

**MINUTES**  
**Work Session**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**October 21, 2015**  
**6:30 p.m.**

**1. CALL TO ORDER/ROLL CALL**

Mayor G. Sanchez called the Work Session to order at approximately 6:34 p.m.

**PRESENT:** Mayor Gerardo Sanchez  
Vice-Mayor Matias Rosales  
Council Member Ruben Walshe  
Council Member Gloria Torres  
Council Member Mario Buchanan Jr.

**ABSENT:** Council Member Africa Luna-Carrasco  
Council Member Maria Cecilia Ramos

**OTHERS PRESENT:** Tadeo A. De La Hoya, Interim City Manager  
Sonia Cornelio, City Clerk  
Kay Macuil, City Attorney  
Derek Dueñas, IT Technician  
Eulogio Vera, Public Works Director  
Geraldine Gutierrez, PIO/Assistant to Mayor and Council  
Hank Green, Fire Chief  
Jennifer Cisneros, Assistant Parks and Recreation Director  
Jenny Torres, Community Development Director  
John Starkey, Building Safety Director  
Manuel Rojas, Assistant Public Works Director  
Victor Figueroa, Acting Chief of Police  
Jonathan Dumadag, IT Technician  
Rick Bauerman, Fire Engineer  
Gilberto Torres, Public Works  
Pamela Green, Visitor  
Marco Santana, Police Department  
Jorge Perez, Utilities Department

## **2. ACTION ITEMS:**

### **2.A. Discussion on any and all matters regarding the purchase of a new 4x4 Ford truck and a new 4x2 Ford truck for Wastewater Division, Public Works Department. (Manuel Rojas, Assistant Public Works Director)**

Mr. Manuel Rojas, Assistant Public Works Director, informed that this purchase was requested and approved for fiscal year 2015-2016. He stated that staff will be making this purchase through a cooperative contract with either the City of Phoenix or Maricopa County. He added that staff received quotes earlier this year, but the prices went up. The prices are compatible, still cheaper than Chevy Truck prices. Furthermore, he added that considering the savings in gas, mileage, maintenance, service, and prior year expenditure totals, it is feasible to cover additional costs from Waste Water Vehicle Maintenance.

Mr. Tadeo A. De La Hoya, Interim City Manager, asked if staff obtained quotes from local dealers. Mr. Rojas replied that they did, but the quotes came out higher.

There was no further discussion from Council and staff.

### **2.B. Discussion on any and all matters regarding the purchase of a new 70hp Flygt sewer pump for Lift Station 300 for Public Works Department, Wastewater Division. (Manuel Rojas, Assistant Public Works Director)**

Mr. Manuel Rojas, Assistant Public Works Director, informed that during the upgrade of Lift Station 300, a 100hp sewer pump was installed, but during the years, staff has been replacing the pumps every 2 to 3 years with an initial cost of approximately \$12,000.00 and currently it has increased to \$17,000.00. He mentioned that staff believes that this pump will provide efficiency, energy savings and minimize maintenance costs.

There was no further discussion from Council and staff.

### **2.C. Discussion on any and all matters regarding contract with James Davey and Associates, Inc. to provide design and engineering services associated with the improvements on Merrill Avenue. (Jenny Torres, Community Development Director)**

Ms. Jenny Torres, Community Development Director, informed that the Arizona Department of Housing released their Notice of Funding Availability for the State Special Projects (SSP) funding on October 15, 2015 and the deadline to submit the application is April 15, 2016. She added that the City intends to apply for \$300,000.00 in Community Development Block Grant Funds for improvements. She stated that road improvement is one of the projects eligible to be submitted.

Furthermore, she added that one of the requirements for this type of funding is that the design for the project has to be completed. Ms. Torres informed that staff did not have to do a survey because the area qualifies, therefore staff is working on the Environmental Review, one public hearing was held and a second public hearing will be held during a Council meeting in December 2015. She informed that Merrill Avenue Project was the only project proposed. She stated that this project will consist of two phases, the first phase cost will be approximately \$400,000.00 and the second phase cost will be approximately \$300,000.00. She mentioned that if SSP funding is awarded, it will be \$300,000.00 that will be covered by this grant and staff will have to allocate additional funding during next year's budget preparation. Ms. Torres informed that the Legal Department revised the contract and removed the construction phase from the contract, as this will only be an engineering contract. She stated that a final contract will be presented during the Regular Council meeting scheduled for October 28, 2015. She stated that staff will be requesting that Council awards James Davey and Associates with the engineering contract for the design of this project. She added that Public Works will be responsible for paying the cost of the design, which will be approximately \$20,000.00.

