



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, May 28, 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, 28 de Mayo 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

AMENDED AGENDA 5/27/2025

REMOVED PREVIOUSLY ITEM NO. 5. A. and 7.F.;
ADDED ITEMS NO. 6.F., 6.G., AND 6.H., AND
RE-NUMBERED THE ITEMS ACCORDINGLY



AGENDA Regular Meeting San Luis City Council Council Chambers 1090 E. Union Street San Luis, AZ 85349 May 28, 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 6:00 P.M.

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.

**No Legal
Action Permitted**

5. 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.

5. A. MINUTES OF **Approved**
- Regular Council meeting held April 23, 2025

5. B. DISBURSEMENTS **Approved**
From April 29, 2025 to May 21, 2025
Total \$2,242,155.77
(Two Million, Two Hundred Forty-Two Thousand, One Hundred Fifty-Five Dollars and Seventy-Seven Cents)

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

6. A. Discussion and possible action on any and all matters regarding the investment in OpenGov's Procurement & Contract Management suite through Vertosoft to modernize and streamline the City of San Luis's procurement operations. **(Roula Encinas, Director of Finance and Ryan King, Account Executive of OpenGov)** **Approved**

6. B. Discussion and possible action on any and all matters regarding the approval of the Lighting and Retention Basin Assessment Districts Budget for Fiscal Year 2025-2026. **(Roula Encinas, Director of Finance)** **Approved**

6. C. Discussion and possible action on any and all matters regarding the acceptance and approval of the Tentative Budget for Fiscal Year 2025-2026. **(Roula Encinas, Director of Finance)** **Approved**

6. D. Discussion and possible action on any and all matters regarding the purchase of inclusive playground features for the Joe Orduño Park. **(Angelica Roldan, Director of Parks and Recreation Department)** **Approved**

6. E. Discussion and possible action on any and all matters regarding the ratification of payment for legal work of outside counsel for the lawsuit against the city in Federal Court (U.S. District Court for Arizona Civil Case No. 2:24-cv-00534-ESW), and to approve transfer of City Council contingency funds for continued legal work on the case through the end of the fiscal year as well as replenishing the legal services general ledger account through the end of the fiscal year. **(Kay Marion Macuil,**

City Attorney)

- 6. F.** Discussion and possible action on any and all matters regarding Resolution No. 2362. A resolution of the Mayor and City Council of the City of San Luis, Arizona, declaring that the City Council deems the sale of the real and personal property of the San Luis facility Development Corporation for the San Luis Regional Detention and Support Center beneficial for the City of San Luis; ordering and calling a special election to be held on November 4, 2025 to submit to the qualified electors of the City of San Luis the question as to whether or not said property should be sold within 3 years starting November 20, 2025, and a possible initiative proposal regarding the city council's compensation. **(Kay Marion Macuil, City Attorney and Sonia Cornelio, City Clerk)** **Approved**
- 6. G.** Discussion and possible action on any and all matters regarding the City of San Luis accepting Construction Services from Gutierrez Canales Engineering, for the widening of 10th Avenue between Cesar Chavez Boulevard and County 22nd Street. **(Eulogio Vera, Director of Public Works)** **Continued to a Future Meeting**
- 6. H.** Discussion and possible action on any and all matters regarding the City of San Luis East Community Park parking lot paving. **(Council Members Maria Cecilia Cruz, Luis E. Cabrera and Lizeth Servin)** **Approved**
- 6. I.** Discussion and possible action on any and all matters regarding Ordinance No. 466. An Ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending San Luis City Code Section 2.30.050 titled Municipal Court Fees, amending San Luis City Code Section 2.30.060 titled Court Collection Service Fee, providing for an effective date and providing for severability. **(Danae T. Figueroa, Magistrate)** **Approved**
- A. Action on Reading of Ordinance No. 466 by title only
B. Action on Ordinance No. 466
- 6. J.** Public hearing followed by discussion on any and all matters regarding the Development Fee Update as required by the Arizona Revised Statutes. **(Jose A. Guzman, Director of Development Services)** **Public Hearing Held/Approved**
- A. Staff presentation
B. Open Public Hearing
C. Call to the public on this item
D. Close Public Hearing
E. Action on possible direction to staff

7. **SUMMARY OF CURRENT EVENTS** **Informational Update**
Events by Mayor, Council Members and/or City Manager pursuant to A.R.S. § 38-431.02 (K).

8. **EXECUTIVE SESSIONS**

8. A. **(Vote to hold an Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7))** **Executive Session Held**

Discussion and possible action to hold an Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7) on any and all matters regarding the litigation of Gethsemani v. San Luis and consultation for legal advice with the city attorneys, in order to consider its position and instruct its attorneys and representatives about the City Council's position on contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation (under subsection 4) or negotiations for the purchase, sale or lease of real property (under subsection 7) allowed in executive sessions. **(Kay Marion Macuil, City Attorney; and Outside Counsel Gammage & Burnham)**

8. B. **(Vote to hold an Executive Session pursuant to A.R.S. §§ 38-431.03 (A), (1), (3), and (4))** **Executive Session Held**

Discussion and possible action to hold an executive session pursuant to A.R.S. § 38-431.03 (A), subsections (1), (3), and (4) on any and all matters relating to the contract for the Assistant City Attorney Glenn J. Gimbut and the employment, assignment, appointment, promotion, demotion, dismissal, salary, disciplining, or resignation, including discussion of a possible severance agreement and consultation with the attorney or attorneys of the City regarding the same. **(Jenny Torres, Acting City Manager and Kay Marion Macuil, City Attorney)**

9. **MOTION TO GO BACK INTO REGULAR SESSION**

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

10. A. Discussion and possible action on any matters regarding Assistant City Attorney Glenn Gimbut's severance agreement. **(Kay Marion Macuil, City Attorney and Glenn Gimbut, Assistant City Attorney)** **Approved**

10. B. Presentation and recognition to Mr. Glenn Gimbut for his **Presentation Done**
dedicated 20-plus years of service to the City of San
Luis, serving as City Attorney from 2004-2015 and
Assistant City Attorney from 2015 to present. **(Mayor**
Nieves Riedel)

11. ADJOURNMENT 8:57 P.M.



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

5. A.

Meeting Date: 05/28/2025

Summary

MINUTES OF

- Regular Council meeting held April 23, 2025

Attachments

4/23/2025 RCM

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

1. CALL TO ORDER/ROLL CALL

Mayor Nieves Riedel called the Regular 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 Javier Vargas

ABSENT: Council Member Luis E. Cabrera
Council Member Lizeth Servin

OTHERS PRESENT: Jenny Torres, Acting City Manager
Kay Macuil, City Attorney
Melissa Lopez, Deputy 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
Eulogio Vera, Director of Public Works
Isael Gomez, Records Management Specialist
Israel Lara, I.T. Technician
Joaquin Campa, Building Official
Jose A. Guzman, Director of Development Services
Juan Leal Rubio, Assistant Director of Development Services
Manuel Hernandez, Assistant Director of Public Works
Maria Barajas, Human Resources Generalist
Mario Rodriguez, Finance Operations Manager
Olivia Jenkins, Administrative Services Manager
Roula Encinas, Director of Finance
Tomas Sanchez, City Engineer
Victor De La Torre, Safety Officer
Brian De La Hoya, Resident
Christian Cuevas, Translator
James Allen Jr., Resident
Luisa Arreola, Resident

Maria Gonzalez, Resident
Mark Concha Jr., Resident
Mark Concha Sr., Resident
Matias Rosales, Resident

2. PLEDGE OF ALLEGIANCE

Vice Mayor Tadeo Azael De La Hoya, led the Pledge of Allegiance.

3. INVOCATION

The invocation was performed by Mr. Mark Concha Sr. – The Church of Jesus Christ of Latter-day Saints.

4. CALL TO THE PUBLIC

There were no comments from the public.

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**

Mrs. Melissa Lopez, Deputy City Clerk, read the proclamations by title only.

6. CONSENT AGENDA

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)

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:

Mayor Nieves Riedel	Aye
Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Javier Vargas	Aye

7. DISCUSSION AND POSSIBLE ACTION ITEMS:

Mayor Nieves Riedel declared a conflict on this item and asked Vice Mayor Tadeo Azael De La Hoya to take over the item.

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

Mrs. Melissa Lopez, Deputy City Clerk, explained that the City Clerk's Office received from the Arizona Department of Liquor Licenses and Control an application submitted by Mr. Abraham Andrade, owner of Rolls & Bowls, to sell alcoholic beverages at the proposed premises. The Notice and Application were posted at this location as required by state law. The City Clerk's Office received no comments in favor of or against the application. Staff recommends approval of this application to the Arizona Department of Liquor Licenses and Control.

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 item.

D. Close Public Hearing

Vice Mayor Tadeo Azael De La Hoya opened the 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

MOTION: Council Member Javier Vargas/Council Member Esteban C. Rosales to recommend approval of the liquor license application to the Arizona Department of Liquor Licenses and Control for Rolls & Bowls, as presented. The motion passed with three (3) Aye votes, one (1) Abstention by Mayor Nieves Riedel and one (1) Nay vote by Council Member Maria Cecilia Cruz.

The vote was as follows:

Mayor Nieves Riedel	Abstained
Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Maria Cecilia Cruz	Nay
Council Member Esteban C. Rosales	Aye
Council Member Javier Vargas	Aye

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

Mr. Jose Guzman, Director of Development Services, stated that this item is part of updating the development fees, which state law requires every five (5) years. On March 19, 2025, the City Council held a public hearing to receive comments on the land use assumptions and infrastructure improvement plan. Tonight's item is for the approval and adoption of these documents. If the resolution is approved, staff will proceed with the next step on adopting the fees, which requires a public hearing and then adopting the fees. This resolution also declares the report a public record to save on publication costs. Staff recommends approval and adoption of Resolution No. 2360.

Mayor Nieves Riedel declared a conflict of interest on this item.

MOTION: Council Member Javier Vargas/Council Member Esteban C. Rosales to approve and adopt Resolution No. 2360. The motion passed with four (4) Ayes and one (1) Abstention by Mayor Nieves Riedel.

The vote was as follows:

Mayor Nieves Riedel	Abstained
Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Javier Vargas	Aye

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)

Ms. Kay Macuil, City Attorney, mentioned that this item is to keep up with the state-level changes that affect the City Code. She added that any civil violation in the Civil Code goes by the court procedures adopted at the state level for civil traffic violations. In 2022, they changed the name of the traffic violations, from Rules of Procedure in civil traffic violation cases to Rules of the Court Procedures for civil traffic, boating, marijuana, parking, and standing violations.

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

MOTION: Vice Mayor Tadeo Azael De La Hoya/Council Member Javier Vargas to approve the Reading of Ordinance No. 463 by title only. The motion passed unanimously.

The vote was as follows:

Mayor Nieves Riedel	Aye
Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Javier Vargas	Aye

Mrs. Melissa Lopez, Deputy City Clerk, read Ordinance No. 463 by title only.

B. Action on Ordinance No. 463

MOTION: Vice Mayor Tadeo Azael De La Hoya/Council Member Javier Vargas to approve and adopt Ordinance No. 463, as presented. The motion passed unanimously.

The vote was as follows:

Mayor Nieves Riedel	Aye
Vice Mayor Tadeo Azael De La Hoya	Aye
Council Member Maria Cecilia Cruz	Aye
Council Member Esteban C. Rosales	Aye
Council Member Javier Vargas	Aye

8. SUMMARY OF CURRENT EVENTS

Council Member Esteban C. Rosales reported that he, along with Council Member Lizeth Servin, participated in the OnVida Health tour last Thursday. They had an opportunity to see all the tools and staffing needed to run the hospital. OnVida Health also showed them a model of what will soon be built in San Luis, construction will begin in June 2025. He added that they attended Monday's Ed Pastor School Distinguished Schools Recognition. It is pleasant to say that the city is one of the best cities when it comes to programs for kids; Ed Pastor School has received this award twice and there is no other school in Arizona that has received this recognition two times.

Council Member Maria Cecilia Cruz reported that she and other Council Members attended Earth Day yesterday. Allo donated ten (10) trees, which were planted, and approximately 30 students ages 3-4 from Chicanos Por La Causa participated. She mentioned that Walmart was a sponsor, and the City of San Luis Seniors were also present. She thanked the Parks & Recreation Department for organizing this event. On a separate note, she stated that today is Denim Day and since 1999 there has been a campaign to practice solidarity and support survivors by renewing the commitment to express harmful sexual violence as there is no excuse and never an invitation to harass, abuse, assault or rape. She thanked all those who participated from various City of San Luis departments, especially the men who supported this cause. She also reminded and invited everyone to the National Day of Prayer to be held on May 1, 2025, at 6:00 p.m. at the parking lot at City Hall under the flag.

9. ADJOURNMENT

Vice Mayor Tadeo Azael De La Hoya adjourned the meeting at approximately 6:15 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 April 23, 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

5. B.

Meeting Date: 05/28/2025

Summary

DISBURSEMENTS

From April 29, 2025 to May 21, 2025

Total \$2,242,155.77

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

Attachments

Disbursements



City of San Luis

Finance Department

COUNCIL MEETING MAY 28, 2025 Disbursement Report from 04/29/2025 TO 05/21/2025

<u>Bank Accounts</u>	<u>Check Date</u>	<u>Amount</u>	<u>Schedule</u>
Accounts Payable Check Account	05/02/2025	\$ 467,566.54	Schedule A
Payroll Check Account	05/08/2025	\$ 4,260.53	Schedule B
Payroll Check Account	05/08/2025	\$ 593,377.60	Schedule C
Accounts Payable Check Account	05/09/2025	\$ 278,195.27	Schedule D
Accounts Payable Check Account	05/16/2025	\$ 898,755.83	Schedule E

Total Disbursements: \$ 2,242,155.77

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

RECEIVED

MAY 22 2025

CITY CLERK'S OFFICE

Prepared by Karla Plascencia: _____

Verified by Finance: _____

Roula Jouanne de Encinas

Digitally signed by: Roula Jouanne de Encinas
DN: CN = Roula Jouanne de Encinas email =
rencinas@sanluisaz.gov C = US O = City of San Luis
Date: 2025.05.22 09:02:49 -0700

For Council approval on: _____

Mayor: _____

Council: _____

Payment Register

From Payment Date: 4/28/2025 - To Payment Date: 5/1/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
Check									
111919	04/30/2025	Open			Utility Management Refund	ATAYDE, ROSA, M	\$255.13		
111920	04/30/2025	Open			Utility Management Refund	BERMUDEZ GERMAN, VANESSA V	\$123.78		
111921	04/30/2025	Open			Utility Management Refund	BOJORQUEZ RAYAS , IVONNE GUADALUPE	\$180.49		
111922	04/30/2025	Open			Utility Management Refund	BRIDGEMAN, TYLER, A	\$192.01		
111923	04/30/2025	Open			Utility Management Refund	CARRASCO, GERARDO	\$79.28		
111924	04/30/2025	Open			Utility Management Refund	CERVANTES ROSAS, JUAN, M	\$171.66		
111925	04/30/2025	Open			Utility Management Refund	DANIEL, ANGELICA	\$159.13		
111926	04/30/2025	Open			Utility Management Refund	ESPINOZA OSORIO, SANTA ELENA	\$87.78		
111927	04/30/2025	Open			Utility Management Refund	ESQUEDA, LEONEL	\$246.26		
111928	04/30/2025	Open			Utility Management Refund	GARCIA VALDEZ , GLORIA	\$172.96		
111929	04/30/2025	Open			Utility Management Refund	GOMEZ SALINAS , ALONDRA , N	\$202.52		
111930	04/30/2025	Open			Utility Management Refund	GONZALEZ, MARTHA, E	\$161.07		
111931	04/30/2025	Open			Utility Management Refund	HERRERA LUISA & PADILLA GUADALUPE	\$28.53		
111932	04/30/2025	Open			Utility Management Refund	HERRERA, ESTEBAN & SANDRA DIAZ	\$81.12		
111933	04/30/2025	Open			Utility Management Refund	LARA, PEDRO & SHERILYN MERCADO	\$175.39		
111934	04/30/2025	Open			Utility Management Refund	MARTINEZ, ALICIA	\$82.09		
111935	04/30/2025	Open			Utility Management Refund	MENDOZA, ARACELY	\$85.13		
111936	04/30/2025	Open			Utility Management Refund	MUNOZ GLENDA K & NOE JR GODOY	\$148.65		
111937	04/30/2025	Open			Utility Management Refund	NUTRIEN AG SOLUTIONS C/O ANDREW J DISHMAN	\$2,225.14		
111938	04/30/2025	Open			Utility Management Refund	OROZCO, ANA	\$5.41		
111939	04/30/2025	Open			Utility Management Refund	PROWESS UTILITY GROUP INC	\$3,490.07		
111940	04/30/2025	Open			Utility Management Refund	RIOS SANCHEZ, IDANIA SOLEDAD	\$144.10		
111941	04/30/2025	Open			Utility Management Refund	SANDOVAL, ALFREDO & MARIA B SARABIA	\$11.93		
111942	04/30/2025	Open			Utility Management Refund	VILLALOBOS, ALDO & MIRIAM GARCIA	\$113.66		
111943	05/01/2025	Open			Utility Management Refund	PELAYO ALEYDIS & SOTO ALEXANDER	\$109.85		

City of San Luis

Payment Register

From Payment Date: 4/28/2025 - To Payment Date: 5/1/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
111944	05/01/2025	Open			Accounts Payable	ARIZONA DEPT OF ECONOMIC SECUR	\$6,967.72		
111945	05/01/2025	Open			Accounts Payable	STANDARD INSURANCE CO.	\$13,244.64		
111946	05/01/2025	Open			Accounts Payable	STANDARD INSURANCE CO.	\$14,031.75		
111947	05/01/2025	Open			Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES	\$525.00		
111948	05/01/2025	Open			Accounts Payable	ARIZONA PUBLIC SERVICE	\$46.76		
111949	05/01/2025	Open			Accounts Payable	ARTCRAFT & FOREMOST, INC.	\$334.43		
111950	05/01/2025	Open			Accounts Payable	AVILA, FERNANDO	\$617.00		
111951	05/01/2025	Open			Accounts Payable	BACKFLOW APPARATUS / VALVE CO	\$116.60		
111952	05/01/2025	Open			Accounts Payable	BOUND TREE MEDICAL, LLC.	\$1,638.17		
111953	05/01/2025	Open			Accounts Payable	CARDENAS, ERNESTO	\$209.00		
111954	05/01/2025	Voided		05/01/2025	Accounts Payable	CARLOS, FERNANDO	\$1,560.00		
111955	05/01/2025	Open			Accounts Payable	CNJ AUTO GLASS & WINDOW TINTING, LLC	\$120.00		
111956	05/01/2025	Open			Accounts Payable	CONSTRUCTION SUPPLY HOLDINGS II, LLC	\$152.01		
111957	05/01/2025	Open			Accounts Payable	CONTRERAS, ALFONSO	\$178.83		
111958	05/01/2025	Open			Accounts Payable	CORE & MAIN LP	\$1,651.74		
111959	05/01/2025	Open			Accounts Payable	CORREA, JUAN	\$200.00		
111960	05/01/2025	Open			Accounts Payable	EMPIRE MACHINERY	\$1,146.64		
111961	05/01/2025	Open			Accounts Payable	ENTERPRISE FM TRUST	\$3,554.53		
111962	05/01/2025	Open			Accounts Payable	ERFERT, RICK	\$921.74		
111963	05/01/2025	Open			Accounts Payable	ESPARZA, EDGAR	\$167.00		
111964	05/01/2025	Open			Accounts Payable	GALLEGOS, LUIS	\$200.00		
111965	05/01/2025	Open			Accounts Payable	GALVAN, AURELIO, JR	\$617.00		
111966	05/01/2025	Open			Accounts Payable	GONZALEZ, ELIAS	\$617.00		
111967	05/01/2025	Open			Accounts Payable	HORIZON DISTRIBUTORS	\$228.55		
111968	05/01/2025	Open			Accounts Payable	IMPERIAL PIPE AND STEEL SUPPLY	\$2,821.93		
111969	05/01/2025	Open			Accounts Payable	LA BODEGA, LLC	\$1,107.20		
111970	05/01/2025	Open			Accounts Payable	LAWSON PRODUCTS INC.	\$102.41		
111971	05/01/2025	Open			Accounts Payable	LOPEZ, XOCHITL	\$126.00		
111972	05/01/2025	Open			Accounts Payable	MACHADO, IVAN & AIXIA GUTIERREZ	\$4,400.00		
111973	05/01/2025	Open			Accounts Payable	MANHATTANLIFE ASSURANCE CO	\$193.01		
111974	05/01/2025	Open			Accounts Payable	MORALES, ALEJANDRO	\$90.00		
111975	05/01/2025	Open			Accounts Payable	MUELA, CARLOS	\$209.00		
111976	05/01/2025	Open			Accounts Payable	NIEBLA, JORGE LUIS	\$150.00		
111977	05/01/2025	Open			Accounts Payable	PALACIO, JASON	\$189.71		
111978	05/01/2025	Open			Accounts Payable	PARRA, DANIEL, A.	\$200.00		
111979	05/01/2025	Open			Accounts Payable	POLY'S PARTY RENTALS, LLC	\$4,915.94		
111980	05/01/2025	Open			Accounts Payable	PRECISION UNIFORMS LLC	\$905.84		
111981	05/01/2025	Open			Accounts Payable	PREPAID LEGAL SERVICES	\$118.60		
111982	05/01/2025	Open			Accounts Payable	RENTERIA, EDGAR	\$617.00		
111983	05/01/2025	Open			Accounts Payable	REYNOSO, NIGEL	\$617.00		
111984	05/01/2025	Open			Accounts Payable	RODRIGUEZ, ALEJANDRO	\$178.87		
111985	05/01/2025	Open			Accounts Payable	SANDOVAL, ANTONIO	\$420.00		
111986	05/01/2025	Open			Accounts Payable	SUNDWALL FARMS LLC	\$500.00		
111987	05/01/2025	Open			Accounts Payable	TORRES, OMAR	\$840.00		

Payment Register

From Payment Date: 4/28/2025 - To Payment Date: 5/1/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
111988	05/01/2025	Open			Accounts Payable	WALKER, BARBARA	\$910.00		
111989	05/01/2025	Open			Accounts Payable	XEROX CORPORATION	\$1,056.77		
111990	05/01/2025	Open			Accounts Payable	YUMA COUNTY CHAMBER	\$1,000.00		
111991	05/01/2025	Open			Accounts Payable	ZARAGOZA, JOSE	\$649.08		
111992	05/01/2025	Open			Accounts Payable	CORE & MAIN LP	\$106,236.36		
111993	05/01/2025	Open			Accounts Payable	CORE & MAIN LP	\$131,880.13		
Type Check Totals:							75 Transactions	\$318,214.10	
<u>EFT</u>									
7486	04/28/2025	Open			Accounts Payable	NAPA AUTO PARTS	\$190.49		
7487	05/01/2025	Open			Accounts Payable	AMAZON.COM SALES, INC.	\$5,901.18		
7488	05/01/2025	Open			Accounts Payable	BILL ALEXANDER FORD	\$269.18		
7489	05/01/2025	Open			Accounts Payable	BSN SPORTS	\$4,091.42		
7490	05/01/2025	Open			Accounts Payable	COPPER STATE BOLT & NUT CO.	\$136.07		
7491	05/01/2025	Open			Accounts Payable	CUEVAS, CHRISTIAN	\$62.50		
7492	05/01/2025	Open			Accounts Payable	CYBER MARKETING NETWORK, INC	\$137.27		
7493	05/01/2025	Open			Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC	\$37.75		
7494	05/01/2025	Open			Accounts Payable	DESERT VALLEY SERVICES, INC	\$886.63		
7495	05/01/2025	Open			Accounts Payable	DESERT WATER STORE INC	\$256.81		
7496	05/01/2025	Open			Accounts Payable	DIGITAL ROOM LLC	\$395.95		
7497	05/01/2025	Open			Accounts Payable	FRESH TERRA SERVICES LLC	\$4,140.00		
7498	05/01/2025	Open			Accounts Payable	GARCIA, JESUS	\$1,950.00		
7499	05/01/2025	Open			Accounts Payable	HIREQUEST LLC	\$5,975.53		
7500	05/01/2025	Open			Accounts Payable	KINGHOSE INDUSTRY LLC	\$1,350.25		
7501	05/01/2025	Open			Accounts Payable	LOOMIS	\$1,905.88		
7502	05/01/2025	Open			Accounts Payable	METRO FIRE EQUIPMENT INC	\$1,152.70		
7503	05/01/2025	Open			Accounts Payable	PURCHASE POWER	\$200.00		
7504	05/01/2025	Open			Accounts Payable	RWC INTERNATIONAL LTD	\$4,572.97		
7505	05/01/2025	Open			Accounts Payable	SAN LUIS AIR CONDITIONING LLC	\$9,634.00		
7506	05/01/2025	Open			Accounts Payable	SOUTHERN TIRE MART LLC	\$547.12		
7507	05/01/2025	Open			Accounts Payable	SOUTHWEST SANITATION SERVICES, LLC	\$599.57		
7508	05/01/2025	Open			Accounts Payable	STRONG, CAMERON, T	\$570.00		
7509	05/01/2025	Open			Accounts Payable	TAYLOR ENGINEERING, PLLC	\$103,500.00		
7510	05/01/2025	Open			Accounts Payable	TRUCKPRO HOLDING CORPORATION	\$40.43		
7511	05/01/2025	Open			Accounts Payable	WAXIE SANITARY SUPPLY	\$209.11		
7512	05/01/2025	Open			Accounts Payable	YUMA WINNELSON CO.	\$639.63		
Type EFT Totals:							27 Transactions	\$149,352.44	

1BYPAYABLE - 1st BY Accounts Payable Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	74	\$316,654.10	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$1,560.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	75	\$318,214.10	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	27	\$149,352.44	\$0.00

Payment Register

From Payment Date: 4/28/2025 - To Payment Date: 5/1/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	27	\$149,352.44	\$0.00	
All									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	101	\$466,006.54	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	1	\$1,560.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	102	\$467,566.54	\$0.00	
Grand Totals:									
Checks									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	74	\$316,654.10	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	1	\$1,560.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	75	\$318,214.10	\$0.00	
EFTs									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	27	\$149,352.44	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	27	\$149,352.44	\$0.00	
All									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	101	\$466,006.54	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	1	\$1,560.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	102	\$467,566.54	\$0.00	

Guadalupe Canez
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 gcanez@sanluisaz.gov C = AD
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Pay Day Register

Pay Date Range 05/01/25 - 05/31/25

Pay Batch 202505M

Pay Batch 202505M 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	266.64 2,200.00
Total	0.0000	\$7,550.00	Imputed Income		ASRS LTD Council	3.30 2,200.00
			FEDERAL TAX WITHHOLDING	146.83 5,110.32	ASRS/EORP - LEGACY RATE	1,025.64 2,200.00
			SOCIAL SECURITY TAX	468.10 7,550.00	Dental Council	254.03 .00
			MEDICARE	109.47 7,550.00	EODCRS - COUNCIL	267.00 4,450.00
			STATE WITHHOLDING	122.09 5,110.32	EODCRS - DISABILITY	6.23 4,450.00
			ASRS Council	266.64 2,200.00	EODCRS/EORP LEGACY RATE	2,074.59 4,450.00
			ASRS LTD Council	3.30 2,200.00	Health Council	6,210.56 .00
			Council Retirement EORP	117.00 900.00	Retirement Council EORP	633.96 900.00
			Dental Council	92.28 .00	Vision Council	77.85 .00
			EODCRS - COUNCIL	356.00 4,450.00	Total	\$10,819.80
			EODCRS - DISABILITY	6.23 4,450.00		
			Medical Council	1,573.65 .00	Employer Taxes	Gross Base
			Vision Council	27.88 .00	MEDICARE	109.47 7,550.00
			Net	\$4,260.53	SOCIAL SECURITY TAX	468.10 7,550.00
					SUTA/UNEMPLOYMENT	45.30 7,550.00
					Total	\$622.87
					Workers' Comp	Gross Base
					MUNICIPAL/ TOWN/	132.13 7,550.00
					Total	\$132.13
					Direct Deposits	Amount
					1st Bank Yuma	1,396.61
					CAPITAL ONE	728.95
					Chase Bank	1,290.36
					Navy Federal	167.18
					Wells Fargo	677.43
					Total	\$4,260.53
					Check	\$0.00

Miguel M.
Ramirez

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email = mramirez@sanluisaz.gov
C = AD O = City of San Luis, Finance Dept.
Date: 2025.05.08 16:29:12 - 07'00'



Pay Day Register

Pay Date Range 04/19/25 - 05/02/25

Pay Batch 202510

Pay Batch 202510 Total

Employees in Pay Batch 348

Female Employees in Pay Batch 94

Hours Description	Hours	Gross	Withholdings and Deductions	Gross Base	Benefits	Gross Base
100 - REGULAR	26,053.5000	670,063.33	Gross	857,501.92	ASRS ALTERNATE	860.69 8,446.40
1000 - ADMIN LEAVE	8.5000	181.05	Imputed Income		AZ STATE RETIREMENT	57,883.16 477,583.81
1001 - LEAVE WITHOUT PAY	274.3569	.00	FEDERAL TAX WITHHOLDING	58,672.89	DENTAL = FAMILY	457.70 .00
1006 - CIVIC LEAVE	6.0000	141.06	SOCIAL SECURITY TAX	53,165.21	LONG TERM DISABILITY	716.33 477,583.81
1007 - ON CALL WORKED HOURS	41.0000	971.84	MEDICARE	12,433.81	MEDICAL MEX ONLY - EE &	1,768.00 .00
1009 - PART TIME	192.2500	3,036.81	STATE WITHHOLDING	15,891.74	MEDICAL MEX ONLY - EE &	7,486.93 .00
1010 - PART TIME FIREFIGHTERS	143.7500	2,885.74	AM. FIDELITY - HEALTH FSA	50.00	MEDICAL MEX ONLY - EE &	1,414.40 .00
105 - MILITARY LEAVE	80.0000	1,563.20	AM. FIDELITY- ACCIDENT-POST	25.01	MEDICAL MEX ONLY - EE ONLY	551.00 .00
201 - OVERTIME	2,207.0000	77,975.34	AM. FIDELITY- ACCIDENT-PRE	540.70	MEX & US HEALTH = EE	60,786.42 .00
202 - OP STONE GARDEN- O.T.	576.0000	30,094.33	AM. FIDELITY- CANCER-POST	28.70	MEX ONLY DENTAL - EE &	142.40 .00
2023 - FMLA - SICK LEAVE	206.0600	4,945.40	AM. FIDELITY- CANCER-PRE TAX	136.15	MEX ONLY DENTAL - EE &	417.56 .00
2024 - FMLA - VACATION LEAVE	59.9400	1,351.04	AM. FIDELITY- GCI -POST TAX	48.51	MEX ONLY DENTAL - EE &	149.52 .00
2036 - MARSHALS OT	10.0000	424.05	AM. FIDELITY- GHI- PRE TAX	275.40	MEX ONLY DENTAL - EE ONLY	56.98 .00
210 - SRO	213.5000	6,376.40	AM. FIDELITY- LIFE -POST TAX	392.90	PSPRS - ALTERNATE	197.82 2,472.71
300 - VACATION EARNED	1,336.8900	.00	AM. FIDELITY- TX LIFE -POST	173.31	PSPRS FIRE DB NORM - TIER 1	11,706.94 92,472.07
301 - VACATION USED	936.2500	24,074.72	AZ COPS - SLPD	525.00	PSPRS FIRE DB NORM - TIER 2	876.32 6,921.96
400 - SICK EARNED	1,013.5683	.00	AZ STATE RETIREMENT	57,883.16	PSPRS FIRE DB NORM - TIER 3	8,217.52 92,435.71
405 - SCHEDULED SICK LEAVE	301.2500	8,765.50	CHILD SUPPORT 2	234.46	PSPRS FIRE DB UNFUND - TIER	554.83 92,472.07
406 - UNSCHEDULED SICK LEAVE	505.7500	12,389.57	DEFERRED COMP - ROTH	990.00	PSPRS FIRE DB UNFUND - TIER	41.54 6,921.96
501 - WC PUBLIC SAFETY USED	142.0000	3,004.50	DEFERRED COMP - ROTH	293.91	PSPRS FIRE DB UNFUND - TIER	677.61 95,440.21
502 - ON CALL PAY I.T.	.0000	50.00	DEFERRED COMPENSATION	2,970.00	PSPRS POLICE DB NORM - TIER	7,129.36 71,436.48
503 - STAND-BY PAY	626.8500	1,253.70	DEFERRED COMPENSATION	669.69	PSPRS POLICE DB NORM - TIER	1,321.90 13,245.63
900 - COMPENSATION EARNED	13.2500	.00	FOP/ALC	450.00	PSPRS POLICE DB NORM - TIER	5,437.47 61,163.90
901 - COMPENSATION USED	11.2500	221.24	GARNISHMENT - CHILD	3,169.56	PSPRS POLICE DB UNFUND -	3,164.65 71,436.48
921 - STEP OVERTIME	20.0000	818.10	IAFF- FIRE DEPT	1,545.00	PSPRS POLICE DB UNFUND -	586.78 13,245.63
940 - PD - EDU ASST	.0000	550.00	LEGAL SHIELD	59.31	PSPRS POLICE DB UNFUND -	2,911.39 61,163.90
941 - PD - EDU BCHL	.0000	675.00	LONG TERM DISABILITY	716.33	STANDARD STD	4,112.42 .00
942 - PD - EDU MAST	.0000	100.00	MANHATTANLIFE ASSURANCE	96.51	U.S. MEX DENTAL - EE &	350.68 .00
950 - PD -SRT	.0000	400.00	MEX ONLY DENTAL - EE &	183.20	U.S. MEX DENTAL - EE &	79.70 .00
951 - PD - K-9 HANDLER	.0000	100.00	MEX ONLY DENTAL - EE &	537.24	US & MEX DENTAL - EE	3,447.36 .00
952 - PD - PHLEBOTOMIS	.0000	150.00	MEX ONLY DENTAL - EE &	192.36	US & MEX HEALTH = C	17,954.25 .00
953 - PD - COLLISION	.0000	150.00	MEX ONLY HEALTH - EE & CH	518.60	US & MEX HEALTH = FAMILY	25,980.15 .00
956 - PD - MIDNIGHT SHFT	.0000	700.00	MEXICO ONLY HEALTH - EE &	2,196.17	US & MEX HEALTH = SP	3,396.75 .00
961 - FD - EDU ASST	.0000	700.00	MEXICO ONLY HEALTH - EE &	414.88	VISION - SINGLE	1,229.04 .00
962 - FD - EDU BACHL	.0000	225.00	MISCELLANEOUS	195.00	VSP- VISION	582.75 .00
965 - PD - STAND-BY PAY	.0000	2,139.00	PAC FUND- FIRE DEPT.	123.00	WC PSPRS 17.78	456.58 2,567.94
967 - FD - SPECIAL ASSIGNEMNT	438.0000	876.00	PS DEFERRED COMP - ROTH	710.00	Total	\$233,104.90
968 - SRO 50	.0000	150.00	PS DEFERRED COMP - ROTH	504.55		
Total	35,416.9152	\$857,501.92	PS DEFERRED COMP TIAA -	497.96		



Pay Day Register

Pay Date Range 04/19/25 - 05/02/25

Pay Batch 202510

PS DEFERRED COMPENSATION	2,030.00	.00	Employer Taxes		Gross Base
PSPRS FIRE DB RATE - TIER 1a	5,782.20	75,584.15	MEDICARE	12,433.81	857,501.92
PSPRS FIRE DB RATE - TIER 1b	1,291.93	16,887.92	SOCIAL SECURITY TAX	53,165.21	857,501.92
PSPRS FIRE DB RATE - TIER 2	529.53	6,921.96	SUTA/UNEMPLOYMENT	4,938.23	823,043.26
PSPRS FIRE DB RATE - TIER 3	8,217.52	92,435.71	Total	<u>\$70,537.25</u>	
PSPRS POLICE DB RATE - TIER	3,932.68	51,407.69			
PSPRS POLICE DB RATE - TIER	1,532.20	20,028.79	<u>Workers' Comp</u>		<u>Gross Base</u>
PSPRS POLICE DB RATE - TIER 2	1,013.29	13,245.63	Ambulance EMT Search &	4,915.22	103,478.63
PSPRS POLICE DB RATE - TIER 3	5,437.47	61,163.90	ANIMAL CONTROL OFFICERS	96.34	4,281.64
STANDARD LIFE ADDTNL	835.74	.00	ATTORNEY- ALL & CLERICAL-	70.32	31,971.85
TRANSWESTERN MEXICAN	139.50	.00	AUTO SERVICE/ REPAIR	324.53	11,632.16
U.S. MEX DENTAL - EE &	451.66	.00	BUILDING- NOC OPER BY	667.69	18,444.95
U.S. MEX DENTAL - EE &	102.65	.00	BUS COMPANY AND DRIVERS	89.50	1,621.46
UNITED WAY	14.00	.00	CLERICAL OFFICE/ LIBRARY/	462.32	192,625.28
US & MEX DENTAL= FAMILY	589.26	.00	Electrician	68.15	2,170.24
US & MEX HEALTH = C	5,323.52	.00	FIREFIGHTERS & DRIVERS	4,820.37	101,481.55
US & MEX HEALTH = FAMILY	7,620.90	.00	GARBAGE/ ASH/ REFUSE	759.96	12,159.39
US & MEX HEALTH = SP	996.38	.00	Homemaker Service	45.22	1,974.55
VSP - VISION CHILDREN	243.95	.00	Motion Picture Production	16.07	2,471.88
VSP - VISION FAMILY	376.38	.00	MUNICIPAL/ TOWN/	933.74	53,355.49
VSP - VISION SPOUSE	153.34	.00	PARKS- NOC ALL EMPLOYEES	903.34	29,140.24
Net	<u>\$593,377.60</u>		POLICE OFFICERS	7,889.60	166,096.14
			RECREATION- ALL EMPLOYEES/	322.08	23,510.54
			SEWAGE DISPOSAL/ PLANT	1,291.00	37,528.92
			Street or Road Construction	2,809.12	31,813.20
			WATERWORKS OPERATIONS	1,101.53	31,743.81
			Total	<u>\$27,586.10</u>	

Digitally signed by: Miguel M. Ramirez
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<u>Direct Deposits</u>	<u>Amount</u>
1st Bank Yuma	46,717.34
ACADEMY BANK	2,856.58
Ally Bank	1,608.28
AVENIR FINANCIAL	50,973.13
Bank of America	6,960.35
Bankcorp	200.00
CAPITAL ONE	3,778.25
Charles Sch	250.00
Chase Bank	280,969.12
CHASE BANK CA	2,848.21
CHASE BANK MORGAN	2,461.82
CHASE BANK TX	1,500.00
chase centro	2,051.75
discover	400.00



Pay Day Register

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Pay Batch 202510

FF CREDIT UNION	2,498.27
FIDELITY	370.98
FIREFIGHTER FIRST CREDIT UNION	16,421.68
HUGHES FCU	1,960.08
MECHNICS BANK	249.90
National Bank	1,350.95
Navy Federal	33,105.07
NetSpend Corporation DD	120.00
NORTH ISLAND CREDIT UNION	839.52
PATHWARD	1,951.89
SOFI BANK	3,101.87
Sunbank	1,643.29
THE FOOTHILLS BANK	901.04
USAA FEDERAL SAVING	1,250.64
VANTAGE WEST	2,121.20
WASHINGTON FEDERAL	1,365.66
Wells Fargo	105,427.77
WELLS FARGO ARKANSAS	1,779.14
WELLS FARGO CA	4,092.76
WELLS FARGO MN	1,340.90
WELLS FARGO YUMA	2,863.72
Total	<u>\$588,331.16</u>
Check	\$5,046.44

City of San Luis

Payment Register

From Payment Date: 5/5/2025 - To Payment Date: 5/8/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
Check									
111994	05/08/2025	Open			Accounts Payable	ADOT MVD	\$0.38		
111995	05/08/2025	Open			Accounts Payable	AIRGAS USA LLC	\$507.79		
111996	05/08/2025	Open			Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES	\$305.00		
111997	05/08/2025	Open			Accounts Payable	BRATTON, WALT	\$1,365.00		
111998	05/08/2025	Open			Accounts Payable	CARLOS, FLORES F.	\$3,230.00		
111999	05/08/2025	Open			Accounts Payable	COMITE DE BIENESTAR INC	\$2,500.00		
112000	05/08/2025	Open			Accounts Payable	CONSTRUCTION SUPPLY HOLDINGS II, LLC	\$627.10		
112001	05/08/2025	Open			Accounts Payable	DBG FLOORING LLC	\$15,096.00		
112002	05/08/2025	Open			Accounts Payable	DESIGNING LOCAL LTD.	\$30,000.00		
112003	05/08/2025	Open			Accounts Payable	EMAZON, JESUS	\$522.00		
112004	05/08/2025	Open			Accounts Payable	EMAZON, JESUS	\$120.00		
112005	05/08/2025	Open			Accounts Payable	EMPIRE MACHINERY	\$452.85		
112006	05/08/2025	Open			Accounts Payable	FACTOR SALES, INC.	\$470.53		
112007	05/08/2025	Open			Accounts Payable	FIREFIGHTER SELECTION, INC.	\$150.00		
112008	05/08/2025	Open			Accounts Payable	GADSDEN ELEMENTARY SCHOOL	\$500.00		
112009	05/08/2025	Open			Accounts Payable	GARCIA, PABLO	\$30.00		
112010	05/08/2025	Open			Accounts Payable	HAJOCA CORPORATION	\$232.87		
112011	05/08/2025	Open			Accounts Payable	IMPERIAL PIPE AND STEEL SUPPLY	\$4,451.01		
112012	05/08/2025	Open			Accounts Payable	INTERNATIONAL FACILITY MANAGEMENT ASSOCIATION	\$359.00		
112013	05/08/2025	Open			Accounts Payable	IPS GROUP INC	\$845.97		
112014	05/08/2025	Open			Accounts Payable	IRON MOUNTAIN INC	\$510.39		
112015	05/08/2025	Open			Accounts Payable	LA BODEGA, LLC	\$1,813.04		
112016	05/08/2025	Open			Accounts Payable	LA CHOYA PLUMBING LLC	\$3,843.00		
112017	05/08/2025	Open			Accounts Payable	M & Y ELECTRICAL LLC	\$7,387.27		
112018	05/08/2025	Open			Accounts Payable	MARTINEZ, NERYS	\$280.00		
112019	05/08/2025	Open			Accounts Payable	MES I ACQUISITION INC.	\$983.06		
112020	05/08/2025	Open			Accounts Payable	MGM INTERNET SOLUTIONS, INC	\$120.00		
112021	05/08/2025	Open			Accounts Payable	NUNO, JAVIER	\$260.00		
112022	05/08/2025	Open			Accounts Payable	PETTY CASH/ CAROLINA CORRAL	\$295.20		
112023	05/08/2025	Open			Accounts Payable	RAMIREZ, FELIPE	\$144.00		
112024	05/08/2025	Open			Accounts Payable	RAMIREZ, TERESITA, D	\$200.00		
112025	05/08/2025	Open			Accounts Payable	REFRIGERATION SUPPLIES DISTRIBUTOR	\$1,792.18		
112026	05/08/2025	Open			Accounts Payable	RIVAS TOOL ENTERPRISES LLC	\$1,745.00		
112027	05/08/2025	Open			Accounts Payable	SATELLITE ELECTRONICS, INC.	\$343.56		
112028	05/08/2025	Open			Accounts Payable	STANDARD INSURANCE CO.	\$1,739.49		
112029	05/08/2025	Open			Accounts Payable	STATUS CREATIVO LLC	\$422.81		
112030	05/08/2025	Open			Accounts Payable	THE HOME DEPOT	\$1,379.74		
112031	05/08/2025	Open			Accounts Payable	TRUCKMATES LLC	\$447.56		
112032	05/08/2025	Open			Accounts Payable	TYLER TECHNOLOGIES, INC.	\$1,630.00		
112033	05/08/2025	Open			Accounts Payable	UNITED CONSULTING LLC	\$425.00		
112034	05/08/2025	Open			Accounts Payable	VIZCARRA ACUNA, ERNESTO, ADOLFO	\$30.00		
112035	05/08/2025	Open			Accounts Payable	XEROX CORPORATION	\$159.85		

