

**MINUTES**  
**REGULAR WORKSESSION**  
CITY COUNCIL OF THE CITY OF YUMA, ARIZONA  
CITY COUNCIL CHAMBERS - YUMA CITY HALL  
ONE CITY PLAZA, YUMA, ARIZONA  
**May 1, 2018**  
**6:00 p.m.**

**CALL TO ORDER**

**Mayor Nicholls** called the Regular City Council Worksession to order at 6:03 p.m.

Councilmembers Present: Shelton, Watts, Thomas, Knight, McClendon, Miller, and Mayor Nicholls  
Councilmembers Absent: None  
Staffmembers Present: City Administrator, Gregory K. Wilkinson  
Fire Chief, Steve Irr  
CIP Manager, Larry Halberstadt  
Director of Public Works, Joel Olea  
Principal Planner, Alyssa Linville  
Various department heads or their representatives  
City Attorney, Richard W. Files  
City Clerk, Lynda Bushong

**I. YUMA FIRE DEPARTMENT STRATEGIC PLAN**

**Irr** presented the Yuma Fire Department (YFD) 2018-2022 Strategic Management Plan as follows:

**Purpose of Strategic Management Plan**

- Assess current service level
- Provide a vision for the future
- Set goals and direction
- Get everyone on the same page
- Provide a resource to the budgeting process

**Five Critical Planning Areas**

1. Material Assets – Operational and financial planning to improve the condition of the department's equipment, apparatus, and facilities
  - Maintain an adequate number of stations, spaced appropriately to serve the community
  - Ensure the Computer-Aided Dispatch (CAD) System is up-to-date and supported by the manufacturer
  - Transition to a new mapping system
  - Maintain a current Fire and Facilities Plan
  - Facilities will meet current-day security policies
  - Ensure two sets of turnouts are readily available to Fire Suppression Personnel
2. Succession Planning – Work needed to prepare staff to take on leadership of the organization
  - Maintain paramedic staffing to meet the needs of the organization

- Have no less than two qualified applicants for every Engineer Captain and Battalion Chief promotional vacancies
  - Have no less than three qualified applicants for every entry level position
  - Continue to have the best retention ratio of current City employees
  - Have no less than two qualified applicants for every Administrative officer position
  - Increase the Department's capacity in the area of public information
  - Have depth at all positions in Community Risk Reduction (CRR) to allow for coverage of critical positions
  - CRR will have a structure that will allow for adequate supervisory oversight
  - Clerical staff will be cross-trained to allow for coverage of all critical areas
3. Organizational Culture – Maintenance and improvement of strong community ties and commitment to values
- Meet Standard of Cover and Certificate of Necessity response goals measured annually
  - Improve Incident Safety Officer Response
  - Improve incident rehab response and effectiveness
  - Increase the number of new construction inspections conducted by Fire Department personnel
4. Service Delivery – Continuous improvement of the ability to respond to emergencies effectively and prevent the loss of life and property
- The Public Education Program will meet the needs of the community
  - Create a cooperative atmosphere between business owners/responsible parties and the CRR Division to improve compliance using education and involvement
5. Organizational Excellence – Improvement of the organization through the use of quality indicators and participation with outside quality programs
- Meet all required trainings for Emergency Medical Services (EMS), Fire, Hazardous Materials, and Technical Rescue
  - Increase the incidence of live burn training
  - Training will reflect national trends and events
  - Improve EMS documentation
  - Simplify the process to acquire critical response data
  - Improve the Ambulance Billing Collection Rate
  - Establish a system to qualify engineers/contractors in the community
  - Maintain Premier EMS Agency designation awarded by the Arizona Department of Health Services
  - Promote networking interagency cooperation for CRR

**McClendon** asked if the training discussed in the Strategic Management Plan is included in the current budget or if it is being planned for in the future. **Irr** stated that money is set aside for training in the current budget to accomplish some of these goals, but they will continue to look for additional funding throughout the five-year plan. **McClendon** asked if there is a paramedic training program available locally through Arizona Western College (AWC), and if so does YFD have a program that helps offset some of the cost of attending this training. **Irr** there is currently a paramedic training program at AWC. Over the past few years YFD has offered a signing bonus for applicants who already have a paramedic certification because it costs the City about \$25,000 in tuition and overtime to send an employee through paramedic school. However, it

is important for the City to continue offer tuition reimbursement and flexible scheduling, otherwise it is likely that employees and potential applicants will go somewhere that does. YFD was able to pay for three personnel to attend the training this past year, but there were more applicants than available funding.

**Thomas** asked about the current status of YFD staffing. **Irr** stated that there 134 employees at YFD, with nine of those positions recently being added through the SAFER (Staffing for Adequate Fire and Emergency Response) grant. Of those employees, 117 personnel are on the trucks serving the community and the balance are administrative personnel.

