



AGENDA
Work Session
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
San Luis, AZ 85349
September 4, 2019
6:30 p.m.

PLEASE TAKE NOTICE THAT MEMBERS OF THE CITY COUNCIL WILL ATTEND EITHER IN PERSON, TELEPHONE, OR VIDEO CONFERENCE COMMUNICATION; THE MAYOR OR ACTING MAYOR FOR THIS MEETING MAY CHANGE THE ORDER OF THE ITEMS.

1. **CALL TO ORDER/ROLL CALL**
2. **ITEMS FOR DISCUSSION ONLY**
 2. A. Discussion and possible directions to staff regarding the Fleet Maintenance Facility Expansion Project. **(Eulogio Vera, Director of Public Works)**
 2. B. Discussion and possible directions to staff on any and all matters regarding authorization to purchase new tasers with associated warranty and replacement cartridges using Fiscal Year 2020 Capital Project Budgeted funds. **(Richard Jessup, Chief of Police)**
 2. C. Discussion and possible directions to staff on any and all matters regarding authorization to purchase two (2) evidence drying cabinets for the San Luis Police department using Fiscal Year 2020 Capital Project Budgeted funds. **(Richard Jessup, Chief of Police)**
 2. D. Discussion and possible directions to staff on any and all matters regarding the purchase of a new ambulance. **(Angel Ramirez, Fire Chief)**
 2. E. Discussion and possible directions to staff on any and all matters regarding approval to purchase computers and Microsoft Office licenses to replace outdated computer systems. **(Derek Dueñas, Information Technology Manager)**
 2. F. Discussion and directions to staff on any and all matters regarding a possible pedestrian and vehicular traffic video on the San Luis Port of Entry I. **(Maria Cecilia Cruz, Vice Mayor)**
 2. G. Discussion and update on any and all matters regarding the Founder's Day/40th City of San Luis Anniversary. **(Council Member Mario Buchanan Jr.)**
3. **ADJOURNMENT**

IN THE EVENT A MAJORITY OF THE COUNCIL IS NOT PRESENT, AN INFORMAL WORK SESSION MAY BE HELD.

APPROVED by Council

Date: 9/25/2019

Clerks Office: SO

**MINUTES
Work Session
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
September 4, 2019
6:30 p.m.**

1. CALL TO ORDER/ROLL CALL: Mayor Gerardo Sanchez called the Work Session to order at approximately 6:33 p.m.

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

OTHERS PRESENT: Tadeo A. De La Hoya, City Manager
Melissa Lopez, Deputy City Clerk
Kay Marion Macuil, City Attorney
Andrea Soto, Office Assistant
Angel Ramirez, Fire Chief
Angelica Cifuentes, Purchasing Coordinator
Axel Chayra, Information Technology Technician
Ayleen Larios, Customer Service Representative
Debora Luna, Accountant
Derek Dueñas, Information Technology Manager
Edgar Carbajal, Acting Human Resources Manager
Enrique Lopez, Assistant Fire Chief
Eulogio Vera, Director of Public Works
Francia Alonso, PIO/Assistant to Council
Glenn Gimbut, Assistant City Attorney
Jenny Torres, Economic Development Manager
Jorge Perez, Billing & Collections Manager
Lizandro Galaviz, Director of Parks & Recreation
Monica Castro, Director of Finance
Richard Jessup, Chief of Police
Richard Bauermann, Fire Inspector

2. ITEMS FOR DISCUSSION ONLY:

2. A. Discussion and possible directions to staff regarding the Fleet Maintenance Facility Expansion Project. (Eulogio Vera, Director of Public Works)

Mr. Eulogio Vera, Director of Public Works, presented the Mayor and Council with the design of the new city shop which will increase the productivity of the shop and will provide much-needed space for safer operations. He informed that he is presenting the proposal and the consultant and the legal department will put the contract together. The cost of design and construction will be approximately \$105,000.00. He stated that what was budgeted this fiscal year would not complete the project; the idea was to get a design this fiscal year to get construction going.

Council Member Jose Ponce asked how much the completed project would cost.

Mr. Vera replied that the estimated cost of this project is \$1,005,000.00; for this reason, the cost has been divided into two (2) fiscal years.

