

**APPROVED** by Council

Date: 7/19/23

Clerks Office: S. comelio

**MINUTES**  
**Special Council Meeting**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**May 31, 2023**  
**6:00 p.m.**

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

Mayor Nieves Riedel called the Special City Council meeting to order at approximately 6:00 p.m.

**PRESENT:** Mayor Nieves Riedel  
Vice Mayor Luis E. Cabrera  
Council Member Maria Cecilia Cruz  
Council Member Tadeo Azael De La Hoya  
Council Member Matias Rosales  
Council Member Gloria Torres  
Council Member Javier Vargas

**OTHERS PRESENT:** Ralph Velez, Interim City Manager  
Jenny Torres, Assistant City Manager  
Kay Macuil, City Attorney  
Sonia Cornelio, City Clerk  
Adela Cortez, Director of Human Resources  
Antonio Maldonado, Video Production Specialist  
Aracely De La Hoya, Senior Services Manager  
Domingo Sosa, Graphics and Media Specialist  
Edgar Esparza, Billing and Collections Manager  
Enrique Lopez, Assistant Fire Chief  
Francia Alonso, Public Information Officer  
Jose Guzman, Director of Planning & Zoning  
Jose Luis Cisneros, Acting Director of Parks & Recreation  
Lizette Varela, Assistant Director of Parks & Recreation  
Manuel Hernandez, Acting Assistant Director of Public Works  
Marco Santana, Police Lieutenant  
Maria Sabori, Risk Manager  
Miguel Alvarez, Interim Chief of Police  
Monica Castro, Director of Finance  
Roula Encinas, Finance Operations Manager  
Ruben Lopez, I.T. Technician  
Cesar Neyoy, Reporter  
David Lara, Resident  
Lucky Hoyos, Resident  
Lucy Lopez, Reporter

Mark Concha, Resident

## 2. PLEDGE OF ALLEGIANCE

Council Member Maria Cecilia Cruz led the Pledge of Allegiance.

## 3. DISCUSSION AND POSSIBLE ACTION ITEMS:

**Item No. 3. A. Discussion and possible action on any and all matters regarding Resolution No. 2263 amending the Classification and Salary Plan. A resolution of the Mayor and City Council of the City of San Luis, Arizona, amending the 2021-2022 classification and salary plan to create 16 new classifications, change/amend 14 classifications and delete 1 classification; superseding any conflicting provisions of existing regulations or policies; and providing for severability. (Adela Cortez, Director of Human Resources)**

Ms. Adela Cortez, Director of Human Resources, explained that last year several positions were reviewed as a result of challenges with recruitment and retention of talent. During this review, staff found out that during the last four (4) years, several classifications were presented in budget, but they were not presented officially to the City Council to be part of the classification in salary plan for the city. The total of the positions that were studied this year as well as previous years are 16 new classifications needed on the structure. There are 14 classifications that are being changed in terms of the needs presented by the departments. One (1) classification that needs to be deleted due to redundancy for having two (2) classifications with the same functions. Ms. Cortez added that there will be ongoing review of classifications throughout the year until the study is finalized. She is making the specialized classifications that require certifications from the Fire, Police and Public Works Departments and are being in constant review due to competition with municipalities in the area.

Council Member Tadeo Azael De La Hoya asked if adding, deleting or changing positions are part of the daily operations and why is this being presented to the City Council.

Ms. Cortez responded that when the grade has to change or the classification title it needs to be presented to the City Council. Pay adjustments have been adjusted but not the classification or pay grade.

Ms. Monica Castro, Director of Finance, explained that the new positions are added through the budget process, the amount of new positions that are added are approved by the City Council. What Ms. Cortez is presenting is something different, it is not the addition of positions but the salary structure of the city. The structure was provided by CPS in 2008 with different classifications and positions, staff does not have the authority to make changes, but the City Council does.

What is being presented tonight is not funding the positions but more a housekeeping salary structure and this gives staff flexibility to add the positions already in the salary structure.

Council Member Tadeo Azael De La Hoya read City Code Section 2.15.200 Subsection 5A and asked why is this item before the City Council or why does it need the City Council's approval.

Ms. Castro replied that it refers to the authority for the City Manager to hire or appoint, however, this item has the authority to appoint and hire positions already in the schedule. The City Manager cannot set up a new position that is not listed on the schedule.

