



NOTICE OF REGULAR COUNCIL MEETING

In accordance with §38-431.02 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, September 9, 2020. The meeting will take place at the City Council Chambers, located at 1090 E. Union Street, San Luis, Arizona, 85349.

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 or 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/ Melissa Lopez, Deputy City Clerk

AVISO DE JUNTA REGULAR

De acuerdo con los Estatutos del Estado de Arizona A.R.S. §38-431.02, 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 Miércoles, 9 de Septiembre del 2020. La junta se llevará a cabo en la Sala del Cabildo, ubicada en el 1090 E. Union Street, San Luis, Arizona, 85349.

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/ Melissa Lopez, Asistente a la Actuaría de la Ciudad



AGENDA
Regular Meeting
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
San Luis, AZ 85349
September 9, 2020
7:00 p.m.

The September 9, 2020 Regular Council meeting, for the safety of the public during the COVID-19 pandemic, will not have in-person attendance for members of the public.

However, members of the public may listen to the meeting's live audio stream on the City of San Luis' website <https://sanluisaz.gov/listenlive>. Recordings of the meetings will be available on the City's website <https://sanluisaz.gov/listenlive> after the meeting.

Open meetings conducted remotely through technological means are permissible under the March 13, 2020, Arizona Attorney General opinion titled, "Re: Concerns Relating to Arizona's Open Meeting Law and COVID-19" and following the Mayor's March 18, 2020, Continued Declaration of Emergency and Amended Order-Coronavirus Disease-19 and City Council's Order 2020-7 which closed all city buildings and facilities (except the Municipal Court) to public access.

Por la seguridad del público durante la pandemia COVID-19, no habrá asistencia en persona para los miembros del público en la junta regular del Cabildo del 9 de Septiembre del 2020.

Sin embargo, los miembros del público pueden escuchar el audio en vivo de la reunión transmitido en el sitio web de la Ciudad de San Luis <https://sanluisaz.gov/listenlive>. Las grabaciones de las reuniones estarán disponibles en el sitio web de la Ciudad <https://sanluisaz.gov/listenlive> después de la reunión.

Las reuniones abiertas realizadas de forma remota a través de medios tecnológicos están permitidas bajo la opinión del Fiscal General de Arizona del 13 de marzo de 2020 titulada "Re: Preocupaciones relacionadas con Open Meeting Law de Arizona y COVID-19" y después de la Declaración de Emergencia Continua del 18 de marzo de 2020 del alcalde y Orden modificada-Enfermedad de Coronavirus-19 y Orden del Ayuntamiento 2020-7 la cual cerró todos los edificios e instalaciones de la ciudad (excepto en la Corte Municipal) al acceso público, para proteger la salud y la seguridad pública y reducir la transmisión de la Enfermedad de Coronavirus 2019 (COVID- 19).

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**
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION**

4. 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.

4. A. MINUTES OF

- Regular Council meeting held July 22, 2020
- Work Session meeting held August 5, 2020
- Regular Council meeting held August 12, 2020
- Special Council meeting held August 19, 2020

4. B. DISBURSEMENTS FROM AUGUST 15, 2020 THROUGH AUGUST 28, 2020

Total Disbursements \$641,731.34

(Six Hundred Forty-One Thousand, Seven Hundred Thirty-One Dollars and Thirty-Four Cents)

4. C. Discussion and possible action on any and all matters regarding the approval of an agreement with the nonprofit corporation, Comité de Bien Estar, Incorporated for the Off-Road Expo event in San Luis, Arizona for Fiscal Year 2020-2021. **(Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

4. D. Discussion and possible action on any and all matters regarding the purchase of a new ambulance. **(Angel Ramirez, Fire Chief)**

4. E. Discussion and possible action on any and all matters regarding Resolution No. 2139. A resolution of the Mayor and Council of the City of San Luis, Arizona, in support of the family development project "Valley View Apartments" financed through an award of low-income housing tax credits (LIHTC) from the Arizona Department of Housing. **(Jenny Torres, Economic Development Manager)**

5. DISCUSSION AND POSSIBLE ACTION ITEM:

5. A. Discussion and possible action on any and all matters regarding the selection of concept design to move forward with the master plan and cost estimates for the new Community Park. **(Lizandro Galaviz, Director of Parks and Recreation)**

5. B. Discussion and possible action on any and all matters regarding an amendment to the agreement with Matrix Design Group, Inc. for professional planning services. **(Jose A. Guzman, Director of Planning and Zoning)**

6. SUMMARY OF CURRENT EVENTS

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

7. ADJOURNMENT



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

4. A.

Meeting Date: 09/09/2020

Summary

MINUTES OF

- Regular Council meeting held July 22, 2020
 - Work Session meeting held August 5, 2020
 - Regular Council meeting held August 12, 2020
 - Special Council meeting held August 19, 2020
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Attachments

7/22/2020 RCM

8/05/2020 WS

8/12/2020 RCM

8/19/2020 SCM

MINUTES
Regular Council Meeting
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
July 22, 2020
7:00 p.m.

1. CALL TO ORDER/ROLL CALL: Mayor Gerardo Sanchez called the Regular City Council meeting to order at approximately 7:06 p.m.

Mayor, City Council, and some members of staff participated remotely.

PRESENT: Mayor Gerardo Sanchez
Vice Mayor Maria Cecilia Cruz
Council Member Mario Buchanan Jr.
Council Member Africa Luna-Carrasco
Council Member Jose Ponce
Council Member Matias Rosales
Council Member Gloria Torres

OTHERS PRESENT: Tadeo A. De La Hoya, City Manager (remotely)
Sonia Cornelio, City Clerk
Kay Marion Macuil, City Attorney
Axel Chayra, Information Technology Technician
Chris Velez, Management Analyst (remotely)
Derek Dueñas, Manager of Information Technology
Eulogio Vera, Director of Public Works
Francia Alonso, Assistant to Council/PIO
Glenn Gimbut, Assistant City Attorney
Jenny Torres, Economic Development Manager
Jonathan Dumadag, Information Technology Technician
Jorge Mungaray, Information Technology Technician
Jose L. Cisneros, Executive Assistant
Jose Guzman, Director of Planning & Zoning
Marco Santana, Police Lieutenant
Marlene Lara, Government and Foreign Affairs Coordinator
Monica Castro, Director of Finance
Ralph Velez, City Consultant (remotely)
Richard Jessup, Chief of Police
Roula Encinas, Accountant II
Sondra Matthews, Director of Human Resources
Elizabeth Carpenter, Realtor

2. PLEDGE OF ALLEGIANCE

Council Member Jose Ponce led the Pledge of Allegiance.

3. INVOCATION

Mr. Marco Santana, Police Lieutenant, led the invocation.

4. PRESENTATION

4. A. Presentation by Mr. Luis Ramirez from Ramirez International Advisors. (Luis Ramirez, President RA-IN)

Mr. Luis Ramirez, President RA-IN, provided a brief PowerPoint presentation covering the COVID-19 in Sonora and Mexico; USMCA and Competitiveness; Essential Travel Restrictions; Border Crossing Volumes; San Luis I Modernization; San Luis I; San Luis Rio Colorado I and San Luis I Funding. The PowerPoint presentation is on file in the City Clerks' Office.

Mayor Gerardo Sanchez thanked Mr. Ramirez for the information provided and added that the whole nation is almost at a standstill yet things need to move on and once this pandemic is over, there will be a lot of traveling.

5. CONSENT AGENDA

5.A. MINUTES OF

- Regular Council meeting held May 27, 2020
- Work Session held June 3, 2020

5.B. DISBURSEMENTS FROM JUNE 27, 2020 TO JULY 10, 2020

Total Disbursements \$1,236,354.13

(One Million, Two Hundred Thirty-Six Thousand, Three Hundred Fifty-Four Dollars and Thirteen Cents)

MOTION: Council Member Gloria Torres/Council Member Jose Ponce to approve the Consent Agenda as presented. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

6.A. Public Hearing followed by discussion and possible action on any and all matters regarding the recommendation of the Liquor License Application submitted to the Arizona Department of Liquor Licenses and Control by Kevin Arnold Kramber on behalf of Pizza Hut located at 624 N. San Luis Plaza Drive, San Luis, Arizona. (Sonia Cornelio, City Clerk)

A. Open public hearing

MOTION: Council Member Africa Luna-Carrasco/Council Member Jose Ponce to open the public hearing. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

1. Staff Presentation

Mrs. Sonia Cornelio, City Clerk, explained that her office posted the application at the proposed premises for the sale of alcohol for the number of days required per state law. The City Clerk's Office did not received any comments in favor of or against the application.

Mayor Gerardo Sanchez asked if this is a change of name on the application or license for the sale of alcohol.

Mr. Arnold Kramber, Representative for Pizza Hut, responded there will be no change in business operations but rather a new license application because a series 12 is non-transferable and his client purchased 15 Pizza Huts throughout the state.

2. Call to the public on this item

There were no comments received on this item from the public.

B. Close public hearing

MOTION: Council Member Mario Buchanan Jr./Council Member Jose Ponce to close the public hearing. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

C. Action on the recommendation of the Liquor License Application to the Arizona Department of Liquor Licenses and Control for Pizza Hut.

MOTION: Council Member Gloria Torres/Council Member Jose Ponce recommend approval of liquor license application to the Arizona Department of Liquor Licenses and Control for Pizza Hut as presented. Motion passed with six (6) aye votes and one (1) nay vote by Vice Mayor Maria Cecilia Cruz.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Nay
Council Member Mario Buchanan Jr.	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

6.B. Discussion and possible action on any and all matters regarding authorization to renew the Tyler Technologies maintenance agreement for New World ERP for Fiscal Year 2020-2021. (Derek Duenas, IT Manager)

Mr. Jonathan Dumadag, I.T. Technician, stated this item is the renewal of the maintenance and support for the New World System Software, five (5) year contract they had recently expired on June 30, 2020. The I.T. Department is seeking approval for one (1) year renewal as they changed the contract from five (5) years to a one (1) year basis.

MOTION: Council Member Jose Ponce/Council Member Mario Buchanan Jr. to approve renewing the maintenance and support agreement with Tyler Technologies in the amount of \$104,825.98 as presented. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

6.C. Discussion and possible action on any and all matters regarding Resolution No. 2136. A resolution of the Mayor and City Council of the City of San Luis, authorizing the submission of an application to the United States Department of Interior, Bureau of Land Management to acquire federal right of way land for the widening of Cesar Chavez Boulevard. (Jenny Torres, Economic Development Manager)

Ms. Jenny Torres, Economic Development Manager, said that at the last work session staff presented the different steps needed in order to widen Cesar Chavez Boulevard including the right of way acquisition. One of the tasks is to submit an application to the Bureau of Land Management (BLM) and the NEPA has been completed. There were a few revisions and staff is ready to submit the application. She met with BLM and they understand the project. This application gives Mr. Tadeo A. De La Hoya authority to sign the application and submit it.

MOTION: Council Member Matias Rosales/Council Member Jose Ponce approve and adopt Resolution No. 2136 as presented. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

7. SUMMARY OF CURRENT EVENTS

Mayor Gerardo Sanchez thanked the community for their efforts handling the COVID-19 situation occurring. He added that he was interviewed by Telemundo as they are making note regarding the total number of positive COVID-19 patients in the community compared to other cities in Yuma County. The City of San Luis continues to see an increase but not at the same rate as the other communities. This affects everyone, the younger population, between the ages of 19 and 44 constitutes the vast majority of infections at 47, 48%. Currently, the numbers of new cases have been steady. There needs to be a downtrend for a certain period of time, before the city's facilities are open, but there is a set plan to open the facilities. The last department to open will be the Senior Center as the city do not want senior citizens to get sick because the virus is still going.

Vice Mayor Maria Cecilia Cruz reported she was invited to be one of the panelist for Arizona Latino COVID-19 Virtual Town Hall where she will inform them about what the City of San Luis was doing in regards to the COVID-19 epidemic. She also shared some information about how community members could get COVID-19 relief funds through Comite de Bienestar.

Mr. Tadeo De La Hoya, City Manager, reminded everyone about importance of the 2020 Census and added that the response rate is at 35.1%. Earlier today, the Planning & Zoning Department made an effort in participating with their promotional truck in the parade done by local educators.

This is a once every decade count that will determine how lawmakers allocate billions of dollars in federal programs and funding for more than 100 programs for the next ten (10) years.

8. ADJOURNMENT

MOTION: Council Member Gloria Torres/Council Member Jose Ponce to adjourn the Regular Council meeting at approximately 8:16 p.m. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

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APPROVED:

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular City Council meeting of the City Council of the City of San Luis, Arizona, held on July 22, 2020. I further certify that the meeting was dully called and held and that a quorum was present.

Sonia Cornelio, City Clerk

MINUTES
Work Session
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
August 5, 2020
6:30 p.m.

1. CALL TO ORDER/ROLL CALL: Mayor Gerardo Sanchez called the work session to order at approximately 6:30 p.m.

Mayor and City Council participated remotely due to COVID-19.

PRESENT: Mayor Gerardo Sanchez
Vice Mayor Maria Cecilia Cruz
Council Member Mario Buchanan Jr.
Council Member Africa Luna-Carrasco
Council Member Jose Ponce
Council Member Matias Rosales
Council Member Gloria Torres

OTHERS PRESENT: Tadeo A. De La Hoya, City Administrator
Sonia Cornelio, City Clerk
Kay Marion Macuil, City Attorney
Angel Ramirez, Fire Chief
Christine Velez, Management Analyst (remotely)
Derek Dueñas, Information Technology Manager
Domingo Sosa, Graphics and Media Specialist
Enrique Lopez, Assistant Fire Chief
Eulogio Vera, Director of Public Works
Francia Alonso, Assistant to Council/PIO
Glenn Gimbut, Assistant City Attorney
Jose Luis Cisneros, Executive Assistant
Jorge Mungaray, IT Technician
Jorge Perez, Billing & Collections Manager
Lizandro Galaviz, Director of Parks & Recreation
Ralph Velez, City Consultant (remotely)
Richard Jessup, Chief of Police
Shara Whitehead, Yuma Community Food Bank President/CEO
Antonio Carrillo, San Luis Film Festival
Nazzer O. Mendez, 4FrontEd Executive Director
Cathy Cowan-Butler, Yuma Cancer Center Executive Director
Jose M. Castro, Gethsemani Food Ministry

2. ITEMS FOR DISCUSSION ONLY:

2. A. Discussion and possible directions to staff on any and all matters regarding the contract with Yuma Community Food Bank for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)

Ms. Francia Alonso, Assistant to Council/PIO, informed that the agreement is for \$25,000.00, which will serve food for low-income families in the City of San Luis during fiscal year 2020-2021.

Ms. Shara Whitehead, Yuma Community Food Bank President/CEO, informed that the Yuma Community Food Bank has continued operating and serving those families in need during this pandemic. She mentioned that even though there have been hard times for everybody, the bank has been receiving donations from different agencies.

Mayor Gerardo Sanchez thanked Ms. Whitehead and her staff for the excellent service they provide not only to San Luis, but the entire Yuma County.

Council Member Mario Buchanan Jr. asked how many families from San Luis benefits from the Yuma Community Food Bank. He also asked if people receiving food have to provided any proof of residency.

Ms. Whitehead replied that the number fluctuates every month, but there are approximately 2,000 families that receive food boxes from the Yuma Community Food Bank. She added that after COVID-19, the agency requested proof of residency, but after the pandemic, they show the ID so that staff does not get exposed. She mentioned that currently, what the food bank is doing is what is called mass distribution, where staff writes down the name of the person receiving the food box.

Mayor Gerardo Sanchez directed Ms. Alonso to proceed with this item as agreed by all members of the City Council.

2. B. Discussion and possible directions to staff on any and all matters regarding the contract with Gethsemani Food Ministry for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)

Ms. Franica Alonso, Assistant to Council/PIO, informed that the agreement is for \$5,000.00, which includes a \$2,000.00 increase from last fiscal year. She mentioned that Gethsemani continues to provide food to low-income families in the City of San Luis.

Mayor Gerardo Sanchez and members of the City Council thanked Mr. Castro for the services he provides to the community. Mayor Gerardo Sanchez asked Ms. Alonso to proceed with this item as agreed by all Council Members.

2. C. Discussion and possible directions to staff on any and all matters regarding approval of a contract with Yuma County Arts and Cultural Group for the 2021 Annual Blazing Desert ComicCon event in San Luis, Arizona, for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)

Ms. Franica Alonso, Assistant to Council/PIO, informed that the agreement with the Yuma County Arts and Cultural Group for the 2021 Annual Blazing Desert ComicCon is for \$5,000.00. The event is scheduled for March 2021; the agreement includes a clause that states that this event could be done virtual or in-person.

Council Member Gloria Torres thanked Mr. Carrillo for the interest he has shown to the community.

Mr. Carrillo stated that this year will be challenging but everything will be done to bring a great event to the community.

Mayor Gerardo Sanchez and members of the City Council thanked Mr. Carrillo for the services he provides to the community. Mayor Gerardo Sanchez directed Ms. Alonso to proceed with this item as agreed by all Council Members.

2. D. Discussion and possible directions to staff on any and all matters regarding approval of a contract with Yuma County Arts and Cultural Group for the San Luis Film Festival event in San Luis, Arizona, for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)

Ms. Francia Alonso, Assistant to Council/PIO, informed that the city budgeted \$5,000.00 for fiscal year 2020-2021. The event is scheduled for November 10-13, 2020, but it allows that it may be held on a date before June 30, 2021.

Mayor Gerardo Sanchez thanked Mr. Carrillo for everything he does in the community. He directed Ms. Alonso to proceed with this item as agreed by all Council Members.

Mr. Carrillo commented that the plans for this year's event had been planned to be a drive-in type. He mentioned that he is working with Parks and Recreation staff. The event will be held in the baseball field complex. He added that there is a plan B in case

the Centers for Disease Control and Prevention (CDC) guidelines change, then a hybrid event will be held.

2. E. Discussion and possible directions to staff on any and all matters regarding the proposed agreement with Arizona Interagency Farmworkers Coalition, Inc., for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)

Ms. Francia Alonso, Assistant to Council/PIO, informed that this is the second year the city sponsors the Arizona Interagency Farmworkers Coalition, Inc., this year staff budgeted \$3,000.00. The sponsorship will provide scholarships to students who are San Luis residents and are seeking post-secondary education.

Mayor Gerardo Sanchez stated that the city would continue to support students who want to continue with their education. He asked Ms. Alonso to proceed with these items as agreed by all Council Members.

2. F. Discussion and possible directions to staff on any and all matters regarding the annual contribution to the 4FrontED Binational Regional Program to promote education, infrastructure, tourism, and economic development. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)

Ms. Francia Alonso, Assistant to Council/PIO, informed that for fiscal year 2020-2021, the city budgeted \$7,598.00; this amount was approved by the 4FrontED mayor on their June 2020 meeting. The funding is to continue to support a binational program focused on education, infrastructure, tourism, and economic development in the Yuma County region.

Mayor Gerardo Sanchez stated that 4FrontED not only focuses in the Yuma County region. He thanked Nazzer O. Mendez for the excellent job he has been doing in the Yuma County region.

Mr. Nazzer O Mendez, 4FrontED Executive Director, stated that there has been a lot of challenges, but they can be overcome if the Yuma County regional works in conjunction.

Members of the City Council thanked Mr. Mendez work doing an excellent job in promoting the Yuma County region and also working with the Greater Yuma Port Authority.

Mayor Gerardo Sanchez asked Ms. Alonso to proceed with this item as agreed by all Council Members.

2. G. Discussion and possible directions to staff on any and all matters regarding the proposed agreement with Yuma Regional Medical Center (YRMC) Cancer Center for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)

Ms. Francia Alonso, Assistant to Council/PIO, informed that staff has budgeted for the Yuma Regional Medical Center (YRMC) Cancer Center \$5,000.00 for fiscal year 2020-2021. Ms. Alonso introduced Kathy Butler from YRMC.

Ms. Kathy Butler, from YRMC Cancer Center, informed that the center had had the opportunity to help a significant number of people. She added that the funds donated by the city are utilized to help the cancer survivors group and to continue support and programs. Ms. Butler stated that the center has been supporting the program survivors.

Mayor Gerardo Sanchez and members of Council thanked Ms. Butler for the excellent support given to the cancer survivors and their families. He asked Ms. Alonso to proceed with this item as agreed by all council members.

H. Discussion and possible directions to staff on any and all matters regarding the building of a temporary Fire Station #2. (Angel Ramirez, Fire Chief)

Mr. Angel Ramirez, Fire Chief, stated that this item was discussed during the Budget Retreat. He mentioned that during 2019, the San Luis Fire Department had its annual audit from the Arizona Department of Health Services (ADHS). Their recommendation is to have a station on the east side to keep the response time down, to provide better services and meet the standard imposed by ADHS on the Certificate of Necessity (CON). He mentioned that having a station on the east side of the city will increase the Insurance Services Rating (ISO). Currently, the rating is a class 3 fire department. Furthermore, he added that the current station was built to house ten firefighters; at this moment, the station houses 14 firefighters daily. He mentioned that last year, the department up-staffed a 3rd ambulance and if the fire station is open on the east, then a 4th ambulance will have to be up-staffed.

Mayor Gerardo Sanchez thanked Chief Ramirez and all San Luis Fire Department staff. He mentioned that the city is grateful to have such great staff. He commented that having a station on the east side of the city will be exciting and is something that is needed in the community.

Mr. Glenn Gimbut, Assistant City Attorney, informed that in a future agenda, staff would be presenting the proposed escrow instruction and proposed loan to buy the land for the park, a portion of the park can be used to house the fire station.

Vice Mayor Maria Cecilia Cruz emphasized the importance of the firefighters in our community. She mentioned that not only is their life at risk but also their families. She thanked all San Luis Fire Department personnel for the dedication and hard work. She mentioned that first responders should be receiving additional compensation; this is something that the city should consider.

Mayor Gerardo Sanchez agreed with Vice Mayor Cruz by adding compensation for first responders. He stated that staff should look at this item and bring it for discussion. He mentioned that the community and the city should be proud of the Fire Department. He agreed that a new fire station is needed on the east side of the city.

Members of the City Council thanked Mr. Ramirez for doing an excellent job in the community. They stated that community safety is a priority to the city, as it is vital to provide services needed on the east side of the city.

Mayor Gerardo Sanchez directed Mr. Ramirez to proceed with this item as agreed by members of the city council.

2. I. Discussion and possible directions to staff on any and all matters regarding the selection of concept design to move forward with the master plan and cost estimates for the new Community Park. (Lizandro Galaviz, Director of Parks and Recreation)

Mr. Lizandro Galaviz, Director of Parks & Recreation, stated that this item is to present to the Mayor and City Council with the design for the San Luis Community Park that will be located on the east side of San Luis, Arizona. He informed that the Parks & Recreation, Planning & Zoning, Public Works, Police, and Fire Department have been working on the conceptual design. He mentioned that during this meeting, he would like to request direction for City Council to move forward with the design concept and develop cost estimates for future development.

Mayor Gerardo Sanchez stated that he understands that the city does not have the money to complete this project but this will be a great start. He added that this park is very much needed as Joe Orduño has been outgrown. He stated that this proposed

plan is a necessity. The general plan requires that cities should have a certain percentage of green areas and the city lacks this requirement.

