



Title VI Implementation Plan

CITY COUNCIL

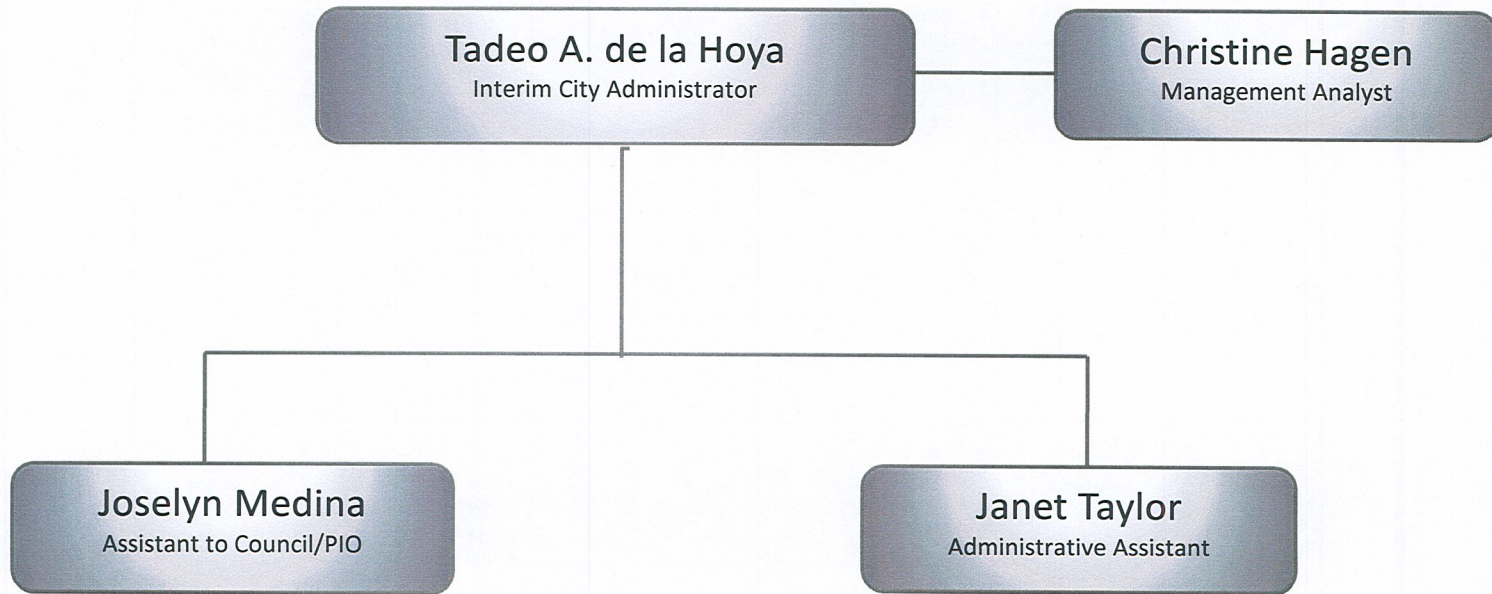


DEPARTMENT HEADS

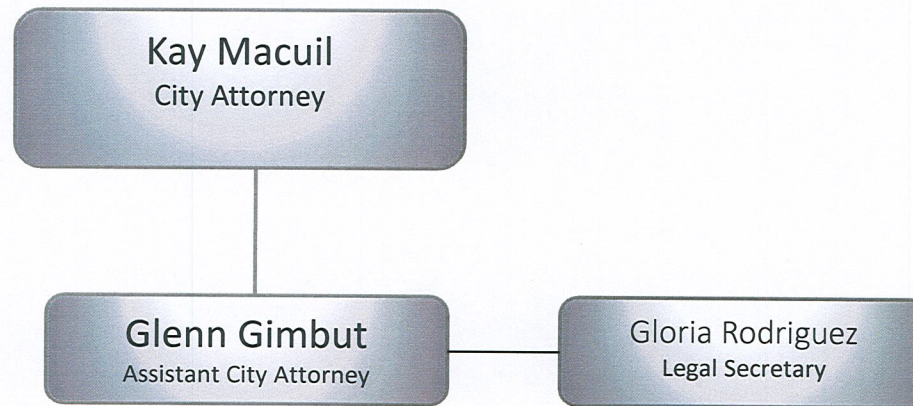
Tadeo A. de la Hoya
Interim City Administrator