## **II. FISCAL YEAR 2019-2023 CAPITAL IMPROVEMENT PLAN**

**Mayor Nicholls** declared a potential conflict of interest due to his employment, turned the meeting over to Deputy Mayor Knight, and exited the room.

**Halberstadt** explained that capital improvements typically fall into one of three categories: new construction, improvements to existing assets, and the purchase of equipment. The City also requires that capital improvements be infrequent, systematic, and have a minimum value of \$25,000. Capital improvements are typically performed for one of five reasons:

1. Increase the useful function or service capacity of an asset
2. Extend the useful life of an asset
3. Upgrade an asset's essential parts
4. Enhance quality of services
5. Reduce future operating costs

Development of the Capital Improvement Program (CIP) is a continuous effort. Each year is divided into three periods:

1. July – December: capital project status review, priority setting, and department coordination
2. January – March: funding projection, fund allocation, and capital program review
3. April – June: preliminary CIP is presented for inspection and review, City Council Public Hearing, and program adoption

For Fiscal Year (FY) 2019, the CIP plan was delivered to City Council on April 13<sup>th</sup> and a Notice of Public Hearing was placed in the Yuma Sun on April 15<sup>th</sup>. The CIP plan book was provided to Public Works and the City Clerk's Office and posted on the City website for public review on April 16<sup>th</sup>. The proposed budget for FY 2019 is \$40.6 million dollars. Funding sources for capital improvements include:

- City Road Tax – 36%
- 2015 Bond Issue - \$21%
- Wastewater Utility Fund – 19%
- Water Utility Fund – 12%
- Public Safety Tax – 3%
- Grants – 3%
- Highway User Revenue Fund – 3%
- Water Utility Bond – 2%
- Development Fees – 1%

There are a total of 45 projects in the plan for FY 2019, the majority being transportation projects including replacement of failing pavement and the installation of LED streetlights. Because the City does not have a dedicated funding source for Stormwater Control, the City often partners with the Yuma County Flood Control District, utilizing City road taxes to fund those activities.

FY 2019 Project Summary by Department		
Department	Project Count	Budget
General Government	2	\$8,560,000
Parks & Recreation	1	\$100,000
Public Safety	2	\$1,080,000
Stormwater Control	3	\$1,685,000
Transportation	19	\$16,533,317
Wastewater Utility	8	\$4,780,000
Water Utility	7	\$6,269,000
Yuma Crossing National Heritage Area	3	\$1,615,000
<b>Total</b>	<b>45</b>	<b>\$40,624,317</b>

#### Summary of Completed Projects

- Parks
  - Joe Henry Optimist Center Improvements
  - Pacific Avenue Athletic Complex (PAAC)
  - Stewart Vincent Wolfe Creative Playground Enhancements
  - West Wetlands Upper Bench Parking Area
- Roads
  - 22<sup>nd</sup> Street Paving – Avenue A to 4<sup>th</sup> Avenue
  - 40<sup>th</sup> Street – Bicycle/Pedestrian Path
  - 4<sup>th</sup> Avenue at Big Curve – Turn Lane
- Utilities
  - 16<sup>th</sup> Street Water Tanks Exterior Recoating
  - 24<sup>th</sup> Street Lift Station Replacement
  - 3<sup>rd</sup> Street Waterline – 23<sup>rd</sup> Avenue to 18<sup>th</sup> Drive

#### Projects Currently Under Construction

- General Government
  - Fleet Services Building
- Roads
  - Gila Street – Paving and Utilities
  - 3<sup>rd</sup> Avenue – Paving and Utilities
  - 27<sup>th</sup> Street Paving – 4<sup>th</sup> Avenue to 8<sup>th</sup> Avenue

#### Projects Anticipated to Bid Prior to June 2018

- Intergovernmental Agreements
  - Smucker Regional Retention Basin
  - 8<sup>th</sup> Street Reconstruction – Avenue C to Avenue D
- Roads
  - 1<sup>st</sup> Avenue – Paving and Utilities
  - Avenue A – Paving

- Utilities
  - Figueroa Avenue Water Pollution Control Facility Electrical Upgrades

#### Projects in Design

- Parks
  - Water Supply – PAAC and East Wetlands
- Public Safety
  - Fire Station #4 Remodel
- Roads
  - 16<sup>th</sup> Street Paving – Avenue B to Avenue C
  - 4<sup>th</sup> Avenue Paving – 32<sup>nd</sup> Street to 40<sup>th</sup> Street
- Water/Wastewater
  - Utilities Administration Building
  - Agua Viva Water Treatment Plant Supervisory Control and Data Acquisition (SCADA) Upgrade
- Transit
  - Yuma Multimodal Center