Payment Register

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
112036	05/08/2025	Open			Accounts Payable	YUMA COUNTY SUPERIOR COURT	\$5,985.70		
112037	05/08/2025	Open			Accounts Payable	YUMA WINLECTRIC CO.	\$1,681.97		
112038	05/08/2025	Open			Accounts Payable	AMERICAN HEART ASSOCIATION, INC.	\$977.57		
112039	05/08/2025	Open			Accounts Payable	FOP/ALC	\$450.00		
112040	05/08/2025	Open			Accounts Payable	SAN LUIS POLICE OFFICERS ASSOC	\$525.00		
112041	05/08/2025	Open			Accounts Payable	SUPPORT PAYMENT CLEARINGHOUSE	\$3,404.02		
112042	05/08/2025	Open			Accounts Payable	UNITED WAY OF YUMA COUNTY INC.	\$14.00		
112043	05/08/2025	Open			Accounts Payable	UNITED YUMA FIRE FIGHTERS ASSOC	\$123.00		
112044	05/08/2025	Open			Accounts Payable	UNITED YUMA FIRE FIGHTERS- IAFF	\$1,545.00		
Type Check Totals:					51 Transactions		\$102,422.91		
<u>EFT</u>									
7513	05/08/2025	Open			Accounts Payable	24/7 GET FIT LLC	\$1,458.00		
7514	05/08/2025	Open			Accounts Payable	4 IMPRINT	\$2,496.71		
7515	05/08/2025	Open			Accounts Payable	ALSCO, INC	\$2,953.75		
7516	05/08/2025	Open			Accounts Payable	AMAZON WEB SERVICES INC	\$2.01		
7517	05/08/2025	Open			Accounts Payable	AMAZON.COM SALES, INC.	\$353.65		
7518	05/08/2025	Open			Accounts Payable	ARIZONA LAW ENFORCEMENT RADAR TECHNOLOGY	\$84.08		
7519	05/08/2025	Open			Accounts Payable	ARIZONA MEDICAL WASTE	\$234.74		
7520	05/08/2025	Open			Accounts Payable	ARIZONA POLICE PSYCHOLOGY, PLLC	\$400.00		
7521	05/08/2025	Open			Accounts Payable	ARIZONA WESTERN COLLEGE	\$2,536.00		
7522	05/08/2025	Open			Accounts Payable	ARK WIRELESS & NETWORKING	\$300.00		
7523	05/08/2025	Open			Accounts Payable	AUTOZONE STORES, INC	\$2,759.30		
7524	05/08/2025	Open			Accounts Payable	B&H PHOTO & ELECTRONICS CORP.	\$1,349.79		
7525	05/08/2025	Open			Accounts Payable	BILL ALEXANDER FORD	\$366.63		
7526	05/08/2025	Open			Accounts Payable	BLUE STREAK SIGNS, LLC	\$168.04		
7527	05/08/2025	Open			Accounts Payable	BTE BODY COMPANY INC	\$226.92		
7528	05/08/2025	Open			Accounts Payable	CDWG	\$10,291.30		
7529	05/08/2025	Open			Accounts Payable	CORE ENGINEERING GROUP, PLLC	\$12,947.50		
7530	05/08/2025	Open			Accounts Payable	DESERT WATER STORE INC	\$127.29		
7531	05/08/2025	Open			Accounts Payable	FNP-C & ASSOCIATES PLLC	\$90.00		
7532	05/08/2025	Open			Accounts Payable	FRESH TERRA SERVICES LLC	\$2,368.50		
7533	05/08/2025	Open			Accounts Payable	GARCIA, JESUS	\$198.00		
7534	05/08/2025	Open			Accounts Payable	HAAKER EQUIPMENT COMPANY	\$4,557.50		
7535	05/08/2025	Open			Accounts Payable	HILL BROTHERS CHEMICAL CO.	\$10,180.09		
7536	05/08/2025	Open			Accounts Payable	HIREQUEST LLC	\$3,245.23		
7537	05/08/2025	Open			Accounts Payable	KINGHOSE INDUSTRY LLC	\$2,007.52		
7538	05/08/2025	Open			Accounts Payable	LOOMIS	\$1,920.99		
7539	05/08/2025	Open			Accounts Payable	MAJCO LLC	\$89.99		
7540	05/08/2025	Open			Accounts Payable	MARTINEZ CANTU, VICTOR , REMIGIO	\$5,360.58		

Payment Register

From Payment Date: 5/5/2025 - To Payment Date: 5/8/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7541	05/08/2025	Open			Accounts Payable	MCNEECE BROS. OIL COMPANY, INC	\$43,118.56		
7542	05/08/2025	Open			Accounts Payable	METRO FIRE EQUIPMENT INC	\$560.00		
7543	05/08/2025	Open			Accounts Payable	NICKLAUS ENGINEERING	\$4,245.30		
7544	05/08/2025	Open			Accounts Payable	O'REILLY AUTO PARTS	\$2,189.27		
7545	05/08/2025	Open			Accounts Payable	ODP BUSINESS SOLUTIONS LLC	\$2,246.18		
7546	05/08/2025	Open			Accounts Payable	POINT EMBLEMS, LLC	\$5,809.18		
7547	05/08/2025	Open			Accounts Payable	PRECISION PROTECTIVE SERVICES LLC	\$15,000.14		
7548	05/08/2025	Open			Accounts Payable	PULIDO INIGUEZ, ALAN FRANCISCO	\$108.00		
7549	05/08/2025	Open			Accounts Payable	RAMIREZ ADVISORS INTER- NATIONAL,LLC	\$7,500.00		
7550	05/08/2025	Open			Accounts Payable	ROACH PEST CONTROL	\$1,215.00		
7551	05/08/2025	Open			Accounts Payable	SEA-WESTERN, INC.	\$329.91		
7552	05/08/2025	Open			Accounts Payable	SOUTHERN TIRE MART LLC	\$933.77		
7553	05/08/2025	Open			Accounts Payable	SOUTHWEST MERCH LLC	\$1,222.95		
7554	05/08/2025	Open			Accounts Payable	STRONG, CAMERON, T	\$8,040.00		
7555	05/08/2025	Open			Accounts Payable	THOMSON WEST PUBLISHING CO.	\$451.69		
7556	05/08/2025	Open			Accounts Payable	TRUCKPRO HOLDING CORPORATION	\$1,296.78		
7557	05/08/2025	Open			Accounts Payable	YUMA COUNTY RECORDER'S OFFICE	\$330.00		
7558	05/08/2025	Open			Accounts Payable	YUMA COUNTY TREASURER'S OFFICE	\$176.03		
7559	05/08/2025	Open			Accounts Payable	YUMA NURSERY LLC	\$3,564.34		
7560	05/08/2025	Open			Accounts Payable	YUMA SIGN MASTERS LLC	\$5,677.43		
7561	05/08/2025	Open			Accounts Payable	YUMA SUN INC	\$1,427.01		
7562	05/08/2025	Open			Accounts Payable	YUMA WINNELSON CO.	\$1,256.71		
Type EFT Totals:									
1BYPAYABLE - 1st BY Accounts Payable Totals									
							50 Transactions	\$175,772.36	

Payment Register

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
Checks									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	51	\$102,422.91	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	51	\$102,422.91	\$0.00	
EFTs									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	50	\$175,772.36	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	50	\$175,772.36	\$0.00	
All									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	101	\$278,195.27	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	101	\$278,195.27	\$0.00	
Grand Totals:									
Checks									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	51	\$102,422.91	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	51	\$102,422.91	\$0.00	
EFTs									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	50	\$175,772.36	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	50	\$175,772.36	\$0.00	
All									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	101	\$278,195.27	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	101	\$278,195.27	\$0.00	

Karla Y Plascencia

Digitally signed by: Karla Y Plascencia
 DN: CN = Karla Y Plascencia email =
 kplascencia@sanluisaz.gov C = AD
 Date: 2025.05.08 16:27:03 -0700

Payment Register

From Payment Date: 5/12/2025 - To Payment Date: 5/16/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
Check									
112045	05/12/2025	Open			Accounts Payable	MACHADO, IVAN & AIXIA GUTIERREZ	\$1,000.00		
112046	05/13/2025	Open			Accounts Payable	GARCIA, JESUS	\$150.00		
112047	05/15/2025	Open			Accounts Payable	MARTINEZ, CRUZ	\$17,500.00		
112048	05/16/2025	Open			Accounts Payable	ARCEO, DIEGO	\$200.00		
112049	05/16/2025	Open			Accounts Payable	ARIZONA PUBLIC SERVICE	\$823.89		
112050	05/16/2025	Open			Accounts Payable	AT&T MOBILITY LLC	\$2,312.75		
112051	05/16/2025	Open			Accounts Payable	AVILA, FERNANDO	\$75.00		
112052	05/16/2025	Open			Accounts Payable	AZ FIRE SYSTEMS	\$12,900.00		
112053	05/16/2025	Open			Accounts Payable	BRENA, JOSE	\$83.01		
112054	05/16/2025	Open			Accounts Payable	C&D DISPOSAL LLC	\$861.03		
112055	05/16/2025	Open			Accounts Payable	CABRERA, LUIS	\$243.00		
112056	05/16/2025	Open			Accounts Payable	CANINE DEVELOPMENT GROUP, INC.	\$280.00		
112057	05/16/2025	Open			Accounts Payable	CENTURYLINK	\$621.65		
112058	05/16/2025	Open			Accounts Payable	CENTURYLINK	\$5,883.92		
112059	05/16/2025	Open			Accounts Payable	COMITE DE BIENESTAR INC	\$215.85		
112060	05/16/2025	Open			Accounts Payable	CORE & MAIN LP	\$195,537.06		
112061	05/16/2025	Open			Accounts Payable	DESERT VALLEY CABINETS, LLC	\$5,430.00		
112062	05/16/2025	Open			Accounts Payable	DUENAS, ANDREY	\$90.00		
112063	05/16/2025	Open			Accounts Payable	EMPIRE MACHINERY	\$6,452.94		
112064	05/16/2025	Open			Accounts Payable	ERFERT, RICK	\$702.71		
112065	05/16/2025	Open			Accounts Payable	ESPARZA, ARMANDO	\$221.00		
112066	05/16/2025	Open			Accounts Payable	ESTRADA, LETICIA	\$100.00		
112067	05/16/2025	Open			Accounts Payable	EUNA SOLUTIONS, INC.	\$6,100.00		
112068	05/16/2025	Open			Accounts Payable	FACTOR SALES, INC.	\$474.95		
112069	05/16/2025	Open			Accounts Payable	FELIX VALDEZ, GRISELDA, N	\$50.00		
112070	05/16/2025	Open			Accounts Payable	FERGUSON WATERWORKS	\$509.71		
112071	05/16/2025	Open			Accounts Payable	FIRST LEGAL BUYER INC.	\$20,965.30		
112072	05/16/2025	Open			Accounts Payable	FLOORING AMERICA	\$10,462.27		
112073	05/16/2025	Open			Accounts Payable	GARCIA, JESUS	\$119.24		
112074	05/16/2025	Open			Accounts Payable	GOMEZ, MARCO	\$35.00		
112075	05/16/2025	Open			Accounts Payable	HACH COMPANY	\$3,000.00		
112076	05/16/2025	Open			Accounts Payable	HUMPHREY, JEREMY	\$91.00		
112077	05/16/2025	Open			Accounts Payable	JAY'S ELECTRIK LLC	\$489.65		
112078	05/16/2025	Open			Accounts Payable	JM PRO BUILDERS LLC	\$6,025.00		
112079	05/16/2025	Open			Accounts Payable	LIMON CAZARES, EMMA	\$50.00		
112080	05/16/2025	Open			Accounts Payable	LOPEZ, ENRIQUE	\$91.00		
112081	05/16/2025	Open			Accounts Payable	LOPEZ, VICTOR	\$200.00		
112082	05/16/2025	Open			Accounts Payable	NATIONAL ASSOCIATION FOR LEGAL SUPPORT PROFESSIONA	\$37.50		
112083	05/16/2025	Open			Accounts Payable	ORTEGA, KEYLA	\$60.00		
112084	05/16/2025	Open			Accounts Payable	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$477.58		
112085	05/16/2025	Open			Accounts Payable	PITNEY BOWES INC.	\$91.88		
112086	05/16/2025	Open			Accounts Payable	RODRIGUEZ, JARMY	\$465.15		
112087	05/16/2025	Open			Accounts Payable	ROSALES, ESTEBAN	\$243.00		
112088	05/16/2025	Open			Accounts Payable	RURAL METRO CORPORATION	\$5,971.95		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
112089	05/16/2025	Open			Accounts Payable	SERVIN, LIZETH	\$243.00		
112090	05/16/2025	Open			Accounts Payable	STERNCO ENGINEERS INC	\$1,900.00		
112091	05/16/2025	Open			Accounts Payable	TRIPLE BBB GAS STATION	\$100.00		
112092	05/16/2025	Open			Accounts Payable	TYLER TECHNOLOGIES, INC.	\$8,612.70		
112093	05/16/2025	Open			Accounts Payable	UNITED IRON WORKS & TRUCKS BODY, LLC	\$5,168.86		
112094	05/16/2025	Open			Accounts Payable	URUETA DE LOPEZ, ELENA	\$136.45		
112095	05/16/2025	Open			Accounts Payable	US BANK	\$1,000.00		
112096	05/16/2025	Open			Accounts Payable	VALLARTA, CARLOS, EDUARDO	\$152.04		
112097	05/16/2025	Open			Accounts Payable	VARGAS, JAVIER	\$243.00		
112098	05/16/2025	Open			Accounts Payable	WAL-MART	\$40.00		
112099	05/16/2025	Open			Accounts Payable	XEROX CORPORATION	\$3,580.59		
112100	05/16/2025	Open			Accounts Payable	YUMA COUNTY CHAMBER	\$70.00		
112101	05/16/2025	Open			Accounts Payable	YUMA COUNTY PUBLIC WORKS	\$1,930.27		
112102	05/16/2025	Open			Accounts Payable	YUMA COUNTY SUPERIOR COURT	\$4,080.96		
112103	05/16/2025	Open			Accounts Payable	YUMA WINLECTRIC CO.	\$1,405.06		
112104	05/16/2025	Open			Accounts Payable	ARIZONA STATE TREASURER	\$147.50		
Type Check Totals:									
EFT									
60 Transactions							\$336,504.42		
7564	05/16/2025	Open			Accounts Payable	ADEMCO INC,	\$1,704.43		
7565	05/16/2025	Open			Accounts Payable	AMBERLY'S PLACE	\$3,750.00		
7566	05/16/2025	Open			Accounts Payable	AMERICAN PAVEMENT PRESERVATION LLC	\$161,711.08		
7567	05/16/2025	Open			Accounts Payable	AMERICANA POLYGRAPH & PRIVATE INVESTIGATION	\$875.00		
7568	05/16/2025	Open			Accounts Payable	BLT READY MIX CONCRETE LLC	\$12,984.55		
7569	05/16/2025	Open			Accounts Payable	CARAHSOFT TECHNOLOGY CORPORATION	\$22,972.61		
7570	05/16/2025	Open			Accounts Payable	CDWG	\$19.31		
7571	05/16/2025	Open			Accounts Payable	CIVICPLUS, LLC	\$12,071.88		
7572	05/16/2025	Open			Accounts Payable	CONSULTANT ENGINEERING INC	\$270.27		
7573	05/16/2025	Open			Accounts Payable	CROWN AWARDS	\$159.62		
7574	05/16/2025	Open			Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC	\$183.25		
7575	05/16/2025	Open			Accounts Payable	DESERT WATER STORE INC	\$213.64		
7576	05/16/2025	Open			Accounts Payable	DOCUNITED IMAGING, LLC	\$13,375.00		
7577	05/16/2025	Open			Accounts Payable	FRESH TERRA SERVICES LLC	\$76.00		
7578	05/16/2025	Open			Accounts Payable	FRUTH GROUP INC	\$1,555.63		
7579	05/16/2025	Open			Accounts Payable	HAAKER EQUIPMENT COMPANY	\$2,261.87		
7580	05/16/2025	Open			Accounts Payable	HANSBERGER REGRIGERATION & ELECTRIC CO	\$224.00		
7581	05/16/2025	Open			Accounts Payable	HIREQUEST LLC	\$3,640.40		
7582	05/16/2025	Open			Accounts Payable	KIMLEY-HORN AND ASSOCIATES INC	\$5,909.55		
7583	05/16/2025	Open			Accounts Payable	KTL&C, LLC,	\$275.32		
7584	05/16/2025	Open			Accounts Payable	MGC CONTRACTORS, INC	\$261,803.88		
7585	05/16/2025	Open			Accounts Payable	MOTOROLA SOLUTIONS, INC	\$4,732.28		
7586	05/16/2025	Open			Accounts Payable	MUNICIPAL EMERGENCY SERVICES, INC	\$983.12		
7587	05/16/2025	Open			Accounts Payable	NICKLAUS ENGINEERING	\$2,544.00		

Payment Register

From Payment Date: 5/12/2025 - To Payment Date: 5/16/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7588	05/16/2025	Open			Accounts Payable	ON TRACK OVERHEAD DOORS LLC	\$145.00		
7589	05/16/2025	Open			Accounts Payable	ORDUNO-CROUSE, CANDICE	\$2,600.00		
7590	05/16/2025	Open			Accounts Payable	REAL PURIFIED WATER LLC	\$167.33		
7591	05/16/2025	Open			Accounts Payable	RUSH TRUCK CENTER	\$560.18		
7592	05/16/2025	Open			Accounts Payable	RWC INTERNATIONAL LTD	\$3,734.55		
7593	05/16/2025	Open			Accounts Payable	SIMS MACKIN, LTD.	\$147.50		
7594	05/16/2025	Open			Accounts Payable	SOUTHWEST MERCH LLC	\$354.42		
7595	05/16/2025	Open			Accounts Payable	STRONG, CAMERON, T	\$640.00		
7596	05/16/2025	Open			Accounts Payable	THOMSON WEST PUBLISHING CO.	\$2,296.85		
7597	05/16/2025	Open			Accounts Payable	ULINE, INC.	\$4,887.77		
7598	05/16/2025	Open			Accounts Payable	UNITED LABORATORIES INC.	\$3,945.60		
7599	05/16/2025	Open			Accounts Payable	UNITED ROTARY BRUSH CORP	\$432.86		
7600	05/16/2025	Open			Accounts Payable	UNIVERSAL BACKGROUND SCREENING INC	\$240.03		
7601	05/16/2025	Open			Accounts Payable	VAPEX ENVIRONMENTAL TECHNOLOGIES, LLC	\$12,081.97		
7602	05/16/2025	Open			Accounts Payable	WAXIE SANITARY SUPPLY	\$2,857.58		
7603	05/16/2025	Open			Accounts Payable	YUMA NURSERY LLC	\$5,527.91		
7604	05/16/2025	Open			Accounts Payable	YUMA REGIONAL MEDICAL CENTER	\$2,767.74		
7605	05/16/2025	Open			Accounts Payable	YUMA SUN INC	\$702.00		
7606	05/16/2025	Open			Accounts Payable	YUMA WINNELSON CO.	\$3,865.43		
Type EFT Totals:									
1BYPAYABLE - 1st BY Accounts Payable Totals								\$562,251.41	

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	60	\$336,504.42	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	60	\$336,504.42	\$0.00

Payment Register

From Payment Date: 5/12/2025 - To Payment Date: 5/16/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
EFTs									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		43		\$562,251.41		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Total		43		\$562,251.41		\$0.00	
All									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		103		\$898,755.83		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		103		\$898,755.83		\$0.00	
Checks									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		60		\$336,504.42		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		60		\$336,504.42		\$0.00	
EFTs									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		43		\$562,251.41		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Total		43		\$562,251.41		\$0.00	
All									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		103		\$898,755.83		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		103		\$898,755.83		\$0.00	

Grand Totals:

Guadalupe Canez
 Digitally signed by: Guadalupe Canez
 DN: CN = Guadalupe Canez email =
 gcanez@sanluisaz.gov C = AD
 Date: 2025.05.16 11:13:30 -07'00'



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. A.

Meeting Date: 05/28/2025

Department Head: Roula Encinas, Director of Finance, Finance Department

Submitted By: Roula Encinas, Director of Finance, Finance Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the investment in OpenGov's Procurement & Contract Management suite through Vertosoft to modernize and streamline the City of San Luis's procurement operations. **(Roula Encinas, Director of Finance and Ryan King, Account Executive of OpenGov)**

SUMMARY:

The Department of Finance is requesting Council's approval for a 3-year term service with OpenGov to modernize and streamline the City's procurement and contract management processes. Currently, procurement is decentralized, involving manual work. This new platform will centralize purchasing, reduce paperwork, and increase efficiency through templates, automated workflows, and real-time tracking tools.

OpenGov's Procurement & Contract Management suite includes the following:

- Supplier Engagement, Evaluation, & Award Solution
- Solicitation Development Solution
- Contract Management Solution
- Implementation Training and Customer Support

The system will notify thousands of vendors—including local, regional, and disadvantaged businesses—based on selected categories, expanding vendor outreach. It will help staff stay audit-ready by tracking approvals and activity, support compliance with policies, and improve oversight by tracking vendor performance. It also offers tools for tracking contract deadlines, renewals, and insurance documents, with alerts to avoid missed milestones.

Additionally, the City can choose to make bid results and award decisions publicly through an optional portal, increasing transparency and public trust. Real-time dashboards and reports will give leadership better insight into spending, timelines, and vendor engagement.

This investment supports the City's goals for a more modern, efficient, and transparent procurement process. Staff recommends moving forward with the OpenGov platform to meet both immediate needs and long-term operational goals for the amount of \$149,150.00 for the 3-year term service using Sourcewell contract: 060624-VTO under the authority of the City of San Luis Procurement Code 3.05.090, Cooperative Purchasing.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE PURCHASE OF OPENGOV'S PROCUREMENT & CONTRACT MANAGEMENT SUITE THROUGH VERTOSOFT IN THE AMOUNT OF \$149,150.00 FOR A 3-YEAR TERM SERVICE AND AUTHORIZE THE BUDGET TRANSFER AS STATED IN THE FISCAL IMPACT OF THIS AGENDA ITEM FOR THE EXPENSES IN FY2025.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: Yes
CITY/STATE/FEDERAL FUNDS: Yes
TOTAL: \$149,150.00 for the 3-years term service including sales tax plus the implementation cost
BUDGETED AMOUNT: 0
AVAILABLE AMOUNT TO TRANSFER: \$25,100.00
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: 100-120-70040 Software Support - Remaining Balance \$ 14,999.00

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

The Finance department is asking the City Council to approve and authorize a budget transfer to cover the cost of the implementation fee in the amount of \$40,050.00 for FY2025 in addition to the 3-year term service as estimated for FY2026, \$35,000.00, FY2027 \$36,100.00, and FY2028 \$38,000.00.

From:
100-120-50000 Salaries 10,000.00
100-120-50125 Medical Insurance 10,100.00
100-120-80001 Professional Services 5,000.00

To:
100-120-70040 Software Support 25,100.00

Attachments

OpenGov Presentation
OpenGov Quote
Statement of Work

OpenGov + City of San Luis, Arizona

OpenGov Procurement & Contract Management



Ryan King – Account Executive

May 28, 2025

OpenGov Cloud



BUDGETING & PLANNING

Operating Budget
Capital Planning
Workforce Planning
Online Budget Book
Publications



PROCUREMENT & CONTRACT MANAGEMENT

Request Management
Solicitation Development
Supplier Engagement
& Evaluations
Contract Management



FINANCIALS

Core Financials
Utility Billing



TAX & REVENUE

Property Tax
Business Tax
Operating Dashboard
Public Portal



ASSET MANAGEMENT

Asset Management
Work Management
Resource Management
Infrastructure Planning



PERMITTING & LICENSING

Forms & Workflows
Public Portal
Inspections
Online Payments



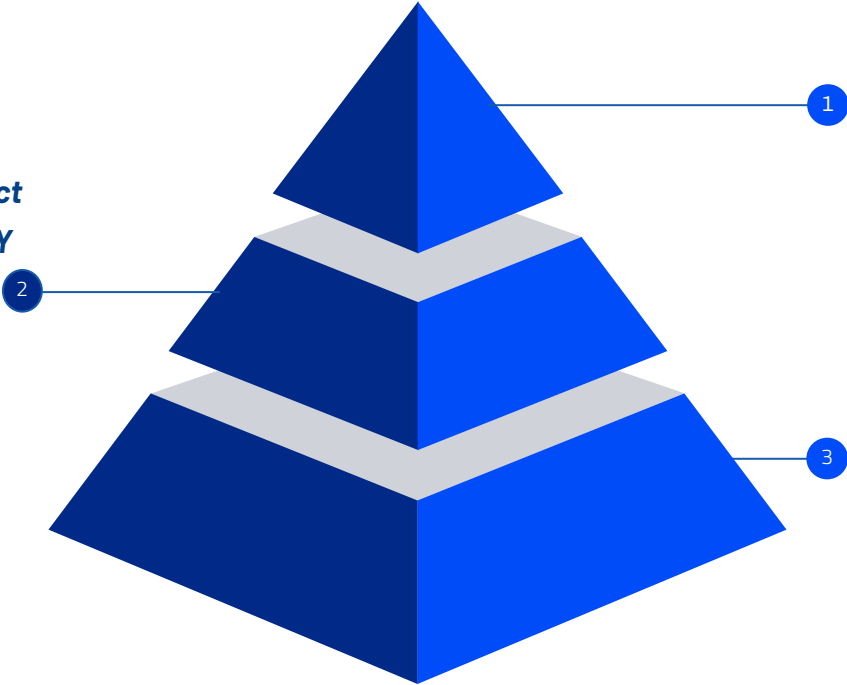
REPORTING & TRANSPARENCY

Dashboards | Performance
Public Engagement

Alignment with Values and Strategic Departmental Goals

Short-term Goals

"Reorganize the procurement process and establish new contract management procedures by Q2 FY 2025"



Evolve for the Future

"Accommodating the city's growth requires a proactive approach to infrastructure expansion..."

Long-term goals

"Promote long-term financial sustainability by implementing strategic financial policies and transitioning to modernized, paperless processes."

Current Challenges and Processes

1. **Decentralized procurement** across ~30 departments.
2. **Single staff member** handles all purchasing approvals.
3. **Manual, paper-based** workflows slow down processes.
4. **Inconsistent templates** reused across departments.
5. **Limited vendor engagement**, mostly familiar contacts.
6. **No system for tracking** contract renewals and COIs.

Partnership Benefits

1. **Centralized platform** unifies procurement & contract management citywide.
2. **Unlimited users** support full departmental access.
3. **Automated RFP tools** reduce prep time significantly.
4. **Widespread Arizona vendor pool** and 0 vendor fees boost bid participation.
5. **Built-in contract tracking** prevents missed deadlines.
6. **Award winning support and customer service**, backed by best-in-class security standards
7. **No-code platform** where staff can easily make changes without IT or vendor intervention

The Modern Partner for Government



Operate Efficiently

Increase collaboration and deliver on your goals faster by modernizing your software and processes



Adapt to Change

Stay agile with scalable tools and processes that drive success in an ever-changing environment



Strengthen Public Trust

Meet your constituents' expectations with better service and transparent stewardship of their tax dollars

Trusted By Over
2,000 Governments



Phoenix, AZ



Tucson, AZ



Sierra Vista, AZ



Avondale, AZ



El Mirage, AZ



Payson, AZ



Queen Creek, AZ



Cottonwood, AZ

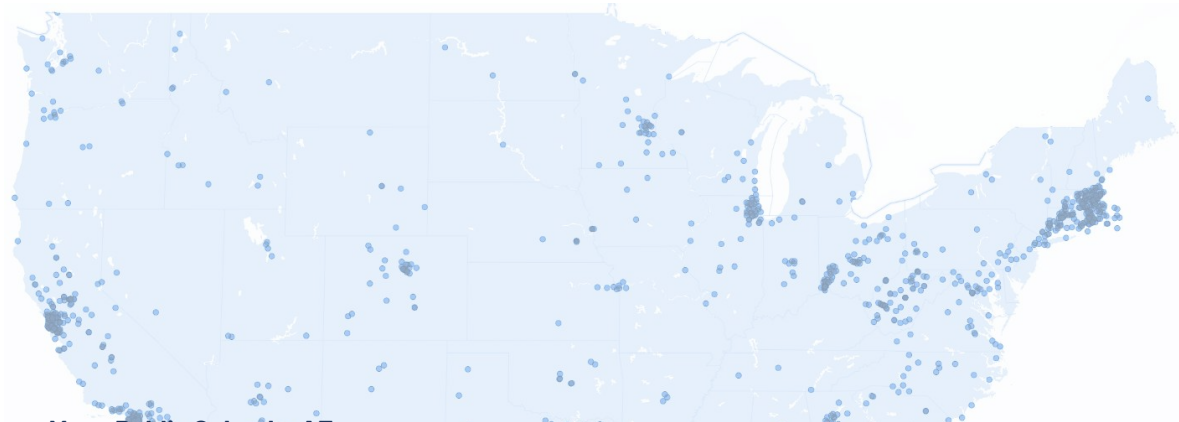


Florence, AZ



Kingman, AZ

The Modern Procurement Solution for Arizona School Districts



- Mesa Public Schools, AZ
- Phoenix Elementary School District, AZ
- Littleton Elementary School District, AZ
- Glendale Union High School District, AZ
- Maricopa Unified School District, AZ
- Pendergast Elementary School District, AZ
- Agua Fria Union High School District, AZ
- Western Maricopa Education Center, AZ
- Buckeye School District, AZ
- Isaac School District, AZ
- Tucson Unified School District, AZ
- Flagstaff USD, AZ
- Gilbert Public Schools, AZ
- Sierra Vista Unified School District, AZ
- Chandler Unified School District, AZ
- Tempe Union High School District, AZ

Proven Results

- 75% less time building solicitations
- 2-4x more completed, and compliant, vendor responses
- 0 paper scorecards, 3-ring binders, and file folders
- 75% less time building and managing contracts



Procurement

Purpose-built for the Public Sector



SOLICITATION DEVELOPMENT

Turbo-charge RFX assembly using guided workflows and intelligent boilerplates

SUPPLIER ENGAGEMENT

Achieve 4x more responses with the industry's most intuitive vendor portal

EVALUATIONS & AWARDS

Keep internal teams aligned to make more intelligent sourcing decisions

CONTRACT MANAGEMENT

Go paperless, become proactive with milestone tracking and automatic alerts

Procurement

Purpose-built for the Public Sector

The screenshot displays the OPENGOV Procurement software interface. The top navigation bar includes 'Projects', 'Intake', 'Contracts', and a '+ New' button. Below the navigation, there are tabs for 'Invite', 'Export', 'Review', 'Save', and 'Finalize Project'. The main content area is titled 'Document Setup' and shows a progress bar with steps: Info, Setup, Intro, Scope of Work, and Evaluation. The 'Setup' step is currently active. Below the progress bar, there are four questions to be answered:

- 1. Did any supplier/third party participate in creating the Scope of Work/Services*
If the answer is YES, that supplier will likely be unable to bid project. Best Practice is for SOW to be independently created by the agency.
 Yes
 No
- 2. Does this solicitation include: the purchase of IT related services or equipment; or the purchase of vehicles?***
 Yes
 No
- 3. Is there a job walk or bidder's conference required? *
If yes, Please provide physical or virtual location.
 Yes
 No
- 4. Evaluation Criteria*
Will you be including the Evaluation Criteria in the RFP document?



SOLICITATION DEVELOPMENT

Turbo-charge RfX assembly using guided workflows and intelligent boilerplates



SUPPLIER ENGAGEMENT

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Procurement

Purpose-built for the Public Sector

The screenshot shows the OpenGov procurement portal interface for a project titled "200,000 Gallon Water Tank and Pipe Improvement Project". The interface includes a navigation bar with tabs for "Project Documents", "Addenda & Notices", "Question & Answer", "RSVP Manager", "Proposals", and "Vendor Analytics". The "Addenda & Notices" tab is active, displaying a list of addendums. The main content area shows "Addendum #1" issued on Nov 8, 2021 at 11:20 AM. It includes a notice about a second job walk and a table of acknowledgements.

Proposal	Confirmed	Confirmed At	Confirmed By
Micah's Municipal Services			
Kelly Goods & Services	✓	Nov 9, 2021 11:39 AM	Ryan Kelly
Crimson Procurement Consulting	✓	Nov 11, 2021 7:47 AM	Bobby Williams
In House Inc.	✓	Nov 9, 2021 11:25 AM	Akuro Torres



SOLICITATION DEVELOPMENT

Turbo-charge RfX assembly using guided workflows and intelligent boilerplates



SUPPLIER ENGAGEMENT

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EVALUATIONS & AWARDS

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CONTRACT MANAGEMENT

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Procurement

Purpose-built for the Public Sector

The screenshot displays the OPENGOV procurement software interface. At the top, there are navigation tabs for 'Projects', 'Intake', 'Contracts', and '+ New'. Below this, the main header shows 'Invite', 'Edit Setup', '+ Add Proposal', 'Public Display', and '+ Award Project'. The central content area is titled 'Safety Data / Learning Management System' and includes details such as 'Request For Proposal', 'Information Technology', '20800', 'Project ID: 2021-RFP-019-??', 'Release Date: Monday, October 25, 2021 - Due Date: Monday, November 1, 2021 1:30pm', 'Posted: Tuesday, October 19, 2021 7:22pm', 'Bid Unsealed: Tuesday, January 11, 2022 1:45pm', and 'Pricing Unsealed: Tuesday, January 11, 2022 1:45pm'. Below this, there are tabs for 'Evaluation Overview', 'Proposals', 'Evaluators', and 'My Evaluations'. The 'My Evaluations' tab is active, showing a 'List of vendor proposals to evaluate' and a 'Compare Proposals' button. A table lists three vendors with their submission status and progress.

Vendor	Status	Progress	Actions
In House Software	✓ Submitted	100% Complete	Scorecard Notes
Micah's Municipal Services	✓ Submitted	100% Complete	Scorecard Notes
Mothership Inc.	✓ Submitted	100% Complete	Scorecard Notes



SOLICITATION DEVELOPMENT

Turbo-charge RfX assembly using guided workflows and intelligent boilerplates



SUPPLIER ENGAGEMENT

Achieve 4x more responses with the industry's most intuitive vendor portal



EVALUATIONS & AWARDS

Keep internal teams aligned to make more intelligent sourcing decisions

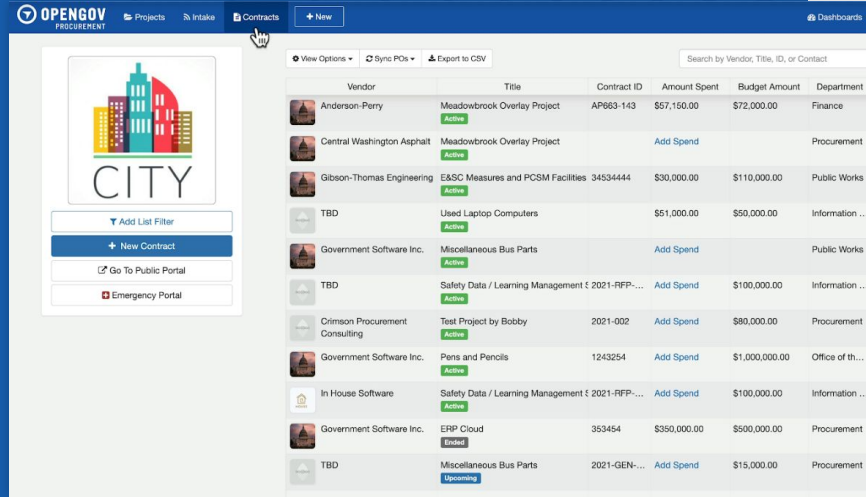


CONTRACT MANAGEMENT

Go paperless, become proactive with milestone tracking and automatic alerts

Procurement

Purpose-built for the Public Sector



Vendor	Title	Contract ID	Amount Spent	Budget Amount	Department
Anderson-Perry	Meadowbrook Overlay Project	AP863-143	\$57,150.00	\$72,000.00	Finance
Central Washington Asphalt	Meadowbrook Overlay Project		Add Spend		Procurement
Gibson-Thomas Engineering	E&SC Measures and PCSM Facilities	34534444	\$30,000.00	\$110,000.00	Public Works
TBD	Used Laptop Computers		\$51,000.00	\$50,000.00	Information ...
Government Software Inc.	Miscellaneous Bus Parts		Add Spend		Public Works
TBD	Safety Data / Learning Management (2021-RFP-...		Add Spend	\$100,000.00	Information ...
Crimson Procurement Consulting	Test Project by Bobby	2021-002	Add Spend	\$80,000.00	Procurement
Government Software Inc.	Pens and Pencils	1243254	Add Spend	\$1,000,000.00	Office of th...
In House Software	Safety Data / Learning Management (2021-RFP-...		Add Spend	\$100,000.00	Information ...
Government Software Inc.	ERP Cloud	353454	\$350,000.00	\$500,000.00	Procurement
TBD	Miscellaneous Bus Parts	2021-GEN-...	Add Spend	\$15,000.00	Procurement



SOLICITATION DEVELOPMENT

Turbo-charge RfX assembly using guided workflows and intelligent boilerplates



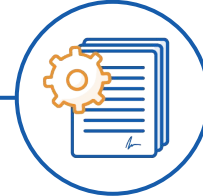
SUPPLIER ENGAGEMENT

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EVALUATIONS & AWARDS

Keep internal teams aligned to make more intelligent sourcing decisions



CONTRACT MANAGEMENT

Go paperless, become proactive and efficient with milestone tracking, eSignatures and automatic alerts

THANK YOU





1602 Village Market Blvd SE, Suite 320
Leesburg, VA20175 USA

Cage Code: 7QV38
UEI Number Y7D5MXRU2839
DUNS# 080431574
Federal Tax ID: 81-3911287
Business Size: Small Business

Date: 5/7/2025, 5:14 PM

Phone: 571 707-4130
Fax: 571-291-4119
Email: sales@vertosoft.com

Vertosoft Contact: Carly Moore
Phone: (540) 998-8361
Email: carly.moore@vertosoft.com

Vertosoft Quote for OpenGov - City of San Luis, AZ

Contract: Sourcewell: 060624-VTO

Quote #: Q-11775
Expires On: 5/30/2025

Ship To
City of San Luis, AZ
Roula Encinas
rencinas@sanluisaz.gov

Quote For:
Name: Roula Encinas
Company: City of San Luis, AZ
Email: rencinas@sanluisaz.gov
Phone:

PAYMENT TERMS	DELIVERY METHOD	PAYMENT METHOD	VERTOSOFT CUST ID	SUPPLIER REF #
Net 30	Electronic	Check/ACH/Credit Card		

Term 1

PART #	DESCRIPTION	START DATE	END DATE	QTY	UNIT PRICE	EXTENDED
OG-TWFG-B100150M-AR-3Y	Contract Document Assembly & eSignatures - Between \$100-150 Million - 3Y	6/1/2025	6/30/2025	1.00	\$175.47	\$175.47
OG-SWFO-B100150M-AR-3Y	OpenGov Core Procurement and Contracts - Between \$100-150 Million - 3Y	6/1/2025	6/30/2025	1.00	\$2,288.39	\$2,288.39
OG-PSBG-B100150M-OT-0Y	Professional Services Deployment - Prepaid - Between \$100-150 Million - 0Y			156.00	\$216.00	\$33,696.00
Term 1 TOTAL:						\$36,159.86

Term 2

PART #	DESCRIPTION	START DATE	END DATE	QTY	UNIT PRICE	EXTENDED
OG-TWFG-B100150M-AR-3Y	Contract Document Assembly & eSignatures - Between \$100-150 Million - 3Y	7/1/2025	6/30/2026	1.00	\$2,210.90	\$2,210.90
OG-SWFO-B100150M-AR-3Y	OpenGov Core Procurement and Contracts - Between \$100-150 Million - 3Y	7/1/2025	6/30/2026	1.00	\$28,833.75	\$28,833.75
Term 2 TOTAL:						\$31,044.65

Term 3

PART #	DESCRIPTION	START DATE	END DATE	QTY	UNIT PRICE	EXTENDED
OG-TWFG-B100150M-AR-3Y	Contract Document Assembly & eSignatures - Between \$100-150 Million - 3Y	7/1/2026	6/30/2027	1.00	\$2,321.45	\$2,321.45
OG-SWFO-B100150M-AR-3Y	OpenGov Core Procurement and Contracts - Between \$100-150 Million - 3Y	7/1/2026	6/30/2027	1.00	\$30,275.42	\$30,275.42
Term 3 TOTAL:						\$32,596.87

Term 4

PART #	DESCRIPTION	START DATE	END DATE	QTY	UNIT PRICE	EXTENDED
OG-TWFG-B100150M-AR-3Y	Contract Document Assembly & eSignatures - Between \$100-150 Million - 3Y	7/1/2027	6/30/2028	1.00	\$2,437.53	\$2,437.53
OG-SWFO-B100150M-AR-3Y	OpenGov Core Procurement and Contracts - Between \$100-150 Million - 3Y	7/1/2027	6/30/2028	1.00	\$31,789.20	\$31,789.20
Term 4 TOTAL:						\$34,226.73

TOTAL: \$134,028.11

Quote Terms

By purchasing the products and services described in this order form, the Customer is expressly agreeing to the End User Agreement published at <https://www.vertosoft.com/terms-and-conditions-opengov>

Taxes: Sales tax shall be added at the time of an invoice, unless a copy of a valid tax exemption or resale certificate is provided.

Credit Card Orders: Additional fees may apply if paying by credit card.

All Purchase Orders must include: End User Name, Phone Number, Email Address, Purchase Order Number, Government Contract Number or Our Quote Number, Bill-To and Ship-To Address (Cannot ship to a PO Box), Period of Performance (if applicable), and a Signature of a duly Authorized Representative.



Statement of Work

City of San Luis, AZ

Creation Date: 05/06/2025
SoW Expiration Date: 08/06/2025
Document Number: PS-08342.1
Created by: A.C. Long

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OpenGov Statement of Work

This Statement of Work (“SOW”) identifies services that OpenGov will perform for City of San Luis, AZ (“Customer”) pursuant to the order for OpenGov Professional Services. This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party. The OpenGov Responsibilities section of this document can be found in [Exhibit 1: Implementation Activities](#). Any additional services or support not detailed in Exhibit 1 will be considered out of scope.

1. Project Scope

Under this project, OpenGov will deliver cloud based solutions (detailed list in [“Exhibit 1”](#)). OpenGov's estimated charges and schedule are based on performance of the activities listed in the [“OpenGov Responsibilities”](#) section below. Deviations that arise during the project will be managed through the procedure described in [Section 14](#).

2. Adjustments to the Project Scope, Estimated Schedule, Charges and other Terms

Adjustments to the deliverables in [Exhibit 1](#) may include charges on a time-and-materials or fixed-fee basis using OpenGov’s standard rates.

3. Project Delivery

3.1. OpenGov will perform the work under this SOW remotely unless explicitly identified below.

3.2. OpenGov will use personnel and resources located across the United States, and may also include OpenGov-trained implementation partners to support the delivery of services.

4. Project Understanding

4.1. Deviations that arise during the proposed project will be managed through the Change Order Process (as defined in [Section 14](#)), and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and/or other terms.

