

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

1. **CALL TO ORDER/ROLL CALL:** Mayor Gerardo Sanchez called the Work Session meeting 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
Sonia Cornelio, City Clerk
Kay Marion Macuil, City Attorney
America Cano, Administrative Coordinator
Angel Ramirez, Fire Chief
Angelica Castro, Contracts and Grants Coordinator
Angelica Cifuentes, Purchasing Coordinator
Aracely De la Hoya, Senior Services Manager
Ashley Valle, Customer Service Representative
Axel Chayra, IT Technician
Ayleen Larios, Customer Service Representative
Carlos Cortes, Assistant Director of Finance
Crystal Fragozo, Administrative Coordinator
Debora Luna, Accountant
Derek Dueñas, Information Technology Manager
Diana Hernandez, Administrative Coordinator
Edgar Carbajal, Acting Human Resources Director
Edgar Esparza, Accounting Specialist
Elizabeth Garcia-Bonilla, Administrative Coordinator
Eulogio Vera, Director of Public Works
Fausto Gonzalez, Training and Programs Coordinator
Francia Alonso, Assistant to Council/PIO
Isaac Gutierrez, GIS Technician
Isidro Lopez, Fire Engineer
Ivan Gutierrez, Economic Development Assistant
Janet Taylor, Legal Secretary
Javier Gonzalez, Fire Captain
Jenny Torres, Economic Development Manager
Jenny Fernandez, Recreation Specialist

Jesus De Leon, Police Sergeant
Joaquin Campa, Building Official
Jonathan Dumadag, Senior IT Technician
Jose A. Guzman, Director of Planning & Zoning
Jose L. Cisneros, Administrative Coordinator
Leanna Beltran, Office Assistant
Lizandro Galaviz, Director of Parks & Recreation
Margarita Dominguez, Accounting Specialist
Maria Sabori, Risk Property Analyst
Maria Munoz, Human Resources Benefits Coordinator
Martha Jimenez, Building Inspector
Mary French-Jones, Grant Writer
Melissa Lopez, Deputy City Clerk
Michelle Boucher, Administrative Coordinator
Miguel Ramirez, Accountant
Monica Castro, Director of Finance
Nigel Reynoso, Police Lieutenant
Richard Bauermann, Fire Inspector
Roman Pacheco, Planning Technician
Rosalva Leon, Human Resources Technician
Roula Encinas, Accountant
Socorro Ayala, Police Records Clerk
Xochitl Lopez, Administrative Assistant
Cesar Neyoy, Bajo El Sol
Guillermina Fuentes, Resident
Lucy Lopez, San Luis AZ News
Maria Robles, Resident

Mayor Gerardo Sanchez thanked all those employees present during this meeting. He suggested moving agenda item 2.F. to be the first item to be discussed. He explained that items discussed during a Works Session are only for discussion, and no action is to be taken. There was no opposition from members of the City Council.

2. ITEMS FOR DISCUSSION ONLY:

2. F. Discussion and possible directions to staff on any and all matters regarding the City of San Luis 4/10s work schedule and its benefits. (Council Member Mario Buchanan Jr.)

Mr. Tadeo A. De La Hoya, City Manager, informed that the 2019 Local Government Salary & Benefits Survey was included in the agenda item, this survey was forwarded to each municipality by Mr. Ken Strobeck, Arizona League of Cities and Towns Executive Director. He explained that this survey shows that 21% out of the 91% of cities incorporated within the state of Arizona is in a 5/8's schedule, the rest are in mixed schedules between 4/10's and 5/8's. He informed that the city saves approximately 30% of utility costs and commodities, which is over \$50,000.00 a year or less, in the last 10 years the city has had a savings of \$500,000.00.

Furthermore, he added that there are approximately 500 customers a month that come in to pay their utilities between the hours of 7:00 a.m. and 8:00 a.m. and 5:00 p.m. and 6:00 p.m., and those residents have taken advantage of the extended hours.

Mayor Gerardo Sanchez stated that every year council received comments from members of the community that want the city to be open 5 days a week, but the current schedule began 10 years ago during the recession of 2008. This schedule was also designed as a benefit to the employees. He informed that there is another city planning on going with the same work schedule as San Luis.

