: 17						
Checks:		17			\$38,006.78	

Prepared By:
Maggie Dominguez
 Date: *7/7/16*

User: Margarita Dominguez

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Payment Batch Register

Bank Account: 1BYPAYABLE - 1st BY Accounts Payable

Batch Date: 07/07/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 1BYPAYABLE - 1st BY Accounts Payable						
Check	07/07/2016	75981	Accounts Payable	ALSCO, INC		1,735.93
			Invoice	Date	Description	Amount
			LYUM1072051	06/03/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	110.74
			LYUM1073934	06/10/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	110.74
			LYUM1074729	06/14/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	110.74
			LYUM1076550	06/21/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	110.74
			LYUM1078432	06/28/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	110.74
			LYUM1072052	06/03/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	121.03
			LYUM1073935	06/10/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	121.03
			LYUM1074738	06/14/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	119.73
			LYUM1076558	06/21/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	119.73
			LYUM1078440	06/28/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	119.73
			LYUM1072050	06/03/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	35.61
			LYUM1073933	06/10/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	35.61
			LYUM1074727	06/14/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	35.61
			LYUM1076548	06/21/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	35.61
			LYUM1078430	06/28/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	35.61
			LYUM1072057	06/03/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	91.63
			LYUM1073940	06/10/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	91.63
			LYUM1074741	06/14/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	91.63
			LYUM1080177	06/21/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	82.75
			LYUM1076075	06/21/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	8.67
			LYUM1078447	06/28/2016	UNIFORM SERVICES FOR PW PERSONNEL - JUNE 2016	82.75
			LYUM1033016-CRD	06/30/2016	CREDIT	(10.52)
			LYUM1033015-CRD	06/30/2016	CREDIT	(10.52)
			LYUM1074736-CRD	06/30/2016	CREDIT	(25.09)
Check	07/07/2016	75982	Accounts Payable	ALVAREZ, MIGUEL		295.00
			Invoice	Date	Description	Amount
			ALVAREZ 071016	07/07/2016	TRAVEL - FBI - EXECUTIVE LEADERSHIP INSTITUTE TRAINING	295.00
Check	07/07/2016	75983	Accounts Payable	FIGUEROA, VICTOR		295.00
			Invoice	Date	Description	Amount

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/07/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		FIGUEROA 071016	07/07/2016	TRAVEL - FBI LEEDA EXECUTIVE LEADERSHIP TRAINING		295.00
Check	07/07/2016	75984	Accounts Payable	FRESH TERRA SERVICES LLC		1,860.00
	Invoice		Date	Description		Amount
		5072	06/29/2016	TESTING REQUIREMENTS PER ADEQ REGULATIONS/WEST WWTP		235.00
		5070	06/29/2016	TESTING REQUIREMENTS PER ADEQ REGULATIONS/WEST WWTP		180.00
		5068	06/29/2016	TESTING REQUIREMENTS PER ADEQ REGULATIONS/WEST WWTP		115.00
		5069	06/29/2016	TESTING REQUIREMENTS PER ADEQ REGULATIONS/WEST WWTP		100.00
		5050	06/19/2016	TESTING REQUIREMENTS PER ADEQ REGULATIONS/WEST WWTP		115.00
		5051	06/19/2016	TESTING REQUIREMENTS PER ADEQ REGULATIONS/WEST WWTP		115.00
		5066	06/29/2016	TESTING REQUIREMENTS PER ADEQ REGULATIONS/EAST WWTP		100.00
		5067	06/29/2016	TESTING REQUIREMENTS PER ADEQ REGULATIONS/EAST WWTP		100.00
		5071	06/29/2016	TESTING REQUIREMENTS PER ADEQ REGULATIONS/EAST WWTP		800.00
Check	07/07/2016	75985	Accounts Payable	GONZALEZ, SAMUEL		66.39
	Invoice		Date	Description		Amount
		GONZALEZ 070716	07/07/2016	REIMBURSEMENT - STEEL TOE BOOTS		66.39
Check	07/07/2016	75986	Accounts Payable	HIGGINS, CRAIG P, JR.		35.11
	Invoice		Date	Description		Amount
		HIGGINS 070716	07/07/2016	REIMBURSEMENT - BIANCHI ADJ RADIO HOLDER BASKET - BLACK		35.11
Check	07/07/2016	75987	Accounts Payable	JOHNSON, JOE		1,870.00
	Invoice		Date	Description		Amount
		193773	07/07/2016	JOHNSON SWARM REMOVAL - JULY - SEPT 2016		1,870.00
Check	07/07/2016	75988	Accounts Payable	MUNICIPAL EMERGENCY SERVICES, INC		2,856.19
	Invoice		Date	Description		Amount
		IN1043781	06/29/2016	COMPARTMENT TOOLS FOR NEW FIRE ENGINE		2,856.19
Check	07/07/2016	75989	Accounts Payable	PUREFLOW FILTRATION DIV OF CA		20,490.00
	Invoice		Date	Description		Amount
		2264	06/15/2016	NEW FILTRATION MEDIA F/ WS#3 MANGANESE TREATMENT UNITS - DEPOSIT		10,245.00
		2267	06/30/2016	NEW FILTRATION MEDIA FWS#3 MANGANESE TREATMENT UNITS - FINAL P		10,245.00
Check	07/07/2016	75990	Accounts Payable	QUINONES TIRE LLC		9.00

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/12/2016

Schedule D

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 1BYPAYABLE - 1st BY Accounts Payable						
Check	07/12/2016	75998	Accounts Payable	AVILEZ, ARIEL		1,500.00
	Invoice		Date	Description		Amount
	1		07/01/2016	MUSICAL PERFORMANCE FOR 4TH OF JULY EVENT		1,500.00
Check	07/12/2016	75999	Accounts Payable	COMITE DE BIEN ESTAR INC.		300.00
	Invoice		Date	Description		Amount
	2017-00000002		07/12/2016	CIVIC CONTRIBUTION		300.00
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 2		\$1,800.00
Checks:		2		\$1,800.00		

Prepared By:
Maggie Dominguez
 Date: 7/12/16
Miguel Ramirez



Schedule E

Pay Day Register Report

Pay Date Range 06/25/16 - 07/08/16

Pay Batch 201614

UNITED WAY	28.00
US & MEX DENTAL= FAMILY	686.92
US & MEX HEALTH = C	6,441.40
US & MEX HEALTH = FAMILY	3,706.21
US & MEX HEALTH = SP	1,348.20
VSP - VISION FAMILY	596.70
Net	<u>\$261,468.91</u> ✓

.00	NetSpend Corporation DD	120.00
.00	NORTH ISLAND CREDIT UNION	807.25
.00	Sunbank	565.02
.00	THE FOOTHILLS BANK	1,992.66
.00	WASHINGTON FEDERAL	4,641.68
.00	Wells Fargo	52,514.97
	WELLS FARGO CA	<u>720.26</u>
	Total	<u>\$232,624.42</u>
	Check	\$28,844.49

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/13/2016

Schedule F

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 1BYPAYABLE - 1st BY Accounts Payable					
Check	07/13/2016	76000 Utility Management Refund	AHUMADA, ANGELO		54.20
	Account Type		Account Number	Transaction Date	Transaction Type
Check	07/13/2016	76001 Utility Management Refund	ATONDO, NIDIA		132.67
	Account Type		Account Number	Transaction Date	Transaction Type
Check	07/13/2016	76002 Utility Management Refund	AVILES, VICTOR A		141.74
	Account Type		Account Number	Transaction Date	Transaction Type
Check	07/13/2016	76003 Utility Management Refund	LOPEZ ARRIAGA, DIONISIO		162.90
	Account Type		Account Number	Transaction Date	Transaction Type
Check	07/13/2016	76004 Utility Management Refund	MOLINA, EDGAR J		61.37
	Account Type		Account Number	Transaction Date	Transaction Type
Check	07/13/2016	76005 Utility Management Refund	OLIVAS, JESUS H		119.39
	Account Type		Account Number	Transaction Date	Transaction Type
Check	07/13/2016	76006 Utility Management Refund	RAMIREZ EDGAR & ROBLES PERLA		2.89
	Account Type		Account Number	Transaction Date	Transaction Type
Check	07/13/2016	76007 Utility Management Refund	SALAZAR, VERONICA	07/12/2016	Refund - Account Credit
	Account Type		Account Number	Transaction Date	Transaction Type
Check	07/13/2016	76008 Utility Management Refund	WITRADO, MIREYA		91.25
	Account Type		Account Number	Transaction Date	Transaction Type
Check	07/13/2016	76009 Utility Management Refund	YAM, RAUL		90.63
	Account Type		Account Number	Transaction Date	Transaction Type
1BYPAYABLE 1st BY Accounts Payable Totals:			Transactions: 10		\$1,042.35
Checks:	10		\$1,042.35		

Prepared By:
 Maggie Dominguez
 Date: 7/13/16

7/13/2016 11:23:25 AM
 Miguel Ramirez

User: Olivia Jenkins

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City of San Luis
Payment Batch Register
Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
Batch Date: 07/14/2016

Schedule G

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 66		\$683,527.24
Checks:		66				

Prepared By:
Maggie Dominguez
Date: *7/14/16*
Uguel Ramirez

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 1BYPAYABLE - 1st BY Accounts Payable						
Check	07/14/2016	76010	Accounts Payable	AFLAC		5,832.56
	Invoice		Date	Description		Amount
		JUNE 2016	07/14/2016	INSURANCE FOR JUNE 2016		5,832.56
Check	07/14/2016	76011	Accounts Payable	AL-SAIHATI , TERRILL		1,000.00
	Invoice		Date	Description		Amount
		2305	07/14/2016	PAYMENT FOR PETTING ZOO SERVICES FOR THE 4TH OF JULY EVENT		1,000.00
Check	07/14/2016	76012	Accounts Payable	AMERICAN RED CROSS		1,108.00
	Invoice		Date	Description		Amount
		10450899	05/18/2016	PAYMENT FOR LIFEGUARD CERTIFICATIONS FOR SUMMER SEASON 2016		108.00
		10454887	06/02/2016	PAYMENT FOR LIFEGUARD CERTIFICATIONS DONE 2016 SUMMER		1,000.00
Check	07/14/2016	76013	Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES		75.00
	Invoice		Date	Description		Amount
		16-13618	06/28/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
Check	07/14/2016	76014	Accounts Payable	APPLIED PRODUCTS GROUP LLC		9,948.67
	Invoice		Date	Description		Amount
		DVJFI4027	06/28/2016	CHLORINE FOR WATER TREATMENT/MTUs@ALL WELL SITES		9,948.67
Check	07/14/2016	76015	Accounts Payable	ARIZONA SUPREME COURT (AOC)		9.00
	invoice		Date	Description		Amount
		4960	06/28/2016	DEBT SETOFF RELEASE FEES; APRIL-MAY 2016		9.00
Check	07/14/2016	76016	Accounts Payable	AVELAR , LEONEL G		500.00
	Invoice		Date	Description		Amount
		2017-00000007	07/14/2016	CIVIC CONTRIBUTION: SAN LUIS CAL RIPKEN 9U		500.00
Check	07/14/2016	76017	Accounts Payable	BARAJAS , ABIGAIL M		150.00
	Invoice		Date	Description		Amount
		2016-00001211	06/30/2016	SERVICES RENDERED OF SCOREKEEPER FOR WOMEN'S SOFTBALL LEAGUE 16		120.00
		2017-00000004	07/14/2016	SERVICES RENDERED OF SCOREKEEPER FOR WOMEN'S SOFTBALL LEAGUE 16		30.00

User: Margarita Dominguez

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City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	07/14/2016	76018	Accounts Payable	BLT ASPHALT LLC		359.00
	Invoice		Date	Description		Amount
		A661489	06/22/2016	ASPHALT TO REPAIR STREETS CITYWIDE		359.00
Check	07/14/2016	76019	Accounts Payable	BLT READY MIX CONCRETE LLC		1,502.92
	Invoice		Date	Description		Amount
		661634	06/29/2016	CONCRETE FOR SIDEWALK REPAIRS CITYWIDE		534.19
		661517	06/23/2016	CONCRETE FOR SIDEWALK REPAIRS CITYWIDE		594.52
		661365	06/16/2016	CONCRETE FOR SIDEWALK REPAIRS CITYWIDE		374.21
Check	07/14/2016	76020	Accounts Payable	CAMARENA, CORNELIUS		2,400.00
	Invoice		Date	Description		Amount
		1011	06/07/2016	ATTORNEY FEES		400.00
		4611	05/09/2016	ATTORNEY FEES		400.00
		4777-1	05/10/2016	ATTORNEY FEES		400.00
		4802	06/30/2016	ATTORNEY FEES		400.00
		4818	06/30/2016	ATTORNEY FEES		400.00
		4805	05/09/2016	ATTORNEY FEES		400.00
Check	07/14/2016	76021	Accounts Payable	CAMPA, JOAQUIN		91.00
	Invoice		Date	Description		Amount
		CAMPA 071516	07/14/2016	TRAVEL - NEC DESIGN AND CALCULATIONS		91.00
Check	07/14/2016	76022	Accounts Payable	CDWG		102.66
	Invoice		Date	Description		Amount
		DMX5145	06/28/2016	USB TO RS232/DB9 SERIAL ADAPTER		31.74
		DMH5067	06/24/2016	3YR RPL WARRANTY		70.92
Check	07/14/2016	76023	Accounts Payable	CEMEX		67,892.40
	Invoice		Date	Description		Amount
		1	06/30/2016	APPLICATION FOR PAYMENT NO. 1 FOR LAKIN DRIVE IMPROVEMENTS		67,892.40
Check	07/14/2016	76024	Accounts Payable	CONSTRUCTION PRODUCT MARKETING, LLC		64.98
	Invoice		Date	Description		Amount
		1373	01/01/2016	REPLACE DIAPHRAGM FOR AIR RELEASE VALVE@WEST WWTP		64.98

User: Margarita Dominguez

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City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	07/14/2016	76025	Accounts Payable	CORE ENGINEERING GROUP, PLLC		18,406.00
	Invoice		Date	Description		Amount
		2628	06/30/2016	4TH/1ST AVE & J. SANCHEZ BLVD ROADWAY IMPROVEMENTS		18,406.00
Check	07/14/2016	76026	Accounts Payable	CUEN , BERNARDO		180.00
	Invoice		Date	Description		Amount
		2016-00001214	06/30/2016	SERVICES RENDERED OF SCOREKEEPER FOR KICKBALL LEAGUE 2016		180.00
Check	07/14/2016	76027	Accounts Payable	DESERT WATER		978.96
	Invoice		Date	Description		Amount
		63234	05/24/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		39.88
		62827	05/10/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		38.80
		2673612700	05/06/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		267.89
		62688	04/26/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		39.65
		M530001069	04/22/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		121.77
		62544	04/12/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		33.25
		63061	04/01/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		33.25
		62388	03/15/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		33.25
		62240	03/01/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		33.25
		0386145	02/29/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		5.72
		61614	02/16/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		16.60
		61472	02/02/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		22.16
		61319	01/19/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		22.15
		62159	01/05/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		22.15
		61962	12/15/2015	PURCHASE OF WATER FOR PARKS DEPARTMENT		27.68
		61796	12/01/2015	PURCHASE OF WATER FOR PARKS DEPARTMENT		22.15
		63137	06/07/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		37.65
		63367	06/20/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		44.30
		63447	06/28/2016	PURCHASE OF WATER FOR PARKS DEPARTMENT		44.30
		62160	01/05/2016	BULK DRINKING WATER FOR VARIOUS DEPTS		22.16
		63448	06/28/2016	BULK DRINKING WATER FOR VARIOUS DEPTS		50.95
Check	07/14/2016	76028	Accounts Payable	DPE CONSTRUCTION, INC		165,957.30
	Invoice		Date	Description		Amount
		1	06/30/2016	4TH/1ST AVE & J.SANCHEZ BLVD IMPROVEMENTS PROJECT/PHASE I		165,957.30

User: Margarita Dominguez

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City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	07/14/2016	76029	Accounts Payable	ELIO A. PERALTA		700.00
	Invoice		Date	Description		Amount
		71216	07/14/2016	SERVICES RENDERED AT THE 4TH OF JULY EVENT		700.00
Check	07/14/2016	76030	Accounts Payable	ESPARZA, MARIA		2,279.00
	Invoice		Date	Description		Amount
		2017-00000009	07/05/2016	PURCHASE OF BANNERS, SHIRTS AND FANS FOR FOURTH OF JULY EVENT		2,279.00
Check	07/14/2016	76031	Accounts Payable	FACTOR SALES, INC.		830.34
	Invoice		Date	Description		Amount
		1380	05/31/2016	PURCHASE OF REGISTRATIONS FORMS FOR PARKS & RECERATION DEPT		830.34
Check	07/14/2016	76032	Accounts Payable	FENCING BY S.K. L.L.C.		3,577.20
	Invoice		Date	Description		Amount
		161438	07/05/2016	RENTAL OF FENCING TO FENCE OFF PARK FOR 4TH OF JULY		3,577.20
Check	07/14/2016	76033	Accounts Payable	FLEET FUELING		66.73
	Invoice		Date	Description		Amount
		45974481	06/30/2016	FUEL FOR VARIOUS DEPARTMENTS FOR THE MONTH OF JUNE 2016		66.73
Check	07/14/2016	76034	Accounts Payable	GARCIA, JESUS		600.00
	Invoice		Date	Description		Amount
		2016-00001209	06/30/2016	SERVICES RENDERED OF UMPIRE FOR WOMENS SOFTBALL LEAGUE 2016		240.00
		2017-00000003	07/14/2016	SERVICES RENDERED OF UMPIRE FOR WOMENS SOFTBALL LEAGUE 2016		60.00
		07042016	07/14/2016	PAYMENT FOR MC SERVICES RENDERED AT THE FOURTH OF JULY EVENT		300.00
Check	07/14/2016	76035	Accounts Payable	GUERRA, RUTH		500.00
	Invoice		Date	Description		Amount
		141	07/08/2016	TRANSLATING SERVICES FOR COURT - 070116-070816		500.00
Check	07/14/2016	76036	Accounts Payable	INDUSTRIAL SERVICE & SUPPLY		222.58
	Invoice		Date	Description		Amount
		035408	05/01/2016	SENSOR FOR CHLORINE ANALYZER@WELL SITE #7		222.58
Check	07/14/2016	76037	Accounts Payable	JACUINDE, ANITA		180.00
	Invoice		Date	Description		Amount

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City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		2016-00001213		06/30/2016	SERVICES RENDERED OF SCOREKEEPER FOR KICKBALL LEAGUE 2016	180.00
Check	07/14/2016	76038	Accounts Payable	KALLEN , CID RIGEL		3,600.00
	Invoice		Date	Description		Amount
		2260		04/27/2016	ATTORNEY FEES	400.00
		2262		04/27/2016	ATTORNEY FEES	400.00
		2322		06/10/2016	ATTORNEY FEES	400.00
		2323		06/10/2016	ATTORNEY FEES	400.00
		2324		06/10/2016	ATTORNEY FEES	400.00
		2325		06/10/2016	ATTORNEY FEES	400.00
		2326		06/10/2016	ATTORNEY FEES	400.00
		4014		06/21/2016	ATTORNEY FEES	400.00
		4015		06/21/2016	ATTORNEY FEES	400.00
Check	07/14/2016	76039	Accounts Payable	KAMAN INDUSTRIAL TECHNOLOGIES		289.65
	Invoice		Date	Description		Amount
		1147150		06/29/2016	REPAIR MOTOR CONTROL FOR CHLORINATOR UNIT@WS#6	289.65
Check	07/14/2016	76040	Accounts Payable	KANAWHA INSURANCE CO.		1,029.44
	Invoice		Date	Description		Amount
		JANUARY 2016		07/14/2016	INSURANCE FOR JANUARY 2016	562.51
		JULY 2016		07/14/2016	INSURANCE FOR JULY 2016	466.93
Check	07/14/2016	76041	Accounts Payable	LA PEQUENA		585.00
	Invoice		Date	Description		Amount
		217		07/14/2016	PURCHASE OF TROPHIES FOR SUMMER LEAGUES 2016	585.00
Check	07/14/2016	76042	Accounts Payable	LEXIS NEXIS MATTHEW BENDER		70.65
	Invoice		Date	Description		Amount
		82632731		05/02/2016	AZ RULES OF COURT SUPP	70.65
Check	07/14/2016	76043	Accounts Payable	LEXIS NEXIS RISK DATA MANAGEMENT INC.		100.00
	Invoice		Date	Description		Amount
		1499424-20160630		06/30/2016	MONTHLY DATA SUBSCRIPTION FEE	100.00
Check	07/14/2016	76044	Accounts Payable	LOPEZ , ARTURO		75.00

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City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
						Amount
						001
						06/30/2016
						PAYMENT FOR DJ SERVICES RENDERED FOR BASKETBALL EVENT
Check	07/14/2016	76045	Accounts Payable	LOWE'S HIW, INC.		75.00
						185.30
						Invoice
						Date
						Description
						975880
						06/08/2016
						MAINTENANCE ITEMS FOR THE BUSINESS INCUBATOR
Check	07/14/2016	76046	Accounts Payable	MARTINEZ, JOSE ALFREDO		185.30
						324.00
						Invoice
						Date
						Description
						2016-00001212
						06/30/2016
						SERVICES RENDERED FOR UMPIRE OF KICKBALL LEAGUE SUMMER 2016
Check	07/14/2016	76047	Accounts Payable	MEDINA, JOSE		324.00
						324.00
						invoice
						Date
						Description
						2016-00001215
						06/30/2016
						SERVICES RENDERED OF UMPIRE FOR KICKBALL LEAGUE 2016
Check	07/14/2016	76048	Accounts Payable	METRO FIRE EQUIPMENT INC		324.00
						2,701.00
						Invoice
						Date
						Description
						IN00042129
						05/20/2016
						SLPD PATROL REPLACED FIRE EXTINGUISHERS
						IN00043697
						06/10/2016
						PERFORM ANNUAL FIRE ALARM & FIRE SPRINKLER INSPECTIONS
						31075
						02/09/2016
						REPLACE DAMAGED 2"ANGLE VALVE-MAIN DRAIN AT YOUTH/ CITY HALL
Check	07/14/2016	76049	Accounts Payable	MORRIS, JOHNNIE		250.00
						126.00
						Invoice
						Date
						Description
						MORRIS 071216
						07/14/2016
						TRAVEL - 2016 AFCA CONFERENCE
Check	07/14/2016	76050	Accounts Payable	ONE SOURCE DISTRIBUTOR LLC		126.00
						2,774.27
						Invoice
						Date
						Description
						S5014157.004
						03/28/2016
						ELECTRICAL R/R PARTS@WS#1 & #4/CLEANERS F/ MCCs@ALL WELL SITES
						S5014157.003
						03/14/2016
						ELECTRICAL R/R PARTS@WS#1 & #4/CLEANERS F/ MCCs@ALL WELL SITES
						S5014157.001
						02/29/2016
						ELECTRICAL R/R PARTS@WS#1 & #4/CLEANERS F/ MCCs@ALL WELL SITES
						S5014157.006
						03/30/2016
						ELECTRICAL R/R PARTS@WS#1 & #4/CLEANERS F/ MCCs@ALL WELL SITES
Check	07/14/2016	76051	Accounts Payable	PERALTA, ELVA M		(453.93)
						500.00
						Invoice
						Date
						Description
						2017-00000006
						07/14/2016
						CIVIC CONTRIBUTION: CARDINALS OF SAN LUIS
Check	07/14/2016	76052	Accounts Payable	POLY'S PARTY RENTALS, LLC		500.00
						1,745.24

User: Margarita Dominguez

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City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description		Amount
		2017-00000008	07/04/2016	RENTAL OF JUMPERS AND WATER SLIDES FOR FOURTH OF JULY EVENT		1,745.24
Check	07/14/2016	76053	Accounts Payable	PPEP INC.		6,500.00
	Invoice		Date	Description		Amount
		2016-00001207	06/30/2016	4TH QUARTER DRAWDOWN - APRIL - JUNE 2016 - YOUTHBUILD PRGM		6,500.00
Check	07/14/2016	76054	Accounts Payable	PROFESSIONAL PEST CONTROL LLC		40.00
	Invoice		Date	Description		Amount
		1619	06/10/2016	PIGEON CONTROL SERVICE AT ACT		40.00
Check	07/14/2016	76055	Accounts Payable	QUINONEZ , FRANCISCO		525.00
	Invoice		Date	Description		Amount
		13682	06/29/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
		13648	06/29/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		275.00
		13727	06/29/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		75.00
		4730	03/02/2016	TOW SERVICES FOR SLPD IMPOUNDED VEHICLES		100.00
Check	07/14/2016	76056	Accounts Payable	RAMON MOSQUEDA		144.00
	Invoice		Date	Description		Amount
		1125	03/14/2016	PAYMENT FOR EMBROIDERY OF YOUTH CENTER SHIRTS		144.00
Check	07/14/2016	76057	Accounts Payable	REAL PURIFIED WATER LLC		28.08
	Invoice		Date	Description		Amount
		15157	06/29/2016	5 GAL WATER JUGS FOR FIRE ADMIN		9.36
		15051	06/24/2016	BULK GALS OF WATER FOR SLFD		18.72
Check	07/14/2016	76058	Accounts Payable	REVOLUTION INDUSTRIAL LLC		202,350.65
	Invoice		Date	Description		Amount
		71	06/30/2016	STORAGE WATER TANK REHAB PROJECT F/ WS#3 & WS#4		202,350.65
Check	07/14/2016	76059	Accounts Payable	ROMINE , CORA MAE		3,150.00
	Invoice		Date	Description		Amount
		004	06/30/2016	PRO TEMP JUDGE FOR SERVICES AT THE MUNICIPAL COURT		1,400.00
		005	07/11/2016	PRO TEMP JUDGE - SERVICES AT MUNICIPAL COURT 070116-070816		1,750.00
Check	07/14/2016	76060	Accounts Payable	SAN LUIS AIR CONDITIONING LLC		75.00

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City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description		Amount
	16-410		06/07/2016	INSPECTION OF BRAKER AT AQUATIC CENTER (BRAKER DOWN)		75.00
Check	07/14/2016	76061	Accounts Payable	SANCHEZ , BRAULIO S		1,200.00
	Invoice		Date	Description		Amount
	229		06/08/2016	ATTORNEY FEES		400.00
	230		06/08/2016	ATTORNEY FEES		400.00
	231		06/08/2016	ATTORNEY FEES		400.00
Check	07/14/2016	76062	Accounts Payable	SIGN PRO		2,496.62
	Invoice		Date	Description		Amount
	21654		06/29/2016	REFLECTIVE STREET SIGNS/ BUILDING INDICATORS		2,496.62
Check	07/14/2016	76063	Accounts Payable	STANDARD INSURANCE CO.		1,352.20
	Invoice		Date	Description		Amount
	JUNE 2016		07/14/2016	INSURANCE FOR JUNE 2016		1,352.20
Check	07/14/2016	76064	Accounts Payable	TACOS EL CHIPILON, LLC		84.14
	Invoice		Date	Description		Amount
	106		06/29/2016	FOOD FOR EXECUTIVE SESSION 062916		84.14
Check	07/14/2016	76065	Accounts Payable	TAPIA , EMMANUELLE		300.00
	Invoice		Date	Description		Amount
	070416		07/14/2016	PAYMENT FOR MC SERVICES RENDERED AT THE FOURTH OF JULY EVENT		300.00
Check	07/14/2016	76066	Accounts Payable	TEK TIME SYSTEMS INC.		182.83
	Invoice		Date	Description		Amount
	2051235		06/28/2016	EQUIPMENT REPAIR SERVICES		182.83
Check	07/14/2016	76067	Accounts Payable	TYLER TECHNOLOGIES, INC		106,272.45
	Invoice		Date	Description		Amount
	030-1074		07/14/2016	ANNUAL MAINTENANCE PERIOD: 07/01/16-06/30/17		106,272.45
Check	07/14/2016	76068	Accounts Payable	UNIVERSAL BACKGROUND SCREENING INC		321.00
	Invoice		Date	Description		Amount

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City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		201606001962		06/30/2016	BACKGROUND CHECKS FOR NEW HIRES	
Check	07/14/2016	76069	Accounts Payable	URQUIJO LASTRA, SALVADOR		321.00
	Invoice			Date	Description	Amount
		2016-00001210		06/30/2016	SERVICES RENDERED OF UMPIRE FOR WOMENS SOFTBALL LEAGUE 2016	240.00
		2017-00000005		07/14/2016	SERVICES RENDERED OF UMPIRE FOR WOMENS SOFTBALL LEAGUE 2016	60.00
Check	07/14/2016	76070	Accounts Payable	VISION SERVICE PLAN OF ARIZONA		6,978.02
	Invoice			Date	Description	Amount
		JUNE 2016		07/14/2016	INSURANCE FOR JUNE 2016	3,558.24
		JULY 2016		07/14/2016	INSURANCE FOR JULY 2016	3,419.78
Check	07/14/2016	76071	Accounts Payable	YUMA COUNTY ATTORNEYS OFFICE		48,869.24
	Invoice			Date	Description	Amount
		2016-00001208		06/30/2016	TRANSFER OF FORFEITED FUNDS TO YUMA COUNTY ATTORNEY'S OFFICE	48,869.24
Check	07/14/2016	76072	Accounts Payable	YUMA COUNTY RECORDER'S OFFICE		208.50
	Invoice			Date	Description	Amount
		16-8836		05/24/2016	RECORDING FEES FOR CITY CLERK	50.00
		16-9644		06/07/2016	RECORDING FEES FOR DEV SERVICES	24.00
		16-9830		06/09/2016	RECORDING FEES FOR CITY CLERK	79.50
		16-10575		06/21/2016	RECORDING FEES FOR CITY CLERK	55.00
Check	07/14/2016	76073	Accounts Payable	YUMA COUNTY WATER USERS		539.89
	Invoice			Date	Description	Amount
		1114-2		05/21/2016	O&M FEES (ROW)	271.98
		1947-3		05/21/2016	O&M FEES F/ CO. 22ND ST & 8TH AVE (ROW)	267.91
Check	07/14/2016	76074	Accounts Payable	YUMA SUN, INC		83.04
	Invoice			Date	Description	Amount
		00093750		05/24/2016	REZONING CASE NO2016-0198 - ADS	83.04
Check	07/14/2016	76075	Accounts Payable	YUMA WINLECTRIC CO.		1,582.73
	Invoice			Date	Description	Amount
		483948 00		07/05/2016	ELECTRICAL MATERIAL F/ NEW HOIST PROJECT@GADSDEN LIFTSTATION	834.69
		483571 00		07/06/2016	PURCHASE FOR OUTLETS THAT ARE NEEDED AT THE SOFTBALL FIELD	748.04

