



## **NOTICE OF REGULAR COUNCIL MEETING**

In accordance with §38-431.01 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the Members of City Council and to the general public that the Mayor and Council of the City of San Luis, Arizona will hold a Regular City Council meeting at 7:00 p.m., Wednesday, December 13, 2017. The meeting will take place at the City Council Chambers, located at 1090 E. Union Street, San Luis, Arizona, 85349. Everyone from the public is invited to attend the open meeting.

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

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

THIS NOTICE IS GIVEN BY:

/s/ Sonia Cornelio, City Clerk

## **AVISO DE JUNTA REGULAR**

De acuerdo con los Estatutos del Estado de Arizona A.R.S. §38-431.01, se le informa a los miembros del Cabildo y al público en general que el Alcalde y el Cabildo, tendrán una Junta Regular a las 7:00 p.m., el día Miercoles 13 de Diciembre del 2017. 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**  
**Regular Meeting**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**San Luis, AZ 85349**  
**December 13, 2017**  
**7:00 p.m.**

**PLEASE TAKE NOTICE THAT MEMBERS OF THE CITY COUNCIL WILL ATTEND EITHER IN PERSON, TELEPHONE, OR VIDEO CONFERENCE COMMUNICATION. THE MAYOR OR ACTING MAYOR FOR THIS MEETING MAY CHANGE THE ORDER OF THE ITEMS; IF AUTHORIZED BY LAW AND BY A MAJORITY VOTE OF A QUORUM OF CITY COUNCIL MEMBERS PRESENT, AN EXECUTIVE SESSION WILL BE HELD IMMEDIATELY FOLLOWING THE VOTE IN ACCORDANCE WITH A.R.S. §38-431.03(A) AND THE MEETING WILL BE TEMPORARILY RECESSED WHILE THE CITY COUNCIL RETIRES TO EXECUTIVE SESSION WHICH WILL NOT BE OPEN TO THE PUBLIC.**

1. **CALL TO ORDER/ROLL CALL 7:04 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION**
4. **PRESENTATIONS**
  4. A. Presentation of recognition plaque to Antonio Carrillo for his hard work and dedication during the 2017 San Luis Film Festival. **(Lizandro Galaviz, Director of Parks & Recreation)** **Presentation Done**
  4. B. Presentation of retirement recognition to Mr. Gerardo Munoz for his 14 years of service to the City of San Luis. **(Lizandro Galaviz, Director of Parks & Recreation)** **Continued to the Next Scheduled Meeting**
5. **CONSENT AGENDA**

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

  5. A. **MINUTES OF** **Approved**
    - Work Session held September 6, 2017
    - Regular Council meeting held September 13, 2017

**5. B. DISBURSEMENTS FROM NOVEMBER 13, 2017 THROUGH DECEMBER 13, 2017** **Approved**

Total Disbursements \$1,254,441.86

(One Million, Two Hundred Fifty-Four Thousand, Four Hundred Forty-One Dollars and Eighty-Six Cents)

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

- 6. A.** Discussion and possible action on any and all matters regarding a request for the creation of city employee position of Court Interpreter. **(Kristin McManus, City Magistrate)** **Continued to the Next Scheduled Meeting**
- 6. B.** Discussion and possible action on any and all matters regarding the approval of the organizational audits and assessments contract for the San Luis Police Department by LD Consulting, LLC. **(Richard Jessup, Acting Chief of Police)** **Approved**
- 6. C.** Discussion and possible action on any and all matters regarding Resolution No. 2019. A resolution of the Mayor and City Council of the City of San Luis, Arizona, directing and authorizing the street name change of First Avenue to William Brooks Avenue. **(Mayor Gerardo Sanchez & Tadeo A. De La Hoya, City Manager)** **Approved**
- 6. D.** Public Hearing followed by discussion and possible action on any and all matters regarding a surcharge on residents of San Luis Lane between 5th and 6th Avenues for additional infrastructure to increase circulation of water. **(Eulogio Vera, Director of Public Works)** **Public Hearing Held/Approved**
- A. Open Public Hearing
    - 1. Staff presentation
    - 2. Call to the public on this item only
  - B. Close Public Hearing
  - C. Action on Surcharge
- 6. E.** Discussion and possible action on any and all matters regarding First Reading of Ordinance No. 375. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending subsection 51.12(C) of City Code, rates and charges for sewage collection and disposal rates and charges by amending provisions regarding liens and provisions for enforcement of liens; repealing any conflicting provisions; and providing for severability. **(Jorge Perez, Billing & Collections Manager)** **Approved**
- A. Approval of First Reading of Ordinance No. 375 by title only  
(City Clerk to read Ordinance by title only)
- 7. SUMMARY OF CURRENT EVENTS** **Informational Update**  
Events by Mayor, Council Members and/or City Manager pursuant to A.R.S. §38-431.02 (K).

**8. CALL TO THE PUBLIC**

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

**No Legal  
Action  
Permitted**

**9. ADJOURNMENT 8:21 p.m.**



## PRESENTATION

### Regular City Council Meeting

4.A.

Meeting Date: 12/13/2017

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#### Presentation Topic/Summary:

Presentation of recognition plaque to Antonio Carrillo for his hard work and dedication during the 2017 San Luis Film Festival. (**Lizandro Galaviz, Director of Parks & Recreation**)

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## PRESENTATION

### Regular City Council Meeting

4.B.

Meeting Date: 12/13/2017

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Presentation Topic/Summary:

Presentation of retirement recognition to Mr. Gerardo Munoz for his 14 years of service to the City of San Luis. **(Lizandro Galaviz, Director of Parks & Recreation)**

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## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5.A.

Meeting Date: 12/13/2017

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#### Summary

#### **MINUTES OF**

- Work Session held September 6, 2017
  - Regular Council meeting held September 13, 2017
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#### Attachments

9/6/2017 WS

9/13/2017 RCM

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**MINUTES**  
**Work Session**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**September 6, 2017**  
**7:00 p.m.**

**1. CALL TO ORDER/ROLL CALL:** Mayor Gerardo Sanchez called the Work Session to order at approximately 6:35 p.m.

**PRESENT:** Mayor Gerardo Sanchez  
Vice-Mayor Matias Rosales  
Council Member Ruben Walshe-arrived at 7:09 p.m.  
Council Member Maria Cecilia Ramos  
Council Member Africa Luna-Carrasco  
Council Member Mario Buchanan Jr.

**ABSENT:** Council Member Gloria Torres

**OTHERS PRESENT:** Tadeo A. De La Hoya, City Manager  
Sonia Cornelio, City Clerk  
Kay Marion Macuil, City Attorney  
Angel Ramirez, Fire Department  
Carlos Cortes, Assistant Director of Finance  
Eulogio Vera, Director of Public Works  
Glenn Gimbut, Assistant City Attorney  
Hank Green, Fire Chief  
Jenny Torres, Economic Development Manager  
Jonathan Dumadag, IT Department  
Jorge Mungaray, IT Department  
Jorge Perez, Billing & Collections Manager  
Jose Guzman, Acting Director of Planning & Zoning  
Jesus Meza, Acting Director of Parks and Recreation  
Kristin McManus, Magistrate  
Laura Herrera, Assistant to Council / PIO  
Lizandro Galaviz, Director of Parks and Recreation  
Manuel Rojas, Assistant Director of Public Works  
Olivia Jenkins, Director of Human Resources  
Ralph Velez, City Consultant  
Richard Jessup, Acting Chief of Police

Joselyn Medina, Visitor  
Diane Umphress, Amberly's Place  
Cesar Neyoy, Bajo El Sol  
Lucy Lopez, San Luis AZ News

## **2. AGENDA ITEMS:**

### **2. A. Discussion and possible directions to staff on any and all matters regarding an update on the status of current utility rates and the analysis conducted by Economists.com for forecasted utility rates to fund future capital improvement projects. (Mr. Dan Jackson, Economists.com, Eulogio Vera, Director of Public Works, Jorge Perez, Billing and Collections Manager)**

Mr. Dan Jackson, Willdan Financial Services formerly Economist.com, informed that the City and his firm engaged to do a water and waste water rate study and long term financial plan for the city. He stated that this presentation is provide an update on the preliminary result this study. He explained that his is just an information presentation and decision will be done during this meeting. He mentioned a rate study and plan does not automatically means increases. Mr. Jackson made a power point presentation which is in file with the complete agenda packet filed in the City Clerk's Office.

### **2. B. Discussion and possible directions to staff on any and all matters regarding waiver of city fees associated with construction of a house the proceeds of which will be used towards a domestic violence safe house in the City of San Luis, Arizona. (Augustin Tumbaga, Jr., Director of the Non-Profit, Pueblo Housing and Community Development)**

Mr. Agustin Tumbaga Jr., Director of Pueblo Housing and Community Development, informed that this agreement will be to waive city fees associated with the construction of home that will be built. He stated that 100% of the profit from the sale of the house will go towards the funding for the construction of a domestic violence safe house in the City of San Luis. He explained that it will be 100% after paying all the bills. He mentioned that Pueblo Housing and Community Development has been obtaining material at cost. Furthermore, Mr. Tumbaga informed that the contract states that if the safe house is not constructed within the next five-years, then the fees will be paid back to the city.

Mayor Gerardo Sanchez thanked Mr. Tumbaga for his support on this project especially because 100% of the proceeds from the sale of this home will go towards a great cause.

Vice-Mayor Maria Cecilia Ramos thanked Mr. Tumbaga for supporting the coalition. She stated that the coalition needs the support from the city by waiving the construction fees. She stated that this house is very much needed as domestic violence has been increasing in the last years. She informed that this safe house not only going to be for San Luis, but will also serve South County and it will be located in San Luis, Arizona.

**2. C. Discussion and possible directions to staff on any and all matters regarding Memorandum of Understanding with Wizard Education for Field Internship Training of paramedic students. (Hank Green, Fire Chief)**

Mr. Hank Green, Fire Chief, informed that this contract is to provide field internship training for paramedic students. He added that the City will provide qualified preceptors and on-vehicle experience at no charge to Wizard Education. Also, the San Luis Fire Department will provide a training coordinator with any criteria, conditions, or stipulations which will limit or direct the student's "ride-along" experience.

Mayor Gerardo Sanchez stated that will always support internships of any kind.

Vice-Mayor Maria Cecilia Ramos asked if this training only for students considering to become a firefighter or paramedics.

Mr. Green replied that this training is for students already enrolled in the paramedic education program.

**2. D. Discussion and possible directions to staff on any and all matters regarding the authorization to award South Yuma County Landfill the city's landfill services for Fiscal Year 2017-2018 and ratification of the same. (Manuel Rojas, Assistant Director of Public Works)**

Mr. Manuel Rojas, Assistant Director of Public Works, informed that this contract has an increase of \$2.25 increase on a tonnage. He added that the current rate is competitive and in one of the lowest in the area. Staff is requesting ratification to the rate agreement for landfill invoices from July1, 2017 to present.

Mayor Gerardo Sanchez asked if staff budgeted for this service.

Mr. Rojas replied that staff budgeted \$315,000.00 for fiscal year 2017-2018, this is based on last year tonnage and a 3% increase based on the Arizona Department of Environmental Quality fee.

**2. E. Discussion and possible directions to staff on any and all matters regarding recommendation of a Special Event Liquor License application to the Arizona Department of Liquor Licenses and Control to authorize San Luis FRONTERA Rotary Club to sell alcohol on Friday, September 29, 2017 during the Mexican Baseball Fiesta event in which the Naranjeros de Hermosillo will play against the Aguilas de Mexicali. (Alicia Muñoz Castillo, President of the San Luis FRONTERA Rotary Club & Louie Galaviz, Parks & Recreation Director)**

Mr. Lizandro Galaviz, Director of Parks and Recreation, informed that San Luis FRONTERA Rotary Club will be selling alcohol during the Mexican Baseball Fiesta to be held September 29, 2017.

**2. F. Discussion and possible directions to staff on any and all matters regarding the renaming of the Moctezuma Park, located on 467 Juan Sanchez Blvd, San Luis, Arizona, to PPEP Park. (Lizandro Galaviz, Parks & Recreation Director)**

Mr. Lizandro Galaviz, Director of Parks and Recreation, that

2. G. Discussion and possible directions to staff on any and all matters regarding approval of Resolution No. 2004. A resolution of the Mayor and the Council of the City of San Luis, Arizona, to approve an Addendum to the Intergovernmental Agreement between the City of San Luis and Yuma County for the purpose of providing mandatory weekend and holiday court services for the San Luis Municipal Court. (Kristin McManus, Municipal Court Judge)

2. H. Discussion and possible directions to staff on any and all matters regarding approval of Resolution No. 2005. A resolution of the Mayor and Council of the City of San Luis, Arizona, approving the continuation of an Intergovernmental Agreement (IGA) between the City of San Luis and the Superior Court in Yuma County for the purpose of providing a field trainer for Fiscal Year 2017-2018. (Kristin McManus, Municipal Court Judge)

2. I. Discussion and possible directions to staff on any and all matters regarding a Notice of Intent of a possible surcharge on San Luis Lane between 5<sup>th</sup> and 6<sup>th</sup> Avenues for water service. (Kay Marion Macuil, City Attorney)

2. J. Discussion and possible directions to staff on any and all matters regarding re-appointment or appointment of directors to the San Luis Municipal Property Corporation. (Kay Marion Macuil, City Attorney)

2. K. Discussion and possible directions to staff on any and all matters regarding renewal of the subscription to Westlaw for a 5-year contract. (Kay Marion Macuil, City Attorney)

2. L. Discussion and possible directions to staff on any and all matters regarding the agreement with Greater Yuma Economic Development Corporation for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)

2. M. Discussion and possible directions to staff on any and all matters regarding the contribution to the Greater Yuma Port Authority, Inc. for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)

2. N. Discussion and possible directions to staff on any and all matters regarding the dues to Yuma Metropolitan Planning Organization (YMPO) for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)

2. O. Discussion and possible directions to staff on any and all matters regarding the Memorandum of Understanding with the Humane Society of Yuma for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)

2. P. Discussion and possible directions to staff on any and all matters regarding Resolution No. 2006. A resolution of the Mayor and Council of the City of San Luis, Arizona approving a contribution to transit fund for the Yuma County Area Transit (YCAT) public transportation services. (Tadeo A. De La Hoya, City Manager)

2. Q. Discussion and possible directions to staff on any and all matters regarding the contract with Ramirez Advisors Inter-National, LLC for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)

2. R. Discussion and possible direction to staff on any and all matters regarding the contract with Amberly's Place, Inc. for fiscal year 2017-2018. (Tadeo A. De La Hoya, City Manager)

2. S. Discussion and possible directions to staff on any and all matters regarding the proposed agreement with Portable Practical Education Preparation, Inc. (PPEP) for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)

2. T. Discussion and possible directions to staff on any and all matters regarding the contract with Yuma Community Food Bank for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)

2. U. Discussion and possible directions to staff on any and all matters regarding approval of a contract for the ComicCon event in San Luis, Arizona for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)

2. V. Discussion and possible directions to staff on any and all matters regarding the contract with Gethsemani Food Ministry for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)

### **3. DISCUSSION ITEMS:**

**3. A. Discussion and possible directions to staff on any and all matters regarding procedures for Model Homes. (Jose A. Guzman, Acting Planning and Zoning Director)**

**3. B. Discussion and possible directions to staff on any and all matters regarding a possible text amendment to the City of San Luis Zoning Regulations to amend the provisions for side yard setbacks for R1-6 Zoning District. (Jose A. Guzman, Acting Planning and Zoning Director)**

**3. C. Discussion and possible direction to staff on any and all matters regarding starting a Youth Advisory Council program in the City of San Luis. (Vice-Mayor Maria Cecilia Ramos)**

**3. D. Discussion and possible directions to staff on any and all matters regarding "In God We Trust-America, Inc." (Vice-Mayor Maria Cecilia Ramos)**

**4. ADJOURNMENT**

**MINUTES**  
**Regular Council Meeting**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**September 13, 2017**  
**7:00 p.m.**

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

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

**OTHERS PRESENT:** Tadeo De La Hoya, City Manager  
Sonia Cornelio, City Clerk  
Aracely De La Hoya, Senior Services Manager  
Aurora Leon,  
Axel Chaira, I.T. Technician  
Carlos Cortes, Assistant Finance Director  
Eulogio Vera, Director of Public Works  
Francia Alonso, Administrative Coordinator  
Hank Green, Fire Chief  
Jenny Torres, Director of Economic Development  
Jorge Mungaray, I.T. Technician  
Jorge Perez, Billing & Collections Manager  
Jesus Meza, Assistant Parks & Recreation Director  
Kay Macuil, City Attorney  
Manuel Rojas, Assistant Public Works Director  
Marco Santana, Police Department  
Olivia Jenkins, Director of Human Resources  
Ralph Velez, City Consultant  
Ric Bauermann, Fire Department  
Antonio Carrillo, Resident  
Cesar Neyoy, Reporter  
Diane Umphress, Amberly's Place

Eduardo Garcia, Factor Sales  
Francisca Guzman, Translator  
John Starkey, Visitor  
Joselyn Medina, Resident  
Juan Manuel Guerrero, Judge  
Lucy Lopez, Reporter  
Pamela Green, Visitor

## **2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Council Member Gloria Torres.

## **3. INVOCATION**

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

## **4. PRESENTATIONS**

**4. A. Presentation and recognition of the 2017 - 1st and 2nd Quarter Awardees by the Employee Recognition and Awards Program for their outstanding work with the City of San Luis. (Sgt. Marco Santana, Janet Taylor, ERAP Committee Chairs)**

Item 4. A. was continue to the next scheduled meeting.

## **CALL TO THE PUBLIC**

Mayor Gerardo Sanchez moved Call to the Public to be next on the agenda; there was no opposition from the City Council. He clarified that call to the public is just for comments as nothing can be discussed due to not being a lined item for discussion on the agenda and added that staff can be directed.

Mr. Omar Heredia, Advising Student Services Coordinator at Arizona Western College, invited Mayor, City Council and staff to participate and attend the San Luis Educational Family Event at the San Luis Learning Center on October 4th.

**4. B. Presentation of the San Luis Fire Department's two (2) new ambulances and ambulance fleet. (Hank Green, Fire Chief)**

Mr. Hank Green, Fire Chief, provided a PowerPoint presentation on the two (2) new ambulances and ambulance fleet. Mr. Green thanked Mayor and Council for investing in the new ambulances.

Mayor Gerardo Sanchez thanked Chief Green and the Fire Department for providing services to the City.

## **5. CONSENT AGENDA**

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

- June 7, 2017 Special City Council meeting
- June 7, 2017 Work Session

### **5.B. DISBURSEMENTS FOM AUGUST 12, 2017 THROUGH AUGUST 31, 2017**

Total Disbursements \$862,023.28

(Eight Hundred Sixty-Two Thousand, Twenty-Three Dollars and Twenty-Eight Cents)

**5. C. Discussion and possible action on any and all matters regarding formal approval and ratification of the City of San Luis employee benefits plan for Fiscal Year 2016-2017. (Kay Marion Macuil, City Attorney)**

**5. D. Discussion and possible action on any and all matters regarding formal approval and ratification of the City of San Luis employee benefits plan for Fiscal Year 2017-2018. (Kay Marion Macuil, City Attorney)**

**5. E. Discussion and possible action on any and all matters regarding renewal of the subscription to Westlaw for a 5-year contract. (Kay Marion Macuil, City Attorney)**

**5. F. Discussion and possible action on any and all matters regarding authorization to provide Field Internship Training of Paramedic Students of Wizard Education training programs. (Hank Green, Fire Chief)**

**5. G. Discussion and possible action on any and all matters regarding the authorization to award South Yuma County Landfill the City's landfill services for Fiscal Year 2017-2018 and ratification of the same. (Manuel Rojas, Assistant Director of Public Works)**

**5. H. Discussion and possible action on any and all matters regarding the contribution to the Greater Yuma Port Authority, Inc. for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)**

- 5. I. Discussion and possible action on any and all matters regarding the dues to Yuma Metropolitan Planning Organization (YMPO) for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)**
- 5. J. Discussion and possible action on any and all matters regarding the Memorandum of Understanding with the Humane Society of Yuma for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)**
- 5. K. Discussion and possible action on any and all matters regarding the contract with Ramirez Advisors Inter-National, LLC for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)**
- 5. L. Discussion and possible action on any and all matters regarding the contract with Amberly's Place, Inc. for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)**
- 5. M. Discussion and possible action on any and all matters regarding the proposed agreement with Portable Practical Education Preparation, Inc. (PPEP) for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)**
- 5. N. Discussion and possible action on any and all matters regarding the contract with Yuma Community Food Bank for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)**
- 5. O. Discussion and possible action on any and all matters regarding approval of a contract for the ComicCon event in San Luis, Arizona for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)**
- 5. P. Discussion and possible action on any and all matters regarding the contract with Gethsemani Food Ministry for Fiscal Year 2017-2018. (Tadeo A. De La Hoya, City Manager)**
- 5. Q. Discussion and possible action on any and all matters regarding Resolution No. 2006. A resolution of the Mayor and Council of the City of San Luis, Arizona approving a contribution to the transit fund for the Yuma County Area Transit (YCAT) public transportation services. (Tadeo A. De La Hoya, City Manager)**
- 5. R. Discussion and possible action on any and all matters regarding approval of Resolution 2004. A resolution of the Mayor and the Council of the City of San Luis, Arizona, to approve an Addendum to the Intergovernmental Agreement**

**(IGA) between the City of San Luis and Yuma County for the purpose of providing mandatory weekend and holiday court services for the San Luis Municipal Court. (Kristin McManus, Municipal Court Judge)**

**5. S. Discussion and possible action on any and all matters regarding approval of Resolution No. 2005. A resolution of the Mayor and Council of the City of San Luis, Arizona, approving the continuation of an Intergovernmental Agreement (IGA) between the City of San Luis and the Superior Court in Yuma County for the purpose of providing a field trainer for Fiscal Year 2017-2018. (Kristin McManus, Magistrate)**

**MOTION:** Council Member Africa Luna-Carrasco/Council Member Ruben Walshe to remove from the Consent Agenda items 5K, 5M, 5O, and continue these items to the next Regular Council Meeting. Motion passed unanimously.

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

**6. A. Discussion and possible action on any and all matters regarding a Notice of Intent of a possible surcharge on San Luis Lane between 5th and 6th Avenues for water service. (Kay Marion Macuil, City Attorney)**

Ms. Kay Macuil, City Attorney, stated that this item was discussed at a Work Session where the residents on San Luis Lane were in attendance and were in agreement with the surcharge. Ms. Macuil added that the next step would be to put the notice in the new paper and get Council's approve on the intent to go forward with the notice.

**MOTION:** Council member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to approve the Notice of Intent of a possible San Luis Lane surcharge. Motion passed unanimously.

**6. B. Discussion and possible action on any and all matters regarding appointment and/or re-appointment of directors to the San Luis Municipal Property Corporation. (Kay Marion Macuil, Assistant City Attorney)**

Ms. Kay Macuil, City Attorney, stated that the San Luis Municipal Property Corporation is the oldest Municipal Corporation in the city and added that all five (5) directors' terms have expired. She added that the only requirement for the board is to be a San Luis residents.

**MOTION:** Mayor Gerardo Sanchez/Council Member Africa Luna Carrasco to appoint Cecilia Torres to the San Luis Municipal Property Corporation. Motion passed unanimously.

**MOTION:** Mayor Gerardo Sanchez/Council Member Africa Luna Carrasco to reappoint all current members except Eduardo Vazquez. Motion passed unanimously.

**6. C. Discussion and possible action on any and all matters regarding waiver of city fees associated with construction of a house the proceeds of which will be used towards a domestic violence safe house in the City of San Luis, Arizona. (Augustin Tumbaga, Jr., Director of the Non-Profit, Pueblo Housing and Community Development)**

Mr. Augustin Tumbaga, 235 Main Street San Luis AZ, stated that this item was discussed at a work session and requested Ms. Diane Umphress and Judge Guerrero to speak more on the house.

Mr. Juan M. Guerrero, Judge, thanked the City of San Luis for their support and provided a quick update. He added that P-31 Safe House has been approved by the Corporation.

Ms. Diane Umphress, Amberly's Place, stated that the numbers for the City of San Luis are increasing and more people are reaching out and asking for help. She added that if the safe house is approved City Council will be able to see the numbers continue to rise as it will be more accessible for all residents in need.

Council Member Gloria Torres asked Mr. Tumbaga if they would be return in the future to have the fees waived.

Mr. Tumbaga stated that it is the easiest way for them to raise money. He added that the goal is to get the building done and after that is to work with Amberly's Place and different groups to provide services.

**MOTION:** Council Member Matias Rosales/Vice Mayor Maria Cecilia Ramos to approve the contract with Pueblo Housing and Community Development to waive City Construction fees in an amount not to exceed \$8,500.00 as the City's contribution toward supporting a domestic violence safe house in the City of San Luis. Motion passed unanimously.

**6. D. Public hearing followed by the discussion and possible action on any and all matters regarding recommendation of a Special Event Liquor License application to the Arizona Department of Liquor Licenses and Control to authorize San Luis FRONTERA Rotary Club to sell alcohol on Friday, September 29, 2017 during the Mexican Baseball Fiesta event in which the Naranjeros de Hermosillo will play against the Aguilas de Mexicali. (Alicia Muñoz Castillo, President of the San Luis FRONTERA Rotary Club & Louie Galaviz, Parks & Recreation Director)**

**A. Open public hearing**

**MOTION:** Council Member Mario Buchanan Jr./Council Member Ruben Walshe to open public hearing. Motion passed unanimously.

**1. Staff and/or applicant presentation**

Mr. Jesus Meza, Assistant Parks & Recreation Director, stated that the permit is for the 29th of September at Joe Orduño Park. He added that Baseball Fiesta is one of the top sporting events in the City as it will have two (2) professional teams in the City of San Luis.

**2. Call to the Public on this item**

There were no comments from the public.

**B. Close public hearing**

**MOTION:** Council Member Mario Buchanan Jr./Gloria Torres to close public hearing. Motion passed unanimously.

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

**MOTION:** Council Member Gloria Torres/Council Member Mario Buchanan Jr. to recommend the Special Event Liquor License Application to the Arizona Department of Liquor Licenses & Control. Motion passed with six (6) aye votes and one (1) nay vote from Vice Mayor Maria Cecilia Ramos.

**6. E. Discussion and possible action on any and all matters regarding the renaming of the Moctezuma Park, located on 467 Juan Sanchez Blvd, San Luis, AZ 85349, to PPEP Park. (Lizandro Galaviz, Parks & Recreation Director)**

Mr. Jesus Meza, Assistant Parks & Recreation Director, stated the renaming of Moctezuma Park to PPEP Park will be something good for the community and will help develop the City.

Mayor Gerardo Sanchez commented that he it is an honor for PPEP Park to be names PPEP Park as they were the ones that have stepped up to the plate. He added that what PPEP does for the community is amazing.

**MOTION:** Council Member Mario Buchanan Jr./Council Member Gloria Torres to approve and adopt Resolution No. 2008. Motion passed unanimously.

**7. SUMMARY OF CURRENT EVENTS**

Vice Mayor Maria Cecilia Ramos reported that she attended the Ribbon Cutting for the Somerton Medical Center and College.

Mr. Hank Green, Fire Chief, stated that on September 11 the City of San Luis Fire Department placed 340 American Flags, to represent the firefighters that lost their life in the attack, in front of the landscaping area. He also added that Father Oscar provided a blessing to the firefighters and the employees who attended the ceremony. Chief Green also added that later that day they had a training session with a new helicopter air type.

**8. CALL TO THE PUBLIC**

Ms. Diane Umphress, Amberly's Place, stated that she left save the date cards at the dais for the Amberly's Place Gala on October 14.

Mr. Mike Snugger, Field Supervisor for Arizona Game and Fish Department, introduced his self and stated that the mission for the Game and Fish Department is to promote outdoor activity throughout the different communities.

Mayor Gerardo Sanchez thanked Mr. Snugger for coming to the meeting and introducing himself.

**9. EXECUTIVE SESSION**

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

**MOTION:** Council Member Mario Buchanan Jr./Council Member Ruben Walshe to go to Executive Session at approximately 7:44 p.m. Motion passed unanimously.

**Discussion and possible action to hold an Executive Session pursuant to A.R.S. §38-431.03(A)(3) on any and all matters regarding discussion or consultation for legal advice with the City Attorney or City's Attorneys about the possible display of the United States' national motto. (Kay Marion Macuil, City Attorney)**

#### **10. MOTION TO GO BACK INTO REGULAR RESSSION**

**MOTION:** Council Member Mario Buchanan Jr./Council Member Matias Rosales to go back into Regular Session at approximately 8:43 p.m. Motion passed unanimously.

#### **11. ADJOURNEMNT**

**MOTION:** Council Member Matias Rosales/Council Member Africa Luna Carrasco to adjourn the Regular Council Meeting at approximately 8:43 p.m. Motion passed unanimously.



## AGENDA ITEM REVIEW FORM

**Regular City Council Meeting**

**5.B.**

Meeting Date: 12/13/2017

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Summary

**DISBURSEMENTS FROM NOVEMBER 13, 2017 THROUGH DECEMBER 13, 2017**

Total Disbursements \$1,254,441.86

(One Million, Two Hundred Fifty-Four Thousand, Four Hundred Forty-One Dollars and Eighty-Six Cents)

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Attachments

Disbursements 12/13/2017

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# City of San Luis

Finance Department

RECEIVED

2017 NOV 35 P 2: 49

**COUNCIL MEETING DECEMBER 13, 2017**  
**Disbursement Reports from 11/13/2017 to 11/30/2017**

<u>Bank Accounts</u>	<u>Check Date</u>	<u>Amount</u>	<u>Schedule</u>
Payroll Check Account	11/15/2017	\$ 250,534.67	Schedule A
Accounts Payable Check Account	11/16/2017	\$ 292,726.70	Schedule B
Accounts Payable Check Account	11/22/2017	\$ 287,151.99	Schedule C
Payroll Check Account	11/29/2017	\$ 300,268.52	Schedule D
Accounts Payable Check Account	11/30/2017	\$ 123,759.98	Schedule E

**Total Disbursements: \$ 1,254,441.86**

Please contact Mr. Carlos Cortes prior to the meeting if additional information is needed.

