City of Globe
Budget Work Session
April 3, 2019

Call to Order.

Present: Mayor Al Gameros, Councilmember Freddy Rios; District 1, Councilmember Jesse Leetham; District 3, Councilmember Charlene Giles; District 5, Councilmember Fernando Shipley; District 6.
Absent: Councilmember Mike Humphrey; District 2, Vice Mayor Mike Stapleton; District 4.

Invocation; Councilwoman Charlene Giles
Pledge of Allegiance; Councilman Jesse Letham

1. **FY2019-2020 BUDGET WORK SESSION ITEMS:**

A. Budget Process Kick-Off.

City Manager Paul Jepson is before Council with the Budget Work Session for direction.

Budget Process

- Council Work Sessions for Direction
- Initial Budget Presentations to Council
  - Adoption of Tentative Budget
  - Adoption of Final Budget

Budget Path

- Revenue Projections O&M
- Budget Sub Sets List of Special Expenditures
  - Health Insurance
  - Transit
  - Bed Tax Distribution
  - Special Event Permit Policy
- Department Level Budget
- Staffing Model
- Council Priorities
- Staff Priorities
- Discussion of Additional Revenue Options
- Initial Operational Budget
- Budget Adjustments

- CIP Request and Funding
- Initial Budget Presentation
- Tentative Budget Approval
- Final Budget Approval

- Public Hearing if applicable - Adopt a Notice of Intent to increase any water & sewer rate - 60 days before Post notices for any applicable public hearings.
- Adoption of FY20 Tentative Budget no later than July 15, 2019. (3rd Monday in July): within 7 days of passage post Tentative Budget for 2 consecutive weeks including time and place for the public hearing for Adoption of Final Budget Public Hearing in the paper and on the website
- Adoption of the FY20 Final Budget:
    - Public Hearing for the Final Budget not sooner than 3-weeks after the adoption of the Tentative Budget.
    - Following the Final Budget, convene in a special meeting for the adoption of the Final Budget.
    - Within 7 days of the passage of the Final Budget (Auditor General Forms - Schedules A-G) must be posted on website for 60 months.
    -

City of Globe Budget Time Line

2/10/19 City receives FY20 preliminary assessed valuation
if applicable - post 60 day notice for any tax increase - Truth & Taxation
if applicable - Adopt a Notice of Intent to increase any water & sewer rate - 60 days before Public Hearing

- Post notices for any applicable public hearings.

Adoption of FY20 Tentative Budget no later than July 15, 2019. (3rd Monday in July):

- within 7 days of passage post Tentative Budget for 2 consecutive weeks including time and place for the public hearing for Adoption of Final Budget Public Hearing in the paper and on the website for 60 months.

Adoption of the FY20 Final Budget:

- Public Hearing for the Final Budget not sooner than 3-weeks after the adoption of the Tentative Budget.

- Following the Final Budget, convene in a special meeting for the adoption of the Final Budget.

- within 7 days of the passage of the Final Budget (Auditor General Forms - Schedules A-G) must be posted on website for 60 months.

B. Revenue Projections Review.

Finance Director; Jeannie Sgroi is before Council. The objective of the presentation is to identify the funding sources, revenue projections and seek Council direction.

General Fund

- Derived from on-going revenue sources
- Revenues to be used for any municipal purpose
- On-going expenses will be funded only from on-going revenues
- Example: Salaries –vs- one-time purchases

Mr. Jepson interjects that the Enterprise Fund has its own projections and CIP, however tonight General Fund will be discussed.