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Schedule H

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description		Amount
	2017-00000013		07/14/2016	539 - ASK COPS - SLPD		360.00
Check	07/14/2016	76085	Accounts Payable	SUPPORT PAYMENT CLEARINGHOUSE		3,363.14
	Invoice		Date	Description		Amount
	CS PPE 07142016		07/14/2016	CS PPE 07142016		3,363.14
Check	07/14/2016	76086	Accounts Payable	UNITED WAY OF YUMA COUNTY INC.		28.00
	Invoice		Date	Description		Amount
	2017-00000014		07/14/2016	705 - UNITED WAY		28.00
Check	07/14/2016	76087	Accounts Payable	UNITED YUMA FIRE FIGHTERS-IAFF		662.50
	Invoice		Date	Description		Amount
	2017-00000015		07/14/2016	543 - IAFF- FIRE DEPT		662.50
Check	07/14/2016	76088	Accounts Payable	ZIONS FIRST NATIONAL BANK		85.00
	Invoice		Date	Description		Amount
	2017-00000016		07/14/2016	533 - GARNISHMENT		85.00
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 13		\$132,945.01
Checks:		13				

Prepared By:
Maggie Dominguez
 Date: 7/14/16
Miguel Ramirez

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 1BYPAYABLE - 1st BY Accounts Payable						
Check	07/14/2016	76076	Accounts Payable	ARIZONA MUNICIPAL RISK RETENTION POOL - WC		86,614.00
	Invoice		Date	Description		Amount
		QTR A MJ 2016	07/14/2016	QTR AMJ 2016		86,614.00
Check	07/14/2016	76077	Accounts Payable	BORDER GYM FITNESS LLC		825.00
	Invoice		Date	Description		Amount
		00006	06/30/2016	GYM MEMBERSHIP FEES - JUNE 2016		825.00
Check	07/14/2016	76078	Accounts Payable	CALIFORNIA STATE DISBURSEMENT UNIT		164.31
	Invoice		Date	Description		Amount
		2017-00000010	07/14/2016	532 - GARNISHMENT - CHILD SUPPORT		164.31
Check	07/14/2016	76079	Accounts Payable	FOP/ALC		356.00
	Invoice		Date	Description		Amount
		2017-00000011	07/14/2016	714 - FOP/ALC		356.00
Check	07/14/2016	76080	Accounts Payable	INTERNAL REVENUE SERVICE		50.00
	Invoice		Date	Description		Amount
		2017-00000012	07/14/2016	533 - GARNISHMENT		50.00
Check	07/14/2016	76081	Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY		264.96
	Invoice		Date	Description		Amount
		PSPRS 070816	07/14/2016	PSPRS 070816		264.96
Check	07/14/2016	76082	Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY		39,372.10
	Invoice		Date	Description		Amount
		PSPRS 071416 RE	07/14/2016	PSPRS 071416 RE		39,372.10
Check	07/14/2016	76083	Accounts Payable	SAN LUIS POLICE ATHLETIC LEAGUE, INC.		800.00
	Invoice		Date	Description		Amount
		070516	07/14/2016	PAYMENT FOR CLEAN UP SERVICES RENDERED FOR THE FOURTH OF JULY		800.00
Check	07/14/2016	76084	Accounts Payable	SAN LUIS POLICE OFFICERS ASSOC		360.00

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Schedule I

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
		2017-00000018		07/14/2016	KARATE ACADEMY CIVIC CONTRIBUTION	
Check	07/14/2016	76098	Accounts Payable	PONCE, ESTRELLA MARIA		500.00
	Invoice		Date	Description		250.00
		2017-00000017		07/14/2016	CIVIC CONTRIBUTION	Amount
Check	07/14/2016	76099	Accounts Payable	RAMON MOSQUEDA		250.00
	Invoice		Date	Description		84.00
		1689		06/30/2016	EMBROIDERY-LOGO & NAME ON UNIFORMS FOR Y. DUENAS	Amount
Check	07/14/2016	76100	Accounts Payable	THOMSON WEST PUBLISHING CO.		84.00
	Invoice		Date	Description		776.35
		834270198		06/30/2016	SUBSCRIPTION	Amount
Check	07/14/2016	76101	Accounts Payable	VERIZON WIRELESS MESSAGING SVC		776.35
	Invoice		Date	Description		6,200.48
		9767639558		06/23/2016	MONTHLY STATEMENT CHARGES FOR ACC #865746092 CELL 052416-062316	Amount
		9767328729		06/19/2016	MONTHLY STATEMENT CHARGES FOR ACC #771777273 DATA 052016-061916	2,661.42
Check	07/14/2016	76102	Accounts Payable	WESTERN SUN SYSTEMS, INC		3,539.06
	Invoice		Date	Description		3,382.32
		30410		06/30/2016	FINGERPRINT READER REPLACEMENT FOR EVIDENCE ROOM	Amount
Check	07/14/2016	76103	Accounts Payable	YUMA COUNTY WATER USERS		3,382.32
	Invoice		Date	Description		1.75
		2016-3388		06/28/2016	COPIES OF WATER CONVERSION CONTRACTS	Amount
Check	07/14/2016	76104	Accounts Payable	ZOLL MEDICAL CORP		1.75
	Invoice		Date	Description		1,541.85
		2394745		06/25/2016	PURCHASE OF AN AUTOMATED EXTERNAL DEFIBRILLATOR FOR AQUATIC DEPT	Amount
						1,541.85
1BYPAYABLE 1st BY Accounts Payable Totals:				Transactions: 16		
Checks:		16		\$30,822.08		

Prepared By:
Maggie Dominguez
 Date: *7/14/2016*
 \$30,822.08

User: Margarita Dominguez

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Uiguel Ramirez

City of San Luis
Payment Batch Register
 Bank Account: 1BYPAYABLE - 1st BY Accounts Payable
 Batch Date: 07/14/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 1BYPAYABLE - 1st BY Accounts Payable						
Check	07/14/2016	76089	Accounts Payable	ALBOR , BRENDA		200.00
	Invoice		Date	Description		Amount
		1471	07/14/2016	REIMBURSEMENT - CANCELLED POOL RESERVATION		200.00
Check	07/14/2016	76090	Accounts Payable	DELL MARKETING L.P.		83.82
	Invoice		Date	Description		Amount
		XJR2XXC79	07/21/2015	INTERNAL DUAL SD DRIVE FOR VIRTUAL SERVER		83.82
Check	07/14/2016	76091	Accounts Payable	DUMADAG , JONATHAN		169.99
	Invoice		Date	Description		Amount
		DUMADAG 071416	06/30/2016	REIMBURSEMENT - A+ CERTIFICATION TEST		169.99
Check	07/14/2016	76092	Accounts Payable	FDC RESCUE PRODUCTS		8,345.57
	Invoice		Date	Description		Amount
		6204	05/25/2016	TURNOUT GEAR FOR NEW FFS		8,345.57
Check	07/14/2016	76093	Accounts Payable	FIRERESQ, INC		826.82
	Invoice		Date	Description		Amount
		40046	05/24/2016	COMPARTMENT TOOLS FOR THE NEW FIRE TRUCK		826.82
Check	07/14/2016	76094	Accounts Payable	GREEN D. HENRY		260.00
	Invoice		Date	Description		Amount
		2016-00001216	06/30/2016	PSRS JUNE REIMBURSEMENT		260.00
Check	07/14/2016	76095	Accounts Payable	L.N. CURTIS & SONS		8,119.13
	Invoice		Date	Description		Amount
		INV35057	06/27/2016	COMPARTMENT TOOLS FOR THE NEW FIRE TRUCK		1,236.10
		INV36051	06/30/2016	COMPARTMENT TOOLS FOR THE NEW FIRE TRUCK		6,883.03
Check	07/14/2016	76096	Accounts Payable	MORENO, ADAN		80.00
	Invoice		Date	Description		Amount
		2017-00000019	07/14/2016	PAYMENT FOR DJ SERVICES RENDERED AT THE CULTURAL CENTER		80.00
Check	07/14/2016	76097	Accounts Payable	PARTIDA , ENRIQUE		500.00
	Invoice		Date	Description		Amount



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. A.

Meeting Date: 07/27/2016

Department Head: Kristin McManus, Court Magistrate, Court

Submitted By: Andrea Ruiz, Court Administrator, Court

Action Requested: Motion

ITEM:

Discussion and possible action regarding renewal and ratification of interpreter's contract for fiscal year 2016 - 2017. **(Kristin McManus, Municipal Magistrate)**

SUMMARY:

The Court seeks the contract renewal and ratification of current court interpreter Ruth Guerra at a cost of \$100 dollars per day, 5 days a week, or as needed. Funds will be paid out of special court revenue. No Cost will be incurred by the City. Since the fiscal year began July 1, 2016, ratification is requested for the compensation paid since July 1, 2016.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO RATIFY AND APPROVE THE RENEWAL OF THE COURT INTERPRETER'S CONTRACT.

Supporting information not attached to the Agenda Item Review Form:

n/a

Document to be Recorded?: Yes

City Clerk's Office

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:

Yes

CITY/STATE/FEDERAL FUNDS:

State

TOTAL:

\$25,000

BUDGETED:

\$25,000

AVAILABLE TO TRANSFER:

n/a

GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: 260-261-8000/JCEF/\$25,000

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

The fiscal impact is as described above.

Attachments

C:\Users\aruiz2\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3QU3FXOI\Independent Contractor Agreement 2016-2017 (002).docx

INDEPENDENT CONTRACTOR AGREEMENT

Independent contractor agreement made this 1st day of July, 2016 between City of San Luis, P.O. Box 1170, San Luis, Arizona, 85349 ("City") and Ruth Guerra ("contractor").

- A. City is desirous of obtaining interpreting/translating services for customers who conduct business with the court.
- B. Contractor agrees to perform these services for City Court under terms and conditions set forth in this contract.

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

SECTION ONE DESCRIPTION OF WORK

The charge for interpreting/translating for customers at the Court will be set at \$100.00 per day regardless of the amount of cases interpreted/translated.

Contractor agrees to be available from 8:00 a.m. to 5:00 p.m. Monday through Friday, except legal holidays and any other times excepted by the Court.

Contractor agrees to provide interpreting/translating for criminal cases, civil traffic hearings, petition for Orders of Protection and Injunction against Harassment, Prisoners in-custody, litigants who otherwise do not speak English and other needs as determined by the Court.

Invoices should be submitted weekly to the Court Administrator each Friday, no later than 5:00 p.m. beginning July 1, 2016.

This agreement shall be in effect for a period of one year and is renewable every subsequent year if both parties agree to renew it.

SECTION TWO PAYMENT

Court will pay contractor pursuant to the terms and conditions stated hereinabove.

SECTION THREE RELATIONSHIP OF PARTIES

The parties intend that an independent contractor-employer relationship will be created by this contract. Court is interested only in the results to be achieved, and the conduct and control of the work will lie solely with contractor. While performing interpreting/translating services, contractor is not to be considered an agent or employee of the Court for any purpose, and not entitled to any benefits normally extended to Court employees.

SECTION FOUR LIABILITY

The work to be performed under this contract will be performed entirely at contractor's risk, and contractor assumes all responsibility for any incidentals related to the performance of the work. Contractor agrees to indemnify Court for any and all liability or loss arising in any way out of the performance of this contract.

SECTION FIVE EQUIPMENT

There is no equipment required for the performance of this contract. If any equipment is required in the future, the Court agrees to furnish interpreting/translating equipment which shall remain the property of the court.

SECTION SIX DURATION

This contract is for fiscal year 2016/2017 and shall terminate June 30, 2017. Either party may cancel this contract on 30 day's written notice unless mutually agreed upon a different time period of notification of intention to terminate contract. This contract is renewable every subsequent year if both parties agree to renew it.

SECTION SEVEN MISCELLANEOUS

- A. **WAIVER.** No delay in exercising any right or remedy shall constitute a waiver thereof, and no waiver by the Contractor or Court of the breach of any covenant of this agreement shall be construed as a waiver of any proceeding or succeeding breach of the same of any other covenant or condition of this contract.
- B. **ATTORNEY'S FEES.** In the event any party finds it necessary to bring any action at law or other proceeding, including arbitration, against the another party to enforce any of the terms, covenants or conditions hereof, or by reasons of any breach or default hereunder, the party prevailing in any such action or other proceeding shall be paid all reasonable cost and reasonable attorneys' fees by the other party, and in the event any judgment is secured by said party, all such costs and attorneys' fees shall be included therein, such fees to be set by the court and not by jury.
- C. **COUNTERPARTS.** This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one or more counterparts may be removed from such

counterparts and such signature pages all attached to a single instrument so that the signature of all parties may be physically attached to a single document.

- D. HEADINGS. The descriptive headings of the paragraphs of this agreement are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions thereof.
- E. TIME OF THE ESSENCE. Time is of the essence of this contract.
- F. NO PARTNERSHIP AND THIRD PARTIES. It is not intended by this agreement to, and nothing contained in this agreement shall, create any partnership, joint venture or other similar arrangement between Contractor or Court. No term or provision of this agreement is intended to be, or shall be for the benefit of any person, firm, organization or corporation not a party hereto, and no such other person, firm, organization or corporation shall have any right or cause of action hereunder.
- G. ENTIRE AGREEMENT. This agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof. All prior and contemporaneous agreements, representations and understandings of the parties, oral or written, are hereby superseded and merged herein.
- H. AMENDMENT. No change or additions are to be made to this agreement excepted by a written amendment executed by the parties hereto.
- I. GOVERNING LAW. This agreement is entered into in Arizona and shall be construed and interpreted under the laws of the State of Arizona. In particular, this agreement is subject to the provisions of A.R.S. 32-511.
- J. VENUE. Any legal action relating to this agreement shall be brought in either the Yuma County Superior Court or in the United State District Court for the District of Arizona at the election of the plaintiff in such legal action, provided, however, that nothing in this paragraph will be deemed to have authorized the bringing of any legal action in a court which does not otherwise have jurisdiction to adjudicate the legal action.
- K. SEVERABILITY. Every provision of this agreement is, and will be construed to be, a separated and independent covenant. If any provision of this agreement or the application of the same is, to any extent, found to be invalid or unenforceable, then the remainder of this agreement or the application of the provision to circumstances other than those to which it is invalid or unenforceable, will not be affected by that invalidity or unenforceability, and each provision of this agreement will be valid and will be enforced to the extent permitted by the law, and the parties will negotiate in good faith for such amendments of this agreement which may be necessary to achieve its intent, notwithstanding such invalidity or unenforceability.

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

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

CITY OF SAN LUIS

CONTRACTOR

By: _____
City Manager

By: _____
Ruth Guerra

Approved as to form:

By: _____
City Attorney



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. B.

Meeting Date: 07/27/2016

Department Head: Omar Heredia, HR Program & Training Coordinator, Human Resources Department

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

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding salary survey consultant service proposals for future City of San Luis employee salary survey procedure. **(Maria Sabori, Human Resources Senior Analyst)**

SUMMARY:

Stemming from the 2016 Budget Retreat, City Council directed staff to conduct an additional salary survey study. Via extensive search, the Human Resources Department has received three proposals for salary survey services. Said proposals were submitted by Arthur J. Gallagher & Co., CPS HR Consulting, and Springsted (refer to attached proposals). The Human Resources Department will proceed as instructed by City Council for the successful completion of this project.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO ACCEPT AND APPROVE THE PROPOSAL OF _____ IN THE AMOUNT OF _____ AND AUTHORIZE THE APPROPRIATE CITY OFFICIALS TO EXECUTE THE CONTRACT.

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:

Yes

CITY/STATE/FEDERAL FUNDS:

City

TOTAL:

TBD

BUDGETED:

NO

AVAILABLE TO TRANSFER:

N/A

GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: 100-110-80000

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

Requesting funds from the council contractual services account. Cost range for salary survey may vary from \$28,000 to \$80,000.

Attachments

1. Arthur J. Gallagher & Co. Proposal
 2. CPS HR Consulting Proposal
 3. Springsted Proposal
-

COMPENSATION & CLASSIFICATION STUDY PROPOSAL

City of San Luis, AZ

June 3, 2016



Arthur J. Gallagher & Co.
BUSINESS WITHOUT BARRIERS™



May 24, 2016

City of San Luis, AZ
Attn: Omar Heredia, M.Ed.
Human Resources Training & Programs Coordinator
1090 E. Union Avenue
San Luis, AZ 85349

Compensation and Classification Study Proposal

Ladies and Gentlemen:

In response to your request, Gallagher Benefit Services, Inc.'s consulting group specializing in public sector compensation studies (Fox Lawson), is pleased to submit our proposal to assist the City of San Luis (City) in conducting a classification and compensation study. The scope of the study encompasses approximately 260 full- and part-time employees in approximately 125 current job classifications.

There are several things that we would like you to know about our firm, including:

- The scope of this project is similar to the goals of many other projects that we have successfully performed for cities and counties throughout the country. We have worked with, and continue to provide ongoing support to a large number of public sector organizations across the country and in the State of Arizona including the cities of Tolleson, Gilbert, Flagstaff, Yuma, Phoenix, Surprise, Buckeye, Goodyear, and El Mirage.
- Our staff has proven themselves as compensation professionals not only by experience, but also through the attainment of the CCP (Certified Compensation Professional) designation from *WorldatWork* and/or IPMA-CP designation from the International Public Management Association, and graduate degrees in Human Resources/Industrial Relations and Public Administration.
- Our practice's smaller organizational structure and director interaction allows us to provide the City with senior level consultants who have the experience to guide you through this assignment to a successful conclusion. We take time to understand your needs and our directors and consultants are available to lead you in all phases of the project.
- We have the technical experience, as well as sensitivity to the significant impact of classification, job evaluation, and compensation decisions to ensure results are appropriate for the City.



Our proposed approach is designed to provide the City with work products that are tailored to your needs and takes advantage of the knowledge regarding job content that exists within the City. We are fully prepared to complete the project in a manner that is cost effective for the City.

Our commitment to our clients is well established and we encourage you to contact other institutions that we are currently assisting or have recently assisted. We pride ourselves on offering our clients a level of customer service and quality work product that exceeds our competitors.

Our clients will attest to our ability to:

- Manage complex compensation assignments.
- Work with you as a team – we serve as mentors and technical experts to make sure things go right.
- Deliver projects that meet the individual and unique needs of our clients for the future; we don't simply reorganize what you already have.
- Meet project timelines and budgets.

We appreciate having the opportunity to submit this proposal and look forward to assisting the City in conducting this study. Should you need any additional information or have questions regarding our proposal, please contact me at (602) 840-1070; bruce_lawson@ajg.com. I am an officer of the company and authorized to negotiate the terms and conditions of this proposal and commit the organization.

Sincerely,

Bruce Lawson, MPA, CCP, IPMA-CP
Managing Director



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HISTORY

Fox Lawson, within Gallagher Benefit Services Inc., has been in business since 1981, beginning as the public sector compensation consulting practice of Ernst & Young. In January 1995, Ernst & Young elected to withdraw from the public sector marketplace and sold its public sector compensation consulting practice to Fox Lawson & Associates LLC. On October 1, 2009, Arthur J. Gallagher & Company purchased Fox Lawson & Associates. We are now part of Gallagher Benefit Services, Inc., operating with the same personnel. Gallagher Benefit Services, Inc. is a wholly owned subsidiary of Arthur J. Gallagher & Company, a publically traded company under the symbol AJG. Gallagher Benefit Services, Inc. was incorporated in 1999 in Delaware. Locations include:

ST. PAUL, MN
1335 County Road D Circle East; St. Paul, MN 55109-5260 (651) 635-0976; jim_fox@ajg.com Managing Director: James Fox, Ph.D., CCP, IPMA-SCP
PHOENIX, AZ
Post Office Box 32985; Phoenix, AZ 85064-2985 (602) 840-1070; bruce_lawson@ajg.com Managing Director: Bruce Lawson, MPA, CCP, IPMA-SCP

Services will be provided from the Gallagher Consulting Fox Lawson practice office in Phoenix.

AJG is a publicly traded corporation on the New York Stock Exchange under the symbol AJG. No single individual owns more than a 10% share of the stock in the corporation. A copy of the firm's Annual Reports, including its audited financial statements can be accessed on line at the following web-link:

<http://investor.ajg.com/phoenix.zhtml?c=104111&p=irol-reportsannual>.

The two managing directors of the Fox Lawson practice, James Fox and Bruce Lawson, have worked together and were responsible for all engagements of Ernst & Young's Public Sector Compensation & Human Resources Consulting Practice for more than thirteen years prior to forming Fox Lawson. We provide the technical expertise and know how commonly associated with larger firms and the innovative customer service and flexibility typically experienced with smaller firms.

STATEMENT OF QUALIFICATIONS

Fox Lawson is guided by the following principles:

- To build a practice that clients seek when they want to align their compensation, benefits, and human resources systems to their business strategy.



- To provide a level of customer satisfaction and technical competence that exceeds our competitors.
- To exercise the professional principles of integrity, quality, communication, and work ethic.

Fox Lawson supports these business elements by employing individuals who embrace these goals of our practice.

While we have a broad understanding of human resource systems, our practice primarily specializes in public sector classification and compensation studies. These studies typically include: developing new classification structures and job descriptions, evaluating jobs with a job evaluation methodology to determine internal equity, conducting a custom tailored salary survey, developing a competitive pay system, recommending strategies to implement the new compensation structure, and ensuring appropriate administrative and procedural guidelines are in place to maintain the system. These studies ensure that our clients are in compliance with applicable laws and regulations, such as the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) standards and have pay systems that are appropriate for their organization and market strategy.

Over the past 30 years, our practice has served more than 500 public sector, higher education and special district clients. We have included a sampling of references that demonstrates our experience in conducting engagements for public sector organizations. These projects are relevant in demonstrating our ability to meet the needs of the City and show considerable experience in developing compensation programs for a variety of public sector organizations. Our references can attest to the timeliness, quality, and responsiveness of the services we provide, as well as our knowledge of legal issues, such as the ADA and FLSA, our understanding of job classifications, and our skill and ability in dealing with public organizations and sensitive personnel issues.

Following are a few key points and some of the services we would like to highlight about our firm.

CLIENT SERVICE

In a survey of clients that we had served in the prior five years, the independent firm Dun & Bradstreet found that the quality of services we delivered to our clients exceeded the services delivered by nearly 90 other consulting firms it competes with, many firms which are large, well-known, national firms. The factors rated included cost, timeliness, quality, responsiveness to problems, technical support, quantity delivered verses quantity requested, and the attitude of personnel.



JOB EVALUATION

We have been instrumental in developing and applying a variety of job evaluation methodologies to better meet our clients' needs in changing environments. Because no single method of job evaluation fits the needs of all clients, we offer a "family" of job evaluation methods, including the Decision Band™ Method, Flex/Point™, a point factor plan, and JFACS™, an automated job evaluation system that uses a scored questionnaire. The State of New York Civil Service has used JFACS for the past 25 years. In addition to these job evaluation methods, our firm is experienced in fine-tuning various job evaluation methods by updating the language and/or the mathematical weighting schemes behind various job evaluation systems to ensure they are free of bias and are valid and reliable. We have developed a variety of new job evaluation methods, including factor comparison, ranking, point factor and market based systems for many public sector organizations.

SALARY DATABASE

We conduct about 50-60 custom compensation and benefit surveys throughout the country each year. From these surveys, we have developed an extensive database of salary information for public sector systems. In addition, we have an Internet based salary survey database that includes more than 350 of the major public and private sector salary surveys. This allows us to match nearly any job in any type of organization in any part of the country with up to date labor market data.

INDUSTRY ASSOCIATIONS

We also have a strategic alliance with the International Public Management Association for Human Resources (IPMA – HR), the National Public Employers Labor Relations Association (NPELRA), and the Colleges and Universities Professional Association for Human Resources (CUPA - HR) and have conducted a series of training seminars/workshops on compensation, classification, job evaluation, and employee benefits management throughout the nation in conjunction with these organizations.

In addition, our firm assisted in the development and sponsorship of the **Compensation Benchmark Survey of 2007 and 2012**, the **Performance Management Survey of 2008** and the **Benefits Survey of 2011** that were conducted through IPMA-HR. We also conduct an annual benefits survey covering all industries of which IPMA-HR is a co-sponsor. The 2013 survey had the largest participation of any national benefits survey conducted by any firm and we have continued to participate 2014 and 2015.

INDUSTRY LEADERSHIP

The consultants of Fox Lawson have demonstrated leadership in the field of compensation. Each member of our practice has obtained their CCP, and/or their IPMA-CP. They also teach courses through *WorldatWork*, including Job Analysis and Evaluation, Job Description Writing, Performance Management, and Variable Pay seminars at *WorldatWork* or through the International Public Management Association for Human Resources (IPMA-HR).



NUMEROUS PRESENTATIONS

We have been featured speakers at every IPMA-HR national conference for the past 25 years. We also have been featured speakers at NPELRA (a public sector labor relations organization) national conference over the past 12 years, and have been presenters at local and national CUPA-HR conferences.

PUBLISHED ARTICLES

We write a quarterly compensation answer column called CompDoctor™ for the HR News. We also have published articles in the American City and County, Public Management, Corporate Report Ventures, Corporate Board Member, and Benefits Planner. We encourage you to access many of these articles through our website at www.ajg.com. We also publish a quarterly newsletter, "FLA Solutions," for clients on key topics affecting the public sector. Previous articles have included discussions on alternative rewards, such as skill or competency based pay, best practices in salary administration, and the Sherman Antitrust Act, as well as several other progressive topics in the public sector.

CLIENT EXPECTATIONS

We take pride in fulfilling and exceeding our clients' expectations. To ensure that we are accomplishing this, we distribute client satisfaction feedback surveys on a regular basis. These surveys provide valuable feedback regarding our performance on projects and the level of satisfaction of our clients. Below are some of the comments we consistently receive from our clients.

PROPOSED PROJECT MEMBERS

Our organization prides itself on the high level of customer service that we provide and believe we have the staffing structure that provides for continuous and open conversation, as well as quick and timely responses. To that end, there are five critical concerns that must be addressed in organizing, staffing, and managing this project:

- Communications must be open and maintained with employees and management, we provide one continuous project manager through the course of the project to ensure complete understanding;
- Upon client request, we provide an anonymous email address that can be used by employees for questions, comments, complaints or suggestions;
- Work will be carefully planned and efficiently performed to meet your objectives and ensure all areas are addressed;
- Our consulting team has the skills and experience to address the concerns of the City management, Human Resources Department, and affected employees (please see the included resumes); and

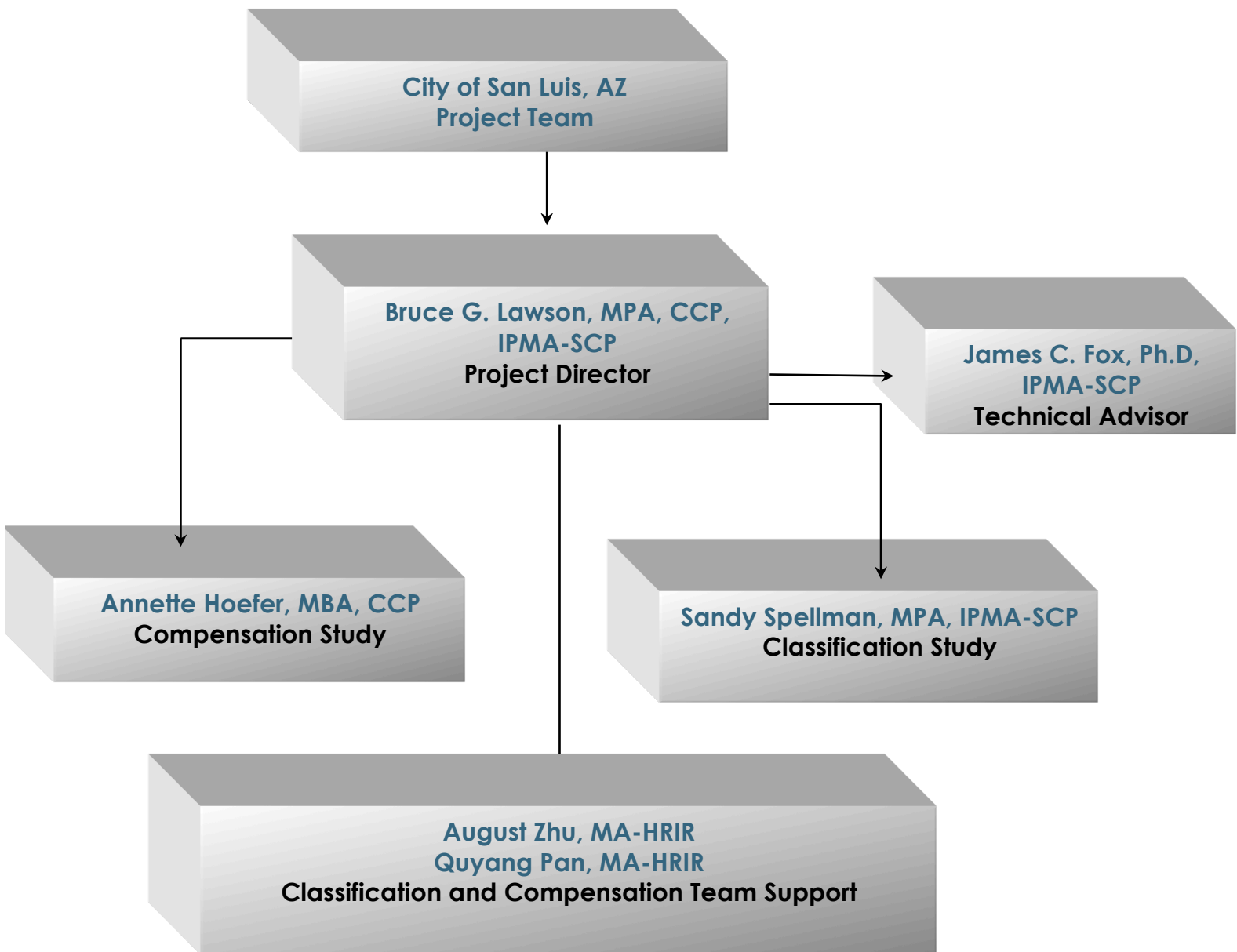


- Our team has the appropriate mix of project management skills, technical expertise and public sector experience.

