

MINUTES
Work Session
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
December 7, 2016
7:30 p.m.

<p>APPROVED by Council Date: February 22, 2017 Clerk's Office: /s/ S. Cornelio</p>

1. CALL TO ORDER/ROLL CALL

Mayor Gerardo Sanchez called the Work Session to order at approximately 7:31 p.m.

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

ABSENT: Council Member Gloria Torres

OTHERS PRESENT: Tadeo A. De La Hoya, Interim City Manager
Sonia Cornelio, City Clerk
Kay Marion Macuil, City Attorney
Angel Ramirez, Fire Department
Aracely De La Hoya, Senior Services Director
Axel Chayra, IT Technician
Chris Hagen, Management Analyst
Derek Dueñas, IT Manager
Eulogio Vera, Public Works Director
Hank Green, Fire Chief
Jenny Torres, Community Development Director
Jeremy Humphrey, Fire Department
John Starkey, Planning and Zoning Director
Jonathan Dumadag, IT Technician
Jose Guzman, Assistant Planner
Kristin McManus, Magistrate
Lizandro Galaviz, Parks & Recreation Director
Manuel Rojas, Assistant Public Works Director
Olivia Jenkins, Utilities Director
Ralph Velez, City Consultant
Ric Bauermann, Fire Department

Robert Solis, Fire Department
Victor Figueroa, Police Lieutenant
Yolanda Dueñas, Fleet/Facilities Manager
Cesar Neyoy, Bajo El Sol
Gary Black, Comite de Bienestar
Lucy Lopez, San Luis AZ News
Marco A. "Tony" Reyes Sr., Comite de Bienestar
Nieves Riedel, Riedel Construction

2. AGENDA ITEMS:

2.A. Discussion on any and all matters regarding releasing of Probation Funds to refund certain Probation Fees. (Kristin McManus, Magistrate)

Ms. Kristin McManus, Magistrate, informed that the Municipal Court is making some administrative changes to the probation department based on an administrative order issued by the Supreme Court of the State of Arizona in June/July 2016. She stated that a review of the program has been done, and completed and based on those changes staff has made the decision to refund in certain cases for fees that were issued for services not rendered and/or should have never been charged for the services. She informed that funds are available to be refunded and will cover those 100%.

Mayor Gerardo Sanchez asked if every year was reviewed and asked if this will affect the yearly budget.

Ms. McManus replied that each year that had any type of probation was reviewed. She also replied that it is not believed that this will affect the budget as this will come out of the probation funds.

2. B. Discussion on any and all matters regarding purchase of two new ambulances. (Hank Green, Fire Chief)

Mr. Hank Green, Fire Chief, informed that the San Luis Fire Department (SLFD) is requesting authorization to spend some of the funds that was allocated to purchase and rehabilitate two (2) used ambulances. The SLFD purchased two (2) used ambulances from California and two (2) very used ambulances from the City of Somerton well below the authorized budget limit. The two (2) Somerton ambulances will provide SLFD with equipment such as, gurneys, power gurney, loading systems, mobile radios, mobile data computer mount and limited other durable equipment. Furthermore, he mentioned that he is also requesting authorization to enter into a multi-year loan to finance the

purchase of two (2) new ambulances from Emergency Vehicle Group (EVG) and also to use the Houston-Galveston Area Council under the authority of the San Luis, Arizona, Code of Ordinance, Chapter 36, Section 36.09, Cooperative Purchasing. He stated that EVG has provided the SLFD with a point of contact with financial institution which has provided some financing options for the purchase of the two (2) brand new ambulances.

2. C. Discussion on any and all matters regarding purchase of portable radio equipment. (Hank Green, Fire Chief)

Mr. Hank Green, Fire Chief, informed that the San Luis Fire Department (SLFD) is requesting authorization to re-allocate funding authority to purchase minor radio equipment to extend the service life of the portable radio equipment. The radio equipment currently used by the SLFD is reaching its 10th year service and support lifespan. He stated that in 2014 and 2015 the City of Yuma Fire Department submitted two grant applications to the Assistance to Firefighters Grant (AFG) on behalf of the Yuma Regional Communications Systems, but neither grant was funded. Furthermore, he informed that in 2016-2017, the SLFD received authority to spend \$21,010.00, as the portion of the grant match funds required as the recipients of the AFG. He stated that the SLFD is requesting authorization to spend an amount not to exceed \$4,700.00 of this allocation on portable radios batteries, desk top and a gang charger.