Vice Mayor Maria Cecilia Cruz stated that in July 2018, she placed on the agenda an item to request a designated special needs playground, he asked Mr. Galaviz if this request could be included in the new park.

Mr. Galaviz replied that this could be included in the playground area, so that special needs individuals will be able to use that area.

Members of the City Council thanked Mr. Galaviz and stated that they would be looking forward to work with the city to complete this project.

Council Member Gloria Torres asked if this park will include an assessment district.

Mr. Galaviz replied that staff is still working on this with the developer and are planning on included retention areas. He mentioned that there would be cost maintenance that will be allocated, but staff is still working on this to finalize what will be in the final plan of the park.

Mayor Gerardo Sanchez thanked Mr. Galaviz and directed him to proceed with this item, as agreed by members of the city council.

2. J. Discussion and possible directions to staff on any and all matters regarding the bidding process for the construction of the 9B restroom facilities project. (Lizandro Galaviz, Director of Parks & Recreation)

Mr. Lizandro Galaviz, Director of Parks & Recreation Department, informed that in July 2020, staff went out to bid the 9-B Retention Basing Park Restroom Facilities Project, three (3) bids were received. He added that staff opened the bids on July 8, 2020; upon reviewing the bids, staff would like to recommend rejecting the bids due to them being higher than expected. Furthermore, he mentioned that staff would like to recommend the possibility to subcontract and utilize in-house labor as this would stay within budget.

There were no questions from members of the city council. Mayor Gerardo Sanchez directed Mr. Galaviz to proceed with this item as recommended by city staff.

2. K. Discussion and possible directions to staff on any and all matters regarding the modification of the general rules and policies for all open areas and parks around the city. (Lizandro Galaviz, Director of Parks and Recreation)

Mr. Lizandro Galaviz, Director of Parks & Recreation, informed that staff has been working in reviewing the current general rules and policies for all parks. He mentioned that the current policies are minimal and staff would like to update the rules and policies to address maintenance in green areas as well as enforcing them during this pandemic time.

Mayor Gerardo Sanchez and members of the council agree with the changes presented by Mr. Galaviz.

Council Member Africa Luna-Carrasco asked if staff have considered including summer hours for the closing of parks, as some people like to take late walks.

Mr. Galaviz replied that one of the reasons for the closure time is because of the curfew time for minors. He stated that if council wishes to recommend different parks hours staff is open for a recommendation

Mr. Richard Jessup, Chief of Police, commented that if the hour is extended, then there will be a place for people to congregate, then criminal activity may take place. He stated that it would be great if the park is open at sunrise so that people will have more time to spend at the park. He mentioned that to avoid criminal conduct, the city should keep the proposed times, but if the City Council wishes to change that, staff will be open new suggested hours.

Council Member Matias Rosales asked how sports events are handled if the park will close at 10:00 p.m., as there are some times that games go past 10:00 p.m.

Mr. Galaviz replied that in for any special circumstances, staff notified the San Luis Police Department if a special event will be held at any of the park areas so that they are aware and especially if alcohol will be consumed.

Mayor Gerardo Sanchez directed Mr. Galaviz to proceed with this item, as agreed by all members of the city council.

Council Member Mario Buchanan Jr. stated that once these rules and policies are done, everyone needs to be aware and work with the community.

Mr. Galaviz mentioned that staff understands the council's concern; for this reason, this item was brought up for review and asked for any recommendation. He commented that staff is open for any changes and also added that once this is approved, the new

rules and policies can be looked up again and make any changes if so desired. He mentioned that this is not to limit the activities but to have flexibility.

Council Member Africa Luna-Carrasco suggested Mr. Galaviz do a survey in the community to see if there are any suggestions from them.

Mr. Tadeo A. De La Hoya, City Administrator, mentioned that Council Member Luna-Carrasco would be a great idea to get the community's input, then come back to the council with the recommendations.

Mayor Gerardo Sanchez asked each member of the city council if they all agree to proceed with a survey to received the community's input. Each member of the city council agrees with the recommendation. He asked staff to proceed with the city council's recommendation as agreed by everyone.

2. L. Discussion and possible directions to staff on any and all matters regarding the temporary suspension of the imposition of a late penalty fee, including shut-off fees on utility accounts during the period of emergency due to the Coronavirus (COVID-19) pandemic. (Jorge Perez, Billing & Collections Manager)

Mr. Jorge Perez, Billing & Collections Manager, informed that in April 2020 City Council approved and adopted Resolution No. 2127, which suspends the imposition of late penalty charge on water utility accounts, suspends shut-offs of water service for non-payment, and suspends imposition of shut-offs fees due to the declared COVID-19 emergency. He informed that the emergency proclamations of the City of San Luis issued as a result of the COVID-19 virus pandemic should terminate on September 1, 2020. He mentioned that he has done some research with other municipalities around the state and found that approximately 22 communities are doing the same as San Luis by not imposing penalties or doing any shut-offs on utility accounts. He asked the Mayor and Council for some directions and guidance as to how to proceed with this item.

Mayor Gerardo Sanchez commented it has been a challenging time as people are not working and as the pandemic is not over, they will continue to not to work. He suggested extending the temporary suspension until November 2020. Members of the city council agreed on the recommendation made by Mayor Gerardo Sanchez.

Mr. Perez informed that since March 2020, the number of accounts disconnected for non-payment was approximately 100 to 150 accounts; in July 2020, the city reached 400 accounts; most of those accounts are one month past due. He added that there

some accounts that are reaching the \$100 to \$400 past due, but there are a couple of accounts that have reached the \$1,000. For those that have reached the \$1,000, the customer is contacted to work with the customer to set up a payment plan to avoid disconnection in the future.

Mayor Gerardo Sanchez directed Mr. Perez to proceed with this item, as agreed by all members of the city council.

3. ADJOURNMENT

MOTION: Council Member Mario Buchanan Jr./Council Member Jose Ponce to adjourn the work session at approximately 8:38 p.m. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

APPROVED:

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

Certification

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session for the City Council of the City of San Luis, Arizona, held on August 5, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Sonia Cornelio, City Clerk

MINUTES
Regular Council Meeting
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
August 12, 2020
7:00 p.m.

1. CALL TO ORDER/ROLL CALL: Mayor Gerardo Sanchez called the Regular City Council meeting to order at approximately 7:02 p.m.

Mayor, City Council, and some members of staff participated remotely.

PRESENT: Mayor Gerardo Sanchez
Vice Mayor Maria Cecilia Cruz
Council Member Mario Buchanan Jr.
Council Member Jose Ponce
Council Member Matias Rosales
Council Member Gloria Torres

ABSENT: Council Member Africa Luna-Carrasco

OTHERS PRESENT: Tadeo A. De La Hoya, City Manager (remotely)
Sonia Cornelio, City Clerk
Kay Marion Macuil, City Attorney
Axel Chayra, Information Technology Technician
Derek Dueñas, Manager of Information Technology
Domingo Sosa, Information Technology Technician
Eulogio Vera, Director of Public Works
Gilberto Torres, Waste Water Supervisor
Glenn Gimbut, Assistant City Attorney
Francia Alonso, Assistant to Council/PIO
Laura Leon, Administrative Coordinator
Jenny Torres, Economic Development Manager
Jonathan Dumadag, Information Technology Technician
Jorge Mungaray, Information Technology Technician
Jose L. Cisneros, Executive Assistant
Jose Guzman, Director of Planning & Zoning
Marlene Lara, Government and Foreign Affairs Coordinator
Martha Jimenez, Building Inspector II
Monica Castro, Director of Finance
Ralph Velez, City Consultant (remotely)
Richard Jessup, Chief of Police
Ramon Duenas, Maintenance Specialist
Roula Encinas, Accountant II
Sondra Matthews, Director of Human Resources
Yolanda Duenas, Facilities Supervisor
Elizabeth Carpenter, Realtor

Rosa Gonzalez, Resident

2. PLEDGE OF ALLEGIANCE

Council Member Jose Ponce led the Pledge of Allegiance.

3. INVOCATION

Mr. Richard Jessup, Chief of Police, led the invocation.

4. PRESENTATION

4. A. Moment of silence to commemorate the passing of dedicated and loyal employee Miguel Gonzalez, followed by presentation of plaque for years of service. (Tadeo A. De La Hoya, City Manager)

Mayor Gerardo Sanchez asked for a moment of silence in honor of Mr. Miguel Gonzalez, former City of San Luis employee who unfortunately passed away. He added that today would have been his 18th anniversary with the city. He expressed his condolences to the Gonzalez family.

Mr. Tadeo De La Hoya, City Manager, said the city is remembering Mr. Miguel Gonzalez and added how it is a sad moment to remember him this way. He read a plaque and presented it to his wife, Mrs. Rosa Gonzalez.

Mrs. Gonzalez thanked everyone present for honoring her husband and added she wished he would be present to receive his plaque of 18th years with the city.

A video was played honoring Mr. Gonzalez for his family with a message by the City Council and employees.

Mr. Eulogio Vera, Director of Public Works, mentioned the city has lost a great person. As a resident and employee, he was very dedicated and hard worker. He invited Mrs. Gonzalez and the family to join him and other Public Works employees at the parking lot as due to the pandemic, not everyone is allowed to be present in the Council Chambers.

5. CONSENT AGENDA

5.A. MINUTES OF

- Regular Council meeting held June 10, 2020

5.B. DISBURSEMENTS FROM JULY 11, 2020 THROUGH JULY 31, 2020

Total Disbursements \$1,283,667.63

(One Million, Two Hundred Eighty-Three Thousand, Six Hundred Sixty-Seven Dollars and Sixty-Three Cents)

5.C. Discussion and possible action on any and all matters regarding the contract with Yuma Community Food Bank for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager and Francia Alonso, Assistant to Council/PIO)

5.D. Discussion and possible action on any and all matters regarding approval of a contract with Yuma County Arts and Cultural Group for the 2021 Annual Blazing Desert ComicCon event in San Luis, Arizona for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager and Francia Alonso, Assistant to Council/PIO)

5.E. Discussion and possible action on any and all matters regarding approval of a contract with Yuma County Arts and Cultural Group for the San Luis Film Festival event in San Luis, Arizona for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager and Francia Alonso, Assistant to Council/PIO)

5.F. Discussion and possible action on any and all matters regarding the contract with Gethsemani Food Ministry for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager and Francia Alonso, Assistant to Council/PIO)

5.G. Discussion and possible action on any and all matters regarding the annual contribution to the 4FrontED Binational Regional Program to promote education, infrastructure, tourism, and economic development. (Tadeo A. De La Hoya, City Manager and Francia Alonso, Assistant to Council/PIO)

5.H. Discussion and possible action on any and all matters regarding the proposed agreement with Arizona Interagency Farmworkers Coalition, Inc for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager and Francia Alonso, Assistant to Council/PIO)

5.I. Discussion and possible action on any and all matters regarding the contract with Yuma Regional Medical Center (YRMC) Cancer Center Hispanic Support Group, Inc., for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager and Francia Alonso, Assistant to Council/PIO)

5.J. Discussion and possible action on any and all matters regarding the building of a temporary Fire Station #2. (Angel Ramirez, Fire Chief)

MOTION: Council Member Gloria Torres/Council Member Jose Ponce to approve the Consent Agenda as presented. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

6.A. Discussion and possible action on any and all matters regarding the city's acceptance of funds awarded from the Arizona Attorney General's Office (AGO) for the purpose of purchasing law enforcement safety equipment in the amount of \$25,000.00. (Richard Jessup, Chief of Police)

Mr. Richard Jessup, Chief of Police, stated the City of San Luis Police Department was notified approximately two (2) months ago that the Attorney General's Office had been giving money to law enforcement organizations. Once they were informed, they immediately submitted their request for this grant and within two (2) days of the Attorney General's Office receiving their paperwork, the City of San Luis Police Department was awarded \$25,000.00. The grant amount is in proportion to the size of the department and the city. They will be able to purchase some of the things the department needs such as upgrading weapons along with some other safety equipment for a response team that would otherwise be looked at as a capital improvement project.

MOTION: Vice Mayor Maria Cecilia Cruz/Council Member Jose Ponce to approve and accept funds awarded from the Arizona Attorney General's Office as presented. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

6.B. Discussion and possible action on any and all matters regarding the approval to change the existing Federal contract with Verizon to State contract NASPO. (Derek Duenas, IT Manager)

Mr. Derek Dueñas, I.T. Manager, mentioned this item is to request approval to enter into an existing contract between the State of Arizona and Verizon. He is currently using a federal agreement, which has not been updated for over five (5) years. The state contract will allow staff to use newer plans that will improve the Verizon services at a better price and will continue to receive the same benefits currently in place with the federal contract in addition to the newer plans. There have been issues with the Verizon service due to being very close to the border. The City of San Luis will piggyback from the NASPO

MOTION: Council Member Jose Ponce/Council Member Mario Buchanan Jr. to approve the Verizon Wireless Plan to the state contract using the terms of NASPO Valaue Point as presented for an estimated yearly cost of \$111,255.00. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

6.C. Discussion and possible action on any and all matters regarding escrow instructions for the purchase of land on County 24th Street between Avenue E and Avenue F for a community park in East San Luis. (Kay Marion Macuil, City Attorney)

Ms. Kay Macuil, City Attorney, explained this is moving along with the park project on County 24th Street. This item is to approve the escrow agreement and purchasing agreement and it follows along with the development agreement the city had with Bienestar that the city would pay the price that Bienestar negotiated with Border Ranches. Just today, they corrected the amount for the option price so there is a supplemental escrow instruction to give the city the correct price for the land at \$34,000.00 per acre. The instructions also has the city paying its share of the escrow charges; the agreement states that there are 40 acres and the city is buying the parcel on County 24th Street.

Mr. Glenn Gimbut, Assistant City Attorney, added the escrow officer at Chicago Title thought the price was \$36,000.00 per acre and had made the calculation based on that amount, then later learned that the price is \$34,000.00 an acre. The next item on the agenda is the loan with First Bank Yuma; this will be 75% of the appraised value. While, the City Council will see \$700,000.00 in reality the term sheet is 75% of whatever it appraises at. The land may appraise higher than what the city is paying for, because land values there have gone up higher than \$34,000.00.

There was discussion amongst Council Members, Ms. Macuil and Mr. Gimbut regarding the escrow, the numbers and closing costs.

Ms. Monica Castro, Director of Finance, said she will be discussing the details of the loan. She did notice a discrepancy in the commitment letter from the bank and the number she had. She contacted the bank and did not get a response fast enough and wanted to add this item on the agenda quickly due to time restriction. Thus, she estimated closing costs as she did not get a figure from the bank.

MOTION: Council Member Gloria Torres/Council Member Jose Ponce approve the escrow instructions and supplemental escrow as presented, authorize the City Manager to execute the same on behalf of the city and authorize staff to take such actions as many be needed to close escrow according to the terms presented and acquire title to the subject property. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

6.D. Discussion and possible action on any and all matters regarding approval of a loan to buy land on County 24th Street between Avenues E and F for a proposed community park with a proposed police and fire station. (Monica Castro, Finance Director)

Ms. Monica Castro, Director of Finance, explained the loan proposal will finance the acquisition of this land. Today, the city received an addendum to the escrow instructions revising the price for the purchase from the land from \$718,560.00 to \$678,640.00. With the exception of the price of the land, all the terms and conditions of this loan will remain the same as presented on this agenda item. The term for this loan will be five (5) years, the interest rate is 3.8% and this loan will be paid with development fees. This loan is also financing 75% of the purchase price while the city will put down 25%. Loans for land are more riskier and are currently ranging from 4 to 5%, therefore she consider a 3.8% interest a favorable rate. The closing cost is an estimate. The closing cost is including 1% of origination fee, appraisal fee, and other related fees associated to the cost. Probably she went high on the closing costs, but she rather have a higher number and correct it than struggling and come back to the City Council due to the city having a lower number. If this item is approved and upon submittal of the application, the estimated close of escrow is by the end of September or early October.

MOTION: Council Member Jose Ponce/Council Member Mario Buchanan Jr. to approve a loan from 1st Bank Yuma per the financing proposal dated July 30, 2020, to buy the land describe as APN 227-15-025, Yuma County, Arizona and to authorize and direct staff to execute such documents as may be needed or necessary to effectuate said loan, subject to the approval of the City Attorney. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

Council Member Gloria Torres stated that she will abstained rather and would like to retract her motion on the previous item, as she has a conflict of interest.

Mr. Gimbut added that there is no monetary impact, no profit, no loss but zero impact to Comite de Bienestar, so as a result he does not see a conflict of interest.

6.E. Discussion and possible action on any and all matters regarding the acceptance of grant terms and conditions for the AZ CARES fund program and related budget adjustments for the Fiscal Year July 1, 2019, through June 30, 2020. (Monica Castro, Finance Director)

Ms. Monica Castro, Director of Finance, announced that the City of San Luis has been awarded the Arizona Cares Grant in the amount of \$3,992,743.00, the agreement will formalize the acceptance of this grant. The purpose of this grant is to distribute to local governments financial assistance from the treasury corona virus relief fund. The agreement is between the City of San Luis and the Governor's Office for the period of March 1, 2020 through December 30, 2020 and will expire at the end of the award term. The allowable expenditures for this grant are public safety salary costs that have incurred between March through December 2020. This grant will cover two (2) fiscal periods for the prior fiscal year, \$1,352,564 will be allocated. This amount was not included in last year's budget, because it was unknown the city was going to be in this situation. She asked the Mayor and City Council that in addition to accepting this grant, staff needs approval from them to increase the budget in both revenues and expenditures for \$1,352,564.00 for Fiscal Year 2019-2020 that will cover March 2020 through June 2020 as a revenue and expenditure. The remaining balance of \$2,640,179.00 will cover public safety for the current fiscal year from July through December 2020; this amount was added to the budget and does not need an increased budget.

Mayor Gerardo Sanchez mentioned he was concerned that the City of San Luis had not received this grant as all the cities in Arizona were allocated funds from this grant.

MOTION: Vice Mayor Maria Cecilia Cruz/Council Member Jose Ponce to approve the Arizona Cares Grant in the amount of \$3,992,743.00 and approve an increase and the expense in the budget for Fiscal Year ending June 30, 2020, both in the amount of \$1,352,564.00. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

6.F. Public hearing followed by discussion and possible action on any and all matters regarding Rezoning Case No. 2020-0277 and Ordinance No. 400. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the official Zoning Map of the City of San Luis by changing the zoning classification of 15.1 acres from Rural Area Residential (RA-10) to Medium Density Residential (R1-6) for property located west of 8th Avenue between Bienestar Estates No. 5 Subdivision and the East Main Canal. (Jose Guzman, Director of Planning & Zoning)

A. Open public hearing

MOTION: Council Member Gloria Torres/Council Member Jose Ponce open the public hearing. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

1. Staff presentation

Mr. Jose Guzman, Director of Planning and Zoning, explained the subject property is located between Bienestar Estates No. 5 Subdivision and the East Main Canal. San Luis High School is located to the north across the East Main Canal and is zoned as Rural Area Residential (RA-10). The property to the east and west are undeveloped land and are also zoned (RA-10). The property to the south is developed as a single-family residential subdivision and is zoned Medium-High Density Residential (R-2).

The purpose of the request is to allow the construction of subdivision to be called La Esperanza Estates. The conceptual plan shows a total of 53 lots with a street connecting 6th Avenue to 8th Avenue.

The current zoning of the project property is Rural Area Residential (RA-10) which allows for agricultural uses and only one dwelling unit per every 10 acres of land. The proposed zoning district is Medium Density Residential (R1-6). The purpose of this zoning district is to provide for detached single residence development on urban sized lots in areas where adequate public facilities and services are available.

The Planning and Zoning Commission held a public hearing for this item at their regular meeting of July 14, 2020, at City Hall. Due to the health situation, this meeting was closed to the public but members of the public could submit their comments via email before the meeting or they had the option to participate in the meeting via phone. The Commission recommended approval of rezoning Case No. 2020-0277 subject to the conditions as recommended by staff.

Staff recommends approval of Ordinance No. 400/Rezoning Case No. 2020-0277 subject to the following conditions:

1. Rezoning is a condition upon development of the land in a manner similar to the tentative lot layout submitted for this application.
2. A full-length street shall be constructed between 6th Avenue and 8th Avenue as part of the development of this property.
3. A traffic study is required and the construction of any and all improvements as recommended by the said study, including but not limited to, possible contributions to future roadway improvements such as traffic signals and/or canal crossings along 6th Avenue and 8th Avenue.
4. Owner agrees to sign necessary improvement districts for the subdivisions of the rezoned parcel. Said districts to include a street lighting improvement district, a community facilities district, and a parkway district pursuant to A.R.S § 48-572.
5. Grading and erosion control shall comply with the International Building Code standards for all aspects of the development including development of lots and the building of houses or other buildings.

Mr. Guzman added that the applicant agrees with all the conditions and added that there is a possibility of building a walking path with the developer.

Mr. Najeh Edais, Developer Engineer, indicated that the walking path was discussed with city staff and would like to do it, of course it takes a lot of coordination with the Water Users' Association. He thinks this will be the beginning of something that is really beautiful for the city to have, a landscaped walking path along that canal. Furthermore, Mr. Edais said the canal between the subdivision and the high school will be buried, so there will not be a canal. There is a lot of land assuming the Water Users' Association works with him and the developer. There is some challenge regarding the road that connects to the high school as it took some of this land. The developer is working with the high school to give them whatever they need to make everything work for everyone.

2. Call to the Public on this item

Mrs. Sonia Cornelio, City Clerk, stated that her office did not receive any comments from the public on this item.

Mr. Guzman also commented that his office did not receive any comments from the public on this item either.

B. Close public hearing

MOTION: Council Member Mario Buchanan Jr./Council Member Jose Ponce to close the public hearing. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

**C. Approval of Reading of Ordinance No. 400 by title only
(City Clerk to read the ordinance by title only)**

MOTION: Council Member Mario Buchanan Jr./Council Member Jose Ponce to approve the reading of Ordinance No. 400 by title only. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

Mrs. Sonia Cornelio, City Clerk, read Ordinance No. 400 by title only.

D. Action on Ordinance No. 400

MOTION: Council Member Gloria Torres/Council Member Jose Ponce to approve and adopt Ordinance No. 400. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

7. SUMMARY OF CURRENT EVENTS

Mayor Gerardo Sanchez reported he is grateful that the city finally got the money from the Arizona Cares Act. A lot of things are happening now, specially kids returning to school and emphasized on the importance of wearing a face mask and to those that have already been infected, there are studies coming out that their immunity will probably last between six (6) to eight (8) months only.

Therefore, there is a possibility one can get re-infected. One needs to continue to be aggressive against COVID-19 because there might be another spike coming back soon, specially with kids going back to school. On a separate note, he added that the census response rate is at 37.1% participation and also emphasized on the importance of the census.

Council Member Gloria Torres stated she was happy the city honored the memory of Mr. Miguel Gonzalez and suggested maybe doing other activities to honor him.

Mayor Gerardo Sanchez reported that staff is already looking into that, maybe renaming a park after him as he coached softball and little league. He was an essential employee as well.

8. ADJOURNMENT

MOTION: Council Member Mario Buchanan Jr./Council Member Jose Ponce to adjourn the Regular Council meeting at approximately 8:26 p.m. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

APPROVED:

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular City Council meeting of the City Council of the City of San Luis, Arizona, held on August 12, 2020. I further certify that the meeting was dully called and held and that a quorum was present.

