



# ***Town Manager's Report***

## **May 2023**



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## New Employees Spotlight



Melissa Jimenez  
Procurement Officer  
Started 5/10/2023

## Employee 5<sup>th</sup>, 10<sup>th</sup> 15<sup>th</sup> & 20+ Service Milestones Recognitions



**20th Year Anniversary**  
Carlos Navarrete  
Police Sergeant  
Hired May 4, 2003



## Employee Recognition



Austin Campbell, our Recreation Manager, has received his Certified Parks and Recreation Professional designation through National Rec. & Parks Association.

Congratulations Austin!



## Department Highlights

### Police Department

On Sunday, April 23, 2023, the Sahuarita Police Department hosted a **Car Seat Checkup Event**. This allowed community members to speak with **Certified Child Passenger Safety (CPS) Technicians**. Residents were also able to learn how to properly install their child's car seat and have their current car seat checked, making sure that it properly fits their child. The SPD's ability to do this is sponsored by a GOHS Occupant Safety Grant.



Thanks to the dedication of the Sahuarita Police Department, the Town of Sahuarita has been voted the third safest city in Arizona by [Safewise](#)! This ranking helps the SPD meet its annual goal of always being in the top 10 safest cities in Arizona!



### Human Resources Department



**Liliana Soto, HR Supervisor**, and **Ricci Romero, HR Analyst**, attended the **San Miguel CWSP Corporate Partner Luncheon** on Wednesday, April 28th, where the Town was recognized for its unwavering dedication in mentoring an intern named Gabriela Borboa from San Miguel High School.

Witnessing the positive impact of investing in the education and development of young people is truly encouraging. While Gabriela's primary reporting department is Human Resources, other departments such as the Town Manager's Office, Public Works, Department of Law, and the SOS Committee have all contributed to her growth and development, which seems to have been nothing short of exceptional.



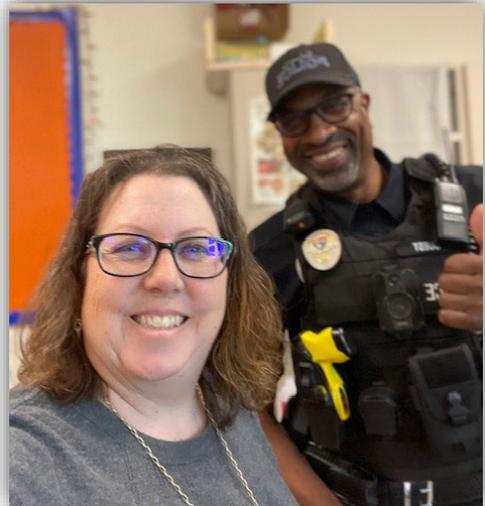
During the Luncheon, Gabriela shared her thoughts while presenting the Award.

*“It would be an honor to nominate the Town of Sahuarita for the Rookie of the Year award. Being that the Town of Sahuarita is a new employer that has been very beneficial to my professional advancements. The Town of Sahuarita and its various departments have taught me a lot about how a town should operate. The HR department in specific has given me the confidence and the assurance that it is okay to make mistakes if and when I can learn from them. Being around a lot of people that are passionate in what they do has made me find value in all that I do. I strongly feel that the Town of Sahuarita has provided me with a safe and comfortable environment.”*

## Department of Law

On May 4, 2023, **Rona Kreamer, Town Prosecutor/Prosecution Services Manager**, and **SPD Ofc. Al Guest** paid a visit to the senior class at Sahuarita High School, in order to give a talk to those students about the law, safety, and the dangers of impairment in advance of prom and graduation season.

The students conducted themselves in a respectful and engaged manner during all of the presentations.



## Parks, Recreation & Community Services



Parks, Recreation and Community Services is excited to share that **Katelyn Prouty** has been promoted to the new **Youth Therapeutic Coordinator** position effective May 8, 2023. Katelyn was selected based on her education in Family Studies & Human Development and her continued excellence in leading our Youth programs. We are excited to have Katelyn move into this new role in the department!