2.D. Discussion on any and all matters regarding Fire Department purchase of Image-Trend software to interface with Computer Aided Dispatch and emergency medical service reports. (Hank Green, Fire Chief)

Mr. Hank Green, Fire Chief, informed that staff is requesting authorization to purchase a software system, this program is a computer based for medical reports. This program allows the interface of the computer aided dispatching (CAD) system with hardware/software for use in the field to initiate patient care documentation. It also auto populates incident information into the patient care report and uploads it to the Department of Health Services-Bureau of Emergency Medical Services and Trauma Systems data base for research and ambulance service provider compliance. He informed that one of the benefits will be to allow the billing agent and Yuma Regional Medical Center to access the reports, through a secured system log-on and facilitate both the review of patient care reports and ambulance service billing. He mentioned that the initial cost is approximately \$5,000.00 and an annual support fee of \$1,750.00 for a total of \$6,750.00.

2.E. Discussion on any and all matters regarding the re-allocation of funds; the relocation of two Parks & Recreation employees; and request that the revenues generated by the City of San Luis Parks & Recreation Spooktacular Festival on October 31, 2016 be used in equal amount to replenish the Youth Center Special Services account. (Lizandro Galaviz, Parks & Recreation Director)

Mr. Lizandro Galaviz, Parks and Recreation Director, stated that the re-allocation of funds will help in the planning of upcoming events for the community. He informed that he has been evaluating the programs along with the Parks and Recreation Department staff, for this reason he would like to move some staff around to give them professional growth. Furthermore, he mentioned that for the request of funds from the Spooktacular Festival he is asking to move the funds to the Youth Center Special Services account, the total amount is \$5,571.00. Mr. Galaviz informed that one of the things that he would like to implement is to request sponsorships from the private sector, this will bring some savings to the community.

Mayor Gerardo Sanchez thanked Mr. Galaviz for working in making the City's Parks and Recreation Department services better for the community.

Mr. Galaviz informed that employees are excited for this transition.

2. F. Discussion on any and all matters regarding Resolution No. 1172. A resolution of the Mayor and City Council of the City of San Luis, Arizona, declaring as a public record that certain document filed with the City Clerk and titled "The City of San Luis Records Management and Retention Policy". (Sonia Cornelio, City Clerk)

Ms. Sonia Cornelio, City Clerk, discussed item 2.G. in conjunction with this item. She informed that Resolution No. 1172 declares "The City of San Luis Records Management and Retention Policy" a public record. The purpose of the policy is to provide assistance to City staff when disposing of records and on the retention responsibilities which are in accordance with the City Code, Arizona Revised Statutes and any other federal, state and local rules. Furthermore, she added that the City Clerk's Office wishes to adopt a records management program throughout the City, if approved the procedures on the policy will apply to all records received, created and compiled by all City officials or employee. Mr. Cornelio informed that Ordinance No. 360 is to adopt the City of San Luis Records Management and Retention Policy.

2. G. Discussion on any and all matters regarding Ordinance No. 360. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the City Code of the City of San Luis, amending Chapter 37, adopting the City of San Luis Records Management and Retention Policy, repealing any conflicting provisions; and providing for severability. (Sonia Cornelio, City Clerk)

This item was discussed in conjunction with item 2.F.

3. DISCUSSION ITEMS

3. A. Discussion on any and all matters regarding a software for the City Attorney's office called Time Matters. (Kay Marion Macuil, City Attorney and Time Matters Representative)

Ms. Kay Macuil, City Attorney, informed that this item is not ready for discussion and will be brought before Council in a future meeting.

3. B. Discussion on any and all matters regarding the construction of a domestic violence shelter in the City of San Luis. (Council Member Maria Cecilia Ramos and John Starkey, Planning & Zoning Director)

Ms. Maria Cecilia Ramos, Council Member, informed that the South Yuma County Domestic Violence Coalition and Pueblo Housing & Community Development, a 501(c)(3) nonprofit, are working together to address domestic violence in the community. She stated that the goal is to raise funds by building homes and then sell them. The money raised will be utilized to help those going through domestic violence. She informed that the South Yuma County Domestic Violence Coalition and Pueblo Housing & Community Development will come before the City Council to request the waiving of permits, connections fees, inspection fees, development fees, impact fees and plan review. Council Member Maria Cecilia Ramos asked Mr. John Starkey if he can help with the process.

Mr. John Starkey, Planning and Zoning Director, stated that the decision of waving fees needs to be determined by the City Council and not his department. He mentioned that one thing he will require is that proof be submitted that the funds are going to the non-profit and not somewhere else, as the City got to have control as that would be an illegal gift. He stated that it was also mentioned that a facility will be built in San Luis, but currently there is no place in town that will fit that type of facility, with the current zoning. He added that a location will have to be found and rezone that property to the proper zoning code. Furthermore, he added that currently there are no vacant R-2 or R-3 land

in town and the other zoning district that this can fit in, is the mix used district that will be located in the old town area.

