



NOTICE OF SPECIAL COUNCIL MEETING

In accordance with §38-431.01 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the Members of City Council and to the general public that the Mayor and Council of the City of San Luis, Arizona, will hold a Special City Council meeting at 6:10 p.m., Wednesday, December 2, 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 of employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities, or services contact: ADA/Section 504 Coordinator, City of San Luis Human Resources Department, 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording 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 by parents pursuant to A.R.S. §1-602.A.9 have been waived.

THIS NOTICE IS GIVEN BY:

/s/ Sonia Cornelio, City Clerk

AVISO DE JUNTA ESPECIAL

De acuerdo con los Estatutos del Estado de Arizona A.R.S. §38-431.01, se le informa a los miembros del Cabildo y al público en general que el Alcalde y el Cabildo, tendrán una Junta Especial a las 6:10 p.m., el día Miercoles, 2 de Diciembre 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/ Sonia Cornelio, Actuaría de la Ciudad



AMENDED AGENDA

12/1/2020

**AGENDA
Special Meeting
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
San Luis, AZ 85349
December 2, 2020**

6:10 p.m.

The December 2, 2020 Special 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 especial del Cabildo del 2 de Diciembre 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).

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

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **DISCUSSION AND POSSIBLE ACTION ITEMS:**
 3. A. **Discussion and possible action on any and all matters regarding the purchase of holiday decorations from Downtown Decorations, LLC. (Lizandro Galaviz, Director of Parks & Recreation)**

3. B. EXECUTIVE SESSION

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

Discussion and possible action to hold an Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7) for discussion or consultation:

- for legal advice with the city attorney or city's attorneys, and/or

- with the city attorney or city's attorneys in order to consider its position and instruct its attorneys regarding City Council's position regarding contracts that are the subject of negotiations, and/or

- with designated representatives of City Council in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property.
(Kay Marion Macuil, City Attorney; Jenny Torres, Economic Development Manager; and Ralph Velez, City Consultant)

4. MOTION TO GO BACK INTO SPECIAL SESSION

5. ADJOURNMENT



AGENDA ITEM REVIEW FORM

Special City Council Meeting

3. A.

Meeting Date: 12/02/2020

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

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

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the purchase of holiday decorations from Downtown Decorations, LLC. (Lizandro Galaviz, Director of Parks & Recreation)

SUMMARY:

Due to the current pandemic, a lot of the Parks & Recreation events have had to be done virtually with the hopes of spreading joy and happiness to our community. With the Holidays coming in, the City of San Luis Parks & Recreation Department would like to create an atmosphere of holiday spirit in our community by decorating main street. Staff has been working together and would like to purchase various decorations from Downtown Decorations, LLC to decorate and illuminate some polls surrounding the Holiday Tree on Main Street & D St.

In order to move forward with this purchase, staff would like to seek direction from City Council in regard to waiving procurement code §36.01 (D) which states that whenever any contemplated purchase for the sum of at least \$15,000 but not more than \$35,000 the requisitioning department with the assistance of the purchasing department shall solicit three written quotations (inclusive of all costs) from vendors and submit them to the purchasing department, for awarding to the lowest responsive quote. If three written quotations cannot be obtained, documentation showing vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained shall be maintained with the purchasing documents.

Staff would like this procurement code to be waived due to the fact that the City of San Luis Parks & Recreation Department considers Downtown Decorations, LLC to be a sole source provider for this type of holiday decorations purchase. Downtown Decorations, LLC has worked with our City in the past and have always been very professional and provided the City with outstanding quality. Downtown Decorations, LLC has shown great customer service, always meets our budget margins and the quality and delivery of items is outstanding. This is why staff is asking for direction from Council in moving forward with future purchases of holiday decorations from Downtown Decorations, LLC as our sole source provider and waive procurement code §36.01(D) in which three bids are required.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE HOLIDAY DECORATIONS PURCHASE AS PRESENTED IN AN AMOUNT NOT TO EXCEED \$20,000 AND WAIVE FORMAL PROCUREMENT PROCEDURES.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: YES

CITY/STATE/FEDERAL FUNDS: CITY
TOTAL: \$20,000
BUDGETED AMOUNT: \$20,000
AVAILABLE AMOUNT TO TRANSFER: N/A
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: SPECIAL SERVICES
100-145-80005 / \$75,102.43

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

Purchase is budgeted under the Recreation Department - Special Services account for fiscal year 2020-2021.

Attachments

Downtown Decorations Invoice - Holiday Decorations 2020

Holiday Decoration Image 1

Holiday Decoration Image 2

Holiday Decoration Image 3

Holiday Decoration Image 4

Downtown Decorations - Sole Source Memo



ADDRESS
309 Wavel Street
Syracuse, NY 13206

PHONE
877-369-6332
315-565-7411

MAIL
orders@downtowndecorations.com
www.downtowndecorations.com

QUOTE

DATE 12/1/2020

QUOTE : 65067
TERMS : 50% Deposit Net 15
EXPIRATION :
NEEDS BY :

BILL TO
Louie Galaviz
P: (928) 919-8613
E: lgalaviz@sanluisaz.gov

SHIP TO
P:
E:

