

DRAFT



BUDGET

FISCAL YEAR

2023-2024



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INTRODUCTION



Key Officials and Staff

MAYOR AND COUNCIL

The City of San Luis was incorporated in 1979, and operates under the Council-Manager form of government. The Council consists of the Mayor and six Council members, all elected on a non-partisan basis, and serve overlapping four-year terms. The City Council is responsible for passing ordinances, adopting the budget, appointing committees, board members, and appointing the positions of City Manager, City Attorney, Magistrate, Chief of Police, and Chief of Fire.



MAYOR
NIEVES RIEDEL



VICEMAYOR
LUIS E. CABRERA



COUNCIL MEMBER
MARIA CECILIA CRUZ

Key Officials and Staff

MAYOR AND COUNCIL CONTINUED



COUNCIL MEMBER
TADEO AZAEL DE LA HOYA



COUNCIL MEMBER
MATIAS ROSALES



COUNCIL MEMBER
GLORIA TORRES



COUNCIL MEMBER
JAVIER VARGAS

Key Officials and Staff

EXECUTIVE TEAM

Acting City Manager	Ralph Velez
Assistant City Manager	Jenny Torres
Attorney	Kay Macuil
City Clerk	Sonia Cornelio
City Prosecutor	Jose de la Vara
Economic Development Manager	Vacant
Acting Director of Parks and Recreation	Jose L. Cisneros
Director of Finance	Monica Castro
Fire Chief	Angel Ramirez
Acting Police Chief	Miguel Alvarez
Director of Human Resources	Adela Cortez
Information Technology Manager	Derek Duenas
Interim City Magistrate	Alicia Zermeno
Director of Planning & Zoning	Jose A. Guzman
Director of Public Works	Eulogio Vera
Risk & Property Manager	Maria Sabori
Senior Services Manager	Aracely De La Hoya
Billing & Collection Manager	Edgar Esparza

ACKNOWLEDGEMENTS

Director of Finance	Monica Castro
Finance Accounting Manager	Miguel Ramirez
Finance Operations Manager	Roula Encinas
Accounting Specialist	Karla Plascencia

Special thanks to Domingo Sosa, Graphics and Media Specialist, for the cover design and pictures.



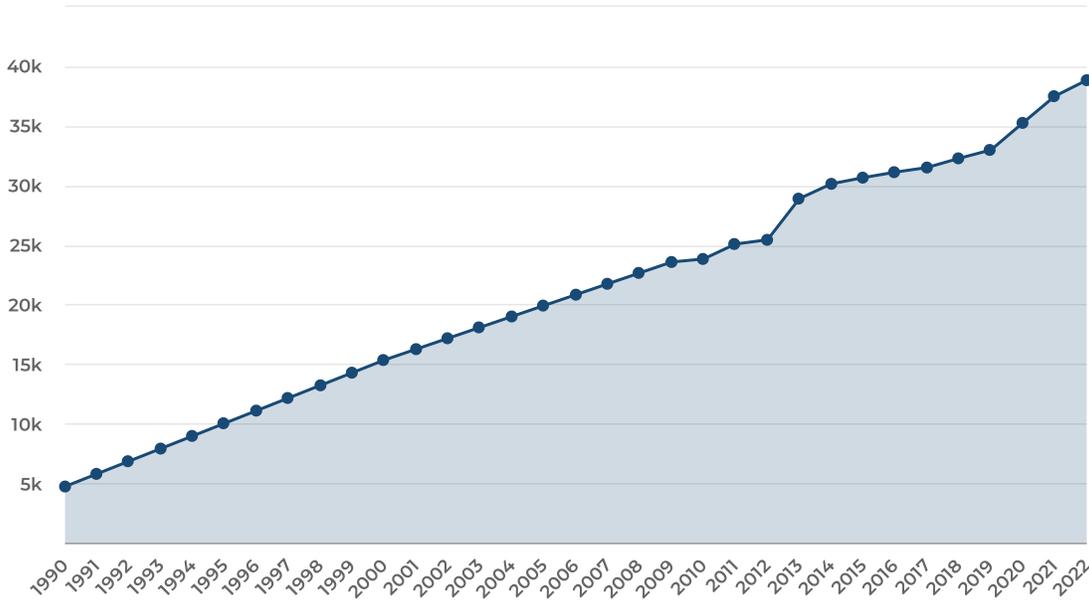
Population Overview



TOTAL POPULATION
38,843

▲ **3.6%**
vs. 2021

GROWTH RANK
2 out of **91**
Municipalities in Arizona



* Data Source: Client entered data for year 2022

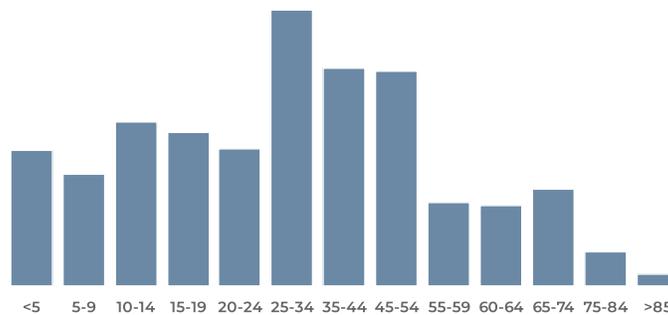


DAYTIME POPULATION
27,391

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

* Data Source: American Community Survey 5-year estimates

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

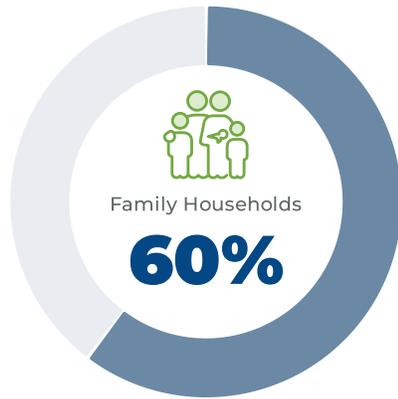
* Data Source: American Community Survey 5-year estimates

Household Analysis

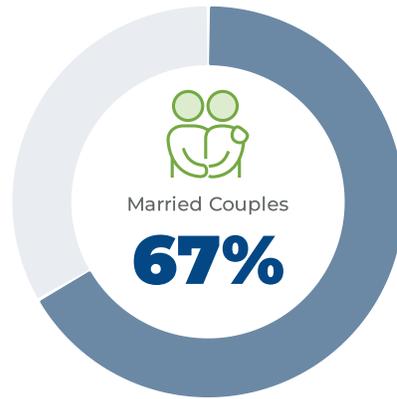
TOTAL HOUSEHOLDS

8,356

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



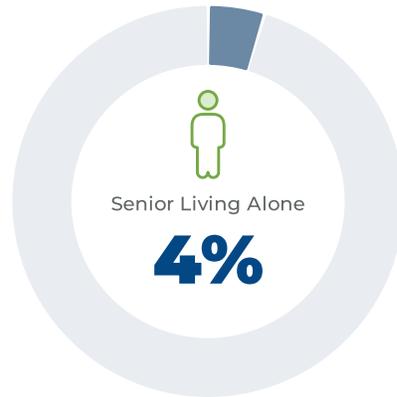
▲ 27%
higher than state average



▲ 41%
higher than state average



▼ 72%
lower than state average

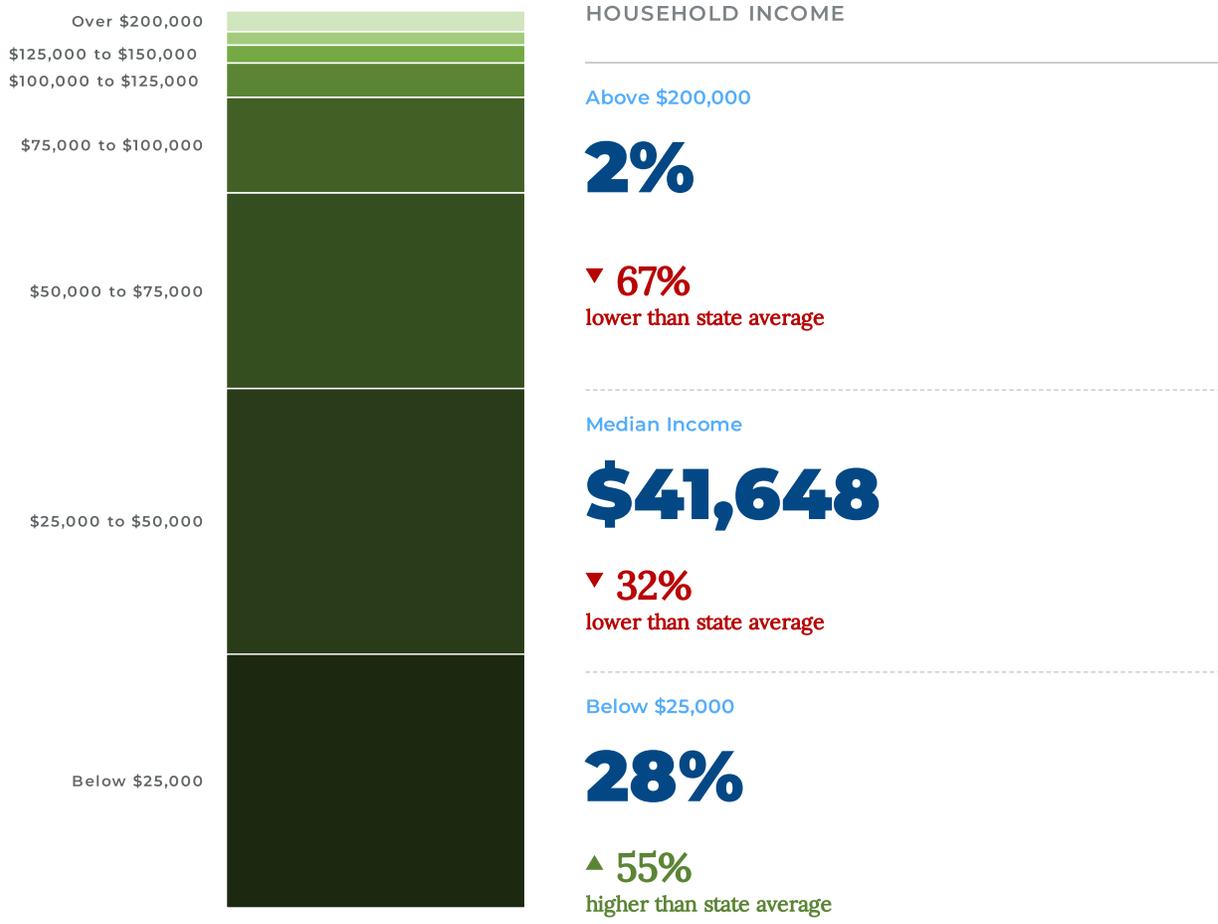


▼ 72%
lower than state average

* Data Source: American Community Survey 5-year estimates

Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



* Data Source: American Community Survey 5-year estimates

Housing Overview



2020 MEDIAN HOME VALUE

\$128,500



* Data Source: 2020 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

HOME OWNERS VS RENTERS

San Luis State Avg.



* Data Source: 2020 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

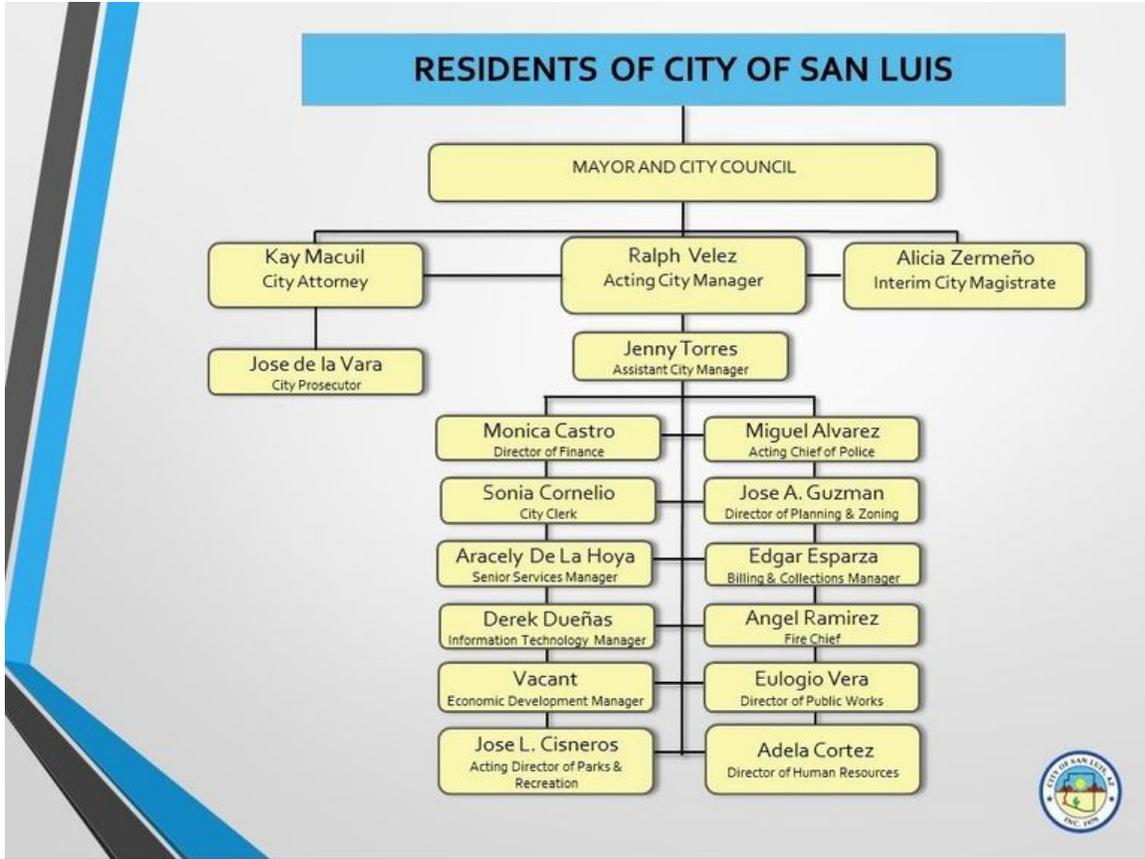
HOME VALUE DISTRIBUTION



* Data Source: 2020 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.



Organization Chart



Basis of Budgeting

The City prepares its budget annually according to generally accepted accounting principles (GAAP) and uses the modified accrual basis of accounting for both governmental and proprietary funds. Below are outlined the significant differences between the budget and the Annual Comprehensive Financial Report (ACFR).

- Depreciation expense is not budgeted but is an expense in the ACFR.
- Capital purchases of proprietary funds are budgeted as expenditures but presented as assets in the ACFR.
- Debt service payments of proprietary funds are budgeted as expenditures but reported as a reduction of long-term debt liability in the ACFR.
- Long-term debt proceeds are budgeted as revenue in the Other Financing Sources account.



Financial Guidelines

Budget Administration

The City must follow general budget legal requirements established by Arizona law and the City Charter when preparing the annual budget. Per the Arizona Revised Statute, the City of San Luis must adopt a balanced budget each fiscal year. The City balances current revenues against current expenditures. Both operational and capital efforts must be sustainable to ensure continuity of service to citizens, and under the Arizona Revised Statutes, the budget cannot be increased once the Council adopts the preliminary budget.

The City Council sets policy and adopts the annual budget at the fund level as a total amount of expenditures. Financial control is set by the City Council at the fund level, with budgetary control for operating performance administered at the Departmental level by the City Manager and the Director of Finance.

Statutory Limitations

The Arizona Constitution mandates an expenditure limitation on the amount the City can appropriate each fiscal year unless otherwise approved by the voters. Some specific items excluded from the expenditure limit are bond sales revenue, interest revenue, trust and agency accounts, and federal and state grants.

Budget adjustments

The Arizona Revised Statutes do not allow for increases in the budget once the Council adopts the preliminary budget. However, budget transfers between funds, departments, and line items are permitted as outlined below.

- Budget adjustments up to \$50,000 between departments, capital projects, personnel line items to non-personnel items within the same fund may be authorized with the approval of the City Manager and Director of Finance in consultation with department heads involved in the transfer.
- City Council must approve budget adjustments between funds and the use of funds in the contingency account.
- Budget adjustments over \$50,000 between departments, capital projects, contingency transactions, and personnel line items to non-personnel items required City Council approval.

- Budget transfers between personnel line items to non-personnel line items within a department up to \$50,000 may be authorized with the approval of both the City Manager and Director of Finance.
- Department directors may authorize transfers within non-personnel budget lines at the same fund and Department.
- Budget transfers for special revenue funds will be administered by the Finance Department and will not exceed the available revenues.
- Budget transfers are initiated internally by the Department, with final review and processing performed by the Finance Department.

Capital Projects

The City of San Luis reviews its Capital Improvement Plan annually to ensure it includes the necessary projects to maintain or improve the level of services in the City. The Capital Improvement Plan review has a five-year outlook.

The projects within the Capital Improvement plan must be accompanied by an estimate, location, and an identified funding source. It will also include a description of the project's benefits and confirmation that it can be operationally staffed and maintained within the budget resources. No capital project shall be funded unless operating impacts have been assessed and the necessary funds can be reasonably anticipated to be available when needed.

Procurement

The City of San Luis requires that all purchasing transactions comply with the City's Procurement Code. Additional financial controls are in place to mitigate risk and ensure contract compliance. Among these controls are the right to audit contracts' provisions, the right to require appropriate levels of insurance, and to request appropriate financial reports with the purchase request.

Revenues Projection and Use

The City reviews and adjusts revenues each year. Forecasting revenues involves combining a five-year analysis of past revenue history, a review of economic trends, and an analysis of information obtained from State agencies from which the City receives funds.

The policy of the City is to fund recurring revenues with ongoing expenditures. It is essential to ensure adequate funding to support continued operations.

One-time revenues should be used only for one-time expenditures. One-time revenues cannot be relied upon to fund new positions or fund the cost increase of operations. Examples of one-time revenues are sales of assets or positive fund balance carryover from prior years.

Appropriate uses for one-time revenues can be:

- Funding of capital expenditures that will reduce operating costs
- Information technology projects that will improve efficiency
- Special projects that will not incur ongoing operational expenses.
- Payment of early debt retirement.

Expenditure Projection and Use

State statute allows for encumbrances to be recognized for 60 days following the end of the prior fiscal year as uses of prior year appropriations. All annual appropriations lapse at year-end and are considered for inclusion in the subsequent year's budget on a case-by-case basis. Departments are directed to re-budget for all items expected to be delivered after June 30 to ensure that appropriations do not lapse.

Long-Range Planning

The City of San Luis needs to have the ability to anticipate future challenges in revenue and expense imbalances and identify the City's capacity to fund projected expenditures. To provide City officials with pertinent data to make decisions, the Finance Department should annually develop, in coordination with departments, five-year revenue and expenditure forecasts for the General Fund, Enterprise Funds, and Streets Funds. These forecasts will identify changes in revenue and expenditures due to projected new development in the City, economic and demographic trend information, legislative or program changes, and capital projects in the pipeline.

Operating Budget Preparation

Current operating costs must be less than or equal to current revenues.

All operating funds will be budgeted to retain sufficient fund balance for cash flow needs at the beginning of the following year.

The General fund may subsidize funds in the governmental funds to assure at least a zero fund balance.

Interfund Loans

The city of San Luis may loan resources from one fund to another, experiencing a temporary cash shortage. Interfund loans differ from a transfer of funds in that the amounts are provided with a requirement for repayment.

Debt Management

Long-term debt is not to be issued to finance current operations.

Fund Balance Reserves

Maintaining reserves is considered a prudent management practice. Adequate fund balances are kept to allow the City of San Luis to continue providing services to the community in case of unexpected emergencies or requirements, or economic downturns.

The City of San Luis shall establish and maintain a minimum unrestricted fund balance for the Governmental Funds and Proprietary Funds. This fund balance shall be adjusted for non-spendable funds to retain an adequate balance based on actual cash available. The City of San Luis shall retain a minimum of 4 months of operational expenditures.

Any use of the minimum unrestricted fund balance must include a repayment plan based on a multi-year financial projection that plans to restore the fund balance to the minimum adopted level within the three fiscal years following the fiscal year in which the event occurred. The general fund must maintain adequate reserves to ensure continuity of operations for the funds that are unable to meet the minimum level of reserves.

Cost Allocation

The City hired an external consultant firm to prepare a cost allocation plan (CAP) for the City. The primary objective of the CAP is to allocate costs from departments that provide services internally to operating departments that conduct the day to day operations necessary to serve the community. To ensure central service department costs are allocated to the operating departments, the City's cost structure was analyzed to determine which type of costs are allowable versus unallowable in accordance with generally accepted accounting principles (GAAP) . The City also utilizes the cost allocation plan to calculate an indirect cost rate that is allowable in accordance with OMB A-87. The City will annually update the indirect cost rate based on actual expenditures, as required by OMB A-87. The cost allocation plan was implemented in FY 2021.

Budget Process

The budget and financial plan for the City of San Luis is the policy document that reflects the goals and objectives of the City Council. The Council determines the priorities for the year, and staff develops a budget that best incorporates Council priorities and fits within the resources available.

The City Manager is responsible for implementing these policies and priorities, utilizing the allocation of available financial resources.

The annual review process provides the City with an opportunity to evaluate the services provided to the community's citizens. Programs are identified and evaluated, and the scope of service to be provided is defined. The staffing level needed to provide the service level deemed appropriate by the Council is then determined. Additionally, funding requirements and the level of effort to be provided are established.

Issues presented during the review and approval period include discussion topics about the Council retreats. Several work sessions took place in March and April to allow City staff to present major discussion points to the Council and the public. The goal is for the Council to make policy decisions and direct staff to budget priorities. This provides adequate time for the Council to gather input on major budget issues before preparing the budget. The Council reviews and discusses all personnel recommendations, operational expense recommendations, and the capital improvement plan. The Council arrives at a consensus for all decisions needed. The study sessions allow City management, departments, and the public to offer information and recommendations to the City Council.

The proposed budget is presented to the Council for tentative adoption before July. One public hearing is held on the content of the budget. Final adoption will occur before the end of the fiscal year. State law requires the operating budget to be all-inclusive. Therefore, the budget includes provisions for contingent revenues and expenditures that cannot be accurately determined when the budget is adopted (e.g., grants). The Resolution adopting the annual budget requires Council authorization for any expenditure on contingencies and the transfer of budget authority between funds.

The Arizona Constitution mandates an expenditure limitation on the amount the City can appropriate each fiscal year. Budget authority can be transferred between line items within a section. At year-end, division budgets are reviewed, and budget authority is transferred from contingencies by resolution as necessary. The Council can also amend total appropriations for a fund during the year by resolution if there is a corresponding increase/decrease in another fund so that the total appropriation is not exceeded.

Budget Timeline



BUDGET OVERVIEW



Strategic Plan

VISION

San Luis is a welcoming binational city that is built on agriculture, distinct history, and collaboration. We pride ourselves on having quality neighborhoods, significant cultural resources, and outstanding schools while offering an innovative and forward-thinking community to live, work, and play, which will develop in a manner that ensures that new growth improves our community and retains our shared values.

MISSION STATEMENT

To enhance the quality of life for the residents and businesses of San Luis by delivering services effectively and efficiently, providing a safe and healthy environment, and developing economic opportunities.

As San Luis continues to grow, the City is faced with new opportunities and challenges, creating a need for a shared vision for the future. By 2040, the population of San Luis is projected to be 72,566, which is more than double its current population. Although population growth may vary from these projections due to various factors, the City relies on these projections to plan for future needs.

We rely on the City's General Plan adopted in November 2020 to set the goals and priorities that will allow us to become the City we need to be in the future. There are four themes that are the focus of the plan (Growth, Economy, Environment, and Public Services).

The FY 2023 budget was developed with the Council organization focusing on the four themes as a key factor in the decision-making process. The goals and objectives included in the department information tie directly to the organization's focus areas, and represent intermediate steps to achieving those Council-identified priorities. The Council reviews and updates the organization's focus areas during their annual retreat. Management staff and departmental personnel utilize the focus areas to guide daily operations.



Economy



Public Services

A strong and healthy economy is the backbone for vibrant, thriving communities, and the driving force for improved quality of life. Employing a proactive approach to economic development fosters long-term prosperity in a continually changing regional and global economy. The Economy Theme covers three elements that provide a foundation for growing and sustaining a strong economy in San Luis: Economic Development, Community Revitalization, and Arts and Culture.

Well-planned, quality municipal services have a direct correlation with the enhancement of the quality of life of residents and businesses. Clean and maintained streets provide for safe and efficient travel. Dedicated and responsive law enforcement, fire, and emergency medical services provide for the public safety of the community. Quality parks provide for passive and active recreational activities and support healthy and active lifestyles. Modern water and wastewater infrastructure and services support the orderly and planned growth and development of the community.



Environment



Growth

The natural environment is a valuable, yet often sensitive resource that shapes a community's character. Careful planning is necessary to provide a balance between the built and natural environments and to protect the natural resources that contribute to the quality of life in San Luis. The Environment Theme covers four elements that integrate environmental protection with community growth: Environmental Planning, Conservation, Open Space, and Energy.

Growth and development of the community is influenced by many separate, yet interrelated elements. The Growth Theme explores community topics related to future growth and development of San Luis with high quality and safe neighborhoods, vibrant shopping areas, and supporting employment uses. These topics contribute to the sense of place and the vision of how San Luis will look, feel, and function as it grows and develops into the future.

Principles of Sound Financial Management – Infrastructure and Public Services

The goal of financial sustainable infrastructure planning is ingrained within the Growth Theme. This section summarizes broad best practice fiscal principles relative to the planning and management of public funds for the expansion of infrastructure and public services to serve future growth. It is intended that the below Principles of Sound Financial Management will provide broad guidance to decision making in the City's Capital Improvement Plan (CIP) and Annual Operating Budget processes.

- Expand municipal infrastructure in a manner that is efficient, cost-effective, and affordable for current and future residents of the city.
- Obtain full value for every dollar of public funds to deliver high quality infrastructure and public services to the community.
- Maintain an adequate financial base to support appropriate public service levels and maintain quality of life in San Luis.
- Develop and maintain the ability to respond efficiently and effectively to changes in the local, regional and international economic climate, including changes in federal and state priorities and funding.

Personnel Changes

Department	2020-202	2021-2022	2022-2023	2023-2024	2023-2024
City Administration	6	6	6	6	0
City Clerk	3	3	3	4	1
City Attorney	2	2	2	3	1
City Prosecutor	2	3	3	3	0
Finance	9.5	10	10.5	10.5	0
Human Resources	5	6	7	8	1
Development Services	5.1	5.5	5.5	5.5	0
Building Safety	5.1	7.5	6.5	6.5	0
Economic Development	4	3.4	4.8	4	-0.8
Cultural Center	2.6	1.8	2.3	3	0
Parks	13.6	16	17	18	1
Recreation	2.7	1.8	2.3	3	0
Youth Center	2.6	1.8	2.3	3	0
Municipal Pool	2.5	1.8	2.3	3	0
Parks & Rec. Administration	0	4	4	4	0
Senior Services	3	4	5	5	0
Municipal Court	10	11	11	12	1
Police Department	63	67.4	70.4	79	8.6
Fire Department	30.5	30.7	34.7	31	-3.7
Fire Department East	0	0	0	7	7
Information Technology	6.3	7.2	7.2	9	2
Facilities	9.2	10	11	12	1
Fleet Services	5.6	6.6	7	9	2
Risk & Property Management	1	1	1	2	1
Billings & Collections	10	10	10	11	1
Public Works Administration	0	0	7	8	1
Highway User	20.7	21.0	22.8	23	0
Senior Services Special Revenue Fund	1	1	2	2	0
Water	12.9	13.0	11.8	12	0.5
Wastewater	17.9	20.0	19.8	20	0.5
Solidwaste	5.4	5.4	6.5	7	0
Business Incubator	1	0.6	0.2	1	0.8
Ambulance Services	18	18.7	24.2	20.5	-3.7
Total City Wide	281	301	330	353	23

New Positions Request

DEPARTMENT	JOB POSITION	HOURLY RATE	Class	Department Request Budget	NWS Entered Budget Amounts	Proposed Continuation Budget City Admin
City Administration	Graphics & Media Specialist PT	21.34	200	24,078	24,078	24,078
Human Resources	Human Resources Manager	28.40	203	79,820	79,820	79,820
Youth Center	Recreation Intern PT	13.85	102	15,627	15,627	15,627
Parks Ground	Maintenance Tech	14.13	104	44,546	44,546	44,546
Municipal Pool	Recreation Specialist	18.13	108	54,255	54,255	-
Recreation	Recreation Intern PT	13.85	102	15,627	15,627	15,627
Recreation	Recreation Intern PT	13.85	102	15,627	15,627	15,627
Recreation	Recreation Specialist	18.13	108	54,255	54,255	-
	Total Parks & Recreation			199,936	199,937	91,427
City Attorney	Assistant City Attorney	45.74	208	123,704	123,704	123,704
Court	Chief Court Clerk	19.40	109	57,043	57,043	57,043
Police	Police Commander	41.59	207	117,985	117,985	-
	Police Sergeant	31.24	204	90,601	90,601	90,601
	Police Sergeant	31.24	204	90,601	90,601	90,601
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Officer	23.47	201	70,043	70,043	70,043
	Police Administrator	31.24	204	87,748	87,748	-
	Police Records Clerk	16.94	107	50,817	45,401	50,817
	Police Records Clerk	16.94	107	50,817	45,401	50,817
	Police Records Clerk	16.94	107	50,817	45,401	50,817
	Police Records Clerk	16.94	107	50,817	45,401	50,817
	Total Police Department			1,290,629	778,666	594,597
IT	Business Application Specialist	25.82	202	75,106	75,106	75,106
	Total IT Department			75,106	75,106	75,106
Fleet	Administrative Assistant	16.94	107	50,817	50,817	25,410
	Lead Mechanic	21.34	200	63,084	63,084	-
	Mechanic Assistant	14.80	105	46,186	46,186	46,186
	Total Fleet Department			160,087	160,087	71,596
Risk	Safety Officer	28.85	202	80,959	80,959	80,959
PW Administration	Administrative Assistant	16.94	107	50,817	50,817	50,817
Billing & Collections	Meter Reader Technician	14.80	103	46,395	46,395	46,395
	TOTAL GENERAL FUND			2,188,574	1,676,612	1,295,541
Business Incubator	Office Assistant	13.85	102	42,911	42,911	42,911
PW/Water	Heavy Equipment Operator	18.13	108	28,534	28,534	28,534
	Total Water			28,534	28,534	28,534
PW/WW	Heavy Equipment Operator	18.13	108	28,534	28,534	28,534
	Total WW			28,534	28,534	28,534
	TOTAL ENTERPRISE			99,979	99,979	99,979
	GRAND TOTAL			2,288,553	1,776,591	1,395,520



Salary Adjustments / Reclassifications

DEPARTMENT	Employee	Hourly Rate	Class	Department Request Budget	NWS Entered Budget Amounts	Proposed Continuation Budget City Admin
Finance	Promote Accounting Specialist to Ambulance Coordinator 50% Finance & 50% Ambulance	18.13 - 19.40	109	6,387	-	6,387
City Prosecutor	Paralegal	22.19 - 23.30	200	2,839	2,839	2,839
IT	Promote Administrative Assistant PT to FT	16.94	107	29,539	29,539	29,539
Facilities	Promote Office Assistant to Administrative Assistant	13.85 - 16.94	107	33,420	15,808	33,420
Cultural Center	Promote Office Assistant to Recreation Specialist	13.85 - 16.94	107	18,898	18,898	18,898
Police	4 Additional Stipend for Detectives	1.00		10,583	10,538	10,583
	4 Additional Stipend for Field Training Officers	1.00		10,583	10,538	10,583
	Promote Admin Coordinator to Police Administrator	20.77 - 31.24	204	-		26,313
	Incentive Program Education			24,805		24,805
	Incentive Program Stand-By			71,437	26,687	71,437
	Incentive Program Shift Differential			15,264		15,264
	Incentive Program Critical Skills			22,133		22,133
	Incentive Program Special Assignment			58,207		58,207
Fire	Paramedic Stipend Increase	0.85		72,053	72,053	72,053
Fleet	Promote Mechanic to Lead Mechanic	18.13 - 21.34	200	-		8,244
	Total General Fund			376,148	186,900	410,705
Ambulance Fund	Paramedic Stipend Increase	0.85		49,127	49,127	49,127
	Promote Accounting Specialist to Ambulance Coordinator 50% Finance & 50% Ambulance	18.13 - 19.40	109	6,387		6,387
	Promote Accounting Specialist to Ambulance Coordinator 100% Ambulance	18.45 - 19.40	109	4,779		4,779
	Total Enterprise			60,293	49,127	60,293
GRAND TOTAL	CITY WIDE			436,441	236,027	470,998



DEPARTMENTS



City Council

The City Council serves as a legislative and policy-making body of the municipal government and has responsibility for enacting City ordinances, appropriating funds to conduct City business, and providing policy direction to the City Manager responsible for carrying out established policies and administering operations.



The San Luis City Council comprises one (1) Mayor and six (6) Council members elected by residents in a nonpartisan election. Each member serves for a term of four years.

Accomplishments FY 2023

- Continued to support long-term financial stability of the city.
- Increased the city's social media outlets for better marketing and promotional purposes.
- Continued assessing the wage and salary compensation plan by providing short-term adjustments to all employees.
- Secured State of Arizona (legislative bill) funding for the widening and improvements of Cesar Chavez Blvd.
- Secured funding for the construction of County 24th from 10th Avenue to Avenue F ½.
- Supported staff recommended expansion of retail trade in San Luis with AEA Credit Union, CHASE Bank ATM Drive thru, Clean Freak Car Wash, Colibri Mini-Mart, Gas Station and Retail Commercial Center, Star Bucks and Subway Main Street Store developments.
- Continue supporting efforts by all POE 1 stakeholders – GSA, ADOT, CBP, Cocopah Nation and all state, regional and local governments – in the development, design, groundbreaking, and construction of SL POE 1 during fiscal year 2023.

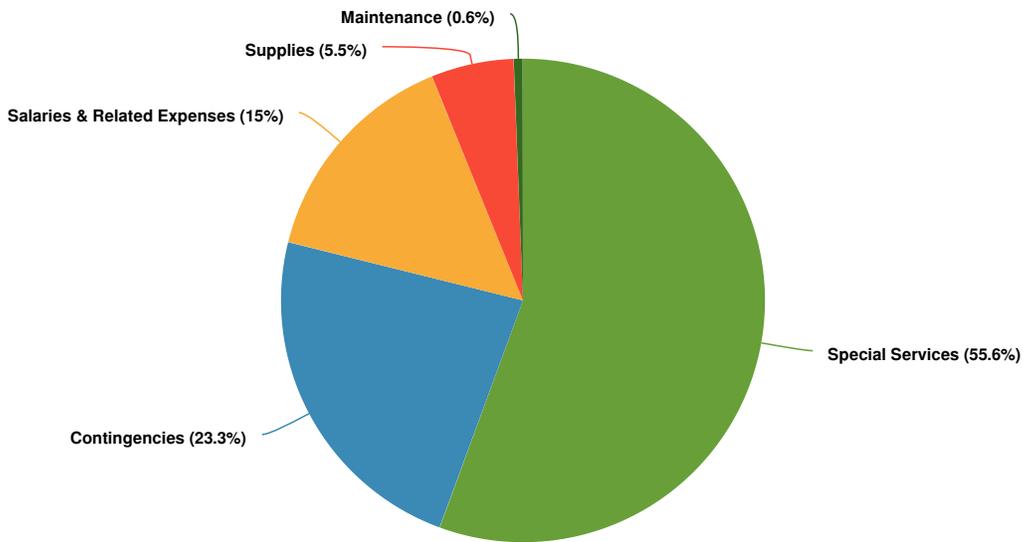
- Secured Congressional Direct Spending Funds for the design of the Cesar Chavez Blvd. Multi Modal improvements project in the amount of \$ 1.2 million.
- Provide staff support to Mayor and Council for the justification and promotion of the proposed Utility Rate increase.

