



NOTICE OF BUDGET RETREAT

In accordance with §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 Budget Retreat beginning at 5:00 p.m., Friday, April 26, 2019 and beginning at 8:00 a.m., Saturday, April 27, 2019. The meeting will take place at 9800 E. Indian Bend Road Scottsdale, Arizona 85256. 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 East 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 recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, 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 GIVEN BY:

/s/ Sonia Cornelio, City Clerk

AVISO DE JUNTA DE PRESUPUESTO MUNICIPAL

De acuerdo con los Estatutos del Estado de Arizona §A.R.S § 38-431.01, se le informa a los miembros del Cabildo y al público en general que el Alcalde y el Cabildo, tendrán una Junta del Presupuesto Municipal el día Viernes 26 de Abril del 2019 desde las 5:00 p.m. y el día Sabado 27 de Abril del 2019 desde las 8:00 a.m. La junta se llevará a cabo en el 9800 E. Indian Bend Road Scottsdale, Arizona 85256, el publico esta 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, Arizona 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, Arizona, ubicado en el 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Por medio de este aviso y de acuerdo con los Estatutos del Estado de Arizona A.R.S §1-602.A.9, sujeto a ciertas excepciones reglamentarias, los padres de familia tienen el derecho de dar el consentimiento ante el Estado o cualquiera de sus subdivisiones políticas para hacer una grabación de audio o video de su hijo menor de edad. 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 pueden dar el consentimiento por escrito con la Secretaria de la Ciudad a tal grabación, o tomar acción personal para asegurarse que su hijo 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 los Estatutos del Estado de Arizona A.R.S. §1-602.A.9.

ESTE AVISO ES DADO POR:

/f/ Sonia Cornelio, Actuaría de la Ciudad



AGENDA
Budget Retreat
San Luis City Council
9800 E. Indian Bend Road
Scottsdale, Arizona 85256
April 26, 2019 at 5:00 p.m.
April 27, 2019 at 8:00 a.m.

THE PUBLIC MAY ATTEND AND LISTEN TO THE PROCEEDINGS EITHER AT 9800 E. INDIAN BEND ROAD, SCOTTSDALE, ARIZONA 85256 OR BY LISTENING TO THE PROCEEDINGS BY LISTENING TO A SPEAKER CONNECTED BY TELEPHONIC MEANS AT THE COUNCIL CHAMBERS AT CITY HALL LOCATED AT 1090 E. UNION STREET, SAN LUIS, ARIZONA.

- 1. CALL TO ORDER/ROLL CALL**
- 2. DISCUSSION ITEMS, NO ACTION WILL BE TAKEN**
 - 2. A.** Discussion on any and all matters regarding the proposed changes to the City of San Luis benefits plan for the Fiscal Year 2019-2020 presented by Ms. Susan Posada, City of San Luis Benefits Consultant. **(April 26, 2019)**
 - 2. B.** Discussion and review on any and all matters regarding the proposed City of San Luis Fiscal Year 2019-2020 Budget. **(April 26, 2019)**
 - 2. C.** Discussion and review on any and all matters regarding the proposed City of San Luis Fiscal Year 2019-2020 Budget. **(April 27, 2019)**
- 3. ADJOURNMENT**



DISCUSSION ITEM

Budget Retreat

2.A.

Meeting Date: 04/26/2019

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

Submitted By: Sonia Cornelio, City Clerk, City Clerk's Office

ITEM:

Discussion on any and all matters regarding the proposed changes to the City of San Luis benefits plan for the Fiscal Year 2019-2020 presented by Ms. Susan Posada, City of San Luis Benefits Consultant. **(April 26, 2019)**

SUMMARY:

Ms. Susan Posada, Benefits Consultant, will be providing a presentation on any and all matters regarding the proposed changes to the City of San Luis benefits plan for the Fiscal Year 2019 - 2020.

SUPPORTING INFORMATION:

Discussion only, no action.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: N/A

CITY/STATE/FEDERAL FUNDS: N/A

TOTAL: N/A

BUDGETED: N/A

AVAILABLE TO TRANSFER: N/A

ACCOUNT #/REMAINING BALANCE: N/A

FISCAL IMPACT STATEMENT:

Discussion only regarding the Employee's Benefit Trust.

Attachments

Susan Posada



CITY OF
San Luis Arizona
Gateway to the Sea of Cortez

Trust Meeting
2019 Renewal Presentation

For July 1, 2018 to June 30, 2019

Presented by Susan Posada



SUSAN POSADA
AGENCY

Trust Expenses Covered by Trust

1. Stop Loss
2. Third Party Administrative Fees
 - a. Network Fees
 - i. Blue Cross Blue Shield of AZ – US network
 - ii. Siarmed – Mexico network both medical and dental
 - b. Broker Fees
 - c. Flu Shots for Mexico members
 - d. ACA Reporting Fees
 - e. Claims Utilization
 - f. Cobra Fees
 - g. HealthiestYou (Teledoc)
 - h. EAP – All Employees
 - i. ACA fees
3. Overall – Medical and Dental design, and cost
4. Trust Fund Balance

Not included in Trust

1. Vision plan
2. Basic and Voluntary life
3. Short- and Long-term disability
4. Transwestern voluntary medical plan
5. EAP for Public Safety
6. FMLA

City of San Luis
Changes to Plan Costs
 Plan Year 7/1/2019 to 6/30/2020

Budget Increase						Percentage Increase
	Total All Benefit	Employer Portion	Employee Portion			
City - Increase	\$890.28	\$414.16	\$476.12			0.03%
City - Increase with STD Option 2	\$29,249.87	\$29,249.87	\$0.00			1.03%
Trust - Increase with EAP only	\$6,402.24	\$6,402.24	\$0.00			

Total Trust Budget based on recommendations \$2,650,082.04
 See details in the Contribution Comparison Sheet for 2019 to 2020

Plan Changes						
Service Changes	Annual Premium 2015	Annual Premium 2016	Annual Premium 2017	2018	2019	Rates % change
	Stop Loss	\$432,036.36	\$429,267.12	\$434,847.36	\$483,023.64	\$437,532.72
Mayo/EBSO Fees						
Medical	\$18.00	\$18.50	\$18.60	\$24.50	\$24.50	0.00%
Dental	\$2.90	\$2.90	\$2.95	\$3.00	\$3.00	0.00%
Claims Utilization/ACA FEE	\$3.00	\$3.25	\$3.50	\$3.00	\$3.00	0.00%
Cobra Optum	\$0.79	\$0.74	\$0.74	Incl	Incl	Incl
Siarmed						
Medical	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	0.00%
Dental	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25	0.00%
Broker Fees	\$32.00	\$33.50	\$33.50	\$35.00	\$35.00	0.00%
BCBS Network Fees						
	\$15	\$15.50	\$15.75	\$16.00	\$17.50	9.38%

- Mexico network changed to Siarmed effective 4/1/2016
- Stop Loss fees are subject to change pending the 4/31/2019/2019 claims reports
- ** BCBC negotiated the rate for 2 years \$17.50 PEPM
- ***Siarmed had agreed to a 3 year agreement (to 6/30/2020) with no price changes in the admin fees and provider fees

City of San Luis

Medical and Dental Enrollment Changes

	Medical Enrollment			Dental Enrollment		
			Percentage			Percentage
	February 1, 2018	February 1, 2019	Change	February 1, 2018	February 1, 2019	Change
US/Mexico						
Employees Only	123	123	0.00%	124	127	2.42%
Employee & Spouse	7	5	-28.57%	7	5	-28.57%
Employee and Children	42	42	0.00%	42	28	-33.33%
Family	20	22	10.00%	20	23	15.00%
Mexico Only						
Employees Only	1	1	0.00%	4	0	-100.00%
Employee & Spouse	4	5	25.00%	4	9	125.00%
Employee and Children	10	10	0.00%	10	16	60.00%
Family	24	24	0.00%	24	29	20.83%
Total	222	232	4.50%	223	223	0.00%
Average Members	569	518	-8.96%	538	535	-0.56%

2012-2013 EE's 154 total dep. 570

CITY OF SAN LUIS
STOP LOSS AND ADMINISTRATION RENEWAL EFFECTIVE JULY 1, 2019

DESCRIPTION	2018-20199		2019-2020		2018-2019 Initial Quote		2018-2019 Initial Quote		2018-2019 Initial Quote		2018-2019 Initial Quote		2018-2019 Initial Quote	
	Current Symetra		Renewal Symetra		Option 1 Symetra	Option 2 Symetra	Option 3 Int'l/Sirius America	Option 4 Int'l/Sirius America	Option 5 Int'l/Sirius America	Option 6 Int'l/Sirius America	Option 7 Int'l/Sirius America	Option 8 Int'l/Sirius America	Option 9 Int'l/Sirius America	Option 10 Int'l/Sirius America
STOP LOSS POLICY TERMS	\$50,000 Stop Loss		\$50,000 Stop Loss		\$75,000 Stop Loss		\$100,000 Stop Loss		\$50,000 Stop Loss		\$75,000 Stop Loss		\$100,000 Stop Loss	
Specific Lifetime Maximum		Unlimited		Unlimited		Unlimited		Unlimited		Unlimited		Unlimited		Unlimited
Specific Annual Reimbursement		Unlimited		Unlimited		Unlimited		Unlimited		Unlimited		Unlimited		Unlimited
Specific Deductible	\$	50,000	\$	50,000	\$	75,000	\$	100,000	\$	50,000	\$	75,000	\$	100,000
Specific Contract Basis		Paid		Paid		Paid		Paid		Paid		Paid		24/12
Specific Coverage		Medical		Medical		Medical		Medical		Medical		Medical		Medical
Specific Run-In Limits		N/A		N/A		N/A		N/A		N/A		N/A		N/A
Lasered Individuals		None		None		None		None		None		None		None
Aggregate Maximum	\$	1,000,000	\$	1,000,000	\$	1,000,000	\$	1,000,000	\$	1,000,000	\$	1,000,000	\$	1,000,000
Aggregate Coverage		Medical & RX Card		Medical & RX Card		Medical & RX Card		Medical & RX Card		Medical & RX Card		Medical & RX Card		Medical & RX Card
Aggregate Contract Basis		Paid		Paid		Paid		Paid		24/112		24/12		24/12
Aggregate Run-In Limits		N/A		N/A		N/A		N/A		N/A		N/A		N/A
Corridor		25%		25%		25%		25%		25%		25%		25%
STOP LOSS PREMIUM														
Specific Premium														
Employee Rate	124	\$ 88.26	\$ 88.26	\$ 88.26	\$ 68.32	\$ 53.84	124	\$ 91.82	\$ 69.27	\$ 53.46				
Employee + Spouse Rate	10	\$ 266.18	\$ 266.18	\$ 266.18	\$ 210.17	\$ 169.53	10	\$ 201.07	\$ 151.70	\$ 117.07				
Employee + Child(ren) Rate	52	\$ 266.18	\$ 266.18	\$ 266.18	\$ 210.17	\$ 169.53	52	\$ 174.44	\$ 131.61	\$ 101.57				
Employee + Spouse + Children Rate	46	\$ 266.18	\$ 266.18	\$ 266.18	\$ 210.17	\$ 169.53	46	\$ 286.46	\$ 216.12	\$ 166.79				
Projected Total Monthly Specific Premium	232	\$ 39,691.68	\$ 39,691.68	\$ 39,691.68	\$ 31,170.04	\$ 24,985.40	232	\$ 35,644.42	\$ 26,891.72	\$ 20,753.72				
Aggregate Rate PEPM	232	\$ 3.62	\$ 3.62	\$ 3.62	\$ 3.59	\$ 3.65	232	\$ 3.52	\$ 3.75	\$ 3.89				
Projected Monthly Aggregate Premium		\$ 861.84	\$ 839.84	\$ 832.88	\$ 846.80	\$ 816.64		\$ 870.00	\$ 902.48	\$ 902.48				
TOTAL PROJECTED PREMIUM														
Monthly		\$ 40,553.52	\$ 40,531.52	\$ 32,002.92	\$ 25,832.20	\$ 36,461.06		\$ 27,761.72	\$ 21,656.20	\$ 21,656.20				
Annual		\$ 486,642.24	\$ 486,378.24	\$ 384,035.04	\$ 309,986.40	\$ 437,532.72		\$ 333,140.64	\$ 259,874.40	\$ 259,874.40				
Percentage of increase over current			-0.05%	-21.08%	-36.30%	-10.09%		-31.54%	-46.60%	-46.60%				
MAXIMUM CLAIM FUNDING FACTORS														
Employee	124	\$ 328.71	\$ 318.84	\$ 343.07	\$ 358.69	124	\$ 382.26	\$ 405.94	\$ 422.48	\$ 422.48				
Employee + Spouse	10	\$ 816.84	\$ 792.31	\$ 852.52	\$ 891.35	10	\$ 827.15	\$ 889.00	\$ 925.21	\$ 925.21				
Employee + Children	52	\$ 816.84	\$ 794.31	\$ 852.52	\$ 892.35	52	\$ 726.29	\$ 771.28	\$ 802.70	\$ 802.70				
Employee + Spouse + Child(ren)	46	\$ 816.84	\$ 794.31	\$ 816.84	\$ 816.84	46	\$ 1,192.65	\$ 1,266.52	\$ 887.62	\$ 887.62				
TOTAL PROJECTED MAXIMUM FUNDING	232					232								
Monthly		\$ 128,978.76	\$ 125,301.64	\$ 132,971.56	\$ 137,367.90	\$ 148,300.72		\$ 157,593.04	\$ 142,214.60	\$ 142,214.60				
Annual		\$ 1,547,745.12	\$ 1,503,619.68	\$ 1,595,658.72	\$ 1,648,414.80	\$ 1,779,608.64		\$ 1,891,116.48	\$ 1,706,575.20	\$ 1,706,575.20				
Percentage of increase over current			-2.85%	3.10%	6.50%	14.98%		22.19%	10.26%	10.26%				
PROJECTED ADMINISTRATION COSTS														
TPA Claims Administration Fee - Mayo Health	232	\$ 24.50	\$ 24.50	\$ 24.50	\$ 24.50	232	\$ 24.50	\$ 24.50	\$ 24.50	\$ 24.50				
Dental Claims Administration US Mayo Health	238	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	238	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00				
ACA 1095/1094 Reporting	268	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	268	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00				
PPO Medical Access Fee - BCBS	198	\$ 16.00	\$ 17.50	\$ 17.50	\$ 17.50	198	\$ 17.50	\$ 17.50	\$ 17.50	\$ 17.50				
Mexico Siamed/SSA Medical and Dental Claims Admin.	238	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	238	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25				
Total Monthly Administration		\$ 11,381.50	\$ 11,678.50	\$ 11,678.50	\$ 11,678.50	\$ 11,660.50		\$ 11,660.50	\$ 11,660.50	\$ 11,660.50				
Total Annual Administration		\$ 136,578.00	\$ 140,142.00	\$ 140,142.00	\$ 140,142.00	\$ 139,926.00		\$ 139,926.00	\$ 139,926.00	\$ 139,926.00				
Patient Centered Research Inst. (Est.)	535	\$ 1,278.65	\$ 131.00	\$ 1,310.75	\$ 1,310.75	535	\$ 1,310.75	\$ 1,310.75	\$ 1,310.75	\$ 1,310.75				
Total Annual ACA fees	535	\$ 1,278.65	\$ 131.00	\$ 1,310.75	\$ 1,310.75	535	\$ 1,310.75	\$ 1,310.75	\$ 1,310.75	\$ 1,310.75				
Total Annual Administration Fees With Reinsurance & PPCORI		\$ 137,856.65	\$ 140,273.00	\$ 141,452.75	\$ 141,452.75	\$ 141,236.75		\$ 141,236.75	\$ 141,236.75	\$ 141,236.75				
Percentage of Increase/Decrease Over Current			1.8%	2.6%	2.6%	2.5%		2.5%	2.5%	2.5%				
TOTAL PROJECTED PREMIUM, CLAIMS FUNDING & ADMINISTRATION COSTS														
Monthly		\$ 178,410.17	\$ 180,804.52	\$ 173,455.67	\$ 167,284.95	\$ 177,697.81		\$ 168,998.47	\$ 162,892.95	\$ 162,892.95				
Annual		\$ 2,140,922.04	\$ 2,130,270.92	\$ 2,121,146.51	\$ 2,099,853.95	\$ 2,132,373.72		\$ 2,027,981.64	\$ 1,954,715.40	\$ 1,954,715.40				
Percentage of Increase Over Current			-0.50%	-0.92%	-1.92%	-0.40%		-5.28%	-8.70%	-8.70%				

- Rates for the Stop Loss and Aggregate are not final until 4/30/2019 BCBS Network fee originally increase to \$17.50 for 1 year - negotiated 2 years for \$17.50

PPCOR fees for 2017 \$2.30 and 2018 \$2.45 for Average number of lives insured

Rates and benefits are illustrative only and represent only a brief summary of the plan highlights. Final rates will be determined from effective date, actual enrollment and/or health conditions. For actual benefits refer to the carrier proposal.

Rates and Benefits represent only a summary of benefits and rates. Refer to plan document, SBCs and Summaries for details.

Stop Loss Change - Risk and Exposure

	2017-2018	2018-2019*	2018-2019*
Large Claims	\$50,000.00	\$50,000.00	\$75,000.00
Number	5	11	11
Total Potential Exposure	\$250,000	\$550,000	\$825,000
Premium	\$486,642	\$437,533	\$333,140
Difference	\$236,642	(\$112,467)	(\$491,860)

* claims are for 8 months

Estimated Fund Balance	
As of 2/28/2019	
Trust Checking	\$1,547,623.26
Trust Savings as of 12/31/2019	\$1,389,093.29
	\$2,936,716.55
Claims Lag	(\$489,030.00)
Incurred but not reported (IBNR)	(\$261,794.46)
Estimated Total	\$2,185,892.09
Expected Liability Percentage	\$2,795,256.48 78.20%

2019-2020\$ Fund Requirements	
As of 2/28/2019	
Required Funding for 2019 to 2020	\$2,789,098.56
No Increase - Funding level Funding (same as prior year)	\$2,650,02.04
Under Funding	\$139,016.52

EAP and Healthiest You

EAP Preferred						
EAP Visits	EE Total	Visits	Cost PEPM	Monthly Total	Yearly Total	Guarantee
Non-Public Safety Employee	154	3	\$2.17	\$334.18	\$4,010.16	6/30/2022
Non-Public Safety Employee	154	6	\$3.05	\$469.70	\$5,636.40	6/30/2022
All Employees	234	6	\$2.28	\$533.52	\$6,402.24	6/30/2022
All Employees	234	12	\$4.45	\$1,041.30	\$12,495.60	6/30/2022
Public Safety	80	12	\$6.30	\$504.00	\$6,048.00	6/30/2021

* Public Safety 2 and 1/2 years is due to initial contract ending 12/31 and changed to coincide with plan year of 7/1

Rates are for 7/1/2019

The present contract runs to 7/1/2021

Recommend 6 Visits for all employees with the EAPP Traumatic Agreement wit EAP for all Public Safety

- 24-Hour Access
- Referrals and Follow-up
- Legal and Financial Services
- Orientation and Training
- Communication Materials
- Utilization Reporting

On-site Service Rates	EAP Preferred
CISD (Critical Incident Services)	\$275/\$175
Training, SPV Training	\$275/\$175

Healthiest You TeleDoc				
	Employees	Fixed Cost	Monthly Total	Annual Total
PEPM	234	\$8	\$1,872	\$22,464

PEPM: Premium per Employee per Month
This plan has already been approved by the Trust

ACA Reporting

ACA Reporting		EBSO	Basic
	EE Total		
ACA Reporting Fee	238	\$3.00	\$9.25
Set-up Fee			\$250.00
Total Rate Monthly		\$714.00	\$2,201.50
Total Annual Rates		\$8,568.00	\$26,418.00

City of San Luis Recommended Plan Changes for plan year 2019-2020

	Current 2018-2019	Recommended Renewal 2019-2020
US Medical Plan Recommended Changes		
X-Ray and Lab's		
At Primary Care/Specialist	\$15/\$25 Copay	\$15/\$25 Copay
At Contracted Provider i.e. Sonora Quest and Lab Corp	20% + deductible	\$15 Copay
At a hospital	20% + deductible	20% + deductible
Complex Imaging - Mri, CT Pet Scan etc.		
At Contracted Provider i.e. Sonora Quest and Lab Corp	20% + deductible	\$25 Copay
At a hospital - Complex, MRI, CT and Pet Scan		20% + deductible
Hospitalization		
Pre-Certification	Required	Remove Pre-Cert Requirement
CT Scans, PetScans & MRI's	Required	Remove Pre-Cert Requirement
Special Services such as acupuncture, podiatry & TMJ		Remove Pre-Cert Requirement
No Changes		
Deductible		
In-Network Member	\$750	\$750
In-Network Family	\$1,500	\$1,500
No Changes		
Annual Out of Pocket Maximum		
In-Network Member	\$5,500	\$5,500
In-Network Family	\$11,000	\$11,000
Out of Network - Member	\$20,000	\$20,000
Out-of-Network Family	\$40,000	\$40,000

City of San Luis Recommended Mexico Plan Changes for 2019-2020

Mexico Dental Plan	Current	Recommended
	2018-2019	2019-2020
Mexico Dental Plan (As requested by Siarmed)		
Major Restorative Services Charges to the Trust		
D7472 Removal of Torum Palatinus	\$150	\$250
Maximum Out of Pocket (In Network)	\$150	\$250
D7485 Surgical Reduction of Osseous Tuberosity	\$150	\$250
Orthodontic		
D0340 Cephalometric Film	\$28	\$44
D3050 Panoramic Film	N/A	\$44
D0470 Diagnostic Cast	N/A	\$28
D8030 Limited Orthodontic Treatment of Adolescent Denition	N/A	\$500
D8670 Periodic Orhtodontic Treatment Visit Cast Part of Contract	N/a	\$500
Other Internal Changes		
Rx Copay - Charges to Employee		
RX Copay	N/A	\$3/\$6 Copay
Mexico Medical Plan Change		
Emergency Room - In and out of Network	\$250	\$150

City of San Luis Recommended Plan Changes - Incentive Plan for plan year 2019-2020

Incentive Plan	Recommended Change	
	Current 2018-2019	Renewal 2019-2020
US Medical Plan		
Incentive Program		
Reimbursement for Incentive Program		
Coinsurance Trust pays 80% member 20%	20%	20%
Maximum Out of Pocket (In Network)	\$5,500.00	\$5,500.00
In-Patient - Lodging Reimbursement	None	Up to \$125 per night up to 4 nights
Out-Patient - Lodging Reimbursement	None	Up to \$125 per night up to 4 nights
Maximum Out of Pocket (In Network)	\$5,500.00	\$5,500 Plus lodging reimbursements
Hospitalization for Incentive Program		
Hospitalization and Out-patient	20% + deductible	0% + deductible
	Member pays	Member pays
X-Ray and Lab's		
At Primary Care Provider - Diagnostic, X-ray and Lab	\$15 Copay	\$15 Copay
At Secondary Care Provider - Diagnostic, X-ray and Lab	\$25 Copay	\$25 Copay
At Contracted Provider i.e. Sonora Quest and Lab Corp	20% + deductible	\$15 Copay
At an hospital -	20% + deductible	20% + deductible
Complex Imaging - Mri, CT Pet Scan etc.		
At Contracted Provider i.e. Sonora Quest and Lab Corp	20% + deductible	\$25 Copay
At a hospital - Complex, MRI, CT and Pet Scan	20% + deductible	20% + deductible
Out of Network - Member	\$20,000	\$20,000
Out-of-Network Family	\$40,000	\$40,000

City of San Luis Incentive Program Savings Examples

The City of San Luis has created an Incentive Program for employees to help save money on expensive outpatient procedures and imaging. By taking advantage of the facilities listed in the Incentive Program, members can experience significant savings when compared to going to Yuma Regional Hospital and other local outpatient facilities.

Here are some examples of the savings you could experience by using the Incentive Program Facilities.

Example #1:

Procedure needing to be complete: Knee Replacement

Cost To An Employee For Going To Yuma Regional Hospital	Cost To An Employee For Going To Recommended Facility
Deductible: \$750.00	Deductible: \$750.00
Coinsurance Percentage Employee Is Responsible For: 20%	Coinsurance Percentage Employee Is Responsible For: 0%
Coinsurance Estimated Dollar Amount Employee Is Responsible For Before The Out of Pocket Max Is Met: \$4,750.00	Employee Does Not Pay Any Coinsurance For The Knee Replacement
Total Cost To Employee: \$5,500.00	Total Cost To Employee: \$750.00

Example #2:

Procedure needing to be complete: X-Ray of Ankle

Cost To An Employee For Going To Yuma Regional Hospital	Cost To An Employee For Going To Sonora Quest or Lab Corp
Deductible: \$750.00	Deductible: \$750.00
Coinsurance Percentage Employee Is Responsible For: 20%	Copay Dollar Amount Employee Is Responsible For: \$15.00
Coinsurance Estimated Dollar Amount Employee Is Responsible For Before The Out of Pocket Max Is Met: \$0.00 because deductible has not been met yet	Employee Does Not Pay Any Coinsurance For an X-Ray when going to Sonora Quest or Lab Corp
Total Cost To Employee: \$150.00	Total Cost To Employee: \$15.00

It pays to take advantage of the Incentive Program! Next time you are considering having any outpatient procedure or imaging done, be sure to check the list of approved providers to help you save!

INCENTIVE PROGRAM FOR PREFERRED PROVIDER SELECTED HOSPITAL AKA Incentive Program

The *Plan* receives greater discounts through the *preferred provider* Selected *Hospital* and *Outpatient Facility* listing:

As an incentive to use one of the exclusive provider *hospitals* and *outpatient facilities*, when a *covered person* utilizes one of the exclusive provider *hospitals* or *outpatient facilities*, the *Plan* will issue a check to the *employee* the amount of the *coinsurance* applied to that *covered expense*.

This benefit is subject to the procedure or *confinement* being a *covered expense* under this *Plan*. This incentive program applies to the *employee* and enrolled *dependents*. The incentive payment shall be issued in the name of the *employee*.

The incentive payment will be issued upon the *claims administrator's* receipt of the claim for the *covered expense*.

The section entitled, *Schedule of Benefits, Preferred Provider Select Hospitals*, shall include the following *providers*:

Desert Ridge Outpatient Surgery Center
20940 N Tatum Blvd #370
PHX 85050
480-502-4010

Metro Surgery Center
6790 W. Thunderbird Rd
Peoria, AZ 85381
623-979-1717

Oasis Hospital
750 N 40th St.
PHX 85008

Canyon Surgery Center
6036 N 19TH Ave #100
PHX 85015

AZ Outpatient Surgery Center
6245 N 16TH St
PHX 85016

The Surgical Hospital of PHX
6501 N 19TH Ave
PHX 85015

Banner Estrella Surgery Center
9301W Thomas Rd
Phoenix, AZ 85037
(623) 388-5700

Phoenix Orthopedic Ambulatory
690 N Cofco Center Ct Ste 150
Phoenix, AZ 85008
(602) 288-4476

Outpatient Surgical Care
1530 W Glendale Ave Ste105
Phoenix, AZ 85021
(602) 995-3395

Peoria Surgery Center
13260 North 94th Drive Suite 200
Peoria, Arizona 85381
Phone: (623) 933-2900

Northwest Tucson Surgery Center AKA Northwest Hospital
(520) 877-6700
6320 N. La Challa Blvd., Suite 100
Tucson, AZ 85741

Oro Valley Hospital
(520) 901-3500
1551E. Tangerine Road
Oro Valley, AZ 85755

Carondelet Foothills Surgery Center
(520) 877-5660
2220 W. Orange Grove Road
Tucson, AZ 85741

US Plan Medical	US Plan BCBS Present Plan		US Plan BCBS Renewal Plan	
	In Network	Out of Network	In Network	Out of Network
Out of Pocket Maximums				
Individual (In/Out)	\$5,500	\$20,000	\$5,500	\$20,000
Family (In/Out)	\$11,000	\$40,000	\$11,000	\$40,000
Deductible				
Individual (In/Out)	\$750	\$1,500	\$750	\$1,500
Family (In/Out)	\$1,500	\$3,000	\$1,500	\$3,000
Coinsurance	80% + deductible	60% + deductible	80% + deductible	60% + deductible
Office Visit/Specialist	\$15 Copay	60% + deductible	\$15 Copay	60% + deductible
X-Ray and Lab's				
Routine Labs - Primary/Specialist	\$15/\$25 Copay	60% + deductible	\$15/\$25 Copay	60% + deductible
Contracted Provider	80% + deductible	60% + deductible	\$15 Copay	60% + deductible
Hospital and non-Contracted Provider	80% + deductible	60% + deductible	80% + deductible	60% + deductible
Complex Imaging MRI, CT, Pet Scan's etc				
Contracted Provider	80% + deductible	60% + deductible	\$25	60% + deductible
Hospital and non-Contracted Provider	80% + deductible	60% + deductible	80% + deductible	60% + deductible
Rahabilitation 60 Visits	80% + deductible	60% + deductible	\$30 Copay	60% + deductible
combined Physical, Speech, Occupational, Pulmonary, Cardiac, Chiropractic				
Incentive Plan				
Reimbursement Logging - Select Providers	N/A	N/A	Up to \$125 per night up to 4 nights	Not Covered
Hospital and Outpatient - Select Providers	N/A	N/A	100% + deductible	Not Covered
Prescriptions	\$5/\$35/\$55	Not Covered	\$5/\$35/\$55	Not Covered
Mail Order Pharmacy (90 Days)	\$15/\$75/\$135	Not Covered	\$15/\$75/\$135	Not Covered
Emergency Room	80% + deductible	80% + deductible	80% + deductible	80% + deductible
Urgent Care	\$30 Copay	60% + deductible	\$30 Copay	60% + deductible
Hospital	80% + deductible	60% + deductible	80% + deductible	60% + deductible
Out Patient Surgery	80% + deductible	60% + deductible	80% + deductible	60% + deductible
Ambulance	80% + deductible	80% + deductible	80% + deductible	80% + deductible
Behavioral/Mental Health Services				
Inpatient	80% + deductible	60% + deductible	80% + deductible	60% + deductible
Outpatient	\$15 Copay	60% + deductible	\$15 Copay	60% + deductible
Rate Guarantee Period		12 Months		12 Months
Annual Maximums		Unlimited		Unlimited
Network		BCBS		BCBS
Rates:		Four Tier		Four Tier
Employee	123	\$636.67		\$636.67
Employee + Spouse	5	\$1,321.22		\$1,321.22
Employee+ Child	42	\$1,321.22		\$1,321.22
Family	22	\$2,021.09		\$2,021.09
Monthly Premium	192	\$184,871.73		\$184,871.73
Annual Premium		\$2,218,460.76		\$2,218,460.76
Percentage Change				0.00%

*Failure to obtain precertification for inpatient hospital, outpatient surgery, non-emergency hospital admissions, and skilled nursing facilities

Incentive Plan reimbursement does not accumulate toward out of pocket or deductible

shall result in a reduction of the plan's coinsurance to 50% for such covered expenses.

*Insured is responsible for balance bill on out-of-network services

Mexico Medical Plan Medical		Mexico Plan Siarmed Present Plan		Mexico Plan Siarmed Renewal Plan	
		In Network	Out of Network	In Network	Out of Network
Out of Pocket Maximums					
Individual (In/Out)		\$6,250	\$20,000	\$6,250	\$20,000
Family (In/Out)		\$12,500	\$40,000	\$12,500	\$40,000
Deductible					
Individual (In/Out)		\$0	\$0	\$0	\$0
Family (In/Out)		\$0	\$0	\$0	\$0
Coinsurance		100%	50%	100%	50%
Office Visit/Specialist		\$5 Copay	50%	\$5 Copay	50%
Diagnostic Labs					
Contracted Facilities		\$10 Copay	50%	\$10 Copay	50%
Radiology (MRI, MRA, CT, PET)		\$25 Copay	50%	\$25 Copay	50%
Preventative - Lab & Radiology		\$5 Copay	50%	\$5 Copay	50%
Prescriptions		\$3/\$6 Copay	50%	\$3/\$6 Copay	50%
Mail Order Pharmacy (90 Days)		N/A	N/A	N/A	N/A
Emergency Room		\$250 Copay	\$250 Copay	\$50 Copay	\$50 Copay
Urgent Care		\$20 Copay	50%	\$20 Copay	50%
Hospital		\$50 Copay	50%	\$50 Copay	50%
Out Patient Surgery		\$25 Copay	50%	\$25 Copay	50%
Ambulance		N/A	50%	N/A	50%
Behavioral/Mental Health Services					
Inpatient		Not available	50%	Not available	50%
Outpatient		\$5 Copay	50%	\$5 Copay	50%
Rate Guarantee Period		12 Months		12 Months	
Annual Maximums		Unlimited Siarmed		Unlimited Siarmed	
Network		Four Tier		Four Tier	
Employee	1	\$232.00		\$232.00	
Employee + Spouse	5	\$481.39		\$481.39	
Employee+ Child	10	\$481.39		\$481.39	
Family	24	\$702.95		\$702.95	
Monthly Premium	40	\$24,323.65		\$24,323.65	
Annual Premium		\$291,883.80		\$291,883.80	
Percentage Change				0.0%	

*Insured is responsible for balance bill on out-of-network services

*Out of Network in Mexico available with Stop Loss carrier approval

*Out of Network will be available in Mexico with approval from the Stop Loss Carrier for Emergency Only

Vision Renewal Rates	Vision Service Plan		Vision Service Plan	
	Current		Renewa;	
	In Network	Out of Network	In Network	Out of Network
Exam Copay	\$10	Up to \$50	\$10	Up to \$50
Frames	\$25	Up to \$70	\$25	Up to \$70
Contact Exam	Up to \$60	N/A	Up to \$60	N/A
Standard Lenses (pair)				
Single	100%	Up to \$50	100%	Up to \$50
Bifocal	100%	Up to \$75	100%	Up to \$75
Trifocal	100%	Up to \$100	100%	Up to \$100
Lenticular	N/A	N/A	N/A	N/A
Progressive (standard)	100%	Up to \$75	100%	Up to \$75
Elective Contact Lenses	Coverage Up to \$130	Up to \$105	Coverage Up to \$130	Up to \$105
Necessary Contact lenses	100%	Up to \$105	100%	Up to \$105
Contact Allowance in lieu of glasses	\$130	Up to \$60	\$130	Up to \$60
LASIK Benefit	Up to 15% Discount	N/A	Up to 15% Discount	N/A
Coverage for Dependents	Up to 26 requires Student Status		Up to 26 requires Student Status	
Frequency				
Exam	12 Months		12 Months	
Lenses	12 Months		12 Months	
Frames	12 Months		12 Months	
Contacts	12 Months		12 Months	
Network	VSP		VSP	
Rate Guarantee			6/30/2023	
RATES:	Two Tier		Two Tier	
Employee Only	143	\$10.70		\$10.91
Family	96	\$23.00		\$23.46
Total Monthly Premium	239	\$3,738.10		\$3,812.29
Annual Premium		\$44,857.20		\$45,747.48
Percentage Change				1.98%

*Only one co-pay applies either the materials or the frames, if both services are being received only one co-pay applies.

*Contact lenses are in lieu of glasses
Contracted was negotiated for 4 years

US Mexico and Mexico Dental only Plans

Dental Benefits	US/MX Coverage		US/MX Coverage		Siarmed Mexico Coverage Current	Siarmed Mexico Coverage Renewal
	Present	Renewal	Present	Renewal	No Out of Network Benefits	No Out of Network Benefits
DEDUCTIBLE						
Individual	\$25	\$25			\$0	\$0
Family	\$50	\$50			\$0	\$0
MAXIMUM ANNUAL BENEFIT						
Orthodontics - Lifetime Max	\$2,000	\$2,000			\$1,000	\$1,000
Orthodontics - Children 19 and under per person	50%	50%			50%	50%
COINSURANCE						
Preventive Service	100%	100%			\$10 Copay	\$10 Copay
Basic Services	80%	80%			\$20 Copay	\$20 Copay
Major Services	50%	50%			\$50 Copay	\$50 Copay
Orthodontics	50%	50%			50%	50%
\$1,000 Lifetime Maximum						
RX						
Rate Guarantee	N/A	N/A			N/A	\$3/\$6
RATES:						
Employee	127	12 Months	12 Months	0	12 Months	12 Months
Employee & Spouse	5	Four Tier	Four Tier	9	Four Tier	Four Tier
Employee & Children	28	\$37.60	\$37.60	16	\$16.78	\$16.78
Family	24	\$75.19	\$75.10	29	\$33.55	\$33.55
Total Monthly Premium	184	\$9,508.87	\$9,508.42	54	\$2,135.92	\$2,135.92
Annual Premium		\$114,106.44	\$114,101.04		\$25,631.04	\$25,631.04
Annual Difference			0.00%			0.00%

*Lifetime Maximum - Dependents must be covered under plan for 12 consecutive months before orthodontia is available

*US Dental Coverage allows for coverage in Mexico

***There is no Out of Network coverage on the Mexico Only Plan**

*Deductible applies for Basic, Major and Ortho services in the US

Rx was added to the Mexico plan which is the same as the medical plan

City of San Luis Current / Renewal Basic Life and AD&D - No Change

Benefits	Current and Renewal		
Eligibility	All Employees		
Life Insurance Benefit	1 X Salary to \$50,000		
Basic AD&D	1 X Salary to \$50,000		
Rate Guarantee	6/30/2017		
	Volume	Rates per \$1,000	Monthly Premium
Life Amount		\$0.15	\$1,403.60
AD&D Amount	\$9,357,336	\$0.04	\$374.29
Estimated Annual Premium		\$21,334.73	
Total Change from Current (%)		\$0	
Total Change from Current (\$)		\$0	
Guarantee		2 Year	

Coverage decreases by 35% at age 70 and 50% at age 75

Guarantee is from 7/1/2019 to 6/30/2021

City of San Luis Current / Renewal Long Term Disability - No Change

Benefits	The Standard - CURRENT and Renewal		
Class/ Eligibility	Public Safety Only		
Weekly Benefit	60% of 1st \$16,667		
Maximum Monthly Benefit	10,000		
Accident Benefit Begin On Day	181		
Sickness Benefit Begin on Day	181		
Maximum Benefit Period	To age 65		
Employee Assistance Program	Included		
Rate Guarantee			
	Volume	Rates per \$100	Monthly Premium
	\$214,320	\$0.25	\$535.80
Estimated Annual Premium			\$6,430
Salary			
Total Change from Current (%)		No Change	
Total Change from Current (\$)			
Guarantee		2 year Guarantee	

**Benefit decrease after age 62 or continues to age 65/Social Security age*

Guarantee is from 7/1/2019 to 6/30/2021

City of San Luis Current / Renewal Short Term Disability

Benefits	Current and Renewal		Option 1		Option 2	
Eligibility	All Employees		All Employees		All Employees	
Maximum Weekly Benefit	\$2,000		\$2,000		\$2,000	
Accident Benefit Begins on Day	15		15		15	
Sickness Benefit Begins on Day	15		15		15	
Maximum Benefit Duration	180 days		180 days		180 days	
Benefit Percentage	66.67%		66.67%		66.67%	
Off-set Definition	See Below		See Below		See Below	
Rate Guarantee	6/30/2019		6/30/2019		6/30/2019	
Volume	Rates per \$10	Monthly Premium	Rates per \$10	Monthly Premium	Rates per \$10	Monthly Premium
\$116,544	\$0.423	\$4,929.81	\$0.480	\$5,594.11	\$0.580	\$6,759.55
	Annual Premium		Annual Premium		Annual Premium	
	\$59,157.73		\$67,129.34		\$81,114.62	
Total Change from Current (%)	No Change		\$7,971.61		\$21,956.89	
Total Change from Current (\$)			13.48%		37.12%	
Guarantee	2 years		2 years		2 years	

*The STD rate increased from \$0.39 to \$0.423 effective 1/1/2017 to add FICA services to the account
In Second year guarantee

Current plan - No Choice - income offset - all income including sick leave, donated time, other disability, retirement income except vacation

Option plan 1 - Member Choice - can choose either STD Benefits or Sick Leave as benefit, Off-set is other income except vacation

Option plan 2 - Backdoor Integration - member can take Sick Leave plus STD Benefits up to 100% of income but not more - exception vacation

Transwestern Mexico Voluntary Medical			
Product Description		Current	Renewal
Admin Fee		\$20.25	\$20.50
Broker Fee		\$5.00	\$5.00
Mexico Panel		\$1.00	\$1.00
Hospital Santa Margarita		\$70.00	\$70.00
Total Fixed Costs		\$96.25	\$96.50
Total Monthly Premium	2	\$192.50	\$193.00
Annual Premium		\$385.00	\$386.00
Annual Premium		\$4,620.00	\$4,632.00
Percentage Increase			0.26%
Cobra Rates		\$228.48	\$228.74

