



NOTICE OF WORK SESSION

In accordance with Section 38-431.01 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the Members of City Council and to the general public that the Mayor and Council of the City of San Luis, Arizona, will hold a Work Session meeting at 7:00 p.m., Wednesday, December 7, 2016. The Work Session 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 SESION DE TRABAJO

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 Sesión de Trabajo a las 7:00 p.m., el día Miércoles 7 de Diciembre del 2016. La junta se llevará a cabo en la Sala del Cabildo, ubicada en el 1090 E. Union Street, San Luis, Arizona, 85349. El público está cordialmente invitado 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
Work Session
San Luis City Council
San Luis Council
Chambers
1090 E. Union Street
San Luis, AZ 85349
December 7, 2016
7:00 p.m.

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

1. **CALL TO ORDER/ROLL CALL**
2. **AGENDA ITEM(S):**
 2. A. Discussion on any and all matters regarding releasing of Probation Funds to refund certain Probation Fees. **(Kristin McManus, Magistrate)**
 2. B. Discussion on any and all matters regarding purchase of two new ambulances. **(Hank Green, Fire Chief)**
 2. C. Discussion on any and all matters regarding purchase of portable radio equipment. **(Hank Green, Fire Chief)**
 2. D. Discussion on any and all matters regarding Fire Department purchase of Image-Trend software to interface with Computer Aided Dispatch and emergency medical service reports. **(Hank Green, Fire Chief)**
 2. E. Discussion on any and all matters regarding the re-allocation of funds; the relocation of two Parks & Recreation employees; and request that the revenues generated by the City of San Luis Parks & Recreation Spooktacular Festival on October 31, 2016 be used in equal amount to replenish the Youth Center Special Services account. **(Lizandro Galaviz, Parks & Recreation Director)**
 2. F. Discussion on any and all matters regarding Resolution No. 1172. A resolution of the Mayor and City Council of the City of San Luis, Arizona, declaring as a public record that certain document filed with the City Clerk and titled "The City of San Luis Records Management and Retention Policy". **(Sonia Cornelio, City Clerk)**
 2. G. Discussion on any and all matters regarding Ordinance No. 360. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the City Code of the City of San Luis, amending Chapter 37, adopting the City of San Luis Records Management and Retention Policy, repealing any conflicting provisions; and providing for severability. **(Sonia Cornelio, City Clerk)**
3. **DISCUSSION ITEM(S):**

- 3. A. Discussion on any and all matters regarding a software for the City Attorney's office called Time Matters. **(Kay Marion Macuil, City Attorney and Time Matters Representative).**
- 3. B. Discussion on any and all matters regarding the construction of a domestic violence shelter in the City of San Luis. **(Council Member Maria Cecilia Ramos and John Starkey, Planning & Zoning Director)**
- 3. C. Discussion on any and all matters regarding additional road access to Los Alamos Subdivision from County 19th Street through 10th Avenue. **(Council Member Maria Cecilia Ramos and Eulogio Vera, Public Works Director)**
- 3. D. Discussion on any and all matters regarding making art with used tires. **(Council Member Maria Cecilia Ramos and Eulogio Vera, Public Works Director)**

4. **ADJOURNMENT**

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



AGENDA ITEM REVIEW FORM

Work Session**2. A.****Meeting Date:** 12/07/2016**Department Head:** Kristin McManus, Court Magistrate, Court**Submitted By:** Andrea Ruiz, Court Administrator, Court**Action Requested:** Discussion Item - No Action to be Taken**ITEM:**

Discussion on any and all matters regarding releasing of Probation Funds to refund certain Probation Fees. **(Kristin McManus, Magistrate)**

SUMMARY:

The Municipal Court is making administrative changes to the Court's Probation Program. The Court wishes to release Probation Funds in order to refund certain Probation Fees.

RECOMMENDATION / SUGGESTED MOTION:

Discussion only item, no action.

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:	\$104,498.00
BUDGETED:	No
AVAILABLE TO TRANSFER:	N/A
GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE:	260-268-80005/Special Services/\$104,498.00

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

The Court is currently making administrative changes to its court compliance program. As a result of this, the Court will be entitling to a refund those defendants that were placed under this program and who meet the criteria. This refund is for certain fees that were collected for services that ultimately were not rendered or that otherwise should not have been charged for. The fund to be disbursed is from Probation Funds under Special Services line item.



AGENDA ITEM REVIEW FORM

Work Session

2. B.

Meeting Date: 12/07/2016

Department Head: Hank Green, Fire Chief, Fire Department

Submitted By: Hank Green, Fire Chief, Fire Department

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding purchase of two new ambulances. **(Hank Green, Fire Chief)**

SUMMARY:

The San Luis Fire Department (SLFD) was allocated \$100,000.00 to purchase and rehabilitate two used ambulances. Prudent shopping resulted in the purchase of two used ambulances from California and two very used ambulances from the City of Somerton well below the authorized budget limit. The California ambulances were placed into service on August 18, 2016. The two Somerton ambulances will provide SLFD with little else than some critical equipment included with the purchase; gurneys, power gurney loading systems, mobile radios, mobile data computer mounts and limited other durable equipment. The SLFD is requesting permission and authority to;

- Donate the ambulance vehicles purchased from the Somerton-Cocopah Fire Department, after equipment which is usable to SLFD is removed,
- Enter into a multi-year loan to finance the purchase of two new ambulances from Emergency Vehicle Group, and
- Utilize the purchasing powers available to the SLFD through the Houston-Galveston Area Council under the authority of the City of San Luis, Arizona, Code of Ordinances, Chapter 36, Section §36.09, Cooperative Purchasing.

As stated earlier, the two ambulances purchased from the City of Somerton have no value to the SLFD, beyond the durable equipment included in the purchase. These ambulances have greater than twice the miles than the two ambulances purchased from California and are less reliable. After removal of the durable equipment, their value to the City of San Luis and the SLFD will be in the good will received by donating them to an ambulance organization in Mexico. We have been talking to Emergency Vehicle Group (EVG) in Los Angeles, the authorized, factory representative and repair facility for Wheeled Coach Ambulances. EVG has provided us with a point of contact with a financial institution which has provided us with some financing options for the purchase of two new ambulances. We believe the preferred financing option is to make a down payment this year and then make payments over the next 5 to 6 years. This financing plan for purchasing requires a down payment of 10%. The total price for each ambulance is \$189,645.00, a total financing package of **\$379,290.00**, or a down payment of \$37,929.00. A review of the Capital Program account (340-341-90000) utilized to purchase and prepare the used ambulances for service shows a remaining balance of \$39,624.19 of the original allotment of \$100,000.00. SLFD is requesting to (1) obtain a loan for the new ambulances, (2) make a down payment of \$37,929.00 from the remaining balance in account 340-341-90000 that was allocated for the purchase of ambulances and (3) commit to the negotiated payment schedule for the life of the loan. The desired ambulances would be purchased through EVG, would be custom built and almost identical as our original "rescue squad", which is also a Wheeled Coach vehicle. SLFD is requesting that City Council waive requirements of the purchasing and procurement process to allow the timely award of contract and

subsequent delivery of the ambulances prior to May of 2017. The purchase of MEDIC 1 was achieved by utilization of these two sections of the Purchasing Code. If this process is approved and the ambulances are purchased as outlined, SLFD will have two brand new ambulances as front line response vehicles, fully loaded with the automated gurneys and patient loading systems, our existing 2014 ambulance as the first back-up apparatus and the two used ambulances as second back-up ambulances. The requested purchases, as outlined, will allow SLFD to begin the process of growth planning for our ambulance operations and service delivery expansion. SLFD will be requesting additional personnel and operational funds in our FY 2018 program requests to allow the staffing of SLM3 as a front line ambulance. This will allow for the constant and continuous staffing of the third ambulance on a daily basis. The third ambulance will; (1) reduce wear and tear on the front line ambulances by reducing their activity by greater than 30%, (2) reduce the activity of the two ambulance crews by greater than 30%, (3) allow SLFD to stand ready to provide timely services to 97% of the projected patients needing or requesting transportation to Yuma Regional Medical Center and (4) reduce probability of waiting for an ambulance from other than SLFD to less than 4% of our patients needing transportation.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

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:	\$37,929.00
BUDGETED:	YES
AVAILABLE TO TRANSFER:	N/A
GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE:	340-341-90000 FY17 Capital Project Budget/\$39,624.00

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

For down payment on purchase with loan in the amount of \$379,290.00 over 5 to 6 years.

Attachments

Ambulance Quote
Ambulance Specification
Capital Account Spreadsheet



November 22, 2016

Fire Chief Hank Green
City of San Luis
1165 N. McCane Ave.
San Luis, Arizona 85349

RE: Offer to Provide Two (2) Wheeled Coach Type I 1153 Ambulance(s) on 2017 Dodge 3500, 4 x 2, Diesel Powered Two Door Standard Cab Chassis

Attention: Fire Chief Hank Green

On behalf of Emergency Vehicle Group, Inc., I would like to thank you for the opportunity to provide you with the following offer for the City of San Luis to purchase Two (2) Wheeled Coach Type I 1153 Ambulance(s) on 2017 Dodge 3500, 4 x 2, Diesel Powered Two Door Standard Cab Chassis

Emergency Vehicle Group, Inc. (EVG) is proud to be in the business of serving those who bravely serve our communities and help ensure the safety of our families and friends. Our pledge is to offer you the same quality of service and expertise that is demanded from you. Over the years we have introduced fire departments, municipalities and private companies to the absolute best in service, sales and support for emergency vehicle products.

We proudly serve California, Arizona and Nevada and offer you premium custom products along with the best value available in the industry. EVG accomplishes this by representing Spartan ERV Apparatus, SVI Trucks, Wheeled Coach Ambulance, Road Rescue Ambulances, Lifeline Ambulances and McCoy Miller Ambulances as well as ambulance remounts and command vehicles built by EVG.

EVG employs EVT and ASE Certified Mechanics with decades of experience in servicing emergency vehicles, fire apparatus and ambulances. EVG recognizes the importance of these vehicles as a life saving device and take great pride in serving those that bravely serve and protect us. Our corporate office, remount and main service facility is located in Anaheim, CA.

Our mission is to develop long-term relationships and provide our customers with "honest, intelligent effort" in everything we do for you. We are committed to do whatever it takes to surpass customers' expectations by continually improving upon what we do.

All of us at Emergency Vehicle Group, Inc. believe in long-term relationships and we look forward to the opportunity of working with you and the City of San Luis. I would again like to thank you for the opportunity. Each of us at EVG offer you our sincere pledge of "Honest, Intelligent Effort" in everything we do for you now, and in the future.

Sincerely,

Garett Adelman
Regional Account Manager

2883 E. Coronado St. Anaheim, CA 92806
Tel: 714-238-0110 Fax: 714-238-0120
www.evginc.net



The Following is an Offer and Purchase Agreement for:

City of San Luis To Purchase

**Two (2) Wheeled Coach Type I 1153 Ambulance(s) on 2017 Dodge 3500, 4 x 2, Diesel Powered Two Door Standard Cab(s)
November 22, 2016**

Description	Qty	Price Each	Extended Price
Two (2) Wheeled Coach Type I 1153 Ambulance(s) on 2017 Dodge 3500, 4 x 2, Diesel Powered Two Door Standard Cab Chassis Chassis VIN Number(s): To Be Determined After Production Start	2	\$189,065.00	\$378,130.00
Document Fee	2	\$80.00	\$160.00
Misc Fee: (HGAC)	2	\$500.00	\$1,000.00
Total Purchase Price	2	\$189,645.00	\$379,290.00

This constitutes a contract for the purchase and sale of Two (2) Wheeled Coach Type I 1153 Ambulance(s) on 2017 Dodge 3500, 4 x 2, Diesel Powered Two Door Standard Cab chassis between Emergency Vehicle Group, Inc. (Seller) and the City of San Luis (Buyer) in the total amount of:

**Three Hundred Seventy Nine Thousand Two Hundred Ninety Dollars and No Cents
\$379,290.00**

Offer based on work order/specification reference number and any associated drawing(s) as provided. A final approval work order/specification and drawing will be provided after all Pre-Construction changes are completed (if applicable). Pre-Construction changes may incur an additional cost.