Objectives FY 2024

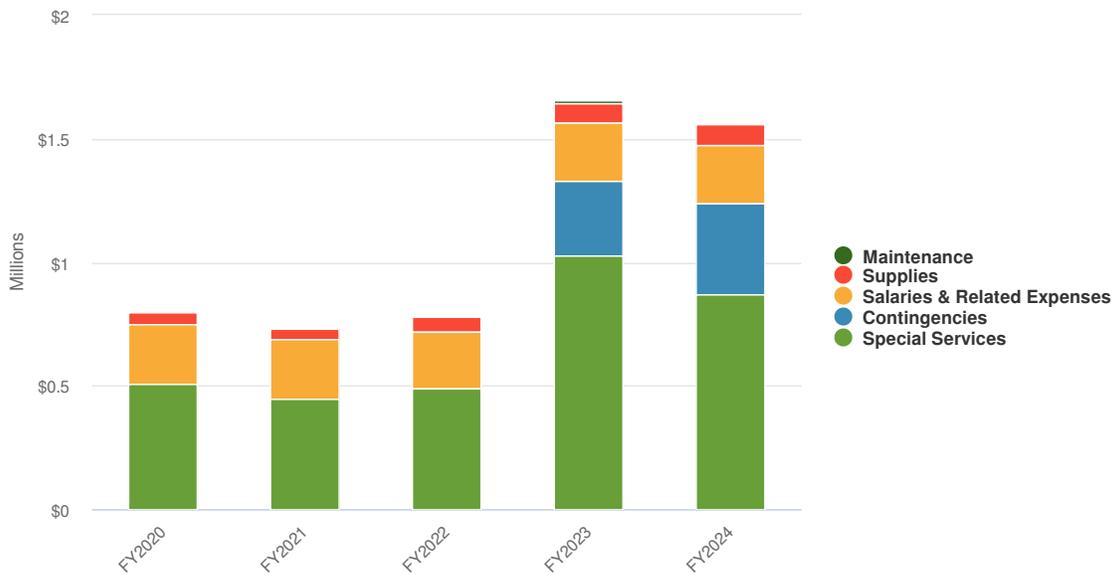
- Strive to provide market trend comparable salaries and medical care benefits to all city employees.
- Continue to support staff recommended minor and major General Plan amendments for smart growth development.
- Continue to support efforts by all POE 1 stakeholders – GSA, ADOT, CBP, Cocopah Nation and all state, regional and local governments – in the development, design, groundbreaking, and construction of SL POE 1 during calendar year 2023.
- Review and consider approval of staff recommended City of San Luis financial investment policy.
- Support staff in the securement of funds for the widening and improvements (to include traffic signalization) of 10th Avenue from County 22nd to Cesar Chavez Blvd.
- Participate and support staff with the coordination and collaboration of the City of San Luis Strategic Plan for Fiscal Years 2024-2027.
- Assist with the Implementation of the city’s 5-year Capital Projects Improvement Plan (CIP).
- Continue supporting Mayor, Council Members, and staff in the search for and securement of additional funding for the Cesar Chavez design and widening project.
- Collaborate with staff in the recruitment of City Manager.
- Assist staff in the securement and approval of City of San Luis US Postal Service cluster mailbox service and delivery.
- Collaborate with staff in the design and implementation of a city-owned food bank.
- Advocate for the creation of a city Primary Tax levy for all properties within the city limits.

The pie chart below presents the allocation per expense category for the City Council. Special services represent the most significant expense type; they comprise 55.6% of the total budgeted amount. The next major expenditure type is contingencies with an 23.3% allocation, followed by salaries and employee-related expenses with 15%, supplies with 5.5%, and maintenance with 0.6%.

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$239,579	\$230,456	\$236,630	\$234,700	-0.8%	-\$1,930
Supplies	\$42,519	\$58,948	\$78,210	\$86,760	10.9%	\$8,550
Maintenance	\$3,889	\$6,606	\$9,870	\$9,500	-3.7%	-\$370
Special Services	\$446,737	\$488,198	\$898,930	\$871,970	-3%	-\$26,960
Contingencies	\$0	\$0	\$258,137	\$365,000	41.4%	\$106,863
Total Expense Objects:	\$732,724	\$784,208	\$1,481,777	\$1,567,930	5.8%	\$86,153



City Administration

The City Administration Department implements the policies, priorities, goals and visions developed by the City Council and provides direction and leadership to the City of San Luis departments. Along with department heads and staff, the City Administration Department is committed to advocating for a responsible and transparent city government, citizen engagement, and working in ensuring that the City of San Luis remains a community in which residents take great pride in.



The City Manager oversees various departments within the organization to ensure that the City is a safe, prosperous, beautiful and culturally enriched community; maintains intergovernmental relationships as well as continues to build and maintain a professional relationship with external partners and businesses to ensure that our City continues to grow and evolve; manages day to day operations and activities while adhering to the highest standards of conduct to inspire public confidence and trust in the City of San Luis.

Accomplishments FY 2023

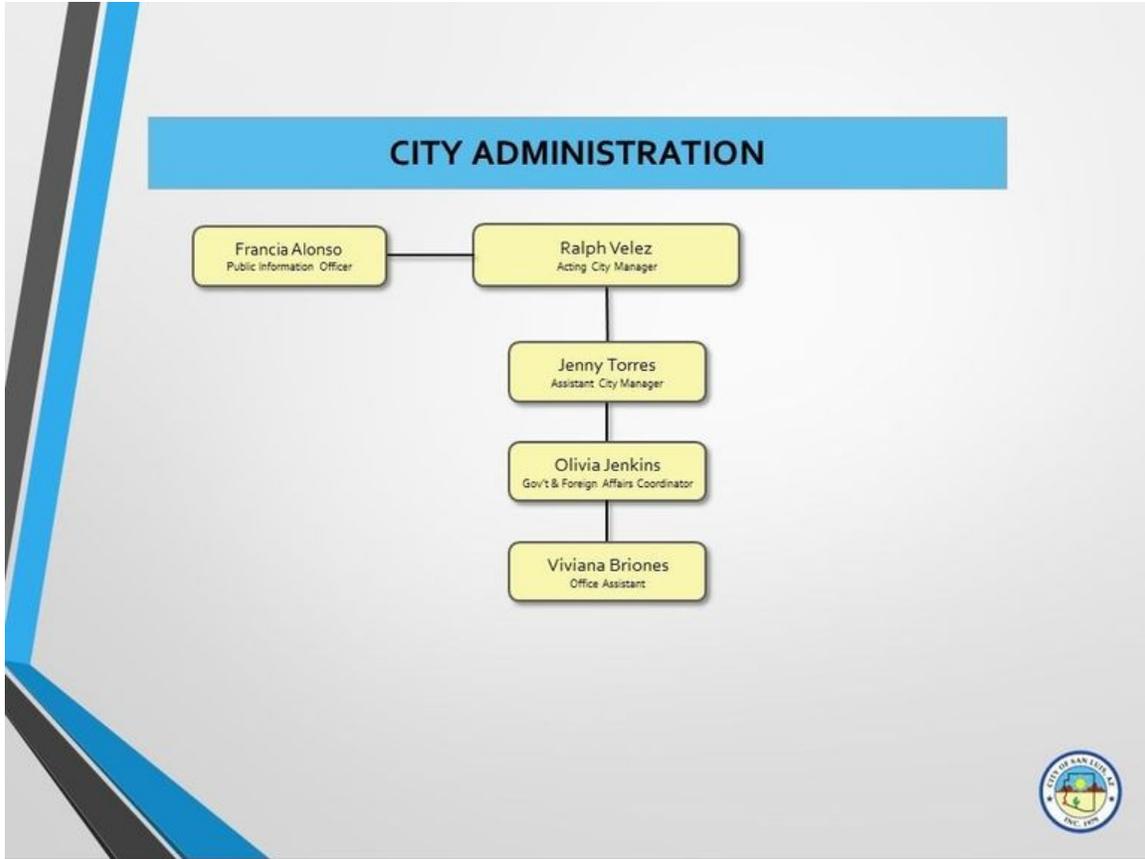
- Continued to provide excellent medical care benefits.
- Increased the city's social media outlets for better marketing and promotional purposes.
- Continued to improve government transparency to increase public trust and confidence in the community.
- Managed and directed the City of San Luis organization during the reorganization of newly elected Mayor and Council Members; Interim City Manager; and Interim Chief of Police.
- Continued to work with the Human Resources Department in the recruitment of the city's City Manager.
- With efforts and assistance from various departments, maintained a high level of financial solvency and sustainability
- Continued supporting Mayor, Council Members, and staff in the search of and securement of additional funding for the expansion of POE 1.

- Secured partial funding (\$34.2) for the design and widening of Cesar Chavez Blvd.
- Supported staff recommended minor and major General Plan amendments for smart growth developments.

Objectives FY 2024

- Review and, where appropriate, reorganize city's organizational structure to provide a more efficient and cost-effective operation and to enhance the quality of customer service to all stake holders – residents, commercial owners and developers.
- Continue to support minor and major General Plan amendments for smart growth development.
- Continue to support efforts by all POE 1 stakeholders – GSA, ADOT, CBP, Cocopah Nation and all state, regional and local governments – in the development, design, groundbreaking, and construction of SL POE 1 during calendar year 2023.
- Create a Communications division within the Administration Department for city-wide social media promotions.
- Structure a financial funding strategy policy plan for all major infrastructure improvements.
- Strive to provide market trend comparable salaries and medical care benefits to all city employees.
- Assist with the coordination and collaboration of the City of San Luis Strategic Plan for Fiscal Years 2024-2027.
- Assist with the Implementation of the city's 5-year Capital Projects
- Improvement Plan (CIP).
- Provide staff support to Mayor and Council for the justification and promotion of the proposed Utility Rate increase.
- Continue supporting Mayor, Council Members, and staff in the search for and securement of additional funding for the Cesar Chavez design and widening project
- Continued supporting Mayor, Council Members, and staff in the search of and securement of additional funding for the expansion of POE 1.
- Secured partial funding (\$34.2) for the design and widening of Cesar Chavez Blvd.
- Supported staff recommended minor and major General Plan amendments for smart growth developments.

Organizational Chart



Staff Summary Schedule

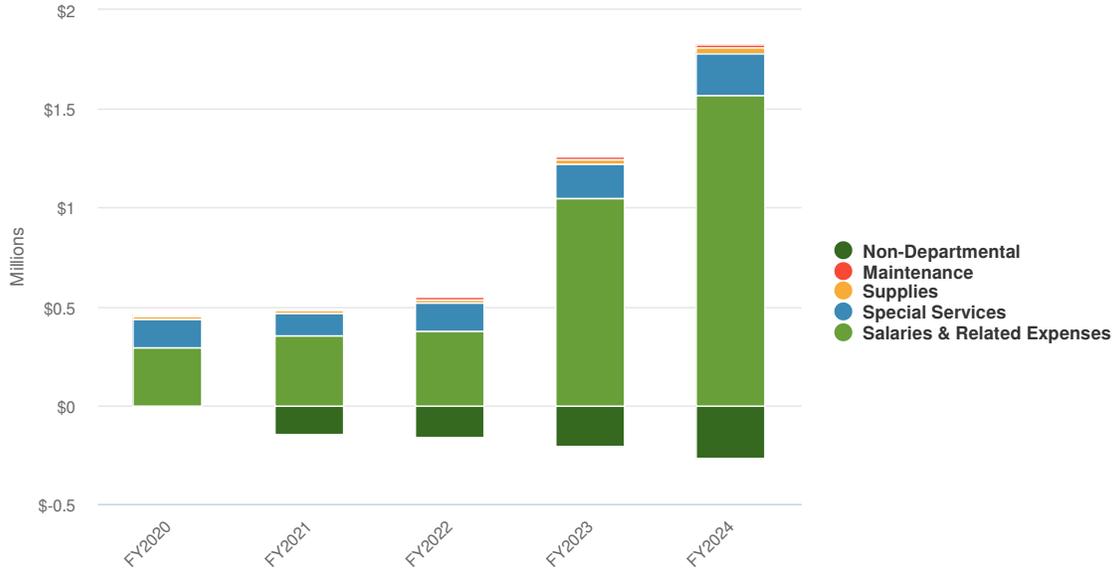
Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	6	6	6	6	0
% of city's FTEs				1.70%	

Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Acting Assistant to Council/PIO	1	1	0	0	0
Public Information Officer	0	0	1	1	0
Public & Foreign Affairs	1	1	1	1	0
Assistant to the City Manager	1	1	1	1	0
City Manager	1	1	1	1	0
Executive Assistant	1	1	1	0	-1
Graphic and Media Specialist	0	0	0	1	1
Video Production and Operation Specialist	0	0	0	1	1
Office Assistant	1	1	1	0	-1
Total	6	6	6	6	0

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents City Administration expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$354,572	\$375,607	\$524,040	\$1,571,500	199.9%	\$1,047,460
Supplies	\$10,354	\$14,419	\$20,500	\$35,717	74.2%	\$15,217
Maintenance	\$7,769	\$11,395	\$15,100	\$16,800	11.3%	\$1,700
Special Services	\$115,096	\$145,969	\$171,800	\$205,855	19.8%	\$34,055
Non-Departmental	-\$144,971	-\$160,889	-\$205,880	-\$268,030	30.2%	-\$62,150
Total Expense Objects:	\$342,821	\$386,501	\$525,560	\$1,561,842	197.2%	\$1,036,282

City Clerk

The City Clerk's Office is the primary link between Council, City staff and the public, where the City Clerk serves as the Chief Elections Official and Records Manager. The City Clerk's Office upholds public trust and protects local democracy by providing access to services and information on matters of public interest to all customers including residents, elected officials and City departments.



CITY COUNCIL MEETINGS

The City Clerk's Office is responsible for preparing notices, agendas and minutes for regular, special and work session meetings. In 2021 the City Council held 21 regular Council meetings (48%); 9 special Council meetings (20%), 13 work session meetings (30%) and one budget retreat meeting (2%). The majority of these meetings were held remotely due to the COVID-19 pandemic.

LEGISLATION AND POLICY/PROCEDURE UPDATES

- **City Code** - The City Clerk is responsible for updating the City of San Luis, Arizona Code of Ordinances. The City Clerk is continuously working with Code Publishing to codify the City Code, which contains ordinances through Ordinance No. 419 passed on July 28, 2021.
- **Records Management & Retention Policy** - The City Clerk's Office remains in contract with Iron Mountain Incorporated to store offsite long-term and permanent records. This allows the city to cost-effectively manage, safeguard and retrieve vital records and documents on time. In 2021, 25 boxes were sent to Iron Mountain from the department of Economic Development, Human Resources and Public Works.
- **Public Records Requests** - The City Clerk's Office is the information hub for the City as the custodian of City records and responds promptly to requests for records from the public. In 2021, 116 public records requests were received, a 76% increase from the 66 public records requests that were received in 2020.

ELECTIONS

The City Clerk regularly conducts fall-scheduled City of San Luis Mayor and Council elections every even-numbered year and conducts all special City elections as required. The City did not conduct an election during 2021. However, a Primary Election is scheduled for August 2, 2022 and a General Election for November 8, 2022, for one (1) mayor and three (3) council member seats.

The City of San Luis will continue to have two (2) voting centers, one located at the Cesar Chavez Cultural Center and the second located in the Yuma County Library – San Luis Branch. Candidate packets will be available for those wishing to run for office beginning on January 3, 2022.

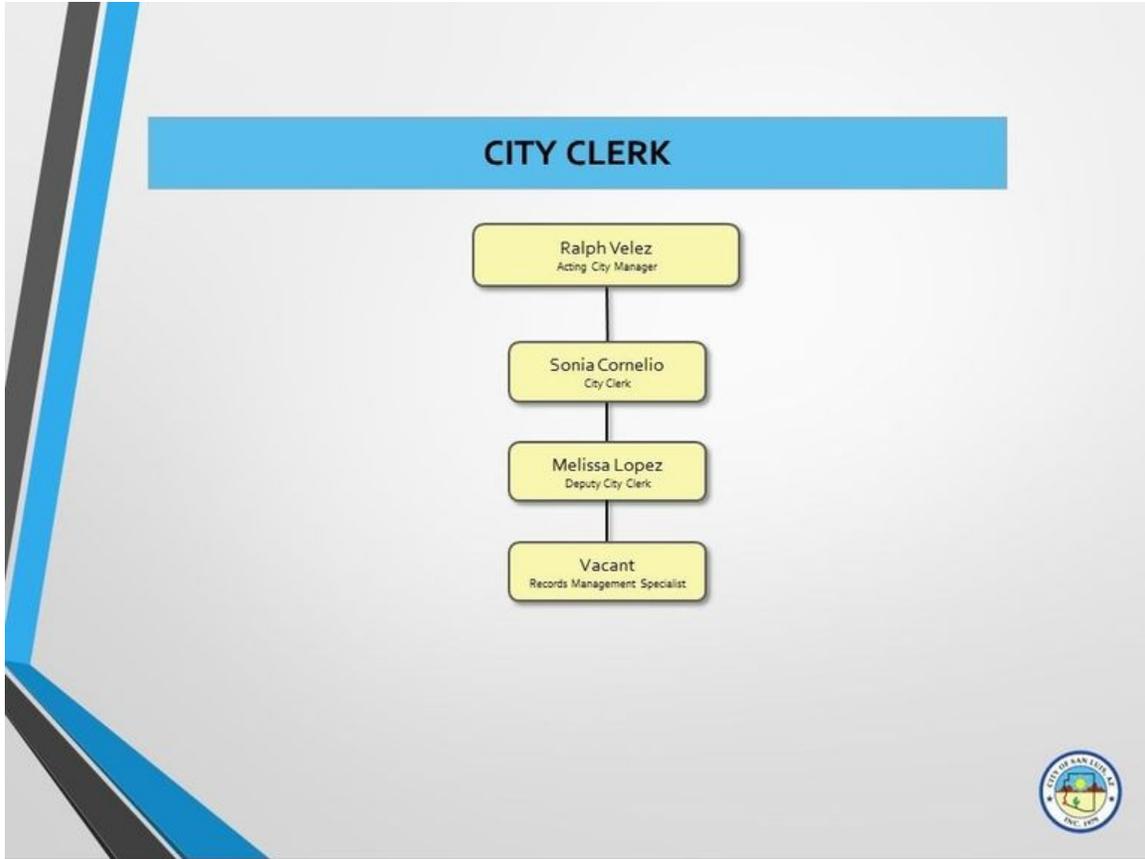
Accomplishments FY 2023

- Awareness and Enforcement of Records Management
 - 87 boxes of records sent to Iron Mountain (various departments)
 - 226 boxes of records properly destroyed (various departments)
- Received and processed 147 Public Record Requests
- Prepared Notices, Agenda and Minutes for:
 - 19 Regular Council Meetings
 - 9 Special Council Meetings
 - 11 Work Sessions
 - 1 Budget Retreat
- Conducted the city's Primary Election on August 2, 2022 as well as the General Election on November 8, 2022
- Launched the Public Record Request Portal on the city's website
- Held the semi-annual purge Fridays on March 25, 2022 and September 30, 2022

Objectives FY 2024

- Ensure that all members (City Clerk, Deputy City Clerk and Records Management Specialist) of the department perform ethical and honest work as we are a discreet and headstrong office known for its impartiality and integrity; and
- Deliver consistent, excellent customer service as this requires continuous improvement based on regular feedback and active benchmarking and
- Ensure compliance with legal mandates through resource management and transparency; and
- Promote positive employee morale through a spirit of teamwork and cooperation; and
- Provide municipal employees and the public with accurate and timely information; and
- Continue professional education by attending the Arizona Municipal Clerks Association conferences and the League of Arizona Cities and Towns Elections training; and
- Be able to efficiently process, maintain and index minutes, ordinances, resolutions, city code and contracts/agreements through Laserfiche; and
- Succession Planning - the City Clerk, Deputy City Clerk and Records Management Specialist continue to work together and cross-train all City Clerk's Office phases; and
- Utilize technology and the best business practices effectively as it provides the vehicle for enhanced access to information.

Organizational Chart

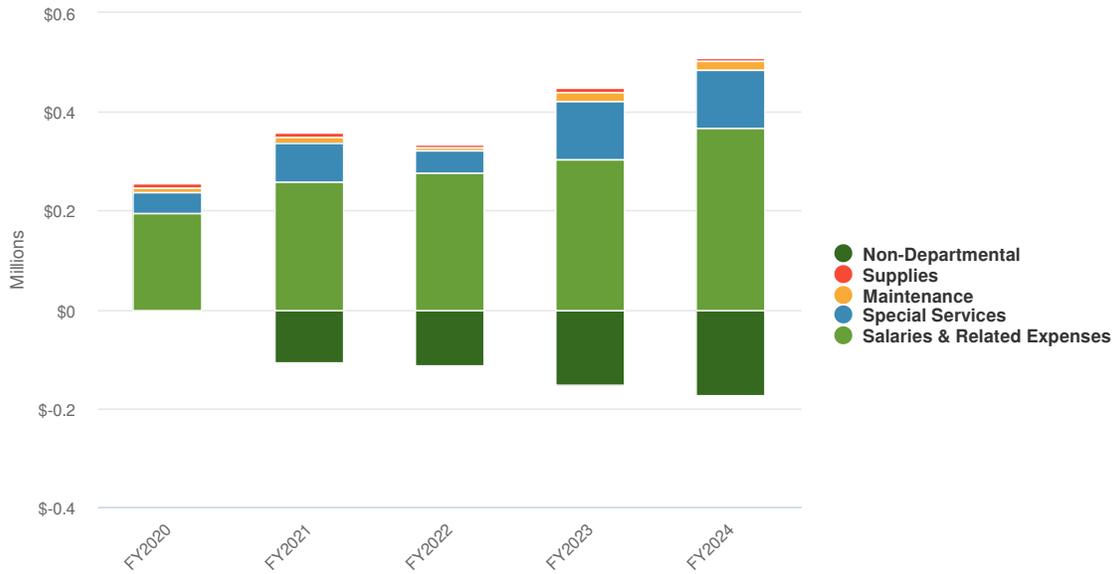


Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	3	3	3	4	1
% of city's FTEs				1.13%	
Authorized Personnel/Positions:					
Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
City Clerk	1	1	1	1	0
Deputy City Clerk	1	1	1	1	0
Administrative Assistant	0	0	0	1	1
Records Management Specialist	1	1	1	1	0
Total	3	3	3	4	1

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



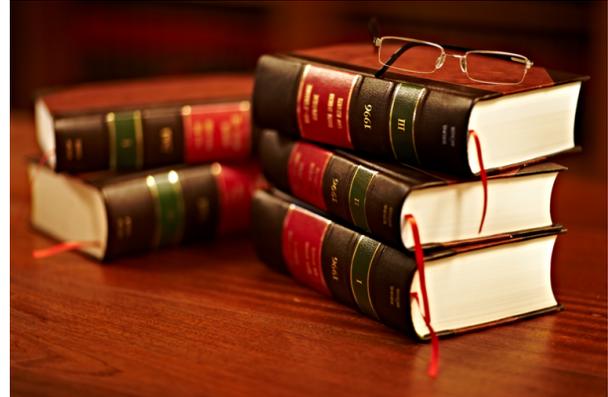
The following table presents the City Clerk's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$257,284	\$277,364	\$322,170	\$366,050	13.6%	\$43,880
Supplies	\$8,518	\$6,793	\$9,260	\$8,160	-11.9%	-\$1,100
Maintenance	\$10,124	\$5,909	\$16,400	\$17,250	5.2%	\$850
Special Services	\$81,365	\$43,523	\$119,650	\$119,290	-0.3%	-\$360
Non-Departmental	-\$106,579	-\$111,589	-\$151,150	-\$172,410	14.1%	-\$21,260
Total Expense Objects:	\$250,712	\$222,000	\$316,330	\$338,340	7%	\$22,010

City Attorney

The City Attorney's Office provides key quality legal services to City Council, Staff, Commissions, and Boards, with the goal of good governance to enhance the well-being, safety, and economic opportunity of San Luis residents and businesses.

It also oversees the City Prosecutor's Office, which promotes the fair administration of justice to provide a safe and secure environment in San Luis.



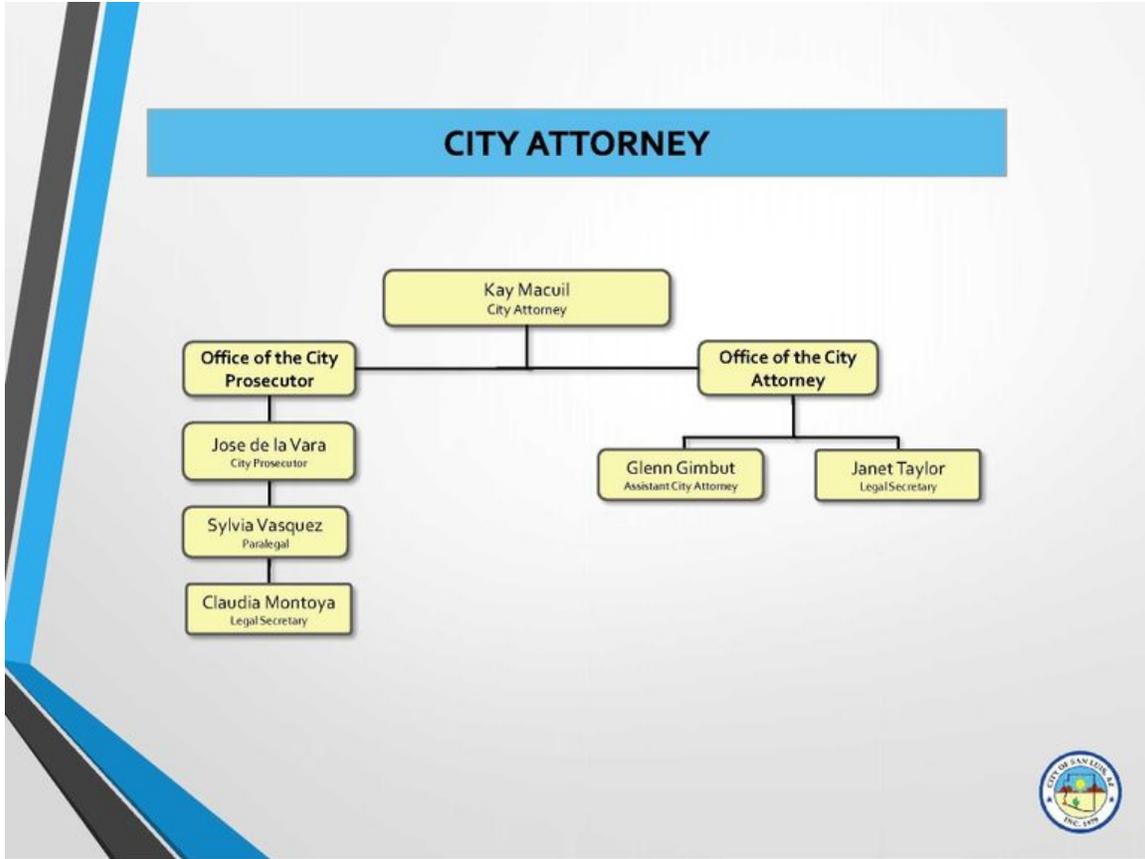
Accomplishments FY 2023

- The City Attorney's Office is proud to have steered the City clear of liabilities and litigation for yet another year.
- The Arizona Municipal Risk Retention Pool processed all claims.
- The City Attorney and the Legal Secretary completed the Microsoft Word advanced training requested in last year's budget. The City Attorney completed productivity-boosting methods requested in last year's budget. Both professional development courses have enhanced efficiencies in the office.

Objectives FY 2024

- Expand the City Attorney's Office's capacity to deliver legal services efficiently by:
 1. Hiring a full-time, experienced transactional paralegal mid-range \$55,473.60
 2. Training to obtain certification in Legal Technology Core Competencies \$3,000.00

Organizational Chart

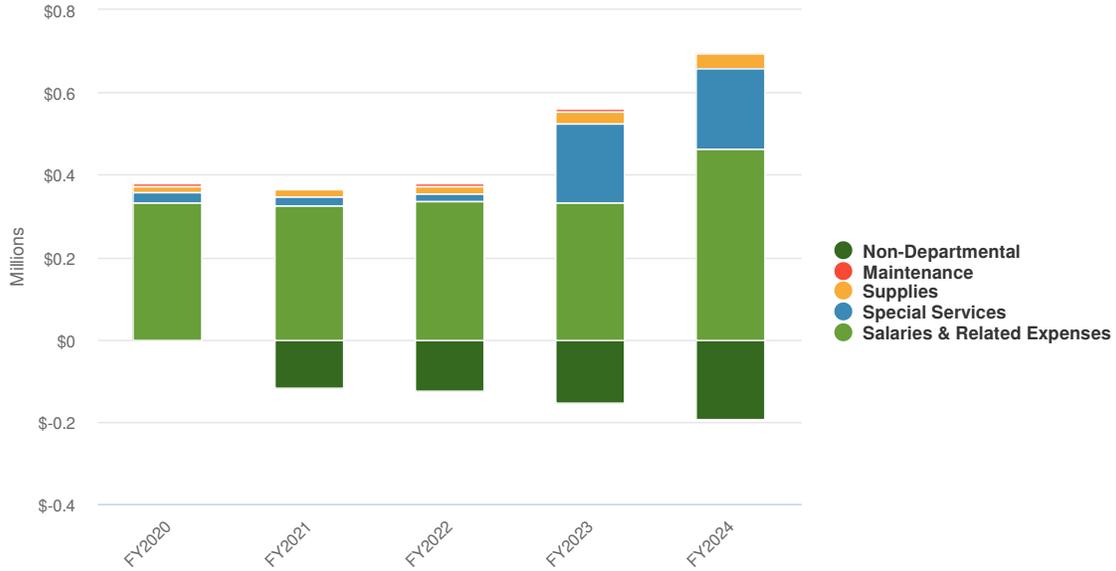


Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	2	2	2	3	1
% of city's FTEs				0.85%	
Authorized Personnel/Positions:					
Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
City Attorney	1	1	1	1	0
Assistant City Attorney	0	0	0	1	1
Legal Secretary	1	1	1	1	0
Total	2	2	2	3	1

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the City Attorney's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$326,445	\$334,597	\$335,210	\$464,510	38.6%	\$129,300
Supplies	\$19,266	\$19,771	\$30,155	\$37,085	23%	\$6,930
Maintenance	\$3,695	\$4,872	\$5,290	\$5,490	3.8%	\$200
Special Services	\$20,794	\$19,059	\$191,950	\$192,690	0.4%	\$740
Non-Departmental	-\$118,055	-\$124,543	-\$152,890	-\$192,320	25.8%	-\$39,430
Total Expense Objects:	\$252,144	\$253,756	\$409,715	\$507,455	23.9%	\$97,740

City Prosecutor

The City Prosecutor's Office is responsible for prosecuting misdemeanor crimes committed in the City of San Luis in violation of the Arizona Revised Statutes as well as violations of the San Luis City Code; aggressively pursues accountability for criminal behavior while treating defendants justly and with dignity; zealously protects victims' rights and acts in the best interests of San Luis residents and businesses.



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. Its goal is to provide a safe and secure environment for the San Luis community. 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.

Accomplishments FY 2023

- Received 480 cases
 - Received and reviewed 98 SLPD long form reports
 - Prosecuted 2 felony cases in Yuma Superior Court at the request of the Yuma County Attorney
- Provided victim services
- Provided training to police
 - Provide accurate orders to police to protect victims
- Implemented Axon program

Five Year Plan

Each year, the Prosecutor’s Office receives an increase in the number of cases for prosecution. Many include reports which require investigation by the Paralegal. Within the next 5 years, we plan to have assisting Prosecutors and at least 2 more clerical staff adequately compensated. The office has an overwhelming caseload. Within the next 5 years, the Prosecutor’s office should be in a new office. That office should be large enough to accommodate required and future expansion and should provide full security and a safe working environment for office personnel and visitors.

Objectives FY 2024

- Implement Trial Director software for evidence presentation.
 - Implement Advent eLearning for diversion program.
 - Continue to provide training for police department.
 - Implement City ordinance for animal abuse.
 - Obtain a Legal Paraprofessional (LP) License for the department’s paralegal.
1. Assist with plea negotiations.
 2. Participate in Civil Traffic Hearings.

Staff Summary Schedule

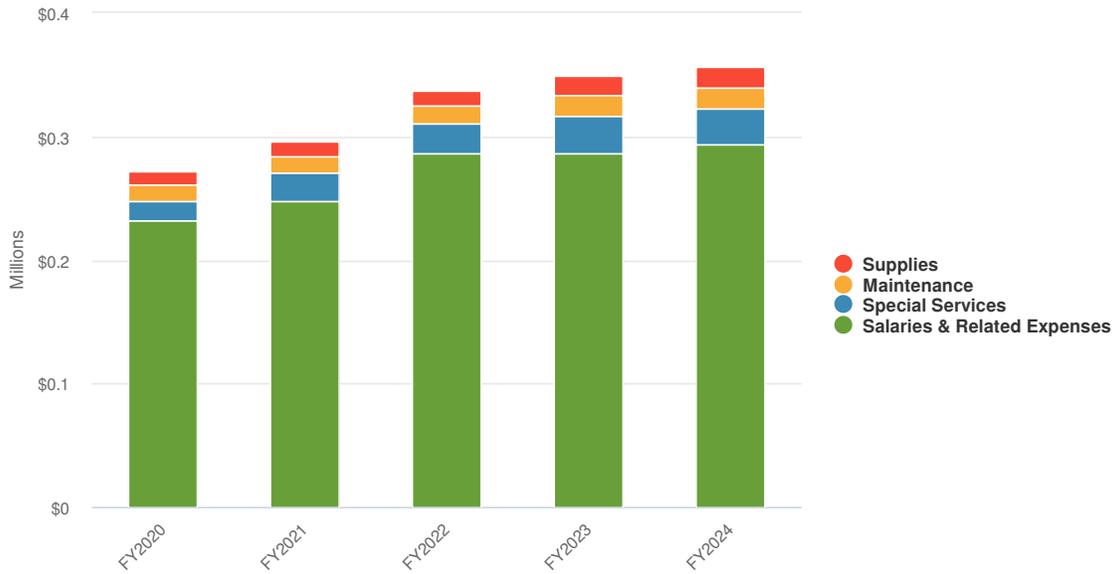
Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	2	3	3	3	0
% of city's FTEs				0.85%	

Authorized Personnel/Positions:					
Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
City Prosecutor	1	1	1	1	0
Legal Secretary	1	1	1	1	0
Paralegal	0	1	1	1	0
Total	2	3	3	3	0



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the City Prosecutor's expenditures for the past 3 years, and the proposed FY 2023 Budget.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$247,781	\$286,528	\$299,260	\$293,650	-1.9%	-\$5,610
Supplies	\$12,866	\$11,877	\$15,950	\$16,355	2.5%	\$405
Maintenance	\$13,063	\$15,522	\$17,100	\$17,350	1.5%	\$250
Special Services	\$22,840	\$23,552	\$30,450	\$28,600	-6.1%	-\$1,850
Total Expense Objects:	\$296,550	\$337,479	\$362,760	\$355,955	-1.9%	-\$6,805

Finance

The Finance Department's primary purpose is to provide the highest quality financial services with integrity and excellence to the City of San Luis residents, City Council, and departments. We are committed to building public trust through delivering timely, accurate, and transparent



financial information, sound financial management, and innovative and effective decision-making while safeguarding the City's assets and ensuring compliance with laws and regulations. The Finance Department is responsible to oversee the Billing and Collections and Risk Management divisions.

The Finance Department provides various financial services to the Council and City staff. Services include fiscal planning, developing and monitoring the annual operating and capital budgets, establishing and monitoring internal controls, preparing the Annual Comprehensive Financial Report, facilitating external audits and independent reviews, and federal grant financial reporting. Other responsibilities include payroll, accounts payable, cash receipts, financial analysis, financial record keeping, and purchasing.

Accomplishments FY 2023

- Accomplished implementing the Budget Book building software, producing a budget book that can be accessed through the City's website, and creating an informative and transparent experience for residents.
- The City of San Luis Finance Department earned the Distinguished Budget Presentation Award. It is the first time the City has received this notable recognition. To obtain the award, the City must publish a budget document that meets the stringent GFOA program criteria for effective budget presentation.
- To comply with GASB standards, the Finance Department implemented GASB 87, a new lease accounting standard.

