



## NOTICE OF REGULAR COUNCIL MEETING

In accordance with § 38-431.02 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the Members of City Council and to the general public that the Mayor and Council of the City of San Luis, Arizona will hold a Regular City Council meeting at 6:00 p.m., Wednesday, April 23, 2025. The meeting will take place at the City Council Chambers, located at 1090 E. Union Street, San Luis, Arizona, 85349. 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 or employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities, or services contact: ADA/Section 504 Coordinator, City of San Luis Human Resources Department, 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

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

THIS NOTICE IS GIVEN BY:

/s/ Sonia Cornelio, City Clerk

## AVISO DE JUNTA REGULAR

De acuerdo con los Estatutos del Estado de Arizona A.R.S. § 38-431.02, se le informa a los miembros del Cabildo y al público en general que el Alcalde y el Cabildo, tendrán una Junta Regular a las 6:00 p.m., el día Miércoles, 23 de Abril del 2025. La junta se llevará a cabo en la Sala del Cabildo, ubicada en el 1090 E. Union Street, San Luis, Arizona, 85349. El público está invitado a la junta.

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**  
**Regular Meeting**  
**San Luis City Council**  
**Council Chambers**  
**1090 E. Union Street**  
**San Luis, AZ 85349**  
**April 23, 2025**  
**6:00 p.m.**

PLEASE TAKE NOTICE THAT MEMBERS OF THE CITY COUNCIL WILL ATTEND EITHER IN PERSON, TELEPHONE, OR VIDEO CONFERENCE COMMUNICATION. THE MAYOR OR ACTING MAYOR FOR THIS MEETING MAY CHANGE THE ORDER OF THE ITEMS; IF AUTHORIZED BY LAW AND BY A MAJORITY VOTE OF A QUORUM OF CITY COUNCIL MEMBERS PRESENT, AN EXECUTIVE SESSION WILL BE HELD IMMEDIATELY FOLLOWING THE VOTE IN ACCORDANCE WITH A.R.S. § 38-431.03(A) AND THE MEETING WILL BE TEMPORARILY RECESSED WHILE THE CITY COUNCIL RETIRES TO EXECUTIVE SESSION WHICH WILL NOT BE OPEN TO THE PUBLIC.

TENGA EN CUENTA QUE LOS MIEMBROS DEL CABILDO DE LA CIUDAD ASISTIRÁN EN PERSONA, TELÉFONO O COMUNICACIÓN POR VIDEO CONFERENCIA. LA ALCALDESA O ALCALDE INTERINO DE ESTA REUNIÓN PUEDE CAMBIAR EL ORDEN DE LOS TEMAS; SI ESTÁ AUTORIZADO POR LA LEY Y POR MAYORÍA DE VOTOS DE UN QUÓRUM DE MIEMBROS DEL CABILDO PRESENTES, SE LLEVARÁ A CABO UNA SESIÓN EJECUTIVA INMEDIATAMENTE DESPUÉS DE LA VOTACIÓN DE ACUERDO CON LOS ESTATUTOS DEL ESTADO DE ARIZONA A.R.S. § 38-431.03 (A) Y LA REUNIÓN SERÁ TEMPORALMENTE RECESADA MIENTRAS EL CABILDO DE LA CIUDAD SE RETIRE A UNA SESIÓN EJECUTIVA QUE NO ESTARÁ ABIERTA AL PÚBLICO.

**1. CALL TO ORDER/ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. INVOCATION**

Any opening invocation that is offered before the official start of the Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff. The city is not allowed by law to endorse the religious or non-religious beliefs or views of such speakers. Any invitation to stand during the Pledge of Allegiance or invocation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any Pledge of Allegiance or an opening invocation that is offered.

Toda invocación inicial que se ofrezca antes del inicio oficial de la sesión del Cabildo será una ofrenda voluntaria de una persona particular, para beneficio del Cabildo. Las opiniones o creencias expresadas por quien haga la invocación no han sido revisadas ni aprobadas previamente por el Cabildo ni por el personal de la ciudad. La ley no permite a la ciudad respaldar las creencias o puntos de vista religiosos o no religiosos de dichos oradores. Cualquier invitación a ponerse de pie durante el Juramento a la Bandera o la invocación no se interpretará como una exigencia, orden ni ningún otro tipo de mandato. Ninguna persona presente en la sesión estará obligada a participar en el Juramento a la Bandera ni en ninguna invocación inicial que se ofrezca.

**4. CALL TO THE PUBLIC**

This is the time for the public to comment. Under A.R.S. § 38-431.01(I), Members of the City Council shall not discuss or take legal action on matters raised during an open call to the public that are not properly noticed on this agenda for discussion and legal action. At the conclusion of an open call to the public, individual Members of the City Council may respond to criticism made by those who have addressed the City Council, may ask staff to review a matter, or may ask that a matter be put on a future agenda.

**5. PROCLAMATIONS**

**5. A.** Proclamation on Municipal Clerks Week May 4 - 10, 2025

**5. B.** Proclamation on National Small Business Week May 4 - 10, 2025

**5. C.** Proclamation on Peace Officers' Memorial Day May 15, 2025 and National Police Week May 6 - 15, 2025

**5. D.** Proclamation on Economic Development Week May 11 - 17, 2025

**5. E.** Proclamation on Building Safety Month May 2025

**5. F.** Proclamation on National Bike Month May 2025

**6. CONSENT AGENDA**

All matters are considered to be routine by the City Council and will be enacted by one motion. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

**6. A. MINUTES OF**

- Special Council meeting held March 19, 2025
- Regular Council meeting held March 26, 2025

**6. B. DISBURSEMENTS**

**From April 3, 2025, to April 14, 2025**

**Total \$2,179,743.52**

(Two Million, One Hundred Seventy-Nine Thousand, Seven Hundred Forty-Three Dollars and Fifty-Two Cents)

**7. DISCUSSION AND POSSIBLE ACTION ITEMS:**

- 7. A.** Public Hearing followed by discussion and possible action on any and all matters regarding the recommendation of the Liquor License Application submitted to the Arizona Department of Liquor Licenses and Control by Abraham Andrade on behalf of Rolls and Bowls, located at 1964 Cesar Chavez Boulevard #6, San Luis, Arizona. **(Sonia Cornelio, City Clerk)**
- A. Staff and/or Applicant presentation
  - B. Open Public Hearing
  - C. Call to the public on this item
  - D. Close Public Hearing
  - E. Action on the recommendation of the Liquor License Application to the Arizona Department of Liquor Licenses and Control for Rolls and Bowls
- 7. B.** Discussion and possible action on any and all matters regarding Resolution No. 2360. A Resolution of the Mayor and City Council of the City of San Luis, Arizona, approving and adopting the Land Use Assumptions and Infrastructure Improvements Plan and declaring as a public record the document titled "Draft Land Use Assumptions, Infrastructure Improvements Plans, and Development Fee Report". **(Jose A. Guzman, Director of Development Services)**
- 7. C.** Discussion and possible action on any and all matters regarding Ordinance No. 463. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the title of the court rules of procedures for civil offenses in the San Luis City Code Section 1.05.990(E). **(Kay Marion Macuil, City Attorney)**
- A. Action on Reading of Ordinance No. 463 by title only
  - B. Action on Ordinance No. 463
- 8. SUMMARY OF CURRENT EVENTS**  
Events by Mayor, Council Members and/or City Manager pursuant to A.R.S. § 38-431.02 (K).
- 9. ADJOURNMENT**



# PROCLAMATION

**Regular City Council Meeting**

**5. A.**

Meeting Date: 04/23/2025

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Title:

Proclamation on Municipal Clerks Week May 4 - 10, 2025

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Attachments

Proclamation

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# *Proclamation*

**56<sup>th</sup> ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK  
May 4 – 10, 2025**

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**WHEREAS**, the City Clerk's Office, a time honored and vital part of local government exists throughout the world; and

**WHEREAS**, the City Clerk's Office is the oldest among public servants; and

**WHEREAS**, the City Clerk's Office provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

**WHEREAS**, City Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

**WHEREAS**, the City Clerk serves as the information center on functions of local government and community; and

**WHEREAS**, City Clerks continually strive to improve the administration of the affairs of the City Clerk's Office through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

**WHEREAS**, it is most appropriate that we recognize the accomplishments of the City Clerk's Office.

**NOW, THEREFORE, BE IT RESOLVED**, that, I, Nieves Riedel, Mayor of the City of San Luis, hereby proclaim the week of May 4 - 10, 2025, as "**Professional Municipal Clerks Week**", and further extend appreciation to our **City Clerk Sonia Cornelio; Deputy City Clerk Melissa Lopez** and to all City Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

**DATED** this 23<sup>rd</sup> day of April 2025.

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Nieves Riedel, Mayor

**ATTEST:**

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Sonia Cornelio, City Clerk



# PROCLAMATION

**Regular City Council Meeting**

**5. B.**

Meeting Date: 04/23/2025

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Title:

Proclamation on National Small Business Week May 4 - 10, 2025

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Attachments

Proclamation

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*Proclamation*  
**NATIONAL SMALL BUSINESS WEEK**  
**May 4-10, 2025**

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**WHEREAS**, America's progress has been driven by pioneers who think big, take risks and work hard; and

**WHEREAS**, from the storefront shops that anchor our downtown areas to the high-tech startups that keep the city on the cutting edge, small businesses are the backbone of our economy and the cornerstone of our nation's promise; and

**WHEREAS**, small business owners and downtown businesses have the energy and a passion for what they do, when we support small businesses, jobs are created and local communities preserve their unique culture; and

**WHEREAS**, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight programs and services available to entrepreneurs through the U.S. Small Business Administration and other agencies; and

**WHEREAS**, the City of San Luis recognizes their hard work and commends the small businesses of our city.

**NOW, THEREFORE, BE IT RESOLVED**, that, I, Nieves Riedel, Mayor of the City of San Luis, do hereby proclaim May 4-10, 2025, as "**National Small Business Week**", and calls upon residents to recognize the contributions of small businesses to our city and to continue supporting them by shopping locally in the City of San Luis.

**DATED** this 23<sup>rd</sup> day of April 2025.

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Nieves Riedel, Mayor

**ATTEST:**

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Sonia Cornelio, City Clerk



# PROCLAMATION

**Regular City Council Meeting**

**5. C.**

Meeting Date: 04/23/2025

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Title:

Proclamation on Peace Officers' Memorial Day May 15, 2025 and National Police Week May 6 - 15, 2025

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Attachments

Proclamation

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OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

*Proclamation*  
NATIONAL PEACE OFFICERS MEMORIAL DAY  
May 15, 2025  
and  
NATIONAL POLICE WEEK  
May 11 – 17, 2025

**WHEREAS**, the Congress and the President of the United States have designated May 15<sup>th</sup> as the National Peace Officers Memorial Day and the week in which May 15<sup>th</sup> falls as National Police Week; and

**WHEREAS**, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the members of the City of San Luis Police Department; and

**WHEREAS**, the members of the City of San Luis Police Department play an essential role in safeguarding the rights and freedoms of the City of San Luis, Arizona; and

**WHEREAS**, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and

**WHEREAS**, since the first recorded death in 1786, almost 24,067 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including 1 member of the City of San Luis Police Department; and

**WHEREAS**, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 37<sup>th</sup> Annual Candlelight Vigil, on the evening of May 13, 2025; and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their Police Officers, and that members of our Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**WHEREAS**, the men and women of the City of San Luis Police Department unceasingly provide vital public service; and

**WHEREAS**, May 15 is designated as National Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half staff.

**NOW, THEREFORE, BE IT RESOLVED**, that, I, Nieves Riedel, Mayor of the City of San Luis, hereby proclaim May 15, 2025, as "**National Peace Officers Memorial Day**", in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty and let us recognize and pay respect to the survivors of our fallen heroes.

I further proclaim the week of May 11 to May 17, 2025, as "**National Police Week**", in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered dedicated service to their communities and in doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all residents.

**DATED** this 23<sup>rd</sup> day of April 2025.

\_\_\_\_\_  
Nieves Riedel, Mayor

**ATTEST:**

\_\_\_\_\_  
Sonia Cornelio, City Clerk



# PROCLAMATION

**Regular City Council Meeting**

**5. D.**

Meeting Date: 04/23/2025

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Title:

Proclamation on Economic Development Week May 11 - 17, 2025

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Attachments

Proclamation

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*Proclamation*  
**ECONOMIC DEVELOPMENT WEEK**  
**May 12 - 16, 2025**

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**WHEREAS**, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and

**WHEREAS**, the International Economic Development Council provides leadership and excellence in economic development for communities, members, and partners through conferences, training courses, advisory services and research, in-depth publications, public policy advocacy, and initiatives such as the Accredited Economic Development Organization program, the Certified Economic Developer designation, and the Entrepreneurship Development Professional; and

**WHEREAS**, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

**WHEREAS**, economic developers stimulate and incubate entrepreneurship to help establish the next generation of new businesses, which is the hallmark of the American economy; and

**WHEREAS**, economic developers are engaged in a wide variety of settings, including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

**WHEREAS**, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

**WHEREAS**, economic developers work in the City of San Luis within the State of Arizona.

**NOW, THEREFORE, BE IT RESOLVED**, that, I, Nieves Riedel, Mayor of the City of San Luis, Arizona, hereby proclaim the week of May 12-16, 2025, as “**Economic Development Week**” and remind individuals of the importance of this community celebration which supports expanding career opportunities and making lives better.

**Dated** this 23<sup>rd</sup> day of April 2025.

\_\_\_\_\_  
Nieves Riedel, Mayor

**ATTEST:**

\_\_\_\_\_  
Sonia Cornelio, City Clerk



# PROCLAMATION

**Regular City Council Meeting**

**5. E.**

Meeting Date: 04/23/2025

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Title:

Proclamation on Building Safety Month May 2025

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Attachments

Proclamation

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# *Proclamation*

## BUILDING SAFETY MONTH

### May 2025

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**WHEREAS**, the City of San Luis is committed to recognizing that our growth and strength depend on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike; and

**WHEREAS**, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings; and

**WHEREAS**, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play; and

**WHEREAS**, “Mission Possible”, the theme for Building Safety Month 2025, encourages us all to raise awareness about planning for safe and sustainable construction; career opportunities in building safety; understanding disaster mitigation, energy conservation and creating a safe and abundant water supply to all of our benefit; and

**WHEREAS**, each year, in observance of Building Safety Month, people all over the world are asked to consider a commitment to improving building safety, resilience, and economic investment at home and in the community and acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus, and federal agencies in protecting lives and property.

**NOW, THEREFORE, BE IT RESOLVED**, that, I, Nieves Riedel, Mayor of the City of San Luis, do hereby proclaim the month of May 2025 as “**Building Safety Month**”, and I encourage our citizens to join us as we participate in Building Safety Month activities.

**DATED** this 23<sup>rd</sup> day of April 2025.

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Nieves Riedel, Mayor

**ATTEST:**

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Sonia Cornelio, City Clerk



# PROCLAMATION

**Regular City Council Meeting**

**5. F.**

Meeting Date: 04/23/2025

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Title:

Proclamation on National Bike Month May 2025

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Attachments

Proclamation

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# *Proclamation*

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**NATIONAL BIKE MONTH  
May 2025**

**WHEREAS**, the bicycle is an economical, healthy, convenient, and environmentally sound form of transportation and an excellent tool for recreation and enjoyment of San Luis' scenic beauty; and

**WHEREAS**, throughout the month of May, the residents of San Luis and its visitors will experience the joys of bicycling through educational programs, races, commuting events, charity events, or by simply getting out and going for a ride; and

**WHEREAS**, San Luis' road and trail system attracts bicyclists each year, providing economic health, transportation, tourism, and scenic benefits; and

**WHEREAS**, creating a bicycling-friendly community has been shown to improve citizens' health, well-being, and quality of life, growing the economy of San Luis, attracting tourism dollars, improving traffic safety, supporting student learning outcomes, and reducing pollution, congestion, and wear and tear on our streets and roads; and

**WHEREAS**, Yuma Region Bicycle Coalition, Yuma Visitors Bureau dba Visit Yuma, Yuma Metropolitan Planning Organization, the League of American Bicyclists, schools, parks and recreation departments, police departments, public health districts, hospitals, companies and civic groups believe in the benefit of bicycling; and

**WHEREAS**, these groups are also promoting bicycle tourism year-round to attract more visitors to enjoy our local restaurants, hotels, retail establishments, cultural, and scenic attractions; and

**WHEREAS**, these groups are also promoting greater public awareness of bicycle operation and safety education in an effort to reduce collisions, injuries, and fatalities and improve health and safety for everyone on the road.

**NOW, THEREFORE, BE IT RESOLVED**, that, I, Nieves Riedel, Mayor of the City of San Luis, do hereby proclaim May 2025 as “**National Bike Month**” in San Luis and I urge all residents to join me in this special observance.

**DATED** this 23<sup>rd</sup> day of April 2025.

\_\_\_\_\_  
Nieves Riedel, Mayor

**ATTEST:**

\_\_\_\_\_  
Sonia Cornelio, City Clerk



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

**6. A.**

Meeting Date: 04/23/2025

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#### Summary

#### **MINUTES OF**

- Special Council meeting held March 19, 2025
  - Regular Council meeting held March 26, 2025
- 

#### Attachments

- 3/19/2025 Special Council Meeting
  - 3/26/2025 Regular Council meeting
-

**MINUTES**  
**Special Council Meeting**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**San Luis, AZ 85349**  
**March 19, 2025**  
**6:00 p.m.**

**1. CALL TO ORDER/ROLL CALL**

Mayor Nieves Riedel called the Special City Council meeting to order at approximately 6:00 p.m.

**PRESENT:** Mayor Nieves Riedel  
Vice Mayor Tadeo Azael De La Hoya  
Council Member Maria Cecilia Cruz  
Council Member Esteban C. Rosales  
Council Member Lizeth Servin  
Council Member Javier Vargas

**ABSENT:** Council Member Luis E. Cabrera

**OTHERS PRESENT:** Jenny Torres, Acting City Manager  
Kay Macuil, City Attorney  
Sonia Cornelio, City Clerk  
Adela Cortez, Director of Human Resources  
Alexis Gomez, Code Enforcement Officer  
Angel Ramirez, Fire Chief  
Angelica Roldan, Director of Parks & Recreation  
Antonio Maldonado, Multimedia Production and Operations Specialist  
Armando Esparza, Director of Economic Development  
Eulogio Vera, Director of Public Works  
Isaac Gutierrez, GIS Analyst  
Israel Lara, I.T. Technician  
Jaime Frias, I.T. Specialist  
Joaquin Campa, Building Official  
Juan Leal Rubio, Assistant Director of Development Services  
Juan Tejeda, Associate Planner  
Maria Barajas, Human Resources Generalist  
Maria Sabori, Risk Manager  
Martha Jimenez, Building Inspector II  
Miguel Ramirez, Finance Accounting Manager  
Olivia Jenkins, Administrative Services Manager  
Richard Bauermann, Fire Inspector  
Roman Pacheco, Planning Coordinator

Roula Encinas, Director of Finance  
Tomas Sanchez, Engineer  
Victor De La Torre, Safety Officer  
Alberto Leon, Resident  
James Allen Jr., Resident  
Manuel Rojas, Resident  
Maria Gonzalez, Resident  
Maria Robles, Resident  
Mark Concha, Resident  
Vianey Vega, Vega & Vega Engineering

Mayor Nieves Riedel declared a conflict of interest on Items No. 3.A. and 3.B and asked Vice Mayor Tadeo Azael De La Hoya to take over the meeting.

## **2. PLEDGE OF ALLEGIANCE**

Mrs. Sonia Cornelio, City Clerk, led the Pledge of Allegiance.

## **3. DISCUSSION AND POSSIBLE ACTION ITEMS:**

**3. A. Public hearing followed by discussion on any and all matters regarding the Land Use Assumptions and Infrastructure Improvement Plan, part of the process of the Development Fees Update as required by the Arizona Revised Statutes. (Jose A. Guzman, Director of Development Services)**

### **A. Staff presentation**

Mr. Jose Guzman, Director of Development Services, explained that this meeting is part of the process for updating the development fees. These fees are based on the land use assumptions and infrastructure improvement plan, which projects the growth and the infrastructure needed to support it. The fees are paid at the time of the building permit and do not impact current homeowners, unless they buy a new house. During the January 22<sup>nd</sup> Work Session, Mr. Ben Griffin from Tischler Bise presented the report and proposed fees to the City Council. The fees are also included in the report and are not required at this stage, but are included to allow the City Council to provide initial feedback. A public hearing is required as part of the process, and the adoption of these documents is scheduled for April 23, 2025. After this, staff will begin the process of updating the fees. The first public hearing is scheduled for May 28, 2025, and the adoption of the fees will be July 9, 2025, with an effective date of September 22, 2025. He briefly spoke on the comparison of current fees by nearby cities and the City of San Luis', adding that staff met with different departments to review the proposed fees. The report is included with the complete Agenda Packet filed at the City Clerk's Office.

## **B. Open Public Hearing**

Vice Mayor Tadeo Azael De La Hoya opened the Public Hearing.

## **C. Call to the public on this item**

There were some questions and comments from the City Council and Mr. Guzman regarding the fees for the nearby municipalities.

Vice Mayor Tadeo Azael De La Hoya inquired about the initiation and purpose of this process.

Mr. Guzman replied that state law requires the city to update the fees every five (5) years, therefore, staff started the process as part of the requirement. The last time the fees were updated was in 2019.

Mr. James Allen Jr., 1549 E. Babbit Lane, San Luis, AZ, commented that he has seen the figures and noticed the proposed fees, which are almost double those of the non-utility and utility impact fees. In comparison to other cities, staff need to look at a lot of other small details as well. He thinks about waiting to approve it for one (1) reason; when the federal lines go through, it could change a whole level of things at the city. This is a big increase.

## **D. Close Public Hearing**

Vice Mayor Tadeo Azael De La Hoya closed the Public Hearing

## **E. Action or possible direction to staff**

**MOTION:** Council Member Javier Vargas/Council Member Maria Cecilia Cruz to direct staff to proceed without change. The motion passed with four (4) Ayes and two (2) Abstentions by Mayor Nieves Riedel and Council Member Lizeth Servin.

The vote was as follows:

Mayor Nieves Riedel	Abstained
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Abstained
Council Member Javier Vargas	Aye

**3. B. Discussion and possible direction to staff on any and all matters regarding staff's intent to initiate the process of adopting updated building codes to align with those of neighboring municipalities. (Joaquin Campa, Building Official)**

Mr. Joaquin Campa, Building Official, requested the City Council's direction and approval to proceed with reviewing and subsequently adopting the newest edition of the International Building Code, specifically the 2024 edition. He added that building codes are the foundation of the building industry and the environment, as they ensure that structures and designs are constructed with the safeguarding of health, safety, and welfare for visitors, residents, and businesses in the City of San Luis. Updated codes are crucial for addressing new material, technology practices and emerging energy efficiency. The adoption of this code is not only for safety, which is the most important part of the code, but also to be in alignment with the neighboring jurisdictions which will make the city more attractive for growth and investments.

Vice Mayor Tadeo Azael De La Hoya inquired about the initiation and purpose of this process.

Mr. Campa responded that the City of San Luis is currently using the 2018 edition and wants to align with the City of Yuma, which is transitioning to the 2024 edition. The Insurance Service Office is very concerned about having updated codes for cities, so they can define the policies and insurance for homes.

Council Member Lizeth Servin asked if this initiative would take into consideration Main Street.

Mr. Guzman responded that Building Codes are specifically for buildings and structures. There are other regulations, like zoning, that regulate parking, landscaping and everything else that is not a building.

Ms. Jenny Torres, Acting City Manager, inquired about the process and whether construction companies are eligible to participate and understand what the changes will be.

Mr. Campa replied that staff will review the amendments and plan to adopt the code for this region, which will include the climate zone, seismic, and wind load requirements. Contractors and the public will be informed of these changes and invited to attend the public meetings.

This item was informational only and required no motion by the City Council.

**4. ADJOURNMENT**

Vice Mayor Tadeo Azael De La Hoya adjourned the Special Council meeting at approximately 6:17 p.m.

**APPROVED:**

---

Nieves Riedel, Mayor

**ATTEST:**

---

Sonia Cornelio, City Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special City Council meeting of the City Council of the City of San Luis, Arizona, held on March 19, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

---

Sonia Cornelio, City Clerk

**MINUTES**  
**Regular Council Meeting**  
**San Luis City Council**  
**San Luis Council Chambers**  
**1090 E. Union Street**  
**San Luis, AZ 85349**  
**March 26, 2025**  
**6:00 p.m.**

**1. CALL TO ORDER/ROLL CALL**

Vice Mayor Tadeo Azael De La Hoya called the Regular City Council meeting to order at approximately 6:00 p.m.

**PRESENT:** Vice Mayor Tadeo Azael De La Hoya  
Council Member Luis E. Cabrera  
Council Member Maria Cecilia Cruz  
Council Member Esteban C. Rosales  
Council Member Lizeth Servin  
Council Member Javier Vargas

**ABSENT:** Mayor Nieves Riedel

**OTHERS PRESENT:** Jenny Torres, Acting City Manager  
Kay Macuil, City Attorney  
Sonia Cornelio, City Clerk  
Adela Cortez, Director of Human Resources  
Alan Guevara, Police Lieutenant  
Angel Ramirez, Fire Chief  
Angelica Roldan, Director of Parks & Recreation  
Antonio Maldonado, Multimedia Production & Operations Specialist  
Armando Esparza, Director of Economic Development  
Edgar Esparza, Billing and Collections Manager  
Eulogio Vera, Director of Public Works  
Francia Alonso, Public Information Officer  
Jorge Perez, Assistant Director of Public Works  
Jose Guzman, Director of Development Services  
Juan Leal Rubio, Assistant Director of Development Services  
Julissa Alejandra Peru, Court Administrator  
Manuel Hernandez, Assistant Director of Public Works  
Maria Barajas, Human Resources Generalist  
Maria Sabori, Risk Manager  
Mario Rodriguez, Finance Operations Manager  
Miguel Ramirez, Finance Accounting Manager  
Nigel Reynoso, Chief of Police  
Olivia Jenkins, Administrative Services Manager  
Roula Encinas, Director of Finance

Tomas Sanchez, City Engineer  
Victor De La Torre, Safety Officer  
Alberto Leon, Resident  
Cesar Neyoy, Reporter  
Fabher Sanchez, Resident  
Guillermina Fuentes, Resident  
James Allen Jr., Resident  
Lilia Quiñonez, Resident  
Liliana Arroyo, Resident  
Luis Marquez, Resident  
Maria Alegria, Resident  
Maria Gonzalez, Resident  
Maria Robles, Resident  
Nydia Mendenhall, Resident

## **2. PLEDGE OF ALLEGIANCE**

Ms. Kay Macuil, City Attorney, led the Pledge of Allegiance.

## **3. PROCLAMATIONS/PRESENTATION**

- 3. A. Proclamation on Cesar Chavez Day March 31, 2025**
- 3. B. Proclamation on National Library Week April 6 - 12, 2025**
- 3. C. Proclamation on Autism Awareness Month April 2025**
- 3. D. Proclamation on Child Abuse Prevention Month April 2025**
- 3. E. Proclamation on National Fair Housing Month April 2025**
- 3. F. Proclamation on Records and Information Management Month April 2025**
- 3. G. Proclamation on Sexual Assault Awareness Month April 2025**
- 3. H. Proclamation on Stress Awareness Month April 2025**

Vice Mayor Tadeo Azael De La Hoya read the proclamations by title only.

The San Luis Library Representative stated that National Library Week will take place from April 6 to 12, 2025, and invited all to attend the library, where they will be hosting contests and displays. They will have a display from San Luis High School featuring an art project they have created. They will also have available a calendar with upcoming programs.

### **3. I. Presentation of Mid-Year Progress by Greater Yuma Economic Development Corporation (GYEDC). (Greg LaVann, CEO and President)**

Mr. Greg LaVann, CEO and President, provided a mid-year report on their performance on behalf of the City of San Luis. They are a well-established organization that attracts a significant amount of business. He added that they bring numerous ribbon cuttings and groundbreakings to local communities.

However, the reality is that 80% of their budget is spent attracting new companies, while 80% of their time is dedicated to collaborating with local stakeholders and partners to create a robust economic development landscape for future investment and growth. They do that through a number of different ways, such as workforce development, utility partners, different software programs, and aerospace and defense food processing, logistics and manufacturing companies, to ensure that they are getting all the support and resources they need to grow in the community and to attract new industries to the local area. His presentation included Key Performance Indicators (KPI), Mid-Year Key Performance Indicators, Email Marketing, Digital Strategy, Outbound Attraction, and GYEDC Partner Initiatives.

Council Member Maria Cecilia Cruz thanked Mr. LaVann for his presentation, adding that she enjoyed learning that the average high-wage salary had increased from \$45,000.00 to \$60,000.00.

Vice Mayor Tadeo Azael De La Hoya stated that before the City Council votes on the Consent Agenda, they need to vote separately on Item No. 4.C. and 4.D.

**4. C. Discussion and possible action on any and all matters regarding strategy for implementing salary adjustments. ITEM CONTINUED FROM THE REGULAR COUNCIL MEETING OF JANUARY 8, 2025. (Adela Cortez, Director of Human Resources)**

**MOTION:** Vice Mayor Tadeo Azael De La Hoya/Council Member Maria Cecilia Cruz to continue Item No. 4.C. to the next Regular meeting. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

Vice Mayor Tadeo Azael De La Hoya indicated that this item is an extension, but he consulted with legal counsel, and for next time, when they have an item where they decide to continue with the services, can the City Council obtain a presentation with the relevant numbers and statistics.

**MOTION:** Vice Mayor Tadeo Azael De La Hoya/Council Member Esteban C. Rosales to approve the contract extension with Precision Protective Security Services for the year ending June 30, 2025. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

#### **4. CONSENT AGENDA**

##### **4. A. MINUTES OF**

- Regular Council meeting held February 12, 2025
- Work Session held February 26, 2025
- Regular Council meeting held February 26, 2025

##### **4. B. DISBURSEMENTS**

From March 6, 2025, to March 19, 2025

**Total \$2,143,452.98**

(Two Million, One Hundred Forty-Three Thousand, Four Hundred Fifty-Two Dollars and Ninety-Eight Cents)

**MOTION:** Vice Mayor Tadeo Azael De La Hoya/Council Member Javier Vargas to approve the Consent Agenda as presented. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

#### **5. DISCUSSION AND POSSIBLE ACTION ITEMS:**

**5. A. Discussion and possible action on any and all matters regarding the City of San Luis accepting Construction Services from Westmoor Electric, Inc. for the installation of city-furnished traffic signal equipment at the intersection of County 22<sup>nd</sup> Street and Sidewinder Road. (Manuel Hernandez, Assistant Director of Public Works)**

Mr. Manuel Hernandez, Assistant Director of Public Works, explained that this item is to contract Westmoor Electric for the installation of a traffic signal at the intersection of County 22<sup>nd</sup> Street and Sidewinder Road. The project will complete Phase 2 of the intersection improvements. Westmoor Electric has confirmed that they can begin the work as soon as two (2) weeks from the notice to proceed. A traffic signal at this highly trafficked intersection will help improve safety, efficiency and traffic flow. All the materials have arrived and are ready to be installed, such as poles, mast, arms, cabinets, meters and other materials. He added that staff is also seeking approval to waive formal procurement procedures. This purchase falls within the provisions of City Purchasing Code, Exclusive Services.

Council Member Luis E. Cabrera inquired whether a streetlight would be installed on 10th Avenue and Cesar Chavez Boulevard once the road improvements are completed.

Mr. Hernandez responded that there are plans for a traffic signal there, but currently not from the city's side, as it is part of the Arizona Department of Transportation (ADOT) project.

Mr. Eulogio Vera, Director of Public Works, added that the scheduled construction project is the installation of a traffic signal as part of the ADOT project. The city had planned to install a traffic signal at that intersection, but the project was put on hold. He added that it is expensive to get the traffic signal up and running now, especially since it will be widening, and the final location of the poles will differ from what the staff will be installing. He clarified that the future signal light will be much larger, longer arms, bigger poles and the city would have to pay to install and then have to relocate and all the ones the city install would not be functional for the future installation, so the big difference here is the location of being installed now and relocating it later.

Council Member Maria Cecilia Cruz reminded staff about the payback from developers, where the city will be responsible for 50%, Comite de Bienestar for 25% and Riedel Holdings for 25%.

Mr. Vera mentioned that, as far as payback from developers or future developments, the city is working on how this will be addressed.

**MOTION:** Council Member Luis E. Cabrera/Council Member Lizeth Servin to accept construction services from Westmoor Electric, Inc., for the installation of traffic signal equipment at the intersection of County 22<sup>nd</sup> Street and Sidewinder Road in the amount of \$218,570.00 and to waive formal bidding procurement procedures for the reasons presented. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya

Aye

Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

**5. B. Discussion and possible action on any and all matters regarding the acceptance and award of a construction contract for the County 22nd Street and 4th Avenue Roadway Improvements Project. (Manuel Hernandez, Assistant Director of Public Works)**

Mr. Manuel Hernandez, Assistant Director of Public Works, mentioned that this item is for approval of accepting and awarding a construction contract to DPE Construction for the County 22<sup>nd</sup> Street and 4<sup>th</sup> Avenue Roadway Improvements Project. The project went through the formal bidding process and Gutierrez Canales Engineering PC and DPE Construction Inc. were the two (2) responsive bidders. DPE Construction was the lowest responsive and responsible bidder with a bid amount of \$966,000.00. The roadway improvements will reduce accidents, improve traffic flow, reduce congestion and enhance travel experience. The purchase falls under the bidding provisions of the City Code 30.05.30, 30.05.40 and 30.05.50. DPE has confirmed that they are ready to begin within two (2) weeks after receiving the notice to proceed with and complete the project this fiscal year.

**MOTION:** Council Member Javier Vargas/Council Member Lizeth Servin to accept and award a contract to DPE Construction, Inc., for the construction of the County 22<sup>nd</sup> Street Improvements Project in the amount of \$966,000.00. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

**5. C. Discussion and possible action on any and all matters regarding the payment to Yuma County Water Users' Association for extending the East Main Canal pipeline and new storm drain discharge to the Main Drain. (Eulogio Vera, Director of Public Works)**

Mr. Eulogio Vera, Director of Public Works, explained that staff is seeking approval to make a payment to the Yuma County Water Users' Association for the work that needs to be completed to extend the east main canal approximately 250 feet, which crosses Cesar Chavez Boulevard for widening purposes. The City Council approved the

purchase of the material in October 2024, and now it is for the installation of the same. This work is necessary to widen Cesar Chavez Boulevard. Yuma County Water Users' Association is the operator of these facilities. Therefore, they are the sole source as they have the first right to work on their facilities before anybody else.

**MOTION:** Council Member Esteban C. Rosales/Council Member Lizeth Servin to approve the payment to Yuma County Water Users' Association as an exclusive service in the amount of \$221,985.97 for the labor and construction of the east main canal pipeline extension and storm drain discharge pipeline to the main drain. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

**5. D. Discussion and possible action regarding the approval of a budget transfer to fund Phase I of the Historic Survey and Public Art Policy with Designing Local. (Armando Esparza, Director of Economic Development)**

Mr. Armando Esparza, Director of Economic Development, stated that his department is seeking the approval of a budget transfer in the amount of \$30,000.00 to their professional services account to fund Phase 1 of the Historic Preservation and Public Art Policy Project. He provided some background on this project.

**MOTION:** Council Member Lizeth Servin/Council Member Esteban C. Rosales to approve the budget transfer of \$30,000.00 from the Merrill Avenue Phase I Account to the Professional Services budget to fund Phase I of the Historic Survey and Public Art Policy, as outlined in the fiscal impact of this agenda item. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

**5. E. Public Hearing followed by discussion and possible action on any and all matters regarding the recommendation of a Special Event Liquor License Application to the Arizona Department of Liquor Licenses and Control to authorize the San Luis FRONTERA Rotary Club to sell alcohol during the 2025 Arte en la Calle event to be held Friday, April 24, 2025. (Marcos Ramirez, Secretary for San Luis FRONTERA Rotary Club)**

**A. Presentation by staff and/or applicant**

Mr. Marcos Ramirez, of the Rotary Club, stated that they have been invited once again by the Parks & Recreation Department to participate in this event. They are excited about this event, as it attracts many local artists within the county. They have submitted the special event liquor license and are aware of the necessary precautions.

**B. Open Public Hearing**

Vice Mayor Tadeo Azael De La Hoya opened the Public Hearing.

**C. Call to the Public on this item**

Council Member Maria Cecilia Cruz stated that she would like to explain why she always votes against liquor license applications, and it is that her Christian values take precedence over all else, and thanked the Rotary Club for all they do for the City of San Luis.

**D. Close Public Hearing**

Vice Mayor Tadeo Azael De La Hoya closed the Public Hearing.

**E. Action on Special Event Liquor License Application to the Arizona Department of Liquor Licenses & Control**

**MOTION:** Council Member Javier Vargas/Council Member Esteban C. Rosales to recommend approval to the Arizona Department of Liquor Licenses and Control for the Special Event Liquor License application submitted by the San Luis Frontera Rotary Club as presented.

Council Member Lizeth Servin commented for clarification purposes, that she is part of the Rotary Club, the organizing committee that puts together this event and does not earn any money from it.

The motion passed with five (5) Ayes and one (1) Nay vote by Council Member Maria Cecilia Cruz.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Nay
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

**5. F. Public Hearing followed by discussion and possible action on any and all matters regarding the recommendation of a Special Event Liquor License Application to the Arizona Department of Liquor Licenses and Control to authorize the San Luis FRONTERA Rotary Club to sell alcohol at the 4th of July Celebration to be held Friday, July 4, 2025. (Marcos Ramirez, San Luis Frontera Rotary Club)**

**A. Presentation by staff and/or applicant**

Mr. Marcos Ramirez, Rotary Club, indicated that this special event liquor license is for the 4<sup>th</sup> of July festivities and are more than happy to be part of this event.

**B. Open Public Hearing**

Vice Mayor Tadeo Azael De La Hoya opened the Public Hearing.

**C. Call to the Public on this item**

There were no comments from the public on this matter.

**D. Close Public Hearing**

Vice Mayor Tadeo Azael De La Hoya closed the Public Hearing.

**E. Action on Special Event Liquor License Application to the Arizona Department of Liquor Licenses & Control**

**MOTION:** Council Member Luis E. Cabrera/Council Member Javier Vargas to recommend approval to the Arizona Department of Liquor Licenses and Control for the Special Event Liquor License application to the San Luis Frontera Rotary Club as presented. The motion passed with five (5) Ayes and one (1) Nay vote by Council Member Maria Cecilia Cruz.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Nay
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

**5. G. Discussion and possible action on any and all matters regarding Subdivision Case No. 2024-0865F - Los Mezquites Unit 5 Subdivision; a request by Edais Engineering Inc., on behalf of Riedel Holdings LLC, for the approval of Los Mezquites Unit 5 final plat, located east of 24th Avenue and south of Los Mezquites Unit 4 Subdivision in San Luis, Arizona. ITEM CONTINUED FROM THE REGULAR COUNCIL MEETING OF FEBRUARY 26, 2025. (Juan Leal Rubio, Assistant Director of Development Services)**

Mr. Juan Leal Rubio, Assistant Director of Development Services, explained that the subdivision comprises approximately 11.83 acres in size and will feature 51 residential lots, ranging in size from approximately 6,000 square feet to 6,375 square feet. The Planning and Zoning Commission and staff recommend approval of this subdivision, subject to three (3) conditions. The first condition is that the developer must comply with all provisions and conditions of the development agreement, as approved by Resolution No. 2204, and any subsequent amendments. The second condition is that the developer must comply with all provisions and conditions of Ordinance No. 458. The third condition is that the developer shall develop and construct any and all improvements needed and necessary for the signalization of the intersections at County 24<sup>th</sup> Street and Avenue E and County 23 ½ Street and Avenue E in accordance with the Public Works Standards of the city and the standards of Arizona Department of Transportation (ADOT), subject to the payback provisions of Section 15.10.130(C) of the City Code. He added that the first two conditions have been met, and staff has the necessary assurances in place that will guarantee that the traffic signals are constructed, and staff is actively involved with the developer in the installation of the traffic signals. Mr. Leal stated that as far as amenities, this subdivision is part of Los Mezquites Unit 4, where the developer has agreed to install amenities. Therefore, any amenities installed will benefit residents of both Los Mezquites 4 and 5.

**MOTION:** Council Member Javier Vargas/Council Member Esteban C. Rosales to approve Subdivision Case No. 20024-0865F with conditions as presented. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye

Council Member Javier Vargas

Aye

**5. H. Discussion and possible action of any and all matters regarding Resolution No. 2359. A Resolution of the Mayor and City Council of the City of San Luis, Arizona; amending the City of San Luis Travel Policy Sections HR307-T-1-02(A) AND (B), changing authorization of travel for Council Members; repealing conflicting provisions; and providing for severability. (Council Members Lizeth Servin, Maria Cecilia Cruz and Luis E. Cabrera)**

Ms. Kay Macuil, City Attorney, stated that this item was an initiative of three (3) Council Members and this resolution changes the authorization from the Mayor for travel by Council to where three (3) Council Members are needed to approve travel and that could include the traveler as well as the Mayor as one of the three.

**MOTION:** Council Member Luis E. Cabrera/Council Member Esteban C. Rosales to approve and adopt Resolution No. 2359. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

**5. I. Discussion and possible action on any and all matters regarding Ordinance No. 461. An Ordinance of the Mayor and City Council of the City of San Luis, Arizona, removing San Luis City Code Section 2.30.050 (E) titled Probation Fee, repealing conflicting provisions and providing for severability. (Julissa Alejandra Peru, Court Administrator)**

Ms. Julissa Alejandra Peru, Court Administrator, stated that staff is proposing Resolution No. 461 to remove Section E of Local Ordinance 2.30.050 (Probation Fees). This section was remedied in 2016, but inadvertently retained in the City Code and does not reflect current court fees.

To uphold the confidence of constituents, the municipal ordinance should accurately reflect the fees currently levied by the Court. As the City of San Luis does not maintain a probation department, staff is requesting the removal of this subsection. This action is crucial for the Court's plan to update the local fee schedule.

**A. Action on Reading of Ordinance No. 461 by title only**

**MOTION:** Vice Mayor Tadeo Azael De La Hoya/Council Member Luis E. Cabrera to approve the Reading of Ordinance No. 461 by title only. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

Mrs. Sonia Cornelio, City Clerk, read Ordinance No. 461 by title only

### **B. Action on Ordinance No. 461**

**MOTION:** Vice Mayor Tadeo Azael De La Hoya/Council Member Esteban C. Rosales to approve Ordinance No. 461, as presented. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

### **5. J. Discussion and possible action on any and all matters regarding Ordinance No. 462. An Ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the San Luis City Code Section 2.05.440 requiring an opening invocation at Council's regular meetings, repealing conflicting provisions, and providing for severability. (Council Member Maria Cecilia Cruz)**

Ms. Kay Macuil, City Attorney, explained that this ordinance designates the opening invocation as part of the regular order of business for the agenda and will be incorporated into the City Code. It encompasses all the best practices for invocations as the current state of the law stands. The purpose of this is to ensure that it does not discriminate on the basis of religion.

