

MINUTES
Work Session
San Luis City Council
San Luis Council Chamber
1090 E. Union Street
March 18, 2015
6:30 p.m.

<p>APPROVED by Council Date: April 22, 2015 Clerk's Office: /s/ M. Lopez</p>

CALL TO ORDER/ROLL CALL

Mayor Gerardo Sanchez called the Work Session to order at approximately 6:34 p.m.

ROLL CALL

PRESENT: Mayor Gerardo Sanchez
Vice-Mayor Matias Rosales
Council Member Ruben Walshe-arrived at 7:07 p.m.
Council Member Gloria Torres
Council Member Maria C. Ramos
Council Member Africa Luna-Carrasco
Council Member Mario Buchanan Jr.

OTHERS PRESENT: Robert Eads, City Manager
Sonia Cornelio, City Clerk
Tadeo A. de la Hoya, Assistant to the City Manager
Glenn Gimbut, City Attorney
Andrea Moreno, Police Department
Aracely de la Hoya, Senior Services Director
Daniel Paz, IT Director
Eulogio Vera, Public Works Director
Geraldine Gutierrez, PIO/Assistant to Council
Hank Green, Fire Chief
James Neujahr, Chief of Police
Jenny Torres, Community Development Director
John Starkey, Building Safety Director
Kay Macuil, Assistant City Attorney
Katie St. Louis, Finance Director
Olivia Jenkins, Utilities Director
Yolanda Dueñas, Fleet Services/Facilities
Marco Santana, Police Department
Jennifer Cisneros, Assistant Parks & Recreation Director
Gary Black, Comite de Bienestar
Pamela Green, Visitor
Lucy Lopez, San Luis AZ News
Cesar Neyoy, Bajo el Sol

Mayor G. Sanchez moved item #7 to be the first item to be discussed in the agenda, there were no objections from Council.

AGENDA ITEMS:

7. Study update on Juan Sanchez Boulevard Corridor by Gabriela Kemp, Arizona Department of Transportation.

Ms. Gabriela Kemp, Arizona Department of Transportation (ADOT), introduced Mr. Brad Olbert, with Jacobs Engineering, Rebecca Sydnor and Tracy Shoumaker with Amec Foster Wheeler and Mr. Paul Patane, ADOT Yuma District Engineer, to Mayor and Council.

Mr. Brad Olbert, Jacob Engineering, made a power point presentation which included the following slides, Project Background, Project Concept and Study Process. Ms. Rebecca Sydnor, then spoke regarding the Environmental Clearance Process and Mr. Paul Patane, ADOT Yuma District Engineer then spoke about the Right-of-Way acquisition needed for the large project. A copy of this presentation is in file with the complete agenda packet in the Office of the City Clerk.

Ms. Kemp informed that ADOT will be holding a public meeting on April 9, 2015 from 5:00 p.m. to 7:00 p.m. at San Luis City Hall. She added that the purpose of this meeting the citizens will be able to review the design plans and to gather community input.

Mayor G. Sanchez commented that ADOT is very effective in communicating their project in radio especially in the Spanish speaking radio. He asked how long does the environmental process is going to take to get the clearance.

Mr. Patane replied that the environmental process is challenging because of the outreach involved with other agencies. He added that it might take towards the end of the year, early 2016.

Mayor G. Sanchez stated that when this project was first started the estimated cost of the project was \$7 million, then it jumped to \$22 million this last June 2014 and now is at \$30 million.

Mr. Patane replied that as the project has been finalized numbers have significantly changed over the years. He added that part of the project is the storm drain component, cost has inflated overtime. He informed that it is over \$3 million in property acquisition, utilities relocation is approximately \$1 million.

Mayor G. Sanchez commented that the accident study is an excellent study.

Mr. Patane replied that this study could be used for traffic safety grants.

Vice-Mayor M. Rosales commented that he noticed on the plans that from 4th Avenue to 10th Avenue there is no left turn for the subdivisions on the north side of Juan Sanchez Blvd.

Mr. Patane replied that all this was reviewed when the traffic analysis was done there was one person on each intersection. All traffic will have to go through 6th or 8th Avenue, by doing this will minimize the accidents in that area.

Mr. Olbert presented a video simulation of traffic.

Mayor thanked ADOT staff for their information.

