

**APPROVED** by Council  
Date: January 9, 2019  
Clerk's Office: /s/Sonia Cornelio

**MINUTES**  
**Regular Council Meeting**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**December 12, 2018**  
**7:00 p.m.**

**1. CALL TO ORDER/ROLL CALL:** Mayor Gerardo Sanchez called the Regular City Council meeting to order at approximately 7:04 p.m.

**PRESENT:** Mayor Gerardo Sanchez  
Vice Mayor Maria Cecilia Ramos (arrived at approximately 7:07 p.m.)  
Council Member Mario Buchanan Jr.  
Council Member Jose Ponce  
Council Member Matias Rosales

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

**OTHERS PRESENT:** Tadeo A. De La Hoya, City Manager  
Jose Luis Cisneros, Acting City Clerk  
Aracely De La Hoya, Senior Center Manager  
Axel Chayra, I.T. Technician  
Carlos Cortes, Assistant Director of Finance  
Derek Dueñas, I.T. Manager  
Edgar Carbajal, Human Resources Recruitment Coordinator  
Eulogio Vera, Director of Public Works  
Fausto Gonzalez, Human Resources Training & Programs Coordinator  
Francia Alonso, Acting PIO/Assistant to Council  
Jenny Torres, Economic Development Manager  
Jesus Meza, Assistant Director of Parks & Recreation  
Jorge Perez, Billing & Collections Manager  
Jose Guzman, Director of Planning & Zoning  
Kay Marion Macuil, City Attorney  
Lizandro Galaviz, Director of Parks & Recreation  
Richard Jessup, Acting Chief of Police  
Ric Bauermann, Fire Department  
Anniey Romo, Youth Council  
Ayleen Lopez, Youth Council  
Cesar Neyoy, Reporter  
Gibran Murrieta, Youth Council  
Julian Zaragoza, Resident  
Lucy Lopez, Reporter  
Maria Robles, Resident  
Vanessa Aguiar, Youth Council

## **2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Council Member Mario Buchanan Jr.

## **3. INVOCATION**

The Invocation was led by Mr. Richard Jessup, Acting Chief of Police.

## **4. PRESENTATION**

### **4. A. Presentation of the 2018-2019 San Luis Youth Council. (Francia Alonso, Acting Public Information Officer/Assistant to Council)**

Ms. Francia Alonso, Acting Public Information Officer/Assistant to Council, introduced the 2018-2019 San Luis Youth Council and advisors. The League of Arizona Cities and Towns announced the City of San Luis as the pilot program for the center of the future Arizona Democracy Program which is a civic health initiative and partners with ASU Public Service Academy.

Mayor Gerardo Sanchez congratulated the San Luis Youth Council for their task on hand and added that they will be experiencing first knowledge of how government works. It is a one (1) year program and looks forward for their projects for the City of San Luis.

Vice Mayor Maria Cecilia Ramos congratulated the San Luis Youth Council and thanked staff for leading this pilot program and added that she too looks forward for the San Luis Youth Council's projects for the City of San Luis.

## **5. CONSENT AGENDA**

### **5. A. Minutes of**

- Regular Council meeting held November 14, 2018
- Work Session held November 21, 2018

### **5. B. DISBURSEMENTS FROM NOVEMBER 17, 2018 TO NOVEMBER 30, 2018**

Total Disbursements \$714,418.57

(Seven Hundred Fourteen Thousand, Four Hundred, Eighteen Dollars and Fifty-Seven Cents)

### **5.C. Discussion and possible action on any and all matters regarding the approval of a 6-month renewal/extension agreement between the City of San Luis and Border Gym Fitness, L.L.C. (Fausto Gonzalez, HR Training & Programs Coordinator)**

**MOTION:** Council Member Matias Rosales/Council Member Mario Buchanan Jr. to approve the Consent Agenda as presented. Motion passed unanimously.