A bit about Katelyn:

*“Katelyn has been involved in the Parks, Recreation and Community Services department since last fall when she was hired on as a Recreation Aide. She found her passion for community outreach and education when earning her degree in Family Studies and Human Development with a minor in Nutritional Sciences. After graduating from the University of Arizona in May 2022, she was seeking a career where she could reach the community and provide resources to improve their quality of life. With this new position, she will be able to use her knowledge of human development and her experience in community and recreation services to lead and create educational and fun programs for the youth of Sahuarita!”*





Parks, Recreation and Community Services is excited to share that **Joseph Ornelas** has been promoted to the **Recreation Coordinator** position effective April 24, 2023. Joseph was selected based on his experience in recreation and proven dedication to the Town of Sahuarita.

Joe has been professionally involved with Parks and Recreation operations for 8+ years but has been around the environment since his days as a youth. As a local who grew up getting familiar with all of southern Arizona, Joe is excited to be a part of and help grow the Sahuarita community. Earning this new position, he feels even better equipped with the tools necessary to accomplish his goals and vision for the department and Town. Exciting times ahead!"

We are excited to have both Joe and Katelyn move into their new roles in the department!

The Recreation Division attended a field and park regional meeting in April with various jurisdictions in Pima County to discuss permitting and reservation procedures. We believe the information gathered will improve our processes and benefit the community.

Another successful Lakeside Live at Sahuarita Lake Park took place on Friday, May 5th from 6 pm-9 pm. The band Suerte Musical performed, and local dance instructor Annette Mesa led audience members through some fun dance routines.



**Let's Fly** at North Santa Cruz Park will be Saturday, May 27, 2023 from 8am to 11am. Please join us as we decorate kites and learn, from local groups on different ways to take flight in the skies! Kites will be provided for the first 250 attendees. Bring the whole family for fun and prizes!



**Fiesta Sahuarita** was a hit with an estimated attendance of 26,400!

We would like to thank everyone who helped plan and run this event and those who attended!



The next signature event coming up is **Sahuarita Stars & Stripes** on July 4th, 2023. Planning for that event has started and vendor and food truck registration is currently open.



The Special Events Permit Application (SEPA) process is beginning to transition to Public Works to utilize the City Works software. This will be a lengthy project but should improve the SEPA process.

The Parks Division would like to thank John Lira for all his hard work with our division. John has accepted a position back at Public Works-Streets, and his last day of work with our division was Friday, May 5, 2023.

Parks staff has successfully implemented our new work order (WO) software, Asset Essentials, from Brightly Software into our daily routine. As of May 5th, Parks staff has completed 65 work orders in one week with the help of this new software.



The Parks Division was successfully awarded a matching funds grant for the Anamax Playground from the Arizona Parks and Recreation Association and Playcore. This funding will total an approximate \$110,000 match on the actual play equipment (not installation costs) and will enable us to have a way larger and cooler design than the original CIP was going to allow. This playground will join the playground at Parque Los Arroyos as two of the only National Demonstration Sites for inclusivity in Southern Arizona!

Our new infield grooming machine, the ABI Force, has arrived and is undergoing assembly. This equipment is state of the art, with multiple attachments, and even allows us to laser-grade the skinned areas of our baseball and softball fields. It will be a great asset to our Parks Division moving forward.

In May, Parks staff will be building out and modifying the inside of the new events supply trailer, which will enable increased efficiency and organization for the Events Division before and after events. This process should only take around a week to complete, and the trailer should have much-improved functionality come Stars & Stripes, our next signature event.

For more information, please refer to the Parks, Recreation, and Community Services Monthly Update Document.

### Public Works Department



Public Works Department is proud to announce the promotion of **David Urquides** from Maintenance Worker to **Heavy Equipment Operator I** effective May 7, 2023. David has been an invaluable member of our team, having prior experience operating heavy equipment such as motor graders, front-end loaders, and water trucks. In addition, he currently holds a Commercial Driver License (CDL) Class B with a Tanker Endorsement, making him a highly qualified member of our Public Works team.

We also want to recognize **Jaime Alarcon**, our **Public Works Fleet Mechanic**. With over 40 years of experience in the automotive and equipment repair industry, Jaime is a highly skilled and certified mechanic with the National Institute for Automotive Service Excellence. His ASE Certification is in the following areas: Diesel Engines, Air Conditioning Systems & Controls, Brakes, Electrical/Electronic Systems, Heating Ventilation & Air Conditioning, and Preventive Maintenance & Inspection (PMI).