It is in keeping with historical tradition, and the purpose is to solemnize the proceedings before conducting public business. This is a policy of the Council that benefits the Council. It is not to be listed anywhere else except after the Pledge of Allegiance; it is not to be part of the Consent Agenda or any discussion item. The invocation may include a prayer, a moment of silence, or another ceremony intended to solemnize the proceedings. There are some guidelines for invocation speakers to direct the invocation to the Council to avoid addressing the audience and not to promote or disparage any other spiritual faith, doctrine, religion, non-religious views, not to advertise the speaker's place of worship, avoid political statements or campaigning and limit the invocation to no more than five (5) minutes. No one, including staff, is to inquire about the invocation speaker or the contents of their invocation. A disclaimer will be included on the agenda

from now on, if the ordinance is approved, explaining that the city is not censoring or reviewing the content of the invocation. Attendees to the Council meeting do not have to participate in the invocation. The invocation speaker will be the city chaplain; if no city chaplain is available, the invocation speaker will be selected on a non-discriminatory basis.

Vice Mayor Tadeo Azael De La Hoya inquired why this matter is being addressed through an ordinance rather than a resolution.

Ms. Macuil responded that it can be done through a resolution, but an ordinance places it in the City Code, ensuring it appears on the agenda after the Pledge of Allegiance.

Council Member Maria Cecilia Cruz stated that the reason she wanted this item on the agenda is that it is the second time the invocation has been removed by Mayor Nieves Riedel. She added that she had spoken to Mayor Nieves Riedel the first time, stating why it was important to her, as she had asked Council Member Maria Cecilia Cruz why this was important to her. She mentioned that the reason the Council prays in its meetings is to invoke God's presence. When one humbles oneself and calls upon His name, one can expect blessings and protection, because He is God. Mayor Nieves Riedel said that she would put it back, and Council Member Maria Cecilia Cruz was going to oversee getting the Pastors and Priests in order, thanking Mayor Nieves Riedel. However, they continue to conduct city business without prayer, and this is not just for the city, but also for its residents. She read the verse Jeremiah 29:7-"Seek the peace and prosperity of the city to which I have carried you into exile, pray to the Lord for it, because if it prospers, you will also prosper". She also read a prayer from Benjamin Franklin, adding that this is also at the federal level, and not only at the city level. One of the things people say or criticize is that the city should not pray because it violates the separation of church and state, a principle derived from the First Amendment's Establishment Clause, which prohibits the government from establishing a religion. This is not the establishment of a religion, but the invocation of God's power. She mentioned that the City Council recited the Pledge of Allegiance, which states 'under God,' so even though they are not performing an invocation, they are still calling upon God, whether one likes it or not. She also referenced our money, which bears God's name, and everyone handles money.

#### **A. Action on Reading of Ordinance No. 462 by title only**

**MOTION:** Council Member Luis E. Cabrera/Council Member Lizeth Servin to approve and adopt the Reading of Ordinance No. 462 by title only. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye

Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

Mrs. Sonia Cornelio read Ordinance No. 462 by title only

## **B. Action on Ordinance No. 462**

**MOTION:** Council Member Luis E. Cabrera/Council Member Lizeth Servin to approve and adopt Ordinance No. 462, as presented. The motion passed unanimously.

The vote was as follows:

Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Luis E. Cabrera	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Lizeth Servin	Aye
Council Member Javier Vargas	Aye

## **6. SUMMARY OF CURRENT EVENTS**

Council Member Luis E. Cabrera reported that he was made aware of a letter sent to Proverbs 31 Home by Ms. Jenny Torres, Acting City Manager, and he kindly asked to review the matter. He knows that they serve domestic violence victims just like Amberly's Place does as well, so he thinks they need to be fair and have the doors open to both locations, they serve mostly South County, Amberly's Place is all over Yuma County, they use the city's facility and to his knowledge, they do not pay rent, Proverbs Home 31 is paying some rent.

He added that, additionally, Amberly's Place receives funding from the city through approved Council contributions and Proverbs Home 31 does not. He asked that it be revised so the city is not targeting non-profit organizations based on directive of one (1) person.

Council Member Maria Cecilia Cruz asked Vice Mayor Tadeo Azael De La Hoya if he could open Call To The Public.

Vice Mayor Tadeo Azael De La Hoya responded that he will not at the moment since it is not listed on the agenda. He cannot add items; he can only move the order of the items listed on the agenda. He asked Ms. Kay Macuil, City Attorney, to correct him if he is wrong.

Ms. Macuil responded that it is his discretion whether he wants to open it up to the public.

Vice Mayor Tadeo Azael De La Hoya added he would rather continue the Mayor's direction until she wishes to do otherwise

## **7. ADJOURNMENT**

Vice Mayor Tadeo Azael De La Hoya adjourned the Regular Council meeting at approximately 6:59 p.m.

### **APPROVED:**

\_\_\_\_\_  
Nieves Riedel, Mayor

### **ATTEST:**

\_\_\_\_\_  
Sonia Cornelio, City Clerk

### **CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular City Council meeting of the City Council of the City of San Luis, Arizona, held on March 26, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

\_\_\_\_\_  
Sonia Cornelio, City Clerk



## AGENDA ITEM REVIEW FORM

**Regular City Council Meeting**

**6. B.**

Meeting Date: 04/23/2025

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Summary

**DISBURSEMENTS**

**From April 3, 2025, to April 14, 2025**

**Total \$2,179,743.52**

(Two Million, One Hundred Seventy-Nine Thousand, Seven Hundred Forty-Three Dollars and Fifty-Two Cents)

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Attachments

Disbursements

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# City of San Luis

Finance Department

## COUNCIL MEETING APRIL 23, 2025 Disbursement Report from 04/03/2025 TO 04/14/2025

<u>Bank Accounts</u>	<u>Check Date</u>	<u>Amount</u>	<u>Schedule</u>
Accounts Payable Check Account	04/04/2025	\$ 931,704.19	Schedule A
Payroll Check Account	04/08/2025	\$ 4,533.88	Schedule B
Payroll Check Account	04/11/2025	\$ 756,713.21	Schedule C
Accounts Payable Check Account	04/11/2025	\$ 486,792.24	Schedule D

**Total Disbursements: \$ 2,179,743.52**

Please contact Ms. Roula Encinas or Mr. Miguel Ramirez prior to the meeting if additional information is needed.

Prepared by Karla Plascencia: \_\_\_\_\_

Verified by Finance: \_\_\_\_\_

For Council approval on: \_\_\_\_\_

Mayor: \_\_\_\_\_

Council: \_\_\_\_\_

RECEIVED

2025 APR 15 P 3:13

CITY OF SAN LUIS  
OFFICE OF THE CITY CLERK

# Payment Register

From Payment Date: 3/31/2025 - To Payment Date: 4/4/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
<b>1</b> BYPAYABLE - 1st BY Accounts Payable									
<u>Check</u>									
111649	04/04/2025	Open			Accounts Payable	ADOT MVD	\$0.25		
111650	04/04/2025	Open			Accounts Payable	ARIZONA PUBLIC SERVICE	\$664.24		
111651	04/04/2025	Open			Accounts Payable	ARIZONA STATE TREASURER	\$27,400.01		
111652	04/04/2025	Open			Accounts Payable	AT&T MOBILITY LLC	\$2,937.20		
111653	04/04/2025	Open			Accounts Payable	BOTELLO, EMMANUEL	\$133.00		
111654	04/04/2025	Open			Accounts Payable	BOUND TREE MEDICAL, LLC.	\$1,584.43		
111655	04/04/2025	Open			Accounts Payable	CENTURYLINK	\$70.92		
111656	04/04/2025	Open			Accounts Payable	CONSTANTINO, AYLIN	\$90.00		
111657	04/04/2025	Open			Accounts Payable	CONSTRUCTION SUPPLY HOLDINGS II, LLC	\$500.09		
111658	04/04/2025	Open			Accounts Payable	EDWARDS & AMATO P.C.	\$6,875.00		
111659	04/04/2025	Open			Accounts Payable	ESPARZA, ARMANDO	\$285.00		
111660	04/04/2025	Open			Accounts Payable	GILA ELECTRONIC	\$493.03		
111661	04/04/2025	Open			Accounts Payable	GUEVARA, ALAN	\$133.00		
111662	04/04/2025	Open			Accounts Payable	HD SUPPLY, INC.	\$211.42		
111663	04/04/2025	Open			Accounts Payable	ITURBIDE, VANESSA	\$91.00		
111664	04/04/2025	Open			Accounts Payable	JHRS ELECTRIC LLC	\$19,458.00		
111665	04/04/2025	Open			Accounts Payable	KARPEL COMPUTER SYSTEMS, INC	\$1,590.93		
111666	04/04/2025	Open			Accounts Payable	MGM INTERNET SOLUTIONS, INC	\$195.00		
111667	04/04/2025	Open			Accounts Payable	PENA DE SUAREZ, MARIA	\$150.00		
111668	04/04/2025	Open			Accounts Payable	PETTY CASH/ ANGELICA CIFUENTES	\$885.02		
111669	04/04/2025	Open			Accounts Payable	PFVT MOTORS, INC	\$316,417.08		
111670	04/04/2025	Open			Accounts Payable	PREPAID LEGAL SERVICES	\$118.60		
111671	04/04/2025	Open			Accounts Payable	REYNOSO, NIGEL	\$133.00		
111672	04/04/2025	Open			Accounts Payable	SOSA, DOMINGO	\$91.00		
111673	04/04/2025	Open			Accounts Payable	THE LOZANO LAW FIRM PLLC	\$2,000.00		
111674	04/04/2025	Open			Accounts Payable	TRANSWESTERN INSURANCE ADMIN	\$279.00		
111675	04/04/2025	Open			Accounts Payable	TRIPLE BBB GAS STATION	\$100.00		
111676	04/04/2025	Open			Accounts Payable	WAL-MART	\$144.71		
111677	04/04/2025	Open			Accounts Payable	YUMA ATTORNEY SERVICE, LLC	\$75.00		
111678	04/04/2025	Open			Accounts Payable	YUMA COUNTY CHAMBER	\$245.00		
Type Check Totals:									
							30 Transactions	\$383,350.93	
<u>EFT</u>									
7313	04/04/2025	Open			Accounts Payable	4 IMPRINT	\$2,890.01		
7314	04/04/2025	Open			Accounts Payable	ALLKIOSK LLC	\$1,158.94		
7315	04/04/2025	Open			Accounts Payable	ALSCO, INC	\$85.86		
7316	04/04/2025	Open			Accounts Payable	AMAZON.COM SALES, INC.	\$233.07		
7317	04/04/2025	Open			Accounts Payable	AMBERLY'S PLACE	\$3,750.00		
7318	04/04/2025	Open			Accounts Payable	ANIMAL CARE EQUIPMENT AND SERVICES	\$250.11		
7319	04/04/2025	Open			Accounts Payable	AUTOZONE STORES, INC	\$2,942.39		
7320	04/04/2025	Open			Accounts Payable	BLT READY MIX CONCRETE LLC	\$6,174.40		
7321	04/04/2025	Open			Accounts Payable	CUEVAS, CHRISTIAN	\$62.50		
7322	04/04/2025	Open			Accounts Payable	KINGHOSE INDUSTRY LLC	\$332.62		

# Payment Register

From Payment Date: 3/31/2025 - To Payment Date: 4/4/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
7323	04/04/2025	Open			Accounts Payable	MARTINEZ CANTU, VICTOR , REMIGIO	\$5,356.18			
7324	04/04/2025	Open			Accounts Payable	NICKLAUS ENGINEERING	\$12,704.25			
7325	04/04/2025	Open			Accounts Payable	O'REILLY AUTO PARTS	\$382.51			
7326	04/04/2025	Open			Accounts Payable	ODP BUSINESS SOLUTIONS LLC	\$124.72			
7327	04/04/2025	Open			Accounts Payable	ORDUNO-CROUSE, CANDICE	\$1,800.00			
7328	04/04/2025	Open			Accounts Payable	RAMIREZ ADVISORS INTER- NATIONAL,LLC	\$7,500.00			
7329	04/04/2025	Open			Accounts Payable	RUSH TRUCK CENTER	\$276.31			
7330	04/04/2025	Open			Accounts Payable	SOUTHERN TIRE MART LLC	\$566.49			
7331	04/04/2025	Open			Accounts Payable	VERIZON COMMUNICATIONS INC	\$3,425.97			
7332	04/04/2025	Open			Accounts Payable	VIKING PAINTING LLC	\$275,843.64			
7333	04/04/2025	Open			Accounts Payable	YUMA COUNTY RECORDER'S OFFICE	\$354.00			
7334	04/04/2025	Open			Accounts Payable	YUMA COUNTY TREASURER'S OFFICE	\$153.32			
7335	04/04/2025	Open			Accounts Payable	YUMA COUNTY WATER USERS ASSOCIATION	\$221,985.97			
Type EFT Totals:										
1BYPAYABLE - 1st BY Accounts Payable Totals							23 Transactions	\$548,353.26		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	30	\$383,350.93	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	30	\$383,350.93	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	23	\$548,353.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00

Guadalupe Canez

Digitally signed by: Guadalupe Canez  
 DN: CN = Guadalupe Canez email = gcanez@sanluisaz.  
 gov C = AD  
 Date: 2025.04.04 08:10:49 -07'00'

# Payment Register

From Payment Date: 3/31/2025 - To Payment Date: 4/4/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Total	23	\$548,353.26	\$0.00	
<b>Grand Totals:</b>									
<b>All</b>									
				Status	Count		Transaction Amount	Reconciled Amount	
				Open	53		\$931,704.19	\$0.00	
				Reconciled	0		\$0.00	\$0.00	
				Voided	0		\$0.00	\$0.00	
				Stopped	0		\$0.00	\$0.00	
				Total	53		\$931,704.19	\$0.00	
<b>Checks</b>									
				Status	Count		Transaction Amount	Reconciled Amount	
				Open	30		\$383,350.93	\$0.00	
				Reconciled	0		\$0.00	\$0.00	
				Voided	0		\$0.00	\$0.00	
				Stopped	0		\$0.00	\$0.00	
				Total	30		\$383,350.93	\$0.00	
<b>EFTs</b>									
				Status	Count		Transaction Amount	Reconciled Amount	
				Open	23		\$548,353.26	\$0.00	
				Reconciled	0		\$0.00	\$0.00	
				Voided	0		\$0.00	\$0.00	
				Total	23		\$548,353.26	\$0.00	
<b>All</b>									
				Status	Count		Transaction Amount	Reconciled Amount	
				Open	53		\$931,704.19	\$0.00	
				Reconciled	0		\$0.00	\$0.00	
				Voided	0		\$0.00	\$0.00	
				Stopped	0		\$0.00	\$0.00	
				Total	53		\$931,704.19	\$0.00	



# Pay Day Register

Pay Date Range 04/01/25 - 04/30/25

Pay Batch 202504M

Pay Batch 202504M Total

Employees in Pay Batch 7

Female Employees in Pay Batch 3

Hours Description	Hours	Gross	Withholdings and Deductions	Gross Base	Benefits	Gross Base	
102 - SALARY	.0000	7,550.00	Gross	7,550.00	ASRS Council	2,200.00	
Total	0.0000	\$7,550.00	Imputed Income		ASRS LTD Council	2,200.00	
			FEDERAL TAX WITHHOLDING	147.70	5,394.49	ASRS/EORP - LEGACY RATE	2,200.00
			SOCIAL SECURITY TAX	468.10	7,550.00	Dental Council	.00
			MEDICARE	109.48	7,550.00	EODCRS - COUNCIL	4,450.00
			STATE WITHHOLDING	132.03	5,394.49	EODCRS - DISABILITY	4,450.00
			ASRS Council	266.64	2,200.00	EODCRS/EORP LEGACY RATE	4,450.00
			ASRS LTD Council	3.30	2,200.00	Health Council	.00
			Council Retirement EORP	117.00	900.00	Retirement Council EORP	900.00
			Dental Council	92.28	.00	Vision Council	.00
			EODCRS - COUNCIL	356.00	4,450.00	Total	\$10,819.80
			EODCRS - DISABILITY	6.23	4,450.00		
			Medical Council	1,289.48	.00	Employer Taxes	Gross Base
			Vision Council	27.88	.00	MEDICARE	109.48
			Net	\$4,533.88		SOCIAL SECURITY TAX	468.10
						SUTA/UNEMPLOYMENT	45.30
						Total	\$622.88
						Workers' Comp	Gross Base
						MUNICIPAL/ TOWN/	132.13
						Total	\$132.13
						Direct Deposits	Amount
						1st Bank Yuma	1,396.60
						CAPITAL ONE	728.95
						Chase Bank	1,563.72
						Navy Federal	167.18
						Wells Fargo	677.43
						Total	\$4,533.88
						Check	\$0.00

**Miguel M. Ramirez**  
 Digitally signed by: Miguel M. Ramirez  
 DN: CN = Miguel M. Ramirez  
 email = mramirez@sanluisaz.gov  
 C = AD O = City of San Luis, Finance Dept.  
 Date: 2025.04.10 17:12:18 - 07'00'

SCHEDULE B



# Pay Day Register

Pay Date Range 03/22/25 - 04/04/25  
Pay Batch 202508

## Pay Batch 202508 Total

Employees in Pay Batch 347

Female Employees in Pay Batch 91

Hours Description	Hours	Gross	Withholdings and Deductions	Gross Base	Benefits	Gross Base
100 - REGULAR	23,699.7500	603,085.47	Gross	1,093,284.25	ASRS ALTERNATE	1,472.66 14,451.94
1001 - LEAVE WITHOUT PAY	352.0100	.00	Imputed Income		AZ STATE RETIREMENT	75,861.85 625,923.14
1007 - ON CALL WORKED HOURS	25.2500	575.96	FEDERAL TAX WITHHOLDING	85,012.33 955,989.62	DENTAL = FAMILY	457.70 .00
1009 - PART TIME	196.5000	3,110.13	SOCIAL SECURITY TAX	67,783.67 1,093,284.25	LONG TERM DISABILITY	938.92 625,923.14
1010 - PART TIME FIREFIGHTERS	31.0000	721.68	MEDICARE	15,852.69 1,093,284.25	MEDICAL MEX ONLY - EE &	1,944.80 .00
201 - OVERTIME	1,343.2500	50,228.09	STATE WITHHOLDING	19,141.56 955,989.62	MEDICAL MEX ONLY - EE &	7,486.93 .00
202 - OP STONE GARDEN- O.T.	735.5000	37,184.01	AM. FIDELITY - HEALTH FSA	50.00 .00	MEDICAL MEX ONLY - EE &	1,414.40 .00
2023 - FMLA - SICK LEAVE	73.7400	2,189.37	AM. FIDELITY- ACCIDENT-POST	25.01 .00	MEDICAL MEX ONLY - EE ONLY	551.00 .00
2024 - FMLA - VACATION LEAVE	36.5400	650.61	AM. FIDELITY- ACCIDENT-PRE	540.70 .00	MEX & US HEALTH = EE	59,576.74 .00
2036 - MARSHALS OT	12.5000	530.07	AM. FIDELITY- CANCER-POST	28.70 .00	MEX ONLY DENTAL - EE &	149.52 .00
2038 - FMLA - LEAVE WITHOUT	59.2500	.00	AM. FIDELITY- CANCER-PRE TAX	136.15 .00	MEX ONLY DENTAL - EE &	427.05 .00
210 - SRO	131.0000	3,951.42	AM. FIDELITY- GCI -POST TAX	48.51 .00	MEX ONLY DENTAL - EE &	149.52 .00
300 - VACATION EARNED	1,361.5400	.00	AM. FIDELITY- GHI- PRE TAX	275.40 .00	MEX ONLY DENTAL - EE ONLY	56.98 .00
301 - VACATION USED	1,081.9600	31,039.38	AM. FIDELITY- LIFE -POST TAX	392.90 .00	PSPRS - ALTERNATE	197.82 2,472.71
400 - SICK EARNED	1,292.4350	.00	AM. FIDELITY- TX LIFE -POST	173.31 .00	PSPRS FIRE DB NORM - TIER 1	13,497.24 106,613.08
405 - SCHEDULED SICK LEAVE	409.3300	11,511.49	AZ COPS - SLPD	525.00 .00	PSPRS FIRE DB NORM - TIER 2	801.69 6,332.47
406 - UNSCHEDULED SICK LEAVE	401.6200	9,335.50	AZ STATE RETIREMENT	75,861.85 625,923.14	PSPRS FIRE DB NORM - TIER 3	8,961.22 100,800.75
501 - WC PUBLIC SAFETY USED	171.0000	3,587.19	CHILD SUPPORT 2	234.46 .00	PSPRS FIRE DB UNFUND - TIER	639.68 106,613.08
502 - ON CALL PAY I.T.	.0000	125.00	DEFERRED COMP - ROTH	990.00 .00	PSPRS FIRE DB UNFUND - TIER	38.00 6,332.47
503 - STAND-BY PAY	652.0000	1,304.00	DEFERRED COMP - ROTH	364.73 10,054.87	PSPRS FIRE DB UNFUND - TIER	741.15 104,387.94
701 - HOLIDAY	2,533.3300	68,204.46	DEFERRED COMPENSATION	3,000.00 .00	PSPRS POLICE DB NORM - TIER	8,803.12 88,207.64
704 - FIRE HOLIDAY EARNED	604.2000	.00	DEFERRED COMPENSATION	855.61 10,220.80	PSPRS POLICE DB NORM - TIER	2,053.41 20,575.19
706 - HOLIDAY WORKED HOURS	261.2500	10,241.51	FOP/ALC	420.00 .00	PSPRS POLICE DB NORM - TIER	7,978.57 89,747.59
809 - RETRO PAY	9,722.1572	249,000.54	GARNISHMENT - CHILD	3,290.26 .00	PSPRS POLICE DB UNFUND -	3,907.60 88,207.64
900 - COMPENSATION EARNED	3.2500	.00	IAFF- FIRE DEPT	1,510.00 .00	PSPRS POLICE DB UNFUND -	911.49 20,575.19
901 - COMPENSATION USED	13.8750	294.37	LEGAL SHIELD	59.31 .00	PSPRS POLICE DB UNFUND -	4,271.99 89,747.59
940 - PD - EDU ASST	.0000	600.00	LONG TERM DISABILITY	938.92 625,923.14	STANDARD STD	4,077.49 .00
941 - PD - EDU BCHL	.0000	675.00	MANHATTANLIFE ASSURANCE	96.51 .00	U.S. MEX DENTAL - EE &	350.68 .00
942 - PD - EDU MAST	.0000	100.00	MEX ONLY DENTAL - EE &	192.36 .00	U.S. MEX DENTAL - EE &	95.64 .00
951 - PD - K-9 HANDLER	.0000	100.00	MEX ONLY DENTAL - EE &	549.45 .00	US & MEX DENTAL - EE	3,337.92 .00
952 - PD - PHLEBOTOMIS	.0000	150.00	MEX ONLY DENTAL - EE &	192.36 .00	US & MEX HEALTH = C	17,469.00 .00
953 - PD - COLLISION	.0000	150.00	MEX ONLY HEALTH - EE & CH	591.20 .00	US & MEX HEALTH = FAMILY	25,980.15 .00
956 - PD - MIDNIGHT SHFT	.0000	750.00	MEXICO ONLY HEALTH - EE &	2,196.17 .00	US & MEX HEALTH = SP	3,882.00 .00
961 - FD - EDU ASST	.0000	750.00	MEXICO ONLY HEALTH - EE &	414.88 .00	VISION - SINGLE	1,206.28 .00
962 - FD - EDU BACHL	.0000	225.00	MISCELLANEOUS	195.00 .00	VSP- VISION	588.00 .00
965 - PD - STAND-BY PAY	.0000	2,408.00	PAC FUND- FIRE DEPT.	123.00 .00	WC PSPRS 17.78	510.05 2,868.66
967 - FD - SPECIAL ASSIGNEMNT	178.0000	356.00	PS DEFERRED COMP - ROTH	705.00 .00	Total	\$260,788.26
968 - SRO 50	.0000	150.00	PS DEFERRED COMP - ROTH	468.76 3,605.86		
Total	45,382.2372	\$1,093,284.25	PS DEFERRED COMP TIAA -	764.44 19,491.32		

SCHEDULE C



# Pay Day Register

Pay Date Range 03/22/25 - 04/04/25

Pay Batch 202508

PS DEFERRED COMPENSATION	1,790.00	.00	Employer Taxes		Gross Base
PSPRS FIRE DB RATE - TIER 1a	6,785.16	88,695.09	MEDICARE	15,852.69	1,093,284.25
PSPRS FIRE DB RATE - TIER 1b	1,370.73	17,917.99	SOCIAL SECURITY TAX	67,783.67	1,093,284.25
PSPRS FIRE DB RATE - TIER 2	484.43	6,332.47	SUTA/UNEMPLOYMENT	6,288.27	1,048,050.30
PSPRS FIRE DB RATE - TIER 3	8,961.22	100,800.75	Total	<u>\$89,924.63</u>	
PSPRS POLICE DB RATE - TIER	4,945.72	64,649.91			
PSPRS POLICE DB RATE - TIER	1,802.18	23,557.73	Workers' Comp		Gross Base
PSPRS POLICE DB RATE - TIER 2	1,574.00	20,575.19	Ambulance EMT Search &	5,329.91	112,209.16
PSPRS POLICE DB RATE - TIER 3	7,978.57	89,747.59	ANIMAL CONTROL OFFICERS	158.37	7,038.93
STANDARD LIFE ADDTNL	839.79	.00	ATTORNEY- ALL & CLERICAL-	87.38	39,722.25
TRANSWESTERN MEXICAN	139.50	.00	AUTO SERVICE/ REPAIR	461.75	16,550.47
U.S. MEX DENTAL - EE &	451.66	.00	BUILDING- NOC OPER BY	785.76	21,706.31
U.S. MEX DENTAL - EE &	123.18	.00	BUS COMPANY AND DRIVERS	83.99	1,521.60
UNITED WAY	14.00	.00	CLERICAL OFFICE/ LIBRARY/	611.32	254,725.81
US & MEX DENTAL= FAMILY	589.26	.00	Electrician	68.58	2,184.00
US & MEX HEALTH = C	5,181.18	.00	FIREFIGHTERS & DRIVERS	5,474.06	115,243.21
US & MEX HEALTH = FAMILY	7,620.90	.00	GARBAGE/ ASH/ REFUSE	852.31	13,636.96
US & MEX HEALTH = SP	1,138.72	.00	Homemaker Service	57.90	2,528.36
VSP - VISION CHILDREN	243.95	.00	Motion Picture Production	26.92	4,141.01
VSP - VISION FAMILY	376.38	.00	MUNICIPAL/ TOWN/	1,275.57	72,889.58
VSP - VISION SPOUSE	160.31	.00	PARKS- NOC ALL EMPLOYEES	1,023.62	33,019.54
Net	<u>\$756,713.21</u>		POLICE OFFICERS	10,810.36	227,587.23
			RECREATION- ALL EMPLOYEES/	327.76	23,923.88
			SEWAGE DISPOSAL/ PLANT	1,818.85	52,873.32
			Street or Road Construction	4,432.78	50,201.30
			WATERWORKS OPERATIONS	1,442.86	41,581.33
			Total	<u>\$35,130.05</u>	
			Direct Deposits		Amount
			1st Bank Yuma		55,139.91
			ACADEMY BANK		5,251.66
			Ally Bank		2,067.00
			AVENIR FINANCIAL		58,267.65
			Bank of America		9,997.79
			Bankcorp		200.00
			CAPITAL ONE		4,868.83
			Charles Sch		250.00
			Chase Bank		365,978.62
			CHASE BANK CA		2,496.27
			CHASE BANK MORGAN		2,554.37
			CHASE BANK TX		5,212.70
			chase centro		3,233.22
			discover		400.00



# Pay Day Register

Pay Date Range 03/22/25 - 04/04/25

Pay Batch 202508

Miguel M.  
Ramirez

Digitally signed by: Miguel M. Ramirez  
DN: CN = Miguel M. Ramirez  
email = mramirez@sanluisaz.gov  
C = AD O = City of San Luis, Finance Dept.  
Date: 2025.04.10 17:11:34 - 07'00'

FF CREDIT UNION	4,166.91
FIDELITY	487.43
FIREFIGHTER FIRST CREDIT UNION	19,320.83
HUGHES FCU	4,528.50
MECHNICS BANK	419.59
National Bank	1,551.17
Navy Federal	39,307.37
NetSpend Corporation DD	120.00
NORTH ISLAND CREDIT UNION	856.32
PATHWARD	2,257.03
SOFI BANK	3,040.70
Sunbank	1,543.05
THE FOOTHILLS BANK	1,023.77
USAA FEDERAL SAVING	1,606.17
VANTAGE WEST	2,526.15
WASHINGTON FEDERAL	2,150.14
Wells Fargo	136,141.25
WELLS FARGO ARKANSAS	3,335.89
WELLS FARGO CA	5,629.30
WELLS FARGO MN	1,575.18
WELLS FARGO YUMA	2,863.71
Total	<u>\$750,368.48</u>
Check	\$6,344.73

# Payment Register

From Payment Date: 4/7/2025 - To Payment Date: 4/11/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
<u>Check</u>									
111679	04/08/2025	Open			Utility Management Refund	ACUNA, FRANCISCO, J	\$81.16		
111680	04/08/2025	Open			Utility Management Refund	AYALA, GABRIELA	\$207.62		
111681	04/08/2025	Open			Utility Management Refund	CAMACHO, LUIS	\$19.39		
111682	04/08/2025	Open			Utility Management Refund	COMITE DE BIENESTAR INC	\$2,149.19		
111683	04/08/2025	Open			Utility Management Refund	COMITE DE BIENESTAR INC	\$1,673.13		
111684	04/08/2025	Open			Utility Management Refund	CONTRERAS MENDEZ, BRISA, L	\$220.81		
111685	04/08/2025	Open			Utility Management Refund	CUADRAS CRUZ, DALILA , A	\$113.49		
111686	04/08/2025	Open			Utility Management Refund	DUARTE TORRES, ELIZA	\$214.08		
111687	04/08/2025	Open			Utility Management Refund	ELIZARRARAS MARIO & CECILIA	\$222.17		
111688	04/08/2025	Open			Utility Management Refund	FERNANDEZ KARINA & GUZMAN MARIO	\$234.59		
111689	04/08/2025	Open			Utility Management Refund	GAMEZ, RAMIRO & GUILLERMINA MARTINEZ	\$60.92		
111690	04/08/2025	Open			Utility Management Refund	GUTIERREZ DONATO & TORRES TERESA	\$225.41		
111691	04/08/2025	Open			Utility Management Refund	HERNANDEZ, CHRISTIAN	\$92.90		
111692	04/08/2025	Open			Utility Management Refund	HERRERA GARCIA, MARIA GUADALUPE	\$183.56		
111693	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127	\$79.20		
111694	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127	\$85.02		
111695	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127	\$64.46		
111696	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127	\$67.42		
111697	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127	\$76.49		
111698	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127	\$69.21		
111699	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127	\$72.03		
111700	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127	\$61.05		
111701	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127	\$37.35		
111702	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127	\$72.84		
111703	04/08/2025	Open			Utility Management Refund	HOUSING AMERICA CORP GRP #127,	\$30.68		

# Payment Register

From Payment Date: 4/7/2025 - To Payment Date: 4/11/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
111704	04/08/2025	Open			Utility Management Refund	LEDESMA, CARLOS & BELEEN MORAN	\$222.29		
111705	04/08/2025	Open			Utility Management Refund	LOZANO, ARMANDO	\$84.87		
111706	04/08/2025	Open			Utility Management Refund	LUGO SAUCEDA, JOHANA, R	\$97.65		
111707	04/08/2025	Open			Utility Management Refund	LUQUIN NOEMI & MARQUEZ GABRIEL	\$204.45		
111708	04/08/2025	Open			Utility Management Refund	MARTINEZ, CECILIA	\$43.49		
111709	04/08/2025	Open			Utility Management Refund	MORANCHEL, IRENE	\$83.16		
111710	04/08/2025	Open			Utility Management Refund	OCHOA , YADIRA	\$29.67		
111711	04/08/2025	Open			Utility Management Refund	ONYX UTILITY CONSTRUCTION LLC	\$2,489.94		
111712	04/08/2025	Open			Utility Management Refund	PENA, ANA, B	\$168.20		
111713	04/08/2025	Open			Utility Management Refund	PEREZ, DAHENA, A	\$83.16		
111714	04/08/2025	Open			Utility Management Refund	PEREZ, FRANCISCO & LILIA	\$40.30		
111715	04/08/2025	Open			Utility Management Refund	PIZZAS & BEER LLC C/O EVELYN CARMARGO-MERINO	\$385.46		
111716	04/08/2025	Open			Utility Management Refund	QUIROGA, RIGOBERTO	\$83.16		
111717	04/08/2025	Open			Utility Management Refund	RAMIREZ, CESAR & ALEJANDRA MARICHI	\$168.89		
111718	04/08/2025	Open			Utility Management Refund	RAMIREZ, MARIANA	\$115.73		
111719	04/08/2025	Open			Utility Management Refund	RENTERIA, EDGAR T & PAMELA S CORTEZ	\$83.16		
111720	04/08/2025	Open			Utility Management Refund	REYES, BLANCA E & URIEL BOJORQUEZ	\$83.16		
111721	04/08/2025	Open			Utility Management Refund	REYES, JESUS & MADIAN	\$21.54		
111722	04/08/2025	Open			Utility Management Refund	RIVERA, GENESIS, A	\$83.16		
111723	04/08/2025	Open			Utility Management Refund	SAAVEDRA, JAVIER & MELISSA GONZALEZ	\$194.88		
111724	04/08/2025	Open			Utility Management Refund	SANCHEZ, JONATHAN, L	\$37.22		
111725	04/08/2025	Open			Utility Management Refund	SANDOVAL, MARIA G	\$142.08		
111726	04/08/2025	Open			Utility Management Refund	TORRES NUNEZ, LAURA ROSA	\$83.16		
111727	04/08/2025	Open			Utility Management Refund	ULLOA, JUAN & SORAYA AYALA	\$83.16		
111728	04/08/2025	Open			Utility Management Refund	URIAS, ROCXANA	\$183.33		
111729	04/08/2025	Open			Utility Management Refund	VALDEZ ROMERO , JOANNA YESENIA	\$27.39		

# Payment Register

From Payment Date: 4/7/2025 - To Payment Date: 4/11/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
111730	04/08/2025	Open			Utility Management Refund	VAZQUEZ ROMERO , BERTHA ESMERALDA	\$132.65		
111731	04/08/2025	Open			Utility Management Refund	ZAZUETA, MARCO, A	\$122.37		
111732	04/10/2025	Open			Accounts Payable	FOP/ALC	\$420.00		
111733	04/10/2025	Open			Accounts Payable	SAN LUIS POLICE OFFICERS ASSOC	\$525.00		
111734	04/10/2025	Open			Accounts Payable	SUPPORT PAYMENT CLEARINGHOUSE	\$3,289.56		
111735	04/10/2025	Open			Accounts Payable	UNITED WAY OF YUMA COUNTY INC.	\$14.00		
111736	04/10/2025	Open			Accounts Payable	UNITED YUMA FIRE FIGHTERS ASSOC	\$123.00		
111737	04/10/2025	Open			Accounts Payable	UNITED YUMA FIRE FIGHTERS- IAFF	\$1,510.00		
111738	04/11/2025	Open			Accounts Payable	J.W.C. ENVIRONMENTAL	\$19,489.64		
111739	04/11/2025	Open			Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES	\$360.00		
111740	04/11/2025	Open			Accounts Payable	ARCTIC GLACIER USA INC	\$124.50		
111741	04/11/2025	Open			Accounts Payable	AT&T MOBILITY LLC	\$7,465.99		
111742	04/11/2025	Open			Accounts Payable	BRANDED BILLS, LLC	\$3,147.10		
111743	04/11/2025	Open			Accounts Payable	BUNGER STEEL, INC	\$27,576.27		
111744	04/11/2025	Open			Accounts Payable	CENTURYLINK	\$525.23		
111745	04/11/2025	Open			Accounts Payable	CERRAJERIA LOCKSMITH AZ LLC	\$280.00		
111746	04/11/2025	Open			Accounts Payable	CONSTRUCTION SUPPLY HOLDINGS II, LLC	\$7,852.02		
111747	04/11/2025	Open			Accounts Payable	CORREA, CARLOS	\$199.25		
111748	04/11/2025	Open			Accounts Payable	DAHL, ROBINS & ASSOCIATES, INC	\$600.00		
111749	04/11/2025	Open			Accounts Payable	DOANE AND HARTWIG WATER SYSTEMS, INC.	\$2,372.28		
111750	04/11/2025	Open			Accounts Payable	DPE CONSTRUCTION, INC	\$89,014.50		
111751	04/11/2025	Open			Accounts Payable	EMAZON, JESUS	\$876.00		
111752	04/11/2025	Open			Accounts Payable	FERGUSON WATERWORKS	\$7,766.43		
111753	04/11/2025	Open			Accounts Payable	FREIGHTLINER OF ARIZONA, LLC	\$400.36		
111754	04/11/2025	Open			Accounts Payable	G&T ALARM CO LLC	\$258.00		
111755	04/11/2025	Open			Accounts Payable	GARCIA, PABLO	\$330.00		
111756	04/11/2025	Open			Accounts Payable	GOMEZ, ALEXIS, I	\$184.28		
111757	04/11/2025	Open			Accounts Payable	GREEN RUBBER- KENNEDY AG	\$27.03		
111758	04/11/2025	Open			Accounts Payable	GUEVARA, ALAN	\$74.00		
111759	04/11/2025	Open			Accounts Payable	HERNANDEZ, JESUS, A	\$189.71		
111760	04/11/2025	Open			Accounts Payable	HUGHES FIRE EQUIPMENT, INC.	\$584.89		
111761	04/11/2025	Open			Accounts Payable	I AM WELLNESS STUDIO, LLC	\$200.00		
111762	04/11/2025	Open			Accounts Payable	IPS GROUP INC	\$874.51		
111763	04/11/2025	Open			Accounts Payable	IRON MOUNTAIN INC	\$558.29		
111764	04/11/2025	Open			Accounts Payable	J. HIGGINS, LTD. INC	\$611.00		
111765	04/11/2025	Open			Accounts Payable	JAMES COOKE & HOBSON INC.	\$8,892.17		
111766	04/11/2025	Open			Accounts Payable	JAY'S ELECTRIK LLC	\$1,129.12		
111767	04/11/2025	Open			Accounts Payable	MARLOW WHITE UNIFORMS, INC.	\$111.09		
111768	04/11/2025	Open			Accounts Payable	ORDAZ, RODOLFO	\$81.00		
111769	04/11/2025	Open			Accounts Payable	PEREZ, JORGE	\$81.00		
111770	04/11/2025	Open			Accounts Payable	PRECISION UNIFORMS LLC	\$8,221.83		

# Payment Register

From Payment Date: 4/7/2025 - To Payment Date: 4/11/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
111771	04/11/2025	Open			Accounts Payable	PRIETO, ERNESTO	\$74.00		
111772	04/11/2025	Open			Accounts Payable	RAMIREZ, FELIPE	\$108.00		
111773	04/11/2025	Open			Accounts Payable	RAMIREZ, TERESITA, D	\$150.00		
111774	04/11/2025	Open			Accounts Payable	SAFETY-KLEEN SYSTEMS, INC	\$296.71		
111775	04/11/2025	Open			Accounts Payable	SAN LUIS AZ NEWS	\$719.63		
111776	04/11/2025	Open			Accounts Payable	SANDOVAL, ANTONIO	\$81.00		
111777	04/11/2025	Open			Accounts Payable	SANFORD, JAMES	\$254.15		
111778	04/11/2025	Open			Accounts Payable	STATE BAR OF ARIZONA	\$108.60		
111779	04/11/2025	Open			Accounts Payable	STATUS CREATIVO LLC	\$612.53		
111780	04/11/2025	Open			Accounts Payable	STRATTON HATS, INC	\$176.00		
111781	04/11/2025	Open			Accounts Payable	TISCHLERBISE, INC.	\$2,478.00		
111782	04/11/2025	Open			Accounts Payable	TORRES, GILBERTO	\$81.00		
111783	04/11/2025	Open			Accounts Payable	URIAS, RAYMOND	\$150.00		
111784	04/11/2025	Open			Accounts Payable	VALENZUELA, JAIME	\$74.00		
111785	04/11/2025	Open			Accounts Payable	VIZCARRA ACUNA, ERNESTO, ADOLFO	\$210.00		
111786	04/11/2025	Open			Accounts Payable	XEROX CORPORATION	\$1,242.53		
111787	04/11/2025	Open			Accounts Payable	YUMA COUNTY CHAMBER	\$70.00		
111788	04/11/2025	Open			Accounts Payable	YUMA WINLECTRIC CO.	\$958.20		
111789	04/11/2025	Open			Accounts Payable	CUTTING EDGE SOLUTIONS MFG @ MRO LLC	\$4,967.28		
111790	04/11/2025	Open			Accounts Payable	SOUTHWEST PLUMBING & AIR LLC	\$5,112.50		
Type Check Totals:									
EFT									
112 Transactions							\$226,255.03		
7336	04/10/2025	Open			Accounts Payable	ALSCO, INC	\$3,231.30		
7337	04/10/2025	Open			Accounts Payable	AMAZON.COM SALES, INC.	\$3,756.55		
7338	04/10/2025	Open			Accounts Payable	AUTOZONE STORES, INC	\$1,538.56		
7339	04/10/2025	Open			Accounts Payable	O'REILLY AUTO PARTS	\$1,278.38		
7340	04/10/2025	Open			Accounts Payable	ODP BUSINESS SOLUTIONS LLC	\$2,921.85		
7341	04/11/2025	Open			Accounts Payable	24/7 GET FIT LLC	\$1,188.00		
7342	04/11/2025	Open			Accounts Payable	AMAZON WEB SERVICES INC	\$2.02		
7343	04/11/2025	Open			Accounts Payable	AMETZA ARIZONA LLC	\$2,581.36		
7344	04/11/2025	Open			Accounts Payable	ARIZONA EMERGENCY PRODUCTS, INC.	\$742.36		
7345	04/11/2025	Open			Accounts Payable	ARIZONA MEDICAL WASTE	\$234.74		
7346	04/11/2025	Open			Accounts Payable	BILL ALEXANDER FORD	\$549.92		
7347	04/11/2025	Open			Accounts Payable	BORDER GYM	\$250.00		
7348	04/11/2025	Open			Accounts Payable	CDWG	\$5,123.23		
7349	04/11/2025	Open			Accounts Payable	CIVICPLUS, LLC	\$1,028.68		
7350	04/11/2025	Open			Accounts Payable	COPPER STATE BOLT & NUT CO.	\$223.54		
7351	04/11/2025	Open			Accounts Payable	CROWN AWARDS	\$588.82		
7352	04/11/2025	Open			Accounts Payable	CSC OF YUMA	\$114.14		
7353	04/11/2025	Open			Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC	\$37.75		
7354	04/11/2025	Open			Accounts Payable	DESERT VALLEY SERVICES, INC	\$1,318.05		
7355	04/11/2025	Open			Accounts Payable	DESERT WATER STORE INC	\$376.44		
7356	04/11/2025	Open			Accounts Payable	FRESH TERRA SERVICES LLC	\$3,522.50		
7357	04/11/2025	Open			Accounts Payable	GARCIA, JESUS	\$439.00		
7358	04/11/2025	Open			Accounts Payable	GREATER YUMA ECONOMIC DEV CORP	\$15,940.75		

# Payment Register

From Payment Date: 4/7/2025 - To Payment Date: 4/11/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7359	04/11/2025	Open			Accounts Payable	HILL BROTHERS CHEMICAL CO.	\$17,054.33		
7360	04/11/2025	Open			Accounts Payable	IMAGE TREND, INC	\$2,216.85		
7361	04/11/2025	Open			Accounts Payable	INDUSTRIAL SERVICE & SUPPLY, INC	\$727.12		
7362	04/11/2025	Open			Accounts Payable	KINGHOSE INDUSTRY LLC	\$312.13		
7363	04/11/2025	Open			Accounts Payable	LOOMIS	\$1,791.51		
7364	04/11/2025	Open			Accounts Payable	MAJCO LLC	\$259.99		
7365	04/11/2025	Open			Accounts Payable	METRO FIRE EQUIPMENT INC	\$133.00		
7366	04/11/2025	Open			Accounts Payable	MOTOROLA SOLUTIONS, INC	\$16,238.84		
7367	04/11/2025	Open			Accounts Payable	PRECISION PROTECTIVE SERVICES LLC	\$6,948.99		
7368	04/11/2025	Open			Accounts Payable	REAL PURIFIED WATER LLC	\$170.84		
7369	04/11/2025	Open			Accounts Payable	ROACH PEST CONTROL	\$1,540.00		
7370	04/11/2025	Open			Accounts Payable	RON TURLEY ASSOCIATES INC.	\$2,774.78		
7371	04/11/2025	Open			Accounts Payable	RUSH TRUCK CENTER	\$9,415.58		
7372	04/11/2025	Open			Accounts Payable	RWC INTERNATIONAL LTD	\$2,530.47		
7373	04/11/2025	Open			Accounts Payable	SIMS MACKIN, LTD.	\$637.50		
7374	04/11/2025	Open			Accounts Payable	SOUTHERN TIRE MART LLC	\$7,051.63		
7375	04/11/2025	Open			Accounts Payable	SPECTRUM BUSINESS	\$208.97		
7376	04/11/2025	Open			Accounts Payable	STRONG, CAMERON, T	\$100.00		
7377	04/11/2025	Open			Accounts Payable	SUN RENTAL AND SALES INC.	\$463.70		
7378	04/11/2025	Open			Accounts Payable	TRUCKPRO HOLDING CORPORATION	\$1,539.67		
7379	04/11/2025	Open			Accounts Payable	ULINE, INC.	\$1,033.98		
7380	04/11/2025	Open			Accounts Payable	VIKING PAINTING LLC	\$130,821.37		
7381	04/11/2025	Open			Accounts Payable	WAXIE SANITARY SUPPLY	\$874.10		
7382	04/11/2025	Open			Accounts Payable	YUMA NURSERY LLC	\$4,040.75		
7383	04/11/2025	Open			Accounts Payable	YUMA SUN INC	\$1,201.34		
7384	04/11/2025	Open			Accounts Payable	YUMA WINNELSON CO.	\$3,461.83		
Type EFT Totals:									
1BYPAYABLE - 1st BY Accounts Payable Totals									
							49 Transactions	\$260,537.21	

# Payment Register

From Payment Date: 4/7/2025 - To Payment Date: 4/11/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
				<b>Checks</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>	
					Open	112	\$226,255.03	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					<b>Total</b>	<b>112</b>	<b>\$226,255.03</b>	<b>\$0.00</b>	
				<b>EFTs</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>	
					Open	49	\$260,537.21	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					<b>Total</b>	<b>49</b>	<b>\$260,537.21</b>	<b>\$0.00</b>	
				<b>All</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>	
					Open	161	\$486,792.24	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					<b>Total</b>	<b>161</b>	<b>\$486,792.24</b>	<b>\$0.00</b>	
<b>Grand Totals:</b>									
				<b>Checks</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>	
					Open	112	\$226,255.03	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					<b>Total</b>	<b>112</b>	<b>\$226,255.03</b>	<b>\$0.00</b>	
				<b>EFTs</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>	
					Open	49	\$260,537.21	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					<b>Total</b>	<b>49</b>	<b>\$260,537.21</b>	<b>\$0.00</b>	
				<b>All</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>	
					Open	161	\$486,792.24	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					<b>Total</b>	<b>161</b>	<b>\$486,792.24</b>	<b>\$0.00</b>	

Guadalupe Canez

Digitally signed by: Guadalupe Canez  
 DN: CN = Guadalupe Canez email = gcanez@sanluisaz.gov C = AD  
 Date: 2025.04.11 10:08:31 -07'00'



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

7. A.

**Meeting Date:** 04/23/2025

**Department Head:** Sonia Cornelio, City Clerk, City Clerk's Office

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

**Action Requested:** Motion

Public Hearing

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#### ITEM:

Public Hearing followed by discussion and possible action on any and all matters regarding the recommendation of the Liquor License Application submitted to the Arizona Department of Liquor Licenses and Control by Abraham Andrade on behalf of Rolls and Bowls, located at 1964 Cesar Chavez Boulevard #6, San Luis, Arizona. **(Sonia Cornelio, City Clerk)**

- A. Staff and/or Applicant presentation
- B. Open Public Hearing
- C. Call to the public on this item
- D. Close Public Hearing
- E. Action on the recommendation of the Liquor License Application to the Arizona Department of Liquor Licenses and Control for Rolls and Bowls

#### SUMMARY:

Mr. Abraham Andrade submitted a Liquor License Application to the Arizona Department of Liquor Licenses and Control. The notice and the application were posted in a conspicuous place at the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days pursuant to A.R.S. § 4-201. The City Clerk's office has not received any comments in favor of or against the application. Staff recommends approval of the recommendation to the Arizona Department of Liquor Licenses and Control for Rolls and Bowls.

