



NOTICE OF SPECIAL COUNCIL MEETING

In accordance with §38-431.01 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the Members of City Council and to the general public that the Mayor and Council of the City of San Luis, Arizona, will hold a Special City Council meeting at 6:30 p.m., Monday, July 9, 2018. The meeting will take place at the City Council Chambers, located at 1090 E. Union Street, San Luis, Arizona, 85349. Everyone from the public is invited to attend the open meeting.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of San Luis does not discriminate on the basis of disability in the admission of or access to, or treatment of employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities or services contact: ADA/Section 504 Coordinator, City of San Luis Human Resources Department, 1090 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 recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.

THIS NOTICE IS GIVEN BY:

/s/ Sonia Cornelio, City Clerk

AVISO DE JUNTA ESPECIAL

De acuerdo con los Estatutos del Estado de Arizona A.R.S. §38-431.01, se le informa a los miembros del Cabildo y al público en general que el Alcalde y el Cabildo, tendrán una Junta Especial a las 6:30 p.m., el día Miércoles, 9 de Julio del 2018. 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 cordialmente invitado a la junta.

De acuerdo con el Acta de Americanos con Discapacidades y la Sección 504 del Acta de Rehabilitación del 1973, la Ciudad de San Luis, Arizona no discrimina por causa de discapacidad la admisión y acceso a sus programas, actividades, servicios o en el trato en cuanto a empleo. Para más información referente a derechos y provisiones del Acta de Americanos con Discapacidades o Sección 504, o para solicitar adaptaciones que sean razonables para la participación en programas, actividades o servicios de la Ciudad, contactar al: Coordinador del Acta de Americanos con Discapacidades/Sección 504, Departamento de Recursos Humanos de la Ciudad de San Luis, Arizona, ubicado en el 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Por medio de este aviso y de acuerdo con los Estatutos del Estado de Arizona A.R.S §1-602.A.9, sujeto a ciertas excepciones reglamentarias, los padres de familia tienen el derecho de dar el consentimiento ante el Estado o cualquiera de sus subdivisiones políticas para hacer una grabación de audio o video de su hijo menor de edad. Las juntas del Cabildo se graban en audio y/o video y como resultado, el hecho de que haya menores presentes puede ser sujeto a que sean grabados. Para que los padres de familia puedan ejercer sus derechos pueden dar el consentimiento por escrito con la Secretaria de la Ciudad a tal grabación, o tomar acción personal para asegurarse que su hijo menor no esté presente cuando la grabación se lleve a cabo. Si un menor de edad está presente en el momento de la grabación, la Ciudad asumirá que los padres de familia están cediendo los derechos sobre una posible grabación de acuerdo con los Estatutos del Estado de Arizona A.R.S. §1-602.A.9.

ESTE AVISO ES DADO POR:

/f/ Sonia Cornelio, Actuaría de la Ciudad



AGENDA
Special Meeting
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
San Luis, AZ 85349
July 9, 2018
6:30 p.m.

MEMBERS OF THE CITY COUNCIL WILL ATTEND EITHER IN PERSON, TELEPHONE, OR VIDEO CONFERENCE COMMUNICATION

1. **CALL TO ORDER/ROLL CALL 6:31 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION**
4. **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.
4. A. **MINUTES OF** **Approved**
-Regular City Council meeting held June 13, 2018
4. B. **DISBURSEMENTS FROM JUNE 16, 2018 THROUGH JUNE 30, 2018** **Approved**
Total Disbursements \$1,144,218.13
(One Million, One Hundred Forty-Four Thousand, Two Hundred Eighteen and Thirteen Cents)
5. **DISCUSSION AND POSSIBLE ACTION ITEMS:**
5. A. Discussion and possible action on any and all matters regarding the Binational Prevention and Emergency Response Plan between the City of San Luis, Arizona and the City of San Luis Rio Colorado, Sonora **(Angel Ramirez, Assistant Fire Chief)** **Approved**
5. B. Discussion and possible action on any and all matters regarding Resolution No. 2051. 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. **(Olivia Jenkins, Human Resources Manager and Monica Castro, Finance Director)** **Approved**
6. **SUMMARY OF CURRENT EVENTS** **Informational Update**
Events by Mayor, Council Members and/or City Manager pursuant to A.R.S. §38-431.02 (K).

7. CALL TO THE PUBLIC

This is the time for the public to comment. Members of the City Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01 (H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

**No Legal
Action
Permitted**

8. ADJOURNMENT 7:18 p.m.



AGENDA ITEM REVIEW FORM

Special City Council Meeting

4.A.

Meeting Date: 07/09/2018

Summary

MINUTES OF

-Regular City Council meeting held June 13, 2018

Attachments

6/13/2018 RCM

MINUTES
Regular Council Meeting
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
June 13, 2018
7:00 p.m.

1. CALL TO ORDER/ROLL CALL: Mayor Gerardo Sanchez called the Regular City Council meeting to order at approximately 7:03 p.m.

PRESENT: Mayor Gerardo Sanchez
Vice Mayor Maria Cecilia Ramos
Council Member Mario Buchanan Jr.
Council Member Africa Luna-Carrasco
Council Member Ruben Walshe

ABSENT: Council Member Gloria Torres
Council Member Matias Rosales

OTHERS PRESENT: Tadeo De La Hoya, City Manager
Sonia Cornelio, City Clerk
Andrea Ruiz, Court Administrator
Aracely De La Hoya, Manager of Senior Services
Axel Chayra, I.T. Technician
Carlos Cortez, Assistant Director of Finance
Eulogio Vera, Director of Public Works
Francia Alonso, Acting PIO/Assistant to Council
John Starkey, Building Inspector
Jorge Perez, Billing & Collections Manager
Jose Guzman, Director of Planning & Zoning
Kay Macuil, City Attorney
Lizandro Galaviz, Director of Parks and Recreation
Monica Castro, Director of Finance
Ric Bauermann, Fire Department
Roula Encinas, Finance Department
Alday Cano, Translator
Cesar Neyoy, Reporter
Gary Black, Comité de Bienestar
Javier Nuno, Resident
Jose Ponce, Resident
Lucy Lopez, Reporter

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Mayor Maria Cecilia Ramos.

3. INVOCATION

The Invocation was led by Mr. Richard Jessup, Acting Chief of Police.

4. PRESENTATION/PROCLAMATION

4. A. Presentation by the Warden of the San Luis Regional Detention and Support Center on the progress of the operations and employment. (Warden David Rivas, LaSalle corrections)

Mr. Warden David Rivas, LaSalle Corrections gave a presentation discussing the closing of a corrections facility operated by Emerald Corrections Management that would be overtaken by LaSalle Correction. He discussed changes in the internal processes such as terminating employees under the Emerald Management Firm and rehiring them under LaSalle Corrections, new benefits packages for employees and ordering supplies. Entering 2018, the facility has seen growth and new supplies. Mr. Warden David Rivas closed the presentation by explaining the tour of the facility.

Mayor Gerardo Sanchez thanked Mr. Warden David Rivas for his commitment and hard work on behalf of the Council and City of San Luis.

4. B. Proclamation - 2018 Elder Abuse Awareness Day June 15, 2018

Mrs. Sonia Cornelio, City Clerk, read the Proclamation in its entirety.

Mayor Gerardo Sanchez expressed his support for the elders, and encouraged everyone to stop by the senior center to celebrate with all the elders.

5. CONSENT AGENDA

5. A. MINUTES OF

- Budget Retreat meeting held May 4-5, 2018
- Regular Council meeting held May 9, 2018
- Work Session meeting held May 16, 2018
- Special Council meeting held May 30, 2018

5. B. DISBURSEMENTS FROM MAY 19, 2018 THROUGH JUNE 1, 2018

Total Disbursements \$537,852.38

(Five Hundred Thirty-Seven Thousand, Eight Hundred Fifty-Two Dollars and Thirty-Eight Cents)

5. C. Discussion and possible action on any and all matters regarding the third and fourth amendments to the Spear Point Energy site lease for the solar panels. (Kay Marion Macuil, City Attorney)

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to approve the Consent Agenda as presented. Motion passed unanimously.

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

6. A. Discussion and possible action on any and all matters regarding the approval of Lighting and Retention Basin Assessment Districts Budget for Fiscal Year 2018-2019. (Monica Castro, Director of Finance)

Mr. Carlos Cortez, Assistant Director of Finance, talked about the approval of Lighting and Retention Basin Assessment Districts Budget for Fiscal Year 2018-2019. He stated the amounts are based on estimated costs that the city will incur to provide the service and are included in the proposed Fiscal Budget for the year 2019.

Mayor Gerardo Sanchez asked questions about converting the lighting systems to which Mr. Eulogio Vera, Director of Public Works, stated that in order to retrofit L.E.D lighting that the City of San Luis would have to start a project with APS.

MOTION: Council Member Mario Buchanan Jr./Vice Mayor Maria Cecilia Ramos to approve the 2018-2019 Fiscal Year Budget for the Lighting and Retention Basin Assessment Districts as presented. Motion passed unanimously.

6. B. Discussion and possible action on any and all matters regarding acceptance of the Tentative Budget for Fiscal Year 2018-2019. (Monica Castro, Director of Finance)

Ms. Monica Castro, Director of Finance, discussed the budget from the court as they proposed a new budget this upcoming fiscal year due to the court contemplating the hire of a new court translator, outsourcing of a new magistrate, and a new water filtration system.

Mayor Gerardo Sanchez proceeded to compare the court's 2019 Fiscal Year Budget to previous year's budgets.

Ms. Monica Castro, presented 2019 Fiscal Year Budget after thanking multiple department leaders and staff.

She stated the budget will maintain quality of service to the community and be able to address the first phase of the implementation of the salary adjustment. She then stated that the budget would be published in the newspaper with further details for the public to view.

MOTION: Council Member Mario Buchanan Jr./ Vice Mayor Maria Cecilia Ramos to approve the tentative budget for Fiscal Year 2018-2019. Motion passed unanimously.

6. C. Public hearing followed by discussion and possible action on any and all matters regarding recommendation of a Special Event Liquor License application to the Arizona Department of Liquor Licenses and Control to authorize Somerton Rotary Club to sell alcohol at the 4th of July Festivities to be held July 4, 2018. (Lizandro Galaviz, Director of Parks and Recreation)

A. Open public hearing

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to open public hearing. Motion passed unanimously.

1. Presentation by staff and/or applicant

Mr. Lizandro Galaviz, Director of Parks and Recreation, gave a presentation regarding the approval of a Special Event Liquor License application to the Mayor and City Council to authorize Somerton Rotary Club to sell alcohol at the 4th of July celebration. He added that this Liquor License is a one-time deal.

2. Call to the public on this item

There was no comment from the public.

B. Close public hearing

MOTION: Council Member Africa Luna-Carrasco/Council Member Mario Buchanan Jr. to close public hearing. Motion passed unanimously.

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

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to recommend approval to the Arizona Department of Liquor Licenses and Control the application for the Special Event Liquor License of Somerton Rotary Club as presented. Motion passed with 4 ayes and 1 nay from Vice Mayor Maria Cecilia Ramos.

6.D. Discussion and possible action on any and all matters regarding Resolution No. 2047. A resolution of the Mayor and City Council of the City of San Luis electing terms for the directors of the San Luis Facility Development Corporation. (Kay Marion Macuil, City Attorney and Attorney for the Corporation)

Ms. Kay Marion Macuil, City Attorney, mentioned that a member of the San Luis Facility Development Corporation was present. She proceeded to state the names of the members that still wish to continue.

Mr. John Starkey, Building Inspector, commented on continuing with the committee

MOTION: Vice Mayor Maria Cecilia Ramos/ Council Member Mario Buchanan Jr. to approve and adopt Resolution No. 2047. Motion passed unanimously.

6.E. Public hearing followed by discussion and possible action on any and all matters regarding Ordinance No. 381. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the official zoning map of the City of San Luis by changing the zoning classification of 3.45 acres from High Density Residential (R-3) to Medium Density Residential (R1-6) for property located at 3415 E. Janet Napolitano Boulevard; Repealing any conflicting provisions; and providing for severability. (Jose A. Guzman, Director of Planning and Zoning)

A. Open public hearing

MOTION: Council Member Africa Luna-Carrasco/ Vice Mayor Maria Cecilia Ramos to open public hearing. Motion passed unanimously.

1. Staff presentation

Mr. Jose A. Guzman, Director of Planning and Zoning, is requesting to rezone 3.45 acres of land. He proceeded to state the current zoning as well as the proposed zoning.

2. Call to the Public on this item

There was no comment from the public.

B. Close public hearing

MOTION: Council Member Africa Luna-Carrasco/Council Member Ruben Walshe to close public hearing. Motion passed unanimously.

C. Approval of Reading of Ordinance No. 381 by title only

MOTION: Vice Mayor Maria Cecilia Ramos/Council Member Mario Buchanan Jr. to approve Ordinance No. 381 by title only. Motion passed unanimously.

(City Clerk to read the ordinance by title only)

Mrs. Sonia Cornelio, City Clerk, read Ordinance No. 381 by title only.

D. Action on Ordinance No. 381

MOTION: Vice Mayor Maria Cecilia Ramos/Council Member Africa Luna-Carrasco to approve and adopt Ordinance No. 381. Motion passed unanimously.

6.F. Public hearing followed by discussion and possible action on any and all matters regarding Minor General Plan Amendment Case No. 2018-0183 and Resolution No. 2045. A resolution of the Mayor and City Council of the City of San Luis, Arizona, amending the San Luis 2020 General Plan to change the Land Use Designation of 4.54 acres of land, located on the southeast corner of County 24th Street and Avenue F, from Neighborhood to Activity Center. (Jose A. Guzman, Director of Planning and Zoning)

A. Open public hearing

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to open public hearing. Motion passed unanimously.

1. Staff presentation

Mr. Jose A. Guzman, Director of Planning and Zoning, stated that a rezoning application was received, that consisted of 180 acres. He added that around 154 acres would be used for residential purposes and the rest for commercial use. Mr. Guzman concluded by mentioning the studies, and items that are required of the applicant whenever they choose to start construction.

2. Call to the Public on this item

There was no comment from the public.

B. Close public hearing

MOTION: Council Member Africa Luna-Carrasco/Council Member Mario Buchanan Jr. to close public hearing. Motion passed unanimously.

C. Action on Resolution No. 2045

MOTION: Council Member Mario Buchanan Jr./Vice Mayor Maria Cecilia Ramos to approve and adopt Resolution No. 2045. Motion passed unanimously.

6.G. Public hearing followed by discussion and possible action on any and all matters regarding Rezoning Case No. 2018-0127 and Ordinance No. 382. An ordinance of the Mayor and City Council of the City of San Luis, Arizona, amending the official zoning map of the City of San Luis by changing the rezoning classification of a total of 160 acres located on the southeast corner of County 24th Street and Avenue F; 4.54 acres from Medium-High Density Residential (R-2) to Community Commercial (C-2), 75.46 acres from Medium-High Density Residential (R-2) to Medium Density Residential (R1-6) and 80 acres from Rural Area Residential (RA-10) to Medium Density Residential (R1-6); repealing any conflicting provisions; and providing for severability. (Jose A. Guzman, Director of Planning and Zoning)

A. Open public hearing

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to open public hearing. Motion passed unanimously.

1. Staff presentation

Mr. Jose A. Guzman, Director of Planning and Zoning, stated the purpose of the case and Ordinance No. 382. He proceeded to mention the changes that would be done to the zoning map.

3. Call to the Public on this item

Mr. Vianey Vega, Vega and Vega Engineering, 1846 South 8th Ave. Yuma Arizona stated that there is no current plan for what will be built in the land. His client will submit the permit once he is ready to develop the parcel. Mr. Vega added that once the permit is reviewed it will then be determined if a traffic study will be needed or not.

B. Close public hearing

MOTION: Council Member Mario Buchanan Jr./Council Member Ruben Walshe to close public hearing. Motion passed unanimously.

C. Action on Reading of Ordinance No. 382 by title only

MOTION: Council Member Mario Buchanan Jr./Council Member Ruben Walshe to adopt Ordinance No. 382 by title only. Motion passed unanimously.

(City Clerk to read the ordinance by title only)

Mrs. Sonia Cornelio, City Clerk, read Ordinance No. 382 by title only.

D. Action on Ordinance No. 382

MOTION: Council Member Mario Buchanan Jr./ Vice Mayor Maria Cecilia Ramos to approve and adopt Ordinance No. 382. Motion passed unanimously.

6.H. Public hearing followed by discussion and possible action on any and all matters regarding Conditional Use Permit Case No. 2018-0155. A request by Sun State Tower, on behalf of the City of San Luis, owner, for a Conditional Use Permit to allow the construction of an 80-foot cell tower to be located at 821 N. Garcia Lane, San Luis, Arizona. (Jose A. Guzman, Director of Planning and Zoning)

A. Open public hearing

MOTION: Council Member Mario Buchanan Jr./Council Member Ruben Walshe to open public hearing. Motion passed unanimously.

1. Staff presentation

Mr. Jose A. Guzman, Director of Planning and Zoning, stated that Sun State Tower is looking to install a tower in order to improve wireless coverage to its servers. He added that the land in which the tower would be installed will be leased to Sun State Tower. Mr. Guzman proceeded to mention that the lease is still being negotiated.

Mayor Gerardo Sanchez asked if any comments or concerns have been received.

Mr. Guzman stated that 67 letters were sent out twice and only about 8 responses were received showing a concern, but none of the 8 responses showed opposition. He added that during the citizen's review, one gentleman wanted the money to go to benefit the park.

2. Call to the Public on this item

Mr. Jesus Franco, 1748 Kennedy Lane, wanted to know the effects the tower might have on people's health.

Mayor Gerardo Sanchez mentioned that this tower is to improve cellphone reception. He encouraged those present to ask questions.

Ms. Michelle Lembroom, Pinnacle Consulting, stated that the engineer was present and could answer questions regarding the health concerns, she mentioned she also had a sheet that had all the F.C.C regulations.

Mayor Gerardo Sanchez was concerned about the tower being next to a daycare.

Mr. Steve Kennedy, 15512 West Coolidge Street, Goodyear Arizona, stated that he has been a Radial Engineer for 30 years. He proceeded to explain the standards the company has to follow, and the different types of radio waves there are, as well as the effect each may have on one's health.

Mr. Ruben Lopez, 69 North Bienestar Apartments, asked if this Verizon tower would affect the signal he gets with a different carrier.

Mr. Steve Kennedy assured him that this would not have any interference with their current providers.

Council Member Africa Luna-Carrasco asked how many Verizon towers there currently are in the city, and if it is a good amount for the size of the city.

Ms. Michelle Lembroom stated that there are 2 towers and the one being discussed will be the 3rd. She added that the coverage is not determined by the population, but rather than by the amount of data used by the population.

Ms. Correa, 836 North Garcia Lane, expressed her concern with the tower being so close to a head start, and to the park which is always full of children.

Ms. Michelle Lembroom stated that the tower is built to withstand great amounts of wind at fast speeds. She added that the tower has a stress point in the middle so that if it does collapse, it will stay within its circumference. Ms. Lembroom mentioned that the tower will look like a tree, and it will be surrounded by a fence to keep children away and from climbing it.

Mr. Ruben Lopez, resident, asked about the term of the lease and added that he believes the money collected from it should go to improving the park.

Mayor Gerardo Sanchez agreed with Mr. Lopez about improving the park.

Ms. Kay Macuil, City Attorney, stated that the term of the lease would be 10 years, with the possibility of renewing for another 10 years.

Ms. Leticia Franco, 1748 Kennedy Lane, expressed her concern for the radiation from the tower, and the effects it might have on people's health. She added that she wanted Council to do what they think is best.

B. Close public hearing

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to close public hearing. Motion passed unanimously.

C. Action on Conditional Use Permit Case No. 2018-0155.

MOTION: Council Member Mario Buchanan Jr./Vice Mayor Maria Cecilia Ramos to approve the conditional use permit with conditions as presented by staff. Motion passed unanimously.

7. BOARD OF ADJUSTMENT

MOTION TO ADJOURN AS CITY COUNCIL AND CONVENE AS BOARD OF ADJUSTMENT

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to adjourn as City Council and convene as Board of Adjustment. Motion passed unanimously.

7.A. Public hearing followed by discussion and possible action on any and all matters regarding Variance Case No. 2018-0154. A request by Sun State Tower, on behalf of the City of San Luis, owner, for a variance to reduce the required setbacks on property located at 821 N. Garcia Lane, San Luis, Arizona. (Jose A. Guzman, Director of Planning and Zoning)

A. Open public hearing

MOTION: Council Member Africa Luna-Carrasco/Council Member Mario Buchanan Jr. to open public hearing. Motion passed unanimously.

1. Presentation by staff and/or applicant

Mr. Jose Guzman, Director of Planning and Zoning, stated that this was to reduce the setback from 80 feet to 20 feet on each side. He proceeded to show pictures.

2. Call to the Public on this item

There was no comment from the public.

B. Close public hearing

MOTION: Vice Mayor Maria Cecilia Ramos/Council Member Ruben Walshe to close public hearing. Motion passed unanimously.

C. Action on Variance Case No. 2018-0154

MOTION: Council Member Mario Buchanan Jr./ Vice Mayor Maria Cecilia Ramos to find the application meets the variance criteria and to approve the variance as presented. Motion passed unanimously.

8. MOTION TO ADJOURN AS BOARD OF ADJUSTMENT AND RECONVENE AS CITY COUNCIL

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to adjourn as Board of Adjustment and reconvene as City Council. Motion passed unanimously.

9. SUMMARY OF CURRENT EVENTS

Mayor Gerardo Sanchez stated that Vice Mayor Maria Cecilia Ramos, the PIO, and himself will be heading to Tucson after tonight's meeting to attend the AMC Summit where they will meet with the Governor of Arizona and Sonora.

10. CALL TO THE PUBLIC

There was no comment from the public.

11. EXECUTIVE SESSION

MOTION: Council Member Mario Buchanan Jr./Council Member Africa Luna-Carrasco to hold an Executive Session at approximately 9:00 p.m. Motion passed unanimously.

12. MOTION TO GO BACK INTO REGULAR SESSION

MOTION: Council Member Mario Buchanan Jr./ Vice Mayor Maria Cecilia Ramos to go back into Regular Session at approximately 9:18 p.m. Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ITEM:

13.A. Discussion and possible action on any and all matters regarding authorization of litigation against LPC Construction, Inc., its bonding company or companies, and any other person or entity who may be legally responsible for substandard work and the failure of the trench along Juan Sanchez Boulevard as a result of the contract for the Juan Sanchez Boulevard Lift Station Project. (Kay Marion Macuil, City Attorney)

MOTION: Vice Mayor Maria Cecilia Ramos/Council Member Mario Buchanan Jr. to authorize the City Attorney to pursue any and all legal remedies that might be available to the City of San Luis, including lawsuits, against LPC Construction, Inc., its bonding company or companies, and any other legally responsible party including subcontractors and material suppliers for any and all claims arising out of the contract awarded to LPC Construction, Inc. for the Juan Sanchez Boulevard lift station project. Motion passed unanimously.

14. ADJOURNMENT

MOTION: Council Member Mario Buchanan Jr./Council Member Ruben Walshe to adjourn the Regular Council meeting at approximately 9:19 p.m. Motion passed unanimously.



AGENDA ITEM REVIEW FORM

Special City Council Meeting

4.B.

Meeting Date: 07/09/2018

Summary

DISBURSEMENTS FROM JUNE 16, 2018 THROUGH JUNE 30, 2018

Total Disbursements \$1,144,218.13

(One Million, One Hundred Forty-Four Thousand, Two Hundred Eighteen and Thirteen Cents)

Attachments

Disbursements 7/9/2018



City of San Luis

Finance Department

COUNCIL MEETING JULY 9, 2018
Disbursement Reports from 6/16/2018 to 6/30/2018

<u>Bank Accounts</u>	<u>Check Date</u>	<u>Amount</u>	<u>Schedule</u>
Accounts Payable Check Account	6/21/2018	\$ 653,409.46	Schedule A
Payroll Check Account	6/26/2018	\$ 4,781.05	Schedule B
Payroll Check Account	6/27/2018	\$ 270,572.00	Schedule C
Accounts Payable Check Account	6/28/2018	\$ 215,455.62	Schedule D

Total Disbursements: \$ 1,144,218.13

Please contact Ms. Monica Castro prior to the meeting if additional information is needed.

Prepared by Margarita Dominguez: _____

Verified by Asst. Director of Finance: _____

For Council approval on: _____

Mayor: _____

Council: _____

RECEIVED

JUL - 3 2018

Office of the City Clerk
City of San Luis, Arizona

City of San Luis

Payment Register

From Payment Date: 6/18/2018 - To Payment Date: 6/21/2018

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	
					Stopped	0	\$0.00	\$0.00	
					Total	166	\$653,409.46	\$0.00	
Grand Totals:									
					All	Status	Count	Transaction Amount	Reconciled Amount
						Open	166	\$653,409.46	\$0.00
						Reconciled	0	\$0.00	\$0.00
						Voided	0	\$0.00	\$0.00
						Stopped	0	\$0.00	\$0.00
						Total	166	\$653,409.46	\$0.00
					Checks	Status	Count	Transaction Amount	Reconciled Amount
						Open	166	\$653,409.46	\$0.00
						Reconciled	0	\$0.00	\$0.00
						Voided	0	\$0.00	\$0.00
						Stopped	0	\$0.00	\$0.00
						Total	166	\$653,409.46	\$0.00
					All	Status	Count	Transaction Amount	Reconciled Amount
						Open	166	\$653,409.46	\$0.00
						Reconciled	0	\$0.00	\$0.00
						Voided	0	\$0.00	\$0.00
						Stopped	0	\$0.00	\$0.00
						Total	166	\$653,409.46	\$0.00

Prepared By:
Maggie Dominguez
 Date: *Maggie D.*
6/21/18

Payment Register

From Payment Date: 6/18/2018 - To Payment Date: 6/21/2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
Check									
85168	06/18/2018	Open			Accounts Payable	MACHADO, IVAN & AIXIA GUTIERREZ	\$700.00		
85169	06/18/2018	Open			Accounts Payable	ALSCO, INC	\$122.56		
85170	06/18/2018	Open			Accounts Payable	AMERICANA POLYGRAPH & PRIVATE INVESTIGATION	\$150.00		
85171	06/18/2018	Open			Accounts Payable	ARIZONA DEPARTMENT OF REVENUE / TPT	\$37,778.13		
85172	06/18/2018	Open			Accounts Payable	ARIZONA STATE TREASURER	\$36,510.53		
85173	06/18/2018	Open			Accounts Payable	BINGHAM EQUIPMENT CO	\$490.31		
85174	06/18/2018	Open			Accounts Payable	CAMPA, OMAR	\$60.00		
85175	06/18/2018	Open			Accounts Payable	CDWG	\$56,627.33		
85176	06/18/2018	Open			Accounts Payable	CENTURYLINK	\$9,170.98		
85177	06/18/2018	Open			Accounts Payable	CENTURYLINK	\$6,724.69		
85178	06/18/2018	Open			Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC	\$20.00		
85179	06/18/2018	Open			Accounts Payable	DPE CONSTRUCTION, INC	\$81,019.80		
85180	06/18/2018	Open			Accounts Payable	ESQUERRA RAMIREZ, CESAR	\$3,450.00		
85181	06/18/2018	Open			Accounts Payable	FRANCO LUNA, ROSSMART , FELIPE	\$120.00		
85182	06/18/2018	Open			Accounts Payable	G&T LOCKSMITH AND SAFE CO.	\$93.47		
85183	06/18/2018	Open			Accounts Payable	GUARDIAN MEDICAL PRODUCTS, LLC	\$3,348.40		
85184	06/18/2018	Open			Accounts Payable	HUERTA VAZQUEZ, ESTELA	\$50.00		
85185	06/18/2018	Open			Accounts Payable	JAMES COOKE & HOBSON INC.	\$194.50		
85186	06/18/2018	Open			Accounts Payable	LOWE'S HIW, INC.	\$114.19		
85187	06/18/2018	Open			Accounts Payable	MASTER AUTO GLASS LLC	\$217.43		
85188	06/18/2018	Open			Accounts Payable	MCNEECE BROS. OIL COMPANY, INC	\$35,896.44		
85189	06/18/2018	Open			Accounts Payable	PULIDO INIGUEZ, DORADDY, S	\$90.00		
85190	06/18/2018	Open			Accounts Payable	R&M ELECTRIC SUPPLY LLC	\$331.28		
85191	06/18/2018	Open			Accounts Payable	RAMON MOSQUEDA	\$180.00		
85192	06/18/2018	Open			Accounts Payable	RDO EQUIPMENT CO.	\$305.14		
85193	06/18/2018	Open			Accounts Payable	RIVERA, MARIA , ELENA	\$75.00		
85194	06/18/2018	Open			Accounts Payable	SAN LUIS AIR CONDITIONING LLC	\$2,930.00		
85195	06/18/2018	Open			Accounts Payable	SIMS MURRAY, LTD.	\$1,960.00		
85196	06/18/2018	Open			Accounts Payable	SMITH, RALPH E. SR.	\$640.00		
85197	06/18/2018	Open			Accounts Payable	STANDARD PRINTING COMPANY, INC	\$1,394.47		
85198	06/18/2018	Open			Accounts Payable	TOSHIBA FINANCIAL SERVICES	\$858.87		
85199	06/18/2018	Open			Accounts Payable	UNITED RENTALS (NORTH AMERICA), INC.	\$3,279.26		
85200	06/18/2018	Open			Accounts Payable	US BANK EQUIPMENT FINANCE	\$3,323.12		
85201	06/18/2018	Open			Accounts Payable	US POST MASTER	\$2,644.02		
85202	06/18/2018	Open			Accounts Payable	YUMA COUNTY TREASURER	\$145.18		
85203	06/18/2018	Open			Accounts Payable	YUMA FARM & HOME SUPPLY INC.	\$173.41		
85204	06/21/2018	Open			Accounts Payable	24-7 GET FIT SL, LLC	\$419.79		
85205	06/21/2018	Open			Accounts Payable	AHERN RENTALS, INC.	\$368.41		
85206	06/21/2018	Open			Accounts Payable	ALSCO, INC	\$538.26		
85207	06/21/2018	Open			Accounts Payable	ALVAREZ, MIGUEL	\$296.00		

Payment Register

From Payment Date: 6/18/2018 - To Payment Date: 6/21/2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
85208	06/21/2018	Open			Accounts Payable	AMERICAN PLANNING ASSOCIATION	\$3,000.00		
85209	06/21/2018	Open			Accounts Payable	AMERICAN RED CROSS	\$648.00		
85210	06/21/2018	Open			Accounts Payable	ARIZONA BRAKE & CLUTCH SUPPLY	\$512.60		
85211	06/21/2018	Open			Accounts Payable	ARIZONA PNEUMATIC SYSTEM	\$1,250.52		
85212	06/21/2018	Open			Accounts Payable	ARIZONA PUBLIC SERVICE	\$278.06		
85213	06/21/2018	Open			Accounts Payable	ARIZONA WESTERN COLLEGE	\$427.61		
85214	06/21/2018	Open			Accounts Payable	BILL ALEXANDER FORD	\$246.86		
85215	06/21/2018	Open			Accounts Payable	BINGHAM AUTO & TRUCK PARTS	\$265.59		
85216	06/21/2018	Open			Accounts Payable	BINGHAM EQUIPMENT CO	\$1,175.67		
85217	06/21/2018	Open			Accounts Payable	BLT ASPHALT LLC	\$4,241.43		
85218	06/21/2018	Open			Accounts Payable	BLT READY MIX CONCRETE LLC	\$6,695.04		
85219	06/21/2018	Open			Accounts Payable	BORDER CONSTRUCTION SPECIALTIES	\$1,763.81		
85220	06/21/2018	Open			Accounts Payable	BORREGO BROTHERS, INC	\$356.44		
85221	06/21/2018	Open			Accounts Payable	BUSTAMANTE, MARIA	\$21.01		
85222	06/21/2018	Open			Accounts Payable	CANO, ALDAY	\$75.00		
85223	06/21/2018	Open			Accounts Payable	CARLOS, NOE, M	\$44.96		
85224	06/21/2018	Open			Accounts Payable	CASINO ARIZONA/TALKING STICK RESORT	\$15,453.31		
85225	06/21/2018	Open			Accounts Payable	CATAMARAN MEDIA	\$1,705.86		
85226	06/21/2018	Open			Accounts Payable	CDWG	\$31,420.11		
85227	06/21/2018	Open			Accounts Payable	CHANGING TECHNOLOGIES SOLUTIONS, LLC	\$1,600.00		
85228	06/21/2018	Open			Accounts Payable	CITY OF YUMA	\$648.84		
85229	06/21/2018	Open			Accounts Payable	CLEAR CHANNEL AIRPORTS	\$167.79		
85230	06/21/2018	Open			Accounts Payable	CMI INC.	\$219.80		
85231	06/21/2018	Open			Accounts Payable	CSC OF YUMA	\$428.50		
85232	06/21/2018	Open			Accounts Payable	DANA-KEPNER COMPANY INC.	\$24,756.89		
85233	06/21/2018	Open			Accounts Payable	DESERT DOCUMENT SHREDDERS, LLC	\$105.00		
85234	06/21/2018	Open			Accounts Payable	DESERT VALLEY SERVICES, INC	\$595.48		
85235	06/21/2018	Open			Accounts Payable	DESERT WATER	\$654.43		
85236	06/21/2018	Open			Accounts Payable	DURON, NUBIA	\$50.00		
85237	06/21/2018	Open			Accounts Payable	ED WHITEHEAD'S TIRE	\$413.21		
85238	06/21/2018	Open			Accounts Payable	EXCEPTIONAL WATER SYSTEMS, LLC	\$385.66		
85239	06/21/2018	Open			Accounts Payable	FERTIZONA-YUMA L.L.C.	\$423.65		
85240	06/21/2018	Open			Accounts Payable	FIREFIGHTER SELECTION, INC.	\$667.35		
85241	06/21/2018	Open			Accounts Payable	FLORES, VALERIA, J	\$186.15		
85242	06/21/2018	Open			Accounts Payable	FP-C & ASSOCIATES PLLC	\$180.00		
85243	06/21/2018	Open			Accounts Payable	FRED PRYOR SEMINARS	\$398.00		
85244	06/21/2018	Open			Accounts Payable	FRESH TERRA SERVICES LLC	\$2,963.00		
85245	06/21/2018	Open			Accounts Payable	GERARDO FELIX /SAN LUIS FIRE EXTINGUISHER	\$965.00		
85246	06/21/2018	Open			Accounts Payable	GILA ELECTRONIC	\$852.39		
85247	06/21/2018	Open			Accounts Payable	GOMEZ, BENJAMIN, J	\$296.00		
85248	06/21/2018	Open			Accounts Payable	GOMEZ-DOMINGUEZ, FRANCISCO	\$1,207.87		
85249	06/21/2018	Open			Accounts Payable	GREEN RUBBER- KENNEDY AG	\$347.67		

Payment Register

From Payment Date: 6/18/2018 - To Payment Date: 6/21/2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
85250	06/21/2018	Open			Accounts Payable	GUARDIAN MEDICAL PRODUCTS, LLC	\$100.00		
85251	06/21/2018	Open			Accounts Payable	GUERRERO, JUAN, MANUEL	\$1,680.00		
85252	06/21/2018	Open			Accounts Payable	GUST ROSENFELD P.L.C.	\$508.40		
85253	06/21/2018	Open			Accounts Payable	GUTIERREZ, JUAN, F	\$2,110.00		
85254	06/21/2018	Open			Accounts Payable	GUZMAN COLIN, KARLA, P	\$550.00		
85255	06/21/2018	Open			Accounts Payable	HILL BROTHERS CHEMICAL CO.	\$3,469.77		
85256	06/21/2018	Open			Accounts Payable	HUGHES FIRE EQUIPMENT, INC.	\$31.66		
85257	06/21/2018	Open			Accounts Payable	INSITE INSTRUMENTATION GROUP	\$1,082.00		
85258	06/21/2018	Open			Accounts Payable	IPS GROUP INC	\$509.41		
85259	06/21/2018	Open			Accounts Payable	IRON MOUNTAIN INC	\$98.46		
85260	06/21/2018	Open			Accounts Payable	JAMES COOKE & HOBSON INC.	\$17,332.56		
85261	06/21/2018	Open			Accounts Payable	JAMES DAVEY AND ASSOCIATES	\$7,515.70		
85262	06/21/2018	Open			Accounts Payable	JESSUP, RICHARD	\$168.00		
85263	06/21/2018	Open			Accounts Payable	JOSEPH G. POLLARD CO., INC.	\$689.94		
85264	06/21/2018	Open			Accounts Payable	LAWSON PRODUCTS INC.	\$964.33		
85265	06/21/2018	Open			Accounts Payable	LOOMIS	\$1,460.10		
85266	06/21/2018	Open			Accounts Payable	LOU'S GLOVES, INC	\$234.00		
85267	06/21/2018	Open			Accounts Payable	MAGALLANES, ARMANDO	\$178.00		
85268	06/21/2018	Open			Accounts Payable	MASSMUTUAL FINANCIAL GROUP	\$120.00		
85269	06/21/2018	Open			Accounts Payable	MASTER AUTO GLASS LLC	\$411.74		
85270	06/21/2018	Open			Accounts Payable	MCDONALD, JULIE, MARIE	\$2,800.00		
85271	06/21/2018	Open			Accounts Payable	MECHO'S MOBIL WELDING	\$1,652.00		
85272	06/21/2018	Open			Accounts Payable	METRO FIRE EQUIPMENT INC	\$400.95		
85273	06/21/2018	Open			Accounts Payable	MOBILE CONCEPTS TECHNOLOGY LLC	\$32,293.72		
85274	06/21/2018	Open			Accounts Payable	MORADO, MARICRUZ	\$300.00		
85275	06/21/2018	Open			Accounts Payable	MUNOZ, LAURA	\$76.00		
85276	06/21/2018	Open			Accounts Payable	NEW YORK LIFE INSURANCE CO.	\$169.12		
85277	06/21/2018	Open			Accounts Payable	NEWMAN TRAFFIC SIGNS	\$2,646.67		
85278	06/21/2018	Open			Accounts Payable	NICKLAUS ENGINEERING	\$9,811.00		
85279	06/21/2018	Open			Accounts Payable	NIEVES HEIDY QUINTERO	\$975.00		
85280	06/21/2018	Open			Accounts Payable	O'REILLY AUTO PARTS	\$118.51		
85281	06/21/2018	Open			Accounts Payable	ON TRACK OVERHEAD DOORS	\$160.00		
85282	06/21/2018	Open			Accounts Payable	ONE SOURCE DISTRIBUTOR LLC	\$251.61		
85283	06/21/2018	Open			Accounts Payable	PACIFIC MEDICAL WASTE	\$165.00		
85284	06/21/2018	Open			Accounts Payable	PRIETO, ERNESTO	\$296.00		
85285	06/21/2018	Open			Accounts Payable	PROFESSIONAL PEST CONTROL LLC	\$135.00		
85286	06/21/2018	Open			Accounts Payable	PURCELL TIRE CO.	\$3,920.48		
85287	06/21/2018	Open			Accounts Payable	QUIÑONES TIRES LLC	\$100.00		
85288	06/21/2018	Open			Accounts Payable	RAMIREZ ADVISORS INTER- NATIONAL,LLC	\$4,166.66		
85289	06/21/2018	Open			Accounts Payable	RAMON MOSQUEDA	\$327.00		
85290	06/21/2018	Open			Accounts Payable	RAMOS, MARIA, CECILIA	\$25.00		
85291	06/21/2018	Open			Accounts Payable	RAY ALLEN MANUFACTURING, LLC.	\$487.94		
85292	06/21/2018	Open			Accounts Payable	REDBURN TIRE COMPANY	\$2,807.10		
85293	06/21/2018	Open			Accounts Payable	ROMERO, RIGOBERTO	\$67.22		
85294	06/21/2018	Open			Accounts Payable	RUBIO, JAVIER	\$84.03		

Payment Register

From Payment Date: 6/18/2018 - To Payment Date: 6/21/2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
85295	06/21/2018	Open			Accounts Payable	RUSH TRUCK CENTER	\$740.02		
85296	06/21/2018	Open			Accounts Payable	SAN LUIS AIR CONDITIONING LLC	\$7,040.00		
85297	06/21/2018	Open			Accounts Payable	SANTANA, MARCO	\$296.00		
85298	06/21/2018	Open			Accounts Payable	SEPULVEDA, JESUS	\$89.66		
85299	06/21/2018	Open			Accounts Payable	SHRM	\$418.00		
85300	06/21/2018	Open			Accounts Payable	SIMS MURRAY, LTD.	\$540.00		
85301	06/21/2018	Open			Accounts Payable	SIRCHIE FINGER PRINT LABORATORIES	\$378.38		
85302	06/21/2018	Open			Accounts Payable	SMITH, RALPH E. SR.	\$1,650.00		
85303	06/21/2018	Open			Accounts Payable	SMITTY'S BODY SHOP	\$1,184.59		
85304	06/21/2018	Open			Accounts Payable	SPECTRUM BUSINESS	\$7,340.24		
85305	06/21/2018	Open			Accounts Payable	SPRAGUES SPORTS INC.	\$3,978.29		
85306	06/21/2018	Open			Accounts Payable	SYNOVIA SOLUTIONS, LLC	\$389.71		
85307	06/21/2018	Open			Accounts Payable	THE GALLERY COLLECTION	\$427.08		
85308	06/21/2018	Open			Accounts Payable	THE LIGHTHOUSE INC	\$696.75		
85309	06/21/2018	Open			Accounts Payable	THE LOZANO LAW FIRM PLLC	\$2,000.00		
85310	06/21/2018	Open			Accounts Payable	THE ROACH PEST CONTROL	\$5,770.00		
85311	06/21/2018	Open			Accounts Payable	THE WELLNESS COUNCIL OF AMERICA	\$395.00		
85312	06/21/2018	Open			Accounts Payable	THOMSON WEST PUBLISHING CO.	\$1,056.50		
85313	06/21/2018	Open			Accounts Payable	UNIVERSAL BACKGROUND SCREENING INC	\$1,711.50		
85314	06/21/2018	Open			Accounts Payable	URIAS, RAYMOND	\$1,200.00		
85315	06/21/2018	Open			Accounts Payable	USA BLUE BOOK	\$195.11		
85316	06/21/2018	Open			Accounts Payable	VALTIERRAS, ALMA	\$50.00		
85317	06/21/2018	Open			Accounts Payable	VAPEX ENVIRONMENTAL TECHNOLOGIES, LLC	\$70,731.68		
85318	06/21/2018	Open			Accounts Payable	VCA ANIMAL HOSPITALS, INC	\$565.53		
85319	06/21/2018	Open			Accounts Payable	WAXIE SANITARY SUPPLY	\$214.19		
85320	06/21/2018	Open			Accounts Payable	WINNCOM TECHNOLOGIES CORP	\$7,212.98		
85321	06/21/2018	Open			Accounts Payable	YUMA COUNTY WATER USERS	\$250.00		
85322	06/21/2018	Open			Accounts Payable	YUMA NURSERY SUPPLY	\$4,316.31		
85323	06/21/2018	Open			Accounts Payable	YUMA PRINTING & GRAPHIC DEPT.	\$398.60		
85324	06/21/2018	Open			Accounts Payable	YUMA SUN INC	\$234.00		
85325	06/21/2018	Open			Accounts Payable	YUMA WINLECTRIC CO.	\$184.30		
85326	06/21/2018	Open			Accounts Payable	YUMA WINNELSON CO.	\$807.96		
85327	06/21/2018	Open			Accounts Payable	Z TRENDZ	\$1,430.10		
85328	06/21/2018	Open			Accounts Payable	ANGEL'S TOWING SERVICE/AUTO SALES	\$1,125.00		
85329	06/21/2018	Open			Accounts Payable	LAW OFFICE OF JEREMY CLARIDGE, PLC	\$11,200.00		
85330	06/21/2018	Open			Accounts Payable	OFFICE DEPOT	\$8,435.83		
85331	06/21/2018	Open			Accounts Payable	PINNACLE MEDICAL GROUP, AZ- P.C	\$595.00		
85332	06/21/2018	Open			Accounts Payable	QUINONEZ, FRANCISCO	\$1,445.00		
85333	06/21/2018	Open			Accounts Payable	THE HOME DEPOT	\$2,360.54		
Type Check Totals:									
1BYPAYABLE - 1st BY Accounts Payable Totals								\$653,409.46	

