



CITY OF
SAN LUIS
A R I Z O N A
WWW.SANLUISAZ.GOV

P.O. Box 1170 | 1090 E. Union Street San Luis, AZ 85349 | P: (928) 341-8520 F: (928) 341-8539

MEMORANDUM

TO: Honorable Mayor Nieves Riedel, Members of the San Luis City Council, Jenny Torres, Acting City Manager; Sonia Cornelio, City Clerk; and Olivia Jenkins, Administrative Services Manager

FROM: Melissa Lopez, Deputy City Clerk

DATE: September 13, 2024

SUBJECT: Monthly Reports for August 2024

The monthly reports submitted for August 2024 are attached. If you have any questions, please feel free to contact the pertinent department.

Thank you.

**MONTHLY REPORTS
DEPARTMENT ROSTER**

MONTH OF: August 2024

DEPARTMENT	TURNED IN		MISSING
Administration-Communications Division	X		
Billing & Collections	X		
Development Services	X		
Economic Development	X		
Fire Department	X		
Human Resources Department	X		
Information Technology Department	X		
Parks and Recreation Department	X		
Police Department	X		
Public Works Department	X		
Risk Management	X		
San Luis Municipal Court	X		

TOTAL DEPARTMENTS : 12

TURNED IN: 12

MISSING: 0

SOCIAL MEDIA METRICS



@SANLUIAZGOV
AUGUST 2024

facebook

Audience - total followers 18,806

32.1% of views are coming from San Luis, AZ residents

Top Content Formats (measured by reach)



Organic Reach
33034

Photos	18,562
Videos	8,604
Multi photo	13,036
Text	5,603
Links	6,757
Others	3,549
Stories	8,005
Reels	115

Total Published Content Breakdown

29 Feed Posts - 18 Stories

Instagram

Audience - total followers 3,610

38.3% of views are coming from San Luis, AZ residents

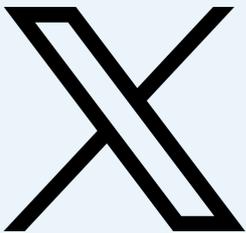


Organic Reach
3274

Top Posts by Interactions

Total Published Content Breakdown

19 Feed Post - 34 Stories



Total Reach	1,481
Total Post	12
Total Followers	1,027

LinkedIn

Impressions	4,173
New Followers	29
Total Followers	660
Page visits	178

Most reached

Highest Impressions - 1,070

@SANLUISAZPARKS

AUGUST 2024

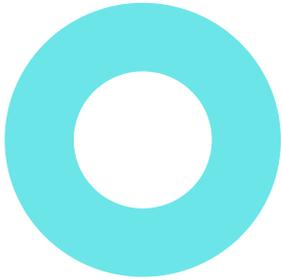


facebook

Audience - total followers 12,894

40.4% of views are coming from San Luis, AZ residents

Top Content Formats (measured by reach)



Organic Reach
21537

Total Published Content Breakdown

23 Feed Post - 30 Stories

Instagram

Audience - total followers 835

52.3% of views are coming from San Luis, AZ residents

17 Feed Post - 55 Stories



Top Posts by Interactions



Organic Reach
14086

@SLPDAZ

AUGUST 2024

Audience - total followers 25,470

26% of views are coming from San Luis, AZ residents

Top Content Formats (measured by reach)



Organic Reach
70948

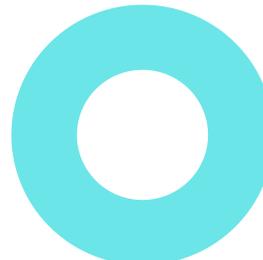
Total Published Content Breakdown

17 Feed Post - 3 Stories

Audience - total followers 1,568

19.2% of views are coming from San Luis, AZ residents

12 Feed Post - 4 Stories



Organic Reach
2888



@SLFDAZ

AUGUST 2024

Audience - total followers 2,993

40.7% of views are coming from San Luis, AZ residents

Top Content Formats (measured by reach)



Organic Reach
1920

Total Published Content Breakdown

4 Feed Post - 0 Stories

Audience - total followers 837

33.2% of views are coming from San Luis, AZ residents

4 Feed Post - 0 Stories



Top Post by Reach



Organic Reach
864

City of San Luis

Finance Department

Billing & Collections Division

Water - Wastewater - Solid Waste - Business License



Operations Monthly Report

August 2024

Billing and Collections Monthly Report

Bills

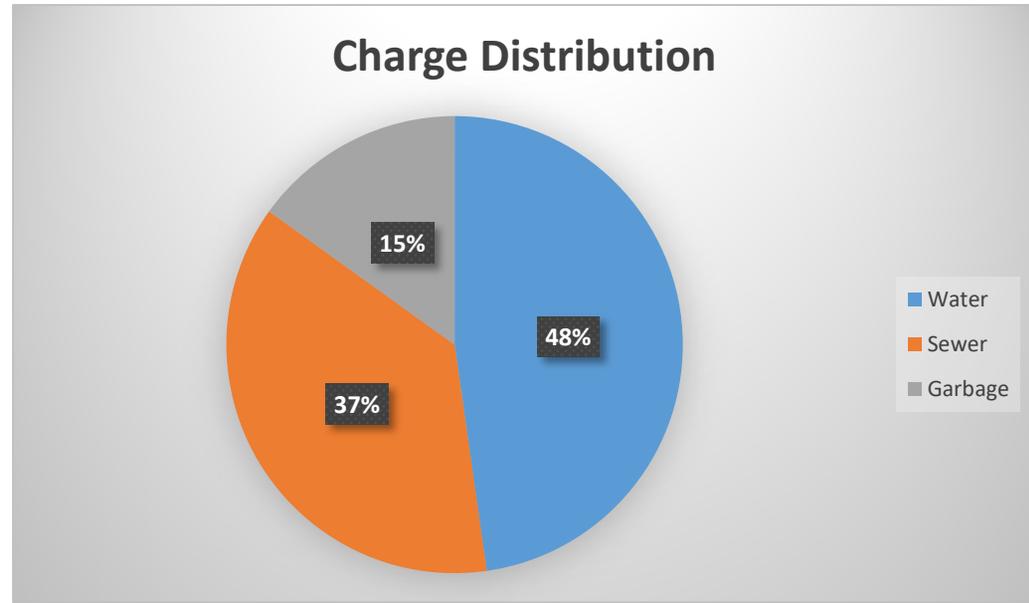
Date Bills Mailed 9/4/2024
 Number of Accounts Billed 9,140
 Current Charges \$ 1,302,742.39

Charge Distribution

Water \$ 621,904.65
 Sewer \$ 484,343.39
 Garbage \$ 196,494.35
 \$ 1,302,742.39

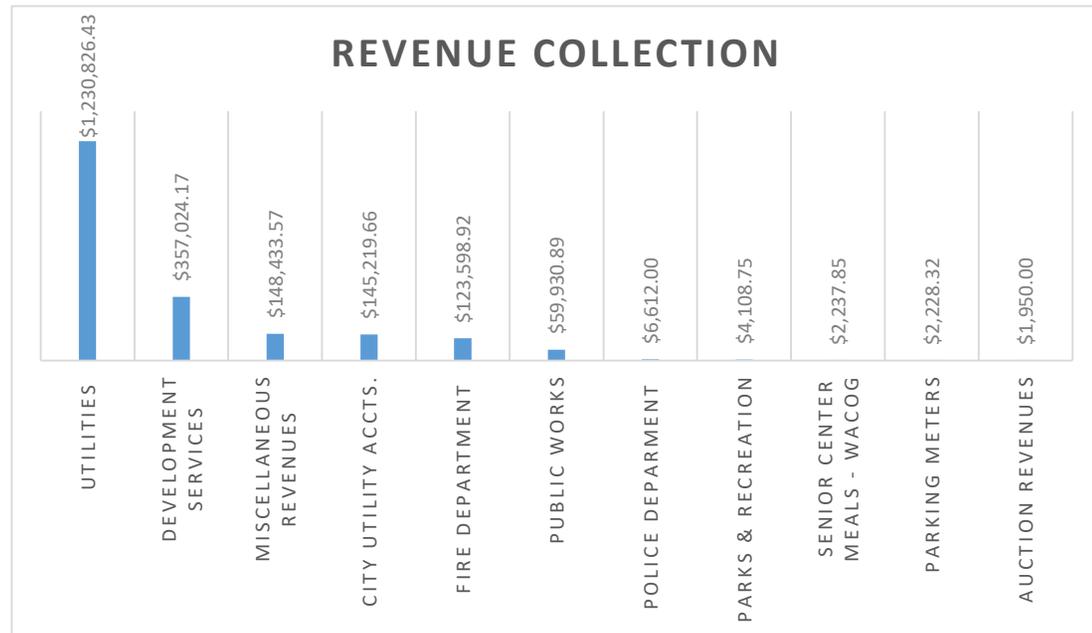
Account Distribution

Residential 8654
 Commercial 290
 City 146
 School 30
 Government 20



Revenue Collected

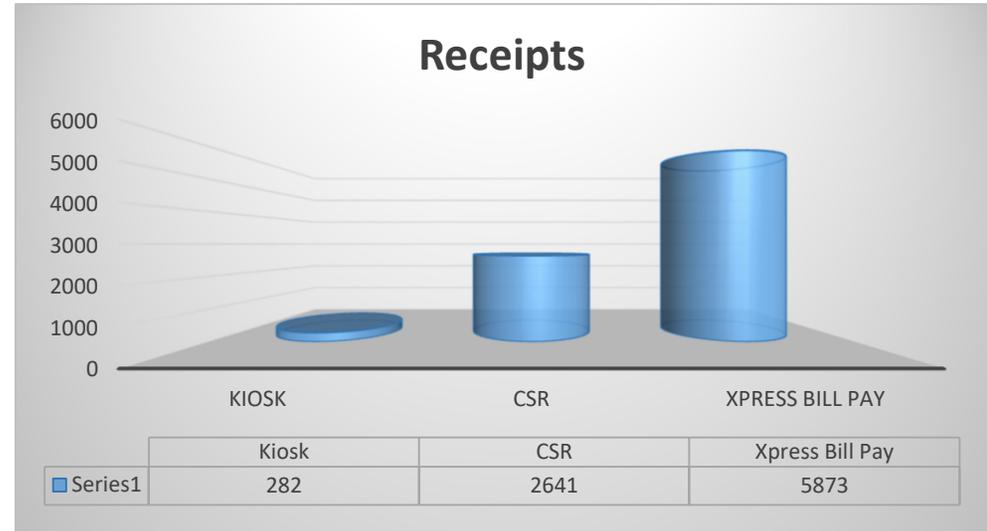
Utilities \$1,230,826.43
 Development Services \$357,024.17
 Miscellaneous Revenues \$148,433.57
 City Utility Accts. \$145,219.66
 Fire Department \$123,598.92
 Public Works \$59,930.89
 Police Department \$6,612.00
 Parks & Recreation \$4,108.75
 Senior Center Meals - WACOG \$2,237.85
 Parking Meters \$2,228.32
 Auction Revenues \$1,950.00
Total \$2,082,170.56



Billing and Collections Monthly Report

Total Receipts

Customer Service Reps	
Cash	1314
Checks	269
Debit/Credit	1058
Total	2641
XpressBillPay	
E-Check	2419
Credit/Debit	3454
Total	5873
Kiosk	
Cash	93
Credit/Debit	189
Total	282



Meter Reader Technicians

Move-In Accounts	89
Garbage Related	128
Move-Out Accounts	28
Water Related	284

Delinquent Notices	901
Past Due Balance Reminders	370
Payment Arrangements	115
Disconnections	90

Utility Assistance Program

Our funds for the utility assistance program has depleted its budget.

Water Conversion

Accounts Converted	687
Non-converted Accounts	173

Collections

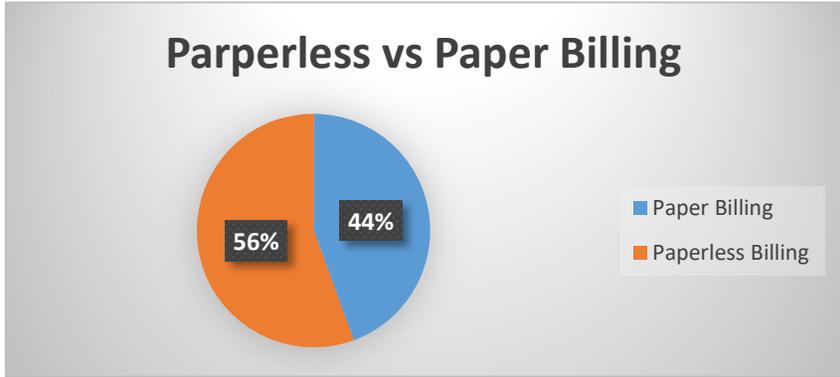
Accounts sent to collections	4
Balance transferred to VCS	\$ 148.98
Total Accounts on Collections	264
Total Amount	\$ 31,897.89

Accounts paid	0
Amount paid	\$ -
Total Accounts paid	63
Amount Collected	\$ 6,642.77

Billing and Collections Monthly Report

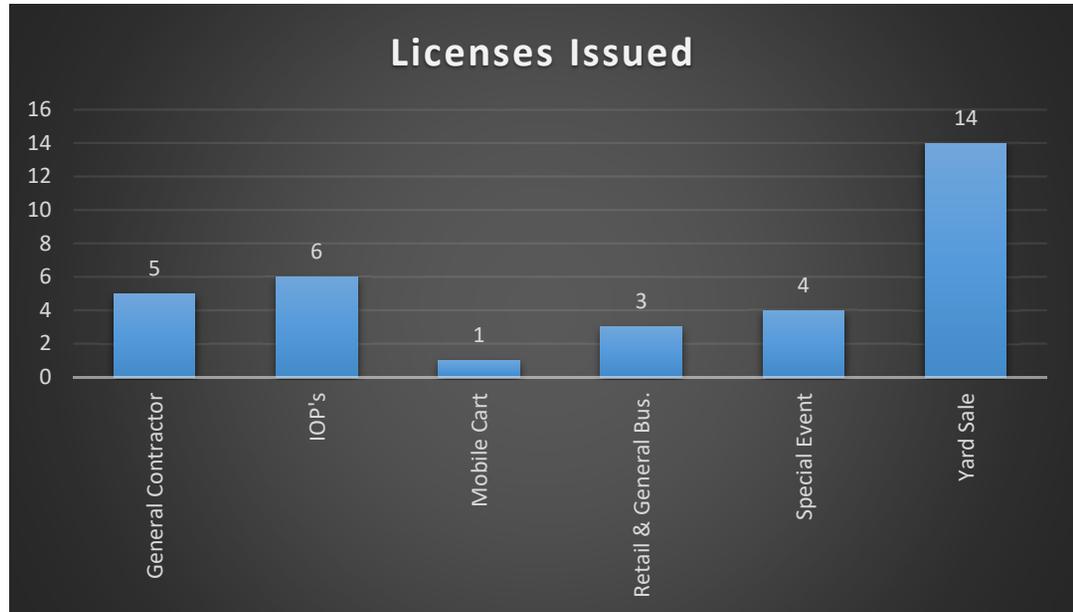
Paperless Billing

Paper Billing	4059
Paperless Billing	5081
Accounts on Autopay	1994



BUSINESS LICENSE

Licenses Issued/Renewed	
General Contractor	5
IOP's	6
Mobile Cart	1
Retail & General Bus.	3
Special Event	4
Yard Sale	14
Total	33



