

APPROVED by Council

Date: 5/12/2021
Clerks Office: 80

MINUTES
Budget Retreat
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
San Luis, AZ 85349
April 16, 2021 at 5:30 p.m.
April 17, 2021 at 8:00 a.m.

1. CALL TO ORDER/ROLL CALL: Mayor Gerardo Sanchez called the Budget Retreat meeting to order at approximately 5:34 p.m. on April 16, 2021.

Mayor, City Council, and some members of staff participated remotely due to COVID-19 social distancing.

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 Manager
Sonia Cornelio, City Clerk
Kay Marion Macuil, City Attorney
Angel Ramirez, Fire Chief (remotely)
Christine Velez, Management Analyst (remotely)
Derek Dueñas, Information Technology Manager
Domingo Sosa, Information Technology
Eulogio Vera, Director of Public Works (remotely)
James Einwaechter, Assistant Director of Public Works (remotely)
Jenny Torres, Economic Development Manager (remotely)
Jonathan Dumadag, Information Technology
Jorge Perez, Billing & Collections Manager
Jose L. Cisneros, Executive Assistant (remotely)
Jose A. Guzman, Director of Planning & Zoning (remotely)
Marlene Lara, Assistant to Council/PIO
Miguel Ramirez, Acting Director of Finance
Monica Castro, Director of Finance
Nohemy Echavarria, City Magistrate (remotely)
Ralph Velez, City Consultant (remotely)
Richard Jessup, Police Chief (remotely)
Roula Encinas, Acting Director of Finance
Susan Posada, Benefits Consultant (remotely)

2. DISCUSSION ITEMS, NO ACTION WILL BE TAKEN:

2. A. Discussion on any and all matters regarding the proposed changes to the City of San Luis benefits plan for the Fiscal Year 2021-2022 presented by Ms. Susan Posada, City of San Luis Benefits Consultant. (April 16, 2021)

Ms. Susan Posada, Benefits Consultant, made a PowerPoint presentation, which is included with the complete agenda packet filed in the City Clerk's Office. This presentation covered the City of San Luis benefits plan for Fiscal Year 2021-2022; it included the following: Blue Cross Blue Shield of Arizona Network Fees, Service Fee Changes, Stop Loss Coverage Elements, Stop Loss and Administration Renewal Effective July 1, 2021, Teledoc-Healthiest You, Basic Life Plan, US Medical Plan, Mexico Medical Plan, Dental US, and Mexico Plans, Short Term Disability Plan, Long Term Disability Plan, Vision Plan, Contribution Sheet, Employer & Employee Contribution Calculation – Renewal Plan Medical, Dental, and Vision, Current Premium Rates 7/07/20 to 6/30/21, Contribution Comparison 2020-2021 & 2021-2022 Proposed Rates for 7/01/21 to 6/30/22, and Management Report for Fiscal Year 7/01/2020 to 6/30/2021.

Mayor Gerardo Sanchez thanked Ms. Posada for bringing the Teledoc-Healthiest You new benefits to the City of San Luis employees. The Mayor and City Council thanked Ms. Posada for the presentation, the Employee Benefits Board, and the Human Resources Department for their outstanding job in keeping the benefits premiums low.

2. B. Discussion and review on any and all matters regarding the proposed City of San Luis Fiscal Year 2021-2022 Budget. (April 16, 2021)

Finance

Ms. Monica Castro, Director of Finance, mentioned that Fiscal Year 2020 was very challenging, as COVID-19 caused an economic and health crisis. She added that it is uncertain when the pandemic will end, but the city has learned to deal with this pandemic, and it is the new usual. She mentioned that staff has seen what will be the financial trend for Fiscal Year 2021. She added that staff is very optimistic for Fiscal Year 2021, but staff still needs to proceed with caution as the situation can change in a minute; thus, staff continues to work together. Ms. Castro presented the budget for Fiscal Year 2022. She made a PowerPoint presentation that included the following: Budget Process, Budget Retreat Objectives, Proposed Budget FY 2022 priorities, Revenue Comparison, FY 2022 Budget vs. FY 2021 Projection, FY 2022 City Wide Revenues, FY 2022 General Fund Sources, Revenue Historical Data Major Revenue Sources-Government, FY 2022 Expenses Distribution City Wide, FY 2022 Expenses by Category, and Expenditure Comparison for FY 2021 and FY 2022.

