

**MINUTES**  
**Regular Council Meeting**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**April 13, 2022**  
**7:00 p.m.**

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

Mayor Gerardo Sanchez called the Regular City Council meeting to order at approximately 7:02 p.m.

**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 (via Zoom)  
Council Member Gloria Torres

**OTHERS PRESENT:** Kay Macuil, City Attorney  
Sonia Cornelio, City Clerk  
Domingo Sosa, Graphics and Media Specialist  
Edgar Esparza, Acting Billing & Collections Manager  
Eulogio Vera, Director of Public Works  
Isaac Gutierrez, GIS Specialist  
Jorge Perez, Assistant Director of Public Works  
Jose Luis Cisneros, Executive Assistant  
Marco Santana, Police Lieutenant  
Maria Muñoz, Human Resources Coordinator  
Melissa Lopez, Deputy City Clerk  
Miguel Ramirez, Assistant Director of Finance  
Monica Castro, Director of Finance  
Ralph Velez, Consultant (via Zoom)  
Richard Jessup, Chief of Police  
Roula Encinas, Assistant Director of Finance  
Ruben Lopez, I.T. Technician  
Christian Cuevas, Simultaneous Translator  
Mario Buchanan Sr., Resident  
Nydia Mendenhall, Resident  
Nieves Riedel, Developer – Riedel Construction  
Olivia Jenkins, Riedel Construction  
Veronica Zavala, Developer – VZ Construction

**2. PLEDGE OF ALLEGIANCE**

Council Member Jose Ponce led the Pledge of Allegiance.

### **3. INVOCATION**

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

### **4. PROCLAMATIONS**

#### **4. A. - PowerTalk 21 Day April 21, 2022**

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

Mayor Gerardo Sanchez stated that the City of San Luis recognizes the importance of parents talking to their children about alcohol and other substances to reduce the risks and dangers posed to teens; he commended Mothers Against Drunk Driving (MADD).

#### **4. B. - Administrative Professionals Day April 27, 2022, and Administrative Professionals Week April 24 - 30, 2022**

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

Mayor Gerardo Sanchez thanked and acknowledged all Administrative Professionals in the City of San Luis adding that they are in charge of coordinating the workplace operations in various offices.

### **5. CONSENT AGENDA**

#### **5. A. MINUTES OF**

**- Regular Council meeting held March 23, 2022**

#### **5. B. Disbursements from March 15, 2022 to April 4, 2022**

**Total Disbursements \$2,144,341.04**

**(Two Million, One Hundred Forty-Four Thousand, Three Hundred Forty-One Dollars and Four Cents)**

#### **5. C. Discussion and possible action on any and all matters regarding a contract with Lantis Productions, Inc., for a fireworks' presentation during the 4th of July Celebration. (Angelica Roldan, Acting Director of Parks and Recreation)**

**MOTION:** Council Member Gloria Torres/Council Member Mario Buchanan Jr. 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 acceptance and approval for the filing of the Annual Comprehensive Financial Report for the City of San Luis, Fiscal Year Ended June 30, 2021. (Monica Castro, Director of Finance and Heinfeld, Meech & Co., P.C.)**

Ms. Monica Castro, Director of Finance, introduced Ms. Brittney Williams from Heinfeld, Meech & Co, P.C.

Ms. Williams, Certified Public Accountant/Engagement Partner from Heinfeld, Meech & Co., presented the audit status update for the City of San Luis for the Fiscal Year Ended June 30, 2021. She added that there was a change in law this past year and the Arizona Revised Statutes now require the external Certified Public Accountant (CPA) to be present either virtually or in person, at a City Council meeting to present the audit results to the City Council. She explained the audits performed and provided a brief synopsis of the results. The audit is attached to the complete agenda packet filed at the City Clerk's Office. She added that this is a clean report, there were no findings and this is a positive thing for management and the city as a whole.

**MOTION:** Council Member Jose Ponce/Vice Mayor Africa Luna-Carrasco to accept and approve the filing of the Annual Comprehensive Financial Report for the City of San Luis for the Fiscal Year Ended June 30, 2021. 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 East San Luis Community Park Perimeter Street construction contract for 19th Avenue, 20th Avenue, and San Antonio Street. (Eulogio Vera, Director of Public Works)**

Mr. Eulogio Vera, Director of Public Works, stated that this item is to award the Community Park Street Improvements contract to Evans Custom Concrete, LLC for the 19<sup>th</sup> Avenue, 20<sup>th</sup> Avenue and San Antonio Street road improvements. As part of the quote approval, staff asked the Mayor and City Council to waive the formal procurement code as allowed under San Luis Purchasing Code Section 3.05.010 (F). Project scope includes earthwork (subgrade preparation), vertical curb and gutter, cross gutter and paving to widen all three (3) roads to a full width providing that a half road was already constructed as part of adjacent residential development.