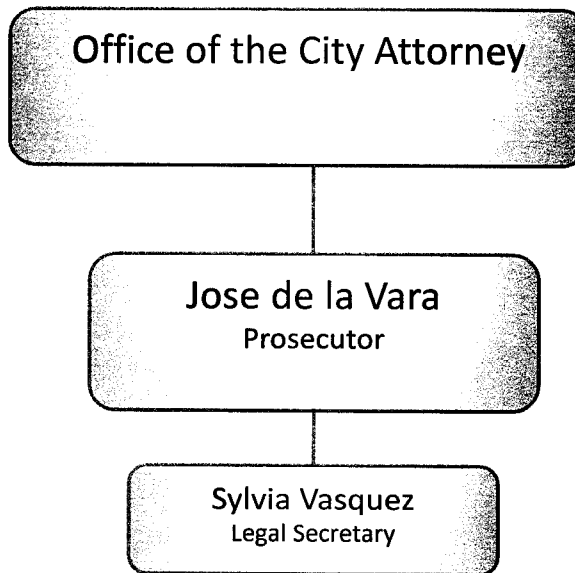
CITY ADMINISTRATION



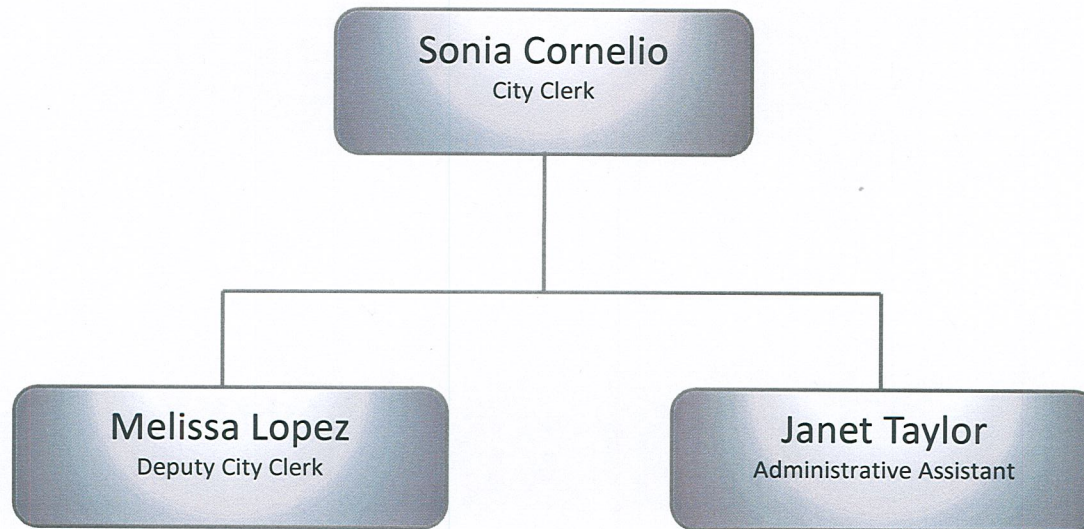
CITY ATTORNEY



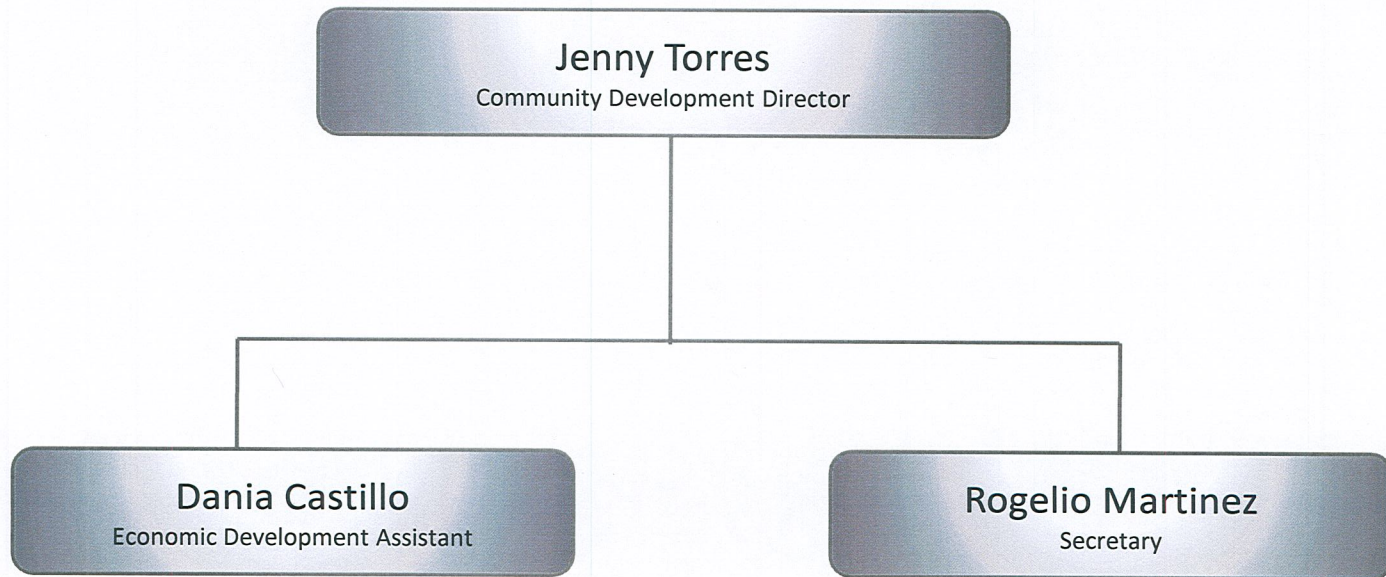
CITY PROSECUTOR



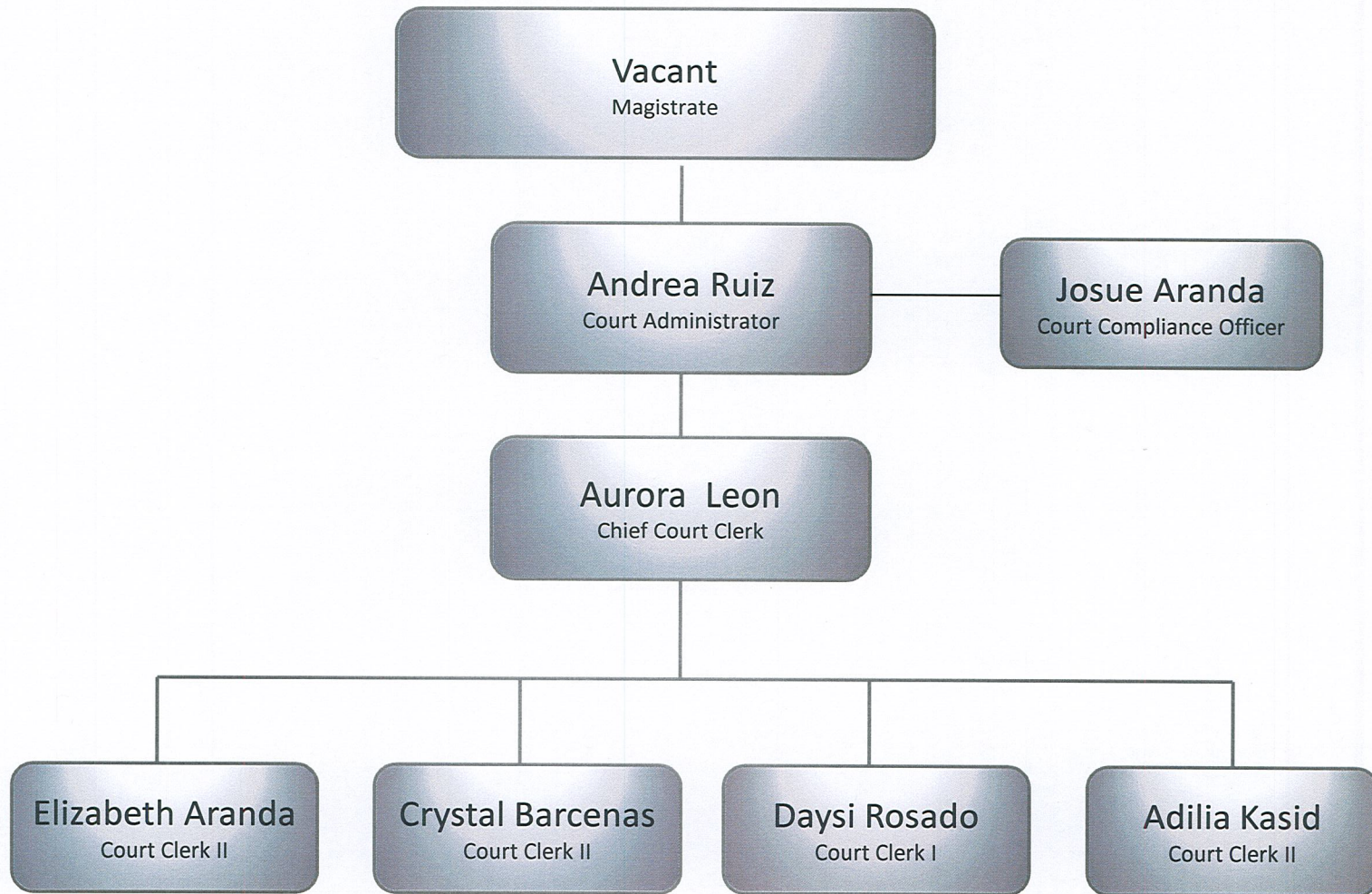
CITY CLERK



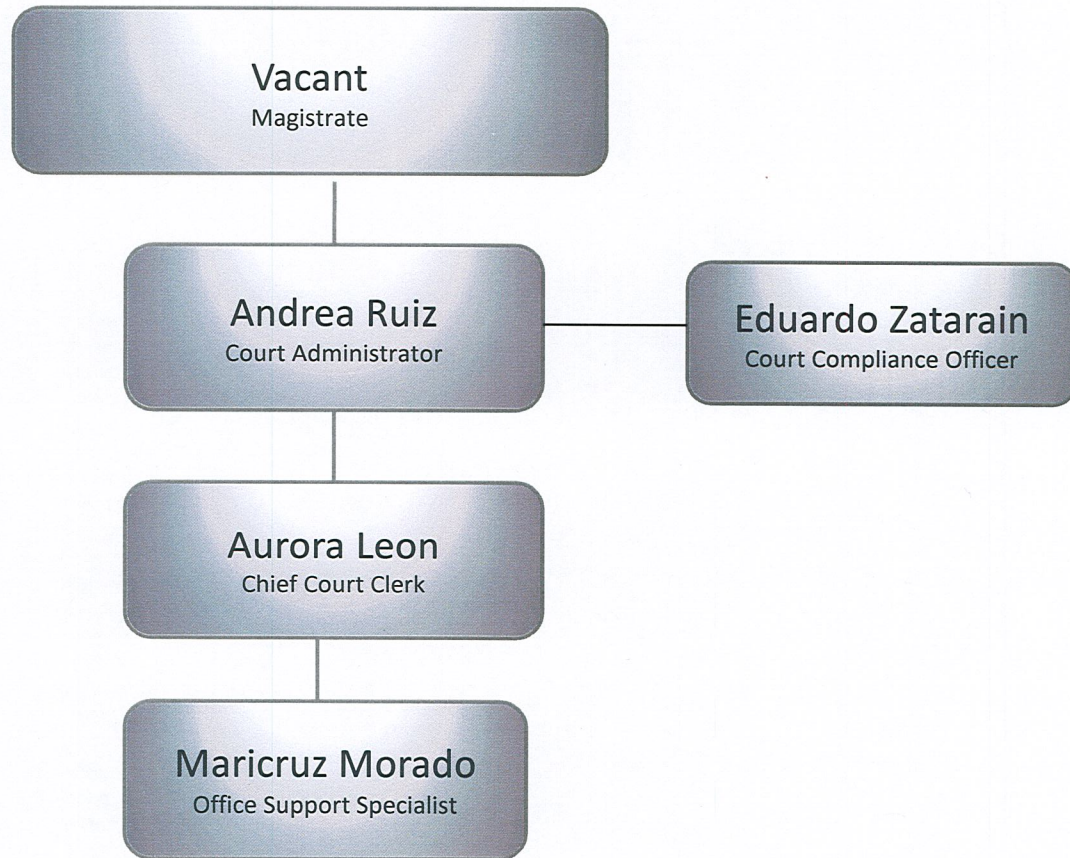
COMMUNITY DEVELOPMENT



COURT



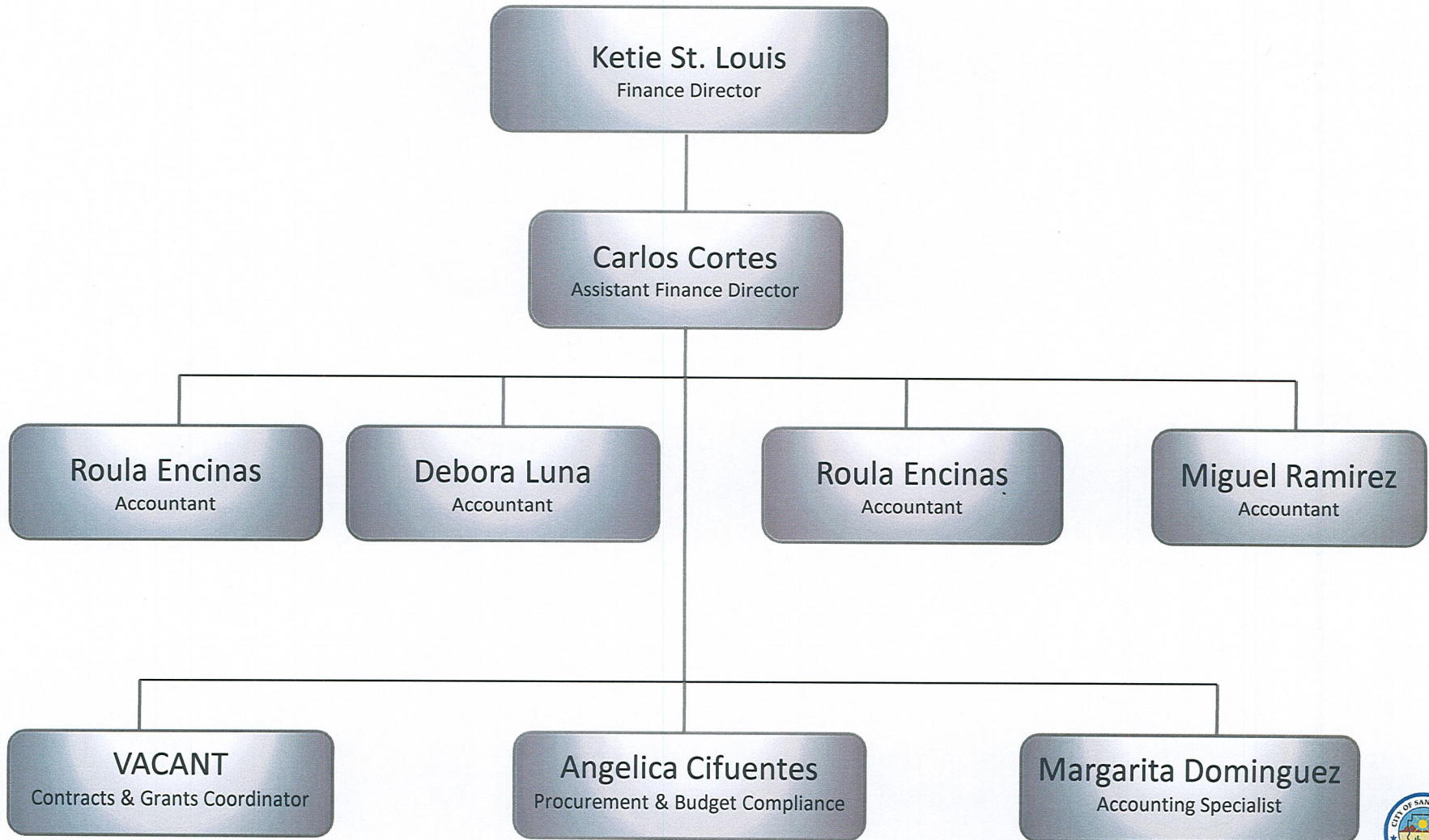
COURT WARRANT



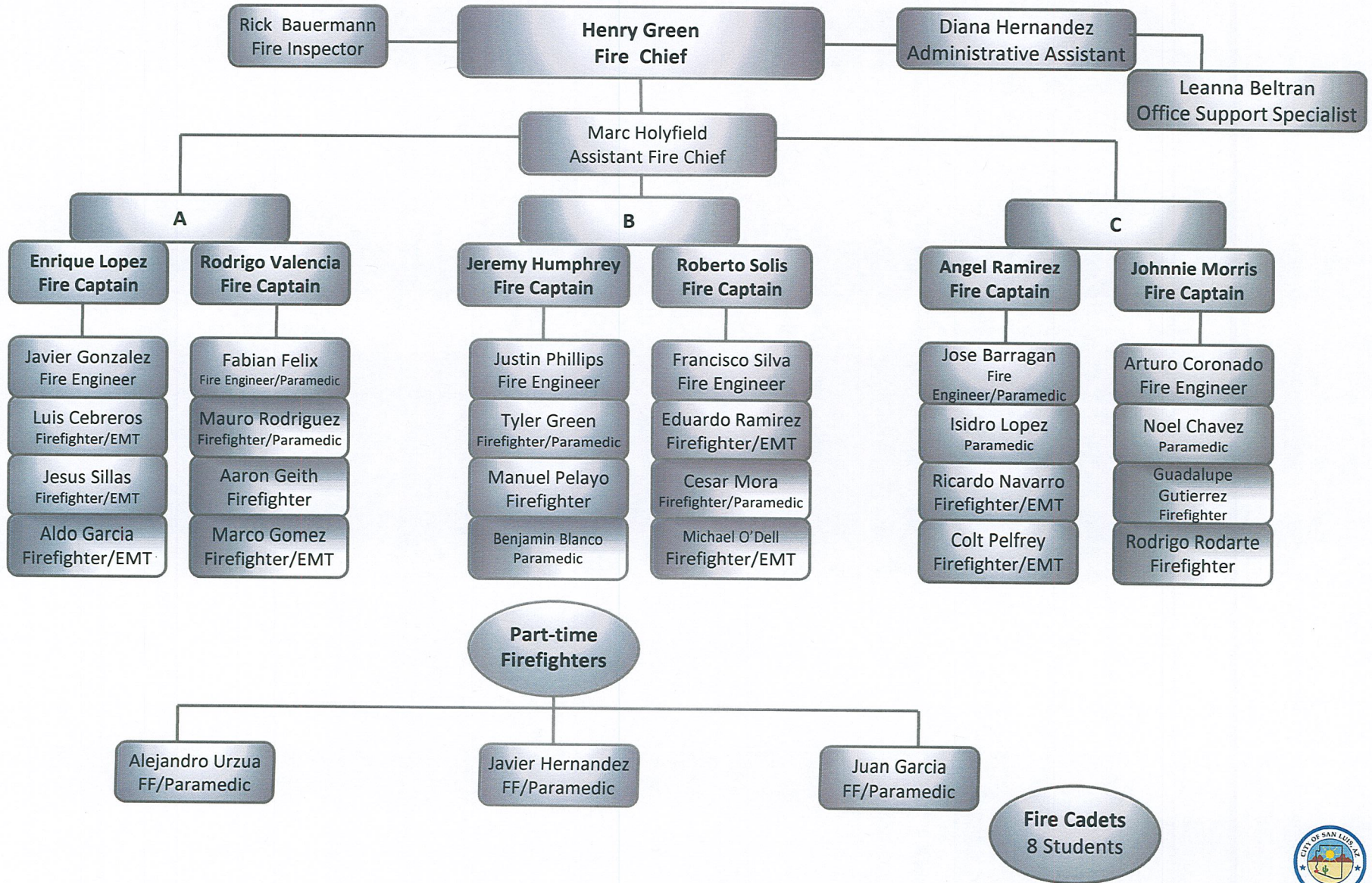
FACILITIES



FINANCE