## **6. DISCUSSION AND POSSIBLE ACTION ITEMS:**

### **6.A. Discussion and possible action on any and all matters regarding the purchase of a new Peterbilt/Scorpion Solid Waste Truck for the Solid Waste Division. (Manuel Rojas, Assistant Director of Public Works and Monica Castro, Director of Finance)**

Mr. Eulogio Vera, Director of Public Works, explained that this item is for the purchase of a solid waste truck; this purchase was discussed at the budget retreat. Public Works is using a Houston-Galveston Area Council (HGAC) contract for the purchase of a Peterbilt Chassis and Scorpion Body. Mr. Vera mentioned that approximately one month ago, they were in Phoenix and there was a chassis that was complete but was missing the body and a quote was requested and received the proposal with the extras. Staff believes it is a good purchase and requested approval by the Mayor and City Council for the purchase. He added that an email was received and all the options were published.

Ms. Kay Macuil, City Attorney, stated that the City of San Luis did not piggy back on the contract completely because the city had different options that were not on the base contract from HGAC and although there are some extras, the city still is under the base price therefore it is not a waste of the government's money, it would be more of a waste to bid on it. It is not a total piggy back so a waiver of formal procedures has to be asked for so that staff can get a better deal.

Council Member Jose Ponce asked if this unit is a replacement or if it is a new unit to be added to the fleet. Mr. Vera responded that it is a replacement for an older unit.

**MOTION:** Council Member Matias Rosales/Council Member Jose Ponce to approve the purchase of a new Peterbilt Chassis and Scorpion Body through the proposed financing in the amount of \$274,268.62 and waive formal purchase procedures for the reasons presented. Motion passed unanimously.

### **6. B. Discussion and possible action on any and all matters regarding a contract with Cooperative Personnel Services (CPS) HR Consulting for additional support in services for general classification and compensation as needed and waiver of formal purchasing procedures as permitted under San Luis City Code §36.01(H). (Olivia Jenkins, Human Resources Manager)**

Mr. Edgar Carbajal, Human Resources Recruitment Coordinator, explained Human Resources requested a proposal and scope of work from CPS HR Consulting to provide assistance in researching new positions, classifications, job descriptions, pay grades, and/or compensation. This would provide support to the various city departments with requests submitted for additional positions, not in the city's current classification/position structure. By continuing services with CPS HR Consulting firm, Human Resources would ensure that the new classifications/positions follow the same criteria as those established with the classification and compensation study conducted and completed this year by them. Human Resources is seeking a waiver of the purchasing procedures for expenses to be incurred not to exceed the amount of \$10,000.00 as permitted under the San Luis City Code §36.01 (H). This would waive the purchasing procedures of the City Code to request three (3) quotes. In this circumstance, the city would benefit and ensure uniformity with the study of classification and salaries completed within this year. Securing this service with CPS HR Consulting will allow Human Resources to start work with departments prior to the start of Fiscal Year 19-20 budget work session.

Mayor Gerardo Sanchez asked if this is the same group that performed the salary base study. Mr. Carbajal responded it is the same group.

**MOTION:** Council Member Mario Buchanan Jr./Council Member Jose Ponce to approve the contract and expenses with CPS HR not to exceed \$10,000.00 as presented. Motion passed unanimously.

**6. C. Discussion and possible action on any and all matters regarding a contract with Pierce Coleman Law Firm for a scope of work and services to perform review and revision of the 2008 City of San Luis Personnel Policies. (Olivia Jenkins, Human Resources Manager)**

Mr. Edgar Carbajal, Human Resources Recruitment Coordinator, stated that the 2008 City of San Luis Personnel Policies is in need of revisions and updates to conform with changes in law and current practices. Human Resources has explored options for the service to assist with this project.

Attorney Justin Pierce has submitted a proposal to perform a review and revision of the city's personnel policies at a flat fee in the amount of \$10,000.00. This fee will be for all work associated with the review and revision with an expected completion of the project by January or February 2019. Mr. Pierce has worked with the city and has extensive knowledge of our policies, therefore the project completion is attainable as stated. His expertise employment law and government practices would ensure this project is completed to the city's satisfaction.