We have carefully considered these needs and have proposed a project team that is designed to address these areas and facilitate successful project completion.

One of the advantages for our clients is that we are a small team-based practice in which all members of the project team are intimately familiar with all activities of the project, while having all of the resources of a major national firm as a result of our merger with Gallagher Benefit Services. We will work closely with you to ensure a quality product that fits your needs and culture. Even though we may assign certain personnel to specific tasks or responsibilities in the work plan, all personnel can step in and perform the work that needs to be accomplished regardless of original assignment. Thus, every person has multiple personnel as back up support, and allows us the most flexibility and responsiveness in serving client needs.

The staffing plan for this project follows.





BRUCE G. LAWSON, MPA, CCP, IPMA-SCP – Project Director

Mr. Lawson is a Managing Director of the firm. In this capacity, Mr. Lawson serves as project director and/or technical advisor, providing technical direction and quality assurance. He is responsible for all consulting activities in the areas of job evaluation and compensation, organization analysis, personnel systems and policy development. Mr. Lawson has been directing classification and compensation studies for more than 25 years. Prior to forming Fox Lawson, he spent 15 years with the firm of Ernst & Young LLP where he served as the national director of their public sector compensation consulting practice. He also served as City Manager in two California cities (Los Altos Hills and Belvedere), was the County Administrative Officer in Multnomah County (Portland) Oregon, Assistant City Manager/Personnel Director in Corvallis, Oregon, and Assistant to the City Administrator/Personnel Director in Placentia, CA. Mr. Lawson served on the City of Phoenix (AZ) Public Safety Employees Retirement Board for 12 years. Mr. Lawson has a Master's Degree in Public Administration from the California State University at Fullerton, is a.b.d. in Public Administration from Golden Gate University in San Francisco, and has earned his CCP certification from *WorldatWork*. He is also an active member of several professional associations including the College & University Professional Association for Human Resources, the International City & County Management Association, the International Public Management Association for Human Resources, the Society for Human Resources Management and *WorldatWork*. Mr. Lawson co-authors a quarterly compensation article called the *CompDoctor™*. Mr. Lawson will serve as project director for the project.

JAMES C. FOX, Ph.D., IPMA-SCP – Technical Advisor

Dr. Fox is a Managing Director of the firm. In this capacity, he serves as project director and/or technical advisor on all projects, providing technical direction and quality assurance. He is responsible for all consulting activities in the areas of personnel management, job evaluation and compensation, organization and management analysis, executive compensation, and survey research. Dr. Fox has been directing classification and compensation studies for more than 25 years. Prior to forming the firm, he was a Partner in the firm of Ernst & Young LLP and headed up the firm's regional compensation practice, with national responsibility for the public sector compensation practice. Dr. Fox holds both M.A. and Ph.D. Degrees in Sociology from the University of Minnesota. He has been an instructor at Metropolitan State University and the University of Minnesota, and has been a guest lecturer at regional conferences and meetings. He is a member of the Society of Human Resource Management, *WorldatWork*, where he is on the faculty, and was the Professional Development Coordinator of the Compensation Council of the Twin Cities Personnel Association. He is the Chairman of the Human Resources Committee of the Board of the Northern Star Council of the Boy Scouts, the past Chairman of the Board of Project Pathfinder and is a member of the Ramsey County Personnel Review Board. Dr. Fox co-authors a quarterly compensation article called the *CompDoctor™*. Mr. Fox will serve as a technical advisor for the project.



ANNETTE HOEFER, MBA, CCP – Compensation Study

Ms. Hoefer is a Senior Consultant. She is responsible for conducting classification and compensation consulting projects. She has been conducting classification and compensation studies for our firm for 10 years and specializes in the areas of classification, job evaluation and compensation, personnel systems and policy development, performance management systems, employee communications, strategy discussions, pay administration planning, and focus group facilitation. Ms. Hoefer has worked with various types of organizations including states, cities, counties, colleges, universities, special districts, and private sector organizations. Prior to joining the firm, Ms. Hoefer worked for 9 years in the same capacity at Lee and Burgess Associates, a consulting firm based in Colorado, and prior to that, had held human resources positions in energy and insurance companies. Ms. Hoefer has a Bachelor's Degree in Business Administration from the University of Iowa and a Master's Degree in Business Administration with an emphasis in Human Resources from same institution, and has earned her CCP certification from *WorldatWork*.

SANDRA SPELLMAN, MPA, IPMA-SCP – Classification Study

Ms. Spellman is a Senior Consultant with the firm. She is responsible for conducting classification, job evaluation, and human resource process consulting projects. She has been conducting studies for our firm for 10 years and specializes in the areas of classification, communications, human resource strategy and process, and performance management. Ms. Spellman has worked with various types of organizations including states, cities, counties, colleges and universities, and the federal government. Prior to joining the firm, Ms. Spellman spent 18 years with Ernst & Young's consulting practices where she was responsible for client engagements. She has also held state executive and legislative positions addressing a wide range of human resource and related issues. Ms. Spellman has a Bachelor's Degree in Sociology/Political Science from Arizona State University and a Master's Degree in Public Administration with an emphasis in Organizational Development from the same institution. She is a member of several professional associations, including the College & University Professional Association for Human Resources, International Public Management Association for Human Resources, and *WorldatWork*.

QUYANG PAN, MA-HRIR – Staff Support

Ms. Pan is a consulting associate in our compensation and human resources management consulting practice. She is responsible for providing classification and compensation support in all phases of the project. Ms. Pan joined the firm in September 2012. Prior to that, she worked for Maersk A.P. Moller Group for four years in market research and client service. She has broad exposure to all functional areas in the business environment. Ms. Pan has a Bachelor of Science degree in Accounting from Xiamen University and a Master's Degree in Human Resources and Industrial Relations from the University of Minnesota. She's member of the Twin Cities Human Resource Association.



AUGUST ZHU, MA-HRIR – Staff Support

Mr. Zhu is a consulting associate in our compensation and human resources management consulting practice. He is responsible for providing classification and compensation support in all phases of the project. Mr. Zhu has a Bachelor of Science Degree in Human Resources from Shanghai Jiao Tong University and is a Human Resources and Industrial Relations (MA-HRIR) candidate of the University of Minnesota, class of 2013. Prior to joining Fox Lawson & Associates, he was a compensation analyst at BASF (China) and organization development consultant at Bovis Consulting.

TIME SCHEDULE

We are prepared to commence the work within three weeks of receiving your authorization to proceed. The following is an estimate to complete each project by phase by month. We will establish specific deadlines for major milestones within each phase at the onset of the project. We will conduct regular conference calls with the City to ensure that the schedule is monitored throughout the project.

PHASE	DESCRIPTION	MONTH					
		1	2	3	4	5	6
I	Study Initiation and Compensation Philosophy						
II	Classification Study						
III	Job Evaluation Study						
IV	Compensation Study						
V	Final Report						

PROPOSED METHODOLOGY

UNDERSTANDING OF PROJECT OBJECTIVES

The purpose of this study is to analyze the City's current classification and compensation programs and make recommendations for improvement and/or modification, taking into consideration the City's overall goals and objectives of the programs, as well as utilization of the City's current state knowledge as follows:

- Development of an overall job classification and compensation philosophy and supporting strategies that will become the basis for development of any new job classification and/or compensation system;



- Recommendations, based on job analysis, of a sustainable classification system that provides for standardization of titling, FLSA designation, updated class specifications, and an internal alignment tool that supports ongoing class system maintenance.
- Recommendations for a pay system that is externally equitable and consistent with the development of an adopted compensation philosophy including pay structures and implementation costs and options;
- Conduct of a market analysis of competitor organizations;
- Development of salary ranges that takes into consideration internal equity and external market data while ensuring transparency, sustainability and fiscal responsibility;
- Recommendations for pay progression based on performance;
- Development of implementation options and associated costs.

The scope of the study encompasses a review of approximately 260 part- and full-time employees occupying approximately 125 existing job classifications. We will maintain continual communications with the City on all progress and significant decisions regarding processes and approaches so that the City has an opportunity to contribute to the process.

STATISTICAL VALIDITY AND RELIABILITY

We follow professionally accepted compensation principles and practices as outlined by *WorldatWork*, SHRM, and the Department of Labor. Some of these guidelines are listed below. We have also authored many articles on various aspects of conducting salary surveys; please refer to our website www.foxlawson.com for these specific articles.

- We utilize the following guidelines for benchmark selection:
 - representation of all job families and levels throughout the organization
 - highly populated jobs
 - jobs found in most organizations
 - jobs with recruitment or retention problems
- We will review job documentation to understand the duties and responsibilities, level the job is functioning at, and the reporting relationships so that participating organizations can match classifications to the benchmark jobs. We will draw on our 30 years of salary and benefits survey experience to determine if comparable jobs are found in the labor market. We will ask the City to clarify any questionable jobs and/or answer any questions we may have about a particular job.
- We follow guidelines for job matching (match only those jobs that match at least 70% of the duties, responsibilities and functions as outlined in the benchmark job summary). While some firms may claim to use a higher percentage, we believe anything over 70% may exclude data that are good, valid matches.



- We follow professionally accepted guidelines for defining labor markets and selecting organizations to survey. We factor in that different jobs will have different recruiting markets, by:
 - type of organization
 - size of organization
 - geographic location
- Any published sources utilized must meet the following criteria:
 - be conducted by a reputable salary survey firm
 - survey data is not self-reported
 - survey is conducted on a continual basis instead of a one-time event
 - survey reports its data sources, the effective date of the data, and was tested to ensure accurate matches and data
- We perform several reviews of the data as well as statistical tests to identify any extreme data and to ensure the validity of the data. Items we check for and follow-up on are:
 - job matches
 - labor market is right for each benchmark (as it was defined in beginning of study)
 - the range of salaries reported for each benchmark (any abnormally high or low)
 - extreme range spreads (either abnormally high or low)
 - relationship of minimums and maximums (minimums not higher than maximums)
 - actual salaries fall within the specified ranges (not less than minimum or significantly over maximum)
 - relationship of progression in levels (e.g., a level II job should have a higher salary than a level I job)
- We utilize trend factors for aging data so that all data is consistent to a current point in time. The trend factors are derived from either the U.S. Department of Labor data or *WorldatWork* Surveys.
- We apply geographic differentials as appropriate and necessary to ensure that the data are reflective of the City's labor market and economic conditions. We use third party resources (ERI) to identify the appropriate geographic differences. These geographic differentials will be shown separately.
- We calculate various statistics for summarizing the data (means, medians, highs, lows, percentiles).

We follow the Federal Trade Commission and the U.S. Department of Labor guidelines that 5 matches should exist per job in order to draw reliable conclusions. Therefore we do not calculate statistics (means, medians, etc.) on jobs with fewer than 5 job matches.



WORK PLAN

Based on the City's needs and specifications for this study, we propose to conduct the following work steps and tasks.

PROPOSED METHODOLOGY	
Study Phase	Summary Tasks/Deliverables
I. Study Initiation and Compensation Philosophy. [Includes 2 person days on site to conduct project initiation and strategy, as well as management and employee orientation sessions related to the classification study.]	- Organization & salary material collected. - Identification of possible barriers to implementing and maintaining change. - Assessment of the strengths and weaknesses of the City's current classification & compensation systems. - Review and confirmation of the City's classification and compensation philosophy and strategies. - Project timetable confirmed. - Discussion of forms of job evaluation and the selection of methodology to ensure internal equity. - Position Description Questionnaire (PDQ) developed to collect employee data. - Employee orientation sessions.
II. Classification [Presumes 3 days on site to conduct employee occupational panel sessions.]	- Review of current organization materials, current job descriptions, and PDQ's. - Identification of job families and appropriate representation for occupational panels. - Conduct of occupational panels to obtain input regarding the type and level of work performed by employees. - Development and approval of updated classification structure that identifies career paths within occupational groups. - Development of new or revised job descriptions. - Training of applicable City staff and provision of job evaluation manual. - Application of job evaluation to new classifications.
III. Job Evaluation	- Application of DBTM or alternative job evaluation tool in use or otherwise selected to City jobs. - Discussion of the internal hierarchy resulting and development of modifications to finalize the job evaluation ratings for use in determining internal equity within the class and pay systems. - Training for HR and management personnel on site or by webinar in the use of the DBTM system if elected.



IV. Compensation	▪ Labor market confirmed and survey sources identified. ▪ Benchmark jobs and survey sources identified & approved. ▪ Review/collection of market data via custom survey and published survey sources, including benefits and supplemental and/or variable pay. ▪ Competitive analysis performed. ▪ Diagnostic review of current salary structures conducted to identify opportunities for simplification. ▪ Recommended pay structure or update of existing structure. ▪ Transition options and next steps/costs outlined. ▪ Recommendations for changes to compensation system including creating a sustainable pay system that recognizes performance pay progression.
V. Final Report [Presumes 1 day on site for final presentation(s).]	▪ Draft report developed and discussed with the City. ▪ Quality assurance reviews conducted. ▪ City review and feedback. ▪ Final report and presentation.

Deliverables include:

- Classification and Compensation Philosophy and Strategies.
- Recommended classification structure.
- Updated or revised classification specifications.
- Recommended employee allocations into appropriate job classifications.
- Internal hierarchy resulting from job evaluation results.
- Job evaluation manual and related documentation.
- Compensation analysis based on market data.
- Updated or revised salary structure(s) and performance pay models.
- Recommended salary administration procedures.
- Training and supplemental documentation for Human Resources staff in the maintenance of the new classification and performance pay plan.
- Final report detailing processes, methodologies, findings and recommendations.



PRICE PROPOSAL

We would not like fees to be the major impediment to acquiring the most experienced provider to address these important needs during this unprecedented time period. We would be pleased to explore options that may reduce the fees to fit your budget. All administrative costs (travel, etc.) are included in the estimated total cost. The total cost to perform the classification and compensation study will not exceed **\$80,000** inclusive of all costs. The fees below include 6 days on-site, as detailed in the proposed work plan.

PHASE	DESCRIPTION	TOTAL
I	Study Initiation & Compensation Philosophy - (onsite meeting) - Overview of best practices; - Alignment of philosophy/strategy with organizational objectives; - Development of project communication strategies; - Review of internal documents, including current pay structures, relevant City studies, department strategic plans, current staffing levels, and related items.	\$7,500
II	Classification Study – (onsite meetings) PDQ review, selection and conduct of employee panels, creation of updated class structures and new or revised job descriptions, including: - Assessment of number of levels within each job family; - Recommended number of levels, career paths, and FLSA designation; - Allocation recommendations of positions to approved classes.	\$30,000
III	Job Evaluation Study Application of job evaluation methodology, including: - Development of internal organizational hierarchy; - Training HR staff on approved job evaluation methodology; - Administrative guidelines provided to HR to utilized approved job evaluation methodology.	\$7,500
IV	Compensation Study Identification of comparator labor market, conduct of custom total compensation survey, development of updated pay plan(s), implementation costing, including: - Identifying appropriate range placement of individuals based on tenure; - Gathering private sector data utilizing published survey sources; - Development of performance-related pay progression approach.	\$30,000
V	Final Report – (onsite meetings) Draft and final report, presentation of report to the City, including: - Up to 3 implementation options including associated costs; - Recommendations for keeping systems up to date; - Training HR staff on approved methodologies.	\$5,000
Total Cost:		\$80,000



In this era of economic uncertainty and shrinking revenue sources, many of our clients are moving toward a classification structure and pay strategy that provides the flexibility necessary to manage efficiently with more limited resources. Gallagher/Fox Lawson has significant experience working with clients to design such systems and our managing directors are nationally recognized speakers and instructors in innovative compensation approaches and methods.

We would not like fees to be the major impediment to acquiring the most experienced provider to address these important needs during this unprecedented time period. Although we believe the work plan presented is the optimal approach to achieving your objectives, we would be pleased to explore options that may reduce the fees to fit your budget.

PROJECT LIST AND REFERENCES

Our firm has assisted several hundred public sector clients throughout the country. These projects have included from less than 100 to more than 100,000 employees. Below are several Arizona organization clients we are currently assisting or have recently assisted. In addition, we can provide references for city projects of all sizes nationwide including such cities as Tulsa, Detroit, Kansas City, Baltimore, Newport Beach, Tacoma, etc. A complete listing of our city and other public sector clients can be found at www.ajg.com. These projects are relevant in demonstrating our ability to meet the needs of the City and show considerable experience reviewing and developing classification and compensation systems. Our references will attest to the timeliness, quality and responsiveness of services we provide, as well as our knowledge of legal issues such as the ADA, EEO, and the FLSA, the classifications under study, and our skill and ability of dealing with organizations of your size and needs. We continue to provide ongoing services for many of our clients.

CITY OF TOLLESON, AZ

In 2013, we were retained to conduct a comprehensive classification and compensation study for all City classifications. Wendy Jackson, Human Resources Director, (623) 936-2703; wjackson@tollesonaz.org.

CITY OF BUCKEYE, AZ

In 2014, we have been retained to conduct a comprehensive classification and compensation study for all positions at the City. The project scope includes an updated classification system that identifies clearly defined career paths and an updated, comprehensive compensation system. Nancy Love, Director of Human Resources, 623-3496255; nlove@buckeyeaz.gov; 530 E. Monroe, Buckeye, AZ 85326.



TOWN OF QUEEN CREEK, AZ

In 2005/06, we conducted a classification and compensation study covering all positions in the Town. We also assisted the Town in the development of a new performance evaluation program that will tie employee performance directly to compensation. In 2014, we were retained by the Town to update the plan. Bruce Gardner, Workforce & Technology Director, (480) 358-3200, bruce.gardner@queencreek.org.

KYRENE SCHOOL DISTRICT, AZ

In 2008, we were retained to update a classification and compensation program that we originally developed for the District in 1997. In 2014, we entered into a three year contract to conduct market compensation studies and to update the District's compensation program covering all positions. In the interim (1997) we conducted a brief salary survey, including benefits and salary for the Superintendent position. In 1998, we conducted a classification and compensation study covering approximately 2,200 positions. The study included all classified, administrative and certificated positions within the District. In 2014, we were engaged to conduct compensation studies over a three-year period. Mark Knight, Executive Director-Human Resources, 480-783-4008.

CITY OF FLAGSTAFF, AZ

In 1987, we developed a new compensation program for all city positions. We have subsequently been retained to assist the City in updating the compensation plan. In 1996, we completed an audit of the City's classification and compensation procedures for the City Council. In 1997, we conducted a classification study of all engineering related positions within the City. We also assist the City in conducting annual reviews of specific positions. This is included to demonstrate our longstanding commitment to the City and our understanding of the history involved in the evolution of the City's compensation program. Shannon Anderson, Human Resources Manager, (928) 213-2092 or SAnderson@flagstaffaz.gov. You may also contact Jim Wine, former Deputy City Manager, (928) 699-336.

AK-CHIN INDIAN COMMUNITY, AZ

In 2005 and 2006, we conducted a classification and compensation study covering all positions in the Community. In 2010, we were retained to conduct a market compensation assessment and to update the compensation plan for the Community. In 2015, we are engaged to update the compensation system. Ms. Joan Jackson-Deal, Human Resources Director, (520) 568-1053 or JJackson-Deal@ak-chin.nsn.us.

TOWN OF MARANA

Our Denver benefits team has served as ongoing benefits consultant for the Town since 2009. Through this work we have partnered with them in cost effectively managing their benefit programs. Included in our services is periodic benefits benchmarking assessments.

PROPOSAL

The City of San Luis Human Resources Department

Classification and Compensation Study

May 27, 2016

SUBMITTED BY:

VICKI QUINTERO BRASHEAR

Director of Products and Services

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Your Path to Performance

May 27, 2016

City of San Luis Human Resources Department
Omar Heredia, M.Ed.
1090 E. Union St.
P.O. Box 1170
San Luis, AZ 85349

Submitted via email to: OHeredia@cityofsanluis.org

Subject: Proposal for Classification and Compensation Study

Dear Mr. Heredia:

CPS HR Consulting (CPS HR) is pleased to submit this proposal to the City of San Luis Human Resources Department (City) to provide classification and compensation consulting services. With a rich history of assisting government agencies with their compensation needs, we at CPS HR are confident that we can provide expert solutions to meet the City's needs.

Reasons to select CPS HR include:

- ***In-depth of experience preparing classification and compensation studies.*** CPS HR has conducted more than 75 classification and compensation studies for cities, counties, courts, special districts and, higher education institutions within the last few years.
- ***A thorough understanding of all local government operations, programs, and services.*** CPS HR has been assisting public agencies meet their human resource needs for more than 30 years.
- ***Our commitment to maintaining open communications.*** Our project team will focus on maintaining open communication with the City's HR staff to ensure that every project preserves its focus and adheres to the timeline and budget.

Thank you for this opportunity; we very much look forward to working with the City of San Luis Human Resources Department. Should you have any questions, please do not hesitate to contact our proposed Project Manager, Bruce Davis, Ph.D. **You can reach Dr. Davis by email at bdavis@cpshr.us or by phone at (916) 471-3382.**

Sincerely,



Vicki Quintero Brashear
Director of Products and Services

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About CPS HR Consulting

CPS HR Consulting (CPS HR) is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. As a self-supporting public agency, we understand the needs of public sector clients and have served as a trusted advisor to our clients for more than 25 years. The distinctive mission of CPS HR is to promote excellence in human resource management in the public sector.

With more than 80 full-time employees and 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that dramatically transform public sector organizations to positively impact the communities they serve. CPS HR is headquartered in Sacramento, California with satellite offices in Austin, Texas; Atlanta, Georgia; and Rockville Maryland.

CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of classification and compensation, organizational strategy, recruitment and selection, and training and development.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.



Project Team

Project Manager

We have selected Dr. Bruce Davis to serve as the Project Manager for this study because of the strong project management skills and depth of experience with studies of this nature that he possesses. He will serve as the main point of contact for the City's Internal Project manager, and will manage CPS HR's project team; provide oversight for project assignments and manage the timeline and budget for project assignments throughout the duration of the contract.

PROJECT MANAGER CONTACT INFORMATION	
Project Manager	Bruce Davis, Ph.D.
Address	241 Lathrop Way Sacramento, CA 95815
Telephone Number	(916) 471-3382
Email Address	bdavis@cpshr.us

Project Consultants

To assist Dr. Davis, CPS HR has assembled a uniquely qualified team of professionals to serve as project consultants for the City. Each of these team members has broad and deep experience in public sector classification and compensation systems and analysis, has the necessary capacity to work on this project, and will be available to attend any and all meetings as required which will allow for the completion of the project within the proposed time frame. In the unlikely event that a team member identified in this proposal needs to be replaced, we will require the same qualifications and seek approval from the City. Additional professional and technical staff may also be involved in the project, as needed, for administrative support, as we commit our entire organization to meeting the needs of the City.

Resumes for each team member are provided in Appendix A.

Methodology

CPS HR's Approach to Consulting

Our approach to consulting can be summarized in the following four statements:

- CPS HR believes that building a solid foundation for human resource management will best support an organization's efforts to achieve its mission and goals. We view the human resources function as a systems model that integrates success factors and best practices across the human resources span of control, while aligning with the external and internal factors that support its solid foundation. The use of this systems approach eliminates or mitigates the unintended consequences of making decisions which place human resources programs in silos, rather than on a continuum.
- CPS HR fully understands that classification and compensation studies require an iterative, collaborative, and flexible approach, rather than an approach based on imposing change, and our work plans are designed to be inclusionary and collaborative with all City stakeholders.
- Classification and compensation systems should be designed to serve as a foundation for an organization over many years, through both good and bad economic times. We believe our greatest strength is our ability to work with our clients to develop well thought out systems which will withstand changing operational and economic conditions.
- We view our clients as our business partners; our goal is to form strong and collaborative partnerships with our clients to assist them in achieving their missions. It is through such partnerships that CPS HR achieves our own mission of promoting excellence in human resources management in the public sector.

Project Management Approach

Project Management and Communication

CPS HR is convinced that the key ingredient to a successful consulting assignment is an effective combination of sound project management procedures, high-quality project team members, and good customer service. Effective project management is required to provide for the orchestration and timely flow of activities, an ongoing feedback and adjustment mechanism, and the judicious use of time. Our project management process includes three primary components.

- **Providing ongoing monitoring and control of project activities.** Unforeseen developments or changes in circumstances may warrant changes in emphasis, revisions

to the approach in certain areas, or other modifications of planned work activities. Active project management provides greater assurance that such redirection will occur when warranted by circumstances.

- **Ensuring the optimum management of the time available to complete the project.** Effective time management is a skill required of experienced professionals. Sound project management can optimize the overall effectiveness of the project team's efforts and provide a greater assurance of meeting milestones and budgets.
- **Providing for the continuous reinforcement of the project's objectives.** A major role of project management is to ensure that the consulting team consistently adheres to the proper perspective in facilitating the project.

CPS HR is dedicated to the commitment of its full complement of resources for the success of all projects. The team members working on this project will be readily accessible and are committed to meeting all deadlines and scheduled timeframes.

Respond in a Timely Manner

Beyond the communication capabilities and routine project management practices identified above, our project team also has the depth and breadth necessary to meet time requirements of projects. It is our policy to make the best possible use of working time both on- and off-site. Furthermore, as part of our practice, client calls and emails will be addressed no later than 24 hours upon receipt, if not earlier.

Meet and Exceed the City's Expectations

The vision and values of CPS HR as an organization and for all of its personnel is centered around two primary values.

- **Satisfy the Client.** We will exceed client expectations whenever possible. We commit to quality and will assure that clients feel they have received a valuable service or product for the fee paid.
- **Value Ethical Behavior.** We model and reinforce honest and ethical behavior in all business relationships, including interactions with the Board members, clients, CPS HR staff, and the general public.

Our goal, therefore, is to ensure that our Project Team will meet or exceed the City's expectations for all phases of the project, and we will work diligently with City staff to fully meet the objectives of the project. We intend to accomplish this through our combination of sound project management procedures, good customer service, and solid communication strategies.

Progress Reporting Procedures

When a project begins, one of our first activities is to ensure that we have an accurate estimate of the level of effort required of each professional. These estimates are used to monitor the progress of each consultant against the work plan and project schedule. On a weekly basis throughout the project, professional hours are collected, accumulated, and distributed against project tasks so we can compare actual with budgeted performance.

An additional element related to the area of project control is the role of the Project Manager in monitoring the field work. The Project Manager is continuously involved in the review of ongoing activities to ensure that cost, schedule, and quality objectives are met. The Project Manager maintains frequent communication with project team members to coordinate ongoing activities and exchange pertinent information.

Periodic progress reports are another element of our project management and control system. It is our practice to provide our clients with verbal and/or written progress reports based upon our project tracking.

Work Plan

Our Understanding of the Scope of Work

CPS HR understands that the City is looking to retain a professional human resources consulting firm to conduct a Classification and Total Compensation Study for one hundred and ninety three (193) incumbents in one hundred and seven (107) classification specifications.

Classification Study Work Plan

As a general concept for any classification study, including those limited to a few positions, ongoing management of a relatively simple, well-delineated, and valid classification plan is an important organizational goal. Through the use of such a plan, an organization should be able to identify and maintain consistent structural relationships, develop equitable compensation plans, and have substantial protection against inappropriate “out-of-class” complaints. When conducting a classification review, the overarching aspects of these important factors should be taken into consideration.

The classification work plan outlined in this section is intended to define all tasks within a comprehensive classification study, from employee orientation sessions to final reports as well as the types of deliverables associated with certain tasks. This work plan does not provide for an employee review/appeal process, however one can be built into the work plan should the City desire such a review.

Task 1 – Receive and Review Background Materials. Upon contract execution, CPS HR will request background information from the City in order to ensure our Project Manager is prepared for the initial project meeting. Typical items requested are the current classification plan and concepts, classification specifications, organization charts, personnel policies and procedures, and any other documentation relating to the study.

Task 2 – Develop Job Evaluation Tools. CPS HR will develop tools to ensure valid information is gathered, analyzed, and documented consistently. This activity includes finalizing an online Position Description Questionnaire (PDQ) for approval by the City, and distribution of the PDQ to study participants. Each PDQ is designed to capture specific information, and to be used in studies with multiple analytical goals such as position allocation and classification specification development/revisions. Other PDQ formats may be required for some positions. CPS will work with the client to identify when these customized versions will be needed.

Task 2 Deliverable: Customized PDQ

Task 3 – Initial Project Meeting. The CPS HR Project Manager and team will meet with the City’s Project Internal Project Manager and designated key stakeholders to initiate the project by confirming study goals, objectives, and methodologies. During this meeting, CPS HR and the City will also discuss and agree upon a communication plan for this study because open and consistent communication is a key element in project acceptance and success. To mitigate project costs, and/or should the City desire, this meeting may be held via conference call or video conference.