Prepared by Angelica V. Castro: Angelica V. Castro

Verified by Director of Finance: C Cortes

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

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

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

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



# Schedule A Pay Day Register

Pay Date Range 10/28/17 - 11/10/17

Pay Batch 201723

U.S. MEX DENTAL - EE &	550.16	.00	CLERICAL OFFICE/ LIBRARY/	247.12	102,972.98
U.S. MEX DENTAL - EE &	84.64	.00	Electrician	59.22	1,886.00
UNITED WAY	19.00	.00	FIREFIGHTERS & DRIVERS	1,915.79	54,425.77
US & MEX DENTAL= FAMILY	634.08	.00	GARBAGE/ ASH/ REFUSE	259.80	4,156.80
US & MEX HEALTH = C	6,141.80	.00	MUNICIPAL/ TOWN/	75.22	4,298.40
US & MEX HEALTH = FAMILY	4,239.28	.00	PARKS- NOC ALL EMPLOYEES	480.61	15,503.55
US & MEX HEALTH = SP	898.80	.00	POLICE OFFICERS	3,315.70	75,701.49
VSP - VISION FAMILY	639.60	.00	RECREATION- ALL EMPLOYEES/	232.69	16,985.18
Net	<u>\$250,534.67</u> ✓		SEWAGE DISPOSAL/ PLANT	676.19	19,656.25
			Street or Road Construction	1,328.36	16,542.34
			WATERWORKS OPERATIONS	<u>583.46</u>	16,814.43
			Total	\$10,309.25	

Direct Deposits	Amount
1st Bank Yuma	20,923.88
ACADEMY BANK	1,827.12
Bank of America	400.00
Chase Bank	110,281.11
CHASE BANK CA	2,799.48
CHASE BANK MORGAN	1,375.40
chase bank somerton	1,868.27
chase centro	719.16
Federal Credit Union	31,006.42
HUGHES FCU	100.00
National Bank	500.00
Navy Federal	5,260.36
NetSpend Corporation DD	120.00
NORTH ISLAND CREDIT UNION	977.99
PNC BANK	40.00
Sunbank	100.00
WASHINGTON FEDERAL	932.44
Wells Fargo	49,203.60
Total	<u>\$228,435.23</u>
Check	\$22,099.44

City of San Luis

# Payment Register

From Payment Date: 11/13/2017 - To Payment Date: 11/16/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
82568	11/16/2017	Open			Accounts Payable	SAN LUIS POLICE OFFICERS ASSOC	\$480.00		
82569	11/16/2017	Open			Accounts Payable	SUPPORT PAYMENT CLEARINGHOUSE	\$4,092.10		
82570	11/16/2017	Open			Accounts Payable	UNITED WAY OF YUMA COUNTY INC.	\$19.00		
82571	11/16/2017	Open			Accounts Payable	UNITED YUMA FIRE FIGHTERS-IAFF	\$650.00		
82572	11/16/2017	Open			Accounts Payable	ARIZONA PUBLIC SERVICE	\$828.87		
82573	11/16/2017	Open			Accounts Payable	DUENAS, YOLANDA	\$167.00		
82574	11/16/2017	Open			Accounts Payable	GARCIA, ALDO	\$245.00		
82575	11/16/2017	Open			Accounts Payable	MARQUEZ, LUIS	\$45.21		
82576	11/16/2017	Open			Accounts Payable	PITNEY BOWES CREDIT CORP	\$196.70		
82577	11/16/2017	Open			Accounts Payable	POLAR ICE LLC	\$316.08		
82578	11/16/2017	Open			Accounts Payable	VELAZQUEZ, OMAR	\$14.62		
82579	11/16/2017	Open			Accounts Payable	VERA, EULOGIO	\$58.00		
82580	11/16/2017	Open			Accounts Payable	APS	\$155,594.37		
82581	11/16/2017	Open			Accounts Payable	SAM'S CLUB	\$3,473.20		
82582	11/16/2017	Open			Accounts Payable	VELEZ CONSULTING SERVICES	\$3,900.00		
Type Check Totals:									
1BYPAYABLE - 1st BY Accounts Payable Totals									
							97 Transactions	\$292,726.70	

Prepared By:  
Maggie Dominguez  
Date: 11-20-17  
C

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	97	\$292,726.70	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	97	\$292,726.70	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	97	\$292,726.70	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	97	\$292,726.70	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	97	\$292,726.70	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	97	\$292,726.70	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	97	\$292,726.70	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	97	\$292,726.70	\$0.00

# Payment Register

From Payment Date: 11/13/2017 - To Payment Date: 11/16/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
<u>Check</u>									
82486	11/13/2017	Open			Accounts Payable	MUNOZ, MARIA	\$108.00		
82487	11/16/2017	Open			Accounts Payable	ALSCO, INC	\$126.82		
82488	11/16/2017	Open			Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES	\$825.00		
82489	11/16/2017	Open			Accounts Payable	APPLIED PRODUCTS GROUP LLC	\$10,337.29		
82490	11/16/2017	Open			Accounts Payable	ARCHIVESOCIAL INC.	\$2,388.00		
82491	11/16/2017	Open			Accounts Payable	AZ WASTE WATER INDUSTRIES	\$478.98		
82492	11/16/2017	Open			Accounts Payable	BEAMSPEED LLC	\$139.90		
82493	11/16/2017	Open			Accounts Payable	BILL ALEXANDER FORD	\$339.95		
82494	11/16/2017	Open			Accounts Payable	BINGHAM EQUIPMENT CO	\$268.91		
82495	11/16/2017	Open			Accounts Payable	BLT ASPHALT LLC	\$3,457.47		
82496	11/16/2017	Open			Accounts Payable	BLT READY MIX CONCRETE LLC	\$2,065.33		
82497	11/16/2017	Open			Accounts Payable	BSN SPORTS	\$1,939.20		
82498	11/16/2017	Open			Accounts Payable	CALDERON, ANEL	\$100.00		
82499	11/16/2017	Open			Accounts Payable	CDWG	\$1,690.82		
82500	11/16/2017	Open			Accounts Payable	CELAYA, PAOLA	\$20.00		
82501	11/16/2017	Open			Accounts Payable	CRAFCO INC.	\$218.47		
82502	11/16/2017	Open			Accounts Payable	DESERT WATER	\$272.89		
82503	11/16/2017	Open			Accounts Payable	DPE MATERIALS, INC	\$1,804.79		
82504	11/16/2017	Open			Accounts Payable	EXCEPTIONAL WATER SYSTEMS, LLC	\$200.86		
82505	11/16/2017	Open			Accounts Payable	FACTOR SALES, INC.	\$934.41		
82506	11/16/2017	Open			Accounts Payable	GARCIA, JESUS	\$160.00		
82507	11/16/2017	Open			Accounts Payable	GERARDO FELIX /SAN LUIS FIRE EXTINGUISHER	\$843.83		
82508	11/16/2017	Open			Accounts Payable	GONZALEZ, SANTIAGO, A	\$1,302.68		
82509	11/16/2017	Open			Accounts Payable	GOVERNMENTJOBS.COM, INC	\$8,822.10		
82510	11/16/2017	Open			Accounts Payable	GREEN TECH PLUMBING	\$540.00		
82511	11/16/2017	Open			Accounts Payable	GUERRA, RUTH	\$400.00		
82512	11/16/2017	Open			Accounts Payable	GUTIERREZ, JUAN, F	\$300.00		
82513	11/16/2017	Open			Accounts Payable	GUZMAN, FRANCISCA	\$50.00		
82514	11/16/2017	Open			Accounts Payable	HILL BROTHERS CHEMICAL CO.	\$6,939.54		
82515	11/16/2017	Open			Accounts Payable	HUGHES FIRE EQUIPMENT, INC.	\$187.71		
82516	11/16/2017	Open			Accounts Payable	JUAREZ, ALFREDO, L	\$100.00		
82517	11/16/2017	Open			Accounts Payable	KTL&C, LLC.	\$90.00		
82518	11/16/2017	Open			Accounts Payable	LAKE & COBB, PLC	\$6,999.12		
82519	11/16/2017	Open			Accounts Payable	LAW OFFICE OF JEREMY CLARIDGE, PLC	\$6,400.00		
82520	11/16/2017	Open			Accounts Payable	LAWSON PRODUCTS INC.	\$125.18		
82521	11/16/2017	Open			Accounts Payable	LOOMIS	\$1,271.24		
82522	11/16/2017	Open			Accounts Payable	LOWE'S HIW, INC.	\$3,828.12		
82523	11/16/2017	Open			Accounts Payable	MARTINEZ, JOSE ALFREDO	\$100.00		
82524	11/16/2017	Open			Accounts Payable	MASTER AUTO GLASS LLC	\$979.07		
82525	11/16/2017	Open			Accounts Payable	MCNEECE BROS. OIL COMPANY, INC	\$1,695.10		
82526	11/16/2017	Open			Accounts Payable	MEDINA, JOSE	\$80.00		
82527	11/16/2017	Open			Accounts Payable	METRO MARKETING, INC.	\$450.00		
82528	11/16/2017	Open			Accounts Payable	ONE SOURCE DISTRIBUTOR LLC	\$899.11		

# Payment Register

From Payment Date: 11/13/2017 - To Payment Date: 11/16/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
82529	11/16/2017	Open			Accounts Payable	PINNACLE MEDICAL GROUP, AZ- P.C	\$2,160.00		
82530	11/16/2017	Open			Accounts Payable	PPEP INC.	\$6,500.00		
82531	11/16/2017	Open			Accounts Payable	PURCELL TIRE CO.	\$2,191.25		
82532	11/16/2017	Open			Accounts Payable	QUINONEZ, FRANCISCO	\$995.00		
82533	11/16/2017	Open			Accounts Payable	RAMIREZ ADVISORS INTER- NATIONAL,LLC	\$4,166.66		
82534	11/16/2017	Open			Accounts Payable	RAMON MOSQUEDA	\$81.00		
82535	11/16/2017	Open			Accounts Payable	REDBURN TIRE COMPANY	\$3,010.28		
82536	11/16/2017	Open			Accounts Payable	SAN DIEGO POLICE EQUIPMENT CO.	\$4,528.18		
82537	11/16/2017	Open			Accounts Payable	SAN LUIS AIR CONDITIONING LLC	\$80.00		
82538	11/16/2017	Open			Accounts Payable	SEGOVIA, ALMA	\$40.00		
82539	11/16/2017	Open			Accounts Payable	SERBALIK PLC, STEVEN, J	\$5,000.00		
82540	11/16/2017	Open			Accounts Payable	SHUCK DRILLING COMPANY LLC	\$6,885.70		
82541	11/16/2017	Open			Accounts Payable	SIGN MASTERS	\$184.84		
82542	11/16/2017	Open			Accounts Payable	SIGNATURE PROMOTIONAL GRP, LLC	\$1,250.50		
82543	11/16/2017	Open			Accounts Payable	SMITH, RALPH E. SR.	\$540.00		
82544	11/16/2017	Open			Accounts Payable	SOLIS, JENNIFER	\$200.00		
82545	11/16/2017	Open			Accounts Payable	STANDARD PRINTING COMPANY, INC	\$1,317.92		
82546	11/16/2017	Open			Accounts Payable	TORRES, CRISTIAN	\$108.00		
82547	11/16/2017	Open			Accounts Payable	UNITED RENTALS (NORTH AMERICA), INC.	\$918.11		
82548	11/16/2017	Open			Accounts Payable	UNITED ROTARY BRUSH CORP	\$2,763.62		
82549	11/16/2017	Open			Accounts Payable	US POST MASTER	\$2,558.53		
82550	11/16/2017	Open			Accounts Payable	VAN RIPER , ELLEN, M	\$1,325.00		
82551	11/16/2017	Open			Accounts Payable	VASQUEZ, DEBORA, ANN	\$300.00		
82552	11/16/2017	Open			Accounts Payable	VILLEGAS, LITZY	\$30.00		
82553	11/16/2017	Open			Accounts Payable	YOUNG PEST CONTROL LLC	\$510.00		
82554	11/16/2017	Open			Accounts Payable	YUMA COUNTY WATER USERS	\$8.75		
82555	11/16/2017	Open			Accounts Payable	YUMA NURSERY SUPPLY	\$1,925.96		
82556	11/16/2017	Open			Accounts Payable	YUMA PRINTING & GRAPHIC DEPT.	\$698.10		
82557	11/16/2017	Open			Accounts Payable	YUMA WINNELSON CO.	\$581.08		
82558	11/16/2017	Open			Accounts Payable	CALIFORNIA STATE DISBURSEMENT UNIT	\$324.91		
82559	11/16/2017	Open			Accounts Payable	CHARGO PA, GURSTEL	\$52.21		
82560	11/16/2017	Open			Accounts Payable	CHILD SUPPORT SERVICES	\$274.62		
82561	11/16/2017	Open			Accounts Payable	FOP/ALC	\$255.00		
82562	11/16/2017	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$50.00		
82563	11/16/2017	Open			Accounts Payable	NATIONWIDE RETIREMENT SOLUTIONS	\$126.00		
82564	11/16/2017	Open			Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY	\$157.50		
82565	11/16/2017	Open			Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY	\$156.33		
82566	11/16/2017	Open			Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY	\$2.26		
82567	11/16/2017	Open			Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY	\$109.35		

City of San Luis

# Payment Register

From Payment Date: 11/20/2017 - To Payment Date: 11/22/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
82666	11/22/2017	Open			Accounts Payable	YUMA COUNTY RECORDER	\$214.00		
82667	11/22/2017	Open			Accounts Payable	YUMA COUNTY WATER USERS	\$886.90		
82668	11/22/2017	Open			Accounts Payable	YUMA SUN INC	\$1,806.31		
82669	11/22/2017	Open			Accounts Payable	YUMA WINLECTRIC CO.	\$797.11		
82670	11/22/2017	Open			Accounts Payable	YUMA WINNELSON CO.	\$2,657.20		
82671	11/22/2017	Open			Accounts Payable	ARIZONA DEPARTMENT OF REVENUE / TPT	\$31,541.61		
82672	11/22/2017	Open			Accounts Payable	LOPEZ, FAUSTO	\$100.00		
82673	11/22/2017	Open			Accounts Payable	PURCHASE POWER	\$1,091.78		
82674	11/22/2017	Open			Accounts Payable	TOSHIBA FINANCIAL SERVICES	\$780.81		
82675	11/22/2017	Open			Accounts Payable	US BANK EQUIPMENT FINANCE	\$3,435.94		
82676	11/22/2017	Open			Accounts Payable	YUMA OFFICE EQUIPMENT	\$2,980.13		
Type Check Totals:							\$287,151.99		
1BYPAYABLE - 1st BY Accounts Payable Totals									
94 Transactions									

Prepared By:  
Maggie Dominguez  
Date: 11/22/17

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	94	\$287,151.99	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>94</b>	<b>\$287,151.99</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	94	\$287,151.99	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>94</b>	<b>\$287,151.99</b>	<b>\$0.00</b>

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	94	\$287,151.99	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>94</b>	<b>\$287,151.99</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	94	\$287,151.99	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>94</b>	<b>\$287,151.99</b>	<b>\$0.00</b>

# Payment Register

From Payment Date: 11/20/2017 - To Payment Date: 11/22/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
<u>Check</u>									
82583	11/22/2017	Open			Accounts Payable	ALSCO, INC	\$2,237.62		
82584	11/22/2017	Open			Accounts Payable	ALVAREZ, MIGUEL	\$323.00		
82585	11/22/2017	Open			Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES	\$300.00		
82586	11/22/2017	Open			Accounts Payable	APPLIED PRODUCTS GROUP LLC	\$10,337.29		
82587	11/22/2017	Open			Accounts Payable	ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY	\$130.00		
82588	11/22/2017	Open			Accounts Payable	ASCAP	\$345.17		
82589	11/22/2017	Open			Accounts Payable	AUTOZONE STORES, INC	\$1,157.35		
82590	11/22/2017	Open			Accounts Payable	AZ GOVERNOR'S OFFICE OF HIGHWAY SAFETY	\$931.05		
82591	11/22/2017	Open			Accounts Payable	AZ STATE PRISON COMPLEX - YUMA	\$360.76		
82592	11/22/2017	Open			Accounts Payable	AZ STATE PRISON COMPLEX - YUMA	\$89.00		
82593	11/22/2017	Open			Accounts Payable	BALAR EQUIPMENT CORPORATION	\$504.52		
82594	11/22/2017	Open			Accounts Payable	BINGHAM EQUIPMENT CO	\$458.49		
82595	11/22/2017	Open			Accounts Payable	BLT READY MIX CONCRETE LLC	\$604.49		
82596	11/22/2017	Open			Accounts Payable	BOBADILLA, YADIRA	\$323.00		
82597	11/22/2017	Open			Accounts Payable	BORDER GYM FITNESS LLC	\$748.00		
82598	11/22/2017	Open			Accounts Payable	CAMPESINOS SIN FRONTERAS	\$500.00		
82599	11/22/2017	Open			Accounts Payable	CANYON TELECOM INC.	\$12,095.28		
82600	11/22/2017	Open			Accounts Payable	CARRILLO, ANTONIO	\$2,000.00		
82601	11/22/2017	Open			Accounts Payable	CDWG	\$709.37		
82602	11/22/2017	Open			Accounts Payable	CERTIFIED LABORATORIES DIVISION	\$215.50		
82603	11/22/2017	Open			Accounts Payable	CITY OF SOMERTON	\$12,752.26		
82604	11/22/2017	Open			Accounts Payable	CIVICPLUS	\$128.22		
82605	11/22/2017	Open			Accounts Payable	CLEAR CHANNEL AIRPORTS	\$167.79		
82606	11/22/2017	Open			Accounts Payable	CORTES, CARLOS	\$55.40		
82607	11/22/2017	Open			Accounts Payable	CRAFCO INC.	\$19,398.73		
82608	11/22/2017	Open			Accounts Payable	CSC OF YUMA	\$519.49		
82609	11/22/2017	Open			Accounts Payable	DANA-KEPNER COMPANY INC.	\$40,264.34		
82610	11/22/2017	Open			Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC	\$90.00		
82611	11/22/2017	Open			Accounts Payable	DESERT VALLEY SERVICES, INC	\$503.78		
82612	11/22/2017	Open			Accounts Payable	DESERT WATER	\$24.91		
82613	11/22/2017	Open			Accounts Payable	DEVELOPMENT PLANNING & FINANCING GROUP, INC.	\$3,759.85		
82614	11/22/2017	Open			Accounts Payable	EAP PREFERRED	\$403.20		
82615	11/22/2017	Open			Accounts Payable	FACTOR SALES, INC.	\$168.28		
82616	11/22/2017	Open			Accounts Payable	FENCEMASTERS INC	\$264.53		
82617	11/22/2017	Open			Accounts Payable	FERTIZONA-YUMA L.L.C.	\$11,076.70		
82618	11/22/2017	Open			Accounts Payable	FREIGHTLINER OF ARIZONA, LLC	\$203.50		
82619	11/22/2017	Open			Accounts Payable	GALLS, AN ARAMARK CO., LLC	\$1,983.84		
82620	11/22/2017	Open			Accounts Payable	GCI CONSTRUCTION & INSPECTIONS, LLC	\$875.00		
82621	11/22/2017	Open			Accounts Payable	GETHSEMANI FOOD MINISTRY	\$500.00		

# Payment Register

From Payment Date: 11/20/2017 - To Payment Date: 11/22/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
82622	11/22/2017	Open			Accounts Payable	GILA ELECTRONIC	\$852.39		
82623	11/22/2017	Open			Accounts Payable	GREATER YUMA ECONOMIC DEV CORP	\$10,000.00		
82624	11/22/2017	Open			Accounts Payable	GREEN TECH PLUMBING	\$3,040.00		
82625	11/22/2017	Open			Accounts Payable	GUARDIAN MEDICAL PRODUCTS, LLC	\$2,896.95		
82626	11/22/2017	Open			Accounts Payable	GUERRA, RUTH	\$500.00		
82627	11/22/2017	Open			Accounts Payable	GUZMAN, FRANCISCA	\$50.00		
82628	11/22/2017	Open			Accounts Payable	HEINFELD, MEECH & CO., P.C.	\$35,868.00		
82629	11/22/2017	Open			Accounts Payable	IPS GROUP INC	\$490.41		
82630	11/22/2017	Open			Accounts Payable	IRON MOUNTAIN INC	\$15.48		
82631	11/22/2017	Open			Accounts Payable	JAMES DAVEY AND ASSOCIATES	\$2,844.00		
82632	11/22/2017	Open			Accounts Payable	KANAWHA INSURANCE CO.	\$366.01		
82633	11/22/2017	Open			Accounts Payable	LESLIE'S POOL SUPPLY INC.	\$678.15		
82634	11/22/2017	Open			Accounts Payable	LG ON SITE LLC	\$2,887.57		
82635	11/22/2017	Open			Accounts Payable	LOU'S GLOVES, INC	\$624.00		
82636	11/22/2017	Open			Accounts Payable	MASTER AUTO GLASS LLC	\$173.31		
82637	11/22/2017	Open			Accounts Payable	MONSTERMEDIA LLC	\$50.00		
82638	11/22/2017	Open			Accounts Payable	O'REILLY AUTO PARTS	\$1,085.31		
82639	11/22/2017	Open			Accounts Payable	PACIFIC MEDICAL WASTE	\$110.00		
82640	11/22/2017	Open			Accounts Payable	PRECISION ELECTRIC CO. INC.	\$5,979.00		
82641	11/22/2017	Open			Accounts Payable	PREPAID LEGAL SERVICES	\$144.54		
82642	11/22/2017	Open			Accounts Payable	PRIETO, ERNESTO	\$323.00		
82643	11/22/2017	Open			Accounts Payable	PROFESSIONAL PEST CONTROL LLC	\$45.00		
82644	11/22/2017	Open			Accounts Payable	PUEBLO HOUSING & COMMUNITY DEV	\$500.00		
82645	11/22/2017	Open			Accounts Payable	PURCELL TIRE CO.	\$529.60		
82646	11/22/2017	Open			Accounts Payable	QUINONES TIRES LLC	\$50.00		
82647	11/22/2017	Open			Accounts Payable	QUINONEZ, FRANCISCO	\$450.00		
82648	11/22/2017	Open			Accounts Payable	R&M ELECTRIC SUPPLY LLC	\$409.32		
82649	11/22/2017	Open			Accounts Payable	RAMON MOSQUEDA	\$22.50		
82650	11/22/2017	Open			Accounts Payable	REDBURN TIRE COMPANY	\$77.76		
82651	11/22/2017	Open			Accounts Payable	ROBLES, MARIA	\$107.27		
82652	11/22/2017	Open			Accounts Payable	SHERWIN WILLIAM	\$227.45		
82653	11/22/2017	Open			Accounts Payable	SHRM	\$209.00		
82654	11/22/2017	Open			Accounts Payable	SMITH, RALPH E. SR.	\$570.00		
82655	11/22/2017	Open			Accounts Payable	SOUTH YUMA COUNTY LANDFILL	\$28,312.45		
82656	11/22/2017	Open			Accounts Payable	SPECTRUM BUSINESS	\$116.03		
82657	11/22/2017	Open			Accounts Payable	THE HOME DEPOT	\$342.58		
82658	11/22/2017	Open			Accounts Payable	TORNADO FENCE LLC	\$4,375.00		
82659	11/22/2017	Open			Accounts Payable	TOWN OF PAYSON	\$250.00		
82660	11/22/2017	Open			Accounts Payable	TRANSWESTERN INSURANCE ADMIN	\$96.00		
82661	11/22/2017	Open			Accounts Payable	USA BLUE BOOK	\$2,362.26		
82662	11/22/2017	Open			Accounts Payable	WAXIE SANITARY SUPPLY	\$248.14		
82663	11/22/2017	Open			Accounts Payable	XYLEM WATER SOLUTIONS USA, INC	\$4,336.92		
82664	11/22/2017	Open			Accounts Payable	YUMA AUTO REBUILDERS	\$497.09		
82665	11/22/2017	Open			Accounts Payable	YUMA COUNTY PUBLIC HEALTH	\$238.00		



Schedule D  
**Pay Day Register**  
 Pay Date Range 11/11/17 - 11/24/17  
 Pay Batch 201724

Pay Batch 201724 Total

Employees in Pay Batch 244

Female Employees in Pay Batch 65

Hours Description	Hours	Gross	Withholdings and Deductions	Gross Base	Benefits	Gross Base
100 - REGULAR	14,655.5846	271,847.14	Gross	413,312.94	ASRS ALTERNATE	8,287.60
1000 - ADMIN LEAVE	142.0000	3,632.24	Imputed Income		AZ STATE RETIREMENT	234,623.78
1001 - LEAVE WITHOUT PAY	12.1667	.00	FEDERAL TAX WITHHOLDING	28,063.35	LONG TERM DISABILITY	234,623.78
1005 - BEREAVEMENT LEAVE	36.8333	675.41	SOCIAL SECURITY TAX	25,625.36	PSPRS - FIRE ACR	3,312.00
1009 - PART TIME	455.4166	7,853.09	MEDICARE	5,993.03	PSPRS FIRE DB NORM - TIER 1	85,709.51
1010 - PART TIME FIREFIGHTERS	193.0001	2,474.27	STATE WITHHOLDING	9,580.86	PSPRS FIRE DB UNFUND - TIER	85,709.51
114 - CUSTOMS - REG	13.0000	281.32	AZ STATE RETIREMENT	26,606.39	PSPRS POLICE DB NORM - TIER	69,949.56
201 - OVERTIME	1,228.0004	32,646.42	AZ STATE RETIREMENT	44.71	PSPRS POLICE DB NORM - TIER	3,784.78
203 - DUI ABATEMENT	8.0000	232.44	DEFERRED COMPENSATION	470.00 ✓	PSPRS POLICE DB UNFUND -	69,949.56
300 - VACATION EARNED	1,016.5167	.00	GARNISHMENT	52.21 ✓	PSPRS POLICE DB UNFUND -	3,784.78
301 - VACATION USED	957.9133	18,223.88	GARNISHMENT - CHILD	1,885.15 ✓	Total	\$63,646.87
400 - SICK EARNED	886.3400	.00	LONG TERM DISABILITY	375.39	Workers' Comp	Gross Base
401 - SICK USED	596.7534	10,258.26	PSPRS FIRE DB RATE - TIER 1a	4,879.54	ANIMAL CONTROL OFFICERS	1,366.20
500 - ON CALL PAY	.0000	900.00	PSPRS FIRE DB RATE - TIER 1b	2,554.23	ATTORNEY- ALL & CLERICAL-	14,514.29
502 - ON CALL PAY I.T.	.0000	275.00	PSPRS POLICE DB RATE - TIER	3,081.27	AUTO SERVICE/ REPAIR	6,499.49
701 - HOLIDAY	1,662.0000	32,052.74	PSPRS POLICE DB RATE - TIER	3,456.72	BUILDING- NOC OPER BY	22,351.69
704 - FIRE HOLIDAY EARNED	657.2000	.00	PSPRS POLICE DB RATE - TIER 3	376.21	BUS COMPANY AND DRIVERS	1,144.00
705 - FIRE HOLIDAY PAYOFF	13.0000	221.52	Net	\$300,268.52 ✓	CLERICAL OFFICE/ LIBRARY/	103,185.22
809 - RETRO PAY	27.9000	376.46			Electrician	1,836.00
901 - COMPENSATION USED	418.4000	5,966.55			FIREFIGHTERS & DRIVERS	93,572.76
920 - STEP	30.5000	667.92			GARBAGE/ ASH/ REFUSE	4,208.80
921 - STEP OVERTIME	25.0000	967.59			MUNICIPAL/ TOWN/	4,298.40
924 - AMBULANCE - REGULAR	798.6666	12,143.80			PARKS- NOC ALL EMPLOYEES	15,792.65
925 - AMBULANCE - OVERTIME	508.6669	11,616.89			POLICE OFFICERS	76,704.65
Total	24,342.8586	\$413,312.94			RECREATION- ALL EMPLOYEES/	15,017.51
					SEWAGE DISPOSAL/ PLANT	18,948.35
					Street or Road Construction	17,532.36
					WATERWORKS OPERATIONS	16,340.57
					Total	\$11,735.27
					Direct Deposits	Amount
					1st Bank Yuma	21,673.39
					ACADEMY BANK	2,283.21
					Bank of America	400.00
					Chase Bank	128,783.50
					CHASE BANK CA	3,841.01
					CHASE BANK MORGAN	1,407.24
					chase bank somerton	1,996.31

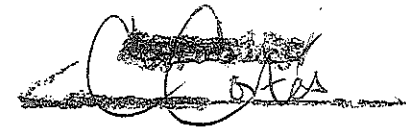
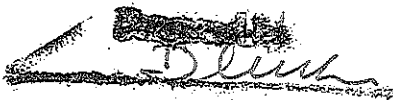


# Pay Day Register

Pay Date Range 11/11/17 - 11/24/17

Pay Batch 201724

chase centro	656.96
Federal Credit Union	38,056.71
HUGHES FCU	100.00
National Bank	500.00
Navy Federal	6,602.45
NetSpend Corporation DD	120.00
NORTH ISLAND CREDIT UNION	978.95
PNC BANK	40.00
Sunbank	100.00
WASHINGTON FEDERAL	1,116.10
Wells Fargo	63,976.52
Total	<u>✓ \$272,632.35</u>
Check	\$27,636.17



City of San Luis

# Payment Register

From Payment Date: 11/27/2017 - To Payment Date: 11/30/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
82745	11/30/2017	Open			Accounts Payable	MONOPRICE INC.	\$1,093.46			
82746	11/30/2017	Open			Accounts Payable	NEWMAN TRAFFIC SIGNS	\$4,306.38			
82747	11/30/2017	Open			Accounts Payable	NUNEZ, RICHARD	\$100.00			
82748	11/30/2017	Open			Accounts Payable	ON TRACK OVERHEAD DOORS	\$135.00			
82749	11/30/2017	Open			Accounts Payable	PACIFIC MEDICAL WASTE	\$165.00			
82750	11/30/2017	Open			Accounts Payable	PINNACLE PEAK HOLDING CORP.	\$268.67			
82751	11/30/2017	Open			Accounts Payable	PURCELL TIRE CO.	\$1,422.85			
82752	11/30/2017	Open			Accounts Payable	QUINONEZ, FRANCISCO	\$385.00			
82753	11/30/2017	Open			Accounts Payable	RON TURLEY ASSOCIATES INC.	\$593.84			
82754	11/30/2017	Open			Accounts Payable	SEGOVIA, ALMA	\$160.00			
82755	11/30/2017	Open			Accounts Payable	SHERWIN WILLIAM	\$1,671.77			
82756	11/30/2017	Open			Accounts Payable	SIGN MASTERS	\$41.74			
82757	11/30/2017	Open			Accounts Payable	SMITH, RALPH E. SR.	\$640.00			
82758	11/30/2017	Open			Accounts Payable	SPECTRUM BUSINESS	\$116.03			
82759	11/30/2017	Open			Accounts Payable	THOMSON WEST PUBLISHING CO.	\$969.50			
82760	11/30/2017	Open			Accounts Payable	ULINE, INC.	\$849.03			
82761	11/30/2017	Open			Accounts Payable	ULTRA SHOW MAKERS LLC	\$4,982.04			
82762	11/30/2017	Open			Accounts Payable	VALLEJO, JOSE, LUIS	\$100.00			
82763	11/30/2017	Open			Accounts Payable	VERIZON WIRELESS MESSAGING SVC	\$1,600.44			
82764	11/30/2017	Open			Accounts Payable	VILLEGAS, LITZY	\$120.00			
82765	11/30/2017	Open			Accounts Payable	WITMER PUBLIC SAFETY GROUP, INC.	\$150.96			
82766	11/30/2017	Open			Accounts Payable	YUMA PRINTING & GRAPHIC DEPT.	\$215.57			
82767	11/30/2017	Open			Accounts Payable	YUMA WINLECTRIC CO.	\$490.93			
82768	11/30/2017	Open			Accounts Payable	AFLAC	\$8,869.26			
82769	11/30/2017	Open			Accounts Payable	DE LA HOYA, TADEO	\$187.21			
82770	11/30/2017	Open			Accounts Payable	LEON, AURORA	\$221.00			
82771	11/30/2017	Open			Accounts Payable	LOPEZ, ENRIQUE	\$129.00			
82772	11/30/2017	Open			Accounts Payable	MORRIS, JOHNNIE	\$129.00			
82773	11/30/2017	Open			Accounts Payable	RODRIGUEZ, YUDIT	\$221.00			
82774	11/30/2017	Open			Accounts Payable	ROSADO, DAISY	\$221.00			
82775	11/30/2017	Open			Accounts Payable	ROSALES, MATIAS	\$186.00			
82776	11/30/2017	Open			Accounts Payable	RUIZ, ANDREA	\$91.00			
82777	11/30/2017	Open			Accounts Payable	VISION SERVICE PLAN OF ARIZONA	\$7,630.70			
82778	11/30/2017	Open			Accounts Payable	24 KARAT JEWELERS	\$113.33			
82779	11/30/2017	Open			Accounts Payable	KENDALL ACQUISITIONS COMPANY, LLC	\$865.00			
Type Check Totals:							103 Transactions	\$123,759.98		