Council Member Mario Buchanan Jr. mentioned that the reason he brought this item up for discussion is that he believes that it is time to review and discuss this matter and know where the city stands. He mentioned that there is no doubt that the services are provided, but that he believes that as public servants, the city should be open 5 days a week. He thanked all those employees present during this meeting and stated that by discussing this item, it does not mean that the work schedule will change.

Council Member Jose Ponce stated that he had not received any complaints about the work schedule. He indicated that it is healthy to discuss this item amongst the council and staff.

Council Member Matias Rosales stated that he is in favor of the 4/10's schedule. He mentioned that the complaints that he has received when there is a holiday and added that overall, employees do great. He mentioned that residents are under the impression that all employees are off on Friday's, but once they are explained that from the 200 plus employees, approximately 110 are only with the 4/10's schedule, they are ok.

Vice Mayor Maria Cecilia Cruz stated that her belief is that if employees are happy, they will produce great results, just like they are currently doing. She mentioned that sometimes there are unforeseen circumstances for employees to be out during a working day. She stated that she is for the 4/10's schedule, just like Council Members Jose Ponce and Matias Rosales.

Council Members Africa Luna-Carrasco and Gloria Torres stated that they are both in favor of the 4/10's schedule, as this is a great benefit to employees.

Mayor Gerardo Sanchez opened the item for discussion and invited employees to discuss this item and explained how the 4/10's works schedule benefits employees.

Mr. Isaac Gutierrez, GIS Technician, stated that he has been an employee for 15 years. He mentioned that the current work scheduled is a great benefit. He commented that a benefit that San Luis residents get is that offices are open before they get to work and after getting off work. He stated that the current work scheduled is a benefit that the city offers is very attractive to employees; this helps retain employment. He mentioned that as a single parent, being off on Fridays, he spends more time with his children. He added that when the city was open 5 days a week, residents were also complaining.

Council Member Matias Rosales mentioned that this is not only a benefit to the employees but to the community as approximately 35 residents daily take advantage of the current hours of operations.

Ms. Kay Marion Macuil, City Attorney, stated that the city has been expanding online services for the residents' convenience. She mentioned that the current schedule is a benefit and helps in the retention of employment.

Mr. Nigel Reynoso, Police Lieutenant, stated that the work schedule gives more flexibility at the time staff needs to cover events and lets staff spend more time with the family. He mentioned that 10 hours of work would never be enough time to get things done.

Mr. Eulogio Vera, Director of Public Works, mentioned that in his department, most of his employees work 5/8s and in the administration here are only three (3) staff members that work 4/10s. He stated that staff has expressed that the benefit of the 4/10s is that they get to spend more time with their family.

Mayor Gerardo Sanchez asked Mr. Vera if the department receives complaints from developers regarding the office schedule.

Mr. Vera replied that not from developers, the main complaints are that not obtaining their permits faster. His belief is that the permitting department provides excellent service by getting permits issued; most of the time the developers' expectation is to get things done within two (2) weeks of paperwork submittal, where anywhere else takes a month or 6 weeks. He informed that when inspections are required during the weekend, they are done. He stated that overall, services have been provided. Mr. Vera added that his department has received good comments from residents that require services before going to work and after work.

Ms. Xochitl Lopez, Administrative Assistant, Public Works Department, stated that even though the office is closed on Fridays, the services are being provided just like Mr. Vera mentioned. She mentioned the benefit of being off on Fridays gives her more time to spend with her two (2) elderly parents, takes them to doctor appointments, etc. She asked Mayor and Council to please consider the employees and leave the work schedule as it is.

Ms. Jenny Torres, Economic Development Manager, mentioned that employees are public servants and are here to serve the community. She stated that the community is being provided with the services they request. She mentioned that the employees are the city's biggest asset and this is a great benefit and added that her department supports the 4/10s schedule.

Mr. Lizandro Galaviz, Director of Parks & Recreation, informed that his department is split out in 4/10s and 5/8s to serve the community's and city's needs. He stated that the 4/10s have been beneficial for the different divisions in the Parks & Recreation department. He added that during holidays and events, employees are there after hours, supporting the department and the city. He stated that since the events are pre-planned, that gives the opportunity to set up schedules. He mentioned that he agrees that the current work schedule is a benefit, and employees are able to schedule appointments and do personal errands on Friday's.

