

MINUTES
Special Council Meeting
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
March 17, 2021
6:30 p.m.

1. CALL TO ORDER/ROLL CALL

Vice Mayor Matias Rosales called the Special City Council meeting to order at approximately 6:32 p.m.

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

PRESENT: Mayor Gerardo Sanchez
Vice Mayor Matias Rosales
Council Member Mario Buchanan Jr.
Council Member Luis E. Cabrera
Council Member Africa Luna-Carrasco
Council Member Gloria Torres

ABSENT: Council Member Jose Ponce

OTHERS PRESENT: Tadeo A. De La Hoya, City Manager
Melissa Lopez, Deputy City Clerk
Kay Marion Macuil, City Attorney
Axel Chayra, Information Technology Technician
Derek Dueñas, Information Technology Manager

2. PLEDGE OF ALLEGIANCE

Council Member Gloria Torres led the Pledge of Allegiance.

3. DISCUSSION AND POSSIBLE ACTION ITEMS:

3.A. Discussion and possible action on any and all matters regarding the acceptance and approval for the filing of the Comprehensive Annual Financial Report for the City of San Luis, Fiscal Year Ended June 30, 2020. (Monica Castro, Director of Finance and Heinfeld, Meech & Co., P.C.)

Ms. Monica Castro, Director of Finance, stated that last year was a very challenging year and despite all the challenges the Finance Department was able to conclude the audit. She introduced Ms. Britney Williams from Heinfeld, Meech & Co., P.C.

Ms. Williams proceeded to the presentation of the Comprehensive Annual Financial Report (CAFR) and provided a brief highlight overview of the reports issued to the City of San Luis.

The complete report is filed at the City Clerk's Office with the complete agenda packet. She added that the entire audit was performed remotely. The City Council and Ms. Williams engaged in a questions-answers dialogue.

MOTION: Council Member Luis Cabrera/Council Member Gloria Torres to accept and approve the filing of the Comprehensive Annual Financial Report for the City of San Luis for the Fiscal Year Ended June 30, 2020. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Matias Rosales	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Luis Cabrera	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Gloria Torres	Aye

3.B. Discussion and possible action on any and all matters regarding authorization for a budget transfer to have budget authority to spend the Arizona Department of Transportation Grant awarded. (Jenny Torres, Economic Development Manager)

Ms. Jenny Torres, Economic Development Manager, explained that on June 24, the city partnered with Greater Yuma Port Authority and entered into an intergovernmental agreement (IGA). They applied for a grant with the Arizona Commerce Authority through the Arizona Department of Transportation for the infrastructure development in the Magrino Industrial Park. As part of the IGA, the Grater Yuma Port Authority committed to manage the grant if received; to match the grant in the amount of approximately \$50,000.00 or 10%; and to pay for any engineering services and other fees. The city was awarded the grant, therefore since staff had not allocated those funds in the budget, staff is requesting that the City Council authorize a budget transfer to the Special Revenue Account 255-210-44000.225 to have budget capacity in the Special Revenue Account 255-210-90015.225 to spend the \$571,997.80 funds.

MOTION: Council Member Luis Cabrera/Vice Mayor Matias Rosales to approve the budget transfer as presented. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Matias Rosales	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Luis Cabrera	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Gloria Torres	Aye

3.C. Discussion and possible action on any and all matters regarding a contract with Core Engineering Group, PLLC., for construction inspection and administration services for Magrino Subdivision Unit 3, Base Phase Improvement Project, contract funded by Greater Yuma Port Authority. (Jenny Torres, Economic Development Manager)

Ms. Jenny Torres, Economic Development Manager, stated that the city received a proposal from Core Engineering in the amount of \$21,997.80 for this project. Core Engineering is part of the city's on-call engineering list. These funds will be paid from the Greater Yuma Port Authority.

MOTION: Council Member Gloria Torres/Council Member Africa Luna-Carrasco to approve the Construction Administration Contract with Core Engineering for the Magrino Subdivision Unit 3, Base Phae Improvement project in an amount not to exceed \$21,997.80 as presented. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Matias Rosales	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Luis Cabrera	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Gloria Torres	Aye

3.D. Discussion and possible action on any and all matters regarding the award of a contract to Don Peterson Engineering, Inc., for the construction of the Magrino Industrial Park Unit III, base phase roadway improvements project. (Jenny Torres, Economic Development Manager)

Ms. Jenny Torres, Economic Development Manager, mentioned that the City of San Luis release a request for proposal (RFP) soliciting construction firms to submit proposals to construct the Magrino Industrial Park, Phase III base roadway improvements. The City received two (2) proposals from Don Peterson Engineering, Inc. in the amount of \$516,992.25 and Gutierrez Canales Engineering, PC in the amount of \$526,356.80.

During the review of the bids, the reviewing committee noticed some irregularities in the DPE proposal. Staff feels comfortable in awarding the contract to DPE, the corrected amount is \$516,992.25; DPE continues to be the lowest bidder.

Mr. Glenn Gimbut, Assistant City Attorney, explained that the minor technical irregularities were couple of errors on the tabulation sheet, one page was the wrong form but nothing changes the bid amount and they are committed to building this project as designed for that price and nothing put DPE at a competitive advantage over anybody else. The City Council has the power to waive technical irregularities.

MOTION: Vice Mayor Matias Rosales/Council Member Africa Luna-Carrasco to award the contract to Don Peterson Engineering, Inc., in the amount of \$516,992.25 as presented and waive any technical irregularities or form in the bid as submitted. In making this waiver Council determines that nothing presented changes the amount of the bid or has put bidders on unequal footing or destroys free and fair competition. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Matias Rosales	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Luis Cabrera	Aye
Council Member Africa Luna-Carrasco	Aye
Council Member Gloria Torres	Aye

4. ADJOURNMENT

MOTION: Council Member Gloria Torres/Council Member Mario Buchanan Jr. to adjourn the Special Council meeting at approximately 7:01 p.m. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Matias Rosales	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Luis Cabrera	Aye
Council Member Africa Luna-Carrasco	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 Special City Council meeting of the City Council of the City of San Luis, Arizona, held on March 17, 2021. I further certify that the meeting was dully called and held and that a quorum was present.

Sonia Cornelio, City Clerk