

MINUTES
REGULAR WORKSESSION
CITY COUNCIL OF THE CITY OF YUMA, ARIZONA
YUMA CITY HALL
ONE CITY PLAZA, YUMA, ARIZONA
March 6, 2018
6:00 p.m.

CALL TO ORDER

Mayor Nicholls called the Regular City Council Worksession to order at 6:00 p.m.

Councilmembers Present: Shelton, Watts, Thomas, Knight, McClendon, Miller and Mayor Nicholls
Councilmembers Absent: None
Staff members Present: City Administrator, Gregory K. Wilkinson
City Engineer, Jeff Kramer
Chief of Police, John Lekan
Deputy City Administrator, Ron Corbin
City Attorney, Richard Files
City Clerk, Lynda Bushong

I. MARINE AVIATION WEAPONS AND TACTICS SQUADRON ONE (MAWTS-1) EXERCISE

Colonel Dave Suggs began the presentation expressing his appreciation for the relationship between MAWTS, the Marine Corps Air Station-Yuma (MCAS), and the City; stating that MCAS and MAWTS could not train 4,000 to 5,000 Marines each class, if it was not for this relationship.

Colonel Jim Wellons, Commander of MAWTS-1, thanked the community of Yuma, stating that Yuma is the only place in the United States where the Assault Support Tactics 3 (AST-3) training can be conducted, which is extremely important to our Marines who may be deploying in the next 6-9 months.

Captain Mike Harper, Evolution Coordinator for AST-3 presented the upcoming Weapons and Tactics Instructor Course (WTI) exercise as follows:

- On April 20, 2018, WTI students will conduct:
 - Non-Combatant Evacuation Operations in Twenty-nine Palms, CA
 - Foreign Humanitarian Assistance in Yuma
- The purpose is to provide WTI students with realistic training that is consistent with a mission they may execute in real-world operations when they deploy.
- There will be over 30 aircraft involved, including UH-1Y Hueys and CH-53 Super Stallions
 - Five of the aircraft will be in Yuma with a flight window of 4:00 p.m. to 10:30 p.m.
- There will also be several components to the ground participation, including refugee role players and Marine security forces.

- Flight operations in Yuma will be in accordance with all FAA regulations as follows:
 - Be a minimum of 500' above ground level over the City, except during takeoff and landing
 - Have communication with air traffic control at all times during the exercise
- Training events will include:
 - Aviation insert of security forces and Medical Civil Action Program (MEDCAP)
 - Providing aid to refugees and internally displaced persons providing casualty evacuation support
 - Providing on-call reinforcements (additional security)
 - Successfully handling a mass casualty situation
 - Extracting security forces and MEDCAP
- The safety and environment at each site will have:
 - MAWTS-1 Site Commanders which will arrive 30 minutes prior to the start of the exercise and are responsible for ensuring site is clean prior to departing
 - Marine Expeditionary Firefighting and Rescue on site
 - Yuma Police and Military Police on site
 - Drip pans will be placed beneath forklifts at Kiwanis Park
 - Limited vehicle movement for grass preservation
 - No ordnance will be carried on any aircraft or personnel

Concluding his presentation, **Captain Harper** encouraged spectators to come out and watch, reminding them to follow the instructions of the local authorities and to exercise personal safety. **Harper** expressed his appreciation for the City allowing them to train in this town and environment.

On behalf of the City of Yuma, **Mayor Nicholls** expressed the City's pride to be able to assist in the training of Marines for the protection and assistance they provide for our Country.

II. TRAFFIC CONTROL

Jeff Kramer began his presentation by briefly talking about the City's encroachment permit process:

- Encroachment Permits must be obtained to use the City's rights-of-way, or perform any work in/on City infrastructure.
- Permits require:
 - Compliance with City Construction Standards and Building Codes
 - An approved traffic control plan if work is in a City roadway
 - Advanced notice prior to starting work
 - Inspections completed by City staff
- Permit process:
 - Customer submits application, fee and traffic control plan through the Department of Community Development
 - Development Engineering reviews the application
 - Traffic Engineering reviews the application
 - Once approved, Development Engineering distributes notification to affected departments, emergency agencies and public relations. The City does not

typically notify businesses and residences - that is the contractor's responsibility.