Council Member Matias Rosales asked Mr. Galaviz if the work schedule were to be changed to 5/8s, would the department be tied up.

Mr. Galaviz replied that the overtime would have to be increased because currently the department works those extra hours in the preparation of events.

Mayor Gerardo Sanchez stated that one of the main ideas of the 4/10 schedule was to reduce overtime. He mentioned that he understands that there is certain departments that are required to pay overtime to their employees. He asked if there are any employees that are for the 5/8s work schedule. He thanked employees the been present during this meeting. He stated that the work schedule is because the city wants to save money and provide a benefit to employees.

There were no employees present that support the 5/8s work schedule.

Council Member Mario Buchanan Jr. thanked all employees for addressing the council on this issue, as this was a productive meeting. He mentioned that he learned more about employees; this helps understand the needs of employees and the community.

Mayor Gerardo Sanchez stated that the consensus after this discussion is that the work schedule will remain the same. He clarified that this item was just a discussion and no decisions were made.

2. A. Discussion and possible directions to staff on any and all matters regarding a contract with Berkeley Research Group, LLC., associated with the Development of Feasibility Study for Natural Gas in San Luis, Arizona. (ITEM CONTINUED FROM SPECIAL COUNCIL MEETING HELD NOVEMBER 26, 2019). (Jenny Torres, Economic Development Manager)

Ms. Jenny Torres, Economic Development Manager, informed that this is a technical assistance grant in the amount of \$161,050.00 from the Northern American Development Bank (NADB); the city's match will be \$17,894.00 (10%) of the total cost of \$178,944.00. She stated that this grant will help develop a study that will review and evaluate the feasibility of developing a project to install necessary infrastructure for natural gas supply and distribution grid in the east side of San Luis, AZ and San Luis Rio Colorado, Sonora, Mexico. Ms. Torres stated that staff received three (3) proposals from qualified firms, the most responsible bidder was Galoway Group from Texas. This company was purchased from Berkeley Research, LLC, from Delaware. She mentioned that this was the reason for the project delay in negotiating the contract, staff and the company has agreed to the terms of the contract, for this reason, the item has been introduced during this meeting. She informed that staff had not received any protest letter from the other companies; for this reason, staff is recommending awarding the contract to Berkeley Research Group, LLC.

Vice Mayor Maria Cecilia Cruz thanked Ms. Torres for working with Mexico to get this project going.

Ms. Torres stated that this project is a portion of a utility corridor that the region is working on; this corridor will include broadband, natural gas, rail, and a transmission line.

Mayor Gerardo Sanchez also thanked Ms. Torres and her staff for a great job. He stated that this is something that will help not only the city but also industries.

2. B. Discussion and possible directions to staff on any and all matters regarding the purchase of three (3) shades for the Joe Orduño Park playground. (Lizandro Galaviz, Director of Parks & Recreation)

Mr. Lizandro Galaviz, Director of Parks & Recreation, clarified that staff would be purchasing three (3) structures for one (1) playground. He mentioned that it is more feasible to purchase three (3) independent structures than purchasing one single structure for the entire playground. This shade structure will help during the summer and will help with the care of the equipment. He stated that with the approval of fiscal year 2019-2020 budget, City Council approved the purchase of these structures, which also included LED lights.

Mayor Gerardo Sanchez directed Mr. Galaviz to proceed with this item.

2. C. Discussion and possible directions to staff on any and all matters regarding entering into a construction contract with Cemex Construction Materials South, LLC for the Rancho Los Oros Roadway Improvements Project (CDBG Contract #113-20). (Mary French-Jones, Grant Writer)

Ms. Mary French-Jones, Grant Writer, informed that staff issued a Request for Proposal in October 2019, a non-mandatory pre-bid conference was held on November 5, 2019, and conducted the bid opening on November 14, 2019. Staff received two (2) bids, after engineer review, they recommended the lowest most responsible bidder who was Cemex Construction Materials South, LLC. She informed that staff budgeted for this item. She added that staff is aiming to start construction in January 2020.

Mayor Gerardo Sanchez directed Ms. French-Jones to proceed with this item.