There was no further discussion from Council and staff.

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

#### **3.A. Discussion on any and all matters regarding update on the proposed recreation sports complex. (Jenny Torres, Community Development Director)**

Ms. Jenny Torres, Community Development Director, informed that as directed by Council in the past, staff was allowed to go before the San Luis High School to propose an Intergovernmental Agreement to use their sports fields. She mentioned that if the bonds get approved by the voters on November 2015, the district is willing to prioritize the field improvements project. She stated that the San Luis High School will be putting all the utility installation on the fields and the City's commitment will be to cover the cost of the lighting. As part of the Intergovernmental Agreement, the City will be responsible for maintaining the field for the first year. She stated that staff will propose to set up a plan where every year improvements will be done to the site, maintaining the additional fields, to have a sports complex where not only the high school students will benefit from it, but the community as well. The cost for the first field lighting is approximately \$350,000.00 and to maintain it every year will be approximately \$300,000.00.

Council Member R. Walshe asked if the commitment from the San Luis High School is in writing or is it just a verbal commitment.

Ms. Torres replied that the bond has specific projects for each high school and San Luis High School has the improvements to the fields.

Council Member R. Walshe stated that he knows that the San Luis High School has a running track in their bonds, but he has not seen anything about the fields.

Ms. Torres replied that the improvements to the field will be part of the overall track.

Mr. Chris Kasid, Parks and Recreation Director, informed that a portion of those bonds will give the high school a running track, where they will be putting asphalt on the track that they currently have. He mentioned that the City is proposing to install lights on the soccer field to move some games in that site at night and during the weekends. He commented that he is proposing to install LED lighting. He stated that during the budget retreat staff will be presenting the cost for the lighting and what will be done to maintain and also will be requesting extra personnel to maintain those fields. Mr. Kasid informed that currently that area does not have electricity, and this will have to be pulled from the high school.

Mayor G. Sanchez mentioned that this is something that needs to be done. He commented this project will promote healthy individuals and sports.

Mr. Kasid added that San Luis High School has 44 acres that was not developed properly. He mentioned that he would like to hire an engineer to see how this land can be developed; he said that he would like to see if an engineer can be hosted by the City to see how this can be used. He commented that if the City is able to partner up with the San Luis High School, he would like to see this land redesigned.

### **3.B. Discussion on any and all matters regarding traffic studies and roadway needs for the Gadsden Elementary Schools Access Roads. (Jenny Torres, Community Development Director)**

Ms. Jenny Torres, Community Development Director, informed that in January staff met with the Arizona State Land Department and the Gadsden Elementary School District, regarding the issue about the land on 1<sup>st</sup> Avenue toward the schools, there is no permission to have an access road on that area for vehicles to be crossing their land. She mentioned that one of the things that the Arizona State Land Department recommended is that Gadsden School District submit a letter of right-of-entry and this will allow them to do dust control. This letter was approved by the state and is valid until March 2016. She mentioned that the second recommendation that the Arizona State Land Department made was that the City submit an application for right-of-way on 1<sup>st</sup> Avenue and Union Street in order for them to build access roads to the schools. Ms. Torres presented a map with the location of the access road. She mentioned that in order to determine where the access road is needed, a traffic study was done by Core Engineering Group, PLLC.

Mr. Eulogio Vera, Public Works Director, gave a report of the traffic study results. This traffic study is on file with the complete Agenda Packet which is on file at the Office of the City Clerk. Mr. Vera informed that currently staff is waiting from the authorization from the State Land Department to apply, then the City will have to start negotiations with the Gadsden School District to see what will be paid by each entity.

Furthermore, Mr. Vera also informed that the traffict study on 10<sup>th</sup> Avenue was performed in conjunction with the one on 1<sup>st</sup> Avenue. He mentioned that it is suggested that 10<sup>th</sup> Avenue be widen going North and South, and then will widen one lane for the left turn. He added that for these improvements staff will have to acquire right-of-way to be able to accomade the recommended improvements.

Mayor G. Sanchez asked if staff has to wait until the design is ready to apply for the right-of-way, or can this be done without a design.

Mr. Vera replied that once the footprints are established, then staff can apply for the right-of-way.

