



## NOTICE OF BUDGET RETREAT

In accordance with § 38-431.01 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the Members of City Council and to the general public that the Mayor and Council of the City of San Luis, Arizona will hold a Budget Retreat on Friday, April 28, 2023 at 5:00 p.m. and Saturday, April 29, 2023 at 8:00 a.m. The meeting will take place at **San Luis City Hall, Multi-Purpose Room** located at 1090 E. Union Street, San Luis, Arizona, 85349. The public is invited to attend the open meeting.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of San Luis does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities or services contact: ADA/Section 504 Coordinator, City of San Luis Human Resources Department, 1090 East Union Street, San Luis, Arizona 85349; (928) 341-8520.

Notice is hereby given that pursuant to A.R.S. § 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. § 1-602.A.9 have been waived.

THIS NOTICE IS GIVEN BY:

/s/ Sonia Cornelio, City Clerk

## AVISO DE JUNTA DEL PRESUPUESTO MUNICIPAL

De acuerdo con los Estatutos del Estado de Arizona A.R.S § 38-431.01, se le informa a los miembros del Cabildo y al público en general que la Alcaldesa y el Cabildo, tendrán una Junta del Presupuesto Municipal el día Viernes, 28 de Abril del 2023 a las 5:00 p.m. y el día Sabado, 29 de Abril del 2023, a las 8:00 a.m. La junta se llevará a cabo en el **Salon de Usos Multiples del las Oficinas del Ayuntamiento de San Luis**, ubicada en el 1090 E. Union Street, San Luis, Arizona, 85349. El publico esta invitado a esta junta.

De acuerdo con el Acta de Americanos con Discapacidades y la Sección 504 del Acta de Rehabilitación del 1973, la Ciudad de San Luis, Arizona no discrimina por causa de discapacidad la admisión y acceso a sus programas, actividades, servicios o en el trato en cuanto a empleo. Para más información referente a derechos y provisiones del Acta de Americanos con Discapacidades o Sección 504, o para solicitar adaptaciones que sean razonables para la participación en programas, actividades o servicios de la Ciudad, contactar al: Coordinador del Acta de Americanos con Discapacidades/Sección 504, Departamento de Recursos Humanos de la Ciudad de San Luis, Arizona, ubicado en el 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Por medio de este aviso y de acuerdo con los Estatutos del Estado de Arizona A.R.S § 1-602.A.9, sujeto a ciertas excepciones reglamentarias, los padres de familia tienen el derecho de dar el consentimiento ante el Estado o cualquiera de sus subdivisiones políticas para hacer una grabación de audio o video de su hijo menor de edad. Las juntas del Cabildo se graban en audio y/o video y como resultado, el hecho de que haya menores presentes puede ser sujeto a que sean grabados. Para que los padres de familia puedan ejercer sus derechos pueden dar el consentimiento por escrito con la Secretaria de la Ciudad a tal grabación, o tomar acción personal para asegurarse que su hijo menor no esté presente cuando la grabación se lleve a cabo. Si un menor de edad está presente en el momento de la grabación, la Ciudad asumirá que los padres de familia están cediendo los derechos sobre una posible grabación de acuerdo con los Estatutos del Estado de Arizona A.R.S. § 1-602.A.9.

ESTE AVISO ES DADO POR:

/f/ Sonia Cornelio, Actuaría de la Ciudad



## AGENDA

AMENDED ON 4/27/2023

### Budget Retreat

**San Luis City Hall  
Multi-Purpose Room**

1090 E. Union Street

San Luis, AZ 85349

April 28, 2023 at 5:00 p.m.

April 29, 2023 at 8:00 a.m.

PLEASE TAKE NOTICE THAT MEMBERS OF THE CITY COUNCIL WILL ATTEND EITHER IN PERSON, TELEPHONE, OR VIDEO CONFERENCE COMMUNICATION. THE MAYOR OR ACTING MAYOR FOR THIS MEETING MAY CHANGE THE ORDER OF THE ITEMS; IF AUTHORIZED BY LAW AND BY A MAJORITY VOTE OF A QUORUM OF CITY COUNCIL MEMBERS PRESENT, AN EXECUTIVE SESSION WILL BE HELD IMMEDIATELY FOLLOWING THE VOTE IN ACCORDANCE WITH A.R.S. § 38-431.03(A) AND THE MEETING WILL BE TEMPORARILY RECESSED WHILE THE CITY COUNCIL RETIRES TO EXECUTIVE SESSION WHICH WILL NOT BE OPEN TO THE PUBLIC.

TENGA EN CUENTA QUE LOS MIEMBROS DEL CABILDO DE LA CIUDAD ASISTIRÁN EN PERSONA, TELÉFONO O COMUNICACIÓN POR VIDEO CONFERENCIA. LA ALCALDESA O ALCALDE INTERINO DE ESTA REUNIÓN PUEDE CAMBIAR EL ORDEN DE LOS TEMAS; SI ESTÁ AUTORIZADO POR LA LEY Y POR MAYORÍA DE VOTOS DE UN QUÓRUM DE MIEMBROS DEL CABILDO PRESENTES, SE LLEVARÁ A CABO UNA SESIÓN EJECUTIVA INMEDIATAMENTE DESPUÉS DE LA VOTACIÓN DE ACUERDO CON LOS ESTATUTOS DEL ESTADO DE ARIZONA A.R.S. § 38-431.03 (A) Y LA REUNIÓN SERÁ TEMPORALMENTE RECESADA MIENTRAS EL CABILDO DE LA CIUDAD SE RETIRE A UNA SESIÓN EJECUTIVA QUE NO ESTARÁ ABIERTA AL PÚBLICO.

1. CALL TO ORDER/ROLL CALL 5:03 P.M. (4/28/23)
  
2. DISCUSSION ITEMS:
  2. A. Discussion and review on any and all matters regarding the proposed changes to the city's health benefits plan by Ms. Susan Posada and the City of San Luis Budget for the Fiscal Year 2023-2024 by staff. **(Susan Posada, Benefits Consultant and Department Heads - April 28, 2023)** **Discussed**
  
  - The meeting recessed at 6:43 on 4/28/23.*
  
  2. B. Discussion and review on any and all matters regarding the proposed City of San Luis Fiscal Year 2023-2024 Budget. **(Department Heads - April 29, 2023)** **Discussed**
  
3. ADJOURNMENT at 2:33 P.M. on 4/29/23



## AGENDA ITEM REVIEW FORM

### Budget Retreat

2. A.

**Meeting Date:** 04/29/2023

**Department Head:** Sonia Cornelio, City Clerk, City Clerk's Office

**Submitted By:** Sonia Cornelio, City Clerk, City Clerk's Office

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#### ITEM:

Discussion and review on any and all matters regarding the proposed changes to the city's health benefits plan by Ms. Susan Posada and the City of San Luis Budget for the Fiscal Year 2023-2024 by staff. **(Susan Posada, Benefits Consultant and Department Heads - April 28, 2023)**

*The meeting recessed at 6:43 on 4/28/23.*

#### SUMMARY:

Ms. Susan Posada, Benefits Consultant, will be providing a presentation on any and all matters regarding the proposed changes to the city's health benefits plan for the Fiscal Year 2023-2024, in addition, the Mayor, City Council and staff will discuss and review any and all matters regarding the proposed City of San Luis Budget for Fiscal Year 2023-2024.

#### SUPPORTING INFORMATION:

**DISCUSSION ITEM ONLY, NO ACTION.**

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#### Fiscal Impact

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** N/A  
**CITY/STATE/FEDERAL FUNDS:** N/A  
**TOTAL:** N/A  
**BUDGETED:** N/A  
**AVAILABLE TO TRANSFER:** N/A  
**ACCOUNT #/REMAINING BALANCE:** N/A

#### FISCAL IMPACT STATEMENT:

There is no fiscal impact associated with this item.

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#### Attachments

Health Benefits - SP

Finance

Public Works

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CITY OF  
*San Luis* Arizona  
*Gateway to the Sea of Cortez*

# City of San Luis Budget Retreat

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For July 1, 2023 – June 30, 2024

# Plan Renewals

- Claims through March 2023 increased 32.9%
- Reimbursements from the Stop Loss \$858,872.58
- Stop Loss Renewal for July 1, 2023, to June 30, 2024
  - Initial Final Renewal 19.76% with \$650,000 Laser or
  - Without Laser 55.11%
- Recommend Change from Symetra to Matrix increase  
Decrease in premium by 6.18% with Laser of \$185,000

**Total Savings: \$466,375**

- Reduction in Laser from \$605,000 to \$185,000 - \$420,000
- Reduction in Stop Loss Premium from \$749,855 to \$703,480 - \$46,375

# City of San Luis – Network Fees



## BCBS Renewal – 2 Years

- Increase from \$21.50 to \$22.00 PEPM

# City of San Luis – Plan Changes



## Mexico Plan – Medical Plan

- Change Mexico Plan to remove Out of Pocket Maximum's In-Network to \$0/\$0 from \$4,500/\$9,000

## Mexico – Dental Plan

- Add Verbiage “Copay per Visit” to the Dental Services

# City of San Luis – TPA

## Change

### TPA Services

- From 90 Degrees to HealthComp
  - Service
  - Cost



## Healthiest You Teledoc Services

- No Change

**Healthiest You - Teledoc**

# Vision Renewal Options



## Change:

- Frame Allowance increase from \$150 to \$200
- Contact Allowance increase from \$130 to \$150
- VSP LightCare – UV and Blue Light Coverage

A group of diverse business professionals in a meeting, smiling and holding up sticky notes. The scene is brightly lit, suggesting a positive and collaborative work environment. The individuals are dressed in business casual attire. The background is slightly blurred, focusing attention on the people in the foreground.

**Thank You For Your Business**



BUDGET RETREAT

APRIL 28TH, 2023  
FINANCE OVERVIEW

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# BUDGET RETREAT OBJECTIVES



PRESENT HIGHLIGHTS OF THE PROPOSED BUDGET.



PROVIDES AN OVERVIEW OF EXPENSES AND REVENUES FOR FY 2024.



DEPARTMENT HEADS WILL PROVIDE AN OVERVIEW OF THEIR DEPARTMENTS AND CAPITAL PROJECTS FOR FY 2024.



OBTAIN COUNCIL INPUT AND RESET PRIORITIES IF NEEDED.



PLAN FOR THE FUTURE.

# BUDGET TIMELINE

START- Delivery of budget guidelines

- Dec 5th, 2022

Deadline to submit budget requests

- Feb 17, 2023

Department budget Reviews

- Mar 20th, 2023

CIP Session

- Apr 4th, 2023

Budget Retreat

- April 28th, 2023

Present Tentative Budget to Council

- Jun 14th, 2023

Public Hearing and Budget Adoption

- Jun 28th, 2023

EXECUTING

MONITORING

ADJUSTMENT



# FY 2024 BUDGET PRIORITIES

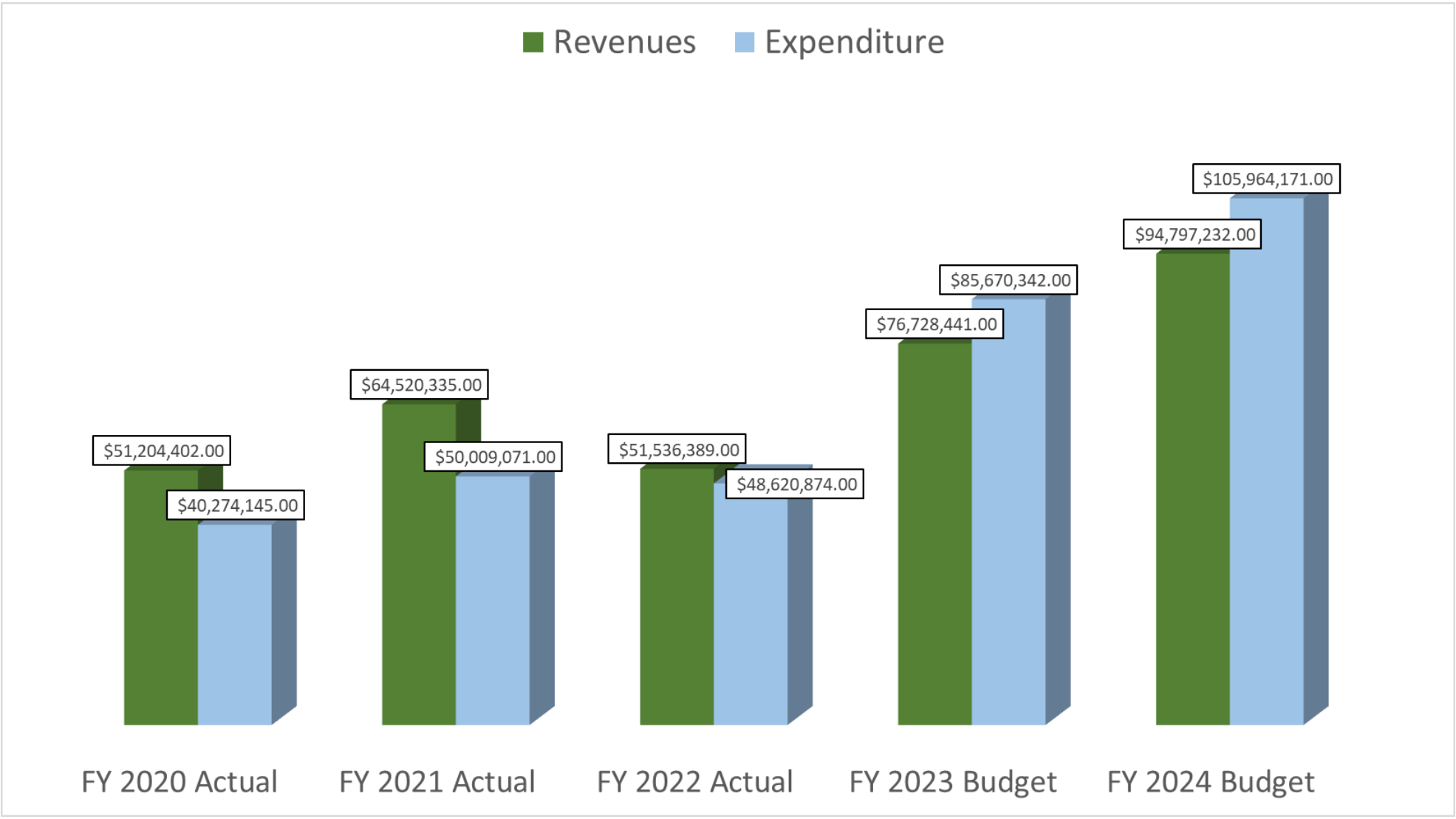
- **MAINTAIN LEVEL OF SERVICE TO OUR RESIDENTS**
- **RETENTION AND ATTRACTION OF EMPLOYEES TO FILL VACANCIES**
- **ROAD INFRASTRUCTURE EXPANSION TO SUPPORT CITY OF SAN LUIS GROWTH.**
- **WASTEWATER/WATER EXPANSION**
- **INVEST IN PARKS AND RECREATION FOR OUR COMMUNITY**
- **FOSTER ECONOMIC DEVELOPMENT, CREATE JOBS AND IMPROVE QUALITY OF LIFE FOR RESIDENTS.**



# FINANCE HISTORICAL DATA

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# REVENUES AND EXPENDITURES HISTORY

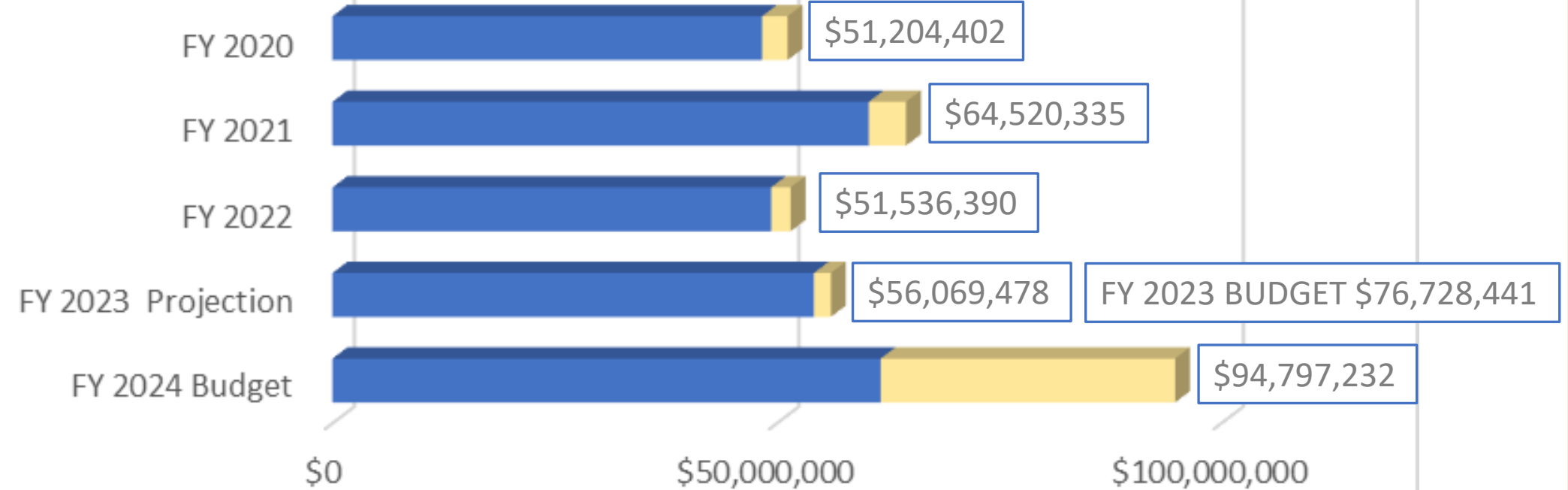


The background features a light gray grid with a pen and a bar chart. The pen is positioned diagonally on the left side, and the bar chart is on the right side. The overall aesthetic is clean and professional.

# REVENUES

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7% Increase average

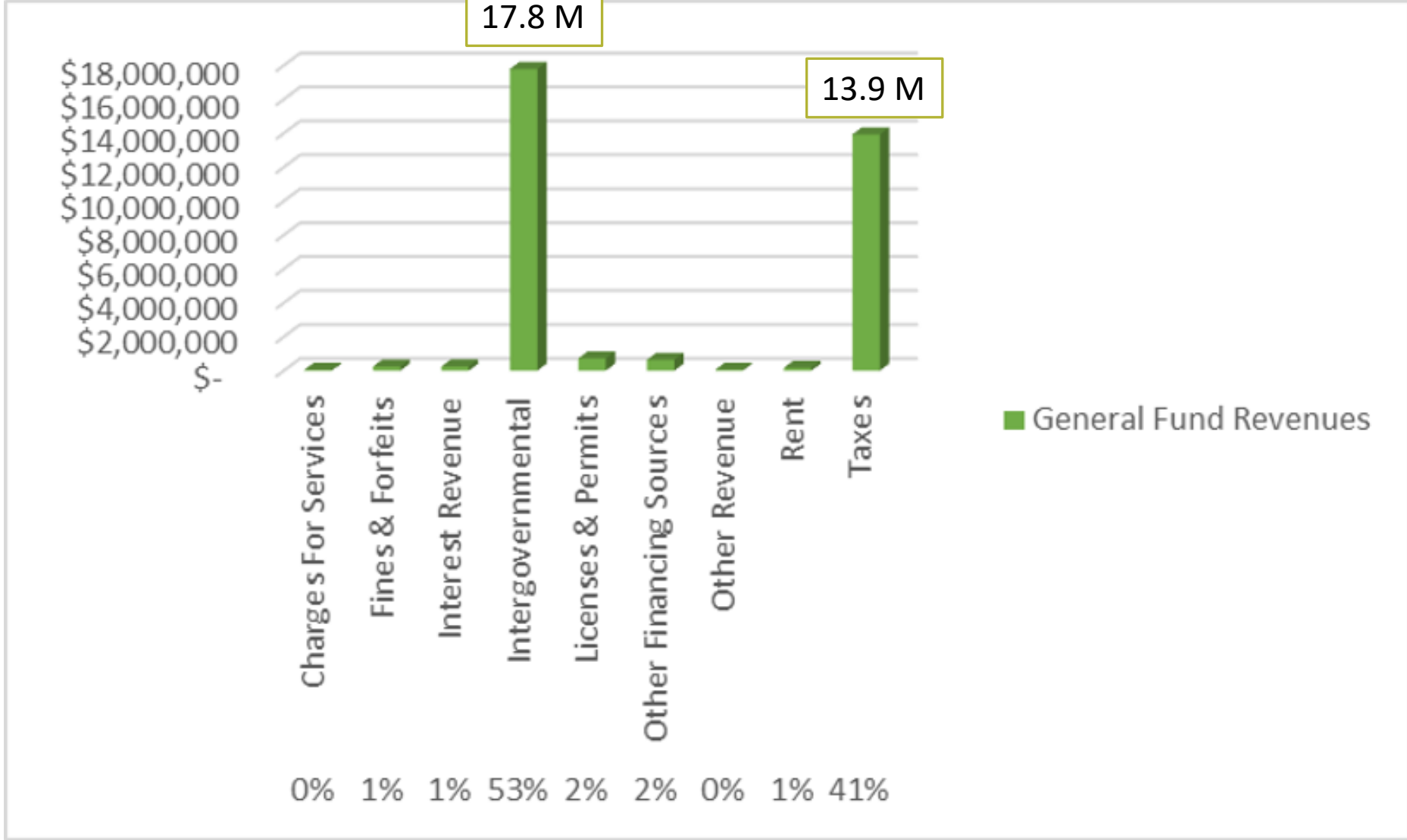


	FY 2024 Budget	FY 2023 Projection	FY 2022	FY 2021	FY 2020
■ General Revenues	\$61,668,597	\$54,152,718	\$49,340,212	\$60,326,212	\$48,329,929
■ Grant Revenues	\$33,128,635	\$1,916,760	\$2,196,178	\$4,194,124	\$2,874,473