4.2. The OpenGov Suites are not customized beyond current capacities based on the latest release of the software. Implementation of any custom modification or integration developed by OpenGov; Customer internal staff; or any third-party is not included in the scope of this project unless specifically listed in Exhibit 1.

4.3. The customer is responsible for providing appropriate time and resources to the project to meet deliverables as outlined in the project plan.

4.4. Data conversion services from other software system(s) or sources are not included in the scope of this project unless specifically listed in Exhibit 1.

5. OpenGov Responsibilities

5.1. OpenGov will provide project management for the OpenGov responsibilities in this SOW. This provides direction to OpenGov project personnel and a shared framework for project planning, communications, reporting, procedural and contractual activity.

5.2. OpenGov will review the Project Plan with Customer's Project Manager and key stakeholders to ensure alignment on agreed upon timelines.

5.3. OpenGov will maintain project communications through Customer's Project Manager.

5.4. OpenGov will establish documentation and procedural standards for deliverable materials.

5.5. OpenGov will assist Customer's Project Manager to prepare and maintain the Project Plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones identified in Exhibit 1.

6. Project Tracking and Reporting

6.1. OpenGov will review project tasks, schedules, and resources and make changes or additions, as appropriate. OpenGov will measure and evaluate progress against the Project Plan with Customer's Project Manager.

6.2. OpenGov will work with Customer's Project Manager to address and resolve deviations from the Project Plan.

6.3. OpenGov will conduct regularly scheduled project status meetings.

6.4. OpenGov will administer the Change Order Process with the Customer's Project Manager.

6.5. Deliverable Materials:

6.5.1. Weekly status reports

6.5.2. Project Plan

6.5.3. Project Charter, defining project plan and Go-live date

6.5.4. Risk, Action, Issues and Decisions Register (RAID)

6.6. Deliverable Sign-Off: OpenGov requests Sign-Offs at various deliverables during the implementation of the project. Once the Customer has signed-off on a deliverable, any additional changes requested by Customer on that deliverable will require a paid change order for additional hours for OpenGov to complete the requested changes.

7. Communication and Escalation Procedure

7.1. Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment, both parties agree to the following:

7.1.1. Regular communication aligned to the agreed upon Project Plan and timing.

7.1.2. OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.

7.2. Executive involvement

7.2.1. Executives may be called upon to clarify expectations and/or resolve confusion.

7.2.2. Executives may be needed to steer strategic items to maximize the value through the deployment.

7.3. Escalation Process

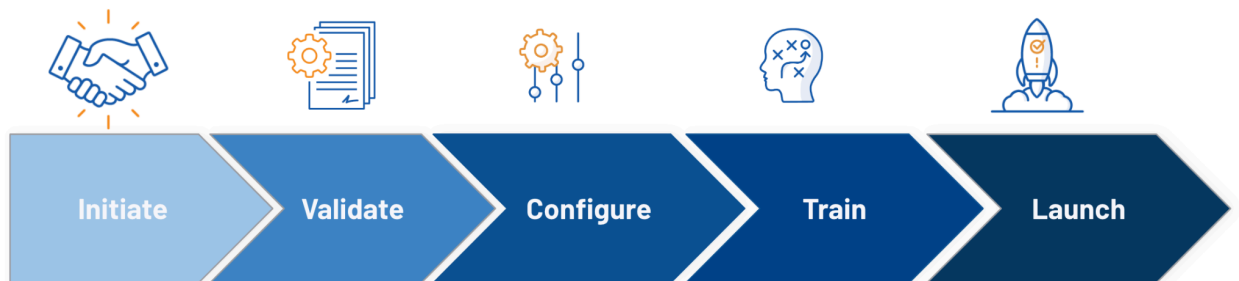
7.3.1. Identification of an issue impeding deployment progress or outcome, that is not acceptable.

7.3.2. Customer or OpenGov Project Manager summarizes the problem statement and impasse.

7.3.3. Customer and OpenGov Project Managers jointly outline solution acceptance and OpenGov Project Manager will schedule an Executive Review Meeting, if necessary.

7.3.4. The resolution will be documented and signed off.

8. Opengov Implementation Methodology



Every OpenGov implementation will contain a structured methodology to properly plan and collaborate. The methodology consists of the following phases:

- Initiate
- Validate
- Configure
- Train
- Launch

8.1. Initiate

8.1.1. OpenGov will provide customer entity configuration.

8.1.2. OpenGov will provide system administrators creation.

8.1.3. This activity is complete when the customer has access to their site.

8.1.4. Customer will sign-off on product access to complete the Initiate Phase of the project.

8.2. Validate

8.2.1. OpenGov will create a Solution Blueprint.

8.2.2. OpenGov will confirm the Data Validation strategy.

8.2.3. This activity is complete when the Solution Blueprint is presented to the customer.

8.2.4. Customer will Sign-off on Initial Draft Solution Blueprint to complete the Validate Phase of the project.

8.3. Configure

8.3.1. OpenGov will configure the deliverables outlined in Exhibit 1.

8.3.2. This activity is complete when all deliverables in Exhibit 1 are configured.

8.3.3. Customer will provide Sign-off that all configuration deliverables have been completed and accepted. OpenGov will provide status and intermediate completion milestones as the project progresses to fully configured.

8.4. Train

8.4.1. Training will be provided in instructor-led virtual sessions unless otherwise specified in Exhibit 1.

8.4.2. OpenGov will provide Administrator training.

8.4.3. OpenGov will provide End User training (if listed in Exhibit 1).

8.4.4. Customer will sign-off that training has been completed.

8.5. Launch

8.5.1. OpenGov will provide HyperAdopt support post Go-Live to ensure successful adoption.

8.5.2. Customer will Sign-off on the HyperAdopt phase of the project which will transition the project from active deployment to Customer Success.

9 . Customer Responsibilities

9.1. The completion of the proposed scope of work depends on the full commitment and participation of Customer's management and personnel. The Customer's Project Manager should have access to the appropriate Customer Subject Matter Expert personnel needed for the successful implementation of the project. The responsibilities listed in this section are in addition to the responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by the customer. Delays in performance of these responsibilities may result in a change order and/or delay of the completion of the project.

9.2. Provide the required data to OpenGov within five (5) days of the requests being made from the OpenGov Project Manager. The Customer will be responsible for any potential charges from third parties to access and provide the data.

9.3. Maintain the same format and access to data on an ongoing basis. Any changes to the underlying data or data source may require a change order or charge in the future.

10. Customer's Project Manager

10.1. Create, with OpenGov's assistance, the Project Charter for the performance of this SOW which will include the activities, tasks, assignments, milestones and estimates.

10.2. Manage Customer personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing).

10.3. Identify and assign Subject Matter Experts (SME).

10.4. Serve as the communication liaison between OpenGov and Customer representatives participating in the project.

10.5. Participate in project status meetings.

10.6. Obtain and provide information, data, and decisions within ten (10) business days of OpenGov's request unless Customer and OpenGov agree in writing to a different response time.

10.7. Resolve deviations from the estimated schedule.

10.8. Help resolve project issues and escalate issues within Customer's organization, as necessary.

10.9. Administer the Change Order Process with the Project Manager, if applicable.

11. Acceptance Procedure

11.1. The completed items in Exhibit 1 will be submitted to the Customer's Project Manager.

11.2. Customer's Project Manager will have decision authority to approve/reject all Project Criteria, Phase Acceptance and Engagement Acceptance.

11.3. Within five (5) business days of receipt, the Customer's Project Manager will either accept the Deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from the Customer's Project Manager within five (5) business days, then the Deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.

11.4. All acceptance milestones and associated review periods will be tracked on the Project Plan.

11.5 Both OpenGov and Customer recognize that failure to complete tasks and

respond to open issues may have a negative impact on the Project.

11.6. For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the Project.

11.7. Excluding delays caused by a force majeure event, if OpenGov in good faith reasonably determines that Customer’s personnel or contractors are not completing Customer’s responsibilities described in the applicable SOW timely or accurately, OpenGov may place the Professional Services on hold after providing a minimum of seven days written notice to Customer. If OpenGov places a Customer on hold, OpenGov will ensure that Customer is made aware of its obligations necessary for OpenGov to continue performing the Professional Services in the on hold notice. Upon placing a customer on hold, OpenGov may, without penalty, suspend Professional Services to the Customer and reallocate resources until the Customer has fulfilled its obligations. OpenGov shall bear no liability or otherwise be responsible for delays in the provision of the Professional Services occasioned by Customer’s failure to complete Customer’s responsibilities.

12. Estimated Schedule

12.1. OpenGov will schedule resources after the signature of the order form is received. Unless specifically noted, the OpenGov assigned Project Manager will work with Customer Project Manager to develop the Project Charter for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

12.2. The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures on Order Forms.

13. Illustrative Project Timelines

13.1. The typical project timelines are for illustrative purposes only and may not reflect Customer’s use cases. The order of delivery of the suite(s) will be determined during the project planning activities in the Initiate Phase.

Phase	Deliverable	Month 1	Month 2	Month 3	Month 4
Initiate	Project Kick off and Planning				
Validate	Requirements Matrix, Validation Workshops				
	Solicitation Development				
	Solicitation Templates				
	Contract Management				
Configure	Contract templates				
Train	Admin Training				
Launch	Go Live, HyperAdpotion, Project Closure				

14. Change Order Process

14.1. This SOW and related efforts are based on the information provided and gathered by OpenGov. Customer acknowledges that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing, by both Customer and OpenGov, and documented via a Change Order. No verbal agreement will be binding on OpenGov or Customer.

14.2. A Change Order is defined as work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date. Changes might include but are not limited to:

14.2.1. Timeline for completion.

14.2.2. Sign off process.

14.2.3. Cost of change and/or invoice timing.

14.2.4. Amending the SOW to correct an error.

14.2.5 Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.

14.2.6. Change in type of OpenGov resources to support the SOW.

14.3. The approval process for a Change Order is as follows:

14.3.1. Identification and documentation of a need for modification to the scope of the project as defined in the Statement of Work and any subsequent change orders.

14.3.2. A Change Order is created and Customer and OpenGov review. The Customer will then provide Sign-off.

14.3.3. Change Order is incorporated into the Statement of Work and implemented.

Exhibit 1: Implementation Activities

Procurement:

Use Cases Build for Procurement:

- Solicitation Development
- Supplier Engagement, Evaluation and Awards
- Contract Management
- DocuSign eSignatures

Initiate

Provisioning Procurement Website Instance

OpenGov will:

- Configure customer portal and upload Customer's logo.

Customer will:

- Provide logo.
- Confirm access to the Portal.

Completion Criteria

- Customer verifies access to the site.

Validate

Technical Project Review

OpenGov will:

- Provide up to one (1) two-hour working session at the beginning of the project to:
 - Confirm list of templates
 - Review technical requirements
 - Provide documentation on requirements and processes

OpenGov Assumptions:

- Boilerplate language will be provided within two (2) weeks immediately following the kick-off meeting.

Customer will:

- Identify relevant participants for attendance.
- Confirm deliverables.
- Gather and provide relevant data for the project.

Completion Criteria

- Customer sign-off on the project plan.

Configure

Supplier Engagement, Evaluation and Award Configuration

Vendor Portal

OpenGov will:

- Provide the Customer with iframe code and documentation to create the Vendor Portal.
- Import the list of vendors provided by Customer.

OpenGov Assumptions:

- Customer will provide a complete and accurate vendor list for import to OpenGov. OpenGov clean up/correction of imported files are not included in the scope of this project.

Customer will:

- Allocate resources to create the Vendor Portal.
- Provide vendor email list and send vendor email/letter.
- Ensure that Vendor Portal will be active before OpenGov begins configuration of templates or the Solicitation Development phase.

Completion Criteria

- Customer sign-off that Vendor Portal has been configured.

Generic Template

OpenGov will:

- Deploy generic templates.
- Provide OpenGov's "Paper to Paperless Language Transition Guide" to assist transition from paper to electronic.

Customer will:

- Provide a copy of the next solicitation document.
- Provide information to complete the generic solicitation upload template including forms and an example recent solicitation.
- Provide the category code set used by the agency (NIGP, NAICS, or UNSPSC).

Completion Criteria

- Customer sign-off that the Generic Template has been configured.

Solicitation Template Development Solution

OpenGov will:

- Review and confirm the Solicitation Templates and documents provided by the Customer.
- Configure up to two (2) total Solicitation Template(s) from customer provided templates:
 - One (1) Non-Construction Solicitation Template will be built based on examples collected from the customer up to one hundred (100) pages in length.

- One (1) Construction Solicitation Template will be built based on examples collected from the customer up to two hundred (200) pages in length.
- Work with Customer to design and get sign off on the template(s).

OpenGov Assumption:

- If templates were not provided by the Customer prior to the creation of the SOW and the customer provides templates during the project that exceed the assumptions above, the Change Order Process will be followed.

Customer will:

- Provide templates.
- Provide forms associated with solicitation templates.
- Provide admin documents.
- Select the first solicitation type (usually ITB or RFP), to work with OpenGov for the design
- Test the configuration of each template by creating test projects and provide feedback.
- Validate and provide signoff on Solicitation Templates.

Completion Criteria

- Customer sign-off that the Solicitation template(s) have been configured.

Contract Management Configuration

Create and Manage Contracts

OpenGov will:

- Provide one (1) - one hour Overview of the Contract Management Solution to Customer's System Administrator(s).
- Provide guidance and instruction to the System Administrator on creating and managing contracts.

Customer will:

- Attend scheduled System Overview
- Create and manage contract records in the system with guidance from OpenGov.

Completion Criteria

- Contracts training has been conducted.

Contract Template Deployment

OpenGov will:

- Review & configure agreed upon contract templates.
- Configure up to one (1) total Contract Template(s) from customer provided templates:
 - One (1) Construction Contract Template will be built based on examples collected from the customer up to one hundred (100) pages in length.

OpenGov Assumption:

- If templates were not provided by the Customer prior to the creation of the SOW and the customer provides templates during the project that exceed the assumptions above, the Change Order Process will be followed.

Customer will:

- Provide templates.
- Test the configuration of each template by creating test projects and provide feedback.

- Validate and provide signoff on Contract templates.

Completion Criteria

- Customer sign-off that the Contract Template(s) have been configured.

DocuSign eSignatures

OpenGov will:

- Enable DocuSign integration.
- Provide instructions on how to connect DocuSign.

Customer will:

- Gather and provide relevant process information for DocuSign integration.
- Test the configuration and provide feedback.

Completion Criteria

- Customer sign-off on the DocuSign Integration.

Historical and/or Active Contract Metadata Upload

OpenGov will:

- Provide a compatible mapping document in Excel format for the metadata of contracts (contracts log) to be uploaded into the system.
- Import the contract records listed in the contract log.

OpenGov Assumptions:

- OpenGov clean up/correction of attachments are not included in the scope of this project.

Customer will

- Customer will transfer their contract metadata into the mapping document provided by OpenGov for import into OpenGov. OpenGov clean up/correction of imported logs are not included in the scope of this project.

Completion Criteria

- Historical/Active Contract log has been loaded.

Admin Documents and Checklist Configuration

OpenGov will:

- Review & configure up to four (4) standard Admin Documents :
 - Proposal Viewer Agreement
 - Interview Invitation
 - Non-Award Letter
 - Notice of Intent to Award

Customer will:

- Provide Admin Documents.

Completion Criteria

- Admin Documents and Checklist have been configured.

Single Sign On (SSO) Implementation

OpenGov will:

- OpenGov implement identity provider initiated SSO for Microsoft ADFS, Microsoft Azure AD, or Okta.

Customer will:

- Complete the SSO enablement form.
- Provide the information from the identity provided required to establish SAML or HTTPS certification.
- Add OpenGov as a new application in Customer identity provider.

Completion Criteria

- Single Sign On has been configured.

Train

Procurement Training

OpenGov will:

- Provide training on system functionality. Topics include:
 - Creating Bids with Generic Templates
 - Live Bid Management & Vendor Experience
 - Evaluation and Awarding
 - Writing Solicitations using templates
 - Contract Document Developer Tools

Customer will:

- Attend training sessions as scheduled by the Project Manager and agreed to in the Project Plan.

Completion Criteria

- Training has been conducted.

Working Sessions

OpenGov will:

- Assign practice exercises to Customer to gain familiarization.
- Assist Customer during first real-life solicitation posting, and opening (if during deployment).
- Respond to questions regarding configured system functionality.

Customer will:

- Complete practice exercises to gain familiarization.
- Identify internal Admin Users & security permissions for all other users.

Completion Criteria

- Working sessions have been conducted.

Launch

HyperAdopt

OpenGov will:

- Provide up to eight (8) hours of remote working session(s) to answer any questions following solution acceptance.
- Send Solution Acceptance Document
- Transition for project team to Customer Success.

Customer will:

- Identify issues and attend sessions.
- Sign Solution Acceptance Document

Completion Criteria

- Customer sign-off that the project has been completed.

Exhibit 2: Technical Requirements

Procurement Technical Requirements

Logo

- .png or .jpg file
- At least 300KB but not larger than 500KB

Vendor List

- Single Flat file
- .csv or .xlsx format

Historical/Active Contracts

- Single Flat file based on mapping document provided by OpenGov
- .csv or .xlsx format

Sample Documents or Boilerplate Templates

- PDF or Word format, including all related attachments and documents.

Admin Documents

- PDF or Word format



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. B.

Meeting Date: 05/28/2025

Department Head: Roula Encinas, Director of Finance, Finance Department

Submitted By: Mario A Rodriguez, Finance Operations Manager, Finance Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the approval of the Lighting and Retention Basin Assessment Districts Budget for Fiscal Year 2025-2026. **(Roula Encinas, Director of Finance)**

SUMMARY:

The assessment districts were formed to provide street lighting and retention basin maintenance services in the subdivision developments. The County of Yuma requires City Council's approval for the budget in order to levy the assessments. The amounts are based on the estimated cost the city will incur to provide these services.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE BUDGET OF \$1,121,070.00 FOR THE LIGHTING AND RETENTION BASIN IMPROVEMENT DISTRICTS.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	Yes
CITY/STATE/FEDERAL FUNDS:	Yes
TOTAL:	\$1,121,070.00
BUDGETED AMOUNT:	See the Fiscal Impact Statement
AVAILABLE AMOUNT TO TRANSFER:	See the Fiscal Impact Statement
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:	See the Fiscal Impact Statement

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

This assessment will raise revenue to maintain street lighting and retention basins. If approved by the City Council, city staff will budget \$1,121,070.00 in the Assessments fund for FY 2025-26.

Attachments

Budget Assessment FY2026

**CITY OF SAN LUIS
 FY 2026 IMPROVEMENT DISTRICTS BUDGET SCHEDULE
 ENHANCED MUNICIPAL SERVICES**

DISTRICT NAME	ACRES	Maintenance	Street Lighting	Total Assessment
Bienestar 7A	0.81	18,670	\$ 2,660	\$ 21,330
Bienestar 7B	1.73	45,790	3,920	49,710
Las Quintas 1 - Ph 1	0.88	19,150	2,430	21,580
Las Quintas 1 - Ph 2	0.71	20,960	1,550	22,510
Las Quintas 2	1.63	26,240	1,840	28,080
Los Portales Ph 4 & 5	0.71	11,410	1,690	13,100
Rancho los Oros	1.58	31,630	6,500	38,130
Rio Sereno	0.75	14,870	2,430	17,300
Los Olivos	1.60	27,210	5,220	32,430
Bienestar 8A & 8B	2.67	63,360	9,360	72,720
Las Brisas	1.06	11,640	2,720	14,360
Frontera Estates 2	0.95	21,930	4,050	25,980
Bienestar 9A Ph 1	2.17	53,490	7,720	61,210
Bienestar 9A Ph 2	0.73	27,330	1,620	28,950
Bienestar 9B	3.02	98,430	17,720	116,150
Industrial Park - Magrino	-	-	3,340	3,340
Riedel Commercial Subdivision	-	-	1,240	1,240
Industrial Park - Sam Group	2.31	34,040	1,140	35,180
Santa Cecilia 1	0.91	36,950	3,180	40,130
Santa Cecilia 2	0.93	31,110	5,090	36,200
Santa Cecilia 3	1.96	34,490	4,280	38,770
Santa Cecilia 4	2.17	38,180	5,520	43,700
Belleza del Desierto Phase 1	1.42	26,530	2,760	29,290
Belleza del Desierto Phase 2	1.02	26,060	2,290	28,350
Bienestar 10	2.79	48,390	5,520	53,910
Bienestar 11	1.26	22,260	2,760	25,020
Bienestar 12	2.55	52,100	4,630	56,730
Los Mezquites 1	2.55	51,190	5,520	56,710
Los Mezquites 2	2.11	52,040	2,580	54,620
Los Mezquites 3	2.27	51,700	2,640	54,340
	45.25	\$ 997,150	\$ 123,920	\$ 1,121,070

CITY OF SAN LUIS
Retention Basin Assessments
Parks Department - Budget FY 2026
Estimated Amounts per Acre

	Requirement	Annual Rate per acre
Labor		
1 Maintenance Tech for 16 acres a year	\$ 50,800	
Total Labor	\$ 50,800	
	Labor Allocation per acre	\$ 3,368
Maintenance / Other		
	Unit Cost	12 mo
Sprinklers (25 per month @\$ 30.00)	\$ 750	\$ 266
Timers (3 per year @ 700.00)		
Rye Seeds		
- Summer & Summer	5 \$ 140	\$ 700
Fertilizer - 3 times a year		
Purchased by Tons/ cost per Lb		
43,560 SQF equal 1 acre	9 29	\$ 776
13,200sqf per 50 pounds		
	Total Maintenance/Other per Acre	\$ 1,743
Minor Tools & Equipment		
Maintenance/other	\$ 2,500	
Tools & Equipment - Blower	3,200	
Tools & Equipment - Weedeater	3,200	
	\$ 8,900	
	Total minor Tools and Equipment per Acre	\$ 263
Fuel & Diesel PARKS		
\$ 300 Dlls per week (52)	\$ 15,600	
	Total Fuel & Diesel Rate per Acre	\$ 462
	Total Maintenance per Acre	\$ 2,468

Maintenance Outsources	Acres		Overseeding Labor
Bienestar 9A Ph 1	21,312	2.17	2,480
Bienestar 9A Ph 2	10,656	0.73	720
Bienestar 9B	45,972	3.02	3,000
Santa Cecilia 1	15,576	0.91	940
Santa Cecilia 2	13,464	0.93	905
Belleza 1	10,500	1.42	596
Belleza 2	13,608	1.02	516
Santa Cecilia 3	12,288	1.96	1,520
Santa Cecilia 4	20,292	2.17	1,746
Sam Group	28,416	2.31	
Bienestar 10	18,600	3.01	1,640
Bienestar 11	13,752	1.26	275
Bienestar 12	29,004	2.55	1,428
Los Mezquites 1	30,696	2.55	939
Los Mezquites 2	32,556	2.11	855
Los Mezquites 3	32,556	2.27	855
Total Maintenance PW	\$ 349,248	30.39	\$ 18,415
	Maintenance per acre	\$ 12,099	

DISTRICT NAME	Landscape or Retention Basin Outside the Subdivision		Outsource			Total			
	Acres	Maintenance	Acres	Labor	Maintenance	Water Bill	Maintenance	Streetlights	Total
Bienestar 7A			0.81	2,742	2,009	13,916	18,667	2,656	21,323
Bienestar 7B			1.73	5,828	4,270	35,689	45,787	3,921	49,708
Las Quintas 1 - Ph 1			0.88	2,964	2,172	14,018	19,154	2,431	21,586
Las Quintas 1 - Ph 2			0.71	2,392	1,752	16,819	20,964	1,553	22,516
Las Quintas 2			1.63	5,491	4,023	16,725	26,239	1,844	28,083
Los Portales Ph 4 & 5			0.71	2,392	1,752	7,266	11,410	1,682	13,092
Rancho los Oros			1.58	5,323	3,899	22,411	31,633	6,500	38,133
Rio Sereno			0.75	2,527	1,851	10,497	14,874	2,431	17,305
Los Olivos			1.60	5,390	3,949	17,870	27,209	5,221	32,429
Bienestar 8A & 8B			2.67	8,994	6,590	47,775	63,359	9,356	72,714
Bienestar 8B			-	-	-	-	-	-	-
Las Brisas			1.06	3,571	2,616	5,456	11,643	2,718	14,360
Frontera Estates 2			0.95	3,200	2,345	16,383	21,927	4,051	25,979
Bienestar 9A Ph 1		23,792	2.17	-	5,358	24,337	53,487	7,717	61,203
Bienestar 9A Ph 2		11,376	0.73	-	1,802	14,156	27,334	1,624	28,957
Bienestar 9B		48,972	3.02	-	7,456	42,004	98,432	17,725	116,157
Industrial Park - Magrino			-	-	-	-	-	3,343	3,343
Riedel Commercial Subdivision			-	-	-	-	-	1,243	1,243
Industrial Park - Sam Group	2.31	28,416	-	-	-	5,626	34,042	1,144	35,185
Santa Cecilia 1		16,516	0.91	-	2,243	18,189	36,948	3,178	40,126
Santa Cecilia 2		14,369	0.93	-	2,285	14,451	31,105	5,092	36,197
Santa Cecilia 3	0.50	13,808	1.46	-	3,603	17,075	34,487	4,288	38,775
Santa Cecilia 4	0.95	22,038	1.22	-	3,011	13,132	38,181	5,515	43,696
Belleza del Desierto Phase 1	0.80	11,096	0.62	-	1,530	13,900	26,526	2,755	29,282
Belleza del Desierto Phase 2	0.48	14,124	0.54	-	1,333	10,602	26,059	2,296	28,355
Bienestar 10 & Townhomes	1.10	20,240	1.91	-	4,714	23,433	48,387	5,515	53,901
Bienestar 11	0.98	14,027	0.28	-	691	7,545	22,263	2,755	25,019
Bienestar 12	1.14	30,432	1.41	-	3,487	18,179	52,098	4,629	56,727
Los Mezquites 1	1.58	31,635	0.97	-	2,394	17,162	51,191	5,515	56,706
Los Mezquites 2	1.68	33,411	0.42	-	1,046	17,587	52,044	2,577	54,621
Los Mezquites 3 & Townhomes	0.17	33,411	2.10	-	5,183	13,111	51,704	2,641	54,346
	11.69	367,663	33.78	50,813	83,365	495,312	997,154	123,915	1,121,068

CITY OF SAN LUIS
Assessment Districts - Budget 2025 - 2026
Street Lighting

DISTRICT	Light Type	Maintenance	Cost / Unit	Monthly Cost	Surcharge	Total Annual Cost
BIENESTAR 7A	100 W	18	\$6.320	113.76	14.97	1,544.77
	150 W	2	\$8.820	17.64	2.32	239.54
	POLES	20	\$3.210	64.20	8.45	871.78
				195.60	25.74	2,656.09
BIENESTAR 7B	100 W	25	\$6.320	158.00	20.79	2,145.51
	150 W	5	\$8.820	44.10	5.80	598.84
	POLES	27	\$3.210	86.67	11.41	1,176.91
				288.77	38.00	3,921.27
LAS QUINTAS 1 - Ph1	100 W	15	\$6.320	94.80	12.48	1,287.31
	150 W	3	\$8.820	26.46	3.48	359.31
	POLES	18	\$3.210	57.78	7.60	784.61
				179.04	23.56	2,431.22
LAS QUINTAS I - Ph2	100 W	12	\$6.320	75.84	9.98	1,029.85
	POLES	12	\$3.210	38.52	5.07	523.07
				114.36	15.05	1,552.92
*** LAS QUINTAS 2	41 W	25	\$2.790	69.75	9.18	947.15
	Type/Leds	POLES	23	\$2.870	66.01	896.36
				135.76	17.87	1,843.51
LOS PORTALES 4& 5	100 W	13	\$6.320	82.16	10.81	1,115.67
	POLES	13	\$3.210	41.73	5.49	566.66
				123.89	16.30	1,682.33
RANCHO LOS OROS	100 W	44	\$6.320	278.08	36.60	3,776.10
	150 W	6	\$8.820	52.92	6.96	718.61
	POLES	46	\$3.210	147.66	19.43	2,005.10
				478.66	62.99	6,499.82
RIO SERENO	100 W	15	\$6.320	94.80	12.48	1,287.31
	150 W	3	\$8.820	26.46	3.48	359.31
	POLES	18	\$3.210	57.78	7.60	784.61
				179.04	23.56	2,431.22
LOS OLIVOS	100 W	34	\$6.320	214.88	28.28	2,917.90
	250 W	5	\$11.460	57.30	7.54	778.09
	POLES	35	\$3.210	112.35	14.79	1,524.62
				384.53	50.60	5,220.61
BIENESTAR 8A	100 W	25	\$6.320	158.00	20.79	2,145.51
	250 W	3	\$11.460	34.38	4.52	466.85
	POLES	26	\$3.210	83.46	10.98	1,133.32
				275.84	36.30	3,745.69
BIENESTAR 8B	100 W	37	\$6.320	233.84	30.77	3,175.36
	250 W	5	\$11.460	57.30	7.54	778.09
	POLES	38	\$3.210	121.98	16.05	1,656.39
				413.12	54.37	5,609.84
LAS BRISAS	100 W	21	\$6.320	132.72	17.47	1,802.23
	250 W	0	\$11.460	-	-	-
	POLES	21	\$3.210	67.41	8.87	915.37
				200.13	26.34	2,717.61
FRONT. ESTATES 2	100 W	20	\$6.320	126.40	16.63	1,716.41
	250 W	8	\$11.460	91.68	12.07	1,244.94
	POLES	25	\$3.210	80.25	10.56	1,089.73
				298.33	39.26	4,051.08

CITY OF SAN LUIS
Assessment Districts - Budget 2025 - 2026
Street Lighting

DISTRICT	Light Type	Maintenance	Cost / Unit	Monthly Cost	Surcharge	Total Annual Cost
BIENESTAR 9A PH 1	100 W	35	\$6.320	221.20	29.11	3,003.72
	250 W	16	\$11.460	183.36	24.13	2,489.88
	POLES	51	\$3.210	163.71	21.54	2,223.05
				568.27	74.78	7,716.65
*** BIENESTAR 9A Ph 2	41 W	21	\$2.790	58.59	7.71	795.61
	Type/Leds	19	\$3.210	60.99	8.03	828.20
				119.58	15.74	1,623.80
BIENESTAR 9B	100 W	94	\$6.320	594.08	78.18	8,067.13
	250 W	29	\$11.460	332.34	43.74	4,512.91
	POLES	94	\$3.210	301.74	39.71	4,097.39
	POLES	29	\$2.660	77.14	10.15	1,047.50
				1,305.30	171.78	17,724.93
Industrial Park - Magrino	150 W	21	\$8.820	185.22	24.37	2,515.14
	POLES	19	\$3.210	60.99	8.03	828.20
				246.21	32.40	3,343.33
Industrial Park - Sam Group	150 W	7	\$8.820	61.74	8.12	838.38
	POLES	7	\$3.210	22.47	2.96	305.12
				84.21	11.08	1,143.50
Santa Cecilia 1	100 W	39	\$2.790	108.81	14.32	1,477.55
	Type/Leds	39	\$3.210	125.19	16.48	1,699.98
				234.00	30.79	3,177.53
Santa Cecilia 2						
	41W Led	29	\$3.510	101.79	13.40	1,382.23
	108W Led	5	\$6.770	33.85	4.45	459.66
	174W Led	10	\$10.330	103.30	13.59	1,402.73
	30 ft Steel	27	\$3.210	86.67	11.41	1,176.91
	38 ft Steel	15	\$3.290	49.35	6.49	670.13
				374.96	49.34	5,091.66
Santa Cecilia 3						
	41W Led	26	\$3.510	91.26	12.01	1,239.24
	108W Led	14	\$6.770	94.78	12.47	1,287.04
	174W Led	1	\$9.790	9.79	1.29	132.94
	30 ft Steel	22	\$3.210	70.62	9.29	958.96
	38 ft Steel	15	\$3.290	49.35	6.49	670.13
				315.80	41.56	4,288.31
Santa Cecilia 4						
	41W Led	24	\$3.510	84.24	11.09	1,143.91
	108W Led	11	\$6.770	74.47	9.80	1,011.24
	174W Led	11	\$9.790	107.69	14.17	1,462.34
	30 ft Steel	22	\$3.210	70.62	9.29	958.96
	38 ft Steel	21	\$3.290	69.09	9.09	938.19
				406.11	53.44	5,514.65
Belleza Del Desierto Phase 1						
	41W Led	12	\$3.510	42.12	5.54	571.96
	108W Led	5	\$6.770	33.85	4.45	459.66
	174W Led	6	\$9.790	58.74	7.73	797.64
	30 ft Steel	11	\$3.210	35.31	4.65	479.48
	38 ft Steel	10	\$3.290	32.90	4.33	446.76
				202.92	26.70	2,755.49
Bienestar 10 & Townhomes						
	41W Led	24	\$3.510	84.24	11.09	1,143.91
	108W Led	11	\$6.770	74.47	9.80	1,011.24
	174W Led	11	\$9.790	107.69	14.17	1,462.34
	30 ft Steel	22	\$3.210	70.62	9.29	958.96
	38 ft Steel	21	\$3.290	69.09	9.09	938.19
				406.11	53.44	5,514.65

CITY OF SAN LUIS
Assessment Districts - Budget 2025 - 2026
Street Lighting

DISTRICT	Light Type	Maintenance	Cost / Unit	Monthly Cost	Surcharge	Total Annual Cost
Belleza Del Desierto Phase 2						
41W Led	LIGHTs	12	\$3.510	42.12	5.54	476.63
108W Led	LIGHTs	5	\$6.770	33.85	4.45	383.05
174W Led	LIGHTs	6	\$9.790	58.74	7.73	664.70
30 ft Steel	POLES	11	\$3.210	35.31	4.65	399.57
38 ft Steel	POLES	10	\$3.290	32.90	4.33	372.30
				202.92	26.70	2,296.24
Bienestar 11						
41W Led	LIGHTs	12	\$3.510	42.12	5.54	571.96
108W Led	LIGHTs	5	\$6.770	33.85	4.45	459.66
174W Led	LIGHTs	6	\$9.790	58.74	7.73	797.64
30 ft Steel	POLES	11	\$3.210	35.31	4.65	479.48
38 ft Steel	POLES	10	\$3.290	32.90	4.33	446.76
				202.92	26.70	2,755.49
Los Mezquites 1						
41W Led	LIGHTs	24	\$3.510	84.24	11.09	1,143.91
108W Led	LIGHTs	11	\$6.770	74.47	9.80	1,011.24
174W Led	LIGHTs	11	\$9.790	107.69	14.17	1,462.34
30 ft Steel	POLES	22	\$3.210	70.62	9.29	958.96
38 ft Steel	POLES	21	\$3.290	69.09	9.09	938.19
				406.11	53.44	5,514.65
Plaza Riedel						
Installation of light poles						
41W Led	LIGHTs	0	\$3.510	-	-	-
108W Led	LIGHTs	0	\$6.770	-	-	-
174W Led	LIGHTs	7	\$9.790	68.53	9.02	930.58
30 ft Steel	POLES	0	\$3.210	-	-	-
38 ft Steel	POLES	7	\$3.290	23.03	3.03	312.73
				91.56	12.05	1,243.31
Los Mezquites 2						
41W Led	LIGHTs	21	\$3.510	73.71	9.70	1,000.92
174W Led	LIGHTs	3	\$9.790	29.37	3.87	398.82
30 ft Steel	POLES	27	\$3.210	86.67	11.41	1,176.91
				189.75	24.97	2,576.65
Bienestar 12						
36W Led	LIGHTs	28	\$3.510	98.28	12.93	1,334.56
87W Led	LIGHTs	11	\$5.440	59.84	7.87	812.58
160W Led	LIGHTs	5	\$9.980	49.90	6.57	677.60
30 ft Steel	POLES	25	\$3.210	80.25	10.56	1,089.73
38 ft Steel	POLES	16	\$3.290	52.64	6.93	714.81
				340.91	44.86	4,629.29
NEW Mezquites 3 & Townhomes						
41W Led	LIGHTs	27	\$3.510	94.77	12.47	1,286.90
174W Led	LIGHTs	1	\$9.790	9.79	1.29	132.94
30 ft Steel	POLES	27	\$3.210	86.67	11.41	1,176.91
38 ft Steel	POLES	1	\$3.290	3.29	0.43	44.68
				194.52	25.60	2,641.43

GRAND TOTAL:	9,159.23	1,205.35	123,914.77
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AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. C.

Meeting Date: 05/28/2025

Department Head: Roula Encinas, Director of Finance, Finance Department

Submitted By: Mario A Rodriguez, Finance Operations Manager, Finance Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the acceptance and approval of the Tentative Budget for Fiscal Year 2025-2026. **(Roula Encinas, Director of Finance)**

SUMMARY:

Pursuant to Arizona state statute, the City Council is required to adopt a tentative budget to establish the maximum allowable expenditure limit for the upcoming fiscal year. After the tentative budget is adopted, the Council may still make changes before final approval. These changes may include reallocating revenues or expenditures among departments or reducing overall spending.

To prepare for this action, two City Council work sessions were held. On February 5, 2025, the Council met to review the financial stability of the City of San Luis. A second work session was held on February 26, 2025, where the proposed budget adjustments for Fiscal Year 2025–2026 were discussed in detail. Topics included salary adjustments, service reductions, capital improvement projects, new personnel requests, and reclassifications.

Based on the discussions and feedback from these sessions, administrative staff has compiled the projected revenues and expenditures for FY 2025–2026. The tentative budget is now submitted for City Council's review and approval, marking the next step in the City's annual budgeting process.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE TENTATIVE BUDGET FOR THE FISCAL YEAR 2025-2026 AS PRESENTED.

Fiscal Impact

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

CITY/STATE/FEDERAL FUNDS: N/A

TOTAL: N/A

BUDGETED AMOUNT: 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):

N/A

Attachments

Tentative Budget Presentation

Capital Budgeting FY2026

Tentative Budget by Organization FY2026



CITY OF
SAN LUIS
A R I Z O N A
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TENTATIVE BUDGET FY 2025-2026

May 28th, 2025

Budget FY 2026



The FY 2026 budget reflects the City's ongoing commitment to transparency, accountability, and service excellence.



Budget decisions are aligned with the City Council's strategic priorities.



With limited resources, we prepared a conservative budget that focuses on essential expenses and long-term stability.



The gap between revenues and expenses is covered by positive fund balances.



We continue to maintain healthy reserves to safeguard the City's financial stability in uncertain time.



FY 2026 budget is \$143.1 Million (\$143,178,500.)

