



CITY OF  
**SAN LUIS**  
A R I Z O N A  
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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, Operations Coordinator

**FROM:** Melissa Lopez, Deputy City Clerk *MLopez*

**DATE:** February 26, 2024

**SUBJECT:** Monthly Reports for January 2024

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Attached are the monthly reports submitted for the month of January 2024. Should there be any questions, please feel free to contact the pertinent department.

Thank you.

**MONTHLY REPORTS  
DEPARTMENT ROSTER**

**MONTH OF:** January 2024

<b>DEPARTMENT</b>	<b>TURNUED IN</b>	<b>MISSING</b>
Billing & Collections	X	
Development Services	X	
Economic Development	X	
Facilities	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

**TURNUED IN:** 12

**MISSING:** 0

***City of San Luis***  
***Finance Department***  
***Billing & Collections Division***  
*Water - Wastewater - Solid Waste - Business License*



***Operations Monthly Report***  
***January 2024***

# Billing and Collections Monthly Report

## Bills

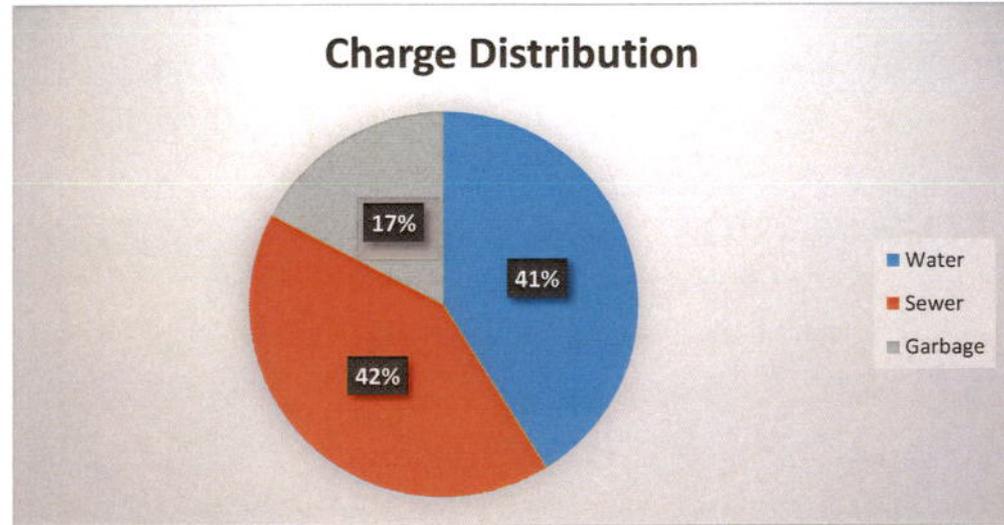
Date Bills Mailed 2/1/2024  
 Number of Accounts Billed 8,796  
 Current Charges \$ 1,117,624.23

### Charge Distribution

Water \$ 459,412.70  
 Sewer \$ 465,518.39  
 Garbage \$ 192,693.14

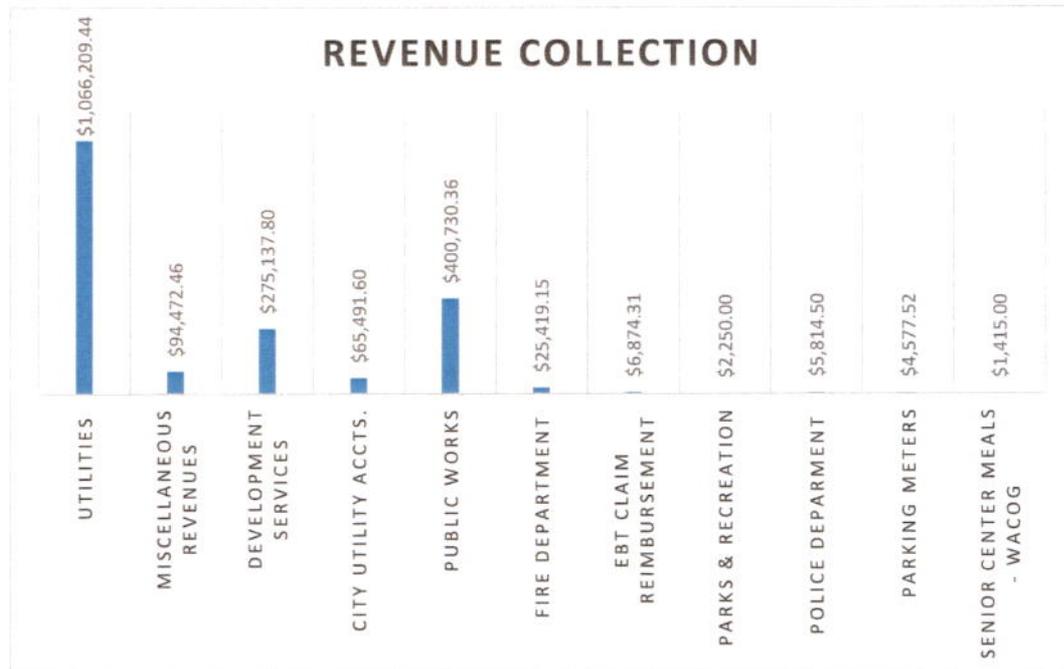
### Account Distribution

Residential 8323  
 Commercial 283  
 City 140  
 School 30  
 Government 20



## Revenue Collected

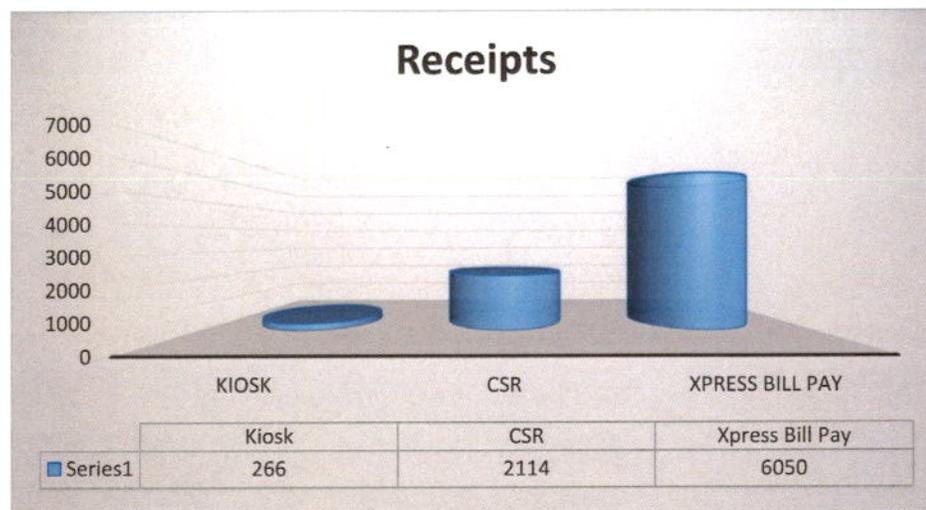
Utilities \$1,066,209.44  
 Miscellaneous Revenues \$94,472.46  
 Development Services \$275,137.80  
 City Utility Accts. \$65,491.60  
 Public Works \$400,730.36  
 Fire Department \$25,419.15  
 EBT Claim Reimbursement \$6,874.31  
 Parks & Recreation \$2,250.00  
 Police Department \$5,814.50  
 Parking Meters \$4,577.52  
 Senior Center Meals - WACOG \$1,415.00  
**Total \$1,948,392.14**



## Billing and Collections Monthly Report

### Total Receipts

Customer Service Reps	
Cash	1168
Checks	319
Debit/Credit	627
Total	2114
XpressBillPay	
E-Check	2347
Credit/Debit	3703
Total	6050
Kiosk	
Cash	101
Credit/Debit	165
Total	266



### Meter Reader Technicians

Move-In Accounts	65	Delinquent Notices	783
Garbage Related	115	Past Due Balance Reminders	388
Move-Out Accounts	27	Payment Arrangements	78
Water Related	253	Disconnections	44

### Utility Assistance Program

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

### Water Conversion

Accounts Converted	686
Non-converted Accounts	174

### Collections

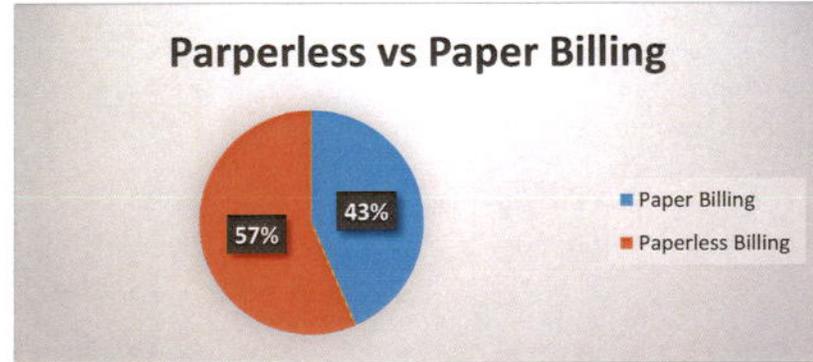
Accounts sent to collections	4	Accounts paid	0
Balance transferred to VCS	\$ 204.30	Amount paid	\$ -
Total Accounts on Collections	238	Total Accounts paid	56
Total Amount	\$ 29,307.18	Amount Collected	\$ 6,259.16

# Billing and Collections Monthly Report

## Paperless Billing

Paper Billing 3822  
 Paperless Billing 4974

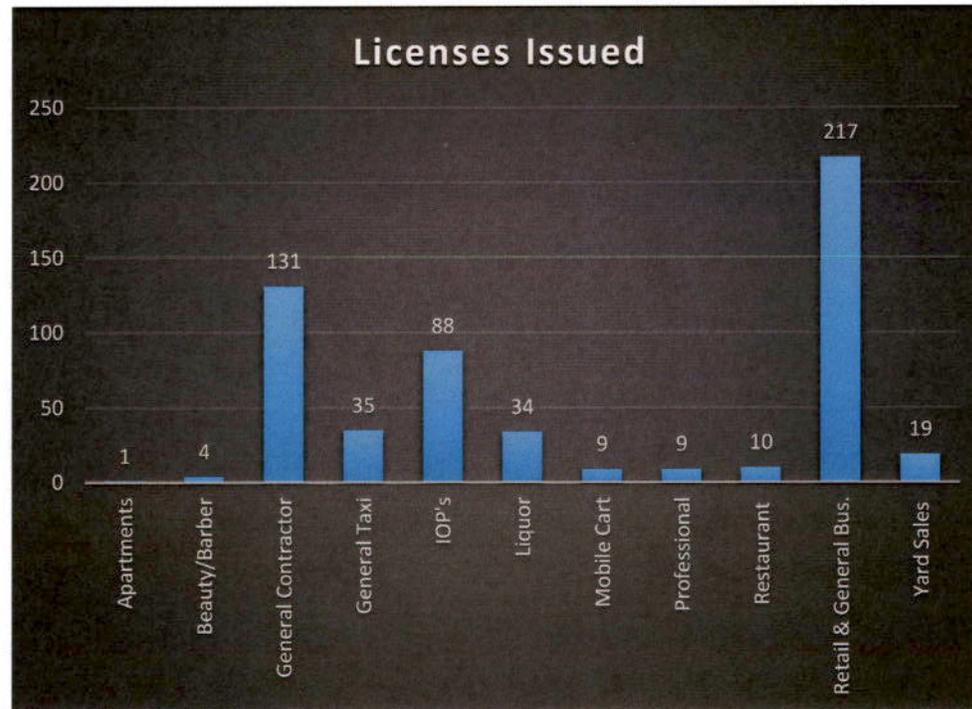
Accounts on Autopay 1892



## BUSINESS LICENSE

Licenses Issued/Renewed	
Apartments	1
Beauty/Barber	4
General Contractor	131
General Taxi	35
IOP's	88
Liquor	34
Mobile Cart	9
Professional	9
Restaurant	10
Retail & General Bus.	217
Yard Sales	19
<b>Total</b>	<b>557</b>

Revenue Collected	
Apartments	\$ 200.00
Beauty/Barber	\$ 300.00
General Contractor	\$ 12,300.00
General Taxi	\$ 3,500.00
IOP's	\$ 1,840.00
Liquor	\$ 5,100.00
Mobile Cart	\$ 900.00
Professional	\$ 900.00
Restaurant	\$ 1,000.00
Retail & General Bus.	\$ 16,275.00
<b>Total</b>	<b>\$ 42,315.00</b>



# **CITY OF SAN LUIS**



## **DEVELOPMENT SERVICES DEPARTMENT**

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

## **OPERATIONS MONTHLY REPORT**

**JANUARY 2024**

**Planning and Zoning Activity**

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>P &amp; Z Activities</b>													
Zoning Applications - Residential							2						2
-Commercial/Industrial													0
CUP Applications -Residential	1												1
-Commercial/Industrial							2						2
Variance Applications -Residential				2									2
-Commercial/Industrial	1												1
Minor Variance Application -Residential													0
-Commercial/Industrial													0
General Plan -Minor Amendment													0
-Major Amendment													0
Subdivision Application -Preliminary Plat				1		1	1						3
-Final Plat Application				1			1						2
Lot Split / Lot Tie				1		1	1						3
Text Amendments													0
Continuation of Public Hearings													0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>P&amp;Z Fees</b>													
Zoning Applications - Residential							\$ 730.00						\$ 730.00
-Commercial/Industrial													\$ -
CUP Applications -Residential	\$ 150.00												\$ 150.00
-Commercial/Industrial							\$ 800.00						\$ 800.00
Variance Applications -Residential				\$ 200.00									\$ 200.00
-Commercial/Industrial	\$ 300.00												\$ 300.00
Minor Variance Application -Residential													\$ -
-Commercial/Industrial													\$ -
General Plan -Minor Amendment													\$ -
-Major Amendment													\$ -
Subdivision Application -Preliminary Plat				\$ 820.00		\$ 1,410.00	\$ 830.00						\$ 3,060.00
-Final Plat Application				\$ 620.00			\$ 630.00						\$ 1,250.00
Lot Split / Lot Tie				\$ 100.00		\$ 100.00	\$ 100.00						\$ 300.00
Text Amendments													\$ -
Continuation of Public Hearings													\$ -
<b>Total Fees Paid (130-48000)</b>	<b>\$ 450.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,740.00</b>	<b>\$ -</b>	<b>\$ 1,510.00</b>	<b>\$ 3,090.00</b>	<b>\$ -</b>	<b>\$ 6,790.00</b>				