1BYPAYABLE - 1st BY Accounts Payable Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	102	\$122,894.98	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$865.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	103	\$123,759.98	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	102	\$122,894.98	\$0.00

Prepared By:  
*Maggie Dominguez*  
Date: *11/24/17*

# Payment Register

From Payment Date: 11/27/2017 - To Payment Date: 11/30/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
Check									
82677	11/28/2017	Open			Accounts Payable	RAMOS, MARIA, CECILIA	\$132.00		
82678	11/28/2017	Open			Accounts Payable	SANCHEZ, GERARDO	\$84.00		
82679	11/28/2017	Open			Accounts Payable	STANDARD INSURANCE CO.	\$1,789.00		
82680	11/28/2017	Open			Accounts Payable	ALONSO, FRANCIA	\$146.00		
82681	11/28/2017	Open			Accounts Payable	SANCHEZ, GERARDO	\$62.00		
82682	11/29/2017	Open			Utility Management Refund	ACOSTA, SANDRA	\$5.22		
82683	11/29/2017	Open			Utility Management Refund	AGUIRRE, FEDERICO N	\$47.15		
82684	11/29/2017	Open			Utility Management Refund	AMES, MARIA G & LUIS	\$200.00		
82685	11/29/2017	Open			Utility Management Refund	BEEF & BEER/ROSA E NORIEGA	\$677.38		
82686	11/29/2017	Open			Utility Management Refund	BOHON JR, JUAN DE DIOS	\$76.36		
82687	11/29/2017	Open			Utility Management Refund	BUCHANAN, ESMERALDA	\$88.28		
82688	11/29/2017	Open			Utility Management Refund	CENTURY 21 ACTION GROUP	\$3.82		
82689	11/29/2017	Open			Utility Management Refund	HUERTA, CHRISTINA	\$65.00		
82690	11/29/2017	Open			Utility Management Refund	LUNA, JOSE L & ELIZABETH HAROS	\$15.44		
82691	11/29/2017	Open			Utility Management Refund	MARQUEZ, MARTIN & NOHEMI	\$14.30		
82692	11/29/2017	Open			Utility Management Refund	MARTINEZ MANUEL & NAYELY RIVERA	\$146.09		
82693	11/29/2017	Open			Utility Management Refund	ORIJEL , ARMANDA	\$16.38		
82694	11/29/2017	Open			Utility Management Refund	PATINO, ALICIA	\$141.84		
82695	11/29/2017	Open			Utility Management Refund	PEREA, MARCELA	\$21.07		
82696	11/29/2017	Open			Utility Management Refund	RABAGO, MARTHA	\$86.38		
82697	11/29/2017	Open			Utility Management Refund	RIEDEL CONSTRUCTION, INC	\$10.19		
82698	11/29/2017	Open			Utility Management Refund	ROBLES, CLAUDIA	\$83.71		
82699	11/29/2017	Open			Utility Management Refund	RODRIGUEZ, GLORIA & CARLOS A	\$271.53		
82700	11/29/2017	Open			Utility Management Refund	ROSALES, GERARDO & SOLEDAD G	\$11.64		
82701	11/29/2017	Open			Utility Management Refund	SAUCEDA, JESUS & JULIA	\$131.68		
82702	11/29/2017	Open			Utility Management Refund	SERRATO IVAN & YOLANDA O	\$4.91		
82703	11/29/2017	Open			Utility Management Refund	VIERA, GUADALUPE	\$7.47		

# Payment Register

From Payment Date: 11/27/2017 - To Payment Date: 11/30/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
82704	11/29/2017	Open			Utility Management Refund	WARREN, YOVANNA	\$106.93		
82705	11/29/2017	Open			Accounts Payable	DE LA HOYA, TADEO	\$199.00		
82706	11/30/2017	Open			Accounts Payable	CALIFORNIA STATE DISBURSEMENT UNIT	\$324.91		
82707	11/30/2017	Open			Accounts Payable	CHARGO PA, GURSTEL	\$52.21		
82708	11/30/2017	Open			Accounts Payable	CHILD SUPPORT SERVICES	\$274.62		
82709	11/30/2017	Open			Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY	\$156.33		
82710	11/30/2017	Open			Accounts Payable	STANDARD INSURANCE CO.	\$6,584.49		
82711	11/30/2017	Open			Accounts Payable	SUPPORT PAYMENT CLEARINGHOUSE	\$1,285.62		
82712	11/30/2017	Open			Accounts Payable	ALBERT HOLLER & ASSOCIATES	\$2,000.00		
82713	11/30/2017	Open			Accounts Payable	ALSCO, INC	\$931.34		
82714	11/30/2017	Open			Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES	\$525.00		
82715	11/30/2017	Open			Accounts Payable	APPLIED PRODUCTS GROUP LLC	\$10,337.29		
82716	11/30/2017	Open			Accounts Payable	ARIZONA GLOVE AND SAFETY	\$1,019.81		
82717	11/30/2017	Open			Accounts Payable	ARIZONA STATE UNIVERSITY	\$270.00		
82718	11/30/2017	Open			Accounts Payable	B&H FOTO & ELECTRONICS CORP.	\$1,276.43		
82719	11/30/2017	Open			Accounts Payable	BINGHAM EQUIPMENT CO	\$146.79		
82720	11/30/2017	Open			Accounts Payable	CDWG	\$2,556.55		
82721	11/30/2017	Open			Accounts Payable	CELAYA, PAOLA	\$60.00		
82722	11/30/2017	Open			Accounts Payable	CSC OF YUMA	\$302.38		
82723	11/30/2017	Open			Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC	\$37.00		
82724	11/30/2017	Open			Accounts Payable	DESERT VALLEY SERVICES, INC	\$842.76		
82725	11/30/2017	Open			Accounts Payable	DOWNTOWN DECORATIONS, INC	\$13,134.16		
82726	11/30/2017	Open			Accounts Payable	EMPIRE MACHINERY	\$488.76		
82727	11/30/2017	Open			Accounts Payable	ESPINOZA VERDUGO, SAMMYR	\$80.00		
82728	11/30/2017	Open			Accounts Payable	FISHER CHEVROLET - PARTS	\$25,043.17		
82729	11/30/2017	Open			Accounts Payable	FRED PRYOR SEMINARS	\$238.00		
82730	11/30/2017	Open			Accounts Payable	FRESH TERRA SERVICES LLC	\$6,325.00		
82731	11/30/2017	Open			Accounts Payable	GALINDO-GARCIA, MIRIAM	\$70.00		
82732	11/30/2017	Open			Accounts Payable	GARCIA, JESUS	\$241.00		
82733	11/30/2017	Open			Accounts Payable	GARCIA HERNANDEZ, ROCIO, EDILIA	\$300.00		
82734	11/30/2017	Open			Accounts Payable	GILA ELECTRONIC	\$852.39		
82735	11/30/2017	Open			Accounts Payable	GOMEZ-DOMINGUEZ, FRANCISCO	\$200.41		
82736	11/30/2017	Open			Accounts Payable	GONZALEZ, SANTIAGO, A	\$724.54		
82737	11/30/2017	Open			Accounts Payable	GUERRA, RUTH	\$300.00		
82738	11/30/2017	Open			Accounts Payable	GUTIERREZ, JUAN, F	\$400.00		
82739	11/30/2017	Voided		11/30/2017	Accounts Payable	KENDALL ACQUISITIONS COMPANY, LLC	\$865.00		
82740	11/30/2017	Open			Accounts Payable	LEON PAYAN, WENDY, GUADALUPE	\$200.00		
82741	11/30/2017	Open			Accounts Payable	LEXIS NEXIS RISK DATA MANAGEMENT INC.	\$110.71		
82742	11/30/2017	Open			Accounts Payable	MARTINEZ, JOSE ALFREDO	\$360.00		
82743	11/30/2017	Open			Accounts Payable	MASTER AUTO GLASS LLC	\$436.83		
82744	11/30/2017	Open			Accounts Payable	MEDINA, JOSE	\$320.00		

# Payment Register

From Payment Date: 11/27/2017 - To Payment Date: 11/30/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Reconciled		0	\$0.00	\$0.00
					Voided		1	\$865.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		103	\$123,759.98	\$0.00
<b>Grand Totals:</b>									
<b>Checks</b>									
					Status		Count	Transaction Amount	Reconciled Amount
					Open		102	\$122,894.98	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		1	\$865.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		103	\$123,759.98	\$0.00
<b>All</b>									
					Status		Count	Transaction Amount	Reconciled Amount
					Open		102	\$122,894.98	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		1	\$865.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		103	\$123,759.98	\$0.00



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

6.A.

**Meeting Date:** 12/13/2017

**Department Head:** Kristin McManus, Magistrate, Court

**Submitted By:** Kristin McManus, Magistrate, Court

**Action Requested:** Motion

---

#### ITEM:

Discussion and possible action on any and all matters regarding a request for the creation of city employee position of Court Interpreter. **(Kristin McManus, City Magistrate)**

#### SUMMARY:

The San Luis Municipal Court is requesting that the city create a city employee position of Court Interpreter. The Court currently utilizes contract interpreters, but due to the large demand for interpreter services in San Luis and the increasing certification requirements for court interpreters statewide, a salaried position is both beneficial and necessary at this time.

The costs for the salaried position are calculated below. The salary amount was determined by considering salary averages state-wide for similar limited jurisdiction court positions and working in conjunction with the City's Human Resources department and their salary survey consultant.

The benefits estimate was provided by the City's Finance Department and assume the maximum possible costs involved (an employee who has family/dependents that are also enrolled in City benefits).

Annual Salary:	\$29,000.00
Benefits:	<u>\$24,330.00</u> (maximum amount, assuming family dependents)
Total:	\$53,330.00

The Court has already contracted for court interpreter services for July 1, 2017- December 31, 2017, and would request this position beginning January 1, 2018. The full cost of the salaried position for the remaining half of FY 2017-2018 is \$26,665.00.

At the City Council Work Session on December 6, 2017 City Council directed legal research on the legality of Court Special Funds to be used for this position.

#### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO** \_\_\_\_\_.

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

N/A

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#### Fiscal Impact

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

**CITY/STATE/FEDERAL FUNDS:**

City

**TOTAL:**

\$26,690.00

**BUDGETED AMOUNT:**

\$0.00

**AVAILABLE AMOUNT TO TRANSFER:**

Not Applicable

**ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:** See Table Below

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

Account Information

Account #	GL ACCOUNT	Budge Amount Requested	Balance as of 11/21/2017
100-160-50000	Salaries	\$14,500.00	\$192,336.06
100-160-50110	Vision	\$70.00	\$689.41
100-160-50115	Medfica	\$210.00	\$2,796.06
100-160-50120	Fica	\$900.00	\$11,924.44
100-160-50125	Medical Insurance	\$8,850.00	\$47,884.36
100-160-50130	State Retirement	\$1,670.00	\$22,057.98
100-160-50135	State Unemployment	\$90.00	\$1,155.73
100-160-50145	Life Insurance	\$130.00	\$1,786.32
100-160-50145	Worker's Compensation	\$40.00	\$892.15
100-160-50155	Dental	\$230.00	\$2,013.45
	<b>Total:</b>	<b>26,690.00</b>	

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**Attachments**

Court Interpreter Job Description

Powerpoint Presentation

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## HUMAN RESOURCES DEPARTMENT City of San Luis

### COURT INTERPRETER

#### **DEFINITION:**

Under general supervision, performs simultaneous and consecutive Spanish language translation and interpreter services for the City of San Luis Municipal Court; translates documents and written materials; and performs other related duties as required.

#### **DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Reviews written documents and materials; provides verbal and written translation of documents and materials from Spanish to English, and from English to Spanish; updates and maintains a variety of files, records, statistics and related documentation associated with interpreter services.
- Attends court proceedings requiring translations; translates spoken word from English to Spanish and/or from Spanish to English; translates questions, answers and other communications from Spanish to English or English to Spanish; works with defendants, witnesses, victims, family members and others having interpreter needs.
- Translates Spanish and English written materials such as court orders, notices, petitions, legal documents, letters, trial documents, and agreements; reviews translations and verifies accuracy.
- Interprets testimony, questions and answers during court proceedings, including ancillary interviews, meetings and investigations; works with justice agencies, defendants, witnesses, victims, and others as needed.
- Makes professional and precise sight translations of documents during interviews, hearings and court proceedings, including court petitions, reports, notices and agreements.
- Performs lexical and technical language research as required.
- Collects data on interpreter services and prepares reports as needed; updates and maintains a variety of files, records, statistics and related documentation and assists with budgets as needed.
- May assist with coordinating interpreter services.
- Performs related duties as assigned.



**HUMAN RESOURCES DEPARTMENT**  
**City of San Luis**

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Applicable State of Arizona statutes, rules, administrative orders, policies and procedures, applicable Federal rules and requirements
- City of San Luis policies and procedures
- Arizona Code of Conduct for Judicial Employees
- English and Spanish languages, including vocabulary, grammar, phonology and dialects
- Statutes, ethics and standards of professional interpreting and translating
- Methods, techniques, and procedures used in simultaneous and consecutive interpreting
- Legal terminology, court operations and procedures
- Rules and regulations regarding jury activity and courtroom behavior

**Ability to:**

- Communicate verbally and in written form in both English and Spanish languages
- Explain court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public
- Work under pressure in a highly dynamic work environment with changing program demands and priorities
- Analyze issues and making sound recommendations for solutions
- Operate a personal computer utilizing a variety of software applications
- Establish and maintain effective working relationships with court employees, and the public

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience:**

An Associate's Degree in a foreign language, sign language, Business or Public Administration, Criminal Justice or closely related field.

AND

Two years of progressively responsible experience interpreting and translating Spanish to and from English that includes six (6) months of translating in a legal environment or closely related duties . Other combination of education and experience may be substituted for the professional experience requirement as follows: Bachelor's degree in foreign language, interpretation or translation; or four (4) years' experience, as described above.



## HUMAN RESOURCES DEPARTMENT City of San Luis

### LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment. Applicant must be credentialed at the Tier 3 or 4 level by the Arizona Court Interpreter Credentialing Program, or obtain credential at the Tier 3 or 4 level within 24 months from date of hire.

### Special Requirements:

- Bilingual in Spanish required.
- Residency within 25 miles of San Luis and within the US required, San Luis residency preferred
- Must have the ability to pass an extensive background check including polygraph examination
- Arizona Committee on Judicial Education and Training (COJET) yearly accreditation is required

### PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus. The employee must be able to speak and hear. Corrected hearing and vision to normal range is required.

#### Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

### Work Environment:

The employee works in an office environment where the noise level is usually quiet. Certain positions within the classification may require availability to work flexible schedule.

Adopted: 00-00-00  
BOS Approved: 00-00-00  
Revised: 00-00-00

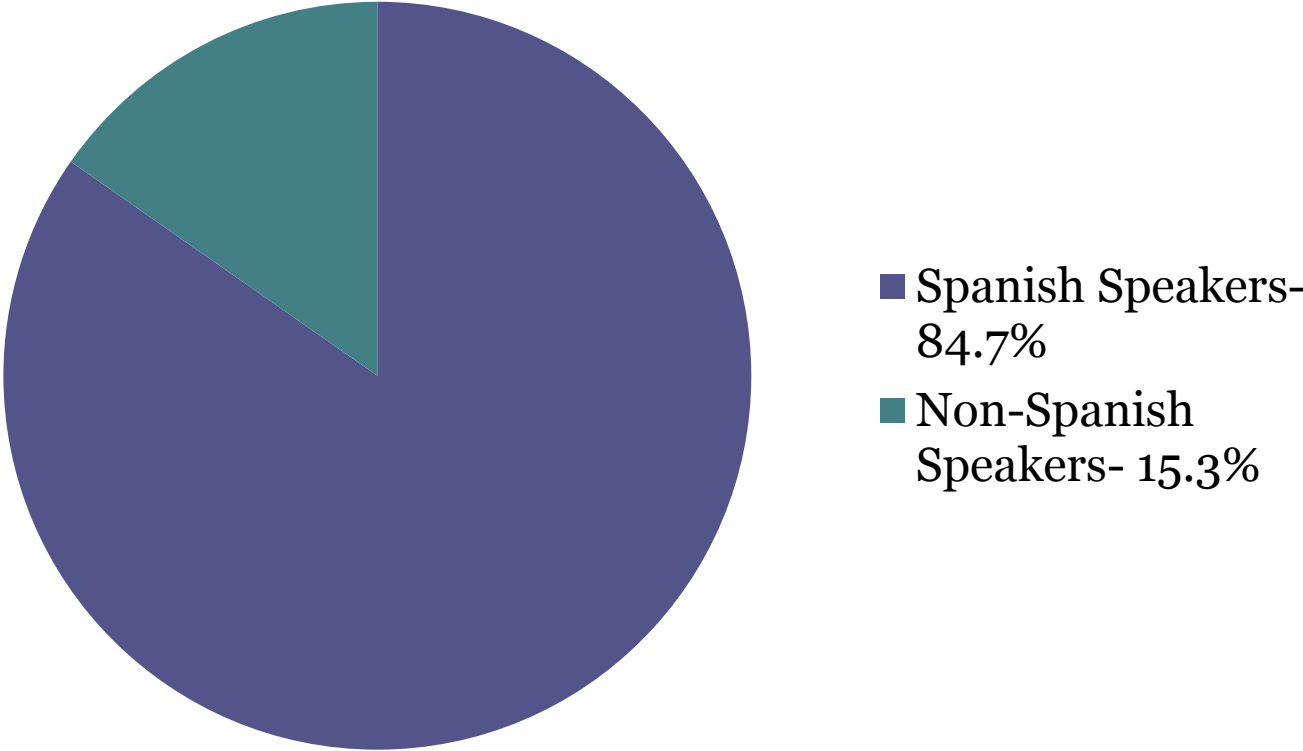
# Court Interpreter Position

Work Session 12/6/17  
Item #1482



# 2015 Census- City of San Luis

**Percent**



# Cases Heard Annually

- Criminal
- Civil Traffic
- Restriction Orders

An estimated **30-50%** of cases heard at SLMC require the assistance of a Spanish language interpreter

# Arizona Court Interpreter Credentialing Program

Established in 2017; requires AZ court interpreters to take written and oral exams to receive qualifications.

Beginning this year, all staff court interpreters must be credentialed at the Tier 3 or 4 level.

# Arizona Court Interpreter Credentialing Program

Arizona courts must now show a hiring preference to credentialed interpreters.

If none are available, the selected employee must achieve Tier 3 or 4 credentialing within 24 months of hire.

# Arizona Court Interpreter Credentialing Program

- Newer program
- Exams only offered a few times per year
- Interpreters must pay fees to take exams

**Result:** high demand for credentialed interpreters

**Need:** increase in pay and benefits to attract qualified candidates

# Salary Information from AZ LJ Courts (2015)

<b>Court</b>	<b>Salary Min.</b>	<b>Salary Max.</b>
Chandler City Court	\$41,662	\$56,285
Glendale City Court	\$33,900	\$54,240
Mesa Municipal Court	\$45,748	\$62,941
Phoenix Municipal Court	\$40,664	\$59,634
Scottsdale City Court	\$39,042	\$56,618
Tempe Municipal Court	\$43,025	\$58,081
Tucson City Court	\$29,328	\$45,594

# Additional Benefits

- Limit liabilities that come with contract positions (interpreter is needed during full business hours every day)
- Increase productivity (employee can be assigned additional tasks during time spent out of court)
- Increase access to justice for Limited English Proficiency patrons (attracts qualified employees and encourages further education and training)

# To Summarize:

- Large number of cases requiring interpreters
- Increased training requirements limits supply of qualified interpreters
- Must offer more pay and benefits to obtain qualified interpreters

## To Summarize:

- Pay requested is more commensurate with similar courts statewide
- Changing to salaried position also limits liabilities that comes with contract positions and increases productivity



Questions?



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

6.B.

**Meeting Date:** 12/13/2017

**Department Head:** Richard Jessup, Acting Chief of Police, Police Department

**Submitted By:** Miguel Alvarez, Lieutenant, Police Department

**Action Requested:**

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#### ITEM:

Discussion and possible action on any and all matters regarding the approval of the organizational audits and assessments contract for the San Luis Police Department by LD Consulting, LLC. **(Richard Jessup, Acting Chief of Police)**

#### SUMMARY:

The San Luis Police Department is contracting out for a complete organizational audit and assessment services for the Police Department. Three (3) contract proposals have been received and reviewed by Police Administration. The one time expense for a complete organizational audit and assessment services is **\$27,850.00**. LD Consulting, LLC from Glendale, Arizona, met all of service needs established by the San Luis Police Department Administration and procurement code, under San Luis City Code-Purchasing Section 36.01(D) during the inquiry for a complete organizational audit and assessment services.

LD Consulting, LLC from Glendale, Arizona provided a contract quote of **\$27,850.00**. We also contacted Exceptional Training, LLC which provided a contract quote of \$30,000.00, in addition to a third service provider, Elite Performance Assessment Consultants, LLC from Thousand Oaks, California which provided a contract quote of \$41,100.00. Under San Luis City Code-Purchasing Section 36.01(D) for purchasing in this amount requires three (3) quotes which are provided. The contracted service was not approved in the budget for Fiscal Year 2017-2018.

After reviewing the three (3) quotes, LD Consulting, LLC service proposal was determined to meet the department's service requirements.

San Luis Police Department is requesting for Council to award LD Consulting, LLC the service contract proposal under San Luis City Code-Purchasing Section 36.01(D) as the lowest responsive quote.

#### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO APPROVE THE CONTRACT WITH LD CONSULTING, LLC AS PRESENTED AS THE LOWEST RESPONSIVE QUOTE IN THE AMOUNT OF \$27,850.00.**

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

N/A

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**Fiscal Impact**

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** Yes  
**CITY/STATE/FEDERAL FUNDS:** City  
**TOTAL:** \$30,000.00  
**BUDGETED AMOUNT:** No  
**AVAILABLE AMOUNT TO TRANSFER:** \$30,000.00  
**ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:** 250-181-80001.102 Professional Services

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

Accounts used to transfer budget are listed below:

250-181-60025.102 Uniforms-Impounds - \$5,000.00  
250-181-60035.102 Minor Tools/Equipment Supplies - Impound - \$16,000.00  
250-181-60040.102 Uniforms-Impounds - \$9,000.00

Payment account : 250-181-80001.102 - Professional Services

After reviewing the three quotes, LD Consulting, LLC service proposal was determine to meet all requirements under San Luis City Code-Purchasing Section 36.01(D).

The San Luis Police Department is requesting for Council to award lowest responsive quote provided by LD Consulting under San Luis City Code-Purchasing Section 36.01(D).

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**Attachments**

LD Consulting, LLC  
Exceptional Training, LLC Contract  
Elite Performance Assessment Consultants, LLC Contract  
Budget Adjustment Form

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Richard Jessup, Acting Chief of Police  
San Luis Police Department

## Consulting Proposal

# Police Department Organizational Assessment

October 27, 2017

Prepared by:



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**Police Department Organizational Assessment**

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**Cover Letter:**

Richard Jessup, Acting Chief of Police  
San Luis Police Department  
1030 E. Union Street / P.O. Box 3720  
San Luis AZ, 85349

October 27, 2017

Dan Olson, President  
LD Consulting LLC  
6635 W. Happy Valley Rd. Suite A104, #263  
Glendale, AZ. 85310-2609

**Reference:** San Luis PD Organizational Assessment

Chief Jessup:

Thank you for the opportunity to submit a proposal for the San Luis Police Department Organizational Assessment. We understand the goals of this project and the service required. Our approach to meeting the scope of this engagement is outlined in the following proposal.

We understand how important this project is to your Police Department and feel that LD Consulting is uniquely qualified to conduct this project. The individuals selected for this project have over 100 years of law enforcement experience.

Should you have questions regarding this proposal, please contact me as indicated below. We look forward to working with you in support of this critical initiative.

LD Consulting is a Limited Liability Company (LLC) based in Arizona. Our contact information is:

LD Consulting LLC,  
Phone: 602-510-8481  
Email: Dan@LDConsultingLLC.com  
Website: <http://www.ldconsultingllc.com>

Mailing address:  
6635 W. Happy Valley Rd. Suite A104, #263,  
Glendale, AZ. 85310-2609

Federal Tax ID # 45-3848038,  
Letter of good standing from AZ. Corporation Commission - attached  
Arizona Corporation Commission file number L17034007  
Dunn and Bradstreet # 078698624

**Authorized signature:** As President of LD Consulting Dan Olson is authorized to contractually bind the proposer to contract with the City of San Luis.

Thank you for the opportunity to submit this proposal.

A handwritten signature in blue ink, appearing to read "Dan Olson". The signature is stylized with a large, looped "D" and a cursive "Olson".

Dan Olson, President,  
LD Consulting LLC  
President, LD Consulting LLC

## **Disclosures**

LD Consulting LLC does not have a personal or financial interest, which could be a possible conflict of interest providing products or services to the City of San Luis.

## **Statement of qualifications**

### **History of LD Consulting LLC**

In 1999 Dan Olson was assigned to supervise the Phoenix Police Department Inspections Unit. During his assignment, Dan identified a need for inspections and audit training, specifically for sworn and non-sworn law enforcement professionals. As a result, Dan and co-worker, Mike Giammarino, developed an Introduction to Law Enforcement Auditing Course (LEIA-101) specifically for law enforcement professionals. The training was developed in terms and concepts familiar to law enforcement professionals and relevant to current law enforcement issues. With the success of the 101 course we developed a follow up course, LEIA-201. Those who successfully complete this course of study earn the Law Enforcement Inspections and Auditing Certificate (LEAIC).

While teaching these courses to hundreds of law enforcement professionals from the US and abroad we received numerous request for assistance for consulting services. As a result, we have provided consulting services to a number of agencies on an informal basis as well as on contractual basis to conduct various types of law enforcement audits and assessments.

In our positions with the Inspections Unit with the Phoenix Police Department since 1999 to the present, we (Dan Olson and Mike Giammarino) have conducted numerous audits of all 28 bureaus and precincts in the Phoenix Police Department as well as a number of special request audits / assessments. This includes an annual audit of the Phoenix Police Property and Evidence Warehouse, which contains over 1.5 million items. Phoenix is the sixth largest city in the United States.

LD Consulting LLC was founded in 2008, and has established itself as a unique consulting firm specializing in law enforcement audits and inspections training and consulting for police professionals as well as for professional government auditors. Our consulting services to law enforcement include audits and assessments for agencies throughout the United States. Our team of professionals is focused on assisting our clients towards satisfying accreditation requirements; reducing law enforcement liability, and operational costs; and improving compliance effectiveness, and efficiency.

## **Training Services**

LD Consulting LLC is dedicated toward providing affordable quality training to law enforcement professionals involved in law enforcement audits, inspections, assessments and quality assurance activities. Our firm has trained hundreds of law enforcement professionals as well as government auditors from the US and abroad. Our students work in large and small agencies at the municipal, county, state, tribal and federal levels.

Our training component has a direct impact on our ability to provide quality consulting services as discussed in further detail below.

### **Consulting Services**

LD Consulting LLC strives to provide consulting services to law enforcement agencies at affordable rates. We are privileged to have served numerous law enforcement agencies throughout the United States. Our firm conducts law enforcement audits, evaluations, and assessments on entire agencies, or components of an agency.

The training component of our firm provides our staff an invaluable opportunity to work with hundreds of law enforcement professionals from around the world. In light of this, our staff gains valuable insight into the current issues and trends impacting law enforcement. In working with our students during, and after, their classes we frequently deal with “real world” issues affecting law enforcement, particularly in the area of performance audits / inspections. This translates into a unique perspective for our staff when working on consulting engagements.

### **Statement of Qualifications and Project Approach**

LD Consulting LLC  
Formed in 2008 in Arizona  
Phone: 602-510-8481  
Email: Dan@LDConsultingLLC.com  
Website: <http://www.ldconsultingllc.com>  
Mailing address:  
6635 W. Happy Valley Rd. Suite A104, #263,  
Glendale, AZ. 85310-2609

Contact person: Dan Olson, President  
Phone: 602-510-8481  
Email: Dan@LDConsultingLLC.com

### **Proposed Project Management Structure**

For this project, we have proposed our proven project management hierarchy which offers the San Luis Police Department (SLPD) a Primary Consultant (Project Manager), a Secondary Consultant (who is interchangeable with the Project Manager, and serves as a backup/alternate), supported by expert consultants, and managed by an Executive Sponsor (who is responsible and accountable for the project's success).

### **Consultants:**

The specific group of consultants proposed for this project have worked on projects for a wide variety of law enforcement agencies from smaller municipal agencies to some of the larger tribal and municipal agencies in the country. The diversity in agency size has taught us many valuable lessons about how to properly calibrate our services to suit the unique dynamics of agencies large and small. Each engagement is unique, and the proposed project team is accustomed to adapting to the client's requirements. The listed consultants will be available to work on this engagement.

**Executive Sponsor: Dan Olson, President LD Consulting LLC, CLEA**

Since founding LD Consulting in 2008 Dan has completed a number of consulting engagements with law enforcement agencies in the US as well as the US Virgin Islands. Dan retired after serving 34 years with the Phoenix Police Department. For 4 years Dan was a Professional Standards Bureau (PSB) Investigations Sergeant. During his tenure as a sergeant in PSB, he conducted over 30 use of force cases/police shootings, several of which were very high profile in the community. Dan has also completed numerous administrative personnel investigations to include a number of cases involving egregious conduct resulting in employee terminations. While assigned to PSB, Dan was promoted to lieutenant and continued to work in the bureau as an Investigations Lieutenant.

During his career, Dan has worked a number of assignments. While assigned to patrol, he was the shift commander in one of the largest precincts in the city with over 100,000 residents. In this role, he was responsible for all the field operations in the precinct.

Dan was assigned to supervise the PSB Inspections Unit where he worked for eleven years. As the Inspections Lieutenant, he was responsible for completing all internal police audits, acting as the liaison with the City Auditor for all city audits of the police department, operation of the Police Risk Management Unit, project manager for the creation and implementation of the department's Early Intervention System, operations of the Mayor's Security Detail and oversight for the PSB Administrative Staff.

During his tenure in the Inspections Unit, internal police audits were completed in accordance with the Commission on Accreditation for Law Enforcement (CALEA) schedule for police department audits. These standards require an audit of all major department components every three years, at the time the department had 28 major components. As a part of the CALEA audit schedule, Dan and his staff completed numerous audits of all major operations of the Phoenix Police Department. This included on going proactive inspections as well as annual audits of the property and evidence facility of the Phoenix Police Department, which contains over 1.5 million items.

Dan is a founding member of the International Law Enforcement Auditors Association (ILEAA) and served as the president of that organization for two years. He is a member in good standing with the International Law Enforcement Auditors Association (ILEAA), the Institute of Internal Auditors (IIA), is a Certified Law Enforcement Auditor (CLEA) and has a Masters degree from Northern Arizona University.

**Role in this engagement:** Dan will be responsible for all administrative issues regarding the contract and the completion of the report. Dan will assist on site with observations and interviews , and will provide subject matter expert input regarding law enforcement auditing / operations and final review of the audit report.

**Primary Consultant: Kim Humphrey (Project Manager)**

Kim Humphrey retired after 31 years with the Phoenix Police Department. He was a commander for over 15 years and served in a number of assignments. For the last four years of his career, Mr. Humphrey served as the full-time Project Manager for the department's multi-million-dollar RMS Modernization Initiative.

Kim also was the commander over the Professional standards unit and oversaw dozens of police audits including those on overtime and staffing issues. In addition, he spent three years as the Executive Director of the Arizona Regional Community Policing Institute, and worked with hundreds of agencies and conducted numerous overall agency assessments. Kim also oversaw the Phoenix police department's communications center for several years, and is deeply familiar with communications and law enforcement procedures.

He also has formal project management training and has worked as a consultant on a number of assessments/projects of law enforcement agencies in the US.