#### RECOMMENDATION / SUGGESTED MOTION:

- A. STAFF AND/OR APPLICANT PRESENTATION
- B. MAYOR NIEVES RIEDEL TO OPEN THE PUBLIC HEARING
- C. MAYOR NIEVES RIEDEL TO CALL THE PUBLIC ON THIS ITEM
- D. MAYOR NIEVES RIEDEL TO CLOSE THE PUBLIC HEARING
- E. I MOVE TO RECOMMEND APPROVAL OF THE LIQUOR LICENSE APPLICATION TO THE ARIZONA DEPARTMENT OF LIQUOR LICENSES AND CONTROL FOR ROLLS AND BOWLS, AS PRESENTED.

---

#### Fiscal Impact

<b>IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:</b>	No
<b>CITY/STATE/FEDERAL FUNDS:</b>	N/A
<b>TOTAL:</b>	N/A
<b>BUDGETED AMOUNT:</b>	N/A

**AVAILABLE AMOUNT TO TRANSFER:** N/A

**ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:** N/A

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

There is no fiscal impact associated with this item.

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**Attachments**

Notice

Application

Posting/Removal Form

Liquor License Review

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# NOTICE

## APPLICATION TO SELL ALCOHOLIC BEVERAGES

DATE POSTED: 3/20/2025

A HEARING ON A LIQUOR LICENSE APPLICATION SHALL BE HELD BEFORE THE

City of San Luis Council

PLACE 1090 E. Union St.  
San Luis, AZ 85349

DATE/TIME 4/9/2025 @ 6:00 pm.

**HEARING DATES SUBJECT TO CHANGE, TO VERIFY CALL: 928-341-8520**

THE LOCAL GOVERNING BODY WILL RECOMMEND TO THE STATE LIQUOR BOARD WHETHER THE BOARD SHOULD GRANT OR DENY THE LICENSE. THE STATE LIQUOR BOARD MAY HOLD A HEARING TO CONSIDER THE RECOMMENDATION OF THE LOCAL GOVERNING BODY. ANY PERSON RESIDING OR OWNING OR LEASING PROPERTY WITHIN A ONE-MILE RADIUS MAY CONTACT THE STATE LIQUOR BOARD IN WRITING TO REGISTER AS A PROTESTER. TO REQUEST INFORMATION REGARDING PROCEDURES BEFORE THE BOARD AND NOTICE OF ANY BOARD HEARINGS REGARDING THIS APPLICATION, CONTACT THE **STATE LIQUOR BOARD:** 800 W. WASHINGTON, 5TH FLOOR, PHOENIX, AZ. 85007 (602) 542-9789

INDIVIDUALS REQUIRING ADA ACCOMMODATIONS CALL -

LOCAL GOVERNING BODY: 928-341-8520

STATE LIQUOR DEPT: (602) 542-9789

POST ONE COPY OF THE APPLICATION FORM BELOW THIS NOTICE.

State of Arizona  
Department of Liquor Licenses and Control

RECEIVED

MAR 18 2025

CITY CLERK'S OFFICE

Created 03/18/2025 @ 09:42:02 AM

Local Governing Body Report

LICENSE

Number: Type: 012 RESTAURANT  
Name: ROLLS AND BOWLS  
State: Pending  
Issue Date: Expiration Date:  
Original Issue Date:  
Location: 1964 CESAR CHAVEZ BOULEVARD  
#6  
SAN LUIS, AZ 85336  
USA  
Mailing Address: PO BOX 9181  
SAN LUIS, AZ 85349  
USA  
Phone: (928)550-5342  
Alt. Phone: (928)276-8114  
Email: ROLLSANDBOWLSUSHI@GMAIL.COM

AGENT

Name: ABRAHAM ANDRADE  
Gender: Male  
Correspondence Address: PO BOX 9181  
SAN LUIS, AZ 85349  
USA  
Phone: (928)276-8414  
Alt. Phone: (928)366-0209  
Email: ROLLSANDBOWLS2.0@GMAIL.COM

OWNER

Name: ROLLS AND BOWLS LLC  
Contact Name: ABRAHAM ANDRADE  
Type: LIMITED LIABILITY COMPANY  
AZ CC File Number: L20417525 State of Incorporation: AZ  
Incorporation Date: 10/19/2015  
Correspondence Address: PO BOX 9181  
SAN LUIS, AZ 85349  
USA  
Phone: (928)550-5342  
Alt. Phone: (928)276-8114  
Email: APRANDRADE@YAHOO.COM

Officers / Stockholders

60th Day:  
5/13/25  
105th Day:  
6/27/25

Name:  
ABRAHAM ANDRADE  
CHRISTIAN VALENCIA

Title:  
Member  
Member

% Interest:  
50.00  
50.00

### **ROLLS AND BOWLS LLC - Member**

Name: ABRAHAM ANDRADE  
Gender: Male  
Correspondence Address: PO BOX 9181  
SAN LUIS, AZ 85349  
USA  
Phone: (928)550-5342  
Alt. Phone:  
Email: ROLLSANDBOWLS2.0@GMAIL.COM

### **ROLLS AND BOWLS LLC - Member**

Name: CHRISTIAN VALENCIA  
Gender: Male  
Correspondence Address: PO BOX 9181  
SAN LUIS, AZ 85349  
USA  
Phone: (928)366-0209  
Alt. Phone:  
Email: CHRISTIANVALENICA@LIVE.COM

## **APPLICATION INFORMATION**

Application Number: 334635  
Application Type: New Application  
Created Date: 02/27/2025

## **QUESTIONS & ANSWERS**

### **012 Restaurant**

- 1) Are you applying for an Interim Permit (INP)?  
Yes  
What date are you taking ownership? Please upload the Interim Permit Notary page when you reach the upload page.  
3/12/2025 we were informed no interim permit notary page is needed due to previous series 12 license at this new address has been surrendered
- 2) Are you one of the following? Please indicate below.  
Property Tenant  
Subtenant  
Property Owner  
Property Purchaser  
Property Management Company  
Property Tenant
- 3) Is there a penalty if lease is not fulfilled?  
No
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?  
Yes

- 5) What is the total money borrowed for the business not including the lease?  
Please list each amount owed to lenders/individuals.  
\$0
- 6) Are there walk-up or drive-through windows on the premises?  
No
- 7) Does the establishment have a patio?  
Yes  
Is the patio contiguous or non-contiguous (within 30 feet)?  
Contiguous
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?  
No
- 9) What type of business will this license be used for?  
Restaurant Series 12

<b>DOCUMENTS</b>
------------------

DOCUMENT TYPE	FILE NAME	UPLOADED DATE
MENU	Menu1.png	02/27/2025
MENU	Menu 2.png	02/27/2025
MENU	Menu 3.png	02/27/2025
MENU	Menu 4.jpg	02/27/2025
MENU	Menu 5.png	02/27/2025
MENU	Menu 6.png	02/27/2025
MENU	Menu 7.png	02/27/2025
DIAGRAM/FLOOR PLAN	Planos finales.pdf	02/27/2025
QUESTIONNAIRE	Personal Questionare.pdf	02/27/2025
MISCELLANEOUS	Landlord Doc.pdf	02/27/2025
MISCELLANEOUS	Tenant.pdf	02/27/2025
RESTAURANT OPERATION PLAN	FLOOR OPERATION PLAN[1].pdf	02/27/2025
RECORDS REQUIRED FOR AUDIT	Records for audit.pdf	02/27/2025
	Personal Questionare AB Andrade.pdf	03/12/2025
	Personal Questionare Christian Valencia.pdf	03/12/2025
	Series 12 Updated Application.pdf	03/12/2025
	Non Alcoholic Drinks bottom right .jpg	03/12/2025
	This statement is to indicate that we own series 12 liquor license 12143236.docx	03/12/2025



# POSTING

Job# \_\_\_\_\_  
DLLC use only

Arizona Dept. of Liquor Licenses and Control  
800 W. Washington St. 5<sup>th</sup> Floor Phoenix, AZ 85007  
(602) 542-5141

Type or Print with **Black Ink**

Date of Posting: 3 / 20 / 2025      Date of Posting Removal: 4 / 17 / 2025

Applicant's Name: Ambrade Abraham \_\_\_\_\_  
Last First Middle

Business Address: 1964 Cesar Chavez Boulevard #6 San Luis 85349  
Street City Zip

I hereby certify that pursuant to A.R.S. 4-201, I posted notice in a conspicuous place on the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days.

Sonia Cornelio City Clerk 928.341.8520  
Print Name of City/County Official Title Phone Number

Sonia Cornelio 4/17/2025  
Signature Date Signed

Return this affidavit with your recommendations or any other related documents.  
If you have any questions please call (602) 542-5141 and ask for the Licensing Division.



# City of San Luis

Development Services

RECEIVED

APR 17 2025

CITY CLERK'S OFFICE

## Liquor License Review

Name of Business: Rolls and Bowls

Former Name of Business (if applicable): \_\_\_\_\_

Physical Address: 1962 E CESAR CHAVEZ BOULEVARD SUITE 6, SAN LUIS, ARIZONA 85336

Type of Arizona liquor license requested: RESTAURANT

Date of City Council Public Hearing: 4/23/2025

Zoning: COMMUNITY COMMERCIAL (C-2) // Is requested use permitted?  Yes / No

Distance to nearest school facility: 1044 N. 10th AVENUE- HARVEST PREPARATORY ACADEMY

= 701 Feet (distance is measured from wall to wall unless outdoor school recreation area is included)

Distance to nearest religious institution: 685 N. 9<sup>TH</sup> AVENUE -CHURCH OF JESUS CHRIST OF LDS

= 1662 Feet (distance is measured from wall to wall unless outdoor school recreation area is included)

Verified by Planning & Zoning Division: Jose Armas



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

**7. B.**

**Meeting Date:** 04/23/2025

**Department Head:** Jose A. Guzman, Director of Development Services, Development Services

**Submitted By:** Jose A. Guzman, Director of Development Services, Development Services

**Action Requested:** Motion  
Resolution

---

#### ITEM:

Discussion and possible action on any and all matters regarding Resolution No. 2360. A Resolution of the Mayor and City Council of the City of San Luis, Arizona, approving and adopting the Land Use Assumptions and Infrastructure Improvements Plan and declaring as a public record the document titled "Draft Land Use Assumptions, Infrastructure Improvements Plans, and Development Fee Report". (**Jose A. Guzman, Director of Development Services**)

#### SUMMARY:

Municipalities in Arizona may assess development fees to offset the cost of providing necessary public services to accommodate new development. The development fees are based on the Land Use Assumptions (LUA) and Infrastructure Improvements Plan (IIP), which outline projected growth and the infrastructure required to support it. Development Fees are one-time payments used exclusively for system improvements and may not be used for operations, maintenance, replacement, or correcting existing deficiencies. These fees are paid when a building permit is issued and do not affect current residents.

The City of San Luis contracted with TischlerBise to prepare the LUA, IIP, and update development fees to comply with Arizona law.

#### LUA and IIP OVERVIEW:

The LUA and IIP are the principal planning documents needed to support changes to development fee assessments. The update to the LUA and IIP includes the following necessary public services: Fire, Parks and Recreation, Police, Street, Water, and Wastewater.

The proposed IIP reflects current growth projections, updated cost estimates for infrastructure improvements, and adjustments to account for inflation. The methodology ensures that new development pays a proportionate share of infrastructure costs, keeping the development fees equitable and in compliance with A.R.S. § 9-463.05.

#### THIS RESOLUTION:

This resolution is for City Council to consider approval and adoption or disapproval of the Land Use Assumptions and Infrastructure Improvement Plan. In addition, it will declare the Draft Infrastructure Improvement Plan and Development Fee Report a public record.

The attached Draft Infrastructure Improvement Plan and Development Fee Report has been on the city's website since January 16, 2025, and was part of the March 19, 2025, Special Meeting Agenda Packet. Formally declaring it a public record will cause three (3) copies to be on file with the City Clerk to be available for public inspection and will allow the city to save on publication costs if the document is

adopted as part of the Development Fee process.

**STAFF RECOMMENDATION:**

Various departments collaborated with the consultant to develop this document. Staff recommends approval and adoption of Resolution No. 2360.

**RECOMMENDATION / SUGGESTED MOTION:**

**I MOVE TO APPROVE AND ADOPT RESOLUTION NO. 2360.**

---

**Fiscal Impact**

<b>IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:</b>	N/A
<b>CITY/STATE/FEDERAL FUNDS:</b>	N/A
<b>TOTAL:</b>	N/A
<b>BUDGETED AMOUNT:</b>	N/A
<b>AVAILABLE AMOUNT TO TRANSFER:</b>	N/A
<b>ACCT NAME &amp; GL#/REMAINING BALANCE BEFORE PURCHASE:</b>	N/A
<b>FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):</b>	
	N/A

---

**Attachments**

Resolution No. 2360  
Land Use Assumptions and Infrastructure Improvement Plan DRAFT

---



# *Resolution*

NO. 2360

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, APPROVING AND ADOPTING THE LAND USE ASSUMPTIONS AND INFRASTRUCTURE IMPROVEMENTS PLAN AND DECLARING AS A PUBLIC RECORD THE DOCUMENT TITLED “DRAFT LAND USE ASSUMPTIONS, INFRASTRUCTURE IMPROVEMENTS PLANS, AND DEVELOPMENT FEE REPORT.”**

**WHEREAS**, Arizona Revised Statutes 9-463.05 required municipalities to update Land Use Assumptions and Infrastructure Improvement Plans at least every five years; and

**WHEREAS**, these plans are utilized to determine fair and appropriate impact fees to offset the cost of development; and

**WHEREAS**, the City has secured TischlerBise to conduct a comprehensive assessment of the City’s Development Fees.

**WHEREAS**, the City, in anticipation of adopting development impact fees, released the proposed Land Use Assumptions (LUA) and an Infrastructure Improvements Plan (IIP) to the public on January 16, 2025, including posting the required material on the City’s website, all in conformance with Arizona Revised Statutes (ARS); and

**WHEREAS**, at least 60 days passed after the release of the LUA and IIP before the public hearing on the LUA and IIP; such hearing was held on March 19, 2025; and

**WHEREAS**, at least 30 days but less than 60 days has passed since the public hearing on the LUA and IIP; and

**WHEREAS**, with the adoption of the LUA and IIP, development impact fees will be brought forward by resolution after completion of a public notice and public hearing in accordance with ARS § 9.463.05.

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

**SECTION 1.** The document titled “Draft Land Use Assumptions, Infrastructure Improvements Plans, and Development Fee Report” three (3) copies of which are on file

in the office of the City Clerk, if hereby declared to be a public record, and said copies are ordered to remain on file with the City Clerk.

**SECTION 2.** The Land Use Assumptions and Infrastructure Improvement Plans, as shown in the document titled "Draft Land Use Assumptions, Infrastructure Improvements Plans, and Development Fee Report," are hereby approved and adopted.

**PASSED, APPROVED, AND ADOPTED** by the Mayor and City Council of the City of San Luis, Arizona, this 23<sup>rd</sup> day of April 2025.

**APPROVED:**

\_\_\_\_\_  
Nieves Riedel, Mayor

**ATTEST:**

\_\_\_\_\_  
Sonia Cornelio, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Kay Marion Macuil, City Attorney

**DRAFT**  
**Land Use Assumptions,  
Infrastructure Improvements Plan,  
and Development Fee Report**

**Prepared for:  
San Luis, Arizona**

**February 26, 2025**



**4701 Sangamore Road  
Suite S240  
Bethesda, MD 20816  
301.320.6900  
[www.TischlerBise.com](http://www.TischlerBise.com)**

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## **EXECUTIVE SUMMARY**

The City of San Luis, Arizona, contracted with TischlerBise to document land use assumptions, prepare the Infrastructure Improvements Plan (hereinafter referred to as the “IIP”), and update development fees pursuant to Arizona Revised Statutes (“ARS”) § 9-463.05 (hereafter referred to as the “Enabling Legislation”). Municipalities in Arizona may assess development fees to offset infrastructure costs to a municipality for necessary public services. The development fees must be based on an Infrastructure Improvements Plan and Land Use Assumptions. The IIP for each type of infrastructure is in the middle section of this document. The proposed development fees are displayed in the Development Fee Report in the next section.

Development fees are one-time payments used to construct system improvements needed to accommodate new development. The fee represents future development’s proportionate share of infrastructure costs. Development fees may be used for infrastructure improvements or debt service for growth related infrastructure. In contrast to general taxes, development fees may not be used for operations, maintenance, replacement, or correcting existing deficiencies. This update of San Luis’ Infrastructure Improvements Plan and associated update to its development fees includes the following necessary public services:

1. Fire Facilities
2. Parks and Recreational Facilities
3. Police Facilities
4. Street Facilities
5. Water Facilities
6. Wastewater Facilities

This plan includes all necessary elements required to be in full compliance with the Enabling Legislation.

### **ARIZONA DEVELOPMENT FEE ENABLING LEGISLATION**

---

The Enabling Legislation governs how development fees are calculated for municipalities in Arizona.

#### **Necessary Public Services**

Under the requirements of the Enabling Legislation, development fees may only be used for construction, acquisition or expansion of public facilities that are necessary public services. “Necessary public service” means any of the following categories of facilities that have a life expectancy of three or more years and that are owned and operated on behalf of the municipality: water, wastewater, storm water, library, street, fire, police, and parks and recreational. Additionally, a necessary public service includes any facility that was financed before June 1, 2011, and that meets the following requirements:

1. Development fees were pledged to repay debt service obligations related to the construction of the facility.
2. After August 1, 2014, any development fees collected are used solely for the payment of principal and interest on the portion of the bonds, notes, or other debt service obligations issued before June 1, 2011, to finance construction of the facility.

## **Infrastructure Improvements Plan**

Development fees must be calculated pursuant to an IIP. For each necessary public service that is the subject of a development fee, by law, the IIP shall include the following seven elements:

1. A description of the existing necessary public services in the service area and the costs to update, improve, expand, correct or replace those necessary public services to meet existing needs and usage and stricter safety, efficiency, environmental or regulatory standards, which shall be prepared by qualified professionals licensed in this state, as applicable.
2. An analysis of the total capacity, the level of current usage and commitments for usage of capacity of the existing necessary public services, which shall be prepared by qualified professionals licensed in this state, as applicable.
3. A description of all or the parts of the necessary public services or facility expansions and their costs necessitated by and attributable to development in the service area based on the approved Land Use Assumptions, including a forecast of the costs of infrastructure, improvements, real property, financing, engineering and architectural services, which shall be prepared by qualified professionals licensed in this state, as applicable.
4. A table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of necessary public services or facility expansions and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial, and industrial.
5. The total number of projected service units necessitated by and attributable to new development in the service area based on the approved Land Use Assumptions and calculated pursuant to generally accepted engineering and planning criteria.
6. The projected demand for necessary public services or facility expansions required by new service units for a period not to exceed ten years.
7. A forecast of revenues generated by new service units other than development fees, which shall include estimated state-shared revenue, highway users revenue, federal revenue, ad valorem property taxes, construction contracting or similar excise taxes and the capital recovery portion of utility fees attributable to development based on the approved Land Use Assumptions and a plan to include these contributions in determining the extent of the burden imposed by the development.

## **Qualified Professionals**

The IIP must be developed by qualified professionals using generally accepted engineering and planning practices. A qualified professional is defined as “a professional engineer, surveyor, financial analyst or planner providing services within the scope of the person’s license, education, or experience.” TischlerBise is a fiscal, economic, and planning consulting firm specializing in the cost of growth services. Our services include development fees, fiscal impact analysis, infrastructure financing analyses, user fee/cost of service studies, capital improvement plans, and fiscal software. TischlerBise has prepared over 800 development fee studies over the past 30 years for local governments across the United States.

## **Conceptual Development Fee Calculation**

In contrast to project-level improvements, development fees fund growth-related infrastructure that will benefit multiple development projects, or the entire service area (usually referred to as system improvements). The first step is to determine an appropriate demand indicator for the particular type of infrastructure. The demand indicator measures the number of service units for each unit of development. For example, an appropriate indicator of the demand for parks is population growth and the increase in population can be estimated from the average number of persons per housing unit. The second step in the development fee formula is to determine infrastructure improvement units per service unit, typically called level-of-service (LOS) standards. In keeping with the park example, a common LOS standard is improved park acres per thousand people. The third step in the development fee formula is the cost of various infrastructure units. To complete the park example, this part of the formula would establish a cost per acre for land acquisition and/ or park amenities.

## **Evaluation of Credits/Offsets**

Regardless of the methodology, a consideration of credits/offsets is integral to the development of a legally defensible development fee. There are two types of credits/offsets that should be addressed in development fee studies and ordinances. The first is a revenue credit/offset due to possible double payment situations, which could occur when other revenues may contribute to the capital costs of infrastructure covered by the development fee. This type of credit/offset is integrated into the fee calculation, thus reducing the fee amount. The second is a site-specific credit or developer reimbursement for dedication of land or construction of system improvements. This type of credit is addressed in the administration and implementation of the development fee program. For ease of administration, TischlerBise normally recommends developer reimbursements for system improvements.

## **INTRODUCTION TO DEVELOPMENT FEES**

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Development fees are one-time payments used to fund capital improvements necessitated by future development. Development fees have been utilized by local governments in various forms for at least fifty years. Development fees do have limitations and should not be regarded as the total solution for infrastructure financing needs. Rather, they should be considered one component of a comprehensive portfolio to ensure adequate provision of public facilities with the goal of maintaining current levels of service in a community. Any community considering development fees should note the following limitations:

- 1) Fees can only be used to finance capital infrastructure and cannot be used to finance ongoing operations and / or maintenance and rehabilitation costs.
- 2) Fees cannot be deposited in the General Fund. The funds must be accounted for separately in individual accounts and earmarked for the capital expenses for which they were collected.
- 3) Fees cannot be used to correct existing infrastructure deficiencies unless there is a funding plan in place to correct the deficiency for all current residents and businesses in the community.

## **REQUIRED FINDINGS**

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There are three reasonable relationship requirements for development fees that are closely related to “rational nexus” or “reasonable relationship” requirements enunciated by a number of state courts. Although the term “dual rational nexus” is often used to characterize the standard by which courts evaluate the validity of development fees under the U. S. Constitution, we prefer a more rigorous formulation that recognizes three elements: “impact or need,” “benefit,” and “proportionality.” The dual rational nexus test explicitly addresses only the first two, although proportionality is reasonably implied, and was specifically mentioned by the U.S. Supreme Court in the *Dolan* case. The reasonable relationship language of the statute is considered less strict than the rational nexus standard used by many courts. Individual elements of the nexus standard are discussed further in the following paragraphs.

**Demonstrating an Impact.** All future development in a community creates additional demands on some, or all, public facilities provided by local government. If the supply of facilities is not increased to satisfy that additional demand, the quality or availability of public services for the entire community will deteriorate. Development fees may be used to recover the cost of development-related facilities, but only to the extent that the need for facilities is a consequence of development that is subject to the fees. The *Nollan* decision reinforced the principle that development exactions may be used only to mitigate conditions created by the developments upon which they are imposed. That principle clearly applies to development fees. In this study, the impact of development on improvement needs is analyzed in terms of quantifiable relationships between various types of development and the demand for specific facilities, based on applicable level-of-service standards.

**Demonstrating a Benefit.** A sufficient benefit relationship requires that development fee revenues be segregated from other funds and expended only on the facilities for which the fees were charged. Fees must be expended in a timely manner and the facilities funded by the fees must serve the development paying the fees. However, nothing in the U.S. Constitution or the State enabling Act authorizing development fees requires that facilities funded with fee revenues be available *exclusively* to development paying the fees. In other words, existing development may benefit from these improvements as well.

Procedures for the earmarking and expenditure of fee revenues are typically mandated by the State Enabling Legislation, as are procedures to ensure that the fees are expended expeditiously or refunded. All requirements are intended to ensure that developments benefit from the fees they are required to pay. Thus, an adequate showing of benefit must address procedural as well as substantive issues.

**Demonstrating Proportionality.** The requirement that exactions be proportional to the impacts of development was clearly stated by the U.S. Supreme Court in the *Dolan* case (although the relevance of that decision to development fees has been debated) and is logically necessary to establish a proper nexus. Proportionality is established through the procedures used to identify development-related facility costs, and in the methods used to calculate development fees for various types of facilities and categories of development. The demand for facilities is measured in terms of relevant and measurable attributes of development.

## **DEVELOPMENT FEE REPORT**

Development fees for the necessary public services made necessary by new development must be based on the same level of service (LOS) provided to existing development in the service area. There are three basic methodologies used to calculate development fees. They examine the past, present, and future status of infrastructure. The objective of evaluating these different methodologies is to determine the best measure of the demand created by new development for additional infrastructure capacity. Each methodology has advantages and disadvantages in a particular situation and can be used simultaneously for different cost components.

Reduced to its simplest terms, the process of calculating development fees involves two main steps: (1) determining the cost of development-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of development fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities within the designated service area. The following paragraphs discuss basic methodologies for calculating development fees and how those methodologies can be applied.

- **Cost Recovery** (past improvements) - The rationale for recoupment, often called cost recovery, is that new development is paying for its share of the useful life and remaining capacity of facilities already built, or land already purchased, from which new growth will benefit. This methodology is often used for utility systems that must provide adequate capacity before new development can take place.
- **Incremental Expansion** (concurrent improvements) - The incremental expansion methodology documents current LOS standards for each type of public facility, using both quantitative and qualitative measures. This approach assumes there are no existing infrastructure deficiencies or surplus capacity in infrastructure. New development is only paying its proportionate share for growth-related infrastructure. Revenue will be used to expand or provide additional facilities, as needed, to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments to keep pace with development.
- **Plan-Based** (future improvements) - The plan-based methodology allocates costs for a specified set of improvements to a specified amount of development. Improvements are typically identified in a long-range facility plan and development potential is identified by a land use plan. There are two basic options for determining the cost per demand unit: (1) total cost of a public facility can be divided by total demand units (average cost), or (2) the growth-share of the public facility cost can be divided by the net increase in demand units over the planning timeframe (marginal cost).

**DEVELOPMENT FEE COMPONENTS**

Shown below, Figure 1 summarizes service areas, methodologies, and infrastructure cost components for the proposed fees.

**Figure 1: Proposed Development Fee Service Areas, Methodologies, and Cost Components**

Necessary Public Service	Service Area	Cost Recovery	Incremental Expansion	Plan-Based	Cost Allocation
Fire	Citywide	N/A	Fire Facilities, Fire Apparatus	Development Fee Report	Population, Jobs
Parks and Recreational	Citywide	N/A	Community Park Land, Park Amenities	Development Fee Report	Population, Jobs
Police	Citywide	N/A	Police Facilities, Police Vehicles, Communication Equipment	Development Fee Report	Population, Vehicle Trips
Street	Citywide	N/A	Street Improvements, Intersection Improvements	Development Fee Report	VMT
Water	Citywide	N/A	N/A	Water Treatment / Production, Water Storage / Booster, Development Fee Report	Max Day Gallons
Wastewater	Citywide	N/A	N/A	Wastewater Treatment, Development Fee Report	Average Day Gallons

Calculations throughout this report are based on an analysis conducted using Excel software. Most results are discussed in the report using two, three, and four decimal places, which represent rounded figures. However, the analysis itself uses figures carried to their ultimate decimal places; therefore, the sums and products generated in the analysis may not equal the sum or product if the reader replicates the calculation with the factors shown in the report (due to the rounding of figures shown, not in the analysis).

## CURRENT DEVELOPMENT FEES

Current development fees are assessed per housing unit for residential development and per 1,000 square feet of floor area for nonresidential development. Current development fees for water and wastewater are assessed by meter size and type.

**Figure 2: Current Development Fees**

Residential Fees per Unit						
Development Type	Fire	General Government	Parks & Recreational	Police	Street	Current Fees
Single Family	\$562	\$308	\$753	\$446	\$1,709	\$3,778
Multi-Family	\$363	\$199	\$487	\$288	\$799	\$2,136

Nonresidential Fees per 1,000 Square feet						
Development Type	Fire	General Government	Parks & Recreational	Police	Street	Current Fees
Industrial	\$433	\$238	\$127	\$135	\$378	\$1,311
Commercial	\$622	\$341	\$183	\$678	\$1,718	\$3,542
Office & Other Services	\$789	\$433	\$232	\$265	\$743	\$2,462
Institutional	\$247	\$136	\$73	\$350	\$982	\$1,788

**Figure 3: Current Development Fees**

Fees per Meter			
Meter Size and Type	Water	Wastewater	Current Fees
0.75 Displacement	\$542	\$912	\$1,454
1.00 Displacement	\$905	\$1,523	\$2,428
1.50 Displacement	\$1,804	\$3,036	\$4,840
2.00 Compound	\$2,888	\$4,860	\$7,748
3.00 Compound	\$5,781	\$9,729	\$15,510
4.00 Compound	\$9,031	\$15,200	\$24,231
6.00 Compound	\$18,058	\$30,391	\$48,449
8.00 Compound	\$28,893	\$48,628	\$77,521

**PROPOSED DEVELOPMENT FEES**

Proposed development fees will be assessed per housing unit for residential development and per 1,000 square feet of floor area for nonresidential development. Proposed development fees for water and wastewater will be assessed by meter size and type. The proposed fees represent the maximum allowable fees. San Luis may adopt fees that are less than the amounts shown; however, a reduction in development fee revenue will necessitate an increase in other revenues, a decrease in planned capital improvements, and/or a decrease in level-of-service standards. All costs in the Development Fee Report represent current dollars with no assumed inflation over time. If costs change significantly over time, development fees should be recalculated.

**Figure 4: Proposed Development Fees**

Residential Fees per Unit						
Development Type	Fire	General Government	Parks & Recreational	Police	Street	Proposed Fees
Single Family	\$1,470	\$0	\$1,874	\$1,301	\$1,701	\$6,346
Multi-Family	\$1,232	\$0	\$1,571	\$1,090	\$1,216	\$5,109

Nonresidential Fees per 1,000 Square feet						
Development Type	Fire	General Government	Parks & Recreational	Police	Street	Proposed Fees
Industrial	\$1,306	\$0	\$316	\$626	\$442	\$2,690
Commercial	\$1,763	\$0	\$427	\$3,130	\$1,457	\$6,777
Office & Other Services	\$2,711	\$0	\$656	\$1,389	\$983	\$5,739
Institutional	\$2,520	\$0	\$610	\$1,910	\$1,352	\$6,392

**Figure 5: Proposed Development Fees**

Fees per Meter			
Meter Size and Type	Water	Wastewater	Proposed Fees
0.75 Displacement	\$1,696	\$1,269	\$2,965
1.00 Displacement	\$2,832	\$2,119	\$4,951
1.50 Displacement	\$5,647	\$4,226	\$9,873
2.00 Compound	\$9,038	\$6,764	\$15,802
3.00 Compound	\$18,094	\$13,540	\$31,634
4.00 Compound	\$28,268	\$21,154	\$49,422
6.00 Compound	\$56,519	\$42,296	\$98,815
8.00 Compound	\$90,434	\$67,676	\$158,110

### DIFFERENCE BETWEEN PROPOSED AND CURRENT DEVELOPMENT FEES

The differences between the proposed and current development fees are displayed below.

**Figure 6: Difference Between Proposed and Current Development Fees**

Residential Fees per Unit						
Development Type	Fire	General Government	Parks & Recreational	Police	Street	Difference
Single Family	\$908	(\$308)	\$1,121	\$855	(\$8)	\$2,568
Multi-Family	\$869	(\$199)	\$1,084	\$802	\$417	\$2,973

Nonresidential Fees per 1,000 Square feet						
Development Type	Fire	General Government	Parks & Recreational	Police	Street	Difference
Industrial	\$873	(\$238)	\$189	\$491	\$64	\$1,379
Commercial	\$1,141	(\$341)	\$244	\$2,452	(\$261)	\$3,235
Office & Other Services	\$1,922	(\$433)	\$424	\$1,124	\$240	\$3,277
Institutional	\$2,273	(\$136)	\$537	\$1,560	\$370	\$4,604

**Figure 7: Difference Between Proposed and Current Development Fees**

Fees per Meter			
Meter Size and Type	Water	Wastewater	Difference
0.75 Displacement	\$1,154	\$357	\$1,511
1.00 Displacement	\$1,927	\$596	\$2,523
1.50 Displacement	\$3,843	\$1,190	\$5,033
2.00 Compound	\$6,150	\$1,904	\$8,054
3.00 Compound	\$12,313	\$3,811	\$16,124
4.00 Compound	\$19,237	\$5,954	\$25,191
6.00 Compound	\$38,461	\$11,905	\$50,366
8.00 Compound	\$61,541	\$19,048	\$80,589

**LAND USE ASSUMPTIONS**

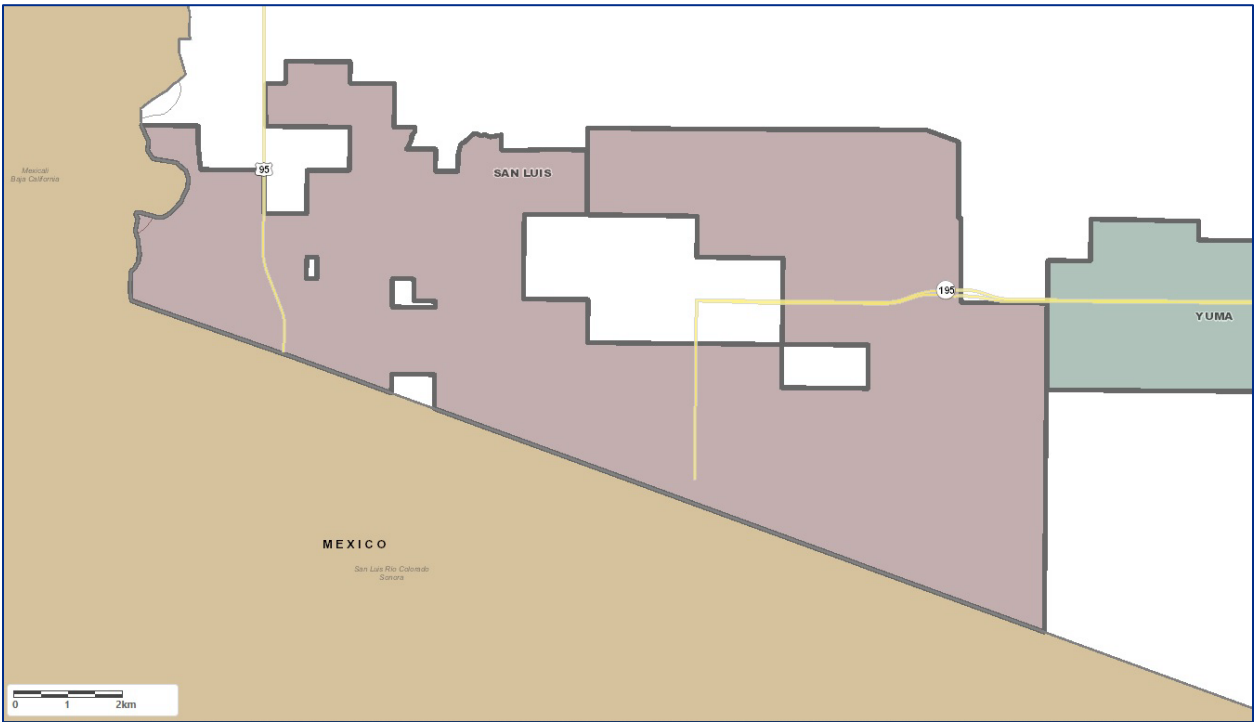
Arizona’s Development Fee Act requires the preparation of Land Use Assumptions, which are defined in Arizona Revised Statutes § 9-463.05(T)(6) as:

*“projections of changes in land uses, densities, intensities and population for a specified service area over a period of at least ten years and pursuant to the General Plan of the municipality.”*

The estimates and projections of residential and nonresidential development in this Land Use Assumptions document are for all areas within San Luis. The current demographic estimates and future development projections will be used in the Infrastructure Improvements Plan (IIP) and in the calculation of development fees. Current demographic data estimates for 2024 are used in calculating levels of service (LOS) provided to existing development in San Luis. Arizona’s Enabling Legislation requires fees to be updated at least every five years and limits the IIP to a maximum of 10 years.

There is one service area for the Infrastructure Improvements Plan and the Development Fee Report, as all fees pertain to services provided citywide. The service area is shown in Figure L1.

**Figure L1: Service Area**



## **SUMMARY OF GROWTH INDICATORS**

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Key land use assumptions include population, housing units, employment, and nonresidential floor area projections. Based on staff recommendations, residential projections are based on 2020 through 2060 population projections published by the Arizona Office of Economic Opportunity (OEO) as well as occupancy factors derived from 2018-2022 American Community Survey data. Nonresidential projections are based on the 2021 ratio of jobs per housing unit and housing unit projections. Development projections are summarized in Figure L12.

These projections will be used to estimate fee revenue and to indicate the anticipated need for growth-related infrastructure. However, development fee methodologies are designed to reduce sensitivity to development projections in the determination of the proportionate share fee amounts. If actual development occurs at a slower rate than projected, fee revenue will decline, but so will the need for growth-related infrastructure. In contrast, if development occurs at a faster rate than anticipated, fee revenue will increase, but San Luis will also need to accelerate infrastructure improvements to keep pace with the actual rate of development. During the next 10 years, residential development projections indicate a population increase of 6,621 persons in 1,908 housing units, and nonresidential development projections indicate an employment increase of 916 jobs in approximately 383,000 square feet.