Human Resources is seeking approval of expenses to be incurred not to exceed the amount of \$10,000.00 for professional services as permitted under the San Luis City Code §36.08. For an expense for professional services of under \$15,000.00, the purchasing procedures of the City Code do not require quotes. Professional services include services of attorneys.

Council Member Matias Rosales mentioned that he is glad staff is doing this since it has not been updated since 2008 and hopes that one of the policies will be that staff does not wait that many years to review policies.

Mayor Gerardo Sanchez agreed with Council Member Matias Rosales.

**MOTION:** Council Member Jose Ponce/Council Member Mario Buchanan Jr. to approve contracting the Pierce Coleman Law Firm to review and update the Personnel Policies for a flat fee of \$10,000.00 as presented. Motion passed unanimously.

**6. D. Discussion and possible action on any and all matters regarding authorization to go out to bid for the installation of linear panels project for the interior of the San Luis Gym. (Lizandro Galaviz, Director of Parks & Recreation)**

Mr. Edgar Juarez, Recreation Coordinator, said that on behalf of Mr. Lizandro Galaviz, Director of Parks & Recreation, he is requesting permission and authorization to go out to bid for the insulation of the linear panels for the interior walls of the gym. The gym currently has metal sheets up to eight (8) feet tall and the rest of the gym is a thin layer of plastic holding the insulation. Staff would like to cover the walls with corrugated sheet metals to make the gym more presentable and prevent from having the walls fixed every month. This is a capital improvement project approved for Fiscal Year 2018-2019.

Council Member Matias Rosales asked if the bids will include the replacement of any insulation. Mr. Juarez replied that he did not think any insulation is needed as there is daily activities in the gym such as basketballs hitting the walls and the insulation that is uncovered falls down to the ground and is placed back by the facilities division which is done on a monthly basis.

**MOTION:** Vice Mayor Maria Cecilia Ramos/Council Member Jose Ponce to approve invitation for sealed bids for the installation of linear panels for the interior of the San Luis Gym. Motion passed unanimously.

## 7. SUMMARY OF CURRENT EVENTS

Mayor Gerardo Sanchez thanked Parks & Recreation for organizing the Christmas tree lighting, adding it was an excellent event and every year more members of the community are present and hopefully next year the city can have a light parade and the Christmas tree lighting at the same time.

Vice Mayor Maria Cecilia Ramos agreed with Mayor Gerardo Sanchez on the Christmas tree lighting event and added that wonderful memories are made when seeing the smiling faces of the children and adults.

Mayor Gerardo Sanchez reminded Council Members and staff that next Friday, December 14, 2018 the employees' banquet will take place and would like to see all the employees present.

Mr. Tadeo De La Hoya, City Manager, acknowledged Council Member Jose Ponce's birthday today.

Vice Mayor Maria Cecilia Ramos reported that she called in for the Rural Transportation Advocacy Council and on November 29, 2018 ADOT announced that the fee will be \$32.00 per vehicle to fund the Department of Public Safety Highway Border Patrol, they want to fund 110%, some of the vehicles that will be exempt will be those vehicles that have a 2 or 5 year registration that will not pay a fee to the owner renewal, vehicles owned by the government and non-profit organizations, in addition to golf carts, off-highway vehicles are eligible to a reduce \$5.00 highway safety fee effective December 1, 2018 and new registered vehicles will be January 1, 2019 for renewals, this will help with HURF rates intended for public safety.

Mayor Gerardo Sanchez commented that hopefully the City of San Luis will see some of those funds as it tends to stay in Maricopa County. He knows that the Department of Public Safety (DPS) began a trooper program that is costing them a lot of money and is part of public safety; they are looking for funding for that other agency. He has nothing against it, but when there are new fees and everyone pays for it he expects everyone to benefit from it.

Council Member Jose Ponce thanked everyone who participated at last Saturday's event.

Mayor Gerardo Sanchez added that he received many positive comments regarding the entertainment band Los Ramones during the Founders' Day event.