City of San Luis
2019-2020 Rates and Contributions

Benefit Type	Coverage	Premium	Employer Cost	Employee Cost	
Which Benefit	Who's Covered	Monthly	Monthly	Monthly	Per Pay Check (24)
<u>Medical</u>– US & Mexico (Mayo/ BCBS)	Employee Only	\$636.67	\$636.67	\$0.00	\$0.00
	Employee & Spouse	\$1,321.22	\$1,021.57	\$299.65	\$149.83
	Employee & Child(ren)	\$1,321.22	\$1,021.57	\$299.65	\$149.83
	Family	\$2,021.09	\$1,562.71	\$458.38	\$229.19
<u>Medical</u>– Mexico Only	Employee Only	\$232.00	\$232.00	\$0.00	\$0.00
	Employee & Spouse	\$481.39	\$372.21	\$109.18	\$54.59
	Employee & Child(ren)	\$481.39	\$372.21	\$109.18	\$54.59
	Family	\$702.95	\$543.52	\$159.43	\$79.71
<u>Dental</u>– US & Mexico	Employee Only	\$37.60	\$37.60	\$0.00	\$0.00
	Employee & Spouse	\$75.19	\$32.87	\$42.32	\$21.16
	Employee & Child(ren)	\$75.19	\$32.87	\$42.32	\$21.16
	Family	\$93.85	\$41.03	\$52.82	\$26.41
<u>Dental</u> – Mexico Only (Siarmed)	Employee Only	\$16.78	\$16.78	\$0.00	\$0.00
	Employee & Spouse	\$33.55	\$14.67	\$18.88	\$9.44
	Employee & Child(ren)	\$33.55	\$14.67	\$18.88	\$9.44
	Family	\$44.73	\$19.55	\$25.18	\$12.59
VSP-Vision Service Plan	Employee Only	\$10.91	\$10.91	\$0.00	\$0.00
	Family	\$23.46	\$10.91	\$12.55	\$6.28
Healthiest You	Employee	\$8.00	\$8.00	\$0.00	\$0.00
	Family	\$0.00	\$0.00	\$0.00	\$0.00
Standard Basic Life & AD&D Insurance	1x Salary up to \$50,000	\$ 0.19 per \$1,000 of annual salary	\$ 0.19 per \$1,000 of annual salary	\$0.00	\$0.00
Standard Short-term Disability	All Employees	\$ 0.423 per \$10 of annual salary	\$ 0.423 per \$10 of annual salary	\$0.00	\$0.00
Standard Long-term Disability	Public Safety Employees	\$0.25 per \$100 of monthly salary	\$0.25 per \$100 of monthly salary	\$0.00	\$0.00
Transwestern Voluntary MX Medical Insurance	Family	\$96.00	\$0.00	\$96.00	\$48.00
Employee Assistance Program	Public Safety Employees	Included with Standard Benefits	\$0.00	\$0.00	\$0.00
EAP Preferred	All Employees	\$2.28	\$2.28	\$0.00	\$0.00

Employer & Employee Contribution Calculations - Renewal Plan Medical, dental and vision
Proposed rates for 7/1/2019 - 6/30/2020

Coverage	Enrollment Tier	Medical Rate	Medical Premium	Employer Contribution Medical	Employee Contribution Medical	Dental Rate	Dental Premium	Employer Contribution Dental	Employee Contribution Dental	Vision Rate	Vision Premium	Employer Contribution Vision	Employee Contribution Vision
Medical, Dental & Vision	US & Mexico-Employee Cost	\$ 636.67	\$ 78,310.41	\$ 78,310.41	\$ -	\$ 37.60	\$ 4,775.20	\$ 4,775.20	\$ -	\$ 10.91	\$ 1,560.13	\$ 1,560.13	\$ -
Medical, Dental & Vision	US & Mexico-Spouse Cost	\$ 1,321.22	\$ 6,606.10	\$ 5,101.89	\$ 1,504.21	\$ 75.19	\$ 375.95	\$ 164.37	\$ 211.58				
Medical, Dental & Vision	US & Mexico-Child(ren) Cost	\$ 1,321.22	\$ 55,491.24	\$ 42,905.83	\$ 12,585.41	\$ 75.19	\$ 2,105.32	\$ 920.45	\$ 1,184.87				
Medical, Dental & Vision	US & Mexico-Spouse & Child(ren) Cost	\$ 2,021.09	\$ 44,463.98	\$ 34,379.55	\$ 10,084.43	\$ 93.85	\$ 2,252.40	\$ 984.52	\$ 1,267.88	\$ 23.46	\$ 2,252.16	\$ 1,047.70	\$ 1,204.46
Medical, Dental & Vision	Mexico-Employee	\$ 232.00	\$ 232.00	\$ 232.00	\$ -	\$ 16.78	\$ -	\$ -	\$ -				
Medical, Dental & Vision	Mexico-Employee & Spouse	\$ 481.39	\$ 2,406.95	\$ 1,861.05	\$ 545.90	\$ 33.55	\$ 301.95	\$ 132.04	\$ 169.91				
Medical, Dental & Vision	Mexico-Employee & Children	\$ 481.39	\$ 4,813.90	\$ 3,722.11	\$ 1,091.79	\$ 33.55	\$ 536.80	\$ 234.74	\$ 302.06				
Medical, Dental & Vision	Mexico-Emp, Spouse & Child(ren) Cost	\$ 702.95	\$ 16,870.80	\$ 13,044.50	\$ 3,826.30	\$ 44.73	\$ 1,297.17	\$ 567.25	\$ 729.92				
	Monthly Premium Totals		\$ 209,195.38	\$ 179,557.34	\$ 29,638.04		\$ 11,644.79	\$ 7,778.57	\$ 3,866.22		\$ 3,812.29	\$ 1,773.48	\$ 2,038.81
	Annual Premium Totals		\$ 2,510,344.56	\$ 2,154,688.09	\$ 355,656.47		\$ 139,737.48	\$ 93,342.88	\$ 46,394.60		\$ 45,747.48	\$ 21,281.73	\$ 24,465.75
Combined Monthly Total			\$224,652.46										
Employer Contribution Monthly			\$189,109.39										
Other Expenses			\$138,321.59										
Annual Total			\$2,834,151.11										
	Changes from Current:												
	Dollar Change	\$	29,249.87										
	Percent Change		1.03%										

2019-2020 Contribution Assumptions				
MEDICAL	EE Only	EE/Spouse	EE/Children	Family
US & Mexico				
Employer %	100.00%	77.23%	77.32%	77.32%
Employee %	0.00%	22.77%	22.68%	22.68%
Mexico				
Employer %	100.00%	77.32%	77.32%	77.32%
Employee %	0.00%	22.68%	22.68%	22.68%
DENTAL				
US & Mexico				
Employer %	100.00%	43.72%	43.72%	43.71%
Employee %	0.00%	56.28%	56.28%	56.29%
Mexico				
Employer %	100.00%	43.73%	43.73%	43.73%
Employee %	0.00%	56.27%	56.27%	56.27%
VISION				
Employer %	100.00%	N/A	N/A	46.52%
Employee %	0.00%	N/A	N/A	53.48%

Enrollment Counts	Medical	Dental	Vision
US-Single	123	127	143
US-Employee + Spouse	5	5	
US-Employee + Child(ren)	42	28	
US-Family	22	24	96
MX-Single	1	0	
MX-Employee + Spouse	5	9	
MX-Employee + Child(ren)	10	16	
MX-Family	24	29	
	232	238	239

EAP Preferred Trust Expense	\$6,402.24		
Healthies You Trust Expense	\$23,040		
Short Term Disability w/Option 2	\$81,114.62		
Long Term Disability	\$6,430.00		
Basic Life Insurance	\$21,334.73		
Total	\$138,321.59		

Current Premium Rates 07-01-2018 to 6-30-2019

Coverage	Enrollment Tier	Medical Rate	Medical Premium	Employer Contribution Medical	Employee Contribution Medical	Dental Rate	Dental Premium	Employer Contribution Dental	Employee Contribution Dental	Vision Rate	Vision Premium	Employer Contribution Vision	Employee Contribution Vision
Medical, Dental & Vision	US & Mexico-Employee Cost	\$ 636.67	\$ 78,310.41	\$ 78,310.41	\$ -	\$ 37.60	\$ 4,775.20	\$ 4,775.20	\$ -	\$ 10.70	\$ 1,530.10	\$ 1,530.10	\$ -
Medical, Dental & Vision	US & Mexico-Spouse Cost	\$ 1,321.22	\$ 6,606.10	\$ 5,107.84	\$ 1,498.26	\$ 75.19	\$ 375.95	\$ 164.37	\$ 211.58				
Medical, Dental & Vision	US & Mexico-Child(ren) Cost	\$ 1,321.22	\$ 55,491.24	\$ 42,905.83	\$ 12,585.41	\$ 75.19	\$ 2,105.32	\$ 920.45	\$ 1,184.87				
Medical, Dental & Vision	US & Mexico-Spouse & Child(ren) Cost	\$ 2,021.09	\$ 44,463.98	\$ 34,379.55	\$ 10,084.43	\$ 93.85	\$ 2,252.40	\$ 984.52	\$ 1,267.88	\$ 23.00	\$ 2,208.00	\$ 1,027.16	\$ 1,180.84
Medical, Dental & Vision	Mexico-Employee	\$ 232.00	\$ 232.00	\$ 232.00	\$ -	\$ 16.78	\$ -	\$ -	\$ -				
Medical, Dental & Vision	Mexico-Employee & Spouse	\$ 481.39	\$ 2,406.95	\$ 1,861.05	\$ 545.90	\$ 33.55	\$ 301.95	\$ 132.04	\$ 169.91				
Medical, Dental & Vision	Mexico-Employee & Children	\$ 481.39	\$ 4,813.90	\$ 3,722.11	\$ 1,091.79	\$ 33.55	\$ 536.80	\$ 234.74	\$ 302.06				
Medical, Dental & Vision	Mexico-Emp, Spouse & Child(ren) Cost	\$ 702.95	\$ 16,870.80	\$ 13,044.50	\$ 3,826.30	\$ 44.73	\$ 1,297.17	\$ 567.25	\$ 729.92				
	Monthly Premium Totals		\$ 209,195.38	\$ 179,563.29	\$ 29,632.09		\$ 11,644.79	\$ 7,778.57	\$ 3,866.22		\$ 3,738.10	\$ 1,738.96	\$ 1,999.14
	Annual Premium Totals		\$ 2,510,344.56	\$ 2,154,759.44	\$ 355,585.12		\$ 139,737.48	\$ 93,342.88	\$ 46,394.60		\$ 44,857.20	\$ 20,867.57	\$ 23,989.63
Combined Monthly Total		\$ 224,578.27											
Employer Contribution Monthly		\$ 189,080.82											
Other		\$ 109,962.00											
Annual Total		\$ 2,804,901.24											

Changes from Current:	
Dollar Change	
Percent Change	

Enrollment Counts	Medical	Dental	Healthiest You	Vision
US-Single	123	127	234	143
US-Employee + Spouse	5	5		
US-Employee + Child(ren)	42	28		
US-Family	22	24		96
MX-Single	1	0		
MX-Employee + Spouse	5	9		
MX-Employee + Child(ren)	10	16		
MX-Family	24	29		
	232	238		239

Healthiest You \$8.00 PEPM (240E)	\$23,040
Short Term Disability	\$59,157.73
Long Term Disability	\$6,430.00
Basic Life Insurance	\$21,334.73
Total	\$109,962

2018-2019 Contribution Assumptions				
MEDICAL	EE Only	EE/Spouse	EE/Children	Family
US & Mexico				
Employer %	100.00%	77.32%	77.32%	77.32%
Employee %	0.00%	22.68%	22.68%	22.68%
Mexico				
Employer %	100.00%	77.32%	77.32%	77.32%
Employee %	0.00%	22.68%	22.68%	22.68%
DENTAL				
US & Mexico				
Employer %	100.00%	43.72%	43.72%	43.71%
Employee %	0.00%	56.28%	56.28%	56.29%
Mexico				
Employer %	100.00%	43.73%	43.73%	43.73%
Employee %	0.00%	56.27%	56.27%	56.27%
VISION				
US & Mexico				
Employer %	100.00%	N/A	N/A	46.52%
Employee %	0.00%	N/A	N/A	53.48%

Contribution Comparison 2018-2019 - 2019 - 2020

Contribution Changes Employee Benefits - Employer (ER), Employee (EE)

	Current Plan			Renewal Option			ER Difference Contribution	% Change
	2018-2019 Total Premium	2018-2019 ER Contribution	2018-2019 EE Contribution	2019-2020 Total Premium	2019-2020 ER Contribution	2019-2020 EE Contribution		
Medical (US & Mex)	\$ 2,510,344.56	\$ 2,154,759.44	\$ 355,585.12	\$ 2,510,344.56	\$ 2,154,688.09	\$ 355,656.47	\$ (71.35)	0.00%
Dental (US & Mex)	\$ 139,737.48	\$ 93,342.88	\$ 46,394.60	\$ 139,737.48	\$ 93,342.88	\$ 46,394.60	\$ -	0.00%
Vision	\$ 44,857.20	\$ 20,867.57	\$ 23,989.63	\$ 45,747.48	\$ 21,281.73	\$ 24,465.75	\$ 414.16	1.98%
Short Term Disability	\$59,157.73	\$ 59,157.73	\$ -	\$81,114.62	\$ 81,114.62	\$ -	\$ 21,956.89	37.12%
Long Term Disability	\$6,430.00	\$ 6,430.00	\$ -	\$6,430.00	\$ 6,430.00	\$ -	\$ -	0.00%
Basic Life	\$21,334.73	\$ 21,334.73	\$ -	\$21,334.73	\$ 21,334.73	\$ -	\$ -	0.00%
Transwestern (Not Included in Budget)	\$ 2,310.00	\$ -		\$2,316	\$ -			0.00%
Total Budget Requirements	\$ 2,784,171.70	\$ 2,355,892.34	\$ 425,969.36	\$ 2,807,024.87	\$ 2,378,192.05	\$ 426,516.82	\$ 22,299.70	0.94%

Premium Increases	\$	%
Medical Premium (US & Mexico)	\$0.00	0.00%
Dental Premium	\$0.00	0.00%
Life, STD, LTD Premium	\$21,956.89	25.26%

Summary

Medical	Increase in Total Premium	\$0.00
	Employer Portion	-\$71.35
	Employee Portion	\$71.35
Dental	Increase in Total Premium	\$0.00
	Employer Portion	\$0.00
	Employee Portion	\$0.00
Total Changes:	All Benefits	\$22,853.17
	ER	\$22,299.70
	EE	\$547.47



DISCUSSION ITEM

Budget Retreat

2.B.

Meeting Date: 04/26/2019

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

Submitted By: Sonia Cornelio, City Clerk, City Clerk's Office

ITEM:

Discussion and review on any and all matters regarding the proposed City of San Luis Fiscal Year 2019-2020 Budget. **(April 26, 2019)**

SUMMARY:

Mayor, City Council, and City staff will discuss and review any and all matters regarding the proposed City of San Luis Fiscal Year 2019 - 2020 Budget.

SUPPORTING INFORMATION:

Discussion only, no action.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: N/A

CITY/STATE/FEDERAL FUNDS: N/A

TOTAL: N/A

BUDGETED: N/A

AVAILABLE TO TRANSFER: N/A

ACCOUNT #/REMAINING BALANCE: N/A

FISCAL IMPACT STATEMENT:

The entire City Budget is up for discussion only.

Attachments

Finance

Public Works



CITY OF
SAN LUIS
A R I Z O N A

San Luis City Hall

10601

BUDGET OVERVIEW

| FISCAL YEAR 2020

San Luis Detention Facility



LEGAL SEPARATE COMPONENT

In Millions

FY	Detention Facility		
	Actual Revenues	Actual Expenditures	Net Result
FY 2014	13.9	16.8	(2.9)
FY 2015	13.9	15.3	(1.5)
FY 2016	14.9	15.6	(0.7)
FY 2017	17.0	16.2	0.8
FY 2018	17.2	17.7	(0.6)
FY 2019	29.4	29.0	0.4

FY 2020 REVENUES 29.6 M

FY 2020 EXPENDITURES 29.6 M

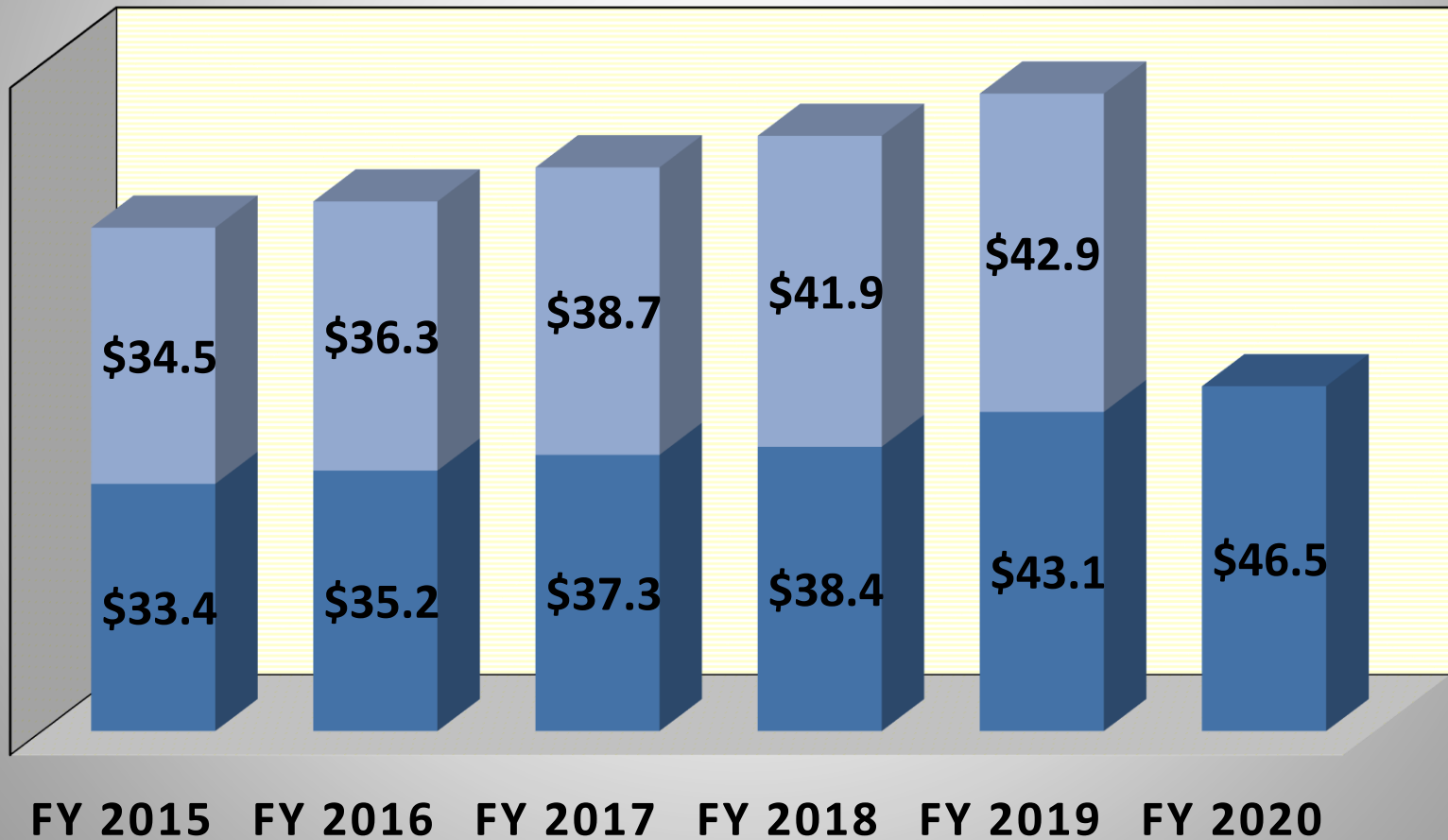
Non operating component

Revenues



REVENUES COMPARISON

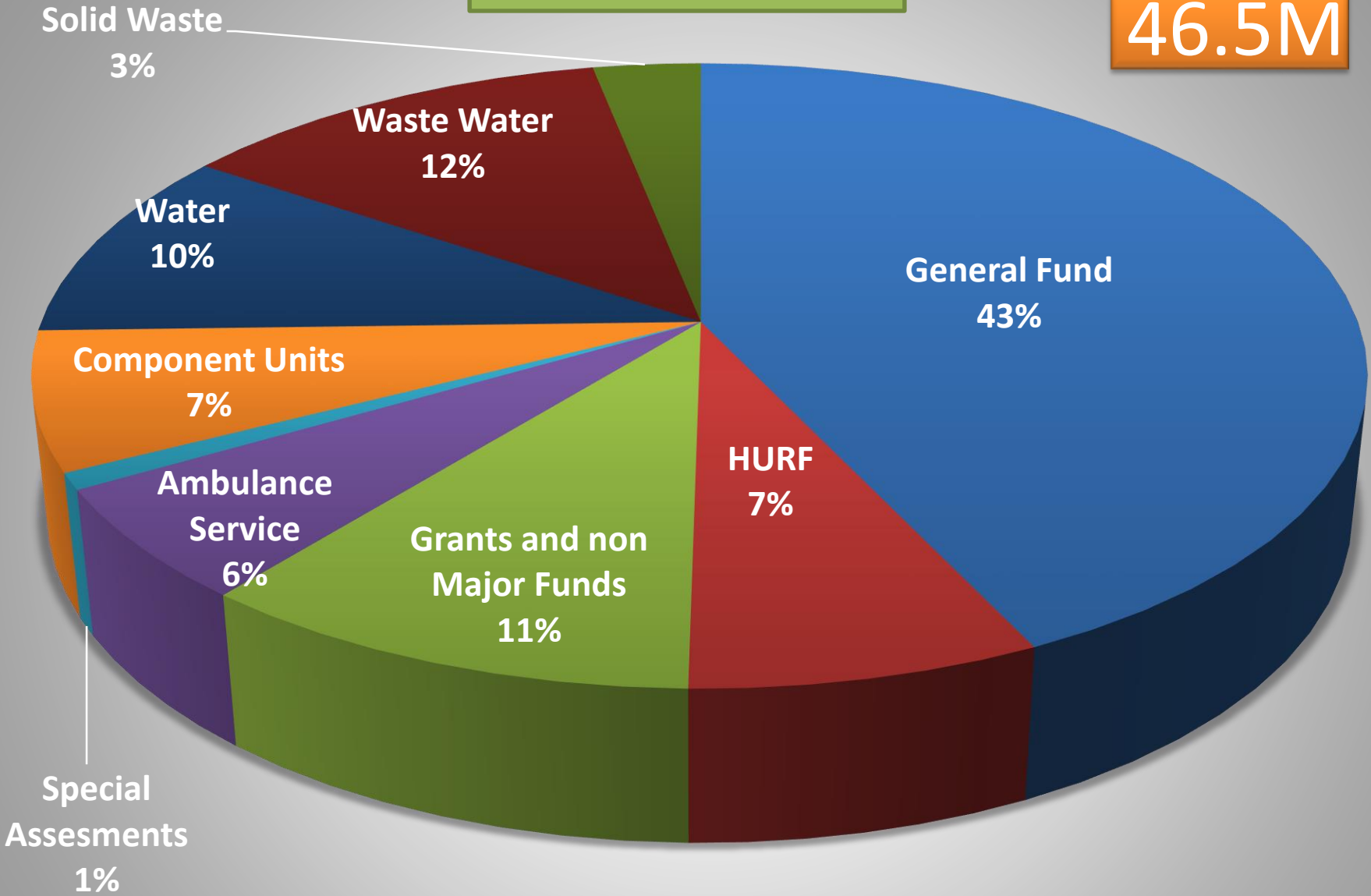
■ Budget ■ Actual



In millions

FUND REVENUE SHARE

46.5M



General Fund

HURF

Grants and non Major Funds

Ambulance Service

Special Assesments

Component Units

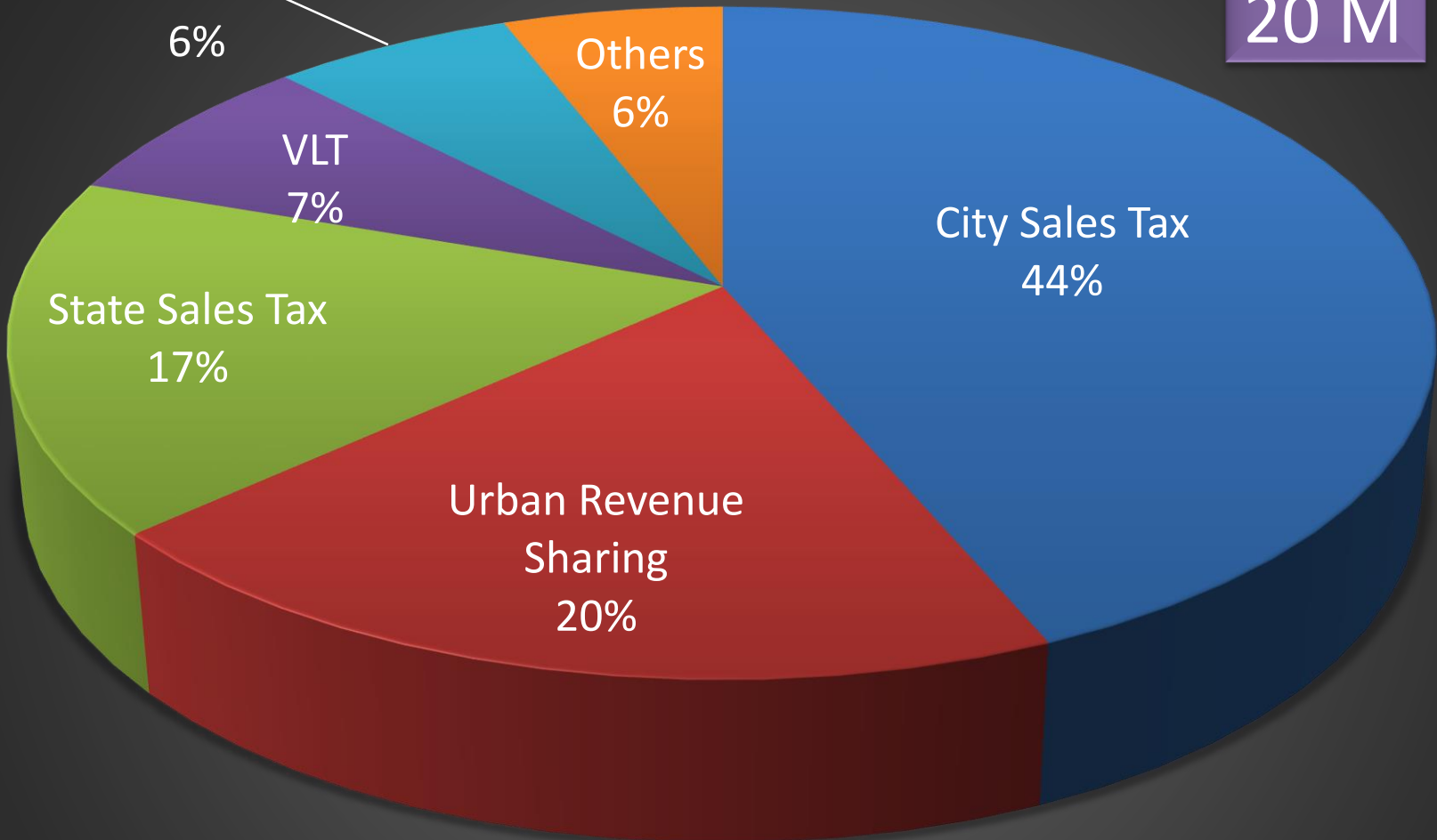
Water

Waste Water

Solid Waste

GENERAL FUND REVENUES

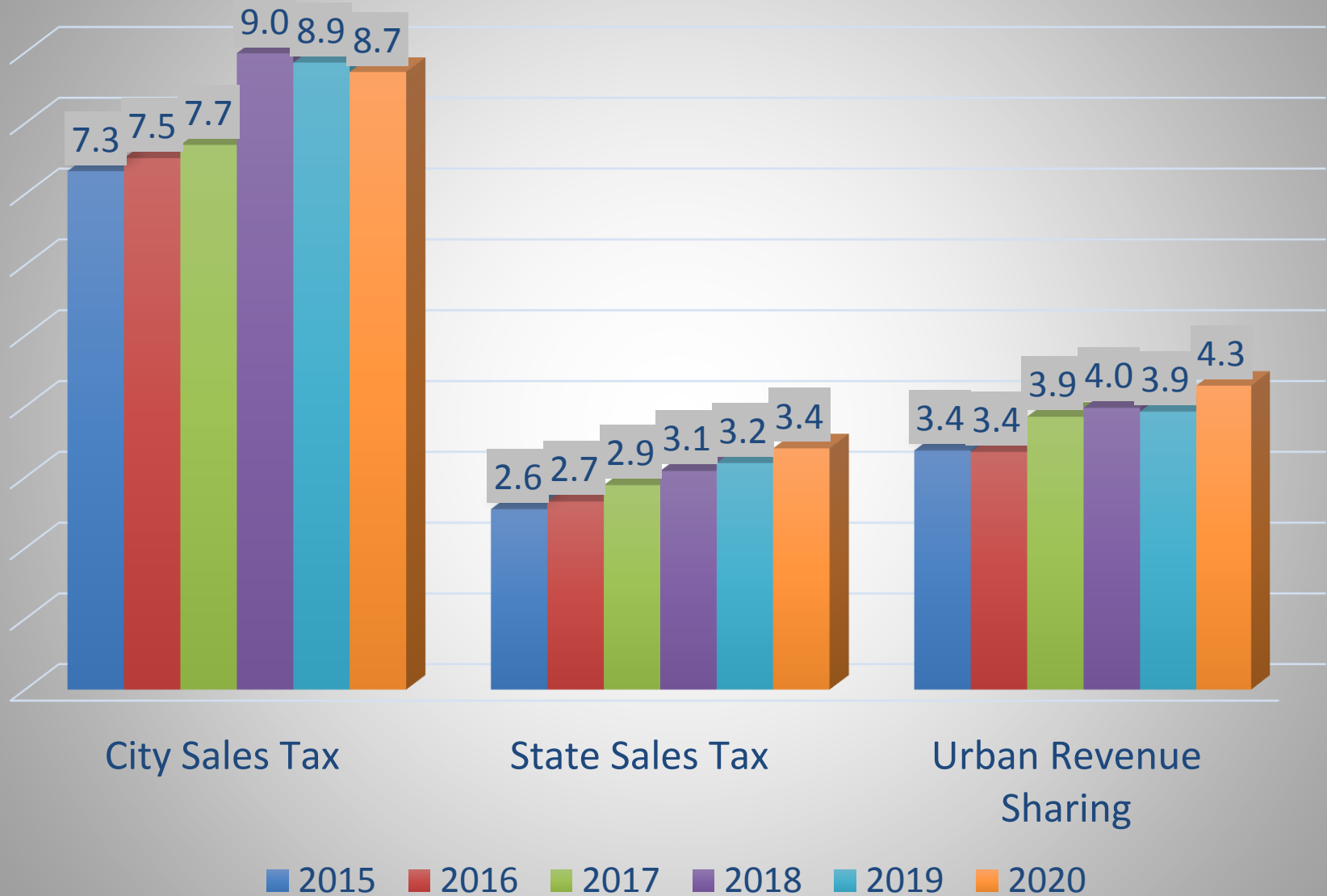
20 M



- City Sales Tax
- Urban Revenue Sharing
- State Sales Tax
- Vehicle Lic Tax
- Licenses & Permits
- Others

REVENUE HISTORICAL DATA

MAJOR REVENUE SOURCE- GOVERNMENT



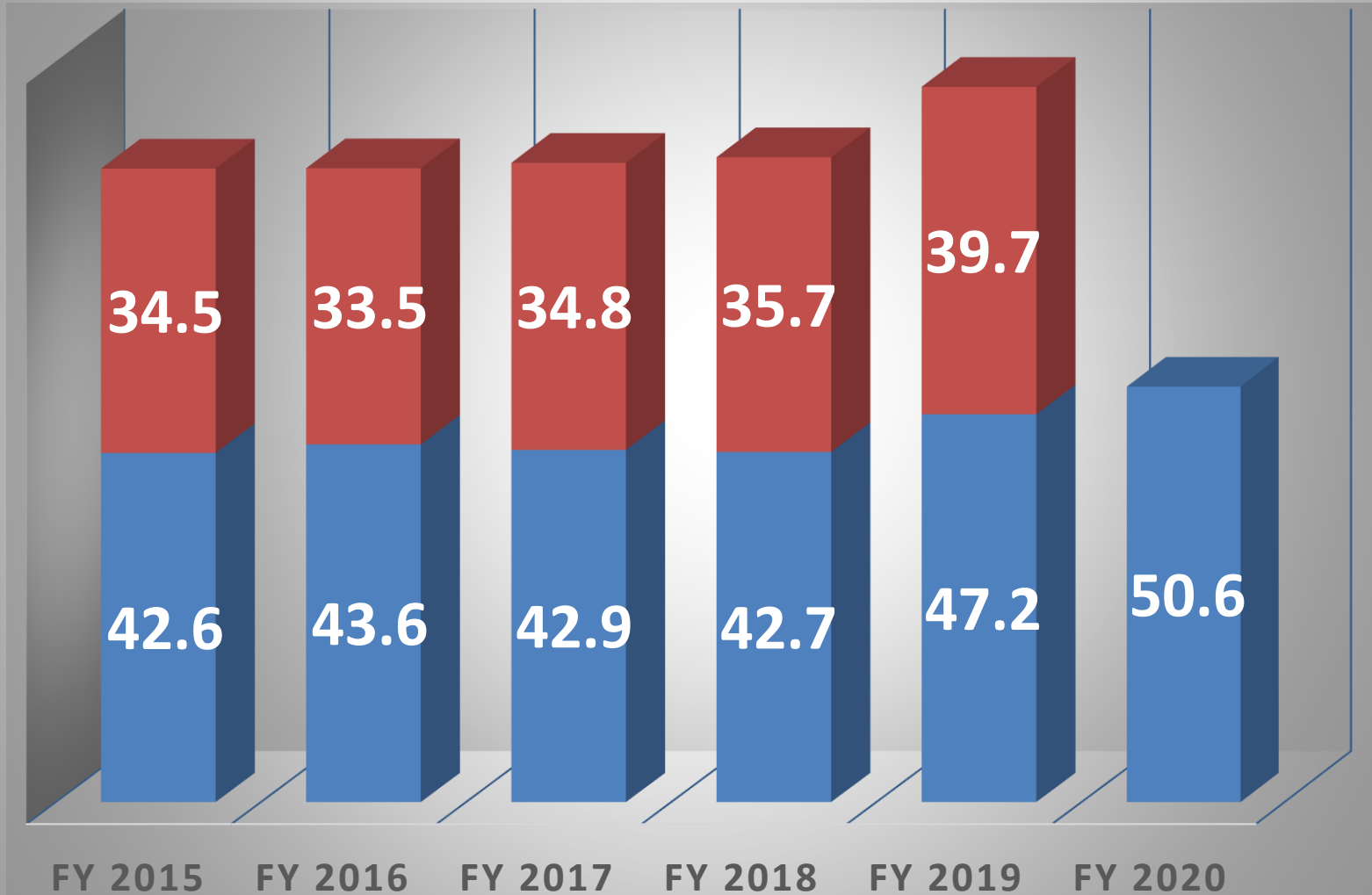
In Millions

Expenditures



EXPENDITURE COMPARISON

■ Budget ■ Actual



In millions

EXPENDITURE DISTRIBUTION-ALL FUNDS

Component Units

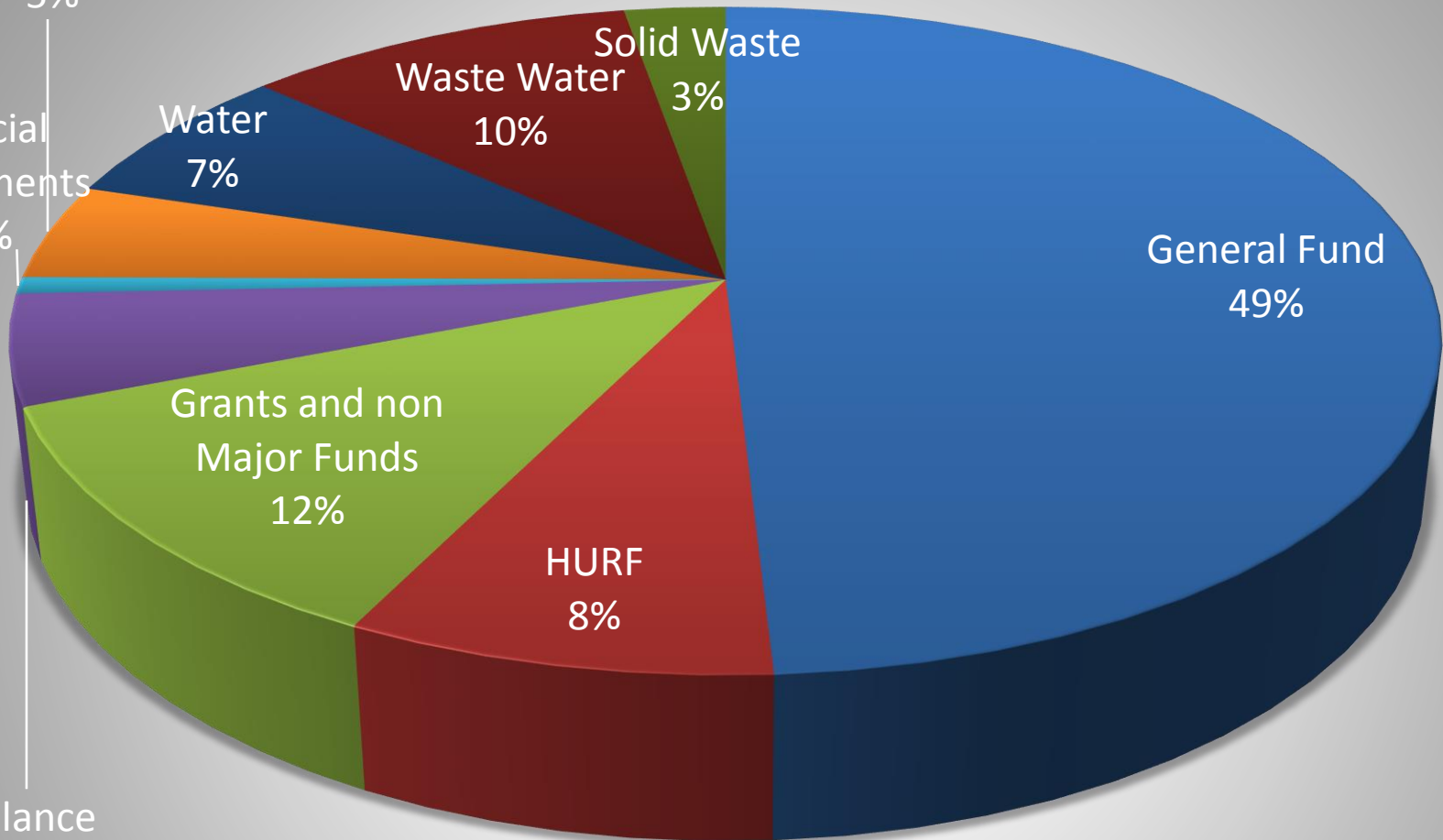
5%

Special
Assesments

1%

Ambulance
Service

5%



General Fund

Ambulance Service

Water

HURF

Special Assesments

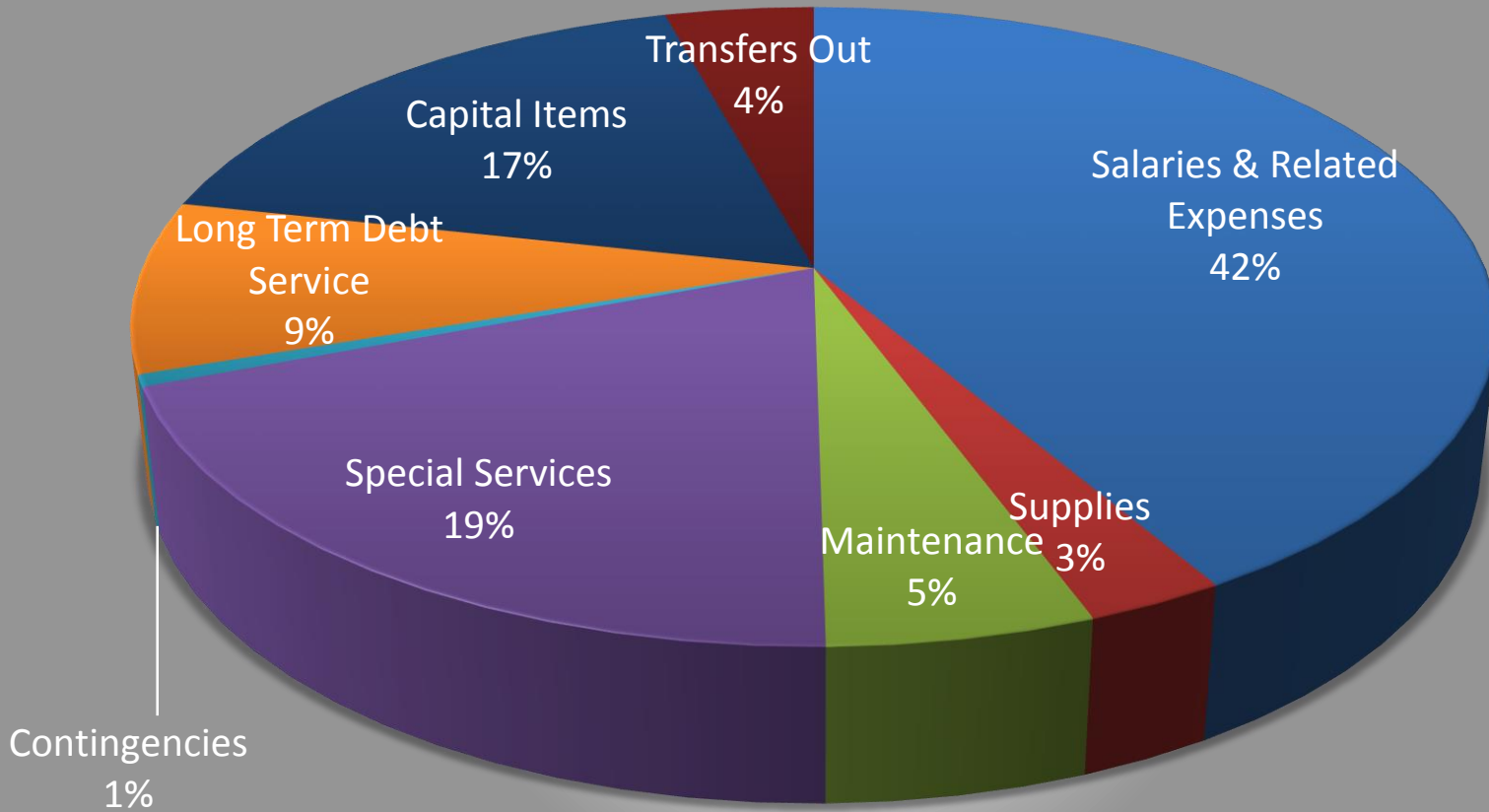
Waste Water

Grants and non Major Funds

Component Units

Solid Waste

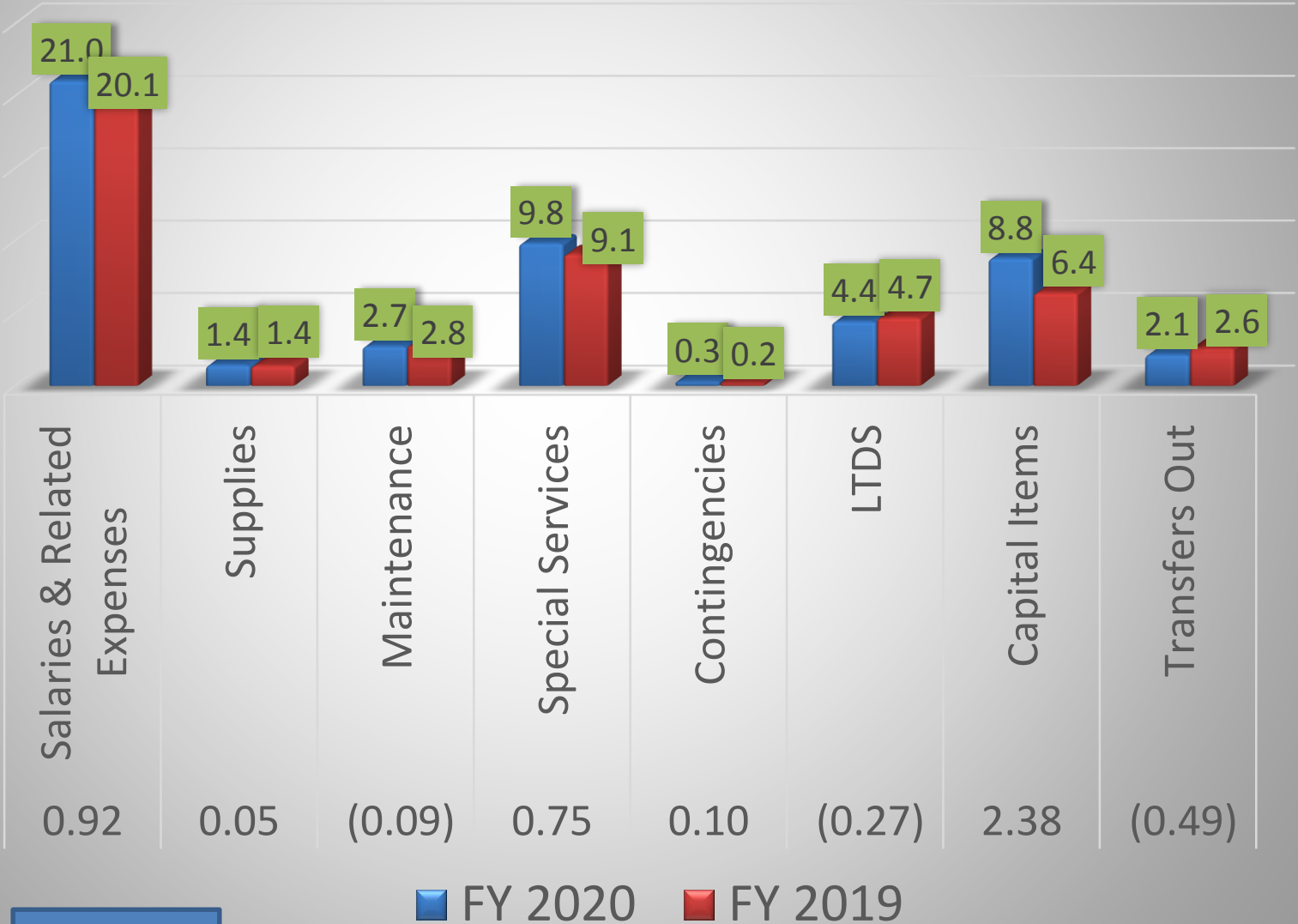
EXPENDITURES BY CATEGORY



- Salaries & Related Expenses
- Supplies
- Maintenance
- Special Services
- Contingencies
- Long Term Debt Service
- Capital Items
- Transfers Out

