

**MINUTES**  
**Work Session**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**August 5, 2020**  
**6:30 p.m.**

**APPROVED** by Council

Date: 9/9/2020

Clerks Office: 80

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

Mayor Gerardo Sanchez called the work session to order at approximately 6:30 p.m.

Mayor and City Council participated remotely due to COVID-19.

**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 Administrator  
Sonia Cornelio, City Clerk  
Kay Marion Macuil, City Attorney  
Angel Ramirez, Fire Chief  
Christine Velez, Management Analyst (remotely)  
Derek Dueñas, Information Technology Manager  
Domingo Sosa, Graphics and Media Specialist  
Enrique Lopez, Assistant Fire Chief  
Eulogio Vera, Director of Public Works  
Francia Alonso, Assistant to Council/PIO  
Glenn Gimbut, Assistant City Attorney  
Jose Luis Cisneros, Executive Assistant  
Jorge Mungaray, IT Technician  
Jorge Perez, Billing & Collections Manager  
Lizandro Galaviz, Director of Parks & Recreation  
Ralph Velez, City Consultant (remotely)  
Richard Jessup, Chief of Police  
Shara Whitehead, Yuma Community Food Bank President/CEO  
Antonio Carrillo, San Luis Film Festival  
Nazzer O. Mendez, 4FrontEd Executive Director  
Cathy Cowan-Butler, Yuma Cancer Center Executive Director  
Jose M. Castro, Gethsemani Food Ministry

## **2. ITEMS FOR DISCUSSION ONLY:**

### **2. A. Discussion and possible directions to staff on any and all matters regarding the contract with Yuma Community Food Bank for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

Ms. Francia Alonso, Assistant to Council/PIO, informed that the agreement is for \$25,000.00, which will serve food for low-income families in the City of San Luis during fiscal year 2020-2021.

Ms. Shara Whitehead, Yuma Community Food Bank President/CEO, informed that the Yuma Community Food Bank has continued operating and serving those families in need during this pandemic. She mentioned that even though there have been hard times for everybody, the bank has been receiving donations from different agencies.

Mayor Gerardo Sanchez thanked Ms. Whitehead and her staff for the excellent service they provide not only to San Luis, but the entire Yuma County.

Council Member Mario Buchanan Jr. asked how many families from San Luis benefits from the Yuma Community Food Bank. He also asked if people receiving food have to provided any proof of residency.

Ms. Whitehead replied that the number fluctuates every month, but there are approximately 2,000 families that receive food boxes from the Yuma Community Food Bank. She added that after COVID-19, the agency requested proof of residency, but after the pandemic, they show the ID so that staff does not get exposed. She mentioned that currently, what the food bank is doing is what is called mass distribution, where staff writes down the name of the person receiving the food box.

Mayor Gerardo Sanchez directed Ms. Alonso to proceed with this item as agreed by all members of the City Council.

### **2. B. Discussion and possible directions to staff on any and all matters regarding the contract with Gethsemani Food Ministry for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

Ms. Franica Alonso, Assistant to Council/PIO, informed that the agreement is for \$5,000.00, which includes a \$2,000.00 increase from last fiscal year. She mentioned that Gethsemani continues to provide food to low-income families in the City of San Luis.

Mayor Gerardo Sanchez and members of the City Council thanked Mr. Castro for the services he provides to the community. Mayor Gerardo Sanchez asked Ms. Alonso to proceed with this item as agreed by all Council Members.

**2. C. Discussion and possible directions to staff on any and all matters regarding approval of a contract with Yuma County Arts and Cultural Group for the 2021 Annual Blazing Desert ComicCon event in San Luis, Arizona, for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

Ms. Franica Alonso, Assistant to Council/PIO, informed that the agreement with the Yuma County Arts and Cultural Group for the 2021 Annual Blazing Desert ComicCon is for \$5,000.00. The event is scheduled for March 2021; the agreement includes a clause that states that this event could be done virtual or in-person.

Council Member Gloria Torres thanked Mr. Carrillo for the interest he has shown to the community.

Mr. Carrillo stated that this year will be challenging but everything will be done to bring a great event to the community.

Mayor Gerardo Sanchez and members of the City Council thanked Mr. Carrillo for the services he provides to the community. Mayor Gerardo Sanchez directed Ms. Alonso to proceed with this item as agreed by all Council Members.

