

MINUTES
Work Session
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
November 1, 2017
6:30 p.m.

<p>APPROVED by Council Date: February 13, 2018 Clerk's Office: /s/ S. Cornelio</p>

1. CALL TO ORDER/ROLL CALL: Mayor Gerardo Sanchez called the Work Session to order at approximately 6:31 p.m.

PRESENT: Mayor Gerardo Sanchez
Vice-Mayor Maria Cecilia Ramos
Council Member Mario Buchanan Jr.
Council Member Africa Luna-Carrasco
Council Member Matias Rosales
Council Member Gloria Torres
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
Francia Alonso, Administrative Coordinator
Glenn Gimbut, Assistant City Attorney
Hank Green, Fire Chief
Jenny Torres, Economic Development Manager
Jorge Mungaray, IT Department
Jose Guzman, Acting Director of Planning and Zoning
Jesus Meza, Acting Director of Parks and Recreation
Kristin McManus, Municipal Court Judge
Lizandro Galaviz, Director of Parks and Recreation
Maria Sabori, HR Senior Specialist
Olivia Jenkins, Director of Human Resources
Richard Jessup, Acting Chief of Police
Ric Bauermann, Fire Department

2. ITEMS FOR DISCUSSION ONLY:

2. A. Discussion and possible directions to staff on any and all matters regarding the contract for the Court Interpreter for the San Luis Municipal Court. (Kristin McManus, Municipal Court Judge)

Ms. Kristin McManus, Municipal Court Judge, informed that this contract started at the beginning of the current fiscal year, but during the budget preparation this was not approved as an independent contractor nor a salaried position. She stated that the position is needed. Furthermore, she added that the contract was revised to reflect a 6-month term instead of a 12-month term; staff is asking Council to release the funds from the Court funds. She explained that the reason staff is asking for a 6-month term is that staff will be asking for a salary position. If it is not doable for the next 6-month term, staff will come back for another renewal, and during next fiscal year's budget preparation staff will be asking for the salary position and the contract renewal.

2. B. Discussion and possible directions to staff on any and all matters regarding purchase agreement for portable radios for the City of San Luis Fire and Police Departments. (Hank Green, Fire Chief and Richard Jessup, Acting Chief of Police)

Mr. Hank Green, Fire Chief, informed that this item is to replace portable radios utilized by the San Luis Fire and Police Departments. All radios are reaching its service life of 10 years, and Yuma Regional Communications Systems has negotiated a purchase contract and equipment pricing from Motorola. He mentioned that both departments must commit to purchase before November 17, 2017. This contract will allow making payments over seven (7) years; the first payment will be one calendar year from delivery of the radios.

2. C. Discussion and possible directions to staff on any and all matters regarding Resolution No. 2013. A resolution of the Mayor and City Council of the City of San Luis, Arizona authorizing and directing the entering into an Intergovernmental Agreement between the City of San Luis and the City of Yuma for mutual aid and assistance for fire, medical, hazardous material, CBRNE, mass casualty emergencies, technical rescue, and operational support. (Hank Green, Fire Chief)

Mr. Hank Green, Fire Chief, informed that this is a renewal of the Intergovernmental Agreement that will allow each agency to assist each other, should the need arise, regardless of the type of event. This agreement will facilitate the interactions, operations, and responsibilities between the two communities and departments. One of the features with this agreement is the inclusion of the traffic signal preemption system (OPTICOM®). This system is installed at all signalized traffic intersections within the City of Yuma and provides a green

signal light to the direction of approach of the apparatus. The San Luis Fire Department will be able to access the City of Yuma's OPTICOM® system when transporting medical patients to Yuma Regional Medical Center (YRMC). San Luis will include this system in all future signalized intersections within the city, and this project is part of the Capital Improvement Project that will retrofit the existing six (6) signalized intersections.

2. D. Discussion and possible directions to staff on any and all matters regarding the NEOGOV Software, License Subscription, Maintenance, and GovernmentJobs.com contract renewal. (Olivia Jenkins, Director of Human Resources)

Ms. Olivia Jenkins, Director of Human Resources, informed that this is a renewal of the software currently utilized since 2014, this software is for the recruitment of new positions. This software is unique and has a copyright; the software is an exclusive service. She stated that staff is recommending a five-year contract renewal, this will allow staff to continue with the services without interruptions. She informed that a one-year and a five-year contract are attached to the item for review and consideration.

Mayor Gerardo Sanchez asked if this software has been beneficial for the city.

Ms. Jenkins replied this software has been very beneficial.

2. E. Discussion and possible directions to staff on any and all matters regarding Resolution No. 2012. A resolution of the Mayor and City Council of the City of San Luis, Arizona amending the Personnel Policies Sections HR-4-01 and HR-4-05 on sick leave benefits. (Olivia Jenkins, Director of Human Resources)

Ms. Olivia Jenkins, Director of Human Resources, informed that this is to amend the Personnel Policies regarding sick leave benefits. She stated that Arizona State Legislature passed new statutes requiring employers to provide "paid sick time" for part-time employees up to 40-hours per fiscal year and other related "paid sick time" benefits.