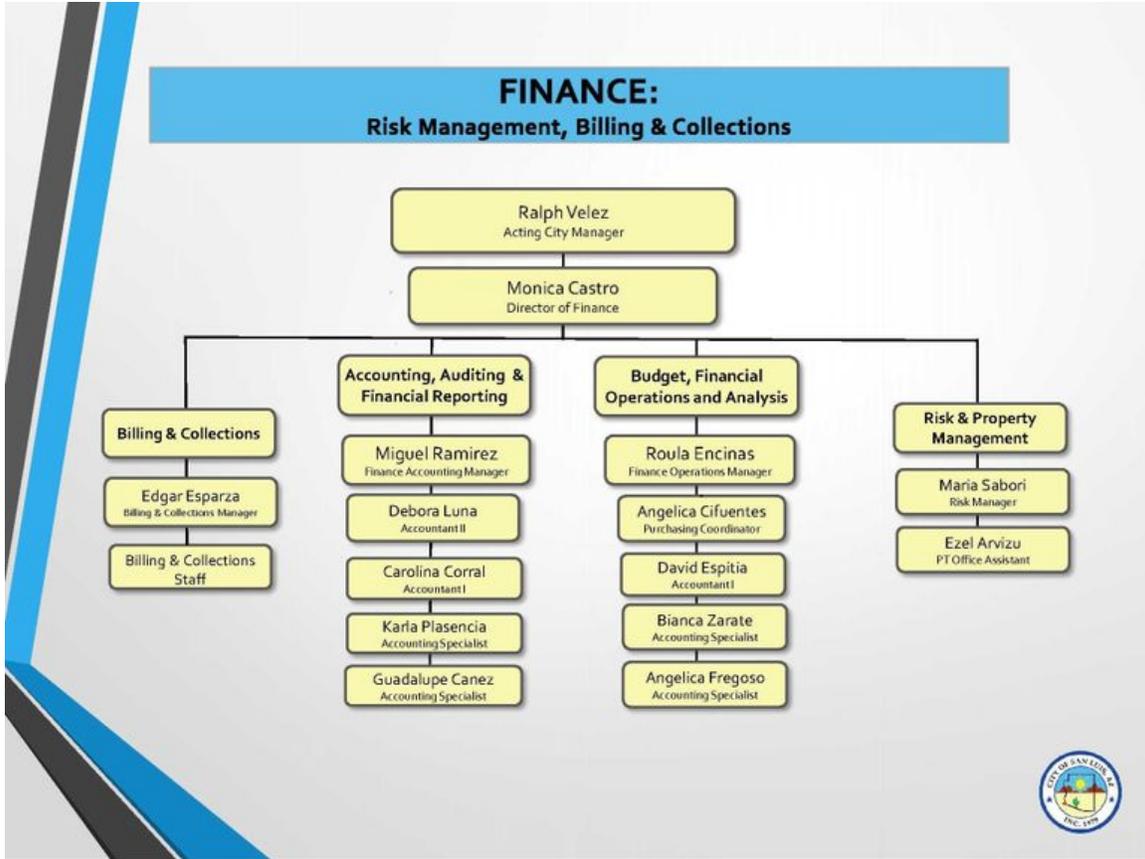
- To comply with GASB standards, the Finance Department implemented GASB 87, a new lease accounting standard.
- Achieved the successful implementation of capital budget management software, allowing the department to automatize how capital project requests are compiled and enabling maximum utilization of resources and prioritization of projects to streamline the CIP process.
- The City of San Luis Finance Department received the certificate of achievement for excellence reporting. It has been nine consecutive years that the Finance Department has achieved this distinction.
- Led the successful passage of the City's annual budget in alignment with the City Council's strategic goals and objectives. Maintaining a Financially Sound City Government.
- Established an organizational restructuring for the Finance Department to better use its talent by strategically reallocating staff to the functions where they can provide greater value to the organization, promoting cross-training and saving costs to the City.
- Initiated the implementation of a Time Clock Management Software, which will create efficiencies in the timeclock process. Currently, the implementation is at 75%.
- Coordinated City-wide efforts to apply and administer COVID-19 mitigation and recovery grants, including ARPA and FEMA grants ensuring compliance and meeting reporting deadlines.
- Provided oversight for the management of the Capital Improvement Program (CIP) by working collaboratively with other city departments to manage funding projects, including the construction of the new Fleet Shop, East Fire Station, Co. 24th St - Ave H to Ave F1/2 Roadway Project, among others.
- Spearheaded research of investment agencies and investment policy development, submitting a recommendation to the administration.
- Performed annual physical inventory of the City's assets to ensure accurate and current inventory records.
- Achieved Procurement compliance by reducing after-the-fact purchase instances in the year. Auditors commended the team for the hard work of the Finance Department to reach this goal.

- The Finance Department successfully transitioned the time clock functions from HR to Finance.
- Completed a long-term financial strategic plan to fund the growth of the City for the next ten years.

Objectives FY 2024

- Implement ACFR statement-building software to automate the reporting process and reduce the risk of errors.
- Obtain the GFOA distinguished budget presentation award by preparing a budget document that meets the program criteria and excels as a policy document, financial plan, operations guide, and communication tool.
- Obtain the GFOA certification achievement for excellence in financial reporting presentation award.
- Ensure effective reporting, monitoring, and administration of ARPA funds, ensuring compliance and meeting deadlines.
- Promote the adoption of the investment policy and spearhead its implementation.
- Develop a Debt Management policy to guide the debt issuance practices of the City.
- Update and revise the long-term financial strategic plan as priorities change to fund the growth of the City for the next ten years.
- Complete the successful implementation of the ambulance billing and time clock software to improve operational effectiveness and create efficiencies that allow us to meet the needs of a growing City.
- Streamlining internal City financial processes, including identifying areas that can be migrated to paperless.
- Improve procurement process and contract management by reorganizing operations and establishing new procedures for this critical area of the Finance Department.
- Provide the highest quality financial services with accuracy and timeliness, striving to exceed the department's performance every year.

Organizational Chart

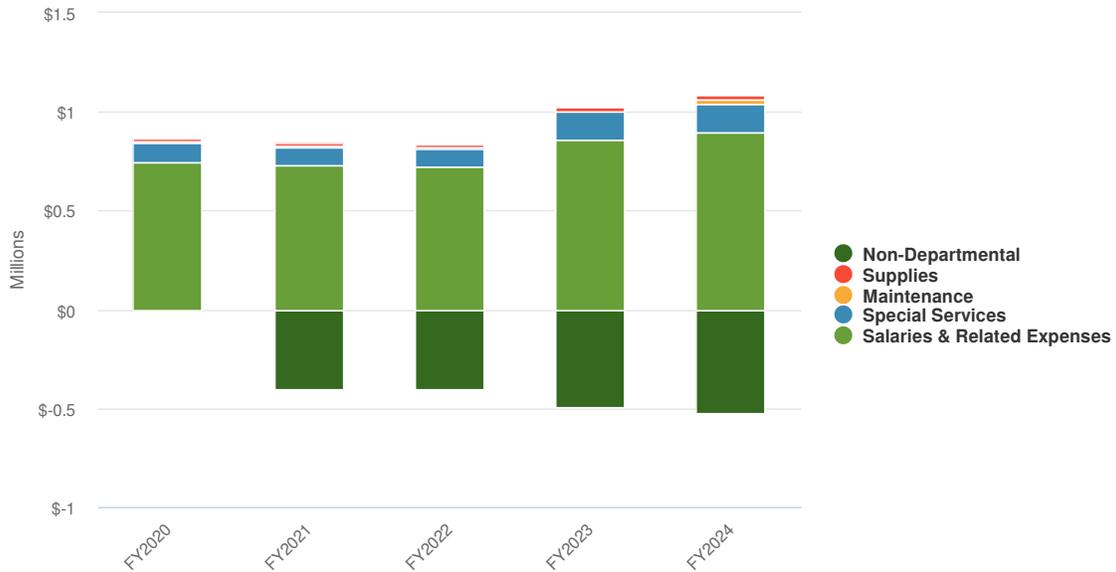


Staff Summary Schedule

	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Staff Summary					
Full-time Equivalents (FTE)	9.5	10	10.5	10.5	0
% of city's FTEs				2.97%	
Authorized Personnel/Positions:			Current	Request	Changes
<u>Title</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>
Purchasing Coordinator	1	1	1	1	0
Assistant Director of Finance	1	1	0	0	0
Accountant II	3	1	1	1	0
Finance Accounting Manager	0	1	1	1	0
Finance Operations Manager	0	1	1	1	0
Director of Finance	1	1	1	1	0
Accounting Specialist	1.5	2	2.5	2.0	-0.5
Ambulance Coordinator	0.0	0	0.0	0.5	0.5
Administrative Coordinator	1	1	1	1	0
Accountant I	0	1	2	2	0
Contracts & Grants Coordinator	1	0	0	0	0
Total	9.5	10	10.5	10.5	0

EXPENDITURES BY EXPENSE TYPE

Budgeted and Historical Expenditures by Expense Type



The following table presents Finance Department expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$725,883	\$721,059	\$880,440	\$892,650	1.4%	\$12,210
Supplies	\$16,002	\$17,082	\$23,675	\$23,540	-0.6%	-\$135
Maintenance	\$3,580	\$4,485	\$5,400	\$25,800	377.8%	\$20,400
Special Services	\$96,766	\$91,725	\$140,450	\$146,140	4.1%	\$5,690
Non-Departmental	-\$403,766	-\$400,443	-\$492,670	-\$521,680	5.9%	-\$29,010
Total Expense Objects:	\$438,464	\$433,909	\$557,295	\$566,450	1.6%	\$9,155

Risk and Property Management

The Risk Management Department recognizes its role of stewardship over the resources of the City, both human and property. The department works to ensure the safety of its employees, staff, and the public while providing maximum protection to prevent financial loss of city property. Each department director of the City has a responsibility of reviewing his/her own activity with these risk management goals in mind.



Whenever a department may appear to be in jeopardy, the department director must report the concern to either management or the Risk Management Department. Specific focus areas include:

- Environmental health
- Occupational safety
- Property loss including personal and real property
- Safety policies and procedures

Risk Management supervises programs in the areas of employee safety, loss prevention, property and casualty. The department minimizes dollar losses through planning, organizing, directing, and controlling resources and activities in the city.

Risk Management also provides investigative services on claims arising out of automobile liability and general liability and monitors Workers' Compensation and related legal expenditures being handled by a third-party administrator.

Accomplishments FY 2023

The City of San Luis team has made it a goal to set up new working processes to be able to continue to provide high quality services to City of San Luis residents and organizations.

The following (to name a few) are major accomplishments for our Risk Management Division:

- OSHA PEPP Program Safety Award was issued to City of San Luis, by the Industrial Commission of AZ at the Arizona State Capitol. Awarded for meeting compliance with the Public Entity Partnership Program and our hard work in providing a safe work environment for city employees and implementing controls and programs to eliminate and reduce hazard exposure.

- Setup and Implementation of New Certificate of Insurance Software and Establish a System Reporting Process.
- Complete and Implement the Driver's License Record Check Process along with completion and implementation of the City Vehicle Use Policy and Procedures. This process helps the city ensure driving safety which in turn protects employees, the public and customers.
- Finalized the Written Safety and Health Policies and Procedures. Contracted Workplace Safety Specialists to assist us with drafting these policies and procedures. Our PEPP Program OSHA Representative reviewed the policies and made improvement recommendations.
- Continued to Implement Safety Written Programs throughout the City as needed based on hazard assessments conducted - Safety and health programs have helped us to prevent workplace injuries and illnesses as well as improve compliance with laws and regulations. Reduce costs, including significant reductions in workers' compensation premiums.
- OSHA PEPP Safety Program – Safety quarterly inspections and corrections continued throughout our City buildings:
 - Wastewater Lift Stations
 - Facilities
 - Aquatics
 - Business Incubator
 - Police
 - Fire
 - Water Air Sampling
 - City Hall and Multipurpose Room
- Processing of Year End OSHA injury and illness reporting for year 2022 – Although the OSHA 300 year-end reporting is mandatory, it is also a valuable tool for workers and employers to use in evaluating the types, frequency and severity of workplace injuries and illnesses. This information can be used to identify the location and nature of workplace hazards that should be eliminated or controlled.
- Implemented the Respirator Safety Program for Water, Waste Water and Aquatics Center
 - Medical Evaluations
 - Training

- Fitting Tests
- Written Program
- Public Safety Supplemental Benefits Plan Implementation.

Objectives FY 2024

The goals and objectives of the City of San Luis Risk Management Division is to provide a safe and healthful workplace, reduce the frequency and severity of Workers Compensation accidents, and to comply with State and Federal OSHA regulations. These objectives can be achieved by recognizing and managing our workplace hazards and by increasing safety awareness for all our employee's. Our goals for the upcoming fiscal year are:

- Propose to Fill the much needed and critical full-time Safety Officer Position -This position will help support a safe work environment, by implementing and maintaining health and safety standards. Help maintain and conduct basic safety OSHA mandatory training and effectively maintain compliance with all federal, state, and local safety regulations.
- Implement Safety and Health Policies and Procedures -The main goal of safety and health programs is to prevent workplace injuries, illnesses, and deaths, as well as the suffering and financial hardship these events can cause for workers, their families, and the City.
- Implement a Safety Training Program -Education and training provide employers, managers, supervisors, and workers with: Knowledge and skills needed to perform their work safely and avoid hazards that could place themselves or others at risk. Adequate safety training helps employees understand the various hazards related to the job and gives them the tools they need to safeguard against those hazards. Providing safety training helps the City keep in compliance with federal, state and local regulations that require employees to receive safety training.
- Implement a Safety Inspection/Hazard Assessment Program - This program will help prevent injuries and illnesses by identifying potential hazards and specifying how the risks will be addressed. Hazard assessments are required by federal safety regulations.
- Continue to Implement Safety Written Programs -Safety and health programs help the Employer to prevent workplace injuries and illnesses as well as improve compliance with laws and regulations. Reduce costs, including significant reductions in workers' compensation premiums.

- Safety Officer to revamp the Safety Committee -The safety committee plays an important role in keeping the workplace hazard-free: Ensure that representatives know how to recognize hazards and understand basic principles for controlling them. Focus on identifying hazards and unsafe work practices that are likely to cause serious injuries.
- Continue to Address all OSHA PEPP Program Inspection Findings Successfully -The City of San Luis has a contract with the Arizona Division of Occupational Safety and Health since July of 2019. The Public Entity Partnership Agreement assists the City with implementing safety and health measures through employee education and conducting on-site quarterly safety inspections. This program has greatly assisted us in maintaining safety compliance.
- Finalize the Implementation of the New Certificate of Insurance Software and Establish a System of Reporting -This software will help us to track, monitor and maintain insured compliance consistently and accurately, as well as reduce administrative burden and costs. It also enables enterprise-wide reporting and communication. With a certificate of insurance tracking software, it will help us automate tasks like requests for COI renewals or missing certificates, reviewing certificates and compliance reporting.

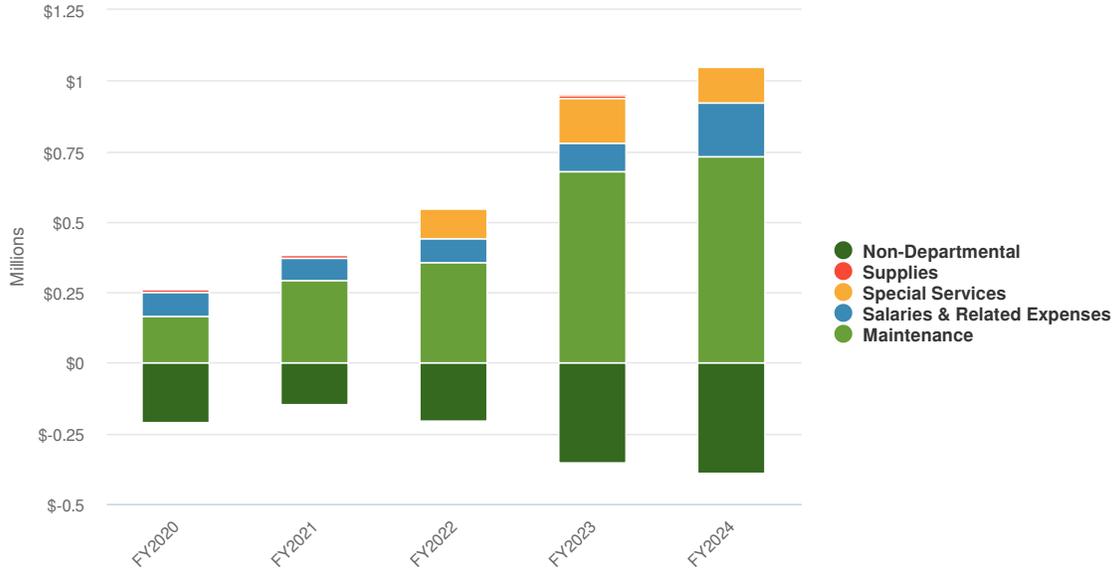
Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	1	1	1	2	1
% of city's FTEs				0.57%	
Authorized Personnel/Positions:					
Title	<u>2020-2021</u>	<u>2021-2022</u>	<u>Current 2022-2023</u>	<u>Request 2023-2024</u>	<u>Changes 2023-2024</u>
Risk Property Analyst	1	0	0	0	0
Safety Officer	0	0	0	1	1
Risk Manager	0	1	1	1	0
Total	<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>1</u>



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Risk & Property Management Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$80,414	\$85,552	\$98,670	\$188,460	91%	\$89,790
Supplies	\$7,086	\$1,394	\$10,210	\$5,240	-48.7%	-\$4,970
Maintenance	\$290,978	\$358,022	\$680,900	\$733,100	7.7%	\$52,200
Special Services	\$2,487	\$105,629	\$156,920	\$127,220	-18.9%	-\$29,700
Non-Departmental	-\$143,552	-\$204,260	-\$351,290	-\$391,100	11.3%	-\$39,810
Total Expense Objects:	\$237,411	\$346,337	\$595,410	\$662,920	11.3%	\$67,510

Billing and Collections

The Billing & Collections Department's staff provides an exceptional and professional quality customer service to all San Luis residents and visitors.

The department makes every effort to provide and maintain professional practices, accounting standards, and accurate data entry for all city customers. The department endeavors to provide efficient office support to city departments and divisions acting as a centralized customer service center for most inquiries regarding the city services such as water, wastewater, and solid waste.



In addition to these services, the Billings and Collections' Office is the one-stop customer payment center for paying a utility bill as well as other city services, such as a building permit, business license, encroachment permit, zoning fees, public record copies, fingerprints, impounds, park and recreational fees.

Accomplishments FY 2023

- Implemented a utility assistance program through WACOG to assist residents with financial hardships.
- Accomplished the implementation of real-time payment for our XpressBillPay customers. With this function, our customers are now able to see their most current balance on their utility account. Also, this function improved our internal process for managing utility payments.
- Improved our yard sale application process. With the new process, yard sale applications are now handled and approved within the Billing and Collections Department which results in a faster approval of the permit. Also, for the comfort of our customers, yard sale applications can now be submitted online.

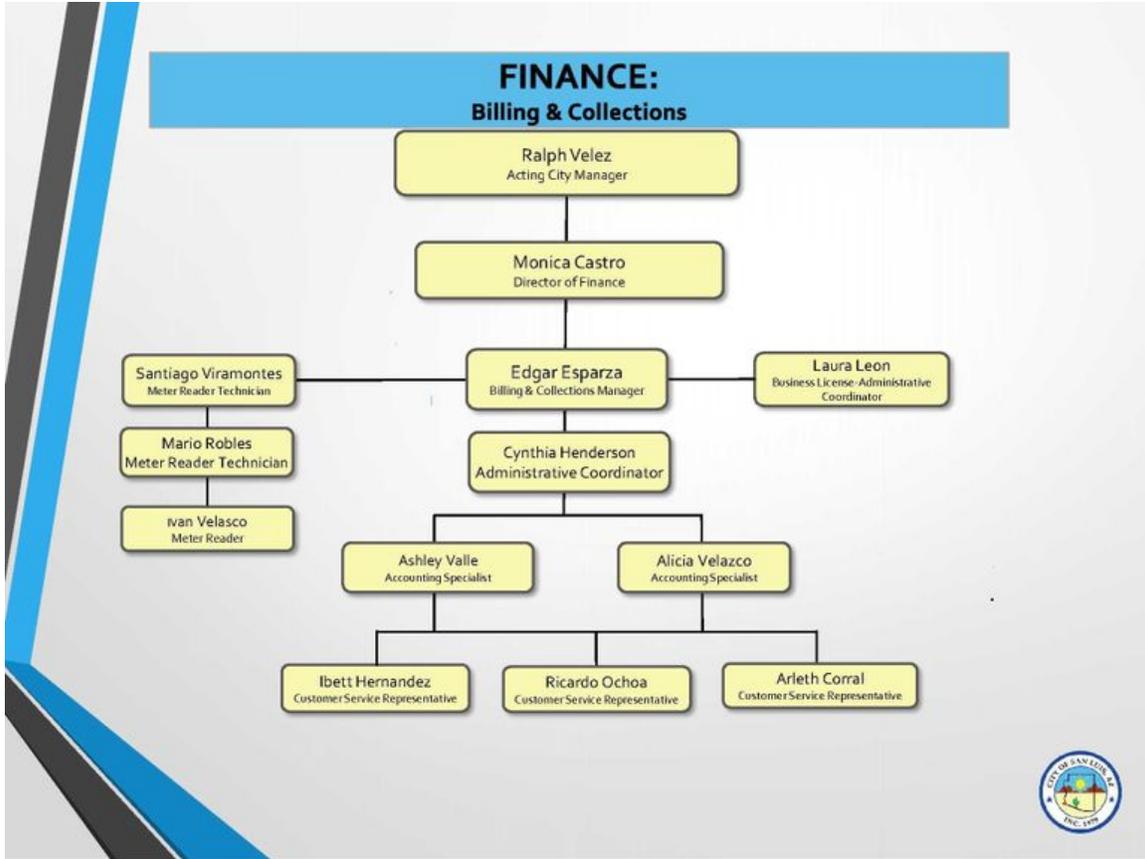
- To provide more information to our customers, we incorporated a QR code on our monthly utility bill envelopes. By adding the QR code to our envelopes, customers can now access important information such as trash collection dates or any announcements from the City by simply scanning the QR code.
- Improved our internal process for setting up commercial accounts. With the improved process, commercial accounts no longer need to have two utility accounts for the same property. Now, the domestic meter and irrigation meter are setup under the same utility account.
- Accomplished establishing an improved internal control process for our water conversion accounts. With this new process, water conversion accounts are easy to understand and handle. Also, it allows customers to better understand their water conversion statements.
- Implemented online applications for utility service termination. Customers are now able to terminate their utility service accounts on their phones or with any other device that have access to our website.
- While providing exceptional customer service to our residents, we completed a total of 3,970 service order for our water, wastewater, and solid waste services.
- To meet the high demand of new construction, we have installed 214 new water meters.
- Improved our renewal process for our individual operators permit (IOP). With this new process, IOP's now expired the same date as the business license. As result, customers only have to make worry for only one renewal.
- * Accomplished the implementation of real-time payment for our XpressBillPay customers. With this function, our customers are now able to see their most current balance on their utility account. Also, this function improved our internal process for managing utility payments.

Objectives FY 2024

- Continue providing the highest quality customer service to our residents by providing timely service, given accurate information, and providing solutions to customer's concerns.
- Implement text notification for our customers. This implementation will eliminate the paper notices for past due balances. Also, it will allow us to send out bill due reminders.
- In addition to our delinquent balance reminder, we will incorporate 48-hr water disconnection notifications for our customers with past due balances. With this notification, we forecast a reduction in our monthly disconnection.
- Develop a better internal renewal process for our business licenses.

- Initiate a process to go paperless for our daily deposit detail form.
- Implement an online application for setting up utility accounts.
- For better internal control, eliminate duplicate addresses. This will improve our customer service as our address inventory will no longer include duplicated addresses.

Organizational Chart

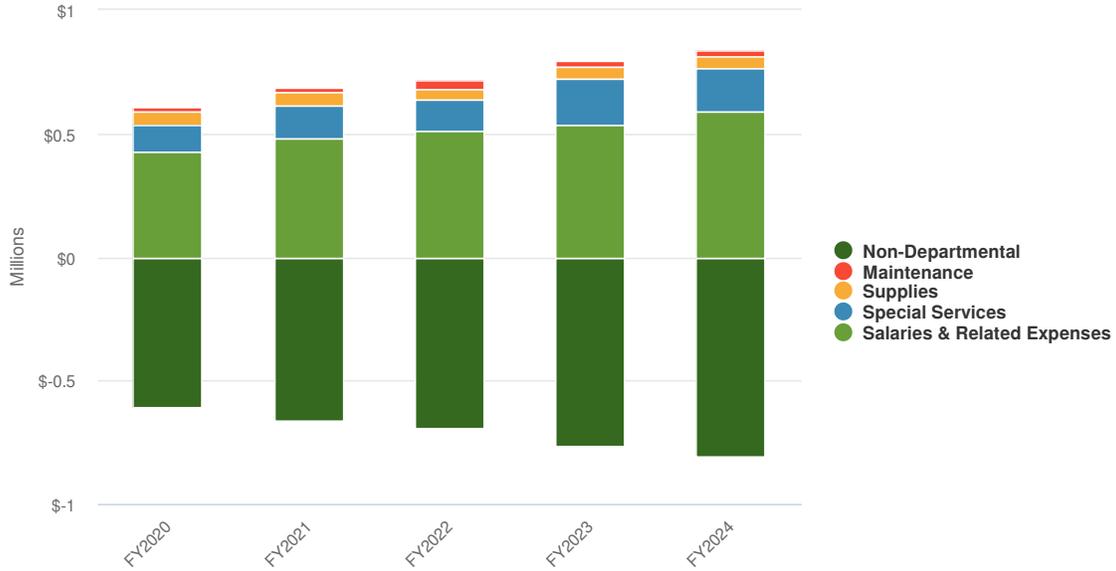


Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	10	10	10	11	1
% of city's FTEs				3.12%	
Authorized Personnel/Positions:					
Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Accounting Specialist	2	2	2	2	0
Meter Reader Technician	1	1	1	2	1
Meter Reader	2	2	2	2	0
Billing & Collection Manager	1	1	1	1	0
Customer Service Representative	3	3	3	3	0
Administrative Coordinator	1	1	1	1	0
Total	10	10	10	11	1

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents Billings & Collections expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$481,972	\$508,331	\$534,960	\$587,830	9.9%	\$52,870
Supplies	\$56,736	\$43,669	\$49,300	\$51,800	5.1%	\$2,500
Maintenance	\$15,483	\$35,284	\$26,700	\$24,050	-9.9%	-\$2,650
Special Services	\$131,789	\$130,530	\$182,600	\$174,480	-4.4%	-\$8,120
Non-Departmental	-\$659,888	-\$689,584	-\$762,490	-\$805,330	5.6%	-\$42,840
Total Expense Objects:	\$26,092	\$28,229	\$31,070	\$32,830	5.7%	\$1,760

Human Resources

The Human Resources department supports the City's goals by recruiting, developing and sustaining a diverse, talented and engaged workforce.

The City of San Luis Human Resources staff uses the best available values, theories, strategies, and techniques of behavioral and information science and organizational theory to provide integrated human services to the San Luis community.



The department strives to assist the City employees with the management of its work settings and organizational visions to improve its ability current and future work environments. The department assists the City staff with implementing the cognitive, emotional, and behavioral changes necessary to remain on the cutting edge of innovation.

The department also provides human services through education and training, counseling, career management, and consulting; utilizes cost effective strategies, works to enable the City to best utilize the knowledge, skills, and abilities of its diverse staff.

Accomplishments FY 2023

- Successfully filled and retain personnel for all Human Resources positions
- Classifications and Compensation
 - Completed Restructure of Public Works Water/Wastewater Divisions
 - Implemented an Operator Apprenticeship Program
 - Developed a Training & Development & Succession Plans
 - Completed Compensation Surveys for Law Enforcement & HR
 - Completed reviews for Dispatchers & PD Records personnel
 - Initiated implementation of Neogov's Perform module to automate Employee Performance Evaluation Process

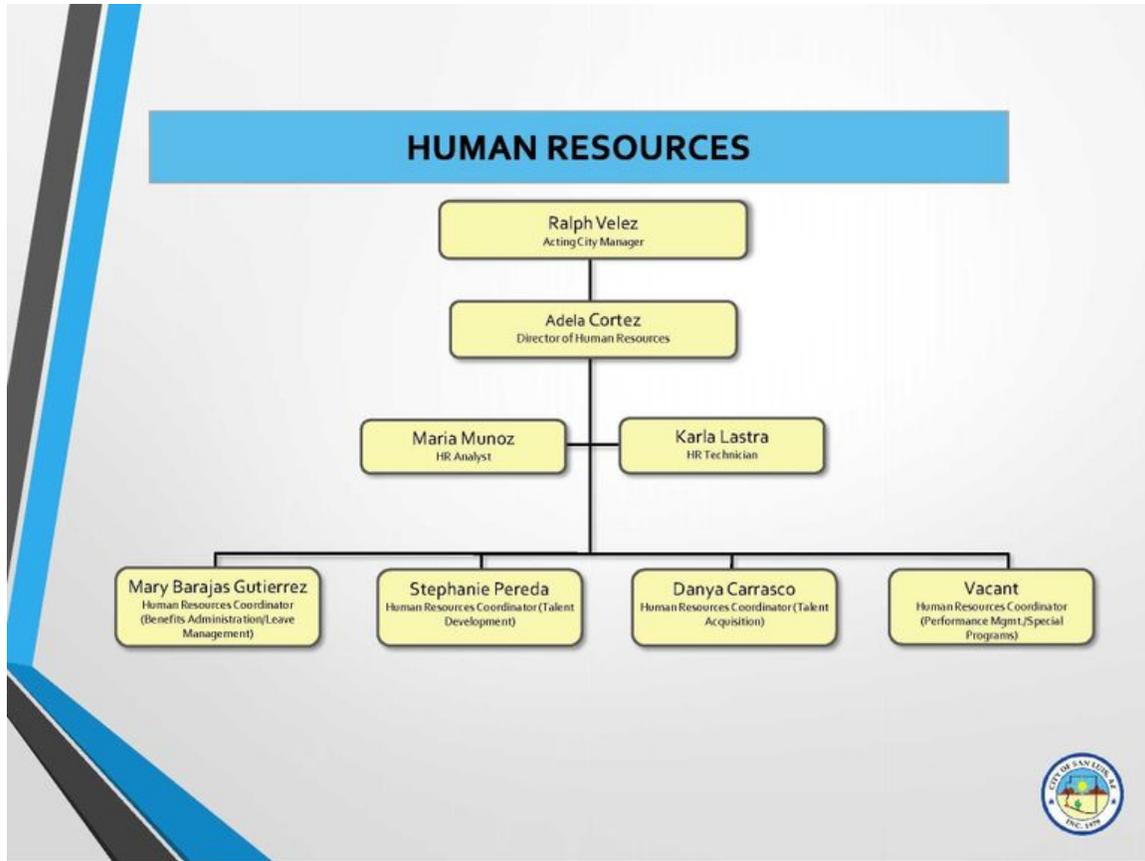
- Initiated Position Management Process
- Benefits & Wellness
 - Enhanced Wellness Program by implementing various activities: Happiness Challenges, Self-Growth Awareness, WearRed
 - Initiated Awareness Program for Diabetes and Hypertension
 - Conducted various Vaccination Clinics
- Employee Recognition
 - Enhanced Recognition Program by adding various activities: Thanksgiving Luncheon, Ice Cream Social, Halloween Contest, Holidays Decoration
 - Successfully coordinated and executed annual Employee Recognition Event
- Compliance
 - Continued review of Human Resources Policy Manual
 - Updated Covid Protocol
 - Implemented Vehicle Policy – in collaboration with Risk Management
 - Ensured adherence to labor laws and policies in practices

Objectives FY 2024

- Organizational Structure
 - Transfer Risk Management to Human Resources – becoming HRRM
 - Move HRRM Operations to F. Padilla location
- Talent Acquisition
 - Implement Strategies for Attraction & Retention of Talent
 - Enhance Marketing of Positions & Branding
 - Revamp Onboarding Process
 - Conduct continuous Salary Reviews
 - Enhance Training & Development

- Training & Development
 - Conduct Needs Assessment to match T&D with Employee and Mgmt. goals
 - Develop/Facilitate in-house trainings: New Supervisors, Performance Evaluation, Employee Relations, etc.
 - Research possibility of implementing a Learning Management System
- Enhance Internal Communications
 - Redesign HRD's website
 - Implement quarterly/monthly newsletter
- Continuous Process Improvements
 - Complete Review of Classifications and Compensation
 - Complete Position Management Process
 - Revamp Onboarding Process
 - Implement additional functionality on Recruitment System – Neogov
 - Update Recognition Program
 - Implement a succession plan for City departments.
 - Complete implementation of Perform system and New Evaluation Tool
 - Continue enhancing Wellness Program
 - Research possibility of enhancing Health Benefits Programs
- Compliance Adherence
 - Complete update of the Human Resources Policy Manual
 - Promote education to ensure adherence in practices
 - Increase awareness of equal employment opportunity laws

Organizational Chart



Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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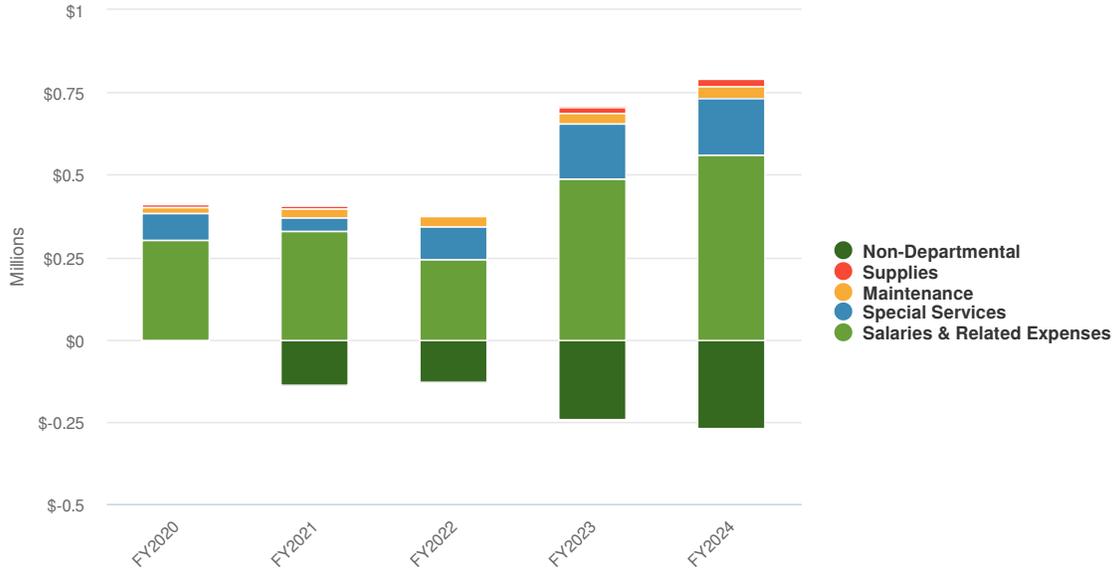
Full-time Equivalents (FTE)	5	6	7	8	1
% of city's FTEs				2.27%	

Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
HR Technician	1	0	1	1	0
Recruitment Coordinator	1	0	0	0	0
Director of Human Resources	1	1	1	1	0
HR Benefits Coordinator	1	0	0	0	0
Training & Program Coordinator	1	0	0	0	0
Senior HR Analyst	0	0	0	0	0
HR Analyst	0	1	1	1	0
Human Resources Manager	0	0	0	1	1
Human Resources Coordinator	0	4	4	4	0
Total	5	6	7	8	1

Expenditures by Expense Types

Budgeted and Historical Expenditures by Expense Type



The following table presents Human Resources Department expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$330,155	\$241,790	\$488,370	\$562,430	15.2%	\$74,060
Supplies	\$7,520	\$7,203	\$25,640	\$18,950	-26.1%	-\$6,690
Maintenance	\$26,489	\$29,544	\$37,750	\$36,750	-2.6%	-\$1,000
Special Services	\$40,758	\$102,383	\$153,500	\$171,300	11.6%	\$17,800
Non-Departmental	-\$138,127	-\$130,262	-\$240,600	-\$269,320	11.9%	-\$28,720
Total Expense Objects:	\$266,797	\$250,659	\$464,660	\$520,110	11.9%	\$55,450

Development Services

As part of the Planning and Zoning Department, the Development Services Division oversees the implementation of the San Luis General Plan 2040 and any amendments thereto, administration of both the subdivision and zoning regulations, including the processing of a variety of development requests. Additionally, the Division manages all geospatial data and geographic information system (GIS) duties for the City and works together with the Building Safety Division on zoning code enforcement issues.



