



# Resolution

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

No. 2051-A

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, DECLARING PUBLIC RECORDS; ADOPTING A SALARY PLAN; DIRECTING STAFF TO IMPLEMENT THE SALARY PLAN WITHIN THE 2018-2019 SALARY ALLOCATION; SUPERSEDING ANY CONFLICTING PROVISIONS OF EXISTING REGULATIONS, POLICIES OR PROCEDURES; PROVIDING FOR SEVERABILITY; DECLARING AN EMERGENCY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS, the legal authority to adopt a salary plan** derives from A.R.S. § 9-303, the San Luis City Code §31.20(5)(e) and Resolution No. 750, Personnel Policies of 2008, §HR3-02(A).

**WHEREAS, the City of San Luis is in need of a new salary plan** because the city has been experiencing turn over in many of its positions often due to lower than market salaries and the current Salary Plan has not been addressed as a whole since 2006;

**WHEREAS, City Council prioritized salaries and benefits in the 2018-2019 budget** including opting to have the City pay the health benefit increases rather than burden the employees with health benefits increases.

**WHEREAS, the studies for the basis of this Salary Plan** are the "Classification Study and Final Report" by CPS HR Consulting adopted by Resolution No. 1196 on June 7, 2017 (referred to as "Classification Study") and "City of San Luis, Arizona Total Compensation Report" by CPS HR Consulting of July 3, 2018 (referred to as "Compensation Report") which together serve as guides to the region's market for salaries and benefits for the classified service of the City of San Luis;

**WHEREAS, the city has legal and practical budgetary constraints** in its ability to spend on salaries and benefits including but not limited to:

1. the city's duty to spend on public purposes in providing services to the residents of San Luis,

2. Some of the city's revenue is restricted to purposes such as state Highway Users Revenue Fund for roads and Development Fees for statutory purposes related to the impacts of development,
3. Arizona Constitution Article IX §20 and A.R.S. §42-17106 place limitations on city expenditures and
4. A.R.S. Title 42, Chapter 17, Article 3 requires cities to have a balanced budget every year so that expenses do not exceed available revenues.

**WHEREAS, there are insufficient funds to implement this Salary Plan** during the 2018-2019 fiscal year;

**WHEREAS, staff analyzed each position to allocate the available funds** for the approximately 277 positions;

**WHEREAS, City Council finds that it is necessary to implement only partially the Salary Plan the fiscal year 2018-2019;**

**WHEREAS, City Council finds that additional steps are necessary to allocate the available funds fairly** because there will be increases in salary and benefits based on the Salary Plan other increases under the Personnel Policy or by administrative practice are suspended in this resolution.

**WHEREAS, City Council plans to fund this Salary Plan incrementally every year over a period of four years.**

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

### **Declaring Public Records**

**Section 1.** The documents entitled:

- a. Classification Study and Final Report approved by Resolution No. 1196 ("Classification Study" Exhibit A),
- b. City of San Luis, Arizona Total Compensation Report ("Compensation Report" Exhibit B),
- c. 2018-2019 Salary Allocations (Exhibit C),
- d. Skill Pay Schedule (Exhibit D),
- e. Salary Classifications and Pay Grade (Exhibit E),

- f. Salary Classifications and Pay Grade for the Safety Group (Exhibit F) and
- g. Salary Pay Grade Schedule (Exhibit G),

three (3) copies of which are on file in the Office of the City Clerk of the City of San Luis, Arizona, are declared to be public records; and the copies shall remain on file with the City Clerk's office and shall be available for public examination and reproduction upon request.

### **Adoption of Salary Plan and Related Documents Adopted**

**Section 2.** The City Council approves and adopts as guides and basis for the 2018 Salary Plan adopted by this resolution:

- 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 3.** City Council amends the 2006 Salary Plan to comport with the changes made by this resolution.

**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.

**Section 5.** To stay within legal expenditure limits as passed in the 2018-2019 fiscal year budget Resolution No. 2046, City Council approves and adopts the 2018-2019 Salary Allocations (Exhibit C).

**Section 6.** The Salary Plan and the measures below for the fiscal year 2018-2019 apply to the classified service and amends the contracts of contracted employees. As to contracted employee, any adjustments made by the implementation of the Salary Plan shall be considered a "cost of living" adjustment to compensation.

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**Measures to Implement the Salary Plan to Extent Possible  
under the 2018-2019 Salary Allocation**

**Section 7.** City Council directs staff to take all steps to implement the Salary Plan within the 2018-2019 Salary Allocations in Exhibit (C).

**Section 8.** City Council directs that staff apply the pay schedule for years in the position and not years of service.

**Section 9.** 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 10.** City Council suspends all increases under Resolution 570, Personnel Policies of 2008 except Skills Pay (§ HR3-02(B)(1) and except the City Manager may correct inequities upon the promotion of an employee (§ HR3-03(B)(2)).

**Section 11.** 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 12.** 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 pending further decision of City Council.

**Providing for Severability, Superseding Conflicting Provisions,  
Declaring an Emergency; and Establishing an Effective Date**

**Section 13.** 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 14.** 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 amended, superseded, and replaced, and this resolution shall govern. 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 amended, superseded so the actions and plans authorized by this resolution may be implemented. This resolution is a non-appealable final legislative decision and action of the City Council of the City of San Luis.

**Section 15.** To maintain stable operations and sound financial structure of the City of San Luis; it is necessary for the preservation of the peace, health and safety of the City

of San Luis, Arizona, an emergency is declared to exist, and this resolution shall become immediately operative and in force from and after August 4, 2018.

**Section 16.** This resolution shall become operative and in force and effect on and after August 4, 2018.

**Section 17.** This resolution shall be posted immediately upon passage.


**Section 18.** The appropriate City officials are authorized and directed to take any actions as may be necessary to effectuate this resolution.

**PASSED, APPROVED and ADOPTED** by the Mayor and City Council of the City of San Luis, Yuma County, Arizona this 9<sup>th</sup> day of July 2018.



Gerardo Sanchez, Mayor

**ATTEST:**

  
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Sonia Cornelio, City Clerk

**APPROVED AS TO FORM:**

  
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Kay Marion Macuil, City Attorney