Sonia Cornelio, City Clerk

MINUTES
Special Council Meeting
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
August 19, 2020
6:15 p.m.

1. CALL TO ORDER/ROLL CALL: Mayor Gerardo Sanchez called the Regular City Council meeting to order at approximately 6:15 p.m.

Mayor, City Council, and some members of staff participated remotely.

PRESENT: Mayor Gerardo Sanchez
Vice Mayor Maria Cecilia Cruz
Council Member Mario Buchanan Jr.
Council Member Africa Luna-Carrasco
Council Member Jose Ponce
Council Member Matias Rosales
Council Member Gloria Torres

OTHERS PRESENT: Tadeo A. De La Hoya, City Manager (remotely)
Sonia Cornelio, City Clerk
Kay Marion Macuil, City Attorney
Axel Chayra, Information Technology Technician
Christine Velez, Management Analyst (remotely)
Derek Dueñas, Manager of Information Technology
Domingo Sosa, Information Technology Technician
Glenn Gimbut, Assistant City Attorney
Eulogio Vera, Director of Public Works
Francia Alonso, Assistant to Council/PIO
Jenny Torres, Economic Development Manager
Jonathan Dumadag, Information Technology Technician
Jorge Mungaray, Information Technology Technician
Jose L. Cisneros, Executive Assistant
Jose Guzman, Director of Planning & Zoning
Lizandro Galaviz, Parks and Recreation Director
Marlene Lara, Government and Foreign Affairs Coordinator
Monica Castro, Director of Finance
Ralph Velez, City Consultant (remotely)
Richard Jessup, Chief of Police

2. PLEDGE OF ALLEGIANCE

Council Member Matias Rosales led the Pledge of Allegiance.

3. DISCUSSION AND POSSIBLE ACTION ITEM:

3.A. Discussion and possible action on any and all matters regarding Resolution No. 2137. A resolution of the Mayor and Council of the City of San Luis, Arizona declaring and adopting the results of the Primary Election held August 4, 2020, in the City of San Luis, Arizona. (Sonia Cornelio, City Clerk)

Mrs. Sonia Cornelio, City Clerk, explained that Resolution No. 2137 illustrates the results of the Primary Election held August 4, 2020. She read the names of the candidates and number of votes as follows:

Luis Cabrera	1,163
March Concha	327
Maria Cecilia Cruz	684
Olivia Jenkins	506
Nydia Mendenhall	246
Matias Rosales	1,076
Gloria Torres	1,186
Gary Snyder (Write-In)	149
Non-Qualified Write-In	20

This resolution finds that the Council Members Elect are Luis Cabrera, Matias Rosales, Gloria Torres and will take office in the first meeting in December 2020.

Mayor Gerardo Sanchez congratulated the Council Members Elect on their four (4) year term.

MOTION: Council Member Mario Buchanan Jr./Council Member Jose Ponce to approve and adopt Resolution No.2131. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

4. ADJOURNMENT

MOTION: Council Member Jose Ponce/Council Member Mario Buchanan Jr. to adjourn the Regular Council meeting at approximately 6:22 p.m. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Jose Ponce	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

APPROVED:

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special City Council meeting of the City Council of the City of San Luis, Arizona, held on August 19, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Sonia Cornelio, City Clerk



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

4. B.

Meeting Date: 09/09/2020

Summary

DISBURSEMENTS FROM AUGUST 15, 2020 THROUGH AUGUST 28, 2020

Total Disbursements \$641,731.34

(Six Hundred Forty-One Thousand, Seven Hundred Thirty-One Dollars and Thirty-Four Cents)

Attachments

Disbursements



City of San Luis

Finance Department

COUNCIL MEETING SEPTEMBER 9, 2020
Disbursement Report from 8/15/2020 to 8/28/2020

<u>Bank Accounts</u>	<u>Check Date</u>	<u>Amount</u>	<u>Schedule</u>
Payroll Check Account	8/19/2020	\$ 330,126.37	Schedule A
Accounts Payable Check Account	8/20/2020	\$ 143,124.00	Schedule B
Accounts Payable Check Account	8/27/2020	\$ 168,480.97	Schedule C

Total Disbursements: \$ 641,731.34

Please contact Ms. Monica Castro prior to the meeting if additional information is needed.

Prepared by Angelica V. Castro: _____

Verified by Director of Finance: _____

For Council approval on: _____

Mayor: _____

Council: _____

RECEIVED

2020 SEP -1 A 7:14

CITY OF SAN LUIS
OFFICE OF THE CITY CLERK

Schedule A

Pay Day Register


Pay Date Range 08/01/20 - 08/14/20

Pay Batch 202017

TRANSWESTERN MEXICAN	96.76	
U.S. MEX DENTAL - EE &	615.90	
U.S. MEX DENTAL - EE &	123.18	
UNITED WAY	14.00	
US & MEX DENTAL= FAMILY	666.12	
US & MEX HEALTH = C	5,124.24	
US & MEX HEALTH = FAMILY	6,749.94	
US & MEX HEALTH = SP	996.38	
VSP - VISION FAMILY	687.94	
Net	<u>\$330,126.37</u>	✓

		Workers' Comp	Gross Base
		<hr/>	
	ANIMAL CONTROL OFFICERS	63.49	2,821.78
	ATTORNEY- ALL & CLERICAL-	70.80	32,182.73
	AUTO SERVICE/ REPAIR	253.79	9,096.02
	BUILDING- NOC OPER BY	1,050.15	29,009.18
	BUS COMPANY AND DRIVERS	152.66	2,765.61
	CLERICAL OFFICE/ LIBRARY/	263.09	109,618.34
	Electrician	60.68	1,932.40
	FIREFIGHTERS & DRIVERS	4,040.28	92,242.67
	GARBAGE/ ASH/ REFUSE	280.10	4,481.60
	MUNICIPAL/ TOWN/	90.61	5,177.20
	PARKS- NOC ALL EMPLOYEES	533.96	17,224.07
	POLICE OFFICERS	4,463.41	101,904.23
	RECREATION- ALL EMPLOYEES/	229.47	16,750.07
	SEWAGE DISPOSAL/ PLANT	573.42	16,669.70
	Street or Road Construction	1,918.27	23,888.40
	WATERWORKS OPERATIONS	580.92	16,740.93
	Total	<hr/>	<hr/>
			\$14,625.10

Direct Deposits	Amount
1st Bank Yuma	27,375.13
ACADEMY BANK	2,185.91
Bank of America	1,150.00
Bankcorp	150.00
BBVA COMPASS	1,191.22
Charles Sch	200.00
Chase Bank	161,009.33
CHASE BANK CA	963.51
chase centro	1,034.91
Federal Credit Union	36,753.34
FF CREDIT UNION	1,849.31
FIREFIGHTER FIRST CRÉDIT UNION	3,770.90
GREEN DOT BANK	398.70
National Bank	1,910.36
Navy Federal	18,038.27
NetSpend Corporation DD	120.00
NORTH ISLAND CREDIT UNION	647.24
Sunbank	1,167.23
USAA FEDERAL SAVING	1,258.03
WASHINGTON FEDERAL	929.60
Wells Fargo	64,545.43
WELLS FARGO BANK PP	864.29


Prepared by:
Debora Luna

 Date: _____


 Approved by _____

Payment Register

From Payment Date: 8/17/2020 - To Payment Date: 8/20/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable Totals									
Checks									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		72		\$143,124.00		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		72		\$143,124.00		\$0.00	
All									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		72		\$143,124.00		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		72		\$143,124.00		\$0.00	
Grand Totals:									
Checks									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		72		\$143,124.00		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		72		\$143,124.00		\$0.00	
All									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		72		\$143,124.00		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		72		\$143,124.00		\$0.00	

Prepared By:
Maggie Dominguez
 Date: *Maggie D.*
8/20/2020


Payment Register

From Payment Date: 8/17/2020 - To Payment Date: 8/20/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
Check									
95130	08/19/2020	Open			Utility Management Refund	A & F HOME BUILDERS C/O G FUENTES	\$9.31		
95131	08/19/2020	Open			Utility Management Refund	CONTRERAS, ROSA & DANIEL PADILLA	\$189.42		
95132	08/19/2020	Open			Utility Management Refund	DE LA CRUZ, ALMA	\$75.87		
95133	08/19/2020	Open			Utility Management Refund	DEL MORAL-PINELA, YESENIA	\$114.26		
95134	08/19/2020	Open			Utility Management Refund	DIAZ GONZALEZ, RAUL	\$89.30		
95135	08/19/2020	Open			Utility Management Refund	FELIX, ARIANA	\$210.91		
95136	08/19/2020	Open			Utility Management Refund	GARCIA, RAFAEL & MARIA	\$144.43		
95137	08/19/2020	Open			Utility Management Refund	LISDY ZAMORA & MIGUEL A LOYA	\$26.74		
95138	08/19/2020	Open			Utility Management Refund	MENDOZA, MARIA D & JOSE N	\$144.03		
95139	08/19/2020	Open			Utility Management Refund	MUNOZ, EDGAR	\$66.69		
95140	08/19/2020	Open			Utility Management Refund	NIEBLA, CARMEN	\$95.00		
95141	08/19/2020	Open			Utility Management Refund	PACHECO, GILDA, E	\$33.92		
95142	08/19/2020	Open			Utility Management Refund	PIZZA HUT OF AZ INC #36 C/O INFOSYNC SERVICES	\$68.76		
95143	08/19/2020	Open			Utility Management Refund	RIEDEL CONSTRUCTION INC	\$27.49		
95144	08/19/2020	Open			Utility Management Refund	RIEDEL CONSTRUCTION LLC	\$0.51		
95145	08/19/2020	Open			Utility Management Refund	TIRADO ROSARIO & ALDREDO	\$182.54		
95146	08/19/2020	Open			Utility Management Refund	VARGAS, ADRIANA	\$154.50		
95147	08/19/2020	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$14.79		
95148	08/20/2020	Open			Accounts Payable	BALSINO, PETER, M	\$6.85		
95149	08/20/2020	Open			Accounts Payable	CHARGO PA, GURSTEL	\$26.95		
95150	08/20/2020	Open			Accounts Payable	FOP/ALC	\$405.00		
95151	08/20/2020	Open			Accounts Payable	SAN LUIS POLICE OFFICERS ASSOC	\$375.00		
95152	08/20/2020	Open			Accounts Payable	STANDARD INSURANCE COMPANY	\$8,594.16		
95153	08/20/2020	Open			Accounts Payable	SUPPORT PAYMENT CLEARINGHOUSE	\$3,604.73		
95154	08/20/2020	Open			Accounts Payable	UNITED WAY OF YUMA COUNTY INC.	\$14.00		
95155	08/20/2020	Open			Accounts Payable	UNITED YUMA FIRE FIGHTERS ASSOC	\$92.50		
95156	08/20/2020	Open			Accounts Payable	UNITED YUMA FIRE FIGHTERS- IAFF	\$1,000.00		
95157	08/20/2020	Open			Accounts Payable	ALSCO, INC	\$149.63		

Payment Register

From Payment Date: 8/17/2020 - To Payment Date: 8/20/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
95158	08/20/2020	Open			Accounts Payable	APPLIED PRODUCTS GROUP LLC	\$10,643.51		
95159	08/20/2020	Open			Accounts Payable	AUTOZONE STORES, INC	\$3,248.15		
95160	08/20/2020	Open			Accounts Payable	BOUND TREE MEDICAL, LLC.	\$279.99		
95161	08/20/2020	Open			Accounts Payable	CENTURYLINK	\$304.30		
95162	08/20/2020	Open			Accounts Payable	CITY OF YUMA	\$10,088.91		
95163	08/20/2020	Open			Accounts Payable	COOPERATIVE PERSONNEL SERVICES	\$502.50		
95164	08/20/2020	Open			Accounts Payable	CORDOVA LAW, PLC	\$3,400.00		
95165	08/20/2020	Open			Accounts Payable	DANA-KEPNER COMPANY INC.	\$374.75		
95166	08/20/2020	Open			Accounts Payable	DESERT WATER	\$33.21		
95167	08/20/2020	Open			Accounts Payable	FACTOR SALES, INC.	\$602.28		
95168	08/20/2020	Open			Accounts Payable	FDC RESCUE, LLC	\$4,509.95		
95169	08/20/2020	Open			Accounts Payable	FERGUSON ENTERPRISE, INC.	\$1,382.34		
95170	08/20/2020	Open			Accounts Payable	FERRELLGAS, LP	\$121.30		
95171	08/20/2020	Open			Accounts Payable	FNP-C & ASSOCIATES PLLC	\$180.00		
95172	08/20/2020	Open			Accounts Payable	GILA ELECTRONIC	\$487.85		
95173	08/20/2020	Open			Accounts Payable	GUST ROSENFELD P.L.C.	\$4,428.00		
95174	08/20/2020	Open			Accounts Payable	HERNANDEZ, JERRY	\$800.00		
95175	08/20/2020	Open			Accounts Payable	HILL BROTHERS CHEMICAL CO.	\$3,149.40		
95176	08/20/2020	Open			Accounts Payable	HUGHES FIRE EQUIPMENT, INC.	\$154.56		
95177	08/20/2020	Open			Accounts Payable	JAMES COOKE & HOBSON INC.	\$1,747.66		
95178	08/20/2020	Open			Accounts Payable	JAMES DAVEY AND ASSOCIATES	\$450.00		
95179	08/20/2020	Open			Accounts Payable	KTL&C, LLC.	\$606.62		
95180	08/20/2020	Open			Accounts Payable	LAWSON PRODUCTS INC.	\$454.59		
95181	08/20/2020	Open			Accounts Payable	LIFE-ASSIST, INC.	\$2,449.04		
95182	08/20/2020	Open			Accounts Payable	MAYATTE, CHRIS	\$109.51		
95183	08/20/2020	Open			Accounts Payable	MERRILL WALKER BUILDERS, INC.	\$13,232.61		
95184	08/20/2020	Open			Accounts Payable	QUALIFICATION TARGETS, INC.	\$1,077.28		
95185	08/20/2020	Open			Accounts Payable	QUINONES TIRES LLC	\$40.00		
95186	08/20/2020	Open			Accounts Payable	REAL PURIFIED WATER LLC	\$65.47		
95187	08/20/2020	Open			Accounts Payable	RM GRAPHICS	\$52.50		
95188	08/20/2020	Open			Accounts Payable	SANFORD, JAMES	\$2,631.39		
95189	08/20/2020	Open			Accounts Payable	SHUCK DRILLING COMPANY LLC	\$8,295.40		
95190	08/20/2020	Open			Accounts Payable	SOUTH YUMA COUNTY LANDFILL	\$33,656.31		
95191	08/20/2020	Open			Accounts Payable	STANDARD PRINTING COMPANY, INC	\$1,366.32		
95192	08/20/2020	Open			Accounts Payable	THE ROACH PEST CONTROL	\$1,150.00		
95193	08/20/2020	Open			Accounts Payable	THOMSON WEST PUBLISHING CO.	\$1,028.55		
95194	08/20/2020	Open			Accounts Payable	UNITED LABORATORIES INC.	\$40.65		
95195	08/20/2020	Open			Accounts Payable	US POST MASTER	\$2,759.09		
95196	08/20/2020	Open			Accounts Payable	VERIZON WIRELESS MESSAGING SVC	\$7,634.88		
95197	08/20/2020	Open			Accounts Payable	YUMA COUNTY RECORDER	\$177.00		
95198	08/20/2020	Open			Accounts Payable	YUMA REGIONAL MEDICAL CENTER	\$927.16		
95199	08/20/2020	Open			Accounts Payable	YUMA SOUTHWEST CONTRACTORS ASSOC	\$30.00		
95200	08/20/2020	Open			Accounts Payable	YUMA SUN INC	\$179.68		
95201	08/20/2020	Open			Accounts Payable	PEREZ, ESTELA, V	\$2,354.00		
Type Check Totals:									
							72 Transactions	\$143,124.00	

Schedule C

City of San Luis

Payment Register

From Payment Date: 8/24/2020 - To Payment Date: 8/27/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
95242	08/27/2020	Open			Accounts Payable	YUMA CO. AIRPORT AUTHORITY INC	\$167.79		
95243	08/27/2020	Open			Accounts Payable	YUMA FARM & HOME SUPPLY INC.	\$183.54		
95244	08/27/2020	Open			Accounts Payable	YUMA REGIONAL MEDICAL CENTER	\$250.00		
95245	08/27/2020	Open			Accounts Payable	YUMA TRUCK PARTS	\$56.37		
Type Check Totals:									
1BYPAYABLE - 1st BY Accounts Payable Totals								\$168,480.97	

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	44	\$168,480.97	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	44	\$168,480.97	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	44	\$168,480.97	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	44	\$168,480.97	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	44	\$168,480.97	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	44	\$168,480.97	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	44	\$168,480.97	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	44	\$168,480.97	\$0.00

Prepared By:
Maggie Dominguez
Date: Maggie D.
8/27/2020



Payment Register

From Payment Date: 8/24/2020 - To Payment Date: 8/27/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
Check									
95202	08/25/2020	Open			Accounts Payable	CENTURYLINK	\$6,647.43		
95203	08/27/2020	Open			Accounts Payable	24 KARAT JEWELERS	\$230.26		
95204	08/27/2020	Open			Accounts Payable	ALSCO, INC	\$41.20		
95205	08/27/2020	Open			Accounts Payable	AUTOZONE STORES, INC	\$373.08		
95206	08/27/2020	Open			Accounts Payable	B&H PHOTO & ELECTRONICS CORP.	\$391.28		
95207	08/27/2020	Open			Accounts Payable	BALAR EQUIPMENT CORPORATION	\$4,988.81		
95208	08/27/2020	Open			Accounts Payable	BASIC BENEFITS LLC	\$280.00		
95209	08/27/2020	Open			Accounts Payable	BOTACH INC	\$5,101.95		
95210	08/27/2020	Open			Accounts Payable	BOUND TREE MEDICAL, LLC.	\$4,920.47		
95211	08/27/2020	Open			Accounts Payable	CAMACHO, ANA, M	\$124.66		
95212	08/27/2020	Open			Accounts Payable	CITY OF PHOENIX	\$375.00		
95213	08/27/2020	Open			Accounts Payable	COASTAL TRAINING TECHNOLOGIES	\$1,000.00		
95214	08/27/2020	Open			Accounts Payable	D & H ELECTRIC INC.	\$5,280.00		
95215	08/27/2020	Open			Accounts Payable	DESERT VALLEY SERVICES, INC	\$1,704.09		
95216	08/27/2020	Open			Accounts Payable	DIGITAL ROOM LLC	\$582.24		
95217	08/27/2020	Open			Accounts Payable	FENCEMASTERS INC	\$162.62		
95218	08/27/2020	Open			Accounts Payable	FLEET SERVICES INC	\$719.63		
95219	08/27/2020	Open			Accounts Payable	GALLS, AN ARAMARK CO., LLC	\$1,006.36		
95220	08/27/2020	Open			Accounts Payable	GAMETIME C/O TRIPLE M RECREATION	\$21,673.87		
95221	08/27/2020	Open			Accounts Payable	GREATER YUMA PORT AUTHORITY	\$50,000.00		
95222	08/27/2020	Open			Accounts Payable	GUTIERREZ, JUAN, F	\$1,100.00		
95223	08/27/2020	Open			Accounts Payable	GUZMAN, JOSE, A	\$555.11		
95224	08/27/2020	Open			Accounts Payable	HEINFELD, MEECH & CO., P.C.	\$23,137.50		
95225	08/27/2020	Open			Accounts Payable	JC WELDING, LLC	\$760.00		
95226	08/27/2020	Open			Accounts Payable	LAWSON PRODUCTS INC.	\$175.36		
95227	08/27/2020	Open			Accounts Payable	MARKETING DESIGN AND PRINTING	\$1,387.50		
95228	08/27/2020	Open			Accounts Payable	MOBILE CONCEPTS TECHNOLOGY LLC	\$689.07		
95229	08/27/2020	Open			Accounts Payable	N F P A INTERNATIONAL	\$1,575.00		
95230	08/27/2020	Open			Accounts Payable	OFFICE DEPOT	\$1,857.85		
95231	08/27/2020	Open			Accounts Payable	REAL COFFEE, LLC	\$238.96		
95232	08/27/2020	Open			Accounts Payable	RODRIGUEZ, OSVALDO	\$150.00		
95233	08/27/2020	Open			Accounts Payable	SAN LUIS AIR CONDITIONING LLC	\$710.00		
95234	08/27/2020	Open			Accounts Payable	SAN LUIS SPEAR POINT SOLAR I, LLC	\$22,563.08		
95235	08/27/2020	Open			Accounts Payable	SHRM	\$209.00		
95236	08/27/2020	Open			Accounts Payable	SOUTHERN TIRE MART LLC	\$2,696.84		
95237	08/27/2020	Open			Accounts Payable	SUN RENTAL AND SALES INC.	\$2,204.47		
95238	08/27/2020	Open			Accounts Payable	THE ROACH PEST CONTROL	\$125.00		
95239	08/27/2020	Open			Accounts Payable	TRUCKMATES LLC	\$1,133.30		
95240	08/27/2020	Open			Accounts Payable	UNITED RENTALS (NORTH AMERICA), INC.	\$888.09		
95241	08/27/2020	Open			Accounts Payable	WAXIE SANITARY SUPPLY	\$64.19		



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

4. C.

Meeting Date: 09/09/2020

Department Head: Tadeo A. De La Hoya, City Manager, Administration

Submitted By: Francia Alonso, Public Information Officer, Administration

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the approval of an agreement with the nonprofit corporation, Comité de Bien Estar, Incorporated for the Off-Road Expo event in San Luis, Arizona for Fiscal Year 2020-2021. **(Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

SUMMARY:

Service: Every year, the Off-Road Expo is a well-attended successful event. In addition, the publicity for the event promotes the city including the city's logo. This year the contracting party is the non-profit corporation Comité de Bien Estar, Incorporated, however, the organizers are the same people.

This year the event is tentatively scheduled for a day in May of 2021, depending on whether there are gathering restrictions due to the COVID-19 pandemic at that time. The agreement provides that the event can be extended to June 30, 2021, at the latest, but the city has the discretion to terminate the contract altogether.

Amount: The City Council has already budgeted funds in the amount of **\$10,000.00** for Fiscal Year 2020-2021.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE AGREEMENT WITH THE COMITÉ DE BIEN ESTAR, INC., IN THE AMOUNT OF \$10,000 FOR THE OFF-ROAD EXPO EVENT AS PRESENTED.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	Yes
CITY/STATE/FEDERAL FUNDS:	City
TOTAL:	10,000.00
BUDGETED AMOUNT:	Yes
AVAILABLE AMOUNT TO TRANSFER:	No transfer required
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:	100-110-80000 CONTRACTUAL SERVICES/ \$395,146.42

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

Contract of \$10,000 is budgeted for Fiscal Year 2020-2021

Attachments

Contract

Contribution Letter FY 20-21

AGREEMENT

This agreement ("Agreement") made this _____ day of September 2020, between Comite De Bienestar, Inc., an Arizona non-profit corporation, 963 East B Street, P.O. Box 7170, San Luis, Arizona 85349 ("Comite") and the City of San Luis, 1090 East Union Street, P.O. Box 1170, San Luis, Arizona 85349 ("City"). Comite and the City may be referred to singularly as the "Party" and collectively as the "Parties."

