

MINUTES
Work Session
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
August 04, 2021
6:30 p.m.

1. CALL TO ORDER/ROLL CALL

Mayor Gerardo Sanchez called the Work Session to order at approximately 6:30 p.m.

PRESENT: Mayor Gerardo Sanchez
Council Member Mario Buchanan Jr.
Council Member Luis Cabrera
Council Member Jose Ponce
Council Member Matias Rosales
Council Member Gloria Torres

ABSENT: Vice Mayor Africa Luna-Carrasco

OTHERS PRESENT: Sonia Cornelio, City Clerk
Kay Marion Macuil, Interim City Manager/City Attorney
Angel Ramirez, Fire Chief
Aracely de la Hoya, Senior Services Manager
Domingo Sosa, Graphics and Media Specialist
Francia Alonso, Acting Assistant to Mayor and Council
Jonathan Dumadag, Senior IT Technician
Jorge Perez, Billing & Collections Manager
Jose L. Cisneros, Acting Public Information Officer
Jose A. Guzman, Director of Planning & Zoning
Josue Cerda, IT Department
Marco Santana, Police Lieutenant
Margarita Dominguez, Administrative Coordinator
Ralph Velez, City Consultant
Richard Jessup, Chief of Police
Rosalba Leon, Human Resources Department
Estepan Rosales, Resident
Maria Cecilia Cruz, Resident
Cesar Neyoy, Bajo El Sol

2. ITEMS FOR DISCUSSION ONLY:

2. A. Discussion and possible directions to staff on any and all matters regarding the purchase of a new ladder truck. (Angel Ramirez, Fire Chief)

Mr. Angel Ramirez, Fire Chief, informed that this item was discussed during the budget retreat. He mentioned that the current ladder truck is 20 years old; according to the Insurance Services Office (ISO), any old vehicle will not be considered a front-line vehicle. Therefore, it can still be used, but it will not count as having a ladder truck. He mentioned that he looked at the different trucks that would fit the San Luis Fire Department's needs and found that a 110-foot ladder truck will suffice with all the new constructions coming to the city. Chief Ramirez stated that at looking at the various options, staff decided to go with Pierce with a total amount of \$1.5 million, staff budgeted \$1.3 million, but as discussed with the Director of Finance, the purchase will be made in two (2) fiscal year, paying half this current fiscal year and the other half the following. He stated that staff would also like for Mayor and City Council to waive the procurement code because Pierce is a well-known brand where mechanics can be found throughout Yuma County.

Mayor Gerardo Sanchez asked how long it takes to build a ladder truck like this one.

Chief Ramirez replied that it could take from 12 to 14 months from where a purchase order is executed until it is received; for this reason, it will run until the next fiscal year. He informed that the last ISO audit was done in 2017, from which the San Luis Fire Department is a Class 3 and the audit is every 5-years; for this reason, in 2022, they will come and do their audit, staff is aiming to become a Class 2.

Mayor Sanchez stated that the city should invest in a new ladder truck, as it is worrisome that the current truck is 20-years old. He asked Chief Ramirez to proceed with this item as agreed by all members of the council.

2. B. Discussion and possible directions to staff on any and all matters regarding authorization to purchase six (6) fully marked and equipped new 2022 Ford F150 Crew Cab 4 x 4 Short Box pick-up trucks using Fiscal Year 2021-2022 Capital Projects budgeted funds. (Richard Jessup, Chief of Police)

Mr. Richard Jessup, Chief of Police, informed that staff worked with Bill Alexander Ford from Yuma to purchase six (6) fully equipped marked vehicles. He mentioned that staff would be buying 2022 Ford F150 Crew Cab 4x4 trucks in the total amount of \$229,933.32. From this, six (6) trucks will be put into patrolling to replace the older vehicles, which will be kept as backups. Additionally, he informed that staff is waiting for two (2) stone garden trucks to be allocated from Yuma County Sheriff Office (YCSO). YCSO has two (2) Dodge vehicles that they will give to San Luis Police Department for stone garden purposes, and they will be fully lifted which will help when patrolling the border.