CITY OF SAN LUIS



DEVELOPMENT SERVICES DEPARTMENT

•P&Z • BUILDING SAFETY • CODE ENFORCEMENT • GIS •

OPERATIONS MONTHLY REPORT

AUGUST 2024

Planning and Zoning Activity

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
P & Z Activities													
Zoning Applications - Residential													0
-Commercial/Industrial													0
CUP Applications -Residential													0
-Commercial/Industrial													0
Variance Applications -Residential													0
-Commercial/Industrial													0
Minor Variance Application -Residential													0
-Commercial/Industrial													0
General Plan -Minor Amendment													0
-Major Amendment													0
Subdivision Application -Preliminary Plat	1												1
-Final Plat Application	1												1
Lot Split / Lot Tie	1												1
Text Amendments													0
Continuation of Public Hearings													0
Total	3	0	3										
P&Z Fees													
Zoning Applications - Residential													\$ -
-Commercial/Industrial													\$ -
CUP Applications -Residential													\$ -
-Commercial/Industrial													\$ -
Variance Applications -Residential													\$ -
-Commercial/Industrial													\$ -
Minor Variance Application -Residential													\$ -
-Commercial/Industrial													\$ -
General Plan -Minor Amendment													\$ -
-Major Amendment													\$ -
Subdivision Application -Preliminary Plat	\$ 3,128.00												\$ 3,128.00
-Final Plat Application	\$ 2,428.00												\$ 2,428.00
Lot Split / Lot Tie	\$ 400.00												\$ 400.00
Text Amendments													\$ -
Continuation of Public Hearings													\$ -
Total Fees Paid (130-48000)	\$ 5,956.00	\$ -	\$ 5,956.00										

Building Safety Activity

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Permits Issued													
Residential - new	49	39	0	0	0	0	0	0	0	0	0	0	88
Multi-Family New	0	0	0	0	0	0	0	0	0	0	0	0	0
Residential - remodel	11	10	0	0	0	0	0	0	0	0	0	0	21
Residential - renovation	0	0	0	0	0	0	0	0	0	0	0	0	0
Residential - demolition	0	0	0	0	0	0	0	0	0	0	0	0	0
MH - Ground Set	0	0	0	0	0	0	0	0	0	0	0	0	0
MH - Pit Set (includes installation fee)	0	0	0	0	0	0	0	0	0	0	0	0	0
RV - Ground Set	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal - Residential	60	49	0	109									
Estimated Value of Permits	\$ 7,234,591.00	\$ 5,855,276.89	\$ -	\$ 13,089,867.89									
Commercial - new	0	3	0	0	0	0	0	0	0	0	0	0	3
Commercial - remodel	1	1	0	0	0	0	0	0	0	0	0	0	2
Commercial - demolition	0	1	0	0	0	0	0	0	0	0	0	0	1
MH Commercial - Ground Set	0	0	0	0	0	0	0	0	0	0	0	0	0
MH commercial - Pit Set (includes installation fee)	0		0	0	0	0	0	0	0	0	0	0	0
Subtotal - Commercial	1	5	0	6									
Estimated Value of Permits	\$ 180,000.00	\$ 3,767,749.00	\$ -	\$ 3,947,749.00									
City Exempt	0	0	0	0	0	0	0	0	0	0	0	0	0
Electrical Permit	1	4	0	0	0	0	0	0	0	0	0	0	5
Fence	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Sprinkler System	0	0	0	0	0	0	0	0	0	0	0	0	0
Grading	0	0	0	0	0	0	0	0	0	0	0	0	0
HVAC Permit	1	0	0	0	0	0	0	0	0	0	0	0	1
Permits Renewed/Change Sub-contractor	0	0	0	0	0	0	0	0	0	0	0	0	0
Permits Voided	0	0	0	0	0	0	0	0	0	0	0	0	0
Plumbing Permit	0	0	0	0	0	0	0	0	0	0	0	0	0
Re-issue Cert. of Occupancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Signs	6	0	0	0	0	0	0	0	0	0	0	0	6
Solar Permit	8	12	0	0	0	0	0	0	0	0	0	0	20
Swimming Pools	0	1	0	0	0	0	0	0	0	0	0	0	1
Tower Antenna Inst.	1	0	0	0	0	0	0	0	0	0	0	0	1
Subtotal - Other	17	17	0	34									
Estimated Value of Permits	\$ 467,953.76	\$ 319,628.24	\$ -	\$ 787,582.00									
Total Permits Issued	78	71	0	149									
Total Estimated Value of Permits	\$ 7,882,544.76	\$ 9,942,654.13	\$ -	\$17,825,198.89									

Certificates of Occupancy

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Certificates of Occupancy													
Residential - new	27	31											
Multi-Family - new	0	0	0	0	0	0	0	0	0	0	0	0	0
MH - Ground Set	0	0	0	0	0	0	0	0	0	0	0	0	0
MH - Pit Set	0	0	0	0	0	0	0	0	0	0	0	0	0
RV - Ground Set	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial- Change of Occ.	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial-New & Remodel	0	0	0	0	0	0	0	0	0	0	0	0	0
MH Commercial - Ground Set	0	0	0	0	0	0	0	0	0	0	0	0	0
MH commercial - Pit Set	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Certificates of Occupancy	27	31	0	58									
Certificates of Completion													
Residential	2	4	0	0	0	0	0	0	0	0	0	0	6
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0
MH - Ground Set	0	0	0	0	0	0	0	0	0	0	0	0	0
MH - Pit Set	0	0	0	0	0	0	0	0	0	0	0	0	0
RV - Ground Set	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial	1	0	0	0	0	0	0	0	0	0	0	0	1
MH Commercial - Ground Set	0	0	0	0	0	0	0	0	0	0	0	0	0
MH commercial - Pit Set	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Certificates of Completion	3	4	0	7									

*All new construction (residential/commercial/industrial) receives a **Certificate of Occupancy** when the building has cleared all inspections and is ready to be occupied.
Any remodels, renovations, additions, or other construction (residential/commercial/industrial) receives a **Certificate of Completion** when the building has cleared all inspections. and is ready to be occupied. This may also be referred to as a **Certificate of Zoning Compliance**.*

Bldg Safety Fees

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Permit Fees													
Building Permit Fee	\$ 69,462.00	\$ 83,674.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,136.00
Plan Check Fee	\$ 6,108.30	\$ 15,040.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deposit for Residential Plan Checks	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MH Permit Fee - Pit Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MH Permit Fee - Ground Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electrical Permits	\$ 108.00	\$ 471.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVAC Permits	\$ 260.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Sprinkler Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar Permits	\$ 820.00	\$ 2,830.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Dept. Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition Permits	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Permit Fees(131-40135)	\$ 76,758.30	\$ 102,065.27	\$ -	\$ 178,823.57									
Utility Fees													
Water Connection Fee(100-43010)	\$ 22,050.00	\$ 29,329.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WW Connection Fee(100-43115)	\$ 22,050.00	\$ 19,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Utility Fees	\$ 44,100.00	\$ 49,129.39	\$ -	\$ 93,229.39									
Impact Fees													
Water Impact Fee (100-45025)	\$ 26,558.00	\$ 27,277.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WW Impact Fee(100-45025)	\$ 44,688.00	\$ 43,775.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety Impact Fee(100-45030)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks Impact Fee(100-45005)	\$ 36,897.00	\$ 35,203.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streets Impact Fee(100-45035)	\$ 83,741.00	\$ 91,912.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Impact Fee (860-45015.019)	\$ 27,538.00	\$ 37,203.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Impact Fee (860-45010.019)	\$ 21,486.00	\$ 26,691.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration Imp. Fee(100-45000)	\$ 15,092.00	\$ 20,705.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Impact Fees	\$ 256,000.00	\$ 282,766.60	\$ -	\$ 538,766.60									
Miscellaneous Fees													
Replace Building Card	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Change subcontractor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Re-Inspections	\$ 650.00	\$ 275.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 925.00
Special Inspections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investigation Fee (Stop Work Order)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plan Certification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fee for use of outside consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Misc. Fees (131-48000)	\$ 700.00	\$ 325.00	\$ -	\$ 1,025.00									
TOTAL	\$ 377,558.30	\$ 434,286.26	\$ -	\$ 811,844.56									

**Deposits for Res Plan Checks are included in the Plan Check Fee

Code Enforcement

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Cases Opened	24	19											43
Investigations	5	3											8
First Notice	15	12											27
Second/Final notices	7	6											13
Cases Closed due to compliance	15	21											36
Citations Given	3	2											5
Court Appearances	0	3											3
Red Tags	4	0											4
Abatement Notice	0	0											0

GIS

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
FORMAL GIS REQUESTS	31	29										0
ADDRESS VERIFICATION LETTERS	1	0										0
GIS PROJECTS:	Sewer Network Project -came to end for the remainder of the fiscal year Started Clean Up Campaign Map.											



ECONOMIC DEVELOPMENT

CITY OF SAN LUIS, ARIZONA

AUGUST 2024 REPORT

1. BUSINESS ATTRACTION

- Director, in partnership with GYEDC, met with an international food manufacturer to discuss San Luis expansion.
- Completed the following Project Information Forms (PIF) and sent to the Arizona Commerce Authority for San Luis sites consideration:
 - **ACA PIF - Project Horizon**
 - Defense products manufacturer
 - 507 jobs and \$300 million CAPEX

2. CAPITAL PROJECTS



- ED team commemorated Merrill Avenue Improvements start of construction with a Groundbreaking Ceremony.

3. COMMUNITY ENGAGEMENT

- Director met with AWC San Luis Branch Dean to discuss workforce development needs and new programs for community.
- Director attended the San Luis Industrial Park Association Annual Meeting.

4. GRANTS

- City of San Luis and Campesinos sin Fronteras's EPA Community Change Grant application for the WWTP Expansion and Community HUB was moved to the merit review phase.

5. OTHER ACTIVITIES



- Staff participated in the League of AZ Cities and Towns Showcase in Phoenix, AZ. This showcase allows cities and towns to attract tourists, showcase their products, and present what their communities are truly about.



- Staff participated as a judge during the closing ceremony of the 5th Edition of the "Mexican Emprende" program managed by the Mexican Consulate in Yuma.
- City of Nogales joined to discuss the modernization of the San Luis Port of Entry and City projects including Downtown parks and parking lots, Downtown Master Drainage Plan, Downtown Redevelopment among others.
- Staff attended 2024 AZ Housing Forum in Scottsdale, AZ. 08/21-08/23

CITY OF SAN LUIS FIRE DEPARTMENT

MONTHLY REPORT



AUGUST 2024



EMERGENCY RESPONSES 911

SLFD contributes to the mission of protecting our citizens by responding to calls for service within the City of San Luis. Most calls for service are for emergencies such as structure fires, medical emergencies, vehicle accidents, hazardous material incidents, and other life-threatening situations. We also respond to a variety of non-emergency situations that involve assisting our community during their time of need.

AUGUST 2024

TOTAL FIRE INCIDENTS	
Commercial Fires	0
Residential Fires	0
Vehicle Fires	0
False Alarm	12
Other Fires	2
Total Fire Incidents	14

EMS ENCOUNTERS	
Refusals	48
Transports by SLFD	309
Transports by other	11
No patient contact	6
Total Transports	320
Total EMS Encounters	368

False Alarms	12
Fire Drills	1
Hazmat Incidents	1

Public Assistance	47
Community Paramedicine	27



MUTUAL AID EMS TRANSPORTS

This service plays a vital role in providing proficient public safety to the community. Through agreements with other fire agencies in Yuma County, fire departments can aid each other during emergencies that surpass local resources, such as mass casualty events or structure fires. SLFD often provides and receives mutual aid from the neighboring Somerton Cocopah Fire Department and Rural Metro Fire Department

Mutual Aid Provided:	
County	0
Somerton	3
Mexico	0
Received:	
SLM1	17
SLM2	0
SLM3	99
SLM4	75
SLM5	91
SLM6	27
Somerton	10
HELO	1
Rural Metro	0
Yuma	0



CREWS

- Residential Inspections: **35**
 - A: 7
 - B: 6
 - C: 22
- Community Paramedicine: **27**
- Ride-Along Program (Arizona Western College Students): 0
- Senior Center Blood Pressure Checks: 0
- Fire Drill: **1**
- Vaccine Clinic: 0

FIRE INSPECTOR

- Commercial Inspections: **11**
- Suppression System Test: **1**
- Meetings: **17**



CITY OF SAN LUIS, AZ

**HUMAN RESOURCES
DEPARTMENT**

YOUR FUTURE BEGINS HERE.

MONTHLY OPERATIONS REPORT

August 2024

CITY OF SAN LUIS | 800 E Cesar Chavez Blvd. San Luis, AZ 85349 | www.sanluisaz.gov

TOTAL WORKFORCE	
Council members	7
Regular Full-time employees	314
Regular Part-time employees	15
Temporary/Seasonal Full-time	1
Temporary/Seasonal Part-time	12
Volunteers	2
Work-study employees	0
Interns (AZ@Work)	8
TOTAL	364



WORKFORCE TURNOVER			
New Hires (August)		Terminations (August)	
Employment Type	Quantity	Employment Type	Quantity
Regular (FT)	4	Resignations (FT- Regular)	3
Regular (PT)	2	Resignations (PT- Regular)	0
Seasonal (PT)	0	Dismissals (FT- Regular)	0
Temporary (PT)	0	End of Appt. (PT-Temp.)	0
AZ@Work Interns	1	End of season (PT)	1
Temp. staffing agency	2	Temp. staffing agency	1
Monthly Turnover Rate: 0.92%			

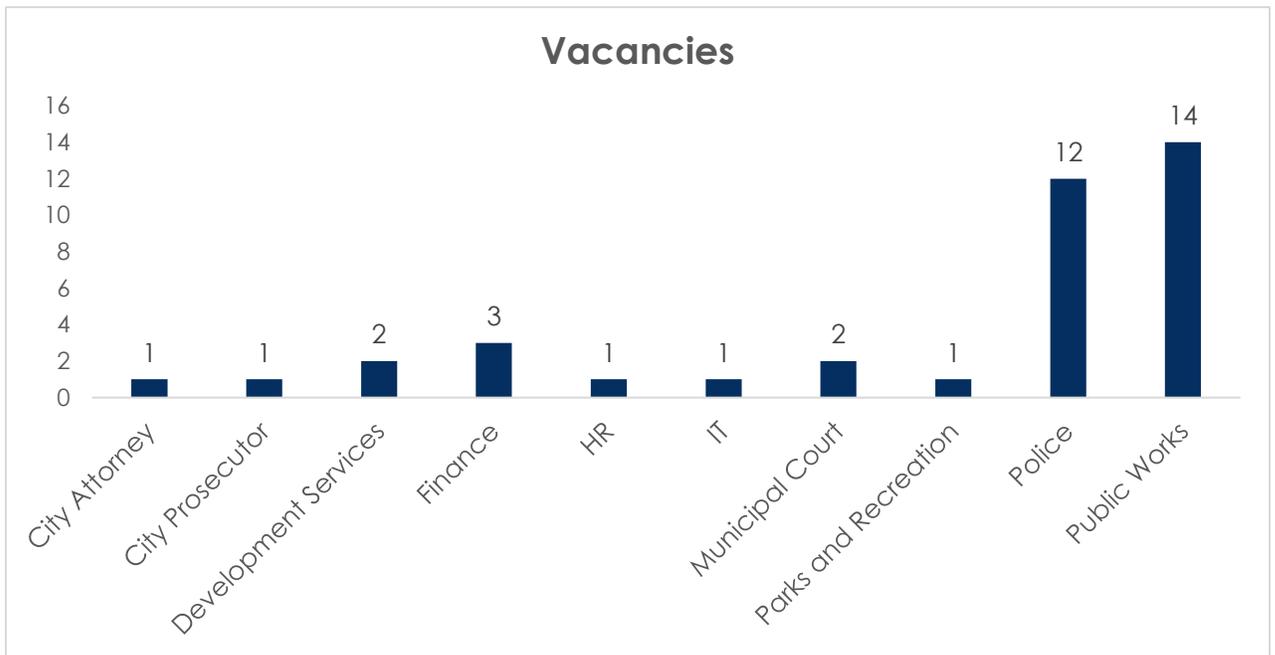
TALENT ACQUISITION

RECRUITMENT ACTIVITY MONTH OF AUGUST

Previous Job Postings	New Job Postings	Applicants	Interview Sets	Total # of Interviewees	Total New Hires	Promotions	Requisitions Filled
44	5	446	16	82	9	2	4

Physical Agility Test Police	Written Exam Police	Physical Agility Test Fire	Written Exam Fire
Passed - N/A	Passed - N/A	Passed-N/A	Passed-N/A
Fail -N/A	Fail - N/A	Fail - N/A	Fail - N/A

Department	Job Title	# of Vacancies
City Attorney	Paralegal	1
City Prosecutor	Legal Secretary	1
Development Services	Assist Director of Development Services	1
	Office Assistant	1
Finance	Accounting Specialist	1
	Finance Operations Manager	1
	Customer Service Representative	1
Parks & Recreation	Recreation Assistant	1
Municipal Court	Court Clerk I	1
	Court Clerk II	1
Human Resources	Administrative Assistant (Risk Management)	1
Information Technology	Information Technology Specialist	1
Police	Police Communications Officer	3
	Police Officer	5
	Police Officer (Recruit)	2
	Transit Enforcement Officer	2
Public Works	Heavy Equipment Operator	1
	Project Manager	1
	City Engineer (Not posted)	1
	Wastewater Supervisor	1
	Wastewater Plant Operator - Treatment	1
	Maintenance Specialist - Highway Users	2
	Water/Wastewater Operator Apprentice	3
	Maintenance Technicians	1
	Administrative Assistant	1
	Wastewater Plant Operator	1
	Custodian	1
TOTAL		38



Arizona@Work Internships		
Department	Interviews	Placements
City Prosecutor	0	1
I.T.	1	0
Human Resources	1	0

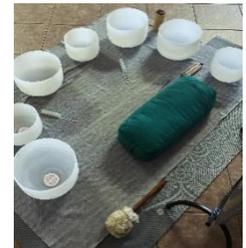
City Programs		
Program	Applicants in August	Interviews
Police Explorer	0	0
Volunteers	9	0

BENEFITS ADMINISTRATION			
INSURANCE	ADDITIONS Enrollments from August-2024	TERMINATIONS Effective August- 2024	TOTAL ACTIVE EEs
Health Insurance	7	2	310
VSP – Vision	7	2	305
Dental	8	3	309
FMLA Leave			6
Short-term Disability claims			2

- **Benefit Orientations** – Two (2) conducted.
- **Benefits Broker** – One (1) Onboard meeting.
- **Local Board Public Safety Personnel System (PSPRS) meetings** – Two (2) conducted.
- **Claims Advocacy:** Five (5) claims were researched and sent to the Third-Party Claims Administrator for correct submission.