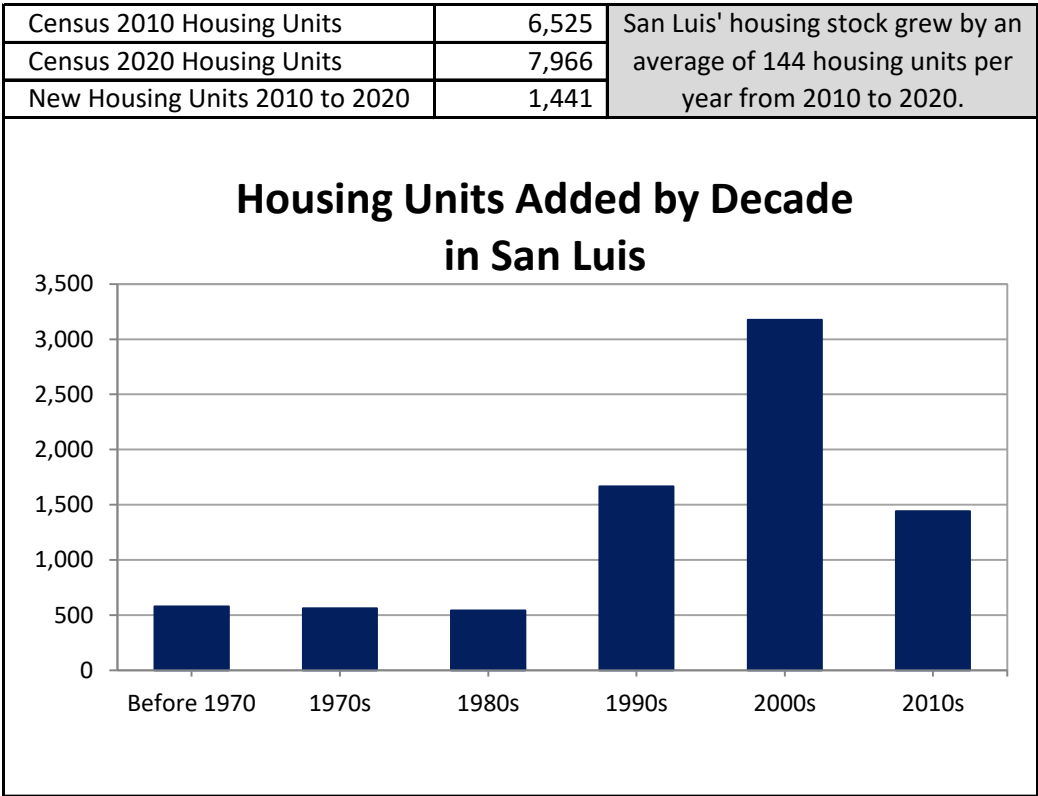
**RESIDENTIAL DEVELOPMENT**

This section details current estimates and future projections of residential development including population and housing units.

**Recent Residential Construction**

Development fees require an analysis of current levels of service. For residential development, current levels of service are determined using estimates of population and housing units. Shown below, Figure L2 indicates the estimated number of housing units added by decade according to data obtained from the U.S. Census Bureau. In the previous decade, San Luis’ housing stock grew by an average of 144 housing units per year.

**Figure L2: Housing Units by Decade**



Source: U.S. Census Bureau, Census 2020 Summary File 1, Census 2010 Summary File 1, 2018-2022 American Community Survey 5-Year Estimates (for 2000s and earlier, adjusted to yield total units in 2010).

## Occupancy Factors

According to the U.S. Census Bureau, a household is a housing unit occupied by year-round residents. Development fees often use per capita standards and persons per housing unit (PPHU) or persons per household (PPH) to derive proportionate share fee amounts. When PPHU is used in the fee calculations, infrastructure standards are derived using year-round population. When PPH is used in the fee calculations, the development fee methodology assumes a higher percentage of housing units will be occupied, thus requiring seasonal or peak population to be used when deriving infrastructure standards. TischlerBise recommends that development fees for residential development be imposed according to the number of persons per housing unit.

Occupancy calculations require data on population and the types of units by structure. The 2010 census did not obtain detailed information using a “long-form” questionnaire. Instead, the U.S. Census Bureau switched to a continuous monthly mailing of surveys, known as the American Community Survey (ACS), which has limitations due to sample-size constraints. For example, data on detached housing units are now combined with attached single units (commonly known as townhouses, which share a common sidewall, but are constructed on an individual parcel of land). For development fees in San Luis, “Single-Family” includes detached units, attached units, and mobile home units, “Multi-Family” includes duplexes, all structures with two or more units on an individual parcel of land, and all other types of units.

Figure L3 below shows the occupancy estimates for San Luis based on 2018-2022 American Community Survey 5-Year Estimates. Single-family units averaged 3.52 persons per housing unit and multi-family units averaged 2.95 persons per housing unit. The estimates shown below are used only to calculate occupancy factors and may not match population and housing unit estimates shown throughout this report.

**Figure L3: Occupancy Factors**

Housing Type	Persons	Households	Persons per Household	Housing Units	Persons per Housing Unit	Housing Mix	Vacancy Rate
Single-Family <sup>1</sup>	29,207	7,996	3.65	8,286	<b>3.52</b>	90.5%	3.50%
Multi-Family <sup>2</sup>	2,581	850	3.04	874	<b>2.95</b>	9.5%	2.75%
<b>Total</b>	<b>31,788</b>	<b>8,846</b>	<b>3.59</b>	<b>9,160</b>	<b>3.47</b>	<b>100.0%</b>	<b>3.43%</b>

Source: U.S. Census Bureau, 2018-2022 American Community Survey 5-Year Estimates

1. Includes detached, attached (townhouse), and mobile home units.
2. Includes dwellings in structures with two or more units, RVs, and all other units.

**Residential Estimates**

2020 U.S. Census Bureau population estimates include 35,573 persons, and the 2023 Arizona Office of Economic Opportunity (OEO) population estimates include 38,149 persons. To estimate the 2024 population, TischlerBise uses the increase of 723 persons from 2023 to 2024, from the OEO’s 2023-2060 Sub-County Population Projections. San Luis’ 2024 population estimate includes 38,872 persons.

2020 U.S. Census Bureau estimates include 7,966 housing units. To estimate housing units in the 2024 base year, the analysis divides the 2020 to 2024 population increase of 3,299 persons (38,872 persons in 2024 – 35,573 persons in 2020) by the citywide occupancy factor of 3.47 persons per housing unit shown in Figure L3. For the 2024 base year, the existing housing stock includes 8,917 total housing units (7,966 housing units in 2020 + (3,299 additional persons / 3.47 persons per housing unit = 951 additional units)). To estimate single-family units and multi-family units, the analysis uses the housing mix percentages shown in Figure L3. The existing housing stock includes 8,066 single-family units (8,917 total housing units X 90.5 percent) and 851 multi-family units (8,917 total housing units X 9.5 percent). For this study, the analysis assumes the occupancy factors shown in Figure L3 will remain constant throughout the 10-year projection period.

**Residential Projections**

Population and housing unit projections are used to illustrate the possible future pace of service demands, revenues, and expenditures. To the extent these factors change, the projected need for infrastructure will also change. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase at a corresponding rate. If development occurs at a slower rate than projected, the demand for infrastructure will also decrease.

TischlerBise uses Arizona Office of Economic Opportunity (OEO) 2023-2060 Sub-County Population Projections to project future residential development. As shown in Figure L4, the OEO projects an increase of 6,621 persons in San Luis during the next 10 years. To convert population to housing units, the analysis divides projected population by the citywide occupancy factor of 3.47 persons per housing unit shown in Figure L3. Based on these assumptions, the 10-year projections include an increase of 1,908 housing units.

**Figure L4: Residential Projections**

San Luis, Arizona	2024	2025	2026	2027	2028	2029	2034	10-Year Increase
	Base Year	1	2	3	4	5	10	
<b>Population</b>								
<b>Total</b>	<b>38,872</b>	<b>39,597</b>	<b>40,279</b>	<b>40,954</b>	<b>41,621</b>	<b>42,279</b>	<b>45,493</b>	<b>6,621</b>
<b>Housing Units</b>								
Single Family	8,066	8,255	8,433	8,609	8,783	8,954	9,792	1,726
Multi-Family	851	871	889	908	926	944	1,033	182
<b>Total</b>	<b>8,917</b>	<b>9,126</b>	<b>9,322</b>	<b>9,517</b>	<b>9,709</b>	<b>9,899</b>	<b>10,825</b>	<b>1,908</b>

## NONRESIDENTIAL DEVELOPMENT

This section details current estimates and future projections of nonresidential development including jobs and nonresidential floor area.

### Nonresidential Demand Factors

TischlerBise uses the term jobs to refer to employment by place of work. In Figure L5, gray shading indicates the nonresidential development prototypes used to derive employment densities. For nonresidential development, TischlerBise uses data published in Trip Generation, Institute of Transportation Engineers, 11<sup>th</sup> Edition (2021). The prototype for industrial is Light Industrial (ITE 110) with 637 square feet of floor area per employee. For office & other services, the prototype is General office (ITE 710) with 307 square feet of floor area per employee. The prototype for institutional is Government Office (ITE 730) with 330 square feet of floor area per employee. For commercial, the prototype is Shopping Center (ITE 820) with 471 square feet of floor area per employee.

**Figure L5: Nonresidential Demand Units**

ITE Code	Land Use / Size	Demand Unit	Wkdy Trip Ends Per Dmd Unit <sup>1</sup>	Wkdy Trip Ends Per Employee <sup>1</sup>	Emp Per Dmd Unit	Square Feet Per Emp
110	Light Industrial	1,000 Sq Ft	4.87	3.10	1.57	637
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
140	Manufacturing	1,000 Sq Ft	4.75	2.51	1.89	528
150	Warehousing	1,000 Sq Ft	1.71	5.05	0.34	2,953
254	Assisted Living	bed	2.60	4.24	0.61	na
310	Hotel	room	7.99	14.34	0.56	na
565	Day Care	student	4.09	21.38	0.19	na
610	Hospital	1,000 Sq Ft	10.77	3.77	2.86	350
620	Nursing Home	bed	3.06	3.31	0.92	na
710	General Office (avg size)	1,000 Sq Ft	10.84	3.33	3.26	307
720	Medical-Dental Office	1,000 Sq Ft	36.00	8.71	4.13	242
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
770	Business Park	1,000 Sq Ft	12.44	4.04	3.08	325
820	Shopping Center (avg size)	1,000 Sq Ft	37.01	17.42	2.12	471

1. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

**Nonresidential Estimates**

According to estimates published in the U.S. Census Bureau’s OnTheMap web application, 2021 employment in San Luis included 3,907 jobs. Applying the employment multipliers shown in Figure L5 to employment estimates shown in Figure L6Figure L6 results in a nonresidential floor area estimate of 1,633,780 square feet.

**Figure L6: Nonresidential Estimates**

Nonresidential Category	2021 Jobs <sup>1</sup>	Percent of Total Jobs	Square Feet per Job <sup>2</sup>	2021 Estimated Floor Area <sup>3</sup>
Industrial <sup>4</sup>	765	20%	637	487,305
Commercial <sup>5</sup>	942	24%	471	443,682
Office & Other Services <sup>6</sup>	1,009	26%	307	309,763
Institutional <sup>7</sup>	1,191	30%	330	393,030
Total	3,907	100%		1,633,780

1. U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, 2021.
2. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).
3. TischlerBise calculation (2021 jobs X square feet per job).
4. Major sectors are Transportation & Warehousing; Wholesale Trade.
5. Major sectors are Retail Trade; Accommodation & Food Services.
6. Major sectors are Administration & Support; Health Care and Social Assistance.
7. Major sectors are Educational Services; Public Administration.

2021 estimates include 3,907 jobs and 8,112 housing units, or 0.48 jobs per housing unit (3,907 jobs / 8,112 housing units). To estimate employment in the 2024 base year, TischlerBise applies the 2021 ratio of jobs per housing unit to the 2024 estimate of 8,917 housing units. 2024 estimated employment includes 4,280 jobs (8,917 housing units X 0.48 jobs per housing unit). For this study, the analysis assumes the share of jobs by nonresidential category shown in Figure L6 will remain constant throughout the 10-year projection period. 2024 employment includes 838 industrial jobs, 1,032 commercial jobs, 1,105 office and other services jobs, and 1,305 institutional jobs.

## Nonresidential Projections

Employment and floor area projections are used to illustrate the possible future pace of service demands, revenues, and expenditures. To the extent these factors change, the projected need for infrastructure will also change. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase at a corresponding rate. If development occurs at a slower rate than projected, the demand for infrastructure will also decrease.

TischlerBise uses the 2021 ratio of 0.48 jobs per housing unit (3,907 jobs / 8,112 housing units) to project employment in subsequent years. Based on projected growth of 1,908 housing units, TischlerBise projects 916 additional jobs during the next 10 years. For this study, the analysis assumes the share of jobs by nonresidential category shown in Figure L6 will remain constant throughout the 10-year projection period. Projected employment growth includes 179 industrial jobs, 221 commercial jobs, 237 office and other services jobs, and 279 institutional jobs.

Applying the ITE square feet per employee factors shown in Figure L5 to the employment projections shown below provides the necessary conversion from jobs to nonresidential floor area. TischlerBise projects approximately 383,000 additional square feet of nonresidential floor area over the next 10 years. This includes 114,000 square feet of industrial floor area (179 industrial jobs X 637 square feet per industrial job), 104,000 square feet of commercial floor area (221 commercial jobs X 471 square feet per job), 73,000 square feet of office & other services floor area (237 office & other services jobs X 307 square feet per job), and 92,000 square feet of institutional floor area (279 institutional jobs X 330 square feet per job).

**Figure L7: Nonresidential Projections**

San Luis, Arizona	2024	2025	2026	2027	2028	2029	2034	10-Year Increase
	Base Year	1	2	3	4	5	10	
<b>Employment</b>								
Industrial	838	858	876	894	912	930	1,017	179
Commercial	1,032	1,056	1,079	1,101	1,124	1,146	1,253	221
Office & Other Services	1,105	1,131	1,156	1,180	1,204	1,227	1,342	237
Institutional	1,305	1,335	1,364	1,393	1,421	1,448	1,584	279
<b>Total</b>	<b>4,280</b>	<b>4,380</b>	<b>4,475</b>	<b>4,568</b>	<b>4,660</b>	<b>4,751</b>	<b>5,196</b>	<b>916</b>
<b>Nonres. Sq. Ft. (x1,000)</b>								
Industrial	534	546	558	570	581	593	648	114
Commercial	486	497	508	519	529	540	590	104
Office & Other Services	339	347	355	362	369	377	412	73
Institutional	431	441	450	460	469	478	523	92
<b>Total</b>	<b>1,790</b>	<b>1,832</b>	<b>1,871</b>	<b>1,910</b>	<b>1,949</b>	<b>1,987</b>	<b>2,173</b>	<b>383</b>

**FUNCTIONAL POPULATION**

Both residential and nonresidential development increase the demand on city services and facilities. Functional population can be used to calculate the proportional share between residential and nonresidential demand on service and facilities. The functional population approach allocates the cost of infrastructure to residential and nonresidential development based on the activity of residents and workers in the city through the 24 hours in a day.

Residents that do not work are assigned 20 hours per day to residential development and four hours per day to nonresidential development (annualized averages). Residents that work in San Luis are assigned 14 hours to residential development and 10 hours to nonresidential development. Residents that work outside the city are assigned 14 hours to residential development, the remaining hours in the day are assumed to be spent outside of the city working. Inflow commuters are assigned 10 hours to nonresidential development. Based on the most recent functional population data (2021), residential development accounts for 82 percent of the functional population and nonresidential development accounts for 18 percent.

**Figure L8: Functional Population**

Demand Units in 2021				
			Demand Hours/Day	Person Hours
<b>Residential</b>				
Population	36,081			
Residents Not Working	26,382		20	527,640
Employed Residents	9,699			
Employed in San Luis		1,442	14	20,188
Employed outside San Luis		8,257	14	115,598
				Residential Subtotal 663,426
				<b>Residential Share 82%</b>
<b>Nonresidential</b>				
Non-working Residents	26,382		4	105,528
Jobs Located in San Luis	3,907			
Residents Employed in San Luis		1,442	10	14,420
Non-Resident Workers (inflow commuters)		2,465	10	24,650
				Nonresidential Subtotal 144,598
				<b>Nonresidential Share 18%</b>
				Total 808,024

Source: Arizona Office of Economic Opportunity (population), U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, Version 6.23.5 (employment).

## AVERAGE WEEKDAY VEHICLE TRIPS

San Luis will use average weekday vehicle trips (AWVT) in the calculation of development fees. Components used to determine AWVT include average weekday vehicle trip generation rates, adjustments for commuting patterns, and adjustments for pass-by trips.

### Residential Trip Generation Rates

For residential development, TischlerBise uses trip generation rates published in Trip Generation, Institute of Transportation Engineers, 11<sup>th</sup> Edition (2021). For single-family development, the proxy is Single Family Detached Housing (ITE 210), and this type of development generates 9.43 average weekday vehicle trip ends per unit. For multi-family development, the proxy is Multifamily Housing Low-Rise (ITE 220), and this type of development generates 6.74 average weekday vehicle trip ends per unit.

### Nonresidential Trip Generation Rates

For nonresidential development, TischlerBise uses trip generation rates published in Trip Generation, Institute of Transportation Engineers, 11<sup>th</sup> Edition (2021). The prototype for industrial development is Light Industrial (ITE 110) which generates 4.87 average weekday vehicle trip ends per 1,000 square feet of floor area. For office and other services development, the proxy is General Office (ITE 710), and it generates 10.84 average weekday vehicle trip ends per 1,000 square feet of floor area. The prototype for institutional development is Government Office (ITE 730) which generates 22.59 trips per 1,000 square feet of floor area. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.01 average weekday vehicle trips per 1,000 square feet of floor area.

**Figure L9: Average Weekday Vehicle Trip Ends by Land Use**

ITE Code	Land Use / Size	Demand Unit	Wkdy Trip Ends Per Dmd Unit <sup>1</sup>	Wkdy Trip Ends Per Employee <sup>1</sup>	Emp Per Dmd Unit	Square Feet Per Emp
110	Light Industrial	1,000 Sq Ft	4.87	3.10	1.57	637
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
150	Warehousing	1,000 Sq Ft	1.71	5.05	0.34	2,953
254	Assisted Living	bed	2.60	4.24	0.61	na
310	Hotel	room	7.99	14.34	0.56	na
610	Hospital	1,000 Sq Ft	10.77	3.77	2.86	350
620	Nursing Home	bed	3.06	3.31	0.92	na
710	General Office (avg size)	1,000 Sq Ft	10.84	3.33	3.26	307
720	Medical-Dental Office	1,000 Sq Ft	36.00	8.71	4.13	242
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
770	Business Park	1,000 Sq Ft	12.44	4.04	3.08	325
820	Shopping Center (avg size)	1,000 Sq Ft	37.01	17.42	2.12	471

1. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

**Trip Rate Adjustments**

Trip generation rates require an adjustment factor to avoid double counting each trip at both the origin and destination points. Therefore, the basic trip adjustment factor is 50 percent. As discussed further in this section, the development fee methodology includes additional adjustments to make the fees proportionate to the infrastructure demand for particular types of development.

**Commuter Trip Adjustment**

Residential development has a larger trip adjustment factor of 63 percent to account for commuters leaving San Luis for work. According to the 2009 National Household Travel Survey (see Table 30) weekday work trips are typically 31 percent of production trips (i.e., all out-bound trips, which are 50 percent of all trip ends). As shown in Figure L10, the U.S. Census Bureau’s OnTheMap web application indicates 85 percent of resident workers traveled outside of San Luis for work in 2021. In combination, these factors (0.31 x 0.50 x 0.85 = 0.13) support the additional 13 percent allocation of trips to residential development.

**Figure L10: Commuter Trip Adjustment**

Trip Adjustment Factor for Commuters	
Employed Residents	9,699
Residents Living and Working in San Luis	1,442
Residents Commuting Outside San Luis for Work	8,257
Percent Commuting out of San Luis	85%
Additional Production Trips <sup>1</sup>	13%
<b>Residential Trip Adjustment Factor</b>	<b>63%</b>

Source: U.S. Census Bureau, OnTheMap Application (version 6.23.5) and LEHD Origin-Destination Employment Statistics, 2021.

1. According to the National Household Travel Survey (2009)\*, published in December 2011 (see Table 30), home-based work trips are typically 30.99 percent of “production” trips, in other words, out-bound trips (which are 50 percent of all trip ends). Also, LED OnTheMap data from 2021 indicate that 85 percent of San Luis’ workers travel outside the city for work. In combination, these factors (0.3099 x 0.50 x 0.85 = 0.13) account for 13 percent of additional production trips. The total adjustment factor for residential includes attraction trips (50 percent of trip ends) plus the journey-to-work commuting adjustment (13 percent of production trips) for a total of 63 percent.

\*<http://nhts.ornl.gov/publications.shtml> ; Summary of Travel Trends - Table "Daily Travel Statistics by Weekday vs. Weekend"

**Adjustment for Pass-By Trips**

For commercial and institutional development, the trip adjustment factor is less than 50 percent because these types of development attract vehicles as they pass by on arterial and collector roads. For example, when someone stops at a convenience store on the way home from work, the convenience store is not the primary destination. For the average shopping center, ITE data indicate 34 percent of the vehicles that enter are passing by on their way to some other primary destination. The remaining 66 percent of attraction trips have the commercial site as their primary destination. Because attraction trips are half of all trips, the trip adjustment factor is approximately 33 percent of the trip ends (66 percent X 50 percent).

### Average Weekday Vehicle Trips

Shown below in Figure L11, multiplying average weekday vehicle trip ends and trip adjustment factors by existing development units provides the average weekday vehicle trips generated by existing development. As shown below, existing development generates 63,817 average weekday vehicle trips.

**Figure L11: Average Weekday Vehicle Trips by Land Use**

Development Type	Development Unit	ITE Code	Avg Wkday VTE	Trip Adjustment	2024 Dev Units	2024 Veh Trips
Single Family	HU	210	9.43	63%	8,066	47,919
Multi-Family	HU	220	6.74	63%	851	3,613
Industrial	KSF	130	4.87	50%	534	1,300
Commercial	KSF	820	37.01	33%	486	5,936
Office & Other Services	KSF	710	10.84	50%	339	1,839
Institutional	KSF	610	22.59	33%	431	3,210
<b>Total</b>						<b>63,817</b>

**DEVELOPMENT PROJECTIONS**

Provided below is a summary of development projections used in the Development Fee Report. Base year estimates for 2024 are used in the fee calculations. Development projections are used to illustrate a possible future pace of demand for service units and cash flows resulting from revenues and expenditures associated with those demands.

**Figure L12: Development Projections Summary**

San Luis, Arizona	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10-Year
	Base Year	1	2	3	4	5	6	7	8	9	10	Increase
<b>Population</b>	<b>38,872</b>	<b>39,597</b>	<b>40,279</b>	<b>40,954</b>	<b>41,621</b>	<b>42,279</b>	<b>42,928</b>	<b>43,569</b>	<b>44,211</b>	<b>44,853</b>	<b>45,493</b>	<b>6,621</b>
<b>Housing Units</b>												
Single Family	8,066	8,255	8,433	8,609	8,783	8,954	9,123	9,290	9,458	9,625	9,792	1,726
Multi-Family	851	871	889	908	926	944	962	980	998	1,015	1,033	182
<b>Total</b>	<b>8,917</b>	<b>9,126</b>	<b>9,322</b>	<b>9,517</b>	<b>9,709</b>	<b>9,899</b>	<b>10,086</b>	<b>10,270</b>	<b>10,455</b>	<b>10,640</b>	<b>10,825</b>	<b>1,908</b>
<b>Employment</b>												
Industrial	838	858	876	894	912	930	948	965	983	1,000	1,017	179
Commercial	1,032	1,056	1,079	1,101	1,124	1,146	1,167	1,189	1,210	1,231	1,253	221
Office & Other Services	1,105	1,131	1,156	1,180	1,204	1,227	1,250	1,273	1,296	1,319	1,342	237
Institutional	1,305	1,335	1,364	1,393	1,421	1,448	1,476	1,503	1,530	1,557	1,584	279
<b>Total</b>	<b>4,280</b>	<b>4,380</b>	<b>4,475</b>	<b>4,568</b>	<b>4,660</b>	<b>4,751</b>	<b>4,841</b>	<b>4,930</b>	<b>5,019</b>	<b>5,107</b>	<b>5,196</b>	<b>916</b>
<b>Nonres. Sq. Ft. (x1,000)</b>												
Industrial	534	546	558	570	581	593	604	615	626	637	648	114
Commercial	486	497	508	519	529	540	550	560	570	580	590	104
Office & Other Services	339	347	355	362	369	377	384	391	398	405	412	73
Institutional	431	441	450	460	469	478	487	496	505	514	523	92
<b>Total</b>	<b>1,790</b>	<b>1,832</b>	<b>1,871</b>	<b>1,910</b>	<b>1,949</b>	<b>1,987</b>	<b>2,024</b>	<b>2,061</b>	<b>2,099</b>	<b>2,136</b>	<b>2,173</b>	<b>383</b>

**Average Weekday Vehicle Trips**

TischlerBise uses the projections shown below for the police and street facilities fees.

**Figure L13: Average Weekday Vehicle Trips Summary**

San Luis, Arizona	Base	1	2	3	4	5	6	7	8	9	10	10-Year
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Increase
Single Family Units	8,066	8,255	8,433	8,609	8,783	8,954	9,123	9,290	9,458	9,625	9,792	1,726
Multi-Family Units	851	871	889	908	926	944	962	980	998	1,015	1,033	182
Industrial KSF	534	546	558	570	581	593	604	615	626	637	648	114
Commercial KSF	486	497	508	519	529	540	550	560	570	580	590	104
Office & Other Services KSF	339	347	355	362	369	377	384	391	398	405	412	73
Institutional KSF	431	441	450	460	469	478	487	496	505	514	523	92
Single Family Trips	47,919	49,042	50,098	51,143	52,176	53,196	54,201	55,194	56,188	57,181	58,173	10,253
Multi-Family Trips	3,613	3,697	3,777	3,856	3,934	4,010	4,086	4,161	4,236	4,311	4,386	773
Residential Trips	51,532	52,739	53,875	54,999	56,110	57,206	58,287	59,355	60,424	61,492	62,558	11,026
Industrial Trips	1,300	1,330	1,359	1,387	1,415	1,443	1,470	1,497	1,524	1,551	1,578	278
Commercial Trips	5,936	6,075	6,206	6,336	6,464	6,590	6,714	6,837	6,961	7,084	7,206	1,270
Office & Other Services Trips	1,839	1,882	1,923	1,963	2,003	2,042	2,080	2,118	2,157	2,195	2,233	394
Institutional Trips	3,210	3,285	3,356	3,426	3,495	3,563	3,630	3,697	3,764	3,830	3,896	687
Nonresidential Trips	12,285	12,573	12,844	13,112	13,376	13,638	13,895	14,150	14,405	14,659	14,914	2,629
<b>Total Vehicle Trips</b>	<b>63,817</b>	<b>65,312</b>	<b>66,719</b>	<b>68,110</b>	<b>69,486</b>	<b>70,844</b>	<b>72,183</b>	<b>73,505</b>	<b>74,829</b>	<b>76,151</b>	<b>77,472</b>	<b>13,655</b>

## **FIRE FACILITIES IIP**

ARS § 9-463.05 (T)(7)(f) defines the eligible facilities and assets for the Fire Facilities IIP:

*“Fire and police facilities, including all appurtenances, equipment and vehicles. Fire and police facilities do not include a facility or portion of a facility that is used to replace services that were once provided elsewhere in the municipality, vehicles and equipment used to provide administrative services, helicopters or airplanes or a facility that is used for training firefighters or officers from more than one station or substation.”*

The Fire Facilities IIP includes components for fire facilities, fire apparatus, and the cost of preparing the Fire Facilities IIP and related development fee report. The incremental expansion methodology is used for fire facilities and fire apparatus. The plan-based methodology is used for the development fee report.

### **SERVICE AREA**

The San Luis Fire Department strives to provide a uniform response time within the city limits; therefore, there is a single service area for the Fire Facilities IIP.

### **PROPORTIONATE SHARE**

ARS § 9-463.05(B)(3) states that the development fee shall not exceed a proportionate share of the cost of necessary public services needed to accommodate new development. The Fire Facilities IIP and development fees allocate fire capital costs between residential and nonresidential development based on functional population. Both residential and nonresidential development increase the demand on city services and facilities. Functional population can be used to calculate the proportional share between residential and nonresidential demand for services and facilities. The functional population approach allocates the cost of infrastructure to residential and nonresidential development based on the activity of residents and workers in the city through the 24 hours in a weekday.

Residents that do not work are assigned 20 hours per day to residential development and four hours per day to nonresidential development (annualized averages). Residents that work in San Luis are assigned 14 hours to residential development and 10 hours to nonresidential development. Residents that work outside the city are assigned 14 hours to residential development, the remaining hours in the day are assumed to be spent outside of the city working. Inflow commuters are assigned 10 hours to nonresidential development. Based on the most recent functional population data (2021), residential development accounts for 82 percent of the functional population and nonresidential development accounts for 18 percent.

**Figure F1: Proportionate Share**

Demand Units in 2021				
<b>Residential</b>	Population	36,081		
	Residents Not Working	26,382	Demand Hours/Day: 20	Person Hours: 527,640
	Employed Residents	9,699		
	Employed in San Luis	1,442	14	20,188
	Employed outside San Luis	8,257	14	115,598
	<b>Residential Subtotal</b>			<b>663,426</b>
			<b>Residential Share</b>	<b>82%</b>
<b>Nonresidential</b>	Non-working Residents	26,382	4	105,528
	Jobs Located in San Luis	3,907		
	Residents Employed in San Luis	1,442	10	14,420
	Non-Resident Workers (inflow commuters)	2,465	10	24,650
	<b>Nonresidential Subtotal</b>			<b>144,598</b>
			<b>Nonresidential Share</b>	<b>18%</b>
	<b>Total</b>			<b>808,024</b>

Source: Arizona Office of Economic Opportunity (population), U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, Version 6.23.5 (employment).

The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by housing type. Since nonresidential calls for service were unavailable by specific nonresidential use, TischlerBise recommends using jobs as the demand indicator for nonresidential demand. Employment density is highest for office and institutional development and lowest for industrial development. Commercial densities fall between the other categories. This ranking of employment densities is consistent with the relative demand for fire services from nonresidential development.

**RATIO OF SERVICE UNIT TO DEVELOPMENT UNIT**

ARS § 9-463.05(E)(4) requires:

*“A table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of necessary public services or facility expansions and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial and industrial.”*

Figure F2 displays the demand indicators for residential and nonresidential land uses. For residential development, the table displays the number of persons per housing unit. For nonresidential development, the table displays the number of jobs per thousand square feet of floor area.

**Figure F2: Ratio of Service Unit to Development Unit**

Residential Development per Housing Unit	
Development Type	Persons per Housing Unit <sup>1</sup>
Single Family	3.52
Multi-Family	2.95

Nonresidential Development per 1,000 Square Feet	
Development Type	Jobs <sup>1</sup>
Industrial	1.57
Commercial	2.12
Office & Other Services	3.26
Institutional	3.03

1. See Land Use Assumptions

**ANALYSIS OF CAPACITY, USAGE, AND COSTS OF EXISTING PUBLIC SERVICES**

ARS § 9-463.05(E)(1) requires:

*“A description of the existing necessary public services in the service area and the costs to upgrade, update, improve, expand, correct or replace those necessary public services to meet existing needs and usage and stricter safety, efficiency, environmental or regulatory standards, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

ARS § 9-463.05(E)(2) requires:

*“An analysis of the total capacity, the level of current usage and commitments for usage of capacity of the existing necessary public services, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

**Fire Facilities – Incremental Expansion**

San Luis currently provides 16,966 square feet of fire facilities to existing development, and San Luis plans to construct additional fire facilities to serve future development. To allocate the proportionate share of demand for fire facilities to residential and nonresidential development, this analysis uses functional population shown in Figure F1. San Luis’ existing level of service for residential development is 0.3579 square feet per person (16,966 square feet X 82 percent residential share / 38,872 persons). The existing nonresidential level of service is 0.7135 square feet per job (16,966 square feet X 18 percent nonresidential share / 4,280 jobs).

The San Luis Fire Department provided a construction cost of \$600 per square foot, and the analysis uses this as a proxy for future growth-related fire facility costs. For fire facilities, the cost is \$214.74 per person (0.3579 square feet per person X \$600 per square foot) and \$428.11 per job (0.7135 square feet per job X \$600 per square foot).

**Figure F3: Existing Level of Service**

Description	Square Feet
Fire Station 1	14,466
Fire Station 2	2,500
<b>Total</b>	<b>16,966</b>

Cost Factors	
Cost per Square Foot	\$600

Level-of-Service (LOS) Standards	
Existing Square Feet	16,966
Residential	
Residential Share	82%
2024 Population	38,872
Square Feet per Person	0.3579
<b>Cost per Person</b>	<b>\$214.74</b>
Nonresidential	
Nonresidential Share	18%
2024 Jobs	4,280
Square Feet per Job	0.7135
<b>Cost per Job</b>	<b>\$428.11</b>

Source: San Luis Fire Department

**Fire Apparatus – Incremental Expansion**

San Luis currently serves existing development with 13 fire apparatus and plans to acquire additional fire apparatus to serve future development. Based on 2024 dollars, the total cost of the existing fleet is \$9,495,000. The weighted average cost of the existing fleet is \$730,385 per unit, and the analysis uses this as a proxy for future growth-related fire apparatus costs. To allocate the proportionate share of demand for fire apparatus to residential and nonresidential development, this analysis uses functional population outlined in Figure F1. San Luis’ existing level of service for residential development is 0.0003 units per person (13 units X 82 percent residential share / 38,872 persons). The existing nonresidential level of service is 0.0005 units per job (13 units X 18 percent nonresidential share / 4,280 jobs).

The weighted average cost of the existing fleet is \$730,385 per unit (\$9,495,000 total cost / 13 units), and the analysis uses this as a proxy for future growth-related fire apparatus costs. San Luis may use development fees to expand its fire apparatus fleet. For fire apparatus, the cost is \$200.29 per person (0.0003 units per person X \$730,385 per unit) and \$399.32 per job (0.0005 units per job X \$730,385 per unit).

**Figure F4: Existing Level of Service**

Description	Units	Unit Cost	Total Cost
Pumper	2	\$1,450,000	\$2,900,000
Ladder Truck	2	\$1,850,000	\$3,700,000
Rescue Vehicle	2	\$110,000	\$220,000
Special Ops Truck	1	\$275,000	\$275,000
Ambulance	6	\$400,000	\$2,400,000
<b>Total</b>	<b>13</b>	<b>\$730,385</b>	<b>\$9,495,000</b>

Cost Factors	
Weighted Average per Unit	\$730,385

Level-of-Service (LOS) Standards	
Existing Units	13
Residential	
Residential Share	82%
2024 Population	38,872
Units per Person	0.0003
<b>Cost per Person</b>	<b>\$200.29</b>
Nonresidential	
Nonresidential Share	18%
2024 Jobs	4,280
Units per Job	0.0005
<b>Cost per Job</b>	<b>\$399.32</b>

Source: San Luis Fire Department

### Development Fee Report – Plan-Based

The cost to prepare the Fire Facilities IIP and related development fee report equals \$11,000. San Luis plans to update its report every five years. Based on this cost, proportionate share, and five-year projections of future development from the *Land Use Assumptions* document, the cost is \$2.65 per person and \$4.20 per job.

**Figure F5: IIP and Development Fee Report**

Necessary Public Service	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Fire	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Jobs	471	\$4.20
Parks and Recreational	\$11,000	Residential	96%	Population	3,407	\$3.10
		Nonresidential	4%	Jobs	471	\$0.93
Police	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Vehicle Trips	1,353	\$1.46
Street	\$13,000	All Development	100%	VMT	17,976	\$0.72
Water	\$14,360	All Development	100%	Max Gallons	640,286	\$0.02
Wastewater	\$14,360	All Development	100%	Avg Gallons	212,650	\$0.07
Total	\$74,720					

### PROJECTED DEMAND FOR SERVICES AND COSTS

ARS § 9-463.05(E)(5) requires:

*“The total number of projected service units necessitated by and attributable to new development in the service area based on the approved land use assumptions and calculated pursuant to generally accepted engineering and planning criteria.”*

ARS § 9-463.05(E)(6) requires:

*“The projected demand for necessary public services or facility expansions required by new service units for a period not to exceed ten years.”*

As shown in the *Land Use Assumptions* document, projected development during the next 10 years includes population growth of 6,621 persons and employment growth of 916 jobs. To maintain existing levels of service, San Luis needs to construct approximately 3,023 square feet of fire facilities and acquire approximately 2.3 fire apparatus over the next 10 years. The following pages include a more detailed projection of demand for services and costs for the Fire Facilities IIP.

**Fire Facilities – Incremental Expansion**

San Luis plans to maintain its existing level of service for fire facilities over the next 10 years. Based on a projected population increase of 6,621 persons, future residential development demands approximately 2,369 square feet of fire facilities (6,621 additional persons X 0.3579 square feet per person). With projected nonresidential growth of 916 jobs, future nonresidential development demands approximately 653 additional square feet of fire facilities (916 additional jobs X 0.7135 square feet per job). Future development demands approximately 3,023 square feet of fire facilities at a cost of \$1,813,731 (3,022.9 square feet X \$600 per square foot). San Luis may use development fees to construct new fire facilities or expand existing fire facilities.

**Figure F6: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Fire Facilities	0.3579 Square Feet	per Person	\$600
	0.7135 Square Feet	per Job	

Demand for Fire Facilities					
Year	Population	Jobs	Square Feet		
			Residential	Nonresidential	Total
2024	38,872	4,280	13,912.1	3,053.9	16,966.0
2025	39,597	4,380	14,171.5	3,125.4	17,296.9
2026	40,279	4,475	14,415.6	3,192.7	17,608.3
2027	40,954	4,568	14,657.1	3,259.3	17,916.4
2028	41,621	4,660	14,895.8	3,325.2	18,221.0
2029	42,279	4,751	15,131.4	3,390.1	18,521.5
2030	42,928	4,841	15,363.7	3,454.2	18,817.9
2031	43,569	4,930	15,593.2	3,517.5	19,110.6
2032	44,211	5,019	15,822.9	3,580.8	19,403.8
2033	44,853	5,107	16,052.4	3,644.1	19,696.5
2034	45,493	5,196	16,281.6	3,707.3	19,988.9
10-Yr Increase	6,621	916	2,369.4	653.4	3,022.9
Growth-Related Expenditures			\$1,421,667	\$392,065	\$1,813,731

**Fire Apparatus – Incremental Expansion**

San Luis plans to maintain its existing level of service for fire apparatus over the next 10 years. Based on a projected population increase of 6,621 persons, future residential development demands approximately 1.8 fire apparatus (6,621 persons X 0.0003 units per person). With projected nonresidential growth of 916 jobs, future nonresidential development demands approximately 0.5 fire apparatus (916 additional jobs X 0.0005 units per job). Future development demands approximately 2.3 fire apparatus at a cost of \$1,691,754 (2.3 units X \$730,385 per unit). San Luis may use development fees to expand its existing fire apparatus fleet.

**Figure F7: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Fire Apparatus	0.0003 Units	per Person	\$730,385
	0.0005 Units	per Job	

Demand for Fire Apparatus					
Year	Population	Jobs	Units		
			Residential	Nonresidential	Total
2024	38,872	4,280	10.7	2.3	13.0
2025	39,597	4,380	10.9	2.4	13.3
2026	40,279	4,475	11.0	2.4	13.5
2027	40,954	4,568	11.2	2.5	13.7
2028	41,621	4,660	11.4	2.5	14.0
2029	42,279	4,751	11.6	2.6	14.2
2030	42,928	4,841	11.8	2.6	14.4
2031	43,569	4,930	11.9	2.7	14.6
2032	44,211	5,019	12.1	2.7	14.9
2033	44,853	5,107	12.3	2.8	15.1
2034	45,493	5,196	12.5	2.8	15.3
10-Yr Increase	6,621	916	1.8	0.5	2.3
Growth-Related Expenditures			\$1,326,057	\$365,697	\$1,691,754

**FIRE FACILITIES DEVELOPMENT FEES**

**Revenue Credit/Offset**

A revenue credit/offset is not necessary for development fees, because San Luis’ construction transaction privilege tax rate is equal to the amount of the transaction privilege tax rate imposed on the majority of other transaction privilege tax classifications. Appendix A contains the forecast of revenues required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)).

**Fire Facilities Development Fees**

Figure F8 includes infrastructure components and cost factors for fire facilities development fees. The cost per service unit is \$417.68 per person and \$831.63 per job.

Residential development fees are calculated per housing unit, based on housing type, and vary proportionately according to the number of persons per housing unit. For a single-family unit, the fee of \$1,470 is calculated using a cost of \$417.68 per person multiplied by 3.52 persons per housing unit.

Nonresidential development fees are calculated per 1,000 square feet and vary proportionately according to the number of jobs. For industrial development, the fee of \$1,306 per 1,000 square feet is calculated using a cost of \$831.63 per job multiplied by 1.57 jobs per 1,000 square feet.

**Figure F8: Fire Facilities Development Fees**

Fee Component	Cost per Person	Cost per Job
Fire Facilities	\$214.74	\$428.11
Fire Apparatus	\$200.29	\$399.32
Development Fee Report	\$2.65	\$4.20
<b>Total</b>	<b>\$417.68</b>	<b>\$831.63</b>

Residential Fees per Unit				
Development Type	Persons per Housing Unit <sup>1</sup>	Proposed Fees	Current Fees	Difference
Single Family	3.52	\$1,470	\$562	\$908
Multi-Family	2.95	\$1,232	\$363	\$869

Nonresidential Fees per 1,000 Square Feet				
Development Type	Jobs per 1,000 Sq Ft <sup>1</sup>	Proposed Fees	Current Fees	Difference
Industrial	1.57	\$1,306	\$433	\$873
Commercial	2.12	\$1,763	\$622	\$1,141
Office & Other Services	3.26	\$2,711	\$789	\$1,922
Institutional	3.03	\$2,520	\$247	\$2,273

1. See Land Use Assumptions

**FIRE FACILITIES DEVELOPMENT FEE REVENUE**

Appendix A contains the forecast of revenues required by Arizona’s enabling legislation (ARS § 9-463.05(E)(7)). In accordance with state law, this report includes an IIP for fire facilities needed to accommodate future development. Projected fee revenue shown in Figure F9 is based on the development projections in the *Land Use Assumptions* document and the updated development fees for fire facilities shown in Figure F8. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and development fee revenue will increase at a corresponding rate. If development occurs at a slower rate than projected, the demand for infrastructure will also decrease, along with development fee revenue. Projected development fee revenue equals \$3,512,900 and projected expenditures equal \$3,516,485.