Accomplishments FY 2023

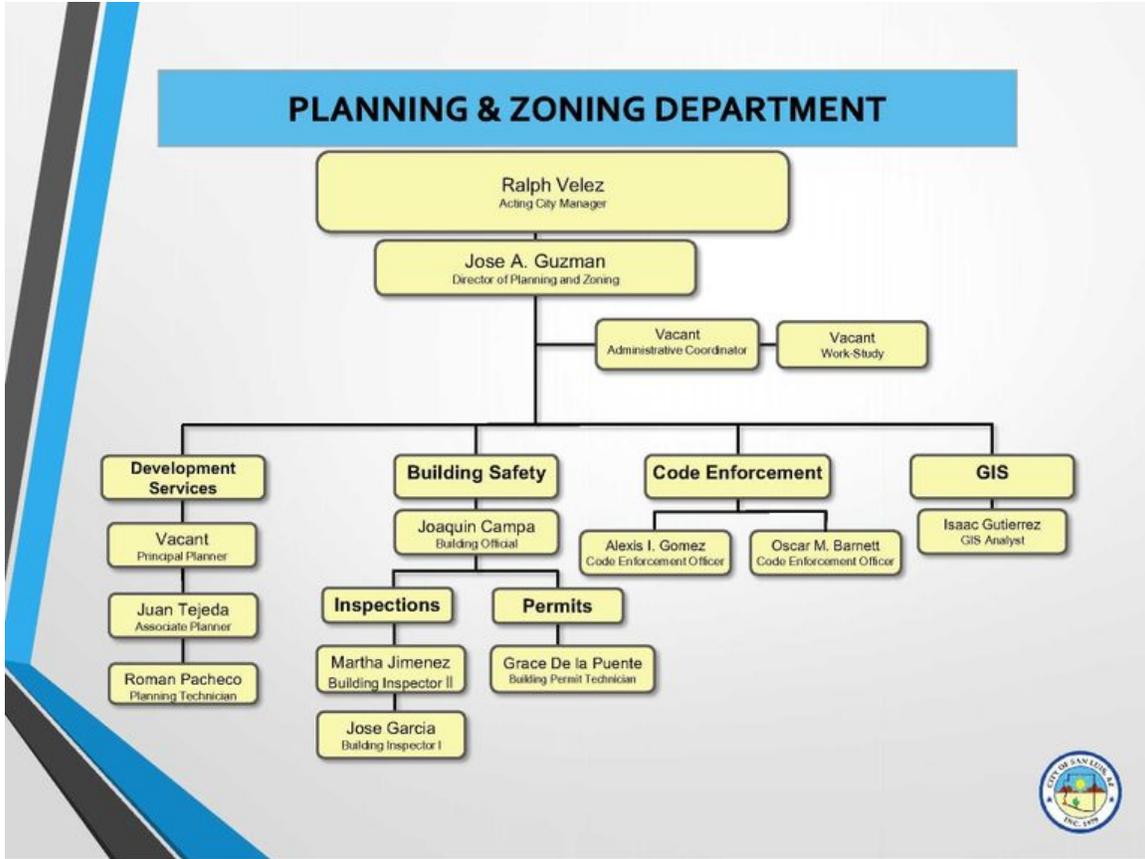
- Actively administered the subdivision and zoning regulations as adopted.
- Consistent review of files for compliance with records retention requirements.
- Provided staff support to the Planning and Zoning Commission, Board of Adjustment, Board of Appeals, and City Council.
- Drafted the Pre-Development Packet to improve development procedures.
- Actively updated the addresses for the 911 Emergency System.
- Finalized draft for the Parks, Paths, and Trails Master Plan.
- Updated the Land Use Applications to simplify the submittal process
- Implemented the updated City Aerial Imagery through the Imagery Acquisition Consortium Project.
- Improved the GIS request process by implementing a new GIS Request Form.
- Started the migration to ArcGIS Pro from ArcMap.
- Participated in ESRI Community Maps Program.
- Created an interactive subdivision plat map to streamline access to existing recorded plats.

- Created a garage sales map to simplify the garage sale license application process.

Objectives FY 2024

- Finalize adoption of Parks, Paths, and Trails Master Plan.
- Finalize the Downtown Mixed-Use Rezoning Project.
- Finalize the adoption of comprehensive Subdivision Regulations Update.
- Continue with the implementation of the Bicycle Lanes Retrofit Program in partnership with Public Works to include bicycle facilities on new projects and roadways.
- Continue to actively administer the San Luis 2040 General Plan.
- Continue with the effort to implement a paperless plan review.
- Continue to actively update all city-addressing data including new development and 911 Emergency system.
- Finalize and establish a detailed workflow for the development process.
- Begin the Annexation process for County islands.
- Finalize the office space study and new city hall needs assessment.

Organizational Chart



Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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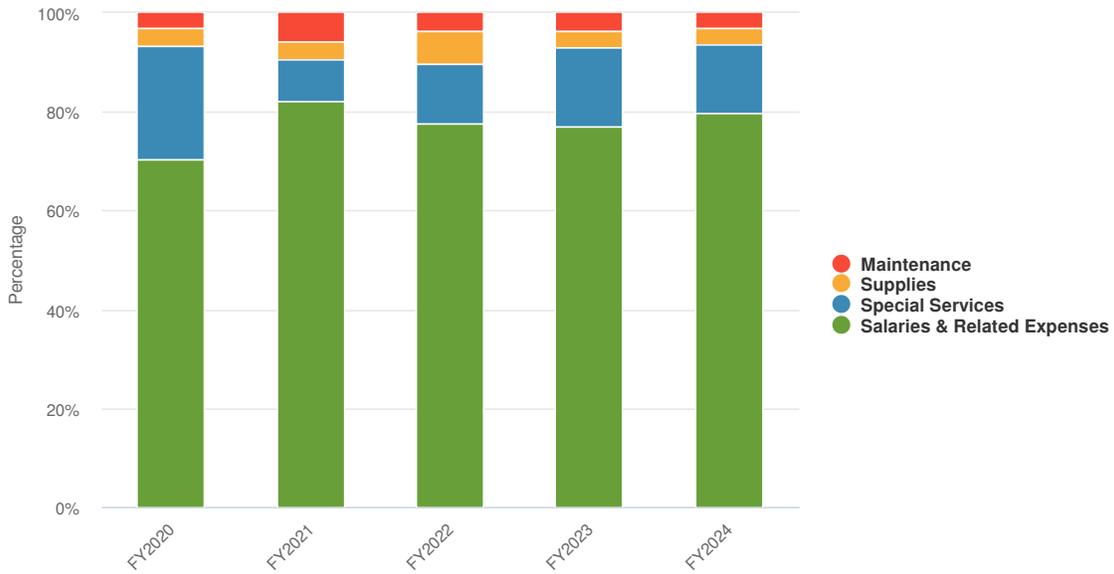
Full-time Equivalents (FTE)	5.1	5.5	5.5	5.5	0
% of city's FTEs				1.56%	

Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Director of Planning & Zoning	0.5	0.5	0.5	0.5	0
GIS Specialist	1	0	0	0	0
GIS Analyst	0	1	1	1	0
Code Enforcement Office	0.5	0.5	0.5	0.5	0
Planning Technician	1	1	1	1	0
Administrative Coordinator	0.1	0.5	0.5	0.5	0
Associate Planner	1	1	1	1	0
Principal Planner	1	1	1	1	0
Total	5.1	5.5	5.5	5.5	0

Expenditure by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Development Services Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$276,483	\$315,507	\$417,240	\$458,000	9.8%	\$40,760
Supplies	\$12,320	\$26,267	\$28,090	\$19,830	-29.4%	-\$8,260
Maintenance	\$19,120	\$15,002	\$19,400	\$16,970	-12.5%	-\$2,430
Special Services	\$28,125	\$49,667	\$76,260	\$78,380	2.8%	\$2,120
Total Expense Objects:	\$336,048	\$406,443	\$540,990	\$573,180	6%	\$32,190

Building Safety

The purpose of the Building Safety Division is to ensure the built environment protects the public's health, safety, and general welfare. Building Safety does this by issuing proper permits for approved construction, ensuring construction plans comply with codes, and by inspecting construction for compliance with the applicable state and local construction codes.



Additionally, the Division works to ensure compliance with various city codes to preserve and promote the health, safety, and welfare of San Luis residents and visitors alike, as well as enhance the quality of life in the community.

Accomplishments FY 2023

- Actively administered the International Building Codes as adopted.
- Processed permits for a substantial increase in commercial buildings.
- Completed 4155 inspections with a projection of doing over 6000 by the end of the fiscal year.
- Issued 434 building permits, including 165 Residential New and 3 Commercial New.
- Issued a total of 134 Certificates of Occupancy, including 131 Residential and 3 Commercial.
- Collected \$1.3M in revenues from building permits.
- Consistent review of files for compliance with records retention requirements.
- Provided staff support to the Planning and Zoning Commission, Board of Adjustment, Board of Appeals, and City Council.
- For the last five years new residential permits issued on average 285 per year.

- Proactive and reactive enforcement of violations of the International Property Maintenance Code, International Residential Code, and City Zoning Code.
- Actively worked together with Public Works and Police Department to reach compliance on specific violations.
- Opened 92 code enforcement cases in residential and commercial areas and closed 73 cases with a projection of opening over 120 cases and closing over 100 by the end of the fiscal year.

Objectives FY 2024

- Improve timely response to code enforcement complaints and provide adequate follow-up to ensure complaints are resolved. Respond to complaints from both internal and external sources with available resources.
- Continue to participate with other communities in the review and adoption of updated International Commercial and Residential Codes to have consistency throughout Yuma County.
- Continue to complete plan reviews and inspections as per the timeframes set by the Arizona Revised Statutes.
- Begin the planning process for the Land Use Assumptions and Infrastructure Improvement Plan and Development Fee Report study updates as required every 5 years.
- Update the following International Building Codes for consistency with other jurisdictions in Yuma County:
 - 2018 International Plumbing Code
 - 2018 International Mechanical Code
 - 2018 International Fuel Gas Code
 - 2020 NFPA 70 National Electrical Code.
- Continue to enforce adopted construction and zoning code in a proactive and reactive manner.
- Continue to work closely with other city departments to ensure compliance.
- Improve communication and engagement with the community to increase compliance with regulations and address concerns.

Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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Full-time Equivalents (FTE)	5.125	7.5	6.5	6.5	0
% of city's FTEs				1.84%	

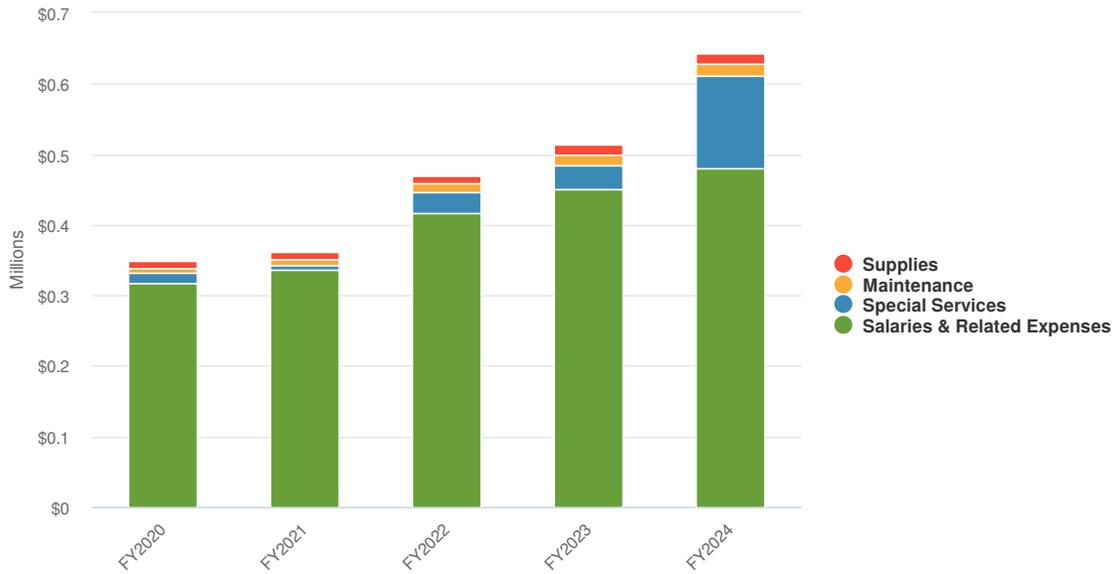
Authorized Personnel/Positions:

Title	<u>2020-2021</u>	<u>2021-2022</u>	<u>Current 2022-2023</u>	<u>Request 2023-2024</u>	<u>Changes 2023-2024</u>
Director of Planning & Zoning	0.5	0.5	0.5	0.5	0
Administrative Coordinator	0.1	0.5	0.5	0.5	0
Building Official	1	1	1	1	0
Code Enforcement Office	0.5	2.5	1.5	1.5	0
Bulding Permit Technician	1	1	1	1	0
Building Inspector	0	0	0	0	0
Building Inspector I	1	1	1	1	0
Building Inspector II	1	1	1	1	0
Total	<u>5.1</u>	<u>7.5</u>	<u>6.5</u>	<u>6.5</u>	<u>0</u>



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents Building Safety expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$335,300	\$416,390	\$464,480	\$481,010	3.6%	\$16,530
Supplies	\$10,070	\$10,567	\$17,680	\$15,650	-11.5%	-\$2,030
Maintenance	\$7,479	\$13,693	\$15,500	\$15,700	1.3%	\$200
Special Services	\$8,144	\$29,158	\$29,846	\$131,075	339.2%	\$101,229
Total Expense Objects:	\$360,994	\$469,807	\$527,506	\$643,435	22%	\$115,929

Economic Development

The Economic Development Department nurtures and enhances the economic vibrancy of the community with a competitive economy that increases prosperity for residents and businesses by promoting sustainable and economic growth through its economic development programs, partnerships and innovative opportunities to create quality jobs and enhance city revenues.



Accomplishments FY 2023

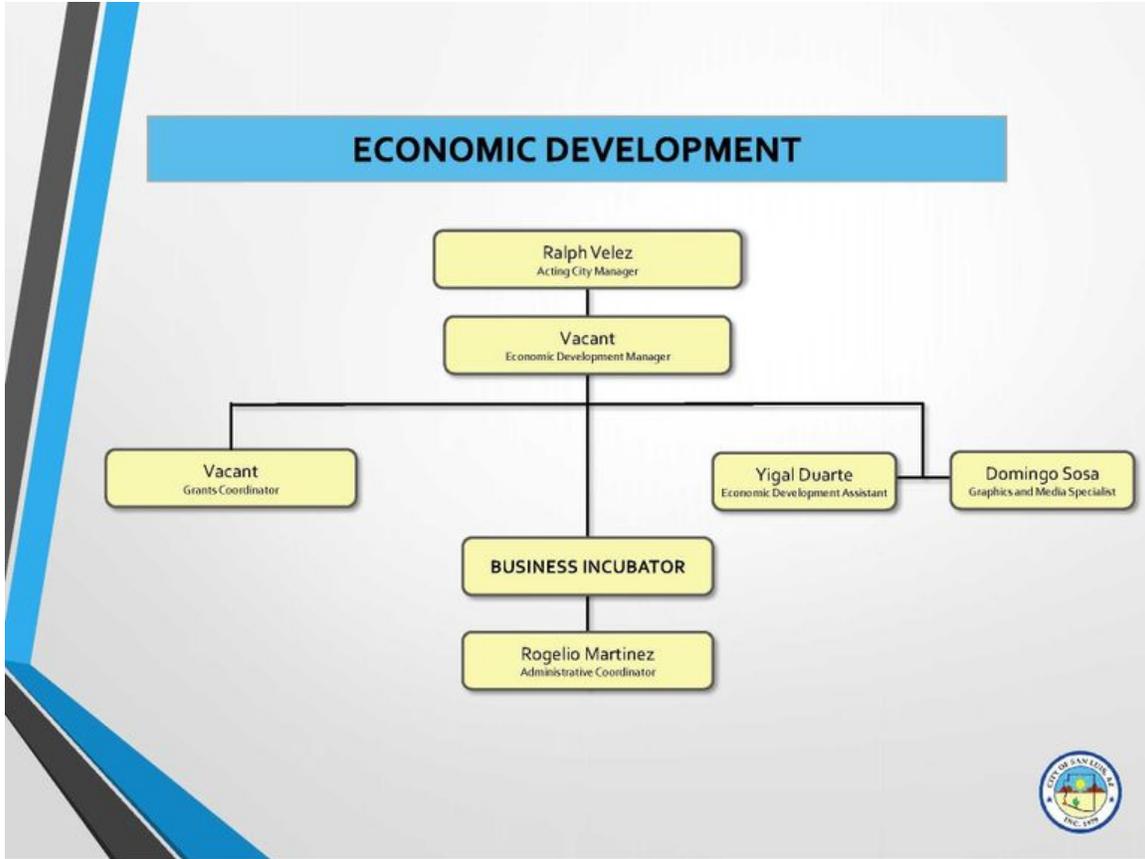
- Completion of Mesa Street Phase I, II and Rancho Los Oros Phase II with total grant of \$1,126,215.
- Acquire 3 federal license for the Cesar Chavez Blvd ROW, Downtown Park/Parking lot, and the ACT parking lot.
- Completed the environmental process for County 24th Street.
- Acquire \$33 million from State Legislature and \$1.2 million of congressional direct spending for the widening of Cesar Chavez Blvd.
- Completed the Downtown Redevelopment Plan, Circulation Study, Origin and Destination Study, and Downtown Parking Study.
- Submitted 2 RAISE grants, 1 Rural Surface Transportation grant, and 1 AZ Smart Fund grant for the Cesar Chavez Boulevard expansion project.
- Submitted application for the USDOT Thriving Communities Program and was selected as one of the finalist.
- Completed the design of the Downtown Park and Parking lot and Downtown Drainage project for CDBG funding.
- Recruited Starbucks, Wendy, Burger King, AEA Federal Credit Union, Clean Freak Car Wash, and new Subway location for San Luis.

- Supported two major industrial businesses providing a combined investment of \$10.5 million, constructing 109,000 SF of industrial area and creating over 70 jobs.
- In the process of acquiring 4 acres of private ROW from twelve property owners for the Cesar Chavez Boulevard project.
- Supported the City with participation in the HOME consortium providing \$2.9 million toward creating and preserving affordable housing in Yuma County.
- Represent the City in the Southwest Future Forum, Yuma Education Advocacy Council, AZ Town Hall, Border Communities Capital, Yuma Airport Authority, San Luis Facility Corporation, San Luis Industrial Park Association, NAU Advisory board and Yuma Regional Broadband boards.

Objectives FY 2024

- Submit grant applications for funding to widen Cesar Chavez Boulevard and Merrill Avenue.
- Complete private right of way acquisition for Cesar Chavez Boulevard and complete 100% design.
- Submit grant applications for funding for the development of the downtown park and parking lot project.
- Submit grant application for funding to develop infrastructure as part of the downtown master plan.
- Assist in the submission of grants for the expansion of our wastewater treatment plan and water system.
- Submit applications for state and federal lands for city hall expansion and row acquisitions for infrastructure projects.
- Develop a proposal and work with state/federal legislators for the release of federal land.
- Work with the Mesa Irrigation District to receive an allocation of surface water.
- Work with federal, state, and local agencies in development of modernization of San Luis Port of Entry.
- Continue to recruit key industries for industrial areas and key commercial businesses such as a hotel, restaurants, and other similar amenities.
- Assess and identify priority development areas that could serve with public infrastructure through public-private partnership.

Organizational Chart

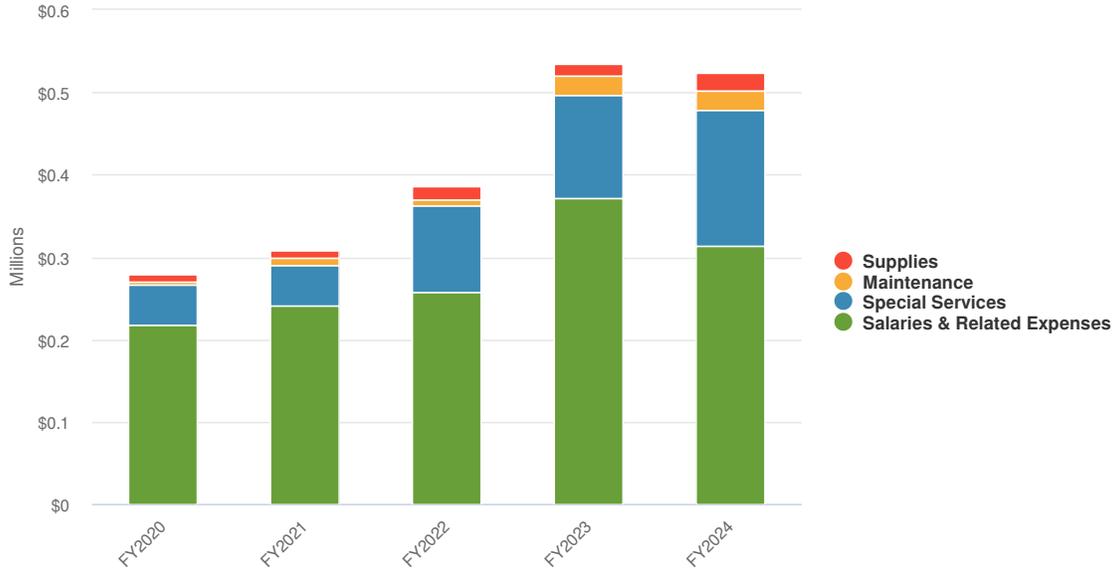


Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	4	3.4	4.8	4	-0.8
% of city's FTEs				1.13%	
Authorized Personnel/Positions:					
Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Economic Development Assistant	1	1	1	1	0
Economic Development Manager	1	1	1	1	0
Grants Writer	1	1	1	1	0
Graphics and Media Specialist	0	0	1	0	-1
Administrative Coordinator	0	0.4	0.8	1	0.2
Office Assistant	1	0	0	0	0
Total	4	3.4	4.8	4	-0.8

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents Economic Development expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$240,613	\$257,122	\$355,220	\$313,020	-11.9%	-\$42,200
Supplies	\$9,187	\$16,365	\$18,627	\$20,670	11%	\$2,043
Maintenance	\$8,609	\$7,175	\$24,100	\$24,900	3.3%	\$800
Special Services	\$49,775	\$104,782	\$136,267	\$165,079	21.1%	\$28,812
Total Expense Objects:	\$308,184	\$385,444	\$534,214	\$523,669	-2%	-\$10,545

Business Incubator

Administered by the Economic Development Department, the Business Incubator program is a five-year business support program that nurtures and enhances both start-up and expanding businesses through collaboration with a broad network of agencies and resources that offer both assistance and mentorship on matters related to business development. The Business Incubator facility is currently able to lease seven suites that range from 1,400 square feet to 4,200 square feet to both start-up and expanding businesses focused in light industrial activities.



Accomplishments FY 2023

- Signed lease agreement with Beto's Cabinets LLC; this marked the seventh active lease on the Business Incubator program, thus all suites leased.
- Collaborated with Arizona Western College's Small Business Development Center (SBDC) to provide a workshop to the community on the topic of "The New Google Profile" presented by MGM Design. This workshop presented information to business owners on how to publish their business profile on Google, and how business owners benefit from their services.
- Collaborated with SBDC and Consulmex to host a workshop for the program "Programa Consular de Emprendimiento para Mexicanas en el Exterior (PCEME)", a program designed to help women entrepreneurs from Mexico start/expand their business in the United States.
- Worked together with Human Resources to update the ERAP Policies.
- Collaborated with ARIZONA@WORK to provide a tour of the Business Incubator Program and presentations from our Tenants to young entrepreneurs to provide testimonials on starting, operating, and growing a business, as well as influence on potential career paths.
- Collaborated with SBDC on promoting a Buy Local campaign by distributing marketing material to our business owners.

- Established relationships with the Center for the Future of Arizona (CFA) and the Arizona Business & Education Coalition (ABEC), and learned about their workforce development programs, among other topics, and how they are being employed in schools.
- Terminated lease agreement with Protecnicos LLC, due to tenant’s decision to close business due to health conditions. Six (6) out of the seven (7) suites are currently leased at a Business Incubator facility.
- Collaborated in the capturing of pictures and film using Economic Development’s drone from groundbreaking ceremonies, ribbon cuttings, and City projects to use as marketing material for the City.
- Provided promotion to local businesses on matters related to online and local trainings, access to financial resources, and direct assistance in connecting with other organizations that provide support for small businesses.

Objectives FY 2024

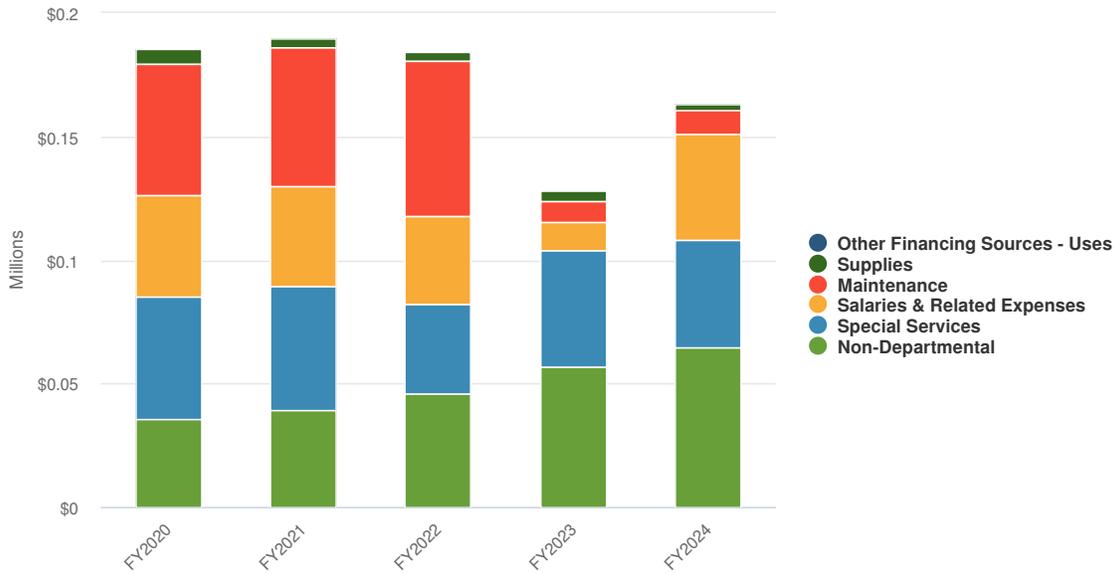
- Continue to outreach and increase awareness of the Business Incubator program across the community and collaborate with a wide network of agencies.
- Lease all seven (7) suites and make program self-sustainable.
- Propose development of Business Incubator Phase II.
- Outreach for funding resources for small business owners.
- Increase the number of events and presentations that nurture and enhance business development in our community

Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	1	0.6	0.2	1	0.8
% of city's FTEs				0.28%	
Authorized Personnel/Positions:					
Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Office Assistant	1	0	0	1	1
Administrative Coordinator	0	0.6	0.2	0	0
Total	1	0.6	0.2	1	0.8

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents Business Incubator expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$40,373	\$35,165	\$12,180	\$42,920	252.4%	\$30,740
Supplies	\$3,911	\$3,773	\$3,800	\$2,200	-42.1%	-\$1,600
Maintenance	\$56,312	\$62,792	\$9,650	\$9,700	0.5%	\$50
Special Services	\$50,165	\$36,362	\$45,930	\$43,580	-5.1%	-\$2,350
Non-Departmental	\$39,214	\$46,072	\$57,020	\$64,730	13.5%	\$7,710
Total Expense Objects:	\$189,975	\$184,164	\$128,580	\$163,130	26.9%	\$34,550

Parks and Recreation Department

The City San Luis of Parks and Recreation Department's purpose 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, and services.

Parks and Recreation is composed of eight (8) divisions which include: the Cesar Chavez Cultural Center, Parks Grounds, Recreation, Youth Center, Municipal Pool, Facilities, Senior Center, and Parks Administration, all of which take pride in serving our residents and visitors.



The department oversees the planning and organizing of recreational programs and activities such as sports leagues, fitness classes, arts and crafts activities, and plans and carries out cultural and community events. We also offer programs, activities, and spaces designed specifically to support the development of our youth and provide a safe space where our senior residents can socialize. The department is also responsible for the maintenance and upkeep of parks, playgrounds, athletic fields, and other recreational facilities in the community.

At Parks and Recreation, we are proud of the important role we play in our community by enhancing the quality of life of our residents.

Accomplishments FY 2023

Parks and Recreation celebrated the Fourth of July Freedom Celebration with over 10,000 people. We continue to have best fireworks in South County and the best event in the entire Yuma County Region.

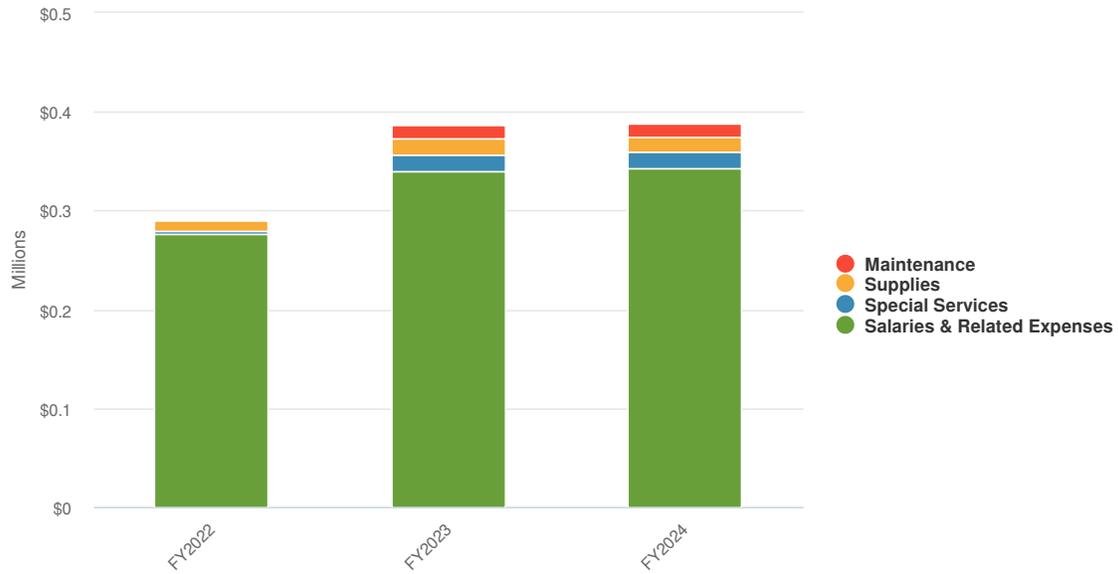
This year, we celebrated at Joe Orduño Park with live performances by Las Calakas, Victimas del Doctor Cerebro, and for the first time in San Luis, El Gran Silencio.

Objectives FY 2024

- Promote community engagement by offering a wide range of programs and events that encourage participation from all members of the community, planning of new recreational opportunities and facilities. This includes the establishment of a community advisory committee to gather input and feedback from community leaders.
- Improve the overall condition and maintenance of our parks and facilities. This includes regular maintenance and upkeep, as well as identifying areas where repairs are needed to enhance overall user experience.
- Increase access to and participation in recreational activities to underserved populations. This includes expanding programming and facilities in areas of the community that have traditionally been underserved, as well as developing partnerships with community organizations and agencies to reach these populations.
- Develop new recreational opportunities by adding new playgrounds, sports fields, and other amenities (East San Luis Community Park).
- Improve the quality of our programs and services by providing our staff with more training and educational opportunities.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Parks and Recreation Administration's expenditures for the past year. It is important to note that the department wasn't created until FY 2022.

Name	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2022 Amended Budget vs. FY2023 Adopted Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$275,812	\$340,360	\$343,620	9.6%	1%	\$3,260
Supplies	\$9,885	\$15,670	\$15,200	25%	-3%	-\$470
Maintenance	\$2,227	\$13,630	\$13,300	22.4%	-2.4%	-\$330
Special Services	\$4,048	\$16,987	\$15,995	-4.1%	-5.8%	-\$992
Total Expense Objects:	\$291,972	\$386,647	\$388,115	9.9%	0.4%	\$1,468

Parks

The Parks Division maintains and ensures our green and recreational areas are pristine, safe, and attractive for our residents and visitors use. The division is responsible for the maintenance and upkeep of parks including: landscaping, irrigation, trash and litter removal, playgrounds, and facilities, such as restrooms, fields, and ramadas. They are also responsible for conducting inspections to identify any hazard or issues that need to be addressed to keep our community safe.



Parks is also involved in the planning, coordination and logistics of Department and city events. They play an important role in executing, assembling, and establishing the structures necessary for an event to be carried out successfully.

Overall, our main mission is to ensure that parks, green spaces, and recreational areas are maintained, safe, and welcoming for its users.

Accomplishments FY 2023

This year, the Parks Division completed the following projects:

- Continuation of development and planning of the East Community Park Phase
- Addition of garden area to the east side of the Cultural Center. Cesar Chavez Pathway.
- Installation of city tourism letters beautification of area
- Replacement and improvement of lighting at F-1 Baseball field, F-2 Softball field, F-3 Softball field.
- Continued with regular maintenance, upkeep and improvement of parks, green and recreational areas.

Objectives FY 2024

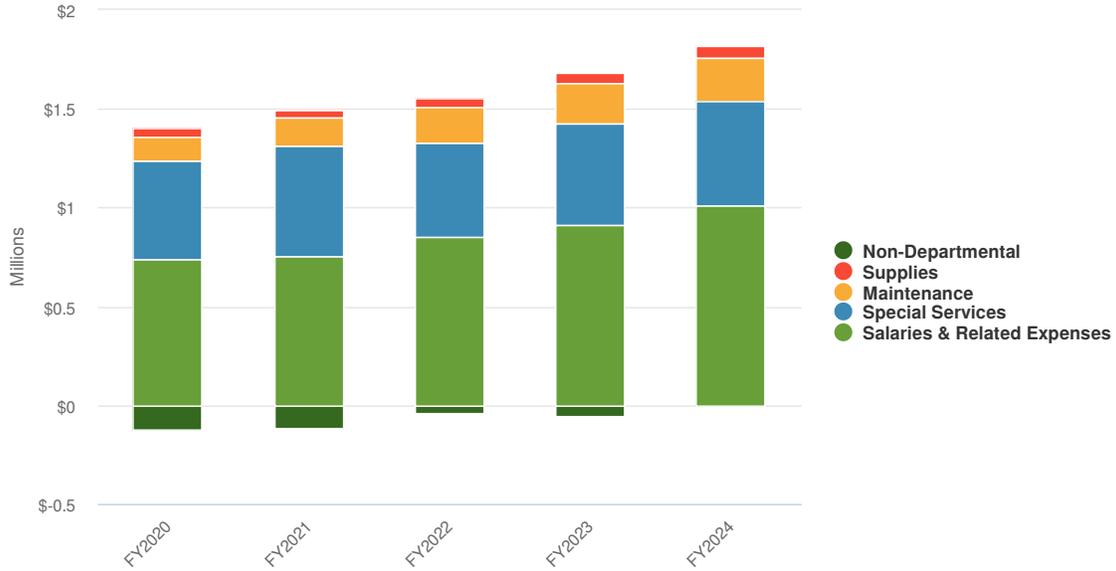
- Continue developing a strategic plan to maintain existing areas and prepare for future development.
- Continuation of the development of the East Community Park, which includes:
 - Redesign to include necessary amenities.
 - Installation of sports fields
- Complete an assessment of Joe Orduño Park to identify areas where repairs and improvements are needed.
- Complete assessment of green areas in West San Luis to identify areas where repairs and improvements are needed.
- Improve illumination in green areas, sports fields, and other facilities.
- Encourage professional development for staff, such as certifications, courses, and workshops.
- Continue the maintenance and improvement of parks, playgrounds, and green spaces.

Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	13.6	16	17	18	1
% of city's FTEs				5.10%	
Authorized Personnel/Positions:			Current	Request	Changes
<u>Title</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>
Maintenance Tech	6	9	10	11	1
Maintenance Specialist	5	5	5	5	0
Parks Supervisor	1	1	1	1	0
Assistant Director of Park & Rec Director	0.3	0	0	0	0
Crew Leader Supervisor	1	1	1	1	0
Director of Parks & Rec	0.3	0	0	0	0
Total	13.6	16	17	18	1

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Parks Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$753,885	\$853,151	\$916,260	\$1,012,190	10.5%	\$95,930
Supplies	\$37,868	\$43,442	\$54,650	\$60,950	11.5%	\$6,300
Maintenance	\$144,321	\$178,482	\$199,300	\$222,600	11.7%	\$23,300
Special Services	\$555,283	\$477,377	\$511,480	\$526,400	2.9%	\$14,920
Non-Departmental	-\$111,640	-\$42,585	-\$51,470	\$0	-100%	\$51,470
Total Expense Objects:	\$1,379,717	\$1,509,868	\$1,630,220	\$1,822,140	11.8%	\$191,920

Recreation

The Recreation Division provides our community with fun activities and events. We are responsible for planning, organizing, and coordinating recreational activities, programs, events, and sports leagues for individuals of all ages and abilities. San Luis residents may choose from a wide variety of sports, leagues, tournaments, and clinics offered throughout the year for children and adults alike.



The Recreation Division offers a multitude of activities, including adult baseball, adult flag football, co-ed kickball, co-ed volleyball, girls' softball, men's basketball, men's softball, men's volleyball, women's softball, women's volleyball, youth baseball, youth basketball, youth dodgeball, and youth flag football.