**Building Safety Activity**

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>Permits Issued</b>													
Residential - new	41	27	34	22	23	39	30	0	0	0	0	0	216
Multi-Family New	0	0	1	0	0	0	0	0	0	0	0	0	1
Residential - remodel	2	11	4	7	4	6	5	0	0	0	0	0	39
Residential - renovation	0	1	0	0	0	1	0	0	0	0	0	0	2
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
<b>Subtotal - Residential</b>	<b>43</b>	<b>39</b>	<b>39</b>	<b>29</b>	<b>27</b>	<b>46</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>258</b>
<b>Estimated Value of Permits</b>	<b>\$ 6,293,202.00</b>	<b>\$ 3,739,031.04</b>	<b>\$ 5,809,850.00</b>	<b>\$ 3,221,183.00</b>	<b>\$ 3,380,739.50</b>	<b>\$ 6,058,137.00</b>	<b>\$ 4,634,211.00</b>	<b>\$ -</b>	<b>\$ 33,136,353.54</b>				
Commercial - new	0	0	1	1	0	0	1	0	0	0	0	0	3
Commercial - remodel	1	2	3	1	2	0	0	0	0	0	0	0	9
Commercial - demolition	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 (includes installation fee)	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Subtotal - Commercial</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>Estimated Value of Permits</b>	<b>\$ 600,000.00</b>	<b>\$ 5,027.82</b>	<b>\$ 1,107,300.00</b>	<b>\$ 758,500.00</b>	<b>\$ 7,200.00</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ 2,498,027.82</b>				
City Exempt	1	0	0	1	0	1	0	0	0	0	0	0	3
Electrical Permit	0	2	1	0	0	1	2	0	0	0	0	0	6
Fence	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Sprinkler System	1	0	0	0	0	0	0	0	0	0	0	0	1
Grading	0	1	0	0	0	0	0	0	0	0	0	0	1
HVAC Permit	0	0	0	2	0	1	0	0	0	0	0	0	3
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	0	1	4	1	1	3	1	0	0	0	0	0	11
Solar Permit	23	24	20	23	18	20	0	0	0	0	0	0	128
Swimming Pools	1	1	1	1	0	0	13	0	0	0	0	0	17
Tower Antenna Inst.	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Subtotal - Other</b>	<b>26</b>	<b>29</b>	<b>26</b>	<b>28</b>	<b>19</b>	<b>26</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>170</b>
<b>Estimated Value of Permits</b>	<b>\$ 767,833.30</b>	<b>\$ 1,154,223.69</b>	<b>\$ 547,660.13</b>	<b>\$ 624,899.39</b>	<b>\$ 552,558.56</b>	<b>\$ 916,600.46</b>	<b>\$ 562,571.81</b>	<b>\$ -</b>	<b>\$ 5,126,347.34</b>				
<b>Total Permits Issued</b>	<b>70</b>	<b>70</b>	<b>69</b>	<b>59</b>	<b>48</b>	<b>72</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>440</b>
<b>Total Estimated Value of Permits</b>	<b>\$ 7,661,035.30</b>	<b>\$ 4,898,282.55</b>	<b>\$ 7,464,810.13</b>	<b>\$ 4,604,582.39</b>	<b>\$ 3,940,498.06</b>	<b>\$ 6,974,737.46</b>	<b>\$ 5,216,782.81</b>	<b>\$ -</b>	<b>\$40,760,728.70</b>				

### Certificates of Occupancy

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>Certificates of Occupancy</b>													
Residential - new	32	23	25	24	29	17	38	0	0	0	0	0	188
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	2	0	1	0	1	0	0	0	0	0	4
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
<b>Total Certificates of Occupancy</b>	<b>32</b>	<b>23</b>	<b>27</b>	<b>24</b>	<b>30</b>	<b>17</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>192</b>
<b>Certificates of Completion</b>													
Residential	4	2	2	7	5	2	1	0	0	0	0	0	23
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	0	0	4	0	1	0	0	0	0	0	0	0	5
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
<b>Total Certificates of Completion</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>

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-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>Permit Fees</b>													
Building Permit Fee	\$ 60,090.00	\$ 36,474.00	\$ 64,732.00	\$ 36,102.00	\$ 32,562.00	\$ 56,436.00	\$ 44,089.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,485.20
Plan Check Fee	\$ 2,538.00	\$ -	\$ 7,266.80	\$ 3,393.00	\$ 3,912.00	\$ 2,190.00	\$ 4,710.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deposit for Residential Plan Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MH Permit Fee - Pit Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MH Permit Fee - Ground Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electrical Permits	\$ -	\$ 60.00	\$ 70.00	\$ -	\$ -	\$ 50.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVAC Permits	\$ -	\$ -	\$ -	\$ 181.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Sprinkler Permits	\$ 686.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar Permits	\$ 1,235.00	\$ 1,370.00	\$ 1,390.00	\$ 1,270.00	\$ 1,140.00	\$ 1,220.00	\$ 1,085.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Dept. Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Permit Fees(131-40135)</b>	<b>\$ 64,549.40</b>	<b>\$ 37,904.00</b>	<b>\$ 73,458.80</b>	<b>\$ 40,946.00</b>	<b>\$ 37,614.00</b>	<b>\$ 59,896.00</b>	<b>\$ 49,989.20</b>	<b>\$ -</b>	<b>\$ 364,357.40</b>				
<b>Utility Fees</b>													
Water Connection Fee(100-43010)	\$ 18,450.00	\$ 12,150.00	\$ 15,300.00	\$ 13,400.00	\$ 9,900.00	\$ 17,550.00	\$ 13,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WW Connection Fee(100-43115)	\$ 18,450.00	\$ 12,150.00	\$ 15,300.00	\$ 10,350.00	\$ 9,900.00	\$ 17,550.00	\$ 13,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Utility Fees</b>	<b>\$ 36,900.00</b>	<b>\$ 24,300.00</b>	<b>\$ 30,600.00</b>	<b>\$ 23,750.00</b>	<b>\$ 19,800.00</b>	<b>\$ 35,100.00</b>	<b>\$ 27,000.00</b>	<b>\$ -</b>	<b>\$ 197,450.00</b>				
<b>Impact Fees</b>													
Water Impact Fee (100-45025)	\$ 22,222.00	\$ 14,634.00	\$ 18,428.00	\$ 14,812.00	\$ 11,924.00	\$ 21,138.00	\$ 16,260.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WW Impact Fee(100-45025)	\$ 37,392.00	\$ 24,624.00	\$ 31,008.00	\$ 24,924.00	\$ 20,064.00	\$ 35,568.00	\$ 27,360.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety Impact Fee(100-45030)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks Impact Fee(100-45005)	\$ 30,873.00	\$ 20,331.00	\$ 29,498.00	\$ 17,122.32	\$ 17,319.00	\$ 29,367.00	\$ 22,590.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streets Impact Fee(100-45035)	\$ 70,069.00	\$ 46,143.00	\$ 64,498.00	\$ 42,820.72	\$ 39,307.00	\$ 66,651.00	\$ 51,270.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Impact Fee (860-45015.019)	\$ 23,042.00	\$ 15,174.00	\$ 22,012.00	\$ 14,254.88	\$ 12,926.00	\$ 21,918.00	\$ 16,860.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Impact Fee (860-45010.019)	\$ 18,286.00	\$ 12,126.00	\$ 17,468.00	\$ 11,873.12	\$ 10,258.00	\$ 17,394.00	\$ 13,380.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration Imp. Fee(100-45000)	\$ 12,628.00	\$ 8,316.00	\$ 12,064.00	\$ 7,812.64	\$ 7,084.00	\$ 12,012.00	\$ 9,240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Impact Fees</b>	<b>\$ 214,512.00</b>	<b>\$ 141,348.00</b>	<b>\$ 194,976.00</b>	<b>\$ 133,619.68</b>	<b>\$ 118,882.00</b>	<b>\$ 204,048.00</b>	<b>\$ 156,960.00</b>	<b>\$ -</b>	<b>\$ 1,164,345.68</b>				
<b>Miscellaneous Fees</b>													
Replace Building Card	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Change subcontractor	\$ -	\$ -	\$ -	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00
Re-Inspections	\$ -	\$ -	\$ 25.00	\$ 50.00	\$ -	\$ 75.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225.00
Special Inspections	\$ 125.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275.00
Investigation Fee (Stop Work Order)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plan Certification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fee for use of outside consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Misc. Fees (131-48000)</b>	<b>\$ 125.00</b>	<b>\$ 150.00</b>	<b>\$ 25.00</b>	<b>\$ 75.00</b>	<b>\$ 25.00</b>	<b>\$ 125.00</b>	<b>\$ 125.00</b>	<b>\$ -</b>	<b>\$ 650.00</b>				
<b>TOTAL</b>	<b>\$ 316,086.40</b>	<b>\$ 203,702.00</b>	<b>\$ 299,059.80</b>	<b>\$ 198,390.68</b>	<b>\$ 176,321.00</b>	<b>\$ 299,169.00</b>	<b>\$ 234,074.20</b>	<b>\$ -</b>	<b>\$ 1,726,803.08</b>				

## Code Enforcement

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Cases Opened	26	24	12	17	10	8	10	0	0	0	0	0	107
Investigations	3	2	3	2	4	2	2	0	0	0	0	0	18
First Notice	21	18	8	10	6	6	5	0	0	0	0	0	74
Second Notice	2	3	3	2	2	2	6	0	0	0	0	0	20
Cases Closed due to compliance	21	20	16	10	11	10	10	0	0	0	0	0	98
Citations Given	0	0	0	0	0	0	0	0	0	0	0	0	0
Court Appearances	0	0	0	0	1	0	0	0	0	0	0	0	1
Red Tags	2	2	1	5	2	0	3	0	0	0	0	0	15
Abatement Notice	0	0	0	0	0	0	0	0	0	0	0	0	0

### GIS

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
FORMAL GIS REQUESTS	33	22	41	31	25	20	32	0	0	0	0	0
ADDRESS VERIFICATION LETTERS	2	1	3	2	1	2	4	0	0	0	0	0

**GIS PROJECTS:** Sewer Network Project Completed in East San Luis



## ECONOMIC DEVELOPMENT

CITY OF SAN LUIS, ARIZONA

### JANUARY 2024 REPORT

#### 1. BUSINESS ATTRACTION

- Completed the following Project Information Form (PIF) and sent to the Arizona Commerce Authority for San Luis sites consideration:
  - Project Powell
    - Cathodes Manufacturer
    - 200 jobs with \$61K average salary and a CAPEX of \$262M
  - Project Nitro
    - Nitrogen Fertilizer Manufacturer
    - 15 jobs with \$61K average salary and a CAPEX of \$10M
  - Project Woorian
    - Busbar and Cylinder Caps for EV Batteries Manufacturer
    - 159 jobs with \$36.5K average salary and a CAPEX of \$95M
  - Project Compass
    - Vitamin and supplement manufacturer
    - 70 jobs with \$40K average salary and a CAPEX of \$3M

#### 2. BUSINESS EXPANSION

- The City of San Luis, hosted State Historic Preservation Office, and City of Somerton, to learn about business expansion programs including preservation grants, redevelopment tax credits, and other incentives for historic properties.

#### 3. GRANTS

- The City of San Luis, in partnership with GYEDC, submitted Public Works and Economic Adjustment Assistance (PWEAA) Grant for

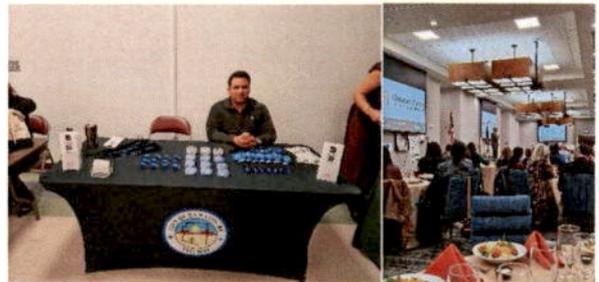
water and sewer expansion on US HWY 95 for Piana expansion.

#### 4. COMMUNITY ENGAGEMENT

- Department staff collaborated with Local First Arizona and ASU to host a public convening on climate resiliency for the Governor's Office of Resiliency to develop a strategy to reduce Arizona's air pollution to ensure Yuma County's long-term resilience and self-reliance in the face of a changing climate.



- Over 20 attendees participated across Yuma County.
- ED staff attended the Childcare Center Forum and Luncheon on Childcare where the main topic was the need to have childcare centers in Yuma County.



- Department staff attended the "Yuma County Business Services Team" hosted by ARIZONA@WORK, to discuss workforce training and resource needs across Yuma County communities.

#### 5. OTHER ACTIVITIES

- Grants Coordinator, Humberto Arcos, successfully completed AAED's Basic Economic Development Course.



# CITY OF SAN LUIS

## Facilities Department

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### January 2023 Monthly Report

The following is work performed during the month of December by the Facilities Department:

#### Building Repairs – daily basis

- Routine building repairs are being performed as needs arise in several of our city buildings daily.

#### Building Maintenance

- Pest Control Services – monthly basis in several of our city buildings.
- Light bulbs and ballasts were replaced in various City buildings.
- Daily cleaning in all City buildings

#### Set-Ups

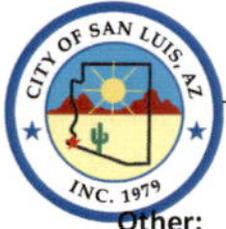
- Set-up at City Hall for Meetings
- Set-up at City Hall for Trainings

#### Administration

- Assisted in-house customers and vendors.
- Managed time-clock - check, add, edit changes.
- Processed RFL forms – scheduled vacation leaves for all staff.
- Prepared janitorial supplies requests and distributed to staff.
- Purchasing – daily operation purchasing
- Records Management destruction
- Provide clerical assistance to staff and distribute information.
- Inspect various buildings.
- Received requests from various departments & addressed properly.
- Managed budget for department
- Prepared p-card log with proper receipts.

#### Meetings:

- Meetings with other Departments/Divisions
- Dept Head Meetings



# CITY OF SAN LUIS

## Facilities Department

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### Other:

- ✓ Disinfected Offices/Buildings weekly with Counter Strike Machine surface disinfecting system and when notified of a positive covid case.
- ✓ Used sweeper at various City Building Parking Lots
- ✓ OSHA PPEP Program/Site Visits – Police Station #2, Fernando Padilla Community Center & Fire Station #2
- ✓ City Hall Painting Project
- ✓ Cultural Center Flooring Project

### Trainings:

- Assigned Safe Personnel Online Trainings

### Special Projects:

- RFP 2023-02 – Cultural Center Flooring
- City Hall Exterior Paint

PLEASE SEE PICTURES BELOW:





# CITY OF SAN LUIS

## Facilities Department

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# CITY OF SAN LUIS FIRE DEPARTMENT

MONTHLY REPORT



JANUARY 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.

