

**MINUTES**  
**Regular Council Meeting**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**August 26, 2020**  
**7:00 p.m.**

**1. CALL TO ORDER/ROLL CALL**

Mayor Gerardo Sanchez called the Regular City Council meeting to order at approximately 7:00 p.m.

Mayor, City Council, and some members of staff participated remotely.

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

**ABSENT:** Jose Ponce

**OTHERS PRESENT:** Tadeo A. De La Hoya, City Manager (remotely)  
Sonia Cornelio, City Clerk  
Kay Marion Macuil, City Attorney  
Axel Chayra, Information Technology Technician  
Derek Dueñas, Manager of Information Technology  
Domingo Sosa, Information Technology Technician  
Enrique Luna, Senior Services Assistant/Driver  
Eulogio Vera, Director of Public Works  
Francia Alonso, Assistant to Council/PIO  
Gilberto Torres, Waste Water Supervisor  
Jenny Torres, Economic Development Manager  
Jorge Mungaray, Information Technology Technician  
Jose L. Cisneros, Executive Assistant  
Jose Guzman, Director of Planning & Zoning  
Marco Santana, Police Lieutenant  
Marlene Lara, Government and Foreign Affairs Coordinator  
Monica Castro, Director of Finance  
Ralph Velez, City Consultant (remotely)  
Richard Jessup, Chief of Police  
Roula Encinas, Accountant II  
Rogelio Martinez, Office Assistant  
Sondra Matthews, Director of Human Resources  
Elizabeth Carpenter, Realtor

## **2. PLEDGE OF ALLEGIANCE**

Council Member Mario Buchanan Jr. led the Pledge of Allegiance.

## **3. INVOCATION**

Mr. Marco Santana, Police Lieutenant, led the invocation.

## **4. PROCLAMATION**

### **4.A. Proclamation - Prostate Cancer Awareness Month - September 2020**

Mrs. Sonia Cornelio, City Clerk, read the proclamation in its entirety.

Mayor Gerardo Sanchez mentioned prostate cancer is something that affects a lot of people, especially if there is a history in the family. It is very important that screens take place early to detect this illness and it is recommended males get screened at 45 years old.

### **4.B. Presentation and recognition of the 2020 - 1st and 2nd Quarter awardees with the Employee Recognition and Awards Program (ERAP) for their outstanding work with the City of San Luis. (Angelica Cifuentes, Rogelio Martinez, ERAP Committee Chairs & Fausto Gonzalez, HR Training & Programs Coordinator)**

Mr. Fausto Gonzalez, HR Training & Programs Coordinator, presented recognitions and awards to the recipients along with Mr. Rogelio Martinez, ERAP Committee Vice-Chair.

Mayor Gerardo Sanchez and Council Members congratulated all the recipients

## **5. CONSENT AGENDA**

### **5.A. MINUTES OF**

- Regular Council meeting held June 24, 2020
- Work Session held July 1, 2020
- Regular Council meeting held July 8, 2020

### **5.B. DISBURSEMENTS FROM AUGUST 1, 2020 THROUGH AUGUST 14, 2020**

**Total Disbursements \$900,229.57**

**(Nine Hundred Thousand, Two Hundred Twenty-Nine Dollars and Fifty-Seven Cents)**

**MOTION:** Council Member Gloria Torres/Council Member Africa Luna-Carrasco to approve the Consent Agenda as presented. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Maria Cecilia Cruz	Aye
Council Member Mario Buchanan Jr.	Aye

Council Member Africa Luna-Carrasco     Aye  
Council Member Matias Rosales             Aye  
Council Member Gloria Torres               Aye

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

**6.A. Discussion and possible action on any and all matters regarding a contract with James Davey and Associates, Inc., to provide design and engineering services for Mesa Street Improvements. (Jenny Torres, Economic Development Manager)**

Ms. Jenny Torres, Economic Development Manager, explained that every year staff selects a project where a design can be done and submit an Arizona of Housing State Special Project application, which is a competitive grant funding. This year, staff identified Mesa Street as one of the areas that might qualify and that needs improvement. Originally there was a smaller area and staff decided they needed to include an additional area. The original allocation in the capital project budget was \$35,000.00. Due to that additional road being added, the design cost went up to approximately \$38,000.00. She asked the City Council to award the contract to James Davey and Associates, he has been doing most of the city's CDBG projects and understands the needs.