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	166	\$653,409.46	\$0.00



Schedule B

Pay Day Register

Pay Date Range 06/01/18 - 06/22/18

Pay Batch 201806M

Pay Batch 201806M Total

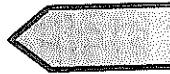
Employees in Pay Batch 7

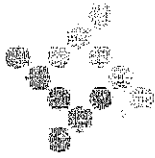
Female Employees in Pay Batch 3

Hours Description	Hours	Gross	Withholdings and Deductions	Gross Base	Benefits	Gross Base
102 - SALARY	.0000	7,550.00	Gross	7,700.00	ASRS/EORP - LEGACY RATE	109.35 .00
806 - TELEPHONE STIPEND	.0000	150.00	Imputed Income		Dental Council	265.31 .00
Total	0.0000	\$7,700.00	FEDERAL TAX WITHHOLDING	32.04 5,624.99	EODCRS - COUNCIL	54.00 .00
			SOCIAL SECURITY TAX	477.40 7,700.00	EODCRS - DISABILITY	1.13 .00
			MEDICARE	111.68 7,700.00	EODCRS/EORP LEGACY RATE	157.50 .00
			STATE WITHHOLDING	154.96 5,624.99	EORP COUNCIL RETIREMENT	423.00 .00
			Council Retirement EORP	588.50 .00	Health Council	6,693.88 .00
			Dental Council	147.98 .00	Retirement Council EORP	928.25 .00
			EODCRS - COUNCIL	72.00 .00	Vision Council	74.90 .00
			EODCRS - DISABILITY	1.13 .00	Total	\$8,707.32
			Medical Council	1,216.20 .00	Workers' Comp	
			MISCELLANEOUS	67.86 .00	MUNICIPAL/ TOWN/	134.77 7,700.00
			Vision Council	49.20 .00	Total	\$134.77
			Net	\$4,781.05 ✓		
					Direct Deposits	Amount
					1st Bank Yuma	727.45
					Chase Bank	675.28
					Federal Credit Union	916.28
					REALTORS FED CRED UNION	272.35
					Sunbank	1,005.81
					Wells Fargo	359.93
					Total	\$3,957.10
					Check	\$823.95

Prepared by:
Debora Luna

Date:





Schedule C

Pay Day Register

Pay Date Range 06/09/18 - 06/22/18

Pay Batch 201813

			Workers' Comp	Gross Base
PSPRS POLICE DB RATE - TIER	2,890.07	37,778.65		
PSPRS POLICE DB RATE - TIER	3,178.34	27,282.01	ANIMAL CONTROL OFFICERS	52.21 2,320.38
PSPRS POLICE DB RATE - TIER 2	400.45	3,437.31	ATTORNEY- ALL & CLERICAL-	61.54 27,965.76
PSPRS POLICE DB RATE - TIER 3	478.89	4,817.81	AUTO SERVICE/ REPAIR	177.55 6,364.03
STANDARD LIFE ADDTNL	724.83	.00	BUILDING- NOC OPER BY	1,103.46 30,482.32
TRANSWESTERN MEXICAN	96.26	.00	BUS COMPANY AND DRIVERS	109.95 1,991.88
U.S. MEX DENTAL - EE &	592.48	.00	CLERICAL OFFICE/ LIBRARY/	225.93 94,141.50
U.S. MEX DENTAL - EE &	63.48	.00	Electrician	59.22 1,886.00
UNITED WAY	14.00	.00	FIREFIGHTERS & DRIVERS	2,091.98 59,431.79
US & MEX DENTAL= FAMILY	581.24	.00	GARBAGE/ ASH/ REFUSE	340.93 5,454.80
US & MEX HEALTH = C	6,141.80	.00	MUNICIPAL/ TOWN/	89.99 5,142.28
US & MEX HEALTH = FAMILY	5,041.30	.00	PARKS- NOC ALL EMPLOYEES	460.15 14,843.95
US & MEX HEALTH = SP	1,048.60	.00	POLICE OFFICERS	3,361.44 76,745.78
VSP - VISION FAMILY	645.75	.00	RECREATION- ALL EMPLOYEES/	243.42 17,767.63
Net	<u>\$270,572.00</u>		SEWAGE DISPOSAL/ PLANT	604.88 17,583.89
			Street or Road Construction	1,412.60 17,591.55
			WATERWORKS OPERATIONS	<u>565.75</u> 16,304.26
			Total	<u>\$10,961.00</u>

Direct Deposits	Amount
1st Bank Yuma	22,656.05
ACADEMY BANK	1,248.73
Bank of America	300.00
BBVA COMPASS	740.44
Charles Sch	300.00
Chase Bank	117,699.26
CHASE BANK CA	2,786.28
CHASE BANK MORGAN	1,196.74
chase centro	915.59
Federal Credit Union	32,373.55
HUGHES FCU	100.00
National Bank	500.00
Navy Federal	5,418.63
NetSpend Corporation DD	120.00
NORTH ISLAND CREDIT UNION	1,007.67
Sunbank	938.37
WASHINGTON FEDERAL	916.06
Wells Fargo	30,987.39
Total	<u>\$240,204.76</u>

Prepared by:
Debora Luna

Date:

[Handwritten signature]

Check \$30,367.24

City of San Luis

Payment Register

From Payment Date: 6/25/2018 - To Payment Date: 6/28/2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
85437	06/28/2018	Open			Accounts Payable	SPECTRUM BUSINESS	\$177.78		
85438	06/28/2018	Open			Accounts Payable	VILLAR, GLORIA	\$100.00		
85439	06/28/2018	Open			Accounts Payable	W W WILLIAMS COMPANY LLC	\$885.00		
85440	06/28/2018	Open			Accounts Payable	WAXIE SANITARY SUPPLY	\$315.68		
85441	06/28/2018	Open			Accounts Payable	WESTMOOR ELECTRIC INC.	\$333.23		
85442	06/28/2018	Open			Accounts Payable	Y M P O	\$12,481.70		
85443	06/28/2018	Open			Accounts Payable	YUMA AUTO REBUILDERS	\$1,058.51		
85444	06/28/2018	Open			Accounts Payable	YUMA COUNTY ATTORNEYS OFFICE	\$5,025.73		
85445	06/28/2018	Open			Accounts Payable	YUMA COUNTY HUMANE SOCIETY	\$10,581.00		
85446	06/28/2018	Open			Accounts Payable	YUMA NURSERY SUPPLY	\$203.27		
85447	06/28/2018	Open			Accounts Payable	YUMA OFFICE EQUIPMENT	\$4,251.55		
85448	06/28/2018	Open			Accounts Payable	YUMA WINLECTRIC CO.	\$133.65		
115 Transactions							\$215,455.62		

Type Check Totals:

1BYPAYABLE - 1st BY Accounts Payable Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	115	\$215,455.62	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	115	\$215,455.62	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	115	\$215,455.62	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	115	\$215,455.62	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	115	\$215,455.62	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	115	\$215,455.62	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	115	\$215,455.62	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	115	\$215,455.62	\$0.00

Prepared By:
Maggie Dominguez
Date: 6/28/18

Payment Register

From Payment Date: 6/25/2018 - To Payment Date: 6/28/2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1BYPAYABLE - 1st BY Accounts Payable									
<u>Check</u>									
85334	06/26/2018	Open			Utility Management Refund	AGUILAR, JESUS	\$4.59		
85335	06/26/2018	Open			Utility Management Refund	CAMACHO, JOSE L & LUZ G	\$152.62		
85336	06/26/2018	Open			Utility Management Refund	CASTRO, NANCY	\$14.11		
85337	06/26/2018	Open			Utility Management Refund	COMITE DE BIENESTAR, INC	\$17.90		
85338	06/26/2018	Open			Utility Management Refund	COMITE DE BIENESTAR, INC	\$15.79		
85339	06/26/2018	Open			Utility Management Refund	COMITE DE BIENESTAR, INC	\$15.79		
85340	06/26/2018	Open			Utility Management Refund	COMITE DE BIENESTAR, INC	\$15.78		
85341	06/26/2018	Open			Utility Management Refund	COMITE DE BIENESTAR, INC	\$15.78		
85342	06/26/2018	Open			Utility Management Refund	COMITE DE BIENESTAR, INC	\$15.78		
85343	06/26/2018	Open			Utility Management Refund	COMITE DE BIENESTAR, INC	\$15.78		
85344	06/26/2018	Open			Utility Management Refund	COMITE DE BIENESTAR, INC	\$15.78		
85345	06/26/2018	Open			Utility Management Refund	COMITE DE BIENESTAR, INC	\$15.78		
85346	06/26/2018	Open			Utility Management Refund	CORDOVA, DANIEL	\$226.44		
85347	06/26/2018	Open			Utility Management Refund	CORREA, VICENTE	\$21.16		
85348	06/26/2018	Open			Utility Management Refund	COVARRUBIAS , FIDEL & LETICIA	\$150.00		
85349	06/26/2018	Open			Utility Management Refund	CRUZ RESIDENTIAL CONSTRUCTION, LLC	\$56.06		
85350	06/26/2018	Open			Utility Management Refund	ESPINOZA-PINEDA, DAVID	\$91.65		
85351	06/26/2018	Open			Utility Management Refund	GALLARDO, ANGELA , A	\$118.69		
85352	06/26/2018	Open			Utility Management Refund	GARCIA, DALIA, K	\$74.58		
85353	06/26/2018	Open			Utility Management Refund	GONZALEZ, ALBERTO A & VERONICA	\$145.73		
85354	06/26/2018	Open			Utility Management Refund	GRP #73 MARIA VALENZUELA	\$34.58		
85355	06/26/2018	Open			Utility Management Refund	LOPEZ, SILVESTRE & MARIA	\$26.43		
85356	06/26/2018	Open			Utility Management Refund	NEVAREZ, GUADALUPE	\$113.64		
85357	06/26/2018	Open			Utility Management Refund	ROBLES, JOSE, M	\$4.59		
85358	06/26/2018	Open			Utility Management Refund	SANTACRUZ, ALBERTO	\$44.29		

Payment Register

From Payment Date: 6/25/2018 - To Payment Date: 6/28/2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
85359	06/26/2018	Open			Utility Management Refund	SOLORIO, SERGIO & BEATRIZ	\$85.00		
85360	06/28/2018	Open			Accounts Payable	CALIFORNIA STATE DISBURSEMENT UNIT	\$321.22		
85361	06/28/2018	Open			Accounts Payable	CHARGO PA, GURSTEL	\$52.21		
85362	06/28/2018	Open			Accounts Payable	FOP/ALC	\$240.00		
85363	06/28/2018	Open			Accounts Payable	PIONEER CREDIT RECOVERY, INC	\$147.29		
85364	06/28/2018	Open			Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY	\$157.50		
85365	06/28/2018	Open			Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY	\$1,939.75		
85366	06/28/2018	Open			Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY	\$2.26		
85367	06/28/2018	Open			Accounts Payable	PUBLIC SAFETY PERSONNEL RET SY	\$109.35		
85368	06/28/2018	Open			Accounts Payable	SAN LUIS POLICE OFFICERS ASSOC	\$480.00		
85369	06/28/2018	Open			Accounts Payable	STANDARD INSURANCE CO.	\$6,922.20		
85370	06/28/2018	Open			Accounts Payable	SUPPORT PAYMENT CLEARINGHOUSE	\$4,197.81		
85371	06/28/2018	Open			Accounts Payable	TERRAZAS, RODOLFO	\$6.15		
85372	06/28/2018	Open			Accounts Payable	UNITED WAY OF YUMA COUNTY INC.	\$14.00		
85373	06/28/2018	Open			Accounts Payable	UNITED YUMA FIRE FIGHTERS- IAFF	\$600.00		
85374	06/28/2018	Open			Accounts Payable	24 KARAT JEWELERS	\$127.91		
85375	06/28/2018	Open			Accounts Payable	ALSCO, INC	\$3,071.99		
85376	06/28/2018	Open			Accounts Payable	AMBERLY'S PLACE	\$6,846.66		
85377	06/28/2018	Open			Accounts Payable	APS/CLAIM #414-1352-AH	\$450.00		
85378	06/28/2018	Open			Accounts Payable	ARELLANO NIEBLAS, ISAAC	\$215.00		
85379	06/28/2018	Open			Accounts Payable	ARIZONA EMERGENCY PRODUCTS, INC.	\$19,075.46		
85380	06/28/2018	Open			Accounts Payable	ARIZONA INTERAGENCY FARMWORKERS COALITION INC	\$500.00		
85381	06/28/2018	Open			Accounts Payable	AZ STATE PRISON COMPLEX - YUMA	\$149.50		
85382	06/28/2018	Open			Accounts Payable	AZ STATE PRISON COMPLEX - YUMA	\$44.50		
85383	06/28/2018	Open			Accounts Payable	AZ WASTE WATER INDUSTRIES	\$471.98		
85384	06/28/2018	Open			Accounts Payable	BINGHAM AUTO & TRUCK PARTS	\$318.12		
85385	06/28/2018	Open			Accounts Payable	BINGHAM EQUIPMENT CO	\$297.29		
85386	06/28/2018	Open			Accounts Payable	BORDER GYM FITNESS LLC	\$550.00		
85387	06/28/2018	Open			Accounts Payable	BUSTAMANTE, MARIA	\$210.08		
85388	06/28/2018	Open			Accounts Payable	CAMPA, OMAR	\$120.00		
85389	06/28/2018	Open			Accounts Payable	CDWG	\$507.54		
85390	06/28/2018	Open			Accounts Payable	CITY OF SOMERTON	\$1,886.87		
85391	06/28/2018	Open			Accounts Payable	CORE ENGINEERING GROUP, PLLC	\$2,465.00		
85392	06/28/2018	Open			Accounts Payable	COVE PRODUCTS	\$3,918.00		
85393	06/28/2018	Open			Accounts Payable	CRUZ PACHECO, FRANCISCO, M	\$3,500.00		

Payment Register

From Payment Date: 6/25/2018 - To Payment Date: 6/28/2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
85394	06/28/2018	Open			Accounts Payable	DIAMONDBACK POLICE SUPPLY, INC.	\$1,543.52		
85395	06/28/2018	Open			Accounts Payable	DON CHALMERS FORD INC	\$2,181.84		
85396	06/28/2018	Open			Accounts Payable	ED WHITEHEAD'S TIRE	\$664.84		
85397	06/28/2018	Open			Accounts Payable	EXCEPTIONAL WATER SYSTEMS, LLC	\$553.22		
85398	06/28/2018	Open			Accounts Payable	FERTIZONA-YUMA L.L.C.	\$187.81		
85399	06/28/2018	Open			Accounts Payable	FRANCO LUNA, ROSSMART , FELIPE	\$416.00		
85400	06/28/2018	Open			Accounts Payable	FUENTES, CARLOS	\$500.00		
85401	06/28/2018	Open			Accounts Payable	GARCIA, DANIEL	\$66.17		
85402	06/28/2018	Open			Accounts Payable	GERARDO FELIX /SAN LUIS FIRE EXTINGUISHER	\$215.07		
85403	06/28/2018	Open			Accounts Payable	GUST ROSENFELD P.L.C.	\$2,331.00		
85404	06/28/2018	Open			Accounts Payable	HANSBERGER REGRIGERATION & ELECTRIC CO	\$221.85		
85405	06/28/2018	Open			Accounts Payable	HIGHERGROUND, INC.	\$14,613.00		
85406	06/28/2018	Open			Accounts Payable	JACUINDE, TOMAS	\$216.00		
85407	06/28/2018	Open			Accounts Payable	JC COATINGS	\$1,500.00		
85408	06/28/2018	Open			Accounts Payable	JE ELECTRICAL ENGINEERING LLC	\$4,600.00		
85409	06/28/2018	Open			Accounts Payable	KINGHOSE INDUSTRY LLC	\$514.55		
85410	06/28/2018	Open			Accounts Payable	LAGUNA, JOSE, LUZ	\$130.00		
85411	06/28/2018	Open			Accounts Payable	LARA, ADRIANA	\$1,917.90		
85412	06/28/2018	Open			Accounts Payable	MECHO'S MOBIL WELDING	\$1,410.00		
85413	06/28/2018	Open			Accounts Payable	MEDINA, JOSE	\$240.00		
85414	06/28/2018	Open			Accounts Payable	MOBILE CONCEPTS TECHNOLOGY LLC	\$9,600.24		
85415	06/28/2018	Open			Accounts Payable	NAPA AUTO PARTS	\$219.97		
85416	06/28/2018	Open			Accounts Payable	NAVARRO, CAROLINE	\$100.00		
85417	06/28/2018	Open			Accounts Payable	NEWEGG BUSINESS INC.	\$128.67		
85418	06/28/2018	Open			Accounts Payable	O'REILLY AUTO PARTS	\$72.58		
85419	06/28/2018	Open			Accounts Payable	OLIVAS ROJO, JUAN , C	\$309.00		
85420	06/28/2018	Open			Accounts Payable	PHOENIX UNIFORMS	\$8,349.00		
85421	06/28/2018	Open			Accounts Payable	PREPAID LEGAL SERVICES	\$144.50		
85422	06/28/2018	Open			Accounts Payable	PULIDO INIGUEZ, DORADDY, S	\$120.00		
85423	06/28/2018	Open			Accounts Payable	RALPH VELEZ CONSULTING SERVICES	\$4,745.00		
85424	06/28/2018	Open			Accounts Payable	RALPH VELEZ CONSULTING SERVICES	\$2,449.87		
85425	06/28/2018	Open			Accounts Payable	RAMON MOSQUEDA	\$67.50		
85426	06/28/2018	Open			Accounts Payable	RAMOS, MARIA, CECILIA	\$32.00		
85427	06/28/2018	Open			Accounts Payable	REDBURN TIRE COMPANY	\$2,225.91		
85428	06/28/2018	Open			Accounts Payable	REYNOSO, NIGEL	\$39.76		
85429	06/28/2018	Open			Accounts Payable	RUSH TRUCK CENTER	\$25.50		
85430	06/28/2018	Open			Accounts Payable	SAFETY-KLEEN CORPORATION	\$672.00		
85431	06/28/2018	Open			Accounts Payable	SANCHEZ, GERARDO	\$32.00		
85432	06/28/2018	Open			Accounts Payable	SANDOVAL, KATIA	\$196.00		
85433	06/28/2018	Open			Accounts Payable	SEGOVIA, ALMA	\$120.00		
85434	06/28/2018	Open			Accounts Payable	SMITH, RALPH E. SR.	\$540.00		
85435	06/28/2018	Open			Accounts Payable	SMITTY'S BODY SHOP	\$1,440.28		
85436	06/28/2018	Open			Accounts Payable	SOUTH YUMA COUNTY LANDFILL	\$52,832.01		



AGENDA ITEM REVIEW FORM

Special City Council Meeting

5.A.

Meeting Date: 07/09/2018

Department Head: Angel Ramirez, Assistant Fire Chief, Fire Department

Submitted By: Angel Ramirez, Assistant Fire Chief, Fire Department

Action Requested: Motion

ITEM:

Discussion and possible action on any and all matters regarding the Binational Prevention and Emergency Response Plan between the City of San Luis, Arizona and the City of San Luis Rio Colorado, Sonora **(Angel Ramirez, Assistant Fire Chief)**

SUMMARY:

The U.S. and Mexico signed a Joint Contingency Plan (JCP) that established a foundation for cooperative efforts regarding preparedness, mitigation, response and prevention of hazardous substance releases in the border area. The JCP serves as an umbrella plan which set forth a broad framework for planning efforts for 14 pairs of adjacent cities on each side of the U.S./Mexico border. The federal governments of the U.S. and Mexico have recognized the advantages for each city to share resources and manpower in times of national disasters. So too, the municipalities of San Luis, Arizona; San Luis Rio Colorado, Sonora; municipalities of Nogales, Arizona; Nogales, Sonora, the municipalities of Douglas, Arizona; Agua Prieta, Sonora and the municipalities of Bisbee, Arizona and Naco, Sonora recognize their need to cooperate with each other in times of local disasters and to take measures to reduce risks and mitigate incidents.

The Sister City Plans establish the policies, responsibilities, and procedures required to protect the health and safety of the populace, the environment, and public and private property from the effects of any incident to include but not limited to hazardous materials (HazMat), weapons of mass destruction (WMD), fires, flooding and any other types of disasters.

This plan establishes the emergency response organization for any incident occurring within the designated Sister City area. This operational plan as well can be used as a reference document. It may be used for pre-emergency planning and emergency response. Agencies having roles and responsibilities established by this plan are encouraged to develop standard operating procedures (SOPs) and emergency response checklists based on the provisions of this plan.

The City Attorney in consultation with outside Counsel Bill Sims for the Arizona Municipal Risk Retention Pool make the following changes:
The bottom of page 4, Paragraph g:

"The municipalities involved in this understanding will not be required to pay compensation to the other for services rendered. Each party agrees to hold each other harmless from claims which may arise (collectively, "Claims") resulting from any act or omission of any party's personnel during such time that said personnel are serving in the jurisdiction of any party for assistance pursuant to the terms of this understanding. No party shall be obligated to indemnify another party for claims that would be subject to workers' compensation coverage if asserted against the indemnifying party. If a claim or claims become subject to this indemnity provision, the agencies, entities and political subdivisions that are parties to the

claim or claims shall expeditiously meet to discuss a common and mutual defense including proportional liability and payment of possible litigation expense and money damages."

Bottom of page 6, a new paragraph "u":

"From the time of arrival to the time of departure at the emergency scene, the party providing assistance shall be considered for all purposes to be under the direction and control of the party requesting assistance. In proceeding to and returning from the emergency scene, the party providing assistance shall not be under the direction and control of the party requesting assistance."

The City of San Luis, Arizona and the Municipality of San Luis Rio Colorado, Sonora are planning a signing ceremony of this vital Sister City Binational Cooperative Emergency Plan for July 13, 2018.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE AND ADOPT THE REVISED BINATIONAL PREVENTION AND EMERGENCY RESPONSE PLAN BETWEEN SAN LUIS, ARIZONA AND SAN LUIS RIO COLORADO, SONORA AS PRESENTED.

N/A

Fiscal Impact

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

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

The city's self-insurance through the Arizona Municipal Risk Retention Pool does not cover operations in Mexico. The Risk Pool staff is researching a carrier for the city to obtain separate insurance. As of the writing of this Agenda Item Review Form, we do not have the cost of coverage.

Attachments

Binational Emergency Plan

BINATIONAL PREVENTION

AND EMERGENCY RESPONSE PLAN

BETWEEN

SAN LUIS, ARIZONA and

SAN LUIS RIO COLORADO, SONORA

Revised – February 2017

Revised – June 27, 2018





IF THIS IS AN ACTIVATION OF THE SISTERCITY PLAN...

Most important – Protect yourself and others!

Then:

If the emergency is involving a release or threatened release of hazardous materials, petroleum products, or other contaminants impacting public health and/or the environment

Most important – Protect yourself and others! **Then:**

- 1) Turn to the **Immediate Action Guide (Yellow Tab)** for initial steps in the activation of the Bi-National Plan.
- 2) You should have already notified your Dispatch. *Dispatch* will have made operational notifications that will prompt formation of Incident Command.
- 3) Incident Command will make the following **Mandatory Notifications**:

National Response Center	(800) 424-8802
Arizona Division of Emergency Management	(800) 411-2336
State of Sonora Civil Protection	011-662-217-5430
Yuma County Office of Emergency Management	Daytime 928-317-4681 24 -Hour 928-580-6537
San Luis, Sonora Civil Protection	011-52-(653) 536-6642

- 4) After the **Mandatory Notifications** are made, use **Notification (Red Tab)** to implement the notification procedures described in the **Immediate Action Guide**.
- 5) Review the **Supporting Documentation (White Tabs)** for additional information needed during the response.

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ACKNOWLEDGMENTS

July 13, 2018

This plan was developed through a collaborative effort between the local, state, and federal government agencies listed below:

Local Government

- City of San Luis, Arizona Fire Department
- City of San Luis, Arizona Police Department
- City of San Luis Rio Colorado, Sonora Departamento de Bomberos Municipales Fire Department
- City of San Luis Rio Colorado, Sonora Bomberos Voluntarios de San Luis Fire Department

- City of San Luis Rio Colorado, Sonora Police Department
- City of San Luis Rio Colorado, Sonora Civil Protection
- City of San Luis Rio Colorado, Sonora Red Cross

County Government

- Yuma County, Arizona Emergency Management
- San Luis Rio Colorado, Sonora Civil Protection
- Yuma County, Arizona Health Department
- Yuma County, Arizona Sheriff's Office

State Government

- Arizona Division of Emergency Management
- State of Sonora Civil Protection
- Arizona Department of Environmental Quality (ADEQ)

Federal Government

- United States (U.S.) Environmental Protection Agency (EPA)
- Procuraduría Federal de Protección al Ambiente (PROFEPA) (Mexico's EPA)
- U.S. Customs and Border Protection (CBP)
- Aduanas México (SAT) Servicio de Administración Tributaria

Private/Public Organizations

- American Red Cross
- International Boundary Water Commission (IBWC)

NOTICE OF WITHDRAWAL

Notice of withdrawal and change of address shall be served by personal service or by the respective party's Postal Service certified mail addressed to:

Office of the Mayor
City of San Luis, Arizona
(928)341-8520
1090 E. Union St.
San Luis, Arizona 85349

Palacio Municipal (Mayor)
San Luis Rio Colorado, Sonora
(653)536-6603
Avenida Juarez y Calle 4ta
San Luis Rio Colorado, Sonora, México

Office of Emergency Management
Yuma County
(928)317-4681
198 S. Main Street
Yuma, Arizona, 85364

Dirección de Protección Civil
San Luis Rio Colorado, Sonora
(653)536-6642
Avenida Juarez y Calle 4ta
San Luis Rio Colorado, Sonora

San Luis Fire Department
(928)341-8550
City of San Luis, Arizona
1165 N. McCain Ave.
San Luis, Arizona 85349

Departamento de Bomberos Municipales
(653)534-8098
Callejón Avelardo L. Rodriguez y Monterrey
San Luis Rio Colorado, Sonora

Departamento de Bomberos Voluntarios de San Luis
San Luis Rio Colorado, Sonora
(653)534-1555
Callejón Juarez y Calle 5ta
San Luis Rio Colorado, Sonora

In witness, whereof, this understanding has been executed on the _____ day of _____, 2018

Gerardo Sanchez
Mayor
City of San Luis, Arizona

Jose Enrique Reyna Lizárraga
Presidente Municipal
San Luis Rio Colorado, Sonora, México

Witnessed by:

Tadeo A. De La Hoya
City Manager
City of San Luis, Arizona

Lic. Albert Flores Chong
Director General Civil Protection
State of Sonora

Kay Marion Macuil
City Attorney
City of San Luis, Arizona

Lic. Angel Acasio Angulo
Secretario Del Ayuntamiento De San Luis Rio
Colorado, Sonora

PLAN OVERVIEW

1. PURPOSE

- a. There are currently four Sister City Plans between Sonora and Arizona, as follows:
 - i. San Luis Rio Colorado, Sonora and San Luis, Arizona
 - ii. Nogales, Sonora and Nogales, Arizona
 - iii. Naco, Sonora and Cochise County
 - iv. Agua Prieta, Sonora and Douglas, Arizona.
- b. The Sister City Plans establish the policies, responsibilities, and procedures required to protect the health and safety of the populace, the environment, and public and private property from the effects of any incident to include but not limited to hazardous materials (HazMat), weapons of mass destruction (WMD), fires, flooding and any other types of disasters.
- c. This plan establishes the emergency response organization for any incident occurring within the designated Sister City area.
- d. The Sister City Plans are the principal guides for agencies on how to activate the plan.
- e. This plan is an operational plan as well as a reference document. It may be used for pre-emergency planning and emergency response. Agencies having roles and responsibilities established by this plan are encouraged to develop standard operating procedures (SOPs) and emergency response checklists based on the provisions of this plan.

2. FORWARD

- a. The U.S. and Mexico signed a Joint Contingency Plan (JCP) that established a foundation for cooperative efforts regarding preparedness, mitigation, response and prevention of hazardous substance releases in the border area. The JCP serves as an umbrella plan which set forth a broad framework for planning efforts for 14 pairs of adjacent cities on each side of the U.S./Mexico border. The federal governments of the U.S. and Mexico have recognized the advantages for each city to share resources and manpower in times of national disasters. So too, the municipalities of San Luis, Arizona; San Luis Rio Colorado, Sonora; municipalities of Nogales, Arizona; Nogales, Sonora, the municipalities of Douglas, Arizona; Agua Prieta, Sonora and the municipalities of Bisbee, Arizona and Naco, Sonora recognize their need to cooperate with each other in times of local disasters and to take measures to reduce risks and mitigate incidents.

In the event of a disaster of serious proportions that may require a great deal of coordination and cooperation, a plan between the two cities to prevent and respond to

an incident will better ensure a full and effective utilization of resources and staffing essential to protect the public health, safety, and environment within the border area.

- b. The Sister City Prevention and Emergency Response Plan identifies vulnerable areas and potential sources of risk and recommends some key risk reduction measures. The plan also contains a complete contact directory of names and organizations that are important to prevention, preparedness, and response to and mitigation of incidents involving hazardous substances, fires, natural disasters, and events involving WMD.
- c. When a disaster has been declared, this Sister City Prevention and Emergency Response Plan will not supersede any local, state, or federal authorities or plans in effect. This plan will complement existing local, state, regional, and federal plans.
- d. All regional and local municipal elected and appointed officials with emergency responsibilities should be fully knowledgeable of the content of this document and be prepared to fulfill their responsibilities when requested and when capable.
- e. Although the Sister City Plan establishes important protocols for ongoing coordination and cooperation, there remain issues that may require state or federal legislation to resolve, and other issues that may remain outstanding. Some of these challenges are:
 - i. Good Samaritan laws do not protect U.S. emergency responders from a personal liability lawsuit in Mexico.
 - ii. There does not now exist an accepted standard communication frequency to coordinate incident response within the border area with a common license to operate on compatible frequencies. It will be necessary to pursue resolution of these issues at the federal, state, and local levels in both countries. A possible solution would be umbrella coverage through the state or federal governments for emergency vehicles and personnel, and licensing of the border emergency response participants to operate on compatible frequencies on both sides of the border. The Task Force will seek to explore options and resolution of these issues with those governmental agencies of jurisdiction.

3. SISTER CITY PREVENTION AND EMERGENCY RESPONSE PLAN

- a. This plan is an understanding of cooperation between the Sister Cities for preparedness and response to environmental and disaster emergencies caused by releases, spills, fires, floods, events of WMD or explosions of hazardous substances along the border area.
- b. The Sister Cities have agreed to provide mutual cooperation to effectively reduce the risk of and respond to threats to the public health, safety and welfare of the communities due to accidental releases of HazMat into the environment, and any and all disasters and events involving fires, floods, WMD, and other events. This understanding is to reinforce the cooperation between the agencies to be able to prevent and respond more efficiently to these events.

4. STATEMENT OF PRINCIPLES

The following statement of principles is intended to serve as a guide to emergency response authorities in both cities.

- a. Nothing in this understanding shall derogate or diminish the application of Mexican law in Mexico or U.S. law in the U.S. However, the authorities of either country may request the assistance of the other country in seeking appropriate alleviation if the normal application of law in either country might lead to delay or difficulty in the rapid execution of necessary emergency response measures.
- b. The agencies within the municipalities charged with emergency responsibilities will seek to ensure that in areas of common concern, plans of the two municipalities and the emergency use of staffing, material resources, supplies, systems, and services shall, where feasible and practicable, be compatible and involve mutual training. To this end, a Binational Emergency Planning Committee (BEPC) will be established and will meet regularly. The BEPC will address planning and preparedness activities and conduct an annual binational exercise to evaluate and improve the coordination of this Sister City plan.
- c. The city providing the assistance will supervise their necessary personnel and assigned equipment. The group receiving aid will have authorized persons to provide general directions related to the work. The potentially responsible party (PRP) for the spill receiving the assistance will be responsible for providing the responders with the necessary materials, food, shelter, temporary housing, gasoline and lubricants for the equipment and any other such items needed to respond adequately. If the responsible party is unavailable, not responding or unidentified the responding jurisdiction may have to be responsible.

- d. It is mutually agreed that this understanding does not relieve any of the mentioned parties of the obligation for providing protection against fires or other emergencies, according to their respective jurisdictions, and to use reasonable diligence in maintaining all equipment in adequate condition according to industry standards. The only representatives designated to activate the Sister City Plan and/or to make the decision to render aid to the Sister City are Fire Chief in San Luis, Arizona, the Fire Chief of San Luis, Sonora, and/or the Director of Civil Protection in San Luis and/or the Director of the Yuma County Office of Emergency Management. Each Sister City may decide not to render aid, depending on each incident, if its resources are not capable of meeting obligations in its own jurisdiction.
- e. Each government will use its best efforts to facilitate the movement of evacuees, refugees, emergency response personnel, equipment or other resources into its territory or across its territory from one area of the country to another when such movement is desired to facilitate emergency response operations in either country. To this end:
 - i. To the maximum extent permitted by law and regulation, the Government of the U.S. and the Government of Mexico, during a period of an emergency, will use their best efforts to reduce to a minimum any delays which might otherwise be caused by border crossing requirements. Both governments will also use their best efforts to ensure that emergency response equipment, facilities, and supplies may be used effectively and to mutual advantage in joint efforts, tests, preparations and exercises.
 - ii. The emergency response agencies of both governments will consult together to identify and remove any serious potential impediments to cross-border assistance, emergency operations and the cross-border flow of commodities for emergency response. Unresolved problems will be reported to the BEPC for appropriate action.
- f. For the purpose of emergency relief health and welfare services, each government will use its best efforts to ensure that those citizens or residents of the other country on its territory are treated in a manner no less favorable than its own citizens.
- g. The municipalities involved in this understanding will not be required to pay compensation to the other for services rendered. Each party agrees to hold each other harmless from claims which may arise (collectively, "Claims") resulting from any act or omission of any party's personnel during such time that said personnel are serving in the jurisdiction of any party for assistance pursuant to the terms of this understanding. No party shall be obligated to indemnify another party for claims that would be subject to workers' compensation coverage if asserted against the indemnifying party. If a Claim or Claims become subject to this indemnity provision, the agencies, entities and political subdivisions that are parties to the Claim or Claims shall expeditiously meet to discuss a common and mutual defense including proportional liability and payment of possible litigation expense and money damages.

- h. This understanding shall not be construed as an agreement for the benefit of any third party, taking effect at the time of execution and will continue until rescinded.
- i. The BEPC has the responsibility to facilitate an inventory list of all equipment to be utilized for the emergency to U.S. and Mexico customs at the time of entry into either country. The general administration of Mexican customs, which is under the direct jurisdiction of the Secretaría de Hacienda y Crédito Público will implement policies and procedures that will facilitate the legal entry of equipment and personnel responding to the emergency, as it is stipulated in the Plan Conjunto de Contingencias México-U.S. (U.S. Mexico JCP).
- j. Each government will use its discretionary powers as far as possible to avoid a levy of any national tax on the services, equipment, and supplies of the other country when the latter are engaged in emergency response activities on the territory of the other, and will use their best efforts to encourage state, provincial, and local authorities to do likewise.
- k. When transportation, communication, and related facilities and equipment which are subject to the control of one government are made available for emergency use to the other government, the charges to that government shall not exceed those paid by similar agencies of the government making these resources available. To this end, mutually acceptable arrangements shall be worked out as necessary by the two governments.
- l. In its emergency planning, each government will include provisions for adequate security and care for the personnel, equipment, and resources of the other country entering its territory by mutual agreement in pursuance of authorized emergency response activities. Such provisions will also ensure access to supplies necessary for their return.
- m. Transportation and other equipment originating in one country at the onset of an emergency may be temporarily employed under mutually agreed terms by the appropriate authority of the country in which the equipment is located.
- n. Perishable or other readily consumable supplies located in one country at the time of an emergency but owned by parties in the other country may be disposed of under mutually agreed terms by the appropriate emergency response authorities of the two countries.
- o. Each government will call to the attention of its state, provincial, local or other authorities in areas adjacent to the international border the desirability of achieving compatibility in emergency response planning between the U.S. and Mexico. For the purpose of achieving the most effective emergency response planning cooperation possible between the U.S. and Mexico, each government will, in a manner consistent

with national plans and policies, also encourage and facilitate cooperative emergency arrangements between adjacent jurisdictions on matters falling within the competence of such jurisdictions.

- p. It is recognized and agreed that in undertaking this cooperative effort, neither party responding to an event are assuming any legal responsibility for the actions taken by the various other participating agencies, governmental bodies or organizations that may agree to cooperate in any response action, or for the costs incurred by any such agencies. All parties/agencies agree to work cooperatively to seek reimbursement for any such costs or expenses from available federal or state programs. No party/agency shall be obligated under this agreement to dedicate its own governmental funds for this effort, except as any such contribution may be expressly authorized by the respective governing bodies of these parties.
- q. Every two years the parties will examine the present understanding in light of its application in order to decide if it must be modified. Nevertheless, the parties may examine this matter and propose changes to the other parties by personal service or certified mail. Changes will be considered effective starting on the date of the amendment's signing by all parties.
- r. Any party to this understanding may withdraw at any time giving thirty days prior written notice to all the parties. On the thirty-first day after the notice, such withdrawal will become effective.
- s. Any party may change its service address by five days written notice to each of the other parties. On the sixth day after the notice, such change of address is effective.
- t. Notice of withdrawal and change of address shall be served by personal service or by the respective party's Postal Service certified mail addressed.
- u. From the time of arrival to the time of departure at the emergency scene, the party providing assistance shall be considered for all purposes to be under the direction and control of the party requesting assistance. In proceeding to and returning from the emergency scene, the party providing assistance shall not be under the direction and control of the party requesting assistance.

5. AUTHORITY

This plan was developed in accordance with the following federal statutes and agreements for both countries.

a. Statutes

- i. "Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980," 42 U.S.C §§9601 *et seq.*
- ii. "Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986" (Title III of "Superfund Amendments and Reauthorization Act (SARA) of 1986)," 42 U.S.C. §§11001 *et seq.*

b. Regulations

- i. 40 Code of Federal Regulations, Part 300, "National Oil and Hazardous Substances Pollution Contingency Plan" (1999).
- ii. 29 Code of Federal Regulations, Part 1910.120, "Hazardous Waste Operations and Emergency Response" (1999).

c. Binational Agreements

Agreement between the U.S. and the United States of Mexico on a Cooperation, for the Protection and Improvement of the Environment in the Border Area ("La Paz" Agreement, August 14, 1983). The La Paz Agreement is the foundation for the development of the JCP.

d. Other Applicable Contingency Plans

Sections of the agreements and plans described below were adapted for use in various components of this plan.

e. Binational Contingency Plans

- i. The U.S.-Mexico JCP for Preparedness for and Response to Environmental Emergencies Caused by Releases, Spills, Fires or Explosions of Hazardous Substances, in the Inland Border Area (June 4, 1999).
- ii. Joint U.S.-United Mexican States Contingency Plan for Accidental Releases of Hazardous Substance along the Border (1988).
- iii. The Joint Response Team (JRT) is an entity authorized by Annex II of the La Paz Agreement to undertake emergency actions to respond to accidental oil and HazMat spills along the 100-kilometer wide area on either side of the U.S.-Mexico border, and to coordinate international HazMat substance preparedness and response activities in this area. The JRT developed the JCP to respond to spills requiring international coordination between the U.S. and Mexico.

f. United States Contingency Plans

i. **Local and Regional Plans** - The Cities in Arizona have Emergency Response Plans that have been developed. These plans cover several types of emergencies and were written in conjunction with the state Emergency Plans. The cities and counties also have mutual aid agreements with several fire districts in their area. The Cities follow the established protocol through resolutions and declarations to obtain state and federal assistance.

ii. **State of Arizona Plans**

1. The State of Arizona Emergency Response and Recovery Plan (February 1998) addresses the consequences of any emergency or disaster where there is a need for state response and recovery assistance. The plan describes the methods that the state will use to assist local jurisdictions, mobilize resources, and conduct cost recovery activities.
2. The State of Arizona Hazardous Materials Response and Recovery Plan (1989) provides emergency management for a state response to a HazMat incident. It was developed by the Arizona Division of Emergency Management and the Arizona Emergency Response Commission and gives an overview of the roles and responsibilities of various state agencies.

iii. **Federal Plans**

1. National Contingency Plan (1990) - The National Response Team (NRT) developed the National Contingency Plan (NCP) for responding to releases or spills involving oil or hazardous material throughout the U.S.
2. EPA Region IX - Mainland Regional Contingency Plan (1988) - The EPA Region IX Regional Response Team (RRT) developed a Contingency Plan which outlines procedures in the event of a release or spill occurring in their region. EPA Region IX Mainland Plan includes the States of Arizona, California, and Nevada.
3. Federal Response Plan – Federal Emergency Management Agency is the lead agency for this coordinated plan that includes 27 federal departments and agencies. The purpose of the plan is to facilitate the delivery of all types of federal response assistance to states to help them deal with the consequences of significant disasters. In this plan, EPA has the lead responsibility for Emergency Support Function #10, regarding HazMat.
4. Federal Radiological Emergency Response Plan - This plan describes how 17 federal agencies, including EPA, have agreed to coordinate

their actions when responding to a peacetime radiological emergency. The plan covers any peacetime radiological emergency that has actual, potential, or perceived radiological consequences within the U.S., its territories, possessions, or territorial waters that could require a response by several federal agencies.