Payment Terms: 100% payment of the contract is due at the time of delivery. Failure to pay the contract in full may result in interest accruing at a rate of 0.0164% compounded daily on the unpaid portion (based on a 6% annual rate). Proof of insurance and approved financing or payment will be required to execute this contract.

Delivery Time: Delivery shall be 90 days after receipt of chassis and approved work order and production drawings of the vehicle.

Signature below represents acceptance of above contract and terms:

City of San Luis:

Emergency Vehicle Group:

Signature Date

Signature Date

11/22/2016

Printed Name

Printed Name

Garett Adelman

Title

Title

Regional Account Manager



Wheeled Coach®

REV GROUP

San Luis Fire

Emergency Vehicle Group, Inc.

Exp. Date: 10/13/2016

Quote No: 10005-0001

11/22/2016 09:47:43

PART NO	S	DESCRIPTION	QTY	ID
		== Dodge,3500,4x2,SLT,6.7L,153",#1153D - 620.033 08/05/16 ==	1	WC
		CHASSIS:	1	WC
00-10-8159	S < >	Dodge 2017 Ram 3500,4x2,SLT, 6.7L 167.5 WB, #1153D 2016-3 SR#2161087F	1	WC
		Chassis shall be a 2017 Dodge 3500		
		153.00 inches long x x 95.00 inches wide x 67.00 inches interior headroom CSB		
		Autothrottle OEM		
		Dual Alternators OEM		
		Cab seats OEM Captains chairs		
		Black rubber floor mat, std on '09+		
00-10-81SR	X <	Afermarket Aluminum Wheels SR#2161087F	1	
		(4) Aluminum Ultra 02 Wheels (2 front, 2 rear-outer), dismounts and remounts, computer balancing This will be done by Boulevard Tire		
00-98-0012	S <	- Flatbed Sales to add money to recap	1	WC
		CAB TO MODULE MOUNTING:	1	WC
10-10-5000	>	Bellows, Passthru, Unigrip, D1, Std	1	WC
		THROTTLE CONTROLS:	1	WC
1P-50-5100		High Idle Controls, OEM	1	WC
		HEATING/AIR CONDITIONING:	1	WC
5U-12-5000	>	Hoses, Heater, No Max, to Rear, STD	1	WC
5U-70-0526	< >	Heat/AC, D1, Combo, 12vdc/110vac, w/Coolbar, Ducted (new code)	1	WC
		CM3000 thermostat in action area.		

PART NO	S	DESCRIPTION	QTY	ID
		110vac air conditioner		
		110vac External Condenser, in Coolbar mounted on front of module.		
		110vac heat strips(approx 1700 watt)		
		12vdc air conditioner		
		12vdc External Condenser, in Coolbar mounted on front of module. Painted. Specify paint code _____		
		Note: pick warning lights separately !!		
		With IATS 30amp shoreline inlet (separate option code)		
5U-80-1000	<	Inlet, Auto Eject, 30amp, White, for 12v/110v AC unit (new code)	1	WC
		above compt "E"(unless otherwise specified)		
		BATTERY SWITCHES:	1	WC
60-22-1060	<	Battery Sw, 5min Timer, D1, Fig 5B, Batteries Under Hood Activated thru OEM ignition switch timer function upon ignition "off". Momentary rocker switch, on driver's side of cab console, to function as timer shutoff and also reactivate timer.	1	WC
		(2) OEM batteries under hood		
		ONLY Module power is turned on/off. Chassis power is NOT turned off.		
		CONSOLES:	1	WC
7U-10-60SR	X <	Center Cab Console, Aluminum Powder Coated Install a custom center cab front console to the specification of the San Luis Fire Department.	1	
		The console shall be finished with a powder coat finish to match the cab interior		
7U-10-7000		Console, A/A, Wood, Angled	1	WC
		BULKHEAD CABINET:	1	WC
		BULKHEAD CABINET:	1	WC
TF-50-0700	<	Bulkhead,Unigrip,Pass Thru,153/170x67, Dodge (change to TF-50-0705 if 72" headroom is selected)	1	WC
TF-50-0700	<	Bulkhead,Unigrip,Pass Thru,153/170x67, Dodge (change to TF-50-0705 if 72" headroom is selected)	1	WC
		WHEELCOVERS:	1	WC
X5-10-4301	< >	Covers,Wheel,Phoenix,Dodge Ram 3500 SLT,#1146D/#1153D only	1	WC
		with Air Max Valve Extenders, std		

PART NO	S	DESCRIPTION	QTY	ID
		== Type 1 Dodge-153" Module - #1153D - 620.033 08/05/16 ==	1	WC
35-05-0005		Type 1 - 153" Module - Standard Model Series	1	WC
35-05-0010		Type 1 - 153" Module General Body Construction Spec	1	WC
35-05-0020		Type 1 - 153" Module Vehicle Body Structure Spec	1	WC
35-05-2000		INTERIOR CABINETS -Duralite Construction, Wood	1	WC
		MODULE BODIES:	1	WC
35-10-0069	<	Aisle Space, 44-45", Type 1, #1153F/#1170F/#1153D only	1	WC
		Install anti-slip decal with Wheeled Coach logo on curbside and rear stainless steel thresholds, STD		
35-10-0501	>	Headroom, 72 in. Type 1 - 153" module, #1153F/D/C	1	WC
37-00-0350	<	Coating, Scorpion X02, Per Compt, (1), Std light gray	6	WC
37-00-0360		Coating, Scorpion, Rear Bumper Supports	1	WC
37-00-0500	< >	Compartments, Std, Floor 3" Drop Down from Door Opening compts B1,B2,D,& E are STD drop down floor	4	WC
37-00-0600	< >	Compartments, Sweepout - Compartments "A" & "F" are standard sweep out	2	WC
37-00-0710	<	Duraseam Doors, with Hidden Jambs - Magnetic door switches, Standard	1	WC
37-A0-0373		A, Compt, Single Door, Hoseline, 153" Module, 72" HR, T1	1	WC
37-B1-0126	>	B1, Compt, Std, 153" Module , T1, 72"HR, #1153F/D/C only	1	WC
37-B2-0173	>	B2, Compt, Std, 153" Module, T1, 72"H.R.	1	WC
37-D0-0351	< >	D, Compt, 3/4, 153" Module, T1, 72" H.R, #1153F/D/C only With single door	1	WC
37-E0-0101	< >	E, Compt, Std, 153" Module, T1, #1153F/D/C only With single door	1	WC
37-F0-0151		F, Compt, Std,3/4 High,153" Module,T1,72" HR,#1153F/D/C only	1	WC
37-F0-0600	<	With Dogleg for Stairchair in Compt "F" (not available when electric O2 rack is selected) (this will decrease space for attend seat & cot by 5.25") for stairchair	1	WC
		FUEL FILL HOUSING:	1	WC
3A-10-1000	>	Housing, Fuel Fill, Cast, F1/C1/D1/M2	1	WC
		EXTERIOR DIVIDERS:	1	WC
3F-10-1101	<	Divider, Vertical, B2, 3/16" Thick, Recessed Adj Track,Std Model only (divider to be full depth if a shelf is requested) compt "B2", centered.	1	WC
		SHELF- COMPARTMENT "A"/RF CABINET:	1	WC
3F-20-1000	< >	Shelf, Adjustable,(1), RF Cabt Custom (1) RF Compt "A"/cabt "E1" area, centered.	1	WC

PART NO	S	DESCRIPTION	QTY	ID
		(change to cabt "E2" for Pureair 1 cabt)		
3F-20-1500	< >	Shelf, Additional, Adjustable, (1), RF Cab Custom RF Compt "A"/cabt "E2" area, centered. (change to cabt "E1" for combo unit cabt)	1	WC
		SHELF- COMPARTMENT "D":	1	WC
3F-40-3001	< >	Shelf, Custom, Adj, Cmpt "D", (1), Std Model only at bottom of cabt "H" inside/outside access opening.	1	WC
		SHELF- COMPARTMENT "E":	1	WC
3F-50-2000	>	Shelf, Custom, Adj, Cmpt "E", (1)	1	WC
		WINDOWS:	1	WC
3P-10-5201	>	Window,Upper,CS/Slider,Rr/Fixed,Priv Tint,PAN,Std Model only	1	WC
		MODULE ENTRY DOOR HANDLES:	1	WC
3U-30-8000		Handles, Patient Entry, Trimark Black/Chrome "SafePass" STD	1	WC
		EXTERIOR COMPT DOOR HANDLES:	1	WC
3U-40-0510	>	Handle, Module Compt, Trimark, Black/Chrome, STD	6	WC
3U-60-0100	>	ELECTRIC DOOR LOCK PACKAGE OPTIONS: Click to add	1	WC
3U-60-1390	< >	Door Locks,Electric, Trimark, (1)DOOR, Entry Door	2	WC
		Module entry doors.		
3U-60-1400	< >	Door Locks,Electric, Trimark, (1)DOOR, Compt Door	6	WC
		All module compts(except battery compt) . (unless other specified)		
3U-60-1500	< >	Switch,Momentary Rocker,Activate Elect Door Locks (Note: will not lock/unlock Dodge cab doors)	2	WC
		Installed on C/S wall at head of S/B. (unless otherwise specified)		
3U-60-2505	< >	Switch, Stealth, Cab/Mod Doors, Dodge, 2008-2010 only In grille on passenger's side.	1	WC
3U-60-3000	< >	Relay Control Circuit, Electric Locks (Use dropdown menu to pick #3U-60-2950 if keyless entry is required)	1	WC
3U-60-5200		Circuit, OEM Door Lock to activate Mod Doors(not Dodge)	1	WC
		DOOR HOLD OPENS:	1	WC
40-10-1611	< >	Hold Opens,Rr Doors,Cast,Grabber (2), 5.5", Std Model only - Installed so doors will open as wide as possible - Mount at top of doors. - (relocate to bottom is backup camera is selected)	1	WC
40-10-7200		Hold Open, Gas Strut, Ext Compt, 30lb, Std	5	WC
40-10-7205		Hold Open, Gas Strut, RF Compt, 30lb, Std	1	WC
40-10-7750	<	Holdopen, Gas Strut, CS Entry Door, 35# Standard. New Code Per ECN 1823	1	WC
		DOOR PANELS:	1	WC

PART NO	S	DESCRIPTION	QTY	ID
45-10-4505	< >	Panels, Entry, Durasafe, Stainless Steel, w/ Chevrons, STD - Durasafe Design - Aluminum Center Panels covered: white/red reflective tape	1	WC
FENDER FLARES:			1	WC
4A-10-3001	>	Flare, Fender, Bright Finish, Std Model only	1	WC
BUMPERS:			1	WC
4F-10-1105	<	Bumper,Rear,w/ Skids & Flip Up,D1,w/LED DOT lights,Std Model w/ Gator Grip on flip up step.	1	WC
RUNNING BOARDS:			1	WC
4K-10-2901		Running Boards, Std, Dodge 3500, w/ Gator Grip, #1153D	1	WC
SKIRTRAILS			1	WC
4U-10-9200		Skirtrails,Extruded Rubber w/Refl Tape,146-153" Module	1	WC
4U-10-9500		Tape, Reflective, White, For Extruded Rubber Skirtrails	1	WC
STONE GUARDS (FRONT):			1	WC
4U-11-2000		Stone Guard, Front, Dia Plate, 13.38"	1	WC
KICKPLATES (w/STD. REAR STONEGUARDS):			1	WC
50-10-2105		Kickplate, W/Recess, No Light Holes,Duraseam	1	WC
55-10-3000	<	Holder, License Plate, Cast, C30002, STD - in rear kick plate, centered	1	WC
SILL PROTECTORS			1	WC
55-30-4001		Sill Protectors, Stainless, All Compts, Std Model only	1	WC
MUD FLAPS:			1	WC
5A-10-1001		Mud Flaps, Rear, W/Logo, Std Model only	1	WC
PAINT/BELTS:			1	WC
5F-10-3200	< >	Paint, Entire Unit, 20% Upch Color: Red Sikkens paint code #FLNA 30009 Please see reference picture on server. Note top of mod and cab white. Send sprayout for approval to: _____ _____ _____ Do Not paint unit until sprayout is approved !!!!	1	WC
5F-10-4801	<	Paint, Belt, None, Std Model only Cab & Module, all white, std.	1	WC
DECAL PACKAGES INSTALLED:			1	WC
5P-10-5001		Roof Star, White Border, Installed, Std Model Only	1	WC
ELECTRICAL SYSTEM: Circuitboard			1	WC
COAX CABLES/ANTENNAS:			1	WC
65-30-6500	< >	Base- Antenna, Motorola Mount, W/Coax From antenna base located: (1) Behind passenger seat	2	WC

