



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 *umthopy*

DATE: June 14, 2024

SUBJECT: Monthly Reports for May 2024

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

Thank you.

**MONTHLY REPORTS
DEPARTMENT ROSTER**

MONTH OF: May 2024

DEPARTMENT	TURNED IN	MISSING
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

TURNED IN: 12

MISSING: 0

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



Operations Monthly Report
May 2024

Billing and Collections Monthly Report

Bills

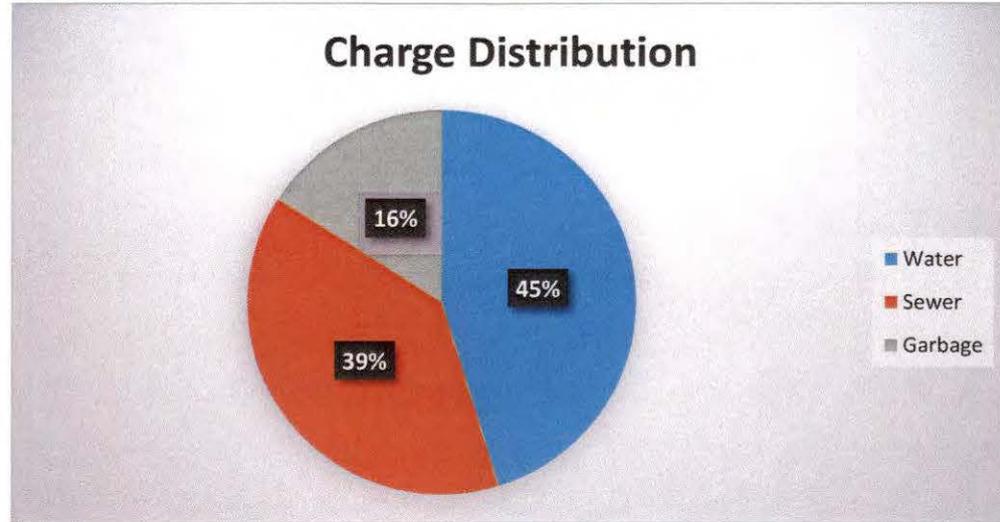
Date Bills Mailed 6/3/2024
 Number of Accounts Billed 8,928
 Current Charges \$ 1,227,019.04

Charge Distribution

Water \$ 555,033.74
 Sewer \$ 476,105.09
 Garbage \$ 195,880.21

Account Distribution

Residential 8450
 Commercial 285
 City 143
 School 30
 Government 20



Revenue Collected

Utilities	\$1,129,085.40
Development Services	\$607,481.26
City Utility Accts.	\$97,636.42
Public Works	\$109,649.52
Miscellaneous Revenues	\$329,962.34
Fire Department	\$140,411.75
Parks & Recreation	\$17,752.00
Police Department	\$7,180.33
Parking Meters	\$3,603.72
Senior Center Meals - WACOG	\$1,572.00
Total	\$2,444,334.74

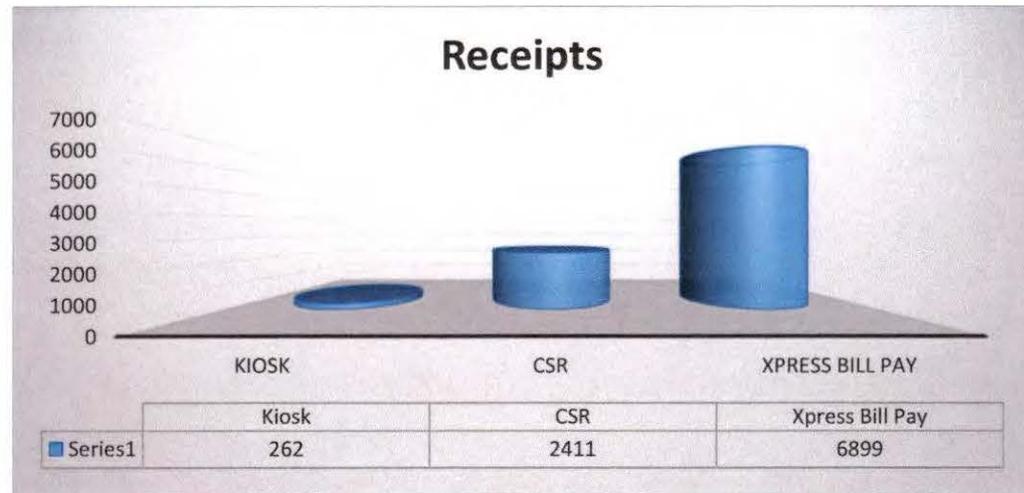
REVENUE COLLECTION



Billing and Collections Monthly Report

Total Receipts

Customer Service Reps	
Cash	1223
Checks	267
Debit/Credit	921
Total	2411
XpressBillPay	
E-Check	2442
Credit/Debit	4457
Total	6899
Kiosk	
Cash	95
Credit/Debit	167
Total	262



Meter Reader Technicians

Move-In Accounts	88
Garbage Related	151
Move-Out Accounts	33
Water Related	241

Delinquent Notices	814
Past Due Balance Reminders	268
Payment Arrangements	67
Disconnections	68

Utility Assistance Program

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

Water Conversion

Accounts Converted	687
Non-converted Accounts	173

Collections

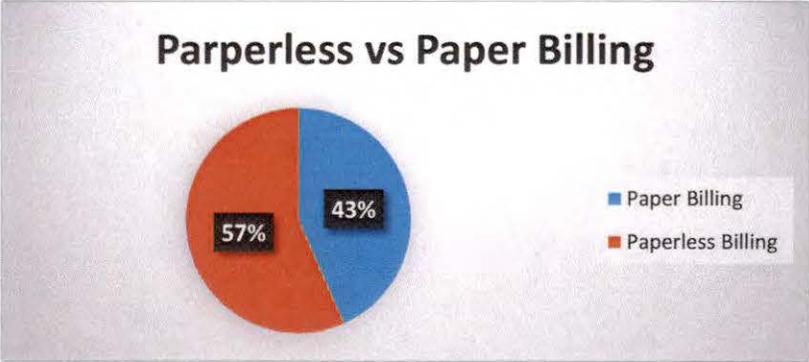
Accounts sent to collections	2
Balance transferred to VCS	\$ 156.22
Total Accounts on Collections	250
Total Amount	\$ 30,480.91

Accounts paid	0
Amount paid	\$ -
Total Accounts paid	57
Amount Collected	\$ 6,282.03

Billing and Collections Monthly Report

Paperless Billing

Paper Billing	3872
Paperless Billing	5056
Accounts on Autopay	1973



BUSINESS LICENSE

Licenses Issued/Renewed	
General Contractor	10
IOP's	2
Mobile Cart	1
Retail & General Bus.	11
Special Event	10
Yard Sale	33
Total	67



CITY OF SAN LUIS



DEVELOPMENT SERVICES DEPARTMENT

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

OPERATIONS MONTHLY REPORT

MAY 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
P & Z Activities													
Zoning Applications - Residential							2		1				3
-Commercial/Industrial											1		1
CUP Applications -Residential	1												1
-Commercial/Industrial							2						2
Variance Applications -Residential				2									2
-Commercial/Industrial	1							1	1				3
Minor Variance Application -Residential											1		1
-Commercial/Industrial													0
General Plan -Minor Amendment													0
-Major Amendment													0
Subdivision Application -Preliminary Plat				1		1	1			2	1		6
-Final Plat Application				1			1			2	2		6
Lot Split / Lot Tie				1		1	1			1			4
Text Amendments													0
Continuation of Public Hearings													0
Total	2	0	0	5	0	2	7	1	2	5	5		29
P&Z Fees													
Zoning Applications - Residential							\$ 730.00		\$ 300.00				\$ 1,030.00
-Commercial/Industrial											\$ 58.00		\$ 58.00
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	\$ 300.00		\$ 300.00		\$ 1,200.00
Minor Variance Application -Residential													\$ -
-Commercial/Industrial													\$ -
General Plan -Minor Amendment													\$ -
-Major Amendment													\$ -
Subdivision Application -Preliminary Plat				\$ 820.00		\$ 1,410.00	\$ 830.00			\$ 4,630.00	\$ 1,340.00		\$ 9,030.00
-Final Plat Application				\$ 620.00			\$ 630.00			\$ 4,230.00	\$ 2,310.00		\$ 7,790.00
Lot Split / Lot Tie				\$ 100.00		\$ 100.00	\$ 100.00			\$ 100.00			\$ 400.00
Text Amendments													\$ -
Continuation of Public Hearings													\$ -
Total Fees Paid (130-48000)	\$ 450.00	\$ -	\$ -	\$ 1,740.00	\$ -	\$ 1,510.00	\$ 3,090.00	\$ 300.00	\$ 600.00	\$ 8,960.00	\$ 4,008.00	\$ -	\$ 20,658.00

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
Permits Issued													
Residential - new	41	27	34	22	23	39	30	40	40	43	53	0	392
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	3	2	10	14	0	68
Residential - renovation	0	1	0	0	0	1	0	0	0	0	0	0	2
Residential - demolition	0	0	0	0	0	0	0	1	0	0	0	0	1
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	43	39	39	29	27	46	35	44	42	53	67	0	464
Estimated Value of Permits	\$ 6,293,202.00	\$ 3,739,031.04	\$ 5,809,850.00	\$ 3,221,183.00	\$ 3,380,739.50	\$ 6,058,137.00	\$ 4,634,211.00	\$ 5,158,980.00	\$ 6,052,094.00	\$ 5,941,359.00	\$ 7,631,172.00	\$ -	\$ 57,919,958.54
Commercial - new	0	0	1	1	0	0	1	0	2	0	3	0	8
Commercial - remodel	1	2	3	1	2	0	0	1	2	1	0	0	13
Commercial - demolition	0	0	0	0	0	0	0	1	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	0
Subtotal - Commercial	1	2	4	2	2	0	1	2	4	1	3	0	22
Estimated Value of Permits	\$ 600,000.00	\$ 5,027.82	\$ 1,107,300.00	\$ 758,500.00	\$ 7,200.00	\$ -	\$ 20,000.00	\$ 800,000.00	\$ 856,606.11	\$ 2,500,000.00	\$ 4,242,466.20	\$ -	\$ 10,897,100.13
City Exempt	1	0	0	1	0	1	0	0	1	1	5	0	10
Electrical Permit	0	2	1	0	0	1	2	1	2	3	3	0	15
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	1	1	0	0	3
HVAC Permit	0	0	0	2	0	1	0	0	0	1	1	0	5
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	2	0	2
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	2	0	3	2	0	18
Solar Permit	23	24	20	23	18	20	0	9	24	18	19	0	198
Swimming Pools	1	1	1	1	0	0	13	1	3	2	2	0	25
Tower Antenna Inst.	0	0	0	0	0	0	0	0	0	0	1	0	1
Subtotal - Other	26	29	26	28	19	26	16	13	31	29	35	0	278
Estimated Value of Permits	\$ 767,833.30	\$ 1,154,223.69	\$ 547,660.13	\$ 624,899.39	\$ 552,558.56	\$ 916,600.46	\$ 562,571.81	\$ 286,058.57	\$ 1,063,052.77	\$ 877,132.55	\$ 1,146,845.62	\$ -	\$ 8,499,436.85
Total Permits Issued	70	70	69	59	48	72	52	59	77	83	105	0	764
Total Estimated Value of Permits	\$ 7,661,035.30	\$ 4,898,282.55	\$ 7,464,810.13	\$ 4,604,582.39	\$ 3,940,498.06	\$ 6,974,737.46	\$ 5,216,782.81	\$ 6,245,038.57	\$ 7,971,752.88	\$ 9,318,491.55	\$ 13,020,483.82	\$ -	\$77,316,495.52

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
Certificates of Occupancy													
Residential - new	32	23	25	24	29	17	38	31	36	39	34	0	328
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	1	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
Total Certificates of Occupancy	32	23	27	24	30	17	39	31	36	40	34	0	333
Certificates of Completion													
Residential	4	2	2	7	5	2	1	2	3	0	4	0	32
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	2	0	0	7
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	4	2	6	7	6	2	1	2	3	2	4	0	39
<p><i>All new construction (residential/commercial/industrial) receives a Certificate of Occupancy when the building has cleared all inspections and is ready to be occupied.</i></p> <p><i>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.</i></p>													

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
Permit Fees													
Building Permit Fee	\$ 60,090.00	\$ 36,474.00	\$ 64,732.00	\$ 36,102.00	\$ 32,562.00	\$ 56,436.00	\$ 44,089.20	\$ 52,338.00	\$ 64,874.00	\$ 57,870.00	\$ 97,270.00	\$ -	\$ 602,837.20
Plan Check Fee	\$ 2,538.00	\$ -	\$ 7,266.80	\$ 3,393.00	\$ 3,912.00	\$ 2,190.00	\$ 4,710.00	\$ 4,017.00	\$ 5,986.30	\$ 6,111.00	\$ 19,515.60	\$ -	\$ -
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	\$ 30.00	\$ 60.00	\$ 195.00	\$ 175.00	\$ -	\$ -
Plumbing Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 293.00	\$ -	\$ -
HVAC Permits	\$ -	\$ -	\$ -	\$ 181.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77.00	\$ 77.00	\$ -	\$ -
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	\$ 225.00	\$ 1,350.00	\$ 1,025.00	\$ 1,075.00	\$ -	\$ -
Fire Dept. Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Permit Fees(131-40135)	\$ 64,549.40	\$ 37,904.00	\$ 73,458.80	\$ 40,946.00	\$ 37,614.00	\$ 59,896.00	\$ 49,989.20	\$ 56,610.00	\$ 72,270.30	\$ 65,278.00	\$ 118,405.60	\$ -	\$ 676,921.30
Utility Fees													
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	\$ 18,000.00	\$ 19,650.00	\$ 19,350.00	\$ 27,100.00	\$ -	\$ -
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	\$ 18,000.00	\$ 18,450.00	\$ 19,350.00	\$ 24,300.00	\$ -	\$ -
Total Utility Fees	\$ 36,900.00	\$ 24,300.00	\$ 30,600.00	\$ 23,750.00	\$ 19,800.00	\$ 35,100.00	\$ 27,000.00	\$ 36,000.00	\$ 38,100.00	\$ 38,700.00	\$ 51,400.00	\$ -	\$ 361,650.00
Impact Fees													
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	\$ 21,680.00	\$ 22,948.00	\$ 23,306.00	\$ 31,977.00	\$ -	\$ -
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	\$ 36,480.00	\$ 38,614.00	\$ 39,216.00	\$ 53,807.00	\$ -	\$ -
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	\$ 30,120.00	\$ 31,073.06	\$ 32,379.00	\$ 45,877.72	\$ -	\$ -
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	\$ 68,360.00	\$ 77,307.34	\$ 73,487.00	\$ 146,611.28	\$ -	\$ -
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	\$ 22,480.00	\$ 25,719.38	\$ 24,166.00	\$ 50,073.16	\$ -	\$ -
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	\$ 17,840.00	\$ 21,371.02	\$ 19,178.00	\$ 45,751.64	\$ -	\$ -
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	\$ 12,320.00	\$ 14,095.93	\$ 13,244.00	\$ 27,446.06	\$ -	\$ -
Total Impact Fees	\$ 214,512.00	\$ 141,348.00	\$ 194,976.00	\$ 133,619.68	\$ 118,882.00	\$ 204,048.00	\$ 156,960.00	\$ 209,280.00	\$ 231,128.73	\$ 224,976.00	\$ 401,543.86	\$ -	\$ 2,231,274.27
Miscellaneous Fees													
Replace Building Card	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 200.00
Change subcontractor	\$ -	\$ -	\$ -	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00
Re-Inspections	\$ -	\$ -	\$ 25.00	\$ 50.00	\$ -	\$ 75.00	\$ 75.00	\$ 125.00	\$ 25.00	\$ 25.00	\$ 75.00	\$ -	\$ 475.00
Special Inspections	\$ 125.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275.00
Investigation Fee (Stop Work Order)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plan Certification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fee for use of outside consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Misc. Fees (131-48000)	\$ 125.00	\$ 150.00	\$ 25.00	\$ 75.00	\$ 25.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 25.00	\$ 25.00	\$ 175.00	\$ -	\$ 1,000.00
TOTAL	\$ 316,086.40	\$ 203,702.00	\$ 299,059.80	\$ 198,390.68	\$ 176,321.00	\$ 299,169.00	\$ 234,074.20	\$ 302,015.00	\$ 341,524.03	\$ 328,979.00	\$ 571,524.46	\$ -	\$ 3,270,845.57