# GENERAL FUND

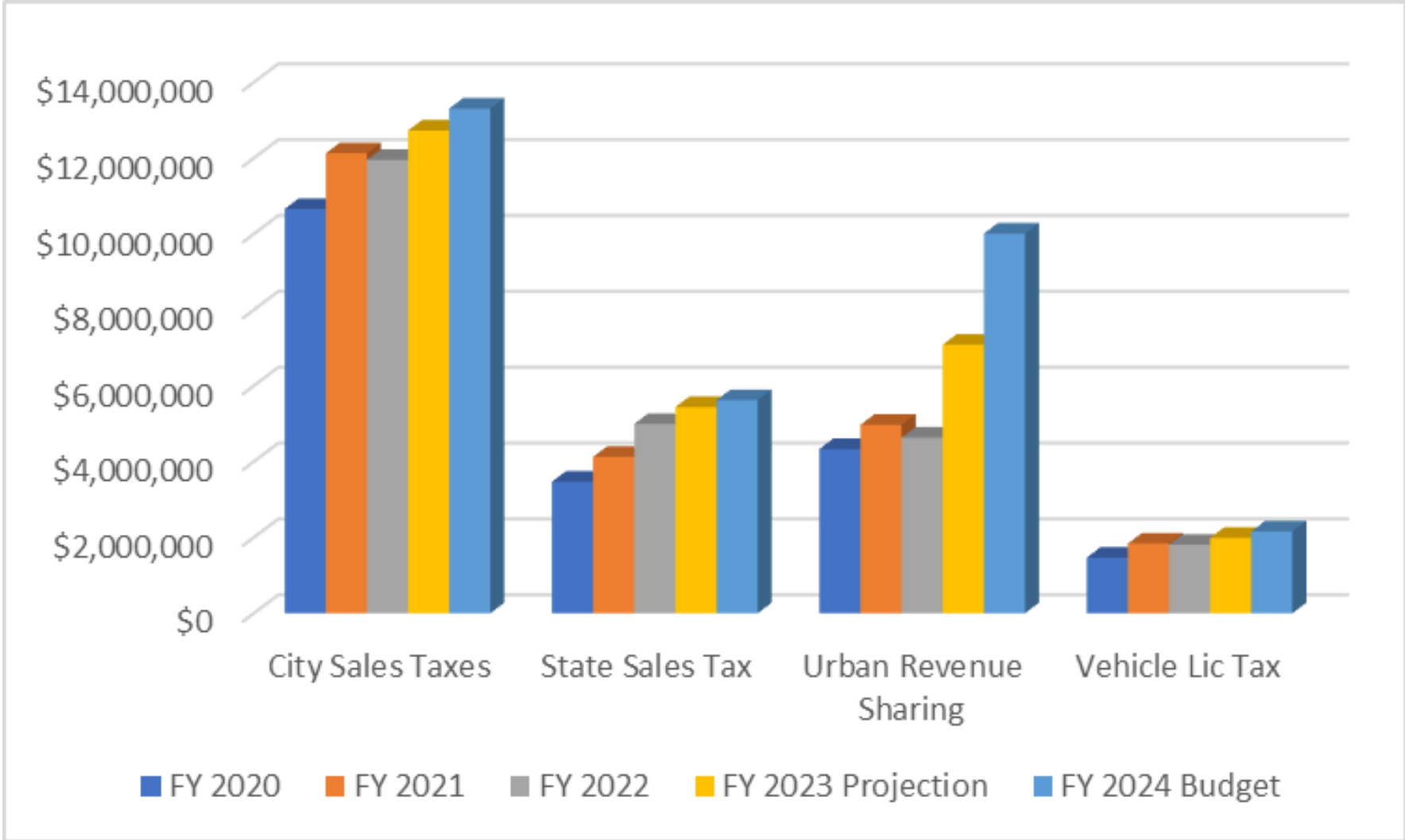
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FY 2024  
 Budget  
 33.9 Million

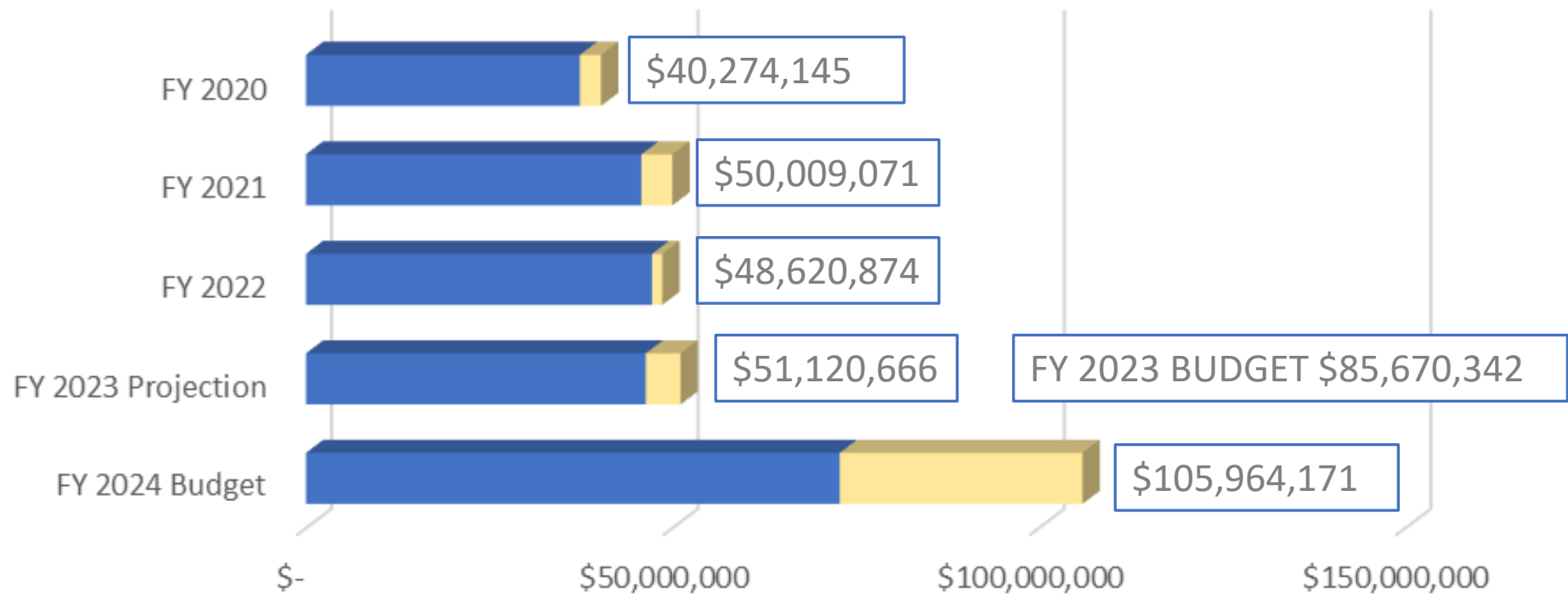
94% of total revenue



# EXPENSES

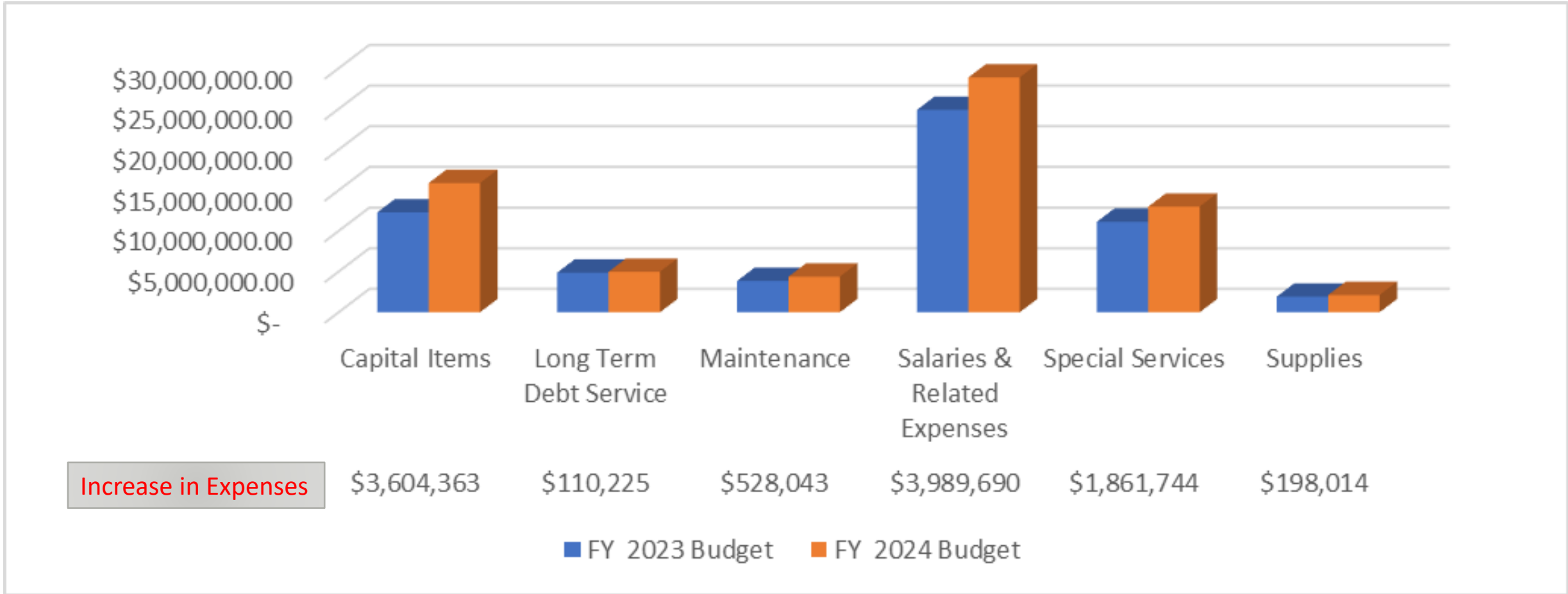
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	FY 2024 Budget	FY 2023 Projection	FY 2022	FY 2021	FY 2020
■ General Expenses	\$72,835,536	\$46,372,902	\$47,229,110	\$45,779,471	\$37,378,880
■ Grant Expenses	\$33,128,635	\$4,747,765	\$1,391,764	\$4,229,600	\$2,895,265

Expenses 10.2 Millions more than last year budget



Does not include grants

## Can the City sustain these increases?

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Water, Waste Water and Solid Waste rate increase was adopted so these funds have enough funds to cover their operational and CIP expenditure increases.

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The funds that we are struggling to balance are the General Fund, and the HURF Fund.

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For financial sustainability operating expenditure increases must be matched with recurring revenues streams.

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Capital projects and one time expenditures may be funded with one time increases or positive fund balances.



INCREMENTAL REVENUES  
GENERAL FUND \$2,800,000

INCREMENTAL EXPENSES  
GENERAL FUND \$4,200,000

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SHORTFALL  
\$1,400,000

Incremental Expenses	General Fund
23 New FT positions	\$1,300,000
Promotions	\$ 186,900
Salary Adjustment	\$ 834,000
Public Safety incentive Program	\$ 223,805
Operational-Maintenance	\$ 280,733
Operational-Supplies	\$ 109,144
Operational-Special Services	\$1,300,000
<b>Total</b>	<b>\$4,234,582</b>

2.5 millions

1.7 millions

Does not include Capital Projects

FOR THE PAST YEARS WE HAVE BEEN ALLOCATING 10% OF REVENUES TO CIP

CHANGING THE ALLOCATION STRATEGY IS TO REDUCE THE CIP BUDGET ALLOCATION TO 7% MOVING FORWARD

TO ACHIEVE THIS WE NEED TO REDUCE 1.4 MILLION IN CIP GENERAL FUND PROJECTS

THE CIP BUDGET ALLOCATION WILL INCREASE ONLY IF THERE ARE ADDITIONAL SOURCES OF REVENUES THAT CAN ENSURE LONG TERM SUSTAINABILITY.



GENERAL FUND BALANCING STRATEGY



REDUCE 1.4 MILLION OPERATIONAL EXPENSES



REDUCE CIP ALLOCATION STRATEGY



REDUCE IN OPERATIONAL EXPENSES AND CIP (50/50)

Is 1.2 million  
enough?

# STREETS

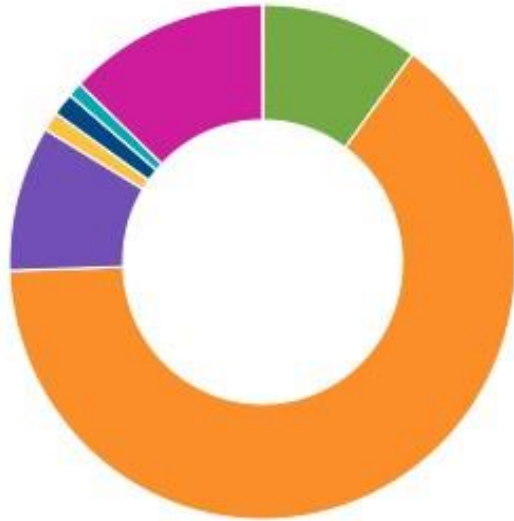
The positives  
reserves will run  
out soon. We need  
to plan ahead

REVENUES	\$4,286,200	
EXPENSES	\$3,073,840	
<hr/>		
AVAILABLE FOR CIP	\$ 1,212,360	
FY BUDGET CIP	\$4,425,600	} \$5,513,063
FY GRANTS MATCHING	\$1,087,463	
SHORTFALL	(\$4,300,703)	

HURF HAS OVER 4 MILLION IN CIP PROJECTS. HURF FUNDS ARE NOT ENOUGH TO COMPLETE THEM.

FOR FY 2024 GENERAL FUND MIGHT BE ABLE TO FUND THEM WITH POSITIVE RESERVES.

FY 2024  
Capital Projects  
Funding Source



Ambulance Services Fund (0%)	\$29,000.00
General Fund (10%)	\$4,886,907.75
Grant (64%)	\$31,396,678.00
Highway User Fund (9%)	\$4,458,300.00
Impact Fees (1%)	\$584,370.00
Solid Waste Fund (1%)	\$701,500.00
Wastewater Fund (1%)	\$446,620.00
Water Fund (13%)	\$6,258,620.00
<b>TOTAL</b>	<b>\$48,761,995.75</b>

5 Year  
Capital Projects  
Funding Source



Ambulance Services Fund (0%)	\$29,000.00
Debt (2%)	\$3,800,000.00
General Fund (23%)	\$35,603,674.41
Grant (30%)	\$45,515,652.00
Highway User Fund (9%)	\$14,358,300.00
Impact Fees (5%)	\$7,844,370.00
Solid Waste Fund (1%)	\$1,561,500.00
Wastewater Fund (21%)	\$32,256,846.00
Water Fund (8%)	\$11,938,620.00
<b>TOTAL</b>	<b>\$152,907,962.41</b>

Does not include:

Full costs for East Park,  
Veterans Park, City Hall  
and Court Expansions, East  
Police Station

Other projects pending to  
add in the CIP plan

*No recurring revenue to  
fund a 2.1 million debt  
service*



GENERAL FUND AND HURF ONLY

General Fund and HURF CIP over 5 years	\$49,961,974
Reserves 32 million (minus 4 month operational expenses )	\$22,000,000
Bond Issuance	\$27,961,974
Debt Service for \$28 Million	\$2,100,000
CIP and Non CIP General Fund ( For vehicle replacement, new vehicles, equipment, building improvements)	\$3,500,000
CIP HURF Fund (For improvement and maintenance of streets, replacement and acquisition of new equipment, vehicles.	\$1,200,000
<b>Total for CIP and Debt Service Fund</b>	<b>\$6,600,000</b>

The background is a light gray collage of financial-related items. It includes a pair of sunglasses in the top right, several coins (one clearly showing '60'), and various documents. One document has a date stamp '25 JAN 2011'. Another document has the text 'DEPARTURE' and 'CONTROL'. A calculator is partially visible in the bottom right. The overall theme is finance and budgeting.

# TENTATIVE BUDGET

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# FINANCIAL POLICIES

Operational reserve of 4 months of operational expenses

PSPRS Fund Reserve Contingency – 500 K to offset investment performance

Debt Service Reserve –12 months of interest and principal payments.

Ongoing expenditures must be funded with recurring revenues

One time revenues are used to fund one time expenditures

Adherence to State Statute.

- Public hearing, adoption of tentative and final budget.
- Adopt a balanced budget. Expenditures must not exceed revenues.
- Adhere to state expenditure limitations

# EXPENDITURE LIMITATION

\$55,028,022

FY 2024

\$1.3 MILLION  
OVER

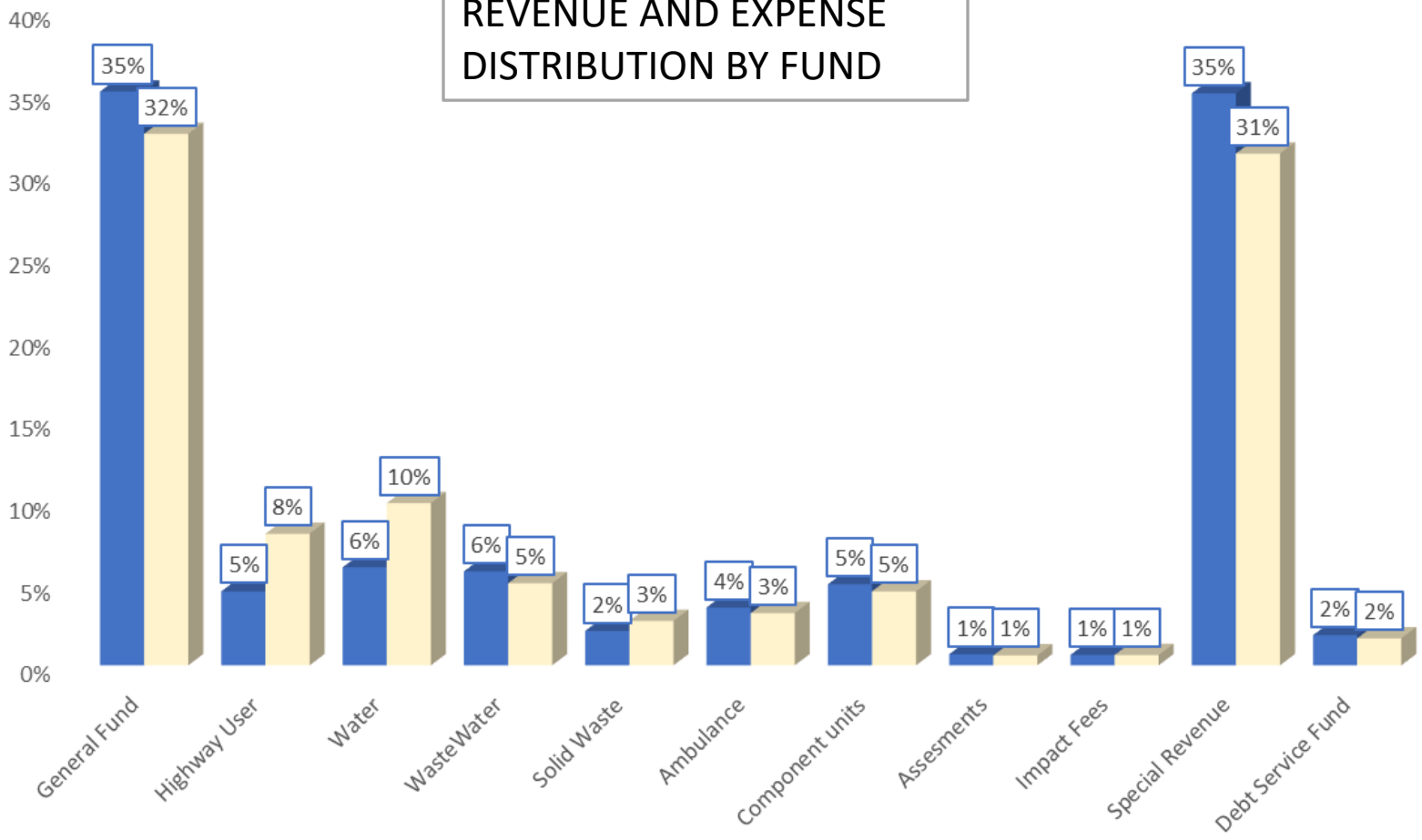


## EXPENDITURE LIMITATION

Directs the commission to determine expenditure limitation for cities	The penalties for municipalities for exceeding the expenditure limit are severe.	For fiscal year 2024 the preliminary expenditure limitation for San Luis is \$55 million
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### REVENUE AND EXPENSE DISTRIBUTION BY FUND