## JANUARY 2024

TOTAL FIRE INCIDENTS	
Commercial Fires	0
Residential Fires	0
Vehicle Fires	0
False Alarm	18
Other Fires	18
<b>Total Fire Incidents</b>	<b>36</b>

EMS ENCOUNTERS	
Refusals	34
Transports by SLFD	305
Transports by other	3
No patient contact	12
<b>Total Transports</b>	<b>308</b>
<b>Total EMS Encounters</b>	<b>342</b>

False Alarms	18
Fire Drills	0
Hazmat Incidents	2

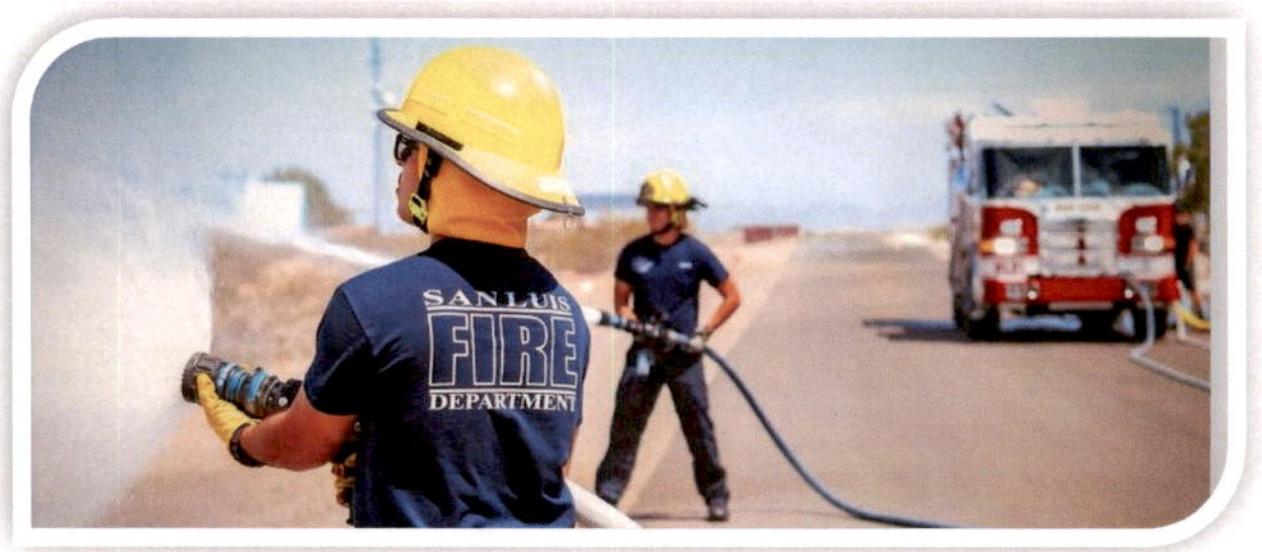
Public Assistance	36
Community Paramedicine	12



### 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	0
SLM2	56
SLM3	53
SLM4	0
SLM5	115
SLM6	19
Somerton	3
HELO	0
Rural Metro	0
Yuma	0



### **PUBLIC EDUCATION AND COMMUNITY BY CREWS**

- Residential Inspections: **38**
- Community Paramedicine: **12**
- Ride-Along Program: 0 (Arizona Western College Students)
- Senior Center Blood Pressure Checks: 0
- Station Tours: 0

### **FIRE INSPECTOR**

- Commercial Inspections: **12**
- Suppression Test: **1**
- Meetings: **20**
- Public Records Request: **0**



### A Crew

- **January 2, 2024**  
EMS Training: Image Trend updates
- **January 11, 2024**  
ImageTrend Slate Training

### B Crew

- **January 5, 2024**  
EMS Training: Full Code, Cardial Arrest
- **January 30, 2024**  
Practice Drill at Sun Valley Elementary School

### C Crew

- **January 5, 2024**  
Fire/ EMS Trainings Operations: Air Bag and Aerial.  
EMS Training (Cardiac Scenarios)
- **January 16, 2024**  
Image Trend Slate User Training  
Image Trend Slate EMS form updates



CITY OF SAN LUIS, AZ  
**HUMAN RESOURCES  
DEPARTMENT**  
YOUR FUTURE BEGINS HERE.

# MONTHLY OPERATIONS REPORT

# January 2024

CITY OF SAN LUIS | 800 E Cesar Chavez Blvd. San Luis, AZ 85349 | [www.sanluisaz.gov](http://www.sanluisaz.gov)

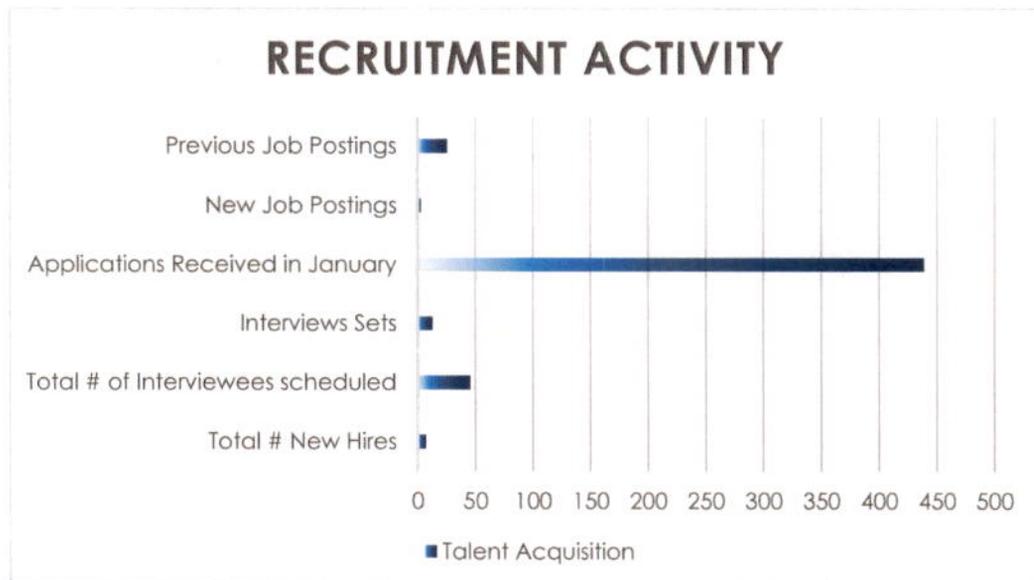
TOTAL WORKFORCE	
Council members	7
Regular Full-time employees	300
Regular Part-time employees	10
Temporary Full-time	0
Temporary Part-time	3
Volunteers	2
<b>TOTAL</b>	<b>322</b>



WORKFORCE TURNOVER			
Hires (January)		Terminations (January)	
Employment Type	Quantity	Employment Type	Quantity
Regular (FT)	5	Resignations (FT- Regular)	2
Regular (PT)	2	Resignations (PT- Regular)	1
Temporary (FT)	0	Dismissals (FT- Regular)	1
Temporary (PT)	0	End of Appt. (PT- Temporary)	1
AZ@Work Volunteers	3		
Work-study Student	2		
<b>Monthly Turnover Rate: 1.13%</b>			

## TALENT ACQUISITION

RECRUITMENT ACTIVITY					
Previous Job Postings	New Job Postings	Applications Received for January	Interviews Sets	Total # of Interviewees scheduled	Total # New Hires
26	3	439	13	46	7



VACANCIES	
Department	Positions
City Administration	City Manager
City Attorney	Assistant City Attorney, City Prosecutor
City Clerk	
Development Services	Assistant Director, Permit Coordinator
Economic Development	
Finance	Finance Director
Fire	PT Firefighter
Human Resources	
IT Department	
Municipal Court	Court Administrator, Court Clerk II
Parks and Recreation	PT Recreation Assistant, FT & PT Maintenance Technician
Police	Police Communication Officer
Public Works	Maintenance Technician, Heavy Equipment Operator, Equipment Operator, Project Manager, Wastewater Operations Supervisor, Wastewater Plant Operator



## TALENT ATTRACTION

- **ElWood Staffing Partnership: Pending**
  - Exploring the possibility of establishing a contract to assist us with placement of candidates in specific departments.
- **AZ@WORK Partnership:**
  - Exploring idea of Hiring candidates without GED with the expectation that they will obtain it within one year of employment.
- **ASU Partnership/Internship**
  - Currently coordinating re-establishment of partnership with ASU for On-The-Job Experience funded through a Federal Grant. Will be coordinating 10 student assignments.
- **Job Club Workshop: AZ@Work**
  - Presented the open positions and how to navigate the COSL Jobs website to 20-30 individuals.



- **CTE Expo & Readiness: San Luis High School**

- SLHS designed a career day for students and parents to showcase the opportunities throughout the county. Most of the students are under the age of 18. Therefore, it was recommended that students volunteer once they turn 16 and watch out for summer job opportunities.



## TALENT PROJECTS

- **Business Process Guides (BPGs)**

- **Recruitment Process Guide:** A guide to the Talent Acquisition position/functions
- **Volunteer/Internships BPG Revision:** Revising the process, documentation, and types of volunteers and internship programs.

## BENEFITS ADMINISTRATION

INSURANCE	ADDITIONS Enrollments from December-2023	TERMINATIONS Effective January-2024	TOTAL ACTIVE EEs
Health Insurance	6	1	302
VSP – Vision	4	1	297
Dental	6	1	300
FMLA Leave			3
Short-term Disability claims			1

- **Benefit Orientations – 3 Conducted.**
- **Employee Benefit Trust**
  - Coordinated Special Meeting held on January 10, 2024.
- **1095-C New World System (NWS) Training**

- Attended training held on January 30, 2024, to implement 1095-C module in NWS.
- **Benefits Broker - Onboarding meetings**
  - Bi-weekly calls scheduled starting January 31, 2024, to commence the onboarding process and begin working on 2024-2025 renewals.

## SPECIAL PROGRAMS

### RECOGNITION / ENGAGEMENT

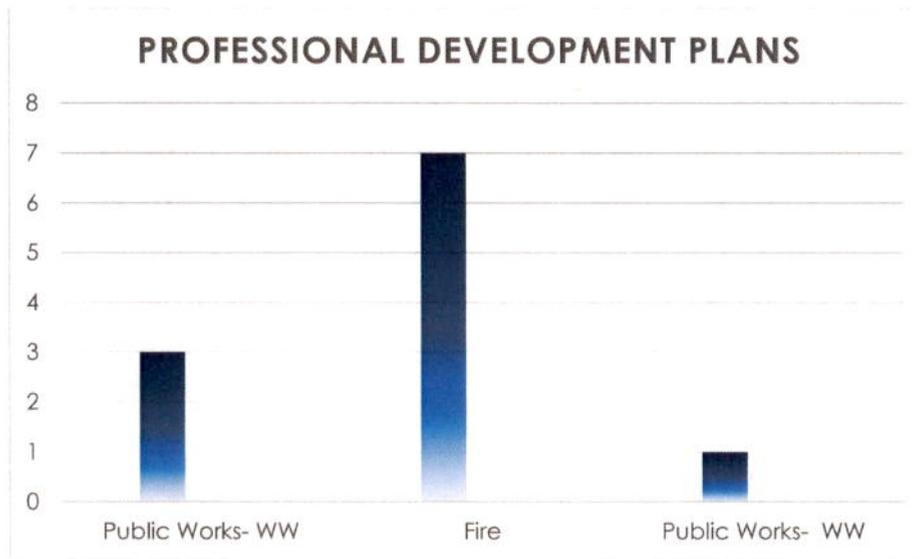
- **Preparation for "Go Red for Women" event – Feb. 1, 2024**
  - Purchased/Prepared Goodies Bags for the event
  - Visited Departments to deliver goodie bags and take photos
- **Preparation and review of annual employee engagement events**

### WELLNESS PROGRAM

- **Gym Membership**
  - 60 active memberships / 18 EEs on the waiting list
- **Preparation, Planning and Review of Wellness Programs:**
  - On-site Therapeutic Massages
  - WELCOAZ (Wellness Council of Arizona)
  - I am Wellness Studio

### TALENT DEVELOPMENT

Professional Development Activity		
Department	Quantity	PDP Type
Public Works – WW	3	Succession Plan
Public Works – WW	1	Operation Apprentice Program
Fire	7	Paramedic Scholarships



- **New Hires Training (7 Employees)**

- New Employee Orientation
- Benefits Orientation
- New Employee Training (*Ladder Safety, Active Assailant Preparedness, Bloodborne Pathogen Exposure Prevention, Confined Spaces, Defensive Driving, Distracted Driving, Drug-Free Workplace, Electrical Safety, Emergency and Disaster Preparedness, Fire and Explosion Hazards, Fire Extinguisher Safety, General Ergonomics, General Ethics in the Workplace, General Safety Orientation, Hazard Communication: Right to Understand (GHS), Heat Illness Prevention, Lockout/Tagout Energy Release, Workplace Violence, Awareness and Prevention, Personal Protective Equipment (PPE), Workplace Injury Prevention, Sexual Harassment Staff-to-staff, HIPAA Overview, Common Illness Prevention, Stress Management*).

- **Learning Management System (KnowledgeCity)**

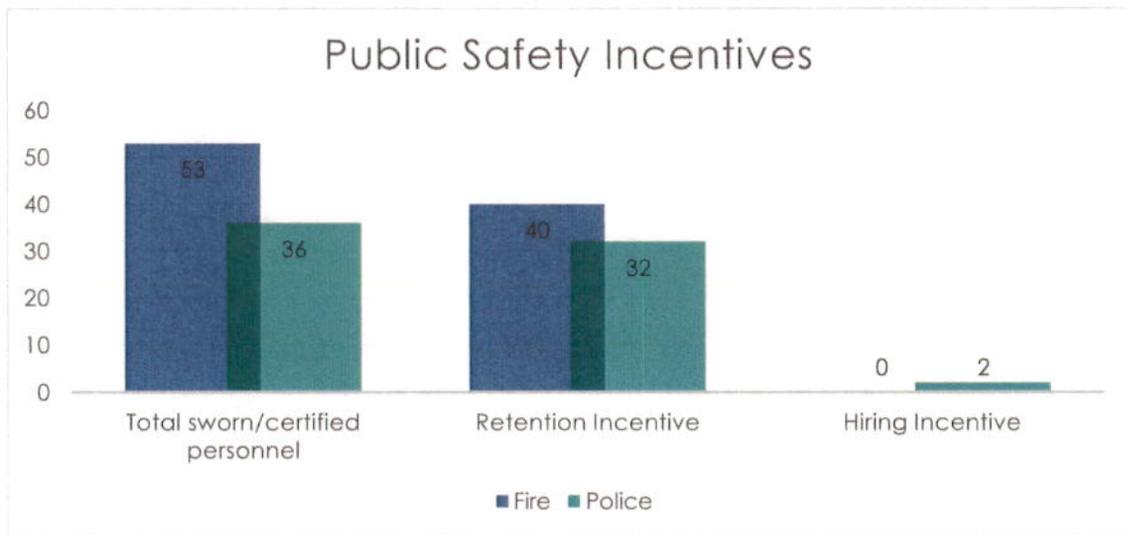
- Anti-Harassment/Anti-Bullying Training for the Public Works Department, held on Jan 10 & 11, 2024.
  - Total Attendees: 26- combination of Supervisors and employees.

- **Marketing/Branding:**

- Collaborated with the Marketing Department to get the HR Department's section updated on the City's website.
- Assisting with the City's Organizational Structure layout design.