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	10	11	14	20	0	162
Investigations	3	2	3	2	4	2	2	3	3	2	4	0	30
First Notice	21	18	8	10	6	6	5	7	7	11	13	0	112
Second Notice	2	3	3	2	2	2	6	3	3	0	2	0	28
Cases Closed due to compliance	21	20	16	10	11	10	10	6	9	14	14	0	141
Citations Given	0	0	0	0	0	0	0	2	0	0	0	0	2
Court Appearances	0	0	0	0	1	0	0	0	1	1	0	0	3
Red Tags	2	2	1	5	2	0	3	1	1	4	2	0	23
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	26	29	38	32	0
ADDRESS VERIFICATION LETTERS	2	1	3	2	1	2	4	2	1	2	1	0
GIS PROJECTS:	Sewer Network Project -came to end for the remainder of the fiscal year											



MAY 2024 REPORT

1. BUSINESS ATTRACTION

- Completed the following Project Information Forms (PIF) and sent to the Arizona Commerce Authority for San Luis sites consideration:
 - **Project Frozen**
 - LFP energy storage system manufacturer
 - 1,000 jobs with \$62,445 average salary and \$1 billion CAPEX

2. COMMUNITY ENGAGEMENT

- Economic Development Department hosted its first Small Business Resources Fair. Multiple agencies offered assistance, knowledge, and expertise with local entrepreneurs to start, grow, and expand their businesses.



- ED staff, community members and elected officials gathered for the 3rd public workshop on the “Brownfields to Innovation Districts.”
- Staff attended the Sister City of Magdalena de Kino for their 27th Annual Festival de Kino to celebrate the city’s founding. Festival kino is a cultural and artistic festival that promotes history and missionary origin.



3. GOVERNMENT AFFAIRS

- Director hosted meetings with APS and Southwest Gas to discuss utility expansion for industrial parks:
 - Including additional transformers to Baja Substation and natural gas redundancy for increased capacity.

4. GRANTS

- Continued work on two grant applications:
 - EPA Community Change Grant for the West Wastewater Treatment Plant Expansion – with Campesinos sin Fronteras.
 - USDOT Active Transportation Infrastructure Investment Active transportation Infrastructure investment Program for a West Main Canal Trial.
 - EDA PWEAA Grant for HWY 95 Water and Sewer expansion.
- Hosted CDBG Funding Public Hearing.

5. OTHER ACTIVITIES

- Department staff attended ICSC Conference in Las Vegas to attract commercial development and retailers to the City.



- Department celebrated Economic Development Week 2024 with a social media campaign to promote economic growth, job opportunities, and quality of life.
- Director presented “Business Planning 101” to San Luis Middle School 8th grade students.
- Director visited The University of Arizona’s Tech Park with Yuma County, City of Yuma, and Ayers Associated as part of the Brownfield Collation.



CITY OF SAN LUIS

Facilities Department

May 2024 Monthly Report

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

Building Repairs – daily basis

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

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
- Set-up at Cultural Center for events

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
- Leadership Meetings
- Budget Meetings
- Pre-Construction Meetings



CITY OF SAN LUIS

Facilities Department

Special Projects:

- Emergency backup lights at Fernando Padilla Building
- Installed two new air conditioning units at City hall
- Replaced roofing at Prosecutors Office
- Sound proof the cell interrogation room

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

Trainings:

- Assigned Safe Personnel Online Trainings

PLEASE SEE PICTURES BELOW:

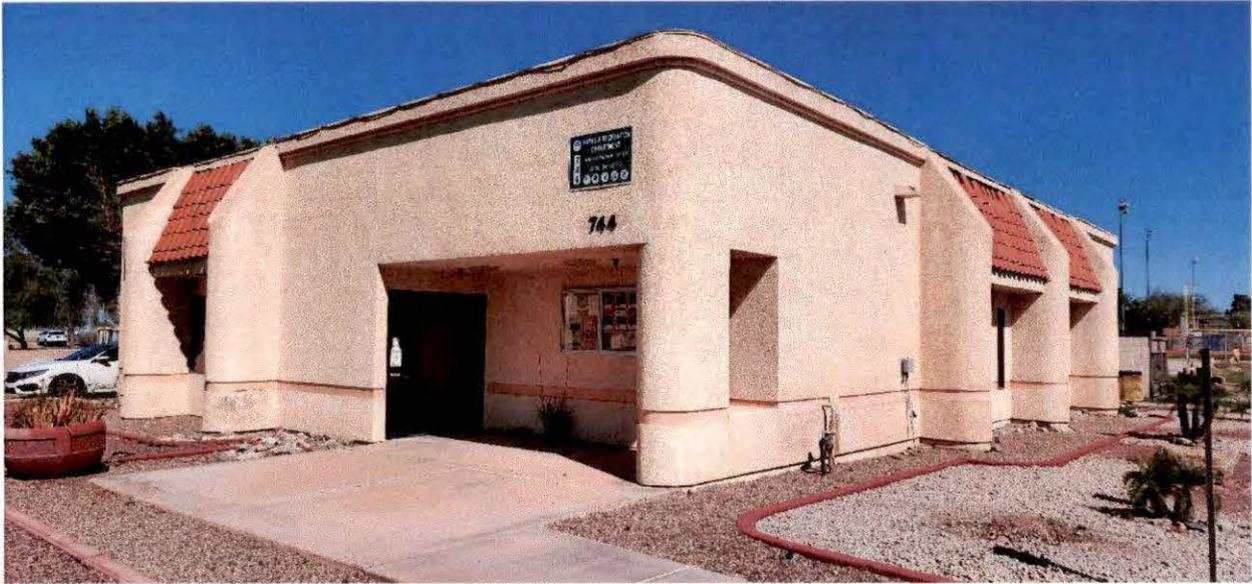


Emergency lights at Fernando Padilla Building

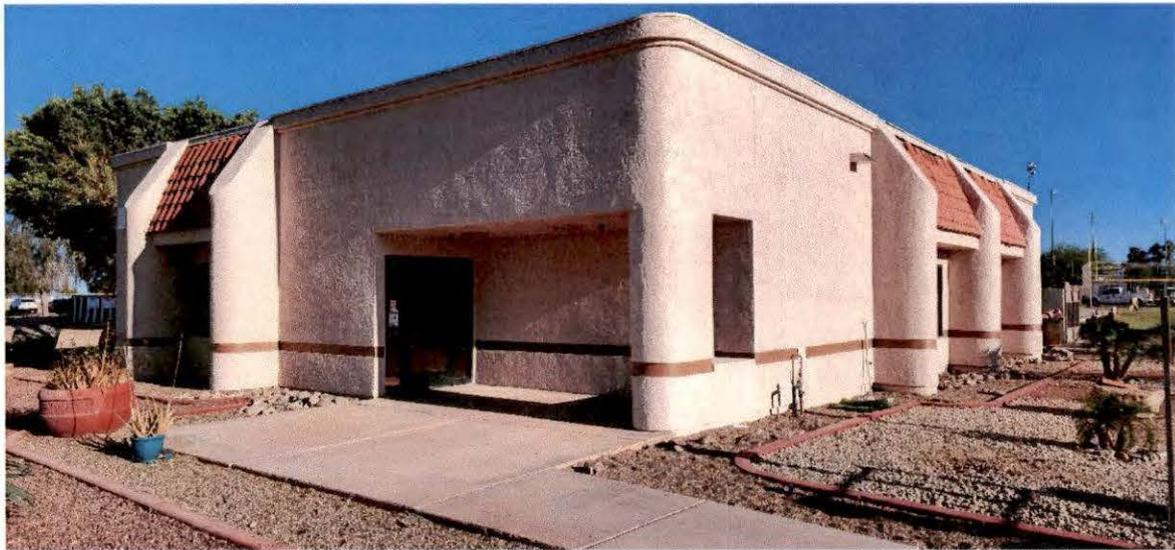


CITY OF SAN LUIS

Facilities Department



Before – Parks & Recreation Building

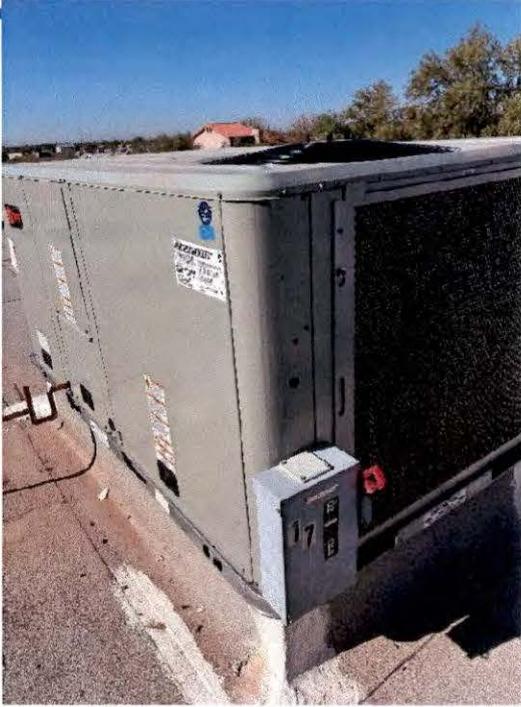


After – Parks & Recreation Building



CITY OF SAN LUIS

Facilities Department



A/C's installed at City Hall





CITY OF SAN LUIS

Facilities Department



Roof replacement at Prosecutors Office

CITY OF SAN LUIS FIRE DEPARTMENT

MONTHLY REPORT



MAY 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.

MAY 2024

TOTAL FIRE INCIDENTS	
Commercial Fires	0
Residential Fires	0
Vehicle Fires	0
False Alarm	10
Other Fires	10
Total Fire Incidents	20

EMS ENCOUNTERS	
Refusals	33
Transports by SLFD	316
Transports by other	7
No patient contact	3
<i>Total Transports</i>	<i>323</i>
Total EMS Encounters	356

False Alarms	10
Fire Drills	0
Hazmat Incidents	0

Public Assistance	45
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	2
Mexico	0
Received:	
SLM1	55
SLM2	73
SLM3	33
SLM4	57
SLM5	90
SLM6	8
Somerton	6
HELO	1
Rural Metro	0
Yuma	0



PUBLIC EDUCATION AND COMMUNITY BY CREWS

- Residential Inspections: 47
 - A: 13
 - B: 22
 - C: 12
- Community Paramedicine: **12**
- Ride-Along Program (Arizona Western College Students):
- Senior Center Blood Pressure Checks: 0
- Station Tours: 1
- Vaccine Clinic: 1

FIRE INSPECTOR

- Commercial Inspections: **7**
- Suppression System Test: **2**
- Meetings: **13**
- Public Records Request: 0



A Crew

May 7, 2024

PEPP Tech Fair

May 9, 2024

Meeting in San Luis Fire Department classroom with City Administrator.

May 16, 2024

Assisted Comite de Bienestar with Vaccine Clinic.

B Crew

May 17, 2024

Assisted Comite De Bienestar with Vaccine Clinic.

C Crew

May 4, 2024

San Luis Fire Department Pancake Event for Community



May 6, 2024

San Luis Middle School career fair.