Mayor Gerardo Sanchez directed Mr. Jessup 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 the option of presenting utility statements to customers in electronic form as the default option unless otherwise expressed by the customer. (Jorge Perez, Billing & Collections Manager)

Mr. Jorge Perez, Billing & Collections Manager, stated that during the budget retreat City Council express their idea to convert all utility statements in electronic format by default unless the customer says otherwise. He mentioned that staff contacted XpressBillPay regarding the possibility of setting this option by default, which is doable but only for those who already have their XpressBillPay Account. He added that for those customers that do not have an account, staff would not be able to convert to paperless, as they would not be receiving statements at all. He mentioned that there is currently 1145 customer enrolled out of the 8166 utility accounts. Furthermore, he added that making this change will convert 5386 accounts into paperless, leaving 1635 with a paper statement.

Mayor Gerardo Sanchez asked if staff has taken a survey with the customer, as some of them use their water bill as proof of residency at the post office, etc.

Mr. Perez replied that staff has not reached out to customers, as they are waiting on a council directive on this project. He mentioned that once there is a directive, then staff will start an education period.

Mayor Gerardo Sanchez directed Mr. Perez 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 the funding of a low-income water program to assist the residents of San Luis with their water utility payments. (Jorge Perez, Billing & Collections Manager)

Mr. Jorge Perez, Billing & Collections Manager, mentioned that the program would be for low-income water assistance to San Luis residents. He informed that staff contacted Western Arizona Council of Government (WACOG) regarding this program and they are willing to assist the city. However, the proposed program will be fully funded by the city's enterprise fund and only assist San Luis residents.

Mayor Gerardo Sanchez asked if there is a set limit on the amount set.

Mr. Perez replied that the startup would be \$25,000.00; this amount is similar to the City of Somerton's and the City of Yuma's programs. He added that since the city will fully fund the program, the city will establish all guidelines. Furthermore, he stated that if City Council directs staff to move forward with this program, an Intergovernmental Agreement will be entered with WACOG.

Mayor Gerardo Sanchez directed Mr. Perez to proceed with this item as agreed by all council members.

2. E. Discussion and possible direction to staff on any and all matters regarding the boundary adjustment to the improvement districts within Southwest Arizona Industrial Subdivision. (Jose A. Guzman, Director of Planning and Zoning)

Mr. Jose A. Guzman, Director of Planning & Zoning, informed that in 2016 the City Council adopted Resolutions No. 1160 and No. 1161 to create improvement districts for Southwest Arizona Industrial Subdivision. He mentioned that this subdivision consisted of 14 lots from which Lot No. 14 (40 acres) was reserved for a future phase. He added that in 2019 the developer rezoned Lot No. 14 from Light Industrial to Medium Density Residential to develop the land for Belleza del Desierto Phase 1 and Phase 2, and new improvement districts were created for the two (2) subdivisions. As a result, the improvement districts overlap, creating a double assessment. He mentioned that the proposed solution is to amend the original improvement district's boundaries and remove Lot No. 14 from the district. This land is covered by the new improvement districts created during the subdivision process. Mr. Guzman informed that the proposed resolution would be in the Consent Agenda of the Regular Council Meeting scheduled for August 11, 2021, and they will be listed as two (2) separate items.

Mayor Gerardo Sanchez directed Mr. Guzman to proceed with this item as agreed by all council members.

2. F. Discussion and possible directions to staff on any and all matters regarding possible text amendment to the zoning regulations regarding Pre-Development Meeting Requirements and Procedures. (Michelle Macias, Planning and Zoning Intern)

Ms. Michelle Macias, Planning & Zoning Intern, stated that this item is proposed Pre-Development Meeting to inform applicants of the procedural requirement for new development, identify project-related issues, and exchange information. She added that staff is proposing to make pre-development meetings mandatory; this will improve the application process since the applicant will be aware of the requirements from the beginning.

Mayor Gerardo Sanchez stated that he agrees with staff, as the city needs it to make a standard process.

Council Member Matias Rosales commented that he also agrees, adding that it will avoid many issues with developers.

Mayor Gerardo Sanchez directed Mr. Guzman to proceed with this item as agreed by all council members.

3. ADJOURNMENT

MOTION: Council Member Mario Buchanan Jr./Council Member Jose Ponce to adjourn the Work Session at approximately 6:57 p.m. Motion passed unanimously.

The vote was as follows:

Mayor Gerardo Sanchez	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:

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

Certification

I hereby certify that the foregoing minutes are a true and correct copy of the Work Session minutes for the City Council of the City of San Luis, Arizona, held on August, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Sonia Cornelio, City Clerk