



NOTICE OF WORK SESSION

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 Work Session meeting at 6:30 p.m., Wednesday, September 7, 2022. The Work Session will take place at the City Council Chambers, located at 1090 E. Union Street, San Luis, Arizona, 85349. The public is invited to attend the open meeting.

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

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

THIS NOTICE IS GIVEN BY:

/s/ Sonia Cornelio, City Clerk

AVISO DE SESION DE TRABAJO

De acuerdo con los Estatutos del Estado de Arizona A.R.S. § 38-431.01, se le informa a los miembros del Cabildo y al público en general que el Alcalde y el Cabildo, tendrán una Sesión de Trabajo a las 6:30 p.m., el día Miércoles, 7 de Septiembre del 2022. La junta se llevará a cabo en la Sala del Cabildo, ubicada en el 1090 E. Union Street, San Luis, Arizona, 85349. El público está invitado a la junta.

De acuerdo con el Acta de Americanos con Discapacidades y la Sección 504 del Acta de Rehabilitación del 1973, la Ciudad de San Luis, Arizona no discrimina por causa de discapacidad la admisión y acceso a sus programas, actividades, servicios o en el trato en cuanto a empleo. Para más información referente a derechos y provisiones del Acta de Americanos con Discapacidades o Sección 504, o para solicitar adaptaciones que sean razonables para la participación en programas, actividades o servicios de la Ciudad, contactar al: Coordinador del Acta de Americanos con Discapacidades/Sección 504, Departamento de Recursos Humanos de la Ciudad de San Luis, Arizona, ubicado en el 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Por medio de este aviso y de acuerdo con los Estatutos del Estado de Arizona A.R.S § 1-602.A.9, sujeto a ciertas excepciones reglamentarias, los padres de familia tienen el derecho de dar el consentimiento ante el Estado o cualquiera de sus subdivisiones políticas para hacer una grabación de audio o video de su hijo menor de edad. Las juntas del Cabildo se graban en audio y/o video y como resultado, el hecho de que haya menores presentes puede ser sujeto a que sean grabados. Para que los padres de familia puedan ejercer sus derechos pueden dar el consentimiento por escrito con la Secretaria de la Ciudad a tal grabación, o tomar acción personal para asegurarse que su hijo menor no esté presente cuando la grabación se lleve a cabo. Si un menor de edad está presente en el momento de la grabación, la Ciudad asumirá que los padres de familia están cediendo los derechos sobre una posible grabación de acuerdo con los Estatutos del Estado de Arizona A.R.S. § 1-602.A.9.

ESTE AVISO ES DADO POR:

/f/ Sonia Cornelio, Actuaría de la Ciudad



AGENDA
Work Session
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
San Luis, AZ 85349
September 7, 2022
6:30 p.m.

For the safety of the public during the COVID-19 pandemic, members of the public may attend the City Council's Work Session of September 7, 2022 in person if the 6-foot distance can be maintained which is 27 people. 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.

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.

Por la seguridad del público durante la pandemia COVID-19, habrá asistencia en persona para los miembros del público en la Sesión de Trabajo del Cabildo del 7 de Septiembre del 2022, si la distancia de 6 pies puede mantenerse, que es de 27 personas. 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.

TENGA EN CUENTA QUE LOS MIEMBROS DEL CABILDO DE LA CIUDAD ASISTIRÁN EN PERSONA, TELÉFONO O COMUNICACIÓN POR VIDEO CONFERENCIA. EL ALCALDE O VICE-ALCALDE DE ESTA REUNIÓN PUEDE CAMBIAR EL ORDEN DE LOS TEMAS; SI ESTÁ AUTORIZADO POR LA LEY Y POR MAYORÍA DE VOTOS DE UN QUÓRUM DE MIEMBROS DEL CABILDO PRESENTES, SE LLEVARÁ A CABO UNA SESIÓN EJECUTIVA INMEDIATAMENTE DESPUÉS DE LA VOTACIÓN DE ACUERDO CON LOS ESTATUTOS DEL ESTADO DE ARIZONA A.R.S. §38-431.03 (A) Y LA REUNIÓN SERÁ TEMPORALMENTE RECESADA MIENTRAS EL CABILDO DE LA CIUDAD SE RETIRE A UNA SESIÓN EJECUTIVA QUE NO ESTARÁ ABIERTA AL PÚBLICO.