The Recreation Division offers a multitude of activities, including adult baseball, adult flag football, co-ed kickball, co-ed volleyball, girls' softball, men's basketball, men's softball, men's volleyball, women's softball, women's volleyball, youth baseball, youth basketball, youth dodgeball, and youth flag football.

We are proud of the important role our division plays in our community by providing our residents with recreational activities that promote physical and mental health, socialization, and the development of new skills, teamwork, and leadership, all while providing a fun and enjoyable way to spend free time.

Accomplishments FY 2023

- Introduction of new leagues, classes, and activities, including:
 1. Karate
 2. Co-ed Softball
 3. Motor Skills Activities for children between the ages of three (3) and six (6) years old.
 4. Youth Basketball Clinics
 5. Volleyball Clinics
- Organized the Second Be Active Event with a great increase in participation.

Objectives FY 2024

- Increase participation in programs and recreational activities and develop a system to measure participation and satisfaction.
- Provide staff with training, certifications, and educational opportunities.
- Develop programs, tournaments, and leagues for families, children, ladies, men, seniors, and more, including Youth Indoor Soccer, Youth Women’s Indoor Soccer, and Senior Indoor Soccer.
- Continue with the Recreation Gym expansion project.

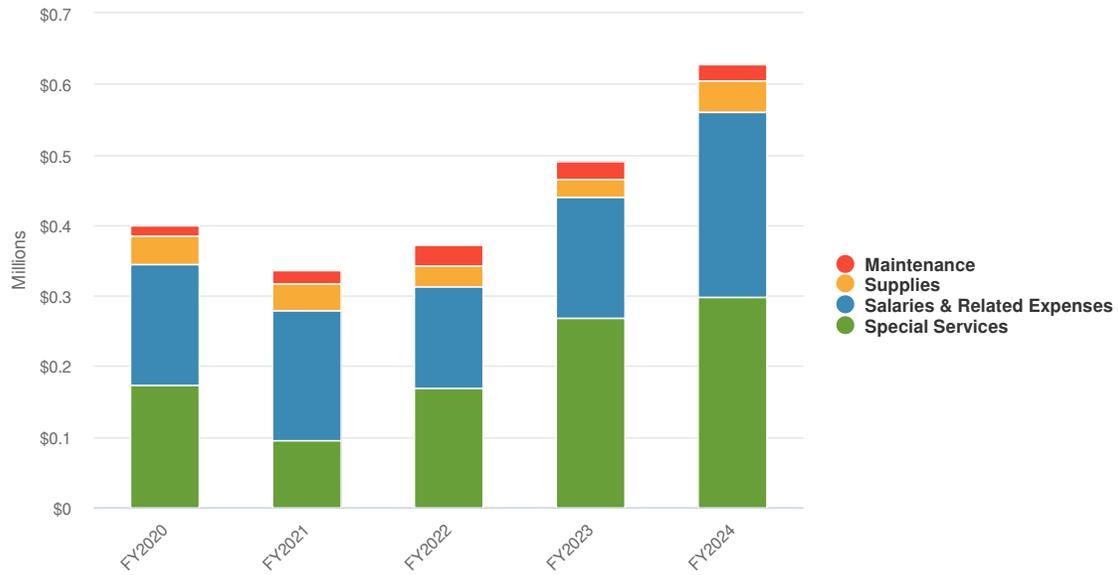
Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	2.7	1.8	2.3	2.5	0.3
% of city's FTEs				0.71%	

Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Recreation Specialist	1.3	1.3	1	1.3	0
Assistant Director Park & Rec	0.2	0	0	0	0
Recreation Coordinator	0.5	0.5	0.8	0.8	0
Office Assistant	0.0	0.0	0.5	0.5	0
Administrative Assistant	0.3	0	0	0	0
Administrative Coordinator	0.3	0	0	0	0
Director of Parks & Rec	0.2	0	0	0	0
Total	2.7	1.8	2.3	2.5	0.3

Budgeted and Historical Expenditures by Expense Type



The following table presents the Recreation Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$184,576	\$144,166	\$179,970	\$261,420	45.3%	\$81,450
Supplies	\$37,133	\$28,885	\$27,943	\$46,150	65.2%	\$18,207
Maintenance	\$19,356	\$30,265	\$25,400	\$22,800	-10.2%	-\$2,600
Special Services	\$94,655	\$169,563	\$267,992	\$298,010	11.2%	\$30,018
Total Expense Objects:	\$335,721	\$372,879	\$501,305	\$628,380	25.3%	\$127,075

Cultural Center

The Cesar Chavez Cultural Center provides a space for members of our community to engage and experience a wide range of activities and events that seeks to promote and preserve the culture, heritage, and traditions of our community. Our facility offers a variety of classes in Art, Music and Dance that are available to all ages and are designed to encourage and motivate our members to learn new talents, explore interests, and discover differing cultural perspectives.



We believe artistic and cultural activities are an essential component of healthy and active communities. By providing classes, activities, exhibitions, music and dance performances, theater productions, workshops, and celebrations of cultural holidays and traditions, we give our community an opportunity to learn about and participate in diverse cultural experiences and help foster greater understanding, appreciation and respect for different cultures and ways of life.

Our goal is to be the steppingstone for the future generation of artists, dancers, musicians, leaders, and consumers of art.

Accomplishments FY 2023

- Installation of stage lighting to improve visibility.
- Construction of new garden area east of the cultural center that will allow outdoor space for cultural events, activities, and private reservations.
- Lobby expansion will provide staff with more space to provide better customer service.
- New Activities - Collaboration with Senior Center to encourage intergenerational interaction and communication.
- Miss San Luis Scholarship Pageant returns with four (4) participants.

Objectives FY 2023

- Continue supporting local and county partnerships to utilize facilities for exhibits and performances for the community.
- Collaborate with Cocopah Indian Tribe to bring cultural events and exhibitions to San Luis.
- Begin process of planning for future expansion of our Cultural Center to offer more classes and programs to our community.
- Relocate Activity Center to a safer area.

Staff Summary Schedule

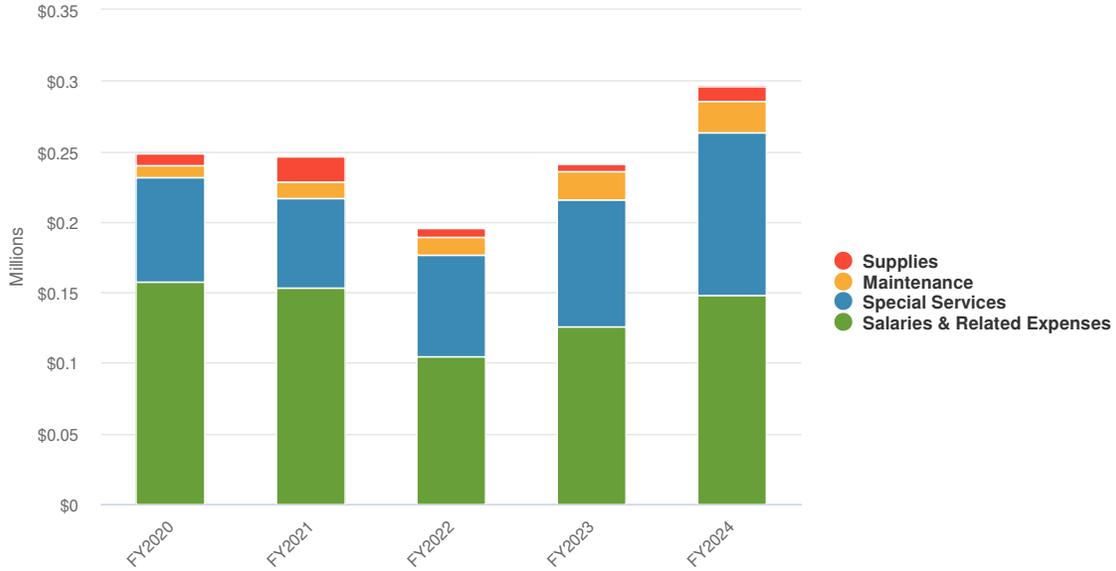
Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	2.6	1.8	2.3	2.5	0.3
% of city's FTEs				0.71%	

Authorized Personnel/Positions:

<u>Title</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Current 2022-2023</u>	<u>Request 2023-2024</u>	<u>Changes 2023-2024</u>
Recreation Specialist	1.3	1.3	1	1.3	0.3
Assistant Director Park & Rec	0.2	0	0	0	0
Recreation Coordinator	0.5	0.5	0.8	0.8	0
Office Assistant	0	0	0.5	0.5	0
Administrative Assistant	0.3	0	0	0	0
Administrative Coordinator	0.3	0	0	0	0
Director of Parks & Rec	0.2	0	0	0	0
Total	2.6	1.8	2.3	2.5	0.3

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents Cultural Center expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$153,132	\$104,341	\$136,320	\$148,410	8.9%	\$12,090
Supplies	\$17,892	\$6,555	\$5,249	\$10,800	105.8%	\$5,551
Maintenance	\$12,007	\$13,084	\$21,531	\$21,300	-1.1%	-\$231
Special Services	\$63,155	\$72,025	\$88,170	\$115,322	30.8%	\$27,152
Total Expense Objects:	\$246,186	\$196,005	\$251,270	\$295,832	17.7%	\$44,562

Youth Center

The San Luis Youth Center (SLYC) is a state-of-the-art sports, recreational, and educational center where youth ages 7 to 21 can thrive in a dynamic and positive environment. The SLYC staff and volunteers work hard every day to support our young students and athletes.



Our goal is to provide every child with the essential tools needed for a successful and bright future. We provide confidence for the young by developing a sense of usefulness and belonging to one child at a time. Every day, the SLYC strives to improve each child's life by implementing self-esteem, courage, and positive values through athletics, cultural and educational programs.

We are proud to manage several sports and an academic excellence center, including boxing, a youth fitness program, arts and crafts, mommy and me program, summer camp, open gym, homework lab, and game center.

Accomplishments FY 2023

- Youth Center memberships continue to grow, with approximately 2,000-2,500 members who participate in Youth Center activities.
- Due to the training and development provided by our dedicated Coaches, two (2) Arizona State Boxing Champions emerged from the Youth Center.
- The addition of new and fun workshops remains popular and in high demand with our members and community.
- Exercise equipment underwent repairs to be utilized to its full potential.

- Events spearheaded by the Youth Center continue to grow in attendance. Participation from local and regional agencies has doubled from past years.
- The positive impact and influence of the Youth Center continues to be seen and felt in our community.

Objectives FY 2024

Continue to provide a safe, positive, and engaging space that allows our youth to develop as productive members of our community by:

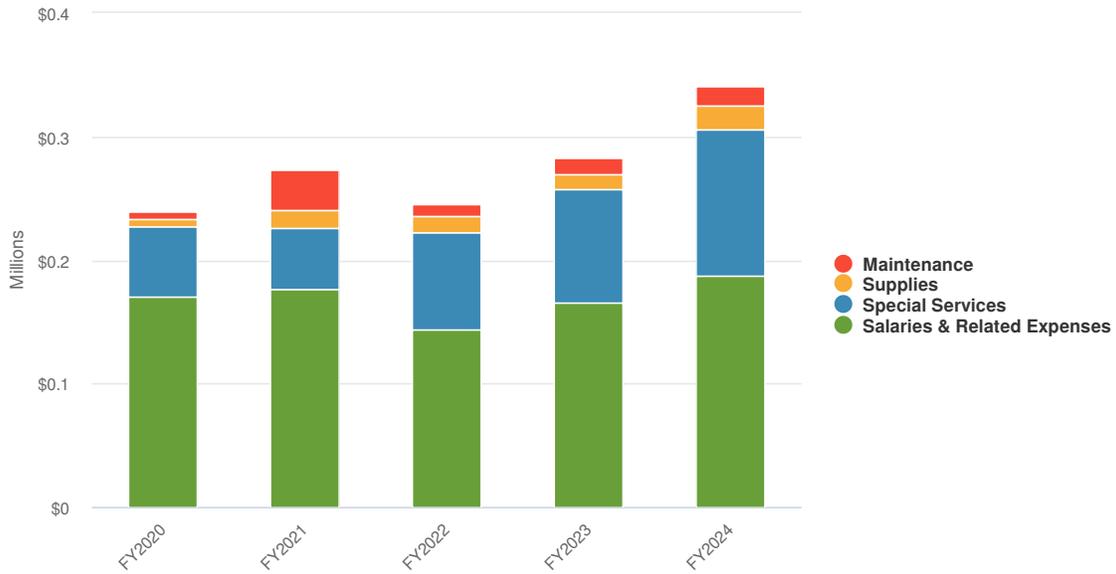
- Improving the quality of programs and activities to continue meeting the needs and interests of our youth.
- Developing programs and initiatives that empower our youth to take on leadership roles in their community.
- Continue strengthening community partnerships to expand opportunities for our youth.
- Continue increasing the number of members to strengthen the Youth Center’s impact in our communi

Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	2.6	1.8	2.3	2.5	0.3
% of city's FTEs				0.71%	
Authorized Personnel/Positions:					
<u>Title</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Current 2022-2023</u>	<u>Request 2023-2024</u>	<u>Changes 2023-2024</u>
Recreation Specialist	1.3	1.3	1	1.3	0.3
Assistant Director Park & Rec	0.2	0	0	0	0
Recreation Coordinator	0.5	0.5	0.8	0.8	0
Administrative Assistant	0.3	0	0.5	0.5	0
Office Assistant	0	0	0	0	0
Administrative Coordinator	0.3	0	0	0	0
Director of Parks & Rec	0.2	0	0	0	0
Total	2.6	1.8	2.3	2.5	0.3

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Youth Center's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$176,938	\$143,954	\$185,500	\$187,350	1%	\$1,850
Supplies	\$13,731	\$12,788	\$16,170	\$19,450	20.3%	\$3,280
Maintenance	\$32,890	\$9,933	\$13,850	\$15,300	10.5%	\$1,450
Special Services	\$49,242	\$78,864	\$87,367	\$118,240	35.3%	\$30,873
Total Expense Objects:	\$272,801	\$245,539	\$302,887	\$340,340	12.4%	\$37,453

Municipal Pool

The San Luis Aquatic Center offers our residents a safe and accessible space for the community to engage in recreational swimming activities. Our pool provides a fun way to cool off during the summer months, practice physical activity, and a way to socialize and spend time with friends and family. A very important aspect of our pool is that it serves as a space where visitors can receive water safety education, promoting important lifesaving skills that may reduce the risk of drowning.



The Aquatic Center offers open swim opportunities, swimming lessons, and party reservations. Open swim times begin in late June and end in late August. The San Luis Municipal Pool operating hours for open swim are Monday through Friday, from 3:00pm to 8:00 p.m. and Saturday, from 11:00 a.m. to 3:00 p.m. The pool is closed all Sunday.

To provide our residents with a better experience and to resolve ongoing issues, the San Luis Aquatic Center will be closed during the Summer of 2023 to address these issues and complete renovations and improvements.

Accomplishments FY 2023

- Continued with all Aquatic Center activities.
- Trained and certified lifeguards.
- Provided swimming lessons to children during the summer. Received pool party reservations for every weekend, excluding holidays, from June to September.

Objectives FY 2024

- Complete pool renovation and improvements
- Hire Pool Manager
- Continue maintaining pool safety during general swimming hours.
- Continue providing a safe and fully functional public pool facility that San Luis residents can be proud of.

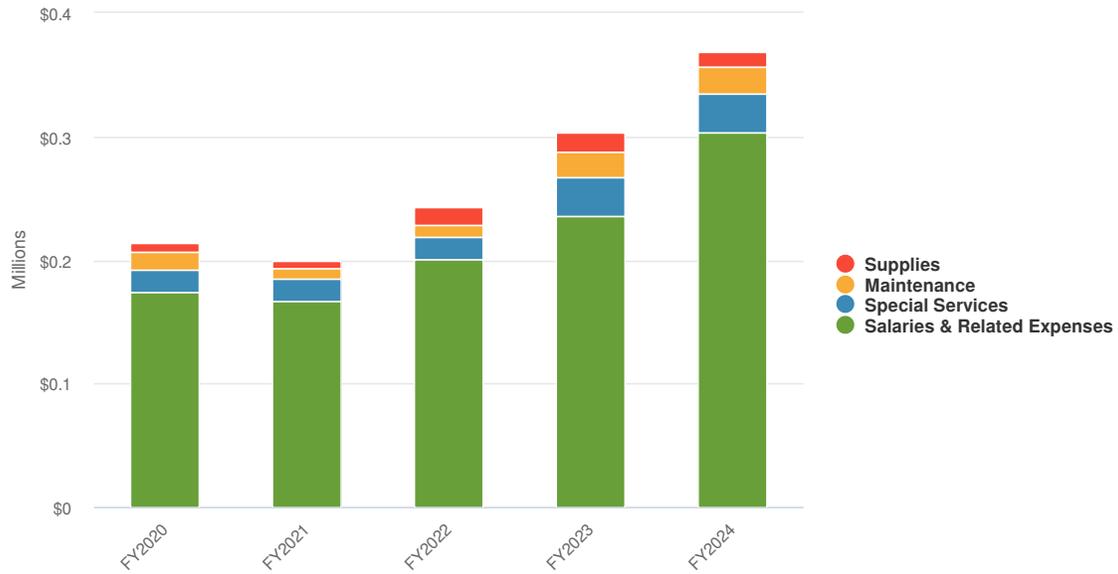
Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	2.5	1.8	2.3	2.5	0.3
% of city's FTEs				0.71%	

Authorized Personnel/Positions:	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Title					
Recreation Specialist	1.3	1.3	1	1.3	0.3
Assistant Director Park & Rec	0.1	0	0	0	0
Office Assistant	0	0	0.5	0.5	0
Recreation Coordinator	0.5	0.5	0.8	0.8	0
Administrative Assistant	0.3	0	0	0	0
Administrative Coordinator	0.3	0	0	0	0
Director of Parks & Rec	0.1	0	0	0	0
Total	2.5	1.8	2.3	2.5	0.3

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents Municipal Pool expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$166,341	\$201,062	\$236,100	\$302,880	28.3%	\$66,780
Supplies	\$5,859	\$14,434	\$15,200	\$12,300	-19.1%	-\$2,900
Maintenance	\$8,874	\$9,033	\$23,100	\$21,800	-5.6%	-\$1,300
Special Services	\$18,185	\$18,055	\$29,440	\$32,105	9.1%	\$2,665
Total Expense Objects:	\$199,260	\$242,584	\$303,840	\$369,085	21.5%	\$65,245

Senior Services

The San Luis Senior Center provides a welcoming and supportive environment for our senior residents where they can socialize, learn new skills, stay active and access resources and services. We offer daily transportation, programs and activities, educational seminars, health screenings, and social events.

The Senior Center's activities include daily games of bingo, domino and pool, arts and crafts, sewing classes, fitness classes, and more. The center oversees the San Luis Senior Nutrition Program, where seniors are offered a healthy meal daily.



AccomplishmentsFY 2023

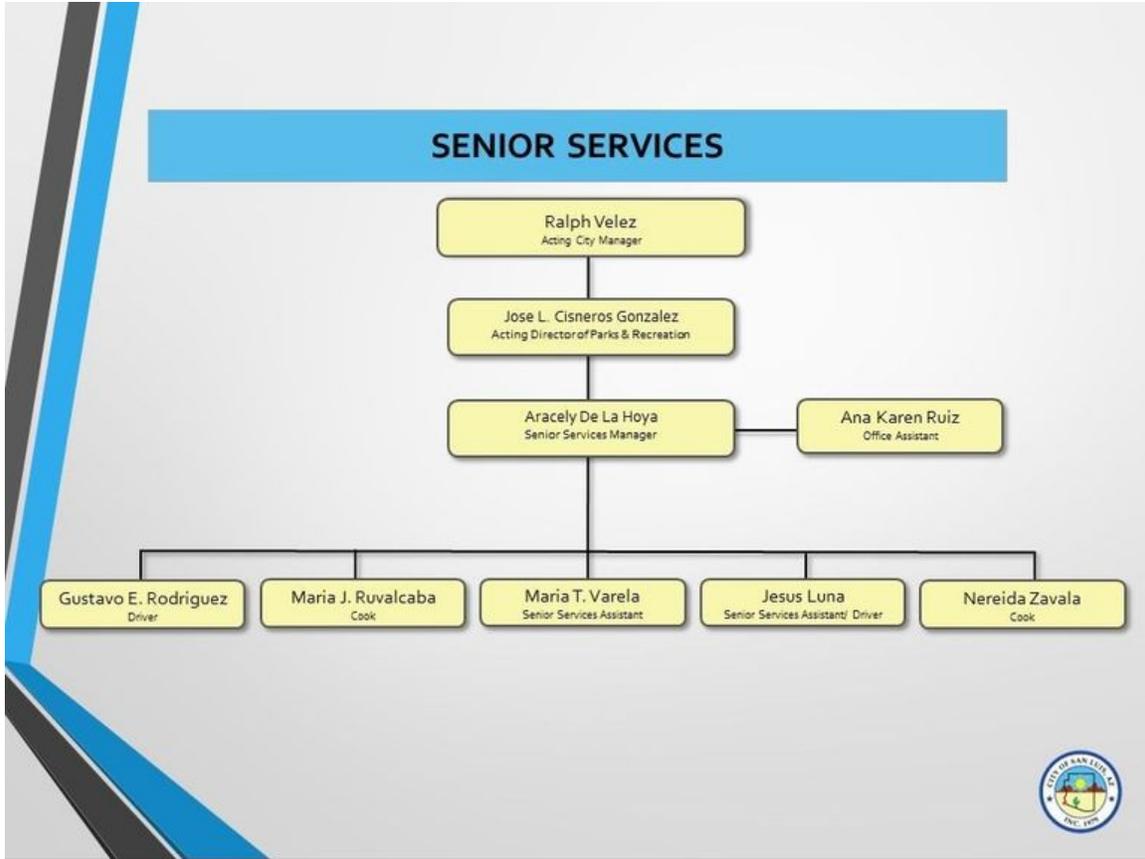
- Provided our seniors daily healthy meals through the nutrition program.
- Continued with regular center activities, such as field trips and outings, which had been suspended due to the pandemic.
- Collaborated with local agencies to provide our members with important information to keep them safe, healthy, and independent.
- Celebrated holidays to encourage socialization, physical and mental health.

Objectives FY 2024

Continue to provide a safe, positive, and supportive space for our seniors by:

- Continue to improve the quality of programs and activities to meet the needs and interests of our members.
- Develop more programs and activities to encourage intergenerational interaction and communication.
- Continue strengthening community partnerships with local agencies to keep our Seniors informed through seminars and workshops.
- Continue promoting the Senior Center to increase memberships and awareness of our services

Organizational Chart



Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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Full-time Equivalents (FTE)	3	4	5	5	0
% of city's FTEs				1.42%	

Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Senior Services Manager	1	1	1	1	0
Driver	1	1	1	1	0
Senior Services Assistant/Driver	1	1	1	1	0
Office Assistant	0	0	1	1	0
Senior Services Assistant	0	1	1	1	0
Total	3	4	5	5	0

SENIOR SERVICES SPECIAL REVENUE FUND

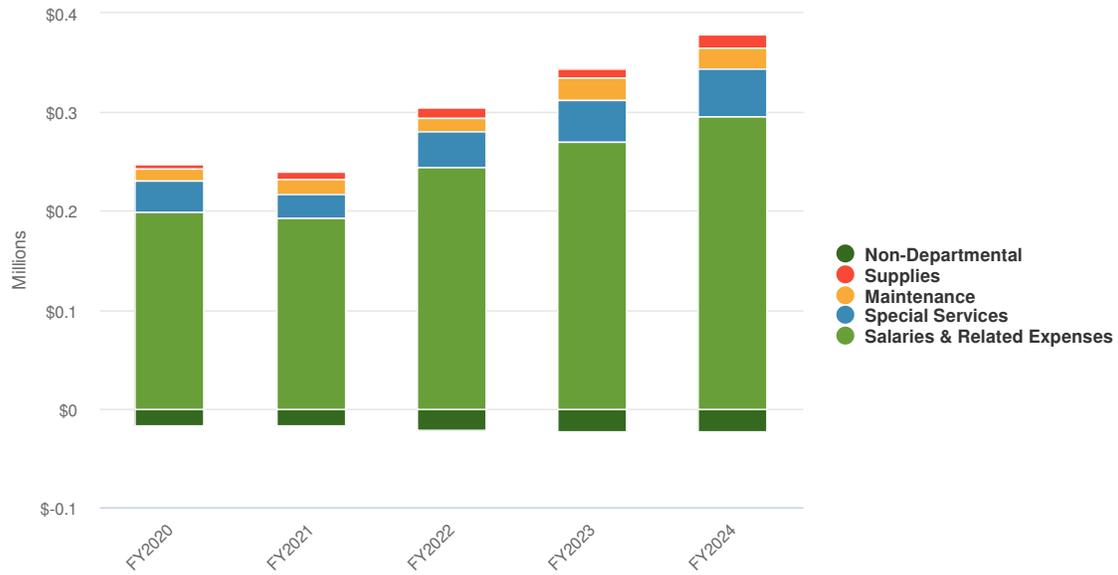
Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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Full-time Equivalents (FTE)	1	1	2	2	0
% of city's FTEs				0.57%	

Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Cook	1	1	2	2	0
Total	1	1	2	2	0

Budgeted and Historical Expenditures by Expense Type



The following table presents the Senior Center's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$193,136	\$244,942	\$284,260	\$296,050	4.1%	\$11,790
Supplies	\$8,818	\$10,480	\$9,550	\$13,650	42.9%	\$4,100
Maintenance	\$14,403	\$14,401	\$20,400	\$21,300	4.4%	\$900
Special Services	\$24,233	\$35,163	\$43,837	\$47,655	8.7%	\$3,818
Non-Departmental	-\$16,879	-\$21,679	-\$23,500	-\$23,600	0.4%	-\$100
Total Expense Objects:	\$223,712	\$283,307	\$334,547	\$355,055	6.1%	\$20,508

Facilities

The Facilities Division is responsible for maintaining and repairing all city buildings. The division consists of one lead custodian, two building maintenance technicians, seven custodians, one facilities supervisor, and one part-time office assistant. Among the various services offered to the city's buildings are custodial services, basic plumbing, replacement of A/C filters, set-ups for events and meetings, and sweeping of parking lots.



Accomplishments FY 2023

- Replaced 6 A/C units within our City Buildings.
- Repaired old popcorn ceiling at the Senior Center.
- Repaired Senior Center Roof

Objectives FY 2024

- Continue to maintain the City's image with commitment and hard work by keeping our facilities clean and well maintained.
- Provide efficient customer service to both our internal and external customers.
- Using resources in an efficient and financially responsible manner.

Staff Summary Schedule

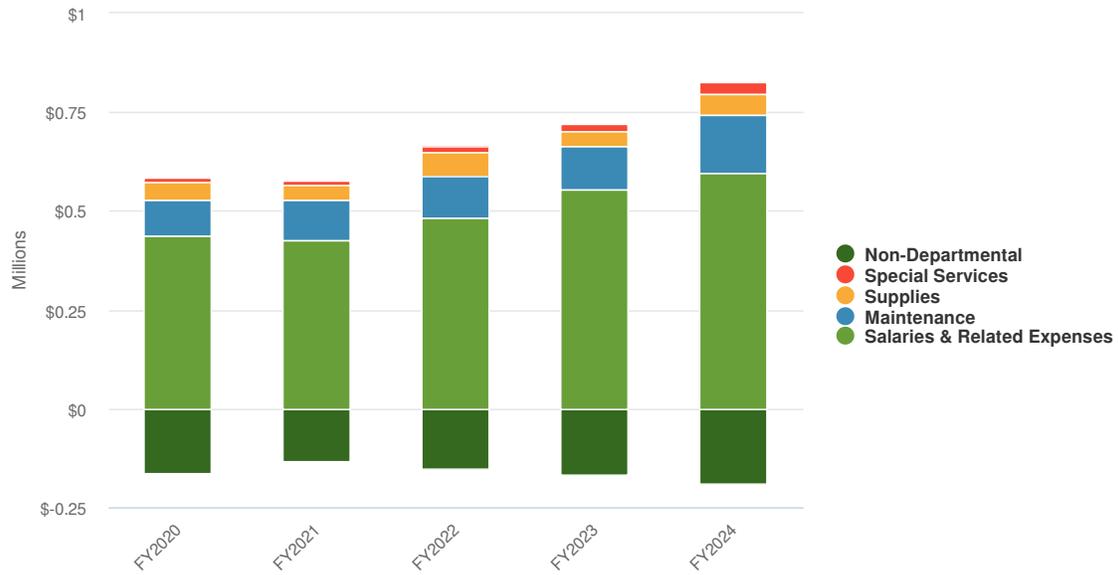
Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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Full-time Equivalents (FTE)	9.2	10	11	12	1
% of city's FTEs				3.40%	

Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Custodian	6	6	7	7	0
Building Maintenance Technician	1	2	2	2	0
Facilities Supervisor	1	1	1	1	0
Administrative Assistant	0	0	0	1	1
Director of Parks & Rec	0.1	0	0	0	0
Assistant Director of Parks & Rec	0.1	0	0	0	0
Lead Custodian	1	1	1	1	0
Total	<u>9.2</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>1</u>

Budgeted and Historical Expenditures by Expense Type



The following table presents the Facilities Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$426,553	\$484,014	\$574,420	\$595,920	3.7%	\$21,500
Supplies	\$36,008	\$62,031	\$38,539	\$52,949	37.4%	\$14,410
Maintenance	\$101,324	\$104,623	\$106,075	\$146,264	37.9%	\$40,189
Special Services	\$11,315	\$12,780	\$19,430	\$32,131	65.4%	\$12,701
Non-Departmental	-\$134,160	-\$153,131	-\$166,540	-\$191,310	14.9%	-\$24,770
Total Expense Objects:	\$441,039	\$510,318	\$571,924	\$635,954	11.2%	\$64,030

Municipal Court

The San Luis Municipal Court's mission is to ensure that individuals appearing before the court or are seeking services from the court are treated equally, impartially, fairly, with compassion and integrity; to timely and efficiently resolve all matters, protect individuals' rights and liberties, uphold and interpret the law.



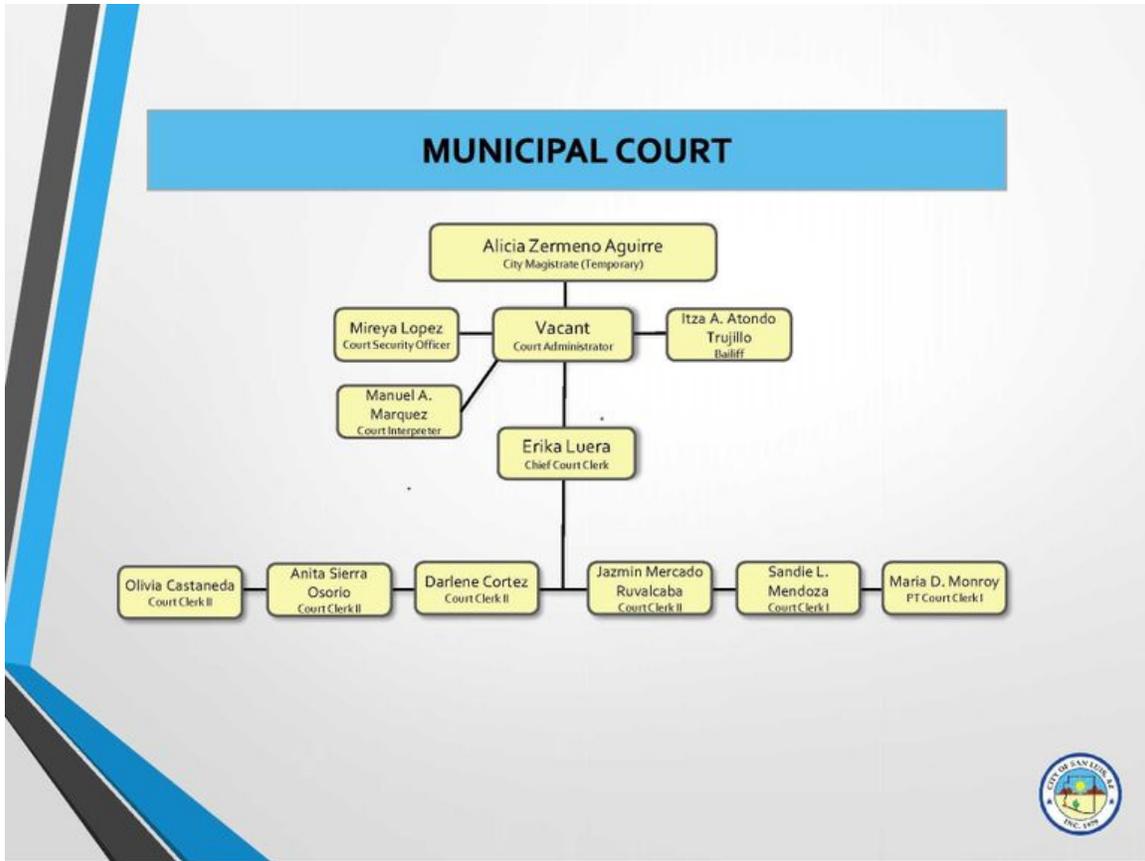
Accomplishments FY 2023

- Obtained new court recording system

Objectives FY 2024

- Obtain approval from Council for new Chief Clerk or Lead Clerk position.
- Obtain grant from AZ Supreme Court to continue enhancing court security.
- Obtain Council approval to upgrade court recording system by adding a video module for court proceedings.
- Obtain Council approval for Adobe Professional software licenses to allow court administrator and magistrate to manage the maintenance and updating of forms used by the court.

Organizational Chart

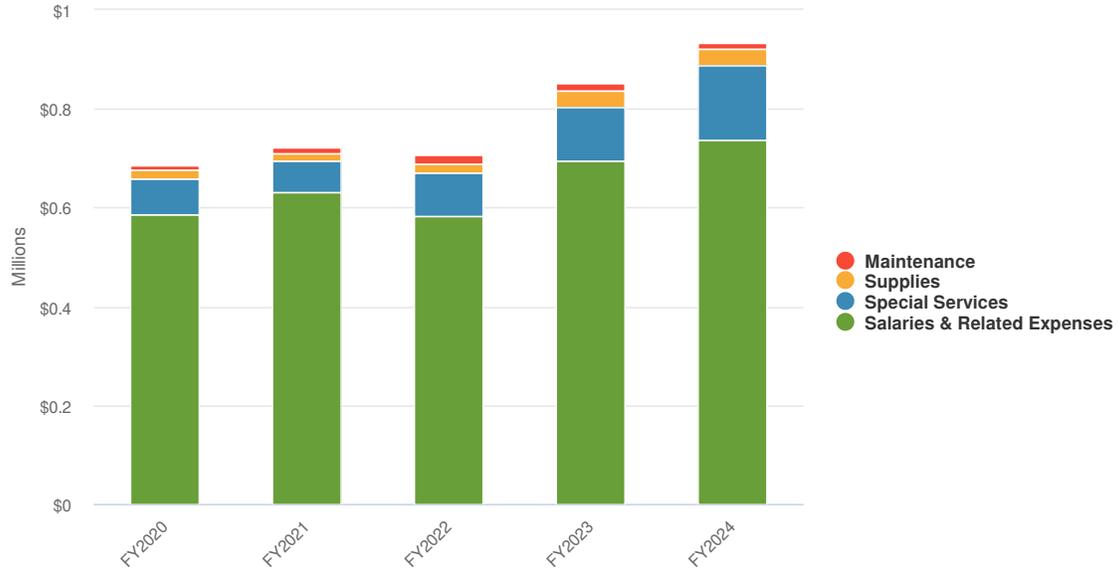


Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	10	11	11	12	1
% of city's FTEs				3.40%	
Authorized Personnel/Positions:					
Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Bailiff	1	1	1	1	0
Court Clerk I	1	2	2	2	0
Court Clerk II	3	3	3	3	0
Court Security Officer	1	1	1	1	0
Court Interpreter	1	1	1	1	0
Court Administration	1	1	1	1	0
Chief Court Clerk	1	1	1	2	1
Magistrate	1	1	1	1	0
Total	10	11	11	12	1

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Municipal Court's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$632,871	\$583,876	\$749,840	\$737,870	-1.6%	-\$11,970
Supplies	\$14,978	\$15,700	\$28,400	\$31,800	12%	\$3,400
Maintenance	\$10,918	\$18,657	\$14,400	\$12,800	-11.1%	-\$1,600
Special Services	\$62,823	\$87,940	\$114,650	\$150,560	31.3%	\$35,910
Total Expense Objects:	\$721,590	\$706,172	\$907,290	\$933,030	2.8%	\$25,740

Police Department

It is the mission of the San Luis Police Department to work in partnership with our community to enforce the law, enhance the quality of life, provide a safe environment and reduce the fear of crime while affording dignity and respect to every individual in the City of San Luis. We will accomplish this mission by practicing community-oriented policing and problem-solving philosophy.