**2. D. Discussion and possible directions to staff on any and all matters regarding approval of a contract with Yuma County Arts and Cultural Group for the San Luis Film Festival event in San Luis, Arizona, for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

Ms. Francia Alonso, Assistant to Council/PIO, informed that the city budgeted \$5,000.00 for fiscal year 2020-2021. The event is scheduled for November 10-13, 2020, but it allows that it may be held on a date before June 30, 2021.

Mayor Gerardo Sanchez thanked Mr. Carrillo for everything he does in the community. He directed Ms. Alonso to proceed with this item as agreed by all Council Members.

Mr. Carrillo commented that the plans for this year's event had been planned to be a drive-in type. He mentioned that he is working with Parks and Recreation staff. The event will be held in the baseball field complex.

He added that there is a plan B in case the Centers for Disease Control and Prevention (CDC) guidelines change, then a hybrid event will be held.

**2. E. Discussion and possible directions to staff on any and all matters regarding the proposed agreement with Arizona Interagency Farmworkers Coalition, Inc., for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

Ms. Francia Alonso, Assistant to Council/PIO, informed that this is the second year the city sponsors the Arizona Interagency Farmworkers Coalition, Inc., this year staff budgeted \$3,000.00. The sponsorship will provide scholarships to students who are San Luis residents and are seeking post-secondary education.

Mayor Gerardo Sanchez stated that the city would continue to support students who want to continue with their education. He asked Ms. Alonso to proceed with these items as agreed by all Council Members.

**2. F. Discussion and possible directions to staff on any and all matters regarding the annual contribution to the 4FrontED Binational Regional Program to promote education, infrastructure, tourism, and economic development. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

Ms. Francia Alonso, Assistant to Council/PIO, informed that for fiscal year 2020-2021, the city budgeted \$7,598.00; this amount was approved by the 4FrontED mayor on their June 2020 meeting. The funding is to continue to support a binational program focused on education, infrastructure, tourism, and economic development in the Yuma County region.

Mayor Gerardo Sanchez stated that 4FrontED not only focuses in the Yuma County region. He thanked Nazzar O. Mendez for the excellent job he has been doing in the Yuma County region.

Mr. Nazzar O Mendez, 4FrontED Executive Director, stated that there has been a lot of challenges, but they can be overcome if the Yuma County regional works in conjunction.

Members of the City Council thanked Mr. Mendez work doing an excellent job in promoting the Yuma County region and also working with the Greater Yuma Port Authority.

Mayor Gerardo Sanchez asked Ms. Alonso to proceed with this item as agreed by all Council Members.

**2. G. Discussion and possible directions to staff on any and all matters regarding the proposed agreement with Yuma Regional Medical Center (YRMC) Cancer Center for Fiscal Year 2020-2021. (Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

Ms. Francia Alonso, Assistant to Council/PIO, informed that staff has budgeted for the Yuma Regional Medical Center (YRMC) Cancer Center \$5,000.00 for fiscal year 2020-2021. Ms. Alonso introduced Kathy Butler from YRMC.

Ms. Kathy Butler, from YRMC Cancer Center, informed that the center had had the opportunity to help a significant number of people. She added that the funds donated by the city are utilized to help the cancer survivors group and to continue support and programs. Ms. Butler stated that the center has been supporting the program survivors.

Mayor Gerardo Sanchez and members of Council thanked Ms. Butler for the excellent support given to the cancer survivors and their families. He asked Ms. Alonso to proceed with this item as agreed by all council members.

**H. Discussion and possible directions to staff on any and all matters regarding the building of a temporary Fire Station #2. (Angel Ramirez, Fire Chief)**

Mr. Angel Ramirez, Fire Chief, stated that this item was discussed during the Budget Retreat. He mentioned that during 2019, the San Luis Fire Department had its annual audit from the Arizona Department of Health Services (ADHS). Their recommendation is to have a station on the east side to keep the response time down, to provide better services and meet the standard imposed by ADHS on the Certificate of Necessity (CON). He mentioned that having a station on the east side of the city will increase the Insurance Services Rating (ISO). Currently, the rating is a class 3 fire department. Furthermore, he added that the current station was built to house ten firefighters; at this moment, the station houses 14 firefighters daily. He mentioned that last year, the department up-staffed a 3<sup>rd</sup> ambulance and if the fire station is open on the east, then a 4<sup>th</sup> ambulance will have to be up-staffed.