## COMPENSATION & CLASSIFICATION

Public Safety Incentives			
Department	Total sworn/certified personnel	Retention Incentive	Hiring Incentive
Fire	53	40	0
Police	36	32	2



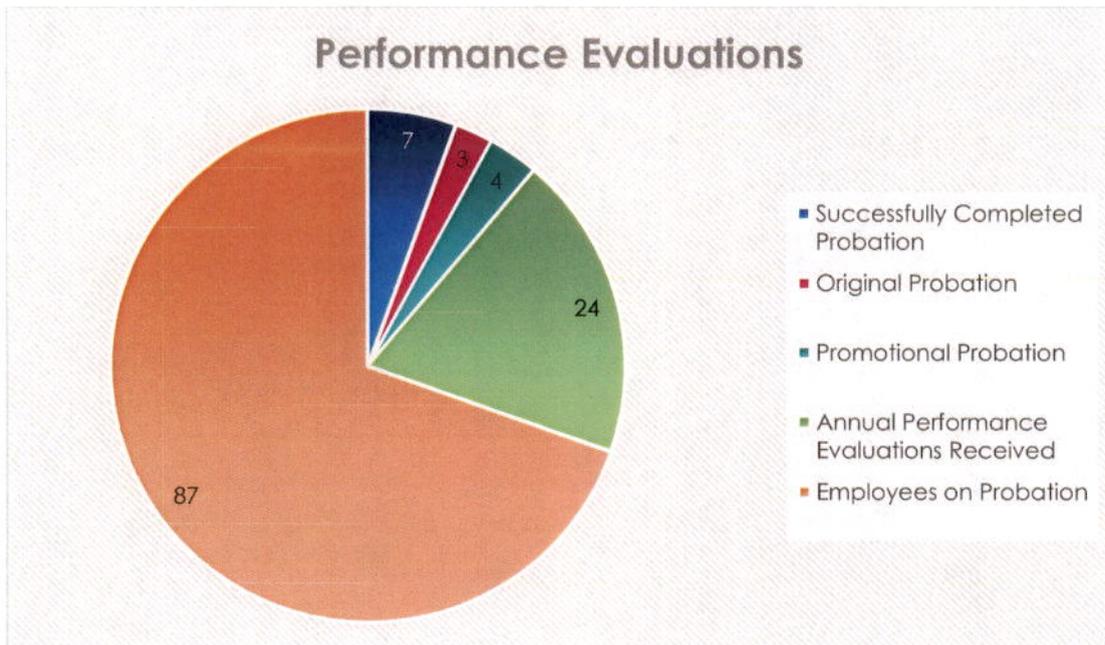
Budget Position Request Forms Received			
Existing classifications	Position Reclassifications	New Classification	Total PBR Forms Received
23	8	8	39



- **Processed Purchase Requisitions:** 11
- **Position/Salary Studies (Research):**
  - IT Department- all positions
- **Agency-Wide Salary Survey**
  - Ongoing collaboration with Public Sector Personnel Consultants (PSPC)
- **Development of Business Process Guide (BPG) and Forms for Offboarding/Clearance of employees – ongoing**

## PERFORMANCE MANAGEMENT

- **PERFORMANCE EVALUATIONS**
  - **Successfully Completed Probation (7 Employees)**
    - Four (4) Promotional
    - Three (3) Original
  - **Twenty-Four (24) Annual Performance Evaluations Received**
  - **Eighty-Seven (87) Employees on Probation**

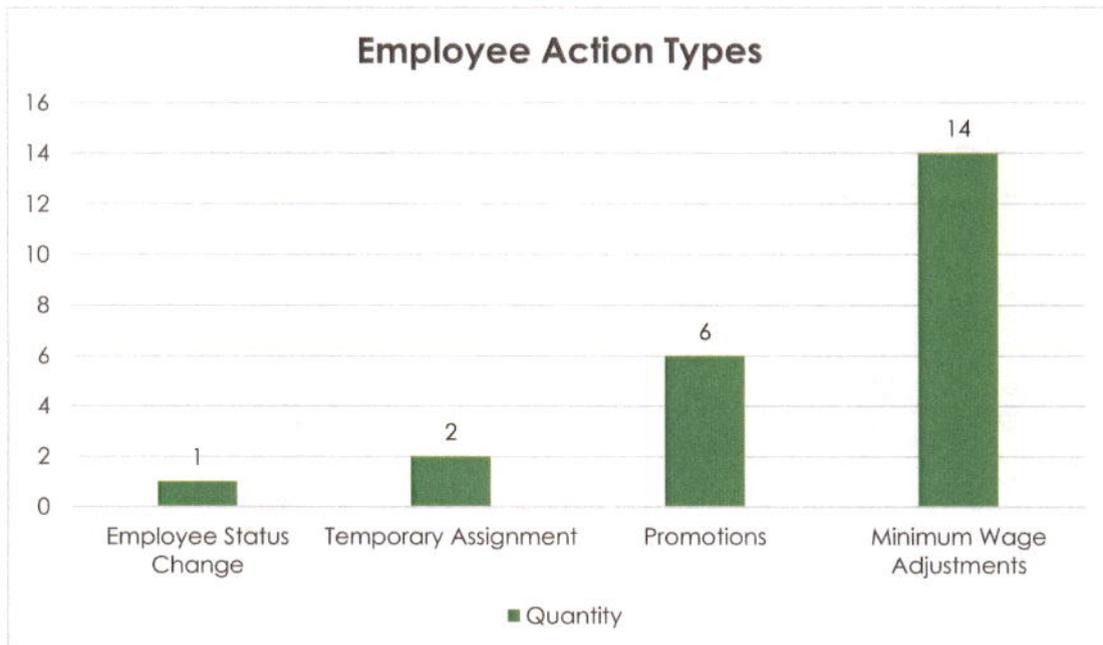


- **NEOGOV Perform Evolution Implementation Project - ongoing.**

## EMPLOYEE RELATIONS

- **DISCIPLINARY ACTIONS ADMINISTERED**
  - One (1) Written Warning
  - One (1) Dismissal
- **One (1) Employee Exit Interview**

Employee Action Types	Quantity
Employee Status change	1
Temporary Assignments	2
Promotions	6
Minimum Wage Adjustments	14



- **Development of NWS (New World System) Guide – ongoing**
- **Development of BPG (Business Process Guide) for Fingerprint Clearance Cards requirement – ongoing**

## MAJOR ACCOMPLISHMENTS

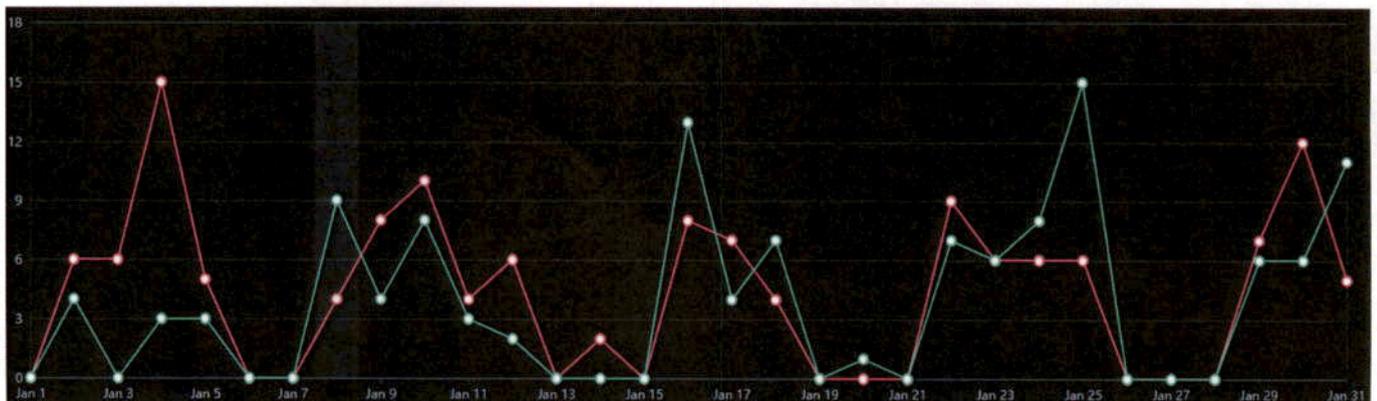
- **Market Research**
  - IT Department positions and structure
- **HR Fully staffed.**
- **Minimum Wage Pay Rate Adjustments.**
- **Public Safety Incentives checks issued.**

# Information Technology

## Monthly Report: January 2024

- **VPN client for remote work**: A VPN client from Palo Alto is being deployed to mobile workstations as an alternative to remote desktop protocol which has been used for remote work since 2019. The Palo Alto GlobalProtect VPN offers robust encryption and authentication mechanisms to ensure data privacy and integrity. GlobalProtect enables users to access corporate resources securely from anywhere, using city mobile devices. GlobalProtect VPN will also be used for clientless web applications to make it a smooth experience for our end users.
- **Fire Station 2 ZETRON** : IT Department completed the project of rerouting traffic from Dispatch to Fire Station 2. ZETRON is an essential information technology service that dispatchers use to alert and dispatch our Fire Fighters whether they are at station 1 or 2.
- **Azure Intune**: Azure Intune is currently in its testing phase. Intune is a manageability service that integrates with our existing information technology to control mobile devices. It is designed to manage any kind of devices that are city-owned to protect them from security threats. Intune allows IT staff to push and manage policies and updates to all devices within a single dashboard regardless of if the devices are within our network or remote.
- **New World database Migration**: IT Department is currently in the process of migrating our databases containing New World and Executime data from an obsolete server onto a new one. The ERP system is critical to city operations and IT staff's goal is to do a full migration without disrupting services.
- **Hardware Upgrades**: IT Department is replacing obsolete equipment and software to keep up with the latest security recommendations. The department is also working on doing a battery unit replacement for city workstations. These power units work as a power backup in case of power failure.

Jira Service Management Report - Created vs Resolved





# PARKS AND RECREATION

## MONTHLY REPORT

### JANUARY 2024

#### Parks Grounds Department

January was a very interesting and exciting month for the Park Grounds Department. A new year started with a few adjustments and a lot of work. The maintenance grounds crew started the year with an area rotation schedule. This is where staff get moved to different areas to work at and for some, this was something new since they had worked in the same area for a long time. The Department finished projects that began last year and started working on new ones.

Please view below a list of maintenance projects the Parks Grounds Department completed during the month of January as well as completed projects and new projects that have begun.

#### Maintaining Green Areas & Parks

- Mowing grass at Eligio Ramirez Park, Bienestar Estates No. 6, and Joe Cabello Park
- Trimming weeds at Bienestar Estates No. 2
- Overseeding the Joe Orduño Park F1 baseball field
- Overseeding the Joe Orduño Park soccer field
- Sprayed weed killer in different green areas around the City
- Trimming of trees along Hwy 95

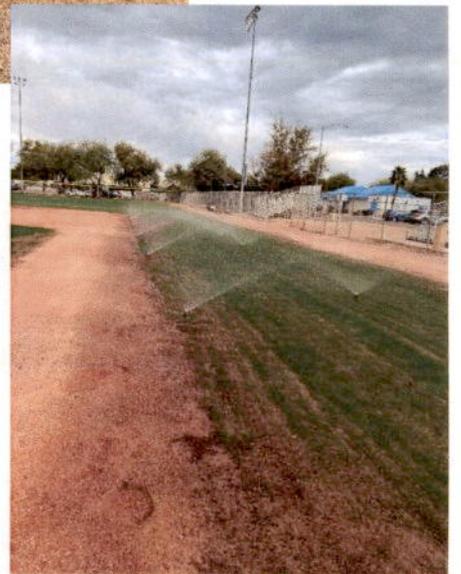
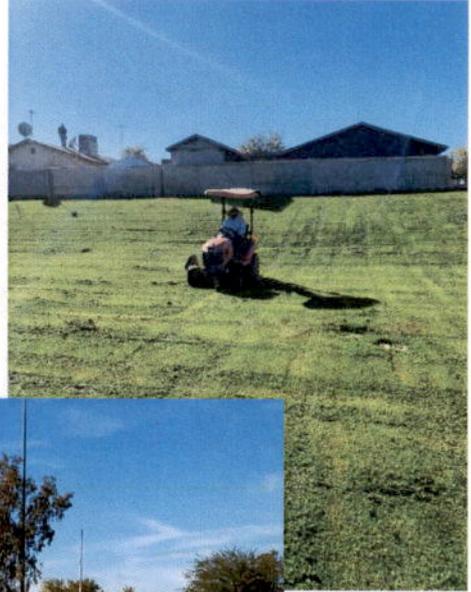
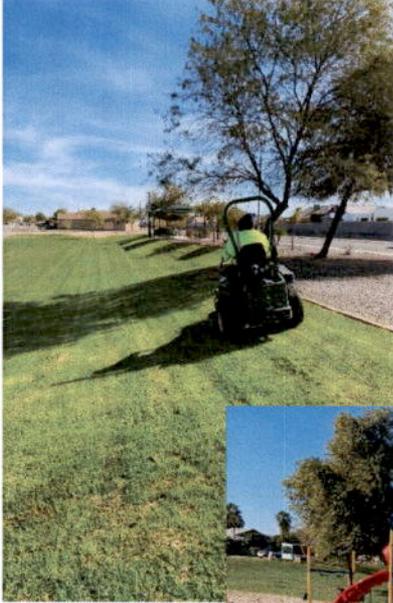
#### Installations & Repairs

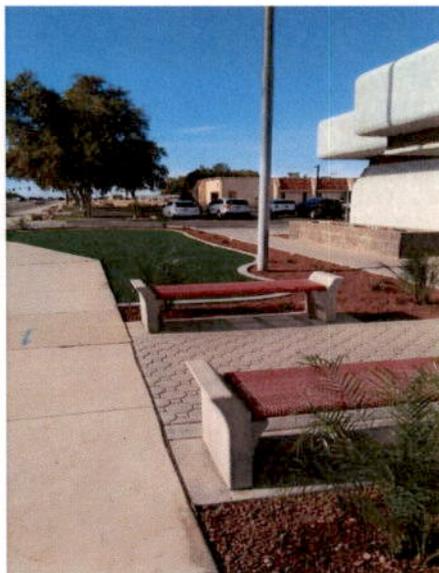
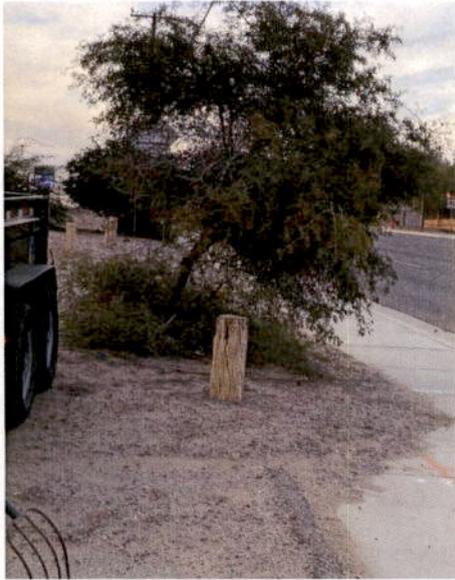
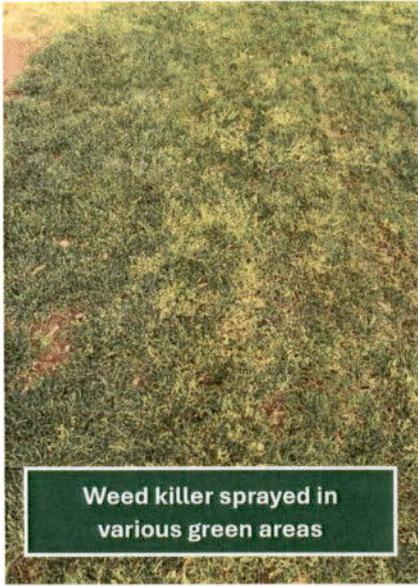
- Irrigation repair of 2" PVC pipes at Joe Cabello & Bienestar Estates No. 2
- Plumbing repair for the Eligio Ramirez & Bienestar Estates No. 2 men's restroom
- Refill rain washout at Santa Cecilia 1
- Removed trees & weeds from Los Alamos
- Installed a park bench at Los Olivos
- Installed a new irrigation timer and valve at Bienestar Estates No. 7B