\$94,797,232

■ Revenues ■ Expenses

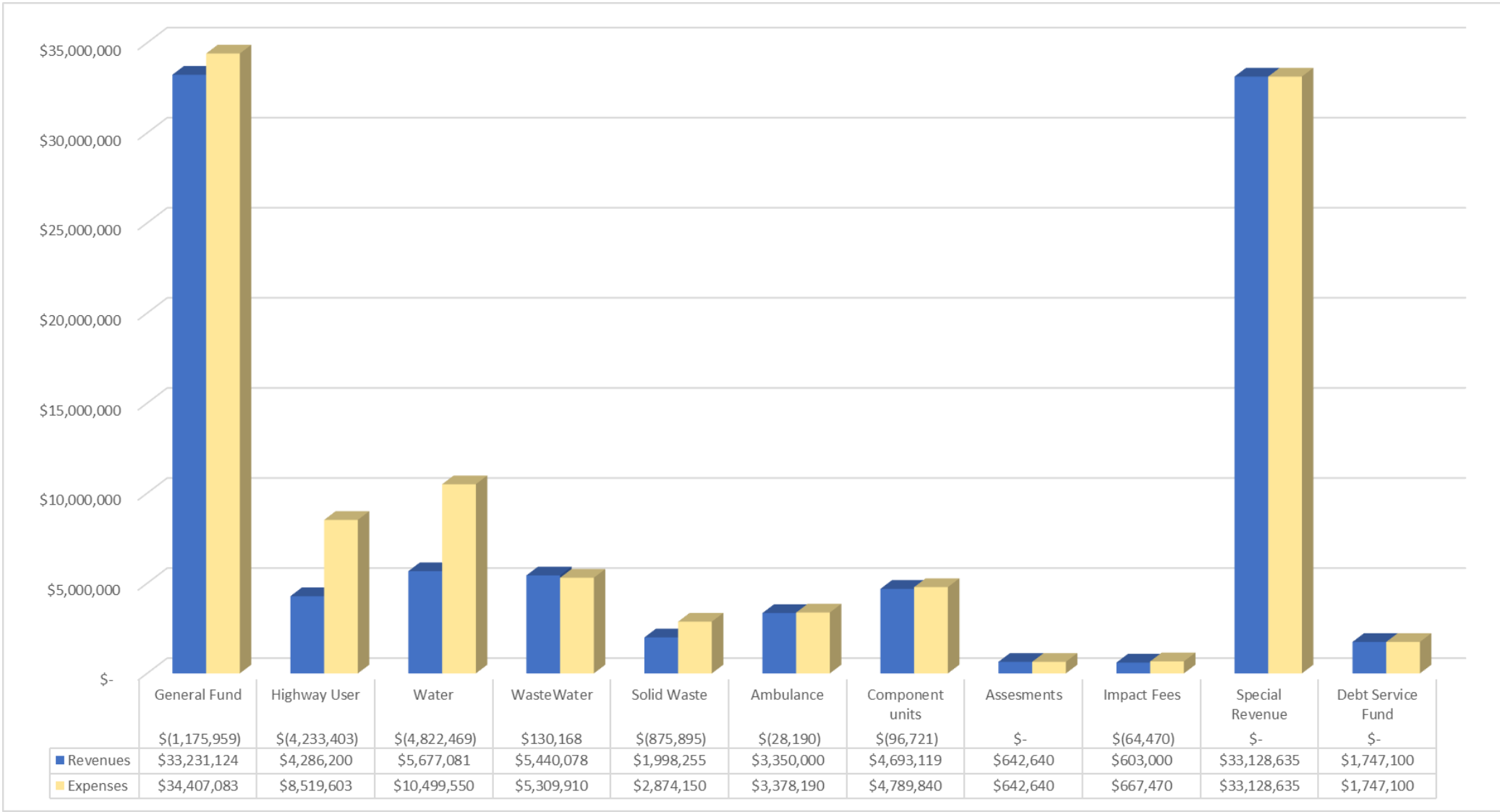
\$105,964,171

\$94,797,232

REVENUES

EXPENSES

\$105,964,171





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BY STATE STATUTE WE NEED A  
BALANCED BUDGET.

BUDGET 2024 IS NOT  
BALANCED

WE NEED YOUR DIRECTION ON  
WHERE TO REDUCE 1.4  
MILLION.



**PLANNING FOR THE FUTURE**

# POINTS FOR CONSIDERATION



DIVERSIFY AND INCREASE REVENUES



RESERVES AND CARRYOVERS. NEED TO HAVE A PLAN BEFORE THEY ARE GONE.



RETENTION OF PERSONNEL AND FILLING OF VACANCIES. 59 VACANCIES FY 2022. 46 VACANCIES FY 2023.



NEED TO SET STRATEGY ON WHAT WE WANT TO ACHIEVE.



NEED TO REVISE OUR CIP TO ENSURE FEASIBILITY AND COMPLETION.  
CIP Budget FY 2023 28.5 Million CIP Projection FY 2023 8.7 Million.



WE ARE LOOKING FORWARD TO THE FUTURE OF SAN LUIS



BY 2040, THE POPULATION OF SAN LUIS IS PROJECTED TO BE OVER 70,000 RESIDENTS.



PLAN FOR WATER AND WASTE- WATER INFRASTRUCTURE THAT CAN SUPPORT THE GROWTH AND DEVELOPMENT OF THE COMMUNITY.



RESPONSIVE LAW ENFORCEMENT, FIRE AND EMERGENCY MEDICAL SERVICES.



QUALITY PARKS FOR OUR COMMUNITY.



PLAN FOR ROAD INFRASTRUCTURE, AND ENSURE CLEAN AND MAINTAINED STREETS.



MAINTAIN AN ADEQUATE FINANCIAL BASE TO SUPPORT APPROPRIATE PUBLIC SERVICE LEVELS AND MAINTAIN QUALITY OF LIFE IN SAN LUIS.

# LOOKING AHEAD OF FY 2024



WORKING TOGETHER EVERYTHING  
IS POSSIBLE.

THANK YOU!

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# PUBLIC WORKS DEPARTMENT

## FISCAL YEAR 2023-2024 BUDGET PRESENTATION

- *Public Works Administration*
- *Highway Users*
- *Wastewater*
- *Water*
- *Fleet Services*
- *Solid Waste*

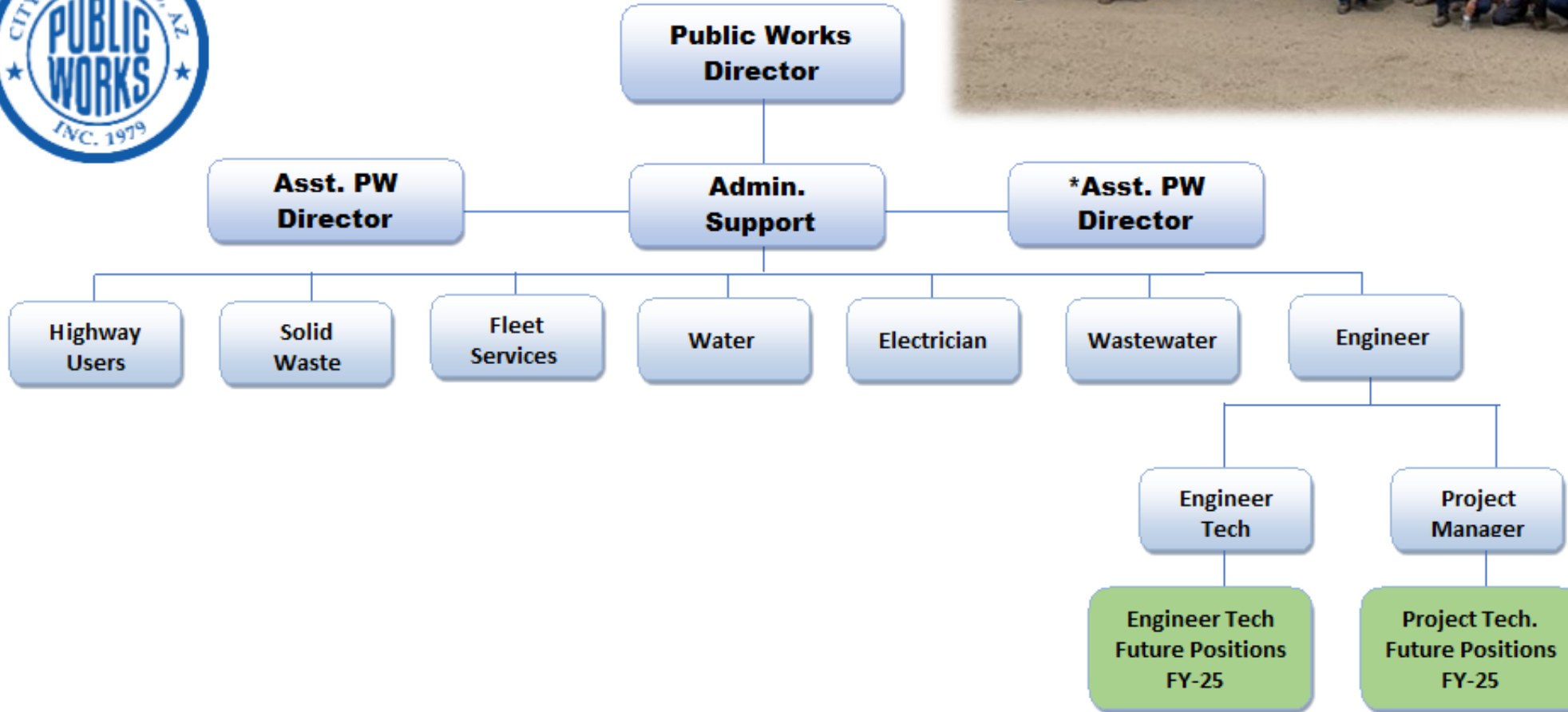


# THE MISSION OF THE PUBLIC WORKS DEPARTMENT IS

- To effectively maintain and develop public infrastructure to enhance the quality of life of residents and businesses by using available resources in a prudent and cost effective manner, consistent with the vision and goals of the community.



# PUBLIC WORKS



# ***SOLID WASTE DIVISION***

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## **➤ *New Projects, Expanded Program & Capital Projects:***

- Solid Waste Truck Replacement (New) \$500,000. (\$500,000. FY25)*
- Rear Loader Solid Waste Truck (Used) \$200,000*



# FLEET SERVICES DIVISION

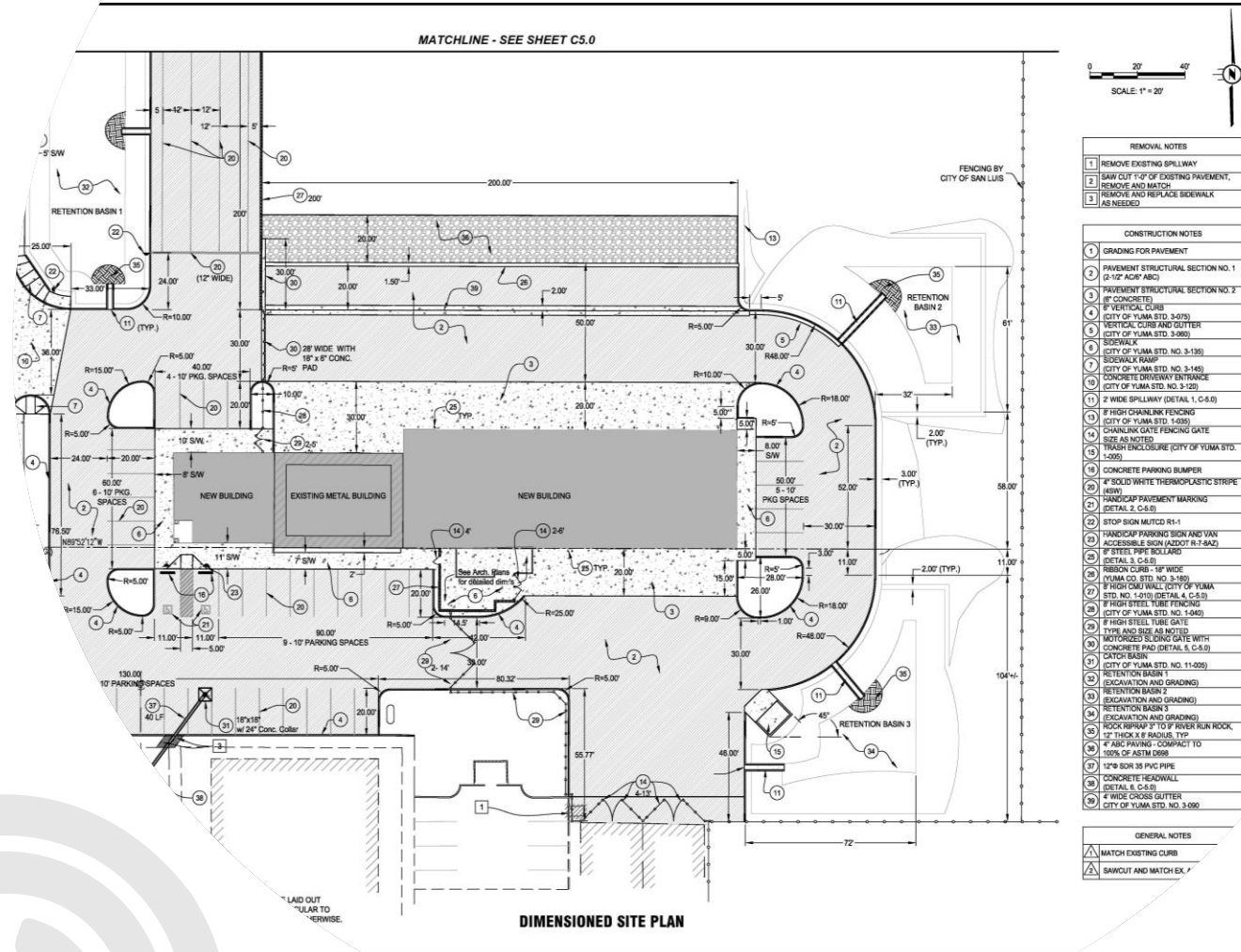
➤ **New Projects New (Replacement) Fleet Services Shop – Carryover Funding Requirement – \$300,000.00**

➤ **Personnel:**

❑ **1 – Lead Mechanic** – Keep pace with vehicle maintenance/repair requirements to a City fleet that now numbers in excess of 346 vehicles.

❑ **1 –Mechanic Assistant** – Support increased workload with. Improve procedures

❑ **1 – Administrative Assistant** – Support with increased workload. Improve procedures



# ***HIGHWAY USERS DIVISION***

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➤ ***New Projects, Expanded Program & Capital Projects:***

- Co. 22<sup>nd</sup> & 4<sup>th</sup> Ave. Intersection Improvements Phase 2 & Traffic Signal. \$600,000.***
- Co. 22<sup>nd</sup> & Sidewinder Road . Intersection Improvements Phase 2 & Traffic Signal. \$700,000.***
- 4<sup>th</sup> Ave & Union Street Intersection Improvements \$800,000***
- Pavement Preservation Project \$100,000.***



# WATER DIVISION

## ➤ *New Projects, Expanded Program & Capital Projects:*

- ❑ *Water Storage #5, #6, #7 Rehabilitation*

***\$2.2M***

- ❑ *Well Site #5 New Well & New Filtration System -*  
***\$1.6M***

- ❑ *Well Site #7 Capacity Improvements*

***\$1.5M***

- ❑ *Entrance Gate for Public Works Yard –*  
***\$230,000***

## ➤ **Personnel:**

- ❑ **1 – Heavy Equipment Operator** *essential in water treatment and distribution operations. Operate machinery such as vector trucks, excavators, loaders, etc. Their skills and abilities ensure operations are effective, safe, and sustainable.*



# WASTEWATER DIVISION

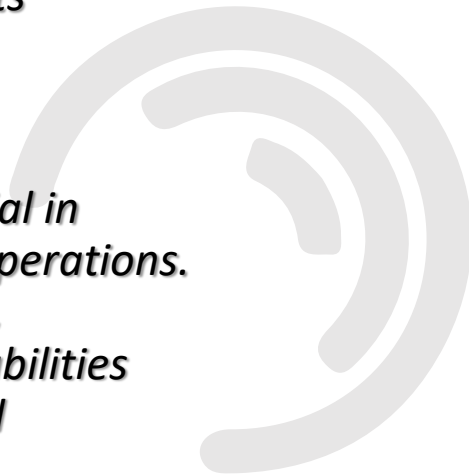
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## ➤ *New Projects, Expanded Program & Capital Projects:*

- West Wastewater Treatment Plant Expansion (Design Only) \$1M*
- East Wastewater Treatment Plant Improvements \$1.3M*
- Safety Improvements to the East Wastewater Treatment Plant (Block Wall & Automatic Gates) \$280,000.*
- Annual manhole repairs and replacements \$200,000.*

## ➤ *Personnel:*

- 1 – Heavy Equipment Operator – Essential in wastewater treatment and distribution operations. Operate machinery such as vector trucks, excavators, loaders, etc. Their skills and abilities ensure operations are effective, safe, and sustainable.*



# **CONCLUSION**



## ***Continued investment is needed:***

*To keep up with our projected growth and aging Infrastructure*

- *Roadways (Street Lights, Traffic Controls)*
- *Water Distribution Systems and Treatment Plants*
- *Wastewater Collections Systems and Treatment Plants*
- *Solid Waste Collection Services*
- *Fleet Services*

*Our Public Works Staff remains our greatest asset, and although we are making progress in filling vacant positions. We need to begin offering competitive salaries and compensation packages to attract and retain top talent in a competitive job market. The support of the Mayor and Council is crucial for our success.*



# THANK YOU!

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CITY OF SAN LUIS  
PUBLIC WORKS DEPARTMENT





## AGENDA ITEM REVIEW FORM

### Budget Retreat

2. B.

**Meeting Date:** 04/29/2023

**Department Head:** Sonia Cornelio, City Clerk, City Clerk's Office

**Submitted By:** Sonia Cornelio, City Clerk, City Clerk's Office

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#### ITEM:

Discussion and review on any and all matters regarding the proposed City of San Luis Fiscal Year 2023-2024 Budget. **(Department Heads - April 29, 2023)**

#### SUMMARY:

Mayor, City Council, and City staff will discuss and review any and all matters regarding the proposed City of San Luis Fiscal Year 2023-2024 Budget.

#### SUPPORTING INFORMATION:

**Discussion only, no action.**

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#### Fiscal Impact

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** N/A

**CITY/STATE/FEDERAL FUNDS:** N/A

**TOTAL:** N/A

**BUDGETED:** N/A

**AVAILABLE TO TRANSFER:** N/A

**ACCOUNT #/REMAINING BALANCE:** N/A

#### FISCAL IMPACT STATEMENT:

There is no fiscal impact associated with this item.

---

#### Attachments

Fire

Police

Planning & Zoning

Economic Development

Court

Parks & Recreation/Facilities

City Attorney & City Prosecutor

Human Resources

Billing & Collections

City Clerk

Information Technology



**FIRE AND AMBULANCE  
DEPARTMENT**

By:  
Angel Ramirez  
Fire Chief

# AGENDA

- Statistics
- Engine Pumper
- Stipends
- Inspections
- Ambulance Purchase



## STATISTICS

Total calls for service: 4,486

- EMS calls: 3,716
- Public Service: 629
- Fire Alarms: 49
- Fires: 44
- Hazmat: 10
- No incident found: 38



## **ENGINE PUMPER**

- The cost of a new Engine Pumper is \$880,000.
- The wait time from purchase to delivery is 30 months.
- The current truck that we have was bought in 2015 and by the time this truck is in service it will be over 12 years old.
- This year we spent over 50K in maintenance for this truck.

## **STIPENDS**

- Currently the stipend for a Certified Emergency Paramedic is \$2.15.
- We are asking for an \$0.85 cent increase in the stipend pay. This will bring it to \$3.00 dills an hour.
- In order to retain or recruit paramedics to the city we need to be competitive. Having this skill takes up to a year to finish school and every 2 years you need to recertify.

# INSPECTIONS

- Throughout the years we have been conducting inspections and not charged.
- We conduct about 1,200 inspections a year.
- Somerton charges 25 dollars and Yuma charges 50.
- We are looking at 35 dollars per inspection.
  - This will cover the wear and tear of the vehicles, fuel and salaries of the personnel doing the inspections.



# AMBULANCE PURCHASE

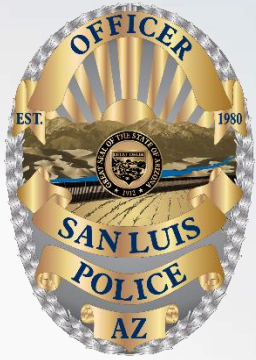
- This purchase was done in February, but the ambulance will not get here until August of 2023.
  - This was something unforeseen due to a recall from Dodge on their Chassis.



# FIRE AND AMBULANCE

- Our goal for FY 2024 is to train and recruit the best firefighters around. We will be committed to bringing and sending our personnel to trainings to better serve the community and protect our firefighters from any diseases, exposures or fireground incidents.





