

MINUTES
Work Session
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
January 18, 2017
6:30 p.m.

1. CALL TO ORDER/ROLL CALL: Mayor Gerardo Sanchez called the Work Session to order at approximately 6:34 p.m.

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

ABSENT: Council Member Maria Cecilia Ramos
Council Member Ruben Walshe

OTHERS PRESENT: Tadeo A. De La Hoya, City Manager
Melissa Lopez, Deputy City Clerk
Kay Marion Macuil, City Attorney
Aracely De La Hoya, Senior Services Director
Axel Chayra, IT Technician
Craig Higgins, Chief of Police
Eulogio Vera, Public Works Director
Hank Green, Fire Chief
Jenny Torres, Community Development Director
Jonathan Dumadag, IT Technician
Lizandro Galaviz, Parks & Recreation Director
Manuel Rojas, Assistant Public Works Director
Olivia Jenkins, Human Resources Director
Ric Bauermann, Fire Department
Yolanda Dueñas, Fleet/Facilities Manager

2. AGENDA ITEMS:

2. A. Discussion on any and all matters regarding the Price Center parking lot projects and request to ratify and to waive formal purchase procedures as authorized by San Luis City Code-Purchasing, Section 36.01 (H). (Jenny Torres, Community Development Director)

Ms. Jenny Torres, Community Development Director, informed that the Price Center building is a city owned building which is approximately 23 years old. She mentioned that there are substantial improvements that need to be done to this building, this improvement will be done in two different phases; phase #1 will be the front parking area project, which will consist of crack seal, slurry seal and re-stripping. The crack seal repairs and re-stripping was done by Marco Seal Coating and Paving in a combined amount of \$6,370.00. The slurry seal was done by American Pavement Preservation in the amount of \$12,402.70. She informed that the City piggy backed with the City of Yuma which complies with the San Luis City Code-Purchasing, Section 36.09, Cooperative Purchasing; phase #2 is the back and side areas of the building which will consist of a one-inch (1") asphaltic overlay. On this phase staff requested three (3) quotes from different contractors and only two (2) contractors responded and submitted quotes, Marco Seal Coating and Paving was the lowest quote in the amount of \$32,800.00. Furthermore, she added that the reason for bringing this item to City Council is that per the Finance Department's perspective this purchase may be confusing because the contractor submitted quotes for the two (2) projects and both projects involve the Price Center. The total amount paid to Marco Seal Coating and Paving for both projects is above the \$35,000.00 limit pursuant to San Luis City Code-Purchasing, Section 36.01 (D) which allows for three (3) verbal quotes. She mentioned that combining both projects will require a formal bidding process. A formal bidding was not done as staff categorized the work as two (2) different projects. She informed that by not going out to bid the City had substantial cost savings as a formal bid process would have taken more time and would have resulted in a higher expense.

Mayor Gerardo Sanchez thanked Ms. Torres for the savings on this project. He stated that the City needs to invest money on this property in order to make it more appealing for business that want to come to the City.

Vice-Mayor Matias Rosales asked if this project includes the land from the Yuma County Water Users Association (YCWUA).

Ms. Torres replied that this project does not include YCWUA land, this will be additional to what has been done at this time. She stated that the City should be receiving the approval from them before the end of the fiscal year.

2. B. Discussion on any and all matters regarding authorization to approve Shuck Drilling Company, Invoice #8017 for Well #9 rehabilitation and ratification of the same. (Manuel Rojas, Assistant Public Works Director)

Mr. Manuel Rojas, Assistant Public Works Director, informed that the work was done on well #9 at wellsite #6. He mentioned that Shuck Drilling was called by staff on a pump issue, after the inspection was done it was found that the well casing was plugged. He informed that staff proceeded with the work because well pump and piping were removed and the vendor was already on site. He stated that the high maintenance costs were due to sonar jet shots performed to clean the well casing and well pump trimming. Mr. Rojas stated that staff is requesting authorization to waive the procurement procedures as allowed under San Luis City Code-Purchasing, Section 36.01 (H) and is justified due to vendor already being on site working on the well. He informed that the work performed at this well site is at fair market value. Well site #6 is the second largest well site in West San Luis and when is down for repairs it is treated as "urgent" due to customer demand and fire liability. Furthermore, he informed that well #10 is having the same issues and it is unclear what repairs will need to be done. He mentioned that this is typical well maintenance and if necessary the work is done.

Mayor Gerardo Sanchez asked if this type of maintenance was done in the past.

Mr. Rojas replied that staff was doing the camera inspection but not the sonar jet shots as there was another procedure done. He informed that this new procedure is better than what it was done six (6) years ago. He mentioned that well maintenance is done on a yearly basis but some of the wells run 23 hours during the summer in an effort to keep up with the flow.

Vice-Mayor Matias Rosales asked how often the sonar jet shots are performed.

Mr. Rojas replied that these shots are performed every 6 to 8 years depending on the operation of the well.

2. C. Discussion on any and all matters regarding approval of final proposal from Synovia Solutions for the purchase of a Global Positioning System (GPS) software and hardware for Public Works Fleet. (Manuel Rojas, Assistant Public Works Director)

Mr. Manuel Rojas, Assistant Public Works Director, informed that this GPS system will assist the Public Works Department to optimize the Solid Waste collection and street sweeper routes. The incorporation of GPS software will help improve customer service to the community, savings in fleet maintenance and fuel consumption costs. The vendor is Synovia Solutions in the amount of \$4,224.00 for one year, this will be a test trial. He informed that the intent of this GPS system is to save money.

3. DISCUSSION ITEMS:

3. A. Discussion on any and all matters regarding Water Division, Back-Flow Program and bringing all commercial and multi-residential property owners in compliance with Ordinance No. 125. (Manuel Rojas, Assistant Public Works Director)

Mr. Manuel Rojas, Assistant Public Works Director, informed that in 1995, Ordinance No. 125 was adopted, which required the use of back-flow prevention device to commercial and multi-family accounts. He added that for the last four (4) years the Water Division has been working with the back-flow program, to better the program the division purchased the XC2 Back-Flow Program to better manage the program and to try to reach full compliance. He informed that currently, the City has 380 active accounts that require a back-flow device from which 28 are non-compliant. He stated that in the intent to achieve full compliance, staff sent three (3) letters to various businesses requesting compliance, but the 28 accounts have not been responsive. Furthermore, he added that on February 1, 2017 staff will be sending a 45-day notice to all businesses that are non-compliant, which will be followed with a 15-day disconnect notice.

Mayor Gerardo Sanchez asked Mr. Rojas to please make sure that everyone that received a notice is well informed as to what needs to be done and the consequences if they do not comply the with back-flow program.

4. ADJOURMENT

MOTION: Vice Mayor Matias Rosales/Council Member Mario Buchanan Jr. to adjourn the Work Session at approximately 7:09 p.m. Motion passed unanimously.