PART NO	S	DESCRIPTION	QTY	ID
		(1) Behind passenger seat		
12VDC POWER SOURCES & OUTLETS:			1	WC
6A-22-200E	< >	Outlet, Cigar Lighter, STD, (2), A/A - on standard 20-amp ignition hot circuit. ("elect batt sw")	1	WC
6A-22-5200	<	Outlet, Kussmaul, USB Dual Port, 5VDC, 3 Amp output, switch panel location ILOS Located in the cab switch panel per Electrical Engineering	1	WC
6A-22-5250	<	Outlet, Kussmaul, USB Dual Port, 5VDC, 3 Amp output, switch pane Style, IATS Location in the Action area switch panel.	1	WC
6A-23-3800	< >	Power Source, 12 VDC, 40 Amp (+-) Locations: (1) Behind passenger seat - Ignition Hot (1) Behind passenger seat - Constant Hot	2	WC
BUSS BARS			1	WC
6A-24-1100	< >	Buss Bar Assembly (+/-), 5 Position, Locations: (1) Behind passenger seat - Ignition Hot (1) Behind passenger seat - Constant Hot	2	WC
SHORELINE INLETS:			1	WC
6F-90-4101	< >	Super Auto Eject, 20 amp, ILOS, White, Std Model Only - with white cover; mounted above compartment "E"	1	WC
110 VAC OUTLETS:			1	WC
6K-40-1000	<	Outlet, 110 VAC, Duplex, (2), STD - (1) outlet in action area - (1) outlet in the RF Cabinet "E1", wall #2, upper right. (change to cabt "E2" for Pureair 1 cabt)	1	WC
7F-10-9000	< >	Inverter/Charger, Vanner 20-1050CUL-DC - Mounted on fixed shelf or ceiling in Compartment "E"	1	WC
GAUGES/METERS:			1	WC
D0-10-6500	<	Alarm, Low Voltage, Audio/Visual Light in cab console and Buzzer in cab.	1	WC
D0-10-7000		Voltmeter, OEM, In Dash	1	WC
SIREN SPEAKERS:			1	WC
DF-10-1262	<	Siren Speakers, Dodge Ram SLT, 2011+ Thru Front Bumper	1	WC
SIRENS:			1	WC
DK-10-1400	>	Siren, Whelen, WS-295-SLSA1, Standard	1	WC
SWITCHING OPTIONS FOR AIR HORNS & SIRENS:			1	WC

PART NO	S	DESCRIPTION	QTY	ID
DP-11-1000		Switch, Siren/Horn Thru Horn Ring	1	WC
		AUDIBLE ALARMS:	1	WC
F0-11-3501		Alarm, Back-Up, Auto Reset, Std Model only	1	WC
		VEHICLE EXTERIOR LIGHTING	1	WC
FU-35-01SR	X <	Opticom, GTT 794 SR#216875F	1	
		SO-OPTI-331034 GTT #794H LED Opti-Com Emitter installed on the bottom of the Cool-Bar IATS		
		WHELEN FLANGES FOR 9E SERIES LIGHTS:	1	WC
FU-38-0100		Flange, Super 9L, #90FLANGC, (1) Each	16	WC
	>	WHELEN SUPER LED 9L STEADY BURN LIGHTS T1,3,9:	1	WC
FU-40-0505	< >	Light, 9L, Super LED, Whelen, Red,Clear Lens,ILOS, 90RR5SCR Locations: (2) Front upper corners (2) Streetside upper corners (2) Curbside upper corners (2) Rear upper corners Comet Flash 75	8	WC
FU-40-0507	< >	Light, 9L, Super LED, Whelen, Red,Clear Lens,IATS, 90RR5SCR Locations: (4) Front wall of module in positions #2, #3, #5 and #6 (2) Rear at window level, centered Comet Flash 75	6	WC
FU-40-0510	< >	Light, 9L, Super LED, Whelen,Amber,Clear Lens,ILOS, 90AA5SCR Locations: (1) Rear centered above the rear doors Comet Flash 75	1	WC
FU-40-0514	< >	Light, 9L, Super LED, Whelen, Clear, ILOS, 90CC5SCR Location: (1) Center front wall in position #4 Comet Flash 75	1	WC
		5 SERIES(LIN6) NON-SPLIT LED LIGHTS:	1	WC
H4-06-5712	< >	Light,5L LIN6,Whelen,Red,Clear Lens,50R02ZCR,Std, F1/D1 Only Locations: (2) Dodge OEM grille lights (2) Front intersection lights	4	WC

PART NO	S	DESCRIPTION	QTY	ID
H4-06-5715	< >	Light, 5L LIN6, Whelen, Red, Clear Lens,50R02ZCR, IATS Locations: (2) Rear above wheel wells	2	WC
WHELEN 5E FLANGES/HOUSINGS:			1	WC
H4-10-0044	>	Housing, 5L Series, #5LSMAC, (1),Std, F1/D1 Only	4	WC
H4-10-0045	>	Housing, 5L Series, #5LSMAC, (1)	2	WC
CORNER CAP LIGHTS			1	WC
HF-11-6049	<	Corner Cap Lts,Multi-LED,(2)Amber(2)Red w/Flashers,Std Model - High intensity flashers; thru separate switch	1	WC
CLEARANCE LIGHTS:			1	WC
HF-12-9100		Light, Clearance, Amber LED, ILOS	3	WC
HF-12-9601	<	Light, Clearance, Red LED, Std Model only - On rear as clearance lights.	3	WC
SCENE AND LOAD LIGHTS			1	WC
HK-20-110M	<	Light, LED, Whelen, Clear, #9SC0ENZR, 24 LED, ILOS, (1) W/ Chrome Flange (new code) (2) each side as scene lights	4	WC
HK-20-130M	<	Light, LED, Whelen, Clear, #9SC0ENZR, 24 LED, ILOS, (1) W/ Chrome Flange (new code) (2) on rear as load lights	2	WC
HK-20-7100	>	Scene Lights, C/S, Activated W/C/S Door	1	WC
WARNING LIGHT FLASHERS			1	WC
HU-24-6400	< >	Flasher, Vanner, 9860GCPE, Standard Flash Pattern will be Dual Burst unless otherwise Noted Rated at 140 total amps with one flasher for Halogen, LED and Selectable lamps. (Available flash Patterns are Single Burst, Dual Burst, Triple Burst, and Quad Burst.)	1	WC
HARNES LAYOUT:			1	WC
J5-12-0000		Halogen, " E " Spec, Vanner	1	WC
STOP/TURN/TAIL LIGHTS:			1	WC
JA-10-1200		Light, License Tag, (2), Trucklite #15205 LED, ILOS	1	WC
JA-13-8012	<	Tailights, Whelen,LED Stop/Tail,Turn & LED Backup, w/ WC logo, ILOS - Brake- Alert Flash before the steady Burn - Turn Arrow – sequential arrow - Replace backup with 700 LED	1	WC

PART NO	S	DESCRIPTION	QTY	ID
MODULE OVERHEAD HEADLINER:			1	WC
JK-10-5506		Headliner, Flat, Expanded PVC, with (8) HVAC Ducts	1	WC
12VDC INTERIOR LIGHTING:			1	WC
JP-10-0611	<	Lights, Dome, LED, Whelen,White Flng, (4) S/S, (3) C/S, ILOS NOTE: NO VISABLE FASTENERS OR HOLES.	1	WC
JP-10-0621	<	Light, Dome, LED, Whelen,White Flng,(1) IATS Location _____?	1	WC
NOTE: NO VISABLE FASTENERS OR HOLES.				
JP-10-7015		Light, Stepwell, LED, Whelen #TOCACCCR, 2in, ILOS	1	WC
JP-10-8020		Light, Kinequip #621224W, LED, In A/A ILOS	1	WC
LIGHTS & MISCELLANEOUS:			1	WC
JR-50-1401		Spotlight, Blue Eye, 400,000 CP, Std Model only	1	WC
JR-50-2800		Light, Compartment, 2" Incandescent, (1) Each	6	WC
JR-50-2880	<	Lighting, Compt, LED Hi-Brite Flex, ILOS both vertical edges near door jambs, compts "A", "B1", "B2", "D", "E", & "F". Retain 2" O2 light.	1	WC
JR-50-2950	<	Light, LED, Compt, Whelen #TOCACCCR, 2in, ILOS Location: (1) Compartment "F" oxygen light, ILOS	1	WC
JR-60-2003	< >	Timer, Momentary Sw,15 Minute, Constant Hot, Std Model only (must have ECX timed battery switch with this option) Mount switch on C/S wall at the head of the squad bench in the standard location. Switch to allow activation and also deactivation. Wire to fluorescent lights in liner.	1	WC
JR-70-0005	<	Light, in Circuit Board Area, for Electrical Troubleshooting - with integral switch; wired constant hot.	1	WC
SUCTION PUMPS:			1	WC
LP-10-0500		Suction Pump, Standard	1	WC
INSULATION:			1	WC
LU-10-3001	< >	Insulation, Severe Weather Package one inch block foam in modular walls and roof covered with reflective insulation. Under Floor to be Spray Foam insulated after the production assembly process is complete by 24/7. All edges of reflective insulation on walls and ceiling must be taped, std.	1	WC
GRABRAIL(S)/GRABHANDLES:			1	WC
N0-10-9101	<	Grabrail,Overhead,117",Handicap Style,Yellow,Std Model Only Yellow Powder Coat Finish	1	WC

