

**MINUTES**  
**Work Session**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**October 28, 2017**  
**9:00 a.m.**

<p><b>APPROVED</b> by Council <b>Date:</b> January 24, 2018 <b>Clerk's Office:</b> /s/ S. Cornelio</p>
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**1. CALL TO ORDER/ROLL CALL:** Mayor Gerardo Sanchez called the Work Session to order at approximately 9:13 a.m.

**PRESENT:** Mayor Gerardo Sanchez  
Vice-Mayor Maria Cecilia Ramos  
Council Member Gloria Torres  
Council Member Matias Rosales  
Council Member Africa Luna Carrasco

**ABSENT:** Council Member Mario Buchanan Jr.  
Council Member Ruben Walshe

**OTHERS PRESENT:** Tadeo A. De La Hoya, City Manager  
Sonia Cornelio, City Clerk  
Kay Marion Macuil, City Attorney  
Angel Ramirez, Assistant Fire Chief  
Aracely de la Hoya, Senior Services Manager  
Carlos Cortes, Assistant Director of Finance  
Derek Dueñas, IT Manager  
Eulogio Vera, Director of Public Works  
Francia Alonso, Administrative Coordinator  
Hank Green, Fire Chief  
Jenny Torres, Economic Development Manager  
Jorge Perez, Billing & Collections Manager  
Jose Guzman, Acting Director of Planning & Zoning  
Jesus Meza, Assistant Director of Parks & Recreation  
Kristin McManus, Municipal Judge  
Manuel Rojas, Assistant Director of Public Works  
Miguel Ramirez, Finance Department  
Richard Jessup, Acting Chief of Police  
Roula Encinas, Finance Department  
Cesar Neyoy, Bajo El Sol Reporter  
Lucy Lopez, San Luis AZ News Reporter

## **2. ITEM FOR DISCUSSION ONLY:**

### **2. A. Discussion, review and possible directions to staff on any and all matters regarding the City of San Luis Capital Improvement Projects for Fiscal Years 2017 through 2023. (City Council and City Staff)**

Mr. Tadeo A. De La Hoya, City Manager, informed that at the beginning of the year 2017 Council had its first Capital Improvement Project (CIP) meeting. He mentioned that staff is working on doing a 5-year CIP Plan which is usually for ten (10) years. He mentioned that staff had identified possible CIP projects, and they have prioritized the projects, but Council can make changes during this meeting before adopting the final CIP Plan. This plan will be tie to the annual budget, but each project will have allocations within the different years, throughout the five (5) years.

Mayor Gerardo Sanchez asked if a report will be given in regards to the funds available for the possible CIP's.

Mr. De La Hoya replied that unfortunately there is no report available during this meeting.

Mayor Gerardo Sanchez stated that every time that there is a discussion on CIP's to please include a budget status report.

The CIP's were presented as follows:

#### **Court**

Ms. Kristin McManus, Municipal Judge, informed that her department would like to complete one (1) project, which will be a new courthouse, the total project cost will be \$4,500,000.00. The current building is a retrofitted building; it was not made to be a courthouse. As the city is growing, there will be a tremendous need for an additional courtroom. She informed that her report is only an estimate of the project and to obtain an accurate number the city will have to spend funds. A copy of the CIP spreadsheet is included in the complete agenda packet file in the Office of the City Clerk.

#### **Economic Development**

Ms. Jenny Torres, Economic Development Manager, presented her CIP and gave a brief summary for each project. The following are the projects, costs and the fiscal year projection for start and completion of the projects. A copy of the CIP's spreadsheet is included in the complete agenda packet on file in the Office of the City Clerk.