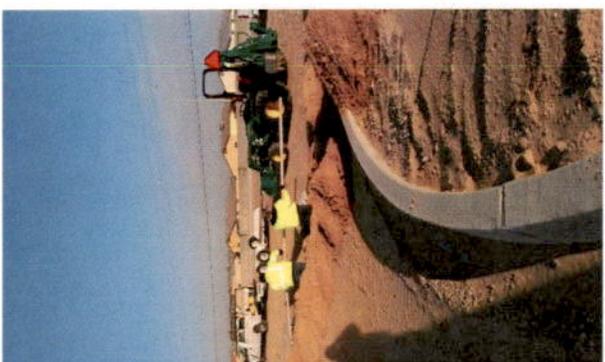
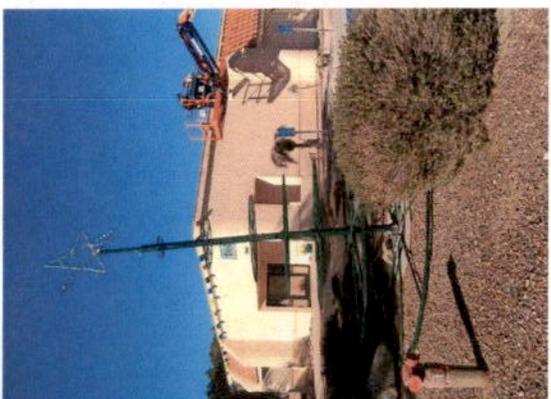
#### Projects

- Finished the new landscaping project at the Fernando Padilla City Building

- Completed installing sleeves that will be used for future irrigation & electricity at the East Community Park.
- Completed the takedown of the Main Street & Parks & Recreation Christmas tree, holiday banners & Christmas decorations







## Cesar Chavez Cultural Center

For the month of January, the Cesar Chavez Cultural Center remained closed, and activities were paused due to the floor being replaced. Attached is a picture of the floor already replaced and waxed.



While the Cultural Center was under floor construction, staff began working towards the Mascota Mania event that will be held on Saturday, February 24, 2024, at the Joe Orduno Park from 9:00 am - 1:00 pm. Staff

also contacted the instructors to begin working on the Winter/Spring schedule. Please view below the exciting activities and events coming in February.

DOG SHOW / CONTESTS / VACCINES / FOOD VENDORS  
LIVE ART / PETTING ZOO AND MUCH MORE!

**FREE EVENT**

# MASCOTA MANIA 2024

SATURDAY **FEB 24** 9:00AM - 1:00PM

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

**CONTESTS** #SANLUISMASCOTAMANIA

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

**DOGGIE DASH CONTEST**  
Entry fee is \$1 per dog / \*Small size dogs only

PRIZE 1 YEAR FEED

**JUMP!** FOR RESCUES ONLY

**LOW COST VACCINATION CLINIC & MICROCHIP**

FOR MORE INFORMATION PLEASE CALL (928) 341-8538 OR E-MAIL US AT [EVENTS@SANLUISAZ.GOV](mailto:EVENTS@SANLUISAZ.GOV)

SAN LUIS AZ PARKS AND RECREATION  
[WWW.SANLUISMASCOTAMANIA.COM](http://WWW.SANLUISMASCOTAMANIA.COM)

# Spring Classes 2024

CESAR CHAVEZ CULTURAL CENTER  
OFFICE HOURS: Monday - Friday 7am - 6pm

**ZUMBA WITH RICKY REY** (CC)  
Monday-Thursday 7:30pm-8:30pm  
\$10 Registration Fee  
\$30 or Month/Jan Ages

**PIANO WITH DAMIAN** (AC)  
Monday & Thursday 7:00pm-8:00pm  
\$35/month Ages 6+  
WAITLIST ONLY

**GUITAR WITH DAMIAN** (AC)  
Monday & Thursday 6:00pm-7:00pm  
\$30/month Ages 6+

**Fantasy ART CLASS WITH VANESSA** (AC)  
Monday 6:00pm-7:00pm Ages 6-7  
Wednesday 6:00pm-8:00pm Ages 8-11  
\$25/month

**STAR Academia** (CC)  
**BABY BALLET WITH CECI**  
Monday & Wednesday 3:00pm-4:00pm  
\$30/Month Ages 1-4 Beginner

**STAR Academia** (CC)  
**GYMNASTICS II WITH CECI**  
Monday & Wednesday 5:00pm-6:00pm  
(both levels at the same time)  
\$30/Month Ages 6-12

**SKYE** (CC)  
**(JAZZ, LYRICAL, HIP-HOP, BREAK DANCE & RHYTHMIC RIBBON DANCE ALL INCLUDED)**  
Tuesday & Thursday  
Toddler Ages 2-3 3:15pm-4:15pm  
Advanced no open spots  
6:15pm-7:15pm  
\$15 Registration  
\$25/Month

**SOLAZTECA** (CC)  
**FOLKLORIC DANCE**  
Friday 4:00pm-6:00pm  
\$25/Month  
Ages 1+

**STAR Academia** (CC)  
**BALLET I WITH CECI**  
Monday & Wednesday 6:15pm-7:15pm  
\$30/Month Ages 4-7

**STAR Academia** (CC)  
**BALLET II WITH CECI**  
Monday & Wednesday 4:15pm-5:15pm  
\$30/Month Ages 7-11

**SKYE** (CC)  
**(JAZZ, LYRICAL, HIP-HOP, BREAK DANCE & RHYTHMIC RIBBON DANCE ALL INCLUDED)**  
Tuesday & Thursday  
Mini Ages 4-6 4:30pm-5:30pm  
Beginner Ages 6-7 5:15pm-6:15pm  
\$15 Registration  
\$25/Month

All classes will resume the week of February 5th, 2024

FOR MORE INFORMATION PLEASE CALL (928) 341-8538

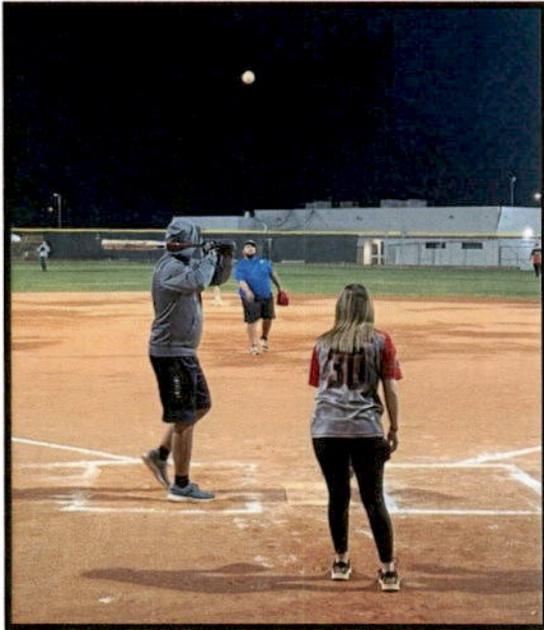
CESAR CHAVEZ CULTURAL CENTER  
105 N. MAIN ST., SLAZ

ACTIVITY CENTER  
600 N. 2<sup>ND</sup> AVE., SLAZ

SANLUISAZ PARKS AND RECREATION  
[WWW.SANLUISAZ.PARKSANDRECREATION.COM](http://WWW.SANLUISAZ.PARKSANDRECREATION.COM)

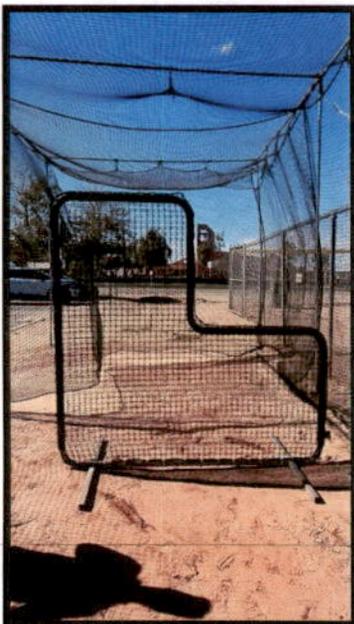
## Recreation Department

During the month of January, the Recreation Department began the second season of the Co-Ed Slow Pitch Softball League, with eight registered teams. The teams were made up from participants from the City of Yuma, City of Somerton & City of San Luis, AZ.



### Recreation Staff Duties

During the month of January, our staff continued working toward the maintenance of our facility and its surroundings. We are preparing for the upcoming activities & sports league seasons to offer our community the best services and customer service. We replaced the foam frames & net protectors in the batting cages area.



## Karate Class

The Karate Class began on January 30 with great success.



## Upcoming Leagues

The month of January was also a very busy month for the Recreation Department. Staff worked together to plan the sports leagues that would kick off in February. Please find below the flyers for our upcoming sports leagues.

**CO-ED  
SAND VOLLEYBALL  
LEAGUE 2024**

**Start Date:** February 21 **4 v.s 4**

**Fee:** \$150 per Team  
Coaches meeting will be on February 14<sup>th</sup> at 6<sup>pm</sup> at Joe Orduño basketball gym.

**Days:** Monday and Wednesday  
**Time:** 6:00<sup>PM</sup>

**Place:** Ppep Park 467 Cesar Chavez Blv.

FOR MORE INFORMATION PLEASE CALL (928) 341-8536 WWW.SANLUISAZ.GOV  
SANLUISAZ.PARKSANDRECREATION

**GIRLS  
SOFTBALL  
LEAGUE 2024**

**Start Date:** February 27 **F-2 and F-3**

**Fee:** \$30 Per Player  
Coaches are Welcome! Individual and team Registration are Welcome!

**Days:** Tuesdays and Thursdays  
**Category:** 7-10 and 11-15  
**Time:** 5:30<sup>PM</sup>

**Place:** Joe Orduño Park

FOR MORE INFORMATION PLEASE CALL (928) 341-8536 WWW.SANLUISAZ.GOV  
SANLUISAZ.PARKSANDRECREATION

**YOUTH  
BASEBALL  
LEAGUE 2024**

**Start Date:** February 26 **F-2 and F-3**

**Fee:** \$30 Per Player  
Coaches are Welcome! Individual and team Registration are Welcome!

**Days:** Monday and Wednesdays  
**Category:** 3-6,7-8,9-10,11-12  
**Time:** 5:30<sup>PM</sup>

**Place:** Joe Orduño Park

FOR MORE INFORMATION PLEASE CALL (928) 341-8536 WWW.SANLUISAZ.GOV  
SANLUISAZ.PARKSANDRECREATION

**MEN'S  
BASKETBALL**

**Start Date:** March 5<sup>th</sup> **Late fee: \$50.00**

**Fee:** \$200 per Team  
Coaches meeting will be on February 27 at 6:00<sup>pm</sup> at Joe Orduño park

**Days:** Tuesdays and Thursdays  
**Time:** After 7:00<sup>PM</sup>

**Place:** Joe Orduño Park (recreation gym)

FOR MORE INFORMATION PLEASE CALL (928) 341-8536 WWW.SANLUISAZ.GOV  
SANLUISAZ.PARKSANDRECREATION

**WOMEN'S  
VOLLEYBALL**

**Start Date:** April 1<sup>st</sup> **Late fee: \$50.00**

**Fee:** \$200 per Team  
Coaches meeting will be on March 25 at 6:00<sup>pm</sup> at Joe Orduño park

**Days:** Mondays and Wednesdays  
**Time:** After 6:00<sup>PM</sup>

**Place:** Joe Orduño Park (recreation gym)

FOR MORE INFORMATION PLEASE CALL (928) 341-8536 WWW.SANLUISAZ.GOV  
SANLUISAZ.PARKSANDRECREATION

**MEN'S  
VOLLEYBALL**

**Start Date:** April 1<sup>st</sup> **Late fee: \$50.00**

**Fee:** \$200 per Team  
Coaches meeting will be on March 25 at 6:00<sup>pm</sup> at Joe Orduño park

**Days:** Mondays and Wednesdays  
**Time:** After 6:00<sup>PM</sup>

**Place:** Joe Orduño Park (recreation gym)

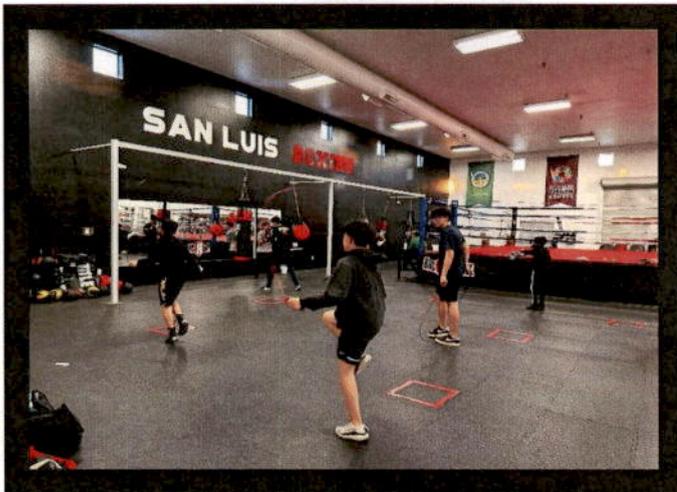
FOR MORE INFORMATION PLEASE CALL (928) 341-8536 WWW.SANLUISAZ.GOV  
SANLUISAZ.PARKSANDRECREATION

## Youth Center

The month of January was a good month for us at the Youth Center. We had much more traffic and started to see our youth get back into their routine. We launched our new spring schedule offering boxing classes, open Gym, video game battles, arts & crafts, RC Club, an elite training program, movie nights, and tutoring. This allows our youth participants to find something of their interest with such a range of activities. This month, the Youth Center received 32 new registrations as well.