SECTION ONE. OFF-ROAD EXPO SAN LUIS EVENT

Under the terms and conditions of this Agreement, the Off-Road Expo San Luis event shall be held in San Luis, Arizona, before June 30, 2021, when in-person gatherings are safe, considering that at the time of the execution of this Agreement, we are experiencing the coronavirus disease 2019 (COVID-19) pandemic. If the City, in its sole discretion, determines that in-person gatherings are not safe or this event should not be held, for whatever reason, including no reason at all, then the City reserves the right to terminate this Agreement, in full, without legal recourse by Comite or liability or obligation to Comite whatsoever.

SECTION TWO. DUTIES OF COMITE

Comite shall advertise and promote the Off-Road Expo San Luis event and do or cause to be done all other things necessary or advisable to make the event a success.

Comite shall use all-volunteer labor to perform this Agreement.

SECTION THREE. ADVERTISING OF THE CITY'S NAME

Comite shall cause the City's name to appear prominently in all advertising and publicity in connection with the Off-Road Expo San Luis event.

SECTION FOUR. DUTIES OF THE CITY

- A. The City shall pay \$10,000.00 to Comite. Payment shall be made out to Off-Road Expo San Luis in care of Lizeth Chavez.
- B. The City shall make the Joe Orduño Park, 1015 North Main Street, San Luis, Arizona, available for the Off-Road Expo San Luis event. It is understood that the event may take place as an outdoor event or a virtual event.
- C. The City staff shall work with Comite to make the Off-Road Expo San Luis event successful, such as promotion on the City's website and its L.E.D. sign, and assistance with set-up and tear down.
- D. Otherwise, all expenses in any way pertaining to the Off-Road Expo San Luis event shall be the sole and separate liability of Comite. The City assumes no financial responsibility of any kind or nature relative to the Off-Road Expo San Luis event.

- E. City will provide trash containers for the event and traffic control during the event

SECTION FIVE. LIABILITY INSURANCE

Comite shall provide the City with a Certificate of Insurance. Comite shall carry proper liability insurance in an amount and with companies acceptable to the City, naming the City as an additionally insured and fully protecting and indemnifying the City from every possible claim for accidents or other liabilities, to employees and all other persons, that might arise in connection with the Off-Road Expo San Luis, including preparation for the events, the events themselves, and any acts in any way connected with the event.

SECTION SIX. BOOKS AND RECORDS

Comite shall keep accurate and current books showing disbursements and the purpose of disbursements and retain all receipts to account for the City's sponsorship. Such books shall be kept in a place convenient for the City, and the City shall have access to and the right to examine such books at any and all reasonable times. Comite shall prepare a report and submit it to the City, to the City's Public Information Officer, on or before the first business day following forty-five (45) days after the event, showing an accounting of the City's Sponsorship and providing copies of receipts. Also, by that date, Comite shall prepare a presentation for the City Council showing either photographs or video or both of the Off-Road Expo San Luis and submit it to the City's Public Information Officer.

SECTION SEVEN. ASSIGNMENT OF RIGHTS

The rights of each Party under this Agreement are personal to that Party. They may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other Party.

SECTION EIGHT. NO WAIVER

The failure of either Party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as subsequently waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

SECTION NINE. TERMINATION ON DEFAULT

If Comite fails to comply with any of the terms and conditions of this Agreement, the City may terminate this Agreement immediately, in which case the City shall have no further liability or obligation to Comite.

SECTION TEN. GOVERNING LAW

It is agreed this Agreement shall be governed by, construed, and enforced under the laws of Arizona. This Agreement is subject to the cancellation for conflict of interest provisions of A.R.S. Sec. 38-511.

SECTION ELEVEN. ENTIRE AGREEMENT

This Agreement shall constitute the entire Agreement between the Parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either Party except to the extent incorporated in this Agreement.

SECTION TWELVE. MODIFICATION OF AGREEMENT

Any modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement shall be binding only if placed in writing and signed by each Party or an authorized representative of each Party.

SECTION THIRTEEN. SECTION HEADINGS

The titles to the sections of this Agreement are solely for the convenience of the Parties. They shall not be used to explain, modify, simplify, or aid in interpreting the provisions of this Agreement.

SECTION FOURTEEN. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

[Intentionally left blank, signature page follows]

The Parties have executed this Agreement at San Luis, Arizona, the day and year first set forth above, which is the date of the signature of the last Party to sign.

City of San Luis, Arizona

Gerardo Sanchez, Mayor

ATTEST:

APPROVED AS TO FORM:

Sonia Cornelio, City Clerk

Kay Marion Macuil, City Attorney

Comite De Bienestar, Inc.

By authorized representative

Off-Road Expo San Luis, AZ 2020

P.O. Box 3763, San Luis, Arizona 85349

February 18, 2020

CITY OF SAN LUIS

Dear Mayor Gerardo Sanchez,

The Off-Road EXPO Organization would like to invite the CITY OF SAN LUIS to participate as Co-Title Sponsor and host with a \$15,000 contribution for the 2020 Off-Road EXPO event. The event is scheduled for Saturday, October 17, 2020 at Joe Orduno Park from 5:00 pm to 12:00 am. This contribution will enable us to bring to the community once more a FreeStyle Motocross show that will ultimately highlight the City of San Luis as one of the best shows in Yuma County. The unified support has helped to maximize this community event as well as promoting the City of San Luis.

The Off-Road EXPO Committee is administered by a group of volunteers, all motivated by excellent core values, and practices. The success of this event depends solely on the support of local businesses and its direct reflection of the generosity of the community of San Luis. The Off-Road Expo is also funded through in-kind contributions that are used to bring the event to the community and consequently support other meaningful causes such as scholarship funds for our local high school students pursuing a college education.

We truly value your continuous support and look forward to a stronger partnership as we celebrate our eighth year serving the community of San Luis.

Sincerely,

Lizeth Chavez
Off Road EXPO Coordinator
928-941-2599
Lchavez@offroadexposanluis.com

RECEIVED

FEB 18 2020

[Handwritten signature]



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

4. D.

Meeting Date: 09/09/2020

Department Head: Angel Ramirez, Fire Chief, Fire Department

Submitted By: Angel Ramirez, Fire Chief, Fire Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the purchase of a new ambulance.
(Angel Ramirez, Fire Chief)

SUMMARY:

Throughout the years, the San Luis Fire Department (SLFD) has been an innovative fire department. As the City of San Luis grows, so does the need for public safety. Currently, we have four (4) ambulances on our fleet with no backup units available. As you may know, vehicles tend to break down. We have been putting 70,000 miles on every unit every year. We want to stay proactive and always provide the best customer service to our residents.

The SLFD was diligent in trying to get the best ambulance at the right price. Through the Houston-Galveston Area Council (HGAC) agreement, we were able to do just that. What is HGAC? It is a nationwide, government procurement service striving to make the governmental procurement process more efficient. Units of local government, including non-profits providing governmental services, are eligible to become participating members of the HGACBuy Cooperative. All contracts available to participating members of HGACBuy have been awarded by virtue of a public competitive procurement process compliant with state statutes. The City of San Luis is part of this Cooperative Agreement; other additional benefits of HGAC are as follows:

- HGACBuy offers an expedited procurement process that can eliminate your need for preparing detailed specifications and satisfying all other requirements for competitive bids and proposals.
- HGACBuy offers more than 800 contractors, including many local dealers and authorized resellers.
- HGACBuy gives you access to volume purchasing pricing and discounts.
- HGACBuy has more than 40 years of experience in cooperative purchasing and serves more than six thousand local government agencies across the United States.

The City of San Luis Fire Department was approved for the amount of \$211,280.00.

The San Luis Fire Department wants to utilize the purchasing powers available through the Houston-Galveston Area Council contract #AM10-18 under the authority of the San Luis City Code, Chapter 36 Purchasing, Section 36.09, Cooperative Purchasing and is seeking council approval.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE PURCHASE OF A NEW AMBULANCE IN AN AMOUNT NOT TO EXCEED \$211,280.00.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: YES
CITY/STATE/FEDERAL FUNDS: CITY
TOTAL: \$211,280.00
BUDGETED AMOUNT: \$211,280.00
AVAILABLE AMOUNT TO TRANSFER: 0
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: 340-341-90000
FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):
N/A

Attachments

Ambulance quote



Republic EVS
 12410 Clark St.
 Santa Fe Springs, CA 90670



Offer and Purchase Agreement for: **City of San Luis**

Two (2) Medix Specialty Vehicles Type I ME 153" on 2020 Dodge 4500 4 x 2 Diesel Powered Chassis, Two Door Standard Cab

All prices are quoted to included Government Factory Rebates. Rebates are subject to change. If the current Rebate amount changes or becomes unavailable. The difference per vehicle will be invoiced to the Purchaser. Pricing is subject to change if additional options are requested.

Description	Qty	Price Each	Extended Price
Two (2) Medix Specialty Vehicles Type I ME 153" on 2020 Dodge 4500 4 x 2 Diesel Powered Chassis, Two Door Standard Cab	2	\$198,468.70	\$396,937.40

Chassis VIN Number(s): To Be Determined After Production Start Date

Document Fee	2	\$95.00	\$190.00
HGAC Fee	2	\$750.00	\$1,500.00
Total Purchase Price	2	\$199,313.70	\$398,627.40

Date Offered: February 17, 2020

Three Hundred Ninety Eight Thousand Six Hundred Twenty Seven Dollars and Forty Cents
\$398,627.40

Offer is based off of build quote as well as reference drawings if applicable. A final engineered build quote for customer review and approval will be provided prior to ambulance construction. Any changes requested from a pre build meeting may result in additional charges.

Payment Terms: 100% payment of the contract is due at time of delivery unless otherwise specified in writing. Title for the ambulance will be delivered in Seven (7) business days or less once payment has processed through the financial institution.

Delivery Terms: Delivery shall be 120 days or less after Receipt of Chassis as well as approved work order and production drawing if applicable. F.O.B. shall be San Luis, AZ.

Signature below represents acceptance of above contract and terms:

City of San Luis

Republic EVS

 Signature Date 2/17/2020


 Signature Date 2/17/2020

 Printed Name

Garrett Adelman
 Printed Name

 Title

Director of Sales
 Title



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

4. E.

Meeting Date: 09/09/2020

Department Head: Jenny Torres, Economic Development Manager, Administration, Economic Development

Submitted By: Jenny Torres, Assistant City Manager, Administration

Action Requested: Motion
Resolution

ITEM:

Discussion and possible action on any and all matters regarding Resolution No. 2139. A resolution of the Mayor and Council of the City of San Luis, Arizona, in support of the family development project "Valley View Apartments" financed through an award of low-income housing tax credits (LIHTC) from the Arizona Department of Housing. **(Jenny Torres, Economic Development Manager)**

SUMMARY:

Comité de Bien Estar, Inc. applied and received a \$1,990,000.00 Low-Income Housing Tax Credit (LIHTC) allocation from the Arizona Department of Housing (ADOH) for the development of the Valley View Apartments. The family apartment complex will be located on the north side of 4th Avenue. The project will provide 100 apartment units for low-income families. A housing market study was conducted. The study determined that there is a need for low-income housing and that there are long wait times lasting up to two (2) years to lease an apartment unit. The \$21 million investment will provide approximately \$414,347.31 in permits and development fees. The Arizona Department of Housing reserves the tax credit allocation and sets conditions. One condition is that the San Luis City Council approve the funding of the project or provide evidence of an alternative source of permanent soft funding. Comité de Bien Estar, Inc. is requesting a financial commitment of \$100,000.00. If the stipulation is not met by November 26th, ADOH will revoke the reservation of tax credit.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO ADOPT AND APPROVE RESOLUTION NO. 2139, AS PRESENTED.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	YES
CITY/STATE/FEDERAL FUNDS:	YES
TOTAL:	\$100,000
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):

*** Fiscal impact pending to be updated.

Currently, evaluating alternatives to identify funds to cover the financial commitment of \$100,000.00.

Attachments

Resolution No. 2139

ADOH Application

LIHTC Reservation Letter

Conceptual Design



Resolution

No. 2139

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, IN SUPPORT OF THE FAMILY HOUSING DEVELOPMENT PROJECT “VALLEY VIEW APARTMENTS” FINANCED THROUGH AN AWARD OF LOW INCOME HOUSING TAX CREDITS (LIHTC) FROM THE ARIZONA DEPARTMENT OF HOUSING.

WHEREAS, the City of San Luis has a shortage of affordable family housing for its residents;

WHEREAS, the U.S. Census Bureau as of July 1, 2019 estimates the population of San Luis, Arizona at 34,779.00; the median per capita income at \$12,913.00; the median household income at \$34,122.00; the persons living in poverty at 27.4 %; and the median gross rent at \$697.00;

WHEREAS, San Luis, Arizona has historically had an unemployment rate of more than 50%;

WHEREAS, CDB Valley View Apartments (San Luis), LP (“CDBVVA”) has been awarded by the Arizona Department of Housing \$1,990,000.00 in Low-Income-Tax-Credit (LIHTC) to develop an affordable family housing project located at North 4th Avenue, San Luis, Arizona, which will consist of 100-units of affordable housing 50% AMI and below to 40% AMI; a community center with an office, Laundromat, and enhanced tenant services (the “Project”);

WHEREAS, the location for the Project is in a Federal Opportunity zone designated by the United States Department of Housing and Urban Development (“HUD”), Census tract 04027011403, classified as a Low-Income Community;

WHEREAS, the Project is proposed to be developed on undeveloped land located centrally within the City of San Luis, said location making it especially valuable and convenient for families with children;

WHEREAS, the City of San Luis is in full support of the Project;

WHEREAS, a condition of the LIHTC award to CDBVVA is a financial commitment from the City of San Luis in the sum of \$100,000 towards the Project Development Budget;

WHEREAS, due to economic conditions within the community, the Council finds the public benefit to the community of the Project to be greater than the sum of such a contribution towards the Project Development Budget; and

WHEREAS, the City of San Luis’ contribution towards the Project Development Budget can be in the form of a committed cash contribution, HOME contribution, CDBG contribution, loan, donation of land, or waiver of permit or development fees;

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

Section 1: That the above recitals are hereby incorporated as though fully set forth again in full.

Section 2: That the City of San Luis fully supports the Project and will provide a contribution towards the Project Development Budget in an amount equal to \$100,000.00 cost of said Project. The contribution will be in the form of a committed cash contribution, HOME contribution, CDBG contribution, loan (in conformance to appropriate HUD standards), donation of land, waiver of permit or development fees, or an appropriate combination thereof..

PASSED AND ADOPTED by the Mayor and Council of the City of San Luis, Arizona, this 9th day of September 2020.

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

Kay Marion Macuil, City Attorney

Arizona Department of Housing
Low Income Housing Tax Credit Program
2020 APPLICATION FORM 3



Application Submission Date:

Wednesday, April 1, 2020
4:00 P.M.

Applications Submitted to:

Rental Programs Administrator
Arizona Department of Housing
1110 West Washington Street, Suite 280
Phoenix, AZ 85007

The Federal Low-Income Housing Tax Credit (LIHTC) Program was established by the Tax Reform Act of 1986, codified in Section 42 of the Internal Revenue Code of 1986, as amended, to encourage the construction and rehabilitation of low-income rental housing. The Arizona Department of Housing is the housing credit agency responsible for allocating tax credits to owners of qualified residential rental programs pursuant to the Qualified Allocation Plan.

Applicant should note, should there be any discrepancies between the 2020 QAP and the Exhibits or Forms attached hereto, the 2020 QAP shall control.

This document may be made available in alternate formats upon request.

Please contact Joy Johnson, Special Needs Division, Arizona Department of Housing at (602)771-1026 or joy.johnson@azhousing.gov.





2020

Arizona Department of Housing Low Income Housing Tax Credit Program

Form 3
Pages 1-2
Insert at Tab 3

1) Project Summary

Date: LIHTC Requested:

Project Name:
 Address:

 City: State: Zip Code + 4:

County: Census Tract Number:
 Latitude: Longitude:

Legislative District Numbers:	
State Senate:	25
State House:	25
Congressional:	3

Check all that apply:

- Qualified Census Tract
- Difficult Development Area
- Rural - Non MSA area
- Project Preserves property at risk of losing affordable units

Financing Included in Capital Stack (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Rural Housing Services (RHS) | <input type="checkbox"/> CDBG | <input type="checkbox"/> National Housing Trust Fund |
| <input type="checkbox"/> FHA Insurance | <input type="checkbox"/> HOME | <input type="checkbox"/> Section 202 |
| <input type="checkbox"/> Tax Exempt Bond Financing | <input type="checkbox"/> HOPE VI | <input type="checkbox"/> Section 811 |
| <input type="checkbox"/> FHA Risk Sharing | <input checked="" type="checkbox"/> AHP | <input type="checkbox"/> Rental Assistance Demonstration (RAD) |
| <input type="checkbox"/> Project Based Section 8 | <input type="checkbox"/> NAHASDA | <input type="checkbox"/> Veterans Affairs Supportive Housing (VASH) Program |
| <input type="checkbox"/> McKinney-Vento Homeless | <input type="checkbox"/> NSP | <input type="checkbox"/> Freddie Mac / Fannie Mae Guarantee |
| <input type="checkbox"/> Historic Tax Credits | <input checked="" type="checkbox"/> Tax Credits | <input type="checkbox"/> Other: |

Construction Type: (Check all that apply.)

- New Construction
- Acquisition/Rehab
- Rehabilitation Only
- Acquisition/Demo & New Construction
- Adaptive Re-Use (considered rehabilitation in underwriting)
- Historic Property

Income Levels:	# Units
30% AMI & below:	
30.1% - 40% AMI:	
40.1% - 50% AMI:	99
50.1% - 60% AMI:	1
60.1% - 70% AMI:	
70.1% - 80% AMI:	

Unit Set-Asides:

(The information entered below will be included in the LURA.)

Unit Mix: (Include Low-Income and Employee Units)

	# New	# Adaptive Reuse	# Rehab	Total	% Units	Enter # Units Set Aside for:
Efficiency				0		0 Chronically Homeless
1-BR				0		0 Older Persons: <input type="text"/>
2-BR	30			30		0 Veterans
3-BR	62			62		Special Pop: <input type="text" value="Domestic Violence"/>
4-BR	8			8	40.0%	40 Households with Children
5-BR				0		0 Tribal Members
Total	100	0	0	100		0 Tenant Lease Purchase
Percentage	100%	0%	0%	100%		0 Assisted Living

2) Prior Year Allocation *(complete if Project received an allocation of credits in a prior year)*

Allocation Year: First Year of Credit Period:

3) Minimum Set Aside and Federal Subsidy

Minimum Set-Aside Election: *(only select one)*

- 20% of units are rent restricted & to be occupied by individuals whose income is 50% or less of AMGI
 40% of units are rent restricted & to be occupied by individuals whose income is 60% or less of AMGI
 Average Income under IRC Section 42(g)(1)(C)

Federal Subsidies: Check here if Project has tax-exempt bonds.

4) Applicant Information

 Developer Owner Other

Name Phone
Company Phone Extension:
Address
City State Zip+4
E-mail Address

Check all that apply:

- For Profit Entity Non-Profit Entity Tribal Entity Local Government Entity

5) Principal Contact Information

List the principal contact authorized to conduct business with the Arizona Department of Housing (ADOH) on behalf of the Applicant. ADOH is not responsible for contacting or distributing information to other affiliates listed herein.

Name Phone
Title Phone Extension:
Company
Street Suite:
City State Zip+4
E-mail Address

Mailing Address (if different than street address above)

Address
City State Zip+4

5a) Secondary Contact Information

List a second contact, if applicable, authorized to conduct business with the Arizona Department of Housing (ADOH) on behalf of the Applicant.

Name Phone
Title Phone Extension:
Company
Address
City State Zip+4
E-mail Address

6) Ownership Information

Entity	CDB Valley View Apartments, LP				TIN*	84-5023322
Address	PO Box 7170				DUNS No.*	
City	San Luis	State	AZ	Zip+4	85349-5349	

Legal Status:

To Be Formed or Formed Corporation
 State where Formed: Qualified 501(c) 3
 Limited Partnership CHDO
 Limited Liability Company Local Government

Name of General Partner(s), Managing Member(s)	TIN	Phone	Ownership %	Status	
				<input type="checkbox"/> For Profit	<input checked="" type="checkbox"/> Non Profit
Comite De Bien Estar, Inc.	86-0427342	928-627-8559	100.000%	<input type="checkbox"/> For Profit	<input checked="" type="checkbox"/> Non Profit
				<input type="checkbox"/> For Profit	<input type="checkbox"/> Non Profit

**Project Owner must be duly formed, incorporated, or otherwise legally existing at Carryover per QAP Section 3.1*

7) Development Team Information

Name of Development Team Member		Developer Fee %	Identity of Interest	
Developer	Comite De Bien Estar, Inc.	100%	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Co-Developer			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Consultant			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor	Pilkington Commercial Construction		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Architect	Vega & Vega PLC, Jose Guzman AIA		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Property Manager	BMG Property Management, Inc.		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Tax Attorney	Ryley Carlock & Applewhite		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accountant	Novogradac & Company LLP		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (if applicable, explain here)			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Provide explanation of all identities of interest behind Form 6 Tab 6.

8) Site Information - (ALL LAND MUST BE UNDER CONTROL PRIOR TO APPLICATION SUBMISSION.)

Site Control

Site is currently under control in the form of: (check all that apply)

- Deed
 Purchase Contract
 Agreement to Lease/Lease Option
 Lease
 Purchase Option

Contract Expiration Date:

12/31/2020

Total Land Cost: \$600,000.00

Total Land Square Footage: 309,386.54

Note any conditions to closing here:

Is site part of a multi-phased Project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The site purchase is: <input checked="" type="checkbox"/> Arm's Length/Non-Related Party purchase <input type="checkbox"/> Non-Arm's Length/Related Party purchase
If multi-phased project, what phase is this? <input type="text" value="1"/>	

Are utilities presently available at the site? Yes No

If NO, which utilities need to be brought to the site?

Sewer

9) Seller/Lessor Information

Name	Les Barkley/Tom Pancrazie	Phone	928-782-0000
Company	LPB Durham Partners, LP	Fax	
Address	350 W. 16th Street, STE 332		
City	Yuma	State	AZ
	Zip+4	00008-5364	
E-mail Address		tom@pancrazi.com	

10) Building Acquisition Information - Legal Opinion at Section 3.1(f) must address the ten (10) year rule.

Building(s) acquired or to be acquired from: <input type="checkbox"/> Related Party <input type="checkbox"/> Unrelated Party				
Buildings are under control via: <input type="checkbox"/> Deed <input type="checkbox"/> Purchase Option <input type="checkbox"/> Lease <input type="checkbox"/> Purchase Contract <input type="checkbox"/> Agreement to Lease/Lease Option				
Does Project include any relocation or displacement of tenants? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Addresses of Buildings Under Control	Acquisition Cost of Buildings	Date Building Placed in Service by Current Owner	Proposed Date of Acquisition	Number of Units
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Use separate page if more than ten (10) buildings.