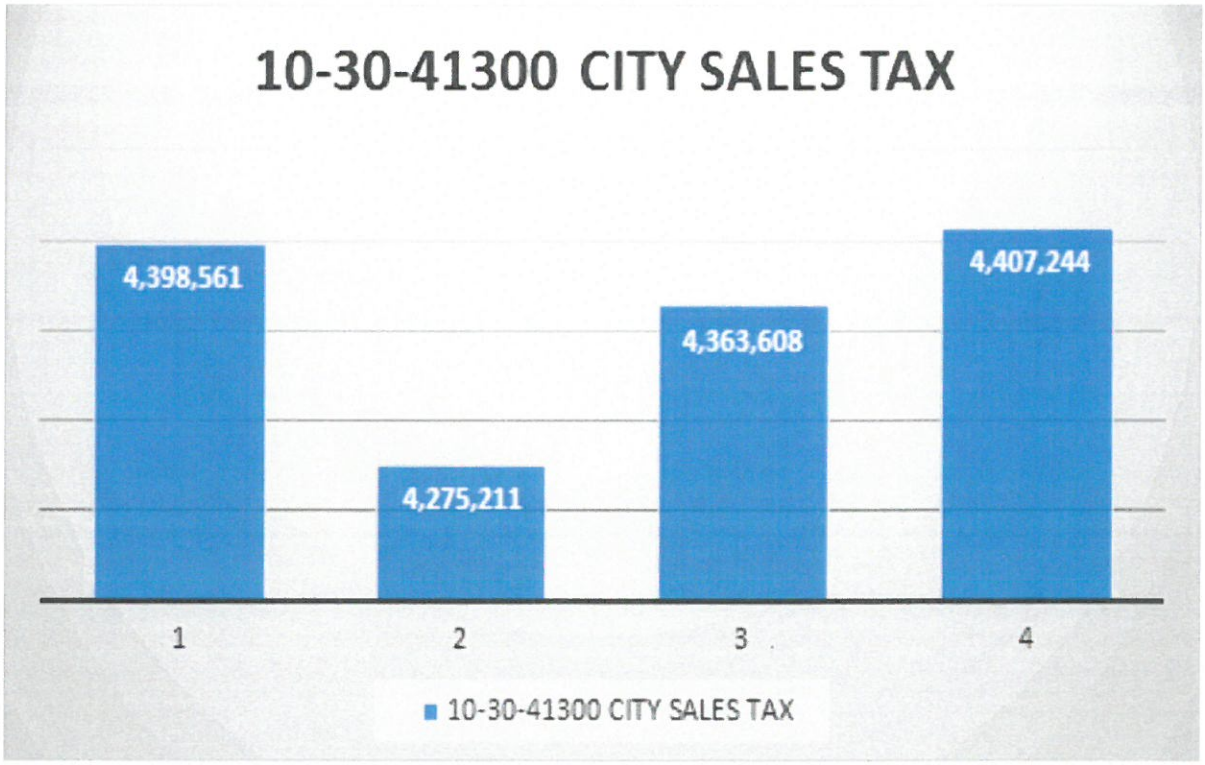
Taxes

- City Sales Tax (2%)
- City Sales Tax for PSPRS Unfunded Liability (.3%)
- Bed Tax (Hotel/Motel) 3%
- Property Tax

Local Sales Tax

- Major Revenue Categories:
    - Retail
    - Construction
    - Utilities
    - Hotel/Motel
    - Restaurant/Bar
    - Bed Tax

CITY OF GLOBE GENERAL FUND		2017-18 Actual	Adopted Budget	Estimated	Projected
Account	Description	FY18	FY19	FY19	FY20
	Revenues				
City Sales tax adopted budget was based on where we thought we would end up based on the Feb 2018 YTD actual.					
	Taxes				
10-30-41300	CITY SALES TAX	4,398,561	4,275,211	4,363,608	4,407,244
10-30-41301	.3% INCREASE ON 11-1-16	560,475	568,682	568,533	574,218
10-30-41311	BED TAX	149,296	144,752	142,232	143,654
10-30-41310	PROPERTY TAX	507,036	517,295	517,295	522,468
	Total Taxes	**5,615,368**	**5,505,940**	**5,591,667**	**5,647,584**



FY20 Projection-Local Sales Tax

- Assuming a 1.0% increase over FY19 Estimated
- $4,363,608 FY19 Estimated Final revenues
- FY20 Proposed Budget is $4,407,244, which is 1% increase over FY19 Estimated Final revenues
- Estimated increase is $43,636

Mr. Jepson clarified the definition of the Triple B Tax and updates Council on the City of Globe status of not implementing this tax.

Council inquired if tax is charged on gymnasium fees.

Why only 1% Growth?