PART NO	S	DESCRIPTION	QTY	ID
N0-10-9703	<	Handrails,(3),Custom "L" Shape,1",Yellow,Entry Drs,Std Model - Yellow Powder Coat Finish Stainless Steel Grab Handles	1	WC
O2 CYLINDER RACKS:			1	WC
NA-10-2500	>	Rack, Cylinder, Ziamatic, "M", QRM-2	1	WC
O2 SYSTEMS COMPLETE:			1	WC
NF-50-1001	< >	O2 Sys,LF,(2)O2/(1)Vac Port A/A,(1)O2 C/S, Std Model only Ohio style (2) oxygen outlets in action area (1) vacuum port in action area (1) oxygen outlet curbside wall at head of squad bench	1	WC
O2 SYSTEM PARTS:			1	WC
P0-59-7500	<	Regulator, Oxygen Cylinder, Preset 50PSI, Installed (new code)	1	WC
SUCTION CONTAINERS:			1	WC
PA-10-7001	>	Regulator/Holder, SSCOR 22000, Std Model only	1	WC
COT MOUNTS:			1	WC
PF-26-3100	<	Cot Mount, Stryker #6377, Dual Position - Change Notice 8- NOT COMPLIANT Specify cot model _____	1	WC
PF-35-4200	>	Cot Mount, Stryker, Mods, Rear Safety Hook Installed	1	WC
PF-36-0000	<	Non-Compliance to SAE J3027 Patient Cot Mount Notice SPECIAL NOTE: The Litter Fastener/Anchorage you have selected for this order does not meet the performance requirements of the SAE J3027 Recommended Practice for Ambulance Litter Integrity, Retention and Patient Restraint. Section 3.11.6 of KKK-A-1822F as revised July 1,2015 specifically relates to Litter Fasteners and Anchorage and requires the installed fastener for wheeled cots to meet the performance requirements of SAE J3027 Recommended Practice for Ambulance Litter Integrity, Retention and Patient Restraint.	1	WC
IV HOOKS:			1	WC
PP-20-1000	< >	IV Hook, Perko, (1), W/Straps, STD curbside and streetside standard locations	2	WC
MISC. INSTALLED HARDWARE/EQUIPMENT:			1	WC
R5-11-2010	<	Net, Squad Saver, at Head of Squad Bench, 2" Straps, Black attached to floor at head of squad bench, CS wall and overhead liner with removable latches.	1	WC
R5-11-5700	<	Seatbelt, Assy, (6) Point, (1) EA - Change Notice 8 -Compliant (1) for CPR side seat (if Required) (2) for squad bench (Standard	3	WC

PART NO	S	DESCRIPTION	QTY	ID
		MODULE INTERIOR	1	WC
RU-05-0000		Interior Cabinets - Duralite Construction, Wood	1	WC
		MICA COLOR:	1	WC
RU-10-3010		Mica, Gray Pampas #4168-01, High Gloss	1	WC
		SUB FLOORING:	1	WC
RZ-99-0050		Flooring, Wood, Type 1, Std	1	WC
		FLOORING:	1	WC
T0-11-8201		Flooring, Lonplate II, Gunpowder Grey #424TX, Std Model only	1	WC
		SEAMLESS ATTENDANT SEATS:	1	WC
T5-10-5111	<	Seat, Attendant, EVS, Child, Gunmetal #1880CB, Std Model only	1	WC
		Vacuum formed EVS1880CB w/ 3 point seatbelt.		
		Integrated child safety seat.		
		Mounted metal box base.		
		ATTENDANT SEATS	1	WC
T5-11-4505	>	Door, Diamond Plate, EVS Seat Base, w/Louvers	1	WC
		SEAMLESS UPHOLSTERY:	1	WC
T5-25-0500		Uph, Smless, Gunmetal, No Bio, No Post & Wheel	1	WC
		O2 DOOR:	1	WC
TK-10-5010		Lexan Flaps, Hinged Left Side, Fixed Right Side, Std	1	WC
		GLOVE HOLDERS:	1	WC
TN-20-1001	<	Cabinet, Glove Box Holder, (3), Above C/S door, Std Model only (narrows cabt "E1" on Pureair 1 w/low headroom)	1	WC
		RIGHT FRONT CABINET:	1	WC
TU-20-2200		Cab, RF, Combo, No Healthguard, for Rollup Door	1	WC
TU-20-22SR	X <	Mermaid MK747 Climate Controlled Med Box SR#2161087F	1	
		SO-MK747-361198 Mermaid MK747SS Climate controlled cabinet installed in the RF cabinet, lower section Specify offset to the left or right side AND left or right hinge ILOS		
		RF CABINET DOORS W/COMBO A/C	1	WC
TU-20-8600	< >	Door, RF, Robinson Roll-up, Non GSA, 24.25W x 44.5H Please Note: This roll-up door shall only be for Cabinet "E1" only	1	WC
V0-11-6200		Latch, Lever, No Key, For EVS Door only	1	WC
V0-14-1001	>	Latch, Lever, W/Key, Installed, "L" Cabt Wood Door	1	WC
		SQUAD BENCH:	1	WC
V5-20-1801		Squad Bench, Bio-Waste @ Head, 153", Std Model only	1	WC
		LID 149/153 INCH BOX:	1	WC
V5-60-2200	>	Lid, Squad Bench, 50/50 W/Bio-Waste	1	WC
		HARDWARE:	1	WC
V5-80-1005		Handle, Trimark, Squad Bench, STD	2	WC
V5-82-2500		Strut, Gas, 60 LB, Installed, ILOS, Mods	2	WC
		CURBSIDE SPLINT CABINET 149/153 INCH BOX:	1	WC
VA-40-0550		Curbside Splint Cabt, None	1	WC
		CURBSIDE REAR CABINET:	1	WC
VF-20-3110		Cabinet, Curbside Rear, Standard, 153 In, 72" HR	1	WC
		CABINET H, BASEWALL 149/153", T1 & T3	1	WC

PART NO	S	DESCRIPTION	QTY	ID
VH-H0-0400		H, Cabinet, Deleted	1	WC
		CABINET I, BASEWALL 149/153", T1 & T3	1	WC
VH-I0-0400		I, Cabinet, Deleted	1	WC
		CABINET M, BASEWALL 149/153", T1 & T3	1	WC
VH-M0-0100		M, Cabinet, 1/2 height, std	1	WC
		CABINET O, BASEWALL 149/153", T1 & T3	1	WC
VH-O0-0100		O, Cabinet, full height, std	1	WC
		CABINET CPR, BASEWALL, 149"-170", T1 & T3	1	WC
VH-Q0-0101		CPR, side seat, Std Model only	1	WC
VH-Q0-0301		CPR, side seat, flip up lid, Std Model only	1	WC
		CABINET J, STREETSIDE UPPER 149/153", T1 & T3	1	WC
VI-J0-0150	>	J, Cabinet, Combined with K	1	WC
		CABINET L, STREETSIDE UPPER 149/153", T1 & T3	1	WC
VI-L0-0251	<	L,Cabts,L1 in Angled Area,L2 std,3/4 F,72"HR, Std Model only with adj shelf in "L2"	1	WC
		BASEWALL DOORS:	1	WC
VK-16-1000		Cab M, Gray Lexan Slider	1	WC
VK-16-5000		Cab O, Gray Lexan Slider	1	WC
VK-17-6200	< >	Restocking Feature, (1) cabinet, (2) Gas Strut, 20lbs,ILOS	1	WC
		With 2 Perko elbow latches for closure.		
		installed on the following cabinets:		
VK-17-6200	< >	Restocking Feature, (1) cabinet, (2) Gas Strut, 20lbs,ILOS	1	WC
		With 2 Perko elbow latches for closure.		
		installed on the following cabinets:		
		ACTION AREA 149/153 INCH BOX:	1	WC
VP-10-1002		Cab,A/A,W/O Biowaste, Rounded Corner, Type 1	1	WC
		TELEMETRY AREA WORK SURFACE	1	WC
VP-10-5462	<	Telemetry Tray, Poured, Gray, Narrow, 50" Aisle, Type 3 **only for 50" aisle space units**	1	WC
		ACTION AREA WORK SURFACE	1	WC
VP-10-5914	>	A/A Tray, 149"-170", W/O Bio, Poured, Gray	1	WC
VP-15-8500	X	Writing Tray , Slide Out Under Action Area Tray	1	
VU-14-4000	>	Shelf, Interior, Adj, in Cabinet:	1	WC
VU-14-4000	>	Shelf, Interior, Adj, in Cabinet:	1	WC
VU-14-4001	< >	Shelf Track, Cabt, #HA24663, Upgrade, Std Model only ("C" channel/exterior shelf style track)	4	WC
		This option may require quantity adjustment		
VU-15-9000	<	Cab "L1" Wood Door	1	WC
		hinged on right.		
VU-16-3000		Cab "L2" Gray Lexan Slider	1	WC
		SHIP LOOSE ITEMS:	1	WC

340-341-90000	
SLM2	50,000.00
SLM3	50,000.00
purchase of two ambulances and shipping	(31,775.00)
portable fire extinguishers	(155.27)
Sign Masters lettering	(2,536.00)
Sign Masters unit ID	(411.97)
Truck Mates - window tint	(323.07)
LED Light bars	(2,060.00)
purchase of SCFD ambulances	(14,999.00)
pending: YRCS, 2 radios	(8,115.50)
Capital Project balance	39,624.19
2017 Dodge ambulance w/STRYKER and cooler box, each	189,645.00
extension price (x 2)	379,290.00
down payment, 10% of financed price	37,929.00
	1,695.19



AGENDA ITEM REVIEW FORM

Work Session**2. C.****Meeting Date:** 12/07/2016**Department Head:** Hank Green, Fire Chief, Fire Department**Submitted By:** Hank Green, Fire Chief, Fire Department**Action Requested:** Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding purchase of portable radio equipment. **(Hank Green, Fire Chief)**

SUMMARY:

The San Luis Fire Department (SLFD) is requesting authority to re-allocate its funding authority to purchase minor radio equipment to extend the service life of our portable radio equipment. The radio equipment currently in use by SLFD is reaching the end of its 10 year service and support lifespan. The City of Yuma Fire Department has submitted two grant applications to the Assistance to Firefighters Grant (AFG) on behalf of the Yuma Regional Communications systems (YRCS) in 2014 and 2015. The scope of these grants would have replaced all mobile and portable radios currently in use by the City of Yuma Fire Department, the City of San Luis Fire Department, the Somerton-Cocopah Fire Department and the Town of Wellton Fire Department. Neither grant applications were funded; the 2015 application status notice is included in this packet. The equipment we are requesting will provide new batteries, desk top chargers and battery conditioning chargers to extend the short-term life of these radios. The SLFD will continue to work with YRCS regarding the large scale purchase and replacement of all of our radios but until such a project can be funded, SLFD will be able to extend the use of these radios with the requested equipment. In Fiscal Year 2016-2017, SLFD received authority to spend \$21,010.00 as our portion of the grant match funds required of the recipients of the AFG. As stated, the grant will not be funded. Therefore, SLFD is requesting authority to spend an amount not to exceed **\$4,700.00** of this allocation on portable radio batteries, desk top and a gang charger. Fire Chief Paul De Anda of the Somerton-Cocopah Fire Department has assumed the lead for another grant application for the 2016 AFG. SLFD will also be submitting a Capital Project item, with the City of San Luis Police Department, for consideration during Fiscal Year 2017-2018 Capital Project budget development.

RECOMMENDATION / SUGGESTED MOTION:

Discussion only item, no action.

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: \$4,700.00
BUDGETED: \$21,010.00
AVAILABLE TO TRANSFER: \$21,010.00
GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: Fire SRF Grant Match,
250-182-90000

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

This request is to spend a portion of the funds allocated as grant matching funds, which will not be spent because the grant was not funded.

Attachments

Transfer from grant budget
AFG Turndown 2014
AFG Turn Down 2015
SLFD Radio Equipment Quote



**City of San Luis
Budget Adjustment Form**

Reason for Budget Adjustment:

Transfer is needed to re-allocate funds for portable radio equipment *for fire Dept. will be using the matching grant portion.*

Account Number	Account Name	Approved Budget FY16/17	Budget to be revised (Add to)	Budget to be decreased (taken from)	Amended Budget FY 16/17
250-182-49000	Transfer In	21,010.00	-	(21,010.00)	-
250-182-90000	Capital Outlay- Equipment	21,010.00	-	21,010.00	-
100-999-81100	Transfer Out	1,475,345.00		21,010.00	1,454,335.00
100-999-90000	Capital Outlay- Equipment	163,460.00	21,010.00		163,460.00
Total			21,010.00	21,010.00	

Department Head

[Signature]

Date 12-1-16

City Manager

Chris T. Dela Hoya

Date 12-1-16

Finance Department

Rita Thomas

Date 12-1-16

From: [Irr, Steve - Fire Chief](#)
To: [Hank Green](#); [DeAnda, Paul - Somerton Fire Chief](#); [Rivera, Mark - Wellton Fire - YRCS Council Member](#)
Subject: FW: Reference: EMW-2014-FR-00369 Turndown letter
Date: Tuesday, October 27, 2015 12:10:21 PM
Attachments: [image001.png](#)

Chiefs,

Not that you need more disappointing news but our FEMA grant for radios was not funded. We are not sure how we are going to proceed moving forward but wanted to pass on this news for your future budget considerations.

