

# Kingman Connection



DECEMBER 2013

City of Kingman's Employee Newsletter

Our Mission: "To Build a Bridge of Open Communication Between Employees Across All Departments"

Dear Fellow City Employees,

Since being appointed Interim City Manager five months ago, time has flown by. I have been very busy across all departments and with the Mayor and Council doing what we do best, serving our community. I truly appreciate the professional effort and dedication of each employee. You are the foundation that makes the City of Kingman a great place to work and live.

Mr. John Dougherty will hit the ground running December 2nd. He is meeting with the Mayor and individual department heads the first few weeks to get up to speed on projects and programs. Please join me in welcoming Mr. Dougherty to his new job and our community.

Thank you for working so well through this transition period. I wish you all a Merry Christmas and a great New Year!

Chuck Osterman  
Fire Chief/Interim City Manager



NATIONAL DRUNK AND DRUGGED DRIVING (3D) PREVENTION MONTH  
**YOU DRINK & DRIVE. YOU LOSE.**

***YOU DRINK & DRIVE. YOU LOSE.***

It's that simple. December is National Drunk and Drugged Driving Prevention Month, a time to raise awareness about the consequences of driving under the influence of alcohol and drugs.

While the number of deaths has decreased in recent years, alcohol remains a significant contributing factor to motor vehicle crashes. Every day, almost 30 people in the United States die in motor

Vehicle crashes that involve an alcohol-impaired driver. This amounts to one death every 48 minutes. Last year, there were an estimated 1.4 million arrests from driving under the influence of alcohol or drugs.

Therefore, if you are going to be at a holiday party, make sure to have a designated driver ahead of time. If you do not think that far ahead, have a taxi cab number on hand if you need to be able to get home without driving home. You can always go back in the morning to get your car; the host won't mind!

Don't drink and drive, and don't let your friends or loved ones drink and drive, either.

Because ***You Drink & Drive. You Lose.***

Source: [http://www.cdc.gov/Motorvehiclesafety/Impaired\\_Driving/index.html](http://www.cdc.gov/Motorvehiclesafety/Impaired_Driving/index.html)





## CITY OF KINGMAN

### PERSONNEL RULES & REGULATIONS

#### Rule 3- Code of Ethics

Code of Ethics is the moral compass of the organization. Ethics is defined as the study of the general nature of morals and moral choices to be made by the individual in his or her relationship with others. It is a commitment for public servants to take individual responsibility in creating a government that has the trust and respect of its citizens.

Employees of the City of Kingman have the trust of the citizens who depend on a high level of service. This level of trust creates a special responsibility for the employees of the City of Kingman. Employees are expected to maintain a high level of ethical standards, to act with integrity in all public relationships and to always conduct themselves in a manner, which maintains public confidence.

This particular policy is to take a proactive approach in strengthening the emphasis on ethics and guiding City employees to uphold them. Each individual employee is a representative of the City and therefore is responsible through his or her actions for projecting high ethical standards.

Code of Ethics and Morals is simply defined as a standard of behavior. To list a few:

- ◆ Honest and trustworthy in what they say and write and in all professional relationships;
- ◆ Professional and respectful in the treatment of fellow employees and citizens, addressing concerns and needs with equity, granting no special favors;
- ◆ Recognizing that public policy decisions are ultimately the responsibility of the City Council and administered by the City Manager.

There are ten basic elements considered in the ethics policy. They are

- Gifts
- Conflict of Interest
- Conversion of City Property for Private Use
- Use of Personal Property
- Outside Employment
- Political Activities
- Use of Confidential or "Insider" Information
- Employment of Relatives/Personal Relationships

Give a Gift to the  
Environment this Season...

## RECYCLE Your Christmas Tree!



**Drop Off Location:** City of Kingman Public Works Department located at 3700 E Andy Devine (north end of the property).