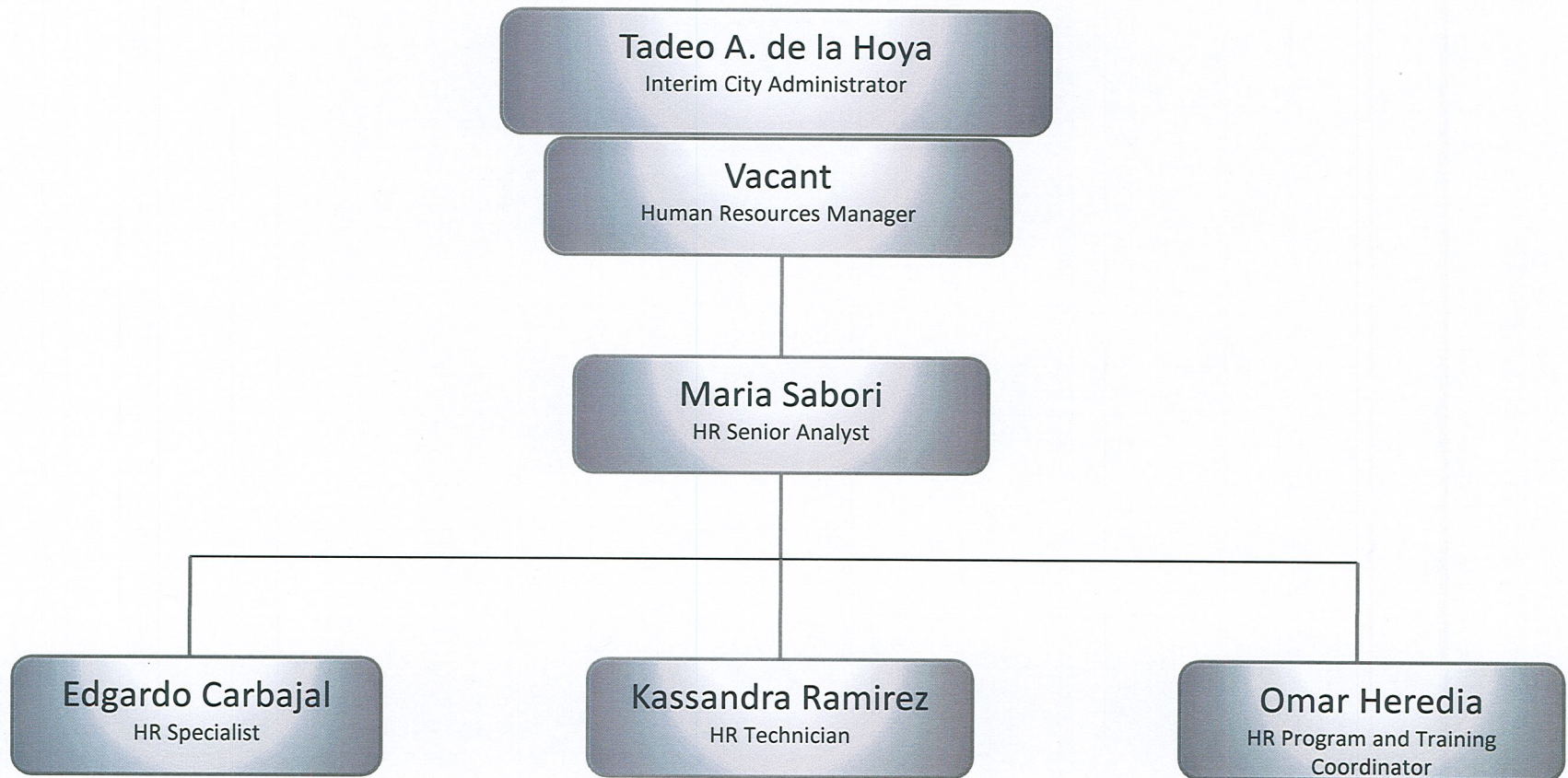
FIRE



FLEET SERVICES



HUMAN RESOURCES



INFORMATION TECHNOLOGY

Derek Dueñas
Acting I.T. Manager

Francisco Orozco
I.T. Technician

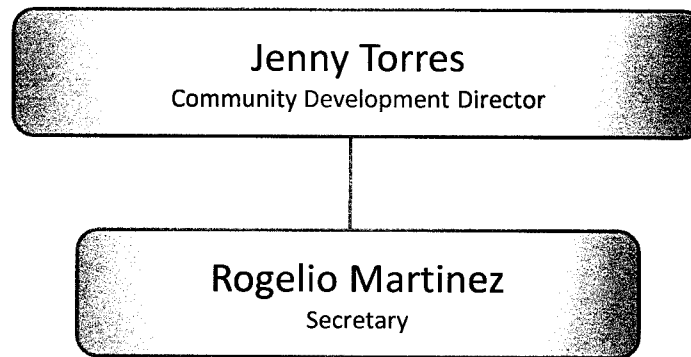
Jonathan Dumadag
I.T. Technician

Isaac Gutierrez
G.I.S Technician

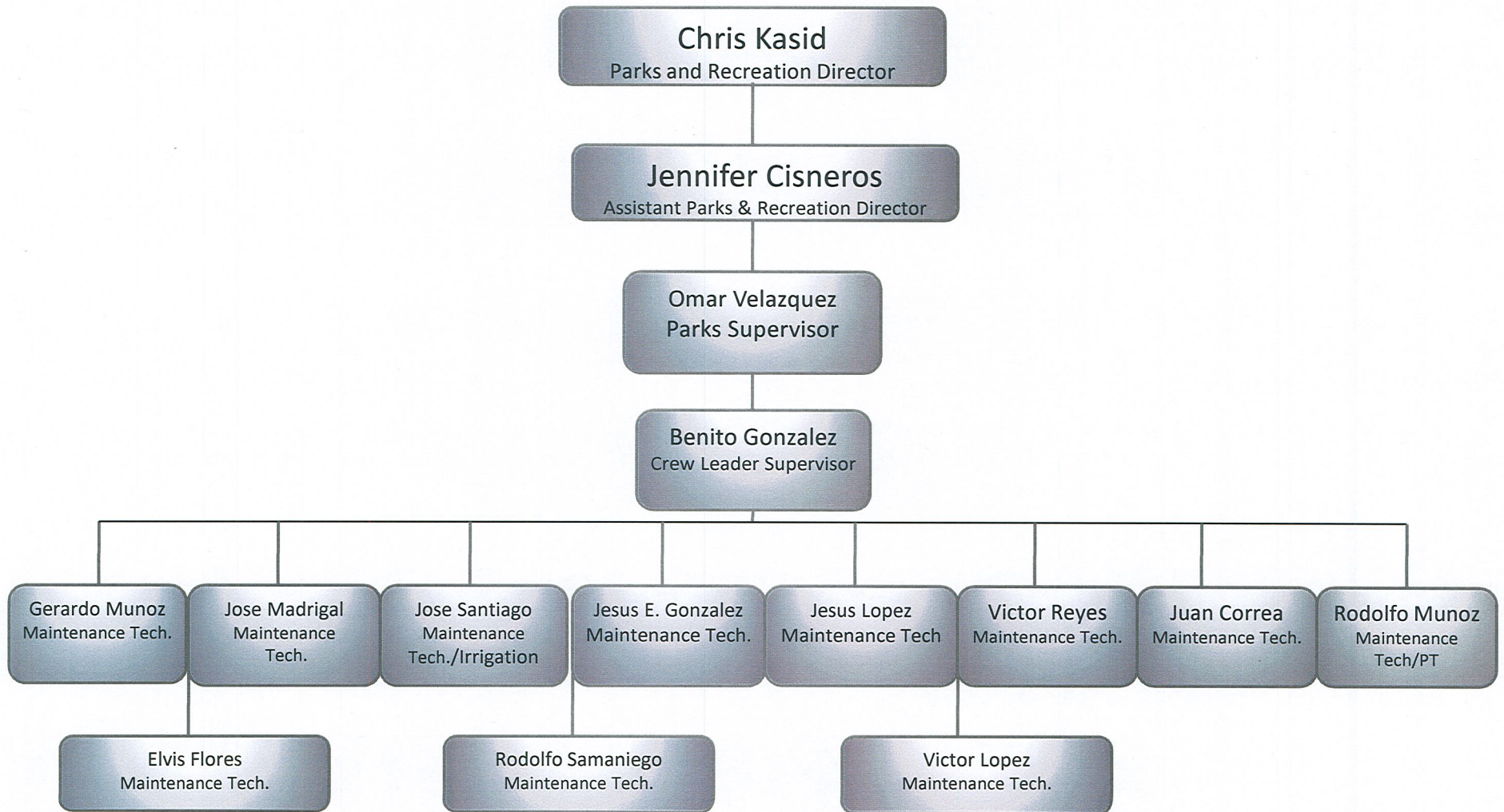
Domingo Sosa
Graphic Arts Specialist



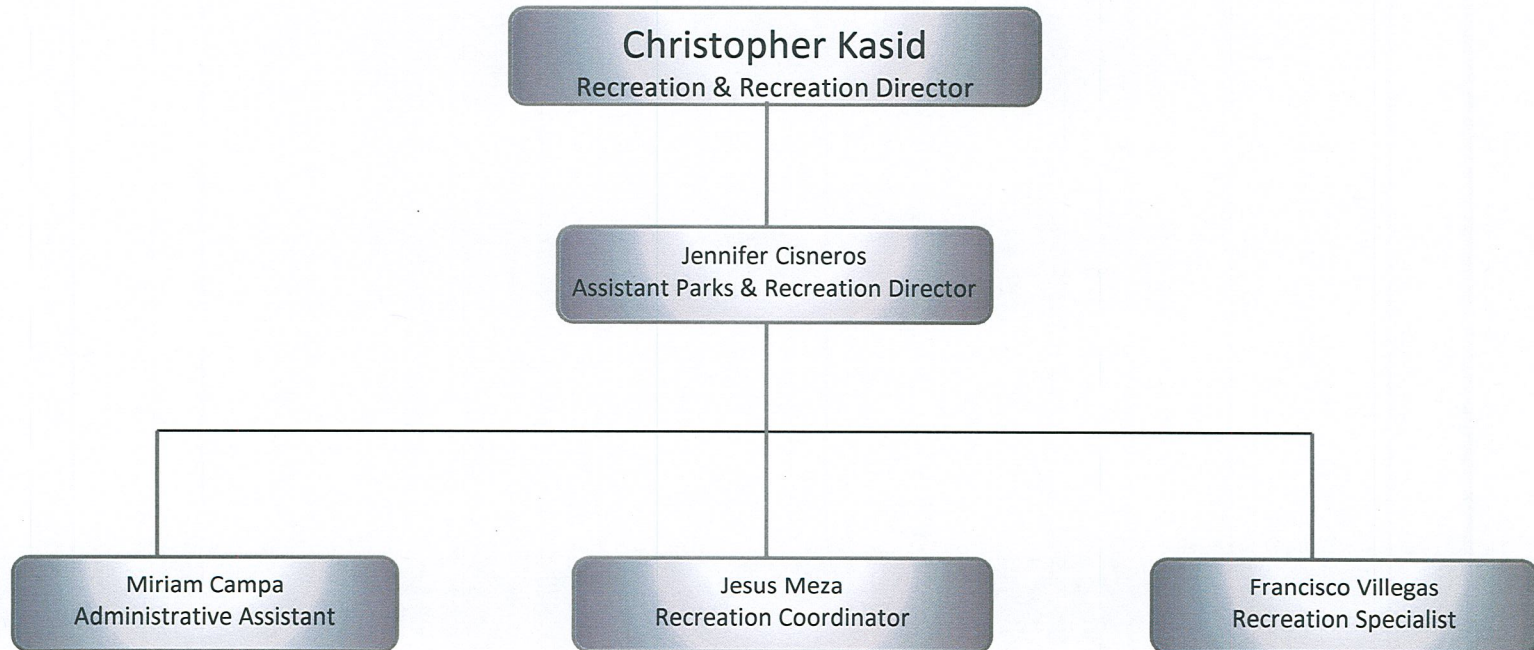
INCUBATOR



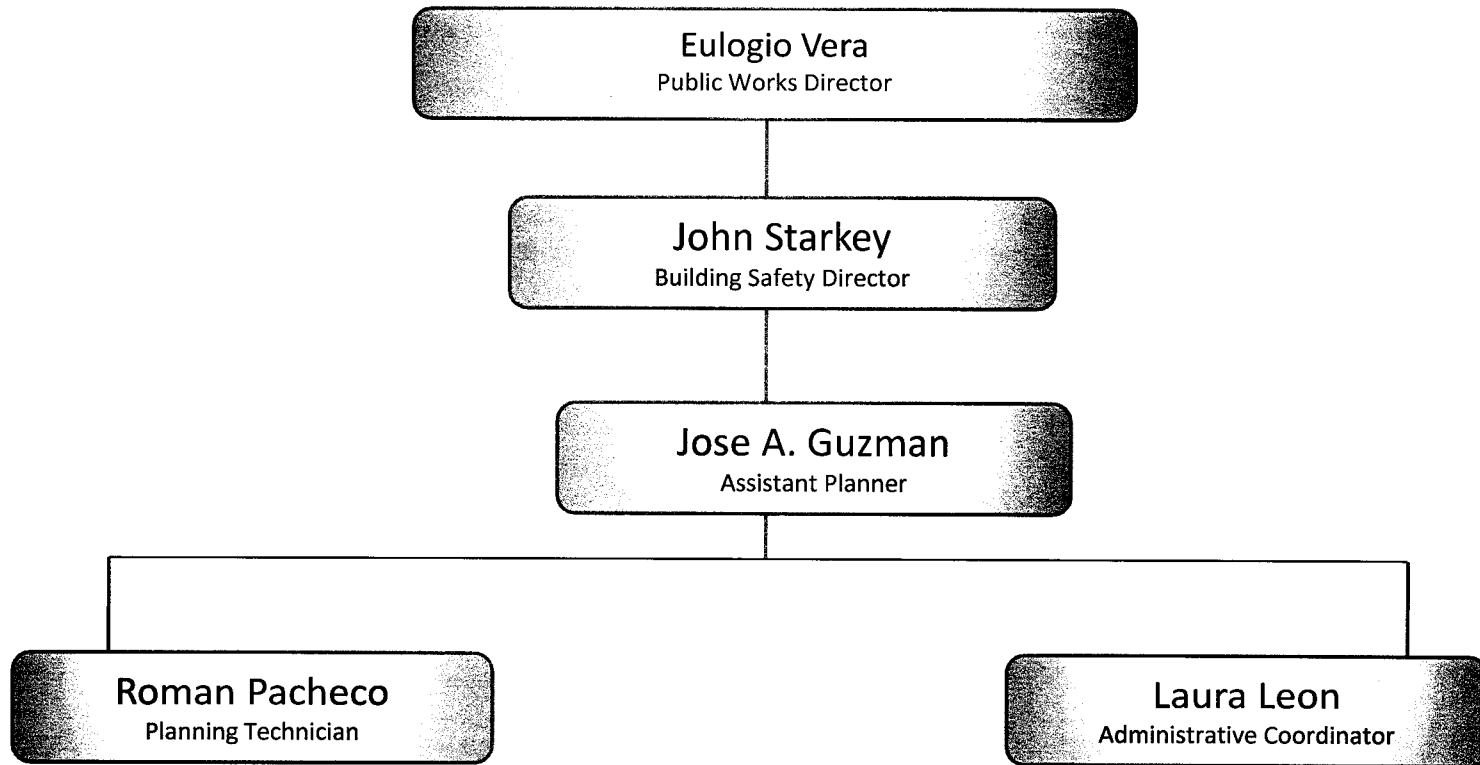
PARKS GROUNDS