WELLNESS PROGRAM

- **Gym Membership**
 - 60 active memberships / 30 EEs on the waiting list
- **Wellness Programs:**
 - I am Wellness Studio
 - August 15, 2024 – Aqua Barre class
 - Six participants
 - Nationwide -Financial Awareness Seminars
 - August 14, 2024
 - Personal Finance – 16 participants
 - Emotional Investing – 8 participants



SPECIAL PROGRAMS

RECOGNITION / ENGAGEMENT

- **Employee Educational Fair 2024**
 - City Hall – MPR 10:00 AM to 1:00 PM
 - Total of 70 attendees
 - A total of six educational institutions participated.



TRAINING AND DEVELOPMENT

Training Program	Facilitators	Trainees/ Department	Date	Total Training Hrs.
Management Training	HR Director & Manager, HR Coordinator	20 Supervisors in different departments	Aug 6,13,20,27	160 hrs.
<i>Comments:</i>		<i>In-person 64 employees X 2.5hrs</i>		
Train the Trainers	HR Coordinator	Eight total Human Resources	08/01	12 hrs.
<i>Comments:</i>		<i>In-person Workshop</i>		
Training Program for Public Works Supervisors	HR Coordinator Training and Development, and HR Coordinator Performance and Employee Relations	17 total Public Works	08/01	34 hrs.
NEOGOV Perform Training	HR Manager & HR Coordinator Performance	6 total 1 City Attorney 1 City Prosecutor 4 IT	08/28	9 hrs.
TOTAL HOURS OF TRAINING	215 hrs			



Professional Development Plan		
Department	Quantity	PDP Type
Police Department	2	Associate and Bachelor's degree in Criminal Justice
Tuition Reimbursement		
Department	Quantity	PDP Type
N.A.	0	N.A.

- **New Hires Training (10 Employees)**
 - New Employee and Benefits Orientation
 - Six Full-Time Employees
 - Two Part-Time Employees
 - Two Temporary staff members from Temp. staffing agency
- **Marketing/Branding:**
 - Management Supervisor training
 - New Hire & Promotion Announcements
- **New, Hire Orientation Process.**
 - New policies and training implementation process
 - Three Day Orientation Training
 - Day One: Safe Personnel Training (4 hrs.)
 - Day Two; Department Orientation
 - Day Three; New Hire Orientation, Benefit Orientation & Safety Orientation. (3 hrs.)

COMPENSATION & CLASSIFICATION

- **Purchase Requisitions:** 16 processed.
- **Agency-Wide Salary Survey**
 - Ongoing collaboration with Public Sector Personnel Consultants (PSPC).
- **One Public Records Request**
- **One Former Employee Records Request**
- **Career Technical Education (CTE) meetings with SLHS to discuss the development of course programs:**
 - August 8, 2024
 - August 28, 2024

- Internal HR Audit

PERFORMANCE MANAGEMENT

- **EMPLOYEES ON PROBATION: Six (6)**
 - Original Probation: Four (4)
 - Promotional Probation: Two (2)



- **PERFORMANCE EVALUATIONS IN PROCESS**

- **Total Due:** *Twenty-five (25)*
 - Annual: Six (6)
 - Probationary: Nine (9)
 - Midterm: Ten (10)
- **Processed**
 - Probation: *Four (4)*
 - Mid-term: *One (1)*

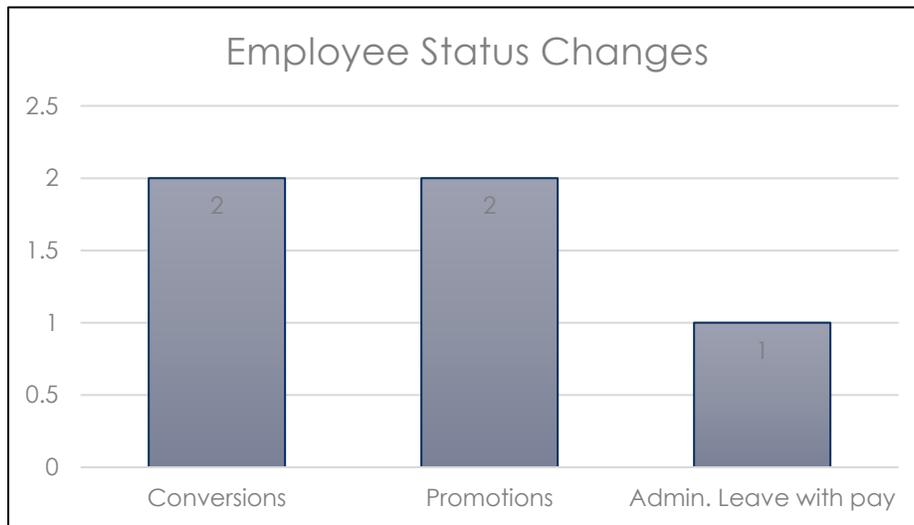
Type of Evaluation	Placed	Process	Due	Total
Probationary	6	5	19	30
Original	4	4	9	17
Promotional	2			2
Mid-Term		1	10	11
End of Probation		3		3
Annual	0	0	6	6
Total	6	8	25	39

EMPLOYEE RELATIONS

- **Internal Investigation**
 - Eight employees interviewed by external Investigators
- **Disciplinary Actions Administered:**

- One Administrative Leave with Pay
- **Exit interviews:** 3
- **Personnel Action Requests (PAR):** 15
- **Employee Recognition Cards issued:**
 - Birthday – 35
 - Anniversary - 44

Employee Status Changes	Quantity
Conversions	2
Promotions	2
Admin. Leave with Pay	1



MAJOR ACCOMPLISHMENTS

- Educational Fair:
 - We welcomed 70 employees at the educational fair, exceeding our initial plan to accommodate 40.
 - We received very positive feedback from participants.
- Financial Awareness Day:
 - The Nationwide financial advisor's performance was excellent, and participants were provided with useful materials.

Information Technology

Monthly Report: August 2024

Overview:

Provided IT support to City of San Luis employees with technical issues with hardware, software, or network systems. While ensuring problems are resolved promptly to minimize disruption to the City of San Luis operations.

IT support and infrastructure operations ensure that technology systems are reliable, secure, and optimized to meet the organization's needs.

Completed Projects

- Configured Door access control system for two buildings
 - Public Woks Transfer Site 4th Ave
 - East Wastewater
- Customized Caller ID for all departments

IT Service Management Statistics

Requests Created Total: 169 | Request Resolved: 188

169 Created
188 Resolved





PARKS AND RECREATION MONTHLY REPORT

August 2024

Parks Grounds Department

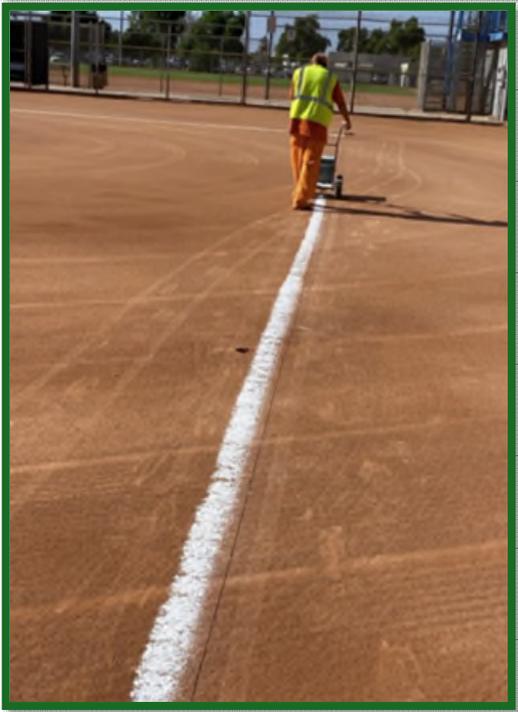
In August, being one of the hottest months of the year, it has brought challenges to the Parks department. Having the employees hydrated and trying to keep them out of the sun on the days when the temperatures got unbearably hot. Our duties and responsibilities were executed as they needed to be.

Please view below a list of maintenance projects the Parks Grounds Department completed during the month of August, as well as installations, repairs and more.

Maintaining Green Areas & Parks

- Mowing green areas at Los Olivos (1544 Los Olivos Dr.), Bienestar Estates 7A (1429 N. 9th Ave.), Rancho Los Oros (1463 Los Portales Ave.), Parks & Recreation Office (744 Cesar Chavez Blvd.), and Cultural Center (1015 N. Main St.).
- Weed Whacking and Blowing area at Cultural Center (1015 N. Main St.) and weed whacking at Los Olivos (1544 Los Olivos Dr.).
- Marking soccer field, F2 and F3 sport fields at Joe Orduño (965 Park Ave.).
- Trimming trees at International Plaza (Guiu Dr.) and International Plaza (1300 Arden Ave.).
- Cleaning at Retention Basin (Hwy. 95), Las Quintas 2, retention basin drain spillways at Los Alamos (2342 N. David Riedel Blvd.), and behind park at Escondido Beach (1078 Beach St.).







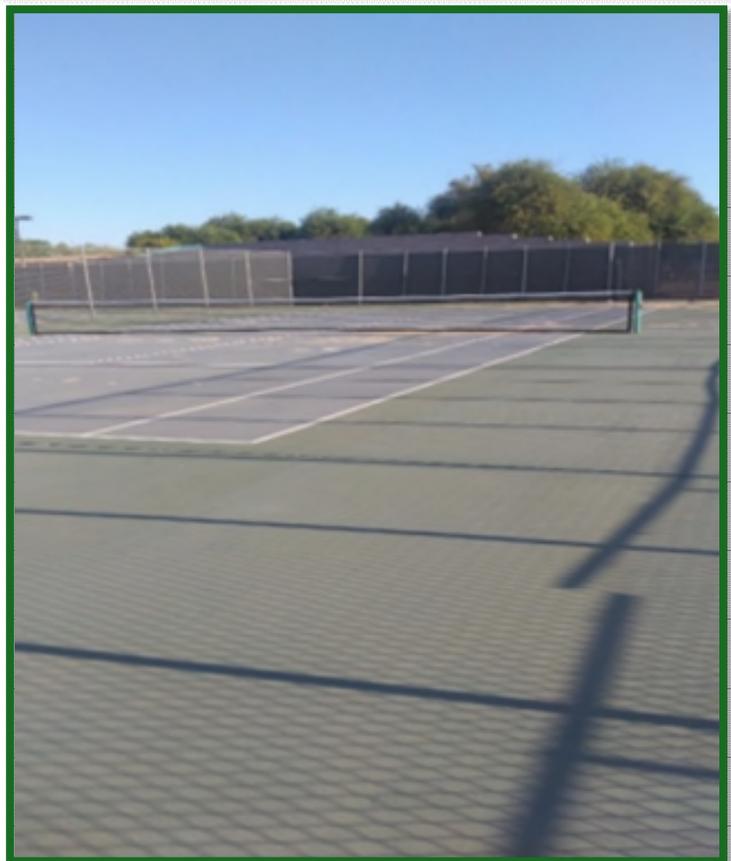
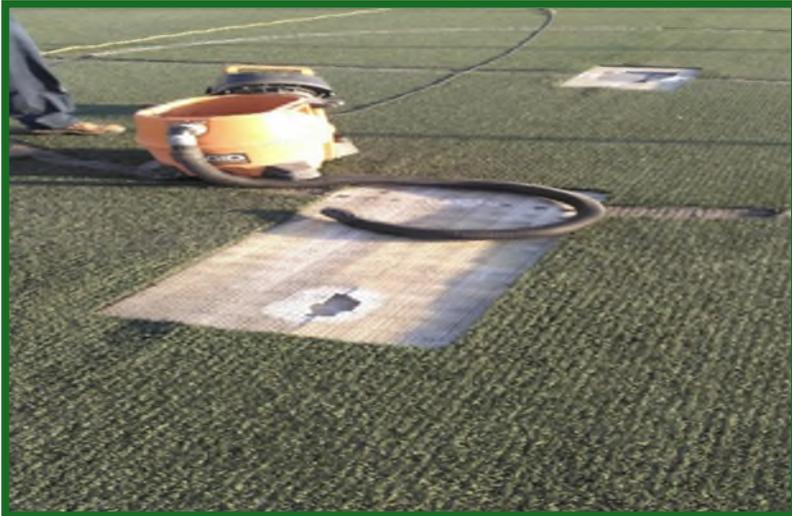




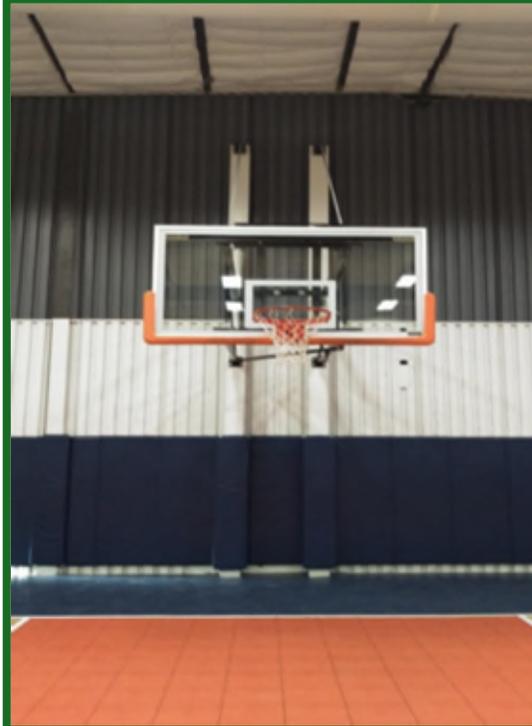
Installations and Repairs

- Replaced a bad valve with a new one at Bienestar Estates No.3 (1535 San Luis Ln.).
- Replaced bad irrigation timer with a new one at Las Quintas 2 (Retention Basin).
- Repaired artificial grass soccer field at Joe Orduño (965 Park Ave.).
- Installed stones on both drain spillways at Los Olivos (1544 Los Olivos Dr.).
- Installed nets on tennis courts at Joe Orduño (965 Park Ave.).
- Installed new light in the park ramada at Bienestar Estates No. 7B (1962 N. 9th Ave.).
- Reinstalled a park sign that had fallen at Pepp Park (467 Cesar Chavez Blvd.).
- Reinstalled backboard for basketball court at Joe Orduño (965 Park Ave.)









Projects

- New landscape project at Fire Station #2 (East Community).
- Park employees assisted a herbicide training with the City Yuma Az.