Accomplishments FY 2023

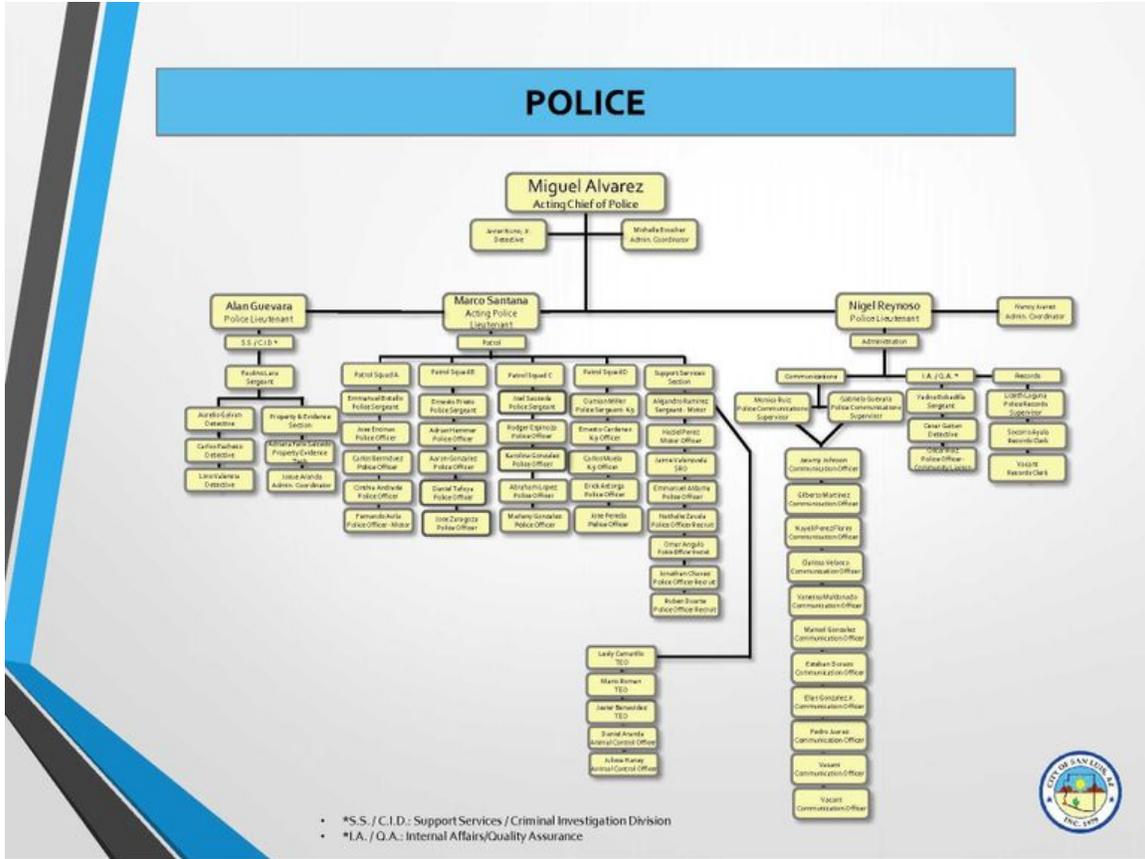
- Processed 102,157 calls for service during 2022, an increase of 5,268 calls from the previous year.
- Received 36,340 case assignments in 2022, an increase of 3,415 from the previous year.
- Completed VESTA 9-1-1 Solutions Suite integration and installation of four dispatcher consoles.
- Completed Security and Fencing Wall Project around the westside and portions of the southside of the Police Department.
- Participated in a total of 52 community engagement programs and events to included local government, schools, Businesses, and the private sector.
- Obtained state and federal public safety and border security grants totaling \$1,014,774 in 2022.
- Completed purchase of Body Worn Cameras (BWC) for all sworn staff.

Objectives FY 2024

- Add additional personnel to efficiently handle the increasing law enforcement demands because of technology advancements and rapid community growth. The Department has requested to add four new Records Clerks, funding of the Police Commander position, funding for the Police Administrator position, to add two new Police Sergeant positions, and to add ten new Police Officer Positions.

- Create a competitive hiring and incentive package that will focus on recruiting and retaining police personnel. This will also help enhance public safety. To include on-call/stand-by pay, shift differential pay, specialty duty assignment pay, and salary increases for Police Department personnel. The Police Department will work closely with the Human Resources Department to maintain market competitiveness regarding salary and incentive compensation.
- Maintain certification through the Arizona Law Enforcement Accreditation Program (ALEAP), by providing proof of compliance for standards as recommended by U.S. Department of Justice.
- Seek additional professional accreditation certifications for the Communications Section, Records Section, and the Property and Evidence Section of the Department.
- Fully implement the Body Worn Camera Program, through sworn staff deployment in late 2023.
- Increase the Department's community outreach events by 10% from the 52 done in 2022.
- Implement a vehicle replacement program. Currently 32 vehicles are over 100,000 miles (Average life expectancy) or 10 years old.
- Start a Citizen Police Academy.
- Start a Police Volunteer Program.
- Start with Phase I construction for the San Luis Police Department Station #2.
- Hire private traffic control services to help with traffic congestion issues along Highway 95 and Main Street due to the U.S. Port Expansion Project. This will also increase traffic and public safety through saturated and enforcement police patrols in these areas.
- Procure communication tower equipment through approved grant funding from Arizona Border Security Fund, Border Fence and Technology Program.
- Secession plan for five-year growth outline SLPD matrix and flow chart to accommodate for this growth.
- Procure over \$1,000,000 in public safety and border security grants.

Organizational Chart



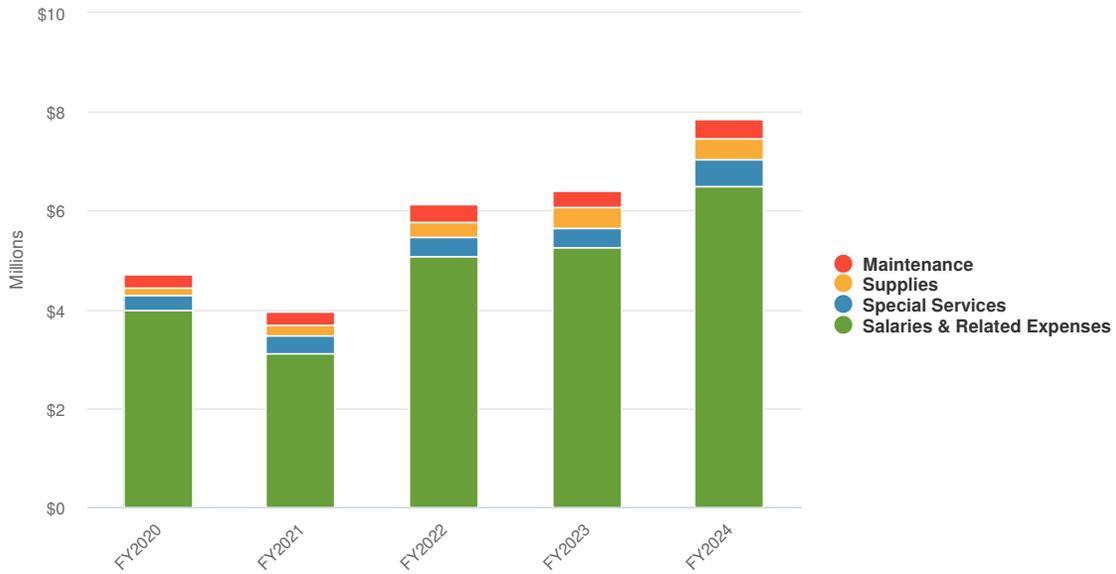
Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	63	67.4	70.4	79	8.6
% of city's FTEs				22.38%	
 Authorized Personnel/Positions:					
Title	<u>2020-2021</u>	<u>2021-2022</u>	<u>Current 2022-2023</u>	<u>Request 2023-2024</u>	<u>Changes 2023-2024</u>
Transit Enforcement Officer	1	3	3	3	0
Police Record Clerk	2	2	2	6	4
Administrative Coordinator	3	3	3	2	-1
Police Administrator	0	0	0	1	1
Police Record Supervisor	0	0	1	1	0
Animal Control Officer	2	2	2	2	0
Property and Evidence Technician	1	1	1	1	0
IT Specialist Public Safety	0	0.4	0.4	0	-0.4
Communication Officer	10	10	10	10	0
Communication Supervisor	2	2	2	2	0
Police Officer	29	31	33	36	3
Police Sergeant	8	8	8	10	2
Police Lieutenant	3	3	3	3	0
Commander	1	1	1	1	0
Police Chief	1	1	1	1	0
Total	<u>63</u>	<u>67.4</u>	<u>70.4</u>	<u>79</u>	<u>8.6</u>



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents Police Department expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$3,114,397	\$5,081,050	\$5,487,190	\$6,488,700	18.3%	\$1,001,510
Supplies	\$232,727	\$315,758	\$389,104	\$430,150	10.5%	\$41,046
Maintenance	\$263,199	\$347,241	\$372,545	\$377,800	1.4%	\$5,255
Special Services	\$349,953	\$381,219	\$374,702	\$544,530	45.3%	\$169,828
Total Expense Objects:	\$3,960,277	\$6,125,268	\$6,623,541	\$7,841,180	18.4%	\$1,217,639

Fire Department

The San Luis Fire Department's (SLFD) mission is to provide safety and security for the lives and property in the San Luis community. The goal of the San Luis Fire Department is to provide high quality, timely, and compassionate services to the residents it serves; fire protection services, emergency medical services, and hazardous materials protection. The values that guide Fire staff interaction among themselves and those they serve are honesty, integrity, respect, compassion, trust, and pride.



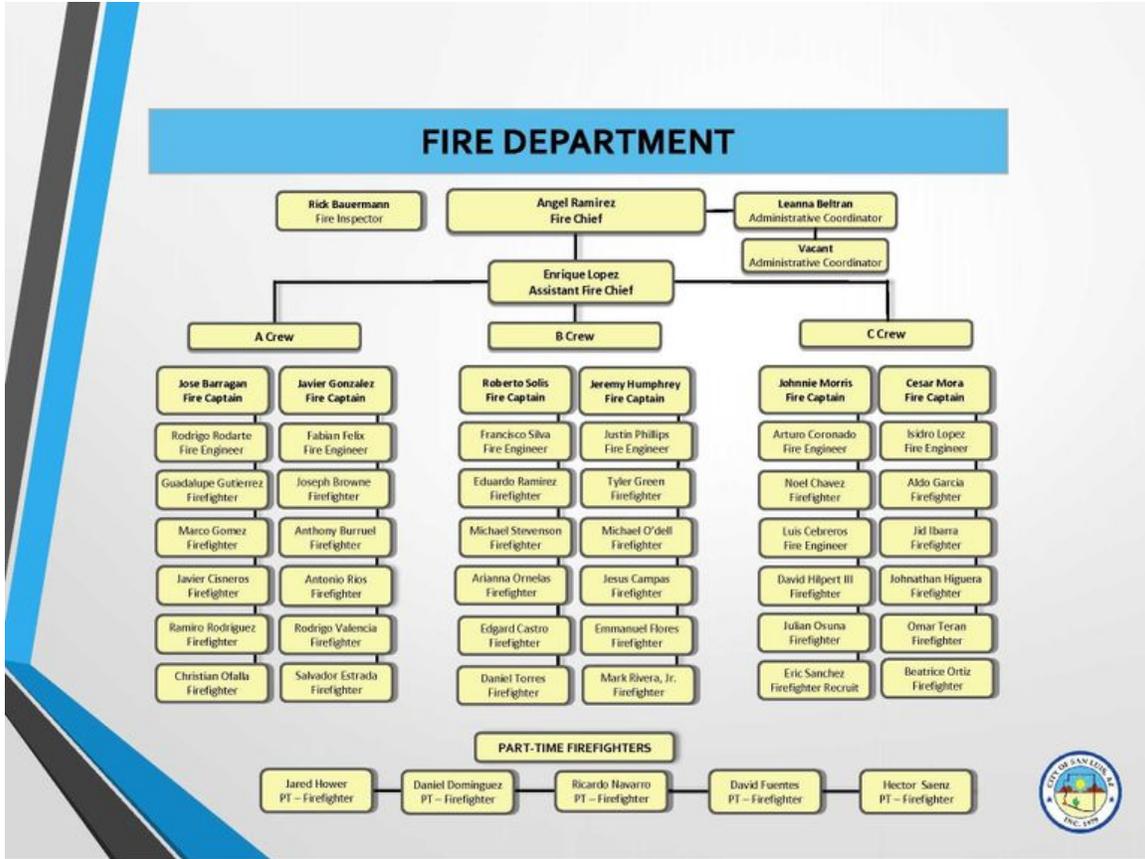
Accomplishments FY 2023

- Began construction of Fire Station #2.
- Added three more paramedics to staff.
- Responded to 72 fire calls for service.
- Responded to 13 HazMat Calls for service.
- Received a total of 4,475 calls for service.
- Continued implementation of a community paramedicine model with the Regional Center for Border Health.
- Continued with implementation of Lexipol for Standard Operating Procedures (SOPs) and policies.
- Continued with implementation of new COVID-19 protocols.
- Assisted with implementation of vaccination clinics available for City residents.
- Added 10 more Hazmat Techs to our staff.
- Streamlined the process for fire inspections with new software and city staff.

Objectives FY 2024

- Continue serving San Luis residents in EMS, fire suppression, and any capability to which the city needs to respond.
- Continue to support the growth and knowledge of all fire personnel.
- Plan for the growth of San Luis.
- Continue improving service delivery to San Luis residents.
- Strive to obtain a Class 2 ISO rating, which will reduce the department's insurance premiums.
- Continue mutual aid systems with all the fire departments in the Yuma County area, especially the City of Somerton.
- Focus on re-establishing a HazMat team that can respond to any incident 24/7.
- Continue to assist fire departments on the Mexican border in any aspect they might need.
- Complete construction of Fire Station #2 on the east side of San Luis.
- Add a new ladder truck to maintain the ISO rating.
- Become an active stakeholder in Yuma Regional Communications System with the implementation of software, hardware, and mobile data computers. Also, achieve a better platform to share the information, data, and resources to all the identities in Yuma County
- Continue being a member of the Yuma County Fire Officers Association (YCFOA).
- Continue with participation in the Arizona Fire Chiefs Association and their annual conference in Glendale, AZ.
- Continue with fire prevention week in October. This initiative reaches about 7 schools and 1800 students around the classrooms.

Organizational Chart



Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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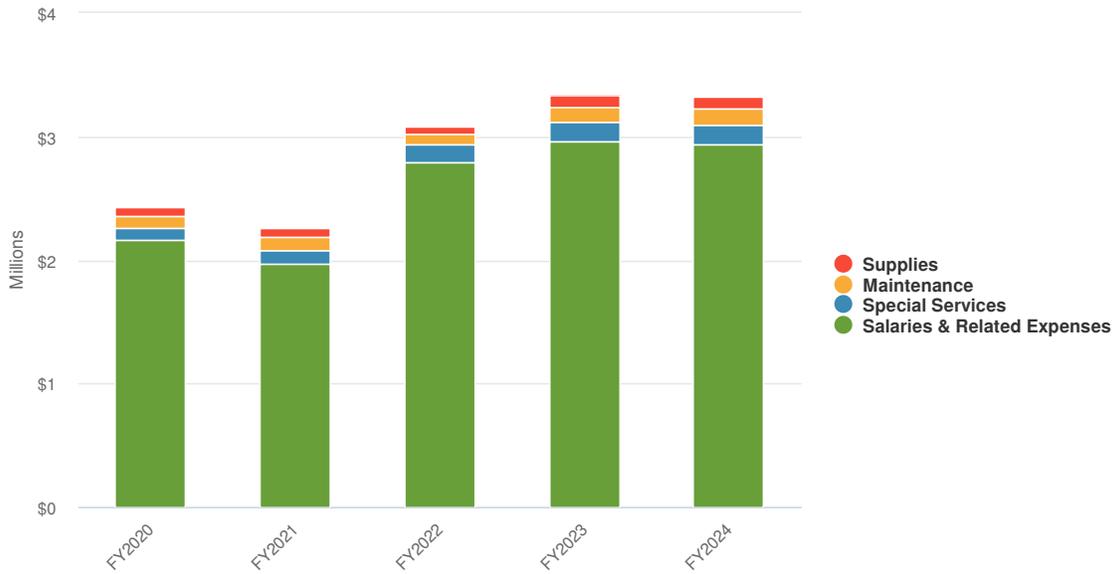
Full-time Equivalents (FTE)	30.5	30.7	34.7	31	-3.7
% of city's FTEs				8.78%	

Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Office Assistant	1	1	0	0	0
Administrative Coordinator	0.5	0.5	1	1	0
Fire Inspector	1	1	1	1	0
Assistant Fire Chief	0.5	0.5	0.5	0.5	0
Fire Chief	0.5	0.5	0.5	0.5	0
Fire Captain	3	3	3	2.5	-0.5
Firefighter	18	18	21	18	-3
Fire Engineer	6	6	6	6	0
Fire Battalion Chief	0	0	1.5	1.5	0
IT Specialist Public Safety	0	0.2	0.2	0	-0.2
Total	30.5	30.7	34.7	31	-3.7

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Fire Department's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$1,963,881	\$2,794,839	\$3,159,190	\$2,932,820	-7.2%	-\$226,370
Supplies	\$66,109	\$58,712	\$101,800	\$100,450	-1.3%	-\$1,350
Maintenance	\$111,618	\$93,975	\$119,500	\$134,800	12.8%	\$15,300
Special Services	\$117,419	\$138,347	\$157,100	\$161,000	2.5%	\$3,900
Total Expense Objects:	\$2,259,028	\$3,085,873	\$3,537,590	\$3,329,070	-5.9%	-\$208,520

Fire Department East

The East Side Fire Station will provide faster response times to the east side of town.

With the way San Luis is growing we need a presence out east.

We will have an ambulance, a response vehicle and a Fire Truck to meet the demands of calls for service.

The scheduled completion date will be June 16, 2023.

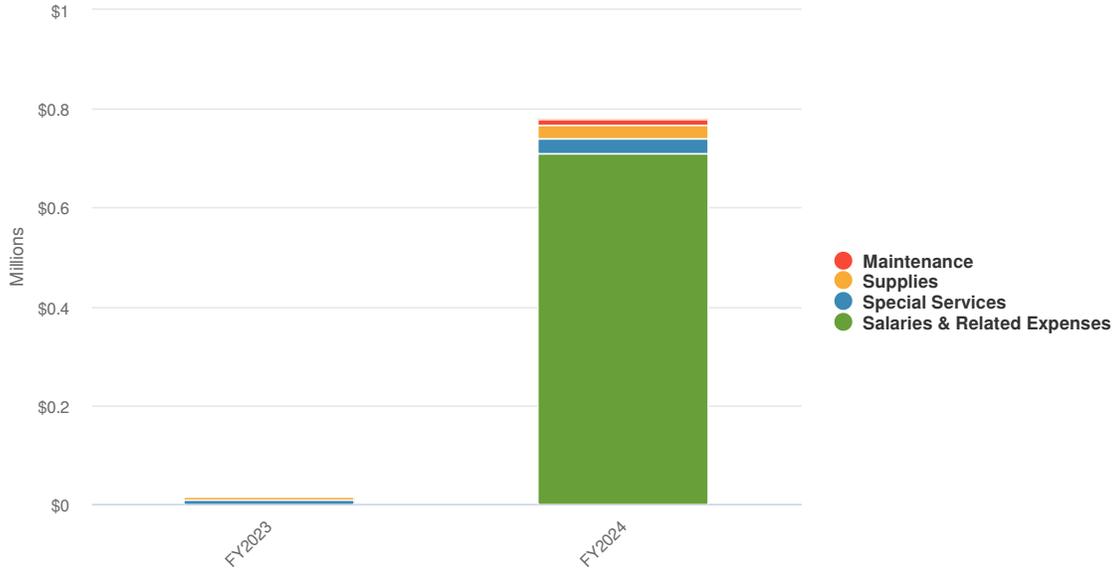


Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	0	0	0	7	7
% of city's FTEs				1.98%	
Authorized Personnel/Positions:					
Title	<u>2020-2021</u>	<u>2021-2022</u>	<u>Current 2022-2023</u>	<u>Request 2023-2024</u>	<u>Changes 2023-2024</u>
Office Assistant	0	0	0	0	0
Administrative Coordinator	0	0	0	0	0
Fire Inspector	0	0	0	0	0
Assistant Fire Chief	0	0	0	0	0
Fire Chief	0	0	0	0	0
Fire Capitan	0	0	0	1	1
Firefigther	0	0	0	6	6
Fire Engineer	0	0	0	0	0
Fire Battalion Chief	0	0	0	0	0
IT Specialist Public Safety	0	0	0	0	0
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>7</u>	<u>7</u>

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Fire Department East Estation budget expenditures for FY 2024

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget
Expense Objects				
Salaries & Related Expenses	\$0	\$0	\$0	\$708,540
Supplies	\$0	\$0	\$5,000	\$26,000
Maintenance	\$0	\$0	\$0	\$14,000
Special Services	\$0	\$0	\$8,700	\$31,900
Total Expense Objects:	\$0	\$0	\$13,700	\$780,440

Ambulance Services

The Ambulance Services Division is administered by the San Luis Fire Department, whose mission is to provide safety and security for the lives in the San Luis community. The goal of the Ambulance Services Division is to provide high quality, timely, and compassionate emergency medical services to the residents it serves. The values that guide Ambulance staff interaction among themselves and those they serve are honesty, integrity, respect, compassion, trust, and pride.



Accomplishments FY 2023

- Add another ambulance to the fleet, totaling 4 ALS ambulances within the City of San Luis.
- Initiated a new paramedic class which will conclude in fiscal year 2024.
- Responded to 3,970 EMS calls for service.
- Provided 3,546 transports to Yuma Regional Medical Center.
- Received a total of 4,475 calls for service.
- Continued implementation of a community paramedicine model with Regional Center for Border Health.
- Continue Implementation of Lexipol for Standard Operating Procedures (SOPs) and policies.
- Continue implementation of new COVID-19 protocols.
- Continue Implementation of Crew Force software for ambulance operations.
- Assisted with implementation of vaccination clinics available for City residents.

Objectives FY 2024

- Continue serving San Luis residents in EMS and any capability to which the city needs to respond.
- Continue to support the growth and knowledge of all ambulance personnel.
- Plan for the growth of San Luis.
- Continue improving service delivery to San Luis residents.
- Acquire a fourth full-time ALS ambulance; this will improve service delivery from an EMS standpoint.
- Add 6 paramedics for a new ambulance.
- Retain 99% of the emergency transportation services within the San Luis area.
- Continue to assist fire departments from the Mexican border in any aspect they might need.
- Complete construction of Fire Station #2 on the east side of San Luis.
- Become an active stakeholder in Yuma Regional Communications System with the implementation of software, hardware, and mobile data computers. Also, achieve a better platform to share the information, data, and resources to all the identities in Yuma County.
- Continue being a member of the Yuma County Fire Officers Association (YCFOA).
- Continue providing CPR/First Aid classes to the community.
- Continue being a resource for the AZ State Mutual Aid System.

Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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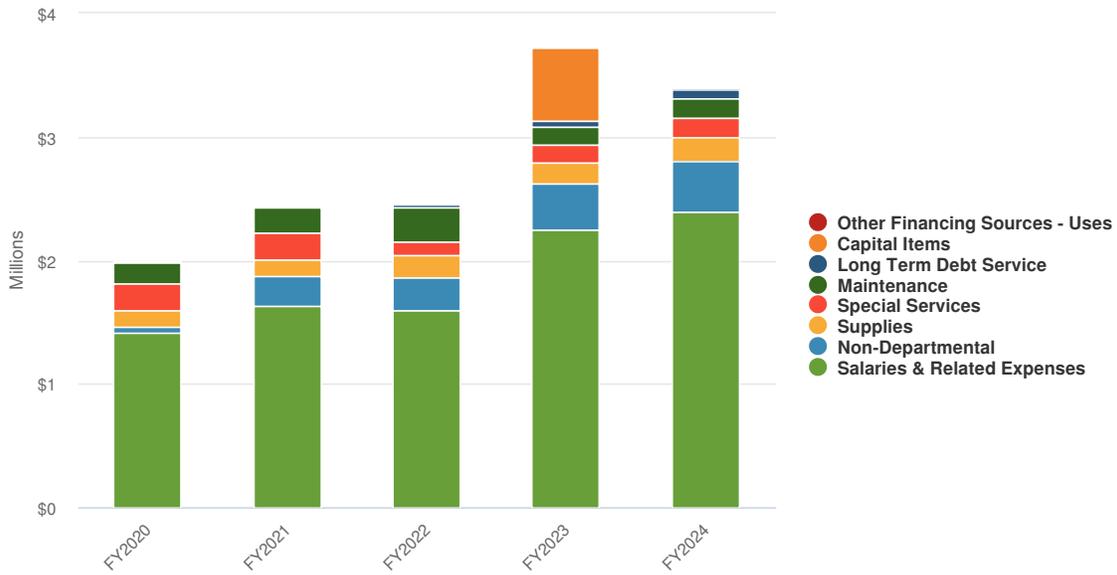
Full-time Equivalents (FTE)	18	18.7	24.2	20.5	-3.7
% of city's FTEs				5.81%	

Authorized Personnel/Positions:

Title	<u>2020-2021</u>	<u>2021-2022</u>	<u>Current 2022-2023</u>	<u>Request 2023-2024</u>	<u>Changes 2023-2024</u>
Administrative Coordinator	0.5	0.5	1	1	0
Ambulance Coordinator	0.0	0.0	0	2	
Assistant Fire Chief	0.5	0.5	0.5	0.5	0
Fire Chief	0.5	0.5	0.5	0.5	0
Fire Capitan	3	3	3	2.5	-1
Communication Officer	1	1	1	1	0
Accounting Specialist	0.5	1	1.5	0.0	-2
Battalion Chief	0	0	1.5	1.5	0
Firefigther	12	12	15	12	-3
IT Specialist Public Safety	0	0.2	0.2	0	0
Total	<u>18</u>	<u>18.7</u>	<u>24.2</u>	<u>20.5</u>	<u>-5.2</u>



Budgeted and Historical Expenditures by Expense Type



The following table presents the Ambulance Services Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$1,629,467	\$1,599,493	\$2,290,540	\$2,388,260	4.3%	\$97,720
Supplies	\$133,671	\$179,511	\$172,250	\$183,500	6.5%	\$11,250
Maintenance	\$204,277	\$278,851	\$143,100	\$152,500	6.6%	\$9,400
Special Services	\$220,117	\$105,784	\$143,000	\$161,540	13%	\$18,540
Long Term Debt Service	\$7,471	\$21,193	\$57,900	\$71,660	23.8%	\$13,760
Non-Departmental	\$242,967	\$263,454	\$367,810	\$420,730	14.4%	\$52,920
Capital Items	\$0	\$0	\$592,044	\$0	-100%	-\$592,044
Total Expense Objects:	\$2,437,969	\$2,448,285	\$3,766,644	\$3,378,190	-10.3%	-\$388,454

Information Technology

The IT department is responsible for managing the Citywide network, City website, desktop computers, servers, communications including phone system and mobile phones, and providing technical support and maintenance to departments. The department's goal is to provide information technology services in a reliable, effective and secure manner while committing to excellence in customer service.



Accomplishments FY 2023

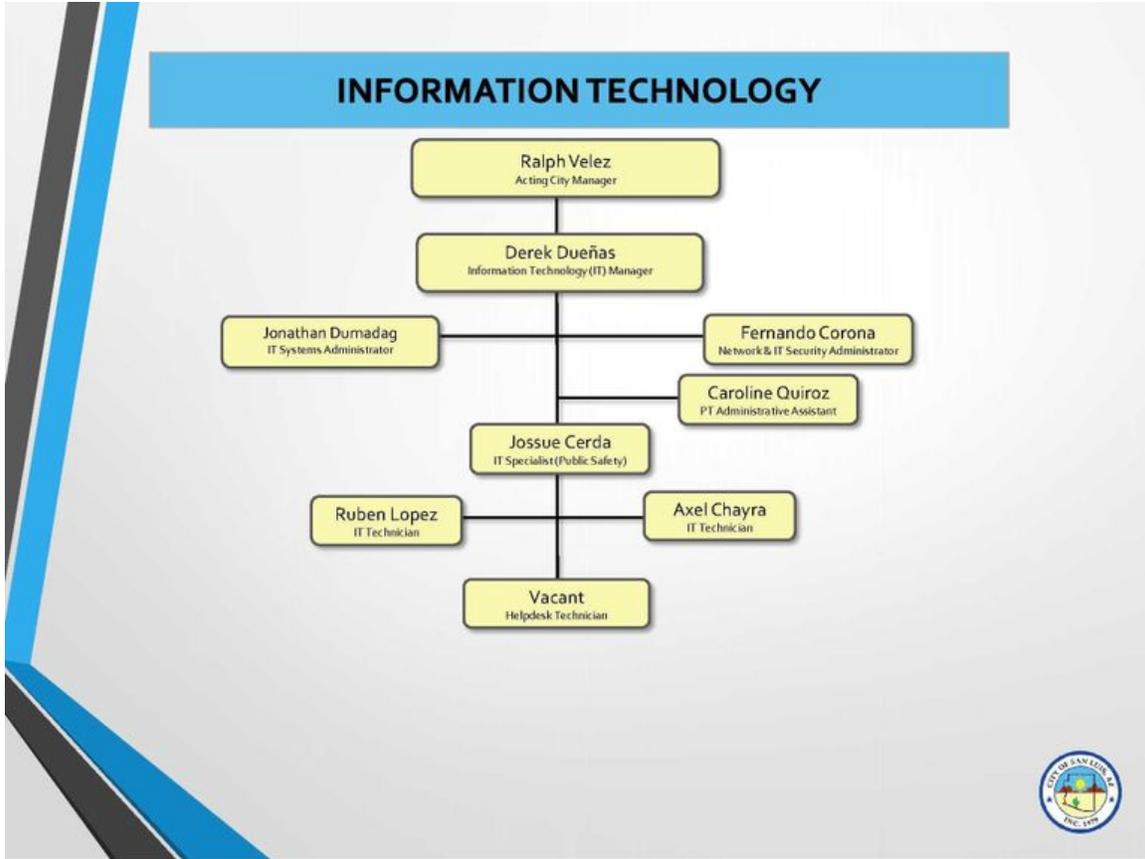
- Implemented cybersecurity awareness training which will be provided to all city staff on a yearly basis. The goal of cybersecurity training is to minimize risk by providing the necessary tools to our employees for avoiding, detecting, and responding to cyber threats.
- Integration of two factor authentication for high risk accounts. 2FA adds a second authentication layer of protection.
- Integration of Azure services. Azure is a cloud service provider that allows the city to implement cloud services while ensuring compliance and security controls over our data.
- Implementation and deployment of office 365 applications. Applications include office products, Microsoft Teams, SharePoint, and OneDrive. Automation services using Microsoft PowerApps are currently being implemented.
- Implementation of Tanium application which was provided by the State of Arizona. Tanium services provide compliance reporting, patching, and deployment of applications.

- Evaluated and designed a plan to create a mesh network infrastructure that will provide multiple paths of communications in case of a disaster.
- Replacement of obsolete phone system with Avaya PBX. Communication is critical for the City of San Luis, and it is imperative to have a reliable and manageable system.
- Implementation of backup system for cloud services.
- Implementation and configuration of video conferencing services for city employees and conference rooms.

Objectives FY 2024

- Conduct an internal cybersecurity assessment by a government agency to detect and determine cyber risks.
- Implement Azure cloud services to serve as part of the City's business continuity plan. Services include offsite backups, active directory services, remote desktop, and backup infrastructure.
- Implement user trainings on enterprise applications for City staff. This is to increase awareness of available services and to increase user productivity.
- Develop, implement, and test an incident response plan the Information Technology department.
- Implement/Update the City's acceptable use policy. Coordinate with Human Resources to implement user training in regards to the acceptable use policy as part of an onboarding process.
- Improvements to the city's owned fiber optic infrastructure. Continue to run fiber to city owned buildings.
- Implement a mesh network topology for high availability and disaster recovery planning.
- Implement and establish a community cybersecurity awareness campaign to provide tools and recommendations to local businesses.
- Increase cybersecurity infrastructure by adopting conditional access controls through Azure active directory.
- Evaluate and develop a five-year communications infrastructure improvement plan to address current cellular and radio communication needs.

Organizational Chart



Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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Full-time Equivalents (FTE)	6.3	7.2	7.2	9	1.8
% of city's FTEs				2.55%	

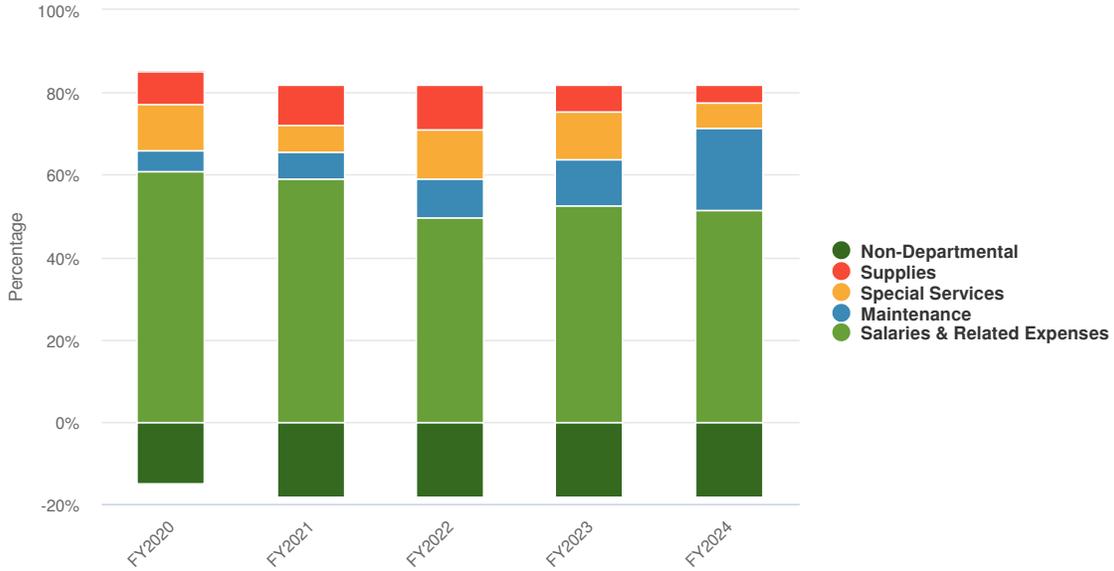
Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
IT Manager	1	1	1	1	0
Senior IT Technician	1	1	1	1	0
IT Technician	2	2	2	2	0
Graphics and Media Specialist	1	1	0	0	0
Administrative Coordinator	0.3	0	0	0	0
Administrative Assistant	0.0	0	0	1	1
IT Help Desk Technician	0	1	1	1	0
IT Specialist Public Safety	0	0.2	0.2	0	0
IT Specialist	0	0	0	1	1
Business Application Specialist	0	0	0	1	1
Video Production and Operations Specialist	0	0	1	0	-1
Network & IT Security Admin	1	1	1	1	0
Total	6.3	7.2	7.2	9	1.8



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



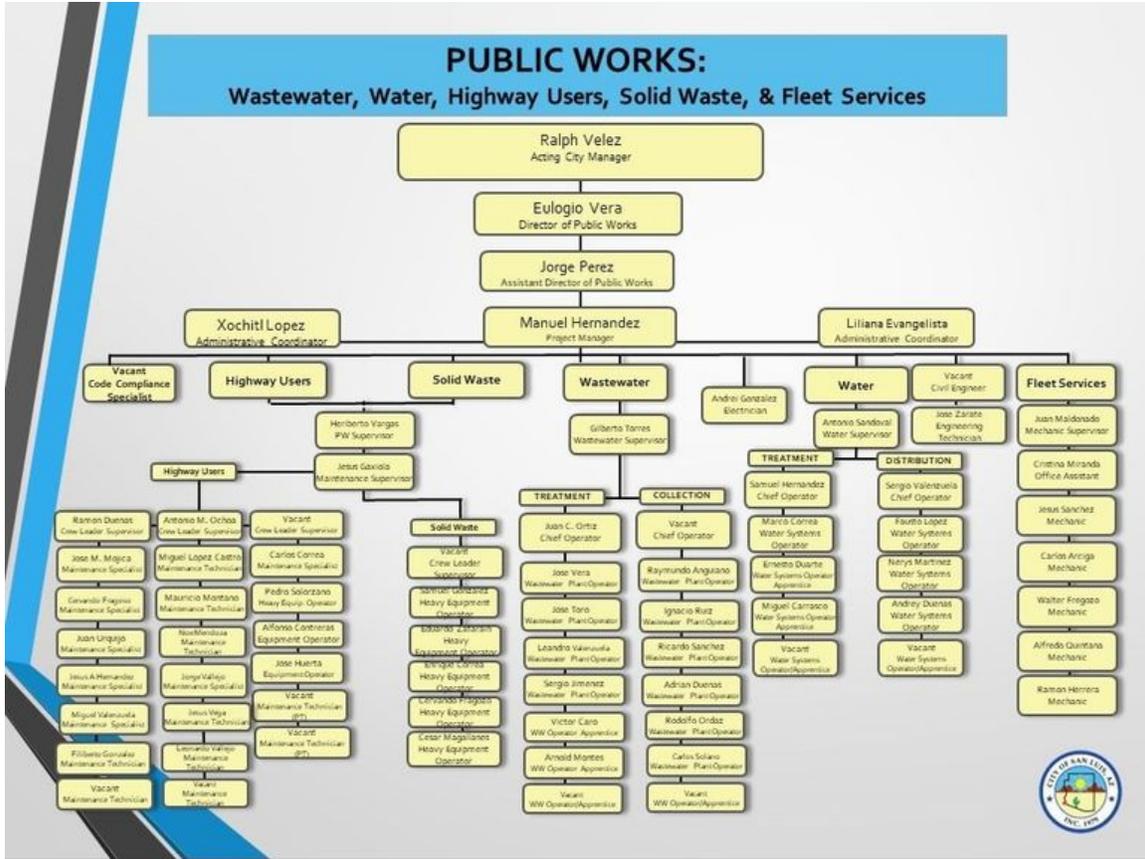
The following table presents the Information Technology Department's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$390,264	\$450,357	\$583,630	\$620,780	6.4%	\$37,150
Supplies	\$64,629	\$99,549	\$72,900	\$54,500	-25.2%	-\$18,400
Maintenance	\$42,207	\$85,305	\$129,520	\$243,070	87.7%	\$113,550
Special Services	\$43,869	\$105,364	\$125,932	\$72,860	-42.1%	-\$53,072
Non-Departmental	-\$119,459	-\$163,766	-\$201,730	-\$219,240	8.7%	-\$17,510
Total Expense Objects:	\$421,511	\$576,808	\$710,252	\$771,970	8.7%	\$61,718

Public Works Administration

The mission of the Public Works Department is to effectively maintain and develop public infrastructure to enhance the quality of life of our residents and businesses by using our available resources in a prudent and cost effective manner consistent with the vision and goals of the community. The Public Works department oversees the Solid Waste, Waste-Water and Water divisions, as well as the operations for Fleet and Highway Users. It is important to note that this is a new department that was introduced on FY 23.