#### New Projects for Fiscal Year 2019

- Roads
  - Avenue 6E Multi-use Path
  - Avenue 9E Bicycle Lanes

**Shelton** urged the City to include improvements to 2<sup>nd</sup> Avenue, between 10<sup>th</sup> Street and 12<sup>th</sup> Street, in the CIP to address road repairs, sidewalks, and storm water drainage issues brought forward from concerned residents. **Halberstadt** stated that City Council does have the option to ask for a change in the projects included in the CIP. The issue would be one of funding, because it might require delaying a project in the current plan to a future year. **Wilkinson** stated that staff evaluated this area and due to issues with the base material, elevation, sidewalks and curbs that would require a total remake of that section of road, it would cost over \$1 million. He asked that City Council put off adding this project to the CIP until a review of the projects can be completed to see if there are any that can be deferred or alternatively addressed to stretch the available funds a little bit further.

**Thomas** noted that in the pavement preservation section of the CIP there is \$1.25 million set aside for street improvement citywide. He suggested that some of those funds be used to improve this section of 2<sup>nd</sup> Avenue. **Halberstadt** stated that this is money used by Public Works for slurry seals, fog seals, and other similar types of road treatments. **Thomas** suggested that the City delay any improvements on roads frequently used by farm vehicles and use that money elsewhere because of the wear and tear caused by those types of vehicles. **Thomas** additionally asked what the difference in the cost of operation is between the hybrid cooling system being proposed for the new Fleet Services Maintenance Shop and a traditional evaporation cooling system. **Halberstadt** stated that he will get back to City Council with the requested information.

**Watts** stated that she would at the least like to see the sidewalks or the storm water drainage issues on 2<sup>nd</sup> Avenue addressed in the CIP, noting that she frequently drives through the area and has seen the issues firsthand. **Deputy Mayor Knight** affirmed that while he would also like to see this done, an adjacent street was in a similar state and the issues were addressed through an Improvement District. **Wilkinson** confirmed

that an Improvement District is typically how this type of situation is approached. Normally the City does not use taxpayer money to improve a piece of private property. There are a number of other locations in the City that were previously County islands not built to City standards. **Deputy Mayor Knight** agreed that an Improvement District is the proper way to address these types of improvements in conjunction with any help the City can offer.

**McClendon** stated that she is reluctant to accept the CIP when she is still waiting for information about the plan for Yuma's roads. **Halberstadt** stated that he can work on getting that information to City Council. **McClendon** asked if the \$1 million set aside in FY 2019 for the remodeling of Fire Station #4 will be enough to meet all of its needs. **Halberstadt** explained that they are very early in the design phase of that project. The project manager has met with Chief Irr and the proposed consultant for the design and they put together a list ranging from high priority items that are absolute necessities to lower priority items that would be nice to have if the budget allows. **McClendon** asked what the \$1 million budgeted for FY 2019 will be covering. **Irr** explained that some of the unknowns in this project include the foundation, plumbing, and electrical systems that may need to be redone just to get started. While he is hopeful that the \$1 million will cover everything, he is also skeptical because there is a lot that needs to be done. The station was built in the late 1970s as a small station to serve a very small population; today the station would be considered a mid-sized station based on the population that it serves. It also was not built to accommodate both male and female firefighters, which will require changes to the dormitories, bathrooms, and locker rooms. **Halberstadt** added there is an additional \$0.5 million in the FY 2020 budget that may be utilize if needed.

Regarding 2<sup>nd</sup> Avenue, between 10<sup>th</sup> Street and 12<sup>th</sup> Street, **Shelton** stated that he trusts the City Administrator will meet with relevant staff to see what can reasonably be done to deal with this issue. He emphasized that residents came to City Council in good faith asking for attention to their area. **Shelton** expressed concern that forming an Improvement District might be a burden to the residents of this area.

**Thomas** asked for a review of the areas that have been annexed into the City since 2000 to see what the process has been and whether it has been consistent. **Halberstadt** stated that this is something City staff can work on. **Thomas** asked if the LED street light retrofit is a part of the Smart City project. **Halberstadt** explained that the \$3.7 million listed for that project is the City's share of the costs to purchase and install the new LED fixtures. **Wilkinson** confirmed that the budget for this project is just for the LED light fixtures. **Thomas** asked where the City is on the streetlight pole assessment and replacement process. **Olea** stated that the streetlight assessment has been completed and the City is in the process of prioritizing the replacement poles based on the information received from the consultant. This will be the first year that the City will have a systematic replacement program for street lights in critical need of repair. **Thomas** noted that some streets are quite dark and asked if there is a policy to determine the number of street lights per mile. **Olea** stated that this program is strictly to assess the existing infrastructure. An infill program would address, for example, if a resident complained that more lighting is needed. **Thomas** asked if the master plan to evaluate the status of the City's transportation management systems is regarding street lights. **Halberstadt** explained that this is essentially an engineering study to help evaluate how traffic can move more efficiently throughout the City. It will analyze aspects such as traffic volume and signal timing to help the City develop strategies which could include developing an Intelligent Transportation System that allows remote monitoring and control of traffic signals in order to keep traffic flowing and avoid bottlenecks. **Thomas** asked if a proposal is ready to bring forward to the citizens regarding what the City needs to improve the roads, considering that the State has taken our HURF funding. **Wilkinson** stated that the Citizens Revenue Committee has been meeting and discussing this issue; it is expected that they will come to City Council within the next 60 days with a recommendation.