Arizona Cities & Town Budget Schedule A

City of San Luis
Summary Schedule of Estimated Revenues and Expenditures/Expenses
 Fiscal year 2026

Fiscal Year	Sch	Funds							
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Enterprise Funds Available	Internal Service Funds	Total all funds	
2025	E	1	30,450,430	21,737,790	26,978,880	290,800	38,778,160	4,098,300	122,334,360
2025	E	2	27,330,640	14,939,630	26,704,630	191,600	26,515,330	3,875,980	99,557,810
2026		3	45,455,007	4,768,975	1,533,401	2,876,072	44,593,948	4,245,950	103,473,353
2026	B	5		1,121,070					1,121,070
2026	C	6	35,087,870	26,047,740	25,000,000	580,000	22,679,870	4,754,040	114,149,520
2026	D	7	0	0	0	0	19,700,000	0	19,700,000
2026	D	8	0	0	0	0	0	0	0
2026	D	9	0	2,353,810	1,781,000	0	0	0	4,134,810
2026	D	10	3,180,230	655,070	0	299,510	0	0	4,134,810
2026			Line 11: Reduction for fund balance reserved for future budget year expenditures						
			0		1,533,401	0	3,919,230		5,452,631
		11	5,441,650	1,839,355		1,809,652	10,234,000		19,324,657
			19,030,185	1,718,120			7,703,420	2,377,020	30,828,745
									0
									0
2026		12	52,890,812	30,079,050	26,781,000	1,346,910	65,117,168	6,622,970	182,837,910
2026	E	13	36,714,630	30,079,050	26,781,000	1,346,910	43,502,870	4,754,040	143,178,500

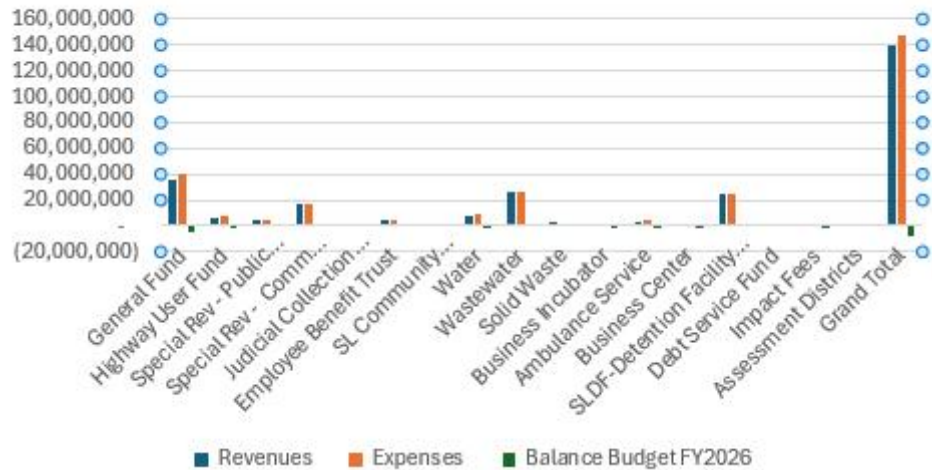
Expenditure limitation comparison

1 Budgeted expenditures/expenses
2 Add/subtract: estimated net reconciling items
3 Budgeted expenditures/expenses adjusted for reconciling items
4 Less: estimated exclusions
5 Amount subject to the expenditure limitation
6 EEC expenditure limitation

	2025	2026
1	\$ 122,334,360	\$ 143,178,500
2		
3	122,334,360	143,178,500
4	61,666,234	81,027,120
5	\$ 60,668,126	\$ 62,151,380
6	\$ 60,007,542	\$ 63,446,737

Tentative Budget Summary

Budget FY2026 by Fund



Budget Revenues and Expenses Distribution by Fund FY2026

Fund	Revenues	Expenses	Balance Budget FY2026
General Fund	35,087,870	39,894,860	(4,806,990)
Highway User Fund	6,426,840	7,640,840	(1,214,000)
Special Rev - Public Safety	4,093,520	4,093,520	-
Special Rev - Comm Development	17,793,690	17,793,690	-
Judicial Collection Enhancement	85,000	85,000	-
Employee Benefit Trust	4,754,040	4,754,040	-
SL Community Facilities District	2,500	-	2,500
Water	7,967,030	9,781,660	(1,814,630)
Wastewater	27,085,230	25,763,780	1,321,450
Solid Waste	2,809,110	2,219,820	589,290
Business Incubator	124,300	193,090	(68,790)
Ambulance Service	3,781,000	4,382,050	(601,050)
Business Center	613,200	1,162,470	(549,270)
SLDF-Detention Facility Corp	25,000,000	25,000,000	-
Debt Service Fund	1,781,000	1,781,000	-
Impact Fees	580,000	1,646,420	(1,066,420)
Assessment Districts	1,121,070	1,121,070	-
Grand Total	\$ 139,105,400	\$ 147,313,310	\$ (8,207,910)

Personnel Budget \$ 35.5 Million

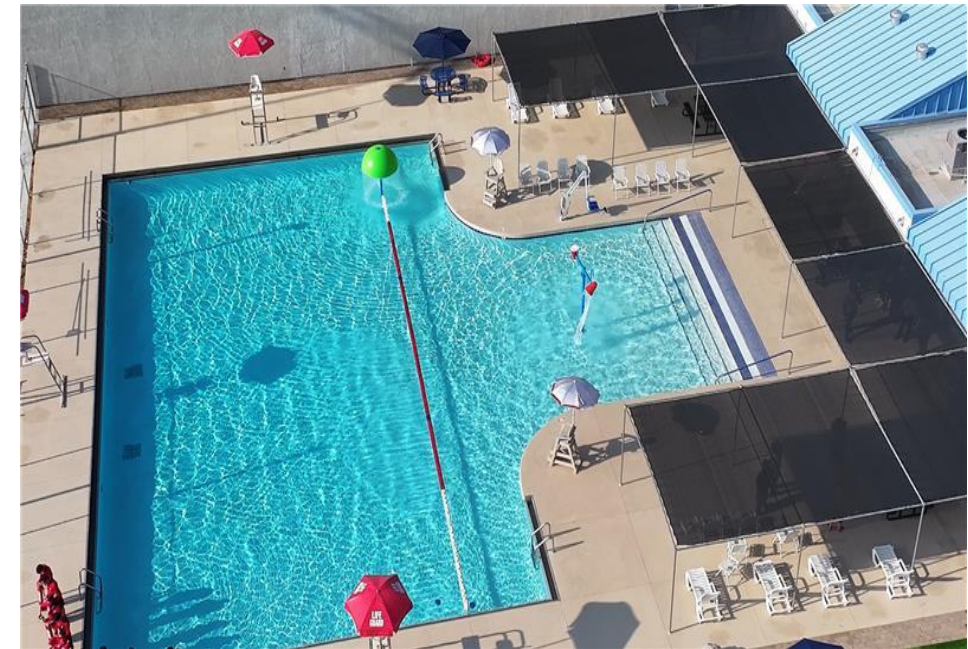
* includes:

NEW POSITION REQUESTS FY2026				
DEPARTMENT	JOB POSITION	Pay Grade	HOURLY RATE	Tentative Budget Amount
Senior Center	Driver PT	7	17.27	20,434
Fire	Fire Captain	36	25.70	127,790
Fire	Fire Captain	36	25.70	127,790
Fire	Fire Captain	36	25.70	127,790
Fire	Fire fighter	22	18.19	82,020
Fire	Fire fighter	22	18.19	82,020
Fire	Fire fighter	22	18.19	82,020
Police	Police Officer	27	27.27	82,160
Police	Police Officer	27	27.27	82,160
Police	Police Officer	27	27.27	82,160
Police	Police Officer	27	27.27	82,160
Police	Police Officer	27	27.27	82,160
Police	Police Sergeant	39	36.67	123,020
Police	Police Sergeant	39	36.67	123,020
Police	Property And Evidence Technician	14	20.52	62,370
Police	Police Communication Officer	18	21.84	65,780
Police	Police Communication Officer	18	21.84	65,780
PW/Water	Water Operator Apprentice	15	21.04	63,930
PW/Water	Water Operator Apprentice	15	21.04	63,930
PW/Wastewater	WW Operator Apprentice	15	21.04	63,920
PW/Wastewater	WW Operator Apprentice	15	21.04	63,920
GRAND TOTAL				\$ 1,838,494

SALARY ADJUSTMENTS/RECLASSIFICATIONS FY2026				
DEPARTMENT	Employee	Hourly Rate	Pay Grade	Tentative Budget Amount
Finance	Reclassification From Accounting Specialist to Accounting Analyst	21.30 - 24.70	23	8,690
Finance	Reclassification From Accountant I to Accountant II	26.52 - 28.65	29	5,470
Billing & Collections	Reclassification from Administrative Coordinator to Billing & Collections Supervisor		21	-
Court	Reclassification From Bailiff to Bailiff/Court Clerk II		13	-
Parks Ground	Reclassification from Supervisor to Parks Ground Manager	26.64 - 31.62	33	12,877
Parks Ground	Reclassification of Maintenance Technician from PT to FT	16.03	4	32,260
Youth Center	Reclassification of Recreation Assistant PT to Recreation Specialist FT	15.64 - 20.02	13	42,610
PW- Administration	Reclassification from Administrative Coordinator to Office Supervisor	24.22 - 25.96	25	4,460
Fire	Paramedic Stipend Increase	1.00		125,494
PW- W/WW	Reclassification from Electrician to Electrician II		29	-
Ambulance Fund	Paramedic Stipend Increase	1.00		57,430
GRAND TOTAL	CITY WIDE			\$ 289,291

Community Events FY 2026

	Tentative Budget
Municipal Pool	
Summer Opening Event	2,000
Parks & Rec. Administration	
4th of July Event	100,000
Asado & Brew Festival, A Founders Day Celebration	80,000

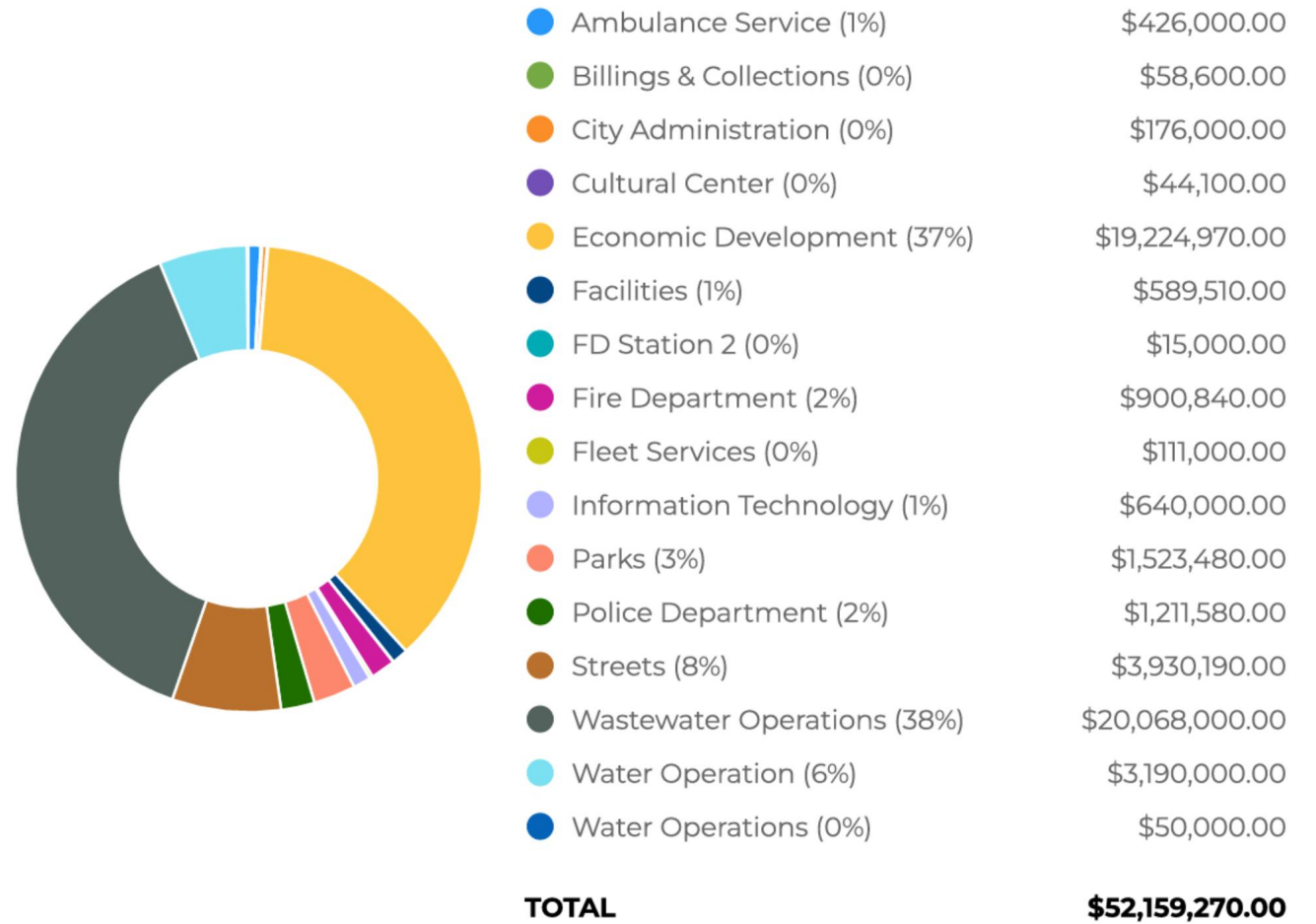


CAPITAL COSTS FY 2026

\$ 52.1 MILLION



Capital Costs By Department FY 2026





THANK
YOU

Questions?

**City of San Luis
Capital Budgeting FY2025-2026**

Department / Request Title	Account ID	Project Number	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	FY2035	Total
City Administration													
City of San Luis Capital Improvement Program and Procedures	100-999-90015		150,000.00										150,000.00
CSL Website Upgrade	100-999-90020		26,000.00										26,000.00
Total City Administration			176,000.00										176,000.00
Development Services													
Transportation Master Plan	100-999-90015			300,000.00									300,000.00
Decennial Census 2030	100-999-90015					50,000.00							50,000.00
Decennial General Plan Update	100-999-90015				150,000.00	150,000.00							300,000.00
Total Development Services				300,000.00	150,000.00	200,000.00							650,000.00
Economic Development													
Downtown San Luis Master Drainage Plan	255-210-90015			1,427,000.00									1,427,000.00
Downtown Redevelopment Plan - Phase III	255-210-90010									2,428,000.00			2,428,000.00
Downtown Redevelopment Plan - Phase II	255-210-90010						7,276,000.00						7,276,000.00
Downtown Redevelopment Plan - Phase I	255-210-90010				7,362,000.00								7,362,000.00
EDA Grant - Highway 95 Water and Sewer Project (Transferred FY 25)	300-302-90015 \$1,277,920; Match \$319,480		1,597,400.00										1,597,400.00
EPA CC Grant - Solar Panel Installation	255-135-90015		858,320.00	286,105.00									1,144,425.00
EPA CC Grant - Downtown Plaza and Parking Lots	255-135-90015		5,554,190.00	1,851,385.00									7,405,575.00
EPA CC Grant - Grant Compliance Management Services	255-135-80000		233,340.00	233,330.00	233,330.00								700,000.00
EPA CC Grant - Community Engagement and Outreach Activities	255-135-80000		83,340.00	83,330.00	83,330.00								250,000.00
EPA CC Grant - Workforce Development Incentive Program	255-135-80000		1,000,000.00	1,000,000.00	1,000,000.00								3,000,000.00
EPA CC Grant - Cross-Border Mobility Community and Climate Action Plan	255-135-80000		166,670.00	166,670.00	166,660.00								500,000.00
CDBG RA - Merrill Avenue Street Improvements Phase II	255-210-90015.219 \$466,640; Match \$655,070		1,121,710.00										1,121,710.00
Business Accelerator Program - Fuerza Local Cohort 3	255-135-90015		60,000.00										60,000.00
EPA CC Grant - CSF Community Resilience Hub	255-135-90015		5,000,000.00										5,000,000.00
EPA CC Grant - San Luis TechPRENURIAL Center (Fleetshop)	255-135-90015		3,500,000.00										3,500,000.00
Cesar Chavez Blvd Commercial Land Development - State Land Auction Preparation Study	100-999-90015		30,000.00										30,000.00
YCIPTA Unmet Transit Study	255-135-80000		20,000.00										20,000.00
Los Oros Street (CDBG-RA)	255-210-90010				1,000,000.00								1,000,000.00
Rancho Los Oros Phase 3 (CDBG-RA)	255-210-90010			1,000,000.00									1,000,000.00
Total Economic Development			19,224,970.00	6,047,820.00	9,845,320.00		7,276,000.00			2,428,000.00			44,822,110.00
Cultural Center													
Arnold Cordova Building Maintenance	100-999-89000		44,100.00										44,100.00
Total Cultural Center			44,100.00										44,100.00
Parks													
Demolition of Joe Orduño Park Restrooms	100-999-89000		20,000.00										20,000.00
Joe Orduño Park Relight Structure System	100-999-90000		361,900.00	260,750.00	211,530.00								834,180.00
Toro Proline H800 with high-lift dump	100-999-90000		-										-
All Terrain Litter Vacuum for Parks Grounds	100-999-90000		77,880.00										77,880.00
Maintenance for Assessment Audits	100-999-90015		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00						500,000.00
Joe Orduño Park - Park Restroom Replacement (Upgrade)	100-999-90005		257,200.00										257,200.00
East Community Park - Continuation Budget	806-144-90015		650,000.00	300,000.00	300,000.00	300,000.00	300,000.00						1,850,000.00
Playground Equipment for Joe Orduño Park	255-144-90000 \$22,130; 255-146-60040.117 \$34,370		56,500.00										56,500.00
San Luis Veterans Memorial Park	100-999-90015; 806-144-90015						1,244,630.00						1,244,630.00
Total Parks			1,523,480.00	660,750.00	611,530.00	400,000.00	1,644,630.00						4,840,390.00
Police Department													
PD Evidence Fridge	100-999-90000		8,000.00										8,000.00
Police Department Radios	100-999-90000		150,000.00										150,000.00
Police 4x4 Vehicle with Police Equipment - OPSG Grant	250-181-90000.194		83,000.00										83,000.00
PD Animal Control Vehicle	100-999-90000		107,360.00										107,360.00
Police Equipment Border Security DEMA Grant	250-181-90000		117,210.00	117,500.00									234,710.00
Police Vehicles FY26 (LBS Grant)	250-181-90000		348,010.00										348,010.00
Mobile Digital Computer replacement (LBS Grant)	250-181-90000 \$291,480; 100-999-90000 \$106,520		398,000.00										398,000.00

Department / Request Title	Account ID	Project Number	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	FY2035	Total
Police Department #2 - East Station - Carry over funds from FY 2023 CIP plus additional funds to complete the project	806-181-90015				1,369,035.00	4,772,615.00	380,290.00						6,521,940.00
Total Police Department			1,211,580.00	117,500.00	1,369,035.00	4,772,615.00	380,290.00	-	-	-	-	-	7,851,020.00
Fire Department													
CDS Fire Station Alerting System	250-182-90000		215,900.00										215,900.00
	340-341-90000												
	\$14,060;												
	100-999-90000												
UCAPIT Software	\$14,060		28,120.00										28,120.00
PPE & Helmets	100-999-90000		242,000.00										242,000.00
Large Diameter Hoses	100-999-90000		14,820.00										14,820.00
Engine Pumper	806-182-90000		400,000.00	400,000.00									800,000.00
Total Fire Department			900,840.00	400,000.00	-	-	-	-	-	-	-	-	1,300,840.00
FD Station 2													
Fire Station #2 6ft Extension Barn	100-999-90015		15,000.00										15,000.00
Total FD Station 2			15,000.00	-	-	-	-	-	-	-	-	-	15,000.00
Information Technology													
Replace Obsolete Network Switch Infrastructure	100-999-90020		240,000.00										240,000.00
	250-181-90000												
	\$159,290;												
	806-181-90000												
Modular Data Center for Tower Equipment	\$240,710		400,000.00										400,000.00
Total Information Technology			640,000.00	-	-	-	-	-	-	-	-	-	640,000.00
Facilities													
New Signate Installation Interior Wall of City Hall Lobby Area	100-999-89000			22,700.00									22,700.00
City Hall Roof Repair	100-999-89000			170,100.00									170,100.00
Fire Department Roof repair	100-999-89000		140,750.00										140,750.00
Police Department Roof repair	100-999-89000			168,100.00									168,100.00
Flooring replacement at the Parks Administration Building	100-999-89000		32,000.00										32,000.00
Flooring for Fire Station #1 Dorm Area	100-999-89000		21,000.00										21,000.00
Replace lamps(cells) light fixtures at Parks Building, grounds area	100-999-89000		9,000.00										9,000.00
Access Control for Fire Department Doors	100-999-89000		9,300.00										9,300.00
Replacement of Garage Bay Doors for Fire Station #1	100-999-89000		39,000.00										39,000.00
ASPHALT REHAB FOR VARIOUS CITY PARKING AREAS	100-999-89000		58,500.00										58,500.00
ASPHALT REHAB FOR BUSINESS INCUBATOR	330-331-89000		15,500.00										15,500.00
ADA Handicap Bathrooms for Fernando Padilla Building	100-999-89000		5,200.00										5,200.00
Interior paint of the Parks Building	100-999-89000		6,700.00										6,700.00
Exterior Paint for the San Luis Fire Department	100-999-89000		36,000.00										36,000.00
Exterior paint for the San Luis Police Department	100-999-89000		30,500.00										30,500.00
VCT YOUTH CENTER FLOOR REPLACEMENT	100-999-89000		17,300.00										17,300.00
Purchase of a 20" Auto Scrubber CT50	100-999-90000		5,100.00										5,100.00
Fire Alarm System with Smoke Detectors for Fernando Padilla Building	100-999-90000		32,980.00										32,980.00
Fire Alarm System & Smoke Detection for San Luis Municipal Court	100-999-90000		40,680.00										40,680.00
Refrigeration Units for Various Buildings - As needed Basis	100-999-89000		90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	900,000.00
Total Facilities			589,510.00	450,900.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	1,760,410.00
Fleet Services													
BendPak Two-Post Shop Lifts Replacements	100-999-90000		80,000.00										80,000.00
Portable Shop Coolers (2)	100-999-90000		6,000.00										6,000.00
Fleet Services Vehicle wash bay	100-999-90005		25,000.00										25,000.00
Total Fleet Services			111,000.00	-	-	-	-	-	-	-	-	-	111,000.00
Utility Billing & Collection													
AMI - Automated Metering Infrastructure	300-302-90015		58,600.00										58,600.00
Total Utility Billing & Collection			58,600.00	-	-	-	-	-	-	-	-	-	58,600.00
PW Administration													
Chevy Silverado Pickup Truck	100-999-90000		-										-
Total PW Administration			-	-	-	-	-	-	-	-	-	-	-
Engineering													
Plotter for Engineering	100-999-90000		-										-
New Pickup Truck	100-999-90000		-										-
Total Engineering			-	-	-	-	-	-	-	-	-	-	-

Department / Request Title	Account ID	Project Number	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	FY2035	Total
Highway Users													
Cesar Chavez Boulevard Widening Project	200-860-90010		1,000,000.00										1,000,000.00
Sidewinder Road Street Lights	200-860-90010		104,000.00										104,000.00
HP Latex 700 W Printer	200-210-90000		35,000.00										35,000.00
60" Hand Squeeze Roll Applicator	200-210-90000		9,000.00										9,000.00
Co. 22nd and 4th Avenue Intersection Improvements	200-860-90010		700,000.00										700,000.00
Ford F350 Service Truck for HU	200-210-90000		-										-
10th Ave Widening - Full Buildout Design	200-860-90010		100,000.00										100,000.00
Ave F Street Widening Design (between Cesar Chavez Blvd and San Luis Lane) - Design, Bid, Construction	200-210-90015		25,000.00	990,000.00	1,000,000.00								2,015,000.00
Co. 25th Street extension to Ave B	200-210-90010				50,000.00								50,000.00
Drainage Improvements Design, Mesa Street and Cesar Chavez Blvd	200-210-90015		50,000.00										50,000.00
John Deere 3025D compact tractor for Highway Users	200-210-90000			40,000.00									40,000.00
6th Avenue Repaving - U Street to Cesar Chavez Blvd Roadway Project	200-210-90010			50,000.00	800,000.00								850,000.00
Main Street & B Street Intersection Improvements	200-210-90010		600,000.00										600,000.00
Co. 22nd St. between Sidewinder Rd. & Main St. Roadway Widening Design and Construction	200-210-90010			1,000,000.00	1,500,000.00								2,500,000.00
6th Avenue extension north, from Union Street to Co. 22nd Street Roadway Design	200-20359 \$180,650;												
Union Street and 4th Avenue intersection and Traffic Signal Improvements Design & Construction	200-210-90010		180,650.00			1,897,000.00	1,897,000.00						3,974,650.00
New Traffic Signal, Ave F and Co 24th St	200-210-90015		120,000.00	1,600,000.00									1,720,000.00
Ave B Shoulder Improvements Match	200-210-90015		66,570.00			91,000.00	500,000.00						591,000.00
US95 Co 201/2 St to Co 22nd St- Raised Median Match	200-210-90010		101,740.00										101,740.00
10th Avenue & Los Alamos Curve Project Match	200-210-90010		79,230.00										79,230.00
GSA Project - Improvements on Urtuzuastegui Street	200-210-90010		359,000.00										359,000.00
Lakin Subsidence issue, road improvement Construction	200-210-90010		200,000.00										200,000.00
Reoccurring Pavement Preservation Program	200-210-89000		200,000.00	350,000.00	350,000.00	350,000.00	350,000.00						1,600,000.00
Total Highway Users			3,930,190.00	4,030,000.00	3,700,000.00	2,338,000.00	2,747,000.00	-	-	-	-	-	16,745,190.00
Water Operation													
Water Operations Building Expansion	300-302-90015		380,000.00										380,000.00
Well Site 5 MCC Replacement - Cont'd of Well and MTU Project	300-302-90015		60,000.00										60,000.00
Well Site 7 Electrical and Booster Station Upgrades	300-860-90015		1,000,000.00										1,000,000.00
Water Storage Tanks Rehabilitation #3 & #4	300-302-90015		1,700,000.00										1,700,000.00
SCADA - Supervisory Control and Data Acquisition - Water	300-302-90000			610,000.00									610,000.00
Well Site #3 - Entire Electrical Upgrade and Civil/Repiping Improvements	300-302-90015		50,000.00	600,000.00									650,000.00
Water Storage Tank #7 (IMG Steel) Rehabilitation Project or Replacement	300-302-90015			100,000.00	1,200,000.00		1,300,000.00						2,600,000.00
New Water Main Loop - San Luis Lane and Avenue D	300-302-90015				220,000.00								220,000.00
Well Site 7 - New Groundwater Well and MTU	300-302-90015			200,000.00	2,000,000.00	3,000,000.00							5,200,000.00
Well Site 5 - New Water Storage Tank	300-302-90000				100,000.00	4,000,000.00							4,100,000.00
ADWR Assured Water Supply Update	300-302-90015		50,000.00										50,000.00
Total Water Operation			3,240,000.00	1,510,000.00	3,520,000.00	7,000,000.00	1,300,000.00	-	-	-	-	-	16,570,000.00
Wastewater Operations													
Lift Station 3A Perimeter Fencing - Block Wall	310-311-90005		38,000.00										38,000.00
BobCat Skid-Steer Loader	310-311-90000		-										-
High School Lift Station Generator	310-311-90000		80,000.00										80,000.00
SCADA - Supervisory Control and Data Acquisition - Wastewater	310-311-90000			900,000.00									900,000.00
East WWTP Expansion Design & Construction	310-311-90015				1,000,000.00	15,000,000.00							16,000,000.00
West Wastewater Treatment Plant Expansion Construction (Inc. Building & FM) - Construction and Design	310-311-90015		19,700,000.00	7,330,000.00									27,030,000.00
Sewer Manhole Repairs and Replacements Annual Program	310-311-89000		250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00			2,000,000.00
Total Wastewater Operations			20,068,000.00	8,480,000.00	1,250,000.00	15,250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	-	-	46,048,000.00
Solid Waste													
Solid Waste Truck Lease/Purchases	320-321-90000				130,000.00	400,000.00		530,000.00					1,060,000.00
Used Rear loader	320-321-90000			244,000.00									244,000.00
Total Solid Waste			-	244,000.00	130,000.00	400,000.00	-	530,000.00	-	-	-	-	1,304,000.00
Ambulance Service													
CDS Grant Ambulance	340-341-90000		371,000.00										371,000.00
Cardiac Monitor	340-341-90000		55,000.00										55,000.00
Total Ambulance Service			426,000.00	-	-	-	-	-	-	-	-	-	426,000.00
Total Departments			52,159,270.00	22,240,970.00	20,665,885.00	30,450,615.00	13,687,920.00	870,000.00	340,000.00	2,768,000.00	90,000.00	90,000.00	143,304,060.00

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Summary

	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Proposed Continuation Budget
Fund: 100 General Fund						
Revenue						
100 - General Fund	\$25,266,788.81	\$31,597,737.45	\$36,460,673.30	\$32,611,450.00	\$32,611,450.00	\$35,087,870.00
100-181 - General Fund,Police Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$25,266,788.81	\$31,597,737.45	\$36,460,673.30	\$32,611,450.00	\$32,611,450.00	\$35,087,870.00
Expenditures						
100-110 - General Fund,City Council	\$784,208.42	\$1,066,904.11	\$1,002,993.70	\$1,300,110.00	\$1,300,110.00	\$1,273,300.00
100-115 - General Fund,City Administration	\$385,825.92	\$365,679.32	\$428,226.83	\$1,570,020.00	\$711,020.00	\$1,530,130.00
100-116 - General Fund,City Clerk	\$221,751.42	\$252,196.51	\$336,668.54	\$323,720.00	\$323,720.00	\$355,100.00
100-117 - General Fund,City Attorney	\$252,664.30	\$312,581.21	\$321,658.78	\$500,700.00	\$507,700.00	\$649,090.00
100-118 - General Fund,City Prosecutor	\$336,723.43	\$346,472.55	\$333,059.18	\$438,530.00	\$438,530.00	\$373,830.00
100-120 - General Fund,Finance	\$433,428.36	\$531,496.74	\$543,891.51	\$649,420.00	\$641,420.00	\$692,870.00
100-125 - General Fund,Human Resources	\$250,383.02	\$384,927.38	\$461,060.06	\$553,950.00	\$553,950.00	\$713,830.00
100-130 - General Fund,Development Services	\$406,442.67	\$453,268.07	\$439,961.42	\$689,220.00	\$689,220.00	\$763,240.00
100-131 - General Fund,Building Safety	\$469,807.02	\$511,772.63	\$523,774.25	\$599,540.00	\$621,540.00	\$647,500.00
100-135 - General Fund,Economic Development	\$385,158.38	\$381,384.09	\$422,099.16	\$508,350.00	\$544,350.00	\$561,890.00
100-140 - General Fund,Cultural Center	\$195,932.62	\$230,945.61	\$250,417.07	\$347,390.00	\$347,390.00	\$299,120.00
100-144 - General Fund,Parks	\$1,509,795.60	\$1,483,039.41	\$1,666,606.49	\$1,835,220.00	\$1,870,220.00	\$2,180,630.00
100-145 - General Fund,Recreation	\$372,806.45	\$374,138.08	\$381,970.20	\$707,780.00	\$701,680.00	\$471,770.00
100-146 - General Fund,Youth Center	\$245,466.06	\$275,392.67	\$260,825.20	\$338,490.00	\$338,490.00	\$337,490.00
100-147 - General Fund,Municipal Pool	\$242,584.42	\$219,431.30	\$176,355.42	\$203,510.00	\$204,880.00	\$249,930.00
100-149 - General Fund,Parks & Rec. Administration	\$291,899.02	\$295,995.06	\$369,407.17	\$451,680.00	\$461,680.00	\$590,290.00
100-150 - General Fund,Community Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-155 - General Fund,Senior Services	\$283,128.10	\$327,195.49	\$337,847.36	\$384,760.00	\$384,760.00	\$425,840.00
100-160 - General Fund,Municipal Court	\$705,609.04	\$742,811.40	\$768,076.15	\$1,017,440.00	\$998,290.00	\$1,136,080.00
100-181 - General Fund,Police Department	\$6,119,807.80	\$6,593,129.46	\$7,101,929.44	\$7,992,430.00	\$8,371,380.00	\$10,011,650.00
100-182 - General Fund,Fire Department	\$3,084,840.38	\$3,321,963.77	\$3,242,763.40	\$3,428,360.00	\$3,609,360.00	\$4,759,780.00
100-183 - General Fund,Fire Department East	\$0.00	\$4,978.28	\$947,089.67	\$1,185,760.00	\$1,304,760.00	\$1,227,260.00
100-710 - General Fund,Information Technology	\$576,807.75	\$582,488.44	\$711,977.55	\$942,500.00	\$935,750.00	\$1,001,950.00
100-720 - General Fund,Facilities	\$507,263.64	\$567,504.84	\$702,328.47	\$856,020.00	\$864,020.00	\$904,890.00
100-730 - General Fund,Fleet Services	\$221,362.15	\$225,119.32	\$256,643.04	\$262,940.00	\$294,690.00	\$299,960.00
100-740 - General Fund,Risk & Property Management	\$345,978.02	\$442,493.50	\$460,205.03	\$755,715.00	\$755,715.00	\$856,950.00
100-750 - General Fund,Billings & Collections	\$27,916.95	\$30,996.61	\$33,683.38	\$35,725.00	\$50,725.00	\$40,930.00
100-760 - General Fund,PW Administration	\$0.00	\$151,411.54	\$235,387.48	\$201,080.00	\$201,080.00	\$212,130.00

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	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Proposed Continuation Budget
100-770 - General Fund,Engineering	\$0.00	\$0.00	\$0.00	\$426,450.00	\$426,450.00	\$477,940.00
100-999 - General Fund,Non Departmental	\$5,519,514.68	\$10,086,120.76	\$6,456,266.74	\$6,781,630.00	\$7,352,560.00	\$6,849,490.00
Revenue Totals:	\$25,266,788.81	\$31,597,737.45	\$36,460,673.30	\$32,611,450.00	\$32,611,450.00	\$35,087,870.00
Expenditure Totals	\$24,177,105.62	\$30,561,838.15	\$29,173,172.69	\$35,288,440.00	\$35,805,440.00	\$39,894,860.00
Fund Total: General Fund	\$1,089,683.19	\$1,035,899.30	\$7,287,500.61	(\$2,676,990.00)	(\$3,193,990.00)	(\$4,806,990.00)
Fund: 200 Highway User Fund						
Revenue						
200-210 - Highway User Fund,Street Repairs & Maintenance	\$3,574,920.57	\$5,719,425.29	\$5,500,927.51	\$6,918,060.00	\$6,918,060.00	\$5,736,840.00
200-860 - Highway User Fund,Impact Fees	\$468,306.55	\$431,600.07	\$909,501.83	\$562,000.00	\$562,000.00	\$690,000.00
Revenue Totals	\$4,043,227.12	\$6,151,025.36	\$6,410,429.34	\$7,480,060.00	\$7,480,060.00	\$6,426,840.00
Expenditures						
200-210 - Highway User Fund,Street Repairs & Maintenance	\$3,573,130.80	\$6,182,105.65	\$5,249,754.15	\$6,918,060.00	\$6,607,830.00	\$5,736,840.00
200-860 - Highway User Fund,Impact Fees	\$1,050.00	\$0.00	\$6,256.16	\$1,525,000.00	\$1,478,000.00	\$1,904,000.00
Revenue Totals:	\$4,043,227.12	\$6,151,025.36	\$6,410,429.34	\$7,480,060.00	\$7,480,060.00	\$6,426,840.00
Expenditure Totals	\$3,574,180.80	\$6,182,105.65	\$5,256,010.31	\$8,443,060.00	\$8,085,830.00	\$7,640,840.00
Fund Total: Highway User Fund	\$469,046.32	(\$31,080.29)	\$1,154,419.03	(\$963,000.00)	(\$605,770.00)	(\$1,214,000.00)
Fund: 250 Special Rev - Public Safety						
Revenue						
250-020 - Special Rev - Public Safety,Cares ACT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
250-135 - Special Rev - Public Safety,Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
250-160 - Special Rev - Public Safety,Municipal Court	\$2,987.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
250-181 - Special Rev - Public Safety,Police Department	\$756,396.09	\$1,054,958.72	\$1,255,396.11	\$2,871,080.00	\$2,871,080.00	\$3,657,620.00
250-182 - Special Rev - Public Safety,Fire Department	\$109,058.80	\$129,574.25	\$137,898.91	\$110,000.00	\$110,000.00	\$335,900.00
250-251 - Special Rev - Public Safety,Opioids	\$0.00	\$0.00	\$90,885.45	\$0.00	\$0.00	\$100,000.00
Revenue Totals	\$868,441.89	\$1,184,532.97	\$1,484,180.47	\$2,981,080.00	\$2,981,080.00	\$4,093,520.00
Expenditures						
250-020 - Special Rev - Public Safety,Cares ACT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
250-135 - Special Rev - Public Safety,Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
250-160 - Special Rev - Public Safety,Municipal Court	\$2,987.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Proposed Continuation Budget
250-181 - Special Rev - Public Safety,Police Department	\$554,910.82	\$1,059,682.33	\$1,182,679.27	\$2,871,080.00	\$2,871,080.00	\$3,657,620.00
250-182 - Special Rev - Public Safety,Fire Department	\$0.00	\$96,101.99	\$96,218.79	\$110,000.00	\$110,000.00	\$335,900.00
250-251 - Special Rev - Public Safety,Opioids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Revenue Totals:	\$868,441.89	\$1,184,532.97	\$1,484,180.47	\$2,981,080.00	\$2,981,080.00	\$4,093,520.00
Expenditure Totals	\$557,897.82	\$1,155,784.32	\$1,278,898.06	\$2,981,080.00	\$2,981,080.00	\$4,093,520.00
Fund Total: Special Rev - Public Safety	\$310,544.07	\$28,748.65	\$205,282.41	\$0.00	\$0.00	\$0.00
Fund: 255 Special Rev - Comm Development						
Revenue						
255-019 - Special Rev - Comm Development,Covid-19 -FEMA'S PA program	\$0.00	\$6,692.88	\$0.00	\$0.00	\$0.00	\$0.00
255-021 - Special Rev - Comm Development,ARPA	\$516,120.75	\$2,037,679.37	\$1,443,251.81	\$5,465,000.00	\$6,085,000.00	\$0.00
255-130 - Special Rev - Comm Development,Development Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
255-135 - Special Rev - Comm Development,Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,475,860.00
255-144 - Special Rev - Comm Development,Parks	\$0.00	\$9,628.11	\$1,594.62	\$0.00	\$0.00	\$22,130.00
255-146 - Special Rev - Comm Development,Youth Center	\$22,230.00	\$31,695.00	\$20,100.00	\$25,000.00	\$25,000.00	\$35,770.00
255-155 - Special Rev - Comm Development,Senior Services	\$109,402.14	\$107,223.66	\$128,967.00	\$108,630.00	\$108,630.00	\$127,800.00
255-210 - Special Rev - Comm Development,Street Repairs & Maintenance	\$673,252.48	\$5,544,270.48	\$595,748.78	\$5,836,640.00	\$5,216,640.00	\$1,132,130.00
255-710 - Special Rev - Comm Development,Information Technology	\$6,730.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$1,327,736.08	\$7,737,189.50	\$2,189,662.21	\$11,435,270.00	\$11,435,270.00	\$17,793,690.00
Expenditures						
255-019 - Special Rev - Comm Development,Covid-19 -FEMA'S PA program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
255-021 - Special Rev - Comm Development,ARPA	\$516,120.75	\$2,037,679.37	\$1,443,251.81	\$5,465,000.00	\$6,085,000.00	\$0.00
255-130 - Special Rev - Comm Development,Development Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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255-135 - Special Rev - Comm Development,Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$16,475,860.00
255-144 - Special Rev - Comm Development,Parks	\$0.00	\$2,286.36	\$7,969.27	\$0.00	\$0.00	\$22,130.00
255-146 - Special Rev - Comm Development,Youth Center	\$22,230.00	\$31,695.00	\$20,100.00	\$25,000.00	\$25,000.00	\$35,770.00
255-155 - Special Rev - Comm Development,Senior Services	\$100,375.72	\$121,940.07	\$139,041.33	\$108,630.00	\$108,630.00	\$138,220.00
255-210 - Special Rev - Comm Development,Street Repairs & Maintenance	\$199,859.47	\$5,787,717.07	\$93,231.58	\$5,836,640.00	\$4,663,640.00	\$1,121,710.00
255-710 - Special Rev - Comm Development,Information Technology	\$6,730.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$1,327,736.08	\$7,737,189.50	\$2,189,662.21	\$11,435,270.00	\$11,435,270.00	\$17,793,690.00
Expenditure Totals	\$845,316.65	\$7,981,317.87	\$1,703,593.99	\$11,435,270.00	\$10,942,270.00	\$17,793,690.00
Fund Total: Special Rev - Comm Development	\$482,419.43	(\$244,128.37)	\$486,068.22	\$0.00	\$493,000.00	\$0.00
Fund: 260 Judicial Collection Enhancement						
Revenue						
260-261 - Judicial Collection Enhancement,JCEF Collection	\$6,559.20	\$6,994.83	\$8,285.80	\$7,500.00	\$7,500.00	\$8,000.00
260-262 - Judicial Collection Enhancement,San Luis Court Enhancement	\$40,249.54	\$46,670.75	\$52,245.74	\$48,000.00	\$48,000.00	\$52,000.00
260-263 - Judicial Collection Enhancement,Fill the Gap	\$2,243.44	\$2,637.10	\$2,153.49	\$2,500.00	\$2,500.00	\$2,000.00
260-264 - Judicial Collection Enhancement,Default Fees	\$20,161.38	\$20,896.03	\$19,024.74	\$16,000.00	\$16,000.00	\$19,000.00
260-265 - Judicial Collection Enhancement,Warrant Fees	\$7,270.22	\$6,130.98	\$4,224.85	\$3,500.00	\$3,500.00	\$4,000.00
260-266 - Judicial Collection Enhancement,San Luis Municipal Court Fare	\$446.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
260-268 - Judicial Collection Enhancement,Probation Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$76,929.82	\$83,329.69	\$85,934.62	\$77,500.00	\$77,500.00	\$85,000.00
Expenditures						
260-261 - Judicial Collection Enhancement,JCEF Collection	\$19,175.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00	\$8,000.00
260-262 - Judicial Collection Enhancement,San Luis Court Enhancement	\$22,060.00	\$22,600.00	\$7,243.76	\$48,000.00	\$48,000.00	\$52,000.00
260-263 - Judicial Collection Enhancement,Fill the Gap	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,000.00
260-264 - Judicial Collection Enhancement,Default Fees	\$30,631.25	\$37,480.00	\$0.00	\$16,000.00	\$16,000.00	\$19,000.00

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260-265 - Judicial Collection Enhancement,Warrant Fees	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00	\$4,000.00
260-266 - Judicial Collection Enhancement,San Luis Municipal Court Fare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
260-268 - Judicial Collection Enhancement,Probation Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$76,929.82	\$83,329.69	\$85,934.62	\$77,500.00	\$77,500.00	\$85,000.00
Expenditure Totals	\$71,866.25	\$60,080.00	\$7,243.76	\$77,500.00	\$77,500.00	\$85,000.00
Fund Total: Judicial Collection Enhancement	\$5,063.57	\$23,249.69	\$78,690.86	\$0.00	\$0.00	\$0.00
Fund: 265 Restitution & Probation						
Revenue						
265-267 - Restitution & Probation,Restitution & Probation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures						
265-267 - Restitution & Probation,Restitution & Probation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Total: Restitution & Probation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 270 Volunteer Firemen's Pension						
Revenue						
270-271 - Volunteer Firemen's Pension,Volunteer Firemen's	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures						
270-271 - Volunteer Firemen's Pension,Volunteer Firemen's	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Total: Volunteer Firemen's Pension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 280 Employee Benefit Trust						
Revenue						
280-281 - Employee Benefit Trust,Employee Benefit Trust	\$2,966,618.13	\$3,022,284.24	\$3,181,038.24	\$4,098,300.00	\$4,098,300.00	\$4,754,040.00
Revenue Totals	\$2,966,618.13	\$3,022,284.24	\$3,181,038.24	\$4,098,300.00	\$4,098,300.00	\$4,754,040.00

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Expenditures						
280-281 - Employee Benefit Trust,Employee Benefit Trust	\$3,474,598.90	\$3,098,519.49	\$2,642,889.85	\$4,098,300.00	\$4,098,300.00	\$4,754,040.00
Revenue Totals:	\$2,966,618.13	\$3,022,284.24	\$3,181,038.24	\$4,098,300.00	\$4,098,300.00	\$4,754,040.00
Expenditure Totals	\$3,474,598.90	\$3,098,519.49	\$2,642,889.85	\$4,098,300.00	\$4,098,300.00	\$4,754,040.00
Fund Total: Employee Benefit Trust	(\$507,980.77)	(\$76,235.25)	\$538,148.39	\$0.00	\$0.00	\$0.00
Fund: 290 SL Community Facilities District						
Revenue						
290-291 - SL Community Facilities District,SL Community Facilities District	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Revenue Totals	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Revenue Totals:	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Fund Total: SL Community Facilities District	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Fund: 300 Water						
Revenue						
300-302 - Water,Water Operation	\$4,745,474.26	\$6,164,803.34	\$8,024,725.14	\$9,374,920.00	\$9,374,920.00	\$7,757,030.00
300-860 - Water,Impact Fees	\$120,312.00	\$136,583.00	\$277,670.00	\$178,000.00	\$178,000.00	\$210,000.00
Revenue Totals	\$4,865,786.26	\$6,301,386.34	\$8,302,395.14	\$9,552,920.00	\$9,552,920.00	\$7,967,030.00
Expenditures						
300-301 - Water,Utility Billing & Collection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
300-302 - Water,Water Operation	\$3,476,625.80	\$3,785,575.56	\$4,633,847.08	\$17,834,130.00	\$18,436,580.00	\$8,781,660.00
300-860 - Water,Impact Fees	\$0.00	\$0.00	\$6,256.16	\$305,000.00	\$305,000.00	\$1,000,000.00
Revenue Totals:	\$4,865,786.26	\$6,301,386.34	\$8,302,395.14	\$9,552,920.00	\$9,552,920.00	\$7,967,030.00
Expenditure Totals	\$3,476,625.80	\$3,785,575.56	\$4,640,103.24	\$18,139,130.00	\$18,741,580.00	\$9,781,660.00
Fund Total: Water	\$1,389,160.46	\$2,515,810.78	\$3,662,291.90	(\$8,586,210.00)	(\$9,188,660.00)	(\$1,814,630.00)
Fund: 310 Wastewater						
Revenue						
310-311 - Wastewater,Operations	\$4,281,597.16	\$6,148,566.72	\$7,549,969.30	\$21,000,000.00	\$21,000,000.00	\$26,785,230.00
310-860 - Wastewater,Impact Fees	\$202,448.00	\$229,823.00	\$447,177.00	\$300,000.00	\$300,000.00	\$300,000.00
Revenue Totals	\$4,484,045.16	\$6,378,389.72	\$7,997,146.30	\$21,300,000.00	\$21,300,000.00	\$27,085,230.00