Organizational Chart



Staff Summary Schedule

Staff Summary	Actual	Adopted	Adopted	Request	Change
	2020/21	2021/22	2022/23	2023/24	2022/23 to 2023/24

Full-time Equivalents (FTE) 0 0 7 8 1
 % of city's FTEs 2.27%

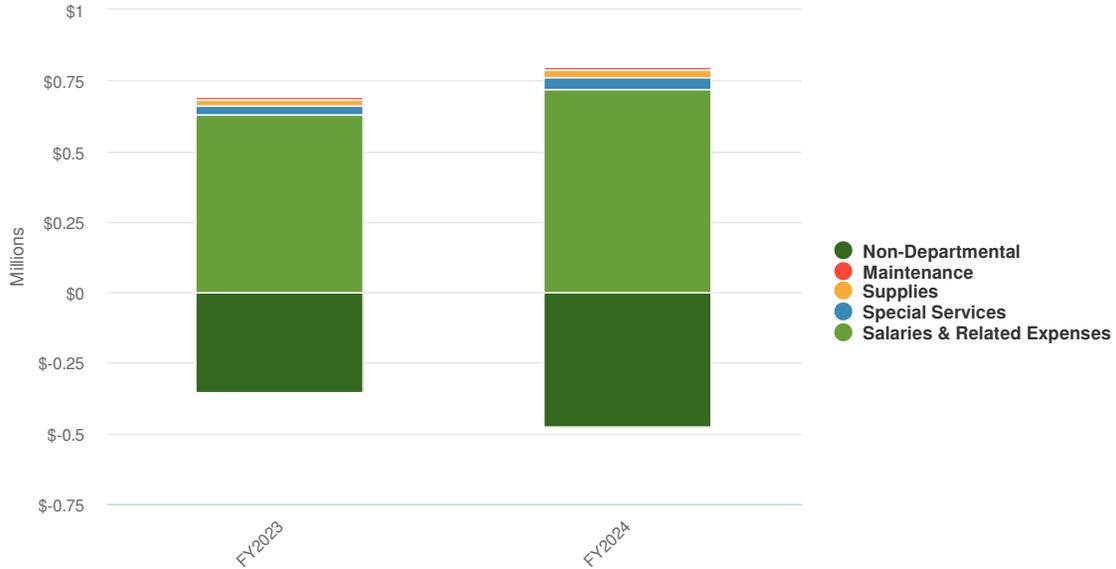
Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Assistant Director of Public Work	0	0	1	1	0
Director of Public Work	0	0	1	1	0
Administrative Coordinator	0	0	2	2	0
Administrative Assistant	0	0	0	1	1
Code Compliance Specialist	0	0	1	1	0
Engineering Technician	0	0	1	1	0
Civil Engineering	0	0	1	1	0
Total	0	0	7	8	1



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2022 Amended Budget vs. FY2023 Proposed Continuation Budget (% Change)	FY2022 Amended Budget vs. FY2023 Proposed Continuation Budget (\$ Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects								
Salaries & Related Expenses	\$0	\$0	\$632,280	\$719,120	0%	\$0	13.7%	\$86,840
Supplies	\$0	\$0	\$20,050	\$25,600	0%	\$0	27.7%	\$5,550
Maintenance	\$0	\$0	\$13,000	\$11,000	0%	\$0	-15.4%	-\$2,000
Special Services	\$0	\$0	\$29,500	\$42,500	0%	\$0	44.1%	\$13,000
Non-Departmental	\$0	\$0	-\$354,280	-\$476,760	0%	\$0	34.6%	-\$122,480
Total Expense Objects:	\$0	\$0	\$340,550	\$321,460	0%	\$0	-5.6%	-\$19,090

Highway User Division

The Highway Users Division facilitates the general public's pedestrian and vehicular movement in a safe and orderly manner by providing general maintenance and repair of all City streets, signs, and traffic control signals and devices.

The division is also responsible for after-hours support to emergency responders, as well as for installation of new roadway signs and markings, replacement of damaged signs and markings, requests for removal of graffiti, general right-of-way maintenance, and storm water collection infrastructure maintenance.



Accomplishments FY 2023

- Pavement Preservation, approximately 160,000 square yards of material applied to roadways
- Rehabilitated the traffic signal system at Cesar Chavez Blvd and Main Street
- Rehabilitated the traffic signal system at Main Street and Piceno Dr. Intersection
- Accepted Subdivisions Bienestar 11, Los Mezquites, and Bellez del Desierto 2

Objectives FY 2024

- Promote a new Crew Leader position, a Maintenance Specialist, and five Maintenance Technician positions.
- Update and improve street sweeping program
- Pavement Preservation Improve Pavement Condition Index (PCI)
- Create and Execute Sand Control Plan for the east side of San Luis
- New traffic signals at Ave E and County 24th Street, at County 24th Street

Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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Full-time Equivalents (FTE)	20.7	21	23	23	0
% of city's FTEs				6.46%	

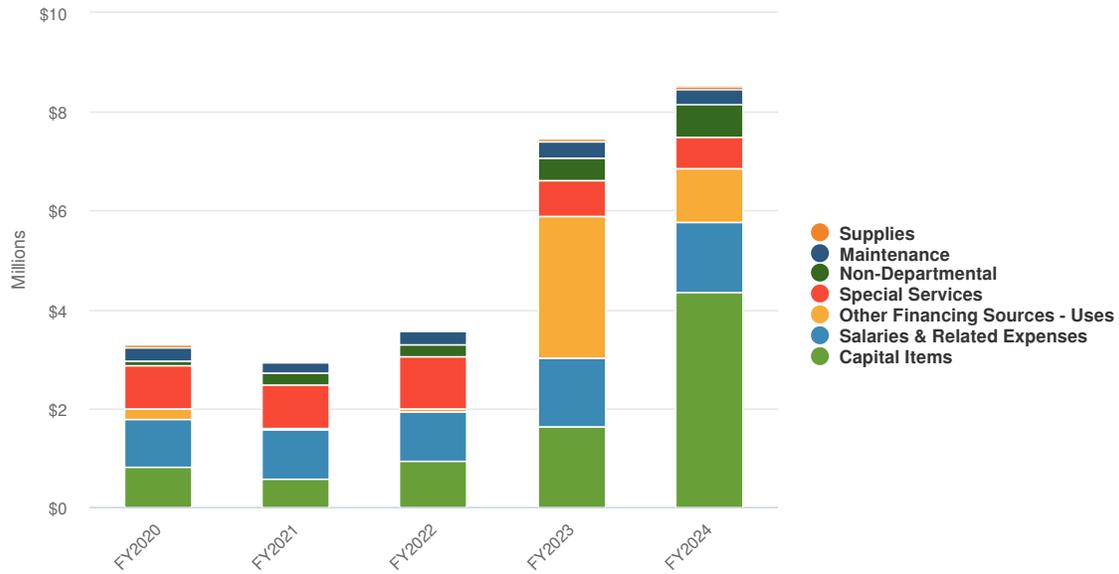
Authorized Personnel/Positions:

Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Equipment Operator	2.5	2.5	2.5	2.5	0
Maintenance Specialist	6	6	7	7	0
Maintenance Technician	6	6	8	7	-1
Maintenance Supervisor	1	1	1	1	0
Public Work Supervisor	1	1	1	1	0
Crew Leader Supervisor	2	2	2	3	1
Heavy Equipment Operator	1	1	1	1	0
Assistant Director of Public Work	0.2	0.2	0	0	0
Director of Public Work	0.2	0.2	0	0	0
Administrative Coordinator	0.2	0.2	0	0	0
Public Work Project Manager	0	0	0.3	0.3	0
Administrative Assistant	0.3	0.3	0	0	0
Engineering Technician	0.3	0.3	0	0	0
Civil Engineering	0	0.3	0	0	0
Total	<u>20.7</u>	<u>21</u>	<u>23</u>	<u>23</u>	<u>0</u>



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Highway User Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$1,009,283	\$989,743	\$1,329,290	\$1,403,990	5.6%	\$74,700
Supplies	\$39,296	\$21,829	\$56,540	\$50,950	-9.9%	-\$5,590
Maintenance	\$223,264	\$259,097	\$322,000	\$326,500	1.4%	\$4,500
Special Services	\$873,161	\$1,038,468	\$790,210	\$647,110	-18.1%	-\$143,100
Other Financing Sources - Uses	\$25,992	\$81,341	\$2,880,107	\$1,087,463	-62.2%	-\$1,792,644
Non-Departmental	\$238,619	\$252,601	\$440,700	\$645,290	46.4%	\$204,590
Capital Items	\$559,336	\$932,892	\$1,187,040	\$4,358,300	267.2%	\$3,171,260
Total Expense Objects:	\$2,968,951	\$3,575,971	\$7,005,887	\$8,519,603	21.6%	\$1,513,716

Fleet Services

The Fleet Services Division is responsible for maintaining and repairing City vehicles and equipment, including inspections, general maintenance, repairs (e.g., hydraulic systems and air-conditioning systems), and installation of emergency lights on response vehicles. The division also assists with readying used City vehicles for auction.



The division's goal is to provide responsive vehicle maintenance support services to all City departments, encompassing all facets of vehicle diagnostics and repairs and a preventative maintenance program to assure dependability, availability, and safety of the fleet; effectively schedule and coordinate “off-site” repair of vehicles that require specialized dealer/manufacture services; provide, or coordinate, responsive roadside assistance to City vehicles that have broken down during operation.

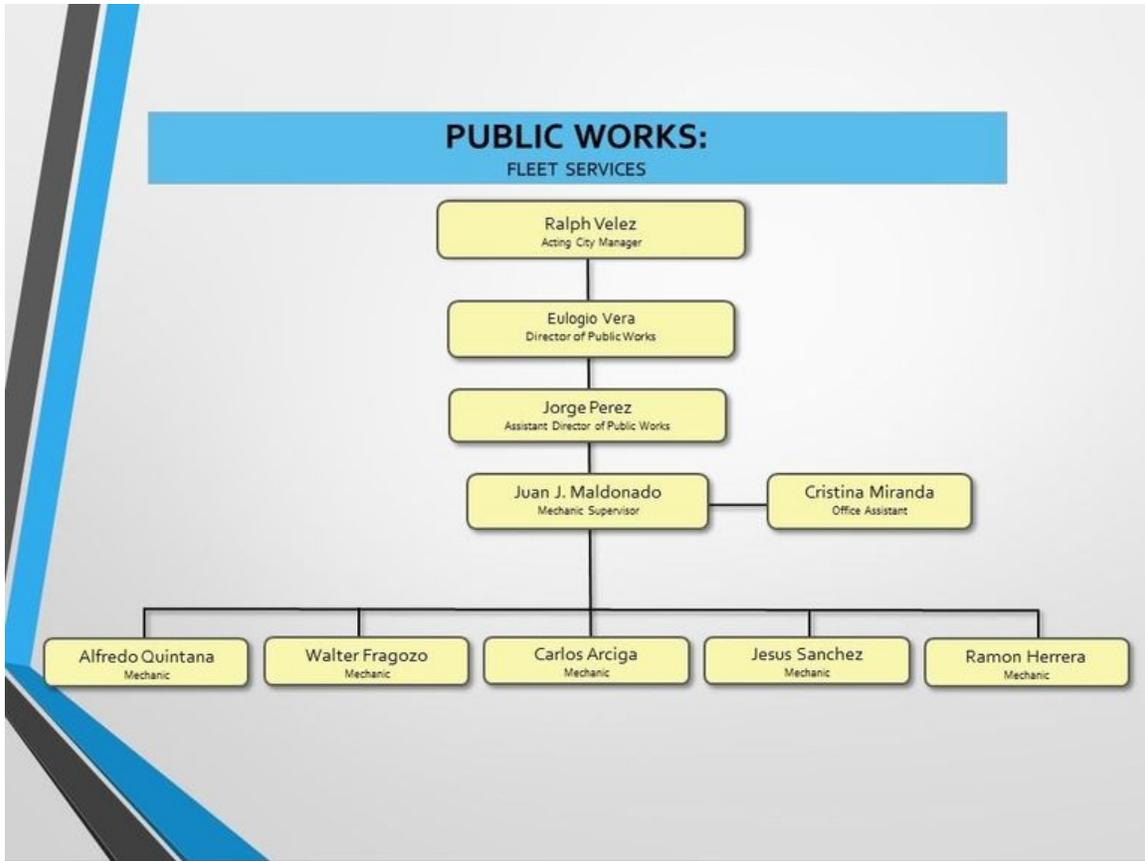
ACCOMPLISHMENTS FY 2023

- Completed construction of new Fleet Services shop, estimated at approximately \$2,200,000 in additional funding.
- Added new mechanic position and new Lot Porter/Detailer/Mechanic position.
- Improved vehicle repair/maintenance turnaround time
- Maintained Mechanic training and certification

OBJECTIVES FY 2024

- Improve street sweeper maintenance and turnaround time
- Improve customer service experience and repair/maintenance turnaround time
- Develop and implement a vehicle replacement formula

Organizational Chart

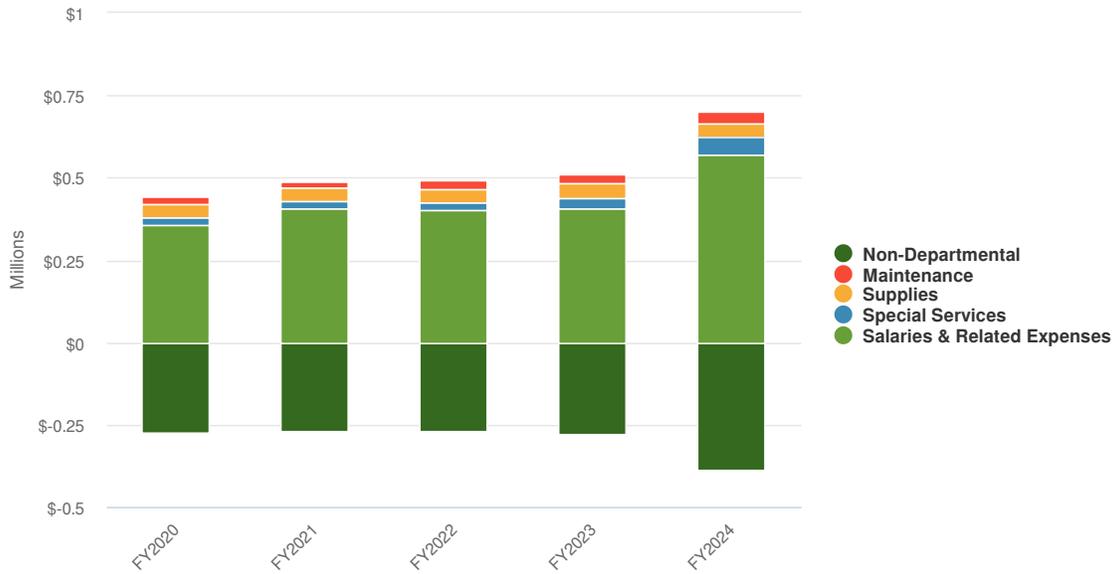


Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	5.6	6.6	7	9	2
% of city's FTEs				2.55%	
Authorized Personnel/Positions:					
Title	2020-2021	2021-2022	Current 2022-2023	Request 2023-2024	Changes 2023-2024
Mechanic	3	4	5	5	0
Mechanic Assistant	0	0	0	1	1
Administrative Coordinator	0.2	0.2	0	0	0
Administrative Assistant	0.0	0.0	0	1	1
Assistant Public Work Director	0.2	0.2	0	0	0
Director of Public Work	0.2	0.2	0	0	0
Mechanic Supervisor	1	1	1	1	0
Maintenance Worker - Parts Runner	1	1	1	1	0
Office Clerk	0	0	0	0	0
Total	5.6	6.6	7	9	2

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Fleet Services Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$404,819	\$403,298	\$408,450	\$567,400	38.9%	\$158,950
Supplies	\$42,054	\$41,791	\$44,480	\$41,440	-6.8%	-\$3,040
Maintenance	\$18,359	\$27,310	\$26,600	\$38,300	44%	\$11,700
Special Services	\$23,145	\$19,492	\$32,650	\$55,210	69.1%	\$22,560
Non-Departmental	-\$268,867	-\$269,920	-\$279,690	-\$385,580	37.9%	-\$105,890
Total Expense Objects:	\$219,510	\$221,970	\$232,490	\$316,770	36.3%	\$84,280

Water Division

The Water Division provides safe and reliable water service to residents, complying with state and federal environmental and health standards. The division maintains water production and distribution systems and responds to customer complaints involving water distribution and treatment problems, offering 24-hour emergency on-call service to meet the community's needs.



The division's goals are to provide safe, potable water for consumption by residents and visitors; provide sufficient pumping and storage for fire protection of all structures within the City; and periodically review and adhere to the Water System Comprehensive Plan.

Accomplishments FY 2023

- Increased compliance testing to immediately detect health and/or other non-health related contaminants.
- Improved maintenance for manganese treatment units (MTUs), well and booster pumps, chlorinators, water storage reservoirs, etc.
- Onboarded new backflow device compliance program
- Began rehabilitation of water storage tanks #5 and scheduled repairs for tank #6 and #7
- Installed new block wall and automatic gate entrance gate for the Public Works yard. Expected completion by 6/30/23

Objectives FY 2024

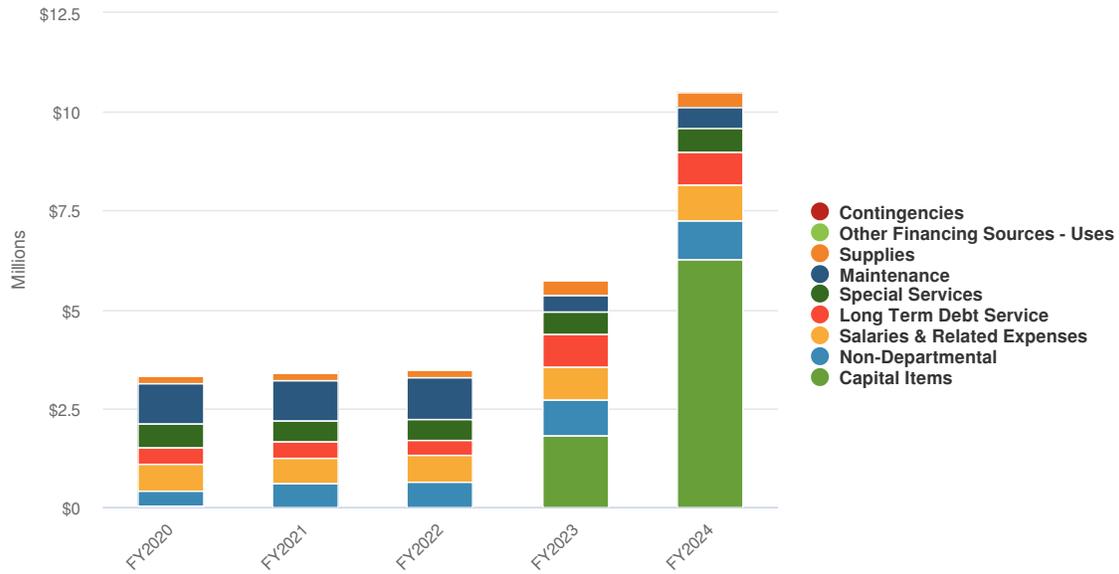
- Improve customer service experience
- Improve on call procedures
- Provide training/education to customers on new backflow device compliance program

Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
Full-time Equivalents (FTE)	12.9	13.0	11.8	12.3	0.5
% of city's FTEs				3.50%	
 Authorized Personnel/Positions:					
Title	<u>2020-2021</u>	<u>2021-2022</u>	<u>Current 2022-2023</u>	<u>Request 2023-2024</u>	<u>Changes 2023-2024</u>
Water System Operator	8	8	0	0	0
Heavy Equipment Operator	0	0	0	0.5	0.5
Apprentice	0	0	4	2	-2
Operator I	0	0	3	5	2
Operator II	0	0	1	1	0
Supervisor	0	0	1	1	0
Chief	0	0	2	2	0
Electrician	0.5	0.5	0.5	0.5	0
Chief Water Operator	2	2	0	0	0
Assistant Director of Public Work	0.2	0.2	0	0	0
Water System Supervisor	1	1	0	0	0
Director of Public Work	0.2	0.2	0	0	0
Administrative Coordinator	0.5	0.2	0	0	0
Administrative Assistant	0.3	0.3	0	0	0
Engineering Technician	0.3	0.3	0	0	0
Civil Engineering	0	0.3	0	0	0
Public Work Project Manager	0	0	0.3	0.3	0
Total	<u>12.9</u>	<u>13.0</u>	<u>11.8</u>	<u>12.3</u>	<u>0.5</u>

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Water Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$647,212	\$669,512	\$802,190	\$890,810	11%	\$88,620
Supplies	\$220,153	\$186,181	\$370,440	\$377,000	1.8%	\$6,560
Maintenance	\$1,001,491	\$1,047,741	\$455,200	\$517,500	13.7%	\$62,300
Special Services	\$526,882	\$543,475	\$586,500	\$634,550	8.2%	\$48,050
Contingencies	\$32,164	\$1,290	\$0	\$0	0%	\$0
Long Term Debt Service	\$400,559	\$382,540	\$825,400	\$825,060	0%	-\$340
Non-Departmental	\$602,397	\$648,191	\$881,280	\$996,010	13%	\$114,730
Capital Items	\$14,457	\$0	\$3,646,218	\$6,258,620	71.6%	\$2,612,402
Total Expense Objects:	\$3,445,315	\$3,478,929	\$7,567,228	\$10,499,550	38.8%	\$2,932,322

Wastewater Division

The Wastewater Division is responsible for operation and maintenance of sanitary sewer collection and treatment systems throughout the City. The division maintains wastewater collection and treatment systems and responds to customer complaints involving wastewater problems (including odor control), offering 24-hour emergency on-call service to meet the community's needs.



Accomplishments FY 2023

- Hired Engineer firm to assist with the RFQ process for the West Wastewater Plant Expansion Design
- Design of the East Wastewater Treatment Plant Improvements complete. Improvements will be executed via formal bid process to occur FY23 and FY24
- Safety improvements, new block wall and automatic gates installed at the East Wastewater Treatment Plant.
- Rehabilitation/Repair of the Los Alamos Lift Station
- Rehabilitation/Repair of the East Mesa Lift Station

Objectives FY 2024

- Complete East Wastewater Treatment Plant Improvements
- Hire engineering firm and begin the design for the West Wastewater Plant
- Implement a manhole annual inspection program. Implement a repair/replacement program
- Rehabilitation/Repair of two lift stations

Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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Full-time Equivalents (FTE)	17.9	20	19.8	20.3	0.5
% of city's FTEs				5.76%	

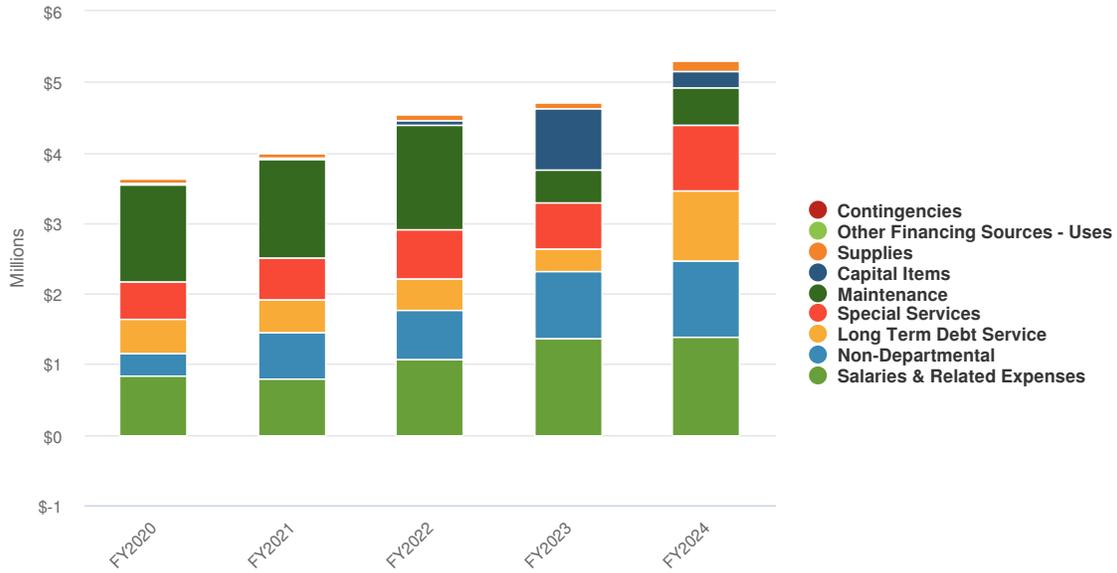
Authorized Personnel/Positions:

Title	<u>2020-2021</u>	<u>2021-2022</u>	<u>Current 2022-2023</u>	<u>Request 2023-2024</u>	<u>Changes 2023-2024</u>
Wastewater Plant Operator	13	15	0	0	0
Heavy Equipment Operator	0	0	0	0.5	0.5
Apprentice	0	0	3	2	-1
Operator I	0	0	8	10	2
Operator II	0	0	3	3	0
Operator III	0	0	2	1	-1
Chief	0	0	2	2	0
Supervisor	0	0	1	1	0
Electrician	0.5	0.5	0.5	0.5	0
Chief Wastewater Plant Operator	2	2	0	0	0
Assistant Director of Public Work	0.2	0.2	0	0	0
Wastewater Supervisor	1.0	1.0	0	0	0
Director of Public Work	0.2	0.2	0	0	0
Administrative Coordinator	0.5	0.2	0	0	0
Administrative Assistant	0.3	0.3	0	0	0
Engineering Technician	0.3	0.3	0	0	0
Civil Engineering	0	0.3	0	0	0
Public Work Project Manager	0	0	0.3	0.3	0
Total	17.9	20	19.8	20.3	0.5



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Wastewater Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$794,326	\$1,068,956	\$1,266,390	\$1,389,250	9.7%	\$122,860
Supplies	\$54,132	\$70,070	\$72,990	\$148,650	103.7%	\$75,660
Maintenance	\$1,400,456	\$1,481,791	\$534,300	\$529,800	-0.8%	-\$4,500
Special Services	\$596,793	\$693,955	\$671,750	\$924,650	37.6%	\$252,900
Contingencies	\$24,694	\$2,568	\$0	\$0	0%	\$0
Long Term Debt Service	\$470,219	\$448,346	\$314,575	\$991,940	215.3%	\$677,365
Non-Departmental	\$651,391	\$702,481	\$950,220	\$1,079,000	13.6%	\$128,780
Capital Items	\$20,732	\$68,808	\$534,108	\$246,620	-53.8%	-\$287,488
Total Expense Objects:	\$4,012,743	\$4,536,976	\$4,344,333	\$5,309,910	22.2%	\$965,577

Solid Waste Division

The Solid Waste Division provides a convenient, affordable, and efficient scheduled residential trash collection service to the residents of the San Luis community. The division also oversees special pickup services, as well as an annual community cleanup campaign to better accommodate community needs. During this cleanup campaign, City residents set out bulky items that are not routinely collected by weekly solid waste collection services.



The division's main goals are to provide a sanitary, debris-free community and the opportunity for City residents to recycle household paper, metals, plastics, and other recyclables.

Accomplishments FY 2023

- Acquired a new Solid Waste Truck
- Acquired a used Solid Waste Truck
- Performed a cost analysis and cost comparison of Solid Waste Services to include recycling

Objectives FY 2024

- Acquire a new Solid Waste Truck
- Improve customer service and experience

Staff Summary Schedule

Staff Summary	Actual 2020/21	Adopted 2021/22	Adopted 2022/23	Request 2023/24	Change 2022/23 to 2023/24
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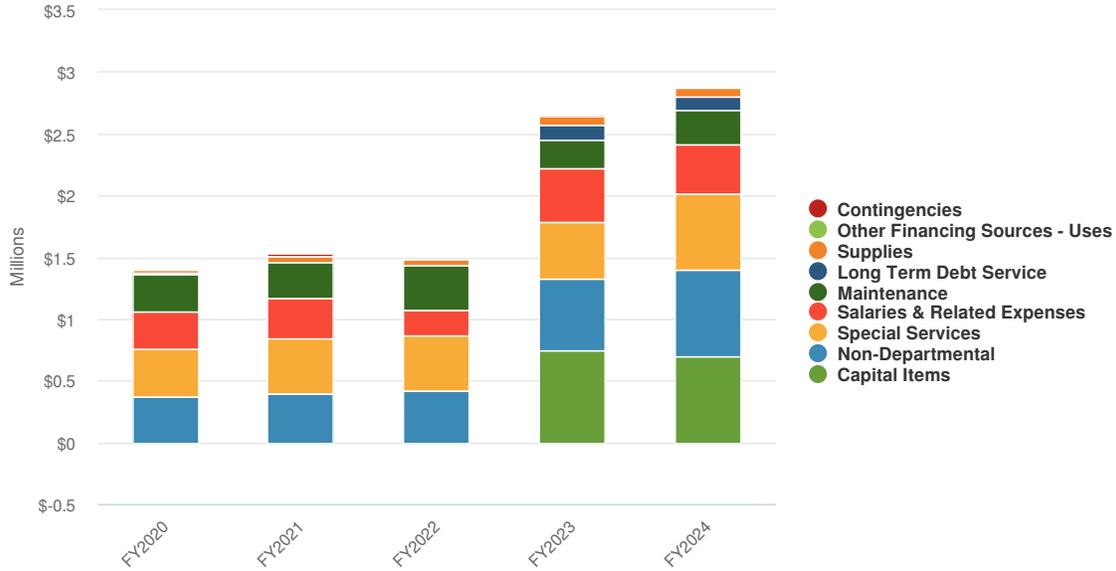
Full-time Equivalents (FTE)	5.4	5.4	6.5	6.5	0.0
% of city's FTEs				1.84%	

Authorized Personnel/Positions:

Title	<u>2020-2021</u>	<u>2021-2022</u>	<u>Current 2022-2023</u>	<u>Request 2023-2024</u>	<u>Changes 2023-2024</u>
Heavy Equipment Operator	1	1	2	2	0
Equipment Operator	3.5	3.5	3.5	3.5	0
Assistant Director of Public Work	0.2	0.2	0	0	0
Director of Public Work	0.2	0.2	0	0	0
Administrative Coordinator	0.2	0.2	0	0	0
Administrative Assistant	0.3	0.3	0	0	0
Crew Leader Supervisor	0	0	1	1	0
Total	<u>5.4</u>	<u>5.4</u>	<u>6.5</u>	<u>6.5</u>	<u>0</u>

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



The following table presents the Solid Waste Division's expenditures for the past 3 years.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Proposed Continuation Budget	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (% Change)	FY2023 Amended Budget vs. FY2024 Proposed Continuation Budget (\$ Change)
Expense Objects						
Salaries & Related Expenses	\$333,031	\$211,529	\$333,360	\$402,000	20.6%	\$68,640
Supplies	\$51,692	\$48,476	\$69,240	\$76,330	10.2%	\$7,090
Maintenance	\$282,324	\$355,027	\$236,000	\$282,500	19.7%	\$46,500
Special Services	\$440,084	\$442,049	\$537,200	\$608,930	13.4%	\$71,730
Contingencies	\$14,130	\$1,189	\$0	\$0	0%	\$0
Long Term Debt Service	\$7,490	\$5,256	\$124,140	\$105,710	-14.8%	-\$18,430
Non-Departmental	\$397,090	\$419,356	\$581,520	\$697,180	19.9%	\$115,660
Capital Items	\$0	\$0	\$1,170,087	\$701,500	-40%	-\$468,587
Total Expense Objects:	\$1,525,842	\$1,482,881	\$3,051,547	\$2,874,150	-5.8%	-\$177,397

CAPITAL IMPROVEMENTS



Capital Budget

The City of San Luis Capital Improvement Planning document is a multi-year plan. Its main objective is to identify the capital infrastructure that the community needs, and establish a financial strategy for its acquisition and construction.

The projects within the Capital Improvement plan must be accompanied by an estimate, location, and an identified funding source. It will also include a description of the project's benefits and confirmation that it can be operationally staffed and maintained within the budget resources. The outlook for the capital plan is 5 years. However, only the projects scheduled in the 1st year of the plan are appropriated by the City Council. This becomes the capital budget, which is an important piece of the city's overall budget.

The City of San Luis reviews its Capital Improvement Plan annually to ensure it includes the necessary projects to maintain or improve the level of services in the City.

The Capital Improvement budget for FY 2024 is \$48,761,996. It includes a combination of new capital infrastructure and carry forward projects that were not completed in FY 2023. Revenues for the capital budget come from impact fees, grants, Enterprise Fund user fees, and on a "pay as you go basis" by using one-time allocations from current General Fund revenue and excess fund reserves. The Capital Budget is the largest budget of the City, comprising 46% of the total annual expenditures.

The chart below on the left shows the capital projects requested by the departments. The chart below on the right reflects how those funds will be funded. In FY 2024, 64% of capital projects will be funded by grants, 15% enterprise funds, 10% general fund, 9% highway user fund , and 1% impact fees.

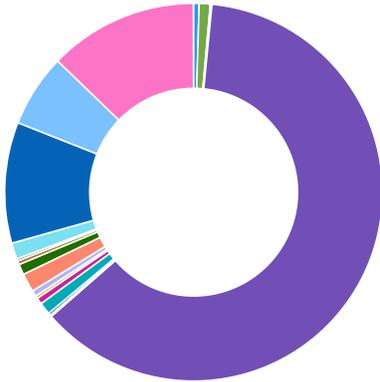
Funding for most of these projects will be funded by excess fund reserves in the General Enterprise Funds that were accumulated due to the COVID 19 pandemic effects, vacancies, operational savings, and delay in CIP construction. As well as grants including ARPA funds and grants from other governmental agencies.