BUDGET EXPENDITURE COMPARISON

FY 2020 VS 2019

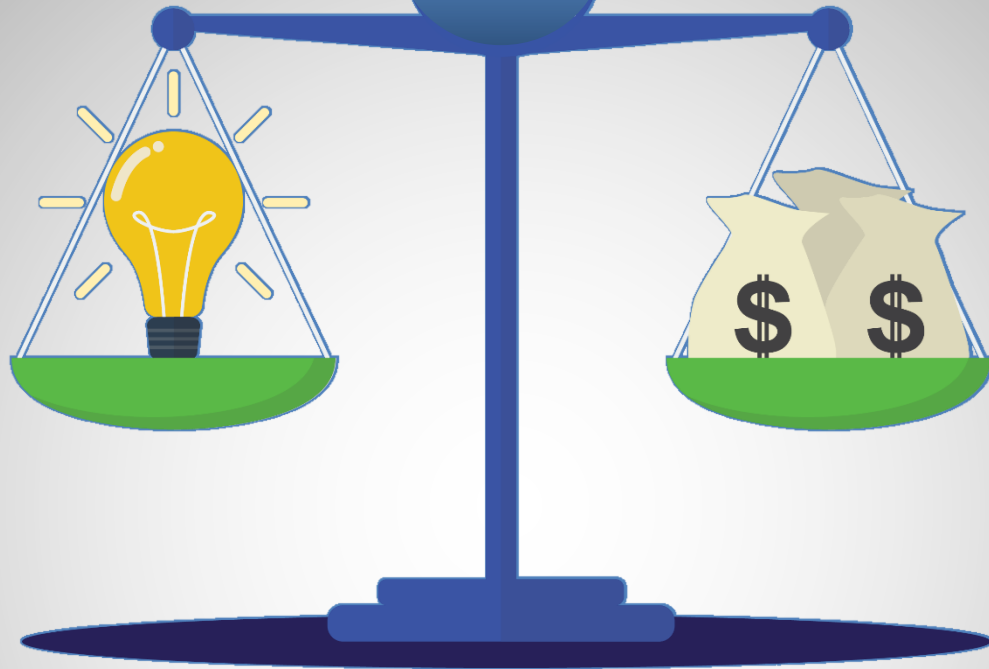


Increase/
Decrease

In millions

■ FY 2020 ■ FY 2019

Budget
Balancing
FY 2020



WHERE WE ARE NOW?





SURPLUS OR DEFICIT?



FUND	FY 2020 Budget Revenues	FY 2020 Budget Expenditures	Surplus/ Deficit	Credit Salary Adj currently budgete d in	Estimate d Salary Adj FY 2020	Estimated Surplus/Def after Adj.
General Fund	\$ 28.62	\$ 33.55	\$ (4.92)	\$ 0.80	\$ (0.63)	\$ (4.75)
HURF	3.38	4.13	(0.75)		(0.07)	(0.82)
Ambulance Service	2.69	2.70	(0.00)		(0.05)	(0.06)
Water	4.65	3.52	1.12		(0.05)	1.07
Waste Water	5.76	5.31	0.45		(0.06)	0.39
Solid Waste	1.43	1.38	0.05		(0.01)	0.04
Total	\$ 46.54	\$ 50.59	\$ (4.06)		\$ (0.87)	\$ (4.13)

In millions

General Fund Analysis

						Carrying balance Surplus/ Deficit		Proposed Reduction
Net change in Fund Balance	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019		FY 2020	
General Fund Net Position	(\$0.72)	(\$0.96)	\$0.72	\$1.92	\$3.20	\$4.14	(\$4.75)	(\$0.61)

Points for consideration:

- Prior years are not considered for this analysis. Those balances are part of the safety reserves we have in the General fund for any unexpected downturn in the economy.
- Areas to find the 610K reductions would be capital projects, and supplies.
- We need to start strategizing for the Enterprise funds that requires subsidizing from General fund. It is critical we increase revenues or reduce expenditures for these funds.

HURF Analysis

	Fund Balance Prior FY 2015	FY 2015	FY 2016	FY 2017	FY2018	FY 2019	Carrying balance Surplus/ Deficit	FY 2020	Proposed Reduction
Net change in Fund Balance	1.50	(0.29)	(0.43)	(0.13)	(0.62)	(0.03)	0.00	(0.82)	(0.82)
HURF									

Points for consideration:

- 5 years of continuing deficits have finally depleted this fund.
- Proposed budget for FY 2020 projects a deficit of 820 K.
- We cannot continue on the trajectory we have in the past years. We do not have more cushion to support expenditures over revenues.

Recommendation

- Split projects in two years to spend funds as they are available. We will reduce FY 2020 HURF Budget by 820K and projects will be made up to the availability of funds.

Or

- Give up capital projects in General funds in the amount of 820K so that General fund can subsidize HURF projects, or eliminate salary adjustment for FY 2020.

Ambulance Fund Analysis

Net Change in Fund Balance	Revenues	Expenditures	Surplus /Deficit	Salary Adj FY 2020	Surplus/Def after Adj.
Ambulance Service	\$2.69	\$2.70	(\$0.004)	(\$0.05)	(\$0.06)

Points for consideration:

- We have positive balance from prior years to offset this small deficit.
- For long term sustainability we need to develop strategy to ensure next year, and the following we can be able to operate without Deficits.
- The objective will be to build a positive balance that can help this fund in the event of a downturn in economy to ensure no interruptions in service and no reduction in workforce.

Recommendations:

- Move billing service to the City of San Luis. This will reduce expenditures by 150K. Billing Service agreement will end Fall of FY 2020.
- Submit Rate adjustment request to Department of Health Services. This is a common practice among municipalities with ambulance services. We have not done it in the past, so this is long overdue.

Property Tax Budget



PROPERTY TAX BUDGET

Proposed Projects:

- Construction of Fire Station
- Construction of Police Station
- Construction of Park
- Infrastructure

Debt 11.1 million

- Impact Fees Revenues Projection
- Stick to estimated expenditures and Disbursement plan

City of San Luis

Estimated Revenues & Expenses Property Tax

In Millions	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
REVENUES											
Property Tax	0.68	1.35	1.38	1.40	1.43	1.46	1.49	1.52	1.55	1.58	1.61
Impact Fees Projections	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85
Bond Proceeds	5.65	2.24	1.10	0.90	1.20	-	-	-	-	-	-
	7.18	4.44	3.32	3.15	3.48	2.31	2.34	2.37	2.40	2.43	2.46
EXPENSES BY CATEGORY											
Salaries & Related Expenses	-	-	0.79	0.88	0.98	1.01	1.04	1.07	1.10	1.14	1.17
Supplies	-	-	0.21	0.15	0.16	0.16	0.17	0.17	0.18	0.18	0.19
Maintenance	-	-	0.06	0.07	0.08	0.09	0.09	0.09	0.09	0.10	0.10
Special Services	-	-	0.09	0.13	0.18	0.18	0.19	0.19	0.20	0.21	0.21
Non-Departmental Cost Allocation	-	-	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01
Long Term Debt Service	-	0.81	0.81	0.81	0.81	0.81	0.81	0.81	0.81	0.81	0.81
Capital Items	5.65	2.24	1.10	0.90	1.20	-	-	-	-	-	-
	5.65	3.05	3.07	2.95	3.42	2.26	2.31	2.35	2.40	2.45	2.49
Net change Surplus/Deficit	1.52	1.39	0.25	0.20	0.06	0.05	0.03	0.02	0.00	(0.02)	(0.03)

CONCLUSION

- We have a healthy financial situation, with the capability to face a possible a down turn in the economy.
- We do not want to get comfortable. It is critical to address the deficits of the funds that can affect the long term sustainability of the City.
- Long term sustainability can be achieved by identifying priorities, and strive to maintain expenditures aligned with revenues.
- This year we would be able to offset some of the budgeted deficit, due to positive carryover balances. However, there is still 1.64 million budgeted for next year that need to be considered for reduction so the financial health of the city is not compromised.
- Population is growing, and current revenues are not enough to provide services needed. Property Taxes will bring additional revenues to be able to fund several projects that the community needs.

THANK YOU

"Great things in business are never done by one person. They're done by a team of people."

Steve Jobs



PUBLIC WORKS DEPARTMENT

Budget Retreat

FY 2020

Fleet Services – Highway Users – Solid Waste – Water - Wastewater


HIGHWAY USERS DIVISION

- ❖ **4TH Ave. Intersection Improvement Project – Phase 2 & Traffic signal**
- ❖ **(3) New vehicles.**
- ❖ **10th Ave. Traffic Signal – 10th Ave. & Cesar Chavez Blvd.**
- ❖ **Traffic Signal Co. 22nd St. & 4th Ave.**
- ❖ **Sidewinder Rd. Project**
 - ❖ **Widening of intersection on Sidewinder Rd. & Co. 22nd. St**
- ❖ **HW Users Building – Shop/Office/Storage**
- ❖ **Pavement Preservation Project**
 - ❖ **Slurry seal**
 - ❖ **Chip seal**

WATER DIVISION

- ❖ **Skill pay incentive**
 - ❖ **CPU Upgrade – Water Treatment Unit**
 - ❖ **Fire Hydrant – Maintenance & equipment repairs**
 - ❖ **Water Tank Rehabilitation Project – Well Site #7**
- 
- Decorative white lines consisting of several parallel diagonal lines extending from the bottom right towards the top right of the slide.

WASTEWATER DIVISION

- ❖ **Skill pay incentive**
 - ❖ **Vapex Odor Control System**
 - ❖ **Sewer Lift Station Pumps**
 - ❖ **Huber Rake Screen System**
 - ❖ **Sewer manhole adjustments**
 - ❖ **Plaza Riedel**
 - ❖ **West WWTP Improvements**
 - ❖ **Huber Retrofit**
- 

FLEET SERVICES DIVISION

- ❖ **Vehicle**
 - ❖ **2019 Dodge Durango**
- ❖ **Car Caddy**
 - ❖ **Electric pusher unit**
- ❖ **RTI Nitrogen**
 - ❖ **Fill station**
- ❖ **New Fleet Services & Facility Building**

THANK YOU!





DISCUSSION ITEM

Budget Retreat

2.C.

Meeting Date: 04/26/2019

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

Submitted By: Sonia Cornelio, City Clerk, City Clerk's Office

ITEM:

Discussion and review on any and all matters regarding the proposed City of San Luis Fiscal Year 2019-2020 Budget. **(April 27, 2019)**

SUMMARY:

Mayor, City Council and City staff will discuss and review any and all matters regarding the proposed City of San Luis Fiscal Year 2019 -2020 Budget.

SUPPORTING INFORMATION:

Discussion only, no action

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: N/A

CITY/STATE/FEDERAL FUNDS: N/A

TOTAL: N/A

BUDGETED: N/A

AVAILABLE TO TRANSFER: N/A

ACCOUNT #/REMAINING BALANCE: N/A

FISCAL IMPACT STATEMENT:

The entire City Budget is up for discussion only.

Attachments

Court

City Clerk's Office

Fire Department

Police Department

Police Department 2020 Master and Master Plan

Police Department - Audit

Police Department - RecTemplate Final

Risk

P&Z

City Attorney's Office

City Prosecutor

Parks & Recreation
Economic Development
HR
Billing & Collections

MUNICIPAL COURT

BUDGET FY 2020



MISSION

To timely and efficiently resolve all matters, protect individuals' rights and liberties, uphold and interpret the law, and treat people with compassion, integrity, fairness, and respect.



MEET THE TEAM

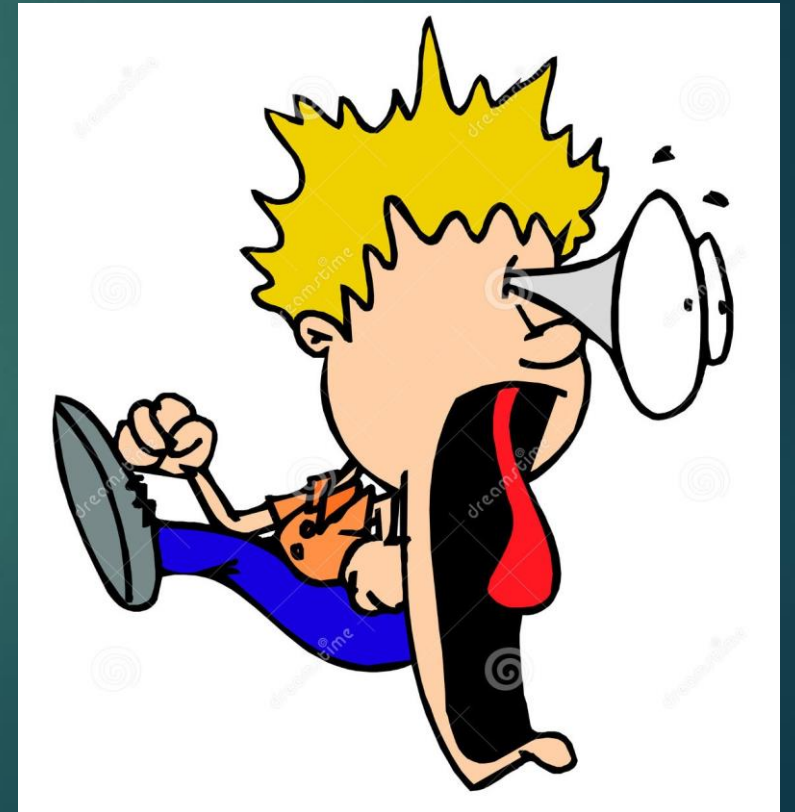


Court currently has 8 employees:

- Judge
- Court Administrator
- 1 Chief Clerk
- 1 Civil Clerk
- 3 Criminal Clerks
- 1 Court Security
- In the process of hiring Court Interpreter

SPECIAL BUDGET REQUESTS

1. City's General Fund to pay for ALL court employee Salaries
2. Jury Trials – Juror Reimbursement
3. Camera Security System
4. Video Conference



EMPLOYEE SALARIES

- ▶ 2013 – Court request for salary increases to be paid with Court's Special Revenue Fund
- ▶ 2014 – New Salary Resolution adopted by City Council
- ▶ 2014 to Present – portion of employee salary increases began to be paid by Court's Special Revenue Fund (approximately \$73,000 annually)
- ▶ 2018 – Effective August 4, City implemented first phase of salary adjustment increase for all city employees
 - New salary market adjustment included 5 court employees – city pays \$3,750 annually from general fund.
 - Brought rest of city employees up to market, including court employees
 - Court Special Revenue Fund continues to pay for portion of employee salaries

COURT'S SPECIAL REVENUE FUNDS

▶ What?

- Category of funds which account for specific revenues collected by court for court use/special needs
- Court currently has 4 Special Revenue Funds regulated by the State
- Two (2) of those funds are restricted & require State's authorization to access

▶ Where?

- Collected by court, established by funding authority and regulated by the State
- State, Local, and Court/collection

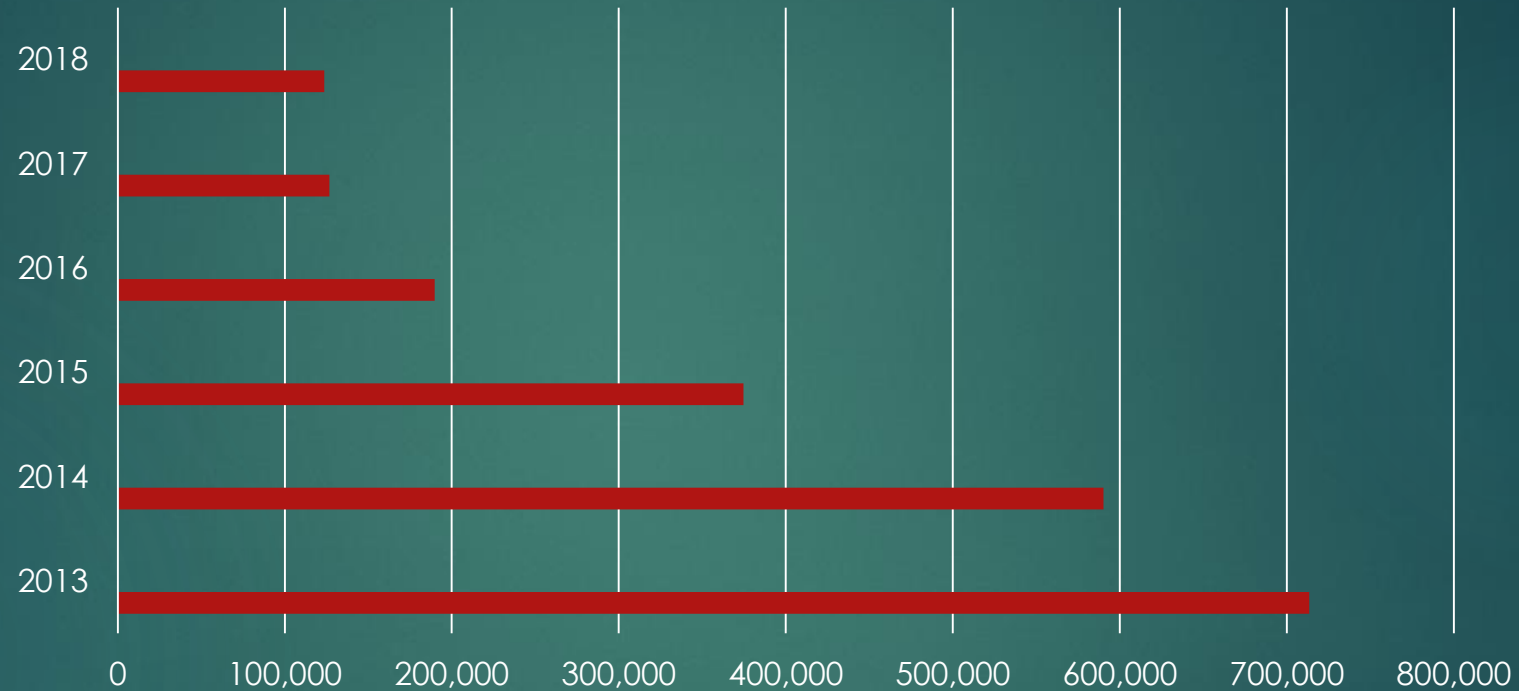
▶ How?

- Generated through various court fees

▶ Why?

- Funds purpose and dedication are to enhance court's operations, system of justice, case flow management, and related expenses

SPECIAL REVENUE FUND



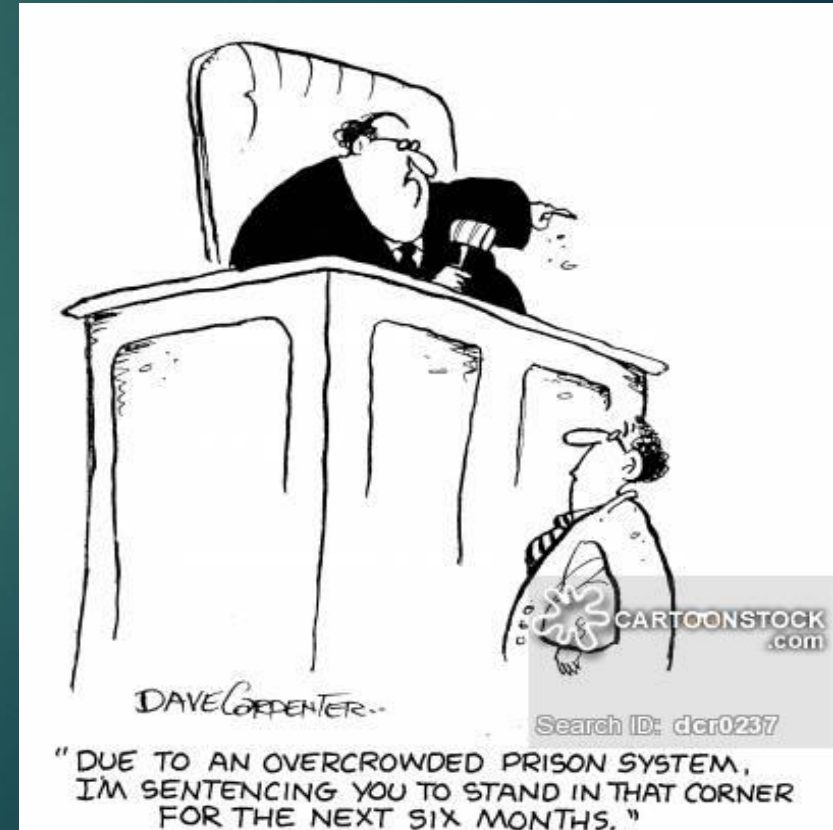
**City pays 3rd portion (market study (\$3,750 - GF)
Court pays second portion (\$73,000 approx – SRF)
City pays 1st portion (\$ - GF)**

2013 - PRESENT

- ▶ What happened to special revenue fund?
 - Court Remodeling
 - Salary Reclassifications
 - Police Department
 - Personnel
 - Equipment
 - Vehicle
 - Electronic Citations - Hand Held Devices
 - City
 - Parking Meters
 - Personnel for Parking Enforcement

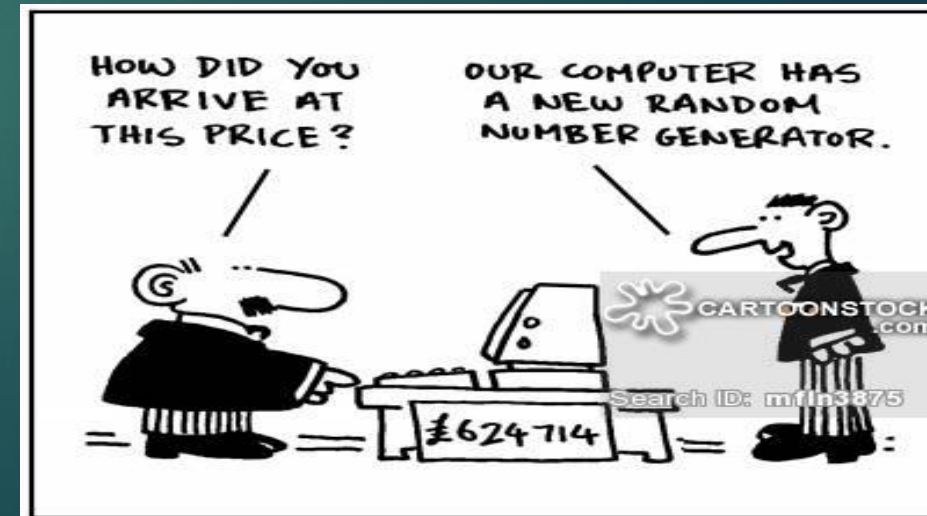
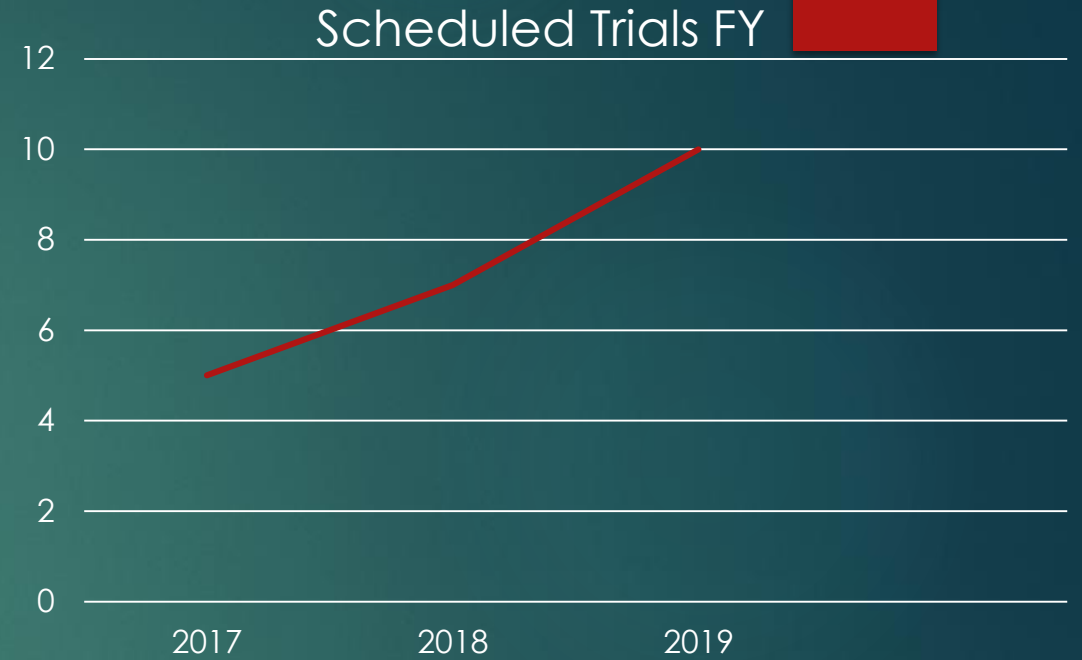
ALTERNATIVES TO ENFORCING FINES/FEES

- ▶ Fines/Fees and Restitution Enforcement (FARE) – AZ Supreme Court
 - Enforcement of compliance with court orders & law
- ▶ Traffic Ticket Enforcement Assistance Program (TTEAP)
 - A.R.S. 28-1631 to A.R.S. 28-1636
 - Vehicle registration hold
 - Credit Bureau
 - OSC Hearings / Arrest Bench Warrants
- ▶ Driver license reinstatement upon good faith initial payment
- ▶ Deferred prosecution
- ▶ Community restitution
- ▶ Payment plan or reduction in fines
- ▶ Set asides – All fines and fees must be paid in full
- ▶ Denial of passport/border card by issuing authority
- ▶ Jail as last resort per [Administrative Order No. 2016-16](#) - “justice for all” means that people should not be disparately punished because they are poor.



JURY TRIALS

- ▶ CONSTITUTIONAL RIGHT
 - DUI
 - Reckless Driving
 - Sexual Motivated Offenses
 - Theft/Shoplifting
 - Resisting Arrest
- ▶ JURY SERVICE
 - Approximately 40 Summons sent throughout Yuma County (San Luis - Tacna) per trial
- ▶ JURORS
 - Between 20 – 30 answer and appear for Court
- ▶ JUROR REIMBURSEMENT
 - One day Jury Trial
 - = Mileage Reimbursement - 2 way
 - = Lunch



WHAT ARE OUR NEIGHBORS DOING?

- ▶ Yearly jury trials for other local courts:
 - Somerton Municipal – 1
 - Yuma Municipal – 1 or 2
 - Wellton Municipal - 1



VIDEO CONFERENCE

Benefits and Advantages:

- ▶ Remote access to interpreters
- ▶ Remote access for covering judges
- ▶ Remote criminal proceedings
- ▶ Enhanced Technology/Access to Justice
- ▶ Saves time & financial resources
 - Transportation
 - Safety for court personnel, attorneys, public, victims
- ▶ In-custody Accused/Defendant
- ▶ Compliance with Constitutionality Due Process requirement

CAMERA SECURITY SYSTEM

- ▶ The Arizona Supreme Court adopted Court Security Standards, effective July 1, 2017 (Administrative Order 2017-015)
- ▶ Court Security involves three interrelated spheres: (1) court operations, (2) facilities and equipment, and (3) training and communication.
- ▶ The Video surveillance installation can play an integral role in maintaining a proper level of courthouse security
- ▶ Safety measure for court building, staff, public, victims, defendants
- ▶ Deters crime and violence
- ▶ Please refer to 2019 Court Security Assessment handout by Yuma Superior Court

News/Updates

- ▶ Triennial External Court Audit
- ▶ Outstanding results
- ▶ Minimum Accounting Standards (MAS)
- ▶ In-compliance with State Regulations
- ▶ Agreement with local courts for court coverage free of charge
- ▶ Agreement with Yuma County Jail for in-custody court hearings free of charge
- ▶ Court obtained additional vehicle (2009 GMC Truck) from Yuma County Board of Supervisors for \$1000
- ▶ Significantly lowered court appointed attorney costs by implementing new procedures (2 out of 10 appointed counsel)

**THANK YOU FOR YOUR TIME
AND CONSIDERATION**





BUDGET RETREAT
April 26 and 27, 2019

City Clerk' Office

CITY CLERK'S OFFICE

- ❖ Sonia Cornelio, City Clerk
- ❖ Melissa Lopez, Deputy City Clerk

ACCOMPLISHMENTS

- Awareness of records management
- Purge Fridays
- 2018 Primary Candidate Elections
- 93 Public Records Requests
- 48 Council Meetings (20 Regular, 10 Special, 18 WS)

DEPARTMENT'S REQUESTS FISCAL YEAR 2020

Records Coordinator

- Housed in the City Clerk's Office
- Liaison to all records coordinators assigned to each
- department
- Maintain records management program in the city
- Salary of \$48,600.00 (salary and benefits)

DEPARTMENT'S REQUESTS FISCAL YEAR 2020

5

RECODIFICATION

- Code of Ordinances
- \$9,500.00

PUBLIC RECORDS REQUEST SYSTEM

- ❖ Web-based tool to simplify the public records request process
- ❖ \$3,500.00

LASERFICHE

- Records Management software

QUESTIONS?



City Of San Luis Fire Department

PREPARED BY:
ANGEL RAMIREZ
FIRE CHIEF



Fire Department

- ▶ Fire Administration
 - ▶ Fire Chief *
 - ▶ Assistant Fire Chief(Vacant)*
 - ▶ Fire Investigator
 - ▶ Administrative Coordinator *
 - ▶ Office Assistant

* (50/50 salary allocation between Fire Suppression and Ambulance Enterprise).



Fire Department

- ▶ Fire Suppression
 - ▶ 30 Total Personnel
 - ▶ 6 Captains
 - ▶ 6 Engineers
 - ▶ 18 Fire Fighters
 - ▶ (24 total paramedics)



Fire Department

- ▶ Total salaries and ERE's for FY 2019 are \$2,744,350.
- ▶ Total supplies for FY 2019 are \$ 102,000.
- ▶ Total maintenance for FY 2019 are \$ 102,200.
- ▶ Total for Special Services are \$126,290.
- ▶ Total budget for FY19 is \$3,074,840.

Fire Department

- ▶ Fire Calls: 102
- ▶ EMS Calls: 3,289
- ▶ Hazmat: 52
- ▶ Mutual Aid: 160
- ▶ Public assist: 105
- ▶ Community paramedicine: 182
- ▶ Refusals: 316
- ▶ Total calls for service: 4,206

Fire Department

- ▶ Capital Improvement Project FY20
 - ▶ Cardiac Monitors (3)
 - ▶ The cardiac monitors that we currently have are becoming obsolete and it's hard to get parts for it. Phillips monitors which are the cardiac monitors that we currently have are no longer in production and that is why we are going with Zoll. The cardiac monitors are a big part of our tools that we carry on a daily basis. Without this equipment we really can't do our job and provide the residents with the best patient care available.
 - ▶ Total cost of Project \$126,000.

Fire Department

- ▶ Capital Improvement Project FY 20
 - ▶ Mobile Computers for all Fire Apparatuses
 - ▶ We had all our MDC's for about 10 years. These MDC's are coming to the end of their shelf life. Once 2020 is here they will no longer be of service to SLFD. That is why we want to get ahead of the game and start purchasing the necessary equipment needed in order to operate at our maximum capacity. This equipment is vital to our system because they provide us the lifeline from our dispatch center and to all responding units during any call for service.
 - ▶ Total cost of project \$21,120.

Fire Department

- ▶ Capital Improvement Projects FY20

- ▶ 2019 Dodge Power Wagon

- ▶ Today we have a 2006 Ford F150 (97,020 mileage) as a front line vehicle. This vehicle responds to all calls at the Port of Entry and both AZ State Prison complex and LaSalle federal prison. Also, anytime there is something in the desert area they will respond because of its 4x4 capability. In the last year or so we have seen it in the city shop more often than not. San Luis Rescue 1 is a crucial element for our daily operations since it provides easier movement through traffic and decreases the wear and tear of all the bigger trucks.

- ▶ Total Cost of Project \$57,140



Fire Department

- ▶ Our goal for FY 2020 is to train and recruit the best firefighters around. We will be committed to bringing and sending our personnel to trainings to better serve the community. We will also be actively involved with Community Paramedicine and any public relations that will make our organization and the City a better place.



Ambulance Fund

- ▶ Fire Chief *
- ▶ Assistant Fire Chief (Vacant) *
- ▶ Administrative Coordinator *
- ▶ 6 Captains *
- ▶ 12 firefighters
- ▶ 7 Part time Firefighters
- ▶ * (50/50 salary allocation between the general fund and the ambulance fund)
 - ▶ Calls for Service: 3,289 (That were EMS)
EMS transports: 2,802 (3.5% increase)

Ambulance Fund

- ▶ Total Salaries and ERE's for FY 2020 are \$1,681,800.
- ▶ Total Supplies for FY 2020 are \$181,500.
- ▶ Total maintenance for FY 2020 are \$79,100.
- ▶ Total Department special services for FY 2020 are \$266,550.
- ▶ Total Ambulance Budget \$2,695,970.

Ambulance Fund

- ▶ We currently have 3 Paramedic ambulances within the City of San Luis Fire Department.
- ▶ Patients transported by San Luis Medic units 2,802.
 - ▶ Patients transported by other ambulances within our city were 154.



Ambulance Fund

- ▶ Capital Improvement Project FY '20
 - ▶ Cardiac Monitors (4)
 - ▶ The cardiac monitors that we currently have are becoming obsolete and it's hard to get parts for it. Phillips monitors which are the cardiac monitors that we currently have are no longer in production and that is why we are going with Zoll. The cardiac monitors are a big part of our tools that we carry on a daily basis. Without this equipment we really can't do our job and provide the residents with the best patient care available.
 - ▶ Total Cost for Project \$168,000.

Ambulance Fund

- ▶ Capital project for FY '20
 - ▶ 2019 Dodger Ram Ambulance
 - ▶ As of today we have a total of three ambulance in our fleet. We just went to manning three ambulances on a daily basis. If for any reason one of them breaks down we have no reliable spare unit. Also, those ambulances are putting around 60,000 to 70,000 miles yearly. The three ambulances that we have in service now SLM1 has 77,000, SLM2 has 80,000 and SLM3 has 183,000. By this time next year we will be doubling all our mileage. If we want to continue with providing better patient care we need to invest on our ambulance fleet.
 - ▶ Total Cost for Project \$158,840.

Ambulance Fund

- ▶ Capital Improvement Project FY 20
 - ▶ Mobile Computers for all Ambulances.
 - ▶ We had all our MDC's for about 10 years. These MDC's are coming to the end of their shelf life. Once 2020 is here they will no longer be of service to SLFD. That is why we want to get ahead of the game and start purchasing the necessary equipment needed in order to operate at our maximum capacity. This equipment is vital to our system because they provide us the lifeline from our dispatch center and to all responding units during any call for service.
 - ▶ Total cost of project \$16,900.

Ambulance Fund

- ▶ Community Paramedicine

- ▶ We visit RCBH patients and provided welfare checks and home inspections. (43 graduated the program since it has started).
- ▶ Its a pilot program through AZDHS that has been working in conjunction with SCFD and SLFD.



Ambulance Fund

- ▶ Revisit the Stipend(Skills pay) for Paramedics.
- ▶ Paramedic class starting in May.