11) Project Characteristics

Select Project Type:

Other

Unit Type	# Units	Residential Floor Area (sf):
Low Income Units	99	114,343
Market Units	0	-
Total Low Income & Mkt Rate Units	99	114,343
Applicable Fraction:	100.00%	100.00%
Employee Unit(s):	1	1,193

	Square Feet
Total Non-RFA Space:	5,211
Total Project Square Footage (including Structured Pkg):	120,747

Project Building Efficiency: 0.956843648

	Maximum Allowable		Eligible Basis
	New	Rehab	
Efficiency	0	0	\$ -
1-BR	0	0	\$ -
2-BR	30	0	\$ 8,895,780
3-BR	62	0	\$ 20,115,900
4-BR	8	0	\$ 2,681,288
5-BR	0	0	\$ -
Total	100	0	\$ 31,692,968

Permanent Supportive Housing? No
Actual Total Eligible Basis: \$20,282,399
Within Maximum Eligible Basis? Pass

Type of Units: (Check all that apply.)

- Multifamily Residential Rental Detached Single Family
 Garden Apartments Single Room Occupancy (SRO)
 Duplex Four-Plex
 Other: _____

Building Information	1-Story	2-Story	3-Story	4+ Stories	Total
Residential Buildings	1	12			13
Non-Residential Buildings	1				1
Total	2	12	0	0	14

Number of Elevators:

12) Unit and Property Amenities (Included in LURA)

Low Income Unit Amenities Range, Refrigerator, Dishwasher, Disposal, Kitchen Exhaust Fan, Microwave and Air Conditioning are required and will be identified in the LURA.

- Ceiling Fans Window Coverings Washer & Dryer Appliances Washer & Dryer Hookups
 Other _____

Market Rate Unit Amenities Describe amenities that differ from those of the Low Income Units and list their corresponding costs here:

Section 2.7(B) Smoke-Free Development Points:

- By checking the box to the left, Applicant certifies that it will enforce a "no smoking" policy (including electronic smoking devices) in all common and individual living areas in all buildings and offer a designated smoking area outdoors on property.

Property Amenities Included in Basis

Applicants will be required to provide amenities promised here:

<input checked="" type="checkbox"/> Community Room	<input checked="" type="checkbox"/> BBQ Area	<input checked="" type="checkbox"/> Sport Court (specify type: Basketball)	<input type="checkbox"/> Carports - List # here: 200
<input checked="" type="checkbox"/> Common Laundry Area	<input type="checkbox"/> Picnic Area w/Tables	<input type="checkbox"/> Security (specify type:)	<input type="checkbox"/> # Garage/Podium Pkg Spaces: 0
<input type="checkbox"/> Gated Community	<input checked="" type="checkbox"/> Walking Trail	<input type="checkbox"/> Pool(s) - List # here: 0	<input type="checkbox"/> # Uncovered Pkg Sp: 50
<input checked="" type="checkbox"/> Playground	<input type="checkbox"/> Child Care Facility	<input checked="" type="checkbox"/> Other: computer lab	<input type="checkbox"/> Other: _____

Property Amenities Not Included in Basis Describe amenities not included in basis and list their corresponding costs here:

13) Utility Allowance Calculations

Source of Monthly Utility Allowance Calculation

Energy Consumption Model

Effective Date: 03/23/20

Select Bedroom Size, then Enter Monthly Allowances

Utility Type	Paid By	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
Heating	Electric	Tenant		\$ 2.25	\$ 2.75	\$ 3.17	
Cooling	Electric	Tenant		\$ 16.42	\$ 20.33	\$ 24.17	
Hot Water	Electric	Tenant		\$ 11.42	\$ 14.08	\$ 16.58	
Lights & Appliances	Electric Only	Tenant		\$ 40.17	\$ 44.42	\$ 49.50	
Photovoltaics				\$ (47.58)	\$ (59.50)	\$ (65.42)	
Service Charges	Electric	Tenant		\$ 15.00	\$ 15.00	\$ 15.00	
Sewer	Municipal	Owner					
Water	Municipal	Owner					
Trash	Municipal	Owner					
Other							
Total:		\$ -	\$ -	\$ 37.68	\$ 37.08	\$ 43.00	\$ -



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Arizona Department of Housing
Low Income Housing Tax Credit Program

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Project Name: CDB Valley View Apartments

Date: 07/25/20

14) Annual Operating Costs

ADMINISTRATIVE

			<i>per unit</i>
Total Administrative		225,000.00	2,250.00
Management Fee	64,000.00		640.00
Legal, Audit & Compliance	20,000.00		200.00
Office Supplies	18,000.00		180.00
Advertising	10,000.00		100.00
Wages and Salaries - total		113,000.00	1,130.00
Maintenance	45,000.00		-
Office and Administrative	30,000.00		-
On-site Manager	38,000.00		-

OPERATING

Total Operating (<i>lump sum</i>)		135,000.00	1,350.00
Gas & Electric	25,000.00		250.00
Water & Sewer	65,000.00		650.00
Trash & Snow Removal	35,000.00		350.00
Cable & Internet	10,000.00		100.00

MAINTENANCE

Total Maintenance (<i>lump sum</i>)		90,000.00	900.00
Repairs	30,000.00		300.00
Supplies	30,000.00		300.00
Pest Control	30,000.00		300.00

TAXES & INSURANCE

Total Taxes & Insurance		20,000.00	200.00
Real Estate Taxes			-
Rental Tax		-	-
Insurance		20,000.00	200.00
Other (Describe)		-	-

Total Operating Expenses		470,000.00	4,700.00
Annual Replacement Reserve per Unit	\$ 350.00	35,000.00	350.00

Total Annual Operating Expenses (*Do NOT include Supportive Services Cost*) 505,000.00 5,050.00

SUPPORTIVE SERVICES COST (Permanent Supportive Housing Set-Aside only)

*Explanation and budget for supportive services to be provided to chronically homeless population must be provided at Tab 16.

Note: ADOH restricts the costs in the operating budget to the costs directly associated with operating the real estate. Supportive Service costs for Permanent Supportive Housing Projects are in addition to ADOH PUPY operating expense minimums. Master-metered Projects - see QAP Section 7.1(C)(2) regarding operating expense minimums.

15) Real Estate Taxes

ADOH requests that the Applicant explain below the formula used to determine the real estate taxes to be assessed to the property:
If the property is exempt from property taxes, a written certification from the Treasurer or Assessor Office of the appropriate jurisdiction will be required at the time of application. If verification of the property tax exemption is not provided or available, property taxes must be included in the operating expenses at the time of application.

Yuma County LIHTC Property Tax Exemption for non-profit 501 c3

16) Rental Assistance

Will any low-income units receive Rental Assistance? _____

- HAP Contract
- HUD PBV w/ AHAP
- ACC Contract
- RD 515 Contract
- Other: _____

Number of Units Receiving Rental Assistance

Length of Rental Assistance Contract Years

Rental Assistance must be documented at Tab 22



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Arizona Department of Housing
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Project Name: CDB Valley View Apartments

Date: 07/25/20

18) Sources of Financing

	A	B	C	D	E	F	G	H		
	Priority of Payment	Lender Name Contact Name Contact Phone	Amount During Construction Period	Amount During Permanent Financing Period	Interest Rate or CF	Amortization (Years)	Term (Years)	Perm Period Annual Payment (Debt Service)	Commitment Date	Financed with Federal, State or Local Govt Funds?
LIHTC Equity		The Richman Group Terry Gentry 503-459-8741	4,545,350	18,488,493			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Historic Tax Credits							<input type="checkbox"/> Yes <input type="checkbox"/> No			
Construction Loan (Hard funds)		Community Housing Capital Alvin Saafir 678-904-1307	16,843,299		6.00%		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Primary Debt (Hard debt)	1	Community Housing Capital Alvin Saafir 678-904-1307		1,806,609	6.00%	25	<input type="checkbox"/> Yes <input type="checkbox"/> No 18	\$139,680.09		
Second Mortgage Debt (Hard debt)	2						<input type="checkbox"/> Yes <input type="checkbox"/> No	\$0.00		
Deferred Fees	3	Comite De Bien Estar, Inc		118,023	5.00%	13	<input type="checkbox"/> Yes <input type="checkbox"/> No 13	\$12,364.94		
ADOH Gap	4		-				<input type="checkbox"/> Yes <input type="checkbox"/> No	\$0.00		
Other Debt (Soft funds)	5	Affordable Housing Program (AHP)50000 FHLB - Atlanta	500,000	500,000			<input type="checkbox"/> Yes <input type="checkbox"/> No	#NUM!		
Other Debt (Soft funds)	6						<input type="checkbox"/> Yes <input type="checkbox"/> No	\$0.00		
Other Debt (Soft funds)	7						<input type="checkbox"/> Yes <input type="checkbox"/> No	\$0.00		
GP Equity										
Other Equity solar		The Richman Group Terry Gentry 503-459-8741		975,524						
Other Equity		City of San Luis Jenny Torres	100,000	100,000						
TOTAL SOURCES:			21,988,649	21,988,649						
TOTAL HARD DEBT SERVICE:								\$139,680.09		

How many months from Notice to Proceed to Certificate of Occupancy? 18
How many months from Certificate of Occupancy to stabilized occupancy? 3

DEBT SERVICE COVERAGE RATIO:
(Primary & Second Mortgage Hard Debt) \$1.41
(All Hard Debt including ADOH Loan) \$1.41

Project Name: **CDB Valley View Apartments**

Date: **07/25/20**

19) Development Budget

Line #	Line Items	Development Budget	9% Eligible Basis	4% Eligible Basis	Explain Budget Changes below and attach supporting documentation.
Are Davis Bacon Wages Included in Direct Construction Costs?		No			
I. Acquisition Costs					
1	Land	\$600,000			
2	Building(s) - 10 year Acq cost only				
3	Brokerage/Finder's Fees				
4	Closing costs	\$10,000			
5	Legal Fees	\$5,000			
6	Total Acquisition Costs	\$615,000	\$0	\$0	
II. Direct Construction Costs					
9	Concrete	\$1,236,000	\$1,236,000		
10	Masonry	\$96,000	\$96,000		
11	Metals	\$300,000	\$300,000		
12	Rough Carpentry	\$1,450,000	\$1,450,000		
13	Finish Carpentry	\$552,000	\$552,000		
14	Moisture Protection (i.e. dampproofing and waterproofing)				
15	Insulation	\$275,000	\$275,000		
16	Roofing	\$550,000	\$550,000		
17	Doors & Trim	\$216,000	\$216,000		
18	Windows	\$216,000	\$216,000		
19	Glass				
20	Stucco (i.e. Lath & Plaster)	\$610,000	\$610,000		
21	Drywall	\$650,000	\$650,000		
22	Tile Work (non-flooring)	\$150,000	\$150,000		
23	Acoustical Ceilings	\$70,000	\$70,000		
24	Flooring (Resilient, Wood, Carpet, Tile)	\$550,000	\$550,000		
25	Paints & Coatings	\$210,000	\$210,000		
26	Specialties	\$1,050,000	\$1,050,000		solar
27	Special Equipment				
28	Cabinets and Countertops	\$350,000	\$350,000		
29	Appliances	\$300,000	\$300,000		
30	Window Treatments (i.e. Blinds and Shades)	\$80,000	\$80,000		
31	Special Construction / Fire Suppression	\$210,000	\$210,000		
32	Elevators				
33	Plumbing and Hot Water	\$650,000	\$650,000		
34	Heating, Ventilation and Air Conditioning	\$1,050,000	\$1,050,000		
35	Electrical	\$700,000	\$700,000		
36	Demolition & Abatement (Consult CPA for Eligible Basis guidance.)				
37	Earthwork (Consult CPA for Eligible Basis guidance.)	\$200,000	\$200,000		
38	Site Utilities	\$250,000	\$250,000		
39	Roads, Walks & Paving	\$210,000	\$210,000		
40	Site Improvements				
41	Lawns and Planting	\$150,000	\$150,000		
42	Unusual Site Conditions	\$250,000	\$250,000		
43	Off-Site Improvements (not on the Owner's land)				
44	Contractor's Bond & Insurance	\$130,000	\$130,000		
45	Other (please describe here:)				
46	Other (please describe here:)				
47	Direct Construction Costs Sub-Total	\$12,711,000	\$12,711,000	\$0	
48		<i>Maximum Allowable:</i>			
49	General Requirements	\$635,550.00	\$625,000	\$625,000	
50	Builder's Overhead	\$254,220.00	\$250,000	\$250,000	
51	Builder's Profit	\$635,550.00	\$625,000	\$625,000	
52	Sales Tax				
53	HC Contingency (10% max) Line 47	\$1,271,100.0	\$1,243,600	\$1,243,600	
54	Hazardous Waste Contingency (7% max) Line 47	\$889,770.00			
55	Total Construction Cost	\$15,454,600	\$15,454,600	\$0	
III. Professional Fees & Indirect Construction Costs					
58	Architect Fee - Design	PASS	\$200,000	\$200,000	
59	Architect Fee - Supervision	Maximum Allowable	\$200,000	\$200,000	
60	Engineering Fee (Consult CPA for Eligible Basis guidance.)	Arch/Eng/Soils/HERS is:	\$200,000	\$200,000	
61	Soils Report (Consult CPA for Eligible Basis guidance.)	\$ 700,000.00	\$25,000	\$25,000	
62	HERS Rater/Green Consulting		\$75,000	\$75,000	
63	Survey (Consult CPA for Eligible Basis guidance.)		\$25,000		
64	Environmental Survey		\$25,000	\$25,000	
65	Market Study		\$25,000		
66	Appraisal		\$12,000	\$12,000	
67	Capital Needs Assessment				
68	Legal Fees		\$5,000	\$5,000	
69	Accounting Fees		\$20,000	\$20,000	
70	Cost Certification		\$20,000		
71	Permits & Fees paid for by Developer		\$750,000	\$750,000	
72	Total Professional Fees	\$1,582,000	\$1,512,000	\$0	
IV. Construction Financing Costs					
75	Construction Loan Fee		\$120,000	\$120,000	
76	Construction Interest		\$725,000	\$543,750	

Line #	Line Items	Development Budget	9% Eligible Basis	4% Eligible Basis	Explain Budget Changes below and attach supporting documentation.
77	Bridge Loan Fees	\$15,000	\$15,000		
78	Loan Credit Enhancement				
79	Taxes - Construction Period Only	\$25,000	\$25,000		
80	Title & Recording	\$10,000	\$10,000		
81	Legal Fees	\$10,000	\$10,000		
82	Inspection Fees	\$10,000	\$10,000		
83	Owner's Insurance During Construction	\$50,000	\$50,000		
84	Other				
85	Total Construction Loan Costs	\$965,000	\$783,750	\$0	
86					
87	V. Permanent Financing Costs				
88	Loan Origination Fee	\$25,000			
89	Cost of Issuance/Underwriting Discount (Bond Projects)				
90	Bond Premium (for Bond Projects only)				
91	Legal Fees	\$5,000			
92	Title & Recording	\$5,000			
93	Total Permanent Loan Costs	\$35,000	\$0	\$0	
94					
95	VI. Syndication Costs				
96	Organizational (Partnership)	\$25,000			
97	Legal Fees	\$125,000			
98	Other				
99	Total Syndication Costs	\$150,000		\$0	
100					
101	VII. Miscellaneous Soft Costs				
102	Soft Cost Contingency (Not to exceed 3% of the total of Sec III)	\$47,460.00	\$47,000	\$47,000	
103	Tenant Relocation Costs (Consult CPA for guidance regarding Elig Basis.)				
104	Personal Property (FF&E included in basis)				
105	Marketing	\$30,000			
106	Department Fees	\$225,000			
107	Other				
108	Other				
109	Total Miscellaneous Soft Costs	\$302,000	\$47,000	\$0	
110					
111	VIII. Developer's Overhead & Fees				
112	Developer's Overhead/Fee	\$2,485,049	\$2,485,049		
113	Co-Developer Fee				
114	Non-Profit Fee				
115	Consultant Fee	\$2,485,049.00			
116	Total Developer Fee & Overhead	\$2,485,049	\$2,485,049	\$0	
117					
118	IX. Project Reserves				
119	Lease-Up Reserves	\$203,226.70	\$200,000		
120	Operating Reserves	\$203,226.70	\$200,000		
121	Describe other reserve here: (waiver required)				
122	Describe other reserve here: (waiver required)				
123	Total Reserves	\$400,000	\$0	\$0	
124					
125					
126	Total Development Cost	\$21,988,649	\$20,282,399	\$0	
127	Maximum Allowable Eligible Basis on Line 126 is: \$	31,692,968.00			
128	Less portion of federal grant used to finance qualifying costs				
129	Less amount of non-qualifying non-recourse financing				
130	Less non-qualifying units and/or excess portion of higher quality units				
131	Less any cost directly attributed to non-residential mixed use square footage				
132	Less Historic Tax Credits				
133	Less Solar Tax Credits		(\$136,500)		
134	Less Other Reduction: (explain here)		\$0		
135					
136	Equals TOTAL ELIGIBLE BASIS		\$20,145,899	\$0	
137	Multiply by DDA or QCT Areas Adjustor (except acquisitions)		130%	100%	
138	Equals ADJUSTED BASIS		\$26,189,669	\$0	
139	Multiply by Applicable Fraction (lesser of the # of LI Units or SF of LI Units)		100.00%	100.00%	
140	Equals TOTAL QUALIFIED BASIS		\$26,189,669	\$0	
141	Multiply by Applicable Percentage (in accordance with current rate)		9.00%	3.25%	
142	Equals Eligible Tax Credits		\$2,357,070	\$0	
143					
144	MAXIMUM ANNUAL TAX CREDITS PER IRC		\$2,357,070		



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Arizona Department of Housing
Low Income Housing Tax Credit Program

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Project Name: **CDB Valley View Apartments**

Date: **07/25/20**

20) Gap Analysis Calculation

ADOH limits the total amount of Tax Credits that it may award to a Project to the lesser of the eligible basis calculation or the Gap Analysis calculation.

1.	Uses of Funds (Total Projected Development Cost)		<u>\$21,988,649</u>
2.	Less: Sources of Funds* (Include: permanent financing, long term loans, grants, historic tax credits)	-	<u>3,382,132.50</u>
3.	Equals the Funding Gap	= \$	<u>18,606,516.50</u>
4.	Syndication Rate	/	<u>\$ 0.9300</u>
5.	Investor Ownership Percentage	/	<u>99.990%</u>
6.	Equals 10 Year Credit	= \$	<u>20,009,007.89</u>
7.	Divided by 10 = Annual Credit Required	= \$	<u>2,000,900.79</u>
	Tax Credits based on Gap Analysis	\$	<u>2,000,900.79</u>
	Tax Credits based on Eligible Basis Calculation	\$	<u>2,357,070.18</u>
	MAXIMUM ANNUAL TAX CREDITS PER IRC	Total →	\$ <u>2,000,900.79</u>



Arizona Department of Housing

2020

Arizona Department of Housing Low Income Housing Tax Credit Program

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21) Principals

Please provide the name of each Person in the signature block of the following Principals:

<u>Owner / Buyer / Lessee Entity:</u>		<u>Select Legal Status:</u>	<u>Select Role:</u>
Entity Name:	CDB Valley View Apartments	Limited Partnership (LP)	
By:	Marco A Reyes		Its: General Partner
By:			Its:
By:			Its:
By:			Its:

<u>Seller / Lessor Entity:</u>		<u>Select Legal Status:</u>	<u>Select Role:</u>
Entity Name:	LPB Durham Partners	Limited Partnership (LP)	
By:	Les P Barkley	Limited Partnership (LP)	Its: Managing Member
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:

<u>Developer Entity:</u>		<u>Legal Status:</u>	<u>Select Role:</u>
Entity Name:	Comite De Bien Estar, Inc	Corporation	
By:	Marco A Reyes	Qualified 501(c)(3)	Its: Executive Director
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:

<u>Co-Developer Entity:</u>		<u>Legal Status:</u>	<u>Select Role:</u>
Entity Name:	N/A	Limited Partnership (LP)	
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:

<u>Consultant Entity:</u>		<u>Legal Status:</u>	<u>Select Role:</u>
Entity Name:	N/A	Limited Partnership (LP)	
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:

Explain any direct or indirect relationship between any of the entities and/or their Affiliates listed above here. Attach a separate page if needed.

DOUGLAS A. DUCEY
Governor



CAROL DITMORE
Director

STATE OF ARIZONA
DEPARTMENT OF HOUSING
1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007

(602) 771-1000 WWW.AZHOUSING.GOV
FAX: (602) 771-1002

VIA EMAIL, FEDEX AND U.S. MAIL
(gary@comiteaz.org)

June 29, 2020

Mr. Gary Black
CDB Valley View Apartments, LP
PO Box 7170
(Physical Address for FedEx: 963 E. B Street)
San Luis, AZ 85349-5349

RE: Reservation of 2020 Low Income Housing Tax Credits
CDB Valley View Apartments/ LIHTC #TC-0944-20

Dear Mr. Black,

The Arizona Department of Housing (the "Department") hereby notifies you of its decision on your application for Low Income Housing Tax Credits ("LIHTC") submitted April 1, 2020. The Department is pleased to officially notify you that the above-referenced project qualifies for a reservation of Low Income Housing Tax Credits ("Tax Credits") from the 2020 credit ceiling contingent on the fulfillment of the specific requirements and/or conditions described in this letter.

Reservation Amount

Based on its review of the 2020 tax credit application for CDB Valley View Apartments, the Department issues this Reservation of Tax Credits to CDB Valley View Apartments, LP in the amount of \$1,990,000, from the 2020 credit ceiling. The amount of Tax Credits reserved to the project is the lesser of the following: (1) the amount computed under the "Eligible Basis Analysis", see 2020 Qualified Allocation Plan ("QAP"), Sec. 7.2(A); or (2) the amount computed under the "Gap Analysis", see 2020 QAP, Sec. 7.2(B).

Conditions

Applicant must meet all conditions in this Reservation of Tax Credits in order to qualify for a Carryover Allocation.

Condition 1

The reservation of Tax Credits is conditioned on payment of the Reservation Fee in the amount of \$159,200.00 by **July 31, 2020**. An invoice is attached to this letter. A check or electronic payment in the amount of the Reservation Fee must be *received* by the Department with a copy of the invoice no later than July 31, 2020 at 5:00 pm Arizona time. If submitting an electronic payment, then payment must be remitted through the ADOH Payment Portal. If paying by check, the payment must be remitted to the following address:

Arizona Department of Housing
Attn: Jeanne Redondo
1110 West Washington Street, Suite 280
Phoenix, Arizona 85007

Condition 2

On or before October 27, 2020 at 5:00 pm (the "Carryover Allocation Agreement Request Deadline") Applicant must upload each of the items listed in Section 3.1 of the QAP to the Rental Development Portal on the ADOH website plus deliver hard copies of each of the documents requested in Sections 3.1(B), 3.1(L) and 3.1(M) to the ADOH office at the address listed above, and timely satisfy all requests for clarification and other stipulations in the Carryover underwriting, in order to satisfy the Carryover Allocation Agreement requirements.

Condition 3

A list of threshold deficiencies has been attached as **Attachment 1**. A complete and substantive response to each item identified must be included in the Carryover Allocation Request, due on Tuesday, October 27, 2020.