Mayor Gerardo Sanchez thanked Chief Ramirez and all San Luis Fire Department staff. He mentioned that the city is grateful to have such great staff. He commented that having a station on the east side of the city will be exciting and is something that is needed in the community.

Mr. Glenn Gimbut, Assistant City Attorney, informed that in a future agenda, staff would be presenting the proposed escrow instruction and proposed loan to buy the land for the park, a portion of the park can be used to house the fire station.

Vice Mayor Maria Cecilia Cruz emphasized the importance of the firefighters in our community. She mentioned that not only is their life at risk but also their families. She thanked all San Luis Fire Department personnel for the dedication and hard work. She mentioned that first responders should be receiving additional compensation; this is something that the city should consider.

Mayor Gerardo Sanchez agreed with Vice Mayor Cruz by adding compensation for first responders. He stated that staff should look at this item and bring it for discussion. He mentioned that the community and the city should be proud of the Fire Department. He agreed that a new fire station is needed on the east side of the city.

Members of the City Council thanked Mr. Ramirez for doing an excellent job in the community. They stated that community safety is a priority to the city, as it is vital to provide services needed on the east side of the city.

Mayor Gerardo Sanchez directed Mr. Ramirez to proceed with this item as agreed by members of the city council.

**2. I. Discussion and possible directions to staff on any and all matters regarding the selection of concept design to move forward with the master plan and cost estimates for the new Community Park. (Lizandro Galaviz, Director of Parks and Recreation)**

Mr. Lizandro Galaviz, Director of Parks & Recreation, stated that this item is to present to the Mayor and City Council with the design for the San Luis Community Park that will be located on the east side of San Luis, Arizona. He informed that the Parks & Recreation, Planning & Zoning, Public Works, Police, and Fire Department have been working on the conceptual design. He mentioned that during this meeting, he would like to request direction for City Council to move forward with the design concept and develop cost estimates for future development.

Mayor Gerardo Sanchez stated that he understands that the city does not have the money to complete this project but this will be a great start. He added that this park is very much needed as Joe Orduño has been outgrown. He stated that this proposed plan is a necessity. The general plan requires that cities should have a certain percentage of green areas and the city lacks this requirement.

Vice Mayor Maria Cecilia Cruz stated that in July 2018, she placed on the agenda an item to request a designated special needs playground, he asked Mr. Galaviz if this request could be included in the new park.

Mr. Galaviz replied that this could be included in the playground area, so that special needs individuals will be able to use that area.

Members of the City Council thanked Mr. Galaviz and stated that they would be looking forward to work with the city to complete this project.

Council Member Gloria Torres asked if this park will include an assessment district.

Mr. Galaviz replied that staff is still working on this with the developer and are planning on included retention areas. He mentioned that there would be cost maintenance that will be allocated, but staff is still working on this to finalize what will be in the final plan of the park.

Mayor Gerardo Sanchez thanked Mr. Galaviz and directed him to proceed with this item, as agreed by members of the city council.

**2. J. Discussion and possible directions to staff 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 Department, informed that in July 2020, staff went out to bid the 9-B Retention Basing Park Restroom Facilities Project, three (3) bids were received. He added that staff opened the bids on July 8, 2020; upon reviewing the bids, staff would like to recommend rejecting the bids due to them being higher than expected. Furthermore, he mentioned that staff would like to recommend the possibility to subcontract and utilize in-house labor as this would stay within budget.

There were no questions from members of the city council. Mayor Gerardo Sanchez directed Mr. Galaviz to proceed with this item as recommended by city staff.

**2. K. Discussion and possible directions to staff on any and all matters regarding the modification of the general rules and policies for all open areas and parks around the city. (Lizandro Galaviz, Director of Parks and Recreation)**

Mr. Lizandro Galaviz, Director of Parks & Recreation, informed that staff has been working in reviewing the current general rules and policies for all parks.

He mentioned that the current policies are minimal and staff would like to update the rules and policies to address maintenance in green areas as well as enforcing them during this pandemic time.

