

**MINUTES**  
**Budget Retreat**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**San Luis, AZ 85349**  
**May 14, 2022 at 8:00 p.m.**

**APPROVED** by Council  
Date: 5/25/2022  
Clerks Office: [Signature]

**1. CALL TO ORDER/ROLL CALL:** Mayor Gerardo Sanchez called the Budget Retreat meeting to order at approximately 8:10 a.m.

**PRESENT:** Mayor Gerardo Sanchez  
Vice Mayor Africa Luna-Carrasco  
Council Member Mario Buchanan Jr.- *via Zoom on and off due to connection problems disconnecting indefinitely at 10:18 a.m.*  
Council Member Luis Cabrera  
Council Member Jose Ponce-left at approximately 1:00 p.m.  
Council Member Matias Rosales  
Council Member Gloria Torres

**OTHERS PRESENT:** Lizandro Galaviz, Acting City Manager  
Sonia Cornelio, City Clerk  
Kay Marion Macuil, City Attorney  
Angel Ramirez, Fire Chief  
Crystal Ochoa, Acting Assistant to Council/PIO  
Derek Dueñas, Information Technology Manager  
Edga Esparza, Billing & Collections Manager  
Enrique Lopez, Assisant Fire Chief  
Eulogio Vera, Director of Public Works  
Jenny Torres, Economic Development Manager  
Jorge Perez, Assistant Director of Public Works  
Jose A. Guzman, Director of Planning & Zoning  
Jose L. Cisneros, Executive Assistant  
Maria Muñoz, Human Resources Coordinator  
Maria Sabori, Risk Management Analyst  
Melissa Lopez, Deputy City Clerk  
Miguel Ramirez, Accountat II  
Monica Castro, Director of Finance  
Nohemy Echavarria, Magistrate  
Ralph Velez, City Consultant  
Richard Jessup, Police Chief  
Roula Encinas, Accountant II  
Susan Posada, Benefits Consultant  
Ana Uribe, Resident  
Elisa Lizarde, Resident  
Columba Nuñez, Resident  
Jeremy Humphrey, Fire Department

## **2. DISCUSSION ITEMS, NO ACTION WILL BE TAKEN:**

### **2. A. Discussion and review on any and all matters regarding the proposed changes to the city's health benefits plan and the City of San Luis Budget for the Fiscal Year 2022-2023. (Susan Posada, Benefits Consultant and Staff)**

Ms. Susan Posada, Benefits Consultant, made a PowerPoint presentation, this presentation covered the City of San Luis Benefits Plan for fiscal year 2022-2023; it included the following: Plan Renewals, Vision Services Plan (VSP), Uprise Health Renewal, Renewal, and Exclusive Mental Health Conditions. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

There were no questions from members of the City Council.

#### **Finance Department**

Mrs. Monica Castro, Director of Finance, made a PowerPoint presentation regarding the Finance Overview. This presentation included the following: Budget Retreat Objectives, Budget Timeline, FY 2023 Budget Priorities, Finance Historical Data, Expenditure and Revenues History, Revenue, Revenue History, Grants Revenue History, Revenue Distribution by Fund, Revenue Distribution GF 25.4 Millions, Major Revenue Source-GF, Expenditures, Expenditures History, Capital Improvement Projects by Department, Most Relevant Capital Projects, Personnel Budget, Expenditures by Fund, Tentative Budget Draft FY 2023, Financial Policies, Expenditure Limitation, Revenues and Expenses by Fund, Balanced Budget, Planning for the Futures, Points for Consideration, and Looking Ahead of FY 2023. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

#### **Public Works Department**

Mr. Eulogio Vera, Director of Public Works, made a PowerPoint presentation which included the following: Our Mission Statement, Public Works Department Organizational Chart Fiscal Year 2022-2023, Overview, Public Works Administration, Highway Users Division New Projects, Expanded Program & Capital Projects, American Rescue Plan Act (ARPA) Approved Projects, Solid Waste Division, Fleet Services Division, Water Division, Wastewater Division and Conclusion. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

#### **Fire Department**

Mr. Angel Ramirez, Fire Chief, provided an update of Fire Station #2. He informed that the bid opening will be held May 19, 2022, then on May 25, 2022 staff will present bids to City Council to award the project.

Mayor Gerardo Sanchez asked Chief Ramirez for how long has the city been working on this project.

Mr. Ramirez replied that it has been approximately two (2) years since staff started working on this project. He made a PowerPoint presentation which included the following, Fire Administration, Fire Suppression, and Goals. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

### **Police Department**

Mr. Richard Jessup, Police Chief, made a PowerPoint presentation which included the following, Community Outreach Programs, Community Events, 2021-2022 Highlights, SLPD Stats, Calls for Service, Demographics, Grant Revenues Increases, 2019-2024 5 Year Master Plan Update and Goals, Police Station East Design, Requested Budget Increase, Previously Approved CIP Projects, and CIP FY 2023. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

### **Planning & Zoning Department**

Mr. Jose A. Guzman, Director of Planning and Zoning, made a PowerPoint presentation which included the following, Goals, Building Safety, Code Enforcement, GIS, Development Services, Other Accomplishments, City Hall Expansion, and Specific Plans. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