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
Price Center Building	\$2,176,935.00	Fiscal Year 2018-2019 through Fiscal Year 2022-2023
Incentive Policy	\$1,000,000.00	Fiscal Year 2018-2019 through Fiscal Year 2022-2023
Redevelopment, branding and Marketing Action Plan	\$395,000.00	Fiscal Year 2018-2019 through Fiscal Year 2022-2023
International Plaza I Improvements	\$490,000.00	Fiscal Year 2018-2019
Business Incubator Improvements	\$250,000.00	Fiscal Year 2018-2019 through Fiscal Year 2022-2023
Downtown Parking Lot Master Plan	\$1,954,000.00	Fiscal Year 2018-2019 through Fiscal Year 2022-2023
Downtown San Luis-Parking Lots and Parks Projects	\$4,474.00.00	

### **Fire Department**

Mr. Hank Green, Fire Chief, presented his CIP's and gave a summary of each project. The following are the projects, costs and the fiscal year projection for start and completion of the projects. A copy of the CIP's spreadsheet is included in the complete agenda packet on file in the Office of the City Clerk.

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
Replacement of obsolete portable radios for San Luis Fire and Police Departments	\$350,000.00	Fiscal Year 2019 through Fiscal Year 2025
Traffic Pre-Emption System: Opticom Traffic Control Systems	\$64,500.00	Fiscal Year 2018-2019 through Fiscal Year 2020-2021
Temporary Fire Station #2	\$200,000.00	Fiscal Year 2018-2019 through Fiscal Year 2019-2020
Replacement program for replacing or remounting Fire Department Ambulances	\$225,000.00	Fiscal Year 2018-2019; Fiscal Year 2019-20120; and Fiscal Year 2022-2023
Fire Station #2, Classroom and East Side Government Complex	\$2,700,000.00	Fiscal Year 2019-2020 through Fiscal Year 2020-2021
Purchase of land for construction of Fire Department/Public Safety Training Facilities	\$5,105,460.00	Fiscal Year 2018-2019; Fiscal Year 2021-2022 through Fiscal Year 2023-2024

### **Information Technology**

Mr. Derek Dueñas, IT Manager, presented his CIP's and gave a summary of each project. The following are the projects, costs and the fiscal year projection for start and completion of

the projects. A copy of the CIP's spreadsheet is included on the complete agenda packet in file in the Office of the City Clerk.

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
Phone System Replacement	\$150,000.00	Fiscal Year 2019-2020
Network Equipment Replacement/Upgrade	\$200,000.00	Fiscal Year 2020-2021 through Fiscal Year 2021-2022

### **Parks and Recreation**

Mr. Jesus Meza, Assistant Director of Parks and Recreation, presented his CIP's and gave a summary of each project. The following are the projects, costs and the fiscal year projection for start and completion of the projects. A copy of the CIP's spreadsheet is included in the complete agenda packet on file in the Office of the City Clerk.

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
Scoreboard (F1 Ballfield)	\$30,000.00	Fiscal Year 2018-2019
Retention Area (Block Fencing)	\$60,000.00	Fiscal Year 2018-2019 through Fiscal Year 2020-2021
Joe Orduño Remodel Project	\$40,000.00	Fiscal Year 2018-2019 through Fiscal Year 2019-2020
Senior Activity Center Expansion	\$350,000.00	Fiscal Year 2019-2020
Joe Orduño Park Entrance Sign	\$20,000.00	Fiscal Year 2018-2019
Master Plan for Parks and Pathway	\$60,000.00	Fiscal Year 2018-2019
9B Pathway Lighting	\$60,000.00	Fiscal Year 2018-2019 through Fiscal Year 2020-2021
Water Feature and Pond Project (PPEP Park)	\$240,000.00	Fiscal Year 2018-2019
Park Lights (7 <sup>th</sup> Avenue and San Luis Lane)	\$200,000.00	Fiscal Year 2020-2021
Youth Center Addition (Multi-Purpose Room)	\$500,000.00	FY 2020-2021
Veterans Park	\$150,000.00	Fiscal Year 2019-2020
New East Park Area (next to gas stations)	\$1.5 million	Fiscal Year 2019-2020
New West Park Area (next to post office)	\$286,000.00	Fiscal Year 2019-2020
Pedestrian Bridge	\$600,000.00	Fiscal Year 2022-2023
Shade Structures	\$20,000.00	Fiscal Year 2018-2019 through Fiscal Year 2022-2023
Cultural Center Expansion Project	\$315,000.00	Fiscal Year 2018-2019