Mr. Ralph Velez, Interim City Manager, stated this is an allocation sheet; any position in the city, staff is asking the City Council to allocate it and will not be funded if it is not filled. He has asked Ms. Cortez that if there is a new title or a new position not listed on the salary structure, this should be done every six (6) months. Therefore, next new fiscal year, when the City Council sees the listing, every position will be allocated, not necessarily funded and budgeted but allocated.

**MOTION:** Council Member Matias Rosales/Vice Mayor Luis E. Cabrera to approve and adopt Resolution No. 2263 as presented. The motion passed unanimously.

The vote was as follows:

Mayor Nieves Riedel	Aye
Vice Mayor Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Tadeo Azael De La Hoya	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye
Council Member Javier Vargas	Aye

**Item No. 3. B. Discussion, review and possible action on any and all matters regarding the proposed City of San Luis Fiscal Year 2023-2024 Budget for New Positions, Promotions, and Adjustments. (Monica Castro, Director of Finance)**

Ms. Monica Castro, Director of Finance, indicated that the preliminary budget was presented to the Mayor and City Council during the Budget Retreat. At that time the proposed budget had a shortfall of \$1.4 million. The City Council directed staff to make reductions to balance the budget. She added that after the Budget Retreat, new requests and additions were made to the budget. The total of the requests and additions adds to \$2.9 million and when added to the \$1.4 million the total is \$4.3 million shortfall. The reduction to balance the budget was going to be from the Capital Improvement Projects (CIP) but given the new requests, staff would need to look also in the salaries budget.

The input from all Department Heads was taken into consideration and agreed that for them the important thing is retaining personnel one currently has and offer competitive pay to employees that have been loyal to the city; to provide incentives, receive reduced turnover and improve success in hiring. There are over 50 vacancies and in conversations with City Administration, it was concluded that it would be best to fill first those 50 positions. Ms. Castro explained the Salary Schedule FY2024 (New Positions, Incentives, Salary Adjustments/Reclassifications FY2024). She said that staff wants to hear from the City Council and if they are not in agreement with what staff has allocated or in what is being proposed, it can be changed.

Mayor Nieves Riedel referred to Ms. Castro's comment that the City Council can change it and asked change it to what, this is a bone with hardly any meat, there is not a lot of room for change. It is very important for her to retain employees, adding that they need to work on this together. Also, she mentioned that at the Budget Retreat, the shortfall was \$1.4 million and now it is \$4.3 million, she requested staff to inform these things to the City Council with time. She asked the City Council that if they have any questions to make sure to get clarification before making assumptions.

Council Member Maria Cecilia Cruz commented that this is a tough decision because the numbers exploded but she would like to see the city retain and keep its employees satisfied so that they do not go to another city. In regard to the new positions...if there are positions that are not even being filled, it does not make sense to create new positions.

Council Member Matias Rosales asked what the numeric total adds to.

Ms. Castro replied that for this fiscal year is \$1.7 million. Some discussion took place between Ms. Castro and the City Council regarding incentives, positions and the Budget Retreat.

Council Member Tadeo Azael De La Hoya commented that he was under the impression that the first incentive on the list for the paralegal, the City Council had decided not to move forward with it.

Ms. Castro responded that if the City Council does not want that line item, it can be removed.

Vice Mayor Luis E. Cabrera asked what the reason for the incentive was.

Ms. Kay Macuil, City Attorney, stated it is a pay raise within the grade she has. Recently she took on the Clock Manager as well as her other duties.

Council Member Tadeo Azael De La Hoya added it is just one (1) employee, other employees are doing exactly the same thing.

Ms. Castro stated she was present at the budget reviews with the different departments and that request is not a done thing as there is a process to be followed for this type of request.

Mr. Ralph Velez, Interim City Manager, explained that the total budget at the Budget Retreat was \$3 million and the total budget after the Budget Retreat was \$2.6 million, therefore the city is short \$400,000.00. At the rate the city is hiring, come September, October, the city will make it up, so probably by November one will be at the break-even point. The city will not be short \$400,000.00 as it will not fill 26 positions in three (3) months. This year, there was budget capacity and that is the reason staff came to the City Council to ask to allow the purchase of everything staff needed this year, because not all the positions were filled nor all projects were done.

**MOTION:** Vice Mayor Luis E. Cabrera/Council Member Maria Cecilia Cruz to approve the budget for the new positions, promotions and adjustments for FY 2023-2024 as presented. The motion passed unanimously.