1. CALL TO ORDER/ROLL CALL

2. ITEMS FOR DISCUSSION ONLY:

- 2. A.** Discussion and possible directions to staff on any and all matters regarding the placement of an International Peace Pole to be donated by the San Luis FRONTERA Rotary Club. **(Lizandro Galaviz, Acting City Manager)**
- 2. B.** Discussion and possible directions to staff on any and all matters regarding the purchase and installation of decorative lights on Main Street. **(Lizandro Galaviz, Acting City Manager)**
- 2. C.** Discussion and possible directions to staff on any and all matters regarding Order No. 2022-11. An Order of the Mayor and City Council of the City of San Luis, Arizona, adopting the City of San Luis Use of City Vehicles Policy; repealing conflicting provisions; and providing for severability. **(Adela Cortez, Director of Human Resources, and Maria Sabori, Risk Manager)**

2. D. Discussion and possible directions to staff on any and all matters regarding the implementation of a recycling program in the City of San Luis, Arizona. **(Council Member Gloria Torres and Eulogio Vera, Director of Public Works)**

3. **ADJOURNMENT**

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



AGENDA ITEM REVIEW FORM

Work Session

2. A.

Meeting Date: 09/07/2022

Department Head: Lizandro Galaviz, Acting City Manager, Administration

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

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion and possible directions to staff on any and all matters regarding the placement of an International Peace Pole to be donated by the San Luis FRONTERA Rotary Club. **(Lizandro Galaviz, Acting City Manager)**

SUMMARY:

The San Luis FRONTERA Rotary Club would like to present the City of San Luis with an International Peace Pole. This is part of an international project for Rotary International that would be donated by all the local Rotary Clubs in Yuma County. The proposed location for the International Peace Pole would be at the corner of Main Street and Urtuzuastegui Street.

A picture of what the International Peace Pole would look like is attached. Staff is open to any recommendations that City Council may have.

RECOMMENDATION / SUGGESTED MOTION:

DISCUSSION AND POSSIBLE DIRECTIONS TO STAFF ONLY, NO ACTION.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: NO

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):

There is no fiscal impact associated with this item.

Attachments

Front View - International Peace Pole

Main Street View - International Peace Pole





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International

SAN AZUL



AGENDA ITEM REVIEW FORM

Work Session

2. B.

Meeting Date: 09/07/2022

Department Head: Lizandro Galaviz, Acting City Manager, Administration

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

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion and possible directions to staff on any and all matters regarding the purchase and installation of decorative lights on Main Street. **(Lizandro Galaviz, Acting City Manager)**

SUMMARY:

Main Street is the focal point of our city where thousands of people enter and exit San Luis, AZ. As the years go by, the goal for Main Street is for it to be a tourist attraction where residents and visitors visit either shop, eat or just enjoy the day. Staff has been reaching out to various vendors to obtain quotes for the purchase of lights. This light project will consist of adding canopy lights from Urtuzuastegui Street to B Street and a zigzag pattern of lights from B Street to D Street ending at the roundabout. Staff has reached out to various vendors to get quotes and ensure that the city is getting the best quality of lights at a great price. The vendors that have been contacted were St. Nick's Christmas Lighting and Decor from La Palma, California, Bright Life Designs from Huntington Beach, California and Novelty Lights, LLC from Centennial, Colorado. All three (3) vendors were given an example of the vision that staff has for Main Street and have been very helpful in answering all our questions and concerns. The installation of these lights would be done in-house by our Planning and Zoning Department.

Of the three (3) quotes received, the lowest bid was submitted by Novelty Lights, LLC for the amount of \$29,815.52. Per the City Procurement Code 3.05.010 (C), whenever any contemplated purchase or contract for service is for the sum of at least \$10,000.00 but not more than \$44,999.99, the requisitioning department, with the assistance of the Purchasing Department, shall solicit three (3) written quotes (inclusive of all cost) from vendors and submit them to the Purchasing Department, for awarding to the lowest responsive quote.

This project was not budgeted for the current Fiscal Year 2022-2023, therefore, staff is also seeking direction in using the City Council contingency budget. Staff would like to seek direction from Mayor and City Council in regard to moving forward with the purchase of lights from Novelty Lights, LLC. Staff is open to any recommendations that City Council may have.