**Figure F9: Fire Facilities Development Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
Fire Facilities	\$1,813,731	\$0	\$1,813,731
Fire Apparatus	\$1,691,754	\$0	\$1,691,754
Development Fee Report	\$11,000	\$0	\$11,000
<b>Total</b>	<b>\$3,516,485</b>	<b>\$0</b>	<b>\$3,516,485</b>

		Single Family \$1,470 per unit	Multi-Family \$1,232 per unit	Industrial \$1,306 per 1,000 sq ft	Commercial \$1,763 per 1,000 sq ft	Office & Other \$2,711 per 1,000 sq ft	Institutional \$2,520 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF	KSF
Base	2024	8,066	851	534	486	339	431
Year 1	2025	8,255	871	546	497	347	441
Year 2	2026	8,433	889	558	508	355	450
Year 3	2027	8,609	908	570	519	362	460
Year 4	2028	8,783	926	581	529	369	469
Year 5	2029	8,954	944	593	540	377	478
Year 6	2030	9,123	962	604	550	384	487
Year 7	2031	9,290	980	615	560	391	496
Year 8	2032	9,458	998	626	570	398	505
Year 9	2033	9,625	1,015	637	580	405	514
Year 10	2034	9,792	1,033	648	590	412	523
10-Year Increase		1,726	182	114	104	73	92
Projected Revenue		\$2,529,653	\$223,618	\$148,774	\$182,909	\$196,369	\$231,577

Projected Fee Revenue	\$3,512,900
Total Expenditures	\$3,516,485

**PARKS AND RECREATIONAL FACILITIES IIP**

ARS § 9-463.05 (T)(7)(g) defines the facilities and assets that can be included in the Parks and Recreational Facilities IIP:

*“Neighborhood parks and recreational facilities on real property up to thirty acres in area, or parks and recreational facilities larger than thirty acres if the facilities provide a direct benefit to the development. Park and recreational facilities do not include vehicles, equipment or that portion of any facility that is used for amusement parks, aquariums, aquatic centers, auditoriums, arenas, arts and cultural facilities, bandstand and orchestra facilities, bathhouses, boathouses, clubhouses, community centers greater than three thousand square feet in floor area, environmental education centers, equestrian facilities, golf course facilities, greenhouses, lakes, museums, theme parks, water reclamation or riparian areas, wetlands, zoo facilities or similar recreational facilities, but may include swimming pools.”*

The Parks and Recreational Facilities IIP includes components for community park land, park amenities, and the cost of preparing the Parks and Recreational Facilities IIP and related Development Fee Report. The incremental expansion methodology is used for community park land and park amenities. The plan-based methodology is used for the Development Fee Report.

**SERVICE AREA**

San Luis provides citywide access to parks and recreational facilities; therefore, there is a single service area for the Parks and Recreational Facilities IIP.

**PROPORTIONATE SHARE**

ARS § 9-463.05 (B)(3) states that the development fee shall not exceed a proportionate share of the cost of necessary public services needed to accommodate new development. The Parks and Recreational Facilities IIP and development fees allocate the capital cost of necessary public services between residential and nonresidential development based on functional population. The Arizona Office of Economic Opportunity estimates San Luis’ 2021 population equal to 36,081 persons. Based on 2021 estimates from the U.S. Census Bureau’s OnTheMap web application, 2,465 inflow commuters traveled to San Luis for work in 2021. The proportionate share is based on cumulative impact days per year. Potential impact to parks and recreational facilities equals 365 days per year per resident and 250 days per year per inflow commuter. For parks and recreational facilities, residential development generates 96 percent of demand and nonresidential development generates the remaining four percent of demand.

**Figure PR1: Proportionate Share**

Development Type	Service Unit	Impact Days per Year	Cumulative Impact Days per Year	Proportionate Share
Residential	36,081 persons <sup>1</sup>	365	13,169,565	96%
Nonresidential	2,465 inflow commuters <sup>2</sup>	250	616,250	4%
Total			13,785,815	100%

1. Arizona Office of Economic Opportunity, 2021.  
 2. U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, Version 6.23.4, 2021.  
 Residential Impact: 365 days per year  
 Nonresidential Impact: 5 days per week X 50 weeks per year

## **RATIO OF SERVICE UNIT TO DEVELOPMENT UNIT**

ARS § 9-463.05(E)(4) requires:

*“A table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of necessary public services or facility expansions and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial and industrial.”*

Figure PR2 displays the demand indicators for residential and nonresidential land uses. For residential development, the table displays the number of persons per housing unit. For nonresidential development, the table displays the number of jobs per thousand square feet of floor area.

**Figure PR2: Ratio of Service Unit to Development Unit**

Residential Development per Housing Unit	
Development Type	Persons per Housing Unit <sup>1</sup>
Single Family	3.52
Multi-Family	2.95

Nonresidential Development per 1,000 Square Feet	
Development Type	Jobs <sup>1</sup>
Industrial	1.57
Commercial	2.12
Office & Other Services	3.26
Institutional	3.03

1. See Land Use Assumptions

## **ANALYSIS OF CAPACITY, USAGE, AND COSTS OF EXISTING PUBLIC SERVICES**

ARS § 9-463.05(E)(1) requires:

*“A description of the existing necessary public services in the service area and the costs to upgrade, update, improve, expand, correct or replace those necessary public services to meet existing needs and usage and stricter safety, efficiency, environmental or regulatory standards, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

ARS § 9-463.05(E)(2) requires:

*“An analysis of the total capacity, the level of current usage and commitments for usage of capacity of the existing necessary public services, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

**Community Park Land – Incremental Expansion**

San Luis currently provides 45.1 acres of community park land to existing development and plans to acquire additional community park land to serve future development. To allocate the proportionate share of demand for park land to residential and nonresidential development, this analysis uses the proportionate share shown in Figure PR1. San Luis’ existing LOS for residential development is 0.00111 acres per person (45.1 acres X 96 percent residential share / 38,872 persons). For nonresidential development, the existing LOS is 0.00042 acres per job (45.1 acres X four percent nonresidential share / 4,280 jobs).

San Luis city staff provided a cost estimate of \$54,000 per acre, and the analysis uses this as a proxy for future land acquisition costs. San Luis may use development fees to purchase additional community park land. For community park land, the cost is \$60.15 per person (0.00111 acres per person X \$54,000 per acre) and \$22.76 per job (0.00042 acres per job X \$54,000 per acre).

**Figure PR3: Existing Level of Service**

Description	Acres
East Community Park	18.0
Joe Orduño Community Park	27.1
<b>Total</b>	<b>45.1</b>

Cost Factors	
Cost per Acre	\$54,000

Level-of-Service (LOS) Standards	
Existing Acres	45.10
<b>Residential</b>	
Residential Share	96%
2024 Population	38,872
Acres per Person	0.00111
<b>Cost per Person</b>	<b>\$60.15</b>
<b>Nonresidential</b>	
Nonresidential Share	4%
2024 Jobs	4,280
Acres per Job	0.00042
<b>Cost per Job</b>	<b>\$22.76</b>

Source: San Luis Parks and Recreation Department

**Park Amenities – Incremental Expansion**

San Luis currently provides 155.5 park amenities and plans to construct additional park amenities to serve future development. Based on costs provided by city staff, the total cost of existing park amenities is \$18,999,500. The analysis uses the weighted average cost of \$122,183 per unit as a proxy for future growth-related park amenity costs.

**Figure PR4: Existing Park Amenities**

Description	Units	Unit Cost	Total Cost
Baseball / Softball Field	3	\$421,000	\$1,263,000
Basketball Court	6	\$102,000	\$612,000
Bench	26	\$3,000	\$78,000
Grill	21	\$1,000	\$21,000
Playground	26	\$217,000	\$5,642,000
Ramada	29	\$47,000	\$1,363,000
Restroom	4	\$330,000	\$1,320,000
Skate Park	2	\$120,000	\$240,000
Soccer Field	18.5	\$361,000	\$6,678,500
Tennis Court	3	\$132,000	\$396,000
Volleyball Court	3	\$24,000	\$72,000
Walking Path	6	\$123,000	\$738,000
Lighting	8	\$72,000	\$576,000
<b>Total</b>	<b>155.5</b>	<b>\$122,183</b>	<b>\$18,999,500</b>

Source: San Luis Parks and Recreation Department

To allocate the proportionate share of demand for park amenities to residential and nonresidential development, this analysis uses the proportionate share shown in Figure PR1. San Luis’ existing LOS for residential development is 0.00384 units per person (155.5 units X 96 percent residential share / 38,872 persons). For nonresidential development, the existing LOS is 0.00145 units per job (155.5 units X four percent nonresidential share / 4,280 jobs).

Based on the total cost of San Luis’ existing park amenities, the weighted average cost for park amenities is \$122,183 per unit (\$18,999,500 total cost / 155.5 units). San Luis may use development fees to construct additional park amenities in existing or future parks. For park amenities, the cost is \$469.22 per person (0.00384 units per person X \$122,183 per unit) and \$177.56 per job (0.00145 units per job X \$122,183 per unit).

**Figure PR5: Existing Level of Service**

Cost Factors	
Weighted Average per Unit	\$122,183

Level-of-Service (LOS) Standards	
Existing Units	155.5
Residential	
Residential Share	96%
2024 Population	38,872
Units per Person	0.00384
<b>Cost per Person</b>	<b>\$469.22</b>
Nonresidential	
Nonresidential Share	4%
2024 Jobs	4,280
Units per Job	0.00145
<b>Cost per Job</b>	<b>\$177.56</b>

Source: San Luis Parks and Recreation Department

### Development Fee Report – Plan-Based

The cost to prepare the Parks and Recreational Facilities IIP and development fees totals \$11,000. San Luis plans to update its report every five years. Based on this cost, proportionate share, and five-year projections of new development from the *Land Use Assumptions* document, the cost is \$3.10 per person and \$0.93 per job.

**Figure PR6: IIP and Development Fee Report**

Necessary Public Service	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Fire	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Jobs	471	\$4.20
Parks and Recreational	\$11,000	Residential	96%	Population	3,407	\$3.10
		Nonresidential	4%	Jobs	471	\$0.93
Police	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Vehicle Trips	1,353	\$1.46
Street	\$13,000	All Development	100%	VMT	17,976	\$0.72
Water	\$14,360	All Development	100%	Max Gallons	640,286	\$0.02
Wastewater	\$14,360	All Development	100%	Avg Gallons	212,650	\$0.07
Total	\$74,720					

### PROJECTED DEMAND FOR SERVICES AND COSTS

ARS § 9-463.05(E)(5) requires:

*“The total number of projected service units necessitated by and attributable to new development in the service area based on the approved land use assumptions and calculated pursuant to generally accepted engineering and planning criteria.”*

ARS § 9-463.05(E)(6) requires:

*“The projected demand for necessary public services or facility expansions required by new service units for a period not to exceed ten years.”*

As shown in the *Land Use Assumptions* document, projected development during the next 10 years includes population growth of 6,621 persons and employment growth of 916 jobs. To maintain the existing levels of service, San Luis needs to purchase approximately 7.8 acres of community park land and construct approximately 27 park amenities. The following pages include a more detailed projection of demand for services and costs for the Parks and Recreational Facilities IIP.

**Community Park Land – Incremental Expansion**

San Luis plans to maintain its existing level of service for community park land over the next 10 years. Based on a projected population increase of 6,621 persons, future residential development demands approximately 7.4 acres of community park land (6,621 additional persons X 0.00111 acres per person). With projected employment growth of 916 jobs, future nonresidential development demands approximately 0.4 acres of community park land (916 additional jobs X 0.00042 acres per job). Future development demands approximately 7.8 acres of community park land at a cost of \$419,038 (7.8 acres X \$54,000 per acre). San Luis may use development fees to purchase additional community park land.

**Figure PR7: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Acre
Community Park Land	0.00111 Acres	per Person	\$54,000
	0.00042 Acres	per Job	

Demand for Community Park Land					
Year	Population	Jobs	Acres		
			Residential	Nonresidential	Total
2024	38,872	4,280	43.3	1.8	45.1
2025	39,597	4,380	44.1	1.8	45.9
2026	40,279	4,475	44.9	1.9	46.7
2027	40,954	4,568	45.6	1.9	47.5
2028	41,621	4,660	46.4	2.0	48.3
2029	42,279	4,751	47.1	2.0	49.1
2030	42,928	4,841	47.8	2.0	49.9
2031	43,569	4,930	48.5	2.1	50.6
2032	44,211	5,019	49.2	2.1	51.4
2033	44,853	5,107	50.0	2.2	52.1
2034	45,493	5,196	50.7	2.2	52.9
10-Yr Increase	6,621	916	7.4	0.4	7.8
Growth-Related Expenditures			\$398,194	\$20,844	\$419,038

**Park Amenities – Incremental Expansion**

San Luis plans to maintain its existing level of service for park amenities over the next 10 years. Based on a projected population increase of 6,621 persons, future residential development demands approximately 25.4 park amenities (6,621 additional persons X 0.00384 units per person). With projected employment growth of 916 jobs, future nonresidential development demands approximately 1.3 park amenities (916 additional jobs X 0.00145 units per job). Future development demands approximately 27.4 additional park amenities at a cost of \$3,269,080 (27.4 units X \$122,183 per units). San Luis may use development fees to construct additional park amenities in existing or future parks.

**Figure PR8: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Park Amenities	0.00384 Units	per Person	\$122,183
	0.00145 Units	per Job	

Demand for Park Amenities					
Year	Population	Jobs	Units		
			Residential	Nonresidential	Total
2024	38,872	4,280	149.3	6.2	155.5
2025	39,597	4,380	152.1	6.4	158.4
2026	40,279	4,475	154.7	6.5	161.2
2027	40,954	4,568	157.3	6.6	163.9
2028	41,621	4,660	159.8	6.8	166.6
2029	42,279	4,751	162.4	6.9	169.3
2030	42,928	4,841	164.9	7.0	171.9
2031	43,569	4,930	167.3	7.2	174.5
2032	44,211	5,019	169.8	7.3	177.1
2033	44,853	5,107	172.2	7.4	179.7
2034	45,493	5,196	174.7	7.6	182.3
10-Yr Increase	6,621	916	25.4	1.3	26.8
Growth-Related Expenditures			\$3,106,466	\$162,614	\$3,269,080

**PARKS AND RECREATIONAL FACILITIES DEVELOPMENT FEES**

**Revenue Credit/Offset**

A revenue credit/offset is not necessary for development fees, because San Luis’ construction transaction privilege tax rate is equal to the amount of the transaction privilege tax rate imposed on the majority of other transaction privilege tax classifications. Appendix A contains the forecast of revenues required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)).

**Parks and Recreational Facilities Development Fees**

Figure PR9 includes infrastructure components and cost factors for parks and recreational facilities development fees. The cost per service unit is \$532.47 per person and \$201.25 per job.

Residential development fees are calculated per housing unit, based on unit type, and vary proportionately according to the number of persons per housing unit. For a single-family unit, the fee of \$1,874 is calculated using a cost of \$532.47 per person multiplied by 3.52 persons per housing unit.

Nonresidential development fees are calculated per 1,000 square feet and vary proportionately according to the number of jobs. For industrial development, the fee of \$316 per 1,000 square feet is calculated using a cost of \$201.25 per job, multiplied by 1.57 jobs per 1,000 square feet.

**Figure PR9: Parks and Recreational Facilities Development Fees**

Fee Component	Cost per Person	Cost per Job
Community Park Land	\$60.15	\$22.76
Park Amenities	\$469.22	\$177.56
Development Fee Report	\$3.10	\$0.93
<b>Total</b>	<b>\$532.47</b>	<b>\$201.25</b>

Residential Fees per Unit				
Development Type	Persons per Housing Unit <sup>1</sup>	Proposed Fees	Current Fees	Difference
Single Family	3.52	\$1,874	\$753	\$1,121
Multi-Family	2.95	\$1,571	\$487	\$1,084

Nonresidential Fees per 1,000 Square Feet				
Development Type	Jobs per 1,000 Sq Ft <sup>1</sup>	Proposed Fees	Current Fees	Difference
Industrial	1.57	\$316	\$127	\$189
Commercial	2.12	\$427	\$183	\$244
Office & Other Services	3.26	\$656	\$232	\$424
Institutional	3.03	\$610	\$73	\$537

1. See Land Use Assumptions

**PARKS AND RECREATIONAL FACILITIES DEVELOPMENT FEE REVENUE**

Appendix A contains the forecast of revenues required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)). In accordance with state law, this report includes an IIP for parks and recreational facilities needed to accommodate new development. Projected fee revenue shown in Figure PR10 is based on the development projections in the *Land Use Assumptions* document and the updated development fees for parks and recreational facilities shown in Figure PR9. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and development fee revenue will increase at a corresponding rate. If development occurs at a slower rate than projected, the demand for infrastructure will also decrease, along with development fee revenue. Projected development fee revenue equals \$3,694,704 and projected expenditures equal \$3,699,118.

**Figure PR10: Parks and Recreational Facilities Development Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
Community Park Land	\$419,038	\$0	\$419,038
Park Amenities	\$3,269,080	\$0	\$3,269,080
Development Fee Report	\$11,000	\$0	\$11,000
<b>Total</b>	<b>\$3,699,118</b>	<b>\$0</b>	<b>\$3,699,118</b>

		Single Family \$1,874 per unit	Multi-Family \$1,571 per unit	Industrial \$316 per 1,000 sq ft	Commercial \$427 per 1,000 sq ft	Office & Other \$656 per 1,000 sq ft	Institutional \$610 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF	KSF
Base	2024	8,066	851	534	486	339	431
Year 1	2025	8,255	871	546	497	347	441
Year 2	2026	8,433	889	558	508	355	450
Year 3	2027	8,609	908	570	519	362	460
Year 4	2028	8,783	926	581	529	369	469
Year 5	2029	8,954	944	593	540	377	478
Year 6	2030	9,123	962	604	550	384	487
Year 7	2031	9,290	980	615	560	391	496
Year 8	2032	9,458	998	626	570	398	505
Year 9	2033	9,625	1,015	637	580	405	514
Year 10	2034	9,792	1,033	648	590	412	523
10-Year Increase		1,726	182	114	104	73	92
Projected Revenue		\$3,225,692	\$285,147	\$36,010	\$44,272	\$47,530	\$56,052

Projected Fee Revenue	\$3,694,704
Total Expenditures	\$3,699,118

## **POLICE FACILITIES IIP**

ARS § 9-463.05 (T)(7)(f) defines the eligible facilities and assets for the Police Facilities IIP:

*“Fire and police facilities, including all appurtenances, equipment and vehicles. Fire and police facilities do not include a facility or portion of a facility that is used to replace services that were once provided elsewhere in the municipality, vehicles and equipment used to provide administrative services, helicopters or airplanes or a facility that is used for training firefighters or officers from more than one station or substation.”*

The Police Facilities IIP includes components for police facilities, police vehicles, communication equipment, and the cost of preparing the Police Facilities IIP and related Development Fee Report. The incremental expansion methodology, based on the current level of service, is used for police facilities, police vehicles, and communication equipment. The plan-based methodology is used for the Development Fee Report.

### **SERVICE AREA**

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The San Luis Police Department strives to provide a uniform response time within the city limits; therefore, there is a single service area for the Police Facilities IIP.

### **PROPORTIONATE SHARE**

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ARS § 9-463.05 (B)(3) states that the development fee shall not exceed a proportionate share of the cost of necessary public services needed to accommodate new development. The Police Facilities IIP and development fees allocate police capital costs between residential and nonresidential development based on functional population. Both residential and nonresidential development increase the demand on city services and facilities. Functional population can be used to calculate the proportional share between residential and nonresidential demand on service and facilities. The functional population approach allocates the cost of infrastructure to residential and nonresidential development based on the activity of residents and workers in the city through the 24 hours in a day.

Residents that do not work are assigned 20 hours per day to residential development and four hours per day to nonresidential development (annualized averages). Residents that work in San Luis are assigned 14 hours to residential development and 10 hours to nonresidential development. Residents that work outside the city are assigned 14 hours to residential development, and the remaining hours in the day are assumed to be spent outside of the city working. Inflow commuters are assigned 10 hours to nonresidential development. Based on the most recent functional population data (2021), residential development accounts for 82 percent of the functional population and nonresidential development accounts for 18 percent.

**Figure P1: Proportionate Share**

Demand Units in 2021				
<b>Residential</b>			Demand Hours/Day	Person Hours
Population	36,081			
Residents Not Working	26,382		20	527,640
Employed Residents	9,699			
Employed in San Luis		1,442	14	20,188
Employed outside San Luis		8,257	14	115,598
		<b>Residential Subtotal</b>		<b>663,426</b>
		<b>Residential Share</b>		<b>82%</b>
<b>Nonresidential</b>				
Non-working Residents	26,382		4	105,528
Jobs Located in San Luis	3,907			
Residents Employed in San Luis		1,442	10	14,420
Non-Resident Workers (inflow commuters)		2,465	10	24,650
		<b>Nonresidential Subtotal</b>		<b>144,598</b>
		<b>Nonresidential Share</b>		<b>18%</b>
		<b>Total</b>		<b>808,024</b>

Source: Arizona Office of Economic Opportunity (population), U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, Version 6.23.5 (employment).

The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by housing unit type. Since nonresidential calls for service were unavailable by specific nonresidential use, TischlerBise recommends using vehicle trips as the demand indicator for nonresidential demand. Vehicle trip generation rates are highest for commercial development and lowest for industrial development. Office and institutional trip generation rates fall between the other two categories. This ranking of vehicle trip generation factors is consistent with the relative demand for police services from nonresidential development.

**RATIO OF SERVICE UNIT TO DEVELOPMENT UNIT**

ARS § 9-463.05(E)(4) requires:

*“A table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of necessary public services or facility expansions and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial and industrial.”*

Figure P2 displays the demand indicators for residential and nonresidential land uses. For residential development, the table displays the number of persons per housing unit. For nonresidential development, the table displays the number of vehicle trips per thousand square feet of floor area.

**Figure P2: Ratio of Service Unit to Development Unit**

Residential Development per Housing Unit	
Development Type	Persons per Housing Unit <sup>1</sup>
Single Family	3.52
Multi-Family	2.95

Nonresidential Development per 1,000 Square Feet			
Development Type	Avg Weekday Veh Trip Ends <sup>1</sup>	Trip Rate Adjustment	Avg Weekday Veh Trips <sup>1</sup>
Industrial	4.87	50%	2.44
Commercial	37.01	33%	12.21
Office & Other Services	10.84	50%	5.42
Institutional	22.59	33%	7.45

1. See Land Use Assumptions

**ANALYSIS OF CAPACITY, USAGE, AND COSTS OF EXISTING PUBLIC SERVICES**

ARS § 9-463.05(E)(1) requires:

*“A description of the existing necessary public services in the service area and the costs to upgrade, update, improve, expand, correct or replace those necessary public services to meet existing needs and usage and stricter safety, efficiency, environmental or regulatory standards, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

ARS § 9-463.05(E)(2) requires:

*“An analysis of the total capacity, the level of current usage and commitments for usage of capacity of the existing necessary public services, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

**Police Facilities – Incremental Expansion**

San Luis currently provides 19,856 square feet of police facilities to existing development and plans to construct additional police facilities to serve future development. The San Luis Police Department plans to construct police station 2 for \$7,198,523 with a total floor area of 11,300 square feet. The analysis uses \$637 per square foot (\$7,198,523 / 11,300 square feet) as a proxy for growth-related police facility costs. San Luis may use development fees to construct police station 2 or to construct other growth-related police facilities.

To allocate the proportionate share of demand for police facilities to residential and nonresidential development, this analysis uses the proportionate share outlined in Figure P1. San Luis’ existing level of service for residential development is 0.4189 square feet per person (19,856 square feet X 82 percent residential share / 38,872 persons). The existing nonresidential level of service is 0.2909 square feet per vehicle trip (19,856 square feet X 18 percent nonresidential share / 12,285 vehicle trips).

Using the planned construction costs for police station 2, the analysis uses \$637 per square foot as a proxy for growth-related police facility costs. For police facilities, the cost is \$266.83 per person (0.4189 square feet per person X \$637 per square foot) and \$185.33 per vehicle trip (0.2909 square feet per vehicle trip X \$637 per square foot).

**Figure P3: Existing Level of Service**

Description	Square Feet
Police Station	19,856
<b>Total</b>	<b>19,856</b>

Cost Factors	
Police Station 2 Cost	\$7,198,523
Planned Square Feet	11,300
<b>Cost per Square Foot</b>	<b>\$637</b>

Level-of-Service (LOS) Standards	
Existing Square Feet	19,856
Residential	
Residential Share	82%
2024 Population	38,872
Square Feet per Person	0.4189
<b>Cost per Person</b>	<b>\$266.83</b>
Nonresidential	
Nonresidential Share	18%
2024 Vehicle Trips	12,285
Square Feet per Vehicle Trip	0.2909
<b>Cost per Vehicle Trip</b>	<b>\$185.33</b>

Source: San Luis Police Department

**Police Vehicles – Incremental Expansion**

San Luis has a fleet of 49 police vehicles and plans to acquire additional police vehicles to serve future development. To allocate the proportionate share of demand for police vehicles to residential and nonresidential development, this analysis uses the proportionate share outlined in Figure P1. San Luis’ existing level of service for residential development is 0.0010 units per person (49 units X 82 percent residential share / 38,872 persons). The existing nonresidential level of service is 0.0007 units per vehicle trip (49 units X 18 percent nonresidential share / 12,285 vehicle trips).

Based on the cost of San Luis’ existing police vehicles, the weighted average cost is \$72,306 per unit (\$3,543,000 total cost / 49 units). San Luis may use development fees to expand its police vehicle fleet. For police vehicles, the cost is \$74.4 per person (0.0010 units per person X \$72,306 per unit) and \$51.91 per vehicle trip (0.0007 units per vehicle trip X \$72,306 per unit).

**Figure P4: Existing Level of Service**

Description	Units	Unit Cost	Total Cost
Patrol	30	\$92,500	\$2,775,000
Motor Unit	3	\$32,000	\$96,000
K-9	4	\$36,000	\$144,000
Detective	4	\$42,000	\$168,000
Command Staff	4	\$43,000	\$172,000
Transit Enforcement	4	\$47,000	\$188,000
<b>Total</b>	<b>49</b>	<b>\$72,306</b>	<b>\$3,543,000</b>

Cost Factors	
Weighted Average per Unit	\$72,306

Level-of-Service (LOS) Standards	
Existing Units	49
Residential	
Residential Share	82%
2024 Population	38,872
Units per Person	0.0010
<b>Cost per Person</b>	<b>\$74.74</b>
Nonresidential	
Nonresidential Share	18%
2024 Vehicle Trips	12,285
Units per Vehicle Trip	0.0007
<b>Cost per Vehicle Trip</b>	<b>\$51.91</b>

Source: San Luis Police Department

### Communication Equipment – Incremental Expansion

San Luis currently serves existing development with 134 units of communication equipment, and San Luis plans to acquire additional communication equipment to serve future development. To allocate the proportionate share of demand for communication equipment to residential and nonresidential development, this analysis uses the proportionate share outlined in Figure P1. San Luis’ existing level of service for residential development is 0.0028 units per person (134 units X 82 percent residential share / 38,872 persons). The existing nonresidential level of service is 0.0020 units per vehicle trip (134 units X 18 percent nonresidential share / 12,285 vehicle trips).

Based on the weighted average cost of existing communication equipment, the analysis uses \$8,993 per unit (\$1,205,000 total cost / 134 units) as a proxy for future communication equipment. San Luis may use development fees to acquire additional communication equipment to serve future development. For communication equipment, the cost is \$25.42 per person (0.0028 units per person X \$8,993 per unit) and \$17.66 per vehicle trip (0.0020 units per vehicle trip X \$8,993 per unit).

**Figure P5: Existing Level of Service**

Description	Units	Unit Cost	Total Cost
Mobile Radio	65	\$7,000	\$455,000
Portable Radio	64	\$5,000	\$320,000
Radio Console 7500	4	\$50,000	\$200,000
Communication Tower	1	\$230,000	\$230,000
<b>Total</b>	<b>134</b>	<b>\$8,993</b>	<b>\$1,205,000</b>

Cost Factors	
Weighted Average per Unit	\$8,993

Level-of-Service (LOS) Standards	
Existing Units	134
Residential	
Residential Share	82%
2024 Population	38,872
Units per Person	0.0028
<b>Cost per Person</b>	<b>\$25.42</b>
Nonresidential	
Nonresidential Share	18%
2024 Vehicle Trips	12,285
Units per Vehicle Trip	0.0020
<b>Cost per Vehicle Trip</b>	<b>\$17.66</b>

Source: San Luis Police Department

**Development Fee Report – Plan-Based**

The cost to prepare the Police Facilities IIP and related Development Fee Report equals \$11,000. San Luis plans to update its report every five years. Based on this cost, proportionate share, and five-year projections of new residential and nonresidential development from the *Land Use Assumptions* document, the cost is \$2.65 per person and \$1.46 per vehicle trip.

**Figure P6: IIP and Development Fee Report**

Necessary Public Service	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Fire	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Jobs	471	\$4.20
Parks and Recreational	\$11,000	Residential	96%	Population	3,407	\$3.10
		Nonresidential	4%	Jobs	471	\$0.93
Police	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Vehicle Trips	1,353	\$1.46
Street	\$13,000	All Development	100%	VMT	17,976	\$0.72
Water	\$14,360	All Development	100%	Max Gallons	640,286	\$0.02
Wastewater	\$14,360	All Development	100%	Avg Gallons	212,650	\$0.07
Total	\$74,720					

**PROJECTED DEMAND FOR SERVICES AND COSTS**

ARS § 9-463.05(E)(5) requires:

*“The total number of projected service units necessitated by and attributable to new development in the service area based on the approved land use assumptions and calculated pursuant to generally accepted engineering and planning criteria.”*

ARS § 9-463.05(E)(6) requires:

*“The projected demand for necessary public services or facility expansions required by new service units for a period not to exceed ten years.”*

As shown in the *Land Use Assumptions* document, projected development during the next 10 years includes population growth of 6,621 persons and vehicle trip growth of 2,629 vehicle trips. To maintain the existing levels of service, San Luis needs to construct approximately 3,538 square feet of police facilities, acquire approximately 9 police vehicles, and acquire approximately 24 units of communication equipment over the next 10 years. The following pages include a more detailed projection of demand for services and costs for the Police Facilities IIP.

### Police Facilities – Incremental Expansion

San Luis plans to maintain the existing level of service for police facilities over the next 10 years. Based on a projected population increase of 6,621 persons, future residential development demands approximately 2,773 square feet of police facilities (6,621 additional persons X 0.4189 square feet per person). With projected nonresidential growth of 2,629 vehicle trips, future nonresidential development demands approximately 765 square feet of police facilities (2,629 additional vehicle trips X 0.2909 square feet per vehicle trip). Future development demands approximately 3,538 square feet of police facilities at a cost of \$2,253,715 (3,537.8 square feet X \$637 per square foot).

**Figure P7: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Police Facilities	0.4189 Square Feet	per Person	\$637
	0.2909 Square Feet	per Vehicle Trip	

Demand for Police Facilities					
Year	Population	Vehicle Trips	Square Feet		
			Residential	Nonresidential	Total
2024	38,872	12,285	16,281.9	3,574.1	19,856.0
2025	39,597	12,573	16,585.4	3,657.8	20,243.2
2026	40,279	12,844	16,871.1	3,736.6	20,607.7
2027	40,954	13,112	17,153.8	3,814.5	20,968.3
2028	41,621	13,376	17,433.2	3,891.6	21,324.8
2029	42,279	13,638	17,708.9	3,967.6	21,676.5
2030	42,928	13,895	17,980.8	4,042.6	22,023.4
2031	43,569	14,150	18,249.3	4,116.6	22,365.9
2032	44,211	14,405	18,518.2	4,190.8	22,709.0
2033	44,853	14,659	18,786.8	4,264.9	23,051.6
2034	45,493	14,914	19,055.0	4,338.8	23,393.8
10-Yr Increase	6,621	2,629	2,773.1	764.7	3,537.8
Growth-Related Expenditures			\$1,766,541	\$487,174	\$2,253,715

**Police Vehicles – Incremental Expansion**

San Luis plans to maintain its existing level of service for police vehicles over the next 10 years. Based on a projected population increase of 6,621 persons, future residential development demands an additional 6.8 units (6,621 additional persons X 0.0010 units per person). With projected nonresidential growth of 2,629 vehicle trips, future nonresidential development demands an additional 1.9 units (2,629 additional vehicle trips X 0.0007 units per vehicle trip). Future development demands approximately 9 police vehicles at a cost of \$631,267 (8.7 units X \$72,306 per unit). San Luis may use development fees to expand its police vehicle fleet.

**Figure P8: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Police Vehicles	0.0010 Units	per Person	\$72,306
	0.0007 Units	per Vehicle Trip	

Demand for Police Vehicles					
Year	Population	Vehicle Trips	Units		
			Residential	Nonresidential	Total
2024	38,872	12,285	40.2	8.8	49.0
2025	39,597	12,573	40.9	9.0	50.0
2026	40,279	12,844	41.6	9.2	50.9
2027	40,954	13,112	42.3	9.4	51.7
2028	41,621	13,376	43.0	9.6	52.6
2029	42,279	13,638	43.7	9.8	53.5
2030	42,928	13,895	44.4	10.0	54.3
2031	43,569	14,150	45.0	10.2	55.2
2032	44,211	14,405	45.7	10.3	56.0
2033	44,853	14,659	46.4	10.5	56.9
2034	45,493	14,914	47.0	10.7	57.7
10-Yr Increase	6,621	2,629	6.8	1.9	8.7
Growth-Related Expenditures			\$494,810	\$136,458	\$631,267

**Communication Equipment – Incremental Expansion**

San Luis plans to maintain its existing level of service for communication equipment over the next 10 years. Based on a projected population increase of 6,621 persons, future residential development demands an additional 18.7 units (6,621 additional persons X 0.0028 units per person). With projected nonresidential growth of 2,629 vehicle trips, future nonresidential development demands an additional 5.2 units (2,629 additional vehicle trips X 0.0020 units per vehicle trip). Future development demands approximately 24 units at a cost of \$214,699 (23.9 units X \$8,993 per unit).

**Figure P9: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Communication Equipment	0.0028 Units	per Person	\$8,993
	0.0020 Units	per Vehicle Trip	

Demand for Communication Equipment					
Year	Population	Vehicle Trips	Units		
			Residential	Nonresidential	Total
2024	38,872	12,285	109.9	24.1	134.0
2025	39,597	12,573	111.9	24.7	136.6
2026	40,279	12,844	113.9	25.2	139.1
2027	40,954	13,112	115.8	25.7	141.5
2028	41,621	13,376	117.6	26.3	143.9
2029	42,279	13,638	119.5	26.8	146.3
2030	42,928	13,895	121.3	27.3	148.6
2031	43,569	14,150	123.2	27.8	150.9
2032	44,211	14,405	125.0	28.3	153.3
2033	44,853	14,659	126.8	28.8	155.6
2034	45,493	14,914	128.6	29.3	157.9
10-Yr Increase	6,621	2,629	18.7	5.2	23.9
Growth-Related Expenditures			\$168,288	\$46,410	\$214,699

**POLICE FACILITIES DEVELOPMENT FEES**

**Revenue Credit/Offset**

A revenue credit/offset is not necessary for development fees, because San Luis’ construction transaction privilege tax rate is equal to the amount of the transaction privilege tax rate imposed on the majority of other transaction privilege tax classifications. Appendix A contains the forecast of revenues required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)).

**Police Facilities Development Fees**

Figure P10 includes infrastructure components and cost factors for police facilities development fees. The cost per service unit is \$369.64 per person and \$256.36 per vehicle trip.

Residential development fees are calculated per housing unit, based on unit type, and vary proportionately according to the number of persons per housing unit. For a single-family unit, the fee of \$1,301 is calculated using a cost of \$369.64 per person multiplied by 3.52 persons per housing unit.

Nonresidential development fees are calculated per 1,000 square feet and vary proportionately according to the number of vehicle trips. For industrial development, the fee of \$626 per 1,000 square feet is calculated using a cost of \$256.36 per vehicle trip, multiplied by 2.44 vehicle trips per 1,000 square feet.

**Figure P10: Police Facilities Development Fees**

Fee Component	Cost per Person	Cost per Trip
Police Facilities	\$266.83	\$185.33
Police Vehicles	\$74.74	\$51.91
Communication Equipment	\$25.42	\$17.66
Development Fee Report	\$2.65	\$1.46
<b>Total</b>	<b>\$369.64</b>	<b>\$256.36</b>

Residential Fees per Unit				
Development Type	Persons per Housing Unit <sup>1</sup>	Proposed Fees	Current Fees	Difference
Single Family	3.52	\$1,301	\$446	\$855
Multi-Family	2.95	\$1,090	\$288	\$802

Nonresidential Fees per 1,000 Square Feet				
Development Type	AWVT per 1,000 Sq Ft <sup>1</sup>	Proposed Fees	Current Fees	Difference
Industrial	2.44	\$626	\$135	\$491
Commercial	12.21	\$3,130	\$678	\$2,452
Office & Other Services	5.42	\$1,389	\$265	\$1,124
Institutional	7.45	\$1,910	\$350	\$1,560

1. See Land Use Assumptions

**POLICE FACILITIES DEVELOPMENT FEE REVENUE**

Appendix A contains revenue forecasts required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)). Projected fee revenue shown in Figure P11 is based on the development projections in the *Land Use Assumptions* document and the updated police facilities development fees. If development occurs faster than projected, the demand for infrastructure will increase along with development fee revenue. If development occurs slower than projected, the demand for infrastructure will decrease and development fee revenue will decrease at a similar rate. Projected development fee revenue equals \$3,107,587 and projected expenditures equal \$3,110,681.

**Figure P11: Police Facilities Development Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
Police Facilities	\$2,253,715	\$0	\$2,253,715
Police Vehicles	\$631,267	\$0	\$631,267
Communication Equipment	\$214,699	\$0	\$214,699
Development Fee Report	\$11,000	\$0	\$11,000
<b>Total</b>	<b>\$3,110,681</b>	<b>\$0</b>	<b>\$3,110,681</b>

		Single Family \$1,301 per unit	Multi-Family \$1,090 per unit	Industrial \$626 per 1,000 sq ft	Commercial \$3,130 per 1,000 sq ft	Office & Other \$1,389 per 1,000 sq ft	Institutional \$1,910 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF	KSF
Base	2024	8,066	851	534	486	339	431
Year 1	2025	8,255	871	546	497	347	441
Year 2	2026	8,433	889	558	508	355	450
Year 3	2027	8,609	908	570	519	362	460
Year 4	2028	8,783	926	581	529	369	469
Year 5	2029	8,954	944	593	540	377	478
Year 6	2030	9,123	962	604	550	384	487
Year 7	2031	9,290	980	615	560	391	496
Year 8	2032	9,458	998	626	570	398	505
Year 9	2033	9,625	1,015	637	580	405	514
Year 10	2034	9,792	1,033	648	590	412	523
10-Year Increase		1,726	182	114	104	73	92
Projected Revenue		\$2,237,803	\$197,819	\$71,253	\$324,637	\$100,610	\$175,466

Projected Fee Revenue	\$3,107,587
Total Expenditures	\$3,110,681

## **STREET FACILITIES IIP**

ARS § 9-463.05 (T)(7)(e) defines the eligible facilities and assets for the Street Facilities IIP:

*“Street facilities located in the service area, including arterial or collector streets or roads that have been designated on an officially adopted plan of the municipality, traffic signals and rights-of-way and improvements thereon.”*

The Street Facilities IIP includes components for arterial improvements, intersection improvements, and the cost of preparing the Street Facilities IIP and related Development Fee Report. The incremental expansion methodology is used for street improvements and intersection improvements, and the plan-based methodology is used for the Development Fee Report.

### **SERVICE AREA**

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San Luis provides a transportation network within the city limits; therefore, there is a single service area for the Street Facilities IIP.

### **PROPORTIONATE SHARE**

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ARS § 9-463.05 (B)(3) states that the development fee shall not exceed a proportionate share of the cost of necessary public services needed to accommodate new development. The Street Facilities IIP and development fees will allocate the cost of necessary public services between residential and nonresidential based on trip generation rates, trip adjustment factors, and trip lengths.

## RATIO OF SERVICE UNIT TO DEVELOPMENT UNIT

ARS § 9-463.05(E)(4) requires:

*“A table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of necessary public services or facility expansions and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial and industrial.”*

San Luis will use vehicle miles traveled (VMT) as the demand units for street facilities development fees. Components used to determine VMT include average weekday vehicle trip generation rates, adjustments for commuting patterns and pass-by trips, and trip length weighting factors.

### Residential Trip Generation Rates

For residential development, TischlerBise uses trip generation rates published in Trip Generation, Institute of Transportation Engineers, 11<sup>th</sup> Edition (2021). For single-family development, the proxy is Single Family Detached Housing (ITE 210), and this type of development generates 9.43 average weekday vehicle trip ends per unit. For multi-family development, the proxy is Multifamily Housing Low-Rise (ITE 220), and this type of development generates 6.74 average weekday vehicle trip ends per unit.

### Nonresidential Trip Generation Rates

For nonresidential development, TischlerBise uses trip generation rates published in Trip Generation, Institute of Transportation Engineers, 11<sup>th</sup> Edition (2021). The prototype for industrial development is Light Industrial (ITE 110) which generates 4.87 average weekday vehicle trip ends per 1,000 square feet of floor area. For office and other services development, the proxy is General Office (ITE 710), and it generates 10.84 average weekday vehicle trip ends per 1,000 square feet of floor area. The prototype for institutional development is Government Office (ITE 730) which generates 22.59 average weekday vehicle trips per 1,000 square feet of floor area. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.01 average weekday vehicle trips per 1,000 square feet of floor area.

**Figure S1: Average Weekday Vehicle Trip Ends by Land Use**

ITE Code	Land Use / Size	Demand Unit	Wkdy Trip Ends Per Dmd Unit <sup>1</sup>	Wkdy Trip Ends Per Employee <sup>1</sup>	Emp Per Dmd Unit	Square Feet Per Emp
110	Light Industrial	1,000 Sq Ft	4.87	3.10	1.57	637
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
150	Warehousing	1,000 Sq Ft	1.71	5.05	0.34	2,953
254	Assisted Living	bed	2.60	4.24	0.61	na
310	Hotel	room	7.99	14.34	0.56	na
610	Hospital	1,000 Sq Ft	10.77	3.77	2.86	350
620	Nursing Home	bed	3.06	3.31	0.92	na
710	General Office (avg size)	1,000 Sq Ft	10.84	3.33	3.26	307
720	Medical-Dental Office	1,000 Sq Ft	36.00	8.71	4.13	242
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
770	Business Park	1,000 Sq Ft	12.44	4.04	3.08	325
820	Shopping Center (avg size)	1,000 Sq Ft	37.01	17.42	2.12	471

1. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

**Trip Rate Adjustments**

To calculate street facilities fees, trip generation rates require an adjustment factor to avoid double counting each trip at both the origin and destination points. Therefore, the basic trip adjustment factor is 50 percent. As discussed further in this section, the development fee methodology includes additional adjustments to make the fees proportionate to the infrastructure demand for particular types of development.