2. F. Discussion and possible directions to staff on any and all matters regarding formal approval and ratification of the City of San Luis Salary Schedule for certain positions starting pay rate and skills pay for Fiscal Year 2014-2015 and 2016-2017. (Olivia Jenkins, Director of Human Resources)

Ms. Olivia Jenkins, Director of Human Resources, explained that it was brought to Human Resources attention that there was a discrepancy in the starting pay rate and skills pay for some positions in the Fire and Police Departments. She informed that after extensive research on said discrepancies it was determined and concluded that the starting pay rate for

some positions as well as pay skills was not applied as proposed nor adopted during the fiscal year budget. Therefore, Human Resources Department is recommending that the identified salaries and skills pay for Fiscal Years 2014-2015 and 2016-2017 are ratified by Council action.

Mr. Tadeo De La Hoya, City Manager, informed that this item would come in the form of a resolution for Mayor and Council's approval.

2. G. Discussion and possible directions to staff on any and all matters regarding a proposed resolution declaring as a public record the "2017 S-3 Supplement to the Code of Ordinances of the City of San Luis. 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 "2017 S-3 Supplement to the Code of Ordinances of the City of San Luis, Arizona." (Sonia Cornelio, City Clerk)

Ms. Sonia Cornelio, City Clerk, informed that this resolution declares the "2017 S-3 Supplement to the Code of Ordinances of the City of San Luis" a public record, this is the third supplement to the City Code.

2. H. Discussion and possible directions to staff on any and all matters regarding the proposed ordinance enacting and adopting a supplement to the Code of Ordinances for the City of San Luis, Arizona. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, enacting and adopting the third supplement titled "2017 S-3 Supplement to the Code of Ordinances for the City of San Luis, Arizona"; repealing any conflicting provisions; and providing for severability. (Sonia Cornelio, City Clerk)

Ms. Sonia Cornelio, City Clerk, informed that this ordinance adopts the "2017 S-3 Supplement to the Code of Ordinance of the City of San Luis".

2. I. Discussion and possible directions to staff on any and all matters regarding Resolution No. 2015. A resolution of the Mayor and Council of the City of San Luis, Arizona, declaring as a public record that certain document filed with the City Clerk and titled "2012-2014 Amendments and the Codified Version of Ordinance 357 to the Tax Code of the City of San Luis." (Kay Marion Macuil, City Attorney)

Ms. Kay Marion Macuil, City Attorney, informed that this ordinance adopts the tax amendments already codified into the Tax Code of the City of San Luis by the Municipal Tax Code Commission. This proposed resolution will establish such document as public records and direct the City Clerk to maintain three (3) copies on file.

2. J. Discussion and possible directions to staff on any and all matters regarding a proposed ordinance. An ordinance of the Mayor and City Council of the City of San Luis, Arizona relating to adopting "The 2012-2014 Amendments and the Codified Version of Ordinance No. 357 to the Tax Code of the City of San Luis" by reference; establishing effective dates; providing for severability; and providing penalties for violations. (Kay Marion Macuil, City Attorney)

Ms. Kay Marion Macuil, City Attorney, informed that this ordinance would adopt "The 2012-2014 Amendments to the Tax Code of the City of San Luis".

2. K. Discussion and possible directions to staff on any and all matters regarding the Roadway Naming and Addressing Policy. (Jose A. Guzman, Acting Director of Planning & Zoning)

Mr. Jose A. Guzman, Acting Director of Planning & Zoning, informed that this policy has been reviewed by the review committee and the legal department. This policy will establish procedures for addressing properties and roadway naming and re-naming.

2. L. Discussion and possible directions to staff on any and all matters regarding Text Amendment Case No. 2017-0664. A request by the City of San Luis for a text amendment to the San Luis City Code, Chapter 152 Zoning Regulations to amend the provisions for side yard setback for R1-6 zoning district and to clarify applicability of design and development standards for single detached dwelling lots created prior to March 1, 2016. (Jose A. Guzman, Acting Director of Planning and Zoning)

Mr. Jose A. Guzman, Acting Director of Planning and Zoning, informed that this text amendment would allow reduction of side yard setbacks from 7 to 5 feet with a minimum of two-hour fire resistive construction.

2. M. Update/discussion and possible directions to staff on any and all matters regarding employee incentive, retention, training, and development programs in place for City of San Luis employees. (Council Member Africa Luna-Carrasco and Olivia Jenkins, Director of Human Resources)

Council Member Africa Luna-Carrasco stated that she has noticed that there have been several employees retiring, those positions will have to be filled. She mentioned that she would like to see if there is an incentive program to retain or to attract new employees to fill those positions.