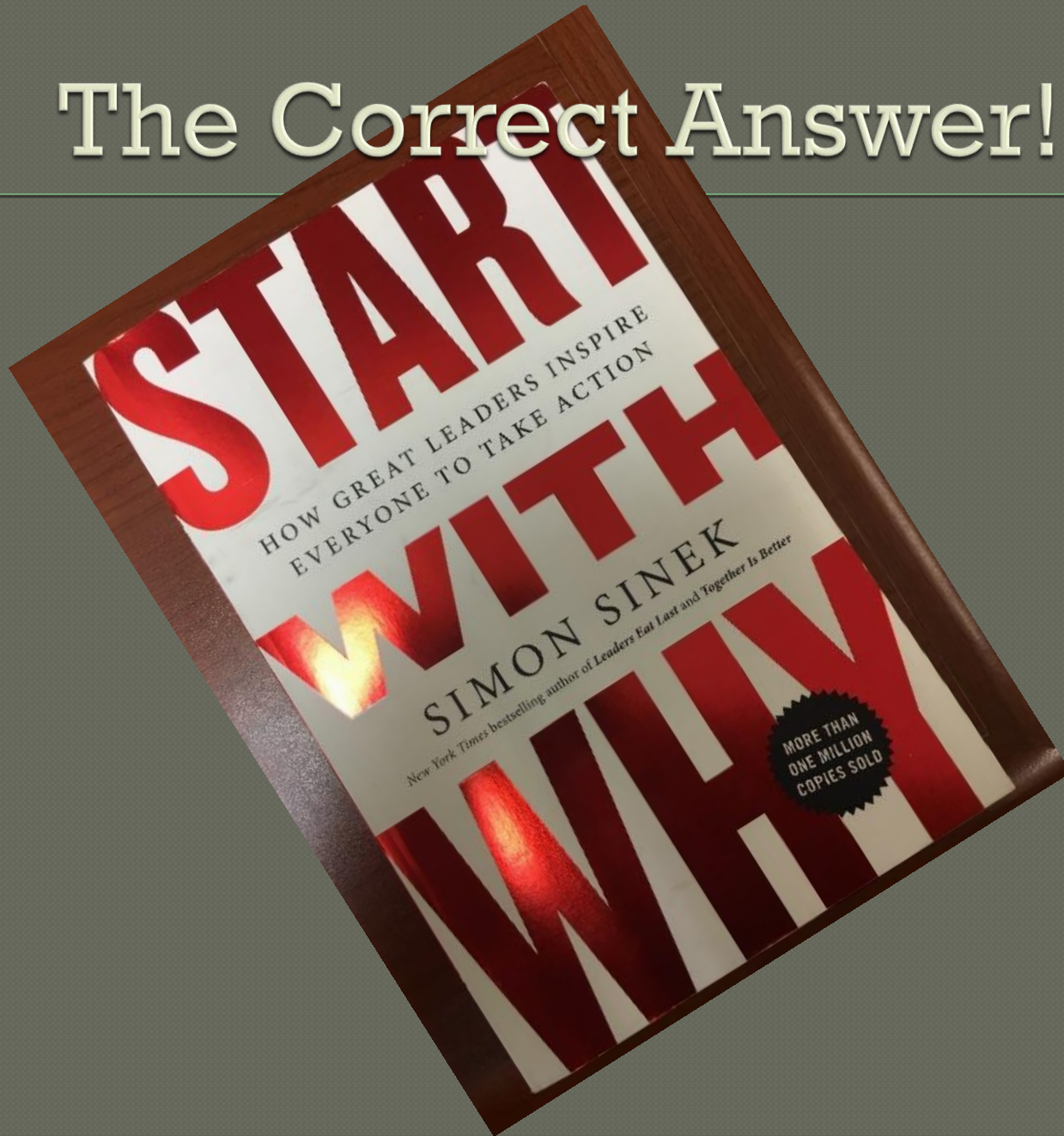
San Luis Police Department 2020 Budget Retreat



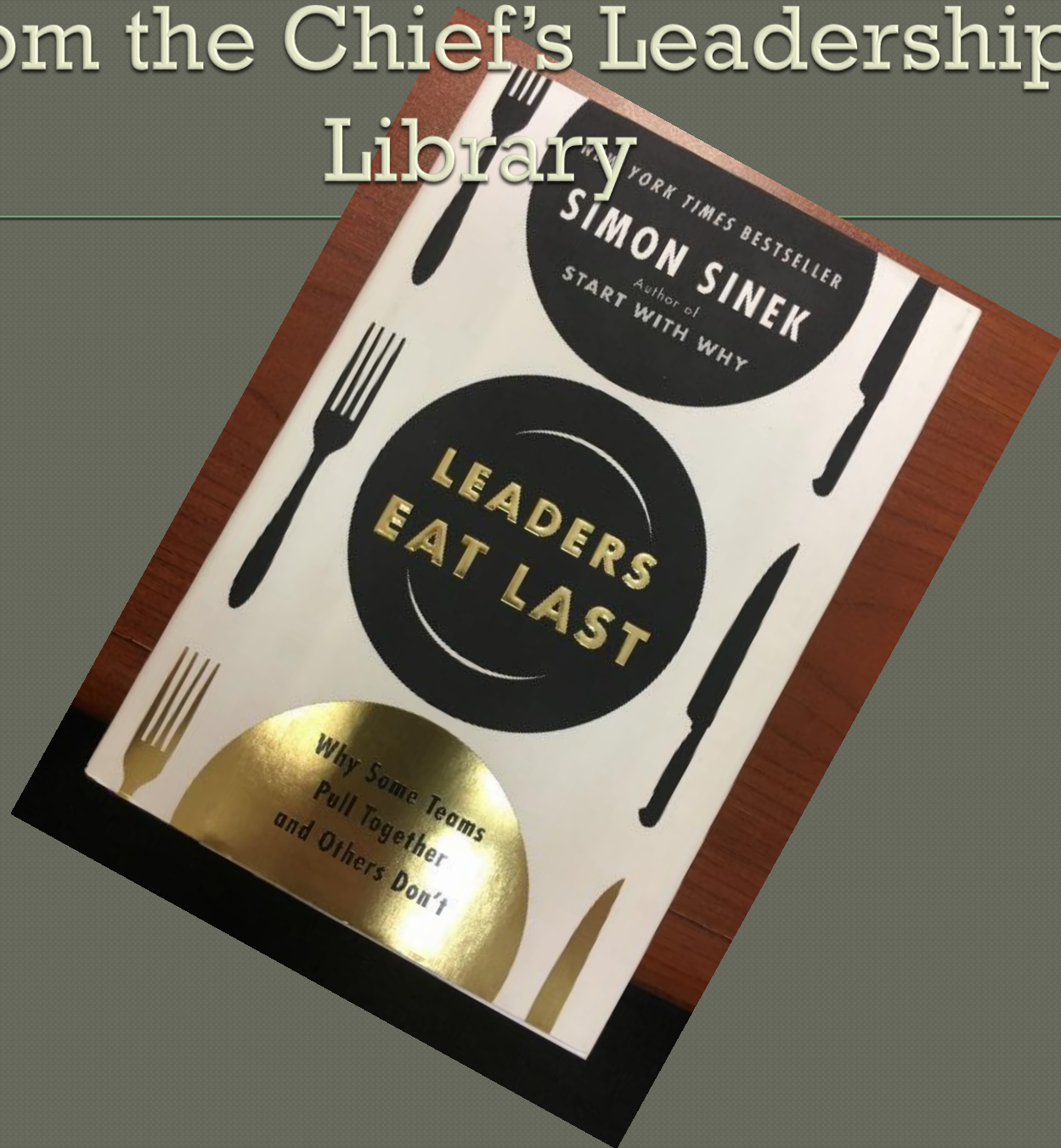
Quiz: For the Starbucks Gift Card

- Name the Leadership book that was referenced in this power point from the Chief's Leadership Library at last years budget retreat?

The Correct Answer!!!



From the Chief's Leadership Library



Softer Gentler SLPD



The Chief Hits the Wall



School Active Shooter Trainings



Career Fairs



City 5K Walk Run



No Shave November



City Events





San Luis Police Department

The Six Pillars of 21st Century Policing

- **Pillar One - Building Trust and Legitimacy**
- The SLDP culture should be to:
- **Embrace a guardian, rather than warrior, mindset to build trust and legitimacy both within the department and with the public.**
- **Adopt procedural justice as the guiding principle for internal and external policies and practices.**
- Establish a culture of transparency and accountability to build public trust and legitimacy.
- Proactively promote public trust by initiating positive enforcement activities to engage communities.
- Consider the potential damage to public trust when implementing crime fighting strategies.
- Track the level of trust in police by their communities just as they measure change in crime. Annual community surveys can measure how policing in that community affects public trust.
- Strive to create a workforce that encompasses a broad range of diversity including race, gender, language, life experience and culture.



San Luis Police Department

The Six Pillars of 21st Century Policing

- **Pillar Two - Policy and Oversight**
- The SLPD community should:
 - Collaborate with community members, especially those affected by crime, to develop policies and strategies.
 - **Have clear and comprehensive policies on the use of force, mass demonstration, consent before searches, gender identification, racial profiling, and performance measures.**
 - **Periodically review policies and procedures, conduct non-punitive peer reviews of critical incidents with their communities.**
 - Adopt identification procedures that implement scientifically supported practices that eliminate or minimize bias or influence.
 - Collect, maintain, and analyze demographic data on all detentions
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San Luis Police Department

The Six Pillars of 21st Century Policing

- **Pillar Three - Technology and Social Media**
- SLPD should:
- Consult with the national standards of research and development of new technology including auditory, visual, and biometric data and the development of segregated radio spectrum. **Utilize the effectiveness of social media communication via Facebook, Twitter, Instagram, etc. to effectively communicate with public interests.**
- The compatibility, interoperability, and implementation of technology should maintain civil and human rights protections.
- **Adopt model policies and best practices for technology based on community engagement that increases trust and access.**



San Luis Police Department

The Six Pillars of 21st Century Policing

- **Pillar Four - Community Policing and Crime Reduction**
- SLPD should:
 - Work with residents and businesses to identify problems and collaborate on implementing solutions that produce meaningful results. Develop and adopt policy and strategy that reinforce the importance of community engagement.
 - **Develop educational and school programs that benefit the Elementary, Middle School and Jr. High, and High Schools that create partnerships in working with students and staff which promote trainings in Active Shooter, Emergency Lock Downs, Policy and Procedures, PTO meetings, and positive role models from the departments sworn personnel with events and speaking engagements.**
 - Engage in multidisciplinary, community team approaches for planning, implementing, and responding to crisis situations.
 - **Support a culture and practice of policing that reflects the values of protection and dignity of all.**
 - Avoid using law enforcement tactics that unnecessarily stigmatize youth and marginalize their participation in schools and communities. Affirm and recognize the voices of youth in community decision making, facilitate youth participation in research and problem solving, and develop and fund youth leadership training and life skills through positive youth/police collaboration and interactions.



San Luis Police Department

The Six Pillars of 21st Century Policing

- **Pillar Five - Training and Education**
- SLPD personnel must be:
 - Trained and capable to address a wide variety of challenges including international terrorism, evolving technologies, rising immigration, changing laws, new cultural mores, a growing mental health crisis, and address the individual success and leadership capabilities of each officer in the areas of legal, ethical, and moral accountability to the department and the community.
 - Dedicated to engaging community members, particularly those with special expertise, in the training process and provide leadership training to all personnel throughout their careers.
 - **Actively encourage and provide training for all personnel to continue higher educational goals in order to promote or become specialized in an area of expertise.**
 - **Actively participate in a postgraduate institute of policing for senior executives within the department with curriculum that prepares participants to lead agencies in the 21st century.**
 - Including Crisis Intervention Training (CIT) in the Peace Officer and Standards Training (POST) boards which equips officers to deal with individuals in crisis or living with mental disabilities, disease addiction, implicit bias and cultural responsiveness, policing in a democratic society, procedural justice and effective social interaction and tactical skills.



San Luis Police Department

The Six Pillars of 21st Century Policing

- **Pillar Six - Officer Wellness and Safety**
- SLPD will be expected to:
 - Promote wellness and safety at every level of the organization. This includes the physical, mental, and emotional fitness of the individual officer to assure that they are capable of performing at optimal levels which are required as departmental and public expectations.
 - Physical – To promote a healthy lifestyle as it relates to personal fitness by providing a fitness and training room in which all levels of sworn and non sworn can work out during their scheduled work shifts. Offer training materials and nutritional information to promote healthy eating and lifestyle.
 - Mental – To offer counseling for personal events related to marriage, crisis management for events related to work, and faith based alternatives for every sworn and non sworn personnel.
 - Emotional – To offer guidance in mental awareness programs that leads and promotes work place stability and consistency.
 - Adopt policies that require officers to wear seat belts, bullet-proof vests, and provide training and awareness of the consequences of failing to do so.

SLPD Stats

- ◎ 2014 - 23,219
- ◎ 2015 - 23,186
- ◎ 2016 - 21,753
- ◎ 2017 - 20,688
- ◎ 2018 - 23,113
- ◎ 2019 - Almost 10,000 for 1/3rd of year.

SLPD Dispatch Stats

- 2018
- Police: Service Calls = 29,393
911 Calls = 6,597
- Fire: Service Calls = 4,213
911 Calls = 1,314
- Other 911 Calls = 8,916
- Total Calls for Service = 56,296

Demographic

- 2018 – 38,628
- 2020 - 41,894
- 2024 - 45,121

- SLPD Sworn = 40. **1:965**
- Average daily crossing: 22,000. **1:1,515**
- DOJ & FBI officer to population ratio: 1.7-2.3 per 1000.
- **1.7 per 38,628 = 65**
- **National Average = 16.8/10000 or 1-595**

Demographic

- ◉ July 1, 2018 Population Estimates
- ◉ July 2, 2017 AACOP Officer Stats

- ◉ Douglas; 16,400/35 1/468
- ◉ Nogales; 22,680/64 1/436
- ◉ Sierra Vista; 45,359/61 1/743
- ◉ Sahuarita; 30,575/44 1/694

- ◉ Florence; 27,507/29 1/948

Personnel

- ◎ 10 Additional Police Officers
- ◎ Reclassify Records Admin. Coordinator to Records Supervisor.
- ◎ 1 additional records clerk position
- ◎ 1 additional dispatcher (may be included in EMS proposed budget).

Staff Increases

- **Sworn Staff Increase of 10 new officer positions**
 - Assist with the demands of the growing community and brings us in line with recommended officer to population increases.
 - Reduction in calls for service response times.
- 2017 – 20,688
- 2018 – 23,113
- 2019 – Almost 10,000 for 1/3rd of year.

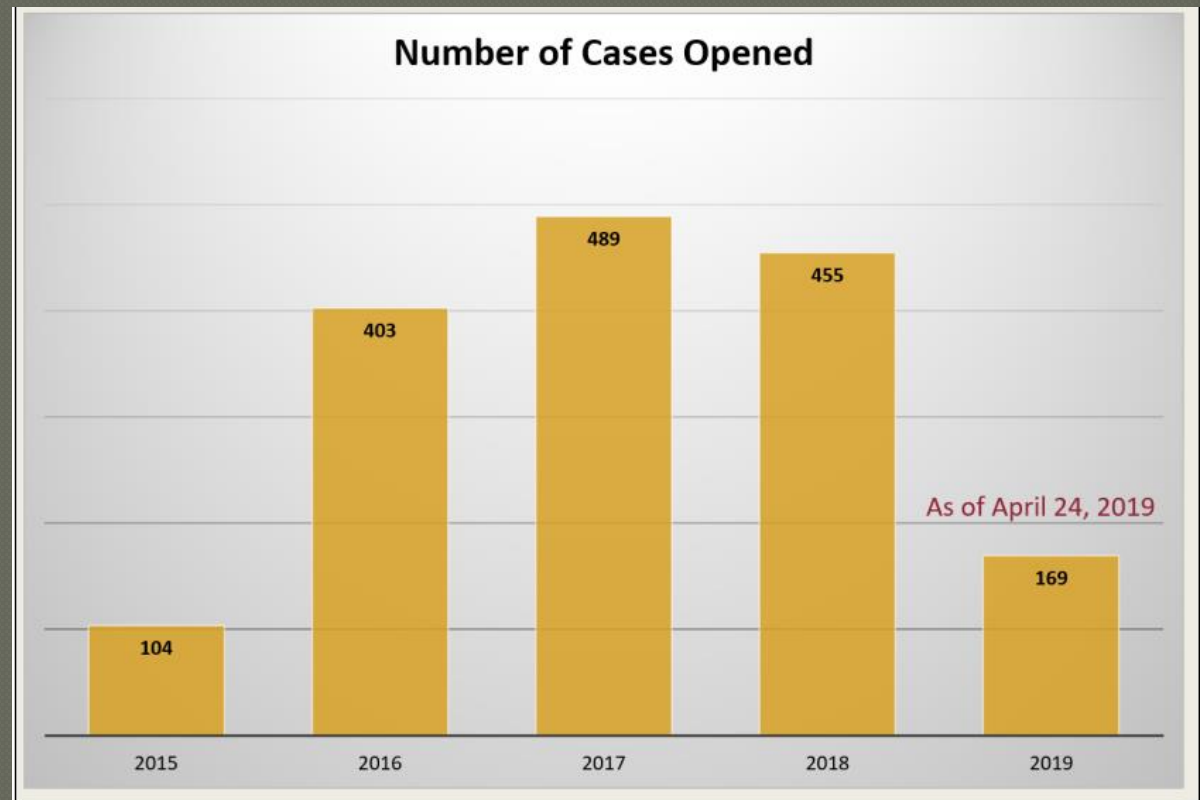
**Potential calls for service
30,000**

Staff Increases

- Sworn Staff Increase of 10 new officer positions
 - Assist City Prosecutor with follow up investigations.

Potential case Load

507



Staff Increases

- **Sworn Staff Increase of 10 new officer positions**
 - Assist City Court with needed resources.
 - Additional SRO for school programs.
 - Task force assignments
 - Optimal span of control for Patrol, motors, detectives, etc. (Span of control is defined as 1 supervisor to every 3-7 employees, optimal is 5!! Based on Federal recommendations Emergency Management Protocol)

Budget Increases

- ◎ Other Supplies – (evidence supplies and storage per audit standards) \$5000
- ◎ External Printing-(cost of forms and usage increase i.e. booklets, etc.) \$2500
- ◎ Vehicle Maintenance-(fleet is older and costs of repairs will be higher) \$10,000

Budget Increases

- ◉ Gas and Oil-(increase costs due to staff and vehicle increases, calls for service and miles driven) \$10,000
- ◉ Building Maintenance-(temperature control setup and drug disposal for evidence to bring up to audit standards) \$8000
- ◉ Maintenance other-(K9 cement slabs for home kennels) \$2500

Budget Increases

- ◎ Vehicle/Equipment Supplies-(equipment for rifles stored while on patrol includes lights) \$2000

CIP FY 2020

- Body and vehicle Camera's. (H2507)
- Gas Masks per OSHA regulations. (None)
- Riot equipment. (3 shields total)
- Tasers. (current will not be serviceable)
- Evidence Vehicle Garage. (audit recommendation, exposure, security)
- Drying Cabinets for Evidence. (audit standards)
- City tower cameras need replacing.

SLPD 2019-2024 Master Plan Synopsis

- ◉ Included in packet starting at page 11.
- ◉ Highlights:
 - ◉ Arizona Law Enforcement Accreditation Program;
 - ◉ Audits of SLPD Dispatch and Records Divisions

SLPD 2019-2024 Master Plan Synopsis

- ◉ Additional Sworn Officers (pg. 15)
- ◉ 20 year projection of Sworn Officers (pg. 16)
- ◉ Projected projects and costs (pg. 17)
- ◉ Vehicle Replacement Program (pg. 18)
- ◉ Department Improvement Plan for Administration Division, Support Services Division, and Patrol Division.
- ◉ Audit Updates.



Budget Retreat 2020

San Luis Police Department

MISSION STATEMENT

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

“Working Together... For A Safe Community”



Review:

2014-2018 Statistics Overview:

Actual Cases Taken

TYPE	2014	2015	2016	2017	2018
Grand Total	3280	3213	3336	3243	2747

Calls for Service

TYPE	2014	2015	2016	2017	2018
Grand Total	23,219	23,186	21,753	20,688	23,113

Calls for Service

TYPE	2014	2015	2016	2017	2018	
10-40 COURTESY				1	12	26
711	4,937	3,385	1,990	1,845	4,244	
911 CALL	774	1,111	1,396	2,024	3,289	
911 HANG-UP	3,640	3,928	3,282	2,066	2,005	
961 ACCIDENT NO INJURIES	300	369	349	388	412	
962 ACCIDENT WITH INJURIES	45	61	59	62	78	
963 FATAL ACCIDENT	1			2	1	
ABANDONED VEHICLE	17	18	42	50	46	
AGGRAVATED ASSAULT	3	7	5	5	3	
ALARM	38	9	8	29	18	
ALARM AUDIBLE	7	6	4	10	6	
ALARM COMMERCIAL	279	284	261	403	299	
ALARM PANIC	45	55	39	35	31	
ALARM RESIDENTIAL	420	386	375	362	334	
ANIMAL CRUELTY	20	32	18	21	24	
ANIMAL RELATED	495	465	410	335	450	
ANIMAL RESCUE		1				
AOD-ASSIST OTHER DEPARTMENT	703	1,724	1,695	1,790	907	
ARREST ON WARRANT	435	392	465	396	405	
ARSON			1	1		
ASSAULT	54	45	49	39	59	
ATL	116	154	137	153	136	

BITE CASE	17	29	25	21	27
BITE CASE - CAT	2	1	2	1	1
BITE CASE - OTHER	1			1	
BOMB THREAT	2	1		1	2
BURGLARY COMMERCIAL	14	13	14	10	4
BURGLARY RESIDENTIAL	102	139	98	99	55
BURGLARY VEHICLE	74	32	22	34	40
C34 DISABLED VEHICLE	387	305	287	277	266
CHILD ABUSE	33	35	34	59	38
CHILD MOLESTATION	10	11	11	4	8
CHILD NEGLECT	27	13	12	14	16
CITIZEN DROP OFF - DOG				2	4
CITY CODE	101	275	229	9	11
CIVIL MATTER	237	286	250	211	227
CIVILSTANDBY	32	17	21	22	18
COUNTERFEIT BILL	2	6	16	12	4
COURT ASSIST	139	71	46	31	53
CRIMINAL DAMAGE	199	228	234	269	190
CRIMINAL TRESPASS	15	12	6	3	5
CURFEW	6	1	1		
CUSTODIAL INTERFERENCE	60	71	47	57	75
DEAD DOG	18	41	12	15	29
DISORDERLY CONDUCT	86	73	99	112	128
DISTURBANCE	91	72	81	76	45
DOA	6	2	10	5	4
DOG AT LARGE	768	866	793	696	975
DOMESTIC DISTURBANCE	204	202	196	207	157
DRINKING IN PUBLIC	29	27	20	30	24
DRIVE BY SHOOTING				1	
DRUG OFFENSE	126	113	81	121	111
DRUG PARAPHERNALIA		6	20	12	18
DUI	132	155	116	86	74
ENDANGERMENT		1			
FALSE REPORTING	1	7	9	8	4
FELONY FLIGHT		5	1	1	
FICTICIOUS PLATES	15	19	20	11	7
FIGHT	46	52	62	56	56
FLAGDOWN	548	498	519	472	444
FOOT PATROL		94	116	92	101
FOUND PERSON	4	12	9	10	17
FOUND PROPERTY	43	49	47	57	52
FRAUD	146	101	107	126	98
HARASSMENT	90	69	88	102	79

HIT AND RUN	92	97	105	98	88
HOMICIDE		1			1
IDENTITY THEFT	154	119	103	97	85
INCORRIGIBLE JUVY	94	79	67	77	84
INDECENT EXPOSURE	9	7	11	11	16
INFORMATION REPORT	165	151	141	155	107
INJURED ANIMAL				2	6
JAYWALKING		27	3	5	6
K9 CALL OUT	2	3	5	2	18
K9 FOOT PATROL	11	13	14	1	13
KIDNAPPING		3		3	2
LITTERING	10	11	11	8	16
LOCATED MISSING PERSON	27	34	33	23	28
LOITERING	3	8	3	8	4
LOST/STOLEN	146	158	144	146	125
MAN DOWN	38	31	24	25	25
MENTAL CASE		1			
MINOR POSS OF TOBACCO		2	2	1	1
MINOR UNDER THE INFLUENCE	30	28	12	8	9
MISCOUNDUCT W/WEAPON	1		2		1
MISSING PERSON	75	73	67	54	57
NEW CALL	95	51	65	117	41
NO DL	69	86	194	102	90
NOISE	262	274	286	239	226
NOTIFICATION	66	65	57	51	53
OP VIOLATION	62	42	63	75	68
OPEN CONTAINER	10	18	8	12	8
OPEN DOOR	23	36	21	37	35
OTHER	920	775	915	782	734
OVERDOSE	2	2	2	3	8
OVERDUE PARTY	26	19	21	9	25
PARKING VIOLATION	417	348	561	383	305
PORT CALL	37	67	45	37	37
PORT RUNNER	3	2	8	5	5
PROBATION CHECK	184	71	5		
PROBATION VIOLATION	3	3		5	1
PROWLERS	56	62	58	71	72
PUBLIC ASSIST	405	458	398	398	339
PURSUIT	1	1	1		
RAJ	34	48	53	71	64
REC STOLEN VEH	24	8	13	12	18
RECKLESS DRIVER	335	336	353	458	449
REPAIR ORDER	528	216	291	320	322

ROBBERY	2	3	2	5	3
SEARCH WARRANT	1	3			3
SEXUAL OFFENSE	13	17	18	21	25
SEXUAL OFFENSE-OTHER	4	2	4	4	4
SHOOTING	2		1	3	
SHOPLIFTING	135	103	114	139	147
SHOTS FIRED	12	12	10	29	39
STABBING	1	2	2		1
STALKING	1				1
SUICIDAL SUBJECT		1	21	28	26
SUICIDE	2	3	1	2	
SUICIDE ATTEMPT	12	8	5	2	4
SUSP CIRCUMSTANCES	271	199	183	177	169
SUSPENDED 10-27	117	119	173	148	188
SUSPICIOUS SUBJECT	190	189	226	252	252
SUSPICIOUS VEHICLE	90	113	142	103	106
TAGGED VEHICLE	457	675	842	699	561
TEST CALL					77
THEFT	314	245	302	287	221
THEFT OF VEHICLE	103	116	127	144	156
THREATS/INTIMIDATION	90	76	85	90	116
TOWED VEHICLE	5	1	4	18	15
TRAFFIC CONTROL	15	142	146	389	370
TRESPASS	43	70	78	89	80
TRUANCY	3	7	7	12	4
VEHICLE ON FIRE	3	6	16	6	6
VERBAL DISPUTE	69	77	92	74	102
VOID		3		2	
WALK IN	456	437	339	290	266
WEAPONS VIOLATION	2			1	1
WELFARE CHECK	245	281	301	302	338
Grand Total	23,219	23,186	21,753	20,688	23,113

2018 Dispatch	Total Calls	Service	911 Service	911 Total Calls		
Police	-	29,393	6,567	-		
Fire/EMS	-	4,213	1,314	-		
	56,296	33,606	7,881	8,916		

San Luis Police Department

Six Pillars of 21st Century Policing



Red-denotes future department goals and implementation.

Blue-denotes current accomplishments and continuation of goals.

Pillar One - Building Trust and Legitimacy

The San Luis Police Department should:

- Embrace a guardian, rather than warrior, mindset to build trust and legitimacy both within the department and with the public.
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- Adopt policies that require officers to wear seat belts, bullet-proof vests, and provide training and awareness of the consequences of failing to do so.

Projects in Review

April 2018-First Outside Independent Audit of the San Luis Police Department.

- *L.D. Consulting group recommended a total of 129 items that according to best practices should be addressed and implemented. Several of the major recommendations that were accomplished this year were:*
 - 1) *Contract of the Police Chief to create stability within the department*
 - 2) *Evidence Room Audit and best practices*
 - 3) *Department Staffing and Salary Impact*
 - 4) *Department Software for tracking purposes*
 - 5) *Quality Assurance and Internal Affairs investigations and tracking outcomes*
 - 6) *Records retention and file purging*
 - 7) *Training for all staff members to include command staff, patrol, administration, dispatch, and records.*
 - 8) *Ongoing policy and procedure updates*

July 2018-December 2018- Command Staff Graduated from Northwestern University Police and Command School. One of the top three command schools in the United States. First ever graduates from SLPD of any command school in history.

- *Chief Jessup –*
- *Lt. Santana-*
- *Lt. Reynoso-*
- *Lt. Alvarez-*

January 2018-December 2018-Awarded Grants and 2019 continuation awards.

- *Stonegarden-*
- *GOSH-*

Public Safety Events and Monitoring.

- *Caravan/Immigration-*
- *Fentanyl/Opioid Crisis-*



San Luis Police Department Master Plan Synopsis 2019-2024

2019-2024

*Five Year Master Plan Synopsis
Based Upon the Departments*

Six Pillars of 21st Century Policing

Since 2008, the San Luis Police Department has incorporated a Mission statement which reads:

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

“Working Together... For A Safe Community”

Although Mission statements can provide the department with answering the “Why”, and many times contains the departments purpose and vision, these in and of themselves are also needed to provide the department with clear objectives to answer the “Where”, “What”, and “Who”. The following will be developed to assist the department with its goals as laid out as part of the six pillars of 21st Century Policing.

Vision statement (Where): We work to be a flagship law enforcement agency for excellence as we seek to eradicate crime and social disorder in partnership with our community.

Mission/Purpose statement (Who/Why): Stated Above.

Values statement (What):

Integrity

Adhering to strict, unequivocal standards of conduct in keeping with our ethical obligations;

Courage

Displaying the strength of character to confront fear, danger, uncertainty, or intimidation when other alternatives are available;

Accountability

Accepting individual and collective responsibility for our oath, duty, and actions;

Innovation

Adapting to changes in society through strategic integration of technology and equipment;

Respect

Valuing human life and dignity with an equal commitment to justice and acceptance of diversity.

These four statements are formulated and developed as a culture of the police department in cooperation with the community we serve. When these statements are adopted and followed by our staff, this becomes the best practices that are embraced by our employees which then in turn serve the community with the best possible customer service while at the same time providing adherence and enforcement of the laws of the State of Arizona and the City of San Luis.

*2019-2024
Five Year Master Plan Synopsis*

*Arizona Association of Chiefs of Police
State Accreditation*

In September of 2018, the San Luis Police Department was formally accepted into the first ever Arizona Law Enforcement Accreditation Program (ALEAP) which is an extensive process through the Arizona Association of Chiefs of Police (AACOP) to participate in a full law enforcement accreditation program.

This requires the Police Department to have up to two years to complete a self-analysis of best practices followed by a visit of accreditation committee for review and compliance, evaluate, and make recommendations for approval. Once the process is started in 2019, it is the goal of the Police Department to finish all necessary reviews and documentation for final evaluation by the committee in 2021.

Department of Public Safety

Audits and Inspections of SLPD Dispatch and Records

In December of 2018, the San Luis Police Department was notified that the Department of Public Safety would conduct an audit and inspection for compliance in both the Records Department and Dispatch. It is the goal of the San Luis Police Department to surpass recommended State of Arizona Standards, along with ACJIS, NIBERS, and UCR requirements and best practices.

SLPD Growth Master Plan Synopsis

2019-2029

Sworn Officers

Full Cost of a Police Officer

Full Cost of a Police Officer: The following breakdown is the initial 1st year cost to the department which is represented by chart #1. The cost of the second and subsequent years for the officer position is represented by chart #2.

Chart #1: 1 st year Officer Cost Elements:	Amount
Annual salary - \$20.15 per hour (no overtime or Stonegarden)	\$41,912
Annual benefits: if applicant selects "single"	\$27,000
Academy Cost: <i>Outside of Yuma Area. Note: (Yuma LE Academy \$1500, AWC)</i>	\$15,000
Academy Expenses Gas/Oil	\$2,000
Overtime related to extensions of tour and court attendance – 70% of OT budget	\$4,320
Uniform/Equipment Expense – Body armor, Equipment belt, boots, Uniforms	\$2,800
Specialize equipment expense - MDC, Radio, Cell phone.	\$10,700
Weapon Expense - Gun, Rifle, Shotgun, Taser, Baton, OC Spray.	\$3,600
Total Annual Cost of an Average Officer	\$104,532

Chart #2: 2 st year Officer Cost Elements:	Amount
Annual salary - \$20.15 per hour (no overtime or Stonegarden)	\$41,912
Annual benefits: if applicant selects "single"	\$27,000
Total Annual Cost not including OT, take home vehicle, equipment maintenance, Trainings, etc.	\$68,912

2018 current projections for population of 38,628

			1 to 965	1.7 to 1000	2 to 1000
Population:	2018	38,628	40	65	77
	2020	41,894	42	71	83
	2022	45,121	46	76	90
	2024	48,309	49	82	96
	2026	51,459	52	87	102
	2028	54,575	55	92	108
	2030	57,664	58	98	114
	2032	60,729	61	103	120
	2034	63,760	64	108	126
	2036	66,751	68	113	132
	2038	69,690	70	118	138
	2040	72,566	73	123	144
				Ratio:	
Current Sworn LEO's	38,628	40	1.0 to 965		
National C.O.P. Standard	38,628	65	1.7 per 1000		
National FBI Standard	38,628	77-88	2.0-2.3 per 1000		

Projected CIP and Tax
Projects
(for current and 5 year projected sworn personnel increase)

	Current	2024 Current Ratio (9 new officers)
1. Police sub-station to be built in Ave F residential	\$1,118,900	
2. Associated cost of IT for sub station	\$539,000	
3. Patrol vehicles, 18 fully equipped F150's	\$864,000	\$432,000
4. First responder Kit, patrol masks and equipment	\$37,059	\$8,338
5. Respirator testing machine	\$10,826	
6. Body/Dash Cameras and software, warranty	\$350,000	\$16,302
7. Impound lot vehicle evidence storage building bays	\$50,000	
8. Mobile Command Center Vehicle	\$250,000	
9. Crime Scene/Mobile Evidence Collection Vehicle	\$100,000	
10. City Camera Replacement and Expansion	\$70,000	
11. MDC patrol computers	\$300,000	\$67,000
12. Patrol Radio's	\$300,000	\$67,000
13. Duty Equipment	\$53,000	\$11,925
14. Patrol Body Cameras	\$260,000	\$58,000
15. Dispatch Console	\$55,000	
Totals	\$4,040,240	\$718,565

H2507: LAW ENFORCEMENT CAMERAS

Beginning on the effective date of this legislation, every new or used "marked police vehicle" (defined) that is purchased, leased or otherwise acquired by a law enforcement agency and that is primarily used for traffic stops is required to be equipped with a "mobile video recording system" (defined), and every uniformed peace officer is required to be equipped with a wearable mobile video recording system. For Vote Analysis: Support

ARS Titles Affected: [38](#)

First sponsor: [Rep. A. Hernandez \(D - Dist 3\)](#)

Others: [Rep. Teller \(D - Dist 7\)](#), [Rep. Tsosie \(D - Dist 7\)](#)

NOTE: Measure was originally sponsored by the member(s) shown here. If it has been changed by amendment the sponsor(s) may or may not still support the measure. Oppose Neutral

2019-2024
Five Year Master Plan Synopsis
Vehicle Replacement Program

The goal in looking into the departments use of equipment and the rising costs of vehicle maintenance should be consistently evaluated for future costs as well as current budget to determine the needs of the department. Currently, the police department issues a patrol or unmarked vehicle to its sworn employees. As the department continues to grow, or as vehicles are replaced due to the annual costs of vehicle repairs and scheduled maintenance, the development of future estimated costs should be looked into from the following perspective.

- *Costs per vehicle on a 4-5 year cycle of replacement*
- *New additional vehicles for additional sworn staff*
- *Annual maintenance costs estimations*
- *The cost of purchasing vs. the cost of leasing*

This master plan is currently being evaluated by police administration to be included not only in the five-year master plan, but also from a year to year financial cost reduction or addition to the annual budget.

Currently, the fleet has approximately 19 vehicles that would meet this replacement criteria ranging from 2009-2013 where mileage and maintenance will become an issue, thus rising the cost of repair and level of maintenance. A full fleet report as to future considerations of departmental vehicles is attached.

2019-2024
Five Year Master Plan Synopsis
Department Internal Improvement Goals

The department is currently working on a collaborative effort to implement individual departmental goals within the police department as it relates to the following categories. Each department supervisor has put together reports that relate to the master plan which are currently being implemented as a result of the departments audit which is attached to this master plan as a point of reference to current best practices and future implementations and goals.

The following list is a representation of the divisions under the supervision of the departments three Lieutenants who oversee the Patrol Division, Support Services Division, and Administration Division.

1. *Administration Division:*
 - *Quality Assurance.*
 - *Internal Affairs*
 - *Administrative Support*
 - *Dispatch*
 - *Records*
2. *Support Services Division:*
 - *Criminal Investigations*
 - *Evidence*
 - *School Resource Officers*
 - *Public Information/Community Outreach*
 - *Task Force*
3. *Patrol Division:*
 - *Patrol*
 - *Motors Unit*
 - *K9 Unit*
 - *Animal Control*
 - *Transit Enforcement*
 - *Training*
 - *Reserve Officers Unit*

2019-2024
Five Year Master Plan Synopsis
Department Internal Improvement Goals
Administration Division

Lt. Miguel Alvarez

Administration:

Adequate staffing in administration will enable for the department's Quality Assurance and Internal Affairs team to meet the demands of monitoring and auditing all function of the police department in a matter that dramatically helps reduce liability and work related injuries and increases accountability and transparency.

QA/IA:

The expectations associated with transparency and accountability have rapidly risen because of the advancement of technologies use in the public safety industry today, for example, audio and video technology and Early Intervention Systems software. A greater needs exist today to staff these systems with contracted or in-house trained expertise that help reduce costly liability, increase productivity, transparency, and accountability across the department.

Records Section:

Adequate staffing levels in the Records Section which will aid in having a more efficient workflow that meets or exceeds the demands of new crime reporting and record keeping requirements that have proven to be time consuming for the current number of staff assigned to the Records Section. Improve section management by creating a Records Supervisor position to help increase efficiency, expertise, and accountability while reducing liability for the department.

Communication Section:

Adequate staffing levels in the Communications Section which will aid in having a more efficient workflow that meets or exceeds the requirements of continuous updates within the Computer-Aided Dispatch (CAD) system that have proven to be time consuming for the current number of staff assigned to the Communications Section.

2019-2024

*Five Year Master Plan Synopsis
Department Internal Improvement Goals
Support Services Division*

Lt. Marco Santana

Lt. Marco Santana

- ***Criminal Investigations/Task Forces:** Based on the most recent audits and inspections conducted in the agency, a solid case management process was introduced to the unit as a tool to help detectives keep track of their cases. This case management process has really helped on identifying pending cases and has played a significant role in closing older cases. We have afforded training opportunities to all detectives to include homicide investigation training, advanced forensic investigation training, force science training (officer involved shootings/investigations), internal affairs investigations, background investigations training and hostage negotiations training.*

*As a result of important training opportunities and hard work from detectives numerous serious felonious cases involving child sexual assaults and child abuse cases among other serious cases have been closed. A combination of approximately **36 prison sentence years** were imposed on suspects relating to cases that were closed by SLPD detectives.*

We currently have three detectives, who are being supervised by Lt. Santana and very soon a sergeant will be assigned to supervise the unit. The goal is to add an additional detective to make it four in the unit besides the sergeant as the supervisor. Detectives are part of a very significant role in the police department and mainly deal with complex cases. Detectives have also played an important role in teaching and coaching the criminal justice students at San Luis High School and the Police Explorers. Several detectives have helped out with state competitions relating to crime scene investigations and have also helped out with mandated reporting training offered to all the schools with the assistance of Amberly 's Place. Other goals for this unit are to open up task force officer positions that can be assigned to the following task force units:

- DEA, U.S. Marshals Service*
- U.S. Marshals Service*
- Yuma County Narcotics Task Force*
- Gang Unit Task Force (GIITEM)*

-
- **Evidence:** Most recent audits and inspection proved to be a very valuable tool for the evidence room. This past year several discrepancies from inappropriately repackaging of evidence and missing money has generated administrative and criminal investigations that involved detectives to ultimately charge a former employee with numerous felony charges. A current inventory of the evidence room is taking place and at this point a total of 1550 pounds of illegal drugs has been transferred over to DEA agents for destruction as part of an **administrative purge that was authorized by the Yuma County Attorney's Office** whom we've been working closely with.

As of 2019, our evidence technician, Michael Navarro and the evidence room supervisor, Lt. Marco Santana have completed evidence processing and collection training through the International Association for Property and Evidence Inc. Both Mr. Navarro and Lt. Santana have also become certified police auditors, which allows for a better understanding of audits and inventory processes of the evidence room.

As far as equipment, we have purchased a new barcode printer, which allows officers to barcode items as they impound them. We have also purchased a signature pad, which will allow officers and the general public to sign off on items they receive from the evidence room (examples: out to court and property releases). We have purchased new cameras that will record the inside of the evidence room at all times. We purchased a large safe in order to store money and high valued items collected as evidence and also purchased an explosives storage cabinet as well as a flammable storage cabinet. We have also looked at made appropriate changes to our policies relating to the department's evidence room and we're currently in the process of becoming accredited by the International Association for Property & Evidence Inc. (IAPE), which will protect the integrity of our evidence room.

- **School Resource Officers/Public Information/Community Outreach:** The NSRO Unit is composed of one officer at this point, Officer Ben Gomez, who is assigned to work with the schools, mainly the San Luis High School. Officer Gomez partakes in different school related events to include PTO meetings, drug awareness classes and is the Lead-Advisor for the **Police Explorers Program**. We will be adding another NSRO that will assist with schools and different community outreach programs such as the Torch Run, Coffee with a Cop and eventually a Neighborhood Watch Program will be added to the community outreach unit. Once the additional NSRO is achieved then more community events will be conducted. Training opportunities have also been offered to Officer Gomez, who recently attended the ASROA and NSRO school resource officer conferences. In these conferences Officer Gomez completed the basic and advanced SRO certification courses. Lt. Santana completed the basic SRO school and the SRO supervisor & management course. Officer Gomez has also completed an active shooter instructor's course, which is beneficial for any SRO to have knowledge of when faced with serious and life threatening incidents relating to school safety.

The San Luis Police Department currently has one active Public Information Officer, which is Lt. Santana. He has completed the basic PIO and the master PIO schools. Lt. Santana is also in charge of the SLPD Facebook page, which

has been very proactive approach when bridging the gap and transparency with the community. A great working relationship had been created with all the news and media outlets as well as with the entire PIO group from other agencies in Yuma County.

2019-2024

*Five Year Master Plan Synopsis
Department Internal Improvement Goals
Patrol Division*

Lt. Nigel Reynoso

In an effort to enhance service and enforcement capabilities, the following areas are being restructure and developed.

- Patrol Division currently has four squads, two for day shift and two for night shift. It is our intent to add an additional squad, making that five, which will be mainly be responsible for the residential and commercial area on Avenue F, but will cover everything east of 10th Avenue. The squad should include a supervisor and four officers.*
- Implement a full time bike unit of four officers. The primary responsibility will be additional traffic and transit enforcement, educational safety, and community/business outreach in area 2.*
- Motors Unit will expand to four motors and a supervisor, with an emphasis of aggressive traffic enforcement, collision investigations, and community outreach of vehicular safety.*
- K9 Unit will expand to three canine handlers and a supervisor, all with patrol capabilities, three narcotics and one tracking canine. Additionally, the unit will work along with the NSRO in community outreach regarding drugs, primarily focusing on the youth.*
- Animal Control will expand to three Officers, which will provide coverage for twenty hours a day.*
- Transit Enforcement will expand to four Officers, (2) full-time and (2) part-time, which will provide continuous enforcement from 0600-2100 and greater flexibility for city events.*
- The department will implement a training division, composed of a supervisor and two lead instructors, which will minimize overtime and interruption of the department's operational tempo.*
- Implement an operational Reserve Officer Unit program, with up to six officers that will help augment squads during emergencies, events, and schedule leave of personnel.*

2019-2024
Five Year Master Plan Synopsis
Department Internal Improvement Goals
Audit Implementation/Completion Report

The following attachment is a copy of the 2018 San Luis Departmental Audit conducted by LD Consulting with each recommendation, Action Plan, and Target Date. This report is generated as a means of tracking the departments progress with implementing specific best practices in all areas of the departments scope of audit.