**Commuter Trip Adjustment**

Residential development has a larger trip adjustment factor of 63 percent to account for commuters leaving San Luis for work. According to the 2009 National Household Travel Survey (see Table 30) weekday work trips are typically 31 percent of production trips (i.e., all out-bound trips, which are 50 percent of all trip ends). As shown in Figure S2, the U.S. Census Bureau’s OnTheMap web application indicates 85 percent of resident workers traveled outside of San Luis for work in 2021. In combination, these factors ( $0.31 \times 0.50 \times 0.85 = 0.13$ ) support the additional 13 percent allocation of trips to residential development.

**Figure S2: Commuter Trip Adjustment**

Trip Adjustment Factor for Commuters	
Employed Residents	9,699
Residents Living and Working in San Luis	1,442
Residents Commuting Outside San Luis for Work	8,257
Percent Commuting out of San Luis	85%
Additional Production Trips <sup>1</sup>	13%
<b>Residential Trip Adjustment Factor</b>	<b>63%</b>

Source: U.S. Census Bureau, OnTheMap Application (version 6.23.5) and LEHD Origin-Destination Employment Statistics, 2021.

1. According to the National Household Travel Survey (2009)\*, published in December 2011 (see Table 30), home-based work trips are typically 30.99 percent of “production” trips, in other words, out-bound trips (which are 50 percent of all trip ends). Also, LED OnTheMap data from 2021 indicate that 85 percent of San Luis’ workers travel outside the city for work. In combination, these factors ( $0.3099 \times 0.50 \times 0.85 = 0.13$ ) account for 13 percent of additional production trips. The total adjustment factor for residential includes attraction trips (50 percent of trip ends) plus the journey-to-work commuting adjustment (13 percent of production trips) for a total of 63 percent. \*<http://nhts.ornl.gov/publications.shtml> ; Summary of Travel Trends - Table "Daily Travel Statistics by Weekday vs. Weekend"

**Adjustment for Pass-By Trips**

For commercial and institutional development, the trip adjustment factor is less than 50 percent because this type of development attract vehicles as they pass by on arterial and collector roads. For example, when someone stops at a convenience store on the way home from work, the convenience store is not the primary destination. For the average shopping center, ITE data indicate 34 percent of the vehicles that enter are passing by on their way to some other primary destination. The remaining 66 percent of attraction trips have the commercial site as their primary destination. Because attraction trips are half of all trips, the trip adjustment factor is 66 percent multiplied by 50 percent, or approximately 33 percent of the trip ends.

### Average Weekday Vehicle Trips

Shown below in Figure S3, multiplying average weekday vehicle trip ends and trip adjustment factors by San Luis’ existing development units provides the average weekday vehicle trips generated by existing development. As shown below, San Luis’ existing development generates 63,817 vehicle trips on an average weekday.

**Figure S3: Average Weekday Vehicle Trips by Land Use**

Development Type	Dev Unit	ITE Code	Avg Wkday VTE	Trip Adjustment	2024 Dev Units	2024 Veh Trips
Single Family	HU	210	9.43	63%	8,066	47,919
Multi-Family	HU	220	6.74	63%	851	3,613
Industrial	KSF	110	4.87	50%	534	1,300
Commercial	KSF	820	37.01	33%	486	5,936
Office & Other Services	KSF	710	10.84	50%	339	1,839
Institutional	KSF	610	22.59	33%	431	3,210
<b>Total</b>						<b>63,817</b>

### Trip Length Weighting Factor

The street facilities development fee methodology includes a percentage adjustment, or weighting factor, to account for trip length variation by type of land use. As documented in Table 3-4, Table 3-5, and Table 3-6 of the 2022 National Household Travel Survey, vehicle trips from residential development are approximately 120 percent of the average trip length. The residential trip length adjustment factor includes data on home-based work trips, social, and recreational purposes. Conversely, shopping trips associated with commercial development are roughly 50 percent of the average trip length while other nonresidential development typically accounts for trips that are 76 percent of the average for all trips.

### Local Trip Lengths

According to recent estimates, San Luis provides 21.0 lane miles of arterials citywide. Using a capacity standard of 7,775 vehicles per lane mile, the existing arterial network provides 163,275 vehicle miles of capacity (21.0 lane miles X 7,775 vehicles per lane mile). To derive the average utilization (i.e., average trip length expressed in miles) of the major streets, divide vehicle miles of capacity by vehicle trips attracted to development in San Luis. As shown in Figure S3, citywide development currently attracts 63,817 average weekday vehicle trips. Dividing 163,259 vehicle miles of capacity by existing average weekday vehicle trips yields an unweighted-average trip length of approximately 2.5582 miles. The calibration of average trip length includes the same adjustment factors used in the development fee calculations (i.e., commuter trip adjustment, pass-by trip adjustment, and average trip length adjustment). With these refinements, the weighted-average trip length is 2.3446 miles.

**Average Weekday Vehicle Miles Traveled**

Shown below in Figure S5, multiplying average weekday vehicle trips, average trip length, and trip length adjustment factors by existing development units provides the average weekday VMT generated by existing development. Existing development generates 163,259 VMT on an average weekday.

**Figure S4: Average Weekday Vehicle Miles Traveled by Land Use**

Development Type	Dev Unit	Avg Wkday Veh Trips	Avg Trip Length	Trip Length Adjustment	2024 Dev Units	2024 VMT
Single Family	HU	5.94	2.3446	120%	8,066	134,822
Multi-Family	HU	4.25	2.3446	120%	851	10,164
Industrial	KSF	2.44	2.3446	76%	534	2,316
Commercial	KSF	12.21	2.3446	50%	486	6,959
Office & Other Services	KSF	5.42	2.3446	76%	339	3,277
Institutional	KSF	7.45	2.3446	76%	431	5,719
<b>Total</b>						<b>163,259</b>

**Travel Demand Indicators**

Shown below are the demand indicators for residential and nonresidential land uses related to vehicle miles traveled (VMT). For residential development, the table displays VMT per housing unit. For nonresidential development, the table displays VMT generated per 1,000 square feet of floor area.

**Figure S5: Ratio of Service Unit to Development Unit**

Residential Development per Housing Unit					
Development Type	Avg Weekday Veh Trip Ends <sup>1</sup>	Trip Adjustment <sup>1</sup>	Average Trip Length (miles)	Trip Length Adjustment	Avg Weekday VMT
Single Family	9.43	63%	2.3446	120%	16.71
Multi-Family	6.74	63%	2.3446	120%	11.95

Nonresidential Development per 1,000 Square Feet					
Development Type	Avg Weekday Veh Trip Ends <sup>1</sup>	Trip Adjustment <sup>1</sup>	Average Trip Length (miles)	Trip Length Adjustment	Avg Weekday VMT
Industrial	4.87	50%	2.3446	76%	4.34
Commercial	37.01	33%	2.3446	50%	14.32
Office & Other Services	10.84	50%	2.3446	76%	9.66
Institutional	22.59	33%	2.3446	76%	13.28

1. See Land Use Assumptions

**ANALYSIS OF CAPACITY, USAGE, AND COSTS OF EXISTING PUBLIC SERVICES**

ARS § 9-463.05(E)(1) requires:

*“A description of the existing necessary public services in the service area and the costs to upgrade, update, improve, expand, correct or replace those necessary public services to meet existing needs and usage and stricter safety, efficiency, environmental or regulatory standards, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

ARS § 9-463.05(E)(2) requires:

*“An analysis of the total capacity, the level of current usage and commitments for usage of capacity of the existing necessary public services, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

**Street Improvements – Incremental Expansion**

San Luis plans to construct additional street improvements to serve future development. The San Luis Public Works Department provided construction cost estimates representative of future growth-related street improvements. The eligible cost (excludes the cost to repair or replace existing lanes) of these proxy projects is \$2,700,000 for 5.28 lane miles. The analysis uses \$511,364 per lane mile (\$2,700,000 / 5.28 lane miles) as a proxy for growth-related street improvement costs. The list of proxy projects is representational of future growth-related street improvement costs, and it does not represent a plan-based approach. San Luis may use development fees to construct these projects or to construct other growth-related street improvements.

**Figure S6: Cost Factors**

Project	Lane Miles	Eligible Cost
Co. 22nd Widening (Main St. to Sidewinder Rd)	3.28	\$1,500,000
10th Ave. Widening (Cesar Chavez Blvd. to Co. 22nd St.)	2.00	\$1,200,000
<b>Total</b>	<b>5.28</b>	<b>\$2,700,000</b>

Source: San Luis Public Works Department

San Luis currently provides 21.0 lane miles of street improvements to existing development, and the existing LOS is 1.2863 lane miles per 10,000 VMT (21.0 lane miles / (163,259 VMT / 10,000 VMT)). Based on a weighted average cost of \$511,364 per lane mile, the street improvements cost is \$65.78 per VMT (21.0 lane miles / 163,259 VMT X \$511,364 per lane mile).

**Figure S7: Existing Level of Service**

Cost Factors	
Eligible Cost per Lane Mile	\$511,364

Level-of-Service (LOS) Standards	
Existing Lane Miles	21.00
2024 VMT	163,259
Lane Miles per 10,000 VMT	1.2863
<b>Cost per VMT</b>	<b>\$65.78</b>

Source: San Luis Public Works Department

**Intersection Improvements – Incremental Expansion**

San Luis plans to construct additional intersection improvements to serve future development. The San Luis Public Works Department provided construction cost estimates representative of future growth-related intersection improvements. The total cost of these proxy projects is \$1,920,000 for 3.0 intersections, and the weighted average cost is \$640,000 per intersection (\$1,920,000 / 3.0 intersections). The analysis uses \$640,000 per intersection as a proxy for growth-related intersection improvement costs. The list of proxy projects is representational of future growth-related intersection improvement costs, and it does not represent a plan-based approach. San Luis may use development fees to construct these projects or to construct other growth-related intersection improvements.

San Luis currently provides 9.0 improved intersections to existing development, and the existing LOS is 0.5513 improved intersections per 10,000 VMT (9.0 improved intersections / (163,259 VMT / 10,000 VMT)). Based on a weighted average cost of \$640,000 per intersection, the intersection improvements cost is \$35.28 per VMT (9.0 intersections / 163,259 VMT X \$640,000 per intersection).

**Figure S8: Existing Level of Service**

Cost Factors	
Co. 22nd and 4th Ave	\$1,200,000
Co. 22nd and Sidewinder Rd	\$220,000
Avenue F and Co. 24th St	\$500,000
Total	\$1,920,000
<b>Average</b>	<b>\$640,000</b>

Level-of-Service (LOS) Standards	
Existing Improved Intersections	9.00
2024 VMT	163,259
Intersections per 10,000 VMT	0.5513
<b>Cost per VMT</b>	<b>\$35.28</b>

Source: San Luis Public Works Department

### Development Fee Report – Plan-Based

The cost to prepare the Street Facilities IIP and related Development Fee Report totals \$13,000. San Luis plans to update its report every five years. Based on this cost, proportionate share, and five-year projections of new residential and nonresidential development from the *Land Use Assumptions* document, the cost is \$0.72 per VMT.

**Figure S9: IIP and Development Fee Report**

Necessary Public Service	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Fire	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Jobs	471	\$4.20
Parks and Recreational	\$11,000	Residential	96%	Population	3,407	\$3.10
		Nonresidential	4%	Jobs	471	\$0.93
Police	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Vehicle Trips	1,353	\$1.46
Street	\$13,000	All Development	100%	VMT	17,976	\$0.72
Water	\$14,360	All Development	100%	Max Gallons	640,286	\$0.02
Wastewater	\$14,360	All Development	100%	Avg Gallons	212,650	\$0.07
Total	\$74,720					

**PROJECTED DEMAND FOR SERVICES AND COSTS**

ARS § 9-463.05(E)(5) requires:

*“The total number of projected service units necessitated by and attributable to new development in the service area based on the approved land use assumptions and calculated pursuant to generally accepted engineering and planning criteria.”*

ARS § 9-463.05(E)(6) requires:

*“The projected demand for necessary public services or facility expansions required by new service units for a period not to exceed ten years.”*

As shown in the *Land Use Assumptions* document, 10-year projected growth includes 1,908 housing units and 383,000 square feet of nonresidential floor area. Based on the travel demand factors discussed in this section, projected development generates an additional 34,933 VMT over the next 10 years. Shown below in Figure S10, San Luis needs to construct approximately 4.49 lane miles of street improvements with a growth-related cost of \$2,297,525 (4.49 lane miles X \$511,364 per lane mile) and 1.93 intersection improvements with a growth-related cost of \$1,232,472 (1.93 intersection improvements X \$640,000 per intersection improvement) to maintain the existing LOS over the next 10 years.

**Figure S10: Projected Travel Demand**

San Luis, Arizona	Base 2024	1 2025	2 2026	3 2027	4 2028	5 2029	10 2034	10-Year Increase
Single-Family Units	8,066	8,255	8,433	8,609	8,783	8,954	9,792	1,726
Multi-Family Units	851	871	889	908	926	944	1,033	182
Industrial KSF	534	546	558	570	581	593	648	114
Commercial KSF	486	497	508	519	529	540	590	104
Office & Other KSF	339	347	355	362	369	377	412	73
Institutional KSF	431	441	450	460	469	478	523	92
Single Family Trips	47,919	49,042	50,098	51,143	52,176	53,196	58,173	10,253
Multi-Family Trips	3,613	3,697	3,777	3,856	3,934	4,010	4,386	773
Residential Trips	51,532	52,739	53,875	54,999	56,110	57,206	62,558	11,026
Industrial Trips	1,300	1,330	1,359	1,387	1,415	1,443	1,578	278
Commercial Trips	5,936	6,075	6,206	6,336	6,464	6,590	7,206	1,270
Office & Other Trips	1,839	1,882	1,923	1,963	2,003	2,042	2,233	394
Institutional Trips	3,210	3,285	3,356	3,426	3,495	3,563	3,896	687
Nonresidential Trips	12,285	12,573	12,844	13,112	13,376	13,638	14,914	2,629
<b>Total Vehicle Trips</b>	<b>63,817</b>	<b>65,312</b>	<b>66,719</b>	<b>68,110</b>	<b>69,486</b>	<b>70,844</b>	<b>77,472</b>	<b>13,655</b>
<b>VMT</b>	<b>163,259</b>	<b>167,082</b>	<b>170,681</b>	<b>174,242</b>	<b>177,761</b>	<b>181,234</b>	<b>198,191</b>	<b>34,933</b>
Lane Miles	21.00	21.49	21.95	22.41	22.86	23.31	25.49	4.49
Lane Miles Cost		\$251,475	\$236,683	\$234,206	\$231,480	\$228,418	\$222,220	\$2,297,525
Intersections	9.00	9.21	9.41	9.61	9.80	9.99	10.93	1.93
Intersections Cost		\$134,900	\$126,965	\$125,636	\$124,174	\$122,531	\$119,207	\$1,232,472

## STREET FACILITIES DEVELOPMENT FEES

### Revenue Credit/Offset

A revenue credit/offset is not necessary for development fees, because San Luis’ construction transaction privilege tax rate is equal to the amount of the transaction privilege tax rate imposed on the majority of other transaction privilege tax classifications. Appendix A contains the forecast of revenues required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)).

### Street Facilities Development Fees

Figure S11 includes infrastructure components and cost factors for street facilities development fees. The cost per service unit is \$101.78 per VMT.

Residential development fees are calculated per housing unit and vary proportionately according to VMT per housing unit. For a single-family unit, the fee of \$1,701 is calculated using a cost of \$101.78 per VMT multiplied by 16.71 VMT per housing unit.

Nonresidential development fees are calculated per 1,000 square feet and vary proportionately according to VMT. For industrial development, the fee of \$442 per 1,000 square feet is calculated using a cost of \$101.78 per VMT multiplied by 4.34 VMT per 1,000 square feet.

**Figure S11: Street Facilities Development Fees**

Fee Component	Cost per VMT
Street Improvements	\$65.78
Intersection Improvements	\$35.28
Development Fee Report	\$0.72
<b>Total</b>	<b>\$101.78</b>

Residential Fees per Unit				
Development Type	Avg Wkdy VMT per Unit <sup>1</sup>	Proposed Fees	Current Fees	Difference
Single Family	16.71	\$1,701	\$1,709	(\$8)
Multi-Family	11.95	\$1,216	\$799	\$417

Nonresidential Fees per 1,000 Square Feet				
Development Type	Avg Wkdy VMT per 1,000 Sq Ft <sup>1</sup>	Proposed Fees	Current Fees	Difference
Industrial	4.34	\$442	\$378	\$64
Commercial	14.32	\$1,457	\$1,718	(\$261)
Office & Other Services	9.66	\$983	\$743	\$240
Institutional	13.28	\$1,352	\$982	\$370

1. See Land Use Assumptions

**STREET FACILITIES DEVELOPMENT FEE REVENUE**

Appendix A contains revenue forecasts required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)). Projected fee revenue shown in Figure S12 is based on the development projections in the *Land Use Assumptions* document and the updated street facilities development fees. If development occurs faster than projected, the demand for infrastructure will increase along with development fee revenue. If development occurs slower than projected, the demand for infrastructure will decrease and development fee revenue will decrease at a similar rate. Projected development fee revenue equals \$3,541,910 and projected expenditures equal \$3,543,227.

**Figure S12: Street Facilities Development Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
Street Improvements	\$2,297,756	\$0	\$2,297,756
Intersection Improvements	\$1,232,472	\$0	\$1,232,472
Development Fee Report	\$13,000	\$0	\$13,000
<b>Total</b>	<b>\$3,543,227</b>	<b>\$0</b>	<b>\$3,543,227</b>

		Single Family \$1,701 per unit	Multi-Family \$1,216 per unit	Industrial \$442 per 1,000 sq ft	Commercial \$1,457 per 1,000 sq ft	Office & Other \$983 per 1,000 sq ft	Institutional \$1,352 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF	KSF
Base	2024	8,066	851	534	486	339	431
Year 1	2025	8,255	871	546	497	347	441
Year 2	2026	8,433	889	558	508	355	450
Year 3	2027	8,609	908	570	519	362	460
Year 4	2028	8,783	926	581	529	369	469
Year 5	2029	8,954	944	593	540	377	478
Year 6	2030	9,123	962	604	550	384	487
Year 7	2031	9,290	980	615	560	391	496
Year 8	2032	9,458	998	626	570	398	505
Year 9	2033	9,625	1,015	637	580	405	514
Year 10	2034	9,792	1,033	648	590	412	523
10-Year Increase		1,726	182	114	104	73	92
Projected Revenue		\$2,925,224	\$220,601	\$50,131	\$150,885	\$71,144	\$123,924

Projected Fee Revenue	\$3,541,910
Total Expenditures	\$3,543,227

## WATER FACILITIES IIP

ARS § 9-463.05 (T)(7)(a) defines the eligible facilities and assets for the Water Facilities IIP:

*“Water facilities, including the supply, transportation, treatment, purification and distribution of water, and any appurtenances for those facilities.”*

The Water Facilities IIP includes components for water treatment / production, water storage / booster, and the cost of preparing the Water Facilities IIP and related Development Fee Report. The plan-based methodology is used for all components.

### SERVICE AREA

San Luis provides a water network within the city limits; therefore, there is a single service area for the Water Facilities IIP.

### PROPORTIONATE SHARE

ARS § 9-463.05 (B)(3) states that the development fee shall not exceed a proportionate share of the cost of necessary public services needed to accommodate new development. The Water Facilities IIP and development fees will allocate the cost of necessary public services between both residential and nonresidential development using max day demand factors.

### RATIO OF SERVICE UNIT TO DEVELOPMENT UNIT

ARS § 9-463.05(E)(4) requires:

*“A table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of necessary public services or facility expansions and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial and industrial.”*

According to the 2022 Water Rate Study, average day demand from single-family units is 317 gallons. San Luis builds water infrastructure to serve max day demand, so this analysis applies a peaking factor of 1.5 from the 2016 Water System Master Plan to convert average day demand of 317 gallons to max day demand of 475 gallons.

**Figure W1: Water Demand Factors**

Account Type	Accounts	Annual Gallons	Average Day Gallons	Avg Day Gallons per Account
Residential	7,690	889,359,357	2,436,601	317
Nonresidential	413	492,242,690	1,348,610	3,265
<b>Total</b>	<b>8,103</b>	<b>1,381,602,047</b>	<b>3,785,211</b>	<b>467</b>

Source: San Luis 2022 Water/Wastewater/Sanitation Rate Study

Account Type	Accounts	Average Day Gallons	Max Day Gallons <sup>1</sup>	Max Day Gallons per Account
Residential	7,690	2,436,601	3,654,901	475
Nonresidential	413	1,348,610	2,022,915	4,898
<b>Total</b>	<b>8,103</b>	<b>3,785,211</b>	<b>5,677,817</b>	<b>701</b>

1. Max Day Demand = Average Day Demand X 1.5, San Luis Water System Master Plan 2016.

Water development fees are assessed by meter size, and the analysis uses max day demand from single-family units of 475 gallons per day as the demand factor for a 0.75-inch meter. The base 0.75-inch meter is equivalent to a single-family unit, and a capacity ratio is used to convert the base meter fee proportionately for larger meters. For larger meters, max day demand is calculated by multiplying max day demand from existing single-family units by the capacity ratio for the corresponding meter size. The capacity ratios are calculated based on data published in *AWWA Principles of Water Rates, Fees, and Charges M-1, 7<sup>th</sup> Edition*.

**Figure W2: Water Ratio of Service Unit to Development Unit**

Max Day Demand by Meter Size		
Meter Size and Type	Capacity Ratio <sup>1</sup>	Max Day (Gallons)
0.75 Displacement	1.00	475
1.00 Displacement	1.67	793
1.50 Displacement	3.33	1,582
2.00 Compound	5.33	2,532
3.00 Compound	10.67	5,068
4.00 Compound	16.67	7,918
6.00 Compound	33.33	15,832
8.00 Compound	53.33	25,332

1. AWWA, Principles of Water Rates, Fees, and Charges, M1.

**ANALYSIS OF CAPACITY, USAGE, AND COSTS OF EXISTING PUBLIC SERVICES**

ARS § 9-463.05(E)(2) requires:

*“An analysis of the total capacity, the level of current usage and commitments for usage of capacity of the existing necessary public services, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

**Existing Demand**

Applying the water demand factors shown in Figure W1 to existing development estimates, average day demand in 2024 is 3,876,809 gallons and max day demand is 5,815,214 gallons.

**Figure W3: Existing Demand**

Year	Average Day Gallons	Max Day Gallons
Base 2024	3,876,809	5,815,214

## PROJECTED DEMAND FOR SERVICES AND COSTS

ARS § 9-463.05(E)(1) requires:

*“A description of the existing necessary public services in the service area and the costs to upgrade, update, improve, expand, correct or replace those necessary public services to meet existing needs and usage and stricter safety, efficiency, environmental or regulatory standards, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

ARS § 9-463.05(E)(5) requires:

*“The total number of projected service units necessitated by and attributable to new development in the service area based on the approved land use assumptions and calculated pursuant to generally accepted engineering and planning criteria.”*

ARS § 9-463.05(E)(6) requires:

*“The projected demand for necessary public services or facility expansions required by new service units for a period not to exceed ten years.”*

### Projected Demand

Shown below, Figure W4 includes projected average day demand and max day demand over the next 10 years. To project future water demand, the analysis applies water demand factors shown in Figure W1 to citywide development projections. Based on this analysis, projected average day demand increases by 829,524 gallons over the next 10 years and projected max day demand increases by 1,244,286 gallons over the next 10 years.

**Figure W4: Projected Demand**

Year	Accounts	Average Day Gallons	Max Day Gallons
2023	8,103	3,785,211	5,677,817
Base 2024	8,297	3,876,809	5,815,214
1 2025	8,491	3,967,605	5,951,407
2 2026	8,674	4,053,059	6,079,589
3 2027	8,855	4,137,620	6,206,430
4 2028	9,034	4,221,196	6,331,794
5 2029	9,211	4,303,666	6,455,500
6 2030	9,385	4,385,006	6,577,508
7 2031	9,556	4,465,325	6,697,987
8 2032	9,729	4,545,770	6,818,655
9 2033	9,901	4,626,100	6,939,151
10 2034	10,072	4,706,333	7,059,500
10-Yr Increase	1,775	829,524	1,244,286

**Water Treatment / Production – Plan-Based**

The City of San Luis plans to construct water treatment and production infrastructure to meet demand from future development. The gross cost of planned water infrastructure is \$7,200,000, and these planned improvements provide 3,400,000 gallons of capacity. The analysis includes credits of \$1,234,000 for ARPA funding and \$1,464,000 for water rate revenue used to fund construction of these improvements, so the net cost of planned improvements is \$4,502,000. As shown in Figure W5, dividing the net cost of \$4,502,000 by 3,400,000 gallons results in a cost of \$1.32 per gallon. Based on a 10-year max day demand increase of 1,244,286 gallons, projected development during the next 10 years demands approximately 37 percent of planned capacity (1,244,286 max day gallons / 3,400,000 gallons) and generates development fee revenue of approximately \$1,642,457 (1,244,286 max day gallons X \$1.32 per gallon).

**Figure W5: Cost Factors**

Treatment / Production	Cost	Gallons	Cost per Gallon
Well Site 5 - Treatment	\$2,000,000	1,700,000	\$1.18
Well Site 5 - Well	\$1,200,000		\$0.71
Well Site 7 - Treatment	\$2,500,000	1,700,000	\$1.47
Well Site 7 - Well	\$1,500,000		\$0.88
Gross Cost	\$7,200,000	3,400,000	\$2.12
ARPA Funding Credit	(\$1,234,000)	3,400,000	(\$0.36)
Rate Funding Credit <sup>1</sup>	(\$1,464,000)	3,400,000	(\$0.43)
Net Cost	\$4,502,000	3,400,000	\$1.32

Source: San Luis Public Works Department  
 1. 2022 Water/Wastewater/Sanitation Rate Study

**Water Storage / Booster – Plan-Based**

The City of San Luis plans to construct water storage and booster infrastructure to meet demand from future development. The gross cost of planned water infrastructure is \$9,900,000, and these planned improvements provide 4,000,000 gallons of capacity. The analysis includes a credit of \$999,000 for water rate revenue used to fund construction of these improvements, so the net cost of planned improvements is \$8,901,000. As shown in Figure W6, dividing the net cost of \$8,901,000 by 4,000,000 gallons results in a cost of \$2.23 per gallon. Based on a 10-year max day demand increase of 1,244,286 gallons, projected development during the next 10 years demands approximately 31 percent of planned capacity (1,244,286 max day gallons / 4,000,000 gallons) and generates development fee revenue of approximately \$2,774,757 (1,244,286 max day gallons X \$2.23 per gallon).

**Figure W6: Cost Factors**

Storage / Booster	Cost	Gallons	Cost per Gallon
Well Site 5 - Storage	\$5,000,000	2,000,000	\$2.50
Well Site 7 - Storage	\$4,000,000		\$2.00
Well Site 7 - Booster Pump	\$900,000		\$0.45
Gross Cost	\$9,900,000	4,000,000	\$2.48
Rate Funding Credit <sup>1</sup>	(\$999,000)	4,000,000	(\$0.25)
Net Cost	\$8,901,000	4,000,000	\$2.23

Source: San Luis Public Works Department  
 1. 2022 Water/Wastewater/Sanitation Rate Study

### Development Fee Report – Plan-Based

The cost to prepare the Water Facilities IIP and related Development Fee Report totals \$14,360. San Luis plans to update its report every five years. Based on this cost, proportionate share, and five-year projections of new residential and nonresidential development from the *Land Use Assumptions* document, the cost is \$0.02 per gallon.

**Figure W7: IIP and Development Fee Report**

Necessary Public Service	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Fire	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Jobs	471	\$4.20
Parks and Recreational	\$11,000	Residential	96%	Population	3,407	\$3.10
		Nonresidential	4%	Jobs	471	\$0.93
Police	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Vehicle Trips	1,353	\$1.46
Street	\$13,000	All Development	100%	VMT	17,976	\$0.72
Water	\$14,360	All Development	100%	Max Gallons	640,286	\$0.02
Wastewater	\$14,360	All Development	100%	Avg Gallons	212,650	\$0.07
Total	\$74,720					

**WATER FACILITIES DEVELOPMENT FEES**

**Revenue Credit/Offset**

A revenue credit/offset is not necessary for development fees, because San Luis’ construction transaction privilege tax rate is equal to the amount of the transaction privilege tax rate imposed on the majority of other transaction privilege tax classifications. Appendix A contains the forecast of revenues required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)).

**Water Facilities Development Fees**

The cost per service unit is \$3.57 per gallon for water facilities development fees, and San Luis will assess water facilities development fees by meter size. The base 0.75-inch meter is equivalent to a single-family unit, and a capacity ratio is used to convert the base meter fee proportionately for larger meters. The capacity ratios are calculated based on data published in *AWWA Principles of Water Rates, Fees, and Charges M-1, 7<sup>th</sup> Edition*.

Water facilities development fees are calculated by multiplying the cost per gallon by max day gallons per EDU (single-family unit) and the associated capacity ratio. The 0.75-inch fee (single-family fee) of \$1,696 is calculated using a cost per service unit of \$3.57 per gallon, multiplied by 475 max day gallons, multiplied by a capacity ratio of 1.00. For a 1.50-inch meter, the fee of \$5,647 is calculated using a cost per service unit of \$3.57 per gallon, multiplied by 475 max day gallons, multiplied by a capacity ratio of 3.33.

**Figure W8: Water Facilities Development Fees**

Demand Indicator	
Residential Gallons per Max Day	475
Cost per Gallon	
Water Treatment / Production	\$1.32
Water Storage / Booster	\$2.23
Development Fee Report	\$0.02
<b>Total</b>	<b>\$3.57</b>

Fees per Meter					
Meter Size and Type		Capacity Ratio <sup>1</sup>	Proposed Fees	Current Fees	Difference
0.75	Displacement	1.00	\$1,696	\$542	\$1,154
1.00	Displacement	1.67	\$2,832	\$905	\$1,927
1.50	Displacement	3.33	\$5,647	\$1,804	\$3,843
2.00	Compound	5.33	\$9,038	\$2,888	\$6,150
3.00	Compound	10.67	\$18,094	\$5,781	\$12,313
4.00	Compound	16.67	\$28,268	\$9,031	\$19,237
6.00	Compound	33.33	\$56,519	\$18,058	\$38,461
8.00	Compound	53.33	\$90,434	\$28,893	\$61,541

1. AWWA, Principles of Water Rates, Fees, and Charges, M1.

**WATER FACILITIES DEVELOPMENT FEE REVENUE**

Appendix A contains revenue forecasts required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)). Projected fee revenue shown in Figure W9 is based on the development projections in the *Land Use Assumptions* document and the updated water facilities development fees. If development occurs faster than projected, the demand for infrastructure will increase along with development fee revenue. If development occurs slower than projected, the demand for infrastructure will decrease and development fee revenue will decrease at a similar rate. Projected development fee revenue during the next 10 years equals \$4,482,029 and total projected expenditures equal \$17,114,360 (\$13,417,360 after credits). For nonresidential development, the analysis uses a 3.00-inch meter. Based on the actual mix of meter sizes used by future nonresidential accounts, the projected development fee revenue shown below will change.

**Figure W9: Water Facilities Development Fees Revenue**

Fee Component	Total
Water Treatment / Production	\$7,200,000
Water Storage / Booster	\$9,900,000
Development Fee Report	\$14,360
Subtotal	\$17,114,360
ARPA Funding Credit	(\$1,234,000)
Rate Funding Credit	(\$2,463,000)
Total	\$13,417,360

		Single Family \$1,696 per meter	Nonresidential \$18,094 per meter
Year		Accounts	Accounts
Base	2024	7,874	423
Year 1	2025	8,058	433
Year 2	2026	8,232	442
Year 3	2027	8,404	451
Year 4	2028	8,574	460
Year 5	2029	8,741	469
Year 6	2030	8,906	478
Year 7	2031	9,069	487
Year 8	2032	9,233	496
Year 9	2033	9,396	505
Year 10	2034	9,559	513
10-Year Increase		1,685	90
Projected Revenue		\$2,849,271	\$1,632,758

Projected Fee Revenue	\$4,482,029
Total Expenditures	\$17,114,360

**WASTEWATER FACILITIES IIP**

ARS § 9-463.05 (T)(7)(b) defines the eligible facilities and assets for the Wastewater Facilities IIP:

*“Wastewater facilities, including collection, interception, transportation, treatment and disposal of wastewater, and any appurtenances for those facilities.”*

The Wastewater Facilities IIP includes components for wastewater treatment and the cost of preparing the Wastewater Facilities IIP and related Development Fee Report. The plan-based methodology is used for wastewater treatment and the Development Fee Report.

**SERVICE AREA**

San Luis provides a wastewater network within the city limits; therefore, there is a single service area for the Wastewater Facilities IIP.

**PROPORTIONATE SHARE**

ARS § 9-463.05 (B)(3) states that the development fee shall not exceed a proportionate share of the cost of necessary public services needed to accommodate new development. The Wastewater Facilities IIP and development fees will allocate the cost of necessary public services between both residential and nonresidential development using average day flow factors.

**RATIO OF SERVICE UNIT TO DEVELOPMENT UNIT**

ARS § 9-463.05(E)(4) requires:

*“A table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of necessary public services or facility expansions and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial and industrial.”*

According to the 2022 Water Rate Study, average day flow from single-family units is 188 gallons.

**Figure WW1: Wastewater Flow Factors**

Account Type	Accounts	Annual Gallons	Average Day Gallons	Avg Day Gallons per Account
Residential	7,685	526,887,000	1,443,526	188
Nonresidential	287	161,138,000	441,474	1,538
Total	7,972	688,025,000	1,885,000	236

Source: San Luis 2022 Water/Wastewater/Sanitation Rate Study

Wastewater development fees are assessed by meter size, and the analysis uses average day flow from single-family units of 188 gallons per day as the demand factor for a 0.75-inch meter. The base 0.75-inch meter is equivalent to a single-family unit, and a capacity ratio is used to convert the base meter fee proportionately for larger meters. For larger meters, average day flow is calculated by multiplying average day flow from existing single-family units by the capacity ratio for the corresponding meter size. The capacity ratios are calculated based on data published in *AWWA Principles of Water Rates, Fees, and Charges M-1, 7<sup>th</sup> Edition*.

**Figure WW2: Wastewater Ratio of Service Unit to Development Unit**

Average Day Flow by Meter Size		
Meter Size and Type	Capacity Ratio <sup>1</sup>	Average Day (Gallons)
0.75 Displacement	1.00	188
1.00 Displacement	1.67	314
1.50 Displacement	3.33	626
2.00 Compound	5.33	1,002
3.00 Compound	10.67	2,006
4.00 Compound	16.67	3,134
6.00 Compound	33.33	6,266
8.00 Compound	53.33	10,026

1. AWWA, Principles of Water Rates, Fees, and Charges, M1.

**ANALYSIS OF CAPACITY, USAGE, AND COSTS OF EXISTING PUBLIC SERVICES**

ARS § 9-463.05(E)(2) requires:

*“An analysis of the total capacity, the level of current usage and commitments for usage of capacity of the existing necessary public services, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

**Existing Flow**

As shown below, San Luis currently provides wastewater treatment capacity of 2,500,000 gallons per day. According to San Luis Public Works Department estimates, average day flow in 2023 was 1,885,000 gallons. Applying the wastewater flow factors shown in Figure WW1 to existing development estimates, average day flow in 2024 is 1,931,338 gallons.

**Figure WW3: Existing Flow**

Existing Wastewater Treatment Capacity (Gallons)			
Description	Total Capacity	2023 Flow	Available
East WWTP	1,000,000	585,000	415,000
West WWTP	1,500,000	1,300,000	200,000
<b>Total</b>	<b>2,500,000</b>	<b>1,885,000</b>	<b>615,000</b>

Source: San Luis Public Works Department

Existing Wastewater Treatment Capacity (Gallons)			
Description	Total Capacity	2024 Flow	Available
East WWTP	1,000,000	599,381	400,619
West WWTP	1,500,000	1,331,957	168,043
<b>Total</b>	<b>2,500,000</b>	<b>1,931,338</b>	<b>568,662</b>

Source: TischlerBise calculation

**PROJECTED DEMAND FOR SERVICES AND COSTS**

ARS § 9-463.05(E)(1) requires:

*“A description of the existing necessary public services in the service area and the costs to upgrade, update, improve, expand, correct or replace those necessary public services to meet existing needs and usage and stricter safety, efficiency, environmental or regulatory standards, which shall be prepared by qualified professionals licensed in this state, as applicable.”*

ARS § 9-463.05(E)(5) requires:

*“The total number of projected service units necessitated by and attributable to new development in the service area based on the approved land use assumptions and calculated pursuant to generally accepted engineering and planning criteria.”*

ARS § 9-463.05(E)(6) requires:

*“The projected demand for necessary public services or facility expansions required by new service units for a period not to exceed ten years.”*

**Projected Flow**

Shown below, Figure WW4 includes projected average day flow over the next 10 years. To project future wastewater flow, the analysis applies wastewater flow factors shown in Figure WW1 to citywide development projections. Based on this analysis, projected average day flow increases by 413,250 gallons over the next 10 years.

**Figure WW4: Projected Flow**

Year		Accounts	Average Day Gallons
	2023	7,972	1,885,000
Base	2024	8,163	1,931,338
1	2025	8,354	1,976,570
2	2026	8,534	2,019,142
3	2027	8,712	2,061,268
4	2028	8,888	2,102,903
5	2029	9,062	2,143,988
6	2030	9,233	2,184,510
7	2031	9,402	2,224,523
8	2032	9,571	2,264,599
9	2033	9,741	2,304,618
10	2034	9,909	2,344,588
10-Yr Increase		1,747	413,250

**Wastewater Treatment – Plan-Based**

The City of San Luis plans to expand the current wastewater treatment facilities to meet demand from future development. The gross cost of planned wastewater infrastructure is \$40,000,000, and these planned improvements provide 4,000,000 gallons of treatment capacity. The analysis includes credits of \$198,215 for ARPA funding for the West WWTP expansion and \$13,073,000 for wastewater rate revenue used to fund construction of these improvements, so the net cost of planned improvements is \$26,728,785. As shown below, dividing the net cost of \$26,728,785 by 4,000,000 gallons results in a cost of \$6.68 per gallon. Based on a 10-year average day flow increase of 413,250 gallons, projected development during the next 10 years demands approximately 10 percent of planned capacity (413,250 average day gallons / 4,000,000 gallons) and generates development fee revenue of approximately \$2,760,509 (413,250 average day gallons X \$6.68 per gallon).

**Figure WW5: Cost Factors**

Treatment	Cost	Gallons	Cost per Gallon
East WWTP Expansion	\$10,000,000	1,000,000	\$10.00
West WWTP Expansion	\$30,000,000	3,000,000	\$10.00
Gross Cost	\$40,000,000	4,000,000	\$10.00
ARPA Funding Credit	(\$198,215)	4,000,000	(\$0.05)
Rate Funding Credit <sup>1</sup>	(\$13,073,000)	4,000,000	(\$3.27)
Net Cost	\$26,728,785	4,000,000	\$6.68

Source: San Luis Public Works Department  
 1. 2022 Water/Wastewater/Sanitation Rate Study

**Development Fee Report – Plan-Based**

The cost to prepare the Wastewater Facilities IIP and related Development Fee Report totals \$14,360. San Luis plans to update its report every five years. Based on this cost, proportionate share, and five-year projections of new residential and nonresidential development from the *Land Use Assumptions* document, the cost is \$0.07 per gallon.

**Figure WW6: IIP and Development Fee Report**

Necessary Public Service	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Fire	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Jobs	471	\$4.20
Parks and Recreational	\$11,000	Residential	96%	Population	3,407	\$3.10
		Nonresidential	4%	Jobs	471	\$0.93
Police	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Vehicle Trips	1,353	\$1.46
Street	\$13,000	All Development	100%	VMT	17,976	\$0.72
Water	\$14,360	All Development	100%	Max Gallons	640,286	\$0.02
Wastewater	\$14,360	All Development	100%	Avg Gallons	212,650	\$0.07
Total	\$74,720					

## WASTEWATER FACILITIES DEVELOPMENT FEES

### Revenue Credit/Offset

A revenue credit/offset is not necessary for development fees, because San Luis’ construction transaction privilege tax rate is equal to the amount of the transaction privilege tax rate imposed on the majority of other transaction privilege tax classifications. Appendix A contains the forecast of revenues required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)).

### Wastewater Facilities Development Fees

The cost per service unit is \$6.75 per gallon for wastewater facilities development fees, and San Luis will assess wastewater facilities development fees by meter size. The base 0.75-inch meter is equivalent to a single-family unit, and a capacity ratio is used to convert the base meter fee proportionately for larger meters. The capacity ratios are calculated based on data published in *AWWA Principles of Water Rates, Fees, and Charges M-1, 7<sup>th</sup> Edition*.

Wastewater facilities development fees are calculated by multiplying the cost per gallon by average day gallons per EDU (single-family unit) and the associated capacity ratio. The 0.75-inch fee (single-family fee) of \$1,269 is calculated using a cost per service unit of \$6.75 per gallon, multiplied by 188 average day gallons, multiplied by a capacity ratio of 1.00. For a 1.50-inch meter, the fee of \$4,226 is calculated using a cost per service unit of \$6.75 per gallon, multiplied by 188 average day gallons, multiplied by a capacity ratio of 3.33.

**Figure WW7: Wastewater Facilities Development Fees**

Demand Indicator	
Residential Gallons per Average Day	188
Cost per Gallon	
Wastewater Treatment	\$6.68
Development Fee Report	\$0.07
Total	\$6.75

Fees per Meter					
Meter Size and Type		Capacity Ratio <sup>1</sup>	Proposed Fees	Current Fees	Difference
0.75	Displacement	1.00	\$1,269	\$912	\$357
1.00	Displacement	1.67	\$2,119	\$1,523	\$596
1.50	Displacement	3.33	\$4,226	\$3,036	\$1,190
2.00	Compound	5.33	\$6,764	\$4,860	\$1,904
3.00	Compound	10.67	\$13,540	\$9,729	\$3,811
4.00	Compound	16.67	\$21,154	\$15,200	\$5,954
6.00	Compound	33.33	\$42,296	\$30,391	\$11,905
8.00	Compound	53.33	\$67,676	\$48,628	\$19,048

1. AWWA, Principles of Water Rates, Fees, and Charges, M1.

**WASTEWATER FACILITIES DEVELOPMENT FEE REVENUE**

Appendix A contains revenue forecasts required by Arizona’s Enabling Legislation (ARS § 9-463.05(E)(7)). Projected fee revenue shown in Figure WW8 is based on the development projections in the *Land Use Assumptions* document and the updated wastewater facilities development fees in Figure WW7. If development occurs faster than projected, the demand for infrastructure will increase along with development fee revenue. If development occurs slower than projected, the demand for infrastructure will decrease and development fee revenue will decrease at a similar rate. Projected development fee revenue during the next 10 years equals \$2,973,015 and total projected expenditures equal \$40,014,360 (\$26,743,145 after credits). For nonresidential development, the analysis uses a 3.00-inch meter. Based on the actual mix of meter sizes used by future nonresidential accounts, the projected development fee revenue shown below will change.