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

MONTHLY OPERATIONS REPORT

May 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	310
Regular Part-time employees	16
Temporary Full-time	2
Temporary Part-time	2
Volunteers	0
Work-study employees	1
Interns (AZ@Work & Work-study)	9
TOTAL	347



WORKFORCE TURNOVER			
New Hires (May)		Terminations (May)	
Employment Type	Quantity	Employment Type	Quantity
Regular (FT)	5	Resignations (FT- Regular)	3
Regular (PT)	0	Resignations (PT- Regular)	0
Temporary (FT)- ASU Interns	4	Dismissals (FT- Regular)	2
Temporary (PT)	0	End of Appt. (PT-Temp.)	0
AZ@Work Interns	4		
AWC Work-study Student	1		
Monthly Turnover Rate: 1.58%			

TALENT ACQUISITION

RECRUITMENT ACTIVITY MONTH OF MAY

Previous Job Postings	New Job Postings	Applicants	Interviews Sets	Total # of Interviewees	Total of New Hires
17	7	321	10	32	9

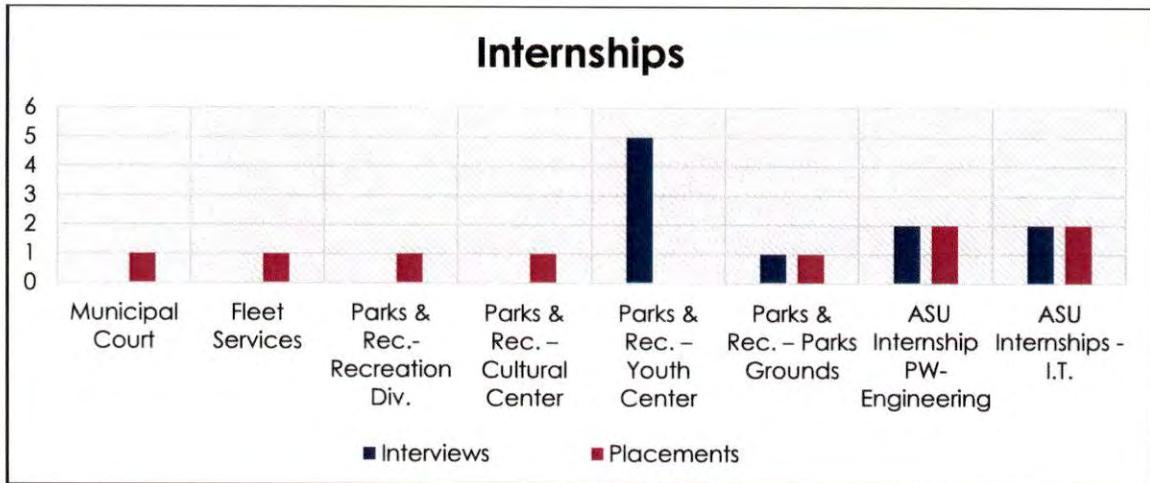
Department	Job Title	# of Vacancies
City Attorney	Assistant City Attorney	1
City Administration	-	1
Development Services	Assist Director of Development Services	1
Finance	Director of Finance	1
Fire	Firefighters/Paramedic	6
Human Resources	HR Assistant	1
Police	Communication Supervisor	1
	Police Lieutenant	1
	Police Sergeant	1
	Police Communications Officer	2
	Police Officer	2
	Police Officer (Recruit)	1
Parks and Recreation	Recreation Assistant Seasonal	4
	Lifeguard Seasonal	12
Public Works	Heavy Equipment Operator	1
	Project Manager	1
	Equipment Operator	1
	City Engineer (Not posted)	1
	Wastewater Supervisor	1
	Wastewater Plant Operator - Treatment	2
	Maintenance Specialist - Highway Users	2
TOTAL		44

Note:

4 job positions closed in May.



Arizona@Work Internships		
Department	Interviews	Placements
Municipal Court	0	1
Fleet Services	0	1
Parks & Rec.- Recreation Div.	0	1
Parks & Rec. – Cultural Center	0	1
Parks & Rec. – Youth Center	5	0
Parks & Rec. – Parks Grounds	1	1
Total	6	5
Internships Arizona State University		
Public Works- Engineering	2	2
I.T.	2	2
Total	4	4



City Programs	
Program	Applicants in May
Police Explorer	2
Volunteers	16

BENEFITS ADMINISTRATION			
INSURANCE	ADDITIONS Enrollments from April-2024	TERMINATIONS Effective May- 2024	TOTAL ACTIVE EEs
Health Insurance	6	2	307
VSP – Vision	6	2	309
Dental	6	2	312
FMLA Leave			9
Short-term Disability claims			1

- **Benefit Orientations** – Three (3) conducted.
- **Benefits Broker** – One (2) Onboard meetings
- **Mexico Network Administrators Presentation**
 - Coordinated Presentation with Administration, CBIZ and Human Resources. Three agencies provided a

presentation regarding their medical network and administrative services.

- **Employee Benefits Trust – One (1)**
 - Coordinated Special Meeting held on May 29, 2024
- **Claims Advocacy:** Six (6) claims were researched and sent to the Third-Party Claims Administrator for correct submission.

SPECIAL PROGRAMS

RECOGNITION / ENGAGEMENT

- **Public Sector Employee Recognition Day – May 9th, 2024**
 - HR staff went to all departments to provide cookies to employees.



- **ERAP 1st Quarter Winner Announcements – May 22nd, 2024**

The ERAP Committee awards the winners at the council meeting.



WELLNESS PROGRAM

- **Gym Membership**
 - 60 active memberships / 28 EEs on the waiting list
- **Wellness Programs:**
 - I am Wellness Studio – 10 Active Memberships.
 - May 7, 2024-Yoga Somatic Activity held at Senior Center from 5:00 PM to 6:00 PM

- May 15, 2024 - Functional Class Activity held at Multi-Purpose Room from 5:00 PM to 6:00 PM.



TALENT DEVELOPMENT

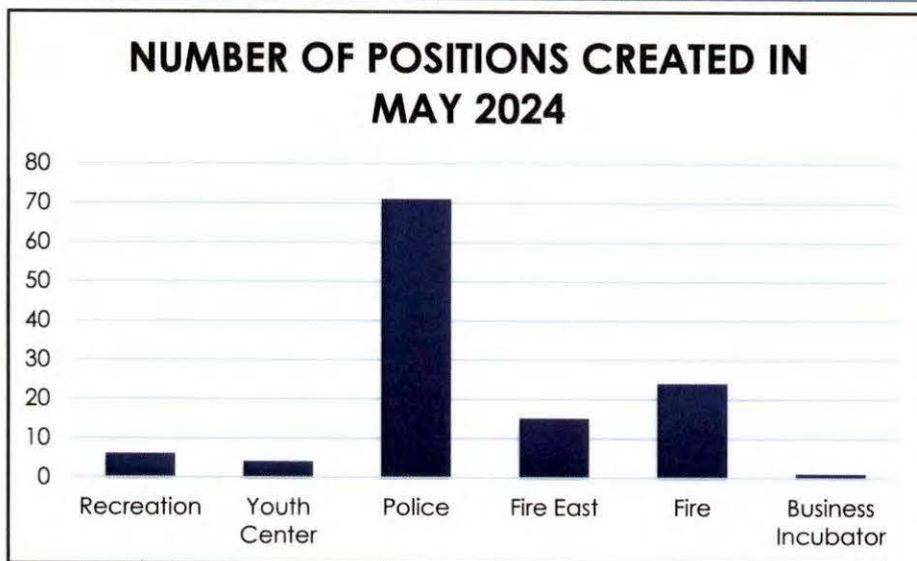
Tuition Reimbursement		
Department	Quantity	PDP Type
Fire Department	1	Paramedic Courses
Police Department	1	Criminal Courses

- **New Hires Training (9 Employees)**
 - New Employee and Benefits Orientation
 - Five Full-Time New Employees
 - Four ASU- Interns.
- **Marketing/Branding:**
 - Wellness Activities Promotion.
 - ERAP Nomination Promotion.
 - Public Sector Day labels & promo.

COMPENSATION & CLASSIFICATION

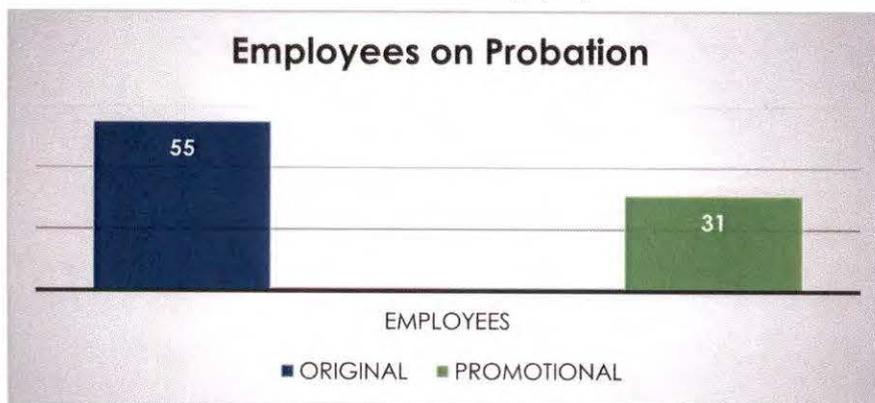
- **Purchase Requisitions:** eight processed.
- **Agency-Wide Salary Survey**
 - Ongoing collaboration with Public Sector Personnel Consultants (PSPC)
- **Position Management Process - Structured Position Numbers creation in New World System (NWS).**

Department/division	Number of positions
Recreation	6
Youth Center	4
Police	71
Fire East	15
Fire	24
Business Incubator	1
Total	121
Project % completed in May: 78.51% (263 out of 335) Completion percentage for May 36.12% (121)	
Total Project % completed: 78.51% (263 out of 335)	



PERFORMANCE MANAGEMENT

- **EMPLOYEES ON PROBATION: Eighty-four (86)**
 - Original Probation: fifty-one (55)
 - Promotional Probation: thirty (31)



- **PERFORMANCE EVALUATIONS IN PROCESS**

- Due: Forty-five (59)
 - Annual: twenty-nine (33)
 - Probationary: sixteen (26)
- Processed
 - Probation: One (1)
 - Mid-term: Three (3)

EMPLOYEE RELATIONS

- **Disciplinary Actions Administered:**
 - Three Written warnings
 - One Written warning with the Performance Improvement Plan
 - One Notice of Intent to terminate.
 - Two Dismissal notices

- **Two (2) Employee Exit Interviews.**

Employee Status Changes	Quantity
Admin. Leave with pay	1
Promotions	2
Temporary Assignment – Acting duties	1
Start of Temporary Special Assignments	2
End of Special Assignment	1



MAJOR ACCOMPLISHMENTS

- Closing of Open Enrollment period- May 6, 2024.
- Commenced HRRM File Room fire-rated project.

Information Technology

Monthly Report: May 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.

Projects

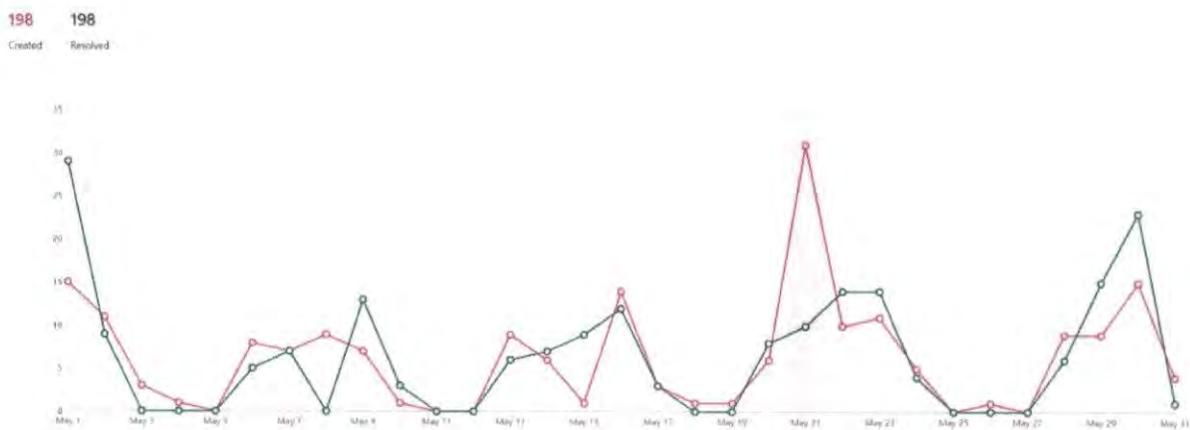
- ERP Database migration.
- Finance Remodeling Staff Equipment relocation and wall terminations.
- Police Remodeling Staff Equipment relocation.
- Municipal Court Rewiring

Upcoming Plans

- Migrate Laserfiche documents to Laserfiche Cloud service.
- Exchange Server decommission
- Email Filter Migration

IT Service Management Statistics

Requests Created Total: 198 | Request Resolved: 198





PARKS AND RECREATION MONTHLY REPORT APRIL 2024

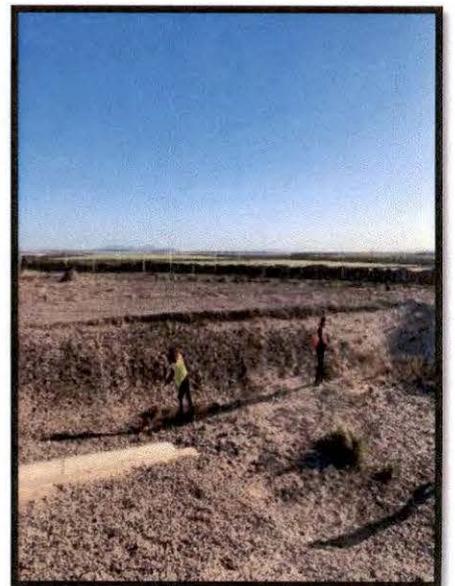
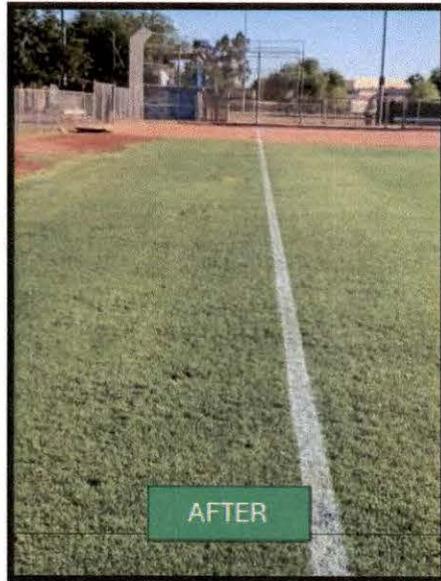
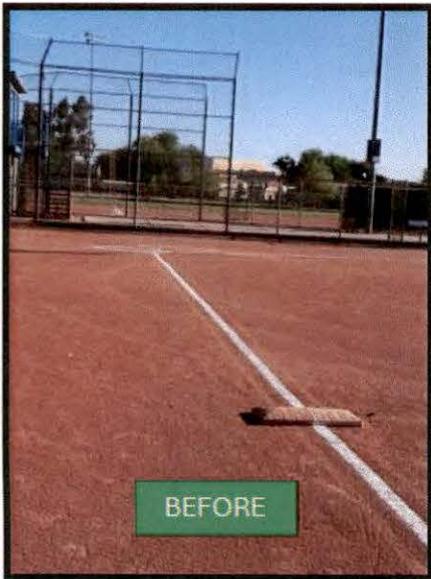
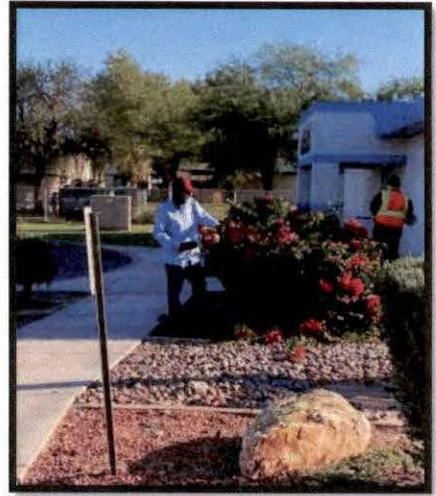
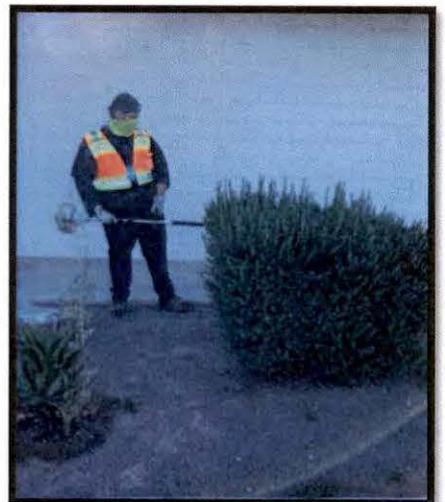
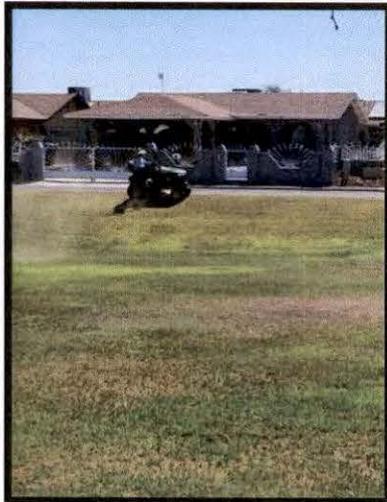
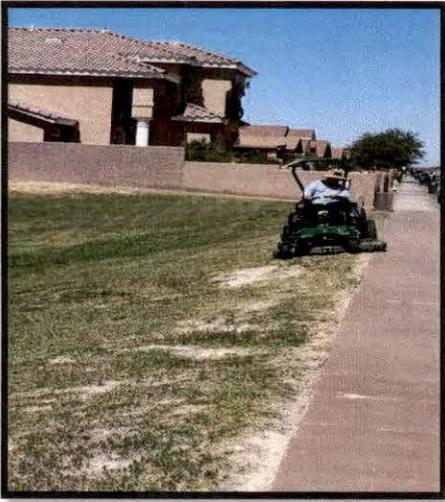
Parks Grounds Department