RECOMMENDATION / SUGGESTED MOTION:

DISCUSSION AND POSSIBLE DIRECTIONS TO STAFF ONLY, NO ACTION.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: YES

CITY/STATE/FEDERAL FUNDS: CITY
TOTAL: \$29,815.52
BUDGETED AMOUNT: NO
AVAILABLE AMOUNT TO TRANSFER: YES
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: Contingencies 100-110-81000
\$300,000.00

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

This expense was not budgeted for Fiscal Year 2022-2023. Staff is requesting direction in regard to this purchase and if approved by council. Staff would be requesting council approval to transfer of funds from City Council contingency account 100-110-81000 in the amount of \$29,815.52 to account 100-999-90000 Capital Outlay Equipment.

Attachments

Example of Canopy & Zig-Zag Lights
Novelty Lights LLC Quote
St-Nicks Quote
BrightLife Design Quote



Canopy Lights

Custom and professionally anchored canopy of lights. The canopy of lights can be installed permanently or for special occasions and holidays. The lights can be twinkle, steady, or colored lights.



LED shatter-proof polycarbonate globes colors available: warm white, cool white, red, pink, orange, yellow, green, blue, purple

- Bulb spacing 24" or 36"
- E26 light socket base
- UV resistant 16 gauge wire
- Standard stringer wire is black

Quote 2 (100')

Shipping Address
Yigal Duarte
1090 E Union St
San Luis 85349
Arizona United States

Shipping Method: Ship Outside System

Name	Price	Quantity	Total
Commercial Grade Wide Angle 50 LED Warm White 25' Long on Green Wire SKU: CGWA50-G-WW	\$10.15	2438	\$24,745.70
Warm White S14 LED Plastic Filament Medium Base e26 Bulbs - 25pk SKU: LED-S14-FB1W-WW	\$24.65	40	\$986.00
100' Black Commercial Grade Stringer (E26 Base) SKU: HD-MB-50-24-BK	\$59.95	20	\$1,199.00
		Sub-Total:	\$26,930.70
		Shipping:	\$0.00
		Tax:	\$2,884.82
		Total	\$29,815.52

S14 LED Bulbs:

<https://www.noveltylights.com/led-s14-commercial-grade-glass-bulbs>

Suspended Version:

<https://www.noveltylights.com/suspended-commercial-grade-light-stringer-black-330-feet>

Non-Suspended Version:

<https://www.noveltylights.com/330-black-commercial-grade-stringer-e27-base>

Thank you!

Ryan H. Coors

Marketing & Account Manager

Novelty Lights, LLC

9800 E. Easter Ave Ste. 160

Centennial, CO 80112

ryancoors@noveltylights.com

Direct: (720) 420-3585





SALES QUOTE

St. Nick's Christmas Lighting & Décor

6861 Walker St.

La Palma, CA 90623

(562) 438-0017 | noah@st-nicks.com

Sales Order #

DATE

Quote

8/5/2022



BILL TO

Lizandro (Louie) Galaviz
 The City of San Luis, AZ
 1090 E Union St
 San Luis, AZ 85349
lgalaviz@sanluisaz.gov

TERMS

All Sales Final

Due Upon Receipt

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
50ct 5mm LED Mini Lights. 6" Spacing. Green Wire. 25FT (WW) CG	2438	\$11.99	\$ 29,231.62
			
E26 Socket Spool - 250FT - 24" Spacing (Commercial Grade)	8	\$499.99	\$ 3,999.92
Tivoli Faceted E26 Market Light Bulbs (Commercial Grade)	1080	\$1.99	\$ 2,149.20
			
Shipping To 85349:	1	\$975.00	\$ 975.00
Please Note: Orders placed will automatically be shipped Express Ground, unless otherwise requested - with the exception of overnight on Fridays; we do not provide overnight shipping on orders placed on Fridays. We are not responsible for shipping delays and there are no refunds.			-
Thank you for your business!			
SUBTOTAL			\$ 36,355.74
TAX RATE			8.750%
TAX			\$ 3,181.13
TOTAL			\$ 39,536.87