# San Luis Police Department FY24 Budget Retreat

# Community Outreach Programs

- 2017 - 31
- 2018 - 50
- 2019 - 68
- 2020 - 43 Covid-19
- 2021 - 45 Covid-19
- 2022 - 55**



# Community Events



# 2022-2023 Highlights

## ● Promotions:

- 1 Police Sergeant
- 1 Records Supervisor
- 3 Police Detectives
- 1 Police Motor Officer
- 1 Police K9 Officer

## ● New Hires:

- 2 Transit Enforcement Officer
- 2 Animal Control Officers
- 1 Lateral Police Officer
- 4 Police Cadets
- 1 Evidence Technician
- 1 Administrative Coordinator

## ● New Vehicles:

- 13 Police Ford F150 pick ups
- 2 Police Ford Expeditions
- 1 Police Multi Purpose Vehicle



# Officer Contact Calls

- 2015 – 23,186
- 2016 – 21,753
- 2017 – 20,688
- 2018 – 23,112
- 2019 – 22,293
- 2020 – 27,544
- 2021 – 32,925
- 2022 - 33,236**



# Comm Center Calls Received

- 2018 – 23,113
- 2019 – 30,166
- 2020 – 68,632
- 2021 – 96,889
- 2022 – 102,157**



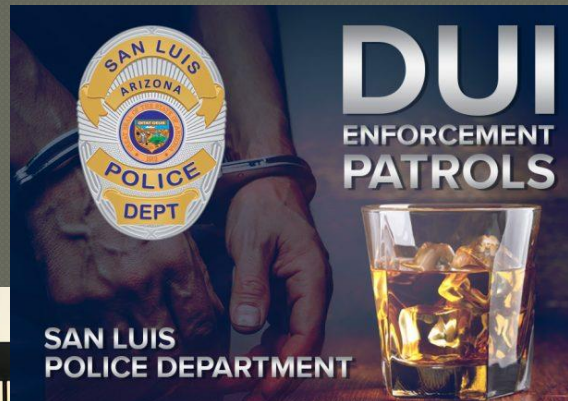
# Demographic



- Current Population Estimate 44,963.
- Average daily San Luis Port of Entry crossings: in bound 10,000 and outbound 9,000.
- FBI officer to population ratio (Per Capita Approach): 1.8 per 1000 Residents.
- **1.8 x 44,963 San Luis Residents = 81 Officers.**
- **SLPD Current Sworn 45.**
- **Five Year Police Officer Hiring Objective - 36 Police Officers for a total budgeted force of 81 AZPOST sworn staff in 2028.**

# Grant Revenue Increases

- Over the past 5 years, SLPD administration has continued to look for funding opportunities by partnering and applying for grant funding from our local, state, and federal partners. Here is a snapshot of the increases by year. This includes Operation Stonegarden, GOHS, ICAC, and SRO grant funds that have been approved.
- 2018 - \$471,000
- 2019 - \$584,000
- 2020 - \$623,263
- 2021 - \$765,100
- 2022 - \$955,673
- 2023 - \$1,299,612**



# Update and Goals

---

- Update on the completion of our 2023-2025 Multi-Year Strategic Plan. This plan has four key goals: Strengthen Public Trust and Department Legitimacy, Promote Staff Training and Education, Build a Safer Community, and Improve Staff Wellness and Safety. As with most strategic plans, there are numerous objectives and strategies to help keep us focused on the larger goals. This entire plan is being built upon the input of staff and the public alike. We hope it allows us to be more efficient with our resources and personnel and more effective in accomplishing our goals. In the end, this plan is designed to make us better in the areas most important to us.

# Requested Budget Increase



● Personnel



● **Police Officers (3) \$214,851**

- **Due of the increase in case loads, calls for service, traffic and community growth.**

Note: Optimal span of control for patrol, motors, detectives, etc. (Span of control is defined as 1 supervisor to every 3-7 employees, optimal is 5!! Based on Federal recommendations Emergency Management Protocol).

● **Police Administrator (1) \$64,979**

- Note: The Police Administrator will perform administrative activities in support of management personnel, divisions, sections, and programs as directed by the Chief of Police. This position will be responsible for the preparation and reconciliation of the department's financial budget and awarded grants.

# Requested Budget Increase

- **Police Sergeant (2) \$140,958**

Community growth and more calls for service have brought the need for more police supervisors to manage personnel issues, lead crime reduction strategies, and lead additional patrol squads.



# Requested Budget Increase



## ● Records Clerks (4)\$138,336



Note: Additional reporting requirements of NIBERS, CIJIS, State and Federal reporting mandates, additional personnel for current records & video redactions needs due to the new Body Worn Camera Program.

# Requested Budget Increase

- **Detective Stipends (4)**

Note: Case load increase and technical criminal investigations demands (ICAC), are the basis for more stipend Detective positions.



- **Field Training Officer (4)**

Field Training Officers are key to achieving the goals of the program, specifically in the development of a Police Officer ability to work solo assignments in a safe, skillful, productive, and professional manner.

# Requested Budget Increase

---

## ○ Stand By Pay

- On call duty pay for those divisions that have staff on call without pay. Detective, Phlebotomist, Communications Supervisor, and Lieutenant are current positions that are on call without pay.



# Requested Budget Increase

- **Uniforms: \$6,800 (tab 5, 60025)**
  - Rising costs of uniforms and uniform accessories.



# Requested Budget Increase

---

- **Vehicle Equipment/Supplies: \$20,000.**  
**(Tab 9 60050)**
  - Police radio equipment for new patrol vehicles.  
Cell service booster needed for patrol vehicles.



# Requested Budget Increase

- **Vehicle Maintenance: \$5,000 (Tab 10 7000)**

Increased vehicle repair cost nationwide and aging police fleet.



# Requested Budget Increase

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- **Equipment Maintenance: \$9,500 (Tab 14 70035)**

Increased cost of equipment maintenance and radar equipment calibration certification.



# Requested Budget Increase

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- **Software Support: \$128,433 (tab 15, 70040)**
  - Increased cost from YRCS and updated Brazos software. Additional services for updated Body Camera features. Added Crash Data Retrieval software.

# Requested Budget Increase

- ◉ **Contractual Services: \$136,290 (tab 16, 80000)**
  - Additional funds needed to contract traffic control services and purchase additional flock safety (LPR) cameras.

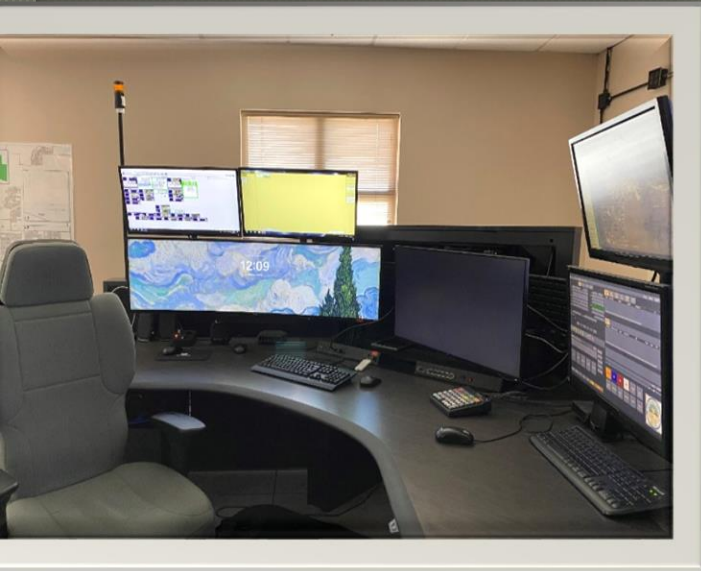


# Requested Budget Increase

- Office Equipment: \$19,700 (tab 23, 80047)
  - Additional funds requested for new staff, and additional office space conversions.



# Previously approved CIP Projects



# CIP FY 2024

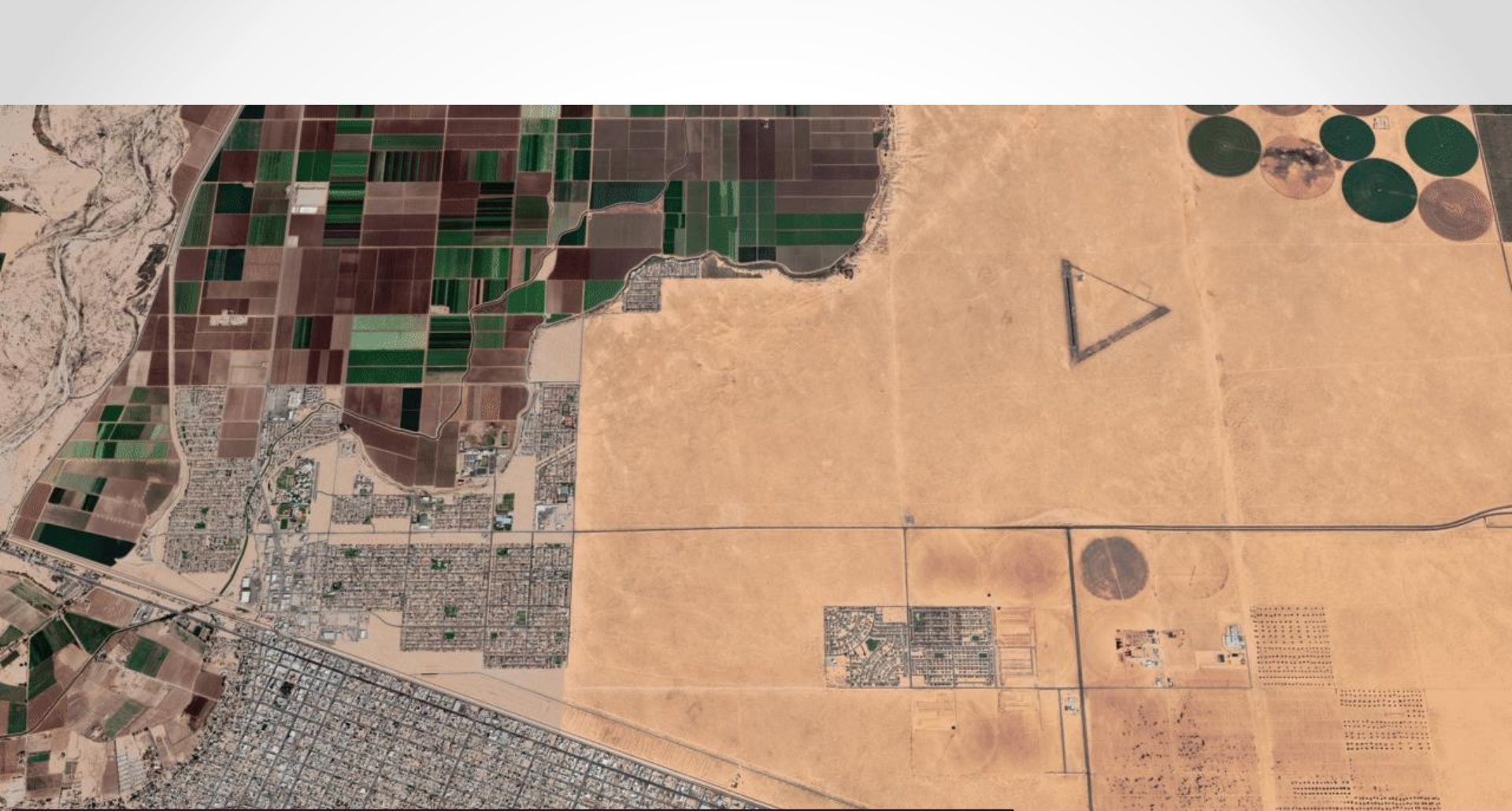
- Patrol Vehicles: Ford Explorer & Equipment: \$92,000.
- Motors: 2 Harley Davidson Motorcycles & Equipment: \$ 104,000



# Questions?

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# Planning and Zoning Department

## FY 2023-2024

Development Services – Building Safety- GIS- Code Enforcement





# The Team



# Goal

- Continue the department's mission, vision, and values by providing excellent, timely, and cost-effective customer service. Create and maintain a highly qualified, professional, and responsive workforce that accurately reflects the labor force of the City.

# Building Safety

- Building Permits: **527**
- New Residential Building Permits: **204**
- Processed more than **\$48M** worth in new construction.
- Total Collected Fees: **\$1,830,049.43**
- Inspections performed: **5166**  
(Up to April 28<sup>th</sup>, 2023)
- Participated in the Safety Event and will be hosting events during the month of May to commemorate Building Safety Month 2023.




# Building Safety

BuildingPermit - Formstack

https://sanluisaz.formstack.com/forms/buildingpermit

City of San Luis  
**Building Permit Application**

 CITY OF  
**SAN LUIS**  
ARIZONA

Department of Planning and Zoning  
Building Safety Division  
1090 E. Union Street | P.O. Box 3750 San Luis, AZ 85349  
OFFICE: (928) 341-8565 | INSPECTIONS: (928) 341-8564

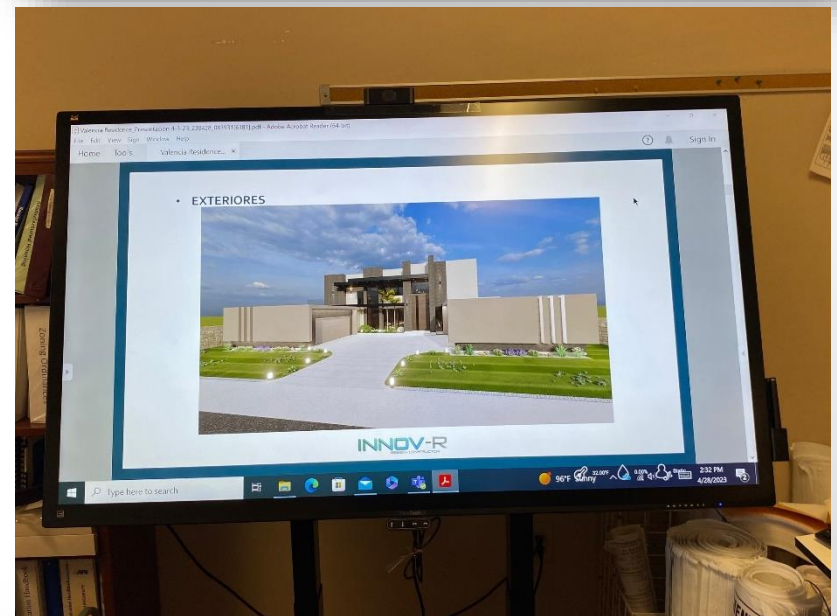
COMMERCIAL BLDG    TENANT IMPROVEMENT    RESIDENTIAL    ADDITION/PATIO    ENGINEERING  
 SOLAR PV SYSTEM    FIRE ALARMS/SPRINKLER  
 Other:

PROJECT ADDRESS

PROJECT NAME  LOT OR SUITE

SUBDIVISION NAME  APN#  VALUATION

DESCRIPTION OF WORK



**BLUEBEAM®**



# Code Enforcement

- Abatement Program-We bring into compliance buildings that are declared unsafe by the Building Official.



# Code Enforcement



# Code Enforcement



# GIS



# GIS



# Development Services



# Development Services





# Any Questions?



# ECONOMIC DEVELOPMENT

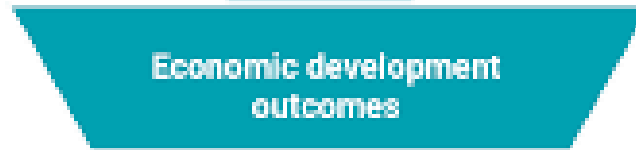
Jenny Torres

Assistant City Manager

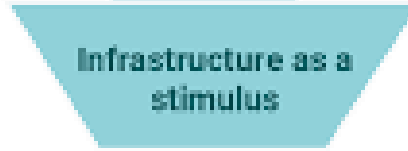
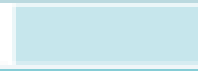
**Sustainable and inclusive growth and development**



**Transformative outcomes**



**Economic development outcomes**



**Infrastructure as a stimulus**



Merrill Avenue & County 22nd

Legend



Los Oros Street

Legend



# COMMUNITY DEVELOPMENT BLOCK GRANT



## Phase I- Los Oros Street to Nancy Street

Scope of Work: Repaving 48" wide road (1 center turn lane, 20" lane in each direction with 6' bike lane). Curb, Sidewalks, cross gutter, sewer main repairs. Storm drain Pipe for retention basin and removal of Michael Lateral Pipe line and farm ditch removal and replacement.

Cost:	CDBG-RA (Grant)	\$496,929.00
	City Match	<u>\$614,496.00</u>
	Total	\$1,111,424.30

## Phase II- Nancy Street to County 22<sup>nd</sup> Street

Scope of Work: Repaving 48" wide road (1 center turn lane, 20" lane in each direction with 6' bike lane). Curb, Sidewalks, cross gutter, sewer main repairs. Storm drain Pipe for retention basin and removal of Michael Lateral Pipe line R&R and farm ditch removal and replacement. Left Turn lane and lateral pipeline extension.

Cost:	CDBG-SSP (Grant)	\$500,000.00
	City Match	<u>\$602,254.00</u>
	Total	\$1,102,254.52