2. D. Discussion and possible directions to staff on any and all matters regarding a contract with James Davey and Associates, Inc. associated with the design of Rancho Los Oros Improvements - Phase II. (Mary French-Jones, Grant Writer)

Ms. Mary French-Jones, Grant Writer, informed that there are not enough funds to make the improvement in the entire subdivision. The item discussed before this item is to do the more critical infrastructure needs, and phase II staff would like to plan ahead for this reason staff would like to hire James Davey and Associates, Inc to prepare information for funding submittal in the future.

Mayor Gerardo Sanchez directed Ms. French-Jones to proceed with this item.

2. E. Discussion and possible directions to staff on any and all matters regarding the purchase of seven (7) new cardiac monitors. (Angel Ramirez, Fire Chief)

Mr. Angel Ramirez, Fire Chief, informed that this item was discussed during the budget retreat.

He mentioned that staff is currently having some issues with the Philips HeartStart MRx M3535A cardiac monitor. He added that the Philips company itself had endured several issues with the Food and Drug Administration (FDA), where the maintenance needed is not being received. He stated that this equipment is used on a daily basis; this equipment is very valuable to the department. He informed that staff reached out to two (2) of the nation's most reputable cardiac monitoring companies, ZOLL and Medtronic, after several field trials, staff decided on ZOLL Series X Model. He mentioned that staff would be using the City of Tucson contract, which was obtained through competitive bidding for this equipment. The total cost will be \$294,000.00.

Mayor Gerardo Sanchez commented that Council has invested in the best equipment that can be afforded in regards to the Fire Department, it will be counterproductive if staff purchases the cheapest and most affordable unit that will not provide accurate readings. Mayor Gerardo Sanchez directed Mr. Ramirez to proceed with this item.

2. G. Discussion and possible directions to staff on any and all matters regarding a proposed city ordinance that increases the minimum legal sale age for tobacco products from 18 to 21 to include cigarettes, e-cigarettes, chewing tobacco, snuff, snus, and liquids used in electronic smoking devices. (Council Member Africa Luna-Carrasco; Kay Marion Macuil, City Attorney)

Council Member Africa Luna-Carrasco stated that the reason she brought this item for discussion is that tobacco products cause a lot of preventable diseases among the users, especially youth, and up until the age of 21 becomes more addictive, and the adolescent brain is more susceptible. She stated that finding out this information, and it brought her concern. She mentioned that the City Council should do something about this issue and help the youth.

Ms. Kay Marion Macuil, City Attorney, informed that this year this issue came out, this topic brought a preemption statute in the senate, but it did not pass in the House of Representatives of Arizona. She informed that the city is not preempted in doing so if that what Council desires.

Council Member Africa Luna-Carrasco stated that she included e-cigarettes because this issue has been continuously growing.

Mayor Gerardo Sanchez agreed with Council Member Africa Luna-Carrasco and stated that there has to be age limits. He mentioned that this topic is being challenged in courts.

Ms. Macuil informed that Buckeye and Tucson had passed a law about this topic.

Mayor Gerardo Sanchez directed the City Attorney to review other ordinances and get back to Council.

2. H. Discussion and possible directions to staff on any and all matters regarding the idea of planting trees along County 22nd Street from 4th Avenue to 8th Avenue in the attempt to beautify and improve livability in the city. (Council Member Africa Luna-Carrasco; Eulogio Vera, Director of Public Works; and Lizandro Galaviz, Director of Parks & Recreation)

Council Member Africa Luna-Carrasco mentioned that if trees are planted along County 22nd Street from 4th Avenue to 8th Avenue, it will look better and also will help the environment. She informed that she was reached out by some residents expressing their concern. She commented that trees would help with climate change and provide more oxygen. She informed that if this cannot be done this fiscal year, maybe this can be added in the next budget. She added that one idea would have members of the community donate a tree.

Mayor Gerardo Sanchez stated that the city should be planting more trees in the community. He mentioned that there is currently a problem along Cesar Chavez Boulevard, where you can see dried trees. He stated that he understands that trees are expensive to maintain, but this is something that has to be done.