During the month of May, the Parks Grounds Department continued with the duties of keeping all parks and green areas clean and concluding projects. With the rise of temperatures, Parks has been putting more water to the green areas and plants.

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

Maintaining Green Areas & Parks

- Mowing grass at the Bienestar Estates No. 8B (2029 San Pedro St.), Bienestar Estates 9B (312 E. Janet Napolitano Blvd.), Los Olivos (1544 Los Olivos), Rancho Los Oros (1425 Los Portales Ave.).
- Trees and shrubs trimming at Pepp Park (467 Cesar Chavez Blvd.), Joe Orduño Park (965 Park Ave.), San Luis Townsite Addition No. 1 and Lot No. 9, Bienestar Estates 9B (312 E. Janet Napolitano Blvd.).
- Weed control and removal at Fleet Shop (1223 McCain Ave.), Williams Brooks Ave. Right of Way, Las Brissas (1422 N. Del Sol Ave.).
- Field Marking at Joe Orduño Park F2 (965 Park Ave.).
- Clean up the Welcome to San Luis sign (Cesar Chavez Blvd.)





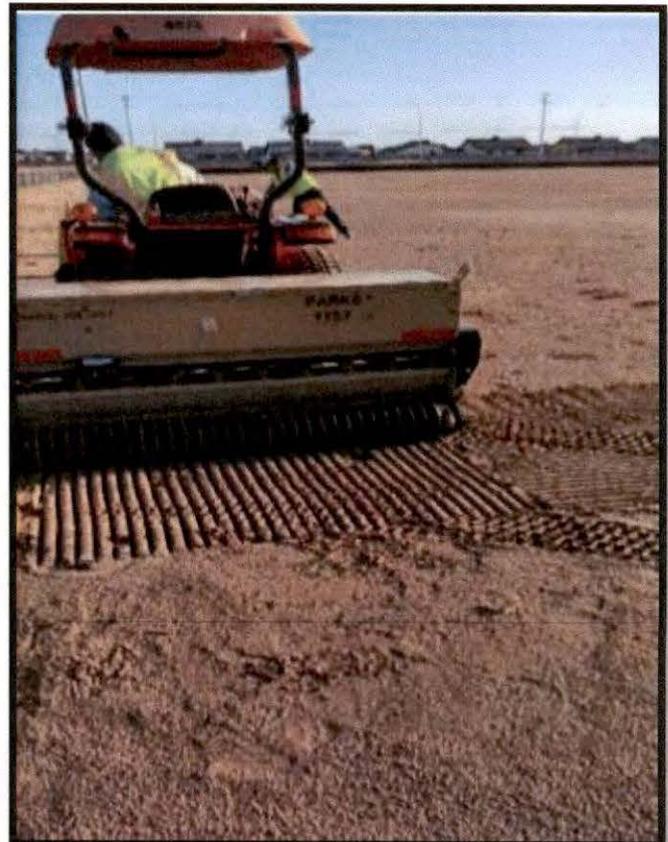
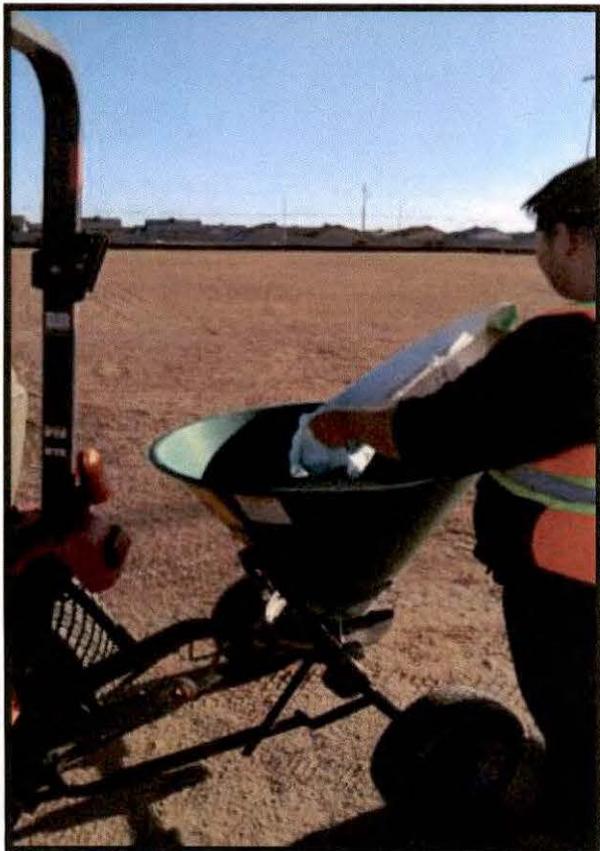
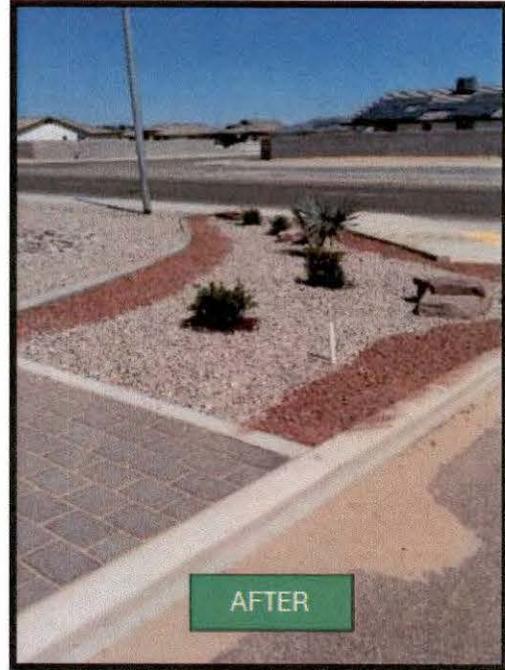
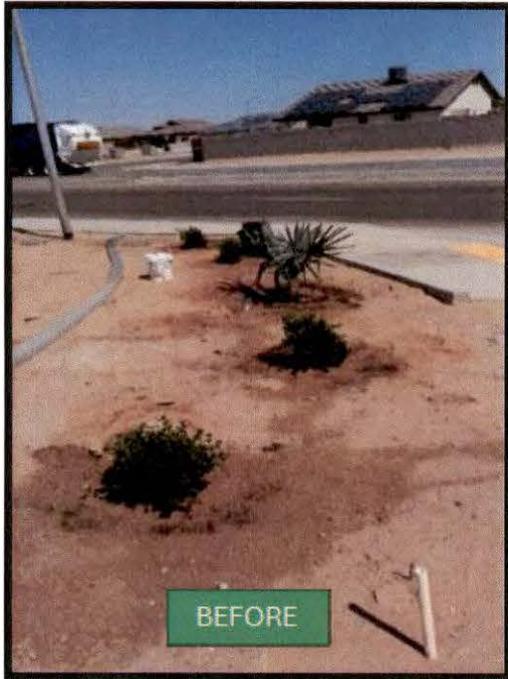
Installations and Repairs

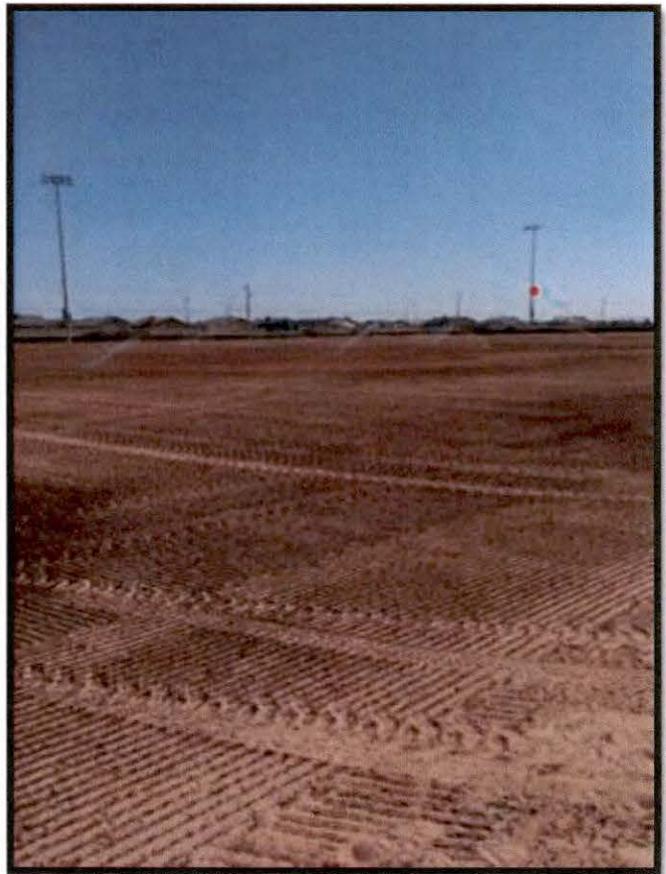
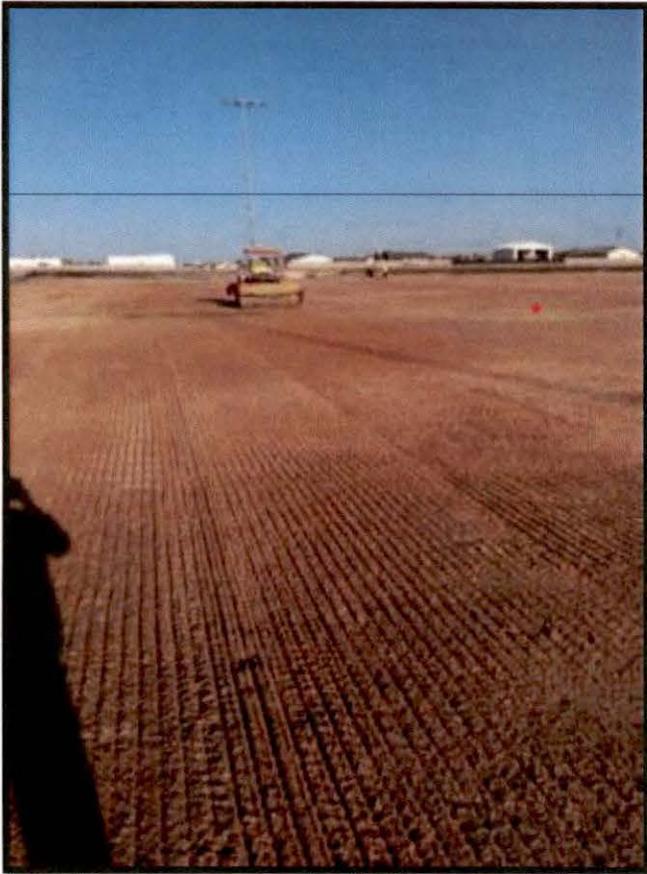
- Repaired Bad Backflow at Bienestar Estates No. 10 (Right of Way), and Urtuzuastegui St. & 5th Ave. (Retention Basin).
- Repaired water leak east side of restrooms at Bienestar Estates No. 2 (700 6th Dr.).
- Repaired curbing and replaced bad trash can at Bienestar Estates (980 B St.).
- Repaired hole in the fence at Senior Center (790 Cesar Chavez Blvd.), and Joe Orduño Park F1 (965 Park Ave.).



Projects

- Advanced Landscaping work at Fire Station No. 2 (East Community Park).
- Planted seeds and manure park at East Community Park Soccer Field (4005 Co. 24th St.).
- Fertilized field at East Community Park Soccer Field (4005 Co. 24th St.).





Cesar Chavez Cultural Center

The month of May was very exciting for the Cultural Center. Staff began with the preparation and activities for Miss San Luis Scholarship Pageant 2024. They also had an activity with the senior center and more.

Miss San Luis Scholarship Pageant

Staff began working with the Miss San Luis participants to prepare them for the pageant that is being held on Thursday, June 06, 2024. The participants attended Yoga classes, modeling classes, and public speaking classes.



Artsy Morning with Senior Center

The Cultural Center received the Senior Center seniors alongside the Ed Pastor Elementary School – Kindness Club, for an artsy morning. They all had an amazing and fun time.