## Los Oros Street Design

Scope of Work: Design Los Oros Street From Merrill Avenue to Yuma Valley levee

Cost: \$32,700.00

**Cesar Chavez Boulevard**  
**ROW Cost: \$552,000**

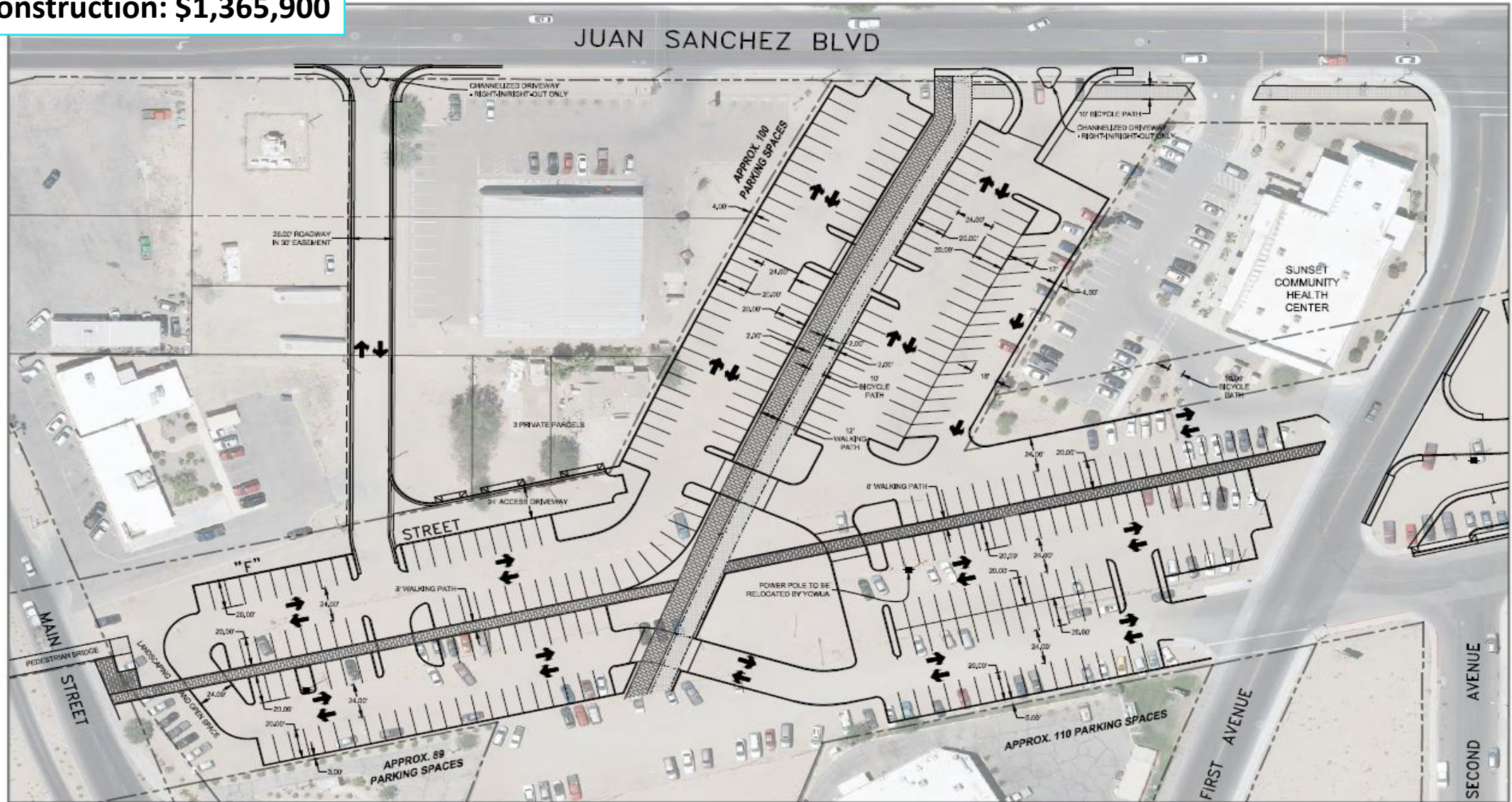


**Downtown Park**  
**Carry Over Design: \$60,000**

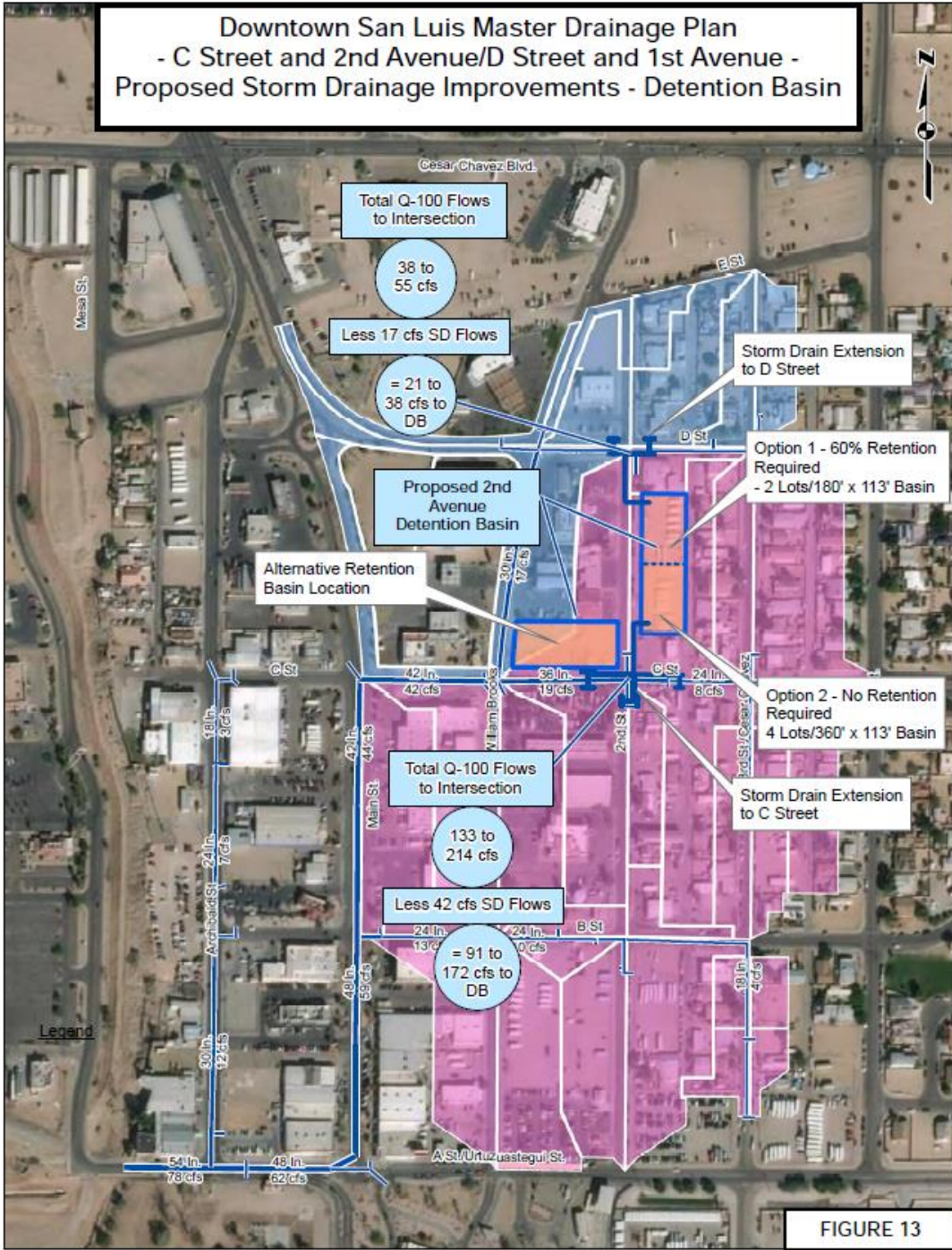


**Downtown Parking Lot  
Construction: \$1,365,900**

**CENTRAL PARKING AREAS - ALTERNATIVE 2  
(FULL USE OF U.S.A. PROPERTY)**



**Downtown Drainage**  
**Property Acquisition: \$320,000**



Thank You!

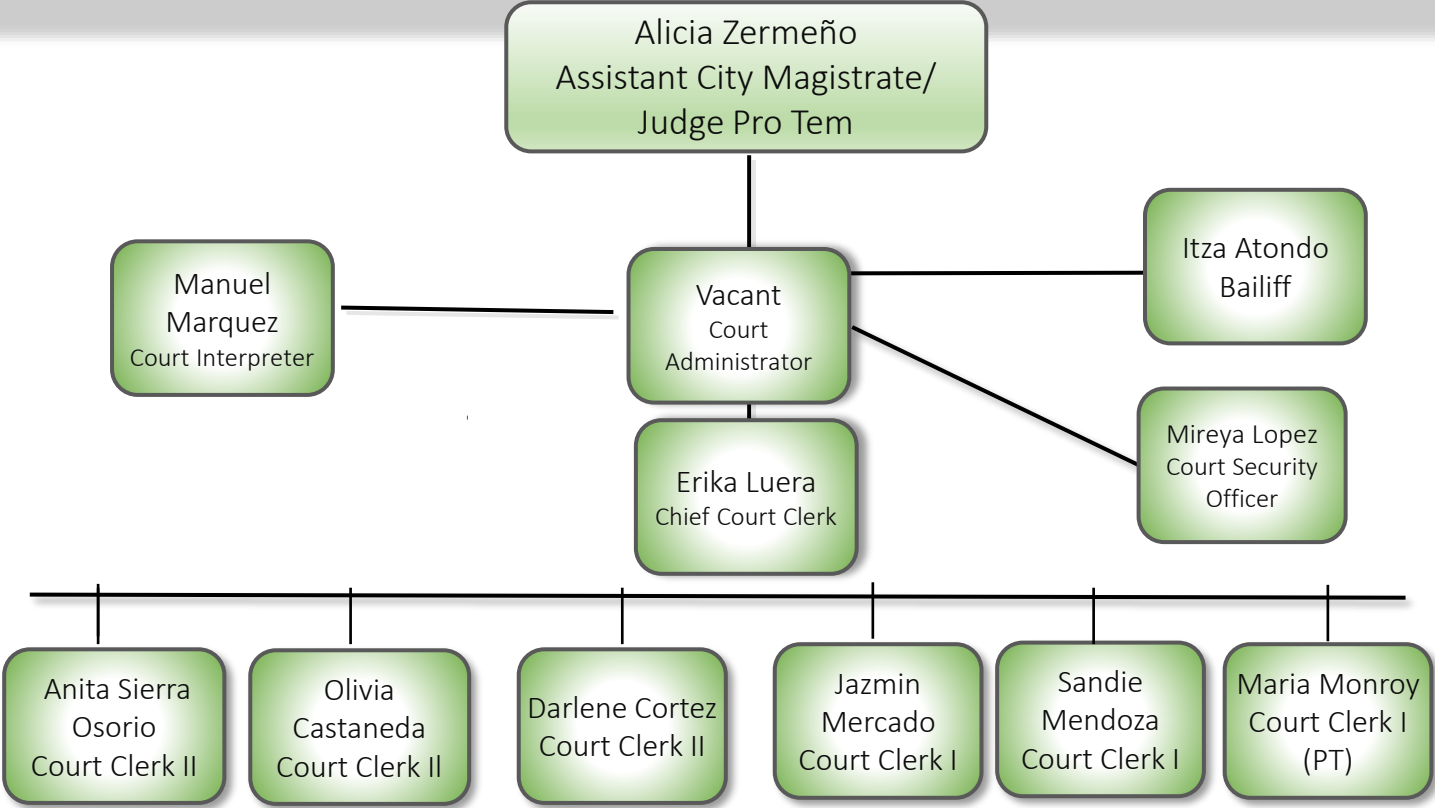


**San Luis Municipal Court  
Budget for Fiscal Year  
2023 – 2024**



# SAN LUIS MUNICIPAL COURT

767 N William Brooks Ave  
San Luis AZ 85349



# **Significant Changes**

**Fiscal Year  
2022/2023**

# ***Court Personnel***

## ***10.5 Fulltime Equivalent Staff***

- August 2022 Mireya Lopez, joins as Court Security Office
- January 2023 Presiding Judge Noemi Echeverria leaves to join Justice Court, Precinct One
- February 2023 Manuel Marquez joins as Court Interpreter
- March 2023 Court Administrator, Victoria Argento leaves to join the City of Yuma Police Department
- March 2023 Itza Atondo joins as Court Bailiff

# ***Court Personnel***

## ***2023-2024 Fulltime Equivalent Staff***

- Current recruiting Efforts
  - Court Administrator, Full-time Position. 1.0 FTE
  - Civil Court Clerk, Full-time Position. 1.0 FTE
  - Chief Court Clerk, Full-time Position, 1.0 FTE

In 2023/2024 the Court will grow to 11.5 FTEs

# ***Technology***

- Completed installation of court Security/Surveillance system.
- Completed installation of a new court recording system.
- Completed installation of video-conferencing system for communication with Yuma County Detention Center.
- Purchased wireless microphone system and headphones for Court Interpreter and person required interpreter services.

# ***San Luis Municipal Court Earned Revenue***

**Fiscal Year**

**July 1, 2021 – June 30, 2022**

**Total Revenue:       \$666,056**

**Fiscal Year**

**July 1, 2022 – March 30, 2023**

**Total Revenue: \$510,510**

# ***Revenue Allocation***

**Last Fiscal Year  
July 1, 2021 – June 30, 2022**

City of San Luis	\$255,964
AZ State Treasury	\$282,044
Yuma County	\$1,452
San Luis Police Department	\$2,271
Restitution Bonds	\$42,739
Special Revenue Fund	\$74,240
Other Fees	\$7347

**Current Fiscal Year to Date  
July 1, 2022 – March 30, 2023**

City of San Luis	\$193,277
AZ State Treasury	\$216,969
Yuma County	\$1,192
San Luis Police Department	\$1,884
Restitution Bonds	\$32,405
Special Revenue Fund	\$6,006
Other Fees	\$4,816

# San Luis Municipal Court New Cases\*

**Last Fiscal Year**

**July 1, 2021 – June 30, 2022**

**Total New Cases: 2,007**

**Avg New Cases per month 167.25**

**Current Fiscal Year to Date**

**July 1, 2022 – March 30, 2023**

**Total New Cases: 1,884**

**Avg New Cases per month 209.33**

\*Source Data reported in Arizona Judicial Automated Case System ("AJACS")

# San Luis Municipal Court is a Limited Jurisdiction Court

Fiscal Year* July 1, 2021 – June 30, 2022		Fiscal Year* July 1, 2022 – March 30, 2023	
Misdemeanors	304	Misdemeanors	233
Criminal Traffic	114	Criminal Traffic	119
Civil Traffic	1,589	Civil Traffic	1,532

\*Source Data reported in Arizona Judicial Automated Case System (“AJACS”)

**Projected New Cases for  
Fiscal Year 2022/2033**

**2023 Fourth Quarter**

**New Cases Projected  
627**

**2023 Fiscal Year**

**Projected New Cases  
2,511**

# Municipal Courts in Yuma County Fiscal Year 2022

## Filings and Court Ranking\*

Court	Total Filings	Rank by Filings
Yuma Municipal Court	6966	19 <sup>TH</sup>
San Luis Municipal Court	2755	30 <sup>TH</sup>
Somerton Municipal Court	736	52 <sup>ND</sup>
Wellton Municipal Court	438	58 <sup>TH</sup>

\*Source: Arizona Supreme Court, Court Services Division

Prepared by: Alicia Zermeño Aguirre, JD, MBA, Asst. City Magistrate

Sources:

Arizona Judicial Automated Case System (“AJACS”)

Arizona Supreme Court, Court Services Division



**Fiscal Year 2023-2024**

Presented By:  
Jose Luis Cisneros

# PARKS AND RECREATION

# About Us



SAN LUIS  
**YOUTH**  
CENTER



**Parks & Recreation  
Administration**



# Our Mission

The City San Luis of Parks and Recreation's mission is to provide recreational opportunities to members of our community so they can engage in leisure activities, improve physical and mental health, and build social connections through fun and engaging programs, activities, event, and services.



***We are proud of the important role we play in our community by enhancing the quality of life of our residents.***

# Objectives



01

Encourage  
Community  
Participation

02

Improve Parks and  
Facilities

03

Expand  
Recreational  
Opportunities

04

Improve Quality of  
Programs and  
Services



# CITY OF SAN LUIS RECREATION

*Stay Active!*







**SAN LUIS  
YOUTH  
CENTER**





**SAN LUIS**  
*Municipal*  
**Pool**



**Closed for Summer 2023  
For Renovations &  
Improvements**



**POOL  
RESERVATIONS**



**SWIMMING  
LESSONS**



# SAN LUIS SENIOR CENTER





East Community Park

# Annual Special Events

**FREE ADMISSION**

CITY OF SAN LUIS

**4<sup>TH</sup> OF JULY**

**Freedom CELEBRATION 2022**

MONDAY, JULY 4<sup>TH</sup> ALL-AGES EVENT  
**6PM** JOE ORDUÑO PARK  
965 N. PARK AVE. SAN LUIS, AZ

Includes: FIREWORKS SHOW, VICTIMS OF CEREBRO, EL TRANSICENTO, CALAKAS

FOR MORE INFORMATION PLEASE CALL (928) 341-8538

SAVE THE DATE

CITY OF SAN LUIS

**FOUNDERS' Festival 2022**

CELEBRATING HISPANIC HERITAGE month

SATURDAY OCT. 1<sup>ST</sup>

**6PM** JOE ORDUÑO PARK

Live Music, Food, Family Entertainment, and More!

**FREE ADMISSION**

FOR MORE INFORMATION PLEASE CALL (928) 341-8538

SAVE THE DATE

CITY OF SAN LUIS

**ANNUAL HOLIDAY of Lights PARADE 2022**

THURSDAY DEC 08 2022

FOR MORE INFORMATION PLEASE CALL (928) 341-8538

SAVE THE DATE

CITY OF SAN LUIS

**Tree Lighting CEREMONY 2022**

TUESDAY NOV 29 2022

FOR MORE INFORMATION PLEASE CALL (928) 341-8538

DOG TREATS / CONTESTS / VACCINES / FOOD VENDORS AND MUCH MORE!

**MASCOTA MANIA 2023**

SATURDAY FEB 25 9:00AM - 1:00PM **FREE EVENT**

JOE ORDUÑO PARK - 965 N. PARK AVE. SAN LUIS, AZ

**PARTY FOR PETS**  
#SANLUISMASCOTAMANIA  
No cats are allowed at the event.

**CONTESTS**

- COSTUME CONTEST
- TRICK CONTEST
- UNIQUE BREED CONTEST
- BEST BARK CONTEST

**DOGGIE DASH CONTEST** PRIZE 1 YEAR FOOD SUPPLY  
Entry fee is \$1 per dog.

LOW COST VACCINATION CLINIC

FOR MORE INFORMATION PLEASE CALL (928) 341-8538

**MUSIC, SWEEPSTAKES, FOOD, AND MORE!**

CITY OF SAN LUIS

**Happy HOPPY EASTER HUNT 2023**

THURSDAY APRIL 6<sup>TH</sup> **6PM TO 8PM**

Bring your own basket

**JOE ORDUÑO PARK**  
965 N. PARK AVE. SAN LUIS, AZ

AGE CATEGORIES (1-3), (4-6), and (7-12) Must be accompanied by adult

FOR MORE INFORMATION PLEASE CALL (928) 341-8574

SAN LUIS YOUTH CENTER

**DIA DEL NIÑO CELEBRATION 2023**

SAVE THE DATE

**THURSDAY APRIL 27**

**JOE ORDUÑO PARK 4PM - 8PM**

**FREE EVENT**

Includes: SWEEPSTAKES, WATER SLIDES, FOOD, PERFORMANCES

"AGENCIES AND ORGANIZATIONS PROMOTING YOUTH ACTIVITIES WELCOME" LIMITED SPACES

FOR MORE INFORMATION PLEASE CALL (928) 341-8574

ARTE EN LA CALLE

**BATTLE OF THE BANDS**

FRIDAY APRIL 21<sup>ST</sup>, 2023 5PM - 11PM

Includes: LIVE PAINTING, ART EXHIBITION, LIVE MUSIC, FOOD ACTIVITIES

**FREE ADMISSION**

CULTURAL CENTER 1015 N. MAIN ST. SAN LUIS, AZ

REGISTRATIONS FOR BATTLE OF THE BANDS & LIVE PAINTING ARE OPEN

FOR MORE INFORMATION PLEASE CALL (928) 341-8538

**FREE EVENT**

**BE ACTIVE 2023**

MEXICO

**3k/5K walk+run**

**CRAZY SOCKS AND FAVORITE JERSEY**

SATURDAY MARCH 18 2023 RACE: 8 AM EVENT: 9 AM - 12:30 PM

Includes: PHYSICAL ACTIVITIES, GIVEAWAYS & PRIZES, HEALTH SCREENINGS, MUSIC & LIVE DJ, FOOD VENDORS

After the race, enjoy a fun day for the entire family filled with physical activities, challenges, group activities, giveaways, prizes, beverages, food, snacks, a live dj and more!

Blender Bites

FOR MORE INFORMATION PLEASE CALL (928) 341-8535

CITY OF SAN LUIS RECREATION

**BASEBALL GAME**

**VS Asian Breeders**

**Bandits**

JOE ORDUÑO PARK  
965 N. PARK AVE. SAN LUIS, AZ

DOORS OPEN AT 6:00 PM

**FRIDAY MARCH 3<sup>RD</sup>, 2023**

**7:00PM**

TICKETS AT \$1.00 DOLLAR DAY OF THE EVENT  
KIDS UNDER 10-YEAR-OLD FREE

FOR MORE INFORMATION PLEASE CALL (928) 750-9607



**SAN LUIS FACILITIES DEPARTMENT**  
**720 N 2ND AVENUE**

**Fiscal Year 2023-2024**

**Presented By:  
Yolanda Dueñas**

# Who We Are



## Our Mission

Maintain the City's image with commitment and hard work by providing safe, clean, well-maintained and functional facilities.

## Our Team

Composed of:

- Three (3) Building Maintenance Technicians
- Six (6) Custodians
- One (1) Lead Custodian
- One (1) PT Office Assistant
- One (1) Facilities Supervisor

## What We Do

- Maintenance and Repairs
- Cleaning and Sanitation
- Safety and Security
- Renovations and Upgrades



# FY 2024 Projects

## Capital Improvement Projects

### Roof Repairs

---

- City Hall
- Police Department
- Fire Department

### Exterior Paint & Repairs

---

- City Hall
- Police Department
- Fire Department

### Other

---

- PD Carpet Replacement
- A/C Replacements
- Cultural Center Floor Replacement

# Thank You!



ANNUAL BUDGET  
FISCAL YEAR  
2023/2024

# OFFICE OF THE CITY ATTORNEY

# THE CITY ATTORNEY'S GOAL TO PROVIDE QUALITY LEGAL SUPPORT FOR THE CITY BY

- ▶ Providing quality legal services;
- ▶ Supporting the work of the City Council, Staff, Commissions, and Boards; and
- ▶ The City Attorney oversees the prosecutorial agency representing the City of San Luis, which provides fair administration of justice toward a safe and secure environment in San Luis.

- ▶ \$98,176 salary increase to hire a starting, full-time Assistant City Attorney (in addition to our Part-Time Assistant City Attorney, Glenn Gimbut.) FYI Salary range per hour: Minimum \$47.20, Midpoint \$58.65, Maximum \$71.55.
- ▶ \$15,050 increases related to new staff for access to Westlaw (legal authorities online), office equipment, training, and travel to trainings.
- ▶ \$14,000 increase for litigation and other legal fees fund based on City Department projections of legal needs plus a contingency for unforeseen costs for a total of \$120,000.

## CITY ATTORNEY REQUESTS FOR FISCAL YEAR 2023-2024

# OFFICE OF THE CITY PROSECUTOR

## Objectives

- ▶ The City Prosecutor's ongoing mission is to maintain a first-rate prosecutorial agency to represent the City of San Luis by promoting the fair administration of justice. Our goal is to provide a safe and secure environment for our community. The City Prosecutor utilizes creative solutions to effectively address issues affecting residents and businesses in San Luis. We serve the public interest in criminal prosecution by minimizing the impact of the criminal justice system upon the lives of victims, witnesses and their families and assisting them as they participate in the criminal justice system and help support successful prosecutions.

## Police Advisor

- ▶ The San Luis City Prosecutor serves as the Legal Advisor for the San Luis Police Department. In order to assist the Police Department ensure the effective, efficient and uniform enforcement of criminal laws and the fair administration of criminal justice in San Luis, the City Prosecutor provides training to the Police Department to fulfill constitution and statutory mandates, respect the rights of the accused and victims, as well as strengthening the Police Department's relations with the public.

- ▶ Salary increase for current Paralegal position
  - ▶ Developed and customized a case management system for the office
  - ▶ Put together several tools to help the Police Department improve investigations
  - ▶ Skilled in customer service, trained in dealing with mentally ill defendants and victims
  - ▶ Simultaneously handles roles of paralegal, accounts manager, purchasing manager, budget analyst, schedule coordinator(witnesses, victims, defense)

**Request \$30.62/ per hour (approx. \$63,690/year)**

Current \$22.19/ per hour (approx. \$46,155/year)

**Increase of \$17,535** (doesn't include benefit changes)

### Comparison

	Minimum	Midpoint	Maximum
City of San Luis	\$20.41	\$25.42	\$30.62
Yuma County	\$23.87	\$30.01	\$38.50
Federal Public Defender	\$53,433 – \$100,739 (\$25.69 – \$48.43)		

# PROSECUTOR REQUESTS FOR FISCAL YEAR 2023-2024



ANY  
QUESTIONS ?