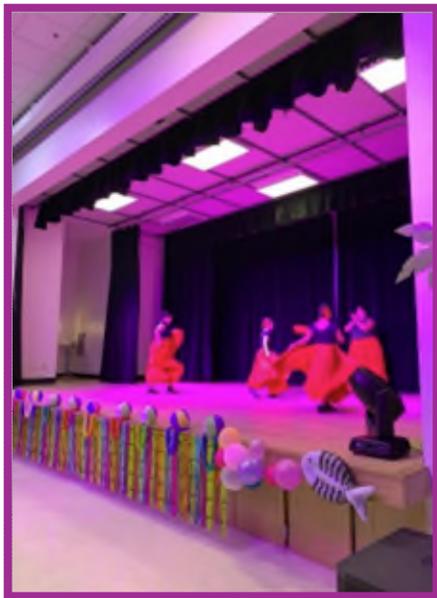


Cesar Chavez Cultural Center

The month of August was very exciting for the Cultural Center. With summer program ending and fall programs registrations starting.

Summer Program Recital

The Cultural Center ended the Summer Program with a recital on August 1st, where Folkloric, Zumba Kids and Art showed what they learned in this intensive program.



Be Well: Relove, Reuse, Recycle

On August 22, the Cultural Center along with Miss San Luis and The Concept Shop hosted a successful only-women event. Many community women attended the event.



Fall Programs

For this fall the Cultural Center will offer classes such as folkloric dance, Zumba, Art, dance, guitar and more.






CESAR CHAVEZ CULTURAL CENTER FALL CLASSES 2024

DANZAR COMPETITION /TECHNIQUE
WITH KASSANDRA
Aug. 15 - Dec. 5
Thursday & Friday
3:15pm - 4:15 pm
Ages: 10 +
\$25/month
Registrations: Mon, August 12 at 2:30 pm

DANZAR FLOOR PILATES
WITH KASSANDRA
Aug. 12 - Dec. 5
Mon, Tue, Thur, Fri
9:00am - 10:00 am
Ages: 16 +
\$30/month
Registrations: Mon, August 12 at 2:30 pm

FIT/DANCE KIDS
WITH LAURA
Sep. 5 - Dec. 5
Thursday & Friday
4:30 pm - 5:30 pm
Ages: 6-10 yrs
\$30/month
Registrations: Wed, August 21 & 28 5 pm - 6:30 pm

FOLKLORIC DANCE
WITH MONZE
Aug. 13 - Dec. 5
Tuesday & Thursday
5:45 pm - 7:15 pm
Ages: 5 yrs +
\$25/month
Registrations: Mon, August 5 at 4 pm

ZUMBA WITH RICKY REY
Year Round
Monday-Thursday
7:30 pm - 8:30 pm
\$10 Registration Fee
All Ages
\$30/month

PIANO WITH DAMIAN
Aug. 5 - Dec. 5
Monday & Thursday
7 pm - 8 pm
Ages: 6+
\$35/Month
(WAITLIST ONLY)

STAR ACADEMIA
WITH CECI
Aug. 9 - Dec. 4
Monday & Wednesday
3:15 pm - Baby Ballet
Ages 3-4yrs
4:15 pm - Ballet 2
Ages 7-11 yrs
5:15 pm - Gymnastics 1 & 2
Ages 4-12 yrs
6:15 pm - Ballet 1
Ages 4-7
\$30/month/class
Registrations: Aug. 12 - 15 from 5:30pm-7:30pm

FANTASY ART
WITH VANESSA
Sep. 4 - Dec. 4
Monday
6 pm - 8 pm
Ages: 6-7 yrs
Wednesday
6 pm - 8 pm
Ages: 9-11 yrs
\$25/month
Registrations: Every Monday in August from 6pm-8pm

GUITAR WITH DAMIAN
Aug. 5 - Dec. 5
Monday & Thursday
6 pm-7 pm
Ages: 8 yrs +
\$30/Month
AT Senior Center
Registrations: Tue, July 30 at 6pm

*All registrations are at the Cesar Chavez Cultural Center

CC CULTURAL CENTER
1015 N. Main St., SLAZ

SC Senior Center
790 E. Cesar Chavez Blvd. SLAZ

OFFICE HOURS: Monday - Friday
7:00 am - 6:00 pm

FOR MORE INFORMATION PLEASE CALL
(928) 341-8538
CESAR CHAVEZ CULTURAL CENTER
CULTURALCENTER@SANLUISAZ.PARKS.GOV



[sanluisazparks](https://www.instagram.com/sanluisazparks)

Recreation Department

The month of August was very productive and busy for the Recreation Department. Many leagues have begun which has brought many families from San Luis, AZ and surrounding cities to the Joe Orduno Park.

Men's Volleyball League

We finished our men's volleyball league in August. This year, five teams participated: two from the City of Yuma, two local teams, and one from Mexico. Adal Valencia supervises the league, which had three daily games on Mondays and Wednesdays.



Co Ed kickball

One of the summer programs with the most tradition for recreation, coed kickball this year, had the participation of 16 teams representing approximately 225 people, both men and women. In August, we celebrate our All-Star game.





Women's Slow-pitch

This year, women's softball has eight teams in a single division, keeping the record constant regarding the number of participants.

In August, we celebrated the finals games



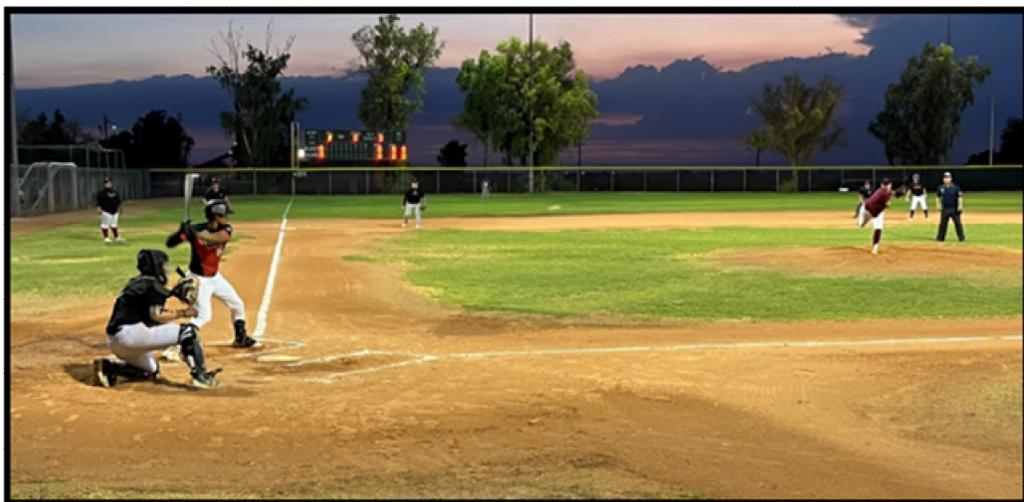
Karate Class

Recreation continues with the Karate program with the Sensei Hector Castro. Schedule on Tuesdays and Thursdays, 6:00 pm to 7:30 pm at Recreation Gym. Registration is available all year round.



Open Baseball League

In May, we developed the open baseball league, with 11 teams registered, a quantity record for our program.



Planning and preparing leagues

- Intro to Pickleball, continues the promotion. Open court all season.

Preparing the fall winter season like

- Mens Slow pitch
- Co-Ed Volleyball
- Youth Baseball League
- Baseball League category 13-15
- U21 Basketball League

APRA

In Addition, Recreation staff attended the APRA Conference in Tucson, AZ. Staff attended different sessions that helped them discover many new ideas and methods to better activities and leagues.

Municipal Pool

The City of San Luis Parks and Recreation Department continues to operate and maintains a public swimming pool facility for citizen enjoyment. It is a great place to learn how to swim, attend a special event, exercise, or just cool off during summer.

Schedule

- Tuesdays to Fridays, from 6:00 am to 12:00 pm and 4:00 pm to 8:00 pm.
- Saturdays and Sundays, from 4:00 pm to 8:00 pm.
 - Reservations: Saturdays and Sundays
- Mondays are closed for facility cleaning and water treatment.
 - *After weekend use, reservations, parties, or general use, water needs extra care, and adding chemicals, such as pool Shocks, need 24 hours to complete activation.*

Fitness Swimming Hours

6:00 am to 8:00 am

Swimming is a classic, friendly water sport with numerous health benefits. As a low-impact exercise, it is ideal to improve cardiovascular health and muscle strength without putting a lot of stress on the joints. All assistant's need is a swimsuit, goggles, and a swim cap to protect their hair and filter system. This is just a time for people who practice swimming as a sport or to exercise, not to have free water time.

Seniors' activities

7:00 am to 8:00 am Tuesdays and Thursdays

One of the most popular water activities for seniors is water aerobics. This full-body workout targets cardiovascular health, muscle strength, and flexibility, making it perfect for seniors of all fitness levels. Most classes are in shallow water, so seniors only need a comfortable swimsuit and water shoes to start. They might also want to consider using flotation devices and water weights as they advance in their practice.

Safety is paramount when exercising, especially for seniors. They can start with a low-intensity routine and gradually increase the intensity as they become more comfortable in the water. If they're not strong swimmers, it's best to stick to the pool's shallow end.

Complete a waiver form before starting.

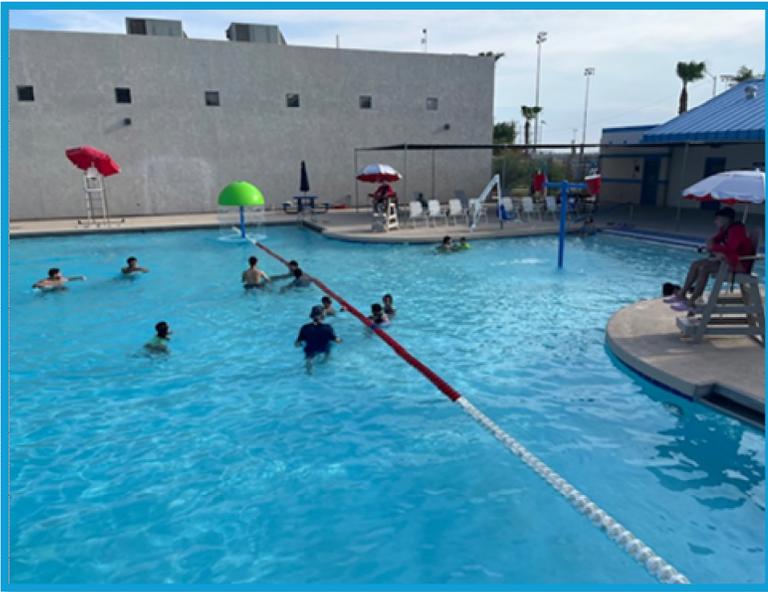
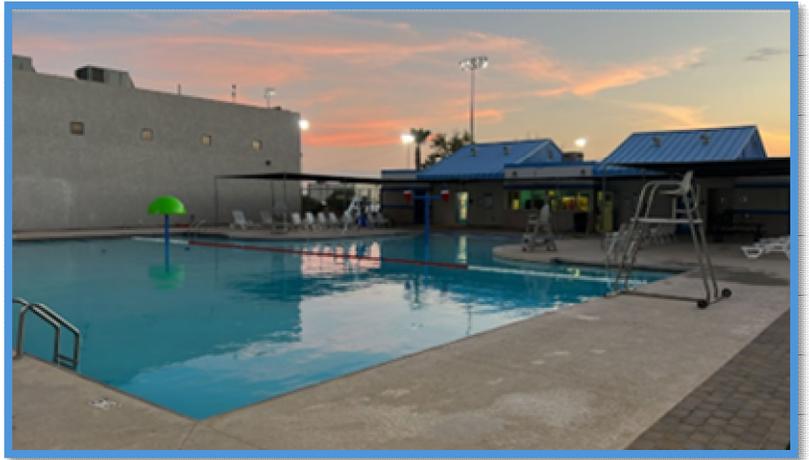
Open Pool Recreational time

8:00 am to 12:00 pm and 4:00 pm to 8:00 pm.

Open Swim allows residents of all ages and guests to engage in leisurely aquatic activities.

Admission fees

- Youth: 17 and under \$1.00
- Adults: 18 and over \$2.00
- Pool Rental (reservation)
 - 1-30 patrons \$150.00
 - 31-50 patrons \$200.00
 - 51-75 patrons \$225.00
 - 76-100 patrons \$250.00
 - Deposit (refundable) \$50.00
 - All reservation includes lifeguards



Summer Closing Date

The pool will be closing for the summer on Monday, September 16, 2024.



Youth Center

Our Youth Center has continued to be very active this month. Approximately 90 kids showed up daily to our Youth Center and we had 35 new registrations for this month.

Classes / Activity Attendance

- Boxing Class – 45 members
- Boxing Team – 20 members
- Arts and Crafts – 8 members
- Open Gym – 30+ members



Youth Center Summer Schedule

New classes for the Youth Center are:

- Open Gym
- Boxing Class
- Boxing Team
- Game Room
- Arts & Crafts
- Movie Nights
- Youth Elite Training Program
- Learning Hour



The poster for the San Luis Youth Center Fall Schedule (August-December 2024) features the City of San Luis, AZ logo and the center's name. It includes a photo of the building at 973 N. Park Ave. The schedule lists several activities with their respective times and age groups. A 'MEMBERSHIP IS FREE!' badge and a 'REGISTER AT ANY TIME!' note are also present. Contact information for more details is provided at the bottom.

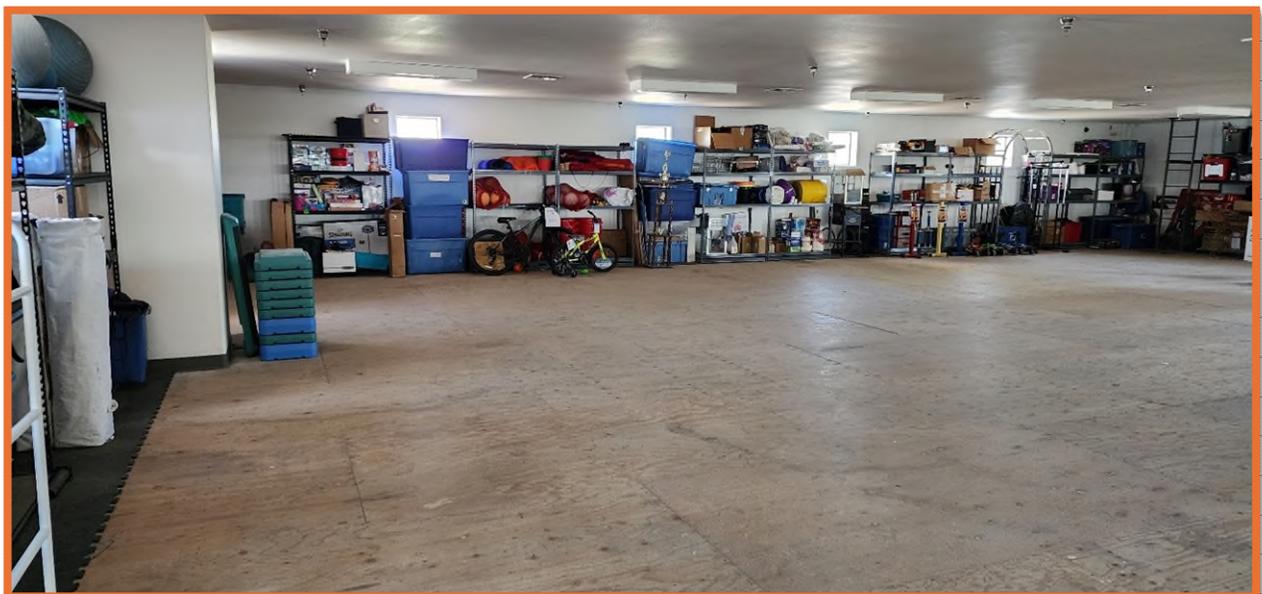
Activity	Schedule	Age Group
Open Gym	Monday - Friday 8:00AM - 7:00 PM	(Ages 7-21)
Boxing Class	Monday - Thursday 4:00PM - 5:00PM	(Ages 7-21)
Boxing Team	Monday - Friday 5:15 PM - 7:00 PM	(Ages 7-21)
Game Room	Monday-Thursday 5:00 PM - 6:00 PM	(Ages 7-21)
Arts & Crafts	Wednesday 5:00 PM - 6:00 PM	(Ages 7-17)
Learning Hour	Tuesdays and Thursdays 4:30 PM-5:30 PM	(Ages 7-14)
Youth Elite Training Program	Wednesdays 5:00PM-6:00PM	(Ages 7-17)
Movie Night	Thursdays 5:00PM - 7:00PM	(Ages 7-17)

FOR MORE INFORMATION PLEASE CALL (928) 341-8574 OR CONTACT EVELYN VIZARRA EVIZARRA@SANLUIAZ.GOV

SANLUIAZPARKS WWW.SANLUIAZ.GOV/IC

Youth Center OSHA Repairs

For the month of August, we are continuing to work on clearing our list from OSHA/Risk Management to ensure our facility is hazard-free and safe for all participants. We are pending the last 2 items to be in the clear!