**MOTION:** Vice Mayor Africa Luna-Carrasco/Council Member Mario Buchanan Jr. to approve and award the construction of the East San Luis Community Park perimeter roads improvements to Evans Custom Concrete, LLC in the amount of \$245,897.00, utilizing Non ARPA funds and to waive formal Procurement Code for the reasons 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 the 4th Avenue Road Widening Improvements contract. (Eulogio Vera, Director of Public Works)**

Mr. Eulogio Vera, Director of Public Works, explained that this was not in the budget but some of these improvements began with the Comite De Bien Estar Apartments. As part of the project, 4<sup>th</sup> Avenue needed to be realigned horizontally and vertically for better visibility which required road closure. Staff would like to take the opportunity to widen this collector road to full width. The proposed improvements consist of earthwork (subgrade preparation), vertical curb and gutter and paving for additional road width to accommodate bike lanes and improvements along the Public Work's yard extending improvements up north to taper beyond the East Main Canal. Staff asked the Mayor and City Council the approval to direct hire Evans Customs Concrete, LLC, granted that they are currently working on 4th Avenue as part of the Valley View Apartment Project. Completing this widening at this time would prevent having to close the roadway in the future and would be completed at a lower cost as there would be savings on not having to relocate drainage infrastructure that is being installed by the private development. Bidding out this project will not guarantee a better price and would delay the work and would extend the 4th Avenue closure incurring more traffic control costs. Staff asked the Mayor and City Council to waive the formal Procurement Code as allowed under San Luis Purchasing Code Section 3.05.010 (F).

**MOTION:** Council Member Mario Buchanan Jr./Vice Mayor Africa Luna-Carrasco to approve and award the 4<sup>th</sup> Avenue road improvements construction to Evans Custom Concrete, LLC in the amount of \$111,269.00, authorize the use of funds from the Capital Outlay – Improvements Roads Account and to waive formal procurement code for the reasons 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. D. Update followed by discussion and possible action on any and all matters regarding the selection of a proposal from a consulting agency to assist with the recruitment of a City Manager. (Kay Marion Macuil, City Attorney)**

Ms. Kay Macuil, City Attorney, stated that this item is a follow-up on the March 23, 2022 item regarding the recruitment for a City Manager and explained that there are two (2) contracts that are currently under consideration. Both contracts, from CPS HR Consulting and Protham, are very similar in the recruitment activity. The professional fees with CPS HR Consulting is \$25,000.00 while Protham is \$20,500.00. She added that CPS HR does not itemize while Protham does. Ms. Macuil and the City Council discussed some of the fees, expenses and services.

**MOTION:** Mayor Gerardo Sanchez/Council Member Luis Cabrera to continue this item to the next scheduled Council meeting. 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 Resolution No. 2212. A resolution of the Mayor and City Council of the City of San Luis, Arizona, ratifying and approving the creation of positions in the classified service of the city; amending the classification and service plan of the city; superseding any conflicting provisions of existing regulations or policies; providing for severability; and declaring an emergency. (Maria Munoz, Human Resources Coordinator)**

Ms. Maria Muñoz, Human Resources Coordinator, stated that this resolution is to ratify seven (7) positions in the classified service plan.

She added that in Fiscal Year 2021 the Court Security Officer and the Network & I.T. Security Administrator positions were approved; and in Fiscal Year 2022 the Systems Administrator position was approved and was a promotion for an existing Senior I.T. Technician without adding personnel as well as the Civil Engineer position, which is currently vacant and open for recruitment. The Code Compliance Specialist was approved and is currently vacant. The Police Records Supervisor and I.T. Manager were identified after the budgeting process. The Police Records Supervisor was a promotional for an Assistant Administrative Coordinator without adding any personnel nor changes in the pay grade. The I.T. Manager position was reclassified to a higher pay grade due to the incumbents top technology already within the department and the results of the labor market analysis.

Mayor Gerardo Sanchez asked staff to define why this is being done as an emergency.

Ms. Kay Macuil, City Attorney, replied so that it is effective immediately, since these positions have been there rather than waiting 30 days for the resolutions to become effective and the 30 days is in the statutes to allow for a referendum on the item. However, the resolution can be adopted without the emergency clause.

Mayor Gerardo Sanchez indicated that he has an issue adopting this resolution with the emergency clause because it is no emergency and a referendum is not likely to occur.