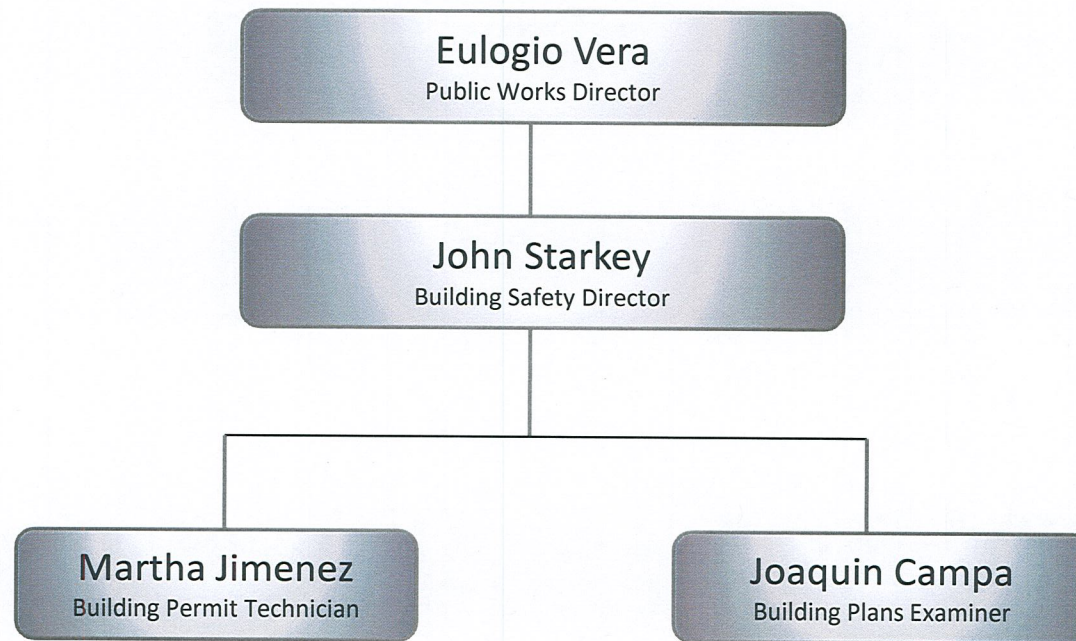
RECREATION



DEVELOPMENT SERVICES

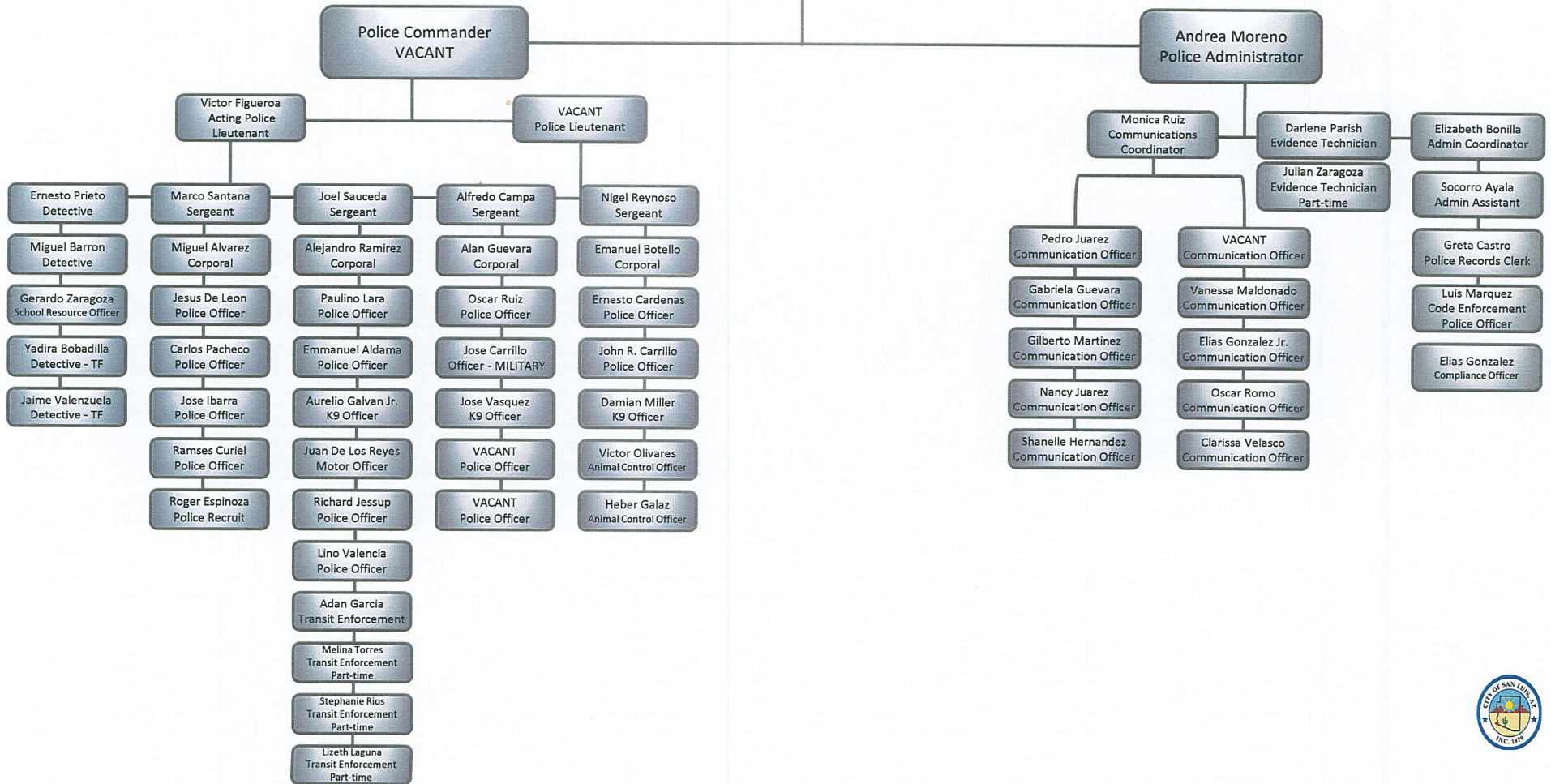


BUILDING SAFETY

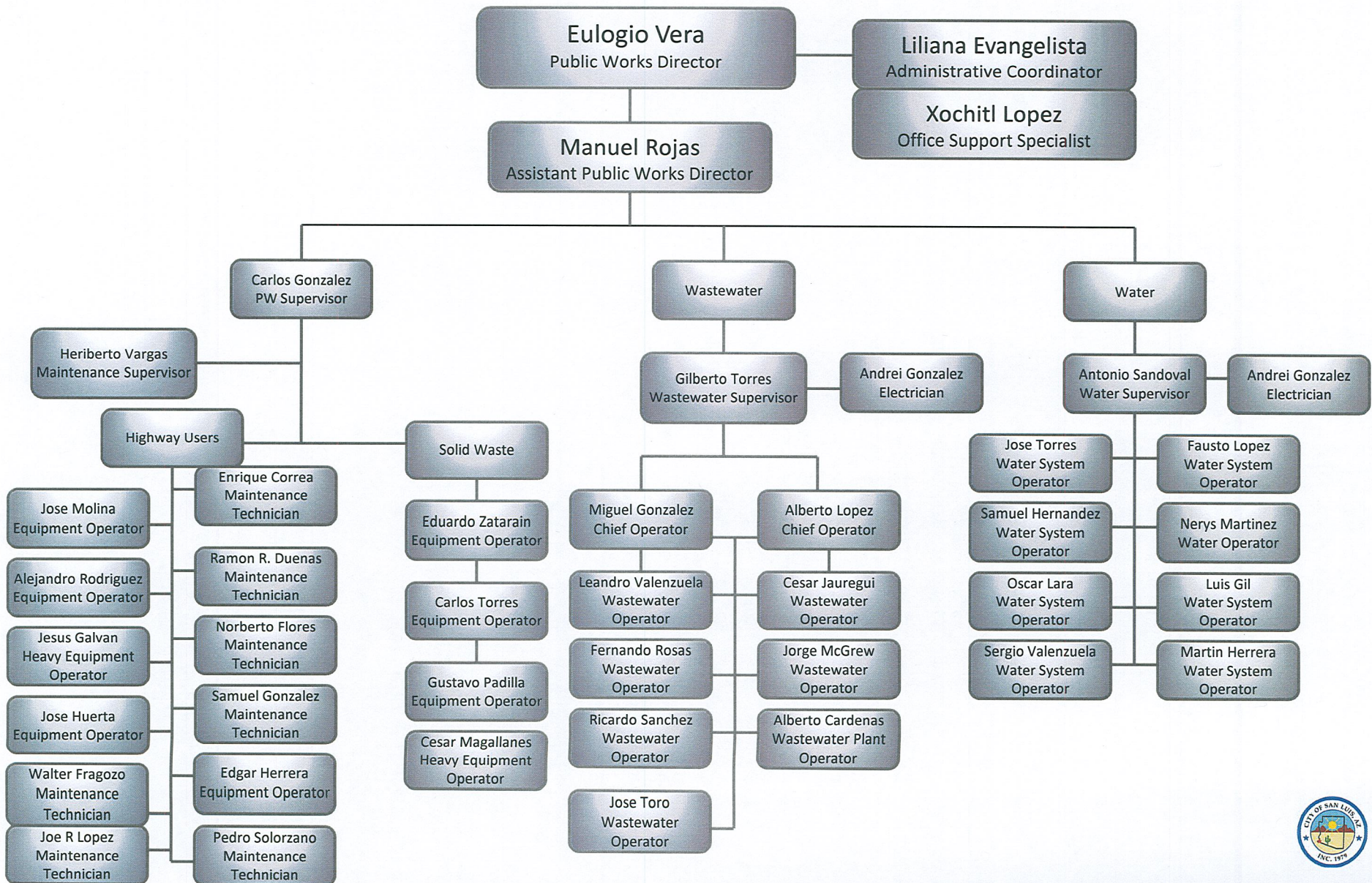


POLICE

Craig Higgins
Chief of Police



PUBLIC WORKS; Wastewater; Water; Highway Users; Solid Waste



RISK MANAGEMENT

Ketie St. Louis
Finance Director

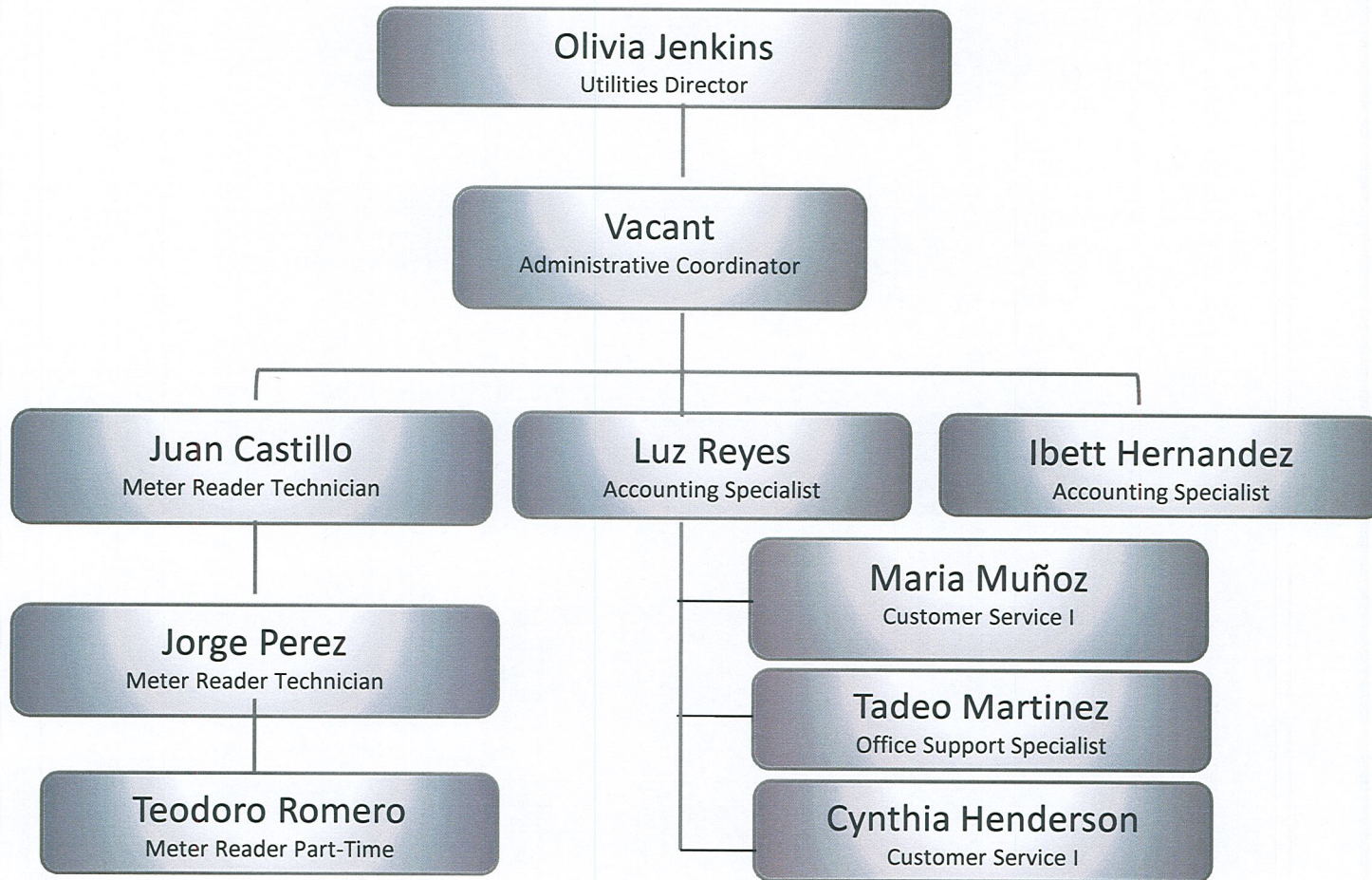
Andrea Catania
Risk Property Manager



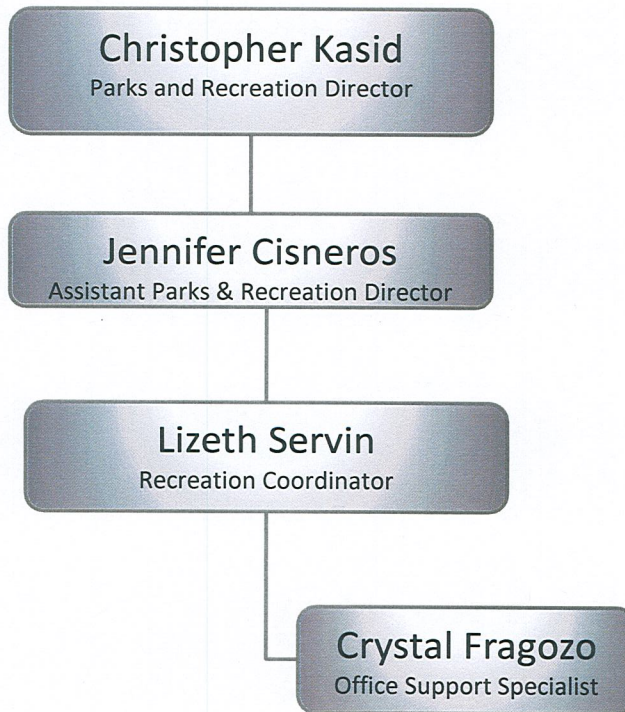