5. National Drinking Water Plan - This plan is cited in the JCP.

g. Mexico Contingency Plans

i. Local and Regional Plans

1. The San Luis Rio Colorado, Nogales, Naco and Agua Prieta, Sonora “Contingency Plan for Spills of Dangerous Products” was developed in 1993 as mandated by Federal and State Civil Protection. This same plan was updated by the local unit of Civil Protection of San Luis Rio Colorado, Nogales, Naco and Agua Prieta Sonora.
2. The Contingency Plan for Washes and Floods was implemented in 2004 under the coordination of the local units of Civil Protection.
3. The Contingency Plan for Forest Fires was implemented in 2004 under the coordination of the local units of Civil Protection.
4. The Winter Season Outreach Plan was implemented in 2004 under the coordination of the local units of Civil Protection.

ii. State of Sonora Plans

1. State of Sonora, Mexico Catalogue of Hazards (2004). The State of Sonora and the State Unit of Civil Protection compiled this document.
2. State of Sonora Civil Protection Plan (2004). This plan describes the response protocol followed by Civil Protection in case of a natural disaster. It specifies general policies for civilian protection and implementation to achieve emergency preparedness. Specific guidelines are established for incidents involving hurricanes, fires, droughts, and extreme cold weather.

iii. Federal Plans

1. Technical Guide for Developing Municipal Contingency Plans (Civil Protection, 1993). The General Directorate of Civil Protection of the Mexican Secretariat of the Interior published this guidebook, which provides guidelines for implementing local emergency plans in Mexico in response to natural or man-made disasters. These plans are based on the identification and evaluation of local hazards, availability of human and material resources, and preparation and capabilities of the local community. Hazards are classified as geological, hydrological, meteorological, chemical, sanitary, or socio-organizational.
2. Cartographic Guide for Local Risk Containment (Civil Protection, 1998). The General Directorate of Civil Protection of the Mexican Secretariat of the Interior published this guidebook which provides, to those responsible for local civilian protection, technical support for the mapping of risks, taking into consideration all natural and man-made causes.
3. National Contingency Plan (Civil Protection) - This plan was developed by the General Directorate of Civil Protection of the Mexican Secretariat of the Interior. This is the primary response plan in the event of a disaster.
4. National System for Civil Protection Plan (1986). The Mexican Federal Government (Secretaría de Gobernación) developed the National System for Civil Protection for responding to all disasters including releases or spills involving oil or HazMat throughout Mexico. The National Program of Civil Protection, which activates the National System for Civil Protection, was in effect for the 1995-2000 period.
5. National Program for Medical Attention during Disasters (Department of Health).
6. Operations Manual for CONASUPO and Affiliates during Disasters. CONASUPO is a network of supermarkets that sell food and personal items to the public. This plan governs their contribution of food and supplies in the event of a disaster.
7. Plan DN III-E Civilian Population Assistance (1963). This plan, implemented by the Mexican National Department of Defense, outlines the role of the Mexican Army and Air Force in case of a catastrophic incident.

8. Manual of Emergency Attention for Hydrogeological Emergencies Related to Continental National Waters. Civil Protection, in coordination with the International Boundaries and Water Commission (Comisión Internacional de Límites y Aguas) between U.S. and Mexico, will activate this plan in case of floods, hurricanes or any other type of severe storm, as well as contamination of waters.

6. PLAN OBJECTIVES

- a. Describe the overall emergency response organization for all types of incidents occurring within the designated Sister City response area.
- b. Delineate the responsibilities of local, state, tribal, and federal agencies in the event of any incident within the designated Sister City response area.
- c. Establish lines of authority and coordination for any incidents.
- d. Facilitate mutual aid to supplement local resources.
- e. Describe procedures for accessing outside funding (e.g., state and federal funding) for the mitigation of, and recovery from any incident.

7. INCIDENT OBJECTIVES

For emergency response personnel to evaluate the incident and take appropriate emergency actions in order to save lives, reduce injuries, and prevent or minimize damage to the environment and property, the following actions should be taken:

Prior to Event

Train and equip emergency response personnel HazMat team members (if they exist), Emergency Medical Teams as well as all other first responders to efficiently and effectively mitigate any type of incident.

During Event

- a. Activate the Sister City Plan.
- b. Secure the affected area, isolate the hazard, and deny the entry of unauthorized persons into the area. Implementing this action will be the responsibility of Incident Command.
- c. Identification of any hazardous material. Implementing this action will be the responsibility of Incident Command.

- d. Provide rapid and effective warning, information, and instructions to threatened populations. Implementing this action will be the responsibility of Incident Command, with assistance from dispatch as needed. If the watersheds are affected, the International Boundary Water Commission (IBWC) and ADEQ will be specifically responsible for notifying downstream water users and should therefore be notified if drinking water resources are endangered.
- e. Provide means to access technical resources to stabilize the affected area and return to normal conditions as quickly as possible. Implementing this action will be the responsibility of Incident Command.

8. RESPONSE

a. Arizona Mutual Aid Request

- i. If the incident is in Arizona, a member of the agency responding to the incident will assume the lead role as Incident Commander (IC). If the incident is beyond the control and/or capabilities of the agency responding, or the incident might impact the border with Mexico, the IC will request activation of the County Emergency Operations Center (EOC). This request will initiate a binational notification response for mutual aid from Sonora using a predetermined code to be shared only by the Sister City agencies.
- ii. Upon receipt of this request, the Sonora Civil Protection and Fire Chiefs may implement the mutual aid request by providing necessary action, information and/or assistance resources if possible. The Sonora responding agencies may respond with the appropriate resources to aid in the request. These resources will be determined by a Unified Command established between the Arizona and Sonora responding/activated agencies. The responding resources will report to the IC and work under the IC's direction. The IC is also responsible for ensuring that response personnel from Sonora are adequately utilized in an effective and safe manner by coordinating with the senior on-scene response official from each responding agency.
- iii. If the incident is beyond the capabilities of responding agencies, the IC may contact the State of Arizona to request assistance and/or initiate federal and/or JRT response.

b. Sonora Mutual Aid Request

- i. If the incident is in Sonora, a member of agency responding will assume the lead role as IC. If the IC feels that the incident will exhaust the resources available, or that the incident might impact the border, a request for binational response will be initiated to Arizona using the predetermined code. As with

the Arizona response, the binational response will involve requesting mutual aid from Arizona.

- ii. Upon receipt of this request, the Arizona responding agencies will make a determination of appropriate actions and whether or not they are capable of responding without endangering their own responsibilities. The Arizona agencies may respond with the appropriate resources to aid in the request. These resources will be determined by a Joint Command established between the Arizona and Sonora Unified Command working under the following structure: Civil Protection will be administrative command. Designated members of the other responding/activated agencies will be operations command. The responding resources will report to the IC and work under the IC's direction.
- iii. Arizona will also activate an EOC on the Arizona side of the border. The EOC will evaluate the ongoing situation and assist the IC with resources and technical information. The EOC will also be responsible for ensuring that response personnel from Arizona are adequately utilized in an effective and safe manner, by coordinating with the senior on-scene response official from each responding agency.
- iv. If the incident is beyond the capabilities of the responding/activated agencies, the Director of Civil Protection, Sonora, may file a petition with the State of Sonora Civil Protection, to initiate a federal and/or JRT response.

c. Local Response Duties

- i. Local agencies are responsible for emergency planning and preparedness within their jurisdictions. The agencies are expected to assume lead roles during the emergency phase of the incident. Local agencies will conduct response activities within the scope of their department training and capabilities. Local agencies will provide emergency response services when possible including, but not limited to:
 - 1. Notification
 - 2. Initial hazard identification
 - 3. Initial sampling to identify and determine concentrations of materials, if possible
 - 4. Communications
 - 5. Rescue and emergency medical service

6. Fire fighting
7. Security (site perimeter, traffic, and crowd control)
8. On-scene liaison with other agencies and organizations
9. Providing public information

ii. Evacuation and Shelter

1. Local government assignments in Arizona are generally shared among various agencies. Detailed roles and responsibilities of these agencies can be found in the Arizona and Yuma, Santa Cruz, and Cochise County plans.
2. When responding to requests for mutual aid, local response agencies from both sides of the border will adhere to their department's SOPs. At no time should personnel from either city be requested to perform duties outside their training and capabilities. ICs in both states will become familiar with the capabilities of the agencies available for response and use the personnel from the agencies in an appropriate manner. If concerns arise, the Joint Command will be notified and an appropriate decision will be made at that level.
3. The Arizona Fire Departments have SOPs for HazMat, as do the Sonora Fire Departments and Civil Protection that detail response to contamination, flammable liquids, and natural gas incidents and safe practices for atmospheric monitoring instruments.

d. State Response

- i. The State of Arizona can provide assistance for HazMat incidents in Arizona, if the combined PRP and local capabilities or resources prove to be insufficient, incapable, or inadequate. The ADEQ will appoint a State On-Scene Coordinator (SOSC) who will assist the IC by providing and overseeing needed state resources.
- ii. Civil Protection for Sonora notifies Civil Protection, State of Sonora, when an incident occurs. If necessary, Civil Protection, State of Sonora will respond

with appropriate resources, and appoint a SOSC who will assist the IC by delivering and supervising state resources.

e. Federal Response

- i. The EPA RRT and national level contingency planning through the NRT perform regional level contingency planning. The RRT is co-chaired by the EPA and the U.S. Coast Guard (USCG) and consists of representatives from selected state and federal agencies. It plans, prepares, and responds to HazMat incidents, providing advice and recommendations to the Federal On-Scene Coordinator (FOSC).
- ii. In Mexico, Civil Protection has jurisdiction of HazMat incident planning. The National System of Civil Protection has established, in each federal and municipal entity, civil defense organizations to handle emergencies occurring in each jurisdiction. Civil Protection has prepared the "ANEXO III - Plan de Respuesta a Emergencia Con Materiales Peligrosos" (Annex III - Hazardous Materials Response Plan), and the Plan Nacional de Contingencias General (National General Contingency Plan). These plans are designed to be used by all entities in Mexico to aid in developing contingency plans for HazMat incidents in general.
- iii. The JRT performs U.S.-Mexico border area contingency planning and training activities. The EPA co-chairs the JRT for the U.S. and PROFEPA co-chairs for Mexico.
- iv. The U.S. federal government can provide assistance for HazMat incidents if combined local and state capabilities or resources prove insufficient, incapable, or inadequate. Once the National Response Center (NRC) has been notified of a release, they alert the FOSC, who may activate the RRT or the NRT, depending on the severity of the incident. For incidents occurring in Arizona, the FOSC will be from the EPA Region IX, headquartered in San Francisco, California.
- v. Normally, the EPA contributes to the response by working with the local, state, tribal, and federal agencies and citizens to assure that the information needed to maximize the effectiveness of the response effort is easily accessible. If there is a spill where the PRP is not identified or does not contain or clean up the material, or adequately respond to the authorities, then federal responsibilities will prevail as outlined in the NCP. These responsibilities include assisting state and local responders in the response or, in some circumstances, taking over the response. EPA also provides planning and preparedness assistance to prevent and mitigate environmental harm.

- vi. The Mexico federal government can provide assistance to Sonora through the National Civil Protection System for any HazMat incidents, if the combined potentially responsible parties and local capabilities or resources prove to be insufficient or inadequate. Civil Protection will appoint an On-Scene Coordinator (OSC) who will assist the IC by providing, coordinating, and overseeing needed federal resources.

- vii. Federal agreements between the U.S. and Mexico require that each country notify the other of HazMat incidents if there is a release or substantial threat of release which may impact both sides of the border. The notification should occur between local authorities and between state authorities on both sides of the border to assure the information is properly elevated to the federal levels as required.

9. RESPONSE STRATEGIES

Emergency response usually begins with an initial report from the public via 911 to a Dispatch Center. The Dispatch Center is responsible for providing incident information to the local first responder (i.e., fire department, police) and ensuring that the responding organization is aware of the situation. The first responder immediately mobilizes to the scene of the incident. Public and responder safety is always the primary objective. First responders are responsible for securing the site, establishing an Incident Command System (ICS), Unified Command (UC), command post, and staging areas. In addition, they are responsible for conducting medical treatment, evacuations, shelter-in-place, firefighting, media relations, identifying the source of the spill, and, if possible at a HazMat incident, securing the source and containing the spill in order to prevent further spread and impacts. Immediate emergency information is on the second page of the plan for quick reference. An Immediate Action Guide and checklist for first responders is located in the Yellow Tab.

The IC is responsible for making the mandatory notifications (e.g., EPA, Mexico PROFEPA, Arizona DEMA, and Sonora Civil Protection) and other notifications he/she deems necessary. Notification information is located in the Red Tabs of the Immediate Action Guide. EPA, Mexico PROFEPA, and other Federal agencies are notified through the NRC. Information that will be needed for the NRC incident report can be found in the NRC Incident Report Form (see Red Tab). Mandatory notifications should be made within an hour following assessment of the situation.

A UC is formed when more than one agency has authority or jurisdiction over the incident. A designated agency official on the UC is an individual from local, state, or federal government that has statutory authority to manage the emergency. This individual can make high-level decisions on behalf of their jurisdiction without relying on approval from supervisors that might delay critical decisions. UC representatives must be able to commit resources to support the incident response, if needed. The responsible party may be part of the UC if they have agreed to take responsibility, deploy resources, and fund the cleanup.

The Incident Command Post (ICP) is the physical location where tactical decisions are made during the incident. The EOC supports the UC by locating resources, coordinating mutual aid and facilitating communications. The ICS is a flexible, scalable structure that provides standardized processes, procedures, organizational structure, and common terminology for incident management. This management structure is built around five major response management functional areas: Command, Operations, Logistics, Planning, and Finance. In a small incident, the IC may take on all incident management functions. In a large incident, an expanded ICS organization may be formed to manage various aspects of the response. An Incident Management Team may be brought into the response to populate Command and General Staff positions. Agencies responding to the incident may be assisting agencies that are directly contributing tactical resources or may be cooperating agencies that are supplying assistance other than direct tactical and support functions or resources. The type of assistance and the role they play depends on the agency's specific authorities, responsibilities, and expertise.

A standardized incident management process will be used by response agencies. The Incident Briefing (ICS-201-Form) will end the initial response phase and launch the ICS process. The 201 is used by the Command and General Staff to brief their assigned personnel and to document response objectives, situational awareness, resource employment and deployment, and significant actions taken. The Objectives Meeting should be held immediately afterward to establish jurisdictional limits, establish the operational period, and agree to the overall response objectives and priorities. During the Tactics Meeting, Operations presents strategy and tactics and resource needs using Operations Planning Worksheet ICS-215 Form. The Safety Officer identifies potential hazards and recommends mitigation measures. Following the Tactics Meeting is the Planning Meeting. The Planning Meeting defines the incident objectives, strategies and tactics, and resource needs for the next Operational Period and provides the opportunity to discuss and resolve any issues of concern prior to assembling the Incident Action Plan (IAP). The IAP provides important direction and information for management of the incident during one or more Operational Periods. It contains general objectives reflecting the overall strategy for managing the incident, site safety information, identification of operational resources, and personnel assignments.

10. DOCUMENTATION AND COST RECOVERY

All actions taken during HazMat incidents will be carefully documented so that sufficient and accurate information is available to support the response and recovery operations, and to recover costs, if applicable. Documentation should be self-descriptive to prove the source and circumstances of the incident, identify the potentially responsible parties, and illustrate the impact or potential impact to public health and the environment. Documentation may be written, graphic, audiovisual, or in other form and will include the location of the incident, time, date and duration of the spill, source and cause of the incident, name and contact information of the potentially responsible parties, description of the released material, resources affected or threatened, status of response and cleanup efforts, and accurate accounting of public costs incurred.

11. ACRONYMS

U.S. Acronyms			
ENGLISH/INGLES		SPANISH/ESPAÑOL	
ADEQ	Arizona Department of Environmental Quality	ADEQ	Departamento de Calidad Ambiental de Arizona
ALS	Advanced Life Support	ALS	Sostenimiento Permanente de Vida
ARS	Arizona Revised Statutes	ARS	Estatuos Revisados de Arizona
BEPC	Binational Emergency Planning Committee	BEPC	Comité Binacional de Planeación de Emergencias
CBP	Customs and Border Protection	CBP	Aduana y Protección de la Frontera
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act	CERCLA	Ley General de Respuesta, Compensación y Responsabilidad
CERT	Community Emergency Response Team	CERT	Equipos de Respuesta de Emergencia Comunitarios
CHEMTREK	Chemical Transportation Emergency Center (U.S.)	CHEMTREK	Centro de Transporte Emergente de Químicos
CHRIS/HACS	Chemical Hazards Response Information System / Hazardous Assessment Computer System	CHRIS/HACS	Sistema de Información de Respuestas de Químicos Peligrosos / Sistema Computacional Evaluativo de Riesgos
CIS	Chemical Information Systems	CIS	Sistemas de Información de Químicos
COSC	City On-Scene Coordinator	COSC	Coordinador Municipal en Escena

U.S. Acronyms			
ENGLISH/INGLES		SPANISH/ESPAÑOL	
CVSS	Commercial Vehicle Safety Specialist	CVSS	Especialista en Seguridad de Vehículos Comerciales
CWA	Clean Water Act	CWA	Ley de Agua Sana
DOE	U.S. Department of Energy	DOE	Departamento de Energía
DPS	Arizona Department of Public Safety	DPS	Departamento de Seguridad Pública de Arizona
EHS	Extremely hazardous substance	EHS	Sustancia extremadamente peligrosa
EMS	Emergency Medical Services	EMS	Sevicios Médicos de Emergencia
EOC	Emergency Operations Center	EOC	Centro de Operaciones de Emergencia
EPA	U.S. Environmental Protection Agency	EPA	Agencia de Protección Ambiental
EPCRA	Emergency Planning and Community Right-to-Know Act	EPCRA	Acta de Planeación de Emergencias y Derecho de Conocimiento de la Comunidad
ERT	Environmental Response Team	ERT	Equipo de Respuesta Ambiental
FOSC	Federal On-Scene Coordinator	FOSC	Coordinador Federal en Escena
HAZMAT	Hazardous Materials	HAZMAT	Materiales Peligrosos
IAP	Incident Action Plan	IAP	Plan de Acción del Incidente
IC	Incident Commander	IC	Comandante del Incidente
ICP	Incident Command Post	ICP	Puesto de Mando del Incidente

U.S. Acronyms			
ENGLISH/INGLES		SPANISH/ESPAÑOL	
ICS	Incident Command System	ICS	Sistema de Mando del Incidente
JCP	Joint Contingency Plan	JCP	Plan Conjunto de Contingencias
JIC	Joint Information Center	JIC	Centro de Información Conjunto
JRT	Joint Response Team	JRT	Equipo de Respuesta Conjunta
LEPC	Local Emergency Planning Committee	LEPC	Comité Local de Planeación de Emergencias
MICU	Mobile Intensive Care Unit	MICU	Unidad Móvil de Cuidado Intensivo
NBC	Nuclear, Biological, Chemical	NBC	Nuclear, Biológico, Químico
NCP	National Oil and Hazardous Substances Contingency Plan (U.S.)	NCP	Plan Nacional de Contingencias por Contaminación de Petróleo y Sustancias Peligrosas
NRC	National Response Center	NRC	Centro Nacional de Respuestas
NRT	National Response Team	NRT	Equipo Nacional de Respuesta
OHM-TADS	EPA Office of Hazardous Materials Technical Assistance Data System	OHM-TADS	Oficina de Materiales Peligrosos de la EPA, Sistema de Datos de Apoyo Técnico
OPA	Oil Pollution Act	OPA	Decreto de Contaminación de Aceites
OSC	On-Scene Coordinator	OSC	Coordinador en Escena
PIO	Public Information Officer	PIO	Oficial de Información Pública
PPE	Personal Protective Equipment	PPE	Equipo de Protección Personal

U.S. Acronyms			
ENGLISH/INGLES		SPANISH/ESPAÑOL	
PRP	Potentially Responsible Party	PRP	Parte Posiblemente Responsable
PSTN	Pesticide Safety Team Network	PSTN	Red Equipo de Seguridad contra Pesticidas
REDI	Arizona Rural Economic Development Initiative	REDI	Iniciativa de Desarrollo Económico Rural de Arizona
RRT	Regional Response Team	RRT	Equipo de Respuesta Regional
SARA Title III	Superfund Amendments and Reauthorization Act Title III (the Emergency Planning and Community Right-to-Know Act of 1986)	SARA Title III	Ley de Planeación de Emergencias y del Derecho-de-Estar-Informados de la Comunidad de 1986 de la Ley de Enmiendas y Reautorización del Superfondo
SCBA	Self-Contained Breathing Apparatus	SCBA	Equipo de Respiración Autónomo
SERC	State Emergency Response Commission	SERC	Comisión Estatal de Respuesta a Emergencias
SOP	Standard Operating Procedures	SOP	Protocolos Normales de Operación
SOSC	State On-Scene Coordinator	SOSC	Coordinador Estatal en Escena
SSO	Site Safety Officer	SSO	Oficial de Seguridad en el Sitio
USCG	U.S. Coast Guard	USCG	Guardia Costera de los E.U.
WMD	Weapons of Mass Destruction	WMD	armas de destrucción masiva
WQARF	State of Arizona Water Quality Assurance Revolving Fund	WQARF	Fondo Revolvente de la Oficina Estatal para Asegurar la Calidad del Agua del Estado de Arizona

Mexico Acronyms			
ENGLISH/INGLES		SPANISH/ESPAÑOL	
CENACOM	National Communications Center	CENACOM	Centro Nacional de Comunicaciones
MATPEL	Hazardous Materials	MATPEL	Materiales Peligrosos
SCI	Incident Command System	SCI	Sistema de Comando de Incidentes
PROFEPA	Federal Attorney General for Environmental Protection (Mexico)	PROFEPA	Procuraduría Federal de Protección al Ambiente (México)
SEMARNAP	Secretariat of Environment, Natural Resources, and Fisheries B9	SEMARNAP	Secretaría de Medio Ambiente, Recursos Naturales y Pesca (México)

APPENDIX A.
IMMEDIATE ACTION GUIDE
(Yellow Tab)

How to Use the Immediate Action Guide

- ***IF YOU ARE NOT QUALIFIED TO ACTIVATE THIS PLAN: DIAL 911 AND ASK FOR ASSISTANCE***

Complete the following steps to activate the San Luis Rio Colorado, Sonora, San Luis, Arizona Sister City Plan.



Page A-2

Make Initial Mandatory Notifications



Review General Information Regarding a Hazardous Material (HazMat) Response

- and/or -



Page A-4

Abandoned/Unknown Containers and Weapons of Mass Destruction (WMD)



Page A-6

Public Information/Press Release

This is only a guide:

Nothing in this section shall supersede the experience, initiative, and ingenuity of the responders in overcoming the complexities that exist under actual emergency conditions.



1. Make Initial Mandatory Notifications

When any party is notified of an actual or threat of a spill, release, flood, fire, or explosion involving a hazardous substance or an event of a WMD conforming to this plan, the following information should be provided:

a. Reporting party (name of functionary or responder, telephone number, and address)/ Informante (nombre del funcionario, o del que responde, número de teléfono y dirección):	b. Suspected responsible party (name, telephone number, and address)/ Probable entidad responsable (nombre, número de teléfono y dirección):
c. Description of incident (how the release, spill, fire, WMD, or explosion occurred)/ Descripción del incidente (cómo ocurrió la fuga, el derrame, el fuego, evento con armas de destrucción masiva, o la explosión):	
d. Date and time of incident/ Fecha y hora del incidente:	
e. Vehicle identification number/ Número de identificación del vehículo:	
f. Location/ Lugar:	
g. Type of container and capacity/ Tipo de contenedor y capacidad:	
h. Specific identifiers (e.g., cross road, railroad milepost)/ Identificadores específicos (p.ej., intersección, kilómetro de la vía del ferrocarril):	
i. Hazardous substances involved/ Sustancias peligrosas involucradas:	j. Quantity/ Cantidad:
k. Spill or release to air, soil, or water: Where is it going? How much to water?/ Derrame o escape al aire, suelo o agua: ¿Hacia dónde va? ¿Qué cantidad va al agua?	
l. Corrective actions taken/ Acciones de corrección tomadas:	
m. Roads closed/ Caminos cerrados:	
n. Number of deaths, injuries, or evacuations/ Número de muertos, heridos o evacuaciones:	
o. Other notifications made/ Otras notificaciones hechas:	



Review General Information Regarding a HazMat Response

First Responder

1. Approach the incident location from an upwind, uphill, and/or upstream direction.
2. Position vehicle heading away from the incident location.
3. If available, wear full protective clothing (i.e., turnouts-pants, coat, hood, gloves, boots, helmet) and positive-pressure, self-contained breathing apparatus (SCBA).
4. Avoid “rushing” into the area.
5. Avoid entering or approaching vapors or smoke and contact with product.
6. Confine exposed victims for emergency decontamination.
7. Consider all unidentified containers or released products (including smoke) as a hazardous material until it is positively identified as non-hazardous.

Incident Command and Scene Security

1. Establish an Incident Command Post and fully implement the Incident Command System (ICS).
2. Isolate the scene and deny entry to all unauthorized personnel, vehicles, and equipment (establish a perimeter).
3. Notify appropriate emergency response agencies (**Notification** - Red Tab).
4. Ensure qualified personnel perform the items on the checklist.
5. Review the following checklist:

Immediate Action Checklist		Date/Time
1.	Establish Incident Command	
2.	Determine Isolation Zones	
3.	Establish Exact Incident Location	
4.	Determine Lead Agency	
5.	Identify Product	
6.	Determine the Size of Exclusion Zone	
7.	Determine Level of Response	
8.	Determine if Additional Resources are Required	
9.	Established Size of Spill and Spill Potential	
10.	If spill can reach a waterway, begin Downstream Notifications. The U.S. Bureau of Reclamation 24-hour Emergency Operations Center will be specifically responsible for making downstream water user notifications and should therefore be notified if drinking water resources are endangered.	
11.	Establish Evacuation Routes	
12.	Determine Medical Needs	
13.	Determine Entry Level (Personal Protective Equipment (PPE))	
14.	Determine Communications Needs	
15.	Determine Need for Public Notifications	
16.	Make Appropriate Notifications	
17.	Determine Exposures	
18.	Develop Incident Action Plan (IAP)	



2. Abandoned/Unknown Containers and WMD

If you discover a hazardous material or unlabeled container and suspect it contains hazardous material

Initial Caller

Notify Local Emergency Dispatch – Activate 911.

Dispatch

1. Attempt to get as much incident information as possible.
2. Make operational notifications for implementation of Incident Command.

First Responder

1. Isolate and deny entry to the area.
2. Shut down all possible ignition sources (Stop ALL vehicle traffic).
3. Establish perimeters.
4. Attempt to identify the material. **DO NOT MOVE THE CONTAINER OR DETERMINE IF IT IS FULL.**
5. For a WMD or Nuclear, Biological, Chemical (NBC) device, determine if there are secondary devices or contact appropriate agency (police or bomb squad) to do so.
6. Treat location as a *possible crime scene!*

Incident Command

1. Determine the following information
 - Location of the container
 - Date and time of discovery
 - Number of injuries
 - Product name (if known)
 - Has the container been breached? Yes___No___
 - Type of release
 - Solid Liquid Gas
 - Size of spill
 - Quantity_____
 - (If quantity is unknown, describe size of the leaking container)
 - Has the spill ignited? Yes_____No_____
 - Can the spill be contained? Yes_____No_____
 - Has the spill impacted the surface water? Yes_____No_____
 - Description of exposures
 - Occupied buildings
 - Important buildings or structures
 - Proximity to roadway, bridges, drainage structures, waterways

2. Make the initial *Mandatory Notifications* (**Notification** – Red Tab)
3. If spill can reach a waterway, begin Downstream Notifications (via Dispatch if needed). If downstream drinking water resources are endangered, notify the U.S. Bureau of Reclamation 24-hour Emergency Operations Center, who will be specifically responsible for making downstream water user notifications.
4. Request assistance (via Dispatch if needed) from local hazardous materials response team, state, and federal agencies as necessary.
5. Provide updates to all notified agencies as new information becomes available.



3. Public Information/Press Release

To release information to the public/media:

1. Establish a Lead Public Information Officer (PIO) or Joint Information Center (JIC). All releases of information to the public and/or the media must be approved by Incident Command/Unified Command.
2. Determine the following information for inclusion into a press release and/or press conference.
 - Nature of the incident
 - Precautions for the public and possible symptoms of exposure (High Hazard)
 - Date and time of incident
 - Approximate location where the incident happened (city, county, state)
 - Hotline number for public inquiries
 - Traffic patterns affected by spill
 - Number of injuries and property damage
 - Product name and normal uses
 - Response agencies involved
 - Any mitigation efforts underway
 - Evacuation instructions if incident is considered High Hazard
 - Mass care information if High Hazard
3. The following example statement can be used.

Hazardous Material Incident - Summary Statement for Media

At approximately (time) a.m./p.m. today, a spill/release of a potentially hazardous substance was reported to this office. Emergency services personnel were immediately dispatched to cordon off the area and direct traffic.

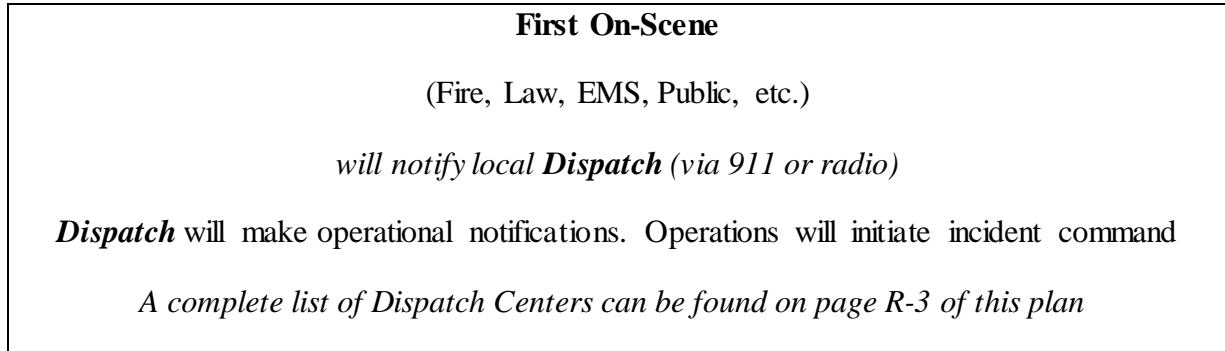
The material was later determined to be (substance), a (hazardous/harmless) (chemical/substance/material/gas) that, upon contact, may produce symptoms of (list symptoms). Precautionary evacuation of the (location) area surrounding the spill was (requested/required). Approximately (number) of persons were evacuated.

Clean-up crews from (agency/company) were dispatched to the scene, and normal traffic was resumed by (time), at which time residents were allowed to return to their homes. There were no injuries reported – OR – (number) persons, including (number) of emergency personnel, were treated at area hospitals for (injuries/symptoms) and (all/number) were later released. Those remaining in the hospital are in (condition). Response agencies involved were (list agencies).

APPENDIX B
NOTIFICATION
(Red Tab)

1. Notification Overview

The chart below shows the flow of notifications that must be made in a hazardous material, petroleum product, or other contaminant emergency.



Incident Command will make Mandatory Notifications

National Response Center	(800) 424-8802
Arizona DEM	(800) 411-2336
Sonora Civil Protection	011-52-662-217-5430

Incident Command may also consider notifying the following Affected or Adjacent Agencies

Yuma County Emergency Management	(928)580-6537
San Luis Rio Colorado Civil Protection	011-52-653-536-6622

2. Federal Mandatory Spill Notification Requirements

Chemical Spills

Originally published in 1985 under the authority of Section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), the Designation, Reportable Quantities, and Notification regulation:

- Designates specific substances as hazardous under CERCLA;
- Identifies the quantity of substances which, when released, requires notification; and
- Sets forth the notification requirements for releases of these substances.

The reportable quantities apply to the waste itself, not merely to the toxic contaminant. Unlisted hazardous wastes which exhibit toxicity are also covered under this regulation, and have been assigned a reportable quantity of 100 pounds.

The notification requirement applies to any person in charge of a vessel or an offshore or an onshore facility, who must notify the National Response Center if any release of a hazardous substance equal to or exceeding the reportable quantity occurs at their vessel or facility.

The list of hazardous substances and reportable quantities can be found at:
<http://www.epa.gov/swercepp/web/docs/er/302table01.pdf>

Oil Spills

Under the legal authority of the Clean Water Act, the Discharge of Oil regulation, more commonly known as the "sheen rule," provides the framework for determining whether an oil spill to inland and coastal waters and/or their adjoining shorelines should be reported to the federal government. In particular, the regulation requires the person in charge of a facility or vessel responsible for discharging oil that may be "harmful to the public health or welfare" to report the spill to the federal government. The regulation establishes the criteria for determining whether an oil spill may be harmful to public health or welfare, thereby triggering the reporting requirements, as follows:

- Discharges that cause a sheen or discoloration on the surface of a body of water;
- Discharges that violate applicable water quality standards; and
- Discharges that cause a sludge or emulsion to be deposited beneath the surface of the water or on adjoining shorelines.

To ensure that all affected agencies/organizations are notified:

1. First on the scene will take command and notify Dispatch. (Page R-4 for List of Dispatch Centers)
2. Dispatch will make operational notifications. Operations will initiate formation of Incident Command.
3. Incident Command will make the ***Mandatory Notifications***.
4. Use the **Emergency Notification Guide** (Notification – Red Tab) to contact additional agencies/organizations.
5. Use the **Contact Number Lists** (Notification – Red Tab) to find emergency phone numbers.
 - a. Contact Number List Sorted by Agency Purpose - Agencies are sorted by the purposes listed below.
 - b. Contact Number List Sorted Alphabetically by Agency Name

3. List of Dispatch Centers

Dispatch Center	Phone Number	Area of Dispatch	Agencies Notified
Law Enforcement and Fire/Emergency Medical Services			
San Luis, AZ	911 928-341-2420 928-341-8551	City of San Luis	San Luis, P.D San Luis, Fire
Yuma County, AZ	928-783-4427 928-782-4757	Yuma County	Yuma S.O. Rural Metro Fire
San Luis Rio Colorado (C-4)	911 01152 653 518 7897 01152 653 536 8380 01152 653 536 2125	San Luis Rio Colorado	Fire, Police, Red Cross

Law Enforcement Only			
Arizona Game and Fish	623-236-7201	Arizona	Arizona Game and Fish officers or local law enforcement
Arizona Department of Public Safety	602-223-2000	Arizona	Arizona Department of Public Safety

4. Emergency Notification Guide

Emergency Notifications are made in accordance with the area plan developed by the appropriate Regional and County Offices of Emergency Services.

Use the following checklist as a guide to contact additional agencies and organizations not listed in the Mandatory Notifications table above.

- Document the Time of Contact and Estimated Time of Arrival (ETA) on line provided.
- Notifying the agencies downstream of the release may be mandatory or may have priority.
- Consider notifying other agencies listed when appropriate.
- Checklist may be used to identify agencies that can provide additional resources.

The following notification procedures for spills that may impact Mexico are described in the Mexico – United States Joint Contingency Plan, March 2009.

When the NRC receives an incident report about a spill that may impact Mexico they will notify the following United States and Mexico Contacts:

United States Contacts

- U.S. EPA On-Scene Coordinator for U.S. EPA Region 9 (800) 300-2193
- Department of State - International Boundary and Water Commission (928) 782-1598 (Yuma Office)
- U.S. Joint Response Team (JRT) Co-Chair, US EPA Office of Emergency Management, Emergency Operations Center (202) 564-3850 (202) 564-8729 (Fax)

Mexico Contacts

- National Communications Center (CENACOM) cenacom@segob.gob.mx (email only)
- Center for the Orientation of Emergencies (COATEA) coatea@profepa.gob.mx (email only)

Federal Attorney General for Environmental Protection (PROFEPA) coatea@profepa.gob.mx (email only)

5. Contact Number List

STILL NEED TO VERIFY IF ALL NEEDED NUMBERS ARE IDENTIFIED

Agency	Emergency/ 24 hour	Daytime/Office	Agency/Company Purpose	Level
Az Department of Environmental Quality	520-628-6733	520-628-6733	Environment/Health	State
Arizona Department of Public Safety	928-223-2000	928-223-2000	Environment/Health	State
Az Department of Transportation (ADOT)	602-712-7355	602-712-7355	Roads	State
Az Emergency Response Commission	602-231-6346	602-231-6346	Arizona Department of Environmental Quality	State
Arizona Game and Fish	623-236-7201	623-236-7201	Environment/Health	State
Arizona Division of Emergency Management	(800) 411-2336	(800) 411-2336	Emergency Management	State

AGENCY	24 Hour #	Daytime	Agency Purpose	Jurisdiction
Yuma County Dispatch	928-783-4427	928-783-4427	Law Enforcement and Fire/EMS	County
Yuma Health Department	928-317-4624	928-317-4624	Public Health	County
Yuma Public Works	928-341-2500	928-341-2500	Roads	County
San Luis Public Works	928-920-5369			
Yuma County Emergency Management	928-580-6537	928-373-4681	Emergency Management	County
San Luis Fire Department	911	(928) 341-8550	Fire	City
San Luis Police Department	911	(928)341-2420	Police	City
APS	1-866-472-3703	602-371-7171	Utilities	Private
NRC	800 424-8802	800 424-8802	Response Center	Federal
Red Cross	1800-842-7349		Shelter/Food	Private
Union Pacific	928-343-4256	928-343-4256	Railroad	Private

MEXICO				
Civil Protection, San Luis Rio Colorado, Sonora	911	011-52-653-536-6642	Emergency Management	City
San Luis Rio Colorado, Sonora Fire (Municipales)	911	011-52-653-534-8098	Fire	City

San Luis Rio Colorado, Sonora Fire (Voluntarios)	911	011-52-653-534-1555	Fire	City
Dirección de Bomberos de Mexicali, BC	911	011-52-686-561-8212 686-561-8232	Fire Mutual Aid Mexico	City
Red Cross	911	011-52-653-534-1444	Medical Response	City
Ferro-Mex	911	1800-367-3900 01800-911-1393	Railroad	Private
PROFEPA - Hermosillo	911	011-52-662-213-6174	Environmental	Federal
Civil Protection - Hermosillo	911	011-52-662-217-5430	Emergency Management	State
CILA	911	011-52-	Water Emergencies	Federal
ANY OTHERS???				

6. NRC Incident Report Form

NRC Incident Report Form

NRC Incident Report # _____

Initial Report: ____Yes ____No

Update Report: ____Yes ____No

INCIDENT DESCRIPTION

Report taken by: _____ at _____ on _____

Incident Type: _____
(Rail, motor transport, pipeline, fixed facility, etc.)

Incident Cause: _____

Affected Area: _____

Incident occurred on _____ at _____ local incident time.

Affected Medium: _____

REPORTING PARTY

Name: _____

Organization: _____

Address: _____

PRIMARY Phone: () _____

Type of Organization: _____

Name of On-Scene Incident Commander: _____ Agency: _____

On-Scene Phone Number: _____

SUSPECTED RESPONSIBLE PARTY

Name: _____ Phone: () _____

Type of Organization: _____

INCIDENT LOCATION

County: _____ City: _____ State: _____

Lat/Long: _____

Accessibility: _____

Directions: _____

Traffic/road conditions: _____

RELEASED MATERIAL(S)

CHRIS Code: _____ **Official Material Name:** _____

Also Known As: _____

Type of Release: _____ (solid, liquid, gas)

Qty Released: _____ **Qty in Water:** _____

Other Product Information: _____

(MSDS, manufacturer and phone number)

APPENDIX C
RADIO FREQUENCIES
(Green Tab)

RADIO FREQUENCIES

Communications at a hazardous materials incident occurring in the area will typically involve normal modes of communications, including telephones, cell phones, VHF radios, UHF radios, etc. A list of important phone numbers is provided in the Notification section (Red Tab) of this Plan. In addition, law enforcement agencies, fire departments and other emergency response groups operating in the area have FCC-assigned radio frequencies for conducting their normal operations. For security purposes, a decision was made not to list all of the agency-assigned frequencies in this plan; however, these frequencies may be obtained by contacting the agency of interest directly.

Radio communications within the area are complicated by the fact that the area encompasses two countries, several fire districts and law enforcement agencies. During a significant incident that involves multiple jurisdictions, it will likely be necessary to develop an incident-specific communications plan. Typically this is accomplished with the use of an Incident Radio Communications Plan (ICS 205 form), a blank copy of which is included at the end of this section. A list of potential common VHF frequencies, which could be considered for use in an incident-specific communications plan, will be available on Form 205 of the Incident Action Plan once developed by Incident Command.

Individual agency-assigned frequencies (not identified in this plan) could also be considered for use as tactical frequencies.

Other UHF frequencies exist which could also be considered for use as command or tactical frequencies. It is important to note that in order for an agency to operate on a particular frequency for which they do not have a license, that agency will need to obtain a letter license from the FCC licensed agency that utilizes the channel(s)/frequency(s) of interest or go through the FCC license process after coordination with that same state or local government agency. Provisions may exist which waive these requirements during times of an emergency.

APPENDIX D
RESOURCES
(Orange Tab)

1. Response Resources

The goal of the Resources section of this Plan is to identify significant resources, both personnel and equipment, that exist within San Luis, Arizona/San Luis Rio Colorado, Sonora or within close proximity and that could be utilized in an event. This section does not identify response resources that would routinely be expected to be carried by response agencies such as personal protective equipment, basic air monitoring equipment, etc. This section also does not provide information regarding various pieces of equipment (such as pumps, heavy equipment, lights, generators, etc.) that may be available from the teams listed below or the Public Works Departments, although some of this equipment may be useful during an event. Contact city and county public works departments and emergency management offices regarding the availability of this type of equipment (phone numbers are provided in the Notification section (Red Tab) of this Plan).

Additional information regarding the capabilities of response agencies is presented below. Phone numbers for the response agencies and private companies are presented in the Notification section of this Plan.

2. Hazardous Materials Teams

The following is a list of hazardous materials and specialized teams that operate in the area. These teams can be contacted through their dispatch centers. For the purposes of this plan, Hazardous Material (HazMat) response teams can be expected to meet certain standards for field testing, air monitoring, sampling, radiation monitoring/ detection, protective clothing, technical reference, special capabilities, intervention, decontamination, communications, staffing, training, and sustainability. As such, detailed equipment inventory lists are not provided for each team, although a brief inventory of significant response equipment, including vessels, is provided later in this section. The HazMat teams in the region are:

San Luis, AZ Fire Department and San Luis Rio Colorado Fire Department.

San Luis, Arizona Fire Department (928)341-8550 - Dispatch-(928) 341-2420, (928) 627-8576 or 911

The San Luis Arizona Fire Department (SLFD) has a Hazmat Response Team and has 15 hazmat technicians generally trained for land spills of hazardous materials, but also to handle spill response in flood/flash flood, with limited training in open water. NIMS/ICS personnel include one PIO, one safety officer, one incident commander, and one planner.

There are two San Luis Rio Colorado, Sonora Fire Departments

1 – Municipales

2- Voluntarios

The San Luis Rio Colorado Fire Departments (SLRCFD's) also has a Hazmat Response Team and has 6 hazmat technicians generally trained for land spills of hazardous materials, but also to handle spill response in flood/flash flood. ICS personnel include one safety officer, one incident commander.

3. Public Works

Local streets and road departments are responsible for maintaining roadways in their jurisdiction and may assist in necessary road closures, cleanup, or decontamination (they are not responsible for state highway rights-of-way).

4. Emergency Medical Services

Local emergency medical care providers (public and private sectors) have the responsibility to provide care and/or transportation to the sick and injured, including victims of contamination. No patient contact should be made without adequate decontamination, as determined by local medical protocols. Both sides of the border have these resources.

5. Community Emergency Response Teams (CERT)

CERTs are available on both sides of the border and are available to respond as volunteers. Although Mexico has been available to respond to the United States this may not be the case with the Arizona CERT.

6. Fire Departments

Fire departments have jurisdictional authority for containment of hazardous materials releases and those with hazardous materials teams can provide specialized response capabilities and expert knowledge as mutual aid to other jurisdictions' Incident

Commanders. Local fire departments may provide Incident Commanders, command level representation to a Unified Command, or incident support. The fire department works within the incident command system as needed for fire prevention, fire suppression, public protection measures, and/or rescue activities. Fire departments may also function to provide emergency decontamination, treatment, and transportation of patients injured as a result of a hazardous materials incident as well as resource coordination and resource management.