Thanks,



Steve Irr
Fire Chief
City of Yuma
One City Plaza
Yuma, AZ. 85364
928.373.4853
irrs@yumaaz.gov

The City of Yuma Team is United for Yuma!

Learn more at www.facebook.com/unitedforYuma

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From: firegrants@dhs.gov [mailto:firegrants@dhs.gov]
Sent: Monday, October 26, 2015 11:07 AM
To: Irr, Steve - Fire Chief
Subject: Reference: EMW-2014-FR-00369 Turndown letter

Stephen Irr
City of Yuma Fire Department
One City Plaza
Yuma, Arizona 85364

Reference: EMW-2014-FR-00369 Turndown letter

Activity: Equipment

Dear Assistance to Firefighters Grants (AFG) Applicant:

On behalf of the Federal Emergency Management Agency (FEMA) Grant Programs Directorate, I wish to thank you for applying for assistance under the Fiscal Year (FY) 2014 Assistance to Firefighters Grants (AFG) Program. Unfortunately, after careful consideration and review, we are unable to fund your application. We regret that the news could not be

more positive.

As you are aware, the AFG Program is among the Department of Homeland Security's (DHS) and FEMA's most competitive grant programs. In FY 2014, FEMA received over 10,000 AFG applications, requesting more than \$1.9 billion in federal assistance. The large number of applications received and the finite amount of available funding resulted in many worthy applicants not being funded and underscores the highly competitive nature of this program.

Under the AFG program, each activity within an application receives a detailed, multi-level review. First, each activity receives a preliminary score based on the applicant's answers to the application questions. The application questions are developed based on the AFG program priorities, which are explained in the FY 2014 AFG Funding Opportunity Announcement (FOA), previously known as the Program Guidance. The second phase was a review by a panel of fire service peers. Using the information that you provided throughout your application, the panelists assigned scores to four elements of your application narrative: (1) clarity of the project description, (2) impact on daily operations, (3) demonstration of financial need, and (4) realization of cost benefit. Each of the two phases of the review carried equal weight, i.e., each phase was worth 50 percent of the activity's overall score.

Given the high number of applications received, it is not feasible for us to provide a detailed account of how each individual application was rated in this notification. However, we can tell you that your application did not score well in the preliminary assessment. Please note that if you applied for multiple activities, you may receive a separate notice for each activity.

To further improve the competitiveness of future AFG grant requests, we recommend that you review the part of your application that answered specific questions about your proposed AFG activity. Compare the program priorities of the FY 2014 AFG Funding Opportunity Announcement with your answers to these questions. If your answers do not match well with the Program's higher priorities, your application may not score well competitively against other applications that more closely match AFG priorities. A full description of the application review process is included in the AFG Funding Opportunity Announcement.

There are several tools and resources available to help fire departments and volunteer interest organizations develop effective AFG grant applications. I encourage you to make use of these resources as you prepare your next grant request.

1. **AFG Website** (<https://www.fema.gov/firegrants>). The AFG Website offers a wealth of resources, such as the following:

- The AFG Notice of Funding Opportunity/Program Guidance, which explains funding priorities and criteria
- Frequently Asked Questions (FAQs)
- Narrative Self-Evaluation Tool
- AFG Application Checklist
- Get Ready Guide
- Online tutorials with key information about preparing grant requests
- AFG E-Mail Alerts, biweekly e-mail messages to the AFG mailing list, which provides important announcements about new application periods, upcoming workshops, and other AFG program updates (to receive the AFG E-Mail Alerts, sign up on the AFG website)
- Grantee success stories

2. Toll-Free Help Desk(1-866-274-0960 or firegrants@dhs.gov). The AFG Help Desk staff members answer questions from applicants by telephone and by e-mail. Between application periods, they field general questions about AFG programs. During application periods, they provide technical assistance with the online application and answer questions about the AFG guidance. If additional assistance is needed, the Help Desk staff can refer questions directly to subject matter specialists.

If you would like to receive additional feedback for your FY2014 application, please submit your contact information via the following link <https://secure.firegrantsupport.com/turndown/>, and an AFG Subject Matter Specialist will contact you.

Thank you again for your dedication and commitment to the U.S. fire service.

Regards,

C. Gary Rogers
Director
Preparedness Grant Division
Grant Programs Directorate

Kitzya Leal Quintero
City of Yuma Fire Department
One City Plaza
Yuma, Arizona 85364

Reference: EMW-2015-FR-00269 Turndown letter

Activity: Fire Equipment

Dear Assistance to Firefighters Grant Program Applicant:

On behalf of the Federal Emergency Management Agency's (FEMA) Grant Programs Directorate, I would like to thank you for applying for assistance under the Fiscal Year (FY) 2015 Assistance to Firefighters Grant (AFG) Program. Regrettably, and after careful consideration and review, your application scored outside of the competitive range to receive further consideration through the panel review process. We regret that the news could not be more favorable.

As you are aware, the AFG Program is among the Department of Homeland Security's (DHS) and FEMA's most competitive grant programs. In FY 2015, FEMA received over 10,400 AFG applications, requesting more than \$2.1 billion in federal assistance. The large number of applications received and the finite amount of available funding resulted in many commendable applicants not being funded and accentuates the highly competitive nature of this program.

FEMA encourages your organization to apply for the FY 2016 AFG funding opportunities, opening later this summer. To assist you in understanding our decision and help you in preparing future applications, you can request for the AFG Program to provide your organization with a comprehensive review of your application. You will receive individualized feedback within 60 - 90 days, identifying specific feedback, as to the deficiencies within your application, as well as, several tools and resources available to help fire departments and unaffiliated emergency medical services organizations develop an effective AFG grant applications. Please use the following link to request feedback (<https://secure.firegrantsupport.com/turndown/>).

Your interest in the AFG Program reminds us that America's fire and emergency medical services organizations continue to have great need for support. FEMA and DHS will continue to work closely with and support the Nation's first responders and their vital work. Thank you again for your dedication and commitment.

Sincerely,

C. Gary Rogers
Division Director
Grant Programs Directorate



2481 E Palo Verde St, Yuma, AZ 85365
928 726-0896 office 928 726-8238 fax
800 654-6896 toll free

Proposal

San Luis Fire Department

Proposed Project: Radio Batteries

Qty	Part Number	Description	Unit Cost	Extended
24	NTN9857C	BATTERY IMPRES NIMH FM 2000MAH	\$93.75	\$2,250.00
1	WPLN4108BR	IMPRES MULTI UNIT CHARGER - 110V	\$638.46	\$638.46
10	WPLN4111AR	110V SUC SMART CHARGER	\$134.91	\$1,349.10
				\$4,237.56

Parts	\$4,237.56
Tax	\$356.46
Total	\$4,594.02

Prepared by: _____
Robert Henderson
Sales Manager
9/28/16

Confidential Document

Please do not Copy or Distribute

Proposal: Proposal City of San Luis Fir Department Batteries and Chargers 092816



AGENDA ITEM REVIEW FORM

Work Session**2. D.****Meeting Date:** 12/07/2016**Department Head:** Hank Green, Fire Chief, Fire Department**Submitted By:** Hank Green, Fire Chief, Fire Department**Action Requested:** Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding Fire Department purchase of Image-Trend software to interface with Computer Aided Dispatch and emergency medical service reports. **(Hank Green, Fire Chief)**

SUMMARY:

The San Luis Fire Department (SLFD) is requesting authority to purchase a software system and to waive the requirement to go to request three (3) verbal quotes for this purchase, as allowed under the City of San Luis Purchasing Code; § 36.01(H). Software is unique by nature and as such is copyrighted. For this reason and the following reasons as to why this particular software is unique, a search for three (3) verbal quotes would be futile. The software requested will allow the interface of our computer aided dispatching (CAD) system with hardware/software for use in the field to initiate patient care documentation. This software is specifically developed to auto-populate incident information (date, time, run number, etc.) into the patient care report (PCR) and when completed, upload our PCR data to the Arizona Department of Health Services-Bureau of Emergency Medical Services and Trauma Systems (AzDHS-BEMSTS) data base for research and ambulance service provider compliance.

AzDHS-BEMSTS has utilized Image-Trend as their data gathering and data analysis program. There is no value to SLFD purchasing any other similar software, since their integration and reporting features would not be compatible with existing software, data analysis and reporting systems. Some additional features about using Image-Trend is that the specific reporting software is free for us to use, but the interface software we are purchasing will allow the annual update to continue to allow interaction and interface between our CAD and the current reporting software. Additionally, this software has the ability to allow our billing agent and Yuma Regional Medical Center to access our reports. The access, by either party, is accomplished under a secured system log-on and facilitates both the review of patient care reports and ambulance service billing.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

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: \$6,750.00
BUDGETED: \$6,000.00
AVAILABLE TO TRANSFER: N/A
GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: 340-341-90000, FY17 Capital
Project Budget/ greater than
\$12,000.00 remaining

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

Project Account 340-341-90000 has a current balance of \$12,000.00 There is no need to transfer money, at this time.

Attachments

Image Trend Quote

Ship To:

Johnnie Morris
San Luis Fire Department
767 N 1st Ave
San Luis, AZ 85349
(928) 341-8550
JMorris@cityofsanluis.org

Bill To:

Same as Ship To

IMAGETREND®
Quote

CAD Integration to AZ State Elite Site

Salesperson	Quote Number	Date
Jason Bonham	JB-418	September 28, 2016

Description	Qty	Unit Price	Total
Software			
Exports / Integrations			
CAD Integration			
<i>EMS</i>	1	\$5,000.00	\$5,000.00
<i>Vendor: New World</i>			
CAD Annual Support and Hosting	1	\$1,750.00	\$1,750.00
TOTAL Year 1			\$6,750.00
*Annual Fees after Year 1			\$1,750.00

Terms of Agreement

The above mentioned items will be invoiced upon quote signature with payment terms of net 30 days.

The recurring annual fees will be billed annually in advance.

ImageTrend's license, annual support and hosting are based on

4,000

annual incidents as provided by Client.

This proposal is valid for 90 days.

IMAGETREND will invoice sales tax to non-exempt CLIENTS where applicable.

DISCLAIMER: This quote creates no legal obligations. This letter is intended to confirm the parties' current understanding of the terms, but it is not intended to create any legal obligations with respect to any of the terms. Neither party should rely on this quote and no legal or equitable remedy will arise from any such reliance. Instead, the parties must reach a final agreement. A final agreement will be a condition precedent to any binding obligations. A fully executed Contract Agreement will be required to be completed before an order is processed.

Approved As:
ImageTrend, Inc.

San Luis Fire Department

Initials

Dated

If you have any questions regarding this proposal, contact:
Jason Bonham at 952-469-6174 or jbonham@imagnetrend.com
Amy Holmes at 952-469-6168 or aholmes@imagnetrend.com
contracts@imagnetrend.com

Thank you for your business!



AGENDA ITEM REVIEW FORM

Work Session

2. E.

Meeting Date: 12/07/2016

Department Head: Lizandro Galaviz, Parks & Recreation Director, Parks & Recreation Department

Submitted By: Crystal Fragozo, Administrative Assistant, Parks & Recreation Department

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding the re-allocation of funds; the relocation of two Parks & Recreation employees; and request that the revenues generated by the City of San Luis Parks & Recreation Spooktacular Festival on October 31, 2016 be used in equal amount to replenish the Youth Center Special Services account. **(Lizandro Galaviz, Parks & Recreation Director)**

SUMMARY:

The Parks & Recreation Department would like to re-allocate the salary and benefits left by the Assistant Parks & Recreation Director position to the the following Parks & Recreation Accounts:

Recreation Department: Special Services - The Parks & Recreation Department has upcoming events planned for our community and the additional funds would greatly benefit in the completion of such events.

