

**MINUTES**  
**Regular Council Meeting**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**April 28, 2021**  
**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 Africa Luna-Carrasco  
Council Member Mario Buchanan Jr.  
Council Member Luis Cabrera  
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  
Angelica Roldan, Assistant Director of Parks & Recreation  
Domingo Sosa, Information Technology  
Enrique Lopez, Assistant Fire Chief  
Eulogio Vera, Director of Public Works  
Jonathan Dumadag, Information Technology Technician  
Marlene Lara, Assistant to Mayor and Council/PIO  
Monica Castro, Director of Finance  
Richard Jessup, Chief of Police

**2. PLEDGE OF ALLEGIANCE**

Council Member Matias Rosales led the pledge of allegiance.

**3. INVOCATION**

Mr. Richard Jessup, Chief of Police, led the invocation.

#### **4. PROCLAMATIONS/PRESENTATIONS**

##### **4. A. - Proclamation - Building Safety Month May 2021**

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

Mayor Gerardo Sanchez acknowledged the hard work and dedication of the city's code enforcers and building inspectors do.

##### **4. B. - Proclamation - Bike Month May 2021**

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

Mayor Gerardo Sanchez stated that bicycling is one of the most low-cost high impact exercise one can do, specially in the community. The City of San Luis is committed to continue making the bicycle paths around the city to promote the health of residents and ourselves.

##### **4. C. - Proclamation - 52nd Annual Professional Municipal Clerks Week May 2-8, 2021**

Mr. Tadeo A. De La Hoya, City Administrator, read the proclamation in its entirety.

Mayor Gerardo Sanchez thanked Mrs. Sonia Cornelio, City Clerk and her staff for everything they do on a daily basis and for providing the community with the necessary records that they request and for taking care of the city's history.

##### **4. D. - Presentation on ADOT-ECD's enforcement initiatives at the San Luis Port of Entry and growth in northbound truck traffic by Mr. Tim Lane. (Tim Lane, Chief of the Enforcement and Compliance Division ADOT)**

Mr. Mark Sanders, ADOT International, indicated that Director Tim Lane, Chief of the Enforcement and Compliance Division ADOT, presents every three (3) months to the Mayors and stakeholders, the upcoming events and what is happening with the commerce. These presentations were paused during the pandemic and have now resumed.

Mr. Tim Lane, Chief of the Enforcement and Compliance Division ADOT, briefed the Mayor and City Council on the Border Liaison Unit which included recognizing the need for solutions, outreach, new initiatives, communication, celebration, stakeholder success and northbound traffic. This presentation is attached to the complete agenda packet filed at the City Clerk's Office.

Mayor Gerardo Sanchez thanked Mr. Lane and his team for the presentation and added that he is proud to be partners with ADOT; he also thanked Governor Doug Ducey for the support.

**4. E. Presentation by Arizona Public Service on APS 2021 Summer Preparedness. (Regina Twomey, APS Community Affairs Manager: SW Division)**

Ms. Regina Twomey, APS Community Affairs Manager: SW Division, provided the APS 2021 Summer preparedness guide, which contained the clean energy commitment, project updates, summer preparedness, 2020 recap, 2021 peak resources and demand, APS adequate fuel supply for all its generating facilities, natural gas supply & transport, fire mitigation preparedness, emergency management, customer centric outage planning & response and the APS promise. This guide is attached to the complete agenda packed filed at the City Clerk's Office.

Mayor Gerardo Sanchez thanked Ms. Twomey for the informative report provided.