**Role in this engagement:** Kim will be the project manager and main point of contact with the City of San Luis and San Luis Police Department. He will conduct on-site observations / interviews and author sections of the report.

**Secondary Consultant: Mike Giammarino, CLEA**

Mike is a Lieutenant with the Phoenix Police Department, where he has worked for 25 years. For nine years he was a sergeant assigned to the Inspections Unit. Mike has authored numerous audits and non-audit reports and was instrumental in the design/implementation and oversight of the Patrol and Case Management Proactive Inspection programs.

Currently, Mike directs the Professional Standards Bureau Inspections Unit. As the Inspections Unit Lieutenant, he is responsible for completing all internal police audits and acts as the liaison with the City Auditor and for all City Audits of the police department. Internal police audits are completed in accordance with the Commission on Accreditation for Law Enforcement (CALEA) schedule. These standards require an audit of all major department components every three years. Mike and his staff also complete annual audits, as well as ongoing inspections, of the property/evidence facility.

Mike has a Bachelor of Science degree in Justice Studies and a Masters Degree in Public Administration from Arizona State University. He is a founding member of ILEAA and is a Certified Law Enforcement Auditor (CLEA).

**Role in this engagement:** Mike will conduct on-site observations / interviews and author sections of the report.

**Technical Consultant: Jack Harris, Retired Phoenix Police Chief, Law Enforcement Consultant**

Jack Harris retired after 39 years with the Phoenix Police Department, where he started his career as a patrol officer, working numerous assignments before becoming Police Chief. As the Police Chief he led a department that consisted of over 3500 sworn police officers and a support staff of 1100 civilian positions with an annual budget of over half a billion dollars. After retiring he was asked to return to become a Deputy City Manager with the title of Public Safety Manager. In this position he continued to serve as Police Chief but took on the added responsibility of leadership of the City of Phoenix Emergency Management team as well as having direct oversight of all public safety entities in the City of Phoenix.

Jack is a graduate of Phoenix College, Arizona State University, Ottawa University, the Federal Bureau of Investigations National Academy and the FBI National Executive Institute. He has received numerous awards including lifetime achievement awards from the Governor of Arizona and the Fraternal Order of Police and received the Leadership award for 2012 from the Police Executive Research Forum in Washington, DC. Jack is also a respected instructor on police subjects and has taught a variety of subjects at the local, state, national and international level including teaching new police officers SWAT tactics in Somalia.

Following his retirement in 2011, Jack has worked as a law enforcement consultant, working with a number of agencies to include the US Department of Justice. He also is a nationally recognized police expert and renders opinions, and testifies, on police topics, such as police procedures, and use of force issues.

**Role in this engagement:** Jack will provide subject matter expert input regarding law enforcement operations and review the report.

**Technical Consultant: Erin J. Kenney, CIA, CFE, CGAP, CLEA**

Erin is the Departmental Audit Manager for the Los Angeles Fire and Police Pension Fund with over \$18 billion in assets. Prior to joining the Fund in 2010, Erin was the Acting Commanding Officer of the Los Angeles Police Department's award-winning Audit Division and was responsible for leading the unit beyond a federal Consent Decree and to international recognition for best practices in police auditing and training.

Erin is a recipient of the American Society for Public Administration's Henry Reining Award; a past President of the International Law Enforcement Auditors Association; an active member of the Institute of Internal Auditors, the Association of Public Pension Fund Auditors, the Association of Certified Fraud Examiners; and serves on the Association of Local Government Auditors' Peer Review Committee.

A certified instructor for the California Peace Officer Standards and Training Robert Presley Institute of Criminal Investigation, she has developed and continues to conduct police auditing training to both sworn law enforcement and civilian audit professionals. Erin obtained a Bachelors Degree in Political Science from the University of Southern California.

**Role in this engagement:** Erin will provide subject matter expert input regarding law enforcement auditing / operations and review the report.

**List of Clients**

In addition to the clients listed below, since 1999, our staff has conducted a number of audits of all the major components of the Phoenix Police to include ongoing proactive inspections and annual audits of the Phoenix Police Department property facility. Ms. Kenney has conducted a number of audits of the various components of the Los Angeles Police Department (LAPD)

In each of the engagements listed below we demonstrated our ability to meet schedule guidelines without delay, cost escalations or overruns and vendor claims.

**Previous Law Enforcement Engagements**

<i>Dates</i>	<i>Company Name &amp; Location</i>	<i>Contact Person</i>	<i>Description of Services Provided</i>
2017	Watsonville CA. PD	David Honda, Police Chief Watsonville Police Department 215 Union St. Watsonville, CA 95076 831-471-1151 <a href="mailto:david.honda@cityofwatsonville.org">david.honda@cityofwatsonville.org</a>	Property and Evidence assessment, to include staffing assessment
2017	Gila River PD (AZ)	Kathleen Elliot Police Chief <a href="mailto:Kathleen.Elliott@gric.nsn.us">Kathleen.Elliott@gric.nsn.us</a>	Property and Evidence assessment, to include staffing assessment
2017	Goodyear AZ. PD	Jerry Geier Police Chief (623) 932-1220 <a href="mailto:jgeier@goodyear.gov">jgeier@goodyear.gov</a>	Property and Evidence assessment, to include staffing assessment
2017	Highland Park TX. Department of Public Safety	Rick Pyle, Chief Highland Park Department of Public Safety 214-559-9450	Property and Evidence assessment, to include staffing assessment
2016	Watsonville CA. PD	David Honda, Police Chief Watsonville Police Department 215 Union St. Watsonville, CA 95076 831-471-1151 <a href="mailto:david.honda@cityofwatsonville.org">david.honda@cityofwatsonville.org</a>	Assessment of Internal Affairs and Use of Force Policies and Procedures

<i>Dates</i>	<i>Company Name &amp; Location</i>	<i>Contact Person</i>	<i>Description of Services Provided</i>
2016	Pueblo CO. PD	Sam Azad, City Manager City of Pueblo, Colorado 1 City Hall Pl 2nd Floor Pueblo, CO 81003 Ph: 719-553-2655 <a href="mailto:sazad@pueblo.us">sazad@pueblo.us</a>	Police Overtime Audit
2016	Cottonwood AZ. PD	Steve Gesell, Chief of Police Attn: Commander Gary Eisenga Cottonwood Police Department 199 S 6th Street Cottonwood, AZ 86326 928-634-4246 <a href="mailto:geisenga@cottonwoodaz.gov">geisenga@cottonwoodaz.gov</a>	Property and Evidence assessment, to include staffing assessment
2016	Sedona AZ. PD	Ron Wheeler, Interim Police Chief 100 Roadrunner Dr. Sedona, AZ 86336 (928) 282-3102 <a href="mailto:RWheeler@sedonaaz.gov">RWheeler@sedonaaz.gov</a>	Property and Evidence assessment, to include staffing assessment
2015	Huntington Beach CA. PD	Rob Handy, Police Chief Huntington Beach Police Department 2000 Main Street Huntington Beach, CA 92648 (714) 960-8843 <a href="mailto:Robert.Handy@hbpd.org">Robert.Handy@hbpd.org</a>	Communications assessment to include staffing levels and overtime use.
2015	Huntington Beach CA. PD	Rob Handy, Police Chief Huntington Beach Police Department 2000 Main Street Huntington Beach, CA 92648 (714) 960-8843 <a href="mailto:Robert.Handy@hbpd.org">Robert.Handy@hbpd.org</a>	Case management assessment to include staffing levels and case loads
2015	Little Rock Arkansas PD	Mary Cook, Lieutenant Project Coordinator (501) 918-4283 <a href="mailto:MCook@littlerock.org">MCook@littlerock.org</a>	Property and Evidence assessment, to include staffing assessment

<i>Dates</i>	<i>Company Name &amp; Location</i>	<i>Contact Person</i>	<i>Description of Services Provided</i>
2014	Navajo Nation Criminal Investigations Division	Harry Sombrero, Capt. Navajo Nation Criminal Investigations Division (928) 871-6390/6152 (No longer the Acting Director)	Assessment of Case Management in all 7 districts in the Navajo Nation, to include staffing levels.
2014	Casa Grande AZ. PD	Johnny Cervantes, Police Chief 373 E. Val Vista Blvd Casa Grande, AZ. 85122 (520) 421-8700 (No longer the Chief)	Case management assessment to include staffing levels and caseloads /follow up 2013 assessment
2014	Huntington Beach CA. PD	Rob Handy, Police Chief Huntington Beach Police Department 2000 Main Street Huntington Beach, CA 92648 (714) 960-8843 <a href="mailto:Robert.Handy@hbpd.org">Robert.Handy@hbpd.org</a>	Property and Evidence assessment, to include staffing assessment
2013	Hayden AZ. PD	Bill Leister, Town Manager Town of Hayden, AZ (520) 356-7801 (No longer the Town Manager)	Organizational Assessment to include staffing analysis
2013	Casa Grande PD	Johnny Cervantes, Police Chief 373 E. Val Vista Blvd Casa Grande, AZ. 85122 (520) 421-8700 (No longer the Chief)	Sex Crimes Case management assessment to include staffing levels and caseloads
2012	Goodyear PD	Jerry Geier Police Chief (623) 932-1220 <a href="mailto:jgeier@goodyear.gov">jgeier@goodyear.gov</a>	Property and Evidence assessment, to include staffing assessment

## **Project Approach**

### ***General Methodology***

As the Prime Contractor, LD Consulting LLC will ensure that all aspects of the execution of the project are well coordinated and that project deliverables are of a consistent format and quality. Utilizing a combination of dedicated project management resources, we carefully monitor project performance and assure successful outcomes. The Project

Manager also works as a part of the data collection and analysis team so that complex interrelationships are captured and documented in the resulting project deliverables. Our project management approach allows LD Consulting LLC to deliver projects on time, within budget, with maximum quality and with assured client satisfaction.

The team assembled for this project is comprised of skilled resources with the expertise and hands-on experience to perform the work for the duration of the project. In addition to the team members identified in this proposal, we have a pool of additional resources available to support the project as needed. We bring the best mix of capabilities to provide the SLPD with a comprehensive approach toward planning and successfully completing this project.

In responding to the scope provided, we have applied our proven methodology used in law enforcement related projects. Fundamentally, our approach is built on core Project Management principles for successfully managing these types of projects. We have infused industry best-practices and lessons-learned that leverages project management fundamentals while maximizing our experience in law enforcement assessments.

Based on the information in the scope provided and our experience, LD Consulting is confident we are the best qualified to provide sound, independent and objective advice to the City of San Luis and the SLPD regarding this project. Using our framework, we have developed the following approach for this project.

## ***PHASE I: PROJECT KICKOFF AND PROJECT PLAN DEVELOPMENT***

### **Task I-1: Project Plan Development**

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If selected to work on this project, LD Consulting will consult with key project participants and the project will officially begin. This initial consultation will be conducted by conference call to reduce expenses. Relevant documents needed for phase II would be discussed as well as other issues related to logistics and other details as needed. Based on this initial consultation call, the program will be further developed as needed and within the scope of the project. A project liaison for the SLPD will be designated at this time.

### **Task I-2: Comprehensive Needs Analysis**

This task involves the identification, review and thorough validation of all relevant existing documentation, such as: legislation, governmental agreements (ie. labor agreements), policies, any previous analyses, audits, or organizational reviews regarding the SLPD property and evidence facility and or procedures. This needs assessment will be based on electronic copies (when possible) of the above listed information forwarded to LD Consulting.

### **Task I-3: Project Program Development**

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The Program outlines the procedures to be utilized to conduct the assessment of existing SLPD property and evidence policies and procedures and governs the manner and conditions that guide the project from beginning to end, serving as “the project’s blueprint”. This is specific to the nuances of the engagement, including the following

elements:

- Identifying key project stakeholders in the processes
- Refining the project's scope, objectives, plans, and requirements as needed.
- Determining various users' level of participation, roles and responsibilities.
- Developing an understanding of the nature of operating relationships amongst the affected work units, various employees and entities participating in the engagement.

PHASE II: Comprehensive Needs Assessment

### **Task II-1: Initial meeting**

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Typically, the initiation of the onsite assessment is intended to achieve the following:

- Personally, introduce the key LD Consulting project participants.
- Enable the key project stakeholders to discuss the engagement.
- Identify facility location(s), and access controls.
- Exchange relevant documentation (policies procedures etc.).
- Review methodology and logistical issues for clarification as needed.
- Confirm SLPD liaisons for the project and communication protocols.

### **Task II-2: Information Collection, Observations and Interviews**

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During this task, we will undertake a thorough analysis of the existing environment.

**The following tasks will be completed and documented in the report.**

- Review and observation of existing Department Policy and Procedures to include Interviews with SLPD staff and other department or City personnel as warranted.
- Site visits of the SLPD Facilities.

***PHASE III: Analysis and report/s preparation***

### **Task III-1: Project Criteria**

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#### **Scope**

Based on information provided by the SLPD the following objectives and scope have been developed for consideration for the assessment. The scope for this project is to conduct an organizational assessment of the SLPD to identify compliance or noncompliance with law enforcement best practices, policies, and procedures. The assessment will also evaluate efficiency and effectiveness of SLPD operations. The criteria for the assessment is as follows:

## **Scope / Criteria**

### SECTION A: Patrol Operations

1. Staffing
2. Supervision
3. Equipment
4. Facilities

### SECTION B: Case Management / Investigations

1. Investigations
  - a. Violent Crimes
  - b. Property Crimes
  - c. Task force participation
2. Canine
3. School Resource Officer
4. Animal Control

### SECTION C: Administration

1. Communications
2. Evidence
3. Administration Coordinator

## **Analysis and draft report preparation:**

At the conclusion of the site visits assessors will conduct an analysis of all the information gathered in the assessment and complete a draft report and submit it to the Police Chief for review. The assessment will contain observations that may include identification of best practices, potential cost savings and recommendations as warranted. It is anticipated that the draft report will be completed and submitted to the Chief in three to four weeks after the last day of on-site field observations.

## ***PHASE IV: Final Report***

Upon approval of the draft report by the Police Chief a final report will be presented to the Police Chief with a presentation to the San Luis City Council.

**Value for Fees:**

LD Consulting is eager to develop a professional relationship with the San Luis Police Department. Based on an analysis of the above information and anticipated deliverables our group will conduct an assessment of the SLPD property room for a total fee of \$27,850.00

**Terms:**

One half of contract fee is due prior to the start of the assessment; the date this payment is received by LD Consulting LLC will be considered the start date for the assessment.

The remaining one half of the contract fee is due upon receipt of the final report by the Police Chief, or 45 days after receipt of the digital version of the draft by the SLPD. If there are ongoing concerns that cannot be resolved during the 30-day draft review time period, payment terms may be negotiated based on the resolution of concerns. *Lastly, we are flexible in terms of negotiating a mutually beneficial arrangement.*

**Time Frame**

Based on the scope provided it is anticipated that the on-site field work will take 4 days. It is anticipated the draft report will be provided four to six weeks after the final day on-site observations are completed.

**Appendix A: Letter of good standing from AZ. Corporation Commission**

**Appendix B: W-9 LD Consulting LLC**

# STATE OF ARIZONA



Office of the  
**CORPORATION COMMISSION**

**CERTIFICATE OF GOOD STANDING**

To all to whom these presents shall come, greeting:

I, Jodi A. Jerich, Executive Director of the Arizona Corporation Commission, do hereby certify that

**\*\*\*LD CONSULTING LLC\*\*\***

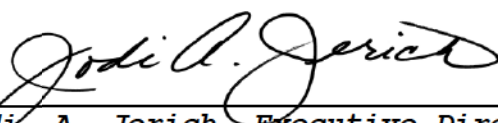
a domestic limited liability company organized under the laws of the State of Arizona, did organize on the 25th day of August 2011.

I further certify that according to the records of the Arizona Corporation Commission, as of the date set forth hereunder, the said limited liability company is not administratively dissolved for failure to comply with the provisions of A.R.S. section 29-601 et seq., the Arizona Limited Liability Company Act; and that the said limited liability company has not filed Articles of Termination as of the date of this certificate.

This certificate relates only to the legal existence of the above named entity as of the date issued. This certificate is not to be construed as an endorsement, recommendation, or notice of approval of the entity's condition or business activities and practices.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Arizona Corporation Commission. Done at Phoenix, the Capital, this 8th Day of March, 2013, A. D.



  
\_\_\_\_\_  
Jodi A. Jerich, Executive Director

By: \_\_\_\_\_ 881581

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type  
 See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>LD Consulting LLC</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check <b>only one</b> of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
5 Address (number, street, and apt. or suite no.) <b>6635 W. Happy Valley Rd. Suite A104, # 263</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Glendale, AZ. 85310</b>	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
4	5	-	3	8	4	8	0	3	8

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>8/5/2016</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



San Luis Police Department  
1030 E. Union St.  
PO Box 3720  
San Luis, Arizona 85349

August 15, 2017

TO: Acting Chief of Police Richard Jessup

FM: Exceptional Training, LLC

Dr. Jeffeory G. Hynes, Ed.D, owner and retired Phoenix Police Commander (32 Years)

Dr. Donna M. Simon Ed.D., owner and current faculty Administration of Justice, Management

Chief Jessup:

Thank you for the opportunity to provide the San Luis Police Department with a departmental audit. We are pleased to be working with you as you continue to build upon the foundation of continuous improvement and best-practice models for San Luis Police.

Preplanning for the audit is important to respecting your time and the time of your personnel by establishing the foundational elements of the audit and providing the documentation and access to records that will be examined. We hope to schedule an initial preplanning meeting with you as soon as your calendar allows to begin the preplanning.

The following information will provide an outline of our audit methodology, strategies, applications, and outcomes, as well as an initial list of items needed prior to the site visit.

### **Methodology**

The inspection team from Exceptional Training will employ three primary methods of data collection (1) Review of San Luis Police Department documentation; (2) Observations; and (3) Interviews.

The inspection team will review all applicable documentation relating to the audit areas and will compare them to best practice principles from the law enforcement industry including the Commission on Accreditation for Law Enforcement Agencies (CALEA) Manual.

The inspectors will observe the on-duty activities of San Luis Police Department personnel and perform inspections of police department facilities and records. Interviews will be conducted with personnel, as necessary, to obtain pertinent information and feedback when needed.

Additional interviews with police department staff, city management, and selected members of the community will be conducted.

Fifteen audit focus items are recommended by Exceptional Training, below, and an additional 10 items will come directly from the police department and city management.

The following four criteria will be applied to each area of focus for this audit: (1) service delivery, (2) policies and procedures, (3) training, and (4) stakeholder satisfaction. The focus will include specific

areas of concentration, to be reviewed universally among all the sites, for consistency, accuracy, and to identify areas which might be considered as critical to the police department's operation.

### **Areas of Focus for the Audit**

Exceptional Training will complete an organizational audit as directed by Police Chief and the City Manager's Office in which:

- 20 to 25 Police Department focus items will be examined thoroughly
- Exceptional Training is suggesting the 15 items below and the San Luis Police Chief and City management may elect to provide an additional 10 items.
  - Exceptional Training recommended areas:
    1. San Luis Police Department Policies & Procedures will be examined and compared against best practice models such as CALEA.
    2. Evidence Collection Procedures / Security. A seizure review of monies, contraband, narcotics will be conducted.
    3. Community / Client Satisfaction – will be examined from interviews, community forum and a web-based survey.
    4. Client Satisfaction Internal – will be examined from interviews, internal forum and a web-based survey.
    5. Client Satisfaction City Manager/Mayor's Office – will be examined from interviews, and a web-based survey.
    6. Training – outlines, record maintenance and an examination of Arizona Peace Officer Standards & Training Board statutory requirements will be examined.
    7. Departmental Staffing and Deployment – patrol line-level deployment vs administrative deployment will be examined.
    8. Response Time – will be examined with an evaluation of dispatch guidelines for the levels of priority calls, such as priority 1, 2, 3 etc.
    9. Performance Evaluations – for both sworn and civilian employees will be examined for completeness, goal obtainment, accomplishments, and employee feedback. A sampling of personnel files will be conducted to verify timely rating completion.
    10. Vehicle Inspection – mileage reflection of the fleet, equipment assessment, condition, maintenance and future needs assessment will be conducted.
    11. Investigative Protocols – detective assignments and responsibilities, along with investigative caseloads, case management and clearance rates will be examined.

12. Administrative Staff Function Deployment – an examination of first responder levels vs support staffing will be examined.
  13. IT Infrastructure Review – a review of technology utilization will be conducted.
  14. Budget Review – yearly budget and expenditure procedures will be examined and compared against best practice procedures. Unit fund administration and expense tracking will be examined. Overtime utilization will be compared by unit and shifts.
  15. Compensation and Benefit Analysis – a comparative analysis of pay and benefits will be conducted against similar-sized agencies.
- Optional audit items management may wish to consider for an additional 10 areas of focus could include:
    16. Master Planning Strategies review
    17. Community Safety Program examination
    18. School-based programs audit, i.e. School Resource Officer, DARE, GREAT
    19. Law Enforcement Accreditation Status
    20. Funding Strategic Plan
    21. Web-based services offered
    22. Management and Labor Relationships
    23. Communications Center/Dispatch Staffing and Technology assessment
    24. Volunteer Recruitment Strategies, such as utilization of police reserves, interns, etc.
    25. Cross-jurisdictional agreements
    26. Department Inventory assessment
    27. Community-based Policing status
    28. Building and Site Security assessment

When focus items are established, Exceptional Training will schedule a two-week on-site visit to conduct interviews and perform additional data collection and clarification of policy and procedures.

### **Pre-audit Items**

Items requested prior to pre-audit meetings (electronic copies, whenever possible):

- Department policies and procedures/regulations

- Training records – schedules, course offerings, training records
- Site plans
- Organizational charts
- Commonly used forms

From pre-audit meetings, Exceptional Training will request additional pertinent documents for use during the audit/assessment. Confidentiality agreements will be signed by participating members of the Exceptional Training team, Dr. Jeff Hynes and Dr. Donna Simon. Once the onsite audit has been completed, Exceptional Training will compile the data and develop a written report outlining their findings which will be provided to the Police Chief and the City Manager’s Office. Management entities will then have an opportunity to accept the findings or dispute all or parts of the report. This phase is flexible and clarifications and amendments can be made.

Additionally, the number of persons to be interviewed in each focus area will be determined prior to the audit, in collaboration with the Police Chief. The interviewees will be available to the auditors during the site visits.

### **Interviews**

Interviewing is an excellent tool to determine how well employees understand their role, the department’s requirements, their own expertise, and compliance with police department rules, regulations and procedures.

The interviews will be conducted using our developed instrument to elicit the information required. It is intended that the interviews be very probative when using the comments sections. It should also be noted that the interviewees’ identification will be held confidential to ensure open answers are received.

The audit process will address a series of questions developed during the pre-auditing stage including:

- a. How does Management/Leadership impact this area?
- b. How are Stakeholders impacted?
- c. Are Departmental Policies and Procedures in place and appropriate/best-practice?
- d. Do/should Training Policies require instruction in this area? Is training in this area applied with the right frequency and properly recorded?
- e. Is Quality Assurance / proficiency criteria in place and adequate?
- f. Is the department in Compliance with agency directives/policies?

These are draft items and may be modified to support the needs of the San Luis Police Department

### **Audit Report**

At the conclusion of on-site audit process, Exceptional Training will write a comprehensive report of its findings. It normally takes between three and four weeks from the time the site visit is completed until a draft report is delivered. The results of the audit will identify strengths, weaknesses, and gaps in the

current models being employed. This is intended to allow management to address those areas, as well as to build on areas which typify the strengths of the organization.

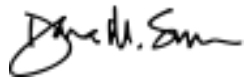
Chief Jessup, we look forward to providing you and the San Luis Police Department with the exceptional service that we believe will further your mission and vision of "Working Together...For a Safe Community." This document is based on our initial conversations and proposal for a comprehensive departmental audit at a cost of \$30,000. An invoice is attached for your convenience.

Respectfully,



Dr. Jeffeory G. Hynes  
Exceptional Training, LLC, owner  
Dept. Chair and Professor of Administration of Justice, Glendale Community College  
Retired Phoenix Police Commander, 32 years  
602-332-8380  
jgh3612@aol.com

Dr. Donna M. Simon



Exceptional Training, LLC, owner  
Lead Faculty and Curriculum Developer for BA/BS in Management, Northern Arizona University  
Adjunct Professor of Administration of Justice, Glendale Community College



# Exceptional Training

San Luis Police Department  
 Acting Chief of Police Richard Jessup  
 1030 E. Union St.  
 PO Box 3720  
 San Luis, Arizona 85349

Invoice Date: 08/15/2017  
 INVOICE # 201708

Principle	San Luis Police Department	Payment Terms	Due Date
Dr. J. Hynes Dr. D. Simon		30 days after delivery of Audit Report	

Description	Unit Cost	Total Cost
Departmental Audit, San Luis Police Department		\$30,000
Elements and Deliverables  1) Pre-audit conferences with Chief Jessup 2) Presentation of recommended audit items 3) Finalization of audit items 4) Review of all documentation requested Pre-audit 5) On-site visit (two weeks) <ul style="list-style-type: none"> <li>• Additional document reviews</li> <li>• Interviews</li> <li>• Observations</li> </ul> 6) Exit interview with Chief 7) Delivery of the Audit Report Draft 8) Report review with Chief and key city management stakeholders		
Please make check payable to:  Exceptional Training, LLC • 12837 N. 17th Place • Phoenix, AZ 85022 • 602.332.8380 email: jgh3612@aol.com / dmsimon17@yahoo.com	<b>Total</b>	<b>\$30,000</b>

**Elite Performance  
Assessment Consultants, LLC**

**Command Accountability  
Management Assessment Proposal  
for the San Luis Police Department**

October 30, 2017





October 30, 2017

Chief Richard Jessup  
San Luis Police Department  
1030 E. Union Street  
San Luis, AZ 85349  
E-mail: [rjessup@cityofsanluis.org](mailto:rjessup@cityofsanluis.org)

RE: Command Accountability Management Assessment Proposal for the San Luis, Arizona, Police Department

As President of Elite Performance Assessment Consultants, LLC, I am pleased to provide you with our Command Accountability Management Assessment Proposal for the San Luis Police Department. I am enclosing documentation outlining our qualifications, experience and cost proposal.

Mr. Sergio Sais, Director of Auditing, will serve as the point of contact for the company and below you will find his contact information.

We look forward to hearing from you soon, thank you.

**Elite Performance Assessment Consultants, LLC**  
**Mr. Sergio Sais, MPA, CGAP, CFE, CLEA**  
**Director of Auditing**  
**880 Hampshire Road, Suite "X"**  
**Thousand Oaks, CA 91362**  
**Mobile: (818) 455-6787**  
**E-mail: [srsais@elitepacllc.com](mailto:srsais@elitepacllc.com)**

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Khatami". The signature is stylized with a large, sweeping flourish at the end.

Randy Khatami, CFE, CFS, CLEA, CRMA  
President

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## I. SUMMARY OF FIRM EXPERIENCE AND ASSESSMENT CONSIDERATIONS

Elite Performance Assessment Consultants, LLC (EPAC) is honored to submit its proposal to provide a Command Accountability Management Assessment (CAMA) for the San Luis, Arizona, Police Department. Elite Performance Assessment Consultants hereby proposes a team of EPAC professional law enforcement auditors and consultants qualified in conducting this assessment.

Elite Performance Assessment Consultants brings a wide array of law enforcement expertise in assessing and monitoring high-risk public safety operations. It brings extensive experience specific to CAMA using Generally Accepted Government Accountability Standards. This firm has conducted CAMA for several law enforcement agencies.

Elite Performance Assessment Consultants will evaluate the following functions and procedures:

### A. Policy

- i. Policy Making Process
- ii. Department Manual
- iii. Specialized Unit Manuals
- iv. Orders

### B. Organizational Chart

- i. Management
  1. Review of current supervisor and management practices
- ii. Professional Standards
  1. Review of Complaint Investigation process
    - a. Intake
    - b. Investigations

### C. Deployment

- i. Number of Patrol Officers
  1. Distribution of patrol officers during the week
- ii. Number of Investigative Personnel

### D. Work Load

- i. Number of calls for service
- ii. Number/Percentage of High Priority Calls
  1. Distribution of calls by day and time
- iii. Number of Percentage of Low Priority Calls
  1. Distribution of call by day and time
- iv. Number/Percentage of investigations

## E. Training

- i. AZ POST training
- ii. In-Service training

## F. Record Systems

- i. Record keeping
- ii. Records Retention

## G. Patrol Functions

- i. Detentions
- ii. Arrests
- iii. Use of Force
- iv. Digital in-car Video
- v. Body-worn Video

## H. Investigative Functions

- i. Vehicle Theft
- ii. Burglary
- iii. Crimes Against Persons
- iv. Domestic Violence
- v. Homicide
- vi. Juvenile
- vii. Sexual Assault
- viii. Search Warrants

## I. Property/Evidence Room

- i. To determine that the property room function was managed/operated effectively and efficiently.
- ii. To evaluate compliance with:
  1. County, state, and/or federal laws and regulations
  2. Department policies, procedures and guidelines concerning property inventory
- iii. To determine that all property and evidence was stored safely and adequately safeguarded from loss, fraud, or other mishandling.
- iv. To ascertain that complete and accurate records of all property and evidence including chain of custody were maintained.
- v. To ascertain that adequate application controls were in place and operating effectively.

J. Community Policing and Engagement

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- i. Community meetings attendance
- ii. Developing mechanisms to measure community policing and problem-solving activities.

## II. QUALIFICATIONS OF IDENTIFIED TEAM MEMBERS

The EPAC audit team includes the following auditors:

### **Sergio Sais – Project Manager**

Mr. Sergio Sais is the Director of Auditing and a co-founder of the firm. He is a professional law enforcement auditor and a Police Performance Auditor IV with the Los Angeles Police Department's (LAPD) Audit Division (AD). He conducted the following Consent Decree Audits; Use of Force, Complaint Investigations, Search Warrants and Gang Enforcement Detail Selection. Additionally, he was responsible for coordinating and directing the LAPD's response to the Inspector General's and Independent Monitor's inquiries regarding these audits. Mr. Sais has also provided auditing and consulting services to the Los Angeles Fire Department's Arson and Counter-Terrorism Section (ACTS), where he conducted audits to determine the quality of ACTS's arson investigations. He also provided assistance in developing procedures for streamlining supervisory oversight of the investigations.

Mr. Sais' previous work experience includes over 20 years as a law enforcement professional (LAPD) who specialized in incident command system training, command post operations, and major incident response. Mr. Sais has also instructed for the Los Angeles Police Department's Basic Law Enforcement Performance Auditing Course where he taught civilian auditors and sworn personnel from throughout the United States and Canada all aspects of law enforcement auditing. He was also the Director of the Los Angeles City Department of Water and Power Security Division responsible for commanding their uniform and investigative sections.

Mr. Sais obtained his Bachelor's Degree in Public Administration from the University of Southern California, a Master's degree in Public Administration from California State University at Northridge, and holds the following professional certifications; Certified Government Auditing Professional (CGAP), Certified Fraud Examiner (CFE), Certified Law Enforcement Auditor (CLEA).

### **Randall Khatami – Assistant Project Manager**

Mr. Khatami is the President of EPAC, and a consultant specializing in law enforcement auditing and internal investigations. Currently, Mr. Khatami oversaw the EPAC audit team that conducted internal audits related to the Negotiated Settlement Agreement (NSA) between Delphine Allen, et al. (plaintiff) and the City of Oakland, et al. (defendant). These audits included search warrants, community relations, complaint

investigations, internal affairs selection process, performance evaluations, Oleoresin Capsicum Inventory and review of the Oakland Police Department's policies and procedures.