Mr. Hank Green, Fire Chief, stated that he will need fire trucks to turn left on that area when an emergency occurs; he asked how this can be accomplished.

Mr. Patane replied that the left turn in that area will be restricted, and will be similar to 16th Street in Yuma. He added that it can be worked out so that emergency services be allowed to turn left.

Mr. Green also commented that his other concerns are the raised medians and the placements of fire hydrants are usually staggered on both sides of the road, this will make it difficult for trucks to go across curbs. The areas that will have the raised median will be Highway 95 and 10th Avenue, and there is nothing that will be difficult to develop. Furthermore, he asked about traffic signals locations.

Mr. Patane replied that traffic signals will be located on 4th, 6th, 8th and 10th Avenues.

1. Discussion on any and all matters regarding the purchase of AgendaQuick Software by Destiny Software Inc., for the Office of the City Clerk in the amount of \$10,108.00 and that the procurement procedures be waived as permitted in Section 36.01.H of the San Luis City Code.

Mrs. Sonia Cornelio, City Clerk, informed that currently the Office of the City Clerk prepares the City Council Agenda using Microsoft Office Word. She added that the Office of the City Clerk and Administration has been working together so that a software can be purchased so that electronic agendas can be generated. She mentioned that with this software the OneDrive will be eliminated so this will make the agendas a lot easier to be viewed and reviewed by elected officials, staff and the community. Furthermore, she added that this will also have the functionality to allow the Office of the City Clerk post the complete agenda packet to the City's website. Mrs. Cornelio stated that her office looked into other softwares and they are softwares that do not meet the need for the preparation of the agenda and there are softwares that offer more than is needed. By reviewing all of the softwares the Office of the City Clerk chose AgendaQuick, which provides the functionalities needed for the preparation of the agendas in an electronic format and no additional application will be needed to view the agenda packet. The City Clerk check with other Clerks who use AgendaQuick. This

other cities are Flagstaff, Marana, Oro Valley, Mohave County and Yuma County which expressed that they have no complaints with the functionality of the program. Mrs. Cornelio mentioned that this software was first introduced to the Office of the City Clerk by Mr. Robert Eads, City Manager and because of that Destiny Software is offering a 15% discount. She informed that the City of San Luis contacted the Town of Marana to piggy back their contract, however the Town of Marana went with a different plan, than what the City of San Luis wants to go with, therefore the piggy back is not possible. For this reason staff will be recommending on the next regular Council meeting to authorize the City Clerk's Office to authorize the purchase of this software as it is a reasonable price.

Mayor G. Sanchez asked if there will be a maintenance fee in addition to the \$10,108.00.

Mrs. Cornelio replied that the total \$10,108.00 includes the annual hosting fee, installation and setup, online training for administrators and any/all authorized users in the amount of \$7,608.000; and a non-site two (2) day training in the amount of \$2,500.00. She added that after the first year there will be an annual hosting fee of 6,200 for years 2-5.

Ms. Kay Macuil, Assistant City Attorney, explained that the reason staff is requesting a waiver is because staff was not able to obtain three (3) quotes with the Clerk's need, and the city was not able to piggy back on the contract. She added that the price is very reasonable price and it also includes a discount.

Mrs. Cornelio commented that the City's website hosted by Civic Plus has an agenda center module, which the City Clerk's Office tried to use for the creation of the agenda, but this module did not meet staff needs. The IT department, City Manager's Office, the Office of the City Clerk and Civic Plus support worked in conjunction to make this module work the Clerk's needs but it was unsuccessful.

2. Discussion on any and all matters regarding the transfer of funds from HW Users Department Operational Budget and Transfer Out to Capital Outlay-Road Improvements, for Pavement Preservation Project-FY15, for the total amount of approximately \$180,000.00.

Mr. Eulogio Vera, Public Works Director, informed that staff is working in a pavement preservation of the City's streets. He mentioned that in the current budget for FY 2014-2015, there will be funds that will not be used and staff would like to use those funds for the Chip Seal and Slurry Seal for some of our streets.

Mayor G. Sanchez asked why 7th Avenue is always skipped, northbound of Juan Sanchez Boulevard.