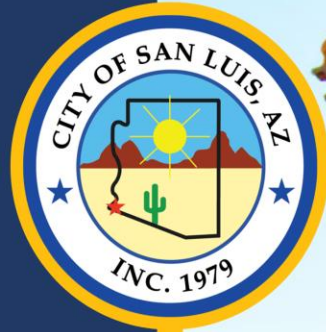


THANK  
YOU





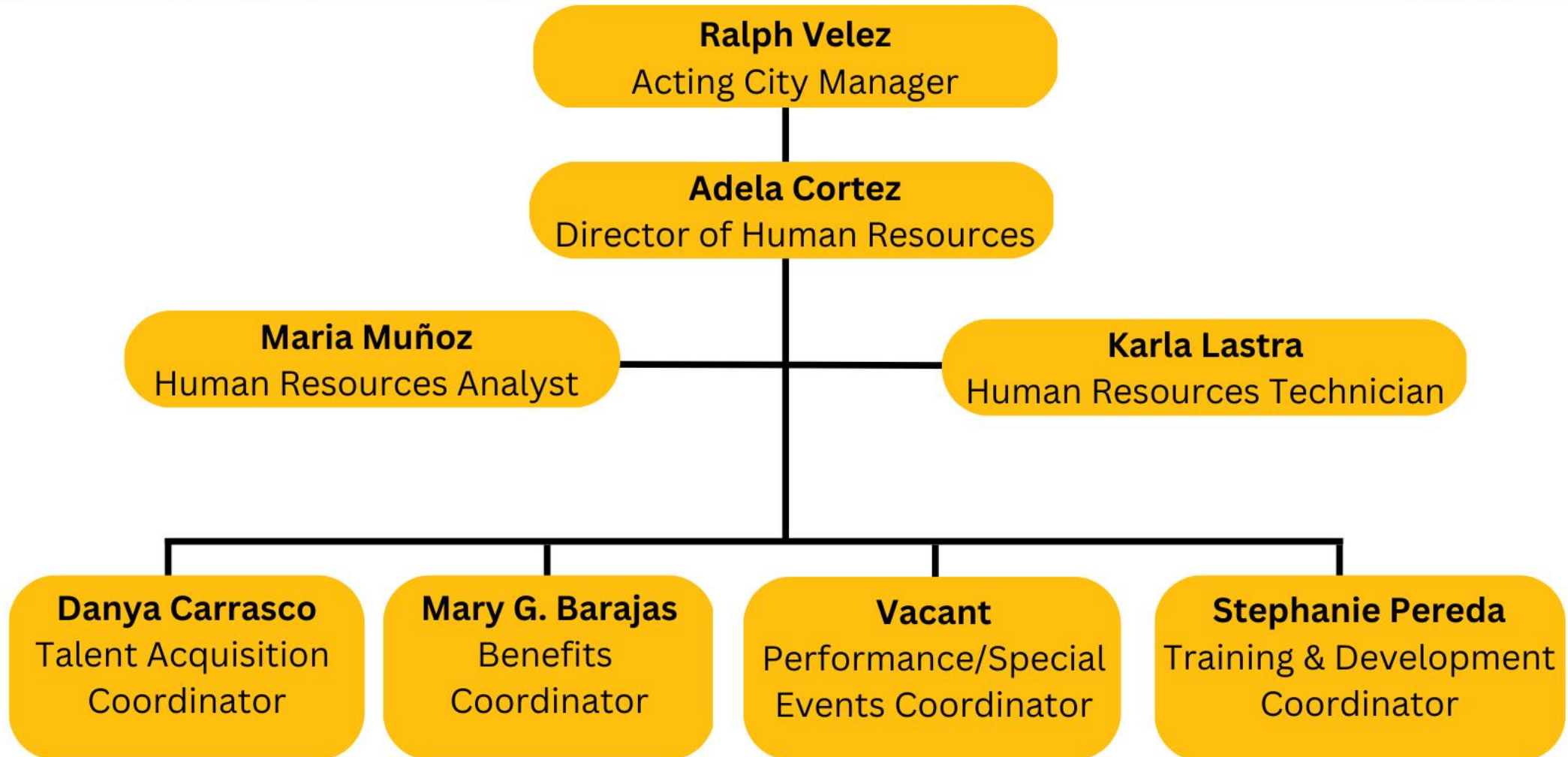
HUMAN RESOURCES  
DEPARTMENT  
CITY OF SAN LUIS, AZ



Human Resources  
Department  
**BUDGET RETREAT**  
FY 2023-2024



# Organizational CHART



# Our Best **Team**



**Adela Cortez**  
Director of Human Resources



**Maria Munoz**  
Human Resources  
Analyst



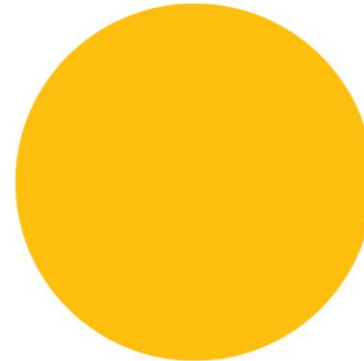
**Karla Lastra**  
Human Resources  
Technician



**Danya Carrasco**  
Talent Acquisition  
HR Coordinator



**Mary Barajas**  
Benefits  
HR Coordinator



**Vacant**  
Performance Mgmt.  
Special Events HR Coordinator



**Stephanie Pereda**  
Training & Development  
HR Coordinator



# Vision & Mission

## Vision

- Value, encourage, and support each other and our diverse workforce;
- Continually improve our individual and organizational effectiveness;
- Anticipate and meet the changing needs of the workforce;
- Champion career and professional growth;
- Enhance services through innovation and creativity; and
- Demonstrate and maintain a healthy work environment, both physically and mentally.

## Mission

Human Resources Department attracts, develops and retains a high performing, inclusive and diverse workforce and foster a healthy, safe, well-equipped and productive work environment for employees, their families, departments, community partners and the public in order to maximize individual potential, expand organizational capacity and position the City of San Luis as an employer of choice.

# Values

## Values

- **Integrity:** We honor our commitments and conduct business in a manner that promotes fairness, respect, honesty, and trust.
- **Teamwork:** We encourage the diversity of thoughts, experiences, and backgrounds and celebrate participation and partnership in all of our endeavors.
- **Change and Innovation:** We are open to possibilities and foster creativity and risk-taking to support the continuous improvement of our organization.
- **Advocacy:** We proudly advocate for, and honor employee needs and interests whenever possible.
- **Quality Results:** We believe everyone deserves excellent customer service and results you can trust.





## Accomplishments



# Talent Acquisition

**78**  
Jobs  
Posted

**2678**  
Applications

**65**  
Interviews  
**246**  
Candidates

**57**  
New  
Hires

**4**  
School  
Internships

**30**  
Volunteers

- Hire Quest Temp Agency
  - 19 total hires
- Career Fairs
  - Implemented COSL's own Career Day

# Talent Management

- Performance Management
  - Enhanced process - Secured 219 Evaluations
- Assignment Changes
  - Temporary Assignments: 21
  - Promotions: 19
- Terminations
  - 42 (2 Retirements, 35 Voluntary Resignations, & 1 Discharge, 4 Resignation in Lieu of Termination)
- Compliance
  - Continued Updates of the Department Policy Manual
  - Enhanced Employee Relations Process – 30 Disciplinary Actions Administered
  - Vehicle Policy
  - Covid Protocol



# Other Accomplishments

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## Organizational Structure

- **Restructure of Water & Wastewater Divisions**
- **Initiated Position Management Process**

## Training & Development

- **Implemented Career Development Plan process**
- **Supervisor Training**
- **Safety Training**
- **Development of Succession Plan**
- **Implemented Apprenticeship Program**

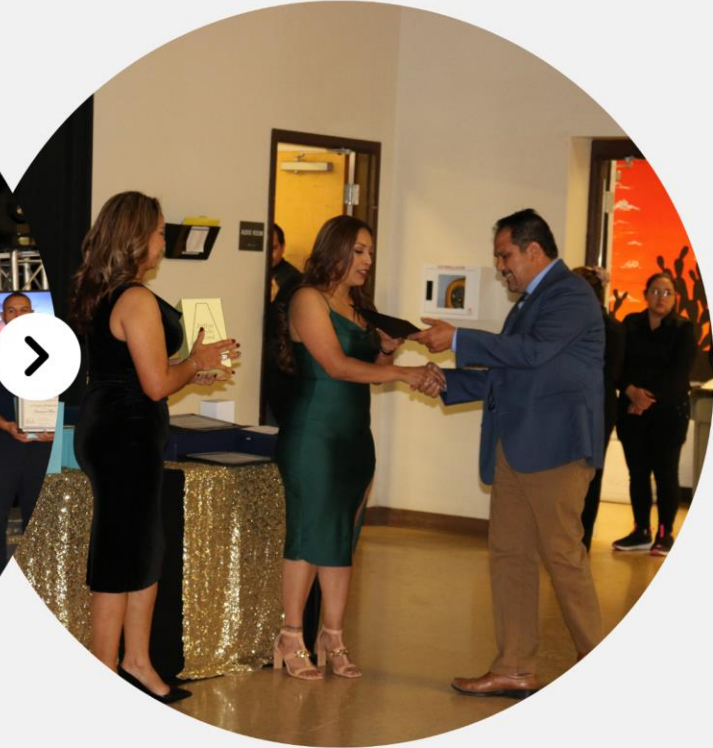
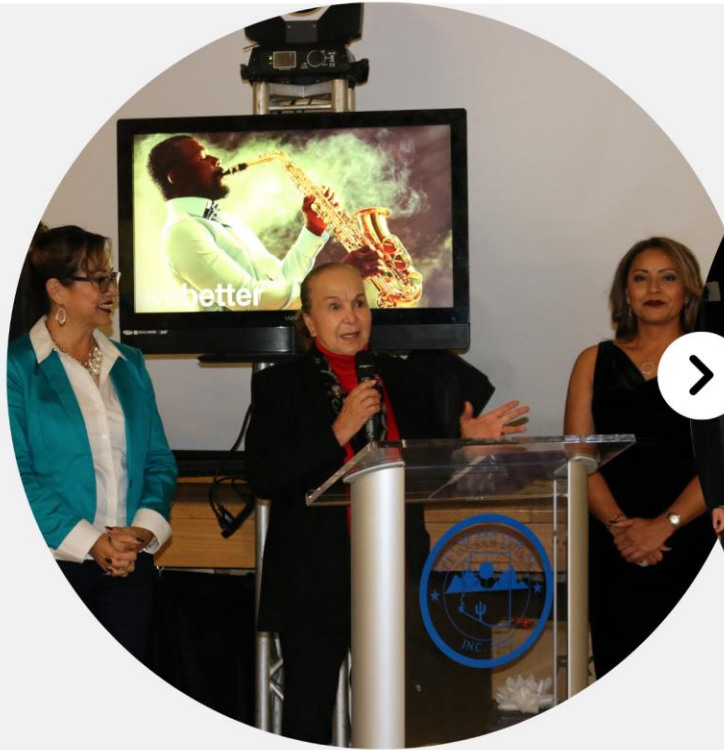
## Classification & Compensation

- **Studies of Positions Salary, Benefits, Holidays**
- **Salary Increases: COLA and Minimum Wage**

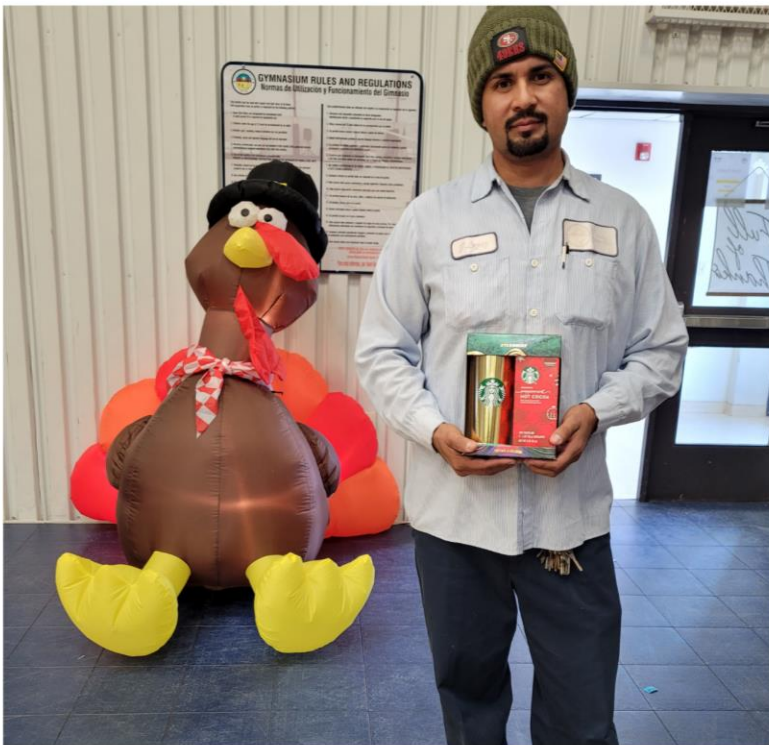
# Benefits Administration

- **Benefits & Wellness**
  - Wellness Fair April 26, 2023 & Open Enrollment: 04/26/23 – 05/10/23
  - Various Vaccination Clinics
  - Change of TPA & Stop Loss Vendors
  - Benefits Processing: 60 New Enrollments, 33 FMLA, 3 STD, 4 ADA
- **Engagement & Recognition**
  - Annual Recognition Event & Annual Employee Picnic
  - Other Events: Thanksgiving Luncheon, Ice Cream Social, Contests, etc.

# ERAP 2022 Event



# Other Special Programs Event



# Goals & Objectives



## Objectives

- **Organizational Structure**
  - Transfer Risk Management to HR
  - New Location for HR Operations
- **Talent Acquisition**
  - Strategies for Attraction and Retention
  - Revamp the Onboarding Process.
- **Promote Pay Equity**
  - Complete Classification and Compensation Study
- **Promote professional development**
  - Needs assessment to match T&D with EE and ER goals
  - Implement Learning Management Systems
  - Continue development of succession plan and apprenticeship program
  - Develop in-house training

# Goals & Objectives

## Objectives



- **Continued Process Improvement**
  - Continue revisions of the Department Policy Manual
  - Increase awareness of employment laws and agency's policies and regulations
  - Complete the position management process
  - Implement additional functionality on Neogov, Recruit and Perform
- **Embrace Innovation and Change**
  - Enhance branding of agency and marketing of positions
  - Complete Development of Evaluation & Recruitment Software applications
  - Re-Design Human Resources Website
- **Promote Wellness and Work-Life Balance**
- **Promote collaboration and teamwork**
- **Improve workplace relations**

# HUMAN RESOURCES **MANAGER** POSITION

*For continued enhancement of services provided to the City of San Luis departments and the general public.*





**Thanks For Watching**

Questions,  
Comments  
Concerns?



# Finance Department Billing & Collections

Fiscal Year 23-24



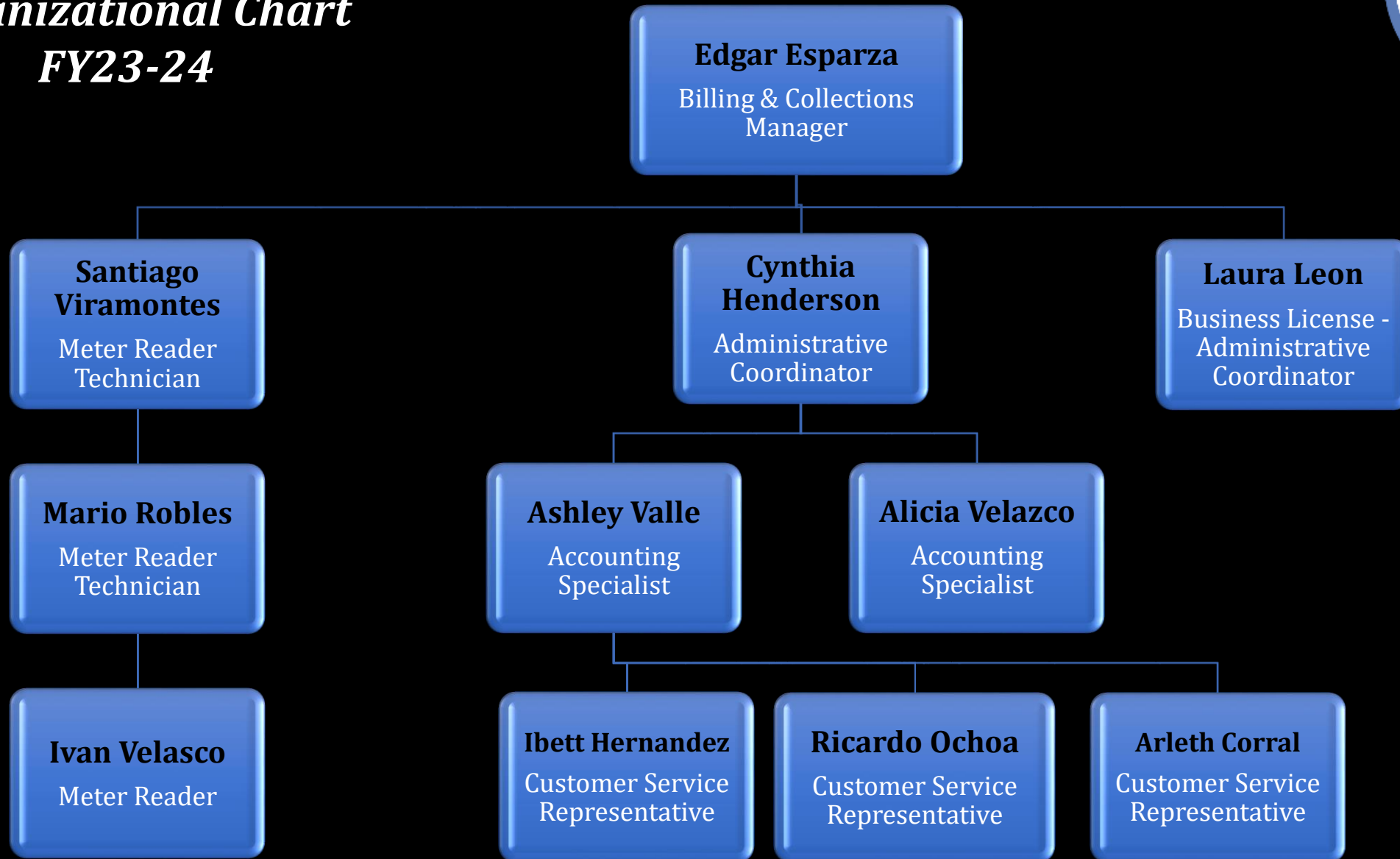


# Purpose Statement

The Billing and Collections Department is dedicated to provide exceptional and professional customer service to all the residents and visitors of the City of San Luis.

We are dedicated to the highest quality of customer service by delivering timely service, providing accurate information, and providing solutions to customers concerns.