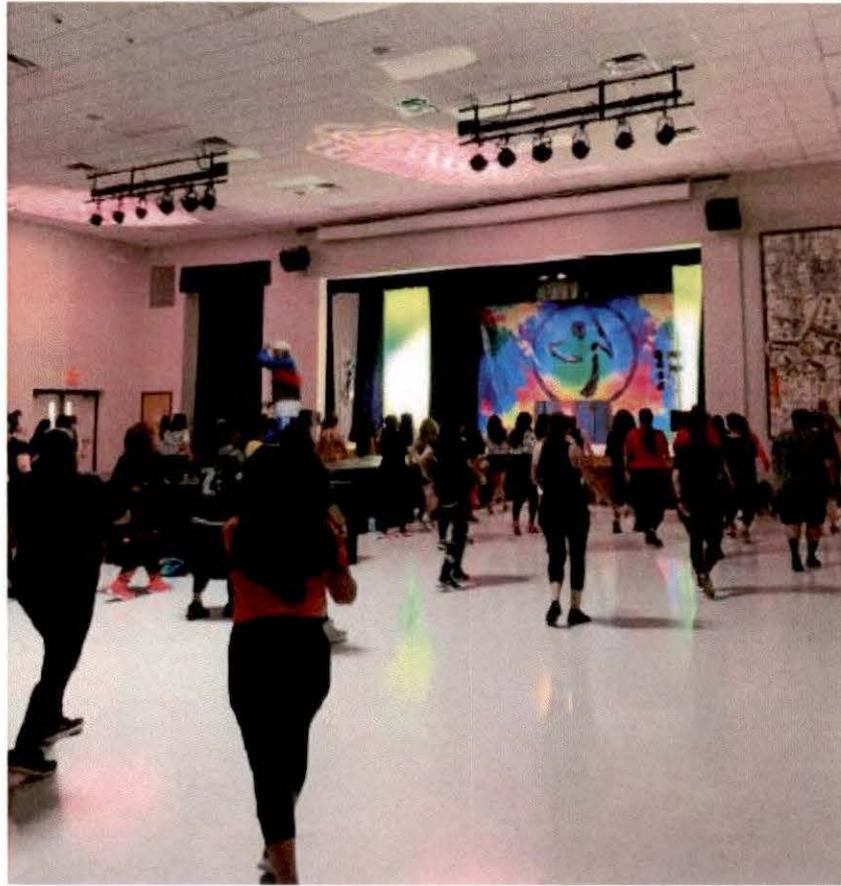
Star Academia Recital

Star Academia had their recital in the month of May. The theme of their recital was Disney's Encanto. Many parents and families attended the wonderful show.



Zumbathon

Our Zumba instructor, Ricardo Rivas, hosted a Zumbathon event with special guest, Adrian Ruiz.

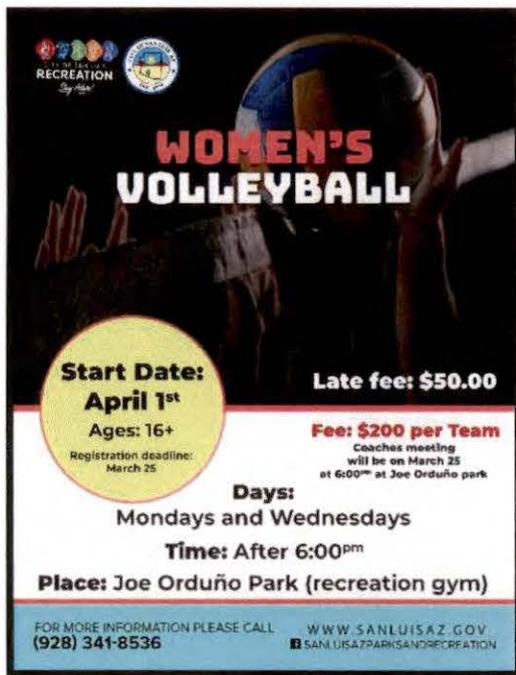


Recreation Department

The month of April 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.

Women's Volleyball League

In the month of May, we started the Women's Volleyball League with a total of six teams. Games will be held on Monday's and Wednesday's, having a total of three games per day. This league is supervised by Recreation Specialist, Alvaro Gomez.



WOMEN'S VOLLEYBALL

Start Date:
April 1st
Ages: 16+
Registration deadline:
March 25

Late fee: \$50.00

Fee: \$200 per Team
Coaches meeting
will be on March 25
at 6:00^{pm} at Joe Orduño park

Days:
Mondays and Wednesdays

Time: After 6:00^{pm}

Place: Joe Orduño Park (recreation gym)

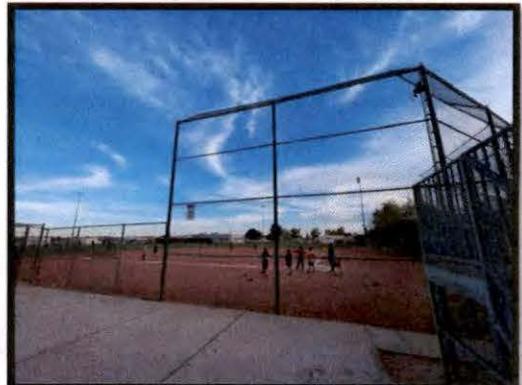
FOR MORE INFORMATION PLEASE CALL (928) 341-8536

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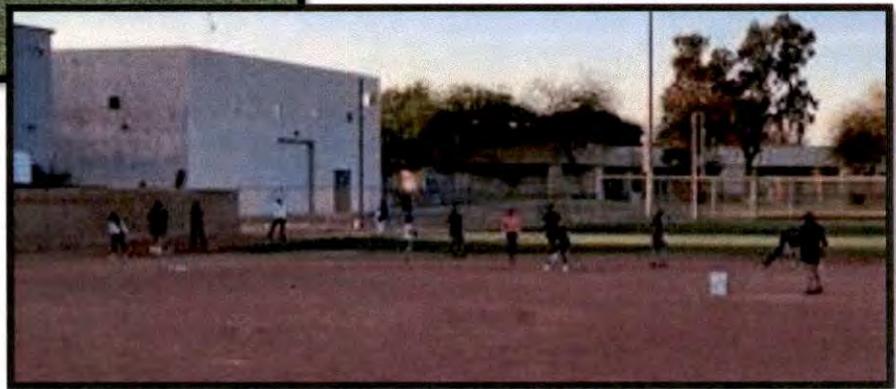
Youth Baseball

In May, the Recreation Department continued with our traditional Youth Baseball League, working predominantly with categories for 3-6 year olds, and training with categories for 7-9 year olds. This would lead all categories to prepare for the playoff series. Finally after three years, we incorporated the categories for 10-12 year olds. This league is supervised by Recreation Specialist, Alvaro Gomez, and Recreation Assistant, Jose Luis Garcia. The games are held on Mondays and Wednesdays, starting at 6:00 pm.



Girls Softball

The Girls Softball league continued its practices this month, with girls between the ages of 7-14. Participants continued their hard work from past seasons, working towards future seasons. This league is supervised by Recreation Specialist, Doraddy Pulido, and Recreation Assistant, Jose Luis Garcia. Practices are held Tuesdays and Thursdays, at 5:30 pm.



Men's Basketball

The Men's Basketball league came to an end this month. The league played its end of season games, and moved towards the playoff games. It was a successful league with nine teams, comprised of two local teams, one team from SLRC Mexico, one team from Somerton, and five teams from Yuma. This league was very successful and fund to watch. This league was supervised by Recreation Coordinator, Adalberto Valencia, and Recreation Assistant, Jose Luis Garcia with assistance from Recreation Specialist, Alvaro Gomez. Games were held on Tuesdays and Thursdays, at 7:30 pm. Below are our season winners.



1st Place – Spartans



2nd Place – Assassin's



Karate Class

The Recreation Department continues to have the Karate programs with Sensei Hector Castro. This class is held on Tuesdays and Thursdays, from 6:00 pm – 7:30 pm at the Recreation Gym. Registration for this class is open year round.



Youth Baseball

This month, we continued practicing with our Youth Basketball league. This year, we incorporated two new categories being the 10-12 age group and 13-15 age group. The 10-12 category was coached by Recreation Coordinator, Adalberto Valencia and the category 13-15 was coached by Recreation Specialist, Alvaro Gomez. Games for the 13-15 category will be held on Mondays and games for the 10-12 category will be held on Wednesdays.

During this time, we celebrated the “Semana Binacional del Deporte 2024” in partnership with The Mexican Consulate located in Yuma, AZ. We held a basketball game between Instituto Kino from SLRC Mexico and San Luis – All Star.



Open Baseball League

The Open Baseball League began mid-May with a total of 11 teams. This is a record amount of registrations and we look forward to a very successful league.



Upcoming Leagues

Staff is actively planning the summer leagues and activities for our community to enjoy. The two leagues we will be having are the Women's Slow Pitch league and the Co-Ed Kickball. We will also be having Motor Skills Development, Intro to Pickleball and our traditional Youth Volleyball, Basketball, and Flag Football Clinics.

Youth Center

Our Youth Center has continued to be very active this month. Approximately 80 participants show up daily at our Youth Center and we had 75 registrations this month. This month we also began the planning and registration process for the Summer Camp.

Classes / Activity Attendance

- Boxing Class – 30 members
- Boxing Team – 20 members
- Arts and Crafts – 10 members
- Open Gym – 30+ members



Youth Center Summer Schedule

This month, we have been working on a schedule for the Summer, which will kick off on June 03, 2024. The Youth Center will add existing classes to the Summer program:

- Open Gym
- Boxing Class
- Boxing Team
- Video Game Battles

- Arts & Crafts
- RC Club
- Youth Elite Training Program
- Movie Nights
- Just Legos

SAN LUIS YOUTH CENTER
 873 N. Park Ave. San Luis, AZ
 "TEMPORARY HOURS" HOURS OF OPERATION: MON-FRI 8AM-7PM

MEMBERSHIP IS FREE!
 Register to become a member!

REGISTER AT ANY TIME!!

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)
Video Game Battles Tuesday and Thursday 5:00 PM - 6:30 PM (Ages 7-21)	Arts & Crafts Wednesday 4:30 PM - 5:30 PM (Ages 7-17)	RC Car Club Tuesdays and Thursdays 5:00 PM-6:00 PM (Ages 7-17)
Youth Elite Training Program Wednesdays 4:30PM-6:00PM (Ages 7-21)	Movie Night Thursday 5:00PM - 6:45PM (Ages 7-21)	Just Legos Mondays and Wednesdays 3:00 PM to 4:00 PM (Ages 7-17)

*Schedule subject to change without notification

FOR MORE INFORMATION PLEASE CALL (928) 341-8574 OR CONTACT EVILCARRA@SANLUISAZ.GOV

SAN LUIS AZ PARKS & RECREATION WWW.SANLUISAZ.PARKS.GOV

Summer Camp 2024

The Youth Center has been working very hard on planning the Summer Camp 2024. Staff is revamping this years camp to ensure youths have a great experience. Registrations for both sessions are almost full. We are offering 2 sessions, one in June & the other in July, with a capacity of 40 children each, for a total of 80 participants. This camp will be open to youths ages 7-14. We will also have agencies participating in our program such as

- San Luis Police Department K-9 Division
- San Luis Fire Department
- Yuma County Health Nutrition

SAN LUIS YOUTH CENTER
 SUMMER CAMP 2024
 Youth, arts & crafts, water games, and more!
 FUN

2 SESSIONS
 JUNE 3-28 | JULY 1-25

Limit: 40 spots per session

\$45 Participation/Session
 Includes T-shirt!

Registration starts: May 20th
 Mon-Fri/ 4 Week Camp
 8:00 AM - 12:00 PM
 AGES 7 - 14

For More information, contact us / evilcarra@sanluisaz.gov (928) 341-8574
 973 N. Park Ave. San Luis, AZ
 sanluisazparks

Youth Center OSHA Repairs

This month, we have been working on fixing things requested per OSHA/Risk Management. Staff has begun cleaning the second floor of the Youth Center and throw away some materials that are no longer used. We throw away electrical cords that had missing prongs. Clearance spaces have been adjusted and tickets have been created asking the Facilities Department for assistance in removing gym equipment that no longer works.

Housekeeping: Cleaned the 2nd floor at the Youth Center



Emergency Action Plan Map for the Youth Center



Municipal Pool

The Municipal Pool continues to be closed. DWD Construction has been working on the repairs and renovations of the pool to ensure that it is in great condition when it opens in the following months.

Senior Center

The senior center in San Luis, Az offers a variety of daily activities, including arts and craft, exercises, sewing classes, gardening, 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 on this page, with the flexibility to add and more activities and make changes as needed.