### **Economic Development**

Ms. Jenny Torres, Economic Development Manager, made a PowerPoint presentation which included the following, Proposed Redevelopment Area: Downtown Redevelopment Master Plan, Circulation Study, Parking Study, and Origin and Destination Study, Downtown Park and Parking Design, Downtown San Luis Master Drainage Plan, CDBG-SSP Rancho Los Oros Phase II, Mesa Street Improvement Project, Cesar Chavez Boulevard Design and Private ROW, Broadband Regional Commitment Proposed Yuma County Network, Small Business Relief Grants, and Economic Incentives. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office. Ms. Torres staff met with the Arizona State Land Department to see if an inventory of all roadway strips throughout the city and do one package of all those right-of-ways and apply for them all at once rather than doing it individually. Furthermore, she added that another important step that the city needs to take is to start the process for future roadways and the final is to annex Yuma county, this is something that staff needs to focus on.

### **Municipal Court**

Ms. Nohemy Echavarria, Magistrate, made a PowerPoint presentation which included the following, Court Filings January 2021 – March 2022, Hearings January 2021 – March 2022, Court's Revenue, and News/Updates. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

Mayor Gerardo Sanchez asked how much does a new court house cost.

Mr. Lizandro Galaviz, Acting City Manager, replied that staff is currently working on the design. He mentioned that once this is done, then Ms. Echavarria will make a presentation to Mayor and City Council which will include the location, design and other recommendations.

### **City Attorney**

Ms. Kay Marion Macuil, City Attorney, made a PowerPoint presentation which included a Professional Development slide. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office. Ms. Macuil also gave a brief presentation on the City Prosecutor's Office which included some of their accomplishments.

### **Parks & Recreation Department**

Ms. Maria A. Roldan, Acting Director of Parks & Recreation, made a PowerPoint presentation which included the following, About Us, Mission, Objectives, Cultural Center Division, Cultural Center Projects, Recreation Division, Youth Center and Municipal Pool Divisions, Parks Grounds Division, Parks Grounds Projects, Facilities Division, Senior Center Division, Senior Center Projects, Future Projects, Organizational Chart, and Special Events. A copy of this presentation is included with the completed agenda packet filed in the City Clerk's Office. Ms. Roldan also played a video which included events held in the city during the year.

### **Human Resources Department**

Ms. Maria Muñoz, HR Analyst, made a PowerPoint presentation which included the following, Human Resources Mission, Goals and Objectives, Annual Tasks Accomplished-Benefits Administration July 2021-Present, Benefits Package, Open Enrollment, Goals Accomplished-Recruitment July 2021-Present, Career Expo, Goals Accomplished-Programs and Training July 2021-Present, Community Outreach-Ugly Sweater Sweepstakes, Christmas Tree Angel Program, Other Programs, and Team Goals Accomplished July 2021-Present. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

### **Billing & Collections Division**

Mr. Edgar Esparza, Acting Billing and Collections Manager, made a PowerPoint presentation which included the following, Mission Statement, FY 2021-2022 Department Accomplishments, Goals & Objectives for FY 2022-2023, Account Funding Increases, Account Funding Decreases, Paper vs. Paperless Billing, Transactions, Cash, Checks, & MO vs. Electronic Payments, New Water Meters Installed, New Utility Accounts, Business Licenses, and Active Business Licenses. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

Lunch break was taken from 12:01 p.m. to 1:00 p.m. The budget retreat resumed at approximately 1:09 p.m.

### **Office of the City Clerk**

Mr. Sonia Cornelio, City Clerk, made a PowerPoint presentation which included the following, Updates, Budget FY 2022-2023. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

### **Information Technology**

Mr. Derek Dueñas, Information Technology Manager, made a PowerPoint presentation which included the following, IT Mission Statement, Accomplishments FY 2021-2022, Objective for Fiscal Year 2022-2023, Capital Improvement Projects FY 2022-2023, Personnel Request FY 2022-2023, and Information Technology-Organizational Chart. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

**Risk Management Division,**

Ms. Maria Sabori, Risk Management Analyst, made a PowerPoint presentation which included the following, Incident Claim Review FY 21/22, ADOSH PEPP Program, Trainings, Safety Programs, AMRRP Risk Prevention Programs, and Budget Request. A copy of this presentation is included with the complete agenda packet filed in the City Clerk's Office.

**Closing Remarks**

The Mayor and members of the City Council thanked staff for the excellent job and dedication done during the budget preparation.

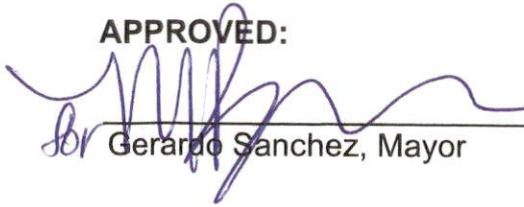
**3. ADJOURNMENT**

**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:

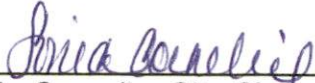
Mayor Gerardo Sanchez	Aye
Vice Mayor Africa Luna-Carrasco	Aye
Council Member Luis Cabrera	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye

**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 minutes of the Budget Retreat for the City Council of the City of San Luis, Arizona, held on May 14, 2022. I further certify that the meeting was duly called and held and that a quorum was present.



Sonia Cornelio, City Clerk