Youth Center Participation on the APRA

The Youth Center staff participated in the annual AZ Parks and Recreation Association Conference from August 26th- August 29th. Staff had the opportunity to network with other cities all around Arizona. This year's conference had great session topics that our staff was able to learn about.



2024 Spooktacular Event

The Youth Center staff is getting ready for our annual Spooktacular Event. We have begun planning the attractions, performances, and in the process of contacting vendors and Trunk-or-Treaters. More information is to come in September.



SAVE THE DATE

SAN LUIS YOUTH CENTER

CITY OF SAN LUIS, AZ
INC. 1971

Spooktacular
**CARNIVAL
NIGHTMARE**
2024

Thursday
**October
24**

6^{pm} to 10^{pm}

JOE ORDUÑO PARK
965 N. Park Ave. San Luis, AZ

CARNIVAL GAMES | ATTRACTIONS | SHOWS | COSTUME CONTEST
FOOD AND DRINKS | MUSIC AND MORE!

The poster features a dark, spooky background with silhouettes of trees, a full moon, and a large red moon. In the foreground, there are illustrations of a striped tent, a carousel, a witch, a skeleton, and a jack-o'-lantern. The text is in various fonts and colors, including yellow, red, and white.

Senior Center

The Senior Center in San Luis, Az offers a variety of daily activities, including arts and craft, exercises, sewing classes, birthday celebrations, guest speakers, dance classes, movie days, bingo games, music entertainment, and nutrition classes. Our priority is ensuring seniors feel comfortable and engaged, promoting their overall well-being.

We also provide assistance to senior citizens with documentation, translations, and filling out various applications, such as the WACOG application for electricity assistant. Additionally, the senior center offers breakfast and lunch every weekday. One of the benefits of being part of the senior center is transportation assistance. Our goal is to welcome more seniors every day and involve them in our activities. You can find the monthly schedule and activities below.

Services Provided by our Department

- Breakfast: 7:00 am – 9:00 am
- Lunch: 11:00 am – 12:00 pm
- Daily Transportation: Morning 7:00 am / Afternoon 12:00 pm
- Assistance to Seniors: 6:00 am – 2:30 pm (documentation, translations, filling of all sorts of applications)

Daily / Weekly or Monthly Activities

- Pool Day: Tues & Thurs 8:00 am – 9:00 am
- Daily Bingo: 10:30 am – 11:00 am
- Daily Domino: 6:00 am – 2:30 pm
- Daily Pool Game: 6:00 am – 2:30 pm
- Exercise Classes: 9:00 am – 10:00 am
- Arts & Crafts: 9:00 am – 10:00am
- Gardening: 8:00 am – 9:00am
- Dance Classes: 9:00 am – 10:00 am
- Every Friday- Entertainment music
- WACOG Cares Program Utility Assistance for Seniors: 6:00 am – 2:30 pm
- Total Meals Served: 1,479
- Total attendance: 1,483
- Total people transported: 361

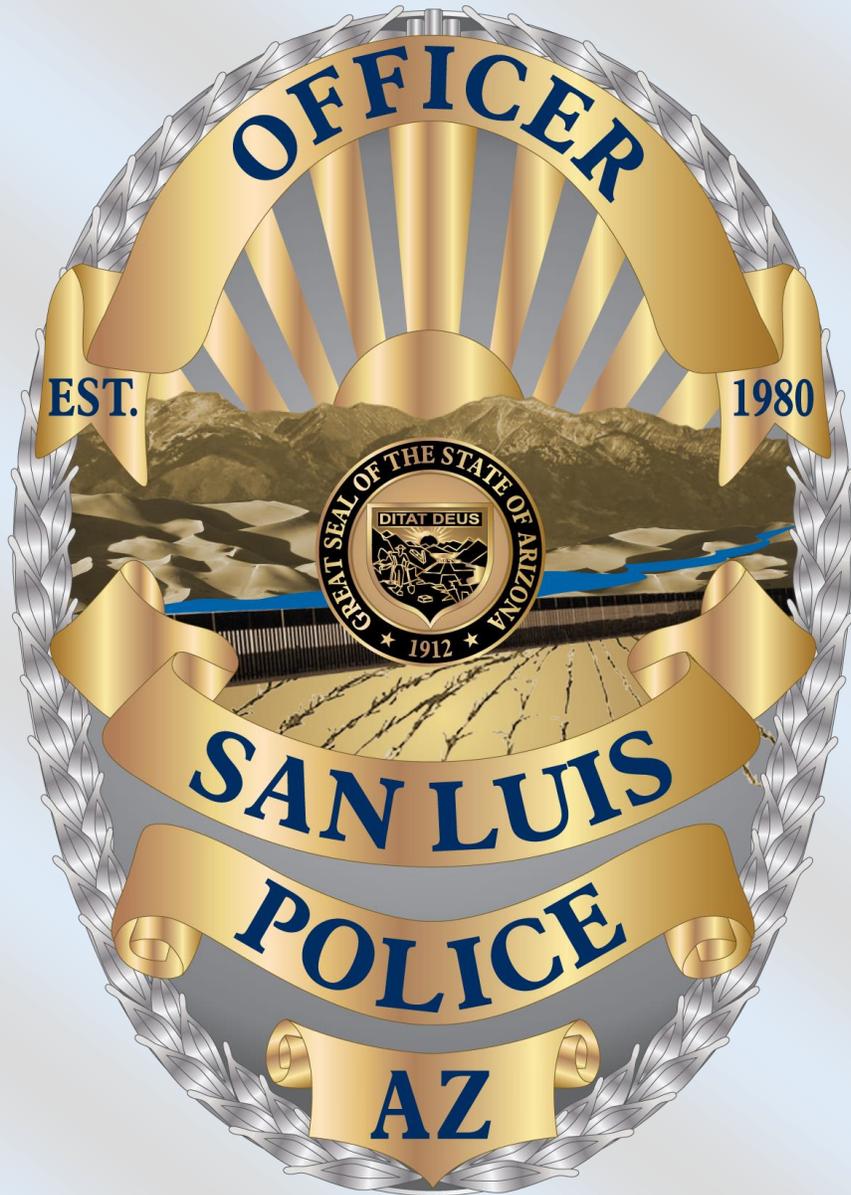
Special Projects / Meetings / or Other Activities

- August 06,08,13,15 20,22 27,29, 2024 –Pool Day at the Municipal pool
- August 08, 2024- Veronica Ibarra-Elderly Fraud Washington bank

- August 14, 2024 – Assistance with Food Bank TEFAP from 7:00am – 11:00am
- August 14, 2024 _ Millie Perez Medicare licensed insurance broker from 7:30am-12:30pm
- August 15, 2024--- Maria Alvarez- Life care center of Yuma
- August 16, 2024--- Hawaiian Party
- August 28, 2024 – Assistance with Food Bank TEFAP from 7:00am – 11:00am
- August 21, 2024- Chicanos Por la Causa



SAN LUIS POLICE DEPARTMENT
MONTHLY REPORT
AUGUST 2024



PERSONNEL ACHIEVEMENTS/EMPLOYEE ACTIONS:

- On Monday, August 12, several members of the San Luis Police Department were sworn into their current promotions or new hire positions.



COMPLAINTS AND FINDINGS:

- 1 Citizen Complaint pending review
- 1 Citizen Complaint was (Sustained)

VEHICLE PURSUITS AND FINDINGS:

- None

OPERATIONS/NOTABLE EVENTS:

- The Pay by Plate Program was officially kicked off in the city downtown, which will provide an opportunity to relocate parking meters around other city locations.

CITY OF SAN LUIS, AZ
INC. 1979

SAN LUIS POLICE
AZ

PAY BY PLATE pay station
and app have arrived in downtown.

Park
Park in any designated spot.

Plate
Enter your license plate number at the pay station or app.

Pay
Pay with coins, card, or via the app.

PARK SMARTER

WWW.SANLUISPOLICE.ORG/PARKING

- The San Luis Police Department purchased three (3) new Ford Mavericks using AZDEMA grant funds. The trucks will be assigned to the Patrol Division Transit Enforcement Units.

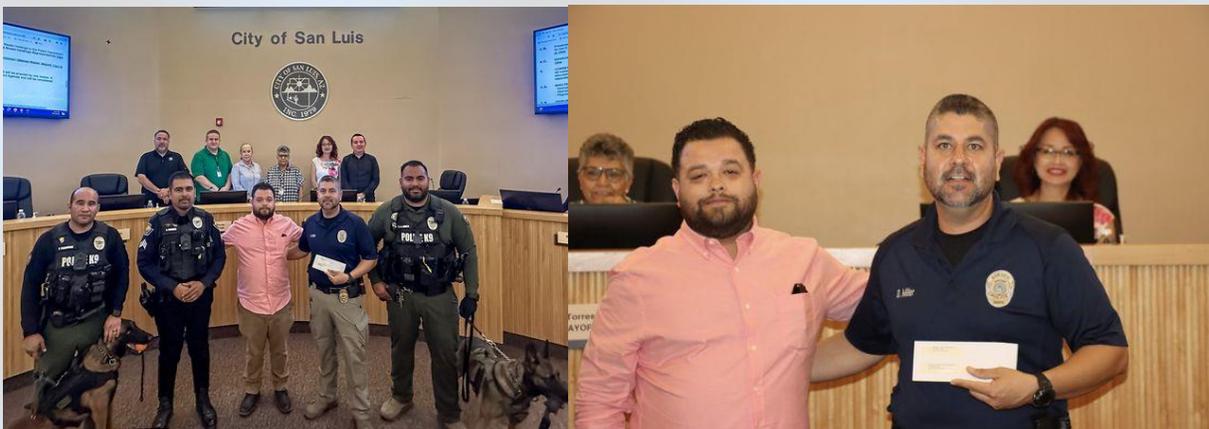


- The San Luis Police Department purchased a new CanAm Maverick X3 using AZDEMA grant funds. The ORV will be used to deploy units to patrol desert areas throughout the city and along the southern and western border.



AWARDS AND RECOGNITIONS

- The San Luis Police Department K9 Unit was present with a donation check from Riedel Construction at the City Council Meeting on August 14, 2024.



BUDGET SUMMARY:

- For FY25, SLPD has expended 25% of our annual budget.

COMMUNITY OUTREACH/ SPECIAL EVENTS:

- Officer Nuno gave a presentation at Pepp Tech High School to students interested in the law enforcement profession.

**RECRUITING/HIRES/RETENTION/DEPARTURES:**

- Processing backgrounds for two (2) Communication Officers to fill vacant positions.
- Processing backgrounds for four (4) police officer recruit positions currently have seven (7) vacancies.
- Two (2) TEO positions are vacant and are beginning the selection process for background.

GRANTS MANAGEMENT:

- Reimbursement requests for OPSG were submitted up to 6/28/2024. We fully expended all FY22 OPSG grant funds and are utilizing FY23 grant funds.
- On July 24, 2024, the SLPD received approval from the City Council to begin using the \$1.3 million grant budget. We have begun purchasing equipment using these grant funds.

USE OF FORCE INCIDENTS AND FINDINGS:

- Three (3) UOF reports pending review for August
- Six (6) from July are still pending review

MONTHLY INCIDENT/CRIME REPORT:

The incident/crime report is broken down into four (4) types of reports: 1 - Calls for Services - All calls reported by citizens and received at the Communications Center. 2 - Officer Initiated Calls - Contacts reported by officers while patrolling. 3 - Accidents - Accidents that occurred in city limits and cases taken by an officer. 4 - Actual Cases Taken by Officers - Reports taken by officers, crime/incident determined by an officer as reported by a citizen - from the calls of service received.

The Monthly Incident Calls for Service (CFS) count is listed below as reported by citizen(s) (Initiated as a CFS).

INCIDENT CALL TYPE	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD
711	99	107	102	85	50	123	120	844
911 Call	304	318	232	224	194	194	222	1,959
Abandoned Vehicle	21	51	45	54	36	84	20	324
Accident	53	88	57	83	64	38	74	525
Alarm Commercial	13	37	18	24	33	29	34	209
Alarm Residential	16	18	8	10	12	10	10	93
Animal at Large	63	82	71	61	43	70	107	560
Animal Bite-Dog				5	3	1	1	11
Animal Cruelty	2	2	1	1	2	2	1	12
Animal Related	30	20	30	32	30	42	50	262
AOD-Assist Other Department	42	44	33	51	57	42	41	359
Arrest on Warrant	20	17	20	14	19	20	20	147
Assault	3	6	3	5	3	2	2	26
Attempt to Locate	12	14	4	6	14	17	11	85
Burglary	1	5	3	2	2	7	4	26
Child Abuse	4	3	5	6	2			22
Citizen Complaint			4	2	1	4	2	14
City Code	2	1				5	1	19
Civil Matter	28	29	28	28	23	37	37	224
Court Assist	9	8	6	11	8	23	6	83
Court Order Violation	8	3	6	10	5	5	6	52
Criminal Damage	15	10	10	9	8	10	9	84
Custodial Interference	3	2	1	6		3	9	28
Cybertips	1				2	4	3	13
Deceased Animal	5	7		8	6	5	3	41
Deceased Person	1				1		1	5
Disabled Vehicle	13	17	24	32	22	15	35	180
Disturbance	34	22	38	43	36	40	40	305
Driving under the Influence	7	13	12	8	6	9	11	76
Drug Offense	7	21	7	18	10	4	8	88
Field Interview	38	111	128	143	146	115	154	885
Flag Down	44	29	22	26	21	27	63	266
Foot Patrol		1	8	8	17	4	3	42
Found Person		4	2	1	2	1	1	12
Found Property	4	2	3	3	4	1	3	22
Fraud	3	3	5	12	5	12	12	56
Harassment	12	7	15	8	2	14	3	68
Identity Theft	11	4	8	6	4	8	10	55
Incorrigible Juvenile	4	3	4	5	2	3	7	31

Information Received	7	8	7	4	1	3	2	35
Littering				1		2	3	7
Loitering		1				1		5
Lost Property	7	8	3	8	8	4	6	52
Man Down			2	1	2	2	5	16
Missing Person-Overdue	4	1	5	5	1	4	9	31
New Call	1	1		1		2		7
Noise Disturbance	18	22	23	21	18	16	21	160
Notification	4	9	16	5	4	9	7	56
Open Door/Window	3	2	3	4	6	3	2	24
Other	47	30	57	27	36	35	53	289
Parking Violation	80	86	90	44	32	75	39	550
Private Tow	18	29	49	26	6	3	11	170
Prowler	1	2		1	1	4	1	12
Public Assist PD	31	29	28	33	21	33	42	247
Reckless Driver	31	35	50	37	28	27	29	274
Recovered Stolen Vehicle		3	2	2	1	5	2	17
Repair Order	8	15	14	19	8	8	13	97
Repossession	34	27	14	17	17	21	19	180
Runaway Juvenile	3	5	3	3	1		1	18
Sexual Offense	4	3	8	3	2	3	4	28
Shoplifting	8	20	10	13	8	5	7	84
Shots Fired		2		2	3	1		15
Stolen Property	1	1		5	1	3	2	14
Stolen Vehicle	3	5	6	10	5	7	3	43
Suicidal Subject				3	1		2	7
Suspicious Activity	7	14	6	15	11	2	9	72
Suspicious Subject	16	13	24	17	10	20	11	120
Suspicious Vehicle	5	12	5	10	8	7	2	60
Tagged Vehicle	2		6	2	3	2	2	18
TEST PD	3	5	7	2	1	3	5	30
Theft	10	12	16	12	8	11	14	98
Threats	10	10	12	9	11	4	13	81
Traffic Control	74	108	74	51	21	13	179	628
Traffic Incident	17	22	17	17	20	22	32	180
Traffic Stop	570	438	463	419	526	463	671	4,013
Trespass	4	12	10	7	6	3	6	53
Walk In PD	13	15	27	19	11	4	12	114
Welfare Check	21	24	33	32	31	24	28	216
<New Call>	3	2	1	2			2	11
Agency Assist		1						7
Information Report								1
10-40 Central	1	2	1		1	13	4	22
911 Unknown	1						1	2

Armed Robbery	1							1
Civil Standby	2	1			5			8
Fictitious Plate Traffic	1				1	1	1	4
Graffiti	2							2
Liquor Offense	2	1	3		2	1	2	11
Located Missing Person	2	2		1	2	3		10
Mental Case	2			4	1	3	1	11
Resisting Arrest	1							1
SL CADtoCAD	1	1	2		1			5
Stationary 28	1					1	1	3
Weapons/Explosives Offense-Other	1							1
10-40 Courtesy		1				1		3
False Reporting		1	1				1	3
Animal Case			1					1
Arson			1	1				2
Child Neglect			1					1
Indecent Exposure			1		1			2
Truancy			1	1				2
Counterfeit Bill						1		1
Repossession						1		1
Security Check						1		1
Suicide						1		1
Animal Bite-Other							1	1
Child Molestation							1	1
Overdose							1	1
Public Assist FD							1	1
Grand Total	2,018	2,150	2066	1966	1787	1911	2428	16,394

Officer Initiated Calls – Out of the Incident Reports (calls), the types below are calls initiated by the Officer, not by public request.