## **Police Department**

Mr. Richard Jessup, Acting Chief of Police, presented his CIP's and gave a summary of each project. The following are the projects, costs and the fiscal year projection for start and completion of the projects. A copy of the CIP's spreadsheet is included in the complete agenda packet on file in the Office of the City Clerk.

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
Replacement of obsolete portable radios for Police and Fire Departments	\$182,000.00	Fiscal Year 2018-2019 through Fiscal Year 2024-2025
Joint venture with Fire Department for shooting range and substation development	\$500,000.00	Fiscal Year 2020-2021 through Fiscal Year 2021-2022
Patrol Vehicle purchase	\$47,850.00	Fiscal Year 2018-2019
Animal Control Vehicle	\$49,460.00	Fiscal Year 2018-2019
Mobile Data Computers for Patrol	\$25,000.00	Fiscal Year 2018-2019
911 Recording software purchase	\$15,000.00	Fiscal Year 2018-2019
Evidence Room Upgrades	\$10,000.00	Fiscal Year 2019-2020
Police and Fire Departments perimeter security enhancements	\$750,000.00	Fiscal Year 2019-2020 through Fiscal Year 2020-2021

## **Public Works Department**

Mr. Eulogio Vera, Director of Public Works, presented his CIP's and gave a summary of each project. The following are the projects, costs and the fiscal year projection for start and completion of the projects. A copy of the CIP's spreadsheet is included in the complete agenda packet on file in the Office of the City Clerk.

## **HURF Division**

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
10 <sup>th</sup> Avenue Widening Project-between County 22 <sup>nd</sup> and Juan Sanchez Blvd.	\$500,000.00	Fiscal Year 2018-2019
10 <sup>th</sup> Avenue and Juan Sanchez Blvd. Intersection Expansion and Traffic Signal	\$450,000.00	Fiscal Year 2018-2019
4 <sup>th</sup> Street and County 22 <sup>nd</sup> Street Intersection Expansion and Traffic Signal	\$400,000.00	Fiscal Year 2018-2019

Sidewinder Road and County 22 <sup>nd</sup> Street Intersection Widening	\$110,000.00	Fiscal Year 2018-2019
Merrill Avenue Reconstruction Project between Los Oros Street and County 22 <sup>nd</sup> Street	\$350,000.00	Fiscal Year 2019-2020
4 <sup>th</sup> Street Widening Project between Juan Sanchez Blvd. and County 22 <sup>nd</sup> Street	\$600,000.00	Fiscal Year 2020-2021
County 24 <sup>th</sup> Street Pavement Project between 10 <sup>th</sup> Avenue and Avenue F ½	\$700,000.00	Fiscal Year 2020-2021
County 22 <sup>nd</sup> Street between Sidewinder Road and Main Street Widening Project	\$1,000,000.00	Fiscal Year 2021-2022
Port of Entry I Exit Reconstruction	\$500,000.00	Fiscal Year 2021-2022

### **Solid Waste Division**

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
New Solid Waste Truck	\$300,000.00	Fiscal Year 2018-2019
Retrofit Ex-Truck with rear loader	\$120,000.00	Fiscal Year 2018-2019

### **Water Division**

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
Water Storage Tank Rehabilitation Project	\$475,000.00	Fiscal Year 2018-2019 and Fiscal Year 2020-2021
Well Site #6 – VFD Project	\$400,000.00	Fiscal Year 2018-2019 and Fiscal Year 2019-2020
SCADA System Project	\$500,000.00	Fiscal Year 2019-2020