### **3.C. Discussion on any and all matters regarding the proposed downtown plan during agricultural season. (Jenny Torres, Community Development Director)**

Ms. Jenny Torres, Community Development Director, informed that on September 9, 2015, City staff met with several agricultural companies and made a presentation and expressed to them that the City had a new project, and that there were concerns regarding the traffic, littering and restroom facilities. She mentnioned that they were also presented with the City's plan for the downtown areas and discussed possible solutions. She added that one of the solution was to create a bus route for agricultural buses. She mentioned that in order to find out if the proposed route was going to work, staff got into a bus and rode it around the downtown area and other parts of the City. Furthermore, she mentioned that staff also spoke with those companies to see what was their input to create the route. The map with the proposed agricultural bus route is on file with the complete Agenda Packet at the Office of the City Clerk. She informed that one of the ideas is to have the agricultural companies lease a vacant lot and install restroom facilities, parking spaces, but since the City lacks of vacant lots then this is not possible at this time, then staff worked on the proposed route. She informed that this proposed route was suggested to some of the companies present during the meeting and they were supportive about the proposed route. Ms. Torres informed that there is an issue with portable toilets, there is an ordinance that does not allow portable toilets in City limits. She mentioned that there are two solutions for this issue, option 1 is to revisit the ordinance or option 2 to lease some portable toilets and install them at Friendship Park and have the company maintain them. She informed that the other issue is littering and added that the City enforces the ordinance that is currently in place.

Mr. Victor Figueroa, Acting Chief of Police, informed that the port a pottie ordinance came into an effect in 1996. He mentioned that today the portable toilets that the companies are utilizing are cleaner and sophisticated. He informed that field workers are using the portable toilets as the business does not allow use of their restrooms. He stated that one of the problems by not allowing those toilets in City limits is that field works will break into trash can areas that are locked up and use that area as a restroom. He informed that this issue is getting out of hand and added that he is looking into changing the oridinance to allow port-a-potties in some areas of town where field workers can use them while waiting for their bus to depart.

He added that staff is looking into an ordinance that the City of Calexico, California has in place which states that buses coming into their City should have a port-a-pottie, if they do not have one they are not allowed to enter City limits.

Ms. Torres informed that since the agricultural season is here then the ordinance for the portable toilets will have to be adopted with an emergency clause.

Mayor G. Sanchez stated that this ordinance should be seen as an emergency.

**3.D. Discussion on any and all matters regarding the Right-of-Way Improvements on Urtuzuastegui Street from 10<sup>th</sup> Avenue to 9<sup>th</sup> Avenue, a 1,300 foot section on North side of Urtuzuastegui Street. (Manuel Rojas, Assistant Public Works Director)**

Mr. Manuel Rojas, Assistant Public Works Director, informed that several years ago staff has been working very hard to improve the City's roadways, the pavement preservation has been great due to the support from Council. He mentioned that in this year's budget, Council approved funding for a pavement preservation project leaving some of the operation funding for other projects. He stated that it is time to start improving the City's right-of-ways, by working on these right-of-ways will improve the City's image and at the same time it will be difficult, as funding will be taken to improve other streets. He mentioned that staff is requesting guidance as to how to proceed. Mr. Rojas stated that staff would like to start with the improvements on Urtuzuastegui Street from 10<sup>th</sup> Avenue to 9<sup>th</sup> Avenue. He added that the plan is to add landscaping, benches and an exercise/stretching station. He informed that staff is recommending the north of Urtuzuastegui Street as it is highly used by the community as an exercise corridor. He mentioned that he would like Mr. Eulogio Vera, Public Works Director, to explain about the south side of Urtuzuastegui Street, as there has been problems with the footing when it rains, and this will put the City in liability.

Mayor G. Sanchez asked what is the cost estimate to include the exercise/stretching station on this right-of-way.

Mr. Rojas replied that the exercise/stretching station is approximately \$2,500.00. He stated that the total estimate for the project will be obtained once Council directs staff on their vision for this area.

Vice-Mayor M. Rosales suggested combining agenda item 3.F. as it is related to the same. There was no opposition from Mayor and Council.

Mr. Eulogio Vera, Public Works Director, informed that what Mr. Rojas is presenting is one part of Urtuzuastegui Street. He mentioned that the cost estimate will be approximately \$15,000.00 to \$20,000.00 for that whole section, but it can be another section if Council wishes.

Mayor G. Sanchez stated that Urtuzuastegui Street will be a great start. He asked if there are any trees that will be removed to make the improvements.