Most of the recommendations suggested are considered ongoing due to the nature of items that may have a future financial impact on the yearly budget and should be considered in future budget reviews by the City.











SAN LUIS POLICE DEPARTMENT

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REC. #	RECOMMENDATION	ACTION PLAN	TARGET DATE
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A5.1 EVIDENCE INTAKE			
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A5.1.1	SLPD Command Staff should develop and implement an intake process requiring officers to enter the property and evidence information only one time in the RMS. Potentially increasing efficiency and reducing input errors.	Procedures were developed and officers were trained in the process.	COMPLETED
A5.1.2	SLPD Command Staff should eliminate the handwritten log and tag process with dispatch. LERMS should be utilized to create the tag number and document items impounded	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 50%	
A5.1.3	SLPD Command Staff should work with the RMS vendor and/or Yuma PD to provide training to the Property Custodian and Detectives regarding the full capabilities of the LERMS software	EVIDENCE TECHNICIAN RECEIVED 120 HOURS OF TRAINING FROM YUMA PD AND COMPLETED IAPE TRAINING IN OCTOBER OF 2018	COMPLETED

A5.2 INTERNAL TRACKING AND CONSOLIDATION			
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A5.2.1	The SLPD Executive Staff should develop and implement internal tracking and consolidation policies and procedures to comply with IAPE standards. Utilize the recommendations from the Yuma Police Department assessment memo to assist in this process.	PERSONNEL ASSIGNED: LT. ALVAREZ	30-May
		PERCENTAGE COMPLETE: 0%	
A5.2.2	Banker's Boxes should be utilized to store evidence on the shelving. Each box should be barcoded as a location. Individual evidence should be barcoded and labeled, then stored within a box on the shelf. Multiple cases can be stored within each box, maximizing storage space.	PERSONNEL ASSIGNED: NAVARRO	30-May
		PERCENTAGE COMPLETE: 25% (GAME PLAN)	

A5.3 PROPERTY PURGE

A5.3.1	SLPD Command Staff should ensure that the Property Custodian and Case Agents develop an action plan for periodically reviewing past investigations to determine if cases have been adjudicated or surpassed the statute of limitations requirements. (IAPE Standard 14.1) Property associated with these cases should be released whenever possible. This action plan should be documented and submitted to the chain of command for review and implementation.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 0%	
A5.3.2	SLPD Command Staff should ensure that appropriate department personnel research the capabilities of the RMS to determine if a digital Property Disposition Form can be developed and forwarded by case agents after receiving approval for disposal by the appropriate court. Electronic notification will increase efficiency and tracking for releasing and purging items	PERSONNEL ASSIGNED: NAVARRO	31-Mar
		PERCENTAGE COMPLETE: 0%	
A5.3.3	The Property Custodian should enter into the RMS an owner notification date and disposal date for found and safekeeping property items. These dates should prompt the Property Custodian to appropriately handle the notification and disposal of these items in a timely manner	PERSONNEL ASSIGNED: NAVARRO	31-Mar
		PERCENTAGE COMPLETE: 0%	
A5.3.4	SLPD should obtain an electronic/digital signature pad to capture signatures on those receiving and returning property, which would eliminate the need for the paper form and reduce the amount of work being performed by the technician.	PERSONNEL ASSIGNED: NAVARRO	30-Apr
		PERCENTAGE COMPLETE: 75%	
A5.3.5	<p>The Property Custodian should generate a Property for Disposal Report with date ranges prior to a disposal process that documents:</p> <ol style="list-style-type: none"> 1) Item Number 2) Case Numnber 3) Owner Name (If Applicable) 4) Received Date 5) Item Description 6) Targeted Disposal Date 7) Disposed of (Yes, No) 8) Disposition of Item <p>This report should be reviewed and approved by the Sergeant that oversees the Evidence Room prior to the disposal process</p>	This Process was done with the drug disposal and will be done with other disposals.	COMPLETED

A5.3.6	Property items identified and pulled for disposal should be maintained in a secure area segregated from active evidence. Updates should be made in the	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-May
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A5.3.6	RMS that the item is marked for disposal and stored in a designated disposal area that coincides with an RMS location.	PERSONNEL ASSIGNED: NAVARRO PERCENTAGE COMPLETE: 50% (GAME PLAN)	30-May
A5.3.7	SLPD Command Staff should have the Property Custodian develop an annual report that documents pertinent information such as the number of items enter into property and the number of items released for disposal. This would assist with identifying trends so that Command Staff can monitor property intake and allocate additional resources if needed for purging	PERSONNEL ASSIGNED: NAVARRO	30-Apr
		PERSONNEL ASSIGNED: NAVARRO PERCENTAGE COMPLETE: 0% (SPEAK TO LOURDES)	

A5.4 MISSING PROPERTY

A5.4.1	SLPD Command Staff should develop and implement a plan to conduct and inventory of the property room. If possible, the Finance Department Inventory should be utilized as a starting point to reduce workload. During the inventory all items available for disposal should be disposed of. All items should be barcoded. This should be done in coordination with recommendation A5.4.1.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 0%	
A5.4.2	SLPD Command Staff should develop and implement a policy and specific procedures for missing property. (IAPE standard 15.1)	PERSONNEL ASSIGNED: LT. ALVAREZ	30-Apr
		PERCENTAGE COMPLETE: 0%	
A5.4.3	<p>SLPD Command Staff should utilize all necessary resources to immediately conduct a review to resolve any documented issues and discrepancies from the Inventory and section B of this report. The Finance Department Inventory should be utilized as a starting point. This may include:</p> <ol style="list-style-type: none"> 1) Documenting an item is missing or a chain of custody issue in the RMS 2) Supplementing the police report/notification to the case agent and/or prosecutor 3) Determining if a formal investigation should be initiated if there is any indication of misconduct or neglect <p>The results of this review should be documented in a memorandum to the Police Chief.</p>	PERSONNEL ASSIGNED: LT. SANTANA & NAVARRO	30-Apr
		PERCENTAGE COMPLETE: 0%	

A5.5 PROPERTY OUT FOR COURT AND LAB

	SLPD Command Staff should establish and implement a process that ensures the Property Custodian documents appropriate updates the RMS regarding	PERSONNEL ASSIGNED: NAVARRO	
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A5.5.1	the Property Custodian documents appropriate updates the RMS regarding items out to court and the lab. This should include the use of a tickler filer or notification system in the RMS, to notify the Property Custodian when an item is out to Court and has not been returned. This will provide better tracking and enable lists to be generated to determine the status of an item.	PERSONNEL ASSIGNED: NAVARRO	30-Apr
		PERCENTAGE COMPLETE: 50%	
A5.5.2	SLPD Command Staff should ensure that the Property Custodian develop and implement a process that periodically(such as quarterly) contacts court personnel to determine the status of evidence items and facilitate the return if it is no longer needed for court proceedings.	PERSONNEL ASSIGNED: NAVARRO	30-Mar
		PERCENTAGE COMPLETE: 0%	
A5.5.3	SLPD Command Staff should develop and implement a policy for officers to check out property. The policy should require officers to provide a court subpoena to the Property Custodian prior to providing an item needed for court. This will increase accountability and ensure proper chain of custody procedures are followed.	PERSONNEL ASSIGNED: LT. ALVAREZ & NAVARRO	30-Mar
		PERCENTAGE COMPLETE: 25%	
A5.5.4	SLPD Command Staff should develop and implement a process to standardize and track all SLPD forms by assigning numbers and revision dates. Forms should only be available to staff in fillable PDF format. This reduces the chance of informal revisions.	PERSONNEL ASSIGNED: LT. ALVAREZ & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 0%	

A5.6 DRUGS			
A5.6.1	SLPD Command Staff should research the location of missing items. The results should be documented in a memorandum and in the New World RMS. If unable to locate the item, the related criminal report should be supplemented as well, and the appropriate case prosecutor notified. This should be coordinated with the property and evidence room inventory recommendation (A5.4.1) in this assesment.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 50%	

A5.6.2	SLPD Command Staff should develop and implement a process to segregate and secure drugs staged for disposal from all other property. NOTE: Items awaiting destruction should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The "rule of two" may	PERSONNEL ASSIGNED: NAVARRO	30-May

	be created by using two different locks on the storage container, locker or room/vault. Each person (i.e. Property Custodian and Command Staff) would possess one of the keys, requiring both to be present to access the secure items.	PERCENTAGE COMPLETE: 50% (GAME PLAN)	
A5.6.3	SLPD Command Staff should develop and implement a process to segregate and secure drugs from the drug take back programs from all other property. NOTE: Take back drugs should not be commingled with other property but should be segregated from other types of property and stored in a designated secured location while awaiting destruction. The "rule of two" principle should be utilized for these items as noted in Recommendation B1.2.	PERSONNEL ASSIGNED: NAVARRO	30-May
		PERCENTAGE COMPLETE: 50% (GAME PLAN)	
A5.6.4	SLPD Command Staff should develop and implement a policy to address the take back program	PERSONNEL ASSIGNED: LT. ALVAREZ	30-Apr
		PERCENTAGE COMPLETE: 0%	

A5.7 FIREARMS			
A5.7.1	SLPD Command Staff should research the location of missing items. The results should be documented in a memorandum and in the LERMS system. If unable to locate the item, the related criminal report should be supplemented as well, and the appropriate case prosecutor notified. This should be coordinated with the property and evidence room inventory recommendation in this assessment. See also Recommendation #A5.4.1.	PERSONNEL ASSIGNED: NAVARRO AND LT. SANTANA	30-May
		PERCENTAGE COMPLETE: 0%	

A5.7.2	SLPD Command Staff should develop and implement a plan to ensure that firearms pending sale/destruction be stored in a higher level of security location separate from other property. NOTE: Items awaiting destruction should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The "rule of two" may	PERSONNEL ASSIGNED: NAVARRO & LT. SANATANA	30-May

	be created by using two different locks on the storage container, locker or room/vault. Each person (i.e. Property Custodian and Command Staff) would possess one of the keys, requiring both to be present to access the secure items.	PERCENTAGE COMPLETE: 50% (GAME PLAN)	
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A5.8 VAULT AND CURRENCY			
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A5.8.1	SLPD Command Staff should ensure all discrepancies found in the inventory be reconciled or investigated as warranted and properly documents in LERMS. Related to Recommendation # A5.4.1.	INVENTORY WAS COMPLETED WHEN NEW SAFE WAS PURCHASED.	COMPLETED
A5.8.2	SLPD should contact a local lock and safe complany and have the floor safe reconcilled for ease of operation, remove the wheels, then bolt it to the floor or attach it to a pedestal and bolt it to the wall and use it to store currency and valuables.	PURCHASED NEW SAFE	COMPLETED

A5.9 BIOLOGICAL EVIDENCE			
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A5.9.1	SLPD Command Staff should develop and implement a plan to conduct a complete inventory of all items in the refrigerator and freezer. This inventory should include checking all items for proper documentation in RMS. In addition, barcodes should be generated and affixed to any items without barcodes. This will assist in future consolidation and disposal procedures. Results of the inventory should be documented in a memorandum to the Police Chief. Items that cannot be accounted for should be documented in the RMS as well as in the related criminal invesigative reports and applicable prosecutorial agencies should be notified. Related to Reccomendation # A5.4.1.	PERSONNEL ASSIGNED: NAVARRO	30-May
		PERCENTAGE COMPLETE: 0%	
A5.9.2	An alarm system for the regrigerator and freezer temperatures should be installed	PERSONNEL ASSIGNED: NAVARRO	30-Apr
		PERCENTAGE COMPLETE: 50%	

A5.9.3	The combination for the drying cabinet should be located to make the cabinet operable. The cabinet should be checked to determine if the two items shown in LERMS, are in the cabinet.	Combination found and cabinet is now operable. The two items were found to be in different locations and their storage locations were updated in LERMS.	COMPLETED
A5.9.4	Barcodes should be placed on the shelves in the refrigerator and freezer to designate locations in LERMS.	Barcodes were placed on shelves.	COMPLETED

A5.10 GENERAL PROPERTY			
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	SLPD Command Staff should ensure a complete inventory of all items in the		
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A5.10.1	SLPD Command Staff should ensure a complete inventory of all items in the general property area is completed. Items identified as having no evidentiary value should be disposed of. The inventory should include checking all items for proper documentation in RMS. In addition, barcodes should be generated for all items in the general property area. This will assist with future consolidation and disposal procedures. Results of the inventory should be documented in a memorandum to the Police Chief. Items that cannot be accounted for should be documented in the RMS as well as in the related criminal investigative reports and applicable prosecutorial agencies should be notified. Related to Recommendation # A5.4.1.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-May
		PERCENTAGE COMPLETE: 0%	
A5.10.2	All drugs and related items needing to be retained as evidence should be moved to the Drug Room. The status of the new location should be updated in the RMS.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Mar
		PERCENTAGE COMPLETE: 75%	
A5.10.3	The storage shelves and floor locations being utilized in the Back Room should be numbered, and the corresponding number should be added to New World as a storage location. For floor storage, paint or tape squares on the floor, which are then numbered for storage of larger items and larger boxes.	PERSONNEL ASSIGNED: NAVARRO	30-May
		PERCENTAGE COMPLETE: 0%	

A5.11 VEHICLE IMPOUND LOT			
A5.11.1	SLPD Command Staff should ensure the vehicles in the lot are reconciled and documented in the LERMS and properly tagged.	PERSONNEL ASSIGNED: NAVARRO & NANCY	30-Apr
		PERCENTAGE COMPLETE: 0%	

A5.12 POLICY AND CONTROL REVIEW			
A5.12.1	SLPD Command Staff should develop and implement a plan to replace all evidence policies with LEXIPOL policies and revise as need to meet IAPE standards and SLPD departmental procedures/city ordinances and any applicable state laws and best practices.	PERSONNEL ASSIGNED: LT. ALVAREZ	30-May
		PERCENTAGE COMPLETE: PENDING	

A5.13 INSPECTIONS AND AUDIT PROCESS			
A5.13.1	SLPD Command Staff should ensure that an inventory of the property room is conducted and properly documented in the near future. This may be conducted in concert with a property purge process. Related to	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-May
		PERCENTAGE COMPLETE: 50%	

	Recommendation A5.4.1.	PERCENTAGE COMPLETE: 50%	
A5.13.2	SLPD Command Staff should develop and implement inspections methodologies as well as a schedule for the Property Supervisor to ensure that comprehensive Property Room inspections are completed regarding the performance of the Property Custodian. This process should include documentation to verify SLPD management review and approve the audits and inventories.	PERSONNEL ASSIGNED: LT. SANTANTA & LT. ALVAREZ	30-May
		PERCENTAGE COMPLETE: PENDING	
A5.13.3	SLPD Command Staff should develop and implement audit and inventory methodologies as well as a schedule for the Property Supervisor to ensure that audits and inventories, as required by IAPE standards, are completed. This process should include documentation to verify SLPD management review and approve the audits and inspections	PERSONNEL ASSIGNED: LT. SANTANTA & LT. ALVAREZ	30-May
		PERCENTAGE COMPLETE: PENDING	

A5.14 PROPERTY AND EVIDENCE FACILITY			
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A5.14.1	SLPD Command Staff should work with City IT to determine the status of several cameras which do not appear to be monitored and increase the video retention time to 3 years to comply with IAPE standards.	PERSONNEL ASSIGNED: NAVARRO	30-Apr
		PERCENTAGE COMPLETE: 50%	
A5.14.2	SLPD Command Staff should develop and implement a plan to install alarms on all doors leading into the property room to include the two storage rooms as well as the counter area security screen. These alarms should be monitored by dispatch.	PERSONNEL ASSIGNED: NAVARRO & LT. SANTANA	30-Apr
		PERCENTAGE COMPLETE: 50%	
A5.14.3	SLPD Command Staff should develop and implement a key access policy to ensure the property room keys are adequately secured with a system to document any after-hours access made not in the presence of the Property Custodian/Supervisor	ACCESS TO EVIDENCE ROOM IS LIMITED TO PROPERTY TECH AND PROPERTY SUPERVISOR. KEYS ARE SECURED IN EVIDENCE ROOM AT ALL TIMES. ALL OTHER ACCESS IS IN THE PRESENCE OF PROPERTY ROOM STAFF AND IS DOCUMENTED IN LOG BOOK.	COMPLETE

A5.14.4	SLPD Command Staff should develop and implement an inspections plan to require Internal Affairs or Quality Assurance to conduct periodic integrity surveillance video review of evidence room videos.	PERSONNEL ASSIGNED: LT. SANTANA & LT. ALVAREZ	30-May
		PERCENTAGE COMPLETE: PENDING	

A5.15 STAFFING			
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A5.15.1	SLPD Command staff should ensure that the Property Custodian attend ongoing property and evidence related training	HAS ATTENDED TRAINING AND WILL CONTINUE TO ATTEND TRAININGS	COMPLETED
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**San Luis Police Department
Responses to Audit Recommendations**



Department/Function: San Luis Police Department

Department/Function Head: Police Chief

Audit Liaison: To be determined

Audit: San Luis Police Department Organizational Assessment

Rec. #	Recommendation	Action Plan	Target Date
Section A1 Administration			
A-1.1 Executive Administration			
A1.1.1	The City should consider the importance of stability and consistency in police leadership in its selection of a full-time police chief. Consideration should be given to city management advising all employees of the Police Department of the city's commitment to providing long-term stability in the position of police chief. Consideration should be given for a two to three-year contract for the next police chief.	The acting Chief of Police assigned on June 25, 2017 was given a two year contract dated 9-12-2018 thru 9-12-2021 by unanimous vote of Council present in executive session.	Completed 9-12-2018
A1.2	Department Staffing		
A1.2.1	SLPD Command Staff and City Management should develop and implement an organizational structure with fewer ranks that is more commensurate with the size of the organization. See suggested basic supervisor organization chart in the attachments.	An adjusted organizational chart has been implemented with recommended changes for growth accounted for and approved.	Completed 7/2018
A1.2.2	SLPD Command Staff should develop and implement a staffing model that takes additional variables into consideration. Workload, response times, crime rates, and officers per capita should be examined prior to making manpower and deployment decisions. These analyses should be completed regularly so that seasonal fluctuations are considered. See Attachments, articles by Wilson and McCabe.	Currently in process. Officer to population ratio of 40 sworn positions to 2018 population provided by City community development 38,000 or a ratio of 1-956 for FY 2018. YPD= 1-581 SPD= 1-669 YCSO= 1-690	Ongoing
A1.2.3	SLPD Command Staff along with City Management should develop and implement a plan to identify service expectations from the police department in order to determine future staffing levels needed to meet those needs. Decisions to provide proactive patrol, community policing strategies need proper funding and support to be successful.	5-10 year master plan implementation.	Ongoing
A1.2.4	The city of San Luis should consider the impact of low pay on morale and attracting the best candidates for police positions in the city. Adjusting the pay to bring it in line with other agencies of a similar size would be appropriate.	Salary survey 2017 and implemented 2018 by City Council, along with 2019-2020 continuation	Ongoing
A1.2.5	SLPD Command Staff and City Management should develop a pay structure that ensures supervisors are paid more than their subordinates.	Salary survey 2017 and implemented 2018 by City Council, along with 2019-2020 continuation	Ongoing
A1.2.6	SLPD Command Staff should develop and implement a plan to conduct citizen surveys and town hall meetings with cross		



**San Luis Police Department
Responses to Audit Recommendations**



Rec. #	Recommendation	Action Plan	Target Date
	sections of community members to solicit feedback and build relationships with the community as well as provide the community with information on progress toward goals. Identifying community expectations will help with determining staffing needs. Further, community engagement to assist in the departments goals should lead to additional volunteerism community support in solving crimes, and better police / community relations.	5-10 year master plan implementation.	Ongoing
A1.3 Policies			
A1.3.1	SLPD Command Staff should develop and implement a plan to utilize their LEXIPOL subscription, and immediately begin the process of updating all Police Department policies.	Lexipol subscription cancelled, utilizing legal counsel and professional services 2019-2020 budget year.	Ongoing
A1.3.2	SLPD Command Staff should develop and implement a process to review all "directives" to determine those to be retained or removed. Retained "directives" should be incorporated in policy when appropriate.	Copies of all previous directives are being evaluated and if necessary, included into current policy and procedure manual or discarded.	Ongoing
A1.4			
Agency Comparisons			
A1.4.1	The SLPD should develop and implement a dashboard within the New World Records system to track crime trends and other factors such as response time and UCR crime rates.	UCR, as well as NIBERS continue to be updated for tracking purposes and statistics for analysis are ongoing.	Ongoing
A1.5 Performance Evaluations			
A1.5.1	SLPD Command Staff should develop and implement a process to provide training to supervisors on the proper use of evaluations. Require all goals to be SMART goals, Specific, Measurable, Achievable, Results-focused and Time-bound.	Working with HR to develop a specific police officer and employee rating and evaluation form. 5-10 year master plan implementation.	Ongoing
A1.5.2	SLPD Command Staff should require supervisors to thoroughly complete evaluations and provide examples of specific performance / task completed as often as possible.	Develop specific training module for supervisors to provide more detailed evaluations and reports. 5-10 year master plan implementation.	Ongoing
A1.5.3	SLPD Command Staff should develop and implement a program to train supervisors on preparing balanced evaluations that do not overly emphasize certain negative performance issues when employees demonstrate success in other areas of performance.	Develop specific training module for supervisors to provide more detailed evaluations and reports. 5-10 year master plan implementation.	Ongoing
A1.5.4	SLPD Command Staff should develop and implement a policy requiring supervisors to meet with employees at least quarterly to review and document performance with employees and to go over any deficiencies and strengths being observed in their performance.	Develop specific training module for supervisors to provide more detailed evaluations and reports. 5-10 year master plan implementation.	Ongoing



**San Luis Police Department
Responses to Audit Recommendations**



Section A2 Administrative (IA) Investigations			
A2.1 Complaint Intake Process			
A2.1.1	SLPD Command Staff should ensure the citizen complaint policy is posted in a conspicuous location in the police lobby. A conspicuously posted sign / placard in English and Spanish should briefly advise citizens to contact the Records Clerk for information to make a citizen's commendation or complaint.	Currently Internal Affairs unit is in the process of developing a comprehensive reporting system to include internet and paper copy. 5-10 year master plan implementation.	Ongoing
A2.1.2	SLPD Command Staff should ensure the citizen complaint packets are revised to add a section for a citizen comment / commendation and to collect additional information and reflect generally accepted practices.	Currently Internal Affairs unit is in the process of developing a comprehensive reporting system to include internet and paper copy. 5-10 year master plan implementation.	Ongoing
A2.1.3	SLPD Command Staff should ensure citizen comment forms and complaint packets are readily available at the SLPD station and City facilities to the public in both English and Spanish.	Currently Internal Affairs unit is in the process of developing a comprehensive reporting system to include internet and paper copy.	Ongoing
A2.1.4	SLPD Command Staff should ensure the citizen complaint policy and procedures are posted on the SLPD website in English and Spanish.	Currently Internal Affairs unit is in the process of developing a comprehensive reporting system to include internet and paper copy.	Ongoing
A2.1.5	SLPD Command Staff should develop and implement a process to track all complaints, to include those handled informally by supervisors as inquires or service complaints.	Currently Internal Affairs unit is in the process of developing a comprehensive reporting system to include internet and paper copy. Benchmark Analytics Purchased	Ongoing
A2.2 Documentation / Investigative Procedures			
A2.2.1	SLPD Command Staff should develop and implement a manual for supervisors to provide step by step procedures, complete with templates and exemplars, regarding citizen contacts with the police department regarding police performance to include commendations, complaints and IA investigations.	5-10 year master plan implementation.	Ongoing
A2.2.2	SLPD Command Staff should develop and implement a discipline matrix to ensure consistent discipline for SLPD personnel.	5-10 year master plan implementation. Adm inistration has met with Legal Counsel to determine and recommend process and policy.	Ongoing
A2.2.3	SLPD Command Staff should develop and implement a policy to create a Memorandum of Understanding (MOU) with any department or agency, not in the City Government of San Luis, for any misconduct investigations conducted by SLPD for another agency. This will reduce exposure to civil litigation / liability.	To be developed, current use of department memo from Chief of Police to other agency department head.	TBD
A2.3 Tracking and Supervisory Oversight			
A2.3.1	SLPD command staff should develop and implement a policy and procedure to document and track citizen inquires or service complaints.	Electronic tracking through Benchmark Analytics and department developed tracking process currently in place.	Ongoing
A2.3.2	SLPD command staff should develop and implement categories for all complaints to include:		



**San Luis Police Department
Responses to Audit Recommendations**



	<ul style="list-style-type: none"> •Citizen Inquires, to include service related inquires •Citizen Complaints (those investigated by an employee's supervisor) •Supervisory Initiated Investigations •Internal Affairs Investigations •Shooting Investigations 	Electronic tracking through Benchmark Analytics in development and process.	Ongoing
A2.3.3	SLPD command staff should develop and implement a plan to purge or locate IA files to comply with Arizona State Records Retention Law .	Electronic tracking through Benchmark Analytics in development and process.	Ongoing
A2.3.4	SLPD command staff should develop and implement a policy and procedure to document any files removed from the IA file room.	Electronic tracking through Benchmark Analytics in development and process.	Ongoing
A2.3.5	SLPD command staff should develop and implement a policy and procedure to conduct a monthly or quarterly review of all inquiries and complaints by the IA Sergeant and the Police Chief to identify any trends and to ensure all misconduct is properly documented and investigated.	Electronic tracking through Benchmark Analytics in development and process.	Ongoing
A2.3.6	SLPD command staff should develop and implement a policy and procedure to retain all commendations received by SLPD employees.	Electronic tracking through Benchmark Analytics in development and process.	Ongoing
A2.3.7	SLPD command staff should develop an Early Intervention System (EIS) to identify and assist employees with problematic performance issues.	Electronic tracking through Benchmark Analytics in development and process.	Ongoing
A2.4 Internal Controls and Policies			
A2.4.1	SLPD command staff should develop and implement a plan to update the SLPD policy to incorporate provisions of Arizona Revised Statutes Title 38, Chapter 8.	Electronic tracking through Benchmark Analytics in development and process.	Ongoing
A2.4.2	SLPD command staff should develop and implement a manual for supervisors to provide step by step procedures, complete with templates and exemplars, regarding citizen contacts with the police department regarding police performance to include commendations, complaints and IA investigations.	Electronic tracking through Benchmark Analytics in development and process.	Ongoing
A2.5 Supervisors / Training			
A2.5.1	SLPD Command Staff should develop and implement an outline and course (training) for use of force and citizens' complaint receipt and investigations to be taught internally to all supervisors. The training should be conducted after the policy and procedures are updated as outlined in this assessment.	Electronic tracking through Benchmark Analytics in development and process.	Ongoing
A2.6 Professional Standards Staff			
A2.6.1	SLPD Command Staff should develop and implement a plan to acquire IA software. This will provide investigations	Purchase of Benchmark Analytics	Completed 2/2019



**San Luis Police Department
Responses to Audit Recommendations**



	tracking and allow significant data analysis and align with generally accepted practices.		
A3 Use of Force			
A3.1 Policies and Procedures			
A3.1.1	Command Staff should develop and implement the use of software for a digital use of force form for all use of force reporting and analytics. See related recommendation A2.6.1.	Purchase of Benchmark Analytics	Completed 2/2019
A3.2 Documentation			
A3.2.1	The SLPD Command Staff should develop and implement a comprehensive use of force reporting system to include analysis of use of force data consistent with generally accepted practices reporting requirements. Quarterly UOF reports should be provided to command staff for review.	Electronic tracking through Benchmark Analytics in development and process. review process per policy is in place to include Chief of Police, City Prosecutor, and City Attorney.	Completed 2/2019
A3.3 Use of Force Internal Controls / Policies			
A3.3.1	SLPD Command Staff should develop and implement a plan to utilize its current contract with LEXIPOL to update all their UOF policies, with those provided by LEXIPOL. See A.1.3.1.	Police department legal counsel will assist Admin with this recommendation	Ongoing
A3.3.2	SLPD Command Staff should research and implement a policy detailing in more specific terms use of force reporting and the formats to be used.	Police department legal counsel will assist Admin with this recommendation	Ongoing
A3.3.3	Regarding supervisor responsibility, SLPD Command Staff should research and implement a policy requiring that a supervisor respond to the scene of a Use of Force incident.	Police department legal counsel will assist Admin with this recommendation	Ongoing
A3.3.4	SLPD Command Staff should develop and implement the categories and elements in line with generally accepted practices for Use of Force reporting requirements and maintain the information in a digital database with fields to capture the required information at the time of the incident. This will significantly enhance the data collection and analytics of the data.	Police department legal counsel will assist Admin with this recommendation, Benchmark Analytics	Ongoing
A3.3.5	SLPD Command staff should ensure all sworn personnel attend scenario-based de-escalation UOF training.	Training Ongoing	Ongoing
A3.3.6	SLPD Command Staff should ensure all sworn personnel attend basic scenario based mental health crisis response training.	Development of department specific Critical Incident Stress Management, Group Crisis Intervention and Assisting Individuals in Crisis.	Completed 1/2019 Ongoing
A3.3.7	SLPD Command Staff should develop and implement a program for crisis intervention training (CIT) to provide enhanced training for selected officers to deal with, and assist other officers, with individuals with mental health crisis.	Development of department specific Critical Incident Stress Management, Group Crisis Intervention and Assisting Individuals in Crisis.	Completed 1/2019 Ongoing
A3.3.8	SLPD Command Staff should consider having an outside agency conduct UOF criminal investigations involving death or serious injury.	Current policy requires outside agency to investigate UOF criminal investigations.	Completed 2018



**San Luis Police Department
Responses to Audit Recommendations**



A4.1 Pursuits			
A4.1.1	Command Staff should develop and implement the use of a digital pursuit form for all pursuit reporting, develop quarterly reports and provide analytics.	Police department legal counsel will assist Admin with this recommendation	
A4.1.2	SLPD Command Staff should develop and implement a plan to utilize their LEXIPOL contract to update all pursuit policies. Related to Recommendation A1.3.1	Police department legal counsel will assist Admin with this recommendation, Benchmark Analytics	
A5 Property and Evidence			
5.1 Evidence Intake			
A5.1.1	SLPD Command Staff should develop and implement an intake process requiring officers to enter the property and evidence information only one time in the RMS. Potentially increasing efficiency and reducing input errors.	See attached Evidence Report	
A5.1.2	SLPD Command Staff should eliminate the handwriten log and tag process with dispatch. LERMS should be utilized to create the tag number and document items impounded.	See attached Evidence Report	
A5.1.3	SLPD command staff should work with the RMS vendor and/or Yuma PD, to provide training to the Property Custodian and Detectives regarding the full capabilities of the LERMS software.	See attached Evidence Report	
A5.2 Internal Tracking and Consolidation			
A5.2.1	The SLPD Executive Staff should develop and implement internal tracking and consolidation policies and procedures to comply with IAPE Standards. Utilize the recommendations from the Yuma Police Department assessment memo to assist in this process	See attached Evidence Report	
A5.2.2	Bankers' boxes should be utilized to store evidence on the shelving. Each box should be barcoded as a location. Individual evidence should be barcoded and labeled, then stored within a box on the shelf. Multiple cases can be stored within each box, maximizing storage space.	See attached Evidence Report	
SECTION B: Active Evidence & Release Procedures			
A5.3 Property Purge			
A5.3.1	SLPD Command Staff should ensure that the Property Custodian and Case Agents develop an action plan for periodically reviewing past investigations to determine if cases have been adjudicated or surpassed statute of limitations requirements (IAPE Standard 14.1). Property associated with these cases should be released whenever possible. This action plan should be documented and submitted to the chain of command for review and implementation.	See attached Evidence Report	
A5.3.2	SLPD Command Staff should ensure that appropriate department personnel research the capabilities of the RMS to determine if a digital Property Disposition Form can be	See attached Evidence Report	



**San Luis Police Department
Responses to Audit Recommendations**



	developed and forwarded by case agents after receiving approval for disposal by the appropriate court. Electronic notification will increase efficiency and tracking for releasing and purging items.		
A5.3.3	The Property Custodian should enter into the RMS an owner notification date and disposal date for found and safekeeping property items. These dates should prompt the Property Custodian to appropriately handle the notification and disposal of these items in a timely manner.	See attached Evidence Report	
A5.3.4	SLPD should obtain an electronic / digital signature pad to capture signatures of those receiving and returning property, which would eliminate the need for the paper form and reduce the amount of work being performed by the technician.	See attached Evidence Report	
A5.3.5	The Property Custodian should generate a Property for Disposal Report with date ranges prior to a disposal process that documents: <ul style="list-style-type: none"> • Item Number • Case Number • Owner Name (if Applicable) • Received Date • Item Description • Targeted Disposal Date • Disposed of (Yes, No) • Disposition of Item <p>This report should be reviewed and approved by the Sergeant that oversees the Evidence Room prior to the disposal process.</p>	See attached Evidence Report	
A5.3.6	Property items identified and pulled for disposal should be maintained in a secure area segregated from active evidence. Updates should be made in the RMS that the item is marked for disposal and stored in a designated disposal area that coincides with an RMS location.	See attached Evidence Report	
A5.3.7	SLPD Command Staff should have the Property Custodian develop an annual report that documents pertinent information such as the number of items entered into property and the number of items released for disposal. This would assist with identifying trends so that Command Staff can monitor property intake and allocate additional resources if needed for purging.	See attached Evidence Report	
A5.4 Missing Property			
A5.4.1	SLPD Command Staff should develop and implement a plan to conduct an inventory of the property room. If possible, The Finance Department Inventory should be utilized as a starting point to reduce the workload. During the inventory all items available for disposal should be disposed of. All items should be barcoded. This should be done in coordination with recommendation A5.4.2.	See attached Evidence Report	
A5.4.2	SLPD Command Staff should develop and implement a policy and specific procedures for missing property (IAPE standard 15.1).	See attached Evidence Report	



**San Luis Police Department
Responses to Audit Recommendations**



A5.4.3	<p>SLPD Command Staff should utilize all necessary resources to immediately conduct a review to resolve any documented issues and discrepancies from the inventory and section B of this report. The Finance Department Inventory should be utilized as a starting point. This may include:</p> <ul style="list-style-type: none"> • Documenting an item is missing or a chain of custody issue in the RMS • Supplementing the police report / notification to the case agent and or prosecutor • Determining if a formal investigation should be initiated if there is any indication of misconduct or neglect <p>The results of this review should be documented in a memorandum to the Police Chief.</p>		
A5.5 Property out for Court and Lab			
A5.5.1	<p>SLPD Command staff should establish and implement a process that ensures the Property Custodian documents appropriate updates in the RMS regarding items out to court and the lab. This should include the use of tickler file or notification system in the RMS, to notify the Property Custodian when an item is out the court and has not been returned. This will provide better tracking and enable lists to be generated to determine the status of an item.</p>	See attached Evidence Report	
A5.5.2	<p>SLPD Command staff should ensure that the Property Custodian develop and implement a process that periodically (such as quarterly) contacts court personnel to determine the status of evidence items and facilitate the return if it is no longer needed for court proceedings.</p>	See attached Evidence Report	
A5.5.3	<p>SLPD Command Staff should develop and implement a policy for officers to check out property. The policy should require officers to provide a court subpoena to the Property Custodian prior to providing an item needed for court. This will increase accountability and ensure proper chain of custody procedures are followed.</p>	See attached Evidence Report	
A5.5.4	<p>SLPD Command Staff should develop and implement a process to standardize and track all SLPD forms by assigning form numbers and revision dates. Forms should only be available to staff in a fillable PDF format. This reduces the chance of informal revisions.</p>	See attached Evidence Report	
Active Evidence and Release Procedures			
A5.6 Drugs			
A5.6.1	<p>SLPD Command Staff should research the location of missing items. The results should be documented in a memorandum and in the New World RMS. If unable to locate the item, the related criminal report should be supplemented as well, and the appropriate case prosecutor notified. This should be coordinated with the property and evidence room inventory recommendation (A5.4.1) in this assessment.</p>	See attached Evidence Report	



**San Luis Police Department
Responses to Audit Recommendations**



A5.6.2	<p>SLPD Command Staff should develop and implement a process to segregate and secure drugs staged for disposal from all other property.</p> <p>NOTE: Items awaiting destruction should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The “rule of two” principle should be utilized for these items. A “rule of two” may be created by using two different locks on the storage container, locker, or room/vault. Each person (i.e. Property Custodian and Command Staff) would possess one of the keys, requiring both to be present to access the secure items.</p>	See attached Evidence Report	
A5.6.3	<p>SLPD Command Staff should develop and implement a process to segregate and secure drugs from the drug take back program from all other property.</p> <p>NOTE: Take back drugs should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The “rule of two” principle should be utilized for these items as noted in Recommendation B1.2.</p>	See attached Evidence Report	
A5.6.4	<p>SLPD Command Staff should develop and implement a policy to address the take back drug process.</p>	See attached Evidence Report	
A5.7 Firearms			
A5.7.1	<p>SLPD Command Staff should research the location of missing items. The results should be documented in a memorandum and in the LERMS. If unable to locate the item, the related criminal report should be supplemented as well, and the appropriate case prosecutor notified. This should be coordinated with the property and evidence room inventory recommendation in this assessment. See also Recommendation # A5.4.1.</p>	See attached Evidence Report	
A5.7.2	<p>SLPD Command staff should develop and implement a plan to ensure that firearms pending sale / destruction be stored in a higher level of security location separate from other property.</p> <p>NOTE: Items awaiting destruction should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The “rule of two” principle should be utilized for these items. A “rule of two” may be created by using two different locks on the storage container, locker, or room/vault. Each person (i.e. Property Custodian and Command Staff) would possess one of the keys, requiring both to be present to access the secure items.</p>	See attached Evidence Report	



**San Luis Police Department
Responses to Audit Recommendations**



A5.8 Vault and Currency			
A5.8.1	SLPD command staff should ensure all discrepancies found in the inventory are reconciled or investigated as warranted and properly documented in LERMS. Related to Recommendation # A5.4.1.	See attached Evidence Report	
A5.8.2	SLPD should contact a local lock and safe company and have the floor safe reconditioned for ease of operation, remove the wheels, then bolt it to the floor or attach it to a pedestal and bolt it to the wall and use it to store currency and valuables.	See attached Evidence Report	
A-5.9 Biological Evidence			
A5.9.1	A5.9.1 SLPD Command Staff should develop and implement a plan to conduct a complete inventory of all items in the refrigerator and freezer. This inventory should include checking all items for proper documentation in RMS. In addition, barcodes should be generated and affixed to any items without barcodes. This will assist with future consolidation and disposal procedures. Results of the inventory should be documented in a memorandum to the Police Chief. Items that cannot be accounted for should be documented in the RMS as well as in the related criminal investigative reports, and applicable prosecutorial agencies should be notified. Related to Recommendation # A5.4.1.	See attached Evidence Report	
A5.9.2	An alarm system for the refrigerator and freezer temperatures should be installed.	See attached Evidence Report	
A5.9.3	The combination for the drying cabinet should be located to make the cabinet operable. The cabinet should be checked to determine if the two items, shown in LERMS, are in the cabinet.	See attached Evidence Report	
A5.9.4	Barcodes should be placed on the shelves in the refrigerator and freezer to designate locations in LERMS.	See attached Evidence Report	
A5.10 General Property			
A5.10.1	SLPD Command Staff should ensure a complete inventory of all items in the general property area is completed. Items identified as having no evidentiary value should be disposed of. The inventory should include checking all items for proper documentation in RMS. In addition, barcodes should be generated for all items in the general property area. This will assist with future consolidation and disposal procedures. Results of the inventory should be documented in a memorandum to the Police Chief. Items that cannot be accounted for should be documented in the RMS as well as in the related criminal investigative reports, and applicable prosecutorial agencies should be notified. Related to Recommendation # A5.4.1.	See attached Evidence Report	
A5.10.2	All drugs and related items needing to be retained as evidence should be moved to the Drug Room. The status of the new location should be updated in the RMS.	See attached Evidence Report	
A5.10.3	The storage shelves and floor locations being utilized in the Back Room should be numbered, and the corresponding number should be added to New World as a storage location.	See attached Evidence Report	