Authorized by




Date

City of San Luis Purchase Pricing 2022



Mini Lights/Lighting Decor

*Purchase

Item	Description	Photo	Qty	Rate	Total
Mini Lights	50 Warm White Wide Angle LED Light on Green Wire, 25' Christmas Single Mold Light Strand. 6" Spacing. Standard Plug		2438	\$14.05	\$ 34,253.90
S14 Stringer Wire	5 Medium Base E26 Socket Set. This socket set features SPT2 16 Gauge Black Wire 8' Lead wire, 24" Spacing, 250' Long		8	\$ 399.95	\$ 3,199.60
S14 Faceted Bulbs	S14 LED Warm White Faceted Replacement Bulb E26 Nickel Base, 10 Diodes, 120V Dimmable		1000	\$ 4.25	\$ 4,250.00
Shipping	Freight	TBD	1		\$ -

Shipping and taxes to be implemented upon approval of products and quantities.
 Product availability and lead times may vary during season
 Pricing is subject to change

Subtotal	\$ 41,703.50
Sales Tax	
Total	\$ 41,703.50

City of San Luis Purchase Pricing 2022



Timing and Agreement:

- Please allow 2 month lead time following P.O. for product shipping.
- Shipping and Taxes to be applied when product quantities approved.

Rental: N/A
Purchase: Yes, Purchase of Decor
Installation Date: N/A
Strike Date: N/A
Working Hours: Business Hours
Delivery Address: 1090 E Union Street, San Luis, AZ 85349
Insurance: Insurance Certificates, Fee of \$200 **Accepted Or Denied (please circle one)**

To execute this agreement, sign this proposal and the Terms and Conditions. Please note the payment schedule above, in addition any delinquent accounts with a past due balances are subject to a \$90.00 late fee. Upon receipt of initial payment, the dates of installation & removal will be secured. **This quote is valid for 30 days.** Thank you.

Sincerely,

A handwritten signature in black ink that reads "Joseph Castro".

Joe Castro

A handwritten signature in black ink that reads "Will Gugerty".

Will Gugerty

Authorized Signer

Printed Name

Date



AGENDA ITEM REVIEW FORM

Work Session

2. C.

Meeting Date: 09/07/2022

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

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

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion and possible directions to staff on any and all matters regarding Order No. 2022-11. An Order of the Mayor and City Council of the City of San Luis, Arizona, adopting the City of San Luis Use of City Vehicles Policy; repealing conflicting provisions; and providing for severability. **(Adela Cortez, Director of Human Resources, and Maria Sabori, Risk Manager)**

SUMMARY:

The City would like to propose the implementation of a Vehicle Use Personnel Policy for all City Personnel. Currently, the City's personnel policies do not include a specific policy related to the use of vehicles or equipment. Administration, HR, and Risk Management feel it is of high importance that a policy is implemented. The purpose of this policy is to establish standard procedures for City Employees. This policy is intended to ensure the safety and well-being of City employees, to facilitate the efficient and effective use of City resources, minimize the City's exposure to liability, and monitor the use of City vehicles.

Some key Points of the Policy are to establish/implement:

- Motor vehicle records will be obtained on an annual basis for those positions where driving is a normal part of the regular duties.
- Drivers' behavior expectations while operating a city vehicle or equipment.
- Rules that drivers must comply with all City of San Luis Policies, directives, and procedures, as well as all applicable Federal, State, and Local regulations governing traffic laws.
- Restrictions on tobacco use inside City vehicles (includes; E-cigarettes or other vapor-producing devices intended to simulate the use of tobacco).
- Rules on personal use limits and restrictions and establish a process.
- Operational safety measures.
- Vehicle condition measures.
- Reporting processes for any matters related to; traffic citations, accidents, and vehicle damages.
- Post-accident drug/alcohol testing processes.

Attached is the final draft to the Use of City Vehicles Personnel Policy. The draft has been thoroughly reviewed by Risk Management, Human Resources, Administration, and large fleet department management (Public Works, Fire, Police, and Parks). The policy has also been reviewed by the Risk Pool Attorney.

RECOMMENDATION / SUGGESTED MOTION:

DISCUSSION AND POSSIBLE DIRECTIONS TO STAFF ONLY, NO ACTION.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: No

CITY/STATE/FEDERAL FUNDS: See the fiscal impact statement

TOTAL: See the fiscal impact statement

BUDGETED AMOUNT: See the fiscal impact statement

AVAILABLE AMOUNT TO TRANSFER: See the fiscal impact statement

ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: See the fiscal impact statement

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

This item is an adoption of a policy. There is no discernable fiscal impact.

