

**MINUTES**  
**Work Session**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**June 21, 2017**  
**7:00 p.m.**

**1. CALL TO ORDER/ROLL CALL:** Mayor Gerardo Sanchez called the Work Session to order at approximately 7:32 p.m.

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

**ABSENT:** Council Member Africa Luna-Carrasco  
Council Member Gloria Torres

**OTHERS PRESENT:** Tadeo A. De La Hoya, City Manager  
Sonia Cornelio, City Clerk  
Kay Macuil, City Attorney  
Andrea Catania, Risk Management  
Axel Chayra, IT Department  
Carlos Cortes, Assistant Finance Director  
Chris Hagen, Management Analyst  
Derek Duenas, IT Manager  
Eulogio Vera, Public Works Director  
Francia Alonso, Administration  
Glenn Gimbut, Assistant City Attorney  
Hank Green, Fire Chief  
Jenny Torres, Community Development Director  
Jose Guzman, Acting Planning & Zoning Director  
Katie St. Louis, Finance Director  
Laura Herrera, Assistant to Council / PIO  
Ralph Velez, City Consultant  
Ric Bauerman, Fire Department  
Yolanda Duenas, Fleet/Facilities Manager

## **2. AGENDA ITEMS:**

### **2. A. Discussion and possible directions to staff on any and all matters regarding the approval of Lighting and Retention Basin Assessment Districts Budget for the 2017-2018 Fiscal Year. (Carlos Cortes, Assistant Finance Director)**

Mr. Carlos Cortes, Assistant Finance Director, informed that the assessment districts were formed to provide street lighting and retention basin maintenance in the development. He mentioned that Yuma County requires City Council's' approval to levy the assessments. He added that the amounts are based on estimated costs the city will incur to provide these services. The total projected revenue amount is \$354,185.00.

### **2. B. Discussion and possible directions to staff on any and all matters regarding Assistant City Attorney Glenn Gimbut's proposed Employment Contract to clarify that he is a part-time hourly employee. (Kay Marion Macuil, City Attorney and Glenn Gimbut, Assistant City Attorney)**

Mrs. Kay Marion Macuil, City Attorney, informed that this item is to clarify that Mr. Glenn Gimbut, Assistant City Attorney, is an hourly employee since October 16, 2015, and also to make sure that the alternate contribution to retirement for hired retirees returning to Work (ACR/ASRS) has been charged correctly.

Mayor Gerardo Sanchez asked what the difference is from last year to this year.

Mrs. Macuil replied that the contribution is approximately \$7,805.00.

### **2. C. Discussion and possible directions to staff on any and all matters regarding Conditional Use Permit Case No. 2017-0284. A request by Nicholas Ramos, on behalf of Estanislao Escobosa, property owner, for a Conditional Use Permit to allow the establishment of a religious institution on property located at the southeast corner of Avenue F and Aracely Street, San Luis, Arizona. (Jose A. Guzman, Acting Planning and Zoning Director)**

Mr. Jose A. Guzman, Acting Planning & Zoning Director, informed that this is a request by San Luis Kingdom Hall of Jehovah's Witnesses, to establish at the southeast corner of Avenue F and Aracely Street. He stated that a conditional use permit was approved on January 27, 2016, but it expired in January 2017, so they had to re-submit the application to start the process again.

Vice-Mayor Matias Rosales asked if there are any issues with the developer of Santa Cecilia Subdivision.

Mr. Guzman replied that the preliminary plat for Santa Cecilia Subdivision was reviewed by the Planning & Zoning Commission and it was mentioned that the developer wants to work in conjunction with the property owner on the improvement along Avenue F.

Mr. Guzman informed that the current zoning at this property is zoned as R-1-6.

There were no other questions and/or comments from members of Council.

**2. D. Discussion and possible directions to staff on any and all matters regarding Text Amendment Case No. 2017-0340. A request by the City of San Luis for a text amendment to the San Luis City Code Chapter 152 Zoning Regulations §152.121 "L-I" Light Industrial District, subsection 152.121(C) to allow the refining, processing, or packaging of agricultural or edible food products as a conditional use. (Jose A. Guzman, Acting Planning and Zoning Director)**

Mr. Jose A. Guzman, Acting Planning & Zoning Director, informed that on April 26, 2017, staff presented to Council the case of a company wanting to establish a food processing enterprise to produce fig products. He mentioned that under the current zoning regulations the use is allowed only in Heavy Industrial District and only with a conditional use. He added that using the procedure of a conditional use permit will allow the city to be certain that the proposed use will be appropriate for the location and allow specific conditions to be placed to be certain that the use will be adequate. During the April 26, 2017, meeting Council agreed and instructed staff to proceed with a staff initiated amendment to the Zoning Regulations on the Light Industrial Zoning District to allow the refining, processing or packaging of agricultural or edible food products as a conditional use. He informed that this item is the staff initiated text amendment to the Zoning Regulations. Furthermore, he added that on June 13, 2017, the Planning & Zoning Commission recommended approval of the proposed text amendment.