**San Luis Police Department
Responses to Audit Recommendations**



	For floor storage, paint or tape squares on the floor, which are then numbered for storage of larger items and larger boxes.		
A5.11 Vehicle Impound Lot			
A5.11.1	SLPD command staff should ensure the vehicles in the lot are reconciled and documented in the LERMS and properly tagged.	See attached Evidence Report	
A5.12 Policy and Control Review			
A5.12.1	SLPD command staff should develop and implement a plan to replace all evidence policies with LEXIPOL policies and revise as needed to meet IAPE standards and SLPD departmental procedures / city ordinances and any applicable state laws and best practices.	See attached Evidence Report	
A5.13 Inspections and Audit Process			
A5.13.1	SLPD command staff should ensure that an inventory of the property room is conducted and properly documented in the near future. This may be conducted in concert with a property purge process. Related to Recommendation A5.4.1.	See attached Evidence Report	
A5.13.2	SLPD command staff should develop and implement inspections methodologies as well as a schedule for the Property Supervisor to ensure that comprehensive Property Room inspections are completed regarding the performance of the Property Custodian. This process should include documentation to verify SLPD management review and approve the inspections.	See attached Evidence Report	
A5.13.3	SLPD command staff should develop and implement audit and inventory methodologies as well as a schedule for the Property Supervisor to ensure that audits and inventories as required by IAPE standards are completed. This process should include documentation to verify SLPD management review and approve the audits and inventories.	See attached Evidence Report	
A5.14 Property and Evidence Facility			
A5.14.1	SLPD command staff should work with City IT to determine the status of several cameras which do not appear to be monitored and increase the video retention time to 3 years to comply with IAPE Standard 8.9.	See attached Evidence Report	
A5.14.2	SLPD command staff should develop and implement a plan to install alarms on all doors leading into the property room to include the two storage rooms as well as the counter area security screen. These alarms could be monitored by dispatch.	See attached Evidence Report	
A5.14.3	SLPD command staff should develop and implement a key access policy to ensure the property room key/s are adequately secured with a system to document any after-hours access or access made not in the presence of the Property Custodian/Supervisor.	See attached Evidence Report	
A5.14.4	SLPD command staff should develop and implement an inspections plan to require Internal Affairs or Quality Assurance to conduct periodic integrity surveillance video review of evidence room videos.	See attached Evidence Report	



**San Luis Police Department
Responses to Audit Recommendations**



A5.15 Staffing			
A5.15.1	SLPD command staff should ensure that the Property Custodian attend ongoing property and evidence related training.	See attached Evidence Report	
Section A6 Communications			
A6.1 Operations			
A6.1.1	SLPD Command Staff should develop and implement a process to identify non-emergency or low priority calls and alternatives to addressing these types of calls.	Currently in the process of changing code system and implementation of new process. DPS audit forthcoming	Ongoing
A6.1.2	SLPD Command Staff should work with the Yuma Regional Communications System (YRCS) staff to establish and implement a call priority designation with 3 priorities. This priority system should be based on generally accepted practices (see attachment). Once prioritized and barring additional information, calls should be handled "first in first out."	Currently in the process of changing code system and implementation of new process. DPS audit forthcoming	Ongoing
A6.1.3	SLPD command staff should work with the Yuma Regional Communications System (YRCS) Information Technology (IT) group to train personnel (using vendors if needed) on existing software to create and implement new reports to ensure software is properly utilized to its full potential.	Currently in the process of changing code system and implementation of new process. DPS audit forthcoming	Ongoing
A6.1.4	SLPD Command Staff should work with Yuma Regional Communications System (YRCS) Information Technology IT to train personnel (using vendors if needed) to improve Computer Aided Dispatch (CAD) data extraction for analysis by SLPD staff. Data provided in the New World Dashboard or in other reports will allow for easier analysis of information from CAD, including officer available time to more detailed analysis of time spent on calls, etc.	Currently in the process of changing code system and implementation of new process. DPS audit forthcoming	Ongoing
A6.1.5	SLPD Command staff working with Communications should establish and implement a plan to meet the NENA standard goal of answering 90% of 911 calls within 10 seconds during peak times.	Currently in the process of changing code system and implementation of new process. DPS audit forthcoming	Ongoing
A6.2 Supervision			
A6.2.1	SLPD should consider a second supervisory position or at minimum two "lead," dispatcher positions, in order to have at least two or three individuals trained to handle issues with the 911 system, serious emergency response and act in a supervisory capacity in the absence of the supervisor.	Currently under implementation and completion of second supervisor	Completed 4/2019
A6.3 Quality Control / Inspections			
A6.3.1	A6.3.1 Establish and implement a policy requiring supervisors conduct random inspections of their operators including listening-in to calls and on the air. Inspections should be documented in order to provide regular feedback to subordinates, including positive feedback when they are performing well. A specified number of inspections should be required and incorporated into the supervisor's performance evaluations.	Currently in the process of random inspections and implementation of process. DPS audit forthcoming	Ongoing



**San Luis Police Department
Responses to Audit Recommendations**



A6.3.2	A6.3.2 The SLPD should develop and implement a process to designate an employee to act as the Quality Assurance (Supervisor). Standards for this position are outlined in the Standard for the Establishment of a Quality Assurance and Quality Improvement Program for Public Safety Answering Points. Note: this and the previous recommendation are not reasonable to expect without providing additional staff to the communications group in order to relieve the supervisor to allow the current supervisor the time to fulfill these roles, likely one additional call-taker/dispatcher would be sufficient.	Quality Control department currently in place and under the Administrative Lt. Staffing in process along with IA.	Completed 4/2019
A6.3.3	SLPD should develop and implement call-taker performance metrics including call volume, talk time and not ready time. These metrics should be a part of quality assurance and performance evaluations.	Currently in the process of changing code system and implementation of new process. DPS audit forthcoming	Ongoing
A6.4 Training / Hiring Requirements			
A6.4.1	Provide expanded job-related training opportunities for employees in the Communication's center. Consider using training opportunities as an incentive for positive performance. Include training outside of mandated AZPOST training in employee's performance evaluations.	Training Ongoing	Ongoing
A6.4.2	Consider APCO Training Program Certification. As noted by APCO regarding their Training Certification Program: "Agencies applying for certification submit their curriculum, training materials and supporting documentation to be checked for compliance. The primary objective of the Agency Training Program Certification is to advance the training and professional development of public safety Communications officials through the certification of an agency's training program. Building and implementing a successful agency training program requires many resources and a good deal of dedication. Submitting for certification demonstrates the agency's commitment to training and to meeting national standards. Receiving certification for a training program is a major accomplishment for the agency, its staff and the community it serves."	Training Ongoing	Ongoing
A6.4.3	Review and consider APCO Trainer Certification: Core Competencies and Minimum Training Standards for Public Safety Communications Training Officer (CTO). In addition, there are instructor development courses that recognize the CTO program. Consideration should be given to requiring all instructors to complete this basic course and attend ongoing annual training.	Training Ongoing	Ongoing
A6.4.4	SLPD should enroll the communications supervisor as an APCO member and provide advanced training for the communications supervisor on running a PSAP, quality assurance and risk, liability issues. Training is available on these topics from APCO. It is understood she is scheduled to attend a course in April, 2018 on running a PSAP.	Training Ongoing	Ongoing
A6.4.5	SLPD should formalize in policy and recognize a training coordinator within the communications staff. Certification is available from APCO.	Training Ongoing	TBD
A6.5 Equipment Standards / Redundancy			



**San Luis Police Department
Responses to Audit Recommendations**



A6.5.1	SLPD command staff should ensure a policy is written and staff is trained on procedures for a 911 or Computer Aided Dispatch (CAD) system failure.	Currently in the process of development and implementation of new process. DPS audit forthcoming	Ongoing
A6.5.2	SLPD command staff should immediately purchase an automated 911 recording system.	Completed	Completed 2018
A6.5.3	SLPD command staff should develop and implement a plan to test and replace malfunctioning cameras that are monitoring police headquarters.	Ongoing as budget allows	TBD
Section B Patrol Operations			
B-1 Staffing			
B1.1	SLPD officials should provide training to the records management personnel and communications personnel as well as supervisors on how to obtain readily available information from the New World system on crime trends and implement the included Dashboard system in the New World System. This will provide management real-time crime statistic information to better respond to crime trends and deploy staff appropriately.	Training Ongoing	Ongoing
B1.2	SLPD should audit the training records, and ensure a policy is in place to provide training based on needs of the department. Training requested by officer for personal development, should be evaluated based on staffing and scheduling needs as per policy.	Currently in the process, along with training system and implementation of new process if suggested. DPS audit forthcoming	Ongoing
B2 Supervision			
B2.1	SLPD officials should provide training to the records management personnel and communications personnel as well as supervisors on how to obtain readily available information from the New World system on officer workload, including calls responded to, reports taken, available time, and time spent on other duties.	Training Ongoing	Ongoing
B2.2	The SLPD should eliminate the rank of corporal and have sergeants supervise officers.	Completed	Completed 2018
B2.3	The SLPD should have a Lieutenant overseeing the patrol function. In times where there is a vacancy, a sergeant should be placed in this position with formal authority granted by the police chief and out of rank pay to differentiate the role.	Completed	Completed 2018
B2.4	SLPD should require officers to complete reports by the end of the shift they take the report.	Ongoing Supervision	Completed
B3 Equipment			
B3.1	Request City Council establish an ongoing five-year mandatory replacement policy for police computers independent of an annual review.	5-10 year master plan implementation.	TBD
B3.2	SLPD Command Staff should work with the City to establish and implement a police vehicle replacement policy with commensurate funding. A 3-5 year rotation should be considered to maintain the fleet in operating condition. The	5-10 year master plan implementation.	Ongoing



**San Luis Police Department
Responses to Audit Recommendations**



	number of vehicles in the fleet should be determined by staffing needs.		
B3.2	SLPD should purchase spare digital recorders.	Completed	Ongoing
B4 Facilities			
	No recommendations	Improvements listed in CIP and FYB, Expansion needed.	Ongoing
B5 Training			
B5.1	The SLPD should adopt a probationary performance evaluation for at least one month, three months and completion of the FTO program. Samples can be obtained from other local agencies or from NAFTAO.	Training Ongoing	Ongoing
Case Management / Canine/ SRO			
C1 Case Management			
C1.1	SLPD officials should develop and incorporate into department policy the required use of electronic reporting within the RMS. Policy should be specific to include the use of Ticklers and Actions in order to accurately track case management procedures.	To be developed, Ongoing	Ongoing
C1.2	SLPD officials should develop mandatory time periods (such as 30 days or monthly) requiring supervisors that have personnel with case management responsibilities to run Case Management Status reports. Officers should be required to generate an investigative update within 30 days of a case being assigned for further investigation. Supervisors should review and forward reports back to officers if needing more information or approve and finalize within seven days of submission by the officer. These time periods should be documented in department policy.	To be developed, Ongoing	Ongoing
C1.3	The SLPD Records Section should continue to be the point of contact to receive further from prosecuting agencies. Records personnel should enter the further into the RMS and forward to the appropriate supervisor. The supervisor should set a Ticker for follow up to ensure the officer has addressed the request. The officer should be required to document the activity in the Actions module of the RMS.	Process is in place and ongoing.	Ongoing
C1.4	SLPD officials should determine a time period to review both patrol and CID past cases that were initiated prior to the Excel Spreadsheet tracking procedure/s or implement a "go forward" date and implement an action plan that ensures department personnel are properly trained to utilize and enter information accurately into the RMS. In addition, quality assurance measures should be developed and reviews should be conducted by RMS System Administrators to ensure the integrity of the data entered is accurate and reliable.	To be developed, ongoing	Ongoing
C1.5	SLPD officials should develop and implement a plan to conduct a complete review of all sex crimes for either a three-year period based on solvability factor and ability to contact victim/suspect/witnesses, or a seven-year period based on statute of limitations legal requirements. This	Completed, and ongoing	Completed 2018



**San Luis Police Department
Responses to Audit Recommendations**



	should also include a review of sexual assault kits to determine if appropriate testing has been completed and documented.		
C1.6	SLPD officials should increase accountability within all components of the organization effecting case management procedues by developing and implementing an inspection process outside of immediate supervisor control.	Be developed by QA, ongoing	Ongoing
C1.7	SLPD should review and update all case management policies and ensure procedures are in line wth criminal investigation best practices. Also, case status dispositions should be consistent for patrol and CID.	Ongoing	TBD Ongoing
C1.8	SLPD should develop a checklist and have detectives attend appropriate classes to ensure they receive proper case investigation training. Supervisors should also attend case management training. All training should be maintained by the assigned supervisor and Records personnel.	Training ongoing	Ongoing
C2 Canine Program			
C2.1	SLPD Command staff should incorporate draft policy "311 Canines" into current policy. This will provide proper procedures for utilizing and managing canine units.	Completed as directive, new policy changes as documented.	Completed 4/2019
C2.2	SLPD should consider assigning a dedicated supervisor to the canine program if all three canine units become operational. This will ensure proper oversight of a high-risk enforcement function.	Ongoing, w ill oversee K9's and animal control	Completed 4/2019
C3 School Resource Officer Program			
C3.1	SRO supervisors should consider updating the Safe Schools Policy 6.12 by adding a reference link to the ADE Schod Safety Program Guidance Manual. This will provide best practices regarding current requirements and expectations related to SRO positions.	Ongoing development and policy review	Ongoing
C3.2	SRO supervisors should ensure that full time SROs are in compliance wth the ADE requirements for training, to include new officer training (w ithin one year of assignment) and subsequent annual LRE mandates	Completed	Completed 2018
C3.3	SRO supervisors should develop and implement a standardized daily/monthly LRE instruction hours tracking instrument that corresponds with the information collected for the ADE required SRO w eekly activity log.	Developing and ongoing	Ongoing

Total Recommendations: 129

RISK MANAGEMENT

WORKING TOGETHER TO ENSURE A SAFE
AND HEALTHY WORKPLACE.



"Safety First" is "Safety Always."

— *Charles Melville Hays* —

AZ QUOTES

Video

Accomplishments 2018/2019

- TriageNow Implementation – New Injury Reporting Process
- Safety Inspections Up and Running
- Annual Safety Training Plan through Safe Personnel designed and implemented
- OSHA WWTP Inspection May 2018
- Safety Committee Re-established
- Safety Program In Process of Review and Implementation
- OSHA PEPP Program 3 year agreement – June 20th

Continued...

- AMRRP Safety Committee Member and Yuma Environmental Services Member
- OSHA 300 Year End Reporting Process
- First Aid Kits Review – Lawson Products
- Confined Space Assessment
- Incident claims History Review
- Annual Worker's Compensation Code Review
- Vehicle/Equipment Inventory Review
- AMRRP – City Property Appraisal's

Certifications Completed

- OSHA 10 10 Hour Safety Recognition Standards
- OSHA 30 Supervisors and Safety Professionals
Hazard recognition and OSHA Safety
Standards Certification
- HAZWOPER Hazardous Waste Operations and
Emergency Response

Online Trainings

Sexual Harassment

Bloodborne Pathogens

Defensive Driving

Fire Extinguisher Safety

Heat Illness Prevention

Workplace Bullying

Fire Extinguisher Safety

Workplace Violence

Slips, Trips and Falls

Active Shooter

Fall Protection

Fire Hazards

Stress Management

Defensive Driving

Accident Investigation

General Ergonomics

Hazard Communication

Back Injury and Lifting

Drug Free Workplace

Scaffolding Safety

Winter Driving

Chemical Spills

Electrical Safety

Road Rage

Hearing Loss Prevention

Flammable and Combustible Liquids

Respiratory Protection

First Aid

Foodborne Illnesses

Password Security Basics

Arson Awareness and Prevention

Nutrition Basics



On-site Trainings FY 2018/2019

Insurance 101

TriageNow – Injury Reporting Process

Confined Space – PW Personnel

HAZCOM – PW Personnel

Team Building – Finance/PW

Active Shooter – Utilities

Tulip Insurance Coverage and Process

Incident Reporting Process

Lock out/Tag out – PW Personnel

CERT Training – Management

Asbestos Water Pipe Line – Water

Fire Extinguisher 101 – All Personnel



OSHA On-Site Trainings FY 2018/2019

- PPE Training (Spanish and English) - 98
- Accident Investigation - 55
- OSHA 10 - General Industry Certification (English) - 28
- OSHA 10 – General Industry Certification (Spanish) - 34
- Defensive Driving - 91
- Back Injury Prevention/Ergonomics - 95
- Stairways and Ladders (Spanish and English) - 58
- Electrical Safety (Online) - 5

Incident Reporting

FY 2017/2018

Property Damage	9
Vehicle Incidents	47
Injuries Reported	29
Notice Of Claims	15

FY 2018/2019

Property Damage	16
Vehicle Incidents	24
Injuries Reported	18
Notice Of Claims	6



Budget Requests/Changes 2019/2020

	Current	Proposed
• Other Supplies	\$200	\$2500
• Liability Insurance	\$480,000	\$504,000
• Contractual Services	\$73,000	\$70,000
• Special Services	\$0	\$1,500



AMRRP Claims Review



TOTAL LOSS PAID BY THE POOL OR CLAIMS BEING PROCESSED BY AMRRP

	Liability	Work Comp
FY 2016/2017	\$5,942	\$12,905
FY 2017/2018	\$102,604 (2 under review)	\$37,537
FY 2018/2019	\$3681	\$22,709

- Dividend or Credit Estimate for this year will be \$230,583



Any questions for me?

An aerial photograph of a landscape featuring a mix of agricultural fields, some with circular irrigation patterns, and a city grid. A large blue rectangular box is overlaid on the center of the image, containing white text.

PLANNING AND ZONING DEPARTMENT

FY 2019-2020

Goal

- Continue the department's mission, vision, and values by providing excellent, timely, and cost-effective customer service. Create and maintain a highly qualified, professional, and responsive workforce that accurately reflects the labor force of the City.

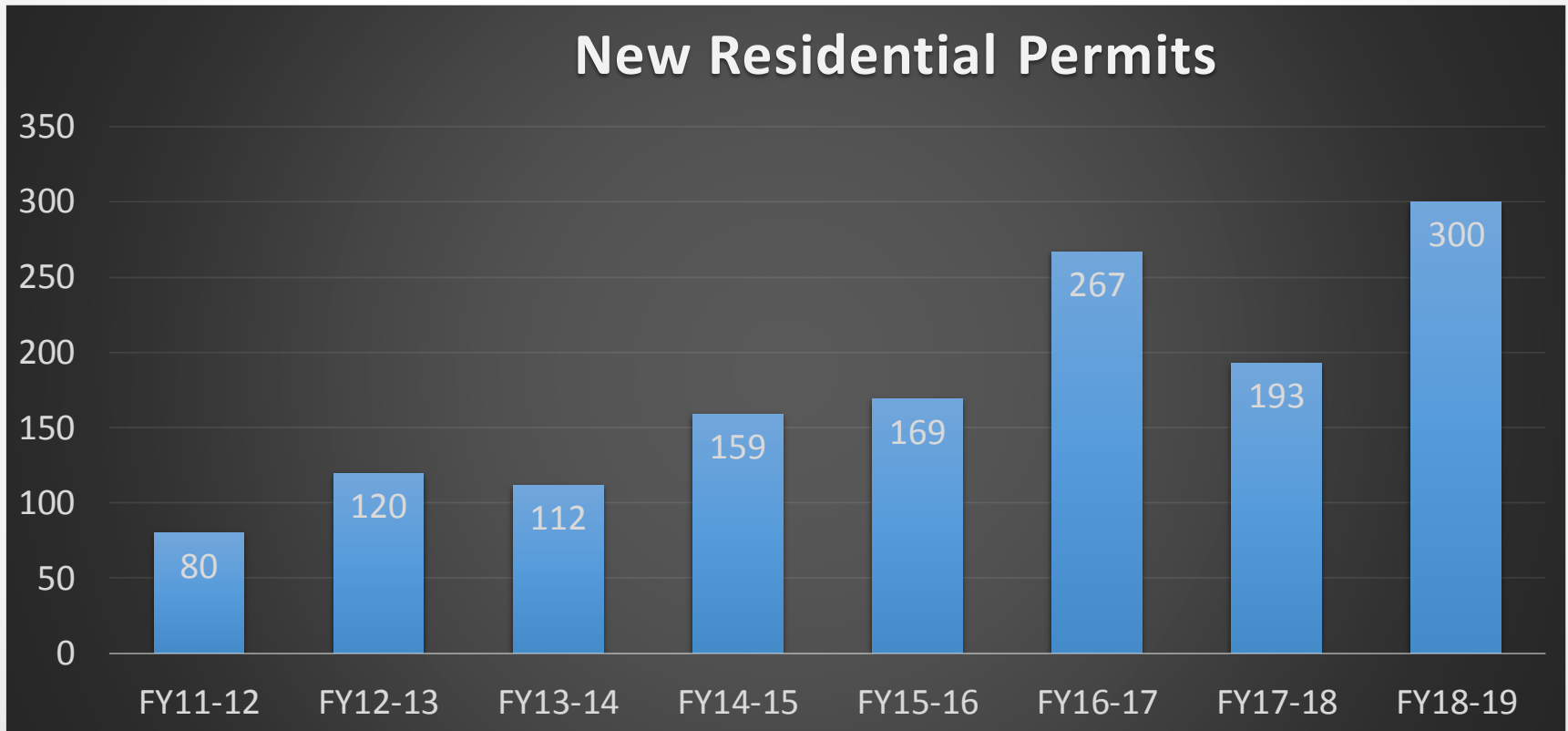


Permits

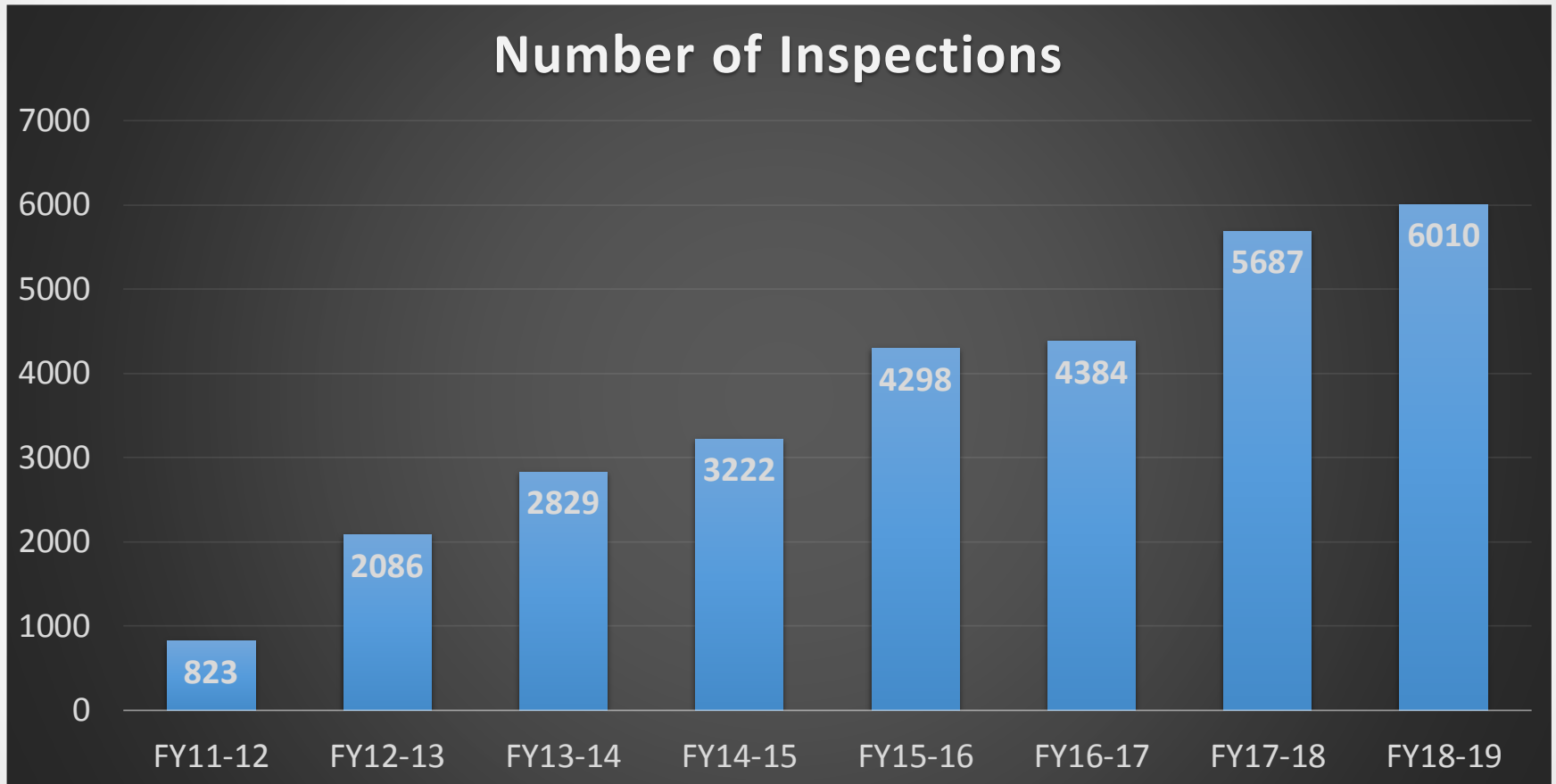
- Building Permits: 555
- New Residential Building Permits: 284
- Processed over \$40M worth in new construction
- Total Collected Fees: **\$2,241,078.860**
- Inspections performed: **5110**



Permits

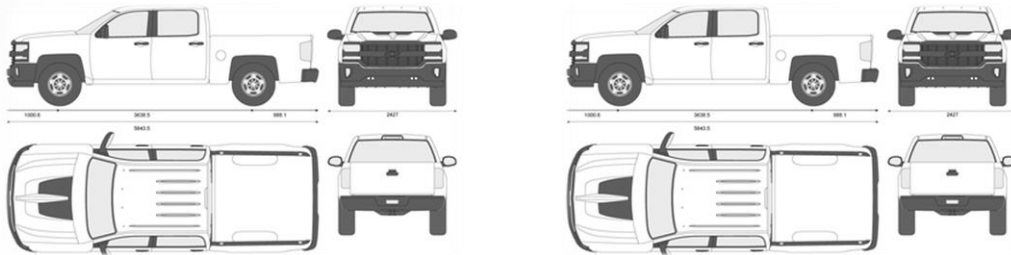


Inspections



New Vehicle Request

- 2- Chevrolet Silverado

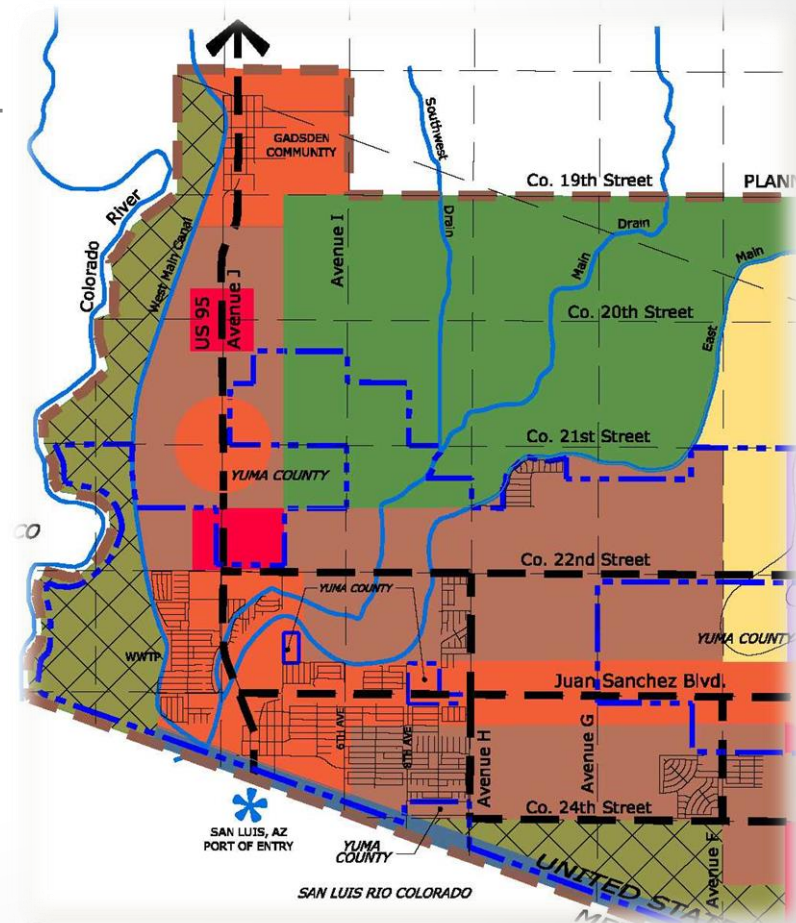


- To replace GMC truck and Grand Cherokee
- Current vehicles are 10+ years older and maintenance is not cost effective.
- Field inspections, code enforcement, GIS
- Truck will allow inspector to carry the appropriate tools



General Plan Update

- State law – to update plans every 10 years
- Update required in 2020
- Matrix Design Group Contract
 - Contract approved for \$182,000
 - \$70,000 allocated in FY18-19
 - Process started on March 2019
 - To be completed on November 2020
- Request \$122,000
 - \$112,000 to meet contract
 - \$10,000 for contingency



City of San Luis
Budget Worksheet Report

Account Number	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount as of March 31, 2019	2020 Department Request	2020 Proposed Continuation Budget
Department: 117 - City Attorney							
<i>S&RE - Salaries & Related Expenses</i>							
50000	Salaries	168,500	164,900	165,700	119,745	-	165,430
50005	Part-Time/Hourly	84,342	83,390	83,390	58,544	-	83,390
50006	Taxable Travel	117	-	-	17	-	-
50010	Overtime	751	1,000	1,000	170	-	1,000
50110	Vision	257	260	260	193	-	260
50115	Medfica	3,589	3,620	3,620	2,588	-	3,630
50120	Fica	15,346	15,460	15,460	11,066	-	15,490
50125	Medical Insurance	18,922	24,520	24,520	14,925	-	24,520
50130	State Retirement	26,481	28,360	28,360	20,322	-	28,840
50135	State Unemployment	1,479	1,500	1,500	1,093	-	1,500
50140	Life Insurance	1,165	1,270	1,270	888	-	1,270
50145	Worker's Compensation	553	550	550	385	-	550
50155	Dental	809	790	790	634	-	790
<i>Account Classification Total: S&RE - Salaries & Related Expenses</i>		322,311	325,620	326,420	230,569	-	326,670
<i>SP - Supplies</i>							
60000	Office Supplies	2,413	2,000	2,000	476	2,000	2,000
60005	Other Supplies	690	400	400	74	400	400
60020	Dues/Subscriptions	14,086	13,000	13,000	11,237	13,000	15,240
60025	Uniforms/Other	231	-	300	-	300	300
60030	Postage	170	150	150	95	150	150
60035	Minor Tools/Equipment Supplies	4,068	3,000	2,200	78	3,000	3,000
60040	Miscellaneous	48	100	50	-	100	100
<i>Account Classification Total: SP - Supplies</i>		21,707	18,650	18,100	11,960	18,950	21,190
<i>M - Maintenance</i>							
70005	Gas/Oil	434	300	300	180	350	350
70025	Maintenance/Other	53	50	50	29	50	50
70040	Software Support	4,582	9,500	9,500	3,638	9,500	4,900
<i>Account Classification Total: M - Maintenance</i>		5,069	9,850	9,850	3,846	9,900	5,300
<i>SS - Special Services</i>							
80000	Contractual Services	178	13,000	12,700	4,038	13,000	4,000
80001	Professional Services	505	500	500	-	500	500
80003	Legal Services	23,966	51,400	51,400	16,380	100,000	75,000
80025	Travel and Per Diem	4,086	6,000	6,000	4,756	7,000	7,000
80027	Conferences / Registration Fees	3,973	3,500	3,500	920	3,500	4,000
80036	Non - degree seeking / Certifications	-	-	50	16	550	50
80045	Land Lines	860	800	800	785	-	1,300
80046	Cell Phones & Others Devices	2,363	2,450	2,450	1,202	-	2,520
80050	Utilities Electricity	2,008	-	-	-	-	-
<i>Account Classification Total: SS - Special Services</i>		37,940	77,650	77,400	28,097	124,550	94,370
Department Total: 117 - City Attorney		387,027	431,770	431,770	274,472	153,400	447,530

City of San Luis
Budget Worksheet Report

Account Number	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount as of March 31, 2019	2020 Department Request	2020 Proposed Continuation Budget
Department: 118 - City Prosecutor							
<i>S&RE - Salaries & Related Expenses</i>							
50000	Salaries	162,780	164,850	165,750	116,876	-	165,420
50010	Overtime	627	1,000	1,000	1,537	-	1,000
50110	Vision	257	260	260	193	-	260
50115	Medfica	2,369	2,410	2,420	1,717	-	2,420
50120	Fica	10,131	10,300	10,360	7,342	-	10,320
50125	Medical Insurance	18,922	19,900	19,900	14,925	-	19,900
50130	State Retirement	16,217	33,000	33,100	12,733	-	33,420
50135	State Unemployment	975	1,000	1,010	722	-	1,000
50140	Life Insurance	1,147	1,270	1,270	888	-	1,270
50145	Worker's Compensation	363	370	370	257	-	370
50155	Dental	604	690	690	471	-	690
<i>Account Classification Total: S&RE - Salaries & Related Expenses</i>		214,392	235,050	236,130	157,660	-	236,070
<i>SP - Supplies</i>							
60000	Office Supplies	1,995	2,000	2,400	1,765	3,000	3,000
60005	Other Supplies	354	600	600	242	600	600
60006	External Printing	1	300	300	-	300	150
60020	Dues/Subscriptions	4,342	10,000	10,000	3,101	10,000	9,000
60025	Uniforms/Other	-	500	500	67	500	500
60030	Postage	409	300	300	320	300	300
60035	Minor Tools/Equipment Supplies	1,614	1,000	5,100	2,841	1,000	1,000
<i>Account Classification Total: SP - Supplies</i>		8,715	14,700	19,200	8,337	15,700	14,550
<i>M - Maintenance</i>							
70000	Vehicle Maintenance	247	300	300	85	300	300
70005	Gas/Oil	154	200	200	49	200	200
70025	Maintenance/Other	640	500	800	292	500	500
70040	Software Support	3,145	7,700	7,700	5,770	-	8,000
<i>Account Classification Total: M - Maintenance</i>		4,186	8,700	9,000	6,196	1,000	9,000
<i>SS - Special Services</i>							
80000	Contractual Services	8,156	30,000	25,600	1,982	30,000	20,000
80025	Travel and Per Diem	342	6,000	5,600	336	6,000	5,500
80027	Conferences / Registration Fees	228	500	500	162	500	500
80045	Land Lines	746	700	700	358	-	600
80046	Cell Phones & Others Devices	640	800	800	374	-	1,920
80050	Utilities Electricity	3,818	5,100	5,100	3,164	5,000	5,000
80055	Utilities Water & Sewer	1,192	1,500	1,500	682	-	1,100
<i>Account Classification Total: SS - Special Services</i>		15,123	44,600	39,800	7,058	41,500	34,620
Department Total: 118 - City Prosecutor		242,416	303,050	304,130	179,250	58,200	294,240



CITY PROSECUTOR

Budget Retreat 2019



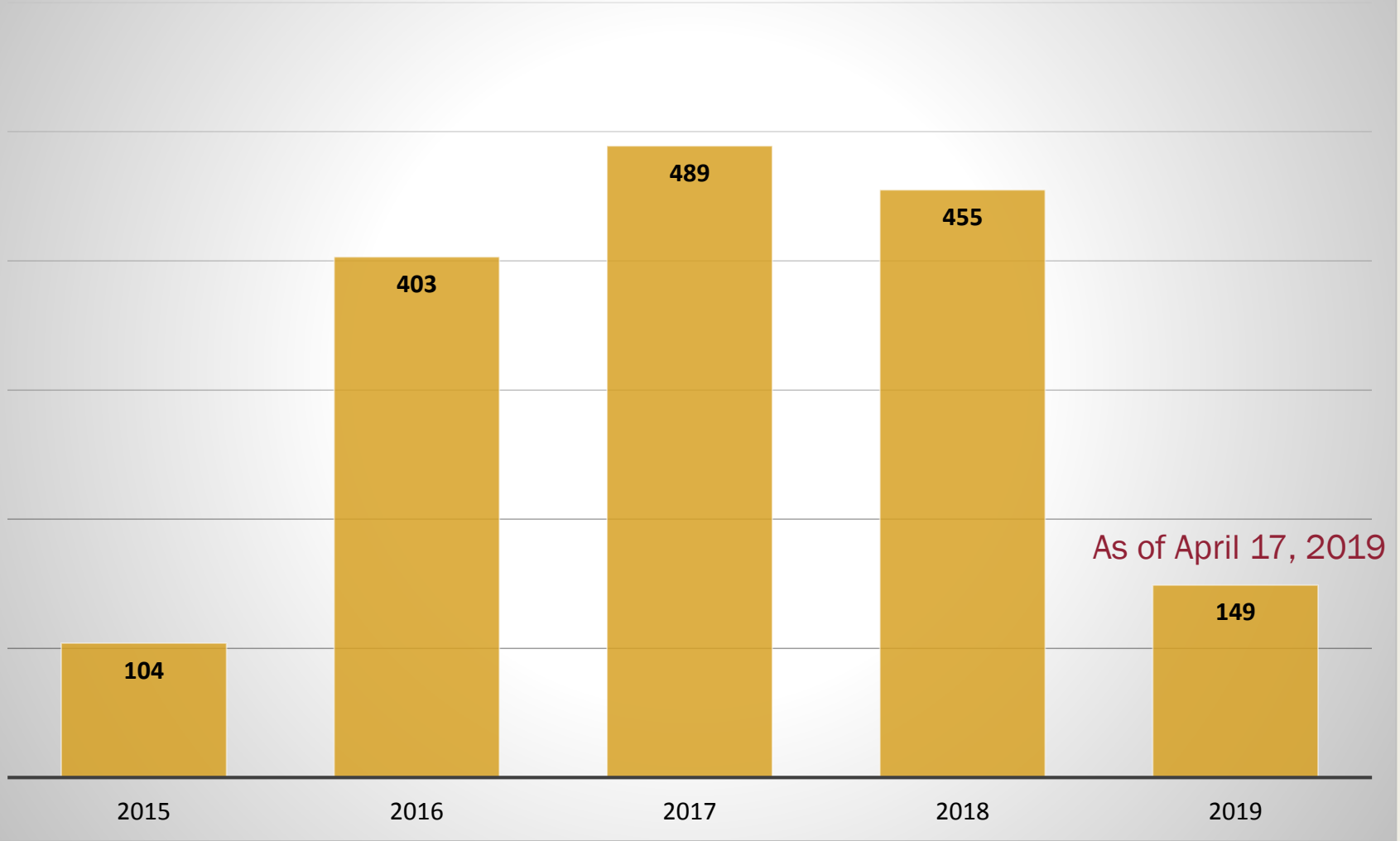
Our Mission

- Our goal is to provide a safe and secure environment for our community. The City Prosecutor utilizes creative solutions to effectively address issues affecting residents and businesses in San Luis. We serve the public interest in criminal prosecution by minimizing the impact of the criminal justice system upon the lives of victims, witnesses and their families by assisting them as they participate in the criminal justice system and help them support successful prosecutions.

Request for FY 2019-2020

- Add a Paralegal Position
- Sylvia's promotion to Paralegal

Number of Cases Opened



As of April 17, 2019

San Luis Municipal Court has 3 clerks assigned to all the cases CPO receives.

Clerk 1 – Attorney Lozano & Attorney Cordova

Clerk 2 – Attorney Claridge

Clerk 3 – All Pro Per Defendants & Privately retained attorneys

Sylvia works on ALL cases

211 Cases Currently Open

Number of Cases opened by month

See red tab for more details

January, 2019

➤ **45**

February, 2019

➤ **42**

March, 2019

➤ **43**

April, 2019

➤ **19**

* As of April 17, 2019

Sylvia's Current Job Description

- Organize and develop systems to maintain physical and electronic files and data for efficient retrieval, file, create and retrieve files.
- Schedule and maintain the calendars of the attorneys and municipal corporations; track, review, and prioritize tasks; track fixed deadlines, contract expirations, outsourced litigation status, City Attorney's goals, and related matters.
- Draft various types of documents and correspondence for the attorneys' review and assistance with training material for presentations; format, type, and proofread letters, memoranda and legal documents; prepare and process confidential and sensitive documents; draft litigation status report for the Finance Departments reporting requirements and the City Attorney's goals for the budget process.
- Work closely with City Attorney and City Clerk on timely preparation of the weekly City Council Agenda; review agenda materials and information for City Attorney's use in preparing documents for City Council agenda and in providing legal assistance including preparation of documents to other City departments.
- Serve as Clerk for Municipal Corporations; schedule corporate meetings with the board members, draft the agenda, post agenda in compliance with the law, prepare documents needed for the meetings, attend the corporate meetings, audio record the meetings, prepare accurate minutes of the meetings from the recording, maintain the records of the corporations, file the annual reports of the corporations with the Arizona Corporation Commission.
- Maintain and update forms and review the Office of City Attorney web page periodically for any corrections or updates needed.
- Handle telephone calls and e-mails professionally.
- Respond to requests for documents.
- Assist in managing the City Attorney's Office budget responsibly; handle processing of invoices, requisitions, budget transfers, travel arrangements for the attorneys, purchase cards logs, gas card logs, office supply purchases, and other costs of the office.

Sylvia's Current Duties

- Open criminal misdemeanor case
 - *Enter data in AbacusLaw*
 - *Open file in X drive*
 - *Create activity log*
 - *Open physical file*
 - *Request police report*
 - Review report
 - Redact confidential information
 - Request additional information from (supplemental reports, photos, audio/video recordings, victim statements, witness statements, etc.)
 - Review audio/video recordings
 - *Schedule Prehearing and/or Pretrial Conferences*
 - *Calculate AZ Rule 8 mandatory time limits*
 - *Contact victim(s)*
 - Schedule appointments with victim(s)
 - Send notices to victims(s)
 - *Send AZ Rule 15.1 prosecutor's discovery obligations*
 - Calculate AZ Rule 15.2 defendant's discovery obligations
 - *Contact Pro Per Defendant*
 - Schedule appointments with Pro Per Defendant

Sylvia's Current Duties cont'd.

- *Search Public Access*

- Request Computerized Criminal History (CCH)
- Review CCH
- Request court-certified copies of prior convictions from Yuma Superior Court, Yuma Municipal, Somerton Municipal, etc.
- Pick up certified copies from Yuma Superior Court, Yuma Municipal, Somerton Municipal, etc. Schedule trial date
- Issue subpoenas for officers, victims, and witnesses
- Confirm subpoenas were served
- Schedule appointments prior to trial with officers, victims and witnesses
- Prepare file for trial
 - *Request audio/video recordings to be transcribed and translated.*
 - *Request evidence in Spanish be translated.*
 - *Ensure SLMC has video/audio set-up available.*

- *Schedule sentencing date*

- Inform victim(s) of right to be present and obtain victim input
- Request restitution amounts and documentation
- Obtain sentencing forms
- Provide sentencing memorandum, CCH and certified court sentencing abstracts to SLMC for sentencing purposes
- Close file, scan file in AbacusLaw
- Place file in closed box according to retention schedule.