SENIOR SERVICES



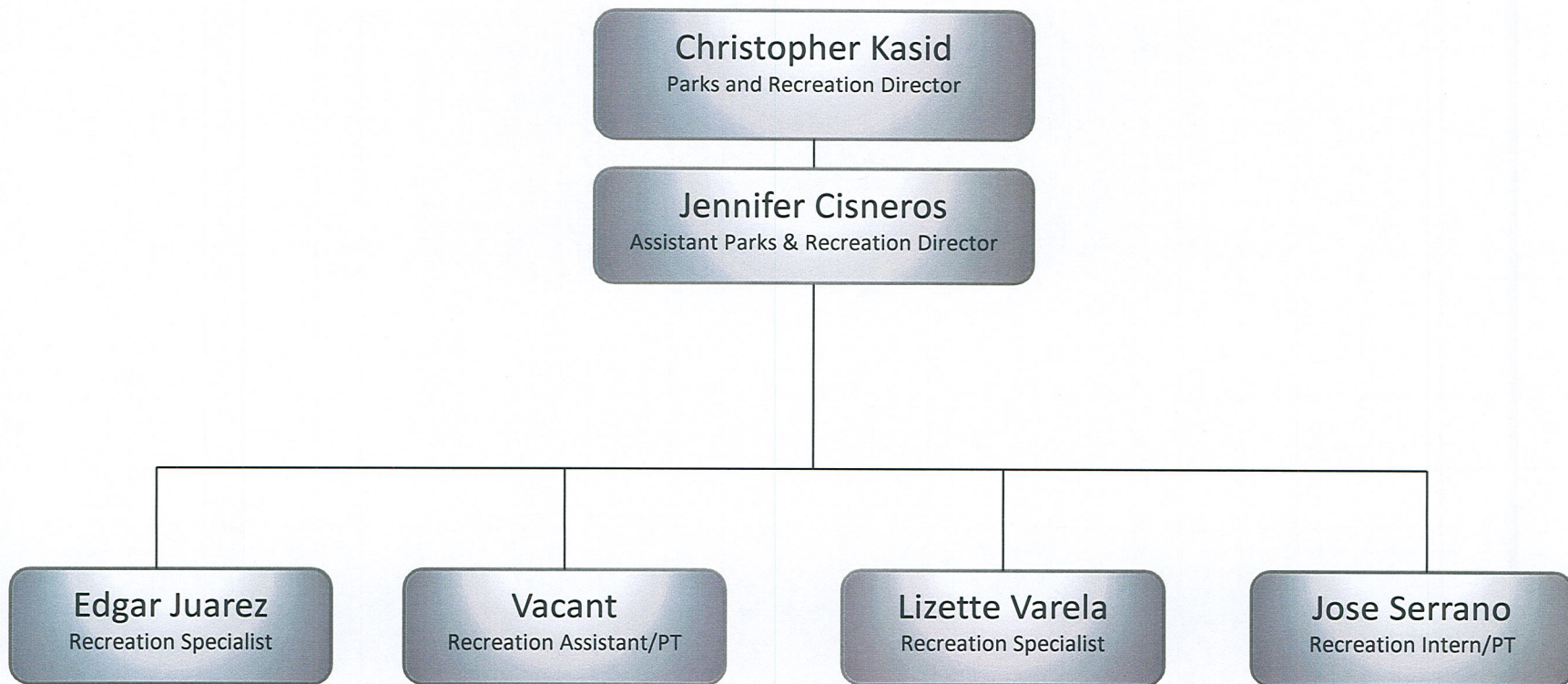
UTILITIES



CULTURAL CENTER



YOUTH CENTER



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Title VI Policy Statement

The City of San Luis policy assures full compliance with Title VI of the Civil Rights Act of 1964, the Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any City of San Luis sponsored program or activity. There is no distinction between the sources of funding.