Mr. Khatami has completed complex audits relating to the LAPD consent decree in the areas of search warrants, uses of force, arrest, booking and charging reports, complaint investigations, performance evaluations, racial profiling, command accountability, confidential informants, and Gang Enforcement Detail selection criteria. He has also reviewed LAPD policies and procedures.

Mr. Khatami is an expert in auditing officer-involved shootings. In the past 10 years, he has audited more than 300 officer-involved shooting investigation reports and has made numerous recommendations to enhance LAPD's officer-involved shooting investigative process.

As the President of EPAC, Mr. Khatami has also provided consulting and auditing services for Riverside Police Department, Atlanta Police Department, and Nashville/Davidson County Police Department.

Mr. Khatami is a certified California Commission on Peace Officer Standards and Training (POST)/Robert Pressley Institute of Criminal Investigation (ICI) instructor, wherein he instructs Police Performance Auditing. As a member of the LAPD Basic Law Enforcement Performance Auditor Course (BLEPAC) instructor cadre, he provided instruction to approximately 40 different law enforcement agencies, including the California Highway Patrol, Detroit, Oakland, San Jose, Denver, Indianapolis, Phoenix, Portland Police Departments, Calgary and Edmonton Canada Police Services, and San Diego Sheriff's personnel.

Mr. Khatami teaches at EPAC's Advanced Auditors Course providing instruction for police managers and civilian oversight professionals from agencies as diverse as the California Highway Patrol, New Orleans Office of the Independent Monitor, Oakland Police Department and Westminster Police Department.

Mr. Khatami received his Bachelor of Science degree in Psychology from California Lutheran University. He is a Certified Fraud Examiner (CFE), a Certified Fraud Specialist (CFS), Certification on Risk Management Assurance (CRMA) and a Certified Law Enforcement Auditor (CLEA). Mr. Khatami is a graduate of the Los Angeles County Sheriff's Department, Deputy Leadership Institute.

#### **Arthur Miller – Executive Advisor**

Chief Miller is a Senior Law Enforcement Expert for EPAC. Currently, he is the Chief of Police of the South Pasadena, California, Police Department (SPPD) and has over 35 years of law enforcement experience. Prior to becoming the chief of SPPD, Chief Miller retired from the LAPD as a captain. His experience as a staff and command officer is

vast, with a wide variety of experience in human resources, emergency operations, training, department media spokesperson and professional standards.

As a captain with the LAPD, Chief Miller was the Patrol Commanding Officer of Hollywood Area. He commanded the uniform police officers, worked with community members to establish a permanent foot beat in the established Entertainment District in Hollywood. He was also responsible for providing law enforcement services to a 10-square mile area with a diverse population of approximately 200,000. Chief Miller then transferred to the LAPD's Southwest Area as the Patrol Commanding Officer.

Chief Miller was then assigned as the Assistant Commanding Officer of LAPD's Metropolitan Division, where his command responsibility involved managing several specialized units that included special weapons and tactics (SWAT), K-9, Horse Mounted Unit, Under Water Dive Unit, Crime Suppression Platoons, Administrative Operations, Security Details for the Chief of Police, Mayor and City Attorney, Cadet Program and the Crime Analysis Detail.

Chief Miller's educational background includes a Master's Degree in Organizational Leadership from Woodbury University and an Undergraduate Degree in Business Administration from the University of Phoenix. He also attended numerous specialized training courses, which include Certificate-Emergency Response to Critical Incident, Command Post; Graduate-FBI National Academy; Graduate-California Commission on POST Supervisory Leadership Institute; West Point Leadership Program; POST Management School; POST Supervisory Leadership Institute, Instructor Course; Juvenile Procedures; Advanced Field Officers Course; Supervisory Development Course; Tactical Communications Course; Interview and Interrogation Course; Civil Unrest Response; Quality Leadership Seminar; Sexual Harassment; Watch Commander School; Cultural Awareness; Standardized Emergency Management Systems; Problem Oriented Policing; Affirmative Action for Supervisors; Informant Management and Control; Ethical Decision Making; Tools for Tolerance; Retaliation Prevention; Incident Command System; Bicycle School; and, Urban Police Rifle.

Chief Arthur Miller was also the recipient of LAPD's top three prestigious awards for heroism. He is a recipient of the Police Star, Police Medal and the department's highest award, the Medal of Valor. He was the only officer on the LAPD to receive all three of the department's highest awards.

#### **Dawn Reynolds – Legal Advisor**

Ms. Reynolds is the Vice President of EPAC. She brings to the project expertise in several key areas relevant to conducting CAMA's. These include criminal law, civil rights, working with civilian oversight systems and performance auditing. She currently serves as the Treasurer and at-large board member for the National Association for Civilian Oversight of Law Enforcement (NACOLE) and is a Certified Practitioner of Oversight (CPO). She has chaired and/or co-chaired the Conference Committee, the Finance Committee, the Scholarship Committee. As chair of the NACOLE Strategic Planning Committee, she worked to develop best practices and ongoing regional training

and national training in legal standards applicable to police oversight. Much of her work has involved providing useful resources for communities working to establish effective oversight and newly established oversight systems. She researched and created a set of Frequently Asked Questions about oversight and led a team in creating a set of definitions, based primarily on current federal legal standards and consent decrees, for use in civilian oversight practitioners. She currently chairs the Membership Engagement and Development Committee for NACOLE.

Ms. Reynolds is an experienced attorney, mediator, auditor and training instructor. She has served as a municipal court judge in Washington State and is a judge pro tem and justice of the peace in two rural communities in Oregon. Her work has included eliminating backlogs of criminal misdemeanor cases and supporting drug courts, and community service programs. She is experienced in auditing and reviewing internal affairs investigations, civilian complaint systems, community policing, problem-oriented policing, SARA, critical force incidents, warrants, arrests and use of force. She has conducted audits for the City of Eugene, the Oakland Police Department and the King County Sheriff's Department in Seattle.

She served on the federal criminal appeals panels in the states of Oregon and Washington and handled direct appeals and habeas petitions. Her criminal legal background also includes working with three federally recognized Indian tribes. While in private practice, she served as an American Civil Liberties Union (ACLU) cooperating attorney representing individuals and groups in civil litigation and administrative appeals against government entities including municipal governments, school districts, public hospitals and universities.

She is a skilled mediator. She has taught Alternative Dispute Resolution at the University of Idaho and has taught Evidence and Criminal Procedure in the Criminal Justice program at Washington State University. She is certified through the California Commission on Peace Officer Standards and Training (POST)/Robert Pressley Institute of Criminal Investigation (ICI) instructor, wherein she instructs Police Performance Auditing and Presenting Courtroom Evidence.

She holds a Bachelor of Arts and Master of Arts degrees from the University of Washington (summa cum laude) and earned her Juris Doctor (JD) from the University of Idaho (Honors). She received her certification in mediation from the University of Washington Law School in 1994. Ms. Reynolds has a Certified Law Enforcement Auditor (CLEA) designation from the Internal Law Enforcement Auditors Association (ILEAA). She is currently going through the process of becoming an ordained Deacon in the Episcopal Diocese of Oregon.

#### **Christopher Figueroa – Assessment Advisor**

Dr. Figueroa is the Director of Training for EPAC, and a consultant specializing in law enforcement auditing and internal investigations. He is a retired Police Detective III with the LAPD, AD. Dr. Figueroa was the Officer-in-Charge of the Audit Training Section at AD.

Dr. Figueroa had 33 years with the LAPD and was assigned to patrol, field training officer, traffic collision investigator, background investigator, field detective, detective training, and an internal auditor. He has completed complex audits with several law enforcement agencies relating in the areas of search warrants, community relations, personnel evaluations, investigative operations, complaint investigations, confidential informants, crime classification, property and evidence room assessments, and Gang Enforcement Detail selection criteria.

Dr. Figueroa conducted internal audits related to the Negotiated Settlement Agreement (NSA) between Delphine Allen, et al. (plaintiff) and the City of Oakland, et al. (defendant). These audits included search warrants, community relations, complaint investigations, internal affairs selection process, performance evaluations, Oleoresin Capsicum Inventory and review of the Oakland Police Department's policies and procedures.

Dr. Figueroa received his Bachelor of Science degree in Business Administration and Management from the University of Phoenix. He received his Master of Arts degree in Behavioral Science, Conflict Negotiation and Resolution from California State University, Dominguez Hills. He is a Doctor of Public Administration from the University of La Verne with an emphasis in the field of law enforcement performance auditing and organizational development.

Dr. Figueroa is a CGAP, CFE, CFS, CRMA and CLEA. He was a member of the instructional staff of the Association of Certified Fraud Specialists (ACFS) and an advisory board member of the International Law Enforcement Auditor Association (ILEAA). He has lectured in the field of auditing for the ACFS and ILEAA.

Dr. Figueroa was the instructional designer of the first BLEPAC in the United States that is certified by California POST, and the Michigan Commission on Law Enforcement Standards (MCOLES). This course was presented by the LAPD, and iterations were presented to the DPD and CHP, wherein Mr. Figueroa was the course administrator. He was also responsible for the development of the same course presented to the San Jose Police Department by San Jose State University's Administration of Justice Bureau. Dr. Figueroa is also the instructional designer of the first Advanced Law Enforcement Auditor Course for Executives and Managers in the United States, certified by California POST.

He is a certified POST/ICI instructor and a graduate of the California POST Master Instructor Development Program (MIDP). Dr. Figueroa graduated from the Technology, Training Design and Development Course at the University of Southern California (USC). He has received numerous awards as a trainer and auditor.

### III. PROPOSED COST

Below is the attached CAMA Cost Proposal.

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	40	\$150	\$6,000.00
Report Writing	6	\$150	\$ 900.00
<b>Total Cost:</b>			<b>\$6,900.00</b>

*Table 1: Policy*

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	6	\$150	\$ 900.00
Report Writing	2	\$150	\$ 300.00
<b>Total Cost:</b>			<b>\$1,200.00</b>

*Table 2: Organizational Chart*

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	16	\$150	\$2,400.00
Report Writing	4	\$150	\$ 600.00
<b>Total Cost:</b>			<b>\$3,000.00</b>

*Table 3: Deployment*

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	20	\$150	\$3,000.00
Report Writing	4	\$150	\$ 600.00
<b>Total Cost:</b>			<b>\$3,600.00</b>

*Table 4: Work Load*

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	16	\$150	\$2,400.00
Report Writing	4	\$150	\$ 600.00
<b>Total Cost:</b>			<b>\$3,000.00</b>

*Table 5: Training*

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	16	\$150	\$2,400.00
Report Writing	4	\$150	\$ 600.00
<b>Total Cost:</b>			<b>\$3,000.00</b>

*Table 6: Record Systems*

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	32	\$150	\$4,800.00
Report Writing	6	\$150	\$ 900.00
<b>Total Cost:</b>			<b>\$5,700.00</b>

*Table 7: Patrol Functions*

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	32	\$150	\$4,800.00
Report Writing	6	\$150	\$ 900.00
<b>Total Cost:</b>			<b>\$5,700.00</b>

*Table 8: Investigative Functions*

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	24	\$150	\$3,600.00
Report Writing	6	\$150	\$ 900.00
<b>Total Cost:</b>			<b>\$4,500.00</b>

*Table 9: Property/Evidence*

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	24	\$150	\$3,600.00
Report Writing	6	\$150	\$ 900.00
<b>Total Cost:</b>			<b>\$4,500.00</b>

*Table 10: Community Policing*

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ASSESSMENT	TOTAL HOURS REQUIRED	COST PER HOUR	COST PER ASSESSMENT
1. <i>Policy</i>	46	\$150	\$6,900.00
2. <i>Organizational Chart</i>	8	\$150	\$1,200.00
3. <i>Deployment</i>	20	\$150	\$3,000.00
4. <i>Workload</i>	24	\$150	\$3,600.00
5. <i>Training</i>	20	\$150	\$3,000.00
6. <i>Records Systems</i>	20	\$150	\$3,000.00
7. <i>Patrol Functions</i>	38	\$150	\$5,700.00
8. <i>Investigative Functions</i>	38	\$150	\$5,700.00
9. <i>Property/Evidence</i>	30	\$150	\$4,500.00
10. <i>Community Policing</i>	30	\$150	\$4,500.00
<b>Total Hours:</b>	<b>274</b>	<b>Total Cost:</b>	<b>\$41,100.00</b>

*Table 11: Total Charges*



**City of San Luis  
Budget Adjustment Form**

**Reason for Budget Adjustment:**

Budget required to fund professional fees for Internal Audit at Police Department.

3 Quotes attached to this request.

Account Number	Account Name	Amended Budget FY17/18	Budget to be revised (Add to)	Budget to be decreased (taken from)	Available Balance Budget FY 17/18
250-181-60025.102	Uniforms - Impound	10,000.00		5,000.00	5,000.00
250-181-60035.102	Minor Tools/Equipment Supplies - Impound	22,000.00		16,000.00	6,000.00
250-181-60040.102	Miscellaneous - Impound	16,000.00		9,000.00	7,000.00
<i>250-181-00001.102</i>	<i>Professional Services</i>	<i>0</i>	<i>30,000.00</i>		<i>30,000.00</i>
			<i>CC. 11-08-2017</i>		-
					-
					-
					-
					-
					-
					-
<b>Total</b>			-	30,000.00	

Department Head

City Manager

Finance Department

Date 11-1-2017

Date 11/01/2017

Date 11.01.2017



Richard Jessup, Acting Chief of Police  
San Luis Police Department

## Consulting Proposal

# Police Department Organizational Assessment

October 27, 2017

Prepared by:



**Value for Fees:**

LD Consulting is eager to develop a professional relationship with the San Luis Police Department. Based on an analysis of the above information and anticipated deliverables our group will conduct an assessment of the SLPD property room for a total fee of \$27,850.00

**Terms:**

One half of contract fee is due prior to the start of the assessment; the date this payment is received by LD Consulting LLC will be considered the start date for the assessment.

The remaining one half of the contract fee is due upon receipt of the final report by the Police Chief, or 45 days after receipt of the digital version of the draft by the SLPD. If there are ongoing concerns that cannot be resolved during the 30-day draft review time period, payment terms may be negotiated based on the resolution of concerns. *Lastly, we are flexible in terms of negotiating a mutually beneficial arrangement.*

**Time Frame**

Based on the scope provided it is anticipated that the on-site field work will take 4 days. It is anticipated the draft report will be provided four to six weeks after the final day on-site observations are completed.

**Appendix A: Letter of good standing from AZ. Corporation Commission**

**Appendix B: W-9 LD Consulting LLC**



## Exceptional Training

San Luis Police Department  
1030 E. Union St.  
PO Box 3720  
San Luis, Arizona 85349

August 15, 2017

TO: Acting Chief of Police Richard Jessup

FM: Exceptional Training, LLC

Dr. Jeffeory G. Hynes, Ed.D, owner and retired Phoenix Police Commander (32 Years)

Dr. Donna M. Simon Ed.D., owner and current faculty Administration of Justice, Management

Chief Jessup:

Thank you for the opportunity to provide the San Luis Police Department with a departmental audit. We are pleased to be working with you as you continue to build upon the foundation of continuous improvement and best-practice models for San Luis Police.

Preplanning for the audit is important to respecting your time and the time of your personnel by establishing the foundational elements of the audit and providing the documentation and access to records that will be examined. We hope to schedule an initial preplanning meeting with you as soon as your calendar allows to begin the preplanning.

The following information will provide an outline of our audit methodology, strategies, applications, and outcomes, as well as an initial list of items needed prior to the site visit.

### **Methodology**

The inspection team from Exceptional Training will employ three primary methods of data collection (1) Review of San Luis Police Department documentation; (2) Observations; and (3) Interviews.

The inspection team will review all applicable documentation relating to the audit areas and will compare them to best practice principles from the law enforcement industry including the Commission on Accreditation for Law Enforcement Agencies (CALEA) Manual.

The inspectors will observe the on-duty activities of San Luis Police Department personnel and perform inspections of police department facilities and records. Interviews will be conducted with personnel, as necessary, to obtain pertinent information and feedback when needed.

Additional interviews with police department staff, city management, and selected members of the community will be conducted.

Fifteen audit focus items are recommended by Exceptional Training, below, and an additional 10 items will come directly from the police department and city management.

The following four criteria will be applied to each area of focus for this audit: (1) service delivery, (2) policies and procedures, (3) training, and (4) stakeholder satisfaction. The focus will include specific



areas of concentration, to be reviewed universally among all the sites, for consistency, accuracy, and to identify areas which might be considered as critical to the police department's operation.

### **Areas of Focus for the Audit**

Exceptional Training will complete an organizational audit as directed by Police Chief and the City Manager's Office in which:

- 20 to 25 Police Department focus items will be examined thoroughly
- Exceptional Training is suggesting the 15 items below and the San Luis Police Chief and City management may elect to provide an additional 10 items.
  - Exceptional Training recommended areas:
    1. San Luis Police Department Policies & Procedures will be examined and compared against best practice models such as CALEA.
    2. Evidence Collection Procedures / Security. A seizure review of monies, contraband, narcotics will be conducted.
    3. Community / Client Satisfaction – will be examined from interviews, community forum and a web-based survey.
    4. Client Satisfaction Internal – will be examined from interviews, internal forum and a web- based survey.
    5. Client Satisfaction City Manager/Mayor's Office – will be examined from interviews, and a web-based survey.
    6. Training – outlines, record maintenance and an examination of Arizona Peace Officer Standards & Training Board statutory requirements will be examined.
    7. Departmental Staffing and Deployment – patrol line-level deployment vs administrative deployment will be examined.
    8. Response Time – will be examined with an evaluation of dispatch guidelines for the levels of priority calls, such as priority 1, 2, 3 etc.
    9. Performance Evaluations – for both sworn and civilian employees will be examined for completeness, goal obtainment, accomplishments, and employee feedback. A sampling of personnel files will be conducted to verify timely rating completion.
    10. Vehicle Inspection – mileage reflection of the fleet, equipment assessment, condition, maintenance and future needs assessment will be conducted.
    11. Investigative Protocols – detective assignments and responsibilities, along with investigative caseloads, case management and clearance rates will be examined.

12. Administrative Staff Function Deployment – an examination of first responder levels vs support staffing will be examined.
  13. IT Infrastructure Review – a review of technology utilization will be conducted.
  14. Budget Review – yearly budget and expenditure procedures will be examined and compared against best practice procedures. Unit fund administration and expense tracking will be examined. Overtime utilization will be compared by unit and shifts.
  15. Compensation and Benefit Analysis – a comparative analysis of pay and benefits will be conducted against similar-sized agencies.
- Optional audit items management may wish to consider for an additional 10 areas of focus could include:
    16. Master Planning Strategies review
    17. Community Safety Program examination
    18. School-based programs audit, i.e. School Resource Officer, DARE, GREAT
    19. Law Enforcement Accreditation Status
    20. Funding Strategic Plan
    21. Web-based services offered
    22. Management and Labor Relationships
    23. Communications Center/Dispatch Staffing and Technology assessment
    24. Volunteer Recruitment Strategies, such as utilization of police reserves, interns, etc.
    25. Cross-jurisdictional agreements
    26. Department Inventory assessment
    27. Community-based Policing status
    28. Building and Site Security assessment

When focus items are established, Exceptional Training will schedule a two-week on-site visit to conduct interviews and perform additional data collection and clarification of policy and procedures.

### **Pre-audit Items**

Items requested prior to pre-audit meetings (electronic copies, whenever possible):

- Department policies and procedures/regulations



- Training records – schedules, course offerings, training records
- Site plans
- Organizational charts
- Commonly used forms

From pre-audit meetings, Exceptional Training will request additional pertinent documents for use during the audit/assessment. Confidentially agreements will be signed by participating members of the Exceptional Training team, Dr. Jeff Hynes and Dr. Donna Simon. Once the onsite audit has been completed, Exceptional Training will compile the data and develop a written report outlining their findings which will be provided to the Police Chief and the City Manager's Office. Management entities will then have an opportunity to accept the findings or dispute all or parts of the report. This phase is flexible and clarifications and amendments can be made.

Additionally, the number of persons to be interviewed in each focus area will be determined prior to the audit, in collaboration with the Police Chief. The interviewees will be available to the auditors during the site visits.

### **Interviews**

Interviewing is an excellent tool to determine how well employees understand their role, the department's requirements, their own expertise, and compliance with police department rules, regulations and procedures.

The interviews will be conducted using our developed instrument to elicit the information required. It is intended that the interviews be very probative when using the comments sections. It should also be noted that the interviewees' identification will be held confidential to ensure open answers are received.

The audit process will address a series of questions developed during the pre-auditing stage including:

- a. How does Management/Leadership impact this area?
- b. How are Stakeholders impacted?
- c. Are Departmental Policies and Procedures in place and appropriate/best-practice?
- d. Do/should Training Policies require instruction in this area? Is training in this area applied with the right frequency and properly recorded?
- e. Is Quality Assurance / proficiency criteria in place and adequate?
- f. Is the department in Compliance with agency directives/policies?

These are draft items and may be modified to support the needs of the San Luis Police Department

### **Audit Report**

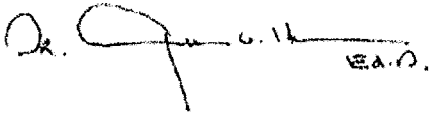
At the conclusion of on-site audit process, Exceptional Training will write a comprehensive report of its findings. It normally takes between three and four weeks from the time the site visit is completed until a draft report is delivered. The results of the audit will identify strengths, weaknesses, and gaps in the



current models being employed. This is intended to allow management to address those areas, as well as to build on areas which typify the strengths of the organization.

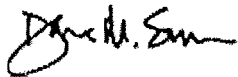
Chief Jessup, we look forward to providing you and the San Luis Police Department with the exceptional service that we believe will further your mission and vision of "Working Together... For a Safe Community." This document is based on our initial conversations and proposal for a comprehensive departmental audit at a cost of \$30,000. An invoice is attached for your convenience.

Respectfully,

A handwritten signature in black ink, appearing to read "Dr. Jeffeory G. Hynes" with a stylized flourish at the end.

Dr. Jeffeory G. Hynes  
Exceptional Training, LLC, owner  
Dept. Chair and Professor of Administration of Justice, Glendale Community College  
Retired Phoenix Police Commander, 32 years  
602-332-8380  
jgh3612@aol.com

Dr. Donna M. Simon

A handwritten signature in black ink, appearing to read "Dr. Donna M. Simon" with a stylized flourish at the end.

Exceptional Training, LLC, owner  
Lead Faculty and Curriculum Developer for BA/BS in Management, Northern Arizona University  
Adjunct Professor of Administration of Justice, Glendale Community College



# Exceptional Training

San Luis Police Department  
 Acting Chief of Police Richard Jessup  
 1030 E. Union St.  
 PO Box 3720  
 San Luis, Arizona 85349

Invoice Date: 08/15/2017  
 INVOICE # 201708

Principle	San Luis Police Department	Payment Terms	Due Date
Dr. J. Hynes		30 days after	
Dr. D. Simon		delivery of Audit	
		Report	

Description	Unit Cost	Total Cost
Departmental Audit, San Luis Police Department		\$30,000
Elements and Deliverables		
1) Pre-audit conferences with Chief Jessup		
2) Presentation of recommended audit items		
3) Finalization of audit items		
4) Review of all documentation requested Pre-audit		
5) On-site visit (two weeks)		
• Additional document reviews		
• Interviews		
• Observations		
6) Exit interview with Chief		
7) Delivery of the Audit Report Draft		
8) Report review with Chief and key city management stakeholders		
Please make check payable to:		
Exceptional Training, LLC • 12837 N. 17th Place • Phoenix, AZ 85022 • 602.332.8380 email: jgh3612@aol.com / dmsimon17@yahoo.com	<b>Total</b>	<b>\$30,000</b>



October 30, 2017

Chief Richard Jessup  
San Luis Police Department  
1030 E. Union Street  
San Luis, AZ 85349  
E-mail: [rjessup@cityofsanluis.org](mailto:rjessup@cityofsanluis.org)

RE: Command Accountability Management Assessment Proposal for the San Luis, Arizona, Police Department

As President of Elite Performance Assessment Consultants, LLC, I am pleased to provide you with our Command Accountability Management Assessment Proposal for the San Luis Police Department. I am enclosing documentation outlining our qualifications, experience and cost proposal.

Mr. Sergio Sais, Director of Auditing, will serve as the point of contact for the company and below you will find his contact information.

We look forward to hearing from you soon, thank you.

**Elite Performance Assessment Consultants, LLC**  
**Mr. Sergio Sais, MPA, CGAP, CFE, CLEA**  
**Director of Auditing**  
**880 Hampshire Road, Suite "X"**  
**Thousand Oaks, CA 91362**  
**Mobile: (818) 455-6787**  
**E-mail: [srsais@elitepacllc.com](mailto:srsais@elitepacllc.com)**

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Khatami". The signature is written in a cursive style with some loops and flourishes.

Randy Khatami, CFE, CFS, CLEA, CRMA  
President

### III. PROPOSED COST

Below is the attached CAMA Cost Proposal.

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	40	\$150	\$6,000.00
Report Writing	6	\$150	\$ 900.00
<b>Total Cost:</b>			<b>\$6,900.00</b>

Table 1: Policy

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	6	\$150	\$ 900.00
Report Writing	2	\$150	\$ 300.00
<b>Total Cost:</b>			<b>\$1,200.00</b>

Table 2: Organizational Chart

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	16	\$150	\$2,400.00
Report Writing	4	\$150	\$ 600.00
<b>Total Cost:</b>			<b>\$3,000.00</b>

Table 3: Deployment

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	20	\$150	\$3,000.00
Report Writing	4	\$150	\$ 600.00
<b>Total Cost:</b>			<b>\$3,600.00</b>

Table 4: Work Load

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	16	\$150	\$2,400.00
Report Writing	4	\$150	\$ 600.00
<b>Total Cost:</b>			<b>\$3,000.00</b>

Table 5: Training

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	16	\$150	\$2,400.00
Report Writing	4	\$150	\$ 600.00
<b>Total Cost:</b>			<b>\$3,000.00</b>

Table 6: Record Systems

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	32	\$150	\$4,800.00
Report Writing	6	\$150	\$ 900.00
<b>Total Cost:</b>			<b>\$5,700.00</b>

Table 7: Patrol Functions

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	32	\$150	\$4,800.00
Report Writing	6	\$150	\$ 900.00
<b>Total Cost:</b>			<b>\$5,700.00</b>

Table 8: Investigative Functions

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	24	\$150	\$3,600.00
Report Writing	6	\$150	\$ 900.00
<b>Total Cost:</b>			<b>\$4,500.00</b>

Table 9: Property/Evidence

ASSESSMENT ITEMS	HOURS REQUIRED	COST PER HOUR	COST
Review/Assessment	24	\$150	\$3,600.00
Report Writing	6	\$150	\$ 900.00
<b>Total Cost:</b>			<b>\$4,500.00</b>

Table 10: Community Policing

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<b>ASSESSMENT</b>	<b>TOTAL HOURS REQUIRED</b>	<b>COST PER HOUR</b>	<b>COST PER ASSESSMENT</b>
<i>1. Policy</i>	46	\$150	\$6,900.00
<i>2. Organizational Chart</i>	8	\$150	\$1,200.00
<i>3. Deployment</i>	20	\$150	\$3,000.00
<i>4. Workload</i>	24	\$150	\$3,600.00
<i>5. Training</i>	20	\$150	\$3,000.00
<i>6. Records Systems</i>	20	\$150	\$3,000.00
<i>7. Patrol Functions</i>	38	\$150	\$5,700.00
<i>8. Investigative Functions</i>	38	\$150	\$5,700.00
<i>9. Property/Evidence</i>	30	\$150	\$4,500.00
<i>10. Community Policing</i>	30	\$150	\$4,500.00
<b>Total Hours:</b>	<b>274</b>	<b>Total Cost:</b>	<b>\$41,100.00</b>

*Table 11: Total Charges*





## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

6.C.

**Meeting Date:** 12/13/2017

**Department Head:** Jose A. Guzman, Acting Director of Planning & Zoning, Planning & Zoning Department

**Submitted By:** Jose A. Guzman, Acting Director of Planning & Zoning, Planning & Zoning Department

**Action Requested:** Motion  
Resolution

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### ITEM:

Discussion and possible action on any and all matters regarding Resolution No. 2019. A resolution of the Mayor and City Council of the City of San Luis, Arizona, directing and authorizing the street name change of First Avenue to William Brooks Avenue. **(Mayor Gerardo Sanchez & Tadeo A. De La Hoya, City Manager)**

### SUMMARY:

City Council may change the name of any roadway within the City of San Luis for commemorative purposes. This is done by resolution as per Section 4.1 of the City of San Luis Roadway Naming and Addressing Policy.

In this case, City Council desires to commemorate and recognize the important role and positive impact of William K. Brooks on the history of the San Luis area.

A native of Yuma, Mr. Brooks started his law enforcement career as a Yuma County Sheriff's Deputy in 1976, after having completed his studies in criminal justice from Arizona Western College. Mr. Brooks began his career with the former U.S. Customs Service (USCS) in 1983 at the Port of Calexico, California. During his more than 30 years of service, he has held many leadership positions, including the Port Director at the U.S. Port of Entry of San Luis, Arizona.

As per Section 4.5 of the Roadway Naming and Addressing Policy, City staff will provide notification of this name change to the affected property owners, delivery and utility companies, Yuma County, the San Luis Public Safety Answering Point (PSAP) for 9-1-1, City of San Luis Fire and Police Departments. Public Works Department will be informed to ensure that the roadway signs are replaced within a reasonable period of time.

### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO ADOPT AND APPROVE RESOLUTION NO. 2019.**

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

N/A

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**Fiscal Impact**

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** N/A  
**CITY/STATE/FEDERAL FUNDS:** N/A  
**TOTAL:** N/A  
**BUDGETED AMOUNT:** N/A  
**AVAILABLE AMOUNT TO TRANSFER:** N/A  
**ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:** N/A  
**FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):**  
N/A

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**Attachments**

Resolution No. 2019  
William K. Brooks

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# Resolution

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

NO. 2019

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, DIRECTING AND AUTHORIZING THE STREET NAME CHANGE OF FIRST AVENUE TO WILLIAM BROOKS AVENUE.**

**WHEREAS**, the City Council from time to time may determine that naming certain physical features of the City of San Luis after individuals will provide a source of pride and community recognitions; and

**WHEREAS**, the City of San Luis desires to commemorate William K. Brooks who, served as the port director at the Port of San Luis, Arizona.

**WHEREAS**, to recognize the important role and positive impact of William K. Brooks on the history of the San Luis area, the City Council finds it befitting and proper to rename a First Avenue in his honor.

**WHEREAS**, the change of such street name is warranted

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

Section 1: First Avenue shall be renamed "William Brooks Avenue".

Section 2: City Staff is hereby directed to provide notification of name change as per Section 4.5 of the Roadway Naming and Addressing Policy.

Section 3: The Public Works Department is hereby directed to change existing street name signs as affected by this resolution.

**PASSED AND ADOPTED** by the Mayor and City Council of the City of San Luis, Arizona, this \_\_\_\_ day of \_\_\_\_\_, 2017.

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Gerardo Sanchez, Mayor

**ATTEST:**

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Sonia Cornelio, City Clerk

**APPROVED AS TO FORM:**

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Kay Marion Macuil, City Attorney



**William K. Brooks,  
Director Field Operations  
Office of Field Operations  
Tucson Field Office**

Mr. William Brooks began his career with the former U.S. Customs Service (USCS) in 1983 at the Port of Calexico, California. During his more than 30 years of service, he has held many leadership positions, including the Port Director at the Port of Andrade, California; the Port Director at the Port of San Luis; and the Acting Director, Field Operations, Tucson, Arizona. As the current Director, Field Operations, Mr. Brooks is responsible for operations and enforcement activities at eight international ports of entry in Arizona, and the processing of 25.2 million travelers; process 8.8 million private vehicles; more than 470,000 commercial conveyances (truck and rail); and \$23.6 billion in international trade each year.