**What kind of trees are acceptable?** Only Christmas trees will be accepted.

**Please remove all decorations, including tinsel and tree stands.**

**Trees will be accepted through February 28, 2014**

## Income Tax Forms



### Income Tax Withholding Form Changes – Federal W-4 / AZ A-4

**Reminder: you may need to file a new Federal Form W-4 or Arizona Form A-4 for 2014 if your filing status or exemption allowances have changed since your last filing of Form W-4 or Form A-4. New forms are not required if your status does not change.**





## Back Injury Prevention

(excerpt from [www.tdi.texas.gov](http://www.tdi.texas.gov))

**Learn to Prevent Back Injury:** Preventing a back injury is much easier than repairing one. Since your back is critically important to your ability to perform all daily activities including your job. Most pain arises from using your back improperly, so learning a few basic rules about lifting, posture and proper exercise can help keep your back in good shape.

**Exercise to Strengthen Your Back and Reduce Stress:** Having strong back and stomach muscles is important in order to support the work your back is put through each day. By doing simple back-toning exercises, you not only strengthen your back, but can also reduce stress and improving your posture. Check with your doctor as to the best exercises for you.

**Lose Excess Weight:** Excess weight puts extra force on back and stomach muscles. Your back tries to support the weight in front by swaying backwards, causing excess strain on the lower back muscles. By losing weight, you can reduce strain and pain in your back. Check with your doctor for the most sensible diet plan for you.

**Maintain Good Posture:** You can prevent many back pains by learning to sit, stand and lift items correctly. When you sit down, don't slouch. Slouching makes the back ligaments, not the muscles, stretch and hurt, thus putting pressure on the vertebrae. Learn to stand tall with your head up and shoulders back.

**Maintain Good Posture While You Sleep and Drive:** Sleep on a firm mattress or place plywood between your box spring and mattress for good back support. If your mattress is too soft it could result in a back sprain or sway back. Sleep on your side with your knees bent or on your back with a pillow under your knees for support. Drive with your back straight against the seat and close enough to the wheel so your knees are bent and are slightly higher than your hips.

**Plan Your Lift:** Lifting objects is often a mindless task, and unfortunately many people perform lifts incorrectly, resulting in unnecessary strain on their back and surrounding muscles. In order to lift correctly and reduce strain on your back, it's important to plan your lift in advance. This means to think about the weight of the object you will be moving and the distance you will be moving it. Is it bulky? Will you need help? Do you see any hazards that can be eliminated? Think about this whenever you do any lifting.

**Position Yourself Correctly in Front of the Load:** Once you have planned your lift the next important step is to align yourself correctly

## SAFETY TIP

Fire safety is an important element to a happy holiday season. Always unplug holiday lights on the tree before going to bed or leaving home.

Come January 2014, Arizona's minimum wage will increase from \$7.80 per hour to \$7.90 per hour.

In October 2013, the Industrial Commission of Arizona voted to increase the minimum wage. By contrast, the Federal minimum wage has been stuck at \$7.25 per hour since 2009. Because the Arizona minimum wage is higher than the Federal minimum wage, employees in Arizona must be paid the higher Arizona wage.

The new Arizona minimum wage will be applied to current employees whose hourly rate of pay will be less than the minimum hourly rate of \$7.90 beginning with all wages earned on and after January 1, 2014.

Departments with employees whose hourly rate will be below the new minimum will need to submit a Personnel Action form reflecting the new rate.

Arizona Minimum Wage



## "Caught Being Safety Smart"

To nominate someone for a Safety Smartie award please send Linda Semm an email or give her a call. It only takes a moment and just like safety, can make a big difference by recognizing someone doing the job right.



## Payroll News

The end is near...how about a new beginning? At year end, we like to recommend each employee take a moment and review their current pay stub information. The address that is listed on your pay stub is what we have on file for you. While you may have notified your department of a change of address, on occasion it may not have been submitted to HR and/or Payroll. If your pay stub information is not current, take a moment and update it with HR and they will notify Payroll to make the change on the payroll system.

Your pay stub also captures current mandatory and voluntary deductions & refunds, your vacation, sick and comp balances, your taxable marital status, exemptions for both federal and state and any additional amounts per paycheck you are having deducted for taxes. It is every employee's responsibility to ensure that their payroll information is reflected correctly.