The City of San Luis also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, City of San Luis will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When City of San Luis distributes Federal-aid funds to another entity/person, City of San Luis will ensure all sub-recipients fully comply with City of San Luis Title VI Nondiscrimination Program requirements. The Mayor has delegated the authority to Maria Sabori of the City’s Human Resources Department the Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

City of San Luis Arizona

Gerardo Sanchez, Mayor

Title VI Notice to the Public

Notifying the Public of Rights under Title VI City of San Luis

The City of San Luis operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of San Luis.

For more information on the City of San Luis's civil rights program, and the procedures to file a complaint, contact Maria Sabori at 928-341-8520, (TTY 1-800-877-8339); email MSabori@cityofsanluis.org; or visit our administrative offices at 1090 E. Union Street, San Luis Arizona 85349. For more information, visit www.cityofsanluis.org

A complainant may file a complaint directly with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **ADOT**: ATTN: Title VI Program Manager 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact the City Clerk at 928-341-8520. Para información en español llame: El Secretario De La Ciudad 928-341-8520.

Title VI Notice to the Public -Spanish

Aviso al Público Sobre los Derechos Bajo el Título VI City of San Luis

City of San Luis (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI De La Ley De Los Derechos Civiles De 1964, Sección 504 De La Ley De Rehabilitación De 1973 y La Ley De Ciudadanos Americanos Con Discapacidades De 1990 (ADA). El nivel y la calidad de servicios de transporte serán proveídos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre el programa de derechos civiles de la Ciudad de San Luis, y los procedimientos para presentar una queja, contacte a Maria Sabori al 928-341-8520, (TTY 1800-877-8339), MSabori@cityofsanluis.org; o visite nuestra oficina administrativa en 1090 E. Union Street, San Luis, Arizona 85349. Para obtener más información, visite www.cityofsanluis.org.

El demandante puede presentar una queja directamente con Arizona Department of Transportation (ADOT) o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: ADOT: ATTN Title VI Program Manager 206 S. 17th Ave MD 155A Phoenix AZ, 85007 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

The above notice in English and in Spanish are posted in the following locations:

- San Luis Senior Services Department
- San Luis City Hall
- San Luis Police Department
- San Luis Fernando Padilla Community Center

This notice is posted online at www.cityofsanluis.org

Title VI Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by City of San Luis including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted the City of San Luis will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City of San Luis or submitted to the State or Federal authority for guidance.
- (7) The City of San Luis will notify the ADOT Civil Rights Office of ALL Title VI complaints within 72 hours via telephone at 602-712-8946; email at civilrightsoffice@azdot.gov.
- (8) City of San Luis has 10 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 5 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Authority can

administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 5 days after the date of the letter or the LOF to do so.
- (10) A copy of either the closure letter or LOF must also be submitted to ADOT within 72 hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with City of San Luis decision may file a complaint with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: **ADOT**: ATTN Title VI Program Manager 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (12) A copy of these procedures can be found online at: www.cityofsanluis.org

City of San Luis will investigate Title VI complaints against its subrecipients; all other Title VI complaints filed against City of San Luis will be investigated by the Arizona Department of Transportation.

- (1.) For Title VI complaints filed against City of San Luis within 5 calendar days of receipt, City of San Luis will notify ADOT of the Title VI complaint being filed. The complaint will then be logged identifying its basis of discrimination, the status, and the next steps. ADOT then will assume jurisdiction and follow the ADOT's complaint procedures for investigating the complaint.
- (2.) For Title VI complaints filed against City of San Luis's sub-recipients (ie, consultants, vendors, and contractors) City of San Luis will assume jurisdiction and will investigate and adjudicate the case.
- (3.) The City of San Luis has 10 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 5 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

- (4.) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 5 days after the date of the letter or the LOF to do so.
- (5.) A complainant dissatisfied with City of San Luis decision may file a complaint with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: **ADOT**: ATTN Title VI Program Manager 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (6.) A copy of these procedures can be found online at: www.cityofsanluis.org
- (7.) If information is needed in another language, contact the City Clerk at 928-341-8520. Para información en Español llame al: Secretario De La Ciudad a 928-341-8520.

Title VI Complaint Form

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section III:		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
<input type="checkbox"/> Disability		
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section VI:		
Have you previously filed a Title VI complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

Section V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____

Federal Court: _____ State Agency: _____

State Court : _____ Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI:

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

City of San Luis

Maria Sabori, Title VI Coordinator

1090 E. Union Street

P.O. Box 1170

San Luis, AZ 85349

928-341-8582

Complaint forms in English and Spanish can be found online at www.cityofsanluis.org

Title VI Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin or disability)	Status	Action(s) Taken (Final findings?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
1)				
2)				

City of San Luis has not had any Title VI complaints, investigations, or lawsuits in 2016.



City of San Luis Public Participation Plan

The City of San Luis is engaging the public in its planning and decision-making processes for its Federal Aid projects and services. City Council is the decision-making body for the City for Federal Grant applications.

- When the applications are presented to Council, the Council Meeting has been noticed by posting at the following places in San Luis, City Hall, the Police Department, the Fernando Padilla Community Center, and on the City's website. Usually the posting is done 6 days before the meeting and no less than 24 hours before the meeting. Every meeting allows for public comment either in English or Spanish at a minimum during the Public Comment period. Depending upon the Federal Grant there may be another period of public comment at the time of grant item comes up if it is in the agenda as a Public Hearing, which it often is.
- Title VI rights are posted in English and in Spanish on all the City Council's Notices of Agenda. The Council meets usually a minimum of twice per month but most months meets 4 times per month.
- More extensive Title VI rights are posted in English and in Spanish separately from the Notices of Agenda permanently in San Luis at City Hall, at the Police Station, at the Fernando Padilla Community Center, at the Senior Center, and on the City's website.
- Public meetings are scheduled to increase the opportunity for attendance by stakeholders and the general public. Comments are received in both English and Spanish. Meeting are scheduled during non-traditional business hours, 7:00 p.m. on Wednesdays.
- When a public meeting is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction and may be held more than one time and during non-traditional business hours.
- Public meetings are held in locations accessible to people with disabilities and are located near a transit route when possible.
- Public meetings of City Council have simultaneous interpreter for both English and Spanish speakers and audio equipment so that the interpreter does not interrupt the meeting. Proceedings are held in English so the interpreter translates to Spanish for Spanish speakers. If public comment is received in Spanish, the interpreter translates to English.

City of San Luis made the following most recent community outreach efforts regarding the City's grant application for the Coordinated Mobility Program Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for badly needed vehicles for Senior Center's transportation program:

City Council Work Session April 6, 2016 and
City Council Special Meeting April 14, 2016

Notices for these meetings were posted on the City's Web Site, at San Luis City Hall, at San Luis Police Station, at San Luis Fernando Padilla Community Center. For the City Council Special Meeting of April 14, 2016 the item was posted for a public hearing which allowed for public comment at the time the item comes up on the agenda. There was a second public comment period at the end of the meeting.

It is anticipated that there will be several Public Meetings in the next year regarding Federal Aid projects. In addition to the City's most recent grant application for the Coordinated Mobility Program Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities, the City is involved with Regional Planning efforts and Community Block Development Grants which will involve Public Meetings.

City of San Luis submits to the Arizona Department of Transportation annually an application for funding. Part of the annual application is a public notice, which includes a 30-day public comment period.

Following this page are sample public participation outreach documents



AGENDA ITEM REVIEW FORM

Work Session

2.G.

Meeting

Date: 04/06/2016

Department Head: Sonia Cornelio, City Clerk, Office of the City Clerk

Head:

Submitted By: Sonia Cornelio, City Clerk, Office of the City Clerk

By:

Action Requested: Discussion Item - No Action to

be Taken

ITEM:

Discussion on any and all matters regarding the submission of the 5310 Grant Application for Senior Services Department.

(Chris Hagen, Management Analyst)

SUMMARY:

The grant request is for two (2) cutaway 14 passenger vehicles with a lift and a mini van with a lift to transport seniors and those with disabilities. San Luis match is approximately \$46,000.00.

RECOMMENDATION / SUGGESTED MOTION:

Discussion only, no action.

Supporting information not attached to the Agenda Item Review Form:

N/A

Document to be Recorded?: No

N/A

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: Yes

CITY/STATE/FEDERAL City

FUNDS:

TOTAL: \$46,000.00

BUDGETED: No

AVAILABLE TO
TRANSFER: N/A

ACCOUNT
#/REMAINING \$0.00

BALANCE:

FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

If awarded, the total fiscal impact would be \$46,000.00 for all three vehicles. Award of grant will be October-November 2017.



City of San Luis Limited English Proficiency Plan

City of San Luis Limited English Proficiency Plan

INTRODUCTION

This Limited English Proficiency Plan ("LEP Plan") has been prepared to address the City of San Luis, Arizona responsibilities as a recipient of federal financial assistance as such responsibilities relate to the needs of individuals with limited English language skills. The LEP Plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations, which provide that no person shall be subjected to discrimination on the basis of race, color or national origin under any program or activity that receives federal financial assistance.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying the recipients' obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the City of San Luis ("City") which receives federal assistance through Yuma County and the State of Arizona.

LEP PLAN SUMMARY

The City has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency ("LEP") who wish to access services provided by the City. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have a limited ability to read, speak, write or understand English.

This LEP Plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, how to notify LEP persons that assistance is available, and information for future LEP Plan updates.

In developing this LEP Plan, the City undertook the four-factor LEP analysis which considers the following factors: 1) the number or proportion of LEP persons in the service area who may be served or are likely to encounter a City program, activity or service; 2) the frequency with which LEP persons come in contact with City programs, activities or services; 3) the nature and importance of programs, activities or services provided by the City to the LEP population; and 4) the resources available to the City and the overall costs to provide LEP assistance. A summary of the results of the four-factor analysis is provided in the following section.

FOUR-FACTOR ANALYSIS

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a City program, activity or service.

City staff reviewed the 2010 U.S. Census Report and determined that of 25,505 persons in the City 2,066 persons (8.1% of the population) speak only English; 23,439 persons (91.9% of the population) speak a language other than English. In the City, 2,066 persons (8.1%) have

QuickFacts

San Luis city, Arizona

QuickFacts provides statistics for all states and counties, and for cities and towns with a population of 5,000 or more.