Sylvia's Current Duties cont'd.

- Draft plea agreements or deferred prosecution agreements.
- Review Long form reports
 - *Request follow-up investigations*
 - *Review Arizona Revised Statutes prior to filing complaint*
 - Request City Prosecutor to review report and draft complaint
 - *Revise complaint*
 - Create summons
 - File complaint and summons at SLMC
 - Provide long form complaint copy to SLPD
 - *Request disposition sheet*
 - Inform victim of pending case
 - *If complaint declined by City Prosecutor, send declination sheet to SLPD*
 - Inform victim of declination and allow them time to request to meet with City Prosecutor.
- Create trainings for police officers
 - *Research Arizona Revised Statutes and interpret for SLPD*

Sylvia's Current Duties cont'd.

■ Rule 11 matters (Mental Health Evaluation)

- *Schedule hearing in Yuma Superior Court*
- *File motions at Yuma Superior Court*
- *Inform victim of process of Rule 11*
- *Schedule appointment for defendant with psychiatrist assigned by Superior Court Judge*
- *Contact Yuma County Detention Center*
 - Request defendant be transported to doctor's office in Yuma or Phoenix.
- *Upon receiving mental health results, determine course of prosecution*
 - If defendant found competent, ensure file is returned to SLMC and reset hearing in compliance with mandated time limits
- *Set change of plea hearing or trial date*
- *Inform victim of Rule 11 results and determine implications and impact on victim*
- *Provide victim opportunity to inform SLMC how matter has affected him/her*

Sylvia's Current Duties cont'd.

- Check Post Office Box daily
- Pick up and deliver documents from SLPD and City Hall
- Answer the office telephone
- Schedule and coordinate meetings, travel arrangements, etc.
- Order office supplies
- Train volunteers or interns
- Appeal Cases
 - *Work closely with contracted attorney*
 - *File documents for contracted attorney in Yuma Superior Court*
 - *Follow-up with new court dates for appeal matter.*
- Review Set Aside Applications
- Review Deferred Prosecution status
 - *Determine if defendant has violated the agreement*

Long Form Reports

See purple tab for more details

- SLPD will provide reports for City Prosecutor to review and determine if there is enough evidence to file charges.
 - *From 2018 – Present City Prosecutor has authorized 190 complaints.*
 - *From 2018 – Present 80 reports have been declined.*

Sylvia assists with reviewing the long form reports.

- Request additional information from SLPD
- Establish initial contact with victim(s)
- Research the A.R.S. statute and determine whether the evidence meets the statute requirements

Sylvia does not have time to go through all the files and determine if they are ready to be destroyed.



30 Closed boxes

Sylvia does not have time to prepare and shred per retention schedule.



Each box contains
40+ files

February Calendar

February 2019							Fortuna, Arizona	Today 67° F / 48° F	Tomorrow 67° F / 49° F	Sunday 68° F / 50° F	Search All Calendar Items (Ctrl+E)	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY						
Jan 27	28	29	30	31	Feb 1	2	Magistrate Echavarria Out of Office					Groundhog Day; United States
	9:00am The Problem w/ Mary; Tucson, A... 10:00am Review: St v. Juan Chavez Caza... 10:00am Review Trial Cases 11:00am ARR: Marissa Chacon; Somerto... 11:00am Schedule APPT w/ V Susana Alc...	10:30am Tele Conf: Thomas Rodgers; CP... 11:00am OV: Adolfo Reyes Valenzuela; ... 1:00pm Investigator; San Luis Police De... 3:00pm OV: Alvaro Rolon Alvarez; CPO; ... 3:30pm OV: Idaly Lopez (St. Roberto Sa...	9:00am BLOCK - Police Sergeant (Intern... 10:00am Records Training 1:30pm ARR: Roberto Sandoval, Jr.; SLM... 2:00pm PTC: Karina Sanchez Muñoz (Cla... 2:00pm PTC: Karina Sanchez Muñoz (Cla...	9:00am Investigator; San Luis Police De... 10:00am OV: Jose Manuel Duran; CPO; ... 11:00am OV: V Neyda Ochoa Sanchez (S... 1:00pm SENT Memo: State v. Jose Ferna... 3:00pm BLOCK	10:00am MOTION re Deft's 15.2 - Jose Angel Guerrero Damas; Sylvia Y. Vasquez 10:00am OV: V Marlon Quiñoz (St v Roberto Sandoval); SLMC; Sylvia Y. Vasquez							
3	4	5	6	7	8	9						
	9:00am ARR: Luis C. Rodriguez Patino; SLMC 9:00am SENT: Jesse Pacheco Ramos; SLMC; Sylvia Y. Vasquez 10:30am OV V: Miriam Sanchez (St v. Raf... 1:30pm ARR: Julia Dayana Vidal Vega; S... 2:00pm Bench Trial: Rafael Acosta; SLM...	8:00am Consensual Encounters; Chandl... 9:00am ARR: Marissa Chacon; SLMC; Syl... 9:30am PTC: Armandina Varela-Valenzu... 10:00am PTC: Juan Pablo Torres; SLMC; ... 10:00am SH: Juan Pablo Torres; SLMC; S... 10:30am PTC: Jerome Benjamin; SLMC; S...	9:00am COP: Juan Chavez Cazares; SLM... 9:30am COP: Marisol de Jesus Martinez ... 11:00am OV: Maria Osuna; CPO; Sylvia Y... 1:30pm Breach COR Hrg: Roberto Sand... 1:30pm Breach COR Hrg: Roberto Sand... 2:00pm OV: V Beatriz Vega Jaramillo (St ...	10:00am Bench Trial: Pedro Falcon Robles; SLMC; Sylvia Y. Vasquez 12:00pm Stop the bleed - Train the Trainer; Cocopah Resort & Conference ... 1:00pm OV: Julia Dayana Vega; CPO; Sylvia Y. Vasquez 3:00pm BLOCK	9:30am Meet Intern Nathalie Gonzalez; CPO; Sylvia Y. Vasquez 10:00am OV: Daniel Madrigal; CPO; Sylvia Y. Vasquez 11:00am ARR: Jose Meza-Mendoza; SLMC; Sylvia Y. Vasquez 11:00am SH: Ruben Gonzalez, Jr. (Lozan...							
10	11	12	13	14	15	16						
	8:00am Female Enforcers; Las Vegas, NV; Nigel Reynoso 5:00pm 9:00am Bench Trial: Miguel Angel Maga... 9:00am SUBPOENA: State v. Jaime Baraj... 3:00pm OV: Humberto Moreno; CPO; Sy... 3:30pm OV: Maria Mendoza Covarrubia... 4:00pm OV: V Edith Felix (St v Gerardo F...	9:00am REVIEW BUDGET REQUESTS; Sylv... 1:30pm ARR: Irma Moreno; Via Video; S... 1:30pm ARR: Juventino R Itturrios; Via V... 1:30pm HRG on Deft's MTD: William Bur... 1:30pm PTC: Claudio Salazar (Lozano); S...	6:00am SFST/HGN; Phoenix, AZ; Nigel Reynoso 12:00am 9:00am JURY TRIAL: St v Manuel Jesus Anchondo; SLMC; Sylvia Y. Vasquez 9:00am Crisis overview/First Responder Resiliency Training; San Luis Fire Depart... 5:00pm SYV AWC Class; AWC; Sylvia Y. Vasquez 7:00pm Swearing in Chief Jessup; Coun...	Valentine's Day; United States 8:30am TELEPHONE SH 928-817-4030: Sa... 9:00am SH: Marco Antonio Navarrete; S... 10:00am OV: Adrian Benjamin Vargas; C... 10:30am Tele Conf: Evelyn Guadalupe R...	9:30am OV: Jesus Obeso Barrios; CPO; Sylvia Y. Vasquez 10:00am OV: Kenia V. Nuñez; CPO; Sylvia Y. Vasquez 10:30am OV: Maria Osuna; CPO; Sylvia Y. Vasquez							
17	18	19	20	21	22	23						
	Presidents' Day; United States	BUDGET REQUEST DUE; Sylvia Y. Vasquez 9:00am OSC: Francisco M. Cruz Pacheco... 9:00am SENT/OSC: Jesse Pacheco Ramos... 9:30am PTC: Juan Alberto Vieyra; SLMC; ... 10:00am PTC: Evelyn Guadalupe Romo; ... 10:00am PTC: Jesus Adolfo Obeso Barri...	8:30am JURY TRIAL: Fleirida G. Quezada; SLMC; Sylvia Y. Vasquez 8:30am Drug IQ; Chandler, AZ; Nigel Reynoso 9:00am DP Review: Arturo Rodriguez 3:00pm BLOCK; CPO; Sylvia Y. Vasquez	The Problem w/ Mary; Chandler, AZ; Nig... 9:00am OV: Issiah Lee Ponce; CPO; Sylvi... 10:00am Evidentiary/COP Hrg: Ana de la... 11:00am OV: Brayan Osmar Ramirez; CP... 1:00pm OV: Hermes Alcaraz; CPO; Sylvia ... 1:30pm OV: Ricardo Lopez Garcia; CPO; ...	9:00am OV: V Ana K. Cintora (St. v Victor Cintora); CPO; Sylvia Y. Vasquez 9:30am JAd Out for Knight Hearing; Superior Court; Sylvia Y. Vasquez							
24	25	26	27	28	Mar 1	2						
	8:00am Firearms Training; Adair Range; Nigel Reynoso 9:00am Jury Trial: Monserrat Judy Lizarraga; SLMC; Sylvia Y. Vasquez 9:00am DP Review: Joshua Juarez; CPO 11:00am ARR: Luis Antonio Orozco; SLMC; Sylvia Y. Vasquez	8:00am Tactical Medicine for Law Enforcement; PSTF - Yuma; Nigel Reynoso 5:00pm 8:00am Mental Health First Aid for Publi... 10:00am Firearms Training; Adair Range... 10:00am Budget Review FY 2019-20; Co... 12:30pm OV V: Susana Alcaraz; CPO; Syl... 1:30pm PTC: Daniel Iribe-Favela (Claridg...	8:00am Mental Health First Aid for Publi... 10:00am Firearms Training; Adair Range... 10:00am OV: Marissa Chacon; CPO; Sylvi... 10:30am OV: V Mercedes Rondero (St. v ... 11:00am OV: Ignacio Sandoval; CPO; Syl...	8:00am DP Review: Luis Mota 10:00am DP Entry: Victor Navarro Figuer... 10:45am Meet w/ Chief Jessup; Sylvia Y. ... 1:30pm BENCH TRIAL: Gerardo G. Felix; ... 1:30pm Breach of COR HRG: Gerardo Fe...	8:00am DP Review: Luis Mota 9:30am OV: Maria Garcia (St v. Irma Mor... 10:00am OV: Elizandra Morales; CPO; Sy... 10:30am OV: Manuel Bazzi; CPO; Sylvia ... 11:00am OV: Oscar Gomez Ayala & V: A...							

Monday: Bench trial + 4 Appointments

Tuesday: 26 Cases in court

Wednesday: Jury trial – All Day

Thursday: 8 Appointments + 2 in-custody added

Friday: 3 Appointments

Appointments are court ordered!

February 11 - 15, 2019		Fortuna, Arizona		Today 80° F / 61° F	Tomorrow 78° F / 60° F	Saturday 80° F / 61° F	Search All Calendar Items (Ctrl+E)	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY				
11	12	13	14	15				
8 ^{AM}								
9	Bench Trial: Miguel Angel Magallanes SLMC Sylvia Y. Vasquez	REVIEW BUDGET REQUESTS Sylvia Y. Vasquez	JURY TRIAL: St v Manuel Jesus Anchondo SLMC Sylvia Y. Vasquez	TELEPHONE SH 928-817-4030: Salvador Silva-Martinez (Lo SH: Marco Antonio Navarrete; SLMC; Sylvia Y. Vasquez	OV: Jesus Obeso Barrios; CPO; Sylvia Y. Vasquez			
10				OV: Adrian Benjamin Vargas; CPO; Sylvia Y. Vasquez	OV: Kenia V. Nuñez; CPO; Sylvia Y. Vasquez			
11				Tele Conf: Evelyn Guadalupe Romo; CPO; Sylvia Y. Vasque;	OV: Maria Osuna; CPO; Sylvia Y. Vasquez			
12 ^{PM}				OV: V Guadalupe Escalante (St v. Aramandina Varela); CPC				
1				OV: V Sergio Dowden (St v. Maria Osuna); CPO; Sylvia Y. V;				
2		ARR: Iri ARR: Ju HRG on PTC: Cl; PTC: Je PTC: Je		OV: Juan Vieyra; CPO; Sylvia Y. Vasquez	ARR: Adrian Javier Gonzale; ARR: Elias Urbano; SLMC; S			
3	OV: Humberto Moreno; CPO; Sylvia Y. Vasquez	PTC: Adelia I PTC: Adelia I PTC: Claudic PTC: Jose M		OV: Rene Barraza; CPO; Sylvia Y. Vasquez				
4	OV: Maria Mendoza Covarrubias; CPO; Sylvia Y. Vasquez	PTC: Olegario Jacquez (Lozano); SLMC; Sylvia Y. Vasquez						
5	COP/ OSC/ PTC: PTC: PTC: PTC: VOP: VOP:	DP Entry: Da PTC: Gabriel PTC: Mario C SH: Carlos A						
6	OV: V Edith Felix (St v Gerardo Felix); CPO; Sylvia Y. Vasquez	PTC: Domingo Sa PTC: Jose A. Casti PTC: Juan Manue						
7	OV: Leticia Estrada Ramirez (St. v Daniel Madrigal); CPO; S							
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March Calendar

March 2019							Fortuna, Arizona	Today 80° F/62° F	Tomorrow 78° F/60° F	Saturday 80° F/61° F	Search All Calendar Items (Ctrl+E)	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY						
Feb 24	25	26	27	28	Mar 1	2						
	8:00am Firearms Training; Adair Range; Nigel Reynoso 9:00am Jury Trial: Monserrat Judy Lizarraga; SLMC; Sylvia Y. Vasquez 9:00am DP Review: Joshua Juarez; CPO 11:00am ARR: Luis Antonio Orozco; SLMC; Sylvia Y. Vasquez	8:00am Tactical Medicine for Law Enforcement; PSTF - Yuma; Nigel Reynoso 5:00pm 8:00am Mental Health First Aid for Publi... 10:00am Firearms Training; Adair Range... 10:00am Budget Review FY 2019-20; Co... 12:30pm OV V: Susana Alcaraz; CPO; Syl... 1:30pm PTC: Daniel Iribe-Favela (Claridg...	8:00am Mental Health First Aid for Publi... 10:00am Firearms Training; Adair Range... 10:00am OV: Marissa Chacon; CPO; Sylvi... 10:30am OV: V Mercedes Rondero (St. v ... 11:00am OV: Ignacio Sandoval; CPO; Syl...	8:00am Tactical Medicine for Law Enforcement; PSTF - Yuma; Nigel Reynoso 5:00pm 8:00am DP Review: Luis Mota 10:00am DP Entry: Victor Navarro Figuer... 10:45am Meet w/ Chief Jessup; Sylvia Y. ... 1:30pm BENCH TRIAL: Gerardo G. Felix; ... 1:30pm Breach of COR HRG: Gerardo Fe...	9:00am OV: Raul Francisco Alvarado; CP... 9:30am OV: Maria Garcia (St v. Irma Mor... 10:00am OV: Elizandra Morales; CPO; Sy... 10:30am OV: Manuel Bazzi; CPO; Sylvia ... 11:00am OV: Oscar Gomez Ayala & V: A...							
3	4	5	6	7	8	9						
	9:00am OV: Aaron Bustillos; CPO; Sylvia ... 9:30am OV: Martin Sanchez; CPO; Sylvia... 10:00am Firearms Training; Adair Range... 10:00am JAD USE OF FORCE; SLPD Chief... 1:30pm ARR: Armando Maduena Castro... 1:30pm ARR: Javier Plascencia Castellon;...	8:30am DP Review: Jorge Estrada; CPO 9:00am PTC: Jose Maria Gonzalez Ruiz; S... 9:00am Settlement Conf: Samuel A. Mar... 9:00am Settlement Conf: Samuel Abrah... 10:00am Firearms Training; Adair Range...	8:30am PTC/Breach of COR: Gerardo G. ... 9:00am OV: Julio A. Gil Espindola; CPO; ... 10:00am OV: Juan Velez-Audelo; CPO; S... 10:30am OV: V Ener Ruiz (St. v Elias Urb... 11:30am OV: V Blanca Beltran (St v. Fra... 1:00pm OV: Luis Gastelum Zamudio; CP...	JAd Out of Office; Sylvia Y. Vasquez 3:00pm BLOCK								
10	11	12	13	14	15	16						
	9:00am OV: Luis Gastelum Zamudio; CPO; Sylvia Y. Vasquez 9:00am PTC: Elias Arturo Urbano (Lozano); SLMC; Sylvia Y. Vasquez 11:00am OV: V Concepción Lizarraga (St... 1:00pm Tele Conf: Anthony Antonio Del... 2:00pm MGT: APAAC Misdemeanor Issu...	9:00am Fire Extinguisher 101 Training; F... 9:00am Breach of COR: Humberto Soto... 9:00am PTC: Humberto Soto Rosales; SL... 9:00am PTC: Martin Sanchez; SLMC; Sylvi... 9:00am Vacate DP HRG: Daniel Madrigal... 9:30am COP: Luis Gastelum Zamudio; SL...	9:00am Bench Trial: Jose Lizarraga-Esparza; SLMC; Sylvia Y. Vasquez 5:00pm SYV AWC Class; AWC; Sylvia Y. Vasquez	8:30am Tele Rule 11 HRG: Salvador Silva... 9:00am Drug-Related Homicides: Investi... 9:00am COP/TS: Rosa Maria Nava (Sanch... 9:30am OV: Martin Sanchez; CPO; Sylvia... 10:00am Tele Conf: Evelyn Guadalupe R... 10:30am OV: V Sergio Fidel Dowden (St ...	9:30am OV: Aaron Bustillos & Alejandra; CPO; Sylvia Y. Vasquez 10:00am OV: V Ana Cintora (St v. Victor Cintora); CPO; Sylvia Y. Vasquez 10:30am OV: Ignacio Sandoval; CPO; Sylvia Y. Vasquez 11:00am Tele Conf: Marissa Chacon; CP...							
17	18	19	20	21	22	23						
St. Patrick's Day; United States	10:00am OV: Alfonso Reynosa Nava; CP... 10:30am OV: Alberto Gonzalez; CPO; Syl... 11:00am OV: Ventura Torres Miranda; C... 1:30pm AOW: Hector Heredia; SLMC; Syl... 1:30pm In-Custody: Jose Morales-Carrill... 2:00pm OV: Mauricio Alaniz Jimenez; CP...	8:00am Mental Health First Aid for Publi... 9:00am Fire Extinguisher 101 Training; F... 10:00am Behavioral Health Intervention... 11:00am COP/TS: Rafael Laganía Luna (C... 11:00am COP: Jesus Edgar Solis Lazalde ... 11:00am PTC: Daniel Iribe Favela (Clarid...	8:00am Mental Health First Aid for Publi... 8:00am DP Review: Dayany Munoz Ruiz 9:00am DP Review: Richard De La Hoya 10:00am OV: Mauricio Alaniz Jimenez; C... 10:30am OV: Alberto Gonzalez; CPO; Syl... 11:00am OV: V Alicia Ponce (St. v Jesus ...	8:30am COP: Gerardo G. Felix (Claridge); Yuma Muni w/ Judge Coil; Sylvia Y. Vasq... 9:30am Tele Conf: Anthony Delgadillo; CPO; Sylvia Y. Vasquez 10:00am OV: Trinidad Burboa-Villalobo... 11:00am OV: Alfonso Reynosa Nava; CP... 3:00pm BLOCK	10:00am OV: Detective Mike Sanchez (St. v Manuel Bazzi); CPO; Sylvia Y. Vasquez							
24	25	26	27	28	29	30						
	10:00am OV: Joel Gonzalez Vigil; CPO; S... 10:30am OV: Adrian Javier Gonzalez; CP... 11:00am OV: Ramon Saucedo Mendoza; ... 1:30pm AOW: Kassandra Muñoz; SLMC; ... 1:30pm Prisoner: Edson Delgado Lagun... 1:30pm Prisoner: Luis Edgardo Rivas; SL...	9:00am Fire Extinguisher 101 Training; F... 9:00am PTC: Alberto Gonzalez; SLMC; Sy... 10:00am Behavioral Health Intervention... 10:00am PTC: Issiah Lee Ponce; SLMC; Sy... 10:00am Tele PTC: Hermes Alcaraz; SLMC... 10:00am Tele PTC: Jerome Benjamin; SL...	8:30am COP/TS: Adrian Josh Viramontes... 9:00am DP Review: Victoria Maria Mendez 10:00am OV: Berenice Arellano Garcia; ... 10:30am OV: Humberto Soto-Rosales; ... 1:30pm ARR: Brayan Osmar Ramirez; SL... 3:00pm OV: V Ruben Gonzalez (St. v Ru...	Funeral Services for Officer Rutherford; ... 8:30am Timesheet 9:00am SH: Marco Antonio Navarrete; S... 10:30am OV: Julio Gil Espindola; CPO; S... 2:00pm OV: Jose Alfredo Lopez; SLMC; S... 3:00pm BLOCK	9:00am Review Budget with Kay; CPO; Sylvia Y. Vasquez 9:00am DP REVIEW: Javier Solorio 4:00pm Proof of Deft Being in Hospital?; SLMC							

Monday: 9 appointments + 3 in custody added

Tuesday: 48 cases in court

Wednesday: 1 hearing at Yuma Municipal + 7 appointments

March 4 - 8, 2019 Fortuna, Arizona Today 80° F / 62° F Tomorrow 78° F / 60° F Saturday 80° F / 61° F Search All Calendar Items (Ctrl+E)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	4	5	6	7	8
				JAd Out of Office; Sylvia Y. Vasquez	
8 AM			PTC/Breach of COR: Gerardo G. Felix (Claridge); Yuma Mur		
9	OV: Aaron Bustillos; CPO; Sylvia Y. Vasquez OV: Martin Sanchez; CPO; Sylvia Y. Vasquez	PTC: Jose M. Settlement C Settlement C Settlement C	OV: Julio A. Gil Espindola; CPO; Sylvia Y. Vasquez		
10	Use of Force Review SLPD Chief Office Richard Jessup	PTC: Elizandra Alvarez Morales; SLMC; Sylvia Y. Vasquez	OV: Juan Velez-Audelo; CPO; Sylvia Y. Vasquez OV: V Ener Ruiz (St. v Elias Urbano) CPO Sylvia Y. Vasquez OV: V: Blanca Beltran (St v. Francisco Jaros Codova); CPO;		
11					
12 PM					
1	ARR: Armando M ARR: Javier Plasc ARR: Jose Alfredo	AOW: Ax PTC: Luis PTC: Robi PTC: Rob SH: Salva	OV: Luis Gastelum Zamudio; CPO; Sylvia Y. Vasquez OV: Javier Vargas; CPO; Sylvia Y. Vasquez		
2	OV: Jazmin Barrientos; CPO; Sylvia Y. Vasquez OV: Humberto Soto Rosales; CPO; Sylvia Y. Vasquez	COP: Neal A PTC: Apollo PTC: Issac A PTC: Luis A. PTC: David Varela PTC: Fausto Orelli SH: David Varela	OV: V Mercedes Rodero (St. v Humberto Soto Rosales); CP		
3	OV: Pricilla Montiel; SLMC; Sylvia Y. Vasquez OV: Maricela Aguilar; CPO; Sylvia Y. Vasquez	COI COI COI COI PTC PTC SH: SH: SH: SH: COP/ COP/ COP/ COP/ OSC/ PTC: PTC: SH: V			
4	OV: Fidel Angel Torres; CPO; Sylvia Y. Vasquez OV: Manuela Vargas; SLMC; Sylvia Y. Vasquez	COI COI COI COI COI OSC/ PTC PTC PTC SH: OSC: Oscar Albert PTC: Stetsen Och SH: Alberto Javier			
5					

From July 2018 – Present, we have prepared and conducted **14** Bench Trials and **8** Jury Trials.

- Sylvia prepares for Jury Trials by
 - *Blocking an entire day from the calendar*
 - *Reviewing police report, audio, and videos*
 - *Issuing subpoenas*
 - *Scheduling multiple appointments with victims and witnesses before trial*
 - *Request to have audio recordings translated and transcribed*
 - *Reviewing transcribed and translated recordings*
 - *Preparing, filing and distributing State's requested jury instructions*

- Sylvia prepares for Bench Trials by
 - *Reviewing police report, audio, and videos*
 - *Issuing subpoenas*
 - *Scheduling appointments with victims and witnesses before trial*
 - *Requesting to have audio recordings translated and transcribed*
 - *Reviewing transcribed and translated recordings*

See blue tab for more details

Police Legal Advisor

See orange tab for more details

- Assist the Police Department ensure the effective, efficient and uniform enforcement of criminal laws and the fair administration of criminal justice in San Luis, the City Prosecutor provides training to the Police Department to fulfill constitutional and statutory mandates, respect the rights of the accused and victims, as well as strengthening the Police Department's relations with the public.
- If we have additional staff, City Prosecutor can provide more training to SLPD.
- Sylvia has been instrumental in creating presentations provided or to be provide to SLPD
 - *7/26/18 Report writing training*
 - *8/2/18 Report writing training pt. 2*
 - *1/29/19 Investigations training*
 - *1/31/19 Investigations training pt. 2*
 - *4/18/19 Trial Testimony training*
 - *4/25/19 Trial Testimony training pt. 2*
- SLPD officers request more training(s) from CP
- US Customs and Border Protection request training(s) from CP
 - *US CBPO are material witnesses in majority of misdemeanor cases at POE.*



CSL Personnel Policies

HR-5-04. Hours of Work.

- Breaks and mealtime rest periods.
 - *Employees working 6 consecutive hours or more shall get unpaid time off for mealtime of at least 30 minutes, except for Police Officers and Firefighters. This applies to regular and overtime or after-hours work. The supervisor shall schedule mealtime breaks.*
 - *Employees are not entitled to rest breaks other than unpaid mealtime breaks. At the discretion of the supervisor, employees may be granted up to 2 rest periods for up to a maximum of 15 minutes each of paid time off. An employee who misses a scheduled rest break for any reason, forfeits the break unless the supervisor approves it.*

Sylvia's lunch hour is only **20-30 minutes** because Sylvia has to go to

- City Hall
- SLPD
- Yuma Municipal
- Post Office
- Somerton Municipal
- Yuma Superior Court

Sylvia performs well above her position duties

Studies

- Sylvia took the initiative to study and complete the paralegal program at the Arizona Western College. She will receive her Associates Degree May, 2019.
- She studied 2½ years for her Paralegal Certification
- Paid for her studies herself
- All while performing her job for the City of San Luis

Beyond Job Description

- Conducts legal research on contested issues; drafts legal recommendations for City Prosecutor review; prepares and proofs legal documents such as petitions, motions, sentencing memos and other documents
- Conducts witness interviews and investigations; participates with City Prosecutor in pretrial and trial preparation;
- Provides a wide range of legal support and administrative duties
- Court staff and private attorney support staff contact Sylvia when confused about rule of criminal procedure or a complaint

Sylvia's vision and contributions

- Benefit the San Luis City Prosecutor
- Benefit the San Luis Police Department
- Benefit the San Luis Municipal Court
- Benefit the City of San Luis

Year 2019-2020

- CPO would become more efficient with Sylvia assisting as a Paralegal
- Requested position improvement will be descriptive of Sylvia's current work performance and compensate her fairly
- Increasing overtime will not be necessary if Sylvia is promoted to Paralegal
 - *FY 15-16* *\$45.01*
 - *FY 16-17* *\$8.84*
 - *FY 17-18* *\$627.13*
 - *FY18-19* *\$1,595.35*
- CPO will continue to work closely with the SLPD for improved growth
- City Prosecutor will be able to focus on case investigation/management for 200+ active cases and trial preparation for 17 upcoming trials (as of April 17, 2019).
 - *7 Jury Trials*
 - *10 Bench Trials*
- City Prosecutor will be able to provide additional trainings/assistance to law enforcement
- Sylvia or the new Legal Secretary will be able to attend City mandatory meetings
- CPO will be current with City Retention Schedule if CPO has a new Legal Secretary

City Prosecutor's office needs help

- 3½ years ago, we inherited a dumping ground mess of cases dating back several years
- No jury trials in more than ten years
- Very few bench trials
- No assistance to Police Department
- No semblance of justice
- 3½ years later, we have an organized, efficient City Prosecutor's office
- Several jury and bench trials
- A Police Department better trained in the law and procedure
- An experienced Municipal Court
- Justice for victims and defendants
- An overworked City Prosecutor and Legal Secretary

See yellow tab for more details



CITY OF SAN LUIS PARKS AND RECREATION

PRESENTATION 2019-2020

7 DIVISIONS

City of San Luis

Parks & Recreation Department

Recreation

Youth Center

Cultural Center

Municipal Pool

Parks

Facilities

Senior Center



2018-2019 REVIEW OF SPECIAL EVENTS

RECREATION

4TH JULY

FOUNDERS DAY

EXHIBITION BASEBALL





SPECIAL EVENTS YOUTH CENTER

DIA DEL NIÑO

BOXING

EASTER EVENT

FREE EVENT
RAFFLES | FOOD | JUMPERS | WATER SLIDES

DIA DEL NIÑO CELEBRATION

MONDAY
APRIL 29TH 2019

4PM-8PM
JOE ORDUÑO PARK
965 N. PARK AVE. SAN LUIS, AZ

ENTERTAINMENT BY:

aps

WHEELER FAMILY ENTERTAINMENT

2019 ZIPLINE
\$1.00 OR \$5.00 UNLIMITED ACCESS

FOR MORE INFORMATION PLEASE CALL: (928) 341-8574 OR VISIT THE SAN LUIS YOUTH CENTER

SANLUIAZPARKSANDRECREATION

PARKS AND RECREATION
SAN LUIS BOXING

GLADIATOR SHOWDOWN

SATURDAY
AUG 25 2018

DOORS OPEN AT: 2PM
1ST MATCH: 3PM
JOE ORDUÑO GYM
965 N. PARK AVE. SAN LUIS, AZ

SPECIAL GUESTS:

DANIEL PONCE DE LEON
Mexican professional boxer, he was world champion in two different weight classes. As an amateur De Leon won bronze medal in flyweight division at the 1999 Pan American Games, and was a member of the 2000 Mexican Olympic team in the featherweight division.

JOEL DIAZ
Is a retired Mexican American professional boxer who fought in the lightweight division. He is currently considered one of the best trainers in boxing.

PUBLIC ADMISSION FEE: \$8
KIDS UNDER 5: FREE

FOR MORE INFORMATION PLEASE CALL (928) 341-8535 OR EMAIL LIZETTE VARELA AT LVARELA@CITYOFSANLUIS.ORG



HAPPY HOPPY EASTER HUNT 2019

THURSDAY
APRIL 11TH

MUSIC, RAFFLES, FOOD, AND MORE!
6PM-8PM

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

Bring your own basket

AGE CATEGORIES (1-3), (4-6), and (7-9)
Must be accompanied by adult

FOR MORE INFORMATION PLEASE CALL (928) 341-8574 OR EMAIL LIZETTE VARELA AT LVARELA@CITYOFSANLUIS.ORG

SANLUIAZPARKSANDRECREATION



SPECIAL EVENTS 2017-2018

CULTURAL CENTER

ARTE EN LA CALLE

FREE EVENT

"Nuestra Herencia, Nuestra Cultura"
"Our Heritage, Our Culture"

SATURDAY
MARCH 23 2018
 10AM-4PM

— CESAR CHAVEZ CULTURAL CENTER —
 1015 N. MAIN ST. SAN LUIS, AZ

ART | POETRY | LIVE PERFORMANCES

Be part of a unique art & music festival featuring: art exhibitions, music, food, live-painting, and great entertainment for the whole family!
ALL ARTIST WELCOME

3D MAPPING PROJECTION SHOW | RUNWAY OF MEXICAN REGIONAL DRESSES

FOR MORE INFORMATION PLEASE CALL
(928) 341-8535 OR EMAIL YIGAL DUARTE AT YDUARTE@CITYOFSANLUIS.ORG SANLUIAZPARKSANDRECREATION

MASCOTA MANIA

PETTING ZOO / DOG TREATS / CONTESTS AND MUCH MORE!

PARTY FOR PETS

FREE EVENT
 for the whole county!

JUMP!
 THE ULTIMATE DOG SHOW
www.thejumpdog.com

SAT FEB 23 2018
9:00AM - 1:00PM

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

COSTUME CONTEST **TRICK CONTEST** **UNIQUE PET CONTEST** **BEST BARK CONTEST**

DOGGIE DASH & SUPER DOG DASH CONTESTS
 Entry fee is \$1 per dog.

1 YEAR FOOD SUPPLY GRAND PRIZE

HUMANE SOCIETY OF YUMA
 Give one until there are none.

LOW COST VACCINATION CLINIC & **LOW COST MICRO CHIP SERVICE**

CAL STORES **LERMA'S FEED WESTERN WEAR & MORE** **AvoDerm** **IRONWOOD VETERINARY CLINIC**

FOR MORE INFORMATION PLEASE CALL
(928) 341-8535 OR **(928) 341-8538** SANLUIAZPARKSANDRECREATION
WWW.SANLUIMASCOTAMANIA.COM

TREE LIGHTING

FREE EVENT!

4th Annual San Luis Tree Lighting Ceremony

Tuesday, November 27th, 2018
6:00 PM

Local Performances featuring
3452 #32 Marching Band
Main Street Roundabout Main & D Street

Come meet Santa!

aps

Please join local officials as they light up the holiday tree!

FOR MORE INFORMATION PLEASE CALL
(928) 341-8535 OR **(928) 341-8538** SANLUIAZPARKSANDRECREATION

40TH ANNIVERSARY PROJECT

MISS SAN LUIS

CITY LETTERS / MURAL PROJECT

SAVE THE DATE

2019

MISS SAN LUIS SCHOLARSHIP PAGEANT

REGISTRATION OPEN

THURSDAY SEP. 16TH, 2019

DEADLINE JUNE 6TH

REGISTER TODAY!

WWW.SANLUISAZ.GOV/PAGEANT

FOR MORE INFORMATION PLEASE CALL:
(928) 341-8538 OR VISIT CESAR CHAVEZ CULTURAL CENTER
 SANLUISAZPARKSANDRECREATION



<p>PENN SIGNS & GRAPHICS QUALITY SIGNS SINCE 1946</p>	<p>PROJECT: CITY OF SAN LUIS, AZ</p>	<p>The proofing process is a courtesy to you, it gives a visual representation of what the final project will look like and includes all of the information you requested on your signage.</p>	<p>Review proof carefully, spelling is YOUR responsibility. Please note drawing is not to scale.</p>	<p>Colors will vary from electronic proof. If color is critical, printed samples can be provided at our location before your job is put into production.</p>	<p>DRAWING DATE:</p>	<p>MEMBERS: WSA, IASA, YUMA SOCIETY FOR THE ARTS</p>
		<p><input type="checkbox"/> Approved as is. <input type="checkbox"/> Changes needed, please send new proof</p>	<p>Customer Signature _____</p>	<p>REVISION:</p>	<p>FILE NAME:</p>	
<p>707 W. 8TH ST. YUMA, AZ 85364</p>		<p>PHONE: 928.782.2501</p>	<p>FAX: 928.343.4076</p>	<p>E-MAIL: SALES@PENNSIGNS.COM</p>		

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SPECIAL EVENTS 2018-2019

20 SPECIAL EVENTS



SPONSORSHIP

SPECIAL EVENTS

RAISED OVER \$20,00

(MONETARY/IN-KIND)

1. BUILD PARTNERSHIPS

AGENCIES/PRIVATE SECTOR

2. DEVELOP OPPORTUNITIES TO DONATE

MONETARY

SERVICES

EQUIPMENT/SUPPLIES

NEW POSITION

MARKETING AND PROMOTIONS

SPECIALIST

(PART-TIME)

TO DEVELOP NEW PARTNERSHIPS

SUSTAIN CURRENT SPONSORS

PLAN FOR GROWTH OF EVENTS

SEARCH FOR NEW INVESTORS

MARKET PROJECTS IN A LARGER SCOPE

FACILITY NAMING RIGHTS

DONATION OF PARK EQUIPMENT

YOUTH CENTER PROJECTS

OFFICES



FACILITY SIGNAGE



GYM AREA



YOUTH CENTER PROGRAMS

BOXING/ELITE
TRAINING

LEADERS ON THE WAY

MOMMY AND ME



CULTURAL CENTER

SPOOKTACULAR



CC LEGACY EVENT



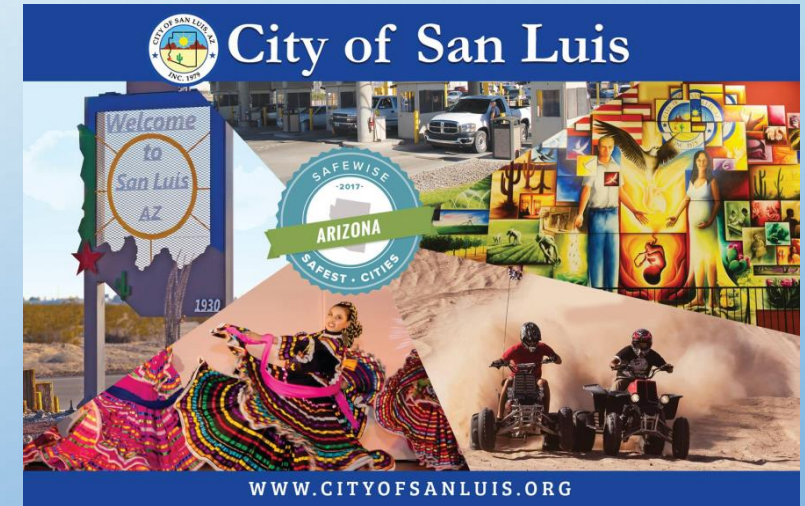
ARTE EXPO

(PARTNERSHIP)

ARTE EN LA CALLE

CHICANO ART COLLECTIVE

LITTLEWOOD CONSORTIUM



CULTURAL CENTER

DIA DE LOS MUERTOS

PROGRAMS

MARKETING
COMMUNICATION
PROJECT

WORKING WITH LOCAL YOUTH
PRODUCTION/BROADCASTING/MEDIA

(CSL DAILY NEWS)

City of San Luis

WELCOME TO San Luis AZ

SAFARIWISE ARIZONA SAFEST CITIES

1930

WWW.CITYOFSANLUIS.ORG

CULTURAL CENTER
Spring 2019
Classes
JAN 14- MAY 16

ZUMBA WITH RICARDO (CC)
Monday-Thursday
9:00am-10:00am
7:30pm-8:30pm
\$30/month All Ages

FOLKLORIC WITH CORAL (CC)
Wednesday
5:30pm-7:30pm
\$25/month Ages: 8+

PIANO WITH DAMIAN (A)
Monday & Thursday
7:00pm-8:00pm
\$35/month Ages 10+

GUITAR WITH DAMIAN (A)
Monday & Thursday
6:00pm-7:00pm
\$30/month Ages 10+

CARDIO FITNESS WITH HILDA (YC)
Monday - Thursday
8:00am-9:00am
\$20/month All Ages

HIP HOP WITH VERONICA (CC)
Hip Hop I Tuesday 5:00pm-6:15pm
Ages: 5-10 \$25/month
Hip Hop II Tuesday 6:15pm-7:30pm
Ages: 10+ \$25/month

YOGA WITH CLAUDIA (YC)
Tues. Wed. & Thur.
9:30am-10:30am
\$30/month Ages: 16+

Fantasy ART CLASS WITH VANESSA (A)
Wednesday
5:00pm-8:00pm
\$35/month Ages 5-12

Glam MODERN DANCE (CC)
GLAM DANCE TEAM BY CINDY
Monday
Glam 1: 4:00pm-5:30pm
Glam 2: 5:30pm-7:00pm
\$30/month Ages 5-13

FOR MORE INFORMATION PLEASE CALL
(928) 341-8538 CESAR CHAVEZ CULTURAL CENTER
1015 N. MAIN ST. SAN LUIS, AZ
SANLUISAZPARKSANDRECREATION

P PARKS BUILDING 744 Juan Sanchez Blvd SLAZ
A ACTIVITY CENTER 600 N 2nd AVE. SLAZ
CC CULTURAL CENTER 1015 N. Main St. SLAZ
YC YOUTH CENTER 975 N. Park Ave. SLAZ



RECREATION

LEAGUES & ACTIVITIES



TOURNAMENTS/CLINICS



COMMUNITY OUTREACH 2019



YOUTH CENTER

CULTURAL CENTER

RECREATION



PARKS DIVISION PROJECTS

MAIN STREET ROUNDBABOUT



CESAR CHAVEZ MONUMENT



RESTROOM PROJECTS



PARKS DIVISION

BASKETBALL COURT COURT



LED SIGN



BATTING CAGES



SL MUNICIPAL POOL

FILTRATION SYSTEM



AREA EXPANSION



PAINTING



FACILITIES

INVENTORY

PARKING LOT PROJECT

PAINTING

ACT BUILDING

PAINTING PROJECT

LED LIGHTING

A/C SERVICES



SENIOR CENTER

SOCIAL EVENTS

ACTIVITIES

PROGRAMS

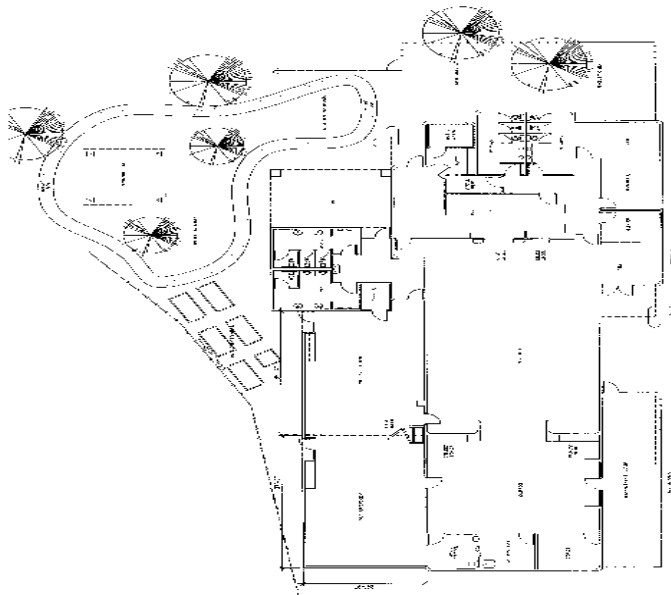


SENIOR CENTER EXPANSION PROJECT

PROPOSED
PROJECT DESIGN

BACK AREA
(PROPOSED SITE)

POTENTIAL PARK AREA
(WESTSIDE)



Economic Development

The image is a conceptual composition. On the left, a silver alarm clock is shown with its bells raised. The clock face is white with black hands and numbers. A semi-transparent green banner is overlaid across the middle of the clock, containing the text 'Economic Development'. To the right of the clock, three stacks of gold coins are arranged in an ascending order from left to right. Each stack has a small green plant with two leaves growing out of the top. The background is a soft-focus outdoor scene with green foliage and a warm, golden light, suggesting a sunrise or sunset. The overall theme is the connection between time, money, and growth.