- The biggest part of developing a budget is to estimate how much money we think will be collected by June 2020, which is sixteen months in advance of now.
- We are estimating from a moving target because there is a lag on sales tax collections and they tend to not be distributed consistently.
  - Last year, based on our FY18 estimate as of February 2018, we adopted a revenue budget of $4,275,211, which included a 2% growth factor
- After reviewing and analyzing the revenue accounts we are estimating that we will actually receive $4,363,608 through June 30, 2019. This means our adopted budget was conservative and if everything holds, as we predict, our revenues will exceed the budgeted amount.
- After much research and we have determined that this year we are going to be a little more conservative and are only going to estimate a 1% growth rate, which will give us a projected revenue of $4,407,244.
- The reason being is two-fold:
  - 1. We knew we had changes in our sales tax base with the removal of the $15,000 cap, and the correction of businesses that previously had been reporting to the wrong jurisdiction. This coming year we will not have those substantial changes in our sales tax base.
  - 2. We have been told by the League of Cities that statewide sales tax collections have slowed and we have experienced that first hand from last year.

State Shared Revenues

- Major Revenue Categories:
  - Auto Lieu Tax
  - State Sales Tax
  - State Income Tax

CITY OF GLOBE GENERAL FUND		2017-18 Actual	2018-19 Adopted	2018-19 Estimated Final	2019-20 Proposed
Account	Description	Results	Budget	Revenues	Budget
	Intergovernmental				
10-33-41305	STATE SALES TAX	708,352	733,385	727,172	773,027
10-33-41312	VEHICLE LICENSE TAX	495,701	521,906	501,776	554,732
10-33-41370	URBAN REVENUE SHARING	913,588	890,781	890,808	973,623
10-33-43391	CAPITAL LEASE PROCEEDS		0	0	-
10-33-43397	FIRE DEPT. CONTRACT REVENUE	144,623	160,000	186,625	161,600
10-33-46397	BOND PROCEEDS			0	
	Total Ingovernmental	**2,262,263**	**2,306,072**	**2,306,380**	**2,462,982**

CITY OF GLOBE GENERAL FUND		2017-18 Actual	2018-19 Adopted	2018-19 Estimated Final	2019-20 Proposed
Account	Description	Results	Budget	Revenues	Budget
	Revenues				
	Licenses & Permits				
10-32-41315	BUSINESS LICENSE FEES	492,071	564,592	493,190	498,122
10-32-42325	BUILDING PERMIT FEES	53,995	52,742	35,000	50,000
	Total Licenses and Permits	**546,066**	**617,334**	**528,190**	**548,122**
	FRANCHISE				
10-34-41317	SWG CAPITAL EXPENDITURES	36,203	27,397	31,417	31,731
10-34-41318	FRANCHISE FEES	236,157	247,984	249,092	251,583
	Total Franchise	**272,361**	**275,381**	**280,509**	**283,314**

Charges For Services

- Fee is no more than cost to provide service or facility
- Major categories:
  - Rental Property
  - Besh Ba Gowah Museum
  - Police Revenues

	Charges for Services				
10-35-44314	RENT/PROPERTY	82,633	81,000	80,866	81,675
10-35-44330	CEMETERY MAINTENANCE	5,250	5,355	4,125	4,166
10-35-44345	SPECIAL EVENT REVENUE	200	408	0	-
10-35-44347	RECREATION REVENUES	3,320	0	31	31
10-35-46380	BESH BA GOWAH	50,697	47,409	44,939	45,389
10-35-46381	BESH BA GOWAH SALES	51,955	50,411	46,829	47,297
10-35-46387	IMPOUND FEES	6,300	4,909	12,485	12,610
10-35-46388	POLICE EQUIPMENT COURT SB1398	2,187	968	2,763	2,790
10-35-46389	POLICE DEPT MISC REVENUE	8,304	8,310	12,139	12,260
10-35-46390	POLICE TASK FORCE REVENUE	18,340	0	0	-
10-35-46392	PROCEEDS FROM PROPERTY ACQUISTION		0	0	-
10-35-46393	AUCTION PROCEEDS	-	2,500	11,000	11,110
	Total Charges for Services	**229,186**	**201,270**	**215,176**	**217,328**