Task 4 – Conduct Orientation Sessions. The CPS HR Project Manager will draft an email to all employees included in the study and invite them to attend a study orientation session. The purpose of the orientation session is to:

- Communicate study goals, methodology, and processes
- Provide the PDQ and explain to employees how the document should be completed
- Explain the role of employees, supervisors, and managers in the study
- Respond to any and all employee questions regarding the study process

These tasks and processes are critical in gaining employee understanding, trust, and acceptance of the study. Where possible, we encourage human resources staff to attend the meeting(s) to familiarize themselves with employee questions and the responses to those questions. For single incumbent or small numbers of employees, these sessions may be held via conference call or video conference. Union participation is also encouraged at this point of the study.

Task 5 – PDQ Completion. All employees included in the study will be asked to complete a PDQ providing detail on the current duties, responsibilities, qualifications, typical working conditions, and physical requirements of their position. To maintain the integrity of the classification process, a common best practice is for the study employees’ supervisors and/or managers to review and sign the PDQ to affirm that all pertinent information is captured. Further, while supervisors and/or managers are expected to provide input/comments on any inaccurate information provided by the employee by so stating within the relevant section of the PDQ, they are not expected to change the PDQ content prepared by the employee. Should there be differences of opinion between the employee and his/her supervisor/manager on job-related duties and responsibilities, these are reviewed and addressed by the consultant during the interview process in Task 7. To ensure a comprehensive review by all parties, the timeline for this process is four (4) weeks.

Task 6 – Receive and Review PDQ’s/Prepare for Job Evaluation Interviews. The CPS HR Project Team will thoroughly review each PDQ to obtain an understanding of the duties and responsibilities assigned to each position. Job evaluation interview questions for study employees will be developed based upon the results of the documentation review. CPS HR

project team members will develop an interview schedule and will coordinate the schedule with the City's designated staff member (this individual will assume responsibility for coordinating the interview schedule with CPS HR and the study employees, notifying employees of their allotted time and date, making changes to the schedule, notifying all parties concerned, and reserving any conference rooms).

Task 7 – Conduct Job Evaluation Interviews. In addition to the PDQ's, job evaluation interviews will be conducted with a representative sampling of study employees to ensure the CPS HR Project Team has a complete understanding of the duties and responsibilities assigned to each position. CPS HR's budget assumes that job evaluation interviews will be conducted a sample of up to 20% of the 193 employees. Interviews with supervisors/managers may also take place to further clarify information documented on their subordinate employees' PDQ's. For planning purposes, each individual interview is approximately 30 minutes in length and supervisor/manager interviews range from 45 minutes to one hour. To mitigate project costs, the job evaluation interviews may be held via conference call or video conference.

Task 8 – Analyze Classification Data/Prepare and Present Draft Classification Report. The Project Team will analyze all information collected from the incumbents and his/her supervisor/manager, and any comparator interviews to identify the job level; scope; typical duties; requisite knowledge, skills, abilities; and other job-related characteristics. This analysis will be used to make recommendations on how the study position(s) should be allocated within the City's classification structure; however, there are sometimes instances where there is no current classification to which a position can be assigned. In that case, after consultation with the City's Internal Project Manager, CPS HR may recommend the introduction of a new classification. The Project Team will revise/develop any current or the new classification specifications in a manner aligned with the City's format to ensure consistency in standards; we anticipate the classification specification would encompass the following sections:

- a) General statement of duties
- b) Statement of supervision received and exercised
- c) Essential function statements
- d) Knowledge, skills and abilities statements
- e) Minimum qualification statements
- f) Required special training, licensure, or certifications
- g) Physical requirements
- h) Working environment or conditions
- i) Exempt/non-exempt designation

The Project Team will then prepare a Draft Classification Report which will include the methodology, findings, allocation recommendations and any new or revised classification specifications. To mitigate project costs, a review of these findings can be conducted via a conference call if needed.

Task 8 Deliverable: Draft Classification Report and Classification Specifications

Task 9 – Prepare and Present Final Classification Report and Classification Specifications.

Once the City has reviewed the draft documents and provided feedback, an original, an electronic copy in Word format, and the requested number of copies of the Final Classification Report and classification specifications will be submitted to the City's Internal Project Manager. If requested, the CPS HR Project Manager will present the study results to identified stakeholders.

Task 9 Deliverable: Final Classification Report and Classification Specifications

Total Compensation Study Work Plan

The general purpose of this compensation study is to identify pay and benefit trends for specific jobs within the market, and to determine how the City's salaries are aligned within the market. In this study, the role of CPS HR is to conduct the necessary research and market analyses which are aligned with best practices, and to then provide sound and defensible recommendations to the City on pay levels for jobs.

The compensation work plan outlined in this section is intended to define all tasks within a total compensation survey, from labor market selection to final reports, and the types of deliverables associated with certain tasks. Should the City already have an established labor market and identified benchmark classifications, Task 2 will not be necessary.

Task 1 – Receive and Review Background Materials. Upon contract execution, CPS HR will request background information from the City in order to ensure the Project Manager is prepared for the initial meeting. Typical material requests for compensation studies include salary schedules, benefits summaries, compensation policies and procedures, classification specifications, and any other documents relevant to the study.

Task 2 – Initial Project Meeting/Labor Market Agency and Benchmark Selection. The CPS HR Project Manager will meet with the City's Internal Project Manager and any identified stakeholders to discuss the study methodologies, deliverables, timelines, communication plan, and data collection methods. The budget prepared for this market study assumes that a maximum of 25 classifications will be surveyed within an identified labor market of no more than ten (10) agencies. During this same on-site visit, the CPS HR Project Manager will conduct a workshop with these key stakeholders to discuss the following elements of compensation policy:

- **Labor Market Agency Selection** - This section of the workshop focuses on the typical labor market selection criteria and the process by which CPS HR will evaluate and prepare recommendations for the City's labor market agencies; such selection criteria typically includes:
 - Geographic Proximity
 - Size of the organization (measures may include number of employees or population)
 - Services provided
 - Past labor market agency practices
 - Cost of living/cost of wages
- Additional workshop topics include:
 - Use of private sector data
 - Labor market position (i.e., median, mean, or other percentile)
 - Benchmark classifications to be selected based on the following criteria:

- They should be classifications for which counterparts can readily be found in surveyed employers so that sufficient compensation data can be gathered. Classifications that have a large number of comparable information from other agencies are generally selected as benchmark classifications.
- Benchmark classifications should have significant relationships to other classifications in their occupational group. This ensures that they will make good reference points in relating and establishing salaries for other classifications within their occupational groups.
- Elements of total compensation to be surveyed

Using the selection criteria, the CPS HR Project Team will conduct research on potential labor market agencies and will provide the City with a memorandum detailing the recommended agencies and benchmark classifications to be used in the study.

Task 2 Deliverable: Draft Labor Market Agency and Recommended Benchmark Survey Classifications

Task 3 – Design, Develop, and Distribute Survey Instrument. The CPS HR Project Team will develop a comprehensive survey instrument to ensure the effective collection of salary information from each of the survey agencies. The survey instrument will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each. CPS HR's survey instrument is designed to be completed electronically or, if need be, via hard copy. For a total compensation study, the following elements of total compensation and the benefits practices outlined below are often collected:

- Cash add-ons premium pays such as:
 - Longevity pay
 - Deferred compensation
- Agency contribution to medical, dental and vision programs
- Agency contributions to defined-benefit retirement programs and Social Security practices
- Paid time off practices such as:
 - Holiday leave
 - Vacation and sick leave
 - Administrative leave

Task 3 Deliverable: Survey Instrument

Task 4 – Review, Analyze, and Validate Labor Market Survey Data. To ensure the City receives the most accurate data for this study, CPS HR will not solely rely on the completed surveys received from the labor market agencies without checking the validity of each submission. Thus, in conjunction with the survey instrument received from each labor market agency, the Project Team will review any additional survey agency background materials such as copies of classification specifications, organization charts, staffing information, and other useful materials to substantiate the accuracy of the comparability of the matches. It is critical that the Project Team review such documents because titles alone can often be misleading and should not be relied upon. Further, CPS HR is committed to attaining full participation from the labor market agencies, either through obtaining each agency's agreement to complete the survey, and/or by the Project Team's completion of surveys as needed. Once the Project Team has completed their survey analysis tasks, the Project Manager will audit the final data as part of the quality review process.

In order to determine whether a match from a labor market agency is comparable to the City's benchmark, CPS HR utilizes a whole job analysis methodology; this commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed. Matches should not be so broad that they include classifications performing dissimilar work, or work done at a higher or lower level but they also should not be so narrow that they exclude matches doing comparable work, with slight differences in work that do not change the level and nature of work.

Task 5 – Design and Develop Data Spreadsheets. CPS HR will develop an individual data sheet for each survey classification that presents the comparable classification used in each agency with the relevant data associated with that classification, such as the salary range minimum and maximum. The labor market data analyses will be conducted based upon the labor market position affirmed within the City's compensation philosophy (e.g., median, mean, or other percentile). Each comparable match for each survey classification is reported in the relevant data sheet. We find this level of transparency in matching provides for a better understanding and acceptance of study results.

Task 6 – Conduct Benefits Analysis. The benefits data submitted from the labor market agencies will be incorporated into the base salary data sheets to provide a total compensation analysis. This quantitative analysis of program costs will provide the City with an understanding of how the study classes compare against their market when the costs of benefits programs are taken into consideration. Within these data sheets, four different analyses can be conducted based on how the City wishes to view the data:

- An analysis of where the survey classification falls within the labor market for base salary
- An analysis of where the survey classification falls within the labor market when the cost of cash add-ons is taken into consideration (total cash)
- An analysis of where the survey classification falls within the labor market when the cost of cash add-ons and health programs are taken into consideration
- An analysis of where the survey classification falls within the labor market when the cost of cash add-ons, health program costs, and retirement contributions are taken into consideration (total compensation)

Additional/alternate analyses can be conducted based upon the City's needs.

Tasks 5 and 6 Deliverable: Individual Data Sheets for Each Survey Classification

Task 7 – Conduct Internal Equity Analysis/Prepare Draft Salary Recommendations. A comprehensive and balanced pay program is the result of the analysis of external labor market data, combined with an analysis of important internal relationships that reflect the City's value system of jobs. With the whole job methodology, the internal pay relationship analysis for non-benchmark classifications will involve a number of steps in order to arrive at sound and equitable relationships. Among others, the most important of these will include:

- Analysis of existing and historical pay relationships
- Development of consistent, uniform, and realistic guidelines for determining internal relationships including span of control, nature, level of work performed, and related components
- Recommendation of equitable and appropriate internal relationship differentials based on the above

CPS HR utilizes a five step methodology for establishing salary levels for benchmark and non-benchmark classifications in our compensation studies. This methodology would be applied to all City study classifications within the pay plan.

1. The first step is to conduct a comprehensive review of the survey results to identify benchmark classifications to be used in the salary setting process.
2. The second step is to establish salary recommendations for these benchmark classifications by setting the salary level based on the market data.
3. The third step is to conduct a comprehensive review of the City's current internal alignment differentials to determine what their practices are, and if they should be adjusted.

4. The fourth step is to apply recommended internal differentials within job families to build the salary recommendations for classifications which have significant relationships to each other because they are in the same job series or family.
5. The fifth step is to determine what classifications remain that are not benchmark classifications and are also not part of a job series or family. These classifications are then reviewed to determine which classification(s) is the subject classification currently internally aligned with and whether that relationship should be changed. Evaluation factors include the nature, level of work performed, as well as the minimum qualifications.

Additionally, the salary recommendations for each study classification will display the following information:

- Classification title
- Current monthly range maximum
- Recommended monthly range maximum
- The percentage difference and/or dollar amount difference between the current and recommended monthly range maximum

This information will provide the City with the percentage and dollar amount of any increase on a classification-by-classification basis.

Task 7 Deliverable: Draft Salary Recommendations

Task 8 – Prepare Draft Total Compensation Report. The Project Team will develop a Draft Total Compensation Report detailing the results of the labor market survey. This draft report will comprise the following:

- Scope of the study
- Labor market agencies, including the methodology utilized to identify the recommended agencies
- Study benchmarks, including the methodology utilized to identify benchmarks
- Labor market data analysis/methodologies
- Results of the base salary survey
- Results of the benefits analyses
- Results of the total compensation analysis
- Salary recommendations for all classifications

*Proposal to the City of San Luis Human Resources Department
Classification and Compensation Consulting Services*

The CPS HR Project Manager will meet with the City's Internal Project Manager and key stakeholders to discuss the Draft Total Compensation Report and to respond to any questions, comments, and/or concerns.

Task 8 Deliverable: Draft Total Compensation Report

Task 9 –Prepare and Present Final Total Compensation Report. Based upon the City's review of the Draft Total Compensation Report, the Project Team will follow up and resolve any outstanding issues. Hard and electronic copies of the Final Total Compensation Report will be delivered to the City, and if requested, the CPS HR Project Manager will present the study results to identified stakeholders.

Task 9 Deliverable: Final Total Compensation Report

Ongoing Technical Support

When the project is concluded, we continue to work for you. Should you have any questions or concerns on issues that arose during the course of the study or on study outcomes, *at no additional cost*, we make ourselves available to you via telephone and email to respond to any such questions for one year after the final report has been issued.

Working with the City

Successful completion of this project within the time specified depends largely upon an efficient working relationship between the City and CPS HR. For this reason, we request that the City designate an individual to coordinate project communications, meetings, and review of study deliverables. This City's Internal Project Manager will be responsible for the following activities:

- Working directly with the CPS HR Project Manager to ensure the study is conducted in accordance with the City's requirements.
- Arranging for coordination of all meeting schedules, conference calls, facilities, and equipment needs.
- Timely review of draft and final reports - any study deliverables developed during the activities described above will be submitted to the City's Internal Project Manager for distribution, review, comment and/or approval.

In terms of time commitment for City staff, it is our understanding that the City wishes to contract with a consultant firm to conduct the entire effort. The City should expect a minimal time commitment and to only be involved in the coordination of specific tasks listed in the work plan.

Project Timeline

Based upon the work plan presented within this proposal, we anticipate a study of this nature could be completed within the timeline established.

Our time frames are based upon the assumption that the selected labor market agencies will provide the information required within the specified time frame and that the City will be able to review, comment on, and approve study products within agreed upon time frames. During the study, the CPS HR's Project Manager will provide the City's Internal Project Manager with weekly status reports on project progress and will assess any impacts on the timeline.

Task #	Classification Study	Week #
Task 1	Receive and Review Background Materials	Upon contract execution
Task 2	Develop Job Evaluation Tools	1-2 weeks
Task 3	Initial Project Meeting	1-2 weeks
Task 4	Conduct Orientation Sessions	Week 3
Task 5	PDQ Completion	Week 7
Task 6	Receive and Review PDQ's/Prepare for Job Evaluation Interviews	Week 8 - 9
Task 7	Conduct Job Evaluation Interviews	Week 10 – 11
Task 9	Analyze Classification Data/Prepare and Present Draft Classification Report	Week 12-14
Task 10	Prepare and Present Final Classification Report and Classification Specifications	Week 14 – 16

Task #	Compensation Study	Week #
Task 1	Review the City's Background Materials	Upon contract execution
Task 2	Initial Project Meeting/Labor Market Agency and Benchmark Selection	Week 3
Task 3	Design, Develop and Distribute the Survey Instrument	Week 1 - 4
Task 4	Review, Analyze and Validate Labor Market Survey Data	Week 5 - 9
Task 5	Design and Develop Data Spreadsheets	Week 10

*Proposal to the City of San Luis Human Resources Department
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Task #	Compensation Study	Week #
Task 6	Conduct Benefits Analysis	Week 5 - 9
Task 7	Conduct Internal Equity Analysis/ Prepare Draft Salary Recommendations	Week 10 - 12
Task 8	Prepare Draft Compensation Report	Week 12 - 14
Task 9	Research and Resolve Issues/Prepare and Present the Final Compensation Report to the City Council	Week 15 - 16

Fee Schedule

Professional Fixed Fee

The professional fixed fee to complete the City's classification and compensation study as described in this proposal is **\$38,800**. Our professional fixed fee includes the following trips:

- Initial project meetings/compensation workshop.
- Present Draft Compensation Report.
- Present Final Compensation Report.

Reimbursable Expenses

Actual out-of-pocket expenses for such items as consultant travel, printing/copying, binding, and postage/delivery charges are reimbursable at cost. There is no mark-up on expenses. We estimate a total of **\$2,800** for expenses.

CPS HR will bill professional service fees and any incurred expenses as a direct pass-through on a monthly basis.

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the City, which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. If changes or additional services are required, we will be happy to discuss changes to the project tasks and/or schedule.

Rates for Additional Services

A rate schedule is presented for any additional work desired by the City that is not specified in the work plans prepared for this proposal.

Schedule of CPS HR Billing Rates	
Project Staffing Category	Hourly Rate
Project Manager	\$135
Project Consultant	\$120
Project Technician	\$60

Appendix A: Resumes

Jennifer Ramos, M.A.

Profile

Ms. Ramos is a seasoned principal human resources consultant who is a strategic, innovative, problem-solving, diplomatic leader. She led citywide class studies for over 500 classifications and over 2,000 employees. She has met and conferred with unions over class study impacts (e.g., job spec revisions, new labor relations classes, title changes). She managed various large-scale, executive, and series exams in two merit system school districts.

Employment History

- Principal HR Consultant, CPS HR Consulting
- Principal HR Analyst, City of Pasadena-Department of Human Resources
- Classified HR Analyst, Montebello Unified School District-Personnel Commission
- HR Specialist III, Los Angeles Unified School District-Personnel Commission

Professional Experience

- Managed citywide class studies for over 500 classifications; meet with Department Directors to discuss position allocations and HR recommendations; implemented new classes, reclassifications, and title changes; draft policies for management review
- Interpreted, applied and explained contract provisions, memoranda of understanding, FLSA, and applicable laws/regulations such as Personnel Rules
- Diplomatically clarified class study procedures to management, employees, and union by creating flowcharts, handouts and reports; meet and conferred with unions over classification and compensation impacts to reach agreements
- Supervised all recruitment and selection activities; trained staff to conduct job analyses and competency modeling; delegated exams; composed job bulletins; administered tests and interview panels
- Conducted high level classification and compensation studies for purposes of departmental reorganizations; conducted desk and employment audits; wrote recommendations and memorandums to the PC and Board of Education

Professional Certifications/Leadership

- National Public Employer Labor Relations Association, Russo Scholarship Recipient November 2015, NPELRA Foundation
- Public Employer Labor Relations Association of California (PELRAC), Member since 2013
- Southern California Public Management Association - Human Resources (SCPMA-HR), Director of Communications 2012-2013. Re-elected to second term 2013-2014.

*Proposal to the City of San Luis Human Resources Department
Classification and Compensation Consulting Services*

- Member since 2011 Personnel Testing Council of Southern California (PTC-SC), Member 2008-2011; Scholarship Committee 2010

Education

- Masters of Public Administration, California State University, Northridge, CA
- B.A., History and Business Administration, Berkeley, CA
- B.A., Italian Language and Art History, Florence, Italy

Justin Tucker, M.A.

Profile

Mr. Tucker is an HR Consultant with CPS HR Consulting. He has a Master's Degree in Industrial & Organizational Psychology with vast experience in surveys, job analysis, need analysis, statistical procedures, and program evaluation.

Employment History

- HR Consultant, CPS HR consulting
- Industrial Psychologist, FedEx Freight
- Assessment & Development Spct, Personnel Board of Jefferson County, AL
- Training & Development Intern, Biltmore Estates

Professional Experience

- Plan and utilize applied industrial psychology methodology (e.g., surveys, job analyses, need analyses, statistical procedures, and program evaluations)
- Assist with the design, development, and implementation of content valid performance management and selection procedures.
- Assist in the research, design and implementation of training/education in HR procedures including assessment, selection, and performance management.
- Perform statistical analyses and interpret data for a various human resource issues (e.g., employee survey results, AI analysis).
- Participate in or coordinate projects and/or Subject Matter Expert teams working to resolve specific human resources issues.
- Update policies, procedures, and intranet sites needed in the areas of assessment, selection, performance management, training, and testing.
- Conducted job analyses by gathering background information, meeting with subject matter experts, and collecting and analyzing data in order to define job domains (e.g., work behaviors, tasks, and KSAs).
- Developed legally defensible and content valid selection tools (e.g., structured interviews, work samples, minimum qualifications) based on job analyses.
- Assisted in yearly Classification and Compensation survey of jobs by conducting job analyses and desk audits to identify and document changes in work tasks, and to determine if employees are properly classified.

Education

- MA, Industrial and Organizational Psychology, Western Kentucky University, KY
- BA, Psychology, University of Alabama, AL

Joyce Douglas

Profile

Ms. Douglas is a Project Consultant with CPS HR Consulting with more than 27 years of Human Resources and over 20 years of management experience working in various industries. Ms. Douglas possesses Human Resources expertise in the areas of Compensation, Classification, HR Systems, Benefits, Training, Project Management, Change Management and Employee Communications. For example, as Director of Compensation, Benefits and HRIS at Semtech Corporation, Ms. Douglas led a large HR integration project completing the integration of HR policies and procedures, compensation, and Human Resource systems for a major global acquisition. As Director of Technical Human Resources Services for Rio Tinto Minerals, she led the design and implementation of a global classification project including both technical and non-technical jobs covering 17 countries and including customized compensation studies.

After gaining a broad base of human resources experience, Ms. Douglas became a project consultant for CPS HR Consulting. As a CPS Consultant, her specialties include compensation and classification.

Employment History

- Project Consultant, CPS HR Consulting
- Director, Compensation, Benefits and HRIS, Semtech Corporation
- Director, Human Resources Technical Services (Compensation and HRIS), Rio Tinto Minerals
- Human Resources Manager, U.S. Borax
- Executive Director, Human Resources, Cardinal Health, Nuclear Pharmacy Services
- Director, Human Resources, Cardinal Health, Nuclear Pharmacy Services

Professional Experience

- Ms. Douglas has led and managed the hands-on implementation of a global classification project that aligned jobs and enabled the organization to create greater equity of pay, employee development, manpower planning and benefits within the corporation. During the global classification project, she negotiated with managers and executives to resolve perceived misalignment of job levels and analyzed organizational and compensation impact of job placement decisions. Her results were presented to all levels of management and she collaborated with other company divisions and departments to ensure organizational consistency of outcome.

In addition, Ms. Douglas developed a job questionnaire for the collection of specific job data; developed and conducted job classification training for HR Managers/Professionals enabling them to assist with the job classification process; analyzed job data and identified opportunities to simplify and consolidate job titles; conducted ad-hoc job classifications for individual jobs or whole work groups during reorganizations and job consolidations. Ms. Douglas has developed job hierarchy

definitions and documents describing compensation programs such as incentive plan summary descriptions and salary administration manuals, to be used as employee and manager administration aids and communication tools.

- Ms. Douglas has been a Certified Compensation Professional for over 20 years. She has either managed or been a hands-on analyst for the completion of compensation studies/analysis for total compensation (base salary, variable, and long-term pay) enabling companies to motivate, reward, attract and retain talent. She has conducted studies using local market data representing a competitive benchmark for comparison, prepared her analysis findings identifying market trends, current placement within salary range/band, and possible strategies for implementation and presented to management for consideration and decision making/implementation.

She has overseen and had hands-on responsibility for annual human resources processes for merit increases, performance appraisal/assessment, bonus calculations, executive compensation review, and equity awards. She has developed pay structures, bonus/incentive plans, and other compensation programs while ensuring accuracy in process documentation, calculations, compliance and implementation. She analyzed performance trends and conducted cost to budget analysis as part of each process.

- During her career, Ms. Douglas has managed and/or worked as an analyst in all areas of Human Resources management except labor relations. In those roles she has established policies and procedures and worked collaboratively with management and executives to educate and ensure compliance. She has supported recruitment, employee benefits, and developed policies and procedures.

Ms. Douglas has had oversight of and managed employee communications during organizational change processes to ensure maximum employee retention and minimum operational disruption in addition to overseeing the budgetary implications of organizational change (severance, job changes, programs).

- Ms. Douglas has had management oversight and provided hands-on support for management/organizational reorganizations, acquisitions, divestitures, downsizing, integrations, and other organizational change processes to ensure compliance, fairness, and minimal organizational disruption.
- Ms. Douglas led a cross-functional team representing 10 separate business units within a large global organization that developed a Human Resources development program for college graduates. The program rotated graduates through different human resources jobs within a two-year period with assignments in three to four of the different business units located across the U.S. and abroad. The program was adopted by other functional groups within the business to build bench strength and create a talent pipeline to be ready and available as natural attrition occurred. The program was successful in helping to reduce critical talent shortages in technical jobs.
- Over her career, Ms. Douglas has designed and conducted customized training modules, specific to audience needs and application for human resources programs and processes

including compensation, classification, organizational development, new program roll-outs (benefits, policies and procedures) and human resources automated tools.

- Ms. Douglas has managed a wide range of projects over her 27-year career. Recent project management examples include the integration of all human resources policies and procedures, benefits, and HRIS data for a large acquisition; implementation of a new HRIS system time tracking and reporting module in Workday; the integration of policies and procedures including time off benefits for 10 separate business units in the US; the implementation of a global banding scheme covering over 400 jobs in 18 countries; the development of a new global compensation structure; the development of a college recruiting development program requiring collaboration and cooperation by 10 separate business units to implement and manage; the design, management, and execution of a week long leadership conference for 500 managers in the Bahamas.

Education

- Executive Master of Business Administration, Claremont Graduate University
- Bachelor of Science in Business Management, University of Phoenix

Professional Associations

- World at Work

Professional Certification and Awards

- Certified Compensation Professional

Susan Meibaum

Profile

Ms. Meibaum is a Project Consultant with CPS HR Consulting. She has over 20 years of compensation and classification experience. She has worked for medium and large US and global organizations as well as government agencies and a non-profit. She has extensive experience in designing merit, incentive and bonus programs; compensation market benchmarking, data analysis; and position classification. She is a seasoned project manager, who is able to manage complex projects with short and long timeframes (six to 12 months).

Ms. Meibaum advises clients on compensation options and best practice; and is able to provide training and guidance on implementation.

Employment History

- Project Consultant, CPS HR Consulting
- Compensation & Classification Consultant, City of Carlsbad
- Sr. Manager Global Compensation & Benefits, Gemological Institute of America (GIA)
- Compensation Manager, WilmerHale
- Compensation Consultant, Comair
- International Compensation & Benefits Consultant, Convergys
- Senior Compensation Analyst, American International Group (AIG)
- Senior Compensation Advisor, Hess Corporation
- European Compensation Analyst, Citibank

Professional Experience

- **Classification.** Job audits and reports for individual positions and city-wide classifications; using a position description questionnaire and interview with incumbents. Observation sessions and write-up with findings and recommendations. Review and updating of class specifications, including job titling and other best practices. Fair Labor Standards Act audits.
- **Compensation.** Design surveys and templates to gather and analyze compensation and benefits data, and other market intelligence. Base salary and total compensation competitive benchmarking; review, validate, and evaluate compensation and benefits data. Make compensation recommendations and highlight opportunities for change. Design and develop merit, incentive and bonus programs. Also, skilled at designing and developing salary range structures.

*Proposal to the City of San Luis Human Resources Department
Classification and Compensation Consulting Services*

Work with clients to develop and implement compensation policies and philosophies that tie back to the organizational and human resources goals and objectives. Can advise clients on compensation options and provide training and knowledge transfer.

- **Training and Development; Training Delivery.** Develop presentation materials and train clients in compensation and classification terminology and principals. Experienced at delivering training to human resource and/or senior management on the implementation of new compensation programs and policies.
- **Project Management.** A seasoned project manager, who is able to manage small project groups working on complex projects with long timeframes (six months to a year). Experience of developing project goals, scope, timelines, and deliverables.
- **Other.** Completed WorldatWork courses on Variable Pay (Incentives, Recognition, and Rewards), Regulatory Environments for Compensation Professionals, and Excel Dashboards (A How to for Compensation Professionals).

Education

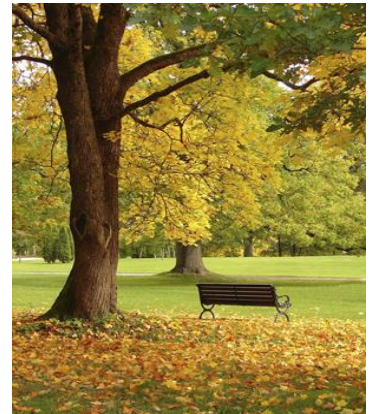
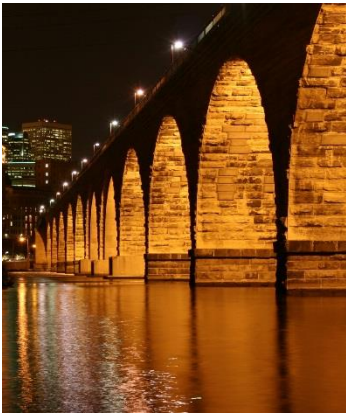
- BSc in Business Administration, Bath University

Professional Associations

- WorldatWork

Professional Certification and Awards

- Institute of Personnel Management, Stage 2, South West London College



Proposal

City of San Luis, Arizona

Proposal to Provide a Classification and Compensation Study

June 2, 2016

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Mission Statement

Springsted provides high quality, independent financial
and management advisory services to public
and non-profit organizations, and works with them
in the long-term process of building their communities
on a fiscally sound and well-managed basis.



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651.223.3000
Fax: 651.223.3002
www.springsted.com

COVER LETTER

June 2, 2016

Mr. Omar Heredia
Human Resources Training and Programs Coordinator
City of San Luis, Arizona
1090 Union St.
P.O. Box 1170
San Luis, AZ 85349

Re: Proposal to Provide a Classification and Compensation Study

Dear Mr. Heredia:

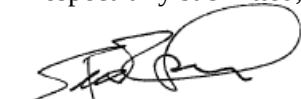
Springsted Incorporated is pleased to submit our proposal to conduct a classification and compensation study for the City of San Luis, Arizona.