Community Development
Senior Center
\$395,944 CDBG
\$200,000 City Match



Infrastructure Support

- Rancho Los Oros Phase I \$300,000 CDBG
\$200,000 City Match
- Phase II Engineering \$40,000
- Build Grant Consultant \$50,000
- CJB-AZ State Land Dept. \$121,000
- CJB-Private Land \$ 226,800





Business Attraction

- | | |
|--|-----------|
| • Mixed Use Commercial Development (Hotel) | \$369,860 |
| • Infrastructure Development (Retention Basin) | \$130,000 |
| • Incentive Policy | \$200,000 |



Small businesses are the backbone of rural communities.





Border Crossings - San Luis, AZ	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018
Buses	18.0	12.0	11.0	20.0	13.0	14.0	18.0	12.0
% Chg from Year Ago	38.46% ↑	-25.00% ↓	-45.00% ↓	53.85% ↑	-23.53% ↓	-33.33% ↓	20.00% ↑	33.33% ↑
Pedestrians	198,102	179,261	147,681	156,686	167,362	197,599	220,715	253,557
% Chg from Year Ago	-3.61% ↓	6.86% ↑	-2.71% ↓	-6.29% ↓	-10.91% ↓	-11.07% ↓	-11.91% ↓	-2.52% ↓
Personal Vehicle Passengers	499,962	472,177	487,903	475,705	469,964	501,309	445,468	459,720
% Chg from Year Ago	4.39% ↑	1.35% ↑	-0.09% ↓	1.65% ↑	2.04% ↑	-1.79% ↓	-13.13% ↓	-12.70% ↓
Personal Vehicles	277,206	266,230	268,234	269,948	263,898	279,305	248,285	254,984
% Chg from Year Ago	3.48% ↑	3.86% ↑	2.45% ↑	3.62% ↑	2.79% ↑	-1.75% ↓	-13.24% ↓	-12.32% ↓
Trucks	2,147	1,985	1,799	1,987	1,915	2,134	2,337	2,378
% Chg from Year Ago	-23.16% ↓	-9.94% ↓	-10.41% ↓	3.71% ↑	3.12% ↑	-0.93% ↓	5.32% ↑	0.30% ↑

Source: Research and Innovative Technology Administration, Bureau of Transportation Statistics, U.S. Dept. of Transportation

Border Crossings - San Luis, AZ	2011	2012	2013	2014	2015	2016	2017	2018
Buses	16.0	13.0	16.0	36.0	70.0	117.0	228.0	169.0
% Chg from Year Ago	-46.67% ↓	-18.75% ↓	23.08% ↑	125.00% ↑	94.44% ↑	67.14% ↑	94.87% ↑	-25.88% ↓
Pedestrians	2,762,696	2,497,321	2,315,369	2,287,955	2,351,506	2,583,851	2,645,119	2,640,907
% Chg from Year Ago	13.22% ↑	-9.61% ↓	-7.29% ↓	-1.18% ↓	2.78% ↑	9.88% ↑	2.37% ↑	-0.16% ↓
Personal Vehicle Passengers	3,941,304	4,575,051	5,088,810	5,536,747	5,575,238	5,462,649	5,752,538	5,854,901
% Chg from Year Ago	2.09% ↑	16.08% ↑	11.23% ↑	8.80% ↑	0.70% ↑	-2.02% ↓	5.31% ↑	1.78% ↑
Personal Vehicles	2,171,396	2,689,727	2,948,504	3,028,042	3,106,744	3,062,196	3,212,702	3,257,990
% Chg from Year Ago	6.80% ↑	23.87% ↑	9.62% ↑	2.70% ↑	2.60% ↑	-1.43% ↓	4.91% ↑	1.41% ↑
Trucks	34,190	34,891	33,402	31,968	33,712	31,338	31,940	28,211
% Chg from Year Ago	-7.85% ↓	2.05% ↑	-4.27% ↓	-4.29% ↓	5.46% ↑	-7.04% ↓	1.92% ↑	-11.68% ↓

Source: Research and Innovative Technology Administration, Bureau of Transportation Statistics, U.S. Dept. of Transportation



The graphic features the words "SALES TAX" in large, bold letters. The letters "S", "A", "L", "E", and "S" are red, while "T", "A", and "X" are green. Each letter is positioned above a stack of silver coins, with the stacks increasing in height from left to right, corresponding to the letters.

	Fiscal Quarter 1, 2016	Fiscal Quarter 2, 2016	Fiscal Quarter 3, 2016	Fiscal Quarter 4, 2016	Fiscal Year 2016
	\$ 1,741,598.34	\$ 1,942,465.66	\$ 1,949,166.33	\$ 1,875,129.10	\$ 7,508,359.43
	Fiscal Quarter 1, 2017	Fiscal Quarter 2, 2017	Fiscal Quarter 3, 2017	Fiscal Quarter 4, 2017	Fiscal Year 2017
	\$ 1,812,096.95	\$ 1,870,274.84	\$ 2,064,751.08	\$ 1,947,443.12	\$ 7,694,565.99
% change from Year Ago	4.0% ↑	3.7% ↓	5.9% ↑	3.8% ↑	2.4% ↑
	Fiscal Quarter 1, 2018	Fiscal Quarter 2, 2018	Fiscal Quarter 3, 2018	Fiscal Quarter 4, 2018	Fiscal Year 2018
	\$ 2,050,976.51	\$ 2,092,880.35	\$ 2,075,748.09	\$ 2,769,878.28	\$ 8,989,483.23
% change from Year Ago	13.1% ↑	11.9% ↑	0.5% ↑	42.2% ↑	16.8% ↑
	First Quarter 1, 2019	Fiscal Quarter 2, 2019			
	2,179,717.84	2,299,032.59			
% change from Year Ago	6.2% ↑	9.8% ↑			



Downtown Stores

- New Men
- Payless Shoe Store
- Linda Fashion
- La Moda Fashion
- Del Sol Building





BEFORE



AFTER

Downtown Redevelopment

- Designation of District FY 2019-2020 \$75,000
- Develop Master Plan FY 2020-2021 \$75,000
- Phase I FY 2021-2022
- Phase II FY 2022-2023

“We shape our dwellings and afterwards our dwellings shape us”
Winston Churchill.

Patience

Performance

Persistence

Excel

SUCCESS

Determination

Discipline

Risks

Attitude

Hard work

Failures





Human Resources Department

April 26 - 27, 2019

Budget Retreat Session FY 2019-20

Human Resources

Mission, Goals and Objectives

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

The Human Resources Department's internal goals are:

Quality – Provide an innovative and responsive employment system for recruitment, selection, support, and development of a diverse, talented and engaged workforce.

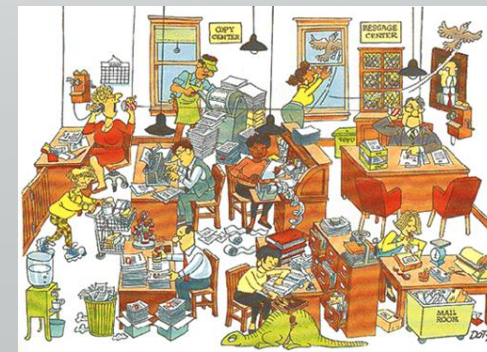
Continuous Improvement - Continually review and enhance human resources organization systems, processes, procedures and work environment.

Compliance – Protect the City's resources by minimizing exposure to legal liabilities and associated risks.

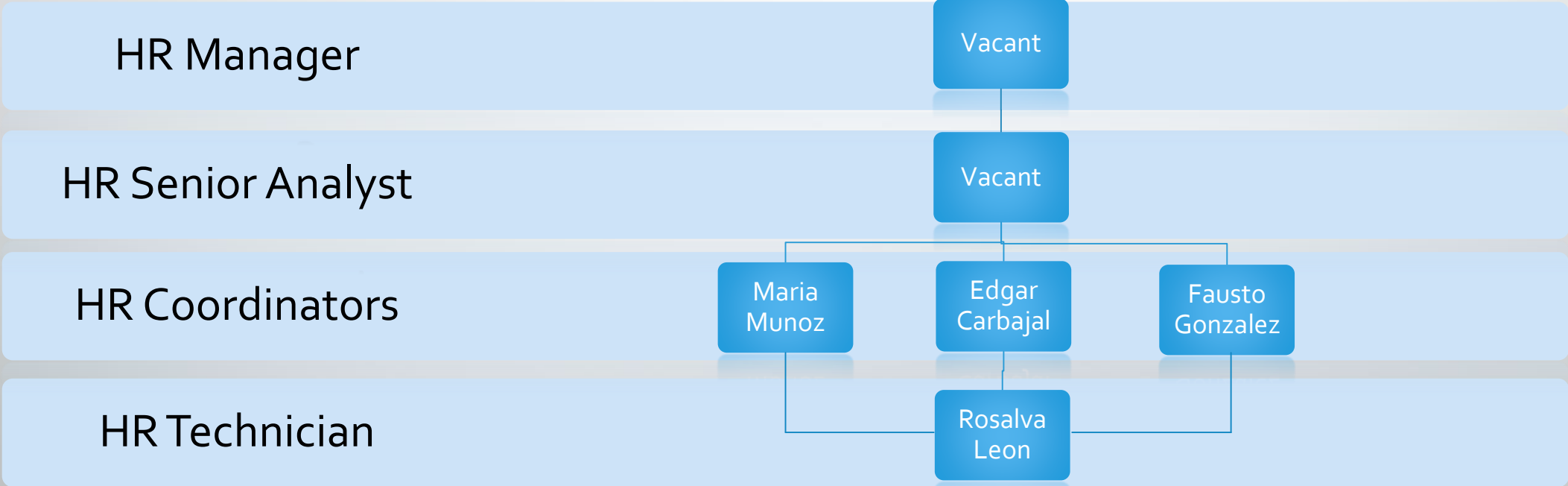
Outreach – Proactively build the trust and capacity to increase visibility

Objectives

- Improve manager and supervisor effectiveness
- Improve staff effectiveness
- Improve workplace relations
- Build more effective work teams
- Improve organizational problem-solving
- Improve service to internal and external customers
- Increase awareness of equal employment opportunity laws
- Increase understanding of how diverse perspectives can improve overall performance



Human Resources Team



Goals and Objectives Accomplished

- Salary Study – Phase II Compensation – adopted changes July 9th, 2018; Phase III still in progress
- HR internal investigations – 1 Personnel Internal P&R (concluded), 2 PD Personnel Internals (1 concluded & 1 ongoing)
- Employee Terminations, Resignations, Retirements – 65 (seasonal and part-time majority)
- New Hires - 40
- Trainings & Programs
 - YRMC Wellness Workshops, Employee Challenges, Biometrics July 2018 – June 2019
 - Workshops – 13
 - Trainings – 4
 - Webinars – 5
 - Challenges – 2
 - Employee Gym Membership
 - Increased from 50 to 60 memberships
 - Average of 56 active users per month
 - Border Fitness (San Luis & Somerton)
 - 24/7 Get Fit (San Luis, Somerton & Foothills)
 - Employee Walking Club – Oct - April
 - Employee & Family Flu & Other Vaccines Prevention Clinic – October 2018
 - Halloween Potluck/Costume Contest – October 2018
 - Employee Recognition Event – December 2018
 - City of San Luis 10-Mile Bike Ride - November 2018
 - SafePersonnel in-house required trainings (along with Risk)
- Healthy AZ Worksites Program (HAWP)
 - City of San Luis awarded Copper Healthy AZ Worksite Award – April 2017
 - City of San Luis awarded Silver Healthy AZ Worksite Award – April 2018
 - City of San Luis awarded Silver Healthy AZ Worksite Award – April 2019
- Employee Picnic – May 4th, 2019 @ Joe Orduño Park
- Recruitment from July 2018 to April 2019:
 - ASU & U of A Off-Campus Work Study Program
 - Placed 9 ASU student
 - Placed 1 U of A student
 - AWC Work Study Program
 - Placed 4 students
 - 2510 applications received/reviewed
 - 299 Interviews
 - Volunteers/Community Service - 39 people placed
- Benefits
 - Health Fair and Open Enrollment – May 7th & 8th
 - 25 FMLA received and processed
 - 2 Short-Term disability cases
 - BASIC FMLA Outsource Software (in process)
 - Vacation Buy Back requests processed:
 - Sept. 2018 – (60) and Apr. 2019 – (13)
 - Tuition Reimbursement requests processed (14)

Goals & Objectives

- Salary Study – Compensation Phase III – researching new positions, classification, job descriptions pay grades, and compensation
- Increase gym memberships and employee health awareness
- Personnel Rules and Regulations Policy update
- Personnel Rules and Regulations awareness
- In-house trainings i.e. policies, health, financial awareness (retirement)
- Succession
- Performance Evaluations Uniformity
- Coordinate with Risk Management to improve safety and provide trainings to improve safety & hazard awareness
- New hire onboarding – streamline hiring process
- HR newsletter

Benefit Package

Health

- Medical, Dental, and Vision
- The City offers its employees health coverage in U.S. as well as in Mexico.
- Employee plus spouse, children, or family coverage is subsidized by city at about 75%
- Employee, single coverage is covered at 100%



Workers' Compensation

- Medical coverage for injuries or health conditions sustained during work hours.

Retirement

- City participates in the Arizona State Retirement System and Public Safety Personnel Retirement System (Public Safety personnel)
- City employees become members of the State's retirement system and contributions are made by employee and city matches employees contribution.



Life Insurance, Short and Long Term Disability



Holidays and Other Paid Leave



Sick Leave



Vacation Leave



Bereavement
Leave



Overtime or
Compensatory
Time



Military or Civic
Duty Leave

Jan.
1st

• New Year's Day

Jan.
21st

• Martin Luther King Day

Feb.
18th

• Presidents' Day

Mar.
31st

• Cesar Chavez Day

May
27th

• Memorial Day

Jul.
4th

• Independence Day

Sept.
2nd

• Labor Day

Oct.
14th

• Columbus Day

Nov.
11th

• Veterans Day

Nov.
28th

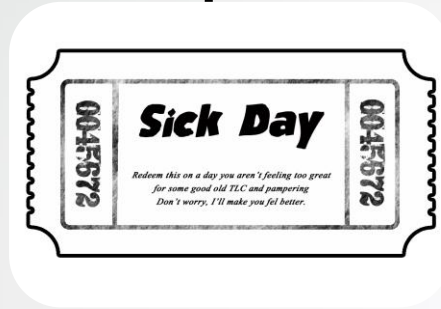
• Thanksgiving Day

Dec.
25th

• Christmas Day



Vacation Buy Back



Sick Hours conversion to Vacation hours



Tuition Reimbursement



Uniforms



Phone and On-call Stipend

EMPLOYEES!
SIGN UP FOR
TICKETSATWORK
AND LET THE FUN BEGIN!

*For registered, participating companies only.

BECOME A MEMBER



Skills Pay

HR Budget Request



Comments - Questions





Finance Billing & Collections Utilities & Business Licenses

FY 2019-2020

Our Mission

It is the desire of the City of San Luis Billing & Collections Division staff to provide exceptional and professional quality customer service to all city residents and visitors.

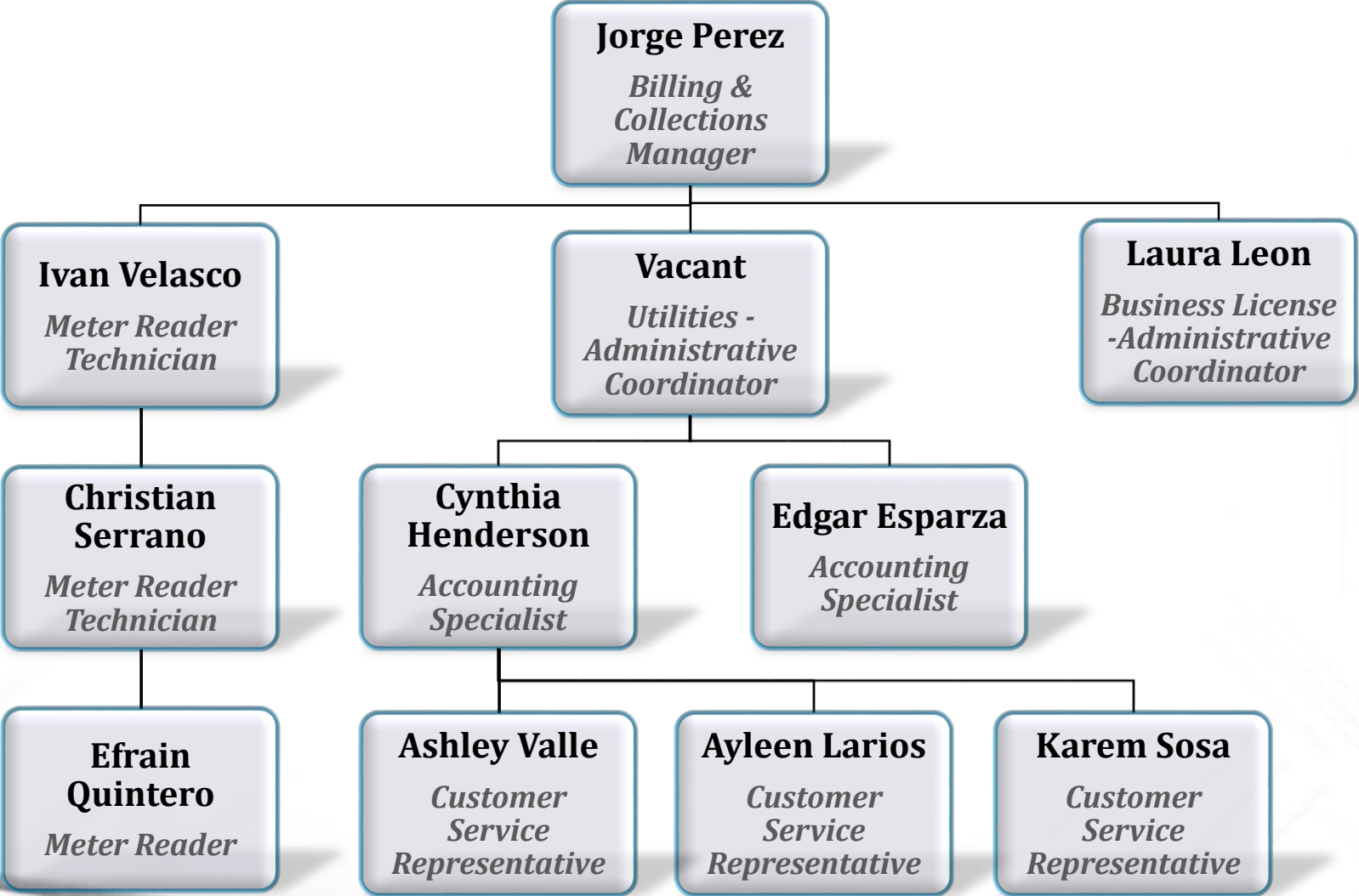
Our Motto

- Is to know the issue and provide specific information to educate.*
- Know the solution or find a solution.*
- Be honest, listen, and be committed to report back to our customers.*

Our Goals & Objectives for FY20

- I. Continue providing the best possible customer service to the residents of San Luis.***
- II. Develop a paperless process to stop printing documents for our internal use, and use electronic documents instead.***
- III. Continue to promote paperless billing for utility services for all residents. This will reduce our Postage and Contractual Service fees.***
- IV. Establish a collection process/policy for utility services. Will work with a third party collection agency to attempt to collect from inactive accounts with debt.***
- V. Continue to work with our billing software provider to obtain the max benefit possible, which at the same time will signify a best customer service for the citizens of San Luis.***
- VI. Improve collaboration among the different departments of the organization to increase efficiency and productivity.***

Organizational Chart – B&C Division



Major Account Funding Increases

Account	FY19	FY20	Increased Amount
Contractual Services <i>*This account involves expenses for XBP, IOS, Armor Car Services, Money Handling Machines, Pitney Bowes and Synovia.</i>	\$56,000.00	\$66,100.00	\$10,100.00
Bank Services <i>*This account involves expenses for Bank Services from ChasePaymentech, American Express and AMS (Merchant Accounts).</i>	\$34,100.00	\$38,000.00	\$3,900.00

Payment Methods:

- *In person (Cash, Check, MO, CC, eCheck)*
- *By Mail and/or Drop Box (Check or MO ONLY)*
- *By phone (IVR or Live Operator with CC or eCheck)*
- *Online thru XpressBillPay (CC or eCheck)*
- *XpressBillPay App (CC or eCheck)*

Minor Account Funding Increases

Account	FY19	FY20	Increased Amount
Other Supplies	\$1,000.00	\$1,500.00	\$500.00
Uniforms / Other	\$4,000.00	\$4,600.00	\$600.00
Postage	\$36,000.00	\$37,700.00	\$1,700.00
Vehicle Maintenance	\$3,000.00	\$3,500.00	\$500.00
Gas / Oil	\$5,600.00	\$6,200.00	\$600.00
Legal Publications	\$0.00	\$500.00	\$500.00
Non-degree seeking / Certification	\$150.00	\$400.00	\$250.00

Accounts with Same Funding Request or Less

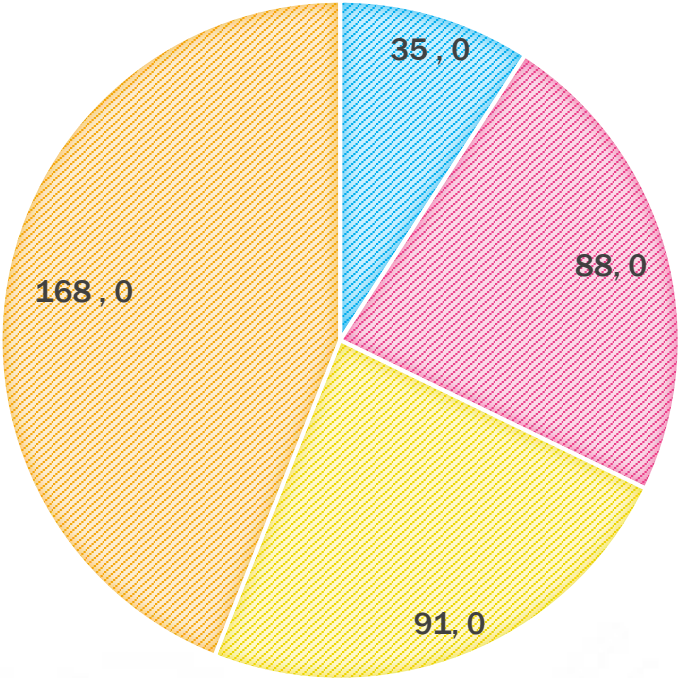
Account	FY19	FY20	Reduced Amount
External Printing	\$3,500.00	\$2,500.00	(\$1,000.00)
Minor Tools / Equipment Supplies	\$9,000.00	\$500.00	(\$8,500.00)
Maintenance / Other	\$1,000.00	\$1,000.00	\$0.00
Equipment Maintenance	\$500.00	\$500.00	\$0.00
Travel and Per Diem	\$7,900.00	\$7,200.00	(\$700.00)
Conferences / Registration Fees	\$3,000.00	\$3,000.00	\$0.00
Office Equipment	\$1,000.00	\$0	(\$1,000.00)

Billing & Collections Stats for FY19

- *The B&C division has Installed **168** new water meters up to February of this year.*

NEW WATER METERS INSTALLED

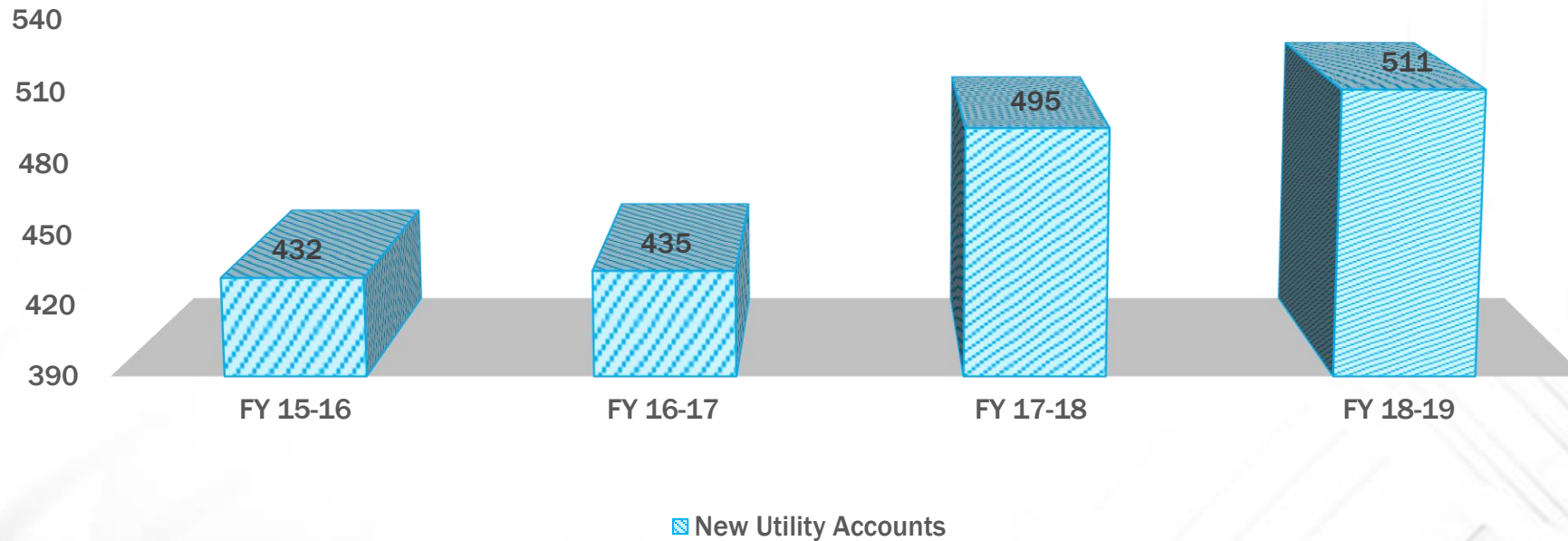
FY 15-16 FY 16-17 FY 17-18 FY 18-19



Billing & Collections Stats for FY19 – Cont.

- *Along with the increase in meter install, we are showing the increase in overall utility accounts. This graph is showing data up to February of each year.*

NEW UTILITY ACCOUNTS



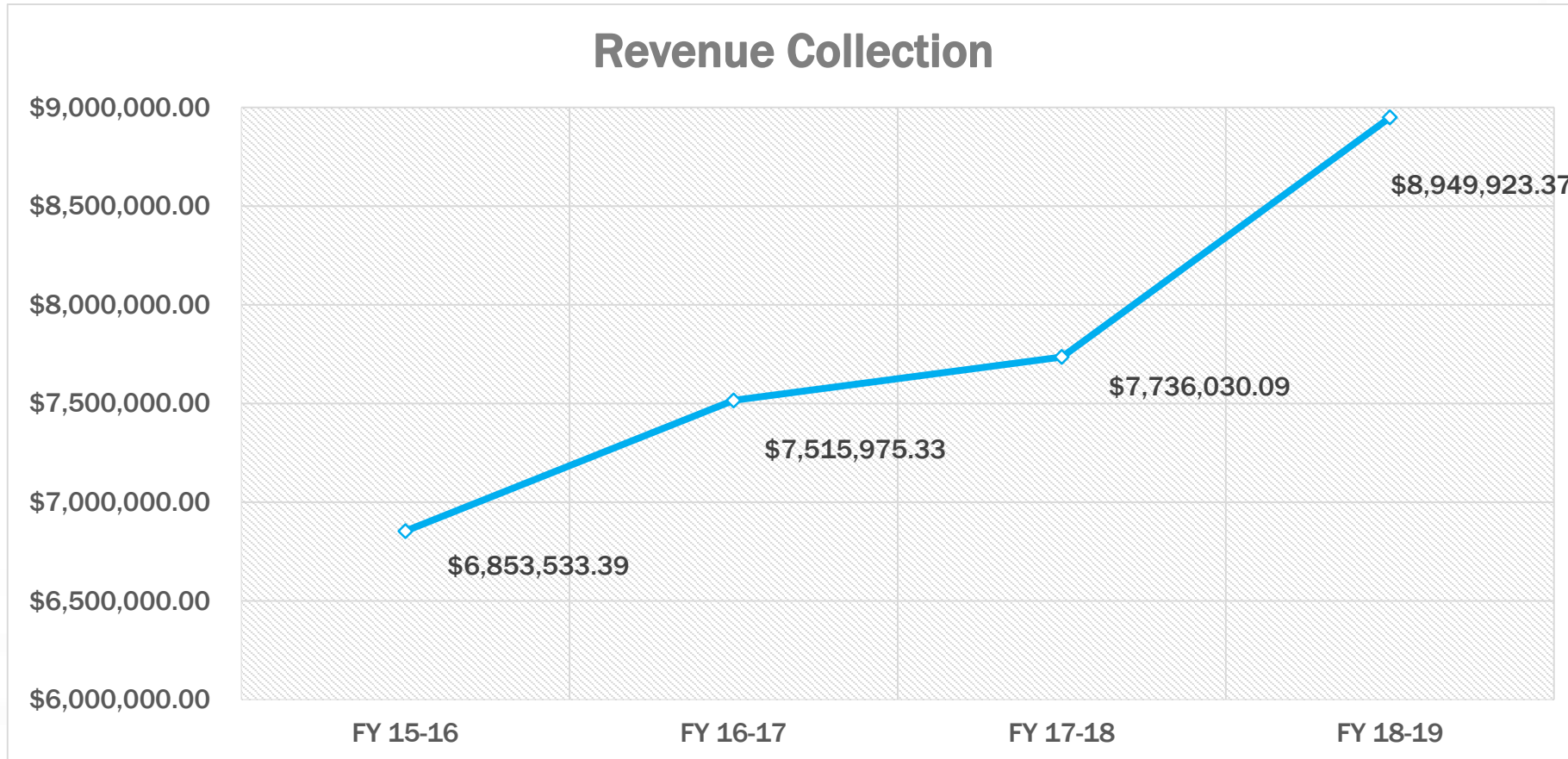
Billing & Collections Stats for FY19 – Cont.

- In terms of work orders processed, the increase in utility accounts is also reflecting an increase in work orders being generated and completed. We have issued 4567 work orders up to February.*

Work Orders Processed



Billing & Collections Stats for FY19 – Cont.

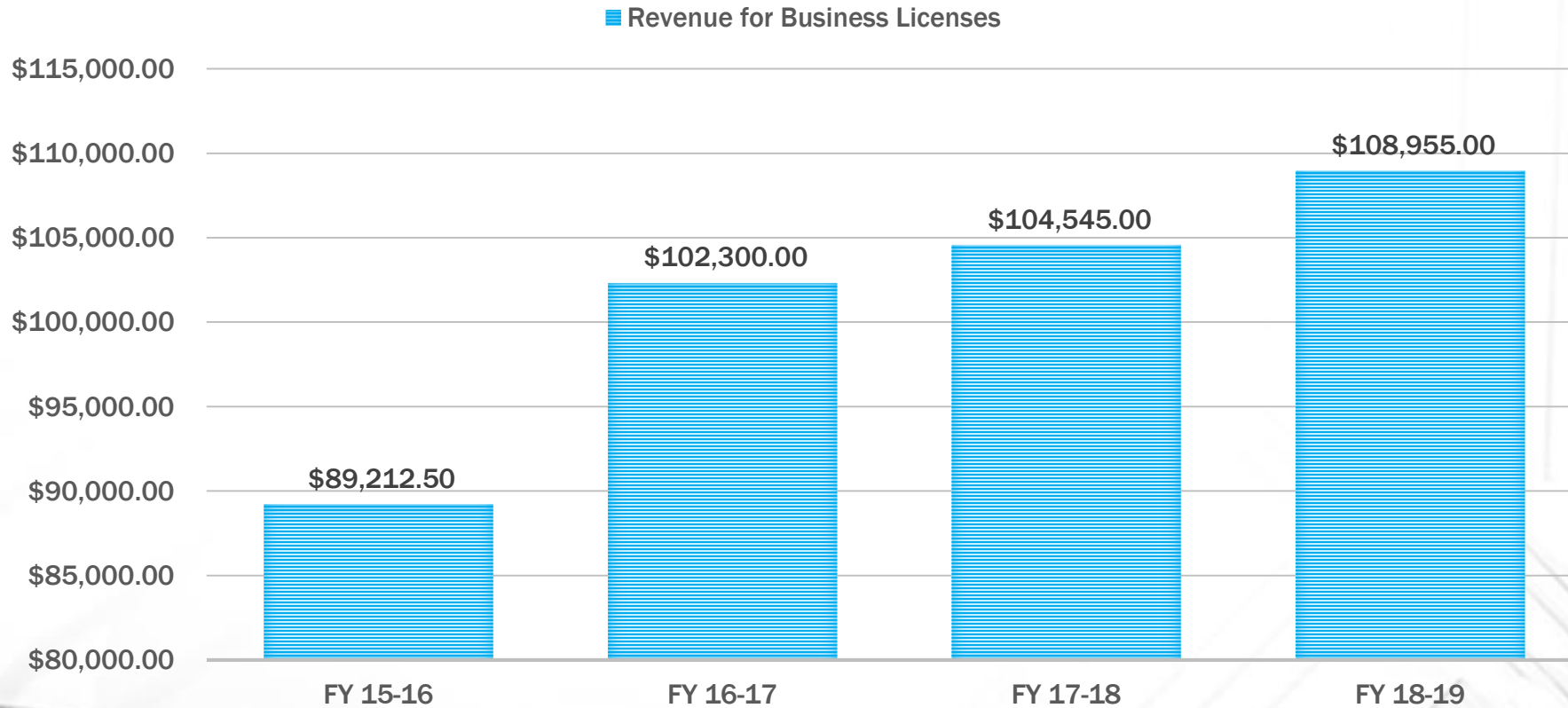


- **Total revenue collected up to February of this year is \$8,949,923.37.**

Business Licenses Stats for FY19

- *At the end of March of this year, this division has collected **\$108,955.00** in revenue for business licenses.*

Revenue for Business Licenses



Capital Improvement Projects

Project #1

- *The Billing & Collections Division is requesting funding and permission to add ballistic windows or Plexiglas to the customer service window openings located on the west wing of City hall.*
- *After completing a research among different cities from Arizona, we have obtained mostly positive comments regarding this matter. Here is a list of other cities that have either ballistic glass, Plexiglas or just regular glass windows:*
 - *City of El Mirage*
 - *City of Prescott - Ballistic*
 - *City of Peoria*
 - *City of Mesa*
 - *City of Glendale*
 - *City of South Tucson - Ballistic*
 - *City of Goodyear*
 - *City of Marana (in the same process as us)*
- *The estimated cost of this project will be \$34,000.00 (Ballistic Glass).*

City of El Mirage, Az.



UTILITY BILLING/
LICENSES

UTILITY BILLING/
LICENSES

A \$25.00 fee will be assessed on all items
returned by the bank.

City of Prescott, Az.





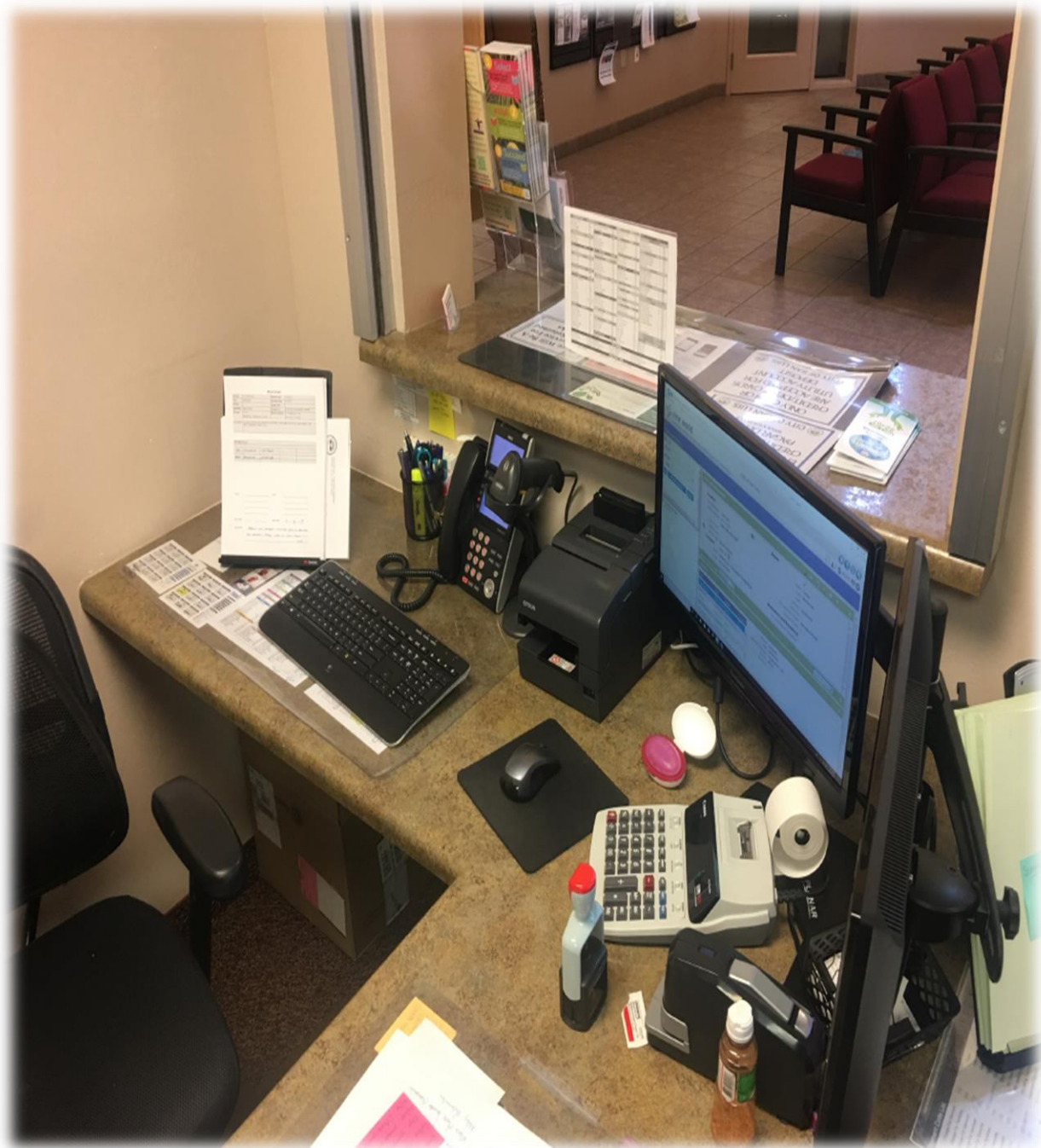
Proposed Project for the City of San Luis, Az.

Capital Improvement Projects

Project #2

- *The Billing & Collections Division is requesting funding and permission to remodel the customer service counter/stations located on the west wing of the City hall.*
- *The design of this space does not help in terms of security, customer service (eye to eye interaction) and the employees wellbeing (ergonomics). The estimated/requested budget for this project is \$8,500.00.*





Capital Improvement Projects

Project #3

- *The Billing & Collections Division is requesting funding to purchase a new vehicle to supply the traveling needs of the department.*
- *This new vehicle will replace our current Dodge Caravan (Minivan). This vehicle is 19 years old and is no longer reliable for traveling outside of San Luis.*
- *Despite the Billing & Collections division being one of the largest one within City Hall, we are requesting a sedan that will accommodate five passengers. This vehicle should be less expensive than a SUV, and with great gas mileage.*
- *We are requesting \$22,000.00 to be able fund a 2019 Chevy Malibu.*

A person wearing a blue suit is holding a white rectangular sign with the word "QUESTIONS?" written in bold, dark blue, sans-serif capital letters. The person's hands are visible at the bottom of the sign. The background is a bright, slightly blurred office interior with a window on the right side.

QUESTIONS?

Thank you!