ALL TOPICS



SAN LUIS CITY,
ARIZONA

People

Population

Population estimates, July 1, 2015, (V2015)	NA
Population estimates, July 1, 2014, (V2014)	31,091
Population estimates base, April 1, 2010, (V2015)	NA
Population estimates base, April 1, 2010, (V2014)	27,909
Population, percent change - April 1, 2010 (estimates base) to July 1, 2015, (V2015)	NA
Population, percent change - April 1, 2010 (estimates base) to July 1, 2014, (V2014)	11.4%
Population, Census, April 1, 2010	25,505

Age and Sex

Persons under 5 years, percent, July 1, 2014, (V2014)	X
Persons under 5 years, percent, April 1, 2010	9.2%
Persons under 18 years, percent, July 1, 2014, (V2014)	X
Persons under 18 years, percent, April 1, 2010	36.9%
Persons 65 years and over, percent, July 1, 2014, (V2014)	X
Persons 65 years and over, percent, April 1, 2010	5.9%
Female persons, percent, July 1, 2014, (V2014)	X
Female persons, percent, April 1, 2010	50.5%

Race and Hispanic Origin

White alone, percent, July 1, 2014, (V2014) (a)	X
White alone, percent, April 1, 2010 (a)	63.2%
Black or African American alone, percent, July 1, 2014, (V2014) (a)	X
Black or African American alone, percent, April 1, 2010 (a)	0.3%
American Indian and Alaska Native alone, percent, July 1, 2014, (V2014) (a)	X
American Indian and Alaska Native alone, percent, April 1, 2010 (a)	0.5%
Asian alone, percent, July 1, 2014, (V2014) (a)	X
Asian alone, percent, April 1, 2010 (a)	0.2%
Native Hawaiian and Other Pacific Islander alone, percent, July 1, 2014, (V2014) (a)	X
Native Hawaiian and Other Pacific Islander alone, percent, April 1, 2010 (a)	0.1%
Two or More Races, percent, July 1, 2014, (V2014)	X
Two or More Races, percent, April 1, 2010	2.8%
Hispanic or Latino, percent, July 1, 2014, (V2014) (b)	X
Hispanic or Latino, percent, April 1, 2010 (b)	98.7%
White alone, not Hispanic or Latino, percent, July 1, 2014, (V2014)	X
White alone, not Hispanic or Latino, percent, April 1, 2010	0.9%

Population Characteristics

Veterans, 2010-2014	382
Foreign born persons, percent, 2010-2014	45.2%

Housing

Housing units, July 1, 2014, (V2014)	X
Housing units, April 1, 2010	6,525
Owner-occupied housing unit rate, 2010-2014	73.9%
Median value of owner-occupied housing units, 2010-2014	\$113,700
Median selected monthly owner costs -with a mortgage, 2010-2014	\$923
Median selected monthly owner costs -without a mortgage, 2010-2014	\$327
Median gross rent, 2010-2014	\$618
Building permits, 2014	X

Families and Living Arrangements

Households, 2010-2014	7,944
Persons per household, 2010-2014	3.54
Living in same house 1 year ago, percent of persons age 1 year+, 2010-2014	89.4%
Language other than English spoken at home, percent of persons age 5 years+, 2010-2014	91.9%

Education

High school graduate or higher, percent of persons age 25 years+, 2010-2014	44.6%
Bachelor's degree or higher, percent of persons age 25 years+, 2010-2014	8.6%

Health

With a disability, under age 65 years, percent, 2010-2014	4.2%
Persons without health insurance, under age 65 years, percent	31.2%

In civilian labor force, total, percent of population age 16 years+, 2010-2014	53.1%
In civilian labor force, female, percent of population age 16 years+, 2010-2014	47.7%
Total accommodation and food services sales, 2012 (\$1,000)	9,478
Total health care and social assistance receipts/revenue, 2012 (\$1,000)	15,650
Total manufacturers shipments, 2012 (\$1,000)	D
Total merchant wholesaler sales, 2012 (\$1,000)	36,121
Total retail sales, 2012 (\$1,000)	136,023
Total retail sales per capita, 2012	\$5,149
Transportation	
Mean travel time to work (minutes), workers age 16 years+, 2010-2014	23.5
Income and Poverty	
Median household income (in 2014 dollars), 2010-2014	\$31,064
Per capita income in past 12 months (in 2014 dollars), 2010-2014	\$9,702
Persons in poverty, percent	32.2%
Businesses	
Total employer establishments, 2013	X
Total employment, 2013	X
Total annual payroll, 2013	X
Total employment, percent change, 2012-2013	X
Total nonemployer establishments, 2013	X
All firms, 2012	1,454
Men-owned firms, 2012	597
Women-owned firms, 2012	709
Minority-owned firms, 2012	1,289
Nonminority-owned firms, 2012	131
Veteran-owned firms, 2012	F
Nonveteran-owned firms, 2012	1,406
Geography	
Population per square mile, 2010	796.3
Land area in square miles, 2010	32.03
FIPS Code	0463470

<http://www.census.gov/quickfacts/table/PST045215/0463470>

4/11/2016

LEP; that is, they speak English “not well” or “not at all.” In the City, of those persons with LEP, 23,439 speak Spanish, 0 speak Asian and Pacific Island languages, and 0 speak other languages.

2. The frequency with which LEP persons come in contact with City programs, activities or services.

The City assessed the frequency with which employees have, or could have, contact with LEP persons. This includes documenting phone inquiries and walk-ins. City staff have daily contact with LEP persons as evidenced by requests for interpreters and by requests for translation of City documents. All front receptionists, court clerks, and 911 have daily contact with LEP persons, Spanish Speakers. The only LEP persons who were non-Spanish speakers experience were the Court Clerks who had 2 individuals in the last 10 years.

3. The nature and importance of programs, activities or services provided by the City to the LEP population.

Of the City’s population, 8.1% speak English and Spanish or Spanish only. As a result, there are social, service, professional and leadership organizations within the City service area that focus on outreach to LEP individuals. The City Council and City management have made it a priority to ensure that LEP assistance is available within the City.

4. The resources available to the City and overall costs to provide LEP assistance.

The City assessed its available resources that could be used for providing LEP assistance. This included identifying how much professional interpreter and translation services would cost on an as needed basis, which documents would be the most valuable to be translated, taking an inventory of available organizations with which the City could partner for outreach and translation efforts, and what level of staff training is needed.

Based on the four-factor analysis, the City developed its LEP Plan as outlined in the following section.

LEP PLAN OUTLINE

Identification of LEP person in Need of Language Assistance

Below are tools to help identify persons who may need language assistance:

The City Council stands behind a diverse employment population that will provide quality services to City residents and other constituents. With 91.9% of the City’s population speaking a language other than English, the City Council understands the need to have a diverse employment population available to serve both English and non-English speaking individuals. Our employee demographics are: Less than 1% Asian;

Examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.

When the City sponsors an event, having a staff person greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee’s ability to speak and understand English.

Front-line staff will be surveyed annually on their experience concerning any contacts with LEP persons during the previous year.

Language Assistance Measures

LEP whose language is Spanish may contact all staff in Spanish in person, by phone or by e-mail. If the staff person they reach happens not to be fluent in Spanish, a staff person is available immediately to assist. The City contracts Spanish/English professional interpreters for official proceedings held in English, free of charge to the LEP individuals interpreters for the Municipal Court and City Council Meetings. For other languages, the City will provide interpreters as needed for official proceedings. For LEP individuals who are not Spanish speakers, the City pays for reputable interpreter service by telephone, Optimal Phone Interpreters 877-746-4674. All front desk personnel have language identification cards also known as "I Speak Cards" displaying various written languages with the English word for that language in order to assist in determining the native language of the LEP person.

Safe Harbor Provision

The City of San Luis complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Title VI Notice
- (2) Complaint Procedures
- (3) Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches the City's LEP group. Vital Documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes

This LEP Plan is posted on the agency website, www.cityofsanluis.org.

Sample documents of the types of services the City of San Luis provides for LEP individuals are attached.

Staff Training

All City staff will be provided with the LEP Plan and will be educated on procedures to follow. This information will also be part of the City staff orientation process for new hires. Training topics are listed below:

Understanding the City Title VI Policy and LEP responsibilities.

What language assistance the City offers.

Use of LEP "I Speak Cards"

Documentation of language assistance requests.

How to handle a potential Title VI and/or LEP complaint.

Outreach Techniques

If City staff knows that they will be presenting a topic that could be of potential importance to an LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP persons, meeting notices, fliers, advertisements, and agendas will be printed in an alternative language, based on the known LEP population in the area.

In each general public meeting notice, City staff shall insert a clause that translates into "A (insert alternative language) translator will be available." For example, "Un traductor del idioma español estará disponible," which means "A Spanish translator will be available."

Monitoring and Updating the LEP Plan

The City will update the LEP Plan as required by local and federal regulations. At a minimum, the LEP Plan will be reviewed and updated when data from the 2020 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the City service area. Updates will include the following:

The number of documented LEP person contacts encountered annually.

How the needs of LEP persons have been addressed.

Determination of the current LEP population in the service area.

Determination as to whether the need for translation services has changed.

Determine whether the City has fully complied with the goals of this LEP Plan.

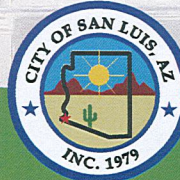
Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

Dissemination of the LEP Plan

A link to Title VI of the Civil Rights Act of 1964 and a link to the City LEP Plan will be included on the City website, www.cityofsanluis.org. The City will post signs at City Hall notifying LEP persons of the LEP Plan and of how to access language services.

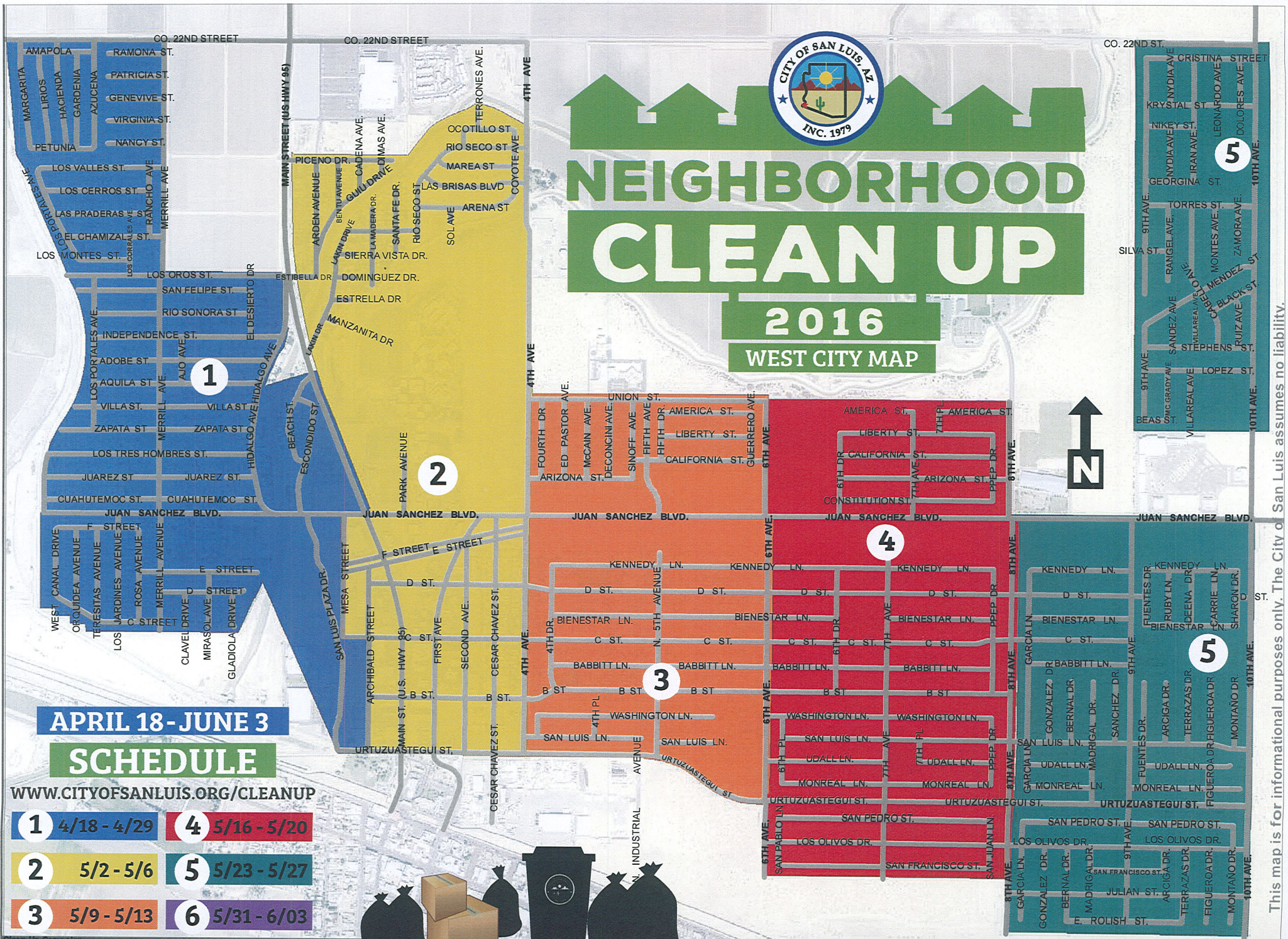
Questions or comments regarding the LEP Plan may be submitted to the City's Title VI Coordinator.