Mr. Eulogio Vera, Director of Public Works, informed that one of the challenges that the city needs to overcome on this street and other streets in the city is that the city does not have the right-of-way. One of the issues is that County 22nd Street is in the Capital Improvement Plan to widen the road from 10th Avenue to Main Street. He mentioned that to obtain the right-of-way is a big challenge as the canal is on the south and farm field on both sides. He stated that if the city is to acquire the right-of-way, this project could be accomplished.

Council Member Gloria Torres asked Mr. Lizandro Galaviz, Director of Parks & Recreation, about the project with PPEP regarding trees.

Mr. Lizandro Galaviz, Director of Parks & Recreation, informed that staff has several projects they are currently working on, one is a nursery project in conjunction with PPEP Youthbuild. He added a couple of months ago, his department partnered with Rio Colorado Elementary School and planted approximately 20 trees on the west side of town in some of the retention basins that were lacking trees. He mentioned that it is very important where plants are planted because re-rooting an adult tree is very difficult; they will die or get diseases. He added that it is important that when staff selects an area, the planted trees are going to stay in that location permanently.

Mayor Gerardo Sanchez commented that in a city the same size as San Luis needs between 228-260 acres of green areas; currently, the city has 50 acres of green areas. He asked staff to proceed and to include this project in the next fiscal year budget.

Ms. Maria Robles, San Luis resident, thanked Mayor and Council Member for bringing this item for discussion. She mentioned that there is currently a project called "Jugemos Limpio" this is to have clean air and green areas in the homes and community.

2. I. Discussion and possible directions to staff on any and all matters regarding an update from the San Luis Police Department on community policing efforts. (Council Member Africa Luna-Carrasco and Richard Jessup, Chief of Police)

Council Member Africa Luna-Carrasco mentioned that the reason this item was placed on the agenda is that the San Luis Police Department events have been dormant, there has not been an emphasis on them as in the past. She commented that the only event in social media is Coffee with a Cop, as in the past, there was a Clean-up Capaing, Graffiti Abatement, Car Seat, and others.

Mr. Nigel Reynoso, Police Lieutenant, presented Mayor and Council with a list of events held in 2019. He agreed with Council Member Africa Luna-Carrasco and mentioned that the reason some of the past events have been postponed or canceled is that the department has been focusing more on kids at schools, because of the increase of drugs at schools. He informed that two (2) of the programs that the department would like to start is the Neighborhood Watch and a drug prevention program at schools.

Mayor Gerardo Sanchez thanked the Police Department for the great job they do. He mentioned that he understands the need for manpower in this department. He commented that this year, San Luis and other communities had a big problem with Fentanyl usage amongst youth, one of the complaints was that the Police Department was doing not enough to prevent this problem. He stated that the community needs to feel secure and hold other events to get closer to the community so that they can feel protected and trust Police Officers. Mayor Gerardo Sanchez stated that he would like to see Police Officers doing bike policing like they used to do; this program made a difference in the community. He added that the Neighborhood Watch Program is very much needed as crime statistics are going up.

Lieutenant Reynoso stated that currently, there are no assigned officers, staff is getting ready to go through the selection process for two (2) new officers. He informed that the reason the bikespolicing is no longer in existence is because those officers were placed in vehicles, they were needed to patrol the community. He commented that the Police Department is open for suggestions. He mentioned that the Police Department wants to be closer to the community and give confidence to the community.

Council Member Africa Luna-Carrasco asked what the status of the School Resource Officer (SRO) at schools is.

Lieutenant Reynoso replied that there is currently one (1) SRO in the San Luis High School and it alternates between two (2) officers. He added that Gadsden School District is currently working on a grant to obtain two (2) officers for the two (2) different Middle Schools.

Council Member Matias Rosales asked if the San Luis Police Department has Community Support Officers (CSO).

Lieutenant Reynoso replied that currently, the department does have any CSO due to a lack of funding. He added that in the past, there was an officer that was assigned to the department programs, but at this time, there is no one assigned to fulfill that role.

Council Member Matias Rosales asked staff to consider the CSO in the next fiscal year budget.

3. ADJOURNMENT

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to adjourn the meeting at approximately 8:00 p.m. Motion passed unanimously.

The vote was as follows:

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

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 for the City Council of the City of San Luis, Arizona, held on December 04, 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Sonia Cornelio, City Clerk