The vote was as follows:

Mayor Nieves Riedel	Aye
Vice Mayor Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Tadeo Azael De La Hoya	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye
Council Member Javier Vargas	Aye

**Item No. 3. C. Discussion and possible action on any and all matters regarding the approval of the Lighting and Retention Basin Assessment Districts Budget for Fiscal Year 2023–2024. (Roula Encinas, Finance Operations Manager)**

Ms. Roula Encina, Finance Operations Manager, mentioned that the assessments districts are local taxes levied on homeowners to fund the maintenance of the retention basins and the street lighting located within the subdivisions where improvement districts have been created. The total budget for Fiscal Year 2024 is \$826,267.00 with an increase of \$183,630.00 compared to the previous year. This increase is due to the addition of three (3) more subdivisions. The city is outsourcing maintenance for certain improvements districts on the east side and the raise in water rates. Staff has also adjusted the budget by reducing fuel uses as the estimation was considered during the planning process. Yuma County Assessor's Office requires the approval of the City Council. She asked the Mayor and City Council to approve the Assessment District Budget to levy the expenses the city will incur.

Vice Mayor Luis E. Cabrera asked if not all subdivisions have improvement districts as only 26 are listed. He added that residents claim they pay those taxes and demand a park in the retention basin of their subdivisions.

However, looking at the amount of money collected, it is nowhere near the cost of building a park, as it costs a couple of thousand dollars.

Mrs. Encinas responded that not all subdivisions have improvement districts. Mayor Nieves Riedel added that Las Quintas was added in 2000 and asked what does the Assessment District Budget include. It is very unfortunate that 26 subdivisions take care of the entire city. The whole city receives the benefits but only 26 subdivisions are paying their dues and of course it is not enough money to cover all the parks and residents needs.

Mrs. Encinas replied that it includes the maintenance for the street lighting, landscape and for some retention basins that are located inside the subdivisions.

There was some discussion between the Mayor, City Council and Ms. Encinas regarding some of the districts, the amount collected and how the money is used.

Mayor Nieves Riedel commented that she has suggested that when there is a developer doing a subdivision, the city should ask for an amount of money to be utilized towards the parks in the retention basins.

**MOTION:** Council Member Javier Vargas/Council Member Tadeo Azael De La Hoya approve the Budget of \$826,267.00 for the Lighting and Retention Basin Improvement Districts. The motion passed unanimously.

The vote was as follows:

Mayor Nieves Riedel	Aye
Vice Mayor Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Tadeo Azael De La Hoya	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye
Council Member Javier Vargas	Aye

**Item No. 3. D. Discussion and possible action on any and all matters regarding the purchase of a 2021 Freightliner Solid Waste 25-Yard Rear Loader Truck from Big Truck Rental, in the amount of \$225,299.00. (Manuel Hernandez, Acting Assistant Director of Public Works)**

Mr. Manuel Hernandez, Acting Assistant Director of Public Works, requested approval for the rear loader, which is an essential item for any city to efficiently complete neighborhood cleanups campaigns, perform bulky waste pickups and complete right-of-way roadside maintenance as well as other waste or debris related projects. Rear loaders are versatile, are easy to operate and they are considerably less expensive to maintain than side loaders.

In an emergency, they can also assist with residential trash collection. A rear loader will improve safety, reduce injuries and they will work to be completed at a much faster rate. The community will greatly benefit from this new tool.

Mayor Nieves Riedel asked what the mileage is of the truck and if it is used or new.

Mr. Hernandez responded it is a used vehicle and is being purchased from a reputable company. Staff has reached out to different municipalities that work with Big Truck Rental, therefore they are nationwide known. They perform a very extensive inspection before they release their vehicles and deliver them. He added that these vehicles are very hard to find in this newer state, a new truck is over \$300,000.00. The mileage is 43,512 and 5,000 hours.

**MOTION:** Vice Mayor Luis E. Cabrera/Council Member/Council Member Javier Vargas to approve the purchase of a 2021 Freightliner Solid Waster 25-Yard Rear Loader Truck from Big Truck Rental in the amount not to exceed \$225,299.00, to approve budget transfer as requested in the fiscal impact of this item and waive formal purchasing procedures. The motion passed unanimously.