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

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: 8:00 am – 9:00 am

Arts & Crafts: 9:00 am – 10:00am

Gardening: 8:00 am – 9:00 am

Dance Classes: 9:00 am – 10:00 am

WACOG Cares Program Utility Assistance for Seniors: 6:00 am – 2:30 pm

Total Meals Served: 1,453

Total attendance: 1,577

Total people transported: 384

Special Projects / Meetings / or Other Activities

May 07, 2024 – Crystal from Heaven on Yuma visited the Senior Center to donate bread to all Seniors

May 08, 2024 – The Food Bank distributed CSFP & TEFAP (General Box) to Seniors

May 09, 2024 – Regional Center for Border Health visited the Senior Center to speak with Seniors

May 10, 2024 – Hosted the annual Mother's Day Celebration

May 13, 2024 – Cecilia Chavez from USDA visited the Senior Center to assist Seniors with applications

May 15, 2024 – Cultural Center hosted an arty event alongside the Ed Pastor 6th Graders

May 20, 2024 – Coffee with the Mayor

May 21, 2024 – San Luis Middle School invited Seniors to their Summer Love 50's Musical, Dress Rehearsal

May 22, 2024 – Food Band distributed TEFAP (General Box)

May 29, 2024 – Sunset Community Health Center visited the SC to plan an activity (Pasos)

May 29, 2024 – Hospice Campassus visited the SC to deliver brochures to Seniors on how to make a difference in people lifes

May 30, 2024 – Hosted an Ice Cream Social for Seniors

May 31, 2024 – Field trip to Quechan Casino

Every Friday – Musical entertainment for Seniors to enjoy

Every Tuesday – Movie Time for Seniors

Mother's Day Celebration – May 10, 2024



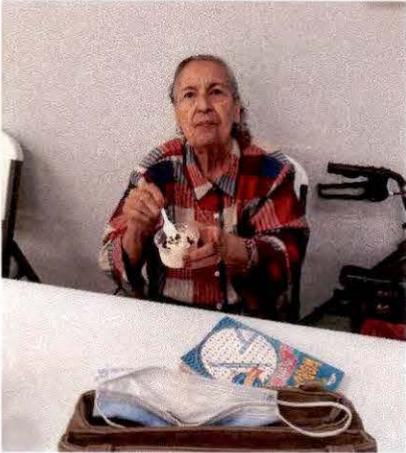
Artsy Art Day @ Cultural Center – May 15, 2024



San Luis Middle School – Summer Love 50’s Musical, Dress Rehearsal – May 21, 2024



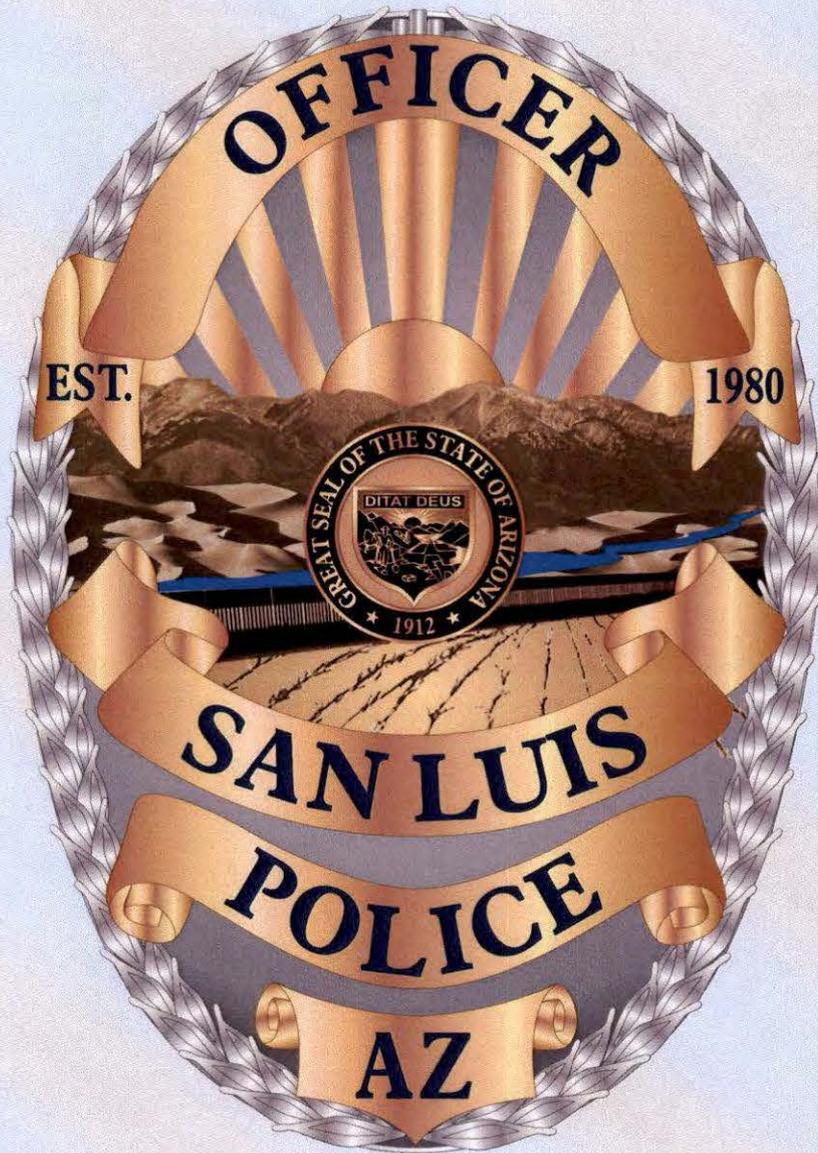
Ice Cream Social – May 30, 2024



Field Trip to Quechan Casino – May 31, 2024



SAN LUIS POLICE DEPARTMENT
MONTHLY REPORT
MAY 2024



PERSONNEL ACHIEVEMENTS/EMPLOYEE ACTIONS:

- The San Luis Police Department (SLPD) congratulates Lt. Emmanuel Botello for recently achieving the FBI-LEEDA Trilogy Award after completing a series of three leadership courses throughout his career as a supervisor.



AWARDS AND RECOGNITIONS:

- SLPD celebrated Police Week, which is a time to thank all of our amazing men and women who ensure public safety, work diligently to build trust within our neighborhoods and protect the well-being of our communities. Every day, they are called upon to respond to shootings, drug overdoses, mental health crises, and more. Being a law enforcement officer is not just what they do, it is who they are.



COMPLAINTS AND FINDINGS:

- One citizen complaint, findings were **Unfounded-Allegation was false or not factual**
- Currently working on one other citizen complaint filing

VEHICLE PURSUITS AND FINDINGS:

- None

BUDGET SUMMARY:

- For FY24, SLPD has expended 85% of our annual budget.

RECRUITING/HIRES/RETENTION/DEPARTURES:

- Processing background for one (1) Communication Officer, three (3) positions vacant
- One (1) lateral position vacant

GRANTS MANAGEMENT:

- Reimbursement requests for OPSG were submitted up to 04/05/2024. We are on track to sustain funds through June 2024 and begin deployments of new grant funds.

USE OF FORCE INCIDENTS AND FINDINGS:

- Seven (7) UOF cases pending review for May

OPERATIONS/NOTABLE EVENTS:

- The SLPD located and seized four stolen vehicles in a public parking lot. All vehicles were reported stolen out of the State of California. The vehicles were a Jeep Grand Cherokee, a Chevy Silverado, a Range Rover, and a Chevy Corvette, all of which were newer models.
- The SLPD executed a residential search warrant after receiving information from our patrol division indicating drug activity at a household. The warrant resulted in a seizure of over 92 pounds of fentanyl pills.



- The SLPD seized over 67 pounds of fentanyl pills while investigating a suspicious person at a transportation service station. The pills were found inside a duffle bag, which was in the possession of a female suspect.



- The SLPD K9 Unit seized 40 pounds of fentanyl pills found inside a suitcase during a traffic stop. The driver was a juvenile driver who admitted to transporting other illicit drugs in the past.



COMMUNITY OUTREACH/SPECIAL EVENTS:

- On May 11th, SLPD participated in the NPW5K run in celebration of the 2024 National Police Week in Washington, DC. SLPD members proudly represented in remembrance of SLPD Patrolman Joe Orduno and all the fallen officers.



- On May 13th, members of the SLPD Honor Guard participated in a national multijurisdictional cordon for the arrival of survivors during the 2024 36th Annual Candlelight Vigil in the

National Mall at Washington, DC. The Candlelight Vigil honored the officers who lost their lives in 2023. During the ceremony, 283 names were read.



- On May 15th, members of the SLPD participated in the 47th Annual Peace Officer Memorial Service. During the event, law enforcement personnel honored and remembered our fallen officers from the local area, including Patrolman Joe Orduno.



- On May 15th, members of the SLPD Honor Guard participated in the 2024 National Police Week Memorial and Stand Guard for the Wrath at the Officer Down Memorial Monument in Washington, DC. It was a time to honor Patrolman Joe Orduno and the numerous law enforcement officers who have paid the ultimate sacrifice.





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.	FEB	MAR	APR	MAY	YTD
711	158	99	107	102	85	551
911 Call	271	304	318	232	224	1,349
Abandoned Vehicle	13	21	51	45	54	184
Accident	68	53	88	57	83	349
Alarm Commercial	21	13	37	18	24	113
Alarm Residential	9	16	18	8	10	61
Animal at Large	63	63	82	71	61	340
Animal Bite-Dog	1				5	6
Animal Cruelty	1	2	2	1	1	7
Animal Related	28	30	20	30	32	140
AOD-Assist Other Department	49	42	44	33	51	219
Arrest on Warrant	17	20	17	20	14	88
Assault	2	3	6	3	5	19
Attempt to Locate	7	12	14	4	6	43
Burglary	2	1	5	3	2	13
Child Abuse	2	4	3	5	6	20

Citizen Complaint	1			4	2	7
City Code	10	2	1			13
Civil Matter	14	28	29	28	28	127
Court Assist	12	9	8	6	11	46
Court Order Violation	9	7	3	6	10	35
Criminal Damage	13	15	10	10	9	57
Custodial Interference	4	3	2	1	6	16
Cybertips	3	1				4
Deceased Animal	7	5	7		8	27
Deceased Person	2	1				3
Disabled Vehicle	22	13	17	24	32	108
Disturbance	52	34	22	38	43	189
Driving under the Influence	10	7	13	12	8	50
Drug Offense	13	7	21	7	18	66
Field Interview	50	38	111	128	143	470
Flag Down	34	44	29	22	26	155
Foot Patrol	1		1	8	8	18
Found Person	1		4	2	1	8
Found Property	2	4	2	3	3	14
Fraud	4	3	3	5	12	27
Harassment	7	12	7	15	8	49
Identity Theft	4	11	4	8	6	33
Incorrigible Juvenile	3	4	3	4	5	19
Information Received	3	7	8	7	4	29
Littering	1				1	2
Loitering	3		1			4
Lost Property	8	7	8	3	8	34
Man Down	4			2	1	7
Missing Person-Overdue	2	4	1	5	5	17
New Call	2	1	1			4
Noise Disturbance	21	18	22	23	21	105
Notification	2	4	9	16	5	36
Open Door/Window	1	3	2	3	4	13
Other	42	47	30	57	27	203
Parking Violation	104	80	86	90	44	404
Private Tow	28	18	29	49	26	150
Prowler	2	1	2		1	6
Public Assist PD	30	31	29	28	33	151
Reckless Driver	37	31	35	50	37	190
Recovered Stolen Vehicle	2		3	2	2	9

Repair Order	12	8	15	14	19	68
Repossession	31	34	27	14	17	123
Runaway Juvenile	2	3	5	3	3	16
Sexual Offense	1	4	3	8	3	19
Shoplifting	13	8	20	10	13	64
Shots Fired	7		2		2	11
Stolen Property	1	1	1		5	8
Stolen Vehicle	4	3	5	6	10	28
Suicidal Subject	1				3	4
Suspicious Activity	8	7	14	6	15	50
Suspicious Subject	9	16	13	24	17	79
Suspicious Vehicle	11	5	12	5	10	43
Tagged Vehicle	1	2		6	2	11
TEST PD	4	3	5	7	2	21
Theft	15	10	12	16	12	65
Threats	12	10	10	12	9	53
Traffic Control	108	74	108	74	51	415
Traffic Incident	33	17	22	17	17	106
Traffic Stop	463	570	438	463	419	2,353
Trespass	5	4	12	10	7	38
Walk In PD	13	13	15	27	19	87
Welfare Check	23	21	24	33	32	133
<New Call>	1	3	2	1	2	9
Agency Assist	6		1			7
Information Report	1					1
10-40 Central		1	2	1		4
911 Unknown		1				1
Armed Robbery		1				1
Civil Standby		2	1			3
Fictitious Plate Traffic		1				1
Graffiti		2				2
Liquor Offense		2	1	3		6
Located Missing Person		2	2		1	5
Mental Case		2			4	6
Resisting Arrest		1				1
SL CADtoCAD		1	1	2		4
Stationary 28		1				1
Weapons/Explosives Offense-Other		1				1
10-40 Courtesy	1		1			2
False Reporting			1	1		2

Animal Case					1		1
Arson					1	1	2
Child Neglect					1		1
Indecent Exposure					1		1
Truancy					1	1	2
Grand Total		2,068	2,017	2,150	2066	1965	10,266

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.	FEB	MAR	APR	MAY	YTD
Field Interview	50	38	111	128	143	470
Traffic Stop	463	570	438	463	419	2,353
Grand Total	513	608	549	591	562	2,823

Tickets - Breakout Type

TYPE OF TICKET	JAN.	FEB	MAR	APR	MAY	YTD
Civil Traffic	226	289	218	255	169	1157
Criminal Citation	21	21	34	34	11	121
Criminal Traffic	12	7	17	8	12	56
Parking	44	20	33	37	16	149
Repair Order	12	5	10	10	19	56
Written Warning	156	186	129	132	167	770
Citation	1		3	2	1	7
City Code	4	6	11	2	2	25
Animal Control/Warning		1	1	3		5
Grand Total	476	535	456	483	397	2347

Accidents

ACCIDENT TYPE	JAN.	FEB	MAR	APR	MAY	YTD:
Accident - Injuries	1	1				2
Bike - Injuries		1				1
Hit and Run - Injuries			1			1
Hit and Run - No Injuries	7	5	5	5	3	25
Hit and Run - PP - No Injuries	2	2	4	1		9
Pedestrian - Injuries		1				1
Pedestrian - No Injuries			1			1
Private Property - Injuries			1		1	2
Vehicle - Injuries	2		7	2	2	13

Vehicle - No Injuries	29	16	27	27	17	116
Grand Total	41	26	46	35	23	171

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

Top 10 Accident Intersections for 2024	# of Accidents (YTD)
N 4TH AVE @ E COUNTY 22ND ST	5
N MAIN ST @ E CESAR CHAVEZ BLVD	5
S AVE B @ S SR 195 HWY	4
N 10TH AVE @ E CESAR CHAVEZ BLVD	3
N 10TH AVE @ E URTUZUASTEGUI ST	3
N 2ND AVE @ E D ST	3
N 4TH AVE @ E CESAR CHAVEZ BLVD	3
N MAIN ST @ E URTUZUASTEGUI ST	3
N WILLIAM BROOKS AVE @ E B ST	3
N WILLIAM BROOKS AVE @ E C 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	JAN.	FEB	MAR	APR	MAY	YTD
Abandoned Vehicle	2	3	7	5		17
Accident	31	15	29	18	15	108
Accident / Traffic Collision	8	6	5	11	8	38
Arrest on Warrant	13	10	16	14	3	56
Assault	2	2	5	3	2	14
Burglary	2	1	5	4	1	13
Court Order Violation	5	3	2	6	2	18
Criminal Damage	10	8	8	8	3	37
Disorderly Conduct	3	2	3	1	3	12
Disturbance	2	1	1		4	8
Domestic Disturbance	10	7	3	10	2	32
Drug Offenses	11	6	17	5	8	47
DUI	10	8	15	11	6	50
Information Report	11	13	12	14	9	59
Liquor Offenses	2	2	2	5		11
Motor Veh Collision	1	1	3	1		6
Sexual Offense	1		2	4	1	8
Shoplifting	11	8	20	10	4	53
Theft	9	5	7	10	4	35

Traffic Offense	8	12	13	13	8	54
Fraud	1	3	1	1	2	8
City Ordinance	2	2		2		6
Miscoduct w/Weapons	1					1
Threatening or Intimidating	1	1	1	2	1	6
Deceased Person	1	1	1			3
Dog at Large	2				1	3
Theft of Vehicle	1		2	2	6	11
Trafficking in Stolen Property	1					1
False Reporting		1	1	1		3
Located Missing Person		2	1			3
Minor in Possession of Tobacco		1		1		2
Taking Identity of Another	1			2		3
Animal Related			1	1		2
Assist Other Department			1	2		3
Child Abuse		1	1	1	1	4
Contribute Delinquency Minor			1			1
Missing Person		1	1		1	3
Resisting Arrest		1				1
Traffic Incident			1		2	3
Trespass		1	3	1	2	7
Child Molestation				1		1
Harassment			2	1		3
Littering				1		1
Recovered/Stolen Vehicle			1	1	1	3
Burglary-Vehicle					1	1
Counterfeit Bill					1	1
Drug Free Zone Offense					1	1
Grand Total	163	128	194	173	103	761

PUBLIC SAFETY ANSWER POINT (PSAP) CALL SUMMARY:

Call count of calls taken by our communication center.