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	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Proposed Continuation Budget
Expenditures						
310-311 - Wastewater,Operations	\$4,534,568.37	\$4,448,486.25	\$5,750,932.12	\$11,405,710.00	\$11,136,490.00	\$25,763,780.00
310-860 - Wastewater,Impact Fees	\$0.00	\$375,185.00	\$6,256.16	\$1,200,000.00	\$1,200,000.00	\$0.00
Revenue Totals:	\$4,484,045.16	\$6,378,389.72	\$7,997,146.30	\$21,300,000.00	\$21,300,000.00	\$27,085,230.00
Expenditure Totals	\$4,534,568.37	\$4,823,671.25	\$5,757,188.28	\$12,605,710.00	\$12,336,490.00	\$25,763,780.00
Fund Total: Wastewater	(\$50,523.21)	\$1,554,718.47	\$2,239,958.02	\$8,694,290.00	\$8,963,510.00	\$1,321,450.00
Fund: 320 Solid Waste						
Revenue						
320-321 - Solid Waste,Operations	\$1,640,762.78	\$1,715,316.21	\$2,203,374.18	\$2,406,000.00	\$2,406,000.00	\$2,809,110.00
Revenue Totals	\$1,640,762.78	\$1,715,316.21	\$2,203,374.18	\$2,406,000.00	\$2,406,000.00	\$2,809,110.00
Expenditures						
320-321 - Solid Waste,Operations	\$1,481,784.08	\$1,858,035.12	\$2,302,490.43	\$2,614,155.00	\$2,614,155.00	\$2,219,820.00
Revenue Totals:	\$1,640,762.78	\$1,715,316.21	\$2,203,374.18	\$2,406,000.00	\$2,406,000.00	\$2,809,110.00
Expenditure Totals	\$1,481,784.08	\$1,858,035.12	\$2,302,490.43	\$2,614,155.00	\$2,614,155.00	\$2,219,820.00
Fund Total: Solid Waste	\$158,978.70	(\$142,718.91)	(\$99,116.25)	(\$208,155.00)	(\$208,155.00)	\$589,290.00
Fund: 330 Business Incubator						
Revenue						
330-331 - Business Incubator,BI	\$90,076.27	\$107,250.40	\$112,686.06	\$124,300.00	\$124,300.00	\$124,300.00
Revenue Totals	\$90,076.27	\$107,250.40	\$112,686.06	\$124,300.00	\$124,300.00	\$124,300.00
Expenditures						
330-331 - Business Incubator,BI	\$183,738.91	\$143,149.50	\$157,958.54	\$149,380.00	\$149,380.00	\$193,090.00
Revenue Totals:	\$90,076.27	\$107,250.40	\$112,686.06	\$124,300.00	\$124,300.00	\$124,300.00
Expenditure Totals	\$183,738.91	\$143,149.50	\$157,958.54	\$149,380.00	\$149,380.00	\$193,090.00
Fund Total: Business Incubator	(\$93,662.64)	(\$35,899.10)	(\$45,272.48)	(\$25,080.00)	(\$25,080.00)	(\$68,790.00)
Fund: 340 Ambulance Service						
Revenue						
340-341 - Ambulance Service,AS	\$2,429,823.66	\$2,529,250.80	\$3,657,906.01	\$3,350,000.00	\$3,350,000.00	\$3,781,000.00
Revenue Totals	\$2,429,823.66	\$2,529,250.80	\$3,657,906.01	\$3,350,000.00	\$3,350,000.00	\$3,781,000.00

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Expenditures						
340-341 - Ambulance Service,AS	\$2,444,187.89	\$2,880,973.14	\$3,426,162.32	\$3,700,555.00	\$3,700,555.00	\$4,382,050.00
Revenue Totals:	\$2,429,823.66	\$2,529,250.80	\$3,657,906.01	\$3,350,000.00	\$3,350,000.00	\$3,781,000.00
Expenditure Totals	\$2,444,187.89	\$2,880,973.14	\$3,426,162.32	\$3,700,555.00	\$3,700,555.00	\$4,382,050.00
Fund Total: Ambulance Service	(\$14,364.23)	(\$351,722.34)	\$231,743.69	(\$350,555.00)	(\$350,555.00)	(\$601,050.00)
Fund: 505 Debt Service Fund						
Revenue						
505 - Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures						
505 - Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Total: Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 600 Capital Projects General Fund						
Revenue						
600 - Capital Projects General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures						
600-610 - Capital Projects General Fund,Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
600-620 - Capital Projects General Fund,Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Total: Capital Projects General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 605 Capital Projects Highway User						
Expenditures						
605-610 - Capital Projects Highway User,Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
605-620 - Capital Projects Highway User,Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Total: Capital Projects Highway User	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Fund: 700 Intergovernmental Service						
Expenditures						
700-710 - Intergovernmental Service,Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700-720 - Intergovernmental Service,Facilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700-730 - Intergovernmental Service,Fleet Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700-740 - Intergovernmental Service,Risk & Property Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Total: Intergovernmental Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 802 Business Center						
Revenue						
802-820 - Business Center,BC	\$633,713.20	\$624,419.91	\$620,761.78	\$1,156,000.00	\$1,156,000.00	\$613,200.00
Revenue Totals	\$633,713.20	\$624,419.91	\$620,761.78	\$1,156,000.00	\$1,156,000.00	\$613,200.00
Expenditures						
802-820 - Business Center,BC	\$652,572.76	\$624,742.81	\$601,314.10	\$1,156,000.00	\$1,156,000.00	\$1,162,470.00
Revenue Totals:	\$633,713.20	\$624,419.91	\$620,761.78	\$1,156,000.00	\$1,156,000.00	\$613,200.00
Expenditure Totals	\$652,572.76	\$624,742.81	\$601,314.10	\$1,156,000.00	\$1,156,000.00	\$1,162,470.00
Fund Total: Business Center	(\$18,859.56)	(\$322.90)	\$19,447.68	\$0.00	\$0.00	(\$549,270.00)
Fund: 803 SLDF-Detention Facility Corp						
Revenue						
803-830 - SLDF-Detention Facility Corp,SLDF - BS 2005	\$25,266,135.29	\$27,079,067.23	\$21,124,263.76	\$25,000,000.00	\$25,000,000.00	\$25,000,000.00
Revenue Totals	\$25,266,135.29	\$27,079,067.23	\$21,124,263.76	\$25,000,000.00	\$25,000,000.00	\$25,000,000.00
Expenditures						
803-830 - SLDF-Detention Facility Corp,SLDF - BS 2005	\$22,367,540.51	\$24,705,971.33	\$23,327,458.69	\$25,000,000.00	\$25,000,000.00	\$25,000,000.00
Revenue Totals:	\$25,266,135.29	\$27,079,067.23	\$21,124,263.76	\$25,000,000.00	\$25,000,000.00	\$25,000,000.00
Expenditure Totals	\$22,367,540.51	\$24,705,971.33	\$23,327,458.69	\$25,000,000.00	\$25,000,000.00	\$25,000,000.00
Fund Total: SLDF-Detention Facility Corp	\$2,898,594.78	\$2,373,095.90	(\$2,203,194.93)	\$0.00	\$0.00	\$0.00
Fund: 804 Debt Service Fund						
Revenue						
804-840 - Debt Service Fund,Debt Service	\$1,646,208.46	\$1,765,181.48	\$2,164,345.73	\$1,978,880.00	\$1,978,880.00	\$1,781,000.00
Revenue Totals	\$1,646,208.46	\$1,765,181.48	\$2,164,345.73	\$1,978,880.00	\$1,978,880.00	\$1,781,000.00

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Expenditures						
804-840 - Debt Service Fund,Debt Service	\$1,646,208.46	\$1,765,181.62	\$2,160,899.73	\$1,978,880.00	\$1,978,880.00	\$1,781,000.00
Revenue Totals:	\$1,646,208.46	\$1,765,181.48	\$2,164,345.73	\$1,978,880.00	\$1,978,880.00	\$1,781,000.00
Expenditure Totals	\$1,646,208.46	\$1,765,181.62	\$2,160,899.73	\$1,978,880.00	\$1,978,880.00	\$1,781,000.00
Fund Total: Debt Service Fund	\$0.00	(\$0.14)	\$3,446.00	\$0.00	\$0.00	\$0.00
Fund: 805 SLC for the Arts and Humanities						
Revenue						
805-850 - SLC for the Arts and Humanities,SLC for the Arts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures						
805-850 - SLC for the Arts and Humanities,SLC for the Arts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Total: SLC for the Arts and Humanities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 806 Impact Fees						
Revenue						
806-115 - Impact Fees,City Administration	\$96,456.28	\$87,132.50	\$174,182.29	\$100,000.00	\$100,000.00	\$0.00
806-144 - Impact Fees,Parks	\$201,188.25	\$225,445.49	\$429,382.19	\$248,000.00	\$248,000.00	\$248,000.00
806-181 - Impact Fees,Police Department	\$135,554.75	\$155,242.83	\$308,972.83	\$147,000.00	\$147,000.00	\$147,000.00
806-182 - Impact Fees,Fire Department	\$175,900.76	\$174,230.39	\$341,238.40	\$185,000.00	\$185,000.00	\$185,000.00
806-860 - Impact Fees,Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$609,100.04	\$642,051.21	\$1,253,775.71	\$680,000.00	\$680,000.00	\$580,000.00
Expenditures						
806-115 - Impact Fees,City Administration	\$180,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$299,510.00
806-144 - Impact Fees,Parks	\$742,286.87	\$174,932.26	\$461,885.27	\$517,100.00	\$517,100.00	\$706,200.00
806-181 - Impact Fees,Police Department	\$21,051.00	\$44,384.00	\$89,259.64	\$328,000.00	\$328,000.00	\$240,710.00
806-182 - Impact Fees,Fire Department	\$49,491.79	\$782,050.86	\$86,051.09	\$5,000.00	\$5,000.00	\$400,000.00
806-860 - Impact Fees,Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$609,100.04	\$642,051.21	\$1,253,775.71	\$680,000.00	\$680,000.00	\$580,000.00
Expenditure Totals	\$992,829.66	\$1,151,367.12	\$637,196.00	\$850,100.00	\$850,100.00	\$1,646,420.00
Fund Total: Impact Fees	(\$383,729.62)	(\$509,315.91)	\$616,579.71	(\$170,100.00)	(\$170,100.00)	(\$1,066,420.00)

Annual Budget by Organization Report

Summary

	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Proposed Continuation Budget
Fund: 808 Assessment Districts						
Revenue						
808-880 - Assessment Districts,Assessment Districts	\$584,631.93	\$640,223.59	\$796,438.61	\$973,200.00	\$973,200.00	\$1,121,070.00
Revenue Totals	\$584,631.93	\$640,223.59	\$796,438.61	\$973,200.00	\$973,200.00	\$1,121,070.00
Expenditures						
808-880 - Assessment Districts,Assessment Districts	\$490,978.89	\$517,006.91	\$777,166.04	\$973,200.00	\$973,200.00	\$1,121,070.00
Revenue Totals:	\$584,631.93	\$640,223.59	\$796,438.61	\$973,200.00	\$973,200.00	\$1,121,070.00
Expenditure Totals	\$490,978.89	\$517,006.91	\$777,166.04	\$973,200.00	\$973,200.00	\$1,121,070.00
Fund Total: Assessment Districts	\$93,653.04	\$123,216.68	\$19,272.57	\$0.00	\$0.00	\$0.00
Fund: 809 Greater Yuma Port Authority						
Revenue						
809-890 - Greater Yuma Port Authority,Greater Yuma Port Authority	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures						
809-890 - Greater Yuma Port Authority,Greater Yuma Port Authority	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Total: Greater Yuma Port Authority	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Grand Totals:	\$76,802,524.90	\$97,561,136.10	\$98,047,511.46	\$125,207,460.00	\$125,207,460.00	\$139,105,400.00
Expenditure Grand Totals:	\$70,972,001.37	\$91,295,319.84	\$83,849,746.03	\$129,490,760.00	\$129,490,760.00	\$147,313,310.00
Net Grand Totals:	\$5,830,523.53	\$6,265,816.26	\$14,197,765.43	(\$4,283,300.00)	(\$4,283,300.00)	(\$8,207,910.00)



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. D.

Meeting Date: 05/28/2025

Department Head: Maria Angelica Roldan, Director of Parks & Recreation, Parks & Recreation Department

Submitted By: Crystal Ochoa, Administrative Coordinator, Parks & Recreation Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the purchase of inclusive playground features for the Joe Orduño Park. **(Angelica Roldan, Director of Parks and Recreation Department)**

SUMMARY:

The Parks and Recreation Department would like to add inclusive playground features to the Joe Orduño Park playground. At the moment, our parks do not have inclusive playground features, but our Department wants to begin adding these features to make playgrounds more fun and accessible for everyone. Inclusive play areas benefit users of all abilities, and the Parks and Recreation Department believes our community deserves the opportunity to play and have fun, and that's what inclusive spaces aim to convey. Staff reached out to Dave Bang Associates Inc. for assistance and requested a quote for items that we believe would be great for our community. The additions would consist of an Accessible Whirl, which accommodates up to two wheelchair users, in addition to more kids without mobility devices, and a Communication Board, which is an inclusive component that features images and words alongside one another, making it easier for visitors of all ages and abilities to communicate. Dave Bang is a trusted vendor who has worked with our Department for many years, providing us with playground equipment for many of our parks.

The quote that was provided by Dave Bang Associates Inc is for the amount of \$56,495.41 and includes the Mohave State Contract cooperative purchasing agreement - Mohave #24K-BANG-0222. City Code-Purchasing §3.05.090 allows for cooperative purchasing, ensuring the city is getting the best prices in the market. The Parks and Recreation Department received two donations that provide us with enough funding to purchase the ADA playground equipment. We received a donation from The Cocopah Tribe for \$22,132.27 and another from Campesinos Sin Frontera for \$36,695.41, giving us a total of \$58,827.68.

Staff would like to seek approval from the Mayor and City Council to move forward with the ordering process. Due to the end of the fiscal year being a few weeks away, staff would like to move forward with the ordering process as soon as possible, to avoid any shipment delays. Staff is open to any recommendations or directions the Mayor and City Council may have in regard to this purchase.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE COOPERATIVE PURCHASE OF ADA PLAYGROUND EQUIPMENT FOR JOE ORDUÑO PARK IN THE AMOUNT OF \$56,495.41. AS PRESENTED.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: YES
CITY/STATE/FEDERAL FUNDS: CITY
TOTAL: \$56,495.41
BUDGETED AMOUNT: \$58,827.68
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):

The purchase of ADA playground features for the Joe Orduño Park was not budgeted for FY2025. However, with the donations that have been received, staff decided to begin working towards adding inclusive playground features to our Park, starting with the Joe Orduño Park. If approved, this ADA playground equipment will be purchased using the G/L Accounts 255-144-90000 & 255-146-60040.177.

G/L Account Information

Cocopah Donations - \$22,132.27 - G/L Acct #: 255-144-90000

Campeños Sin Fronteras - \$36,695.41 - G/L Acct #: 255-146-60040.177

Total: \$58,827.68

Attachments

Dave Bang Associates Inc Quote - Joe Orduno Park ADA Additions

ADA Playground Features - Accessible Whirl

ADA Playground Features - Communication Board

To: **City of San Luis**
Attn: Angelica Roldan
P.O. Box 7740
San Luis, AZ 85349

Estimate Date 04/22/2025	Salesperson Andrew Ross
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Joe Orduno Park ADA Additions

Estimated Shipping Date	Shipped Via	FOB	Terms	Bid ID #
5-12 Weeks	Truck - AZ	San Luis	Net 30	Mohave #24K-BANG-0222
Quantity	Description	Unit Price	Total Extended	
	*Drawing A23102CHR1			
1	Playworld #ZZXX1158, ACCESSIBLE WHIRL COLOR: TBD	\$16,400.00	\$16,400.00	
1	Playworld #ZZXX0848 Freestanding Communication Board (Double-CH) COLOR: TBD	\$3,515.00	\$3,515.00	
	Subtotal		\$19,915.00	
	Less Mohave Discount on Playworld		(\$4,779.60)	
1	Temporary Fencing, approximately 266 In ft	\$2,760.00	\$2,760.00	
1	Private Utility Locator Fee	\$1,150.00	\$1,150.00	
1	Site Preparation -Demo/Salvage 1 EA Belt Seat with chain and turn over to city -Demo/Salvage 1 EA T-Swing with ADA Seats and turn over to city -Use 1 Existing ADA Seat to install where belt seat was removed -Swings Excavation of 88 SQ FT existing sand to 7.5" depth -Accessible Whirl Excavation of 285 SQ FT existing sand to 6" depth	\$4,140.00	\$4,140.00	
	Subtotal		\$8,050.00	
145	Swings Area *3.5" Depth - CFH 8' American Rubber Surfacing # ARS-RBR-200, Poured-in-Place Rubber with Critical Fall Height Up to 10' and up to 4.5" depth - Up to 200 sq ft per sq ft COLOR: TBD	\$30.00	\$4,350.00	
1	American Rubber Surfacing # ARS-4CON, 4" Concrete Pad Subbase per sq ft 145	\$1,495.00	\$1,495.00	
344	Accessible Whirl Area American Rubber Surfacing # ARS-RBR-2, Poured-in-Place Rubber, 2" depth for Critical Fall Height Up to 4' (50% Black / 50% Standard Color) per sq ft (over 200 sq ft)	\$19.14	\$6,584.16	
1	American Rubber Surfacing # ARS-4CON, 4" Concrete Pad Subbase per sq ft 344	\$3,450.00	\$3,450.00	
	Subtotal		\$15,879.16	
1	Playworld Shipping	\$1,237.00	\$1,237.00	
1	Installation by a Factory Certified Licensed Contractor *Drawing A23102CHR1 1EA Playworld #ZZXX1158, ACCESSIBLE WHIRL 1EA Playworld #ZZXX0848 Freestanding Communication Board (Double-CH)	\$12,650.00	\$12,650.00	
			Discount Total	(\$4,779.60)



Estimate

AZ137770

<i>THIS ESTIMATE IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS</i>	Subtotal	\$52,951.56
THANK YOU FOR THIS CHANCE TO ESTIMATE	Tax (6.695%)	\$3,543.85
<small>Dave Bang Associate, INC. IS PLEASED TO SUBMIT THE ABOVE ESTIMATE FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS ESTIMATE IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS, AND IS VALID FOR 14 DAYS. THEREAFTER, IT IS SUBJECT TO CHANGE WITHOUT NOTICE.</small>	Total	\$56,495.41

Accepted By _____ Signature: _____ Date: _____
 Print Name: _____

PLEASE SIGN AND RETURN ONE COPY WHEN ORDERING.

THANK YOU!

Terms & Conditions

1. General Notes

- *Assembly and Installation NOT included unless otherwise noted
- *For AZ M.R.R.A. Projects ONLY, price includes any tax that was paid at the Point of Purchase unless otherwise noted.
- *Tax NOT included unless otherwise noted - Tax will be added to your invoice if approved exemption certificate is not received by product ship date.
- *Customer responsible for quoted quantities and model numbers, please check!
- *Payment and Performance bonds are NOT included unless otherwise stated. If required, additional charges of 3% to quote total will apply.
- *Price reflects quoted quantity. Please request revision if alternate quantity is desired
- *Engineering, if required, is NOT included - please call for details!

2. Payment / Ordering

*TO ORDER, please sign quote and return via email or fax to avoid any shipping delays. Fax or email copy deemed to be legal equivalent of original. If Payment with Order is required, please sign quote below and return with payment. All past due accounts subject to 1 ½% monthly finance charge. In the event legal action is required to effect collection venue shall be Mesa, AZ.

3. Shipping / Unloading

- *Shipped by Common Carrier – Customer will need 2-4 people to unload. Liftgate NOT included. Items will be boxed and / or stretch wrapped to pallets and customer is responsible for offloading. Delivery Drivers do NOT unload
- **IMPORTANT: Customer is responsible for receiving and checking quantities and condition at time of delivery - Please note any shortages or damages on delivery copy.
- *Equipment will ship to Dave Bang Associates yard in Mesa, AZ. If installation was purchased, the installers will deliver to site at the time of installation. Please request an updated or revised quote if any of the equipment will ship elsewhere.
- *If quoted, Will Call Pick up address and times are:
Dave Bang Associates, Inc.
140 N. Gilbert Road, Mesa, AZ 85203
Appointments Required: Monday-Friday from 8:00am to 2:00pm
- *Notwithstanding anything to the contrary in any Contract Documents, Customer understands that estimated shipment times for materials are an estimate only. We have no control over shipment dates. We thus make no guarantee to Owner or Customer regarding the projected shipment dates for materials and shall not be liable for any loss caused by the timing of shipments

4. Engineered Wood Fiber

- *NOTE: Some Engineered Wood Fiber will be left outside play area after installation if installation has been purchased
- *Customer to provide access for Engineered Wood Fiber delivery with tractor truck and 53' trailer.
- *Compaction of the Engineered Wood Fiber is NOT included in the installation cost, if desired, please request an updated proposal. If Compaction of the Engineered Wood Fiber was purchased, a high capacity water source such as a hydrant must be available. If applicable, the cost of a meter and / or the cost of the water is NOT included in the proposal. If we need to acquire the meter and / or pay for the water, please request an updated proposal.

5. General Notes for Purchased Installation

- *Installation does NOT include ground preparation, excavation, safety surfacing, and/or safety surfacing borders, prep work, flat work, grading, rerouting of water, electric, drainage or sprinkler lines unless otherwise noted in the proposal
- *Demo of existing equipment or safety surfacing is NOT included unless otherwise stated in the proposal
- *ROCK CLAUSE: Pricing is based on normal soil conditions which would allow an auger on a tractor to dig footings. If rocks/boulders interfere with the progress of the excavation, additional fees may apply.
- *ACCESS CLAUSE: Installation based on clear access to area. Crane service is NOT included. Customer to provide access for bobcat to work area, bobcat will be provided by installer. Minimum access shall be 7' wide and 7' high. If adequate access is not provided additional charges may apply and repairs to landscape and irrigation may be required. Customer is responsible for any repairs to landscape if proper access is not provided.
- *UTILITY CLAUSE: Installation to include marking of utilities by Blue Stake. Blue Stake CANNOT locate any private lines, PVC or plastic water lines. Installation does NOT include repair or relocating any underground utilities, such as drainage, irrigation, live water lines, main low voltage lines, gas, electrical, communication, or sewer etc. Customers responsibility to provide locations of any utilities prior to commencement of work.
- *Customer is responsible for all landscape repairs such as, but not limited to damaged trees, bushes, lawn, curbing, sidewalks and/or asphalt paving caused by materials truck and/or 2-ton bobcat needed to complete project.
- *Before we proceed with the playground installation, the playground area MUST be compacted, be free of debris, and excavated accordingly. Please call for details.
- *Concrete pad for surface mount items NOT included and MUST be provided by customer unless otherwise stated.

- *Surface mount anchoring to asphalt and paver areas is NOT included unless otherwise stated.
- *Private Utility Locator is NOT included unless otherwise noted. Private Utility Locator CANNOT locate any PVC or plastic water lines
- *Installation does NOT include saw cutting and/or core drilling unless otherwise noted
- *Installation does NOT include jackhammering. Please call for details.
- *Area MUST have normal soil conditions and be level.
- *All Athletic Equipment Goals such as soccer, football, etc, install location MUST be marked out by customer prior to installation, if installation was purchased

6. Temporary Fencing

*Security guards and/or temporary fencing to prevent injuries, vandalism and/or accidental damage to install area or to the rubberized surface while it sets is NOT included unless noted on quote. If desired, the installers can put up caution tape, but Temporary Fencing is recommended. Although the fencing, if provided, is intended to provide this security, the overall security of the property is ultimately the responsibility of customer. We are not responsible for any vandalism or injuries even with the provision of the fencing.

7. ADA Access

*Play Equipment MUST be installed over an impact-absorbing surface such as ADA compliant Engineered Wood Fiber or Rubber Surfacing. If not quoted, please call for details.

*This area is NOT ADA compliant without the installation of compliant surfacing and an accessible route up to and into the playground area. Please call for details.

8. Poured-in-Place Rubber Surfacing

- *Rubber Surfacing cure time is normally 48-72 hours and can vary depending on weather conditions.
- *Rubber Surfacing cannot be installed during extreme weather conditions and may also not be installed if rain or frost is forecast during the cure time.
- *48-Hour Manned Security is NOT included for rubber unless otherwise noted.

9. Ramada / Shade Shelters

- *Ramada / Shade Shelter installation price EXCLUDES - unless otherwise stated in this quote - engineering, permits, permit submittal, site plans, special inspections, soil reports, impact fees, special assessment fees. Customer is responsible for any and all of these items if required by the City.
- *Ramada / Shade Shelter manufacture time is 6-8 weeks. Permitting can add 2-4 weeks or more to lead time. PLEASE NOTE: Shade Orders are NOT released into production until permit is issued!
- *Ramada / Shade Shelter installation price EXCLUDES concrete pad, footings, masonry columns, electrical wiring and lights unless otherwise noted.

10. Prevailing Wages

- *Prevailing Wages NOT included unless otherwise noted. (ie: Davis Bacon, TERO, ect.) If this is a Prevailing Wage project, please request alternate pricing.
- *If Prevailing Wages / Davis Bacon Wages were INCLUDED, all other special work fees NOT included - Additional Labor Charges may apply if alternate labor is required.

11. Stock Items

*DBA Stock Item(s): Model number and color based on availability at time of order - taken from Scratch & Dent / Overstock - sold AS IS with NO warranty. Photo (s) of stock item(s) available upon request at the time of order.

12. Indemnity Provision

*Notwithstanding anything to the contrary in any Contract Documents we shall have no duty to defend or indemnify Owner, Customer, or any other party we agree to defend or indemnify in any Contract Documents for that portion of any claim arising out of the comparative fault of any party we agree to defend or indemnify in any Contract Documents.

13. Insurance

Available Insurance

Umbrella / Excess Liability:

Each Occurrence - \$5,000,000.00

Aggregate - \$5,000,000.00

General Liability Limits:

Deductible - \$5,000.00

Each Occurrence - \$1,000,000.00

Damage to Rented Premises - \$100,000.00

Medical Expense - \$5,000.00



Estimate

AZ137770

Personal & Adv Injury - \$1,000,000.00
General Aggregate (per project) - \$2,000,000.00
Products Comp/OP Agg - \$2,000,000.00
Excludes Contractual Liability
Available Endorsements:
Additional Insured Ongoing Operations CG2010 0704
Additional Insured Completed Operations CG2037 0704
Primary Noncontributory IFG-G-0094
Waiver of Subrogation CG 2404
Per Project Aggregate IFG-G-0065
Per Location Aggregate IFG-G-0064
Auto Liability Limits:
(Any Auto, Hired Autos, Non-Owned Autos)
Combined Single Limit \$1,000,000.00
Available Endorsements:
Auto Blanket Additional Insured CNA71527XX
Auto Blanket Waver of Subrogation CA 0444
Workers Compensation and Employers Liability:
Each Accident - \$1,000,000.00
Disease (Ea Employee) - \$1,000,000.00
Disease (Policy Limit) - \$1,000,000.00
Waiver of Subrogation Endorsement available upon request
AZ WC000313

Initial: _____

- 0 5 10'
- TOTAL ELEVATED PLAY COMPONENTS: 7
- TOTAL ELEVATED PLAY COMPONENTS ACCESSIBLE BY RAMP: 6
- TOTAL ELEVATED PLAY COMPONENTS ACCESSIBLE BY TRANSFER: 7
- TOTAL ELEVATED PLAY COMPONENTS BY HEIGHT TYPE: 3
- TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS BY HEIGHT TYPE: 2
- *APPLICABLE ONLY WITH AN COMPLIANT SURFACE.

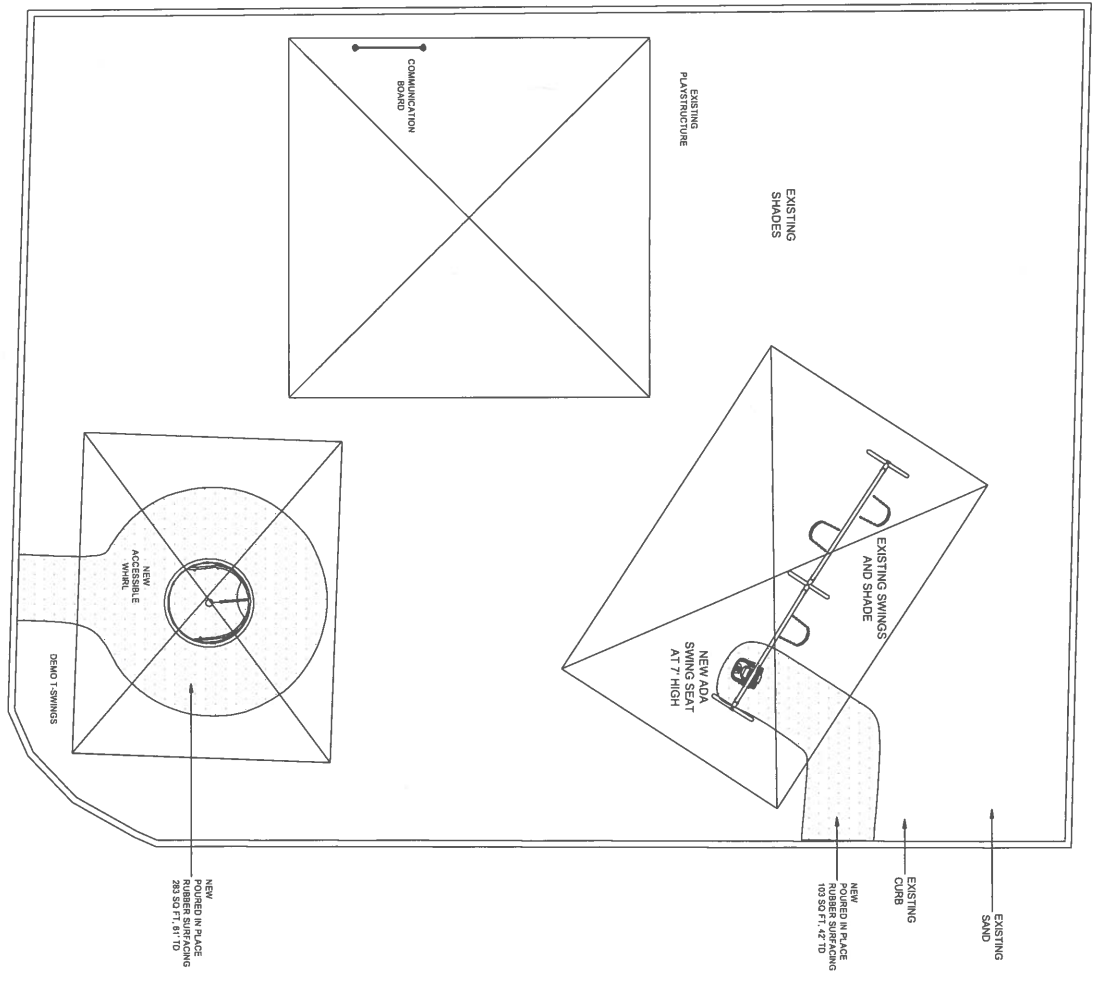
PLAY STRUCTURE AND LAYOUT OF THE COMPONENTS CONFORM TO
 ASTM F1487-21 AND CPSC 4035 GUIDELINES AND CFR TITLE 22,
 DIVISION 4, CHAPTER 22
 CRITICAL FALL HEIGHT OF OVERALL PLAY AREA: 84"

PROJECT
JOE ORDUÑO PARK
 SAN LUIS, AZ - ADA ADDITIONS

DESIGNED BY: **ANDREW ROSS**
 APRIL 21, 2025
 DRAWING # **A23102CHR1 25**
 PROJECT # **25005818**

DESIGNED FOR
AGES 5-12

since 1978
dave bang
 associates inc.
 park+playground outfitters





Playground Communication Board

I	is	do	need	say, tell	who	what	where	no/not	more	swing
you	want	like	put	turn	to	same	different	again	done/finished	slide
it this	come	get	make	chase, run	with	and	away	good	bad	big toy
that	give	take	go	stop	up	on	off	here	slow	ball
he	help	drink	see, look	listen	down	in	out	there	fast	four square
she	share	play	feel	eat	happy	sad	hurt	sick	mad	tired

PLAYWORLD





AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. E.

Meeting Date: 05/28/2025

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

Submitted By: Kay Macuil, City Attorney, Attorney's Office

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the ratification of payment for legal work of outside counsel for the lawsuit against the city in Federal Court (U.S. District Court for Arizona Civil Case No. 2:24-cv-00534-ESW), and to approve transfer of City Council contingency funds for continued legal work on the case through the end of the fiscal year as well as replenishing the legal services general ledger account through the end of the fiscal year. **(Kay Marion Macuil, City Attorney)**

SUMMARY:

Costs related to Gethsemani v. San Luis

This item is to ratify this fiscal year's payments of \$90,304.06 for legal fees and fund \$80,000 in future services through June 30, 2025, from the law firm of Gammage & Burnham in the above-referenced case that the Gethsemani Baptist Church brought against the City of San Luis.

Other Legal Costs Unrelated to Gethsemani

This item also requests replenishing a \$15,000 negative balance in the City Attorney's Office's general ledger account for legal services and providing a \$10,000 fund for legal contingencies through June 30, 2025.

Council Contingency Request for both Gethsemani and Unrelated Legal Matters

A total of \$105,000 in Council Contingencies is requested, which consists of:

- \$15,000 to replenish the \$15,000 negative balance,
- \$80,000 for the Gethsemani case through June 30, 2025, and
- \$10,000 for all legal services contingencies through June 30, 2025.

Total Legal Expenses for Gethsemani since November 2023

This agenda item does not include another \$76,140.30 in expenses incurred for the Gethsemani v. San Luis federal case, specifically:

- FY 2024 we spent \$55,175 (November 2023).
- This FY 2025, \$20,965.30 was paid to First Legal, a legal technology firm, which was necessary to properly handle digital documents, images, and e-mail for litigation. (First Legal was paid from the City Attorney's Contractual Services line.)

When combined with the current fiscal year's expenses of \$90,304.06 already spent from the City Attorney's Legal Services line and an additional \$80,000 anticipated through June 30, 2025, the total legal costs for this case amount to \$246,444.36.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO RATIFY \$90,304.06 IN LEGAL EXPENSES TO GAMMAGE AND BURNHAM AND APPROVE \$105,000 FROM COUNCIL CONTINGENCIES FOR ALL LEGAL CONTINGENCIES THROUGH THE END OF THE FISCAL YEAR, JUNE 30, 2025 AND TO CONTINUE UNDER THE TERMS OF THE ATTACHED MARCH 22, 2024, ENGAGEMENT LETTER TO REPRESENT AND DEFEND THE CITY OF SAN LUIS IN ANY AND ALL MATTERS IN THE U.S. FEDERAL COURT, ARIZONA, DISTRICT CASE NO. 2:24-CV-00534-ESW.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: Yes
CITY/STATE/FEDERAL FUNDS: City
TOTAL: \$195,304.06 (\$90,304.06 Ratify & \$105,000.00 transfer from Council Contingency)
BUDGETED AMOUNT: \$130,000.00 for all legal contingencies for 2024-2025 Budget Year
AVAILABLE AMOUNT TO TRANSFER: \$105,000.00 from Council Contingencies
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: GL 100-110-81000 City Council Contingencies Balance \$265,000.00

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

For the current fiscal year (starting July 1, 2024), the City Attorney's Office incurred \$90,304.06 in expenses for the Gethsemani v. San Luis case from the GL Account 100-117-80003. Along with other legal services incurred this year for investigations, condemnations for widening roads on Avenue E and Cesar Chavez Boulevard, Police Advisor services, and an inoperable trash truck, the legal services line item is overdrawn by \$15,000.00.

Staff requests that the City Council authorize a budget transfer of \$105,000.00 from the City Council Contingency Account (100-110-81000), to be allocated as follows:

- **\$15,000.00** to cover the current negative balance in the Legal Services account;
- **\$80,000.00** to cover the anticipated legal fees for the remainder of the fiscal year for Gethsemani v. San Luis (in addition to the \$90,304 already incurred); and
- **\$10,000.00** to provide a contingency for any additional legal expenses on any topic through June 30, 2025.

Attachments

Engagement Letter

GAMMAGE & BURNHAM

A PROFESSIONAL LIMITED LIABILITY COMPANY

ATTORNEYS AT LAW

40 NORTH CENTRAL AVENUE

20TH FLOOR

PHOENIX, ARIZONA 85004

TELEPHONE (602) 256-0566
FACSIMILE (602) 256-4475

March 22, 2024

WRITER'S DIRECT LINE
(602) 256-4461
mvaz@gblaw.com

Via Email:(kmacuil@sanluisaz.gov)

Ms. Kay Macuil
San Luis City Attorney

Re: Gammage & Burnham Representation—Gethsemani Baptist Church v City of San Luis

Dear Ms. Macuil:

This letter will confirm that the City of San Luis (“The City”) wishes to employ the law firm of Gammage & Burnham, PLC to assist with a response to the complaint and motion for preliminary injunction filed by the Gethsemani Baptist Church against the City of San Luis, several members of the city staff and the Mayor.

Generally, this Firm bills on an hourly basis; we will bill for our services monthly. Our hourly government rates are as follows:

\$450.00 for partners
\$325-for associates
\$225 for paralegals

My partner, Cameron Artigue and I, will be primarily responsible for such services and representation, although we may delegate matters to other attorneys, and/or paralegals to serve the City’s best interests in the most productive and cost-effective manner. All attorneys and/or paralegals who serve and represent the City shall bill their time on an hourly basis. For this matter, we have agreed to use our discounted government billing rates. The partner billing rate on this matter will be \$450.00.

We will send you a bill on approximately the 15th of the month for work done in the preceding month. Since this is a litigation matter, which can be intensive, we request a retainer of \$50,000.00. We will bill our services against the retainer. We will send you a monthly invoice which shows the work for the month and the payment applied to the retainer.

Although we will perform our professional services on your behalf to the best of our ability, we cannot make (and have not made) any promises regarding the outcome of your matter. You have the right to terminate our services at any time. Similarly, the firm may withdraw from the representation if you fail to promptly pay invoices, fail to disclose material facts, fail to effectively communicate, act in a manner contrary to the advice given, or anything else occurs that, in our opinion, impairs an effective attorney-client relationship.

In addition to attorneys’ fees, we will bill you for costs and expenses such as court costs, long distance telephone calls, photocopying and facsimile transmissions, travel expenses and other expenses incurred in connection with our representation. All of these expenses will be billed to you at our cost with the exception of photocopying and outgoing facsimile transmissions which we do mark up. Other costs such as office supplies, parking and incoming facsimile transmissions will not be billed to you. A copy of the memorandum explaining

firm policy as to billing costs is enclosed. We anticipate that the rates listed in this letter will apply for the duration of this matter. If you ever have any questions concerning our statements, please call me immediately.

Our relationship is covered by the lawyer-client privilege and our ethical duty of confidentiality. Our communications with you are privileged.

Once this representation has been completed, we will close the file and maintain electronic records for five years, at which time the file may be destroyed in accordance with our policies. You must keep us advised regarding any changes of address, email or phone numbers, or of changes regarding key personnel so that we will be able to communicate with you during the course of representation and in the event the need arises even after the file is closed.

We look forward to working with you. If you have any questions, comments or concerns, please do not hesitate to contact me.

Best regards,
GAMMAGE & BURNHAM, PLC



By
Manjula M. Vaz

MMV/bbb
Attachment

ACCEPTED and AGREED:

CITY OF SAN LUIS

By: Kay Marion Macuil
Name: Kay Marion Macuil
Title: City Attorney
March 25, 2025

MEMORANDUM
GAMMAGE & BURNHAM, PLC
A Professional Limited Liability Company

TO: Gammage & Burnham Clients
FROM: Management Committee
RE: Firm Policy as to Billing of Costs

An ethics opinion from The American Bar Association indicates that clients must agree to pay "mark-up" on costs incurred on their behalf. Our practice is to add mark-up to on-site document reproduction costs and outgoing facsimile transmissions. In addition, payments made via credit card will incur a non-refundable service fee, not to exceed 3% of the total amount, which will be added to each transaction.

Other costs are either passed through directly with no mark-up or absorbed in our general overhead – these include:

Costs Charged to Clients Without Mark-Up Costs Not Charged to Clients

- | | |
|---------------------------------|-----------------------|
| ■ computer research | ■ incoming facsimiles |
| ■ depositions | ■ normal postage |
| ■ express mail | ■ office supplies |
| ■ filing fees | ■ parking |
| ■ investigative services | |
| ■ messenger service | |
| ■ outside professional services | |
| ■ publications | |
| ■ recording fees | |
| ■ search fees | |
| ■ secretarial overtime | |
| ■ service of process | |
| ■ sheriff's fees | |
| ■ special postage | |
| ■ title reports | |
| ■ travel expense | |
| ■ witness fees | |

If you have any questions regarding our policy, please feel free to call. If we do not hear from you, we will assume you agree to our policies regarding costs.



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. F.

Meeting Date: 05/28/2025

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

Submitted By: Kay Macuil, City Attorney, Attorney's Office

Action Requested: Motion
Resolution

ITEM:

Discussion and possible action on any and all matters regarding Resolution No. 2362. A resolution of the Mayor and City Council of the City of San Luis, Arizona, declaring that the City Council deems the sale of the real and personal property of the San Luis facility Development Corporation for the San Luis Regional Detention and Support Center beneficial for the City of San Luis; ordering and calling a special election to be held on November 4, 2025 to submit to the qualified electors of the City of San Luis the question as to whether or not said property should be sold within 3 years starting November 20, 2025, and a possible initiative proposal regarding the city council's compensation. **(Kay Marion Macuil, City Attorney and Sonia Cornelio, City Clerk)**

SUMMARY:

Amended Summary

Background

The City of San Luis created the San Luis Facility Development Corporation ("SLFDC") in 2005. It is a non-profit with an unpaid board having the purpose of financing and owning public projects in the City of San Luis, Arizona, that affect economic development in the city. It has only one project. It financed the purchase of the land and the building and expansion of the San Luis Regional Detention and Support Center through the sale of bonds it issued. The bonds are paid from the revenue that federal government agencies pay to house detainees. The project has provided over 100 good-paying jobs over the years.

Under Arizona State Statute (A.R.S. § 9-403(C)), the sale of a city's real property valued at \$15,000,000 or more must be authorized by the voters. Since the SLFDC is a corporation created by the city, and its board is appointed by City Council, it must also abide by this statute.

On May 14, 2025, at its Board Meeting, the SLFDC Board voted to recommend to the City Council that it call an election to sell the real and personal property of the San Luis Regional Detention and Support Center within a period of three (3) years.

If the Detention Center is sold, the Federal Contracts and a Contract with the Operator would remain with SLFDC and the proceeds would be used to support the project and other public purposes.

What This Resolution Does

If approved, the resolution authorizes the city to hold a Special Election to answer the question on the ballot about whether to sell the SLFDC's real and personal property, known as the San Luis Regional Detention and Support Center. It informs the public that the election will take place on Tuesday, November 4, 2025, and related deadlines. Although publication of a Call of Election is optional, it has been customary to publish one, as it is a good way to inform voters in the City of San Luis about the

election.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE AND ADOPT RESOLUTION NO. 2362 CALLING A NOVEMBER 4, 2025, SPECIAL ELECTION.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	Yes
CITY/STATE/FEDERAL FUNDS:	City
TOTAL:	Yuma County will Invoice the City after the Election
BUDGETED AMOUNT:	The Clerk Budgets for Elections
AVAILABLE AMOUNT TO TRANSFER:	N/A
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:	To be determined once Yuma County invoices the City

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

After the election is held, Yuma County will bill the city for its services. Under the Elections Intergovernmental Agreement with Yuma County (the city's Order No. 2023-13), the city is responsible for the costs of printing and a certified translator for publicity pamphlet, publishing legal notices, and mailing.

Attachments

Resolution No. 2362 Call of Election Question Selling Detention Center
ARS 9-403



Resolution

No. 2362

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, DECLARING THAT THE CITY COUNCIL DEEMS THE SALE OF THE REAL AND PERSONAL PROPERTY OF THE SAN LUIS FACILITY DEVELOPMENT CORPORATION FOR THE SAN LUIS REGIONAL DETENTION AND SUPPORT CENTER BENEFICIAL FOR THE CITY OF SAN LUIS; ORDERING AND CALLING A SPECIAL ELECTION TO BE HELD ON NOVEMBER 4, 2025 TO SUBMIT TO THE QUALIFIED ELECTORS OF THE CITY OF SAN LUIS THE QUESTION AS TO WHETHER OR NOT SAID PROPERTY SHOULD BE SOLD WITHIN 3 YEARS STARTING NOVEMBER 20, 2025.

WHEREAS, the Mayor and City Council of the City of San Luis, Arizona (“City”) order an election on the question of whether to sell real and personal property; and

WHEREAS, on May 14, 2025, the San Luis Facility Development Corporation recommended that the City Council call an election for the purpose of selling the real and personal property of the San Luis Regional Detention and Support Center; and

WHEREAS, A.R.S. § 9-403(C) requires the voters to approve selling a city’s real property if its value is fifteen million dollars (\$15,000,000) or more; and

WHEREAS, San Luis Facility Development Corporation abides by A.R.S. § 9-403(C), the same as the City because the City created the corporation and appoints its directors; and

WHEREAS, for purposes of the foregoing, the Mayor and City Council order an election (the “Election”);

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council:

Section 1: Deemed Beneficial. The Mayor and City Council deem that it would be beneficial to the citizens of the City of San Luis to authorize the San Luis Facility Development Corporation to sell the real and personal property of the San Luis Regional Detention and Support Center it currently owns and use the proceeds to continue the detention and support center project, to maintain local jobs for the local economy, and to support other public purposes.