Recreation Department and Youth Center: Part Time / Hourly Account - The Parks & Recreation Department will like to add funds into the Part Time / Hourly account due to the need of keeping part time employees active and assisting our Department. Staff will like to continue using their services for various events as well as office duties within the Recreation office and Youth Center.

Youth Center: Salaries & Benefits: - The Parks and Recreation Department plans on relocating two of its employees within the Recreation office and Youth Center. The two positions that will be swapping will be a Recreation Coordinator, who will be relocated to the Youth Center, and the Recreation Assistant, who will be relocated to the Recreation Office. The funds need to be transferred over to the the Youth Center's Salaries & Benefits account so that the coordinator hourly rate can be charged to the appropriate account.

The Parks & Recreation Department is also requesting to have the funds generated during the Parks & Recreation Spooktacular Festival event on October 31, 2016 to be moved to the Youth Center Special Services Account. Based on various sponsorships, vendor booth registrations and ticket and wristband sales on the day of the event, the profit that was obtained in this event was of \$5,571.00. This is the amount that is being requested to be moved into the Youth Center Special Services Account.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

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: \$10,410.00
BUDGETED: NO
AVAILABLE TO TRANSFER: YES
GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: 100-140, SALARIES & BENEFITS / \$105,560.00
FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):
Please view attached Budget Adjustment Form.

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: YES
CITY/STATE/FEDERAL FUNDS: CITY
TOTAL: \$10,410.00
BUDGETED: NO
AVAILABLE TO TRANSFER: YES
GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: 100-144, SALARIES & BENEFITS / \$593,990.00
FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):
Please view attached Budget Adjustment Form.

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: YES
CITY/STATE/FEDERAL FUNDS: CITY
TOTAL: \$18,320.00
BUDGETED: NO
AVAILABLE TO TRANSFER: YES
GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: 100-145, SALARIES & BENEFITS / \$189,200.00
FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):
Please view attached Budget Adjustment Form.

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: YES
CITY/STATE/FEDERAL FUNDS: CITY
TOTAL: \$10,410.00
BUDGETED: NO
AVAILABLE TO TRANSFER: YES
GL ACCT # & NAME/REMAINING BALANCE BEFORE PURCHASE: 100-147, SALARIES & BENEFITS / \$92,720.00

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

Please view attached Budget Adjustment Form.

Attachments

Budget Adjustment Form



**City of San Luis
Budget Adjustment Form**

Reason for Budget Adjustment:


1. Funds to Re-allocate Salary & Benefits of the Assistant Parks & Rec Director position to Special Services Account of Recreation Department, and to increase PT/Hourly budget for Recreation & Youth Center departments FY2017.
2. Transfer is also needed to swap two positions between Recreation & Youth Center Departments.

Account Number	Account Name	Adopted Budget FY16/17	Budget to be revised (Add to)	Budget to be decreased (taken from)	Amended Budget FY 16-17
100-140	Salaries & Benefits	105,560.00		10,410.00	95,150.00
100-144	Salaries & Benefits	593,990.00		10,410.00	583,580.00
100-145	Salaries & Benefits	189,200.00		18,320.00	170,880.00
100-145-50005	Part-Time/Hourly	11,600.00	3,200.00		14,800.00
100-146	Salaries & Benefits	128,240.00	4,550.00		132,790.00
100-146-50005	Part-Time/Hourly	14,380.00	3,200.00		17,580.00
100-147	Salaries & Benefits	92,720.00		10,410.00	82,310.00
100-145-80005	Special Services	115,000.00	38,600.00		153,600.00
Total			49,550.00	49,550.00	

Department Head

City Manager

Finance Department



 Per KSTL R. Encinas

Date 11/23/10

Date 11/23/16

Date 11/23/2016



AGENDA ITEM REVIEW FORM

Work Session**2. F.****Meeting Date:** 12/07/2016**Department Head:** Sonia Cornelio, City Clerk, City Clerk's Office**Submitted By:** Sonia Cornelio, City Clerk, City Clerk's Office**Action Requested:** Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding Resolution No. 1172. A resolution of the Mayor and City Council of the City of San Luis, Arizona, declaring as a public record that certain document filed with the City Clerk and titled "The City of San Luis Records Management and Retention Policy". **(Sonia Cornelio, City Clerk)**

SUMMARY:

The City Clerk's Office is responsible for the records of the City. The City of San Luis has never adopted a policy for these purposes. Therefore, some of the objectives for implementing this policy is to lead, plan and manage the City's Records Management Program for both main mission and administrative records. The City Clerk's Office works closely and proactively with legal counsel within the City to ensure that records/information assets are managed to ensure government accountability and protect the interests of the public. The policy will ensure records creation, maintenance, use, and disposition in accordance with this guidance and the Arizona Revised Statute §41-151.01 to promote effective records management throughout the City.

RECOMMENDATION / SUGGESTED MOTION:

Discussion only item, no action.

Supporting information not attached to the Agenda Item Review Form:

Supporting information is attached to this Agenda Item Review Form.

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

Fiscal Impact**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** N/A**CITY/STATE/FEDERAL FUNDS:** N/A**TOTAL:** N/A**BUDGETED:** N/A**AVAILABLE TO TRANSFER:** N/A**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 associated with this item.

Attachments

Resolution No. 1172



Resolution

NO. 1172

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND TITLED "THE CITY OF SAN LUIS RECORDS MANAGEMENT AND RETENTION POLICY"

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

Section 1: That a certain document titled Exhibit A-"The City of San Luis Records Management and Retention Policy" and Exhibit B-"Certificate of Records Destruction", three (3) copies of which are on file with the City Clerk, are hereby declared to be a public record of the City of San Luis, Arizona.

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

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

Kay Marion Macuil, City Attorney

**EXHIBIT A
TO
RESOLUTION NO. 1172**

City of San Luis Records Management and Retention Policy

See following pages.

**CITY OF SAN LUIS
RECORDS MANAGEMENT AND RETENTION POLICY**

1. POLICY.

1.1 It is the policy of the City of San Luis (the "City") to facilitate the prompt and orderly disposition of records no longer possessing sufficient administrative, legal or fiscal value to warrant their further retention and to ensure the retention and preservation of records with continuing value for historical or research purposes. In addition, it is the policy of the City to administer a records management program to promote the economic and efficient management of the City's public records.

1.2 This City Records Management and Retention Policy (this "Policy") includes Records Retention and Disposition Schedules that have been approved by the Director of the Arizona State Library, Archives and Public Records and by the San Luis City Council. These schedules are in compliance with the City Code, Arizona Revised Statutes and other Federal, State and local rules and regulations relating to public records. This Policy also includes the procedures for changing or adding to these schedules.

1.3 Pursuant to Arizona Revised Statutes ("A.R.S.") Title 41, Chapter 1, Article 2.1, the City desires to establish and maintain a records management program, create and submit any custom records retention schedules for approval and appoint records managers/coordinators as appropriate. This Policy applies systematic controls and cost reduction principles to the City's records system through the use of the procedures outlined in this Policy and through the application of the authorized retention and disposition schedules. These schedules control the utilization, maintenance and storage of all phases of the life cycle of all records created and accumulated by the City. Compliance with the procedures and with the schedules as required by law.

2. PURPOSE.

2.1 The purpose of this Policy is to (A) provide guidance to City staff relating to records disposition and retention responsibilities under the San Luis City Code, Arizona Revised Statutes and other Federal, State and local rules, regulations and guidelines, (B) ensure the retention and preservation of records with continuing value for historical or research purposes and (C) facilitate the prompt and orderly disposition of records no longer possessing sufficient administrative, legal or fiscal value to warrant their further retention.

2.2 In addition, the purpose of this Policy is to (A) implement a records management program in order to provide better access to information, (B) reduce the costs of recordkeeping by implementing effective and efficient recordkeeping practices and (C) inform pertinent department personnel about their responsibilities as they pertain to records management.

3. APPLICABILITY.

3.1 The policies and procedures set forth herein apply to all records received, created or compiled by officials or employees of the City (including members of the City Council) in the daily conduct of City business and to any and all officials or employees of the City receiving, creating or compiling said records. The records are the property of the State of Arizona pursuant to A.R.S. §41-151.15. It is unlawful to remove them from the files or to destroy them except in accordance with the City Records Retention & Disposition Schedules, as defined in Section 4.2(B).

3.2 City departments should implement their records control and disposal programs in accordance with the guidelines set forth in this Policy. Each Department Director is responsible for ensuring that his or her department is maintaining an up-to-date copy of this Policy and ensuring that the policies and directives set forth are closely followed.

3.3 The cooperation of each department is necessary to keep their active filing systems closely related to the City Records Retention and Disposition Schedules as applicable to the department.

4. REFERENCE.

4.1 Authority.

A. A.R.S. §§13-2407, 38-421, 39-101, and Title 41, Chapter 1, Article 2.1.

B. City of San Luis City Code

C. Rules, Regulations, Standards and Procedures issued by the Arizona State Library, Archives and Public Records.

4.2 Definitions.

A. **ACTIVE RECORDS** - Any data or information that is referred to frequently for various types of transactions. These records are maintained in the office files of each department.

B. **CITY RECORDS RETENTION AND DISPOSITION SCHEDULES** - Records Retention and Disposition Schedules as approved by the Arizona State Library, Public Records and Archives and as declared as public records by the City Council.

C. **CORRESPONDENCE** - Any routine type of records generated in the conduct of daily work such as letters, memoranda, reports, emails and so forth.

D. DEPARTMENT RECORDS CLERK - A City employee who is responsible for the coordination of records and forms management, needs and operations between that department and the Records Center. Each Department Director shall be the Department Records Clerk for his or her corresponding department unless otherwise designated by the City Clerk.

E. DIRECTORY LISTING - All original documents that are assigned a numerical filing number and that are located in the off-site storage facility.

F. DISPOSITION - The action taken at the end of the retention period.

G. FORMS MANAGEMENT - The function that establishes standards for the creation, design, analysis and revision of all forms within an organization and assures that they are designed, produced, utilized and distributed economically and efficiently.

H. INACTIVE RECORDS - Any data or information that is referred to less than once a month. Most inactive records may be disposed of after a specified time period although some records have to be kept permanently for administrative, legal, historical or archival purposes.

I. NON-RECORDS - Items which are outside of the definition of Records which do not require retention, scheduling, authorization to destroy, or the reporting of destruction.

J. NUMERICAL FILING - A number assigned to active/archival original City documents in order to locate them in the off-site storage facility according to the Directory Listing.

K. RECORDS - All books, paper, maps, photographs or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produced or reproduced on file or electronic media pursuant to A.R.S. §41-151.16, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the City or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained in the record and includes records that are made confidential by statute.

L. RECORDS CENTER - An area located in the City Clerk's office which preserves and retains records.

M. RECORDS MANAGER - The individual responsible for the coordination, implementation and maintenance of the records retention and management program for the City. The City Clerk is hereby designated as the Records Manager.

N. RECORDS MANAGEMENT - The creation and implementation of systematic controls for records and information activities from the point where they are created or received through final disposition or archival retention, including distribution, use, storage, retrieval, protection and preservation.

O. RECORDS RETENTION AND DISPOSITION SCHEDULE - A records retention and disposition schedule is a timetable for the management of specific record series. It describes the life cycle of each series listed on it by indicating the retention period of the records and their final disposition (i.e., microfilm, archive, or destruction).

P. RECORDS SERIES - A group of identical or related records which are normally used and filed as a unit and which permit evaluation as a unit for retention scheduling purposes.