Mayor Gerardo Sanchez and members of the council agree with the changes presented by Mr. Galaviz.

Council Member Africa Luna-Carrasco asked if staff have considered including summer hours for the closing of parks, as some people like to take late walks.

Mr. Galaviz replied that one of the reasons for the closure time is because of the curfew time for minors. He stated that if council wishes to recommend different parks hours staff is open for a recommendation

Mr. Richard Jessup, Chief of Police, commented that if the hour is extended, then there will be a place for people to congregate, then criminal activity may take place. He stated that it would be great if the park is open at sunrise so that people will have more time to spend at the park. He mentioned that to avoid criminal conduct, the city should keep the proposed times, but if the City Council wishes to change that, staff will be open new suggested hours.

Council Member Matias Rosales asked how sports events are handled if the park will close at 10:00 p.m., as there are some times that games go past 10:00 p.m.

Mr. Galaviz replied that in for any special circumstances, staff notified the San Luis Police Department if a special event will be held at any of the park areas so that they are aware and especially if alcohol will be consumed.

Mayor Gerardo Sanchez directed Mr. Galaviz to proceed with this item, as agreed by all members of the city council.

Council Member Mario Buchanan Jr. stated that once these rules and policies are done, everyone needs to be aware and work with the community.

Mr. Galaviz mentioned that staff understands the council's concern; for this reason, this item was brought up for review and asked for any recommendation. He commented that staff is open for any changes and also added that once this is approved, the new rules and policies can be looked up again and make any changes if so desired. He mentioned that this is not to limit the activities but to have flexibility.

Council Member Africa Luna-Carrasco suggested Mr. Galaviz do a survey in the community to see if there are any suggestions from them.

Mr. Tadeo A. De La Hoya, City Administrator, mentioned that Council Member Luna-Carrasco would be a great idea to get the community's input, then come back to the council with the recommendations.

Mayor Gerardo Sanchez asked each member of the city council if they all agree to proceed with a survey to received the community's input. Each member of the city council agrees with the recommendation. He asked staff to proceed with the city council's recommendation as agreed by everyone.

**2. L. Discussion and possible directions to staff on any and all matters regarding the temporary suspension of the imposition of a late penalty fee, including shut-off fees on utility accounts during the period of emergency due to the Coronavirus (COVID-19) pandemic. (Jorge Perez, Billing & Collections Manager)**

Mr. Jorge Perez, Billing & Collections Manager, informed that in April 2020 City Council approved and adopted Resolution No. 2127, which suspends the imposition of late penalty charge on water utility accounts, suspends shut-offs of water service for non-payment, and suspends imposition of shut-offs fees due to the declared COVID-19 emergency. He informed that the emergency proclamations of the City of San Luis issued as a result of the COVID-19 virus pandemic should terminate on September 1, 2020. He mentioned that he has done some research with other municipalities around the state and found that approximately 22 communities are doing the same as San Luis by not imposing penalties or doing any shut-offs on utility accounts. He asked the Mayor and Council for some directions and guidance as to how to proceed with this item.

Mayor Gerardo Sanchez commented it has been a challenging time as people are not working and as the pandemic is not over, they will continue to not to work. He suggested extending the temporary suspension until November 2020. Members of the city council agreed on the recommendation made by Mayor Gerardo Sanchez.

Mr. Perez informed that since March 2020, the number of accounts disconnected for non-payment was approximately 100 to 150 accounts; in July 2020, the city reached 400 accounts; most of those accounts are one month past due. He added that there some accounts that are reaching the \$100.00 to \$400.00 past due, but there are a couple of accounts that have reached the \$1,000.00.

For those that have reached the \$1,000.00, the customer is contacted to work with the customer to set up a payment plan to avoid disconnection in the future.

Mayor Gerardo Schez directed Mr. Perez to proceed with this item, as agreed by all members of the city council.

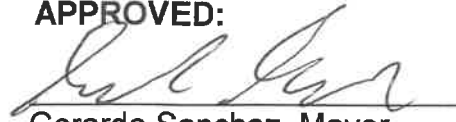
### **3. ADJOURNMENT**

**MOTION:** Council Member Mario Buchanan Jr./Council Member Jose Ponce to adjourn the work session at approximately 8:38 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 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 August 5, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

  
Sonia Cornelio, City Clerk