Conditions – Local Government Financing

The Project was underwritten with the assumption that the Local Government funds are awarded to the Project in the amount committed in the Tax Credit Application. In accordance with Section 7.1(C)(7) of the 2020 QAP, evidence that the City Council has approved the funding of the Project or evidence of an alternative source of permanent soft funding must be submitted to ADOH by November 26, 2020 at 5:00 pm. If this stipulation is not met, ADOH will revoke this Reservation of Tax Credits. Bridge financing will not be considered to meet this requirement unless it is available as a permanent source and meets the standards in Section 7 "Underwriting" of the 2020 QAP. In the event that the Reservation of Tax Credits are revoked in accordance with this paragraph, ADOH will refund the payment of the Reservation Fee.

Carryover Allocation

Upon timely fulfillment of each the conditions described above and after satisfying any requirements that may be imposed during ADOH's review of the materials provided to meet the conditions above, the Department will issue a Carryover Allocation which is conditioned on submitting the materials necessary to satisfy the 10% Cost Test requirements, as required in Section 3.3 of the QAP. The deadline for the 10% Cost Test is June 29, 2021.

- 1) receipt by November 26, 2020 of either i) evidence that the City Council, as applicable, has approved the funding as set forth in the Application or ii) a commitment from an alternative source of permanent soft funding to replace the City funds in accordance with Section 7.1(C)(7) of the QAP.

Important Deadlines: The submittals below are due by 5:00 p.m. Arizona time in both electronic format and original hard copy on the date specified herein:

July 31, 2020	Submit Reservation Fee
October 27, 2020	Submit Carryover Allocation Agreement Request pursuant to QAP Section 3.1 Including HUD Part 58 Environmental Assessment that is ready to publish a FONSI/RROF (for all sources of Federal funds and/or Federal Rental Assistance)
November 26, 2019	Submit source of permanent soft funding to replace City funds not awarded per Section 7.1(C)(7) of the QAP

The last day of the month in which Carryover issued	Submit executed Carryover Allocation Agreement, assuming all conditions and requirements in this letter have been met and a Carryover Allocation has been issued
30 Days Before Closing	Submit Equity Closing Package pursuant to QAP Section 3.2
June 29, 2021	Submittal of 10% Cost Test pursuant to QAP Section 3.3

Waivers:

No waivers were requested or granted in conjunction with the review of the Application.

ADOH has attached a copy of the ADOH score sheet and underwriting for the project. You may address any questions that you may have to Jeanne Redondo at (602) 771-1031.

Sincerely,



Carol L. Ditmore
Director

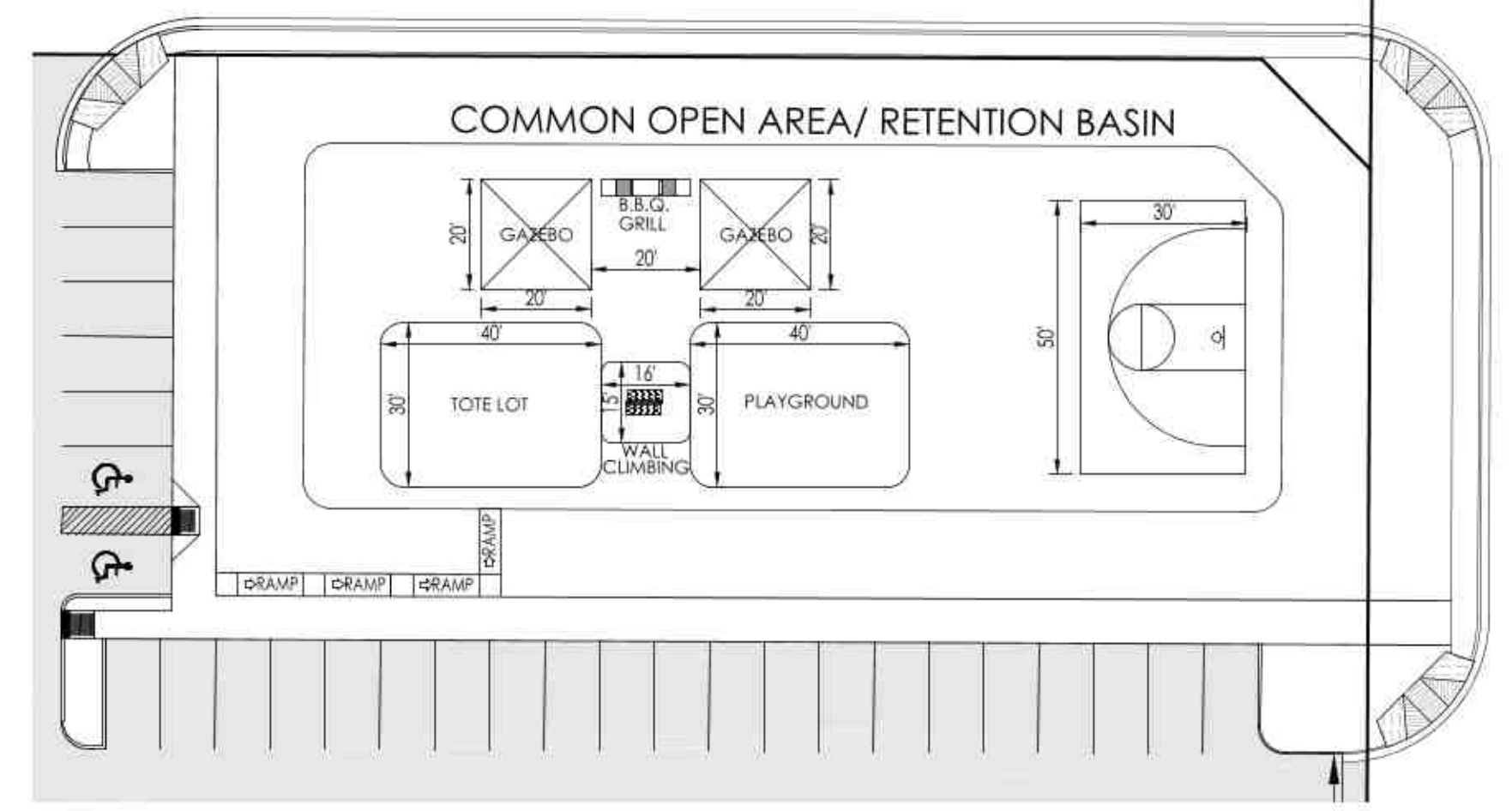
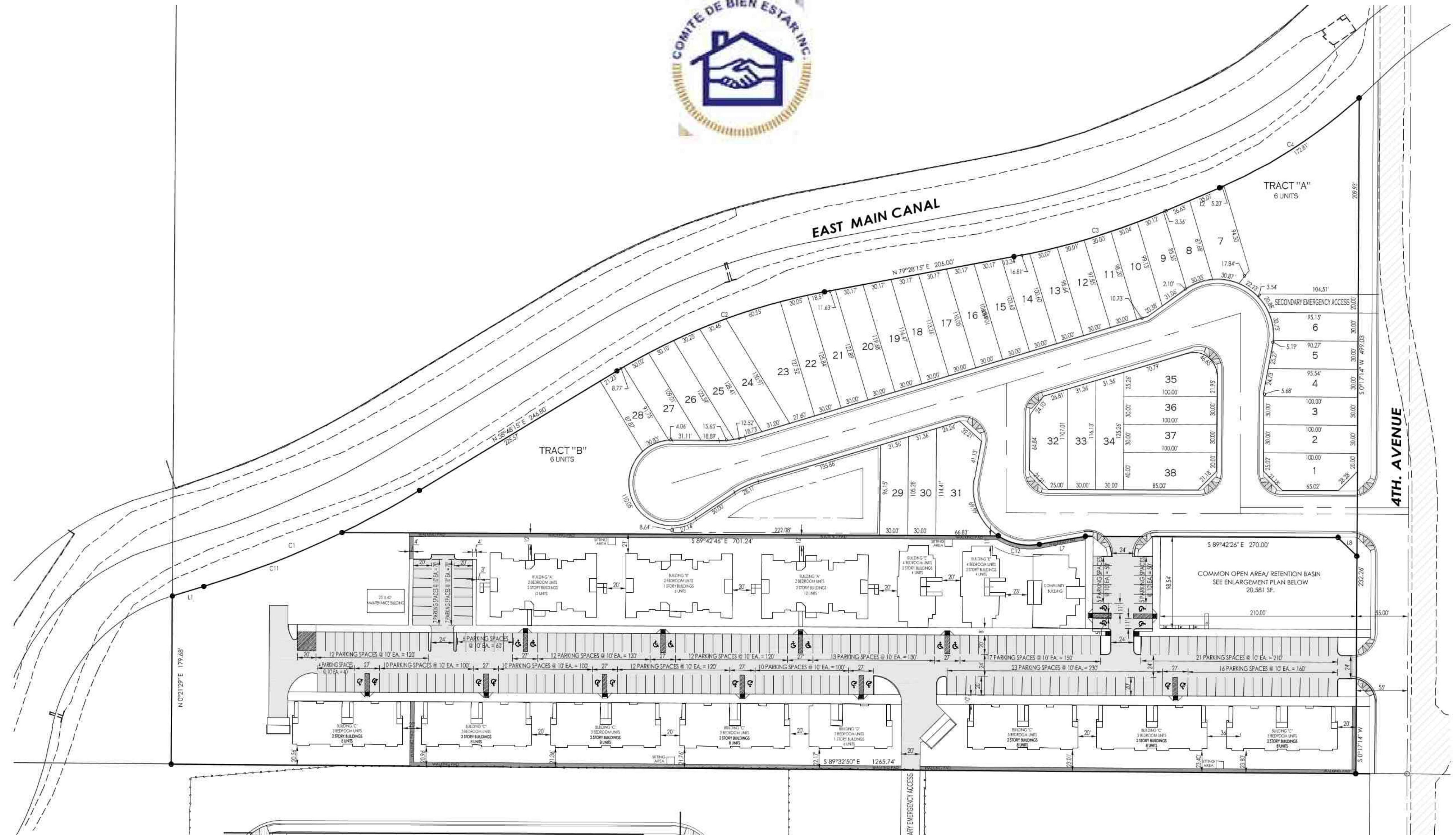
CDB VALLEY VIEW APARTMENT

CONCEPT LAYOUT DESIGN

A.P.N. 775-14-206



VEGA & VEGA
ENGINEERS & ARCHITECTS
1846 S. 8th AVENUE
YUMA, AZ. 85364
928-329-0000 TEL
928-247-6232 FAX
VnY@vega-vega.com



COMMON OPEN AREA/ RETENTION BASIN ENLARGE PLAN

LINE DATA

NUMBER	LENGTH	BEARING
L1	35.28	N 73°08'15\"
L2	61.70	N 64°48'15\"
L3	31.37	N 46°58'15\"
L4	31.37	S 49°55'15\"
L5	41.70	S 46°48'15\"
L6	35.57	S 73°08'15\"
L7	50.00	N 79°53'54\"
L8	28.28	S 44°42'46\"

CURVE DATA

NUMBER	DELTA ANGLE	CHORD DIRECTION	CHORD LENGTH	TANGENT	RADIUS	ARC LENGTH
C1	14°20'00\"	N 65°58'15\"	252.11	127.05	1010.40	252.77
C2	20°40'00\"	N 69°08'15\"	237.42	120.67	661.80	238.11
C3	12°40'00\"	N 73°08'15\"	170.28	85.66	771.80	170.43
C4	19°53'00\"	N 56°51'45\"	184.14	93.48	533.3	183.97
C5	04°48'15\"	N 49°19'22\"	335.48	177.76	423.30	335.48
C6	22°33'00\"	S 58°11'45\"	187.03	93.57	478.30	188.45

NUMBER	DELTA ANGLE	CHORD DIRECTION	CHORD LENGTH	TANGENT	RADIUS	ARC LENGTH
E7	19°53'00\"	S 56°51'45\"	165.15	83.84	478.30	165.98
E8	12°40'00\"	S 73°08'15\"	158.14	79.58	716.80	158.47
E9	20°40'00\"	S 69°08'15\"	257.15	130.70	716.80	258.55
E10	14°20'00\"	S 65°58'15\"	238.38	120.13	955.42	239.01
E11	09°00'00\"	N 88°58'12\"	158.58	79.54	1010.40	158.75
E12	49°56'48\"	S 78°07'45\"	44.90	24.21	60.00	44.02

BUILDING BREAKDOWN APARTMENT COMPLEX

BUILDING "A" (2 BEDROOM) TOTAL OF 2 BUILDINGS WITH 12 UNITS EA. FOR A TOTAL OF == 24 UNITS
 BUILDING "B" (2 BEDROOM) TOTAL OF 1 BUILDING WITH 6 UNITS EA. FOR A TOTAL OF == 6 UNITS
 BUILDING "C" (3 BEDROOM) TOTAL OF 7 BUILDINGS WITH 8 UNITS EA. FOR A TOTAL OF == 56 UNITS
 BUILDING "D" (3 BEDROOM) TOTAL OF 1 BUILDING WITH 4 UNITS EA. FOR A TOTAL OF == 4 UNITS
 BUILDING "E" (4 BEDROOM) TOTAL OF 2 BUILDINGS WITH 4 UNITS EA. FOR A TOTAL OF == 8 UNITS

TOWNHOUSE DEVELOPMENT BREAKDOWN

38 SINGLE TOWNHOUSE UNITS
 TRACT "A" 2 STORY BUILDING WITH 6 UNITS
 TRACT "B" 2 STORY BUILDING WITH 6 UNITS

PRELIMINARY

Notes:

Scale: 1/8" = 1'-0" Date: MAR. 2020
 Drawn: Staff Job #: vrv20-200
 Checked: Vna

Sheet 1
 of 1

Concept Design Layout
 A.P.N. 775-14-206
 CDB VALLEY VIEW APARTMENTS



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

5. A.

Meeting Date: 09/09/2020

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

Submitted By: Crystal Ochoa, Administrative Coordinator, Parks & Recreation Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the selection of concept design to move forward with the master plan and cost estimates for the new Community Park. **(Lizandro Galaviz, Director of Parks and Recreation)**

SUMMARY:

The Parks & Recreation Department has been working alongside the Planning & Zoning Department, Public Works, Police Department, and Fire Department regarding the new San Luis Community Park that will be located on the East side of San Luis, Arizona. Staff would like to present to City Council the conceptual design for approval to move forward with the master plan and cost estimates. Parks and Recreation Director is requesting direction from the City Council to move forward with the design concept and develop cost estimates for future development.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE CONCEPTUAL DESIGN AS PRESENTED TO MOVE FORWARD WITH A COMMUNITY PARK MASTER PLAN FOR THE LAND THE CITY IS PURCHASING ON COUNTY 24TH STREET.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	YES
CITY/STATE/FEDERAL FUNDS:	CITY
TOTAL:	N/A
BUDGETED AMOUNT:	\$75,000.00
AVAILABLE AMOUNT TO TRANSFER:	N/A
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:	CAPITAL PROJECTS 806-860-90015.145

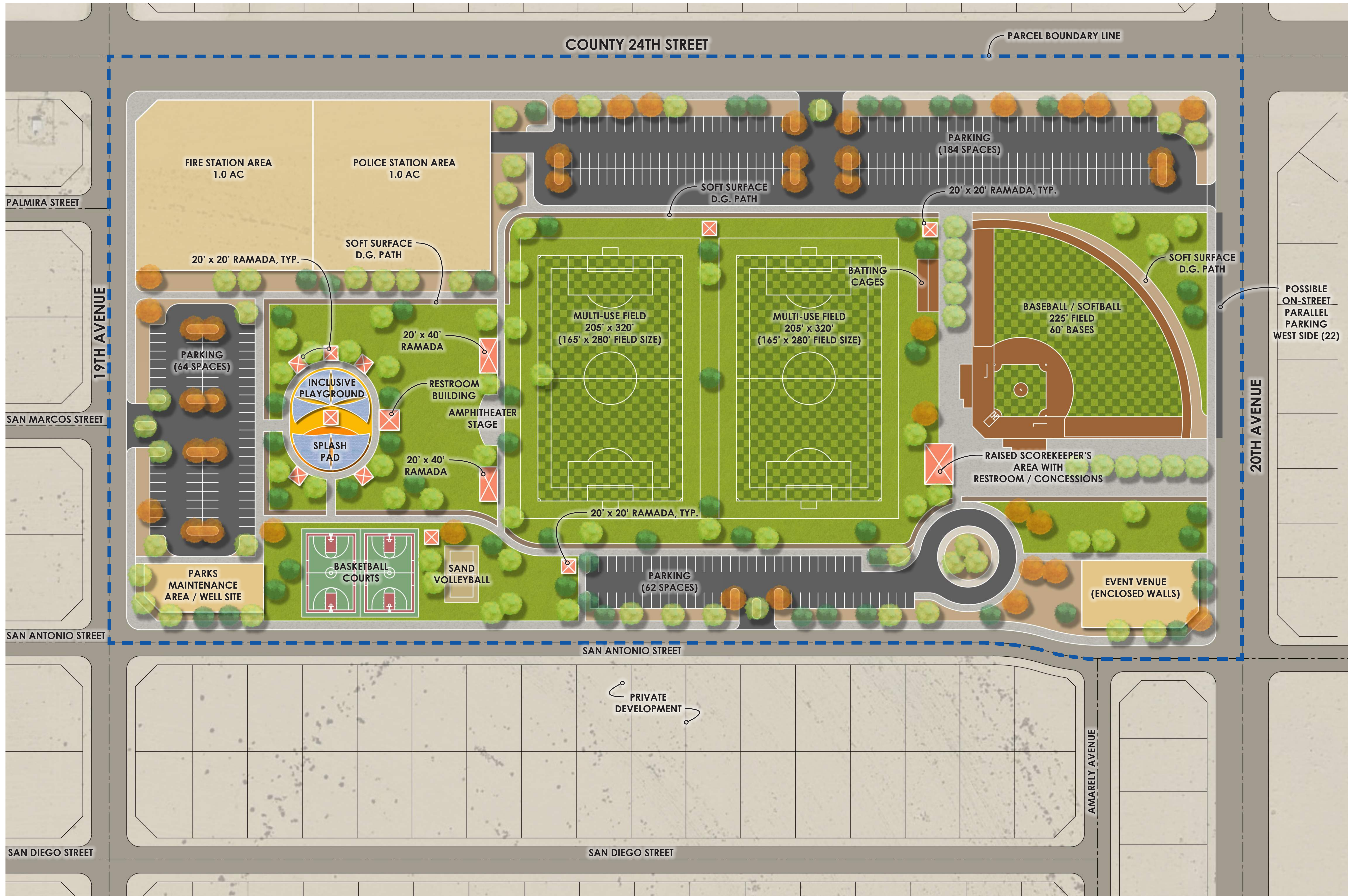
FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

Project is budgeted under the Capital Projects Budget for Fiscal Year 2020-2021.

Attachments

San Luis Master Plan Proposal

San Luis Community Park Master Plan Estimate

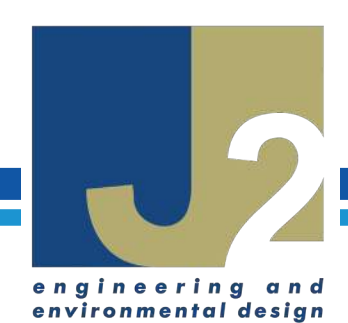


SAN LUIS COMMUNITY PARK

MASTER PLAN (19.96 ACRES)



0 50' 100'
SCALE: 1"=50'



SEPTEMBER 8, 2020

City of San Luis: Community Park Improvements

Master Plan - Opinion of Probable Construction Cost

Prepared For: City of San Luis, Arizona

Prepared By: J2 Engineering & Environmental Design

Date: September 3, 2020

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	EXTENDED AMOUNT
GENERAL ITEMS					
1	MOBILIZATION (4%)	LS	1	\$390,000.00	\$ 390,000.00
2	CONSTRUCTION WATER SUPPLY	LS	1	\$50,000.00	\$ 50,000.00
3	TRAFFIC CONTROL (ALLOWANCE)	LS	1	\$8,500.00	\$ 8,500.00
4	SWPPP / EROSION CONTROL (ALLOWANCE)	LS	1	\$20,000.00	\$ 20,000.00
5	POTHOLING (ALLOWANCE)	LS	1	\$3,500.00	\$ 3,500.00
6	PUBLIC OUTREACH (NONE - BY CITY)	LS	1	\$0.00	\$ -
7	CONSTRUCTION SURVEY, LAYOUT, AS-BUILTS	LS	1	\$65,000.00	\$ 65,000.00
8	FIELD OFFICE	LS	1	\$24,000.00	\$ 24,000.00
9	MISCELLANEOUS (SWEEPING, DUST CONTROL, PERMITTING)	LS	1	\$25,000.00	\$ 25,000.00
EARTHWORK AND ROADWAY PAVING					
10	SUBGRADE PREPARATION	SY	23,500	\$1.20	\$ 28,200.00
11	SITE FINE GRADING	SY	48,000	\$1.20	\$ 57,600.00
12	PARKING LOT / DRIVE AC PAVEMENT W/ BASE COURSE TREATMENT & SIGNING / STRIPING	SF	140,005	\$3.30	\$ 462,016.50
13	HALF STREET AC PAVEMENT W/ BASE COURSE TREATMENT & SIGNING / STRIPING (19TH, COUNTY 24TH, 20TH, SAN ANTONIO)	SF	114,500	\$3.65	\$ 417,925.00
14	PARKING LOT VERTICAL CURB & GUTTER	LS	4,255	\$14.00	\$ 59,570.00
15	HALF STREET VERTICAL CURB & GUTTER	LF	6,800	\$16.00	\$ 108,800.00
16	CONCRETE DRIVEWAYS	LS	1	\$7,000.00	\$ 7,000.00
17	ADA ACCESSIBLE SIDEWALK RAMPS W/ TRUNCATED DOMES (DRIVEWAYS & PEDESTRIAN PARK ENTRY POINTS)	LS	1	\$1,000.00	\$ 1,000.00
WELL SYSTEM AREA					
18	WELL, ENCLOSURE, PUMP, AND CONTROL SYSTEM	LS	1	\$260,000.00	\$ 260,000.00
19	WET WELL UNDERGROUND TANK SYSTEM FOR IRRIGATION	LS	1	\$150,000.00	\$ 150,000.00
UTILITIES					
20	POTABLE WATER SYSTEMS FOR SPLASH PAD, DRINKING FOUNTAINS, RESTROOM - INCLUDING BACKFLOW PREVENTERS, WATER LINE & SEWER LINE SYSTEMS AND STREET CONNECTIONS	LS	1	\$70,000.00	\$ 70,000.00
PEDESTRIAN HARDSCAPE					
21	CONCRETE SIDEWALK (BROOM FINISH 4" THICK)	SF	89,409	\$7.00	\$ 625,863.00
22	ENHANCED CONCRETE SIDEWALK (EXPOSED AGGREGATE OR OTHER TREATMENT 4" THICK)	SF	10,000	\$9.50	\$ 95,000.00
23	8" x 8" CONCRETE HEADER W/ REBAR BETWEEN TURF AND DECOMPOSED GRANITE	LF	4,353	\$15.00	\$ 65,295.00
24	MISCELLANEOUS OMEGA FENCING FOR PLAY AREA SAFETY AND SOCCER ZONES	LF	1,500	\$60.00	\$ 90,000.00
25	ROLLER-COMPACTED DG SOFT SURFACE JOGGING TRAIL	SF	18,600	\$1.75	\$ 32,550.00
SITE AMENITIES					
26	LITTER RECEPTACLE	EA	18	\$1,200.00	\$ 21,600.00
27	PICNIC TABLE	EA	16	\$1,800.00	\$ 28,800.00
28	BENCH	EA	12	\$1,500.00	\$ 18,000.00
29	BIKE RACK	EA	3	\$750.00	\$ 2,250.00
30	FABRIC SHADE STRUCTURE AT PLAY AREA	EA	1	\$58,000.00	\$ 58,000.00
31	FABRIC SHADE STRUCTURE AT SPLASH PAD	EA	1	\$50,000.00	\$ 50,000.00
32	INCLUSIVE PLAYGROUND W/ RUBBERIZED SURFACING	LS	1	\$625,000.00	\$ 625,000.00
33	SPLASH PAD (RE-USE, RECIRCULATED SYSTEM)	LS	1	\$300,000.00	\$ 300,000.00
34	SAND VOLLEYBALL W/ SPRINKLER SYSTEM	EA	1	\$52,000.00	\$ 52,000.00
35	POST TENSION BASKETBALL COURTS (2 COURTS)	LS	1	\$110,000.00	\$ 110,000.00
36	20' X 20' RAMADA W/ LIGHTING & BBQ GRILLS	EA	10	\$25,000.00	\$ 250,000.00
37	20' X 40' GROUP RAMADA W/ LIGHTING & BBQ GRILLS	EA	2	\$46,000.00	\$ 92,000.00
38	RESTROOM BUILDING WITH SNACK BAR / CONSESSION ZONE	LS	1	\$370,000.00	\$ 370,000.00
39	PET WASTE STATION	EA	8	\$750.00	\$ 6,000.00
40	DRINKING FOUNTAIN (CHILLED W/ POWER CONNECTION) (NOT COUNTING FOUNTAINS ON BUILDINGS)	EA	2	\$8,000.00	\$ 16,000.00
41	BASEBALL / SOFTBALL FIELD AMENITIES	LS	1	\$780,000.00	\$ 780,000.00
42	SPECIAL EVENT COURTYARD ENCLOSURE WITH ELECTRICAL EXTENSIONS, STAGE, CONCRETE PAVING, VOLLEYBALL COURT, AND PERIMETER WALLS	LS	1	\$350,000.00	\$ 350,000.00