Mr. Vera explained that last year staff was able to do almost 300,000 sq. ft. of slurry seal and it was too much for staff to stay ahead of the contracted company. He added that staff ended up doing the street that were already crack sealed. This year is planning to do some streets on the valley, and in October staff will do the two subdivisions north of Juan Sanchez Blvd., between 4th and 8th Avenues and then another one located on 10th Avenue. He added that staff would like to Chip Seal Juan Sanchez Blvd. Furthermore, he commented that there are some areas that can be preserve by Chip Seal and some might need an overlay and for this staff will have to budget for next fiscal year, or maybe include it in the Community Development Block Grant.

3. Discussion on any and all matters regarding the purchase of a Vapex odor control system for Lift Station 300. This system has the ability to treat multiple locations within the vicinity of its installation and hence becomes a more efficient system providing more benefit to the City.

Mr. Manuel Rojas, Assistant Public Works Director, informed that staff will be requesting approval of the purchase of a Vapex odor control system for Lift Station 300. He commented that staff monitors odor control in a monthly basis, currently the system is operating and functioning as expected. The issue at this time is that odor is being released from five (5) manholes. He stated that Public Works staff has visited City of Chandler, who has standardized Vapex in their systems, and they experienced very good results in what used to be a bad odor lift stations. He added that Vapex requires minimal maintenance, it reduce grease control and odor. Furthermore, he mentioned that by purchasing this product would cost approximately \$110,000.00. He added that currently the city is paying \$33,000.00 a year for lift station 300, within five (5) years the City will be paying \$165,000.00 for those five years. Mr. Rojas stated that by installing the Vapex system, the City will be able to treat the wet well and the five (5) adjacent manholes. He mentioned that this purchase will be funded from remaining funds from the "C" Street 15" Sewer Line Replacement project.

Vice-Mayor M. Rosales stated that this is very much needed, this will help developers develop the vacant lots adjacent to the area.

Mayor G. Sanchez asked if the proposed system is better compared to the one currently in place.

Mr. Rojas replied that definitely is better, with better technology, the current system has been used for years and it has its own limitations. The new system does not use chemicals, it has an ozone cartridge that gets energized as water gets through, and the ability to treat the adjacent manholes.

Council Member M. Buchanan Jr. asked if the City will still use the current system.

Mr. Rojas replied that the current system is leased and they will have to come and pick up the old system.

4. Discussion on any and all matters regarding accepting proposal from James Davey and Associates Inc., for performing the hydraulic study of our water system in the east part of the City. Hydraulic study will be completed with recommendation for sizing a new water storage tank in the east mesa as well as the best location.

Mr. Manuel Rojas, Assistant Public Works Director, stated that based on the Utility Bond 2013, a new water storage tank is to be installed in the east mesa. He informed that currently the water community is facing several issues with new Arizona Department of Environmental Protection Agency (EPA) regulations coming up, most of the water system are having issues and everybody is downsizing, due to this new regulations the City had to modify the tank capabilities/storage levels on Wellsite No.7. He mentioned that staff decided to do a hydraulic study to make sure that the City needed the water storage tank and the study will also help design for the new subdivision coming up. He informed that staff is proposing to accept the proposal from James Davey and Associates for professional engineering services for conducting a hydraulic study to analyze the City's water storage and distribution system in the east part of the City. James Davey and Associates was part of the team who obtained the City's 100 year Assured Water Supply designation from Arizona Department of Water Resources. The cost for the study is not to exceed \$24,336.00.

5. Discussion on any and all matters regarding the purchase of a 2015 Chevrolet Suburban from Midway Chevrolet in the amount not to exceed \$43,000.00.

Mr. Tadeo A. de la Hoya, Assistant to the City Manager, informed that this item is before Council to request authorization to City Administration to replace the 2009 Toyota Prius. This vehicle has over 111,000 miles, central dashboard/screen is broken and it only has two speed for the AC/heater. This new vehicle will be purchased with impact development fees.

6. Discussion on any and all matters regarding Resolution No. 1090. A resolution of the Mayor and Council of the City of San Luis, Arizona in support of the 2015 Governor's Office of Highway Safety Grant application.