Mr. Vera replied that there are mesquite trees that will be removed from the south side of Urtuzuastegui. He informed that there are some retention basins on that side of the street which are not maintenance friendly. He stated that when it rains, that dirt washes to the first lane of the street, the walls are very high and the footings get exposed very quick. He informed that staff is planning on doing something to prevent the problems. He added that staff is planning on putting slab to keep that area stable or place key stone blocks and slope dirt on the other side facing the sidewalk, this will reduce the amount of maintenance that is required to keep them in shape and will keep the water in the retention basin when it rains. Mr. Vera informed that for this project staff is looking for the whole length of the street.

Vice-Mayor M. Rosales commented that his concern is the south side of Urtuzuastegui Street, because the walls can start to get damaged. He stated he would like to see the whole street landscaped and make it look great just like Juan Sanchez Boulevard.

Mayor G. Sanchez stated that there is still a project pending, which is Juan Sanchez Boulevard between 8<sup>th</sup> and 7<sup>th</sup> Avenue. He asked to finish this project first and then proceed with Urtuzuastegui Street.

Mr. Rojas informed that Urtuzuastegui Street between 9<sup>th</sup> and 10<sup>th</sup> Avenue was selected, because the employees were empowered to make a design for the project, as they are experienced in commercial/residential landscaping.

Mayor G. Sanchez asked Mr. Rojas to start with the suggested area. He asked that when the trees get removed, to please find a spot to replant them. He stated that he does not want residents coming to Council complaining about the trees.

### **3.E. Update on any and all matters regarding the side-walk project on 1<sup>st</sup> Avenue. (Vice-Mayor Matias Rosales)**

Vice-Mayor M. Rosales mentioned that this item was covered in some part with item number 3.B. He asked what can be done, so that sidewalks can be constructed for kids walking to school.

Mr. Eulogio Vera, Public Works Director, informed that this will not only benefit the schools, but the people going to the Sunset Clinic and the Senior Center. He stated that the idea is to break this into three different projects. He informed that the problem is that the consultant provided a proposal as a whole project, so he will have to break the proposal into three different projects. Mr. Vera stated that the design for Juan Sanchez Boulevard between Main Street and 1<sup>st</sup> Avenue should be completed before the end of the current fiscal year.

Vice-Mayor M. Rosales stated that his main concern is the area between Triple B and Sunset Clinic, as people just come in and out as they wish, without paying attention to pedestrians.

Mr. Vera replied that this area will also be looked at as well as the bicycle path. He mentioned that he goes hand on hand with the proposed agricultural bus route, as staff has to get in contact with the Water Users Association regarding that land. He informed that they are willing to pass it over to the City for maintenance, and once it is done, then the City can start planning as to what is wanted in that area.

### **3.F. Discussion on any and all matters regarding the possible beautification and maintenance of Urtuzuastegui Street. (Vice-Mayor Matias Rosales)**

Item was discussed in conjunction with agenda item 3.D.

### **3.G. Update on any and all matters regarding a working plan to update the City of San Luis Building Codes to current national codes. (Vice-Mayor Matias Rosales)**

Vice-Mayor M. Rosales stated that he asked for this item to be discussed, because he would like to see the San Luis Building Code to be current, just like the City of Somerton, City of Yuma and Yuma County.

Mr. John Starkey, Building Safety Director, mentioned that the Yuma County and the City of Yuma are currently utilizing the 2012 building codes and the City of San Luis is using the 2003. He informed that his staff and himself will be attending a training on the 2015 Building Codes in Tucson, Arizona, after that week of training, then staff can start looking at changes that need to be done or if there are no changes required, then adopt the 2015 Building Codes. He informed that what takes more time to get the codes updated is that the old building codes need to be reviewed and take out what is not needed or just adopt the new codes. He mentioned that he will have to work with staff and local contractors to see what is needed and what is not.

Vice-Mayor M. Rosales mentioned that the City is moving forward very fast and the construction is pretty much the same as other cities. He asked Mr. Starkey how long it will take for staff to look at the new regulations and start working in conjunction with the Planning and Zoning to start seeing results to be more up to date.

Mr. Starkey replied that staff can start looking at the residential codes as soon as they are back from the training. After this is reviewed, then staff can meet with the builder in town to show them the idea and incorporate their concepts and bring something to Council within the next year.

Mayor G. Sanchez commented that once all the codes are reviewed, staff should inform the public about the changes.

He mentioned that there are people that still think that the City still uses the 1997 codes. He added that he understands that the City needs to change, but staff needs to communicate those changes to the residents. He stated that he agrees with Vice-Mayor M. Rosales.

#### **4. ADJOURMENT**

**MOTION**: Council Member M. Buchanan/Council Member G. Torres to adjourn the meeting at approximately 8:00 p.m. Motion passed unanimously.