Although the City of Kingman operates on a fiscal calendar (July - June), one important aspect that is based on a regular calendar year is payroll, specifically W-2 wage & tax statements. By law, employers are required to provide employees with this statement declaring the amount of wages and taxes paid during the prior year

(January - December) by January 31<sup>st</sup>. The form also captures Social Security, Medicare, qualified retirement plans, etc. for tax reporting and filing purposes. **The City typically distributes W-2s with the second payroll in January.**

2014 Federal W-4 forms and State A-4 forms will be available soon on CityWeb - see the Finance-Payroll tab for all the current Tax Forms or from your friendly Payroll team members.

Employees are able to update their tax forms by submitting completed and signed (by the employee) forms, prior to payroll processing any pay period.

Happy Holidays!

**NOW IS AN EXCELLENT TIME TO REVIEW YOUR PAYSTUB. DO WE HAVE YOUR CURRENT ADDRESS, TAX WITHHOLDINGS MARITAL STATUS?**

## 2014 Contribution Levels & Mileage Rate

### 457b Deferred Compensation Plans

The normal contribution limit for 457b plans will remain the same in 2014 at \$17,500. Catch up contributions for eligible employees 50 and over will remain the same:

- A special catch-up limit—age 50 and over \$5,500, for a total eligible contribution of \$22,500.
- Within three years of attaining normal retirement age catch up can be twice the “annual contribution limit.” The actually the lesser of: twice the annual limit, or the annual limit, plus the total amount of underutilized contributions from prior years.

### 401a Deferred Compensation Plans

The total contribution limit for 401a Defined Contribution plans under section 415(c)(1)(A) will increase from \$51,000 to \$52,000 for 2014. The City's 401a plan is exclusively provided by Nationwide. Any employee who becomes benefits eligible after July 1, 2008, your enrollment opportunity into the 401a plan expires two years from the date you became eligible for benefits.

### IRAs and Roth IRAs

The contribution limit for Traditional and Roth IRAs will remain unchanged and will remain the same in 2014 at \$5,500. Participants who are age 50 or over are eligible to contribute an additional \$2,500, for a total of \$8,000.

### Health Savings Accounts (HSA)

Consumers covered under a qualified High Deductible Health

Plan (HDHP) may set aside the maximum of their plan year deductible or the maximum set by the IRS regardless of their deductible. In calendar 2014 participants can contribute a maximum into their H.S.A.:

- \$3,300 - single coverage OR \$6,550 - family coverage

The City of Kingman will match you dollar for dollar into your H.S.A. up to the maximum of our Plan deductible noted as \$1,250 single or \$2,500 family through June 30, 2013. The IRS has announced deductibles for plan years renewing in 2014 will remain the same. So for plan year beginning July 1, 2014, the HDHP deductibles will remain at \$1,250 single and \$2,500 family.

Individuals age 55 and older, not enrolled in Medicare, can utilize the catch up provision permitted under H.S.A. rules. If you are an eligible individual your contribution limit will remain at \$1,000 for a total of \$4,300 for single coverage and \$7,550 for family coverage. (Note: Catch up contributions are not eligible for the employer match benefit by the City of Kingman).

### Standard Mileage Rate

The 2013 Internal Revenue Service standard mileage rate for business miles driven is \$0.565 per mile. Please note the mileage rate is subject to change during the calendar year so deemed by the IRS. The mileage rate for calendar year 2014 has yet to be announced.

### Social Security Wage Base

The 2014 wage base for social security taxable income is set at \$117,000. Medicare does not have a wage limit, therefore is withheld on all wages.

## Recipe for Success...

### Southwestern Three-Bean & Barley Soup

[www.eatingwell.com](http://www.eatingwell.com)

Serve this zesty bean and barley soup garnished with chopped fresh cilantro and a squeeze of lime, if desired.

205 calories per serving. 6 servings, about 1-1/3 cups each.