Q. RECORDS WITH HISTORICAL VALUE - Records that are deemed to have historical value because they document the history of the City. Such records include, without limitation, 1) minutes of boards, commissions and committees established by statute, resolution, proclamation or ordinance, 2) council minutes, 3) original or "official copies" of formal policy directives and 4) original copy of organization documentation, including charts. Records may also be deemed to have historical value because they document a controversial issue or a program, project, event, or issue that results in a significant change that affects the City, county, or state or that involves prominent people, places, or events, or that resulted in media attention locally, statewide or nationally. These records are permanent and cannot be destroyed.

R. RETENTION - The cycle of a document from creation through its active and inactive life to destruction or permanent preservation.

S. RETENTION PERIOD - The period of time during which records must be kept before they may be disposed of, usually stated in terms of months or years but sometimes expressed as contingencies upon the occurrence of an event (e.g., employee termination, contract closure, etc...).

5. ROLES AND RESPONSIBILITIES.

5.1 Records Manager. The Records Manager is vested with the authority and responsibility for the creation and ongoing implementation of records management.

A. The Records Manager shall:

(1) Establish and maintain an active, continuing program for the economical and efficient management of the public records of the City.

(2) Serve as liaison to the Arizona State Library, Archives and Public Records and ensure the City's compliance with the rules, regulations, standards, and procedures established by the Arizona State Library, Archives and Public Records.

(3) Develop the necessary standards and procedures in the overall field of records management, including the filing and retrieval of active records, records inventory and appraisal, inactive files management and retrieval and the management and control of essential records.

(4) Educate City officials and employees in all areas of records management.

(5) Assist the departments in the establishment and updating of the City Records Retention and Disposition Schedules in conformity with legal, administrative and fiscal constraints and as set forth in Section 7.1 and 7.2.

(6) Establish a forms creation and control program.

B. The Records Manager or designee shall:

(1) Establish and maintain records the City Records Retention and Disposition Schedules on file in the City Clerk's office.

(2) Coordinate the inventory of records with each department.

(3) Review the City Records Retention and Disposition Schedules for each department based upon the information obtained from the Records Inventory Worksheets and amend the City Records Retention and Disposition Schedules accordingly, contingent upon approval by the City Council and the Arizona State Library, Public Records and Archives, as more particularly set forth in Section 7.2.

(4) Receive from Department Records Clerk all boxes of eligible inactive records. Records assigned to the Records Center become the responsibility of the Records Manager.

(5) Keep an accurate record of all original active and archival records in the fireproof filing cabinets, in the electronic document system and in the off-site storage facility according to the Directory Listing.

(6) Dispose of the records located in the Records Center at the end of the retention period in accordance with the City Records Retention and Disposition Schedules.

(7) Assist in the retrieval and re-filing of records that are stored at the Records Center.

(8) Transfer permanent or long term records to the off-site storage facility and track the transfer of such records with a spreadsheet listing the boxes' barcode numbers.

(9) Assist and monitor the document imaging when other departments receive approval for document imaging by creating templates, reviewing scanned records series and keeping track of record series that have surpassed their retention period as set forth in the City Records Retention and Disposition Schedules for deletion from the system.

5.2 Department Records Clerk Each Department Director shall be the Department Records Clerk for his or her corresponding department unless otherwise designated by the City Clerk. The Department Records Clerk shall:

- A. Coordinate all records management activities within the department, including emails.
- B. Inventory and aid in the appraisal of the department records.
- C. Work closely with the Records Manager in the administration of requests for document imaging.
- D. Review on a regular basis the City Records Retention and Disposition Schedules as applicable to that department to determine which records are eligible for transfer to the Records Center.
- E. Box all inactive records pertaining to the department and make arrangements for transfer to the Records Center.

6. RECORDS.

6.1 Inventory. Each Department Records Clerk shall take an inventory of all of the records stored in the department and shall complete the Records Inventory Worksheet in the form attached hereto as Exhibit A and incorporated herein by reference, as may be amended. The record series should be as descriptive as possible. Any special requirement of a particular record series should be noted on the Records Inventory Worksheet. The Department Records Clerk shall submit the completed Records Inventory Worksheet to the Records Manager for review. After the initial inventory, supplemental inventories may be performed as needed or as directed by the Records Manager.

6.2 Records Categories.

A. Records. All documents and documentary material deemed to be records as defined in Section 4.2(K) herein.

B. Non-Records.

1. Non-Records include, without limitation:

- (i) Extra copies of documents preserved only for convenience or reference;
- (ii) Reading, tickler, follow-up, or suspense copies of correspondence;
- (iii) Identical copies of documents maintained in the same file;
- (iv) Extra copies of printed or processed materials (official copies of which are retained by the department of record);

(v) Documents received from other departments that require no action (official copies of which are retained by the originating department);

(vi) Superseded copies of published manuals, other directives and drafts;

(vii) Materials documenting unofficial employee activities (blood drives, charitable funds, social and professional meetings, etc.);

(viii) Routing slips and standard transmittal sheets;

(ix) Incidental working papers, notes and emails;

(x) Preliminary working drafts;

(xi) Blank forms;

(xii) Transcribed stenographic materials;

(xiii) Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record;

(xiv) Correspondence and other drafts of short-term importance that, after action has been completed, have no future use.

(xv) Reproduction materials such as stencils, mimeograph masters, offset plates, etc.

(vxi) Physical exhibits, artifacts and material objects lacking documentary value;

(xvii) Library or museum materials made or acquired solely for reference or exhibition purposes; and

(xviii) Stocks of publications or documents intended for sale or distribution to interested persons.

(2) Non-records may attain the status of records in certain circumstances as determined by the Records Manager. Examples of this include (i) transmittal slips that have acquired record status because they serve to significantly clarify the document or documents being transmitted; (ii) multiple copies that have attained the status of records because each is serving a separate and distinct program purpose or if they are maintained in different filing systems; or (iii) published codes that have become records through their adoption by the City. The Department Records Clerk shall consult with the Records Manager to determine whether a material should be designated as a record or non-record.

(3) Non-records generally shall not be interfiled with official records.

C. Records with Historical or Archival Value. Certain records that are created, compiled and maintained in the departments have long-term research and reference value. These records should be designated as permanent and should be transferred to the City off-site storage facility or the Arizona State Library archives, as applicable, for preservation as soon as their active role is over according to A.R.S. §39-101. All records within the departments should be appraised to determine if they have historical value. Working in close association with City Clerk staff, the Department Records Clerk shall assess which records have historical significance and to determine when such records can be classified as inactive and thus be transferred to the City off-site storage facility or the Arizona State Library archives, as applicable. The Records Manager or designee retains the final decision in the City as to whether such records should be designated as permanent. Records with historical value include, without limitation:

(1) Minutes of boards, commissions and committees established by statute, resolution, proclamation or ordinance.

(2) City Council meeting minutes.

(3) Original or "official copies" of formal policy directives.

(4) Original Copy of organizational documentation including charts.

(5) Records documenting a historic or landmark event.

7. PROCEDURE FOR RETENTION, DISPOSITION AND DESTRUCTION OF RECORDS.

7.1 City Records Retention and Disposition Schedules. The City Records Retention and Disposition Schedules are on file with the City Clerk and may be amended from time to time in accordance with approval from the Arizona State Library, Public Records and Archives.

7.2 Amendments to Retention and Disposition Schedule. The Records Manager shall review the City Records Retention and Disposition Schedules at least annually to determine whether changes need to be made. If the Records Manager desires to amend the City Records Retention and Disposition Schedules, the City Council shall approve the amended schedules by resolution, declaring the amended schedules as public record, and the amended, approved schedules shall be submitted to the Arizona State Library, Public Records and Archives. Requests for custom amendments to the City Records Retention and Disposition Schedules must be submitted in writing to the Records Manager and are subject to approval by the Director of the Arizona State Library, Archives and Public Records.

7.3 Records Disposition. Final disposition of records is prescribed by the City Records Retention and Disposition Schedules.

7.4 Records on Approved Schedule.

A. Only official records are put on the City Records Retention and Disposition Schedules.

B. Records should be retained in the originating department in accordance with City Records Retention and Disposition Schedules until they are no longer in active use. Generally, records must be referred to more than once a month to be considered active records. When records are referred to so seldom as to make their continued retention by originating department impractical, they are considered to have become inactive and should be transferred to the Records Center for appropriate disposition.

C. Usually records retained for three years or less should be held in the originating department until they are no longer active and then they should be transferred to the Records Center for appropriate disposition.

D. Records which have been determined to be of historical or archival value in accordance with Section 6.2(C) shall be transferred to the City off-site storage facility or the Arizona State Library archives, as applicable, as soon as administratively advisable per A.R.S. §39-101.

E. Records which must be retained longer than ten years and which have no archival value should be microfilmed and the hard copies destroyed, provided, however, that approval from the Director of the Arizona State Library, Archives and Public Records, pursuant to A.R.S. §41-151.16 must be obtained first.

7.5 Surveillance (Security) Storage Media.

A. Surveillance Recordings - Including, but not limited to, Closed Circuit TV (CCTV) recordings of building exteriors / lobbies / other areas open to the general public.

B. Law Enforcement Recordings - Law enforcement recordings are audio and video records created by law enforcement for investigative purposes. This definition does not include law enforcement created recordings addressed by their retention schedules.

C. Evidentiary Recordings - These recordings have been determined to have content relevant to an investigation or prosecution.

D. Non-Evidentiary Recordings - All other law enforcement recordings.

7.6 Indexing; Document Imaging. The Records Manager or designee shall be responsible for indexing the minutes, ordinances, resolutions, contracts, agreements, deeds, pending agenda items, referred items and any other item concerning the actions of the City Council. Each department shall ask the Records Manager for assistance in any document imaging requests. Final approval is necessary from the Arizona State Library, Archives and Public Records prior to scanning documents in accordance with a document imaging implementation program pursuant to A.R.S. §41-151.16.

The Records Manager or designee shall have access to all departments' files for monitoring purposes of document imaging according to the City Records Retention and Disposition Schedules.

7.7 Active Records Filing. The Department Records Clerk shall work closely with City Clerk staff in setting up an efficient active records filing system and shall monitor changes made in filing systems to maintain compliance with the applicable City Records Retention and Disposition Schedules.

7.8 Preparing Records for Storage.

A. The Department Records Clerk shall prepare all inactive records in his or her department for transfer to the Records Center for appropriate disposition. In preparing the records for transfer, the Department Records Clerk shall establish that all such records are records, as opposed to non-records, and are being retained in accordance with this Policy and the rules, regulations, standards and procedures approved by the Arizona State Library, Archives and Public Records.

B. The Department Records Clerks shall pack all inactive records to be transferred in storage boxes in the same order in which they were kept in the active records file. All labels, serial numbers, file dividers and indexes shall be included with the records to maintain the integrity of the file. Each box shall contain only those records sharing the same destruction date.

7.9 Transferring Records to the Records Center.

A. The Department Records Clerk shall deliver all completed storage boxes to the Records Manager. Each box will be stored in the corresponding location until the expiration of the retention period, at which time it will be processed for destruction. In no event shall boxes be delivered to the Records Center without being checked in by the Records Manager or designee.

B. Only the Magistrate Court and Police Department shall store inactive records at the department until the Retention Period has passed. The Police Department Director shall arrange the transfer of the records to the Records Center at the discretion of the Records Manager when they are ready for destruction. The Police Department Director shall complete the Arizona State Library, Archives and Public Records Certificate of Records Destruction, in the form attached hereto as Exhibit B and incorporated herein by reference, as may be amended, and shall transfer for all inactive boxes with the Certificate of Records Destruction. Once approved by the Records Manager, the records will be slated for destruction.

7.10 Retrieving Records from the Records Center.

A. If a department needs to retrieve records from boxes stored at the Records Center or the off-site storage facility, the Department Records Clerk or designee shall contact the Records Manager or designee. Only the Records Manager or designee may retrieve records from the Records Center.

B. All architectural/engineering plans and specifications shall be transferred to the Records Center and shall be kept until their retention period expires in accordance with the City's Records Retention and Disposition Schedules.