There were no other questions and/or comments from members of Council.

**2. E. Discussion and possible directions to staff on any and all matters regarding Ordinance No. 363. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending Chapter 150 Building Regulations, Section 150.13 Additional Regulations of the Code of Ordinances of the City of San Luis, Arizona, by adding Subsection 150.013 (D) Traffic Impact Studies; repealing any conflicting provisions; and providing for severability. (Glenn J. Gimbut, Assistant City Attorney)**

Mr. Glenn Gimbut, City Attorney, informed that this item is to amend the Building Regulations regarding Traffic Impact Studies. He stated that recently the city had seen development that does not involve a subdivision, yet the development will generate traffic causing a need for major infrastructure improvements to accommodate the development and deal with the new demands resulting from the increase in traffic due to the development. He added that the purpose of this ordinance is to augment the adopted standards and make it clear when a traffic study will be conducted and make it clear that appropriate infrastructure must be built as a requirement for development at the cost of the developer. This also provides a process and procedure. It also makes this a requirement of the Building Code since development which impacts traffic and traffic flow is not always development of a subdivision or is related to a rezoning request, lot tie/lot split or a conditional use permit.

Vice-Mayor Matias Rosales asked if a new development comes to the same location where a traffic study has already been done, will the new development be required to perform a new study.

Mr. Glenn Gimbut replied that the study requires a traffic study when the new development will create traffic of 100 vehicles per hour, and if the adjacent development creates less, then there will be no need to a new study.

Mr. Eulogio Vera, Public Works Director, informed that the way the Public Works Standard is written is that if a new development is created a traffic study is required if this new development creates traffic of 100 vehicles per hour. For example when there are multiple lots like Walmart, if a traffic study was done then that will account for all that land, and depending what goes in the development. Then in the future when actual site development happens, there is some criteria of what needs to happen in order to require a new traffic study.

Mayor Gerardo Sanchez mentioned that 100 vehicles per hour are not feasible in San Luis at an intersection. He asked if the 100 vehicles per hour are at the current rate or if these are projections for the future.

Mr. Vera replied that the study would be at the current demand, and multiple things are considered for the future, and also depending on the change of traffic volume. He informed that the guideline address that if there is a change in traffic and/or there has been no traffic study performed in a long time, this issue can be analyzed again to see what changes have happened.

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

#### **3. A. Discussion and possible directions to staff on any and all matters regarding accounting rules and regulations of the State of Arizona and General Services Administration (GSA) as they apply to travel per diem rates. (Vice Mayor Matias Rosales & Keti St. Louis, Finance Director)**

Ms. Keti St. Louis, Finance Director, informed that the policy followed by the City of San Luis for out of state travels is from the State of Arizona and General Services Administration (GSA).

Vice-Mayor Matias Rosales mentioned that the main concern is the way the travel authorizations are processed. For example, there have been times that no dinner per diem had been provided, but then the plane has a delay then the traveler has to end up paying for their own because no per diem was provided. Then staff has to come back and end up amending the travel in order to get that paid. The other issue is that during meetings they offer continental breakfast and is only bread and coffee and a lot of people do not eat that.

Mayor Gerardo Sanchez agreed with Vice-Mayor Rosales; he stated that on one occasion the conference that he attended to they provided lunch, but since he was meeting with the Governor during lunch time, he ended up paying for his lunch as he was not able to eat lunch at the conference.

Ms. St Louis stated that when that happens, staff can get reimbursed after the travel.

Mayor Gerardo Sanchez indicated that he understands the guidelines, but Council does some out of state travel, for example to Washington D.C. and the per diem provided does not last more than two (2) days as it is an expensive city.

Ms. Andrea Catania, Risk Management, stated that whoever is in charge of preparing the travel requests should give at least one (1) hour time frame to get to San Luis from the Yuma Airport.

Mayor Gerardo Sanchez stated that on out of state travels, employees end up spending more money than the per diem allowance and not all have the luxury of spending more.

Council Member Mario Buchanan Jr. indicated that he agreed with Mayor Gerardo Sanchez and Vice-Mayor Matias Rosales and stated that employees should have more flexibility when it comes to travel.

Ms. Catania said that employees always have the option to get reimbursed.

#### **4. ADJOURNMENT**

**MOTION:** Council Member Maria Cecilia Ramos/Council Member Ruben Walshe to adjourn the meeting at approximately 7:20 p.m. Motion passed unanimously.