Attachments

Order No 2022-11 and Vehicle Use Policy



Order

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

No. 2022-11

AN ORDER OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, ADOPTING THE CITY OF SAN LUIS USE OF CITY VEHICLES POLICY; REPEALING ANY CONFLICTING POLICIES; AND PROVIDING FOR SEVERABILITY.

WHEREAS, it is desirable to have standard procedures for the City of San Luis employees who are assigned or use city-owned or leased vehicles; and

WHEREAS, it is the intent of the certain document titled "City of San Luis Use of City Vehicles Policy" to:

- (1) ensure the safety and well-being of city employees,
- (2) facilitate the efficient and effective use of city resources,
- (3) minimize the city's exposure to liability and
- (4) monitor the use of city vehicles;

NOW, THEREFORE, IT IS ORDERED by the Mayor and City Council of the City of San Luis:

Section 1: The attached document titled "City of San Luis Use of City Vehicles Policy" is incorporated into this order by this reference.

Section 2: The City of San Luis Use of City Vehicles Policy is hereby adopted as the policy of the city.

Section 3: In the event of a conflict between the provisions of this order and any other order, resolution, or policy of the City of San Luis, the conflicting provisions are repealed, superseded, and replaced, and the provisions of this order shall govern.

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

Section 5: Staff shall take action as reasonably necessary to further the City of San Luis Use of City Vehicles Policy.

[Signature page follows]

PASSED, ADOPTED, and APPROVED by the Mayor and City Council of the City of San Luis, Yuma County, Arizona, this ____day of September 2022.

Gerardo Sanchez, Mayor

ATTEST:

APPROVED AS TO FORM:

Sonia Cornelio, City Clerk

Kay Marion Macuil, City Attorney

City of San Luis

Use of City Vehicles Policy

Final Draft: 08/09/2022

PUPPOSE:

The purpose of this policy is to establish standard procedures for City of San Luis Employees who are assigned or use a City-owned or leased vehicle. This policy is intended to ensure the safety and well-being of City employees; to facilitate the efficient and effective use of City resources; to minimize the City's exposure to liability; and to monitor the use of City vehicles.

POLICY:

Employees shall operate all City-owned or leased vehicles in a safe and economical manner. Employee's privilege to operate a vehicle on official business extends only as long as the driver operates the vehicle in a safe and efficient manner. Unauthorized personal use of a City-owned vehicle is not permitted and may result in loss of vehicle privileges, or more serious discipline. Permission to operate City-owned vehicle must be given by the Direct Supervisor or Department Director. The department heads are responsible, for the implementation and enforcement of this policy.

RESPONSIBILITY:

- A. All drivers must have a valid driver's license and will be required to obtain a valid Arizona driver's license within six months of hire date.
- B. Motor Vehicle Records will be obtained on all drivers prior to employment and on an annual basis for those positions where driving is a normal part of the regular duties. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy, will result in a loss of the privilege of driving a City vehicle.
- C. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.
- D. City of San Luis vehicles are for official use only in performing City business, as authorized by the Department Director.
- E. Drivers must comply with all City of San Luis Policies, directives and procedures, as well as all applicable Federal, State and Local regulations governing traffic laws.
- F. Employees who are on-call on a 24-hour basis may be allowed to take a City vehicle home so they can respond to work related calls as soon as possible. Such employees need to fully understand that the vehicle is used only as part of emergency response and not for personal use.
- G. The department head or its designee must ensure that a copy of a current vehicle insurance policy is maintained inside vehicle.
- H. Traveling outside of the Country in a City-owned vehicle requires prior authorization and submittal of travel request form to Finance. Upon approval of travel request

form, it is the traveler responsibility to obtain a full coverage insurance policy from our assigned City vendor at least three days before travel, and submit a copy of insurance policy to Risk Management.

- I. The City is not liable for any loss or damage to personal property owned by the driver or any passenger of a City vehicle.