### Classes / Activity Attendance

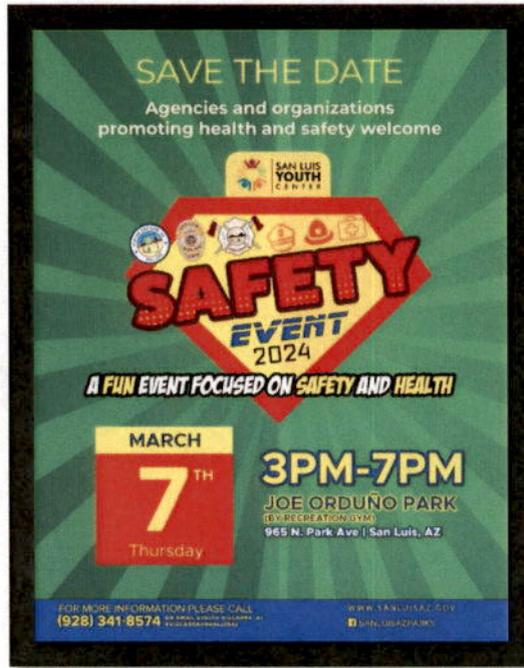
- Boxing Class – 25 members
- Boxing Team – 20 members
- Arts and Crafts – 10 members
- Video Games – 8 members
- Open Gym – 30+ members



## Upcoming Events & Projects

### 2024 Safety Event

The Youth Center staff is currently working on the Safety Event for March 2024. In the past two weeks, we have spoken with Officer Ruiz to review the Safety Event details. A mass email was sent to all of last year's participants and new potential participants.



### Youth Center Budget for FY25

We are working on our budget proposal for the 2024-2025 fiscal year. Staff is interested in adding new flooring, workout machines, and furniture in the movie room to host movie nights and to attract more youth. Amenities that we are wanting to bring to the facility are foosball machines, comfortable seating, and much more for our youth to feel comfortable. Also, we would like to revamp our computer lab with new computers, chairs, and cabinets so we can welcome youth who want to do homework or complete school projects.

### Upcoming in 2024

The Youth Center staff goal for 2024 is to attract more youth to our facility. We have been brainstorming on making our center more accessible and attractive to our community in this digitally driven area. Please stay tuned for upcoming updates in our facility.

## Municipal Pool

The Municipal Pool will not open until further notice. The Parks and Recreation Administration Department is currently working on an RFP to find the best and most suitable contractor to assist in repairing and renovating the Municipal Pool so when it opens to the Public, it will be in great condition!

## Senior Center

The Senior Center is open Monday through Friday from 7:00 am through 2:00 pm and provides meals and a variety of activities for our local seniors.

### **Services provided in the month of December:**

- Daily breakfast and lunch for all attending seniors
- Daily transportation for seniors to and from our facility
- Assistance with documentation, translation and filing of all sorts of applications for attending seniors

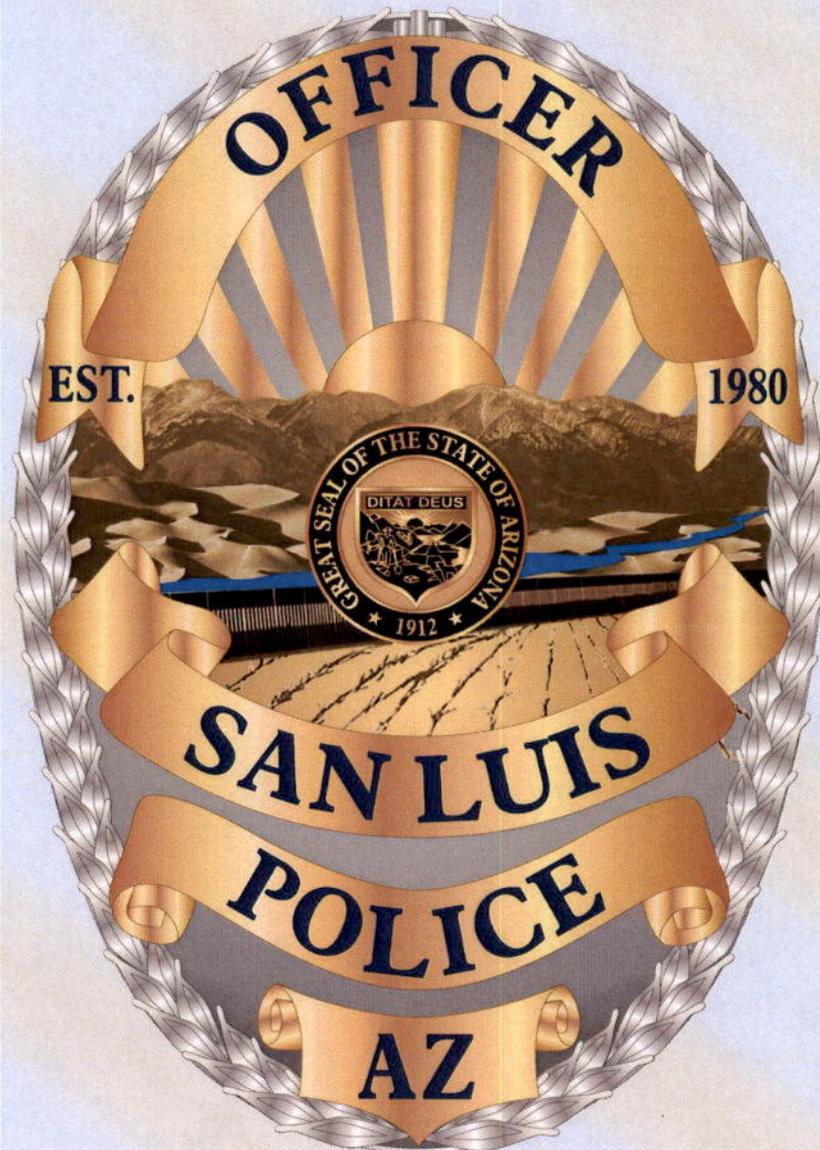
### **Daily/Weekly or Monthly Activities**

- Daily Bingo games
- Daily Domino games
- Daily Pool games
- Exercise classes
- Arts & Crafts
- WACOG Carés Program Utility Assistance for Seniors
- Total meals served in December: 1,195
- Total attendance in December: 1,348
- Total people transported in December: 311

### **Special Projects/Meetings or Activities**

- January 06 – Kings Day Celebration (Rosca de Reyes)
  - January 09 – The Fire Department attended the facility to measure the Seniors' blood pressure
  - January 10 – Held Food Bank CSFP Distributions
  - January 10 – Mille Pérez attended the facility to answer seniors' questions or concerns regarding insurance, medicare, etc.
  - January 11 – Campesinos sin Fronteras attended the facility to provide flyers to Seniors
  - January 24 – Distributed Food Bank TEFAP (General Box)
  - January 25 – Campesinos sin Fronteras attended the facility to hold a community forum for Seniors
  - Every Friday, there is music entertainment for seniors to enjoy
  - Every Tuesday, we have movie time for seniors to enjoy
-

**SAN LUIS POLICE DEPARTMENT**  
**MONTHLY REPORT**  
**JANUARY 2024**



**PERSONNEL ACHIEVEMENTS/EMPLOYEE ACTIONS:**

- COSL Mayor Nieves Riedel and members of the City Council appointed Nigel I. Reynoso as the Chief of Police for the San Luis Police Department. Chief Reynoso had been serving as the Interim and Acting Chief of Police since August 2023 after the position was vacated.



- SLPD congratulates Sergeants Paulino Lara and Cesar Gaitan for their achievement and completion of the Supervisor Leadership Institute course, the first of three leadership series by the FBI-LEEDA.



**COMPLAINTS AND FINDINGS:**

- None

**VEHICLE PURSUITS AND FINDINGS:**

- None

**BUDGET SUMMARY:**

- For FY24, SLPD has expended 64% of our annual budget.

#### RECRUITING/HIRES/RETENTION/DEPARTURES:

- Processing the following backgrounds for,
  - Two (2) Police Officers.
  - One (1) Animal Control Officer.
  - One (1) 911 Emergency Dispatcher.
- Pending selection for one (1) 911 Emergency Dispatcher.
- One Police Records Specialist, Monday, February 12<sup>th</sup>, 2024

#### OPERATIONS/NOTABLE EVENTS:

- COSL & SLPD is in the first stage of the Pay by Plate program, which will service Downtown San Luis. The program will be ready for service before the end of March. The pay station will allow patrons to pay through various forms with coins or cards, a downloadable Park Smarter application, or via text.



- Lieutenant Emmanuel Botello participated in the Arizona 2024 PIO roundtable for law enforcement that the Arizona Department of Public Safety held at its headquarters in Phoenix. The event allows PIOs from around the State to network and discuss different structures and ways of operating.



- During this period, the SLPD initiated an investigation of sexual misconduct with a minor involving an SLHS teacher and a student. The investigation led to the arrest of a 24-year-old male suspect, who was booked in connection to multiple felony offenses involving a 16-year-old female student.

#### GRANTS MANAGEMENT:

- Reimbursement requests for OPSG were submitted up to 12/15/2023. We are on track to sustain funds through May 2024.

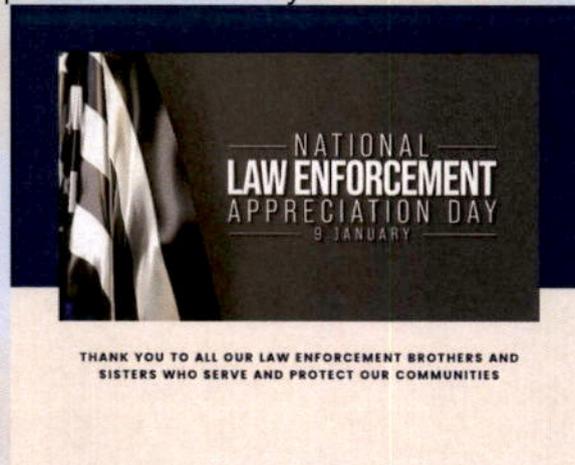
#### COMMUNITY OUTREACH/SPECIAL EVENTS:

- Members of the SLPD participated in the Wear Blue Day on January 11<sup>th</sup> to help raise awareness about Human Trafficking.



#### AWARDS AND RECOGNITIONS:

- As a gesture of appreciation, January 9<sup>th</sup> is the National Law Enforcement Appreciation Day. SLPD is thankful for the commitment and sacrifice of all our Law Enforcement brothers and sisters who serve and protect our community.



#### USE OF FORCE INCIDENTS AND FINDINGS:

- There are 8 UOF cases pending completion and review for December.
- There are 3 UOF cases pending review for November.

## 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	JAN.	YTD
711	158	158
911 Call	271	271
Abandoned Vehicle	13	13
Accident	68	68
Alarm Commercial	21	21
Alarm Residential	9	9
Animal at Large	63	63
Animal Bite-Dog	1	1
Animal Cruelty	1	1
Animal Related	28	28
AOD-Assist Other Department	49	49
Arrest on Warrant	17	17
Assault	2	2
Attempt to Locate	7	7
Burglary	2	2
Child Abuse	2	2
Citizen Complaint	1	1
City Code	10	10
Civil Matter	14	14
Court Assist	11	11
Court Order Violation	9	9
Criminal Damage	13	13
Custodial Interference	4	4
Cybertips	3	3
Deceased Animal	7	7
Deceased Person	2	2
Disabled Vehicle	22	22
Disturbance	52	52
Driving under the Influence	10	10
Drug Offense	13	13
Field Interview	50	50
Flag Down	34	34

Foot Patrol	1	1
Found Person	1	1
Found Property	2	2
Fraud	4	4
Harassment	7	7
Identity Theft	4	4
Incorrigible Juvenile	3	3
Information Received	3	3
Littering	1	1
Loitering	3	3
Lost Property	8	8
Man Down	4	4
Missing Person-Overdue	2	2
New Call	2	2
Noise Disturbance	21	21
Notification	2	2
Open Door/Window	1	1
Other	43	43
Parking Violation	104	104
Private Tow	28	28
Prowler	2	2
Public Assist PD	30	30
Reckless Driver	37	37
Recovered Stolen Vehicle	2	2
Repair Order	12	12
Repossession	31	31
Runaway Juvenile	2	2
Sexual Offense	1	1
Shoplifting	13	13
Shots Fired	7	7
Stolen Property	1	1
Stolen Vehicle	5	5
Suicidal Subject	1	1
Suspicious Activity	8	8
Suspicious Subject	9	9
Suspicious Vehicle	11	11
TEST PD	4	4
Theft	15	15
Threats	12	12
Traffic Control	108	108
Traffic Incident	33	33
Traffic Stop	463	463
Trespass	5	5

Walk In PD	13	13
Welfare Check	23	23
Agency Assist	6	6
Information Report	1	1
<b>Grand Total</b>	<b>2,066</b>	<b>2,066</b>

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

CALL TYPE	JAN.	YTD
Field Interview	50	50
Traffic Stop	463	463
<b>Grand Total</b>	<b>513</b>	<b>513</b>

Tickets - Breakout Type

TYPE OF TICKET	JAN.	YTD
Civil Traffic	222	222
Criminal Citation	20	20
Criminal Traffic	12	12
Parking	44	44
Repair Order	12	12
Written Warning	151	151
Citation	1	1
City Code	3	3
<b>Grand Total</b>	<b>465</b>	<b>465</b>

Accidents

ACCIDENT TYPE	JAN.	YTD:
Hit and Run - No Injuries	1	1
Vehicle - Injuries	1	1
Vehicle - No Injuries	17	17
<b>Grand Total</b>	<b>19</b>	<b>19</b>

ACCIDENT	JAN.	YTD:
Fatal Traffic Crashes	0	0
Alcohol-related Crashes	1	1
Speed-related Crashes	0	0
<b>Grand Total</b>	<b>1</b>	<b>1</b>

Top 10 Accident Intersections for 2023	# of Accidents (YTD)
E CESAR CHAVEZ BLVD @ N MAIN ST	1
N 6TH AVE @ E URTUZUASTEGUI ST	1

**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	JAN.	YTD
Abandoned Vehicle	1	1
Accident	26	26
Accident / Traffic Collision	2	2
Arrest on Warrant	7	7
Assault	2	2
Burglary	1	1
Court Order Violation	4	4
Criminal Damage	6	6
Disorderly Conduct	3	3
Disturbance	2	2
Domestic Disturbance	10	10
Drug Offenses	3	3
DUI	10	10
Information Report	5	5
Liquor Offenses	2	2
Motor Veh Collision	1	1
Sexual Offense	1	1
Shoplifting	7	7
Theft	7	7
Traffic Offense	6	6
Fraud	1	1
City Ordinance	2	2
Miscoduct w/Weapons	1	1
Threatening or Intimidating	1	1
Deceased Person	1	1
Dog at Large	1	1
Recovered/Stolen Vehicle	1	1
Theft of Vehicle	1	1
Court Order Process	1	1
Traffic Incident	1	1
Trafficking in Stolen Property	1	1
<b>Grand Total</b>	<b>118</b>	<b>118</b>

**PUBLIC SAFETY ANSWER POINT (PSAP) CALL SUMMARY:**

Call count of calls taken by our communication center.