Mr. Eulogio Vera, Director of Public Works, stated the original scope of this project included doing the Mesa alley as well as a portion of C Street, E Street, and a section of Mesa between Cesar Chavez Boulevard and E Street. The necessary alignment between E Street and C Street was added. They are looking is to do additional survey to pick up that area and make sure that if staff was to improve this roadway it would be drained properly. It was not originally included in the project because there is really no room to get a roadway in there at this point. However, knowing that it is downtown and having quite a bit of vacant land, one never knows how that is going to be developed and staff wants to keep its options in the event the city wants a road through Mesa Street; and provide an additional two-way roadway with sidewalk.

**MOTION:** Vice Mayor Maria Cecilia Cruz/Council Member Gloria Torres to approve the contract with James Davey and Associates, Inc., in the amount of \$38,890.00 for engineering services as presented. Motion passed unanimously.

The vote was as follows:

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

**6.B. Discussion and possible action on any and all matters regarding authorization to increase the financial budget for Fiscal Year 2020-2021**

**necessary to spend remaining funds from the North American Development Bank Technical Assistance Grant awarded and accepted in Fiscal Year 2019-2020. (Jenny Torres, Economic Development Manager)**

Ms. Jenny Torres, Economic Development Manager, stated the North American Development Bank (NADBANK) provided the city with a technical assistance grant last year to develop a feasibility study for natural gas to the east of town. The deadline for this study was June, however due to COVID-19 there were some delays. NADBANK is very specific about making sure that the U.S. and Mexico side is part of this project but staff has been unable to collect the information from San Luis Rio Colorado. There was some congress made and the deadline was extended to August and now staff has to extend it to October. Both NADBANK and Berkley Group accepted the extension request and an another amendment will be needed. This project was not included in the current budget as staff thought it was going to be completed in June and now to include it in the current budget, the current budget needs to be increased to allow the grant money to come in and expenditure.

**MOTION:** Council Member Gloria Torres/Council Member Africa Luna-Carrasco to approve the increase in budget to \$97,544.00 as presented. Motion passed unanimously.

The vote was as follows:

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

**6.C. Discussion and possible action on any and all matters regarding the City of San Luis entering into the Arizona Mutual Aid Compact with the State of Arizona, the Arizona Department of Emergency and Military Affairs, and all political jurisdictions within the State of Arizona including the Cocopah Indian Tribe and Fort Yuma Quechan Indian Tribe which are parties to the Compact. (Richard Jessup, Chief of Police)**

Mr. Marco Santana, Police Lieutenant, mentioned this mutual aid agreement has many benefits to the department. One of them will be being of mutual aid in case of an emergency and the accreditation the department is currently working on. This project has been worked on since 2018 and with this accreditation, it will demonstrate that the agency is working under best practices. The assessor's for the accreditation will be at the police department and will be conducting their process. This accreditation will assist the police department when applying for grants such as the stone garden and cops grant. With this accreditation the City of San Luis Police Department will be the first agency in Yuma County to achieve this.

**MOTION:** Vice Mayor Maria Cecilia Cruz/Council Member Matias Rosales approve the Arizona Mutual Aid Compact as presented. Motion passed unanimously.

The vote was as follows:

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

**6.D. Discussion and possible action on any and all matters regarding the bidding process for the construction of the 9B Restroom Facilities Project. (Lizandro Galaviz, Director of Parks & Recreation)**

Mr. Lizandro Galaviz, Director of Parks & Recreation, explained in reviewing the bids staff received for this project, staff is recommending to reject all bids and to look at different alternatives for completing this project either by subbing out and doing some in-house or look into other options such as a prefabricated restroom area or something that would be able to accommodate in that area.

He illustrated sample pictures of the prefabricated restrooms to the Mayor and City Council. There was discussion, questions, and answers amongs Mr. Galaviz, the Mayor and City Council regarding specifications of the restrooms and costs.

**MOTION:** Council Member Matias Rosales/Vice Mayor Maria Cecilia Cruz to reject bids received for the 9B Restroom Facilities Project due to bids being over budget and direct staff to explore cost-effective options. Motion passed unanimously.

The vote was as follows:

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

**6.E. Discussion and possible action on any and all matters regarding authorization for employee vacation accrual payout. (Tadeo A. De La Hoya, City Manager)**

Mr. Tade A. De La Hoya, City Manager, said this is the same as the item approved by the Mayor and City Council on June 24, 2020, however from the 63 employees, staff missed 10 employees; staff recommends approval on this items.

Mayor Gerardo Sanchez asked if this will be paid from the the 2020-2021 budget. Mr. De La Hoya responded yes, it will be paid with the 2020-2021 fiscal year budget.

**MOTION:** Council Member Matias Rosales/Council Member Africa Luna-Carrasco approve up to \$9,600.00 for vacation payouts in the 2020-2021 Fiscal Year for employees discovered to be eligible but not paid in the 2019-2020 Fiscal Year, and othe than the timing of the payouts, the payouts shall be under the same conditions of the City Council's June 24, 2020, motion. Motion passed unanimously.