7. County Sheriffs and Police Departments

The County Sheriff has law enforcement responsibility, including traffic control and supervision, for the unincorporated areas of the county excluding state, federal, and tribal lands. The Sheriff

has responsibility for public evacuation notification and management in life-threatening situations and will assist the Incident Commander with evacuations. For hazardous materials events, the Sheriff will provide command level representation in a Unified Command, working with a Fire Department with hazardous material response expertise, and may provide overall scene management.

City Police Departments have law enforcement responsibility, including traffic control and supervision, within their jurisdictions and will provide evacuation notifications and management when required. Police Departments will provide command level representation in a Unified Command for all types of incidents.

8. City/County Emergency Managers and Civil Protection

City, County Emergency Managers and Municipal Civil Protection typically serve as Coordinators of County/Municipal resources and will provide liaison to the Incident/Unified Command, evacuation coordination assistance, and resource management support, including activation of the County Emergency Operations Center as needed. City Emergency Managers will provide similar support and assistance to city incidents, including activation of City Emergency Operations Centers as needed.

APPENDIX E
DISTRIBUTIONS AND
REVIEW/UPDATE/CHANGE LOG
(White Tab)

1. Distribution Log

Last Name	First Name	Agency
UNITED STATES		
Jones	Bill	US. EPA
Schwam	John	U.S. Customs
Windburn	Justin	U.S. Customs
Espino	Bertie	U.S. Customs
Valdez	Miguel	U.S. Customs
Vela	Nancy	U.S. Customs
Lomeli	Raul	U.S. Customs
Smith Reeve	Wendy	Arizona Div. of Emergency Management
Barnett	Robert	ADEQ
Mendoza	Edna	ADEQ
Hart	Mark	Arizona Game and Fish
Badilla	Tony	Yuma County Emergency Management
Wilmot	Leon	Yuma S.O.
Gomez	Diana	Yuma Health Dept
Thorpe	Susan	Yuma County Manager
Ramirez	Angel	San Luis, Arizona Fire Department
Jessup	Richard	San Luis, Arizona Police Department
Macuil	Kay Marion	San Luis, City Attorney
Nunn	Ron	Customs
Salas	Rosa	Customs
Long	Adrian	Customs

Meyer	Kenneth	Customs
Garcia	Raul	Customs
Wheaton	Roger	Customs
MEXICO		
Maytorena	Francisco	PROFEPA
Reza Sandoval	Victor Amalio	San Luis Rio Colorado, Sonora Aduana (Customs)
Flores Chong	Alberto	State of Sonora Civil Protection
Portugal	Ernesto	San Luis Rio Colorado, Sonora Civil Protection
Acasio Angulo Lopez	Angel	San Luis Rio Colorado, Sonora City Manager
Delgado	Arturo	San Luis Rio Colorado, Sonora Fire Department (Rurales)
Anaya Tabanico	Eduardo	San Luis Rio Colorado, Sonora Fire Department (Municipales)
Gonzales Pérez	Francisco Mario	San Luis Rio Colorado, Sonora Fire Department (Voluntarios)
Valenzuela Murrieta	Julio Cesar	San Luis Rio Colorado, Sonora Police Department
Padilla	Miguel	San Luis Rio Colorado, Sonora Cruz Roja (Red Cross)

Who else ??? How about U.S. and Mexico Consulates?



AGENDA ITEM REVIEW FORM

Special City Council Meeting

5.B.

Meeting Date: 07/09/2018

Department Head: Olivia Jenkins, Human Resources Manager, Human Resources Department

Submitted By: Olivia Jenkins, Human Resources Manager, Human Resources Department

Action Requested: Motion
Resolution

ITEM:

Discussion and possible action on any and all matters regarding Resolution No. 2051. 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. **(Olivia Jenkins, Human Resources Manager and Monica Castro, Finance Director)**

SUMMARY:

Background: The City of San Luis Council approved to have a second salary study and engaged with CPS HR to conduct a second salary study. First phase of the study was completed and adopted by council in June 2017, which was composed of determining positions-classification. City workforce was broken down into three categories; Public Safety (Police and Fire), Executive, Management, and General.

Compensation is the second phase of the salary study, which determines wages/salaries for the positions based on current labor market in addition to other factors. CPS HR prepared the recommended salaries using the Factor Comparison Method. This method uses the positions minimum qualifications such as knowledge, skills, authority & accountability, and working conditions by assigning points for each classification to serve as a guide to slot the non-benchmarked classifications into appropriated pay grades. CPS HR benchmarked 40 positions as per contract to determine the labor market median.

It has been tedious work due to the sensitivity, expectations, and not being able to use the current salary schedule adopted back in 2006-2007 as a starting point. This phase of the study took longer than expected, also due to internal changes within city personnel for example in Human Resources, data collection such as dates of hire, time in position for every employee, and review of 98 positions' minimum qualifications.

Salaries: Human Resources in conjunction with the Finance Department are presenting the salary study report and recommendations for wages/salaries for city positions as per CPS HR findings and presented as part of the compensation report.

Skills Pay: In addition to wages, compensation report also took a look at other compensation paid in addition to the base salary for specific work assignments and/or certifications. Human Resources would also recommend that City Council approve the recommended Skills Pay schedule.

Conclusion: Human Resources would like to point out that the city's investment to support the recommended wages and time in position, will require to phase in the implementation. There are other items that are salary driven such as taxes, retirement, and short-term disability which also affect funding needed. City Council has reserved funds to initiate the implementation; however, it should be noted that

funds will only help bring employees closer to new starting salary. Human Resources recognizes that city has been experiencing high turnover in some departments due to the non-competitive salaries. It also recognizes that there are some positions' salaries that fall farther behind in labor market. Human Resources also would like to note that expectations to place employees in salary bracket based on years in position and/or years of service will not be attainable immediately. City would have to commit to a three to four-year time frame plan, commit funding by securing sources of revenue, in order to implement and sustain salaries to reach 100% of labor market wages, during implementation and after.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE AND ADOPT RESOLUTION NO. 2051 AND DECLARE AN EMERGENCY.

Total Compensation Report

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	YES
CITY/STATE/FEDERAL FUNDS:	CITY
TOTAL:	\$1,823,847.00
BUDGETED AMOUNT:	\$700,000.00
AVAILABLE AMOUNT TO TRANSFER:	\$700,000.00
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:	SALARY ADJUSTMENT, GL 100-115-51000, \$700,000.00

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

ALLOCATIONS WILL BE DETERMINED BY FINANCE DEPARTMENT.

Attachments

Compensation Presentation
Resolution No. 2051
CPS HR Final Total Comp Report
Salary Allocations Summary
Recommended Skills Pay Schedule
Salary Classes
Salary Classes-Safety



COMPENSATION STUDY

City of San Luis – Total Compensation Report

City of San Luis Job Classes

Public Safety – Police and Fire



Executive



General

Management,
Administrative,
Professional, Technical,
and Skilled

Factor Comparison Method

- ▶ “The Factor Comparison Method is a job evaluation technique used in compensation studies for pay related decision making.” Points are assigned to each classification based on the degree of each factor and its associated weight. The total amount of points for each classification serve as a guide to help slot non-benchmarked classifications in to their appropriate pay grades. The factor comparison method for this study uses the following factors:

- ▶ Knowledge
- ▶ Skills
- ▶ Authority & Accountability
- ▶ Working Conditions



Department managers were asked to review and provide Human Resources feedback on the department’s positions minimum qualifications.

CPS HR benchmarked 40 of the 97 categorical positions using 10 labor market agencies.

Fiscal Impact to City Revenues

► Salaries



► Employer taxes based on salary

► Medicare 1.45%

► FICA 6.2%

► Workmen's Compensation – variable

► Short-Term Disability - variable



► Other Employee benefits matched or paid by Employer:



► Retirement

► PSPRS 29.70 % Police and 22.80% Fire per employee

► ASRS 11.80 % (includes long-term disability) per employee

Other Compensation

► Skills Pay

- The following are Skills compensation for positions that require specific certifications which are not considered a minimum requirement for the position and/or the skill and/or certification is required for the position and/or for the performance of job.

► Police

- Detective
- Motorcycle
- K-9

► Fire

- Paramedic


► Parks & Recreation

- Water Safety Instructors



Other Employee Benefits



- ▶ **Sick** time 96 hours annual, may accrue up to 360 hours, with conversion incentive to vacation, for those employees who reach maximum hours.
 - ▶ Accrual for employees with a work period of 28 days, annual 127 hours, 360 hours maximum.
- ▶ **Vacation** time 80 hours annual and up to 160 hours annual, based on years of service.
- ▶ **Buy Back Vacation** program – 40 vacation hours per calendar year based on eligibility criteria and funding availability.
- ▶ Three (3) day **bereavement** leave
- ▶ Paid **civic duty** leave 
- ▶ **Overtime** pay \$\$
- ▶ **Tuition** Reimbursement \$\$
- ▶ **Uniforms**
- ▶ **On-Call** \$\$

RECOMMENDATION

- Compensation Report Phase II.
- Adopt Resolution presented
- Approval of Salary allocations and first year implementation as prepared, effective Aug. 4, 2018.

Group	# of EE	Average % Increase (first year)	First Year Cost
Safety-Fire General (201 and below)	37	10.41%	\$168,371
Safety-Fire Management (202-204)	6	8.67%	\$25,542
Safety-Police General (201 and below)	28	7.68%	\$87,265
General (202 and below)	172	6.61%	\$289,198
Management (203-204)	12	5.92%	\$32,634
Executive	14	4.30%	\$41,296
Safety-Police Management (202-204)	6	3.60%	\$10,609
Safety Executive (205 and above)	4	3.58%	\$9,580
Total	279	6.35%	\$664,495

- Suspend all or any HR policy driven salary increases.

- Skills Pay Schedule – effective Aug. 4, 2018

Type	Skill Pay			Skill Pay (Annual)
	2080 hours	2756 hours	2080 hours	
Detective	\$1.00			\$2080
Motorcycle	\$1.00			\$2080
K-9	\$1.00			\$2080
Paramedic		\$1.10		\$3032
Hazmat		\$0.50		\$1378
Water Safety Instructor			\$0.25	\$130

- Buy Back Vacation Program limit to 20 hours maximum in a fiscal year.

Conclusion

- ✓ Human Resources would like to note that expectations to place employees at the 100% labor market salary is not attainable at this time.
- ✓ Years in position is being applied, not years of service.
- ✓ City would have to commit to a three to four year time frame plan, commit funding by securing sources of revenue, in order to implement and sustain salaries in order to reach 100% of labor market wages.
- ✓ State minimum wage increases in 2019 and 2020 effects will need to be considered as a compression factor.



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.

[Intentionally left blank, signature page follows]

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

Kay Marion Macuil, City Attorney

July 3, 2018

Private and Confidential

City of San Luis, Arizona

Total Compensation Report

SUBMITTED BY:

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I. Introduction

CPS HR Consulting was retained by the City of San Luis, Arizona (City) to conduct a total compensation study for forty (40) benchmark classifications. The study followed a citywide classification study and began in early 2017. The objective of the study was to determine the competitiveness of the City's compensation plan in the labor market. To achieve this, CPS HR established a labor market of 10 comparable cities and collected and analyzed base salary and total compensation data.

This Final Total Compensation Report contains the project scope and work plan, describes the methodologies utilized in data collection and analysis, and provides the total compensation results for all survey classifications. The data for this report was collected during the months of March through April 2017. Discussions with the City regarding the classification and compensation study results have been ongoing for over a year. Consequently, all salary and benefit data is as of January 1, 2017. City-wide averages and classification specific results are summarized in Section IV of this report. Survey results for each classification are presented in [Appendices A-1 and A-4](#). In addition, other benefits and premium pay elements of interest to the City were collected and are summarized in Section V and details presented in [Appendix B](#).

Since data collection started in 2017, it is important to address the reason for being presented in the next calendar year. CPS HR and the City agreed to start the compensation study (phase two) while the classification study (onset in September 2016) was being finalized. However, the classification phase required more time and discussion than anticipated due to changes in executive leadership, particularly in Human Resources. Extra classification steps were also added to the original scope of work prior to completion. In June 2017, the City added a formal appeal process to allow employees a final opportunity to provide comments and/or address potential errors to allocation recommendations prior to implementation of the classification study results.

CPS HR was also asked to provide recommendations for application of the data to the salary setting process. Proposed salary grades were presented during several meetings with the City Manager, Human Resources Manager, recently appointed Finance Director, and other key personnel over the course of the first two quarters in 2018. In May 2018, the City requested additional work related to point factor comparison to assure that all classifications were allocated to an appropriate pay grade. Proposed salary grades for all classifications in the City are outlined in a separate Excel worksheet format. The separate report includes internal equity considerations for all classifications and addresses the fiscal impact of implementation to the City.

II. Project Scope and Work Plan

To complete the total compensation study, CPS HR Project Team completed the following tasks:

- Project Manager, Jennifer Ramos, met with, and clarified the scope of work with the City's Human Resource Director and Senior HR Analyst.
- Reviewed City background materials including classification specifications, salary schedules, position control documents, organization charts, and internal alignment documentation.
- Developed a survey instrument (presented in [Appendix C](#)).
- Received confirmation from the City regarding the 10 labor market agencies, 40 benchmark classifications to be surveyed, and the survey instrument.
- Due to the time constraints and size of the study, CPS HR determined that the most expeditious way of obtaining data was to gather as much information as possible from online sources and then follow-up with the surveyed agency to validate data and complete missing information.
- Researched salary and benefits data from the respective labor market agencies, including salary schedules, classification specifications, benefits summaries, MOU's and position control documents where available. The Project Team followed through with agencies to request further information or clarification on job matching and/or benefits levels.
- Prepared a draft total compensation report in October 2017 for client review and comment.
- Received comments from the City in late December 2017.
- Conducted a series of phone meetings with the City in January 2018 to discuss compensation report findings in detail.
- Submitted a revised draft report based on City comments on January 24, 2018.
- Held a series of compensation related meetings with City management to discuss Proposed Salary Grade recommendations during the months of February through March 2018.
- Prepared a compensation report based on discussions with the City and submitted draft on March 23, 2018.
- Held additional compensation related meetings with City management to discuss Proposed Salary Grade recommendations during the months of April through June 2018.
- The City requested a Point Factor Study in May 2018. CPS HR performed this as a separate scope of work to determine allocation of classifications to pay grades using market driven factors.
- Prepared and submitted a revised draft report on June 4, 2018.
- Prepared and submitted this Final Total Compensation Report on July 3, 2018.

III. Compensation Study Parameters

The first step in conducting a total compensation survey is to determine the basic parameters for the survey. These parameters included:

- Confirmation of the City’s labor market position
- Labor market agencies (comparable agencies)
- Survey classifications (benchmark classifications)
- Survey scope

Labor Market Position

CPS HR provides a labor market data analysis based on the median of the market. The labor market median, which is described as the “middle” of the market, is the data point at which half of the complete range of data (excluding the City’s data) is higher, and half of the complete range of data (excluding the City’s data) is lower. The median is a common market position, particularly in smaller data sets, because the data is less likely to be skewed by high and low payers in the market.

Labor Market Agencies

The agencies surveyed comprise the City’s 10 labor market agencies for all 40 classifications surveyed; the final labor market agencies are listed below in Table 1. The respective agencies were selected based on population, area size, and proximity to San Luis. Other critical factors impacting agency participation in the survey included: (1) the availability (transparency) of key compensation and benefit data (i.e. approved budget, job descriptions, salary plan, personnel rules and regulations, etc.) on the agency website or from other public information sources (e.g. Arizona State Retirement System, Arizona Public Safety Retirement System); and (2) the availability and willingness of agency personnel to assist with completing the surveys and/or verify completed surveys.

Of the original 10 agencies on the approved labor market list, eight (8) did not have necessary data available publicly for CPS HR to complete the surveys. Further, when contacted by CPS HR consultants, many indicated a lack of available personnel to assist in completing the survey. From the original list, only the cities of Yuma and Florence had the necessary information immediately available online and/or expressed willingness to complete and/or verify the survey for accuracy. To identify additional comparable agencies, CPS HR consultants utilized the 2015 Arizona League of Cities and Towns Compensation Survey to identify possible alternate participants.

CPS HR also considered the cost of living and cost of wages, proximity of the labor market agencies, and services provided in order to identify an appropriate labor market for this study. Table 1 presents the original and final list of the 10 agencies (cities/towns) for the study’s labor market.

Table 1: Original and Final Labor Market Cities/Towns

Original List	Final List
City of Calexico, CA	City of Apache Junction, AZ
City of El Centro, CA	City of Buckeye, AZ
City of El Mirage, AZ	City of Casa Grande, AZ
City of Florence, AZ	City of Florence, AZ*
City of Kingman, AZ	City of Lake Havasu, AZ
City of Nogales, AZ	City of Maricopa, AZ
City of Yuma, AZ	City of Oro Valley, AZ
Graham County, AZ	City of Prescott Valley, AZ
Santa Cruz County, AZ	City of Sierra Vista, AZ
Town of Marana, AZ	City of Yuma, AZ*

CPS HR considered other key financial factors when confirming the final list of the 10 labor market agencies (cities/towns); Tables 2 and 3 below present the cost of living and cost of wages respectively. Cost of living and cost of wages considerations help us arrive at sound recommendations as part of total compensation. Cost of living measures the amount of money needed to sustain a certain level of living, including basic expenses such as the cost of housing, food, and taxes in an area. Cost of living is often used to compare how expensive it is to live in one city versus another locale. Cost of wages measures the cost of labor or the sum of all wages paid to employees, as well as the cost of employee benefits and payroll taxes, paid by an employer. Cost of wages often factors in direct and indirect (overhead) costs associated with wages paid by the employer.

Table 2 presents the cost of living in San Luis in comparison to the labor market agencies, as well as a summary of the United States average of cost of living as a point of reference.

Table 2: Labor Market Cities/Towns Cost of Living

Comparison City	Base City Income Levels					
	\$20,000	\$40,000	\$60,000	\$80,000	\$100,000	Average
San Luis, AZ	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Apache Junction, AZ	99.4%	99.5%	99.6%	99.7%	99.7%	99.6%
Buckeye, AZ	107.2%	105.9%	105.1%	104.1%	103.4%	105.1%
Casa Grande, AZ	99.8%	99.9%	99.9%	99.9%	99.9%	99.9%
Florence, AZ	101.2%	101.0%	100.9%	100.7%	100.6%	100.9%
Lake Havasu City, AZ	109.0%	107.3%	106.3%	105.2%	104.3%	106.4%
Maricopa, AZ	105.0%	104.1%	103.5%	102.8%	102.4%	103.5%
Oro Valley, AZ	167.4%	154.5%	146.7%	138.0%	131.4%	147.6%
Prescott Valley, AZ	106.0%	104.9%	104.2%	103.5%	102.9%	104.3%
Sierra Vista, AZ	103.4%	102.8%	102.4%	102.0%	101.6%	102.4%
Yuma, AZ	109.8%	107.9%	106.8%	105.6%	104.6%	107.0%
United States Average	110.9%	111.5%	111.0%	109.9%	109.1%	110.5%

Table 3 presents the cost of wages paid by San Luis in comparison to the labor market agencies, as well as a summary of the United States average of cost of wages as a point of reference.

Table 3: Labor Market Cities/Towns Cost of Wages

Comparison City	Base City Income Levels					
	\$20,800	\$36,000	\$48,000	\$72,000	\$108,000	\$144,000
San Luis, AZ	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Apache Junction, AZ	107.0%	106.3%	105.2%	104.0%	103.2%	102.3%
Buckeye, AZ	107.8%	107.1%	106.0%	104.9%	104.1%	102.9%
Casa Grande, AZ	106.6%	105.6%	104.5%	103.5%	102.7%	101.9%
Florence, AZ	107.0%	106.3%	102.0%	104.1%	103.3%	102.4%
Lake Havasu City, AZ	102.8%	101.4%	100.8%	100.9%	101.5%	101.1%
Maricopa, AZ	107.4%	106.6%	105.5%	104.5%	103.6%	102.6%
Oro Valley, AZ	102.9%	101.7%	100.7%	99.4%	98.9%	99.3%
Prescott Valley, AZ	103.4%	101.6%	100.4%	99.4%	99.0%	98.7%
Sierra Vista, AZ	100.0%	100.2%	100.8%	101.7%	101.8%	101.8%
Yuma, AZ	100.0%	99.2%	99.3%	99.8%	100.3%	100.1%
United States Average	107.0%	110.1%	109.6%	108.3%	106.4%	105.0%

Survey Classifications

The survey benchmark classifications for the study are presented below, organized by employee groups (i.e. executive, safety, etc.) with the classifications in alphabetical order. Summary descriptions for survey benchmark classifications are included in the survey instrument displayed in [Appendix C](#).

Executive

City Attorney
City Clerk
City Manager
City Prosecutor
Director of Finance
Director of Parks and Recreation
Director of Planning and Zoning
Director of Public Works
Human Resources Manager
Magistrate

Safety – Police

Police Chief
Police Communications Supervisor
Police Lieutenant
Police Officer
Police Sergeant

Safety – Fire

Fire Captain
Fire Chief
Fire Fighter

Administrative, Management, Professional, Technical, and Miscellaneous

Accountant II^
Administrative Assistant
Billing & Collections Manager
Building Inspector II
Chief Water/Wastewater Operator
Contracts and Grants Coordinator

Technical, and Miscellaneous (continued)

Associate Planner^
Custodian
Economic Development Manager
Equipment Operator
Heavy Equipment Operator
HR Analyst^
IT Manager
Maintenance Technician
Mechanic
Public Works Supervisor
Purchasing Coordinator
Recreation Specialist
Risk Property Coordinator
Senior Services Manager
Wastewater Operator
Wastewater Supervisor

^ Represents a new classification level proposed by CPS HR. Classification was identified and used as a benchmark due to being the journey level more readily found at labor market agencies. Journey level classes also provide a middle data point in a classification series in order to build out salary ranges more effectively.

Survey Data Collection Scope

Comparable Classifications – Classification Matching

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control, duties and responsibilities, and knowledge, skill and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher

responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced.

In the process of matching comparable classifications from other agencies, CPS HR does not only rely on classification specifications. CPS HR references position control documents, where available, to specifically identify which classification, and level of classification, perform the duties of the City's classification. This is particularly relevant to non-supervisory, non-management classifications where there are multi-level classifications within the series matched from the other agencies. This level of analysis is important because classification specifications may describe a certain level of work, for example, as the journey level, when the use of the classification series demonstrates that the majority are assigned to a higher level, which may be described in the classification specification as an advanced level in the classification series. In addition, block budgeting or other fiscal tools facilitating series progression through multiple levels, may provide greater flexibility in the use of the classification structure than is evident in the content of the classification specification. To the extent possible, CPS HR identifies the operational use of a classification, irrespective of how it is defined in the classification specification, in the determination as to whether it is a comparable job match.

Comparable Classifications – Required Number of Comparable Classifications

CPS HR's best practice is that benchmark positions must have a minimum of three classification matches to be analyzed. In most studies, it is common to have some classes for which limited market data exists. However, a compensation plan is developed through the analysis of external market data and internal relationships. Therefore, if there is an absence of sufficient labor market data (three matches) for a particular classification, CPS HR will look to other factors to develop a salary recommendation. Many salary recommendations are ultimately based upon internal equity with other classes.

There are many reasons a benchmark class may not have enough comparable data including:

- Differences in the delivery of services
- Differences in span of control
- Differences in organizational structure
- Differences in operational size
- The classification is not commonly found in other agencies
- Agency does not provide that service

Labor Market Benefits Collected

CPS HR collected numerous benefits and compensation practices (a variety of compensable factors), in addition to base salary, to complete the total compensation evaluation of the City in the labor market. When measuring the market, the goal is to identify an agency's competitive position in the labor market to attract and retain talent, in addition to promoting internal equity. This is done by measuring those

benefits that new employees would currently receive upon their date of hire. In addition, reported benefits and premium pay are those which all employees in the group would qualify for, versus premium pay provided to a limited group of employees, such as shift differentials, or assignment pay.

The benefits data collected for the study is presented in Table 4 below.

Table 4: Total Compensation Benefit Data Collected

Benefit or Pay Practice	Description
Comparable Classification Title	<p>CPS HR matched the City’s benchmark classifications to those in the labor market agencies.</p> <p>The methods used by CPS HR for matching classifications is discussed in the previous section.</p> <p>The term “No Comparable Class” is used CPS HR did not find a comparable classification within an agency to a specific benchmark classification. No compensation data will be presented for the benchmark classification for that agency.</p>
Minimum and Maximum Base Salary	The minimum and maximum <i>monthly</i> base salary. Where salary range was not available.
Deferred Compensation Contribution	The amount(s) the comparator agency pays into a deferred compensation plan on behalf of the employee. This can be expressed as either an annual dollar amount or as a percentage of salary; in many cases, this is a voluntary employee benefit.
Longevity Pay Practice	The amount(s) the agency pays for years of service with the agency; for this analysis, CPS HR has used the 10-year level for eligible employees, as this is a more common achievement. Longevity pay at the 10-year mark was calculated into total compensation only if it was an increase to base pay, not a one-time payout.
Education Incentive Pay Practice	The amounts the agency pays for the acquisition of education above that which is required for the classification.
Medical Plan Contributions	<p>Medical Insurance plan – For standards purposes, the family rate for the <i>most commonly used</i> plan is measured in the market. In some agencies, a flat employer contribution rate is utilized, regardless of the plan selected by employees.</p> <p>Dental Insurance plan – For standards purposes, the family rate for the most commonly used plan is measured in the market. If no amount is entered in the datasheets, the cost may be included in the medical plan costs or the agency does not offer or contribute towards a dental benefit (the benefits summary tables will provide more detail on this).</p>

Benefit or Pay Practice	Description
	<p>Vision Insurance plan - For standards purposes, the family rate for the most commonly used plan is measured in the market. If no amount is entered in the datasheets, the cost may be included in the medical plan costs or the agency does not offer or contribute to a vision benefit (the benefits summary tables will provide more detail on this).</p> <p>Life Insurance – These costs are for life insurance amounts provided to the employee, and the cost of the benefit (i.e. \$0.15/per thousand dollars or a flat rate).</p> <p>Long Term Disability – These costs are for long term disability amounts provided to the employee, the costs of benefit, and any maximum benefit amount, if applicable (i.e. 66% of base pay to maximum of \$5,000 at a cost of \$0.70 per hundred dollars).</p>
<i>Retirement Contribution</i>	Employer’s contribution to mandated retirement plans, such as the Arizona State Retirement System (ASRS) or Arizona Public Safety Retirement System (APRS). For the purposes of this study, the applicable ASRS or APRS contribution rate has been utilized in the total compensation calculations, although all tier rates (when applicable) have been captured in the benefits summary tables.
<i>Social Security (Medicare and FICA) Contributions</i>	These amounts reflect the cost of the employer’s contributions to Medicare (1.45%) and FICA (6.20% to maximum of \$118,500 for FY 2017), if the agency participates.
<i>Leave Practices</i>	For standards purposes, leave practices reflect leave accrual rates and maximums at one, five, ten, fifteen and 20 years; sick leave accrual rates and maximums; holiday hours, and any administrative leave allotted to employees.

IV. Survey Results

As indicated in the previous section, the survey involved the collection of total compensation data for the City’s survey classifications from each of the selected labor market agencies. All classifications met the requirement of three comparable classifications and thus are individually calculated and included in the overall City-wide results. The City should be aware that all data is as of January 1, 2017 and does not account for any adjustments since that time. As noted in the introduction section of this report, compensation data collection started in 2017, which is the reason for the January 1, 2017 effective date. According to background information shared with CPS HR, the City’s salary schedule as a whole has not been adjusted for over a decade. Consequently, the 2006-2007 Salary Schedule was used to make comparisons in this report. CPS HR does not believe that the January 1, 2017 effective date for data collection will negatively impact the results or recommendations of this report.

Detailed results and analyses are discussed below.

Compensation Results

The City's overall position within the labor market, and the averages for each classification, are presented in this section. Appendix A and B provide detailed results as described below.

- **Appendix A** presents all study classifications with total compensation results. Classifications are grouped by City pay/employee group and organized in alphabetical order. The classifications within each group are listed in Section III under Survey Classifications. The groups are presented in the following order and classifications are sorted alphabetically.

- [Appendix A-1](#): Executive
- [Appendix A-2](#): Safety – Fire
- [Appendix A-3](#): Safety – Police
- [Appendix A-4](#): Administrative/Management/Professional/Technical/Administrative

Note: The designation of “No Comparable Classifications” is used if an agency reported no comparable classification, or if a review of the duties and responsibilities assigned to the classification indicated that it was not comparable, or if the duties were significantly split among more than a single classification.

- [Appendix B](#) presents the collected benefit information for all employee groups. An analysis of these benefits is presented in Section V.

Note: The designation of “Not Applicable” is used if an agency does not provide a benefit; the designation of “Data Not Available” is used if an agency did not provide the needed information.

Comparable Classifications Results

CPS HR notes that the following classifications in this survey have special considerations with respect to the job matching strategy and/or results for some classifications is presented below.

- **Billing and Collections Manager** – The job matching strategy for this classification was to identify positions with duties and responsibilities related to overseeing utility service operations, including billing and collection, service connection/disconnection, and responding to customer service inquiries and complaints. At some agencies, these duties and functions are included in the Customer Service Manager class. The former classification title for this position was Utilities Director formerly in the Public Works Department. The Utilities division and management classification were moved over to the Finance Department as part of the city-wide classification study that preceded this compensation study.

- **Economic Development Manager** – Many agencies incorporate these duties into a broader classification of Community Planning and Development Director, with lower level managers over various sections such as community development, economic development, business development, grant administration, etc. As such, the matching strategy for this class was to look at multiple factors, including: organization structure, scope of duties/responsibilities performed, span of control, services, etc. The former classification title for this position was Community Development Director recommended for a title change as part of the city-wide classification study that preceded this compensation study.
- **Equipment Operator/Heavy Equipment Operator** – In some agencies, these positions are consolidated under the single classification of “Equipment Operator”, while at others, the duties/functions generally performed by equipment operators are included in the class specs for a “Maintenance Technician” (including a commercial driver’s license requirement). In cases where the job specs/descriptions revealed similar kinds of equipment operations and qualifications requirements, then they were considered reasonable matches for the classification.
- **Magistrate** – This classification had limited matches as many agencies utilize contract workers or other staff organized under the City Attorney’s office to perform this work.
- **Purchasing Coordinator** – This classification had limited matches as many agencies may utilize decentralized department staff in different job classes (i.e. administrative assistant, management analyst, etc.) to perform purchasing functions for their respective areas.
- **Risk Property Coordinator** – This classification had limited matches, as many agencies did not utilize this classification and/or the risk management function was decentralized under respective Department heads. Centralized risk management functions were typically organized under HR departments utilizing a "Risk" or "Safety" Manager classification.
- **Senior Services Manager** – This classification had limited matches, as many agencies with programs targeting adult and/or senior programs and activities, are structured under Community Services and/or Parks & Recreation programs. Frequent class titles performing this type of work include: Community Service Manager, Recreation Program Manager, Recreation Coordinator, etc.). The former classification title for this position was Senior Services Director recommended for a title change as part of the city-wide classification study that preceded this compensation study.

Labor Market Position by Employee Group

This section provides a summary of the City’s position within the labor market based on employee group/unit. Salary data is based on the City’s, and comparable agencies’, as of January 1, 2017. Table 5, and Figures 1 and 2, below summarize the market analysis city-wide and for each group. The detailed market analysis for the Executive, Fire, Police, and General Employees are shown in Tables 6 – 9 respectively.

In this study, all benchmark classifications are included in the analysis as all classifications surveyed met the minimum match criteria.

City of Lake Havasu is omitted from the survey results shown in Tables 5 - 9 as CPS HR was unable to collect benefits data from the agency; therefore, only base salary comparisons can be made. CPS HR presents Lake Havasu’s base salary compensation to the City’s and labor market averages in Table 10.

**Table 5: Agency Percent (%) Above/Below Labor Market Medians and Means
by Employee Group – All Groups**

Employee Group	Base Salary		Total Compensation	
	Agency % Above/Below Market Median	Agency % Above/Below Market Mean	Agency % Above/Below Market Median	Agency % Above/Below Market Mean
Executive	-56.33%	-55.52%	-47.98%	-47.45%
Fire	-50.50%	-57.29%	-53.29%	-56.31%
Police	-46.88%	-47.21%	-50.03%	-46.89%
General	-45.20%	-45.16%	-26.84%	-27.64%
All	-48.92%	-49.28%	-37.20%	-37.39%
<i>Average*</i>	-49.73%	-51.30%	-44.54%	-44.57%

*Average of Executive, Fire, Police, and General percentages.

Figure 1: Agency Percent (%) Above/Below Labor Market Medians and Means by Employee Group – Base Salary

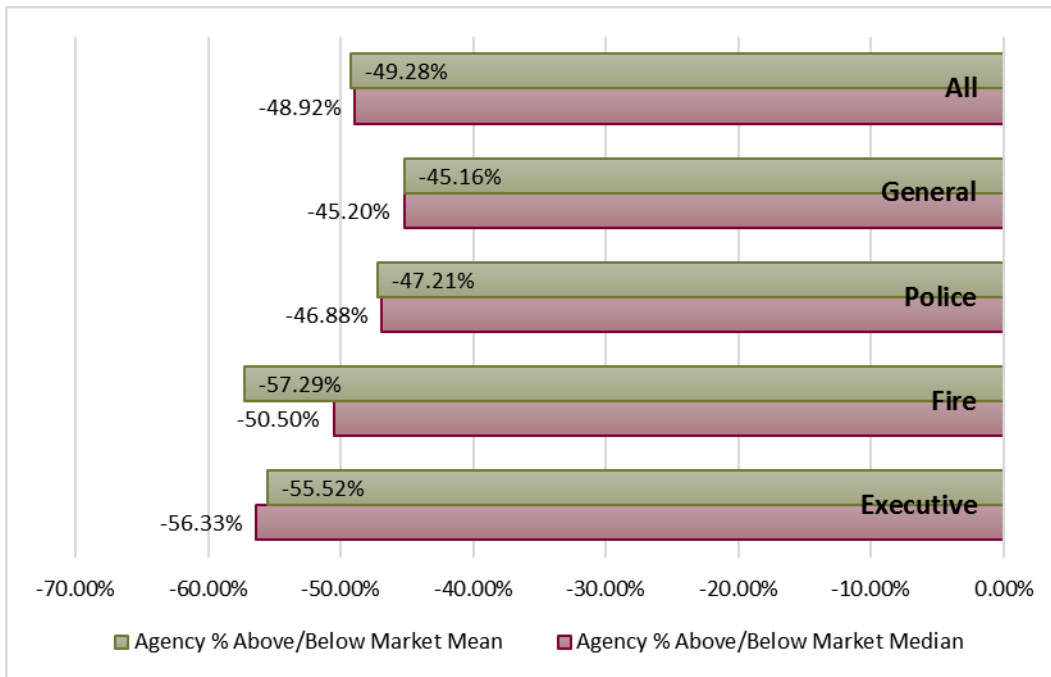
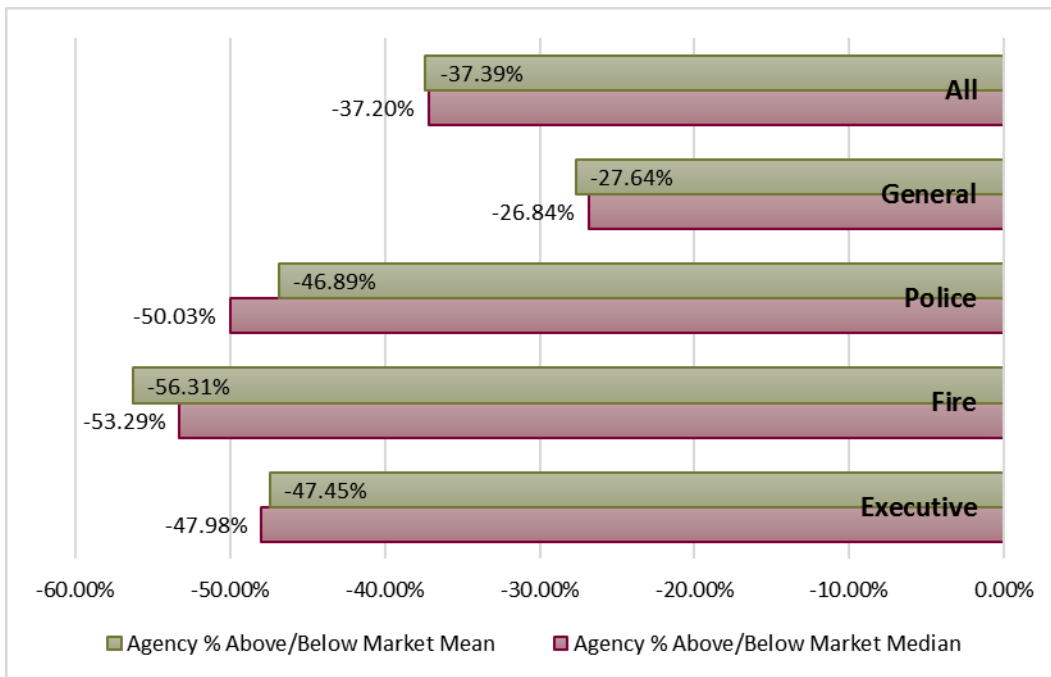


Figure 2: Agency Percent (%) Above/Below Labor Market Medians and Means by Employee Group – Total Compensation



Labor Market Position by Classification

This section provides a summary of the City's position within the labor market by classification. Tables 6 - 9 provide the following information for each classification and are arranged by employee group and sorted alphabetically. The tables identify the City's survey classification and number of comparable classifications identified within the analysis. The following data and calculations are presented for both base and total compensation.

- The City's minimum and maximum monthly salary for the survey classification.
- The labor market median and mean monthly maximum salary which is calculated using the maximum monthly salary for each of the comparable classes; that range of data is then computed to provide the median or mean amount.
- The percentage the City's maximum monthly salary is above or below the median and mean of the labor market; this number indicates what percentage of the City's salary is required to move it up or down to the market median or mean.

Use of Mid-point vs. Maximum Salary

CPS HR typically presents compensation data by using the monthly salary minimum and maximum format as represented in the tables above in this report. At the request of the City, compensation data will also be represented using salary mid-points in *supplemental reports*. As an example, CPS HR compiled the 2018 Proposed Salary Schedule with salary grades for all City classifications, which includes datasheets with salary minimum, mid-points, and maximum. The City's existing salary grades have a difference or spread of 35% from the minimum to maximum salary range. The same rationale was applied in new salary recommendations. In the City's case, CPS HR believes that the mid-points provide a better measure of current employer labor costs in the labor market and actual salaries rather than maximum salary ranges. The compensation findings indicate a noticeable disparity in the City's labor market position by using the salary maximum comparison. The City's existing pay system (based on the 2006-2007 Salary Schedule provided to CPS HR by the City) is lagging significantly in the labor market with some classifications behind by 40-50% or more when compared to benchmarks in the labor market. It is unlikely that the City will be able to move salary ranges up to meet the labor market median or mean. Other alternatives have been discussed with City management, such as five-year projections or plans to bring salaries up to the labor market over time. Additional considerations are addressed in the recommendations section of this report. CPS HR and City management included these factors during discussions about Proposed Salary Grade recommendations, implementation plans, and fiscal impact considerations. These discussions resulted in the City recommending a Point Factor Study, separate from the original scope of work, to determine market driven salary grade allocations citywide.

Further compounding the issue in the City is the lack of a formal policy or consistent practice for moving employees through the salary ranges. Per the City's request, CPS HR provides a recommendation for employee movement within a salary in the conclusion of this report.

Table 6: Agency Percent (%) Above/Below Labor Market Medians and Means by Employee Group – Executive Employees

Classification	# of matches	Base Salary					Total Compensation				
		City Max Base	Market Median	City % Above/Below Market Median	Market Mean	City % Above/Below Market Mean	Agency Max	Market Median	City % Above/Below Market Median	Market Mean	City % Above/Below Market Mean
City Attorney	5	\$9,547	\$13,391	-40.26%	\$13,057	-36.76%	\$12,780	\$16,517	-29.24%	\$16,254	-27.18%
City Clerk	9	\$5,278	\$9,686	-83.52%	\$10,176	-92.80%	\$7,700	\$12,326	-60.08%	\$13,073	-69.78%
City Manager	8	\$11,348	\$15,671	-38.09%	\$15,136	-33.38%	\$14,832	\$19,356	-30.50%	\$18,939	-27.69%
City Prosecutor	5	\$10,417	\$9,686	7.02%	\$10,644	-2.18%	Not included in Total Compensation				
Director of Finance	9	\$7,276	\$12,088	-66.14%	\$11,387	-56.49%	\$10,077	\$15,094	-49.78%	\$14,459	-43.48%
Director of Parks and Recreation	8	\$6,266	\$10,583	-68.90%	\$10,491	-67.43%	\$8,876	\$13,327	-50.15%	\$13,392	-50.89%
Director of Planning and Zoning	8	\$6,274	\$11,420	-82.02%	\$10,900	-73.73%	\$8,885	\$14,327	-61.25%	\$13,876	-56.18%
Director of Public Works	8	\$7,836	\$11,945	-52.44%	\$11,803	-50.62%	\$10,744	\$14,920	-38.87%	\$14,914	-38.82%
Human Resources Manager*	9	\$5,833	\$11,291	-93.57%	\$11,358	-94.72%	\$8,360	\$14,231	-70.22%	\$14,425	-72.55%
Magistrate	4	\$7,836	\$11,396	-45.42%	\$11,530	-47.14%	\$10,744	\$15,228	-41.74%	\$15,097	-40.52%
		Average		-56.33%			-55.52%		-47.98%		-47.45%

* Position with current salary of incumbent(s). No maximum salary available.

Table 7: Agency Percent (%) Above/Below Labor Market Medians and Means by Employee Group – Safety, Fire Employees

Classification	# of matches	Base Salary					Total Compensation				
		City Max Base	Market Median	City % Above/Below Market Median	Market Mean	City % Above/Below Market Mean	Agency Max	Market Median	City % Above/Below Market Median	Market Mean	City % Above/Below Market Mean
Fire Captain	6	\$4,901	\$7,003	-42.88%	\$7,528	-53.59%	\$7,342	\$10,731	-46.17%	\$11,158	-51.98%
Fire Chief	6	\$7,276	\$12,555	-72.55%	\$12,435	-70.90%	\$10,212	\$17,863	-74.92%	\$17,800	-74.31%
Fire Fighter	6	\$3,829	\$5,210	-36.05%	\$5,643	-47.36%	\$6,046	\$8,391	-38.78%	\$8,625	-42.64%
		Average		-50.50%		-57.29%		-53.29%		-56.31%	

Table 8: Agency Percent (%) Above/Below Labor Market Medians and Means by Employee Group – Safety, Police Employees

Classification	# of matches	Base Salary					Total Compensation				
		City Max Base	Market Median	City % Above/Below Market Median	Market Mean	City % Above/Below Market Mean	Agency Max	Market Median	City % Above/Below Market Median	Market Mean	City % Above/Below Market Mean
Police Chief	9	\$8,438	\$12,745	-51.04%	\$12,913	-53.03%	\$12,187	\$20,060	-64.61%	\$18,915	-55.21%
Police Communications Supervisor^	8		\$8,107		\$7,715			\$10,495		\$9,983	
Police Lieutenant	9	\$6,121	\$8,837	-44.37%	\$8,995	-46.95%	\$8,703	\$14,283	-64.11%	\$13,387	-53.82%
Police Officer	9	\$4,023	\$5,726	-42.33%	\$5,732	-42.48%	\$6,553	\$8,863	-35.25%	\$8,918	-36.10%
Police Sergeant	9	\$5,024	\$7,525	-49.78%	\$7,354	-46.37%	\$7,830	\$10,660	-36.14%	\$11,152	-42.43%
		Average		-46.88%		-47.21%		-50.03%		-46.89%	

^ New positions with no current salaries.