Mr. Brooks collaborated with the Government of Mexico in 2016 to institute a proof-of-concept pilot for unified cargo processing at the Mariposa Commercial Facility in Nogales, AZ. This concept brought customs inspectors from Mexico onto the Commercial Facility to combine inspections for certain C-TPAT cargo coming from Mexico. The success of this pilot has prompted further adaptation of this program to include inbound, outbound, rail and certain air processing in Arizona with pending expansion throughout the Southwest border.

Prior to joining USCS, Mr. Brooks served for seven years as a Deputy Sheriff for the Yuma County Sheriff's Office. He attended Arizona Western College, majoring in Criminal Justice.



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

6.D.

**Meeting Date:** 12/13/2017

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

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

**Action Requested:** Motion  
Public Hearing

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### ITEM:

Public Hearing followed by discussion and possible action on any and all matters regarding a surcharge on residents of San Luis Lane between 5th and 6th Avenues for additional infrastructure to increase circulation of water. (**Eulogio Vera, Director of Public Works**)

- A. Open Public Hearing
  - 1. Staff presentation
  - 2. Call to the public on this item only
- B. Close Public Hearing
- C. Action on Surcharge

### SUMMARY:

#### **Purpose of the Public Hearing**

This Public Hearing receives input from the public regarding a surcharge on 18 households on a cul de sac, specifically San Luis Lane between 5th and 6th Avenues. This surcharge would pay for additional infrastructure to increase circulation of water on that cul de sac. One cause of hot water in the area is water moving slowly in the pipes. This Public Hearing has been properly noticed. After the close of the Public Hearing, Council may take action deciding whether to go forward with the surcharge and building the project or set the action item for a future meeting.

#### **Why Must a Surcharge Be Imposed for this Project?**

As explained on July 6, 2017, San Luis City Attorney Opinion, there is no legal requirement that the city control water temperature. A city can only pay out on claims legally enforceable. Due to the Arizona Constitution prohibition on cities spending money on individuals and staff and Council's fiduciary duty to protect the public treasury for public purposes, the residents of San Luis Lane would have to pay for any infrastructure changes. The changes only would benefit the 18 households on San Luis Lane, not the city as a whole. (For more detail please see Attachment 1. City Attorney Opinion).

#### **Formula to Calculate the Amount of the Surcharge**

As explained in the August 30, 2017, report which has been on file with the City Clerk as part of the notice requirement, the city cost would be recovered in a surcharge to the 18 households benefited. Under State Law (A.R.S. 9-511.01) the surcharge must be just and reasonable. This calculation meets that requirement.

As of the writing of this agenda item, the estimate is \$15,000.00 to build the infrastructure. 18 households benefit and the cost can be extended over a three-year period of months that would be 12 months per year for 3 years equals 36 months. The formula then is:

Cost divided by 18 households divided by 36 months equals the surcharge per month. (Note, Council could extend the time to more than 36 months).

Plugging in our example \$15,000.00 /18 households /36 months = \$23.15 per household per month.

The actual cost could be more or even less than this estimate. The city would recover the actual cost through the surcharge. The surcharge would remain in effect on each household lot for a full period of 36 months of water service. So, if the lot is vacant for three (3) months, the surcharge will be suspended for three (3) months during the period the lot is vacant and will pick up again when service is reestablished until a full 36 months of the surcharge are paid for that lot. (For more detail please see Attachment 2, Report in Support of Surcharge).

### **Caution**

In response to residents concerns about the tap water being hot, the city paid for a study to be done which showed that San Luis Lane has hot water. The causes were not only low flow in the main line due to the line dead-ends at the end of the cul de sac, but also shallow service lines, and the biggest jump in temperature was from outside to the inside where copper lines went to an uninsulated attic before going to the taps. Copper is an excellent conductor of heat. **So, there is no guarantee that increasing the circulation of the water in the main line will decrease the temperature of the water.** (For more detail, please see Attachment 3, Temperature Data Report).

### **Background**

This past summer of 2017, residents of San Luis Lane came to the city asking that the city do something about the high temperature of the water. This summer the city has responded with frequent flushing of the lines, but that did not result in a satisfactory solution.

Eulogio Vera, Director of Public Works, studied the matter and found the most likely way to increase flow would be to connect the San Luis Lane main line to a line servicing a nearby apartment complex. Again, it is unknown whether this will actually lower the temperature of the water or increase the flow of any appreciable amount.

August 29, 2017, Staff conducted a meeting inviting the residents of San Luis Lane to discuss the matter. There are 18 houses on San Luis Lane and 13 households were represented and 9 of those present indicated by sworn affidavits they understood the risk, that they would have to pay the cost and they still wanted the city to put in the line to try to increase the flow. A tenth household later contacted the city that they wanted to go forward as well.

September 6, 2017, With 10 out of 18 supporting the project, the item was brought to Council in a work session to seek direction as to whether to start the process with a Notice of Intent to for Possible Surcharge. Council directed staff to go forward which would give residents a chance to present their views at this Public Hearing.

September 13, 2017, Staff in response brought the item to Council for the first step under A.R.S. §9-511.01(A) to adopt by motion at a regular council meeting a notice of intent to impose a surcharge and set a date for a public hearing. Due to the notice requirements and the Thanksgiving Day holiday, staff recommended the Public Hearing be set December 13, 2017. This Public Hearing allows the residents of San Luis Lane to express their views on whether to impose the surcharge and go forward with the project before City Council decides whether to do it. City Council voted to proceed accordingly.

### **Today**

Staff recommends going forward only if a majority of the residents who will be paying for the project express a desire to have it done at the Public Hearing today.

### **RECOMMENDATION / SUGGESTED MOTION:**

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

- 1. Presentation by Staff
- 2. Call to the Public on this Item only.

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

**C. I MOVE TO APPROVE SURCHARGE ON SAN LUIS LANE AS PRESENTED AND DIRECT STAFF TO TAKE ALL ACTIONS TO CONSTRUCT THE CONNECTING WATER LINE AS PRESENTED.**

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

N/A

**Fiscal Impact**

<b>IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:</b>	Yes
<b>CITY/STATE/FEDERAL FUNDS:</b>	City
<b>TOTAL:</b>	\$15,000.00
<b>BUDGETED AMOUNT:</b>	No
<b>AVAILABLE AMOUNT TO TRANSFER:</b>	N/A
<b>ACCT NAME &amp; GL#/REMAINING BALANCE BEFORE PURCHASE:</b>	300-302-70025 Maintenance/Other \$15,000.00 DLLS.

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

\$15,000.00 is an estimate of cost. The cost will be recovered through the proposed surcharge.

**Attachments**

City Attorney Opinion  
 Report in Support of Surcharge  
 Temperature Data Report



# San Luis City Attorney

P.O. Box 1170 • 1090 E. Union Street • San Luis, AZ 85349-1170 • Telephone (928) 314-9117

## San Luis City Attorney Opinion

### Re: Water Temperatures at Frontera Estates, San Luis, Arizona

DATE: July 6, 2016

TO: Honorable Mayor and Members of City Council

Tadeo De La Hoya, Interim City Manager

Ralph Velez, Consultant

Eulogio Vera, P.E., Public Works Director

From: Glenn Gimbut, Assistant City Attorney

at the Direction of Kay Marion Macuil, City Attorney

=====

The Office of City Attorney was directed to research and write an opinion on the legal responsibilities for the City for water temperature experienced by homeowners in Frontera Estates and the legal options available to address perceived problems experienced by some of the homeowners in the subdivision.

This opinion will address why the City not only has no legal responsibility to address the perceived problem, but why it would be unconstitutional for the city to do so. That being said, the situation is not without a remedy if the homeowners themselves are willing to shoulder the financial costs involved. To understand the conclusions, one must first understand the facts.

### High Temperature Water

The complaint of homeowners Raul and Ana Lomeli are representative of the complaints being made. They are not alone, and their concern is typical. Because their complaints were put in writing, and are representative of the group of homeowners who are concerned about water temperatures, this opinion will refer to their specific

Memorandum

Re: Water Temperatures at Frontera Estates

July 6, 2016

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complaint. This is not to suggest that their complaint is not accurate. Rather this opinion assumes that what they are reporting is in fact true.

In a letter dated September 24, 2014 Mr. and Mrs. Lomeli reported that they were experiencing water temperatures during the months of June, July, August, and September as high as 99.8 degrees to 103.1 degrees at the tap at their house. They decided that this was the fault of bad decision making at the City. As a result they wanted "something" done.

In response the City had a study conducted concerning water temperature prepared by Nicklaus Engineering, which resulted in a written report dated July, 2015. This study, hereinafter referred to as the "NEI report", confirmed the complaint of Mr. and Mrs. Lomeli. It confirmed that water at the tap could be as high as 116 degrees at the tap after flushing for two minutes. But the report also noted how their home was constructed. Service to the home was connected to the main using copper pipe. As a construction material, copper will conduct and transfer heat better than other types of piping. The service pipe was set in the ground at a depth higher than the main. The main was set at a 4 foot depth. The water service was set at a depth of two feet. At the time the water temperature hit 116 degrees at the house, ground temperature, which would impact the temperature of the water, at the water main, was only 75 to 78 degrees. Ground temperature at the 2 foot depth was 84 degrees. This means the rise in height of the depth of the pipe contributed to an increase in water temperature alone. Using copper pipe insured this increase in temperature. All of these depths and the use of copper meet the following legal standards of construction: Arizona Department of Environmental Quality; Arizona Department of Water Resources; Yuma County Public Works Standards; City of Yuma Public Works Standards; and Maricopa Association of Governments Public Works Standards.

Piping from the meter, through the home, and to the tap was by what is a local standard method of construction which is to take piping up the side of the home, through the roof, dropping down to the "stacks" where the connections to kitchens, bathrooms, laundry, etc. are placed. Sometimes the piping material is PVC, sometimes (in older homes) it is iron piping, and sometimes (like some of the residences in Frontera Estates) it is copper. Once again copper is a material which will transfer heat in a more efficient manner than PVC. Taking the water through a hot roof during the summer in Arizona accounts for upwards of a fifteen degrees increase in water temperature as will be discussed later in this memorandum

Construction standards for the plumbing of a home are governed by plumbing codes. The City uses the national standard, the 2006 International Plumbing Code ("IPC"). This code was developed by the International Code Council and the International Plumbing Code Development Committee. It is a standard set of regulations adopted throughout the United States of America to provide minimum standards to safeguard public health and safety by "regulating and controlling the

Memorandum

Re: Water Temperatures at Frontera Estates

July 6, 2016

Page 3

design, construction, installation, quality of materials, location, operation, and maintenance or use of plumbing equipment or systems.” (Sec. 101.3 2006 IPC). The plumbing code allows for piping to come down from the roof. Because the water pipes circulate through the roof, it is like sending the water through a hot oven. By all reports from professional engineers, this has significant impact on the experienced water temperatures. The design of the house could have been to 1) have the water pipes and “stacks” come up from the floor instead of the roof. (This is the type of construction that occurs in colder climates where freezing water pipes is a concern) or it could have been to: 2) provide for special insulation around the piping to protect against heat transfer from a hot roof to water in the pipes. Neither ADEQ standards nor the IPC require the piping to be constructed such as to prevent water from becoming superheated due to the environment, nor do they provide for special insulation. Maybe it should. But these are not the standards that exist today, and were not the standards that existed at time of plan review.

Also contributing to the heat in the water was the lack of circulation of the mains due to the streets being a cul-de-sac. Mains sitting just four feet deep under an asphalt street without water circulating, but rather sitting in the pipes gaining heat transfer, adds to the problem as well. According to the NEI report water in the “dead end” mains was around 96 degrees and at the very end of the mains as high as 102 degrees.

Water temperature at the hydrant near the Lomeli house, which would be reflective of the temperature at the meter, was on average 91 degrees after a two minute flush. Water at hydrants which were not on a “dead end” main were only 83 degrees after a two minute flush. This means 8 degrees of increased temperature can be explained by the mains being “dead end” and not looped and sitting at a depth of 4 feet. (The lower the main in the soil the cooler the soil and less heat transfer.) ADEQ standards and all known public works standards, then and now, allow for such a “dead end” main to exist at that soil depth. Having a looped main and having it at a lower depth would have increased cost to the developer without increasing the market for the lots in the subdivision. Obviously the developer did not want to spend money that it was not legally required to do.

It would appear that at least 8 degrees can be explained by placement of mains in four feet of soil on a “dead end” main, versus existing in a true looped system, and upwards of 15 degrees can be explained due to the design and construction of the house. It is undisputed that once water passes the main and into the tap which serves the house, that is the legal responsibility of the homeowner. All construction impact described above involves design and construction after the meter. No one has ever disagreed that construction after the meter is the sole responsibility of the property owner, and such piping is not, and never has been, part of the utility system of the City.

Memorandum

Re: Water Temperatures at Frontera Estates

July 6, 2016

Page 4

From a factual standpoint, as shown by the NEI report, changing the water mains in the street could impact water temperature by as much as 8 degrees, and changing house construction could impact by as much as 15 degrees. If the water temperature experienced by Mr. and Mrs. Lomeli dropped by 23 degrees, this author is certain that this would solve the problems that they have complained about.

### **Legal Process of Plan Review**

When plans for a subdivision are brought in for review, the construction plans are reviewed for the standards of ADEQ, ADWR, Yuma County Public Works Standards, and, for water and sewer work, City of Yuma Public Works Standards since Yuma County Public Works Standards do not deal with those topics per se. The public works standards of both Yuma County and the City of Yuma are based on the Maricopa Association of Governments ("MAG") standards, which are the 'gold standard'. As a result since the plans met all known standards, they were approved, and the City of San Luis Department of Development Services did its job, and did it correctly. The City of San Luis is actually prohibited from having standards that conflict with either ADEQ or ADWR. ADEQ regulates the type of materials of piping, size of piping, water pressure, standards for quality of water, depths and angles of piping, as well as other standards. Temperature of water is not regulated but because of the extent of regulation by the United States Environmental Protection Agency and ADEQ, the State and the Federal government have "occupied the field" and the City is legally prohibited from adopting any regulation that could be seen as a conflict with these standards, regulations, and laws, See *BNSF Ry. Co. v. Seats Inc.*, 237 Ariz. 259, 349 P. 3d 1096, (Ct. App. Div. 1 2015); *Gade v. National Solid Wastes Mgt. Ass'n*, 505 U.S. 88, 112 S.Ct. 2374 (1992); *City of Phoenix v. Arizona Dept. of Environmental Quality*, 205 Ariz. 57674 P.3d 250 (Ct. App. Div.1 2003). See also A.R.S. §49-353.01. The "dead end" water mains as placed at a four foot soil depth meets these standards, and the City lacked the legal power to not approve proposed construction that met the law as it existed at that time.

City staff may not make up standards as it goes along. It may not, legally, apply standards or rules that do not yet exist. Review of subdivision plans must be in accordance with already adopted standards. If the subdivision plat meets those standards, the city may not deny approval. See 8 McQuillin Mun. Corp. § 25:132 (3d ed.); *Projects American Corp. v. Hilliard*, 711 S.W.2d 386 (Tex. App. Tyler 1986); *Tony Ashburn & Son, Inc. v. Kent County Regional Planning Com'n*, 962 A.2d 235 (Del. 2008); and *People ex rel. J. C. Penney Properties, Inc. v. Village of Oak Lawn*, 38 Ill. App. 3d 1016, 349 N.E.2d 637 (1st Dist. 1976).

Likewise with building permits. When an application meets all known codes, the city lacks the power to deny the building permit. 17 McQuillin Mun. Corp. § 51:59 (3d ed.); *Sgromolo v. City of Asbury Park*, 134 N.J.L. 195, 46 A.2d 661 (N.J. Sup. Ct. 1946);

*Allenbach v. City of Tukwila*, 101 Wash. 2d 193, 676 P.2d 473 (1984); and *Roberts v. City of Bethany*, 1977 Ok Civ App 42, 668 P.2d 350 (Ct. App. Div. 1 1977).

Since the subdivision plat met all known laws, standards, and regulations in existence at time of application, and the building permit application for construction of the house met all known laws, standards, and regulations at time of application, and nothing presented by either the complaint of the residents, the petition presented by the residents, nor the NEI report presents any facts to dispute those conclusions, the Department Development Services acted properly in recommending approval of the subdivision plat, and approval of building permits.

### **Temperature as an “Aesthetic”**

The City’s legal duty on delivery of water is to deliver potable water that meets the standards of the Clean Water Act and other health regulations as enforced by ADEQ. There is no legal duty to deliver a particular kind of water beyond these legal requirements.

As is stated in 19 McQuillin Mun. Corp. § 53A:18 (3d ed.):

“The Safe Drinking Water Act of 1974 and its amendments (SDWA) authorizes the Environmental Protection Agency (EPA) to regulate tap water contaminates and also authorizes state programs with standards at least as strict as the SDWAs. Under the SDWA, primary drinking regulations apply only to public water systems, including those providing piped water for human consumption if the system has at least fifteen service connections or regularly serves at least twenty-five people. The SWDA also applies to collection, treatment, storage and distribution facilities mainly used in connection with such systems that ultimately supply water to consumers.

The act authorizes National Primary Drinking Water Regulations (NPDWR) that specify maximum contaminant levels with possible adverse effects on human health. Both natural and man-made contaminants are covered. The SWDA mandates direct public notification by owners or operators of public water systems failure to comply with applicable maximum contaminant levels or treatment technique requirements and monitoring.”

The City made contact with Donna Calderon with ADEQ. Ms. Calderon confirmed that the temperature of water is not a matter which is regulated by the Safe Drinking Water Act nor any other regulation enforced by ADEQ. Again the City’s legal duty is confined to providing water that meets these regulations. It has done so, and

continues to do so. It is not unsafe in the eyes of these known governmental health and safety regulations. As a result the desire to have the city provide cooler water, is what is known as an “aesthetic” or something that is attractive or appealing, not something that is required under the law. Since this is a matter of an aesthetic nature, not something that is required or covered by the Safe Drinking Water Act, it is not a matter that can legally be supported at the cost of the other utility rate payers of the City of San Luis.

### **Fiduciary Duty of City Officials – Anti-Gift Clause of the Arizona Constitution**

Article 9, Section 7 of the Arizona Constitution states:

Neither the state, nor any county, city, town, municipality, or other subdivision of the state shall ever give or loan its credit in the aid of, or make any donation or grant, by subsidy or otherwise, to any individual, association, or corporation, or become a subscriber to, or a shareholder in, any company or corporation, or become a joint owner with any person, company, or corporation, except as to such ownerships as may accrue to the state by operation or provision of law or as authorized by law solely for investment of the monies in the various funds of the state.

This provision has become known as the Anti-Gift Clause of the Arizona Constitution.

As stated by the Supreme Court of North Carolina in *Lette v. County of Warren*, 341 N.C. 116, 462 S.E.2d 476 (1995) at page 479 a “. . . municipality cannot lawfully make an appropriation of public monies except to meet a legal and enforceable claim, and cannot make payment upon a claim which exists merely by reason of a moral or equitable obligation, which a generous, or even a just, individual when dealing with his own moneys, might recognize as worthy of some reward.”

Without a known legal duty to provide a particular water temperature, and the construction of the subdivision, including the placement of mains and the use of “dead end” mains, and the construction of the home meeting all known standards and laws, provision of something else becomes an expenditure not for a legal and enforceable claim, but one that is a “. . .donation or grant, by subsidy or otherwise to [an] individual. . .” in violation of the Anti-Gift Clause. As a result, if something is to be done to change the infrastructure to change the water temperature, it can only be done at the cost and expense of the individual or individuals who desire it.

Further, any payment or expenditure in violation of the Arizona Constitution would be in breach of fiduciary duty, meaning the members of the Council that approved this as well as staff members who approve payment, would be subject to potential personal liability. They would not enjoy legislative immunity, since there is no immunity

for decisions at an operational level. See *Schable v. Deer Valley Unified Scholl Dist. No. 97*, 186 Ariz. 161, 920 P.2d 41 (App. Div. 1 1996).

### **Community Facilities District**

The City of San Luis has formed a community facilities district for Frontera Estates. A community facilities district has the power to construct infrastructure and issue bonds paid by special lien assessments on the real property in the district. As a result, if the homeowners themselves were willing to have their land subject to special lien assessments, it might be possible to use this special district to dig up the streets, reset the mains to a lower depth, loop the water systems, reconnect the properties, and replace the streets. Again the homes themselves would end up being subject to a special tax assessment to pay for this. Since the homeowners themselves would be paying for the improvements that they desire, which for the reasons set forth above are improvements beyond the requirements of law, it would not be a violation of the Anti-Gift Clause. But it would be very, very expensive.

### **Home Construction**

Any work needed to the affected homes to change the water pipes to a material less conducive to the transmission of heat; to supply water in a manner that does not involve piping dropping down from the ceiling, or involves insulating the pipes, because it is the legal responsibility of the property owner, must be done solely at the expense of the property owner, otherwise, once again, it would be an unconstitutional violation of the Anti-Gift Clause.

### **Conclusion**

The city is not unsympathetic to the issue raised. But it is beyond the power of the city to address it using the public purse. Only at the cost of the homeowners themselves can something be done.

Kay Marion Macuil

San Luis City Attorney

August 30, 2017

Report on Proposed San Luis Lane Water Surcharge

From Eulogio Vera, PE and Paul Worris, Director of the City of San Luis

Complaints have been received from residents of the Pueblo de San Luis area east of Fort Pueblo in San Luis, Bernalillo County. This area comprises 17 single family homes and 17 apartments for water service. The complaints are of low water temperature during the summer months. The water is potable and meets all known safe drinking water standards. The location, design, and construction of the water main in San Luis Lane serving these homes meets Bernalillo Department of Environmental Quality standards. The line is a dead end line proposed to connect to the existing line connecting to the apartments directly to the east to support on San Luis Lane the dead end nature of the line in San Luis Lane. It is hoped that by summer connection of water to the Pueblo de San Luis as to drop water temperature. However, any, is not guaranteed. This is an improvement not generally offered to rate payers of the water system of the City of San Luis and therefore becomes an improvement solely for the benefit of and at the request of San Luis Lane San Luis Lane residents. San Luis Lane residents are willing to pay for this improvement.

The estimate engineers estimate to construct proposed improvements is \$15,000.00. The City proposes to construct this improvement and recover these sums by a surcharge to be imposed on the apartments of the 17 homes over a period of three years beginning on the next billing cycle following the 30 day period after adoption of the surcharge. This surcharge is in addition to all other charges for water service as adopted by the City of San Luis. The monthly charge will be a formula of cost of improvement divided by 12 divided by 365 as an example, \$15,000 divided by 12 divided by 365 is \$34.50. The cost of \$15,000 the surcharge would be \$23.15 a month for the 36 month period. It is intended that the surcharge will remain in effect on each lot on San Luis Lane for a full period of 36 months after service. As an example, a home ceases to be an active utility account for three months during the period of surcharge, the surcharge will be suspended during the period of inactivity and will pick up again when service is reestablished until such time as a full 36 months of surcharge are paid.

# Temperature Data Collection

## City of San Luis Water Distribution Network

**Prepared for:**

City of San Luis Public Works Department  
Eulogio Vera, P.E.  
Director of Public Works

**Prepared by:**

Nicklaus Engineering, Inc.  
1851 West 24th Street  
Yuma, Arizona 85364

**July 2015**



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## 1. Introduction

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The City of San Luis Public Works Department has retained the service of Nicklaus Engineering, Inc. (NEI) to collect temperature data on portions of the San Luis water distribution network that experience high water temperatures during the summer. According to public works staff, affected residents have stated that temperatures at their tap can reach temperatures well over a hundred degrees Fahrenheit for long periods of time. The purpose of the data collection was to gain a better understanding of the scope of the problem and to see if patterns emerge from the data that may hint at viable solutions. The scope of the initial phase of this data collection was a small trouble area of the distribution network known to be an area that experiences elevated temperatures.

## 2. Data Collection

---

Data was collected over a three day period starting July 6, 2015 and ending July 8, 2015. Temperature was measured at various locations in the network at two times per day, once in the morning at approximately 8AM and once in the evening at approximately 4PM.

The locations where the data was collected can be found on the Temperature Sampling Map (Attachment A). The trouble area selected for the study included two streets both ending in a cul-de-sac in the Frontera Estates Subdivision: Washington Lane and San Luis Lane. Samples were collected systematically in order to map how the temperature changes as the water makes its way through the distribution network. The data was first collected at Well Site #3, the closest water source to the trouble area, and was collected at various hydrants along the loop feeding the trouble area. Additionally, samples were taken at Well Site #2 which is the next closest water source. Then, samples were collected on the dead end mains at the end of each cul-de-sac. Finally, samples were taken at various residences within each cul-de-sac; one from an outside hose bib, and one inside at a bathroom faucet. Every attempt was made to collect samples at the same locations for the three day period. However, if a resident was not available another residence was sampled.

At each location, water was collected in a beaker and measured with a laboratory quality digital thermometer. The initial temperature was collected immediately upon opening the valve and filling the beaker, and another sample was taken after letting the water flow for two minutes.

### 3. Analysis

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The collected data can be found summarized on the Temperature Sampling Map (Attachment A). Here, the average temperatures for the test period are shown at each of the sample locations. Additionally, the average ambient air temperature, average soil temperature at a depth of four inches, and the average soil temperature at a depth of twenty inches is shown for comparison. These temperatures were taken from the Yuma South station of the Arizona Meteorological Network maintained by the University of Arizona. Additionally, a water main temperature range is shown. This range is estimated from the samples along the main closest to a given location. As can be seen from the map, the water leaving Well Site #3 is estimated to be between 78°F and 84°F. Then as it heads toward Well Site #1 and the loop feeding Washington Lane and San Luis Lane it increases to be between 84°F and 90° F. Finally, as the water enters the dead end mains on the two cul-de-sacs it jumps again to be between 90°F and 96°F, with the very end of the mains increasing to be between 96°F and 102°F.

In the Location Temperature Data (Attachment B), the temperature data at each location for each sample time is graphed along with the nearest hydrant temperature, ambient air temperature, four inch soil temperature, and twenty inch soil temperature. Additionally, the average of these temperatures over the sample period is also graphed. In reviewing this data and the associated map, the following observations can be made:

#### **Well Site #3**

The water at Well Site #3 is relatively isolated from the large daily temperature swings in both ambient air and soil temperatures. This is as expected as the water entering the treatment system is at an approximate ground water temperature between 72°F and 75°F, and the large volume of stored water in the storage tank helps to keep that temperature from rising too rapidly. The entire treatment and storage process only increases the temperature three to six degrees.

#### **Well Site #1**

The water at Well Site #1, while isolated from the large daily temperature swings, is much warmer than the water leaving Well Site #3. This well site has a much smaller storage tank that can heat up much more rapidly. Additionally, there is a possibility that the well site wasn't in operation during afternoon sampling. The average temperature leaving this well site is 87°F which close to the temperature of the entire loop feeding the trouble area.

### **B St. & 5<sup>th</sup> Ave.**

Sampling at this location dramatically shows the heating that can take place in a dead end line connected to a hydrant, valve, or other such appurtenance. The average initial temperature at this location is 104°F, however after a two minute flush the temperature drops down to the line temperature of 83°F. This twenty degree swing in temperature can be understood by looking at drawing 5-120 of the Public Works Standards for Yuma County, Volume 1. This drawing shows the typical fire hydrant layout that can be expected throughout the City of San Luis. As the drawing depicts, a steel fire hydrant is connected to a ductile iron pipe down to a ductile iron elbow before connection to another type of pipe material (PVC, ACP, RCP etc.). Steel has a thermal conductivity of approximately 50 Watts per meter per degree Kelvin (W/m K). The thermal conductivity of a dry soil is approximately 0.15 W/m K and the thermal conductivity of water is approximately 0.58 W/m K. This shows that as the hydrant is heated by direct exposure to the sun it will easily transfer that heat through the ductile iron pipe down into the water main, and into the water. Though the water main is at a depth of 42 inches and the likely soil temperature is only 75°F to 78°F, the pipe is conducting surface heat down to that depth where it conducts much more easily into the water than into the soil, effectively heating the water to very high temperatures. Not all of the hydrants tested show such a large swing in temperature. This may be due to the amount of water flowing past the hydrant etc. However, this example shows the primary means by which heat is entering the water main system.

### **San Luis Lane**

Sampling at this location again shows heating of the dead end hydrant line as the difference between the initial and two minute flush temperatures was as high as twenty degrees. Additionally, it shows that the estimated main temperature is higher on these dead end mains than is found out on the looped portion of the system.

### **1135 San Luis Lane**

This location is the most extreme example of service line heating found. Initially low temperatures within the house rise dramatically to 116°F in one case after a two minute flush. Running the tap for two minutes is not enough time to clear out the very hot water within the service line. Looking at drawing 5-150 and 5-151 of the Public Works Standards for Yuma County, Volume 1, it seems reasonable that this line could be heated to such an extent. The service is connected to the main with a copper pipe. Copper has a thermal conductivity of approximately 400 W/m K. This is very high as copper is an extremely efficient conductor of heat. If this line is made of another type of material with a much lower thermal conductivity, it is still possible for the water itself to conduct water down to the main and or service piping. The water service line then goes from a depth of 42 inches at the main to 24 inches over to the meter box where the soil temperature is approximately 83°F (as opposed to 75°F at the water main depth). The meter box is only 12 inches from the surface with the top of the meter only a few inches from the surface. Though not in direct sunlight, the temperature of the

meter housing can be expected to be very close to ambient. Then, depending on the construction, the service line travels to the house at a shallow depth. Additionally, if the water lines in the house travel through the attic rather than through the floor, the line remains at this elevated temperature resulting in a potential run of pipe of 80 feet or more. With this very long run of service line at very high temperatures, it could take well over two minutes to reach the temperature at the main which is already over 90°F.