	PRICE	QTY	TOTAL
Shipping	\$1,244.00	1	\$1,244.00
5' Deluxe Forked Snowflake Pole Decorations, LED Lights, w/ Mounting Hdw.	\$679.00	6	\$4,074.00
6' 3D Reindeer, LED Lights, Ground Mount	\$2,290.00	1	\$2,290.00
42" Colored Giant Fiberglass Ornaments w/ Cap and Base.	\$1,450.00	3	\$4,350.00
18" Red Nylon 3D Structural 4-Loop Bows	\$39.00	40	\$1,560.00
36" Mountain Pine Sprays, 70 LED warm White Lights.	\$119.00	20	\$2,380.00
12"x12' Mountain Pine Pole Wraps, 210 LED Warm white Lights.	\$197.00	20	\$3,940.00
	SUB TOTAL		\$19,838.00
	Sales Tax		
	Shipping		
	GRAND TOTAL		\$19,838.00

Account Manager
Jimmy Alexander
P:
E: jalexander@downtowndecorations.com

Customer is responsible for noting any damage or missing items at the time of delivery – clearly detail on the delivery receipt from the carrier. Immediately notify Downtown Decorations Inc. at (877)369-6332. If the shipping cartons appear damaged, immediately open and inspect the contents while the driver is on premises. DO NOT REFUSE SHIPMENT. Downtown Decorations Inc. is not liable for damaged or missing items not noted on the delivery receipt.

TERMS & CONDITIONS

Shipping and handling are additional, FOB shipping point unless otherwise noted.

Client is responsible for notifying Downtown Decorations, Inc. at time of order of any special shipping requirements, including but not limited to liftgate, limited access, appointments, call ahead or residential deliveries. DDI is not responsible for additional unexpected charges.

Estimates and quotes prepared for customers based upon information provided by customer and are subject to change pending final review of order.

Customer is responsible for notifying Downtown Decorations, Inc. of any electrical code requirements, customization, or special requirements at time order is placed. Customization of product may be subject to additional cost.

Downtown Decorations, Inc. is not responsible for product damage caused by improper handling, neglect, installation, extremes in weather conditions, vandalism or acts of God.

Quote is in US dollars and is exclusive of any applicable taxes or installation unless otherwise noted.

Purchaser understands and agrees to payment terms and further agrees to accept and pay for any expenses incurred by Downtown Decorations, Inc. to collect any past due amounts, including but not limited to the original debt, any assigned collection costs, attorney fees and any other related expenses.

Payment methods accepted are check, Visa/MasterCard, American Express and Bank Wire. Downtown Decorations, Inc. may impose a 3% surcharge on all credit card amounts of \$3,000.00 or more. Bank Wire: KeyBank NA; ABA: 021300077; Acct: 329681329820; SWIFT:KEYBUS33.





FIREBIRDS

RD'S
HILL

designville







City of San Luis

Parks & Recreation Department

Recreation Youth Center Cultural Center Aquatic Center Parks

Exclusive Service/Sole Source Request

November 25, 2020

To: Monica Castro Finance Director
Angelica Cifuentes Procurement and Budget Compliance Officer

From: Louie Galaviz Parks and Recreation Director
Angelica Roldan Asst. Parks and Recreation Director

RE: Purchase of holiday decorations from Downtown Decorations, LLC

Requesting under §36.02 if there is one firm, company, or individual capable of providing the service or commodity, and that service or commodity cannot be acquired from others, those services or commodities can be acquired without bidding. Since there is no requirement of bidding pursuant to this section, a waiver by Council when it approves such a purchase is not required. It is appropriate that there be a written explanation explaining why quotes were not obtained. Because this is a unique service, because if one wishes to purchase over size holiday decorations locally or from other vendors and have them delivered in a short period of time, it is something that cannot be acquired from others, bidding would serve no purpose other than higher expense. Also, the City of San Luis has worked with Downtown Decorations, LLC in the past and their products and services have been outstanding. Items received have been of great quality and their staff is always available for assistance. Vendor is always willing to help and stays within our budget margin. This memo is offered as that explanation.

Louie Galaviz

Parks and Recreation Director



AGENDA ITEM REVIEW FORM

Special City Council Meeting

3. B.

Meeting Date: 12/02/2020

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

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

Action Requested: Motion

ITEM:

EXECUTIVE SESSION

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

Discussion and possible action to hold an Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7) for discussion or consultation:

- for legal advice with the city attorney or city's attorneys, and/or
- with the city attorney or city's attorneys in order to consider its position and instruct its attorneys regarding City Council's position regarding contracts that are the subject of negotiations, and/or
- with designated representatives of City Council in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property. **(Kay Marion Macuil, City Attorney; Jenny Torres, Economic Development Manager; and Ralph Velez, City Consultant)**

SUMMARY:

City Council can be properly advised by holding an executive session for the purposes described in the agenda item.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO HOLD AN EXECUTIVE SESSION PURSUANT TO A.R.S. § 38-431.03(A)(3), (4) AND (7) AS DESCRIBED IN THE AGENDA ITEM.

Fiscal Impact

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

CITY/STATE/FEDERAL FUNDS: N/A

TOTAL: N/A

BUDGETED AMOUNT: N/A

AVAILABLE AMOUNT TO TRANSFER: N/A

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

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

Fiscal impact is not applicable to this agenda item under A.R.S. §38-431.03(D), legal action involving a final vote or decision is not permitted to be taken at an executive session. This executive session is focused on the process.