Table 9: Agency Percent (%) Above/Below Labor Market Medians and Means by Employee Group – General Employees

Classification	# of matches	Base Salary					Total Compensation				
		City Max Base	Market Median	City % Above/Below Market Median	Market Mean	City % Above/Below Market Mean	Agency Max	Market Median	City % Above/Below Market Median	Market Mean	City % Above/Below Market Mean
Accountant II	9	\$3,925	\$6,191	-57.73%	\$6,077	-54.83%	\$6,090	\$8,260	-35.64%	\$8,258	-35.60%
Administrative Assistant	9	\$3,145	\$4,190	-33.23%	\$4,284	-36.22%	\$5,162	\$5,970	-15.66%	\$6,128	-18.72%
Associate Planner^	9		\$6,271		\$6,362			\$8,432		\$8,594	
Billing and Collections Manager*	7	\$4,853	\$7,288	-50.18%	\$7,069	-45.66%	\$7,194	\$9,550	-32.75%	\$9,431	-31.09%
Building Inspector II	9	\$3,829	\$5,348	-39.67%	\$5,556	-45.10%	\$5,976	\$7,168	-19.95%	\$7,639	-27.84%
Chief Operator-Water/Wastewater	6	\$4,123	\$5,904	-43.20%	\$5,666	-37.42%	\$6,325	\$8,050	-27.27%	\$7,774	-22.89%
Contracts and Grant Coordinator	8	\$4,782	\$6,412	-34.09%	\$6,626	-38.57%	\$7,110	\$8,550	-20.26%	\$8,918	-25.43%
Custodian	7	\$2,065	\$3,035	-46.97%	\$2,990	-44.78%	\$3,876	\$4,660	-20.21%	\$4,498	-16.03%
Economic Development Manager*	6	\$5,333	\$9,740	-82.63%	\$9,470	-77.57%	\$7,765	\$12,951	-66.78%	\$12,202	-57.14%
Equipment Operator	7	\$2,847	\$4,199	-47.49%	\$4,237	-48.83%	\$4,807	\$6,053	-25.93%	\$6,127	-27.47%
Heavy Equipment Operator	7	\$3,143	\$4,334	-37.89%	\$4,416	-40.51%	\$5,159	\$6,127	-18.75%	\$6,341	-22.90%
HR Analyst^	8		\$5,564		\$5,435			\$7,645		\$7,499	
Information Technology Manager*	5	\$5,318	\$7,525	-41.50%	\$7,845	-47.53%	\$7,747	\$9,850	-27.13%	\$10,138	-30.85%
Maintenance Technician	7	\$2,778	\$3,791	-36.47%	\$3,804	-36.93%	\$4,725	\$5,541	-17.27%	\$5,581	-18.11%
Mechanic	8	\$3,384	\$4,616	-36.39%	\$4,587	-35.55%	\$5,446	\$6,333	-16.30%	\$6,488	-19.14%
Public Works Supervisor	9	\$5,278	\$7,243	-37.23%	\$7,373	-39.70%	\$7,700	\$9,753	-26.66%	\$9,793	-27.18%
Purchasing Coordinator^	5		\$6,382		\$6,613			\$9,414		\$9,039	
Recreation Specialist	9	\$3,221	\$4,288	-33.13%	\$4,595	-42.65%	\$5,252	\$6,110	-16.33%	\$6,495	-23.66%
Risk Property Coordinator	3	\$4,670	\$6,384	-36.70%	\$6,275	-34.36%	\$6,976	\$8,387	-20.23%	\$8,414	-20.60%
Senior Services Manager	5	\$4,440	\$7,458	-67.97%	\$7,623	-71.69%	\$6,703	\$9,753	-45.51%	\$10,168	-51.70%
Wastewater Operator	7	\$3,556	\$4,711	-32.48%	\$4,577	-28.71%	\$5,651	\$6,480	-14.68%	\$6,445	-14.07%
Water Supervisor	7	\$4,551	\$7,458	-63.88%	\$6,896	-51.52%	\$6,835	\$9,753	-42.69%	\$9,208	-34.72%
		Averages		-45.20%		-45.16%		-26.84%		-27.64%	

^ New positions with no current salaries
* Position with current salary of incumbent(s). No maximum salary available.

Table 10: Agency Percent (%) Above/Below City of Lake Havasu Base Salary

The City of Lake Havasu data is represented as base salary only. CPS HR was unable to obtain benefits information from Lake Havasu and benefits data was not found on the City’s website. The format below is not the same as the tables above with total compensation since benefits and other compensable factors are missing. Several fields contain “DNA” for data not available. Typically, CPS HR requires three matches to consider data valid; however, this section represents data for a single labor market agency. The summary below is included to show data collection efforts, and to provide additional input for salary determinations.

Classification	# of matches	City of San Luis Maximum Base Salary	City of Lake Havasu Maximum Salary	% Above/Below City Maximum	Labor Market Median
Executive					
City Attorney	0	\$9,547	DNA	DNA	\$13,391
City Clerk	1	\$5,278	\$7,426	-40.70%	\$9,686
City Manager	0	\$11,348	DNA	DNA	\$15,671
Director of Finance	1	\$7,276	\$6,514	10.47%	\$12,088
Director of Parks & Recreation	0	\$6,266	DNA	DNA	\$10,583
Director of Planning & Zoning	1	\$6,274	\$6,514	-3.83%	\$11,420
Director of Public Works	1	\$7,836	\$8,889	-13.44%	\$11,945
Human Resources Manager*	1	\$5,833	\$7,426	-27.31%	\$11,291
Magistrate	1	\$7,836	\$12,425	-58.56%	\$11,396
Safety, Fire					
Fire Captain	1	\$4,901	\$5,783	-18.00%	\$7,003
Fire Chief	1	\$7,276	\$8,889	-22.17%	\$12,555
Fire Fighter	1	\$3,829	\$3,980	-3.94%	\$5,210
Safety, Police					
Police Chief	1	\$8,438	\$8,889	-5.34%	\$12,745
Police Communications Supervisor^	1	New Position	\$5,335	DNA	\$8,107
Police Lieutenant	1	\$6,121	\$6,602	-7.86%	\$8,837
Police Officer	1	\$4,023	\$3,928	2.36%	\$5,726
Police Sergeant	1	\$5,024	\$5,571	-10.89%	\$7,525
General					
Accountant II^	1	New Position	\$4,177	DNA	\$6,191
Administrative Assistant	1	\$3,145	\$4,288	-36.34%	\$4,190
Billing and Collections Manager*	1	\$4,853	\$4,489	7.50%	\$7,288
Building Inspector II	1	\$3,829	\$3,851	-0.57%	\$5,348
Chief Operator	1	\$4,123	\$3,652	11.42%	\$5,904
City Prosecutor	1	\$10,417	\$6,514	37.47%	\$9,686
Contracts and Grant Coordinator	1	\$4,782	\$4,177	12.65%	\$6,412
Custodian	0	\$2,065	DNA	DNA	\$3,035

Classification	# of matches	City of San Luis Maximum Base Salary	City of Lake Havasu Maximum Salary	% Above/Below City Maximum	Labor Market Median
Economic Development Manager*	1	\$5,333	\$8,889	-66.68%	\$9,740
Equipment Operator	1	\$2,847	\$3,281	-15.24%	\$4,199
Heavy Equipment Operator	1	\$3,143	\$3,281	-4.39%	\$4,334
HR Analyst^	1	New Position	\$3,110	DNA	\$5,564
IT Manager*	1	\$5,318	\$6,514	-22.49%	\$7,525
Maintenance Technician	1	\$2,778	\$2,794	-0.58%	\$3,791
Mechanic	1	\$3,384	\$3,652	-7.92%	\$4,616
Planner^	1	New Position	\$4,872	DNA	\$6,271
Public Works Supervisor	1	\$5,278	\$6,514	-23.42%	\$7,243
Purchasing Coordinator^	1	New Position	\$4,065	DNA	\$6,382
Recreation Specialist	1	\$3,221	\$3,652	-13.38%	\$4,288
Risk Property Coordinator	1	\$4,670	\$4,489	3.88%	\$6,514
Senior Services Manager	1	\$4,440	\$7,426	-67.25%	\$7,458
Wastewater Operator	1	\$3,556	\$3,461	2.67%	\$4,711
Water Supervisor	1	\$4,551	\$4,744	-4.24%	\$7,458

^ New positions with no current salaries

* Position with current salary of incumbent(s). No maximum salary available.

V. Benefits Summary Tables

In addition to the base salary and total compensation data presented in the datasheets provided within [Appendix A](#), CPS HR presents additional benefit information for all surveyed classifications displayed in table format in [Appendix B](#).

A summary of each table is provided below:

Tables B-1 to B-11

■ Table B-1 -General Information

- The number of budgeted employees for the ten labor market agencies surveyed (8 cities/2 towns) ranged from a low of 252 to a high of 955.
- None of the agencies had adopted dates for the next cost of living adjustments.
- All ten agencies used the “mid-point” of the adopted salary range as the control point for comparing the relative market position of their respective jobs.

■ Table B-2 - Retirement Practices

- Five of the agencies contribute to both Social Security and Medicare; four agencies contribute to Medicare only.
- Employees at all ten agencies hold membership in either the Arizona State Retirement System (ASRS) or Arizona Public Safety Retirement System (APSRs) as applicable, except one agency contributes to a “401a” Plan for its none-safety employees.
- The agency average contribution rate for non-safety employees is 11.48%; the agency average for safety-police employees is 34.26%; and the average for safety-fire employees is 29.1%. The employer average total contribution across all retirement plans is 24.95%.

■ Table B-3 - Deferred Compensation, Longevity and Certification or Educational Incentive Pay Practices

- Nine agencies offered a deferred compensation plan with the “457” plan being most common; employee participation was voluntary and there was no employer match (except as provided to contract employees).
- Longevity Pay was provided by only one of the agencies (City of Yuma); with payment calculated as a lump sum percentage of the mid-point of the employee’s salary range at years: 3, 5, 10, 15, 20, and 25.
- Four agencies provided various levels of annual tuition reimbursement, ranging from \$450 per class, up a maximum \$5,250/year.

■ Table B-4 - Employee and Employer Contribution to Medical, Dental, Vision, Long Term Disability and Life Insurance

- Nine of the agencies provided health benefits within the framework of a cafeteria plan with pre-tax premium payments. Medical, dental and vision options were typically offered in the plans.
- Employer contributions range from a low of \$632/month (City of Florence) to \$1811/month (City of Buckeye).
- Five agencies provided LTD coverage with costs typically included as part of the ASRS/ASRS retirement plan contribution.
- Nine of the agencies provided life insurance; with a benefit amount based on a percentage of employee’s annual salary.

■ Table B-5 - Allowance Pay Practices

- Four agencies provided allowances to key management, administrative or safety personnel, who typically are subjected to 24/7 call-back or emergency response duties.

- The most common allowance was for telephone, ranging from \$50-\$100/month.
- Two agencies provided Uniform allowances to safety (fire/police) employees, ranging from \$659-\$1000/annual.

■ Table B-6 – Education/Certification Pay Incentives

- Seven agencies provided certification pay incentives to Safety employees (both fire and/or police), who attained special certification beyond requirements.
- Incentives for the “Paramedic Certification” was most common for Safety-Fire employees, and was calculated using various formulas (e.g. 10.00% differential in base pay, \$2.00/hour, \$379/month, etc.). Among fire employees, Incentives were also provided for HazMat and Special Operations Certifications, which ranged from \$0.75 to \$1.00/hour.
- “Skills” Pay incentives were provided to Police employees for certain certifications or training completed in areas such as: Field Training Officer, Investigations, Motorcycle, K-9, DUI, etc. Skills Pay ranged from \$1/hour to a flat monthly rate amount (i.e. level 1-\$43, level 2-\$87, etc.).

■ Table B-7: Comparison of Annual Compensation for Police Officer - Base Salary (midpoint) and Skill Pay

- Table B-7 shows the different types of Police Officer skill pay found in the City’s labor market and provides the annual compensation earned from each skill pay category. Weekly and monthly skill pay amounts were annualized for consistency in table comparisons. In addition to annual compensation for each skill pay category, the base salary midpoint for each agency is provided along with the total annual compensation of all possible skills pay categories.
- Figure B-1 - Comparison of Annual Compensation for Police Officer - Base Salary (midpoint) and Skill Pay
 - Figure B-1 shows a comparison of annual base pay (midpoint) and annual compensation earned from all Police Officer skill pay categories for each agency.
- Figure B-2 - Comparison of Annual Compensation for Police Officer - Skill Pay Only
 - Figure B-2 shows a comparison of annual compensation earned from each type of Police Officer skill pay found in the City’s labor market. Figure B-2 is comparison of skill pay only and does not include base pay.

■ Table B-8 - Comparison of Annual Compensation for Firefighter - Base Salary (midpoint) and Skill Pay

- Table B-8 shows the different types of Firefighter skill pay found in the City’s labor market and provides the annual compensation earned from each skill pay category. In addition

to annual compensation for each skill pay category, the base salary midpoint for each agency is provided along with the total annual compensation of all possible skills pay categories.

- Figure B-3 - Comparison of Annual Compensation for Firefighter - Base Salary (midpoint) and Skill Pay
 - Figure B-3 shows a comparison of annual base pay (midpoint) and annual compensation earned from all Firefighter skill pay categories for each agency.
- Figure B-4 - Comparison of Annual Compensation for Firefighter - Skill Pay Only
 - Figure B-4 shows a comparison of annual compensation earned from each type of Firefighter skill pay found in the City's labor market. Figure B-2 is comparison of skill pay only and does not include base pay.
- Table B-9 - Vacation Accrual
 - Vacation accrual rates for years 1, 5, 10 and 20 are displayed for all employee groups; the table also provides for a maximum accrual for each of these years.
 - Some agencies have elected to implement a PTO plan which combines vacation with sick leave.
- Table B-10 - Sick Leave, Holidays and Administrative Leave
 - The most common sick leave accrual is 96 hours per year, consistent with the City's practice; five agencies do not impose a limit on sick leave accruals for any of their employee groups, while four agencies have different maximum accruals for Non-safety and Safety employees.
 - All agencies provide holiday hours (which includes personal holidays) between 88 and 96 hours.
 - Three agencies provide some type of Administrative Leave, related to either job performance, workload/personal issues for FLSA exempt employees, or general management discretion.
- Table B-11 – Vacation and Sick Leave Cash-Out Practices
 - Five agencies have policies/practices that allow employees the option of “cashing out” a certain amount of accrued vacation leave once each calendar year. Restrictions on maximum number hours, available leave balances, to-date usage, etc. are as prescribed by the respective agencies leave policies/practices.
 - None of the agencies provide for accrued sick leave to be cashed-out.

VI. Recommendations

Employee Movement through Salary Ranges

The City requested a recommendation from CPS HR on how to address movement of employees through salary ranges. Implementation of a formal policy will help facilitate consistent and fair movement of employees through the proposed salary structure, rather than employees remaining stagnant in pay. Some salary guidelines that are typical of both public and private-sector organizations include: hiring pay, reclassifications, promotions, lateral moves, and demotions. Few policies specify plans to move employees through salary ranges other than through merit or promotional increases.

In addition to movement within a salary range, research shows that 5% to 10% difference between salary grades is generally a common practice. For this reason, CPS HR has created a proposed salary schedule with 7% to 10% difference between mid-point grades for the City's review. CPS HR would like to note that the City's most recent 2006-2007 Salary Schedule did not contain consistent mid-point differences. Some salary grades had 2.5% difference between grades, other grades had 5% difference, a couple of grades had 7% difference, and a handful of cases had over 10% difference between grades. Consistent application of salary grade differences and salary guidelines helps facilitate more accurate administration of a pay system and fair movement of employees. The City requested a Point Factor Study in May 2018. The results of this study will provide consistency in setting salary grades by focusing on market driven considerations, and CPS HR will apply consistent differentials between classification series to create a salary structure that will allow for effective movement of employees.

CPS HR did not find policies and practices for movement within a salary range in the City's labor market. However, examples exist in California agencies. The examples below are used in the City of Pasadena, California for two non-represented groups (with two options for interval movement within a salary range).

1) Non-Represented Non-Management Salary Resolution for classifications categorized as:

- a. Technical & Administrative
- b. Confidential & Clerical
- c. Hourly (at-will)

2) Non-Represented Management Salary Resolution for confidential employees in classifications categorized in five levels:

- Level 1 – Deputy Director Level Positions – At-will & confidential
- Level 2 – Management – At-will & confidential
- Level 3 – Safety Sworn Management
- Level 4 – Confidential – At-will

Level 5 – Police Civilian Administrators and Supervisors

Option 1: Movement within the Salary Range at 2.5% Intervals¹

In option one, three criteria must be met for movement within the salary range.

1. Individuals are eligible for movement within the established salary range during the performance evaluation process. During the performance evaluation process, an individual demonstrating the ability to consistently meet expectations for the position which results in accomplishments achieved during the review period are eligible for salary increases.
2. Salary adjustments should not exceed 2.5% of base pay at any one time.
3. Performance evaluations should occur with the timelines established by the City's policy on performance evaluations.

The key to implementing this option in the City will be to maintain a current Annual Performance Management Program that holds managers and direct supervisors accountable for conducting performance evaluations on a yearly basis. The performance management program will require establishing clearly outlined criteria for measuring employee performance and applying fair and consistent standards to all employees. This option is more financially conservative than say a 3%-5% salary movement option. However, it could lead to a perception issue amongst City employees about the length of time it takes to reach the salary maximum.

Option 2: Movement within the Salary Range at 3-5% Intervals²

In option two, individuals are eligible for movement within the established salary range during the annual performance evaluation process as determined by his/her supervisor and with approval of his/her department director. During the annual performance evaluation process, an individual demonstrating the ability to consistently meet expectations for the position which results in accomplishments achieved during the review period are eligible for salary increases up to the control rate. Salary adjustments should not exceed 3% of annual base pay at any one time, nor occur more frequently than once every twelve months. Salary adjustments up to a maximum of 5% per year may be granted with approval from the City Manager or designee (e.g., Assistant City Manager, City Attorney or Human Resources Manager, when applicable).

The same performance management standards mentioned above in option one apply here. However, there are the added elements of fiscal impact, long-term sustainability, and executive management approval required. The City will have to determine if 5% increases across classifications and salary ranges is financially sustainable. Criteria will have to be established and standards carried out consistently to avoid the perception of favoritism. In addition, departments will have to be monitored to assess the number of employees who receive 3%, 4%, or 5% increases. This becomes another administrative process to monitor and enforce, as well as time commitment for review by the City Manager or designee.

¹ <https://ww5.cityofpasadena.net/human-resources/wp-content/uploads/sites/55/2017/02/Non-Rep-Non-Management-Salary-Resolution.pdf>

² <https://ww5.cityofpasadena.net/human-resources/wp-content/uploads/sites/55/2017/02/Non-Rep-Management-Salary-Resolution.pdf>

A standard 2% - 5% increase is the most competitive way to attract and retain talent in the City. The City will allow employee movement within a salary range within a 7 year period at 5% (or more years with lower percentage increments) if employee performance evaluations are conducted annually and in a timely manner.

Salary Step Plans

CPS HR has observed that some agencies incorporate "Steps" in the salary schedules for general employees and public safety fire and police employees. The number of "Steps" used on the schedule typically depends on the job class with lower class positions having a greater range of steps; the average number of steps range from 1- 10. CPS HR is not recommending a salary step plan as part of this study.

The City would benefit from implementing a formal policy for employee movement within the ranges. Based on research conducted by CPS HR on a similar recent project, the "Compensation Standards & Practices"³ for the University of Texas at Dallas are very comprehensive and could be a good starting place for a policy. However, they do not address any formal movement through ranges except through merit, promotion, or internal equity adjustments.

VII. Next Steps

This report provides detailed information concerning the scope of the project, the methodology used to complete the total compensation study, as well as the results of the study which show where the City stands in comparison to the labor market.

Key Considerations

Implementing compensation results raises a host of questions about fiscal impact, long-term sustainability, and balancing the need for competitiveness in the City's labor market with a realistic look at City resources in order to prevent employee layoffs down the road. CPS HR elaborated on various considerations and options during meetings with City management from March through June 2018.

Possible solutions for an implementation plan could include a targeted effort to address employee groups in a strategic manner or on a calendar rolling basis. For example, the City could start with positions that currently have higher turnover, such as public safety positions due to salary disparities compared to the established labor market, or hard to recruit positions. The goal would be to address the City's pain points first, while balancing factors such as fairness and perception. Working with the City, CPS HR advised and developed several implementation considerations. Although this step is not part of the original scope of work, nor standard procedure for CPS HR, we recognize that the City is in a unique circumstance due to the length of time since the last review of the City's compensation practices. The salary schedule as a whole was last addressed by the City in 2006-2007. Therefore, any attempt to bring

³ <http://www.utdallas.edu/hr/compensation/standards/#pay>

the compensation plan up-to-date will require careful consideration and strategic implementation efforts that are financial viable.

Should you require any further information, or have questions and comments with respect to this compensation report, please contact Jennifer Ramos, at (916) 471-3125 or via email at jramos@cpshr.us.

Appendix A-1: Executive Datasheets

City Attorney

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	City Attorney	\$7,056	\$9,547				\$1,375	\$34	\$10			\$1,084	\$730	\$12,780
City of Apache Junction	City Attorney	\$11,833	\$11,833			\$885						\$1,358	\$784	\$14,860
City of Buckeye	No Comparable Class, Contracted Out													
City of Casa Grande	City Attorney	\$9,838	\$13,541			\$868						\$1,555	\$809	\$16,772
City of Florence	Data Not Available (Current Contract Not Available)													
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class, Contracted Out													
City of Oro Valley	Legal Services Director	\$9,207	\$13,810				\$1,095	\$71				\$1,585	\$812	\$17,374
City of Prescott Valley	Town Attorney	\$9,079	\$12,709		\$1,652	\$1,202						\$0	\$184	\$15,747
City of Sierra Vista	No Comparable Class													
City of Yuma	City Attorney	\$9,565	\$13,391			\$657					\$125	\$1,537	\$806	\$16,517

Base Salary Median	\$13,391
Base Salary Mean	\$13,057
Percentage Above or Below Median	-40.26%
Percentage Above or Below Mean	-36.76%

Base Salary 66th Percentile	\$13,487
Base Salary 75th Percentile	\$13,541
Percentage Above or Below 66th Percentile	-41.27%
Percentage Above or Below 75th Percentile	-41.84%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$16,517
Total Compensation Mean	\$16,254
Percentage Above or Below Median	-29.24%
Percentage Above or Below Mean	-27.18%

Total Compensation 66th Percentile	\$16,680
Total Compensation 75th Percentile	\$16,772
Percentage Above or Below 66th Percentile	-30.52%
Percentage Above or Below 75th Percentile	-31.24%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 5

City Clerk

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	City Clerk	\$3,901	\$5,278				\$1,375	\$34	\$10			\$599	\$404	\$7,700
City of Apache Junction	City Clerk	\$8,463	\$11,673			\$885						\$1,340	\$782	\$14,680
City of Buckeye	City Clerk	\$7,840	\$12,778				\$1,735	\$76				\$1,467	\$798	\$16,853
City of Casa Grande	City Clerk	\$6,961	\$9,618			\$868						\$1,104	\$736	\$12,326
City of Florence	Town Clerk	\$4,892	\$7,814			\$632						\$897	\$598	\$9,941
City of Lake Havasu	Data Not Available													
City of Maricopa	City Clerk	\$7,057	\$9,728			\$1,230					\$8	\$1,117	\$744	\$12,827
City of Oro Valley	Town Clerk	\$7,575	\$11,362				\$1,095	\$71				\$1,304	\$777	\$14,609
City of Prescott Valley	Town Clerk/Risk Management Director	\$6,919	\$9,686		\$1,259	\$1,202						\$0	\$140	\$12,288
City of Sierra Vista	City Clerk	\$6,299	\$9,448			\$807						\$1,085	\$723	\$12,062
City of Yuma	City Clerk	\$6,769	\$9,477			\$657					\$125	\$1,088	\$725	\$12,072

Base Salary Median	\$9,686
Base Salary Mean	\$10,176
Percentage Above or Below Median	-83.52%
Percentage Above or Below Mean	-92.80%

Base Salary 66th Percentile	\$10,186
Base Salary 75th Percentile	\$11,362
Percentage Above or Below 66th Percentile	-92.98%
Percentage Above or Below 75th Percentile	-115.27%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$12,326
Total Compensation Mean	\$13,073
Percentage Above or Below Median	-60.08%
Percentage Above or Below Mean	-69.78%

Total Compensation 66th Percentile	\$13,326
Total Compensation 75th Percentile	\$14,609
Percentage Above or Below 66th Percentile	-73.07%
Percentage Above or Below 75th Percentile	-89.74%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 9

City Manager

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	City Manager	\$8,388	\$11,348				\$1,375	\$34	\$10			\$1,288	\$777	\$14,832
City of Apache Junction	City Manager	\$12,500	\$12,500			\$885						\$1,435	\$794	\$15,614
City of Buckeye	City Manager	\$16,250	\$16,250		\$1,500		\$1,735	\$76				\$1,866	\$848	\$22,274
City of Casa Grande	City Manager	\$12,365	\$17,037			\$868						\$1,956	\$859	\$20,720
City of Florence	Data Not Available (Current Contract Not Available)													
City of Lake Havasu	Data Not Available													
City of Maricopa	City Manager	\$10,948	\$15,092			\$1,230					\$8	\$1,733	\$831	\$18,894
City of Oro Valley	Town Manager	\$11,571	\$17,626				\$1,095	\$71				\$2,023	\$868	\$21,683
City of Prescott Valley	Town Manager	\$10,527	\$14,738		\$1,916	\$1,202						\$0	\$214	\$18,070
City of Sierra Vista	City Manager	\$11,526	\$11,526			\$807						\$1,323	\$779	\$14,436
City of Yuma	City Administrator	\$11,654	\$16,315			\$657					\$125	\$1,873	\$849	\$19,819

Base Salary Median	\$15,671
Base Salary Mean	\$15,136
Percentage Above or Below Median	-38.09%
Percentage Above or Below Mean	-33.38%

Base Salary 66th Percentile	\$16,290
Base Salary 75th Percentile	\$16,496
Percentage Above or Below 66th Percentile	-43.55%
Percentage Above or Below 75th Percentile	-45.36%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$19,356
Total Compensation Mean	\$18,939
Percentage Above or Below Median	-30.50%
Percentage Above or Below Mean	-27.69%

Total Compensation 66th Percentile	\$20,378
Total Compensation 75th Percentile	\$20,961
Percentage Above or Below 66th Percentile	-37.39%
Percentage Above or Below 75th Percentile	-41.32%

Percentile of District class total compensation within labor market	12.5%
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Total Matc 8

City Prosecutor*

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	City Prosecutor*	\$10,417	\$10,417											N/A
City of Apache Junction	Assistant City Attorney/Prosecutor	\$6,631	\$9,604											N/A
City of Buckeye	No Comparable Class													
City of Casa Grande	City Prosecutor	\$6,205	\$8,572											N/A
City of Florence	No Comparable Class													
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	Legal Services Director	\$9,207	\$13,810											N/A
City of Prescott Valley	Prosecutor	\$6,919	\$9,686											N/A
City of Sierra Vista	No Comparable Class													
City of Yuma	City Prosecutor	\$8,248	\$11,547											N/A

Base Salary Median	\$9,686
Base Salary Mean	\$10,644
Percentage Above or Below Median	7.02%
Percentage Above or Below Mean	-2.18%

Base Salary 66th Percentile	\$10,877
Base Salary 75th Percentile	\$11,547
Percentage Above or Below 66th Percentile	-4.42%
Percentage Above or Below 75th Percentile	-10.85%

Percentile of District class base salary within total labor market	60.0%
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Total Compensation Median	N/A
Total Compensation Mean	N/A
Percentage Above or Below Median	N/A
Percentage Above or Below Mean	N/A

Total Compensation 66th Percentile	N/A
Total Compensation 75th Percentile	N/A
Percentage Above or Below 66th Percentile	N/A
Percentage Above or Below 75th Percentile	N/A

Percentile of District class total compensation within labor market	N/A
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Total Matc 5

* Position with current salary of incumbent(s). No maximum salary available.

Director of Finance*

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Director of Finance*	\$5,378	\$7,276				\$1,375	\$34	\$10			\$826	\$557	\$10,077
City of Apache Junction	Finance Director	\$8,463	\$12,257			\$885						\$1,407	\$790	\$15,339
City of Buckeye	Finance Director	\$8,644	\$14,089				\$1,735	\$76				\$1,617	\$817	\$18,334
City of Casa Grande	Finance Director	\$8,773	\$12,088			\$868						\$1,388	\$788	\$15,131
City of Florence	Finance Director	\$6,109	\$9,759			\$632						\$1,120	\$747	\$12,258
City of Lake Havasu	Data Not Available													
City of Maricopa	Director of Financial Services	\$7,780	\$10,725			\$1,230					\$8	\$1,231	\$768	\$13,962
City of Oro Valley	Finance Director	\$8,769	\$13,153				\$1,095	\$71				\$1,510	\$803	\$16,632
City of Prescott Valley	Finance Manager	\$5,821	\$8,148		\$1,059	\$1,202						\$0	\$118	\$10,527
City of Sierra Vista	Chief Financial Officer	\$8,103	\$10,129			\$807						\$1,163	\$759	\$12,858
City of Yuma	Director of Financial Services	\$8,665	\$12,131			\$657					\$125	\$1,393	\$788	\$15,094

Base Salary Median	\$12,088
Base Salary Mean	\$11,387
Percentage Above or Below Median	-66.14%
Percentage Above or Below Mean	-56.49%

Base Salary 66th Percentile	\$12,166
Base Salary 75th Percentile	\$12,257
Percentage Above or Below 66th Percentile	-67.21%
Percentage Above or Below 75th Percentile	-68.46%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$15,094
Total Compensation Mean	\$14,459
Percentage Above or Below Median	-49.78%
Percentage Above or Below Mean	-43.48%

Total Compensation 66th Percentile	\$15,189
Total Compensation 75th Percentile	\$15,339
Percentage Above or Below 66th Percentile	-50.73%
Percentage Above or Below 75th Percentile	-52.21%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 9

* Position with current salary of incumbent(s). No maximum salary available.

Director of Parks and Recreation*

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Director of Parks and Recreation*	\$6,266	\$6,266				\$1,375	\$34	\$10			\$711	\$479	\$8,876
City of Apache Junction	Recreation Superintendent	\$8,463	\$12,257			\$885						\$1,407	\$790	\$15,339
City of Buckeye	Community Services Director	\$7,840	\$12,778				\$1,735	\$76				\$1,467	\$798	\$16,853
City of Casa Grande	Recreation Program Superintendent	\$5,408	\$7,288			\$868						\$837	\$558	\$9,550
City of Florence	Park and Recreation Director	\$5,673	\$9,062			\$632						\$1,040	\$693	\$11,428
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	Parks and Recreation Director	\$7,953	\$11,930				\$1,095	\$71				\$1,370	\$785	\$15,251
City of Prescott Valley	Parks and Recreation Director	\$7,270	\$10,176		\$1,323	\$1,202						\$0	\$148	\$12,848
City of Sierra Vista	Leisure Services Manager	\$6,299	\$9,448			\$807						\$1,085	\$723	\$12,062
City of Yuma	Director of Parks and Recreation	\$7,850	\$10,990			\$657					\$125	\$1,262	\$772	\$13,805

Base Salary Median	\$10,583
Base Salary Mean	\$10,491
Percentage Above or Below Median	-68.90%
Percentage Above or Below Mean	-67.43%

Base Salary 66th Percentile	\$11,573
Base Salary 75th Percentile	\$12,012
Percentage Above or Below 66th Percentile	-84.69%
Percentage Above or Below 75th Percentile	-91.70%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$13,327
Total Compensation Mean	\$13,392
Percentage Above or Below Median	-50.15%
Percentage Above or Below Mean	-50.89%

Total Compensation 66th Percentile	\$14,701
Total Compensation 75th Percentile	\$15,273
Percentage Above or Below 66th Percentile	-65.64%
Percentage Above or Below 75th Percentile	-72.08%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 8

* Position with current salary of incumbent(s). No maximum salary available.



Director of Planning and Zoning*

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Director of Planning and Zoning*	\$4,637	\$6,274				\$1,375	\$34	\$10			\$712	\$480	\$8,885
City of Apache Junction	Development Services Director	\$8,463	\$12,257			\$885						\$1,407	\$790	\$15,339
City of Buckeye	Development Services Director	\$7,840	\$12,778				\$1,735	\$76				\$1,467	\$798	\$16,853
City of Casa Grande	Planning and Development Director	\$7,998	\$11,038			\$868						\$1,267	\$772	\$13,945
City of Florence	Community Development Director	\$5,815	\$9,288			\$632						\$1,066	\$711	\$11,697
City of Lake Havasu	Data Not Available													
City of Maricopa	Planning and Zoning Administrator	\$6,096	\$8,404			\$1,230					\$8	\$965	\$643	\$11,250
City of Oro Valley	No Comparable Class													
City of Prescott Valley	Community Development Director	\$8,431	\$11,802		\$1,534	\$1,202						\$0	\$171	\$14,709
City of Sierra Vista	Director of Community Development	\$8,103	\$12,154			\$807						\$1,395	\$788	\$15,145
City of Yuma	Planning Manager	\$6,769	\$9,477			\$657					\$125	\$1,088	\$725	\$12,072

Base Salary Median	\$11,420
Base Salary Mean	\$10,900
Percentage Above or Below Median	-82.02%
Percentage Above or Below Mean	-73.73%

Base Salary 66th Percentile	\$12,020
Base Salary 75th Percentile	\$12,180
Percentage Above or Below 66th Percentile	-91.59%
Percentage Above or Below 75th Percentile	-94.13%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$14,327
Total Compensation Mean	\$13,876
Percentage Above or Below Median	-61.25%
Percentage Above or Below Mean	-56.18%

Total Compensation 66th Percentile	\$14,979
Total Compensation 75th Percentile	\$15,193
Percentage Above or Below 66th Percentile	-68.59%
Percentage Above or Below 75th Percentile	-71.00%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 8

* Position with current salary of incumbent(s). No maximum salary available.

Director of Public Works

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Director of Public Works	\$5,792	\$7,836				\$1,375	\$34	\$10			\$889	\$599	\$10,744
City of Apache Junction	Public Works Director	\$8,463	\$12,257			\$885						\$1,407	\$790	\$15,339
City of Buckeye	Public Works Director	\$8,644	\$14,089				\$1,735	\$76				\$1,617	\$817	\$18,334
City of Casa Grande	Public Works Director	\$8,773	\$12,088			\$868						\$1,388	\$788	\$15,131
City of Florence	Public Works Director	\$6,109	\$9,759			\$632						\$1,120	\$747	\$12,258
City of Lake Havasu	Data Not Available													
City of Maricopa	Public Works Director/City Engineer	\$7,780	\$10,725			\$1,230					\$8	\$1,231	\$768	\$13,962
City of Oro Valley	No Comparable Class													
City of Prescott Valley	Public Works Director	\$8,431	\$11,802		\$1,534	\$1,202						\$0	\$171	\$14,709
City of Sierra Vista	Director of Public Works	\$8,103	\$12,154			\$807						\$1,395	\$788	\$15,145
City of Yuma	Director Public Works	\$8,248	\$11,547			\$657					\$125	\$1,326	\$780	\$14,434

Base Salary Median	\$11,945
Base Salary Mean	\$11,803
Percentage Above or Below Median	-52.44%
Percentage Above or Below Mean	-50.62%

Base Salary 66th Percentile	\$12,129
Base Salary 75th Percentile	\$12,180
Percentage Above or Below 66th Percentile	-54.78%
Percentage Above or Below 75th Percentile	-55.43%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$14,920
Total Compensation Mean	\$14,914
Percentage Above or Below Median	-38.87%
Percentage Above or Below Mean	-38.82%

Total Compensation 66th Percentile	\$15,140
Total Compensation 75th Percentile	\$15,193
Percentage Above or Below 66th Percentile	-40.91%
Percentage Above or Below 75th Percentile	-41.41%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 8



Human Resources Manager*

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Human Resources Manager*	\$5,833	\$5,833				\$1,375	\$34	\$10			\$662	\$446	\$8,360
City of Apache Junction	Human Resource Director	\$8,463	\$12,257			\$885						\$1,407	\$790	\$15,339
City of Buckeye	Human Resources Director	\$7,840	\$12,778				\$1,735	\$76				\$1,467	\$798	\$16,853
City of Casa Grande	HR Director	\$8,187	\$11,291			\$868						\$1,296	\$776	\$14,231
City of Florence	Human Resource Director	\$5,400	\$8,625			\$632						\$990	\$660	\$10,907
City of Lake Havasu	Data Not Available													
City of Maricopa	Director of Human Resources	\$7,780	\$10,725			\$1,230					\$8	\$1,231	\$768	\$13,962
City of Oro Valley	Human Resources Director	\$8,351	\$12,527				\$1,095	\$71				\$1,438	\$794	\$15,925
City of Prescott Valley	Human Resource Director	\$8,431	\$11,802		\$1,534	\$1,202						\$0	\$171	\$14,709
City of Sierra Vista	Chief Human Resources Officer	\$7,484	\$11,226			\$807						\$1,289	\$775	\$14,097
City of Yuma	Director of HR	\$7,850	\$10,990			\$657					\$125	\$1,262	\$772	\$13,805

Base Salary Median	\$11,291
Base Salary Mean	\$11,358
Percentage Above or Below Median	-93.57%
Percentage Above or Below Mean	-94.72%

Base Salary 66th Percentile	\$11,929
Base Salary 75th Percentile	\$12,257
Percentage Above or Below 66th Percentile	-104.52%
Percentage Above or Below 75th Percentile	-110.13%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$14,231
Total Compensation Mean	\$14,425
Percentage Above or Below Median	-70.22%
Percentage Above or Below Mean	-72.55%

Total Compensation 66th Percentile	\$14,886
Total Compensation 75th Percentile	\$15,339
Percentage Above or Below 66th Percentile	-78.05%
Percentage Above or Below 75th Percentile	-83.48%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 9

* Position with current salary of incumbent(s). No maximum salary available.