Our firm has assisted numerous jurisdictions throughout the United States in addressing human resources and compensation issues, as well as performing specialized management studies. We have created an extensive management consulting services practice that provides in-depth study and analysis on a variety of management topics. Springsted has the staff, capabilities and experience required for the study the City has outlined.

Springsted has developed specialized expertise in performing human resources and compensation studies and currently serves as the ongoing position classification consultant for several municipalities throughout the country. We feel that this experience, coupled with our technical and human resources expertise, will bring unparalleled quality results to your study.

Included in this proposal are the qualifications of our firm, a detailed scope of services, our study methodology and a list of client references. The project time frame is also provided, along with the resumes of the consulting team.

Respectfully submitted,



Julie A. Urell, Assistant Vice President
Consultant

sml

1. Company/Team Profile

History and Leadership

Springsted is one of the largest and longest established independent public sector advisory firms in the United States. For over 60 years, we have continually grown in the range of our client relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing clients with a balance of national perspective and local expertise.

Springsted is a privately held corporation and a women-owned business and is certified as a Women's Business Enterprise ("WBE") by the City of Saint Paul, Minnesota and the Milwaukee Metropolitan Sewerage District.

Our headquarters are located in Saint Paul, Minnesota, with offices strategically located throughout the United States. Specifically, our regional offices include Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; Denver, Colorado; Los Angeles, California and Dallas, Texas. Saint Paul has been our corporate home since the firm first opened its doors in the early 1950s.

Currently, we have a staff of more than 70 professionals, including client representatives, consultants, analytical professionals and administrative specialists. Our size provides both subject matter expertise and contingency in the case of unforeseen circumstances.

Springsted's staff has been advising our clients in organizational development for over 25 years. We have a strong staff with direct experience managing and leading local city and City governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

Our Human Resource focus is in the area of position classification and compensation, HR compliance audits and HR systems solutions (E-Solutions). Our classification and compensation work is competitive, current, court tested and copyrighted to deliver pragmatic outcomes. Our Organizational Management focus ranges from executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement and efficiency studies.

Project Location

380 Jackson Street, Suite 300
Saint Paul, Minnesota 55101

Office: 651-223-3000

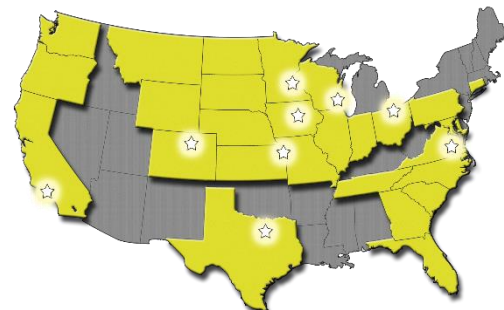
Fax 651-223-3002

advisors@springsted.com

Our Clients

- Cities, Towns, Counties and Villages
- Counties
- Special Service Districts
- Non-Profit Organizations
- Hospitals
- Economic Development, Redevelopment and Port Authorities
- Electric and Water Utilities
- Higher Education Authorities
- School Districts
- Housing Authorities

States in gold reflect client locations
Areas with stars reflect regional offices



Project Team

The project team will consist of four primary members with strong experience serving local governments. Julie Urell will serve as the Springsted Project Director.

Julie A. Urell, SPHR, SHRM-SCP

Assistant Vice President, Consultant



Ms. Julie Urell is a human resources leader with over 20 years in the field, most recently in senior manager, director and consulting human resources roles for regional non-profit, as well as global organizations. In these capacities, she has direct application experience as well as tactical and strategic insight across a variety of human resources functions. Areas of interest and

specialization include employment practices and benefit plan development and compliance, human resource systems optimization and deployment and classification and compensation systems. Ms. Urell holds a master of business administration degree from the University of St. Thomas and a bachelor's degree in human resources management from the University of Iowa. She serves as Board Director - Website Development for Leading Edge Human Resources Network (LEHRN), a regional HR information systems organization. She also is a certified Senior Professional, Human Resources with the Human Resource Certification Institute (HRCI) and is a Senior Certified Professional with the Society for Human Resource Management (SHRM).

Ann S. Antonsen

Vice President and Consultant



Ms. Ann Antonsen is a consultant with a strong background in organizational management and human resources that she uses effectively in developing position analyses, classification and compensation studies, performance management and evaluation system development and staff training and in conducting executive search efforts for the public sector. She also specializes in performing organizational studies, revising and developing

personnel policies and manuals and in conducting organizational management training sessions and providing general human resources assistance.

Daniel “Dan” Tesch*Management Consulting Services*

Mr. Dan Tesch has over 25 years of experience as a Human Resources management professional in local government. He is recognized as a leader in both professional and non-profit organization and has provided internal leadership, policy development, recruitment and training. Prior to joining Springsted in the January of 2013, Mr. Tesch was the Interim Human Resources Director for the City of West St. Paul, Minnesota and held the position of Assistant City Administrator/Director of Administration/Interim City Administrator for the City of Lino Lakes, Minnesota. He has a Mini MBA from the University of St. Thomas and a Bachelor of Arts in Public Administration from St. Cloud State University.

Sara M. Haselbauer*HR Analyst*



Ms. Sara Haselbauer is a Human Resources Analyst with the Organizational Management and Human Resources Team. Ms. Haselbauer started as an Administrative Assistant to the Project Management team in 2007. In August 2009, Ms. Haselbauer left Springsted to attend law school before returning in November 2014 as an independent contractor. She

rejoined Springsted in January 2015 as a Human Resources Analyst with the Organizational Management and Human Resources Team, providing support and assistance for executive search and organizational management projects. Her duties include conducting research and working with clients and candidates throughout all phases of a project and/or executive search and recruitment. Ms. Haselbauer received a Juris Doctor from University of North Dakota School of Law and a Bachelor of Arts in Sociology from the University of St. Thomas.

2. Work Plan

Delineated on the following pages is the proposed project approach and study methodology. The scope of services, tasks and staffing necessary to complete this project successfully are discussed in subsequent sections of this proposal. The project approach was developed to include significant employee involvement and is subject to adjustment if it is determined that more employee involvement is necessary or desirable.

A. Project Initiation – Data Collection

The Springsted Project Director will meet with the Human Resources Training and Programs Coordinator, and other appropriate officials to establish working relationships and to finalize a comprehensive work plan and timetable. All current classification, compensation and benefit data will be assembled and evaluated to determine the status of existing human resource management programs and to identify apparent issues and opportunities.

The purpose of the meeting is to:

1. Introduce the Project Director
2. Discuss the background and experience of Springsted Incorporated and the consulting team
3. Discuss, in detail, the methodology to be used in conducting the study, the role of the consultant and the employees and the amount and type of employee participation
4. Ascertain the major issues the City wants the study to address
5. Review the project schedule and determine significant milestones
6. Determine the frequency and content of status reports
7. Discuss methods of communicating the status of the study to employees
8. Discuss how information and data about each employee's job will be obtained
9. Review Springsted's copyrighted *Systematic Analysis and Factor Evaluation* (SAFE®) system of job evaluation

After meeting with the human resources department, and other stakeholders, a staff meeting will be held with department directors to discuss the project objectives and procedures. During the meeting the consultant team will review and explain the use of Position Analysis Questionnaires (provided by Springsted), schedule their distribution, and discuss the collection, review and verification process.

In addition, it is proposed that individual interviews be conducted with each department director to review organizational structure, mission, goals and objectives and to determine what challenges, if any, they are experiencing with the existing classification and compensation system.

Springsted is sensitive to the human relations aspects of studies of this type. In accordance with this sensitivity, the consulting team proposes that they conduct a series of orientation and information sessions for all employees. The sessions would be scheduled at various times to allow employees to attend without requiring too many to be absent from the workplace at any one time. During these sessions, project objectives and procedures will be discussed, questions answered and comments and suggestions solicited.

B. Development of Classification System

Using an email address supplied by the City for each employee, the consultant will distribute an online mobile-optimized *Position Analysis Questionnaire* (PAQ) to approximately 60% of the employees. A printable Word version of the document will be made available for the remaining employees to use either electronically or via hardcopy. The questionnaire allows employees to describe their job duties, responsibilities and essential functions in detail. The questionnaire also provides an opportunity for each employee's supervisor to review and comment on the data supplied by the employee and provide specific comments concerning various job factors that affect the position.

Upon receipt of the PAQ data, the consulting team will review and conduct an analysis of the content of all questionnaires and make preliminary classification decisions. At this time, Springsted will return to the City of San Luis and conduct individual (or group, for multiple incumbent job classes) job audits and interviews with employees, to ensure a complete understanding of each position.

Based on the information collected through the PAQs and on-site audits / interviews, a consistent program of job classification will be developed. This will include well-defined class descriptions for each position. It will also include the assignment of each employee to the appropriate class with respect to duties and responsibilities, skills and abilities, and minimum education and experience requirements.

This project will include review and revision as necessary, of existing job descriptions that were created and/or updated approximately one year ago. Springsted will ensure class descriptions are accurate, thorough and include a position title, general definition of work, essential functions, examples of typical tasks, necessary minimum knowledge, skills and abilities, education and experience requirements and special qualifications, if any. Special attention will be given to ensuring that bona fide occupational qualifications, licensing, certification and special training, if dictated by standards of practice and/or job requirements, are included as minimum qualifications of classes.

The consulting team will consolidate specific job titles and descriptions, where appropriate, in order to significantly reduce the number of job titles and job descriptions. Consolidating job titles and descriptions will facilitate efficient administration of the classification plan.

C. Review of Preliminary Classifications and Class Descriptions

The consulting team will prepare a preliminary list of employee classifications, develop preliminary class descriptions and submit them to the appropriate staff for review and comment. The consulting team will review the comments and consider adjustments based upon the comments received.

After all suggested changes have been evaluated, final classification decisions will be made and the class descriptions finalized.

A list will be prepared concerning the appropriate FLSA status of each job class.

D. Job Evaluation and Development of Pay Plan

In order to determine appropriate salary levels of positions in the workforce, Springsted will conduct a customized salary and benefits survey to compare City positions with analogous positions in other comparable public agencies in the area labor market and other governmental units of similar size in the general area. The study team will consult with City staff to identify the appropriate sources of survey data.

Subsequent to consulting with the staff, appropriate benchmark positions will be identified to be included in the survey. It is proposed that the benchmark positions be selected according to the following criteria:

- Encompass the full range of positions in the study
- Pertain to positions that are experiencing a high rate of turnover
- Be based on an analysis of exit interviews (if available)
- Relate to a review of requests for reclassifications
- Conform to information obtained from discussions with department directors

Based on the wage data analysis and the classification system developed, the linear least squares method will be used to develop an appropriate salary curve and salary schedule. The salary schedule will contain sufficient pay grades to properly compensate employees for the development of their abilities over time. The schedule will also relate salary advances within grades to performance.

Springsted has developed and copyrighted a job evaluation system known as the *Systematic Analysis and Factor Evaluation* (SAFE®). This system has been successfully used for several years and has been reviewed by the United States District Court in conjunction with an Equal Employment Opportunity (EEO) suit and found acceptable to the Court.

It is important to note that the *Systematic Analysis and Factor Evaluation* system is a unique method of job evaluation. The SAFE® system was designed to measure job factors that apply specifically to local government.

The system rates and ranks jobs based on skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating classes to the compensation plan. The system facilitates proper and equitable

cross comparisons between and among classes, and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

Each position, or group of positions, will be evaluated and assigned to an appropriate salary grade based on the classification system and prevailing rates paid by survey participants. The elements considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Experience Required
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

Fringe benefits data will also be surveyed. The benefits to be surveyed include, but are not limited to, holidays, annual leave, sick leave, insurance coverage (including cost and portion paid by the entity), pension (including entitlements and costs) and other benefits identified in the meetings previously described in this section.

E. Implementation Strategy and Staff Training

At the conclusion of the study, Springsted will work with City staff to develop a plan for implementing the study recommendations. The plan will coincide with the needs of the City and the employees, while maintaining the City's financial integrity. Springsted will train members of the staff as to the methodology used to develop, maintain and update the classification and pay plan. The training program will include the development and/or revision of class descriptions along with rating, ranking and salary grade assignments of positions. Instruction manuals pertaining to the job evaluation system will be prepared and presented. The Springsted team will remain available to the staff for additional consultation after the study has been completed.

F. Final Report

The final report will be a document that contains the following:

- An analysis of the City's current compensation structure
- Detailed study methodology
- Discussion of the consulting team's findings, conclusions and recommendations regarding employee classification, salary structure, the compensation plan, estimated cost of implementation, and fringe benefits comparison to surveyed organizations
- Schematic list of classes and the assignment of each class to a salary grade
- Job evaluation factor analysis for each position

A manual on the use of the SAFE[®] job evaluation system will be provided.

Project Timeline

Springsted takes pride in meeting its time commitments. The schedule to commence this project coincides with Springsted's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study. Springsted is prepared to initiate the study within two weeks after receiving the official notice to proceed, and will complete the study within 150 days or according to the schedule outlined by the City.

There are factors that impact the proposed schedule that are beyond the consulting team's control. The proposed time frame, as outlined below, is contingent upon a timely decision, the receipt of the data from participants and survey respondents when requested, and the timely receipt of feedback and comments on the submitted preliminary data.

Task	Month 1	Month 2	Month 3	Month 4	Month 5
Project Initiation – Data Collection – Meetings With City Staff					
Development of Classification System					
Review of Preliminary Classifications and Class Descriptions					
Prepare/Evaluate Survey Data					
Develop Compensation Plan, Assign Classes to Grades					
Develop Implementation Strategies					
Submit Final Report for Discussion With City Staff and Presentation to the City Council					
Staff Training in Use of Job Evaluation (SAFE) System					

3. References

Listed below is a sampling of work completed by the project team assigned to this project, along with reference contact information.

City of St. Joseph, Missouri

Ms. Diana Slater, *Human Resources Director*
City of St. Joseph
1100 Frederick Ave.
St. Joseph, Missouri 64501
816-271-4674

Project: 2013 Classification and Compensation Study

Beltrami County, Minnesota

Ms. Linda Tran, *Human Resources Director*
Beltrami County
701 Minnesota Avenue NW
Ste. 210
Bemidji, Minnesota 56601
218-333-4155

Project: 2012 Classification and Compensation Study

Dunn County, Wisconsin

Ms. Joann Olson, *Human Resources Manager*
Dunn County
800 Wilson Avenue
Menomonie, Wisconsin 54751
715-232-2429

Project: 2014 Classification and Compensation Study

Scott County Community Development Agency

Ms. Linda Janovski, *Assistant to the Executive Director*
323 Naumkeag St. South
Shakopee, Minnesota 55379
952-402-9022

Project: 2015 Classification and Compensation Study

City of La Crosse, Wisconsin

Ms. Wendy Oestreich, *Director of Human Resources*
City of La Crosse
400 La Crosse St.
La Crosse, Wisconsin 54601
608-789-7574

Project: 2014 Classification and Compensation Study

Minnehaha Creek Watershed District

Mr. David Mandt, *Operations and Support Services Director*
1530 Minnetonka Boulevard
Minnetonka, Minnesota 55345
952-641-4503

Project: 2014 Classification and Compensation Study; HR Practice Analysis

Minnesota Prairie City Alliance

Ms. Jane Wilcox Hardwick, *Executive Director*
22 6th St. East, Dept. 401
Mantorville, Minnesota 55955
507-923-2907

Project: 2014 Classification and Compensation Study

4. Project Fees

Professional Fee

Springsted Incorporated will perform all the tasks delineated as described in this proposal for a professional fee of \$29,900. This fee is based upon review and development of class descriptions for approximately fifty-one (51) job classifications, involving approximately two hundred fifty-five (255) employees. Springsted anticipates the project may require up to three (3) on-site meetings in the City of San Luis. The professional fee includes two rounds of position description revisions and three standard implementation options. It also assumes all project-related information associated with the 60% online PAQ group (including job description changes) will be provided to Springsted utilizing Word document format or the electronic templates and online forms we will provide. The professional fee includes all aspects of the work plan outlined in these qualifications in order to provide the City with a comprehensive classification and compensation study.

Springsted would invoice the City for work completed based on the following schedule:

Time of Invoice	Percentage Invoiced	Cumulative Percentage Invoiced
Completion of Project Initiation (or Employee Orientation)	25%	25%
Distribution of Market Survey	25%	50%
Completion of Preliminary Pay Plan	40%	90%
Completion of Final Report	10%	100%

Out-of-Pocket Expenses

Springsted would charge the City, at cost, for actual out-of-pocket expenses. Out-of-pocket expenses include, but are not limited to, travel and sustenance, overnight or messenger deliveries, web-based meeting fees, conference calling beyond our internal capabilities, photocopying and mailing costs. Direct out-of-pocket expenses are not expected to exceed \$3,750 for the project.

Additional Work

Should the City of San Luis request and authorize additional work, we would invoice the City at an agreed upon fee or our standard hourly fees. Additional customized implementation plans will be billed at a cost of \$160 per hour. In addition, we would charge, at cost, for any related out-of-pocket expenses.

Title	Hourly Rate
Principal & Senior Officer	\$260
Senior Professional Staff	\$215
Professional Staff	\$160
HR Analyst/Project Coordinator	\$100
Associates	\$75

Additional work would include work outside the scope of services as agreed to including, but not limited to:

- Additional position descriptions
- Additional job audits
- Additional on-site meetings
- Additional reports
- Work related to a special request



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. C.

Meeting Date: 07/27/2016

Department Head: Manuel Rojas, Assistant Public Works Director, Public Works Department

Submitted By: Manuel Rojas, Assistant Public Works Director, Public Works Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the purchase of a Scorpion Automated Side Loader Body, Refurbish option for Solid Waste Division under the City Purchasing Code 36.09 for cooperative contracts. **(Manuel Rojas, Assistant Public Works Director)**

SUMMARY:

The new equipment purchase has been approved for the budget of fiscal year 2016-2017. The Scorpion body purchase is a HGACBuy purchase, a public competitive procurement process, compliant purchase under City Code Section 36.09. The City has previously purchased with HGACBuy, the last purchase was the new Schwarze Industries, street sweeper. Staff recommends subject purchase from DaDee Manufacturing in the amount of \$105,801.51. The contract has a dead line of July 31, 2016. If not purchased, the price under the new contract are expected to go up approximately \$8,000.00.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE PURCHASE BY JULY 31, 2016 OF THE SCORPION AUTOMATED SIDE LOADER FOR THE SOLID WASTE DIVISION IN THE AMOUNT OF \$105,802.00 AS PRESENTED UNDER CITY CODE SECTION 36.09 AND AUTHORIZE APPROPRIATE CITY OFFICIALS TO EXECUTE THE PURCHASE.

Supporting information not attached to the Agenda Item Review Form:

The supporting information is attached to this Agenda Item Review Form.

Document to be Recorded?: Yes

City Clerk's Office

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:

Yes

CITY/STATE/FEDERAL FUNDS:

City Enterprise Funds

TOTAL:

\$105,801.51

BUDGETED:

\$105,810.00

AVAILABLE TO TRANSFER:

N/A

GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: Capital Outlay - Equipment
320-321-90000 \$116,235.00

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

Subject purchase is an approved purchase for FY17, this will be the 4th Scorpion body unit in our fleet.
We used 8.3% sales tax to calculate the final total cost.

Capital Outlay - Equipment 320-321-90000 \$116,235.00

Attachments

HGACBUY Contract

HGACBUY Legal Ad

HGACBUY-Cooperative Purchase Program

DaDee Manufacturing Contract



CONTRACT PRICING WORKSHEET
For Standard Equipment Purchases

Contract
No.:

RH08-14

Date
Prepared:

7/7/2016

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

Buying Agency:	City of San, AZ	Contractor:	DaDee Manufacturing, LLC
Contact Person:	Manuel Rojas	Prepared By:	Paul Campbell
Phone:	928-341-8520	Phone:	602-276-4390 (800)-940-7467
Fax:	928-341-8539	Fax:	602-276-5470
Email:	MRojas@cityofsanluis.org	Email:	pcampbell@dadeemfg.com

Product Code:	CB07	Description:	Scorpion Automated Side Loader: 31-Yd Tandem Axle
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract:	100,100
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B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
GR1 60-300 Grip Assembly	600		0
LST1 LST Switch Controls	525		
FLP-R Rear Mud Flaps	150		
CAM-R 2-Color Camera System with Quad Monitor	2500		
TEMP-Hydraulic Oil Temperature Sensor	450		
LTK-R Overhead Oval Dual Flashing LED Strobes(rear)	500		
LTK1 Three Light Flashing Kit on Tailgate tied to Brakes	500		
LTK4 LED Work Lights(2) Hopper and Arm \$150 ea	300		
		Subtotal From Additional Sheet(s):	
		Subtotal B:	5525

C. Unpublished Options - Itemize below - Attach additional sheet if necessary
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Clutched PTO	1100		
FLP-C Center Mud Flap over Brake Pods	175		
FLP Front of Rear Axle Mud Flaps	230		
Refurb Chassis(customer removing body & arm)	625		
Paint chassis frame			
		Subtotal From Additional Sheet(s):	
		Subtotal C:	2130

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). For this transaction the percentage is: 2%

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	107755	=	Subtotal D:	107755
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E. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
Body color Standard White w/Safety Yellow Arm	NC	\$10,062 Discount for repeat order	-10062
Standard 1-Year Warranty	NC		
		Subtotal E:	-10062

Delivery Date:	D.O.C.	F. Total Purchase Price (D+E):	97693
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BUSINESS

TRAVEL

More U.S. flights arriving on time

ASSOCIATED PRESS

U.S. airlines are doing better at staying on schedule than a year ago, but more passengers are filing complaints.

Hawaiian Airlines and Delta Air Lines topped the on-time rankings for November, which were released this past week by the U.S. Department of Transportation. United Airlines was in fourth place and Southwest Airlines was in seventh in the 13-company rankings.

Budget airlines Spirit and Frontier had the worst on-time performance and highest complaint rates.

The department said that flights on the 13 largest airlines arrived on time 83.7 percent of the time. That was up from 80.6 percent in November 2014 but down from last October's 87 percent rate.

Passengers on five domestic flights were stuck on the ground for more than three hours.

Complaints against U.S. airlines rose 56 percent from a year earlier. Still, only 989 people — a tiny percentage of passengers — bothered to file a report with the government. Complaints about foreign airlines rose 14 percent.

SkyWest, which operates regional flights for the major airlines, and Southwest had the lowest complaint rates. Spirit had the highest complaint rate by a wide margin.

More people — 1,272 — complained about Transportation Security Administration screeners than about the airlines. The Transportation Department said, however, that it was “not appropriate” to compare the figures because “thousands” of travelers complain directly to the airlines but never contact the government.

CALENDAR

MONDAY

Institute of Real Estate Management: Luncheon. 11:30 a.m.-1 p.m., Maggiano's Little Italy, 2019 Post Oak Blvd. Speaker: Ted Jones, chief economist at Stewart Title. Topic: 2016 economic forecast. Information: 713-783-9225.

Job Search 101: 11 a.m.-2 p.m., Looscan Neighborhood Library, 2510 Willowick. Topic: Résumé development. Cost: Free. Registration: http://js101.org; 713-866-4002; js101info@gmail.com.

WEDNESDAY

Bay Area Houston Transportation Partnership: Luncheon. 11:30 a.m.-1 p.m., Cullen's American Grille, 11500 Space Center Blvd. Speaker: Jim Yarbrough, mayor of Galveston. Cost: \$35 members, \$40 non-members. Information: Barbara Koslov at 832-771-0773 or president@baytran.org. Online: www.baytran.org.

Greater Tomball Area Chamber of Commerce: Networking breakfast. 8 a.m., Luby's, Texas 249B and FM 2920. Cost: \$10 members, \$15 non-members. Information: www.tomball-chamber.org or 281-351-7222.

THURSDAY

American Women's Society of CPAs: Meeting. 5:30 p.m. networking and registration, 6 p.m. dinner, H.E.S.S. Club, 5430 Westheimer. Program: Speakers from McGladrey will present an annual tax update. Cost: \$32 members, \$42 non-members, plus \$20 for registrations after Jan. 15. Information: www.awscpahouston.org/.

Hotel & Lodging Association of Greater Houston: Luncheon. 11:30 a.m., Hyatt Regency Houston, 1200 Louisiana. Speaker: Patrick Jankowski, regional economist and senior vice president of research with the Greater Houston Partnership. Topic: Houston: Slowing down, not shifting into reverse. Cost: \$35 members, \$50 non-members. Reservations: 713-437-5250 or www.houstonhotels.org.



NOTICE TO CREDITORS

Notice To Creditors Ad

\$69.00*

+ \$5.00 Affidavit Fee

Call Cynthia

713-362-6435

***\$69.00 includes first 36 lines**

***\$1.92 per line over 36 lines**

BIDS & PROPOSALS

SEALED BID AUCTION OF SURPLUS REAL ESTATE

Lot Four (4) and the South ½ of Lot Three (3), Block One Hundred Thirty Seven, of Ryon Addition, an addition in Harris County, Texas, according to the map or plat hereof recorded in Volume Z, Page 601, of the deed records of Harris County, Texas, more commonly known as 4804 Elysian St., Houston, Texas 77032.

Metropolitan Transit Authority of Harris County, Texas (METRO), is accepting sealed bids for the sale of the surplus real property described above. Bids will be accepted at the METRO Procurement Division Plan room, 2nd Floor, 1900 Main Street, Houston, Texas 77002. The deadline for submitting bids is 3:00 PM on Monday, January 25, 2016. The bids will be publicly opened and read aloud at 11:30 AM on Tuesday, January 26, 2016. Bid packages containing the title commitment and copies of exception documents, and forms of purchase agreement and deed, may be obtained by visiting METRO's website at www.ridemetro.org/Pages/RealEstate.aspx. METRO has established a floor bid price of \$39,375.00 for the surplus property and will consider only those bids that equal or exceed the floor bid price. METRO reserves the right, in its sole discretion, to: (i) waive any informalities or minor defects in bids; (ii) reject any or all bids for any reason or for no reason; and/or (iii) cancel the solicitation for bids at any time prior to the bid submittal deadline, without penalty. METRO may accept the highest and most advantageous bid, as determined by METRO in its sole discretion. METRO reserves the right to accept the next highest and advantageous bid if the previously selected bid fails to close in accordance with the terms of the bid package documents. Each bid must be accompanied by a certified or cashier's check drawn on a national bank located in Houston, Texas, payable solely to Metropolitan Transit Authority of Harris County, Texas, in the amount of \$10,000, as a guarantee that bidder will enter into a contract upon final approval by METRO. The bid deposit must be included in the same envelope as the bid, and bids submitted without the bid deposit will not be considered. Except for the three (3) highest bidders, all bid deposits will be returned within five (5) days after the bid deadline. The successful bidder will be required to provide earnest money under the purchase agreement in the bid package in an amount, not less than five percent (5%) of the bid amount, to the METRO. The bid deposit may be applied. Contact Rhia Miller at 713-739-4021 or Gabriel Matos at 713-739-4048 for information.

SEALED BID AUCTION OF SURPLUS REAL ESTATE

4,378.88 acres, more or less, being Tract 3B, Block 2, Hartland Acres, Harris County, Texas, more particularly described by metes and bounds in deed recorded under File No. G243108 in the Real Property Records, Harris County, Texas, being commonly known as O'Greens Road and being situated west of Fritestation 64 located at 3000 Greens Road, Houston, Texas 77032.

Metropolitan Transit Authority of Harris County, Texas (METRO), is accepting sealed bids for the sale of the surplus real property described above. Bids will be accepted at the METRO Procurement Division Plan room, 2nd Floor, 1900 Main Street, Houston, Texas 77002. The deadline for submitting bids is 3:00 PM on Monday, January 25, 2016. The bids will be publicly opened and read aloud at 10:00 AM on Tuesday, January 26, 2016. Bid packages containing the title commitment and copies of exception documents, and forms of purchase agreement and deed, may be obtained by visiting METRO's website at www.ridemetro.org/Pages/RealEstate.aspx. METRO has established a floor bid price of \$429,167.00 for the surplus property and will consider only those bids that equal or exceed the floor bid price. METRO reserves the right, in its sole discretion, to: (i) waive any informalities or minor defects in bids; (ii) reject any or all bids for any reason or for no reason; and/or (iii) cancel the solicitation for bids at any time prior to the bid submittal deadline, without penalty. METRO may accept the highest and most advantageous bid, as determined by METRO in its sole discretion. METRO reserves the right to accept the next highest and advantageous bid if the previously selected bid fails to close in accordance with the terms of the bid package documents. Each bid must be accompanied by a certified or cashier's check drawn on a national bank located in Houston, Texas, payable solely to Metropolitan Transit Authority of Harris County, Texas, in the amount of \$10,000, as a guarantee that bidder will enter into a contract upon final approval by METRO. The bid deposit must be included in the same envelope as the bid, and bids submitted without the bid deposit will not be considered. Except for the three (3) highest and most advantageous bidders, all bid deposits will be returned within five (5) business days after the bid deadline. The successful bidder will be required to provide earnest money under the purchase agreement in the bid package in an amount, not less than 5% of the bid amount, to which the bid deposit may be applied. Contact Rhia Miller at 713-739-4021 or Gabriel Matos at 713-652-8006 for information.

NOTICE TO CREDITORS

Cause No. 44,174, The Estate of Virginia Dodd, Deceased in Probate Court Number One (1) of Harris County, Texas

Notice is hereby given that original Letters of Testamentary for the above-referenced estate pending in the Probate Court Number One (1) of Harris County, Texas were issued on December 15, 2015, to Kenneth Yarbrough as Independent Executor.