Other Revenues in General Fund

Major items:

- Fines & Forfeitures
- Sanitation Fees
- Court Fines

CITY OF GLOBE GENERAL FUND					
Account	**Description**	**2017-18 Actual Results**	**2018-19 Adopted Budget**	**2018-19 Estimated Final Revenues**	**2019-20 Proposed Budget**
	Fines & Forfeitures				
10-36-43398	FIRE CITATIONS	-	0		-
10-36-45350	POLICE COURT FINES	57,221	58,772	64,661	65,308
10-36-45351	PARKING FINES	136	155	49	50
10-36-45353	PHOTO RADAR REVENUE	456	1,102	373	377
10-36-45354	COURT FEE	-	0	44	45
10-36-45360	CODE ENFORCEMENT FINES	2	0	0	-
	Total Fines & Forfeitures	**57,815**	**60,029**	**65,128**	**65,779**

Other Revenues in General Fund

CITY OF GLOBE GENERAL FUND		2017-18 Actual	2018-19 Adopted	2018-19 Estimated Final	2019-20 Proposed
Account	Description	Results	Budget	Revenues	Budget
	Misc. Revenue/Interest				
10-38-46360	INTEREST EARNED	56,898	5,497	3,753	3,790
10-38-46361	INVESTMENT RESULTS	-	30,000	0	-
10-39-46390	MISCELLANEOUS	3,608	32,316	48,052	48,532
10-39-47342	MECHANIC IGA	940	1,500	0	-
10-39-47343	SANITATION FEES	619,983	636,000	622,613	628,839
10-39-47344	REBATES	10,631	25,000	1,622	1,638
10-39-47345	GAIN ON SALE	310,000	0	0	-
	CARRY FORWARD -RECYCLING PROGRAM			0	-
	CARRY FORWARD-CEMETERY		0	0	-
	Total Misc. Revenues/Interest	**1,002,061**	**730,313**	**676,040**	**679,010**

CITY OF GLOBE GENERAL FUND		2017-18 Actual	2018-19 Adopted	2018-19 Estimated Final	2019-20 Proposed
Account	Description	Results	Budget	Revenues	Budget
	Contributions				
10-40-48346	DONATIONS - GENERAL	-	0	6,645	6,711
10-40-48347	ARSON DOG DONATIONS	-	1,000	0	-
10-40-48348	POLICE CANINE DONATIONS	251	5,000	450	455
10-40-48349	DONATIONS - RECREATION			0	-
10-35-46396	POLICE ALUMNI ASSOCIATION		0	7,800	7,878
10-40-48359	MEMORIAL TREE DONATIONS			0	-
	Total Contributions	**251**	**6,000**	**14,895**	**15,044**

CITY OF GLOBE GENERAL FUND		2017-18 Actual	2018-19 Adopted	2018-19 Estimated Final	2019-20 Proposed
Account	Description	Results	Budget	Revenues	Budget
	Interfund Transfers				
10-49-48396	TRANSFERS/FUND BALANCE	(9,520)	1,662,713	0	
			0		-
10-50-49999	Proceeds from issuance of debt		0		-
			0		-
	Total Contributions & Transfers	**(9,520)**	**1,662,713**	**0**	**-**
	TOTAL REVENUES-ONGOING	**9,975,851**	**9,702,339**	**9,677,985**	**9,919,163**
	TOTAL REVENUES	**9,975,851**	**11,365,052**	**9,677,985**	**9,919,163**

Council wants explanation of the code enforcement fees and Court fees and how much goes to the state and how much the City keeps.

C. Blue Cross Blue Shield Renewal.

Mr. Jepson is before Council to present proposed rate increases and benefit options for FY2019-2020. BCBS has presented a negotiated rate increase of 9.4% which would result in an $142,189.68 increase. Currently the City offers HMO and PPO plans to employees. This is an initial review for Council and Segal will be before Council later to answer any questions. Staff is seeking direction on how to absorb that cost, last year the increase was absorbed by the City. Staff would like to see the a dispersement of the increase between the City and Employee and maintain the two-third dependent coverage. Tonight, Staff will present options for Council to consider.