Mayor Gerardo Sanchez and City Council thanked Ms. Castro for the presentation and thanked all department heads for limiting the expenditures.

Public Works

Mr. Eulogio Vera, Director of Public Works, mentioned that staff struggled through the entire year to keep up with operations during the pandemic year. He thanked all Public Works staff for the support and excellent job done. He made a PowerPoint presentation, included with the complete agenda packed filed in the City Clerk's Office. This presentation covered the following: Department Overview, Fleet Services Division, Highway Users Division, Water Division, Waste Water Division, Public Works-Other, Solid Waste Division, and Conclusion.

A discussion was held, and comments were addressed by Mr. Vera, Mayor Gerardo Sanchez, and City Council.

Council Member Luis Cabrera asked if the city has the funding for the capital projects being presented.

Mr. Vera replied that all projects move into the continuation of the budget. He mentioned that Public Works exceeds the budget, but not every budget line item is expended, and at the end, if something is added, then that is when it is balanced.

Council Member Luis Cabrera asked when does City Council decide what will be included in the tentative and final budget. He noted that since this is his first budget retreat, he would like to have some direction.

Ms. Monica Castro, Director of Finance, explained that the reason for the budget retreat is to get the council's input; it is crucial that City Council voices their opinion during the budget retreat.

Mayor Gerardo Sanchez thanked Mr. Vera and his staff for the hard work.

Mayor Gerardo Sanchez and City Council recessed the Budget Retreat at approximately 7:56 p.m. and resumed on April 17, 2021, at 8:00 a.m. as illustrated on the next page.

Mayor Gerardo Sanchez and City Council resumed the Budget Retreat at approximately 8:03 a.m. on April 17, 2021.

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 Manager
Sonia Cornelio, City Clerk
Kay Marion Macuil, City Attorney
Angel Ramirez, Fire Chief (remotely)
Angelica Roldan, Assistant Director of Parks & Recreation (remotely)
Christine Velez, Management Analyst (remotely)
Derek Dueñas, Information Technology Manager
Domingo Sosa, Information Technology
Eulogio Vera, Director of Public Works (remotely)
James Einwaechter, Assistant Director of Public Works (remotely)
Jenny Torres, Economic Development Manager (remotely)
Jonathan Dumadag, Information Technology
Jorge Perez, Billing & Collections Manager
Jose L. Cisneros, Executive Assistant (remotely)
Jose A. Guzman, Director of Planning & Zoning (remotely)
Marlene Lara, Assistant to Council/PIO
Miguel Ramirez, Acting Director of Finance
Monica Castro, Director of Finance
Noheemy Echavarria, City Magistrate (remotely)
Ralph Velez, City Consultant (remotely)
Richard Jessup, Police Chief (remotely)
Roula Encinas, Acting Director of Finance

Mayor Gerardo Sanchez thanked everyone present during this year's Budget Retreat. He thanked employees for their work on this challenging year, and added that the city had done very well. He stated that San Luis is a growing community, and they need to be addressed.

2. C. Discussion and review on any and all matters regarding the proposed City of San Luis Fiscal Year 2021-2022 Budget. (April 17, 2021)

Fire Department

Mr. Angel Ramirez, Fire Chief, commented that the Fire Department went through challenging times during the pandemic. He stated that Ms. Susan Posada, Benefits Consultant, was a tremendous help during those times, as she helped the department get vaccinated and obtained their vaccines.

Economic Development

Ms. Jenny Torres, Economic Development Manager, made a PowerPoint presentation included with the complete agenda packet filed in the City Clerk's Office. This presentation covered the following topics: 2021 Priorities, Statistical Information, Sales Tax, Department Requests, and Infrastructure Investment.