The name and address of Counsel for the Estate and the Independent Executor is:

The Parker Law Firm Steven T. Parker P.C. c/o Steven T. Parker 715 Clear Lake Road Suite 101 Kemah, Texas 77565

All persons having claims against this Estate which is currently being administered are required to present them within the time and in the manner prescribed by law. DATED: December 16, 2015

The Parker Law Firm s/ Steven T. Parker Attorney for the Estate of VIRGINIA DODD

Technical questions concerning the specifications should be directed to Mr. Philip Huseman, P.E., with KSA Engineers at 281-494-3252. Please call Sheri Quinlan TXDOT, Aviation, at 512-416-4517 for questions concerning the bid document or further information.

A pre-bid conference concerning this project will be held at 10:30 a.m. on January 20, 2016 at the Houston Southwest Airport, Conference Room, 503 McKee Road, Arcola, Texas 77833.

The best advice, the right price. Chronicle Classifieds 713-224-6868.

Legal Notices

BIDS & PROPOSALS

The Metropolitan Transit Authority of Harris County, Texas (METRO) is planning to issue the procurement documents listed in this advertisement.

IFB No. IFBMM16011 – For Purchase and Delivery of Meritor Parts for METRO's Transit Vehicles. Solicitation will be available on or about 01/18/16.

IFB No. IFBMM16012 – For Purchase and Delivery of ZF Transmission Parts for METRO's Transit Vehicles. Solicitation will be available on or about 01/18/16.

NOTICE TO PROPOSERS

The Metropolitan Transit Authority of Harris County, Texas (METRO) is planning to issue the procurement documents listed in this advertisement .

RFP No. RP1600005: Transit Oriented Development (TOD) at METRO's Southeast Transit Center. The RFP will be available on or about 01/18/16.

RFP No. RP1600008: Information Technology (IT) Audit Services. Solicitation will be available on or about 01/18/16.

Prospective bidders/proposers can view and download these solicitations by visiting METRO's website at: <https://www.ridemetroapp.org/procurement/>

If you are unable to download the documents or having difficulty, please contact METRO Plan and Bid Room at (713) 739-4881

ADVERTISEMENT FOR SUBCONTRACTOR/VENDOR PROPOSALS for Work Packages

HCC – Coleman College for Health Sciences and HCC – West Houston Institute

Tellepsen Builders, L.P., as Construction Manager -at-Risk (CMAR) for HCC, in accordance with Texas Government Code 2269, will receive proposals from all qualified subcontractors and vendor trades for HCC-Coleman College Health-care Education Facility Expansion and HCC-West Houston Institute for certain work packages required on both projects.

A separate proposal will be required for each project. Work Packages requested for each project are Professional Surveying and Field Engineering, Rough Carpentry & Wood Blocking, Quality Assurance/Quality Control, Floor Protection, Owner Furnished Contractor Installed Equipment, Project Scheduling.

Proposals are due **Thursday, February 4, 2016 at 2:00 P.M.** local time. All proposals should be emailed to bidtake@tellepsen.com or mailed/delivered to Tellepsen Builders, L.P., at 777 Benmar, Suite 400 Houston, Texas 77060. Faxed proposals may be sent to 281-931-4468. Late proposals will not be accepted. In accordance with HCC policy, Tellepsen Builders, L.P., as the CMAR, will submit a proposal to self-perform any work provided proposal is submitted in same manner as other proposers, except CMAR proposal is to be submitted directly to HCC, or its designated agent, 24 hours prior to the published proposal date and time.

There will be no public opening of proposals. All proposals shall be available after award of contract, or the 7th day after final selection of proposal, whichever is later. After receipt of proposals, Tellepsen Builders, L.P., will conduct an evaluation of the subcontractor proposals in relation to the project requirements and will select the proposal(s) that offer the best value to HCC.

Tellepsen Builders, L.P., is committed to meeting the SBE goals set for this project. SBE certification forms, as required by the package documents, shall accompany each proposal that is submitted. Proposals submitted without all required information, and in the order and manner specified, may result in the proposal being considered non-responsive.

HCC, the Owner, reserves the right to waive any informality and/or to reject any or all proposals.

Contact Ezra Wilson, at wilson@tellepsen.com concerning HCC-Coleman or Teresa Nugent at tnugent@tellepsen.com concerning HCC-West Houston Institute. Or call 281-447-8100 for information.

Work Package scope descriptions and current drawings and specifications are available via invitation through SmartBidNet and can be viewed in the Tellepsen Builders, office located at 777 Benmar, Suite 400 Houston, Texas 77060.

Drawings and Specifications will also be posted at: Associated General Contractors, 3825 Dacon Street, Houston, TX 77092, (713) 843-3700 McGraw Hill Construction/Dodge, www.construction.com Virtual Builders Exchange, 3910 Kirby, #131, Houston, TX 77098, (832) 613-0201

Sealed bids/proposals/qualifications/proposals addressed to Spring Branch Independent School District, ATTN: Director of Purchasing, will be received in the SBISD Purchasing Office at 1031 Witte Road, Bldg. T-1A, Houston, TX 77055-6016 until:

FEBRUARY 11, 2016 at 2:00 PM FOR: ANNUAL CONTRACT FOR CHEMICAL DISPOSAL SERVICES (10707).

Bids/proposals/qualifications/quotes will be publicly opened and read at 10:31 Witte Road, Building T-1A, immediately following the deadline for the receiving of quotes.

For information contact the SBISD Purchasing Department at 713/251-1102.

Bidders/Proposers/Qualifiers/Quoters may download documents from SBISD website on or after 1/11/16 at: <http://cms.springbranchisd.com/skin2/purchasing/tafid/16019/default.aspx>

INVITATION FOR BIDS FOR FENIX ESTATES

IFB- 16-01

DATE: 12-28-2015

The Harris County Housing Authority (HCHA) is accepting competitive sealed bids/proposals from General Contractors for the new construction of the **Fenix Estates Apartments** located at 3815 Gulf Freeway Houston, Harris County, Texas 77004.

Bids Due: February 15, 2016 at 2:00 PM.

Project: Lump Sum. This project will be federally funded by the U.S. Housing and Urban Development (HUD) Department through the Texas General Land Office (GLO), and administered by the Harris County Community Services Department (HCCSD). Bidders shall comply with regulations governing the **HUD HOME** Program (24 C.F.R. Part 92) and the **CBDB** Disaster Recovery Program (Regulation 24 C.F.R. 570). Applicable requirements include, but are not limited to compliance with the Davis-Bacon and Related Acts, Fair Labor Standards, Equal Employment Opportunity, Affirmative Action, Section 3 of the HUD Act of 1968, contracting with small minority, and disadvantaged firms, as detailed in the project manual. **Bid Submission:** Competitive, sales tax exempt, sealed bids shall be submitted to: **Harris County Housing Authority, 8933 Interchange Dr. Houston, Texas 77054. Attn: Fenix Estates, c/o Horace Allison, CEO** prior to the due date and time. The HCHA reserves the right to waive irregularities and to reject bids. Bidders will be required to provide verifiable references with their bids/proposals. Bidders will be required to have a payment and performance bond. **A Mandatory Pre-bid Meeting** will be held on **January 20, 2016 at 2:00 PM** located at the **HCHA 8933 Interchange Dr. Houston, Texas 77054. Bid Drawings and Specifications will be available on January 11, 2016. The Fenix Estates Bid Drawings and Specifications for this project may be purchased for cost from The Hunt Works, 4235 Richmond Ave., Houston TX 77027 or by calling 713.579.1234.** Plans and Specifications can also be viewed online at www.aecomplex.com/dfs in a folder called: Fenix Estates Phase I and II.

REQUEST FOR PROPOSAL #303-7-5531

The Texas Facilities Commission seeks a lease of approx. 30,167 sq. ft. of office space in Houston, TX for the Department of Family and Protective Services (DFPS). Proposal deadline is February 11, 2016. For details, contact Evelyn Esquivel at (512) 463-6494 or go to <http://esdb.cpa.state.tx.us/bidshow.cfm?bidid=122025>

TO place a legal notice e-mail

legals@chron.com

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LEGAL NOTICES

CAUSE NUMBER: 2015-21288

In the 234TH Judicial District Court of Harris County, Texas

PLAINTIFF (S): Lesa Y. Alexander

vs.

DEFENDANT (S): Edwin A. Perez

CITATION BY PUBLICATION

THE STATE OF TEXAS

COUNTY OF Harris

To: Edwin A. Perez

YOU ARE HEREBY COMMANDED to be and appear before the **234th Judicial District Court of Harris County, Texas** in the Courthouse in the city of Houston, Texas at or before 10:00 o'clock A.M. Monday, the **21st day of DECEMBER, 2015**, being the Monday next after the expiration date of forty-two days after this citation is issued, and you are hereby commanded and required then and there to appear and file written answer to the Plaintiffs First Amended Original Petition, filed in said Court on the **13th day of April, 2015**, in suit numbered **2015-21288** docket of said court, wherein, **Lesa Y. Alexander** is the Plaintiff (s) **Edwin A. Perez** is the Defendant (s), the nature of plaintiff's demand and the said petition alleging: Motor Vehicle Accident.

This is a claim for injuries and damages sustained by Plaintiff, Lesa Alexander, who was hit by a motor vehicle while traveling in Harris County, Texas. This crash occurred on or about April 26, 2015, as a result of the negligence of Defendant, Edwin A. Perez. You have been sued. You may employ an attorney. If you or your attorney do not file a written answer with the Clerk who issued this citation by 10:00 a.m. on the Monday next to following the expiration of 42 days from the date of the issuance of this citation and petition, a default judgment may be taken against you.

Notice hereof shall be given by publishing this Citation in a newspaper of general circulation for four consecutive weeks previous to the day of **17th of December, 2015**, in some newspaper published in the County of Harris, if there be a newspaper published therein, but if not, then the nearest county where a newspaper is published, and this Citation shall be returned on **17th day of December, 2015**, which is forty two days after the date it is issued, and the first publication shall be at least twenty-eight days before said return.

HEREIN FILED NOT, but have before said court on said return day this Writ with your return thereon, showing how you have executed same.

WITNESS: CHRIS DANIEL, District Clerk, Harris County, Texas

GIVEN UNDER MY HAND AND SEAL OF SAID COURT at Houston, Texas this **5TH day of NOVEMBER, 2015.** (SEAL)

CHRIS DANIEL
District Clerk
Harris County, Texas
1018 COLLINS
Houston, Texas 77002
PO Box 4651
Houston, Texas 77210
By: /s/ C Tezeno
Deputy District Clerk
Newspaper:
Houston Chronicle
Issued at the request of:
Address: 2550 North Houston, Texas 77092
Bar Number: 24086140

THE STATE OF NEW HAMPSHIRE JUDICIAL BRANCH

NH CIRCUIT COURT
10th Circuit - Family Division - Salem
35 Geromey Dr.
Salem, NH 03079

Telephone:
1-855-212-1234
TTY/TDD Relay:
(800) 735-2964
<http://www.courts.state.nh.us>

CITATION FOR PUBLICATION

Case Name: **In the Matter of Jorge Mejia and Magda Velez**
Case Number: **673-2015-DM-00122**

On July 24, 2015, Jorge Mejia of Salem, NH filed in this Court a Petition for Divorce with requests concerning:

The original pleading is available for inspection at the office of the Clerk of the above Family Division location.

UNTIL FURTHER ORDER OF THE COURT EACH PARTY IS RESTRAINED FROM SELLING, TRANSFERRING, ENCUMBERING, HYPOTHECATING, CONCEALING OR IN ANY MANNER WHATSOEVER DISPOSING OF ANY PERSONAL BELONGING TO EITHER OR BOTH PARTIES EXCEPT (1) BY WRITTEN AGREEMENT OF BOTH PARTIES. OR (2) FOR REASONABLE AND NECESSARY LIVING EXPENSES OR (3) IN THE ORDINARY AND USUAL CAUSE OF BUSINESS.

The Court has entered the following Order(s):

Magda Velez shall file a written Appearance Form with the Clerk of the Family Division at the above location or before **February 07, 2016** or be found in DEFAULT. **Magda Velez** shall also file by **February 07, 2016** a Response to the Petition and by **February 07, 2016** deliver a copy to the Petitioner's Attorney or the Petitioner, if unrepresented. Failure to do so will result in issuance of Orders in this matter, which may affect you without your input.

BY ORDER OF THE COURT

/s/ Kathleen E. Tripp
Clerk of Court

December 09, 2015 (673151)

LEGAL NOTICES

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

NOTICE OF APPLICATION AND PRELIMINARY DECISION FOR TPDES PERMIT FOR MUNICIPAL WASTEWATER AMENDMENT

PERMIT NO. WQ0014635001

HARRIS COUNTY AND PRELIMINARY DECISION. Harris County Municipal Utility District No. 449, 3200 Southwest Freeway, Suite 2600, Houston, Texas 77027, has applied to the Texas Commission on Environmental Quality (TCEQ) for a major amendment to Texas Pollutant Discharge Elimination System (TPDES) Permit No. WQ0014635001 to authorize an increase in the discharge of treated domestic wastewater from a daily average flow not to exceed 600,000 gallons per day to a daily average flow not to exceed 960,000 gallons per day. TCEQ received this application on June 11, 2015.

The facility is located at 23210 Clay Road, Katy in Harris County, Texas 77493. The treated effluent is discharged to Harris County Flood Control District (HCFCD) ditch U101-09-00; thence to South Mayde Creek; thence to Buffalo Bayou Above Tidal in Segment No. 1014 of the San Jacinto River Basin. The unclassified receiving water uses are minimal aquatic life use for HCFCD ditch U101-09-00 and limited aquatic life use for South Mayde Creek. The designated uses for Segment No. 1014 are limited aquatic life use and primary contact recreation. In accordance with 30 Texas Administrative Code §307.5 and the TCEQ implementation procedures (June 2010) for the Texas Surface Water Quality Standards, an antidegradation review of the receiving waters was performed. A Tier 2 antidegradation review has preliminarily determined that existing water quality uses will not be impaired by this permit action. Numerical and narrative criteria to protect existing uses will be maintained. This review has preliminarily determined that no water bodies with exceptional, high, or intermediate aquatic life uses are present within the stream reach assessed; therefore, no Tier 2 degradation determination is required. No significant degradation of water quality is expected in water bodies with exceptional, high, or intermediate aquatic life uses downstream, and existing uses will be maintained and protected. The preliminary determination can be reexamined and may be modified if new information is received.

The TCEQ Executive Director has completed the technical review of the application and prepared a draft permit. If the draft permit is approved, would establish the conditions under which the facility must operate. The Executive Director has made a preliminary decision that this permit, if issued, meets all statutory and regulatory requirements. The permit application, Executive Director's preliminary decision, and draft permit are available for public review at the Katy Branch Library, 5414 Frank Road, Katy, Texas. This link to an electronic map of the site or facility's general location is provided as a public courtesy and is not part of the application or notice. For exact location, refer to application: <http://www.tceq.texas.gov/assets/public/2015/01/20150121a1a1=29.833055&lng=-95.776666&zoom=&type=1>

PUBLIC COMMENT/PUBLIC MEETING. You may submit public comments or request a public meeting about this application. The purpose of a public meeting is to provide the opportunity to submit comments or to ask questions if the application. TCEQ holds a public meeting if the Executive Director determines that there is a significant degree of public interest in the application or if requested by a local legislator. A public meeting is not a contested case hearing.

OPPORTUNITY FOR A CONTESTED CASE HEARING. After the deadline for submitting public comments, the Executive Director will consider all timely comments and prepare a response to all relevant and material or significant public comments. Unless the Executive Director has referred for a contested case hearing, the response to comments will be mailed to everyone who submitted public comments and to those persons who are on the mailing list for this application. If comments are received, the mailing will also provide instructions for requesting a contested case hearing or reconsideration of the Executive Director's decision. A contested case hearing is a legal proceeding similar to a civil trial in a state district court.

TO REQUEST A CONTESTED CASE HEARING, YOU MUST INCLUDE THE FOLLOWING ITEMS IN YOUR REQUEST: your name; address, phone number; applicant's name and permit number; the location and distance of your property/activities relative to the facility; a specific description of how you would be adversely affected by the facility in a way not common to the general public; and the statement "I/we request a contested case hearing." If the request for contested case hearing is filed on behalf of a group or association, the request must designate the group's representative for receiving future correspondence; identify an individual member of the group who would be adversely affected by the proposed facility or activity; provide the information discussed above regarding the affected member's location and distance from the facility or activity; explain how and why the member would be affected; and explain how the interests of the group seeks to protect are germane to the group's purpose.

Following the close of all applicable comment and request periods, the Executive Director will forward the application and any requests for reconsideration or for a contested case hearing to the TCEQ Commissioners for their consideration at a scheduled Commission meeting.

The Commission will only grant a contested case hearing on disputed issues of fact that are relevant to the material to the Commission's decision on the application. Further, the Commission will only grant a hearing on issues that were raised in timely filed comments that were not subsequently withdrawn.

EXECUTIVE DIRECTOR ACTION. The Executive Director may issue final approval of the application unless a timely contested case hearing request or request for reconsideration is filed. If a timely hearing request or request for reconsideration is filed, the Executive Director will not issue final approval of the permit and will forward the application and request to the TCEQ Commissioners for their consideration at a scheduled Commission meeting.

MAILING LIST. If you submit public comments, a request for a contested case hearing or a reconsideration of the Executive Director's decision, you will be added to the mailing list for this specific application to receive future public notices mailed by the Office of the Chief Clerk. In addition, you may request to be placed on: (1) the permanent mailing list for a specific applicant name and permit number; and/or (2) the mailing list for a specific county. If you wish to be placed on the permanent and/or the county mailing list, clearly specify which list(s) and send your request to TCEQ Office of the Chief Clerk at the address below.

All written public comments and public meeting requests must be submitted to the Office of the Chief Clerk, MC 105, Texas Commission on Environmental Quality, P.O. Box 13087, Austin, TX 78711-3087 or electronically at www.tceq.texas.gov/about/comments.html within 30 days from the date of newspaper publication of this notice.

AGENCY CONTACTS AND INFORMATION. If you need more information about this permit application or the permitting process, please call the TCEQ Public Education Program, Toll Free, at 1-800-687-4040. Si desea informacion en español, puese llamar al 1-800-687-4040. General information about the TCEQ can be found at our web site at www.TCEQ.texas.gov.

Further information may also be obtained from Harris County Municipal Utility District No. 449 at the address stated above or by calling Ms. Jennifer L. Elms, P.E., EHRA, at (713) 784-4500. Issuance Date: December 11, 2015

Sealed Bid Solicitation #WN08-16 Houston-Galveston Area Council Cooperative Purchasing Program Water, Gas, and Electric Meters and Associated Equipment

Pre-Bid Conference: 02/02/16 @ 9 am
Response Deadline: 03/29/16 @ 1pm
Public Opening: 03/29/16 @ 2pm
03/23/16 @ 2pm
3555 Timmons Lane, Houston, TX.
Per ADA, reasonable accommodation provided with 24 hour prior notice. 832-681-2592 or www.hgacbuy.org for info.

Sealed Bid Solicitation #RH08-16 Houston-Galveston Area Council Cooperative Purchasing Program Refuse Handling Equipment

Pre-Bid Conference: 02/04/16 @ 9 am
Response Deadline: 03/29/16 @ 1pm
Public Opening: 03/29/16 @ 2pm
3555 Timmons Lane, Houston, TX.
Per ADA, reasonable accommodation provided with 24 hour prior notice. 832-681-2592 or www.hgacbuy.org for info.

Get the public's attention

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NOTICES e-mail

legals@chron.com

call 713-224-6868

COOPERATIVE PURCHASING PROGRAM REFUSE HANDLING EQUIPMENT

Background

H-GAC received and opened eighteen competitive bids for refuse handling equipment on March 29, 2016. The following companies submitted bids:

- Amrep, Inc. (Ontario, CA)
- BTE Body Co., Inc. (Irving, TX)*
- DaDee Manufacturing, LLC (Phoenix, AZ)*
- E-Z Pack Refuse Handling Solutions, LLC (Cynthiana, KY)
- GSP Marketing, Inc. / GS Products (Somerset, PA)
- H. Barber & Sons, Inc. (Naugatuck, CT)
- J&R Equipment, LLC, dba J&R Environmental Truck Sales (Oklahoma City, OK)
- JV Manufacturing / Cram-A-Lot (Springdale, AR)
- Kann Manufacturing Corp. (Guttenberg, IA)
- McNeilus Financial, Inc., dba McNeilus Truck and Manufacturing Co. (Dodge Center, MN)
- Pak-Mor, LTD (Seguin, TX)
- Palfinger American Roll-Off (Trenton, NJ)
- Roll-Offs USA (Mead, OK)*
- Scranton Manufacturing Co., Inc. (Scranton, IA)
- Texan Waste Equipment, Inc., dba Heil of Texas (Houston, TX)
- Wastebuilt Environmental Solutions (Summit, IL)*
- Wastequip Manufacturing Co., LLC (Statesville, NC)
- Wayne Engineering, LLC (Cedar Falls, IA)

*Joint Bid

Current Situation

H-GAC Staff evaluated all responses and recommends eighteen bids (consisting of twenty-seven bidders) for award.

Funding Source: Participating local government purchasers
Budgeted: n/a

Action Requested

Request authorization to contract with the lowest responsible bidders for each RH08-16 product code on the Award Recommendations Table on the next page and, as may be applicable, extend contract assignments to other authorized entities during the contract period. If an awarded bidder fails to execute a contract within forty five days, fails to maintain required licenses, or is determined to be ineligible, authorization is requested to contract with the next lowest responsible bidder.

RH08-16 Award Recommendations Table		
HGAC Product Codes	Brand	Bidder
A: Front-Loading Bodies		
AA01-AA04	Amrep	Amrep, Inc.
AB01-AB02	DaDee	Joint bid: DaDee Manufacturing, LLC ; Arizona Refuse Sales, LLC; BTE Body Company, Inc.; Faris Machinery Company; Solid Waste Systems, Inc.
AC01-AC07	E-Z Pack	E-Z Pack Refuse Handling Solutions, LLC
AD01-AD14	Heil	Texan Waste Equipment, Inc., dba Heil of Texas
AE01-AE05	Kann	Kann Manufacturing Corp.
AF01-AF08	McNeilus	McNeilus Financial, Inc., dba McNeilus Truck and Manufacturing Co.
AG01-AG03; AG05-AG06	New Way	Scranton Manufacturing Co., Inc.
AH01-AH03	Pak-Mor	Pak-Mor, LTD
AI01-AI02	Wayne	Wayne Engineering, LLC
AJ01-AJ12	Wittke	J&R Equipment, LLC, dba J&R Environmental Truck Sales
B: Rear-Loading Bodies		
BA01-BA11	E-Z Pack	E-Z Pack Refuse Handling Solutions, LLC
BB01-BB19	Heil	Texan Waste Equipment, Inc., dba Heil of Texas
BC01-BC04	Kann	Kann Manufacturing Corp.
BD01-BD11	Leach	J&R Equipment, LLC, dba J&R Environmental Truck Sales
BE01-BE18	McNeilus	McNeilus Financial, Inc., dba McNeilus Truck and Manufacturing Co.
BF01-BF13; BF16-BF25	New Way	Scranton Manufacturing Co., Inc.
BG01-BG50	Pak-Mor	Pak-Mor, LTD
BH01-BH10	Wayne	Wayne Engineering, LLC
C: Side-Loading Bodies		
CA01-CA02	Amrep	Amrep, Inc.
CA01-CA04	E-Z Pack	E-Z Pack Refuse Handling Solutions, LLC

CC1-CC13	DaDee	Joint bid: DaDee Manufacturing, LLC ; Arizona Refuse Sales, LLC; BTE Body Company, Inc.; Faris Machinery Company; Solid Waste Systems, Inc.
CD01-CD36	GS Products	GSP Marketing, Inc. / GS Products
CE01-CE31	Heil	Texan Waste Equipment, Inc., dba Heil of Texas
CF01—CF17	Kann	Kann Manufacturing Corp.
CG01-CG03; CG05-CG21; CG24-CG32; CG35-CG40; CG43-CG55	Labrie	J&R Equipment, LLC, dba J&R Environmental Truck Sales
CH01-CH22	McNeilus	McNeilus Financial, Inc., dba McNeilus Truck and Manufacturing Co.
CI01-CI15	New Way	Scranton Manufacturing Co., Inc.
CJ01-CJ03	Pak-Mor	Pak-Mor, LTD
CL01-CL20	Wayne	Wayne Engineering, LLC
D: Recycler Bodies		
DA01-DA11	GS Products	GSP Marketing, Inc. / GS Products
DB01	Heil	Texan Waste Equipment, Inc., dba Heil of Texas
DC01-DC05	Kann	Kann Manufacturing Corp.
DD02-DD04	Labrie	J&R Equipment, LLC, dba J&R Environmental Truck Sales
DE01-DE03	Pak-Mor	Pak-Mor, LTD
E: Bulk Waste Grapples		
EA01-EA07; EA09-E10; EA12-EA16; EA18; EA20-EA27	Epsilon	Texan Waste Equipment, Inc., dba Heil of Texas
EB01-EB08; EB12-EB13	Pac-Mac	BTE Body Co., Inc.
EC01-EC02	Palfinger	Palfinger American Roll-Off
ED01-ED10	Petersen	Texan Waste Equipment, Inc., dba Heil of Texas
F: Hoists: Roll Off Container Cable Hoists, Hook Hoists		
FA01	Amrep	Amrep, Inc.
FB01-FB02	Heil	Texan Waste Equipment, Inc., dba Heil of Texas
FC01-FC22	Palfinger	Palfinger American Roll-Off
FD01-FD02	Roll Offs USA	Joint bid: Roll-Offs USA; BTE Body Co., Inc.
FE01-FE06	Swaploader	BTE Body Co., Inc.

FF01-FF12	Wastebuilt	Joint bid: Wastebuilt Environmental Solutions; Box Gang Manufacturing, LLC; CDS Acquisitions, LLC; Galfab Acquisitions, LLC; Waste Concepts; Wastebuilt Southeast, LLC; Wastebuilt Southwest, LLC
G: Steel Containers: Roll Off, Rear/Side/Front Load		
GA01-GA26	Roll Offs USA	Joint bid: Roll-Offs USA; BTE Body Co., Inc.
GB01-GB50	Wastebuilt	Joint bid: Wastebuilt Environmental Solutions; Box Gang Manufacturing, LLC; CDS Acquisitions, LLC; Galfab Acquisitions, LLC; Waste Concepts; Wastebuilt Southeast, LLC; Wastebuilt Southwest, LLC
GC01-GC56	Wastequip	Wastequip Manufacturing Co., Inc.
H: Compactors / Balers		
HA01-HA10	Galbreath	Wastequip Manufacturing Co., Inc.
HB01-HB27	JV Mfg / Cram-A-Lot	JV Manufacturing / Cram-A-Lot
HD02-HD11; HD13-HD16; HD19-HD24	Marathon	Texan Waste Equipment, Inc., dba Heil of Texas
HE01-HE09	Roll Offs USA	Joint bid: Roll-Offs USA; BTE Body Co., Inc.
HF01-HF26	Wastebuilt	Joint bid: Wastebuilt Environmental Solutions; Box Gang Manufacturing, LLC; CDS Acquisitions, LLC; Galfab Acquisitions, LLC; Waste Concepts; Wastebuilt Southeast, LLC; Wastebuilt Southwest, LLC
HG01—HG29	Wastequip	Wastequip Manufacturing Co., Inc.
I: Miscellaneous		
IA01-IA08	H. Barber	H. Barber & Sons, Inc.

A CONTRACT BETWEEN
HOUSTON-GALVESTON AREA COUNCIL
Houston, Texas
AND
DADEE MANUFACTURING, LLC
Phoenix, Arizona

This Contract is made and entered into by the **Houston-Galveston Area Council of Governments**, hereinafter referred to as **H-GAC**, having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, AND, **DaDee Manufacturing, LLC**, hereinafter referred to as the **CONTRACTOR**, having its principal place of business at 1930 West Broadway Road, Phoenix, Arizona 85041.

ARTICLE 1: **SCOPE OF SERVICES**

The parties have entered into a **Refuse Handling Equipment** Contract to become effective as of August 1, 2014, and to continue through July 31, 2016 (the "**Contract**"), subject to extension upon mutual agreement of the **CONTRACTOR** and **H-GAC**. **H-GAC** enters into the Contract as Agent for participating governmental agencies, each hereinafter referred to as **END USER**, for the purchase of **Refuse Handling Equipment** offered by the **CONTRACTOR**. The **CONTRACTOR** agrees to sell **Refuse Handling Equipment** through the **H-GAC** Contract to **END USERS**.

ARTICLE 2: **THE COMPLETE AGREEMENT**

The Contract shall consist of the documents identified below in order of precedence:

1. The text of this Contract form, including but not limited to, Attachment A
2. General Terms and Conditions
3. Bid Specifications No: **RH08-14**, including any relevant suffixes
4. **CONTRACTOR's** Response to Bid No: **RH08-14**, including but not limited to, prices and options offered

All of which are either attached hereto or incorporated by reference and hereby made a part of this Contract, and shall constitute the complete agreement between the parties hereto. This Contract supersedes any and all oral or written agreements between the parties relating to matters herein. Except as otherwise provided herein, this Contract cannot be modified without the written consent of both parties.

ARTICLE 3: **LEGAL AUTHORITY**

CONTRACTOR and **H-GAC** warrant and represent to each other that they have adequate legal counsel and authority to enter into this Contract. The governing bodies, where applicable, have authorized the signatory officials to enter into this Contract and bind the parties to the terms of this Contract and any subsequent amendments thereto.

ARTICLE 4: **APPLICABLE LAWS**

The parties agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, directives, issuances, ordinances, and laws in effect or promulgated during the term of this Contract.

ARTICLE 5: **INDEPENDENT CONTRACTOR**

The execution of this Contract and the rendering of services prescribed by this Contract do not change the independent status of **H-GAC** or **CONTRACTOR**. No provision of this Contract or act of **H-GAC** in performance of this Contract shall be construed as making **CONTRACTOR** the agent, servant or employee of **H-GAC**, the State of Texas or the United States Government. Employees of **CONTRACTOR** are subject to the exclusive control and supervision of **CONTRACTOR**. **CONTRACTOR** is solely responsible for employee payrolls and claims arising therefrom.

