



# *Resolution*

No. 2359

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA; AMENDING THE CITY OF SAN LUIS TRAVEL POLICY SECTIONS HR307-T-1-02(A) AND (B) CHANGING AUTHORIZATION OF TRAVEL FOR COUNCIL MEMBERS; REPEALING CONFLICTING PROVISIONS; AND PROVIDING FOR SEVERABILITY.**

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

**Section 1** Section HR307-T-1-02 of the City of San Luis Travel Policy titled "General Provisions" is amended and restated to read:

**A. Definitions**

1. In-state travel means all travel within the boundaries of the state of Arizona, including travel to the Indian Nations within the Arizona boundaries.
2. Out-of-state travel means travel outside the boundaries of the state of Arizona, including out-of-country travel.

**B. Authorization in Advance of Travel.** Travel for the City of San Luis, Arizona business must be authorized in writing in advance of the travel. Except for travel within Yuma County or within the City of San Luis, Rio Colorado, Mexico, may be with verbal or written authorization at the discretion of the supervisor, manager, department head, or City Manager.

1. For employees:
  - a. In-state travel must be authorized by the supervisor, or if the employee's position does not have a supervisor, by the manager or department head.
  - b. Out-of-state travel must be authorized by the City Manager (also referred to in this Travel Policy as the City Administrator.)
2. For the City Council Members: For City Council Members and the Mayor, all city business travel outside Yuma County must be authorized by three (3) City Council Members. One (1) of the three (3) Council Members may be the

Mayor. One (1) of the three (3) Council Members may be the traveler.

**Section 2** If a conflict arises between the provisions of this Resolution and any other ordinance, resolution, order, regulation, or policy of the City of San Luis, the conflicting provisions are amended, superseded, and replaced, and this Resolution shall govern.

**Section 3** If any section, subsection, paragraph, sentence clause, phrase, or portion of this Resolution is held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction or controlling legislation, such decision or law shall not affect the validity of the remaining portion of this Resolution.

**Section 4** The City officers and employees are authorized and directed to perform all acts necessary or desirable to give effect to this Resolution.

**PASSED, ADOPTED, and APPROVED** by the Mayor and City Council of the City of San Luis, Yuma County, Arizona, this \_\_\_\_ day of March 2025.

**City of San Luis, Arizona**

\_\_\_\_\_  
Nieves Riedel, Mayor

**Attest:**

**Approved As to Form**

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Sonia Cornelio, City Clerk

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Kay Marion Macuil, City Attorney