**Figure WW8: Wastewater Facilities Development Fees Revenue**

Fee Component	Total
Wastewater Treatment	\$40,000,000
Development Fee Report	\$14,360
Subtotal	\$40,014,360
ARPA Funding Credit	(\$198,215)
Rate Funding Credit	(\$13,073,000)
Total	\$26,743,145

		Single Family \$1,269 per meter	Nonresidential \$13,540 per meter
Year		Accounts	Accounts
Base	2024	7,869	294
Year 1	2025	8,053	301
Year 2	2026	8,227	307
Year 3	2027	8,398	314
Year 4	2028	8,568	320
Year 5	2029	8,735	326
Year 6	2030	8,900	332
Year 7	2031	9,064	338
Year 8	2032	9,227	345
Year 9	2033	9,390	351
Year 10	2034	9,553	357
10-Year Increase		1,684	63
Projected Revenue		\$2,125,896	\$847,119

Projected Fee Revenue	\$2,973,015
Total Expenditures	\$40,014,360

## APPENDIX A: FORECAST OF REVENUES OTHER THAN FEES

ARS § 9-463.05(E)(7) requires:

*“A forecast of revenues generated by new service units other than development fees, which shall include estimated state-shared revenue, highway users revenue, federal revenue, ad valorem property taxes, construction contracting or similar excise taxes and the capital recovery portion of utility fees attributable to development based on the approved land use assumptions, and a plan to include these contributions in determining the extent of the burden imposed by the development as required in subsection B, paragraph 12 of this section.”*

ARS § 9-463.05(B)(12) states,

*“The municipality shall forecast the contribution to be made in the future in cash or by taxes, fees, assessments or other sources of revenue derived from the property owner towards the capital costs of the necessary public service covered by the development fee and shall include these contributions in determining the extent of the burden imposed by the development. Beginning August 1, 2014, for purposes of calculating the required offset to development fees pursuant to this subsection, if a municipality imposes a construction contracting or similar excise tax rate in excess of the percentage amount of the transaction privilege tax rate imposed on the majority of other transaction privilege tax classifications, the entire excess portion of the construction contracting or similar excise tax shall be treated as a contribution to the capital costs of necessary public services provided to development for which development fees are assessed, unless the excess portion was already taken into account for such purpose pursuant to this subsection.”*

### REVENUE PROJECTIONS

San Luis does not have a higher-than-normal construction excise tax rate; therefore, the required offset described above is not applicable. Shown in Figure A1, San Luis provided the required forecast of non-development fee revenue from identified sources that can be attributed to future development over a period of five years. San Luis directs the revenues shown below to non-development fee eligible capital needs including maintenance, repair, and replacement.

#### Figure A1: Revenue Projections

**APPENDIX B: PROFESSIONAL SERVICES**

As stated in Arizona’s development fee enabling legislation, “a municipality may assess development fees to offset costs to the municipality associated with providing necessary public services to a development, including the costs of infrastructure, improvements, real property, engineering and architectural services, financing and professional services required for the preparation or revision of a development fee pursuant to this section, including the relevant portion of the infrastructure improvements plan” (see ARS § 9-463.05.A). Because development fees must be updated at least every five years, the cost of professional services is allocated to the projected increase in service units over five years (see Figure B1). Qualified professionals must develop the IIP, using generally accepted engineering and planning practices. A qualified professional is defined as “a professional engineer, surveyor, financial analyst or planner providing services within the scope of the person’s license, education or experience.”

**Figure B1: Cost of Professional Services**

Necessary Public Service	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Fire	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Jobs	471	\$4.20
Parks and Recreational	\$11,000	Residential	96%	Population	3,407	\$3.10
		Nonresidential	4%	Jobs	471	\$0.93
Police	\$11,000	Residential	82%	Population	3,407	\$2.65
		Nonresidential	18%	Vehicle Trips	1,353	\$1.46
Street	\$13,000	All Development	100%	VMT	17,976	\$0.72
Water	\$14,360	All Development	100%	Max Gallons	640,286	\$0.02
Wastewater	\$14,360	All Development	100%	Avg Gallons	212,650	\$0.07
Total	\$74,720					

## **APPENDIX C: LAND USE DEFINITIONS**

### **RESIDENTIAL DEVELOPMENT**

As discussed below, residential development categories are based on data from the U.S. Census Bureau, American Community Survey. Development fees will be assessed to all new residential units. One-time development fees are determined by site capacity (i.e., number of residential units).

#### **Single Family:**

1. Single-family detached is a one-unit structure detached from any other house, that is, with open space on all four sides. Such structures are considered detached even if they have an adjoining shed or garage. A one-family house that contains a business is considered detached if the building has open space on all four sides.
2. Single-family attached (townhouse) is a one-unit structure that has one or more walls extending from ground to roof separating it from adjoining structures. In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof.
3. Includes both occupied and vacant mobile homes, to which no permanent rooms have been added. Mobile homes used only for business purposes or for extra sleeping space and mobile homes for sale on a dealer's lot, at the factory, or in storage are not counted in the housing inventory.

#### **Multi-Family:**

1. Includes units in structures containing two or more housing units, further categorized as units in structures with "2, 3 or 4, 5 to 9, 10 to 19, 20 to 49, and 50 or more apartments."
2. Includes any living quarters occupied as a housing unit that does not fit the other categories (e.g., houseboats, railroad cars, campers, and vans). Recreational vehicles, boats, vans, railroad cars, and the like are included only if they are occupied as a current place of residence.

## **NONRESIDENTIAL DEVELOPMENT**

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The proposed general nonresidential development categories (defined below) can be used for all new construction. Nonresidential development categories represent general groups of land uses that share similar average weekday vehicle trip generation rates and employment densities (i.e., jobs per thousand square feet of floor area).

**Commercial:** Establishments primarily selling merchandise, eating/drinking places, entertainment uses, and lodging. By way of example, commercial includes shopping centers, supermarkets, pharmacies, restaurants, bars, nightclubs, automobile dealerships, movie theaters, and lodging.

**Industrial:** Establishments primarily engaged in the production, transportation, or storage of goods. By way of example, industrial includes manufacturing plants, distribution warehouses, trucking companies, utility substations, power generation facilities, and telecommunications buildings.

**Institutional:** Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, institutional includes schools, universities, churches, daycare facilities, and government buildings.

**Office and Other Services:** Establishments providing management, administrative, professional, or business services; personal and health care services. By way of example, Office and Other services includes banks, business offices, and hospitals.



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

7. C.

**Meeting Date:** 04/23/2025

**Department Head:** Kay Macuil, City Attorney, Attorney's Office

**Submitted By:** Justin Neuman, Paralegal, Attorney's Office

**Action Requested:** Motion  
Ordinance

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#### ITEM:

Discussion and possible action on any and all matters regarding Ordinance No. 463. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the title of the court rules of procedures for civil offenses in the San Luis City Code Section 1.05.990(E). **(Kay Marion Macuil, City Attorney)**

A. Action on Reading of Ordinance No. 463 by title only

B. Action on Ordinance No. 463

#### SUMMARY:

On January 23, 2008, by Ordinance No. 257, current Section 1.05.990 (E) was added to the City Code. Among other things, Ordinance No. 257 established court procedures for civil offenses, which the Arizona Supreme Court adopted. San Luis adopted the same rules of court procedures that are used for civil traffic offenses. In 2008, the title of the rules was "Rules of Procedure in Civil Traffic Violation Cases."

Effective January 1, 2022, the Supreme Court changed the title of the rules to "Rules of Court Procedure for Civil Traffic, Boating, Marijuana, and Parking and Standing Violations."

The purpose of this Ordinance is simply to change the title of the rules to match the current name.

#### RECOMMENDATION / SUGGESTED MOTION:

**A. I MOVE TO APPROVE THE READING OF ORDINANCE NO. 463 BY TITLE ONLY.**

**(CITY CLERK TO READ ORDINANCE NO. 463 BY TITLE ONLY)**

**B. I MOVE TO APPROVE AND ADOPT ORDINANCE NO. 463 AS PRESENTED.**

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#### Fiscal Impact

<b>IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:</b>	No
<b>CITY/STATE/FEDERAL FUNDS:</b>	N/A
<b>TOTAL:</b>	N/A
<b>BUDGETED AMOUNT:</b>	N/A
<b>AVAILABLE AMOUNT TO TRANSFER:</b>	N/A
<b>ACCT NAME &amp; GL#/REMAINING BALANCE BEFORE PURCHASE:</b>	N/A

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

N/A

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**Attachments**

Ordinance No. 463

Ordinance No. 257

Ariz Supreme Court Rule No. R-21-0005

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# *Ordinance*

**No. 463**

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, AMENDING THE TITLE OF THE COURT RULES OF PROCEDURES FOR CIVIL OFFENSES IN THE SAN LUIS CITY CODE SECTION 1.05.990(E).**

**WHEREAS**, on January 23, 2008, by Ordinance No. 257, the City established civil traffic offenses rules of court procedure for civil offenses under the City Code; and

**WHEREAS**, the Arizona Supreme Court, through its Order Number 4-21-0005, ordered a name change for the rules; and

**WHEREAS**, the City of San Luis desires that it be clear in its City Code the rules that are to be used for Civil Offenses under the Code, so it is also changing the name in the City Code;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the City of San Luis, Arizona:

**Section 1:** Section 1.05.990(E) of the San Luis City Code is amended to read:

Violations of this Code for which a civil sanction is imposed shall be treated as a civil offense, and hearings and appeals shall be conducted in accordance with the rules of procedure in civil traffic violation cases set forth in the Arizona Revised Statutes, Rules of Court Procedure for Civil Traffic, Boating, Marijuana, and Parking and Standing Violations (Rule 1 to Form 11). A person who commits a violation of this Code after previously having been found responsible for committing three or more civil violations of this Code within an 18-month period, whether by admission, by payment of the sanction, by default, or by judgment after a hearing, shall be guilty of a Class 1 misdemeanor. For purposes of calculating the 18-month period under this subsection, the dates of the commission of the offenses are the determining factor.

**Section 2:** If a conflict arises between the provisions of this Ordinance and any resolution, other ordinance, regulation, or policy of the City of San Luis, the conflicting provisions are amended, superseded, and replaced, and this Ordinance shall govern.

**Section 3:** If any section, subsection, sentence, clause, phrase, or portion of Ordinance No. 463 is held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction or operation of law by legislation, such decision or law shall not affect the validity of the remaining portion of this Ordinance.

**PASSED, ADOPTED, and APPROVED** by the Mayor and City Council of the City of San Luis, Yuma County, Arizona, this \_\_\_\_ day of April 2025.

\_\_\_\_\_  
Nieves Riedel, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sonia Cornelio, City Clerk

\_\_\_\_\_  
Kay Marion Macuil, City Attorney



# Ordinance

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

## ORDINANCE NO.257

### AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, AMENDING ARTICLE 1-8 OF THE CITY CODE OF THE CITY OF SAN LUIS, ARIZONA, PROVIDING FOR PENALTIES; REPEALING ANY CONFLICTING PROVISIONS; AND PROVIDING SEVERABILITY

BEING ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA AS FOLLOWS:

**Section 1.** Article 1-8 of the City Code of the City of San Luis, Arizona, is hereby amended to read as follows;

**Article 1-8.** General penalty; continuing violations.

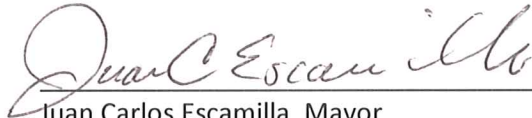
- (a) In this section "violation of this Code" means any of the following:
  - (1) Doing an act that is prohibited or made or declared unlawful, an offense or a misdemeanor by ordinance or by rule or regulation authorized by ordinance;
  - (2) Failure to perform an act that is required to be performed by ordinance or by rule or regulation authorized by ordinance;
  - (3) Failure to perform an act if the failure is declared a misdemeanor or an offense or unlawful by ordinance or by rule or regulation authorized by this ordinance.
- (b) In this section "violation of this code" does not include the failure of a town officer or town employee to perform an official duty unless it is provided that failure to perform the duty is to be punished as provided in this section.
- (c) Except as otherwise provided, a person convicted of a violation of this Code shall be guilty of a class one misdemeanor, punishable by a fine not to exceed \$2,500.00 or incarceration for a term not to exceed six months, or both such fine and incarceration. With respect to violations of this Code that are continuous with respect to time, each day the violation continues is a separate offense.

- (d) Any violation of or failure to do or perform any act required by Article 11 or Article 12 of this Code constitutes a civil traffic violation. Civil traffic violations are subject to the provisions of A.R.S. tit. 28, ch.5, arts. 5, 3 and 4 (A.R.S. §§ 28-1551 et. Seq., 28-1591 et. Seq.).
- (e) Violations of this Code for which a civil sanction is imposed shall be treated as a civil offense and hearings and appeals shall be conducted in accordance with the rules of procedure in civil traffic violation cases as set forth in the Arizona Revised Statutes, Rules of Procedure in Civil Traffic Cases. A person who commits a violation of this Code after previously having been found responsible for committing three or more civil violations of this Code within an 18-month period, whether by admission, by payment of the sanction, by default or by judgment after hearing, shall be guilty of a class one misdemeanor. For purposes of calculating the 18-month period under this subsection, the dates of the commission of the offenses are the determining factor.
- (f) Any person violating any of the provisions of this Code which are designated as subject to civil sanction or penalty shall be punished by imposition of a civil sanction not to exceed \$500.00, unless another penalty is specified.
  - (1) Any person who fails to comply with payment of a civil sanction shall be guilty of violating A.R.S. §13-2810, interference with judicial proceedings. Such conviction shall not be precluding the imposition of the assessment of a default fee and/or fees as set forth below.
  - (2) In addition to any civil sanction imposed, the municipal court shall assess a default fee of not less than \$75.00 for a failure to pay any civil sanction imposed by the court.
  - (3) A judge or hearing officer may waive all or part of the default fee if the payment of the fee would cause a financial hardship to the defendant.
  - (4) If the court refers any delinquent fines, fees, sanctions, penalties or restitution for collection, any collection or attorney costs are recoverable from the defendant and may be added to any balance due from the defendant to the court.
- (g) The imposition of a penalty does not prevent revocation or suspension of a license, permit or franchise.
- (h) Violations of this Code that are continuous with respect to time may be abated by injunctive or other equitable relief. The imposition of a penalty does not prevent equitable relief.

**Section 2.** In the event of a conflict between the provisions of this Ordinance and any other ordinance, resolution, regulation, or policy of the City of San Luis, the conflicting provisions are hereby repealed, superseded, and the provisions of this ordinance shall govern.

**Section 3.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decisions of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

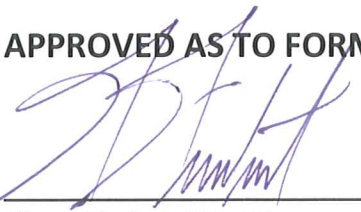
**PASSED AND ADOPTED** by the Mayor and Council of the City of San Luis, Arizona,  
this 23rd day of January, 20 08.

  
\_\_\_\_\_  
Juan Carlos Escamilla, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sonia Cuello, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Glenn Gimbut, City Attorney



were adopted on an emergency basis by the Court in its order to Rule Petition R-21-0033, effective September 29, 2021.

DATED this 25th day of August, 2021.

\_\_\_\_\_  
/s/  
ROBERT BRUTINEL  
Chief Justice

TO:

Rule 28 Distribution  
David K Byers

## ATTACHMENT<sup>1</sup>

### **RULES OF COURT PROCEDURE FOR CIVIL TRAFFIC, AND CIVIL BOATING, MARIJUANA, AND PARKING AND STANDING VIOLATIONS**

#### **Rule 1. Scope of these Rules.**

These rules apply in all court cases involving the adjudication and appeal of civil traffic, civil boating, civil marijuana, and parking and standing violations, except those violations consolidated pursuant to Rule 14 of these rules.

#### **Rule 2. Definitions; Computing Time; Attorneys**

**(a)** “Case” means a civil traffic, civil boating, civil marijuana, or parking or standing case, unless otherwise specified.

**(ab)** “Civil traffic violation” means any violation designated as such under the provisions of A.R.S. § 28-121 or expressly designated as such by a city or town traffic ordinance ~~of a city or town~~, or by any other statute, charter, ordinance, rule, or regulation relating to the operation or use of a motor vehicle or other motorized or human powered device, or to the operation of any other vehicle, or to the use of streets and highways by pedestrians, which is punishable by a civil sanction.

**(bc)** “Civil boating violation” means any violation of Articles 1 through 11, Chapter 3, Title 5, Arizona Revised Statutes, ~~(entitled “boating and water sports”)~~ or of any other statute, charter, ordinance, rule, or regulation ~~in relation~~ relating to the operation or use of motorized watercraft, motorboats, or sailboards, or ~~by operation of~~ operating any other watercraft, that is punishable by a civil sanction.

**(d)** “Civil marijuana violation” means any violation designated as such under A.R.S. § 36-2853, or any other statute, charter, ordinance, rule, or regulation relating to marijuana or marijuana paraphernalia, that is punishable by a civil penalty.

**(ee)** “Court” means a justice court or a city or town court ~~established by a city or town~~. Unless the context otherwise requires, “trial court” also means the justice or municipal court.

**(f)** “Complaint” means a civil traffic, civil boating, civil marijuana, or parking or standing complaint, unless otherwise specified.

**(dg)** “Judge” means a justice of the peace, judge, or magistrate.

**(eh)** “Hearing officer” for the purposes of these rules means a person judicial officer appointed as such under the provisions of A.R.S. § 28-1553 pursuant to law.

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<sup>1</sup> Additions to the text of the rule are shown by underscoring and deletions of text are shown by ~~strike-through~~.

(fi) “Parking or standing violation” means any violation of Article 13, Chapter 3, Title 28, Arizona Revised Statutes (~~entitled “stopping, standing or parking”~~), or of any other statute, ordinance, rule, or regulation, arising solely from the parking, stopping, or standing of a vehicle.

(gj) “Party” means the ~~state~~State or the defendant. A law enforcement officer, police aide, traffic investigator, or parking enforcement volunteer is not a party.

(hk) The “uniform traffic ticket and complaint” as referenced in Articles 3 and 4, Chapter 5, Title 28, Arizona Revised Statutes, is identified in these rules by the name “Arizona Traffic Ticket and Complaint.” ~~or by the abbreviation, “ATTC.”~~

(li) “Violation” means a civil traffic, civil boating, civil marijuana, or parking or standing violation, unless otherwise specified.

(im) **Computing time.** In computing time limits, when the last day of any period of time ~~prescribed herein~~used in these rules falls on a Saturday, Sunday, or day when the court is closed, the “last day” ~~shall be~~is the next day the court is open. The day of the act or event from which the designated time period begins is not to be included. Except as stated by these rules or by order of the court in a particular case, filing deadlines are not enlarged when sent by mail.

(jn) **Attorneys.** Unless the context otherwise requires, the requirements of these rules may be performed by an attorney who has filed a proper notice of appearance.

### **Rule 3. Commencing a Violation in Court**

(a) **Commencing a Civil Traffic or Civil Boating Case.** A civil traffic or civil boating case is commenced by filing with the court an Arizona Traffic Ticket and Complaint in accordance with Article 4, Chapter 5, Title 28, Arizona Revised Statutes (~~entitled “Procedures for Civil Traffic Violations”~~) ~~or by filing a long form~~long form complaint pursuant to ~~Arizona Rules of Criminal Procedure, Rule 2.3~~ of the Arizona Rules of Criminal Procedure.

(b) **Commencing a Civil Marijuana Case.** The State may commence a civil marijuana case pursuant to A.R.S. § 36-2853 by filing with the court an Arizona Traffic Ticket and Complaint or by filing a long form complaint pursuant to under Rule 2.3 of the Arizona Rules of Criminal Procedure.

(bc) **Commencing a Parking or Standing Case.** A parking or standing case is commenced by filing with the court an Arizona Traffic Ticket and Complaint, or a notice of violation for a local ordinance, charter, or regulation in accordance with Article 4, Chapter 5, Title 28, Arizona Revised Statutes, ~~entitled “procedures for civil traffic violations.”~~ Vehicle parking and standing offenses do not require that the initial notification or a subsequent summons and complaint be personally served. If it becomes necessary to issue a summons and complaint because there is not a satisfactory response to the initial notice of a parking or standing violation, a summons and complaint may be sent by regular mail to the address provided to the Department of ~~Motor~~

~~Vehicles~~ Transportation, Motor Vehicle Division by the individual made responsible for the alleged violation. Service of a summons and complaint is complete on mailing.

#### **Rule 4. Arizona Traffic Ticket and Complaint**

(a) The Arizona Traffic Ticket and Complaint ~~shall~~must be in a form approved by the Supreme Court. A Court Report copy is required if no other method is used to forward dispositions to the Department of Transportation, Motor Vehicle Division. Additional copies are optional.

(b) [No change]

(c) Every court, law-enforcement agency, or public body responsible for issuing the Arizona Traffic Ticket and Complaint ~~shall~~must promptly forward one form copy, and any subsequent changes therein, to the Supreme Court.

(d) Any court ~~which~~that maintains disposition information on computer may arrange with the Department of Transportation, Motor Vehicle Division, or the Department of Public Safety, ~~as the case may be~~whichever is applicable, for the electronic forwarding of disposition information without a certification by the judge.

#### **Rule 5. Local Rules**

Upon the written approval of the Supreme Court, any court may supplement these ~~Rules~~rules by local rules, which ~~shall~~must be made available for distribution or examination at such court.

#### **Rule 6. Hearing Officer Qualifications and Duties**

(a) ~~(A)~~ A hearing officer ~~shall~~must be at least 21 years old, ~~shall~~must be of good moral character, and ~~shall~~must have completed a course of instruction approved by the Supreme Court.

(b) A hearing officer may hear, ~~and dispose,~~ ~~of civil traffic violation cases~~ and make such orders as necessary and proper to dispose of ~~such~~ cases.

#### **Rule 7. Non-availability of Right to Notice of Change of Judge**

The rules of procedure regarding change of judge as a matter of right ~~shall~~do not apply, ~~in civil traffic cases except for~~in cases consolidated with criminal matters pursuant to Rule 14.

#### **Rule 8. Sufficiency of the Complaint**

A complaint is legally sufficient if it contains either a written description or the statutory or local ordinance, charter, rule, or regulation designation of the alleged violation.

## **Rule 9. Amending the Complaint**

(a) A court may amend a ~~civil traffic~~ complaint at any time before judgment if no additional or different violation is charged and if no substantial rights of the defendant ~~are~~ not prejudiced.

(b) A court may amend a ~~civil traffic~~ complaint to conform to the evidence adduced at a hearing if no additional or different violation is charged and if no substantial rights of the defendant ~~are~~ not prejudiced.

(c) [No change]

(d) Where there is a conflict between the written description and the statutory or local ordinance, charter, rule, or regulation designation of a ~~civil traffic~~ violation, the descriptive text ~~shall take~~ takes precedence unless doing so would prejudice a defendant's substantial rights ~~of the defendant are prejudiced~~ or such action would result in a criminal charge. If a judicial officer is unable to determine what ~~offense~~ violation is charged, the charge ~~shall~~ must be dismissed without prejudice and the issuing agency notified.

## **Rule 10. Entry of Plea; Failure to Appear**

(a) The defendant may admit responsibility by appearing in person, or by submitting a form or a statement signed by the defendant admitting the allegations of the complaint. The defendant ~~shall~~ must, at the same time, tender the civil sanction or penalty listed in the court's deposit schedule for the ~~civil traffic~~ violation(s).

(b) The defendant may deny responsibility by appearing in person or by notifying the court in writing. For civil traffic violations, ~~The~~ the defendant may, at the same time, tender the civil sanction or penalty listed in the court's deposit schedule ~~for civil traffic violations to insure that no driver's license suspension will result from failure to appear.~~ Upon receipt of said notice, the court ~~shall~~ must set the matter for hearing and notify the defendant, citing officer, and any counsel of the date, time, and place for the hearing.

(c) A defendant's failure to admit or deny responsibility under Rules 10(a) or 10(b), or to personally appear at the date and time specified in the Arizona Traffic Ticket and Complaint, or at the date and time specified in a summons, or to appear at any subsequently scheduled court proceeding, or a defendant's failure to file a written statement prior to a documentary hearing under Rule 10.2, ~~shall~~ will result in a default pursuant to Rules 21 and 22.

### **Rule 10.1. Appearance by Audiovisual and Telephonic Means**

(a) **General Standards.** A court may allow parties, their attorneys, and witnesses to appear by audiovisual interactive means that follow these general standards:

(1) all parties, attorneys, and witnesses ~~shall~~ must be able to be seen and heard at the same time and the audio portion ~~shall~~ must be captured accurately on the record;

(2) a facsimile, email, or other suitable means ~~shall~~must be available to allow the court to transmit copies of exhibits during the hearing, and, if necessary, a “Notice of Right to Appeal” to the defendant;

(3) the court may require any person requesting to appear under this rule to be responsible for the cost of same, and such cost ~~shall~~cannot be awarded as a recoverable cost by a prevailing party;

(4) the court ~~shall~~must provide instructions to the participants as to how the remote appearance ~~shall~~will be initiated;

(5) a party allowing a subpoenaed witness to appearing by remote means ~~shall~~must pay the cost of same,~~therefor~~ and no witness fee ~~shall~~can be required or allowed for such an appearance; and

(6) an appearance under this rule may be referred to as a “Rule 10.1 Appearance.”-

**(b) Appearance Request; Deposit.** Unless a different time limit is allowed by the court, a party, attorney, or witness may appear under this rule by filing a “Notice of Rule 10.1 Appearance” at least 14 calendar days prior to the hearing. The ~~Notice~~notice ~~shall~~must set forth the requestor’s name, mailing address, and ~~day time~~daytime phone number. As to a defendant who wishes to appear under this rule, the court may condition the appearance upon the posting of a deposit in an amount not to exceed the total possible sanction or penalty amount of all violations at issue based on the court’s ~~sanction~~deposit schedule.

**(c) Rule 10.1 Appearance Procedures.** Upon receipt of a Notice of Rule 10.1 Appearance, the court ~~shall~~must provide instructions as to the date and time of the proceeding and designate how the appearance ~~shall~~will be initiated. The court may also set forth instructions as to pre-hearing deadlines to file exhibits and limitations on exhibit sizes and numbers. The hearing itself ~~shall~~must proceed as otherwise set forth in ~~the~~these rules ~~governing civil traffic and civil boating cases~~. In the event the defendant is found responsible at the conclusion of the hearing, a Notice of Right to Appeal may be sent to the defendant by fax or electronic means, and the 14 ~~calendar day~~calendar day appeal period ~~shall~~commence from that transmission date.

**(d) Telephonic Appearance by Defendant; Deposit; Waiver of Identity Defense.** Notwithstanding the foregoing, a court may, upon written request at least 14 calendar days before the hearing date, permit a defendant to appear telephonically. The request ~~shall~~must include the defendant’s telephone number, mailing address, and a copy of a valid drivers license or identification card acceptable to the court. The court may condition a telephonic appearance ~~upon~~ the posting of a deposit in an amount not to exceed the total possible sanction or penalty amount of all violations at issue based on the court’s ~~sanction~~deposit schedule. Unless otherwise permitted by the court, a defendant appearing telephonically ~~shall~~will be deemed to have waived any defense based on failure of the ~~state~~State to establish an in-court identification of the defendant as the cited violator. Identity ~~shall~~be sufficiently established if, at the hearing, the ~~state~~State offers

proof of the name of the driver as listed on a driver's license, state or government identification card, or other acceptable means of identification matching the violator to the defendant.

## **Rule 10.2. Request for a Documentary Hearing**

(a) [No change]

(b) For the court to grant a request for a documentary hearing, the defendant must show why personally attending a ~~civil-traffic~~ hearing would cause a substantial hardship. A substantial hardship is more than mere inconvenience and must be based on extraordinary circumstances. Along with the request, the defendant may tender the civil sanction or penalty listed in the court's deposit schedule for the ~~civil-traffic~~ violation(s) at issue in the hearing.

(c) If the court grants the request for a documentary hearing, the court ~~shall~~must set the matter for hearing and notify the defendant, the citing officer, and any counsel in the case of the date, time, and place for the hearing.

(d) Prior to a scheduled documentary hearing, the defendant ~~shall~~must file a statement or statements made under ~~the~~ penalty of perjury, along with any other evidence the defendant requests that the court ~~to~~ consider. Other evidence may include such things as diagrams, photographs, or physical evidence. The court may allow the State's witnesses to testify through written statements or in person on the date, time, and place scheduled for the hearing. The State ~~shall~~must file, prior to the hearing, any statements, made under penalty of perjury, along with any other evidence the State requests that the court ~~to~~ consider.

(e) Failure to personally appear, or file a statement or statements prior to the hearing, ~~shall~~will result in default pursuant to Rules 21 and 22.

(f) If a defendant requests a documentary hearing, the defendant waives the following rights: to personally appear to present evidence; to review evidence before the hearing (Rule 13(b)); to compel production of any citing officer notes (Rule 13(c)); to testimony under oath (Rule 16(a)); to cross examine the State's witnesses (Rule 16(c)); to present rebuttal evidence (Rule 19(d)); to present a closing argument (Rule 19(e)); and to immediate delivery of written notice of appeal following judgment and imposition of civil sanction or penalty (Rule 25(a)).

(g) If a documentary hearing is held, the 14-day period for filing a notice of appeal pursuant to Rule 28(a) is extended by 7 calendar days. The record of a documentary hearing for purposes of Rule 29(b)(vii) ~~shall~~must also include the statements and other evidence, as well as the recording or transcript, if any, of the hearing.

## **Rule 11. Notice of Right to Counsel and Waiver**

(a) If a defendant denies the allegations contained in the complaint and requests a hearing, the court ~~shall~~must promptly provide the defendant written notice of a hearing

date. The notice of hearing date ~~shall~~must also state that the right to be represented by counsel at the hearing is waived unless the court and the State are notified in writing at least 10 calendar days prior to the hearing date.

(b) Absent extraordinary circumstances, failure of a defendant to timely notify the court and the State constitutes a waiver of the right to counsel at the hearing.

### **Rule 12. Representation by the State**

The State need not be represented by counsel at the hearing of a complaint or the appeal of a ~~civil traffic complaint~~ final order or judgment. Absent extraordinary circumstances, the State's right to be represented by counsel at the hearing is waived unless, at least 10 calendar days prior to the hearing date or within 10 calendar days of receipt of notice that the defendant will be represented by counsel, whichever is later, the State notifies the court and the defendant of its election to be represented by counsel.

### **Rule 13. Discovery; Officer's Notes**

(a) No ~~pre-hearing~~pre-hearing discovery ~~shall~~will be permitted absent extraordinary circumstances.

(b) Immediately prior to the hearing, both parties ~~shall~~must produce for inspection any pre-prepared exhibits and written or recorded statements of any witness. Failure to comply with this rule may result, in the court's discretion, in the sanction of granting a recess or continuance to permit such inspection or denying admission of the evidence not so exchanged.

(c) During the hearing, upon request of the defendant, the citing officer ~~shall~~must produce any notes made by the officer in reference to the ~~civil traffic~~ complaint. This rule ~~shall~~does not be construed to create a duty on the officer to maintain or preserve notes.

### **Rule 14. Consolidation; Applicable Rules**

(a) Civil and criminal ~~traffic~~ cases based on the same conduct or otherwise related in their commission; may be consolidated at any point in the proceedings on motion of a party or on the court's own motion.

(b) At the trial of any consolidated case, the rules governing the criminal case ~~shall~~ apply, except that the civil case ~~shall~~must be tried to the court, and the standard of proof in the civil case ~~shall be by~~is a preponderance of the evidence.

### **Rule 15. Continuances**

(a) The court may, upon motion of a party or witness, or on its own motion, continue the hearing ~~on a civil traffic case~~ for a period not exceeding 60 days, if it appears that the interests of justice so require.

(b) Absent extraordinary circumstances, no hearing ~~shall~~can be continued by the court without notice to both parties.

(c) The court ~~shall~~must notify the parties and witnesses in writing of the new hearing date.

### **Rule 16. Oath and Questioning of Witnesses**

(a) All testimony ~~shall~~must be given under oath or affirmation.

(b) The court may, on its own motion, call and examine witnesses, including the defendant, in cases other than those consolidated pursuant to Rule 14 of these ~~Rules~~rules.

(c) [No change]

### **Rule 17. Rules of Evidence and Burden of Proof**

(a) The Arizona Rules of Evidence ~~shall~~do not apply ~~in civil traffic cases~~. Evidence may be admitted subject to a determination that the evidence has some probative value to a fact at issue. Nothing in this rule is to be construed as abrogating any statutory provision relating to privileged communications.

(b) The State's burden of proof ~~shall be by~~is a preponderance of the evidence.

### **Rule 18. Witnesses**

All witnesses for the State's case in chief ~~shall be~~are required to testify prior to the ~~defendant's~~defendant's case. However, a witness not called to testify in the State's case in chief may be called in rebuttal to testify to an issue raised by the defense.

### **Rule 19. Order of Proceedings**

The order of proceedings ~~shall~~must be as follows:

(a) Direct, cross, and re-direct examination of the State's witnesses.

(b) [No change]

(c) Direct, cross, and re-direct examination of the State's rebuttal witnesses, if any.

(d) [No change]

(e) Argument of the parties or their counsel, if permitted by the court.

(f) [No change]

### **Rule 20. Record; Summary Transfer**

(a) A record of the proceedings ~~shall~~must be made by a method approved by the Supreme Court.

(b) Where it appears that the record of the hearing is insufficient, the trial court ~~shall~~must summarily transfer the entire file to the superior court for a trial de novo. In a case under this ~~subsection~~rule, no appellate memorandum ~~shall be~~is required. Upon receipt of the file, the superior court ~~shall~~must notify the parties with instructions as to further proceedings.

## **Rule 21. Default by State at Hearing**

If no witness for the State, excluding the defendant, appears at the time set for hearing, the court ~~shall~~must dismiss the complaint and return any deposit, unless the court, for good cause shown, continues the hearing to another date.

## **Rule 22. Default by Defendant at Hearing**

(a) Except where Rule 21 is applicable, if the defendant fails to appear as required, the allegations of the complaint ~~shall be~~are deemed admitted, and the court ~~shall~~must enter a judgment for the State, impose a civil sanction or penalty, and report such judgment to the Department of Transportation, Motor Vehicle Division, except that civil boating, civil marijuana, and parking or standing violation judgments ~~shall~~are not to be reported ~~to the Department of Transportation~~.

(b) [No change]

## **Rule 24. Finding of Responsible or Not Responsible**

(a) If the defendant is found responsible, the court ~~shall~~must enter judgment for the State and impose a civil sanction~~(s)~~ or penalty.

(b) If the defendant is found not responsible, the court ~~shall~~must enter judgment for the defendant and return any deposit.

## **Rule 25. Notice of Right to Appeal After Hearing; Waiver of Right to Appeal**

(a) Immediately following judgment and imposition of a civil sanction or penalty after a hearing, the court ~~shall~~must deliver to the defendant a written notice of right to appeal. Such notice ~~shall~~must state that a right to appeal exists, the time limit, the manner of filing the notice of appeal, and where the defendant may find the rules governing the appeal process.

(b) [No change]

## **Rule 26. Right to Appeal; Bond on Appeal**

(a) Any party may appeal to the ~~Superior Court~~superior court from a final order or final judgment ~~in a civil traffic case as provided by statute and these Rules~~rules.

(b) The posting of a bond ~~shall~~cannot be a condition of the right to appeal, but enforcement of the judgment ~~shall~~will not be stayed unless an appeal bond is provided in accordance with these rules.

(c) The posting of an appeal bond ~~shall~~stays enforcement of the judgment. Unless the bond amount is reduced or waived by the trial court, the amount of the bond ~~shall~~must be the total amount of the sanction~~(s)~~ or penalty assessed in the final judgment. The bond ~~shall~~must be paid in cash or such other manner as directed by the trial court. When the defendant has paid the entire applicable sanction or penalty prior to the filing of a notice of appeal, such payment ~~shall~~constitutes the bond on appeal.

## **Rule 27. Notice of Appeal; Current Address for Further Proceedings**

(a) An appeal ~~shall~~is commenced by filing a written notice of appeal with the trial court. The notice of appeal ~~shall~~must identify the final order or final judgment appealed from.

(b) When the defendant is the appellant, the notice of appeal ~~shall~~must set forth the defendant's current mailing address and phone number. Unless the court is notified in writing of a change of address, the current address ~~shall~~must be valid for the sending of other notices to the defendant in subsequent proceedings.

(c) When a party appeals, the trial court ~~shall~~must send a copy of the notice of appeal to the appellee.

## **Rule 28. Time for Filing; Payment of Record or Transcript Fee to Trial Court**

(a) The notice of appeal ~~shall~~must be filed within 14 calendar days after the entry of the final order or final judgment appealed from.

(b) Within the 14 calendar day deadline to file the notice of appeal, the appellant ~~shall~~must also pay the applicable record fee to the trial court in cash or other manner allowed by the trial court. The trial court may also assess a separate fee to prepare additional requested copies of recorded proceedings.

## **Rule 29. Record on Appeal; Contents of Record**

(a) Appeals ~~shall~~must be on the record. The condition of the record ~~shall be~~is subject to review by the ~~Superior Court~~superior court. If the ~~Superior Court~~superior court adjudges the record insufficient or not in proper condition to adjudicate the issues, a trial de novo in the ~~Superior Court~~superior court ~~shall~~must be granted.

(b) The ~~contents of the record~~ ~~shall~~must consist of only the following: (i) the notice of appeal; (ii) the docket or listing of case events; (iii) the complaint; (iv) the disposition; (v) documentation or record of payment of any sanction, penalty, deposit, or bond ~~applicable to the case~~; (vi) any motions or responses ~~thereto~~; (vii) the record of the hearing(s); (viii) any exhibits offered in evidence at the hearing (admitted or not); and (ix) the appellate memoranda required or allowed by Rule 33. A party may attach as an exhibit to the appellate memorandum any other certified documents contained in the case file deemed relevant to the appeal.

(c) [No change]

(d) If it appears to the trial court that the record is insufficient for an appeal on the record, the trial court may, on its own motion or on motion of a party, reset the matter for a new trial within 45 days from such determination. In such event, any appeal rights ~~shall~~ begin to run from the entry of a judgment or order following the new trial. In cases where it appears that the record is insufficient, the preference ~~shall~~will be for a new trial at the trial court level. Notwithstanding the foregoing, cases summarily transferred to the superior court for a trial de novo or determined by the superior court to have an

insufficient record may be remanded to the original trial court for a new trial or hearing in lieu of a trial de novo in the superior court. Unlike the parties in a trial de novo held in the superior court, the parties in a case remanded pursuant to this rule for a new trial in the original trial court ~~shall~~ have the rights of appeal as provided by statute or rule for all litigants following a trial or the entry of an appealable judgment or order.

### **Rule 30. Trial De Novo and Duty of Trial Court to Transfer Funds**

After a trial de novo, the ~~Superior Court~~superior court may:

(a) Adjudge the defendant responsible and impose a civil sanction or penalty as it deems proper; or

(b) Adjudge the defendant not responsible and order the trial court to return any sanction, penalty, deposit, or bond previously tendered by appellant.

(c) If, after a trial de novo, the ~~Superior Court~~superior court adjudges the defendant responsible and imposes a civil sanction or penalty, it ~~shall~~must notify the trial court. The trial court ~~shall~~must, within 30 calendar days, transmit to the ~~Superior Court~~superior court any sanction, penalty, deposit, or bond in the case.

### **Rule 31. Consolidated Cases**

When an appeal is taken in both civil ~~traffic~~ and criminal cases consolidated for trial, the rules of procedure governing criminal appeals ~~shall~~ apply.

### **Rule 32. Perfection of Appeal; Dismissal by Trial Court**

(a) Perfection of the appeal ~~shall~~must include:

(1) the timely filing of a notice of appeal and payment of any record or transcript fee with the trial court;

(2) the timely filing of an appellant's memorandum with the trial court;

(3) the timely payment of any superior court filing fee.

(b) In the event an appeal is not fully perfected, the appeal ~~shall~~will be deemed abandoned and dismissed by order of the trial court with notice to the appellant.

(c) In the event an appeal is dismissed, the judgment of the trial court may be enforced as if no appeal had been taken. The trial court may take appropriate action, including the application of any payment, deposit, or bond to the sanction or penalty, notice to the Department of Transportation, Motor Vehicle Division or the Department of Public Safety, ~~or Motor Vehicle Division~~, or notice to the appellant to reappear upon at least 14 calendar days written notice for further proceedings, except that in civil boating, civil marijuana, and parking or standing violation cases, notice ~~shall~~is not to be sent to the Department of Transportation, Motor Vehicle Division or the Department of Public Safety, ~~or Motor Vehicle Division~~.

### **Rule 33. Appellate Memoranda; Dismissal for Non-filing**

(a) The appellant ~~shall~~must file an original and one copy of the appellant's memorandum in the trial court within 60 calendar days of the deadline to file the notice of appeal. The trial court ~~shall~~must mail or deliver the copy of the memorandum to the appellee. For good cause, the trial court may enlarge the time to file the memorandum.

(b) If the appellant fails to file an appellate memorandum, the appeal ~~shall be~~is deemed abandoned and must be dismissed by the trial court with notice to the appellant. Where the defendant is the appellant, the trial court may proceed as set forth in ~~rule~~Rule 32(c).

(c) An original and one copy of the appellee's memorandum ~~shall~~must be filed within 30 calendar days of transmittal of the appellant's memorandum. The trial court ~~shall~~must mail or deliver the copy of the memorandum to the appellant. For good cause, the trial court may enlarge the time to file the appellee's memorandum. If the appellee does not file a memorandum, the appeal ~~shall~~must be submitted on the appellant's memorandum and the record. The non-filing of an appellee's memorandum ~~shall~~is not ~~be deemed~~ a confession of error.

(d) Appellate memoranda ~~shall~~must be typed or printed on white, opaque, letter-size paper, double-spaced, and ~~shall~~must not exceed 15 pages, excluding exhibits. ~~The memorandum~~Memoranda shallmust set forth a factual and legal basis for appropriate judicial relief. Memoranda ~~shall~~must include a short statement of the facts with reference to the record, a concise argument setting forth the legal issues presented with citation of authority, and a conclusion stating the precise remedy sought on appeal.

(e) No further memoranda ~~shall~~can be filed unless ordered by the ~~Superior Court~~superior court.

(f) Motions for more time ~~shall~~must be presented to the trial court and ~~shall~~must be ruled upon by a judge other than the judge that heard the matter being appealed.

### **Rule 34. Notification to Superior Court; Docketing the Appeal; Payment of the Appeal Fee; Transmission of the Record; Dismissal for Nonpayment**

(a) After the time to file any appellee memorandum has expired and the appeal is otherwise perfected, the trial court ~~shall~~must send the notice of appeal to the ~~Superior Court~~superior court within 30 calendar days. Upon receipt, the ~~Superior Court~~superior court ~~shall~~must file the notice of appeal and notify the appellant regarding payment of any appeal fee.