CALL TYPE	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD
Field Interview	38	111	128	143	146	115	154	885
Traffic Stop	570	438	463	419	526	463	671	4,013
Grand Total	608	549	591	562	672	578	825	4,898

Tickets - Breakout Type

TYPE OF TICKET	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD
Civil Traffic	289	218	255	170	185	183	244	1770
Criminal Citation	21	35	34	13	21	15	28	188
Criminal Traffic	7	17	8	12	12	11	8	87
Parking	20	33	37	18	17	33	13	214
Repair Order	5	10	10	19	11	6	14	87

Written Warning	186	129	132	173	203	160	256	1395
Citation		3	1	1	1		1	8
City Code	6	11	2	2	1	3	5	34
Animal Control/Warning	1	1	3			2	3	10
BOOKLET: Animal Control						1		1
Grand Total	535	457	482	408	451	414	573	3796

Accidents

ACCIDENT TYPE	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD:
Accident - Injuries	1			1				3
Bike - Injuries	1							1
Hit and Run - Injuries		1						1
Hit and Run - No Injuries	5	5	5	5	11	5		43
Hit and Run - PP - No Injuries	2	4	1			2		11
Pedestrian - Injuries	1						1	2
Pedestrian - No Injuries		1						1
Private Property - Injuries		1		1				2
Private Property - No Injuries		1		1				2
Vehicle - Injuries		7	2	4	4		1	20
Vehicle - No Injuries	16	28	28	40	21	15	9	186
Grand Total	26	48	36	52	36	22	11	272

ACCIDENT	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD:
Fatal Traffic Crashes	0	0	0	0	0	0	0	0
Alcohol-related Crashes	0	0	2	1	0	0	2	4
Speed-related Crashes	2	0	0	0	0	0	0	2
Grand Total	2	0	2	1	0	0	2	6

Top 10 Accident Intersections for 2024	# of Accidents (YTD)
N MAIN ST @ E CESAR CHAVEZ BLVD	8
N 4TH AVE @ E COUNTY 22ND ST	7
N 10TH AVE @ E CESAR CHAVEZ BLVD	6
N MAIN ST @ E URTUZUASTEGUI ST	5
N 4TH AVE @ E CESAR CHAVEZ BLVD	4
N ARCHIBALD ST @ E URTUZUASTEGUI ST	4
N MAIN ST @ E PICENO DR	4
N WILLIAM BROOKS AVE @ E B ST	4
S AVE B @ S SR 195 HWY	4
N 10TH AVE @ E URTUZUASTEGUI ST	3

Cases Taken by Officers

Cases Taken are actual police reports that document and detail all the facts, circumstances, and timeline of events surrounding an incident. This section, Cases Taken, is a live document that will update all existing months within the report as officers complete their investigations/reports.

REPORT TYPE	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD
Abandoned Vehicle	3	7	5		1	4		22
Accident	15	28	18	22	12	11	19	156
Accident / Traffic Collision	6	6	11	10	16	5	1	58
Arrest on Warrant	12	16	15	10	17	9	12	104
Assault	2	5	3	3	2	1	2	20
Burglary	1	7	4	4	3	7	1	29
Court Order Violation	3	2	6	2	1	2	3	24
Criminal Damage	8	8	8	5	7	6	3	55
Disorderly Conduct	2	3	1	6	5	3	3	26
Disturbance	1	1		4	2		3	13
Domestic Disturbance	7	3	10	5	8	9	9	61
Drug Offenses	6	17	5	15	7	2	3	66
DUI	8	15	11	6	5	9	8	72
Information Report	13	12	16	20	9	9	2	92
Liquor Offenses	2	2	5		1		1	13
Motor Veh Collision	1	3	1	1		1		8
Sexual Offense		2	4	2	1	1		11
Shoplifting	9	20	10	10	7	5	4	76
Theft	5	8	10	10	4	6	4	56
Traffic Offense	12	13	14	12	10	6	5	80
Fraud	3	3	1	2	1	3	4	18
City Ordinance	2		2				1	7
Miscoduct w/Weapons						1		2
Threatening or Intimidating	1	1	2	2			1	8
Deceased Person	1	1				1	1	5
Dog at Large				1		2		5
Theft of Vehicle		2	2	6	1	7		19
Trafficking in Stolen Property								1
False Reporting	1	1	1	1	1	1	2	8
Located Missing Person	2	1				2		5
Minor in Possession of Tobacco	1		1					2
Taking Identity of Another			2		1		2	6
Animal Related		1	1					2
Assist Other Department		1	2					3
Child Abuse	1	1	1	1	1			5
Contribute Delinquency Minor		1						1
Missing Person	2	1		2	1		1	7
Resisting Arrest	1							1
Traffic Incident		1		2	1			4
Trespass	1	3	1	2	4	1	2	14
Child Molestation			1					1
Harassment		2	1					3

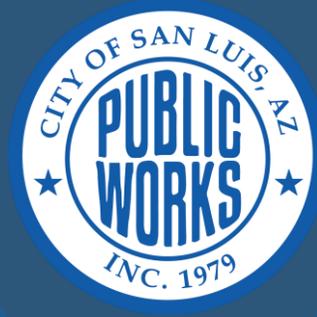
Littering			1					1
Recovered/Stolen Vehicle		1	1	2	1	2	1	8
Counterfeit Bill				1				1
Motor Veh Collision-No Inj-DUI				3				3
Motor Veh Collision-Non Injury				1	1			2
Motor Veh Collision-Private Prop				1				1
Cybertips					2			3
Shots Fired						1		1
Assault-Aggravated							1	1
Motor Veh Collision-Injury-DUI							1	1
Motor Veh Collision-PP H/R							1	1
Grand Total	132	199	177	174	133	117	101	1192

PUBLIC SAFETY ANSWER POINT (PSAP) CALL SUMMARY:

Call count of calls taken by our communication center.

TYPE	TOTAL
911 Calls	876
Admin Calls	2,389
Walk-Ins	80
PD Calls	2,423
FD Calls	465

August's Monthly Report



Public Works Admin



During August, our Administration reviewed a total of 2 subdivisions. Staff inspected the offsite improvements/construction of various new subdivisions/businesses/schools.

- ATS Tractor Storage
- Eddies Food & Drink
- La Esperanza
- ALLO Fiber Optic Project – City Wide
- La Esperanza
- Bienestar 10 Townhomes



Current Ongoing Capital Improvement Projects

- Urtuzuastegui Street, Right of Way Beautification Project complete
- Public Works Yard Improvements
 - South end guest parking lot is being designed.

Water Well Sites

- Water Well Site #5 System Improvements
 - Sizeable items/materials have been ordered (long lead time) – Fabrication Process
 - Well-drilling completed
 - Design completed
 - Formal Bidding completed
 - Project awarded to MGC Contractors
 - Project under construction
- Water Well Site #7 System Improvements
 - New 2-million-gallon Water Storage Tank
 - Design is complete
 - Formal bidding completed
 - Project under construction
- Water Storage Tanks Rehabilitation at Well Site #6
 - Well Site #6 tank will be delayed to the fall due to summer water demand – On schedule

Wastewater Treatment Plants

- East Wastewater Treatment Plant Improvements
 - Large Items ordered (+\$300K) – Items have already arrived from Germany
 - Awarded project to Taylor Engineering, PLLC
 - Project under construction
- West Wastewater Treatment Plant Expansion Design Request for Qualifications (RFQ)
 - Request for Qualifications completed
 - Design team selected – Awarded to Pacific Advanced Civil Engineering (PACE) – Under design
 - New Operators Building design was awarded to Vega & Vega Engineering – Under design

Street Widening/Extension Improvements

- Cesar Chavez Blvd. Widening Right-of-way Acquisition Phase
 - Partial funding has been allocated through ADOT
 - ADOT will be administering project
 - ADOT has awarded design to a consultant
 - Project is currently in design phase still at 60% preliminary plans
- Avenue F Widening - Design Phase
 - Project has been postponed to FY27
- 10th Avenue Widening (Cesar Chavez Boulevard to County 22nd St.)
 - Public Works is working with Planning & Zoning to produce a conceptual design
- 6th Avenue Extension (Union Street to County 2nd Street) and County 22nd Street Evaluation
 - 30% design complete

Street Improvements

- Mesa St. Roadway & Drainage Improvements
 - Stairs and railing portion – SLHS Welding Club assisted with project
 - Public Works is working with a contractor to complete the project
- Los Alamos Curve Realignment
 - Project managed by ADOT as part of their LPA program in coordination with the City of San Luis Public Works Dept.
 - ADOT selected EPS Group as a consultant to design project improvements
 - Project design is ongoing – estimated completion is December 2024
- US 95 Raised Median (Co. 20½ St. to Co. 22nd St.)
 - Project managed by ADOT as part of their LPA program in coordination with the City of San Luis Public Works Department
 - ADOT selected Consor as the consultant to design project improvements
 - IGA between COSL and ADOT was executed.
 - Design in process
- Incorporation of Bike lanes – Throughout the City



Street Intersection Improvements

- Union Street and 4th Avenue Intersection
 - Public Works is in the process of selecting a consultant for the design of this intersection
- County 22nd Street & Sidewinder Road Intersection Improvements
 - Phase 2 – Traffic signal and streetlights along Sidewinder Road – Design is complete
 - Acquiring right of way on north side of Sidewinder Rd. – On-going
 - Bid to be advertised once right of way is acquired
 - Majority of long lead items have been received
- County 22nd Street & 4th Avenue Intersection Improvements – Design Phase
 - Design awarded to NEI – Currently at 95% Preliminary Plans
 - Acquiring right of way on west and east side of 4th Ave. – On-going
 - Bid to be advertised once right of way is acquired
 - Majority of long lead items have been received

Street Light Projects

- Public Works is working on five street lighting projects:
 - Co. 24th Street, APS has delivered materials to work site. Pending completion.
 - Co. 22nd Street, APS is installing a distribution pole at the east end of the project near Sidewinder Rd. to accommodate for the overhead primary extension that will serve the traffic signal.
 - 6th Avenue, underground work has been completed on 6/28/24. Pending APS completion
 - 10th Ave underground work has been completed on 6/28/24. Pending APS completion.
 - Sidewinder Road, project has been initiated with APS. Project will be completed as part of the traffic signal project in FY25.

Sand Control

- Public Works has installed wheat straw bales to help with sand control at the following locations:
 - At various intersections on 10th Ave.
 - 24th Ave. between south of San Luis Ln.
 - Public Works is evaluating installation of future locations

Maintenance Improvement Districts

- Landscape maintenance performed by third-party contractor of (8) locations – Public Works is assisting Parks & Grounds with the managing of these districts temporarily.

Solid Waste & Highway Users

Solid Waste

Our SW Crew collected a total of 1028.41 tons in July of residential and commercial waste.

Solid Waste Routes

- Monday & Thursday
- Tuesday & Friday



All garbage trucks are serviced and washed on Wednesdays.



Highway Users crew giving maintenance to our streets.

Street Maintenance

Our crews worked on removing excessive dirt, debris, trash, and tree branches obstructing the City's right-of-way in various areas around City Limits.

- Removed excessive dirt/trash.
 - 9th Ave.
 - 4th Ave.
 - 10th Ave.
 - Merrill Ave.
 - Los Oros St.
 - CC Blvd.
 - Urtuzuastegui St.

Street Maintenance

Leveled and graded street shoulder

- 4th Ave.
- PW Yard
- McCain Ave.

Street striping

- Main St.
- 'B' St.
- 2nd Ave.
- 4th Ave.
- 6th Ave.
- 8th Ave.
- Cesar Chavez Blvd.

Graffiti Clean-up

- Graffiti was removed from several areas around the City

San Luis Clean Up Project (Assistance from inmates)

- Aracely St.
- San Luis Ln.
- 19th Ave.
- 20th Ave.
- 21st Ave.
- 23rd Ave.
- Co. 24th
- Ave F, Ave F ½



Our HW restriped Main St., including parking spaces

Miscellaneous Projects

- Installed ADA ramps & additional handicap parking spaces at City Hall
- Repaired 36" pipe on 6th Ave. north of Co. 22nd
- Assisted Water Division w/valve repair & Hidalgo Ave.
- Installed whet straw bales on 10th Ave. & Los Olivos Dr.
- Sprayed herbicide on City ROW

Water Truck

The water truck went through the following areas to avoid excessive dust on roads:

- Public Works Yard
- Solid Waste Yard
- WW Yard

Sweeper

The sweeper continued their route as usual trying to go by each street at least once a month to help ease the excessive dirt/sand in certain areas.



Water

Our Water Operators maintain all 7 Well Sites that are in various areas around the city. Maintenance and repairs were also done to all Well Sites.

ADEQ

- Water samples are taken from various areas/residences to meet ADEQ regulations. Samples are taken daily and monthly.



Well Site #5 MTU Installation

Service Orders – Hot, dirty, and low water pressure, repairs:

- Operators received a total of **14** service orders for this month:
 - Open/Close meters: 30
- Hot, dirty, and low water pressure:
 - 1020 ‘C’ St.
 - 4711 Los Olivos Dr.
 - 1033 Babbittl Ln.
 - 1050 Hidalgo Ave.
 - 1563 ‘B’ St.
 - 4751 San Pedro St.
 - 1750 Bienestar Ln.
 - 4720 San Pedro St.
 - 446 Zapata St.
- Fire Hydrant R/R:
 - 141 Zapata St.
- R/R angle stops/broken lines/water leaks:
 - 1416 Udall Ln.
 - 1344 Udall Ln.
 - 350 Adobe St.
 - 1455 Udall Ln.
 - 760 Merrill Ave.

Project Inspections/Locates

- Fire Hydrant inspection/flushing throughout the City
- Assisted DPE w/POE project.
- ATS Tractor Storage Project – Final Inspection
- Repaired 8” water main gate valve @ Hidalgo Ave. & Zapata St.
- Assisted Allo with broken water lines
 - Hidalgo Ave. & Juarez St.
 - 1935 Los Olivos Dr.
 - 323 Figueroa St.
 - 1492 Los Olivos Dr.

Wastewater

Our Wastewater Operators maintain a total of 12 Lift Stations and 2 main Wastewater Treatment Plants

- | | | | | |
|------------------------------|------------------|--------------------|-------------------|--------------|
| • East WWTP | • West WWTP | • Lift station 300 | • East Mesa LS | • Merrill LS |
| • Los Alamos LS | • San Luis HS LS | • Gadsden LS | • Escondido LS | • Lakin LS |
| • POE LS #3 & 3 ^a | • Los Olivos LS | • Rio Seco LS | • Juan Sanchez LS | |



ADEQ

Treated water samples were taken and sent to the lab for testing. Results are later sent to ADEQ to ensure we meet all their requirements. Samples are taken daily, weekly, monthly, quarterly, and annually.