**5. CONSENT AGENDA**

**5. A. MINUTES OF**

- Regular Council meeting held March 24, 2021
- Special Council meeting held April 7, 2021
- Work Session held April 7, 2021

**5. B. DISBURSEMENTS FROM MARCH 1, 2021 TO MARCH 13, 2021**

**Total Disbursements \$906,935.22**

**(Nine-Hundred Six Thousand, Nine Hundred, Thirty-Five Dollars and Twenty-Two Cents)**

**MOTION:** Council Member Gloria Torres/Council Member Jose Ponce to approve the Consent Agenda as presented. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Africa Luna-Carrasco	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Luis Cabrera	Aye
Council Member Jose Ponce	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 the purchase of CivicRec software for Parks and Recreation activity and facility reservations. (Angelica Roldan, Assistant Director of Parks and Recreation)**

Ms. Angelica Roldan, Assistant Director of Parks & Recreation, explained that this item was previously presented to the Mayor and City Council on March 3<sup>rd</sup>. Staff met with the Finance Department, I.T. Department and the Billing & Collections Manager to make sure this software will work with Tyler Technologies, currently being used by the city.

After meetings and demos, the Finance Department is comfortable with the reporting and processes needed and how to access CivicRec. The project cost for this software is \$14,363.00 for year one, which covers implementation, training and features and a fee of \$583.00 for Forte, the merchant and gateway provider that will be used. The second year will be \$7,875.00.

**MOTION:** Council Member Matias Rosales/Council Member Jose Ponce to approve the purchase of CivicRec web-based software in the amount of \$16,463.00 and approve the budget transfer as presented. Motion passed unanimously.

The vote was as follows:

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

**6. B. Discussion and possible action on any and all matters regarding the renewal of the "Contract for Professional Audit Services" allowed under the terms of the contract. (Monica Castro, Director of Finance)**

Ms. Monica Castro, Director of Finance, indicated that in 2016 staff awarded a contract to Heinfeld, Meech and CO., P.L. after receiving bids. The term of the contract was for five (5) years which expired March 2021. The contract has an option for renewal on a year by year basis for two (2) years. Staff's intention was to go out to bid as a best practice once a contract has ended. Unfortunately, due to the personnel shortages, budget preparation and other projects, it has been difficult for the Finance Department to go out for bids. She asked the Mayor and City Council to approve the renewal of the contract for one (1) year for the audit services that will commence in August 2021.

**MOTION:** Council Member Gloria Torres/Council Member Jose Ponce to approve the one-year contract renewal of the Independent Auditor Heinfeld, Meech as presented. Motion passed unanimously.

The vote was as follows:

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

**6. C. Discussion and possible action on any and all matters regarding authorization to purchase a pre-engineered building that will replace the existing inadequate facility and house Fleet Services shop functions. (Eulogio Vera, Director of Public Works)**

Mr. Eulogio Vera, Director of Public Works, stated that the design for the pre-engineered metal building for the new shop is nearly complete. It will be ideal to have the contractor purchase the metal building as part of the project, but due to time being a factor, the city will purchase it and once staff goes out to bid, have the contractor do the footings, explore slabs, underground and erect the building. Three (3) quotes were obtained from Bunker Steel at \$103,208.00, Rhino Steel Building Systems at \$109,804.00 and Varco Pruden Buildings at \$169,897.00. Staff is requesting City Council's approval to contract with the low quote (Bunker Steel) in the amount of \$103,208.00. This project is budgeted for Fiscal Year 2021 and there is money to make the purchase and begin construction. Since the pre-engineered metal building will take and estimated three (3) months and staff would like to use funds from this fiscal year to order it, and that City Council waive formal bidding purchasing procedure as allowed under City Code-Purchasing Section 36.01.

**MOTION:** Council Member Matias Rosales/Council Member Jose Ponce to approve the purchase of the pre-engineered building from Bunker Steel in the amount of \$103,208.00 and waive formal purchasing procedures. Motion passed unanimously.

The vote was as follows:

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

**6. D. Discussion and possible action on any and all matters regarding the authorization to purchase a backhoe tractor. (Eulogio Vera, Director of Public Works)**

Mr. Eulogio Vera, Director of Public Works, said that at the March 3, 2021 Work Session, staff presented the commitment to evaluating the use of the \$100,000.00 committed to the business program to be used to purchase equipment that will enhance the maintenance of streets throughout the city. Staff subsequently presented beautification options that will be low-cost and high impact on the community. Included in those options were construction of an interim walking path on the north side of Cesar Chavez Boulevard, as well as purchase of hay bales and a backhoe tractor, to be used in maintaining sand drifts/accumulations on city streets that are directly exposed to the desert. The new footpath was recently completed, and the Public Works Department is pursuing pricing for purchase of the hay bales.