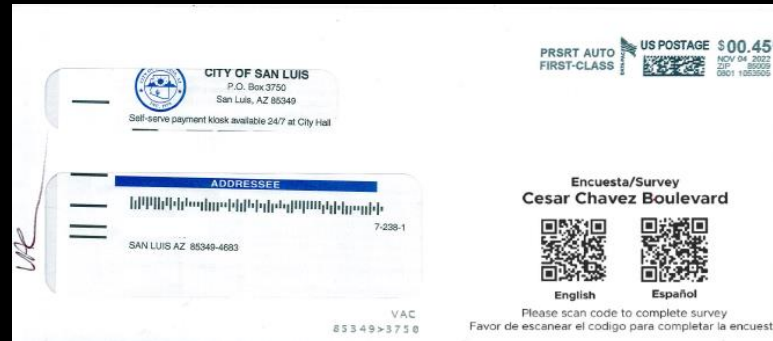
**Finance Department**  
**Billing & Collections**  
**Organizational Chart**  
**FY23-24**



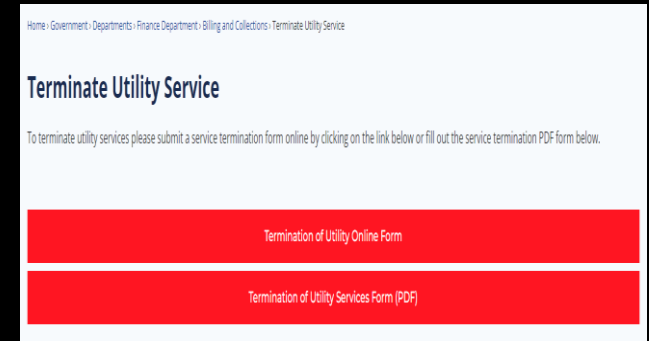
# Department Accomplishments FY22-23



**Implemented real-time payments for XBP customers**

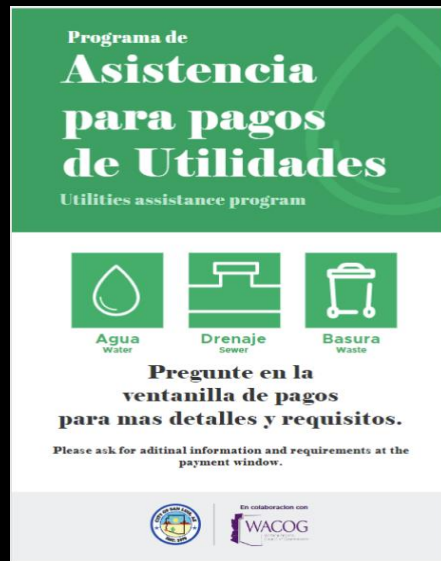


**Incorporated a QR code on our monthly utility bills**



**Yard sale permits and utility termination requests can now be submitted online**

# Department Accomplishments FY22-23



IMPLEMENTED A UTILITY ASSISTANCE PROGRAM THROUGH WAGOC

**STATEMENT**

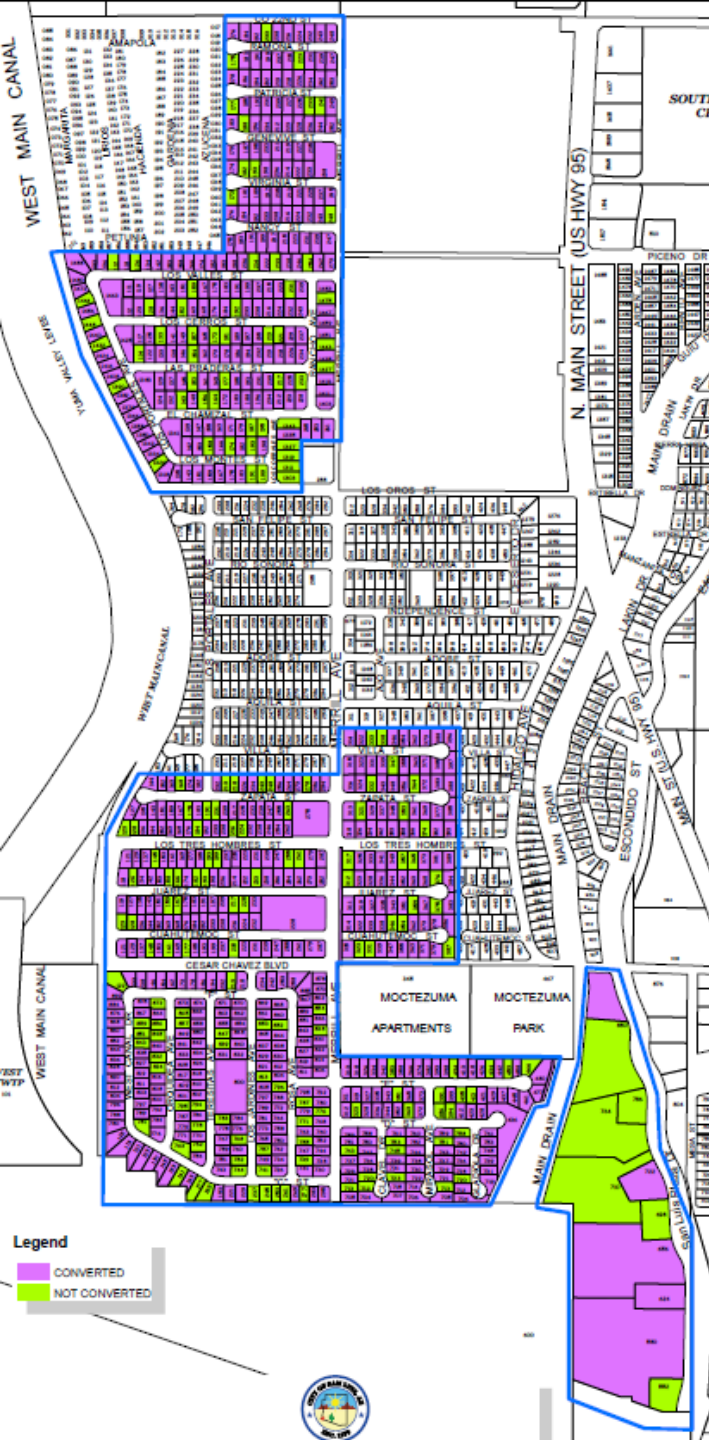
ACCOUNT NO.	SERVICE ADDRESS	BILL DATE	DUE DATE	PAY THIS AMOUNT		
		4/3/2023	Upon Receipt	361.27		
METER READING DETAIL						
FROM	TO	DAYS USED	PREV READING	PRES READING	UNIT	USAGE
Service Period 2/27/2023 - 3/28/2023 Meter No. 87833466						
3/27/2023	3/28/2023	29	1,933	2,197	Gal	26,400
2/27/2023	3/28/2023	29	914	1,028	Gal	11,400
BILLING SUMMARY						
Previous Balance				\$356.83		
Payment - Thank You				(\$356.83)		
Adjustments				\$0.00		
Penalties				\$0.00		
Balance Forward				\$0.00		
Water				\$244.62		
Sales Tax				\$26.20		
Superfund Tax				\$0.24		
Sewer				\$88.71		
Environmental Fe				\$0.50		
<b>TOTAL AMOUNT DUE</b>				<b>361.27</b>		
USAGE HISTORY						
Water Consumption in Gallons						
- MESSAGE AREA -						

IMPROVED OUR INTERNAL PROCESS FOR ESTABLISHING COMMERCIAL ACCOUNTS.



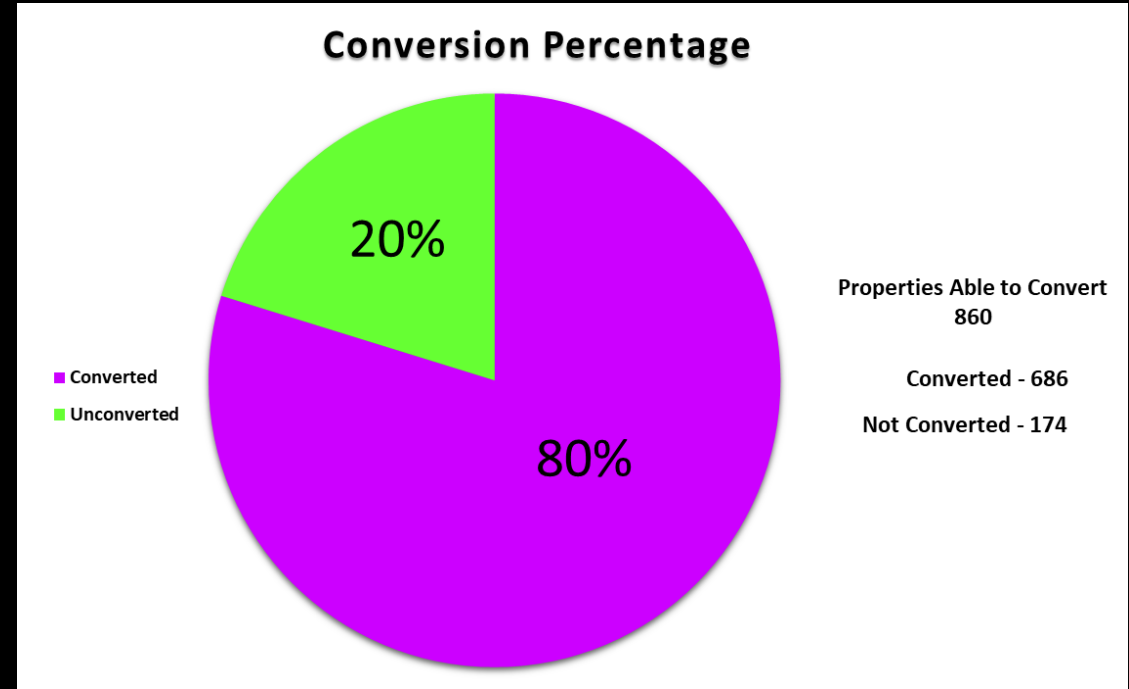
IMPROVED OUR RENEWAL PROCESS FOR INDIVIDUAL OPERATORS PERMIT (IOP).

# Water Conversion



## Subdivisions able to convert

- Rio Sereno
- Rancho Los Oros
- Los Portales PH 2 & 3
- Rancho San Luis Mob Home Unit 1, 2, & 3
- Los Jardines 1 – 4
- San Luis Plaza



	Year	Cumulative
	2022	Total
Total Number of Applications Approved	14	686
Total Acre Feet Converted	144.76	1,717.54
Total Acre Feet Available for Delivery	144.76	1,717.54
One Acre Feet = 325,851 gallons		
Total Gallons Available for Delivery Per Year	559,662,127 gallons	



# Gadsden Wastewater Accounts

- Finished a Gadsden audit and all occupied properties have a utility account with COSL.
- Active Accounts
  - Residential – 177
  - Commercial – 13
  - School – 1
- Inactive
  - Residential – 10
  - Commercial – 3
- Perform audits on inactive accounts every 2-3 months

# Goals & Objectives For FY 23-24

---

## Customer Service

- Continue providing the highest quality customer service to our residents.

## Text Notifications

- Implement text notifications for our customers and incorporate a 48-hr water disconnection notification.

## Online Application

- Implement an online application for setting up utility accounts.

## Duplicate Addresses

- For better internal control, eliminate duplicate addresses.

## Business Licenses

- Improve internal process for the renewal of business licenses

## Paperless

- Initiate a process to go paperless for our daily deposit detail form

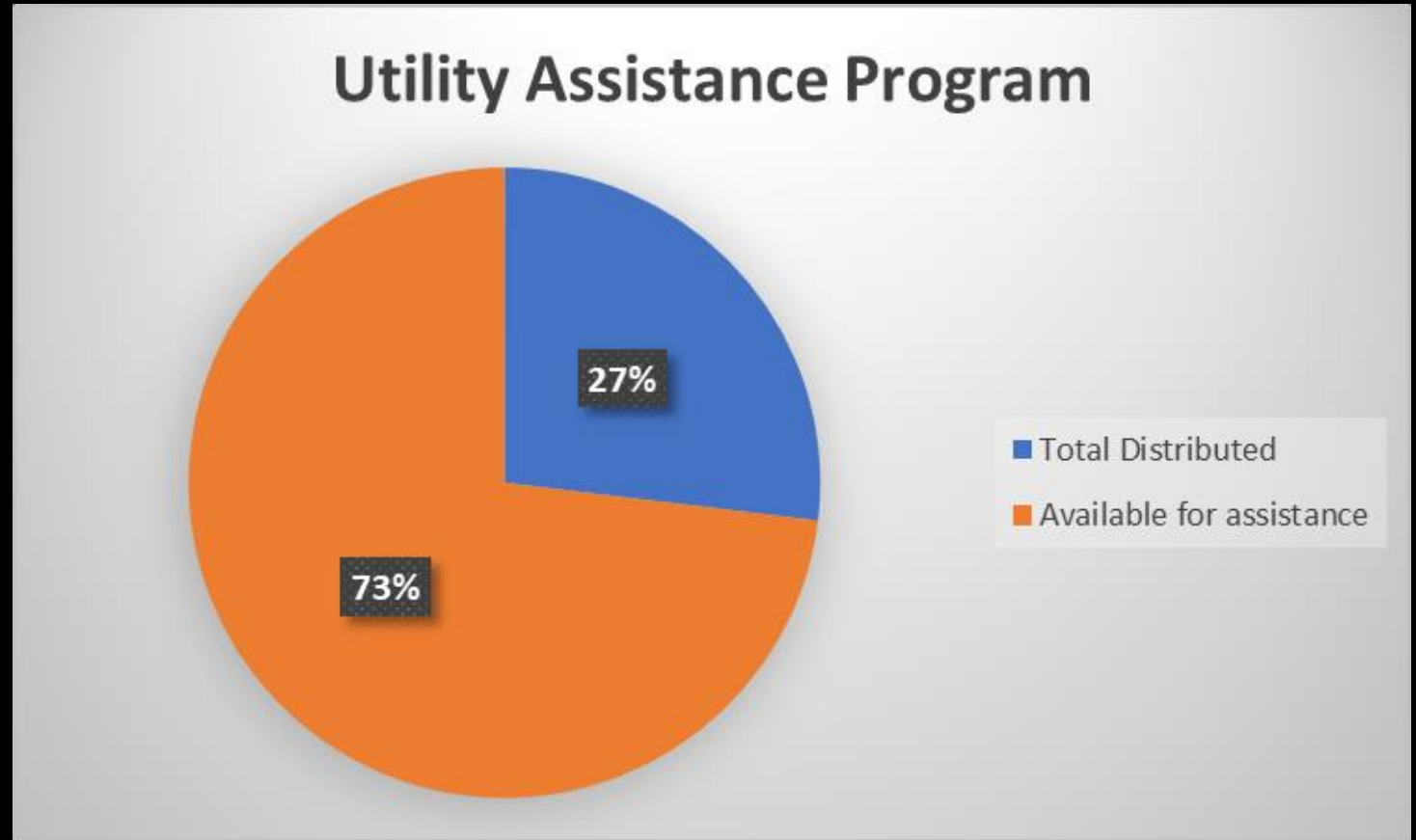


# Yearly Statistics

# Utility Assistance Program

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- Applications given out – 52
- Applications approved – 43
  
- Total funds for assistance \$22,500.00
  
- Total Distributed - \$6,057.09
- Available - \$16,442.91

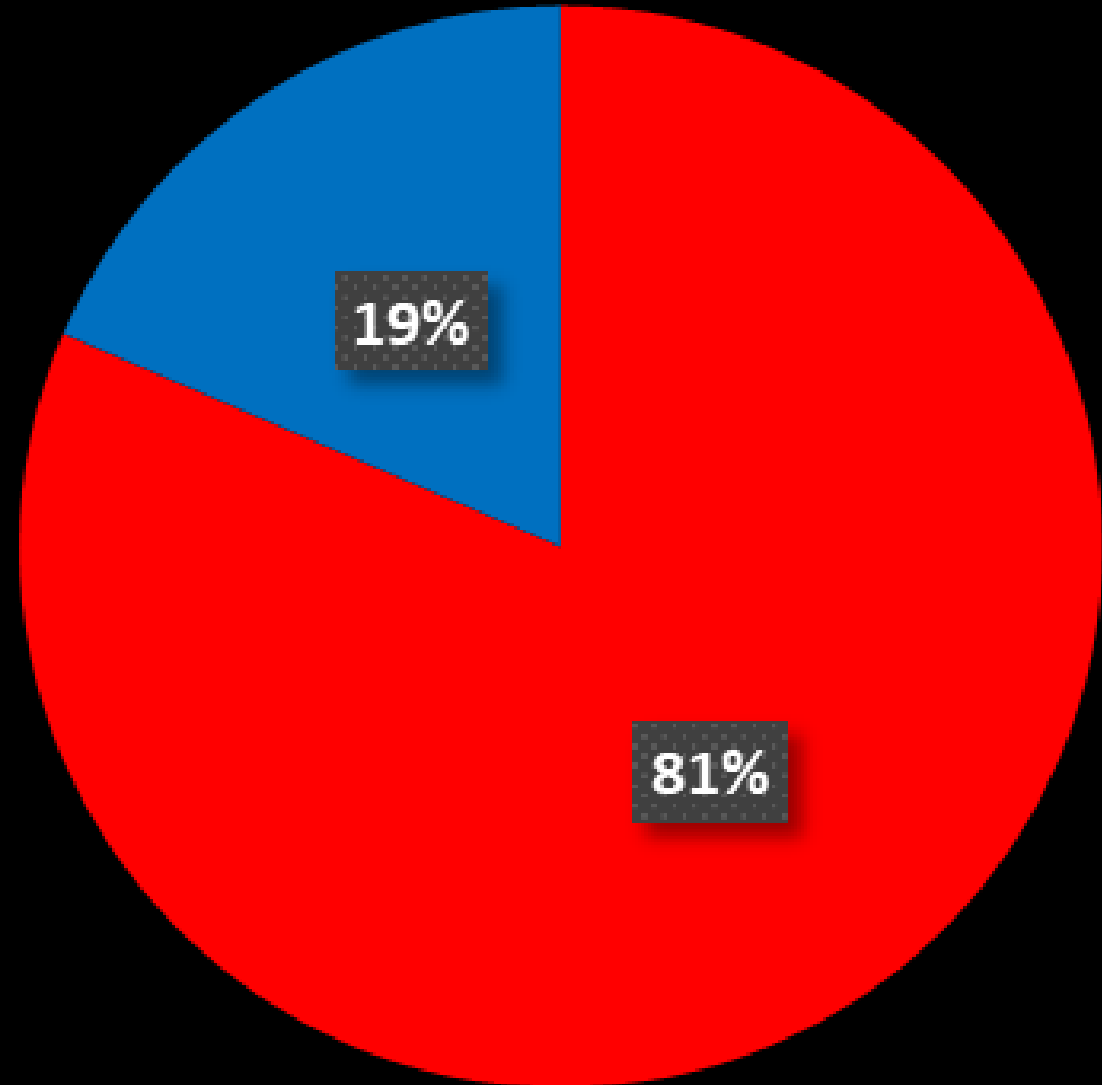


# Percentage Collected

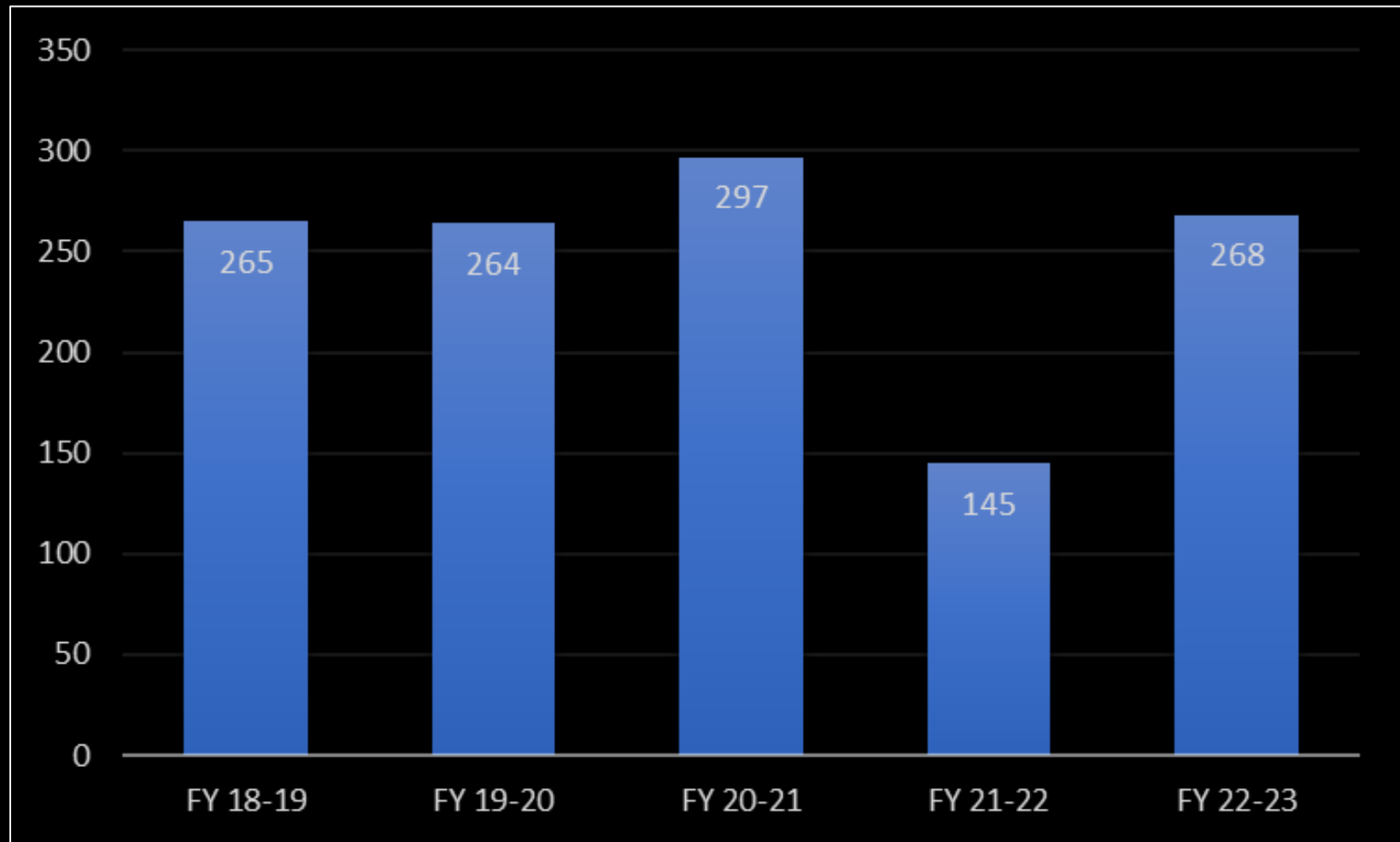
## Collections

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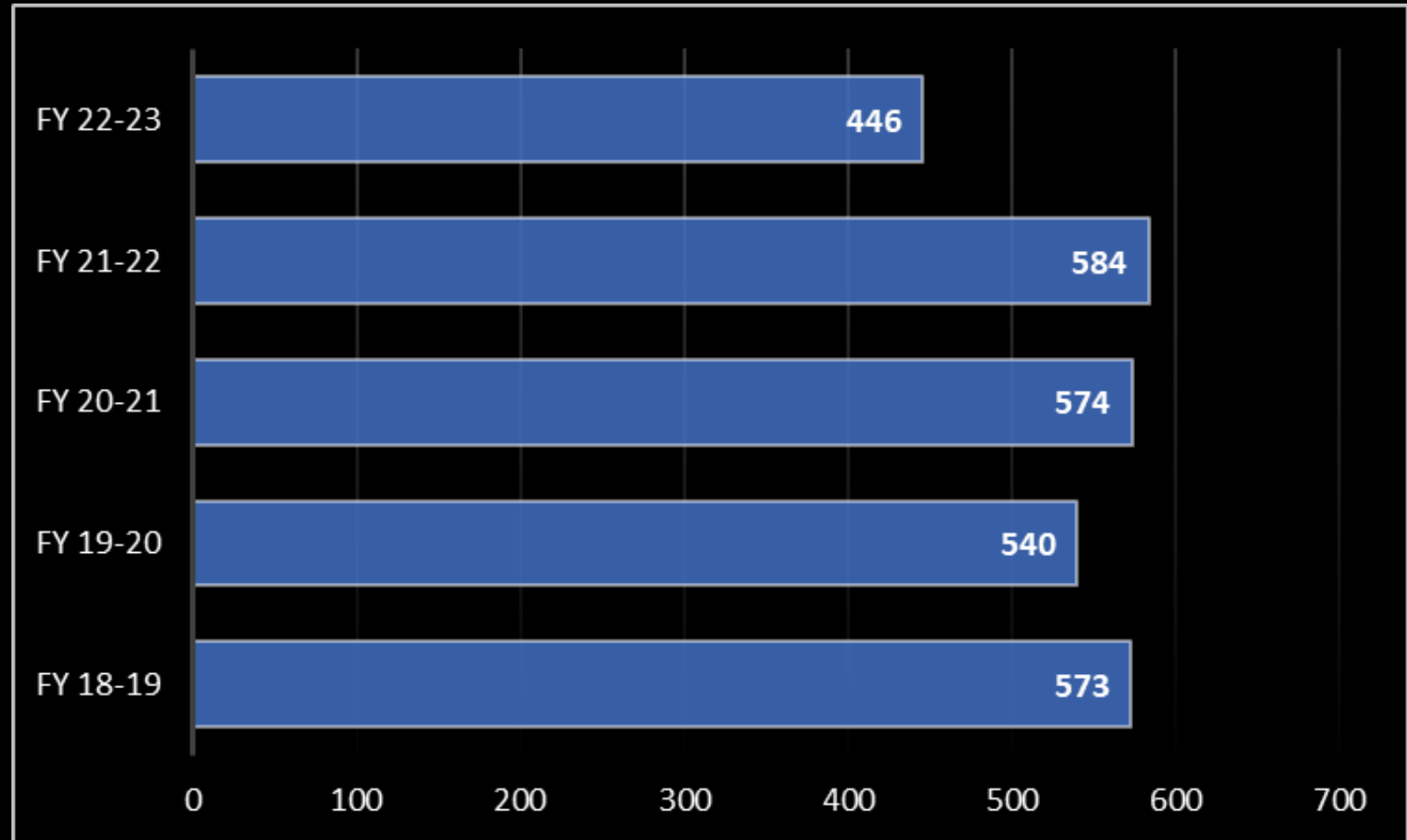
- We currently have 205 accounts in collections
- Total amount in collections \$26,065.46
- A total of 451 accounts have cleared their bad debt status.
- Amount collected \$5,940.11