The vote was as follows:

Mayor Nieves Riedel	Aye
Vice Mayor Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Tadeo Azael De La Hoya	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye
Council Member Javier Vargas	Aye

**Item No. 3. E. Discussion and possible action on any and all matters regarding a 12-month lease on a 2023 Peterbilt 520DS MX11 FLEET W/McNeilus 28yd Zero Radius ASL Solid Waste Side Loader Truck. (Manuel Hernandez, Acting Assistant Director of Public Works)**

Mr. Manuel Hernandez, Acting Assistant Director of Public Works, requested approval on the 12-month lease on new solid waste truck. New solid waste truck side loaders are very difficult to find. Staff was made aware of it and immediately contacted the vendor; some research on the vendor was done and many municipalities are using the new lease to own program. They can deliver the truck before June 30, 2023 and are eager to begin working with the City of San Luis. The City of Yuma was contacted, and they are completing their 12-month lease and they commented that the city should only lease new vehicles like this one. The option to buy out is available but a 12-month lease must be completed. The buyout is somewhere in the low \$300,000.00 and whatever is spent in the 12-month lease, 50% goes towards the buyout rate.

**MOTION:** Vice Mayor Luis E. Cabrera/Council Member Javier Vargas to approve the lease on the 2023 Peterbilt 520DS MX11 Fleet W/McNeilus 28 Yd Aero Radium ASL solid waste truck not to exceed \$98,400.00 Lease for 12 months. The motion passed unanimously.

The vote was as follows:

Mayor Nieves Riedel	Aye
Vice Mayor Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Tadeo Azael De La Hoya	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye
Council Member Javier Vargas	Aye

**Item No. 3. F. Discussion, review, and possible action on any and all matters regarding the proposed City of San Luis Fiscal Year 2023-2024 Budget for Capital Improvement Projects. (City Council and City Staff)**

Ms. Monica Castro, Director of Finance, explained that this item relates to the one discussed earlier about the positions, but now the discussion is regarding capital improvement projects (CIPs). She stated that staff met after the Budget Retreat and discussed what projects will be able to be complete next year, adding that some projects will be delayed and have been marked in yellow. The ones highlighted in green are the projects that were added in the presentation she provided to the Mayor and City Council. She added that the most significant project is the Downtown Development, which is approximately \$1.3 million, the total is \$49.7 million. This total is higher than what was presented at the Budget Retreat for the CIPs. She mentioned that some of the projects that are increasing are related to grants. If the grants are removed from the total, then the amount will decrease approximately \$2.8 million.

Council Member Matias Rosales asked if the curve of 10<sup>th</sup> Avenue and Los Alamos curve coinciding with Yuma Metropolitan Planning Organization's (YMPO) funding; and if the Sidewinder Road improvements was already budget for. He also asked about the GSA project if those funds will be rolled over to next year.

Ms. Castro responded yes to the project for 10<sup>th</sup> Avenue and Los Alamos curve. Funding was already budgeted this year and will also budget for this year for the Sidewinder Road project.

Mr. Ralph Velez, Interim City Manager, responded that the funds for the GSA project will be budgeted as they might be needed this year.

There was some discussion amongst the Mayor and City Council regarding the projects.

Ms. Castro explained that ARPA Budget for the CIPs on the \$11.6 million received from the Federal Government regarding the COVID-19 support. She stated that out of the total received there are still \$9 million left and have until December 2024 to spend those funds. If those funds are not spent, the Federal Government might want to recuperate them.

She explained that for that reason staff is requesting the reallocation of funding for some of the projects as explained during her presentation; staff is proposing reallocation of ARPA funding from projects that are not being spent or projects that are not going to be completed and instead place the funding in projects that will be spent (Cesar Chavez project and the Police Department's vehicles).

Mayor Nieves Riedel asked if the ARPA funds can be utilized to rehab some of the city's buildings.

Ms. Castro replied yes, they can be used to that project.

**MOTION:** Council Member Javier Vargas/Vice Mayor Luis E. Cabrera to approve the CIP Plan and ARPA Budget allocation for FY 2023-2024 as presented. The motion passed with six(6) aye votes and one (1) nay vote by Council Member Tadeo Azael De La Hoya.