**MOTION:** Council Member Luis Cabrera/Council Member Mario Buchanan Jr. to approve and ratify Resolution No. 2212 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. F. Discussion and possible action on any and all matters regarding Resolution No. 2213. A resolution of the Mayor and City Council of the City of San Luis, Arizona, amending the classification and service plan to create 14 positions, superseding any conflicting provisions of existing regulations or policies; providing for severability; and declaring an emergency. (Maria Munoz, Human Resources Coordinator)**

Ms. Maria Muñoz, Human Resources Coordinator, explained that some of these positions have not been through the budget process, therefore, these are new positions; there will be no new personnel added, as some of these are promotions. These positions are for the new classification plan, these got approved by management for budgeting purposes and recommended by CPS Consulting during the restructuring analysis.

Ms. Monica Castro, Director of Finance, said that these positions were not discussed during the budget process but were discussed in numerous occasions. The positions are becoming a need for the city, but due to the constraints of Human Resources, staff has not been able to address them in time for the budget. The emergency on this resolution also exists because if the City Council approves them without the emergency clause, then they start in 30 days. This item was brought to CPS Consulting and they evaluated the city's concern and they provided a recommendation as to where these positions should be since all the departments have different necessities. Ms. Castro spoke about her department's structuring needs. This will reclassify the employees to the duties they are already performing without being compensated.

Mayor Gerardo Sanchez stated that there is a process of going through the City Council and there is a reason why the city holds a budget retreat. He understands that not only the Finance Department needs the help but so does every other department and the restructuring needs to happen. He would like to see a written recommendation by CPS Consulting and discuss these items for all departments.

Council Member Luis Cabrera stated that the City Council should move forward with the resolution and remove the emergency clause, since employees are already performing the duties and should be compensated for. Furthermore, he wants to make sure that all the departments follow the process during the budget retreat.

Some discussion amongst Ms. Castro, Mr. Eulogio Vera, Director of Public Works; Mr. Richard Jessup, Chief of Police and City Council took place regarding competitive salaries to its employees and their department needs. Ms. Castro mentioned that the issue is not that employees are not being compensated appropriately, but they have been given additional tasks to their duties to their class than when they were hired.

Council Member Matias Rosales left the meeting at 8:00 p.m., therefore he did not vote on this item.

**MOTION:** Council Member Luis Cabrera/Council Member Jose Ponce to approve Resolution No. 2213 to create the positions as presented. Motion passed with four (4) aye votes and two (2) nay votes by Mayor Gerardo Sanchez and Council Member Mario Buchanan Jr.

The vote was as follows:

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

Council Member Matias Rosales returned via Zoom at 8:20 p.m.

**6. G. Discussion and possible action on any and all matters regarding Resolution Number 2214 and 2215. Resolutions of the City of San Luis, Arizona Mayor, and Common Council, designating the Chief Fiscal Officer for officially submitting the fiscal years 2020- 2021 and 2021- 2022 expenditure limitation report to the Arizona Auditor General; and declaring an emergency. (Kay Marion Macuil, City Attorney)**

Ms. Kay Macuil, City Attorney, explained that state statute requires the designation of the Chief Financial Officer every year be filed with the Auditor. Due to an oversight the city has not done it for the last few years, so these resolutions are to file those with the Auditor.

**MOTION:** Council Member Luis Cabrera/Council Member Gloria Torres to approve Resolution No. 2214 and 2215, designating and ratifying Monica Castro as the C.F.O. to submit the annual expenditure reports for the fiscal years starting July 2020 and 2021 to the Auditor General and declare an emergency. 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**

Council Member Luis Cabrera reported that, per the City Manager, the city has been moving forward with the recruitment of the Human Resources Director and explained how great it is since the department has been without a Human Resources Director for a while and it will help the city and staff.

Vice Mayor Africa Luna-Carrasco reported that she attended the Library Board meeting at the Foothills branch, since they will be rotating the place of the meetings since the emergency has been lifted. The San Luis branch continues to offer the continued services and activities.

**8. CALL TO THE PUBLIC**

Mr. Gilbert Zarate, resident, commented that Vice Mayor Africa Luna-Carrasco has three (3) charges and asked what is going to happen, will she sit there or defend herself along with Council Member Luis Cabrera, who was her helper that night. He added that he has been asking and asking the Mayor, the city is not only theirs but everyone's and deserve a decent representation. He thinks Vice Mayor Africa Luna-Carrasco should be separated from her position until there is a resolution from the court. He mentioned that if she has dignity she should step down from her position temporarily.

He added that he hopes they are not offering jobs to family members, that is why there is a Human Resources Department to offer employment. That is they did something wrong...soon there will be elections and one will find out who the community supported, Ms. Luna-Carrasco or the Mayor. He commented to remember sooner or later all gets paid and all gets charged and asked the Mayor to do something about it.

## 9. ADJOURNMENT

**MOTION:** Council Member Luis Cabrera/Council Member Mario Buchanan Jr. to adjourn the Regular Council meeting at approximately 8:29 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 13, 2022. 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