Ms. Olivia Jenkins, Director of Human Resources, mentioned that one of the Human Resources Department projects is to incorporate a succession plan for the city. Also, to encourage managers to train their staff to step up when they retire.

Council Member Africa Luna-Carrasco asked how is training determined for employees to attend. She mentioned that in the organization she works for employees are required to attend certain hours of training a year.

Mr. Tadeo A. De La Hoya replied that this would depend on the position, supervisor and department head. The employee requests the training or the employee is sent by the supervisor/manager.

Ms. Jenkins replied that trainings are contingent to budget for the department and at the discretion of the department head. There are some jobs that require certifications and training; then the employees need to take that training to maintain the certification current for those positions. She informed that some in-house trainings are offered online, those trainings are required by the risk pool insurance, as they require that training is provided to employees on safety, customer service, etc.

Council Member Matias Rosales mentioned that in a work session it was discussed incentive programs in other cities to retain public safety personnel, one of the incentives discussed was helping the employees with closing costs for a new home. He asked if this has been looked at.

Mr. De La Hoya replied that this topic is in the personnel attorneys list to review to find the legalities to be able to do that.

Mayor Gerardo Sanchez suggested looking at what the City of Yuma is doing for their employees and not reinvent the wheel. He mentioned that this is something that needs to be done to retain employees.

Council Member Africa Luna-Carrasco asked if there are employees taking advantage of the tuition reimbursement program.

Ms. Jenkins replied that there are employees taking advantage of the incentive and are dedicated to improving their professional growth.

Mr. Hank Green, Fire Chief, stated that he would support everything that can be done to have a succession planning in the city to improve the professionalism of the entire organization not just the San Luis Fire Department. He informed his concern is that the city continues to

invest in trainings then lose the employees. He stated that he has been working with the City Manager and the Human Resources Department in a retention and education contract to keep the investment.

Council Member Africa Luna-Carrasco congratulated the Human Resources for the wellness program. She asked staff to continue to promote this program and try to have more activities for the employees.

2. N. Update and/or status on any and all matters regarding the Miss San Luis Pageant community event. (Council Member Africa Luna-Carrasco and Lizandro Galaviz, Director of Parks & Recreation)

Mr. Lizandro Galaviz, Director of Parks and Recreation, informed that Miss San Luis Pageant was a non-profit that did not belong to the City of San Luis. This pageant was organized and ran by an outside agency.

Mr. Jesus Meza, Assistant Director of Parks and Recreation, informed that the idea will be to include this event to the Founder's Day celebration, as this has always been part of this event. He added that the main idea is to build a program which will be the same concept to integrate the program. He informed that before this program it was just a local pageant and as years passed it got to state level. Furthermore, he mentioned that as the program is put together, it will be a local pageant to re-establish the tradition in San Luis and in the future look into going to state level. Mr. Meza commented that staff would work with local agencies to sponsor this program.

Mr. Galaviz added that the idea is to bring back this event at a local level, then in the future work with the non-profit to see if they will be interested in providing their services for the event.

Mayor Gerardo Sanchez stated that he agrees with Mr. Galaviz about bringing this event at a local level, but he does not agree that the city supports the non-profit. The reason is the city was the main sponsor of this event, and it was not recognized. He mentioned that while this event was ran by the non-profit, there were too many complaints from the parents about not receiving the awards and paying for their own expenses. He stated that the city should not support the non-profit and added that if the city is doing an event like the Miss San Luis Pageant, then the city should run its own event.

Mr. Galaviz stated that the city would be able to work with the local schools to promote this event. He mentioned that the idea is that the Miss San Luis would be able to represent the city in the different events.

2. O. Discussion and possible directions to staff on any and all matters regarding installation of splash pads in city parks. (Council Member Africa Luna-Carrasco and Lizandro Galaviz, Director of Parks & Recreation)

Mr. Lizandro Galaviz, Director of Parks and Recreation, mentioned that this item was discussed during the Capital Improvement Plan. He stated that one of the challenges is that equipment can be expensive but there are different price ranges for this, it all depends on what the city wants. He commented that one of the ideas is to utilize a pond system that can be used to supply the splash pad. Mr. Galaviz added that the possible locations for this project would be the Joe Orduño Park and the PPEP Park, as the others are retention basins.

Council Member Africa Luna-Carrasco asked if this project will be proposed for next fiscal year's budget.

Mr. Galaviz replied that this project is on the list for next fiscal year's budget. He informed that staff has looked at other possible areas in the community.

3. ADJOURNMENT

MOTION: Council Member Africa Luna-Carrasco/Council Member Mario Buchanan Jr. to adjourn the meeting at approximately 7:26 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 November 1, 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 Special Council meeting held on February 13, 2018.

Dated this 20th day of February 2018.

/s/ Sonia Cornelio, City Clerk