Mr. Hank Green, Fire Chief, informed that Resolution No. 1090 is to support a grant application to the Arizona Governor's Office of Highway Safety to purchase extrication equipment, similar to, if not "Jaws of Life". He added that this grant will allow the purchase of up to three sets of "Jaws of Life". He informed that the current sets are more than 10 years old and is powered by small gasoline engines connected to the extrication cutters and spreaders by hydraulic hoses. There are no match funds requested, if the grant is awarded the Fire Department will be getting new equipment.

DISCUSSION ITEMS:

8. Discussion on any and all matters regarding essay contest “Mayor for a Day” as promoted by the League of Arizona Cities & Towns.

Council Member M.C. Ramos mentioned that this is something she has been wanting to promote during the last years. This will encourage San Luis students to participate in government issues. She mentioned that she spoke with Ms. Jennifer Cisneros, Parks and Recreation Director and she mentioned this was done once a few years ago.

Mr. Tadeo A. de la Hoya, Assistant to the City Manager, mentioned that staff has been planning in having a Youth City Council for a day.

Mr. Jennifer Cisneros, Parks and Recreation Director, commented that this was done a few years ago and there were Youth Center attendees and San Luis High School students. She mentioned that these students got to sit with Mayor and Council during a meeting.

Mayor G. Sanchez stated that this will be a great idea to get youth involved in community issues.

Ms. Jenny Torres, Community Development Director, suggesting holding a Council meeting at the San Luis High School Auditorium, this will be a way to encourage kids to participate.

Council Member M.C. Ramos, commented that this will require students to submit an essay.

9. Discussion on any and all matters regarding a welcome sign for the northbound traffic entering the U.S. from Mexico.

Council Member M.C. Ramos informed that she attended the Transportation Summit and it was noted that San Luis does not have a welcome sign as other states do. She added that for this reason she has brought this item before Council. She mentioned that this will encourage visitors to come and purchase in the City.

Mr. Chris Kasid, Parks and Recreation Director, presented Mayor and Council with sample pictures of welcome signs.

Vice-Mayor M. Rosales asked where this sign will be located.

Council Member M.C. Ramos replied that this sign will have to be located in 1st Avenue, because you want to greet people coming in.

Mayor G. Sanchez suggested putting the sign on Main Street just before the Post Office since everybody has to turn into Main Street. He mentioned that he would like to get San Luis High School involved on this project. Mayor Sanchez asked Mr. Kasid to start working on this project with the high school students to get this project going.

10. Discussion on any and all matters regarding beautification of Juan Sanchez Boulevard.

Council Member M.C. Ramos commented that she would like to see Juan Sanchez Boulevard greener and cleaner.

Mayor G. Sanchez stated that he is in agreement with Council Member M.C. Ramos. He mentioned that is sad to see parts of Juan Sanchez Boulevard in a bad shape and it give a bad image of the City to visitors.

Mr. Chris Kasid, Parks and Recreation Director, commented that staff is getting estimates on how much will cost to beautify Juan Sanchez Boulevard between 6th Drive and 8th Avenue. He added that he will need to leave access for Arizona Public Services. He mentioned that the cost will be approximately \$30,000.00 from 6th Drive to 8th Avenue. He added that this is being requested in the upcoming budget.

Council Member M.C. Ramos commented that she would like to see the whole Juan Sanchez Blvd. beautified.

Mr. Kasid replied that the only section that can be done is from 6th Drive to 8th Avenue, since the rest of the land is does not belongs to the City.

Ms. Jenny Torres, Community Development Director, stated that the rest of the land belongs to State Land Department. She commented that she spoke with them to see if the City could add improvement to that land, and their replied was that since any type of improvement such as landscaping, will need an environmental document and permission from them.

Mr. Eulogio Vera, Public Works Director, stated that adding sidewalks will also require the environmental document and permission from the State Land Department. He commented that he will be putting a map to point what is City's land and what is not.

Mayor G. Sanchez commented that this area is unsafe for residents since there are no sidewalks in this area.

11. Adjournment

MOTION: Vice-Mayor M. Rosales/Council Member M.C. Ramos to adjourn the meeting at approximately 8:14 p.m. Motion passed unanimously.



Certification of Council Minutes

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session meeting of the San Luis City Council held on March 18, 2015. I further certify the meeting was dully called and held and that the quorum was present and that the City Council approved these minutes at their Regular Council meeting held on April 22, 2015.

Dated this 23rd day of April, 2015.

/s/ Sonia Cuello, City Clerk