DEFINITIONS:

- A. Alcohol – An alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- B. City vehicle – Any car, truck, bus, off road equipment, utility vehicle or similar self-propelled conveyance, including any transportation unit, which may not be self-propelled such as a trailer or equipment, mounted on a truck or trailer. Limited to those vehicles owned, rented or leased by the City of San Luis.
- C. Collision – When a City vehicle makes contact with another vehicle, object, individual, or roadway and the contact results in any property damage to any vehicle, object, or roadway, regardless of degree, or results in injury or death to any person involved.
- D. Damage – Loss or harm to a City vehicle or which requires repair, other than normal wear and tear.
- E. Driver – A legally licensed employee, including authorized contract employee and volunteer of the City of San Luis, who is driving, operating, using or has care and control of a City vehicle owned or leased by the City of San Luis.
- F. Driver's License – A license issued by the State of Arizona authorizing a person to operate a specific class of vehicle.
- G. Illegal Drug – The term "illegal drug" means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act [21 U.S.C. 801 et seq.] or under any other provision of Federal law.
- H. Medication - Any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- I. Tobacco – Any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, clove cigarettes, or any other preparation of tobacco; and any product or formulating of matter containing biologically active amounts of nicotine including electronic smoking devices.
- J. Under the Influence of Drugs – Means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of the drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

DRIVER BEHAVIOR

- A. Driver Behavior
 - a. Driver's must be fit for duty while working (i.e., not under the influence of a substance or alcohol., alert and not fatigued)
 - i. While driving or otherwise in control of a City vehicle, a driver shall not be fatigued or under the influence of any intoxicating substance including medication that may affect ability or judgement.
 - ii. Driver's with any condition that affects their ability to safely operate a vehicle must report the issue to their supervisor and may not drive.
- B. Medications that may interfere with the safe operation of a City vehicle must be reported to Human Resources.
- C. The use of City-owned vehicles while under the influence of legal medication affecting the ability to drive (including but not limited to over-the-counter medication) is forbidden.
- D. The use of City-owned vehicles while under the influence of alcohol or illegal drugs is strictly forbidden.
- E. Operating a City vehicle without a valid operator's license or while said license is under restriction, expired, suspension or revocation is forbidden, and should be reported to Supervisor and Department Director immediately after suspension or revocation of license.
- F. Drivers are expected to drive in a safe, courteous and professional manner at all times. Drivers are required to operate their vehicles with regard to the safety of themselves and others to minimize risk of collision.
- G. Drivers must drive defensively at all times which includes, but is not limited to:
 - a. Being alert to developing situations and taking necessary action to prevent collisions;
 - b. Adjusting driving to compensate for unusual weather, road, traffic condition, vehicle payloads and passenger loads;
 - c. Recognizing the need to preventable action in advance;
 - d. Making due allowance for lack of skill and improper driving actions of others;
 - e. Being prepared to yield the right of way when required by conditions or traffic laws;
 - f. Obeying posted speed limits and;
 - g. Preventing driver distractions;

PREVENTION OF DISTRACTED DRIVING

- A. Distracted driving due to activities other than operating the vehicle must be kept to a minimum. Wireless communication devices may only be used in accordance with State law (ARS 28-914)
 - a. All drivers of a City vehicle are prohibited from holding or supporting a cell phone or electronic device to write, send, or ready any text-based communication, while operating a motor vehicle unless parked or stopped.
 - b. The use of a voice-based communication to write, send or read any text-based communication is allowed when used in a hand-free manner.

- c. The use of any earpiece, headphone device, or wrist-worn device may be used to conduct voice-based communication when used in a hand free manner. This includes the use of personally owned wireless communication devices used in City vehicles.
- d. Two-way radios provided by the City of San Luis may be used while driving when the use is necessary to perform an employment related duty and the use is made with due care and attention.
- e. If a display monitor (mobile computer, hand held device, installed device) is used inside a vehicle, drivers must ensure that the monitor is off or turned away from the driver's view or the monitor's lid is closed while driving; unless, it is used to provide navigation, public safety response information or providing vehicle system status readings required for the operation of the vehicle.
- f. No entertainment system that significantly reduces the driver's ability to hear, see or concentrate shall be used while driving. This includes audio entertainment transmitted through an over the ear or in the ear speaker (headphones, earbuds, etc.) and devices that require a driver to focus eyesight and concentration away from the road in order to participate or control.
- g. Snacking or drinking a reasonably sized covered drink under non-demanding travel conditions may be done with minimal distraction to a driver. Sound reasonable judgement must be used when drivers choose to eat or drink while driving as it can cause serious accidents.