## 4. Conclusions

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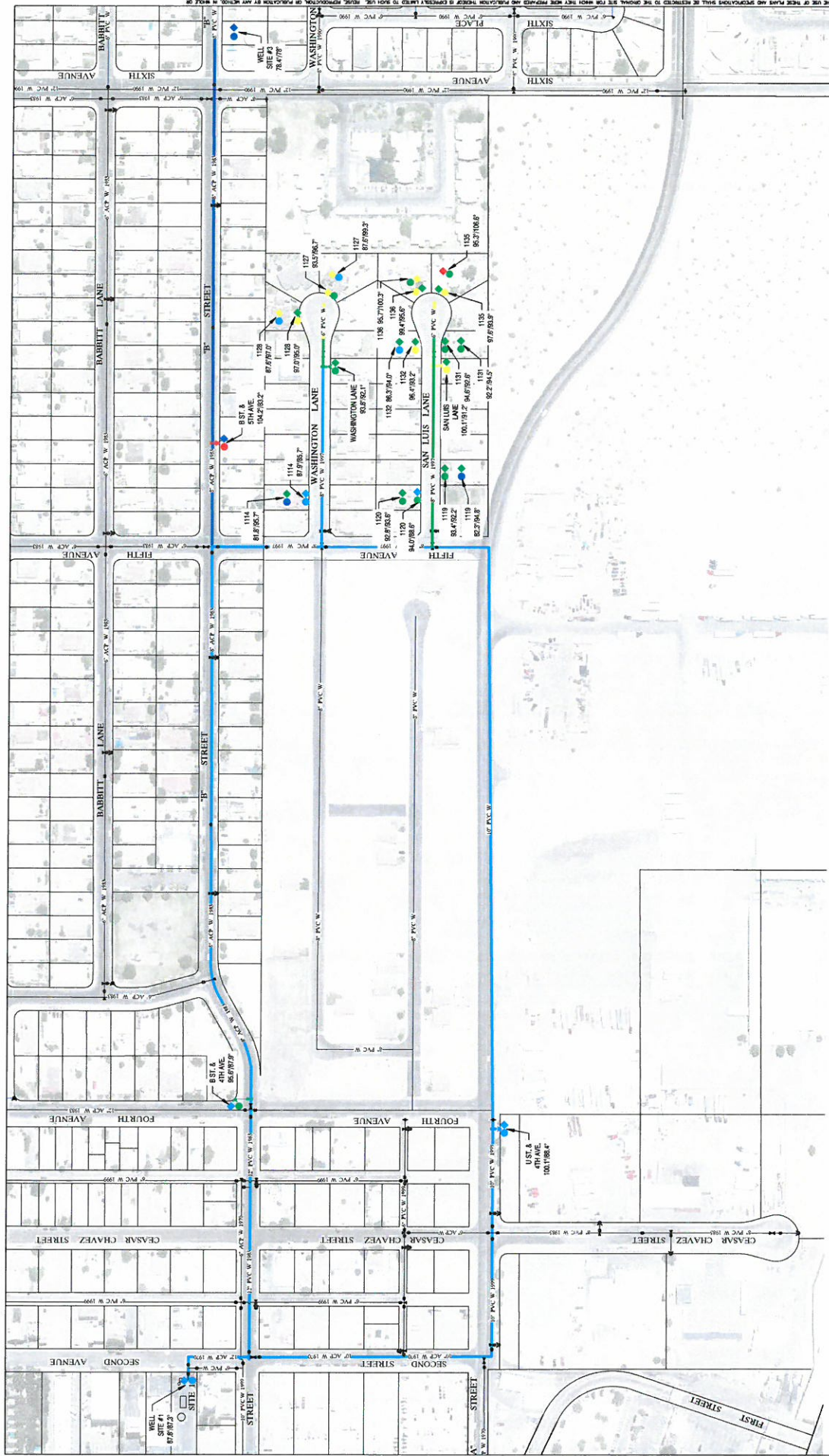
The temperature sampling shows that high temperature in the service lines feeding the houses is a significant problem. Temperatures at the tap of 116°F were recorded after flushing the line for two minutes. This water temperature is close to the recommended setting for a typical household water heater. These high temperatures are due to low flow water mains that are being heated through surface appurtenances, and water service lines that are shallow and connected to water meters located near the ground surface. In some residences, a two minute flush period is not sufficient to reduce the temperature to main line temperatures. If household water piping is ran through the attic, the length of service piping can greatly increase the amount of time it takes to get main line water temperatures.

If service line piping is constructed according to Yuma County public works standards, as is expected, the configuration is similar to what is used all over the state. Copper service taps at the main are standard practice, and the water meter box is set at a standard depth. Changes to these standards could be made to help keep these temperatures at lower levels. Eliminating dead end mains, keeping service line piping at water main depths, changing piping materials and insulating shallow service lines near the meters, and running household piping through the foundation rather than through the attic are all measures that may help to isolate the water system from high temperatures. The impact of any or all of these measures is difficult to quantify without further testing and analysis.

Moving forward, one avenue of investigation that could be pursued would be to pothole the service piping of one or more of these residences to determine the actual buried depth of the line. Also, an investigation to determine where the internal piping in the residence is run may be helpful. A pilot study can be conducted to modify the service piping of one or more of these residences to lower the pipe down to the water main depth, change the pipe materials as the line comes up to the meter, lowering and potentially insulating the meters and meter boxes, etc. In this way, the actual impact of these changes can be determined and appropriate useful changes to construction standards can be made.

## **Attachment A**

### Temperature Sampling Map



**San Luis Water System Temperature**

Temperature Sampling Map

SCALE: AS SHOWN  
 DATE: 05/20/2023  
 DRAWN BY: D.C.-J  
 CHECKED BY: D.C.-J  
 FILE NO.: 014-014  
 SHEET: 01

**Nicklaus Engineering Inc.**  
 1801 West 24th Street P.O. Box 6029  
 Vista, CA 92084  
 Email: info@neinc.com

**1**

**LEGEND**

TEMPERATURE RANGE	ESTIMATED WATER MAIN TEMPERATURE	AVERAGE INITIAL TEMPERATURE	AVERAGE 2 MINUTE FLUSH TEMPERATURE
78° - 84°	[Blue Line]	[Blue Dot]	[Blue Diamond]
84° - 90°	[Light Blue Line]	[Light Blue Dot]	[Light Blue Diamond]
90° - 96°	[Green Line]	[Green Dot]	[Green Diamond]
96° - 102°	[Yellow Line]	[Yellow Dot]	[Yellow Diamond]
102° - 108°	[Red Line]	[Red Dot]	[Red Diamond]

LOCATION NAME: 1119, 79/84°

AVERAGE INITIAL TEMPERATURE: 79/84°

AVERAGE 2 MIN. FLUSH TEMPERATURE: 79/84°

**NOTES:**

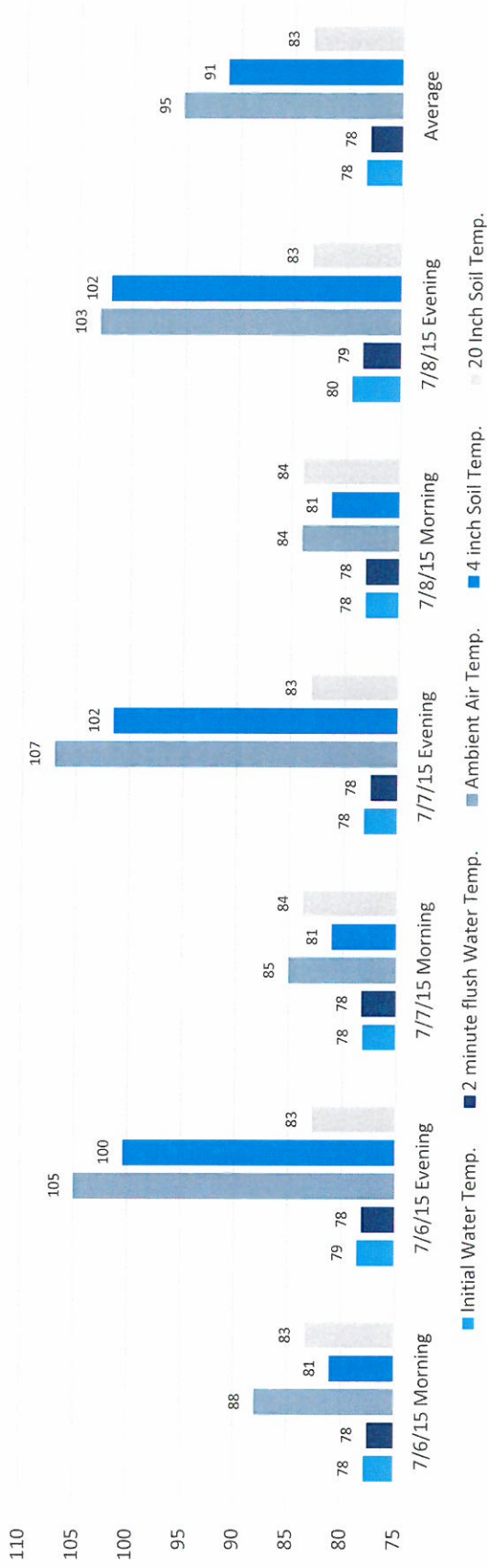
- AVERAGE AMBIENT AIR TEMPERATURE = 95°
- AVERAGE SOIL TEMPERATURE = 91°
- AVERAGE 20' SOIL TEMPERATURE = 83°

## **Attachment B**

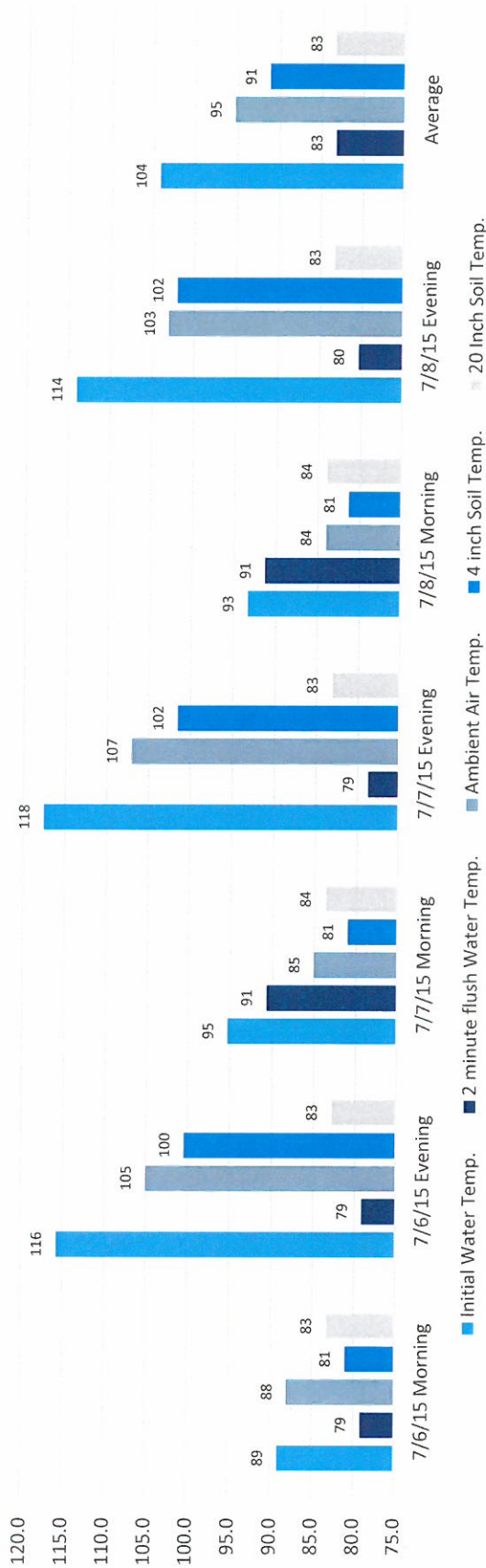
### Location Temperature Data

# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

## Well Site #3

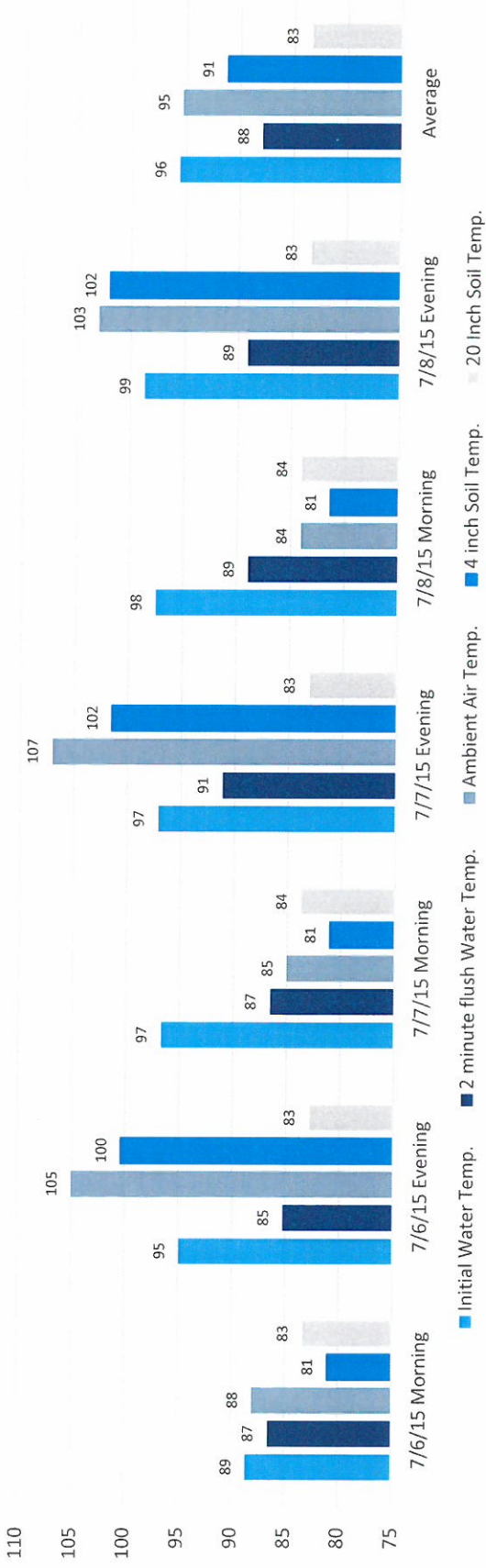


## Hydrant: B St. & 5th Ave.

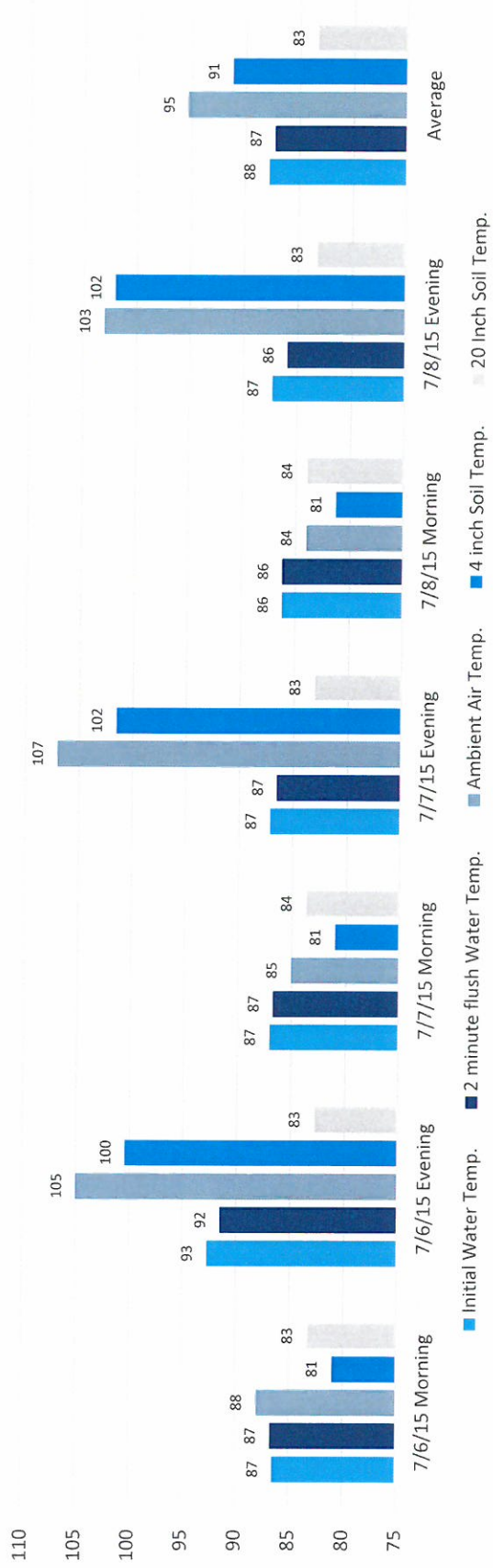


# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

Hydrant: B St. & 4th Ave.

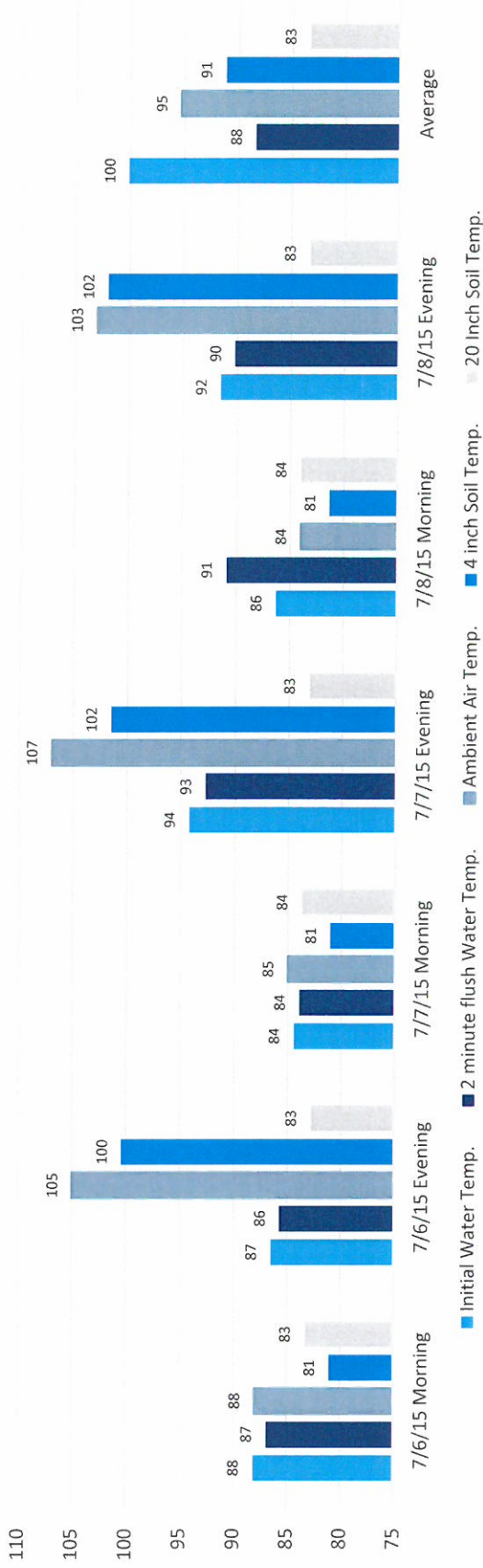


Well Site #1

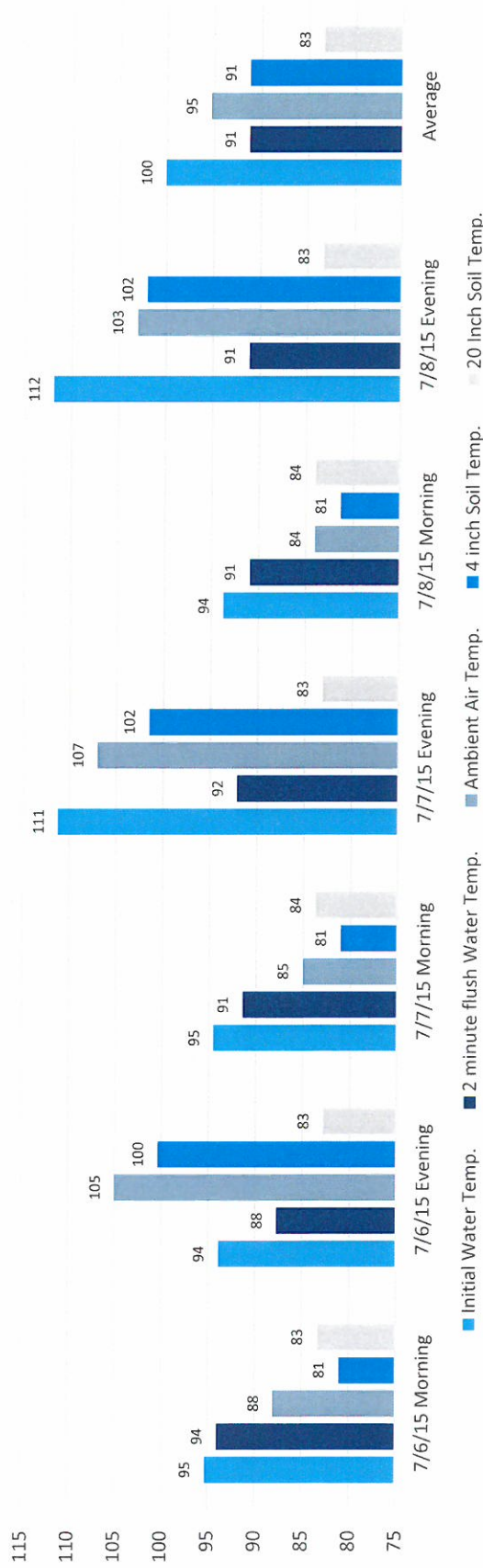


## San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

Hydrant: U St. & 5th Ave.

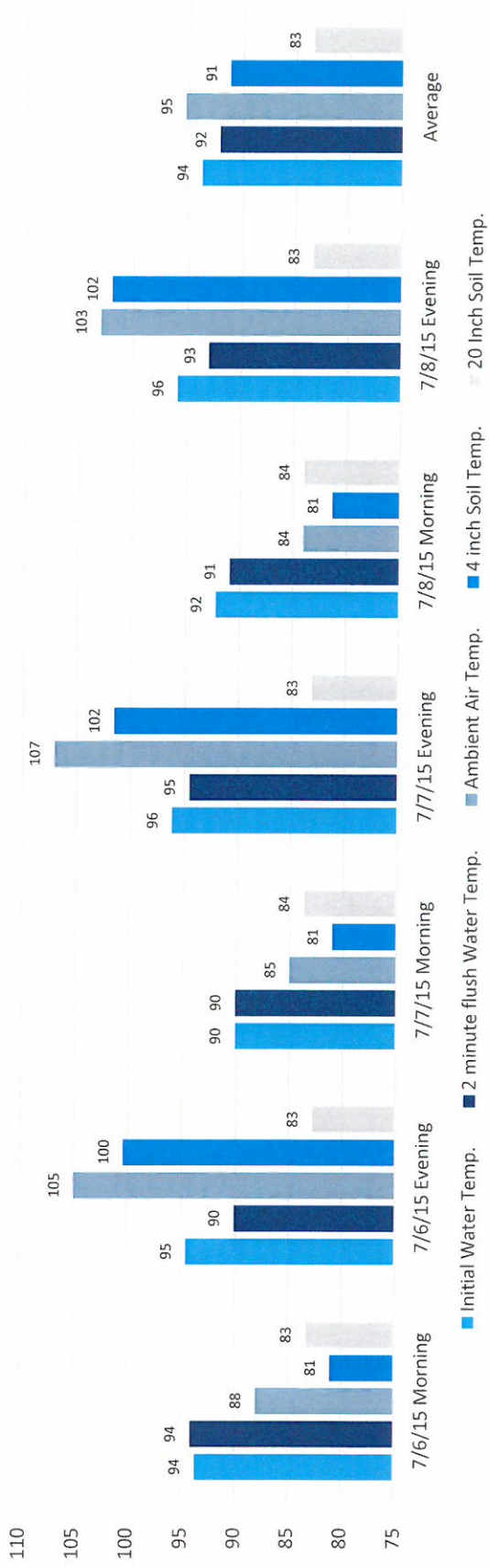


Hydrant: San Luis Lane



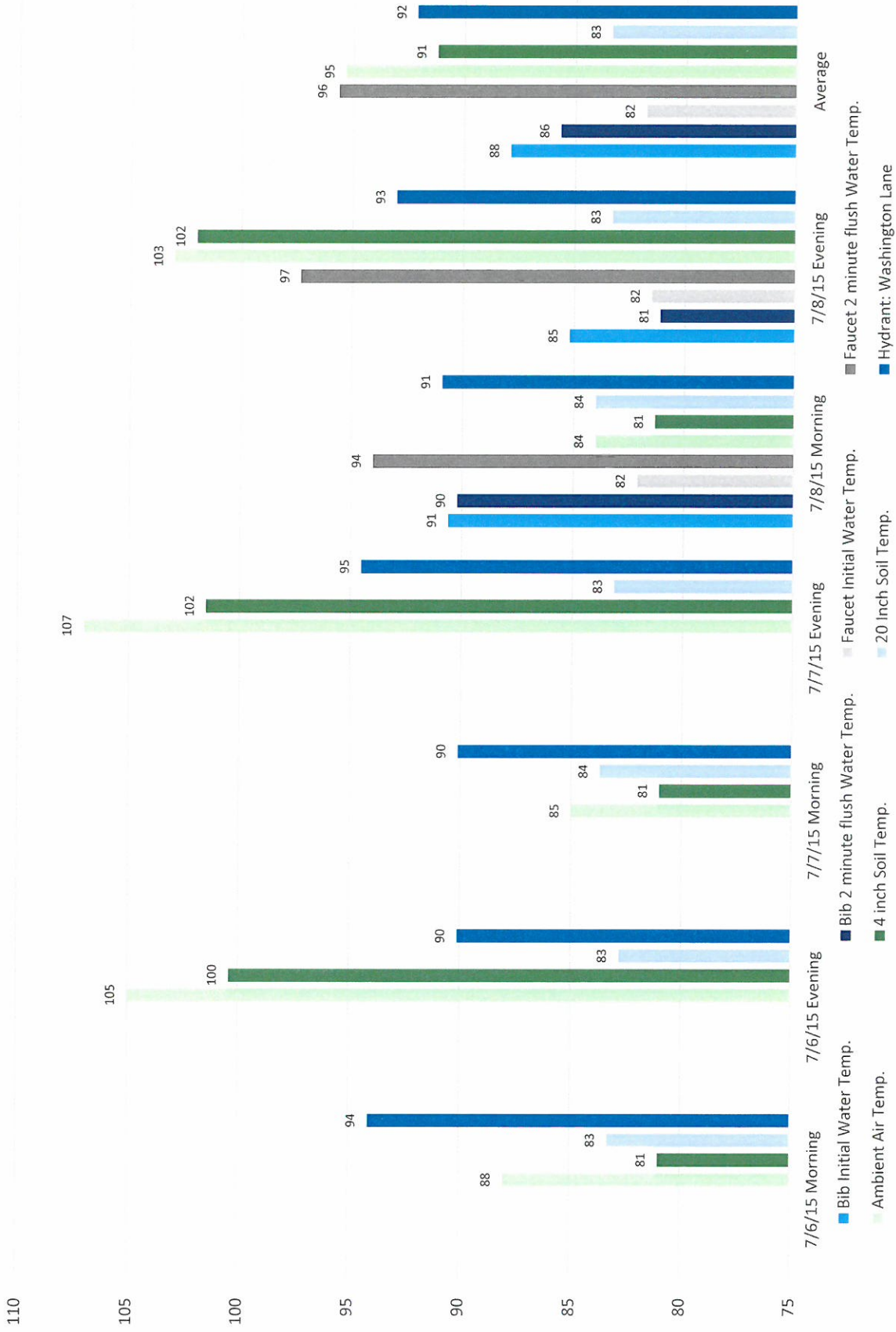
# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

Hydrant: Washington Lane



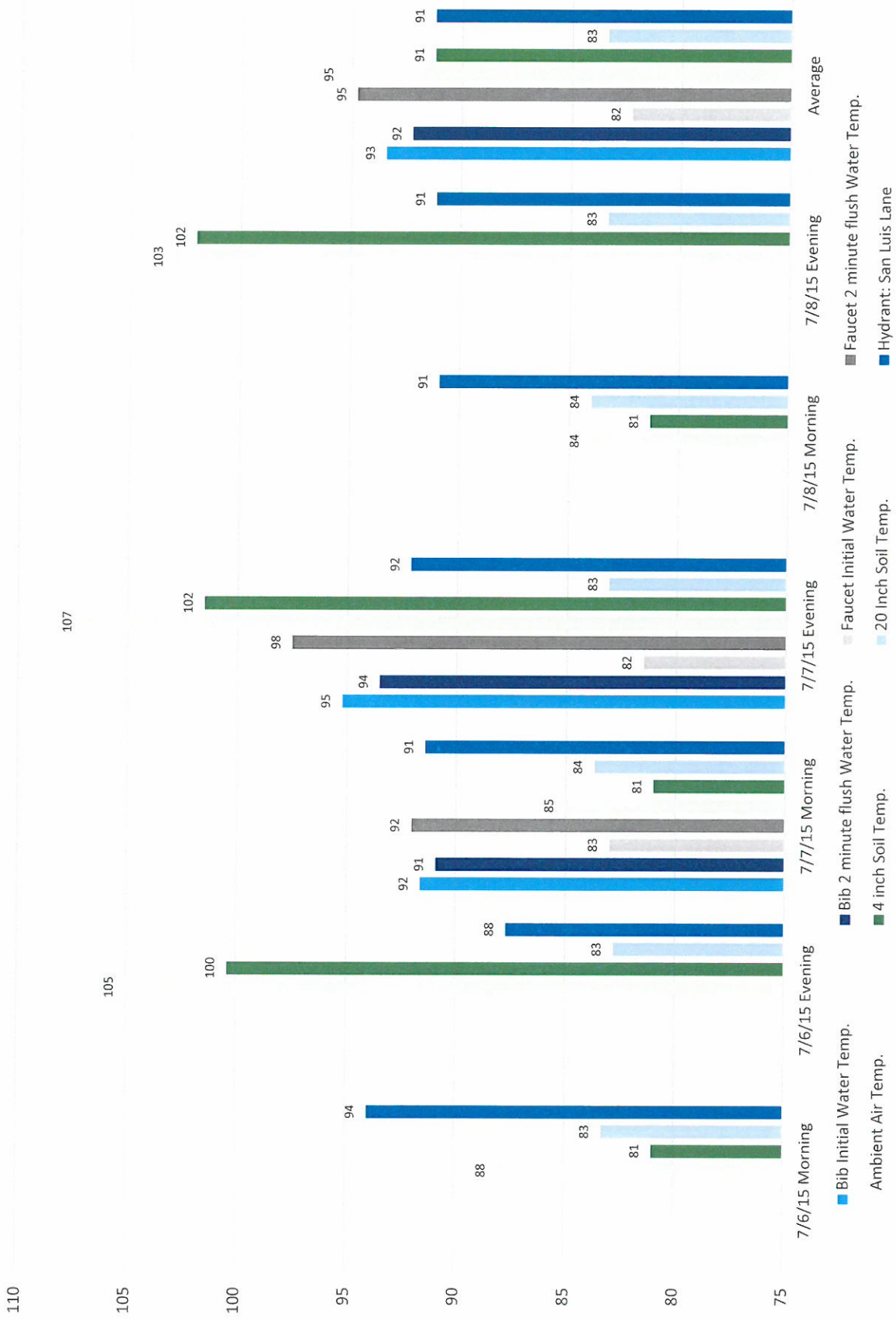
# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