TYPE	TOTAL
911 Calls	878
Admin Calls	2,601
Walk-Ins	80
PD Calls	1,1961
FD Calls	451

SPEED TRAILER SUMMARY:

Speed Trailer 0140- 1600 Block North Main Street. Time frame: 05/09/2024 (0939 hours)- 05/16/2024 (1219 hours).

- SPEED LIMIT- 35 MPH
- EXCESSIVE SPEED THRESHOLD- 45 MPH

- PLEASE, LET ME KNOW IF YOU NEED HELP READING/UNDERSTANDING THE GRAPHS/INFORMATION
- SPEED TRAILER REPORTS- POWERDMS- DOCUMENTS, SLPD FORMS, SPEED TRAILERS, 2024

Report results:

63,186 - Total of vehicles traveling (closing-south)

56,622 - Total of vehicles traveling (away-north)

22,808 - Total of vehicles over the speed limit (closing-south)

23,640 - Total of vehicles over the speed limit (away-north)

6,099 - Total of vehicles over the excessive speed limit (closing-south)

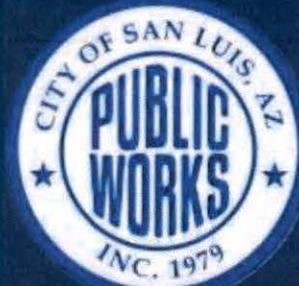
9,311 - Total of vehicles over the excessive speed limit (away-north)

79 MPH maximum speed (closing-south)

98 MPH maximum speed (away-north)

Speed Trailer 0165- 1400 Block East Urtuzuastegui Street. This SPEED TRAILER is operational but is not recording any data. The STALKER rep is aware of the issue.

May's Monthly Report



Public Works Admin



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

- Los Mezquites Phase 3
- Eddies Food & Drink
- ATS Tractor Storage
- Plaza Colibri
- ALLO Fiber Optic Project – City Wide
- Bienestar 10 Townhomes
- La Esperanza



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

Current Ongoing Capital Improvement Projects

- **Public Works Facilities**
 - Public Works Yard Improvements
 - 4th Avenue entrance project approximately 60% complete
 - Materials have been delivered for CMU construction
 - East Wastewater Treatment Plant System Evaluation
 - Large Items ordered (+\$300K) – Some items have already arrived from Germany
 - Awarded construction project to Taylor Engineering, PLLC
 - West Wastewater Treatment Plant Expansion Design Request for Qualifications (RFQ)
 - Request for Qualifications completed
 - Design team selected
 - Design proposal under review
 - 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, Bids under evaluation by Engineering firm
 - Water Well Site #7 System Improvements
 - New 2-million-gallon Water Storage Tank
 - Design is complete
 - Project bid out and is pending contract award – Approved by Council on April 10th, 2024
 - Water Storage Tanks Rehabilitation at Well Site #6
 - Well Site #6 tank will be delayed to the fall due to summer water demand

Street Improvements

- Merrill Ave. Widening Project
 - Formal Bid process completed, Bids under evaluation by Engineering firm
- 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
 - Project to be completed by 6/30/24
- Incorporation of Bike lanes – Throughout the City
- Avenue F Widening - Design Phase
 - Design is at 60%, Estimated time for completion June 30th, 2024
- County 22nd Street & Sidewinder Road Intersection Improvements
 - Phase 2 – Traffic signal and streetlights along Sidewinder Road – Design is complete
 - Bid to be advertised once right of way is acquired
 - Long lead materials have been ordered
- County 22nd Street & 4th Avenue Intersection Improvements – Design Phase
 - Design awarded to NEI – Currently at 95% Preliminary Plans
 - Bid to be advertised once right of way is acquired
 - Long lead materials have been ordered
- 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. 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
- Union Street and 4th Avenue Intersection
 - Public Works is in the process of selecting a consultant for the design of this intersection
- 6th Avenue Extension (Union Street to County 2nd Street) and County 22nd Street Evaluation
 - Design was awarded to JDA for 15% complete conceptual design followed by 30% complete plans
- 10th Avenue Widening (Cesar Chavez Boulevard to County 22nd 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 has installed wheat straw bales to help with sand control at the following locations:
 - 10th Avenue and Black Street
 - 10th Avenue and Lopez Street
 - Public Works is evaluating installation of future locations

Street Light Projects

- Public Works is working on five street lighting projects:
 - Co. 24th Street, APS to provide an updated schedule due to supply chain issues on materials.
 - Co. 22nd Street, APS to provide an updated schedule due to supply chain issues on materials.
 - 6th Avenue, acquiring quotes for underground work.
 - 10th Ave and Cesar Chavez Blvd, acquiring quotes for underground work.
 - Sidewinder Road, project has been initiated with APS. Project will be completed as part of the traffic signal project in FY25.

Solid Waste & Highway Users

Solid Waste

Our SW Crew collected a total of 1216.17 tons in April of residential and commercial waste.

Highway Users



All garbage trucks are serviced and washed on Wednesdays.

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.
 - Main St.
 - Urtuzuastegui St.
 - 4th Ave.
 - 8th Ave.
 - 9th Ave.
 - 10th Ave.



Highway Users crew maintaining our sidewalks clean.

Street & Sidewalk R/R

A total of 5.5 yards of concrete and 22 tons of asphalt were used to repair various areas around the city

- R/R Sidewalks
 - 2nd Ave
 - Los Olivos Dr.
 - 6th Dr & Babbit Ln
 - Aracely & 20th Ave
 - 6th Ave

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 crew receiving assistance from inmates.

Miscellaneous Projects

- 2024 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 • 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.



Sweeper maintaining our roads free of excessive dust.

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.



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 4 service orders for this month
 - Open/Close meters - 24 meters
- Hot, dirty, and low water pressure
 - 3749 Los Olivos Dr.
- Cut asphalt/concrete/installed monuments
 - 4006 Los Olivos Dr.
- Fire Hydrant R/R
 - 1114 Beach St. ○ 566 Main St.
 - 871 Teresitas Ave.

Project Inspections/Locates

- ATS Project
- Los Mezquites 3 Subdivision
- Bienestar 10 Townhomes
- Assisted with STREAMLINE Enterprises – pressure test at Oak Ave.
- Assisted Desert Excavation – fire hydrant relocation at Plaza Colibri
- Assisted ALLO with close/open water main valves at several locations

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:

- (2) New transducer installed
- Fumigation by Roach Pest Ctrl.
- (1) Troubleshooting Hydromanger
- (2) Vapex Air Compressor replaced
- Percolation Ponds Maintenance

CCTV Inspections

- 667 N Pepp Dr.
- 972 Sinoff Ave.

Wastewater Collection

- Beach St.
- Escondido St.
- Hidalgo Ave.
- 10th Ave.
- Monreal Ln.
- Mendez St.

Cleaned laterals/Odor Control

- (1) Service Orders



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

Miscellaneous Projects

Our staff assisted with the following:

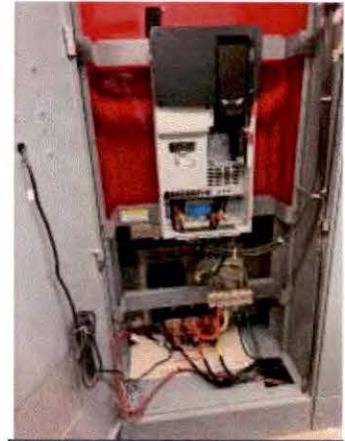
- West WW Treatment Plant
 - New VFD's for blowers #1 and #3 installed
 - Decanter #3 - New electrical wire and conduits connection
- East WW Treatment Plant
 - Monitored well inspection & disinfect by Shuck Drilling CO
- LS #300 wet well brackets and guide re-installed

Electrical



Wastewater

- West WWTP
 - Installed 2" inch sleeve for network rack
 - Removed and replaced VFD for blowers #1 & #4
 - Removed and replaced exterior wall pack light at chlorinator room
- East WWTP
 - Troubleshooted relays of Verbatim alarm at PLC
 - Troubleshooted VFD for blower #1
 - Underground work for chlorine project building
- LS #300
 - Troubleshooted crane



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

Water

- Well Site #1
 - Checked PLC & replaced power supply
- Well Site #6
 - Assisted troubleshooting PLC
- Well Site #7
 - Troubleshooted PLC & bray valve

Parks & Recreation

- Assisted troubleshooting light poles at Eligio Ramirez park

Fleet Services



- 137 vehicles were repaired/serviced for April and attended to 33 service calls
- 3 vehicles are waiting for parts



Code Compliance



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

- Public Safety Obstructions (4)
 - Encroachment (3)
 - Other nuisances (16)
- Total: 23**

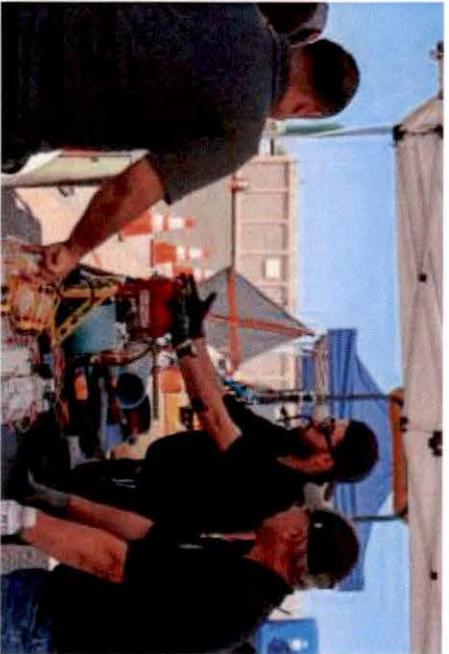


2024 Public Works Week



On May 22nd, our department celebrated our staff by showcasing some of our day-to-day duties. Allowing other City staff to enjoy some fun interactive activities.







Sweeper Route - May 2024

All logs available upon request.

Week of
5/6 - 5/10

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.

Week of
5/13 - 5/17

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.				

Ave F. (West of Ave. F)

I. Solorio Crt.	R. Grijalva Crt.	A. Aguirre Crt.	E. Lopez Crt.	J. Napolitano Blvd.	F. Padilla Ave.	Udall Ln.
Monreal Ln.	San Pedro St.					

Week of
5/20 - 5/24

Sidewinder Rd. to 10th Ave. (South of Co. 22nd St.)

Quintero Ave.	Torres St.	Ajaimé 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.	Aguila 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.	Urtzuastegui 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
5/27 - 5/31**

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.	Liberty St.	California St.	Arizona St.	Constitution St.
Pepp Dr.						

Los Portales / Los Jardines						
Juarez St.	Merrill Ave.	Cauhtémoc St.	F St.	E St.	D St.	Clavel Dr.
Mirasol Ave.	Gladiola Dr.	Rosa Ave.	Los Jardines Ave.	Teresitas Ave.	Orquídea 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.	García 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.						

García Ln. - 10th Ave. (North of U St.)						
García Ln.	Monreal Ln.	Udall Ln.	Monreal Ln.	San Pedro St.	Los Olivos Dr.	San Francisco St.
Sanchez Dr.	Fuentes Dr.	8th Ave.	San Juan Ln.	Ppep Dr.	9th Ave.	



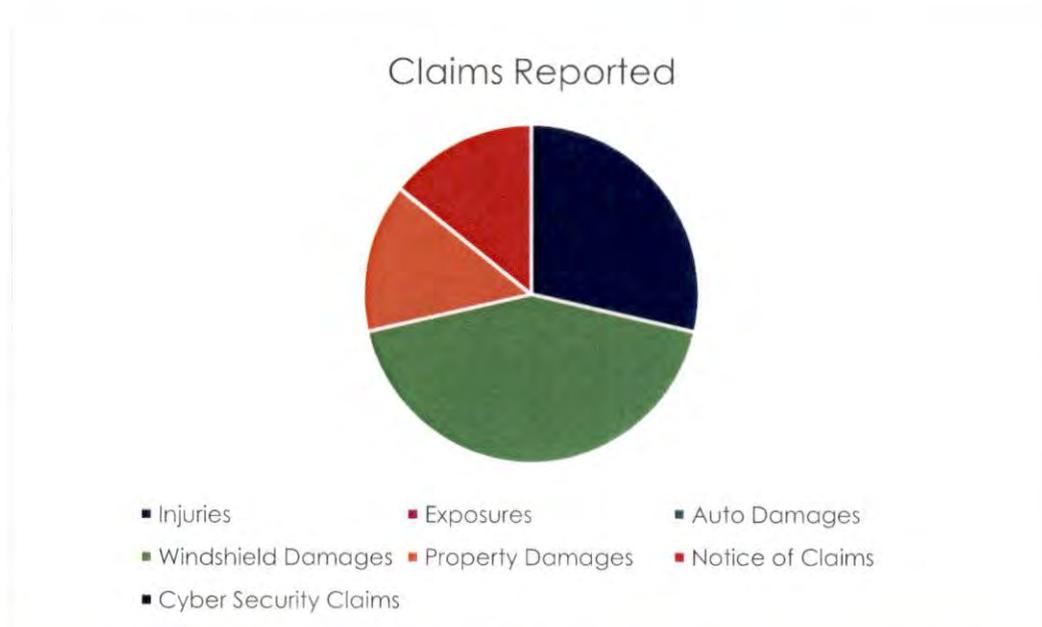
CITY OF SAN LUIS, AZ
**HUMAN RESOURCES
DEPARTMENT**
YOUR FUTURE BEGINS HERE.