The City has a retention accounting fund balance with BCBS that has been built through out the years, when premiums paid are more that actual claims paid. The balance is approximate $420K which was used last year to absorb the increase. Discussion regarding the pros and cons of using this balance lead to the conclusion was to share the increase with incentives and separate any wage increase.

FY2019-2020 Insurance Renewal Rates

	Enrollment	Current Rates 7/1/18 - 6/30/19	Current Costs 7/1/18 - 6/30/19	Renewal Rates 7/1/19 - 6/30/20	Projected Costs 7/1/19 - 6/30/20
HMO					
Employee	33	777.95	$308,068.20	851.12	$337,043.52
Employee + one	19	1555.89	$354,742.92	1702.24	$388,110.72
Employee + two or more	22	2178.25	$575,058.00	2383.14	$629,148.96
	74		$1,237,869.12		$1,354,303.20
PPO					
Employee	8	722.78	$69,386.88	790.70	$75,907.20
Employee + one	2	1445.56	$34,693.44	1581.40	$37,953.60
Employee = tow or more	7	2023.78	$169,997.52	2213.96	$185,972.64
	17		$274,077.84		$299,833.44
Total Estimated Annual Premium	**91**		**$1,511,946.96**		**$1,654,136.64**
Dollar Change (Renewal vs Current)					**$142,189.68**
Percentage Change (Renewal vs Current)					**9.40%**
Rate Guarantee					**Until 6/30/2020**

Total Annual Premium Less Employee Contributions

	City/mo	Emp/mo	Emp/pay	City/mo	Emp/mo	Emp/pay	City/mo	Emp/mo	Emp/pay
HEALTH-PPO	**$790.70**	**($60.00)**	**($30.00)**	**$1,581.40**	**$283.57**	**$141.79**	**$2,213.96**	**$494.42**	$247.2
HEALTH-HMO	**$851.12**	**$20.00**	**$10.00**	**$1,702.24**	**$303.71**	**$151.86**	**$2,383.14**	**$530.67**	$265.3

City of Globe Pays 100% of Employee Insurance-$20.00 employee fee/mo
City of Globe Pays 2/3 of the Dependent amount-$20.00 employee fee/mo

Current	Renewal Rates	Enrollment	Projected Costs	Employee Contributions at 2/3 Dependent + $20/mo	Employee Contribution: at current 2018-19 rate:
	7/1/19 - 6/30/19		7/1/19 - 6/30/19		
HMO					
Employee	851.12	33	$337,043.52	$7,920.00	$7,920.0
Employee + one	1702.24	19	$388,110.72	$69,245.88	$55,896.4
Employee + two or more	2383.14	22	$629,148.96	$140,096.88	$112,258.0
		74	$1,354,303.20	$217,262.76	$176,074.5
PPO					
Employee	790.70	8	$75,907.20	($5,760.00)	($5,760.0(
Employee + one	1581.40	2	$37,953.60	$6,805.68	$3,075.8
Employee = tow or more	2213.96	7	$185,972.64	$41,531.28	$22,631.2
		17	$299,833.44	$42,576.96	$19,947.1
Total Estimated Annual Premium		**91**	**$1,654,136.64**	**$259,839.72**	**$196,021.6**
Percentage Change (Renewal vs Current)			**$142,190.00**	**$63,818.04 difference**	
Total Cost to the City				**$1,394,296.92**	**$1,458,114.9**

	City/mo	Emp/mo	Emp/pay	City/mo	Emp/mo	Emp/pay	City/mo	Emp/mo	Emp/pay
HEALTH-PPO	**$790.70**	**($60.00)**	**($30.00)**	**$1,581.40**	**$283.57**	**$141.79**	**$2,213.96**	**$494.42**	$247.2
HEALTH-HMO	**$851.12**	**$20.00**	**$10.00**	**$1,702.24**	**$303.71**	**$151.86**	**$2,383.14**	**$530.67**	$265.3