TOBACCO/VAPOR FREE VEHICLES

- A. Tobacco use in any form is never permitted by anyone inside City of San Luis vehicles (this includes E cigarettes or other vapor producing devices intended to simulate the use of tobacco).

PERSONAL USE

- A. City employees are prohibited from using City vehicles for personal use.
 - a. The employee's personal use of the employer's vehicle is restricted by written policy to driving to and from home and work, except for infrequent, de minimus, emergency occurrences or as authorized by the City Manager.
 - b. No persons, other than City employees or authorized contracted personnel are allowed to operate a City vehicle, with the exception of Police Reserves.
 - c. Generally, passengers in City vehicles shall be limited to City employees and individuals who are directly associated with City work activity (committee members, consultants, contractors, etc.). For extenuating circumstances, family members shall only be transported in City vehicles for work-related functions, with the authorization of the City Manager via a non-city employee travel form. A non-city employee travel form must be submitted to Finance along with travel request form for authorization. For local travel, the form can be submitted directly for approval to the City Manager and return to Risk Management. This provision does not apply to Public Safety personnel when conducting City business.

- d. Employees with authorized take home vehicles are allowed to use the vehicle to travel to and from the workplace. Vehicles should never be used for personal travel or for transporting non-City personnel.
- e. Employees may take a City-owned vehicle home when attending an off-site meeting takes place after or prior to normal working hours. Vehicles must be parked off the street at the employee's home (i.e., driveway or garage).
- f. City vehicles may not be parked overnight at bars, restaurants, nightclubs, or other recreational locations without specific authorization.
- g. City-owned vehicle shall be returned at the earliest practical time after any overnight usage.
- h. Any unauthorized use of City-owned vehicle may result in disciplinary action up to and including termination of employment.
- i. The City reserves the right to install GPS systems in any and all City equipment. By using City Equipment, employees consent to the City monitoring and reviewing information obtained through such GPS systems.

OPERATIONAL SAFETY

- A. Seatbelts are proven means of reducing injury to vehicle occupants in the event of a collision.
 - a. Seatbelts are mandatory for all drivers and passengers while riding in a City vehicle.
- B. Backing up: A large percentage of collisions involving City vehicles are caused by drivers operating the vehicle in reverse.
 - a. City vehicles should be parked to allow for forward exits whenever possible.
 - b. When a driver must back up without a guide, the following considerations will reduce risks. Whenever possible, drivers should;
 - i. Ensure all mirrors and windows are clear and adjusted to afford the best possible viewing;
 - ii. Roll down the window to hear possible warnings from other vehicles or pedestrians;
 - iii. Scan the area for obstacles/clearance and to plan the backing route. Perform a vehicle walk around for maximum assurance;
 - iv. Conditions can change. Perform the maneuver immediately after the scan or walk around is completed;
 - v. Back up at walking pace or slower; and
 - vi. Back toward the driver's side when practical to use the visible side of vehicle.
- C. Driving across or into common pedestrian areas has additional hazards. Drivers must have a high level of situational awareness and demonstrate pedestrian courtesy while operating vehicles in these locations.
- D. To reduce occupant impact injuries in the event of a collision, unsecured tools and equipment shall not be kept in the passenger compartment.
- E. Cargo transported in truck beds must be loaded and secured to prevent projectiles coming out of the bed and into the cab in the event of a sudden stop. All tools, equipment and materials should be loaded so they ride below the level of the truck's bedrails.

VEHICLE CONDITIONS

- A. Vehicles and equipment must be in good working order, well maintained, and properly fueled.
- B. Employees assigned a vehicle are responsible for scheduling routine maintenance and service of the vehicle, including cleaning and washing of the vehicle.
- C. Drivers are responsible for performing and documenting pre-trip vehicle inspections that are appropriate for the vehicle's classification. Follow federal, state, local and department/division internal policy. Deficiencies shall be documented and reported per department policy and to Fleet Services for determination of roadworthiness and service needed.
- D. Repairs of City-owned vehicles require approval of the Fleet Services Division.
- E. The driver shall be responsible for checking to ensure that the vehicle lights, turn signals, brake lights, and other safety equipment are functional before operating.
- F. Be mindful to keep the vehicle clean (inside and out) as it is a reflection of the City to the public.