Magistrate

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Magistrate	\$5,792	\$7,836				\$1,375	\$34	\$10			\$889	\$599	\$10,744
City of Apache Junction	Magistrate	\$10,916	\$10,916			\$885						\$1,253	\$771	\$13,825
City of Buckeye	Presiding Judge	\$11,875	\$11,875		\$1,250		\$1,735	\$76				\$1,363	\$784	\$17,084
City of Casa Grande	No Comparable Class													
City of Florence	Contracted													
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class, Contracted Out													
City of Oro Valley	Magistrate Judge	\$8,769	\$13,153				\$1,095	\$71				\$1,510	\$803	\$16,632
City of Prescott Valley	Magistrate	\$7,270	\$10,176		\$1,323	\$1,202						\$0	\$148	\$12,848
City of Sierra Vista	No Comparable Class, Contracted Out													
City of Yuma	No Comparable Class													

Base Salary Median	\$11,396
Base Salary Mean	\$11,530
Percentage Above or Below Median	-45.42%
Percentage Above or Below Mean	-47.14%

Base Salary 66th Percentile	\$11,856
Base Salary 75th Percentile	\$12,195
Percentage Above or Below 66th Percentile	-51.30%
Percentage Above or Below 75th Percentile	-55.62%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$15,228
Total Compensation Mean	\$15,097
Percentage Above or Below Median	-41.74%
Percentage Above or Below Mean	-40.52%

Total Compensation 66th Percentile	\$16,576
Total Compensation 75th Percentile	\$16,745
Percentage Above or Below 66th Percentile	-54.28%
Percentage Above or Below 75th Percentile	-55.86%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 4

Appendix A-2: Safety, Fire Datasheets

Fire Captain

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Fire Captain	\$3,623	\$4,901				\$1,375	\$34	\$10			\$647	\$375	\$7,342
City of Apache Junction	No Comparable Class, Contracted Out													
City of Buckeye	Fire Captain	\$6,005	\$8,048				\$1,735	\$76				\$1,045	\$117	\$11,020
City of Casa Grande	Fire Captain	\$7,571	\$10,441			\$868						\$3,017	\$151	\$14,478
City of Florence	Fire Captain	\$3,896	\$6,030			\$632						\$3,052	\$87	\$9,801
City of Lake Havasu	Data Not Available													
City of Maricopa	Fire Captain	\$6,182	\$6,958		\$70	\$1,230					\$8	\$910	\$532	\$9,708
City of Oro Valley	No Comparable Class, Contracted Out													
City of Prescott Valley	No Comparable Class, Contracted Out													
City of Sierra Vista	Fire Captain	\$4,934	\$6,641			\$807						\$2,486	\$508	\$10,442
City of Yuma	Fire Captain	\$5,033	\$7,047			\$657					\$125	\$3,566	\$102	\$11,498

Base Salary Median	\$7,003
Base Salary Mean	\$7,528
Percentage Above or Below Median	-42.88%
Percentage Above or Below Mean	-53.59%

Total Compensation Median	\$10,731
Total Compensation Mean	\$11,158
Percentage Above or Below Median	-46.17%
Percentage Above or Below Mean	-51.98%

Base Salary 66th Percentile	\$7,347
Base Salary 75th Percentile	\$7,798
Percentage Above or Below 66th Percentile	-49.91%
Percentage Above or Below 75th Percentile	-59.11%

Total Compensation 66th Percentile	\$11,164
Total Compensation 75th Percentile	\$11,378
Percentage Above or Below 66th Percentile	-52.05%
Percentage Above or Below 75th Percentile	-54.98%

Percentile of District class base salary within total labor market	0.0%
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Percentile of District class total compensation within labor market	0.0%
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Total Matc 6

Fire Chief

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Fire Chief	\$5,378	\$7,276				\$1,375	\$34	\$10			\$960	\$557	\$10,212
City of Apache Junction	No Comparable Class, Contracted Out													
City of Buckeye	Fire Chief	\$9,076	\$14,794				\$1,735	\$76				\$1,920	\$215	\$18,740
City of Casa Grande	Fire Chief	\$8,975	\$12,365			\$868						\$3,573	\$179	\$16,986
City of Florence	Fire Chief	\$6,262	\$10,003			\$632						\$5,063	\$145	\$15,843
City of Lake Havasu	Data Not Available													
City of Maricopa	Fire Chief	\$7,780	\$10,725		\$107	\$1,230					\$8	\$1,403	\$768	\$14,241
City of Oro Valley	No Comparable Class, Contracted Out													
City of Prescott Valley	No Comparable Class, Contracted Out													
City of Sierra Vista	Fire Chief	\$9,318	\$13,977			\$807						\$5,233	\$815	\$20,832
City of Yuma	Fire Chief	\$9,104	\$12,745			\$657					\$125	\$6,450	\$185	\$20,162

Base Salary Median	\$12,555
Base Salary Mean	\$12,435
Percentage Above or Below Median	-72.55%
Percentage Above or Below Mean	-70.90%

Total Compensation Median	\$17,863
Total Compensation Mean	\$17,800
Percentage Above or Below Median	-74.92%
Percentage Above or Below Mean	-74.31%

Base Salary 66th Percentile	\$13,115
Base Salary 75th Percentile	\$13,669
Percentage Above or Below 66th Percentile	-80.24%
Percentage Above or Below 75th Percentile	-87.86%

Total Compensation 66th Percentile	\$19,166
Total Compensation 75th Percentile	\$19,806
Percentage Above or Below 66th Percentile	-87.68%
Percentage Above or Below 75th Percentile	-93.95%

Percentile of District class base salary within total labor market	0.0%
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Percentile of District class total compensation within labor market	0.0%
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Total Matc 6

Fire Fighter

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Fire Fighter	\$2,830	\$3,829				\$1,375	\$34	\$10			\$505	\$293	\$6,046
City of Apache Junction	No Comparable Class, Contracted Out													
City of Buckeye	Firefighter	\$3,860	\$5,987				\$1,735	\$76				\$777	\$87	\$8,662
City of Casa Grande	Fire Fighter	\$5,618	\$7,751			\$868						\$2,240	\$112	\$10,971
City of Florence	Firefighter	\$3,043	\$4,711			\$632						\$2,384	\$68	\$7,796
City of Lake Havasu	Data Not Available													
City of Maricopa	Firefighter	\$4,084	\$5,174		\$52	\$1,230					\$8	\$677	\$396	\$7,536
City of Oro Valley	No Comparable Class, Contracted Out													
City of Prescott Valley	No Comparable Class, Contracted Out													
City of Sierra Vista	Firefighter/ EMT	\$3,516	\$5,245			\$807						\$1,964	\$401	\$8,417
City of Yuma	Fire Fighter/EMT	\$3,562	\$4,987			\$657					\$125	\$2,524	\$72	\$8,365

Base Salary Median	\$5,210
Base Salary Mean	\$5,643
Percentage Above or Below Median	-36.05%
Percentage Above or Below Mean	-47.36%

Base Salary 66th Percentile	\$5,468
Base Salary 75th Percentile	\$5,802
Percentage Above or Below 66th Percentile	-42.79%
Percentage Above or Below 75th Percentile	-51.51%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$8,391
Total Compensation Mean	\$8,625
Percentage Above or Below Median	-38.78%
Percentage Above or Below Mean	-42.64%

Total Compensation 66th Percentile	\$8,490
Total Compensation 75th Percentile	\$8,601
Percentage Above or Below 66th Percentile	-40.42%
Percentage Above or Below 75th Percentile	-42.25%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 6

Appendix A-3: Safety, Police Datasheets

Police Chief

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Police Chief	\$6,237	\$8,438				\$1,375	\$34	\$10			\$1,684	\$646	\$12,187
City of Apache Junction	Director of Public Safety/Police Chief	\$8,886	\$12,870			\$885						\$5,940	\$799	\$20,493
City of Buckeye	Police Chief	\$9,530	\$15,532				\$1,735	\$76				\$3,151	\$837	\$21,332
City of Casa Grande	Police Chief	\$9,185	\$12,649			\$868						\$5,748	\$796	\$20,060
City of Florence	Police Chief	\$6,579	\$10,509			\$632						\$4,520	\$765	\$16,426
City of Lake Havasu	Data Not Available													
City of Maricopa	Chief of Police	\$7,780	\$10,725			\$1,230					\$8	\$1,322	\$768	\$14,053
City of Oro Valley	Police Chief	\$9,667	\$14,501				\$1,095	\$71				\$3,720	\$823	\$20,209
City of Prescott Valley	Police Chief	\$9,079	\$12,709		\$1,652	\$1,202						\$0	\$184	\$15,747
City of Sierra Vista	Police Chief	\$9,318	\$13,977			\$807						\$6,510	\$815	\$22,109
City of Yuma	Chief of Police	\$9,104	\$12,745			\$657					\$125	\$5,482	\$797	\$19,806

Base Salary Median	\$12,745
Base Salary Mean	\$12,913
Percentage Above or Below Median	-51.04%
Percentage Above or Below Mean	-53.03%

Base Salary 66th Percentile	\$13,180
Base Salary 75th Percentile	\$13,977
Percentage Above or Below 66th Percentile	-56.20%
Percentage Above or Below 75th Percentile	-65.64%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$20,060
Total Compensation Mean	\$18,915
Percentage Above or Below Median	-64.61%
Percentage Above or Below Mean	-55.21%

Total Compensation 66th Percentile	\$20,289
Total Compensation 75th Percentile	\$20,493
Percentage Above or Below 66th Percentile	-66.48%
Percentage Above or Below 75th Percentile	-68.16%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 9

Police Communications Supervisor^

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	New Position													
City of Apache Junction	Police Telecommunications Administrator	\$4,713	\$6,825			\$885						\$784	\$522	\$9,016
City of Buckeye	Police Support Services Administrator	\$6,250	\$9,377				\$1,735	\$76				\$1,076	\$717	\$12,982
City of Casa Grande	Public Safety Communications Manager	\$5,932	\$8,187			\$868						\$940	\$626	\$10,621
City of Florence	Police Support Services Manager	\$4,093	\$6,335			\$632						\$727	\$485	\$8,179
City of Lake Havasu	Data Not Available													
City of Maricopa	Public Safety Communications Manager	\$6,401	\$8,824			\$1,230					\$8	\$1,013	\$675	\$11,750
City of Oro Valley	Police Communications Manager	\$5,935	\$8,902				\$1,095	\$71				\$1,022	\$681	\$11,771
City of Prescott Valley	No Comparable Class													
City of Sierra Vista	Communications Administrator	\$5,351	\$8,026			\$807						\$921	\$614	\$10,368
City of Yuma	911 Emergency Dispatcher Supervisor	\$3,743	\$5,240			\$657					\$125	\$602	\$401	\$7,024

Base Salary Median	\$8,107
Base Salary Mean	\$7,715
Percentage Above or Below Median	
Percentage Above or Below Mean	

Total Compensation Median	\$10,495
Total Compensation Mean	\$10,214
Percentage Above or Below Median	
Percentage Above or Below Mean	

Base Salary 66th Percentile	\$8,582
Base Salary 75th Percentile	\$8,844
Percentage Above or Below 66th Percentile	
Percentage Above or Below 75th Percentile	

Total Compensation 66th Percentile	\$11,321
Total Compensation 75th Percentile	\$11,755
Percentage Above or Below 66th Percentile	
Percentage Above or Below 75th Percentile	

Percentile of District class base salary within total labor market	
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Percentile of District class total compensation within labor market	
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Total Matc 8

^ New position with no current salaries

Police Lieutenant

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Police Lieutenant	\$4,524	\$6,121				\$1,375	\$34	\$10			\$695	\$468	\$8,703
City of Apache Junction	Lieutenant	\$6,805	\$8,711			\$885						\$4,020	\$666	\$14,283
City of Buckeye	Police Lieutenant	\$7,807	\$9,759				\$1,735	\$76				\$1,980	\$747	\$14,297
City of Casa Grande	Police Lieutenant	\$6,494	\$8,975			\$868						\$1,030	\$687	\$11,560
City of Florence	Police Lieutenant	\$5,139	\$8,210			\$632						\$3,531	\$628	\$13,001
City of Lake Havasu	Data Not Available													
City of Maricopa	Police Lieutenant	\$6,401	\$8,824			\$1,230					\$8	\$1,088	\$675	\$11,825
City of Oro Valley	Police Lieutenant	\$7,214	\$10,821				\$1,095	\$71				\$2,776	\$769	\$15,532
City of Prescott Valley	Police Lieutenant	\$5,406	\$7,568			\$1,202						\$1,960	\$110	\$10,840
City of Sierra Vista	Police Lieutenant	\$6,637	\$8,837			\$807						\$4,116	\$676	\$14,436
City of Yuma	Police Lieutenant	\$6,604	\$9,246			\$657					\$125	\$3,977	\$707	\$14,712

Base Salary Median	\$8,837
Base Salary Mean	\$8,995
Percentage Above or Below Median	-44.37%
Percentage Above or Below Mean	-46.95%

Base Salary 66th Percentile	\$9,051
Base Salary 75th Percentile	\$9,246
Percentage Above or Below 66th Percentile	-47.87%
Percentage Above or Below 75th Percentile	-51.05%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$14,283
Total Compensation Mean	\$13,387
Percentage Above or Below Median	-64.11%
Percentage Above or Below Mean	-53.82%

Total Compensation 66th Percentile	\$14,336
Total Compensation 75th Percentile	\$14,436
Percentage Above or Below 66th Percentile	-64.72%
Percentage Above or Below 75th Percentile	-65.88%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 9

Police Officer

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Police Officer	\$2,973	\$4,023				\$1,375	\$34	\$10			\$803	\$308	\$6,553
City of Apache Junction	Police Officer	\$4,274	\$5,892			\$885						\$2,719	\$451	\$9,947
City of Buckeye	Police Officer	\$4,517	\$6,413				\$1,735	\$76				\$1,301	\$491	\$10,016
City of Casa Grande	Police Officer	\$4,294	\$5,932			\$868						\$681	\$454	\$7,935
City of Florence	Police Officer	\$3,529	\$5,463			\$632						\$2,350	\$418	\$8,863
City of Lake Havasu	Data Not Available													
City of Maricopa	Police Officer	\$4,142	\$5,669			\$1,230					\$8	\$699	\$434	\$8,040
City of Oro Valley	Police Officer	\$4,091	\$5,482				\$1,095	\$71				\$1,406	\$419	\$8,474
City of Prescott Valley	Police Officer	\$3,732	\$5,226			\$1,202						\$1,354	\$76	\$7,857
City of Sierra Vista	Police Officer	\$4,090	\$5,726			\$807						\$2,667	\$438	\$9,638
City of Yuma	Police Officer	\$4,131	\$5,783			\$657					\$125	\$2,487	\$442	\$9,495

Base Salary Median	\$5,726
Base Salary Mean	\$5,732
Percentage Above or Below Median	-42.33%
Percentage Above or Below Mean	-42.48%

Base Salary 66th Percentile	\$5,814
Base Salary 75th Percentile	\$5,892
Percentage Above or Below 66th Percentile	-44.51%
Percentage Above or Below 75th Percentile	-46.46%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$8,863
Total Compensation Mean	\$8,918
Percentage Above or Below Median	-35.25%
Percentage Above or Below Mean	-36.10%

Total Compensation 66th Percentile	\$9,535
Total Compensation 75th Percentile	\$9,638
Percentage Above or Below 66th Percentile	-45.51%
Percentage Above or Below 75th Percentile	-47.09%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 9

Police Sergeant

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Police Sergeant	\$3,713	\$5,024				\$1,375	\$34	\$10			\$1,003	\$384	\$7,830
City of Apache Junction	Sergeant	\$5,878	\$7,525			\$885						\$3,473	\$576	\$12,458
City of Buckeye	Police Sergeant	\$6,160	\$8,010				\$1,735	\$76				\$1,625	\$613	\$12,059
City of Casa Grande	Police Sergeant	\$5,536	\$7,634			\$868						\$876	\$584	\$9,962
City of Florence	Police Sergeant	\$4,300	\$6,656			\$632						\$2,863	\$509	\$10,660
City of Lake Havasu	Data Not Available													
City of Maricopa	Police Sergeant	\$5,881	\$7,442			\$1,230					\$8	\$918	\$569	\$10,167
City of Oro Valley	Police Sergeant	\$6,151	\$6,790				\$1,095	\$71				\$1,742	\$519	\$10,217
City of Prescott Valley	Police Sergeant	\$4,777	\$6,689			\$1,202						\$1,732	\$97	\$9,720
City of Sierra Vista	Police Sergeant	\$6,067	\$7,848			\$807						\$3,656	\$600	\$12,911
City of Yuma	Police Sergeant	\$5,420	\$7,589			\$657					\$125	\$3,264	\$581	\$12,216

Base Salary Median	\$7,525
Base Salary Mean	\$7,354
Percentage Above or Below Median	-49.78%
Percentage Above or Below Mean	-46.37%

Base Salary 66th Percentile	\$7,602
Base Salary 75th Percentile	\$7,634
Percentage Above or Below 66th Percentile	-51.31%
Percentage Above or Below 75th Percentile	-51.95%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$10,660
Total Compensation Mean	\$11,152
Percentage Above or Below Median	-36.14%
Percentage Above or Below Mean	-42.43%

Total Compensation 66th Percentile	\$12,103
Total Compensation 75th Percentile	\$12,216
Percentage Above or Below 66th Percentile	-54.57%
Percentage Above or Below 75th Percentile	-56.01%

Percentile of District class total compensation within labor market	0.0%
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Appendix A-4: General Classification Datasheets

Administrative Assistant

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Administrative Assistant	\$2,323	\$3,145				\$1,375	\$34	\$10			\$357	\$241	\$5,162
City of Apache Junction	Administrative Assistant	\$2,893	\$4,190			\$885						\$481	\$321	\$5,877
City of Buckeye	Executive Assistant	\$3,479	\$4,871				\$1,735	\$76				\$559	\$373	\$7,614
City of Casa Grande	Administrative Assistant	\$3,339	\$4,606			\$868						\$529	\$352	\$6,355
City of Florence	Administrative Assistant	\$2,658	\$3,865			\$632						\$444	\$296	\$5,236
City of Lake Havasu	Data Not Available													
City of Maricopa	Administrative Assistant	\$2,932	\$4,042			\$1,230					\$8	\$464	\$309	\$6,053
City of Oro Valley	Senior Office Specialist	\$3,305	\$4,957				\$1,095	\$71				\$569	\$379	\$7,071
City of Prescott Valley	Administrative Support II	\$2,642	\$3,699		\$481	\$1,202						\$0	\$54	\$5,436
City of Sierra Vista	Department Specialist	\$2,975	\$4,334			\$807						\$498	\$332	\$5,970
City of Yuma	Administrative Specialist	\$2,892	\$3,993			\$657					\$125	\$458	\$305	\$5,539

Base Salary Median	\$4,190
Base Salary Mean	\$4,284
Percentage Above or Below Median	-33.23%
Percentage Above or Below Mean	-36.22%

Base Salary 66th Percentile	\$4,410
Base Salary 75th Percentile	\$4,606
Percentage Above or Below 66th Percentile	-40.23%
Percentage Above or Below 75th Percentile	-46.45%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$5,970
Total Compensation Mean	\$6,128
Percentage Above or Below Median	-15.66%
Percentage Above or Below Mean	-18.72%

Total Compensation 66th Percentile	\$6,138
Total Compensation 75th Percentile	\$6,355
Percentage Above or Below 66th Percentile	-18.91%
Percentage Above or Below 75th Percentile	-23.12%

Percentile of District class total compensation within labor market	0.0%
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Associate Planner^

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	New Position													
City of Apache Junction	Senior Planner	\$4,948	\$7,166			\$885						\$823	\$548	\$9,422
City of Buckeye	Planner II	\$5,335	\$8,005				\$1,735	\$76				\$919	\$612	\$11,347
City of Casa Grande	Planner	\$4,606	\$6,349			\$868						\$729	\$486	\$8,432
City of Florence	Planner	\$3,708	\$5,739			\$632						\$659	\$439	\$7,469
City of Lake Havasu	Data Not Available													
City of Maricopa	Planner	\$4,549	\$6,271			\$1,230					\$8	\$720	\$480	\$8,709
City of Oro Valley	Planner	\$4,017	\$6,025				\$1,095	\$71				\$692	\$461	\$8,344
City of Prescott Valley	Planner	\$3,921	\$5,489		\$714	\$1,202						\$0	\$80	\$7,484
City of Sierra Vista	Planner I	\$4,287	\$6,431			\$807						\$738	\$492	\$8,468
City of Yuma	Associate Planner	\$4,131	\$5,783			\$657					\$125	\$664	\$442	\$7,671

Base Salary Median	\$6,271
Base Salary Mean	\$6,362
Percentage Above or Below Median	
Percentage Above or Below Mean	

Base Salary 66th Percentile	\$6,372
Base Salary 75th Percentile	\$6,431
Percentage Above or Below 66th Percentile	
Percentage Above or Below 75th Percentile	

Percentile of District class base salary within total labor market

Total Compensation Median	\$8,432
Total Compensation Mean	\$8,594
Percentage Above or Below Median	
Percentage Above or Below Mean	

Total Compensation 66th Percentile	\$8,536
Total Compensation 75th Percentile	\$8,709
Percentage Above or Below 66th Percentile	
Percentage Above or Below 75th Percentile	

Percentile of District class total compensation within labor market

Total Matc 9

^ New position with no current salaries

Billing and Collections Manager*

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Billing and Collections Manager*	\$4,853	\$4,853				\$1,375	\$34	\$10			\$551	\$371	\$7,194
City of Apache Junction	Utility Billing Supervisor	\$4,274	\$6,191			\$885						\$711	\$474	\$8,260
City of Buckeye	Water Resources Administrative Manager	\$6,245	\$9,377				\$1,735	\$76				\$1,076	\$717	\$12,982
City of Casa Grande	Senior Accountant	\$5,288	\$7,288			\$868						\$837	\$558	\$9,550
City of Florence	Utility Billing Supervisor	\$2,725	\$3,962			\$632						\$455	\$303	\$5,352
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	Water Utility Administrator	\$6,232	\$9,348				\$1,095	\$71				\$1,073	\$715	\$12,302
City of Prescott Valley	Customer Accounts Manager	\$4,222	\$5,912		\$769	\$1,202						\$0	\$86	\$7,968
City of Sierra Vista	No Comparable Class													
City of Yuma	Customer Service Manager	\$5,288	\$7,403			\$657					\$125	\$850	\$566	\$9,601

Base Salary Median	\$7,288
Base Salary Mean	\$7,069
Percentage Above or Below Median	-50.18%
Percentage Above or Below Mean	-45.66%

Base Salary 66th Percentile	\$7,398
Base Salary 75th Percentile	\$8,376
Percentage Above or Below 66th Percentile	-52.45%
Percentage Above or Below 75th Percentile	-72.58%

Percentile of District class base salary within total labor market	14.2%
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Total Compensation Median	\$9,550
Total Compensation Mean	\$9,431
Percentage Above or Below Median	-32.75%
Percentage Above or Below Mean	-31.09%

Total Compensation 66th Percentile	\$9,599
Total Compensation 75th Percentile	\$10,952
Percentage Above or Below 66th Percentile	-33.43%
Percentage Above or Below 75th Percentile	-52.23%

Percentile of District class total compensation within labor market	14.2%
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Total Matc 7

* Position with current salary of incumbent(s). No maximum salary available.

Building Inspector II

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Building Inspector II	\$2,830	\$3,829				\$1,375	\$34	\$10			\$435	\$293	\$5,976
City of Apache Junction	Building Inspector/Plans Examiner	\$3,692	\$5,348			\$885						\$614	\$409	\$7,256
City of Buckeye	Building Inspector, Senior	\$4,919	\$7,379				\$1,735	\$76				\$847	\$564	\$10,602
City of Casa Grande	Building Inspector	\$3,835	\$5,288			\$868						\$607	\$405	\$7,168
City of Florence	Senior Building Inspector	\$3,529	\$5,463			\$632						\$627	\$418	\$7,140
City of Lake Havasu	Data Not Available													
City of Maricopa	Plans Examiner- Building Inspector	\$4,126	\$5,688			\$1,230					\$8	\$653	\$435	\$8,014
City of Oro Valley	Building Inspector II	\$4,218	\$6,327				\$1,095	\$71				\$726	\$484	\$8,703
City of Prescott Valley	Building Inspector	\$3,219	\$4,507		\$586	\$1,202						\$0	\$65	\$6,360
City of Sierra Vista	Senior Building Inspector	\$3,444	\$5,017			\$807						\$576	\$384	\$6,784
City of Yuma	Building Inspector	\$3,562	\$4,987			\$657					\$125	\$573	\$382	\$6,723

Base Salary Median	\$5,348
Base Salary Mean	\$5,556
Percentage Above or Below Median	-39.67%
Percentage Above or Below Mean	-45.10%

Base Salary 66th Percentile	\$5,526
Base Salary 75th Percentile	\$5,688
Percentage Above or Below 66th Percentile	-44.32%
Percentage Above or Below 75th Percentile	-48.55%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$7,168
Total Compensation Mean	\$7,639
Percentage Above or Below Median	-19.95%
Percentage Above or Below Mean	-27.84%

Total Compensation 66th Percentile	\$7,468
Total Compensation 75th Percentile	\$8,014
Percentage Above or Below 66th Percentile	-24.98%
Percentage Above or Below 75th Percentile	-34.12%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 9

Chief Operator-Water/Wastewater

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Chief Operator	\$3,048	\$4,123				\$1,375	\$34	\$10			\$468	\$315	\$6,325
City of Apache Junction	Water Treatment Lead Operator	\$4,274	\$6,191			\$885						\$711	\$474	\$8,260
City of Buckeye	Water Resources Chief Operator	\$4,255	\$6,382				\$1,735	\$76				\$733	\$488	\$9,414
City of Casa Grande	Chief Water/Wastewater Operator	\$4,398	\$6,069			\$868						\$697	\$464	\$8,098
City of Florence	Senior Treatment Plant Operator	\$3,007	\$4,373			\$632						\$502	\$335	\$5,842
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	Lead Water Utility Operator	\$3,826	\$5,739				\$1,095	\$71				\$659	\$439	\$8,003
City of Prescott Valley	No Comparable Class													
City of Sierra Vista	No Comparable Class													
City of Yuma	Water/Wastewater Operator III	\$3,743	\$5,240			\$657					\$125	\$602	\$401	\$7,024

Base Salary Median	\$5,904
Base Salary Mean	\$5,666
Percentage Above or Below Median	-43.20%
Percentage Above or Below Mean	-37.42%

Base Salary 66th Percentile	\$6,106
Base Salary 75th Percentile	\$6,161
Percentage Above or Below 66th Percentile	-48.09%
Percentage Above or Below 75th Percentile	-49.42%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$8,050
Total Compensation Mean	\$7,774
Percentage Above or Below Median	-27.27%
Percentage Above or Below Mean	-22.89%

Total Compensation 66th Percentile	\$8,147
Total Compensation 75th Percentile	\$8,220
Percentage Above or Below 66th Percentile	-28.79%
Percentage Above or Below 75th Percentile	-29.95%

Percentile of District class total compensation within labor market	16.6%
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Total Matc 6

Contracts and Grant Coordinator

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Grants Coordinator	\$3,534	\$4,782				\$1,375	\$34	\$10			\$543	\$366	\$7,110
City of Apache Junction	Grants Administrator	\$4,071	\$5,896			\$885						\$677	\$451	\$7,909
City of Buckeye	Grants Program Administrator	\$5,335	\$8,005				\$1,735	\$76				\$919	\$612	\$11,347
City of Casa Grande	Grants Coordinator	\$4,013	\$5,536			\$868						\$636	\$424	\$7,463
City of Florence	Grants Coordinator	\$3,993	\$6,181			\$632						\$710	\$473	\$7,995
City of Lake Havasu	Data Not Available													
City of Maricopa	Grants and Accounting Coordinator	\$5,254	\$7,243			\$1,230					\$8	\$831	\$554	\$9,867
City of Oro Valley	Police Administrative Services Manager	\$4,429	\$6,643				\$1,095	\$71				\$763	\$508	\$9,080
City of Prescott Valley	No Comparable Class													
City of Sierra Vista	Contracts Administrator	\$4,954	\$7,431			\$807						\$853	\$568	\$9,660
City of Yuma	Grant Coordinator	\$4,340	\$6,076			\$657					\$125	\$698	\$465	\$8,020

Base Salary Median	\$6,412
Base Salary Mean	\$6,626
Percentage Above or Below Median	-34.09%
Percentage Above or Below Mean	-38.57%

Base Salary 66th Percentile	\$7,015
Base Salary 75th Percentile	\$7,290
Percentage Above or Below 66th Percentile	-46.70%
Percentage Above or Below 75th Percentile	-52.45%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$8,550
Total Compensation Mean	\$8,918
Percentage Above or Below Median	-20.26%
Percentage Above or Below Mean	-25.43%

Total Compensation 66th Percentile	\$9,439
Total Compensation 75th Percentile	\$9,711
Percentage Above or Below 66th Percentile	-32.77%
Percentage Above or Below 75th Percentile	-36.59%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 8

Custodian

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Custodian	\$1,527	\$2,065				\$1,375	\$34	\$10			\$234	\$158	\$3,876
City of Apache Junction	No Comparable Class													
City of Buckeye	No Comparable Class													
City of Casa Grande	Custodian	\$2,261	\$3,113			\$868						\$357	\$238	\$4,577
City of Florence	Custodian	\$2,011	\$2,721			\$632						\$312	\$208	\$3,874
City of Lake Havasu	Data Not Available													
City of Maricopa	Custodian	\$2,084	\$2,873			\$1,230					\$8	\$330	\$220	\$4,661
City of Oro Valley	Custodian	\$2,130	\$3,195				\$1,095	\$71				\$367	\$244	\$4,972
City of Prescott Valley	Building Maintenance Assistant	\$2,168	\$3,035		\$395	\$1,202						\$0	\$44	\$4,676
City of Sierra Vista	Custodian	\$2,220	\$3,234			\$807						\$371	\$247	\$4,660
City of Yuma	Custodian	\$1,969	\$2,757			\$657					\$125	\$317	\$211	\$4,066

Base Salary Median	\$3,035
Base Salary Mean	\$2,990
Percentage Above or Below Median	-46.97%
Percentage Above or Below Mean	-44.78%

Base Salary 66th Percentile	\$3,110
Base Salary 75th Percentile	\$3,154
Percentage Above or Below 66th Percentile	-50.60%
Percentage Above or Below 75th Percentile	-52.74%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$4,660
Total Compensation Mean	\$4,498
Percentage Above or Below Median	-20.21%
Percentage Above or Below Mean	-16.03%

Total Compensation 66th Percentile	\$4,661
Total Compensation 75th Percentile	\$4,668
Percentage Above or Below 66th Percentile	-20.23%
Percentage Above or Below 75th Percentile	-20.42%

Percentile of District class total compensation within labor market	14.2%
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Total Matc 7

Economic Development Manager*

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Economic Development Manager*	\$5,333	\$5,333				\$1,375	\$34	\$10			\$605	\$408	\$7,765
City of Apache Junction	Economic Development Administrator	\$6,631	\$9,604			\$885						\$1,103	\$735	\$12,326
City of Buckeye	Deputy Director of Planning	\$6,583	\$9,875				\$1,735	\$76				\$1,134	\$755	\$13,575
City of Casa Grande	Economic Development Manager	\$5,662	\$7,810			\$868						\$897	\$597	\$10,172
City of Florence	Economic Development Coordinator	\$3,993	\$6,181			\$632						\$710	\$473	\$7,995
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	No Comparable Class													
City of Prescott Valley	Community Development Director	\$8,431	\$11,802		\$1,534	\$1,202						\$0	\$171	\$14,709
City of Sierra Vista	No Comparable Class													
City of Yuma	Director Community Development	\$8,248	\$11,547			\$657					\$125	\$1,326	\$780	\$14,434

Base Salary Median	\$9,740
Base Salary Mean	\$9,470
Percentage Above or Below Median	-82.63%
Percentage Above or Below Mean	-77.57%

Base Salary 66th Percentile	\$10,377
Base Salary 75th Percentile	\$11,129
Percentage Above or Below 66th Percentile	-94.57%
Percentage Above or Below 75th Percentile	-108.68%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$12,951
Total Compensation Mean	\$12,202
Percentage Above or Below Median	-66.78%
Percentage Above or Below Mean	-57.14%

Total Compensation 66th Percentile	\$13,833
Total Compensation 75th Percentile	\$14,219
Percentage Above or Below 66th Percentile	-78.14%
Percentage Above or Below 75th Percentile	-83.12%

Percentile of District class total compensation within labor market	0.0%
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Total Match 6

* Position with current salary of incumbent(s). No maximum salary available.

Equipment Operator

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Equipment Operator	\$2,104	\$2,847				\$1,375	\$34	\$10			\$323	\$218	\$4,807
City of Apache Junction	PW Maintenance Worker Specialist	\$3,038	\$4,396			\$885						\$505	\$336	\$6,122
City of Buckeye	Equipment Operator I	\$2,874	\$4,025				\$1,735	\$76				\$462	\$308	\$6,606
City of Casa Grande	Equipment Operator	\$3,043	\$4,199			\$868						\$482	\$321	\$5,870
City of Florence	No Comparable Class													
City of Lake Havasu	Data Not Available													
City of Maricopa	Equipment Operator	\$2,932	\$4,042			\$1,230					\$8	\$464	\$309	\$6,053
City of Oro Valley	Heavy Equipment Operator II	\$3,305	\$4,957				\$1,095	\$71				\$569	\$379	\$7,071
City of Prescott Valley	No Comparable Class													
City of Sierra Vista	Street Maintenance Technician I/II	\$2,975	\$4,334			\$807						\$498	\$332	\$5,970
City of Yuma	Equipment Operator	\$2,649	\$3,708			\$657					\$125	\$426	\$284	\$5,199

Base Salary Median	\$4,199
Base Salary Mean	\$4,237
Percentage Above or Below Median	-47.49%
Percentage Above or Below Mean	-48.83%

Base Salary 66th Percentile	\$4,329
Base Salary 75th Percentile	\$4,365
Percentage Above or Below 66th Percentile	-52.04%
Percentage Above or Below 75th Percentile	-53.32%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$6,053
Total Compensation Mean	\$6,127
Percentage Above or Below Median	-25.93%
Percentage Above or Below Mean	-27.47%

Total Compensation 66th Percentile	\$6,119
Total Compensation 75th Percentile	\$6,364
Percentage Above or Below 66th Percentile	-27.30%
Percentage Above or Below 75th Percentile	-32.39%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 7

Heavy Equipment Operator

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Heavy Equipment Operator	\$2,323	\$3,143				\$1,375	\$34	\$10			\$357	\$240	\$5,159
City of Apache Junction	PW Maintenance Worker Specialist	\$3,038	\$4,400			\$885						\$505	\$337	\$6,127
City of Buckeye	Equipment Operator II- Streets	\$3,045	\$4,264				\$1,735	\$76				\$490	\$326	\$6,891
City of Casa Grande	Heavy Equipment Operator	\$3,499	\$4,823			\$868						\$554	\$369	\$6,614
City of Florence	No Comparable Class													
City of Lake Havasu	Data Not Available													
City of Maricopa	Equipment Operator	\$2,932	\$4,042			\$1,230					\$8	\$464	\$309	\$6,053
City of Oro Valley	Heavy Equipment Operator III	\$3,305	\$4,957				\$1,095	\$71				\$569	\$379	\$7,071
City of Prescott Valley	No Comparable Class													
City of Sierra Vista	Street Maintenance Technician I/II	\$2,975	\$4,334			\$807						\$498	\$332	\$5,970
City of Yuma	Heavy Equipment Operator	\$2,924	\$4,093			\$657					\$125	\$470	\$313	\$5,658

Base Salary Median	\$4,334
Base Salary Mean	\$4,416
Percentage Above or Below Median	-37.89%
Percentage Above or Below Mean	-40.51%

Base Salary 66th Percentile	\$4,397
Base Salary 75th Percentile	\$4,612
Percentage Above or Below 66th Percentile	-39.91%
Percentage Above or Below 75th Percentile	-46.72%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$6,127
Total Compensation Mean	\$6,341
Percentage Above or Below Median	-18.75%
Percentage Above or Below Mean	-22.90%

Total Compensation 66th Percentile	\$6,594
Total Compensation 75th Percentile	\$6,752
Percentage Above or Below 66th Percentile	-27.81%
Percentage Above or Below 75th Percentile	-30.88%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 7

City of San Luis, Arizona
Draft Total Compensation Report

CPS HR CONSULTING

HR Analyst[^]

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	New Position													
City of Apache Junction	Human Resource Analyst	\$4,071	\$5,896			\$885						\$677	\$451	\$7,909
City of Buckeye	Human Resources Specialist	\$3,479	\$4,871				\$1,735	\$76				\$559	\$373	\$7,614
City of Casa Grande	HR Analyst	\$4,102	\$5,662			\$868						\$650	\$433	\$7,613
City of Florence	HR Coordinator	\$3,120	\$4,825			\$632						\$554	\$369	\$6,380
City of Lake Havasu	Data Not Available													
City of Maricopa	Human Resource Analyst	\$4,126	\$5,688			\$1,230					\$8	\$653	\$435	\$8,014
City of Oro Valley	Human Resources Analyst	\$3,644	\$5,465				\$1,095	\$71				\$627	\$418	\$7,676
City of Prescott Valley	No Comparable Class													
City of Sierra Vista	Management Analyst I- Human Resources	\$4,587	\$6,881			\$807						\$790	\$526	\$9,004
City of Yuma	HR Specialist	\$2,997	\$4,195			\$657					\$125	\$482	\$321	\$5,780

Base Salary Median	\$5,564
Base Salary Mean	\$5,435
Percentage Above or Below Median	
Percentage Above or Below Mean	

Base Salary 66th Percentile	\$5,678
Base Salary 75th Percentile	\$5,740
Percentage Above or Below 66th Percentile	
Percentage Above or Below 75th Percentile	

Percentile of District class base salary within total labor market	
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Total Compensation Median	\$7,645
Total Compensation Mean	\$7,499
Percentage Above or Below Median	
Percentage Above or Below Mean	

Total Compensation 66th Percentile	\$7,821
Total Compensation 75th Percentile	\$7,935
Percentage Above or Below 66th Percentile	
Percentage Above or Below 75th Percentile	

Percentile of District class total compensation within labor market	
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Total Matc 8

[^] New position with no current salaries

Information Technology Manager*

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Information Technology Manager*	\$5,318	\$5,318				\$1,375	\$34	\$10			\$604	\$407	\$7,747
City of Apache Junction	Systems Administrator	\$4,948	\$7,525			\$885						\$864	\$576	\$9,850
City of Buckeye	No Comparable Class													
City of Casa Grande	Information Technology Manager	\$5,288	\$7,288			\$868						\$837	\$558	\$9,550
City of Florence	Information Technology Manager	\$5,268	\$8,415			\$632						\$966	\$644	\$10,657
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	No Comparable Class													
City of Prescott Valley	IT Manager	\$6,269	\$8,776		\$1,141	\$1,202						\$0	\$127	\$11,246
City of Sierra Vista	No Comparable Class													
City of Yuma	Senior Systems Administrator	\$5,159	\$7,223			\$657					\$125	\$829	\$553	\$9,387

Base Salary Median	\$7,525
Base Salary Mean	\$7,845
Percentage Above or Below Median	-41.50%
Percentage Above or Below Mean	-47.53%

Total Compensation Median	\$9,850
Total Compensation Mean	\$10,138
Percentage Above or Below Median	-27.13%
Percentage Above or Below Mean	-30.85%

Base Salary 66th Percentile	\$8,095
Base Salary 75th Percentile	\$8,415
Percentage Above or Below 66th Percentile	-52.21%
Percentage Above or Below 75th Percentile	-58.24%

Total Compensation 66th Percentile	\$10,366
Total Compensation 75th Percentile	\$10,657
Percentage Above or Below 66th Percentile	-33.80%
Percentage Above or Below 75th Percentile	-37.55%

Percentile of District class base salary within total labor market	0.0%
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Percentile of District class total compensation within labor market	0.0%
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Total Matc 5

* Position with current salary of incumbent(s). No maximum salary available.

Maintenance Technician*

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Maintenance Technician*	\$2,053	\$2,778				\$1,375	\$34	\$10			\$315	\$213	\$4,725
City of Apache Junction	Maintenance Worker-PW/Parks	\$2,267	\$3,283			\$885						\$377	\$251	\$4,796
City of Buckeye	Maintenance Worker (Streets)	\$2,874	\$4,025				\$1,735	\$76				\$462	\$308	\$6,606
City of Casa Grande	Senior Maintenance Worker	\$3,043	\$4,199			\$868						\$482	\$321	\$5,870
City of Florence	No Comparable Class													
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	Heavy Equipment Operator II	\$3,147	\$4,721				\$1,095	\$71				\$542	\$361	\$6,790
City of Prescott Valley	Public Works Maintenance Technician	\$2,707	\$3,791		\$493	\$1,202						\$0	\$55	\$5,541
City of Sierra Vista	Public Works Maintenance Worker-Streets	\$2,470	\$3,565			\$807						\$409	\$273	\$5,054
City of Yuma	PW Maintenance Specialist	\$2,174	\$3,043			\$657					\$125	\$349	\$233	\$4,407

Base Salary Median	\$3,791
Base Salary Mean	\$3,804
Percentage Above or Below Median	-36.47%
Percentage Above or Below Mean	-36.93%

Total Compensation Median	\$5,541
Total Compensation Mean	\$5,581
Percentage Above or Below Median	-17.27%
Percentage Above or Below Mean	-18.11%

Base Salary 66th Percentile	\$4,016
Base Salary 75th Percentile	\$4,112
Percentage Above or Below 66th Percentile	-44.55%
Percentage Above or Below 75th Percentile	-48.02%

Total Compensation 66th Percentile	\$5,857
Total Compensation 75th Percentile	\$6,238
Percentage Above or Below 66th Percentile	-23.96%
Percentage Above or Below 75th Percentile	-32.03%

Percentile of District class base salary within total labor market	0.0%
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Percentile of District class total compensation within labor market	14.2%
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Total Matc 7

* Position with current salary of incumbent(s). No maximum salary available.

Mechanic

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Mechanic	\$2,501	\$3,384				\$1,375	\$34	\$10			\$384	\$259	\$5,446
City of Apache Junction	Mechanic	\$3,349	\$4,851			\$885						\$557	\$371	\$6,664
City of Buckeye	Auto Mechanic	\$3,479	\$4,871				\$1,735	\$76				\$559	\$373	\$7,614
City of Casa Grande	Equipment Mechanic	\$3,499	\$4,823			\$868						\$554	\$369	\$6,614
City of Florence	Mechanic	\$2,863	\$4,162			\$632						\$478	\$318	\$5,590
City of Lake Havasu	Data Not Available													
City of Maricopa	Parks Equipment Mechanic	\$2,932	\$4,042			\$1,230					\$8	\$464	\$309	\$6,053
City of Oro Valley	Fleet Maintenance Mechanic III	\$3,470	\$5,205				\$1,095	\$71				\$598	\$398	\$7,367
City of Prescott Valley	No Comparable Class													
City of Sierra Vista	Fleet Technician I	\$2,975	\$4,334			\$807						\$498	\$332	\$5,970
City of Yuma	Equipment Mechanic	\$3,148	\$4,408			\$657					\$125	\$506	\$337	\$6,033

Base Salary Median	\$4,616
Base Salary Mean	\$4,587
Percentage Above or Below Median	-36.39%
Percentage Above or Below Mean	-35.55%

Base Salary 66th Percentile	\$4,840
Base Salary 75th Percentile	\$4,856
Percentage Above or Below 66th Percentile	-43.04%
Percentage Above or Below 75th Percentile	-43.50%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$6,333
Total Compensation Mean	\$6,488
Percentage Above or Below Median	-16.30%
Percentage Above or Below Mean	-19.14%

Total Compensation 66th Percentile	\$6,645
Total Compensation 75th Percentile	\$6,840
Percentage Above or Below 66th Percentile	-22.01%
Percentage Above or Below 75th Percentile	-25.59%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 8

Public Works Supervisor

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Public Works Supervisor	\$3,901	\$5,278				\$1,375	\$34	\$10			\$599	\$404	\$7,700
City of Apache Junction	Public Works Manager	\$6,015	\$8,711			\$885						\$1,000	\$666	\$11,262
City of Buckeye	Environmental Manager	\$5,834	\$8,753				\$1,735	\$76				\$1,005	\$670	\$12,238
City of Casa Grande	Streets Superintendent	\$5,408	\$7,458			\$868						\$856	\$571	\$9,753
City of Florence	Public Works Superintendent	\$4,300	\$6,656			\$632						\$764	\$509	\$8,561
City of Lake Havasu	Data Not Available													
City of Maricopa	Street Maintenance Superintendent	\$5,254	\$7,243			\$1,230					\$8	\$831	\$554	\$9,867
City of Oro Valley	Manager, Operations	\$6,870	\$10,306				\$1,095	\$71				\$1,183	\$762	\$13,417
City of Prescott Valley	Street Maintenance Supervisor	\$4,328	\$6,060		\$788	\$1,202						\$0	\$88	\$8,138
City of Sierra Vista	Public Works Supervisor	\$3,797	\$5,531			\$807						\$635	\$423	\$7,396
City of Yuma	Public Works Superintendent	\$4,030	\$5,642			\$657					\$125	\$648	\$432	\$7,503

Base Salary Median	\$7,243
Base Salary Mean	\$7,373
Percentage Above or Below Median	-37.23%
Percentage Above or Below Mean	-39.70%

Base Salary 66th Percentile	\$7,809
Base Salary 75th Percentile	\$8,711
Percentage Above or Below 66th Percentile	-47.95%
Percentage Above or Below 75th Percentile	-65.04%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$9,753
Total Compensation Mean	\$9,793
Percentage Above or Below Median	-26.66%
Percentage Above or Below Mean	-27.18%

Total Compensation 66th Percentile	\$10,257
Total Compensation 75th Percentile	\$11,262
Percentage Above or Below 66th Percentile	-33.22%
Percentage Above or Below 75th Percentile	-46.27%

Percentile of District class total compensation within labor market	22.2%
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Total Matc 9

Purchasing Coordinator^

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	New Position													
City of Apache Junction	No Comparable Class													
City of Buckeye	Purchasing Agent	\$4,255	\$6,382				\$1,735	\$76				\$733	\$488	\$9,414
City of Casa Grande	No Comparable Class													
City of Florence	No Comparable Class													
City of Lake Havasu	Data Not Available													
City of Maricopa	Purchasing Coordinator	\$3,930	\$5,417			\$1,230					\$8	\$622	\$414	\$7,691
City of Oro Valley	Procurement Administrator	\$5,935	\$8,902				\$1,095	\$71				\$1,022	\$681	\$11,771
City of Prescott Valley	No Comparable Class													
City of Sierra Vista	Buyer II	\$3,280	\$4,778			\$807						\$549	\$366	\$6,499
City of Yuma	Purchasing and Contracts Manager	\$5,420	\$7,588			\$657					\$125	\$871	\$580	\$9,822

Base Salary Median	\$6,382
Base Salary Mean	\$6,613
Percentage Above or Below Median	
Percentage Above or Below Mean	

Base Salary 66th Percentile	\$7,154
Base Salary 75th Percentile	\$7,588
Percentage Above or Below 66th Percentile	
Percentage Above or Below 75th Percentile	

Percentile of District class base salary within total labor market	
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Total Compensation Median	\$9,414
Total Compensation Mean	\$9,039
Percentage Above or Below Median	
Percentage Above or Below Mean	

Total Compensation 66th Percentile	\$9,675
Total Compensation 75th Percentile	\$9,822
Percentage Above or Below 66th Percentile	
Percentage Above or Below 75th Percentile	

Percentile of District class total compensation within labor market	
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Total Matc 5

^ New position with no current salaries

Recreation Specialist

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Recreation Specialist	\$2,381	\$3,221				\$1,375	\$34	\$10			\$366	\$246	\$5,252
City of Apache Junction	Recreation Assistant	\$2,755	\$3,989			\$885						\$458	\$305	\$5,637
City of Buckeye	Recreation Coordinator	\$4,255	\$6,382				\$1,735	\$76				\$733	\$488	\$9,414
City of Casa Grande	Recreation Programmer	\$2,908	\$4,013			\$868						\$461	\$307	\$5,649
City of Florence	Recreation Programmer	\$2,593	\$3,771			\$632						\$433	\$288	\$5,124
City of Lake Havasu	Data Not Available													
City of Maricopa	Recreation Coordinator	\$4,126	\$5,688			\$1,230					\$8	\$653	\$435	\$8,014
City of Oro Valley	Assistant Recreation Manager	\$2,998	\$4,496				\$1,095	\$71				\$516	\$344	\$6,522
City of Prescott Valley	Recreation Coordinator	\$3,063	\$4,288		\$557	\$1,202						\$0	\$62	\$6,110
City of Sierra Vista	Recreation Coordinator	\$3,444	\$5,017			\$807						\$576	\$384	\$6,784
City of Yuma	Recreation Program Coordinator	\$2,649	\$3,708			\$657					\$125	\$426	\$284	\$5,199

Base Salary Median	\$4,288
Base Salary Mean	\$4,595
Percentage Above or Below Median	-33.13%
Percentage Above or Below Mean	-42.65%

Base Salary 66th Percentile	\$4,642
Base Salary 75th Percentile	\$5,017
Percentage Above or Below 66th Percentile	-44.11%
Percentage Above or Below 75th Percentile	-55.76%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$6,110
Total Compensation Mean	\$6,495
Percentage Above or Below Median	-16.33%
Percentage Above or Below Mean	-23.66%

Total Compensation 66th Percentile	\$6,595
Total Compensation 75th Percentile	\$6,784
Percentage Above or Below 66th Percentile	-25.58%
Percentage Above or Below 75th Percentile	-29.17%

Percentile of District class total compensation within labor market	22.2%
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Total Matc 9

Risk Property Coordinator*

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Risk Property Coordinator*	\$4,670	\$4,670				\$1,375	\$34	\$10			\$530	\$357	\$6,976
City of Apache Junction	No Comparable Class													
City of Buckeye	No Comparable Class													
City of Casa Grande	Safety/Risk Management Specialist	\$4,199	\$5,797			\$868						\$665	\$443	\$7,774
City of Florence	No Comparable Class													
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	Emergency Management and Safety Coordinator	\$4,429	\$6,643				\$1,095	\$71				\$763	\$508	\$9,080
City of Prescott Valley	No Comparable Class													
City of Sierra Vista	No Comparable Class													
City of Yuma	Risk Management Coordinator	\$4,560	\$6,384			\$657					\$125	\$733	\$488	\$8,387

Base Salary Median	\$6,384
Base Salary Mean	\$6,275
Percentage Above or Below Median	-36.70%
Percentage Above or Below Mean	-34.36%

Total Compensation Median	\$8,387
Total Compensation Mean	\$8,414
Percentage Above or Below Median	-20.23%
Percentage Above or Below Mean	-20.60%

Base Salary 66th Percentile	\$6,467
Base Salary 75th Percentile	\$6,514
Percentage Above or Below 66th Percentile	-38.48%
Percentage Above or Below 75th Percentile	-39.48%

Total Compensation 66th Percentile	\$8,609
Total Compensation 75th Percentile	\$8,734
Percentage Above or Below 66th Percentile	-23.40%
Percentage Above or Below 75th Percentile	-25.19%

Percentile of District class base salary within total labor market	0.0%
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Percentile of District class total compensation within labor market	0.0%
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Total Matc 4

* Position with current salary of incumbent(s). No maximum salary available.