### **Water Division continues**

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
East San Luis-New Water Main Loop Project	\$450,000.00	Fiscal Year 2019-2020
Abandon Wellsite #1 & #2	\$50,000.00	Fiscal Year 2019-2020
Public Works Yard Well and Treatment Project	\$2,000,000.00	Fiscal Year 2018-2019 through Fiscal Year 2021-2022

### **Waste Water Division**

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
Lift Station 300-Submersible Pump Replacement Project	\$55,000.00	Fiscal Year 2018-2019

Odor Control Mitigation Project	\$325,000.00	Fiscal Year 2018-2019 through Fiscal Year 2020-2021
Manhole Rehabilitation Project	\$600,000.00	Fiscal Year 2018-2019 through Fiscal Year 2022-2023
West Wastewater Treatment Plant-Building Expansion	\$160,000.00	Fiscal Year 2018-2019
New Sewer Vacuum Truck	\$400,000.00	Fiscal Year 2018-2019
SCADA System Project	\$500,000.00	Fiscal Year 2019-2020
West Wastewater Treatment Plant Rehabilitation Project	\$1,500,000.00	Fiscal Year 2019-2020 through Fiscal Year 2022-2023

### **Fleet Services Division**

<b>Project Name</b>	<b>Estimated Cost</b>	<b>Fiscal Year(s)</b>
New Fleet Building-Phase 1	\$900,000.00	Fiscal Year 2018-2019
New Fleet Building-Phase 2	\$900,000.00	Fiscal Year 2019-2020

Mr. Tadeo A. De La Hoya, City Manager, stated this project would help evaluate potential future projects. He mentioned that with the current re-financing of the bonds and the city saving approximately \$5 million, would help to stabilize and consolidate debt. This project will help preserve the structure for future needs, and public funds will be utilized efficiently and proactively. He mentioned that this project is just a draft as staff still needs to review funding and revenue sources. This will be a 5-year plan that will re-arrange the priorities if Council directs staff to move forward. Furthermore, he stated that this would help review the impact fees and rates. He informed that the total for this plan is \$36 million with the breakdown as follows:

<b>SOURCE</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>TOTAL CIP</b>
Assessments	60,000.00	60,000.00	60,000.00	220,000.00	20,000.00	420,000.00
CDBG	0.00	400,000.00	0.00	0.00	0.00	400,000.00
ENT Fund	120,000.00	1,420,000.00	2,695,000.00	1,170,000.00	995,000.00	6,400,000.00
GEN Fund	2,367,050.00	12,360,850.00	2,339,000.00	3,962,000.00	2,092,000.00	23,120,900.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00
HURF	0.00	1,460,000.00	350,000.00	1,300,000.00	1,500,000.00	4,610,000.00
Impact Fees	440,000.00	605,000.00	50,000.00	0.00	0.00	1,095,000.00
IMP District	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXP</b>	<b>\$2,987,050.00</b>	<b>\$16,305,850.00</b>	<b>\$5,494,000.00</b>	<b>\$6,652,000.00</b>	<b>\$4,607,000.00</b>	<b>\$36,045,900.00</b>

Mr. De La Hoya informed that staff did a preliminary assessment for the City of San Luis in which the city might be able to save approximately \$7 million. He mentioned that in the presentations done during this meeting there was one department that was not included and that a presentation will be done during this meeting.

Mr. Jorge Perez, Billing and Collections Manager, made a power point presentation a copy of this presentation is filed with the complete agenda packet in the Office of the City Clerk.

Mayor Gerardo Sanchez thanked City Manager and staff for their presentations. He asked staff to work together to keep up the good work.

### **3. ADJOURNMENT**

**MOTION:** Council Member Africa Luna-Carrasco/Council Member Gloria Torres to adjourn the meeting at approximately 12:35 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 October 28, 2017. 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 January 24, 2018.

Dated this 5<sup>th</sup> day of February 2018.

/s/ Sonia Cornelio, City Clerk