#### **Ingredients:**

1 tablespoon extra-virgin olive oil  
 1 large onion, diced  
 1 large stalk celery, diced  
 1 large carrot, diced  
 9 cups water  
 4 cups (32-ounce carton) reduced-sodium chicken, "no-chicken" broth or vegetable broth  
 1/2 cup pearl barley  
 1/3 cup dried black beans  
 1/3 cup dried great northern beans  
 1/3 cup dried kidney beans  
 1 tablespoon chili powder  
 1 teaspoon ground cumin  
 1/2 teaspoon dried oregano  
 3/4 teaspoon salt

**Preparation:** Heat oil in Dutch oven over medium heat. Add onion, celery and carrot and cook, stirring occasionally, until softened, about 5 minutes. Add water, broth, black beans, great northern beans, kidney beans, chili powder, cumin and oregano. Bring to a lively simmer over high heat. Reduce heat to maintain a simmer and cook, stirring occasionally, until the beans are tender, 1-3/4 to 2-1/2 hours (adding more water, 1/2 cup at a time, if necessary or desired). Season with salt.

#### **Tips & Notes:**

**Make Ahead Tip:** Cover and refrigerate for up to 3 days.

**Slow-Cooker Variation:** Use 2 cups water (instead of 9 cups) and combine all ingredients in a 5 to 6 quart slow cooker. Cover and cook until the beans are tender, about 4 hours on High or 7 to 8 hours on Low.

#### **Nutrition:**

**Per Serving:** 3 g fat (1 g sat, 2 g mono); 0 mg cholesterol; 35 g carbohydrates; 0 g added sugars; 11 g protein; 10 g fiber; 705 mg sodium; 601 mg potassium

**Nutrition Bonus:** Vitamin A (49% daily value; Magnesium & Potassium (17% dv); Iron (16% dv)

**Carbohydrate Servings:** 1-1/2

**Exchanges:** 2 starch, 1 vegetable, 1 lean meat, 1/2 fat

## December Birthdays

Diana Beatty	1
John Dougherty	1
Jackie Walker	1
Lee Hocking	2
Brandon Medlin	4
Joanne Longo	5
Ruthie Teigen	6
Harry White	7
Larry Dubay	8
Bob Olivas	10
Jason Schmitz	11
Diana Newton	14
Loretta Traficano	16
Dan Dill	17
Shane Milligan	17
Danny Reed	17
Melody Stewart	18
Randy Terry	18
Ronnie Walker	18
Casey DeHerrera	19
Robert Norrell	19
Tim Cowin	21
Naydid Penaloza	21
Ben Gross	22
Krista Huggins	23
Branden Townsend	23
Bill Bonfield	24
David Rivedal	24
Gaspar Urciaga	24
Bill Wyatt	24
Marcus Hood	25
Dave Coffin	27
Jackie Hansen	29
Eric Urquijo	29
Adam Lucier	31
Carol Morrison	31

Happy Birthday

**And the winners are...**



**Assured Imaging Screening—Coach Purse Winners!  
Congratulations!!**

Tiffany Reed  
Kingman Police Dept

Carole Osterman,  
Spouse, Chief  
Osterman, King-  
man Fire Dept



*Rules & regulations, Rule 3, continued from pg. 2*

Criminal History Record-Current Employee  
Ethics Officer

Since we are into the season of giving with the holiday season upon us, let's make sure every City employee knows what is and is not acceptable.

**Prohibited Gifts and Gratuities:** City employees shall not accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment, or loan which is or may appear to be designed to influence official conduct in any manner, particularly from a person who is seeking to obtain contractual or other business or financial arrangements with the City. For further information see ARS 38-504 and ARS 38-505.

**Permissible Gifts and Gratuities:** City employees may accept from vendors and others:

- ⇒ Unsolicited advertising or promotional material such as pens, scratch pads, and calendars.
- ⇒ Occasional business lunches or food and refreshments of insignificant value, \$25.00 or less.
- ⇒ Other items of nominal values (e.g., a box of candy) that are merely tokens of appreciation and not related to any particular transaction, value must be \$25.00 or less.