Section 2: Designation of Election Date: Purpose. The Election, in and for the City, is ordered and called to be held on **Tuesday, November 4, 2025**, at which Election the question shall be submitted to the qualified electors of the City whether the real and personal property of the San Luis Facility Development Corporation of the San Luis Regional Detention and Support Center shall be sold.

Section 3: Question for the Official Ballot. The official ballot for the Election (the "Official Ballot") shall be in substantially the same form as follows:

OFFICIAL TITLE:

Special Election on whether to sell the San Luis Facility Development Corporation's real and personal property known as the San Luis Regional Detention and Support Center.

DESCRIPTIVE TITLE:

Shall the City of San Luis ("City") or the City's San Luis Facility Development Corporation ("SLFDC") or both be authorized to sell at public auction all SLFDC's real and personal property known as the San Luis Regional Detention and Support Center at 406 North Avenue D, San Luis, Arizona under A.R.S. § 9 403 (C) for three (3) years beginning November 20, 2025?

ANSWER:

A Yes vote: would authorize the City & the San Luis Facility Development Corporation to sell the San Luis Regional Detention and Support Center real and personal property.

A No vote: would not allow the City & the San Luis Facility Development Corporation to sell the San Luis Regional Detention and Support Center real and personal property if it is valued at \$15,000,000 or more.

NOTES/COMMENTS:

The full legal description is available from the City of San Luis, and it is posted on the City's website.

Deadlines:

Arguments for and against (pro and con) deadline, August 6, 2025, at 5:00 p.m.

Voter registration deadline, October 6, 2025, at 11:49 p.m.

Early voting starts October 8, 2025, and ends October 31, 2025, at 5:00 p.m.

Section 4: The City Clerk is directed to revise the above Official Ballot language to include the legal description of the property, which is the subject of the question.

Section 5: The approximate legal description is attached to this Resolution as Exhibit "A."

Section 6: Informational Pamphlet.

(A) The City Clerk shall give notice of the Election by mailing an informational pamphlet (the "Informational Pamphlet") and a sample of the Official Ballot in substantially the form attached hereto as Exhibit "B," to be revised as needed, and sent to every household within the City not less than thirty-five (35) days before the date of the Election.

(B) The City Clerk shall prepare the Informational Pamphlet, and the City Clerk is authorized and directed to cause the Informational Pamphlet to be provided in the form she deems acceptable.

(C) The City Clerk is authorized to request arguments for and against the subject matter of the Election by providing the notice. The deadline to submit to the City Clerk's Office at City Hall, 1090 East Union Street, San Luis, Arizona, arguments for and against shall be **5:00 p.m., Wednesday, August 6, 2025.**

Section 7: Absentee and Early Voting. Absentee/early voting with respect to the Election shall be permitted in accordance with the provisions of Title 16, Chapter 4, Article 8, Arizona Revised Statutes.

Section 8: The City Clerk is authorized and directed to have the Official Ballot printed and delivered to the election officials at the polling places for the election officials to furnish to the qualified electors of the City at the Election.

Section 9: To comply with the Voting Rights Act of 1965, as amended, the following materials pertaining to the Election shall be translated into Spanish and mailed or distributed in each instance where mailing or distributing of such materials is required, specifically:

- Request for Arguments (for and against),
- Informational Pamphlet,
- Official Ballot,
- Absentee and Early Voting Materials, and
- Instructions at the Polling Places.

Section 10: The Mayor and City Council approve the consolidation of any election precincts deemed necessary for purposes of the Election.

Section 11: Holding the Election.

(A) The Election shall be held, conducted, and canvassed in conformity with the provisions of the regular election laws of the State of Arizona, except as otherwise provided by law, and only such persons shall be permitted to vote at the Election who are qualified electors of the City.

(B) The Election may be conducted (i) using either electromechanical or electronic vote recording and ballot counting equipment or paper ballots at polling places, or (ii) as

a mailed ballot election as provided in Section 16-409, Arizona Revised Statutes, as shall be determined to be in the best interests of the City by the Elections Services of Yuma County, Arizona (the "County") and the City Clerk. The City Clerk is authorized to enter into a contract with the County Recorder of the County to obtain precinct registers for the Election and to enter into an agreement with Yuma County to conduct the Election for the City.

(C) The Mayor and City Council authorize all expenditures as may be necessary to order, notice, hold, and administer the Election, which expenditure shall be paid from the current operating funds of the City.

(D) The Mayor and City Council authorize the City Clerk to take all necessary actions to facilitate the Election, including all such actions as are necessary to assist the Elections Services of the County in conducting the Election and performing its duties.

Section 12: If a conflict arises between the provisions of this Resolution and any other ordinance, Resolution, order, regulation, or policy of the City of San Luis, the conflicting provisions are amended, superseded, and replaced, and this Resolution shall govern.

Section 13: If any section, subsection, paragraph, sentence, clause, phrase, or portion of this Resolution is held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction or controlling legislation, such decision or law shall not affect the validity of the remaining portion of this Resolution.

Section 14: The City officers and employees are authorized and directed to perform all acts necessary or desirable to give effect to this Resolution.

PASSED, ADOPTED, and APPROVED by the Mayor and City Council of the City of San Luis, Yuma County, Arizona, this ____ day of May 2025.

City of San Luis, Arizona

Nieves Riedel, Mayor

Attest:

Approved As to Form

Sonia Cornelio, City Clerk

Kay Marion Macuil, City Attorney

Exhibit A

BEING A PORTION OF THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 11 SOUTH, RANGE 24 WEST, OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YUMA COUNTY, ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTER QUARTER CORNER OF SECTION 11, AT A FOUND IRON PIN;

THENCE SOUTH 89 DEGREES 56 MINUTES 51 SECONDS EAST ALONG THE EAST-WEST MID SECTION LINE OF SECTION 11, A DISTANCE OF 1888.25 FEET TO THE TRUE POINT OF BEGINNING;

THENCE SOUTH 89 DEGREES 56 MINUTES 51 SECONDS EAST CONTINUING ALONG THE EAST-WEST MID SECTION LINE OF SECTION 11, A DISTANCE OF 751.25 FEET TO A FOUND 1" PIPE, SAID PIPE BEING THE EAST QUARTER CORNER OF SECTION 11;

THENCE SOUTH 00 DEGREES 01 MINUTES 00 SECONDS EAST, A DISTANCE OF 1449.58 FEET TO A SET IRON PIN & CAP (R.L.S. # 16528);

THENCE NORTH 89 DEGREES 56 MINUTES 51 SECONDS WEST, A DISTANCE OF 751.25 FEET TO A POINT FOR CORNER;

THENCE NORTH 00 DEGREES 01 MINUTES 00 SECONDS WEST, A DISTANCE OF 1449.58 FEET TO THE TRUE POINT OF BEGINNING;

EXCEPT THE EAST 33 FEET AS CONVEYED TO YUMA COUNTY IN INSTRUMENT RECORDED AS DOCKET 686, PAGE 893; AND

EXCEPT 1/16TH OF ALL OIL, GASES AND OTHER HYDROCARBON SUBSTANCES, COAL, STONE, METALS, MINERALS, FOSSILS AND FERTILIZERS OF EVERY NAME AND DESCRIPTION AND EXCEPT ALL MATERIALS WHICH MAY BE ESSENTIAL TO PRODUCTION OF FISSIONABLE MATERIAL AS RESERVED IN ARIZONA REVISED STATUTES; AND

EXCEPT 1/4TH OF ALL OIL, GAS AND OTHER MINERALS AS RESERVED IN DEED RECORDED AS DOCKET 1351, PAGE 289, RECORDS OF YUMA COUNTY, ARIZONA.

Exhibit B

ELECTION 2025

DRAFT - CITY OF SAN LUIS, ARIZONA

INFORMATIONAL PAMPHLET AND SAMPLE BALLOT

SPECIAL ELECTION
NOVEMBER 4, 2025



CIUDAD DE SAN LUIS, ARIZONA

FOLLETO INFORMATIVO Y
BOLETA DE MUESTRA

ELECCION ESPECIAL
4 DE NOVIEMBRE DE 2025

(Spanish version begins on page 13) - (La version en Español empieza en la pagina 13)

TO THE VOTERS OF THE CITY OF SAN LUIS, ARIZONA:

The Mayor and Council of the City of San Luis, Arizona, pursuant to Resolution No. 2362 adopted on May 28, 2025, have ordered that a special election be held in and for the City of San Luis, Arizona (the "city"), on November 4, 2025 (the "Special Election"). The qualified electors of the city will be asked to vote on sale of real and personal property of the San Luis Regional Detention Center and Support Center.

A person is entitled to vote in the Special Election who has resided in a precinct in the boundaries of the city for 29 days preceding the Special Election, who is qualified to register to vote as provided in Section 16-101, Arizona Revised Statutes, as amended, and whose registration has been received by the Elections Department of Yuma County, Arizona before midnight of the 29th day preceding the date of the Special Election. The last day to register for the Special Election is October 6, 2025.

The purpose of this Informational Pamphlet is to provide you with information on the question that will appear on the ballot for the Special Election. A sample ballot and a list of the polling places for the Special Election are included in this Informational Pamphlet.

Preparation of this Informational Pamphlet is required by State law and in compliance with the Federal Voting Rights Act. It has been printed in both English and Spanish. To be prepared to fully exercise your right to vote at the Special Election, you are urged to read all the material thoroughly. This Informational Pamphlet may be taken into the voting booth on the day of the Special Election.

Polling places for the Special Election will be open from 6 a.m. to 7 p.m. on November 4, 2025. Each voter must vote at the polling place in which the voter is registered. Please check the address label on this Informational Pamphlet for your polling place location.

/s/ Sonia Cornelio
City Clerk, City of San Luis, Arizona

INTRODUCTORY STATEMENT

The city has prepared this sample ballot and Informational Pamphlet to provide qualified electors of the city with information concerning the Special Election.

The question being submitted for your consideration is whether to sell real and personal property known as the San Luis Regional Detention and Support Center, located at 406 North Avenue D, San Luis, Arizona.

SALE OF REAL AND PERSONAL PROPERTY INFORMATION

By Arizona State Statute (A.R.S. § 9-403(C)), the sale of a city's real property valued at \$15,000,000 or more must be authorized by the voters. Since the SLFDC is a corporation created by the city, it must also abide by this statute.

POLLING LOCATIONS

Yuma County Library
San Luis Branch
1075 North 6th Avenue
San Luis, Arizona 85349

San Luis Medical Mall
151 Oak Avenue
San Luis, Arizona 85349

HOURS DURING THE DAY WHEN THE POLLS WILL BE OPEN

The polling place shall be open from 6:00 a.m. to 7:00 p.m. on the date of the Special Election.

OTHER IMPORTANT VOTER INFORMATION

A person is entitled to vote in the Special Election who has resided in a precinct in the boundaries of the city for 29 days preceding the Special Election, who is qualified to register to vote as provided in Section 16-101, Arizona Revised Statutes, as amended. The last day to register for the Special Election is October 6, 2025.

1. Please check the address label on this voter informational pamphlet for your polling place information.
2. Polling places will be open from 6:00 a.m. to 7:00 p.m.
3. Any qualified elector who is either physically or visually impaired or who is unable to read or understand the contents of the ballot may be accompanied into the voting booth by a person of such elector's choice to assist such elector in casting a vote.
4. Sample ballots may be brought to the voting place and may be taken into the voting booth on the day of the Special Election.
5. Any qualified elector who, at 7:00 p.m., is in line to vote will be allowed to prepare and cast a ballot.

EARLY/ABSENTEE VOTING INFORMATION

Any qualified elector may vote an early/absentee ballot for the Special Election. Absentee/early voting concerning the Special Election shall be permitted by the provisions of Title 16, Chapter 4, Article 8, Arizona Revised Statutes, as amended. Absentee/early voting information for the Special Election may be obtained by contacting:

Yuma County Voter Services
102 South Main Street
Yuma, Arizona 85364
Telephone: (928) 373-6034
8:00 a.m. to 5:00 p.m., Monday through Friday

TO VOTE AN EARLY/ABSENTEE BALLOT IN PERSON

Appear in person at:

Yuma County Voter Services
102 South Main Street
Yuma, Arizona 85364
Telephone: (928) 373-6034
8:00 a.m. to 5:00 p.m., Monday through Friday

TO OBTAIN AN EARLY/ABSENTEE BALLOT BY MAIL

Submit a written, signed request or call:

Yuma County Voter Services
102 South Main Street
Yuma, Arizona 85364
Telephone: (928) 373-6034
8:00 a.m. to 5:00 p.m., Monday through Friday

- a. If confined because of physical disability or illness, indicate the address of confinement and if assistance is needed.
- b. If you will be out of the city, indicate where to mail the early/absentee ballot.

Yuma County Voter Services must receive written or verbal requests for an early or absentee ballot before 5:00 p.m. on October 24, 2025, for the ballot to be mailed.

The returned early/absentee ballot must be received in the Yuma County Recorder's Office not later than 7:00 p.m. on election day, November 4, 2025, for the vote to be counted.

TO OBTAIN FURTHER INFORMATION, CONTACT

For Election Process, Voting Information and Voter Registration, and Early/Absentee Ballot Information:

Yuma County Election Services
102 South Main Street
Yuma, Arizona 85364
Telephone: (928) 373-1014
8:00 a.m. to 5:00 p.m., Monday through Friday

Yuma County Voter Services
102 South Main Street
Yuma, Arizona 85364
Telephone: (928) 373-6034
8:00 a.m. to 5:00 p.m., Monday through Friday

If you are unsure if you are qualified to vote, please contact Yuma County Voter Services at the telephone number listed for that office.

FORM OF OFFICIAL BALLOT

**OFFICIAL BALLOT
QUESTION NO. 1
SALE OF REAL AND PERSONAL PROPERTY**

Shall the City of San Lis ("city") or the City's San Luis Facility Development Corporation ("SLFDC") or both, be authorized to sell at public auction all SLFDC's real and personal property known as the San Luis Regional Detention and Support center at 406 North Avenue D, San Luis, Arizona under A.R.S. § 9-403 (C) for three (3) years beginning November 20, 2025?

YES

NO

QUESTION NO. 1
ARGUMENTS FOR/AGAINST

ARGUMENTS FOR:

ARGUMENTS AGAINST:

A LOS VOTANTES DE LA CIUDAD DE SAN LUIS, ARIZONA:

La Alcaldesa y el Concilio de la Ciudad de San Luis, Arizona, de conformidad con la Resolución Num. 2362 adoptada el 28 de Mayo del 2025, han ordenado que se lleve a cabo una elección especial en y para la Ciudad de San Luis, Arizona (la "ciudad"), el 4 de Noviembre del 2025 (la "Elección Especial"). A los electores calificados de la ciudad se les pedirá que voten sobre la venta de bienes muebles e inmuebles del Centro Regional de Detención y Apoyo de San Luis (San Luis Regional Detention Center and Support Center).

Las personas que tienen derecho a votar en la Elección Especial deben haber residido en un recinto dentro de los límites de la ciudad durante los 29 días anteriores a la Elección Especial, tener derecho a registrarse para votar según lo dispuesto en la Sección 16101, Estatutos Revisados de Arizona, en su forma enmendada, y que cuya inscripción haya sido recibida por el Departamento de Elecciones del Condado de Yuma, Arizona, antes de la medianoche del día 29 anterior a la fecha de la Elección Especial. El último día para registrarse para la Elección Especial es el 6 de Octubre del 2025.

El propósito de este Folleto Informativo es proporcionarle a usted información sobre la pregunta que aparecerá en la boleta electoral para la Elección Especial. Este Folleto Informativo incluye una boleta de muestra y una lista de los lugares de votación para la Elección Especial.

La preparación de este Folleto Informativo es requerida por la ley Estatal y, en cumplimiento con la Ley Federal de Derecho al Voto (Federal Voting Rights Act), ha sido impreso en Inglés y en Español. Con el fin de estar preparado para ejercer plenamente su derecho al voto en la Elección Especial, se le insta a usted a leer detenidamente todo el material. Este Folleto Informativo puede llevarse a la urna de votación en el día de la Elección Especial.

Los lugares de votación para la Elección Especial estarán abiertos de 6 a.m. a 7 p.m. el 4 de Noviembre del 2025. Cada votante puede votar en el centro de votación enumerado en la Página 16.

/s/ Sonia Cornelio
Secretaria Municipal, Ciudad de San Luis, Arizona

DECLARACION INTRODUCTORIA

La ciudad ha preparado esta boleta de muestra y un Folleto Informativo para proporcionar a los electores calificados de la ciudad informacion sobre la Eleccion Especial.

La pregunta que se esta presentando para su consideracion es la venta de bienes muebles e inmuebles del Centro Regional de Detencion y Apoyo de San Luis (San Luis Regional Detention Center and Support Center).

INFORMACION SOBRE LA VENTA DE PROPIEDAD

Según el Estatuto del Estado de Arizona (A.R.S. § 9-403(C)), la venta de bienes inmuebles de una ciudad con un valor de \$15,000,000 o más debe ser autorizada por los votantes. Dado que SLFDC es una corporación creada por la ciudad, también debe cumplir con este estatuto.

LUGARES DE VOTACION

Biblioteca del Condado de Yuma
Sucursal de San Luis
(Yuma County Library – San Luis Branch)
1075 North 6th Avenue
San Luis, Arizona 85349

Centro Comercial Medico San Luis
(Medical Mall)
151 Oak Avenue
San Luis, Arizona 85349

HORAS DURANTE EL DIA EN LAS QUE LAS URNAS ESTARAN ABIERTAS

Los lugares de votacion estaran abiertos a las 6:00 a.m. y cerraran a las 7:00 p.m. en la fecha de la Eleccion Especial.

OTRA INFORMACION IMPORTANTE PARA LOS VOTANTES

Para tener derecho a votar en la Eleccion Especial, una persona debe haber residido en un recinto en los limites de la ciudad durante los 29 dias anteriores a la Eleccion Especial, estar calificada para registrarse para votar segun lo dispuesto en la Seccion 16101, Estatutos Revisados de Arizona, en su forma enmendada. El ultimo dia para registrarse para la Eleccion Especial es el 6 de Octubre del 2025.

1. Por favor, revise la etiqueta de la direccion en este folleto informativo para obtener informacion sobre su lugar de votacion.
2. Los lugares de votacion estaran abiertos de 6:00 a.m. a 7:00 p.m.
3. Cualquier elector con derecho a voto que tenga una discapacidad fisica o visual y que no pueda leer o entender el contenido de la boleta electoral, puede ser acompañado en la urna de votacion por una persona de su eleccion con el proposito de ayudar a dicho elector a emitir su voto.
4. Las boletas de muestra se pueden llevar al lugar de votacion y a la urna de votacion en el dia de la Eleccion Especial.
5. A cualquier elector calificado que se encuentre en la fila de los votantes en espera a las 7:00 p.m., se le permitira preparar y emitir su voto.

INFORMACION SOBRE LA VOTACION TEMPRANA/EN AUSENCIA

Cualquier elector calificado puede votar con una boleta temprana/en ausencia para la Eleccion Especial. La votacion en ausencia/temprana con respecto a la Eleccion Especial se permitira de acuerdo con las disposiciones del Titulo 16, Capitulo 4, Articulo 8, Estatutos Revisados de Arizona, en su forma enmendada. La informacion sobre la votacion en ausencia/temprana con respecto a la Eleccion Especial se puede obtener comunicandose con:

Servicios al Votante del Condado de Yuma
(Yuma County Voter Services)
102 South Main Street
Yuma, Arizona 85364
Telefono: (928) 373-6034
8:00 a.m. a 5:00 p.m., de lunes a viernes

PARA VOTAR EN PERSONA EN UNA BOLETA TEMPRANA/EN AUSENCIA

Presentarse en persona en:

Servicio al Votante del Condado de Yuma
(Yuma County Voter Services)
102 South Main Street
Yuma, Arizona 85364
Telefono: (928) 373-6034
8:00 a.m. a 5:00 p.m., de lunes a Viernes

PARA OBTENER UNA BOLETA TEMPRANA/EN AUSENCIA POR CORREO

Presentar una solicitud por escrito firmada o llamar a:

Servicio al Votante del Condado de Yuma
(Yuma County Voter Services)
102 South Main Street
Yuma, Arizona 85364
Telefono: (928) 373-6034
8:00 a.m. a 5:00 p.m., de lunes a viernes

Si esta confinado debido a una discapacidad fisica o enfermedad, indique la direccion del lugar de confinamiento y si se necesita asistencia.

Si usted va a estar fuera de la ciudad, indique a donde enviar por correo la boleta temprana/en ausencia.

Las solicitudes escritas o verbales para una boleta temprana/en ausencia deben ser recibidas por Servicios al Votante del Condado de Yuma (Yuma County Voter Services) antes de las 5:00 p.m. del 24 de Octubre del 2025, para que los Servicios al Votante envíen la boleta por correo.

La boleta temprana/en ausencia debe recibirse en la Oficina del Registro del Condado de Yuma a mas tardar a las 7:00 p.m. del dia de la eleccion, el 4de Noviembre del 2025, para que la boleta se incluya en el conteo.

PARA OBTENER MAS INFORMACION, PONGASE EN CONTACTO CON

Para el Proceso Electoral, Informacion sobre la Votacion y el Registro de Votantes, e Informacion sobre las Boletas Tempranas/en Ausencia:

**Servicios de Elecciones del Condado de Yuma
(Yuma County Election Services)**

102 South Main Street

Yuma, Arizona 85364

Telefono: (928) 373-1014

8:00 a.m. a 5:00 p.m., de Lunes a Viernes

**Servicios al Votante del Condado de Yuma
(Yuma County Voter Services)**

102 South Main Street

Yuma, Arizona 85364

Telefono: (928) 373-6034

8:00 a.m. a 5:00 p.m., de Lunes a Viernes

Si usted no sabe si esta calificado para votar, usted debe comunicarse con Servicios al Votante del Condado de Yuma (Yuma County Voter Services) al numero de telefono de esa oficina.

**BOLETA ELECTORAL OFICIAL
PREGUNTA NUM. 1
VENTA DE BIENES MUEBLES E INMUEBLES**

Se debe autorizar a la Ciudad de San Luis (la "ciudad"), o a la Corporacion de Desarrollo de Instalaciones de San Luis (SLFDC), o a ambas, vender en una subasta publica todos los bienes muebles e inmuebles de la SLFDC, conocidos como el Centro Regional de Detencion y Apoyo de San Luis, ubicado en el 406 North Avenue D, San Luis, Arizona, de conformidad con los Estatutos Revisados de Arizona 9-403 (C) (A.R.S.), durante tres (3) años a partir del 20 de Noviembre del 2025?

SI

NO

PREGUNTA NUM. 1
ARGUMENTOS A FAVOR/EN CONTRA

ARGUMENTOS A FAVOR:

ARGUMENTOS EN CONTRA:

OFFICE OF THE CITY CLERK
CITY OF SAN LUIS
1090 EAST UNION STREET
PO BOX 1170
SAN LUIS, AZ 85349

PRESORTED STI
U.S. POSTAGE
PAID
TUCSON, AZ
PERMIT NO. 690



OFFICIAL VOTING MATERIALS – ONLY ONE PAMPHLET HAS BEEN MAILED TO EACH HOUSEHOLD CONTAINING A REGISTERED VOTER. PLEASE MAKE IT AVAILABLE TO ALL REGISTERED VOTERS IN THE HOUSEHOLD.

MATERIALES OFICIALES ELECTORALES - SOLAMENTE UNA FOLLETO SE HA ENVIADO A CADA DOMICILIO EN EL CUAL RESIDE UN VOTANTE REGISTRADO. FAVOR DE UTILIZARLO PARA TODOS LOS VOTANTES REGISTRADO EN SU DOMICILIO.

§ 9-403. Sale of real property; public hearing; resolution; posting of..., AZ ST § 9-403

Arizona Revised Statutes Annotated

Title 9. Cities and Towns

Chapter 4. General Powers

Article 1. Purchase, Sale or Lease of Property (Refs & Annos)

A.R.S. § 9-403

§ 9-403. Sale of real property; public hearing; resolution; posting of terms of sale; special election; sale at auction

[Currentness](#)

A. Real property of a city or town, the value of which is more than \$1,500,000 but less than \$15,000,000, may not be sold unless the governing body of the city or town does both of the following:

1. Holds at least one public hearing to take public comment on the proposed sale after publishing the invitation for bids as prescribed in [§ 9-402](#) at least thirty days before the scheduled approval of the purchase agreement. Notice of the hearing shall be provided at least ten days before the hearing and shall include both of the following:

(a) A description of the property proposed for sale and the reasons for the proposed sale.

(b) Information on how to submit to the governing body written and verbal comments on the proposed sale.

2. By a vote of the members of the governing body, adopts a resolution approving the sale of the property.

B. If a city or town sells real property pursuant to subsection A of this section, the terms of the sale shall be posted on the city's or town's website on completion of the sale.

C. Real property of a city or town, the value of which is \$15,000,000 or more, shall not be sold unless first authorized by a special election called for the purpose of submitting to the voters of the city or town the question of selling or not selling the real property proposed for sale. The election shall be held within the corporate limits of the city or town on a date prescribed by [§ 16-204](#), and notice shall be given as provided in [§ 9-402](#).

D. The ballots shall contain a description of the property proposed for sale and the reason the governing body desires the property sold. The description and reasons shall be printed in eight-point type and shall contain not more than one hundred words.

E. If a majority of the ballots cast is in favor of selling, the governing body may sell the property at public auction, after giving the notice required in [§ 9-402](#), to the highest bidder for cash, reserving the right to reject any and all bids.

§ 9-403. Sale of real property; public hearing; resolution; posting of..., AZ ST § 9-403

F. Real property sold pursuant to this section shall be sold at not less than the appraised value of the property.

Credits

Amended by Laws 1984, Ch. 63, § 1; Laws 1996, Ch. 271, § 9, eff. April 23, 1996; Laws 2000, Ch. 346, § 1; Laws 2016, Ch. 62, § 4; Laws 2024, Ch. 198, § 1.

[Notes of Decisions \(6\)](#)

A. R. S. § 9-403, AZ ST § 9-403

Current through legislation of the First Regular Session of the Fifty-Seventh Legislature (2025), effective as of April 24, 2025.

End of Document

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Notes Of Decisions

Construction and application

Public service corporation which challenged validity of sale of municipally owned gas and electricity distribution systems on ground that sale involved realty with value in excess of \$25,000 and was not made at public auction to highest bidder for cash in compliance with this section, had burden of proving assertion that pipes, poles and wires of utility distribution systems were fixtures and therefore realty. [Sulphur Springs Valley Elec. Co-op., Inc. v. City of Tombstone \(App. 1965\) 1 Ariz.App. 268, 401 P.2d 753](#) , affirmed [99 Ariz. 110, 407 P.2d 76](#) . Municipal, County, And Local Government 3013; [Public Contracts 166](#)

Plaintiff failed to sustain burden of proving invalidity of sale of municipally owned gas and electricity distribution systems without compliance with this section, governing sale of municipal realty having value in excess of \$25,000, on theory that pipes, poles and wires of distribution systems constituted fixtures and therefore realty within statute, in absence of showing of adaptability of such distribution facilities as affixed to realty to use for which realty was appropriated, and intention of city to make attachment of such facilities to realty permanent. [Sulphur Springs Valley Elec. Co-op., Inc. v. City of Tombstone \(App. 1965\) 1 Ariz.App. 268, 401 P.2d 753](#) , affirmed [99 Ariz. 110, 407 P.2d 76](#) . Municipal, County, And Local Government 3013; [Public Contracts 123](#)

Statutes governing sale of public property are designed to secure most beneficial terms for the public body, economy must be secured, extravagance avoided and opportunities for fraud or favoritism suppressed and consideration of advantages or disadvantages to bidders must be secondary to general welfare of public. [Sulphur Springs Valley Elec. Co-op., Inc. v. City of Tombstone \(App. 1965\) 1 Ariz.App. 268, 401 P.2d 753](#) , affirmed [99 Ariz. 110, 407 P.2d 76](#) . Municipal, County, And Local Government 2982; [Public Contracts 120](#) ; [Public Contracts 121](#)

If a majority of the voters in a special city election authorizes the sale of real property whose value exceeds \$100,000 pursuant to A.R.S. § 9-403 , the city may later sell the property either as one parcel or in several parcels at different times, provided that each sale is controlled by the requirements of [A.R.S. § 9-402](#) . Op.Atty.Gen. No. I88-093, [1988 WL 249679](#) .

Leases

Cities and town have authority to enter into a contract with federal government to lease a building and to sell the contract thereafter to finance the building when done within framework of this section and §§ 9-402 and 9-405. Op.Atty.Gen. No. 57-25.

Charter cities

Charter government cities are governed by their charter provisions in regard to the acquisition and disposition of property. Op.Atty.Gen. No. 57-25.

Editor's and Revisor's Notes (2)

HISTORICAL AND STATUTORY NOTES

Source:

Laws 1912, 1st S.S., Ch. 67, § 2.

Civ.Code 1913, § 1920.

Rev.Code 1928, § 430.

Code 1939, § 16-802.

The 1984 amendment by Ch. 63 substituted “one-hundred” for “twenty-five” in the first sentence of subsec. A, and “is” for “are” in subsec. C.

The 1996 amendment by Ch. 271 inserted “on a date prescribed by § 16-204” in the last sentence of subsec. A.

The 2000 amendment by Ch. 346 substituted “five hundred thousand dollars” for “one hundred thousand dollars” in subsec. A.

[Laws 2016, Ch. 62](#) , inserted “one million” before “five hundred thousand dollars” in the first sentence of subsec. A.

[Laws 2024, Ch. 198](#) , amended the section as follows:

“ **A.** Real property of a city or town, the value of which is more than \$1,500,000 but less than \$15,000,000, may not be sold unless the governing body of the city or town does both of the following:

“ 1. Holds at least one public hearing to take public comment on the proposed sale after publishing the invitation for bids as prescribed in section 9-402 at least thirty days before the scheduled approval of the purchase agreement. Notice of the hearing shall be provided at least ten days before the hearing and shall include both of the following:

“ (a) A description of the property proposed for sale and the reasons for the proposed sale.

“ (b) Information on how to submit to the governing body written and verbal comments on the proposed sale.

“ 2. By a vote of the members of the governing body, adopts a resolution approving the sale of the property.

“ **B.** If a city or town sells real property pursuant to subsection A of this section, the terms of the sale shall be posted on the city's or town's website on completion of the sale.

“ ~~**A.**~~ — ~~**C.**~~ Real property of a city or town, the value of which exceeds one million five hundred thousand dollars is \$15,000,000 or more , shall not be sold unless first authorized by a special election called for the purpose of submitting to the voters of the city or town the question of selling or not selling the real property proposed for sale. The election shall be held within the corporate limits of the city or town on a date prescribed by section 16-204, and notice shall be given as provided in section 9-402.

“ ~~**B.**~~ — ~~**D.**~~ The ballots shall contain a description of the property proposed for sale and the reason why the governing body desires the property sold. The description and reasons shall be printed in eight-point type and shall contain not more than one hundred words.

“ ~~**C.**~~ — ~~**E.**~~ If a majority of the ballots cast is in favor of selling, then the governing body may sell the property at public auction, after giving the notice required in section 9-402, to the highest bidder for cash, reserving the right to reject any and all bids.

“ ~~**F.**~~ Real property sold pursuant to this section shall be sold at not less than the appraised value of the property. ”

Reviser's Notes:

2000 Note. Pursuant to authority of § 41-1304.02, in the section heading “more than” was added after the first “at”.

Citing References (10)

Title	Date	NOD Topics	Type
<p>1. 11 Arizona Practice A.R.S. s 9-402, § 9-402. Sale and Disposition of Property; Advertising for Bids; Publication; Donation; Easements Arizona Practice</p> <p>Laws 1912, 1st S.S., Ch. 67, § 1. Civ. Code 1913, § 1919. Rev. Code 1928, § 429. Code 1939, § 16-801. The 1979 amendment added subsec. D. Laws 1982, Ch. 296, § 1, providing for...</p>	2024	—	Other Secondary Source
<p>2. 11 Arizona Practice A.R.S. s 9-403, § 9-403. Sale of Real Property Valued At More Than Five Hundred Thousand Dollars; Special Election; Sale At Auction Arizona Practice</p> <p>Laws 1912, 1st S.S., Ch. 67, § 2. Civ. Code 1913, § 1920. Rev. Code 1928, § 430. Code 1939, § 16-802. The 1984 amendment substituted "one-hundred" for "twenty-five" in the...</p>	2024	—	Other Secondary Source
<p>3. 11 Arizona Practice A.R.S. s 9-405, § 9-405. Sale, Lease or Exchange of Surplus Property to Federal Government Arizona Practice</p> <p>Laws 1955, Ch. 8, § 1. Code 1939, Supp. 1955, § 16-801a. The 1997 amendment by Ch. 1 made changes in statutory citation references to conform to the reorganization of Title 28....</p>	2024	—	Other Secondary Source
<p>4. NATIONALIZE THE REVISED ARTICLE 9 FILING SYSTEM: A COMPARISON OF THE OLD ARTICLE 9 AND CANADIAN PERSONAL PROPERTY FILING SYSTEMS 11 Ind. Int'l & Comp. L. Rev. 389 , 414</p> <p>Article 9 of the Uniform Commercial Code must be viewed as a legislative success story. Completed in its current form in 1972, Article 9 was accepted by all fifty states. In...</p>	2001	—	Law Review
<p>5. The Honorable John Wettaw 1988 Ariz. Op. Atty. Gen. 122+</p> <p>You have asked if a majority of the voters in a special city election authorize the sale of real property the value of which exceeds \$100,000 pursuant to A.R.S. § 9-403, whether...</p>	Sep. 06, 1988	1. Construction and application	Administrative Decision
<p>6. Sulphur Springs Valley Elec. Co-op., Inc. v. City of Tombstone 401 P.2d 753, 754+ , Ariz.App.</p> <p>Action by a public service corporation and another to enjoin sale and conveyance of gas and electricity distribution systems owned by defendant city and to set aside an election...</p>	May 12, 1965	1. Construction and application	Case
<p>7. AZ ST § 9-405; § 9-405. Sale, lease or exchange of surplus property to federal government AZ ST § 9-405</p>	—	—	—
<p>8. AZ ST § 9-407; § 9-407. Exchange and sale of real property; notice of intent AZ ST § 9-407</p>	—	—	—
<p>9. AZ ST § 28-8414; § 28-8414. City and town airport disposal AZ ST § 28-8414</p>	—	—	—
<p>10. AZ ST § 48-3603; § 48-3603. Powers, duties and immunities of district and board; exemptions AZ ST § 48-3603</p>	—	—	—

Context and Analysis (5)

Cross References (2)

Elections and voters,

Generally, see [Const. Art. 7, § 1 et seq.](#); [A.R.S. § 9-821 et seq.](#)

Conduct of elections, see [§ 16-211 et seq.](#)

Registration and qualifications of voters, see [§ 16-101 et seq.](#)

Flood control districts, powers and duties, see [§ 48-3603.](#)

Treatises and Practice Aids (1)

[11 Arizona Practice A.R.S. § 9-402](#), Sale and Disposition of Property; Advertising for Bids; Publication; Donation; Easements.

Validity

There are no Validity results for this citation.



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. G.

Meeting Date: 05/28/2025

Department Head: Eulogio Vera, Director of Public Works, Public Works Department

Submitted By: Xochitl Lopez, Administrative Coordinator, Public Works Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the City of San Luis accepting Construction Services from Gutierrez Canales Engineering, for the widening of 10th Avenue between Cesar Chavez Boulevard and County 22nd Street. **(Eulogio Vera, Director of Public Works)**

SUMMARY:

The City of San Luis is working to widen 10th Avenue between Cesar Chavez Boulevard and County 22nd Street in efforts to improve circulation and safety. The roadway widening will consist of adding a center-turn lane and leaving a travel lane in each direction plus a stabilized shoulder. Engineering Department staff requested quotes for the construction work and received a quote from Gutierrez Canales Engineering for the amount of \$307,834.33 and a second quote from DPE Construction for the amount of \$323,502.90. Quotes evaluated and considered were for paving 4 inches of asphalt over 12 inches of aggregate base course for the pavement structural section (Alternative No. 2 in the request for quotes). Both quotes include a 5% contingency for unforeseen expenses. Survey work will be reduced from the contractor's original scope, creating a new quote total of \$285,343.33 for Gutierrez Canales Engineering and \$304,602.90 for DPE Construction, Inc.

The lowest quote came from Gutierrez Canales Engineering in the amount of \$285,343.33. The city's formal purchase procedure is to go out to bid for purchases over \$45,000. Under San Luis City Code § 3.05.010 (F): "For good cause, with the approval of the Council, formal purchase procedures may be waived." Quotes were requested from the three main paving contractors in Yuma County. Given the received quotes, approaching the end of the fiscal year, staff is seeking City Council's approval to contract with Gutierrez Canales Engineering and to waive formal purchasing procedures, as allowed under San Luis Purchasing Code Section 3.05.010 (F), to save the time it takes to formally advertise and to allow the project to be completed within the current fiscal year.

Awarding his road construction/improvements without going out for a separate bid process complies with the ceiling for road construction under A.R.S. 34-201 of \$286,500.00 for fiscal year 2025. This project was budgeted for fiscal year 2025, thus staff is also requesting approval to transfer funds as shown in the fiscal impact.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO ACCEPT CONSTRUCTION SERVICES FROM GUTIERREZ CANALES ENGINEERING FOR THE WIDENING OF 10TH AVE. BETWEEN CESAR CHAVEZ BLVD. & CO. 22ND ST. IN THE AMOUNT OF \$285,343.33 TO WAIVE FORMAL PURCHASING PROCEDURES FOR THE REASON PRESENTED, AND APPROVE THE BUDGET TRANSFER AS PRESENTED IN THE FISCAL IMPACT.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: Yes
CITY/STATE/FEDERAL FUNDS: City
TOTAL: \$285,343.33
BUDGETED AMOUNT: \$200,000.00
AVAILABLE AMOUNT TO TRANSFER: \$86,500.00
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: See the fiscal impact statement
FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

The project for the widening of 10th Avenue between Cesar Chavez Boulevard and County 22nd Street is currently budgeted in the Fiscal Year 2025 under HURF Impact Fees, GL Account 200-860-90010, Project No. 2025024. The available funding for this project is \$200,000. However, this amount is not sufficient to fully cover the lowest qualified quote of \$286,500.

To address the funding gap, we are requesting City Council authorization to transfer \$86,500 from the 6th Avenue Extension North project (Union Street to County 22nd Street), Project No. 2025033, GL Account 200-210-90010. This transfer will provide the necessary funds to move forward with the 10th Avenue widening project.

This funding transfer is contingent upon the City Council's decision regarding the City of San Luis Community Park parking lot paving project. If the parking lot paving project is denied, then the transfer of funds will proceed, allowing the 10th Avenue widening project to move forward.

Attachments

Quote Request Letter
Quote Evaluation Summary
GCE Quote
DPE Quote
Evans Custom Concrete No Response



City of San Luis

Engineering Department

www.sanluisaz.gov

May 13, 2024

Oscar Barnett
Project Manager
City of San Luis
OBarnett@sanluisaz.gov
928-341-8577

Re: Quote Request, City of San Luis 10th Avenue – County 22nd Street to Cesar Chavez Blvd.

City of San Luis is requesting quotes for paving a 5' wide lane on the east side of 10th Avenue from County 22nd Street to Cesar Chavez to accommodate for three lanes. The scope of work covered under this quote consists of saw cutting and removing 12-inches of the existing pavement, paving 3"AC/6"ABC, and adding a 3' ABC shoulder. Contractor shall start and complete work in a timely manner – see special conditions below for more information. Any items not listed below but necessary to complete the work are incidental to the items listed.

BID SCHEDULE

Item	Description	Unit	Quantity	Unit Price	AMOUNT
1	Mobilization	LS	1		\$
2	Traffic Control	LS	1		\$
3	Saw Cut & Remove Existing Pavement	SY	577		\$
4	Grading for Pavement and Roadway Shoulder	SY	4,613		\$
5	Pavement Structural Section No. 1 (3" AC/6" ABC, ¾" MAG AC Mix)	SY	2,883		\$
6	ABC Roadway Shoulder (6" thick)	SY	1,730		\$
7	Survey	LS	1		\$
8	Material Testing	LS	1		\$
				Subtotal	
9	5% Contingency	LS	1		\$
				Total Quote	\$

Special Conditions of Work:

• 1090 East Union Street • P.O. Box 3750 • San Luis, AZ 85349 • Ph (928) 341-8577 • Page 1 of 3



City of San Luis

Engineering Department

www.sanluisaz.gov

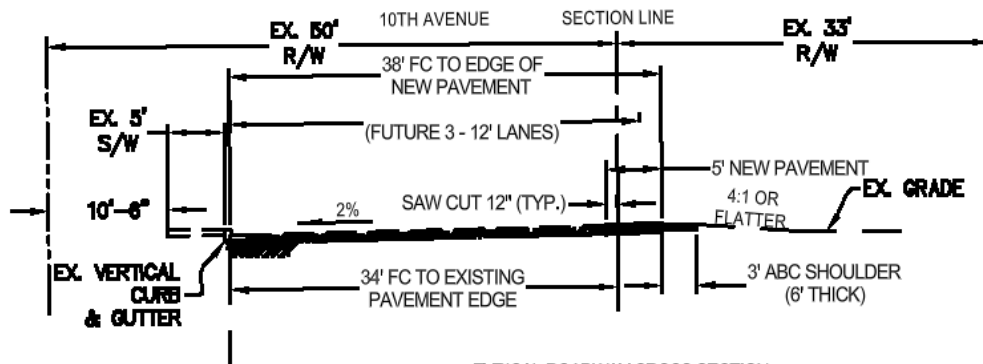
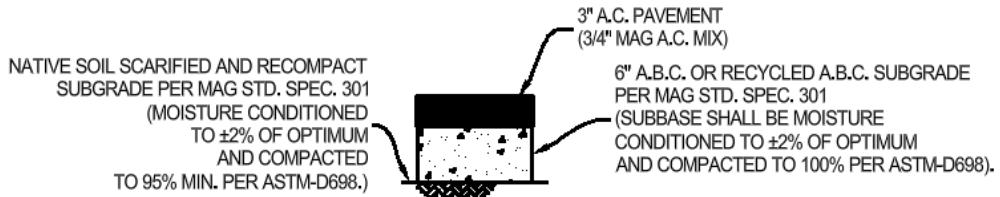
1. Project to be 100% complete and invoice submitted by Friday, June 30, 2025.
2. Bonding, Taxes, and other fees are considered incidental to project overall Quote.
3. 10th Avenue is a major collector road, traffic control for one lane in each direction must be provided by the contractor. All traffic control plans should be provided to the City of San Luis for review and approval prior to the start of construction.
4. Contractor is responsible for encroachment permit from the City of San Luis.
5. Quantities noted above are estimated based on available existing information. Contractor to verify required quantities and confirm with the City of San Luis prior to proceeding with the work, the City will pay for “as-built” quantities.
6. Contractor is responsible for all construction staking.
7. Contractor is responsible for all material testing (compaction and material testing).
8. This work shall consist of the removal and satisfactory disposal of all items that require removal for the successful completion of the Project.
9. New pavement preservative seal is not required.
10. Pavement marking, straw bales and signing by the City of San Luis.
11. The project shall be constructed in accordance with all MAG Uniform Standard Specifications and Details for Public Works Construction as adopted by the City of San Luis, the City of San Luis Supplemental to the Mag Uniform Standard Specifications and Details for Public Works Construction, except as otherwise required by this special conditions.
12. See Pavement Structural Section No. 1 and Typical Roadway Cross Section below.
13. E-mail quotes to Oscar Barnett at obarnett@sanluisaz.gov by 2:00 PM on Friday, May 16th, 2025.