# New Meter Installs

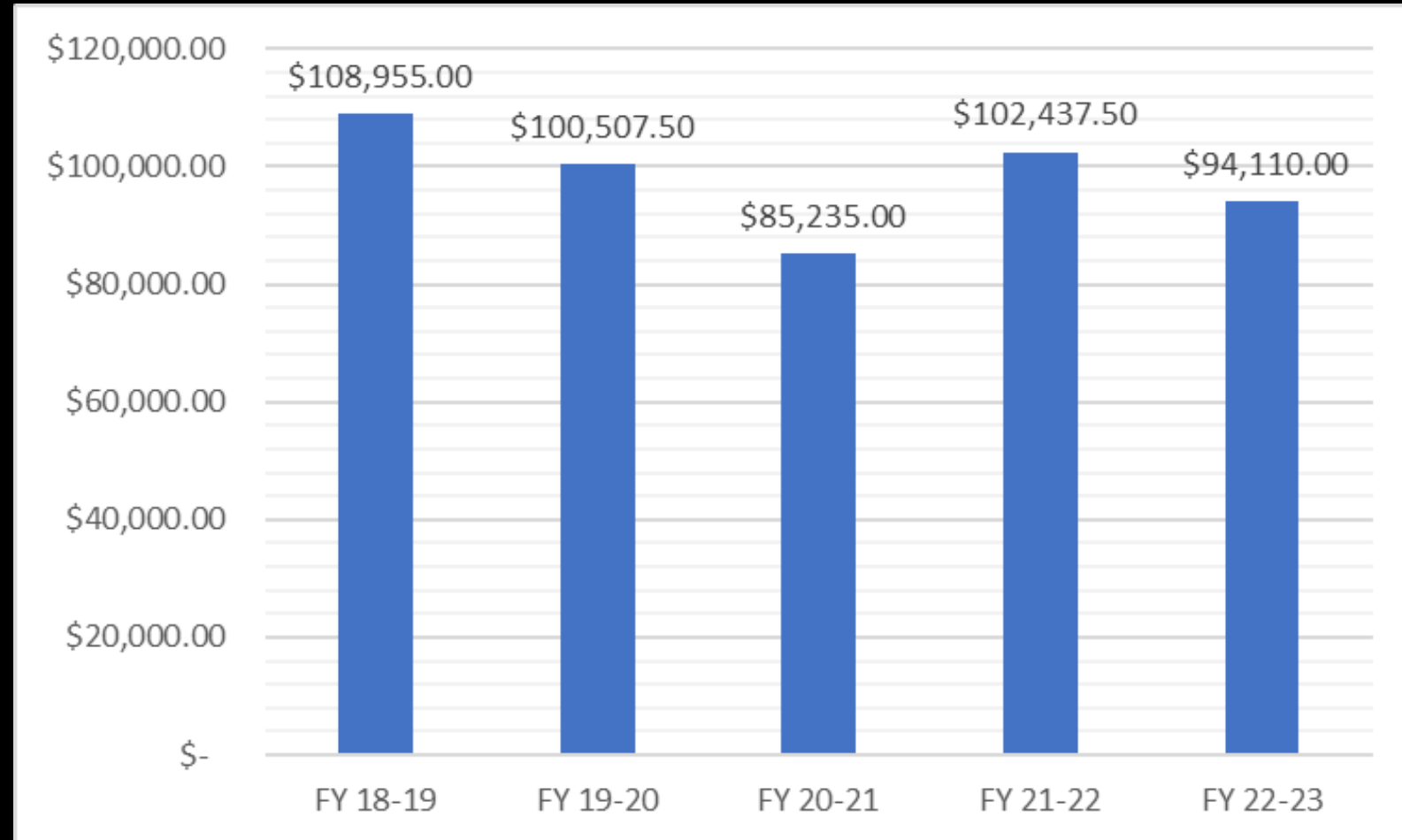


# New Utility Accounts



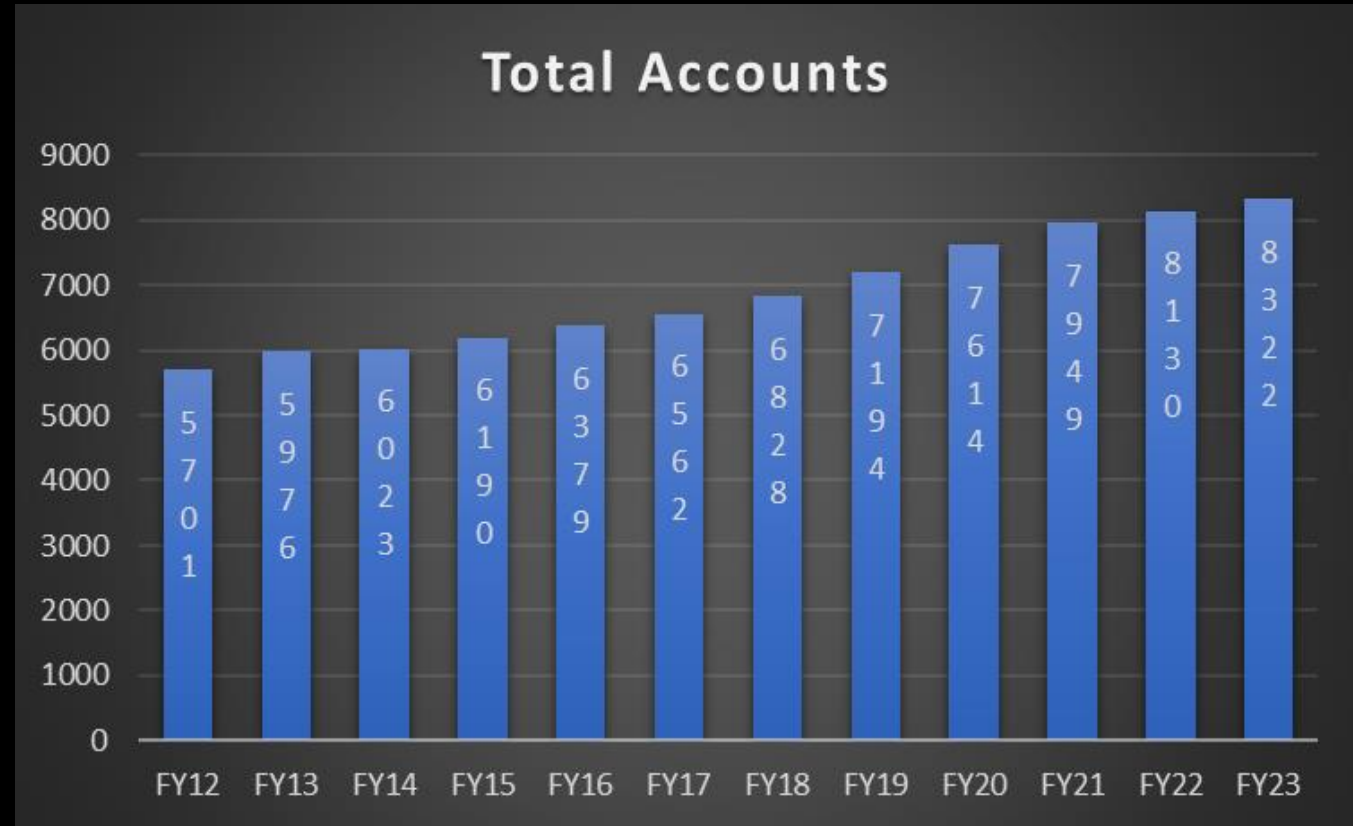
# Business License Revenue

- Renewed Licenses – 742
- Yard Sale Permits – 277
- New Business Licenses – 138



# Personnel Request – Meter Reader Technician

- 2 meter reader technicians for more than 10-years
- Yearly average increase of 240 utility accounts.
- Complete on average 350 work orders per month
- In addition to the work orders, MRT deliver delinquent notices, conduct service disconnections, meter reading, audits, and billing.



Total Yearly Work Orders		
2012	VS	2022
2,627		4,076
Increase of 1,449 work orders per year		

Total Accounts		
2012	VS	2023
5,701		8,322
Increase of 2,621 accounts over the last 10 years		

THANK YOU!

A person wearing a blue shirt is holding a white rectangular sign with both hands. The sign has the word "QUESTIONS?" written on it in a bold, dark blue, sans-serif font. The background is dark and out of focus.

**QUESTIONS?**



**CITY CLERK'S OFFICE**

**BUDGET RETREAT**

**APRIL 29, 2023**



# ACCOMPLISHMENTS

- Awareness and enforcement of Records Management
- 147 Public Records Requests (2022)
- 40 Council Meetings (19 Regular, 9 Special, 11 WS and 1 BR) (2022)
- Conducted the 2022 Primary and General Elections
- Public Records Request Portal on the city's website

# BUDGET FY 2023-2024

	2023 Adopted Budget	2024 Proposed Continuation Budget
<b>Fund: 100 General Fund</b>		
<b>Expenditures</b>		
Department: 116 City Clerk		
S&RE - Salaries & Related Expenses	\$302,490.00	\$366,050.00
SP - Supplies	\$9,210.00	\$8,160.00
M - Maintenance	\$16,450.00	\$17,250.00
SS - Special Services	\$119,650.00	\$119,290.00
ND - Non-Departmental	(\$151,150.00)	(\$172,410.00)
Department Total: City Clerk	\$296,650.00	\$338,340.00
<b>Fund Total: General Fund</b>	(\$296,650.00)	(\$338,340.00)
<b>Revenue Grand Totals:</b>	\$0.00	\$0.00
<b>Expenditure Grand Totals:</b>	\$296,650.00	\$338,340.00
<b>Net Grand Totals:</b>	(\$296,650.00)	(\$338,340.00)



Left to Right:

**Melissa Lopez, DEPUTY CITY CLERK**

**Sonia Cornelio, CITY CLERK**

**Francia Alonso  
RECORDS MANAGEMENT  
SPECIALIST**

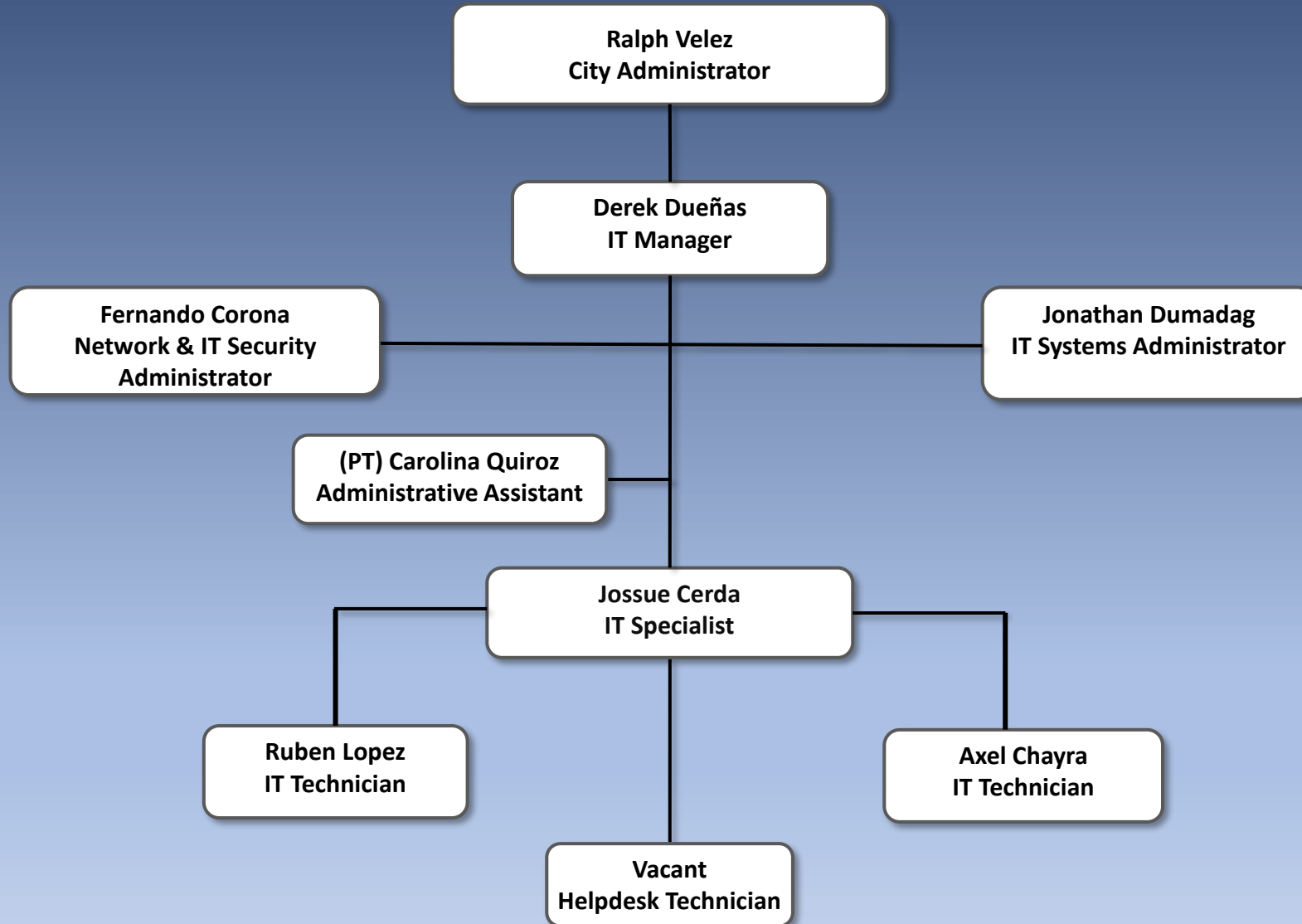


# Information Technology


Derek Duenas


IT Manager


# Information Technology





# Accomplishments


 Cybersecurity training for city staff


 Implementation of office 365 products


 Integration of two factor authentication

 Phone system replacement

 Software patching automation

 Use of Compliance auditing software

 Digital calendars for conference rooms

 Video conferencing systems

# Capital Projects



COMPUTER  
REPLACEMENTS



SERVERS/ SWITCHES



AUDIO/VIDEO  
EQUIPMENT

# Objectives for FY 2024

---

IMPLEMENT CYBERSECURITY BEST PRACTICES

---

INCREASE CYBER SECURITY AWARENESS

---

INCREASE HIGH AVAILABILITY OF SERVICES

---

IT POLICY IMPLEMENTATION

---

USER TRAINING FOR ENTERPRISES APPLICATIONS

# Increase Cyber Security Awareness



Security Awareness  
training



Phishing Simulation



Report and Asses



Campaign Automation

# Increase high availability of services

1

Continue to run  
Fiber optic cable to  
city buildings

2

Create hybrid  
network by using  
Microsoft cloud  
services

3

Use mobile devices  
for telework and  
business continuity

# User training for enterprise applications

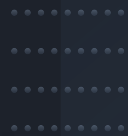


**New World ERP**

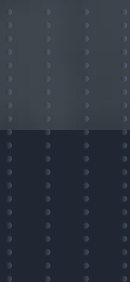


**Office 365 products**

onedrive  
Outlook  
Sharepoint  
teams



Thank You



# RISK MANAGEMENT

Safety Starts with Me & You

# CLAIMS REVIEW – FY23



<u>Property Damage</u>	<u>Received 12 - 3 paid</u>	<u>\$34,353.01</u>
<u>Auto Damage</u>	<u>Received 20 - 4 paid</u>	<u>\$22,229.28</u>
<u>Windshield Claims</u>	<u>Received 5 - 5 paid</u>	<u>\$3,163.93</u>
<u>Notice of Claims</u>	<u>Received 8 - 4 paid</u>	<u>\$15,418.38</u>
<u>Cyber Security Claims</u>	<u>Received 2</u>	<u>(both under review)</u>
<b>Claim/Losses Paid</b>	<b>\$75,164.60</b>	

## Worker's Compensation

Injuries, Near Misses and Exposures Reported                      Received 36 - 5 paid

(Exposures such as; bloodborne/pathogen)

**Claim/Losses Paid**                      **\$29,812.06**

*Dividend Received for FY21/22*      *\$240,533*

# ADOSH PEPP PROGRAM

July 22

Aquatics  
Business Incubator

October 22

Police Station  
Police – Noise Monitoring  
Fire Station  
Fire – Noise Monitoring

November 22

Water (Air Sampling/Chlorine Gases)

January 23

City Hall  
3 Wings  
Multipurpose Room

April 23-June 23

Safety and Health Programs & Policies Review

May 23

Recreation  
Youth Center  
Cultural Center



# SAFETY/RISK PROGRAMS

- AMRRP ORIGAMI Certificate of Insurance System – Program Implementation
- Safety and Health Policies
- City Vehicle Use Policy
- Auto Insurance Policy Renewal 2024 - Equipment Inventory
- HAZCOM Written Program
- Respirator Program – Water Dept. and Parks Grounds
- Evaluation and Implementation of the Online Safety Training Plan – Safe Personnel
- ADOT MVD Driver’s License Annual Records Check Program
- Risk Assessments – Recreational Program/Events, Event Liquor Liability, Facility Rentals
- City Volunteer, Community Service and Internship Program (Human Resources)



# TRAININGS

## IN PERSON

- Bloodborne Pathogens - ADOSH
- Insurance 101 and Contracts Training – AMRRP
- Respiratory Program– Airgas
- Asbestos Cement Pipeline – Workplace Safety
- First Aid and CPR Certification – Fire Dept

## ONLINE

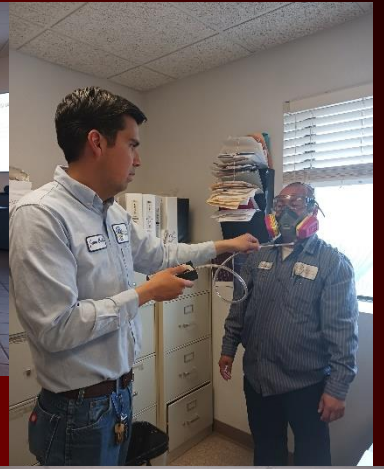
- Recordkeeping (ADOSH)
- Active Shooter/Online (Online)
- Ladder Safety (OSHA)
- A Focus In Mental Wellness in the Workplace (PRIMA)
- ADOSH – Introduction to Accident Investigations (online)
- ADOSH - Ergonomics
- Fire Extinguisher Safety – Vector/Safe Personnel
- HAZCOM – Hazards Communication – Vector/Safe Personnel
- General Ergonomics (May)
- Heat Illness Prevention (May)



# FY24 BUDGET REQUEST

- Safety Officer – Full Time Position





THANK YOU!