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	7/1/19 - 6/30/19		7/1/19 - 6/30/19		
HMO					
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Employee + one	1702.24	19	$388,110.72	$69,245.88	$55,896.4
Employee + two or more	2383.14	22	$629,148.96	$140,096.88	$112,258.0
		74	$1,354,303.20	$217,262.76	$176,074.5
PPO					
Employee	790.70	8	$75,907.20	($5,760.00)	($5,760.0(
Employee + one	1581.40	2	$37,953.60	$6,805.68	$3,075.8
Employee = two or more	2213.96	7	$185,972.64	$41,531.28	$22,631.2
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Total Estimated Annual Premium		**91**	**$1,654,136.64**	**$259,839.72**	**$196,021.6**
Percentage Change (Renewal vs Current)			**$142,190.00**	**$63,818.04 difference**	
Total Cost to the City				**$1,394,296.92**	**$1,458,114.9**

Cost Absorption Examples
HMO Rates

IF CITY ABSORBS INCREASE-*HMO*
City costs and Employee Costs

HMO-Current Rates	Premium per month Medical Ins	Premium per month Life Ins	Premium per month Dental Ins	Premium per month Vision Ins	Total Healthcare Premium	City Cost Employee Portion	City Cost Dependent Portion	City Total Cost (MO)	Employee Total Cost (Pay Ck)	City Share %	Employee Share %
HMO-EMPLOYEE ONLY	$ 777.95	$ 10.25	$ 28.13	$ 10.58	$ 826.91	$ 806.91	$ 0.00	$ 806.91	$ 10.00	97.6%	2.4%
HMO-EMP PLUS 1	$1,555.89	$ 12.00	$ 83.04	$ 22.75	$1,673.68	$ 806.91	$ 600.73	$ 1,407.64	$ 133.02	84.1%	15.9%
HMO-EMP + FAMILY	$2,178.25	$ 12.00	$ 83.04	$ 22.75	$2,296.04	$ 806.91	$ 1,043.03	$ 1,849.94	$ 223.05	80.6%	19.4%

HMO-Renewal Rates	Premium per month Medical Ins	Premium per month Life Ins	Premium per month Dental Ins	Premium per month Vision Ins	Total Healthcare Premium	City Cost Employee Portion	City Cost Dependent Portion	City Total Cost (MO)	Employee Total Cost (Pay Ck)	City Share %	Employee Share %
HMO-EMPLOYEE ONLY	$ 851.12	$ 10.25	$ 28.13	$ 11.08	$ 900.58	$ 880.58	$ 0.00	$ 880.58	$ 10.00	97.8%	2.2%
HMO-EMP PLUS 1	$1,702.24	$ 12.00	$ 83.04	$ 23.82	$1,821.10	$ 880.58	$ 674.48	$ 1,555.06	$ 133.02	85.4%	14.6%
HMO-EMP + FAMILY	$2,383.14	$ 12.00	$ 83.04	$ 23.82	$2,502.00	$ 880.58	$ 1,175.32	$ 2,055.90	$ 223.05	82.2%	17.8%

IF CITY/EMPLOYEE % Remain the same as FY19 -*HMO*
City costs and Employee Costs

HMO-Renewal Rates	Premium per month Medical Ins	Premium per month Life Ins	Premium per month Dental Ins	Premium per month Vision Ins	Total Healthcare Premium	City Cost Employee Portion	City Cost Dependent Portion	City Total Cost (MO)	Employee Total Cost (Pay Ck)	City Share %	Employee Share %
HMO-EMPLOYEE ONLY	$ 851.12	$ 10.25	$ 28.13	$ 11.08	$ 900.58	$ 878.80	$ 0.00	$ 878.80	$ 10.89	97.6%	2.4%
HMO-EMP PLUS 1	$1,702.24	$ 12.00	$ 83.04	$ 23.82	$1,821.10	$ 878.80	$ 652.83	$ 1,531.63	$ 144.74	84.1%	15.9%
HMO-EMP + FAMILY	$2,383.14	$ 12.00	$ 83.04	$ 23.82	$2,502.00	$ 878.80	$ 1,137.09	$ 2,015.88	$ 243.06	80.6%	19.4%