ARTICLE 6: **END USER AGREEMENTS**

H-GAC acknowledges that the **END USER** may choose to enter into an End User Agreement with the **CONTRACTOR** through this Contract and that the term of said Agreement may exceed the term of the **H-GAC** Contract. However this acknowledgement is not to be construed as **H-GAC's** endorsement or approval of the End User Agreement terms and conditions. **CONTRACTOR** agrees not to offer to, agree to or accept from **END USER** any terms or conditions that conflict with or contravene those in **CONTRACTOR's H-GAC** contract. Further, termination of this Contract for any reason shall not result in the termination of the underlying End User Agreements entered into between **CONTRACTOR** and any **END USER** which shall, in each instance, continue pursuant to their stated terms and duration. The only effect of termination of this Contract is that **CONTRACTOR** will no longer be able to enter into any new End User Agreements with **END USERS** pursuant to this Contract. Applicable **H-GAC** order processing charges will be due and payable to **H-GAC** on any End User

Agreements surviving termination of this Contract between H-GAC and CONTRACTOR.

ARTICLE 7:**SUBCONTRACTS & ASSIGNMENTS**

CONTRACTOR agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of this Contract or any right, title, obligation or interest it may have therein to any third party without prior written notice to H-GAC. H-GAC reserves the right to accept or reject any such change. CONTRACTOR shall continue to remain responsible for all performance under this Contract regardless of any subcontract or assignment. H-GAC shall be liable solely to CONTRACTOR and not to any of its Subcontractors or Assignees.

ARTICLE 8:**EXAMINATION AND RETENTION OF CONTRACTOR'S RECORDS**

CONTRACTOR shall maintain during the course of its work, complete and accurate records of items that are chargeable to END USER under this Contract. H-GAC, through its staff or its designated public accounting firm, the State of Texas, or the United States Government shall have the right at any reasonable time to inspect copy and audit those records on or off the premises of CONTRACTOR. Failure to provide access to records may be cause for termination of this Contract. CONTRACTOR shall maintain all records pertinent to this Contract for a period of not less than five (5) calendar years from the date of acceptance of the final contract closeout and until any outstanding litigation, audit or claim has been resolved. The right of access to records is not limited to the required retention period, but shall last as long as the records are retained. CONTRACTOR further agrees to include in all subcontracts under this Contract, a provision to the effect that the subcontractor agrees that H-GAC'S duly authorized representatives, shall, until the expiration of five (5) calendar years after final payment under the subcontract or until all audit findings have been resolved, have access to, and the right to examine and copy any directly pertinent books, documents, papers, invoices and records of such subcontractor involving any transaction relating to the subcontract.

ARTICLE 9:**REPORTING REQUIREMENTS**

CONTRACTOR agrees to submit reports or other documentation in accordance with the General Terms and Conditions of the Bid Specifications. If CONTRACTOR fails to submit to H-GAC in a timely and satisfactory manner any such report or documentation, or otherwise fails to satisfactorily render performance hereunder, such failure may be considered cause for termination of this Contract.

ARTICLE 10:**MOST FAVORED CUSTOMER CLAUSE**

If CONTRACTOR, at any time during this Contract, routinely enters into agreements with other governmental customers within the State of Texas, and offers the same or substantially the same products/services offered to H-GAC on a basis that provides prices, warranties, benefits, and or terms more favorable than those provided to H-GAC, CONTRACTOR shall notify H-GAC within ten (10) business days thereafter of that offering and this Contract shall be deemed to be automatically amended effective retroactively to the effective date of the most favorable contract, wherein CONTRACTOR shall provide the same prices, warranties, benefits, or terms to H-GAC and its END USER. H-GAC shall have the right and option at any time to decline to accept any such change, in which case the amendment shall be deemed null and void. If CONTRACTOR is of the opinion that any apparently more favorable price, warranty, benefit, or term charged and/or offered a customer during the term of this Contract is not in fact most favored treatment, CONTRACTOR shall within ten (10) business days notify H-GAC in writing, setting forth the detailed reasons CONTRACTOR believes aforesaid offer which has been deemed to be a most favored treatment, is not in fact most favored treatment. H-GAC, after due consideration of such written explanation, may decline to accept such explanation and thereupon this Contract between H-GAC and CONTRACTOR shall be automatically amended, effective retroactively, to the effective date of the most favored agreement, to provide the same prices, warranties, benefits, or terms to H-GAC.

The Parties accept the following definition of routine: A prescribed, detailed course of action to be followed regularly; a standard procedure.

EXCEPTION: *This clause shall not be applicable to prices and price adjustments offered by a bidder, proposer or contractor, which are not within bidder's/ proposer's control [example; a manufacturer's bid concession], or to any prices offered to the Federal Government and its agencies.*

ARTICLE 11:**SEVERABILITY**

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 12:**DISPUTES**

Any and all disputes concerning questions of fact or of law arising under this Contract, which are not disposed of by agreement, shall be decided by the Executive Director of H-GAC or his designee, who shall reduce his decision to writing and provide notice thereof to CONTRACTOR. The decision of the Executive Director or his designee shall be final and conclusive unless, within thirty (30) days from the date of receipt of such notice, CONTRACTOR requests a rehearing from the Executive Director of H-GAC. In connection with any rehearing under this Article, CONTRACTOR shall be afforded an opportunity to be heard and offer evidence in support of its position. The decision of the Executive Director after any such rehearing shall be final and conclusive. CONTRACTOR may, if it elects to do so, appeal the final and

conclusive decision of the Executive Director to a court of competent jurisdiction. Pending final decision of a dispute hereunder, **CONTRACTOR** shall proceed diligently with the performance of this Contract and in accordance with **H-GAC'S** final decision.

ARTICLE 13: LIMITATION OF CONTRACTOR'S LIABILITY

Except as specified in any separate writing between the **CONTRACTOR** and an **END USER**, **CONTRACTOR'S** total liability under this Contract, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, but excluding its obligation to indemnify **H-GAC** described in Article 14, is limited to the price of the particular products/services sold hereunder, and **CONTRACTOR** agrees either to refund the purchase price or to repair or replace product(s) that are not as warranted. In no event will **CONTRACTOR** be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. **CONTRACTOR** understands and agrees that it shall be liable to repay and shall repay upon demand to **END USER** any amounts determined by **H-GAC**, its independent auditors, or any agency of State or Federal government to have been paid in violation of the terms of this Contract.

ARTICLE 14: LIMIT OF H-GAC'S LIABILITY AND INDEMNIFICATION OF H-GAC

H-GAC'S liability under this Contract, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, is limited to its order processing charge. In no event will **H-GAC** be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. Contractor agrees, to the extent permitted by law, to defend and hold harmless **H-GAC**, its board members, officers, agents, officials, employees, and indemnities from any and all claims, costs, expenses (including reasonable attorney fees), actions, causes of action, judgments, and liens arising as a result of **CONTRACTOR'S** negligent act or omission under this Contract. **CONTRACTOR** shall notify **H-GAC** of the threat of lawsuit or of any actual suit filed against **CONTRACTOR** relating to this Contract.

ARTICLE 15: TERMINATION FOR CAUSE

H-GAC may terminate this Contract for cause based upon the failure of **CONTRACTOR** to comply with the terms and/or conditions of the Contract; provided that **H-GAC** shall give **CONTRACTOR** written notice specifying **CONTRACTOR'S** failure. If within thirty (30) days after receipt of such notice, **CONTRACTOR** shall not have either corrected such failure, or thereafter proceeded diligently to complete such correction, then **H-GAC** may, at its option, place **CONTRACTOR** in default and the Contract shall terminate on the date specified in such notice. **CONTRACTOR** shall pay to **H-GAC** any order processing charges due from **CONTRACTOR** on that portion of the Contract actually performed by **CONTRACTOR** and for which compensation was received by **CONTRACTOR**.

ARTICLE 16: TERMINATION FOR CONVENIENCE

Either **H-GAC** or **CONTRACTOR** may cancel or terminate this Contract at any time by giving thirty (30) days written notice to the other. **CONTRACTOR** may be entitled to payment from **END USER** for services actually performed; to the extent said services are satisfactory to **END USER**. **CONTRACTOR** shall pay to **H-GAC** any order processing charges due from **CONTRACTOR** on that portion of the Contract actually performed by **CONTRACTOR** and for which compensation is received by **CONTRACTOR**.

ARTICLE 17: CIVIL AND CRIMINAL PROVISIONS AND SANCTIONS

CONTRACTOR agrees that it will perform under this Contract in conformance with safeguards against fraud and abuse as set forth by **H-GAC**, the State of Texas, and the acts and regulations of any funding entity. **CONTRACTOR** agrees to notify **H-GAC** of any suspected fraud, abuse or other criminal activity related to this Contract through filing of a written report promptly after it becomes aware of such activity.

ARTICLE 18: GOVERNING LAW & VENUE

This Contract shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under or in connection with this Contract shall lie exclusively in Harris County, Texas. Disputes between **END USER** and **CONTRACTOR** are to be resolved in accord with the law and venue rules of the state of purchase. **CONTRACTOR** shall immediately notify **H-GAC** of such disputes.

ARTICLE 19: PAYMENT OF H-GAC ORDER PROCESSING CHARGE

CONTRACTOR agrees to sell its products to **END USERS** based on the pricing and other terms of this Contract, including, but not limited to, the payment of the applicable **H-GAC** order processing charge. On notification from an **END USER** that an order has been placed with **CONTRACTOR**, **H-GAC** will invoice **CONTRACTOR** for the applicable order processing charge. Upon delivery of any product/service by **CONTRACTOR** and acceptance by **END USER**, **CONTRACTOR** shall, within thirty (30) calendar days or ten (10) business days after receipt of payment, whichever is less, pay **H-GAC** the full amount of the applicable order processing charge, whether or not **CONTRACTOR** has received an invoice from **H-GAC**. For sales made by **CONTRACTOR** based on this contract, including sales to entities without Interlocal Contracts, **CONTRACTOR** shall pay the applicable order processing charges to **H-GAC**. Further, **CONTRACTOR** agrees to encourage entities who are not members of **H-GAC'S** Cooperative Purchasing Program to execute an **H-GAC** Interlocal Contract. **H-GAC** reserves the right to take appropriate actions including, but not limited to, contract termination if

CONTRACTOR fails to promptly remit H-GAC's order processing charge. In no event shall H-GAC have any liability to CONTRACTOR for any goods or services an END USER procures from CONTRACTOR.

ARTICLE 20:**LIQUIDATED DAMAGES**

Any liquidated damages terms will be determined between CONTRACTOR and END USER at the time END USER's purchase order is placed.

ARTICLE 21:**PERFORMANCE AND PAYMENT BOND FOR INDIVIDUAL ORDERS**

H-GAC's contractual requirements DO NOT include a Performance & Payment Bond (PPB), and offered pricing should reflect this cost saving. However, CONTRACTOR must be prepared to offer a PPB to cover any specific order if so requested by END USER. CONTRACTOR shall quote a price to END USER for provision of any requested PPB, and agrees to furnish the PPB within ten business (10) days of receipt of END USER's purchase order.

ARTICLE 22:**CHANGE OF CONTRACTOR STATUS**

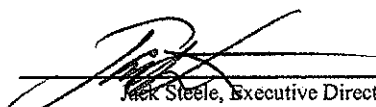
CONTRACTOR shall immediately notify H-GAC, in writing, of ANY change in ownership, control, dealership/franchisee status, Motor Vehicle license status, or name, and shall also advise whether or not this Contract shall be affected in any way by such change. H-GAC shall have the right to determine whether or not such change is acceptable, and to determine what action shall be warranted, up to and including cancellation of Contract.

ARTICLE 23:**LICENSING REQUIRED BY TEXAS MOTOR VEHICLE BOARD [IF APPLICABLE]**

CONTRACTOR will for the duration of this Contract maintain current licenses that are required by the Texas Motor Vehicle Commission Code. If at any time during this Contract period, any CONTRACTOR'S license is not renewed, or is denied or revoked, CONTRACTOR shall be deemed to be in default of this Contract unless the Motor Vehicle Board issues a stay or waiver. Contractor shall promptly provide copies of all current applicable Texas Motor Vehicle Board documentation to H-GAC upon request.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed by their duly authorized representatives.

Signed for Houston-Galveston
Area Council, Houston, Texas:


Jack Steele, Executive Director

Attest for Houston-Galveston
Area Council, Houston, Texas:


Eide Vek, Director of Public Services

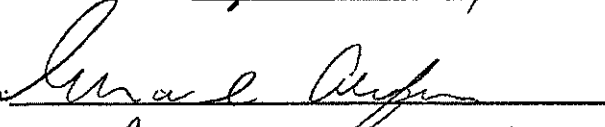
Date: July 2, 2014

Signed for DaDee Manufacturing, LLC
Phoenix, Arizona:


Printed Name & Title: PAUL CAMPBELL, PRESIDENT

Date: 6/23, 2014

Attest for DaDee Manufacturing, LLC
Phoenix, Arizona:


Printed Name & Title: RON ALDERFER, VICE PRESIDENT

Date: 6/23, 2014

Attachment A
DaDee Manufacturing, LLC
Refuse Handling Equipment
Contract No.: RH08-14

Applicable items are the base unit (Form-D) items listed in the table below, as well any options priced in offeror's Form-E submittal. Each Base Unit line item below shall be turn-key functional systems, ready for operation upon delivery and shall be priced and equipped in a manner consistent with H-GAC's RH08-14 specification requirements.

HGAC PRODUCT CODE	PRODUCT DESCRIPTION	PRICE
AB01	DaDee Manufacturing: Mantis Automated Front Loader: 40-Yd Full Eject - Three Axle Chassis	\$98,400.00
AB02	DaDee Manufacturing: Mantis Automated Front Loader: 40-Yd Full Eject - CNG Saddle Mount - Four Axle Chassis	\$98,400.00
CB01	DaDee Manufacturing: Scorpion Automated Side Loader: 20-Yd - Single Axle Chassis	\$97,100.00
CB02	DaDee Manufacturing: Scorpion Automated Side Loader: 23-Yd - Single Axle Chassis	\$98,000.00
CB03	DaDee Manufacturing: Scorpion Automated Side Loader: 24-Yd - Tandem Axle Chassis	\$98,300.00
CB04	DaDee Manufacturing: Scorpion Automated Side Loader: 27-Yd - Tandem Axle Chassis	\$98,900.00
CB05	DaDee Manufacturing: Scorpion Automated Side Loader: 29-Yd - Tandem Axle Chassis	\$99,500.00
CB06	DaDee Manufacturing: Scorpion Automated Side Loader: 30-Yd - Four Axle Chassis	\$99,800.00
CB07	DaDee Manufacturing: Scorpion Automated Side Loader: 31-Yd - Tandem Axle Chassis	\$100,100.00
CB08	DaDee Manufacturing: Scorpion Automated Side Loader: 33-Yd - Tandem Axle Chassis	\$100,700.00
CB09	DaDee Manufacturing: Scorpion Automated Side Loader: 35-Yd - Four Axle Chassis - Recycle Body Only	\$101,300.00
CB10	DaDee Manufacturing: Scorpion Automated Side Loader: 26-Yd - CNG Roof Mount (Overall Height 12'-5") - Three Axle Chassis	\$99,600.00
CB11	DaDee Manufacturing: Scorpion Automated Side Loader: 29-Yd - CNG Roof Mount (Overall Height 12'-5") - Three Axle Chassis	\$101,100.00
CB12	DaDee Manufacturing: Scorpion Automated Side Loader: 32-Yd - CNG Roof Mount (Overall Height 12'-5") - Three Axle Chassis	\$102,000.00
CB13	DaDee Manufacturing: Scorpion Automated Side Loader: 34-Yd - CNG Roof Mount (Overall Height 12'-5") - Four Axle Chassis	\$102,600.00



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. D.

Meeting Date: 07/27/2016

Department Head: Craig Higgins, Chief of Police, Police Department

Submitted By: Andrea Moreno, Police Administrator, Police Department

Action Requested: Motion
Resolution

ITEM:

Discussion and possible action on any and all matters regarding Resolution No. 1151. A resolution of the Mayor and City Council of the City of San Luis, Arizona to receive funding for payroll expenses for an officer as a form of reimbursement by approving an Intergovernmental Agreement and authorizing execution of Gang & Immigration Intelligence Team Enforcement Mission State Gang Task Force between the State of Arizona through the Department of Public Safety and the City of San Luis, Arizona through the San Luis Police Department. **(Craig Higgins, Chief of Police)**

SUMMARY:

The San Luis Police Department is requesting approval to enter into an Intergovernmental Agreement (IGA) with the Arizona Department of Public Safety (DPS) to have an officer assigned to the Gang & Immigration Intelligence Team Enforcement Mission (GIITEM) State Gang Task Force. By having a San Luis Police Officer in the GIITEM's task force, our efforts to enhance law enforcement services concerning the criminal activities of street gangs will improve. As our community is growing, the risk of more gang activity increases. In cooperation with DPS, the San Luis Police Department (SLPD) will have more tools to work diligently in dismantling any and all gang activity that try to operate within our community. DPS agrees to reimburse the SLPD for seventy-five percent (75%) of salary and benefits, as well as overtime and a DPS department vehicle to one SLPD Officer. The SLPD will be responsible for the remaining twenty-five percent (25%).

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE RESOLUTION NO. 1151.

Supporting information not attached to the Agenda Item Review Form:

The IGA is attached to this Agenda Item Review Form.

Document to be Recorded?: Yes

City Clerk's Office

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	Yes
CITY/STATE/FEDERAL FUNDS:	State
TOTAL:	\$61,909.83
BUDGETED:	Yes
AVAILABLE TO TRANSFER:	NA

GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: 100-181-50000
Salaries/\$2,434,560.00

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

DPS agrees to reimburse the SLPD on a monthly basis for 75% (\$46,432.37) of payroll expenses of the officers related to this assignment, including salary, shift pay, benefits and employee-related expenses to include employer's workers compensation and social security established rates, vacation and sick leave taken while at this task force. The SLPD will pay 25% (\$15,477.46) of payroll related expenses.

Attachments

Resolution 1151
IGA



Resolution

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

No. 1151

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA TO RECEIVE FUNDING FOR PAYROLL EXPENSES FOR AN OFFICER AS A FORM OF REIMBURSEMENT BY APPROVING AN INTERGOVERNMENTAL AGREEMENT AND AUTHORIZING EXECUTION OF GANG & IMMIGRATION INTELLIGENCE TEAM ENFORCEMENT MISSION STATE GANG TASK FORCE BETWEEN THE STATE OF ARIZONA THROUGH THE DEPARTMENT OF PUBLIC SAFETY AND THE CITY OF SAN LUIS, ARIZONA THROUGH THE SAN LUIS POLICE DEPARTMENT.

WHEREAS, the City of San Luis desires to enhance law enforcement services concerning the criminal activities of street gangs, through the cooperative efforts of the Arizona Department of Public Safety and the San Luis Police Department;

WHEREAS, the Arizona Department of Public Safety has approved for seventy-five percent (75%) of payroll expenses of the officers related to this assignment, including salary, shift pay, benefits and employee-related expenses to include employer's workers compensation and social security at established rates, vacation and sick leave taken;

WHEREAS, the Arizona Department of Public Safety has approved for eight (8) hours of overtime compensation for Gang & Immigration Intelligence Team Enforcement Mission activities only per month with a minimum of forty (40) related work hours per week;

WHEREAS, the Arizona Department of Public Safety agrees to assign a department vehicle to the SLPD Officer which shall be utilized the DPS assigned vehicle for related work only; and

WHEREAS, the Arizona Department of Public Safety has prepared an Intergovernmental Agreement which provides for all the conditions of acceptance of the funds including that these funds shall not be used to supplant other funding of the San Luis Police Department.

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 Intergovernmental Agreement titled "GANG & IMMIGRATION INTELLIGENCE TEAM ENFORCEMENT MISSION STATE GANG TASK FORCE" is approved.

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

PASSED AND ADOPTED BY THE Mayor and Council of the City of San Luis, Arizona this 27th day of July, 2016.

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

Kay Marion Macuil, City Attorney

**INTERGOVERNMENTAL AGREEMENT
REGARDING
GANG & IMMIGRATION INTELLIGENCE TEAM ENFORCEMENT MISSION
(GIITEM) STATE GANG TASK FORCE**

This Intergovernmental Agreement ("IGA") is entered into between the State of Arizona through its Department of Public Safety, hereinafter referred to as "DPS" and the San Luis Police Department ("SLPD").

The purpose of this Agreement shall be to enhance law enforcement services concerning the criminal activities of street gangs, through the cooperative efforts of the parties to this IGA.

DPS is authorized and empowered to enter into this IGA pursuant to A.R.S. §41-1713 B.3. Both parties are authorized and empowered to enter into this IGA pursuant to A.R.S. §11-952. SLPD is authorized and empowered pursuant to _____ to enter into this IGA.

Now, in consideration of the mutual promises set forth herein, the parties to this Agreement hereby agree to the following terms and conditions:

I. PARTICIPATION

The SLPD agrees to assign one (1) AZ P.O.S.T. certified sworn law enforcement officer, herein referred to as "officer", to DPS and its Gang & Immigration Intelligence Team Enforcement Mission, hereinafter referred to as "GIITEM," on a full-time basis for such assignments within the purposes of this IGA, as directed by DPS. The City agrees the assigned officers shall be in compliance with DPS residency requirements.

During this period of assignment, the SLPD and DPS agree to allow said officers to maintain all benefits, rights, and privileges available to said officers as if they were assigned on a full-time basis to the SLPD. The assigned officer must abide by all of the applicable rules and regulations of the SLPD and are subject to its disciplinary process.

The SLPD agrees to enter into a Memorandum of Understanding (MOU) with the DPS relative to the connection and operation of the Arizona GangNet system.

II. REIMBURSEMENT

DPS agrees to reimburse the SLPD on a monthly basis (based upon DPS weekly time sheets completed by the officers) for seventy-five (75%) percent of payroll expenses of the officers related to this assignment, including salary, shift pay, benefits (which accrue during the term of the IGA) and employee-related expenses to include employer's workers compensation and social security at established rates, vacation and sick leave taken while working GIITEM.

Overtime compensation will be for GIITEM related activities only. There must be a minimum of 40 hours of GIITEM related work in order for DPS to reimburse for overtime in any given week. Based on DPS rules, DPS will reimburse the SLPD for overtime compensation to its officers in an amount not to exceed eight (8) hours per officer, per month. After the first 8 hours of DPS-reimbursed overtime compensation is exhausted, the SLPD will pay overtime compensation to its officers in an amount not to exceed twenty (20) hours per officer, per month. Notwithstanding these limitations, DPS may reimburse for overtime hours on GIITEM related work without contacting the SLPD if DPS determines that additional funding is available.

Monthly vacation or sick leave which accrues, but not used by the officer, will not be reimbursed. The SLPD will pay twenty-five (25%) percent of payroll related expenses. All personnel costs, including shift pay, will be based on a standard forty (40) hour work week, with the understanding the forty (40) hour work week may be altered to address the needs of DPS as it relates to an on-going investigation or special assignment request dictated by the needs of a requesting city, county, or entity.

Prior to the officer reporting to GIITEM, the SLPD agrees to furnish DPS with the following information: officer's annual, bi-weekly and hourly rates of base pay and fringe benefits, as well as, the overtime rate based upon the assumption outlined above. DPS is not obligated to reimburse the SLPD for salary raises or modifications to base salaries, unless the SLPD submits such modification to DPS at least 60 days prior to the effective date of such modification.

All approved travel expenses will be reimbursed directly to the officers by DPS under employee travel reimbursement guidelines established by the Arizona Department of Administration. The amount reimbursed for the aforementioned expenditures shall be for actual costs incurred during the effective dates of this IGA.

DPS agrees to assign a department vehicle to the SLPD officer. The officer is responsible for maintaining the assigned vehicle in accordance with DPS policy and will utilize the DPS assigned vehicle for GIITEM purposes only. The officers must meet the ADOA Driver's Training Requirements.

Any other equipment assigned to the officers for use during the assignment shall remain the property of the party that assigned the equipment.

III. IMMIGRATION

All parties agree to comply with A.R.S. §§23-214 and 41-4401.

IV. NONDISCRIMINATION

All parties agree to comply with the non-discrimination provisions of the Governor's Executive Order 2009-09.

V. INDEMNIFICATION

Each party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "indemnatee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnatee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, agents, employees, or volunteers.

VI. DRUG FREE WORKPLACE

Any officers assigned to GIITEM will be subject to random and/or for cause, drug and alcohol testing in accordance with his/her City's guidelines. If the SLPD does not have a drug free program, the officers will be required to submit to testing pursuant to the DPS Drug Free Workplace Program. Each assigned officer shall be subject to the responsibilities of and shall retain all rights

available for the continuance of the agreement, the agreement may be terminated by DPS at the end of the period for which funds are available. No liability shall accrue to DPS in the event this provision is exercised, and DPS shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

XV. CANCELLATION

All parties are hereby put on notice that this IGA is subject to cancellation by the Governor for conflicts of interest pursuant to A.R.S. §38-511.

XVI. TERMINATION

Either party may terminate the IGA for convenience or cause upon thirty (30) days written notice to the other party. Upon termination, DPS shall pay all outstanding amounts up through the time upon which the termination becomes effective. All property shall be returned to the owning party upon termination.

Any notice required to be given under the IGA will be provided by mail to:

GIITEM Commander
Arizona Department of Public Safety
P. O. Box 6638, Mail Drop 3700
Phoenix, Arizona 85005-6638

Chief Craig Higgins
San Luis Police Department
P.O. Box 3720
San Luis, Arizona 85349

XVII. VALIDITY

This document contains the entire agreement between the parties and may not be modified, amended, altered or extended except through a written amendment signed by both parties. If any portion of this agreement is held to be invalid, the remaining provisions shall not be affected.

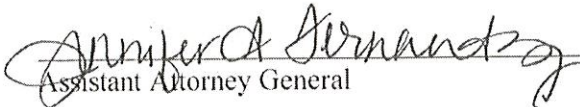
The parties hereto have caused this IGA to be executed by the proper officers and officials.

STATE OF ARIZONA

BY: 
Colonel Frank L. Milstead, Director *for*
Arizona Department of Public Safety

DATE: 5/24/16

APPROVED AS TO FORM:


Assistant Attorney General

DATE: 5/16/16

SAN LUIS POLICE DEPARTMENT

BY: _____
Craig Higgins, Chief of Police

DATE: _____

INTERGOVERNMENTAL AGREEMENT

FOR

75% of salary reimbursement for a SLPD Officer with GITTEM Task Force

APPROVAL BY ATTORNEY

I hereby state that I am an attorney for City of San Luis, State of Arizona, and pursuant to the provisions of A.R.S. 11-952(D) have determined that the foregoing agreement is in proper form and is within the powers and authority granted to the City of San Luis, Arizona under the laws of the State of Arizona.

Dated this 27th day of July, 2016

Kay Marion Macuil
San Luis City Attorney



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. E.

Meeting Date: 07/27/2016

Department Head: Hank Green, Fire Chief, Fire Department

Submitted By: Hank Green, Fire Chief, Fire Department

Action Requested: Motion
Resolution

ITEM:

Discussion and possible action on any and all matters regarding Resolution No. 1152. A resolution of the Mayor and City Council of the City of San Luis, Arizona, to continue the existing Agreement for Base Hospital/Emergency Medical Direction between Yuma Regional Medical Center and the City of San Luis. **(Hank Green, Fire Chief)**

SUMMARY:

Base Hospital Agreements are required for agencies and their affiliated Certified Emergency Paramedics (CEP), Intermediate Emergency Medical Technician-Qualified (IEMT-Q), Basic Emergency Medical Technician-IV (BEMT-IV) and Basic Emergency Medical Technicians (BEMT) to provide pre-hospital, emergency medical services. This affiliation provides direct and indirect supervision by Emergency Department Physicians, authorization of Emergency Medical Services personnel to perform medical procedures and their ability and authorization to carry and administer medications. The City of San Luis had passed Resolutions 680 (August 9, 2006) and 787 (July 9, 2008) which established or continued this contractual agreement between Yuma Regional Medical Center and the City of San Luis Fire Department, and which requires renewal before August 9, 2016. San Luis Fire Department is requesting the renewal of our Base Hospital Contract by the adoption of Resolution No. 1152.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE RESOLUTION NO. 1152.

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

City Clerk's Office

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	NO
CITY/STATE/FEDERAL FUNDS:	N/A
TOTAL:	N/A
BUDGETED:	N/A
AVAILABLE TO TRANSFER:	N/A
GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE:	N/A

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

There is no fiscal impact created by this item.

Attachments

Resolution No. 1152
YRMC Base Hospital Agreement



Resolution

NO. 1152

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA APPROVING A CONTRACT AGREEMENT BETWEEN THE CITY OF SAN LUIS, ARIZONA AND YUMA REGIONAL MEDICAL CENTER TO PROVIDE MEDICAL DIRECTION AND BASE HOSPITAL SERVICES FOR FIRE DEPARTMENT BASIC LIFE SUPPORT AND ADVANCED LIFE SUPPORT PERSONNEL

WHEREAS, the City of San Luis desires to enter into an agreement with Yuma Regional Medical Center to provide Base Hospital services; Medical Direction, restocking of authorized medicines and pharmaceuticals, quality control services and provide oversight services for conflict resolution processes to insure proper patient care, interaction with field personnel and hospital staff.

WHEREAS, Yuma Regional Medical Center also desires to enter into an agreement with the City of San Luis for the purpose of extending the services and abilities of the Emergency Department Physicians and staff to the citizens of the City of San Luis through direction of Fire Department's certified personnel available and standing ready to respond to their requests for assistance, the result of traumatic, medical or psychiatric events.

