



# *Resolution*

No. 2051

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, APPROVING AND ADOPTING A SALARY PLAN REPLACING THE SALARY PLAN OF 2006; SUPERSEDING ANY CONFLICTING PROVISIONS OF EXISTING REGULATIONS, POLICIES OR PROCEDURES; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.**

**WHEREAS**, San Luis City Code §31.20(5)(e) authorizes the City Manager to recommend to City Council a standard schedule of pay for each appointive office and position in the city service;

**WHEREAS**, the Personnel Policies of 2008 (Resolution No. 750) §HR3-02(A) authorizes the City Manager to establish and City Council to approve a competitive pay plan with procedures for assigning salaries and shall review it periodically as economic, government, and industry factors dictate.

**WHEREAS**, City Council passed Resolution 1196 adopting a Classification Plan of the city's workforce on June 7, 2017, based on the "Classification Study and Final Report" by CPS HR Consulting (referred to as "Classification Study");

**WHEREAS**, CPS HR Consulting has now completed the compensation portion of the salary study titled "City of San Luis, Arizona Total Compensation Report" dated July 3, 2018 (referred to as "Compensation Report");

**WHEREAS**, the Compensation Report ties in with the Classification Study and both serve as guides to the region's market for salaries and benefits for the classified service of the City of San Luis;

**WHEREAS**, the Salary Plan has not been addressed as a whole since 2006, and many city salaries are not in line with the salary market despite efforts in 2015-2016;

**WHEREAS**, A.R.S. §42-17106 places limitations on city expenditures;

**WHEREAS**, City Council opted to have the City pay the health benefit increases for this and past fiscal years rather than burden the employees with health benefits increases.

**WHEREAS**, due to lack of sufficient revenue, expenditure constraints and the need to

provide services to city residents, the 2018 Salary Plan requires more funds than the city has to implement it at 100 percent;

**WHEREAS**, staff has been working diligently to analyze each individual position to arrive at a fair allocation with the funds available for each of the approximately 277 positions;

**WHEREAS**, the City of San Luis has been experiencing turn over in many of its positions often due to lower than market salaries

**WHEREAS**, over the years since 2006, the Personnel Policies, administrative practice and procedure have created various increases to deal with the salaries being below market;

**WHEREAS**, because employees will be receiving increases as the 2018 Salary Plan is gradually implemented, the ad hoc increases are no longer needed and will disrupt the fair allocation of funds and implementation of the 2018 Salary Plan.

**WHEREAS**, Due to revenue and expenditure constraints and funds also needed for services to the residents, City Council intends to implement the recommended salaries over a four-year period.

**THEREFORE BE IT RESOLVED** by the Mayor and Council of the City of San Luis:

**Section 1.** The City Council approves and adopts as guides and basis for the 2018 Salary Plan adopted by this resolution the following:

- a. the Classification Study and Final Report approved by Resolution No. 1196 ("Classification Study" Exhibit A) and
- b. the City of San Luis, Arizona Total Compensation Report ("Compensation Report" Exhibit B)

**Section 2.** City Council repeals the 2006 Salary Plan.

**Section 3.** In conformance with to the 2018-2019 fiscal year budget for salaries as passed by the final budget on June 27, 2018, Resolution No. 2046; City Council approves and adopts for the 2018-2019 fiscal year the 2018-2019 Salary Allocations (Exhibit C).

**Section 4.** City Council approves and adopts the 2018 Salary Plan which consists of:

- a. the Skill Pay Schedule (Exhibit D),
- b. the Salary Classifications and Pay Grade (Exhibit E),
- c. the Salary Classifications and Pay Grade for the Safety Group (Exhibit F),
- d. the Salary Pay Grade Schedule (Exhibit G), and

e. this Resolution No. 2051.

**Section 5.** City Council directs staff to implement, to the extent possible, the Salary Plan within the 2018-2019 Salary Allocations.