Senior Services Manager

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Senior Services Manager	\$3,282	\$4,440				\$1,375	\$34	\$10			\$504	\$340	\$6,703
City of Apache Junction	No Comparable Class													
City of Buckeye	Recreation Manager	\$6,250	\$9,377				\$1,735	\$76				\$1,076	\$717	\$12,982
City of Casa Grande	Recreation Program Superintendent	\$5,408	\$7,458			\$868						\$856	\$571	\$9,753
City of Florence	No Comparable Class													
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	Recreation Facility Manager	\$4,218	\$6,327				\$1,095	\$71				\$726	\$484	\$8,703
City of Prescott Valley	No Comparable Class													
City of Sierra Vista	Leisure Services Manager	\$6,299	\$9,448			\$807						\$1,085	\$723	\$12,062
City of Yuma	Recreation Program Supervisor	\$4,791	\$5,505			\$657					\$125	\$632	\$421	\$7,340

Base Salary Median	\$7,458
Base Salary Mean	\$7,623
Percentage Above or Below Median	-67.97%
Percentage Above or Below Mean	-71.69%

Base Salary 66th Percentile	\$8,686
Base Salary 75th Percentile	\$9,377
Percentage Above or Below 66th Percentile	-95.63%
Percentage Above or Below 75th Percentile	-111.19%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$9,753
Total Compensation Mean	\$10,168
Percentage Above or Below Median	-45.51%
Percentage Above or Below Mean	-51.70%

Total Compensation 66th Percentile	\$11,231
Total Compensation 75th Percentile	\$12,062
Percentage Above or Below 66th Percentile	-67.56%
Percentage Above or Below 75th Percentile	-79.97%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 5

Wastewater Operator

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Wastewater Operator	\$2,628	\$3,556				\$1,375	\$34	\$10			\$404	\$272	\$5,651
City of Apache Junction	Water Quality/Systems Specialist	\$3,877	\$5,615			\$885						\$645	\$430	\$7,574
City of Buckeye	Water Resources Operator II	\$3,479	\$4,871				\$1,735	\$76				\$559	\$373	\$7,614
City of Casa Grande	Water/Wastewater Plant Treatment Operator	\$3,417	\$4,711			\$868						\$541	\$360	\$6,480
City of Florence	Wastewater Treatment Plant Operator	\$2,593	\$3,771			\$632						\$433	\$288	\$5,124
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	Water Utility Operator III	\$3,470	\$5,205				\$1,095	\$71				\$598	\$398	\$7,367
City of Prescott Valley	No Comparable Class, Contracted Out													
City of Sierra Vista	Wastewater Worker	\$2,447	\$3,565			\$807						\$409	\$273	\$5,054
City of Yuma	Water/Wastewater Operator II	\$3,072	\$4,300			\$657					\$125	\$494	\$329	\$5,905

Base Salary Median	\$4,711
Base Salary Mean	\$4,577
Percentage Above or Below Median	-32.48%
Percentage Above or Below Mean	-28.71%

Base Salary 66th Percentile	\$4,865
Base Salary 75th Percentile	\$5,038
Percentage Above or Below 66th Percentile	-36.80%
Percentage Above or Below 75th Percentile	-41.68%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$6,480
Total Compensation Mean	\$6,445
Percentage Above or Below Median	-14.68%
Percentage Above or Below Mean	-14.07%

Total Compensation 66th Percentile	\$7,331
Total Compensation 75th Percentile	\$7,470
Percentage Above or Below 66th Percentile	-29.74%
Percentage Above or Below 75th Percentile	-32.21%

Percentile of District class total compensation within labor market	28.5%
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Total Matc 7

Water Supervisor

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Longevity Pay	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Other Cash	Other Health	Retirement	Social Security	Monthly Total Compensation
City of San Luis	Water Supervisor	\$3,364	\$4,551				\$1,375	\$34	\$10			\$517	\$348	\$6,835
City of Apache Junction	Water District Engineer	\$5,455	\$7,901			\$885						\$907	\$604	\$10,297
City of Buckeye	Wastewater Supervisor	\$5,335	\$8,005				\$1,735	\$76				\$919	\$612	\$11,347
City of Casa Grande	Wastewater Superintendent	\$5,408	\$7,458			\$868						\$856	\$571	\$9,753
City of Florence	Water/Wastewater Superintendent	\$3,993	\$6,181			\$632						\$710	\$473	\$7,995
City of Lake Havasu	Data Not Available													
City of Maricopa	No Comparable Class													
City of Oro Valley	Water Distribution Superintendent	\$5,127	\$7,690				\$1,095	\$71				\$883	\$588	\$10,327
City of Prescott Valley	No Comparable Class, Contracted Out													
City of Sierra Vista	Wastewater Supervisor	\$3,797	\$5,531			\$807						\$635	\$423	\$7,396
City of Yuma	Water Treatment Operations Supervisor	\$3,932	\$5,505			\$657					\$125	\$632	\$421	\$7,340

Base Salary Median	\$7,458
Base Salary Mean	\$6,896
Percentage Above or Below Median	-63.88%
Percentage Above or Below Mean	-51.52%

Base Salary 66th Percentile	\$7,681
Base Salary 75th Percentile	\$7,796
Percentage Above or Below 66th Percentile	-68.77%
Percentage Above or Below 75th Percentile	-71.29%

Percentile of District class base salary within total labor market	0.0%
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Total Compensation Median	\$9,753
Total Compensation Mean	\$9,208
Percentage Above or Below Median	-42.69%
Percentage Above or Below Mean	-34.72%

Total Compensation 66th Percentile	\$10,276
Total Compensation 75th Percentile	\$10,312
Percentage Above or Below 66th Percentile	-50.35%
Percentage Above or Below 75th Percentile	-50.88%

Percentile of District class total compensation within labor market	0.0%
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Total Matc 7

Appendix B: Benefits Summary Tables

Table B-1 Agency General Information

Agency	Budgeted Employees FTE	Date of Next Cost of Living Adjustment	Step Plan	Control Point
City of San Luis	238	None Scheduled	N/A	Midpoint
City of Apache Junction	283	None Scheduled	Varies	Midpoint
City of Buckeye	472	None Scheduled	N/A	Midpoint
City of Casa Grande	454	None Scheduled	15	Midpoint
City of Florence	299	None Scheduled	N/A	Midpoint
City of Maricopa	305	None Scheduled	Varies	DNA
Town of Oro Valley	414	None Scheduled	Varies	Midpoint
Town of Prescott Valley	252	None Scheduled	Varies	Midpoint
City of Sierra Vista	339	None Scheduled	Varies	Midpoint
City of Yuma	955	None Scheduled	N/A	Midpoint

Table B-2: Retirement Practices

Agency	Retirement Type & Benefit Formula ⁴		Agency Retirement Rate ⁵	Social Security Practices ⁶
City of San Luis	Non-Safety	ASRS	11.35%	Medicare & FICA
	Safety-Police	PSPRS	19.96%	
	Safety-Fire	PSPRS	13.20%	
City of Apache Junction	Non-Safety	ASRS	11.48%	Medicare & FICA
	Safety-Police	PSPRS	46.15%	
City of Buckeye	Non-Safety	ASRS	11.48%	Medicare & FICA
	Safety-Police	PSPRS	20.29%	Medicare Only
	Safety-Fire	PSPRS	12.98%	Medicare Only
City of Casa Grande	Non-Safety	ASRS	11.48%	Medicare & FICA
	Safety-Police	PSPRS	45.44%	Medicare Only
	Safety-Fire	PSPRS	28.90%	Medicare Only
City of Florence	Non-Safety	ASRS	11.48%	Medicare & FICA
	Safety-Police	PSPRS	43.01%	Medicare Only
	Safety-Fire	PSPRS	50.61%	Medicare Only
City of Maricopa	Non-Safety	ASRS	11.48%	Medicare & FICA
	Safety-Police	PSPRS	12.33%	
	Safety-Fire	PSPRS	13.08%	
Town of Oro Valley	Non-Safety	ASRS	11.48%	Medicare & FICA
	Safety-Police	PSPRS	25.65%	
Town of Prescott Valley	Non-Safety	401a	0.00% ⁷	Medicare Only
	Safety-Police	PSPRS	25.90%	

⁴ Retirement Type & Benefit Formulas:
 Arizona ASRS (Non-Safety) Retirement Formula: Total Service Credit X Graded Multiplier X Average Monthly Compensation (AMC) = Monthly Benefit.
 Arizona PSPRS (Safety) Retirement Formulas: Tier I: 50% @ 62, 3-year average comp, Tier II: 62.5% @ 52.5, high 5-year average comp

⁵ Social Security Practices are FICA at 6.20% and/or Medicare at 1.45%.

⁷ The Town of Prescott Valley contributes 13.00% to a 401a instead of retirement for non-safety employees.

Table B-2: Retirement Practices

Agency	Retirement Type & Benefit Formula ⁴		Agency Retirement Rate ⁵	Social Security Practices ⁶
City of Sierra Vista	Non-Safety	ASRS	11.48%	Medicare & FICA
	Safety-Police	PSPRS	46.58%	
	Safety-Fire	PSPRS	37.44%	
City of Yuma	Non-Safety	ASRS	11.48%	Medicare & FICA
	Safety-Police	PSPRS	43.01%	Medicare Only
	Safety-Fire	PSPRS	50.61%	

Table B-3: Deferred Compensation/Longevity/Education Reimbursement Practices

Agency		Deferred Compensation	Longevity Pay	Educational Reimbursement
City of San Luis	All	None	None	None
City of Apache Junction	All	457, No employer contribution	None	Full-Time: \$3,500 per FY Part-Time: \$1,750 per FY –PT
City of Buckeye	All	457, No employer contribution exception of City Manager (\$1,500/month) and Presiding Judge (\$1,250/month)	None	\$5,250 annually
City of Casa Grande	All	457, No employer contribution	None	None
City of Florence	All	457, No employer contribution	None	None (Suspended)
City Maricopa	Non-Safety, Safety-Police	457, No employer contribution	None	None
	Safety-Fire	457, Agency matches up to 1%		
Town of Oro Valley	All	457, No employer contribution	None	\$3,000 per FY for tuition only
Town of Prescott	Non-Safety, Fire	457, no employer contribution 401(a): agency contributes 13.00% retirement substitute. Employee mandatory contribution as substitution for retirement plan is 8.00%.	None	None (policy has not been in effect since 2008)
	Police	457, No employer contribution		

Table B-3: Deferred Compensation/Longevity/Education Reimbursement Practices

Agency	Deferred Compensation	Longevity Pay	Educational Reimbursement
City of Sierra Vista All	457, available to all employees; City Manager only receives matching contribution of incumbent's choice ⁸	None	Associate's or Bachelor's: max of \$400 per class Graduate school: max of \$475 per class
City of Yuma All	457, No employer contribution	Lump sum percentage of the mid-point of employee's pay range at: 3 years - 1% 5 years - 1% 10 years - 1.5% 15 years - 2% 20 years - 2.5% 25 years+ - 2.5%	\$1,500 annually

⁸ City of Sierra Vista City Manager receives a 457 matching contribution with no employer maximum. This is not calculated into the total compensation as the incumbent's election is unknown.

Table B-4: Employer Contribution to Medical/Dental/Vision Insurance/Long Term Disability/Life Insurance

Agency	Employer Contribution to Health Benefits ⁹			Long Term Disability	Life Insurance
	Medical	Dental	Vision		
City of San Luis	\$1,374.89	\$33.95	\$10.19	Provided	Provided
City of Apache Junction	\$884.91	Included in medical	Included in medical	Provided	Provided
City of Buckeye	\$1,735.00	\$76.00	N/A	Not provided	Provided
City of Casa Grande	\$868.40	Included in medical	Included in medical	Provided	Provided
City of Florence	\$632.33	Included in medical	Included in medical	Not provided	Provided
City of Maricopa	\$1,229.65 ¹⁰	Included in Medical	Included in Medical	Provided	Provided
Town of Oro Valley	\$1,095.00	\$71.00	N/A	Provided	Provided
Town of Prescott Valley	\$1,120.02	Included in Medical	Included in medical	Provided	Provided
City of Sierra Vista	\$807.06	\$65.33	N/A	Provided	Provided
City of Yuma	\$782.00 ¹¹	Included in medical	N/A	Not provided	Provided

⁹ The rates listed are for the most commonly used health plan(s) among all employees of the agency.

¹⁰ City of Maricopa pays an additional \$8.00 for telemedicine app to access doctors.

¹¹ City of Yuma contributes \$657 to a High Deductible Health Plan and provides an additional \$125 monthly contribution to a Health Savings Account.

Table B-5: Allowance Pay Practices

Agency	Allowance Pay Description	Applicable to	Amount
City of San Luis	Car	City Manager, Fire Chief, Chief of Police	
	Phone Allowance	Department Heads and/or key personnel	\$50 monthly
	Housing Allowance	City Manager	Per contract terms
City of Apache Junction	None		
City of Buckeye	None		
City of Casa Grande	None		
City of Florence	None		
City of Maricopa	Uniform Allowance	Fire Fighter & Fire Chief	\$659.00 annually
		Police Officer & Police Sergeant	\$1,000 annually (Additional \$300 allowance for Motor Officers, SRT, and K9)
		Parks & Recreation/Maintenance	\$125 annually for boots
	Phone Allowance	Police Chief, Directors & Management	\$50 .00 - \$75.00 monthly
Town of Oro Valley	Phone Allowance	Water Utility Administrator, Recreation Facility Manager, Magistrate, and Finance, HR, and Community Development Directors	\$65.00 monthly
Town of Prescott Valley	Phone Allowance	Directors, Chief Police, Police Lieutenant	\$100.00 monthly
City of Sierra Vista	None		
City of Yuma	None		

Table B-6: Education/Certification Pay Incentives

Agency	Applicable to	Description
City of San Luis	Fire Fighter	Paramedic Certification: \$1.10/hour
	Police Officer	Skills pay for K9, Detective, Motorcycle: \$1/hour
City of Apache Junction	None	N/A
City of Buckeye	Fire Fighter	Paramedic Certification: \$2/hour Tactical Response Certification: \$0.75/hour Hazards Materials Certification: \$0.75/hour
	Police Officer	Paramedic Certification: \$2.00/hour
City of Casa Grande	Fire Fighter	Paramedic Certification: 10% differential
City of Florence	Fire Employees	Paramedic Certification: All fire employees including management are eligible for EMT certification incentive. It is a premium of the midpoint of range. Agency declined to provide calculation.
City of Maricopa	Fire Fighter	Special Operations Pay-Hazardous Materials, Technical Rescue and other special operation programs approved by Fire Chief must be assigned to duties related to certification. \$100 per pay period=\$216.66 monthly. Limited to 1 special operation incentive per pay period.
Town of Oro Valley	Police Officer	Skills pay for SRO, K-9, DUI, Motorcycle, FTO: \$1/hr
Town of Prescott Valley	None	N/A
City of Sierra Vista	Firefighter	Paramedic Certification: \$379 per month
	Police Officer	Skills Pay: (all amounts are monthly) Officer level I \$43, Level II \$87, Level III \$130, Level IV \$173 K-9 Stipend: 10.83 hours overtime monthly Paramedic Certification: \$379 per month POST Cert: \$166/month
City of Yuma	Fire Fighter/EMT & Fire Captain	Hazmat Certification: \$100 monthly Technical & Rescue Certification: \$100 monthly Paramedic Certification: \$500 monthly – fire suppression

Table B-7: Comparison of Annual Compensation for Police Officer - Base Salary (midpoint) and Skill Pay

Agency	Base Salary Mid-Point	Skill Pay								Skill Pay (Total)	Base Salary + Skill Pay
		K-9	Detective	Motorcycle	Paramedic	SRO	DUI	FTO	EMT		
City of San Luis	\$41,976	\$2,080	\$2,080	\$2,080						\$6,240	\$48,216
City of Apache Junction	\$60,996										\$60,996
City of Buckeye	\$65,580				\$4,160					\$4,160	\$69,740
City of Casa Grande	\$61,356										\$61,356
City of Florence	\$53,952										\$53,952
City of Maricopa	\$58,866										\$58,866
City of Oro Valley	\$57,438	\$2,080		\$2,080		\$2,080	\$2,080	\$2,080		\$10,400	\$67,838
City of Prescott Valley	\$53,748										\$53,748
City of Sierra Vista	\$58,896	\$5,520			\$4,548				\$2,040	\$12,108	\$71,004
City of Yuma	\$59,484										\$59,484

Figure B-1: Comparison of Annual Compensation for Police Officer - Base Salary (midpoint) and Skill Pay

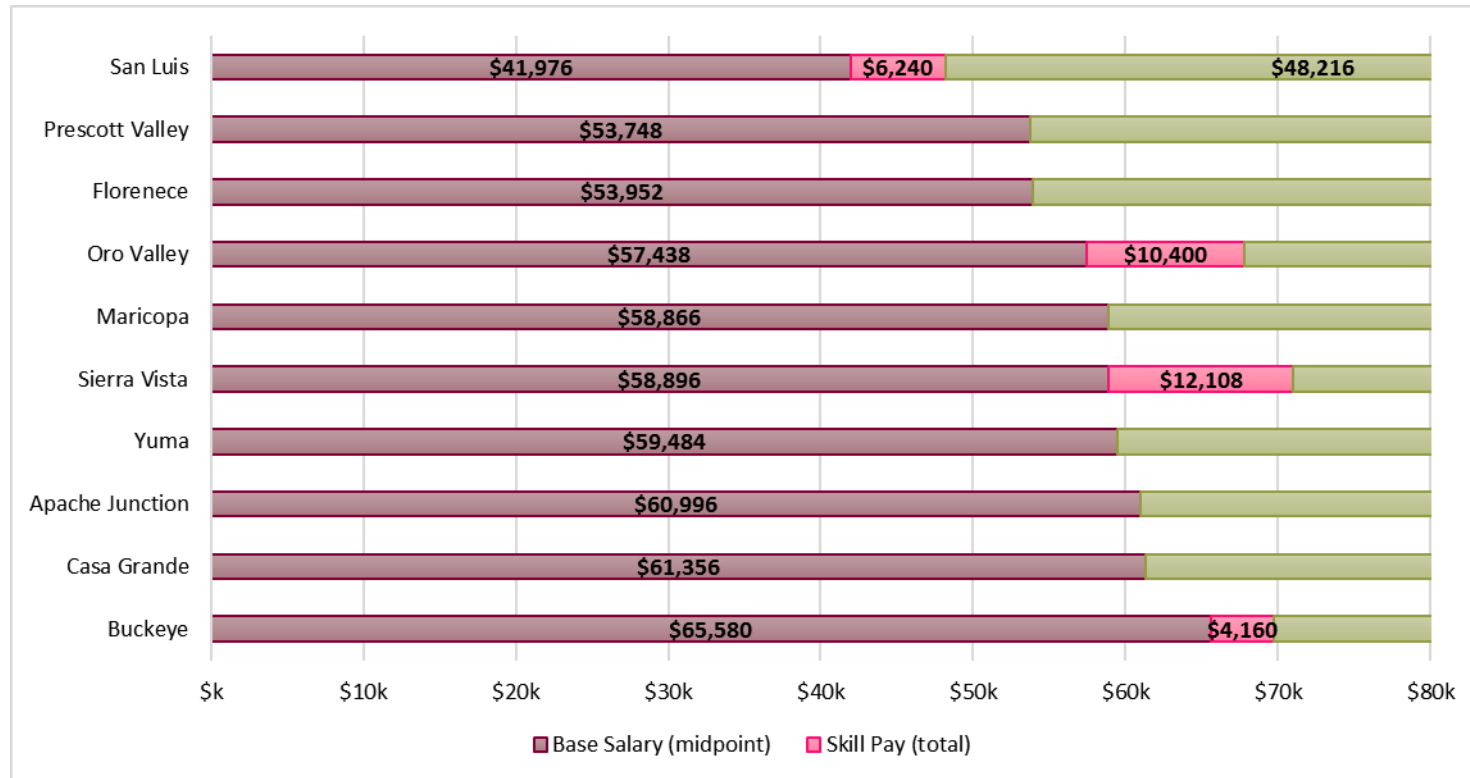


Figure B-2: Comparison of Annual Compensation for Police Officer - Skill Pay Only

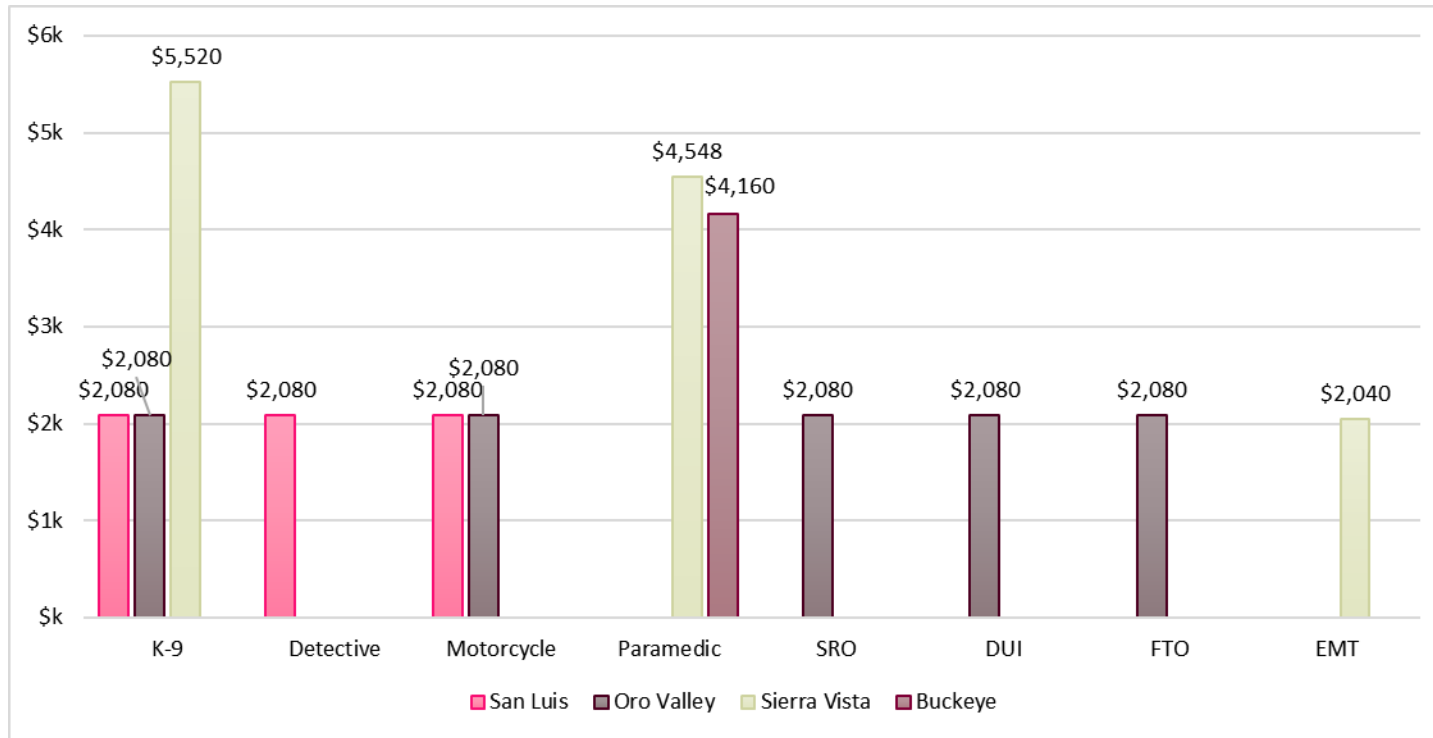


Table B-8: Comparison of Annual Compensation for Firefighter - Base Salary (midpoint) and Skill Pay

Agency	Base Salary Mid-Point	Skill Pay					Skill Pay (Total)	Base Salary + Skill Pay
		K-9	Detective	Motorcycle	Paramedic	SRO		
City of San Luis	\$39,954		\$3,032				\$3,032	\$42,986
City of Buckeye	\$59,082	\$2,242.50	\$5,980	\$2,242.50			\$10,465	\$69,547
City of Casa Grande*	\$77,514							\$77,514
City of Florence**	\$46,524							\$46,524
City of Lake Havasu	\$56,148							\$56,148
City of Maricopa***	\$55,548					\$2,955.92	\$2,599.92	\$58,148
City of Sierra Vista	\$52,566		\$4,548				\$4,548	\$57,114
City of Yuma	\$51,295	\$1,200	\$6,000		\$1,200		\$8,400	\$59,695

*Cases Grande provides a 10% differential for Paramedic cert but did not provide details on how it is calculated

**Florence provides a premium for Paramedic cert that is a percentage of midpoint but declined to provide calculation

** Maricopa provides special operations pay that includes Hazmat, Technical Rescue, and other special operations program. Incumbents are limited to one special operation incentive per pay period.

Figure B-3: Comparison of Annual Compensation for Firefighter - Base Salary (midpoint) and Skill Pay

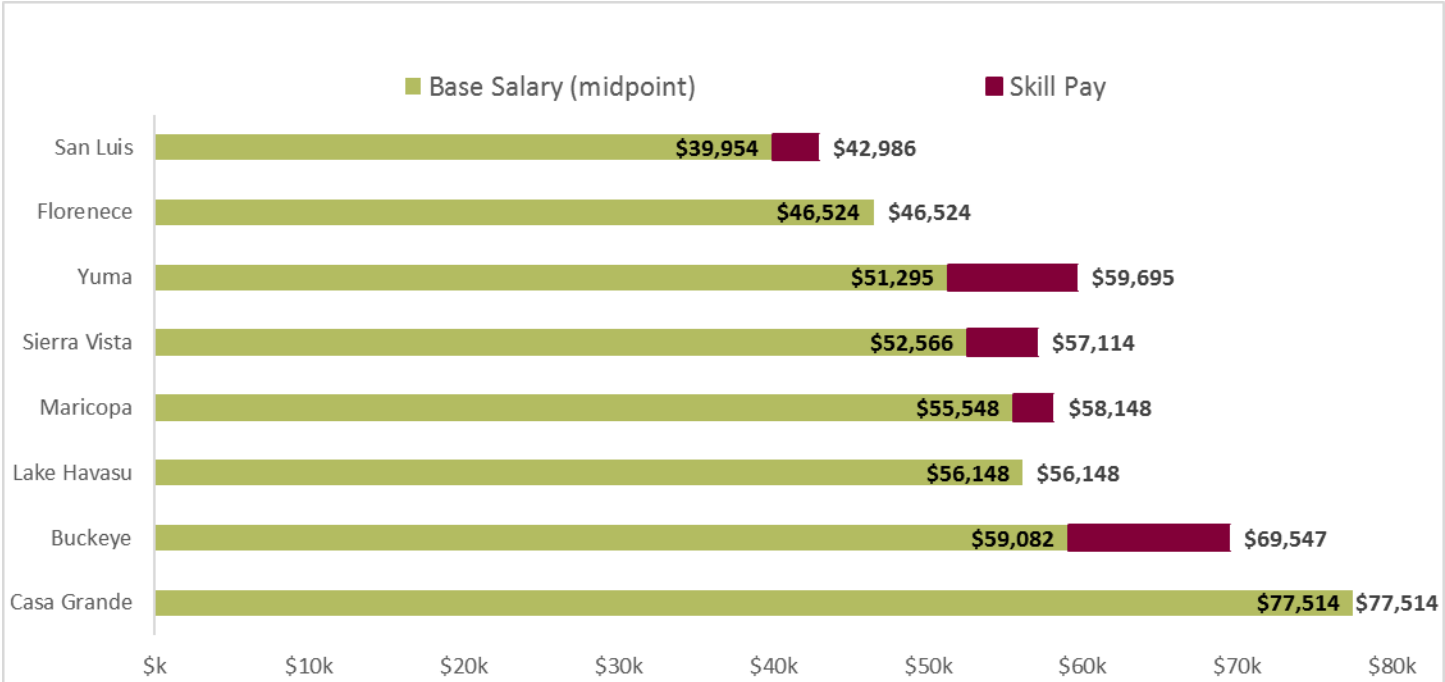


Figure B-4: Comparison of Annual Compensation for Firefighter - Skill Pay Only

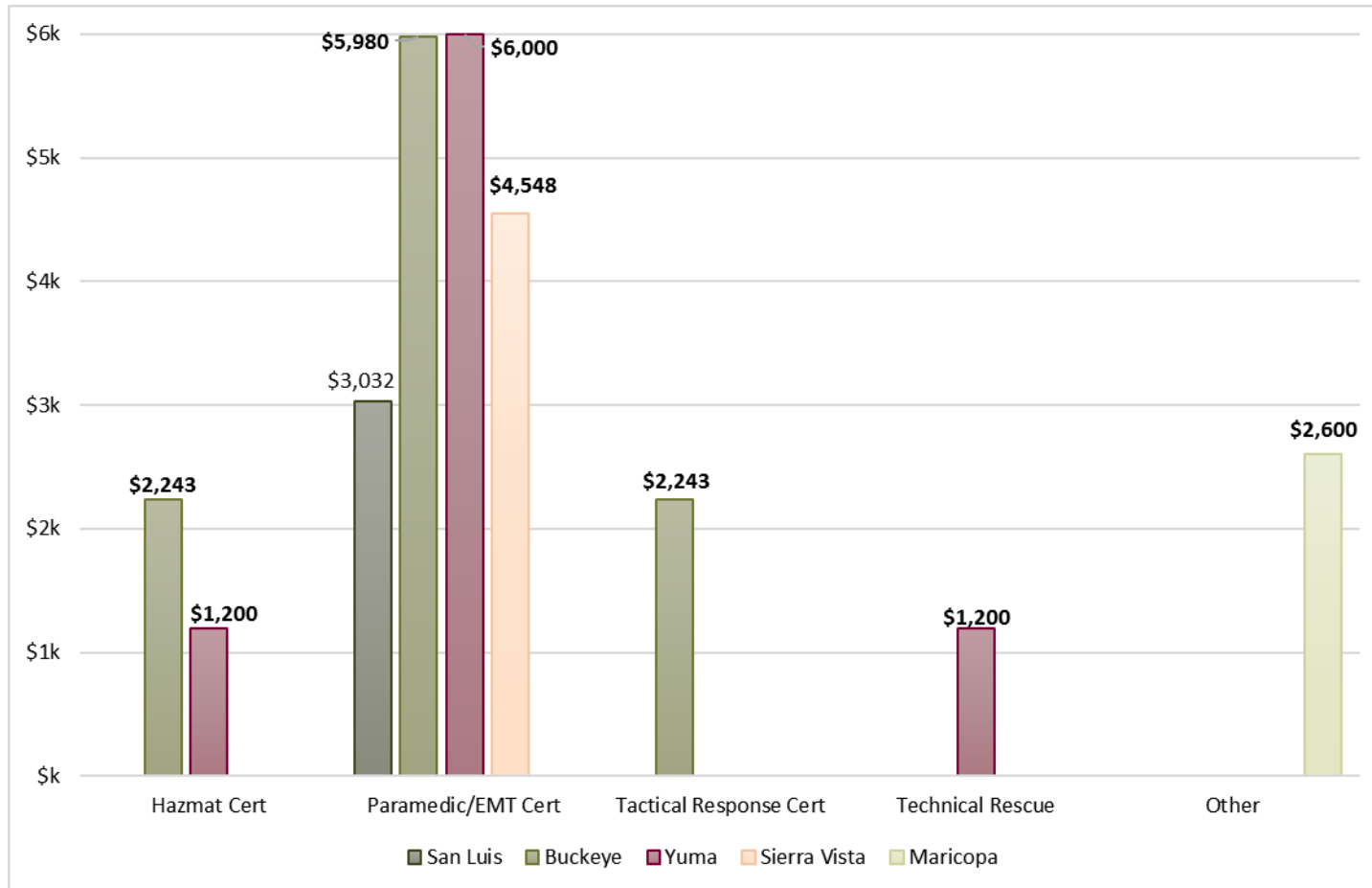


Table B-9: Vacation Accrual Rates (In Hours)

Agency		Year 1		Year 5		Year 10		Max Accrual	
		Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual
City of San Luis	40-Hour: Non-Safety, Safety-Police	80	320	116.16	320	120.12	320	120.12@10	320
	56-Hour: Safety-Fire	106	320	127.14	320	159.12	320	159.12@10	320
City of Apache Junction	40-Hour: Non-Safety, Safety-Police	96	320	120	320	144	320	192 @ 15	320
City of Buckeye	40-Hour: Non-Safety, Safety-Police	96	240	128	240	144	240	184 @ 15	240
	56-Hour: Safety-Fire	134	336	179	336	202	336	258 @ 15	336
City of Casa Grande	40-Hour: Non-Safety, Safety-Police	96	144	144	216	192	288	240 @ 15	360
	56-Hour: Safety-Fire	134.4	201.6	201.6	302.4	268.8	403.2	337.2 @ 15	505.8
City of Florence	40-Hour: Non-Safety, Safety-Police	96	192	120	240	160	320	200 @ 15	400
	56-Hour: Safety-Fire	127	254	159	318	212	424	265 @ 15	530
City of Maricopa	40-Hour: Non-Safety, Safety-Police	88	286	112	286	144	286	192 @ 15	286
	56-Hour: Safety-Fire	124	400	157	400	202	400	269 @ 15	400
Town of Oro Valley	General	96	144	96	144	136	204	176 @ 11	300 @ 20
	Exempt	136	204	136	204	176	264	176 @ 11	300 @ 20
	Dept. Heads	176	264	176	264	176	264	176 @ 11	300 @ 20
Town of Prescott Valley ¹²	40-Hour: Non-Safety, Safety-Police	120	Unlimited	160	Unlimited	200	Unlimited	200 @ 10	Unlimited
City of Sierra Vista	40-Hour: Non-Safety, Safety-Police	96	240	120	240	144	288	192 @ 20	336
	56-Hour: Safety-Fire	144	360	180	360	252	432	288 @ 20	204

¹² The Town of Prescott Valley has a General Leave plan to include all paid time off with no separate sick leave bank.

Table B-9: Vacation Accrual Rates (In Hours)

Agency		Year 1		Year 5		Year 10		Max Accrual	
		Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual
City of Yuma ¹³	40-Hour: Non-Safety, Safety-Police	136	272	176	352	184	368	216 @ 20	432
	56-Hour: Safety-Fire	190	380	246	292	258	516	302 @ 20	604

¹³ The City of Yuma has a General Leave plan to include all paid time off, but maintains a separate “major medical leave” bank; details for major medical leave are in Table B-8.

Table B-10: Sick Leave/Holidays/Administrative Leave

Agency		Sick Leave Annual Accrual (Hours)	Sick Leave Maximum Accrual (Hours)	Holidays (Days)	Administrative Leave & Other Practices
City of San Luis	40-Hour: Non-Safety, Safety-Police	96	360	Holidays: 11	N/A
	56-Hour: Safety-Fire	127	360		
City of Apache Junction	40-Hour: Non-Safety, Safety-Police	96	1040	Holidays: 11 Floating: 1 ¹⁴	
City of Buckeye	40-Hour: Non-Safety, Safety-Police	96	480	Holidays: 12 Floating: 0	N/A
	56-Hour: Safety-Fire	135	672		
City of Casa Grande	40-Hour: Non-Safety, Safety-Police	96	1280	Holidays: 10 Floating: 1	N/A
	56-Hour: Safety-Fire	134.4	1792		
City of Florence	40-Hour & 56-Hour : Non- Safety, Safety-Police, Safety-Fire	96	960	Holidays: 11 Floating: 0	N/A
City of Maricopa	40-Hour: Non-Safety, Safety-Police	96	Unlimited	Holidays: 10 Floating: 1	Performance Leave: 1 “personal” day for employees that meet or exceed expectations on annual performance review
	56-Hour: Safety-Fire	135	Unlimited		

¹⁴ City of Apache Junction does not provide an actual floating holiday, this is representing “Birthday Leave”

Table B-10: Sick Leave/Holidays/Administrative Leave

Agency	Sick Leave Annual Accrual (Hours)	Sick Leave Maximum Accrual (Hours)	Holidays (Days)	Administrative Leave & Other Practices
Town of Oro Valley All	96	Unlimited	Holidays: 12 Floating: 1 ¹⁵	Administrative Leave: Up to 10 days/year at discretion of Town Manager, no specific schedule for any position
Town of Prescott Valley All	None, General Leave plan (PTO)	N/A	Holidays: 11 Floating: 0	DNA
City of Sierra Vista	40-Hour: Non-Safety, Safety-Police	96	Unlimited	No Administrative Leave
	56-Hour: Safety-Fire	144	Unlimited	
City of Yuma	40-Hour: Non-Safety, Safety-Police	57.5 Major Medical Leave	Unlimited	Executive Leave: At discretion of Department Director or City Administrator, leave may be provided for workload or personal issues to FLSA exempt employees
	56-Hour: Safety-Fire	80 Major Medical Leave	Unlimited	

¹⁵ Town of Oro Valley does not provide an actual floating holiday, this is representing "Birthday Leave"

Table B-11: Vacation and Sick Leave Cash-Out Practices

Agency	Vacation Leave Cash-Out		Sick Leave Cash-out		
	Cash-out Annually	Policy Notes	Cash-out	Service Years	Policy Notes
City of San Luis	Yes	40 hours	No	No	--
City of Apache Junction	No	--	Yes	No	The City offers Sick Leave payout upon an employee death or when an employee resigns in good standing. The payout shall be as follows: Hours between 0 – 320 @ 0% Hours between 321 – 639 @ 50% Hours between 640 – 1040 @ 25%
City of Buckeye	Yes	40 hr (Non-Safety & Police): Up to 80 hours cashed with 80 hours remaining and 40 taken in the prior 12 months 56 hr (Fire): Up to 112 hours cashed with 112 hours remaining and 40 taken in the prior 12 months	Annual cash-out option, no cash-out at termination/retirement	No	Annual Cash out up to 80 hours (112 for Cert fire) at rate of 50% regular hourly pay. To be eligible for this program, employees must have a sick leave balance exceeding eighty (80) hours (112 hours, per above) as of the last pay period preceding the end of the fiscal year. Only accrued hours exceeding 80 (112 hours, per above) will be available for cash out.
City of Casa Grande	No	--	Annual cash-out option and at termination/retirement	No	A sick leave buy-back program is offered to employees who have worked for a full calendar year. Up to 32 hours (45 for firefighters) may be “sold” back to the City through this program.
City of Florence	No	--	No	No	--
City of Maricopa	Yes	56 hr (Fire): With 56 hours taken, at the end of the calendar year EEs are cashed out for any hours in excess of the max accrual	No	No	--

Table B-11: Vacation and Sick Leave Cash-Out Practices

Agency	Vacation Leave Cash-Out		Sick Leave Cash-out		
	Cash-out Annually	Policy Notes	Cash-out	Service Years	Policy Notes
Town of Oro Valley	No	--	Cash out at termination and option to transfer to Annual Leave	No	<p>Employees not terminated for cause: one-half of an employee’s accrued sick leave beyond 480 hours will be paid upon separation. Employees terminated for cause do not receive any payout for unused sick leave.</p> <p>Transfer of Sick Leave to Annual Leave: Any unused portion of the first 56 hours of sick leave accrued in the previous fiscal year in excess of 480 hours will be transferred automatically.</p>
Town of Prescott Valley	Yes	Cash out of 2x annual accrual	N/A	N/A	--
City of Sierra Vista	Yes	<p>40 hour/week employees may cash-out end of calendar year up to 40 hours so long as minimum 40 hours used and balance of 100 hours.</p> <p>56 hour/week employees may cash-out end of calendar year up to 56 hours so long as minimum 56 hours used and balance of 150 hours.</p>	Yes	No	<p>40 hour/week may cash-out 50% of first 480 hours and 25% of any remaining hours</p> <p>56 hour/week may cash-out 50% of first 672 hours and 25% of any remaining hours</p>

Table B-11: Vacation and Sick Leave Cash-Out Practices

Agency	Vacation Leave Cash-Out		Sick Leave Cash-out		
	Cash-out Annually	Policy Notes	Cash-out	Service Years	Policy Notes
City of Yuma	Varies	Vacation cash-out is at the City's discretion and based upon economic conditions. If cash-out is approved for a calendar year, employees may elect once, and at the time set by the City, to either (a) convert General Leave to Major Medical Leave accrual, or (b) sell-back leave to the City subject to certain restrictions. No more than 40 hours of unused vacation may be sold/converted each time. Employee must have used at least 40 hours of vacation in the preceding year.	Yes	No	Major Medical Leave will be payable to employees who voluntarily resign or retire. The amount will be a percentage of a minimum number of years of service as determined by the City Administrator, up to 20% based on years of service

Appendix C: Salary Survey

City of San Luis Total Compensation Survey

Introduction

CPS HR Consulting, on behalf of the City of San Luis, Arizona (City) is conducting a total compensation survey for 40 job classifications. The City has identified your agency as part of their labor market and would greatly appreciate your assistance in providing base salary and benefit information on the classes surveyed.