## **8. CALL TO THE PUBLIC**

Mr. German Murrieta, Representative of the Governor's Youth Commission, explained that the commission is divided into subcommittees such as education, distracted driving, teen dating violence and substance abuse. Tonight he is representing the distracted driving committee and want to discuss any possible action on distracting driving awareness events. Throughout the past months they have been working on an event with high school students involving a mock crash with the assistance of the San Luis Fire and Police Departments including an accident and funeral to teach the youth about the issues with distracting driving to include the use of cell phone, eating while driving and the many other forms of distracting driving.

Mayor Gerardo Sanchez informed Mr. Murrieta to meet with Ms. Francia Alonso, Acting Public Information Officer/Assistant to the City Council, to discuss this topic further.

Before proceeding with the Executive Session, Mayor Gerardo Sanchez asked Mr. Richard Jessup, Acting Chief of Police, to come forward.

Ms. Kay Macuil, City Attorney, stated that for executive session the Chief was to receive a 24-hour notice, however he received it just before the Council meeting and asked Mr. Jessup if he had an opportunity to read the letter handed to him at 7:03 p.m. Mr. Jessup responded he did and acknowledged that he had been served the notice and that there will be discussion tonight and also waived the right to have the discussion done in public and would like the Mayor and City Council to handle this matter in executive session. Ms. Macuil asked Mr. Jessup if he waived his 24-hour notice to what Mr. Jessup replied yes he did.

## **9. EXECUTIVE SESSION**

**Vote to hold an Executive Session pursuant to A.R.S. §§38-431.03(A)(1), (A)(3) and (A)(4)**

**Discussion and possible action to hold an executive session pursuant to A.R.S. §38-431.03(A)(1), A.R.S. §38-431.03(A)(3) and A.R.S. §38-431.03(A)(4) on any and all matters relating to the position of Chief of Police and the employment, assignment, appointment, promotion, demotion, dismissal, salary, disciplining, or resignation of the position of Chief of Police, including discussion of possible confirmation of the City Manager's appointment of the Chief of Police and/or discussion of approval of terms and/or conditions of said appointment pursuant to San Luis City Code §32.02, and consultation with the attorney or attorneys of the city regarding the same. (Gerardo Sanchez, Mayor)**

**MOTION:** Council Member Mario Buchanan Jr./Vice Mayor Maria Cecilia Ramos to go into executive session at approximately 7:38 p.m. Motion passed unanimously.

## **10. MOTION TO GO BACK INTO REGULAR SESSION**

**MOTION:** Vice Mayor Maria Cecilia Ramos/Council Member Mario Buchanan Jr. to go back into regular session at approximately 8:16 p.m. Motion passed unanimously.

## **11. DISCUSSION AND POSSIBLE ACTION ITEM:**

**11.A. Discussion and possible action regarding any and all matters related to the position of Chief of Police including confirmation of the possible appointment by the City Manager and approval of terms and/or of conditions pursuant to San Luis City Code §32.02. (Tadeo A. De La Hoya, City Manager)**

Mr. Tadeo De La Hoya, City Manager, mentioned that as indicated on the City Code §32.02 he would like to recommend the appointment of Mr. Richard Jessup as the Chief of Police with a yearly salary of \$102,500.00 effective September 12, 2018 for a term of two (2) years with vacation accruals of four (4) weeks each year and a severance package, if terminated for no reason of three (3) months' worth of his pay with the contract as presented.

**MOTION:** Council Member Matias Rosales/Vice Mayor Maria Cecilia Ramos to approve the contract. Motion passed unanimously.

## **12. ADJOURNMENT**

**MOTION:** Council Member Matias Rosales/Council Member Mario Buchanan Jr. to adjourn the Regular Council meeting at approximately 8:17 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 Regular Council meeting of the San Luis City Council held on December 12, 2018. I further certify the meeting was duly called and held and that the quorum was present and that City Council approved these minutes at their Regular Council meeting held on January 9, 2019.

Dated this 14<sup>th</sup> day of January 2019.

/s/ Sonia Cornelio, City Clerk