TRAFFIC CITATION, ACCIDENT AND DAMAGE REPORTING

- A. Citations received while operating a City of San Luis vehicle must be reported to the driver's Supervisor and Department Director as soon as possible but no later than one (1) working day. Associated penalties are the responsibility of the driver.
- B. Financial assessments related to City-owned vehicles that are incurred, as a result of the driver's poor judgement, irresponsibility or negligence, will be the responsibility of the employee. Such charges or assessments may include, but are not limited to, tow charges, parking violations and tickets.
- C. Any employee who has a driver's license revoked or suspended shall immediately notify the Supervisor, and will immediately discontinue operation of any City-owned vehicle. Failure to do so may result in disciplinary action, including termination of employment. The supervisor must notify the Department Head, Human Resources and Risk Management.
- D. Failure to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination.
- E. If involved in an accident or collision:
 - a. If there are injuries call 911 immediately.
 - b. If the involved vehicle is moveable and it is safe to do so; move the vehicles off the roadway to minimize the risk of a secondary accident.
 - c. Make the scene safe and render aid to the injured as best possible.
 - d. Contact the Police Department as Police Report will be needed.
 - e. Do not discuss the accident with anyone at the scene except the police.
 - f. All accidents in company vehicles, regardless of severity, must be reported.
 - g. Accidents in personal vehicles while on City business must follow these same accident procedures.
 - h. Vehicle damage must be reported when it occurs or when discovered.
 - i. Contact Fleet Services for towing and/or repairs. Review current Fleet Standard Operating Procedures.

- j. Report any employee injuries to Triage Now and any vehicle or property damage to Risk Management no later than one (1) working day.
- k. Immediately complete the auto damage, property damage report and accident investigation report with a description of the accident and submit to Risk Management along with pictures of the damages.

POST ACCIDENT DRUG/ALCOHOL TESTING

- A. Post-accident drug/alcohol testing is required for employees if an accident occurs while they are driving a City vehicle and there is reasonable suspicion that drug or alcohol use contributed to the incident.
- B. Reasonable suspicion includes erratic or abnormal behavior (slurred speech, unsteady gait, etc.) consistent with the use of drugs or alcohol which is documented by a responding officer of the law, or behavior or conduct observed by at least two City employees either immediately before, during, or immediately after the accident or incident which is documented and reported to Human Resources and/or Risk Management.
- C. Additional post-accident drug/alcohol testing guidelines apply to employees if an accident occurs while they are driving a commercial motor vehicle (CMV) or mass transit vehicle for the City on a public road, and they hold a job assignment where possession of a Commercial Driver's License (CDL) is an essential function of the job. This is to comply with federal regulations for CDL drivers.
- D. Testing Process:
 - a. Call Risk Management or Human Resources and take employee to San Luis Urgent Care or assigned medical clinic for rapid drug screening.
 - b. The employee must be tested as soon as possible after the accident, but no longer than eight hours after the accident for alcohol testing and twenty-four hours for drug testing.
 - c. The alcohol testing is conducted by the Police Department.
 - d. Discontinue driving or operating City equipment pending drug screen clearance.

PUBLIC SAFETY EMERGENCY VEHICLES

- E. The City of San Luis acknowledges that because of the unique nature of their duties, public safety-first responders may be required to operate outside the parameters set forth in this policy. First responders are required to act within the scope of their official duties, departmental policies and regulations and applicable laws pertaining to operation of authorized emergency vehicles.



AGENDA ITEM REVIEW FORM

Work Session

2. D.

Meeting Date: 09/07/2022

Department Head: Sonia Cornelio, City Clerk, City Clerk's Office

Submitted By: Melissa Lopez, Deputy City Clerk, City Clerk's Office

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion and possible directions to staff on any and all matters regarding the implementation of a recycling program in the City of San Luis, Arizona. **(Council Member Gloria Torres and Eulogio Vera, Director of Public Works)**

SUMMARY:

Council Member Gloria Torres has requested that this item be placed on the agenda for the Work Session on September 7, 2022.

RECOMMENDATION / SUGGESTED MOTION:

DISCUSSION AND POSSIBLE DIRECTIONS TO STAFF ONLY, NO ACTION.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: No

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):

There is no fiscal impact associated with this item.