David and Jaime are essential members of our Public Works team, and we are fortunate to have them both on board. Their dedication and expertise help us maintain our high standards for equipment maintenance and operation. Please join us in congratulating David on his well-deserved promotion and recognizing Jaime for his outstanding contributions to our department.



## Planning & Building Department

The Planning & Zoning Division would like to recognize outgoing **Planning & Zoning Commission** members **Cathy Maghran** and **Michael Hernandez** for their years of service on the Commission. Michael Hernandez served on the Commission from 2014 to 2023, and Cathy Maghran served from 2016 to 2023. The Planning and Zoning Commission is a volunteer board that is appointed by the Town Council, and that makes recommendations and decisions on land use and zoning matters such as zoning code amendments, rezonings, and conditional use permits. Thank you both for your service!

The Building Safety Division issued 29 building permits for single-family homes in the month of April. This is the highest number of single-family permits since September 2022.

## Town Manager

On Friday, May 12, 8th graders from Wrightson Ridge School came to Town Hall to conduct a **Mock Town Council Meeting** in Council Chambers. **Council Member Debbie Morales** and **Council Member Diane Priolo** had an opportunity to meet with two groups of students prior and explained important issues and local governance. **Shane Dille, Town Manager**, helped coach the students as they ran through the procedures of a Town Council, including the Pledge of Allegiance, roll call, presentation, and discussion, and ultimately a vote.

The two competing issues that each set of Council Members had to consider and wrestle with was whether they wanted a recreation center with more fields and aquatic elements to be developed on a certain piece of property, or did they want more retail and commercial establishments. It was a tough decision for these two councils, both independently chose to go with the additional retail and commercial option that would bring more sit-down restaurants and greater retail options to the community. It was a great turnout!



EDPA hosted the **Grow In Sahuarita Business Resource Expo** on Friday, May 5 at Town Hall. This no-cost event featured workshops and exhibitors aimed at providing an in-person interactive event for entrepreneurs and small business owners. Over 73 participants registered for the event.

Participating organizations included the Small Business Development Center, SCORE, Better Business Bureau, CPLC-Prestamos CDFI, SizeUp, Kiva, and PNC Bank. Additional participants include the Green Valley Sahuarita Chamber of Commerce and the Advantage Alliance Business Networking Group.



The ED team attended and participated in the **Arizona Association for Economic Development Spring Conference**. The conference provided an opportunity to learn about ED-related tools for business attraction and expansion, the importance of infrastructure in ED, Emerging Research Tools and Technology for ED practitioners, and Site Selection practices, among other topics. **ED Specialist Melissa Mata** was a panelist speaker at the Entrepreneurship and Small Business session highlighting the Grow In Sahuarita program.

**Rancho Sahuarita Self Storage & RV** had its grand opening on Thursday, May 11. The new facility offers both climate-controlled and drive-up units in a variety of sizes. All units are ground level with wide driveways and ease of access. The facility also offers RV and boat parking spaces available for lease (both covered and uncovered available).



To date, a total of 28 businesses and entrepreneurs are currently receiving assistance through the Grow In Sahuarita program. The program was recently featured in the Green Valley Sahuarita Chamber of Commerce Activity Guide. The story can be read [HERE](#)



## Sahuarita Optimistic Squad (SOS)



On May 3, 2023, SOS held its **9th Annual Salsa Contest**. Eight employees were vying for best salsa – Colby Nylund, Rafael Martinez, Heriberto Coronado, Carlos Suarez, Greg Moreno, Nicole Hammond, Joanne Estrada, and David Urquides. Micha’s supplied delicious food for the event. It was a very well-attended event with an estimated 80 people!

With a whopping 32 votes, **Rafael Martinez** was chosen First Place as the best salsa! Second place went to **Carlos Suarez**, and third place was shared by **Joanne Estrada** and **David Urquides**.

Stay tuned for the next SOS events on June 6 celebrating **National Churro Day**, and on June 28, celebrating **4th of July** with hamburgers and hotdogs!