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

Section 1: That the Agreement to provide Base Hospital services for City of San Luis Fire Department personnel, as attached hereto as Exhibit "A", is hereby approved.

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

PASSED AND ADOPTED by the Mayor and City Council of the City of San Luis, Arizona, this **27th** day of **July 2016**.

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

Kay Marion Macuil, City Attorney

Yuma Regional Medical Center

Caring for the growing needs of our communities

Base Hospital Agreement

This **AGREEMENT** made and entered into this 1st day of July, 2016 effective until June 30th, 2021 or until canceled by the Base Hospital or the Service, by and between Yuma Regional Medical Center, hereinafter referred to as the "Base Hospital," and San Luis Fire Department, San Luis, Arizona, hereinafter referred to as the Service.

WITNESSETH:

WHEREAS, the Base Hospital desires to function as an Advanced Life Support (ALS) Base Hospital in accordance with the terms and provisions of Title 9 of the Arizona Administrative Code, and the Service desires to operate licensed rescue squads, and/or licensed ambulances, utilizing State certified advanced life support personnel and State certified basic life support personnel;

NOW THEREFORE, the parties mutually agree as follows:

1. The terms "advanced life support personnel (ALS), "rescue squads," "ambulance crews," and "Pre-hospital EMS personnel," as used herein refer to and may include all levels of EMCTs and Pre-hospital RN's. The term EMCT includes an Arizona certified EMR, EMT, AEMT, Paramedic. As a group, these individuals are also identified as Pre-hospital personnel.

2. The Base Hospital will provide administrative and on-line medical direction for all levels of EMCT and Pre-hospital RN's who have been hired by the Service to perform as part of an ambulance crew or a Base Hospital pursuant to A.A.C. R9-25-206 (C) (1). Volunteer and reserve personnel assigned by the Service to the Base Hospital, who are on duty with the Service, are also covered by this agreement. The Base Hospital will, at a minimum, do the following:

A. Identify an emergency physician as the Base Hospital Medical Director, who will be responsible for the administrative medical direction for all Pre-Hospital personnel affiliated with the Base Hospital.

B. Develop and maintain a system of ongoing evaluation, monitoring, and continuing education for the Pre-hospital personnel assigned by the Service to the Base Hospital.

3. Additionally, the Base Hospital:

A. Will provide on-line medical supervision of the pre-hospital personnel of any established Fire Department or ambulance belonging to or being managed by the Service when medically appropriate. Such on-line medical supervision shall be exercised according to specific procedures consistent with rules and regulations promulgated by the Director of the Department of Health Services (DHS) or his delegated representative per AAC R9-25-202, 206.

B. May assist with the restocking of medical and/or pharmacy supplies expended by any of the Service emergency medical personnel during the treatment of a patient, after the Service has terminated patient care.

C. May assist with the restocking of drug box items, which are restricted to the items included in the drug box and those identified in Exhibit 1, R9-25- 201 (F). This restocking will be for drug box items expended by any of the Service's emergency medical personnel during the treatment of a patient, after the Service has terminated patient care. The Base Hospital and Service will adhere to the drug box implementation procedures contained in exhibit 1, R9-25-803 and Base Hospital policies.

D. Will establish procedures which contain a provision that adopts a conflict resolution procedure specific to the service which:

1. Investigates and resolves patient, physician, pre-hospital manager, and nurse intermediary complaints about the Service, its procedures, and Service personnel; and,
2. Investigates and resolves Service complaints about the Base Hospital, its procedures, the Medical director, emergency physicians, nurse intermediaries, pre-hospital manager, or other base hospital personnel.

E. Will have physically present at all times in the emergency department a physician who functions as the medical control authority.

F. Will appoint a Registered Nurse who meets the qualifications to serve as pre-hospital manager. The pre-hospital manager will be responsible for working closely with the Base Hospital Medical director in accordance with rules established in R9-25.

G. Will appoint a pre-hospital care and QI committee, to include the minimum personnel prescribed by Regulations which will;

1. Establish and implement a system for critique and evaluation of the results of patient contacts and for auditing the quality of medical care provided.
2. Establish and implement a system for identifying continuing education needs of pre-hospital personnel. The Base Hospital shall provide training for any new DHS approved required treatment, protocol, or drug within 90 days of receiving notification from DHS that the training has been adopted in rule.
3. Assure case review of five percent of ALS and BLS encounters carried out under on-line medical supervision and standing orders.
4. Establish and implement a written procedure which will identify methods for resolving problems which may arise concerning the performance competence, or medical inter-relationships of pre-hospital personnel, medical control authorities, RN intermediaries and emergency room personnel.

H. Will procure operational radio and biotelemetry equipment and recording devices compatible with the Department of Public Safety statewide EMS communications system and any local EMS communications systems approved by the department of Public Safety with such equipment located in the emergency department for the purpose of providing direct communication with all pre-hospital personnel assigned to the Base Hospital.

I. Will provide a dedicated telephone line for pre-hospital emergency care personnel to contact the emergency department.

J. Will meet all other requirements of the State as specified in Arizona Revised Statutes and companion rules and regulations to obtain and maintain certification as a Base Hospital.

K. Will provide medical control to preceptors of and to ALS students for those Services that have current Vehicular Clinical Training Contracts with DHS approved ALS Training Programs. Medical control will only be provided for the requirements delineated in the ALS training program contracts and curriculum.

L. Base Hospital policies will contain a provision that establishes:

1. Written procedures to withdraw or suspend medical direction.
2. Written medical direction requirements for the pre-hospital personnel;

and

3. Written procedures for notifying the employing Service and the pre-hospital personnel of the withdrawal or suspension of medical direction.
4. The Service will:

A. Attach to this contract, an addendum or exhibit that lists the name of all pre-hospital personnel assigned to the Base Hospital.

B. Verify that only emergency medical technicians with current Arizona certification are assigned to the Base Hospital. Pre-hospital RN's must have completed training outlined in the Arizona State Board of Nursing Advisory Opinion, Pre-hospital Nursing, 9/88 and revised 7/95.

C. Notify the Base Hospital in writing within 30 days of any termination or transfer of pre-hospital personnel or of any addition of pre-hospital personnel to the Base Hospital for medical direction. The notification shall include the name, certification number and expiration date of the emergency medical technician, and the effective date of employment, transfer, or termination.

D. Have working communication equipment compatible with the Base Hospital equipment which allows Base Hospital medical direction communication with pre-hospital personnel in the field.

E. Have emergency medical vehicles available at all times as resources permit. The Service further agrees to staff and stock emergency vehicles for the purpose of delivering medical care to the sick and injured at the scene of an emergency. Emergency vehicle personnel will not be assigned concurrently to any other facility or any other Service for administrative or on-line medical direction.

F. Ensure that personnel immediately communicate all pertinent patient management information to the responsible physician or nurse at the receiving facility when a patient is to be transported to that facility, if the receiving facility is also a certified emergency center, care of the patient and direct communication with advanced life support personnel rendering that care may be transferred to the receiving medical control authority at the direction of the sending medical control authority.

G. Pre-hospital personnel will assure the disposal of contaminated waste according to policies that meet federal and state requirements.

H. The Service will establish a policy that, when ALS skills have been instituted, the ALS provider shall remain with the patient until transfer of care to the staff of an emergency receiving facility, emergency center or another comparably staffed ALS equipped emergency vehicle.

I. Whenever the Service's ALS personnel are performing service on the Base Hospital's premises, such personnel shall be considered as independent contractors and not as agents or employees of the Base Hospital.

J. The Service will meet all requirements of the state as specified in Arizona Revised Statutes and companion rules and regulations to maintain its authorization as a provider of advanced life support services.

K. The Service will ensure that all personnel adhere to the Base Hospitals policies, procedures, standing orders, and medical control orders; and published rules and regulations of the Department of Health Services (DHS).

L. The Service will establish and implement a system for critique and evaluation of ALS and BLS personnel. The Service will provide the Base Hospital with a summary of the results quarterly.

5. The parties hereto shall retain the right to allocate their respective resources to meet emergency needs.

6. This agreement may be renewed every three years.

7. The Base Hospital and the Service shall jointly develop and implement written policies and procedures that all pre-hospital personnel must follow.

8. Nothing in this contract shall preclude the Service from entering into similar contracts with other hospitals to serve as Base Hospitals for other rescue squads or ambulances of the Service.

9. Nothing in this contract shall preclude the hospital from entering into similar contracts with other authorized providers of basic or advanced life support services.

10. The Base Hospital will save and hold harmless the Service for any damage caused by the fault or negligence of the Base Hospital arising out of the performance or nonperformance of this agreement.

11. The Service will save and hold harmless the Base Hospital for any damages caused by the fault or negligence of the Service arising out of the performance or nonperformance of this agreement.

12. The Service will secure and maintain in force comprehensive general liability insurance with respect to claims for bodily injuries, or death, or property damage covering each of its employees utilized under the terms of this agreement.

13. During the term of this agreement, the Service shall maintain, at its sole cost and expense, motor vehicle liability or public entity liability of not less than one million dollars (\$1,000,000) for bodily injury or death to any one person and not less than a two million five hundred thousand dollars (\$2,500,000) excess following form liability for each accident and two hundred fifty thousand dollars (\$250,000) for property damage for each accident or occurrence. Said insurance coverage shall be maintained with respect to ALS emergency vehicles as well as other vehicles used by the Service in providing emergency care in the geographical area served by the Base Hospital.

14. The Base Hospital will secure and maintain in force comprehensive general liability insurance with respect to claims for bodily injuries or death, or property damage, covering each of its employees utilized under the terms of this agreement.

15. During the term of this agreement, the Base Hospital shall maintain, at its sole cost and expense, liability insurance providing for a minimum of not less than one million dollars (\$1,000,000) for bodily injury or death of any person, and not less than two million five hundred thousand dollars (\$2,500,000) in the aggregate for each accident and for each incident and two hundred fifty thousand dollars (\$250,000) for property damage resulting from the negligent acts of the Base Hospital or its employees utilized under the terms of this agreement.

16. The Service's pre-hospital personnel will fill out "Patient Care Reports" (PCR) or "Refusal Forms" as mutually agreed to by the parties on every patient to whom they render aid and/or assistance.

17. The term of this agreement shall be for a period of five (5) years from the date this agreement is entered into unless the agreement is sooner terminated by either party with or without cause upon thirty (30) days written notice to the other party.

18. In the event any act, suit or proceeding is brought for failure to observe any of the terms, covenants, or provisions of this contract, the prevailing party shall be entitled to recover, as part of such action or proceeding, all litigation and collection expenses, including, but not limited to, witness fees, court costs, and reasonable attorney fees.

19. This contract may not be extended by the Service to include other agencies or organizations.

20. This contract is not assignable.

21. In keeping with all federal and state rules and regulations regarding patient confidentiality, the service shall notify the Service personnel that they are responsible for maintaining the confidentiality of patient information. The Service personnel shall not have access to, or have the right to review, any medical record, except where necessary in the regular course of services covered by this contract or in furtherance of any litigation arising out of employee affiliation. Additionally, because of the Service's reliance upon the Base Hospital for information required by federal, state and accreditation requirements, the Base Hospital agrees to provide the Service access to that information for those purposes. This

discussion, transmission, or narration, in any other form, by employees of any patient information of a personal nature, medical or otherwise, obtained by the participants is forbidden except as a necessary part of covered services by this contract. The Service shall affirm that all employees have received all mandatory training required by federal rules and regulations for the protection of patients' protected health information (PHI) and that the departmental records of completion of such training shall be available to the Base Hospital upon written request. Should the Base Hospital require any additional training, the Service shall notify employees of such requirement and the Base Hospital shall provide the Service with records of such attendance.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as of this day, month, and year first above written.

Yuma Regional Medical Center
2400 S. Avenue A
Yuma, AZ. 85364
(928) 336-7048

City of San Luis Fire Department
1165 North McCain
San Luis, AZ 85349

By: _____
Deborah Aders
Interim Vice President Patient Care Service/CNO

By: _____
Gerardo Sanchez
Mayor City of San Luis

Date: _____

By: _____
Tadeo Azael De La Hoya
Interim City Manager, City of San Luis

By: _____
Kay Marion Macuil
City Attorney, City of San Luis

Date: _____



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. F.

Meeting Date: 07/27/2016

Department Head: John Starkey, Planning & Zoning Director, Planning & Zoning Department

Submitted By: Roman Pacheco, Planning Technician, Planning & Zoning Department

Action Requested: Motion
Ordinance - 2nd Reading

ITEM:

Discussion and possible action on any and all matters regarding Second Reading of Ordinance No. 356. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the official zoning map of the City of San Luis by changing the zoning classification of a 6,958 square foot lot from High Density Residential (R-3) to Manufactured Home (MH) for property located at 315 E. Cuauhtémoc Street, Rancho San Luis Mobile Home Subdivision; repealing any conflicting provisions; and providing for severability. **(John Starkey, Planning & Zoning Director)**

- A. Approval of Second Reading of Ordinance No. 356 by title only
- B. Approval and Adoption of Ordinance No. 356

SUMMARY:

A request by Jose Fimbres, owner, to rezone a 6,958 square foot lot from High Density Residential (R-3) to Manufactured Home (MH) zoning district. Assessor Parcel ID # 775-28-050 located at 315 E. Cuauhtémoc Street, San Luis, Arizona.

The subject property is located in Rancho San Luis Mobile Home Subdivision. The properties to the northeast area are zoned as Manufactured Home (MH). Moctezuma Apartments is located to the south of the proposed rezoning; it is zoned as High Density Residential (R-3).

AGENCY REVIEW:

As a part of the review process, all land use cases are reviewed by various City and outside agencies. As required by State Statute, staff sent notification letters to property owners within 300 feet of the proposed project (30 letters). The City has not received any significant concerns or objections from the various review agencies or adjacent property owners.

CITIZEN REVIEW:

As required by State Statute (A.R.S. §9-462.03) and City of San Luis Zoning Ordinance (Section 3.0-C), a Citizen Review meeting was held at City Hall on June 7, 2016.

The purpose of the Citizen Review Meeting is to provide adjacent landowners and other potentially affected citizens an opportunity to ask questions and express any issues or concerns that they may have with the proposed rezoning or specific plan application prior to the public hearing.

PLANNING AND ZONING COMMISSION MEETING:

The Planning and Zoning Commission held a public hearing for this item at their regular meeting of June 14, 2016. The Commission recommended approval of the rezoning request.

This lot was rezoned from the Manufactured Home (MH) Zoning District to High Density Residential

(R-3), so a fourplex apartment building could be built on the parcel. It has been several years and that did not happen. The existing manufactured home on this site is very old and the owner wants to replace it. Therefore, the lot needs to be rezoned back to MH.

CITY COUNCIL REGULAR MEETING:

A City Council Public Hearing and First Reading of the ordinance was held at the Regular Meeting on July 13, 2016. The City Council approved the First Reading by title only.

Staff recommends APPROVAL of Ordinance No. 356. Rezoning Case No. 2016-0198 to rezone a 6,958 square foot lot from High Density Residential (R-3) to Manufactured Home (HM) zoning district and amending the zoning map to conform thereto.

The reason for approval is that the request meets the criteria of the City of San Luis Zoning Ordinance.

RECOMMENDATION / SUGGESTED MOTION:

A. I MOVE TO APPROVE SECOND READING OF ORDINANCE NO. 356 BY TITLE ONLY.

B. I MOVE TO APPROVE AND ADOPT ORDINANCE NO. 356.

Supporting information not attached to the Agenda Item Review Form:

Supporting documents are attached

Document to be Recorded?: Yes

City Clerk's Office

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

GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: N/A

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

This item is a zone-change with no appreciable fiscal impact.

Attachments

Ordinance No. 356



Ordinance

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

No. 356

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SAN LUIS BY CHANGING THE ZONING CLASSIFICATION OF A 6,958 SQUARE FOOT LOT FROM HIGH DENSITY RESIDENTIAL (R-3) TO MANUFACTURED HOME (MH) FOR PROPERTY LOCATED AT 315 E. CUAUHEMOC STREET, RANCHO SAN LUIS MOBILE HOME SUBDIVISION; REPEALING ANY CONFLICTING PROVISIONS; AND PROVIDING FOR SEVERABILITY

WHEREAS, the Mayor and City Council of the City of San Luis desire to amend the City of San Luis Official Zoning District Map (the "Zoning Map") pursuant to A.R.S. §9462.04 to change the zoning classification for 6,958 square feet of real property located on Assessor Parcel ID # 775-28-050; and

WHEREAS, all due and proper notices of public hearings on the Zoning Map Amendment have been given and proper public hearings have been held, and a recommendation has been given regarding the Zoning Map Amendment by the Planning and Zoning Commission of the City of San Luis recommending approval of the change in zoning classification; as attached hereto as "Exhibit A"

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

SECTION 1. That the above recitals are hereby incorporated as though fully set forth herein.

SECTION 2. That the Official Zoning Map of the City of San Luis is hereby amended in by changing the zoning classification of the Property more fully described as

Lot #50, Rancho San Luis Mobile Home Subdivision, Yuma County, Arizona.

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

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

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

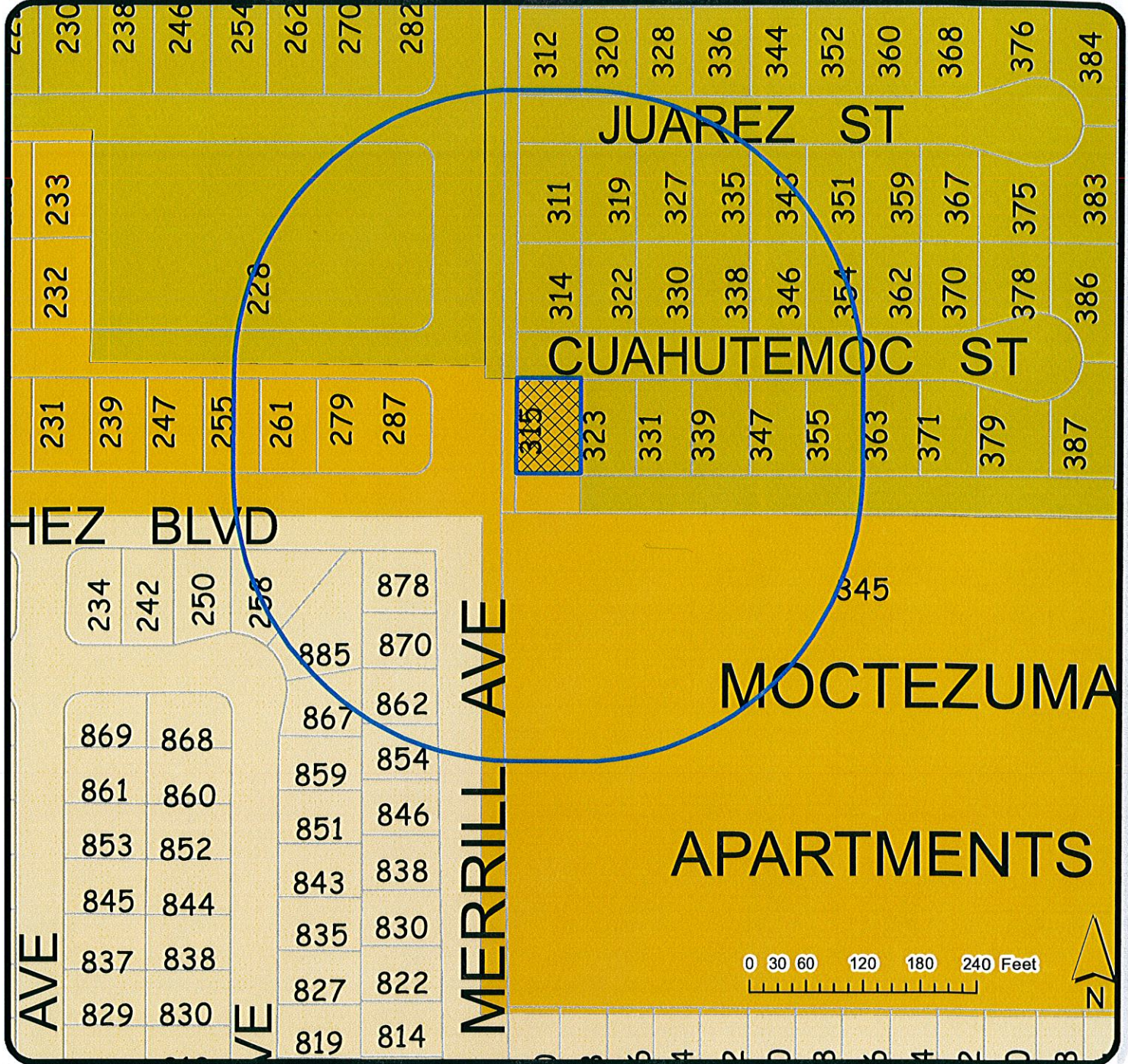
Gerardo Sanchez, Mayor

ATTEST:

APPROVED AS TO FORM:

Sonia Cornelio, City Clerk

Kay Marion Macuil, City Attorney



PROPOSED LOCATION
 PARCEL: 77528050
 315 E CUAHUTEMOC ST



300 ft Notification Buffer

Location Map

REZONING

ZONING LEGEND

MANUFACTURED HOME ZONING DISTRICTS



MULTIPLE RESIDENCE ZONING DISTRICTS



Date:

4/28/2016

Checked By:



GIS DIVISION

Prepared By:

IG

APPROVED BY:

JS

Case No.

2016-0198



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. G.

Meeting Date: 07/27/2016

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

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

Action Requested: Motion
Ordinance - 2nd Reading

ITEM:

Discussion and possible action on any and all matters regarding the Second Reading of Ordinance No. 357. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the Tax Code of the City of San Luis by adding Subsection 7A-610(e) relating to the Use Tax Rate for Purchases of Tangible Personal Property; making a technical correction to Ordinance No. 348 while retaining its effective date of June 1, 2016; establishing an effective date for Ordinance No. 357; repealing any conflicting provisions; and providing for severability. **(Kay Marion Macuil, City Attorney)**

A. Approval of Second Reading of Ordinance 357 by title only

B. Approval and adoption of Ordinance 357

SUMMARY:

City Council passed Ordinance 348, amending the San Luis Tax Code and providing for a tiered sales tax rate of 1.5% on single items costing \$2,500.00 or more while the sales tax on remaining items of lesser value have no change at 4%. This item has returned to City Council due to technical changes required by the Arizona Department of Revenue (ADOR). These changes do not change the substance of the ordinance creating a tiered tax. However, an additional Ordinance No. 357 is required to include a tiered tax for use tax to comply with the Federal Constitution on interstate commerce. Ordinance No. 357 will not affect construction taxes for the City. Ordinance No. 357 also corrects the section numbers in Ordinance No. 348 while retaining its effective date of June 1, 2016. These corrections were attempted in Ordinance No. 354. Those corrections were rejected by ADOR and so Ordinance No. 354 was repealed. ADOR has recommended that the effective date of Ordinance No. 357 also be June 1, 2016 so that there is no discriminatory effect on interstate commerce and both the sales and use taxes on personal tangible property coincide as to when they are effective.

Use Tax on Tangible Personal Property

Use tax is similar to sales tax, in that it is a tax collected in relation to sales made to Arizona customers. However, it is different from sales tax in that for sales tax, the primary consideration is whether or not the sale occurred in the state, while for use tax it is whether the property purchased out-of-state is brought into the state for use, storage or consumption. In general, the purchaser, rather than the out-of-state vendor, is liable to the Arizona Department of Revenue for use tax. Out-of-state vendors do not generally charge sales tax, so cities must determine what the sales tax would have been on the purchase. The purpose of a use tax is to prevent the avoidance of sales tax made possible by purchasing tangible property from out-of-state vendors. The use tax also applies to purchases on which another state's sales tax was imposed if the rate of that tax is less than the Arizona use tax rate.

Recommendation

Staff recommends approval of Ordinance No. 357 to comply with the State and Federal requirements for tax codes.

RECOMMENDATION / SUGGESTED MOTION:

A. I MOVE TO APPROVE THE SECOND READING OF ORDINANCE NO. 357 BY TITLE ONLY.
B. I MOVE TO APPROVE AND ADOPT ORDINANCE NO. 357.

Supporting information not attached to the Agenda Item Review Form:

Supporting documents are attached to this Agenda Item Review Form.

Document to be Recorded?: Yes

City Clerk's Office

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

GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: N/A

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

The fiscal impact of this change in use tax is unknown since it is not known what future out-of-state purchases will be made.

Attachments

Ordinance No. 357



Ordinance

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

NO. 357

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA AMENDING THE TAX CODE OF THE CITY OF SAN LUIS BY ADDING SUBSECTION 7A-610(e) RELATING TO THE USE TAX RATE FOR PURCHASES OF TANGIBLE PERSONAL PROPERTY; MAKING A TECHNICAL CORRECTION TO ORDINANCE NO. 348 WHILE RETAINING ITS EFFECTIVE DATE OF JUNE 1, 2016; ESTABLISHING AN EFFECTIVE DATE FOR ORDINANCE NO. 357; REPEALING ANY CONFLICTING PROVISIONS; 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 has reduced the sales tax rate on certain retail sales of tangible personal property under State and Federal law it must now similarly reduce taxes on Use tax of tangible personal property; and

WHEREAS, the Model City Tax Code makes provision for a difference in applicable rates for certain taxes available option to cities;

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

Section 1: The Tax Code of the City of San Luis is hereby amended by adding subsection 7A-610(e) to read as follows:

(e) Notwithstanding the provisions of subsection (a) above, when the amount subject to the tax for any 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 7A-610(e) shall be June 1, 2016.

Section 3: Section 1 of Ordinance No. 348 is hereby amended to replace Section number 33-840(d) for Section number 7A-460(d).

Section 4: Ordinance No. 348 shall retain its effective date of June 1, 2016.

Section 5: In the event of a conflict between the provisions of this Ordinance and any other ordinance, code, resolution, regulation, or policy of the City of San Luis, the conflicting provisions are hereby repealed, superseded and replaced.

Section 6: 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 City of San Luis, Arizona, on this _____ day of _____, 2016.

Gerardo Sanchez
Mayor

ATTESTED:

APPROVED AS TO FORM:

Sonia Cornelio, City Clerk

Kay Marion Macuil, City Attorney



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

9. A.

Meeting Date: 07/27/2016

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

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

Action Requested: Motion

ITEM:

Discussion and possible action to hold an Executive Session pursuant to A.R.S. §§38-431.03(A) subsections (3), (4), and (7) for legal advice and consider the City's position and instruct its Attorney with respect to a possible commercial development and possible contracts that are the subject of negotiations for the Price Center Building and for legal advice with the City Attorney or City Attorneys and to possibly instruct the City Attorney. **(Kay Marion Macuil, City Attorney)**

SUMMARY:

City 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 §§38-431.03(A) SUBSECTIONS (3), (4), AND (7).

Supporting information not attached to the Agenda Item Review Form:

No supporting information for this Agenda Item Review Form.

Document to be Recorded?: No

N/A

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: N/A

CITY/STATE/FEDERAL FUNDS: N/A

TOTAL: N/A

BUDGETED: N/A

AVAILABLE TO TRANSFER: N/A

GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: 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 because under A.R.S. §38-431.03(D), legal action involving a final vote or decision is not permitted to be taken at an executive session.



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

9. B.

Meeting Date: 07/27/2016

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

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

Action Requested: Motion

ITEM:

Discussion and possible action to hold an executive session pursuant to A.R.S. §38-431.03(A) subsection (3) and (4) on any and all matters relating to the San Luis Regional Detention Center and related contracts, litigations, and negotiations for discussion or consultation for legal advice with the City Attorney or the City's Attorneys in order to consider the City's position and instruct its attorneys on the same. **(Kay Marion Macuil, City Attorney)**

SUMMARY:

City 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) SUBSECTIONS (3) AND (4).

Supporting information not attached to the Agenda Item Review Form:

No supporting information with this Agenda Item Review Form

Document to be Recorded?: No

City Clerk's Office

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

GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: 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 because, under A.R.S. §38-431.03(D), legal action involving a final vote or decision is not permitted to be taken at an executive session.



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

11. A.

Meeting Date: 07/27/2016

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

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

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding litigation costs on case number CV 14-02633 PHX DMF in the United States District Court for the District of Arizona. **(Kay Marion Macuil, City Attorney)**

SUMMARY:

The San Luis Facility Development Corporation (SLFDC), a municipal corporation of the City of San Luis, is requesting a loan from the City to pay for litigation costs on case number CV 14-02633 PHX DMF in the United States District Court for the District of Arizona in the amount of **\$75,000.00** to pay for an expert witness on finance calculations and to pay other costs associated with the litigation. SLFDC brought this suit against the prior operators of the San Luis Regional Detention Center in order to recover the costs of penalties and the costs of reissuing of bonds from tax free bonds to taxable bonds in the financing of the building of the facility as well as additional damages. Attorneys fees are to be paid contingent on the out-come of the case. However, costs are not covered in the contingency agreement. SLFDC is requesting this loan because it receives no funds. There is a City of San Luis Business License Fee in lieu of taxes on the Detention Center. Since the only funds that SLFDC might receive are from proceeds of the case, it is requested that repayment on the loan be contingent on any proceeds from the case.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE A LOAN TO THE SAN LUIS FACILITY DEVELOPMENT CORPORATION IN THE AMOUNT OF \$75,000.00 FOR LITIGATION COSTS IN CASE NUMBER CV 14-02633 PHX DMF IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA AND THAT REPAYMENT ON THE LOAN BE CONTINGENT ON PROCEEDS FROM SAID CASE .

Supporting information not attached to the Agenda Item Review Form:

No supporting information attached to this Agenda Review Form.

Document to be Recorded?: No

N/A

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:

Yes

CITY/STATE/FEDERAL FUNDS:	City
TOTAL:	\$75,000.00
BUDGETED:	No
AVAILABLE TO TRANSFER:	N/A
GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE:	GL# 100-110-81000 City Council Contingencies \$285,500.00

FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):
Fiscal impact as described above.