A discussion was held, and comments were addressed by Ms. Torres, Mayor Gerardo Sanchez, City Council, and staff.

Court

Ms. Nohemy Echavarria, Court Magistrate, made a PowerPoint presentation, which is included with the complete agenda packet filed in the City Clerk's Office. This presentation covered the following topics: Budget Request, Civil Matters Overpass Criminal Matters by almost double, Civil Traffic Hearings, Civil Filing 2014-2020, Civil Clerk Duties, News/Updates, and Court Security Entrance.

A discussion was held, and comments were addressed by Ms. Echavarria, Mayor Gerardo Sanchez, City Council, and staff.

A lunch break was held at approximately 12:05 p.m.; the meeting resumed at 1:05 p.m.

City Attorney

Ms. Kay Marion Macuil, City Attorney, made a PowerPoint presentation included with the complete agenda packet filed in the City Clerk's Office. This presentation covered the following topic: Department Goals. Ms. Macuil also covered the City Prosecutor's Office budget, including the following topics: Goals and Objectives for Fiscal Year 2022, Trials for 2021, and Coronavirus 2019. A copy of this PowerPoint presentation is also included with the complete agenda packet file in the City Clerk's Office.

A discussion was held, and comments were addressed by Ms. Macuil, Mayor Gerardo Sanchez, City Council, and staff.

Senior Center/Parks & Recreation

Ms. Maria Roldan, Assistant Director of Parks & Recreation, made a PowerPoint presentation included with the complete agenda packet filed in the City Clerk's Office. This presentation covered the following topics: Senior Center, Nutrition Program (WACOG), Renovation (Existing Building), Senior Center (Expansion Project), Vehicle Request, Shuttle (used \$50,000) (New \$85,000). Ms. Roldan also presented the Parks & Recreation Department, which included the following topics: Special Events, Major Events, Holiday Events, Youth Center Division, Recreation Division, Training (Parks and Facilities Division), Facilities Division, Parks Division, Prosecutor's Office Landscape, Jose Cabello Project (before and after), Facilities Building Landscape, Cesar Chavez Boulevard Pathway, Main Street (turf sample), Cultural Center, 20 Acre Park, Equipment Request, and Park Amenities.

He thanked Mr. Enrique Lopez, Assistant Fire Chief, and Ms. Maria Sabori, Risk Manager, for obtaining the department's personal protective equipment. Mr. Ramirez thanked his department for their hard work. He stated that his staff would get tested every time they were exposed to COVID-19; some got tested at least 20 times. He mentioned that policies and procedures were put in place, and other departments started doing the same. Furthermore, Chief Ramirez made a PowerPoint presentation, included with the complete agenda packed filed in the City Clerk's Office. This presentation covered the following: Fire Administration, Fire Suppression, Fire Equipment, General Fund, Capital Improvement Project for Fiscal Year 2022, and Ambulance Fund.

Mayor and City Council thanked Chief Ramirez and his staff for the excellent job they have done. A discussion was held, and comments were addressed by Chief Ramirez, Mayor Gerardo Sanchez, City Council, and staff.

Police Department

Mr. Richard Jessup, Chief of Police, stated that this fiscal year was very challenging not only to the Police Department but for law enforcement throughout the nation. It was uncertain as to what will happen to daily operations. He mentioned that the Police Department is very well stock of personal protective equipment. He made a PowerPoint presentation included with the complete agenda packed filed in the City Clerk's Office. This presentation covered the following topics: 2020 Highlights, Community Outreach Programs, 2020-2021 Highlights, San Luis Police Department Stats, Calls for Service, Demographic, 2017-2020 Fiscal Management, Grant Revenue Increases, Requested Budgeted Increase, Requested Budget Increase, and Capital Improvement Projects Fiscal Year 2021.

Mayor Gerardo Sanchez and City Council thanked Chief Jessup and his staff for the excellent job they have done. Mayor Gerardo Sanchez congratulated the department for receiving their accreditation and all of their accomplishments throughout the year.