**Mayor Nicholls** returned to the dais.

### III. REGULAR CITY COUNCIL MEETING AGENDA OF MAY 2, 2018

Motion Consent Agenda Item B.3 – Request for Qualifications: Pavement Maintenance (execute a one-year contract with option to renew for four additional one-year periods with Safeline, LLC; Sunland Asphalt; and Stormwater Plans, LLC., dba SWP Contracting and Paving) (Public Works/Streets)

**Knight** asked if Sunland Asphalt has a local office in Yuma. **Olea** stated that Sunland Asphalt is primarily an oil sealant company and they do not have an office in Yuma. The City utilized them this past fall and they had no issues coming to Yuma.

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Motion Consent Agenda Item B.4 – Final Plat: Saguaro Unit No. 3 Subdivision (property located at the northwest corner of S. Avenue 8E and E. 44<sup>th</sup> Street) (DCD/Planning)

**Motion** (Thomas/McClendon): To recess to Executive Session to discuss Motion Consent Agenda Item B.4. Voice vote: **approved** 7-0. The meeting recessed at 7:21 p.m.

The meeting reconvened at 8:26 p.m. with the above-noted parties present.

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Adoption of Ordinance O2018-016 – Rezoning of Property: Southeast Corner of the East 34<sup>th</sup> Street alignment and the B 3.7 Canal Lateran (rezone approximately 10 acres from the Agriculture (AG) District to the Light Industrial (L-I) District) (DCD/Planning)

Adoption of Ordinance O2018-017 – Rezoning of Property: Southeast Corner of the East 36<sup>th</sup> Street alignment and the B 3.7 Canal Lateral, and 3450 S. Avenue 5E (rezone approximately 19.5 acres from the Agriculture (AG) District to the Light Industrial (L-I) District) (DCD/Planning)

**Watts** asked if it was on Ordinance O2018-017 that the residents in the area of the rezoning had expressed concern because the L-I zoning is vague. **Linville** confirmed that is correct, adding that the residents were concerned that composting may be allowed in the future with the L-I zoning as there is already a composting location nearby. **Watts** asked what uses are allowed with the L-I zoning. **Linville** stated that composting is not currently addressed in the Zoning Code so staff is preparing a Zoning Code text amendment. However, at this time it would not be permitted in a L-I District. **Watts** asked for some examples of uses allowed in L-I Districts. **Linville** stated that auto repair and contractors offices would fall under L-I, where Heavy Industrial would include manufacturing. **Wilkinson** added that industries under L-I must not give off any smoke or odor.

### IV. FISCAL YEAR 2019-2023 BUDGET

**Miller** asked what the next step is in the budget process. **Mayor Nicholls** stated that the budget is open for City Council comments, suggestions, and changes. From there it will go through the final adoption process. **Miller** noted that the budget needs to be approved by July 1<sup>st</sup> but stated he would like to do some more

research and look at the budget in more depth. He asked for this item to be continued to the next Worksession to allow City Council to get a better picture of what is being proposed.

**Thomas** asked when the public safety pay plan will be presented as he would like to receive that information before getting too far into the budget. **Wilkinson** suggested that the preliminary budget adoption, which only sets the ceiling for the budget, take place on May 16th, because there is a minimum of two weeks required between the adoption of the preliminary budget and the final budget. Then City Council can take whatever time it needs to review the budget and ask any questions that they may have. The police department pay presentation can take place at a Special Worksession or during the next regularly scheduled Worksession, whichever City Council prefers.

**McClendon** asked if the police and fire department pay plan presentations can be combined into one under public safety. **Wilkinson** stated that there is not a separate pay plan for the Fire Department. **Mayor Nicholls** pointed out that the Police Department put together a pay plan on their own initiative, so that is what is ready for discussion at this time.

**Shelton** asked when City Council can expect to hear more about development fees so they can be factored into the budget. **Wilkinson** stated that development fees are completely separate from the budget. The legislature has set the timeline for development fees and the required waiting periods, so they will most likely come back before City Council in October or November.

## V. EXECUTIVE SESSION

**Motion** (Thomas/McClendon): To adjourn the meeting to Executive Session. Voice vote: **adopted** 7-0. The meeting adjourned at 8:41 p.m.

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Lynda L. Bushong, City Clerk

APPROVED:

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Douglas J. Nicholls, Mayor