- Customer obtains approved permit(s) and can begin work with proper notifications
- Customer must notify City Inspectors at least 48 hours in advance for most work and 72 hours if completely closing a roadway or alleyway and adjacent businesses and residences if required by permit
- Once inspections are complete the permit is closed out

Kramer then went on to explain the mistakes made during the Arizona Avenue closure, which occurred in October/November of 2017:

1. The Contractor did not submit a permit application and traffic control plan in a timely manner. However, the City expedited their process.
2. Multiple traffic control plans for closures were submitted on the same permit
3. Closure plans were all present, but were not in order by date of occurrence which lead to misunderstandings and incorrect notification
4. The Contractor failed to provide required notice to City inspection staff as required by the permit
5. The Contractor started work, then discovered an unknown conflict and stopped work until the conflict was resolved, which delayed the project by almost a week
6. When the contractor restarted work they failed to provide the required notice to City inspection staff as required by the permit
7. The contractor failed to notify area businesses of his schedule

Kramer finished his presentation by providing City Council with the steps staff are now taking to improve the permit process:

- If more than one activity is planned staff now ensures clear communication of the sequence on all notifications made
- For closures, inspectors now also notify public relations when they get a contractor notification
- Permit terms and City Code are being reviewed for potential revisions that strengthen the City's enforcement ability

Discussion:

Mayor Nicholls asked if the notice goes to the property owner or the tenant occupying the building, and if there is a process in which we track to ensure the notices actually is sent out.

Kramer responded that it would go to the occupier most of the time by a door hanger or flyer/post card. However, there is no current process in place to make sure the contractors give notice other than to remind them or follow up. **Mayor Nicholls** recommended coming up with a way to formalize that information into a tracking system to confirm that proper notification has been sent out. **Mayor Nicholls** questioned where the appropriate place would be for after-hour calls to the City for issues of this nature. **Kramer** stated he was unsure and would look into getting something identified.

Shelton asked what enforcement recourse does the City have when a contractor does not do what is required. **Kramer** explained the current remedy is to issue a Stop-Work Order and shut them down. He added they are looking into other enforcement options that may include civil or criminal

measures. **Shelton** asked if any accident had occurred, would the contractor have been liable or would it have been left to the driver. **Kramer** stated the contractor is responsible for providing the adequate traffic control and to make sure that set up is correct.

III. REGULAR CITY COUNCIL MEETING AGENDA OF MARCH 7, 2018

Motion Consent Agenda Item B.5 – Declare Surplus and Sale of Firearms Award: Declare surplus and award bid to the highest responsive/responsible bidder for the sale of 72 firearms for a total of \$12,247.00, Phoenix Arizona; Sprague's Sports-\$4,200.00, Yuma Arizona.) (Police Department – RFO #2018-20000110)

McClendon wanted to know how these firearms are deemed ready for resale. **Chief Lekan** responded that Yuma Police Department follows a process by checking the weapons through the national computers to ensure they are not stolen and take extra efforts to determine who the owner is/was.

McClendon, Lekan, Wilkinson, Deputy Knight, Mayor Nicholls, and Shelton discussed where the money goes once the firearms are sold. **Mayor Nicholls** stated this would best be discussed during the budget sessions, as well as if the funds could possibly be earmarked for specific needs.

Motion Consent Agenda Item B.5 – Donation Request: United States Army Tank (Approve submission of a donation request for a United States Army Tank by public display at Yuma Armed Forces Memorial Park) (City Administration)

McClendon questioned who will be taking on this project. **Mayor Nicholls** stated that the City is in the process of submitting the application to the government and that **Corbin** has been assigned to be the point of contact on this request. **Corbin** explained that the application guidelines request that City Council approve the application. Once awarded, the item will come back to City Council to accept it. **Deputy Mayor Knight** asked if the park can be expanded to better accommodate the Army tank. **Mayor Nicholls** informed Council the City is working with Union Pacific who owns the adjacent parcel.

Introduction of Ordinances 2018-010 – Grant of Easement: Airport Loop Road: (Authorize acceptance from the United States of America, acting through the Secretary of the Navy, of a 50-year easement underlying a portion of the Airport Loop Road.) (City Attorney)

Shelton asked what effect the easement will have. **Wilkinson** explained that the Airport Loop Road was originally constructed over 50 years ago, the easement has just expired so this is a renewal of the original easement by MCAS.

IV. EXECUTIVE SESSION

Mayor Nicholls adjourned the meeting at 6:45 p.m. No Executive Session was held.

Lynda L. Bushong, City Clerk

APPROVED:

Douglas J. Nicholls, Mayor

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