This is not a budgeted item, but \$100,000.00 became available from the general fund and the direction given was to look into the purchase of the equipment. The total amount of the purchase is \$124,000.00 and funding is available from the general fund account since funds will not be used in its entirety for the metal building for the shop. The Public Works Department has obtained quotes on a state contract for the backhoe tractor, at a city government price of \$124,261.87. State contracts go out to bid and are allowed per City Code-Purchasing Section 36.09. Staff requested City Council's approval to complete purchase from the vendor. Purchase of the backhoe tractor can be completed (to include delivery and final payment) not later than June 30, 2021.

**MOTION:** Council Member Jose Ponce/Council Member Gloria Torres to approve the purchase of a backhoe tractor in the amount of \$124,261.87. Motion passed unanimously.

The vote was as follows:

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

**6. E. Discussion and possible action on any and all matters regarding authorization to purchase a 2021 Chevrolet 1500-Pickup for the Fire Department. (Angel Ramirez, Fire Chief)**

Mr. Angel Ramirez, Fire Chief, said this item was discussed at this year's budget retreat. This vehicle is a replacement for the 2006 Ford Expedition driven by the Assistant Fire Chief, who responds to all the daily calls for service for the Fire Department. After the budget retreat, he met with Ms. Monica Castro, Director of Finance, to check budget capacity to purchase the vehicle this fiscal year since they were not going to spend all the funds for one of their capital improvement project for this year. There is budget capacity to purchase this command vehicle, not with state contract as time is a factor and would not be available by June 30. However, a local dealership will have a vehicle that would meet their needs. Chief Angel Ramirez asked the Mayor and City Council to authorize the purchase of this command vehicle and to waive the formal purchasing procedures allowed per the purchasing code section 36.01H.

**MOTION:** Council Member Luis Cabrera/Council Member Matias Rosales to approve the purchase of a 2021 Chevrolet 1500-Pickup in an amount not to exceed \$50,000.00, allow the transfer of budget and waive formal purchasing procedures. Motion passed unanimously.

The vote was as follows:

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

## 7. SUMMARY OF CURRENT EVENTS

Mayor Gerardo Sanchez reported that he attended the ribbon cutting for the Senior Center expansion, it was a long process, he thanked all those involved to achieve this. He added that he participated in a discussion with Yuma Regional Medical Center and Bajo El Sol in regards to promoting 30,000 vaccines for COVID-19 in 30 days in Yuma County. The City of San Luis has already given approximately 4,000 doses that includes first and second doses to City of San Luis residents. Mayor Gerardo Sanchez included that he met with the Consul General of Mexico, she is working with the affairs regarding Mexico and border cities. The dialogue included topics such as the crisis on the restrictions on the border and ports. She will provide briefings once a month to the Mayors as well as informative sessions to make sure that the ports stay on the radar and make sure that the State Department is aware of the hard work done for the ports of entry.

Vice Mayor Africa Luna-Carrasco reported that she attended the Earth Day Celebration the PPEP Park last Thursday and it was pleasant to see 30 trees that were donated. She challenged each Council Member to donate one (1) tree.

Mayor Gerardo Sanchez added that Mr. Jim Uhen donated three (3) trees and \$1,000.00 today, towards the city for different events.

## 8. ADJOURNMENT

**MOTION:** Council Member Matias Rosales/Council Member Jose Ponce to adjourn the Regular Council meeting at approximately 8:21 p.m. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	Aye
Vice Mayor Africa Luna-Carrasco	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Luis Cabrera	Aye
Council Member Jose Ponce	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 April 28, 2021. 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