RISK MANAGEMENT OPERATIONS REPORT

MAY 2024

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

TOTAL CLAIMS REPORTED	
Injuries	2
Exposures	0
Auto Damages	0
Windshield Damages	3
Property Damages (K9 Injury)	1
Notice of Claims	1
Cyber Security Claims	0
TOTAL	7

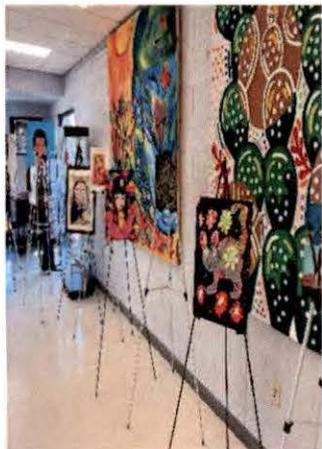


HAZARD ASSESSMENTS
Sun/Heat Exposure and PPE Assessments – Wastewater Division
Ferando Padilla/Senior Center Parking Lot Safety Assessment and Recommendation – Food Bank Distribution Relocation Proposal Due to Safety concerns and Hazard Prevention. Note: A final review was conducted with Parks and Recreation, Senior Center Management and the Yuma Community Food Bank. The relocation will take effect 7/1/2024.
Vehicle and Injury Incidents Review – Propose safety corrections to help prevent future similar incidents from occurring.
Evaluation and Review of proposed Photo Booth Donation of Services to the City of San Luis Fire Department Event

Evaluation of Attraction Rentals – San Luis Fire Department Event
Hazard and Exposure Evaluation – Fire Truck Water Spraying for End of School Year Event
Hazard and Exposure Evaluation – Inflatables and Attraction Rentals
Hazard Evaluation and Insurance Coverage Review- Parks and Recreation Entertainment Attraction Rentals for the 4th of July Event

SAFETY WALKTHROUGHS & SITE VISITS	
Department	Date
Cultural Center	May 3, 2024
Business Incubator	May 3, 2024
Senior Center Parking Area (Event Trailer)	May 8, 2024
Fleet Services	May 9, 2024

SOME SITE VISIT AND INSPECTION PICTURES:



IN – PERSON SAFETY TALKS – MAY 2024

Department	Topic
Parks and Rec	Sun/Heat Awareness
Facilities	Sun/Heat Awareness
Wastewater	Sun/Heat Awareness
Fleet	Sun/Heat Awareness
Hwy Users and Sanitation	Sun/Heat Awareness
Water	Sun/Heat Awareness

ONLINE (EMAIL) SAFETY TALKS – MAY 2024

Department	Topic
All City Personnel	Sun/Heat Awareness

SAFETY TALK SESSION – Heat Illness Prevention at Work

Prevent Heat Illness at Work

Outdoor and Indoor heat exposure can be dangerous.

Ways to Protect Yourself and

Ease into Work. Nearly 3 out of 4 fatalities from heat illness happen during the first week of work.

<p> Drink Cool Water Drink cool water even if you are not thirsty - at least 1 cup every 20 minutes.</p> <p> Take Rest Breaks Take enough time to recover from heat given the temperature, humidity, and conditions.</p> <p> Find Shade or a Cool Area Take breaks in a designated shady or cool location.</p>	<p> Dress for the Heat Wear a hat and light-colored, loose-fitting, and breathable clothing if possible.</p> <p> Watch out for Each Other Monitor yourself and others for signs of heat illness.</p> <p> If Wearing a Face Covering Change your face covering if it gets wet or soiled. Verbally check on others frequently.</p>
---	---

First Aid for Heat Illness

The following are signs of a medical emergency!

- Abnormal thinking or behavior
- Slurred speech
- Seizures
- Loss of consciousness

- 1 CALL 911 IMMEDIATELY**
- 2 COOL THE WORKER RIGHT AWAY WITH WATER OR ICE**
- 3 STAY WITH WORKER UNTIL HELP ARRIVES**

Watch for any other signs of heat illness and act quickly. When in doubt, call 911.

<p>If a worker experiences:</p> <ul style="list-style-type: none"> Headache or nausea Weakness or dizziness Heavy sweating or hot, dry skin Elevated body temperature Thirst Decreased urine output 		<p>Take these actions:</p> <ul style="list-style-type: none"> Give Water to Drink Remove unnecessary clothing Move to a cooler area Cool with water, ice, or a fan Do not leave alone Seek medical care if needed
--	--	--

Heat Illness Prevention – May 2024 Safety Talks



MAJOR PROJECTS

SAFETY & RISK MANAGEMENT

- **Safety Orientation Presentation Project**
- **Public Works Event Participation**
 - Provided Fire Extinguisher Safety Information during the event.
 - Issued Safety Giveaways to all event participants.
- **Established an Annual Inspection Calendar and Process**
- **Established a monthly Safety Talk Program and Schedule**
- **San Luis Police Explorer Process and Policy Review**
 - Reviewed/evaluated the program process to determine if it is Workers' Compensation insurance eligible.
- **Fernando Padilla Common Area Review**
 - Established internal processes for the Fernando Padilla common/shared areas.
 - Conducted training with all site personnel to review the established rules and procedures.
- **Disposal/Donation Process of Expired Chemicals.**
 - Processed a donation run for expired chemicals within our city locations.
- **Cyber Insurance Policy Renewal – FY 24/25**
- **OSHA Quarterly Visit Coordination – Scheduled for June 12, 2024**
 - Fleet Services
 - Fire Station #1
 - Parks and Recreation Admin/Parks Grounds
- **Arc Flash Training Coordination – Scheduled for May 29, 2024.**
 - 21 Employees in attendance
- **Chaplaincy Program Review and Recommendations**
- **4th of July Fire Works Insurance Policy Submittal**

Public Works Event Participation Pictures:



TRAININGS

Training Topic	Date
AMRRP – Special Events General Overview	May 16, 2024
Arc Flash (In-Person)	May 29, 2024

Arc Flash Training Pictures:





San Luis Municipal Court

May 2024 Monthly Update

Events:

- Court staff attended the Public Works Department Celebration of 2024 Public Works Week and received tours of the Water Treatment Plan and the Wastewater Treatment Plants

Court Security Count:

- 1,204 patrons visited the courthouse
- 31 law enforcement checked in
- 6 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:

- A Court Clerk II was hired
- The Court data room clean-up project is ongoing with the assistance of several City departments, including IT, Facilities, Risk Management, Fire, Police Department, and support from the Yuma County Superior Court IT

Trainings:

- Court Administrator and Court Interns received AJACS Fundamentals Training from the Yuma County Superior Court Field Trainer
- Court staff attended the City's mandatory finance training
- Court Administrator and Chief Clerk attended Arizona Protective Orders Timetables training
- Court Administrator received Time & Attendance training from City Finance

Period Covered: May-24
 Prepared by: Alejandra Peru
 Title: Court Administrator
 Prepared date: 6/6/2024

GL ACC NUM	CODE	GL ACCOUNT NAME	Amount
HOLD ACCOUNTS			
2-79-11		UNAPPLIED PAYMENTS	\$ 344.20
2-79-51		DDS HOLD ACCOUNT	\$-
2-71-01	ZBND	BOND POSTED	\$-
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	\$ 325.00
2-92-02	ZSLPX	CITING AGENCY SUSPENSE - 28-4139 LICENSE PLATE VIOLATION	\$-
TOTAL HOLD ACCOUNTS			\$ 669.20
ACCOUNTS PAYABLE			
4/23/2001	ZHRFC	28-2533 REGISTRATION VIOLATION	\$-
2/21/1953	ZOS2	2011 ADDITIONAL ASSESSMENTMT (JUSTICE COURTS SHARE)	\$ 140.48
4/23/2003	ZOS3	OFFICER SAFETY EQUIPMENT (SAN LUIS POLICE DEPARTMENT)	\$ 550.31
2/15/1932	ZOS5	STATE CITING AGENCIES - 2011 ADDITIONAL ASSESSMENT (AZ DEPT PUB SFTY, PHOENIX)	\$ 4.00
4/23/2002	ZSLPC	28-4139 LICENSE PLATE VIOLATION (SLPD)	\$ 289.69
2-51-03	ZOSX(5)	2011 Additional Assessment - Citing Agency Share - (ADOT)	\$ 7.49
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)	\$ -
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 - SUSP/DISPLAY LICENSE PLATE VIOLATIONS (CITING AGENCY)	\$-
TOTAL ACCOUNTS PAYABLE			\$ 991.97
GENERAL FUND			
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)	\$ 3,797.30
2/15/1933	ZCAA1	ADDRESS CONFIDENTIALITY PROGRAM ASSESSMENT	\$ -
4/29/2022	ZCAA2	ADD CONFIDENTIALITY PROGRAM ASSESSMENT - LOCAL PORTION	\$ -
4-31-01	ZDDS	COURT DEFENSIVE DRIVING SCHOOL FEE	\$ 8,000.00
4-31-02	ZDEFP	DEFERRED PROSECUTION FEE	\$ 800.00
4/21/2010	ZFINE	CIVIL TRAFFIC FINES	\$ 10,195.37
4/22/1930	ZFINE	CRIMINAL FINES - NON TRAFFIC	\$ 218.50
4/22/2010	ZFINE	CRIMINAL TRAFFIC FINES (DUI)	\$ 1,751.52
4/22/2020	ZFINE	CRIMINAL TRAFFIC FINES (NON-DUI)	\$ 1,062.65
4/21/1990	ZFINE	OTHER CIVIL	\$ 20.00
4/21/1995	ZFINE	GENERIC BASE FINE	\$ 556.27
4-49-07	ZFINE	LOCAL CIVIL TRAFFIC - CV	\$ 243.36
4/21/1971	ZHRF2	CRT REIMBURSEMENT FEES (HURF-RELATED CV WT VIOLATIONS)	\$ 1.24
4-59-04	ZFINE	OFFENSES - CR	\$-
4-39-09	ZLCL	OTHER CLERK FEES	\$-
4/11/2001	ZMISC	TITLE 22 FILLING AND ANSWER FEES	\$ 98.63
4-45-01	ZPARK	PARKING FINES	\$ 99.51
4-49-05	ZTCOR	OFFENSES - CV	\$ 110.40
4-91-02	ZOVF	NON-REFUNDABLE OVERPAYMENTS	\$ 0.90
4-91-03	ZFOR	BOND FORFETURES	\$-
TOTAL GENERAL FUND			\$ 26,955.65

SPECIAL REVENUE COURT FUND			
4/30/2004	ZCTEF	COURT ENHANCEMENT FEE	\$ 4,138.12
4-32-01	ZDEF	DEFAULT FEE	\$ 1,924.20
4/13/2003	ZJCL	LOCAL JUDICIAL ENHACMENT FUND. (\$7 LOCAL PORTION OF THE TIME PAYMENT FEE)	\$ 657.68
4-13-02	ZJCLF	TITLE 22 OTHER FEES (LOCAL JCEF)	\$ 11.29
4-32-03	ZWAR	WARRANT FEE	\$ 682.45
TOTAL SPECIAL REVENUE COURT FUND			\$ 7,413.74
STATE OF ARIZONA TREASURER			
2/14/2008	ZADPS	ADPS FORENSIC FUND	\$ 944.42
2/14/2003	ZCEF	CEF- PENALTY ASSESSMENT NOT FROM DPS PHOTO ENFORCMENT	\$ 1,668.31
2/14/2009	ZCEF2	1% CLEAN ELECTIONS FUND	\$ 143.08
2/14/2001	ZCJEF	CJEF PENALTY ASSESSMENT	\$ 6,967.62
2/11/2011	ZCPRF	CHILD PASSENGER RESTRAINT FUND	\$ -
2/11/2025	ZDECJ	DRUG & GANG ENFORCEMENT ACCOUNT	\$ -
2/14/2005	ZDNAS	DNA PENALTY ASSESSMENT	\$ 30.57
2/15/2011	ZDUIA	DUI ABATEMENT FUND ASSESSMENT	\$ 26.40
2/15/1934	ZDVSF	DOMESTIC VIOLENCE ASSESSMENT	\$ -
2/13/2023	ZFAR1	FARE-Special Collections	\$ 252.32
2/13/2022	ZFAR2	FARE-Delinquency Fee	\$ 177.38
2/13/2025	ZFAR3	FARE-Enhanced Special Collections	\$ 172.89
2/13/2024	ZFAR4	FARE-Enhance Delinquency Fee	\$ 298.57
2/14/2004	ZFTGS	FTG PENALTY ASSESSMENT	\$ 1,154.43
2/11/1935	ZHRF1	HIGHWAY USER REVENUE FUND (WEIGHT VIOLATIONS)	\$ 246.82
2/11/1936	ZHRF3	HIGHWAY USER REVENUE FUND (REGISTRATION VIOLATIONS)	\$ -
2/13/1952	ZJCS	JCEF TIME PAYMENT FEE - STATE	\$ 1,033.52
2/13/1953	ZJCS	TPF-PUBLIC DEFENDER TRAINING FUND	\$ 187.91
2/13/1951	ZJCSF	JCEF TITLE 22 FEES - STATE	\$ 26.08
2/14/2002	ZMSEF	MSEF PENALTY ASSESSMENT	\$ 2,144.21
2/15/1931	ZOS1	2011 ADDITIONAL ASSESSMENT - STATE	\$ 1,124.31
2/15/2013	ZPCOF	PRISON CONSTRUCTION AND OPERATIONS FUND ASSESSMENT	\$ 2,634.19
2/15/1942	ZPOTE	PEACE OFFICER TRAINING EQUIP FUND	\$ 545.87
2/14/2006	ZPRSU/PR S6	JCEF PROBATION ASSESSMENT - ST	\$ 2,545.84
2/15/2014	ZPSEF	PUBLIC SAFETY EQUIPMENT FUND ASSESSMENT	\$ 2,485.70
2/15/1943	ZVCAF	\$9 VICTIMS RIGHT PENALTY (37.6%)	\$ 466.37
2/15/1937	ZVREA	VICTIM RIGHTS ENFORCEMENT FUND	\$ 278.73
2/15/1944	ZVRF	\$9 VICTIMS RIGHT PENALTY (62.4%)	\$ 774.40
TOTAL STATE OF ARIZONA TREASURER REVENUE			\$ 26,329.94
TOTAL			\$ 62,360.50

DISBURSEMENTS:		
STATE	\$	26,329.94
CITY	\$	26,955.65
COUNTY (2-21-53)	\$	140.48
JCEF (4-13-03 + 4-13-02)	\$	668.97
CEF (4-30-04)	\$	4,138.12
WARRANT FEES (4-32-03)	\$	682.45
CITING AGENCIES:		
SLPD	\$	550.31
DPS	\$	4.00
ADOT	\$	7.49