The vote was as follows:

Mayor Nieves Riedel	Aye
Vice Mayor Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Tadeo Azael De La Hoya	Nay
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye
Council Member Javier Vargas	Aye

**Item No. 3. G. Discussion and possible action on any and all matters regarding Council's Budget for Marketing under Contractual Services and Civic Contributions, under Sponsorships & Pledges. (Jenny Torres, Assistant City Manager)**

Ms. Jenny Torres, Assistant City Manager, explained that there are two (2) items in the Council's Budget regarding the marketing and civic contributions. In the past, marketing budget has allocated \$25,000.00 and the City Council only spent \$1,400.00 last year, therefore, staff is recommending decreasing it to \$10,000.00. The goal is to create a Communications Division within Administration to tap into a lot more resources and be able to do more marketing for the entire community. The civic contributions are small requests up to \$500.00 for local sports teams travelling to state events, musical bands or dance groups. This budget has only spent \$3,500.00 and there are currently \$22,500.00 left in the budget. Staff is also recommending reducing it to \$10,000.00.

**MOTION:** Vice Mayor Luis E. Cabrera/Council Member Javier Vargas to approve \$10,000.00 for marketing for the Fiscal Year 2023 and \$10,000.00 for civic contributions for the Fiscal Year 2023. The motion passed unanimously.

The vote was as follows:

Mayor Nieves Riedel	Aye
Vice Mayor Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Tadeo Azael De La Hoya	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye
Council Member Javier Vargas	Aye

**Item No. 3. H. Discussion and possible action on any and all matters regarding the San Luis Film Festival and the Blazing Desert ComicCon event in San Luis, Arizona, for the fiscal year 2023-2024. (Jenny Torres, Assistant City Manager)**

Ms. Jenny Torres, Assistant City Manager, stated that staff spoke to Mr. Antonio Carrillo and commented that in the past years he has been wanting to relinquish his events and give them to the city to run. Staff evaluated what the cost would be, he requested \$5,000.00 for the San Luis Film Festival and \$5,000.00 for the ComicCon. Staff looked at additional funding that was allocated for the event, so in reality the city's commitment was \$10,000.00. The city has decided to take over the San Luis Film Festival and recommended allocating \$10,000.00, but it will be \$5,000.00 as the Parks and Recreation Department has already budgeted the other \$5,000.00. Ms. Torres added that Mr. Carrillo will still be involved in teaching staff with making the connections and his continuance to participate. The city will not fund the ComicCon this year as the participation has been low and might take over this event in the future.

Ms. Kay Macuil indicated there is an agreement and it would be the same as last year's and has \$5,000.00 for the Arts Group.

**MOTION:** Vice Mayor Luis E. Cabrera/Council Member Maria Cecilia Cruz to approve budget of \$5,000.00 for the San Luis Film Festival and the funding be split between the Yuma County Arts and Cultural Group and the City of San Luis. The motion passed with five (5) aye votes and one (1) nay vote by Council Member Tadeo Azael De La Hoya.

The vote was as follows:

Mayor Nieves Riedel	Nay
Vice Mayor Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Tadeo Azael De La Hoya	Nay
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye
Council Member Javier Vargas	Aye

Mr. Jose Luis Cisneros, Acting Director of Parks & Recreation, reported that staff and the engineers have been working together to develop a plan for the reformation of the pool and once completed, the city will be receiving bids to continue with the project and bid winner. The timeline indicates that construction will begin by the end of the summer. Mayor Nieves Riedel recommended including a pool heater.

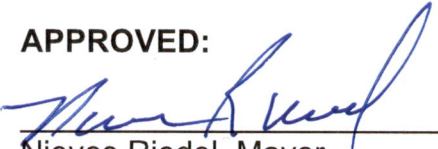
## 9. ADJOURNMENT

**MOTION:** Vice Mayor Luis E. Cabrera/Council Member Javier Vargas to adjourn the Special Council meeting at approximately 7:27 p.m. The motion passed unanimously.

The vote was as follows:

Mayor Nieves Riedel	Aye
Vice Mayor Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Tadeo Azael De La Hoya	Aye
Council Member Matias Rosales	Aye
Council Member Gloria Torres	Aye
Council Member Javier Vargas	Aye

**APPROVED:**

  
\_\_\_\_\_  
Nieves Riedel, Mayor

**ATTEST:**

*Umthepz, Deputy City Clerk*  
*for* Sonia Cornelio, City Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special City Council meeting of the City Council of the City of San Luis, Arizona, held on May 31, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

*Umthepz, Deputy City Clerk*  
*for* Sonia Cornelio, City Clerk