Mayor Gerardo Sanchez asked Mr. Starkey if he was saying that the City broke the law when the City Council approved to forfeit the permits for the Veteran's House that was built approximately 1 1/2 years ago.

Mr. Starkey said no because documentation was provided and the City dealt with a corporation known about it, but this may be an illegal violation if this is not done in the right location. He stated that it will be the City Council's decision to waive certain fees. He mentioned that he just wants to make sure that there is some type of control as to where those funds will go to.

Vice-Mayor Matias Rosales asked what will be the procedure to follow in order to waive those fees.

Mr. Starkey replied that that question should be answered by the legal department, as it is more of a legal question. He apologized for the comment he made before, and stated that it was not his intent. He stated that he is concerned that there has been a lot of people that have asked for free building permits, but the fees obtain from those permits are utilized to build parks, water and sewer projects and other projects that can be built with impact fees.

Council Member Maria Cecilia Ramos stated that the reason she brought this item to the meeting is because somebody brought the idea of building a domestic shelter in San Luis and it seemed a great project.

Mayor Gerardo Sanchez stated that the legal department will have to look into this project and also see if what was done with the Veteran's home was done legally. He mentioned that what is being requested had been done with other different agencies, and want to make sure that the City is not breaking the law.

Ms. Kay Marion Macuil, City Attorney, stated that waiving the fees does not violate the gift clause to support the domestic violence shelter, the only thing is that the City needs to make sure that, that is where the support is going.

Vice-Mayor Matias Rosales asked if the Cocopah and the City of Somerton are part of this coalition, how and who will decide where the homes will be built.

Council Member Maria Cecilia Ramos replied that this has been discussed and it has been decided that the home be built in San Luis this is the reason this item has been brought before the City Council.

Mayor Gerardo Sanchez asked if the Domestic Violence Coalition is a non-profit organization.

Council Member Maria Cecilia Ramos replied that the coalition is not yet a non-profit organization that is why Casa Hogar, a non-profit organization, has volunteered to participate on this project.

Council Member Ruben Walshe stated that this is a great project and everybody should look into it and support it. This will impact the community in a positive way.

3. C. Discussion on any and all matters regarding additional road access to Los Alamos Subdivision from County 19th Street through 10th Avenue. (Council Member Maria Cecilia Ramos and Eulogio Vera, Public Works Director)

Council Member Maria Cecilia Ramos stated that this is on the agenda because the City only has two access roads that takes one out of the city limits and believes that there is a need of an additional entrance/exit. She mentioned that she would like to have access through Los Alamos Subdivision from County 19th and this will alleviate 10th Avenue.

Mr. Eulogio Vera, Public Works Director, informed that this had been into discussion approximately six (6) to eight (8) months ago. The issue on that area is the city limits ends at la mesa, the paved road will be County 19th and Avenue G, which is approximately 2 ¾ miles north of Los Alamos Subdivision. He mentioned that City staff and staff from Yuma drove Avenue G and it seems that this will be a doable project. Staff will have to look into what are the restrictions for the City in order to spend funds on a county project.

Mayor Gerardo Sanchez stated that staff should look into costs and put something together for the preparation of next fiscal year's projects. He added that this is a very much needed project and definitely the City Council will be in favor of. He asked staff to get together with the county regarding this project.

Mr. Vera stated that he will be working in obtaining a conceptual cost estimate.

3. D. Discussion on any and all matters regarding making art with used tires. (Council Member Maria Cecilia Ramos and Eulogio Vera, Public Works Director)

Council Member Maria Cecilia Ramos, stated that this project will be a fun and an inexpensive way to enhance the City's parks, retention basins, etc. She would like something to start recycling tires to beautify the area.

Mayor Gerardo Sanchez stated that this project will be good to get high school students, the community and city employees involved.

Mayor Gerardo Sanchez and the City Council liked this proposal and stated that this will help the youth busy during the summer season.

4. ADJOURNMENT

MOTION: Council Member Mario Buchanan Jr. / Council Member Africa Luna-Carrasco to adjourn the meeting at approximately at 8:15 p.m. Motion passed unanimously.



Certification of Council Minutes

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session meeting of the San Luis City Council held on December 7, 2016. I further certify the meeting was dully called and held and that the quorum was present and that the City Council approved these minutes at their Regular Council meeting held on February 22, 2017.

Dated this 27th day of February 2017.

/s/ Sonia Cornelio, City Clerk