7.11 Preparing Records for Disposition.

A. Records retained in the originating department for the duration of the retention period should be sent to the City Records Center for destruction at the end of the retention period as prescribed by the City Records Retention and Disposition Schedules.

B. Records stored at the Records Center or at the off-site storage facility will be pulled for destruction at the expiration of their scheduled retention period, and if feasible and necessary in the sole discretion of the Records Manager, the Records Manger or designee will notify the originating department of the impending destruction. The records will be held for 15 working days after the records are pulled unless information is provided to support a change in the retention period of a particular document or record series, including without limitation the reason set forth in Section 7.11(C). The originating department is responsible for notifying the Records Manager if a record should not be destroyed as scheduled or if the records scheduled for destruction fall under the Federal Privacy of Information Act and require destruction by shredding or other approved permanent method of destruction.

C. Scheduled destruction of records will be delayed for reasons such as court orders, litigation, audits, changes in the prescribed retention period or when there is a probability of litigation, each involving the records or requiring their use, or if the records may be required for legal discovery or ongoing audit purposes.

D. The Department Records Clerk shall report the destruction of records by completing a Certificate of Records Destruction, in the form attached hereto as Exhibit B. The Certificate of Records Destruction shall be approved and signed by the Records Manager or designee and it shall be mailed to the Arizona State Library, Archives and Public Records. A copy will be filed in the City Clerk's office and retained for one (1) year.

E. All records on document imaging system whose retention periods have expired will be noted on the Arizona State Library, Archives and Public Records Certificate of Records Destruction, in the form attached hereto as Exhibit B.

7.12 Methods of Disposition. Disposition may consist of any of the following:

- A. Destruction by shredding, pulping, or other approved permanent methods.
- B. Archival retention in accordance with Section 6.2(C).
- C. Micrographic reproduction with destruction of originals.
- D. Micrographic reproduction with archival retention of originals.
- E. Electronic/digital reproduction with destruction of originals.
- F. Electronic/digital reproduction with archival retention of originals.

7.13 In-House Records Destruction. The Department Records Clerk or the Records Manager or designee shall screen the documents from the inactive records boxes for confidential material, such as social security numbers, bank account numbers, etc. Once approved for destruction by the Records Manager, all boxes from Human Resources, Legal and Police Department shall be shredded by the department or via the Records Manager.

7.14 Outsourced Record Destruction. For documents not destroyed in house, the Records Manager shall confirm that those records are to be destroyed and shall submit these records for destruction to the appropriate vendor. Upon destruction, the vendor shall provide the Records Manager with an Affidavit of Destruction.

8. FORMS.

8.1 Forms Management. Forms management is the centralized and systematic control of forms, including design, utilization, revision and stocking of the forms.

A. To avoid the pitfalls associated with the utilization of poorly designed forms, each department shall work in close association with the Department Records Clerk and City Clerk staff in developing an efficient and cost-effective forms management program.

B. In developing and maintaining an efficient forms management program, the Department Records Clerk shall:

- (1) Analyze the forms currently in use in the department in relation to their costs;
- (2) Eliminate the use of forms that have ceased to serve a useful purpose;
- (3) Redesign current forms and design new forms in a manner that will help achieve a maximum efficiency and usefulness;
- (4) Consolidate forms with substantially the same informational content or similar uses;

- (5) Eliminate extra copies of forms that are not routinely used or are needless; and
- (6) Identify the most economical and efficient methods for the printing, storage and distribution of forms.

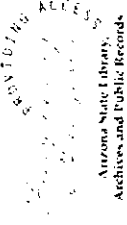
**EXHIBIT B
TO
CITY OF SAN LUIS
RECORDS MANAGEMENT AND RETENTION POLICY**

Certificate of Records Destruction

See following page



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE
Joan Clark, State Librarian & Director



ARCHIVES AND RECORDS MANAGEMENT

INSTRUCTIONS

Use this form *ONLY* for records that were destroyed and were on a current approved Retention Schedule.

1. In the top section enter the name of your Agency or Public Body, and include any subdivision breakdown for division, department or unit.
2. List the Record Series titles associated with the destruction using the exact record series name(s) found on the approved Retention Schedule being following.
3. Enter either the schedule number or approved date for the Retention Schedule you are following to determine eligibility for destruction.
4. Enter the item number from the authorized schedule you are following.
5. Enter the earliest date of records you are requesting to destroy under the *Records Start Date* column and the latest date for the records you are requesting to destroy under the *Records End Date* column.
6. Enter the format of the records to be destroyed under the *Format: Paper, Digital, Microfilm* column.
7. Enter the amount of records being destroyed under the *Number of Files, Boxes, Reels or Electronic File Size* column.
8. If additional pages are needed for reporting, please save and print the form and fill in the corresponding page numbers at the top of the form.
9. At the bottom of the form enter the Agency or Public Body name, date on which the records were destroyed, and the printed and signed name of the individual who actually performed or arranged with a contracted vendor for the destruction of the records.
10. Mail or e-mail the original completed form to the Arizona State Library, Archives, and Public Records, Records Management Center. Fax copies are acceptable only if the received fax is legible.

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>
Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov



AGENDA ITEM REVIEW FORM

Work Session**2. G.****Meeting Date:** 12/07/2016**Department Head:** Sonia Cornelio, City Clerk, City Clerk's Office**Submitted By:** Sonia Cornelio, City Clerk, City Clerk's Office**Action Requested:** Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding Ordinance No. 360. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the City Code of the City of San Luis, amending Chapter 37, adopting the City of San Luis Records Management and Retention Policy, repealing any conflicting provisions; and providing for severability. **(Sonia Cornelio, City Clerk)**

SUMMARY:

The City Clerk's Office is responsible for the records of the City. The City of San Luis has never adopted a policy for these purposes. Therefore, some of the objectives for implementing this policy is to lead, plan and manage the City's Records Management Program for both main mission and administrative records.

The City Clerk's Office works closely and proactively with legal counsel within the City to ensure that records/information assets are managed to ensure government accountability and protect the interests of the public. The policy will ensure records creation, maintenance, use, and disposition in accordance with this guidance and the Arizona Revised Statutes §41-151.01 to promote effective records management throughout the City.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

Supporting information not attached to the Agenda Item Review Form:

Supporting information is attached to this Agenda Item Review Form.

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

Fiscal Impact**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** N/A**CITY/STATE/FEDERAL FUNDS:** N/A**TOTAL:** N/A**BUDGETED:** N/A**AVAILABLE TO TRANSFER:** N/A**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):**

N/A

Attachments

Ordinance No. 360



Ordinance

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

NO. 360

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, AMENDING THE CITY CODE OF THE CITY OF SAN LUIS, AMENDING CHAPTER 37, ADOPTING “THE CITY OF SAN LUIS RECORDS MANAGEMENT AND RETENTION POLICY”, REPEALING ANY CONFLICTING PROVISIONS; AND PROVIDING FOR SEVERABILITY

WHEREAS, the Mayor and Council of the City of San Luis have determined that it is in the best interest of the citizens of the City of San Luis to establish a written policy for the management, retention, preservation, disposition and destruction of the City’s public records.

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

SECTION 1: The above recital is hereby incorporated as if fully set forth herein.

SECTION 2: That a certain document known as “The City of San Luis Records Management and Retention Policy”, three copies of which are on file with the City Clerk of the City of San Luis, Arizona, which document was made a public record by Resolution No. 1172 of the City of San Luis, Arizona, is hereby referred to, adopted, and made a part hereof as if fully set out in this ordinance. Chapter 37, titled “City Policies” is hereby amended to add Section 37.10 et. seq. as “The City of San Luis Records Management and Retention Policy.”

SECTION 3: The Mayor, City Manager, City Clerk and City Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this ordinance.

SECTION 4: 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 5: If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

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

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

Kay Marion Macuil, City Attorney



AGENDA ITEM REVIEW FORM

Work Session**3. A.****Meeting Date:** 12/07/2016**Department Head:** Kay Macuil, City Attorney, Attorney's Office**Submitted By:** Kay Macuil, City Attorney, Attorney's Office**Action Requested:** Discussion Item - No Action to be Taken**ITEM:**

Discussion on any and all matters regarding a software for the City Attorney's office called Time Matters. **(Kay Marion Macuil, City Attorney and Time Matters Representative).**

SUMMARY:

Presentation highlighting the features of the software, Time Matters, for the City Attorney's Office. The City Attorney will be proposing software infrastructure for the next fiscal year.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

Supporting information not attached to the Agenda Item Review Form:

Screen presentation not attached to this Agenda Item Review Form

Document to be Recorded?: No

N/A

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: N/A

CITY/STATE/FEDERAL FUNDS: N/A

TOTAL: N/A

BUDGETED: N/A

AVAILABLE TO TRANSFER: N/A

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 is a discussion item only at this time. Final prices will be presented during the budgeting process for the fiscal year 2017-2018.



AGENDA ITEM REVIEW FORM

Work Session**3. B.****Meeting Date:** 12/07/2016**Department Head:** Sonia Cornelio, City Clerk, City Clerk's Office**Submitted By:** Sonia Cornelio, City Clerk, City Clerk's Office**Action Requested:** Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding the construction of a domestic violence shelter in the City of San Luis. **(Council Member Maria Cecilia Ramos and John Starkey, Planning & Zoning Director)**

SUMMARY:

Council Member Maria Cecilia Ramos requested that this item be placed on the Agenda for discussion at the Work Session for December 7, 2016. The South Yuma County Domestic Violence Coalition and Pueblo Housing & Community Development, a 501(c)(3) nonprofit, are working together to address domestic violence in the City of San Luis. The goal is to build homes for fundraising purposes. At this time, they have reserved a lot, and they have an agreement with a general contractor to provide services at cost, and they are seeking out subcontractors and realtors to provide their services at cost. As is already known, the grant funds are scarce. Therefore, they hope to raise the matching (down payment) funds to acquire the bank loan to build a future multi-unit location to serve those going through domestic violence. They are requesting support from the City Council to waive permits, connection fees, inspection fees, development fees, impact fees and plan review. With your commitment and support we will address domestic violence that is currently on the rise in our community.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

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:	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 associated with this item at the moment. This is a discussion item only, no action. City fees are a few thousand dollars.



AGENDA ITEM REVIEW FORM

Work Session**3. C.****Meeting Date:** 12/07/2016**Department Head:** Sonia Cornelio, City Clerk, City Clerk's Office**Submitted By:** Sonia Cornelio, City Clerk, City Clerk's Office**Action Requested:** Discussion Item - No Action to be Taken**ITEM:**

Discussion on any and all matters regarding additional road access to Los Alamos Subdivision from County 19th Street through 10th Avenue. **(Council Member Maria Cecilia Ramos and Eulogio Vera, Public Works Director)**

SUMMARY:

Council Member Maria Cecilia Ramos requested that this item be placed on the Agenda for discussion at the Work Session for December 7, 2016.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

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: 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 associated with this item at the moment. This item is for discussion only, no action.



AGENDA ITEM REVIEW FORM

Work Session**3. D.****Meeting Date:** 12/07/2016**Department Head:** Sonia Cornelio, City Clerk, City Clerk's Office**Submitted By:** Sonia Cornelio, City Clerk, City Clerk's Office**Action Requested:** Discussion Item - No Action to be Taken

ITEM:

Discussion on any and all matters regarding making art with used tires. **(Council Member Maria Cecilia Ramos and Eulogio Vera, Public Works Director)**

SUMMARY:

Council Member Maria Cecilia Ramos requested that this item be placed on the Agenda for discussion at the Work Session for December 7, 2016.

RECOMMENDATION / SUGGESTED MOTION:

Discussion item only, no action.

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: 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 associated with this item at the moment. This item is for discussion only.

Attachments

Tire Art 1

Tire Art 2

Tire Art 3

Tire Art 4