If you have questions about the propriety of a gift or gratuity, the safest practice is to decline the gift, pay for it yourself, or seek guidance from the City Attorney's or Human Resources office before accepting it.

Code of Ethics requires hard work, courage and difficult choices. In the long run, however, employees and citizens will always be better served by doing what is right than what is expedient. Keep it simple, just remember no matter what always do what it right.

For more information about Rule 3- Code of Ethics, go to your cityweb and check it out. .... Rule 4 covered in next issue.

# Appreciation

We believe the City of Kingman has some of the most outstanding employees in the community. Your co-workers and the customers we serve agree! We would like to share some of the thoughtful words received about our dedicated team.

ADMIRATION

SMILEY Recipient

**Gary Jeppson**

For giving me a ride to work when my car was in the shop and it kept stretching out to "it will be ready tomorrow" three times.

To nominate someone for a "smiley" - send an email to Linda or Cheryl in HR.

SMILEY Recipient

**Guy Reynolds**

Thank you for your gracious offer to assist with the GHS training for the golf course, recreation and administrative employees in Parks & Recreation. You are very much appreciated!



## Thanks

SMILEY Recipient

**Ronnie Walker**

Thank you for being so helpful to KART by helping clean-up the trash at the Wal-Mart bust stop.

## Grateful

SMILEY Recipient

**Diane Richards**

For always being willing to jump in & bail people out of a jam when it's not your responsibility to do so. You really are so appreciated!

## Gratitude

*Back Injury Prevention, continued from Pg. 3*

in front of the load with your feet straddling the load, one foot slightly in front of the other for balance. Slowly squat down by bending your knees, not your back and stomach. Using both hands, firmly grab the load and bring it as close to your body as you can. This will help distribute the weight of the load over your feet and make the move easier.

**Lift With Your Legs, Not Your Back:** Once the load is close to your body, slowly straighten out your legs until you are standing upright. Make sure the load isn't blocking your vision as you begin to walk slowly to your destination. If you need to turn to the side, turn by moving your feet around and not be twisting at your waist.

**Get Help, if Needed:** If the load is too heavy, bulky, or awkward for you to lift alone, find a friend to help you carry it. If no one is available, is it possible to break the load into two smaller loads? Or, can you locate a cart or dolly to help you move it? Look for simple solutions to help make the move easier on you and your back.

**Set the Load Down Correctly:** Once you have reached your destination, it's equally important that the load is set down correctly. By reversing the above lifting procedures you can reduce the strain on your back and stomach muscles. If you set your load on the ground, squat down by bending your knees and position the load out in front of you. If the load is set down at table height, set the load down slowly and maintain your contact with it until you are sure the load is secure and will not fall when you leave.



## City of Kingman's Employee Newsletter

# Employment Anniversaries

Chris Ackerman	Sewer	14	Bill Watson	Fire	5
Jennifer Sochocki	Police	10	Crystal Walker	KART	4
Mike Prior	Engineering	10	Phil Hudgens	Police	4
Mike Barnes	Fire	9	Jason Schmitz	Police	4
Dennis Miller	Police	9	Adam Simonsen	Police	4
Danny Reed	Police	9	Dustin Osborn	Fire	3
Melissa Timm	City Attorney	7	Craig Murk	Police	1
Health Mosby	Police	7	Teri Howell	Police	1
Jackie Hansen	Police	6			



*Pat Brock, Kingman Police Dept.  
 Congratulations on your retirement!!  
 Thank you for serving the City of Kingman  
 for over 24 years!*

## Mark your calendars

### December 2013



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 Road Kill Chili Public Works 11-2	12	13	14
15	16	17	18	19 City Complex Christmas Potluck 11-2	20	21
22	23	24	25 Holiday	26	27	28
29	30	31				

#### City Holiday Observances

Christmas, Holiday	December 25
1/2 Day Christmas Eve	December 24th OR
1/2 Day New Year's Eve	December 31st

#### Pay Days

Friday, December 6th  
 Friday, December 20th

