

**MINUTES**  
**Work Session**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**October 06, 2021**  
**6:30 p.m.**

**APPROVED** by Council  
Date: 10/27/2021  
Clerks Office: [Signature]

**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  
Vice- Mayor Africa Luna-Carrasco  
Council Member Mario Buchanan Jr.  
Council Member Luis Cabrera  
Council Member Jose Ponce - arrived at 6:33 p.m.  
Council Member Matias Rosales  
Council Member Gloria Torres

**OTHERS PRESENT:** Lizandro Galaviz, Interim City Manager  
Sonia Cornelio, City Clerk  
Kay Marion Macuil, City Attorney  
Angel Ramirez, Fire Chief  
Crystal Fragozo, Administrative Coordinator  
Domingo Sosa, Graphic and Media Specialist  
Eulogio Vera, Director of Public Works  
Francia Alonso, Acting Assistant to the Mayor and Council  
Jenny Torres, Economic Development Manager  
Jonathan Dumadag, Senior I.T. Technician  
Jose A. Guzman, Director of Planning & Zoning  
Monica Castro, Director of Finance  
Richard Jessup, Chief of Police  
Richard Bauermann, Fire Inspector  
Tadeo A. De La Hoya, Resident

**2. ITEMS FOR DISCUSSION ONLY:**

**2. A. Discussion and possible directions to staff on any and all matters regarding the award of a contract to Kimley Horn and Associates, Inc. for the development of a study to include a downtown circulation assessment, an origin and destination assessment, and a downtown parking assessment. (Jenny Torres, Economic Development Manager and Eulogio Vera, Director of Public Works)**

Ms. Jenny Torres, Economic Development Manager, informed that the Improving Community Connections meeting funded the Environmental Protection Agency (EPA) regarding the impact on the San Luis Port I modernization. This meeting was to focus specifically on the need for a traffic study in the downtown area. She added that the city received a proposal from Kimley Horn and Associates, an engineer from the on-call list; this proposal included the following three (3) components, a downtown circulation assessment, an origin and destination assessment, and a parking assessment. Ms. Torres mentioned that Yuma Metropolitan Organization contributed \$30,000.00 for the origin and destination component; the city had allocated \$95,000.00 for all three (3) components of the study. The proposed from Kimley Horn and Associates is \$199,545.00. She added that the funding is short by \$75,000.00, but the city requested funding collaboration from the Arizona Department of Transportation (ADOT) to complete all three (3) components. Furthermore, she mentioned that the request was made to ADOT, and it seems like there is a high chance that the request is approved. It was also discussed that a technical group could be created to oversee the entire process. She informed that staff is waiting on ADOT to see if they will be funding the \$75,000.00. She commented that staff requested Kimley Horn to reduce the scope of work if ADOT does not provide the funding. This will cover the essential studies; the total cost with the amended scope of work is \$144,730.00, where the city will need to contribute \$20,000.00 from Council's Contingency Fund.

Mr. Eulogio Vera, Director of Public Works, mentioned that it is crucial the city proceeds with as these studies will make the city a candidate to received grant funding from the federal government.

Mayor Gerardo Sanchez commented that, as Mr. Vera mentioned, it is important for the city to obtain those studies, especially with the expansion of the San Luis Port of Entry I.

Mr. Torres mentioned that if ADOT provides the funding, the contract will be amended to add the deleted items.

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

**2. B. Discussion and possible directions to staff on any and all matters regarding an amendment to the intergovernmental agreement between the City of San Luis and the Arizona Department of Transportation (ADOT) for the Cesar Chavez Boulevard Project. (Jenny Torres, Economic Development Manager and Eulogio Vera, Director of Public Works)**

Ms. Jenny Torres, Economic Development Manager, mentioned that Mr. Eulogio Vera, Director of Public Works and her worked together to obtain right-of-way from state, federal and private land on Cesar Chavez Boulevard. She added that state land right-of-way had been received, staff is working with the federal government, and staff will have to work on 4-acres of private land. She mentioned that in July 2021, the city entered into an intergovernmental agreement with the Arizona Department of

Transportation (ADOT) to manage the Highway Administration (FHWA) grant; they provided \$1.2 million, 30% design is complete. A balance of \$431,894.000 that are still available. She commented that staff requested ADOT to reclassify the remaining funds for right-of-way acquisition for the Cesar Chavez Boulevard project. A right-of-way specialist needs to be hired, which will cost approximately \$100,000.00 because the city needs to follow the Federal Uniform Act. If any mistakes are made, the ability to obtain federal funding will be forfeited; for this reason, it is very important to hire a professional to do this job. In conjunction with the allocated funds, the remaining funds will be used to purchase the private land.

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

**2. C. Discussion and possible directions to staff on any and all matters regarding installing shades at the border area and other downtown areas. (Eulogio Vera, Director of Public Works)**

Mr. Eulogio Vera, Director of Public Works, provided an update on the city's Border Area Taxi Stand. He mentioned that the City Attorney made a research on the Anti-Gift Clause, where this is not implicated. In addition, he informed that staff obtained six (6) donated shades from Yuma County Area Transit (YCAT). The donated shades are the only top portion, but staff will be fabricating the legs for the shades; these shades should be installed within the following months.

Mayor Gerardo Sanchez directed Mr. Vera to proceed with this item as agreed by members of the City Council.