City of San Luis: Community Park Improvements

Master Plan - Opinion of Probable Construction Cost

Prepared For: City of San Luis, Arizona

Prepared By: J2 Engineering & Environmental Design

Date: September 3, 2020

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	EXTENDED AMOUNT
LANDSCAPE					
43	TREE (24" BOX)	EA	100	\$500.00	\$ 50,000.00
44	TREE (15 GAL)	EA	81	\$180.00	\$ 14,580.00
45	SHRUBS AND ACCENTS (5 GAL)	EA	686	\$25.00	\$ 17,150.00
46	SHRUB (1 GAL)	EA	400	\$12.00	\$ 4,800.00
47	INFIELD / WARNING TRACK MIX AT BALLFIELD	SF	21,948	\$2.55	\$ 55,967.40
48	DECOMPOSED GRANITE (1/2" SCREENED)	SF	77,200	\$0.60	\$ 46,320.00
49	TURF SEED	SF	307,744	\$0.18	\$ 55,393.92
LANDSCAPE IRRIGATION					
50	IRRIGATION CONTROLLER (48 STATION) WITH CENTRAL CONTROL	LS	1	\$15,000.00	\$ 15,000.00
51	IRRIGATION BOOSTER PUMP	LS	1	\$12,000.00	\$ 12,000.00
52	2" REDUCED PRESSURE BACKFLOW PREVENTER W/ ENCLOSURE	EA	1	\$3,800.00	\$ 3,800.00
53	GENERAL TURF AND DRIP LANDSCAPE IRRIGATION	SF	421,000	\$0.95	\$ 399,950.00
STREET & PEDESTRIAN LIGHTING / ELECTRICAL / ACCENT LIGHTING					
54	PARKING LOT LIGHT POLES	LS	1	\$85,000.00	\$ 85,000.00
55	PARK AREA LIGHT POLES	LS	1	\$125,000.00	\$ 125,000.00
56	LED SPORTS LIGHTING (TOTAL CUTOFF LED)	LS	1	\$700,000.00	\$ 700,000.00
57	SAND VOLLEYBALL COURT LIGHTING (1 COURT)	LS	1	\$16,000.00	\$ 16,000.00
58	BASKETBALL COURT LIGHTING (2 COURTS)	LS	1	\$32,500.00	\$ 32,500.00
59	RESTROOM BUILDING / CONCESSION LIGHTING	LS	1	\$20,000.00	\$ 20,000.00
60	MISCELLANEOUS ELECTRICAL CONNECTIONS (SPASH PAD CONTROLLER, IRRIGATION CONTROL, ETC.)	LS	1	\$5,500.00	\$ 5,500.00
61	400 A ELECTRICAL 480 VOLT 3-PHASE SERVICE CABINETS AND UTILITY COMPANY COSTS	EA	1	\$70,000.00	\$ 70,000.00
62	GENERAL CONDUIT, WIRE AND TRENCHING	LS	1	\$140,000.00	\$ 140,000.00
63	LIGHTING AT ENTRY MONUMENT SIGNS (3)	LS	1	\$10,000.00	\$ 10,000.00
64	STREET LIGHTING FOR HALF-STREET IMPROVEMENTS, INCLUDING ELECTRICAL SERVICE	LS	1	\$58,000.00	\$ 58,000.00
MONUMENTATION / SIGNAGE					
65	ENTRY MONUMENT AT PARK ENTRIES (3 MONUMENTS INCLUDED IN THIS LUMP SUM)	LS	1	\$54,000.00	\$ 54,000.00
66	MISCELLANEOUS PARK REGULATION SIGNAGE	LS	1	\$12,000.00	\$ 12,000.00
				Subtotal	\$ 8,249,430.82
				CONTINGENCY (25%)	\$ 2,062,357.71
				SUBTOTAL WITH CONTINGENCY	\$ 10,311,788.53
OPINION OF PROBABLE CONSTRUCTION COST:					\$ 10,311,788.53
(CONCEPT STAGE)					



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

5. B.

Meeting Date: 09/09/2020

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

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

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion and possible action on any and all matters regarding an amendment to the agreement with Matrix Design Group, Inc. for professional planning services. **(Jose A. Guzman, Director of Planning and Zoning)**

SUMMARY:

On February 27, 2019, City Council awarded a contract for professional services to Matrix Design Group, Inc. to do the General Plan Update process. Based on the needs for Parks, Bicycle, and Pedestrian Paths and Trails, we are requesting an amendment to the contract in order for Matrix to address these needs in one Master Plan. The Parks, Bicycle, and Pedestrian Paths and Trails Facilities Master Plan will include all findings, need assessment, public engagement results, written goals, plans, objectives, and policy statements that articulate a clear vision and model (a "road map") for the city's future.

Under City Code-Chapter 36 Purchasing, Section 36.08, bidding is not required of professional services including but not limited to "physicians, attorneys, engineers and similar professions." Designing professionals would fall under this section. Initially, in for the General Plan contract, there was a request for qualifications and an Evaluation Committee which selected Matrix Design Group. The Evaluation Committee was made up of Planning and Zoning Director Jose A. Guzman, Public Works Director Eulogio Vera, P.E., Parks and Recreation Director Lizandro Galaviz, Economic Development Manager Jenny Torres, City Consultant Ralph Velez and Planning Consultant Jerry Stable, AICP.

However, in an abundance of caution, staff recommends that Council waive formal purchase procedures as is permitted under Section 36.01(H) of the City Code.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE PROPOSAL OF MATRIX NOT TO EXCEED \$75,000 FOR A PARKS, BICYCLE, PEDESTRIAN PATHS, AND TRAILS MASTER PLAN, WAIVE FORMAL PURCHASE PROCEDURES UNDER CITY CODE 36.01(H) AND REALLOCATE THE BUDGET AS PRESENTED

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	YES
CITY/STATE/FEDERAL FUNDS:	YES
TOTAL:	\$75,000
BUDGETED AMOUNT:	See fiscal impact stmt
AVAILABLE AMOUNT TO TRANSFER:	YES

ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: Capital Outlay-Parks
806.860.90015.45
\$1,315,00000

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

This year we budgeted \$75,000 to pay the park and bicycle plan from our Park Impact Fee funds. After careful review of the Development fees documents and verification with our external consultant. It was confirmed that the park and bicycle plan is not a qualified impact fees expenditure.

Henceforth, we are requesting council to approve council to transfer budget authority in the amount of \$75,000 from impact fees account Capital Outlay -Parks 806-860-90015 to General Fund account 100-999-90015 Construction in Progress.

Please note this is not a cash transfer, it is only a reallocation of budget.

Attachments

Scope of Work Proposal
Amendment - Paths Trail
City Code - Chapter 36



Matrix Design Group, Inc.
2020 N. Central Avenue, Suite 1140
Phoenix, AZ 85004
O 602.288.8344
F 602.324.8985
matrixdesigngroup.com

August 25, 2020

Jose A. Guzman
Planning and Zoning Director
City of San Luis
1090 East Union Street
P.O. Box 3750
San Luis, Arizona 85349

**RE: *General Plan Update Contract Amendment
Parks, Bicycle and Pedestrian Paths and Trails***

Dear Mr. Guzman:

Matrix Design Group, Inc. (Matrix) is pleased to continue our work with the City in updating the General Plan to address the City's needs for Parks, Bicycle and Pedestrian Paths and Trails. Attached is a proposed contract amendment to cover the intended scope and fee. The fee total for these services is \$75,000.00.

We greatly appreciate this opportunity and we look forward to discussing the project in greater detail with you. Should you have any further questions, please feel free to contact me at 602.670.2255 or felipe_zubia@matrixdesigngroup.com.

Sincerely,
Matrix Design Group, Inc.

A handwritten signature in blue ink, appearing to read "F. Zubia", is placed over the printed name of the sender.

Felipe A. Zubia, AICP
National Planning Group
Director

Project Approach to Performing the Required Services

The City of San Luis is a historic city with a long history of service to the community through its parks, bicycle and pedestrian paths and trails facilities. This proposal is for a Parks, Bicycle and Pedestrian Paths and Trails Plan that will create a roadmap for improving the General Plan and leveraging the City's existing assets while ensuring an appropriate balance of facilities, and amenities throughout the community for City's current and future residents.

This will be the City's first Plan. As such, it will be important to identify a realistic number, size, location and implementation schedule that matches the City's financial and staffing capabilities using a strategic, system-wide approach to evaluating parks, bicycle and pedestrian paths and trails. The Plan will also identify goals, policies, guidelines and achievable strategies to help San Luis to realize its community vision.

Guiding Principles

Our approach to this project is guided by the six fundamental principles detailed below.

Community Engagement

We believe ensuring the planning process includes a variety of community outreach methods that provide multiple opportunities for public input, participation, and active engagement is key to a successful project. Our community engagement process maximizes opportunities to ensure buy-in from stakeholders who represent the community in order to secure long-term commitments to Plans. We will work with the City to develop a robust public engagement plan appropriate to local community dynamics.

Best Practices

Adopting proven strategies to address common issues saves time and money in the implementation process. Best practices for managing the City's Parks, Bicycle and Pedestrian Paths and Trails assets can come from existing plans and studies, as well as from our experience developing similar plans across the country.

Usability / Feasibility

Our final products are designed to be user-friendly and easy to maintain. We achieve these goals by producing plans that are realistic and easy to use and understand, guide future planning and resource decisions, and can be easily executed by planning staff.

Respect

The best decisions are those made by the community. Matrix understands and respects that our role is to help identify issues and opportunities, provide an appropriate range of alternative approaches, and to describe the implications of each alternative. Our role enables a community and its leaders to make informed choices for the future.

Implementation

One of the hallmarks of our work is an emphasis on implementation. We understand that developing an innovative plan is merely an academic exercise if it is not or cannot be implemented. Our teams draw on nation-wide experience, an understanding of staffing and budgetary limitations, the unique characteristics of individual communities and local resources, and stakeholder input to develop plans that are financially feasible, consistent with local values, and easy to implement.

Flexibility

A lot can and does change throughout the planning process. New challenges or opportunities may arise, workshops and meetings may need to be rescheduled, and so forth. Our team is committed to being available, responsive, and flexible in order to meet clients' changing interests and needs and to develop the best plans for local communities.

Tasks

Our approach to the Plan will include the following tasks:

Demographic & Parks Trends Analysis

The Team will use San Luis' projections, as well as census tract data and demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), to analyze demographic and park trends. This analysis will delineate the market areas served by the park system and distinguish customer groups to determine changes occurring in the City of San Luis. The analysis will also guide proactive decision making to accommodate those shifts and provide a basis for Service Area Analysis. Trends that are identified in the base demographic data will be applied to the local populace to help determine the potential participation base within the community.

Benchmark Comparative Analysis

A benchmark analysis will be completed to compare San Luis Parks, bicycle and pedestrian paths and trails to three (3) other relevant peer agencies. The Team will work with the City to identify the benchmarked communities, as well as the 10 key metrics to be surveyed and analyzed, as well as the benchmarked communities.

Existing Facility Inventory and Analysis

The inventory will evaluate current GIS data, and physical on-site assessment data, examining each asset in terms of location, size and quality. The team will collect the park and facility inventory data to create a database. A park and facility tour will be completed in order to confirm, modify, and / or add information to the inventory, as needed, and to perform a supply analysis of existing, trails, connectivity, safety, ADA access, and facilities. Joint-use school facilities will be included. The findings from this review will be collected and documented in a mobile web application.

Advisory Committees

Our approach will include the formulation of a technical advisory committee, utilizing parks, bicycle and pedestrian paths and trails professionals from around the State of Arizona with a clear understanding of, and experience in, parks, paths and trails planning. A local community planning committee will also be formulated to assist in guiding the development of this plan and will consist of members of a diverse group of parks, bicycle and pedestrian paths and trails stakeholders.

Natural and Cultural Resources Assessment

Our approach will include a comprehensive assessment of the natural and cultural resource sites within the San Luis park system. The assessment will address the feasibility of developing sites as signature destinations and founding elements of a heritage tourism program, relative to: existing site conditions and potential impacts of increased visitation, visitation rates and usage types, the presence and types of formal trails, facilities, and interpretive media, as well as educational value and research potential. The onsite evaluations will be complemented by residents' input on changes in site conditions through time, interest in and concerns with development, and perceived value as part of the region's natural and cultural heritage and residents' sense of place.

Park, Bicycle and Pedestrian Paths and Trails Classifications

We will work with staff to review and modify existing park classifications and preferred facility standards for park sites, bicycle and pedestrian paths and trails. The review will consider size, population served, length of stay, and amenity types / services. Facility standards will include level of service standards and the population served, per park. The Team will use regional, statewide or nationally accepted Parks, bicycle and pedestrian paths and trails standards, as well as our own national experience and comparisons with peer/survey agencies.

Operational and Maintenance Review

The Team will perform an analysis of San Luis Parks, bicycle and pedestrian paths and trails' current practices to evaluate its operational structure. This analysis will identify future organization and staffing needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing / communication opportunities. The entire process will include data collection, analysis, and key organizational components, as well as a comparison between current policies and the national standards of best practice agencies to guide policy recommendations.

Sport Field Viability

The Team will analyze the current sport field inventory and the need for future sport field development.

Scope of Work and Fee Estimate

Task 1: Kick-off, Coordination and Initial Review

Kick-of Meeting

Following award of contract, Matrix will provide a Detailed Work Plan for discussion at a Kick-Off meeting with City staff and the Project Team. We will review details of the work plan and formalize the timeline and details of the Needs Assessment, Public Involvement, and Information Gathering phases. We will work with staff to set a timeline for the public involvement process and the anticipated approval process and will discuss desired outcomes with the City staff and the Project Team.

Project Coordination

We will provide written Monthly Progress Reports that cover recent progress, outstanding issues or required information/decisions, upcoming meetings and agendas, and next steps. Our team will always be available for phone or email communication.

- Project team progress meetings will be formally held as often as necessary, but in no case less than monthly project updates via email to project manager, until the final plan is approved or adopted by the City Council.
- We will supply the City's Project Manager with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps, or plans deemed necessary by the Project Manager at least three (3) working days before each progress meeting.
- The Project Manager will schedule the meetings, as necessary, at key times during the development of the Plan.

- We will provide up-to-date information for posting on the City’s website for review of progress by stakeholders and the public.

Review and Assess Existing Plans and Conditions

As it pertains to each major element of the project, we will integrate information from recent and/or current and relevant planning work by the City and County.

Task 1 Fee Estimate

- \$10,000

Task 2: Community Engagement

Engagement Initiation

Community Engagement is critical in determining community values and needs and ultimately contributing to the success of San Luis’ long-range planning efforts. The participation process utilized will be customized to San Luis’ unique needs. We will utilize engagement methods to reach representatives from many different community sectors. We will emphasize data collection methods that are efficient and incorporate your available resources. Individual users and non-users, user groups, special interest organizations, associations, leagues, and other stakeholders will be given ample opportunity to participate in the development of this Plan, exploring knowledge of local issues and concerns that will assist us in producing useful and pertinent community feedback.

Matrix team members are experienced and skilled facilitators, and we draw from a variety of methodologies that are designed to encourage and structure feedback for clearly identified and measurable outcomes. A suggested approach is provided; however, the actual methodology will be detailed and determined during Kick-Off meeting.

Engagement Strategies

Based on previous successes, the following citizen involvement strategy approach is designed to assure residents, user groups, associations, neighboring communities, and other stakeholders that they are provided an opportunity to participate in the plan’s development, and is recommended for this project:

- Initial Information Gathering: (live or videoconference) Collect as much information as possible on awareness, use patterns, satisfaction, desires, barriers, vision, priorities, funding possibilities, and willingness to pay to inform the development of the plan.
- Two (2) focus group meetings (live or videoconference) drawing from special interest individuals and groups, associations, other service providers staff, schools, health clubs, seniors, etc., but also open to the public at large.
- Two (2) community-wide public meetings (live or videoconference) at the information gathering, findings, and draft stages to provide information and to validate and round out the information received from the focus groups.
- Stakeholder interviews (live or videoconference) with those who can contribute specific information that may need to be conveyed in a more detailed manner (might include

representatives from neighboring communities, sister agencies, other departments, Commission and City Council members, etc.

- Findings Presentation (live or videoconference) we will compile and present a summary of findings from the inventory, needs assessment and initial analysis for validation by staff, decision makers, stakeholders, and the public.
- Draft Recommendations Presentation (live or videoconference) hearing, open to the public.
- Final Council and Commissions Presentation for Adoption (live or videoconference) Hearing, open to the public.

Task 2 Fee Estimate

- \$30,000

Task 3: Inventory and Analysis

Inventory of Existing Facilities

Matrix will work with City's project team to conduct a digital inventory of the existing parks, bicycle and pedestrian paths and trails facilities, analyzing the condition of the overall environment as it would relate to usability, comfort, connectivity, and safety. This task does not involve the creation of specific, detailed site plans, but if it is determined that site plans are needed, we can provide them at an additional fee. The condition of the overall park and its amenities will become the basis for any future capital improvements within the overall park system.

We will then create an updated GIS file and a system-wide Resource Map and digital dataset to prepare for analysis. Key issues and representative photos regarding any of the assets from both staff and stakeholder perspectives will be noted in a textual supplement and charts. Results will be incorporated into findings and recommendations for improvements.

Evaluation of Existing Standards

Using the community demographic profile, stakeholder engagement results, comparative analysis, and level of service analysis, we will assess the quality and quantity of facilities provided by the City, including non-traditional providers. We will evaluate appropriateness based on the agency's mission, vision, and values; applicable industry standards; and the regional comparison. We will evaluate the adequacy on the basis of size and location in relation to existing and future population. We will also make recommendations for minimizing duplication and/or enhancing possibilities for collaborative partnerships where appropriate.

Level of Service Analysis

Analyses of parks, bicycle and pedestrian paths and trails systems determine how the current systems effectively serve the City. Traditional level of service (LOS) analysis describes the capacity of the various components and facilities that make up the system to meet the needs of the public.

Facility and Asset Gaps

We will collect and analyze information on usage, needs, desires, operations, maintenance, and land use trends, and use it to make recommendations. We will identify areas of service shortfalls and projected impact of future trends.

Using the results of the community input, Matrix will identify and prioritize the unmet facility and asset needs in the community. The gaps in facilities and assets can be identified using the nexus of unmet need and high importance. In addition, using the population projections as an overlay to current capacity and industry standards, we will project future needs.

Demographics Analysis

Matrix utilize information available from the City's previous planning efforts including the General Plan, the 2019 American Community Survey (ACS), Esri, the State of Arizona, and other relevant entities to analyze existing and projected population growth. We will portray relevant demographic information in easy to read charts and figures with analysis of important topics that will impact service delivery.

Trends Analysis

Matrix consultants are experts in the field of trends analysis. Our team members are continually researching the newest and most popular facilities, programs and services, emerging programs and services, and trends in service delivery. We are experts at not only determining what is popular, but which trends are appropriate for your community.

Task 3 Fee Estimate

- \$15,000

Task 4: Findings Recommendations and Action Plan

Findings and Visioning Strategies Development Workshop

We also want to engage all interested project team members and key stakeholders in determining future vision and action plan steps for the City's parks, bicycle and pedestrian paths and trails. Recommendations will be included on how parks, bicycle and pedestrian paths and trails can enhance the public's perception of safety, and the City's ADA requirements.

During this stage, we will confirm that all information identified and collected thus far is correct, and we will ask all stakeholders to share any additional issues or opportunities for consideration. During the Findings Phase of each project, Matrix Project Managers compile a Key Issues Analysis Matrix that helps identify focus areas from the various tools and methodologies used to collect information. Following review of the Findings, we will facilitate a Visioning Strategies Workshop that will include an analysis of all findings, and any other potential challenges. We will also identify opportunities for implementation steps, work plans, and funding implications.

Recommendations

Based on the analysis of demographic information, participation, needs and desires, operations and maintenance, land use trends, level of service gaps, and projected impact of future trends, recommendations will be developed addressing needs for parks, acquisition, and opportunities for available funding.

We propose the following goals for recommendations and action plan development:

- Direction for level of service including necessary renovations, acquisition and/or development of parkland, bicycle and pedestrian paths and trails to meet future needs.
- Identification of gaps in service, as well as future service needs for the community.
- A summary chart of needed parks, facilities and capital improvement projects and relative costs.
- An Action Plan of prioritized projects, and budget support and funding mechanisms for short, mid, and long-term implementation strategies.

We will create a prioritized timetable for the development of parks, bicycle and pedestrian paths and trails.

- Short Term Goals (0-1 years)
- Mid Term Goals (1-3 years)
- Long Term Development Goals (3+ years)
- Develop charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.

Action/Implementation Plan and Funding Source Table

We will work with the project team to rank and prioritize recommendations, balancing needs and cost/ benefit analyses, capacity of the City, and budgetary realities. The product of this task will be a set of recommendations with strategies, priorities, and identification of budget support funding mechanisms phased into immediate, near-term, and long-term timeframes addressing needs regarding land acquisition, along with the development of parks, bicycle and pedestrian paths and trails. An Action Plan including costs, potential funding mechanisms, timing, and responsible party will be developed for the City of San Luis.