A CPS HR Consultant researched your agency's website in order to conduct an initial job match. This survey tool is prepopulated with information available online, such as: job descriptions, published salary ranges, benefits information, and/or provisions outlined in MOUs. We kindly ask you to help us validate the information **OR** provide accurate information.

Survey Structure

This salary and benefits survey comprises four sections as follows:

Section 1: General Information – Your Agency

The first section asks for general information with respect to your agency's size, salary plan structure, and any scheduled pay increases or decreases.

Section 2: Compensation Survey (separate document)

This section comprises the compensation survey and asks for salary data for the survey class descriptions. A summary description for each survey classification has been provided.

The following pieces of information are needed for each classification.

- Current comparable class title.
- The monthly minimum and maximum salary for the comparable class.
- If you utilize an open range pay structure with a control point, please provide the control or market point for that class.
- What bargaining unit (if represented by a union) the comparable class is assigned to.
- Please include copies of job descriptions, salary schedules, organization charts and a benefit summary if this information is not provided on your agency's website.
- Any additional relevant information on your comparable classification.

Section 3: Benefits Survey

This section asks for premium pay, pension practices, education, health, and leave practices data.

Section 4: Confidential Classification Pay and Benefits Differentials

This section asks for salary and benefits information for confidential classifications.

Completing & Returning the Survey

If you have any questions about the survey or data being requested, please contact [CONSULTANT] by phone at [(###) - ### -####], or email at [EMAIL ADDRESS].

Please send the completed survey and background information by [DATE DESIRED BY COMPLETING CONSULTANT]. **If you are unable to complete by that date, please let us know when you anticipate it would be possible to return or what we can help with.** Please return the survey to [CONSULTANT] by email at [EMAIL ADDRESS].

Participating Agency Information

Please complete the following information so that we can track responses and follow-up with questions on the survey if necessary.

[Keywords]		
Agency Name		
Contact Name		Title
Email	Phone	Fax

General Instructions:

To participate in this study, please follow these instructions:

1. Complete all sections of the questionnaire using the salary and benefit information for your staff positions that match the classifications listed.
2. Please include copies of salary schedules, organization charts and the classification specifications for the comparable classes if this information is not provided on your agency's website.
3. Please send the completed survey and background information by [DATE DESIRED BY COMPLETING CONSULTANT], or at your earliest convenience, by email at [EMAIL ADDRESS].

Thank you in advance for your assistance.

■ Comments & Consultant Notes

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CPS HR Consulting Staff Quality Control Checklist:

Data Collection by*:	
Data Audited by:	
CompCalc Entry by:	
CompCalc QC by:	

***CPS HR Documents Checklist**

- Class Specs (for ALL positions)
- All MOUs, Amendments or Salary Resolutions (for ALL applicable units)
- Salary Schedule(s)
- Financial Budget
- Allocation Documents
- Organizational and/or Departmental Chart(s)
- Benefits Summaries
- Other:

Section 2: Compensation Survey

Salary Data Collection Sheets – Salaries effective as of **March 1, 2017**.

- If your agency/organization does not have a comparable, class, please enter “No Comparable Classification” or “NCC” in the “Your Organization Class Title” and list the job title that performs these duties in “If no match, what position performs these duties?”
- If your agency has a comparable class but it is unfilled and not funded in current budget, please indicate with “UNFUNDED”
- For safety positions, please list minimum education requirement (e.g., Basic POST, Intermediate POST, etc.)
- For Employee Group/Union: for safety employees in non-POA or Fire Unions, e.g., those in Mid-management MOUs, please enter the Union title and “Police” or “Fire”. Example: Mid Management – Police or Mid Management – Fire.

#	Survey Class Title	Class Description			
1.	Accountant II	Journey level classification. Under limited supervision performs professional accounting and budgeting duties; maintains the City's accounting system, prepares mandated reports and financial statements and performs financial analysis and research. Requires Bachelor's degree and two (2) years professional governmental accounting experience.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
2.	Administrative Assistant	Advanced journey level classification. Under general supervision, performs specialized administrative clerical, office-technical and/or secretarial work of above-average difficulty and complexity in a variety of office settings throughout the City. Performs most complex work and may supervise work of lower clerical, administrative or technical workers.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
3.	Billing and Collections Manager [^]	Department head classification. Under limited supervision assists in planning, organizing, directing, and reviewing the functions of the Utility Section including			

	but not limited to: utility billing and collection, meter reading, service connection and disconnection and installation of water meters. Provides leadership to and coordinates activities with other City divisions, departments and outside agencies. Provides highly responsible and complex administrative support to the department director.			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description			
4.	Building Inspector II	Advanced journey level classification. Under direction, inspects residential and commercial construction projects to ensure compliance with building safety, engineering, and architectural codes, regulations, ordinances, statutes, and standards. May oversee work of lower class workers. Required Certifications: Building Inspector issued by the International Code Conference (ICC).			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
5.	Chief Operator - Water/Wastewater*^	Advanced journey level classification. Under general supervision, oversees the operation of water/wastewater treatment plant, system components, and related equipment and ensures regulatory compliance of the City water/wastewater treatment plant. Required Certifications: Certification from the State of Arizona as a Water or Wastewater Treatment Plant Operator at appropriate level.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
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6. City Manager^	Top administrative classification. Under Council direction, plans, organizes, directs, and manages all City programs and services and related operational activities; provides leadership to the City organization; advises and assists the City Council; represents the City's interests with other levels and agencies of government, business interests, and community at large. Required Certifications:			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description			
7.	City Attorney^	Department Head classification. Under administrative direction, plans, organizes, directs, and reviews the functions of the City Attorney Office; provides leadership to the department and the City organization; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager. Law school graduation with Juris Doctorate and local government legal experience. Required Certifications: Certified Attorney with the State of Arizona Bar.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
8.	City Clerk^	Department Head classification. Under administrative direction, plans, organizes, directs, and reviews the functions of the City Clerk Department, including but not limited to: statutory responsibilities of City Clerk, municipal and special elections, records management, preparation and recording of the activities and decisions of the City Council, and codification and maintenance of official City records; provides leadership to the department and the City organization. Required Certifications: Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) by International Institute of Municipal Clerks.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
9.	Community Development Manager^	Management classification. Under direction of Department Head, assists with planning, organizing, directing, and reviewing the functions of the Community Development Division including but not limited to community and economic development, grant development and administration, and business development and retention. Provides leadership to the department and the City organization; coordinates assigned activities with other City divisions, departments and outside agencies. Provides highly responsible and complex administrative support to the department director and city manager; and performs other related duties as required. Requires Bachelor's Degree in Business Administration, Public Administration, Economics, or closely related area of study.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
10.	Contracts & Grants Coordinator	Advanced level classification. Under limited supervision, coordinates grants received from Federal agencies, the State of AZ and private entities, and ensures that the Schedule of Expenditures of Federal Awards (SEFA) is compiled with accuracy and ready for the Auditors. Assists the department with accounting or finance matters such as accounts payable, various reconciliations and/or preparing journal entries, and other related duties as required. Required Certifications:			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
11.	Custodian	Entry to Journey level classification. Under general supervision, maintains clean and sanitary buildings/offices/facilities and performs minor repairs. Sets up and arranges meeting rooms as required. Sweeps, mops, scrubs, and polishes floors, and vacuums and steam cleans carpets. Cleans and disinfects restrooms including floors, sinks, tile, countertops, toilets, mirrors, and other fixtures and stocks with lavatory supplies (toilet paper, paper towels, hand soap, etc.).			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?

Required Certifications:				
Notes:				

#	Survey Class Title	Class Description			
12.	Director of Public Works^	<p>Department head classification. Under administrative direction, plans, organizes, directs and reviews the functions of the Public Works Department including but not limited to: potable water treatment and distribution, water and wastewater collection and treatment, solid waste collection and disposal, street installation, maintenance and repair, fleet services, capital project construction, and construction inspection. Provides leadership to the department and the City organization; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.</p> <p>Required Certifications: Registration as a Civil Engineer with the State of Arizona, or licensure in another state and able to obtain Arizona registration within six (6) months of employment.</p>			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
13.	Equipment Operator	<p>Entry to journey level classification. Under general supervision, operates light to medium construction, maintenance, and transportation equipment in a variety of maintenance activities including excavating, trenching, sanitation collection, street cleaning, loading and related operations in accordance with all safety regulations. Operates a variety of equipment and trucks, including dump truck, water truck, compaction roller, crack sealer machine, backhoe, boom/lift truck and street sweeper. One (1) year experience in the operation and routine maintenance of various diesel and powered maintenance equipment.</p> <p>Required Certification: A valid Arizona Commercial Driver's License (A or B) is required at the time of appointment and must be maintained throughout employment.</p>			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				

Notes:	
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#	Survey Class Title	Class Description			
14.	Finance Director^	Department head classification. Under administrative direction, plans, organizes, directs, and reviews the functions of the Finance Department including but not limited to: accounting, budget, payroll, purchasing, grant administration, risk management, and utility billing and collections; provides leadership to the department and the City organization; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager. Required Certifications: Certified Public Accountant or Certified Government Financial Manager.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
15.	Fire Captain^	Senior Officer classification. Under limited supervision, supervises the day-to-day activities of an assigned crew of the City Fire Department. Supervises, coordinates, and participates in fire suppression activities and medical emergency calls; Supervises the personnel and effective use of fire and equipment at the scene of emergencies and determines appropriate emergency action plans. Required Certifications: Emergency Medical Technician (EMT) or Emergency Paramedic (CEP) and Firefighter I & II by the State of Arizona.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
16.	Fire Chief^	Department head and Command Officer classification. Under general direction, plans, organizes, directs, and manages all programs, projects, and services provided by the City Fire Department. Determines departmental policies and procedures and participates in short and long-range planning of departmental goals and objectives; prepares the annual Fire Department budget and monitors			

	expenditures. AAS in Fire Science and ten (10) years at a Senior Officer or Command Staff level.			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description			
17.	Fire Fighter*	Fully-trained journey level classification. Under general supervision, provides fire suppression, emergency medical services, and emergency responses to City residents. Responds to fire, medical, and other emergency calls for assistance; extinguishes fires and conducts search and rescue operations. Operates fire and rescue vehicles, equipment, and pumps. Assesses medical needs, provides basic emergency medical care, and transports patients to the hospital; checks assigned apparatus for medical supplies and equipment and cleans and disinfects vehicle and equipment. Conducts inspections of commercial/residential/industrial facilities for fire hazards and regulatory compliance. Required Certifications: Emergency Medical Technician (EMT) certification and Firefighter I & II by the State of Arizona.			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?	
Required Certifications:					
Notes:					

#	Survey Class Title	Class Description			
18.	Heavy Equipment Operator	Journey level classification. Under general supervision, operates heavy equipment to construct, maintain, and repair City streets, grounds, and facilities. Operates graders, backhoes, dump trucks, bob cats, crack/chip sealers, concrete finishers, asphalt cutters, dump trucks, and other heavy equipment as required. Operates heavy equipment to facilitate building construction, maintenance, repair, and/or demolition tasks. Two (2) years journey-level experience operating medium/heavy equipment. Required Certifications: Valid Arizona Commercial Driver's License (A or B)			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?	
Required Certifications:					

Notes:	
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#	Survey Class Title	Class Description			
19.	HR Analyst	Journey level classification. Under limited supervision performs a variety of professional, technical, and analytical Human Resources work in recruitment, selection, classification, compensation, benefit administration, training and employee development, and employee relations. May advise managers on sensitive human resource matters and perform other related duties as required.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
20.	HR Director^	Department head classification. Under administrative direction, plans, organizes, directs, and reviews the functions of the Human Resources Department including but not limited to: recruitment, selection, classification, compensation, training, benefits, employee relations, employee discipline, equal opportunity programs and safety programs. Provides leadership to the department and the City organization; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
21.	Information Technology Manager^	Advanced journey level classification. Under limited supervision, installs, maintains, troubleshoots and upgrades computer hardware, software, personal computer networks, peripheral equipment and city-wide electronic mail systems; assesses user training needs and trains users in effective use of applications; makes recommendations regarding hardware and software acquisitions; prepares documentation and provides user assistance to city staff; and performs related work as required. Confers with Department Directors in planning and solving administrative and operational problems where computerization appears to be necessary. Develops operational and capital department budgets and monitors department expenditures to assure proper budgetary control is maintained. Bachelor's			

	Degree in Computer Science or related field, and three (3) years of experience in a full-service IT environment.			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description			
22.	Magistrate^	<p>Under administrative direction, plans, organizes, directs, and reviews the functions of the Municipal Court. Performs the statutory duties of Magistrate including: adjudicates/processes misdemeanors, City ordinance violations, and traffic complaints; schedules pre-trial conferences, conducts hearings, arraignments, trials and other court proceedings, and sentences violators; receives and grants/denies requests for Search Warrants, petitions for Orders of Protection, injunctions against Harassment, and related legal actions; researches and analyzes legal information, laws codes, and regulations to facilitate decision-making related to court cases. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures.</p> <p>Required Certifications: Graduation from an accredited school of law with a Juris Doctorate. Two years practice of criminal law.</p>			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?	
Required Certifications:					
Notes:					

#	Survey Class Title	Class Description			
23.	Maintenance Technician-Public Works	<p>Entry to Journey level classification. Under general supervision, maintains and repairs City streets, grounds, and facilities. Performs a variety of manual labor, repair, and maintenance work utilizing various hand and power tools, equipment, machinery, and/or vehicles. Maintains and repairs streets, grounds, and facilities using hand and power tools, equipment, machinery, and vehicles; Fabricates, installs, maintains, and replaces directional and traffic signs, sidewalks, curbs, and gutters using heavy equipment and materials; Performs basic building construction, maintenance, and repair tasks (remodeling, framing, sheetrock installation, roofing, stucco, painting, basic plumbing/electrical work, etc.); Performs operator-level inspection, servicing, fueling, and maintenance (including washing) of assigned tools, equipment, and vehicles.</p> <p>Required Certification: Commercial driver's license (A or B) must be obtained within six months of employment.</p>			

Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description		
24.	Mechanic	Journey level classification. Under limited supervision, independently performs highly skilled and complex diagnosis, maintenance and repairs of a wide variety of diesel, gasoline and hydraulic powered vehicles (medium and light duty), including: generators, trucks, cars, police vehicles, fire apparatus and various types of construction equipment. Researches reference manuals concerning unusual or difficult repairs; performs welding on City vehicles and equipment as required. Stores, handles, applies and disposes of hazardous materials as required. One (1) year full-time automotive service, maintenance, and/or repair work.		
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description		
25.	Parks & Recreation Director^	Department head classification. Under administrative direction, plans, organizes, directs, and reviews the functions of the Parks and Recreation Department including but not limited to: park maintenance and repair, facility maintenance and repair, and recreation programs including aquatics, cultural center, youth center and youth services, senior center and senior services and related programs; provides leadership to the department and the City organization; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager		
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description		
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26. Planner	Journey level professional classification. Under direction, performs professional planning duties, and assists developers and the general public to achieve compliance with City's development standards. Ensures compliance with City, State and Federal planning and zoning codes, policies and procedures; participates in current and advance planning projects; performs plan review and performs other related duties as required. Required Certifications:			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description			
27.	Planning & Zoning Director ^	Department head classification. Under administrative direction, plans, organizes, directs, and reviews the functions of the Planning, Zoning and Development Department including but not limited to: building safety/inspection, plan review, planning, zoning, code enforcement, and community and economic development; provides leadership to the department and the City organization; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
28.	Police Chief^	Department head and Commanding Officer classification. Under administrative direction, plans, organizes, directs, and reviews the functions of the Police Department including but not limited to: patrol, investigations, dispatch, records, and other law enforcement services and programs. Provides leadership to the department and the City organization; coordinates assigned activities with other City departments and outside agencies. Provides highly responsible and complex administrative support to the City Manager. Required Certifications: Arizona POST certification.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?

Required Certifications:	
Notes:	

#	Survey Class Title	Class Description			
29.	Police Communications Manager^	Management classification. Under general supervision, supervises the operations of the public safety communications center and staff providing law enforcement/emergency communications support for the City. Oversees, and participates in the operation and monitoring of radio dispatch, telephone, and automated information systems providing law enforcement support. Prioritizes enforcement and service requests, assumes responsibility for complex situations, and ensures appropriate action is initiated and documented. Coordinates communications activities with internal departments and other public and private agencies to determine requirements and ensure optimal response, service, and support.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
30.	Police Lieutenant	Administrative Officer classification. Under limited supervision, oversees fiscal, personnel, and planning and operational functions of the Police Department to provide a safe community environment. This classification exists is to command and administer a patrol or bureau within the Police Department. When assigned as Lieutenant, or in the absence of superior officer, incumbents of this class command the Police Department during major events or emergencies. Required Certifications: Certification as a Law Enforcement Officer with Arizona POST is required.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
31.	Police Officer*	Fully trained journey-level position. Under general supervision, performs a variety of law enforcement work associated with patrol, traffic enforcement, and investigations. Enforces laws and ordinances, maintains order, protects life and property, investigates crimes, and assists in crime prevention activities.			

	<p>Patrols assigned areas, responds to calls for assistance, and takes appropriate action. Participates in rescue activities for sick and injured persons. Arrests, transports, and books violators and escorts prisoners to jail or court. Prepares detailed reports of felony and misdemeanor crimes as well as criminal and civil traffic complaints.</p> <p>Required Certifications: Certification as a Law Enforcement Officer with Arizona POST is required.</p>			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description			
32.	Police Sergeant	<p>Advanced level classification. Under limited supervision, supervises law enforcement activities of Police Department staff on an assigned shift. Supervises, deploys, and evaluates the work of Police Officers on an assigned shift. Performs duties of a Police Officer as necessary, including patrols, arrests, issuing of citations, criminal cases, and testifying in court. Directs, reviews, and participates in the preparation of reports. Accompanies Police Officers on high risk calls and provides guidance and assistance to officers involved in vehicle stops.</p> <p>Required Certifications: Certification as a Law Enforcement Officer with Arizona POST is required.</p>			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?	
Required Certifications:					
Notes:					

#	Survey Class Title	Class Description			
33.	Prosecutor^	<p>Journey-level to advanced professional classification. Under limited direction, responsible for supervising and participating in the prosecution of cases in the City court and performs other related duties. Attends pretrial conferences with defendants, defense attorneys and judges.</p> <p>Reviews Police reports; conducts factual and legal analysis to determine whether legal issues should be prosecuted, based on the facts of law and evidence. Prepares criminal cases for trial; interviews witnesses; prepares documents; interviews complainants to determine appropriateness for filling criminal charges; tries jury and non-jury cases involving criminal and non-criminal matters coming before the City court, including municipal zoning and aesthetic code enforcement issues, and civil matters. Graduation from law school with Juris Doctorate (JD) and four (4) years' experience in practice of law.</p>			

	Required Certifications: Must be licensed by the Arizona Bar to practice law in the State of Arizona.			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description			
34.	Public Works Supervisor^	Management classification. Under general supervision of Department Head, plans, organizes, directs and reviews the activities of an assigned section (i.e. Storm Drains Maintenance, Sanitary Solid Collection Maintenance, Streets & Parking Lots Maintenance), Solid Waste Collection, and the Right-of-Way Maintenance Division of the Public Works Department.; Supervises assigned crews to perform technically complex maintenance duties, and respond to citizens needs and inquiries; provides responsible and technical staff assistance.			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?	
Required Certifications:					
Notes:					

#	Survey Class Title	Class Description			
35.	Purchasing Coordinator	Journey to advanced level classification. Under general supervision performs professional and technical activities in procuring a variety of services, supplies, materials, and equipment. Receives, examines and processes purchase requisitions; check for correct ordering, accounting, funding, and departmental approval information; issues purchase orders; resolves issues that arise during procurement process; negotiates with suppliers; manage supplier relationships; reviews existing state contracts for applicability to existing user department requirements. Develops and researches specifications; reviews and researches sole source procurement submittals; researches and identifies new sources for use in bidding; obtains bid and price information; work with departments to prepare equipment, materials and services specifications and other necessary documents to facilitate procurement; studies and collects data on current market conditions. Required Certifications: Certified Public Purchasing Officer, Certified Professional Public Buyer, or Certified Purchasing Manager.			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?	
Required Certifications:					

Notes:	
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#	Survey Class Title	Class Description			
36.	Recreation Specialist	Entry to journey level classification. Under general supervision, provides support to various recreational services and activities sponsored by the City and may perform facilities, grounds and pool maintenance. Assists with, coordinates, and/or oversees recreational activities at the City gymnasium, parks or other facility. Leads, and participates in, recreational activities; coordinates training sessions and participates in special recreational events. May oversee activities of lower class workers.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
37.	Risk Property Coordinator	Journey to advanced level classification. Under general supervision, administers and manages the City's risk management program. Receives, investigates and resolves claims; coordinates safety and risk control activities and performs other related duties as required. Develops and implements the organization's risk management program, mitigates risks, ensures compliance with state and federal laws and accreditation standards related to safety and risk management. Plan, organize and direct Risk Management activities including the workers' compensation program, general liability, loss control, safety, occupational medical, property, and other related insurance programs. Develops and implements systems, policies and procedures for the identification, collection, and analysis of risk related information. Leads, facilitates, trains and advises department in designing risk management programs within their own departments. Collects, evaluates, and maintains data concerning claims and other risk-related data.			
	Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
	Required Certifications:				
	Notes:				

#	Survey Class Title	Class Description			
38.	Senior Services Manager^	Management classification. Under limited supervision performs program management and supervisory activities. Directs programs and activities provided by the City Senior Center and oversees facilities. Manages daily administrative and operational activities of the Senior Center; establishes departmental policies and procedures and directs changes in services or			

	programs as required. Performs case management assistance in helping senior citizens complete a variety of documents for enrollment in various social service programs and activities (e.g. Social Security, public assistance, food stamp documents, utility assistance, etc.). Represents the Senior Center and ensures coordination of activities and services between various departments, public and private agencies, organizations, and individuals.			
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description		
39.	Wastewater Operator*	<p>Journey level classification. Under general supervision, operates, monitors, and maintains water/wastewater treatment plant, system components, and related equipment. Operates, monitors, and maintains wastewater treatment plant equipment and systems; Monitors water supply/quality and performs required treatment for water and wastewater systems; Maintains internal wastewater controls and procedures and ensures compliance with industry standards, regulatory requirements, permitted functions, and operating policies and procedures.</p> <p>Required Certifications: ADEQ Certificate in Wastewater Treatment or Collection, Grade 1 or higher.</p>		
Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

#	Survey Class Title	Class Description		
40.	Water Supervisor*^	<p>Journey level to advanced classification. Under general supervision, plans, coordinates, and oversees the installation, operation, maintenance, and repair of water treatment and distribution systems for the City of San Luis. Monitors and oversees the installation, maintenance, repair, and operation of water lines and related fixtures and equipment. Ensures water supply/quality and identifies required treatment for water and wastewater systems to maintain compliance with county, state and federal regulations. Plans current and future project requirements and requisitions required materials, parts, tools, and equipment. Performs inspections of water systems in new subdivisions and makes approval/denial recommendations;</p> <p>Required Certifications: Certification from the State of Arizona as a Water Operator at the appropriate level (Grade 4).</p>		

Your Organization Class Title	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	If no match, what position performs these duties?
Required Certifications:				
Notes:				

Section 3: Benefits Survey

- This is a survey of your employee benefits and employer premium costs effective **January 1, 2017**.
- For health and dental insurance, please enter the most commonly selected benefit plan and/or employer premium cost for family coverage (Employee +2).
- If employees do not receive a specific benefit, please enter “N/A” for Not Applicable in the appropriate columns.
- Please report all premiums as a **monthly** employer cost.
 - To convert from bi-weekly to monthly: (Bi-Weekly Rate * 26) ÷ 12

Bargaining Units Defined

- Please do not use generic titles such as 001, or titles that are not descriptive of the units represented.
- Please make sure the titles match those used in the salary portion of this survey.
- If benefits for more than one agency are identical, please record as one Bargaining Unit and include in notes which specific units are being grouped together.
- If a Bargaining Unit covers a combination of Miscellaneous, Sworn/Police, and Fire positions, please split the units into the appropriate number of Units based on the where any of the following are different: retirement rates, Medicare/FICA, Deferred Compensation, Longevity, Education/Certification incentives (e.g., POST), Medical Contributions, and Vacation/Holiday pay.
 - *Example:* Mid-Management – Non Rep, Mid Management – Fire, Mid Management – Police, Police Officer Association – Sworn, Police Officer Association – Non Sworn (e.g., dispatch)

UNITS:	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
Which of these, if any, applies to the group?	<input type="checkbox"/> Safety-Fire <input type="checkbox"/> Safety-Police/Sworn <input type="checkbox"/> Non-Sworn <input type="checkbox"/> Confidential	<input type="checkbox"/> Safety-Fire <input type="checkbox"/> Safety-Police/Sworn <input type="checkbox"/> Non-Sworn <input type="checkbox"/> Confidential	<input type="checkbox"/> Safety-Fire <input type="checkbox"/> Safety-Police/Sworn <input type="checkbox"/> Non-Sworn <input type="checkbox"/> Confidential
If safety, specific to which positions?			

Cash Add-Ons

California Agencies: Please provide data for employees hired on or after **1/1/2013** (PEPRA)

Arizona Agencies: Please provide data for employees as of **1/1/2017**, unless another date range is more applicable. If using a different starting point than 1/1/2017, please specify.

Retirement Contribution Pickup Practices	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
What is the total Employee contribution, regardless of who pays it , as a percentage (%) of base salary?			
Does the employee pick-up any portion of the employer contribution?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the percentage (%) of the Employee contribution <u>paid by Employer</u> (if applicable)?			
What is the percentage (%) of the Employee contribution <u>paid by the Employee</u> (if applicable)			
Notes			

Retirement Program and Practices

California Agencies: Please provide data for employees hired on or after **1/1/2013** (PEPRA)

Arizona Agencies: Please provide data for employees as of **1/1/2017**, unless another date range is more applicable. If using a different starting point than 1/1/2017, please specify.

Social Security	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
Does your agency participate in Social Security? If so, which rate? Medicare = 1.45% FICA = 6.20% Both = 7.65%	<input type="checkbox"/> Medicare & FICA <input type="checkbox"/> Medicare Only <input type="checkbox"/> Do not participate	<input type="checkbox"/> Medicare & FICA <input type="checkbox"/> Medicare Only <input type="checkbox"/> Do not participate	<input type="checkbox"/> Medicare & FICA <input type="checkbox"/> Medicare Only <input type="checkbox"/> Do not participate
Notes			

Retirement Plan Contribution	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
Please list the type of pension plan your agency participates in, e.g. PERS, etc.	<input type="checkbox"/> CA: CalPERS <input type="checkbox"/> CA: 37 Act <input type="checkbox"/> CA: Other <input type="checkbox"/> AZ: ASRS (Non-Safety) <input type="checkbox"/> AZ: PSRS (Safety)	<input type="checkbox"/> CA: CalPERS <input type="checkbox"/> CA: 37 Act <input type="checkbox"/> CA: Other <input type="checkbox"/> AZ: ASRS (Non-Safety) <input type="checkbox"/> AZ: PSRS (Safety)	<input type="checkbox"/> CA: CalPERS <input type="checkbox"/> CA: 37 Act <input type="checkbox"/> CA: Other <input type="checkbox"/> AZ: ASRS (Non-Safety) <input type="checkbox"/> AZ: PSRS (Safety)
If "Other", please indicate plan			
What is the actuarially determined Employer contribution (not including employee contributions paid by employer) as a percentage (%) of base salary?			
What percentage, if any, of the employer's portion is paid by the employee?			
What is the retirement formula (e.g. 2% @ 55, etc. based on Highest 3 Year Average)?	<u>AZ PSPRS (Safety):</u> <input type="checkbox"/> Tier I: 50% @ 62, 3 year average comp <input type="checkbox"/> Tier II: 62.5% @ 52.5, high 5 year average comp <u>AZ ASRS (Non-Safety):</u> <input type="checkbox"/> Misc. ASRS Benefit	<u>AZ PSPRS (Safety):</u> <input type="checkbox"/> Tier I: 50% @ 62, 3 year average comp <input type="checkbox"/> Tier II: 62.5% @ 52.5, high 5 year average comp <u>AZ ASRS (Non-Safety):</u> <input type="checkbox"/> Misc. ASRS Benefit Formula, see footnote <u>CA Classic:</u>	<u>AZ PSPRS (Safety):</u> <input type="checkbox"/> Tier I: 50% @ 62, 3 year average comp <input type="checkbox"/> Tier II: 62.5% @ 52.5, high 5 year average comp <u>AZ ASRS (Non-Safety):</u> <input type="checkbox"/> Misc. ASRS Benefit Formula, see footnote <u>CA Classic:</u>

Retirement Plan Contribution	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
	Formula, see footnote ¹⁶ <u>CA Classic:</u> <u>CA PEPR:</u>	<u>CA PEPR:</u>	<u>CA PEPR:</u>
Is there a vesting period for retirement benefits? If yes, please indicate what the vesting period is.	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, vesting period:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, vesting period:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, vesting period:

¹⁶ Arizona ASRS (Non-Safety) Retirement Formula: ***Total Service Credit X Graded Multiplier X Average Monthly Compensation (AMC) = Monthly Benefit.*** (CPS Staff: See internal AZ guide and employee handbook in salary survey folder.)

Contribution to Deferred Compensation

Deferred Compensation Practices	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
What is the maximum Employer contribution (enter as dollars or percentage of <u>base monthly salary</u>).			
Please list the type(s) of plans offered, e.g. 401K, 457, etc.			
Is this a matching contribution?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If this is a matching contribution, please provide details of the policy (e.g., 50% of employee contribution, maximum of 5%)			
Notes			

Longevity

Longevity Pay Practices	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
Enter the <u>amount paid per month</u> , in dollars, or as a percentage of monthly salary, for premium pay based on length of service. Enter each level of longevity pay including the year of service and corresponding premium pay amount. Put "N/A" if this benefit is not provided.			
Is this a single lump sum payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes			

Education, Certification, and Other Incentive Pay Practices

Incentive	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
<u>Education/Certification Reimbursement</u>			
Enter the maximum amount paid <u>annually, in dollars</u> , for cost of tuition and books . Put "N/A" if this benefit is not provided.			
<u>Educational Incentive Pay Practices</u>			
<u>Sworn & Dispatchers</u> : Enter the amount <u>paid per month</u> in dollars or percent for POST certification. Please indicate if Intermediate, Advanced, or Supervisory. Please indicate which positions these benefits apply to.			
<u>FIRE</u> : Enter the amount paid per month, in dollars, or as a percentage of salary, for achievement of advanced degrees or training beyond that required for the class. Put "N/A" if this benefit is not provided. Please indicate which positions these benefits apply to.			
<u>Bilingual Pay</u>			
Enter the amount paid per month, in dollars, or as a percentage of salary, for Bilingual Pay. Put "N/A" if this benefit is not provided. This benefit need not apply to all positions within the unit.			

Special Pay Practices

Please provide details on Certification Incentives, Bonus Pay or Performance Incentives, and Allowance Pay Practices for solely for the positions listed.

Certification & Educational Incentives

For the positions listed below, please list any certification or educational incentives that are not a requirement of the job. Please indicate the amount paid per month in dollars or percentage for these achievements. If the achievement of certification or advanced education is a single lump sum payment, please indicate as such.

Survey #	Benchmark Position	Agency Class Match	Unit	Pay Incentive Description
5	Chief Water/Wastewater Operator			
17	Fire Fighter			
31	Police Officer			
39	Water/Wastewater Operator			
40	Water/Wastewater Supervisor			

Allowance Pay Practices

For the positions listed below, please list any allowance pay practices (e.g., phone, vehicle, etc). Please indicate the amount paid per month in dollars or percentage. -- All Director/Supervisor – level positions

Survey #	Benchmark Position	Agency Class Match	Unit	Car	Phone	Other	Notes
3	Billing and Collections Manager						
5	Chief Operator - Water/Wastewater						
6	City Manager						
7	City Attorney						
8	City Clerk						
9	Community Development Manager						
12	Director of Public Works						
14	Finance Director						
15	Fire Captain						
16	Fire Chief						
20	HR Director						
21	Information Technology Manager						
22	Magistrate						
25	Parks & Recreation Director						
27	Planning & Zoning Director						
28	Police Chief						
29	Police Communications Manager						
33	Prosecutor						
34	Public Works Supervisor						
38	Senior Services Manager						
40	Water Supervisor						

Health Programs

Cafeteria Plan Practices	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
Does your agency/organization have a cafeteria plan provision? If so, please answer the following two questions in regards to the Cafeteria Plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the <u>employer's maximum monthly dollar amount contribution</u> ?			
What is the <u>employee's maximum monthly dollar amount contribution</u> ?			
What benefit items is this payment intended to cover? (i.e., medical, dental, etc.)	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability <input type="checkbox"/> Life Insurance <input type="checkbox"/> Other (list below)	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability <input type="checkbox"/> Life Insurance <input type="checkbox"/> Other (list below)	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability <input type="checkbox"/> Life Insurance <input type="checkbox"/> Other (list below)
Other benefits:			

For all benefits provided separate from any cafeteria-style plan, please complete the following questions regarding Medical, Dental and Vision Insurance.

Insurance Programs and Costs	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
<u>Medical</u>			
What is the <u>employer's maximum monthly contribution, in dollars, for full family medical coverage, for the most commonly selected plan.</u>			
What is the <u>employee's maximum monthly contribution, in dollars, for full family medical coverage for the most commonly selected plan.</u>			
<u>Dental</u>			

Insurance Programs and Costs	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
List the <u>employer's maximum monthly contribution</u> , in dollars, for full family dental coverage for the most commonly selected plan (if included in medical, indicate by entering "inc.").			
What is the <u>employee's maximum monthly contribution</u> , in dollars?			

Vision

List the <u>employer's maximum contribution</u> for full family vision coverage for the most commonly selected plan (if included in medical, indicate by entering "inc.").			
<i>What is the <u>employee's maximum monthly contribution</u>, in dollars?</i>			

Life Insurance & Disability

Which, if any, does the employer provide and pay for?	<input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability <input type="checkbox"/> Life Insurance	<input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability <input type="checkbox"/> Life Insurance	<input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability <input type="checkbox"/> Life Insurance
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Vacation and Sick Leave Practices

Incentive	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]			
<u>Vacation Leave</u>						
List the number of hours accrued annually as well as the maximum that can be accrued annually:	Annual Accrual	Max. Accrual	Annual Accrual	Max. Accrual	Annual Accrual	Max. Accrual
Year 1						
Year 5						
Year 10						
Year 20						
Year of service for max accrual:						
Can employees cash out vacation leave on an annual basis? (Excludes termination or retirement).	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details of the terms for cashing out vacation leave, or attach a copy of the policy.						
<u>Sick Leave</u>						
	Annual Accrual	Max. Accrual	Annual Accrual	Max. Accrual	Annual Accrual	Max. Accrual
List the number of hours per year, as well as the maximum accrual allowed.						
Does your agency allow employees to cash out sick leave at termination or retirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your agency allow employees to apply sick leave to service time upon retirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details of the terms for cashing out sick leave, or attach a copy of the policy.						
<u>Holidays</u>						

Incentive	[Bargaining Unit 1 Title]	[Bargaining Unit 2 Title]	[Bargaining Unit 3 Title]
List the number of regular holidays provided each year to each group.			
List any additional floating holidays provided each year to each group.			
<u>Admin Leave</u>			
Is Administrative or other leave (e.g., Wellness) provided to all or specific classifications? If yes, record in following table.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Group	N	Average % Increase (first year)	First Year Cost
Safety-Fire General (201 and below)	37	10.41%	\$168,371
Safety-Fire Management (202-204)	6	8.67%	\$25,542
Safety-Police General (201 and below)	28	7.68%	\$87,265
General (202 and below)	172	6.61%	\$289,198
Management (203-204)	12	5.92%	\$32,634
Executive	14	4.30%	\$41,296
Safety-Police Management (202-204)	6	3.60%	\$10,609
Safety Executive (205 and above)	4	3.58%	\$9,580
Total	279	6.35%	\$664,495

City of San Luis Skill Pay Schedule

Skills pay will be paid when the skill and/or certification is required for the position and/or for the performance of job.

Type	Skill Pay			Skill Pay (Annual)
	2080 hours	2756 hours	2080 hours	
Detective	\$1.00			\$2080
Motorcycle	\$1.00			\$2080
K-9	\$1.00			\$2080
Paramedic		\$1.10		\$3032
Hazmat		\$0.50		\$1378
Water Safety Instructor			\$0.25	\$130

Recommended Title	Job Group	Class Series	Department	Recommended Pay Grade
Recreation Intern	General		Parks and Recreation	101
Life Guard	General		Parks and Recreation	101
Office Assistant	General		Public Works	102
Custodian	General	Custodian	Parks and Recreation	102
Senior Services Assistant	General		Parks and Recreation	103
Meter Reader	General		Finance	103
Building Maintenance Technician	General		Parks and Recreation	104
Court Clerk I	General	Court Clerk	Municipal Court	104
Customer Service Representative	General		Finance	104
Head Life Guard	General		Parks and Recreation	104
Transit Enforcement Officer	General		Police	104
Maintenance Technician	General	Maintenance	Public Works	104
Building Permit Technician	General		Planning and Zoning	105
Meter Reader Technician	General		Finance	105
Police Records Clerk	General		Police	105
Administrative Assistant	General		Parks and Recreation	107
Driver	General		Parks and Recreation	107
Animal Control Officer	General		Police	107
Bailiff	General		Municipal Court	107
Court Clerk II	General	Court Clerk	Municipal Court	107
Police Communications Officer	General		Police	107
Property and Evidence Technician	General		Police	107
HR Technician	General	HR	Human Resources	107
Equipment Operator	General		Public Works	107
Lead Custodian	General	Custodian	Parks and Recreation	108
Court Interpreter	General		Municipal Court	108
Maintenance Specialist	General	Maintenance	Parks and Recreation	108
Heavy Equipment Operator	General		Public Works	108
Mechanic	General	Mechanic	Public Works	108
Recreation Specialist	General		Parks and Recreation	108
Accounting Specialist	General	Accountant	Finance	108
Assistant to the City Manager	General		City Manager	109
Benefits Coordinator	General		Human Resources	109
Building Inspector I	General	Building Inspector	Planning and Zoning	109
Senior Services Assistant/Driver	General		Parks and Recreation	109
Chief Court Clerk	General		Municipal Court	109
Administrative Coordinator	General		Police	109
Crew Leader Supervisor	General		Parks and Recreation	109
Legal Secretary	General		City Attorney/Prosecutor	109
Recreation Coordinator	General		Parks and Recreation	109
Water Systems Operator	General		Public Works	109
IT Technician	General	IT Technician	Information Technology	109
Recruitment Coordinator	General		Human Resources	109
Training and Programs Coordinator	General		Human Resources	109
Police Communications Supervisor	Management		Police	109
Wastewater Plant Operator	General		Public Works	109
Building Inspector II	General	Building Inspector	Planning and Zoning	200
Planning Technician	General		Planning and Zoning	200
Assistant to Council/Public Information Officer	General		City Manager	200
Code Enforcement Officer	General		Planning and Zoning	200
GIS Specialist	General		Planning and Zoning	200
Electrician	General		Public Works	200
Graphics & Media Specialist	General		Information Technology	200
Chief Water/Wastewater Operator	General		Public Works	201

Recommended Title	Job Group	Class Series	Department	Recommended Pay Grade
Assistant Planner	General	Planner	Planning and Zoning	201
Accountant I	General	Accountant	Finance	201
Building Plans Examiner	General		Planning and Zoning	201
Court Administrator	General		Municipal Court	201
Economic Development Assistant	General		City Manager	201
Grant Writer	General		Finance	201
Senior IT Technician	General	IT Technician	Information Technology	201
HR Analyst	General	HR	Human Resources	201
Accountant II	General	Accountant	Finance	202
Associate Planner	General	Planner	Planning and Zoning	202
Contracts and Grants Coordinator	General		Finance	202
Facilities Supervisor	Management		Parks and Recreation	202
Maintenance Supervisor	Management		Public Works	202
Management Analyst	General		City Manager	202
Mechanic Supervisor	Management	Mechanic	Public Works	202
Parks Supervisor	Management		Parks and Recreation	202
Recreation Supervisor	Management		Parks and Recreation	202
Senior HR Analyst	General	HR	Human Resources	202
Purchasing Coordinator	General		Finance	202
Risk Property Analyst	General		Finance	202
Senior Services Manager	Management		Parks and Recreation	202
Billing and Collections Manager	Management		Finance	204
Deputy City Clerk	Management		City Clerk	204
Wastewater Supervisor	Management		Public Works	204
IT Manager	Management		Information Technology	204
Public Works Supervisor	Management		Public Works	204
Water Systems Supervisor	Management		Public Works	204
Assistant Director of Finance	Executive		Finance	206
Assistant Director of Parks and Recreation	Executive		Parks and Recreation	206
Assistant Director of Public Works	Executive		Public Works	206
City Clerk	Executive		City Clerk	207
City Prosecutor	Executive		City Attorney/Prosecutor	207
Director of Parks and Recreation	Executive		Parks and Recreation	207
Economic Development Manager	Executive		City Manager	207
Director of Planning and Zoning	Executive		Planning and Zoning	208
Human Resources Manager	Executive		Human Resources	208
Assistant City Attorney	Executive		City Attorney/Prosecutor	208
Director of Finance	Executive		Finance	209
Director of Public Works	Executive		Public Works	209
Magistrate	Executive		Municipal Court	209
City Attorney	Executive		City Attorney/Prosecutor	300
Assistant City Manager	Executive		City Manager	300
City Manager	Executive		City Manager	302

Police and Fire - Safety Classifications

Recommended Title	Job Group	Department	Recommended Pay Grade
Fire Fighter Recruit	Safety	Fire	108
Police Officer Recruit	Safety	Police	108
Fire Fighter	Safety	Fire	200
Police Officer	Safety	Police	201
Fire Engineer	Safety	Fire	201
Police Corporal	Safety	Police	202
Fire Inspector	Safety	Fire	202
Fire Captain	Safety	Fire	203
Police Sergeant	Safety	Police	204
Police Administrator	Safety	Police	204
Police Lieutenant	Safety	Police	206
Assistant Fire Chief	Safety	Fire	206
Police Commander	Safety	Police	207
Chief of Police	Safety	Police	209
Fire Chief	Safety	Fire	209