Cost Absorption Examples
PPO Rates

IF CITY ABSORBS INCREASE-*PPO*
City costs and Employee Costs

PPO-Current Rates	Premium per month Medical Ins	Premium per month Life Ins	Premium per month Dental Ins	Premium per month Vision Ins	Total Healthcare Premium	City Cost Employee Portion	City Cost Dependent Portion	City Total Cost (MO)	Employee Total Cost (Pay Ck)	City Share %	Employee Share %
PPO-EMPLOYEE ONLY	$ 722.78	$ 10.25	$ 28.13	$ 10.58	$ 771.74	$ 831.74	$ -	$ 831.74	$ (30.00)	107.8%	0.0%
PPO-EMP PLUS 1	$1,445.56	$ 12.00	$ 83.04	$ 22.75	$1,563.35	$ 831.74	$ 582.57	$ 1,414.31	$ 74.52	90.5%	9.5%
PPO-EMP + FAMILY	$2,023.78	$ 12.00	$ 83.04	$ 22.75	$2,141.57	$ 831.74	$ 1,019.53	$ 1,851.27	$ 145.15	86.4%	13.6%

PPO-Renewal Rates	Premium per month Medical Ins	Premium per month Life Ins	Premium per month Dental Ins	Premium per month Vision Ins	Total Healthcare Premium	City Cost Employee Portion	City Cost Dependent Portion	City Total Cost (MO)	Employee Total Cost (Pay Ck)	City Share %	Employee Share %
PPO-EMPLOYEE ONLY	$ 790.70	$ 10.25	$ 28.13	$ 11.08	$ 840.16	$ 900.16	$ -	$ 900.16	$ (30.00)	107.1%	0.0%
PPO-EMP PLUS 1	$1,581.40	$ 12.00	$ 83.04	$ 23.82	$1,700.26	$ 900.16	$ 651.06	$ 1,551.22	$ 74.52	91.2%	8.8%
PPO-EMP + FAMILY	$2,213.96	$ 12.00	$ 83.04	$ 23.82	$2,332.82	$ 900.16	$ 1,142.36	$ 2,042.52	$ 145.15	87.6%	12.4%

IF CITY/EMPLOYEE % Remain the same as FY19 -PPO
City costs and Employee Costs

PPO-Renewal Rates	Premium per month Medical Ins	Premium per month Life Ins	Premium per month Dental Ins	Premium per month Vision Ins	Total Healthcare Premium	City Cost Employee Portion	City Cost Dependent Portion	City Total Cost (MO)	Employee Total Cost (Pay Ck)	City Share %	Employee Share %
PPO-EMPLOYEE ONLY	$ 790.70	$ 10.25	$ 28.13	$ 11.08	$ 840.16	$ 900.16	$ -	$ 900.16	$ (30.00)	107.1%	0.0%
PPO-EMP PLUS 1	$1,581.40	$ 12.00	$ 83.04	$ 23.82	$1,700.26	$ 900.16	$ 638.01	$ 1,538.17	$ 81.05	90.5%	9.5%
PPO-EMP + FAMILY	$2,213.96	$ 12.00	$ 83.04	$ 23.82	$2,332.82	$ 900.16	$ 1,116.44	$ 2,016.60	$ 158.11	86.4%	13.6%

9.4% increase = $1,654,136

Options discussed; add $10 to a single employee premium and run it on the 2/3rd split, remove the incentive for PPO, freeze new hire to PPO plan and grandfather in the HMO.

Another option presented was to lower the PPO incentive and apply a $5.00 premium increase to the HMO and share the increase.

D. Next Steps.

Mr. Jepson informed Council that Staff will have additional information arranged for the April 17th scheduled Budget Meeting.

2. **ADJOURNMENT.**

Motion: Motion to adjourn the meeting at 7:31 pm., **Action:** Adjourn, **Moved by** Councilmember Freddy Rios; District 1, **Seconded by** Councilmember Jesse Leetham; District 3.

Motion passed unanimously by Councilman Rios, Councilman Humphrey, Councilwoman Giles, Councilman Shipley and Mayor Gameros.

I, hereby certify that the foregoing is a true and correct copy of the April 3, 2019 Budget Work Session minutes and that the meeting was duly called and a quorum of Council was present.

Shelly Salazar, CMC, City Clerk