Total Capital Requested

\$48,761,996

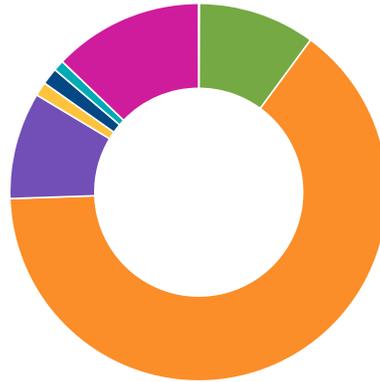
66 Capital Improvement Projects

Total Funding Requested by Department



● Ambulance Service (0%)	\$234,000.00
● City Administration (1%)	\$458,000.00
● Cultural Center (0%)	\$66,443.96
● Economic Development (62%)	\$30,244,278.00
● Facilities (0%)	\$71,554.00
● FD Station 2 (0%)	\$96,376.00
● Fire Department (1%)	\$508,677.33
● Fleet Services (1%)	\$265,000.00
● Information Technology (0%)	\$110,000.00
● Municipal Pool (1%)	\$250,000.00
● Parks (2%)	\$777,816.81
● Police Department (1%)	\$446,249.65
● PW Administration (0%)	\$150,000.00
● Recreation (0%)	\$95,000.00
● Solid Waste (1%)	\$675,000.00
● Street Repairs & Maintenance (10%)	\$5,054,600.00
● Wastewater Operations (6%)	\$3,033,500.00
● Water Operation (13%)	\$6,225,500.00
TOTAL	\$48,761,995.75

Total Funding Requested by 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
TOTAL	\$48,761,995.75

Economic Development Requests

Itemized Requests for 2024

Cesar Chavez Blvd. Project	\$25,700,000
Project is 30% design, proposed to design project to 100%	
Cesar Chavez Boulevard-ROW Acquisitions	\$552,000
Cesar Chavez Boulevard right of way acquisition of private properties; specifically Upton and PPEP properties estimated at a cost of \$15 per square foot based on previous row acquisitions.	
Design of Los Oros Street	\$32,700
Design of Los Oros Street improvements for possible SSP Application to be completed as part of Phase I/II of Merrill Improvements.	
Downtown Drainage Land Acquisition and Carryover 60K	\$380,000
Downtown Drainage Master Plan-purchase of private property for retention basins	
Downtown Parking Lot	\$1,365,900
Downtown Parking lot Facility-Construct parking lot area between Main Street and 1st Avenue and extending north to Cesar Chavez Boulevard. The park would provide approximately 299 parking spaces.	
Merrill Avenue Improvements Phase I (CDBG-RA)	\$1,111,424
Merrill Avenue Improvements Phase I- Repaving Merrill Avenue 48" wide road with miscellaneous curb, sidewalk, sidewalk ramps, and cross gutter replacement on Merrill Avenue west side, and new VC&G and 5' sidewalk on east side from...	
Merrill Avenue Phase II (CDBG-SSP)	\$1,102,254
Merrill Avenue Improvements Phase II- Repaving Merrill Avenue 48" wide road with miscellaneous curb, sidewalk, sidewalk ramps, and cross gutter replacement on Merrill Avenue west side, and new VC& G and 5' sidewalk on east side from...	
Total: \$30,244,278	

Fire Department Requests

Itemized Requests for 2024

Engine Pumper	\$292,333
Today we have a 7 year-old Engine Pumper that is front line. Due to the wait time for an engine of 30-35 months from purchase to delivery, we need to start purchasing a new pumper. By the time we receive the new pumper our front line unit will be...	
Exterior paint and repair of Fire Department	\$36,000
Exterior paint and repair of Fire Department. It will include stucco crack repair; paint with elastomeric exterior paint; painting doors and windows trim with acrylic paint. (Does not include the overhang)	
Roof repair at Fire Department	\$180,344
The roof needs to be repaired.	
Total: \$508,677	



FD Station 2 Requests

Itemized Requests for 2024

Fire Hoses **\$38,376**

With the new Ladder truck we need to add fire hoses to be able to operate the vehicle.

Phase 2 of Fire Station #2 **\$58,000**

The bay doors for the fire station need to be built. This is the last phase to the fire station.

Total: \$96,376

Police Department Requests

Itemized Requests for 2024

Exterior paint and repair of Police Department. **\$36,000**

Exterior paint and repair of the Police Department. It will include stucco crack repair; paint with elastomeric exterior paint; painting doors and windows trim with acrylic paint. (Does not include the overhang)

Police Vehicles **\$137,100**

Purchase of 5 fully marked and equipped Ford Explores, 4 fully marked F150 Trucks, 1 Transit Van, and 3 fully marked and equipped Harley Davision motorcycles. The actual cost of the 2024 model is not available yet per the vendor. We added...

Replace carpet at Police Department **\$122,150**

I obtained three different quotes to replace the carpet at the Police Department. Carpet Tile Quote - \$59,633.17 Roll Good 12'
Carpet Quote - \$58,969.48 Tile - \$122,149.65

Roof repair at Police Department **\$151,000**

The roof needs to be repaired.

Total: \$446,250



Parks Requests

Itemized Requests for 2024

2022 Ram 5500 Chassis Cab **\$103,502**

The Parks Grounds Department would like to request a 2023 Ram 5500 Chassis Cab for the upcoming fiscal year. This vehicle is highly necessary due to the heavy loads and for towing. At the moment, the Parks Grounds Department does not have this...

4wd Sub-Compact Tractor **\$71,967**

With the rapid growth of the City and with the demand of well kept parks and green areas, the Parks Grounds Department is in need of maintenance equipment. The purchase of four tractors will greatly benefit the Department in being able to better...

Carryover East San Luis Community Park **\$300,000**

New park

Carryover San Luis Veterans Memorial Park **\$255,370**

New Park

John Deere Z920M Trak Tractor **\$46,978**

The Parks Grounds Department would like to request a new John Deere lawn mower for Fiscal Year 2024. This lawn mower would be an additional to their current equipment. Due to the rapid growth of the City, staff needs equipment to be able to fully...

Total: \$777,817

Cultural Center Requests

Itemized Requests for 2024

Vinyl replacement/Stage Flooring **\$66,444**

Cultural Center entrance area vinyl replacement \$13,741.21 Cultural Center big room area vinyl replacement \$42,746.00 Cultural Center stage flooring replacement \$9,956.75

Total: \$66,444

Facilities Requests

Itemized Requests for 2024

FIVE TON UNITS FOR CITY BUILDINGS **\$71,554**

A/C units are needed to be replaced when and as needed.

Total: \$71,554



Wastewater Operations Requests

Itemized Requests for 2024

Carryover - Safety Improvements East WWTP (Block Wall and Automatic Gates) \$70,000

Continue from FY 2023

Carryover- ARPA East Wastewater improvement \$1,300,000

East Wastewater improvement - Not Budget from FY 2023

EWWTTP Improvements (Headworks, C. Chamber, FM, CL Tank) \$250,000

The east side of San Luis has experienced incredible growth in recent years. This growth has caused an increase in flow to the East Wastewater Treatment Plant. The East Wastewater Treatment Plant needs increase its current treatment capacity..

Wastewater Operations, Manhole repairs and replacements and Carryover \$200,000

Wastewater Operations Division is requesting funding to repair and or replace 10 manholes within the sanitary sewer system per year. The earliest part of our City has an aging sanitary sewer system. Our Wastewater Operations Division has..

Wastewater Operations, Supervisor Control and Data Acquisition (SCADA) system for automated controlling of wastewater treatment and collection system \$180,000

Public Works is requesting funding for the purchase of a Supervisor Control and Data Acquisition (SCADA) system for automated control of wastewater treatment and collection systems. The SCADA system will include software, hardware, actuators, and..

Wastewater Operations, Variable Frequency Drive logic board for the blower system at the west wastewater treatment plant \$13,500

Wastewater Operations Division is requesting funding for a Variable Frequency Drive (VFD)logic board for the blower system at the West Wastewater treatment plant.

Wastewater Radio System Upgrade \$20,000

Communication system improvements

West Wastewater Treatment Plant Expansion Design \$1,000,000

The West Wastewater Treatment Plant is an aging plant that is in need of rehabilitation, process and system upgrades, and additional capacity. This capacity increase will allow for an increase in home and commercial..

Total: \$3,033,500

Fleet Services Requests

Itemized Requests for 2024

Carryover New Fleet Services Shop Building \$265,000

Carryover Fleet Services Building

Total: \$265,000



Solid Waste Requests

Itemized Requests for 2024

New Solid Waste Side Loader Truck	\$500,000
--	------------------

Solid waste truck replacements

Retrofit Ex-truck with Rear loader	\$150,000
---	------------------

FY23 week of 2/23/23 vendor explained retrofit may not work.

Solid Waste Radio System Upgrade	\$25,000
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Communication system improvements

Total: \$675,000

Information Technology Requests

Itemized Requests for 2024

Communication Tower	\$110,000
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New communication tower

Total: \$110,000

Recreation Requests

Itemized Requests for 2024

Continuation of Recreation Building Expansion	\$95,000
--	-----------------

The Recreation Department would like to continue to work on the expansion of their facility to hold 2 offices and a conference room. Staff believe that in order to offer better services to the community, it is necessary to expand their current...

Total: \$95,000

Municipal Pool Requests

Itemized Requests for 2024

Re-decking & Re-plastering of Municipal Pool	\$250,000
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In Fiscal Year 2023, staff was going to work on the re-decking & re-plastering of the Municipal Pool. This project was taken to City Council and it was approved for \$250,000. Due to the amount of the project, it was decided that it would be...

Total: \$250,000



City Administration Requests

Itemized Requests for 2024

City Hall Building Expansion	\$130,000
-------------------------------------	------------------

Expansion City Hall

City Hall Reconfiguration for HR & IT Reallocation	\$60,000
---	-----------------

Reconfiguration cubicles PW Admin area

Exterior paint and repair of City Hall	\$38,000
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Exterior paint and repair of City Hall. It will include stucco crack repair; paint with elastomeric exterior paint; painting doors and windows trim with acrylic paint. (Does not include the overhang)

Roof repair at City Hall	\$230,000
---------------------------------	------------------

The roof at City Hall needs to be repaired.

Total: \$458,000



Street Repairs & Maintenance Requests

Itemized Requests for 2024

10th Avenue & Los Alamos Curve Project	\$18,600
10th Ave & Los Alamos Curve Project	
6th Avenue extension north, from Union Street to Co. 22nd Street Roadway Design	\$200,000
Roadway capacity improvement	
Carryover Street Projects	\$821,000
22,000.00 Co. 22nd and 4th Ave 479,000.00 ARPA Co. 24th Ave H to Ave F 1/2 50,000.00 Additional Street Lighting Riedel Plaza, Sidewinder Road, 10th Ave from CS Blvd to Co 22 and Co 22nf from 10th Ave to HWY 95 270,000.00 Co. 22nd...	
Cesar Chavez Boulevard Roadway Construction	\$120,000
Roadway capacity improvement.	
Co. 22nd and 4th Ave Intersection and signal improvements	\$600,000
Currently Co. 22nd street and 4th avenue intersection experiences terrible traffic during peak hours due to no traffic signal, less than adequate turn lanes, and turn pockets. The improvements will greatly enhance resident experience on these...	
F Street Widening Design (between Cesar Chavez Blvd and San Luis Lane) - Design & Right-of-Way	\$1,200,000
FY23 - Design & R/W - This project (design & right-of-way portion) provides for fulfillment of the City of San Luis' funding responsibility for the full roadway width required by the City's Public Works Standards. FY24-FY25 - Ave...	
New Traffic Signal Ave E and Co 24th St and intersection widening	\$100,000
This project is required to improve traffic safety and vehicular flow at this targeted intersection. Developer will be paying for 100% of the cost. Right of way acquisition to be performed by City of San Luis.	
POE 1 Expansion Warranted Downtown Circulation Improvements, Design and Construction	\$100,000
Roadway circulation improvement Traffic Signal on B & Main + other impts.	
Reoccurring Pavement Preservation Program	\$100,000
Reoccurring pavement preservation. Surface treatment.	
Sidewinder Road & Co. 22nd Street Intersection Widening and Traffic Signal Improvement Phase I and Phase II	\$700,000
Currently Sidewinder Road & Co. 22nd Street Intersection experiences terrible traffic during peak hours. Phase I: \$170k for Widening Phase II: \$700k for traffic signals	
Street Sweeper	\$295,000
New Street Sweeper	
Union Street and 4th Avenue intersection and Traffic Signal Improvements	\$800,000
Currenty Union Street and 4th Avenue intersection experiences terrible traffic during peak hours. The improvements to this road segment will greatly increase and enhance resident experience, increase safety, and reduce vehicle accidents.	
Total: \$5,054,600	



Ambulance Service Requests

Itemized Requests for 2024

Ambulance 1 MVS 170"	\$234,000
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New Ambulance Medix Speciality Vehicle Type 1 MVS 170" Ford F-450 4X Diesel Power Chasis, Two Doors Standard Cab.

Total: \$234,000

PW Administration Requests

Itemized Requests for 2024

New Public Works & HU Office Design and construction	\$150,000
---	------------------

This project provides a new office/shop/storage building for Public Works Administration and the Highway Users (HU) Division. The new building will provide a centralized location for Public Works and HU operations and consist of storage, traffic...

Total: \$150,000

Water Operation Requests

Itemized Requests for 2024	
Entrance Gate for Public Works Yard	\$230,000
Entrance and block wall	
Water Operations Radio System Upgrade	\$20,000
Communication system improvements	
Water Operations, Hydro vacuum excavator for digging near existing powerlines and other underground utilities	\$82,000
Water Operations Division is requesting a hydro vacuum excavator for digging near existing powerlines and other underground utilities. Hand digging near underground utilities is dangerous and time consuming. A new hydro vacuum excavator will allow...	
Water Operations, Pressure reducing valves for three locations within the water distribution system	\$70,000
Water Operations Division is requesting funding for the purchase of pressure reducing valves for three locations within the water distribution system. The pressure reducing valves will allow for control of pressure in low elevation areas within...	
Water Operations, Supervisor Control and Data Acquisition (SCADA) system for automated controlling of water treatment and distribution system	\$180,000
Water Operations Division is requesting funding for the purchase of a Supervisor Control and Data Acquisition (SCADA) system for automated control of water treatment and distribution systems. The SCADA system will include software, hardware,...	
Water Tank Storage Rehabilitation and Repairs Tank 6 and 7	\$2,000,000
Design: includes inspections, special testing, project design, and construction administration	
Water Treatment process change, Sodium hypochlorite chlorination at four well sites	\$393,500
Water Operations Division is requesting funding for the purchase and installation of new equipment to change from granular water treatment to liquid sodium hypochlorite treatment. This will make water treatment more effective.	
Well Site 3 - Entire Electrical Upgrade	\$150,000
The electrical and electronic components at this location need to be replaced with upgraded materials and components.	
Well Site 5, Well, MTU, Filters	\$1,600,000
Provides additional water production and treatment capability at this targeted location. Right-sizes the City's water production/treatment infrastructure to ensure continued adequate, reliable service for the community. This project...	
Well Site 7 - New 1 M Gallon Storage Tank and Booster Pumps and Electrical	\$1,500,000
system improvements	
Total: \$6,225,500	





Capital Improvements: Multi-year Plan

The capital improvement five year plan estimates a total of \$142,707,962 in capital expenditures. A multi-year plan is necessary to appropriately plan, design, and identify sources of revenue to construct or acquire the asset. Careful consideration of incremental operating costs related to the asset is considered. It is the City policy to postpone capital projects when there are not sufficient revenues available to cover the increase in operational costs. The CIP program represents the largest investment of the City, and its main objective is to plan for major capital improvements far in advance to be able to meet the future needs of the community.

Some of the most significant investments in the multi-year plan include a \$18,110,226 expansion of the West Waste Water treatment plant with the objective of preventing the deterioration of existing infrastructure and adding capacity to ensure continued adequate, reliable service for the community. The plan also considers a \$61,900,000 million project to expand Cesar Chavez Blvd to alleviate traffic congestion in that area.

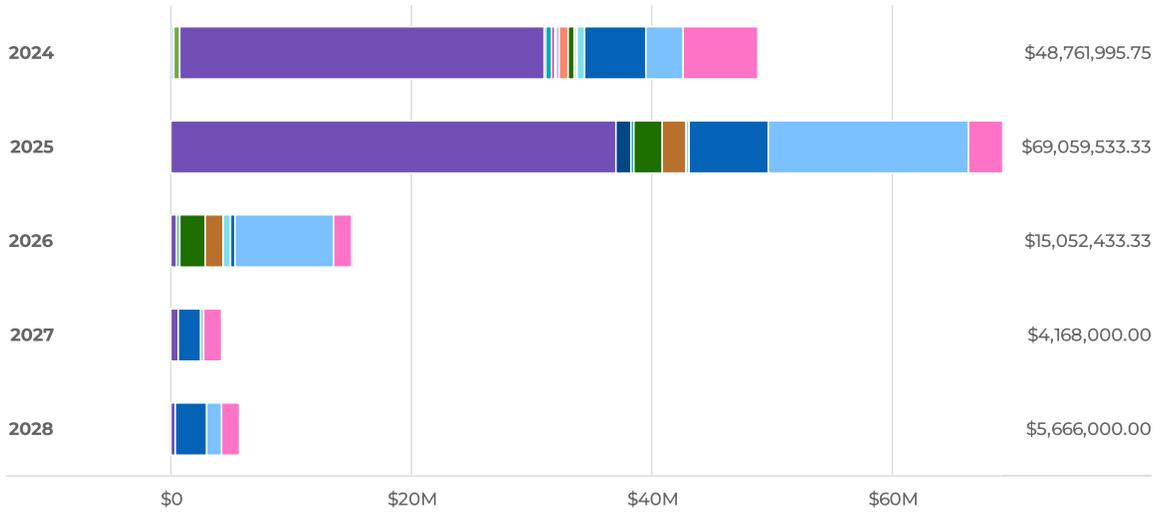
The charts below show the capital projects allocated by departments, as well as the financial impact these future projects would have on the annual budget over the next five years.

Total Capital Requested

\$142,707,962

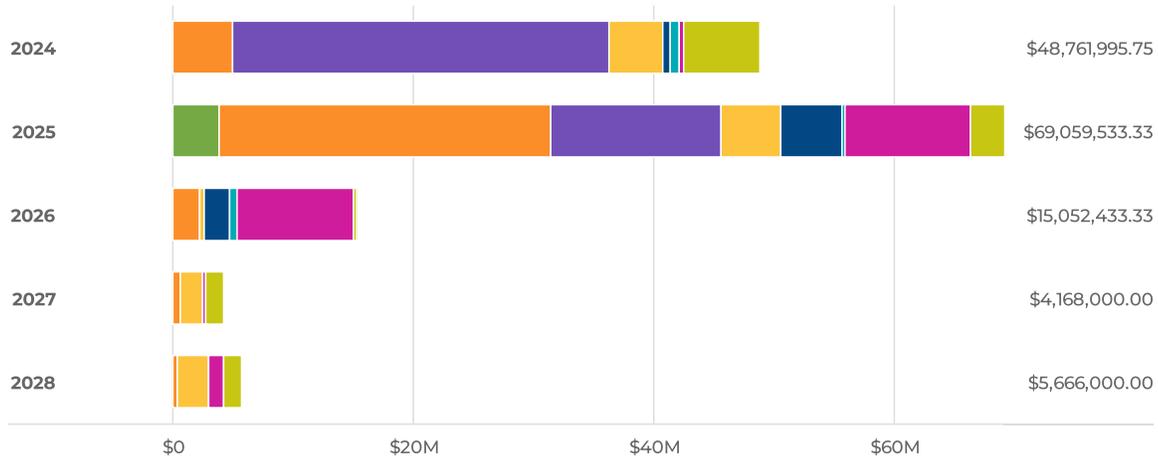
85 Capital Improvement Projects

Total Funding Requested by Department



- Ambulance Service
- City Administration
- Cultural Center
- Economic Development
- Facilities
- FD Station 2
- Fire Department
- Fleet Services
- Information Technology
- Municipal Pool
- Parks
- Police Department
- PW Administration
- Recreation
- Solid Waste
- Street Repairs & Maintenance
- Wastewater Operations
- Water Operation

Total Funding Requested by Source



- Ambulance Services Fund
 - General Fund
 - Highway User Fund
 - Solid Waste Fund
 - Water Fund
- Debt
 - Grant
 - Impact Fees
 - Wastewater Fund

Economic Development Requests

Itemized Requests for 2024-2028

Cesar Chavez Blvd. Project	\$61,900,000
Project is 30% design, proposed to design project to 100%	
Cesar Chavez Boulevard-ROW Acquisitions	\$552,000
Cesar Chavez Boulevard right of way acquisition of private properties; specifically Upton and PPEP properties estimated at a cost of \$15 per square foot based on previous row acquisitions.	
Design of Los Oros Street	\$32,700
Design of Los Oros Street improvements for possible SSP Application to be completed as part of Phase I/II of Merrill Improvements.	
Downtown Drainage Land Acquisition and Carryover 60K	\$864,000
Downtown Drainage Master Plan-purchase of private property for retention basins	
Downtown Parking Lot	\$2,202,600
Downtown Parking lot Facility-Construct parking lot area between Main Street and 1st Avenue and extending north to Cesar Chavez Boulevard. The park would provide approximately 299 parking spaces.	
Incentive Policy	\$800,000
Incentive Policy- incentives focus on supporting large manufacturing facilities for the creation of jobs.	
Merrill Avenue Improvements Phase I (CDBG-RA)	\$1,111,424
Merrill Avenue Improvements Phase I- Repaving Merrill Avenue 48" wide road with miscellaneous curb, sidewalk, sidewalk ramps, and cross gutter replacement on Merrill Avenue west side, and new VC&G and 5' sidewalk on east side from...	
Merrill Avenue Phase II (CDBG-SSP)	\$1,102,254
Merrill Avenue Improvements Phase II- Repaving Merrill Avenue 48" wide road with miscellaneous curb, sidewalk, sidewalk ramps, and cross gutter replacement on Merrill Avenue west side, and new VC&G and 5' sidewalk on east side from...	
Total: \$68,564,978	

Fire Department Requests

Itemized Requests for 2024-2028

Engine Pumper	\$877,000
Today we have a 7 year-old Engine Pumper that is front line. Due to the wait time for an engine of 30-35 months from purchase to delivery, we need to start purchasing a new pumper. By the time we receive the new pumper our front line unit will be...	
Exterior paint and repair of Fire Department	\$36,000
Exterior paint and repair of Fire Department. It will include stucco crack repair; paint with elastomeric exterior paint; painting doors and windows trim with acrylic paint. (Does not include the overhang)	
Roof repair at Fire Department	\$180,344
The roof needs to be repaired.	
Total: \$1,093,344	



FD Station 2 Requests

Itemized Requests for 2024-2028

Fire Hoses **\$38,376**

With the new Ladder truck we need to add fire hoses to be able to operate the vehicle.

Phase 2 of Fire Station #2 **\$1,258,000**

The bay doors for the fire station need to be built. This is the last phase to the fire station.

Total: \$1,296,376

Police Department Requests

Itemized Requests for 2024-2028

Commercial Block Wall Fence For Impound Lot **\$61,400**

The Police Department is requesting the construction of a commercial block wall fence with barbed wire to surround the vehicle impound lot.

Evidence Storage Building & Required Security Features **\$150,000**

Steal structure building to securely store evidence offsite, which may include vehicles that need to be kept as evidence. Security features consist of razor wiring, perimeter block wall fencing around the impound lot and an infrared capable camera...

Exterior paint and repair of Police Department. **\$36,000**

Exterior paint and repair of the Police Department. It will include stucco crack repair; paint with elastomeric exterior paint; painting doors and windows trim with acrylic paint. (Does not include the overhang)

New Police Station East - Carry over funds from FY 2023 CIP plus additional funds to complete the project **\$4,260,000**

New Police Station East - Carry over funds from FY 2023 CIP plus additional funds to complete the project.

Police Vehicles **\$137,100**

Purchase of 5 fully marked and equipped Ford Explores, 4 fully marked F150 Trucks, 1 Transit Van, and 3 fully marked and equipped Harley Davision motorcycles. The actual cost of the 2024 model is not available yet per the vendor. We added...

Replace carpet at Police Department **\$122,150**

I obtained three different quotes to replace the carpet at the Police Department. Carpet Tile Quote - \$59,633.17 Roll Good 12' Carpet Quote - \$58,969.48 Tile - \$122,149.65

Roof repair at Police Department **\$151,000**

The roof needs to be repaired.

Total: \$4,917,650



Parks Requests

Itemized Requests for 2024-2028

2022 Ram 5500 Chassis Cab **\$103,502**

The Parks Grounds Department would like to request a 2023 Ram 5500 Chassis Cab for the upcoming fiscal year. This vehicle is highly necessary due to the heavy loads and for towing. At the moment, the Parks Grounds Department does not have this...

4wd Sub-Compact Tractor **\$71,967**

With the rapid growth of the City and with the demand of well kept parks and green areas, the Parks Grounds Department is in need of maintenance equipment. The purchase of four tractors will greatly benefit the Department in being able to better...

Carryover East San Luis Community Park **\$300,000**

New park

Carryover San Luis Veterans Memorial Park **\$255,370**

New Park

John Deere Z920M Trak Tractor **\$46,978**

The Parks Grounds Department would like to request a new John Deere lawn mower for Fiscal Year 2024. This lawn mower would be an additional to their current equipment. Due to the rapid growth of the City, staff needs equipment to be able to fully...

Total: \$777,817

Cultural Center Requests

Itemized Requests for 2024-2028

Vinyl replacement/Stage Flooring **\$66,444**

Cultural Center entrance area vinyl replacement \$13,741.21 Cultural Center big room area vinyl replacement \$42,746.00 Cultural Center stage flooring replacement \$9,956.75

Total: \$66,444

Facilities Requests

Itemized Requests for 2024-2028

FIVE TON UNITS FOR CITY BUILDINGS **\$71,554**

A/C units are needed to be replaced when and as needed.

Total: \$71,554



Wastewater Operations Requests

Itemized Requests for 2024-2028

Carryover - Safety Improvements East WWTP (Block Wall and Automatic Gates)	\$70,000
Continue from FY 2023	
Carryover- ARPA East Wastewater improvement	\$1,300,000
East Wastewater improvement - Not Budget from FY 2023	
EWWTTP Expansion Design	\$1,000,000
The east side of San Luis has experienced incredible growth in recent years. This growth has caused an increase in flow to the East Wastewater Treatment Plant. The East Wastewater Treatment Plant needs increase its current treatment capacity...	
EWWTTP Improvements (Headworks, C. Chamber, FM, CL Tank)	\$250,000
The east side of San Luis has experienced incredible growth in recent years. This growth has caused an increase in flow to the East Wastewater Treatment Plant. The East Wastewater Treatment Plant needs increase its current treatment capacity...	
Wastewater Operations, Manhole repairs and replacements and Carryover	\$1,000,000
Wastewater Operations Division is requesting funding to repair and or replace 10 manholes within the sanitary sewer system per year. The earliest part of our City has an aging sanitary sewer system. Our Wastewater Operations Division has...	
Wastewater Operations, Supervisor Control and Data Acquisition (SCADA) system for automated controlling of wastewater treatment and collection system	\$360,000
Public Works is requesting funding for the purchase of a Supervisor Control and Data Acquisition (SCADA) system for automated control of wastewater treatment and collection systems. The SCADA system will include software, hardware, actuators, and...	
Wastewater Operations, Variable Frequency Drive logic board for the blower system at the west wastewater treatment plant	\$13,500
Wastewater Operations Division is requesting funding for a Variable Frequency Drive (VFD) logic board for the blower system at the West Wastewater treatment plant.	
Wastewater Radio System Upgrade	\$40,000
Communication system improvements	
West Wastewater Treatment Plant Expansion Construction (Inc. Building & FM)	\$24,000,000
The West Wastewater Treatment Plant is an aging plant that is in need of rehabilitation, process and system upgrades, and additional capacity. This capacity increase will allow for an increase in home and commercial development.	
West Wastewater Treatment Plant Expansion Design	\$1,250,000
The West Wastewater Treatment Plant is an aging plant that is in need of rehabilitation, process and system upgrades, and additional capacity. This capacity increase will allow for an increase in home and commercial...	
Total: \$29,283,500	



Fleet Services Requests

Itemized Requests for 2024-2028

Carryover New Fleet Services Shop Building	\$265,000
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Carryover Fleet Services Building

Total: \$265,000

Solid Waste Requests

Itemized Requests for 2024-2028

New Solid Waste Side Loader Truck	\$1,000,000
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Solid waste truck replacements

Rebuild 2015 Scorpion	\$250,000
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Retrofit side loader with new packing system

Retrofit Ex-truck with Rear loader	\$260,000
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FY23 week of 2/23/23 vendor explained retrofit may not work.

Solid Waste Radio System Upgrade	\$25,000
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Communication system improvements

Total: \$1,535,000

Information Technology Requests

Itemized Requests for 2024-2028

Communication Tower	\$110,000
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New communication tower

Total: \$110,000

Recreation Requests

Itemized Requests for 2024-2028

Continuation of Recreation Building Expansion	\$95,000
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The Recreation Department would like to continue to work on the expansion of their facility to hold 2 offices and a conference room. Staff believe that in order to offer better services to the community, it is necessary to expand their current...

Total: \$95,000



Municipal Pool Requests

Itemized Requests for 2024-2028

Re-decking & Re-plastering of Municipal Pool	\$250,000
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In Fiscal Year 2023, staff was going to work on the re-decking & re-plastering of the Municipal Pool. This project was taken to City Council and it was approved for \$250,000. Due to the amount of the project, it was decided that it would be...

Total: \$250,000

City Administration Requests

Itemized Requests for 2024-2028

City Hall Building Expansion	\$130,000
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Expansion City Hall

City Hall Reconfiguration for HR & IT Reallocation	\$60,000
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Reconfiguration cubicles PW Admin area

Exterior paint and repair of City Hall	\$38,000
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Exterior paint and repair of City Hall. It will include stucco crack repair; paint with elastomeric exterior paint; painting doors and windows trim with acrylic paint. (Does not include the overhang)

Roof repair at City Hall	\$230,000
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The roof at City Hall needs to be repaired.

Total: \$458,000



Street Repairs & Maintenance Requests

Itemized Requests for 2024-2028

10th Avenue & Los Alamos Curve Project	\$1,697,800
10th Ave & Los Alamos Curve Project	
6th Avenue extension north, from Union Street to Co. 22nd Street Roadway Construction	\$3,000,000
New roadway Note: additional work to include relocation of 3-4 manholes Culver crossing for east main canal and at main drain	
6th Avenue extension north, from Union Street to Co. 22nd Street Roadway Design	\$200,000
Roadway capacity improvement	
6th Avenue Repaving - U Street to Cesar Chavez Blvd Roadway Project	\$850,000
Repaving of failed pavement	
Carryover Street Projects	\$821,000
22,000.00 Co. 22nd and 4th Ave 479,000.00 ARPA Co. 24th Ave H to Ave F 1/2 50,000.00 Additional Street Lighting Riedel Plaza, Sidewinder Road, 10th Ave from CS Blvd to Co 22 and Co 22nf from 10th Ave to HWY 95 270,000.00 Co. 22nd...	
Cesar Chavez Boulevard Roadway Construction	\$120,000
Roadway capacity improvement.	
Co. 22nd and 4th Ave Intersection and signal improvements	\$600,000
Currently Co. 22nd street and 4th avenue intersection experiences terrible traffic during peak hours due to no traffic signal, less than adequate turn lanes, and turn pockets. The improvements will greatly enhance resident experience on these...	
Co. 22nd St. between Sidewinder Rd. & Main St. Roadway Widening Design and Construction	\$2,500,000
Roadway capacity improvement	
Co. 24th St. Pavement Project - between 10th Ave. & Ave. F½	\$300,000
New roadway Hurf Exchange Remainder of work for project completion and installation of APS street lights	
F Street Widening Design (between Cesar Chavez Blvd and San Luis Lane) - Design & Right-of-Way	\$1,200,000
FY23 - Design & R/W - This project (design & right-of-way portion) provides for fulfillment of the City of San Luis' funding responsibility for the full roadway width required by the City's Public Works Standards. FY24-FY25 - Ave...	
New Traffic Signal Ave E and Co 24th St and intersection widening	\$100,000
This project is required to improve traffic safety and vehicular flow at this targeted intersection. Developer will be paying for 100% of the cost. Right of way acquisition to be performed by City of San Luis.	
New Traffic Signal, Ave F and Co 24th St	\$550,000
This project is required to improve traffic safety and vehicular flow at this targeted intersection. If warranted by ongoing traffic study.	
POE 1 Expansion Warranted Downtown Circulation Improvements, Design and Construction	\$700,000
Roadway circulation improvement Traffic Signal on B & Main + other impts.	
Reoccurring Pavement Preservation Program	\$1,500,000
Reoccurring pavement preservation. Surface treatment.	



Sidewinder Road & Co. 22nd Street Intersection Widening and Traffic Signal Improvement Phase I and Phase II **\$700,000**

Currently Sidewinder Road & Co. 22nd Street Intersection experiences terrible traffic during peak hours. Phase I: \$170k for Widening Phase II: \$700k for traffic signals

Street Sweeper **\$295,000**

New Street Sweeper

Union Street and 4th Avenue intersection and Traffic Signal Improvements **\$1,500,000**

Currently Union Street and 4th Avenue intersection experiences terrible traffic during peak hours. The improvements to this road segment will greatly increase and enhance resident experience, increase safety, and reduce vehicle accidents.

Total: \$16,633,800

Ambulance Service Requests

Itemized Requests for 2024-2028

Ambulance 1 MVS 170" **\$234,000**

New Ambulance Medix Speciality Vehicle Type 1 MVS 170" Ford F-450 4X Diesel Power Chasis, Two Doors Standard Cab.

Total: \$234,000

PW Administration Requests

Itemized Requests for 2024-2028

New Public Works & HU Office Design and construction **\$3,650,000**

This project provides a new office/shop/storage building for Public Works Administration and the Highway Users (HU) Division. The new building will provide a centralized location for Public Works and HU operations and consist of storage, traffic...

Total: \$3,650,000

Water Operation Requests

Itemized Requests for 2024-2028

Abandon Well Sites 1 and 2	\$50,000
This project provides for capping and all related environmental protection measures associated with abandoning well sites 1 and 2 that are no longer required for production of City water. Provides a cost avoidance for the City in terms of...	
Entrance Gate for Public Works Yard	\$230,000
Entrance and block wall	
New Water Main Loop - San Luis Lane and Avenue D	\$150,000
Water system improvement	
Water Operations Radio System Upgrade	\$20,000
Communication system improvements	
Water Operations, Hydro vacuum excavator for digging near existing powerlines and other underground utilities	\$82,000
Water Operations Division is requesting a hydro vacuum excavator for digging near existing powerlines and other underground utilities. Hand digging near underground utilities is dangerous and time consuming. A new hydro vacuum excavator will allow...	
Water Operations, Pressure reducing valves for three locations within the water distribution system	\$70,000
Water Operations Division is requesting funding for the purchase of pressure reducing valves for three locations within the water distribution system. The pressure reducing valves will allow for control of pressure in low elevation areas within...	
Water Operations, Supervisor Control and Data Acquisition (SCADA) system for automated controlling of water treatment and distribution system	\$360,000
Water Operations Division is requesting funding for the purchase of a Supervisor Control and Data Acquisition (SCADA) system for automated control of water treatment and distribution systems. The SCADA system will include software, hardware,...	
Water Tank Storage Rehabilitation and Repairs Tank 6 and 7	\$2,000,000
Design: includes inspections, special testing, project design, and construction administration	
Water Treatment process change, Sodium hypochlorite chlorination at four well sites	\$393,500
Water Operations Division is requesting funding for the purchase and installation of new equipment to change from granular water treatment to liquid sodium hypochlorite treatment. This will make water treatment more effective.	
Well Site 3 - Entire Electrical Upgrade	\$150,000
The electrical and electronic components at this location need to be replaced with upgraded materials and components.	
Well Site 5 - New Million Gallon Storage Tank	\$1,500,000
Water system improvement	
Well Site 5, Well, MTU, Filters	\$3,100,000
Provides additional water production and treatment capability at this targeted location. Right-sizes the City's water production/treatment infrastructure to ensure continued adequate, reliable service for the community. This project...	
Well Site 7 - New 1 M Gallon Storage Tank and Booster Pumps and Electrical	\$2,300,000
system improvements	
Well Site 7 - New Groundwater Well and MTU	\$3,000,000
In July of 2022 James Davey And Associates Inc was hired to provide a Water Systems Improvement Report. The report identified four phases of improvement to the current water storage, treatment, and distribution system. This is part of the...	





APPENDIX



Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.



Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs--are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.



Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.



Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