The vote was as follows:

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

**6.F. Discussion and possible action on any and all matters regarding Resolution No. 2138. A resolution of the Mayor and Council of the City of San Luis, Arizona, temporarily suspending imposition of a late penalty charge on water utility accounts; temporarily suspending shut-off of water service for non-payment; and temporarily suspending imposition of shut-off fee due to declared COVID-19 virus emergency; repealing any conflicting provisions; providing for severability; and declaring an emergency. (Jorge Perez, Billing & Collections Manager)**

Mr. Jorge Perez, Billing & Collections Manager, said Resolution No. 2138 is regarding the imposition and suspension of wastewater and trash penalties on utility accounts. This resolution extends the suspension and imposition of these fees for a couple more months due to the corona virus pandemic. The resolution states to last until the declaration of emergency shall terminate or November 1, 2020. Mr. Perez added that this resolution also proposes to start the 10% late penalty charge on utility accounts, which is a penalty on the water bill for customers that do not pay the bill on time by the due date with the billing of November. In addition, this resolution proposed a ceiling balance on delinquent accounts of \$200.00 to begin creating payment plan for those customers that owe more than \$200.00 and to place them on a payment plan to be retired until June 30, 2021.

Mayor Gerardo Sanchez asked if water rates have been increased.

Mr. Perez responded no, the water rates have not increased.

Council Member Mario Buchanan Jr. asked how many delinquent accounts exist, is the city working with these customers and reminding them about their overdue accounts.

Mr. Perez replied that as of yesterday there are 407 delinquent accounts and above \$200.00 there are 105 accounts and the remaining accounts are below the \$200.00 mark.

He explained that the 105 accounts, for the most part have not made any payments since March and some of them have made a partial payment but the 105 accounts do have multiple months behind. His department began sending door hangers blue notices and phone calls to those customers to try to collect some payments and also to see if staff can be of any assistance in directing them to private and non-profit organizations that could possible help them paying their utility bill.

**MOTION:** Council Member Gloria Torres/Council Member Africa Luna-Carrasco to approve and adopt Resolution No. 2138 as presented. Motion passed unanimously.

The vote was as follows:

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

## 7. SUMMARY OF CURRENT EVENTS

Mayor Gerardo Sanchez reported that the corona virus number of cases have remained stable, number of positives have been declining and thanked the community for wearing a mask. He added that the mask has been a big factor in the reduction of corona virus cases as well as maintaining the social distance recommendations.

Mr. Jose Guzman, Director of Planning & Zoning, reported the census response rate is currently at 39.4%, he encouraged residents to complete their questionnaire, only 36 days remain for the deadline to submit their responses. He also reminded everyone about the drive-up event to assist residents fill out their census which will take place at the Cesar Chavez Cultural Center. Also, staff is taking appointments to help residents fill out their census at City Hall outside the parking lot, or if they do not have transportation, staff can drive to their homes and help them fill it out. There is a promotional truck driving throughout the city promoting the cesnsus, which can be stopped to help them as well. Staff is also participating with the different schools in the city during their lunch distribution and giving out flyers with census information.

Mayor Gerardo Sanchez emphasized on the importance of responding the census questionnaire and if people do not participate, community funds will be lost from the federal government. The state is at 62% census participation.

Mr. Tade De La Hoya, City Manager, reported that the cities and town in Yuma County challenged their employees to fill out their census and the Town of Wellton won that challenge. He congratulated Mr. Guzman for filing the the grant report to to the NLC and for the city obtaining those funds in the amount of \$25,000.00. This money will help the city get to the 53.8% participation the city had in 2010 as the current response rate is 39.4%. He added that the Arizona Cares Act provided the city \$3.5 million based on the count from 2010.

Ms. Francia Alonso, Assistant to the City Council/PIO, reported staff has had communication with businesses and nine (9) confirmed that they were going to be participating in the challenge. They will make sure their employees were counted and help promote the census to their customers. Also, staff has reached out to state representatives and Senator Lisa Otondo and videos are on the way that will promote the census on the social media.

## 8. ADJOURNMENT

**MOTION**: Council Member Gloria Torres/Council Member Mario Buchanan Jr. to adjourn the Regular Council meeting at approximately 8:08 p.m. Motion passed unanimously.

The vote was as follows:

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

**APPROVED:**

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Gerardo Sanchez, Mayor

**ATTEST:**

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Sonia Cornelio, City Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular City Council meeting of the City Council of the City of San Luis, Arizona, held on August 26, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

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Sonia Cornelio, City Clerk