A discussion was held, and comments were addressed by Mr. Jessup, Mayor Gerardo Sanchez, City Council, and staff.

Planning & Zoning

Mr. Jose A. Guzman, Director of Planning and Zoning, made a PowerPoint presentation included with the complete agenda packed filed in the City Clerk's Office. This presentation covered the following topics: Goals, Permits, Building Permits Issued, New Residential Permits, Number of Inspections, Revenue, City of San Luis 2040 General Plan, Census, Bike Lanes, and Personnel Request.

A discussion was held, and comments were addressed by Mr. Guzman, Mayor Gerardo Sanchez, City Council, and staff.

A 15-minute break was held at approximately 10:45 a.m.; the meeting resumed at 11:00 a.m.

A discussion was held, and comments were addressed by Ms. Roldan, Mayor Gerardo Sanchez, City Council, and staff.

Mr. Tadeo A. De La Hoya, City Administrator, suggested that Mayor Gerardo Sanchez and City Council review the Human Resources Department budget at a future Work Session due to unforeseen circumstances. Mayor Gerardo Sanchez and City Council did not oppose to Mr. De La Hoya's request.

Billing & Collections

Mr. Jorge Perez, Billing & Collections Manager, made a PowerPoint presentation included with the complete agenda packet filed in the City Clerk's Office. This presentation covered the following topics: Mission Statement, Organizational Chart, Goals & Objectives Fiscal Year 2021-2022, Fiscal Year 2020-2021 Department Accomplishments, Department Procedures & Accomplishments During the Pandemic, Account Funding Increases, Self-Serve Payment Option Benefits, Billing & Collections in times of COVID-19 – Fiscal Year 2020-2021, Supporting an IT Capital Improvement Project, Supporting an IT CIP-Billing and Collections Current Process, and Supporting and IT CIP-Web Forms and Workflow.

A discussion was held, and comments were addressed by Ms. Perez, Mayor Gerardo Sanchez, and City Council.

City Clerk

Ms. Sonia Cornelio, City Clerk, made a PowerPoint presentation included with the complete agenda packet filed in the City Clerk's Office. This presentation covered the following topics: City Clerk's Office Staff and Accomplishments.

A discussion was held, and comments were addressed by Ms. Cornelio, Mayor Gerardo Sanchez, and City Council.

Information Technology

Mr. Derek Dueñas, Information Technology Manager, made a PowerPoint presentation included with the complete agenda packet filed in the City Clerk's Office. This presentation included the following topics: Microsoft Software Upgrade, CISCO Security Services, CISCO Wireless Access System, HP MSA 2050-Network Storage, Seamlessdocs – Web Based Software, Computer Systems, and Executime – Time and Attendance Software.

A discussion was held, and comments were addressed by Mr. Dueñas, Mayor Gerardo Sanchez, City Council, and staff.

Risk Management

Ms. Maria Sabori, Risk Management Coordinator, made a PowerPoint presentation included with the complete agenda packed filed in the City Clerk's Office.

This presentation included the following topics: COVID-19 Safety Measures Implemented, COVID-19 March 2020-April 2021, Work-Related Injuries and Illnesses-Year End 2020, Incident Claim Review, ADOSH PPEP Program, Trainings, and Budget.

A discussion was held, and comments were addressed by Ms. Sabori, Mayor Gerardo Sanchez, City Council, and staff.

Closing remarks were given by Mayor Gerardo Sanchez and City Council, they all thanked department heads, staff, and specially the Finance Department for their hard work to make this budget retreat a success.

3. ADJOURNMENT

MOTION: Council Member Mario Buchanan Jr./Vice-Mayor Africa Luna-Carrasco to adjourn the Budget Retreat meeting at approximately 3:27 p.m. Motion passed unanimously.

The vote was as follows:

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

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 minutes of the Budget Retreat for the City Council of the City of San Luis, Arizona, held on April 16-17, 2021. I further certify that the meeting was duly called and held and that a quorum was present.



Sonia Cornelio, City Clerk