Present and Projected Fiscal Resources

Matrix will conduct an overview analysis of existing funding to meet existing needs and projected funding to meet future needs. We will analyze other sources of funds such as levies and bond issues and strategies for land acquisition including easements. We will look for gaps in the current management and funding system and look for potential areas of improvement.

Alternative Funding and Partnerships

Matrix has extensive experience evaluating options for alternative funding. Alternative funding typically includes grants, donor programs, and/or partnerships. Our Project Team will identify key partners in the area through the planning process and can provide management recommendations to enhance this potential funding area. This task does not include procurement of alternative funding, but this can be addressed separately if desired.

Task 4 Fee Estimate

- \$15,000

Task 5: Draft and Final Plan and Deliverables

Draft and Final Plan and Deliverables

The Draft Parks, bicycle and pedestrian paths and trails Facilities Plan will include all findings, needs assessment, public engagement results, written goals, plans, objectives, and policy statements that articulate a clear vision and model (a “road map”) for the City’s future. These will be submitted for preliminary review, and all comments will be incorporated into your Final Plan.

Deliverables will include all aspects outlined in the preceding tasks, summarized as:

- One (1) printed copy* of the Draft Plan for distribution and review plus one (1) electronic copy.
- Appropriate written materials and graphics (maps, slides, power point presentations, etc.) will be provided for public presentations.
- One (1) printed copy and one (1) electronic copy of the Final Plan in PDF format.
- Final Plan summarized in an Esri StoryMap format for online viewing.
- All written materials, graphics, and data shall be delivered in paper and digital format consistent with the City’s software.

Task 5 Fee Estimate

- \$5,000

Total Fee

The San Luis Parks, bicycle and pedestrian paths and trails facilities Plan fee is \$75,000.00 summarized below:

Fee Summary

■ Task 1:	\$10,000
■ Task 2:	\$30,000
■ Task 3:	\$15,000
■ Task 4:	\$15,000
■ Task 5:	\$5,000
Total Fee	\$75,000

**AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Amendment (this “Amendment”) made the ___ day of September 2020, amends the Professional Services Agreement (“Agreement”) between the Parties passed by the City of San Luis City Council on February 27, 2019. This Amendment is made between:

the City of San Luis, a municipal corporation, organized under the laws of Arizona, having its administrative offices at, 1090 East Union Street, having its mailing address at, Post Office Box 1170 San Luis, Arizona 85349 (“CITY”), and	The Matrix Design Group, Inc., a Colorado corporation, authorized to do business in the State of Arizona, having its Arizona offices at, 2020 N. Central Avenue Suite 1140 Phoenix, Arizona 85004 (“CONSULTANT”).
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The CONSULTANT and the CITY may be referred to singularly as the “Party” and collectively as the “Parties.”

RECITALS

The Parties entered into this Amendment based on the following facts, understandings and intentions of the Parties:

- A. The CITY has determined that it is in the public interest and health to proceed with a master plan for parks, trails and paths for bicycles and for pedestrians (the “Project”).
- B. The CITY has determined that said master plan involves the performance of professional and technical services of a temporary nature.
- C. The CITY issued a Request for Qualifications, seeking proposals from vendors for professionals in master planning initially for the 2040 General Plan update.
- D. An Evaluation Committee, formed of the Planning and Zoning Director Jose A. Guzman, the Public Works Director Eulogio Vera (P.E.), the Park and Recreation Director Lizandro Galaviz, the Economic Development Manager Jenny Torres, City Consultant Ralph Velez and Planning Consultant Jerry Stable (AIPC) selected Matrix Design Group, Inc. (CONSULTANT) from the proposals.
- E. The CONSULTANT completed services for the General Plan, which spanned two (2) fiscal years.

F. The CONSULTANT provided the CITY a written “Proposed Project Fee,” which includes a description of the scope of professional services and an itemization of the fee, which is attached to this Amendment as Exhibit 3 and is incorporated by this reference.

G. The CITY desires to engage the CONSULTANT, and the CONSULTANT agrees to render professional services to perform certain specific duties and produce the specific work as set forth in the Proposal Project Fee; and

H. The CONSULTANT represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. The CONSULTANT further represents that it is willing to accept responsibility for performing such services under Exhibit 3 (Proposed Project Fee) and the terms and conditions set forth in this Amendment.

NOW, THEREFORE, for and in consideration of the foregoing introduction and Recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which the Parties acknowledge, the CITY and the CONSULTANT agree:

SECTION ONE. DESCRIPTION OF PROJECT AND SCOPE OF WORK

The Project is described in the attached Exhibit 3 (Proposed Project Fee). CONSULTANT shall provide the Services as set forth in the Scope of Work described in Exhibit 3.

SECTION TWO. SCOPE OF WORK—ADDITIONAL SERVICES

CITY and CONSULTANT understand that it may be necessary for CONSULTANT to perform or secure the performance of consulting and related services other than those set forth in Exhibit 3. If the CITY requests additional services, CONSULTANT shall advise CITY in writing of the need for additional services and the cost and estimated time to perform the services. CONSULTANT shall not proceed to perform any such additional service until CITY has determined that such service is beyond the scope of the basic services to be provided by CONSULTANT and has given its written authorization to proceed. Written approval for performance and compensation for additional services may be granted by San Luis Director of Planning and Zoning (referred to as the “Director of Planning and Zoning”) or the San Luis City Manager to the extent permitted by law. Except as stated in this paragraph, any additional service shall require a written amendment to this Amendment and shall be subject to all the provisions of this Amendment.

SECTION THREE. AUTHORITY OF THE DIRECTOR OF PLANNING AND ZONING

CONSULTANT shall perform all necessary services provided under the Amendment and outlined in Exhibit 3 the proposal and shall do, perform, and carry out such work in a satisfactory and proper manner as determined by and to the satisfaction of the Director of Planning and Zoning. The Director of Planning and Zoning reserves the right to make changes, additions or deletions, to the scope of work as deemed

to be necessary or advisable to implement and carry out the purposes of the Amendment. The Director of Planning and Zoning is authorized to execute the change orders on behalf of the CITY to the extent permitted by law.

SECTION FOUR. RESPONSIBILITY OF CONSULTANT

By executing this Amendment, the CONSULTANT represents and states to the CITY that it possesses or will arrange to secure from others all necessary professional capabilities, experience and resources necessary to provide to the CITY the services contemplated under this Amendment. The CONSULTANT further warrants that it will follow the current generally accepted practices of the profession to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding the Project for which services are rendered under this Amendment.

SECTION FIVE. INDEPENDENT CONTRACTOR

The Parties to this Amendment agree that the CONSULTANT, its employees, agents and subcontractors shall be independent contractors concerning the providing of services under this Amendment and that the CONSULTANT, the CONSULTANT's employees, agents and subcontractors shall not be considered to be employees or agents of the CITY for any purpose and will not be entitled to any of the benefits the CITY provides for its employees. The CITY is interested only in the results to be achieved, and the conduct and control of the performance of the services contemplated in this Amendment will be solely with the contractor.

The rights of the CONSULTANT as an independent contractor include but are not limited to control of the work, manner and methods of the work, and the right to contract with other employers.

The rights of the CITY include but are not limited to inspection and approval of the work.

SECTION SIX. MATERIALS AND EQUIPMENT

CONSULTANT shall furnish at its own expense all materials and equipment necessary to carry out the terms of this Amendment.

SECTION SEVEN. DIGITAL FILES

The CONSULTANT shall furnish copies of all deliverables in digital format. Files shall be compatible with the current versions used by the CITY. All other deliverables shall be per Exhibit 3.

SECTION EIGHT. TERM AND TIME OF PERFORMANCE

The CONSULTANT must complete the Project on or before March 31, 2021. The services of CONSULTANT are to be undertaken and completed in such a sequence as to assure their expeditious completion in light of the purpose of this Amendment. If City Council directs the CONSULTANT to take action in a Meeting (as “Meeting” is defined by the Arizona Revised Statute 38-431(4) and Arizona law), the CONSULTANT shall respond to that direction to the satisfaction of the Planning and Zoning Director within seven (7) days of the City Council direction unless the Planning and Zoning Director and the CONSULTANT agree on a shorter or longer time.

SECTION NINE. COMPENSATION

Subject to the provisions of this Amendment, the CONSULTANT agrees to perform the work and services specified and outlined in Exhibit 3 for \$75,000. The CONSULTANT shall prepare invoices in accordance with this Amendment and shall submit to the CITY once a month covering the amount and value of the Project satisfactorily performed by the CONSULTANT up to the date of such invoice. The CITY shall reimburse the CONSULTANT for work satisfactorily performed on a time and materials basis. Satisfactory performance will be determined as described in Section Three.

SECTION TEN. ASSIGNMENT

The CONSULTANT shall not assign any duties, responsibilities or obligations under this Amendment without the prior written consent of the CITY.

SECTION ELEVEN. INDEMNIFICATION

To the fullest extent permitted by law, the CONSULTANT agrees to indemnify, protect, defend and hold harmless the CITY, its Mayor, Council Members, any and all of its officers, directors, officials, employees, agents, insurers, and indemnitors (“Indemnified Parties”) for, from and against any and all suits, claims, losses, liabilities, damages, costs, expenses and debt, including reasonable attorneys’ fees and costs incurred by the CITY which arise out of, attributable to or caused in whole or in part by acts or omissions of the CONSULTANT (or its officers, directors, shareholders, agents or employees) including but not limited to injuries to the CONSULTANT’s employees who may or may not be covered by the CONSULTANT’s workers’ compensation insurance; except, to the extent such suits, claims, losses, liabilities, damages, costs, expenses and debt result from acts or omission of the CITY and all Indemnified Parties.

**SECTION TWELVE.
INSURANCE**

A. Insurance Requirements.

Prior to the beginning and throughout the duration of the work, the CONSULTANT will maintain insurance in conformance with the requirements set forth below. The CONSULTANT will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth in this Section Twelve, then the CONSULTANT shall amend such coverage to do so. The

CONSULTANT acknowledges that the insurance coverage and policy limits set forth in this Section Twelve constitute the minimum amount of coverage required. Any insurance proceeds in excess of the limits and coverage required in this Amendment, and which is applicable to a given loss, will be available to CITY.

Without in any way limiting the CONSULTANT’s liability pursuant to the indemnification described above, CONSULTANT shall maintain, during the term of this Amendment, the following types and amounts of insurance:

<u>Coverage Type</u>	<u>Coverage Amounts -Minimum Limits</u>
<u>Commercial General Liability, including:</u>	\$1,000,000 Combined Single Limit, per occurrence and \$2,000,000 general aggregate
Premises and Operations	
Contractual Liability	
Personal-Injury Liability	
Independent Contractors Liability	

Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits

<u>Comprehensive Automobile Liability</u>	\$1,000,000 Combined Single Limit, per (including, owned, non-owned and Occurrence hired autos)
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If the CONSULTANT owns no vehicles, then this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If the CONSULTANT or the CONSULTANT’s employees use personal motor vehicles in any way on this Project; then, the CONSULTANT shall obtain evidence of personal motor vehicle liability coverage for each such person.

<u>Workers’ Compensation and Employer’s Liability</u>	Statutory, \$1,000,000
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Professional Liability

\$1,000,000 per claim and \$2,000,000 annual aggregate

Except for Workers' Compensation and Professional Liability Insurance coverage, such insurance shall include additional endorsements naming the CITY and its directors, officers, employees and agents as additional insured with respect to liabilities arising out of the performance of services under this Amendment. The CONSULTANT shall provide the CITY with certificates of insurance documenting that the CONSULTANT has obtained the above coverages. Such certificates shall include the required provisions and endorsements required by this Amendment. Such Certificates shall include a statement that insurance may not be canceled without 30-days prior written notice to the CITY by the means specified in the notice provision of this Amendment.

B. Certificates of Insurance and Endorsements.

The CONSULTANT will file a certificate of insurance and endorsement naming the CITY as an additional insured under General Liability and Auto Liability, if applicable. Such liability insurance maintained by the CONSULTANT shall be primary and non-contributory, and any coverage maintained by the CITY shall not be expected to contribute to any claims arising from the work under this Amendment. The CONSULTANT shall file these certificates with the CITY within ten (10) days of execution of this Amendment and prior to engaging any operation or activities set forth in this Amendment. The foregoing policies shall provide that no cancellation, major change in coverage, or expiration by the insurance company or the insured during the term of this Amendment shall occur without 30 days' written notice to CITY prior to the effective date of such cancellation or change in coverage.

SECTION THIRTEEN. COMPLIANCE WITH LAWS AND REGULATIONS

Services performed by CONSULTANT pursuant to this Amendment shall be performed in accordance with full compliance to all applicable federal, state, and CITY laws and any rules or regulations promulgated under such laws, including but not limited to the following:

A. Conflict of Interest

CONSULTANT declares that it presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services under this Amendment. CONSULTANT further declares that in the performance of this Amendment, no subcontractor or person having such interest shall be employed. CONSULTANT certifies that, if it hires any employee, no one who has or will have any financial interest in this Amendment is an officer or employee of CITY. The Parties agree that in the performance of the services under this Amendment, CONSULTANT shall at all times be deemed an independent contractor and not an agent or employee of CITY. Under Arizona law, rules and regulations, no member, official or employee of the CITY shall have any personal interest, direct or indirect in this Amendment, nor shall any such member, official or employee participate in any decision relating this Amendment which affects its or her personal

interest or the interest of any corporation, partnership or association in which it or she is, directly or indirectly, interested. This Amendment is subject to the cancelation provisions of A.R.S. §38-511.

B. Employment Eligibility

CONSULTANT warrants that it complies with all federal immigration laws and regulations that relate to its employees and with A.R.S. § 23-214 relating to verification of employment eligibility. A breach of this warranty shall be deemed a material breach of this Amendment. CITY retains the legal right to inspect the papers of CONSULTANT to ensure that CONSULTANT complies with this warranty.

C. OSHA and Safety

The CONSULTANT agrees that it shall be solely responsible for supervising its employees: that it shall comply with all rules, regulations, orders, standards, and interpretations promulgated pursuant to the Occupational Safety and Health Act of 1970 as amended.

D. COVID-19 Infection Control

The CONSULTANT agrees any in-person meetings shall comply with the most current recommendations of OSHA and the Centers for Disease Control and Prevention (the C.D.C.), Arizona Department of Health Services, Yuma County Health District for COVID-19 infection control. Any in-person meeting on CITY property shall follow the CITY COVID-19 infection control policy. It is the law in the City of San Luis to wear a face-covering inside the CITY's limits.

E. San Luis Business License

The CONSULTANT shall maintain or obtain a San Luis Business License for the term of this Amendment.

SECTION FOURTEEN. INSPECTION OF WORK

CITY's representative or its or her designee shall at all times have the right to inspect the work, services or performance of CONSULTANT. CONSULTANT shall furnish all reasonable aid and assistance required by the CITY for proper examination of the work or services. Such inspection shall not relieve the CONSULTANT of any obligation to perform such services in accordance with the law or this Amendment.

SECTION FIFTEEN. NO WAIVER

CONSULTANT agrees that any waiver by CITY of any breach or violation of any term or condition of this Amendment shall not be deemed to be a waiver of any subsequent breach or violation of the same or any other term or condition. The acceptance by CITY of the performance of any work or services by CONSULTANT shall not be deemed to be a waiver of any term or condition of this Amendment.

SECTION SIXTEEN. ATTORNEYS’ FEES; COURT VENUE

Should either Party to this Amendment commence legal action against the other (including a formal judicial proceeding, mediation or arbitration), the case shall be handled in Yuma County, Arizona or the United States District Court for the District of Arizona at the election of the plaintiff in such legal action. The Parties waive any right to object to such a venue. Nothing in this paragraph will be deemed to have authorized the bringing of any legal action in a court which does not otherwise have jurisdiction to adjudicate the legal action. The Party prevailing in such action shall be entitled to reasonable attorneys’ fees and reasonable financial professional fees, which shall be fixed by the judge (not jury), mediator or arbitrator hearing the case, and such fees shall be included in the judgment, together with all costs.

SECTION SEVENTEEN. NOTICES

All notices to be given under this Amendment, or which may be given by either Party to the other, shall be considered validly given and fully received when made in writing and delivered or refused delivery by means of prepaid service by:

- deposit in the United States Postal Service by certified mail, return receipt requested, and postage prepaid,
- personal delivery by a process server or
- sent by a nationally recognized courier (e.g., Federal Express, U.P.S.) and addressed to the respective Parties as follows:

If for the CITY -

City Manager
City of San Luis
P.O. Box 1170(by United States Postal Service)
1090 East Union Street (by personal process or courier)
San Luis, Arizona 85349

Copy to

San Luis City Attorney
City of San Luis
P.O. Box 1170
San Luis, Arizona 85349

If to the CONSULTANT-

Vice President Celeste Werner, AICP
Matrix Design Group, Inc.
2020 N. Central Avenue, Suite 1140

Phoenix, Arizona 85004

or such other addresses as either Party may, from time to time, designate in writing and deliver in a like manner. Any such change of address notice shall be given at least ten (10) days before the date on which the change is to become effective.

SECTION EIGHTEEN. TERMINATION

This Amendment is effective as of the date first above written and shall continue until the services and Project are completed and delivered to the CITY on or before March 31, 2021. Either Party may terminate this Amendment upon 30 days' written notice to the other Party. In the event of such termination, CITY shall pay CONSULTANT for all services performed to the satisfaction of CITY to the date of receipt of notice of termination. An itemized statement of the work performed to the date of termination shall be submitted to CITY. In ascertaining the services actually rendered under this Amendment up to the date of termination, consideration shall be given to both completed work and work in the process of completion and to complete and incomplete documents whether delivered to CITY or in the possession of CONSULTANT.

SECTION NINETEEN. OWNERSHIP OF DOCUMENTS

Upon completion, termination or suspension of this Amendment, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Amendment shall become the sole property of CITY. It may be used, reused, or otherwise disposed of by CITY without the permission of CONSULTANT.

When CONSULTANT creates any copyrightable material or invents any patentable property under this Amendment, CITY shall retain a royalty-free, non-exclusive and irrevocable license to reproduce, publish, recover, or otherwise use the materials or property and to authorize others to do the same.

SECTION TWENTY. GOVERNING LAW AND SEVERABILITY

This Amendment shall be administered and interpreted under the laws of Arizona. The jurisdiction of litigation arising from this Amendment shall be in Arizona. If any part of this Amendment is found to conflict with applicable laws, then such part shall be inoperative and void only to the extent it conflicts with such laws, but the remainder of the Amendment shall continue to be in full force and effect.

SECTION TWENTY-ONE. MISCELLANEOUS PROVISIONS

A. Headings

The descriptive headings of the paragraphs of this Amendment are inserted for convenience only and shall not control or affect the meaning or construction of the provisions of this Amendment.

B. Authority

The undersigned represent to each other that they have full power and authority to enter into this Amendment and that all necessary actions have been taken to give full force and effect to this Amendment.

C. No Third-Party Beneficiaries

There are no third-party beneficiaries to this Amendment, and no person or entity not a Party shall have any right or cause of action under this Amendment.

D. No Agency Created

It is not intended by this Amendment to, and nothing contained in this Amendment shall create any agency, partnership, joint venture or other similar arrangement between the Parties.

E. No Personal Liability

No member, official or employee of the CITY shall be personally liable to CONSULTANT, or any successor or assignee, (a) if any default occurs or breach by the CITY, (b) for any amount which may become due to the CONSULTANT or its successor or assign, or (c) under any obligation of the CITY under this Amendment. Notwithstanding anything contained in this Amendment to the contrary, the liability of CONSULTANT under this Amendment shall be limited solely to the assets of CONSULTANT and shall not extend to or be enforceable against (i) the individual assets of the individuals or entities who are shareholders, members, managers constituent partners, officers or directors of the general partners or members of CONSULTANT; (ii) the shareholders, members or managers or constituent partners of CONSULTANT; or (iii) officers of CONSULTANT.

F. Survival

All representations and warranties of CONSULTANT, CONSULTANT's indemnity, hold harmless and defense obligations shall survive the expiration or earlier termination of the Amendment.

G. Time is of the Essence

Time is of the essence in this Amendment, and CONSULTANT agrees to use the utmost diligence, dispatch and speed to have all the work specified in this Amendment entirely completed on or before March 31, 2021. Unless otherwise specifically provided in this Amendment, any consent to delay in the performance of the CONSULTANT or any obligation shall apply only to the particular transaction to which it relates, and it shall not apply to any other obligation or transaction.

H. Further Acts

Each of the Parties shall execute and deliver all such documents and perform all such acts as reasonably necessary, from time to time, to carry out the matters contemplated by this Amendment.

I. Force Majeure

If CONSULTANT or CITY are prevented or materially restricted from performing any of their obligations under this Amendment by an event of force majeure, then the obligations of each Party shall be suspended or reduced to the extent made necessary by the event. As used in this section, “force majeure” means any act or cause not reasonably within the control of the Party whose ability to perform is impaired and which that Party could not have prevented by the exercise of reasonable diligence. Examples of “force majeure” include, but are not limited to, acts of God, fire, flood, explosions, strikes or labor disputes over which the affected Party has no control, sabotage, riots, civil commotion, acts of civil or military authority, wars or material changes in applicable business laws or regulations. The affected Party shall give notice to the other Party that the affected Party is invoking this force majeure clause, which shall include a good faith estimate of the duration of the force majeure condition. The estimated duration shall not be contractually binding but shall be provided to the other Party for informational purposes only.

J. Counterparts

This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one or more counterparts may be removed from such counterparts, and such signature pages all attached to a single instrument so that the signature of all Parties may be physically attached to a single document.

SECTION TWENTY-TWO. ENTIRE AGREEMENT

This Amendment, including its Exhibit, represents the entire understanding of the CITY and the CONSULTANT as to those matters contained in this Amendment. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in it. This Amendment may not be modified or altered except by an amendment in writing signed by both Parties.

[Intentionally left blank, signatures continue on next page]

The Parties have executed this Amendment in Arizona the day and year first above written, which is the day the last Party approved this Amendment.

City of San Luis, Arizona

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

Kay Marion Macuil, City Attorney

Matrix Design Group, Inc.

Signature

Print Name

Print Title

City Code-Purchasing Section 36.01

(E) *\$35,000 and above.* Whenever any contemplated purchase except for professional services as defined in § [36.08](#), is for the sum of \$35,000 or more, the purchasing agent shall cause to be published in two issues of a newspaper of general circulation, notice inviting sealed bids or requests for proposals, which notice shall be published at least five days prior to the date set for the receipt of the bids or proposals. The notice herein required shall include a general description of the articles to be purchased or services to be performed and the time and place for opening of bids or proposals. In addition, the purchasing agent shall post a notice inviting bids or proposals in the city hall. Bids or proposals will be presented to Mayor and Council for award.

(F) *Mayor and Council.* No service contract of \$15,000 and above, or sealed bid or proposal above \$35,000 or more, shall be let except by the Mayor and Council. The purchasing agent shall present the bids or proposals to the Mayor and Council for the approval.

(H) *Procedures waived.* With the approval of the Council, formal purchase procedures may be waived.

§ 36.08 PROFESSIONAL SERVICES.

Unless required by the Mayor and Council, the provisions of this chapter shall not apply to professional services. These services include, but are not limited to, the following: physicians, attorneys, engineers and similar professions. Contracts for professional services in excess of \$15,000 must be approved by the Mayor and Council.