City of San Luis

Engineering Department

www.sanluisaz.gov



TYPICAL ROADWAY CROSS SECTION

PAVEMENT STRUCTURAL SECTION NO. 1

SCALE: NTS

BID EVALUATION SUMMARY

1. **Project:** City of San Luis 10th Avenue – County 22nd Street to Cesar Chavez Blvd.

2. **Bid Submission date and time:** Friday, May 16th 2025 at 2:00 P.M.

3. **Bid Evaluation Summary:**

Item	Description	Unit	Quantity	Gutierrez Canales Engineering, PC		DPE Construction, Inc.	
				Unit Price	AMOUNT	Unit Price	AMOUNT
1	Mobilization	LS	1	\$2,450.00	\$2,450.00	\$8,500.00	\$8,500.00
2	Traffic Control	LS	1	\$3,500.00	\$3,500.00	\$10,000.00	\$10,000.00
3	Saw Cut & Remove Existing Pavement	SY	577	\$22.50	\$12,982.50	\$25.00	\$14,425.00
4	Grading for Pavement and Roadway Shoulder	SY	4,613	\$4.89	\$22,557.57	\$8.00	\$36,904.00
5	ABC Roadway Shoulder (6" thick)	SY	1,730	\$18.23	\$31,537.90	\$18.00	\$31,140.00
6	Survey	LS	1	\$21,420.00	\$21,420.00	\$18,000.00	\$18,000.00
7	Material Testing	LS	1	\$7,700.00	\$7,700.00	\$7,500.00	\$7,500.00
Subtotal A					\$102,147.97		\$126,469.00
8B	Pavement Structural Section No. 1 (3" AC/6" ABC, ¾" MAG AC Mix)	SY	2,883	\$43.84	\$126,390.72	\$40.00	\$115,320.00
Subtotal B					\$126,390.72		\$115,320.00
Subtotal C = A + B					\$228,538.69		\$241,789.00
5% Contingency of Subtotal C					\$11,426.93		\$12,089.45
Alternative No. 1 (with 3"AC/6"ABC) Total Quote					\$239,965.62		\$253,878.45
8D	Pavement Structural Section No. 1 (4" AC/12" ABC, ¾" MAG AC Mix)	SY	2,883	\$66.26	\$191,027.58	\$63.00	\$181,629.00
Subtotal D					\$191,027.58		\$181,629.00
Subtotal E = A + D					\$293,175.55		\$308,098.00
5% Contingency of Subtotal E					\$14,658.78		\$15,404.90
Alternative No. 2 (with 4"AC/12"ABC) Total Quote					\$307,834.33		\$323,502.90

QUOTE REQUEST

PROJECT: City of San Luis 10th Avenue – County 22nd Street to Cesar Chavez Blvd.

BIDDER NAME: Gutierrez Canales Engineering, PC

Quote Due By: Friday, May 16, 2025 at 2:00 PM

BID SCHEDULE

Item	Description	Unit	Quantity	Unit Price	AMOUNT
1	Mobilization	LS	1	\$2,450.00	\$2,450.00
2	Traffic Control	LS	1	\$3,500.00	\$3,500.00
3	Saw Cut & Remove Existing Pavement	SY	577	\$22.50	\$12,982.50
4	Grading for Pavement and Roadway Shoulder	SY	4,613	\$4.89	\$22,557.57
5	ABC Roadway Shoulder (6" thick)	SY	1,730	\$18.23	\$31,537.90
6	Survey	LS	1	\$21,420.00	\$21,420.00
7	Material Testing	LS	1	\$7,700.00	\$7,700.00

Subtotal A \$102,147.97

8B	Pavement Structural Section No. 1 (3" AC/6" ABC, ¾" MAG AC Mix)	SY	2,883	\$43.84	\$126,390.72
----	--	----	-------	---------	--------------

Subtotal B \$126,390.72

Subtotal C = A + B \$228,538.69

5% Contingency of Subtotal C \$11,426.93

Alternative No. 1 (with 3"AC/6"ABC) Total Quote \$239,965.62

8D	Pavement Structural Section No. 1 (4" AC/12" ABC, ¾" MAG AC Mix) 2 Lift	SY	2,883	\$66.26	\$191,027.58
----	---	----	-------	---------	--------------

Subtotal D \$191,027.58

Subtotal E = A + D \$293,175.55

5% Contingency of Subtotal E \$14,658.78

Alternative No. 2 (with 4"AC/12"ABC) Total Quote \$307,834.33

QUOTE REQUEST

PROJECT: City of San Luis 10th Avenue – County 22nd Street to Cesar Chavez Blvd.

BIDDER NAME: DPE Construction, Inc. - 1636 E 20th St. Yuma, AZ 85365 - Esteban Hernandez - 760-969-8450

Quote Due By: Friday, May 16, 2025 at 2:00 PM

BID SCHEDULE

Item	Description	Unit	Quantity	Unit Price	AMOUNT
1	Mobilization	LS	1	\$8,500.00	\$8,500.00
2	Traffic Control	LS	1	\$10,000.00	\$10,000.00
3	Saw Cut & Remove Existing Pavement	SY	577	\$25.00	\$14,425.00
4	Grading for Pavement and Roadway Shoulder	SY	4,613	\$8.00	\$36,904.00
5	ABC Roadway Shoulder (6" thick)	SY	1,730	\$18.00	\$31,140.00
6	Survey	LS	1	\$18,000.00	\$18,000.00
7	Material Testing	LS	1	\$7,500.00	\$7,500.00

Subtotal A \$126,469.00

8B	Pavement Structural Section No. 1 (3" AC/6" ABC, ¾" MAG AC Mix)	SY	2,883	\$40.00	\$115,320.00
----	--	----	-------	---------	--------------

Subtotal B \$115,320.00

Subtotal C = A + B \$241,789.00

5% Contingency of Subtotal C \$12,089.45

Alternative No. 1 (with 3"AC/6"ABC) Total Quote \$253,878.45

8D	Pavement Structural Section No. 1 (4" AC/12" ABC, ¾" MAG AC Mix)	SY	2,883	\$63.00	\$181,629.00
----	---	----	-------	---------	--------------

Subtotal D \$181,629.00

Subtotal E = A + D \$308,098.00

5% Contingency of Subtotal E \$15,404.90

Alternative No. 2 (with 4"AC/12"ABC) Total Quote \$323,502.90

Angelica Cifuentes

From: Oscar M. Barnett
Sent: Thursday, May 15, 2025 12:49 PM
To: lesevans@evanscustomconcrete.com; zach@evanscustomconcrete.com
Cc: Tomas A. Sanchez; Eulogio Vera; Manuel Hernandez; Jorge Perez; Edrel Silva
Subject: Re: 10th Ave - County 22nd Street to Cesar Chavez Blvd. Project
Attachments: Bid Schedule 10th Ave - Co. 22nd St to CCB - Revised.xlsx

Good afternoon,

Following up on the Wednesday's field meeting, attached is a revised bid schedule excel spreadsheet. The City is now considering two alternatives for the pavement section. Alternative No. 1 with 3"AC/6"ABC and Alternative No. 2 with 4"AC/12"ABC.

The subbase shall be compacted to typical 100% compaction as indicated in the quote request.

Quote are due on Friday, May 16, 2025 at 2:00 PM. We will evaluate quotes received by Monday, May 19th. Please let me know if you have any question.

Thank you,

Oscar Barnett

Project Manager
City of San Luis | Engineering Department
1090 E. Union Street | P.O. Box 3750 | San Luis, Az 85349
Office: (928) 341-8577
obarnett@sanluisaz.gov | www.sanluisaz.gov



From: Oscar M. Barnett
Sent: Tuesday, May 13, 2025 4:32 PM
To: lesevans@evanscustomconcrete.com <lesevans@evanscustomconcrete.com>; zach@evanscustomconcrete.com <zach@evanscustomconcrete.com>
Cc: Tomas A. Sanchez <tsanchez@sanluisaz.gov>; Eulogio Vera <evera@sanluisaz.gov>; Manuel Hernandez <mhernandez@sanluisaz.gov>; Jorge Perez <jperez@sanluisaz.gov>; Edrel Silva <esilva@sanluisaz.gov>
Subject: 10th Ave - County 22nd Street to Cesar Chavez Blvd. Project

Good afternoon all,

City of San Luis (COSL) is requesting quotes for paving a 5' wide lane on the east side of 10th Avenue from County 22nd Street to Cesar Chavez Blvd. Please find attached the scope of work and bid schedule, for your review. **Deadline to return quotes is Friday, May 16th, 2025 @ 2:00 pm, email obarnett@sanluisaz.gov.**

Field meeting is scheduled for tomorrow at 10th Ave and Cesar Chavez Blvd, 8:00 am.

Please let me know if you have any questions or require further information.

Thank you,

Oscar Barnett

Project Manager

City of San Luis | Engineering Department

1090 E. Union Street | P.O. Box 3750 | San Luis, Az 85349

Office: (928) 341-8577

obarnett@sanluisaz.gov | www.sanluisaz.gov





AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. H.

Meeting Date: 05/28/2025

Department Head: Eulogio Vera, Director of Public Works, Public Works Department

Submitted By: Xochitl Lopez, Administrative Coordinator, Public Works Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the City of San Luis East Community Park parking lot paving. **(Council Members Maria Cecilia Cruz, Luis E. Cabrera and Lizeth Servin)**

SUMMARY:

The City of San Luis is working towards making improvements to the East San Luis Community Park. Paving some of the parking areas is considered as a priority. Engineering staff requested quotes for paving the west parking lot and a portion of the south parking lot. One quote was received from Gutierrez Canales Engineering in the amount of \$263,476.15, which includes a 5% contingency. Staff would like to increase Gutierrez Canales Engineering's original scope by allowing them to pave more area but not to exceed \$286,000.00 and honoring the unit prices in their quote.

The city's formal purchase procedure is to go out to bid for purchases over \$45,000. Under San Luis City Code § 3.05.010 (F): "For good cause, with the approval of the Council, formal purchase procedures may be waived." Quotes were requested from the three main paving contractors in Yuma County. Given that we received one quote and that the end of the fiscal year is approaching, staff is seeking City Council's approval to contract with Gutierrez Canales Engineering and to waive formal purchasing procedures, as allowed under San Luis Purchasing Code Section 3.05.010 (F), to save the time it takes to formally advertise and to allow the project to be completed within the current fiscal year.

Awarding his road construction/improvements without going out for a separate bid process complies with the ceiling for road construction under A.R.S. 34-201 of \$286,500.00 for fiscal year 2025. This was not a budgeted project for fiscal year 2025, thus staff is also requesting approval to transfer funds as shown in the fiscal impact.

The following Council Members requested that this item be placed on the Agenda for May 28, 2025, to approve the City of San Luis East Community Park parking lot paving.

Council Member Maria Cecilia Cruz (See attached signed AIR Form)

Council Member Lizeth Servin (See attached signed AIR Form)

Council Member Luis E. Cabrera (See attached signed AIR Form)

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO ACCEPT CONSTRUCTION SERVICES FROM GUTIERREZ CANALES ENGINEERING FOR PARKING LOT PAVING AT THE EAST SAN LUIS COMMUNITY PARK FOR THE AMOUNT NOT TO EXCEED \$286,000.00, AND APPROVE THE BUDGET TRANSFER AS PRESENTED IN THE FISCAL IMPACT STATEMENT, AND WAIVE FORMAL PURCHASING PROCEDURES FOR THE REASONS PRESENTED.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: Yes
CITY/STATE/FEDERAL FUNDS: City
TOTAL: \$286,000
BUDGETED AMOUNT: 0
AVAILABLE AMOUNT TO TRANSFER: \$286,000
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: See the fiscal impact statement
FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

The City of San Luis East Community Park parking lot paving project is not currently budgeted for Fiscal Year 2025. To fund this project, staff is requesting city council authorize processing a budget transfer from two existing capital improvement projects:

- \$200,000 from the 10th Avenue Widening Phase 1 project (GL Account 200-860-90010, Project No. 2025024), and
- \$86,000 from the 6th Avenue Extension North project, from Union Street to County 22nd Street (GL Account 200-210-90010, Project No. 2025033).

This project is contingent on the City Council's decision regarding the 10th Avenue widening project. If the 10th Avenue widening project is denied, the requested transfer of funds will proceed, allowing the parking lot paving project to move forward.

Attachments

SIGNED AIR Form
Quote Request Letter
GCE Quote
Evans Custom Concrete No Response
DPE No Response
Plan Sheet



AGENDA ITEM REVIEW FORM

RECEIVED

MAY 27 2025

Regular City Council Meeting

CITY CLERK'S OFFICE

6.I.

Meeting Date: 05/28/2025

Department Head: Eulogio Vera, Director of Public Works, Public Works Department

Submitted By: Xochitl Lopez, Administrative Coordinator, Public Works Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the City of San Luis East Community Park parking lot paving. **(Council Members Maria Cecilia Cruz, Luis Cabrera and Lizeth Servin)**

SUMMARY:

The City of San Luis is working towards making improvements to the East San Luis Community Park. Paving some of the parking areas is considered as a priority. Engineering staff requested quotes for paving the west parking lot and a portion of the south parking lot. One quote was received from Gutierrez Canales Engineering in the amount of \$263,476.15, which includes a 5% contingency. Staff would like to increase Gutierrez Canales Engineering's original scope by allowing them to pave more area but not to exceed \$286,000.00 and honoring the unit prices in their quote.


The city's formal purchase procedure is to go out to bid for purchases over \$45,000. Under San Luis City Code § 3.05.010 (F): "For good cause, with the approval of the Council, formal purchase procedures may be waived." Quotes were requested from the three main paving contractors in Yuma County. Given that we received one quote and that the end of the fiscal year is approaching, staff is seeking City Council's approval to contract with Gutierrez Canales Engineering and to waive formal purchasing procedures, as allowed under San Luis Purchasing Code Section 3.05.010 (F), to save the time it takes to formally advertise and to allow the project to be completed within the current fiscal year.

Awarding his road construction/improvements without going out for a separate bid process complies with the ceiling for road construction under A.R.S. 34-201 of \$286,500.00 for fiscal year 2025. This was not a budgeted project for fiscal year 2025, thus staff is also requesting approval to transfer funds as shown in the fiscal impact.


The following Council Members requested that this item be placed on the Agenda for May 28, 2025, to approve the City of San Luis East Community Park parking lot paving.



Council Member (See attached signed AIR Form)



Council Member (See attached signed AIR Form)



Council Member (See attached signed AIR Form)

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO ACCEPT CONSTRUCTION SERVICES FROM GUTIERREZ CANALES ENGINEERING FOR PARKING LOT PAVING AT THE EAST SAN LUIS COMMUNITY PARK FOR THE AMOUNT NOT TO EXCEED \$286,000.00 AND WAIVE FORMAL PURCHASING PROCEDURES FOR THE REASONS PRESENTED.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: Yes
CITY/STATE/FEDERAL FUNDS: City
TOTAL: 00000
BUDGETED AMOUNT: 00000
AVAILABLE AMOUNT TO TRANSFER: 00000
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: ***_***_*****
FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):
Mr. Vera is to add Fiscal Impact information.

Attachments

GCE Quote



City of San Luis

Engineering Department

www.sanluisaz.gov

May 22, 2024

Tomas Sanchez
City Engineer
City of San Luis
tsanchez@sanluisaz.gov
928-341-8577

Re: Quote Request, City of San Luis East Community Park Parking Lot Paving

City of San Luis is requesting quotes for paving the East Community Park west parking lot and a portion of the south parking. The East Community Park is located south of County 24th Street between 19th Avenue and 20th Avenue. The scope of work covered under this quote consists of grading for pavement, paving 2.5"AC/6"ABC (1/2" AC MAG Mix). Contractor shall start and complete work in a timely manner – see special conditions below for more information.

Special Conditions of Work:

1. Project to be 100% complete and invoice submitted by June 30, 2025.
2. Performance Bonding, Taxes, and other fees are considered incidental to project overall Quote.
3. The City of San Luis reserves the right to modify the project scope of work after the quotes are received and evaluated, and before the successful bidder is awarded the contract.
4. Contractor can close off the west and south parking lot access/driveways as necessary to complete the project.
5. Encroachment permit from the City of San Luis will not be required.
6. Quantities noted above are estimated based on available existing information. Contractor to verify required quantities and confirm with the City of San Luis prior to proceeding with the work, the City will pay for "as-built" quantities. See attached Plan sheet C-3 and C-4.
7. New pavement preservative seal is not required.
8. This project consist of grading for pavement and paving 2.5" AC on 6" ABC (1/2" AC MAG Mix). See typical pavement structural section below.
9. The project shall be constructed in accordance with all MAG Uniform Standard Specifications and Details for Public Works Construction as adopted by the City of San Luis, the City of San Luis Supplemental to the Mag Uniform Standard Specifications and Details for Public Works Construction, except as otherwise required by this special conditions.
10. E-mail quotes to Tomas Sanchez at tsanchez@sanluisaz.gov by **8:00 AM on Tuesday, May 27th, 2025**. Quotes will be received and evaluated by May 27th, 2025. Formal award of the contract will be at the next available Regular City Council meeting (May 28th, 2025).



City of San Luis

Engineering Department

www.sanluisaz.gov

BID SCHEDULE

West Parking Lot

Item	Description	Unit	Quantity	Unit Price	AMOUNT
1	Grading for Pavement	SY	3,389	\$0.00	\$0.00
2	6" ABC Subbase	SY	3,389	\$0.00	\$0.00
3	2.5" AC, 1/2" MAG AC Mix	SY	3,389	\$0.00	\$0.00
4	Construction Staking	LS	1	\$0.00	\$0.00
5	Material Testing	LS	1	\$0.00	\$0.00
Subtotal A					\$0.00
5% Contingency of Subtotal A					\$0.00
Alternative No. 1 (West Parking Lot)				Total Quote A	\$0.00

Part of South Parking Lot

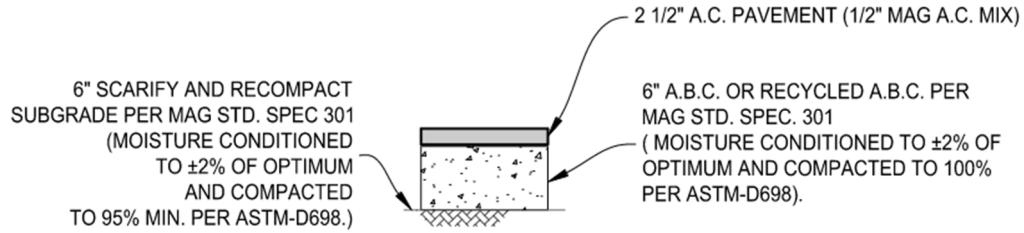
Item	Description	Unit	Quantity	Unit Price	AMOUNT
6	Grading for Pavement	SY	800	\$0.00	\$0.00
7	6" ABC Subbase	SY	800	\$0.00	\$0.00
8	2.5" AC, 1/2" MAG AC Mix	SY	800	\$0.00	\$0.00
9	Construction Staking	LS	1	\$0.00	\$0.00
10	Material Testing	LS	1	\$0.00	\$0.00
Subtotal B					\$0.00
5% Contingency of Subtotal B					\$0.00
Alternative No. 2 (Part of South Parking Lot)				Total Quote B	\$0.00
Alternative No. 3 (West Parking Lot and Part of South Parking Lot)				Total Quote C	\$0.00



City of San Luis

Engineering Department

www.sanluisaz.gov



West Parking Lot



South Parking Lot

QUOTE REQUEST

PROJECT: City of San Luis - East San Luis Community Park Parking Lot Paving

BIDDER NAME: Gutierrez Canales Engineering, PC

Quote Due By: Tuesday, May 27th 2025 at 8:00 A.M.

BID SCHEDULE

West Parking Lot

Item	Description	Unit	Quantity	Unit Price	AMOUNT
1	Grading for Pavement	SY	3,389	\$11.03	\$37,380.67
2	6" ABC Subbase	SY	3,389	\$20.00	\$67,780.00
3	2.5" AC, 1/2" MAG AC Mix	SY	3,389	\$21.00	\$71,169.00
4	Construction Staking	LS	1	\$4,410.00	\$4,410.00
5	Material Testing	LS	1	\$5,600.00	\$5,600.00
Subtotal A					\$186,339.67
5% Contingency of Subtotal A					\$9,316.98
Alternative No. 1 (West Parking Lot)				Total Quote A	\$195,656.65

Part of South Parking Lot

Item	Description	Unit	Quantity	Unit Price	AMOUNT
6	Grading for Pavement	SY	800	\$17.00	\$13,600.00
7	6" ABC Subbase	SY	800	\$26.00	\$20,800.00
8	2.5" AC, 1/2" MAG AC Mix	SY	800	\$31.00	\$24,800.00
9	Construction Staking	LS	1	\$1,890.00	\$1,890.00
10	Material Testing	LS	1	\$3,500.00	\$3,500.00
Subtotal B					\$64,590.00
5% Contingency of Subtotal B					\$3,229.50
Alternative No. 2 (Part of South Parking Lot)				Total Quote B	\$67,819.50
Alternative No. 3 (West Parking Lot and Part of South Parking Lot)				Total Quote C	\$263,476.15

Angelica Cifuentes

From: Tomas A. Sanchez
Sent: Tuesday, May 27, 2025 4:38 PM
To: Eulogio Vera
Subject: Fw: Quest Request - East San Luis Community Park - Parking Lot Paving

Tomas Sanchez, PE, RLS

City Engineer
City of San Luis | Engineering Department
1090 E. Union Street | P.O. Box 3750 | San Luis, Az 85349
Office: (928) 341-8577 | Ext. 2053
tsanchez@sanluisaz.gov | www.sanluisaz.gov



From: Tomas A. Sanchez <tsanchez@sanluisaz.gov>
Sent: Friday, May 23, 2025 11:09 AM
To: Les Evans <lesevans@evanscustomconcrete.com>; zach@evanscustomconcrete.com <zach@evanscustomconcrete.com>
Cc: Oscar M. Barnett <obarnett@sanluisaz.gov>; Eulogio Vera <evera@sanluisaz.gov>
Subject: Re: Quest Request - East San Luis Community Park - Parking Lot Paving

Les,

Good morning.

The East San Luis Community Park's south and west parking areas were previously graded to subgrade. However, there may be excess material to be removed during the subgrade grading (grading for pavement item). Any excess material may be stockpiled at the softball field on the east side of the park. Additionally, SWPPP BMPs are considered incidental to the project.

Please let me know if you have any question.

Tomas Sanchez, PE, RLS

City Engineer

City of San Luis | Engineering Department
1090 E. Union Street | P.O. Box 3750 | San Luis, Az 85349
Office: (928) 341-8577 | Ext. 2053
tsanchez@sanluisaz.gov | www.sanluisaz.gov



From: Tomas A. Sanchez <tsanchez@sanluisaz.gov>
Sent: Thursday, May 22, 2025 11:13 PM
To: Les Evans <lesevans@evanscustomconcrete.com>; zach@evanscustomconcrete.com
<zach@evanscustomconcrete.com>
Cc: Oscar M. Barnett <obarnett@sanluisaz.gov>; Eulogio Vera <evera@sanluisaz.gov>
Subject: Quest Request - East San Luis Community Park - Parking Lot Paving

Les,

The City of San Luis is requesting quotes for paving the west parking lot and a portion of the south parking lot at the East San Luis Community Park.

The scope of work includes grading and paving with 2.5" AC / 6" ABC (1/2" AC MAG Mix).

Please find the attached scope of work and bid schedule for your review. Quotes are due by **Tuesday, May 27, 2025, at 8:00 AM**. Submit quotes via email to tsanchez@sanluisaz.gov.

If you have any questions or need further information, please don't hesitate to contact me.

Thank you,

Tomas Sanchez, PE, RLS

City Engineer
City of San Luis | Engineering Department
1090 E. Union Street | P.O. Box 3750 | San Luis, Az 85349
Office: (928) 341-8577 | Ext. 2053
tsanchez@sanluisaz.gov | www.sanluisaz.gov



Angelica Cifuentes

From: Tomas A. Sanchez
Sent: Thursday, May 22, 2025 11:11 PM
To: Jim Allen; 'Esteban Hernandez'
Cc: Oscar M. Barnett; Eulogio Vera
Subject: Quest Request - East San Luis Community Park - Parking Lot Paving
Attachments: Bid Schedule - East Park Parking Lot Paving.xlsx; Plan Sheet C3 C4.pdf; East Park Parking Lot Paving - Quote Request.pdf

Jim,

The City of San Luis is requesting quotes for paving the west parking lot and a portion of the south parking lot at the East San Luis Community Park. The park is located south of County 24th Street, between 19th Avenue and 20th Avenue.

The scope of work includes grading and paving with 2.5" AC / 6" ABC (1/2" AC MAG Mix).

Please find the attached scope of work and bid schedule for your review. Quotes are due by **Tuesday, May 27, 2025, at 8:00 AM**. Submit quotes via email to tsanchez@sanluisaz.gov.

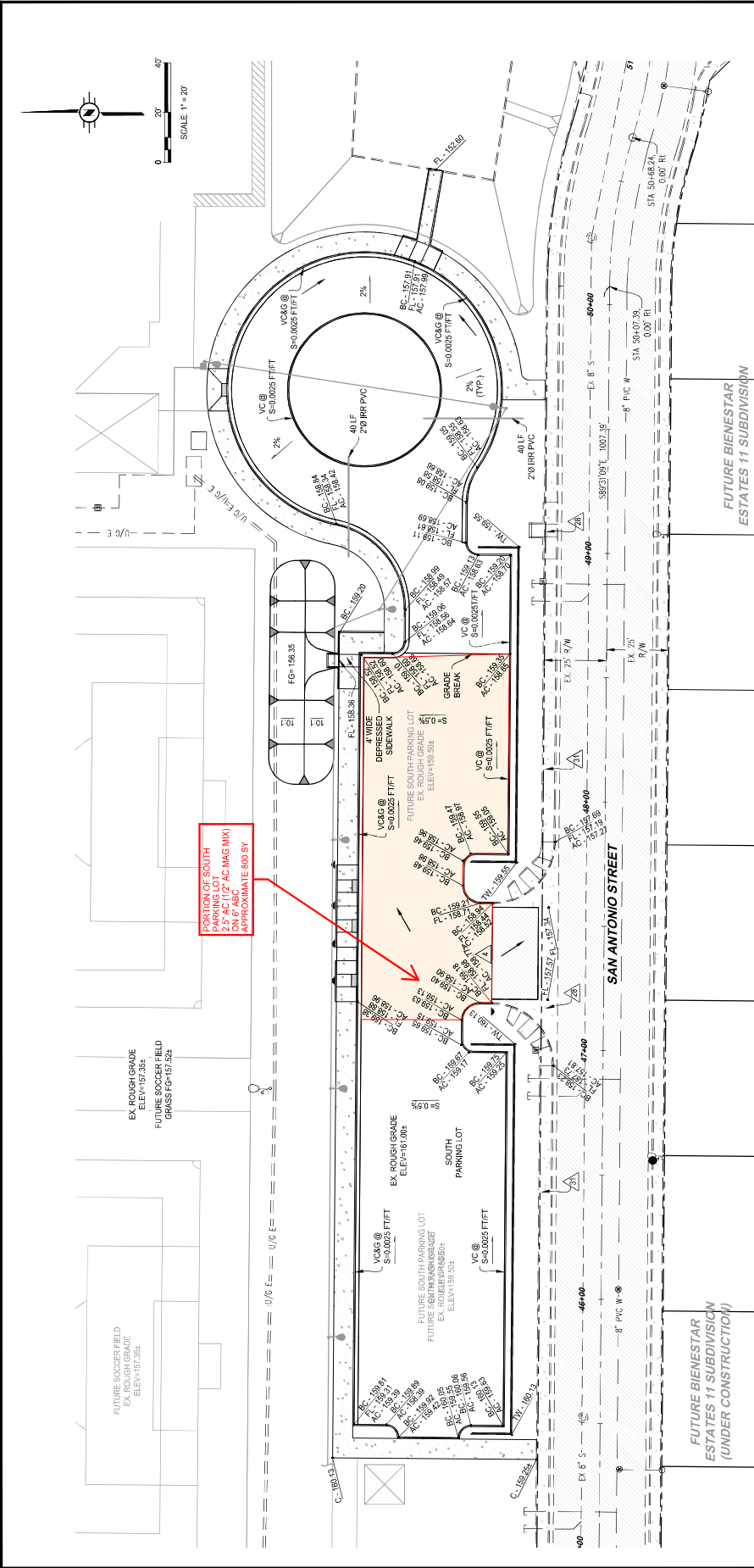
If you have any questions or need further information, please don't hesitate to contact me.

Thank you,

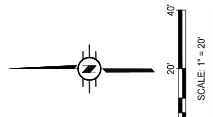
Tomas Sanchez, PE, RLS

City Engineer
City of San Luis | Engineering Department
1090 E. Union Street | P.O. Box 3750 | San Luis, Az 85349
Office: (928) 341-8577 | Ext. 2053
tsanchez@sanluisaz.gov | www.sanluisaz.gov





PORTION OF SOUTH
PARKING LOT (AC 1463 MAX)
ON 6' ABC
APPROXIMATE 800 SY



- GENERAL NOTES
- ▲ MATCH THE EXISTING CURBSIDEWALK.
 - ▲ EXISTING SOUTH PARKING DRIVEWAY ENTRANCE AND SPLLOWAY AT STA 49+15 TO BE REMOVED AND REPLACED BY THE CITY AS A SEPARATE PROJECT.
 - ▲ RETENTION BASIN FOR IRRIGATION AND LANDSCAPING TO BE INSTALLED CONSTRUCTED BY THE CITY OF SAN ANTONIO.
 - ▲ ALL WORK TO BE CONSTRUCTED BY THE CITY OF SAN ANTONIO AS A SEPARATE CONSTRUCTION PROJECT (TYP.).

JAMES DAVEY AND ASSOCIATES
CONSULTING CIVIL ENGINEERS
1025 W. 24th Street, Suite 2 - YUMA, AZ 85304 - (928) 782-7926

CITY OF SAN LUIS
EAST SAN LUIS COMMUNITY PARK
PARKING LOTS

SOUTH PARKING LOT
GRADING AND PAVING PLAN

PREPARED FOR:
SAN LUIS AND RECREATION
(928) 341-5835

DESIGNED BY: T.S.
DRAWN BY: R.C.
APPROVED BY: J.D.

SHEET C-4
NOVEMBER 18, 2022



FUTURE BIENESTAR
ESTATES T1 SUBDIVISION

SAN ANTONIO STREET

FUTURE BIENESTAR
ESTATES T1 SUBDIVISION
(UNDER CONSTRUCTION)



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. I.

Meeting Date: 05/28/2025

Department Head: Danae Figueroa, Magistrate, Court

Submitted By: Julissa A Peru, Court Administrator, Court

Action Requested: Ordinance

ITEM:

Discussion and possible action on any and all matters regarding Ordinance No. 466. An Ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending San Luis City Code Section 2.30.050 titled Municipal Court Fees, amending San Luis City Code Section 2.30.060 titled Court Collection Service Fee, providing for an effective date and providing for severability. **(Danae T. Figueroa, Magistrate)**

A. Action on Reading of Ordinance No. 466 by title only

B. Action on Ordinance No. 466

SUMMARY:

Amending Section 2.30.050, Municipal Court Fees, and Section 2.30.060, Court Collection Service Fee, to establish, assess, and collect from persons using Municipal Court services in order to defray the costs of various Municipal Court-related services. The Municipal Court service fees established in this chapter are reasonably calculated to recover, on average, all or part of the costs and expenses associated with each service provided or undertaken on behalf of the person assessed fees. The Magistrate has a PowerPoint presentation attached with further explanation.

RECOMMENDATION / SUGGESTED MOTION:

A. I MOVE TO APPROVE READING OF ORDINANCE NO.466 BY TITLE ONLY

(City Clerk to read Ordinance No. 466 by title only)

B. I MOVE TO APPROVE AND ADOPT ORDINANCE NO. 466, AS PRESENTED

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: NO

CITY/STATE/FEDERAL FUNDS: NO

TOTAL: N/A

BUDGETED AMOUNT: 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):

N/A

Attachments

Ordinance 466
Amended Court Fees



Ordinance

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

No. 466

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, AMENDING SAN LUIS CITY CODE SECTION 2.30.050 TITLED MUNICIPAL COURT FEES, AMENDING SAN LUIS CITY CODE SECTION 2.30.060 TITLED COURT COLLECTION SERVICE FEE PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR SEVERABILITY.

WHEREAS, the Code of the City of San Luis, Arizona (the "Code"), sets forth Municipal Court fees in Article 2.30.050; and

WHEREAS, in accordance with A.R.S §9-499.15, a notice of proposed new or increase fees related to San Luis Municipal Court operations which was posted on the City's website for at least sixty (60) days.

WHEREAS, in accordance with A.R.S §9-499.15(B)(4), a notice of proposed new or increase fees related to San Luis Municipal Court operations which was posted on the City's social media for at least fifteen (15) days.

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

Section 1. The Code of the City of San Luis, Arizona, is amended by amending Chapter 2, Magistrate, Article 1; General Provisions, Section 2.30.050, Municipal Court fees, to read as follows:

Section 2.30.050 Municipal Court Fees

A. Municipal Court Enhancement Fee

Persons convicted of criminal traffic or misdemeanor offenses, or found responsible for civil traffic offenses, with an offense date of the effective date of the ordinance codified in this chapter or after, shall pay a Municipal Court Enhancement Fee of not less than forty dollars (\$40.00), plus applicable surcharges, for each offense.

B. Municipal Court Default Cost Recovery Fee

A Default Cost Recovery Fee of not less than fifty dollars (\$50.00) shall be imposed on each default judgment entered for failure to appear in a civil traffic case, or for failure to satisfy in full a civil sanction imposed in a civil traffic case.

C. Municipal Court Warrant Cost Recovery Fee

When a City Magistrate issues a warrant for noncompliance with court orders, failure to pay a fine, or failure to pay any other fees, the City Magistrate shall impose a Municipal Court Warrant Cost Recovery Fee in the amount not more than one hundred-fifty dollars (\$150.00) upon the person for whom the arrest warrant is issued; and this fee shall be added to the amount set forth in the arrest warrant.

D. Municipal Court Deferred Prosecution Cost Recovery Fee

A Deferred Prosecution Fee in an amount not more than three hundred dollars (\$300.00) shall be imposed on each criminal charge for which the court defers prosecution pursuant to Rule 38 of the Arizona Rules of Criminal Procedure (or its substitute).

E. Defense Appointment Fee

The Municipal Court shall assess each person a Defense Appointment Fee in a reasonable amount, not more than five hundred dollars (\$500.00), for each case in which the person not indigent or otherwise entitled to a waiver of fee in this Chapter receives the services of a court appointed defense attorney.

F. Dishonored Check Fee

The Municipal Court shall assess each person a service fee of an amount not less than thirty dollars (\$30.00) for each dishonored check or bank draft tendered by or on behalf of such person to the Municipal Court.

G. Court Technology Fee

In addition to any other fee or assessment authorized by law, a Court Technology Enhancement Fee of fifteen (\$15.00) shall be imposed by the Court on each order or agreement to pay any fine, sanction,

penalty or assessment, or to participate in any Court-authorized diversion program.

H. Collection Fee

A person who defaults in his or her obligation for the payment of monies owed or due to the Municipal Court including, but not limited to, restitution, fines, sanctions, assessments, penalties, bonds, costs and fees, is liable for all costs of collection, including any attorney fees, court costs, costs or charges related to garnishment, attachment, levy setoff or other collection from private or public persons or entities, and any fees and charges by a collection agency engaged by the Municipal Court or City of San Luis to collect and enforce such payment. The attorney's fees and costs and charges incurred by the Municipal Court and City of San Luis shall be added to the sum or sums due from and chargeable against the person.

I. Assessment and Collection of Fees

The Municipal Court shall assess and collect fees as provided for in this chapter. Fees assessed against a person constitute a debt of the person and may be collected by the City of San Luis. In addition to any other remedies which will be allowed by law, the City Attorney is authorized to institute any appropriate civil suit in a court of competent jurisdiction for recovery of the fee(s) referred to in this chapter.

J. State Fees and Surcharges

All fees and surcharges imposed pursuant to State law shall be imposed in addition to those fees set forth in this Section.

K. Municipal Court Fund

The San Luis Municipal Court Fund shall be the repository for all fees collected pursuant to this section, with the exception of State Fees and Surcharges.

Section 2. All ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. Thus, Section 2.30.060, Court Collection Service Fee, shall be removed.

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 decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof.

Section 4. The provisions of this Ordinance shall be effective from and after June 30, 2025.

PASSED, ADOPTED, and APPROVED by the Mayor and City Council of the City of San Luis, Yuma County, Arizona, this ____ day of May 2025.

Nieves Riedel, Mayor

ATTEST:

APPROVED AS TO FORM:

Sonia Cornelio, City Clerk

Kay Marion Macuil, City Attorney



San Luis Municipal Court

Honorable Danae T. Figueroa

Amended Court Fees

San Luis Municipal Court Fees: Increased

Description of Fee Type	Current Fee	Proposed Fee
Municipal Court Enhancement Fee	\$30 Ordinance 157 Established July 1, 1999 (\$10) Amended Ordinance 255 Amended November 28, 2007 (\$30)	not less than \$40, plus surcharges for each offense
Municipal Court Default Cost Recovery Fee	\$40 Ordinance 157 Established July 1, 1999 (\$40)	not less than \$50 shall be imposed on each default judgment entered
Municipal Court Warrant Cost Recovery Fee	\$100 Ordinance 157 Established July 1, 1999 (\$100)	not more than \$150 upon the person for whom the arrest warrant is issued
Municipal Court Deferred Prosecution Cost Recovery Fee	\$100 Ordinance 157 Established July 1, 1999 (\$100)	not more than \$300 on each criminal charge for which the court defers prosecution

New Court Fees

San Luis Municipal Court Fees: New		
Description of Fee Type	Current Fee	Proposed Fee
Defense Appointment Fee	Not listed in local ordinance	not more than \$500, for each case in which the person is not indigent
Dishonored Check Fee	Not listed in local ordinance	not less than \$30 for each dishonored check or bank draft tendered (in alignment with City Financial policy)
Court Technology Fee	Not listed in local ordinance	a court technology enhancement fee of \$15.00 shall be imposed by the Court on each order or agreement to pay any fine, sanction, penalty, or assessment, or to participate in any Court-authorized diversion program

New Court Fees

San Luis Municipal Court Fees:
New

Description of Fee Type	Current Fee	Proposed Fee
Collection Fee	Ordinance 168 Established September 13, 2000 (specifies percentage)	liable for <u>all</u> costs of collection
Assessment and Collection of Fees	Not listed in local ordinance	the City Attorney is authorized to institute any appropriate civil suit in a court of competent jurisdiction for recovery of the fee(s) referred to in this ordinance



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

6. J.

Meeting Date: 05/28/2025

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

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

Action Requested: Discussion Item - No Action to be
Taken
Motion
Public Hearing

ITEM:

Public hearing followed by discussion on any and all matters regarding the Development Fee Update as required by the Arizona Revised Statutes. **(Jose A. Guzman, Director of Development Services)**

- A. Staff presentation
- B. Open Public Hearing
- C. Call to the public on this item
- D. Close Public Hearing
- E. Action on possible direction to staff

SUMMARY:

Under Arizona Revised Statutes § 9-463.05, 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, a nationally recognized consulting firm, to prepare the LUA, IIP, and update development fees to comply with Arizona law.

LUA and IIP:

The LUA and IIP are the principal planning documents needed to support changes to development fee assessments. These documents reflect updated growth projections, revised 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.

The LUA and IIP were presented during a public hearing held by the City Council on March 19, 2025, and were formally adopted on April 23, 2025.

PUBLIC NOTICE:

In accordance with A.R.S. § 9-463.05(C), the City posted notice of its intent to assess updated development impact fees on its official website on April 28, 2025, satisfying the statutory 60-day notice requirement prior to adoption.

CURRENT ACTION:

Tonight's public hearing provides an opportunity for the City Council to receive and consider comments from members of the public before taking official action on the development impact fees on July 9, 2025. If approved, the new development impact fees would go into effect on September 22, 2025, as required by statute.

STAFF RECOMMENDATION:

Under A.R.S. § 9-463.05(C), the only action the City Council may take at this time is to direct staff to either proceed with the development fees as proposed or make specific changes.

Staff recommends that the City Council hold this public hearing to receive public comment on the proposed Development Impact Fees.

RECOMMENDATION / SUGGESTED MOTION:

A. STAFF 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 DIRECT STAFF TO PROCEED WITHOUT CHANGE.

or

I MOVE TO DIRECT STAFF TO MAKE THE FOLLOWING CHANGES:

_____.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: N/A
CITY/STATE/FEDERAL FUNDS: N/A
TOTAL: N/A
BUDGETED AMOUNT: 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):
N/A

Attachments

San Luis Land Use Assumptions, Infrastructure Improvement Plan, and DRAFT Development Fee Report
Fees Comparison

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

**Prepared for:
San Luis, Arizona**

May 13, 2025



4701 Sangamore Road

Suite S240

Bethesda, MD 20816

301.320.6900

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

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

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

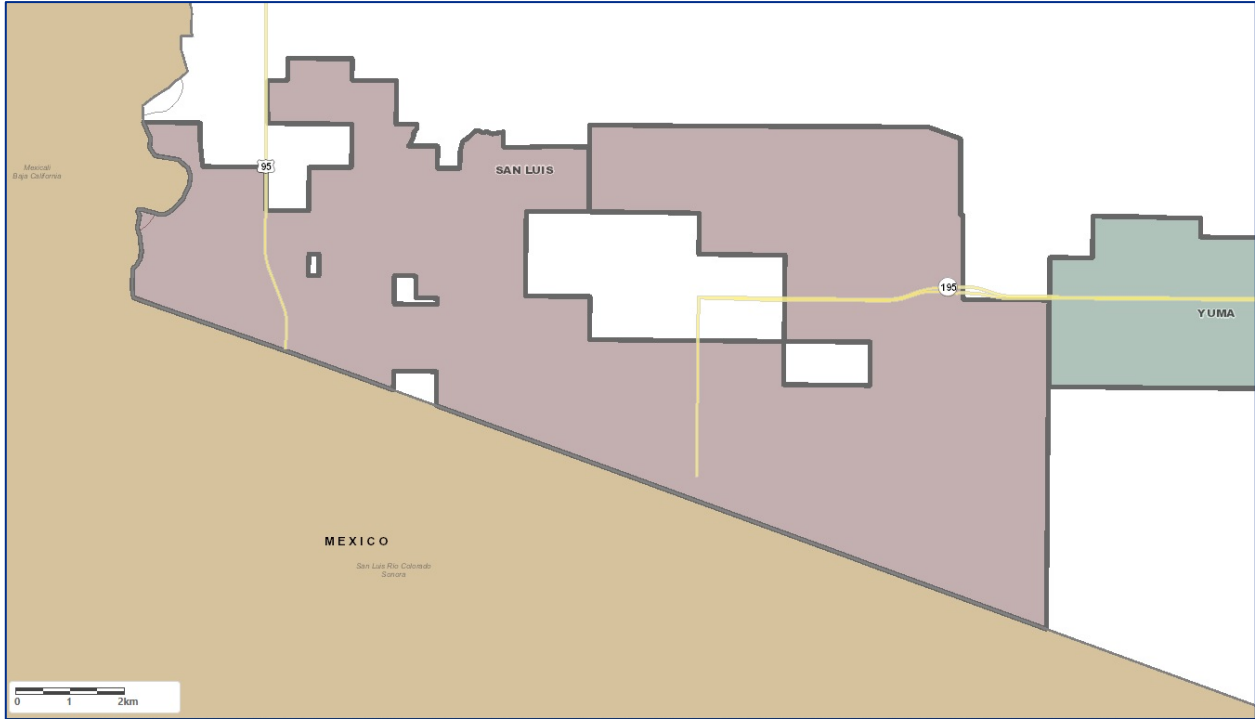
Arizona’s Development Fee Act requires the preparation of Land Use Assumptions, which are defined in Arizona Revised Statutes § 9-463.05(T)(6) as:

“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

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.