TYPE	TOTAL
911 Calls	912
Admin Calls	2,524
Walk-Ins	59
PD Calls	2,063
FD Calls	445

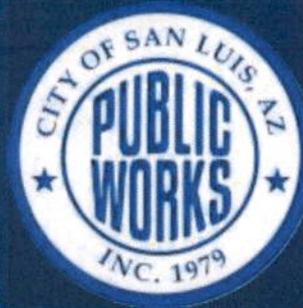
**SPEED TRAILER SUMMARY:**

Speed Trailer 0140

OUT OF SERVICE. Parts are pending for maintenance.

Speed Trailer 0165

OUT OF SERVICE. Parts are pending for maintenance.



# January's Monthly Report

## Public Works Admin



During January, our Administration reviewed a total of 3 subdivisions.  
Staff inspected the offsite improvements/construction of various new subdivisions/businesses/schools

- Bienestar Estates 11
- Bienestar Estates 12
- Los Mezquites Phase 3
- Eddies Food & Drink
- ATS Tractor Storage
- Plaza Colibri – Extension
- ALLO Fiber Optic Project – City Wide



Continuous inspections for water, wastewater, asphalt, sidewalks, and concrete were conducted.

## Current Ongoing Capital Improvement Projects

- **Public Works Facilities**
  - New Fleet Services' Building, Official move 2/5/24
    - Ribbon Cutting Ceremony 2/14/24
  - Public Works Yard Improvements
    - Electric 4<sup>th</sup> Avenue entrance project at approx. 30% complete
  - East Wastewater Treatment Plant System Evaluation
    - Large Items ordered (+\$300K) – Items from Germany have arrived
    - Awarded construction project to Taylor Engineering, PLLC – Contract has been executed
  - West Wastewater Treatment Plant Expansion Design Request for Qualifications (RFQ)
    - Formal bid process has begun for design, RFQ will begin advertising 2/15/24
  - Water Well Site #5 System Improvements
    - Sizeable items/materials have been ordered (long lead time) – Fabrication Process
    - Well drilling has begun
  - Water Well Site #7 System Improvements
    - New 2 million gallon Water Storage Tank is under design
  - Water Storage Tanks Rehabilitation at Well Site #5 & #6
    - Viking Painting has started work on these (2) sites – Construction ongoing
  - Hidalgo Avenue Manholes Replacement Project
    - Awarded construction project to Taylor Engineering. Excavation will begin 2/28/24

## Street Improvements

- Merrill Ave. Widening Project
  - Working on CDBG funding source
- Co. 24<sup>th</sup> St New Roadway
  - APS is still pending to install (37) streetlights
- Cesar Chavez Blvd. - Intersection Improvements – Became part of the widening project to be administered by ADOT
  - 4<sup>th</sup> Ave.                      ▪ 6<sup>th</sup> Ave.                      ▪ 10<sup>th</sup> Ave.
- 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 30% preliminary plans
  - Full funding to complete this project has been acquired.
- Mesa St. Roadway & Drainage Improvements
  - Stairs and railing portion – SLHS Welding Club will be working on this project
- Incorporation of Bike lanes – Throughout the City
- Avenue F Widening - Design Phase
  - Awarded to NEI – currently at 60% preliminary plans.
  - Design to be completed by June 30<sup>th</sup>, 2024
- County 22<sup>nd</sup> Street & Sidewinder Road Intersection Improvements
  - Phase 2 – Traffic signal and street lights along Sidewinder Road – Design is complete,
  - Public Works started ordering long lead-time items for the traffic signal
  - Items may take up to 26 weeks to arrive
- County 22<sup>nd</sup> Street & 4<sup>th</sup> Avenue Intersection Improvements – Design Phase
  - Design awarded to NEI – Currently at 60% Preliminary Plans
  - Public Works started ordering long lead-time items for the traffic signal
  - Items may take up to 26 weeks to arrive
- Los Alamos Curve Realignment
  - Project managed by ADOT as part of their LPA program in coordination with the City of San Luis Public Work 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. 22<sup>nd</sup> 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 is to be presented to Council on January 10<sup>th</sup>, 2024.
- Union Street and 4<sup>th</sup> Avenue Intersection
  - Public Works is in the process of selecting a consultant for the design of this intersection
- 6<sup>th</sup> Avenue Extension (Union Street to County 2<sup>nd</sup> Street) and County 22<sup>nd</sup> Street Evaluation
  - Design was awarded to JDA for 15% complete conceptual design followed by 30% complete plans
- 10<sup>th</sup> Avenue Widening (Cesar Chavez Boulevard to County 22<sup>nd</sup> St.)
  - Public Works is working with Planning and & Zoning to produce a conceptual design

## 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

## Sand Control

- Public Works is installing wheat straw bales to help with sand control
  - San Luis Lane (East of Avenue E) - Pending
  - 6<sup>th</sup> Avenue from Urtuzuastegui Street to San Francisco Street – Completed
  - 10<sup>th</sup> Avenue from Rolish Street to County 22<sup>nd</sup> Street – Pending

## Code Compliance

Our Code Compliance specialist conducted various inspections around town to ensure our streets/sidewalks are safe for all residents:

- Illegal Dumping (2)
- Public Safety Obstructions (13)
- Obstructions to traffic flow (10)
- Uncontrolled Vegetation (2)
- Encroachment (2)
- Other nuisances (10)
- Obstruction of water flow (8)



## Solid Waste & Highway Users

### Solid Waste

Our SW Crew collected a total of 1122.39 tons in January of residential and commercial waste.



Our Solid Waste trucks collect tons of trash every day.

### Highway Users

## 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. Our crews added more wheat barrels on San Luis Ln.

- Removed excessive dirt/trash.
  - 10<sup>th</sup> Ave.
  - Cesar Chavez Blvd
  - Urtuzuastegui St.
  - 8<sup>th</sup> Ave.
  - 4<sup>th</sup> Ave.
  - Merrill Ave.
  - 6<sup>th</sup> Ave.
  - 5<sup>th</sup> Ave.
  - County 22<sup>nd</sup>





Highway Users crew repaired 7<sup>th</sup> Ave. & Cesar Chavez Blvd.

### Street & Sidewalk R/R

A total of 20 tons of asphalt were used to repair various areas around the city

- R/R Streets
  - Cesar Chavez Blvd & 7<sup>th</sup> Ave
  - Sidewinder Rd
  - CO 22<sup>nd</sup>
  - Los Alamos St



**Graffiti Clean-up**

- Graffiti was removed from several areas around the City

**San Luis Clean Up Project** (Assistance from inmates)

• Ave. F	• San Luis Ln.	• Co. 24 <sup>th</sup> St.	• 21 <sup>st</sup> Ave.
• 20 <sup>th</sup> Ave.	• Aracely St.	• 19 <sup>th</sup> Ave.	• Ave. F½
• 23 <sup>rd</sup> Ave			

### Miscellaneous Projects

- 2023 Storm Cleanup - HU crews assisted with storm cleanup in various areas around the City.

### Water Truck

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

- Public Works Yard
- McCain Ave.
- West WWTP
- Fleet Services Shop



Sweeper maintaining our roads free of excessive dust.

### 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.



Our Water Operators maintained 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.
- 4<sup>th</sup> Quarterly ADEQ reports were submitted on 12/30/24



All wells are serviced to ensure the proper function and be able to provide safe drinking water to our residents.



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

- Operators received a total of 12 service orders for this month
  - Open/Close meters - 28 meters
- 2" Meter Installations
  - 541 N 6<sup>th</sup> Ave.      ○ 1637 Main St.      ○ 1463 L. Portales Ave.
- 3" Meter Installation
  - 3920 San Antonio St.
- Cut asphalt/concrete/installed monuments
  - Cesar Chavez Blvd. (2)
- Exercised water main lines
  - 4th Ave. & 'B' St.      ○ Main St. & Cesar Chavez Blvd.

**Project Inspections/Locates**

- Bienestar #12
  - Inspections – Angle stops, vales, fire hydrants monuments
- ATS Co. – Co. 25<sup>th</sup> St. & Ave. D
  - Locating/closing shut-off valves
- POE 1
  - Locating/closing/opening water lines
- AZ Fire Systems – Magrino Industrial Park
  - Assisted with pressure test
- Cesar Chavez Blvd Project
  - Located pipeline      ○ Broken Valves      ○ Abandons water lines
- Eddies Food & Drinks
  - Bac-t Sampling      ○ open/close valves      ○ Pressure test
- Los Mezquites #3
  - Inspections - Angle stops, vales, fire hydrants monuments
- Well Site #5 Rehabilitation
  - Assisted Viking Industrilal Painting



**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 <sup>a</sup> | • 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

## Wastewater Collection

- Vortex
- Bienestar 9A
- Hidalgo Ave.
- Arden Ave.

## Dry Sludge/Grit

- 113.56 tons collected and delivered to Yuma Co. Landfill

## Cleaned laterals/Odor Control

- (2) Service Orders



### Lift Stations & Treatment Plants R/R

Our WW operators had the following repairs:

- (1) Repaired check valve
- (1) Replaced pump handle
- (1) Troubleshooting Hydorranger
- (8) Alarms were registered
- (1) Vapex
- (2) Air compressor replaced

### CCTV Inspections

- 2<sup>nd</sup> Ave.
- Plaza #1
- Kennedy Ln.

### Miscellaneous Projects

Our staff assisted with the following:

- Vac-Truck Assistance
  - Parks Dept.
- Hidalgo Ave. Manhole Project
  - Inspections
- Burger King
  - Grease trap inspections



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

## Electrical



### Water

- Troubleshooting
  - Electrical (2)
  - Well system (1)
  - VFD Exhaust Fan
  - ASPEC Capacitor Panel
- Took MEG readings
- Changed Booster Sequence



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

### Wastewater

- Troubleshooting
  - Mixer
  - Blower
  - Pump (2)
  - Rotor
  - Replaced VFD



### Solid Waste Building

- Troubleshooting
  - Checked receptacle that needed to be replaced

### Fleet Services



- 147 vehicles were repaired/serviced for January
- Attended to 21 service calls
- 4 vehicles are waiting for parts

During the month of January, our Fleet Services crew has diligently been working to get the new Fleet Services building up and running.



**Sweeper Route - January 2024**

All logs available upon request.

**Week of  
01/01 - 01/05**

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.					

Rancho Los Oros & Los Portales						
Ramona St.	Patricia St.	Genevive St.	Virginia St.	Nancy St.	Los Valles St.	Los Cerros St.
Las Praderas St.	El 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  
01/08 - 01/12**

4th Ave. to 8th Ave. (North of CC Blvd.)						
4th Ave.	4th Dr.	Ed Pastor Ave.	McCain Ave.	Deconcini Ave.	Sinoff Ave.	5th Ave.
5th Dr.	California St.	Liberty St.	America St.	Guerrero Ave.	6th Ave.	Union St.
6th Dr.	7th Ave.	7th Pl.	America St.	Liberty St.	California St.	Arizona St.
Constitution St.	Ppep Dr.					

Los Portales / Los Jardines						
Juarez St.	Merrill Ave.	Cuauhtémoc St.	F St.	E St.	D St.	Clavel Dr.
Mirasol Ave.	Gladiola Dr.	Rosa Ave.	Los Jardines Ave.	Teresitas Ave.	Orquidea Ave.	West Canal Dr.
C St.						

Los Alamos						
Los Alamos St.	Aguirre St.	Galindo St.	Uribe St.	Bermudez St.	Peralta St.	Edais St.
Marquez Ave.	David Riedel Blvd.	Spencer Ave.	Barrios Ave.	Heredia Ave.	Hurtado Ave.	
Vega Ave.	Gonzalez Ave.	Garcia Blvd.				

Santa Cecilia #1 & #2 & Bienestar #10						
Emmanuel Ave.	San Marcos St.	Santa Palmira St.	San Antonio St.	San Diego St.	San Gabriel St.	Christian Ave.
Ortega St.	Hoyos St.	Nadine St.	Jett St.	Jaxon St.	Amarely Ave.	Jenkins Ave.
19th Ave.						

Garcia Ln. - 10th Ave. (North of U St.)						
Garcia Ln.	Monreal Ln.	Udall Ln.	Monreal Ln.	San Pedro St.	Los Olivos Dr.	San Francisco St.
Sanchez Dr.	Fuentes Dr.	7th Ave.	San Juan Ln.	Ppep Dr.	9th Ave.	

**Week of  
01/15 - 01/19**

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.	9th 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.	Figuroa 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.

Week of  
01/22 - 01/26

Ave F. (West of Ave. F)

R. Dodge Ave.	Dancil St.	Gutiérrez Ave.	Hernandez St.	J. Harper Cr.	Escamilla Cr.	F. Sandoval Cr.
B. Holcom Pl.	Los Olivos Dr.	Harris Ave.	Emalie St.	Rolish St.	Blanca St.	C. Torres Cr

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.					



CITY OF SAN LUIS, AZ

**HUMAN RESOURCES  
DEPARTMENT**

YOUR FUTURE BEGINS HERE.