Council Member Gloria Torres asked if the new city shop would have storage as it is very much needed.

Mr. Vera replied that the design would include storage for the shop operations.

Mayor Gerardo Sanchez directed Mr. Vera to proceed with this project.

2. B. Discussion and possible directions to staff on any and all matters regarding authorization to purchase new tasers with associated warranty and replacement cartridges using Fiscal Year 2020 Capital Project Budgeted funds. (Richard Jessup, Chief of Police)

Mr. Richard Jessup, Chief of Police, informed that staff allocated \$135,320.00 to purchase body cameras. He mentioned that staff would like to use those funds plus \$24,257.00 from the special revenue account to pay for the purchase of tasers. He informed that the funds for the purchase of the tasers were approved as a fiscal year 2020 capital project and \$58,000.00. He added that since the legislature bill requiring the purchase of body cameras that required the Police Department to have funds allocated did not pass, staff is requesting the use of those funds for this project. Furthermore, he informed that AXON Enterprise, Inc., will take a one lump sum in the amount of \$155,764.54 or the second option is a 5 year payment plan with annual payment in the amount of \$31,901.56 for the first year and \$31,896.36 every year after for five (5) years. Mr. Jessup mentioned if staff goes with the 5-year plan, there be a saving of approximately \$3,800.00.

Mayor Gerardo Sanchez asked what is going to happen to the old tasers and asked if they can be donated to San Luis Rio Colorado, Sonora, Mexico.

Mr. Jessup informed that the old tasers are no longer functional as the life span on them will expire soon and cannot be utilized by the San Luis Police department. He replied that the

donation can be possible if that is the council's desire. He mentioned that he would have Lieutenant Reynoso find out what will be the steps to follow to proceed with the donation.

Ms. Kay Mario Macuil, City Attorney, asked Mayor Sanchez what will be the direction from Council with the two options presented by Mr. Jessup.

Mr. Jessup mentioned that he would like to proceed with the 5-year plan; this will save some money to the department.

Ms. Monica Castro, Director of Finance, stated that regardless of which option is approved, the department would have to have the funds available. She mentioned that she has concerns about the 5-year plan.

Mayor Gerardo Sanchez directed Mr. Jessup to proceed with the purchase.

2. C. Discussion and possible directions to staff on any and all matters regarding authorization to purchase two (2) evidence drying cabinets for the San Luis Police department using Fiscal Year 2020 Capital Project Budgeted funds. (Richard Jessup, Chief of Police)

Mr. Richard Jessup, Chief of Police, informed that the San Luis Police Department is seeking approval to purchase two (2) evidence-drying cabinets. He informed that staff obtained four (4) quotes and have chosen the lowest quote obtained. The total cost for the purchase of the two (2) new cabinets is \$15,577.95, including tax.

Mayor Gerardo Sanchez directed Mr. Jessup to proceed with the purchase.

2. D. Discussion and possible directions to staff on any and all matters regarding the purchase of a new ambulance. (Angel Ramirez, Fire Chief)

Mr. Angel Ramirez, Fire Chief, informed that currently there are three (3) ambulances with no backup units available. He added that staff wants to stay proactive and provide the best customer service to the residents. He mentioned that each year they have been putting 70,000 miles on every unit. He informed that staff would like to utilize the Houston-Galveston Area Council (HGAC) contract as authorized by the San Luis City Code Chapter 36, Section 36.09 – Cooperative Purchasing the estimated total purchase price will be \$167,726.59. He added that when staff received the estimated cost, it did not include the taxes and for this reason, staff is also requesting budget transfer to cover state taxes in the amount of \$8,894.59.

Mayor Gerardo Sanchez directed Mr. Ramirez to proceed with the purchase.

2. E. Discussion and possible directions to staff on any and all matters regarding approval to purchase computers and Microsoft Office licenses to replace outdated computer systems. (Derek Dueñas, Information Technology Manager)

Mr. Derek Dueñas, Information Technology Manager, informed that this year 40 computer systems are in need of replacement to meet the Microsoft Windows 7 end of life support

deadline. He stated that these computers are currently running an outdated operating system with an end of life support deadline of January 14, 2020. He asked Mayor and Council approval to purchase computer replacement and Microsoft licenses not to exceed \$49,600.00 from CDWG. He added that this purchase is a budgeted item.