SARS-CoV-2

Our staff continues to send influent water samples for the detection of SARS-CoV-2

Lift Stations & Treatment Plants R/R

Our WW operators had the following repairs:

- (1) Troubleshooting air blower
- (1) Check valve replaced
- (2) Troubleshooting gate valve
- (1) Troubleshooting Vapex blower
- (1) Troubleshooting Eco Verde water line.
- Entrance gate painted
- (2) Troubleshooting air relief
- (1) Troubleshooting minicast

CCTV Inspections

- 1024 E Babbitt Ln.
- 1235 E Bienestar Ln.

Wastewater Collection

- Archibald St.
- Escondido St.
- Hidalgo Ave.
- Arden Ave.
- Piceno Dr.



Routine maintenance is done to all lift stations and treatment plants daily.

Cleaned laterals/Odor Control

- (3) Service Order

Miscellaneous Projects

Our staff assisted with the following:

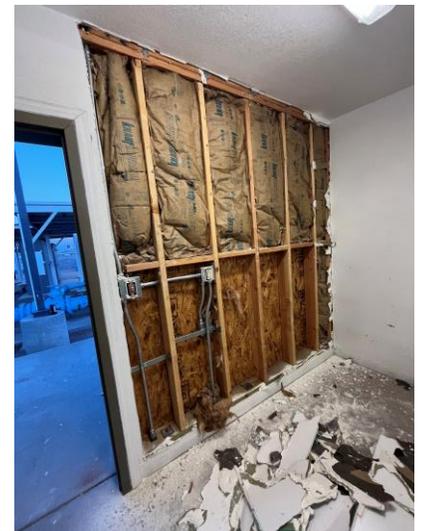
- West WW Treatment Plant
 - Percolation pond gate valve stem replaced
- Muffin monster gate valves replaced @ SL Detention Center
- Highway Users
 - Assisted w/Vac Truck
- Installed clean out at 1036 Beach St.

Electrical



Water

- Well Site #1
 - R/R main breaker from Well #2
- Well Site #3
 - Troubleshooting MTU
 - Electrical demolition for chlorine room
- Well Site #6
 - Replaced light fixture at MCC canopy
- Well Site #7
 - Troubleshooting electrical system from reclaim pump #2
 - Troubleshooting Alspec capacitor cabinet A/C unit



Wastewater

- West WWTP
 - Troubleshooting chlorine pump
 - Troubleshooting aeration blower motor & VFD #4
 - Troubleshooting A/C unit from chlorine room
 - Troubleshooting light poles
 - Checked new motor for blower #4
- East WWTP
 - Chlorine Room Project – worked on material list
 - Troubleshooting muffin monster motor @ detention center
 - Obtained info on existing chlorine meter & electrical panel
 - Reviewed quote with D&H Electric
 - Troubleshooting light poles
- LS #300
 - Troubleshooting crane lift.
 - Installed pump #2 & took electrical readings
 - Troubleshooting Vapex odor control unit
- Juan Sanchez LS
 - Troubleshooting electrical system from pump #2
 - R/R contactor relay for pump #2 & monitor
- Merrill LS
 - Troubleshooting electrical panel for OmniSite
 - Troubleshooting Vapex odor control unit
- Lakin LS
 - Checked pump #1
 - Electrical maintenance
- Escondido LS
 - Troubleshooting pump #2
- SLHS LS
 - Troubleshooting pump #2
- Los Olivos LS
 - Troubleshooting electrical panel



Our Electrician worked on various electrical repairs for our Wastewater and Water Divisions.



Parks & Recreation

- Installed overload heaters for swimming pool

Facilities



Building Maintenance

- Pest control services – monthly basis
- Light bulbs and ballasts were replaced
- Daily maintenance to all buildings
- Disinfected various buildings

Event Setups

- City Hall
- Cultural Center

Special Projects

- Installed gold plex panels and City Hall & PD
- Installed logo and hours of operation sign at Parks & Recreation
- Gate keypad relocation and push bar installed at San Luis Court
- Gates installed at Fire Department
- Installed shelves at Administration



Facilities staff installed gold plex panels for National Childhood Cancer Awareness Month

Fleet Services



- 131 vehicles were repaired/service for June and attended to 23 service calls
- 1 vehicle are waiting for parts



Sweeper Route - August 2024

All logs available upon request.

**Week of
8/5 - 8/9**

Ave F. (West of Ave. F)						
R. Dodge Ave.	Dancil St.	Gutierrez Ave.	Hernandez St.	J. Harper Crt.	Escamilla Crt.	F. Sandoval Crt.
B. Holcom Pl.	Los Olivos Dr.	Harris Ave.	Emalie St.	Rolish St.	Blanca St.	C. Torres Crt

Plaza I, II, Rio Seco & Escondido						
Beach St.	Escondido St.	Arden Ave.	Bentu Ave.	Cadena Ave.	Dimas Ave.	Piceno Dr.
Guiu Dr.	Lakin Dr.	Manzanita Dr.	Estrella Dr.	Dominguez Dr.	Sierra Vista Dr.	La Madera Dr.
Santa Fe Dr.	Rio Seco St.	Arena St.	Sol Ave.	Las Brisas Blvd.	Marea St.	Rio Seco St.
Ocotillo St.	Coyote Ave.					

6th Ave. to Ppep Dr.						
Kennedy Ln.	'D' St.	Bienestar Ln.	'C' St.	Babbitt Ln.	'B' St.	6th Dr.
7th Ave.	Ppep Dr.	6th Ave.	Bradley Holcom Pl.			

Los Mezuites I & II						
San Luis Ln.	Udall Ln.	Monreal Ln.	San Pedro St.	Los Olivos Dr.	San Francisco Dr.	Ortega St.
22nd Dr.	23rd Ave.	23rd Trl.				

**Week of
8/12 - 8/16**

Sidewinder Rd. to 10th Ave. (South of Co. 22nd St.)						
Quintero Ave.	Torres St.	Ajaime St.	Sauceda St.	T.Luna St.	De La Vara Ave.	9th Ave.
Silva St.	Nydia Ave.	Krystal St.	Nickey St.	Torres St.	Rangel Ave.	Cristina St.
Georgina St.	Leandro Ave.	Dolores Ave.	Rangel Ave.	Montes Ave.	Zamora Ave.	Mendez St.
Beas St.	McGrady Ave.	Sandez Ave.	Cabello Ave.	Villareal Ave.	Stephens St.	Black St.
Ruiz Ave.	Lopez St.					
C St.						

Rancho Los Oros & Los Portales						
Ramona St.	Patricia St.	Genevive St.	Virginia St.	Nancy St.	Los Valles St.	Los Cerros St.
Las Praderas St.	Ei Chamizal St.	Los Montes St.	Los Portales Ave.	Los Corrales Ave.	San Felipe St.	Rio Sonora St.
Independence St.	Adobe St.	Aquila St.	Villa St.	Zapata St.	L.T. Hombres St.	Merrill Ave.

4th Ave. to 6th Ave.						
Kennedy Ln.	'D' St.	Bienestar Ln.	'C' St.	Babbitt Ln.	'B' St.	6th Ave.
4th Ave.	4th Dr.					

Mesa St. to 4th Ave.						
Mesa St.	Archibald St.	W. Brooks Ave.	2nd Ave.	4th Ave.	4th Pl.	Washington Ln.
San Luis Ln.	Urtuzuastegui St.	'B' St.	'C' St.	'E' St.	'F' St.	

Bienestar #11 & #12 - Belleza Del Desierto #1 & #2						
Emmanuel Ave.	E.Salazar Pl.	San Gerardo Ln.	Santa Sophia St.	Santa Anna Pl.	Santa Rosalina Ln.	San Antonio St.
San Diego St.	San Gabriel St.	Santa Palmira St.	Plumeria Ave.	San Marcos St.	Agave Ave.	Saguaro Ave.

**Week of
8/12 - 8/16**

Sweeper out of services - under repairs

**Week of
8/26 - 8/30**

Ave. F to 20th Ave. (south of San Francisco St.)						
Emmanuel Ave.	Christian Ave.	19th Ave.	20th Ave.	San Francisco St.	Los Olivos Dr.	San Pedro St.
Monreal Ln.	Udall Ln.					

Garcia Ln. to 10th Ave. (South of Cesar Chavez Blvd.)						
Garcia Ln.	Babbitt Ln.	'C' St.	Bienestar Ln.	'D' St.	Kennedy Ln.	9th Ave.
Fuentes Dr.	Ruby Ln.	Deena Dr.	Carrie Dr	10th Ave.		

6th Ave. - 8th Ave. (South of 'B' St.)						
Washington Ln.	San Luis Ln.	Udall Ln.	Monreal Ln.	San Pedro St.	Los Olivos Dr.	San Francisco St.
San Pablo St.	6th Pl.	7th Ave.	San Juan Ln.	Ppep Dr.	8th Ave.	

Garcia Ln. - 10th Ave. (North of U St.)						
Garcia Ln.	Monreal Ln.	Udall Ln.	San Luis Ln.	Gonzalez Dr.	Bernal Dr.	Madrigal Dr.
Sanchez Dr.	Fuentes Dr.	Arciga Dr.	Figueroa Dr.	Montaño Dr.	Terrazas Dr.	

Santa Cecilia #3 & #4						
Plumeria Ave.	Udall Ln.	Monreal Ln.	San Pedro St.	Los Olivos Dr.	San Francisco St.	Aracely St.
Ortega St.	Hoyos St.	Nadine St.	Jett St.	Agave Ave.	Saguaro Ave.	San Luis Ln.



CITY OF SAN LUIS, AZ

**HUMAN RESOURCES
DEPARTMENT**

YOUR FUTURE BEGINS HERE.

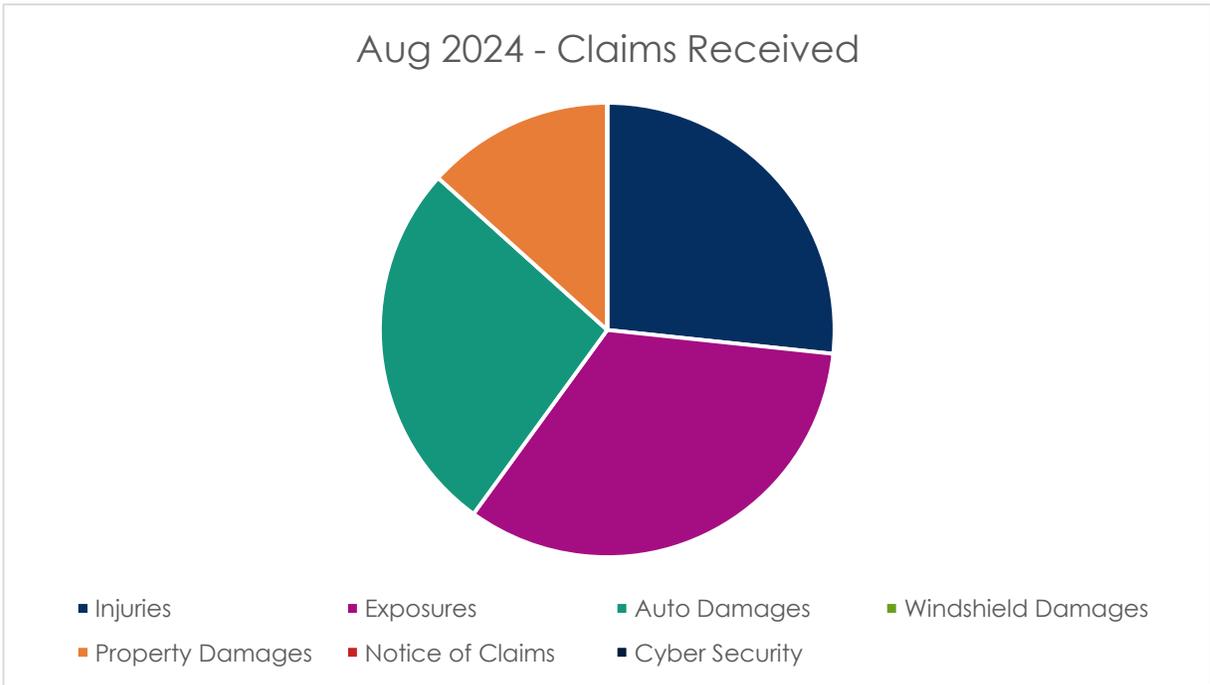
RISK MANAGEMENT OPERATIONS REPORT

AUGUST 2024

CITY OF SAN LUIS | 800 E Cesar Chávez Blvd. San Luis, AZ 85349 | www.sanluisaz.gov

TOTAL CLAIMS REPORTED

Injuries	4
Exposures	5
Auto Damages	4
Windshield Damages	0
Property Damages	2
Notice of Claims	0
Cyber Security Claims	0
TOTAL	11



HAZARD ASSESSMENTS

Water Zumba Employee Event – Safety Assessment

- Conducting a safety assessment for Water Zumba is essential for minimizing risks, ensuring compliance with health and safety standards, and enhancing the overall experience for participants.

Hazard Assessment/City Hall, PD & Fire - Security and Access Control Parking Areas

- Conducted a safety & hazard assessment at City Hall, PD & Fire Employee Parking Access with the assistance of the Police Department and Facilities.

- Conducting a hazard assessment for Police and Fire municipal employee parking areas is essential for ensuring the safety and efficiency of both personnel and operations. It helps prevent accidents, improves emergency response times, ensures compliance with regulations, and enhances the overall security and functionality of the parking areas. By proactively identifying and addressing potential risks, we can better protect employees and support their operational effectiveness.

Cultural Center – Art Party Hazard Assessment

- Provided recommendations and conducted an assessment for the review of an Art Party which could allow alcoholic drinks during the event.
- A hazard assessment for a Parks and Recreation Art Party with a BYOW component is essential for managing safety risks, ensuring regulatory compliance, and providing a positive experience for all participants. It helps address potential issues related to alcohol consumption, activity safety, and overall event management, thereby promoting a safe, enjoyable, and successful event.

Recreation – Self Defense Community Course Hazard Assessment

- Conducted a hazard assessment and provided recommendations to our Parks & Recreation Department.
- Conducting a hazard assessment for a Parks and Recreation self-defense course is essential for ensuring participant safety, enhancing training effectiveness, and complying with regulations. It helps prevent injuries, promotes a positive learning experience, supports risk management, and builds public trust. By proactively addressing potential hazards, the program can provide a safe, effective, and high-quality training experience for all participants

SAFETY WALKTHROUGHS & SITE VISITS	
Department	Date
Aug 1, 2024	Fleet Department – Inspection Follow-Up
Aug 8, 2024	Municipal Pool
Aug 20, 2024	Youth Center
Aug 22, 2024	Cultural Center – Inspection Follow – Up
Aug 23, 2024	East Wastewater Plant

IN – PERSON SAFETY TALKS – AUGUST 2024

Department	Topic
Parks and Rec	Defensive Driving
Facilities	Defensive Driving
Wastewater	Defensive Driving
Fleet	Defensive Driving
Hwy Users and Sanitation	Defensive Driving
Water	Defensive Driving

ONLINE (EMAIL) SAFETY TALKS – AUGUST 2024

Department	Topic
All City Personnel	Driving Safety

MAJOR PROJECTS

SAFETY & RISK MANAGEMENT

- **Respirator Fit Tests – Wastewater Department Personnel**
 - August 13, 2024 – Conducted Respirator Fit Tests.
 - Respirator fit tests are crucial for ensuring the effectiveness of respiratory protective equipment in protecting employees from inhaling hazardous substances. Respirator fit tests are essential for ensuring that respiratory protection is effective, compliant with safety regulations, and tailored for employees' individual needs.
- **Heat Safety & Prevention Written Program**
 - Finalized the Heat Safety & Prevention program. Currently under review by City Department Supervisors.
 - A Heat Safety and Prevention written program is vital for protecting employees from heat-related illnesses, ensuring regulatory compliance, and maintaining a safe and productive work environment. It provides structured guidelines for managing heat stress, enhances training and awareness, and supports overall risk management efforts. By implementing and adhering to such a program, organizations demonstrate a commitment to employee safety and well-being.