# RISK MANAGEMENT OPERATIONS REPORT

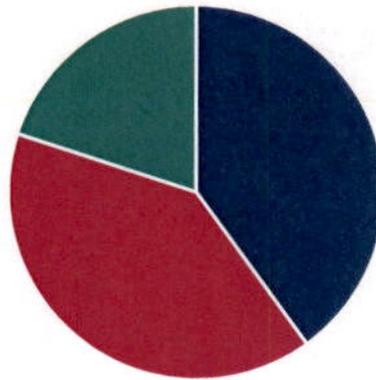
# January 2024

CITY OF SAN LUIS | 800 E Cesar Chavez Blvd. San Luis, AZ 85349 | [www.sanluisaz.gov](http://www.sanluisaz.gov)

## TOTAL CLAIMS REPORTED

Injuries	2
Exposures	2
Auto Damages	1
Property Damages	0
Notice of Claims	0
Cyber Security Claims	0
<b>TOTAL</b>	<b>5</b>

January 2024 - Claims Reported



WC Injuries     
  WC Exposures     
  Auto Damages  
 Property Damages     
  Notice of Claim     
  Cyber Security Claims

## SAFETY WALKTHROUGHS & SITE VISITS

Department	Date
Facilities Division	January 3 <sup>rd</sup> , 2024
West Wastewater Plant	January 5 <sup>th</sup> , 2024
Police Department	January 9 <sup>th</sup> , 2024
City Hall	January 10 <sup>th</sup> , 2024
East Wastewater Plant	January 12 <sup>th</sup> , 2024
Fire Department	January 16 <sup>th</sup> , 2024
Youth Center	January 22 <sup>nd</sup> , 2024
Gym	January 22 <sup>nd</sup> , 2024
Cultural Center	January 22 <sup>nd</sup> , 2024
ACT Building	January 22 <sup>nd</sup> , 2024

Prosecutor's Office	January 26 <sup>th</sup> , 2024
Business Incubator	January 26 <sup>th</sup> , 2024
Old Fleet Building/Shop	January 31 <sup>st</sup> , 2024

### Wastewater Treatment Plant – Site Visit



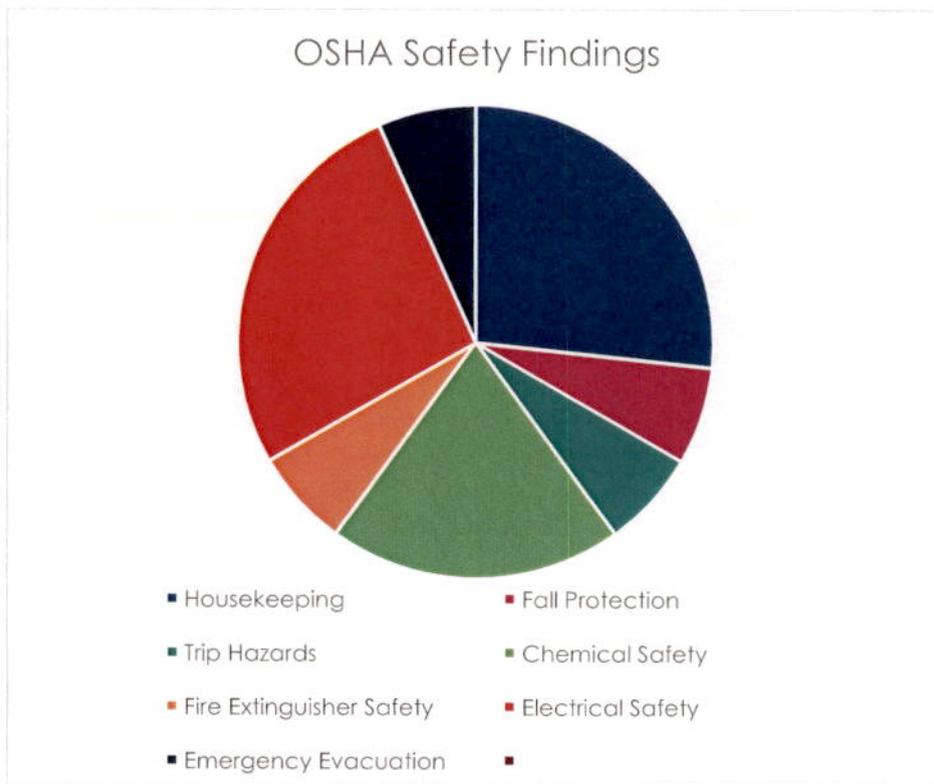
### Parks Retentions – Assessments and Site Visits





## OSHA QUARTERLY INSPECTIONS

Department	Date
Human Resources and Information Technology	January 24 <sup>th</sup> , 2024
Police Substation #2	January 24 <sup>th</sup> , 2024
Fire Station #2	January 24 <sup>th</sup> , 2024



## MAJOR PROJECTS

### SAFETY

- **Starting the Safety & Sanitation Inspections Program for Departments**
  - Inspection Reports with safety compliance recommendations will be provided to pertaining departments.
- **Will Start the Weekly Safety Talk Program with All Departments**
- **Will Start Advertising to Initiate the Safety Committee within the City of San Luis**
  - Will make the committee available to employees and supervisors.
  - The Safety Committee Bylaws will be Reviewed and Established by the Risk Management Department.
- **Parks and Recreation Retention Assessment**
  - Risk Management conducted a Safety review of imminent corrections needed in different park/retention areas throughout the city. Risk Management provided recommendations to Parks and Administration for review and evaluation. The areas noted on the report reflect serious hazards and exposures that need immediate attention.
- **Confined Space Entry Evaluation – Water Department**
  - Permit Required Confined Space Entry work and process evaluation.
- **Safety Footwear Review and Evaluation**
  - Review criteria on requirements depending on the position and the job hazards of the positions and provide recommendation.
- **Arc Flash Training Review and Coordination**
  - This training will be required for all positions who work with electricity. This training is currently under review with a third party agency.

### RISK MANAGEMENT

- **Budget FY25 Preparation**
  - Currently working on the new fiscal year budget Year 24/25.
- **Safety Policies Draft Review**
- **AZ Department of Corrections Inmate Workforce Contract**
  - Review of the safety requirements needed for implementation with City staff regarding the Inmate Workforce from the AZ Department of Corrections.

- **OSHA 300 Reporting for Year End 2023**
  - The Employer is required to keep a record of serious work-related injuries and illnesses and to electronically submit injury and illness data for the prior year.
  - This information helps employers, workers and OSHA evaluate the safety of the workplace, understand industry hazards, and implement worker protections to reduce and eliminate hazards.
  - OSHA 300 Form A – Summary of Work-Related Injuries and Illnesses Posting Requirements from February 1<sup>st</sup> – April 30<sup>th</sup> at all City Building for employee review and availability.
- **Fire Workers' Compensation Codes updated by the ICA – Review/Update of Codes for Classes**
  - 7705 – Ambulance, EMT, Search & Rescue Non-Fire
  - 8416 – Volunteer – Ambulance, EMT, Search & Rescue Non-Fire
- **Insurance Coverage Review – New Vehicles and Equipment**
- **Safety Officer (New Position) - Training and Guidance**
- **Open Claims Loss Run Report for Audit Review**

## TRAININGS

Training Topic	Date
AZ Dept of Corrections/Inmate Labor	January 14, 2024





## San Luis Municipal Court

### January 2024 Monthly Update

#### Events:

- Judge Figueroa's Investiture was held on January 4, 2024

#### Court Security Count:

- 1,118 patrons visited the courthouse
- 22 law enforcement checked in
- 19 events where contraband was located

#### Meetings:

- Met with other Departments/Divisions concerning ongoing efforts on building safety/improvements
- Attended Department Head Meetings

#### Revenue:

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

#### Updates

- Finalized a new parking fee table, which will appear on tickets to better assist the public with prompt payment of tickets
- Hired one full-time Court Clerk I

#### Trainings:

- Judge Figueroa attended New Judge Orientation for 2 weeks at the Administrative Office of the Courts in Phoenix, AZ
- Chief Clerk attended FARE/Tax Collection training at the Administrative Office of the Courts in Phoenix, AZ



**Period Covered:** January 2024  
**Prepared by:** Christi Weigand  
**Title:** Superior Court, Court Program Manager, on behalf of San Luis Municipal Court  
**Prepared date:** 2/13/2024

GL ACC NUM	CODE	GL ACCOUNT NAME	Amount
<b>HOLD ACCOUNTS</b>			
2-79-11		UNAPPLIED PAYMENTS	\$ -
2-79-51		DDS HOLD ACCOUNT	\$ -
2-71-01	ZBND	BOND POSTED	\$ 7,500.00
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	\$ -
2-41-01	ZREST	RESTITUTION	\$ 950.00
2-92-02	ZSLPX	CITING AGENCY SUSPENSE - 28-4139 LICENSE PLATE VIOLATION	\$ -
<b>TOTAL HOLD ACCOUNTS</b>			<b>\$ 8,450.00</b>
<b>ACCOUNTS PAYABLE</b>			
4-23-01	ZHRFC	28-2533 REGISTRATION VIOLATION	\$ -
2-21-53	ZOS2	2011 ADDITIONAL ASSESSMENTMT (JUSTICE COURTS SHARE)	\$ 144.08
4-23-03	ZOS3	OFFICER SAFETY EQUIPMENT (SAN LUIS POLICE DEPARTMENT)	\$ 573.25
2-15-32	ZOS5	STATE CITING AGENCIES - 2011 ADDITIONAL ASSESSMENT (AZ DEPT PUB SFTY, PHOENIX)	\$ -
4-23-02	ZSLPC	28-4139 LICENSE PLATE VIOLATION (SLPD)	\$ 119.27
2-51-03	ZOSX(5)	2011 Additional Assessment - Citing Agency Share - (ADOT)	\$ 2.37
2-51-03	ZOSX(3)	2011 Additional Assessment - Citing Agency Share - (SAN LUIS POLICE DEPARTMENT)	\$ -
2-51-03	ZOSX	2011 Additional Assessment - Citing Agency Share - (SOMERTON POLICE DEPARTMENT)	\$ 0.88
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)	\$ -
2-12-62	ZSLPD	CIVIL PENALTY - SUSPD/DISPLAY LICENSE PLATE VIOLATIONS (CITING AGENCY)	\$ -
<b>TOTAL ACCOUNTS PAYABLE</b>			<b>\$ 839.85</b>
<b>GENERAL FUND</b>			
4-91-04		FORFEITED OVERPAYMENTS	\$ -
4-21-81	ZASZ	SCHOOL ZONE ADDITIONAL ASSESSMENT	\$ -
4-39-72	ZATT	INDIGENT DEFENSE ADMINISTRATIVE ASSESSMENT	\$ -
2-31-01	ZATT	INDIGENT DEFENSE ATTORNEY FEES (IN COUNTY)	\$ 2,719.56
2-15-33	ZCAA1	ADDRESS CONFIDENTIALITY PROGRAM ASSESSMENT	\$ 38.30
4-29-22	ZCAA2	ADD CONFIDENTIALITY PROGRAM ASSESSMENT - LOCAL PORTION	\$ 2.02
4-31-01	ZDDS	COURT DEFENSIVE DRIVING SCHOOL FEE	\$ 5,000.00
4-31-02	ZDEFP	DEFERRED PROSECUTION FEE	\$ 300.00
4-21-10	ZFINE	CIVIL TRAFFIC FINES	\$ 7,720.49
4-22-30	ZFINE	CRIMINAL FINES - NON TRAFFIC	\$ 341.85
4-22-10	ZFINE	CRIMINAL TRAFFIC FINES (DUI)	\$ 2,937.03
4-22-20	ZFINE	CRIMINAL TRAFFIC FINES (NON-DUI)	\$ 839.61
4-21-90	ZFINE	OTHER CIVIL	\$ -
4-21-95	ZFINE	GENERIC BASE FINE	\$ 197.05
4-49-07	ZFINE	LOCAL CIVIL TRAFFIC - CV	\$ 324.88
4-21-71	ZHRF2	CRT REIMBURSEMENT FEES (HURF-RELATED CV WT VIOLATIONS)	\$ 1.08
4-59-04	ZFINE	OFFENSES - CR	\$ -
4-39-09	ZLCL	OTHER CLERK FEES	\$ -
4-11-01	ZMISC	TITLE 22 FILLING AND ANSWER FEES	\$ 258.85
4-45-01	ZPARK	PARKING FINES	\$ 281.99
4-49-05	ZTCOR	OFFENSES - CV	\$ 230.80
4-91-02	ZOVF	NON-REFUNDABLE OVERPAYMENTS	\$ 2.60
4-91-03	ZFOR	BOND FORFETURES	\$ -
<b>TOTAL GENERAL FUND</b>			<b>\$ 21,196.11</b>

<b>SPECIAL REVENUE COURT FUND</b>			
4-30-04	ZCTEF	COURT ENHANCEMENT FEE	\$ 4,369.87
4-32-01	ZDEF	DEFAULT FEE	\$ 1,381.20
4-13-03	ZJCL	LOCAL JUDICIAL ENHACMENT FUND. (\$7 LOCAL PORTION OF THE TIME PAYMENT FEE)	\$ 595.00
4-13-02	ZJCLF	TITLE 22 OTHER FEES (LOCAL JCEF)	\$ 29.69
4-32-03	ZWAR	WARRANT FEE	\$ 424.64
<b>TOTAL SPECIAL REVENUE COURT FUND</b>			<b>\$ 6,800.40</b>
<b>STATE OF ARIZONA TREASURER</b>			
2-14-08	ZADPS	ADPS FORENSIC FUND	\$ 940.48
2-14-03	ZCEF	CEF- PENALTY ASSESSMENT NOT FROM DPS PHOTO ENFORCMENT	\$ 1,642.50
2-14-09	ZCEF2	1% CLEAN ELECTIONS FUND	\$ 135.77
2-14-01	ZCJEF	CJEF PENALTY ASSESSMENT	\$ 6,749.80
2-11-11	ZCPRF	CHILD PASSENGER RESTRAINT FUND	\$ -
2-11-25	ZDECJ	DRUG & GANG ENFORCEMENT ACCOUNT	\$ -
2-14-05	ZDNAS	DNA PENALTY ASSESSMENT	\$ 18.31
2-15-11	ZDUIA	DUI ABATEMENT FUND ASSESSMENT	\$ 100.00
2-15-34	ZDVSF	DOMESTIC VIOLENCE ASSESSMENT	\$ 40.33
2-13-23	ZFAR1	FARE-Special Collections	\$ 182.10
2-13-22	ZFAR2	FARE-Delinquency Fee	\$ 92.02
2-13-25	ZFAR3	FARE-Enhanced Special Collections	\$ 553.86
2-13-24	ZFAR4	FARE-Enhance Delinquency Fee	\$ 311.94
2-14-04	ZFTGS	FTG PENALTY ASSESSMENT	\$ 1,121.60
2-11-35	ZHRF1	HIGHWAY USER REVENUE FUND (WEIGHT VIOLATIONS)	\$ 219.48
2-11-36	ZHRF3	HIGHWAY USER REVENUE FUND (REGISTRATION VIOLATIONS)	\$ -
2-13-52	ZJCS	JCEF TIME PAYMENT FEE - STATE	\$ 935.00
2-13-53	ZJCS	TPF-PUBLIC DEFENDER TRAINING FUND	\$ 170.00
2-13-51	ZJCSF	JCEF TITLE 22 FEES - STATE	\$ 68.46
2-14-02	ZMSEF	MSEF PENALTY ASSESSMENT	\$ 2,083.17
2-15-31	ZOS1	2011 ADDITIONAL ASSESSMENT - STATE	\$ 1,153.27
2-15-13	ZPCOF	PRISON CONSTRUCTION AND OPERATIONS FUND ASSESSMENT	\$ 4,100.40
2-15-42	ZPOTE	PEACE OFFICER TRAINING EQUIP FUND	\$ 564.51
2-14-06	ZPRSU/P RS6	JCEF PROBATION ASSESSMENT - ST	\$ 2,512.26
2-15-14	ZPSEF	PUBLIC SAFETY EQUIPMENT FUND ASSESSMENT	\$ 2,252.10
2-15-43	ZVCAF	\$9 VICTIMS RIGHT PENALTY (37.6%)	\$ 482.65
2-15-37	ZVREA	VICTIM RIGHTS ENFORCEMENT FUND	\$ 288.18
2-15-44	ZVRF	\$9 VICTIMS RIGHT PENALTY (62.4%)	\$ -
			\$ 801.91
<b>TOTAL STATE OF ARIZONA TREASURER REVENUE</b>			<b>\$ 27,520.10</b>
<b>TOTAL</b>			<b>\$ 64,806.46</b>

<b>DISBURSEMENTS:</b>	
STATE	\$ 27,520.10
CITY	\$ 21,196.11
COUNTY (2-21-53)	\$ 144.08
JCEF (4-13-03 + 4-13-02)	\$ 624.69
CEF (4-30-04)	\$ 4,369.87
WARRANT FEES (4-32-03)	\$ 424.64
<b>CITING AGENCIES:</b>	
SLPD	\$ 573.25
DPS	\$ -
ADOT	\$ 2.37