Mayor Gerardo Sanchez directed Mr. Dueñas to proceed with the purchase.

2. F. Discussion and directions to staff on any and all matters regarding a possible pedestrian and vehicular traffic video on the San Luis Port of Entry I. (Maria Cecilia Cruz, Vice Mayor)

Vice-Mayor Maria Cecilia Cruz mentioned that this item was discussed in a previous meeting. She commented that this video would be utilized to present to different congressional delegations when presentations regarding the port of entry are done.

Ms. Jenny Torres, Economic Manager, informed that she met with the port director and he will be providing a copy of the video they had which was taken with a drone. She suggested making another video to include interviews with business owners and agricultural workers on how the long waits affect businesses downtown. She stated that all needed is funding for this project.

Mayor Gerardo Sanchez asked how the money would be needed for this project.

Ms. Torres replied that if directed by the Mayor and Council to proceed, she would start obtaining quotes and present them to council for approval. She stated that this video would be able to show the reality at the port because when representatives come to the city and get a tour of the city, the port is not congested and the traffic is just flowing.

Ms. Francia Alonso, Public Information Officer/Assistant to Council, informed that the idea would be to start recording at 2:00 a.m. every hour for at least 10 minutes and show every hour to 9:00 a.m. the same way will be for vehicular crossing but extended to 4:00 p.m. this will show more of the impact. She stated that it would be ideal to do the video during the holidays than on a regular day, as there is more impact during that season.

Ms. Torres informed that it would be hard to video record at the San Luis Port as they are very strict. She mentioned that she would get in contact with the Mexican authorities to let them know that a video will be recorded that will include their port of entry and to request authorization from them.

Mayor Gerardo Sanchez directed Ms. Torres to proceed with this project and present a quote within a month.

2. G. Discussion and update on any and all matters regarding the Founder's Day/40th City of San Luis Anniversary. (Council Member Mario Buchanan Jr.)

Council Member Mario Buchanan Jr. stated that he would like to obtain a status on this event as he has been contacted requesting information on this event.

Ms. Jenny Torres, Economic Development Manager, informed that a consultant was hired to prepare a marketing plan for the 40th Anniversary. A copy of this marketing plan was provided to each council member. Also, a copy of this plan is included in the complete agenda packet filed in the City Clerk's Office. She informed that all departments were involved and each got a month that they will focus on a celebration for that month. Ms. Torres added that each department is contributing to the activities that are happening that month. The kickoff was July 4, 2019 and every month will focus on a celebration for that month.

Mr. Lizandro Galaviz, Director of Parks & Recreation, informed that the big celebration would be during the Founder's Day Event. During this event, there will be quality entertainment for the community. All these celebrations have come together as a team effort by sharing ideas. He mentioned that other activities are to have a time capsule in which Public Works is in charge of this activity. Furthermore, he added that KYMA is doing a contest and Telemundo is advertising the event to get it promoted. He mentioned that former mayor Guillermina Fuentes would chair the parade committee. He informed that the parade team would be a cowboy theme.

Mayor Gerardo Sanchez asked staff to keep council and the community informed. He also asked to work together as a team and to improve communication among departments.

Council Member Gloria Torres thanked staff for the great event held as a start of the series of events for the celebration of the 40th Anniversary.


3. ADJOURNMENT

MOTION: Council Member Jose Ponce/Council Member Africa Luna-Carrasco to adjourn the meeting at approximately 7:50 p.m. Motion passed unanimously.


The vote was as follows:

Mayor Gerardo Sanchez
Vice Mayor Maria Cecilia Cruz
Council Member Mario Buchanan Jr.
Council Member Africa Luna-Carrasco
Council Member Jose Ponce
Council Member Matias Rosales
Council Member Gloria Torres

APPROVED:

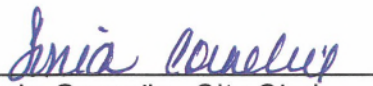

Gerardo Sanchez, Mayor

ATTEST:


Sonia Cornelio, City Clerk

Certification

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session meeting for the City Council of the City of San Luis, Arizona held on September 4, 2019. I further certify that the meeting was duly called and held and that a quorum was present.


Sonia Cornelio, City Clerk