- **Evacuation Program and Map – Parks Grounds Office**
 - Evacuation route maps are a fundamental component of emergency preparedness and safety management. They ensure that employees and visitors can evacuate safely and efficiently, help organizations comply with legal and insurance requirements, and improve overall emergency response and preparedness. By providing clear, accessible information about evacuation routes, the City can better protect our team and enhance their overall safety culture.
- **Safety Sensitive Position Review with Legal**
 - Currently working with Legal in reviewing positions in question and obtaining feedback from pertaining Department Managers.
- **Risk Management Administrative Assistant –**
 - Currently going through the recruitment process for a full-time Administrative Assistant for the Risk Management Division.
- **OSHA Safety Workshop Coordination**
 - Risk Management is coordinating an OSHA Safety Workshop scheduled for September 12 and 13. This workshop will address critical safety topics aimed at ensuring our compliance with OSHA standards and providing the necessary training for our city personnel.
 - The focus will be on key safety topics relevant to our operations, and it will be an excellent opportunity for staff to gain valuable insights and knowledge to maintain a safe working environment.

NEW HIRE SAFETY ORIENTATION	
Date	New Hires
Aug 7, 2024	3
Aug 14, 2024	2
Aug 26, 2024	1

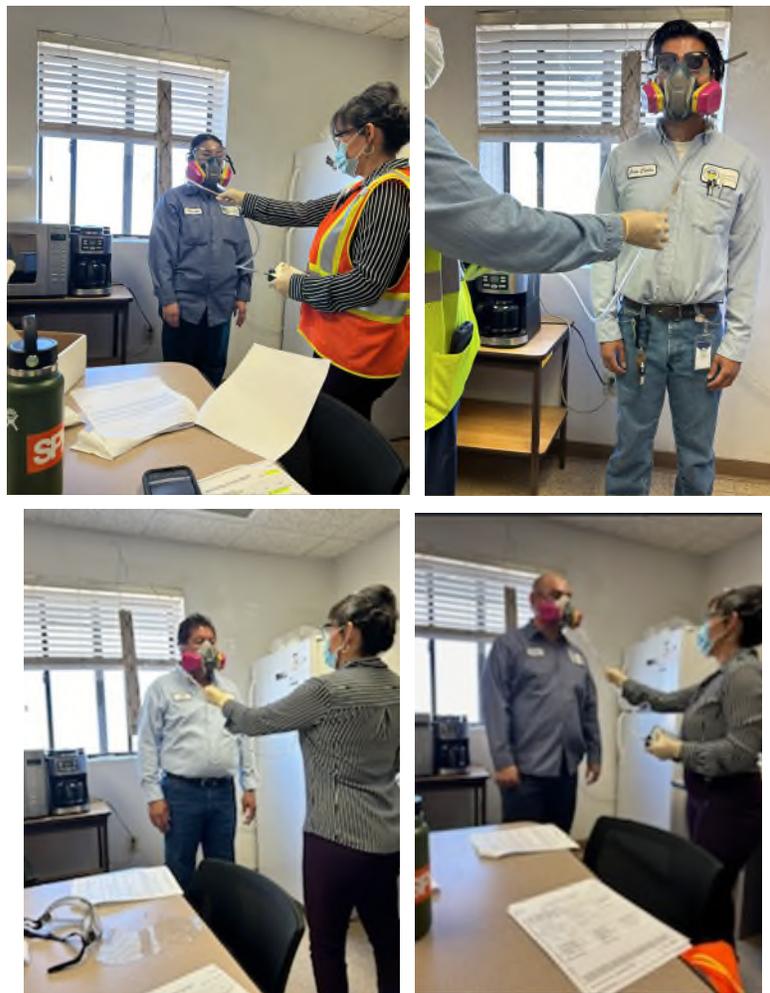
AUGUST 2024 TRAINING – IN-PERSON	
Department	Topic
Highway Users, Solid Waste & Fleet	Driving Safety
Public Works	Lock Out/Tag Out
Risk Management	AZ Industrial Commission Annual Claims Seminar, Scottsdale AZ

AUGUST 2024 TRAINING - ONLINE	
Department	Topic
Risk Management – Safety Officer	Online OSHA 30 Re Certification
Risk Management	Managing the Needs of AMRRP Members

IN-PERSON TRAINING – Driving Safety



RESPIRATOR FIT TESTS – Wastewater Department



SAFETY TALK SESSION – Driving Safety

10 Tips for Defensive Driving

- 1 Manage the space around your vehicle.
- 2 Obey Speed Limits and Traffic Laws.
- 3 Maintain full awareness of other road users.
- 4 Effective use of your mirrors.
- 5 Use good communication, including signals.
- 6 Prepare for the unexpected.
- 7 Don't drive when impaired.
- 8 Stay alert at all times and avoid distractions.
- 9 Always wear a seatbelt.
- 10 Know the vehicles blind spots.

CITY OF SAN LUIS, AZ
HUMAN RESOURCES
RISK MANAGEMENT
DEPARTMENT
SAFETY STARTS WITH ME & YOU



New Safety Orientation Program – August New Hires



ERAP– Employee Recognition Safety Award

Congratulations Fleet Division Team!!





San Luis Municipal Court

August 2024 Monthly Update

Events:

- Swore-in 9 San Luis Police Departments officers

Court Security Count:

- 980 patrons visited the courthouse
- 30 law enforcement checked in
- 8 events where contraband was located



Meetings:

- Attended Department Head Meetings
- Had a Criminal Justice Coordination Meeting with San Luis Police Department and the City Prosecutor's Office
- Met with City IT, Superior Court IT, and Court Security to discuss strategies to improve cameras/security system in the courthouse

Revenue:

- See spreadsheet on the next two pages containing the Municipal Court's end-of-the-month report

Updates:

- Hired a new Court Clerk I

Trainings:

- Court Staff received virtual interpretation training by the Yuma County Superior Court
- Court Clerks received civil and criminal case processing training from the Field Trainer from the Yuma County Superior Court
- Court Administrator attended the weekly Management Training hosted by City HR
- Court Staff attended Order of Protection training from Community Legal Services
- Court Administrator received training on handling HR employee files from Yuma County Superior Court
- Chief Clerk received juror processing training from Yuma County Superior Court
- Newly hired Court Clerk I received New Employee Orientation from the Field Trainer

Period Covered: August 2024
Prepared by: Alejandra Peru
Title: Court Administrator
Prepared date: 9/4/2024

GL ACC NUM	CODE	GL ACCOUNT NAME	Amount
HOLD ACCOUNTS			
2-79-11		UNAPPLIED PAYMENTS	\$ 63.00
2-79-51		DDS HOLD ACCOUNT	\$ -
2-71-01	ZBND	BOND POSTED	\$ 545.40
2-92-01	ZHRFX	CITING AGENCY SUSPENSE - 28-2533 REGISTRATION VIOLATION	\$ -
2-92-03	ZOS	CITING AGENCY SUSPENSE - 12-116.04C OFFICER SAFETY EQUIPMENT	\$ -
2-72-01	ZOVR	REFUNDABLE OVERPAYMENTS	\$ 28.52
2-41-01	ZREST	RESTITUTION	\$ 425.00
2-92-02	ZSLPX	CITING AGENCY SUSPENSE - 28-4139 LICENSE PLATE VIOLATION	\$ -
TOTAL HOLD ACCOUNTS			\$ 1,061.92
ACCOUNTS PAYABLE			
4/23/2001	ZHRFC	28-2533 REGISTRATION VIOLATION	\$ -
2/21/1953	ZOS2	2011 ADDITIONAL ASSESSMENTMT (JUSTICE COURTS SHARE)	\$ 141.75
4/23/2003	ZOS3	OFFICER SAFETY EQUIPMENT (SAN LUIS POLICE DEPARTMENT)	\$ 555.60
2/15/1932	ZOS5	STATE CITING AGENCIES - 2011 ADDITIONAL ASSESSMENT (AZ DEPT PUB SFTY, PHOENIX)	\$ -
4/23/2002	ZSLPC	28-4139 LICENSE PLATE VIOLATION (SLPD)	\$ 286.59
2-51-03	ZOSX(5)	2011 Additional Assessment - Citing Agency Share - (ADOT)	\$ -
2-51-03	ZOSX(3)	2011 Additional Assessment - Citing Agency Share - (SAN LUIS POLICE DEPARTMENT)	\$ 11.41
2-51-03	ZOSX	2011 Additional Assessment - Citing Agency Share - (SOMERTON POLICE DEPARTMENT)	\$ -
2-51-02	ZSLPX	28-4139 LICENSE PLATE VIOLATIONS - CITING AGENCY SHARE (ADOT)	\$ -
2-51-02	ZSLPX	28-4139 LICENSE PLATE VIOLATIONS - CITING AGENCY SHARE (SLPD)	\$ -
2/12/1962	ZSLPD	CIVIL PENALTY - SUSPD/DISPLAY LICENSE PLATE VIOLATIONS (CITING AGENCY)	\$ -
TOTAL ACCOUNTS PAYABLE			\$ 995.35
GENERAL FUND			
2-13-05	ZADRF	Title 22 FEES	\$ -
2-11-05	ZADRF	ARSON DETECTION REWARD FUND	\$ -
2-52-01	ZEORF	EORPF - TITLE 22 FEES	\$ -
2-15-46	ZDRPF	DRAG RACING PREVENTION ENFORCEMENT FUND	\$ 28.30
4-91-04		FORFEITED OVERPAYMENTS	\$ -
4/21/1981	ZASZ	SCHOOL ZONE ADDITIONAL ASSESSMENT	\$ -
4-39-41		PROSECUTION FEE	\$ -
4-39-72	ZATT	INDIGENT DEFENSE ADMINISTRATIVE ASSESSMENT	\$ -
2-31-01	ZATT	INDIGENT DEFENSE ATTORNEY FEES (IN COUNTY)	\$ 3,470.39
2/15/1933	ZCAA1	ADDRESS CONFIDENTIALITY PROGRAM ASSESSMENT	\$ 47.50
4/29/2022	ZCAA2	ADD CONFIDENTIALITY PROGRAM ASSESSMENT - LOCAL PORTION	\$ 2.50
4-31-01	ZDDS	COURT DEFENSIVE DRIVING SCHOOL FEE	\$ 2,600.00
4-31-02	ZDEFP	DEFERRED PROSECUTION FEE	\$ 300.00
4/21/2010	ZFINE	CIVIL TRAFFIC FINES	\$ 9,054.37
4/22/1930	ZFINE	CRIMINAL FINES - NON TRAFFIC	\$ 585.34
4/22/2010	ZFINE	CRIMINAL TRAFFIC FINES (DUI)	\$ 1,676.54

4/22/2020	ZFINE	CRIMINAL TRAFFIC FINES (NON-DUI)	\$ 883.25
4/21/1990	ZFINE	OTHER CIVIL	\$ -
4/21/1995	ZFINE	GENERIC BASE FINE	\$ 1,228.18
4-49-07	ZFINE	LOCAL CIVIL TRAFFIC - CV	\$ 166.57
4/21/1971	ZHRF2	CRT REIMBURSEMENT FEES (HURF-RELATED CV WT VIOLATIONS)	\$ 0.52
4-59-04	ZFINE	OFFENSES - CR	\$ 51.39
4-39-09	ZLCL	OTHER CLERK FEES	\$ 50.00
4/11/2001	ZMISC	TITLE 22 FILING AND ANSWER FEES	\$ 135.59
4-45-01	ZPARK	PARKING FINES	\$ 165.56
4-49-05	ZTCOR	OFFENSES - CV	\$ -
4-91-02	ZOVF	NON-REFUNDABLE OVERPAYMENTS	\$ -
4-91-03	ZFOR	BOND FORFETURES	\$-
TOTAL GENERAL FUND			\$ 20,446.00
SPECIAL REVENUE COURT FUND			
4/30/2004	ZCTEF	COURT ENHANCEMENT FEE	\$ 4,013.37
4-32-01	ZDEF	DEFAULT FEE	\$ 2,305.11
4/13/2003	ZJCL	LOCAL JUDICIAL ENHACMENT FUND. (\$7 LOCAL PORTION OF THE TIME PAYMENT FEE)	\$ 706.54
4-13-02	ZJCLF	TITLE 22 OTHER FEES (LOCAL JCEF)	\$ 15.55
4-32-03	ZWAR	WARRANT FEE	\$ 341.59
TOTAL SPECIAL REVENUE COURT FUND			\$ 7,382.16
STATE OF ARIZONA TREASURER			
2/14/2008	ZADPS	ADPS FORENSIC FUND	\$ 929.32
2/14/2003	ZCEF	CEF- PENALTY ASSESSMENT NOT FROM DPS PHOTO ENFORCMENT	\$ 1,705.06
2/14/2009	ZCEF2	1% CLEAN ELECTIONS FUND	\$ 138.56
2/14/2001	ZCJEF	CJEF PENALTY ASSESSMENT	\$ 7,169.99
2/11/2011	ZCPRF	CHILD PASSENGER RESTRAINT FUND	\$ -
2/11/2025	ZDECJ	DRUG & GANG ENFORCEMENT ACCOUNT	\$ -
2/14/2005	ZDNAS	DNA PENALTY ASSESSMENT	\$ 67.26
2/15/2011	ZDUIA	DUI ABATEMENT FUND ASSESSMENT	\$ 140.00
2/15/1934	ZDVSF	DOMESTIC VIOLENCE ASSESSMENT	\$ 50.00
2/13/2023	ZFAR1	FARE-Special Collections	\$ 561.96
2/13/2022	ZFAR2	FARE-Delinquency Fee	\$ 238.54
2/13/2025	ZFAR3	FARE-Enhanced Special Collections	\$ 322.85
2/13/2024	ZFAR4	FARE-Enhance Delinquency Fee	\$ 217.00
2/14/2004	ZFTGS	FTG PENALTY ASSESSMENT	\$ 1,182.97
2/11/1935	ZHRF1	HIGHWAY USER REVENUE FUND (WEIGHT VIOLATIONS)	\$ 109.79
2/11/1936	ZHRF3	HIGHWAY USER REVENUE FUND (REGISTRATION VIOLATIONS)	\$ -
2/13/1952	ZJCS	JCEF TIME PAYMENT FEE - STATE	\$ 1,110.29
2/13/1953	ZJCS	TPF-PUBLIC DEFENDER TRAINING FUND	\$ 201.87
2/13/1951	ZJCSF	JCEF TITLE 22 FEES - STATE	\$ 35.86
2/14/2002	ZMSEF	MSEF PENALTY ASSESSMENT	\$ 2,197.16
2/15/1931	ZOS1	2011 ADDITIONAL ASSESSMENT - STATE	\$ 1,134.41
2/15/2013	ZPCOF	PRISON CONSTRUCTION AND OPERATIONS FUND ASSESSMENT	\$ 2,396.60
2/15/1942	ZPOTE	PEACE OFFICER TRAINING EQUIP FUND	\$ 562.54
2/14/2006	ZPRSU/P RS6	JCEF PROBATION ASSESSMENT - ST	\$ 2,576.71
2/15/2014	ZPSEF	PUBLIC SAFETY EQUIPMENT FUND ASSESSMENT	\$ 2,118.60

2/15/1943	ZVCAF	\$9 VICTIMS RIGHT PENALTY (37.6%)	\$ 487.56
2/15/1937	ZVREA	VICTIM RIGHTS ENFORCEMENT FUND	\$ 289.29
2/15/1944	ZVRF	\$9 VICTIMS RIGHT PENALTY (62.4%)	\$ 809.51
TOTAL STATE OF ARIZONA TREASURER REVENUE			\$ 26,753.70
TOTAL			\$ 56,639.13

DISBURSEMENTS:		
STATE	\$	26,753.70
CITY	\$	20,446.00
COUNTY (2-21-53)	\$	141.75
JCEF (4-13-03 + 4-13-02)	\$	722.09
CEF (4-30-04)	\$	4,013.37
WARRANT FEES (4-32-03)	\$	341.59
CITING AGENCIES:		
SLPD	\$	555.60
DPS	\$	-
ADOT	\$	-