(b) The appeal fee ~~shall~~must be ~~payable~~paid within 30 calendar days of the notification to the appellant. This notification ~~shall~~must advise the appellant that failure to pay the appeal fee will result in dismissal and remand for proceedings set forth in ~~rule~~Rule 32(c).

(c) Upon payment of the appeal fee, the ~~Superior Court~~ superior court ~~shall~~ must notify the trial court. The record ~~shall~~ must be transmitted to the ~~Superior Court~~ superior court within 30 calendar days of notification.

(d) If the appeal fee is not timely paid, the ~~Superior Court~~ superior court ~~shall~~ must dismiss the appeal, notify the appellant and trial court, and remand the case for further proceedings pursuant to ~~rule~~ Rule 32(c).

### **Rule 35. Oral Argument**

Appeals ~~shall~~ are to be without oral argument, unless requested by the ~~Superior Court~~ superior court or allowed by the ~~Superior Court~~ superior court upon motion of either party.

### **Rule 36. Disposition by the Superior Court**

After determination of an appeal, the ~~Superior Court~~ superior court may:

(a)-(c) [No change]

(d) If the record is deemed insufficient, order a trial de novo in the ~~Superior Court~~ superior court.

### **Rule 37. Forms**

The following forms are approved for use in ~~civil traffic proceedings~~ cases covered by these rules:

1. Defendant's Notice of Right to Appeal (~~Civil Traffic~~)
2. Defendant's Notice of Appeal (~~Civil Traffic~~)
3. through 11. [No change]

### **~~Rule 46. Responsibilities of the Department; Retention of Records~~**

~~(a) Enforcement copy.~~ The Department shall retain the enforcement copy of the Notice of Violation in accordance with a procedure established by the Department.

~~(b) Case record.~~ If a person admits responsibility, the Department shall retain the record of the case in accordance with a procedure established by the Department and not transmit the record to the court.

**Form 1. Defendant’s Notice of Right to Appeal** ~~(Civil traffic)~~

[CAPTION]

STATE OF ARIZONA	)	No. _____
	)	
	)	DEFENDANT’S NOTICE
vs.	)	OF RIGHT TO APPEAL
	)	(CIVIL TRAFFIC/ CIVIL BOATING/
<u>Defendant.</u>	)	<u>CIVIL MARIJUANA/ PARKING OR</u>
	)	<u>STANDING)</u>
_____	)	

A party may appeal a final order or final judgment entered in a civil traffic, civil boating, civil marijuana, or parking or standing case. This notice explains your rights and responsibilities to file an appeal from such an order or judgment.

There are two separate stages to the appeal process. The first stage begins in this court; the second stage takes place in the county superior court. Remember, you must complete all steps at both stages, or you run the risk of having your appeal dismissed. This notice does not set forth all the rules on ~~traffic~~ appeals. To read them entirely, you may review at the library the Arizona statutes and rules of court procedure for civil traffic, civil boating, civil marijuana, and parking or standing violation~~seourt procedure at the library~~. It is recommended that you keep a copy of all your documents and receipts during the appeal.

**STAGE ONE—THE TRIAL COURT**

(A) THE NOTICE OF APPEAL. To appeal, you must file a “Notice of Appeal” with the trial court clerk within 14 calendar days from the date of the final order or final judgment. If you do not file a “Notice of Appeal” within these 14 days, you lose the right to appeal.

(B) THE RECORD. On or before the 14-day deadline to appeal, you must also pay for a copy of the proceedings at the hearing. The copy may be a recording or a transcript. The clerk will explain which type of record is required. Payment must be in cash or other method explained by the clerk. If you cannot afford to pay for the record, ask the clerk for information about a waiver or extension (“deferral”) to make payment later. If you fail to pay for the record or transcript, your appeal may be dismissed. Additional copies of the hearing may be obtained for an additional charge.

(C) POSTING A BOND ON APPEAL TO STAY JUDGMENT. You cannot be forced to post a bond in order to exercise your right to appeal. However, the civil ~~traffic~~ judgment normally includes a monetary sanction (~~monetary fine~~) or penalty

and, for moving traffic violations, points on your license. In some traffic cases too, the court may have suspended your license or registration as part of its decision. These penalties are NOT stopped just because you have filed a timely notice of appeal! In order to stop these penalties from being imposed while your appeal is pending, you must “post bond” with the trial court. The amount of the bond is the total amount of the sanction or penalty ordered by the court unless the trial court orders that the bond be reduced or waived. If you do not post bond to stay enforcement, then the order to pay is still in force and must be complied with. ~~IF YOU DO NOT POST BOND, AND YOU DO NOT TIMELY PAY ANY SANCTION, YOUR LICENSE COULD BE SUSPENDED WITHOUT FURTHER NOTICE.~~

(D) THE WRITTEN ~~APPEAL~~APPELLATE MEMORANDUM. Within a few days after you have paid for the record to be prepared, the court will contact you to pick up your record. You will need the record for this next step—the “Appellate Memorandum.” The appellate memorandum is your written “brief” or explanation why the trial court ruling was legally wrong. Normally, the memorandum will refer to specific portions of the record of the hearing to point out where there was error by the court. (That is why a party who appeals pays for a copy of the record.) The memorandum should be typed or printed on letter-sized white paper, double spaced, and not exceed 15 pages in length, ~~not counting~~ plus any exhibits from your hearing you want to attach to the memorandum.

(E) FILING THE APPELLATE MEMORANDUM WITHIN 60 DAYS. The appellate memorandum must be filed with the court within 60 calendar days of the deadline to file the notice of appeal. You must file the original and 1 copy of the memorandum with the court. (The other side then has 30 days to file an “Appellee’s Memorandum.”)

(F) WAIT FOR FURTHER INSTRUCTIONS. Once the memorandum has been filed, you should await further instructions from the superior court as outlined in the next stage. To keep you informed, remember that the trial court must have your current mailing address at all times. Even if you hire an attorney, your address is still required for legal notifications.

#### STAGE TWO—THE SUPERIOR COURT

(G) PAYING THE SUPERIOR COURT FILING FEE. If you have completed all of the first stage, your case moves to the superior court where an appeals judge will look at the case. About 60 days after you file your memorandum, you will receive a notice from the superior court. This notice will (1) assign a superior court case number to use in all further correspondence, and (2) instruct you to pay the superior court appeal filing fee. You must pay this filing fee or your appeal may be dismissed and your case sent back to the trial court. Again, if you cannot afford to

pay the filing fee, contact the superior court clerk for information about a waiver or extension (“deferral”) to make payment later.

(H) SUPERIOR COURT ACTION ON THE APPEAL. If you have now completed all these steps, you will receive a ruling from the superior court. The superior court ~~has the right to~~can affirm the trial court, overrule the trial court, modify some of the trial court decision, or, if record is not clear, order a new trial in the superior court. If the final outcome of your case is that the ruling stands, or if your appeal is dismissed for any other reason, remember that the court may apply any bond, deposit, or payments already made and that you may have to return to the trial court to be given other instructions in person.

Dated: \_\_\_\_\_

I acknowledge receipt of a copy of this Notice.

\_\_\_\_\_  
Defendant's signature

**Form 2. Defendant's Notice of Right to Appeal (Civil traffic)**

[CAPTION]

STATE OF ARIZONA	) No. _____
	)
	) DEFENDANT'S NOTICE
vs.	) OF APPEAL
	) (CIVIL TRAFFIC/ CIVIL BOATING/
<u>Defendant.</u>	) <u>CIVIL MARIJUANA/ PARKING OR</u>
	) <u>STANDING)</u>
_____	)

The undersigned appeals from the final order or final judgment in the above case. Appellant understands: (1) the instructions set forth in the "Notice of Right to Appeal," including payment for a copy of the record or transcript, the right to post bond to stay enforcement of the judgment, filing an appellate memorandum with the trial court, and paying a filing fee to the superior court; and (2) failure to complete all stages in the appeal may result in the dismissal of the appeal and reinstatement of the trial court judgment.

The following address may be used for all court notices. ~~The~~ I must notify the court will be notified IN WRITING of any change of address.

Defendant's current mailing address must be PRINTED here, even if the defendant is represented by counsel:

Street \_\_\_\_\_ Apt./Unit No. \_\_\_\_\_  
City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
(Daytime Phone) (    ) \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Defendant's signature

**Form 3. Motion to Waive or Reduce Bond and Order**

[CAPTION]

STATE OF ARIZONA

) No. \_\_\_\_\_

)

vs.

) MOTION TO WAIVE OR REDUCE

) BOND PENDING APPEAL OF

Defendant.

) CIVIL TRAFFIC/ CIVIL BOATING/

) CIVIL MARIJUANA/ PARKING OR

) STANDING CASE and ORDER

)

The undersigned appellant moves the trial court to waive, or in the alternative, reduce the bond in the above cause. The current bond amount is \$ \_\_\_\_\_. This request is made for these reasons: (PLEASE PRINT LEGIBLY)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_

Defendant's signature

**ORDER**

The Court, having reviewed the above application, hereby:

Waives bond  Reduces the bond amount to \$ \_\_\_\_\_

Denies the application, good cause not appearing.

Dated: \_\_\_\_\_

\_\_\_\_\_

Judge

**Form 4. Notice of Summary Transfer to Superior Court for Trial De Novo**

[CAPTION]

STATE OF ARIZONA ) No. \_\_\_\_\_  
 )  
vs. ) NOTICE OF SUMMARY  
 ) TRANSFER FOR TRIAL DE NOVO  
Defendant. ) IN SUPERIOR COURT  
 ) (CIVIL TRAFFIC/ CIVIL BOATING/  
 ) CIVIL MARIJUANA/ PARKING OR  
 ) STANDING)  
\_\_\_\_\_ )

To the Clerk of Superior Court:

A Notice of Appeal has been filed in the above case. A sufficient record of the hearing is not available. Pursuant to the rules, the appellant is entitled to a trial de novo in superior court. No appellant memorandum will be filed in this case.

Please assist as follows:

- (1) Contact the appellant regarding payment of the superior court filing fee.
- (2) Notify this court when the record is to be transmitted to your court.
- (3) Defendant's current mailing address is:

Street \_\_\_\_\_ Apt./Unit No. \_\_\_\_\_  
City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
{Daytime Phone} (    ) \_\_\_\_\_

Dated: \_\_\_\_\_ Clerk \_\_\_\_\_

**Form 5. Notice to Appellant Re: Payment of Superior Court Appeal Fee**

[CAPTION]  
STATE OF ARIZONA ) No. \_\_\_\_\_  
 )  
vs. ) NOTICE TO APPELLANT RE:  
 ) PAYMENT OF SUPERIOR COURT  
Defendant. ) APPEAL FEE  
\_\_\_\_\_ )

To the appellant in the above matter, please be advised as follows:

1. The appeal in the above matter has been docketed with the ~~Superior Court~~ superior court. Pursuant to the ~~rules of appeal procedures~~ Superior Court Rules of Procedure–Civil you are required to pay an appellate filing fee to the Clerk of Superior Court.

2. A payment of \$ \_\_\_\_\_ must be received within 30 calendar days of the date of this notice stated below.

3. Payment must be by cash [include other allowable means of payment], payable to the “Clerk of Superior Court.” Please include any assigned ~~Superior Court~~ superior court case number on the face of any payment you send to the court. Do not send cash through the mail.

4. You are advised that, if the appeal fee is not timely paid, your appeal will be dismissed without further notice and your case sent back to the trial court.

5. If you cannot afford to pay the above fee, please contact the ~~Superior Court~~ superior court before the deadline expires for instructions regarding a deferral or waiver of applicable fees.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Clerk of ~~Superior Court~~

**Form 6. Request for Transmittal of Record to Superior Court**

[CAPTION]  
STATE OF ARIZONA ) No. \_\_\_\_\_  
)  
vs. ) REQUEST FOR TRANSMITTAL  
) OF RECORD TO SUPERIOR  
) COURT  
Defendant. )  
\_\_\_\_\_ )

To the ~~Clerk of Trial Court~~ Clerk:

The appeal in superior court in the above matter has been properly filed and perfected. You are hereby requested to transfer the record on appeal to this court within 30 days. Thank you for your assistance.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Clerk of Superior Court

**Form 7. Defendant’s Request for a Documentary Hearing**

{[CAPTION]}

STATE OF ARIZONA,	)	
Plaintiff,	)	DEFENDANT’S REQUEST FOR
	)	A DOCUMENTARY HEARING
vs.	)	AND WAIVER OF RIGHTS
	)	
	)	Case No.
Defendant.	)	
	)	

Defendant’s name:

State in detail why attending a civil traffic/ civil boating/ civil marijuana/ parking or standing hearing would be a substantial hardship. A substantial hardship is more than mere inconvenience. Examples of substantial hardship may include residing a considerable distance from the court or having a medical or physical condition that significantly impairs ~~theyour~~ ability to participate in a hearing.

If the ~~Court~~ court grants my request and conducts a documentary hearing, I waive the following rights: to personally appear to present evidence; to review evidence before the hearing (Rule 13(b)); to compel production of any citing officer notes (Rule 13(c)); to testimony under oath (Rule 16(a)); to cross examine the State’s witnesses (Rule 16(c)); to present rebuttal evidence Rule 19(d)); to present a closing argument Rule 19(e)); and to immediate delivery of written notice of appeal after the imposition of any civil sanction or penalty (Rule 25(a)).

I acknowledge that if the ~~Court~~ court does not receive my declaration of the facts by the hearing date, a default judgment may be entered against me, a civil sanction or penalty may be imposed, the Department of Transportation may refuse to renew the registration of a vehicle of which I am the registered owner, and in a civil traffic case my case may be sent to collections ~~my driving privileges may be suspended.~~

Dated: \_\_\_\_\_

\_\_\_\_\_  
Defendant’s signature

**Form 8. Defendant's Declaration for a Documentary Hearing**

{[CAPTION]}

STATE OF ARIZONA,  
Plaintiff,  
vs.

) DEFENDANT'S DECLARATION  
) AND WAIVER OF RIGHTS  
) FOR A DOCUMENTARY  
) HEARING

)  
) Case No.  
)  
)

Defendant.

Declarant's name:

State the facts of the case in your own words. If you have any exhibits, explain their significance in the statement and attach. Please print clearly or attach a written statement.

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**Continued on \_\_\_\_\_ attached pages.**

By having a documentary hearing, I waive the following rights: to personally appear to present evidence; to review evidence before the hearing (Rule 13(b)); to compel production of any citing officer notes (Rule 13(c)); to testimony under oath (Rule 16(a)); to cross examine the State's witnesses (Rule 16(c)); to present rebuttal evidence Rule 19(d)); to present a closing argument Rule 19(e)); and to immediate delivery of written notice of appeal after the imposition of any civil sanction or penalty (Rule 25(a)). I acknowledge that if the ~~Court~~ court does not receive this declaration by the hearing date, a default judgment may be entered against me, a civil sanction or penalty may be imposed, the Department of Transportation may refuse to renew the registration of a vehicle of which I am the registered owner, and in a civil traffic case my case may be sent to collections ~~driving privileges may be suspended.~~

I declare under penalty of perjury that the foregoing is true and correct.

Dated: \_\_\_\_\_

---

Declarant's signature

**Form 9. Officer's Declaration for a Documentary Hearing**

{[CAPTION]}

STATE OF ARIZONA,	)	
Plaintiff,	)	OFFICER'S DECLARATION
vs.	)	FOR A DOCUMENTARY HEARING
	)	
	)	Case No.
	)	
Defendant.	)	

Declarant's name & ID number:  
 State what occurred. Please print clearly or attach a written statement.

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**Continued on \_\_\_\_\_ attached pages.**

I declare under penalty of perjury that the foregoing is true and correct.

Dated: \_\_\_\_\_

---

Declarant's signature

**Form 10. Witness's Declaration for a Documentary Hearing**

{[CAPTION]}

STATE OF ARIZONA,	)	
Plaintiff,	)	WITNESS'S DECLARATION
vs.	)	FOR A DOCUMENTARY HEARING
	)	
	)	Case No.
	)	
Defendant.	)	

Declarant's name: \_\_\_\_\_

State what you saw and hear in your own words. Please print clearly or attach a written statement.

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**Continued on \_\_ \_\_ attached pages.**

I declare under penalty of perjury that the foregoing is true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_

Declarant's signature

# Form 11. Arizona Traffic Ticket and Complaint

(Here insert the name and symbol of the law-enforcement agency, city or town or court under whose authority arrest is made.)

## Arizona Traffic Ticket and Complaint

Complaint No.		SSN		Military		<input type="checkbox"/> Accident <input type="checkbox"/> Fatality		<input type="checkbox"/> Commercial <input type="checkbox"/> Haz. Material		Agency Use or Report Number		
Driver's License Number		State		Class		Endorsements					Agency Use	
Interpreter Required? <input type="checkbox"/> Spanish <input type="checkbox"/> Other Language _____						M	H	N	P	T	X	D
<b>DEFENDANT</b>		First		Middle				Last				
Residential / Commercial Address		City				State		ZIP		Telephone: (Cell Phone) <input type="checkbox"/>		
Mailing Address <input type="checkbox"/> SAME AS ABOVE		Email Address:										
Sex	Weight	Height	Eyes	Hair	Origin	Date of Birth		Restrictions				
<b>VEHICLE</b>		Color	Year	Make		Model	Style	License Plate		State	Expiration	
Registered Owner		Address					Vehicle Identification Number					
<b>The undersigned certifies that:</b>												
<b>ON</b>	Month	Day	Year	Time	AM PM	<b>SPEED</b>	Approx.	Posted	R&P	Speed Measurement Device		Direction of Travel
<b>AT</b>	Location							Insert Name of Town or County		State of Arizona	Beat	
<b>The defendant committed the following:</b>												
<b>A</b>	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic		
	Docket Number		Disp. Codes		Date of Disposition	Sanction	<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Non-Traffic				
<b>B</b>	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic		
	Docket Number		Disp. Codes		Date of Disposition	Sanction	<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Non-Traffic				
<b>C</b>	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic		
	Docket Number		Disp. Codes		Date of Disposition	Sanction	<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Non-Traffic				
<b>D</b>	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic		
	Docket Number		Disp. Codes		Date of Disposition	Sanction	<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Non-Traffic				
<b>E</b>	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic		
	Docket Number		Disp. Codes		Date of Disposition	Sanction	<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Non-Traffic				
<b>You must appear at</b> ▶		(Insert here the place of appearance; title and name of Court, Judge, or Juvenile Referee or officer, street address, city or town, Arizona, and court or room number, if applicable; and time of appearance, hour, day, month, and year.)							Court Number:			
<b>At or before the date and time indicated</b> ▶		Month		Day		Year		Time		AM PM		
CRIMINAL <input type="checkbox"/> Without admitting guilt, I promise to appear as directed hereon. CIVIL <input type="checkbox"/> Without admitting responsibility, I acknowledge receipt of this complaint						VICTIM? <input type="checkbox"/> VICTIM NOTIFIED? <input type="checkbox"/>						
						TEN-PRINT FINGERPRINT <input type="checkbox"/> Yes <input type="checkbox"/> No						
						I certify that upon reasonable grounds I believe the defendant committed the above violations and I have served a copy of this complaint upon the defendant.						
<b>X</b> _____						Officer			Number			
Agency Use												

**Front Side of Original Complaint**

ARRAIGNMENT							<b>SPECIAL NOTES</b> <input type="checkbox"/> Possible Criminal Rule 11 <input type="checkbox"/> State Seeks Jail  <input type="checkbox"/> Interpreter Required <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____  <input type="checkbox"/> Attorney Notice of Appearance _____
Charges	Not Guilty	Not Responsible	No Contest	Guilty	Responsible	Defendant Signature*	
A							
B							
C							
D							
E							
*By my signature, I hereby waive my right to trial, enter a plea of guilty or responsible for the violation and consent to judgment imposing the prescribed fine or civil sanction.							

SETTINGS		
<input type="checkbox"/> Pretrial Set for _____	<input type="checkbox"/> Trial Set for _____ <input type="checkbox"/> Jury <input type="checkbox"/> Bench _____	<input type="checkbox"/> Civil Hearing Set for _____

Date / Judge's Initials \_\_\_\_\_

**JUDGMENTS AND ORDERS OF THE COURT**

A	B	C	D	E
<input type="checkbox"/> COP <input type="checkbox"/> No Contest <input type="checkbox"/> Guilty <input type="checkbox"/> Responsible <input type="checkbox"/> Civil Hearing <input type="checkbox"/> Not Resp <input type="checkbox"/> Responsible	<input type="checkbox"/> COP <input type="checkbox"/> No Contest <input type="checkbox"/> Guilty <input type="checkbox"/> Responsible <input type="checkbox"/> Civil Hearing <input type="checkbox"/> Not Resp <input type="checkbox"/> Responsible	<input type="checkbox"/> COP <input type="checkbox"/> No Contest <input type="checkbox"/> Guilty <input type="checkbox"/> Responsible <input type="checkbox"/> Civil Hearing <input type="checkbox"/> Not Resp <input type="checkbox"/> Responsible	<input type="checkbox"/> COP <input type="checkbox"/> No Contest <input type="checkbox"/> Guilty <input type="checkbox"/> Responsible <input type="checkbox"/> Civil Hearing <input type="checkbox"/> Not Resp <input type="checkbox"/> Responsible	<input type="checkbox"/> COP <input type="checkbox"/> No Contest <input type="checkbox"/> Guilty <input type="checkbox"/> Responsible <input type="checkbox"/> Civil Hearing <input type="checkbox"/> Not Resp <input type="checkbox"/> Responsible
<b>TRIAL</b> <input type="checkbox"/> Jury <input type="checkbox"/> Bench <input type="checkbox"/> Not Guilty <input type="checkbox"/> Guilty <input type="checkbox"/> Grant Rule 20	<b>TRIAL</b> <input type="checkbox"/> Jury <input type="checkbox"/> Bench <input type="checkbox"/> Not Guilty <input type="checkbox"/> Guilty <input type="checkbox"/> Grant Rule 20	<b>TRIAL</b> <input type="checkbox"/> Jury <input type="checkbox"/> Bench <input type="checkbox"/> Not Guilty <input type="checkbox"/> Guilty <input type="checkbox"/> Grant Rule 20	<b>TRIAL</b> <input type="checkbox"/> Jury <input type="checkbox"/> Bench <input type="checkbox"/> Not Guilty <input type="checkbox"/> Guilty <input type="checkbox"/> Grant Rule 20	<b>TRIAL</b> <input type="checkbox"/> Jury <input type="checkbox"/> Bench <input type="checkbox"/> Not Guilty <input type="checkbox"/> Guilty <input type="checkbox"/> Grant Rule 20
<input type="checkbox"/> See Minute Entry for Sentence Details  <input type="checkbox"/> Probation _____ Months  <input type="checkbox"/> Defendant Ordered Not to Return to: <input type="checkbox"/> Incident Location _____ <input type="checkbox"/> Restitution _____ <input type="checkbox"/> _____  <input type="checkbox"/> Fine / Sanction _____  <input type="checkbox"/> Suspend <input type="checkbox"/> Only if requirements are met  <input type="checkbox"/> Pay _____ <input type="checkbox"/> By _____  At Rate Of _____ Beginning _____  <input type="checkbox"/> Or Proof of: <input type="checkbox"/> Community Services Total Hours _____ By _____  <input type="checkbox"/> Insurance By _____ <input type="checkbox"/> Registration By _____ <input type="checkbox"/> _____ By _____  <input type="checkbox"/> With Proof, Reduce Amount to be paid to: _____	<input type="checkbox"/> See Minute Entry for Sentence Details  <input type="checkbox"/> Probation _____ Months  <input type="checkbox"/> Defendant Ordered Not to Return to: <input type="checkbox"/> Incident Location _____ <input type="checkbox"/> Restitution _____ <input type="checkbox"/> _____  <input type="checkbox"/> Fine / Sanction _____  <input type="checkbox"/> Suspend <input type="checkbox"/> Only if requirements are met  <input type="checkbox"/> Pay _____ <input type="checkbox"/> By _____  At Rate Of _____ Beginning _____  <input type="checkbox"/> Or Proof of: <input type="checkbox"/> Community Services Total Hours _____ By _____  <input type="checkbox"/> Insurance By _____ <input type="checkbox"/> Registration By _____ <input type="checkbox"/> _____ By _____  <input type="checkbox"/> With Proof, Reduce Amount to be paid to: _____	<input type="checkbox"/> See Minute Entry for Sentence Details  <input type="checkbox"/> Probation _____ Months  <input type="checkbox"/> Defendant Ordered Not to Return to: <input type="checkbox"/> Incident Location _____ <input type="checkbox"/> Restitution _____ <input type="checkbox"/> _____  <input type="checkbox"/> Fine / Sanction _____  <input type="checkbox"/> Suspend <input type="checkbox"/> Only if requirements are met  <input type="checkbox"/> Pay _____ <input type="checkbox"/> By _____  At Rate Of _____ Beginning _____  <input type="checkbox"/> Or Proof of: <input type="checkbox"/> Community Services Total Hours _____ By _____  <input type="checkbox"/> Insurance By _____ <input type="checkbox"/> Registration By _____ <input type="checkbox"/> _____ By _____  <input type="checkbox"/> With Proof, Reduce Amount to be paid to: _____	<input type="checkbox"/> See Minute Entry for Sentence Details  <input type="checkbox"/> Probation _____ Months  <input type="checkbox"/> Defendant Ordered Not to Return to: <input type="checkbox"/> Incident Location _____ <input type="checkbox"/> Restitution _____ <input type="checkbox"/> _____  <input type="checkbox"/> Fine / Sanction _____  <input type="checkbox"/> Suspend <input type="checkbox"/> Only if requirements are met  <input type="checkbox"/> Pay _____ <input type="checkbox"/> By _____  At Rate Of _____ Beginning _____  <input type="checkbox"/> Or Proof of: <input type="checkbox"/> Community Services Total Hours _____ By _____  <input type="checkbox"/> Insurance By _____ <input type="checkbox"/> Registration By _____ <input type="checkbox"/> _____ By _____  <input type="checkbox"/> With Proof, Reduce Amount to be paid to: _____	<input type="checkbox"/> See Minute Entry for Sentence Details  <input type="checkbox"/> Probation _____ Months  <input type="checkbox"/> Defendant Ordered Not to Return to: <input type="checkbox"/> Incident Location _____ <input type="checkbox"/> Restitution _____ <input type="checkbox"/> _____  <input type="checkbox"/> Fine / Sanction _____  <input type="checkbox"/> Suspend <input type="checkbox"/> Only if requirements are met  <input type="checkbox"/> Pay _____ <input type="checkbox"/> By _____  At Rate Of _____ Beginning _____  <input type="checkbox"/> Or Proof of: <input type="checkbox"/> Community Services Total Hours _____ By _____  <input type="checkbox"/> Insurance By _____ <input type="checkbox"/> Registration By _____ <input type="checkbox"/> _____ By _____  <input type="checkbox"/> With Proof, Reduce Amount to be paid to: _____
Date of Disposition:	Date of Disposition:	Date of Disposition:	Date of Disposition:	Date of Disposition:
Disposition Code:	Disposition Code:	Disposition Code:	Disposition Code:	Disposition Code:
Fine:	Fine:	Fine:	Fine:	Fine:
Jail:	Jail:	Jail:	Jail:	Jail:

Date / Judge's Initials \_\_\_\_\_

**AMENDMENT / DISMISSAL**

A	B	C	D	E
On Motion of: <input type="checkbox"/> State <input type="checkbox"/> Defendant <input type="checkbox"/> Court <input type="checkbox"/> Amend _____  <input type="checkbox"/> Dismiss <input type="checkbox"/> With Prejudice <input type="checkbox"/> Without Prejudice	On Motion of: <input type="checkbox"/> State <input type="checkbox"/> Defendant <input type="checkbox"/> Court <input type="checkbox"/> Amend _____  <input type="checkbox"/> Dismiss <input type="checkbox"/> With Prejudice <input type="checkbox"/> Without Prejudice	On Motion of: <input type="checkbox"/> State <input type="checkbox"/> Defendant <input type="checkbox"/> Court <input type="checkbox"/> Amend _____  <input type="checkbox"/> Dismiss <input type="checkbox"/> With Prejudice <input type="checkbox"/> Without Prejudice	On Motion of: <input type="checkbox"/> State <input type="checkbox"/> Defendant <input type="checkbox"/> Court <input type="checkbox"/> Amend _____  <input type="checkbox"/> Dismiss <input type="checkbox"/> With Prejudice <input type="checkbox"/> Without Prejudice	On Motion of: <input type="checkbox"/> State <input type="checkbox"/> Defendant <input type="checkbox"/> Court <input type="checkbox"/> Amend _____  <input type="checkbox"/> Dismiss <input type="checkbox"/> With Prejudice <input type="checkbox"/> Without Prejudice
Date / Judge's Initials	Date / Judge's Initials	Date / Judge's Initials	Date / Judge's Initials	Date / Judge's Initials

(Here insert the name and symbol of the law-enforcement agency, city or town or court under whose authority arrest is made.)

## Arizona Traffic Ticket and Complaint

Complaint No.		Military		<input type="checkbox"/> Accident <input type="checkbox"/> Fatality		<input type="checkbox"/> Commercial		Agency Use or Report Number					
Driver's License Number		State		Class		Endorsements				Agency Use			
Interpreter Required?													
<input type="checkbox"/> Spanish <input type="checkbox"/> Other Language _____													
<b>DEFENDANT</b>		First		Middle				Last					
Residential / Commercial Address				City				State		ZIP		Telephone: (Cell Phone)	
Mailing Address <input type="checkbox"/> SAME AS ABOVE				Email Address:									
Sex	Weight	Height	Eyes	Hair	Origin	Date of Birth		Restrictions					
<b>VEHICLE</b>		Color	Year	Make		Model	Style	License Plate		State	Expiration		
Registered Owner				Address				Vehicle Identification Number					
<b>The undersigned certifies that:</b>													
<b>ON</b>	Month	Day	Year	Time	AM PM	<b>SPEED</b>	Approx.	Posted	R&P	Speed Measurement Device		Direction of Travel	
<b>AT</b>	Location							County		State of Arizona	Beat		
<b>The defendant committed the following:</b>													
<b>A</b>	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic			
	<b>VIOLATION 1</b>										<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Non-Traffic	
<b>B</b>	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic			
	<b>VIOLATION 2</b>										<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Non-Traffic	
<b>C</b>	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic			
	<b>VIOLATION 3</b>										<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Non-Traffic	
<b>D</b>	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic			
	<b>VIOLATION 4</b>										<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Non-Traffic	
<b>E</b>	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic			
	<b>VIOLATION 5</b>										<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Non-Traffic	
<b>You must appear at</b> ▶		(Insert here the place of appearance; title and name of Court, Judge, or Juvenile Referee or officer, street address, city or town, Arizona, and court or room number, if applicable; and time of appearance, hour, day, month, and year.)						Court Number:					
<b>At or before the date and time indicated</b> ▶		Month		Day		Year		Time		AM PM			
CRIMINAL <input type="checkbox"/> Without admitting guilt, I promise to appear as directed hereon. CIVIL <input type="checkbox"/> Without admitting responsibility, I acknowledge receipt of this complaint						VICTIM? <input type="checkbox"/> VICTIM NOTIFIED? <input type="checkbox"/>							
<b>X</b> _____						TEN-PRINT FINGERPRINT <input type="checkbox"/> Yes <input type="checkbox"/> No							
						I certify that upon reasonable grounds I believe the defendant committed the above violations and I have served a copy of this complaint upon the defendant.							
						Officer _____			Number _____				
Agency Use													

**NOTICE TO DEFENDANT:**  
**THIS IS A TRUE COPY OF THE COMPLAINT WHICH WILL BE FILED IN COURT.**  
**YOU ARE ADVISED TO READ THE INSTRUCTIONS ON THE REVERSE.**  
**IF YOU APPEAR IN COURT, PLEASE BRING THIS COPY WITH YOU.**

**Front Side of Violator/Defendant Copy**

**IMPORTANT NOTICE TO DEFENDANT**

The other side of this page is a true copy of the offense described in the complaint that will be filed in the designated court or hearing office.

The offense for which you have been cited is an Administrative Violation, a Civil Traffic Violation, a ~~Civil Non-Traffic Violation or Civil Violation~~, a Criminal Offense, a Criminal Traffic Offense, or a Petty Offense. To determine which notice(s) applies to you, look at the box(es) checked under “the defendant committed the following” on the reverse side of this notice.

If you are required to pay fines, penalties, fees or other financial obligations as a result of this citation and **you are unable to pay**, bring this to the attention of court staff or the judge as payment over time or other alternatives may be available. Do not ignore the citation and the responsibility to pay as this may result in additional penalties and costs to you. For more information contact the court or an attorney, or visit the following website: [insert the appropriate website].

By providing your cell phone number you are granting permission to receive texts and other communication regarding court dates, pending payments and other relevant information about your case. Normal text and SMS rates may apply. Please contact the court in which your case is filed should you desire to opt out of this service.

### **CIVIL TRAFFIC**

If the Civil Traffic box is checked, notice is hereby given that if you fail to appear as directed in this complaint, a default judgment will be entered against you, a civil sanction will be imposed, the Department of Transportation may refuse to renew the registration of a vehicle of which you are the registered owner, and your case may be sent to collections and your license will be suspended. Your driver's license or nonresident operating privilege will remain suspended until the civil sanction is paid and you satisfy Motor Vehicle Division requirements (A.R.S. 28-1557(B)(2)).

### **CIVIL NON-TRAFFIC**

If the Civil Non-Traffic or Civil box is checked, notice is hereby given that if you fail to appear as directed in this complaint, a default judgment will be entered against you, and a civil penalty will be imposed.

### **CIVIL MARIJUANA VIOLATION IMMIGRATION ADVISEMENT**

Marijuana remains a controlled substance that is illegal to possess under federal law. As a result, a finding of responsibility for this infraction may impact your immigration status. For further information and advice you should consult an attorney.

### **CRIMINAL OR PETTY OFFENSE**

If the Criminal or Petty Offense box is checked, notice is hereby given that if you fail to appear in court as directed in this complaint, a warrant will be issued for your arrest (A.R.S. 13-3903(F)).

### **CRIMINAL TRAFFIC**

If the Criminal Traffic box is checked, notice is hereby given that if you fail to appear as directed in this complaint on a criminal charge, a warrant could be issued for your arrest and your license will be suspended (A.R.S. 28-1557(B)(1)).

(The court, law enforcement agency or public body responsible for issuing the Arizona Traffic Ticket and Complaint may include any additional information considered necessary to the defendant regarding appearances, pleas, and payment of fines or civil sanctions.)

**Reverse Side Violator/Defendant Copy**

(Here insert the name and symbol of the law-enforcement agency, city or town or court under whose authority arrest is made.)

## Arizona Traffic Ticket and Complaint

Complaint No.		SSN		Military		<input type="checkbox"/> Accident <input type="checkbox"/> Fatality <input type="checkbox"/> Serious Physical Injury		<input type="checkbox"/> Commercial <input type="checkbox"/> Haz. Material		Agency Use or Report Number		
Driver's License Number		State		Class		Endorsements					Agency Use	
Interpreter Required? <input type="checkbox"/> Spanish <input type="checkbox"/> Other Language _____						M	H	N	P	T	X	D
<b>DEFENDANT</b>												
First		Middle					Last					
Residential / Commercial Address				City				State		ZIP		Telephone: (Cell Phone) <input type="checkbox"/>
Mailing Address <input type="checkbox"/> SAME AS ABOVE										Email Address:		
Sex	Weight	Height	Eyes	Hair	Origin	Date of Birth		Restrictions				
<b>VEHICLE</b>		Color	Year	Make		Model	Style	License Plate		State	Expiration	
Registered Owner						Address			Vehicle Identification Number			
<b>The undersigned certifies that:</b>												
<b>ON</b>	Month	Day	Year	Time	AM PM	<b>SPEED</b>	Approx.	Posted	R&P	Speed Measurement Device		Direction of Travel
<b>AT</b>	Location							County		State of Arizona	Beat	
<b>The defendant committed the following:</b>												
A	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal <input type="checkbox"/> Municipal Code <input type="checkbox"/> Civil Traffic	<input type="checkbox"/> Criminal Traffic <input type="checkbox"/> Civil Non-Traffic <input type="checkbox"/> Petty Offense		
	Docket Number		Disp. Codes		Date of Disposition		Sanction					
B	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal <input type="checkbox"/> Municipal Code <input type="checkbox"/> Civil Traffic	<input type="checkbox"/> Criminal Traffic <input type="checkbox"/> Civil Non-Traffic <input type="checkbox"/> Petty Offense		
	Docket Number		Disp. Codes		Date of Disposition		Sanction					
C	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal <input type="checkbox"/> Municipal Code <input type="checkbox"/> Civil Traffic	<input type="checkbox"/> Criminal Traffic <input type="checkbox"/> Civil Non-Traffic <input type="checkbox"/> Petty Offense		
	Docket Number		Disp. Codes		Date of Disposition		Sanction					
D	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal <input type="checkbox"/> Municipal Code <input type="checkbox"/> Civil Traffic	<input type="checkbox"/> Criminal Traffic <input type="checkbox"/> Civil Non-Traffic <input type="checkbox"/> Petty Offense		
	Docket Number		Disp. Codes		Date of Disposition		Sanction					
E	Section	ARS CC	Violation				Domestic Violence <input type="checkbox"/>		<input type="checkbox"/> Criminal <input type="checkbox"/> Municipal Code <input type="checkbox"/> Civil Traffic	<input type="checkbox"/> Criminal Traffic <input type="checkbox"/> Civil Non-Traffic <input type="checkbox"/> Petty Offense		
	Docket Number		Disp. Codes		Date of Disposition		Sanction					
<b>You must appear at ►</b>		(Insert here the place of appearance; title and name of Court, Judge, or Juvenile Referee or officer, street address, city or town, Arizona, and court or room number, if applicable; and time of appearance, hour, day, month, and year.)							Court Number:			
<b>At or before the date and time indicated ►</b>		Month		Day		Year		Time		AM PM		
CRIMINAL <input type="checkbox"/> Without admitting guilt, I promise to appear as directed hereon. CIVIL <input type="checkbox"/> Without admitting responsibility, I acknowledge receipt of this complaint						VICTIM? <input type="checkbox"/> VICTIM NOTIFIED? <input type="checkbox"/>  TEN-PRINT FINGERPRINT <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>X</b> _____						I certify that upon reasonable grounds I believe the defendant committed the above violations and I have served a copy of this complaint upon the defendant.						
						_____ Officer <span style="float: right;">Number</span>						
Agency Use												

The reverse side of the Enforcement Copy may contain such information considered necessary by the court, law-enforcement agency, or public body responsible for issuing the Arizona Traffic Ticket and Complaint.

**Reverse Side of Law Enforcement Copy**

(Here insert the name and symbol of the law-enforcement agency, city or town or court under whose authority arrest is made.)

## Arizona Traffic Ticket and Complaint

Complaint No.		SSN		Military		<input type="checkbox"/> Accident <input type="checkbox"/> Fatality <input type="checkbox"/> Commercial <input type="checkbox"/> Serious Physical Injury <input type="checkbox"/> Haz. Material		Agency Use or Report Number															
Driver's License Number		State		Class		Endorsements				Agency Use													
Interpreter Required? <input type="checkbox"/> Spanish <input type="checkbox"/> Other Language _____						M		H		N		P		T		X		D					
<b>DEFENDANT</b>		First		Middle				Last															
Residential / Commercial Address						City				State				ZIP				Telephone: (Cell Phone) <input type="checkbox"/>					
Mailing Address						<input type="checkbox"/> SAME AS ABOVE								Email Address:									
Sex		Weight		Height		Eyes		Hair		Origin		Date of Birth		Restrictions									
<b>VEHICLE</b>		Color		Year		Make		Model		Style		License Plate				State		Expiration					
Registered Owner						Address				Vehicle Identification Number													
<b>The undersigned certifies that:</b>																							
<b>ON</b>		Month		Day		Year		Time		AM PM		<b>SPEED</b>		Approx.		Posted		R&P		Speed Measurement Device		Direction of Travel	
<b>AT</b>		Location										County				State of Arizona		Beat					
<b>The defendant committed the following:</b>																							
<b>A</b>		Section		ARS CC		Violation				Domestic Violence <input type="checkbox"/>				<input type="checkbox"/> Criminal		<input type="checkbox"/> Criminal Traffic							
		Docket Number				Disp. Codes		Date of Disposition		Sanction		<input type="checkbox"/> Municipal Code		<input type="checkbox"/> Civil Non-Traffic									
<b>B</b>		Section		ARS CC		Violation				Domestic Violence <input type="checkbox"/>				<input type="checkbox"/> Criminal		<input type="checkbox"/> Criminal Traffic							
		Docket Number				Disp. Codes		Date of Disposition		Sanction		<input type="checkbox"/> Municipal Code		<input type="checkbox"/> Civil Non-Traffic									
<b>C</b>		Section		ARS CC		Violation				Domestic Violence <input type="checkbox"/>				<input type="checkbox"/> Criminal		<input type="checkbox"/> Criminal Traffic							
		Docket Number				Disp. Codes		Date of Disposition		Sanction		<input type="checkbox"/> Municipal Code		<input type="checkbox"/> Civil Non-Traffic									
<b>D</b>		Section		ARS CC		Violation				Domestic Violence <input type="checkbox"/>				<input type="checkbox"/> Criminal		<input type="checkbox"/> Criminal Traffic							
		Docket Number				Disp. Codes		Date of Disposition		Sanction		<input type="checkbox"/> Municipal Code		<input type="checkbox"/> Civil Non-Traffic									
<b>E</b>		Section		ARS CC		Violation				Domestic Violence <input type="checkbox"/>				<input type="checkbox"/> Criminal		<input type="checkbox"/> Criminal Traffic							
		Docket Number				Disp. Codes		Date of Disposition		Sanction		<input type="checkbox"/> Municipal Code		<input type="checkbox"/> Civil Non-Traffic									
<b>You must appear at</b> ▶		(Insert here the place of appearance, title and name of Court, Judge, or Juvenile Referee or officer, street address, city or town, Arizona, and court or room number, if applicable; and time of appearance, hour, day, month, and year.)										Court Number:											
<b>At or before the date and time indicated</b> ▶		Month				Day				Year				Time		AM PM							
CRIMINAL <input type="checkbox"/> Without admitting guilt, I promise to appear as directed hereon. CIVIL <input type="checkbox"/> Without admitting responsibility, I acknowledge receipt of this complaint										VICTIM? <input type="checkbox"/> VICTIM NOTIFIED? <input type="checkbox"/>				TEN-PRINT FINGERPRINT <input type="checkbox"/> Yes <input type="checkbox"/> No									
<b>X</b> _____										I hereby certify that the information contained herein is a true and correct abstract of the record in this case.													
										_____ Judge / Clerk  _____ Date													
Agency Use																							

Front Side of Court Report Copy

The reverse side of the Court Report may contain the Disposition Code instructions for completing and forwarding the Court Report and such other information considered necessary by the court, law-enforcement agency, or public body responsible for issuing the Arizona Traffic Ticket and Complaint.

**Reverse Side of Court Report Copy**