**Section 6.** City Council directs that staff apply the pay schedule for years in the position and not years of service.

**Section 7.** City Council directs that staff stay within the 2018-2019 Allocation of Salary Summary calculation in paying any state or federal minimum salaries increases during the fiscal year 2018-2019.

**Section 8.** City Council suspends all increases under Resolution 570, Personnel Policies of 2008 except Skills Pay (Section HR3-02(B)(1) and except the City Manager may correct inequities upon the promotion of an employee (Section HR3-03(B)(2)).

**Section 9.** City Council suspends the practice of increases for successful completion of probation for those employees who begin probation on or after the effective date of this resolution.

**Section 10.** The vacation buy back program is a program contingent on availability of funds. City Council reduces the vacation buy back program from 40 hours of unused vacation pay to 20 hours of unused vacation pay unless otherwise funding allows for the buy back of more unused vacation hours.

**Section 11.** City Council authorizes and directs the City Manager to prepare and implement guidelines and a plan under Resolution No. 570, the Personnel Policies of 2008 Section HR-8.03

- a. to layoff positions of up to ten (10) full-time positions within the Classification and Salary Plan,
- b. to convert up to five(5) full-time positions to part-time positions,
- c. to affect no more than 15 positions whether by layoff or by converting to part-time,
- d. to reassign duties, including supervisory duties, to the remaining positions to provide continuity of service

The positions subject to layoff and conversion are not being eliminated nor is this action to be an act of discipline, but instead this action is being taken solely as a budget measure to ensure that expected revenues for the fiscal year 2018-2019 do not jeopardize the financial condition of the city. The period of layoff and conversion shall begin when the plan is implemented by the City Manager and will last until further decision of the City Council.

**Section 12.** City Council authorizes and directs the City Manager to take such steps as may be necessary to reduce, suspend or eliminate the accrual of overtime in all city departments, except overtime as actually paid by federal or state grants.

**Section 13.** City Council authorizes and directs the City Manager to discuss with employees who may wish to leave the city service and negotiate such severance or other agreements he deems appropriate in the best interest of the City of San Luis.

**Section 14.** City Council authorizes the City Manager to make future changes as is allowed under Resolution 750, Personnel Policies 2018, Section HR-3-01 and the duties of the City Manager under San Luis City Code §31.20.

**Section 15.** This resolution amends the classified service, certified employees and contract employee.

**Section 16.** If any section, subsection, sentence, clause phrase, or a portion of this resolution is held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution.

**Section 17.** If a conflict arises between the provisions of this resolution and any other ordinance, resolution, regulation, or policy of the City of San Luis, the conflicting provisions are hereby provisionally amended, superseded, and replaced, and this resolution shall govern. In making this provision, it is the specific legislative intent of the City of San Luis, that the 2018 Salary Plan and the salary administration regulations, policies and plans of the City of San Luis are hereby amended, superseded so the actions and plans authorized hereunder may be implemented. This is a non-appealable final legislative decision and action of the City Council of the City of San Luis.

**Section 18.** It is necessary for the preservation of the peace, health, safety, and welfare of the City of San Luis and municipal services to residents of the City of San Luis may be provided in the most efficient manner possible without interruption in service, and the financial consideration of the immediate need to ensure that expenditures do not exceed available funds for the fiscal year 2018-2019, and that the best interests of the City require this resolution to go into effect on August 4, 2018, an emergency is hereby declared to exist.

**Section 19.** This resolution shall become operative and in force and effect on and after August 4, 2018.

**Section 20.** The appropriate City officials are authorized and directed to take any actions as may be necessary to effectuate this resolution.

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**PASSED, APPROVED and ADOPTED** by the Mayor and City Council of the City of San Luis, Yuma County, Arizona this \_\_\_\_ day of July, 2018.

\_\_\_\_\_  
Gerardo Sanchez, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

*Kay Marion Macuil*  
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Kay Marion Macuil, City Attorney