**2. D. Discussion and possible directions to staff on any and all matters regarding authorization to purchase new body-worn cameras with associated warranty and equipment using Fiscal Year 2022 Capital Project Budgeted funds. (Richard Jessup, Chief of Police)**

Mr. Richard Jessup, Chief of Police, informed that the San Luis Police Department would be purchasing 55 body-worn cameras; the fund for this purchase was approved in the current fiscal year Capital Improvement Budget. The allocated amount was \$330,940.00. Staff would like to purchase these cameras from Axon, including a license to Evidence.com for data storage. The purchase contract will be for a term of five (5) years, to be paid upfront. He mentioned that by paying upfront, the city would save \$75,145.89, which will bring the total purchase amount of \$300,520.01.

Mayor Gerardo Sanchez directed Mr. Jessup to proceed with this item as agreed by members of the City Council.

**2. E. Discussion and possible directions to staff regarding the transfer of contingency funds regarding Advanced Call Center Technologies (ACCT) and any and all matters involving unpermitted alterations of the space ACCT leases from**

**the city at the Price Center Building. Discussion may include an update on ACCT, city notifications, and actions regarding said unpermitted alterations. Possible directions to staff may include such instructions to staff that City Council deems appropriate and consideration of a transfer of funds from City Council's contingency funds to the City Attorney's Legal and Professional Services budget to cover expenses concerning these matters at the next regular Council Meeting. (Kay Marion Macuil, City Attorney)**

Ms. Kay Marion Macuil, City Attorney, informed that a 30-day notice was given to Advanced Call Center Technologies (ACCT) on August 3, 2021, to cure the breach of the lease; this notice included news of the alterations done to the building without a building permit and puncture the roof to install AC units without permission of the manufacturer of the roofing materials, violating the room warranty, which is good until August 2038. Ms. Macuil informed that the city's Building Official and Fire Inspector have been working with ACCT to bring the alterations to compliance with building and fire codes. She informed that she would come back before City Council to update the progress made.

Mr. Lizandro Galaviz, Interim City Manager, informed that staff would be monitoring ACCT as the project progresses; also, staff will be doing monthly visits to ensure that ACCT employees are safe and the liability for the city is covered.

**2. F. Discussion and possible directions to staff on any and all matters regarding Resolution No. 2196. A resolution of the Mayor and City Council of the City of San Luis, Arizona, specifically ratifying salary adjustments previously approved in the budgets for the fiscal years ending June 30, 2020, 2021, and 2022; superseding conflicting provisions and providing for severability. (Monica Castro, Director of Finance)**

Ms. Monica Castro, Director of Finance, informed that on July 19, 2018, the city implemented the salary plan with Resolution No. 2051-A, which was incrementally every year for four (4) years. She mentioned that when this resolution, it was noticed that it was only mentioned fiscal year 2018-2019. She commented that staff is proposing a resolution to ratify the salary adjustments previously approved in fiscal years ending June 30, 2020, 2021, and 2022. Ms. Castro added that staff would also like to provide implementation periods for the buyback program, clarify the terms "calendar year" and "fiscal year" in the program, and explain that the program is to be implemented on a fiscal year basis.

Council Member Matias Rosales asked if the difference between 20 to 40 hours regarding the vacation buyback. He stated that he recalled that the hours were reduced to 20 hours to balance the budget.

Ms. Castro replied that during the period of the salary implementation, the buyback program was reduced to 20 hours. This year was the last year of the salary

implementation. She stated that she does not foresee any problems returning to the 40 hours in year fiscal year 2023.

Council Member Matias Rosales asked if the 40 hours buyback program is implemented this current fiscal year, would there be a financial impact, and if there is a reason why there are not 40 hours this fiscal year.

Ms. Castro replied that it was budgeted for 20 hours in the current fiscal year, and there is no budget during this fiscal year.

Council Member Matias Rosales stated that changing the buyback program to 40 hours instead of 20 hours during the current fiscal year would make more sense. He mentioned that by speaking and seeing staff reaction, it would be wise to make the change.

Ms. Castro commented that the proposed resolution would bring back the 40 hours to the buyback program on budget availability in the next fiscal year.

Mayor Gerardo Sanchez asked about the impact of 20 hours to 40 hours in our current budget.

Ms. Castro replied that she would have to make the calculations and bring them back to City Council. She mentioned that this could be done during the current fiscal year by moving funds from contingency as the adopted budget cannot be increased.

Council Member Matias Rosales asked Ms. Castro to calculate how the change will impact the current fiscal year and send the information to the City Manager to disseminate it to City Council.

Mayor Gerardo Sanchez stated that this would make a significant impact on employees as this benefits them. He mentioned that he understands that the budget cannot be increased, but money can be transferred from contingency to cover this program.

Ms. Castro stated that staff would follow the council's direction and make the calculation, and present before the next scheduled council meeting.

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

### **3. ADJOURNMENT**

**MOTION:** Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to adjourn the Work Session at approximately 7:12 p.m. Motion passed unanimously.


The vote was as follows:

Mayor Gerardo Sanchez

Aye

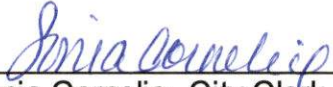
Vice-Mayor Africa Luna-Carrasco	Aye
Council Member Mario Buchanan Jr.	Aye
Council Member Luis Cabrera	Aye
Council Member Jose Ponce	Aye
Council Member Gloria Torres	Aye

**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 October 06, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

  
\_\_\_\_\_  
Sonia Cornelio, City Clerk