## **Capital Improvement Projects**

### **Public Works Projects**

The interactive Construction Updates page on the Public Works webpage has been updated. This page is typically updated quarterly to provide information on all active construction projects in the Town (CIP and developer projects). The Construction Update can be [found online here](#).

#### **Planning & Building Department and Other Areas at Town Hall Interior Painting**

On April 3, 2023, R&C Quality Painting started touching up the interior painting of the Planning & Building Department area as well as several other areas within Town Hall.

#### **Quail Crossing Blvd Extension Phase 2 and Traffic Signal Activation**

The project is approximately 97% complete. Town staff has been coordinating with Union Pacific Railroad (UPRR), Psomas, and Arizona Corporate Commission (ACC) to get the approval to proceed with the planned improvements at the railroad crossing.

**!!BIG NEWS!!** The Town received a signed Construction & Maintenance Agreement from UPRR on May 17, 2023. This indicates that UPRR will begin designing and procuring the necessary parts for the railroad crossing. UPRR expects to complete its work in about 8 months. A hearing before the Arizona Corporation Commission is scheduled for August 7, 2023.

The seal coating on Phase 1 of Quail Crossing Blvd, from Nogales Highway to the Trailhead Parking Lot, is scheduled for May 2023.

#### **Sahuarita Water Reclamation Facility (SWRF) Re-rating Project**

Staff has been working with Carollo Engineers and PCL Construction to finalize the design of the re-rating project. On May 4, 2023, Carollo submitted Agency Review Drawings to Planning and Building for review and permitting. The submittal included structural calculations, responses to comments from the Town and PCL on the 60% design submittal, and the final design report.

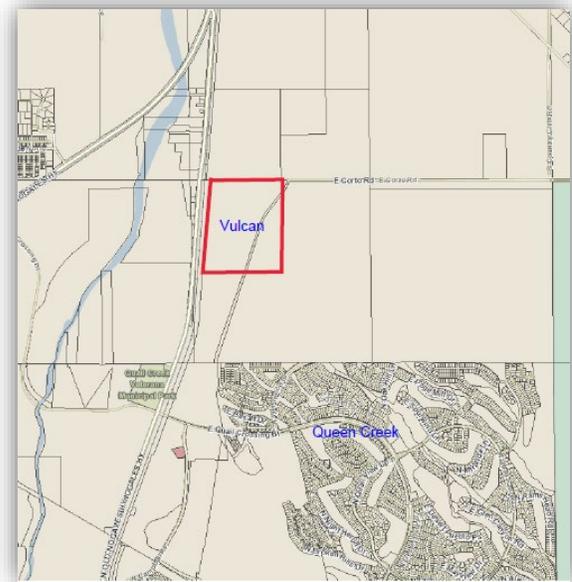


## Building & Development Projects

### Land Use and Zoning:

- **Vulcan Materials Conditional Use Permit:** Staff is reviewing a Type 3 Conditional Use Permit (CUP) for a hot mix asphalt plant at the existing Vulcan sand and gravel site on Old Nogales Highway. Staff has sent out the first set of comments. The next steps are for Vulcan to respond to the comments and for staff to perform a second review of the application materials.

A Type 3 CUP requires public hearings before the Planning and Zoning Commission and the Town Council. More project information can be found online at <https://sahuaritaaz.gov/799/Planning-Projects>. Click on “Other.”



- **Residential Zones Code Amendment:** A second study session with the Town Council was held on April 10, 2023. Based on Council input, staff will make further changes to the draft. Additional industry outreach will be conducted prior to scheduling public hearings. More project information can be found [online](#).
- Did you know that **Planning & Zoning project information** can be found [online](#)? Click on the link to go directly to the information page.

### Development Plans and Subdivision Plats:

- **Parque la Coraza** – An amended Development Plan for Parque la Coraza, a private park in Rancho Sahuarita south of Sahuarita Road, was accepted for review on April 12, 2023.

### Commercial Buildings:

- **Planet Fitness:** Certificate of Occupancy issued on April 12, 2023.



# Capital Improvement & Development Projects

Please visit our [interactive map to view town projects progress.](#)