Maria Sabori
Human Resources Department
City of San Luis
1090 E. Union Street
San Luis, AZ 85349
[Email: MSabori@cityofsanluis.org](mailto:MSabori@cityofsanluis.org)



NEIGHBORHOOD CLEAN UP

2016
WEST CITY MAP

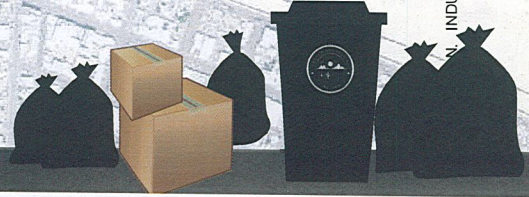


APRIL 18 - JUNE 3

SCHEDULE

WWW.CITYOFSANLUIS.ORG/CLEANUP

- 1** 4/18 - 4/29
- 2** 5/2 - 5/6
- 3** 5/9 - 5/13
- 4** 5/16 - 5/20
- 5** 5/23 - 5/27
- 6** 5/31 - 6/03



For more information please call the Public Works Department at 928.341.8577

Cleanup Campaign
Created: 10/27/2010
Revised: 10/23/2015

This map is for informational purposes only. The City of San Luis assumes no liability.

Posted on: April 4, 2016

Advertencia Sobre Estafa a la Ciudadanía

San Luis, Arizona — La Ciudad de San Luis está poniendo sobre aviso al público en general acerca de la última estafa dirigida a los residentes. Una llamada fue reportada el día de ayer sobre un fraude relacionado con un pago. Un residente recibió una llamada de alguien que pretendía cobrar un recibo de servicios públicos (agua y drenaje) vencido con el fin de que los servicios no se hubiesen desconectado. El número que apareció en el identificador de llamadas lleva el prefijo 1-877-XXX-XXX.

Se les avisa a los ciudadanos que la Ciudad de San Luis no contacta por teléfono al público en general demandando dinero o cualquier otra forma de pago.

Usted debe rechazar cualquier llamada recibida pidiéndole un pago y debe de repórtala como estafa al Departamento de Policía al (928) 341-2420.

Se debe de considerar sospechoso en cualquier momento si usted recibe una llamada en donde se le pida el envío de dinero. Si usted tiene alguna duda sobre su recibo de servicios públicos (agua y drenaje) favor de llamar al departamento de Utilidades de la Ciudad de San Luis al (928) 341-8570.

Tools

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- [City of San Luis](#)
- [Home](#)
- [San Luis Police Department](#)

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[City of San Luis 5K Event](#)

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[Latest Scam Targeting Customers](#)

Other News in City of San Luis

[City of San Luis 5K Event](#)

Posted on: April 5, 2016

[Latest Scam Targeting Customers](#)

Posted on: March 30, 2016

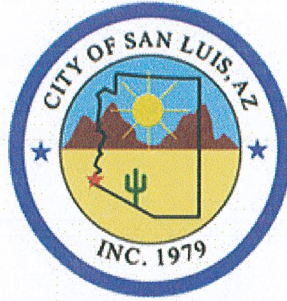
[Chief of Police Carig Higgins Takes Oath of Office](#)

Posted on: March 24, 2016



[City of San Luis Names Official](#)





NOTICE OF REGULAR COUNCIL MEETING

In accordance with Section 38-431.01 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the Members of City Council and to the general public that the Mayor and Council of the City of San Luis, Arizona will hold a Regular City Council meeting at 7:00 p.m. Wednesday, March 9, 2016. The meeting will take place at the City Council Chambers, located at 1090 E. Union Street, San Luis, Arizona, 85349. Everyone from the public is invited to attend the open meeting.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of San Luis does not discriminate on the basis of disability in the admission of or access to, or treatment of employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities or services contact: ADA/Section 504 Coordinator, City of San Luis Human Resources Department, 1090 E. Union Street, San Luis, Arizona, 85349, (928) 341-8520.

Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recordings. Parents in order to exercise their rights may either file written consent with the City Clerk to such recordings, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.

THIS NOTICE IS APPROVED BY:

/s/ Sonia Cornelio, City Clerk

AVISO DE JUNTA REGULAR

De acuerdo a la Sección 38-431.01 de los Estatutos Revisados del Estado de Arizona, se le informa a los Miembros del Cabildo y al público en general que el Alcalde y el Concilio de San Luis, Arizona, tendrán una Junta Regular a las 7:00 p.m. el día Miércoles, 9 de Marzo del 2016. La junta se llevará a cabo en la Sala del Cabildo, ubicada en el 1090 E. Union Street, San Luis, Arizona, 85349, el público está cordialmente invitado.

De acuerdo con el Acta de Americanos con Discapacidades y la Sección 504 del Acta de Rehabilitación del 1973, la Ciudad de San Luis no discrimina por causa de discapacidad la admisión y acceso a sus programas, actividades, servicios o en el trato en cuanto a empleo. Para más información referente a derechos y provisiones del Acta de Americanos con Discapacidades o Sección 504, o para solicitar adaptaciones que sean razonables para la participación en programas, actividades o servicios de la Ciudad, contactar al: Coordinador del Acta de Americanos con Discapacidades/Sección 504, Departamento de Recursos Humanos de la Ciudad de San Luis, 1090 E. Union Street, San Luis, Arizona, 85349, (928) 341-8520.

Por medio de este aviso y de acuerdo con los Estatutos Revisados del Estado de Arizona, sujeto a ciertas excepciones reglamentarias, los padres de familia tienen el derecho de dar o no dar el consentimiento antes que el Estado o alguna subdivisión política grabe a un menor de edad, ya sea en audio o video. Las juntas del Cabildo se graban en audio y/o video y como resultado, el hecho de que haya menores presentes puede ser sujeto a que sean grabados. Para que los padres de familia puedan ejercer sus derechos, favor de autorizar por escrito con la Secretaria de la Ciudad a tal grabación, o tomar acción personal para asegurarse que su hijo/hija menor no esté presente cuando la grabación se lleve a cabo. Si un menor de edad está presente en el momento de la grabación, la Ciudad asumirá que los padres de familia están cediendo los derechos sobre una posible grabación de acuerdo con el Estatuto Revisado del Estado de Arizona §1-602.A.9.

ESTE AVISO ES APROBADO POR:

/f/ Sonia Cornelio, Actuaría de la Ciudad



**NOTICE OF REGULAR PLANNING AND ZONING COMMISSION MEETING
CANCELLATION**

Notice is hereby given that the Planning and Zoning Commission meeting scheduled for Tuesday, March 8, 2016 at 7:00 PM at the San Luis Council Chambers, located at 1090 E. Union Street, San Luis, Arizona, has been cancelled.

THIS NOTICE IS APPROVED BY:

/s/ Roman Pacheco, Planning Technician

**AVISO DE CANCELACION DE LA JUNTA REGULAR DE LA COMISIÓN DE PLANEACIÓN Y
ZONAMIENTO**

Por medio de este aviso, se notifica al publico en general que la junta regular de la Comisión de Planeación y Zonamiento de San Luis, Arizona, programada para el día 8 de Marzo del 2016 a las 7:00 p.m. en la Sala del Concilio, ubicada en el 1090 E. Union Street, San Luis, Arizona, ha sido cancelada.

ESTE AVISO ES APROBADO POR:

/f/ Roman Pacheco, Técnico en Planeación

Non-elected Committees Membership Table

A subrecipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

City of San Luis does NOT select the membership of any transit-related committees, planning boards, or advisory councils.

Monitoring for Subrecipient Title VI Compliance

City of San Luis does NOT monitor sub-recipients for Title VI compliance. In the even sub recipients come under the control of the City of San Luis, the City will adopt and implement a policy and procedure which ensures that all subrecipients comply with their obligations under Title VI and any other applicable federal and state laws, regulations and rules

Title VI Equity Analysis

A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. "Facilities" in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the subrecipient organization receives any FTA dollars, it must comply with this requirement.

The City of San Luis has no current or anticipated plans to develop new transit facilities covered by these requirements.

Board Approval for the Title VI Program

Attached is a copy of Resolution No: 1138 and 1139.



Resolution

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

No: 1138

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA APPROVING AND ADOPTING THE CITY OF SAN LUIS TITLE VI IMPLEMENTATION PLAN RELATING TO PUBLIC TRANSPORTATION SERVICES

WHEREAS, the Federal Transit Administration (“FTA”) provides financial assistance to local transit to develop new transit systems and improve maintain and operate existing systems; and

WHEREAS, the FTA is responsible for ensuring that its grant funding recipients fully comply with Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination based on race, color, national origin or disability; and

WHEREAS, the City of San Luis, seeks FTA grant funding as may be distributed through the Arizona Department of Transportation for its transportation programs for the elderly and disabled of all ages;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of San Luis, State of Arizona, as follows:

Section 1: The City of San Luis Title VI Implementation Plan (the “Plan”) is hereby approved in substantially the form and substance attached hereto Exhibit A and incorporated herein by reference.

Section 2: The appropriate staff are hereby authorized and directed to cause the execution of the Plan and to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and City Council of the City of San Luis, Arizona, on this _____ day of _____, 2016.

Gerardo Sanchez, Mayor

ATTEST:

APPROVED AS TO FORM:

Sonia Cornelio, City Clerk

Kay M. Macuil, City Attorney



Resolution

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

No: 1139

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA APPROVING AND ADOPTING THE CITY OF SAN LUIS LIMITED ENGLISH PROFICIENCY PLAN.

WHEREAS, the President's Executive Order 13166 requires that Federal financial assistance recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portion of their programs and activities for individuals with limited English proficiency; and

WHEREAS, the City of San Luis has always provided such access; and

WHEREAS, the City of San Luis wishes to continue to provide such access and formalize the policy in writing.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of San Luis, State of Arizona, as follows:

Section 1: The City of San Luis Limited English Proficiency Plan (LED Plan) is hereby approved in substantially the form and substance attached hereto Exhibit A and incorporated herein by reference.

Section 2: The appropriate staff are hereby authorized and directed to cause the execution of the LED Plan and to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and City Council of the City of San Luis, Arizona, on this _____ day of _____, 2016.

Gerardo Sanchez, Mayor

ATTEST:

APPROVED AS TO FORM:

Sonia Cornelio, City Clerk

Kay M. Macuil, City Attorney