11114 Washington Lane



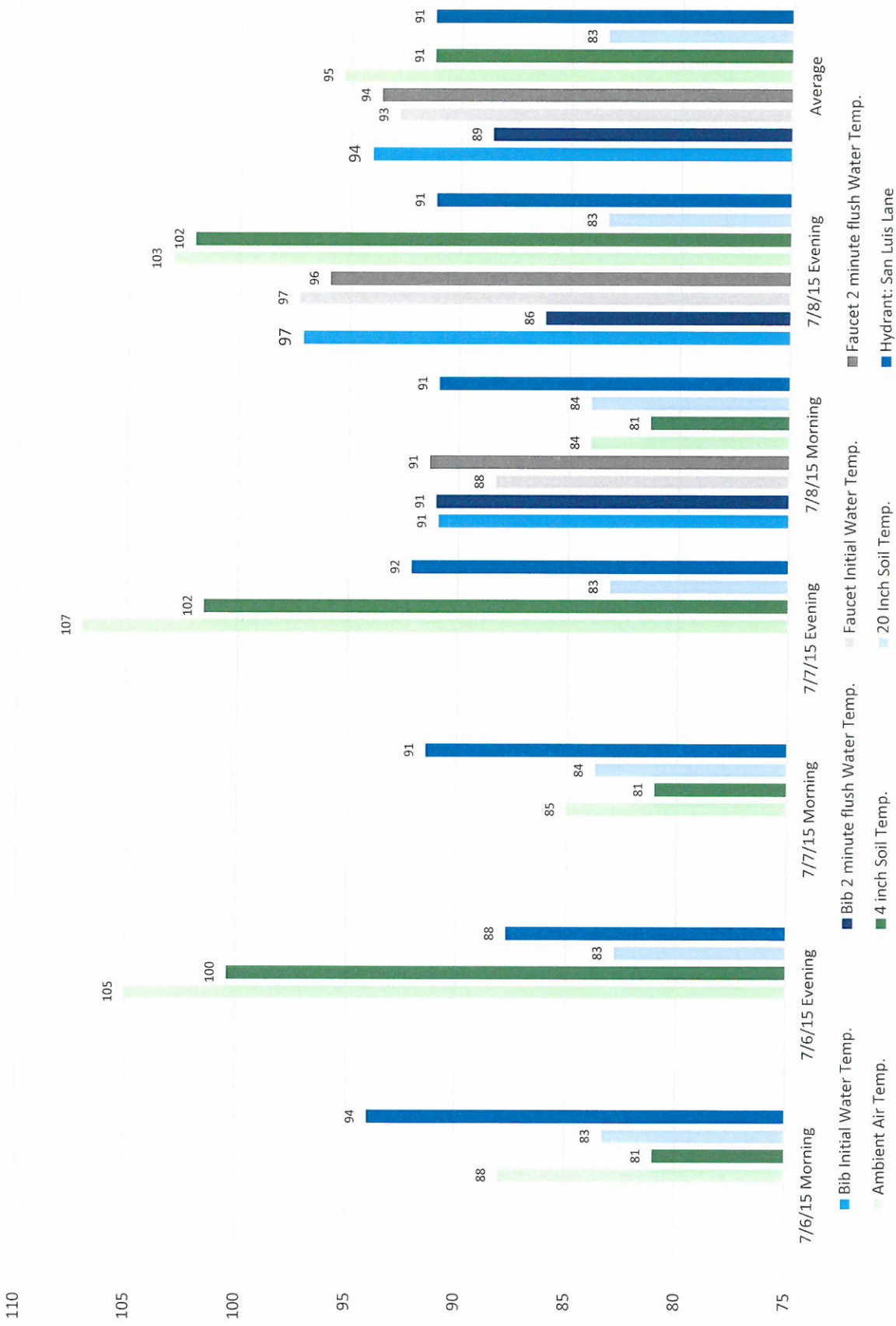
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1119 San Luis Lane



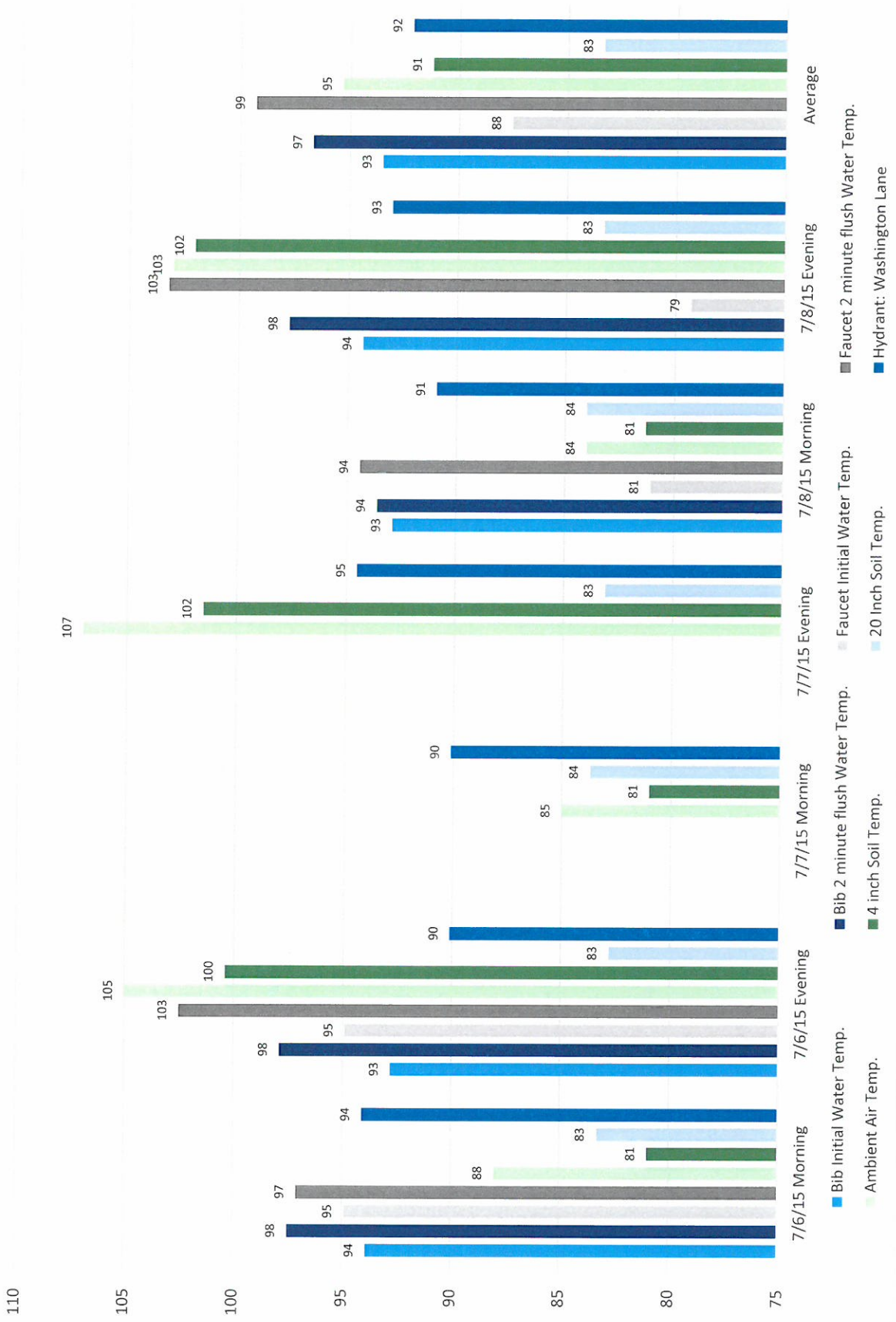
# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

1120 San Luis Lane



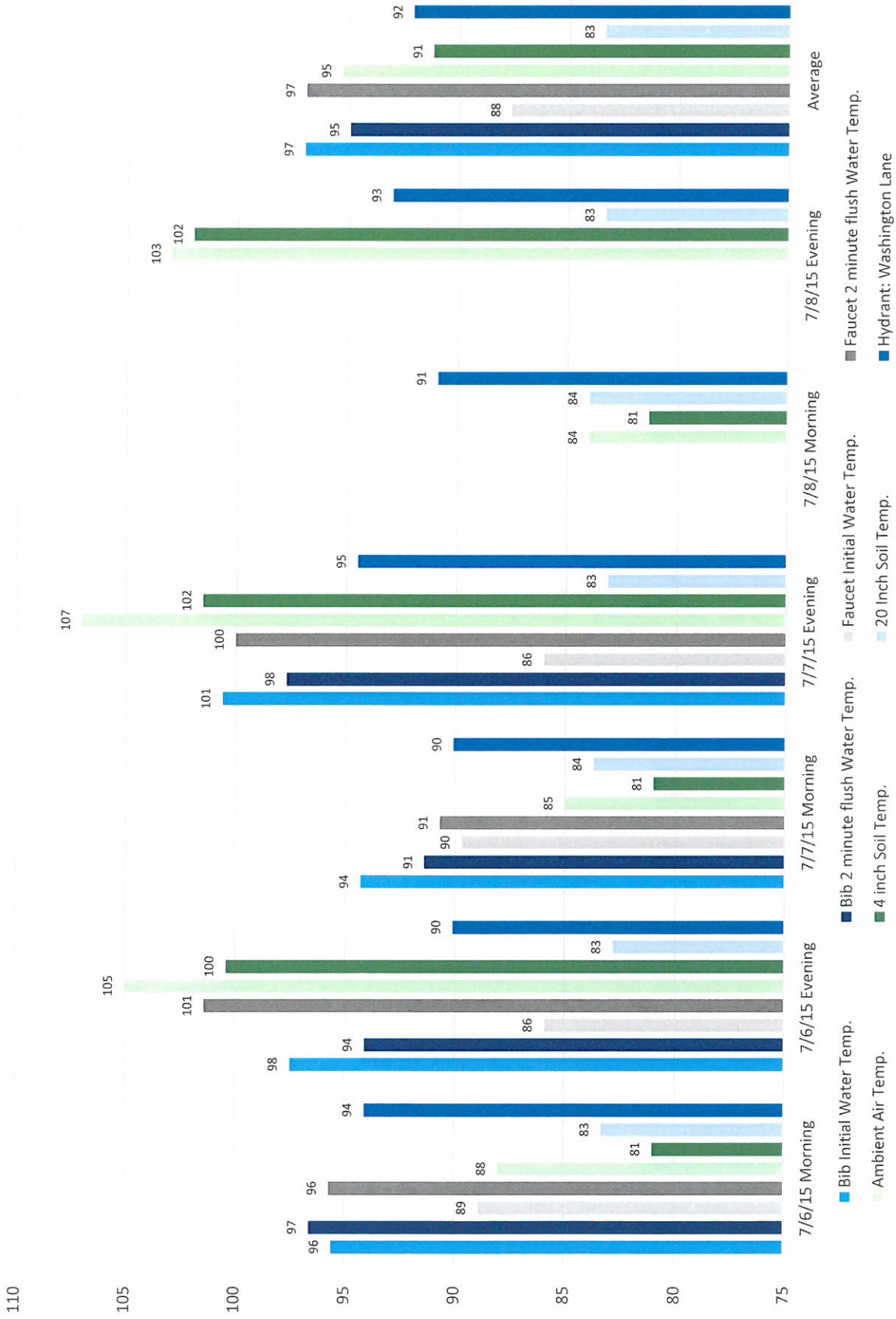
# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

1127 Washington Lane



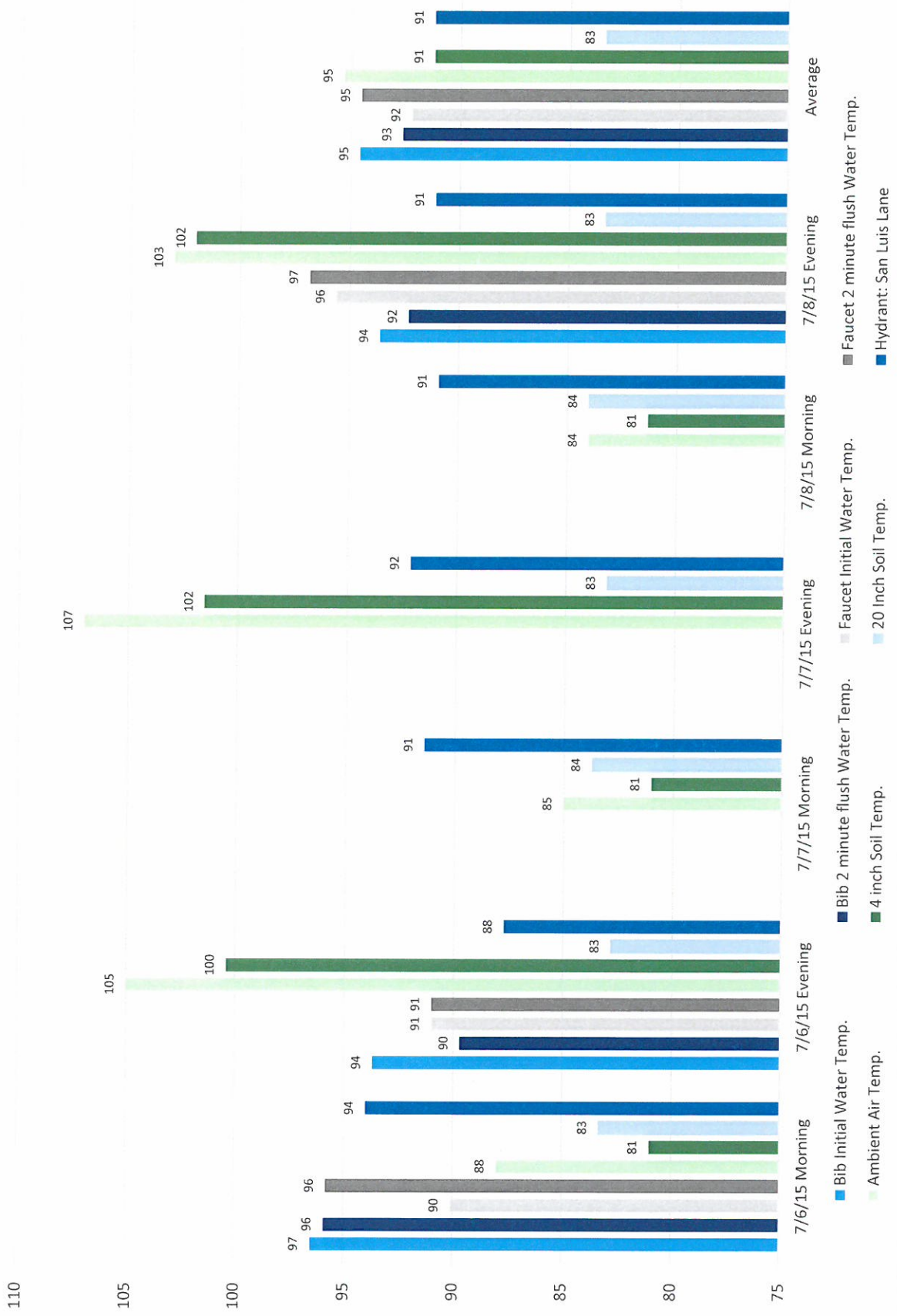
# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

1128 Washington Lane



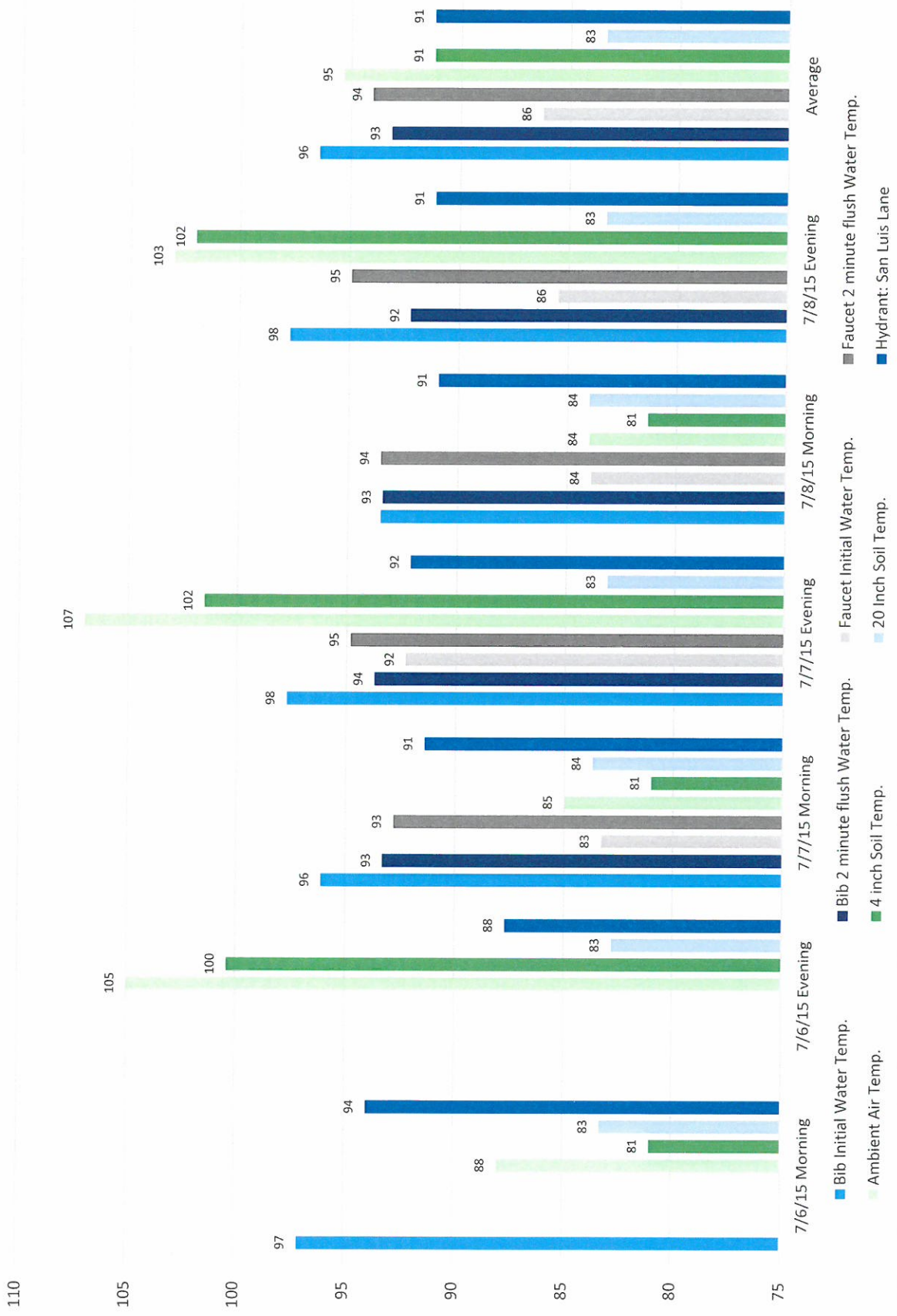
# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

1131 San Luis Lane



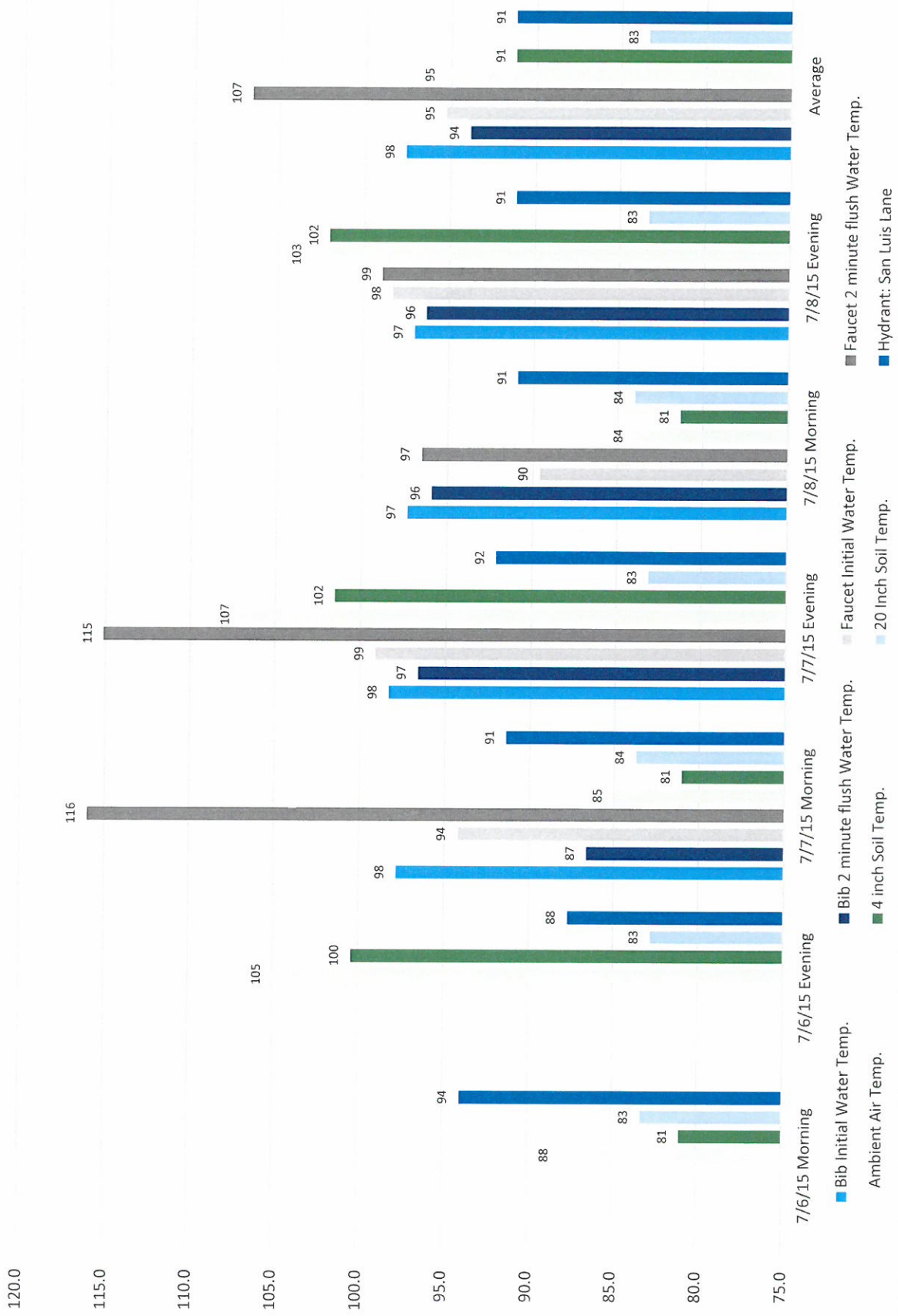
# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

1132 San Luis Lane



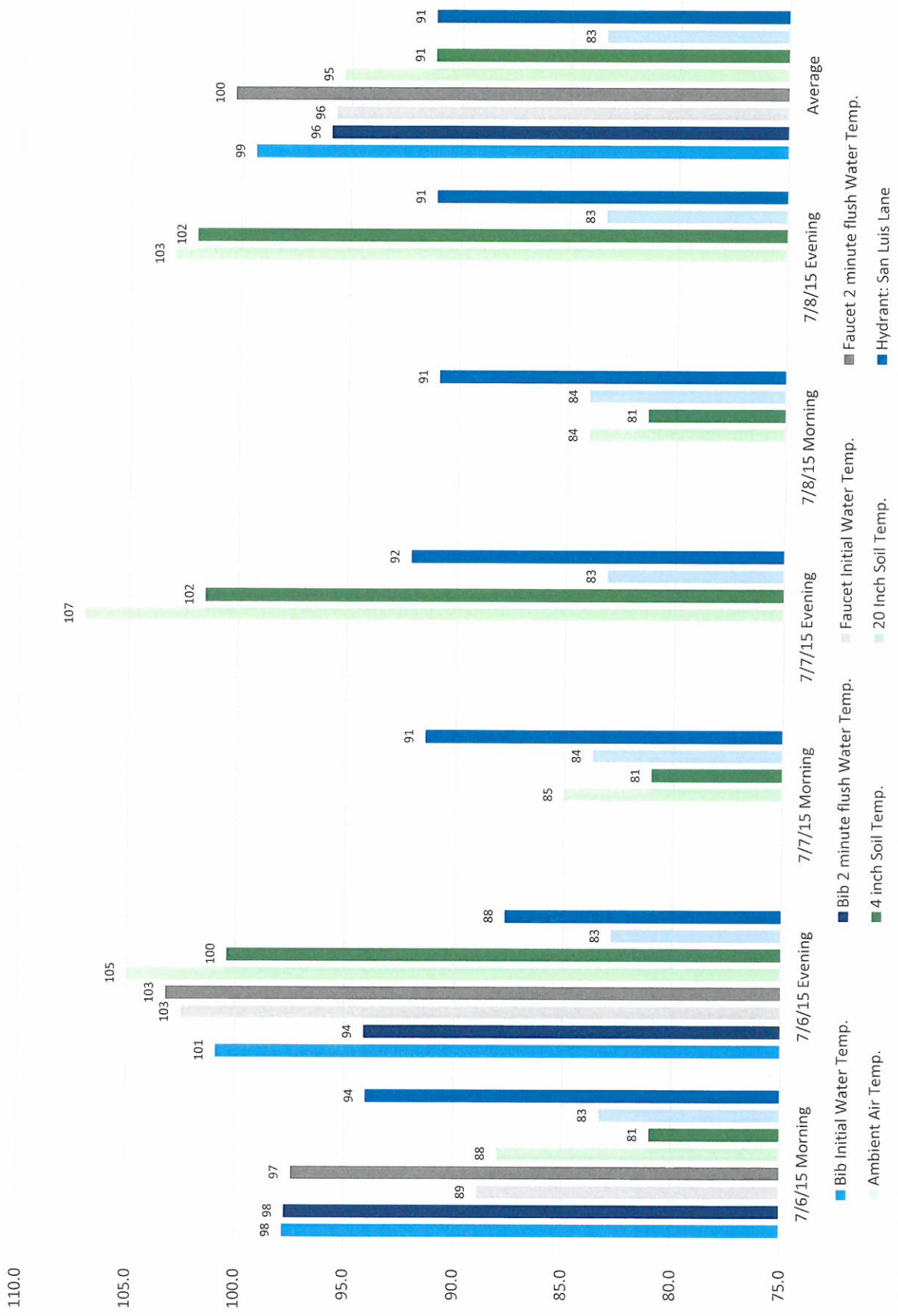
# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

1135 San Luis Lane



# San Luis Water System Temperature July 6 - July 8 2015 Sampling Data (Degrees Fahrenheit)

1136 San Luis Lane





## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

6.E.

**Meeting Date:** 12/13/2017

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

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

**Action Requested:** Motion  
Ordinance - 1st Reading

---

### ITEM:

Discussion and possible action on any and all matters regarding First Reading of Ordinance No. 375. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending subsection 51.12(C) of City Code, rates and charges for sewage collection and disposal rates and charges by amending provisions regarding liens and provisions for enforcement of liens; repealing any conflicting provisions; and providing for severability. **(Jorge Perez, Billing & Collections Manager)**

A. Approval of First Reading of Ordinance No. 375 by title only  
(City Clerk to read Ordinance by title only)

### SUMMARY:

#### **Background**

San Luis provides sewer service (but not water service) for a number of accounts in Gadsden. Sewer service without water service creates unique problems in Gadsden that we do not have for utility services in the City of San Luis. If an account is delinquent in the city, the city may shut off the water and the account holder will then pay the bill. In Gadsden, we cannot shut off the water because the city does not provide the water there. The Gadsden accounts will go years without paying the charges. What we do is impose a lien on the real property, and then foreclose the lien. The lien and foreclosure process is time-consuming and, depending on the particular case, can be a costly process.

The City Code Subsection 51.12(C) allows for liens on the property. A.R.S. §9-511.02 authorizes it by state statute. Our City Code provision conflicts in some parts of the state statute. As a result what we have been doing is following the state statutory provisions if the City Code conflicts. Our code does not provide for, nor does the statute prohibit, the collection of our costs which will involve 1) recording fees at the County Recorder; 2) title search fees for a title search if a foreclosure action occurs; and 3) process server fees. State law allows recovery of these fees in a contested action arising out of contract, and are normally assessed and part of regular foreclosure actions in court. We have begun actual foreclosure twice on one property owner, who keeps getting behind. We now have multiple other properties owing more than \$30,000 in total. Several owe more than \$3,000.00.

#### **The Proposal for Ordinance No. 375**

The proposed attached ordinance does several things:

(1) It brings our code into strict conformance with state law. It makes sure the notice provisions prior to the filing of lien comply and provides the property owner with a right of hearing if they disagree with the charges on the account or whether their property should be subject to a lien.

(2) It provides that a recorded lien is behind all other previously recorded liens. (This is a state law requirement.)

(3) It allows for the recovery of legal interest. (Allowed by state statute.) It provides that the city can recover its costs which can include a reasonable attorney's fee. The recorded lien secures those costs.

This Ordinance does not propose new fees or charges for fees or services. As a result, it need not go through the rate hearing process. Recovery of costs involved in the collection of delinquent fees and charges for service differs from a fee or charge for service.

**RECOMMENDATION / SUGGESTED MOTION:**

**I MOVE TO APPROVE FIRST READING OF ORDINANCE NO. 375 BY TITLE ONLY**  
(CITY CLERK TO READ THE ORDINANCE BY TITLE ONLY)

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

NA

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**Fiscal Impact**

<b>IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:</b>	No
<b>CITY/STATE/FEDERAL FUNDS:</b>	N/A
<b>TOTAL:</b>	N/A
<b>BUDGETED AMOUNT:</b>	N/A
<b>AVAILABLE AMOUNT TO TRANSFER:</b>	N/A
<b>ACCT NAME &amp; GL#/REMAINING BALANCE BEFORE PURCHASE:</b>	N/A
<b>FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):</b>	

This ordinance formalizes the city's procedures to collect money due to the city.

---

**Attachments**

Ordinance No. 375

---



# Ordinance

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

No. 375

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, AMENDING SUBSECTION 51.12(C) OF CITY CODE, RATES AND CHARGES FOR SEWAGE COLLECTION AND DISPOSAL RATES AND CHARGES BY AMENDING PROVISIONS REGARDING LIENS AND PROVISIONS FOR ENFORCEMENT OF LIENS; REPEALING ANY CONFLICTING PROVISIONS; AND PROVIDING FOR SEVERABILITY**

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

**Section 1.** Subsection 51.12(C) of the Code of Ordinances of the City of San Luis, Arizona, is hereby amended to read as follows:

(C) (1) Each charge or fee levied by or pursuant to this chapter is a lien upon the real property of the user to whom service is supplied, or who is required to connect to the sewer system. The lien shall attach immediately upon the provision of service, or 60 days subsequent to the availability of the service to the user who is required to connect to the system and who fails to do so pursuant to the provisions of this chapter. If a charge or fee is not paid within 90 days after it becomes due and payable, the city may issue a notice and claim a lien setting forth:

- (a) The name of the user owing the charge or fee;
- (b) The amount owed;
- (c) The penalty accrued, if any;
- (d) The period for which it is due; and
- (e) A statement that the city claims a lien therefore and a description of the property subject to the lien.

(2) When the lien is filed, the cost of preparing, processing and releasing the lien shall be added to the charges then due.

(3) Unpaid charges or fees shall bear interest at the rate prescribed by A.R.S. §44-1201.

(4) Prior to the filing of a lien for any fee or connection charge levied pursuant to this chapter, a copy of a statement of the delinquency shall be delivered by return mail to the person or persons last known to be the owner of the property, demanding payment of the amount due, informing the owner of the proposed filing of a lien, and informing the owner of an opportunity for a hearing before a designated city official. If the amount declared due is not paid within 20 days after demand, a notice and claim of lien may be filed by the city. The lien shall be recorded in the office of the County Recorder, and from the date of the recording shall be a lien against the lot or tract of land upon which service was rendered until it is paid.

(5) If requested in writing by an owner of the property subject to the statement of delinquency as provided by subsection 51.C.3 above, a hearing shall be held before a hearing officer designated by the City Manager to adjudicate any contested fees or charges or to determine whether good cause exists why a lien against the property should not be filed. Said request for hearing must be filed with the City Clerk within twenty (20) days of the date of the statement of delinquency, and must provide an address and phone number where notice of the time and date of hearing can be given.

(6) The liens shall be subject to and inferior to all prior recorded mortgages and encumbrances of record. A sale of the property to satisfy a lien obtained under provisions of this section shall be made upon judgement of foreclosure and order of sale. The City Attorney may institute any action to enforce the lien in any court of appropriate jurisdiction in the county at any time after recording of the lien. The City shall be entitled to recover its costs, including costs for any record search, and reasonable attorney fees involved in any collection, enforcement action, or foreclosure involving fees or charges that may be due. Said costs and fees shall be additionally secured by any lien that has been filed. A prior lien for the purpose provided in this section shall not be a bar to a subsequent lien or liens for the purposes, and any number of liens on the same lot or tract of land may be enforced in the same action. The amount owing may also be collected by a civil suit instituted in the name of the city by the City Attorney at any time after the amount becomes delinquent.

(7) Notwithstanding any other provisions to the contrary, the remedies provided by this section shall be cumulative and supplemental to other remedies provided under this chapter.

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

**Section 3.** If any section, subsection, sentence, clause, 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, ADOPTED and APPROVED** by the Mayor and City Council of the City of San Luis, Yuma County, Arizona this \_\_\_\_day of \_\_\_\_\_, 20\_\_.

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

**ATTEST:**

**APPROVED AS TO FORM:**

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

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