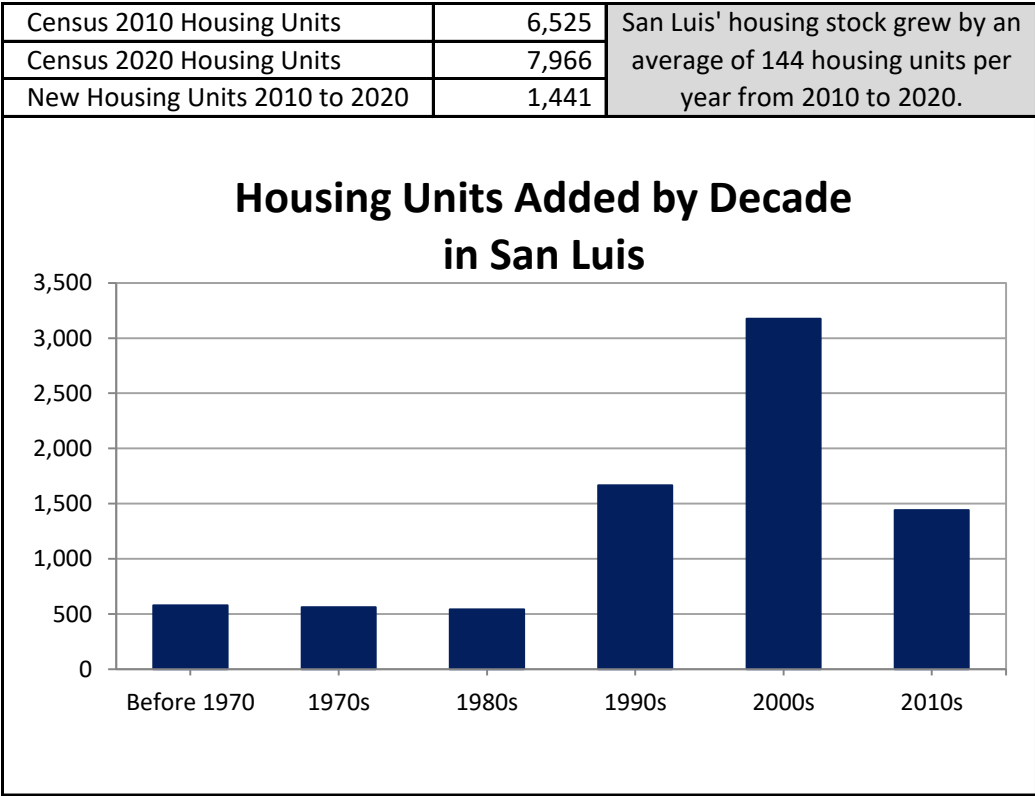
RESIDENTIAL DEVELOPMENT

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 ¹	29,207	7,996	3.65	8,286	3.52	90.5%	3.50%
Multi-Family ²	2,581	850	3.04	874	2.95	9.5%	2.75%
Total	31,788	8,846	3.59	9,160	3.47	100.0%	3.43%

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	
Population								
Total	38,872	39,597	40,279	40,954	41,621	42,279	45,493	6,621
Housing Units								
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
Total	8,917	9,126	9,322	9,517	9,709	9,899	10,825	1,908

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, 11th 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 ¹	Wkdy Trip Ends Per Employee ¹	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 L6 results in a nonresidential floor area estimate of 1,633,780 square feet.

Figure L6: Nonresidential Estimates

Nonresidential Category	2021 Jobs ¹	Percent of Total Jobs	Square Feet per Job ²	2021 Estimated Floor Area ³
Industrial ⁴	765	20%	637	487,305
Commercial ⁵	942	24%	471	443,682
Office & Other Services ⁶	1,009	26%	307	309,763
Institutional ⁷	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	
Employment								
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
Total	4,280	4,380	4,475	4,568	4,660	4,751	5,196	916
Nonres. Sq. Ft. (x1,000)								
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
Total	1,790	1,832	1,871	1,910	1,949	1,987	2,173	383

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				
Residential			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
Residential Subtotal				663,426
Residential Share				82%
Nonresidential				
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
Nonresidential Share				18%
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, 11th 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, 11th 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 ¹	Wkdy Trip Ends Per Employee ¹	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 ¹	13%
Residential Trip Adjustment Factor	63%

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
Total						63,817

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
Population	38,872	39,597	40,279	40,954	41,621	42,279	42,928	43,569	44,211	44,853	45,493	6,621
Housing Units												
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
Total	8,917	9,126	9,322	9,517	9,709	9,899	10,086	10,270	10,455	10,640	10,825	1,908
Employment												
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
Total	4,280	4,380	4,475	4,568	4,660	4,751	4,841	4,930	5,019	5,107	5,196	916
Nonres. Sq. Ft. (x1,000)												
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
Total	1,790	1,832	1,871	1,910	1,949	1,987	2,024	2,061	2,099	2,136	2,173	383

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
Total Vehicle Trips	63,817	65,312	66,719	68,110	69,486	70,844	72,183	73,505	74,829	76,151	77,472	13,655

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				
Residential			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
Residential Subtotal				663,426
Residential Share				82%
Nonresidential				
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
Nonresidential Share				18%
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).

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 ¹
Single Family	3.52
Multi-Family	2.95

Nonresidential Development per 1,000 Square Feet	
Development Type	Jobs ¹
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
Total	16,966

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
Cost per Person	\$214.74
Nonresidential	
Nonresidential Share	18%
2024 Jobs	4,280
Square Feet per Job	0.7135
Cost per Job	\$428.11

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
Total	13	\$730,385	\$9,495,000

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
Cost per Person	\$200.29
Nonresidential	
Nonresidential Share	18%
2024 Jobs	4,280
Units per Job	0.0005
Cost per Job	\$399.32

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
Total	\$417.68	\$831.63

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	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 ¹	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
Total	\$3,516,485	\$0	\$3,516,485

		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 ¹	365	13,169,565	96%
Nonresidential	2,465 inflow commuters ²	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 ¹
Single Family	3.52
Multi-Family	2.95

Nonresidential Development per 1,000 Square Feet	
Development Type	Jobs ¹
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
Total	45.1

Cost Factors	
Cost per Acre	\$54,000

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

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
Total	155.5	\$122,183	\$18,999,500

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
Cost per Person	\$469.22
Nonresidential	
Nonresidential Share	4%
2024 Jobs	4,280
Units per Job	0.00145
Cost per Job	\$177.56

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
Total	\$532.47	\$201.25

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	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 ¹	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
Total	\$3,699,118	\$0	\$3,699,118

		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

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

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				
Residential				
Population	36,081		Demand Hours/Day	Person Hours
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
			Residential Share	82%
Nonresidential				
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
			Nonresidential Share	18%
			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).

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 ¹
Single Family	3.52
Multi-Family	2.95

Nonresidential Development per 1,000 Square Feet			
Development Type	Avg Weekday Veh Trip Ends ¹	Trip Rate Adjustment	Avg Weekday Veh Trips ¹
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
Total	19,856

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

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

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
Total	49	\$72,306	\$3,543,000

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
Cost per Person	\$74.74
Nonresidential	
Nonresidential Share	18%
2024 Vehicle Trips	12,285
Units per Vehicle Trip	0.0007
Cost per Vehicle Trip	\$51.91

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
Total	134	\$8,993	\$1,205,000

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
Cost per Person	\$25.42
Nonresidential	
Nonresidential Share	18%
2024 Vehicle Trips	12,285
Units per Vehicle Trip	0.0020
Cost per Vehicle Trip	\$17.66

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
Total	\$369.64	\$256.36

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	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 ¹	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
Total	\$3,110,681	\$0	\$3,110,681

		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

San Luis provides a transportation network within the city limits; therefore, there is a single service area for the Street 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 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, 11th 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, 11th 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 ¹	Wkdy Trip Ends Per Employee ¹	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 ¹	13%
Residential Trip Adjustment Factor	63%

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
Total						63,817

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
Total						163,259

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 ¹	Trip Adjustment ¹	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 ¹	Trip Adjustment ¹	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
Total	5.28	\$2,700,000

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
Cost per VMT	\$65.78

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
Average	\$640,000

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

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	1	2	3	4	5	10	10-Year Increase
	2024	2025	2026	2027	2028	2029	2034	
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
Total Vehicle Trips	63,817	65,312	66,719	68,110	69,486	70,844	77,472	13,655
VMT	163,259	167,082	170,681	174,242	177,761	181,234	198,191	34,933
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
Total	\$101.78

Residential Fees per Unit				
Development Type	Avg Wkdy VMT per Unit ¹	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 ¹	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
Total	\$3,543,227	\$0	\$3,543,227

		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
Total	8,103	1,381,602,047	3,785,211	467

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

Account Type	Accounts	Average Day Gallons	Max Day Gallons ¹	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
Total	8,103	3,785,211	5,677,817	701

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, 7th Edition*.

Figure W2: Water Ratio of Service Unit to Development Unit

Max Day Demand by Meter Size			
Meter Size and Type		Capacity Ratio ¹	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 ¹	(\$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 ¹	(\$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, 7th 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
Total	\$3.57

Fees per Meter					
Meter Size and Type		Capacity Ratio ¹	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, 7th Edition*.

Figure WW2: Wastewater Ratio of Service Unit to Development Unit

Average Day Flow by Meter Size		
Meter Size and Type	Capacity Ratio ¹	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
Total	2,500,000	1,885,000	615,000

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
Total	2,500,000	1,931,338	568,662

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 ¹	(\$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, 7th 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 ¹	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

Source	2024	2025	2026	2027	2028	2029
	Base Year	1	2	3	4	5
City Sales Tax	\$16,116,973	\$16,000,000	\$16,922,000	\$17,260,440	\$17,605,649	\$17,957,762
State Sales Tax	\$5,404,857	\$5,457,610	\$5,852,270	\$5,969,315	\$6,088,702	\$6,210,476
Urban Revenue Sharing	\$9,478,747	\$8,076,429	\$7,554,510	\$7,705,600	\$7,859,712	\$8,016,906
County Rev - VLT	\$2,025,268	\$2,076,880	\$2,216,710	\$2,261,044	\$2,306,265	\$2,352,390
HURF	\$3,667,609	\$3,628,630	\$3,993,520	\$4,073,390	\$4,154,858	\$4,237,955
Subtotal, General Fund	\$36,693,454	\$35,239,549	\$36,539,010	\$37,269,789	\$38,015,186	\$38,775,489
Water Revenue	\$5,895,284	\$5,968,000	\$6,355,160	\$6,482,263	\$6,611,908	\$6,744,147
Wastewater Revenue	\$5,943,821	\$6,204,000	\$7,289,230	\$7,435,015	\$7,583,715	\$7,735,389
Subtotal, Enterprise Fund	\$11,839,105	\$12,172,000	\$13,644,390	\$13,917,278	\$14,195,623	\$14,479,536
Total	\$48,532,559	\$47,411,549	\$50,183,400	\$51,187,067	\$52,210,809	\$53,255,025

Source: City of San Luis, Arizona

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

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.

	San Luis (Current)	San Luis (Proposed)	Yuma	Somerton
Non-Utility Fees				
Fire	\$562	\$1,470	\$324	\$496
General Government	\$308	\$0	\$24	\$0
Parks	\$753	\$1,874	\$1,003	\$1,323
Police	\$446	\$1,301	\$359	\$496
Street	\$1,709	\$1,701	\$862	\$1,254
Total Non-Utility Fees	\$3,778	\$6,346	\$2,572	\$3,569
Utility Fees				
Water	\$542	\$1,696	\$4,752	\$1,500
Wastewater	\$912	\$1,269	\$5,423	\$3,741
Total Utility Fees	\$1,454	\$2,965	\$10,175	\$5,241
Total Development Fees				
Total Development Fees	\$5,232	\$9,311	\$12,747	\$8,810

Permit Fee Comparison for a New Residence (1200 sq ft)

	San Luis (Current)	San Luis (Proposed)	Yuma	Somerton
Building Permit, Plan Review, Mech/Plumb/Elec, & Connection Fees	\$ 4,564.10	\$ 4,564.10	\$ 3,553.00	\$ 3,943.10
Non-Utility Impact Fees	\$ 3,778.00	\$ 6,346.00	\$ 2,572.00	\$ 3,569.00
Utility Impact Fees	\$ 1,454.00	\$ 2,965.00	\$ 10,175.00	\$ 5,241.00
TOTAL FEES:	\$ 9,796.10	\$ 13,875.10	\$ 16,300.00	\$ 12,753.10

	San Luis (Current)	San Luis (Proposed)	Difference
Non-Utility Fees			
Fire	\$562	\$1,470	+\$908
General Government	\$308	\$0	(-\$308)
Parks	\$753	\$1,874	+\$1,121
Police	\$446	\$1,301	+\$855
Street	\$1,709	\$1,701	(-\$8)
Total Non-Utility Fees	\$3,778	\$6,346	+\$2,568
Utility Fees			
Water	\$542	\$1,696	+\$1,154
Wastewater	\$912	\$1,269	+\$357
Total Utility Fees	\$1,454	\$2,965	+\$1,511
Total Development Fees			
Total Development Fees	\$5,232	\$9,311	+\$4,079
1200 Sq. Ft. Residence Permit Example (Including All Fees)	\$ 9,796.10	\$ 13,875.10	+\$4,079



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

8. A.

Meeting Date: 05/28/2025

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

Submitted By: Kay Macuil, City Attorney, Attorney's Office

Action Requested: Motion

ITEM:

(Vote to hold an Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7))

Discussion and possible action to hold an Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7) on any and all matters regarding the litigation of Gethsemani v. San Luis and consultation for legal advice with the city attorneys, in order to consider its position and instruct its attorneys and representatives about the City Council's position on contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation (under subsection 4) or negotiations for the purchase, sale or lease of real property (under subsection 7) allowed in executive sessions. **(Kay Marion Macuil, City Attorney; and Outside Counsel Gammage & Burnham)**

SUMMARY:

The city's attorneys can properly advise the Council by holding an Executive Session for the purposes described in the agenda item.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO HOLD AN EXECUTIVE SESSION PURSUANT TO A.R.S. § 38-431.03(A)(3), (4) and (7).

Fiscal Impact

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

CITY/STATE/FEDERAL FUNDS: N/A

TOTAL: N/A

BUDGETED AMOUNT: 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):

Fiscal impact is not applicable to this agenda item. Under A.R.S. §38-431.03(D), legal action involving a final vote or decision is not permitted to be taken at an executive session.



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

8. B.

Meeting Date: 05/28/2025

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

Submitted By: Kay Macuil, City Attorney, Attorney's Office

Action Requested: Motion

ITEM:

(Vote to hold an Executive Session pursuant to A.R.S. §§ 38-431.03 (A), (1), (3), and (4))

Discussion and possible action to hold an executive session pursuant to A.R.S. § 38-431.03 (A), subsections (1), (3), and (4) on any and all matters relating to the contract for the Assistant City Attorney Glenn J. Gimbut and the employment, assignment, appointment, promotion, demotion, dismissal, salary, disciplining, or resignation, including discussion of a possible severance agreement and consultation with the attorney or attorneys of the City regarding the same. **(Jenny Torres, Acting City Manager and Kay Marion Macuil, City Attorney)**

SUMMARY:

City Council can be properly advised by holding an executive session for the purposes described in the agenda item. Any proposed changes to the agreement will be discussed in the executive session as permitted by the Open Meeting Law.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO HOLD AN EXECUTIVE SESSION PURSUANT TO A.R.S. § 38-431.03(A)(1), (3), AND (4) ON THE TOPIC DESCRIBED IN THE AGENDA ITEM.

Fiscal Impact

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

CITY/STATE/FEDERAL FUNDS: N/A

TOTAL: N/A

BUDGETED AMOUNT: 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):

The fiscal impact does not apply to this agenda item because under A.R.S. § 38-431.03(D), legal action involving a final vote or decision is not permitted during an executive session.



AGENDA ITEM REVIEW FORM

Regular City Council Meeting

10. A.

Meeting Date: 05/28/2025

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

Submitted By: Kay Macuil, City Attorney, Attorney's Office

Action Requested: Motion

ITEM:

Discussion and possible action on any matters regarding Assistant City Attorney Glenn Gimbut's severance agreement. **(Kay Marion Macuil, City Attorney and Glenn Gimbut, Assistant City Attorney)**

SUMMARY:

At present, Glenn Gimbut is contracted as an Assistant City Attorney under a contract dated October 12, 2023, which replaced his previous hourly, part-time status as outlined in his contract dated October 16, 2015. The current contract is a flat rate for a minimum of 900 hours per year as a part-time exempt employee. The current contract, which began on October 12, 2023, included a severance agreement in the appendix. This item is to terminate the contract and honor the bargained-for severance agreement.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE SEVERANCE AGREEMENT WITH GLENN J. GIMBUT ATTACHED TO THIS AGENDA ITEM.

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	Yes
CITY/STATE/FEDERAL FUNDS:	City
TOTAL:	\$32,500.00
BUDGETED AMOUNT:	\$27,500.00 Please see the Fiscal Impact Statement below.
AVAILABLE AMOUNT TO TRANSFER:	\$5,000.00
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:	Part-Time GL100-117-50005 \$27,500.02

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

A budget transfer for \$5,000.00 is required within the Salaries account (100-117-50005) to fund the severance agreement.

Attachments

Severance Agreement
Current Flat-Rate Contract



SEVERANCE AGREEMENT
AND GENERAL RELEASE

THIS SEVERANCE AGREEMENT AND GENERAL RELEASE (hereinafter this "Agreement") is entered into by and between Glenn Gimbut ("GIMBUT"), on the one hand, and the City of San Luis (the "CITY"), on the other hand.

WHEREAS, GIMBUT was employed by the CITY as Assistant City Attorney;

WHEREAS, GIMBUT and the CITY entered into an Employment Agreement (the "Employment Agreement");

WHEREAS, the CITY terminated GIMBUT's employment prior to the expiration of the Employment Agreement;

WHEREAS, the Employment Agreement requires the CITY to pay severance to GIMBUT based on the early termination of the Employment Agreement for a non-disqualifying reason; and

WHEREAS, as a condition precedent to the receipt of severance pay, the Employment Agreement requires GIMBUT to release any and all claims he may have against the CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, and for other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the CITY and GIMBUT voluntarily and knowingly agree as follows:

1. **Definitions.** For the purposes of this entire Agreement, the term "CITY" includes the City of San Luis and, to the extent applicable, as direct, intended, and third-party beneficiaries hereof, its past, present, and future officers, employees, representatives, trustees, administrators, fiduciaries, attorneys, insurers, agents, subsidiaries, affiliated entities, elected officials, councilmembers, predecessors, successors, heirs, and assigns, jointly and severally, in both their personal and official capacities (collectively, the "Released Parties").

For the purposes of this entire Agreement, the term "GIMBUT" shall refer to Glenn Gimbut, his marital community, and his heirs and assigns.

2. **Severance Payment.** Within ten (10) business days of the effective date of this Agreement, the CITY shall provide GIMBUT with severance pay in the amount of \$37,500, less applicable withholdings. The payment shall be made by check payable to "Glenn Gimbut" or by direct deposit to GIMBUT's bank account on file with the CITY.

3. **Release by GIMBUT.** GIMBUT hereby irrevocably and unconditionally releases and discharges the CITY and all other Released Parties from any and all claims, demands, liens, agreements, covenants, actions, suits at law or equity, obligations, debts, damages, judgments, liabilities, attorneys' fees, costs, and expenses of whatever kind, known or unknown, suspected or unsuspected, which he had or has based on any matter or thing occurring prior to his execution of this Agreement, including but not limited to claims that arise from or relate to GIMBUT's employment with the CITY or the termination of the employment relationship. The released claims include any claims arising under the Age Discrimination in Employment Act, the

Arizona Civil Rights Act, the Arizona Wage Payment Act, or Title VII of the Civil Rights Act of 1964. The released claims further include, but are not limited to, all claims for breach of contract, wrongful discharge or layoff, constructive discharge, retaliatory discharge, impairment of economic opportunity, intentional or negligent infliction of emotional distress, or any other tort, including but not limited to defamation, invasion of privacy, intentional interference with contract or prospective advantage, violation of any constitutional right, sex discrimination, race discrimination, disability discrimination, age discrimination or any other form of employment discrimination or retaliation, and any and all claims arising from any alleged violations by or on behalf of the CITY or any other Released Party under every applicable federal, state, or local law, rule, regulation, ordinance, public policy or common law, including under the Arizona Employment Protection Act, the Arizona Peace Officer Bill of Rights, the Arizona Fair Wages and Healthy Families Act, the Civil Rights Act of 1991, the Equal Pay Act, the Americans with Disabilities Act, or the Family and Medical Leave Act. GIMBUT also waives and releases any appeal or grievance rights pursuant to the CITY's personnel policies or municipal code.

GIMBUT understands and acknowledges that this release forever bars him from suing or otherwise asserting a claim against the CITY or any of the other Released Parties on the basis of any event occurring through his execution of this Agreement, whether the facts are now known or unknown, and whether the legal theory upon which such claim might be based is now known or unknown. GIMBUT further agrees and acknowledges that the Released Parties are intended third-party beneficiaries of this release of claims.

4. Waiver of Right to Recovery and No Inducement. GIMBUT expressly waives any right to monetary recovery should any administrative agency pursue any released claim on his behalf.

5. Consultation with Legal Counsel. GIMBUT acknowledges that this Agreement constitutes written notice from the CITY that it advises him to seek legal counsel before signing this Agreement.

6. Notice of Time for Reflection and Waiver. GIMBUT acknowledges that he has fully discussed all aspects of this Agreement with his attorney to the extent he wishes to do so. GIMBUT agrees that he has carefully read and fully understands all of the provisions of this Agreement and that he is voluntarily entering into this Agreement. GIMBUT agrees that, as part of this Agreement, he has been provided with consideration in addition to anything of value to which he is already entitled. GIMBUT is advised that prior to waiving claims he may have under the Age Discrimination in Employment Act, he may take up to twenty-one (21) calendar days to consider this Agreement before signing, and he may revoke this Agreement within seven (7) calendar days after he signs the Agreement. If GIMBUT wishes to revoke the Agreement, he must do so by delivering written notification of the revocation before the expiration of the revocation period to Stephen B. Coleman at Pierce Coleman PLLC, 7730 E. Greenway Road, Suite 105, Scottsdale, AZ 85260. In the event this Agreement is signed prior to the expiration of 21 days, GIMBUT acknowledges that he has voluntarily and knowingly agreed to waive his entitlement to take 21 days to consider this Agreement for the purpose of expediting his receipt of the consideration outlined in Section 3.

7. **Effective Date of Agreement.** This Agreement will be effective upon execution by both parties and the expiration of the seven-day revocation period outlined in Section 6 above without revocation by GIMBUT.

8. **Full Consideration.** The parties agree that compliance with the above-described terms constitutes full and sufficient legal consideration for the promises and covenants set forth in this Agreement.

9. **No Admission of Wrongdoing.** The parties each agree that nothing in this Agreement shall be construed as an admission by any of them of any wrongdoing or violation of any applicable law and that nothing in this Agreement shall be so construed by any other person.

10. **Bar.** GIMBUT specifically agrees that this Agreement may be pled by the CITY or any of the other Released Parties as an absolute bar to any released claim.

11. **Complete Agreement.** This Agreement sets forth all of the terms and conditions of the agreement between the parties and shall be considered and understood to be a contractual commitment and not a mere recital, except that it shall be read in conjunction with the Employment Agreement between the parties. This Agreement shall be binding upon the CITY and its successors and assigns and GIMBUT and his respective agents, marital community, heirs, executors, representatives, and assigns.

12. **Fees and Costs.** Each party shall bear and pay his or its own costs and attorneys' fees with regard to this Agreement and any matters covered herein. However, in an action to enforce any term or terms of this Agreement or to seek damages for breach of this Agreement, the prevailing party in that action shall be entitled to recover reasonable attorney's fees.

13. **Waiver and Amendment.** A waiver of any right under this Agreement must be in writing to be effective. This Agreement may be amended only by a writing signed by the parties. Any oral representation or modification concerning this Agreement shall be of no force or effect.

14. **Choice of Law.** The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either of the parties. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona, except to the extent that federal laws apply.

[AGREEMENT CONTINUES ON NEXT PAGE]

15. **Acknowledgement.** GIMBUT acknowledges that in executing this Agreement, he does not rely on any inducements, promises, or representations made by the CITY other than those expressly stated herein. Further, GIMBUT declares that he has read this Agreement and fully understands its terms and contents, including his rights and obligations hereunder, and freely, voluntarily, and without coercion enters into this Agreement. GIMBUT agrees and acknowledges that the waiver and release of all rights or claims he may have under any local, state, or federal law is knowing and voluntary.

City of San Luis

Nieves Riedel, Mayor

Dated: _____

ATTEST:

Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

Kay Marion Macuil, City Attorney

Glenn J. Gimbut

Glenn J. Gimbut

Dated: _____

WITNESS:

Signature
Print Name _____

PART-TIME SALARY EMPLOYMENT AGREEMENT

This agreement (“Agreement”) is made this _____ day of October, 2023, at the City of San Luis, County of Yuma, State of Arizona, between the City of San Luis, Arizona, (“City”), a municipal corporation of the State of Arizona, 1090 E. Union Street., San Luis, Arizona, and Glenn Gimbut (“Assistant City Attorney.”) This Agreement takes the place of the Employment Agreement between the City and Assistant City Attorney dated June 28, 2017. In consideration of the mutual covenants, agreements and promises provided herein, the sufficiency of which is expressly acknowledged, City and Assistant City Attorney agree as follows:

SECTION I

TERM AND NATURE OF EMPLOYMENT

This Agreement is for a specific and limited duration. The Assistant City Attorney shall be employed by the City of San Luis as an Assistant City Attorney effective October, October 21, 2023 (which is a start of a pay period) until October 15, 2025, (the “Agreement Period”), unless the Assistant City Attorney’s employment is terminated at an earlier date pursuant to Section V below.

SECTION II

PART-TIME SALARY EMPLOYMENT

A. During the Agreement Period, the Assistant City Attorney shall be a part-time employee on salary, classified as exempt from overtime payment. He agrees to work a minimum of 900 hours annually during the term of this Agreement. He shall submit an exempt time sheet to his supervisor for the payroll system and separate timeslips for use of his supervisor to see that he is on track for the minimum 900 hours annual work. The timeslips shall itemize the hours worked during the pay period and provide running total for the fiscal year, which the supervise shall verify. It is understood that the annual work will track the annual anniversary of this Agreement and not necessarily the fiscal year of City.

B. The Assistant City Attorney shall devote time, attention, and energies to the performance of his duties as Assistant City Attorney of the City of San Luis, Arizona. The City agrees that the Assistant City Attorney may perform private legal consultation services that do not conflict with his duties under this Agreement.

SECTION III

DUTIES

A. During the Agreement Period, the Assistant City Attorney shall represent the City in its legal affairs and provide legal advice and counsel to the City of San Luis. The Assistant City Attorney shall serve the City diligently and according to his best professional and personal abilities in all respects, and generally do all things for the best interests of the City that is usually done by persons occupying his position as a legal officer of a political subdivision.

B. The Assistant City Attorney shall report to and be under the supervision of the City Attorney. The Assistant City Attorney shall be subject to the direction and control the City Attorney. The City Attorney may review, evaluate, and complete the evaluation of the performance of the Assistant City Attorney from time to time during the term of this

Agreement.

C. The City Council may designate another City staff person to provide the supervision described in this Section III. Said designee must be an employee of the City and cannot be a sitting San Luis Council Member.

SECTION IV
RATE OF COMPENSATION

A. **Annual Salary:** The salary of the Assistant City Attorney shall be an annual base salary of \$65,000.00 payable biweekly on the City's payroll schedule in equal increments of \$2,500.00. The salary is compliant with the minimum required annual pay required by the federal Fair Labor Standards Act and its regulations ("FLSA") for exempt employees.

B. **Annual Sick Leave Accrual:** Part-time employees accrue one hour of sick leave for every 30 hours worked capped at 40 hours in a fiscal year under A.R.S. § 23-372(A) and the City of San Luis Personnel Policies, Section HR-4-05(A)(2) as amended by Resolution No. 2012. The Assistant City Attorney shall accrue a maximum of 30.33 hours of sick leave per fiscal year under this Agreement. The 30 hours per fiscal year rate of accrued sick hours is calculated considering the minimum 900 hours in Section II. The 900 hours are divided by 26 pay periods in a fiscal year which equals 34.61 hours per pay period, rounded up to 35 hours per pay period. 35 hours worked divided by 30 hours for every one sick hour accrued equals 1.16 hours per pay period accrued. 1.16 sick hours times 26 pay periods equals 30.33 hours accrued per year. In mathematical formula it is as follows:

Accrual = 1 sick hour/30 hours worked.
900 hours/year /26 pay periods/year = 34.61 (rounded up to 35 hours)
35 hours/ pay period /30 hours /1 hour sick = 1.16 sick hours/ pay period
26 pay periods x 1.16 sick hours/ pay period = 30.33 sick hours per year.

The sick hours accrued under the above formula shall be counted toward and part of the minimum 900 total hours paid by the \$65,000.00 salary. In other words, the Assistant City Attorney taking of sick time is to be credited against his pledged 900 minimum work hours per year.

C. Under this Agreement, the Assistant City Attorney does not lose previously accrued and unused sick time under his employment agreement with the City dated June 28, 2017.

D. The City agrees to budget and pay for the professional dues and subscriptions of the Assistant City Attorney as the City deems necessary for his continuation and participation in national, regional, state, and local associations and organizations necessary for his continued professional participation, growth, and advancement, and for the good of the City. This shall include any continuing legal education requirements of the State Bar of Arizona. The City agrees to provide Assistant City Attorney with a cell phone, remote access to the City's internet system, and any other devices the City would provide to a City department head for work performed other than on the premises of City by policy or practice.

E. Unless otherwise stated herein, the Assistant City Attorney shall be entitled to all other employment benefits provided for other part-time employees of the City. The Assistant City Attorney shall not be eligible to participate in any health insurance program. If the Assistant City Attorney experiences a qualifying event under the federal Family Medical Leave Act and its regulations and binding interpretation ("FMLA"), and he is eligible to apply for FMLA, he may apply for FMLA job protection. Under A.R.S. 38-766.02(A), the City is required to pay approximately \$8,000.00 into the Arizona State Retirement System for an alternate contribution rate for employed retired members, but the Assistant City Attorney as a retired member, receives no benefit from this required payment.

F. It is recognized by the City Council that the Assistant City Attorney must devote the time necessary to his duties involving both normal office hours and time outside these hours. As previously stated, this is a part-time position with a minimum of 900 working hours a year. The taking of personal time off should be in line with this premise, and rests in the discretion of and with the approval of the City Attorney or City Council's designee under Section III. Since the minimum pledged annual hours are 900, there is sufficient ability to schedule personal time off with the Assistant City Attorney's supervisor, given the needs of the Office of the City Attorney.

SECTION V TERMINATION OF EMPLOYMENT

A. The City expressly agrees that it shall not take any action to terminate this Agreement or otherwise discharge Assistant City Attorney from his employment during the Agreement Period except as expressly provided for herein. The Assistant City Attorney's employment may be terminated by a majority vote of the City Council as provided by San Luis City Code §.2.15.030.

B. In the event that the City terminates this Agreement or discharges Assistant City Attorney during the Agreement Period, the City shall pay to the Assistant City Attorney severance the total sum of \$32,500.00, less applicable withholdings (which is equivalent to six (6) months of pay). A condition precedent to this severance payment, Assistant City Attorney shall execute a release of any and all claims he may have against the City, in the form attached hereto as Appendix A. The City shall make the severance payment no later than ten (10) business days following the effective date of the required release. In addition, the Assistant City Attorney shall be entitled to his accrued salary including sick leave taken to the effective date of termination. In addition to this compensation and/or any other rights to compensation or benefits to which Assistant City Attorney may have under this Agreement or law. Upon termination and satisfaction of the above condition precedent (in this Section V(B)), the Assistant City Attorney shall have no further legal duty or obligation under this Agreement.

C. Notwithstanding the foregoing, if the Assistant City Attorney is terminated because of a conviction relating to any felony or loss of license to practice law in the State of Arizona, the City shall have no obligation to make any severance payment pursuant to Section V(B) above. The City reserves the right to suspend any severance pay payment pursuant to the above Section V(B) during any proceedings while felony charges are

pending or other proceedings which could result in the loss of the license to practice law in the State of Arizona.

D. The Assistant City Attorney may resign from his employment at any time upon the giving of at least thirty (30) days' written notice to the City Attorney, the City Manager, his City Council's designated supervisor if any, the Mayor, and Council, unless the parties agree to a different notice period.

E. Upon termination under Section V(C) or V(D) above, the Assistant City Attorney shall only be entitled to compensation earned to the effective date of termination, and any other rights to compensation or benefits to which Assistant City Attorney may have under this Agreement or by law.

SECTION VI
CONTRACT TERMS TO BE EXCLUSIVE

This Agreement (including Appendix A) contains the sole and entire agreement between the parties and shall supersede any and all other agreements between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Agreement nor any representations inducing its execution and delivery except such representations as are specifically set forth in this writing and the parties acknowledge that they have relied on their own judgment in entering into the same. The parties further acknowledge that any statements or representations that may have been made by either of them to the other are void and of no effect and that neither of them has relied on such statements or representations in connection with its dealings with the other.

SECTION VII
WAIVER OR MODIFICATION INEFFECTIVE
UNLESS IN WRITING

It is agreed that no waiver or modification of this Agreement or of any covenant, condition, or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it, and that no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this Agreement, or the rights or obligations of any party under it, unless such waiver or modification is in writing, duly executed as above. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

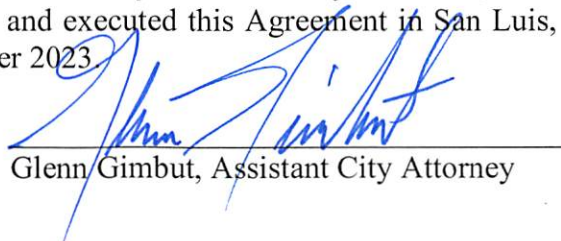
SECTION X
CONTRACT GOVERNED BY LAW OF
STATE OF ARIZONA

A. The parties agree that it is their intention and covenant that this Agreement and performance under it and all suits and special proceedings relating to it be construed in accordance with and under and pursuant to the laws of the State of Arizona and that in any action, special proceeding, or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of Arizona shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action or special proceeding may be instituted.

B. In the event that the City adopts as a policy a program of settling employment claims or suits by binding arbitration and adopts a form of agreement for new employees to sign during the course of this Agreement, Assistant City Attorney agrees to sign said agreement and be bound by the same.

C. This Agreement shall be subject to the cancellation provisions of ARS §38-511.

In witness whereof, the City of San Luis, Arizona has caused this Agreement to be signed and executed on its behalf by its Mayor and duly attested to by its Clerk, and Glenn Gimbut, Assistant City Attorney, has signed and executed this Agreement in San Luis, Yuma County, Arizona on the ____ day of October 2023.



Glenn Gimbut, Assistant City Attorney

Nieves Riedel, Mayor

ATTEST:

Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

Kay Marion Macuil, City Attorney

Appendix A

**SEVERANCE AGREEMENT
AND GENERAL RELEASE**

THIS SEVERANCE AGREEMENT AND GENERAL RELEASE (hereinafter this "Agreement") is entered into by and between Glenn Gimbut ("GIMBUT"), on the one hand, and the City of San Luis (the "CITY"), on the other hand.

WHEREAS, GIMBUT was employed by the CITY as Assistant City Attorney;

WHEREAS, GIMBUT and the CITY entered into an Employment Agreement (the "Employment Agreement");

WHEREAS, the CITY terminated GIMBUT's employment prior to the expiration of the Employment Agreement;

WHEREAS, the Employment Agreement requires the CITY to pay severance to GIMBUT based on the early termination of the Employment Agreement for a non-disqualifying reason; and

WHEREAS, as a condition precedent to the receipt of severance pay, the Employment Agreement requires GIMBUT to release any and all claims he may have against the CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, and for other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the CITY and GIMBUT voluntarily and knowingly agree as follows:

1. **Definitions.** For the purposes of this entire Agreement, the term "CITY" includes the City of San Luis and, to the extent applicable, as direct, intended and third party beneficiaries hereof, its past, present, and future officers, employees, representatives, trustees, administrators, fiduciaries, attorneys, insurers, agents, subsidiaries, affiliated entities, elected officials, councilmembers, predecessors, successors, heirs, and assigns, jointly and severally, in both their personal and official capacities (collectively, the "Released Parties").

For the purposes of this entire Agreement, the term "GIMBUT" shall refer to Genn Gimbut, his marital community, and his heirs and assigns.

2. **Severance Payment.** Within ten (10) business days of the effective date of this Agreement, the CITY shall provide GIMBUT with severance pay in the amount of \$37,500, less applicable withholdings. The payment shall be made by check payable to "Glenn Gimbut" or by direct deposit to GIMBUT's bank account on file with the CITY.

3. **Release by GIMBUT.** GIMBUT hereby irrevocably and unconditionally releases and discharges the CITY and all other Released Parties from any and all claims, demands, liens, agreements, covenants, actions, suits at law or equity, obligations, debts, damages, judgments, liabilities, attorneys' fees, costs, and expenses of whatever kind, known or unknown, suspected or unsuspected, which he had or has based on any matter or thing occurring prior to his execution

of this Agreement, including but not limited to claims that arise from or relate to GIMBUT's employment with the CITY or the termination of the employment relationship. The released claims include any claims arising under the Age Discrimination in Employment Act, the Arizona Civil Rights Act, the Arizona Wage Payment Act, or Title VII of the Civil Rights Act of 1964. The released claims further include, but are not limited to, all claims for breach of contract, wrongful discharge or layoff, constructive discharge, retaliatory discharge, impairment of economic opportunity, intentional or negligent infliction of emotional distress, or any other tort, including but not limited to defamation, invasion of privacy, intentional interference with contract or prospective advantage, violation of any constitutional right, sex discrimination, race discrimination, disability discrimination, age discrimination or any other form of employment discrimination or retaliation, and any and all claims arising from any alleged violations by or on behalf of the CITY or any other Released Party under every applicable federal, state, or local law, rule, regulation, ordinance, public policy or common law, including under the Arizona Employment Protection Act, the Arizona Peace Officer Bill of Rights, the Arizona Fair Wages and Healthy Families Act, the Civil Rights Act of 1991, the Equal Pay Act, the Americans with Disabilities Act, or the Family and Medical Leave Act. GIMBUT also waives and releases any appeal or grievance rights pursuant to the CITY's personnel policies or municipal code.

GIMBUT understands and acknowledges that this release forever bars him from suing or otherwise asserting a claim against the CITY or any of the other Released Parties on the basis of any event occurring through his execution of this Agreement, whether the facts are now known or unknown, and whether the legal theory upon which such claim might be based is now known or unknown. GIMBUT further agrees and acknowledges that the Released Parties are intended third party beneficiaries of this release of claims.

4. **Waiver of Right to Recovery and No Inducement.** GIMBUT expressly waives any right to monetary recovery should any administrative agency pursue any released claim on his behalf.

5. **Consultation with Legal Counsel.** GIMBUT acknowledges that this Agreement constitutes written notice from the CITY that it advises him to seek legal counsel before signing this Agreement.

6. **Notice of Time for Reflection and Waiver.** GIMBUT acknowledges that he has fully discussed all aspects of this Agreement with his attorney to the extent he wishes to do so. GIMBUT agrees that he has carefully read and fully understands all of the provisions of this Agreement and that he is voluntarily entering into this Agreement. GIMBUT agrees that, as part of this Agreement, he has been provided with consideration in addition to anything of value to which he is already entitled. GIMBUT is advised that, prior to waiving claims he may have under the Age Discrimination in Employment Act, he may take up to twenty-one (21) calendar days to consider this Agreement before signing, and he may revoke this Agreement within seven (7) calendar days after he signs the Agreement. If GIMBUT wishes to revoke the Agreement, he must do so by delivering written notification of the revocation before the expiration of the revocation period to Stephen B. Coleman at Pierce Coleman PLLC, 7730 E. Greenway Road, Suite 105, Scottsdale, AZ 85260. In the event this Agreement is signed prior to the expiration of 21 days, GIMBUT acknowledges that he has voluntarily and knowingly agreed to waive his entitlement to take 21 days to consider this Agreement for the purpose of expediting his receipt of the consideration outlined in Section 3.

7. **Effective Date of Agreement.** This Agreement will be effective upon execution by both parties and the expiration of the seven-day revocation period outlined in Section 6 above without revocation by GIMBUT.

8. **Full Consideration.** The parties agree that compliance with the above-described terms constitutes full and sufficient legal consideration for the promises and covenants set forth in this Agreement.

9. **No Admission of Wrongdoing.** The parties each agree that nothing in this Agreement shall be construed as an admission by any of them of any wrongdoing or violation of any applicable law, and that nothing in this Agreement shall be so construed by any other person.

10. **Bar.** GIMBUT specifically agrees that this Agreement may be pled by the CITY or any of the other Released Parties as an absolute bar to any released claim.

11. **Complete Agreement.** This Agreement sets forth all of the terms and conditions of the agreement between the parties and shall be considered and understood to be a contractual commitment and not a mere recital, except that it shall be read in conjunction with the Employment Agreement between the parties. This Agreement shall be binding upon the CITY and its successors and assigns and GIMBUT and his respective agents, marital community, heirs, executors, representatives, and assigns.

12. **Fees and Costs.** Each party shall bear and pay his or its own costs and attorneys' fees with regard to this Agreement and any matters covered herein. However, in an action to enforce any term or terms of this Agreement or to seek damages for breach of this Agreement, the prevailing party in that action shall be entitled to recover reasonable attorney's fees.

13. **Waiver and Amendment.** A waiver of any right under this Agreement must be in writing to be effective. This Agreement may be amended only by a writing signed by the parties. Any oral representation or modification concerning this Agreement shall be of no force or effect.

14. **Choice of Law.** The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either of the parties. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona, except to the extent that federal laws apply.

[AGREEMENT CONTINUES ON NEXT PAGE]

15. **Acknowledgement.** GIMBUT acknowledges that in executing this Agreement, he does not rely on any inducements, promises or representations made by the CITY other than those expressly stated herein. Further, GIMBUT declares that he has read this Agreement and fully understands its terms and contents, including his rights and obligations hereunder, and freely, voluntarily and without coercion enters into this Agreement. GIMBUT agrees and acknowledges that the waiver and release of all rights or claims he may have under any local, state, or federal law is knowing and voluntary.

CITY OF SAN LUIS

By _____

Its _____

Dated: _____

GLENN GIMBUT

Dated: _____



PRESENTATION

Regular City Council Meeting

10. B.

Meeting Date: 05/28/2025

Submitted By: Olivia Jenkins, Administration

Presentation Topic/Summary:

Presentation and recognition to Mr. Glenn Gimbut for his dedicated 20-plus years of service to the City of San Luis, serving as City Attorney from 2004-2015 and Assistant City Attorney from 2015 to present. **(Mayor Nieves Riedel)**
